

# पीएम श्री केंद्रीय विद्यालय वायु सेना स्थल मनौरी, प्रयागराज

**PM SHREE KENDRIYA VIDYALAYA  
AFS, MANAURI, PRAYAGRAJ**



**विद्यालय समितियाँ एवं कर्तव्य  
शैक्षणिक सत्र : 2025-26**

**Committees and Duties  
Academic Session: 2025-26**

## TABLE OF CONTENTS

1. ACADEMIC COMMITTEE: -.....	4
2. ADMISSION COMMITTEE:-.....	5
3. ALUMNI COMMITTEE: .....	5
4. AEP COMMITTEE:.....	6
5. ACP (Awakened Citizen Program) COMMITTEE: .....	6
6(A). CCA COMMITTEE (Internal) AND MORNING ASSEMBLY: .....	6
6(B). CCA COMMITTEE (External):.....	7
7. CCT READER CLUB COMMITTEE:- .....	8
8.A CLEANLINESS COMMITTEE:(SWACHH SCHOOL & SWACHH BHARAT ABHIYAN) 8	
8.B: CLEANLINESS AUDIT COMMITTEE: .....	10
9. CMP COMMITTEE: .....	10
10. CCTV MONITORING COMMITTEE: .....	10
11. CONDEMNATION COMMITTEE: .....	11
12. CONTRACTUAL STAFF APPOINTMENT CO-ORDINATION COMMITTEE: .....	11
13. CANTEEN MONITORING COMMITTEE:.....	12
14. DISCIPLINE COMMITTEE:.....	12
15. DISASTER MANAGEMENT AND FIRE EXTINGUISHER COMMITTEE: .....	13
16(A). EXAMINATIONS COMMITTEE (Internal) : .....	13
16(B) EXAMINATION COMMITTEE (CBSE & EXTERNAL Examinations):- .....	15
16 (C). EXTERNAL EXAMS COMMITTEE (NIOS): .....	15
17. ECO CLUB & SCHOOL BEAUTIFICATION CLUB, GREEN SCHOOL .....	16
18. EDUCATIONAL TOURS / EXCURSION:.....	17
19. EVENT MANAGEMENT COMMITTEE: .....	17
20. FURNITURE & MAINTENANCE OF FIXTURES COMMITTEE.....	19
21.GAMES AND SPORTS COMMITTEE: .....	20
22. GRIEVANCES COMMITTEE: .....	20
23. GUIDANCE & COUNSELLING COMMITTEE: .....	20
24. INTERNAL COMPLAINT COMMITTEE (ICC), SEXUAL HARASSMENT AGAINST WOMEN EMPLOYEE : .....	21
25. ICT Committee: .....	21
26.IN- HOUSE TRAINING /CPD/ ONLINE TRAINING: .....	23
27.INNOVATION COUNCIL:- .....	24
28.LIBRARY COMMITTEE .....	24
29.MAINTENANCE & REPAIR COMMITTEE: .....	24
30.MEDICAL CHECKUP AND FIRST AID COMMITTEE: .....	25
31. MEDIA AND PUBLICITY COMMITTEE .....	26

32. NIPUN BHARAT AND FLN COMMITTEE: .....	26
33. PURCHASE COMMITTEE & GeM COMMITTEE: .....	27
34. PM SHRI COMMITTEE .....	27
35. PA SYSTEM, GENSET, WATER COOLER AND APPLIENCES MAINTENANCE COMMITTEE: .....	28
36. QUARTER ALLOTMENT COMMITTEE: .....	28
37. RAJ BASHA COMMITTEE: .....	28
38. RESOURCE ROOM MANAGEMENT COMMITTEE: .....	29
39. RTI COMMITTEE: .....	29
40. STUDENTS COUNCIL COMMITTEE: .....	30
41. STAFF QUARTERS REPAIR & MAINTENANCE COMMITTEE: .....	30
42. SCHOOL MAGZINE & NEWSLETTER COMMITTEE: .....	30
43. STUDENT SAFETY AND SECURITY COMMITTEE: .....	31
44. SCOUTS & GUIDES COMMITTEE .....	31
45. SUBJECT- CLUB & PROJECT ACTIVITY COMMITTEE: .....	32
46. SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY) .....	33
47. STAFF & WELFARE CLUB: .....	34
48. TIME TABLE AND ARRANGEMENT COMMITTEE: .....	34
49. ORF (TARA) ASSESSMENT COMMITTEE: .....	35
50. CLASS/SUBJECT CO-ORDINATION COMMITTEE .....	36
51. DUTIES OF HOUSE MASTER: .....	36
52. DUTIES OF CLASS TEACHERS: .....	36

--

**PM SHRI KENDRIYA VIDYALAYA AFS, MANAURI, PRAYAGRAJ**  
**COMMITTEES & DUTIES FOR THE SESSION 2025-2026**

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2024-2025. As such all the members of staff are hereby informed to note the nature of the work and comply with them. All the members of the committee will be equally responsible for the work assigned through the committee. The undersigned will ask for the compliance from the in-charges or any member of the committee. In absence of the in-charge the next senior member of the committee will automatically be the in – charge and so on. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will also fix the responsibility. The handing and taking over of the departments shall be completed immediately if needed. In the absence of the in charge, the co-in-charge/senior member of the committee will complete the handing over and taking over procedure. Action plan for effective implementation of assigned responsibilities may be submitted as and when required.

**1. ACADEMIC COMMITTEE: -**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. P.D.Yadav	VP	In-charge	
2.	Mrs. V.M.Shukla	PGT (Chem.)	Co I/C	
3.	Mrs. Kavita Singh	PGT(Comm.)	Member	
4.	Mr. P.K.Yadav	PGT(History)	Member	
5.	Mr. R.K.Jha	HM	Member	
6.	Mr.C.B. Chaudhary	PRT	Member	
7.	Ms. Preeti Maurya	PRT	Member	
8.	Mrs. Geeta Bala	PRT	Member	
9.	Mrs. Geetanjali Arya	SSA	Member	

**Duties:-**

- a) The committee will help the Principal in day to day academic and administrative matters.
- b) Any discrepancy observed in academic and administrative activities should be brought to the notice of the Principal immediately.
- c) To assist in preparation of Budget estimates and SF & VVN annual accounts.
- d) To ensure the timely distribution and maintenance of attendance register, teacher's diary and daily diary is written as per norms, guiding the respective subject teachers in the subject committee meeting as a Convener of the subject committee, as applicable.
- e) To inform the Principal about the lapses, deviations in the subject committee report.
- f) To ensure the maintenance and submission of anecdotal record and CMP.
- g) To maintain record of all activities related to academics.
- h) To distribute list of text books, Note books, option forms and other details.
- i) To organize review meetings on academic issues and maintain minutes of academic meetings.
- j) To facilitate class teachers and subject teachers in organizing and conducting PTM.
- k) To send the information to parents and other stake holders regarding academics.
- l) Collection of student Enrolment, Staff Vacancy Position data and send to RO timely.
- m) Plan and execute all activities related to appointment of Contractual Teachers.
- n) To call the teachers as and when required and to complete all the necessary formalities.
- o) Suggesting activities for Vidyalaya image building among stakeholders and the society.
- p) Any other academic issue assigned by KVS time to time.

## 2. ADMISSION COMMITTEE:-

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. G.D. Pandey	PGT ENGLISH	In-charge	
2	Mr. Raju Maurya	PGT CS	Co-In charge	
3.	Mrs. Shalini Trivedi	LIBRARIAN	Member	
3	Mr. R.K.Jha	H.M.	Member	
4	Mr. Aejaaz Khalil	PRT	Member	
6	Mrs. Laxmi	PRT	Member	
7	Mr. Anupam Mishra	PRT	Member	
8.	Ms. Muskan Raj	JSA	Member	
9.	Class teacher of BV-3, 1A,1B,1C and 1D	PRT	Member	

### Duties:-

- Monitoring of T.C. issued, uploading of TC on regular basis, monthly updating the students' enrolment and registered/selected application list on Vidyalaya web site.
- Advertisement of admission, issue of application/Registration forms. Maintaining Help-Desk to guide parents.
- Scrutiny of the registration forms and documents submitted by parents as per admission guidelines of the KVS.
- Preparation of lists for lots and preparation of list for provisional admission for all classes as per Admission Guidelines. Updating the information on online portal.
- Finalizing admissions to all classes as per KVS Admission Guidelines.
- Making entry and maintenance of admission registers and producing correct information as when required.
- To take the approval of VEC before the release of the merit list.
- Admission of candidates based on K.V. TC as per KVS norms.
- Facilitate local transfer admissions and admissions as per RTE Act.
- Maintenance of admission records as per KVS guidelines in the prescribed formats.
- Details of admission uploading on the website.
- The members of committee will coordinate the entire admission process and discharge all related works including document verification regarding admission from class Balvatika to12 in the Vidyalaya as per KVS Admission Guidelines. They will be held responsible for any discrepancy in the admission process.

## 3. ALUMNI COMMITTEE:

S.NO.	NAME	DESIGNATION	MEMBER	SIGNATURE
-------	------	-------------	--------	-----------

1.	Mr. P.K.Yadav	PGT History	In-charge	
2.	Mr.Amit Singh	PGT Economics	Member	
3.	Mrs.Sunita	PGT Geogrphy	Member	
4.	Mr. Manutosh Dutta	TGT Eng	Member	
5.	Mr. Ganesh Shukla	TGT (SST)	Member	
6.	Ms.Shubhangi Tripathi	PRT	Member	
7.	Mr. Mohit Tiwari	JSA	Member	

**Duties:-**

- Planning and organizing Alumni functions, activities for interacting students and inviting them on various occasions.
- Maintaining database to hold record of alumni working in different service area.
- Explore possibilities and seek help and support in various student's welfare activities from Alumni side.

**4. AEP COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs.Sunita	PGT Geogrphy	In-charge	
2.	Mrs. Shalini Trivedi	Librarian	Co-Incharge	
3.	Mr. T.N. Yadav	TGT Maths	Member	
4.	Mr. Ram Sufal	TGT Maths	Member	
5.	Mr. Rajaneesh Kr. Yadav	PRT	Member	

**Duties:**

- Dealing the matters with students, teachers and parents.
- To sensitize the students on adolescent issues.
- To organize training programmes/workshops for students/Teachers on the issue.
- To maintain records of participation.
- To maintain AEP Box for students and plan suitable action.
- Counseling of students regarding various Adolescent and health issues.
- Welcome and facilitation of Guests and other related preparation for events.

**5. ACP (Awakened Citizen Program) COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Shalini Trivedi	Librarian	In-charge	
2.	Mrs. Shashi	TGT Eng.	Co-Incharge	
2.	Mr.Manutosh Dutta	TGT Eng.	Member	
3.	Mrs. Renu Yadav	TGT Science	Member	

**Duties:**

- To plan the annual calendar for ACP program as per KVS Guidelines.
- To organize programmes/workshops for students/Teachers on ACP.
- To maintain records of ACP.
- To ensure the conduction of classes related to ACP as per schedule allotted in School Time Table.

**6(A). CCA COMMITTEE (Internal) AND MORNING ASSEMBLY:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
<b>A.SECONDARY</b>				
1.	Mr. Prateek Shrivastava	PGT (Eng)	In-charge	
2.	Mr. Garima Singh	PGT(Hindi)	Co -IC	
3.	Mr. Ganesh Shukla	TGT Social Sc.	Member	
4.		Comp.Instructor-1	Member	
<b>B.PRIMARY</b>				
1.	Mrs. Preeti Pal	PRT	In-Charge	
2.	Mr. Vivek Shukla	PRT	Member	
3.	Mrs.Reena Yadav	PRT	Member	
4.		Comp.Instructor-2	Member	

#### 6(B). CCA COMMITTEE (External):

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Garima Singh	PGT (Hindi)	In-charge	
2.	Mr. G.D. Pandey	PGT(English)	Co -IC	
3.	Mr. Dubey Dharmendra Kumar	TGT English	Member	
4.	Mr. Amit Nishad	TGT(Hindi)	Member	
5.	Mrs. Menka Rani	PRT	I/c Primary	
6.	Mrs. Geeta Bala	PRT	Member	
7.	Mr. Kamal Pratap Singh	PRT	Member	
8.		Comp.Instructor-1	Member	

#### Duties:

- CCA committee is supposed to plan and execute various activities and programme related to educational/culture/Art/Science and social science, important Days and Celebrations.
- Planning and preparing activities for daily morning Assembly and conducting morning assembly within stipulated time as per KVS norms.
- To evaluate the various items of morning assembly programme on five point scale – Excellent: Very good; Good; Average; Below Average.
- To prepare the weekly schedule for conducting morning assembly programme involving class teachers and House Masters.
- Implementation of House system in the Vidyalaya to promote leadership, team work skill in students.
- Planning and execution House activities and preparing yearly callender.
- Monitoring of display materials in the form of project, literary and drawing/art, write-ups etc. on Display boards.
- Planning theme based completions among Houses to promote social awareness on various issues.
- The committee will maintain CCA register for activities conducted, details of students getting prizes, distribution of CCA prizes to students.
- The committee will assign duties to Students council like discipline, uniform checking etc.



- k) CCA committee will also publish the School Magazine covering activities of the Vidyalaya as a showcase to the stakeholders.
- l) To arrange the PA system, musical instrument well in advance before the start of morning assembly.
- m) Annual Planning of House wise CCA activities and maintaining results of CCA activities.
- n) Purchase and distribution of CCA prizes & medals.
- o) Organizing Vidyalaya Annual Function and other important events with consultation to principal.
- p) CCA-External committee will coordinate various KVS activities, Awareness programs, various competitions like PPC, EBSB, AKAM etc. and insure the effective implementation and reporting.
- q) Welcome and facilitation of Guests and other related preparation for events.
- r) The committee In-charge will maintain all related records like photos, videos, CCA Register and other related work.

## 7. CCT READER CLUB COMMITTEE:-

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
<b>CCT READER CLUB- ENGLISH</b>				
1.	Mrs. Shalini Trivedi	LIBRARIAN	In-charge	
2.	Mr. Manutosh Dutta	TGT(Eng)	Co In-Charge	
3.	Ms. Shashi	TGT(Eng)	Member	
4.	Ms. Shubhangi Tripathi	PRT	I/c Primary	
5.	Ms. Reena Yadav	PRT	Member	
6.	Mr. Amrendra Pratap Singh	PRT	Member	
<b>CCT READER CLUB- HINDI</b>				
1.	Ms. Garima Singh	PGT(Hindi)	In-charge	
2.	Mr. Amit Nishad	TGT(Hindi)	Co In-Charge	
3.	Mr. Ajeet Kumar Singh	TGT(Hindi)	Member	
4.	Mr. C.B.Chaudhari	PRT	Member	
5.	Ms. Preeti Maurya	PRT	Member	
6.	Mr. Kamal Pratap Singh	PRT	Member	

### Duties:

- a) To prepare an action plan for conducting Club Activities and CBSE Reading Challenge examination (online/Offline) for concerned classes as per guidelines.
- b) Coordination with Exam Department/Committee for printing of question paper and other required stationery and printing work.
- c) Producing and sharing correct data as when required by the Principal/RO etc.
- d) Coordination with Time Table Committee for effective implementation of Reading activities on regular basis in all classes.
- e) Prepare action plan for effective use of Books, Newspapers, Magazines, journals and other reading material available in the Library and organize activities/completions to engage students.

## 8. A: CLEANLINESS COMMITTEE: (SWACHH SCHOOL & SWACHH BHARAT ABHIYAN)



Cleanliness of the Vidyalaya Building, Premises and surroundings, Water points, Toilets and Corridor and organizing activities under Swachh Bharat Abhiyaan.

Overall In-Charge: Mr. Amit Nishad TGT (Hindi)

Overall Co-Incharge: Mr. Krishna Murari Yadav TGT (P&HE)

**Area wise In-charges: Secondary & Sr.Secondary:**

Area (Main Building)	NAME OF TEACHER	SUBSTAFF
Academic Block (Middle)	Mr. Krishna Murari Yadav	Mr. Radheshyam
Academic Block (Left)	Mrs. Kavita Singh	Mr. Karan Singh
Academic Block (Right)	Mr. Ram Sufal	Mr. Radheshyam
Main Gate & Entry Area	Mr. H.K. Mayank	Mr. Kamta Prasad
Canteen Area	Mrs. Sheelu Seth	Mr. Radheshyam
Assembly Ground Area	Mrs. Sheelu Seth	Mr. Kamta Prasad
Laboratories	Concern I/c	Physics, Chemistry, Bio Lab-Mr. Kamta Computer Labs – Mr. Kamta Others Rooms- Mr. Radheshyam E-Classroom- Mr. Karan Singh
Classrooms	All Class Teachers	Resource Staff

**Primary:**

Area	NAME OF INCHARGE TEACHER
Academic Block	Mr. Sawaroo Chauhan
Children Park	Mrs. Shivani Asthana
Primary Play Ground	Games /Sports Coach(Primary)
Classrooms	All Class Teachers

**Supervision of Toilets & Drinking Water points:**

Area	Male/Boys Toilets	Female/Girls Toilet
Main building Secondary	Mr. Ram Sufal Mr. H.K. Mayank	Mrs. Shashi Mrs. Renu Yadav
Primary Wing	Mr. Anil Kumar Kanojiya Mr. Ashutosh Kumar	Mrs. Sanjna Ms. Sandhya
Staff Toilet –Sec.	Mr. Dharmendra Dubey	Mrs. Kavita
Staff Toilet –Primary	Mr. Ashutosh Kumar	Mrs. Reena Yadav

**Duties:**

- To ensure the cleanliness of the class rooms, corridor, toilets and other common areas including staff rooms.
- To ensure the provision of dustbins in all the class rooms.
- Distribution/assigning work to housekeeping staff and supervise the work of the people deployed under housekeeping
- To appraise the Principal about the cleanliness of school building from time to time.
- To acquire materials for housekeeping work and give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other area of the campus.
- To clear the wild bushes and thorny plants growing in the school campus.
- To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.

- i) To take the rounds of the Vidyalaya and to ensure cleanliness of toilets and corridors.
- j) In-charge can assign the work wing – wise for efficient functioning and for fixing the responsibility. The In – charge will be held responsible for the lapses and the deviations of the orders.
- k) To ensure that the wash rooms are cleaned twice daily by the house keeping staff.
- l) To implement monitoring system for tracking cleaning work.
- m) Functioning of Vending Machine- Upkeep of the machine.
- n) Executing Annual Maintenance Contract for water purifiers, water coolers and other items to be maintained regularly.
- o) Organizing Cleanliness Drives and Awareness Programmes for students/parents and society.
- p) Motivate students for developing cleaning habits and recognize their contribution in clean Vidyalaya Programme and Swaccha Bharat Abhiyaan.
- q) To prepare the monthly report on Sanitation/cleanliness for compliance.
- r) Regular cleaning of Overhead tanks and water storage and water supply in toilets.
- s) To compliance all cleanliness related activities as assigned by KVS/RO time to time.
- t) To Maintain and update the Concerned records, along with photos and Videos.
- u) To accomplish the all task related to Cleanliness under PM SHRI Programme.

#### **8. B: CLEANLINESS AUDIT COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Sheelu Seth	TGT (Maths)	In-charge	
2.	Mr. Amit Singh	PGT (Eco.)	Member	
3.	Mr. Krishna Murari Yadav	TGT (P&HE)	Member	
4.	Mr. C.P.Jilewa (For Primary Block)	PRT	Member	

#### **Duties:**

Audit Team will inspect cleanliness of the Vidyalaya on regular basis and give report on every 15<sup>th</sup> day and last working day of the month.

#### **9. CMP COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Mr. Anupam Mishra	PRT	In-charge	
2.	Mr. Aejaz Khalil	PRT	Co-Incharge	
3.	Mr. Vivek Shukla	PRT	Member	
4.	Ms. Sandhya	PRT	Member	

#### **Duties:-**

- a) CMP incharge will be the stock holder of CMP register .
- b) To ensure the implementation of CMP as per KVS norms.
- c) To take the requirement of TLM from teachers well in advance every month.
- d) To acquire /purchase TLM every month as per norms of KVS.
- e) To ensure the distribution of TLM to all the teachers as per requirements.
- f) To maintain the CMP stock register and TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement.
- g) To maintain the record of work sheets prepared by the teachers subject wise.

#### **10. CCTV MONITORING COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Mr. Raju Maurya	PGT(CS)	In-charge	
2.	Mr. R.K. Mishra	PGT(CS)	Member	
3.	Mr. C.B.Chaudhary	PRT	Member	
4.	Mr. Rajaneesh K Yadav	PRT	Member	
5.	Ms. Muskan	JSA	Member	
6.	Computer Instr-1 & 2	CI	Member	

**Duties:-**

- To ensure proper functioning of CCTV Surveillance system.
- To execute CCTV Annual Maintenance Contract and monitoring.
- To produce digital avoidance and reporting as and when required.

**11. CONDEMNATION COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Mr. P.D.Yadav	VP	In-charge	
2.	Mr. P.K.Sharma	PGT	Co I/C	
3.	Mr. Raju Maurya	PGT(CS)	Member	
4.	Mrs. V. M. Shukla	PGT	Member	
5.	Mr. R.K.Jha	H.M	Member	
6.	Mr. Shailendra Kaushal	SSA	Member	
7.	Mr. H.C.Shukla		VMC Member	

**Duties:-**

- To monitor and prepare plan and proposal for condemnation.
- To verify the department wise list of condemnation items.
- To follow the guidelines of condemnation process as per KVS Account Code.
- The committee will also work as Condemnation committee and will coordinate auction process of unserviceable/condemned items from various department and maintain minutes / proceeding/records of auction work.

**12. CONTRACTUAL STAFF APPOINTMENT CO-ORDINATION COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Mr. P. D. Yadav	Vice Principal		
2.	Mr. Rajesh Kumar Mishra	PGT CS		
3.	Mr. R. K. Jha	Head Master		
4.	Mrs. Geetanjali	ASO		
5.	Mr. Mohit	JSA		
6.	Ms. Muskan	JSA		

**Duties:-**

- To coordinate the recruitment process for contractual post in the month of Feb-March of the session or whenever needed.
- To publish advertisement, application form, eligibility criterion etc as a part of process.
- To conduct the scrutiny test for selection of contractual staff as per need.
- To coordinate the selection board(s) for contractual appointments.
- To maintain the records related to above said work.
- To prepare final panel and declaration of result on public domain.
- Any other necessary work as directed by the Principal.

### 13. CANTEEN MONITORING COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Mr. R.K. Patel	PGT Bio		
2.	Mr. T.N. Yadav	TGT Maths		
3.	Mr. AJEET Singh	TGT Hindi		
4.	MR. RAJANEESH K YADAV	PRT		
5.	MRS. SANJANA	PRT		

#### Duties

- To Ensure regular monitoring of canteen of the Vidyalaya in context of cleanliness of canteen, cleanliness of utensils, drainage and quality of food material.
- To check the proper and hygienic way of distribution of edible items among stakeholders.
- To convey important informations to the Principal related to school canteen.
- To plan and suggest empirical steps to improve the canteen system

### 14. DISCIPLINE COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. P.D.Yadav	VP	In-charge	
2.	Mr. Krishna Murari Yadav	TGT (P&HE)	Co-Incharge	
3.	Mrs. Manisha Singh	PGT (Chem.)	Member	
4.	Mr. R.K. Jha	H.M.	Member	
5.	Mr. R.K. Agnihotri	TGT (Sanskrit)	Member	
6.	Mr. Ganesh Shukla	TGT (S.St.)	Member	
7.	Mr. Parmanand Pandey	TGT (A.E.)	Member	
8.	Mr. Ram Sufal	TGT (Maths)	Member	
9.	Mr. Ajeet Kumar Singh	TGT(Hindi)	Member	
10.	Ms. Sheelu Seth	TGT(Maths)	Member	
11.	Mr. H.K.Mayank	TGT(Science)	Member	
12.	Mr. C.B. Chaudhary	PRT	Member	
13.	Mr. Rajaneesh Kumar Yadav	PRT	Member	
14.	All class teachers & House Master			

#### Duties:

- To ensure disciplined environment of the Vidyalaya.
- To check the late comers during morning assembly.
- To observe the behavior of students inside and outside class room
- To ensure provision of out pass in all classes and their utilization

- e) To initiate proper action as per KVS norms against undisciplined behavior of the students
- f) To check the girls and boys uniform daily and check the bags once in a week.
- g) To confiscate the mobiles and other prohibited appliances.
- h) To take the regular meeting of student councils, prefect, monitors.
- i) To attend discipline cases, communication with Parents and refer the problematic cases to the counselor for diagnosis, if needed.
- j) To maintain the records of in disciplinary activities in proper manner.

## **15. DISASTER MANAGEMENT AND FIRE EXTINGUISHER COMMITTEE:**

### **A: DISASTER MANAGEMENT**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. P.K.Yadav	PGT (History)	In-charge	
2.	Mr. M.K. Mishra	TGT (S.St.)	Co-Incharge	
3.	Mr. R.K.Jha	H.M.	Member	
4.	Mr. Ashutosh Kumar	PRT	Member	
5.	Mr. Mohit Tiwari	JSA	Member	

#### **Duties:**

- a) To prepare action plan to cope with disasters and hazards as per guideline of NDMA.
- b) To organize mock drill and awareness among students.
- c) To constitute internal/ external committee as per NDMA guideline.
- d) To Prepare and display the posters/ flaxi boards for evacuation.
- e) To Maintain the records including photos and videos.

### **B. FIRE EXTINGUISHER COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Krishna Murari Yadav	TGT (P&HE)	In-charge	
2.	Mr. P.K.Yadav	PGT (His.)	Co I/C	
3.	Mr. Kamal Pratap Singh	PRT	Member	

#### **Duties:-**

- a) Monitoring of refill and installation of fire extinguisher at various place of vidyalaya.
- b) To keep update the record of fire extinguishers.
- c) To organize mock drill and awareness programme related to fire disaster.

## **16(A). EXAMINATIONS COMMITTEE (Internal) :**

### **A – SECONDARY**

S. NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. P.K.Sharma	PGT	In-charge	
2.	Ms. Vajayanti Malviya	PGT	Co I/C	
3.	Mr. R.K.Mishra	PGT	Member	
4.	Mr. G.K.Shukla	TGT	Member	

## B – PRIMARY

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. C.P.Jilewa	PRT	IN-CHARGE	
2.	Mrs. Laxmi	PRT	CO-I/C	
3.	Mr. Vivek Shukla	PRT	Member	
4.	Mr. Aejaaz Khalil	PRT	Member	
5.	Mr. Amrendra Pratap singh	PRT	Member	

### Duties:-

- a) To prepare an action plan for conducting monthly test for classes III to V, and VI to XII classes.
- b) Conducting Periodic Tests, Unit Tests, Cycle Test Half yearly Exam, Pre-Boards, PISA and Session Ending Exam and internal CBSE Exam as per KVS norms.
- c) To collect the question paper along with blue print, design, marking scheme for these exams securely and to preserve them for inspection purpose.
- d) To procure the result register, progress reports, certificates of school-based evaluation and other stationery well in advance by giving timely requisition to the Principal.
- e) Declaration of results as per the KVS schedule.
- f) To maintain and place all the records pertaining to examination before the member of panel inspection team and principal as and when required.
- g) To issue the notices, circulars of the examinations for students and staff.
- h) To visit KVS, Regional Office and CBSE websites regularly for the examination notices and circulars.
- i) To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
- j) To update examination details on website regularly. Internal – Planning & conduct of Monthly Tests/UT/HY/SEE/Pre-Boards as per schedule.
- k) Distribution of progress cards, study materials & practice set papers.
- l) Providing correct data and information related to examination activities as and when required to the Principal/RO etc.
- m) To Plan and organize PTM as and when required.

**16(B) EXAMINATION COMMITTEE (CBSE & EXTERNAL EXAMINATIONS):-**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Shyam Ji Keshrwani	PGT	In-charge	
2.	Ms. Manisha Singh	PGT	Co-Incharge	
3.	Mr. Manoj Kr. Mishra	TGT	Member	
4.	Mr. Anupam Mishra	PRT	Member	

**Duties:**

- Planning and executing all works related to Tests/Exams conducted by the CBSE.
- Timely reply and correspondence to CBSE circulars. Timely dispatch of CBSE letters/uploading the data to CBSE web site.
- Taking necessary action and circulating CBSE circulars among teacher and students, as and when needed.
- Maintenance of Board Result registers for class X and XII
- Checking CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- Registration /LOC for Class IX to XII, filling of the forms and completing the formalities time bound manner.
- Correspondence for school affiliation and its updating.
- Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- Maintaining the record of shortage of attendance and correspondence with CBSE board.
- Framing the practical time table in liaison with other subject teachers.
- Conducting the CBSE board exam as per the CBSE norms.
- Arrangement of resources and fair conduct of exams as per guidelines given by the respective agency.
- To maintain the record and send the data from time to time to the concerned stakeholders.
- Correspondence to external agencies as and when required.
- Updating and filling online portals related to any external exam.
- Settlement of advances and dues as per guidelines of external agencies.

**16 (C). EXTERNAL EXAMS COMMITTEE (NIOS):**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Anupam Mishra	PRT	Incharge	
2.	Mr. Vivek Shukla	PRT	Co-Incharge	
3.	Computer Inst.-1		Member	

**Duties:**

- Planning and execution of all related work to conduct NIOS examinations.
- Arrangement of resources and fair conduct of exams as per guidelines.
- Correspondence to NIOS as and when required and settlement of advances and dues as per guidelines of NIOS.



## 17. A. ECO CLUB

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. R.K.Patel	PGT(Bio)	Incharge	
2.	Mrs. Renu Yadav	TGT(Science)	Co-Incharge	
3.	Mr. H.K. Mayank	TGT(Science)	Member	
4.	Mr. Parmanand Pandey	TGT (AE)	Member	
5.	Ms. Prahba Shukla	PRT	I/c (Primary)	
6.	Ms. Sandhya	PRT	Member	
7.	Ms. Ashutosh kumar	PRT	Member	

### Duties:-

- To implementation of plantation drive and awareness programme to promote Green Culture in the Vidyalaya.
- To ensure tobacco free and plastic free campus.
- To procure fertilizers, manure, pesticides in consultation with Principal.
- Celebration of Vana mahostava and other Green Programmes in consultation with principal and forest department.
- To motivate the children for gardening and beautification.
- To develop medicinal plant garden in the campus.
- Coordinate and work with Eco-Club activities.
- To compliance the matters related with beautification assigned by KVS/RO time to time.
- To Maintain and update the Concerned records, along with photos and Videos.

## B. SCHOOL BEAUTIFICATION CLUB, GREEN SCHOOL

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Kavita	PGT (Commerce)	Incharge	
2.	Mrs. Namita Srivatava	TGT (ENG)	Co-Incharge	
3.	Mr. Ram sufal	TGT(MATH)	Member	
4.	Mr. Parmanand Pandey	TGT (AE)	Member	
5.	Ms. Shubhangi Tripathi	PRT	I/c (Primary)	
6.	Ms. Smita Alice Toppo	PRT	Member	
7.	Mr. Kamal Pratap Singh	PRT	Member	

### Duties:-

- To supervise the work of gardener and beautification of Vidyalaya campus.
- To procure ornamental plants and other flower bearing plants.
- To implementation of plantation drive and awareness programme to promote Green Culture in the Vidyalaya.
- To plan and organise green activities under PM SHRI scheme time to time.
- To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- To procure fertilizers, manure, pesticides in consultation with Principal.
- Preparation of placards in different areas of garden and numbering of trees and plants.
- Celebration of Vana mahostava and other Green Programmes in consultation with principal and forest department.
- To motivate the children for gardening and beautification.
- To develop medicinal plant garden in the campus.
- To fix bulletin board in the class room for display of educational charts and material.
- To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.

- m) Coordinate and work with Eco-Club activities.
- n) To compliance the matters related with beautification assigned by KVS/RO time to time.
- o) To Maintain and update the Concerned records, along with photos and Videos.

## 18. EDUCATIONAL TOURS / EXCURSION:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. P.K. Yadav	PGT (His.)	In-charge	
2.	Mrs. Dubey Dharmendra Kumar	TGT (Eng.)	Member	
3.	Mr. Ganesh Shukla	TGT (S.St.)	Member	
4.	Mrs. Shalini Trivedi	Librarian	Member	
5.	Mr. Krishna Murari Yadav	TGT (P&HE)	Member	
6.	Mr. R.K. Jha	H.M.	Member	
7.	Mr. Anupam Mishra	PRT	Member	
8.	Mr. Rajaneesh Kr. Yadav	PRT	Member	
9.	Mr. C.P. Jilewa	PRT	Member	

### Duties:

- a) To plan education tours / excursions for all the classes as per KVS norms.
- b) To ensure the safety of the students during the journey period and their stay at the venue.
- c) To provide hygienic food/ potable water to the students participating in tour programme.
- d) Planning and arrangement of educational tours as per KVS direction for students.
- e) Arrangement of transport for excursion /educational tours.
- f) To Maintain and update the Concerned records, along with photos and Videos.

## 19. EVENT MANAGEMENT COMMITTEE:

### A. FOOD/REFRESHMENT/SWEET DISTRIBUTION (VIP) :

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Sunita Kumari	PGT	In-charge	
2.	Mrs. Shalini Trivedi	Librarian	Co-Incharge	
3.	Ms.Shubhangi Tripathi	PRT	Member	

### B. FOOD/REFRESHMENT/SWEET DISTRIBUTION (GENERAL) :

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. V.M. Shukla	PGT	In-charge	
2.	Mrs. Renu Yadav	TGT (Science)	Co-Incharge	
3.	Mr. T.N. Yadav	TGT (Maths)	Member	
4.	Mr. Vivek Shukla	PRT	Member	
5.	Mrs. Geetabala	PRT	Member	

**C.LODGING/ACCOMMODATION:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Vivek Shukla	PRT	In-charge	
2.	Mr. Ajeet Kumar Singh	TGT (Hindi)	Member	
3.	Mr. H.K. Mayank	TGT (Science)	Member	
4.	Mr. Ram Sufal	TGT (Maths)	Member	
5.	Mr. Mohit Tiwari	JSA	Member	

**D.SEATING/TENT**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. A.K.Vishwakarma	PGT ( HINDI)	In-charge	
2.	Mr Parmanand Pandey	TGT (Art)	Member	
3.	Mr. H.K. Mayank	TGT (Science)	Member	
4.	Mr. Krishna Murari Yadav	TGT (P&HE)	Member	
5.	Mr. Ashutosh Kumar	PRT	Member	
6.	Mr. Mohit Tiwari	JSA	Member	

**E. CULTURAL PROGARAMME:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Shivani Asthana	PRT Music	In-charge	
2.	Mrs. Suntiia	PGT (Geo.)	Co Ic	
3.	Mrs. Garima Singh	PGT (Hindi)	Member	
4.	Mr. Gangadhar Pandey	PGT (Eng.)	Member	
5.	Mr. Parmanand Pandey	TGT (AE)	Member	
6.	Mrs. Preeti Pal	PRT	Member	
7.	Mrs. Prabha Shukla	PRT	Member	

**D. WELCOME & REGISTRATION:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Manisha Singh	PGT (Chem)	In-charge	
2.	Mr. Rajaneesh Kr. Yadav	PRT	Member	
3.	Mr.Ashutosh Kumar	PRT	Member	
4.	Ms. Prabha Shukla	PRT	Member	
5.	Mr. Mohit Tiwari	JSA	Member	

**REPORTING AND RECORD KEEPING:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Vaijyanti Malviya Shukla	PGT (Chem)	In-charge	
2.	Mr. Krishna Murari Yadav	TGT (PET)	Member	
3.	Mr. Kamal Pratap Singh	PRT	Member	
4.	Ms. Shubhangi Tripathi	PRT	Member	
5.	Ms. Muskan	JSA	Member	

## E. ANCHORING COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Prateek Shrivastava	PGT (Eng)	In-charge	
2.	Mrs. Garima Singh	PGT (Hindi.)	Member	
3.	Mr. Manutosh Dutta	TGT (Eng)	Member	
4.	Mr. Ganesh Kumar Shukla	TGT (Social Sc.)	Member	
5.	Mrs. Menka Rani	PRT	Member	
6.	Mrs. Preeti Pal	PRT	Member	
7.	Mr. Anupam Mishra	PRT	Member	

### Duties: -

- Event management committee will ensure to plan and execute the programme as per requirement.
- To organize cultural event as and when required along with scheduled activities like Annual Function, Sports Day, Grand Parents Day, Community Lunch etc.
- To maintain record including photos, videos, publicity through newspaper reporting and social media.

## 20. FURNITURE & MAINTENANCE OF FIXTURES COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Amit Singh	PGT (Eco)	In-charge	
2.	Mr. Krishna Murari Yadav	TGT (PET)	Member	
3.	Mr. Anupam Mishra	PRT	Member	
4.	Mr. Sawaroo Chauhan	PRT	Member	

### Duties:- of room wise/department wise inventory/distribution of furniture.

- To prepare the list of broken furniture and other miscellaneous items for condemnation.
- To arrange school furniture as per designated places, if interchanged during organizing any events like Sports Day, Republic Day, Annual Day, Independence Day or any other Function.
- To see any shortages, deficiency of furniture and report to the Principal.
- To ensure regularly that no furniture is lying in the corridors or in the open space.
- To store and stock the broken or old furniture properly.
- Maintenance of stock register of furniture of the class-wise, staff room, labs, departments, library, office, Principal room etc.,
- Labeling of old and new furniture for identification and counting, as required.
- Prepare proposal/requisition of furniture along with furniture design and specification as per norms.
- Repair and Maintenance of miscellaneous items like black board/green board/ notice boards/Display boards etc.
- Seating arrangement for Guests, students, parents and other stakeholders on occasion of any event or gathering.

## 21.GAMES AND SPORTS COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Krishna Murari Yadav	TGT (P&HE)	In-charge	
2.	Mr. Ganesh Shukla	TGT (S.St.)	Member	
3.	Mrs. Sheelu Seth	TGT (Maths)	Member	
4.	Mr. Kamal Pratap Singh	PRT	Member	
5.	Mrs. Sanjana	PRT	Member	

### Duties:

- Organizing Games/Sports events at school/cluster/Regional and National level.
- Arrangements of rail/air tickets/transport for students to participate in Regional/National Sports events.
- Organizing Annual Sports Day and activities related to FIT INDIA/ others.
- To maintain records of participation of students in various sports events including photos and videos.
- Coordination with other agencies and experts for organizing events.

## 22. GRIEVANCES COMMITTEE:

Grievance handling cell for SC/ST/OBC/Minorities and physically challenged, Offences against children (**POSCO**) :

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Manish Kumar Tripathi	Principal	In-charge	
2.	Mr. Paramdeo Yadav	V.P.	Co- I/c	
3.	Mr. Rakesh Kumar Jha	H.M.	Member	
4.	Ms. Manisha Singh	PGT (Chem.)	Member	
5.	Mrs. Kavita	PGT (Comm.)	Member	
6.	Mr. C.B. Chaudhary	PRT	Member	
7.	Mrs. Preeti Pal	PRT	Member	
8.	Ms. Km Sandhya	PRT	Member	

### Duties:-

If any complaint is received by the committee, the committee will examine the facts and take necessary action as per rule and procedure of the KVS.

## 23. GUIDANCE & COUNSELLING COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Rajaneesh K Yadav	PRT	In-charge	
2.	Ms. Shalini Trivedi	Librarian	Co-Incharge	
3.	Mr. Namita Shrivastava	TGT	Member	
4.	Mrs. Geeta Bala	PRT	Member	
5.	Ms. Reena Yadav	PRT	Member	
5.	Counsellor		Member	

### Duties:

- To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.
- To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned field.

- c) To pay the remuneration in consultation with principal.
- d) Organizing workshops/seminars/talks etc related to carrier Guidance and counseling with the help of experts.

## **24. INTERNAL COMPLAINT COMMITTEE (ICC), SEXUAL HARASHMENT AGAINST WOMEN EMPLOYEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Manish Kumar Tripathi	Principal	In-charge	
2.	Ms. Manisha Singh	PGT (Chem.)	Member	
3.	Mrs. Vaijyanti Malviya Shukla	PGT (Chem.)	Member	
4.	Mrs. Renu Yadav	TGT (Science)	Member	
5.	Mr. R.K. Jha	HM	Member	
6.	Mrs. Geeta Bala	PRT	Member	

### **Duties:-**

- a) If any complaint related to immoral behavior towards girl students is received by the committee, the following steps should be taken immediately at Committee level.
- b) A written complaint may be obtained from the students/parents.
- c) Case may be brought to the notice of the Principal/Chairman, VMC.
- d) A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
- e) A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
- f) The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.
- g) The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
- h) Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded. The committee may discuss the issue with the accused teacher and his statement may be recorded.
- i) The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
- j) The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumors and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
- k) Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.
- l) The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.

## **25. ICT Committee:**

(Monitoring and implementation of ICT/IT enabled services/projects including Online Classes, ICT Activities/Training, Websites etc.)

S.NO	NAME	DESIG.	MEMBER	SIGNATURE
<b>Stock In- charge</b>				
1.	Mr. Raju Maurya	PGT(CS)	In-charge (Stock)	
2	Mr. R.K.Mishra	PGT(CS)	Co-Incharge	
<b>School Web Site Updation (<a href="https://manauri.kvs.ac.in">https://manauri.kvs.ac.in</a>)</b>				
1	Mr. Raju Maurya	PGT(CS)	Overall I/c	
2	Computer Instructors	CI	Celebrations, Activities and photo gallery updation	
	All Concerned Incharges of Departments.	-	To provide contents/ data/ photo etc. for updation of website.	
3	Ms. Muskan	JSA	TC, staff list, vacancy & student enrolment updation	
<b>E-Classrooms</b>				
1	Mr.R.K.Mishra	PGT(CS)	In-charge	
2	Mr. Raju Maurya	PGT(CS)	Co-Incharge	
3	Computer Instructors		Member	
<b>UDISE + portal (<a href="https://udiseplus.gov.in/#/home">https://udiseplus.gov.in/#/home</a>)</b>				
1.	Mr. Raju Maurya	PGT(CS)	In-charge	
2.	Computer Instructors		Member	
3.	All Class Teachers		Member	
<b>SAMAGAM (Alumni Portal) (<a href="https://samagam.kvsangathan.co.in/">https://samagam.kvsangathan.co.in/</a>)</b>				
1.	Mr. P.K.Yadav	PGT(Hist)	In-Charge	
2.	Mr. Ganesh Kr. Shukla	TGT(SST)	Member	
3.	Mr.Mohit Tiwari	JSA	Member	
<b>VIDYANJALI (<a href="https://vidyanjali.education.gov.in/">https://vidyanjali.education.gov.in/</a>)</b>				
1.	Mr. P.D.Yadav	VP	In-Charge	
2.	Mr. R.K.Mishra	PGT(CS)	Member	
3.	Ms. Gitanjali Arya	ASO	Member	
<b>UBI FEE Portal (<a href="https://epay.unionbankofindia.co.in/kvsfcs/KVLogin.aspx">https://epay.unionbankofindia.co.in/kvsfcs/KVLogin.aspx</a>)</b>				
1.	Mr. Raju Maurya	PGT(CS)	In-charge	
2.	Mr. R.K.Mishra	PGT(CS)	Co-Incharge	
3.	All Class Teachers		Member	
<b>PIMS Portal (<a href="https://pis.kvs.gov.in/">https://pis.kvs.gov.in/</a>)</b>				
1.	Mr. P.D.Yadav	VP	In-Charge	
2.	Ms. Gitanjali Arya	ASO	Co-Incharge	
3.	Mr. R.K.Jha	HM	Member	



4.	Class Teacher (I-III)	--	Member (FLN)	
<b>SQAAF Portal</b> [ <a href="https://saras.cbse.gov.in/sqaa/Home/aboutsqaaframework">https://saras.cbse.gov.in/sqaa/Home/aboutsqaaframework</a> ]				
1.	Mrs.Manisha Singh	PGT	In-Charge	
2.	Mr.Shyam Ji Keshrwani	PGT	Member	
3.	Mr. Manutosh Datta	TGT	Member	
<b>SAATHI Portal</b> [ <a href="https://sathee.prutor.ai/">https://sathee.prutor.ai/</a> ]				
1	Mr. Raju Maurya	PGT (C.S.)	In-Charge	
2	Mr.R. K. Patel	PGT Bio	Member	
3.	Mr. P.K.Sharma	PGT Phy	Member	
4.	Computer Instructor 1		Member	
5.	All concerned Class Teachers		Member	

#### Duties:-

- Technical planning for better utilization of digital equipments and platforms.
- Providing technical help and support to teachers in various online activities.
- Maintaining school web site, uploading all information with photos as and when required.
- Implementation of IT Projects of KVS.
- Ensure proper functioning of computer labs and IT equipments in the Vidyalaya.
- Planning and executing AMC for IT enabled services.
- Safety and security of all IT equipments and computer labs.
- Submission of monthly/ report to the Regional Office and performing other activities related to ICT initiatives.
- Maintenance of e-Classrooms and guiding teachers for effective use of IT devices in e-classrooms.
- Promoting ICT enabled environment in the Vidyalaya and guiding other teacher for using ICT in teaching-learning activities in online/offline mode.
- All concerned in-charges will maintain concerned records of activities and attend offline/online meetings as and when required.

#### 26. IN- HOUSE TRAINING /CPD/ ONLINE TRAINING:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. P.K.Yadav	PGT (HIST)	In-charge	
2.	Mrs. Renu Yadav	TGT	Member	
3.	Mr.R. K. Jha	HM	Member	
4.	Mr. Vivek Shukla	PRT	Member	
5.	Mr. Anupam Mishra	PRT	Member	
6.	Mr. Shubhangi Tripathi	PRT	Member	

#### Duties:-

- The Committee will ensure to plan an annual calendar for In-house Training Programs Including CPD(50 Hrs) and others .
- To organize and conduct the training Programme (online/Offline) at Vidyalaya level.
- To organize and conduct the training programme directed and assigned by KVS (RO)/KVS (HQ) ,NCERT,etc. related to teachers.
- To maintain the records along with reports in a particular register.
- To Preserve Photos and Videos of concerned training Programme

## 27. INNOVATION COUNCIL:-

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Shyam Ji Kesarwani	PGT (Physics)	In-Charge	
2	Ms. Manisha Singh	PGT (Chem)	Member	
3.	Mr. Ganesh Kr. Shukla	TGT (SST)	Member	
4.	Mr. Amrendra Pratap Singh	PRT	Member	
5.	Ms. Prabha Shukla	PRT	Member	

### Duties:-

- The Committee will plan and execute training program as per instruction of Innovation Council, Min. of Science & Tech.
- The committee will facilitate students for innovation in Science, Technology, Engineering, Mathematics and other fields for making innovative projects.
- The committee will organize workshop and relevant training to stakeholders and maintain record including photos and videos.
- The committee will update required information on Innovation council portal.

## 28. LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Shalini Trivedi	Librarian	In-charge	
2	Mr. Gangadhar Pandey	PGT (English)	Member	
3.	Mr. Anil Kumar Vishwakarma	PGT (Hindi)	Member	
4.	Mrs. Renu Yadav	TGT (Science)	Member	
5.	Mrs. Kavita	PGT (Comm.)	Member	
6	Mr. R.K. Jha	HM	Member	
7	Mrs. Laxmi	PRT	Member	
8	Ms. Prabha Shukla	PRT	Member	

### Duties:

- The Library meeting to be convened at least once in a month, preferably in last week of the months.
- Committee will submit the list of books to be procured subject wise in the beginning of academic session.
- Committee will plan and execute activities like Books review, talk on author and his books, talk on literary work etc in morning assembly.
- To inculcate reading habits among the staff & children and organize books exhibition on important occasions.
- Maintenance of Stock register and cataloging of books.
- Procurement of Newspapers/Journals/Magazines in different languages and in various subjects as per KVS norms. Finalizing purchase according to the requirements and KVS norms.
- Implementation of programmes for Digitalization of library.
- Organizing staff committee meetings and other meeting as per direction of the Principal.
- Preparation of condemnation list of old and damaged books/Magazine/Journals/ Newspaper etc as and when required.

## 29. MAINTENANCE & REPAIR COMMITTEE:

Maintenance & Repair of School Building, and supply of drinking water and Electricity etc.

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Digvijay Singh	PGT (Maths)	In-charge	
2.	Mr. Amit Singh	PGT	Co-Inc	
3.	Mr. Amit Nishad	TGT	Member	
4.	Mrs. Shalini Trivedi	LIB	Member	
5.	Mr. Kamal Pratap Singh	PRT	I/c Primary	
6.	Mr. Anil Kumar Kanojiya	PRT	Member	

#### **Duties:-**

- Identification of Repair & Maintenance civil work in the Vidyalaya building and preparing proposals with estimate.
- Maintenance of electric supply lines, electric fixtures (bulbs/tube/fan/switches, electric board etc) and electric/electronic appliances (wall watch, water coolers, water purifiers and generators etc.) to ensure their proper functioning.
- Plan and execute routine maintenance of water taps, pipelines at drinking water points, toilets and other plumbing work.
- Monitoring of repair/construction work by other agencies.
- Maintaining the electric signboards, name boards for classes, instructional board related to safety and danger.
- Repair work of electrical wiring and fittings and street lights.
- Maintenance of air-conditioners and Refrigerator.
- Planning and execution of Annual Maintenance Contracts for various maintenance services and appliances/machines.
- Maintenance of Firefighting distinguisher, devices and fire alarms.
- Maintenance work of telephone/intercom lines and equipments.
- Planning and execution of Painting works of the Vidyalaya building as per KVS norms.
- Arrangement of light and water services on school/cluster/Regional/National level programs related to Games/ Sports/ Science/ Social Science etc and other events/ celebrations.
- Preparing plan for minor/major repair work required in the Vidyalaya.
- Organizing mock drills for safety of students related to fire/earthquake etc.
- Ensuring the functioning of PA system during daily morning assembly, meetings, workshops, seminars and celebrations at school.

#### **30. MEDICAL CHECKUP AND FIRST AID COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mrs. Vaijyanti Malviya Shukla	PGT (Chem.)	In-charge	
2.	Mr. Rakesh Kumar Patel	PGT (Bio.)	Member	
3.	Mr. Krishna Murari Yadav	TGT (P&HE)	Member	
4.	Mr. Swaroo Chauhan	PRT	Member	
5.	Mrs. Palak Agrawal	PRT	Member	
5	Staff Nurse	Nurse	Member	

#### **Duties:**

- To procure the required number of medical cards for students.

- b) To distributes and collection the medical cards to the class teachers based on strength.
- c) To arrange the medical checkup twice in a year (in the month of August and Feb)
- d) To ensure the follow up action after the medical checkup.
- e) Distribution and collection of medical cards to class teachers.
- f) Purchase of medicines and materials for First Aid kit.
- g) Providing first aid facilities to students as and when required.
- h) Attending to all emergency cases during school hrs.
- i) Ensure availability and functioning of required medical kit/equipments in Medical room.
- j) Preparing of proposals and purchase of equipments for Medical room.
- k) Distribution of Sanitary napkins to girl students on requirement basis and ensure functioning of napkin vending machine.
- l) Ensure proper disposal of medical waste.
- m) Organizing Awareness activities on Health and Hygiene for students.
- n) Organizing Health checkup camps for students and coordination with doctor and related agencies.

### 31. MEDIA AND PUBLICITY COMMITTEE

#### A. SOCIAL/PRINT/ELECTRONIC MEDIA COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. G.K. Shukla	TGT	In-charge	
2.	Ms. Sheelu Seth	TGT(Maths)	Member	
3.	Mr. Anupam Mishra	PRT	Member	
4.	Ms Smita A. Toppo	PRT	Member	
5.	Concerned Program I/c	--	Member	
6.	Computer Instructor-1	--	Member	

#### B. PODCAST COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Ganesh Kumar Shukla	TGT(SST)	In-charge	
2.	Mrs. Shalini	Librarian	Member	
3.	Mr. Ajeet Singh	TGT(Hindi)	Member	
4.	Mr. Manutosh Dutta	TGT(Eng)	Member	
5.	Mr. Anupam Mishra	PRT	Member	
6.	Computer Instructor-2	--	Member	

#### Duties:

- a) To write news/article and collect photos from concerned activities In- charges.
- b) To maintain/store photos, videos (online/offline) mode and produce as and when required for RO/KVS (HQ).
- c) To post /share glimpses of activities through Vidyalaya digital social accounts on YouTube, Facebook and Twitter etc.
- d) To make plan for social upliftment and social image of the Vidyalaya among stakeholders.
- e) Any other assigned activities/work related to Media handling and reporting.
- f) Podcast committee will organize and record various educational programs with guest speakers and broadcast session through podcast services.

### 32. NIPUN BHARAT AND FLN COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Rakesh Kumar Jha	H.M.	In-charge	
2.	Mrs. Menka Rani	PRT	Co I/c	

3.	Mrs. Preeti Maurya	PRT	Member	
4.	Mrs. Sanjana	PRT	Member	
5.	Mrs. Laxmi	PRT	Member	
6.	Mr. C.P. Jilewa	PRT	Member	
7.	All concern class teachers.			

#### **Duties:-**

- To prepare action plan to implement NEP-2020 activities including FLN, NIPUN Bharat and Bal Vatika.
- To plan regular assessment of the students under L-1, L-2, L-3 and record outcome.
- To keep maintain the manual and online record of assessment of the children.
- To maintain all the photos and videos related to FLN and fun based activities .
- To plan and effective implement TOY BASED, Story based, Theater Based and activity based.

### **33. PURCHASE COMMITTEE & GeM COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. R.K.Mishra	PGT	I/C	
2.	Mr. G.D.Pandey	PGT	Co I/C	
3.	Mr. Ganesh Kumar Shukla	TGT	Member	
4.	Mr. R.K.JHA	H.M.	Member	
5.	Mr. C.B.Chaudhary	PRT	Member	
6.	Mr. Shailendra Kaushal	SSA	Member	

#### **Duties:-**

- Consolidating the requisition from departments/in-charges and justified analysis of demand/ Requirements in view of quantity and quality.
- Planning purchase mode like LPC/Market survey/Bidding/GeM etc as per Rules of GFR and KVS guidelines.
- Identification of potential shop/vendor/supplier and registration of vendors/suppliers following purchase procedures of the KVS.
- To carryout market survey whenever required for local purchase on urgent need.
- Inviting Bid/quotation/proposals regarding purchase of items and services.
- To collect and certify quotation received by post or email and to prepare/check and sign on the Comparative Statement.
- To verify the received items physically as per quantity, quality, functionality and specification and certifying bills as per procedure.
- To ensure the payment is made to the firm/supplier in time.
- Maintaining attendance role for employed labour and wage remittance, physical verification of works and measurement of works (as applicable) done by contractor in case of work is done on contract basis.
- To explore and select items required in the Vidyalaya as per requisition from the different departments on GeM Portal.
- To initiate the purchase process/ online bid on the portal as per norms.
- To complete and compliance the entire purchase process on GeM Portal.
- Received product as buyer and updation on GeM.

### **34. PM SHRI COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Manish Kumar Tripathi	Principal	In-charge	

2.	Mr. P.D.Yadav	V.P.	Co I/c	
3.	Mr. R.K.Mishra	PGT	Member	
4.	Mr. Pradeep Kr. Sharma	PGT	Member	
5.	Mrs. Geetanjali Arya ASO	ASO	Member	
6.	Mr.R.K.Jha	HM	Member	

**Duties:-**

- To plan, organize, coordinate and monitoring of various activities of PM Shri scheme as per PM Shri guidelines and allotted budget.
- To maintain records, photos and videos etc. related to organized activities.
- Reporting on PM Shri portal and budget preparation etc.

**35. PA SYSTEM, GENSET, WATER COOLER AND APPLIENCES MAINTENANCE COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Parmanand Pandey	TGT(AE)	In-charge	
2.	Mr. Amit Kr. Nishad	TGT(Hindi)	Co I/C	
3.	Mr. H.K. Mayank	TGT(Sc.)	Member	
4.	Mr. D.K. Dubey	TGT(Eng)	Member	
5.	Mrs. Shivani Asthana	PRT ( Music)	Member	
6.	Mr. Sawaroo Chauhan	PRT	Member	
7.	Ms. Mohit	JSA	Member	

**Duties:-**

- To take all steps regarding proper functioning of concerned equipments and timely servicing of installed equipments.
- Regular monitoring of Water coolers and purifiers to ensure proper discharge of drinking water and other electrical fixtures like fans, tube lights, Air conditioners, solar lights etc.
- To plan and acquire AMC services, as and when required.
- Any other related duties as assigned by the Principal.

**36. QUARTER ALLOTMENT COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Dr. Anup Kumar Shukla	PRINCIPAL (K.V. Bamrauli)	VMC Member	
2.	Mr. R.K. Agnihotri	TGT	In-Charge	
3.	Mrs .Geetanjali Arya	ASO	Member	
4.	Mr. Amit Nishad	TGT	Member	
5.	Ms. Shalini Trivedi	Librarian	Member	
6.	Ms. KM. Sandhya	PRT	Member	

**Duties:**

- To prepare a panel of teacher who are eligible for the allotment of quarters (Type – I, Type – II, Type – III) as per KVS norms in the beginning of the academic session.
- To allot the quarters to the eligible staff as per the panel prepared and approved by the Chairman VEC/VMC.
- Maintenance of Quarter Allotment Register.

**37. RAJ BASHA COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURA
------	------	-------------	--------	-----------



1.	Mr. Anil Kr. Vishwakarma	PGT(Hindi)	In-charge	
2.	Mrs. Garima Singh	PGT(Hindi)	Member	
3.	Mr. M.K. Yadav	TGT	Member	
4.	Mr. R.K. Agnihotri	TGT (Sanskrit)	Member	
5.	Mr. Mohit Tiwari	JSA	Member	

#### **Duties:**

- To implement the decision taken during Nagar Raj Basha committee (NARAKAS) meeting.
- To attend Nagar Raj Basha committee as and when required.
- To send periodical report to the KVS RO, KVS New Delhi and Nagar Rajbhasha committee.
- Filling quarterly Rajbhasha report on online portal of Rajbhasha.
- To develop bilingual format and take initiative for correspondence in Hindi from office.
- Organizing programmes/competitions for students and teachers to promote Hindi and Guide Non-Hindi teachers to enhance Hindi reading/writing skill.
- Helping office staff in letter writing/written communication in Hindi language.
- Implementation of Rajbhasha programmes/ competitions as per guidelines.
- To organize and conduct Hindi Pakhwara, Rajbhasha meeting and Workshop at Vidyalaya.
- To Compliance the matters related to Rajbhasha, assigned by KVS/RO time to time.
- To Maintain and update the Concerned records ,along with photos and Videos.

### **38. RESOURCE ROOM / TOY LIBRARY MANAGEMENT COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Shivani Asthana	PRT	In-charge	
2.	Mrs. Menka Rani	PRT	Co-In charge	
3.	Mr. C.P. Jilewa	PRT	Member	
4.	Mrs. Laxmi	PRT	Member	
3.	Balvatika Teachers		Member	

#### **Duties:**

- To take care of resources like Educational TOYS, TLM, Digital equipments, furniture, FLN corner and other materials.
- To maintain log register (Toy lib register and others) and inventory of resource usage by teachers and students.
- To take suitable steps regarding safety and security of resources.
- To prepare action plan of effective utilization of resources.

### **39. RTI COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Geetanjali Arya	ASO	In-charge	
2.	Mr. Mohit	JSA	Member	

#### **Duties:**

- Dealing with the grievances of teachers and students once a fortnight.



- b) Maintenance of Grievance register with proper records.
- c) Compliance to all RTI and RTE related information

#### 40. STUDENTS COUNCIL COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Prateek Shirvastava	PGT (Eng)	In-charge	
2.	Mr. G. D. Pandey	PGT(Eng)	Member	
3.	Mrs. Garima	PGT(Hindi)	Member	
4.	Mr. G.K. Shukla	TGT(Sst)	Members	
5.	Mrs. Preeti Pal	PRT	I/C Primary	
	All House Masters / House Mistress		Members	

#### Duties:

- a) Division of houses along with house master and Associate of house masters & distribution of students of various house
- b) Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects and members of the council.
- c) Procuring badges for Captains Monitors, prefects.
- d) Conduct of investiture(Badge presentation Ceremony)
- e) Assigning duties to all members of the Student Council House Wise.
- f) Conduct of monthly meetings with the members of student's council.
- g) Maintenance of Students council register/record.

#### 41. STAFF QUARTERS REPAIR & MAINTENANCE COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr.P.K. Sharma	PGT	In-charge	
2	Mr.Amit Kumar Nishad	TGT	Member	
3	Mrs. Renu Yadav	TGT	Member	
4.	Ms. Sandhya	PRT	Member	
5	Ms. Shubhangi Tripathi	PRT	Member	

- a) To plan and execute repair and maintenance work for staff quarters related to Civil/ Electrical/ Plumbing/ Drainage/Sewage work as per norms of KVS.
- b) To maintain the inventory of electric fixtures and other equipments in the staff quarters.
- c) To plan routine maintenance related to water and electric supply in staff quarters.
- d) To Inform and assist to the Principal in suggestive way regarding repair and maintenance.

#### 42. SCHOOL MAGZINE & NEWSLETTER COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Namita Srivastava	TGT	In-charge	
2.	Mr. G.D. Pandey	PGT	Member	
3	Mrs. Garima Singh	PGT Hindi	Member	
4	Mr. Amit Kumar Nishad	TGT Hindi	Member	
5.	Mr. R.K. Agnihotri	TGT Sanskrit	Member	
6	Mr. Anupam Mishra	PRT	I/C Primary	

7	Mrs. C.P. Jilewa	PRT	Member	
8	Ms.Sandhya	PRT	Member	
9	Computer Instructor 1&2	CI	Member	

**Duties:-**

- To collect articles, writups, photos from stakeholders to publish Annual Magazine, Newsletter of the Vidyalaya.
- Selection of the material, proof reading and composing, editing of material/contents to be published in softcopy.
- Any other related work as directed by the Principal.

**43.STUDENT SAFETY AND SECURITY COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. P.D.Yadav	Vice Principal	In-charge	
2.	Mr. R.K.Jha	H.M.	I/C Primary	
1.	Mr. Krishna. M.Yadav	TGT (P&HE)	Member	
2	Mrs.Sunita	PGT Geo.	Member	
3	Mr. D.K. Dubey	TGT	Member	
4.	Mr.H.K. Mayank	TGT Sc.	Member	
5	Mr. C.B.Chaudhary	PRT	Member	
6	Mr.Rajaneesh K. Yadav	PRT	Member	
7	Mrs. Preeti Pal	PRT	Member	
8.	Ms. Prabha Shukla	PRT	Member	

**Duties:-**

- Safe arrival and departure of students from main gate of the Vidyalaya.
- Monitoring of students movement within school campus including outside of the main gate area for the safety and security of the students.

**44. SCOUTS & GUIDES COMMITEE**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Ajeet Kumar Singh	TGT Hindi	In-charge	
2.	Mr. Parmanand Pandey	TGT AE	Co- In charge	
3.	Mrs. Sheelu Seth	TGT Maths	Member	
4.	Mr. Shashi	TGT	Member	
5.	Mr. Vivek Shukla	PRT	Member	
6	Ms. Reena Yadav	PRT	Member	
7.	Mr. Ashutosh Kumar	PRT	Member	
8.	All S/G trained teachers		Member	

**Duties:**

- To implement Scouts & Guide programmes in the Vidyalaya as per KVS norms.
- To plan for adventure activities, Thinking Day for scouts& guides.

- c) To organize investiture ceremony for the officials and new recruits.
- d) To conduct the parade after school hours and class on every Thursday.
- e) To train the students for Pratham / Dwitiya / Tritiya / Chaturtha Charan /Golden arrow / Rajya Puraskar / Rastrapati Puraskar etc.
- f) To issue the merit certificate after the conducting tests as per Scouts & Guide Manuals.
- g) To procure the uniform for Scouts / Guides who are involved in Guard of Honor.
- h) Promoting harmony and peace programmes and awareness activities/programmes on various social and climate issues like plantation, cleanliness, shramdaan etc.

#### 45. SUBJECT- CLUB & PROJECT ACTIVITY COMMITTEE:

A. RASHTRIYA BAL VAIGYANIK PROGRAM				
S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Ms. Manisha Singh	PGT Chem.	Incharge	
2.	Mrs.Renu Yadav	TGT Sc.	Member	
B.JIGYASA/YUVIKA				
S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Ms. Manisha Singh	PGT Chem.	Incharge	
2.	Mrs. Renu Yadav	TGT SC.	Member	
3.	Mr. H.K. Mayank	TGT SC.	Member	
C.INSPIRE				
S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Shyam Ji Kesarwani	PGT Physics	Incharge	
2.	Mr.P.K. Sharma	PGT Physics	Member	
D.VIDYARTHI VIGYAN MANTHAN				
S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr.Shyam Ji Kesarwani	PGT Physics	Incharge	
2.	Mrs. Manisha Singh	PGT Chem.	Member	
E. SCIENCE OLYMPIADS				
S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr.P.K. Sharma	PGT Physics	Incharge	
2.	Mrs. Manisha Singh	PGT Chem.	Member	
3.	Mrs. Renu Yadav	TGT SC.	Member	
E.SCIENCE CIRCLE/CLUB (Any other Science related program)				
S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Ms. Manisha Singh	PGT Chem.	Incharge	
2.	Mrs. V.M. Shukla	PGT Chem.	Co-Incharge	
3.	All PGTs & TGTs		Member	
S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Ms. Digvijay Singh	PGT Maths	Incharge	
2.	Mr. Ram Sufal	TGT Maths.	Co-Incharge	
3.	All TGTs (Math Subject)		Member	

<b>G.SOCIAL SCIENCE CIRCLE/CLUB /EBSB/AKAM/BHASHA SANGAM</b>				
S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Sunita	PGT Geo.	Incharge	
2.	Mr. Pradeep Kr. Yadav	PGT History	Co-Incharge	
3.	Mr. Amit Singh	PGT(Eco)	Member	
4.	All TGTs (Social Sc.)		Member	
<b>H.LANGUAGE CIRCLE/CLUB</b>				
S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Ms. Garima Singh	PGT (Hindi)	Incharge	
2.	Mr. G.D.Pandey	PGT (Eng)	Co-Incharge	
3.	Mr. Mukesh Yadav	TGT(Hindi)	Member	
4.	All TGTs (Languages)		Member	
<b>ART CLUB</b>				
S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Parmanand Pandey	TGT AE	Incharge	
2.	Mrs. Sunita	PGT Geo	Co-Incharge	
3.	Ms. Smita Alice Toppo	PRT	Member	
4.	Mrs. Shubhangi Tripathi	PRT	Member	
<b>MUSIC CLUB</b>				
S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Shivani Asthana	Music	I/C	
2.		Dance Coach	Member	
3.	Mr. Parmanand Pandey	TGT AE	Member	
4.	Mrs. Laxmi	PRT	Member	
5.	Ms. Prabha Shukla	PRT	Member	

**Duties:-**

- Motivating students for active participation in subject related activities
- Selection of students/projects and nomination of students/team for various competition
- Maintaining records and submission of reports as and when required.
- To preserve photos & Videos related to subject specific club activities.

**46. SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY)**

SUBJECT	INCHARGE	DESIGNATION	MEMBER	SIGNATURE
Language	Mr.G.D.Pandey	PGT(Eng)	All Language subject Teachers	
Mathematics	MR. Digvijay Singh	PGT(Maths)	All Maths Teachers	
Science	Ms. V.M. Shukla	PGT (Chem)	All Science teachers.	
Social Science	Mrs. Amit Singh	PGT(Eco)	All Humanities & Commerce Teachers	

Primary Section	Ms. Preeti Pal	PRT	English	
	Ms. Laxmi	PRT	Hindi	
	Mr. Vivek Shukla	PRT	Maths	
	Ms. Shubhangi Tripathi	PRT	EVS	

#### **Duties:**

- Subject conveners should convene the meeting with members of their own faculty after the school hours in the last week/day every month. A minute of the meeting is to be submitted to the principal on the last day of the month.
- Subject convener will be held responsible for non – submission of the record to the Principal.
- Subject conveners will discuss the following issues during the meeting :
- Guidance regarding the maintenance of teacher diary and lesson plan.
- Coverage of syllabus as per the split up syllabus approved by KVS.
- Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS, as applicable.
- Demo classes by rotation during the subject committee meeting.
- Uses of computers and other audio visual aids in teaching learning process
- Plan of evaluation of home assignment, notebooks and examination answer books.
- To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
- Plan of action for weak students & bright students
- Planning of remedial teaching for weak students.
- Decoration of bulletin boards in corridors / class rooms with educational charts.
- Discussion on Club activity / Science and social exhibitions etc.
- Discussion of Innovative teaching practices.

#### **47. STAFF & WELFARE CLUB:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Ms. V. Malviya Shukla	PGT(Chem)	In-charge	
2.	Mr. Amit Singh	PGT(Eco)	Co-In charge	
3.	Mr. R.K.Jha	H.M.	Member	
4.	Mr. Ram Sufal	TGT Maths	Member	
5.	Mr. Ajeet Singh	TGT Hindi	Member	
6.	Mr. Ganesh Kr. Shukla	TGT SST	Member	
7.	Mr. Anupam Mishra	PRT	Member	

#### **Duties :**

- To organize various in-formal staff club activities like welcome of new teachers, farewell programs, celebration of special moments/days etc.
- To collect monthly contribution and organize cultural and welfare activities.

#### **48. TIME TABLE AND ARRANGEMENT COMMITTEE:**

**A –SECONDARY SECTION:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mr. Digvijay Singh	PGT Maths	In-charge	
2.	Mrs. Suman	PGT Comm	Member	
3.	Mr.T. N. Yadav	TGT Maths	Member	
4.	Mrs. Shalini Trivedi	Librarian	Member	

**B – PRIMARY SECTION:**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Mr. Aejaaz Khalil	PRT	In-charge	
2.	Mr. Rajneesh Kumar. Yadav	PRT	Member	
3.	Ms. Kumari Sandhya	PRT	Member	
4.	Mr. Anupam Mishra	PRT	Member	

**Duties: -**

- To prepare the class & teachers time table as per KVS norms.
- To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS.
- To prepare the special time table for remedial teaching (weak students in all classes).
- To display copy of arrangement, work in the notice board.
- Preparation/verification of salary of contractual teachers.
- To prepare the day-wise duty chart of corridor and other area during interval and other occasions.
- Arrangement of activities and teachers on Fun-day.
- To arrange the classes of the teachers on daily basis who are on leave/OD.

**49. ORF (TARA APP) ASSESSMENT COMMITTEE:****A. SECONDARY SECTION:**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Mr. Mantosh Dutta	TGT English	In-charge	
2.	Mr. D.K. Dubey	TGT English	Member	
3.	Mr. Ajeet Kr Singh	TGT Hindi	Member	

**B. PRIMARY SECTION**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Mr. Aejaaz Khalil	PRT	In-charge	
2.	Mr. Anupam Mishra	PRT	Member	
3.	Ms. Reena Yadav	PRT	Member	

**Duties-**

- Training/Workshop regarding TARA App/ Website.
- Monitoring uploading of Students data on TARA Portal on time to time.
- Monitoring the completion of Assessment work.

**50. CLASS CO-ORDINATOR COMMITTEE**

S.NO	NAME	CLASS	SUBJECT	Signature
1.	Mrs. Preeti Maurya	BALVATIKA	All Subject	
2.	Mr. C.B.Chaudhary	I to V	HINDI	
3.	Mr. C.P.Jilewa	I to V	ENGLISH	
4.	Mr. Vivek Shukla	I to V	MATHEMATICS	
5	Ms. Amrendra Pratap	I to V	TWAU	
6	Mr. R.K.Agnihotri	VI to X	HINDI & SKT	
7	Mr. Manutosh Dutta	VI to X	ENGLISH	
8	Mr. T.N. Yadav	VI to X	MATHS	
9	Mrs. Renu Yadav	VI to X	SCIENCE	
10	Mr. Ganesh Shukla	VI to X	SST	
11	Mr. R.K. Mishra	VI to X	AI	

#### **Duties: -**

- Monitor the syllabus completion as per split up.
- Monitoring of activity based teaching and lesson planning.
- Monitoring the reliability and validity of question paper for assessment of respective subject.
- Complete all allotted duties and report to VP/HM fortnightly.

#### **51. DUTIES OF HOUSE MASTER:**

- Planning of House wise activities in coherence with CCA departments.
- Motivating and selecting students for participation in various programmes, activities and competitions at National, Regional and Vidyalaya level.
- Ensure fair and democratic selection of House captain, Vice captain and other titles from stakeholders.
- Organizing House meetings and house assembly as per CCA calendar.
- Facilitating students for House Board decorations and display of artifacts.
- Maintain House Register and other club records for proper implementation of House system.

#### **52. DUTIES OF CLASS TEACHERS:**

**Classroom Maintenance:** Cleanliness, Decoration, Display boards, Class room Inventory, ICT equipments etc.

**Students Discipline:** Monitoring of student's uniform, late comers, discipline etc., and immediately bring it to the notice of Principal and inform the parents as and when needed.

**Record Maintenance:** Maintain the Anecdotal record and assessment record of students.

#### **Others Duties:**

- Maintaining Attendance Register by filling all required columns/information in neat and clean hand writing.
- Maintain updated students record and parent's details, contact numbers, address, fee summary in specified format etc. on Attendance Register.
- Maintaining daily attendances on attendance register and leave records.



- d) Maintaining fee details and concession (if any) and verification of Transfer Certificate Application forms.
- e) Any official letters should be certified by Class teachers or Co-class teachers before reaching to the Principal for counter signature.
- f) Announcement of important information/ notices in written/oral form regarding internal/external notices/circulars and dates for fee collections.
- g) Feeding/updating of data to UBI portal, verification of fee, preparation of Challans etc.as and when required.
- h) Organizing PTM as per direction of the Principal and maintain a healthy and cordial relations with Parents.

**NOTE:**

- ✓ The function of above newly re-constituted committee will work w.e.f. 01.04.2025.
- ✓ These committees are formed for the smooth functioning of the Vidyalaya. All the In-charges and members of various committees are requested to perform the duties as mentioned.
- ✓ All In-charges are also instructed to take charges/handover charges along with stock registers/ Activity Register and other related documents to concern as soon as possible before starting of the new Academic Session.
- ✓ Apart from these, the Principal can assign any work to any teacher/staff as per need and all teachers will have to carry out the assigned work.
- ✓ All the contractual teachers will take up the work assigned by the Principal.

**53. Drinking Water Committee:**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Mr. R K Agnihotri	TGT SKT	In-charge	
2.	Mr. D K Dubey	TGT- ENG	Member	
3.	Ms. Ashutosh	PRT	Member	

**Duties: -**

- a) To check every drinking water points and ensure its working as well as cleanliness regularly.
- b) To monitor working and cleanliness of RO/Water Coolers regularly.
- c) To check of water TDS level frequently at least once in a three months.

(Manish Kumar Tripathi)  
Principal