

Distribution of Work/Duties for the Session 2023-24

S. No.	ASSIGNMENT/DUTY	COMMITTEE	COMMITTEE I/C & MEMBERS	SIGN	REMARKS
1	To constitute the student council and plan and execute all CCA activities in effective manner along with the Committee members and other teachers. Celebrate important days and annual day in a befitting manner.Ensure morning assembly and programme of KVS and other organization are organized in a befitting manner.	CCA Committee	I/ C MRS RENU MISHRA MR GAURAV KUMAR MR MUKUL ANAND MR FALENDRA KUMAR ALL HOUSE MASTERS & CLASS TEACHERS		All House Masters & Class Teachers/Co-class Teachers will assist the committee Prepare and conduct programs assigned to each.
2	To frame a Time table for effective implementation of academic aspects of KVS and arrange day-to-day periods for the teachers on leave. To plan special classes for students for remediation and for higher achievement. Plan according to back to basics.	Time Table Committee (Primary)	I/C MR MAHANAND KISHOR MR GAURAV MRS RENU MISHRA		
3	1.To work to enhance the student strength in different classes, distribution of registration forms, their submission and preparation of final list for admission as per KVS guidelines. 2.Admission on T.C basis/socal transfer/special dispensation 3.Entry and record of all new admissions in registration register. 4.Generate challans for new admission.	Admission Committee	MS.PRATIMA KAUSHIK MRS ANUBHA SHARMA MRS MEENA KSHI C. TRS IA & IB		
4	To conduct and manage internal,external and board examination examinations (as per KVS guidelines) in smooth & fair manner and ensure the student registration and other CBSE related correspondence timely and without error. 1. Regular visit to CBSE site to get latest updates and circulate to teachers. 2. Distribution of study	Internal Examination Committee Examination Committee (External) CBSE(X&XII)			

	<p>material and other help material received from KVS and other sources</p> <p>3. Plan and conduct parent teacher meetings from time to time.Special Programmes for board classes.</p>				
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		Examination Committee (for Pri.section)	I/C MR GAURAV MR MAHANAND KISHOR MR VIJENDER SAINI MRS ANUBHA SHARMA		
5	To conduct market survey and put better suggestions regarding procurement of articles for the use of Vidyalaya and ensure the quality of procure articles/goods as per KVS Financial Rules.	Purchase Committee	MRS.PRATIMA KAUSHIK MRS RENU MISHRA I/C MEENAKSHI (TLM) MR GAURAV MR NAVEEN KUMAR		
6	To deal (as per KVS rules) with the complaints received from the Vidyalaya staff, especially female and SC/ST staff and put suggestions to solve the matters/start any disciplinary action against any individual/for onwar dsubmission of the matter.To coordinate with Discipline committees.	Grievance Cell andRe-Dressal Committee at Vidyalaya level	I/C PRATIMA KAUSHIK MRS MEENAKSHI MR MAHANAD KISHOR MRS ANJALI SINGLA		
7	To maintain the discipline among the students in eachand every activity of the Vidyalaya and explain the importance of the discipline in life.	Discipline Committee (for Pri. Section)	I/C MRS DEEPTI KALRA DHULIYA MR VIJENDER SAINI YOGA COACH MR MAHANAND MRS RENU MISHRA & ALL CLASS TEACHERS		1. Mrs.Ritu Tanwar will be I/C of Girls Related Matters and for counseling. 2. All the teachers will also be responsible to develop and ensure the good behavior/habit s among the students.

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8	To conduct & manage different activities(as per KVS schedule)& also to keep the record.				All other teachers who are trained in this field will be the members of this Committee.
		CUBS AND BULBUL	MRS ANJALI SINGLA(I/C) MRS RENU MISHRA MR NAVEEN (I/C) MR MAHNAND KISHOR		
9	1.To ensure the cleanliness and upkeep of the Vidyalaya Campus to provide the hygienic environment to the students and. 1.To make efforts to win green school award.	Cleanliness Committee (All year swachta abhiyan)/ GARDENING Committee			To Check& ensure over all Cleanliness of The Vidyalaya (inside & outside) To check & ensure the Cleanliness of Girls Toilets& Female staff toilets
			GROUP FLOOR I/C MRS DEEPTI KALRA DHULIYA MRS ANJALI MR MUKUL ANAND FIRST FLOOR I/C MRS MEENAKSHI MR NAVEEN KUMAR MRS ANUBHA SHARMA		To check & ensure the Cleanliness of Toilets & staff toilets
10	1.To provide First-Aid to the students. 2. Health Check-ups 3. Maintainance of records of all students.	First Aid Committee (for Sec. & Sr. Sec. Sections)			
		First Aid Committee (Pri. Section)	I/C MRS DEEPTI KALRA MR MAHANAND KISHOR NURSE		
11	1.To ensure the requirement and repairing of Furniture as per the need of the Vidyalaya. 2.To ensure proper seating arrangement in classes. 3.Prepare classwise/deptt wise Inventory.	Furniture Committee	I/C MR NAVEEN KUMAR MR GAURAV MRS ANJALI SINGLA		

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12	1.To ensure the availability and issuance of sports items to the students and conduct & manage all sports activities(as per KVScalender). 2. Yearly Planner	Sports Committee	I/C MR VIJENDER SAINI MRS DEEPTI KALRA DHULIYA MRS ANUBHA SHARMA MR GAURAV		All House Masters/Class Teachers will ensure the Participation of students in different sports activities.
13	To recommend valuable books to the Vidyalaya Library and provide the valuable suggestions to the students for future planning by organigingCareer-Guidance and Counseling Sessions.	Library and Guidance & Counselling Committee LIBRARY COMMITTEE	I/C MRS ANJALI SINGLA MRS MEENAKSHI		Any two students, Selected by I/C, will also be the part of Library committee.
14	To maintain and upkeep the beauty of each every corner of the Vidyalaya and its garden, Corridors and CMP ROOM	Beautification Committee	I/C MRS ANUBHA SHARMA MRS ANJALI SINGLA MRS RENU MISHRA MS. MEENAKSHI		
15	To ensure the supply of information sought by any person related to Vidyalaya matter as per RTI Act-2005.	RTI Committee	I/C MR. HARPAL MR. PANKAJ		
		SC/ST SCHOOLARSH	I/C GAURAV MR MAHANAD KISHOR		
16	1.To ensure the maintenance & repairing work in Vidyalaya and put suggestions if required for onward submission. 2.To maintain record of repair work and prepare monthly inventory.	Maintenance & Repairing Committee (RO & WATER ARRANGEMENT)	I/C PRATIMA KAUSHIKMR MUKUL ANAND MRS DEEPTI KALRA DHULIYA MR VIJENDER SAINI MR NAVEEN KUMAR MRS MEENAKSHI CLASS TR IA		

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17	To ensure the allotment and repairing & maintenance of staff quarters to the staff members as per KVS guidelines.	Staff Quarters Committee			
18	To provide Menu to canteen contractor and ensure the quality of edible items.	Canteen Committee	MS. PRATIMA KAUSHIK		
19	To make necessary arrangements for the publication of Student Diary, VidyalayaMagazine, News Letter etc.	Publication Committee	I/C MRS ANJALI SINGLA CLASS TR IA MRS ANUBHA SHARMA		
20	1.To ensure the proper utilization of E-class room, Magic Studio, Interactive Board etc.& preparation of schedule &ensure of its implementation. 2.To update website fortnightly as per requirement.	Smart Class/ e-Class Room/ Website Committee	I/C MR VIJENDER SAINI MRS DEEPTI KALRA DHULIYA MR NAVEEN KUMAR		
21	Maintenanceof Minutes/Records	VMC/VEC Meeting			
22	Fees 1.Check if correct fees is being realized by CT. 2.Maintain records. 3.Ensure accuracy.	UBI Portal fees checking	I/C MRS MEENAKSHI MRS ANUBHA SHARMA		
23	To make Excursion plans for all classes by searching for interesting and informative places to visit.	Excursion	I/C MRS ANUBHA SHARMA MRS RENU MISHRA MRS DEEPTI DHULIA KALRA MR VIJENDER SAINI		
24	Effective Preparation for all competitive exams and exhibition.	Competitive Exams/Olympiads/ Science Exhibition/Green Olympiad	MR GAURAV KUMAR MR MAHANAD KISHOR MRS ANUBHA SHARMA		

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25	Awakened citizen programme	Awakened Citizen R K Mission Committee			
26		Disaster management and Evacuation/ Search and Rescue team	MRS DEEPTI KALRA DHULIYA MR VIJENDER SAINI		
27		Warning and information Dissemination team, site security team Awareness generation team	MRS DEEPTI DHULIA KALRA MR VIJENDER SAINI		
28		Fire safety team	MRS. PRATIMA KAUSHIK MR.PANKAJ MR MUKUL ANAND CLASS TR IB		
29		Bus safety team	MR VIJENDER SAINI YOGA COACH CLASS TR IB		
30		On-call emergency team, team for student with special needs	MRS.PRATIMA KAUSHIK MR MUKUL ANAND		

NOTE:

OVERALL I/C FOR PRIMARY SECTION

MRS PRATIMA KAUSHIK

PRINCIPAL