

# KENDRIYA VIDYALAYA SANGATHAN

## ACADEMIC AND ADMINISTRATIVE COMMITTEES 2024-25

Sl. No.	Department	Duties and responsibilities	Shift 2
1	Academic Advisory Committee	(1) To monitor completion of syllabus & correction of Notebooks (2) To make a plan to achieve quantity wise and quality wise better result (3) Action taken for the poor performance and measures to be adopted for quality improvement /Plan for the session 2023-24 (Register to be maintained)	<b>VICE PRINCIPAL</b>
			PRABHA SETH
			N.D.SAHU
			ANITA DARFADE
			VANDANA SAHU
			SHIVANI MALLICK
			SHARAD SAHU (HM)
2	CCA	(1) Preparation of annual calendar of activities and effective execution of CCA activities (2) procurement of prizes, writing of certificate and distribution. (Register to be maintained)	<b>HIRDEI THAKUR (I/C)</b>
			RASHMI DWIVEDI
			ANITA JAISHWAL
			OMPRAKASH SAHU
			ALKA MEENIA
3	CCA(Primary)	(1) Preparation of annual calendar of activities and effective execution of CCA activities (2) procurement of prizes, writing of certificate and distribution.	<b>ANAMIKA KASHYAP (I/C)</b>
			CHARULATA YADAV
			GAYATRI KUMARI
4	Time Table Framing Substitution Arrangement (Secondary)	To prepare the time table for the session breaks and extra classes as per the norms of KVS.	<b>KESHU JAIN (I/C)</b>
			K K SHARMA
			SHIVANI MALICK
			RAGINI GAURAV
			MAHESH BEDRE
5	Time Table-Substitution Arrangement (Primary)	To prepare the time table for the session breaks and extra classes as per the norms of KVS.	<b>D. Bose (I/C)</b>
			RUPNARYAN YADAV
			MEENAKSHI SAHU
6	Home Examinations (Secondary)	To organize and execute all the exams under Back to Basics, Preparation of question papers and evaluation on time. To prepare result analysis	<b>PRABHA SETH (I/C)</b>
			SWATI
			K.AVINASH
			RUPESH SAHU

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7	Home Examinations (Primary)	To organize and execute all the exams under Back to Basics, Preparation of question papers and evaluation on time. To prepare result analysis	<b>ANJALI PARIHAR (I/C)</b> ANAMIKA KASHYAP RUP NARYAN YADAW SHIVANI CHAUHAN
8	CBSE Examinations	Online registration of Students, LOC, OASIS, Teacher Data Filling Conduct CBSE Examination Fare manner	<b>P.K.DEWANGAN (I/C)</b> K.L RAO KESHU JAIN
9	Admission	To give wide publicity by preparing advertisement, distribution of forms and registration and following the right admission procedure	<b>YASHWANTI SAHU (I/C)</b> ANITA DARFADE J K SAHU Y SARKAR SAHIL
10	Furniture	To quantify the needs for procuring furniture. Condemnation of old furniture	<b>K.K.SHARMA (I/C)</b> P DHRUW MAHESH BEDRE RITIKA
11	Students' Grievance (NAEP)	To present Such cases before the Principal as per the procedure laid down in the education code. (Suggestion Box to be opened preferably every month & Register is to be maintained)	<b>ALIN MARY LAKRA (I/C)</b> VANDANA SAHU R DWIVEDI D P KAUSHIK SHARAD SAHU
12	PTA	To organise PTA meeting every month ,Agenda and Minutes to be maintained ,Invitation & correspondance to be done with parents, the RO & the CBSE	<b>PRABHA SETH (I/C)</b> K.K SHARAMA GIRIVAR KAWDE SHARAD SAHU (H.M) KHUSBOO
13	Staff Digital / Manual Attendance Monitoring	To write name of the staff in the attendance register To Generate Report Weekly for Staff Digital Thumb Attendance. To Check attendance of staff daily	<b>P.K.DEWANGAN (I/C)</b> SARAD SAHU SANJAY KUMAR COMPUTER INSTRUCTOR 01 COMPUTER INSTRUCTOR 02

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14	Students' Attendance Monitoring	To Maintain Below Attendance Students Record and Inform by Letter to Parent accordingly.	<b>RUPESH SAHU (I/C)</b> JEEVESH KU. SAHU MAHESH BEDRE SHIVAM SHARMA
15	राजभाषा समिति	Official correspondence and quarterly report of Rajbhasha Execution committee	<b>GIRVAR KAWADE I/C</b> ANITA JAISWAL G D MAHANT OM PRAKASH
16	(Swachha Vidyalaya), Beautification & Guarding	Cleanliness & beautification of premises. Giving a facelift to the school, painting and gardening , To ensure proper keep of garden, Trees change of soil of tree pots, riming of bushes etc.	<b>VANDANA SAHU (I/C)</b> P DHRUW D P KAUSHIK RUPESH SAHU K GUDDI
17	Discipline	To monitor the discipline amongst the students. To inculcate the value of punctuality, discipline and integrity among the students. To call the parents of trouble makers.	<b>K L RAO (I/C)</b> VANDANA SAHU RASHMI DWIVEDI K K SHARMA G D MAHANT All the Class Teachers
18	Website	Updating of sites	<b>P.K.DEWANGAN (I/C)</b> Computer Instructor 01 Computer Instructor 02
19	UDISE+ & SAMAGAM PORTAL	Updation OF DETAIL IN UDISE+ & SAMAGAM PORTAL	<b>P.K.DEWANGAN (I/C)</b> Computer Instructor 01 Computer Instructor 02

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20	CMP & Monitoring of other activities in Primary	Preparation and planning of annual calendar of activities, cleaning & maintenance	<b>SHARAD SAHU (I/C)</b>
			MEENAKSHI
			PRERNA UPADHAYAY
21	Monitoring of Syllabus Completion	To monitor the completion of Syllabus in Timely in All Classes.	<b>ANITA DARFADE (I/C)</b>
			P.K.DEWANAGAN
			SHARAD SAHU (H.M)
			K.K SHARMA
			KESHU JAIN
			ALL THE SUBJECT CONVENORS
22	Career Guidance & Counselling	To aware the students about the various career opportunities available	<b>MAHESH BEDRE (I/C)</b>
			KESHU JAIN
			COUNSELLOR
23	E-Class room	To maintain Proper functioning for E-Classroom	<b>P.K.DEWANAGAN (I/C)</b>
			SHARAD SAHU (H.M))
			COMPUTER INSTRUCTOR
24	Display Board Monitoring	To maintain Proper Display Board according to the KVS CCA Calender.	<b>K.K SHARAM (I/C)</b>
			GIRIVAR KAWADE
			HOUSE MASTER
			CLASS TEACHER
25	Press, Publicity & Reports	To highlight the Vidyalaya's Event or Activity in Digital or Print Media and Twiter	<b>MAHESH KUMAR BEDRE (I/C)</b>
			D Tiwari
			COMPUTER INSTRUCTOR
26	Newsletter	To Prepare Primary News Letter and some other Even News Letter	<b>PRERANA UPADHYAY (I/C)</b>
			D.BOSE
			ASHISH KUMAR
			SHARAD SAHU (H.M)

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27	Vidyalaya Patrika	To Collect the Contents for Vidyalaya Patrika from Students and Teachers and Revise it before Final Print.	<b>H.THAKUR (I/C)</b>
			J.K SAHU
			R DWIVEDI
			ANJALI PARIHAR
			D TIWARI
			SHARAD SAHU (H.M)
			SWATI
28	PA System, Fire Safety Water Supply & Students' Security	To ensure that all the cylinders of the Vidyalayas are functioning properly and all the equipment's are in serviceable condition Water Tank is to be cleaned at least two times a year. register is to be maintained.	<b>P.DHRUW (I/C)</b>
			A.K SHINDE
			S.K.DHANDE
			RUPESH KUMAR SAHU
			BALRAM SAHU
29	Medical Room & Medical Check Up	Timely medical check-up of all the students and maintaining health cards	<b>YASHWANTI SAHU (I/C)</b>
			<b>K.L RAO</b>
			<b>NURSE</b>
30	Language Lab	To Ensure acquisition of Language Skill in students through Maximum utilization of Language Lab	<b>H. THAKUR (I/C)</b>
			E.AUSTIN
			RASHMI DWIVEDI
31	Staff Quarters Allotment & Monitoring	To follow the norms of quarters allotment and allot the quarters. (VEC Member)	<b>RAVI SHANKAR (VICE PRINCIPAL) (I/C)</b>
			SANJAY KUMAR
			JYOTI KUMARI
			YASHWANTI SAHU
32	Minutes of Meetings	To make record of all the meetings conducted by the principal	<b>JEEVESH KU. SAHU (I/C)</b>
			P. DHRUW
			ANITA JAISHWAL
33	CMP Sports & Games	To Encourage Sport temperment in Primary Students	SHARAD SAHU (H.M) (I/C)
			CHARULATA YADAV
			SITA DEVI BAIRWA
			KARAN VERMA
34	Office Work / Records	To maintain the office, arranging the files/records as per the norms.	TANUJ CHANDRAKAR
			SANJAY KUMAR
			RAM GOSWAMI

Sl. No.	Department	Duties and responsibilities	Shift 2
35	Science & Maths Olympiad	To conduct various Olympiads and other examinations/Participation /Registration etc.	<b>N.D SAHU (I/C)</b> YASHWANTI SAHU K. GUDDI D.P KAUSHIK ALIN MARRY LAKRA
36	AEP	Conduction of various activities of AEP and sending the reports as desired by KVS.	<b>K. GUDDI (I/C)</b> D.P KAUSHIK PRIYANKA
37	Class/ Primary Library	To Develop Reading habits in Primary Students	<b>SITA DEVI BAIRWA (I/C)</b> RITIKA
38	FIT INDIA	To Follow the instruction as per KVS and Make Entry in App. of Vidyalaya Students.	<b>K.L RAO (I/C)</b> D.P KAUSHIK ROOPNARAYAN YADAV SPORTS COACHES
39	Awakened Citizen Programme (ACP)	To maintain record and send report on time	<b>D.P.KAUSHIK (I/C)</b> J.K SAHU SHIWANI MALLICK
40	EQIUP	Follow Up/Planning/Report/Implementation 2023-24	<b>ALIN MARRY LAKRA (I/C)</b> MAHESH BEDRE RAGINI GAURAV
41	Tarunotsav	Follow Up/Planning/Report/Implementation 2023-24	<b>H THAKUR (I/C)</b> D. TIWARI A K SHINDE K L RAO
42	Scouting Activities	Conducting all the activities related to scout and guide along with testing camps. To make annual calendar of duties.	<b>D P KAUSHIK (I/C)</b> All the trained Scout Masters All the trained Guide Captains All the trained Cub Masters All the trained Flock Leaders

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43	CUBS & BULBUL	Conducting all the activities related to cub and bulbul along with testing camps	<b>RUPNARAYAN YADAV (I/C) (CUBS)</b>
			ANAMIKA KASHYAP
44	NCC	Conducting all the activities related to NCC along with camps	<b>PANKHURI ARORA (I/C)</b>
			SITA DEVI BAIRWA
45	Excursion	Conducting all the activities related to Excurision Obtaining consent from parents. Liaisoning with the transport operator.	<b>G.D MAHANT (I/C)</b>
			DEBJANI BOSE
			SHELJA
			P DHRUW
46	Pustakophar	Organized the Pustakophar Mela in time to time	<b>MAHESH BEDRE (I/C)</b>
47	JIGYASA	Conducting all the activities related to Jigyasa Program	<b>K GUDDI (I/C)</b>
			PRIYANKA
48	INSPIRE , Vigyan JYOTI	Conducting all the activities related to INSPIRE, VIGYAN JYOTI	<b>N.D.SAHU (I/C)</b>
			KESHU JAIN
49	IAPAT /NSO &NTSC	Conducting all the activities related to NSO,NTSC	<b>YASHWANTI SAHU (I/C)</b>
50	SOF	ORAGANIZED SOF EXAM	<b>YASHWANTI SAHU (I/C)</b>
			AKHIL KUMAR GUPTA
51	SCIENCE EXHIBITION	ORAGANIZED VIDYALAYA LEVEL AND REGIONAL LEVEL SCIENCE EXHIBITION.	<b>K GUDDI (I/C)</b>
			YASHWANIT I SAHU
52	JMO	ORAGANIZED JMO EXAMINATION	<b>SHIVANI MALLIK (I/C)</b>
			ARUNA S. IYER
			S..H DHANDE
53	Route 2 Roots	Conducting all the activities related to Route 2 Roots	<b>A.K.SINDE (I/C)</b>
			DHRUW TIWARI
			DANCE COACH
54	Alumni	Conducting Alumni meet and maintain alumni record	<b>N.D SAHU (I/C)</b>
			YASHWANITI SAHU
			G.D. MAHANT

Sl. No.	Department	Duties and responsibilities	Shift 2
55	Staff Grievances (ICC)	Resolve Staff Grievances	VANADANA SEKAR (AC JBP) ANITA LUNIYA H. THAKUR RASHMI DIWEDI P.K DEWANGAN
56	Monitoring of Work by Conservancy Staff	Monitoring of Work by Conservancy Staff	MAHESH BEDRE (I/C) ANITA DARFADE P DHRUW
58	Science Subject Committee	Conduct Science Exhibiton	N.D SAHU (I/C) K.GUDDI YASHWANTI SAHU ALL SCIENCE TEACHERS
59	Maths Subject committee	Conduct Maths Olympiad and Maths Activities	KESHU JAIN (I/C) ARUNA S IYER RAGINI GAURAV All Maths Teachers
60	Social Scince subject committee	Conduct Youth Parliament and other Scoial Science Activities	VANDANA SAHU (I/C) K.K SHARMA ALL SST TEACHERS
61	Computer science subject committee	Maintenance and condemnation of computers. Updating of sites and Update the Syllabus and Circulum of as per KVS Guidelines	P.K DEWANAGAN (I/C) COMPUTER INSTRUCTOR 1 COMPUTER INSTRUCTOR 2
62	English subject committee	Maintain the Language Lab and develop Communication Skill	H THAKUR (I/C) J.K SAHU ALL ENGLISH TEACHERS
63	Hindi & Sanskrit subject committee	Conduct Rajbhasha pakhwada and develop communication Skill in students	GIRIVAR KAWDE (I/C) RASHMI DWIVEDI ALL HINDI & SANSKRIT TEACHERS

Sl. No.	Department	Duties and responsibilities	Shift 2
64	Nipun Bharat	Implementation of Nipun Bharat Activities	<b>ANAMIKA KASHYAP (I/C)</b>
			PRERANA UPADHYAY
			ANJALI PARIHAR
65	UBI Fee Collection	Verification and Entering of data/Collection of fee time to time as per KVS Rules/Generating reports	<b>P.K.DEWANAGAN (I/C)</b>
			COMPUTER INSTRUCTOR
66	CCTV Camera Review	Maintenance and condemnation of CCTV and to view every day after school hours	<b>P DHRUW (I/C)</b>
			COMPUTER INSTRUCTOR
71	Interview panel for contractual teacher management	Selection and providing offer of appointment to all the selected candidates. Planning of the interview	<b>P.K.DEWANGAN (I/C)</b> SHARAD SAHU (H.M)

PRINCIPAL