

KENDRIYA VIDYALAYA NLC NEYVELI

COMMITTEES 2024-25

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2024-25. As such all the staff members are hereby informed to note the nature of the office and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the In – charges or in absence of In – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the In – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the In – charge, the member in the committee will complete the handing and taking over procedure.

1. ACADEMIC AND ADMINISTRATIVE SUPPORT:- SECONDARY

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	ANJUM AKHTHAR	PGT COMP. SC.	Member
2.	ASHOK KUMAR CHAWLA	TGT MATHS	Member
3.	OM PRAKASH JANGID	TGT SANSKRIT	Member
4.	JOYCEE A A	TGT COMP.INST.	Member
5.	ANUSHUYA M	DEO	Member
6.	VIJAYA	ACAD. COUNS.	Member

ACADEMIC AND ADMINISTRATIVE SUPPORT:- PRIMARY

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	G MEENAKSHI	PRT	I/C
2.	PURNIMA	PRT	Member
3.	KM. VANSHIKA	PRT	Member
4.	JEETU SINGH	PRT	Member

Duties:-

- The committee will help the Principal in day to day administrative matters.
- The committee can go through the circulars received from KVS RO Chennai and KVS HQ New Delhi and other organizations and making necessary correspondence to KVS (CR) and other KVS(HQ) New Delhi and other organizations as per the directions of the Principal.

- c) Verification of students' attendance registers to ensure the collection of fees from all the students of their respective members of their subject.
- d) The committee further verifies the entries of fees particulars in the students attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately.
- e) To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN)
- f) Any other work assigned by the principal in day to day administrative matter.
- g) To ensure the 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.
- h) To inform the Principal about the lapses, deviations in the subject committee report.
- i) To ensure the maintenance and submission of anecdotal record under CMP as per guidelines to the Principal.

NOTE:As a subject convener, you will be held responsible for non – submission of the record to the Principal.

2. ADMISSION – PRIMARY AND SECONDARY :-

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	ANJUM AKHTHAR	PGT COMP. SCIENCE	I/C
2.	JEETU SINGH	PRT	Member
3.	PURNIMA	PRT	Member
4.	JOYCEE A A	TGT COMP.INST.	Member
5.	ANUSHUYA M	DEO	Member

Duties:-

- a) Distribution and registration of admission forms as per the schedule given by KVS.
- b) Scrutiny of registration forms as per the admission guidelines given by KVS
- c) Preparation of provisional list of selected candidates for all the classes.
- d) To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.
- e) To take the approval of VEC before the release of the merit list.
- f) Maintenance of admission registers.
- g) Admission of candidates based on KV TC as per KVS norms.
- h) Local transfer admissions.
- i) Admissions as per RTE Act.
- j) Maintenance of admission records as per KVS guidelines in the prescribed Proforma.
- k) Details of admission uploading on the website.

3. EXAMINATIONS (INTERNAL)

A – SECONDARY

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	OM PRAKASH JANGID	TGT SANSKRIT	In-charge
2.	RAM LAL MEENA	TGT HINDI	Member
3.	DHARANI .	TGT TAMIL	Member
4.	ANUJ KUMAR YADAV	TGT MATHS	Member

CBSE

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	ANJUM AKHTHAR	PGT COMP	I/C
2.	KESHAB CHANDRA BEHRA	PGT PHYSICS	Member

B- PRIMARY

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	JEETU SINGH	PRT	I/C
2.	VANSHIKA KUMARI	PRT	Member
3.	PRAMOD RAGHAV	PRT	Member

Duties:-

- a) To prepare an action plan for conducting monthly test for classes III toV, VI to X and XI,XII and other classes. Conducting exams per KVS norms.
- b) To collect the question paper along with blue print, design, marking Scheme for these exams and to preserve them for inspection purpose.
- c) To procure the result register, progress reports, certificate of school based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.
- d) To conduct the test as per KVS guidelines.
- 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.
- g) To issue the notices, circulars of the examinations to the staff from time to time.
- h) To visit KVS, Regional Office, Mumbai and CBSE websites regularly for the examination notices, 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.
- k) To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- l) Registration for Problem Solving Assessment Test, Class IX to XII registration, filling of the forms and completing the formalities time bound.
- m) Correspondence for school affiliation.
- n) Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- o) Maintaining the record of shortage of attendance and correspondence with CBSE board.
- p) Framing the practical time table in liaison with other subject teachers.
- q) Conducting the CBSE board exam as per the CBSE norms.
- r) Updating school website regularly.
- s) To conduct the exams as per the norms
- t) To maintain the record and send the data from time to time to the concerned.

NOTE: all the members will work with full cooperation and coordination in all these three Examination department irrespective of the In-chargeship.

4. TIME TABLE:

A –SECONDARY

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	ASHOK KUMAR CHAWLA	TGT MATHS	I/C
2	VIKRAM KUMAR MEENA	TGT MATHS	Member
2	SENTHIL KUMAR	PGT MATHS	Member
3	SEEMA SINGH	TGT HINDI	Member

B – PRIMARY

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	PURNIMA	PRT	I/C
2	G MEENAKSHI	PRT	Member

Duties:-

- a). To prepare the class time table and teachers time table as per KVS norms.

- b). 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..
- c). To prepare the special time table for remedial teaching (weak students in all classes).
- d). To give arrangement work for the teachers.
- e). To display copy of arrangement work in the notice board.
- f). Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.
- g). To maintain the arrangement register.

NOTE: undersigned reserve the right to change the class Teachership and co-class Teachership anytime during the year.

5. WEBSITE UPDATING:

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	ANJUM AKHTHAR	PGT (Comp Sc.)	I/C
2.	JOYCEE A A	TGT COMP. INST	Member
3.	PRT COMP.INST	PRT COMP.INST	Member

Duties:-

- a). To update the Vidyalaya website from time to time as per the directions of KVS. No column should be left blank in the Vidyalaya website. The required information can be collected from the teachers / departmental in charges.
- c). Separate registers can be maintained for all the classes where the list of articles contributed by the students should be recorded. In a similar fashion separate registers are to be maintained for teachers also where the list of articles contributed by teachers should also be recorded.
- d). To invite quotations from reputed firms for AMC of computers.
- e). To take initiative to see that all the computers are in functional condition.
- f). To provide the data (subject specific) to the PGT(Comp. Sci.) and helping him in updating the data from time to time.

6. FURNITURE:

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	MOHD DAUD AHMAD	TGT SST	I/C
2.	DEVA RAM	TGT SST	Member

Duties:-

- a). To maintain the record of room wise/dept. wise distribution of furniture.

- b). To take initiative to see that the broken furniture is repaired regularly.
- c). To Prepare the list of broken furniture which are to be condemned.
- d). To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function).
- e). To see any shortages, deficiency of furniture's and report to the Principal.
- f). To ensure regularly that no furniture is lying in the corridors or in the open space.
- g). To store and stock the broken or old furniture properly.
- h). To maintain the stock register.

7. CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES:

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	VIKRAM KUMAR MEENA	TGT MATHS	I/C
2.	NOVALGIN MAHARANA	TGT SANSKRIT	Member
3.	NURSE	NURSE	Member
4.	PURNIMA	PRT	Member
5.	MOHINI	PRT	Member
6.	MEENA	GAMES COACH	Member
7.	GAMES COACH 2	GAMES COACH	Member

Duties:

- a). To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- b). To ensure the provision of dustbins in all the class rooms.
- c). To appraise the Principal about the cleanliness of school building from time to time.
- a). To supervise the work of the people deployed under housekeeping.
- b). To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- c). To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- d). To clear the wild bushes and thorny plants that are growing in different parts of school campus.
- e). to ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- f). To ensure cleanliness of area around the staff quarters.
- g). To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- h). In – charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders.

8. GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS:

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	POOJA RANI	TGT WET	I/C
2.	ANSHIKA	PRT	Member
3.	MAYANK	PRT	Member

Duties:

- a). To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- b). To procure ornamental plants and other fruit bearing plants in consultation with Principal.
- c). To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- d). To procure fertilizers, manure, pesticides in consultation with Principal.
- e). Preparation of placards in different areas of garden.
- f). Numbering of tress and potted plants.
- g). Celebration of Vana Mahostava in consultation with principal and forest dept.
- h). To motivate the children for gardening and beautification.
- i). To develop medicinal plant garden in the campus.

9. SCIENCE CLUB:

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	SURABHI GUPTA	PGT CHEMISTRY	I/C
2.	KESHAB CHANDRA BEHRA	PGT PHYSICS	Member
3.	DEEPIKA	TGT SCIENCE	Member
4.	AAKASH KAPOOR	TGT SCIENCE	Member

Duties:-

- a). To Motivate the students to prepare the exhibits based on theme given by KVS.
- b). To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.
- c). To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- d). To inculcate scientific temper among the students by adopting activities based method in teaching learning process.
- e). To encourage the children to give online projects by using computers.

10. SOCIAL SCIENCE CLUB:

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	MOHD DAUD AHMAD	TGT SST	I/C
2.	DEVARAM	TGT SST	Member
3.	PANKAJ HEMBROM	TGT SST	Member

Duties:-

- a). To motivate children to prepare projects/model based on country/state allotted to the region .
- b). To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.
- c). To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- d). To encourage the students to submit online projects on project Think.com.
- e). To ensure project based learning in all the classes.

11. MAINTENANCE AND REPAIR OF SCHOOL BUILDING and CONTINUOUS SUPPLY OF DRINKING WATER:

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1	POOJA RANI	TGT WET	I/C
2	ANUJ KUMAR VERMA	TGT P&HE	Member
3	SENTHIL KUMAR	PGT MATHS	Member
4	RAMA	PRT	Member
5	DR. VIJAYA	COUNSELLOR	Member
6	TOFAN KUMAR GAUDA	PRT	Member

Duties:-

- a). To maintain a register related with deficiencies noted in the Vidyalaya building and staff quarters.
- b). To undertake maintenance of school building and staff quarters on war footing basis.
- c). To procure the material required by following purchase procedure.
- d). To employ skilled labour for various works in consultation with principal and to make the payments as per the State/central Govt. norms.
- e). To maintain the labour register.

f) To ensure the proper functioning of Aqua guard installed in school building

g) To ensure the cleaning of over head tanks in school building and staff quarters

h) To ensure the chlorination of water stored in tanks after cleaning

i) To ensure the proper functioning of water coolers.

12. **MEDICAL CHECKUP:**

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	AAKASH KAPOOR	TGT SCIENCE	I/C
2.	DR. VIJAYA	ACAD. COUNS.	Member
3.	NURSE	NURSE	Member
4.	MEENA	GAMES COACH	Member
5.	All Class Teachers & Co-Class Teachers		Member

Duties:

a). To procure the required number of medical cards in the beginning of the academic session.

b). To distributes 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). To ensure emergency medical assistance to the child.

f). To procure the first aid material and giving first aid to the students in case of bumps, cuts, minor injures

g). To provide medical assistant to the students during sports day, annual day and other important functions.

13. **EDUCATIONAL TOURS / EXCURSION:**

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	OM PRAKASH JANGID	TGT SANSKRIT	I/C
2.	VIKRAM KUMAR MEENA	TGT MATHS	Member
3.	ANUJ KUMAR VERMA	TGT PHE	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 who are participating in tour programme.

14. **SPORTS COMMITTEE:**

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	ANUJ VERMA	TGT PHE	I/C
2.	R. MEENA	GAMES COACH	Member
3.	PR. SPORTS COACH	GAMES COACH	Member
4.	YOGA COACH	YOGA COACH	Member

Duties :

- a) To prepare annual plan for the conduct of the inter house competition in Sports / Games
- b) To prepare the list of prize winner in various inter house competition
- c) To procure the prizes for the prize winners
- d) To plan the celebration of annual sports day in consultation with principal
- e) To encourage the students to participate in the competitions organized by the state Govt.

15.DISCIPLINE COMMITTEEAND CHECKING OF LATE COMERS (STUDENTS AND TEACHERS) MAIN GATE DUTY – 08:15 AM TO 08:25 AM, 08:30 AM STUDENTS AND TEACHERS SHOULD BE IN THE LINE IN THE MORNING ASSEMBLY

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	ANUJ VERMA	TGT PHE	I/C (SECONDARY)
2.	RAM LAL MEENA	TGT HINDI	Member
3.	VIJAYA	ACAD. COUNS.	Member
4.	RAJEEV KUMAR YADAV	MUSIC TR.	I/C (PRIMARY)
5.	ALL TEACHERS TO BE USED IN ROTATION BASIS. PREPARE DUTY CHART ACCORDINGLY		Members

Duties :

- a) To check personal turn of students during assembly
- b) To check the late comers during morning assembly
- c) To observe the behavior of students inside and outside class room
- d) To ensure provision of out pass in all classes and their utilization
- e) To initiate proper action as per KVS norms against indiscipline students
- f) To check the girls and boys uniform daily.
- g) To check the bags once in a week.
- h) To confiscate the mobiles and other prohibited appliances.
- i) To take the regular meeting of student councils, prefect, monitors.
- j) To ensure discipline
- k) To refer the problematic cases to the counselor for diagnosis
- l) To inform the parents immediately

1. The gates will be closed sharp at 07:30 AM.
2. No teachers and students will be allowed to enter.
3. Half Casual leave will be debited for every late coming.

16.SUBJECT COMMITTEE (PRIMARY, SECONDARY & SENIOR SECONDARY)

SUBJECT	INCHARGE	DESIGNATION	MEMBER	DESIGNATION
English	SUMAN KUMARI	TGT ENG	PGT(English) TGT ENG	PGT(English) TGT ENG
Mathematics	ASHOK KUMAR CHAWLA	TGT MATHS	PGT(MATHS) VIKRAM KUMAR MEENA ANUJ KUMAR YADAV	TGT(Maths) TGT(Maths) PGT(Maths)
Hindi	VANDANA YADAV	PGT HIN	RAM LAL MEENA SEEMA SINGH	TGT(Hindi) TGT (Hindi)
Sanskrit	OM PRAKASH JANGID	TGT SANSKRIT	NOVALGIN MAHARANA	TGT (Sanskrit)
Science	KESHAB CHANDRA	PGT PHYSICS	SURABHI GUPTA AAKASH KAPOOR N. DEEPIKA	PGT((Chem) TGT(Biology)
Social Science	MOHD DAUD AHMAD	TGT SST	DEVA RAM PANKAJ HEMBRIOM	TGT(SST) TGT(SST)
Computer Science	ANJUM AKHTHAR	PGT CS	JOYCEE A A PR. COMP. INSTRUCTOR	TGT C.I. PRT C.I
Primary	G MEENAKSHI	PRT	ALL THE PRIMARY TEACHERS	

Duties:

- a) Subject conveners should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting is to be submitted to the principal on the last day of the month. Subject convener must invite the principal also for the meeting.
 - Monday – English
 - Tuesday – Hindi
 - Wednesday – Maths
 - Thursday – Science/Discipline
 - Friday - S. Studies and games
 - Saturday-Computer Science/Library/Sports
- b) Subject conveners will discuss the following issues during the meeting :
 - i). Guidance regarding the maintenance of teacher diary
 - ii). Coverage of syllabus as per the split up syllabus approved by KVS

- iii). Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS
- iv). Demo classes by rotation during the subject committee meeting
- v). Uses of computers and other audio visual aids in teaching learning process
- vi). Plan of evaluation of home assignment
- vii). To discuss guidelines regarding, setting of question paper, blue print, marking s(Chemistry)e as per KVS norms.
- viii). Plan of action for weak students & bright students
- ix). Remedial teaching for weak students
- x). Contribution towards project Think.com by the teacher & students.
- xi). Decoration of bulletin boards in corridors / class rooms with educational charts.
- Xii). Club activity / Science and social exhibition

17. LIBRARY COMMITTEE

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	NOVALGIN MAHARANA	TGT SANSKRIT	I/C
2.	SUMAN KUMARI	PGT ENGLISH	Member
3.	SEEMA SINGH	TGT HINDI	Member
4.	TOFAN KUMAR GAUDA	PRT	Member

Duties:

- a) The meeting(s) is/are to be convened at least once in a month
- b) Committee will submit the list of books to be procured subject wise in the beginning of academic session
- c) Books review
- d) To inculcate reading habits among the staff & children
- e) To organize books exhibition on important occasions

18. IMPLEMETATION OF RAJ BASHA

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	VANDANA YADAV	PGT HINDI	I/C
2.	SEEMA SINGH	TGT HINDI	Member
3.	RAM LAL MEENA	TGT HINDI	Member

Duties:

- a) To implement the decision taken during Nagar Raj Bhasha committee meeting
- b) To attend Nagar Raj Bhasha committee as and when required
- c) To send periodical report to the KVS RO Chennai, KVS New Delhi, Nagar Rajbhasha committee
- d) To take initiative to see that correspondence is made in Hindi.

19. SCOUTS / GUIDES and CUBS/BULBULS

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	ANUJ KUMAR VERMA	TGT PHE	I/C(SCOUTS)
2.	NOVALGIN MAHARANA	TGT SANSKRIT	I/C – GUIDES
3.	VANSHIKA	PRT	I/C - BULBUL
4.	RAJEEV KUMAR	PRT MUSIC	I/C CUBS
5.	PURNIMA	PRT	MEMBER

Duties:

- To ensure minimum enrolment (50%) in the movement before 31st August
- To organize investiture ceremony for the new recruits
- To conduct the parade after school hours and class on every Thursday.
- To train the students
for Pratham / Dwitiya / Tritiya / Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiya Charan / ChaturdhaCharan
- To issue the merit certificate after the conduct of test
- Celebration of thinking day
- To procure the uniform for Scouts / Guides who are involved in Guard of Honour.

20. GENERAL GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)/SUGGESTION BOX and STAFF GRIEVANCE CELL COMMITTEE / NAEP SUGGESTION BOX

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	ANJUM AKHTHAR	PGT CS	I/C
2.	SURABHI GUPTA	PGT CHEMISTRY	Member
3.	ASHOK KUMAR CHAWLA	TGT MATHS	Member
4.	G MEENAKSHI	PRT	Member
5.	DR. VIJAYA	ACAD. COUNS.	Member

Duties:

If any complaint related to immoral behaviour towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring the eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents is received by the committee, the following steps should be taken immediately at Committee level.

VIDYALAYA LEVEL

1. A written complaint may be obtained from the students/parents.
2. Case may be brought to the notice of Chairman, VMC.
3. 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.
4. A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
5. 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.
6. 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.
7. Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
8. The committee may discuss the issue with the accused teacher and his statement may be recorded.
9. 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.
10. 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 rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
11. 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.

12. 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.

21. CCA & MORNING ASSEMBLY PROGRAMME

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
A.	SECONDARY		
1.	VANDANA YADAV	PGT HIN	I/C
2.	TGT ENGLISH	TGT ENG	Member
3.	NOVALGIN MAHARANA	TGT SANSKRIT	Member
B.	Primary		
1.	RAJEEV KUMAR YADAV	PRT (MUSIC)	I/C
2.	PURNIMA	PRT	Member
3.	RAMA	PRT	Member

Duties:

- To see that morning assembly programme is to conduct within stipulated time.
- To evaluate the various items of morning assembly programme on five point scale – Excellent: Very good; Good; Average; Below Average
- To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.
- To arrange the PA system, musical instrument well in advance before the start of morning assembly.

22. VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE / STUDENT'S DIARY

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
A.	SECONDARY		
1.	PGT ENGLISH	PGT ENGLISH	I/C
2.	RAM LAL MEENA	TGT HINDI	MEMBER
3.	NOVALGIN MAHARANA	TGT SANSKRIT	MEMBER
4.	SUDEEP KUMAR NAIK	PRT	Member
5.	ARTS COACH	COACH	Member

Duties:-

- Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.
- Editorial board will collect the article from the students. Article are to be arranged section wise(English section, Hindi section, drawing and painting etc.
- Editorial board should take concerted efforts to bring about class magazine by the end of the August 2011.

d). Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. Class magazine should contain 50 pages-(English section: 20 pages- Hindi section:- 20 pages and 10 pages- Art, drawing and paintings.

a). Editorial board select the article for the class magazine. These articles are to be arranges section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section.

Editorial board can invite the article from teacher's side also.

c). School magazine should contain total 82 pages(30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.

d). The editorial board should make concerted effort to bring about the school magazine in time.

23. SEXUAL HARASSMENT OF GIRLS

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	MANPREET	PRINCIPAL	I/C
2.	ANJUM AKHTHAR	PGT CS	Member
4.	G MEENAKSHI	PRT	Member
5.	PURNIMA	PRT	Member
5.	DR. VIJAYA	ACAD. COUNS.	Member
6.	NURSE	NURSE	Member

Duties :-

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.

VIDYALAYA LEVEL

1. A written complaint may be obtained from the students/parents.
2. Case may be brought to the notice of Chairman, VMC.
3. 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.
4. A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.

5. 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.
6. 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.
7. Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
8. The committee may discuss the issue with the accused teacher and his statement may be recorded.
9. 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.
10. 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 rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.

24. CS-54 CHECKING/PAYBILL CHECKING

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	MANPREET	PRINCIPAL	I/C
2.	ANJUM AKHTAR	PGT COMP. SC.	Member
3.	ASHOK KUMAR CHAWLA	TGT MATHS	Member
4.	JOYCEE A. A.	TGT COMP. INSTR.	Member

Duties:-

1. Pay bill should be checked thoroughly before uploading in UBI Web Portal.

25. P A SYSTEM- MORNING ASSEMBLY AND OTHER FUNCTIONS

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	POOJA RANI	TGT WET	I/C
2.	DEVA RAM	TGT SST	Member
3.	SENTHIL KUMAR	PGT MATHS	Member
4.	RAJEEV KUMAR YADAV	PRT MUSIC	Member

26. STAFF ROOM COMMITTEE [BOTH PRIMARY & SECONDARY]

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	OM PRAKASH JANGID	TGT SANSKRIT	I/C
2.	PRAMOD KUMAR RAGHAV	PRT	Member

27. TLM PURCHASE COMMITTEE

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	G MEENAKSHI	PRT	I/C
2	RAMA	PRT	MEMBER

28. OLYMPIADS

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER	OLYMPIADS
1.	ASHOK KUMAR CHAWLA	TGT MATHS	I/C	Maths
2.	VIKRAM MEENA	TGT MATHS	MEMBER	Maths
3.	ANUJ YADAV	TGT MATHS	MEMBER	Maths
4.	KESHAB C. BEHERA	PGT PHYSICS	I/C	Green/ Science
5.	SURABHI GUPTA	PGT CHEMISTRY	MEMBER	Green/ Science
6.	AAKASH KAPOOR	TGT SCIENCE	MEMBER	Green/ Science

29. PRIMARY RESOURCE ROOM

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	G MEENAKSHI	PRT	I/C
2.	PURNIMA	PRT	Member
3.	ALL PRIMARY TEACHERS	PRT	Member

30. LANGUAGE LAB

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	SUMAN KUMARI	TGT ENGLISH	I/C
2.	VANDANA YADAV	PGT HINDI	Member
3.	NOVALGIN MAHARANA	TGT SANSKRIT	Member

31. LOCAL PURCHASE COMMITTEE

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	MR. ANUJ VERMA	TGT P&HE	I/C
2.	OM PRAKASH JANGID	TGT SANSKRIT	Member
3.	KESHAB C BEHERA	TGT HINDI	Member
4.	G. MEENAKSHI	PRT	Member
5.	PGT MATHS	TGT MATHS	Member

32. UBI COMMITTEE

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	ANJUM AKHTHAR	PGT COMP. SC.	I/C
2.	JOYCEE A A	TGT COMP. INSTR.	I/c
3.	COMP INSTRUCTOR	PRT COMP. INST	Member
4	ALL CLASS TEACHERS & CO- CLASS TEACHERS		Member

33. Compilation of Monthly Enrolment & Submission to the office on last day of every month.

S.NO	NAME [Mr./Mrs./Ms]	DESIGNATION	MEMBER
1.	ANJUM AKHTHAR	PGT COMP. SC.	I/C
2.	JOYCEE A A	TGT COMP. INST.	Member
3.	M ANUSHUYA	DEO 1	Member
4	CHITRA	DEO 2 [FOR UPLOADING THE SAME IN WEBSITE]	Member
5.	COMP INSTRUCTOR	CI (PRIMARY)	Member

Note:

All the Class Teachers & Co- Class Teachers take the Proforma / Google sheet from office & fill the correct data as per your attendance and submit to the office every month without fail.

(MANPREET)
PRINCIPAL