

केन्द्रीय विद्यालय एनएचपीसी चमेरा-1, खैरी

कार्यालय आदेश

समितियाँ सत्र - 2026-27

विद्यालय के सुचारु संचालन के लिए सत्र 2026-27 के लिए निम्नलिखित समितियाँ बनाई गई हैं। प्रत्येक समिति प्रभारी एवं समिति सदस्य अपने विभाग की सभी गतिविधियों की वार्षिक/वार्षिक योजना तैयार करने के लिए जिम्मेदार है।

S. No	NAME OF COMMITTEE	NAME OF I/C & MEMBERS	Signature
1.	Flag Hosting and Retreating Ceremony	1. Mr. Sandeep Rana, TGT P& HE I/C 2. Mr. Priyanshu Sharma, TGT WE	<ul style="list-style-type: none">• To ensure raising of National Flag every morning and it's lowering before sunset in our KV.• To position the flag post at prominent place.• To follow DO's and Don'ts to honor our National Flag.• To ensure compliance of the Flag Code.
2.	Academic and Administrative support	1. Mr. Rishi Verma, PGT Chem. I/C 2. Mr. Manoj Kumar, PGT Hist. 3. Mr. Shailesh Chamoli, PGT Phy. 4. Mr Naresh Kumar, PGT Comm. 5. Mr Parmar Jignesh Punabhai, PGT CS	<ul style="list-style-type: none">• Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal.• Interacting with the teachers and directing them on their academic duties. It is the sole responsibility of Academic coordinator to check the academic activities of teachers. He will prepare plan and schedule for Notebooks (C/w & H/w) checking.• Preparing academic calendar department wise for 2025-26
3.	Exam (CBSE)	1. Mr Rishi Verma, PGT Chemistry I/C 2. Mr Manoj Kumar, PGT History 3. Mr. Priyanshu Sharma, TGT WE 4. Class teachers of IX,X,XI,XII classes	<ul style="list-style-type: none">• Error free LOC submission to cbse• To conduct CBSE board exam• Implement all CBSE guidelines in vidyalaya.
4.	Exam (Internal)	1. Mr Manoj Kumar, PGT Hist. I/C 2. Mr Shailesh Chamoli. PGT Phy. 3. Mr Naresh Kumar PGT Comm. 4. Mr Manish kumar Meena, Librarian	<ul style="list-style-type: none">• To conduct Exams for all classes.• Random sampling of Answer scripts• To maintain standard of question papers.
5.	• UBI fees Collection	1. Mr. Parmar Jignesh Punabhai, PGT CS I/C 2. All Class Teachers	<ul style="list-style-type: none">• To monitor activities of UBI fees collection.• To make entry on KV UBI Web Portal.• To send report to parents and stake holders.• To follow up all work related to KV UBI fees collection.
6.	• Transfer Portal • Prerana Portal • GeM Portal	1. Mr. Parmar Jignesh Punabhai, PGT (CS) I/C 2. Mr Rohit, JSA 3. All department in-charges	<ul style="list-style-type: none">• To follow up all work related to all portals
7.	• Samagam Portal • UDISE Portal • Bagless Day • CPD • PIMS • SIC	1. Mr Priyanshu Sharma, TGT(WET) I/C 2. Mr. Parmar Jignesh Punabhai, PGT (CS) I/C 3. All class teachers	<ul style="list-style-type: none">• To follow up all work related to all portals

8.	STEM	<ol style="list-style-type: none"> 1. Mr Shailesh Chamoli, PGT PHY (I/C) 2. Mr Rishi Verma, PGT Chemistry 3. Mrs. Mamta Katoch, PGT Bio 4. Mr Priyanshu Sharma, TGT WE 	<ul style="list-style-type: none"> ● To promote STEM activities at vidyalaya level. ● To conduct Science exhibition, Mathematics Olympiad, STEM exhibition, Inspire, YUVIKA, RBVP, SIC, School innovation marathon.
9.	Admission Committee & Fee Concession Records Management committee	<ol style="list-style-type: none"> 1. Mr. Priyanshu Sharma, TGT WE I/C 2. Mr. Shailesh Chamoli, PGT PHY 3. Mr Vijay Kumar, TGT English 4. Mrs Deepa Gaur, PRT 	<ul style="list-style-type: none"> ● Admission to all classes throughout the year including RTE as per KVS norms. ● Planning & Conducting of Admission Test for class IX. ● Maintenance of Register of data required for submission to KVS (HQ). ● Every month Enrolment of the Vidyalaya has to be collected and checked by the department and submit the same to the Principal – This has to be done a day prior to last working day of the month. ● Every month vacancy of each class & section-wise details are to be recorded in the admission register and submit to Principal ● This has to be done a day prior to last working day of the month.
10.	Time Table A-Secondary Department	<ol style="list-style-type: none"> 1. Mrs. Monalisha Banerjee PGT Geo I/C 2. Mrs. Reeta, TGT AE 3. Mr. Priyanshu Sharma TGT WET 	<ul style="list-style-type: none"> ● Preparation of class & teacher's Time Table as per KVS norms. Preparation of special Time Table for Board classes, Remedial classes, Classes for slow learners, and Zero period. Monitoring of bell timing. ● To ensure no teacher who is absent is left without arrangement. ● Arrangements after countersignature by Principal can be displayed in prominent places in the Vidyalaya.
11.	Purchase Committee	<ol style="list-style-type: none"> 1. Mr. Rishi Verma PGT (Chem) (I/C) 2. Mr. Manoj Kumar PGT (Hist) 3. Mr. Naresh Kumar PGT (Comm) 4. Mr. Parmar Jignesh Punabhai, PGT (CS) 	<ul style="list-style-type: none"> ● To estimate the requirements in the beginning of the academic year. ● To procure the required items following the purchase procedure. ● To conduct market survey and collect quotation from local market. ● To take items purchased into stock. ● Any other related work.
12.	Discipline Committee	<ol style="list-style-type: none"> 1. Mr. Sandeep Rana TGT P&HE I/C 2. Mr. Rishi Verma PGT (Chem) 3. Mrs. Monalisha Banerjee PGT (Geo) 4. Mrs Sonia Jain, PRT 5. Mr Rajbir, PRT 	<ul style="list-style-type: none"> ● Checking of student's uniform, late comers, students missing assembly. ● Checking of students' behavior in and outside the class. ● Monitoring the movement of students in lines during arrival, ● Departure and to ensure safe passage to students. ● Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours. (Class teacher also assist) ● Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation. ● Checking the Movement of students in corridor without out-passes and recording the same to intimate Principal.

13.	Furniture	<ol style="list-style-type: none"> 1. Mr. Naresh Kumar, PGT Comm. I/C 2. Mr G R Jaryal, PGT Eco 3. Mr Vijay Kumar, TGT Eng. 4. Mr. Manish Kumar Meena, Librarian 5. Mr. Navratan Meena, PRT 	<ul style="list-style-type: none"> ● Preparing the list of articles for condemnation for 2025–26 in the new format and keep ready for Physical Verification ● Raising the indent of the Furniture required within the ceiling. ● Maintenance of furniture register & inventories in each class, lab, departments, library, office etc. ● Preparation of list of repairable and broken furniture.
14.	School Building Civil & Electrical Maintenance committee	<ol style="list-style-type: none"> 1. Mr. Priyanshu Sharma, TGT(WE) I/C 2. Mr. Sandeep Rana, TGT P&HE 3. Mr. Rajbir, PRT 4. Mr. Parmar Jignesh Punabhai, PGT (CS) 5. Mrs Seema Gaur, PRT 	<ul style="list-style-type: none"> ● Contact with NHPC Authorities for procurement of materials required for civil work. Monitoring of Vidyalaya infrastructure development and works in progress. ● Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya and complaint to NHPC authorities immediately. ● Monitoring and recording of civil work / repair work undertaken. ● Preparing the estimates and submitting request for procurement of materials and convey to NHPC authorities. ● Stock entry of the material purchased and proper usage of material purchased and record of the same in the stock register. ● Certifying the proper usage of material at appropriate and required places. ● Informing Principal the areas of immediate attention
15.	Primary Section Exam Dept/FLN assessment/ORF/HPC (Primary Section) Primary Time Table Primary CCA CMP Newsletter FLN Activities CMP/worksheet/ workshop for primary section	<ol style="list-style-type: none"> 1. Mr. Rajbir PRT (I/C) 2. Mr Navratan Meena PRT <ol style="list-style-type: none"> 1. Mrs Seema Gaur PRT (I/C) 2. Mr Navratan Meena PRT <ol style="list-style-type: none"> 1. Mrs. Sonia Jain PRT I/C 2. Mr Sunil Kumar, PRT Music 3. All House Master <ol style="list-style-type: none"> 1. Mrs Seema Gaur, PRT <ol style="list-style-type: none"> 1 Mrs Deepa gaur PRT I/C <p>All primary teachers</p> <ol style="list-style-type: none"> 1.Mr Rajbir PRT (I/C) 2 All primary teachers 	<ul style="list-style-type: none"> ● Raising the indent for the papers and other important requirement ● Planning & conducting of PT/HY/SEE Exam as per schedule. ● Listing out absentees and Planning & conducting Re-tests ● To prepare the result analysis of internal exams and maintaining the record in an appropriate manner. □ Distribution of Report cards to class Teachers. ● Distribution of the split up syllabus supplied by R.O to teachers and students. ● Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work. ● It is mandatory for all the question paper setters to provide the question paper both in soft and hard copies duly computerized, without which Exam Department shall not accept the papers anything hand written.
16.	Medical Room, First Aid & Health Checkup	<ol style="list-style-type: none"> 1. Mr. Sandeep Rana, TGT P&HE I/C 2. Mrs. Mamta Katoch, PGT Bio 3. Mrs Seema Gaur, PRT 	<ul style="list-style-type: none"> ● Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out.

	AEP	<p>4. Mrs. Paramjeet Kaur, Sub Staff</p> <p>1. Mrs. Mamta Katoch, PGT Bio</p> <p>2. Mr. Sandeep Rana, TGT P&HE I/C</p>	<ul style="list-style-type: none"> ● Planning with doctor for a medical checkup for children twice a year. Collection of medical Certificate from class teachers. ● Keep first aid item readily available in staff room, sports room and principal room. After the medical checkup, getting the cards binding and kept as a record.
17.	CCA and Days committee Important celebration	<p>1. Mr Ramesh Chand Yadav,PGT (Hindi)/I/C</p> <p>2. Mrs. Asha Kumari PGT(Eng)</p> <p>3. Mr. Sandeep Rana TGT P&HE</p> <p>4. Mrs Sonia Jain PRT (I/C Primary)</p> <p>5. Mr. Sunil Kumar, PRT Music</p> <p>6. Mr. Manish Kumar Meena, Librarian</p> <p>7. Mr. Priyanshu Sharma TGT WE</p> <p>8. Mrs Monu Saroya, TGT Skt</p> <p>9. Mr Vijay Kumar, TGT Eng</p>	<ul style="list-style-type: none"> ● Preparation of Calendar of activities for 2025-26. Preparation of Days to be observed and celebrated in the year 2025-26. House distribution activity. Selection and celebration of School Captains and Vice Captains under student's council. ● Planning, preparation and Celebration of Annual Day ● Duty allotment and monitoring of assembly program. ● Checking of the information on the display board in corridor and class rooms. ● Theme selection for every month and carrying out the suggested activities. ● Maintaining the record of achievements of the students of house and maintaining transparency in the result process. ● Important announcements in the assembly, planning & preparing students for various activities. For this, the CCA I/c or deputy has to meet Principal to note the next day's announcements. ● Important dates shall be collected and be celebrated appropriately. ● The committee can even suggest Principal for the purpose
18.	CS-54 and CS-11 Fees Record (Pay bill checking)	<p>1. Mr Naresh Kumar, PGT (Comm.) I/C</p> <p>2. Mr. Parmar Jignesh Punabhai, PGT (CS)</p>	<ul style="list-style-type: none"> ● Maintenance of CS-54 and CS-11 & its verification every month. ● The committee is responsible for submitting every month the statements of CS – 54 and CS – 11. The committee is responsible for preparing and submitting CS-54 and CS -11
19.	Teaching Aids& A.V Aids	<p>1. Mr. Vijay Kumar, TGT Eng I/C</p> <p>2. Mrs. Navratan Meena PRT</p>	<ul style="list-style-type: none"> ● Procurement of Audio Visual and teaching aids. ● Upkeep of audio visuals and teaching aids. ● List of Audio Visual and teaching aids used by the teachers.
20.	Educational Excursion (Planning year calendar & Plan of action)	<p>1. Mr. Manoj Kumar PGT(Hist) I/C</p> <p>2. Mrs Monalisha Banerjee PGT Geo</p> <p>3. Mr Priyanshu Sharma TGT(WET)</p> <p>4. Mr. Rajbir, PRT</p>	<ul style="list-style-type: none"> ● Planning of educational tour for different classes as per schedule given by the KVS. ● Deciding the places to visit through formal discussions with Principals and submit a report through the register meant for the purpose of excursions to children. ● Taking students to local places of educational and tourist interest. ● Planning safety measures, communicating parents through DO Letters, charting the buses, contacting the visiting places, taking permissions etc., are the responsibilities of the committee and submitting a final report for modifications and necessary approval.
21.	Photography/	<p>1. Mr. Manish Kumar Meena Librarian I/C</p> <p>2. Mrs. Reeta, TGT AE</p> <p>3. Mr Navratan Meena PRT</p> <p>4. Mrs Monu Saroya, TGT Skt</p>	<ul style="list-style-type: none"> ● Arrangement of photographer for important functions. ● Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise. ● During the inspections Albums have to be presented to Inspection officers

	Press &Media /	1.Mr. Ramesh Chand Yadav, PGT(Hindi) 2. Mrs. Asha Kumari PGT (Eng)	
22.	Career Guidance and Counseling (To Plan and fix the dates)	1. Mr Shailesh Chamoli PGT(Phy)(I/C) 2. Mr. Naresh Kumar PGT(Comm) 3. Mr. Priyanshu Sharma TGT(WET) 4. Mrs. Monalisha Banerjee PGT(Geo)	<ul style="list-style-type: none"> Year Planner for counseling sessions shall have to be prepared by secretary of the committee. A minimum of 06 (six) such counseling sessions shall have to be planned and be organized and reporting is mandatory. Collection of information and providing to students. Arrangement of Guest Lectures. Monthly report has to be submitted on activities undertaken for providing information to the students - Please use a separate register.
23.	Sports Committee/ Fit India	1. Mr. Sandeep Rana TGT(P&HE) I/C 2. Mr. Rishi Verma, PGT Chemistry 3. Mrs Monu Saroya, TGT Skt 4. Mr. Manish Kumar Meena, Librarian 5. Mrs. Deepa Gaur, PRT 6. Mr Navratan Meena PRT	<p>Planning Vidyalaya sports activities, (Year calendar).</p> <ul style="list-style-type: none"> Monitoring blocks period. Purchasing required material. Arrangement of sports meets as per KVS norms. Planning and conducting Annual Sports Day celebration for 2024-25.
24.	Scout and Guide Cubs and Bulbul	1. Mrs. Asha Kumari PGT Eng I/C 2. Mr. Priyanshu Sharma TGT WE 3. Mrs Mamta katoch PGT Bio 4. Mrs Seema Gaur (I/C Bulbul) 5. Mrs. Deepa Gaur PRT 6. Mr Rajbir, PRT (I/C Cub) 7. Mr. G R Jaryal, PGT Eco. (I/c Scout)	<ul style="list-style-type: none"> Registration of units. Fresh registration for Pravesh, Cubs & Bulbuls etc. Conducting upgrading camps & celebrations related to Scout. Taking up Community development and service works once in a month. Submitting monthly Reports & carrying out other work related.
25.	Subject Committee		<ul style="list-style-type: none"> Every month these committees invariably sit and discuss on agenda that pre-decided and got approved by Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized. Split up syllabus month wise and teacher wise. Project work-term wise. Weightage of marks to each topic. Evaluation scheme. Practical work. Class room activities and teaching aids. Model question paper. Identification of slow learners and gifted children and remedial action. Under achievers / slow learners identification. Strategy for effective monitoring for students improvements. Educational tour. Class activities, Exhibition, Exam-PT/MT/HY/SEE. Preparation of subject magazine. CCE work, Back to basic files/ Subject enrichment activities and Files of Cycle test/CT/MT/Remedial class test carried out topic-wise by the teachers. Innovations taken up and the reports thereof.
1	A-Secondary Science	1. Mr. Rishi Verma PGT(Chem) I/C (Chem, Bio, Phy, CS)	
2	Maths	2. PGT(Maths) I/C (TGT and PGT Maths)	
3	Social Science	3. Mr. G R Jaryal PGT Eco) I/C (Eco, Geo, Hist, Comm)	
4	Hindi	4. Mr. Ramesh Chand Yadav, PGT Hindi I/C (Hindi , Sanskrit)	
5	English	5. Mrs. Asha Kumari PGT (Eng) I/C (TGT & PGT English)	
1	B-Primary English	1. Mrs. Seema Gaur, PRT	
2	Hindi	2. Mrs. Deepa Gaur PRT	
3	Maths	3. Mr. Rajbir, PRT	
4	EVS	4. Mrs. Sonia Jain, PRT	

26.	Library Committee	<ol style="list-style-type: none"> 1. Mr. Manish Kumar Meena Librarian I/C 2. Mr Naresh Kumar, PGT (Comm) 3. Mrs. Asha Kumari PGT(English) 4. Mr. Shailesh Chamoli PGT(Phy) 5. Mrs. Monalisha Banerjee PGT(Geo) 6. Mrs Sonia, TGT(Math) 7. Mr Navratan Meena, PRT 8. Mr. Des Raj, Sub Staff 	<ul style="list-style-type: none"> ● Planning and preparing the books for condemnation. ● Supervising the Library activities undertaken by the Librarians and seeking a report on monthly basis. ● Raising the requirement of books taking the list from students of classes XI and XII and respective subject teachers. ● Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS. Improving library service and its monitoring. ● Note: Librarians are to prepare a Yearly planner of activities and submit to Principal.
27.	Cleanliness Committee	<ol style="list-style-type: none"> 1. Mr. Manish Kumar Meena Librarian I/C 2. Mr. Sandeep Rana TGT P&HE [GF Block-1] 3. Mrs. Mamta Katoch PGT(Biology)[FF Block-1] 4. Mrs. Navratan Meena PRT [GF Block-2] 5. Mrs Sonia Jain, PRT[GF Block-2] 6. Mr. Priyanshu Sharma TGT WE [FF Block-2] 7. Mrs. Reeta TGT AE[FF Block-2] 8. All Sub Staff 	<ul style="list-style-type: none"> ● Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly. ● Submitting Monthly report on observations. ● The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets. ● Please ensure that, the labours use disinfectants. Keep the contact number of the contractor responsible for and update him with the problems observed. The undersigned is confident on the team constituted as they execute the work promptly. ● Once in every week, the committee shall go around the Vidyalaya exterior view and find out the growths in the wall and the surroundings. ● Plan the cleaning campaign and get the work done with the help of contractor / Labour. ● Submit the requisition and report on the work completion.
28.	Beautification & Horticulture	<ol style="list-style-type: none"> 1. Mrs. Reeta TGT AE I/C 2. Mrs. Sonia TGT Maths 3. Mrs. Deepa Gaur PRT 4. Mr. Des Raj, Substaff 	<ul style="list-style-type: none"> ● Garden maintenance observation and making suggestions to gardener. ● Monthly review of garden and suggestions to improvement. ● Submitting of monthly review of garden & Beautification of Vidyalaya. ● Raising the requirement for Garden and Vidyalaya beautification.
29.	Exhibitions Committee – Social Science Ek Bharat Shrestha Bharat (EBSB)	<ol style="list-style-type: none"> 1. Mrs. G R Jaryal PGT Eco I/C 2. Mr. Manoj Kumar PGT Hist 3. Mrs Monalisha Banerjee PGT Geo 4. Mrs. Reeta TGT AE 5. Mr Sunil Kumar PRT Music 	<ul style="list-style-type: none"> ● Plan the exhibition themes and models in advance and start synopsis preparation. ● Conduct mock exhibition well before the exhibitions scheduled as per KVS. ● Decide the best models and the suggestions for improvement. ● Get the new models ready before the exhibition to begin. ● Note: As far as Social Science exhibition is concerned, the Incharge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register.
30.	Reception & Refreshment Committee for all the occasions	<ol style="list-style-type: none"> 1. Mr. Parmar Jignesh Punabhai, PGT(CS) I/C 2. Mr. Priyanshu Sharma TGT WE 3. Mr. Manish Kumar Meena Librarian 	<ul style="list-style-type: none"> ● The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection.

		4. Mrs. Paramjeet Kaur, Sub Staff	<ul style="list-style-type: none"> ● Refreshment procurement and arrangement is another vital responsibility shall be done meticulously. ● Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events. ● The entire infrastructure required (spoons, plates, cups, saucers, drinking water etc.) for smooth conduct of refreshment distribution though proper work distribution amongst is the main responsibility to be executed meticulously. ● Note: 11th hour planning or doing be avoided for important events. All the events that go with external guest are always important and shall go without any hiccups. Postponing is bad attitude, so avoid it.
31.	Vidyalaya Magazine, CMP& Quarterly News Letter Committee	<ol style="list-style-type: none"> 1. Mr Ramesh Chand Yadav, PGT(Hindi) I/c 2. Mrs Asha Kumari, PGT (Eng) 3. Mrs. Monu Saroya, TGT(Skt) 4. Mr Vijay Kumar, TGT (Eng) 5. Mrs Deea Gaur, PRT 	<ul style="list-style-type: none"> ● Overall Planning of the magazine collection as per fixed schedule. ● Collect the materials and keep updating them periodically. ● Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/officers/officials retiring from services shall have a space to be part of Vidyalaya Magazine. ● The magazine collection and compilation work shall be completed as per KVS guidelines. Responsible for the planning quarterly Newsletter for Primary lines of previous year. Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and keep ready. ● Every quarterly the Newsletter has to go to Regional Office to update them on the work & conduct of the Vidyalaya primary wing
32.	R.T.I & Parliament Questions Reply	<ol style="list-style-type: none"> 1. Mr. Parmar Jignesh Punabahi, PGT(CS) I/C 2. Mr Rohit, JSA 	<ul style="list-style-type: none"> ● To attend the quarries made under RTI and ensure their response is made on or before the stipulated date. ● Collect data/information to be incorporated in the reply of such letters. ● The members and I/C to keep them updated with the rules and procedures regarding RTI act.
33.	राजभाषा कार्यान्वय समिति Raj Bhasha Committee	<ol style="list-style-type: none"> 1. Mr Ramesh Chand Yadav, PGT(Hindi) I/C 2. Mr. Vijay Kumar TGT(Eng) 3. Mrs. Asha Kumari PGT(Eng) 4. Mr. Parmar Jignesh Punabhai, PGT(CS) 5. Mr. Manish Kumar Meena Librarian 6. Mrs. Deepa Gaur, PRT 	<ul style="list-style-type: none"> ● Periodical reports shall be prepared as per the schedule and without any reminder from Head of the Institution. So, the committee requires some plan on Raj Basha implementation. ● So, Year planner may be prepared for the purpose. ● Hindi Pakhwada has been the sole work, we do for Raj Basha. ● So, the committee is responsible to plan some more activities prior to Hindi Pakhwada and conduct through Hindi classes and CCA activities and CCE activities so that, the report sent to KVS about the Raj Basha implementation will be decorative and acceptable.

			<ul style="list-style-type: none"> ● Every month a test on intricacies of Rajbasha has to be conducted for teachers.
34.	Income Tax and Form 16	<ol style="list-style-type: none"> 1. Mr. Parmar Jignesh Punabhai, PGT CS I/C 2. Mr. Manoj Kumar, PGT Hist. 3. Mr Naresh Kumar, PGT Comm. 4. Mr Rohit, JSA 	<ul style="list-style-type: none"> ● The committee will maintain a register and record month-wise collection of income tax. ● The committee will coordinate with office and CA who is looking after the Vidyalaya income tax work and ensure submission of all the documents. ● The committee has to review the income tax collection and challan submissions every month and record the SBI challans with challan numbers and dates. ● The committee is authorized to speak to CA and note down the procedure of completing the work of Income tax.
35.	Parent Teacher association	<ol style="list-style-type: none"> 1. Mr. Manoj Kumar , PGT(History) I/C 2. Mr. Rajbir, PRT 3. All Class Teachers 4. All Sub-staff members 	<ul style="list-style-type: none"> ● To plan for periodical meetings with the parents. ● To invite the parents well in time and to ensure their presence. ● To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A. ● To plan for personal discussion with the parents of slow-learners for improvement. ● To invite parents for their presence during important celebrations in the KV. ● Month-wise report on meetings conducted shall be submitted to Principal. It is mandatory.
36.	Grievance Committee	<ol style="list-style-type: none"> 1. Mr. Shailesh Chamoli, PGT(Physics) I/C 2. Mrs. Asha Kumari, PGT(Eng) 	<ul style="list-style-type: none"> ● To periodically open suggestion box at least once in a months. ● To keep a record of suggestions or grievances received from the students, staff or parents. To maintain the minutes of the meetings.
37.	Sexual Harassment, ICC & Gender Sensitization Committee	<ol style="list-style-type: none"> 1. Mrs. Asha Kumari PGT(Eng) I/C 2. Mrs. Monalisha Banerjee PGT(Geo) 3. Mrs. Deepa Gaur, PRT 4. Mr. Manoj Kumar PGT(History) 5. Mr. Parmar Jignesh Punabhai, PGT (CS) 	<p>Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.</p> <ul style="list-style-type: none"> ● Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment; Recommend appropriate punitive action against the guilty party to the Principal.
38.	Staff room	<ol style="list-style-type: none"> 1. Mrs. Asha PGT(Eng) (Staff room-1) 2. Mrs. Sonia TGT(Maths)) (Staff room –II) 3. Mrs. Sonia Jain (Primary Staff Room) 	<ul style="list-style-type: none"> ● To maintain staff room neat and clean. ● To look after the proper management of Staff room and its requirements.
39.	Alumni Association	<ol style="list-style-type: none"> 1. Mrs Asha Kumari, PGT English I/C 2. Mr. Manoj Kumar PGT(History) 3. Mr. Parmar Jignesh Punabhai, PGT (CS) 4. Mr. Navratan Meena, PRT 	<ul style="list-style-type: none"> ● To maintain proper records of alumni of the Vidyalaya. ● To arrange alumni meet in the Vidyalaya by discussing with the undersigned.
40.	Staff Club	<ol style="list-style-type: none"> 1. _____ 2. _____ 	<ul style="list-style-type: none"> ● Welcome / farewell party to the new / outgoing staff and welfare activities to be organized.

41.	Teacher's Lunch time duty Chart preparation /Corridor wise Duty/ Gate Duty	Time Table I/c Teacher duty As per List	<ul style="list-style-type: none"> To depute teachers on duty during lunch time for the safety and security of students. Teachers on duty will be totally responsible for the safety and security of child in the ground and in the Vidyalaya premises.
42.	Achievement register maintenance & Updating	1. Mrs. Asha Kumari PGT(English) I/C 2. Mr. Parmar Jignesh Punabhai, PGT(CS) 3. Mr. Priyanshu Sharma TGT WE	<ul style="list-style-type: none"> To maintain proper records of Vidyalaya Achievement. To provide information regarding Vidyalaya achievement to RO and HQ whenever it is needed.
43.	Staff Meeting & recording of the minutes & Monthly DO to Ro.	1. Mr Ramesh Chand Yadav, PGT(Hin.) I/C(Hindi) 2. Mrs. Asha Kumari PGT(Eng.) I/C (English)	<ul style="list-style-type: none"> To record the minutes of all staff meetings, P.T.A. meetings, X & XII class P.T.A. meetings and to maintain records / files of the same. To note down all important events/functions etc. held in Vidyalaya. To prepare by monthly newsletter and to send to RO and other Officials of KVS.
44.	Quarter Allotment Committee	1. Mr. Priyanshu Sharma TGT WE I/C 2. Mr. Manoj Kumar PGT(His)	<ul style="list-style-type: none"> To allot quarter to employees as per KVS norms. To look after the upkeep and maintenance of staff quarters. To maintain allotment roster and to keep all records in good condition
45.	Conservancy services - watch and ward Housekeeping etc.	1. Mr. Priyanshu Sharma TGT WE I/C 2. Mr Parmar Jignesh Punabhai, PGT CS 3. Mr Rohit, JSA	<ul style="list-style-type: none"> To see the guards and gardener doing their job effectively To provide services to the Vidyalaya for safety and security of school building and infrastructure.
46.	Identity Card for Staff and Students	1. Mr. Parmar Jignesh Punabhai, PGT(CS) I/C 2. Mr. Manish Kumar Meena Librarian	<ul style="list-style-type: none"> Necessary arrangement for printing of Identity Card for Staff and Students in the month of April
47.	e-mail Checking and correspondence committee / Other Office activities	1. Mr. Rohit, JSA	<ul style="list-style-type: none"> To monitor and reply all mails/google sheets and required data with KVS RO/HQ 24*7.
48.	Awakened Citizen Programme	1. Mrs. Reeta TGT AE I/C 2. Mr. Priyanshu Sharma TGT WE 3. Mrs Monu Saroya TGT Skt	<ul style="list-style-type: none"> To prepare a separate schedule for performing these activities
49.	Club Activities		
	Reader Club	Mr Vijay Kumar, TGT Eng I/c Mrs Monu Saroya, TGT Skt Mrs Asha Kumari, PGT Eng Mr Ramesh Chand Yadav, PGT Hindi	
	Science Club	Mr Shailesh Chamoli, PGT Phy. I/c Mr Rishi Verma, PGT Chem Mrs Mamta Katoch, PGT Bio	
	Technology Club/Vocational Education Club	Mr Priyanshu Sharma, TGT WE I/c	
	Eco. Club/Mission Life	Mrs Mamta Katoch, PGT Bio I/c Mr Rishi Verma, PGT Chem Mr Shailesh Chamoli, PGT Phy.	<ul style="list-style-type: none"> To maintain proper record of activities

	<p>Maths Club</p> <p>EBSE Activity Club</p> <p>IT Club</p> <p>Art Club</p> <p>Music Dance Club</p> <p>Sports Club/ Health Club</p> <p>BS&G Club</p> <p>NCC Club</p> <p>Swachhta Club</p> <p>Photography/ Videography Club</p>	<p>Mrs Sonia, TGT Math I/c PGT Math</p> <p>Mr G R Jaryal, PGT Eco I/c Mrs Monalisha Banerjee, PGT Geo Mr Manoj Kumar, PGT History</p> <p>Mr Parmar Jignesh Punabhai, PGT CS</p> <p>Mrs. Reeta TGT AE(I/c)</p> <p>Mr Sunil Kumar, PRT Music</p> <p>Mr. Sandeep Rana TGT P&HE I/c</p> <p>Mrs Asha Kumari, PGt Eng I/c All Trained Teacher</p> <p>Mr Naresh Kumar, PGT Comm.</p> <p>Mr Ramesh Chand Yadav, PGT Hindi Mr Manish Kumar Meena, Librarian</p> <p>Mr Manish Kumar Meena, Librarian Mrs Reeta, TGT Art Ms Ravya, Computer Instructor</p>	
50.	Condemnation Board/ Committee	<p>1. Mr Parmar Jignesh Punabhai, PGT(CS) I/c 2. Mr. Rishi Verma PGT Chem 3. Mr. Manoj Kumar PGT (Hist) 4. Mr Maresh Kumar, PGT Comm. 5. Concern Department Head</p>	
51.	<p>Pustakopahar Committee</p> <p>Tarunotsav Committee</p>	<p>1. Mr. Manish Kumar Meena Lib. I/C 2. Mrs. Reeta 3. Mr. Navratan Meena, PRT</p> <p>1. Mrs. Asha Kumari PGT(Eng) I/C</p>	
52.	<p>School response Teams:-</p> <p>1. Child Rights Protection Cell</p> <p>2. Evacuation Team During Emergency</p> <p>3. Search and Rescue Team</p> <p>4. Team for students With Special need</p>	<p>1. Mrs. Asha Sharma PGT Eng I/C 2. Mr. Manoj Kumar PGT (His) 3. Mr. Sandeep Rana, TGT P&HE</p> <p>1. Mr. Sandeep Rana TGT P&HE I/C 2. Mr. Rishi Verma PGT Chem 3. Mr Shailesh Chamoli PGT Phy 4. All staff members</p> <p>1. Mr. Manoj Kumar PGT Hist I/C 2. Mr. Parmar Jignesh Punabhai PGT (CS) 3. Mrs Sonia Jain PRT 4. Mr. Des Raj (Sub-staff)</p> <p>1 Mrs. Monalisha Banerjee PGT (Geo)I/C 2 Mr. Rishi Verma PGT (Chem) 3 Mrs. Nidhi PRT (Primary - I/C) 4. Mrs. Mamta Katoch PGT (Bio)</p>	<ul style="list-style-type: none"> ● Mock Drills & awareness programme to be organized twice a year i.e. April & Oct ● To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School. ● Develop comprehensive action plan to implement the guidelines. ● Allocate specific roles to different personnel and teachers as per the SOP and brief the staff about the action to be taken by them in any exigency. ● Take preventive measures as given in the guidelines in consultation with the local police. ● Keep the security personnel of the school on the alert. ● Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents. ● Conduct advance reconnaissance of the school with the help of the local police. ● Hold mock drills for students, teachers and staff.

	<p>5 Disaster Management and mock drills committee</p> <p>6 Standard Operating Procedure (SOP)</p>	<p>1.Mr. Parmar Jignesh Punabhai, PGT(CS) I/C 2.Mr. Priyanshu Sharma TGT WE 3.Mr. Sandeep Rana TGT P&HE 4.Mr. Rajbir PRT 5.All staff Members</p> <p>1 Mr. Rishi Verma PGT (Chem) I/C 2 Mrs. Monalisha Banerjee PGT(Geo) 3 Mr. Shailesh Chamoli PGT Phy 4 Mr. Navratan Meena, PRT</p>	
53.	NCC Committee	<p>1. Mr. Naresh Kumar, PGT (Comm) CTO I/C 2. Mr. Sandeep Rana TGT P&HE 3. Mrs. Reeta, TGT AET</p>	
54.	POCSO Committee	<p>1. Mrs. Asha Kumar PGT(Eng) I/C 2. Mrs Monalisha Banerjee PGT(Geo) 3. Mrs. Deepa Gaur PRT 4. Mr. Shailesh Chamoli PGT (Phy.) 5. Mr. Manoj Kumar PGT(Hist)</p>	
55.	Scholarship	<p>1. Mr Parmar Jignesh Punabhai, PGT CS I/c 2. Mr Rohit, JSA 3. All the Class Teacher</p>	
56.	Account Committee	<p>1. Mr. Naresh Kumar PGT (Comm) (I/C) 2. Mr. Rishi Verma PGT(Chem) 3. Mr. Manoj Kumar PGT(Hist) 4. Mr. Naresh Kumar PGT (Comm) 5. Mr. Parmar Jignesh Punabhai, PGT (CS) 6. Mr Rohit, JSA</p>	