

# पीएम श्री केन्द्रीय विद्यालय क्रमांक 01 कैन्ट, शाहजहाँपुर (उ.प्र.)-242001

## Vidyalaya Plan for the Session (2024-2025)

w,e,f. 03.04.2024

Vidyalaya academic & Institutional Plan for session 2024-2025 has been placed before all staff members for further course of action accordingly. The following committees/clubs are hereby constituted to carry out various curricular and co-curricular activities and also to provide ample opportunities and encouragement to achieve the highest academic standards with ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the academic session 2024-2025. Therefore, all in-charges and members of the committee/clubs are here by instructed to take charge of their concerned committee/club immediately and set the action plan for session 2024-2025. Please go through the Vidyalaya Academic Plan for the detailed information especially for guidelines, duties, responsibilities and activities. All the Committee in charges and members are also instructed to note their committees and related duties/responsibilities. In-charges will be responsible for preparation of Annual Plan of all academic work/activities of his/her committee and submit the same to office on or before **06.04.2024** without fail.

### **Distribution of Houses (Primary Section) 2024-2025**

S.N.	House	Duties/Responsibilities	Name of In-charges & Members
1.	SHIVAJI	1.To comply with all the instructions in circulars/e-mails regarding CCA issued by KVS without fail. 2. To Prepare & implement annual Calendar of activities under CCA including celebration of important days during the whole session 2024-2025 in consultation with H.M./Vice-Principal/ Principal. 3. Formation of Student Council and to organize Investiture ceremony in the month of July 2024.	<b>1.Smt.Shobha Rani Sharma, PRT I/c</b> 2.Sh. Jitendra Kumar, PRT 3. Sh. Sheetla Prasad, PRT (Music) 4.Smt.Manju, PRT
2	TAGORE	4. To make necessary arrangements & to ensure that all the CCA activities (online /Offline) are being organized as per KVS norms timely and to keep the related required data/ photo/videos etc of each CCA activity ready and send to KVS (RO) as and when required. 5. To ensure that forthcoming holiday(s)/ vacation/ Breaks are to be announced well in advance in the morning assembly in consultation with H.M./Vice-Principal/Principal.	<b>1.Smt.Renu Sharma, PRT I/c</b> 2. Smt. Archana Rani, PRT 3.Sh. Aman Gupta, PRT 4.Ms. Kirti Agarwal, PRT
3	ASHOKA	6. To ensure that all the items going to be presented in morning assembly have been checked and morning assembly is organized house wise and house system is performing well as per KVS norms in the all CCA activities. 7. To ensure the important announcements in the morning assembly daily.	<b>1.Sh. Abdul Hameed, PRT I/c</b> 2.Sh. Nitin Kumar, PRT 3.Smt.Monti Gupta, PRT 4.Smt.Priyanka Kanchan, PRT
4	RAMAN	8. To organize house wise CCA competitions and to maintain its proper record. 9. To ensure that all the house boards are well maintained in terms of the CCA Displays. 10. To plan the celebration of Annual Day as per KVS Norms. 11. Any other CCA related duty/ responsibility assigned by the H.M./Vice-Principal/ Principal time to time.	<b>1.Smt.Suman, PRT I/c</b> 2.Sh. Rohit Kumar, PRT 3. Ms. Apoorva Mishra, PRT 4.Smt. Mansi Mishra Awasthi

### **Distribution of Houses (Secondary & Senior Secondary Section) 2024-2025**

S.N.	House	Duties/Responsibilities	Name of In-charges & Members
1.	SHIVAJI	1.To comply with all the instructions in circulars/e-mails regarding CCA issued by KVS without fail. 2. To Prepare & implement annual Calendar of activities under CCA including celebration of important days during the whole session 2024-2025 in consultation with H.M./Vice-Principal/ Principal. 3. Formation of Student Council and to organize Investiture ceremony in the month of July 2024. 4. To make necessary arrangements & to ensure that all the CCA activities (online /Offline) are being organized as per KVS norms timely and to keep the related required data/ photo/videos etc of each CCA activity ready and send to KVS (RO) as and when required.	<b>1. Sh. Arjun Singh, PGT (Physics) I/c</b> 2. Sh. Roshan Lal, TGT(Hindi) 3.Sh. Md. Sanavil, TGT(Science) 4. Smt. Vaishali, TGT(English) 5.Smt. Shweta Patel, TGT (S.ST.) 6. TGT Sanskrit 7. Comp Instructor-2
2	TAGORE	5. To ensure that forthcoming holiday(s)/ vacation/ Breaks are to be announced well in advance in the morning assembly in consultation with Vice-Principal/Principal. 6. To ensure that all the items going to be presented in morning assembly have been checked and morning assembly is organized house wise and house system is performing well as per KVS norms in the all CCA activities. 7. To ensure the important announcements in the morning assembly daily.	<b>1. Sh. A.K Dwivedi, PGT (Maths) I/c</b> 2. Sh. P.K. Priyadarshi, TGT(Science) 3 .Sh. K.D. Shukla, TGT (Hindi) 4. Sh. A.K. Gangwar, TGT (Maths) 5. Ms. Ranjeeta Sonkar, TGT(AE) 6.TGT (English) 7.Yoga Instructor
3	ASHOKA	8. To organize house wise CCA competitions and to maintain its proper record. 9. To ensure that all the house boards are well maintained in terms of the CCA Displays. 10. To plan the celebration of Annual Day as per KVS Norms. 11. Any other CCA related duty/ responsibility assigned by the Vice-Principal/ Principal time to time .	<b>1.Smt. Aakanksha Singh, PGT(Chem.) I/c</b> 2.Smt. Neetu Saxena (CS) 3.Smt. Ashoo Mehrotra, TGT (S.ST.) 4.Sh. Dinesh Singh, TGT(Hindi) 5.Smt. Sanjana Katiyar, TGT(Maths) 6.PGT Commerce 7.Sports Coach
4	RAMAN		<b>1.Smt. Anju Kumari, PGT(English) I/c</b> 2.Sh. A.K. Lal, PGT(Bio.) 3.Smt. Manu Sharma, Librarian 4.Smt. Swati Bahal, TGT(Maths) 5.PGT (Economics) 6. Ms. Anjali, TGT(S.ST) 7.Comp Instructor-1

## **Duties and Responsibilities of Class Teachers and Co-class Teachers**

### **Session 2024-25**

Class teachers/Co-class Teachers play a pivotal role in the class management and take care of the academic, socio-cultural, co – scholastic, emotional and psychological needs of the students catering for their growth with full potential. In order to make them well informed and aware of their duties and responsibilities some points are detailed here under-

1. To select responsible class monitors/ co- monitors and to assist them in maintaining class discipline.
2. To train and to guide the monitors to be efficient & effective in class control in his/her absence.
3. To instruct class to conserve water, electricity & paper regularly. Advise them to be respectful to seniors, peers, juniors, plants & animals.
4. To check class for proper & clean school uniforms, shoes, hair & nails.
5. To boost the morale of non-performing students.
6. To communicate with the subject teacher's regarding non-performance in the subject concerned.
7. To check bags of students on at random intervals on a regular basis for contrabands items in consultation with discipline in charge.
8. To prepare & monitor attendance register, fee receipt book, caution fee defaulters & communicate with parents on a regular basis.
9. To maintain home addresses and telephone numbers of the parent of each student.
10. To ensure parents send leave application/medical certificate for the absence of their ward & file them for records.
11. To ensure safety & neatness in the class through class monitors with emphasis on arrangement of furniture, maintenance of display boards, black boards, duster, cupboards & dustbin.
12. To ensure safety & repairs/replacement of window panes, switches, fans, tube-light, & black board etc. and to display do's and don'ts of instructions in the class room.
13. To keep the Principal informed of any problem/incidents.
14. To build a rapport with all the students irrespective of their performance and instill in them confidence and trust so that so that the students look up to him/her for guidance and there is a free flow of communication.
15. Be accessible to the students at all times and more so in times of need.
16. Instill a sense of belongings to the class and to the school at large.
17. Instill safety consciousness among them to be alert during hazardous circumstances.
18. To ensure that students are coming with class teacher in discipline to the assembly ground, they are in a queue and leaving the assembly ground with class teacher in discipline.
19. To ensure safe arrival and departure of the students of their class.
20. Any other related duty/ responsibility assigned by the Principal.

## **I- MAINTENANCE AND UPDATION OF CLASS ATTENDANCE REGISTER BY THE CLASS TEACHER/CO-CLASS TEACHER:**

1. Student's bio - data to be completed in all respects. The entries should conform to admission cum withdrawal register/application submitted by parents at the time of admission of his/her ward.
2. Fee abstract column to be completed and updated month wise. Fee should be collected as per the existing fee structure and the rates in accordance with KVS guidelines. Class Teacher/ Co-class Teacher will communicate regularly to the parents of fee defaulters to realize fees.
3. The sub totals and total from the fee abstract column should be properly posted in the relevant sections of the month wise summaries of fees and fines.
4. Fee collection requires extreme caution. All entries in the class attendance register should tally CS-54 register and daily fee collection register.
5. Month wise average attendance of the child should be properly computed. Entries which are to be carried forward to the next month should be done correctly.
6. It will be the responsibility of class teachers to ensure that every student of their class should conform to the code of conduct for students as outlined in Article 60 of the KVS education code. Willful violation of codal provision will invite appropriate disciplinary action on the defaulting student.
7. Entries regarding date of birth of child and RTE/ SGC entries should be absolutely correct and written using Red Ink. Boys and girls name to be entered using different coloured inks. KVS Category of child/Social Category of the children should be clearly recorded.
8. Any other related duty/ responsibility assigned by the Principal.

## **II. DUTIES AND RESPONSIBILITIES OF CLASS TEACHERS/ CO-CLASS TEACHERS DURING MORNING ASSEMBLY:**

1. The Class Teacher/ Co-Class Teacher will accompany and lead the students of their respective classes to the Morning Assembly.
2. Punctuality and promptness of Class Teacher/Co-Class Teacher along with respective students immediately after the Assembly bell/Drum beat.
3. Ensuring that uniform check is conducted by Class Teacher/Co-Class Teacher and students are made to stand height wise in increasing order in a straight line with adequate gap between two students.
4. Ensuring that all students are participating in chorus in the following items:
  1. Prayer
  2. Pledge
  3. Community song
  4. National Anthem
5. Ensuring that these students disperse to the respective classes in prayer line maintaining line discipline.
6. Any other related duty/ responsibility assigned by the Principal.

**III. INSTRUCTIONS TO BE FOLLOWED BY THE CLASS TEACHERS/ CO-CLASS TEACHERS WHILE FILLING UP THE TRANSFER CERTIFICATE / WITH DRAWAL FORMS:**

1. When a student applies for Transfer Certificate, the Class Teacher /Co-Class Teacher should check all the entries thoroughly.
2. After checking the entries, the Class Teacher should sign with date clearly indicating the number of school meetings from 1<sup>st</sup> April onwards and number of meetings attended by the student along with the fee details. Concerned class Teachers/ Co-class teachers will be responsible for any wrong entry of fee details verified by them.

**IV. INSTRUCTION TO BE FOLLOWED BY THE CLASS TEACHERS/ CO-CLASS TEACHERS WHEN A STUDENT BRINGS A LEAVE LETTER:**

1. The application should be properly scrutinized.
2. Signature of Parent is compulsorily.
3. Reason for leave to be checked.
4. If reason is found genuine, the application is to be forwarded to the principal with the following remarks of the teacher
5. Total attendance since 1<sup>st</sup> April.
6. Total attendance of a child in percentage.
7. Recommended/Not Recommended with the Class Teachers signature.
8. It will be the responsibility of Class Teachers/ Co-Class Teachers to inform and counsel students and parents that as per KVS rules, every student should have 75% attendance compulsory before taking the Session Ending Examination.
9. Class Teachers/ Co-Class Teachers will ensure that no permission is given for any student to skip Periodic Test/Assignment Test/HY Exam/pre board/Session ending Examination etc., which is a part of Evaluation System except on genuine medical grounds.

#### **V. DUTIES OF CLASS/CO-CLASS TEACHERS INSIDE THE CLASS ROOM:**

1. The class room should be neat and tidy and the seating arrangement should be proper. Boys & Girls should be made sit separately.
2. Overflowing dust bin should be avoided. Cupboard should not be made into make shift dustbins.
3. The display corners in the class room should have
  - i. Class Time Table
  - ii. House division chart
4. Wall magazines in the class should be neat and impressive and class room should be well decorated with colourful charts.
5. Black board should contain the following information period wise and day wise, on a compulsory task.
 

Class :	Date :	Period:	Subject :
Students on Roll :	Students Present :	Students Absent :	
Class Teacher :	Subject Teacher :		
6. Students who are given permission to go for drinking water/toilets etc. should invariably have an Out Pass. Each class should prepare One Out Pass for Boys and One Out Pass for Girls. The Out Pass should have signature of Class Teacher, Monitor & Principal.
7. Any other related duty/ responsibility assigned by the Principal.

#### **VI. OTHER DUTIES OF CLASS/CO-CLASS TEACHERS:**

1. All the Class Teachers/Co-Class Teachers are to ensure that the students of their classes do take part in the Co- Curricular Activities.
2. The students also participate in the Inter House/Inter Class activities whenever it is conducted.
3. The students of their classes maintain the discipline and decency in the Vidyalaya and act according to the article 60 of the Education Code of Kendriya Vidyalaya.
4. Ensure that the students of their classes do have the required text books and note books.
5. Ensure and monitor the home work and class work done by the students.
6. Guide them in general deportment instilling values among them.
7. Maintain the contact numbers of the Parents and the local guardians of the students.
8. Prepare and preserve the Result of various examination and tests.
9. To implement any other instructions as received from the Principal and KVS authorities for the betterment of the students.

**List of Class Teachers and Co-class Teachers for the session 2024-2025 (Primary Section)**

कक्षा एवं सेक्शन	कक्षाध्यापक	हस्ताक्षर	सह- कक्षाध्यापक	हस्ताक्षर
I A	Ms. Kirti Agarwal, PRT		Ms. Priya Sharma, PRT	
I B	Ms. Apoorva Mishra, PRT		Ms. Kirti Agarwal, PRT	
I C	Ms. Priya Sharma, PRT		Ms. Apoorva Mishra, PRT	
II A	Smt. Mansi Mishra Awasthi, PRT		Smt. Renu Sharma, PRT	
II B	Smt. Priyanka Kanchan, PRT		Smt. Mansi Mishra Awasthi, PRT	
II C	Smt. Renu Sharma, PRT		Smt. Priyanka Kanchan, PRT	
III A	Smt. Manju, PRT		Smt. Shobha Rani Sharma, PRT	
III B	Smt. Suman, PRT		Smt. Manju, PRT	
III C	Smt. Shobha Rani Sharma, PRT		Smt. Suman, PRT	
IV A	Sh. Nitin Kumar, PRT		Sh. Aman Gupta, PRT	
IV B	Sh. Rohit Kumar, PRT		Sh. Nitin Kumar, PRT	
IV C	Sh. Aman Gupta, PRT		Sh. Rohit Kumar, PRT	
V A	Sh. Abdul Hameed, PRT		Sh. Jitendra Kumar, PRT	
V B	Sh. Jitendra Kumar, PRT		Sh. Abdul Hameed, PRT	
V C	Smt. Sunita Devi, PRT		Smt. Archana Rani, PRT	

## List of Class Teachers and Co-class Teachers for the session 2024-2025

### Secondary and Senior Secondary Section

कक्षा एवं सेक्शन	कक्षाध्यापक	हस्ताक्षर	सह- कक्षाध्यापक	हस्ताक्षर
VI A	Ms. Anjali, TGT (S.ST)		Sh. Dinesh Singh, TGT (Hindi)	
VI B	Ms. Ranjeeta Sonkar, TGT (AE)		Smt. Manu Sharma, Librarian	
VI C	Smt. Manu Sharma, Librarian		Sh. R.K. Sonkar, TGT (WE)	
VII A	Smt. Vaishali Kumari, TGT (English)		Sh. A.K. Lal, PGT (Bio)	
VII B	Sh. P.K. Priyadarshi, TGT (Science)		Sh. Murlidhar Dhusiya, TGT (P&HE)	
VII C	Sh. Dinesh Singh, TGT (Hindi)		Smt. Swati Bahal, TGT (Maths)	
VIII A	Smt. Ashoo Mehrotra, TGT (S.ST)		Sh. K.D. Shukla, TGT (Hindi)	
VIII B	Smt. Shweta Patel, TGT (S.ST)		Sh. A.K. Dwivedi, PGT (Maths)	
VIII C	Smt. Sanjana Katiyar, TGT (Maths)		Sh. Roshan Lal, TGT (Hindi)	
IX A	Sh. K.D. Shukla, TGT (Hindi)		Sh. A.K. Gangwar, TGT (Maths)	
IX B	Sh. Mohd. Sanavil, TGT (Science)		Smt. Ashoo Mehrotra, TGT (S.ST)	
IX C	Sh. Roshan Lal, TGT (Hindi)		Smt. Sanjana Katiyar, TGT (Maths)	
X A	Smt. Swati Bahal, TGT (Maths)		Smt. Vaishali Kumari, TGT (English)	
X B	Sh. A.K.S. Rathore, TGT (English)		Sh. Mohd. Sanavil, TGT (Science)	
X C	Sh. A.K. Gangwar, TGT (Maths)		Sh. A.K.S. Rathor, TGT (English)	
XI A	Smt. Akanksha Singh, PGT (Chemistry)		Smt. Neetu Saxena, PGT (C.S.)	
XI B	PGT (Economics)		Sh. Anurag Pandey, PGT (Hindi)	
XII A	Sh. Arjun Singh, PGT (Physics)		Smt. Anju Kumari, PGT (English)	
XII B	Smt. Anju Kumari, PGT (English)		PGT (Commerce)	



# पीएम श्री केन्द्रीय विद्यालय क्रमांक 1 कैन्ट, शाहजहाँपुर (उ.प्र.)-242001

## Committees for the Session (2024-25)

w,e,f. 03.04.2024

The following modified committees have been formed for the year 2024-25 for smooth functioning of the Vidyalaya. All the Committee in charges and committee members are also instructed to note their committees and related duties/responsibilities. In-charges will be responsible for preparation of Annual Plan of all academic work/activities of his/her committee and submit the same to office on or before 06.04.2023 without fail.

S. N.	Name of Committee	Duties/Responsibilities	Name of In-charges & Members
01	Institutional Planning and Academic Advisory Committee	<ol style="list-style-type: none"> <li>To suggest and prepare the complete year's academic work plan for further improvement of the curricular and co-curricular areas as per KVS norms.</li> <li>To function as advisory committee/academic council for the implementation of NEP as per KVS instructions, for improving learning outcomes of students and for organizing various important activities by the Vidyalaya.</li> <li>To act as mentor committee for newly recruited teachers.</li> <li>To maintain proper records of Vidyalaya Achievement in the entire session.</li> <li>To function as advisory committee in all discipline related cases and in any case of emergency.</li> <li>To prepare Vidyalaya Plan for academic supervision of Vidyalaya and organize PTA meetings as per KVS norms.</li> <li>Preparation of note sheets, all the agenda points, action taking report and minutes of VMC meetings.</li> <li>To prepare schedule for class work and home work for monitoring by the Principal.</li> <li>Any other related duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li><b>Sh. Jagveer Singh, Vice-Principal</b></li> <li>Smt. Neetu Saxena, PGT(CS)</li> <li>Sh. Anurag Pandey, PGT (Hindi)</li> <li>Sh. Arjun Singh, PGT (Physics)</li> <li>Sh. A.K. Lal, PGT (Bio.)</li> <li>Sh. A K Dwivedi, PGT(Maths)</li> <li>Smt. Ashoo Mehrotra, TGT (S.ST.)</li> <li>Sh. Roshan Lal, TGT (Hindi)</li> <li>Smt. Manu Sharma, Librarian</li> <li>Sh. Munshi Ram, HM</li> <li>Smt. Sunita Devi, PRT</li> <li>Smt. Shobha Rani Sharma, PRT</li> </ol>
02	राजभाषा कार्यान्वयन समिति	<ol style="list-style-type: none"> <li>राजभाषा कार्यान्वयन के संबंध में विभागीय दिशानिर्देशों के अनुरूप समय से वार्षिक योजना तैयार करना, इसका कार्यान्वयन सुनिश्चित करना तथा इस संबंध में भारत सरकार/ के.वि.सं. के दिशानिर्देशों का अक्षरशः पालन करना।</li> <li>हिन्दी के प्रगामी प्रयोग से संबन्धित तिमाही रिपोर्ट समय से तैयार करना एवं समय से के.वि.सं (क्ष.का.) को भेजना तथा इसका रिकार्ड संरक्षित रखना।।</li> <li>नाराकास की मीटिंग हेतु सभी प्रपत्र तय समयवधि में तैयार करना एवं समय से भेजना तथा आवश्यकता होने पर प्राचार्य के साथ नाराकास की मीटिंग में सहभागिता करना।</li> <li>नियमानुसार हिन्दी पखवाड़े का आयोजन सुनिश्चित करना तथा रिपोर्ट तैयार करके वांछित फोटो/ वीडियो के साथ समय से के.वि.सं (क्ष.का.) को भेजना तथा इसका रिकार्ड संरक्षित रखना।</li> <li>अधिक से अधिक संख्या में विद्यार्थियों को हिन्दी/ संस्कृत प्रतियोगिताओं में भाग लेने के लिए प्रोत्साहित करना तथा इसके लिए कार्ययोजना तैयार कर उसे कार्यान्वित करना।</li> <li>दैनिक कार्यों में अधिक से अधिक हिन्दी के प्रयोग को बढ़ावा देना तथा इसके लिए कार्ययोजना तैयार करना।</li> <li>राजभाषा से संबन्धित अन्य सभी विभागीय/ प्राचार्य द्वारा दिये गए दिशा-निर्देशों का अनुपालन सुनिश्चित करना।</li> </ol>	<ol style="list-style-type: none"> <li><b>श्री अनुराग पाण्डेय, स्ना. शि.(हिन्दी), प्रभारी</b></li> <li>श्री रोशन लाल, प्र.स्ना.शि.(हिन्दी)</li> <li>श्री के. डी. शुक्ला, प्र.स्ना.शि.(हिन्दी)</li> <li>श्री दिनेश सिंह, प्र.स्ना.शि.( हिन्दी)</li> <li>श्री राकेश कुमार, सहायक अनुभाग अधिकारी</li> <li>श्री शिवेश मिश्रा, वरिष्ठ सचिवालय सहायक</li> </ol>

S. N.	Name of Committee	Duties/Responsibilities	Name of In-charges & members
03	Admission Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails from KVS regarding <b>admissions</b> &amp; compliance of Admission Schedule strictly.</li> <li>2. To ensure that all the documents have been verified related to admission in any class and admissions are granted strictly as per KVS admission guidelines for the current session.</li> <li>3. To ensure the genuineness of category of Parent strictly as per KVS norms.</li> <li>4. To keep ready admission and registration forms well in advance and to issue and collect the admission registration forms.</li> <li>5. In case of Class –I, monitoring of daily Registration &amp; Monitoring of Admissions (Post Registration) and daily report to the Principal.</li> <li>6. Liaison with the Regional Office regarding any Technical or Admission Guideline related Queries.</li> <li>7. Planning, preparation and conduction of online lottery of class-1 and stream lining the whole lottery process on you tube/ other social medial platforms on the date/day &amp; schedule given by KVS.</li> <li>8. To prepare provisional admission list as per KVS norms, post on Vidyalaya website and daily update of admitted candidates on Admission Portal.</li> <li>9. Category wise (Priority Cat. &amp; Social Cat.) to be kept in Excel Format.</li> <li>10. Maintenance of admission register and send all the admission related required data as and when required by KVS (RO).</li> <li>11. Planning &amp; Conducting of offline lottery for any fresh admissions in any class if required and to prepare, plan and conduct the Admission Test for class IX.</li> <li>12. Monthly review Meetings on admissions done. This work has to continue till 30th November.</li> <li>13. To send the data related to Admissions as and when required by KVS (RO).</li> <li>14. Any other duties/responsibilities related to admission assigned by the Vice-Principal/ Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Sh. Arjun Singh, PGT(Physics) I/c</b></li> <li>2. Smt. Neetu Saxena PGT (CS)</li> <li>3. Sh. K.D. Shukla, TGT (Hindi)</li> <li>5. Ms. Ranjeeta Sonkar, TGT(AE)</li> <li>6. Sh. Mohd. Sanavil, TGT (Science)</li> <li>6. Smt. Swati Bahal, TGT (Maths)</li> <li>7. Sh. Munshi Ram, H.M.</li> <li>8. Smt. Sunita Devi, PRT</li> </ol>
04	Furniture Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding <b>procurement and M&amp;R</b> of the Vidyalaya furniture issued by KVS without fail.</li> <li>2. To initiate procedure for the procurement of new furniture for Vidyalaya (if required) as per KVS norms through GeM.</li> <li>3. Timely maintaining and repairing work of furniture as per KVS norms.</li> <li>4. To submit list of Article to be condemned by following due procedure in the prescribed format as per the KVS norms.</li> <li>4. Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Sh. Arjun Singh, PGT (Phy.) I/c</b></li> <li>2. Sh. K.D. Shukla, TGT (Hindi)</li> <li>3. Sh. Md. Sanavil, TGT (Science)</li> <li>4. Sh. A.K.S Rathore, TGT (Eng)</li> <li>5. Sh. Md. Abdul Hameed, PRT</li> <li>6. Sh. Aman Gupta, PRT</li> </ol>

S. N.	Name of Committee	Duties/Responsibilities	Name of In-charges & members
05	Internal Exam & PTM Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/ e-mails regarding <b>Internal exams, PTM, LAT/ LAS, CCT, National Achievement Survey, SAS, NISHTHA, DIKSHA etc.</b> from KVS/ CBSE without fail.</li> <li>2. Planning, preparation and conducting of Monthly tests/PT/HY/Pre-Board/SEE/EIOP/ Supplementary (compartment/as per schedule and as per KVS/CBSE norms.</li> <li>3. To ensure that final results of home exam are prepared as per KVS/ CBSE norms strictly and maintain all the records in an appropriate manner.</li> <li>4. To prepare result analysis in soft and hard copy both after each exam and send to KVS (RO) as and when required.</li> <li>5. To ensure that all home exam data is maintained in an appropriate manner in soft and hard copies both.</li> <li>6. Complete schedule of test/exam for the session will be circulated among the students &amp; parents for their prior information in well advance at least two weeks before the commencement of exam.</li> <li>7. To ensure that required Answer Books and other related stationary is maintained well in advance before commencement of each examination.</li> <li>8. Listing out absentees and Planning &amp; conducting Re-tests.</li> <li>9. Students &amp; parents must be informed about the results of all tests &amp; exam within a week of the completion tests &amp; exam &amp; update record must be kept ready for further course of action.</li> <li>10. To prepare schedule of P.T.Ms in consultation with H.M./Vice-Principal/ Principal and to co-ordinate the P.T.M. Meetings with the class teachers.</li> <li>11. To make minutes of the P.T.M. Meetings and maintain the records along with attendance of parents.</li> <li>12. Distribution of the split-up syllabus supplied by R.O to teachers and students.</li> <li>13. To keep blank answer scripts and written answer scripts of students of all the tests/ home exams in safe custody and to maintain the test/ exam wise consumption of answer scripts.</li> <li>14. To collect, compile and send data relate to online teachers training certificates such as NISHTHA/ DIKSHA App etc.</li> <li>15. Any other duties/responsibilities related to home exam assigned by the H.M./ Vice-Principal/ Principal time to time.</li> </ol>	<p>Examination Committee (Secondary &amp; Senior Secondary)</p> <ol style="list-style-type: none"> <li>1. <b>Sh. Arun Kumar Lal, PGT (Bio.) I/c</b></li> <li>2. Sh. A.K. Gangwar TGT (Maths)</li> <li>3. Smt. Ashoo Mehrotra (S.ST.)</li> <li>4. Smt. Swati Bahal, TGT (Maths)</li> </ol> <hr/> <p>Examination Committee (Primary)</p> <ol style="list-style-type: none"> <li>1. <b>Sh. Jitendra Kumar, (PRT) I/c</b></li> <li>2. Sh. Nitin Kumar, PRT</li> <li>3. Smt. Mansi Mishra Awasthi, PRT</li> </ol>

S. N.	Name of Committee	Duties/Responsibilities	Name of In-charges & members
06	CBSE & External Examination Committee	<ol style="list-style-type: none"> <li>1. To comply with the circulars issued by CBSE from time to time without fail.</li> <li>2. To check the emails from CBSE at <a href="mailto:64012@cbseshiksha.in">64012@cbseshiksha.in</a> daily. Get print all the mail of the day for supervision of Principal before leaving Vidyalaya on every working day without fail.</li> <li>3. To Complete all the formalities as the following without any error               <ol style="list-style-type: none"> <li>(a) Registration with CBSE of IX &amp; XI classes &amp; OASIS &amp; SARAS Updating on time.</li> <li>(b) [LOC] completion for X &amp; XII classes.</li> <li>(c) Timely payment of required fee to CBSE.</li> <li>(d) Keeping records of the above and any other CBSE documents.</li> <li>(e) Timely printing and distribution of admit cards of students by completing all formalities.</li> <li>(f) To maintain record of admit cards in soft and hard copy both for the supervision of the Principal.</li> </ol> </li> <li>4. To fill the required information/ data in respect of the following and send the report as when required by KVS(RO)/ CBSE under intimation to the Principal.               <ol style="list-style-type: none"> <li>(a) <b>CBSE OASIS, SARAS, SQAAF,</b></li> <li>(b) <b>SARTHAK, PRERNA &amp; PRAYAS Portal</b></li> </ol> </li> <li>4. To ensure that CBSE exams/ CBSE Practical exams are conducted as per CBSE guidelines strictly and uploading of marks/ grades/ internal marks/ grade for X/XII is done timely as per CBSE guidelines</li> <li>5. To ensure the timely compliance of all duties/ responsibilities given by the Principal in respect Deputy C.S. without any error.</li> <li>6. To ensure that result analysis (teacher wise, class wise and subject wise) is prepared in soft and hard copy both, duly signed by concern subject teacher and is send to KVS (RO) as and when required.</li> <li>7. To maintain the proper record of receiving and timely distribution of CBSE certificates, mark sheets, migration etc. to the students by informing them in time.</li> <li>9. To ensure the timely completion of various competitions organized by CBSE such as <b>CBSE Story telling Competition, CBSE reading Challenge Competition, CBSE Expression series, CBSE ART Exhibition &amp; CBSE Heritage India Quiz</b> etc.</li> <li>10. To ensure that all External exams are being conducted as per rules and regulations prescribed by the concerned external agency along with the KVS norms.</li> <li>11. All the record of CBSE/ External Exams must be prepared in soft and hard copy both for supervision of Principal.</li> <li>12. Any other duties/responsibilities related to CBSE assigned by the KVS/ CBSE/Vice-Principal/Principal time to time.</li> </ol>	<p><b><u>CBSE COMMITTEE</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Smt. Neetu Saxena PGT (CS) I/c</b></li> <li>2. Sh. A.K. Dwivedi, PGT (Maths)</li> <li>3. Smt. Swati Bahal, TGT (Maths)</li> <li>4. Sh. A.K.S. Rathore, TGT (English)</li> </ol> <p><b><u>EXTERNAL EXAMs COMMITTEE</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Sh. Rakesh Kumar,</b> <b>Vice-Principal (IInd shift) I/c</b></li> <li>2. Sh. Jagveer Singh, Vice-Principal (Ist Shift)</li> <li>3. Sh. Vaibhav Kishore Verma, PGT (C.S.) IInd Shift</li> <li>4. Sh. P.K. Mishra, PGT (English) IInd shift</li> </ol>

S. N.	Name of Committee	Duties/Responsibilities	Name of In charges & members
07	Time-Table Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding <b>time table</b> Issued by KVS without fail.</li> <li>2. Preparation of class wise &amp; teacher wise Time Table strictly as per KVS norms well in advance in soft and hard copy both and to ensure that signature of each teacher has been taken on the time table and kept in a file for supervision of the H.M./Vice-Principal/ Principal.</li> <li>3. To prepare gate duty/lunch duty time table for safety &amp; security of Students.</li> <li>4. First period arrangement has to be completed (if possible) announced in the morning assembly itself.</li> <li>5. Preparation of special Time Table for Board classes, Remedial classes/ guidance classes, special classes for low achievers and zero period in soft and hard copy both and to ensure that signature of each teacher has been taken on the time table and kept in a file for supervision of the Principal.</li> <li>6. To set the automatic electric bell and to monitor bell timings.</li> <li>7. Distribution of monitor's daily diary to all class monitors to note every day's activity period-wise.</li> <li>8. To ensure no arrangement of all absent teachers on the day has been made.</li> <li>9. On CCA and other important day's of celebrations in morning assembly, 1st period time table should be announced by teacher in charge during morning Assembly itself.</li> <li>10. Any other duties/responsibilities related to time table assigned by the H.M./ Vice-Principal/ Principal time to time.</li> </ol>	<p>Time-Table &amp; Arrangement Committee (Secondary &amp; Senior Secondary)</p> <ol style="list-style-type: none"> <li>1. <b>Sh. A.K. Dwivedi, PGT (Maths) I/c</b></li> <li>2. Sh. A.K.S. Rathore, TGT(English)</li> <li>3. Smt. Manu Sharma, Librarian)</li> <li>4. Ms. Anjali, TGT (S.ST.)</li> </ol> <hr/> <p>Time-Table Committee (Primary)</p> <ol style="list-style-type: none"> <li>1. <b>Smt. Archana Rani, PRT I/c</b></li> <li>2. Sh. Aman Gupta, PRT</li> <li>3. Sh. Abdul Hameed, PRT</li> </ol> <p><b><u>Funday time Table</u></b></p> <ol style="list-style-type: none"> <li>1. Ms. Manju, PRT I/c</li> <li>2. Sh. Rohit Kumar, PRT</li> </ol>
08	Local Purchase Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding <b>purchase procedure</b> Issued by KVS without fail.</li> <li>2. To obtain quotations of the articles/ goods to be procured based on the need in the Vidyalaya as and when required by doing the market survey from local market as per KVS norms/GFR-17 Rules.</li> <li>3. To assist the GeM related procurement as per GFR-2017 procurement/ KVS Rules</li> <li>4. To act as tender opening Committee of Security, Gardening &amp; conservancy including tender from GeM and to reject or accept technical bids as per GFR/KVS Rules &amp; as per terms &amp; conditions of Tender and then complete the procedure of financial bids and submit report to the Principal.</li> <li>5. To prepare all the documents related to above tendering process.</li> <li>6. Any other duties/responsibilities related to LPC/ Tender opening assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Sh. A.K. Lal, PGT(Biology) I/c</b></li> <li>2. Smt. Neetu Saxena, PGT (C.S)</li> <li>3. Sh. A.K. Dwivedi, PGT(Maths)</li> <li>4. Sh. K.D. Shukla, TGT(Hindi)</li> <li>5. Sh. Dinesh Singh, TGT(Hindi)</li> <li>6. Sh. Mohd. Sanavil, TGT(Science)</li> <li>7. Sh. Munshi Ram, HM</li> <li>8. Sh. Sheetla Prasad, PRT (Music)</li> <li>9. Sh. Jitendra Kumar, PRT</li> <li>10. Ms. Apoorva Mishra, PRT</li> </ol> <p>Concerned Deptt. I/c</p>

S. N.	Name of Committee	Duties/Responsibilities	Name of In-charges & members
09	CCA Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding <b>CCA , EBSB (Ek Bharat Shreshth Bharat)&amp; Bhasha Sangam</b> issued by KVS without fail.</li> <li>2. To prepare &amp; implement annual Calendar of activities for the whole session 2024-2025 in time including prepare &amp; implementation of calendar of important days to be observed and celebrated in the year 2024-2025.</li> <li>3. House distribution, formation of Student Council &amp; organization of Investiture Ceremony in the month of July without fail .</li> <li>4. To make necessary arrangements &amp; to ensure that all the CCA activities (online /Offline) are being organized as per KVS norms timely and to keep the related required data/ photo/videos etc of each CCA activity ready and send to KVS (RO) as and when required.</li> <li>5. To ensure that forthcoming holiday(s)/ vacation/ Breaks have to be announced well in advance in the morning assembly in consultation with Principal.</li> <li>6. To ensure that all the items going to be presented in morning assembly have been checked and morning assembly is organized house wise and house system is performing well as per KVS norms in all CCA activities.</li> <li>7. Duty allotment and monitoring of assembly program and Important announcement in morning assembly.</li> <li>8. To monitor that house boards are well maintained in terms of CCA Displays.</li> <li>9. To organize house wise CCA Competitions and to maintain the record of achievements of the students of house.</li> <li>10. To ensure that all the EBSB &amp; Bhasha Sangam activities are being conducted as per KVS guidelines and Report is send to KVS (RO) as and when required.</li> <li>11. Planning, preparation and Celebration of Annual Day.</li> <li>12. To collect and compile, the relevant material from students, staff members and act as editorial board for the Vidyalaya magazine as per KVS norms.</li> <li>13. To ensure that Vidyalaya magazine get published in time as per KVS Schedule.</li> <li>14. To ensure that I-cards get printed and provided to the students in the beginning of the session itself.</li> <li>15. Any other duties/responsibilities related to CCA assigned by the H.M./ Vice-Principal/ Principal time to time.</li> </ol>	<p><b>CCA Committee (For Secondary &amp; Senior Secondary)</b></p> <ol style="list-style-type: none"> <li>1. <b>Sh. Anurag Pandey, PGT (Hindi) I/c</b></li> <li>2. Smt. Anju Kumari, PGT (English)</li> <li>3. Sh. K.D. Shukla, TGT(Hindi)</li> <li>4. Sh. Roshan Lal, TGT (Hindi)</li> <li>5. Sh. R.K. Sonkar, TGT (WE)</li> <li>6. Sh. Dinesh Singh, TGT (Hindi)</li> <li>7. Smt. Ashoo Mehrotra, TGT (S.ST)</li> <li>8. Sh. A.K.S. Rathore, TGT(English)</li> <li>9. Smt. Vaishali Kumari, TGT (English)</li> <li>10. Ms. Anjali, TGT (S.ST)</li> <li>11. TGT (Sanskrit)</li> <li>12. Sh. Sheetla Prasad, PRT (Music)</li> </ol> <p><b>CCA Committee (for Primary)</b></p> <ol style="list-style-type: none"> <li>1. Smt. Sunita Devi, <b>PRT I/c</b></li> <li>2. Ms. Priya Sharma, PRT</li> <li>3. Sh. Aman Gupta, PRT</li> </ol>
10	Teaching Aid/ Audio Visual Aid Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding teaching aid issued by KVS without fail.</li> <li>2. To arrange for procuring the materials for teaching aids / AV aids to the teachers as per KVS norms.</li> <li>3. Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Smt. Ashoo Mehrotra, TGT (S.ST.)I/c</b></li> <li>2. Sh. P.K. Priyadarshi, TGT (Science)</li> <li>3. Ms. Anjali, TGT (S.ST)</li> <li>4. Smt. Sweta Patel TGT (S.ST)</li> <li>5. Sh. Nitin Kumar, PRT</li> </ol>

S. N.	Name of Committee	Duties/Responsibilities	Name of In-charges & members
11	ICT Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails issued by KVS regarding operation, Updation/ Filing data or any information etc. in respect of the following without fail-               <ol style="list-style-type: none"> <li>(a) <b>Vidyalaya Website, Vidyalaya Facebook &amp; Vidyalaya Twitter</b></li> <li>(b) <b>MGRM, Shaala Darpan Portal &amp; Pariksha Pe Charcha (PPC)</b></li> <li>(c) <b>GIS, UDISE Plus, PIMS &amp; KVS Transfer Portal.</b></li> <li>(d) <b>PM SHRI Prabandh Portal, Innovation Council &amp; Samagam Portal</b></li> <li>(e) <b>UBI Fee portal, second verification of all classes on UBI Portal</b></li> <li>(f) <b>National Intellectual Property Mission (NIPAM) Uvamanthan (www.uvamanthan.org)</b></li> <li>(g) <b>ICT Information</b></li> <li>(h) Any other online portal related duties &amp; responsibilities given by the Principal time to time</li> </ol> </li> <li>2. To maintain and update Website of the Vidyalaya as per KVS norms as and when required but at least once in a week.</li> <li>3. To Maintain, update and visit F.B. &amp; Twitter account time to time as per the instructions from KVS and to visit the Vidyalaya website regularly and ensure that website is updated in all the respect of Facebook page/ Twitter handle.</li> <li>4. To upload only authentic information on the Vidyalaya website, Facebook &amp; Twitter in consultation with the Principal.</li> <li>5. To upload the T.Cs. on the Vidyalaya Website on regular basis.</li> <li>6. To organize Technothon and other IT based competitions in time as per KVS instructions.</li> <li>7. To motivate students for their active participation in RVBP and to ensure that required quality projects have been submitted by students in RVBP.</li> <li>8. To work out all the activities of PIMS portal and KVS transfer portal as per KVS guidelines &amp; calendar of activities and to monitor functioning &amp; Updation of Biometric attendance.</li> <li>9. To fill the ICT Information &amp; NDMA Report as and when required by KVS (RO).</li> <li>10. To verify the monthly enrollment from UBI porta, to prepare the data of RTE Students and send both data in the online format whenever required by KVS (RO).</li> <li>11. To follow the instructions/guidelines of MoE/MEITY/KVS regarding Cyber Safety and Security.</li> <li>12. Any other duties/responsibilities related to the ICT assigned by the KVS / Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Smt. Neetu Saxena, PGT (C.S) I/c</b></li> <li>2. Sh. Arjun Singh, PGT (Physics)</li> <li>3. Sh. A.K. Gangwar, TGT (Maths)</li> <li>4. Ms. Anjali, TGT (S.ST.)</li> <li>5. Ms. Ranjeeta Sonkar, TGT(AE)</li> <li>6. Smt. Vaishali, TGT (English)</li> <li>7. Ms. Priya Sharma, PRT</li> <li>8. Computer Instructor-01</li> <li>9. Computer instructor-02</li> </ol>
12	School Beautification Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding <b>School Beautification, BALA , Green School Audit, Nature Club, Eco Club, Green School Nursery Yojna</b> project issued by KVS without fail.</li> <li>2. To procure and plantation of seasonal flower plants, decorative plants as per actual need and as per KVS norms.</li> <li>3. To prepare and implement annual plan for improvement of School Beautification, BALA , Green School Audit, Nature Club, Eco Club, Green School Nursery Yojna.</li> <li>4. Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Ms. Ranjeta Sonkar, TGT(AE) I/c</b></li> <li>2. sh. A.K. Lal, PGT (Bio)</li> <li>3. Sh. Mohd. Sanavil, TGT (Science)</li> <li>4.Smt. Manu Sharma, Librarian</li> <li>5. Smt. Vaishali, TGT(English)</li> <li>6. Smt. Mansi Mishra, PRT</li> <li>7. Ms. Apoorva Mishra, PRT</li> </ol>

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13	PM SHRI Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding implementation of PM SHRI Scheme issued by KVS without fail.</li> <li>2. To search the items on GeM which are to be procured under PM SHRI Scheme and prepare comparison sheet on GeM by following all due purchase procedure and submit a Report to the Principal.</li> <li>3. To invite open Bids/ BOQs for the items to be procured under PM SHRI Scheme on GeM by following due purchase procedure whenever required.</li> <li>4. To Update KVS PMSHRI Monitoring Portal regularly and as and when required by KVS (RO).</li> <li>5. To ensure 100% Expenditure under PM SHRI Scheme.</li> <li>4. Any other related work/duties/responsibilities related to PM SHRI scheme assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Sh. A.K. Dwivedi, PGT (Maths) First Shift I/c</b></li> <li>2. Sh. (Dr.) Jitendra Kumar, PGT (Bio) IInd Shift Co-I/c</li> <li>3. Smt. Neetu Saxena, PGT (C.S.) First shift</li> <li>4. Sh. Vaibhav K. Verma, PGT (C.S.) IInd Shift</li> <li>5. Sh. S.S. Singh, PGT (History) IInd Shift</li> <li>6. Sh. A.K. Lal, PGT (Bio.) First shift</li> <li>7. Sh. P.K. Mishra, (PGT English) IInd Shift</li> <li>8. Sh. G.D. Pal, TGT(Hindi) IInd Shift</li> <li>9. Sh. Sheetla Prasad, PRT(Music) First Shift</li> </ol>
14	Outsourced Services Monitoring / Cleanliness, Sanitation & Drinking Water Monitoring Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding monitoring of outsourced services, <b>Swachhta Abhiyan</b>, Cleanliness , sanitation and drinking Water issued by KVS without fail.</li> <li>2. To distribute the work related to housekeeping and gardening among outsourced employees and to monitor and verify the attendance of outsourced employees.</li> <li>3. To act as overall monitoring committee of work &amp; conduct of outsourced employees and to make liaison with representatives of outsourcing agency for smooth working</li> <li>4. To ensure daily monitoring of cleanliness &amp; sanitation in the entire Vidyalaya campus.</li> <li>5. To submit the daily monitoring cum action taken report followed by follow up -report for improving the condition of cleanliness and sanitation in the entire campus of the Vidyalaya on each working day before leaving the Vidyalaya in the given format in the office.</li> <li>6. To ensure that the conservancy staff is utilizing the cleanliness and sanitation material in judiciously manner and will ensure the availability of this material well in advance.</li> <li>7. To ensure that all the equipment's being used in cleaning and sanitation are working properly and in case of any default is found in any equipment, it will be the responsibility of the committee to get it repaired immediately as per KVS norms with proper intimation to the Principal.</li> <li>8. To ensure that all the overhead water tanks in the Vidyalaya Premises are cleaned at least once in every quarter by engaging labour as per labour law/ KVS norms.</li> <li>9. To ensure that proper cleanliness and hygiene is maintained at drinking water points and the drinking water is purely safe.</li> <li>10. To obtain water potability certificate from the Competent Authority of cantonment Board/ Defence within a week and submit to the office for submission to KVS(RO) as and when required.</li> <li>11. Any other duties/responsibilities related to the monitoring of cleanliness and sanitation as assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Sh. Sheetla Prasad, PRT (Music) I/c</b></li> <li>2. Sh. Arun Kumar Lal, PGT (Bio)</li> <li>3. Sh. K.D. Shukla TGT (Hindi)</li> <li>4. Smt. Ashoo Mehrotra, TGT(S.St)</li> <li>5. Sh. R.K. Sonkar, TGT(WE)</li> <li>6. Sh. Dinesh Singh, TGT (Hindi)</li> <li>7. Sh. A.K.S. Rathor, TGT (English)</li> <li>8. Sh. Md. Sanavil, TGT (Sci.)</li> <li>9. Smt, Manju, PRT</li> <li>10. Sh. Nitin Kumar, PRT</li> <li>11. Ms. Priya Sharma, PRT</li> </ol>



S. N.	Name of Committee	Duties/Responsibilities	Name of In-charges & members
15	School Building M&R Committee	<ol style="list-style-type: none"> <li>To comply with all the instructions in circulars/e-mails regarding M&amp;R, Jal Shakti Abhiyan etc. issued by KVS without fail.</li> <li>To ensure all kinds of civil &amp; electrical M &amp; R in the Vidyalaya related to electricity supply, electric lines and fittings, water supply, water purifiers/coolers, electric fans, tube lights, doors or any other kind of M&amp; R in the classes, departments, toilets, corridors etc, is being completed on time by maintaining a complaint register and as per KVS norms.</li> <li>To ensure that all the fans and tube lights in the classes, departments, corridors of the Vidyalaya are tightly fitted and all are in working condition.</li> <li>To obtain building safety certificate from MES within a week.</li> <li>Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya and to act as Monitoring committee for any civil/ electrical M&amp; R work undertaken by MES in the Vidyalaya.</li> <li>Any other related work/duties/responsibilities related to Vidyalaya M &amp;R assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li><b>1. Sh. R.K. Sonkar, TGT (WE) I/c</b></li> <li>Sh. A.K. Dwivedi, PGT (Maths)</li> <li>Sh. K.D. Shukla, TGT (Hindi)</li> <li>Sh. Mohd. Sanavil, TGT (Science)</li> <li>Sh. Murlidhar Dhusiya, TGT (P&amp;HE)</li> <li>Sh. Dinesh Singh, TGT (Hindi)</li> <li>Sh. Sheetla Prasad, PRT (Music)</li> <li>Sh. Abdul Hameed, PRT</li> <li>Sh. Rohit Kumar, PRT</li> <li>Ms. Apoorva Mishra, PRT</li> </ol>
16	Staff Quarter Maintenance & Repair Committee	<ol style="list-style-type: none"> <li>To comply with all the instructions in circulars/e-mails regarding maintenance &amp; Repair of Staff quarters issued by KVS without fail.</li> <li>To obtain the requirements from allottees of staff quarters within stipulated time and to prepare the estimates and submit the requirements to the office for the procurement of materials for M&amp; R of staff Quarters.</li> <li>To ensure the M&amp; R of staff quarters is being completed within stipulated time.</li> <li>Any other related work/duties/responsibilities related to Staff quarter M&amp;R assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li><b>1. Sh. A.K.S. Rathore, TGT(Eng) First shift I/C</b></li> <li>Sh. Anurag Pandey, PGT(Hindi) First shift</li> <li>Sh. P.K. Mishra, PGT(Eng) IInd Shift</li> <li>Sh. A.K. Sharma, PGT(Maths) IInd Shift</li> <li>Sh. K.D. Shukla, TGT (Hindi) First Shift</li> <li>Sh. R.K. Sonkar, TGT (WE) First Shift</li> <li>Sh. Murlidhar Dhusiya, TGT(P&amp;HE)</li> <li>Sh. G.D. Pal, TGT(Hindi) IInd Shift</li> <li>Smt. Poonam Verma, TGT (WE) IInd Shift</li> <li>Sh. Jitendra Kumar, PRT</li> </ol>
17	Pre-Vocational Educational Programme (PVEP) & Skill Hub Initiative Committee	<ol style="list-style-type: none"> <li>To comply with all the instructions in circulars/e-mails regarding Skill Hub Initiative (SHI) and PVEP issued by KVS &amp; NSDC without fail</li> <li>To send the required data/ reports/ Photographs etc to KVS(RO)/ NSDC whenever required</li> <li>Any other related duties/responsibilities assigned by the Vice-Principal/Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li><b>1. Sh. R.K. Sonkar, TGT(WE) I/c</b></li> <li>Smt. Ranjeeta Sonkar, TGT(AE)</li> <li>Smt Manu Sharma, Librarian</li> <li>Sh. Md. Sanavil TGT (Science)</li> <li>Sh. Murlidhar Dhusiya TGT (P&amp;HE)</li> <li>Smt. Sunita Devi, PRT</li> </ol>
18	First Aid Committee	<ol style="list-style-type: none"> <li>To comply with all the instructions in circulars/e-mails regarding health check up of students issued by KVS without fail.</li> <li>To prepare and execute plan for student's health checking twice in this session by the authorized Medical Officer.</li> <li>To ensure the availability of stock of First aid as per requirement.</li> <li>To organize expert talks, in case if required.</li> <li>Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li><b>1. Sh. Md. Sanavil, TGT(Science) I/c</b></li> <li>Sh. A.K. Lal, PGT(Bio.)</li> <li>Sh. Murlidhar Dhusiya TGT (P&amp;HE)</li> <li>Ms. Anjali, TGT (S.ST)</li> <li>Smt. Manshi Mishra Awasthi, PRT</li> <li>Smt. Priyanka Kanchan, PRT</li> </ol>

S. N.	Name of Committee	Duties/Responsibilities	Name of In-charges & members
19	Games & Sports Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding Games &amp; Sports issued by KVS without fail.</li> <li>2. To prepare and implement a comprehensive annual plan for Games &amp; Sports for the entire session.</li> <li>3. To select the students for particular sports &amp; Games, set a target in the beginning of session and impart proper training to them as per KVS norms) to achieve the target.</li> <li>4. To facilitate all the students with the available games equipment for the optimum use of the available sports equipment in school.</li> <li>5. To organize National Sports day and to complete all internal games &amp; sports competition by the first week of December and organize the sports day celebration on the KVS Foundation Day.</li> <li>6. To ensure that SBSB, Medical Checkup of students, FIT India, Khelo India Youth Games and all other Games &amp; Sports activities at Vidyalaya level are being organized as per KVS norms.</li> <li>7. Any other related work/duties/responsibilities related to Games &amp; Sports assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Sh. Murlidhar Dhusiya, TGT (P&amp;HE) I/c</b></li> <li>2. Sh. Arjun Singh, PGT (Physics)</li> <li>3. Sh. Dinesh Singh, TGT(Hindi)</li> <li>4. Smt. Vaishali, TGT(English)</li> <li>5. Sh. Rohit Kumar, PRT</li> <li>6..Ms. Kirti Agarwal, PRT</li> </ol>
20	Discipline Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding <b>Discipline, Safety &amp; Disaster management, NDMA Report, focal point teacher</b> issued by KVS without fail.</li> <li>2. To have a keen watch on the on behavior of students in a school campus and to deal all the cases of breach of discipline by the students as per KVS norms.</li> <li>3. To ensure the healthy conducive atmospheres in Vidyalaya regarding student discipline and to ensure safe arrival and safe dispersal of students.</li> <li>4. To monitor the students discipline at the time of lunch break on each working day.</li> <li>5. To organize mock drill at least once quarterly by engaging local bodies like NDRF for Mock drill regarding disaster management and to ensure refilling of fire extinguishers on time.</li> <li>6. To ensure that SOP (available on CBSE website) is being followed carefully and brief the staff about the action to be taken by them in any exigency.</li> <li>7. To fill the NDMA Report as and when required by KVS (RO)</li> <li>7. To follow the instructions/guidelines of MoE/NCPCR/KVS regarding Safety Audit and Focal point teacher.</li> <li>8. Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Sh. Murlidhar Dhusiya, TGT (P&amp;HE) I/c</b></li> <li>2. Sh. A.K. Lal, PGT (Biology)</li> <li>3. Sh. A.K. Dwivedi, PGT (Maths)</li> <li>4. Ms. Ranjeeta Sonkar, TGT(AE)</li> <li>5. Sh. Munshi Ram, H.M.</li> <li>6. Smt. Shobha Rani Sharma, PRT</li> <li>7. Sh. Nitin Kumar, PRT</li> </ol>
21	Income Tax & C.S-54 Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding <b>Income Tax , C.S.-54, PFMS &amp; Scholarship</b> issued by KVS/ Appropriate Government in case of Scholarship without fail.</li> <li>2. Checking of calculation of Income Tax of all the staff members as per existing Income Tax Rules &amp; Monthly Deduction of Income Tax of all the staff member &amp; Form -16 and payment through PFMS.</li> <li>3. To check the fees must be as per KVS norms and to Maintain CS-54 register at the end of every month.</li> <li>4. Make a list of all such students who are eligible for state government Scholarship as applicable to students of Vidyalaya, register them on designated portal and send the required data to competent authority of state government for the grant of scholarship.</li> <li>5. Any other related work/duties/responsibilities related to Income Tax, Form 16, PFMS &amp; C.S.-54, Scholarship assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Sh. A.K.S. Gangwar, TGT (Maths) I/c</b></li> <li>2. PGT Commerce</li> <li>3. Smt. Swati Bahal, TGT (Maths)</li> <li>3. Sh. Nitin Kumar Kumar, PRT</li> <li>4. Sh. Rakesh Kumar, ASO,</li> <li>5. Sh. Shivesh Mishra, SSA</li> </ol>

S. N.	Name of Committee	Duties/Responsibilities	Name of In-charges & members
22	Contractual Teacher Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding appointment/ engagement of contractual teachers issued by KVS without fail.</li> <li>2. To prepare note sheet and advertisement for walk-in-interview of contractual Teachers, Sports Coach, Computer instructor, Yoga instructor, Educational Counselor, Special Educator, Nurse etc. well in advance.</li> <li>3. To update registration form for candidates and to upload detailed advertisement on the Vidyalaya website on the day of publication of advertisement in the newspaper.</li> <li>4. To prepare all kinds of formats, judgment sheets, compilation sheets, attendance sheet, duty chart, etc for walk-in-interview well in advance.</li> <li>5. To compile result and prepare final list of selected candidates.</li> <li>6. To prepare note sheet for submission to honorable chairman VMC</li> <li>7. Inviting selected candidates for joining if required through official telephone, mobile, email etc.</li> <li>8. Checking the eligibility/ documents/ as per list and order before joining, printing of Stamp paper and to complete all the formalities at the time of joining as per KVS norms.</li> <li>9. Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Sh. Jagveer Singh, Vice Principal</b></li> <li>2. Smt. Neetu Saxena, PGT(C.S.)</li> <li>3. Sh. Anurag Pandey, PGT(Hindi)</li> <li>4. Sh. A.K. Lal, PGT (Bio)</li> <li>5. Sh. Munshi Ram, HM</li> <li>6. Smt. Sunita Devi, PRT</li> <li>7. Sh. Shivesh Mishra, SSA</li> </ol>
23	Alumni Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding alumni association issued by KVS without fail.</li> <li>2. To make available the registration of Alumni of Vidyalaya through Web Page/ Samagam portal and at least conduct one Alumni meet throughout the year.</li> <li>3. Make liaising with reputed and registered Alumni for the betterment and growth of the Vidyalaya.</li> <li>4. Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Sh. Anurag Pandey, PGT (Hindi) I/c</b></li> <li>2. Smt. Neetu Saxena, PGT(CS) Co-I/c</li> <li>3. Sh. Roshan Lal, TGT(Hindi)</li> <li>4. Sh. Dinesh Singh, TGT (Hindi)</li> <li>5. Sh. Munshi Ram, HM</li> <li>6. Smt. Sunita Devi, PRT</li> </ol>
24	Social Science Exhibition Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding <b>Social Science Exhibition, AKAM, Youth Parliament, Kala Utsav, Ganga Quest</b> issued by KVS without fail.</li> <li>2. To prepare &amp; implement annual plan of the following as per KVS instructions/ Guidelines  <ol style="list-style-type: none"> <li>(a) <b>SST Exhibition, AKAM</b></li> <li>(b) <b>Kala Utsav &amp; Youth Parliament</b></li> <li>(c) <b>Ganga Quest</b></li> </ol> </li> <li>3. To Organize Social Science Exhibition &amp; All the activities under AKAM, Youth Parliament, Kala Utsav, Ganga Quest as per KVS instructions/ schedule and to keep all the records, photos videos available with the committee and to send the required data, photo, videos as and when required by KVS (RO)</li> <li>4. To motivate and prepare students for Social science exhibition and ensure that quality projects have been prepared by students for social science exhibition and send the required data, photos, reports, videos to KVS (RO) as and when required.</li> <li>5. To motivate and prepare students for taking part in the activities under AKAM, Youth Parliament, Kala Utsav, Ganga Quest and send the data to KVS (RO) as and when required.</li> <li>6. Any other related work/duties/responsibilities assigned by Principal time to time</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Smt. Ashoo Mehrotra, TGT(S.ST.) I/c</b></li> <li>2. PGT (Economics)</li> <li>3. PGT (Commerce)</li> <li>4. Smt. (Dr.) Shweta Patel, TGT (S.ST)</li> <li>5. Ms. Ranjeeta Sonkar, TGT(AE)</li> <li>6. Ms. Anjali TGT (S.ST)</li> <li>7. Smt. Manu Sharma, Librarian</li> <li>8. Sh. Sheetla Prasad, PRT (Music)</li> </ol>

S. N.	Name of Committee	Duties/Responsibilities	Name of In-charges & members
25	Maths Club	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding <b>Aryabhata Ganit Challenge (AGC), Maths Olympiad, NTSE, RBVP</b> etc. issued by KVS/CBSE without fail.</li> <li>2. To form a mathematics club &amp; select students to carry out mathematical activities and maintain the records in a constructive &amp; fruitful purpose.</li> <li>3. To prepare the students for participating in external and internal competitions, seminars etc. related to the subject viz. Math's Olympiad GANIT, NTSE, etc.</li> <li>4. To conduct Maths Olympiad exam, motivate students to register for GANIT, NTSE and other Maths based exams, prepare and compile all the data related to these and send to KVS(RO) as and when required.</li> <li>5. To motivate students to take part in RVBP and ensure that required quality projects/models have been prepared by students in RVBP.</li> <li>6. To promote the Mathematical atmosphere in the Vidyalaya.</li> <li>7. To guide the students to prepare articles to publish in Vidyalaya magazine.</li> <li>8. To register the students on AGC and conduct the exams as per CBSE guidelines.</li> <li>9. Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Sh. A.K. Dwivedi, PGT (Maths) I/c</b></li> <li>2. Sh. A.K. Gangwar, TGT (Maths)</li> <li>3. Smt. Sanjana Katiyar, TGT (Maths)</li> <li>4. Sh. Jitender Kumar, PRT</li> </ol>
26	Science Club	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding <b>Science Exhibition (RBVP) INSPIRE MANAK Award, National Children Science Congress (NCSC), JIGYASA, Green Olympiad, Science Olympiad, VVM, YUVA/YUVIKA, Mission LiFE &amp; Meri LiFE</b> etc. issued by KVS/CSIR/ NCERT without fail.</li> <li>2. To prepare &amp; implement annual plan of the following as per KVS instructions/ Guidelines <ol style="list-style-type: none"> <li>(a) Science Exhibition (RVBP) &amp; INSPIRE Manak Award</li> <li>(b) National Children Congress (NCSC)</li> <li>(c) JIGYASA</li> <li>(d) Green Olympiad &amp; Science Olympiad</li> <li>(e) Vidyartha Vigyan Manthan (VVM), YUV/ YUVIKA, Mission LiFE &amp; Meri LiFE etc.</li> </ol> </li> <li>3. To Organize Science Exhibition (RVBP), NCSC &amp; All the activities under JIGYASA, Green Olympiad, Science Olympiad, VVM, YUVA/YUVIKA, Mission LiFE &amp; Meri LiFE as per KVS instructions/ schedule and to keep all the records, photos videos available with the committee and to send the required data, photo, videos as and when required by KVS (RO)</li> <li>4. To motivate and prepare students for Science exhibition INSPIRE Manak Award, NCSC, JIGYASA, Green Olympiad, Science Olympiad, VVM, YUVA/YUVIKA, Mission LiFE &amp; Meri LiFE and ensure that quality projects have been prepared by students for science exhibition, NCSC and send the required data, photos, reports, videos to KVS (RO) as and when required.</li> <li>5. Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Sh. A.K. Lal , PGT (Bio.) I/c</b></li> <li>2. Smt. Neetu Saxena, PGT (CS)</li> <li>3. Sh. Arjun Singh, PGT (Phy.)</li> <li>4. Smt. Aakanksha Singh, PGT (Chemistry)</li> <li>5. Sh. P.K. Priyadarshi, TGT (Science)-</li> <li>6. Sh. Md. Sanvail, TGT (Science)</li> <li>7. Sh. Rohit Kumar, PRT</li> <li>8. Sh. Md. Abdul Hameed, PRT</li> </ol>

S. N.	Name of Committee	Duties/Responsibilities	Name of In-charges & members
27	Scouts & Guide/ Cub & Bulbul Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding <b>Scout &amp; Guide, Cubs &amp; bulbul</b> issued by KVS without fail.</li> <li>2. Registration of Units, students as per KVS norms and fresh registration for Pravesh, cubs &amp; Bulbuls etc as per KVS norms.</li> <li>3. To prepare Scout &amp; Guide activity plan with tentative date for organizing activities as per KVS norms and motivate &amp; trained students accordingly.</li> <li>4. To organize all the S &amp; G activities as per KVS instructions in uniform without fail and to submit report, data/ photos/ videos to KVS (RO)/S&amp; G link as per instructions in time as and when required.</li> <li>5. To make an arrangement for a proper training of the students, conducting upgrading camps &amp; celebrations related to S &amp; G as per KVS norms.</li> <li>6. Taking up Community development and service works as per schedule and as per KVS norms/ instructions.</li> <li>7. To organize Sarv Dharma Prarthna Sabha as and when required as per KVS instructions.</li> <li>8. To participate in plantation drive in the campus in the month of July.</li> <li>9. Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<p><b><u>Secondary Section</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Sh. Dinesh Singh, TGT (HIndi) I/c</b></li> <li>2. Sh. A.K. Lal, PGT(Bio.)</li> <li>3. Sh. A.K. S Rathore, TGT (English)</li> <li>4. Sh. Md. Sanavil, TGT (Sci.)</li> <li>5. Sh. R. K. Sonkar, TGT (WE)</li> </ol> <p><b><u>Primary section</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Sh. Abdul Hameed, PRT I/C</b></li> <li>2. Sh. Jitendra Kumar, PRT</li> <li>3. Smt. Suman, PRT</li> <li>4. Sh. Nitin Kumar, PRT</li> </ol>
28	NAEP Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding <b>NAEP, counselling &amp; Guidance, Inclusive Education, Manodarpan</b> issued by KVS without fail.</li> <li>2. To prepare &amp; implement annual Plan of NAEP program as per KVS directions.</li> <li>3. To organize all activities related to NAEP as per KVS instructions and keep a record of all these activities in soft and hard copy both for supervision of the Principal.</li> <li>4. It will be the responsibility of the committee to send the required data/ documents/ photo/ videos of NAEP activities to KVS (RO) as and when required.</li> <li>5. To give counseling and guidance to students as and when required.</li> <li>6. To organize lecture or seminars related to the field &amp; also arrange experts from outside and conduct required number of sessions in each term as per KVS instructions.</li> <li>7. Open Suggestion Box/ NAEP Box on the last day of week and keep a record of grievances any and disposal for supervision of the Principal.</li> <li>8. To act as antibullying Committee in respect of all the students.</li> <li>9. Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Sh. A. K. Lal PGT (Biology) I/c</b></li> <li>2. Smt. Aakanksha Singh, PGT (Chemistry)</li> <li>3. Sh. P.K. Priyadarshi, TGT (Science)</li> <li>4. Smt. Manu Sharma, Librarian</li> <li>5. Sh. Md. Sanvail, TGT (Science)-</li> <li>6. Ms. Ranjeeta Sonkar, TGT (AE)</li> <li>7. Ms. Anjali, TGT(S.St.)</li> <li>8. Smt. Shobha Rani Sharma, PRT</li> </ol>
29	Integrity Club	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding Integrity Club, Youth Club, Value based Education, ACP, &amp; Back to Basics issued by KVS without fail</li> <li>2. Preparation and implementation of Annual calendar of value-based education/ ACP, Back to Basic programs and Integrity club activities.</li> <li>3. Organization of Integrity club activities and conducting of value education/ ACP, Back to basic programs as per KVS guidelines and send required data, photo, Videos to KVS (RO) as and when required.</li> <li>4. Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Sh. A.K. S. Rathore, TGT (English) I/c</b></li> <li>2. PGT Commerce</li> <li>3. PGT Economics</li> <li>4. Smt. Ashoo Mehrotra, TGT (S.ST)</li> <li>5. Smt. Sweta Patel, TGT(S.St.)</li> <li>6. Ms. Ranjeeta Sonkar, TGT (AE)</li> <li>7. Sh. Aman Gupta, PRT</li> </ol>

S. N.	Name of Committee	Duties/Responsibilities	Name of In-charges & members
30	Reading Club & Library Advisory Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding <b>Library policy &amp; Reading Club, Pustakopahar</b> issued by KVS without fail.</li> <li>2. To prepare and implement annual planner for activities as per KVS norms.</li> <li>3. To submit the requirement of books as per KVS norms by taking the list from students of various classes specially from XI and XII and requirement from respective subject teachers.</li> <li>4. To organize Pustakopahar &amp; to prepare a list of books for condemnation.</li> <li>5. Improving library services and its monitoring.</li> <li>6. To prepare and implement a comprehensive plan for improving reading habits among students.</li> <li>7. Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Smt. Anju Kumari, PGT (English) I/c</b></li> <li>2. Smt. Aakanksha Singh, PGT (Chemistry)</li> <li>3. Sh. Roshan Lal, TGT (Hindi)</li> <li>4. Smt. Manu Sharma, Librarian (Secretary of the Committee)</li> <li>5. Smt. Sweta Patel, TGT (S.ST)</li> <li>6. Smt. Swati Bahal, TGT(Maths)</li> <li>7. TGT Skt.</li> <li>8. Smt. Archana Rani, PRT</li> <li>9. Smt. Monti Gupta, PRT</li> </ol>
31	CMP, FLN & NIPUN BHARAT Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding CMP, FLN, TLM, NIPUN BHARAT, Jadui Pitara &amp; Newsletter etc. issued by KVS without fail.</li> <li>2. To procure requirements as per KVS rules for CMP/TLM.</li> <li>3. To maintain the stock of CMP/TLM, FLN, NIPUN BHARAT.</li> <li>4. To keep record/ photo/ videos of activities done by teachers and send them to KVS (RO) as &amp; when required.</li> <li>5. To arrange all the equipment as requirement of CMP/TLM.</li> <li>6. Timely release of online/offline newsletter.</li> <li>7. Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Sh. Munshi Ram, H.M. I/c</b></li> <li>2. <b>Smt. Sunita Devi, PRT Co-I/c</b></li> </ol> <p><b><u>FLN &amp; NIPUN BHARAT</u></b></p> <ol style="list-style-type: none"> <li>1. Smt. Renu Sharma, PRT I/c</li> <li>2. Ms. Apoorva Mishra, PRT</li> <li>3. Ms. Priya Sharma, PRT</li> </ol> <p><b><u>News letter</u></b></p> <ol style="list-style-type: none"> <li>1. Smt. Shobha Rani Sharma, PRT I/c</li> <li>2. Smt. Mansi Mishra Awasthi, PRT</li> <li>3. Sh. Nitin Kumar, PRT</li> </ol> <p><b><u>Resource Room</u></b></p> <ol style="list-style-type: none"> <li>1. Sh. Sheetla Prasad, PRT (Music) I/c</li> <li>2. Smt. Priyanka Kanchan, PRT</li> </ol> <p><b><u>TLM &amp; Jadui Pitara</u></b></p> <ol style="list-style-type: none"> <li>1. Smt. Suman, PRT</li> <li>2. Ms. Kirti Agrawal, PRT</li> <li>3. Sh. Aman Gupta, PRT</li> </ol>
32	Educational Excursion Committee	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding <b>Educational Excursion/ Paryatan Parv/ Seema Darshan etc.</b> issued by KVS without fail.</li> <li>2. To plan excursion tour as per KVS instructions and to decide the place, make arrangement for conveyance.</li> <li>3. Keep the No objection/willingness form ready.</li> <li>4. Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Sh. A.K. Gangwar, TGT (Maths) I/c</b></li> <li>2. Sh. A.K. Lal, PGT (Biology)</li> <li>3. Smt. Aakanksha Singh, PGT (Chem.)</li> <li>4. Smt. Vaishali, TGT(English)</li> <li>5. Ms. Anjali, TGT (S.ST)</li> <li>6. Sh. Aman Gupta, PRT</li> </ol>

S. N.	Name of Committee	Duties/Responsibilities	Name of In-charges & members
33	Internal Complaint Committee (ICC)	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding <b>Grievance Cell, Internal Complaints Committee</b> issued by KVS without fail.</li> <li>2. To listen/receive any grievance/ complaint immediately.</li> <li>3. Redressal of grievances any receive.</li> <li>4. To keep a record of suggestions or grievances received from the students, staff or parents &amp; to maintain the minutes of the meetings in a register.</li> <li>5. To open periodically suggestion box at least once in a week.</li> <li>6. To promoting gender amity among students and employees.</li> <li>7. To deal with cases of sexual harassment against women at work place, in a time bound manner, as per Rule 3C of CCS (Conduct) Rules.</li> <li>8. Recommend appropriate action in the inquiry report to the Principal timely.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Smt. Ashoo Mehrotra, TGT(S.ST) I/c</b></li> <li>2. Smt. Manu Sharma, (Librarian)</li> <li>3. Sh. Murlidhar Dhusiya, TGT (P&amp;HE)</li> <li>4. Smt. Ranjeeta Sonkar, TGT(AE)</li> <li>5. Smt. Swati Bahal, TGT(Maths)</li> <li>6. Sh. Munshi Ram, HM</li> <li>7. Smt. Sunita Devi, PRT</li> <li>8. Smt. Shobha Rani Sharma, PRT</li> </ol>
34	Subject Committees	<ol style="list-style-type: none"> <li>1. To comply with all the instructions in circulars/e-mails regarding subject committee meetings issued by KVS without fail.</li> <li>2. Every month these committees invariably sit and discuss on agenda that pre-decided and got approved by the Principal. The agenda shall be on the following points.               <ol style="list-style-type: none"> <li>(a) Split up syllabus month wise, its timely completion &amp; revision teacher wise.</li> <li>(b) Project work-term wise. Weightage of marks to each topic.</li> <li>(c) Evaluation scheme. Practical work/ MDP, learners Diary</li> <li>(d) Class room activities and teaching aids.</li> <li>(e) Innovations taken up and its record.</li> <li>(f) preparation of question papers for various exams.</li> <li>(g) Identification of slow learners and gifted children and remedial action taken.</li> <li>(h) Ensuring of learning outcomes and PISA/ CCT Practice.</li> </ol> <p style="margin-left: 40px;">Above mentioned points are suggestive but not exhaustive the teacher in-charge can explore more agenda points as per their requirement and conduct committee meetings so that a fruitful outcome is realized.</p> </li> <li>3. Strategy for effective monitoring for student's improvements.</li> <li>4. Educational tour, Class activities, Exhibition, Exam- PT/MT/HY/SEE.</li> <li>5. Preparation of subject magazine. Back to basic files/ Subject enrichment activities and Files of Cycle test/CT/MT/Remedial class test carried out topic-wise by the teachers.</li> <li>6. Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<p><b><u>Secondary and Senior Secondary Subject Co-ordinator</u></b></p> <p><b>English-</b> Smt. Anju Kumari, PGT(English)  <b>Hindi/Skt.-</b> Sh. Anurag Pandey, PGT(Hindi)  <b>Maths-</b> Sh. A. K. Dwivedi, PGT(Maths)  <b>Science-</b> Smt. Neetu Saxena, PGT(C.S.)  <b>S.ST. –</b> Smt. Ashoo Mehrotra, TGT (S.St.)</p> <p><b><u>Primary section</u></b></p> <ol style="list-style-type: none"> <li>1. <b>English-</b> Smt. Shobha Rani Sharma, PRT</li> <li>2. <b>Hindi-</b> Smt. Sunita Devi, PRT</li> <li>3. <b>Maths-</b> Sh. Abdul Hameed, PRT</li> <li>4. <b>EVS-</b> Smt. Archana Rani, PRT</li> </ol>

S. N.	Name of Committee	Duties/Responsibilities	Name of In-charges & members
35	RTI & Parliament Question Committee	<ol style="list-style-type: none"> <li>To comply with all the instructions in circulars/e-mails regarding <b>RTI &amp; Parliamentary questions</b> issued by KVS without fail.</li> <li>Collect the evidences and documents demanded in RTI probably on the same day</li> <li>To give the prompt reply of RTI by following the procedure as per RTI rules 2005 &amp; as per KVS norms so that it can be submitted to KVS (RO) within two days.</li> <li>To submit reply of parliament question immediately without any delay.</li> <li>Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li><b>Sh. K.D. Shukla, TGT(Hindi) I/c</b></li> <li>Sh. A.K. Dwivedi, PGT (Maths)</li> <li>Sh. Dinesh Singh, TGT(Hindi)</li> <li>Sh. Munshi Ram, H.M.</li> <li>Sh. Rakesh Kumar, ASO</li> <li>Sh. Shivesh Mishra, SSA</li> </ol>
36	Welcome & Refreshment Committee	<ol style="list-style-type: none"> <li>Timely arrange the welcome material &amp; refreshment as per the need of the Vidyalaya by following due purchase procedure as per KVS norms.</li> <li>Arrangement of the distribution of the refreshment among guests.</li> <li>Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li><b>Sh. Sheetla Prasad, PRT (Music) I/c</b></li> <li>Sh. Murlidhar Dhusiya TGT(P&amp;HE)</li> <li>Sh. Roshan Lal, TGT(Hindi)</li> <li>Ms. Ranjeeta Sonkar, TGT(AE)</li> <li>Sh. Munshi Ram, HM</li> <li>Smt. Shobha Rani Sharma, PRT</li> <li>Ms. Priya Sharma, PRT</li> <li>Sh. Bhamar Pal, S.S.</li> </ol>
37	Photography Committee	<ol style="list-style-type: none"> <li>To comply with all the instructions in circulars/e-mails regarding sending of photos/ Videos of various activities to KVS (RO) issued by KVS without fail.</li> <li>To take quality photos and make short videos of events/ activities organized online/offline in the Vidyalaya and keep with the incharge concerned in safe custody to present whenever required to be send to KVS (RO).</li> <li>Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<p><b>Secondary &amp; Senior Secondary</b></p> <ol style="list-style-type: none"> <li><b>Sh. Md. Sanavil, TGT (Science) I/c</b></li> <li>Sh. A.K.S. Rathore, TGT(English)</li> <li>Computer Instructor</li> </ol> <p><b>Primary Section</b></p> <ol style="list-style-type: none"> <li><b>Sh. Aman Gupta, PRT I/c</b></li> <li>Ms. Priya Sharma, PRT</li> <li>Computer Instructor</li> </ol>
38	Staff Meeting arrangement Committee	<ol style="list-style-type: none"> <li>To record the minutes of all staff meetings and to maintain records / files of the same and get it signed by each staff member.</li> <li>Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li><b>Sh. K.D. Shukla, TGT (Hindi) I/c</b></li> <li>Sh. AKS Rathore, TGT(English)</li> <li>Sh. Dinesh Singh, TGT (Hindi)</li> <li>Smt. Vaishali, TGT (English)</li> <li>Smt. Sunita Devi, PRT</li> <li>Sh. Bhamar Pal, S.S.</li> </ol>
39	Media Reporting Committee	<ol style="list-style-type: none"> <li>To comply with all the instructions in circulars/e-mails regarding media reporting of various activities issued by KVS without fail.</li> <li>To prepare and send the report of various activities organized in the Vidyalaya to media in consultation with Principal.</li> <li>NO reports will be sent to media without consultation with the Principal.</li> <li>Any other related work/duties/responsibilities assigned by the Principal time to time.</li> </ol>	<ol style="list-style-type: none"> <li><b>Sh. K.D. Shukla, TGT(Hindi) I/c</b></li> <li>Sh. Dinesh Singh, TGT(Hindi)</li> <li>Sh. A.K.S Rathore, TGT(English)</li> <li>Sh. Munshi Ram, HM</li> <li>Smt. Sunita Devi, PRT</li> <li>Smt. Shobha Rani Sharma, PRT</li> </ol>

**PRINCIPAL**



