

PM SHRI KENDRIYA VIDYALAYA, NARSINGHPUR



INSTITUTIONAL PLAN 2024-25

F. No. 54/KVN/2024-25/

Date: 18-03-2024

DEPT/COMMITTEE/ CLUB	DUTIES/RESPONSIBILITIES/ACTIVITIES	INCHARGE/CONVENER MEMBER
1. Institutional Planning & Advisory & Academic Committee	<ol style="list-style-type: none"> 1. To guide, suggest and chalk out all action plan for academic and co-curricular activities. 2. Will function as advisory board for Vidyalaya activities. 3. In-charge and members of its committee will help and advise the Principal to take decision during emergency time and in normal course of work. 4. Decision of the committee will be final to initiate action against concerned in all matters including student discipline 5. The committee is empowered to take decision and action on time to improve the Vidyalaya status in the field of academic and co-curricular activities with the approval of the Principal. 6. Any other related work 	<ol style="list-style-type: none"> 1. DR KRISHNA DUBEY (I/C) 2. MRS HINA DUBEY 3. MRS POONAM SHARMA 4. MR. R. K. SAHU
2. Library Committee	<ol style="list-style-type: none"> 1. Make available curriculum books, textbooks, collection of C.B.S.E. & session ending examination old papers for the help of the students & Teacher. 2. Newspapers, magazines etc. should be readily available in library. 3. Prepare a list of books with the help of subject teachers & purchase as per Vidyalaya budget provision. 4. At least two programs & two competitions should be organized in this session to make aware the students & staff for the use of library & to encourage the students to study the books & magazine. 5. To organize book exhibition. 6. Issue of books to the students & staff should be frequent & should be recorded in issue register for verification of higher officers. 7. To purchase books for library as per the recommendations of library Committee. 8. Any other related work. 	<p>A. SECONDARY</p> <ol style="list-style-type: none"> 1. MR. ALOK KUMAR YADAV (I/C) 2. MR AMALESHWAR SINGH 3 MRS MONIKA <p>B. PRIMARY</p> <ol style="list-style-type: none"> 1. MRS MANGLA GAURKAR 2. MRS SUMAN KUMARI
3. Games & Sports Committee	<ol style="list-style-type: none"> 1. To prepare a plan & compact program for the entire session. 2. Select the students for particular games in the beginning of the session to impart proper training to students. 3. Set a target & must proceed accordingly to achieve maximum success in the meets. 4. Utilize the games period primarily for the development of the year marked games by the K.V.S. 5. Facilitate all the students with the available games equipment for the optimum use of the available sports equipment in school. 6. Complete all internal games & sports competition by the first week of December and organize the sports day celebration at the end of December 7. Any other related work 	<p>A. SECONDARY</p> <ol style="list-style-type: none"> 1. MS NIVEDITA (I/C) 2. YOGA COACH 3. SPORTS COACH <p>B. PRIMARY</p> <ol style="list-style-type: none"> 1. MR SHUBHAM MAURYA- (I/C) 2. MS PRATIBHA

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<p>4. Internal Examination & PTA Committee</p>	<ol style="list-style-type: none"> 1. Complete schedule of test/exam for the session (tentative) will be circulated among the students & parents for their prior information. Exam time table should also be informed to the students & parents at least two weeks before the commencement of test/exam in school. 2. Maintain the required stationary of examination well in advance. 3. Class wise pre plan schedule should be decided for weekly test, fortnightly test, monthly tests practice test etc. 4. All the required documents /materials like answer scripts, mark-slips mark register, progress cards etc. should be issued to the concerned teacher in time & it should be taken back to examination department after completion of each and every test/exam. 5. Students & parents must be informed about the results of all tests & exam within a week of the completion tests & exam& update record must be ready for further course of action. 6. To co-ordinate P.T.A. Meeting in consultation with the class teacher. 7. To make minutes of the P.T.A. Meetings and maintain the records along with attendance of parents. 8. To take necessary steps for the successful implementation of Exam by laws & rules as per KVS and CBSE guidelines. 9. Any other related work 	<p>A. EXAM [SECONDARY]</p> <ol style="list-style-type: none"> 1. MRS NISHA (I/C) 2. MRS AASHIKA SINGH 3. MRS ADITI ARSE <p>B. EXAM [PRIMARY]</p> <ol style="list-style-type: none"> 1. MR RAKESH KUMAR SAHU- I/C 2. MR RAKESH VISHWAKARMA 3. MS DEEKSHA
<p>5. C.B.S.E., Examination and by Outside agencies exam Committee</p>	<ol style="list-style-type: none"> 1. To comply with the circulars issued by CBSE from time to time. 2. Complete the formalities as the following <ol style="list-style-type: none"> a) Registration with CBSE of IX & XI classes & OASIS portal updation. b) [LOC] completion for X & XII classes. c) Keeping records of the above and any other CBSE documents. d) Planning and assisting in conducting board and other test conducted by CBSE. 3. To take necessary steps for the successful implementation Exam Rules & CBSE by laws as per KVS and CBSE guidelines. 4. Any other related work to CBSE. <p>EXAMS (Outside agencies) (NIOS, Makhan Lal, Various Olympiad, NTSE, IITJEE, NEET etc.)</p> <ol style="list-style-type: none"> 5. Motivating the students to participate in these test. 6. Selecting students and forwarding the list of candidates. 7. Conducting the exams fairly with following all guidelines. 8. Keeping a record of a students participating in them. 9. Escorting participants if test is being conducted outside the station. <p>NOTE: - Noncompliance of CBSE by laws & time frame penalty will be imposed as per CBSE/KVS norms & concern teachers will be fully responsible for the same.</p>	<ol style="list-style-type: none"> 1. MRS HINA (I/C) 2. MRS SHALINEE JADON 3. COMP INSTRUCTOR

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<p>6. Pupil Society, C.C.A. / Cultural Committee/ Morning Assembly & Student Council /Azadi Ka amrit Mahotsav & Prize Purchase and Distribution</p>	<p style="text-align: center;">Co-Curricular activities</p> <ol style="list-style-type: none"> 1. To prepare an action plan for internal and external CCA activities for the session and complete in time. 2. They will also have to suggest practical plans for improvement of CCA activities. 3. To check the preparation for CCA. 4. To plan for awarding the prize winners. 5. To send the report to R.O. & to the media/agencies for publications. 6. To plan the morning assembly programs and allot the duty to the concerned H.M. In addition, to check their preparation of the program before presenting in the morning assembly. 7. Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her. 8. To provide a greeting card & toffee & all students have to wish them by presenting birthday song. 9. Planning constitution of Students Council in the Vidyalaya as per KVS guidelines. 10. Any other related work <p style="text-align: center;">CELEBRATION OF FESTIVALS & IMPORTANT DAYS</p> <ol style="list-style-type: none"> 1. To prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calendar & invite artists dignitary(s) on selected occasion. 2. A special program should be presented on special occasions & special days followed by a brief speech related to festival. One program should be presented by a staff member voluntarily. 3. To encourage the students & staff to participate in these programs & assign duties for them. 4. Guest lecture should also be organized on special occasions & important days to celebrate the occasion with true spirit. 5. Any other related work. 	<p style="text-align: center;">A. SEONDARY</p> <ol style="list-style-type: none"> 1. MRS MONIKA 2. MR AMALESHWAR 3. MR KALOORAM MEENA 4. CONT PGT ENG 5. CONT TGT SANSKRIT <p style="text-align: center;">B. PRIMARY</p> <ol style="list-style-type: none"> 1. MR M.K.VISHWAKARMA – I/C 2. MR SHUBHMA MAURYA 3. MS KANAK SHARMA
<p>7. Time table Committee</p>	<ol style="list-style-type: none"> 1. Time table in charge and Asst. in charge will frame the timetables as per allotment. 2. To make an arrangement during the leave of the teacher. 3. To prepare and inform the subject teachers about the special time table during all holidays, breaks (Autumn and Winter) and vacation including Morning assembly time of Vidyalaya as per action plan for class X and XII. 4. To ensure ringing of the bell in time 5. Appointment of contractual teachers and verification of their payment 6. Any other related work. 	<p style="text-align: center;">A. SECONDARY</p> <ol style="list-style-type: none"> 1. MRS ADITI ARSE (I/C) 2. MR SHRIRAM CHAKRAWARTI <p style="text-align: center;">B. PRIMARY</p> <ol style="list-style-type: none"> 1. MR R.K. SAHU (I/C) 2. MRS NISHA

8. Admission Committee	<ol style="list-style-type: none"> 1. To plan admission procedure as per KVS guidelines 2. To keep ready admission forms, prospectus & test plan well in advance. To issue and collect the admission registration form. 3. To complete the formalities of admission for the session 2024-25 as per KVS instructions, admission register etc. 4. To co-ordinate with exam dept.to conduct test for admissions required for fresh admission. 5. To prepare Master List of admissions for the year 2024-25. 6. Any other related work. 	<ol style="list-style-type: none"> 1. DR KRISHNA DUBEY – (I/C) 2. MR. R K. SAHU 3. MR M. K. VISHWAKARMA 4. CLASS TEACHER OF CLASS-1 5. SHALINEE JADON (TECH. MEMBER) 6. COMP. INST.
9. Discipline, Safety, Security & Disaster Management & Uniform Checking(SOP) Committee	<ol style="list-style-type: none"> 1. Whether general instructions related to discipline is being maintained by students or not, committee will take proper care for this. 2. Committee members will keep a keen watch on behavior of students in a school campus. 3. This committee will take the responsibility to ensure healthy conducive atmospheres in Vidyalaya. 4. If any member finds any misbehavior by the students it should be brought to the notice of all the members and the Principal so as to take necessary action. 5. Committee will decide the punishment to concerned students. 6. To organize mock drill for any disaster at least once quarterly. 7. To engage local bodies like NDRF for Mock drill and ensure safety and security of students in all respect. 8. Any other related work. 	<p>SECONDARY</p> <ol style="list-style-type: none"> 1.MS ARCHANA GOVIL -(I/C) 2. MS NIVEDITA 3. MR VAIBHAV VERMA 4. SPORTS COACH 5. COUNSELLOR <p>PRIMARY</p> <ol style="list-style-type: none"> 1. MRS POONAM SHARMA 2.MR RAKESH VISHWAKARMA 3. SPECIAL EDUCATOR
10. Maintenance & repair of a school building and beautification Committee (Face Lift) (MRBC)	<ol style="list-style-type: none"> 1. To plan for repair, maintenance, white wash required in the Vidyalaya building and departments. 2. To plan and purchase the materials required for the purpose & complete all the assignments in time. 3. Arrange to keep the Vidyalaya campus neat and clean. 4. To take an action in time for the decent look of the Vidyalaya. 5. The committee members of repair and maintenance will look after the use of water and electrical power in the school and staff quarters. 6. This committee will ensure that there is no wastage of these energies and it should be available as per requirements. 7. If there is any repair related to this, the committee will take action for the same well in advance. 8. To implement the BALA concepts as per KVS norms. 9. Any other related work. 	<ol style="list-style-type: none"> 1. MR DEEPAK MARAVI- (I/C) 2. MR SHALINEE NIGAM 3. MR ALOK YADAV 4. STAFF NURSE 5. MS DEEKSHA SACHAN
11. Income Tax Committee & Professional Tax	<ol style="list-style-type: none"> 1. Calculation of Income Tax of all the staff members as per existing Income Tax Rules. 2. Monthly Deduction of Income Tax of all the staff members. 3. Quarterly & Annually Filing of Income Tax 	<ol style="list-style-type: none"> 1. MR S.R. CHAKRAWARTI (I/C) 2. MR NAVEEN

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Committee	<ol style="list-style-type: none"> 4. Verification of documents submitted by Staff & Issue of Form 16 5. Liaising with CA and filing tax liabilities within time frame. 6. Any other related work. <p>NOTE: - the committee will be fully responsible for income tax related work any penalty imposed of due to lacunae of committee the same will be recovered from the members.</p>	3. OFFICE ASSISTANT
12.Maintenance & repair Electrical & Water	<ol style="list-style-type: none"> 1. Attend to the problems of Electricity supply in the Vidyalaya. 2. Maintenance & repair of electrical lines and fittings. 3. prepare an inventory of all electrical fittings of different room and ensures their safety 4. Maintain a stock of the items /fitting/electrical gadgets. 5. Keep a liaison with power Supply Company and call them for repairs if the supply is hampered. 6. To ensure the tube lights and fans are in proper working condition. 7. To ensure availability of sufficient points, tube lights, fan in the class room as well as in the departments as per their requirement. 8. The committee members of repair and maintenance will look after the use of water in the school and staff quarters. 9. This committee will ensure that there is no wastage of these facilities and it should be available as per requirements. 10. If there is any repair related to this, the committee will take action for the same well in advance. 11. Attend to the problems of water supply in the Vidyalaya and get the repairs done 12. Get the water reservoirs cleaned regularly; get the date of cleaning printed on the tank; Ensure availability of pure drinking water in the Vidyalaya. 13. Any other related work 	<ol style="list-style-type: none"> 1. MR DEEPAK MARAVI- (I/C) 2. MR SHALINEE NIGAM 3. MR ALOK YADAV 4. STAFF NURSE 5. MS DEEKSHA SACHAN 6. NAVEEN (OFFICIAL ACTIVITY)
13. Monitoring & Verification of out sourced services related gardening and related work./ Nature & Eco club	<ol style="list-style-type: none"> 1. To distribute the work related to gardening among labors. 2. Arrange for the regular attendance of the labors engaged in various outsourced services and regular monitoring of gardening services to ensure they are being carried out properly. 3. To guide and direct the labors engaged for this purpose. 4. Personally, visit the different sites –corridors/assembly ground /pathways to see. 5. To ensure a stock of material used in gardening. 6. To ensure proper upkeep of Vidyalaya garden and Plant seasonal and other new plants. 7. Any other related work 	<ol style="list-style-type: none"> 1. MRS AASHIKA SINGH(I/C) 2. MRS PREETI VISHAKARMA 3. MS ANKITA

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14. Monitoring & Verification of outsourced services, entry register Security related Services and other related work committee	<ol style="list-style-type: none"> 1. To distribute the work related to security among guards 2. Arrange for the regular attendance of the Guard engaged and regular monitoring of their records /services to ensure they are being carried out properly. 3. To guide and direct them for this purpose. 4. Instruct them time to time to follow the Safety Security guidelines. 5. Any other related work 	<ol style="list-style-type: none"> 1. MRS POONAM SHARMA- (I/C) 2. MR ALOK YADAV 3. MR GIRISH JHARIYA
14. Monitoring & Verification of outsourced services Housekeeping, Health/Hygiene and Medical First Aid Committee and sanitation Committee	<ol style="list-style-type: none"> 1. To distribute the work related to sweeping among labors. 2. Arrange for the regular attendance of the labors engaged in various outsourced services and regular monitoring of housekeeping services to ensure they are being carried out properly. 3. To guide and direct the labors engaged for this purpose. 4. Personally, visit the different sites –corridors/assembly ground /pathways to see. 5. To ensure a stock of material used in sweeping purpose. 6. To ensure a stock of material used in cleaning i.e., phenyl, brooms etc. 7. To ensure proper Cleanliness of Vidyalaya promises. 8. Any other related work 	<ol style="list-style-type: none"> 1.MRS AASHIKA SINGH (I/C) 2. MR DEEPAK KU MARAVI 3. MRS VANDANA 4. MRS SUMAN 5. STAFF NURSE
15. Scouts/ Guides/ cubs/ bulbul Committee	<ol style="list-style-type: none"> 1. To prepare S/G activity plan with tentative date and months for organizing activities. 2. To select student’s cubs, bulbul, scouts and guides enrolment. 3. To make an arrangement for a proper training of the students. 4. To prepare a scouts and guide to participate in various activities both internal and external competitions 5. Any other related works. 	<ol style="list-style-type: none"> 1. MR DEEPAK MARAVI (I/C) 2. MR ALOK YADAV 3. MR C.M. MEENA 4. MRS SHALINI NIGAM 5. MRS. V. A. RAM 6. MR R. K. SAHU 7. MRS SUMAN KUMARI
16. Vidyalaya Patrika / Students diary /CMP News Letter Committee	<ol style="list-style-type: none"> 1. To collect the articles. 2. To edit the articles. 3. To suggest improvisation in all matters related to diary and magazine. 4. To get the printing done on time as per the KVS schedules. 5. Any other related work 	<ol style="list-style-type: none"> 1. MR AMALESHWAR I/C) 2. MRS MONIKA 3. MR KALOO RAM MEENA (Primary) 4.MRS POONAM SHARMA 5. MRS MANGLA GAURKAR 6.MR R.K. VISHWAKARMA 7. MS ANKITA TIWARI

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17. NAEP, Guidance & Counselling Suggestions Box committee, Grievance Cell/ Internal Complaint Committee	<ol style="list-style-type: none"> 1. Plan AEP program as per KVS direction. 2. Report of conducted activities should be send to KVS RO (JBP) for it information. 3.To give counseling and guidance to students 4. To organize lecture or seminars related to the field & also arrange experts from outside. 5. To conduct counseling sessions during MPT and CCA periods on weekly basis on rotation by staff. 6. Open monthly basis Suggestion Box/ AEP Box keep a record of grievances any and disposal 7.To periodically open suggestion box at least once in two months. 8.To keep a record of suggestions or grievances received from the students, staff or parents. 9.To maintain the minutes of the meetings in a register 10.Redressal of grievances any receive. 11.Any other related works. 	<ol style="list-style-type: none"> 1. MRS HINA DUBEY [I/C] 2. MRS P. VISHWAKARMA 3. MRS POONAM SHARMA 4. COUNSELLOR 5. STAFF NURSE
18. Computer Dept. Committee, Vidyalaya Website & Facebook & Twitter Committee, Online Portal (PIMS, PFMS, NSP Portal and Others Central Scholarship)/ Monitoring & Maintenance of CCTV Camera	<ol style="list-style-type: none"> 1. To check the computer class teaching progress of lower classes 2. To manage the requirements for the computer classes. 3. To check CCTV time to time and maintain its footage & keep it up to date. 4. To participate ICT competitions of KVS & manage and monitor all the portal included. 5. To facilitate the web access to all in the learning process. 6. To monitor and process minority scholarship & other Central govt scholarship. 7. To maintain Website of the Vidyalaya as per KVS norms and visit F.B. & Twitter account. 8. To update the website on regular basis as and when required at least once in a week. 9. To upload only authentic information on the website/ Facebook/Twitter. 10. To visit the website regularly and ensure that website is updated in all the respect Facebook page/ Twitter handle. 11. Any other related works. 	<ol style="list-style-type: none"> 1. MRS SHALINEE JADON (I/C) 2. COMPUTER INSTRUCTOR 3. MR SHUBHAM MAURYA
19. Math's. Club	<ol style="list-style-type: none"> 1. To form a mathematics club & select a few students to carry out and maintain the records of activities in a constructive & fruitful purpose. 2. To prepare the students for participating in external and internal competitions, seminars etc. Related to the subject viz. Math's Olympiad NTSE, etc. 3. To promote the Mathematical & scientific atmosphere in the Vidyalaya. 4. To prepare at least one class wise magazine. 5. To organize at least two competitions/seminars/programs etc. based on subjects. 6. To guide the students to prepare articles to publish in magazine and Newspapers. 7. Any other related work 	<ol style="list-style-type: none"> 1. MRS ADITI ARSE (I/C) 2. NEELESH NEMA 3. MR SHRIRAM CHAKRAWARTI 4. MS KANAK SHARMA

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20. Social Science Club & Integrity Club/ AKAM /EBSB/ YOUTH Parliament Programme	<ol style="list-style-type: none"> 1. To prepare a plan to create atmosphere in Vidyalaya related to Social Science activities & Integrity Club Activities. To prepare the students for participation in external & internal competitions. 2. To organize at least two competitions/seminars/programs etc. based on subject. 3. To organize Social Science Exhibition at Vidyalaya, Cluster, Regional & National level, field trips to historical places. 4. Any other related work. 	<ol style="list-style-type: none"> 1. MR VAIBHAV VERMA [I/C] 2. MR C.M. MEENA 3. MR MAYANK VISHWAKARMA 4. CONT PGT-ECO
21. Excursion Committee	<ol style="list-style-type: none"> 1. To plan the excursion. 2. To decide the place, make arrangement for conveyance. 3. Estimate the amount to be collected from students. 4. Keep the willingness form ready. 5. Arrange refreshments. 6. Any other related works. 	<ol style="list-style-type: none"> 1. MR KALOORAM MEENA– (I/C) 2. MR C.M. MEENA 3. MS NIVEDITA
22. Resource Room/ Activity Room, CMP/TLM Committee / Teaching Aids/AV Aids	<ol style="list-style-type: none"> 1. To set activity room to teach primary students as per KVS circulars. 2. To procure requirements as per KVS rules for CMP/TLM. 3. To issue & maintain the stock of CMP/TLM. 4. To keep & account of activities done by teachers. 5. To arrange all the equipment as requirement of CMP/TLM. 6. Any other related work 	<ol style="list-style-type: none"> 1. MRS. MANGLA GAURKAR (I/C) 2. MRS VANDANA ATUL RAM 3. MS ANKITA TIWARI
23. Staff Meeting arrangements/recording the minutes Committee	<ol style="list-style-type: none"> 1. 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. 2. To note down all important events/functions etc. held in Vidyalaya & taking token in register. 3. Any other related works. 	<ol style="list-style-type: none"> 1. MRS POONAM SHARMA (I/C)
24. Rajbhasha Kriyanvayan Samiti.	<ol style="list-style-type: none"> 1. To follow Rajbhasha Kriyanvayan Samiti guidelines. 2. To make necessary action for proper functioning of this Samiti. 3. To create a Hindi atmosphere & to promote usage of Hindi in daily use. 4. To keep a vigil on quarterly progress of RAJBASHA SAMITI and to submit quarterly report to RO. 5. To help children in participating in Sanskrit and Hindi competitions. 6. Any other related work. 	<ol style="list-style-type: none"> 1. Dr. Mrs. KRISHNA DUBEY (I/C) 2. MR AMLESHWAR SIGH 3. MR KALOORAM MEENA

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25. Progressive English Club	<ol style="list-style-type: none"> 1.To prepare a plan to create literary atmosphere in Vidyalaya 2. To prepare a class wise magazines at least one in each subject. 3. To prepare the students for participating in external & internal competitions. 4. To organize minimum two competitions/ seminars/ programs etc. based on subject. 5. To prepare a special plan for students to record their program on T.V. & radio twice in a session. 6.Any other related work 	<ol style="list-style-type: none"> 1. MRS MONIKA 2. CONT PGT ENG 3. CONT TGT- ENG. -2
26. Science Club	<ol style="list-style-type: none"> 1. To prepare a plan to create atmosphere in Vidyalaya related to Science activities. 2. To prepare the students for participation in external & internal competitions. 3. To prepare at least one magazine class wise. 4. To organize at least two competitions/seminars/programs etc. based on subject. 5. To organize Science Exhibition at Vidyalaya, Cluster, Regional & National level, field trips to historical places. 6. To guide the students to prepare articles to publish in magazine and newspapers. 7. Any other related work 	<ol style="list-style-type: none"> 1. MS ARCHANA GOVIL -(I/C) 2. MRS HINA DUBEY 3. MRS AASHIKA 4. MRS. P. VISHWAKARMA 5. CONT TGT-SCIENCE
27. Furniture Committee	<ol style="list-style-type: none"> 1. To get procurement of furniture for Vidyalaya. 2. Timely maintaining and repairing work of furniture. 3. Keep a blue print of school furniture for ready reference. 4. Any other related work with furniture 	<ol style="list-style-type: none"> 1. MS ARCHANA GOVIL (I/C) 2.MR R. VISHWAKARMA (ASSOCIATE) 3. MR DEEPAK MARAVI 4. MR ALOK YADAV
28. Purchase Committee/ Tender/ Quotation/ LPC Committee & Verification of bills from Register	<ol style="list-style-type: none"> 1. Ensure procurement of items/articles as per the KVS purchase rules. 2. To conduct market survey for procurement of required articles as per KVS norms. 3. Verification of the articles purchased. 4. To monitor and ensure the purchase procedure as per KVS norms/ GFR rules. 5. Time to time verification of purchased / procured items/goods & services. 6. To initiate the purchase procedure and procured the items through tender/quotation/LPC. 7. Timely disposal of the information sought. 8. Collection of requisition of various department. 9. Time to time ensure the payment of bills and liabilities 10. Any other related work 	<ol style="list-style-type: none"> 1. MRS HINA DUBEY [I/C] 2. MRS SHALINEE JADON 3. MR DEEPAK MARAVI 4. MR NAVEEN 5. COMP INST. 6. STOCK –I/C

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29. Academic Council / Class-work & Home-work monitoring Committee	<ol style="list-style-type: none"> 1. Cross checking of the homework & classwork of students as per KVS norms. 2. Supply the sample checked copies to the principal for counter checking along with the Performa at least once in a month. 3. Any other related works. 	<ol style="list-style-type: none"> 1. Dr. KRISHNA DUBEY [हिंदी/संस्कृत] 2. MRS ADITI ARSE [MATH] 3. MS ARCHANA GOVIL [MISC.] 4. MRS SHALINEE [COMP] 5. MRS HINA DUBEY [SCIENCE] 6. MRS NISHA [SST] 7. MRS POONAM SHARMA [PRT]
30. RTI Committee	<ol style="list-style-type: none"> 1. Timely disposal of the RTI or grievances within time period. 2. Sending report to PIO. 3. Collect the evidences and documents demanded in RTI. 4. Follow the procedure as per RTI rules 2005 & as per KVS norms. 5. Any other related work 	<ol style="list-style-type: none"> 1. Dr. KRISHNA DUBEY (I/C) 2. MR GIRISH JHARIYA 3. MR MANMOHAN
31. Fee Verification Committee	<ol style="list-style-type: none"> 1. Follow the UBI portal instruction and timely verify the students, promotion, demotion any required check the genuineness of fees. 2. Sort out the fee defaulters & intimation to the class teacher. 3. Cross checking of the fees from UBI portal and class teacher register. 4. preparation of the CS-54 5. Any other related work 	<ol style="list-style-type: none"> 1. Mr. NEELESH NEMA(I/C) 2. MR SHRIRAM CHAKRAWARTI
32. Quarter Allotment & Maintenance Committee	<ol style="list-style-type: none"> 1. Allotment of the staff quarter as per KVS norms. 2. Preparing the note sheet & formalities to allot the quarters to eligible regular employees. 3. Keeping the note & required of staff quarters time to time. 4. Any other related work 	<ol style="list-style-type: none"> 1. MS A. GOVIL(I/C) 2. MRS NISHA 3. MRS SHALINI NIGAM 4. MR ALOK YADAV
33. Samagra Portal, UDISE Portal & Work Related to state scholarship	<ol style="list-style-type: none"> 1. Make a list of all SC/ST/Minority/others who are awarded scholarship any. 2. Maintain a record of students who receive the scholarship. 3. To ensure all the students must have their Samagra Id and AADHAAR proof. 4. Ensure time to time disbursement of scholarship on the basis of Samagra Id to eligible students. 5. Any other related work 	<ol style="list-style-type: none"> 1. MR R.K. SAHU – (I/C) 2. MR RAKESH VISHWAKARMA
34. Flag Committee	<ol style="list-style-type: none"> 1. Arrangement of daily flag hosting in morning assembly as per norms. 2. Lowering the flag as per norms of the national flag. 3. Any other related works. 	<ol style="list-style-type: none"> 1. MS NIVEDITA – I/C 2. MR. DEEPAK MARAVAI 3. Mr. MANMOHAN
35. Photography &	<ol style="list-style-type: none"> 1. Take photographs of the program / functions / events has been taken place in the school premises. 	<ol style="list-style-type: none"> 1. Mr. ALOK KUMAR YADAV (I/C) 2. MR C.M. MEENA

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Videography Committee	2. Make available all the photographs to the concern department and also store in principal's computer as well as in his custody for further course of action. 3. Any other related works.	3. PGT-ECO 4. MS KANAK SHARMA 5. MS DEEKSHA
36. Salary Uploading & Verification Committee	1. To prepare the salary of regular employees in pay bill format as well as in KVS uploading format. 2. Timely printing & distribution of salary slips to employees. 3. Every month maintaining the record of downloaded salary and pay bill register. 4. To monitor any overpayment or under payment. 5. Any other related work	1. MR NAVEEN (I/C) 2 Mr. GIRISH JHARIYA
37. Condemnation Committee	1. Collection of articles and list for unserviceable articles which are going to be condemn as per KVS norms. 2. Preparation of CS-49 and all the related documents required for condemnation. 3. Physical verification of unserviceable articles 4. To complete the process of condemnation its disposal through auction following all the KVS rules and regulations. 5. Monitoring the condemned articles in stock register. 6. Any other related work	1. MRS SHALINEE JADON [I/C] 2. MR ALOK YADAV 3. MR DEEPAK MARAVI 4. MR. NAVEEN
38. Alumni Committee & SAMAGAM Portal Work	1. To make available the registration of Alumni of K V Narsinghpur through Web Page at least conduct one Alumni meet throughout the year. 2. Make liaising with reputed and registered Alumni for the betterment and growth of the Vidyalaya. 3. Any other related works.	1. Ms. A. GOVIL [I/C] 2. MR R. K. SAHU 3. COMP. INST.
39. Refreshment Committee	1. Timely arrange the refreshment as per the need of Vidyalaya with following the purchase procedure as per the KVS norms. 2. Arrangement the distribution of the refreshment. 3. Any other related work	1. MS ARCHANA GOVIL -I/C 2. MRS POONAM SHARMA
40. Cleanliness Monitoring Committee	1. Time to time visit the allotted area and ensure cleanliness. 2. Untidy and unwanted things to be removed from the allotted areas with the help of the conservancy staff. 3. Removal of unwanted things from the terrace and get it cleaned and no water logging to be ensure. 4. At least once in a month the terrace should be cleaned and removal of dry leaves and other	SECONDARY: OVER ALL I/C – MRS AASHIKA • BOYS TOILETS MR C.M. MEENA • GIRLS TOILETS MS NIVEDITA PRIMARY:

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	<p>unwanted materials.</p> <p>5. Toilets In-charge will monitor the cleanliness of toilets floor, doors, windows and arranged the necessary things like Handwash, Napthalin Balls, Phenol etc time to time.</p> <p>6. Toilets In-charge will also monitor the arrangement of electric equipment's like bulbs, exhaust fans, switches and ensure all are working properly and Get it done if any flaw is observed.</p> <p>7. Committee will meet and record minutes at least once in a month.</p> <p>8. Any other related work.</p>	<p>OVER ALL I/C- MRS MANGLA GAURKAR</p> <ul style="list-style-type: none"> • BOYS TOILETS MR SHUBHAM • GIRLS TOILETS MS PRATIBHA <p>FRONT AREA OF BUILDING & INSIDE AREA MRS SHALINI NIGAM</p> <p>BACK SIDE AREA OF BUILDING & TERRACE MR KALOORAM MEENA</p>
41.PM SHRI Implementation	<p>1. To collect the data from concern staff and also monitor and train/ Guide concern teacher as per PM SHRI Guidelines.</p> <p>2. Maintain Separate file and send required data.</p> <p>3. Timely submission of required data & execution of work /activities.</p> <p>4. Any other work related to PM SHRI</p>	<p>1. DR K. DUBEY – [I/C]</p> <p>2.MRS AASHIKA SINGH</p> <p>3. MR DEEPAK MARAVI</p> <p>4. MR ALOK YADAV</p> <p>5. MRS POONAM SHARMA</p> <p>6. MR NAVEEN</p> <p>7. COMP INST.</p>
42. Preparation for Banner/ Selfie Point etc.	<p>1. Process and Prepare Banner for Different Work /Activity /Programme as per requirement.</p>	<p>1. MR KALOORAM MEENA</p> <p>2. MR M. K. VISHWAKARMA</p> <p>3. MR R.K. SAHU</p>
43. Media Coverage Collection	<p>1. Collect the paper cutting in various News Papers regarding activities undertaken by Vidyalaya & its media coverage.</p> <p>2. Prepare a file for whole session & paste in artistic way & keep in library.</p>	<p>1. MR ALOK YADAV</p> <p>2. MS KANAK SHARMA</p>

General Instructions

1. Committee in-charges and members are responsible for proper and active functioning of their respective committees.
2. Instructions issued by KVS / CBSE / Govt. must be incorporated as and where necessary.
3. Committee in-charges should conduct regular meetings of their respective committees and maintain written register records of such meeting and submit it to principal at least once in a month.
4. Committee members must cooperate with in-charges.
5. In case of new joining or transfer the committee members/in charges may change as per need.
6. At any time any committee may be changed.

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(ARUN KUMAR TUMSARE)

PRINCIPAL

PM SHRI KV NARSINGHPUR

CHAIRMAN, VMC

KV NARSINGHPUR