

Kendriya Vidyalaya No.1 Rewa
List of Committee & Committee Members 2024-25

The following committees are framed for the smooth and efficient execution of vidyalaya affairs.

1. The concerned Teachers are directed to note their assigned duties and responsibilities in order to execute their work without any hiccups and keep the records up-to-date. They must also ensure timely completion of work with accuracy as per procedure, rules, guidelines and policy. Work completion of the department/ Committee is the collective responsibility of the I/C and the members.
2. The I/C must maintain copies of relevant documents pertaining to the Committee/ Dept and submit one copy to the office.
3. Charges should be handed over /taken over by 15/04/2024, in case of change of I/C.
4. **In the absence of the committee in-charge the next member of the committee will be responsible for work. If the In-charge is not posted in the vidyalaya, any staff member as considered suitable by the chair can be allotted the task related to the committee concerned, which must be completed efficiently within stipulated time. Complete all the activities in time and submit report as and when required.**
5. **For any allotted duty all the members of the committee shall be collectively responsible for work completion within given time.**

NOTE:- The committees will be effective w.e.f. 15/04/2024, till then the committees of previous session will look after the allotted responsibilities

Sno.	Committees	Responsibilities	In charge/ Committee Members	Sign.
1.	VIDYALAYA ANNUAL PLANNING & ACADEMIC COMMITTEE	To take up all the tasks under the chairmanship of Principal Planning, implementation and record maintenance related to academic issues including:- 1. Remedial classes 2. PTM 3. Implementation of monthly activity calendar by all departments and record keeping. Academic progress monitoring, reporting & other issues, Vidyalaya Plan, Assessment tool.	1. Vice Principal 2. Headmistress 3. Ms. Maya J 4. Smt. Ravita Pathak 5. Sh. S.N. Ojha 6. Ms. Anjali Awasthi	
2.	HOME EXAMINATION	Internal Examination to be conducted smoothly and confidentiality to be maintained. KVS Norms & instructions from time to time should be followed in letter and spirit. Dedicated E-mail Cycle- wise Observation & Internal Examination is also to be conducted smoothly and confidentiality to be maintained. KVS Norms & instruction from time to time should be followed in letter and spirit. Dedicated E-mail	1. BABY AMRIT KAUR (I/C) 2. Smt. Roli Bajpai 3. Smt. Anjali Awasthi 4. Smt Deepshikha Shrivastav 5. Ms. Vishnupriya 6. Ms. Vandana, 7. Sh. Lallu Prasad, Sub Staff	
3.	CBSE & ACCREDITATION AND OTHER EXAMS NIOS/MCRPV /NTA ETC	Conduct of CBSE Examination & activities related to CBSE in a time bound manner. Confidentiality to be maintained. CBSE instructions from time to time should be followed in letter and spirit.	1. Mr. U.K. Tripathi I/C 2. Sh. S.N. Ojha 3. Ms. Praveena Singh 4. Sh. Lallu Prasad, Sub Staff	
4.	TIME-TABLE & LEAVE ARRANGEMENT	Preparation of time-table according to KVS Norms Arrangement of teachers to be done in time bound manner. Arrange Timetable for teachers on leave/on-duty during Morning assembly, keep record safely for future purpose and write down the arrangements in Clear, Legible handwriting. Cutting/ Overwriting to be avoided. KVS Norms & instructions from time to time should be followed in letter and spirit. Over all I/c:- Vice Principal & HM	1. Md. Ikhalaque [I/c] 2. Sh. Haricharan 3. Smt. Shruti Dwivedi 4. Ms. Vishnupriya 5. Ms. Pratibha	
5.	ADMISSION	To scrutinize properly the registration forms (attestation too) for admission and carry out the process as per the Admission 2018-19 KVS Norms. Verify documents thoroughly along with spellings in English and Hindi both. I/C or Members should ensure to make error free entries in S.R., including entry of Admission Category and sign after entering details. Ensure submission of Caste Certificate, T.C., Samagra etc by parents well in time after proper verification. KVS Norms & instructions from time to time should be followed in letter and spirit. & Ensuring Forwarding of Direct admission Cases	1. Sh. S. N. Ojha [I/C], 2. Smt. Anita Pandey, 3. Rajesh Singh 4. Ms. Ankita Singh 5. Class Teachers of Class I & Balvatika 6. Sh. N. P. Mishra	

		of IX to XII to CBSE. Supervisor:- Vice Principal & HM		
7 A	CCA/STUDENT S ACHIEVEMENTS TS & CHRONOLOGICAL ORDER, Dedicated Record & Monthly Reports & Photos/Vedios	Formation of Activity Calendar for the session & take up calendar of activities on time and the same should be uploaded on vidyalaya website and displayed on the Classroom notice board in the first week of April 2023. Display and record students' achievements on the first working day of every month. Collect record of 100% Attendance, Best Dressed, Most Well Behaved Students from each class on the last working Day and announce in the morning assembly. KVS Norms & instructions from time to time should be followed in letter and spirit.	1. Smt. Maya J, Overall I/c, (i) Primary:- 1. Ms. Shinjni Sharma, I/C 2. Mr. Manish Chaurasia 3. Ms. Kalpana Joshi (ii) Secondary:- 2. Mr. Umashankar Jangid 3. Sh. Meena Mishra,	
7 B	Function and celebrations	<ul style="list-style-type: none"> • To plan and prepare the list of various functions and celebrations (Regional, National, International) and accordingly form sub committees for the execution of the same. • Suggestive inputs for list- Womens' day, National Youth Day, Annual Day, Veer Bal diwas etc as notified by KVS time to time. 	1. Mr. Ikhalaque 2. Mr. Haricharan 3. Ms. Suramya 4. Ms. Kalpana Joshi And all CCA committee members for guidance and support	
8	FURNITURE MAINTENANCE	Requirement of Furniture to be governed by the I/C And Market survey for purchasing will be taken up as per KVS Norms & maintenance will be taken up as per the condition of the articles. KVS Norms & instructions from time to time should be Followed in letter and spirit.	1. Sh. Tej lal Tiwari 2. Sh. Mahesh Pandey, 3. Ms. Shailja Singh 4. Ms. Nootan	
9	TEACHING AID AND TLM	<ul style="list-style-type: none"> • Proper maintenance of the teaching aids • Purchase of teaching aids as per the requirements of the new syllabus • To facilitate teachers in using all the teaching aids in their class room teaching. • Get TLM prepared every week, mention related class and chapters, ensure usefulness, exchange with teachers and keep TLM in CMP room (well displayed) • KVS Norms & instructions from time to time should be followed in letter and spirit. 	1. Ms. Janvi Arora 2. Mr. Rajesh Singh	

10	FIRST AID AND MEDICAL CHECK-UP	<p>Medical check up to be conducted twice in a year by Doctor, which will be managed by the in-charge. The in-charges to follow up the time schedule as per KVS rules. First Aid items to be procured and kept in the medical box to dispense the same at the time of emergency.</p> <p>KVS Norms & instructions from time to time should be followed in letter and spirit.</p>	<p>Sh. Tej Lal Tiwari [Over All/c],</p> <p>Ms. Supriya Ass. I/C,</p> <ol style="list-style-type: none"> 1. Nurse 2. All Class Teachers 3. All Games & Yoga Coaches
11	AUDIO VISUAL, PA System & SUPW DEPARTMENT	<ul style="list-style-type: none"> • Maintain Records • Keep Stock Update • Arrangement of PA system in morning assembly and other vidyalaya programmes. • Teach the students According to CO-scholastic Syllabus <p>KVS Norms & instructions from time to time should be followed in letter and spirit.</p>	<ol style="list-style-type: none"> 1. Sh. Shreegopal, ,[I/C WE], 2. Mr. Manish Chaurasiya, I/C - PA System 3. Ms. Garima Nag 4. Music Coach, 5. Shivam Shukla 6. Sh. Ugrasen Sahu 7. Sh. Indrabhan
12	SOCIAL MEDIA UPDATION COMPUTER WEBSITE UPDATION & MAINTENANCE & E-CLASSROOMS , E-Content, ICT, Enrollment	<ul style="list-style-type: none"> • Maintenance of all equipments under the computer department. • Maintain the school website and update it from time to time. • Uploading of relevant information, photos and achievements of the Vidyalaya every week, E-Content Uploads. • Upload suitable and good photos and videos on vidyalaya social media platform after celebrations/events. <p>KVS Norms & instructions from time to time should be followed in letter and spirit</p>	<p>Vice Principal Smt. Ravita Pathak (I/c),Smt. Shruti Dwivedi Ms. Shruti Tomar Computer Instructors</p>
13	Library	<ul style="list-style-type: none"> • Conduct of Library Committee meetings every month and get suggestions from the members. • Purchase of library books • To procure text books and reference books recommended by CBSE as per the requirement of teachers & students. • To organize class Library and to provide books to the students. • To assist Primary wing in Library activities in the light of CMP. <p>KVS Norms & instructions from time to time should be followed in letter and spirit.</p>	<ol style="list-style-type: none"> 1. Mrs. Shruti Dwivedi [I/c], 2. Dr. Ram Chandra, 3. Mrs. Anamika Mishra, 4. Mrs. Pramina Devi,
14	UDISE portal	<ul style="list-style-type: none"> • Updation and timely completion of UDISE portal work 	<ol style="list-style-type: none"> 1. Ms. Shruti Dwivedi 2. Ms. Anamika Mishra (Secondary) 3. Ms Vandana (Primary)
15	SPORTS & GAMES, SBSB & FIT INDIA, RSM, NSM, AND OTHER SPORTS ACTIVITIES	<ul style="list-style-type: none"> • To organise warm-up/yoga/PT during the morning assembly for students. • Identify talented students for participating at the Cluster, Regional and National Level Games in order to give them special training by their involvement and to maintain records. • KVS Norms & instructions from time to time should be followed in letter and spirit. • Monitor Conduct of SBSB & Fit India activities ,maintain records and send reports. <ul style="list-style-type: none"> ○ KVS Norms & instructions from time to time should be followed in letter and spirit. 	<ol style="list-style-type: none"> 1. Sh. Tej Lal Tiwari [I/c], 2. Sh. Rajesh Mishra 3. Ms. Sapna Yadav 4. Ms. Shruti Tomar 5. Sports Coaches, 6. Yoga Coach

16	ART & BEAUTIFICATION COMMITTEE	<ul style="list-style-type: none"> To monitor work effectively and to offer technical expertise. To improve gardening by providing all required materials from time to time. Beautification of Vidyalaya campus. 	<ol style="list-style-type: none"> Smt. Shailja Singh [I/c], Ms. Kalpana Joshi Ms. Suramya Ms. Garima Nag Ms. Shruti Tomar Ms. Ume Kulsum 	
18	SCOUT & GUIDE CUB & BULBUL	<ul style="list-style-type: none"> Organize Scouts and Guides activities as per KVS direction. Prepare an action plan for the year 2024-25 KVS Norms & instructions from time to time should be followed in letter and spirit. Complete all the activities in time and submit report as and when required. 	<ol style="list-style-type: none"> Ms. Archana Dwivedi/c Guides Sh. Ram Chandra Overall (Scout) Sh. Manish Chaurasia I/C[CUBS], Ku. Pratibha, I/C [BULBUL], Smt. Manju Yadav (Guide) 	
19	RAJBHASHA	To conduct quarterly meetings of Rajbhasha and to submit quarterly reports on time. To check the implementation of instructions related to Rajbhasha. KVS Norms & instructions from time to time should be followed in letter and spirit.	<ol style="list-style-type: none"> Shri Mahesh Pandey [I/C], Dr. Ram Chandra Smt. Maya Mishra Mrs. Manju Yadav, Smt. Meena Mishra, 	
20	PURCHASING And PHYSICAL VERIFICATION	<ul style="list-style-type: none"> Collecting requirement list from various departments. Calling quotations and their finalization. Monitoring of all the purchases of the Vidyalaya. KVS Norms & instructions from time to time should be followed in letter and spirit. As per KVS & Gem Rules. 	<p>As approved by Chairman.</p> <p>A review of all procurements to be done weekly</p>	
21	CLEANLINESS , SANITATION & SWACCH BHARAT ABHIYAAN	<ul style="list-style-type: none"> To maintain cleanliness in the Vidyalaya To supervise the working of housekeeping staff. To update website regularly and to carry out activities related to SBA and maintain all records. KVS Norms & instructions from time to time should be followed in letter and spirit. Report any inappropriate work observed to the in charge and guide conservancy staff to complete work 	<ol style="list-style-type: none"> Sh. Mahesh Pandey (I/C), Ms. Vibha Singh <p>Primary Wing & New Block:-</p> <ol style="list-style-type: none"> Smt. Shinjani Sharma, Ms. Sumangali Pandit, <p>Secondary Wing:-</p> <ol style="list-style-type: none"> Smt. Maya Mishra, Mr. Rajesh Mishra 	
22	CONTRACTUAL TEACHER APPOINTMENT & Attendance Verification	To carry out appointment procedure as and when required as per KVS norms Attendance of contractual teachers will be verified by Time Table Incharge Primary & Secondary.	<ol style="list-style-type: none"> Vice Principal Mrs. Ravita Pathak Mrs. Anita Pandey Sh. S.N. Ojha 	
	•DISASTER MANAGEMENT, (FIRE EXTINGUISHER & CONTROLLING ANIMAL MENACE)	As per KVS and NDMA guidelines. Record of the same to be maintained systematically.	<ol style="list-style-type: none"> Mr. U S Jangid [I/C] Mr. Ikhlauque Ms. Haricharan 	

23	DISCIPLINE <ul style="list-style-type: none"> • SAFETY & SECURITY OF STUDENTS, • ADVENTURE, • EXCURSION, • FIELD TRIPS, 	<ul style="list-style-type: none"> • Prepare an action plan to maintain discipline in the school campus. • Monitoring cases of indiscipline. • Checking of late comers. • To plan, Organise and execute educational trips, fields visit and excursions for students. • KVS Norms & instructions from time to time should be followed in letter and spirit. • Checking Uniform, Behavioral Aspects, Entry and Exit of students. Monitoring of Corridor movement 	<ol style="list-style-type: none"> 1. Vice-Principal 2. HM 3. Sh. T.L. Tiwari [Asso. I/C], 4. Smt. Anjali Awasthi, 5. Ms. Sumangli Pandit 6. Games & Yoga Coaches, 7. All Class Teachers 	
25	CMP & ACTIVITY ROOM	<ul style="list-style-type: none"> • To make available required number of suitable resources for teachers as per CMP. • Ensure that film shows are organised as per the instructions given in CMP. • Utilization of fund for TLM. • To ensure that CMP Activity Calendar is prepared & implemented according to KVS norms. • KVS Norms & instructions from time to time should be followed in letter and spirit. 	<ol style="list-style-type: none"> 1. Smt. Vibha Singh HM[I/C], 2. Smt. Kalpana Josh-Asso.I/C 3. Smt. Shinjini Sharma, 	
26	POCSO, NAEP & PROTECTION OF CHILD RIGHT,	<ul style="list-style-type: none"> • To conduct programmes as per guidelines. • To maintain & update display corners. Prepare an annual plan for NAEP for students under the guidelines. • In-charge must ensure to check the letters in the NAEP box of the school from time to time with a fixed frequency and maintain record of the same in a register. • KVS Norms & instructions from time to time should be followed in letter and spirit. 	<ol style="list-style-type: none"> 1. Ku. Baby Amrit Kaur(I/C,Girls) 2. Ms. Maya J 3. Ms. Ravita Pathak 4. Smt. Nirja S. Agrawal 5. Counselor/Special Educator Under the Guidance of VP and HM 	
27	ACP	<ul style="list-style-type: none"> • To organise ACP classes as per instructions and schedule. • maintain records and send reports. • KVS Norms & instructions from time to time should be followed in letter and spirit. 	<ol style="list-style-type: none"> 1. Smt Shailja Singh I/C, 2. Dr. Ramchandra 3. Ms. Archana Dwivedi 4. All ACP Trained Teachers 	
28	PTA & ALUMNI ASSOCIATION	<ul style="list-style-type: none"> • Organise PTA and Alumni meeting and activities as per KVS norms • To chalk out Annual Plan of meetings and to maintain minutes and records of such meetings. • KVS Norms & instructions from time to time should be followed in letter and spirit. Over all Monitoring:- VicePrincipal & HM 	<ol style="list-style-type: none"> 1. Smt. Anita Pandey (I/C) 2. Smt. Vibha Singh 3. Ms. Ankita Singh (SAMAGAM portal) 	
29	VMC	<ul style="list-style-type: none"> • Organise VMC meeting as per KVS norms • To chalk out Annual Plan of meetings and to maintain minutes and records of such meetings. • KVS Norms & instructions from time to time should be followed in letter and spirit. Over all Monitoring:- Vice Principal & HM 	<ol style="list-style-type: none"> 1. Ms. Maya J 2. Sh. Somnath Ojha 3. Teacher Member VMC (Mrs Ravita Pathak) 	

30	FEE ONLINE THROUGH UBI/CS-54	<ul style="list-style-type: none"> •Checking of /CS-54 • Follow fee related circulars and instructions in a time bound manner. •KVS Norms & instructions from time to time should be followed in letter and spirit. 	<ol style="list-style-type: none"> 1. Smt. Ravita Pathak 2. Sh. Ashutosh Sinha 3. Ms. Nashra Arshad 4. All Class Teachers/ Co-Class Teachers 	
31	STAFF SALARY & INCOME TAX	Pay bill & Calculation of Income Tax , Professional Tax in co-ordination with office. Instruction and guide line from income tax department should be followed in letter and spirit.	<ol style="list-style-type: none"> 1. Sh. R R Mishra (ASO) 2. Md. Ikhlauque 3. Smt. Anjali Awasthi, 4. Sh. U.K.Tripathi 	
32	ATTENDANCE & LEAVE MAINTENANCE (CL, EL, CCL & HPL), TC	<p>Monthly Update attendance Register of Regular, Contractual, out Sourced employees with Name & Leave of the employees as well as holidays.</p> <ul style="list-style-type: none"> • KVS Norms & instructions from time to time should be followed in letter and spirit. 	<ol style="list-style-type: none"> 1. Sh. R.R.Mishra [I/C], 2. Ms. Neelam 3. Sh. Manish Chaurasia 4. Sh. Ram Bahor, 	
33	REPAIR & MAINTENANCE CIVIL WORK , ELECTRICAL WORK & WATER SUPPLY (SCHOOL BUILDING)	<ul style="list-style-type: none"> • To ensure uninterrupted water supply in all the toilets and other places. • To ensure periodical cleanliness of aqua gaud & Underground and Overhead water Tanks with the display of date of cleaning on a separate register. • To ensure the purity of drinking water. • All repair & maintenance of water supply to KV building & staff quarters to be taken up in a time bound manner by following all the guideline as per norms. <p>All repair & maintenance of KV building electrical to be taken up in a time bound manner by following all the guidelines as per norms. <i>KVS Norms & instructions from time to time should be followed in letter and spirit</i></p>	<ol style="list-style-type: none"> 1. Sh. Mahesh Pandey [I/C] 2. Sh. Shrigopal (Asso I/C), 3. Sh. Ramchandra 4. Smt. Pratibha 	
34	REPAIR & MAINTENANCE CIVIL WORK , ELECTRICAL WORK & WATER SUPPLY (STAFF QUARTERS)	<ul style="list-style-type: none"> • To ensure uninterrupted water supply in all the toilets and other places • To ensure periodical cleanliness of aqua gaud & Underground and Overhead water Tanks with the display of date of cleaning on a separate register. • To ensure the purity of drinking water. • All repair & maintenance of water supply Staff quarters to be taken up in time bound manner by following all the guideline as per norms. <p>All repair & maintenance of electrical work in the Staff Quarters to be taken up in time bound manner by following all the guidelines as per norms. KVS Norms & instructions from time to time should be followed in letter and spirit</p>	<ol style="list-style-type: none"> 1. Sh. Ramchandra (I/C), 2. Sh. Mahesh Pandey [Asso.I/C], 3. Sh. Haricharan 4. Sh. Ikhalauque 	
35	SCHOLARSHIP/ SAMGRA-ID	<p>Receiving the letters of Scholarship ,samagra – ID and Aadhar card. Follow the instruction of the process. Arrangement & verification of the documents. Preparation of Report regarding the same. and submit the applications in time.</p> <p>Instructions from time to time should be followed in letter and spirit.</p>	<ol style="list-style-type: none"> 1. Sh. Rajesh Singh [I/C], 2. Ms. Suramya 3. Ms. Snehal Singh 4. All Class Teachers & Co-Class Teachers 	

36	SCIENCE AND MATHS OLYMPIADS/ CONGRESS/ VIGYAN MANTHAN/ EXHIBITIONS COMPETITIONS	<ul style="list-style-type: none"> Co-ordinate Green Olympiad exam. Co-ordinate Science Olympiad / Sc. Congress/ Vigyan Manthan/ Exhibitions etc Co-ordinate Maths Olympiad exam. Motivate and prepare Students for different creative and innovative Activities KVS Norms & instructions from time to time should be followed in letter and spirit. 	<ol style="list-style-type: none"> Sh. Shreegopal (Overall IC) Smt. Nirja S. Agrawal Ms. Praveena Singh Ms. Shakshi Arora [I/CPrimary], 	
37	EK BHARAT SHRESTH BHARAT	<ol style="list-style-type: none"> To implement and follow EBSB schedule and organises activities as per calendar and timely sending reports and maintaining records. To prepare action plan and monitoring of Integrity Club activities. Keep All Record Well maintained <p>KVS Norms & instructions from time to time should be followed in letter and spirit.</p>	<ol style="list-style-type: none"> Sh. Haricharan , Ms. Janvi Arora, Ass. I/c Smt Meena Mishra , Ms. Suramya 	
38	BIO LAB	<p>Lab upkeep and maintenance. Utilisation of Labs for activities and practical classes.</p> <p>Motivate students for innovative projects under proper guidance.</p> <p>KVS Norms & instructions from time to time should be followed in letter and spirit.</p>	<ol style="list-style-type: none"> Sh. S. N. Ojha I/c, Smt. Anita Pandey (Asso.I/c), Sh. U. S. Sahu 	
39	CHEMISTRY LAB	<p>Lab upkeep and maintenance. Utilisation of Labs for activities and practical classes.</p> <p>Motivate students for innovative projects under proper guidance.</p> <p>KVS Norms & instructions from time to time should be followed in letter and spirit.</p>	<ol style="list-style-type: none"> Ms. Poonam Pannu (I/c), Ms. Amrit Kaur Sh. Lallu Prasad, 	
40	PHYSICS LAB	<p>Lab upkeep and maintenance. Utilisation of Labs for activities and practical classes.</p> <p>Motivate students for innovative projects under proper guidance.</p>	<ol style="list-style-type: none"> Sh. Shreegopal I/c, Smt. Nirja S Agrawal Sh. U. S. Sahu 	
41	MATHS LAB	<p>Lab upkeep and maintenance. Utilisation of Labs for activities and practical classes.</p> <p>Motivate students for innovative projects under proper guidance.</p> <p>KVS Norms & instructions from time to time should be followed in letter and spirit.</p>	<ol style="list-style-type: none"> Sh. U K tripathi (I/C) Sh. Rajesh Mishra I/c, 	
42	Junior Science Lab	<p>Lab upkeep and maintenance. Utilisation of Labs for activities and practical classes.</p> <p>Motivate students for innovative projects under proper guidance.</p> <p>KVS Norms & instructions from time to time should be followed in letter and spirit.</p>	<ol style="list-style-type: none"> Dr. Anita Pandey I/c, Ms. Nirja Sharma Agrawal(Asso.I/c), 	
43	LANGUAGE LAB	<p>Lab upkeep and maintenance. Utilisation of Labs for activities and practical classes.</p> <p>Motivate students for innovative projects under proper guidance.</p>	<ol style="list-style-type: none"> Ms. Pramina Devi I/c, Mr. Mahesh Pandey 	
45	HOSPITALITY AND VISITOR DAIRY/ PRINCIPAL ROOM	<p>To take the impression of the official guests in a dairy along with hospitality.</p>	<ol style="list-style-type: none"> Smt Anjali Awasthi I/c, Smt. Ravita Pathak Mrs. Anita Pandey 	

46	FLAG HOISTING & LOWERING ROTATION WISE	Follow flag code and other instructions given time to time especially during the morning Assembly and Independence Day and Republic Day.	<ol style="list-style-type: none"> 1. Shri Tej Lal Tiwari [I/c] , 2. Sh. Rajesh Mishra, 3. Dr. Ramchandra 4. Ms. Supriya 5. Class Teacher-Class on duty 6. Games & Yoga Coaches 	
47	STUDENT ENROLLMENT & MONTH END ENROLMENT RECORDS	At end of the month all class teachers must give the information of the students enrolment position in a given format.	<ol style="list-style-type: none"> 1. Ravita Pathak I/c, 2. Ms. Nashra Arshad 3. Class Teachers 4. Computer Instructors 	
48	SCHOOL MAGAZINE/NEWS LETTERS/TEACHERS DIARY/STUDENTS DIARY/E-PATRIKA/CLASS-MAGAZINE	<ul style="list-style-type: none"> To see that data for the Vidyalaya Patrika, Students Diary, Teacher's Diary are collected and consolidated, proof reading is done accordingly and timely printed and Published .(by 15th August) <p>All Class teachers/subject teachers shall guide and mentor every student to contribute /write for class magazine which shall be reviewed every month</p>	<ol style="list-style-type: none"> 1. Ms. Maya J- I/C 2. Ms. Suramya -Asso I/c, 2. Sh. Archana Dwivedi (English Section) 3. Dr. Ramchandra (Hindi Section) 4. Ms. Pramina (Sanskrit section) 5. Ms. Deepshikha (primary section) 6. Ms. Shailja Singh (Arts) 7. Ms. Ravita Pathak (Tech. Support) 	
49	Suggestion Box	<p>Handle suggestion Box Complaints/ Suggestions every week, discuss issues with the Principal and Committee Members, find effective solutions, and maintain records.</p> <p>KVS Norms & instructions from time to time should be followed in letter and spirit.</p>	<ol style="list-style-type: none"> 1. Ms. Praveena I/C 2. Ms. Maya Mishra asso. I/c 3. Smt. Nirja Agrawal 	
50	VISHAKHA	Prevention of Harassment of women and girls. Awareness about Rights	<ol style="list-style-type: none"> 1. Mrs. Maya J I/c 2. Ms. Vibha Singh (HM) 3. Smt. Nirja Agrawal 4. Sh. Sunil Kumar Tiwari (VP) 	
51	RTI & Grievance Cell & Court Cases	To prepare the reply of RTI timely and accurately and to maintain its records. KVS Norms & instructions from time to time should be followed in letter and spirit.	<p>RTI</p> <ol style="list-style-type: none"> 1. Vice Principal 2. Smt. Ravita Pathak [Asso.I/C], <p>Grievance Cell</p> <ol style="list-style-type: none"> 1. Vice Principal, 2. Vibha Singh 3. Mr. U K Tripathi [Ass. I/C], 4. Mr. Rajesh Singh 	
52	QUARTER ALLOTMENT	The vacant quarters to be allotted to the staff along with quarter inventory as per KVS rules. KVS Norms & instructions from time to time should be followed in letter and spirit. Preparation of quarter inventory of all the quarters to be done by the last week of April.	<ol style="list-style-type: none"> 1. Sh. Mahesh Pandey I/c 2. U.K.Tripathi, Ass. 3. Sh. Rajesh Singh 4. Sh. R. R. Mishra 	
53	STAFF MEETING MINUTES	Minutes of the meeting to be written in Hindi. KVS Norms & instructions from time to time should be followed in letter and spirit.	<ol style="list-style-type: none"> 1. Dr. Ramchandra I/C 2. Smt. Anamika Mishra [Ass.I/C], 3. Ms. Meena Mishra 	
54	ATL Lab, SIC and other innovation councils	KVS Norms & instructions from time to time should be followed in letter and spirit.	<ol style="list-style-type: none"> 1. Mrs. Poonam Pannu (I/C) 2. Mr. Srigopal 3. Ms. Praveena Singh 4. Ms. Ravita Pathak 5. Ms. Roli Bajpai 6. Smt. Nirja Agrawal 	

55	STUDENTS' EXIT REGISTER (SURAKSHA PANJIKA)	Maintain register regularly and keep updated the record of exit of students on daily basis.	<ol style="list-style-type: none"> 1. Sh. Mahesh Pandey I/C 2. Ms. Smriti Chaturvedi 3. Vice Principal 4. Head Master 	
57	SUBJECT COMMITTEES	<p>Planning & Holding subject committee meetings & review of performance of students, planning remedial measures for best results.</p> <p>Implementing strategies for academic progress of students and help in producing best results.</p> <p>Ensure timely completion of split-up syllabus, take undertaking from members in every meeting.</p> <p>KVS Norms & instructions from time to time should be followed in letter and spirit.</p>	<p>Convener</p> <ol style="list-style-type: none"> 1. English- Mrs. Maya J 2. Hindi/SKT- Dr. RamChandra, 3. Maths & Computer - Sh U.K. Tripathi, 4. Science- Ms. Amrit Kaur, 5. So.Sc- Smt. Anjali Awasthi 6. Misc- Sh. Tej Lal Tiwari <p><i>All the subject teachers will be members of the concerned committee.</i></p>	
58	Supervision of Outsourced Employees	<ul style="list-style-type: none"> • Supervise work of employees. • Ensure Satisfactory completion of work. • Monitor and Check their attendance KVS Norms & instructions from time to timeshould be followed in letter and spirit. 	<p>For Gardener</p> <ol style="list-style-type: none"> 1. Smt. Shailja Singh 2. Ms. Umekulsum <p>For Security Guard</p> <ol style="list-style-type: none"> 3. Mr. Manish Chaurasia 4. Mr. Shrigopal <p>For House Keeping</p> <ol style="list-style-type: none"> 5. Sh. Mahesh Pandey 6. Ms. Vibha Singh 7. Ms. Sakshi Arora 	
59	PRERANA	<ul style="list-style-type: none"> •Registration of students in PRERANA portal . •To plan and execute Prerana Utsav in the Vidyalaya. •Selection and participation of students in PREARANA activity at NODAL and National Level 	<ol style="list-style-type: none"> 1. Sh. Mahesh Pandey (I/c) 2. Ms. Archana Dwivedi 	
60	Inspection Tools preparation , collection and maintenance of record	<ul style="list-style-type: none"> •Monitor the maintenance of the records by various ICs. •Collection of records for presentation to the Inspection/Supervision Team 	<ol style="list-style-type: none"> 1. Ms. Maya J 2. Ms. Ravita Pathak 3. Mr. Somnath Ojha 4. Ms. Vibha Singh 	
62	Career Guidance & Counseling	<ul style="list-style-type: none"> •To provide guidance and counseling to students from 9 to 12. •Arrange expert talks/ guest lecture from various fields. •Report writing and Record maintenance to be executed by Counselor 	<ul style="list-style-type: none"> • Ms. Maya J • Ms. Ravita Pathak • Mr. Somnath Ojha • Counselor 	

Note:-

1. Requisitions in r/o any activity must be submitted a month prior by all the incharges.
2. All the department holders must submit a planned annual requisition so that a compiled list for the Vidyalaya may be generated and procurement as per the KVS norms may be executed.
3. Institutional Planning for the this academic session should be compiled by the committee members of Vidyalaya Annual Planning Committee and submitted to the undersigned by the 15/04/2024.

Principal