

**KV GHAZIPUR****Note- The Committee may be changed any time during the Session****w.e.f. 01-04-2024**

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

NOTE: All duties and responsibilities to be taken up in letter and spirit. The duties are subject to change on need basis.

SN	Name of Committee	In-charges & Members	Designation	Signature		
1	<b>Academic and Administrative Support</b>	<b>Secondary</b>				
		Mr Mrityunjay Rai	PGT (CS)			
		Mr Maneesh Arya	PGT (Comm)			
		Mr Shiv Prakash	PGT (Phy)			
		<b>Primary</b>				
		Mr Pankaj Kushwaha	PRT			
		Mr Dileep Sharma	PRT			
		Ms Gunjan	PRT			
		<b>Duties:-</b>				
		a. The committee will help the Principal in all the day to day administrative matters. b. The committee to go through the circulars received form KVS RO Varanasi and KVS HQ New Delhi and other organizations and making necessary correspondence to KVS(RO) and other KVS(HQ) New Delhi and other organizations as per the directions of the Principal. c. Any other work assigned by the principal in day-to-day administrative matter. d. To inform the Principal about the lapses, deviations in any area.				
2	<b>Admission</b>	Mr Maneesh Arya	PGT (Comm)			
		Mr Mrityunjay Rai	PGT (CS)			
		Mr Pankaj Kushwaha	PRT			
		Ms Gunjan	PRT			
3	<b>Time Table</b>	Mr Mrityunjay Rai	PGT (CS)			
		Ms Akshita	PGT (Chem)			
		Mr U P Tiwari	TGT (Math)			
		Dileep Sharma	PRT			
		Gunjan	PRT			

4	<b>Examination (External)</b>	Maneesh Arya	PGT (Comm)	
		Mr Abhishek Singh	<b>Librarian</b>	
		Mr Vivek Kumar	TGT (WE)	
	<b>Examination (Internal)</b>	Mr Sooraj Shukla	<b>PGT (Math)</b>	
		Mr U P Tiwari	TGT (Math)	
		Mr B C Ram	TGT (AE)	
		Pankaj Kushwaha	PRT	
		Ravinder	PRT	
	5	<b>Discipline</b>	Mr Sooraj Shukla	PGT (Math)
Ms Akshita			PGT(Chem)	
Mr Neeraj Rai			PGT(Hindi)	
Mr Abhishek Gupta			TGT(PHE)	
Mr Vaibhav Shukla			TGT(Sanskrit)	
Mr Pankaj Kushwaha			PRT	
All Class Teachers				
<b>Duties :</b>		<ul style="list-style-type: none"> <li>a) To check personal turn of students during assembly</li> <li>b) To check the late comers during morning assembly</li> <li>c) To observe the behavior of students inside and outside class room</li> <li>d) To ensure provision of out pass in all classes and their utilization</li> <li>e) To initiate proper action as per KVS norms against indiscipline students</li> <li>f) To check the girls and boys uniform daily.</li> <li>g) To check the bags once in a week.</li> <li>h) To confiscate the mobiles and other prohibited appliances.</li> <li>i) To take the regular meeting of student councils, prefect, monitors.</li> <li>j) To ensure discipline</li> <li>k) To refer the problematic cases to the counselor for diagnosis</li> <li>l) To inform the parents immediately</li> <li>m) The gates will be closed sharp at 08:30 AM.</li> <li>n) No teachers and students will be allowed to enter.</li> <li>o) Half Casual leave will be debited for every late coming.</li> </ul>		
6	<b>CCA &amp; Morning Assembly Programme</b>	Mr Neeraj Rai	PGT (Hindi)	
		Mr Vabhav Shukla	TGT(Sanskrit)	
		Mr. R. B. Ram	TGT (English)	
		Mr Ram Narayan Singh	PRT	
		All class teachers		
		Ms Gunjan	PRT	
		Mr Dileep Sharma	PRT	
	<b>Duties:</b>			

		<p>a. To see that morning assembly programme is to conduct within stipulated time.</p> <p>b. To evaluate the various items of morning assembly programme on five-point scale – Excellent: Very good; Good; Average; Below Average</p> <p>c. To prepare the schedule for conducting morning assembly programme, class teachers of secondary, must be given responsibility of conducting morning assembly programme.</p> <p>d. To arrange the PA system, musical instrument well in advance before the start of morning assembly.</p>		
7	Literary Clubs	<b>Subject</b>	<b>I/C</b>	
		English	Mrs Amrita Kiran	
		Hindi	Mr Neeraj Rai	
		Sanskrit	Mr Vaibhav Shukla	
		<b>Duties:</b>		
<p>a. To develop the language skills like reading, writing, speaking, listening skills among the students.</p> <p>b. To develop the proper reading habits among the children.</p> <p>c. To give required guidance in the planning and execution of project to students</p> <p>d. To encourage the use of Audio Visual aids in teaching learning process</p> <p>e. To conduct the language games during the teaching periods.</p> <p>f. To preserve the projects prepared by the children.</p> <p>g. To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.</p> <p>h. To train the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.</p>				
8	Internal Complaint Committee	Mrs. Shalini Dixit	AC, KVS RO Varanasi	
		Savita Singh		
		Ms. Anamika	PGT (Bio)	
		Mrs. Nirmala Sonkar	JSA	
9	Implementation of Raj Bhasha	Mr Neeraj Rai	TGT (Hindi)	
		Mr Vaibhav Shukla	TGT Hindi	
		Mr Shashi Bhusan	SSA	
10	Educational Tours / Excursion	Mr Shiv Prakash	PGT (Physics)	
		Mr Alok Rai	PGT(Eco)	
		Mr Giraja Shankar	TGT (science)	
		Mr Abhishek	Librarian	
		<b>Duties:</b>		
<p>a. To plan education tours / excursions for all the classes as per KVS norms</p> <p>b. To ensure the safety of the students during the journey period and their stay at the Venue.</p>				

		c. To provide hygienic food / potable water to the students who are participating in tour.			
11	Website Updating, Computer Literacy, SQAAF, Vidyalaya Plan, Audio – Visual Lab/ LCD Projectors/ E-Classrooms/ UDISE / UBI Portal	Mr. Mrityunjay Rai	PGT (CS)		
			Computer Instructor		
		Class teachers and lab in-charges wherever LCD projectors are installed			
		<b>Duties:-</b> <ol style="list-style-type: none"> <li>To update the Vidyalaya website from time to time as per the directions of KVS. No column should be left blank in the Vidyalaya website.</li> <li>The required information can be collected from the teachers / department in- charges.</li> <li>Separate registers can be maintained for all the classes where the list of articles contributed by the students should be recorded. In a similar fashion separate registers are to be maintained for teachers also where the list of articles contributed by teachers should also be recorded.</li> <li>To invite quotations from reputed firms for AMC of computers.</li> <li>To take initiative to see that all the computers are in functional condition/LAN connection</li> <li>Complete in charge for ICT / e class rooms and CAL /TAL classes - to guide the staff members to maintain the record, and to submit monthly report to the principal for follow up.</li> </ol>			
12	FIT INDIA / SBSB	Mr Abhishek Gupta	TGT (PHE)		
		Mr Dileep Sharma	PRT		
			Coach		
		<b>Duties:</b> <ol style="list-style-type: none"> <li>To conduct the activities as per FIT India circulars and to send the report to KVS HQ/ KV RO as and when needed.</li> <li>To keep a record of all the activities conducted.</li> </ol>			
13	Sports Committee	Mr Abhishek Gupta	TGT (PHE)		
		Mr U P Tiwari	TGT(Maths)		
			Coach		
		<b>Duties :</b> <ol style="list-style-type: none"> <li>To prepare annual plan for the conduct of the inter house competition in Sports / Games</li> <li>To prepare the list of prize winner in various inter house competition</li> <li>To plan the celebration of annual sports day in consultation with principal</li> <li>To encourage the students to participate in the competitions organized by the state Govt.</li> </ol>			
14		Mr Neeraj Rai	PGT (Hindi)		

	<b>Vidyalaya Magazine/ Class Magazine Committee/ Student's Diary</b>	Amrita Kiran	PGT (English)	
		Vaibhav Shukla	TGT (Sanskrit)	
			TGT ENG	
		Pankaj Kushwaha	PRT	
		Ms Gunjan	PRT	
<b>15</b>	<b>P A System-Morning Assembly and Other Functions</b>	Vivek Kumar	TGT (WE)	
		Bal Chand Ram	TGT (AE)	
		R N Singh	PRT (Music)	
		Poonam Kushwaha	PRT	
<b>16</b>	<b>Purchase Committee</b>	Mrityunjay Rai	PGT (CS)	
		Vijay Prashant	PGT (Eco)	
		Vivek Kumar	TGT (WE)	
		Dileep Kumar Sharma	PRT	
<b>17</b>	<b>Library Committee</b>	Mr Abhishek Singh	<b>Librarian</b>	
		Mr Neeraj Rai	PGT (Hindi)	
		Mr Maneesh Arya	PGT (Comm)	
		Mr Shiv Prakash	PGT (Physics)	
		Mr Vaibhav Shukla	TGT (Sanskrit)	
		Mr R N Singh	PRT (Music)	
		<b>Duties:</b> <ol style="list-style-type: none"> <li>The meeting(s) is/are to be convened at least once in a month</li> <li>Committee will submit the list of books to be procured subject wise in the beginning of academic session</li> <li>Books review</li> <li>To inculcate reading habits among the staff &amp; children</li> <li>To organize books exhibition on important occasions</li> </ol>		
<b>18</b>	<b>Medical Checkup &amp; First Aid</b>	Ms Anamika	PGT (Bio)	
		Mr Abhishek Gupta	TGT(PHE)	
		Mr Ravinder	PRT	
			Nurse	
		<b>Duties:</b> <ol style="list-style-type: none"> <li>To procure the required number of medical cards in the beginning of the academic session.</li> <li>To distributes the medical cards to the class teachers based on strength.</li> <li>To arrange the medical checkup twice in a year (in the month of August and Feb)</li> <li>To ensure the follow up action after the medical checkup.</li> <li>To ensure emergency medical assistance to the child.</li> <li>To procure the first aid material and giving first aid to the students in case of burns, cuts, minor injures</li> </ol>		

		g. To provide medical assistant to the students during sports day, annual day and other important functions.		
19	<b>Maintenance and Repair of School Building and Continuous Supply of Drinking Water</b>	Mr Vivek Kumar	<b>TGT (WE)</b>	
		Abhishek Singh	Librarian	
		Ravinder	PRT	
		<b>Duties:-</b>		
		<ul style="list-style-type: none"> <li>a. To maintain a register related with deficiencies noted in the Vidyalaya building.</li> <li>b. To undertake maintenance of school building on war footing basis.</li> <li>c. To procure the material required by following purchase procedure.</li> <li>d. To employ skilled labour for various works in consultation with principal and to make the payments as per the State/central Govt. norms.</li> <li>e. To maintain the labour register.</li> <li>f. To ensure the proper functioning of Aqua guard installed in school building</li> <li>g. To ensure the cleaning of overhead tanks in school building</li> <li>h. To ensure the chlorination of water stored in tanks after cleaning</li> <li>i. To ensure the proper functioning of water coolers.</li> </ul>		
20	<b>Cleanliness of Vidyalaya Building and Premises</b>	Ms Anamika	PGT (Bio)	
		Mr Vivek Kumar	TGT (WE)	
		Mr Giraja Shankar	TGT (Science)	
		Mr Dileep Sharma	PRT	
		<b>Duties:</b>		
		<ul style="list-style-type: none"> <li>a. To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.</li> <li>b. To ensure the provision of dustbins in all the class rooms.</li> <li>c. To appraise the Principal about the cleanliness of school building from time to time.</li> <li>d. To supervise the work of the people deployed under housekeeping.</li> <li>e. To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.</li> <li>f. To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus</li> <li>g. To clear the wild bushes and thorny plants that are growing in different parts of school campus.</li> <li>h. to ensure cleanliness of open drains for smooth flow of water during the rainy seasons.</li> <li>i. To ensure cleanliness of area around the staff quarters.</li> <li>j. To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.</li> </ul>		

		k. The In – charge will be held responsible for the lapses and the deviations of the orders.	
21	Gardening and Beautification of Vidyalaya Campus	Ms Anamika	PGT (Biology)
		Mr Vijay Prashant	TGT (SST)
		Mr Vivek Kumar	TGT(WE)
		Ms Gunjan	PRT
		<b><u>Duties:</u></b> a. To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus. b. To procure ornamental plants and other fruit bearing plants in consultation with Principal. c. To ensure watering of all potted plants and other plants growing in the Vidyalaya campus. d. To procure fertilizers, manure, pesticides in consultation with Principal. e. Preparation of placards in different areas of garden. f. Numbering of trees and potted plants. g. Celebration of Van mahostav in consultation with principal and forest dept. h. To motivate the children for gardening and beautification. i. To develop medicinal plant garden in the campus.	
22	Beautification of School Building – Paintings and Drawings	Mr B C Ram	TGT (AE)
		Mr Vaibhav Shukla	TGT (Sanskrit)
		Ms Gunjan	PRT
		<b><u>Duties:-</u></b> a. To display the quotations in the corridors and class rooms. b. To fix bulletin board in the class room for display of educational charts. c. To decorate the corridor and common areas with paintings photographs of National leaders, Scientists. d. To ensure the display of material in the bulletin boards.	
		23	Furniture
Mr B C Ram	TGT (AE)		
Mr Ravinder	PRT		
<b><u>Duties:-</u></b> a. To maintain the record of room wise/dept. wise distribution of furniture. b. To take initiative to see that the broken furniture is repaired regularly. c. To Prepare the list of broken furniture which are to be condemned. d. To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence Day or any other function). e. To see any shortages, deficiency of furniture and report to the Principal.			

		<p>f. To ensure regularly that no furniture is lying in the corridors or in the open space.</p> <p>g. To store and stock the broken or old furniture properly.</p> <p>h. To maintain the stock register.</p>		
24	Bharat Scout & Guide // Cubs & Bulbuls	Mr Giraja Shankar	TGT (Sci)	
		Mr Ram Narayan Singh	PRT (Music)	
		Mrs Poonam Kushwaha	PRT	
25	Suggestion Box	Ms Anamika	PGT (Bio)	
		Vijay Pratap Prashant	TGT (SST)	
		Abhishek Gupta	TGT (PHE)	
		Dileep Sharma	PRT	
		<b>Duties:</b> <p>a. Box meant for general complaints / suggestion, should be opened on the last working day of the month</p> <p>b. Separate files for preserving the complaints / suggestions &amp; register for recording the complaints / suggestion should be opened</p> <p>c. Corrective, measures are to be taken immediately in consultation with principal</p>		
26	KVS Activities, RBVP, NCSC, INSPIRE, Vidyarthi Vigyan Manthan, YUVIKA	Shiv Prakash	PGT (Physics)	
		Ms Anamika	PGT(Bio)	
		Akshita	PGT (Chem)	
		Mr Giraja Shankar	TGT (Science)	
		U P Tiwari	TGT (Math)	
27	Maths Club & Maths Olympiad	Sooraj Shukla	PGT (Math)	
		U P Tiwari	TGT (Math)	
28	FLN, NIPUN,	Pankaj Kushwaha	PRT	
		Poonam Kushwaha	PRT	
		Gunjan	PRT	
		Noorjahan	PRT	
29	Nature Club/ Eco Club/GSP/Harit Vidyalaya	Ms Anamika	PGT (Bio)	
		Girija Shankar	TGT (Science)	
		Ms. Gunjan	PRT	
		Ravinder	PRT	
		<b>Duties</b> <p>a. To celebrate Van Mahostasava.</p> <p>b. To preserve the beauty of the Vidyalaya campus by taking up the project clean and Green.</p> <p>c. To see that blocks allotted to each class are kept neat and tidy, to encourage the student to plant the sapling in the blocks allotted to them.</p> <p>d. To ensure the watering of plants growing in different parts of the Vidyalaya campus.</p>		
30		Alok Rai	PGT (Eco)	



	<b>Disaster Management Committee &amp; Safety &amp; Security</b>	Amrita Kiran	PGT (Eng)	
		Vijay Prashant	TGT (SST)	
		Abhishek Gupta	TGT (PHE)	
		Dileep Sharma	PRT	
31	<b>Teaching AIDs, AV AID</b>	Mrityunjay Rai	PGT (CS)	
		Vijay Prashant	TGT (SST)	
		Pankaj Kuswaha	PRT	
32	<b>Academic Advisory Committee</b>	Mr Mrityunjay Rai	PGT (CS)	
		Mr Shiv Prakash	PGT (Phy)	
		Mr Neeraj Rai	PGT (Hindi)	
		Mr Alok Rai	PGT (Eco)	
		Pankaj Kushwaha	PRT	
		<b>Duties:-</b>		
a. Meet during the third week of every month to prepare the plan of action for the ensuing month during the subject committee meetings.				
b. To record the action taken on plan of action of the previous month				
c. for the smooth implementation of the day to day policies of KVS				
d. monitor implementation of SQAAF and Vidyalaya plan				
33	<b>Awakened Citizen Programme</b>	Mr Vaibhav Shukla	TGT (Sanskrit)	
		All ACP Trained Teaches	Members	
34	<b>SAMAGAM (Alumni Cell)</b>	Mr Neeraj Rai		
		Mr Upendra Prasad Tiwari	TGT (Math)	
		Nirmala Sonkar	JSA	
35	<b>Social Science Club / EBSB &amp; AKAM</b>	Mr Vaibhav Shukla	TGT(Sanskrit)	
		Mr Alok Rai	PGT (Economics)	
		Mr Neeraj Rai	PGT (Hindi)	
		Ms Amrita Kiran	PGT (Eng)	
		Mr Vijay Prashant	TGT (SST)	
		B C Ram	TGT (AE)	
		R B Ram	TGT (Eng)	
		Mr Ram Narayan Singh	PRT (Music)	
		Ms Gunjan	PRT	
		Noorjahan	PRT	
		<b>Duties:-</b>		
a. All the activities suggested by KVS HQ and KVS RO for with a paired stated to planned in consultation with CCA department. A calendar of activities for both Primary and Secondary to be formulated for the complete year and to be conducted in the assembly activities and also during CCA period.				
b. All the activities to be photographed and video graphed. Report to be sent to KVS RO on monthly basis and as and when required.				

		<p>c. They will also select the students for EBSB Cluster level, Regional Level and National Level.</p> <p>d. To motivate children to prepare projects/model based on country/state allotted to the region</p> <p>i. To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.</p> <p>e. To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.</p> <p>f. To encourage the students to submit online projects on project Think.com.</p> <p>g. To ensure project-based learning in all the classes</p>		
36	ID card	Mr Abhishek	Librarian	
		U P Tiwari	TGT (Math)	
		Ravinder	PRT	
37	NAEP/Guidance & Counselling	Ms Anamika	PGT (Biology)	
		Mr Alok Rai	PGT(Eco)	
			Counsellor	
		<p><b>Duties:-</b></p> <p>a. Conducting career guidance program for students of class IX, X, XI, XII</p> <p>b. arranging special guests to address students in career related fields</p> <p>c. conducting interest inventory and giving feedback to students/for parents and students</p>		
38	FUNDAY (Primary) & Celebrations	Mr Pankaj Kushwaha	PRT	
		Ms Poonam Kushwaha	PRT	
		Ms Gunjan	PRT	
		Mr Ram Narayan Singh	PRT (Music)	
		<p><b>Duties</b></p> <p>a. Preparation of annual planner</p> <p>b. Display of Art &amp; Craft work made by students</p>		
39	Vidyanjali	Mr Abhishek Singh	PGT (CS)	
		Ms Akshita	PGT (Chem)	
40	PMVKY (Pradhan Mantri Kaushal Vikas Yojana )	Mr Mrityunjay Rai	PGT (CS)	
		Ms Anamika	PGT (Bio)	
			Comp Instructor	

**(Smt. Binita Singh)**  
**Principal**