

# DUTIES AND RESPONSIBILITIES OF THE CLASS TEACHERS

## SESSION 2024-2025

All the class teachers are requested to note down their schedule and fixtures for the session 2024-25

- 1- To observe the students attendance before Morning assembly and just after interval hours.
- 2- If any student is found absent, the reason of absence must be asked in writing from the student duly signed by the parent
- 3- If any student's attendance is less than 90% in a month parents must be called and information should be furnished in writing with a warning letter mentioning the attendance and record must kept for action in future.
- 4- Student's must be escorted by the respective class teacher from class room to assembly and back.
- 5- Class teachers will be with their class during assembly time.
- 6- All students should sit in a proper way. Desks and benches should be arranged in two-three rows as per the roll strength of the students. They must be arranged in a manner that would give a descent look.
- 7- All classes should have 2 monitors, one boy and one girl. It is the class monitor's duty to switch on the lights and fans as per requirement, and to switch it off when students are out of the classroom.
- 8- Each class will have TWO OUT PASS one for Boys and one for Girls. Boys Out pass will allow only One Boy and Girls Out pass will allow two Girls students to be out of the class at a time either for toilet or for drinking water just after ringing of the bell. Nevertheless, no one should be allowed to go out of the classroom while teaching.
- 9- Please check the cleanliness of the class room. If cleanliness is not up to the mark, please inform undersigned about the same.
- 10- Every class teacher must take proper note of the behavior of the students of their class. If anybody is behaving unruly, it must be put on check immediately. If the same is beyond their control, it must be brought into the notice of the undersigned immediately.
- 11- Follow up the all instruction given by undersigned for safety and security of the students.

**KENDRIYA VIDYALAYA BAGAFA**  
**INTERNAL COMMITTEES FOR THE SESSION 2024-25**

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the in charges of concerned committee will be responsible for the work of the committee and accountability will be fixed of the concerned member of the committee for false data and delay in submission of the report. In absence of the in-charge the next senior member of the committee automatically will be the in-charge and so on but all the members will be equally responsible. The handing and taking over of the departments shall be completed immediately.

Note – All the committee in charge will maintain record and submit, whenever sought by competent authority.

PRINCIPAL

NAME OF COMMITTEE	INCHARGES/TEACHERS	DUTIES AND RESPONSIBILITIES
<b>1. ACADEMIC ADVISORY COMMITTEE</b>	<ol style="list-style-type: none"> <li>2. Mr. Vishal Goswami (In charge)</li> <li>3. Mr. Amit Kumar Roy</li> <li>4. Mrs. Anita Kumari</li> <li>5. Mr. Vipin Kumar Garg</li> <li>6. Ms. Ritu (I/C,Primary)</li> </ol>	<ol style="list-style-type: none"> <li>1- The committee will assist the I in day to day administrative matters.</li> <li>2- The committee can go through the circulars received form KVS RO and KVS HQ New Delhi.</li> <li>3- To assist the undersigned in preparation of Budget estimates (SF &amp; VVN) annual accounts (SF&amp;VVN)</li> <li>4- Any other work assigned by the principal in day to day administrative matter.</li> <li>5- Any other related work.</li> </ol>
<b>2- ACADEMIC COUNCIL COMMITTEE</b> <b>(Special Committee for pursuing the programme for bright and slow learners and Minimum programme for all)</b>	<ol style="list-style-type: none"> <li>1. Mr. Suranjan Sen (Incharge)</li> <li>2. Mr. Amit Kumar Roy</li> <li>3. Mr. Prateek Agrawal</li> <li>4. Ms. Sangeeta Meena</li> <li>5. KM. Ritu</li> </ol>	<ol style="list-style-type: none"> <li>1- To prepare the list of notebooks for the Academic year.</li> <li>2- To ensure the distribution of split-up syllabus to students of all classes.</li> <li>3-To monitor the teaching-learning process.</li> <li>4- To monitor the upkeep of CCE documents.</li> <li>5- To monitor the conduct of Remedial class for low achievers.</li> <li>6. To maintain the class wise and subject wise monthly student's academic performance analysis.</li> <li>7- Any other related work.</li> </ol>

<b>3- TIME TABLE COMMITTEE</b>	<ol style="list-style-type: none"><li>1. Mr. Veerendra Kumar (In charge)</li><li>2. Mr. Amit Kumar Roy</li><li>3. Mr. Vipin kumar Garg</li><li>4. Ms. Ananya Bajpai</li><li>5. Mr. Pulin Pegu</li></ol>	<ol style="list-style-type: none"><li>1- To prepare the School timetable as per the latest guidelines from KVS</li><li>2- To make arrangement for teachers on leave.</li><li>3- To ensure that Teachers attend their arrangement Periods</li><li>4- To make remedial timetable for low achievers</li><li>5- To display copy of arrangement work in the notice board.</li><li>6- To maintain the arrangement register.</li><li>7- To prepare salary of contractual teachers as per KVS norms Any other related work.</li></ol>
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<p><b>4- ADMISSION COMMITTEE</b></p>	<ol style="list-style-type: none"> <li>1. Mr. Amit Kumar Roy (In charge)</li> <li>2. Mr. Shailendra Kumar Yadav</li> <li>3. Ms. Akanksha Singh</li> <li>4. Ms. Ananya Bajpai</li> <li>5. Mr. Pulin Pegu</li> </ol>	<ol style="list-style-type: none"> <li>1- To display notice regarding Admissions Guidelines.</li> <li>2- To display forms/Annexure as per KVS guidelines.</li> <li>3- Verification of the Documents and admission of students.</li> <li>4- To take the approval of VEC before the release of the merit list.</li> <li>5- Maintenance of admission registers.</li> <li>6- Admission of candidates based on KV TC as per KVS norms.</li> <li>7- Local transfer admissions.</li> <li>8- Admissions as per RTE Act.</li> <li>9- Maintenance of admission records as per KVS guidelines in the prescribed proformas.</li> <li>10- Details of admission uploading on the website.</li> <li>11- Submission of report regarding admission data</li> <li>12- Any other related work.</li> </ol>
<p><b>5- INTERNAL EXAMINATION</b></p>	<ol style="list-style-type: none"> <li>1. Mr. Suranjan Sen (In charge)</li> <li>2. Mr. Amit Kumar Roy</li> <li>3. Ms. Sangeeta Meena</li> <li>4. Mr. Pulin Pegu (I/C Primary)</li> <li>5. Mr. Amit Yadav</li> </ol>	<ol style="list-style-type: none"> <li>1- To conduct internal exams as per the schedule given by KVS calendar of activities.</li> <li>2- To update the Report cards and Mark list format as per the latest CBSE directions.</li> <li>3- To collect Question papers from paper setters, along with Blueprint &amp; Marking scheme</li> <li>4- To conduct retest as per KVS norms.</li> <li>5- To analyses the Results of internal &amp; Pre-Board Exams</li> <li>6- Declaration of results as per the KVS schedule.</li> <li>7- To update examination details on website regularly.</li> <li>8- Any other related work.</li> </ol>

<b>6- EXTERNAL EXAMINATION</b>	<ol style="list-style-type: none"><li>1. Mr. Vishal Goswami(I/C)</li><li>2. Mr. Suranjan Sen</li><li>3. Mr. Vipin Kumar Garg</li><li>4. Ms. Sangeeta Meena</li></ol>	<ol style="list-style-type: none"><li>1- To correspond with CBSE for all exams related queries.</li><li>2- To monitor the registration of class IX and class XI students for Board exam.</li><li>3- To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.</li><li>4- Maintenance and submission of records.</li><li>5- To dispatch Answer papers promptly and with utmost care.</li><li>6- A Xerox copy of all documents being sent to CBSE to be maintained.</li><li>7- To maintain account of answer papers &amp; expenditure for conduct of exam in prescribed formats.</li><li>8- To coordinate with external agencies for conduct of exam.</li><li>9- To keep exam related documents /materials in safe custody</li><li>10- To settle accounts. 11- Any other related work.</li></ol>
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<b>7- LIBRARY COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Mr. Avijit Naskar (In charge)</li> <li>2. Mr. Amit Kumar Roy</li> <li>3. Ms. Suranjan Sen</li> <li>4. Mrs. Anita Kumari</li> <li>5. Mr. Sangeeta</li> <li>6. KM. Ritu</li> </ol>	<ol style="list-style-type: none"> <li>1- To purchase books as per KVS guidelines.</li> <li>2- The suggestion from staff members for purchase of new books to be taken.</li> <li>3- To ensure books are circulated as per the requirement of students &amp; staff members as per Library rules</li> <li>4- Books should not remain with same individual for a long period.</li> <li>5- Students should be encouraged to write Book Review.</li> <li>6- Guidance &amp; Counselling corner or table to be maintained.</li> <li>7- Any other related work.</li> </ol>
<b>8- CCA COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Mrs. Anita Kumari (In charge)</li> <li>2. Mr. Suranjan Sen</li> <li>3. Mr. Vipin Kumar Garg</li> <li>4. MS. Ananya Bajpai (I/C Primary)</li> <li>5. KM. Ritu</li> </ol>	<ol style="list-style-type: none"> <li>1- Annual Planning of CCA activities.</li> <li>1- To see that morning assembly programme is to conduct within stipulated time.</li> <li>2- To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.</li> <li>4- Maintains of result of CCA activities.</li> <li>5- Purchase and distribution of CCA prizes &amp; medals.</li> <li>6- Maintaining CCA Activities register</li> <li>7- Any other related work.</li> </ol>
<b>9- PURCHASE COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Mr. Vishal Goswami (Incharge)</li> <li>2. Mr. Veerendra Kumar</li> <li>3. Mrs. Anita Kumari</li> <li>4. All Stock Holder</li> </ol>	<ol style="list-style-type: none"> <li>1- To find out the requirements of various departments.</li> <li>2- To priorities the items to be purchased.</li> <li>3- To prepare estimate of expenditure.</li> <li>4- To put up budget proposal for approval.</li> <li>5- To call for quotation in consultation with Principal.</li> <li>6- To prepare Comparative statement and place order for the lowest quoted item as per requirement.</li> <li>7- To physically verified the purchased items/goods and put Marks by using permanent Marker with Date.</li> <li>8- Any other related work.</li> </ol>
<b>10- GENERAL GRIEVANCE OF STUDENTS</b>	<ol style="list-style-type: none"> <li>1. Mr. Vishal Goswami (In charge)</li> <li>2. Mrs. Anita Kumari</li> <li>3. Mr. Shailendra Yadav</li> <li>4. MS. Sangeeta Meena</li> <li>5. KM. Ritu</li> </ol>	<ol style="list-style-type: none"> <li>1-To see the complaint related to immoral behavior towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions received by the committee.</li> </ol>

<b>11- GRIEVANCE BOX OPENING COMMITTEE (Students/Parents)</b>	<ol style="list-style-type: none"> <li>1. Mr. Shailendra Kumar(In charge)</li> <li>2. Ms. Sangeeta Meena</li> <li>3. Mr. Amit Yadav</li> </ol>	<ol style="list-style-type: none"> <li>1- Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.</li> <li>2- The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.</li> <li>3- To list out the suggestion or Grievances made.</li> <li>4- To consult the Principal regarding the course of action.</li> <li>5-To maintain the minutes of the meetings</li> <li>6- Any other related work.</li> </ol>
<b>12- GRIEVANCE CELL COMMITTEE</b>	<p style="text-align: center;"><b><u>General</u></b></p> <ol style="list-style-type: none"> <li>1. Mr. Amit Kumar Roy (In charge)</li> <li>2. Ms. Sangeeta Meena</li> <li>3. Ms. Vidushi Bharti</li> </ol> <p style="text-align: center;"><b><u>SC/ST</u></b></p> <ol style="list-style-type: none"> <li>1. Ms. Sangeeta (In charge)</li> <li>2. Mr. Pulin Pegu</li> <li>3. Ms. Ritu</li> </ol> <p style="text-align: center;"><b><u>4. Women</u></b></p> <ol style="list-style-type: none"> <li>1. Mrs. Anita Kumari (Incharge)</li> <li>2. Ms. Sangeeta</li> <li>3. Ms. Vipin Kumar Garg</li> </ol>	<ol style="list-style-type: none"> <li>1-To look into the genuine grievances of staff members.</li> </ol>
<b>13- SEXUAL HARASSMENT PREVENTION COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Mrs. Anita Kumari (In charge)</li> <li>2. Mr. Vishal Goswami</li> <li>3. Mr. Amit Kumar Roy</li> <li>4. Ms. Sangeeta Meena</li> <li>5. Ms. Ritu</li> </ol>	<ol style="list-style-type: none"> <li>1- TO LOOK AFTER THE CASES OF SEXUAL HARASSMENT IN VIDYALAYA, IF ANY,</li> <li>2-The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality. The committee will report to the Principal.</li> </ol>
<b>14- MAINTENANCE AND REPAIRS</b>	<ol style="list-style-type: none"> <li>1. Mr. Avijit Naskar (In charge)</li> <li>2. Mr. Amit Yadav</li> <li>3. Ms. Akanksha Singh</li> </ol>	<ol style="list-style-type: none"> <li>1- To monitor the repair work in the Vidyalaya</li> <li>2- To maintain Register of date wise repair work in the Vidyalaya.</li> <li>3- Any other related work.</li> </ol>

<b>15- STUDENT COUNCIL COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Mrs. Anita Kumari (In charge)</li> <li>2. Mr. Shailendra Yadav</li> <li>3. Mr. Vipin Kumar Garg</li> <li>4. Mr. Amit Yadav</li> </ol>	<ol style="list-style-type: none"> <li>1- To organize investiture ceremony.</li> <li>2- To monitor discipline in the Vidyalaya.</li> <li>3- To help in organizing Sports day, Annual Day.</li> <li>4- Division of houses along with house master and Associate of house masters and distribution of students of various house.</li> <li>5-Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.</li> <li>6- Procuring badges for Captains Monitors, prefects.</li> <li>7- Maintenance of Students council register/record.</li> <li>8- Any other related work.</li> </ol>
<b>16- PHOTOGRAPHY COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Mr. Avijit Naskar (In charge)</li> <li>2. Ms. Akanksha Singh</li> <li>3. Mr. Pulin Pegu</li> <li>4. Mr. Prasanta Debnath</li> <li>5. Mr. Chiranjit Debnath</li> </ol>	<ol style="list-style-type: none"> <li>1- To ensure the photography/Videography on important occasions days/ functions.</li> <li>2- To take photos of interesting special items during assembly.</li> <li>3- To preserve the soft copies of these photos in folders in the computer lab.</li> <li>4- Any other related work.</li> </ol>
<b>17-CONDEMNATION COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Mr. Vishal Goswami (I/C)</li> <li>2. Mr. Amit Kumar Roy</li> <li>3. Mr. Veerendra Kumar</li> <li>4. Stock Holder</li> </ol>	<ol style="list-style-type: none"> <li>1- To send notice for stock verification &amp; condemnation of articles.</li> <li>2-To send notice to Regional Office and other schools regarding auction of articles.</li> <li>3- Any other related work.</li> </ol>
<b>18- FURNITURE COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Mr. Vishal Goswami (In charge)</li> <li>2. Mr. Prateek Agrawal</li> <li>3. Ms. Vidushi Bharti</li> <li>4. Ms. Ananya Bajpai</li> </ol>	<ol style="list-style-type: none"> <li>1- To ensure the furniture in each classroom is of uniform nature as far as possible.</li> <li>2- To check whether any furniture requires repair &amp; to bring it to the notice of the Principal.</li> <li>3- To ensure that no furniture is lying in the corridors.</li> <li>4- To ensure that any furniture taken for any function to be replaced in its proper place.</li> <li>5- Any other related work.</li> </ol>
<b>19-GUIDANCE AND COUNSELLING</b>	<ol style="list-style-type: none"> <li>1. Mr. Suranjan Sen (In charge)</li> <li>2. Mr. Veerendra Kumar</li> <li>3. Mrs. Anita Kumari</li> <li>4. Ms. Sangeeta Meena</li> <li>5. Counselor (If available)</li> </ol>	<ol style="list-style-type: none"> <li>1- To plan guidance &amp; counselling activities for the academic year.</li> <li>2- To maintain Guidance &amp; counselling register.</li> <li>3- To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.</li> <li>4- To arrange Vocational guidance and counselling to the students by inviting reputed personalities in the concerned field.</li> <li>5- To pay the remuneration in consultation with principal.</li> <li>6- Any other related work.</li> </ol>



<b>20- EXCURSION COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Mr. Shailendra Yadav (In charge)</li> <li>2. Mrs. Anita Kumai</li> <li>3. Mr. Vipin Kumar Garg</li> <li>4. Ms. Vidushi Bharti</li> </ol>	<ol style="list-style-type: none"> <li>1- To plan education tours / excursions for all the classes as per KVS norms.</li> <li>2-To give the intimation letters to class teachers for transmission to parents.</li> <li>3- To collect the acknowledgement from parents and to file it.</li> <li>4- To ensure the safety of the students during the journey period and their stay at the venue.</li> <li>5- To provide hygienic food / potable water to the students who are participating in tour programme.</li> <li>6- To arrange transport &amp; settle bills.</li> <li>7- Any other related work.</li> </ol>
<b>21- MEDICAL CHECKUP COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Sh. Shailendra Yadav (In charge)</li> <li>2. Ms. Akanksha Singh</li> <li>3. Sh. Veerandra Kumar</li> <li>4. KM. Ritu</li> <li>5. Staff Nurse</li> </ol>	<ol style="list-style-type: none"> <li>1- To conduct medical check-up of students twice a year.</li> <li>2- To provide medical help whenever required to the students.</li> <li>3- To maintain medical records of all students.</li> <li>4- To maintain the medical room</li> <li>5-To ensure the follow up action after the medical check-up.</li> <li>6- Any other related work.</li> </ol>
<b>22- NCSC, SCIENCE EXHIBITION COMMITTEE &amp; OTHER ACTIVITIES RELATED TO SCIENCE</b>	<ol style="list-style-type: none"> <li>1. Sh. Amit Roy (In charge)</li> <li>2. Sh. Prateek Agrawal</li> <li>3. Sh. Veerendra Kumar</li> <li>4. PGT MATHS</li> <li>5. Ms. Sangeeta Meena</li> </ol>	<ol style="list-style-type: none"> <li>1- To Motivate the students to prepare exhibits based on themes given by KVS.</li> <li>2- To organize Vidyalaya level Science exhibition as per schedule.</li> <li>3-To encourage more and more children to participate.</li> <li>4- To inculcate scientific temper among the students.</li> <li>5- Any other related work.</li> </ol>
<b>23- SOCIAL SCIENCE EXHIBITION COMMITTEE (KALA UTSAV)</b>	<ol style="list-style-type: none"> <li>1. TGT S St. (In charge)</li> <li>2. Mr. Amit Yadav</li> <li>3. Mr. Vipin Kumar Garg</li> <li>4. Ms. Vidushi Bharti</li> </ol>	<ol style="list-style-type: none"> <li>1-To motivate children to prepare projects/model based on country/state allotted to the region</li> <li>2-To encourage more and more children to participate in cluster level Regional level and Nation level exhibition</li> <li>3-To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.</li> <li>4- To give 1st Term project for each class based on the topics for Social science Exhibition.</li> <li>5- Organize an exhibition, select the best projects</li> <li>6- Any other related work.</li> </ol>

<b>24- MATHS/SCIENCE/ENGLISH AND OTHER OLYMPIAD</b>	<ol style="list-style-type: none"> <li>1. Sh. Prateek Agrawal (In charge, Scie.)</li> <li>2. Sh. Amit Kumar Roy</li> <li>3. Sh. Suranjan Sen (In charge, Eng.)</li> <li>4. Sh. Veerendra Kumar</li> <li>5. Ms. Sangeeta Meena (I/C, Maths)</li> </ol>	<ol style="list-style-type: none"> <li>1- To inform students about these competitions.</li> <li>2- To encourage students to participate in these competitions</li> <li>3- To conduct the exam.</li> <li>4- Maintain liaison with outside agencies regarding smooth conduct of different Olympiads.</li> <li>5- Any other related work.</li> </ol>
<b>25- RAJBHASHA COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Mrs. Anita Kumari (In charge)</li> <li>2. Sh. Vishal Goswami</li> <li>3. Sh. Vipin Kumar Garg</li> </ol>	<ol style="list-style-type: none"> <li>1- To ensure the names of staff members in attendance register is bilingual.</li> <li>2- To ensure replies to official letters in Hindi are sent in Hindi.</li> <li>3- To prepare report on Hindi implementation.</li> <li>4- To celebrate Hindi Week and Hindi Pakhwara.</li> <li>5- Any other related work.</li> </ol>
<b>26- WEBSITE COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Sh. Vishal Goswami (In charge)</li> <li>2. Sh. Prateek Agrawal</li> <li>3. Sh. Vipin Kumar Garg</li> </ol>	<ol style="list-style-type: none"> <li>1- To update all information in the website regularly.</li> <li>2- The photo gallery to be updated with latest photographs with captions.</li> <li>3- Any exemplary achievement to be given as flash news.</li> <li>4- Any other related work.</li> </ol>
<b>27- EBSB</b>	<ol style="list-style-type: none"> <li>1. Ms. Vidushi Bharti (In charge)</li> <li>2. TGT S St.</li> <li>3. Sh. Vipin Kumar Garg</li> <li>4. Sh. Shailendra Kumar Yadav</li> </ol>	<ol style="list-style-type: none"> <li>1- To ensure activities related to values are incorporated in the morning assembly.</li> <li>2- To ensure value talks by Teachers in morning assembly.</li> <li>3- Any other related work.</li> </ol>
<b>28- MINUTES COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Mrs. Anita Kumari (In charge)</li> <li>2. Sh. Suranjan Sen</li> <li>3. Sh. Vipin Kumar Garg.</li> </ol>	<ol style="list-style-type: none"> <li>1- To write the minute of the meeting and to take teachers signature.</li> <li>2- To maintain minutes register.</li> </ol>
<b>29- ALUMNI COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Sh. Suranjan Sen (In charge)</li> <li>2. Sh. Shailendra Yadav</li> <li>3. Sh. Vipin Kumar Garg</li> </ol>	<ol style="list-style-type: none"> <li>1- To coordinate between Vidyalaya and alumni for developmental work.</li> <li>2- To maintain details of alumni in a register.</li> <li>3- To conduct alumni meet.</li> <li>4- Any other related work.</li> </ol>
<b>30- VMC COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Sh. Shailendra Yadav (In charge)</li> <li>2. Sh. Vishal Goswami</li> <li>3. Mrs. Anita Kumari</li> </ol>	<ol style="list-style-type: none"> <li>1- To inform and invite VMC members for the meetings.</li> <li>2- To arrange for refreshments for such meetings.</li> <li>3- To note down the minutes of VMC meetings.</li> <li>4- To arrange for stationery material like files, pens etc. and maintain a record of such meetings.</li> <li>5- Any other related work.</li> </ol>
<b>31- AEP COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Sh. Veerendra Kumar (In charge)</li> <li>2. Sh. Shailendra Yadav</li> <li>3. Mrs. Anita Kumari</li> <li>4. Ms. Sangeeta Meena</li> </ol>	<ol style="list-style-type: none"> <li>1- To plan activities for the academic year.</li> <li>2- To arrange talk by experts.</li> <li>3- To maintain record of activities conducted.</li> <li>4- Any other related work.</li> </ol>

<b>32- NEWS PAPER &amp; PREES COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Sh. Avijit Naskar (In charge)</li> <li>2. Mr. Vishal Goswami</li> <li>3. Ms. Vidushi Bharti</li> <li>4. Ms. Sangeeta Meena</li> </ol>	<ol style="list-style-type: none"> <li>1- To coordinate with Newspaper Agency.</li> <li>2- To encourage students to subscribe for NIE.</li> <li>3- To ensure the events of the Vidyalaya &amp; articles of students get coverage in NIE.</li> </ol>
<b>33- DISPLAY BOARD COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Ms. Akanksha Singh (In charge)</li> <li>2. Mrs. Anita Kumari</li> <li>3. Sh. Vipin Kumar Garg</li> <li>4. Ms. Ananya Bajpai</li> <li>5. Sh. Amit Yadav</li> </ol>	<ol style="list-style-type: none"> <li>1- To ensure the display boards are decorated as per the topic given</li> <li>2- The articles displayed should be verified by the teachers</li> <li>3- Any other related work.</li> </ol>
<b>34- DRINKING WATER COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Sh. Prateek Kumar Agrawal (In charge)</li> <li>2. Mrs. Anita Kumari</li> <li>3. Sh. Shailendra Yadav</li> </ol>	<ol style="list-style-type: none"> <li>1- To ensure drinking water is available in the Vidyalaya.</li> <li>2- To send water sample for analysis once in every 3 months.</li> <li>3- To ensure the proper functioning of Aqua guard installed in school premises.</li> <li>4- To ensure the proper functioning of water coolers.</li> <li>5- Any other related work.</li> </ol>
<b>35- PMKVY COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Sh. Vishal Goswami (In charge)</li> <li>2. Sh. Veerendra Kumar</li> <li>3. Sh. Shailendra Yadav</li> </ol>	<ol style="list-style-type: none"> <li>1- To complete the task assigned by KVS, maintain records and send data whenever sought.</li> </ol>
<b>36- RIGHT TO INFORMATION COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Sh. Vishal Goswami (In charge)</li> <li>2. Sh. Amit Kumar Roy</li> <li>3. Sh. Dipak Kumar Reang, JSA</li> </ol>	<ol style="list-style-type: none"> <li>1- To attend the queries made under RTI and ensure their response is made on or before the stipulated date and be in touch with the office.</li> <li>2- Collect data / information to be incorporated in the reply of such letters.</li> <li>3- The members and the in charge to keep themselves abreast of the rules and procedures regarding RTI.</li> <li>4- Any other related work.</li> </ol>
<b>37- SAFETY AND SECURITY OF CHILDREN DURING LUNCH TIME</b>	As per Duties Assigned	<ol style="list-style-type: none"> <li>1- To mind the discipline of the students during the lunch break.</li> <li>2- To see that the students reach their respective class after the lunch.</li> <li>3- To ensure the safety and security of students during lunch time by maintaining proper discipline.</li> <li>4- Monitoring the parents and students movements during the break.</li> <li>5- Any other related work.</li> </ol>

<b>38- SAFETY AND SECURITY OF CHILDREN WHEN SCHOOL IS OVER</b>	As per Duties Assigned	<ol style="list-style-type: none"> <li>1- To ensure the safety and security of the children at the time of final dispersal when school is over.</li> <li>2- To ensure that no child left in the classes/building when school is over.</li> <li>3- Any other related work.</li> </ol>
<b>39- CULTURAL COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Mr. Amit Yadav (In charge)</li> <li>2. Sh. Vipin Kumar Garg</li> <li>3. Ms. Vidushi Bharti</li> <li>4. Ms. Sangeeta Meena</li> </ol>	<ol style="list-style-type: none"> <li>1- Presentation of cultural programs on different occasions in the Vidyalaya.</li> <li>2- Any other related work.</li> </ol>
<b>40- TEACHING AIDS COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Sh. Suranjan Sen (I/C, Teaching Aids)</li> <li>2. Sh. Vipin Kumar Garg</li> <li>3. KM Ritu (I/C Primary)</li> </ol>	<ol style="list-style-type: none"> <li>1- To provide all type of teaching materials required by</li> <li>2- Any other related work.</li> </ol>
<b>41. ICT/ e- CLASS ROOM COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Sh. Vishal Goswami (I/C Audio Visual)</li> <li>2. Mr. Avijit Naskar</li> <li>3. Mr. Pulin Pegu</li> </ol>	<ol style="list-style-type: none"> <li>1. To arrange the ICT as &amp; when needs in the Vidyalaya.</li> <li>2. Any other related work.</li> </ol>
	<ol style="list-style-type: none"> <li>4.</li> </ol>	<ol style="list-style-type: none"> <li>3.</li> </ol>

<p><b>43- CLEANLINESS AND SANITATION COMMITTEE</b></p>	<p>Sh. Prateek Agrawal (all over In charge)</p> <p><b><u>GROUND FLOOR:</u></b></p> <ol style="list-style-type: none"> <li>1. Sh. Veerendra Kumar</li> <li>2. KM. Ritu</li> </ol> <p><b><u>FIRST FLOOR :</u></b></p> <ol style="list-style-type: none"> <li>1. Sh. Vishal Goswami</li> <li>2. Ms. Sangeeta Meena</li> </ol> <p>Department and Classroom- Concerned I/C and Class Teachers</p>	<ol style="list-style-type: none"> <li>1- To keep a stock of cleanliness activities in the Vidyalaya.</li> <li>2-To supervise the work of House Keeping in maintaining cleanliness</li> <li>3- To coordinate with AEP to include students in maintaining cleanliness.</li> <li>4- To see that the Student Council also contributes towards maintenance of cleanliness.</li> <li>5-To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.</li> <li>6- To ensure the provision of dustbins in all the class rooms.</li> <li>7- To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.</li> <li>8-To clear the wild bushes inside school campus.</li> <li>9 To ensure cleanliness of area around the staff quarters.</li> <li>10 To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.</li> <li>12- Any other related work.</li> </ol>
<p><b>44- P A SYSTEM</b></p>	<ol style="list-style-type: none"> <li>1. Sh. Shailendra Yadav (In charge)</li> <li>2. Sh. Amit Kumar Roy</li> <li>3. Sh. Amit Yadav</li> <li>4. Sh. Chinmay Saha (Compt.Inst)</li> </ol>	<ol style="list-style-type: none"> <li>1- Arrangement and maintenance of PA system for assembly and other celebrations.</li> <li>2- Maintenance of fire extinguisher.</li> <li>3- Any other related works.</li> </ol>
<p><b>45- SCOUTS AND GUIDES COMMITTEE</b></p>	<ol style="list-style-type: none"> <li>1. Sh. Shailendra Yadav (In charge)</li> </ol> <p>Other Teachers will ensure to carry out scout activities under the guidance of I/C</p>	<ol style="list-style-type: none"> <li>1- To plan activities for Scouts &amp; guides.</li> <li>2- To conduct activities during CCA period.</li> <li>3- To take up social service activity for the school.</li> <li>4- To conduct Tiritiya Sopan, Tiritiya Charan camps in the Vidyalaya.</li> <li>5- Any other related work.</li> </ol>
<p><b>46- STAFF QUARTERS COMMITTEE</b></p>	<ol style="list-style-type: none"> <li>1. Sh. Shailendra Yadav (In charge)</li> <li>2. Sh. Vishal Goswami</li> <li>3. Mrs. Anita Kumari</li> <li>4. KM. Ritu</li> </ol>	<ol style="list-style-type: none"> <li>1- To see the allotment of Quarters.</li> <li>1- To monitor the repair work in the Quarters.</li> <li>2- To maintain Register of date wise repair work.</li> <li>3- Any other related work.</li> </ol>

<b>47- HOUSE KEEPING AND SECURITY</b>	<ol style="list-style-type: none"> <li>1. Sh. Prateek Agrawal (In charge)</li> <li>2. Sh. Suranajan Sen</li> <li>3. Ms. Vidushi Bharti</li> <li>4. Ms. Sangeeta Meena</li> </ol>	<ol style="list-style-type: none"> <li>1- To monitor the work of House Keeping ladies.</li> <li>2- To prepare a list of areas to be cleaned during second Saturdays.</li> <li>3- To maintain the Sanitation Register.</li> <li>4- To ensure that the police verification in r/o all the Housekeeping and security personnel is done and made available to the Vidyalaya.</li> <li>5- Keep a record of the addresses/ contact numbers of all the housekeeping/Security personnel</li> <li>6- Ensure they report to the Vidyalaya on time.</li> <li>7- To verify the bills put up by the agency.</li> <li>8- Any other related work.</li> </ol>
<b>48- BEAUTIFICATION COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Sh. Veerendra Kumar (In charge)</li> <li>2. Ms. Akanksha Singh</li> <li>3. Sh. Avijit naskar</li> </ol>	<ol style="list-style-type: none"> <li>1- To plan for beautification of the Vidyalaya campus.</li> <li>2- To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.</li> <li>3- To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.</li> <li>4- To procure fertilizers, manure, pesticides in consultation with Principal.</li> <li>5- To motivate the children for gardening and beautification.</li> <li>6- To develop medicinal plant garden in the campus.</li> <li>7- Any other related work.</li> </ol>
<b>49- MAGAZINE PRINTING, PRESS AND PUBLISHING COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Sh. Avijit Naskar (In charge)</li> <li>2. Sh. Vishal Goswami</li> <li>3. Mrs. Anita Kumari</li> <li>4. Ms. Akanksha Singh</li> </ol>	<ol style="list-style-type: none"> <li>1- To encourage students and staff members to contribute articles for the Vidyalaya Patrika.</li> <li>2- To design the Cover page with the help of Drawing teacher and students.</li> <li>3- To ensure the Vidyalaya Patrika is published and Distributed in July.</li> <li>4- To design the Student Diary.</li> <li>5- Maintain liaison with Press and Media.</li> <li>6- Any other related work.</li> </ol>

<b>50- FIRST AID COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Sh. Veerendra Kumar (In charge)</li> <li>2. Sh. Shailendra Yadav</li> <li>3. Ms. Vidushi Bharti</li> <li>4. Staff Nurse</li> </ol>	<ol style="list-style-type: none"> <li>1- To ensure First aid boxes are available.</li> <li>2- To ensure the contents of the First-aid box are replenished at regular intervals and to check the expiry of Ointments/ medicines.</li> <li>3- Any other related work.</li> </ol>
<b>51- UNIFORM CHECKING AND LATE COMERS</b>	<ol style="list-style-type: none"> <li>1. Sh. Shailendra Yadav (In charge)</li> <li>2. Sh. Avijit Naskar</li> <li>3. Mrs. Anita Kumari</li> <li>4. Ms. Akanksha Singh</li> <li>5. Ms. Ananya Bajpai</li> </ol>	<ol style="list-style-type: none"> <li>1- To assign duties to the committee members to monitor the uniform of students &amp; late comers</li> <li>2- To inform the parents about regular defaulters.</li> <li>3- To maintain the details of defaulters in the register</li> <li>4- To plan for corrective measures, through skit or talk during morning assembly.</li> <li>5- Any other related work.</li> </ol>
<b>52- CMP</b>	<ol style="list-style-type: none"> <li>1. KM. Ritu (In charge)</li> <li>2. Ms. Ananya Bajpai</li> <li>3. Sh. Pulin pegu</li> </ol>	<ol style="list-style-type: none"> <li>1- To monitor the use of e-classroom.</li> <li>2- To maintain the log book.</li> <li>3- To collect the e-lessons from teachers for all the subjects for use by other teachers.</li> <li>4- To prepare report on e-CTLT.</li> <li>5- To update details about ICT infrastructure of the Vidyalaya.</li> <li>6- To train teachers about the use of Interactive Board.</li> <li>7- To guide teachers in uploading data online in CBSE website.</li> <li>8- To ensure the systems in the computer lab are in working condition.</li> <li>9- Any other related work.</li> </ol>
<b>53. VIDYANJALI PORTAL</b>	<ol style="list-style-type: none"> <li>1. Sh. Veerendra Kumar (Incharge)</li> <li>2. Sh. Suranjan Sen</li> <li>3. Sh. Amit Yadav</li> </ol>	
<b>54- LAB MAINTENANCE COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Sh. Amit Kumar Roy (Phy Lab)</li> <li>2. Sh. Veerendra Kumar (Bio Lab)</li> <li>3. Sh. Prateek Agrawal (Che Lab)</li> <li>4. Sh. Vishal Goswami (Comp. Lab)</li> </ol>	<ol style="list-style-type: none"> <li>1- To oversee the cleaning of Lab.</li> <li>2. Breakage and maintenance.</li> <li>3. Preparation and presence during practical.</li> <li>2- Any other Lab and practical related work.</li> </ol>

<b>55- UBI FEE PORTAL / PIMS PORTAL</b>	<ol style="list-style-type: none"> <li>1. Sh. Vishal Goswami (Incharge)</li> <li>2. Sh. Vipin Kumar Garg</li> <li>3. Class Teachers of respective class</li> </ol>	<ol style="list-style-type: none"> <li>1. To Ensure Correct entry of the students at the time of admission.</li> <li>2. To Verify the data in the portal as per KVS schedule.</li> <li>3. Any others regarding to UBI FEE portal</li> </ol>
<b>56. FEE VERIFICATION IN ATTENDANCE REGISTER</b>	<ol style="list-style-type: none"> <li>1. Sh. Shailendra Yadav (In Charge)</li> <li>2. Ms. Sangeeta Meena</li> <li>3. Sh. Amit Yadav</li> </ol>	<ol style="list-style-type: none"> <li>1. To check the correct entry of fee in attendance register.</li> <li>2. Maintain Quarterly fee records.</li> <li>3. Any others regarding to student fee</li> </ol>
<b>57. CHECKING SALARY OF REGULAR TEACHERS</b>	<ol style="list-style-type: none"> <li>1. Sh. Vishal Goswami</li> <li>2. Sh. Amit Kumar Roy</li> <li>3. Sh. Veerndra Kumar</li> </ol>	<ol style="list-style-type: none"> <li>1. To check salary with HPL, EL and EOL from staff attendance list.</li> <li>2. To check other allowance as per KVS norms.</li> <li>3. Any others regarding to salary</li> </ol>
<b>58. INCOME TAX CALCULATION</b>	<ol style="list-style-type: none"> <li>1. Sh. Amit Roy (I/C)</li> <li>2. Sh. Shailendra Yadav</li> <li>3. Sh. Suranjan Sen</li> </ol>	<ol style="list-style-type: none"> <li>1. To collect saving document from the staff members as per schedule.</li> <li>2. To make teachers wise income tax calculation sheet by end of December.</li> <li>3. To assist office to deduct correct income tax.</li> </ol>
<b>59. UDISE PORTAL COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Sh. Prateek Agarwal (I/C)</li> <li>2. Sh. Vishal Goswami</li> <li>3. Sh. Vipin Kumar Garg</li> <li>4. All the class Teacher</li> </ol>	<ol style="list-style-type: none"> <li>1. To update the data of all students (In transfer/ admission cases)</li> <li>2. To maintain record and submit whenever competent authority sought the report.</li> <li>3. Any others related work</li> </ol>

**PRINCIPAL**