

KENDRIYA VIDYALAYA NO.2 KORBA, NTPC (C.G.)

VIDYALAYA PLAN

(SESSION: 2025-26)

Vidyalaya academic & institutional plan for session **2025-26** has been set up and now it has been placed before all staff members for further course of action. The following committees, departments and clubs are hereby constituted to carry out various curricular, co-curricular and extra circular activities and also to provide ample opportunities and encouragement to achieve the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the academic session **2025-26**.

Therefore, all in-charge, conveners and members of dept/committee/club are hereby instructed to take the charge of their concerned department and set the action plan for session **2025-26**.

Please go through the Vidyalaya academic plan for detailed information especially for guidelines, duties, responsibilities and activities.

S. No.	DEPT/COMMITTEE/CLUB	IN-CHARGE/CONVENOR/MEMBER	DUTIES/RESPONSIBILITIES/ACTIVITIES
1.	Committee for institutional plan & advice	Mr. S. K. SAHU I/C MRS. A. KHARE MR. S. K. CHOUDHARY MR. K. K. MISHRA MR. R K DEWANGAN Mrs. MALASHREE BALHAL MS. G. JOTWANI	To guide, suggest and chalk out all action plan for academic and co-curriculum activities Will function as advisory board for Vidyalaya activities In charge and members of its committee will help and advice the principal to take decision during emergency time and in normal course of work Decision of the committee will be final to initiate action against concerned in all matters including student discipline 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
2.	Reception committee	Mr. S. K. SAHU I/C MRS. A. KHARE MR. S. K. CHOUDHARY Mrs MALASHREE BALHAL Mr R.C. SAHU Colour Party Mr L. RAM Mr. A. K. DEWANGAN Mr. M. M. Dewangan Ms. Kunti Minj	To receive the guests with honour
3.	I. Academics a. Primary	Mrs Malashree Balhal I/C Members: 1. Ms. G. JOTWANI (Hin.)I/C 2. MR. NITESH (MATHS) I/C 3.MS. RASHMI (ENG.) I/C 4.MRS. DIKSHA GUPTA (EVS) I/C	To plan the split-up of syllabus subject wise and class wise on or before 31.03.2019 and check the monthly completion of syllabus as per split up of syllabus. To list out the name of weak students on the basis of the previous examination result and prepare action plan. To prepare and inform subject teachers about the remedial time table during all holidays, breaks

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	b. Secondary & Sr. Secondary	6 th to 8 th MRS. M. SHARMA I/C MRS YAMINI KAUSHIK 9 th to 10 th Mrs. S. JHA I/C MRS. M. P. Minz 11 th to 12 th Ms. ARCHANA RAJPUT I/C Mr. K. K. MISHRA	(autumn and winter) and vacation including morning assembly time of vidyalaya as per action plan To suggest positive and practical plan for the improvement of the academic competency of the students To maintain the class wise and subject wise monthly student's academic performance analysis. Weak student's monthly progress will be checked separately through prescribed proforma
4.	CBSE HOME EXAM	Mr. M. TIWARI I/C Mrs. S. RATHI Class teachers of Classes IX, X, XI & XII Primary- MS. K. K. MINZ I/C MS. RASHMI KUMARI MR. NITESH Secondary- 1. MR. K. K. Mishra I/C MR. L. RAM MRS. S. JHA MR. R. C. SAHU	As per KVS guidelines
5.	PARENT TEACHER ASSOCIATION COMMITTEE	Mrs Sonia Rathi I/C Mrs Yamini Kaushik Ms Reena Kumari	
6.	Co-curricular activities Primary section CCA CCA COORDINATOR HOUSE MASTERS SUBHASH HOUSE TAGORE HOUSE ASHOKA HOUSE RAMAN HOUSE Secondary and Senior secondary section CCA COORDINATOR HOUSE MASTERS SUBHASH HOUSE TAGORE HOUSE	Mrs M.Balhal I/C Ms G. Jotwani Mr Nitesh I/C Ms. D. Shukla Ms D. Gupta I/C Mrs. S. Dhruv Ms. Reena Kumari I/C Ms. N. D. Dubey Ms. Anchal Bajpai I/C Ms. Rashmi Ms Kunti Minz MS. R K DEWANGAN I/C MRS ARCHANA S RAJPUT MRS C. KUMARI Mrs. JYOTI RANI I/C Mr. S K CHAUDHARY I/C	CELEBRATION OF FESTIVAL & IMPORTANT DAYS To prepare a plan to celebrate important festivals & days as per Vidyalaya Academic Calendar & invite artists, dignitary(s) on the selected occasions. A special programme should be presented on special occasion & important days followed by a brief speech related to festival. One programme should be presented by a staff member voluntarily. To encourage the students & staff to participate in these programme & assign duties for them Guest lecture should also be organized on special occasion & important days to celebrate the occasion with true spirit Any other related work Co-curricular Activities To prepare an action plan for internal and external CCA activities for the session and complete in time. They will also have to suggest practical plans for improvement of CCA activities. To check the preparation for CCA To plan for awarding the prize winners To send the report to R.O. & to the media/agencies for publications.

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	ASHOKA HOUSE	MRS SONIA RATHI I/C	<ul style="list-style-type: none"> Members to be intimated later.
	RAMAN HOUSE	Mr L RAM/Mr. K K MISHRA	
7.	<p>Morning Assembly</p> <p>Flag hoisting</p> <p>Cards & photography</p> <p>Uniform checking</p> <p>Bag Checking</p> <p>Mike Arrangement</p> <p>Over all stage management.</p> <p>Discipline of students</p> <p>Checking of Late comers</p>	<p>Mrs CHANDA KUMARI I/C Mrs YAMINI KAUSHIK Mr. A. K. DEWANGAN Mrs. M. Balhal Mr. L. Ram I/C Mr. ASMIT KUMAR SPORTS COACH</p> <p>Mr. SAURABH ANAND Mr. PARVEZ RAZA All the Class teachers Mr. ASMIT KUMAR I/C Sports Coach Yoga teacher PRIMARY (I - V) Mr. A. K. DEWANGAN Mrs. N, D. DUBEY MS. REENA KUMARI Yoga Coach JUNIOR GROUP (VI - VIII) Mrs. M. P. Minz Mrs. Kiran Minj Computer Instructor SENIOR GROUP (IX - XII) Mr. S. K. Choudhary Mr. M. Tiwari Mrs SONIA RATHI COUNCELLOR Mrs. Kiran Minj I/C Mr. R. C. SAHU (Sub staff) Mr R. K. DEWANGAN I/C Mr. A. K. DEWANGAN Ms. ARCHANA Mr. ASMIT KUMAR I/C Mr. S. K. Choudhary MR. SAURABH ANAND Yoga coach Sport coach SPECIAL EDUCATOR Mr. ASMIT KUMAR I/C Mr. S. ANAND SPECIAL EDUCATOR Sport coach & COUNCELLOR</p>	<p>MORNING ASSEMBLY ORGANISATIONS</p> <p>1. To plan the morning assembly programme and allot the duty to concerned HM. In addition to check the preparation of the programme before presenting in morning assembly.</p> <p>2. Children's birthday will be celebrated in morning assembly on his/her specific dates of birth to wish him/her.</p> <p>3. To provide a greeting card & toffee & all students have to wish them by presenting birthday song</p>
8.	<p>Photography / Publicity / press</p> <p>Report Preparation</p>	<p>Mr.S.K.Chaudhary- I/C Computer Instructor Mr. M. M. DEWANGAN Mrs. ARCHANA S RAJPUT Mr. NITESH Mrs. Y. KAUSHIK Mrs. C. KUMARI</p>	<p>To take photographs of all important functions/ occasions/ events including morning assembly programmes.</p> <p>To upload on the website</p> <p>To take prints.</p> <p>To display on the display boards.</p> <p>To take the photographs into stock & maintain it.</p>

S. No.	DEPT/COMMITTEE/CLUB	IN-CHARGE/ CONVENOR/MEMBER	DUTIES/RESPONSIBILITIES/ ACTIVITIES
		(with Programme Incharge and Computer Instructor)	
9.	Record of Vidyalaya achievements	Mrs. A. MINZ- I/C Mrs. K. MINJ Mrs. MALASHREE BALHAL Mr. NITESH	To keep record of achievements of students in various fields. To organize programme to highlight the students To record and maintain all achievements of students including internal, external, competitions prizes won ect.in chronological order by collecting information from primary and secondary CCA I/C
10.	Scout & Guide Scout wing Guide wing Cub Section Bulbul Section	Mr. Lakhan Ram I/C Mr. M.M.Dewangan Mr. SAURABH ANAND Mrs. Kiran Minj I/C Mrs Archaha S Rajput Mrs. A. Minz Mrs. M. P. Minz Mr. A. K. DEWANGAN- I/C Mr. NITESH Ms. Kunti K. Minz I/C Mrs. S. DHRUV	To prepare S/G activity plan with tentative date & months for organizing activities. To select student for cubs,bulbul,scout & guide enrolment in the month of April 13 To make an arrangement for proper training of the students To prepare scout & guide to participate in various activities, both internal & external competitions Any other related work
11.	Vidyalaya Level Workshop/In-House training	Mrs. DIKSHA GUPTA (PRI.) Ms. Sakshi Gupta (SEC. & SR. SEC.)	As per KVS Guidelines. Prepare schedule and maintain the records
12.	NIPUN/FLN	Ms. A. Bajpai I/C Primary Ms. Geetika Jotwani Mrs. Diksha Shukla Mrs. N D DUBEY All TGTs & PRTs	As per KVS Guidelines
13.	EQUIP	Mrs. S. Jha- I/C Mr. M. M. Dewangan Mrs Yamini Kaushik Mrs. C. Kumari Ms. Rashmi	As per KVS Guidelines
14.	Joint Action Committee	Mrs. A. KHARE- I/C Mr. S. K. Choudhary Mrs. S. Jha Mrs. MALASHREE BALHAL Mr. A. K. DEWANGAN Mrs. N. D. Dubey	As per KVS Guidelines
15.	Green Vidyalaya & Swachhata Abhiyan	Mr. L Ram- I/C Mrs. Kiran Minj Mr. M. M. Dewangan Mrs. Mary P. Minz Mr. S. Anand Mrs. MALASHREE BALHAL Mrs. K. K. Minz Mrs. Sushma Dhruv	As per KVS Guidelines
16.	UBI & OTHER ONLINE ACTIVITY	Mr. S. K. Choudhary- I/C For classes 1 & 2 Mr. NITESH For classes 6 TO 8 Mrs. Mary P. Minz For classes 9 TO 12	To monitor and report the work done by the class teachers

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		Mrs. Jyoti Rani	
17.	A.National Adolescent Education Programme (NAEP)/POSCO B. Career Guidance & Counseling	OVER ALL INCHARGE Mr. S. K. Sahu Mr. M. Tiwari I/C (NAEP) Mrs. S. Dhruv (POCSO) Primary Mrs Mary P Minz I/C Mrs. M Sharma (VISHRUTI VI & VII) Counsellor (VIII) Mrs. J. RANI (IX TO XII Girls) Mr. R. K. DEWANGAN (IX TO XII Boys) Mrs. A. KHARE Mrs. S. RATHI Counsellor	Plan NAEP programme KVS direction Report of conducted act should be send to KVS RC(BGR) for its information To give counseling and guidance to students To conduct counseling sessions during MPT an periods on weekly basis rotation by staff. Provide proper guidance to students for their future plan. Employment News, magazines and newspapers information should also be placed on notice board for students & staff Experts should also be invited time to time to provide proper guidance to the students Keep a close contact with guidance & counseling agency for collecting proper guidance & information to students.
18.	Admission	1.Mr. S.K.Chaudhary) I/c 2. Mrs. S. RATHI 3. Mrs. J. RANI 4. Ms. Kunti K. Minz 5.Mrs. Nalini Dhar Dubey HELP DESK- Mrs. M. Balhal Mrs. S. DHRUV Mrs. D. SHUKLA Ms Reena Kumari	To plan admission procedure as per KVS guidelines To keep ready admission forms prospectus & test plan well in advance. To issue & collect the admission registration forms To co-ordinate with exam dept to conduct tests for admission required for fresh admission To prepare final list of admission for the year 2019-20
19.	Time Table and arrangement Primary Secondary & Sr. Sec.	Mrs. S. Dhruv- I/C Mrs M.Balhal Ms. A. BAJPAI (Arrangement) Mrs. Sonia Rathi- I/C Mrs Sumitra Jha Ms. S. GUPTA Mrs. A. Minz (Arrangement)	Time table in-charge & Asst. In-charge will frame the time tables as per allotment. To make an arrangement during the leave of the teacher. To prepare and inform to subject teachers about the special time table during all holidays, breaks (autumn & winter) and vacation including morning assembly time of Vidyalaya as per action plan for class X & XII. To ensure ringing of the bell in time. Any other related work.
20.	Subject Committees (Primary) Secondary & Sr. Secondary section English Hindi/Sanskrit Mathematics Science Social Science	Mrs. S. R. Das- I/C ALL PRT Mr. R. K. DEWANGAN- I/C ALL ENG. TEACHERS Mrs. ARCHANA- I/C All TGT Hindi & TGT Sansk Mr. K. K. Mishra I/C All Math teachers Mrs. A. KHARE- I/C All Science Teachers Mr. L. RAM- I/C All Social Science Teachers	To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, field trips, film shows, talks, etc related to their subject.

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			To highlight the importance of each, interdependence of various subjects, co relation among different subject teachers, life history of great personality, freedom fighters, scientists, mathematician, writers, poets, thinkers etc. Any other related work.
21.	Website up gradation & email T.A.L. & C.A.L.	Mr. S. K. Chaudhary I/C Computer Instructor Secondary Mrs. S. RATHI (Senior resource room) Computer Instructor (Auditorium) Mr. R. K. DEWANGAN (Language Lab) Mrs. S. JHA (Junior Computer Lab) CLASS TEACHERS OF- VIB, VIIA, VIIIB, IXA, XB & XIB. Primary Mrs. MALASHREE BALHAL Ms. G. JOTWANI- I/C Mrs. Sushma Dhruv	To encourage and train the students and staff to work on think.com To facilitate the web access to all in the learning process. To arrange modern technologies like OHP, Tape recorder, CD players etc. To procure required audio and video CDs or cassettes Any other related work
22.	CLUB ACTIVITIES a.Readers Club b. Integrity Club & BIS c) Nature club/Eco Club d) Innovation Club e) Toy Room f) EBSB/AKAM	Ms. ARCHANA RAJPUT I/C Mr. R. K. DEWANGAN Mrs Chanda Kumari Mr. M. M. Dewangan Mrs. M. Sharma Ms. Kunti Minz Ms. G. Jotwani Mr. L. RAM- I/C Ms Sakshi Gupta Mrs Yamini Kaushik Mrs. Kiran Minj I/C Mrs. Mary P Minz Ms. S. Gupta Ms. K K Minz (For Prim.) Mrs. Sushma Dhruv Mrs. A. KHARE- I/C Mr. K. K. MISHRA Mrs Sumitra Jha Mrs. S. RATHI Mrs. M Balhal- I/C Ms. REENA KUMARI Mr. Nitesh Mr. L. RAM- I/C Mrs. ARCHANA SINGH Mrs Yamini Kaushik Mrs Chanda Kumari Ms. S. Gupta	As per KVS Guidelines

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23.	SBSB/FIT INDIA Primary 6 to 8 9 to 12	Mr. ASMIT KUMAR- I/C Mrs. Sushma Dhruv- I/C Mrs. N. D. DUBEY Mr. S. ANAND- I/C Mr. M. M. Dewangan YOGA TEACHER- I/C Mrs. J. RANI Members: 1.Mr. NITESH 2.Mrs. D. SHUKLA 3.Sports Coach 4.Nurse	As per KVS Guidelines
24.	Library Committee	Mrs. A. Minz, Librarian I/C Mr. K K Mishra PGT (Maths) Mr. R.K. Dewangan PGT (Eng) Ms. Archana PGT (Hindi) Mrs. S. Rath PGT(Comm.) 6.Mrs. Malashree Balhal 7.Ms. K. K. Minz PRT	Make available curriculum books, Textbooks, collection of CBSE & session ending examination old question papers for the help of the students. News papers, magazines etc. should be readily available in library. Prepare a list of books with the help of subject teachers by April' 2019 & purchase them latest by Dec. 2020 as per Vidyalaya budget provision. AT least two programmes & two competitions should be organized in this session to make aware the students & staff for the use of library & to make aware the students & staff for the use of library & to encourage the students to study the books & magazines. To organize book exhibition. Issue of books to the students & staff should be frequent & should be recorded in issue register for verification by the higher officers. To purchase books to the library as per the recommendations of library committee.
25.	Teaching AIDs Primary Secondary & Sr. Sec.	Mrs Malashree Balhal I/C Ms Geetika Jotwani, PRT Ms Anchal Bajpai Mr. Nitesh Mr. L. Ram I/C Ms. Sakshi Gupta Mrs. M P Minz Mrs. S Jha	To set activity room to teach primary students as per KVS circular No.F.39-AC/2008-KVS(BGR), dated 6.2.08. To arrange for procuring the materials for teaching aids to the teachers as per norms. To plan & arrange purchasing materials required for teaching aid. Any other related work.
26.	ACCOUNTS COMMITTEE	Mr S K Sahu Chairman Mrs Sonia Rathi Mr Rahul Mr Y C Kaushik	

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			<p>To ensure the tube lights and fans are in proper working condition.</p> <p>The committee members of repair & maintenance will look after the use of water and electrical power in the school.</p> <p>This committee will ensure that there is no wastage of these energies and it should be available as requirements.</p> <p>If there is any repair related to this, the committee will take action for the same well in advance.</p> <p>Any other related work.</p>
31.	Purchase and condemnation committee	PURCHASE Mrs. A. Khare Mr. S. K. Choudhary Mr. Manish Tiwari Mrs. Sonia Rathi Concerned Department In-charge CONDEMNATION Mrs. K. Minj I/C Mr. M. TIWARI Mr. M. M. DEWANGAN Mr. Y. C. Kaushik Concerned Department In-charges	<p>To estimate the requirements in the beginning of the academic year.</p> <p>To procure the required items following the purchase procedure.</p> <p>To take into stock.</p> <p>Any other related work.</p>
32.	Rajbhasha Kalyan Samiti	Ms. ARCHANA- I/C Mr. M. M. Dewangan Mrs. Yamini Kaushik Mrs. M Sharma Mrs. N. D. Dubey	<p>To follow Raj Bhasha Kalyan Samiti guidelines.</p> <p>To take necessary action for proper functioning of this Samiti.</p> <p>To create a Hindi atmosphere and to promote usage of Hindi in daily use.</p> <p>To keep a vigil on quarterly progress of Rajbhasha Samiti.</p> <p>To follow on instructions of town official language implementation committee and attend its meeting.</p> <p>To help children in participating in Sanskrit and Hindi competitions.</p> <p>Any other related works.</p>
33.	Health Check-Up	Mr. Manish Tiwari- I/C Mrs. Mary P Minz NURSE All class teachers	<p>To prepare a plan for student's health checking twice in this session by authorized medical officer.</p> <p>To make available stock of first aid if any accident happen.</p> <p>A special care must be taken for girls child as per their natural need, if situation demands for that.</p> <p>To organize expert talks related to health & hygiene.</p> <p>Any other related work.</p>
34.	Discipline	OVERALL INCHARGE & AUDITORIUM MR ASMIT KUMAR SENIOR SECONDARY (GROUND FLOOR) Mrs. J. RANI MR. MANISH TIWARI MRS. SUMITRA JHA FIRST FLOOR Mr. S. K. Chaudhary	<p>Whether general instruction related to discipline are being maintain by the students or not, committee will take proper care of this.</p> <p>Committee members will keep a keen watch on behavior of students in school campus.</p> <p>This committee will take responsibility to ensure healthy conducive atmospheres in Vidyalaya.</p> <p>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.</p>

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		Mrs. S. RATHI MR. L Ram MIDDLE WING GROUND FLOOR Mrs. S JHA TGT(Maths) MS SAKSHI GUPTA Mrs. A. Minz MR. S. ANAND FIRST FLOOR MRS. MARY P. MINZ MRS. C. KUMARI MR. M. Sharma PRIMARY Mrs. MALASHREE BALHAL ALL CLASS TEACHERS	Committee will decide the punishment to concerned student.
35.	Olympiads and other examinations Science Math Cyber Olympiad English Hindi So. Science & GK Quiz	Mrs. J. Rani Mr. K K Mishra Mr. S K Chaudhary Mr. R. K. Dewangan Mrs. Yamini Kaushik Mr. L. Ram Mr. S. Anand Mr. Asmit Kumar Ms. S. Gupta Ms. Rashmi Kumari	To inform the students about various competitions in concerned subjects. To prepare the students for the competitions. To conduct the competition if necessary. Any other related work.
36.	Staff meeting arrangement & recording of minutes	Mr. R. K. Dewangan I/c Ms. Archana (Recording of Minutes) Staff Secretary Mrs. K. Minj TGT (WE) Mr. S. Anand TGT(Art)	To record minutes of all staff meeting PT meeting, 10 th and 12 th class PT meeting and to maintain records/ file of the same. To note down all important events/functions etc. held in Vidyalaya. To prepare bimonthly news letter and to send to RO and other officials of KVS Any other related work.
37.	School Magazine, Student & Teacher's Diary	Ms. Archana I/C Mr. R. K. Dewangan Mr. Y. Kaushik Mrs. C. Kumari Mrs. M. Sharma MR.S. K. CHOUDHARY I/C Mr. K. K. Mishra Mr. M. M. Dewangan Mr. S. Anand Mrs. MALASHREE BALHAL Ms. K. K. Minz	To collect the articles. To edit the articles. To suggest improvisation in all matters related to diary and magazine. Any other related work.
38.	Excursion PRIMARY SECONDARY	Mrs. MALASHREE BALHAL (I/C) Ms. KUNTI K. MINJ PRT Mr. A. K. Dewangan Mrs. KIRAN MINJ (I/C) Mr. L. Ram Mr. M. M. Dewangan Mr. Asmit Kumar	To plan the excursion. To decide the place, make arrangement for conveyance. Estimate the amount to be collected from students. Keep the willingness form ready. Arrange refreshments. Any other work.

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		Mr. S. Anand	
39.	NIPUN/TLM	Mrs. MALASHREE BALHAL I/C Mrs. S. Dhruw Mrs. N. D. Dubey PRT	To procure requirements as per from individual teachers' requirements. To issue & maintain the stock. To keep & account of activities done by teachers. To maintain records. Any other related work.
40.	Grievance Cell	MR. S. K. CHOUDHARY I/C Mrs. S. Rathi Mrs. M. Balhal Councillor	To periodically open suggestion box, at least once in two months. To keep a record of suggestions of grievances received from the students, staff or parents. To maintain the minutes of the meetings.
41.	Refreshments	Mrs. Kiran Minj I/C Mr. L. Ram Mrs. M Balhal Mrs. K. K. Minz Mrs. S. Dhruv Ms. Anchal Ms. Geetika Ms. Diksha Gupta Ms. Rashmi Kumari	To arrange refreshments or sweets for all important function like republic day, Independence Day, sports day, annual day or any other occasions. To inquire market survey and set competitive rates without compromising the quality. To arrange refreshments for cluster level, regional level, coaching campus etc. Any other related work.
42.	ACP	MR. MANISH TIWARI I/C Mr. M. M. Dewangan Mrs Minakshi Sharma Mrs. A. Minz Mrs. S. Jha	As per KVS schedule
43.	Scholarship (SC/ST) Secondary Primary	Mr L Ram I/C Ms. K. K. Minz I/C	To ensure that all the SC /ST candidate who are eligible will get the scholarship form the government
44.	Child Rights	Ms. Archana I/C Mrs. Chanda Kumari	1. To address child related matter. 2. To conduct monthly meeting with the students (Boys and girls separately).
45.	Evacuation Team	Mr. Asmit Kumar I/C Mr. L. Ram Mr. M. TIWARI Mr. A. K. Dewangan Mr. Nitesh All Class Teachers	1. To plan for drill once in a quarter To keep exit points hindrance free.
46.	Gate duty (BEFORE AND AFTER SCHOOL) MAIN GATE MON-TUE WED-THU FRI-SAT CYCLE STAND LUNCH DUTY	ALL CLASS TEACHERS & Mr. Asmit Kumar Mr. Nitesh Mr. M. M. Dewangan Ms. Rashmi Mr. L. Ram Mrs Sumitra Jha Mrs. M. Sharma Ms Sakshi Gupta Sport Coach Yoga Coach Mr. R. C. Sahu DAILY Mr. Asmit Ms Sakshi Gupta Mrs. A. Minz	To guide the students and staff for Safety. To Monitor students movement during entry and exit time. To keep record for Types of vehicle used by the students

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		Mrs. K. Minj Mr. S. Anand Sports Coach Yoga Instructor COMPUTER INSTRUCTOR Sp. Educator	
47.	Team for students with special needs.	Mrs. M. P. Minz I/C Mrs. M. Sharma Nurse Counsellor Sp. Educator	To help such students when they are need. To make the Environment of Vidyalaya friendly for them
48.	Internal Complaint/ Discipline Committee	Mr. S. K. Sahu I/C Mrs. A. Khare Mr Manish Tiwari Mrs. MALASHREE BALHAL Mrs. K. Minj Ms. Rashmi	To address complains in time. To make findings as per law of state and rules of KVS in this regard. To submit the brief report to Principal in time.
49.	Liaison with NTPC Authorities	Mr. S. K. Sahu I/C Mrs. A. Khare Mr. Manish Tiwari Mr. Rahul Mr. Y. C. Kaushik Mr. R. C. Sahu	To contact the NTPC authorities for financial and administrative support.
50.	ALCP	PRIMARY Mrs. MALASHREE BALHAL SECONDARY Mrs Sakshi Gupta MRS. J. Rani	As per KVS Guidelines.
51.	ALUMNI	Mrs Sonia Rathi I/C Mrs. J Rani Mr. M. Tiwari Mrs Anjana Minj (Record maintenance)	As per KVS Guidelines.

(S. K. Sahu)
PRINCIPAL