

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

VIDYALAYA PLAN

(SESSION: 2026-27)

Vidyalaya academic & institutional plan for session **2026-27** 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 **2026-27**.

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 **2026-27**.

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. M. TIWARI Mrs. MALASHREE BALHAL MS. SUHASINI	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. SANTOSH KUMAR Mrs. K. MINJ Mr. M. M. DEWANGAN Ms. KUNTI K. MINJ	To receive the guests with honour
3.	I. Academics a. Primary	Mrs. M. Balhal I/C Members: 1. Ms. KUNTI MINZ (Hin)I/C 2. Mrs. DIKSHA GUPTA (MATHS) I/C 3. Mrs. S. DHRUW (ENG.) I/C 4. Mrs. ANCHAL BAJPAI (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.
	b. Secondary & Sr. Secondary	6 th to 8 th MRS. M. SHARMA I/C MRS YAMINI KAUSHIK /SUMAN SAHU 9 th to 10 th Mrs. S. JHA I/C MRS. M. P. Minz 11 th to 12 th Mr. K. K. MISHRA I/C Mrs. S. JHA	To prepare and inform subject teachers about the remedial time table during all holidays, breaks (autumn-winter) and vacation including morning assembly time of Vidyalaya as per action plan To suggest positive and practical plan for improvement of the academic competency of the students To maintain the class wise and subject wise monthly student's academic performance analysis.

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S. No.	DEPT/COMMITTEE/CLUB	IN-CHARGE/ CONVENOR/MEMBER	DUTIES/RESPONSIBILITIES/ ACTIVITIES
	ASHOKA HOUSE RAMAN HOUSE	MRS SONIA RATHI I/C Mr. Mr. K K MISHRA I/C	To plan for awarding the prize winners To send the report to R.O. & to the media/agencies for publications. Members to be intimated later.
7.	Morning Assembly Flag hoisting Cards & photography Uniform checking Bag Checking Mike Arrangement Over all stage management. Discipline of students Checking of Late comers	Mr SHIV K SAHU I/C Mrs YAMINI KAUSHIK Mr. SANTOSH KUMAR Mrs. KIRAN MINJ Mr. M. M. DEWANGAN I/C Mr. ASMIT KUMAR SPORTS COACH YOGA TEACHER Mr. SAURABH ANAND Mr. PARVEZ RAZA All the Class teachers Mr. ASMIT KUMAR I/C Sports Coach Yoga teacher PRIMARY (I - V) Mr. SANTOSH KUMAR Ms.KUNTI K. MINJ 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) Mrs. M. SHARMA I/C Mr. SANTOSH KUMAR Mrs. CHANDA KUMARI Mrs. Rashmi 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	MORNING ASSEMBLY ORGANISATIONS 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. 2. Children's birthday will be celebrated in morning assembly on his/her specific dates of birth to wish him/her. 3. To provide a greeting card & toffee & all students have to wish them by presenting birthday song

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8.	Photography / Publicity / press Report Preparation	Mr. S. K. Chaudhary- I/C Computer Instructor Mr. M. M. DEWANGAN Mrs. ANJANA MINZ Mrs. Vidya Kashyap Mrs. Y KAUSHIK/Mr. M. M. Dewangan Mrs. C. KUMARI/ G. Jotwani (with Program I/C and Com. Ins.)	To take photographs of all important functions/ occasions/ events including morning assembly programs. To upload on the website To take prints. To display on the display boards. To take the photographs into stock & maintain it.
9.	Record of Vidyalaya achievements	Mrs. A. MINZ- I/C Mrs. K. MINJ Mrs. MALASHREE BALHAL Mrs. UTTARA DIWAN Mrs. PUSHPA CHANDRA	To keep record of achievements of students in various fields. To organize program to highlight the students To record and maintain all achievements of students including internal, external, competitions prizes won etc. 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. M. M. Dewangan I/C Mr. SAURABH ANAND MR. M. Tiwari Mrs. Kiran Minj I/C Mrs. A. Minz Mrs. M. P. Minz Mrs. S. Jha Ms. K. Minz- I/C Mrs. M. Balhal Ms. Kunti K. Minz I/C Ms. Reena	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. Anchal Bajpai (Pri.) Mrs. D. Gupta Mrs. Sakshi Gupta (Sec & Sr Sec)	As per KVS Guidelines. Prepare schedule and maintain the records
12.	NIPUN/FLN	Mrs. S. DHRUW I/C Primary Mrs. ANCHAL BAJPAI MRS. DIKSHA GUPTA Mrs. REENA KUMARI 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. SANTOSH KUMAR Mrs. N. D. Dubey	As per KVS Guidelines
15.	Green Vidyalaya & Swachhata Abhiyan	Mrs. Kiran Minj- I/C Mr. M. M. Dewangan Mrs. Mary P. Minz Mr. S. Anand Mrs. MALASHREE BALHAL	As per KVS Guidelines

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		Ms. K. K. Minz Mrs. Sushma Dhruw	
16.	UBI & OTHER ONLINE ACTIVITY	Mr. S. K. Choudhary- I/C For classes 1 TO 5 MS.Reena kumari For classes 6 TO 8- Mrs. Mary P. Minz For classes 9 TO 12- Mrs. Jyoti Rani	To monitor and report the work done by the class teachers
17.	A. National Adolescent Education Program (NAEP)/POSCO B. Career Guidance & Counseling	OVER ALL INCHARGE Mr. S. K. Sahu Mr. M. Tiwari I/C (NAEP) Mrs. S. Dhruw (POCSO) Primary Mrs. Mary P Minz I/C Mrs. M Sharma (VISHRUTI VI & VII) Counsellor (VIII) Mrs. J. RANI (IX TO XII Girls) Mr. M. TIWARI (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 HELP DESK- Mrs. M. BALHAL Mrs. S. DHRUW Mrs. D. GUPTA 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. Dhruw- I/C Ms. Reena (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. Sec. English Hindi/Sanskrit Mathematics	Mrs. M. Balhal- I/C ALL PRT PGT (ENG)- I/C ALL ENG. TEACHERS PGT (HIN)- I/C All TGT Hindi & TGT Sanskrit Mr. K. K. Mishra I/C All Math 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.

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	Science Social Science	Mrs. A. KHARE- I/C All Science Teachers Mrs. S. Rathi- I/C All Social Science Teachers	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. 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) PGT Eng (Language Lab) Mrs. S. JHA (Jr. Computer Lab) CLASS TEACHERS OF- VIB, VIIA, VIIIA, IXA, XB & XIB. Primary Mrs. MALASHREE BALHAL MRS.S. DHRUW- I/C MS. REENA KUMARI	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	Mrs. A MINZ- I/C PGT ENG Mrs. Chanda Kumari Mr. M. M. Dewangan Mrs. M. Sharma Ms. Kunti Minz Ms. Rashmi PGT ECO- 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 Dhruw Mrs. A. KHARE- I/C Mr. K. K. MISHRA Mrs. Sumitra Jha Mrs. S. RATHI Mrs. Anchal Bajpai Mrs. M Balhal- I/C Mrs. S. Dhruw Ms. Reena Kumari MS.Suhasini	As per KVS Guidelines

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		PGT ECO- I/C PGT HIN Mrs. Yamini Kaushik Mrs. Chanda Kumari Ms. S. Gupta	
23.	SBSB/FIT INDIA Primary 6 to 8 9 to 12	Mr. ASMIT KUMAR- Overall I/C Mrs. Sushma Dhruw- I/C Mrs. Reena Kumari Mr. S. ANAND- I/C Mr. M. M. Dewangan YOGA TEACHER- I/C Mrs. J. RANI Members: 1.Mr. 2.Mrs. D. SHUKLA 3.Sports Coach 4.Nurse	As per KVS Guidelines
24.	Library Committee	Mrs. A. Minz, Librarian I/C 1.Mr. K K Mishra PGT (Maths) 2.Mr. R.K. Dewangan PGT (Eng) 3.PGT (Hindi) 4.Mrs. M. Sharma TGT (Sanskrit) 5.Mrs. S. Rathie PGT(Comm.) 6.Mrs. Malashree Balhal 7.Ms. K. K. Minz PRT 8. Mrs.Savrin yadav	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. Reena Kumari Mrs. S. Dhruw 14. Ms. Sakshi Gupta- I/C 15. TGT So. Sc. 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.

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26.	ACCOUNTS COMMITTEE	Mr. S. K. Sahu Chairman Mrs. Sonia Rathi Mr. Rahul Mr. Y. C. Kaushik	To maintain and audit all the accounts as per office need
27.	Laboratory 1.Physics 2.Chemistry 3.Biology 4.Mathemetics 5.Computer 6.Junior Science Lab 7.Social Science lab 8.Language Lab 9.Toy Room 10.NCC Room 11.Scout/Guide Room 12. Jr. Computer Lab	Mrs. A. Khare I/C Mrs. J. Rani I/C Mr. M. Tiwari I/C Mrs. Sumitra Jha I/C Mr. S. K. Chaudhary-I/C Mrs. Mary P. Minz I/C Ms. Sakshi Gupta I/C Mr. Chanda Kumari- I/C Mrs. Malashree Balhal I/C Mrs. S. Dhruw Ms. Reena Kumari Mr. SANTOSH KUMAR- I/C Mr. M. M. Dewangan- I/C Computer Instructor-I/C	To make an arrangement for procuring the materials for science & maths laboratory to the students as per their needs. To maintain the laboratory for students use, update the stock & make necessary arrangement, if any for the uses of students. To conduct practical / project etc. as per syllabus and to check practical record regularly. To support and coordinate with Jr.Sc.Lab. in-charge. To prepare students and to organize KV cluster/regional/national level science exhibition. To train children for various competitions. Any other related work.
28.	Furniture Department	Mrs. K. Minj (I/C) Mrs. S. Dhruw Mr. R. C. Sahu	To supervise the use of furniture by the students. To plan for repair & purchase of Vidyalaya furniture for students and staff in various classrooms & departments as per requirements and budget. To clear/get shifted unutilized furniture. To get classroom, blackboards, name boards etc. painted & maintained. Any other related work.
29.	House Keeping TOILET MONITORING	Mrs. Kiran Minj-I/C Sec & Sr Sec Ms. K K Minz I/C Primary Mr. R. C. Sahu (Sub staff) I/C Admin block, Vidyalaya Entrance MEMBERS: Mrs. ANJANA MINJ Mr. S. ANAND Mr. SANTOSH KUMAR Mr. ASMIT KUMAR NURSE PRIMARY GIRLS- Mrs. Sushma BOYS- Mr.Santosh kumar SECONDARY SECTION GROUND FLOOR BOYS- Mr. Saurabh Anand GIRLS-Mrs. Sumitra Jha Mrs. J. Rani FIRST FLOOR BOYS- MR. S. K. CHOUDHARY GIRLS- Mrs. KIRAN MINJ Mrs. ANJANA MINZ	Prepare plan for the SUPW training for students. At least two exhibitions must be organized at Vidyalaya level before Dec. 2012. Decoration of Vidyalaya should be maintained inside as well as outside of the Vidyalaya. Maintaining and updating all the notice boards as per pre scheduled plan. Maintaining general, electrical, civil and up keep of the Vidyalaya. Any other related work.
30.	Building, maintenance	Mr. M. TIWARI- I/C	To plan for repair & maintenance urgently require

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	and beautification of the Vidyalaya	Mrs. Kiran Minj Mrs. Sumitra Jha Mrs. Malashree Balhal Mr. Santosh Kumar Mr. Rahul (JSA) Mr. R. C. SAHU (Sub staff)	in the Vidyalaya building & departments. To plan & purchase the materials require for the purpose and complete all the assignments in time Arrange to keep the Vidyalaya campus neat & clean. To take an action in time for decent look of the Vidyalaya. To ensure the tube lights and fans are in proper working condition. The committee members of repair & maintenance will look after the use of water and electrical power in the school. This committee will ensure that there is no wastage of these energies and it should be available as requirements. If there is any repair related to this, the committee will take action for the same well in advance. Any other related work.
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	To estimate the requirements in the beginning of the academic year. To procure the required items following the purchase procedure. To take into stock. Any other related work.
32.	Rajbhasha Kalyan Samiti	Mr. Shiv K Sahu- I/C Mr. M. M. Dewangan Mrs. Yamini Kaushik Mrs. M Sharma	To follow Raj Bhasha Kalyan Samiti guidelines. To take necessary action for proper functioning of this Samiti. To create a Hindi atmosphere and to promote usage of Hindi in daily use. To keep a vigil on quarterly progress of Rajbhasha Samiti. To follow on instructions of town official language implementation committee and attend its meeting. To help children in participating in Sanskrit and Hindi competitions. Any other related works.
33.	Health Check-Up	Mr. Manish Tiwari- I/C Mrs. Mary P Minz NURSE All class teachers	To prepare a plan for student's health checking twice in this session by authorized medical officer. To make available stock of first and if any accident happen. A special care must be taken for girls child as per their natural need, if situation demands for that. To organize expert talks related to health & hygiene. Any other related work.

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34.	Discipline Overall I/C & Auditorium SR SEC (GRND FLOOR) (FIRST FLOOR) SEC (GROUND FLOOR) (FIRST FLOOR) PRIMARY	MR ASMIT KUMAR Mrs. J. RANI MR. MANISH TIWARI MRS. SUMITRA JHA Mr. S. K. Chaudhary Mrs. S. Rath Mr. K. K. Mishra Mrs. S. JHA TGT(Maths) Ms. S. Gupta Mrs. A. Minz Mr. S. Anand Mrs. Mary P. Minz Mrs. C. Kumari Mrs. M. Sharma Mrs. M. BALHAL ALL CLASS TEACHERS	Whether general instruction related to discipline are being maintain by the students or not, committee will take proper care of this. Committee members will keep a keen watch on behavior of students in school campus. This committee will take responsibility to ensure healthy conducive atmospheres in Vidyalaya. 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. Committee will decide the punishment to concerned student.
35.	Olympiads and other examinations Science Math Cyber Olympiad English Hindi So. Science GK Quiz MEMBERS FOR ALL SUBJECTS	Mrs. J. Rani Mr. K K Mishra Mr. S K Chaudhary Mrs. C. Kumari/ PGT ENG Mr. Shiv K Sahu PGT HIN Mrs. N. D. Dubey Mr. S. Anand Mr. Asmit Kumar Ms. S. Gupta Ms. Rashmi	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. Shiv K Sahu -I/C Mrs. C. Kumari (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 newsletter and to send to RO and other officials of KVS Any other related work.
37.	School Magazine, Student & Teacher's Diary	Mr. Shiv K Sahu- I/C PGT ENGLISH Mrs. Y. Kaushik/Suman Mrs. C. Kumari/Narayan 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. K. K. MINJ PRT Mr. Santosh Kumar Mrs. Santosh kumar Mrs. KIRAN MINJ (I/C) Mrs. J. Rani Mrs. A. Minz	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.

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		Mr. M. M. Dewangan Mr. Asmit Kumar Mr. S. Anand	Any other work.
39.	NIPUN/TLM	Mrs. S Dhruw I/C Primary Mrs. Anchal Bajpai Mrs. Rashmi Mrs. Diksha Gupta All TGTs & PRTs	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. RAHUL Mrs. M. Balhal Mrs. K. K. Minz Mrs. S. Dhruw Ms. Anchal Bajpai Ms. Reena kumari Mrs. Diksha Gupta Ms. Rashmi	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	Mrs. S. Jha I/C Mr. M. M. Dewangan Mrs. Meenakshi Sharma Mrs. A. Minz	As per KVS schedule
43.	Scholarship (SC/ST) Secondary Primary	Mr. S. Anand I/C Mrs. Rashmi I/C Ms. K K Minj	To ensure that all the SC /ST candidate who are eligible will get the scholarship form the government
44.	Child Rights	Mrs. M. Sharma I/C Mrs. Chanda Kumari	1. To address child related matter. 2. To conduct monthly meeting with the students (Boys and girls separately).
45.	School Safety Advisory Committee And Evacuation Team	Mr. Asmit Kumar I/C Mr. K. K. Mishra Mr. M. Tiwari Mr. Santosh Kumar Mrs. Rashmi Sports Coach Yoga Teacher All Class Teachers	1. To plan safety tools and procedures and advise for students behavior for all kind of safety throughout the session. 2. To plan for drill once in a quarter To keep exit points hindrance free. 3. To maintain record of all procedures and drills.
46.	Gate duty (BEFORE AND AFTER SCHOOL) MAIN GATE MON-TUE WED-THU	ALL CLASS TEACHERS & Mr. Asmit Kumar Mr. Santosh Kumar Mr. M. M. Dewangan Ms. Rashmi Mrs. N.D. Dubey Ms. Reena Special Educator Mrs. M. Sharma Mrs. Savrin Yadav Mrs. D. Gupta	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 To monitor the usage of water points in a systematic manner

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	FRI-SAT	Mrs. C. Kumari Mrs. M. P. Minz Mr. P. Raza (Comp. Inst.) Ms. A. Bajpai	
	CYCLE STAND	Mr. R. C. Sahu DAILY Mr. Asmit Daily	
	MON-TUE	Ms. Anchal Special Educator Mr. Saurabh Anand Mrs. Yamini Kaushik	
	Wed-Thurs.	Mrs. Kiran M. Mrs. Anjana M. Ms. Sakshi Gupta Yoga Tr.	
	Fri-Sat.	Mr. Santosh Kumar Mr. Shiv K Sahu TGT S. Sc. (Contr.) PRT 2	
	LUNCH DUTY	Overall Observation. Mr. Asmit (Secondary) and Sports Coach (Primary)	
	Mon-Tues.	Mrs. Anjana Minz. (Back assembly ground) Mrs. J. Rani (Open Air Audi) Mr. S.K. Choudhary(First floor at Higher Secondary Area) Mrs. S. Rathi and Mrs. Kiran M. (Ground floor at Higher secondary area) Class 6 to 8 (Respective Class Teacher) FRONT ASSEMBLY AREA Comp. Inst. (First floor water point at Inner Assembly Area) TGT Maths (ground floor water point at Inner Assembly Area) Mrs. Mary P. Minz (Back Assembly and Ground)	
	Wed-Thurs.	PGT HIN (Open Air Auditorium). Mr. K. K. Mishra (ground floor at Higher Secondary) Mrs. J. Rani and Special Educator (First Floor Higher Secondary) Class 6 to 8 (Respective class teacher) Special Edu. (first floor water point at Inner Assembly Area) Yoga Tr (ground floor Water Point at Inner Assembly Area) Mrs. S. Jha (Back assembly ground) and Mrs. Kiran Minj (Open Air Auditorium) Mr. M. Tiwari and Mrs. S. Rathi (ground floor at Higher Sec.)	

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	Fri- Sat.	PGT Eco and Mrs. A. Minz (first floor at Higher Sec.) Class 6 to 8 (Respective Class teacher) PGT Eng (first floor water point at Inner Assembly Area) TGT S. Sc. (Contractual) (ground floor water point at Inner Assembly Area)	
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. 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.
52	SCHOOL INNOVATION COUNCIL	Chairperson- Mr. S. K. Sahu Convener- Mrs. A. Khare Teacher Members- Mr. S. K. Choudhary Mr. K. K. Mishra Mrs. S. Rathi Mrs. J. Rani Ms. Reena kumari 5 student members of class XII	To conduct month wise activities with students as per the calender given for the session on the website and upload the report on monthly basis.
53	SCHOOL DISASTER MANAGEMENT COMMITTEE	Mr. Asmit Kumar I/C Mr. M. Tiwari Mrs. S. Gupta Mrs. M. Sharma Mr. Santosh Kumar Mrs. Sushma Dhruw Mr. Uttara Diwan PGT Eco	To plan the steps to be followed during any kind of disaster and keep in record for smooth execution at the time of need. To conduct time to time seminar and in house training with teachers and students to inform them about the procedure to be followed during emergency of disaster. To act responsibly and take proper steps to meet the disaster.

(S. K. Sahu)
PRINCIPAL