

-01-

changes to make a plan for effective
into the meeting.

DR. RAJENDRA PRASAD KENDRIYA VIDYALAYA
COMMITTEES FOR THE SESSION 2026-27

NEW DELHI-110004

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year **2026-27**. As such all the staff members are hereby informed to note the nature of the work 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 or any member of the committee. In absence of the In-charge, the next senior member of the committee will become In-charge automatically 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. The handing and taking over of the departments shall be completed immediately if needed. In the absence of the in - charge, the member in the committee will complete the handing and taking over procedure. Action plan for effective implementation of assigned responsibilities may be submitted as when required.

1. ACADEMIC AND ADMINISTRATIVE SUPPORT

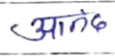
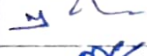
S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Praneeta Verma	PGT (Chemistry)	I/C	<i>प्रानेता</i>
2	Smt Amita Kohli	PGT (English)	Co I/C	<i>अमिता</i>
3	Sh Deepak Kumar	PGT (Eco)	Member	<i>डी.पी.क.</i>
4	Smt Meenakshi	PGT (Commerce)	Member	<i>मीनक्षी</i>
5	Sh Majinder Singh	PGT (History)	Member	<i>मजिंदर</i>
6	Sh Rakesh Bawari	PGT (Maths)	Member	<i>राकेश</i>
7	Sh Anand Kumar Roy	PGT (Geo)	Member	<i>अनंद</i>
8	Sh Pradeep Kumar	PGT (Hindi)	Member	<i>प्रादीप</i>
9	Smt Vandana Dixit	HM	Member	<i>वन्दना</i>

Duties & Responsibilities

- ➡ The committee will help the Principal in routine administrative matters.
- ➡ Any discrepancy observed must be brought to the notice of the Principal immediately.
- ➡ To assist the undersigned in preparation of Budget Estimates and Annual Accounts (SF&VVN)
- ➡ To ensure the maintenance of Attendance Register, Teacher's Diary and Daily Diary according to KVS norms.
- ➡ To ensure the smooth conduction of subject committee meeting at the end of each month in the presence of Principal/Vice-Principal/HM/Subject Committee Convener or Subject Committee Coordinator.

- ➡ To ensure the maintenance and submission of anecdotal record under academy calendar/NEP 2020/ CMP/NIPUN/ETN as per guidelines to the Principal.
- ➡ Distribution of Teachers and Student dairy, list of text Books & Note books, option forms and ID Cards of students and parents in the beginning of academic session.
- ➡ To maintain minutes of academic meetings and keep also all the records of all academics activities
- ➡ To ensure timely conduct of PTM for all the classes and disseminating of information to parents regarding all academics activities.
- ➡ **In the beginning of session and in each PTM, to inform all parents from IX-XII about minimum attendance-75% is mandatory for appearing in the board classes according SOPs prescribed by CBSE. Same Rule will be followed in all classes including Balvatika strictly.**
- ➡ To ensure timely sending the data of **Student Enrolment and Staff Vacancy Position** to RO through office on the last working day.
- ➡ Drafting and publication of the advertisement in News Paper and preparation of the Panel for **Appointment of Contractual Teacher for new session**. Also to call the teachers from Panel when required and complete all the related necessary formalities.
- ➡ **Any other work assigned by the Principal in day to day academic and administrative matter**

2. ADMISSION

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Anand Kumar Roy	PGT (Geography)	I/C	
2	Sh Atul Kumar Verma	PGT (CS)	Member	
3	Sh Pradeep Kumar	PGT (Hindi)	Member	
4	Smt Vikramjit Kaur	TGT (English)	Member	
5	Sh Mahesh Kumar Sharma	PRT	Member	

Duties & Responsibilities

- ➡ The committee shall be responsible for the preparation of the application forms, issue of application forms and advertisement for process of admission on vacant seats, if any, as per the latest KVS admission guidelines in case of OFF LINE Admission.
- ➡ Monitoring of online applications status regularly, to help and guide the parents to fill online applications, complete OLA Activities, short listing of application and preparation of lists as per RTE Act and KVS Latest Admission Guidelines in case of Class I.

- Composition of committee for draw of lots for the purpose of monitoring a system of draw of Lots to be held in Class I & BV1
- To get the hard copies prepared for approval of the Chairman and take the approval of VEC before the release of the merit list.
- To arrange the verification of documents and recommend the admission of the eligible short listed candidates.
- To maintain confidentiality in the preparation of list of short listed candidates and observe high integrity.
- To ensure the admission details to be uploaded in the website of the Vidyalaya in-time, admissions to all classes as per KVS norms, monitoring of T.Cs issued, uploading of TC on regular basis, updating of students enrolment daily basis and entries of the newly admitted students in SR/Admission Register.
- To conduct admission test for class IX admissions as per KVS Admission guidelines.
- To arrange forwarding of the transfer/ non KV admission cases to RO, as per provisions of Admission Guidelines
- **Admission committee will be responsible for any work assigned and not assigned by the Principal, related to admission which is not mentioned above.**

3A. EXAMINATIONS SECONDARY (INTERNAL)

S. NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Amita Kohli	PGT (English)	I/C	<i>[Signature]</i>
3	Sh Om Prakash	TGT (SST)	Co -I/C, (Co-ordinator Classes IX & X)	<i>[Signature]</i>
4	Ms Laxmi Agnihotri	TGT (SST)	Member (Co-ordinator Classes VI,VII and VIII)	<i>[Signature]</i>
5	Shri S K Dwivedi	Librarian	Member (Co-ordinator Classes XI ,XII)	<i>[Signature]</i>
6	Sh Uday Pratap	Sub Staff	Member	<i>[Signature]</i>

MODERATION COMMITTEE (Secondary)

S. NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Amita Kohli	PGT (English)	I/C	<i>[Signature]</i>
2	Mr Majinder	PGT History	Moderation committee for Class XI,	<i>[Signature]</i>
3	Mr Om prakash	TGT SST	Moderation committee for Class VI and IX	<i>[Signature]</i>
4	Mrs Laxmi Agnihotri	TGT SST		

Duties & Responsibilities

- ➔ To verify the question paper as per CBSE guidelines.
- ➔ **Rearranging the question papers as per order of Principal**
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above**

3B. EXAMINATIONS PRIMARY (INTERNAL)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Neha Sharma	PRT	I/C	<i>Neha Sharma</i>
2	Smt Sonia	PRT	Member	<i>Sonia</i>

Duties & Responsibilities

- ➔ **The committee shall be responsible for the preparation of Examination calendar/Action Plan and circulate the same in time - before 10th April 2026.**
- ➔ **Conducting Periodic Tests, Half yearly Exam, Session Ending Exam and other examination as per KVS norms and as per schedule of Delhi Region**
- ➔ **The Question papers shall be prepared along with blue print and marking scheme based on latest CBSE examination guidelines for all the exams to be conducted. One signed & checked copy of question paper must be kept in records for inspection purpose.**
- ➔ **To procure all the requirements for the conduct of the examination such as progress reports, Exam answer sheet, stationery and other material related to examination well in advance by giving requisition to the Principal**
- ➔ **The examination duties shall be allotted systematically without any bias or favour.**
- ➔ **All necessary records of the examination shall be kept handy for inspection at any time by the Principal or the members of the inspection committee and also the Higher Authorities, when they visit the Vidyalaya.**
- ➔ **To ensure timely uploading of the marks/grades on CBSE website as per CBSE directions and to update all examination details including date sheet of each exam on Vidyalaya website regularly.**
- ➔ **The dates for the submission of the evaluated answer scripts shall be systematically followed and the teachers in default shall be reported in time.**
- ➔ **The analysis of the results of the examination should be done as per the KVS guidelines and handed over the undersigned within stipulated time after the completion of the examination.**
- ➔ **Necessary training programme related to examination for the same shall be arranged.**

★ The progress distributed.
★ Declaration
★ To issue
★ To

- The progress report as per the KVS guidelines shall be prepared timely and distributed..
- Declaration of results as per the KVS schedule.
- To issue the notices, circulars of the examinations to the staff from time to time.
- To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
- **To maintain sanctity of the examination as rules and norms prescribed by KVS HQ/RO/other concerned agency.**
- To ensure that no Invigilators should use the mobile phones in examination hall
- Examination committee will be responsible for any work assigned and not assigned by the Principal, related to examination which is not mentioned above.

4. CBSE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Majinder Singh	PGT (History)	I/C	<i>[Signature]</i>
2	Sh Rakesh	PGT (Maths)	Member	<i>[Signature]</i>
3	Sh Pinkesh	TGT (Maths)	Member	<i>[Signature]</i>
4	Sh Uday Partap	Sub Staff	Member	<i>[Signature]</i>

Duties& Responsibilities

- Conducting the CBSE main board exam/SUPPL as per the CBSE norms.
- Taking care of timely dispatch of CBSE letters/uploading the data to CBSE web site.
- Taking care of all student needs connected to CBSE and maintenance of Board Result Registers for class X and XII as per CBSE and KVS norms
- To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- Registration for Class IX to XII, filling of the forms and completing the formalities time bound.
- Correspondence for school affiliation and its updation. To conduct Improvement Exam for class X and preparing result analysis.
- Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- Maintaining the record of shortage of attendance and correspondence with CBSE board.
- Framing the practical time table in liaison with other subject teachers.
- **To maintain sanctity of the examination as rules and norms given by KVS HQ/RO/other concerned agency.**
- To inform all parents from IX-XII about minimum attendance-75% is mandatory for appearing in the board classes according SOPs prescribed by

CBSE. Same Rule will be followed in all classes strictly including Balvatika.(CBSE Letter may be sent to parents)

- ➔ CBSE committee will be responsible for any work assigned and not assigned by the Principal, related to CBSE which is not mentioned above.

5. EXTERNAL EXAMS – NTA/ NIOS/OTHERS

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Atul Kumar Verma	PGT (CS)	I/C	<i>Atul</i>
2	Sh Om Prakash	TGT (SST)	Member	<i>OP</i>
3	Sh Manoj Kumar Arya	TGT (P&HE)	Member	<i>Manoj</i>
4	Sh Ujjwal	CI	Member	
5	Sh Lalchand	Sub Staff	Member	<i>Lalchand</i>

Duties & Responsibilities

- ➔ To conduct the exams as per the norms
- ➔ Arrangement & conduct of exam as per guidelines given by the respective agency.
- ➔ To maintain the record and send the data from time to time to the concerned.
- ➔ To finalize all the pending bills and disbursement of remunerations to all invigilators and other staff members connected with examination as per guidelines of that particular exam.
- ➔ Said committee will be responsible for any work assigned and not assigned by the Principal, related to external examination which is not mentioned above.

6A. TIME TABLE AND ARRANGEMENT (SECONDARY)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Praneeta Verma	PGT (Chemistry)	I/C	<i>Praneeta</i>
2	Sh Rakesh Bawari <i>21/07/21</i>	PGT (Maths)	Co-I/C	<i>Rakesh</i>
3	Sh Sanjay Kumar Dwivedi	Librarian	Member	<i>Sanjay</i>

6B. TIME TABLE AND ARRANGEMENT (PRIMARY)

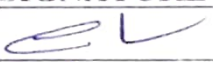
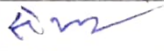
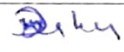
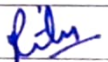
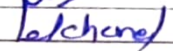
S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Rashmi	PR I	I/C	<i>Rashmi</i>
2	Smt Nupur	PR I	Member	

including ed by
 to sign, *inchanges to make a plan for effective with us in meeting.*
 VIDYALAYA, NEW DELHI-110004

Duties & Responsibilities

- To prepare the class time table, teachers time table and Master time table as per KVS norms and NEP 2020 and maintain the arrangement register.
- **The copies of the time-table shall be placed in the Principal's room, Vice-Principal room, Office, Staff Room and respective classes**
- The committee is responsible for the arrangement work on day to day basis, no class is left free on any day, and proper arrangements are made according to the time table teachers allotted arrangement period shall always engage the classes.
- The committee is to ensure that the time-table is unbiased and ensure proper work distribution for teachers.
- The arrangement work shall be circulated in time daily, and a copy should be displayed on the notice board and in Vidyalaya WhatsApp group.
- To ensure that the class attendance is marked by the Co-Class teacher in the absence of the regular teacher.
- To prepare the Assignment Time table and also make necessary arrangements for the conduct of tests and other Examinations.
- To prepare the special time table for remedial teaching, classes to be taken during any holidays for any group of students.
- Preparation of part time teachers' salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.
- **Said committee will be responsible for any work assigned and not assigned by the Principal, related to time table which is not mentioned above.**

7. FURNITURE: Furniture & Maintenance of Fixtures and assets

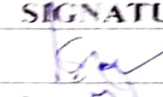
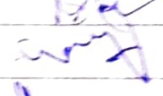
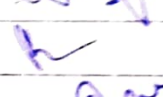
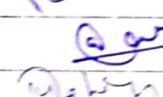
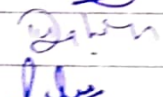
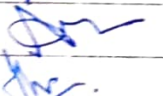
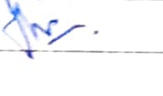
S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Deepak Kumar	PGT (Eco)	I/C	
2	Sh Pinkesh	TGT (Maths)	Co -I/C	
3	Sh Sanjay Kumar Dwivedi	Librarian	Member	
4	Smt Meenakshi Dahiya	PRT	Member	
5	Ms Ritu	PRT	Member	
6	Sh Lalchand	MTS	Member	

Duties & Responsibilities

- To maintain the distribution inventory record of room wise/class wise/dept. wise and to prepare the Location map for all the articles of furniture.
- To give nomenclature to all articles of furniture including location also.

- To ensure that the furniture is being repaired as per the needs.
- To identify the unserviceable furniture and process the condemnation.
- To see that the school furniture is to be replaced in class rooms/depts. after school functions like Sports Day, Republic Day, Annual Day, Independence Day or any other Function).
- To see any shortages, deficiency of furniture and report to the Principal.
- To ensure regularly that no furniture is lying in the corridors or in the open space.
- To store and stock the broken or old furniture properly.
- Maintenance of stock register of furniture of the class-wise, staff room, lab., depts., library, office, Principal room etc..
- Submission of requirements if any. Preparation of annual condemnation list.
- To help the office in processing the purchase of new furniture.
- Said committee will be responsible for any work assigned and not assigned by the Principal, related to furniture which is not mentioned above.

8. SWACHH BHARAT ABHIYAN (CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (WATER POINTS, TOILETS, CORRIDORS))

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Meenakshi. PGT	PGT (Comm)	I/C	
2	Sh Gajinder Singh. PGT	PGT (Bio)	Member	
3	Smt Preeti. TGT	TGT (Hindi)	Member	
4	Sh Amarjit. TGT	TGT (Maths)	Member	
5	Smt Meenakshi Dahiya .	PRT	I/c(Primary)	
6	Smt Ritu. PRT	PRT	Member	
7	Smt Arti. PRT	PRT	Member	
8	Sh Hariom. PRT	PRT	Member	

Duties & Responsibilities

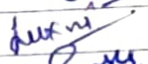
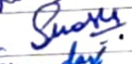
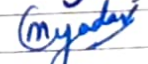
- To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- **To obtain the water and sanitation certificate** from the competent authority clearly mentioning date of issue and date of valid up to also renew it on expiry of valid period.
- To ensure the provision of dustbins in all the class rooms, supervise and instruct the people deployed under housekeeping regarding cleanliness, arrangements to dispose the garbage at decided place and to clear the wild bushes and thorny plants that is growing in different parts of school campus.

after school
day or any

in charge, exchanges to make a plan for effect.
in meeting
NEW DELHI-110004

- To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- In - charge can assign the work wing - wise for efficient functioning and for fixing the responsibility. But the In - charge will be held responsible for the lapses and the deviations of the orders.
- To ensure that the wash rooms are cleaned twice daily by the house keeping ladies. To keep a record of this in the proforma supplied by the KVS RO DELHI
- Functioning of Vending Machine- Upkeep of the machine AMC to be maintained Help and guide the student
- To prepare the monthly report on Sanitation/cleanliness for dispatch to the Regional office.
- Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.

9. GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS

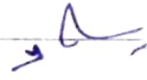
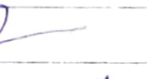
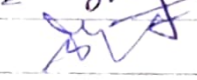
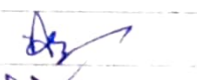
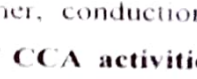
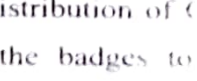
S.No.	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Gajendra Kumar	PGT (Biology)	I/C	
2	Smt Priya Rawat	TGT (Science)	Member	
3	Smt Luxmi Dubey	TGT (Science)	Member	
4	Smt Shobha	PRT	Member	
5	Smt Manorama	PRT	Member	

Duties & Responsibilities

- To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- To procure ornamental plants and other flower bearing plants in consultation with Principal.
- To ensure watering of all potted plants and other plants growing in the Vidyalayacampus, procuring of fertilizers, manure, pesticides in consultation with Principal.
- Preparation of placards in different areas of garden, numbering of trees and potted plants and motivate the children for gardening and beautification.
- Celebration of Vanamahostava in consultation with principal and forest dept.
- To develop medicinal plant garden in the campus, display the quotations in the corridors and class rooms and to ensure the display of material in the bulletin boards.

- To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
- To supervise the work of the beautification and maintaining all the new purchased flower earthen Pots.
- To seek the ideas from all the stakeholders through open box suggestion for beautifying the Vidyalaya campus
- Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.

10. CCA/CLA (MORNING ASSEMBLY PROGRAMME & STUDENT COUNCIL)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
A	SECONDARY			
1	Sh Pradeep Kumar	TGT (Hindi)	I/C	
2	Smt Tanu Khurana	TGT (English)	Member	
3	Sh O.P Tiwari	TGT (SKT)	Member	
4	Smt Anupama	TGT (AE)	Member	
5	Sh Manoj Kumar <i>Anyu</i>	TGT (P&HE)	Member	
6	Sh Shailendra Kumar	TGT, WE	Member	
B	PRIMARY			
1	Smt Anisha Sahu	PRT	I/C	
2	Sh Chandan Kumar	PRT (Music)	Member	
3	Smt Shivani	PRT	Member	
4	Sh Vijay	PRT	Member	

Duties & Responsibilities

- Planning of all the co-curricular activities in a befitting manner, conduction of morning assembly within stipulated time. **Annual Planning of CCA activities** house wise, maintaining CCA Activities register, purchase and distribution of CCA prizes & medals, conducting investiture ceremony and issue the badges to the members of student council, details of students getting prizes, Planning, preparation and arrangement of important days and celebrations as per the direction, formation of student's council, allotment of dates to the members of students council, conduct monthly meetings of the student council and keeping its records, uniform checking in morning assembly etc. to publish the School Magazine for the academic year.

- to sign, *incharges to make a plan for CCA*
with U.S. in meeting.
 NEW DELHI-110004
- To ensure the maximum participation of the students in all programme under CCA.
Committee will ensure maximum participation of students under CCA programme.
 - To ensure that the children are well prepared for competitions at the cluster / regional/national level. They should be selected from the beginning of the year.
 - To evaluate the various items of morning assembly programme on five point scale –
 Excellent; Very good; Good; Average; Below Average
 - To arrange the PA system, musical instrument well in advance before the start of morning assembly.
 - Said committee will be responsible for any work assigned and not assigned by the Principal, related to aforesaid committee which is not mentioned above.

11. PA SYSTEM

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Shailendra Kumar	TGT (WE)	I/C	<i>[Signature]</i>
2	Sh Chandan Kumar	PRT (Music)	Member	<i>[Signature]</i>
3	Sh Brajesh	PRT	Member	
4	Sh Vijay	PRT	Member	<i>[Signature]</i>

Duties & Responsibilities

- To ensure purchase & maintenance of PA system related items.
- To train the students for operating and handling for PA system.
- Ensuring the proper functioning PA system during daily assembly (both in Primary & secondary) and also during all the meetings, workshops, seminars and celebrations at school and to ensure the availability of Podium on stage.

12. DISCIPLINE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Smt Meenakshi,	PGT (Commerce)	I/C	
2	Sh Manoj Kumar <i>Any.</i>	TGT(P&HE)	CO-I/C	<i>[Signature]</i>
3	Ms Preeti Yadav	TGT (Hindi)	Member	<i>[Signature]</i>
4	Smt Pratibha Singh	TGT (English)	Member	<i>[Signature]</i>
5	Smt Shivani	PRT	Member	<i>[Signature]</i>
6	Sh Mahesh	PRT	Member	
7	Sh Brajesh	PRT	Member	

- ➡ To initiate proper action as per KVS norms against indiscipline students
- ➡ Said committee will be responsible for any work assigned and not assigned the Principal, related to aforesaid committee which is not mentioned above.
- ➡ Will be responsible for discipline during special occasions and days and celebrations

HOUSE ON DUTY

Duties & Responsibilities

- ➡ To depute the teachers at the different points of the Vidyalaya (such as gate, stairs, corridor & etc.) during the time of arrival and departure of the students for assuring safety and security of the students.
- ➡ To ensure that students coming in proper uniform, minimize the late coming, proper discipline among the students, students assemble for lunch suitably and maintain discipline during the lunch, utilization of the student council for the purpose of ensuring better discipline and refer the problematic cases to the counselor for diagnosis.
- ➡ To conduct surprise checks to ascertain that no student is in possession mobile phones, valuables, or any other objectionable material. If any objectionable material is found, it will be confiscated by committee and has to bring in notice of Principal immediately. Surprise check of girls and boys should be done by female and male teacher respectively.
- ➡ To ensure provision of out pass in all classes and their utilization
- ➡ To minimize the movement of students during learning –teaching process. Students may be allowed for toilet/washroom in only prescribed period.

13. PURCHASE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Amita Kohli, PGT	PGT (English)	I/C	<i>[Signature]</i>
2	Sh Atul Kumar, PGT	PGT (CS)	Member	<i>[Signature]</i>
3	Sh Pradeep Kumar, PGT	PGT (Hindi)	Member	<i>[Signature]</i>
4	Smt Vandana Dixit, HM	HM	Member	<i>[Signature]</i>
5	Sh Sandeep Kumar	SSA	Member	<i>[Signature]</i>

Duties & Responsibilities

- ➡ To ensure that no excess purchases are made, Consolidating the requisition from all teachers, conduct market survey as per requirement & collect on the spot quotations, conduct physical verification of the items purchased, to ascertain the quality, quantity, specification and competitive rates, prepare comparative statement and check and sign

the Comparative Statement, to ensure that proper records of the items purchased are being maintained.. To Sign the quotation received by post or email.

- ➡ To verify the purchases/ bills as per procedure.
- ➡ To ensure that the payment is made to the firm.
- ➡ Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above

14. WRITE UPS AND CREATION OF MAGAZINE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri Pradeep Kesarwani	PGT (Hindi)	I/C	
2	Ms Preeti Yadav	TGT (Hindi)	Member	
3	Smt Tanu Khurana	TGT (English)	Member	
4	Sh O.P Tiwari	TGT (Sanskrit)	Member	
5	Smt Shobha	PRT	Member	
6.	Smt Manorama	PRT	Member	

Duties & Responsibilities

1. Conduct of all activities as per PM Shri guidelines and office order given by HQ & RO from time to time.
2. Showcasing all the activities and maintenance of coffee Table Book/ Album/Magzine / Periodicals as demanded or instructed by RO
3. To upload all the events of social media such as Facebook , Twitter, youtube etc.

15.- SCIENCE ACTIVITIES

	INSPIRE	Smt Priya Rawat, TGT	
	NCSC	Smt. Praneeta Verma, PGT	
	KVPY	PGT Physics	
	JNNSMEE	Sh Gajinder Singh, PGT	

16. CLUB ACTIVITIES/School Innovation Council

S.No	NAME	DESIGNATION	CLUB/ COUNCIL	SIGNATURE
1	Smt Priya	TGT(Science)	GSP Award	
2	Sh Gajendra Kumar	PGT(Biology)	School Innovation council(SIC)/SOIL HEALTH CARD ETC. Mission Life	
3	Smt Anupama	TGT (AE)	Art Club	
4	Sh Atul Kumar	PGT (Comp Sc.)	Cyber Security Club/ Robotics	

Duties & Responsibilities

- ➔ To motivate the students to prepare the exhibits based on theme given by KVS.
- ➔ To organize Vidyalaya level Science exhibition as per the time schedule given by KVS and different activities under School Innovation council(SIC)
- ➔ To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- ➔ To inculcate scientific temper among the students by adopting activities based method in teaching learning process.
- ➔ To encourage the children to give online projects by using computers.
- ➔ Records to be maintained and Up keep of the bulletin board.
- ➔ Said committee will be responsible for any work assigned and not assigned by the Principal, related to aforesaid committee which is not mentioned above.

17. DIFFERENT OLYMPIADS / OTHER COMPETITIVE EXAM/ STUDENTS EXCHANGE PROGRAM / MAINTAINING HONOUR BOARD

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Rakesh Bawari	PGT(Maths)	I/C	
2	Smt Priya Rawat;smt Luxmi Dubey	TGT (Science)	Member	
3	Smt Preeti	TGT (Hindi)	Member	
4	Sh Pinkesh	TGT (Maths)	Member	
5	Sh Hariom	PRT	Member	
6	Sh Chandan Kumar Roy	PRT (Music)	Member	

Duties & Responsibilities

- ➔ To Motivate the students to participate in different Olympiads (Like ones conducted by SOF , IAPT ,Silver foundation, IPHO, ICO, IBO etc)
- ➔ To collect the prescribed fees and remittance
- ➔ To arrange for school based coaching / training of the students
- ➔ Conducting the examination in the school

- to sign. Incharges to make a plan for effective in meeting. 10004
- ➔ Maintain the honour board for the recipient of prizes and the photo uploading in the website
 - ➔ Said committee will be responsible for any work assigned and not assigned by the Principal, related to aforesaid committee which is not mentioned above.

18. SOCIAL SCIENCE CLUB/EBSB/SOCIAL SCIENCE EXHIBITION

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Anand Kumar Roy	PGT (Geography)	I/C	<i>[Signature]</i>
2	Sh Majinder Singh	PGT (History)	Member	<i>[Signature]</i>
3	Sh Deepak	PGT (Economics)	Member	<i>[Signature]</i>
4	Smt Pooja	PGT (Pol Sc)	Member	<i>[Signature]</i>
5	Ms Laxmi	TGT(Social Studies)	Member	<i>[Signature]</i>
6	Mr Sanjay Gupta	TGT(Social Studies)	Member	<i>[Signature]</i>
7	Mr Om prakash	TGT(Social Studies)	Member	<i>[Signature]</i>
8	Smt Anupama	TGT (AE)	Member	<i>[Signature]</i>
9	Shri Chandan	PRT(Music)	Member	<i>[Signature]</i>
10	Dance instructor	PRT	Member	<i>[Signature]</i>

Duties & Responsibilities

- ➔ To motivate children to prepare projects/model based on country/state allotted to the region.
- ➔ To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.
- ➔ To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- ➔ To encourage the students to submit online projects on project Think.com.
- ➔ To ensure project based learning in all the classes.
- ➔ As far as Social Science exhibition is concerned, the In-charge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register
- ➔ Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.

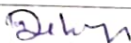
19. MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Shailendra Kumar	TGT (WET)	I/C	<i>[Signature]</i>
2	Smt Priya Rawat	TGT (Science)	Member	<i>[Signature]</i>
3	Sh O.P Tiwari	TGT (Sanskrit)	Member	<i>[Signature]</i>
4	Sh Vijay	PRT	Member	<i>[Signature]</i>

Duties & Responsibilities

- ➡ To obtain the water and sanitation certificate, fire safety certificate and building safety certificate from the competent authority clearly mentioning date of issue and date of valid up to. Committee will also renew it on expiry of valid period.
- ➡ Proposal and monitoring of construction and modification of School building.
- ➡ Maintaining the boards inside the classrooms, name boards for classes to be painted on the doors etc, repair work of electrical wiring, Fixation of tubes, switches, bulbs, maintenance of aqua guard, Refrigerator and coolers.
- ➡ To ensure the chlorination of water stored in tanks after cleaning and proper functioning of water coolers.
- ➡ Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.

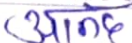
20. MEDICAL CHECKUP AND FIRST AID

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Priya Rawat	TGT(Science)	I/C	
2	Smt Simmi Sharma	Nurse	Co-I/C	
3	Smt Meenakshi Dahiya	PRT	Member	

Duties & Responsibilities

- ➡ To procure the required number of medical cards in the beginning of the academic session.
- ➡ To distributes and collection the medical cards to the class teachers based on strength.
- ➡ To arrange the medical checkup twice in a year (in the month of August and Feb)
- ➡ To ensure the follow up action after the medical checkup.
- ➡ Purchase of medicines and materials for First Aid kit
- ➡ Providing first aid facilities to students as and when required. Attending to all emergency conditions.
- ➡ Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above

21. EDUCATIONAL TOURS / EXCURSION

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri Anand Roy	PGT Geography	I/C	
2	Shri Amarjit	TGT Maths	Member	
3	Shri Mahesh	PRT	Member	

Duties & Responsibilities

- ➡ To plan education tours / excursions for all the classes as per KVS norms
- ➡ To ensure the safety of the students during the journey period and their stay at the venue.
- ➡ To provide hygienic food / potable water to the students who are participating in tour programme
- ➡ Planning and arrangement of educational tours as per KVS direction for students and staff.
- ➡ Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.

22. PHOTOGRAPHY and SOCIAL MEDIA

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Atul Kumar Verma	PGT (CS)	I/C	<i>[Signature]</i>
2	Ms Laxmi Agnihotri	TGT (SST)	Member	<i>[Signature]</i>
3	Sh. Vijay	PRT	Member	<i>[Signature]</i>
4	Sh Hari Om	PRT	Member	<i>[Signature]</i>
5	Sh Ujjwal	Computer Instructor I	Member	
6	Ms Shilpi	Computer Instructor II	Member	<i>[Signature]</i>

Duties & Responsibilities

- ➡ Arrangement of photographer for School programmes, maintenance of album. Preparation and distribution of ID cards.
- ➡ To ensure the photography/Videography on important occasions days/ functions.
- ➡ In absence of Photographer on any occasion, click picture from your mobile.
- ➡ Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.

23. VOCATIONAL GUIDANCE / COUNSELLING / ARRANGING GUEST LECTURE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri Shailender	WE1	I/C	<i>[Signature]</i>
2	Shri Gajendra	PGT (Bio)	Member	<i>[Signature]</i>
3	Smt Pratibha	TGT English	Member	<i>[Signature]</i>
4	Smt Anupama	AE	Member	<i>[Signature]</i>
5	Shri Chandan	Music	Member	<i>[Signature]</i>
6	Km Ahaana	Counsellor	Member	

Duties & Responsibilities

- ➡ To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.
- ➡ To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned field.
- ➡ To pay the remuneration in consultation with principal

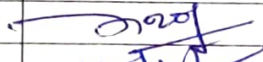
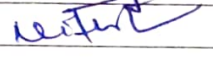
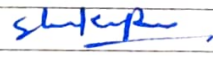
24. GRIEVANCE RELATED TO RTI/RTE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri Sandeep	SSA	I/C	
2	Shri Anand Kumar	PGT (Geography)	Co-I/C	
3	Sh Pradeep Kumar	PGT (Hindi)	Member	

Duties & Responsibilities

- ➡ To provide all important statistics to all departments in respect of the students or teachers of the Vidyalaya to agencies such as NCERT, Samagra Shiksha Abhiyan, Centre & State Education Department, Scholarship authorities etc.
- ➡ To provide information to the website committee and monitor these details are also available in the school website.
- ➡ Dealing with the grievances of teachers and students once a fortnight.
- ➡ Maintenance of register with proper records.
- ➡ To reply to all RTI and RTE related information within stipulated time.
- ➡ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

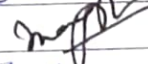
25. SPORTS COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Manoj Kumar Arya	TGT (P&HE)	I/C	
2	Sh Nitesh	TGT (Maths)	Member	
3	Ms Laxmi	Sports Coach	Member	
4	Sh Yamesh	Yoga Instructor	Member	
5	Km Sakshi	Sports Coach	Member	

Duties & Responsibilities

- ➡ To ensure overall development of sports and games facilities in the Vidyalaya, ensuring maximum participation of the students in various games and sports activities, timely conduct the inter-house competitions, prizes distributed in time, and ensuring necessary materials required for the Vidyalaya.
- ➡ To prepare and submit a calendar of sports activities before April 1st week.
- ➡ To conduct the Annual sport day successfully.
- ➡ To ensure that the competitions in the Primary Section are being conducted as per the guidelines of the KVS and the requirement of Common Minimum Programme attained.
- ➡ To upload Regional Sports Meet results and send it to all the KVs and RO
- ➡ To upload all the necessary and relevant documents on portal
- ➡ **Maximum efforts should be done honestly to increase the numbers of player to be selected at National and SGFI Level.**
- ➡ **Effectiveness of P&HE Teacher is reflected automatically if there is least movement of students outside during the learning teaching process and all students are well disciplined.**
- ➡ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

26. ADOLESCENT EDUCATION PROGRAM (AEP)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Mr Gajendra	PGT (Bio)	I/C	
2	Mrs Vikramjit	TGT(Eng)	Member	
3	Mrs Poonam	TGT (Hindi)	Member	
4	Mrs Priya	TGT(Science)	Member	
5	Smt Ahaana	Counsellor and Special Educator	Member	

Duties & Responsibilities

- ➡ Dealing the matters with students, teachers and parents, sensitize the students on adolescent issues, to train all the Teachers, to maintain records, to inform the students about the various courses that can be taken as career.
- ➡ To introduce AEP Box for taking complains and suggestion from the students.
- ➡ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

27. INCOME TAX/ CS-54 CHECKING

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Rakesh Bawari	PGT(Maths)	I/C	
2	Sh Pinkesh	TGT(Maths)	Co-I/C	
3	Sh Nitesh Kumar	TGT (Maths)	Member	
4	Sh Sandeep Kumar	SSA	Member	

Duties & Responsibilities

- ➔ Calculation of income tax from the members of the staff as per the provisions of Govt. Of India.
- ➔ To check the IT details submitted by the Teachers and preparation of Form 16.
- ➔ To organize tax Clinics, aimed at creating awareness and resolving queries of all employee pertaining to filing of their income tax returns, to make financially aware and conveying the significance of filing returns well in advances to avoid the last minute complications and encourage all to disclose all taxable income.
- ➔ Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.

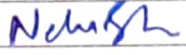
28. LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri.K K Dubey	Principal	Chairman	
2	Sh Sanjay Kumar Dwivedi	Librarian	M S /IC	
3	All Subject Committee Conveners	PGT's	Member	
4	Smt Vandana Dixit	HM	Member	
5	Ms Ritu	PRT	Member	
6		VII-XII	Student Representative	
7		VII-XII	Student Representative	
8		VII-XII	Student Representative	
9		VII-XII	Student Representative	
10		VII-XII	Student Representative	

Duties & Responsibilities

- ➡ The LMC should constitute four sub-committees to specific function like Document Selection sub-committee, Stock Verification sub-committee, Readers' club sub-committee, and Class-Library book selection committee.
- ➡ To develop Annual Library Activity Plan for the year 2026-27 before 1 April.
- ➡ To recommend suitable budgetary provision for the library, to select books and resources for the library keeping in view the natural interest and needs of the children, & their age group and intelligence and continuous work on E-Granthalaya
- ➡ To select books for teachers on various subjects apart from academics, to review library rules and formulate new rules for the library, to make recommendation for proper functioning of school library.
- ➡ The committee shall meet as often as possible but at least once in two months.
- ➡ Member Secretary is advised to read the Library module developed by ZIET Bhubaneswar and discuss the same with all members of LMC.
- ➡ Purchasing and condemnation of the books according to the GFR 2017
- ➡ Committee will organize books exhibition on important occasions.
- ➡ There should be focus on Digitalization of library on priority basis.
- ➡ Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.

29. ICT/ UPDATION OF WEB SITE/ COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Atul Kumar Verma	PGT (Comp Science)	I/C	
2	PGT English/ Pradeep Kesarwani	TGT(Maths) PGT BNC / HINDI	Dy. I/C	
3	Smt Anisha Sahu	PRT	Member	
4	Smt Neha Sharma	PRT	Member	
5	Sh Ujjwal	CI	Member	
6	Ms Shilpi	CI	Member	

Duties & Responsibilities

- ➡ School web site maintenance. Uploading of all information with photos.
- ➡ Safety and security of all computer labs. Submission of requirements. All works related to computer department. Submission of monthly/ report to the Regional Office.
- ➡ Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above

30. IMPLEMENTATION OF RAJ BASHA (राजभाषा कार्यान्वयन समिति)

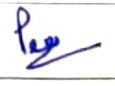
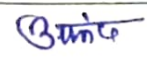
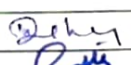
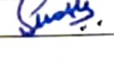
S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Pradeep Kumar	TGT Hindi	I/C	
1	Smt Poonam	TGT (Hindi)	Co-I/C	
2	Ms Preeti Yadav	PGT (Hindi)	Member	
3	Smt Preeti	PGT (Hindi)	Member	
4	Sh Sandeep Kumar	SSA	Member	
5	Sh Brajesh	PRT	Member	

Duties & Responsibilities

- ➔ Committee shall ensure the strictly implication of all check points given in letter no 25025/01/2023/kvs/kol/ dated 21.02.24 sent by KVS Kolkata Region.
- ➔ To ensure that all correspondence received in Hindi is replied in Hindi, ensuring that all name-plates, boards, registers, hoardings, invitations card, visiting card, rubber stamp, notice, memorandum, report & files name are bilingual, and motivating the staff members, students to give more respect and use of Hindi in official work and on daily basis.
- ➔ To mention the medium of letter sent and received in Inward and outward register and keep the records of all correspondences sent in Hindi for the purpose of providing information at the time of Inspection.
- ➔ To promote the use of Hindi by organizing workshops and competitions.
- ➔ To ensure celebration of RAJBHASHA PAKHWADA in befitting manner.
- ➔ To attend Nagar Raj Bhasha committee as and when required and implementing the decision taken during Nagar Raj Bhasha committee meeting.
- ➔ To send periodical report to the concerned RO and KVS New Delhi, Nagar Rajbhasha committee.
- ➔ To take initiative to see that correspondence is made in Hindi.
- ➔ Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.

31. SUBJECT COMMITTEES

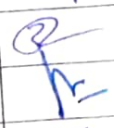
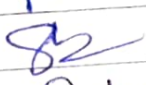
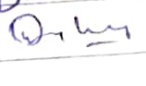
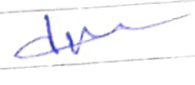
S.No	SUBJECT	INCHARGE	SINGATURE OF	MEMBER
1	English	Smt Amita Kohli, PGT (English)	I/C	All English teachers
2	Mathematics	Sh Rakesh Bawari, PGT (Math's)		All Maths Teachers
3	Hindi & Sanskrit	Sh Pradeep Kumar, TGT (Hindi)		All Hindi and Sanskrit teachers,

5	Science	Smt Praneeta Verma, PGT (Chemistry)		All Science teachers.
	Social Science	Sh Anand Kumar Roy, PGT (Geo)		All Social Sci. teachers
6	Primary Classes	Sh Mahesh Kumar Sharma		Maths
		Smt Meenakshi Dahiya		Hindi
		Smt Shobha		English
		Smt Brajesh Saurabh		EVS

Duties & Responsibilities

- ➡ Committees shall ensure the smooth conduction of subject committee meeting at the end of each month in the presence of Principal/Vice-Principal/HM with Subject Committee Convener or Subject Committee Coordinator. Minutes of the meeting are to be signed by Principal on the same day.
- ➡ Subject conveners will discuss the various issues during the meeting such as Guidance regarding the maintenance of teacher diary, coverage of syllabus as per the split up syllabus approved by KVS, conducting the practical for classes IX to XII as per the split up syllabus approved by KVS, Demo classes by rotation during the subject committee meeting, uses of computers and other audio visual aids in teaching learning process, plan of assessments and evaluation of home assignment and MDP, to discuss guidelines regarding, setting of question paper, blue print, marking schemes as per KVS norms, Plan of action for weak students & bright students, Remedial teaching for weak students, effective implementation NEP2020, and emphasizes on experiential learning in classes.
- ➡ Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.

32. SCOUTS / GUIDES

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Sanjay Kumar Gupta	TGT (SST)	I/C	
2	Smt Preeti	TGT (Hindi)	Co- I/C	
3	Smt Anupama	TGT (AE)	Member	
4	Sh Hariom	PRT	Member	
5	Smt Shivani	PRT	Member	
6	Smt Meenakshi Dahiya	PRT	Member	
7	Sh Brajesh	PRT	Member	
8	Sh Vijay	PRT	Member	

Duties & Responsibilities

- ➔ To plan for adventure activities for scouts such as to ensure minimum enrolment (75%) in the movement before 31st August, to organize investiture ceremony for the new recruits, to conduct the parade after school hours and class on every Thursday, to train the students for Pratham / Dwetiya / Tritiya / Golden Arrow, Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiya Charan / Chaturdha Charan, to issue the merit certificate after the conduct of test Celebration of thinking day, to procure the uniform for Scouts / Guides who are involved in Guard of Honor.
- ➔ To receive the guests/VIPs with colour party on Special Occasion including inspection.
- ➔ Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.

33. Reading/Literary CLUBS

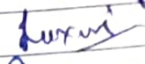
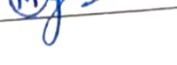
S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
English	Smt Amita Kohli	PGT(English)	In Charge	
	Smt Tanu Khurana	TGT (English)	Members	
	Smt Vikramjit Singh	TGT (English)	Members	
	Smt Pratibha	TGT (English)	Members	
	Smt Shobha	PRT	Members	
Hindi	Sh Pradeep Kumar	PGT(Hindi)	In Charge	
	Ms Preeti	TGT (Hindi)	Members	
	Smt Poonam	TGT (Hindi)	Members	
	Smt Preeti Yadav	TGT (Hindi)	Members	
Sanskrit	Sh OP Tiwari	TGT(Sanskrit)	In Charge	

Duties & Responsibilities

- ➔ To develop the language skills like reading, writing, speaking, listening skills among the students.
- ➔ To give required guidance in the planning and execution of project to students
- ➔ To encourage the use of Audio Visual aids in teaching learning process
- ➔ To conduct the language games during the teaching periods.
- ➔ To preserve the projects prepared by the children.

- ➡ To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.
- ➡ Training the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.
- ➡ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

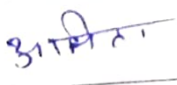
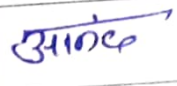
34. NATURE CLUB/ ECO CLUB

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Gajendra Kumar	PGT	Member	
	Smt Luxmi Dubey	TGT (Science)		
	Smt Priya	TGT (Science)		
3	Smt Manorama	PRT	Member	

Duties & Responsibilities

- ➡ To keep in touch with forest Dept. to procure saplings to be planted in various parts of school campus, utilizing funds released by the state. Govt. under Eco club, celebrating Vana Mahostasava in consultation with state forest dept, preserving and the beauty of the Vidyalaya campus by taking up the project clean and Green.
- ➡ 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. To ensure the watering of plants growing in different parts of the Vidyalaya campus.
- ➡ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

35. GRIEVANCE AND INTERNAL COMPLAINT COMMITTEE/(POSH)

S.NO	NAME	DESIGNATION	MEMBER	Jurisdiction	SIGNATURE
1	Shri K K Dubey	Principal	Presiding Officer	To enquire into the complaint of sexual harassment in the vidyalaya except against Principal, VP & HM.	
2	Smt Amita Kohli	PGT English	Vidyalaya-Member		
3	Shri Anand Kumar	PGT Geog	VMC- Member		
4	Smt Priya	TGT Science	Vidyalaya-Member		
5	Smt Poonam	TGT Hindi	Vidyalaya Member		

Duties & Responsibilities.

- ➡ Coordinate with the NGO members, other members & respective vidyalaya and fix date and time to conduct the enquiry
- ➡ The presiding officer will coordinate with the NGO member and plan & facilitate the tour programme.
- ➡ The enquiry into the complaint of sexual harassment at work place is to be conducted strictly as per procedures and time lines prescribed in the "Sexual harassment of women at work place (prevention, prohibition and redressal) Act 2013" & The guidelines issued from time to time by the govt. of India.

36. SC/ST/OBC/MINORITY AND PHYSICALLY CHALLENGED

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Meenakshi	PGT(Commerce)	I/C	
2	Shri Om Prakash	TGT (Social Sci.)	Member	
3	Shri Shailendra	TGT (WE)	Member	
4	Smt Luxmi Dubey	TGT(Sc)	Member	
5	Smt Sonia	PRT	Member	
6	Shri Chandan	PRT Music	Member	
6	Km Ritu	PRT	Member	

Duties & Responsibilities.

- ➡ To ensure provision for all such student feel safe and secure, ensuring compliances of the orders of reservation issued and other benefits admissible from time to time in favour of SC /ST and OBCs.
- ➡ To ensure the protection and reservation as provided in the constitution of India.
- ➡ To provide the mechanism to redress the grievances of SC /ST/PH and OBCs, if any.
- ➡ To provide prompt counseling for any emotional emergencies arising on account of any event at the campus and to aware the SC /ST and OBCs, students regarding various scholarship program of state and centre govt.
- ➡ Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above

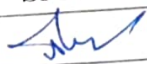
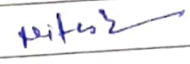
37. ALUMINI COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	PGT Physics <i>mayank</i>	PGT (Chemistry) Phy	I/C	<i>mayank</i>
2	Sh Anand Kumar Roy	PGT (Geography)	Co-I/C	<i>Anand</i>
3	Smt Meenakshi	PGT (Commerce)	Member	

Duties & Responsibilities

- ➡ The main objective of this committee is to bridge the gap between the school and alumni. Committee will also be responsible for keeping the data base of all pass out students' and maintain the same in SAMAGAM PORTAL.
- ➡ To conduct the alumni meet once in year according KVS Norm and to encourage Alumni to contribute towards improvement of academic infrastructure in our school through the Vidyanjali portal and to encourage and treat all alumni as resource for Dr. Rajendra Prasad Kendriya Vidyalaya.
- ➡ Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above

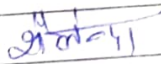
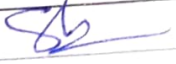
38. SAMAGAM PORTAL/UBI PORTAL COMMITTEE/ Fee collection & Checking

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Atul Kumar Verma	PGT (Comp Sc.)	Joint I/C	
2	Sh Nitesh Kumar	TGT (Maths)	Co-I/C	
3	All CTs/Co-CTs	All CTs/Co-CTs	Member	

Duties & Responsibilities

- ➡ Committee shall ensure that student data entries such as addition, deletion, and deactivation and verifications process are completed in all aspect within stipulated time.
- ➡ To encourage the students for submitting the fee before 15th day of each Quarter to avoid any fine. If fee is not paid by students up to the last working day the month of Quarter for which fee is being collected, than name of such defaulter students are required to be struck off the rolls and readmission will be done on payment of late fee Rs.100.
- ➡ Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above

39. RESCUE AND EVACUATION COMMITTEE/ DISASTER MANAGEMENT & FIRE SAFETY ARRANGEMENT

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri Sanjay k Gupta	TGT (SST)	I/C	
2	Sh Shailendra Kumar	TGT (WE)	Co-I/C	
3	Sh Brajesh	PRT	Member	
4	Smt Shivani	PRT	Member	
5	All Class Teachers			

Duties & Responsibilities

- To establish different committees for disaster management.
- To allot Specific duties.
- To coordinate with other agencies like fire brigade, hospital, ambulance, air force police, state police and AF control room.
- To prepare evacuation plan and its display.
- To arrange mock drills on fire / disaster and terrorist attack.
- To train the teachers about SOP of KVS/MHRD/MHA.
- To ensure proper arrangement of firefighting equipment and its maintenance.
- To conduct workshops for students and staff on disaster management.
- **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

40. LANGUAGE LAB & Phonics

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Vikramjit Kaur	TGT(English)	I/C	
2	Smt Pratibha Singh	TGT(English)	Member	
3	Smt Tanu Khurana	TGT(English)	Member	
4	Smt Shobha	PRT	Member	
5	Smt Rashmi	PRT	Member	

- Language lab is a platform for comprehensive and interactive digital content
- Catering to the listening and speaking skills, put to use in a stimulating lab environment. It caters to four language skills: Listening, speaking, reading and writing.

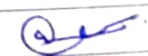
41. NATIONAL EDUCATION POLICY- 2020

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri Krishna Kumar Dubey	Principal	Over all I/C	
2	Shri Majinder	PGT History	I/C	
3	Shri Anand	PGT Geography	Member	
4	Shri Rakesh	PGT maths	Member	
5	Shri Atul	PGT CS	Member	
6	Smt Amita Kohli	PGT English	Member	
7	Smt Vandana	HM	Member	
8	Shri Pinkesh	TGT Maths	Member	

9	Shri Mahesh	PRT	Member	
---	-------------	-----	--------	--

- ➡ Committee shall ensure the comprehensive implementation of all the aspects of NEP 2020 for holistic development of the students and teachers.

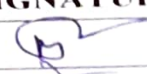
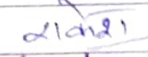
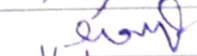
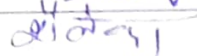
42.VIDYANJALI

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri Atul	PGT CS	Over all I/C	
2	Shri Amarjit	TGT Maths	I/C	
3	Shri Brajesh	PRT	Member	
4	Smt Pratibha	TGT English	Member	

Duties & Responsibilities

- ➡ Committee is responsible to connect school with varied volunteers from the Indian Diaspora namely, young professionals, retired teachers, retired Government officials, retired professionals, NGOs, Private Sector and Public Sector Companies, Corporate Institutions and many others to **“Participate in school Service/Activity” and “Contribute Assets/Material/Equipment” through Vidyanjali Portal**
- ➡ **To update the Vidyanjali Portal time to time.**

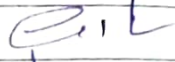
43. SCHOOL QUALITY ASSESSMENT AND ASSURANCE FRAMEWORK (SQAAF)

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri Majinder	PGT History	Member	
2	Shri Rakesh	PGT Maths	Member	
3	Shri Pinkesh	PGT Maths	Member	
4	Shri Gajendra	PGT Bio	Member	
5.	Shri Shailendra	WET	Member	

Duties & Responsibilities

- ➡ Committee is responsible to adhere and follow instruction of the SQAAF from time to time and fulfill all the questionnaire and parameters given by CBSE /KVS.
- ➡ **To update all the information related SQAAF on CBSE Portal regularly.**

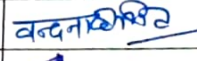
44. UDISE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Deepak Kumar	PGT (Eco)	I/C	
2	Sh Hariom	PRT	Member	
3	Sh Ujjwal	CI	Member	
4	All Class Teachers	PGT/TGT/PRT	Member	

Duties & Responsibilities

- ➔ Committee shall ensure the filling of all details of all students of all classes in UDISE PORTAL within stipulated time and also update student's data base regularly.

45. NIPUN/CMP COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Vandana Dixit	HM	OVER All I/C	
2	Sh Shivani Rana	PRT	I/C	
3	Smt Anisha Sahu	PRT	Co-I/C	
4	Smt Shobha	PRT	Member	
6	All Primary and Balvatika Teachers			

Duties & Responsibilities

- ➔ To ensure the implementation of NIPUN/FLN as per KVS and NEP 2020 guidelines.
- ➔ To achieve the target/Lalshya under NIPUN/FLN within prescribed time.
- ➔ To implement toys based pedagogy in all primary classes including Balvatika
- ➔ To maintain the register for all related activities under NIPUN
- ➔ To prepare the current annual academic calendar for all activities to be conducted under NIPUN/FLN and submit it to the Principal.
- ➔ **Said committee will be responsible for any work assigned and not assigned by the Principal, related to this committee which is not mentioned above.**

46. CPD Committee

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Sh Majinder Singh	PGT (History)	Joint I/C	
2	Smt Pratibha Singh	TGT (English)	Member	
3	Smt Nupur	PRT	Member	

Duties & Responsibilities

- ➡ To ensure the smooth conduction of all the CPD activities as per the guidelines of KVS HQ.
- ➡ Arranging Master Resource Person for CPD topics.
- ➡ Said committee will be responsible for any work assigned by the Principal and related to this committee which is not mentioned above

47. PTA Committee

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri. K.K. Dubey	Principal	Chairman	
2		Parent	Vice-Chairman	
3		Parent	Secretary	
4		Vice-Principal	Joint-Secretary	
5		Parent	Member	
6		Parent	Member	
7		Parent	Member	

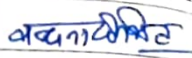
48. ANTI BULLYING COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri Manoj Arya	TGT (PHE)	I/C	
2	Shri Shailender	WET	Member	
3	Shri Majinder	PGT (Hist)	Member	
4	Smt Pratibha	TGT (English)	Member	
5	Smt Rashmi	PRT	Member	

Duties & Responsibilities

- ➡ To establish a firm, clearly defined zero tolerance policy.
- ➡ To draft (No bullying pledge) and it has to be signed by students and parent and staff members
- ➡ Define clear consequences and restorative justice measures
- ➡ To enhance supervision in hotspots
- ➡ Conduct regular staff training on identifying and intervening in bullying.
- ➡ To train students in by standard intervention to safely support peers
- ➡ Develop counseling services for both victims and student who bulley.
- ➡ To make students aware about 5 Ws i.e. Who, What, Where, When and Witness. Students must delve into schools code of conduct and to understand the consequences of bullying.

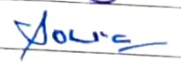
49. Vidyalaya Level Monitoring Committee on Implementation of FLN

Foundational Literacy And Numeracy				
S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Vandana Dixit	HM	I/C	
2	Sh Mahesh Kumar Sharma	PRT	Member	
3	Smt Hari Om	PRT	Member	
4	Smt Shivani Rana	PRT	Member	

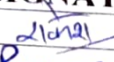
FLN Committee is constituted at Vidyalaya level with the following members to monitor FLN activities and continuous assessment & evaluation of concerned children during 2026-27 session.

- ➡ Familiarization with Lakshhyas (Targets).
- ➡ Planning for Assessment
- ➡ Conducting multiple Assessment
- ➡ Recording performance
- ➡ Review of Results followed by Remedial Teaching

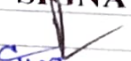
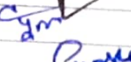
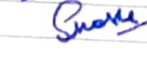
50 PTM Committee

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Meenakshi	PGT Commerce	I/C	
2	Shri Amarjeet	TGT Maths	Member	
3	Smt Sonia	PRT	Member	

51 Contractual Teacher Appointment

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri Rakesh Bawari	PGT Maths	IC	
2	Smt Praneeta	PGT Chemistry	Member	
3	Smt Vandana Dixit	HM	Member	

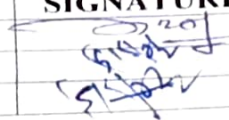
52 Hospitality Committee

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Pratibha	TGT English	IC	
2	Smt Poonam	TGT Hindi	Member	
3	Smt Shobha	PRT	Member	

53 Minutes if the Staff Meeting

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Vikramjit	TGT English	IC	
2	Smt Preeti	TGT Hindi	Member	
3	Smt Manorama	PRT	Member	

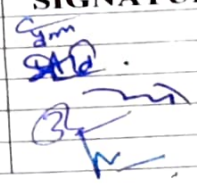
54 Flag Duty

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri Manoj Arya	PET	IC	
2	Shri Sanjay Gupta	TGT SST	Member	
3	Shri Mahesh	PRT	Member	

55 Canteen Cleanliness Committee

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Preeti	TGT Hindi	IC	
2	Shri Brajesh	PRT	Member	
3	Shri Hariom	PRT	Member	

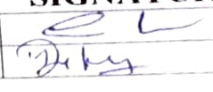
56 ACP Committee

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Smt Poonam	TGT Hindi	IC	
2	Smt Preeti Yadav	TGT Hindi	Member	
3	Shri O P Tiwari	TGT Sanskrit	Member	
4	Smt Anupama	AT	Member	
5	Shri Hariom	PRT	Member	

57 GEM

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri Atul	PGT CS	IC	
2	Shri Mahesh	PRT	Member	

58 Scholarship

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1	Shri Deepak	PGT Eco	IC	
2	Smt Meenakshi Dahiya	PRT	Member	