

KENDRIYA VIDYALAYA LONGDING

COMMITTEES 2025-26

The following committees have been formed for the year 2025-26 for smooth functioning of the Vidyalaya. Every committee In-charge sareresponsible for their respective dutiesand responsibilities. All committee incharges and members are here by instructed to complete all work and assigned duties in time bound manner as per the concerned guidelines.

1.	ACADEMICS ADVISORY	Harshita Arora Preti Rani Shubham Tiwari Richa Srivastva	- Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. - Interacting with the teachers and directing them on their academic duties. It is the sole responsibility of Academic coordinator to check the academic activities of teachers. He will prepare plan and schedule for Notebooks (C/w & H/w) checking. Preparing academic calendar department wise for2023-24 - MONTHLY REPORT TO RO - SUPERVISION & CHECKING OF ACADEMIC AS PER DIRECTION OF PRINCIPAL - INFORMATION & CHECKING OF VIDYALAYA PLAN
2	ADMISSION	Rabindra kumar Vikash Mani Yadav Harshita Arora Shipra Yadav	- Admission to all classes throughh out the year including RTE as per KVS norms. Planning & Conducting of Admission Test for class IX. Monthly review Meetings on admissions done. - Maintenance of Register of data required for submission to KVS (HQ). - Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work - Every month Enrolmentof theVidyalaya has to be collected and checked by the department and submit the same to the Principal – This has to be done a day prior to last working day of the month. - Every month vacancy of each class & section-wise details are to be recorded in the admission register and submit to Principal. - This has to be done a day prior to last working day of the month

3	EXAMINATION	Preeti Rani Shubham Tivari Shipra Yadav Richa Srivastava	Responsibilities of Core Committee - Raising the indent for the papers and other important requirement - Planning & conducting of PT/HY/SEE Exams per schedule. - Listing out absentees and Planning & conducting Re-tests - To prepare the result analysis of internal exams and maintaining the record in an appropriate manner. - ALL WORKS RELATED WITH CBSE Distribution of Report card to class Teachers. - Distribution of the split up syllabus supplied by R.O to teachers and students. - Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work. It is mandatory for all the question paper setters to provide the question paper both in soft and hard copies duly computerized, without which Exam Department shall not accept the papers any thing hand written.
4	TIME TABLE	Harshita Arora Shipra Yadav Shubham Tivari	- PREPARATION OF ALL TYPES OF TIME TABLE. - MONITORING OF BELL TIMING, CHECKING & REPORTING TO THE PRINCIPAL ON TEACHERS ATTENDING THE CLASS. - PREPARATION & CERTIFYING PART TIME TEACHER SALARY STATEMENT. - CHECKING THE CLASS ROOM.
5.	CCA Coordinator And CCA material Purchase and Important Days celebration committee A-Secondary Section B-Primary	Deepika Negi Shubham Tivari Kushum Wangsu Thingek Barman	- Preparation of Calendar of activities for 2023-24. Preparation of Days to be observed and celebrated in the year 2023-24. House distribution activity. Selection and celebration of School Captains and Vice Captains under student's council. - Planning, preparation and Celebration of Annual Day - Duty allotment and monitoring of assembly program. - Checking of the information on the display board in corridor and class rooms. - Theme selection for every month and carrying out the suggested activities. - Maintaining the record of achievements of the students of house and maintaining transparency in the result process. - Important announcements in the assembly, planning & preparing students for various activities. For this, the CCAI/cor deputy has to meet Principal to note the next day's announcements. Important dates shall be collected and be celebrated appropriately. The committee can even suggest Principal for the purpose

6.	Morning Assembly	Deepika Negi Harshita Arora Shubham Tivari Richa Srivastva	- To plan the morning assembly programmes and allots the duty to the concerned Teacher/ C.T. In addition, to check their preparation of the programme before presenting in the morning assembly. - Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her. - To provide a greeting card & toffee & all students have to wish them by presenting birthday song. - Any other related work VALUE EDUCATION - To prepare a compact programme for developing good habits and moral value among the students. - To encourage the students on the observation of good habits & behavior and award them
7.	FURNITURE	Vikas Mani Yadav Shubham Tivari	- MAINTENANCE OF REGISTER - INVENTORIES IN EACH CLASS, DEPT, LIBRARY, OFFICE, LABS ETC. - PREPARATION OF LIST OF REPAIRABLE & BROKEN FURNITURE. - SUBMISSION OF REQUIREMENTS, IF ANY.
8.	GARDENING / BEAUTIFICATION	Shipra yadav Richa Srivastva	- MAINTENANCE & DEVELOPMENT OF SCHOOL GARDEN, CHILDREN PARK - Garden maintenance observation and making suggestions to gardener. - Submitting of monthly review of garden & Beautification of Vidyalaya. - Raising the requirement for Garden and Vidyalaya beautification.
9	MAINTENANCE & REPAIR CIVIL & ELECTRICAL WATER SUPPLY		- VIDYALAYA INFRASTRUCTURE DEVELOPMENT. - COLORING & WHITE WASHING OF SCHOOL BUILDING. - MONITORING OF WIRING AND ELECTRICAL APPLIANCES. - LIST OF VEHICLES & THE OWNER ADDRESS WITH CONTACT NUMBER. - ARRANGEMENT OF VEHICLE IN ALL OCCASIONS. - OPERATION OF MOTOR, - MONITORING OF WATER SUPPLY, TANK CLEANING, CHECKING OF WATER FILTER.
10.	CONSERVANCY SERVICES and Security	Parveen Kumar	- LABOR OF PRIVATE AGENCY. - CHECKING THE DUTIES OF SECURITIES. - MAINTENANCE OF ATTENDANCE REGISTERS. - VERIFYING & CERTIFYING THE BILL.
11	Creative and Critical Thinking (PISA)		- To monitor the classes related to CCT - To make a lane for conducting CCT classes and promoting CCT awareness as instructed by RO - To update and maintain the record of CCT - To submit the monthly report to Principal - To give the reply of mail regarding CCT as and when asked by the RO

12.	MEDICAL CHECKUP	Vikash Mani Yadav	ARRANGEMENT OF MEDICAL CHECKUP FOR ALL STUDENTS TWICE IN A YEAR.
13.	EDUCATIONAL TOURS & TRIPS		PLANNING OF EDUCATIONAL TOURS TO THE CLASSES AS PER THE SCHEDULE MENTIONED BY KVS.
14.	PHOTOGRAPHY	Richa Srivastava Rabindra Kumar	- Arrangement of photographer for important functions. - Keep a record of Photos of all events celebrated in the vidyalaya. - Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise. - During the inspections Album has to be presented to Inspection officers
15.	GUIDANCE & COUNSELLING		- COLLECTION OF INFORMATION & PROVIDING TO STUDENTS - ARRANGEMENTS OF GUEST LECTURES.
16.	SPORTS	Shubham Tiwari	- PLANNING THE VIDYALAYA SPORTS ACTIVITIES. - MONITORING OF BLOCK PERIODS - PURCHASING OF MATERIALS. - ARRANGEMENT OF SPORTS MEETS AS PER KVS NORMS.
17.	ADOLESCENCE EDUCATION		- Organizing PT meeting, creating awareness among parents and children about the changes in adolescent (adult) stage, Awareness about sexual diseases, Solution for stress related problems. Planning, Preparation and conducting the programs. - AEP classes are to be conducted on core issue. Submitting a monthly report to Principal. - TO LOOK AFTER THE ADOLESCENCE PROBLEMS OF GIRLS AND BOYS.
18.	SCOUTS & GUIDES CUBS & BULBULS	Richa Srivastava Vikash Mani Yadav Shubham Tiwari Shipra Yadav	- REGISTRATION FOR NEW ENROLLMENT BEFORE 31ST AUGUST - CONDUCT OF PARADE AFTER SCHOOL HOURS ONCE IN A WEEK AND CLASS ON EVERY THURSDAY DURING ZERO PERIODS. - CELEBRATION OF IMPORTANT DAYS AS PER KVS GUIDELINES.

19.	OFFICERS ON DUTY (OOD) AND SAFETY & SECURITY OF STUDENTS	Richa Srivastava Shipra Yadav	1. To depute teachers on duty during lunch time for the safety and security of students. 2. Teachers on duty will be totally responsible for the safety and security of child in the ground and in the Vidyalaya premises.
20.	Computer Lab committee Monthly Report & Website up dating ICT, INNOVATION & EXPERIMENTATION	Preeti Rani Rabindra Kumar Harshita Arora	- Update Vidyalaya website once in every fortnight and as when it is required. Updating of Enrollment of students class-wise and section-wise. Staff vacancy position. - Computer infrastructure data. - Other allied information that is required by KVS. Note: PGTs' (Comp. Science) are responsible for the website updating through coordination with respective department heads.
21	CLUBS 1. SCIENCE CLUB 2. MATHS CLUB 3. ECO CLUB 4. VALUEED N&INTEGRITY CLUB	Harshita Arora Preeti Rani Shipra Yadav	- CONDUCT VARIOUS ACTIVITIES. - MAINTAIN RECORDS AND SUBMISSION OF MONTHLY BRIEF REPORTS OF ACTIVITIES
22	EDITORIAL BOARD Vidyalaya Magazine and Quarterly News Letter for Primary Committee	Harshita Arora Shubham Tivari	- PREPARATION OF STUDENT'S DIARY, SCHOOL MAGAZINE, NEWS LETTER, INVITATION CARDS. - Overall Planning of the magazine collection as per fixed schedule. - Collect the materials and keep updating them periodically. - Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/officers/officials retiring from service shall have a space to be part of Vidyalaya Magazine. - The magazine collection and compilation work shall be completed before December 2022. Responsible for the planning quarterly Newsletter for Primary lines of previous year. Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and keep ready. Every quarterly the Newsletter has to go to Regional Office to update them on the work & conduct of the Vidyalaya primary wing

28.	Hygiene and Sanitation (Cleanliness of vidyalaya and Surroundings)	Shipra Yadav Richa Srivastva	• TO MAKE ARRANGEMENTS FOR CLEANLINESS OF SCHOOL CAMPUS, CLASS • Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly. • Submitting Monthly report on observations. • The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets. • Please ensure that, the labours use disinfectants. Keep the contact number of the contractor responsible for and update him with the problems observed. The undersigned is confident on the team constituted as they execute the work promptly. • Once in every week, the committee shall go round the Vidyalaya exterior view and find out the growths in the wall and the surroundings. • Plan the cleaning campaign and get the work done with the help of contractor / Labour. • Submit the requisition and report on the work completion.
	Drinking water	Vikash Mai Yadav Shubham Tiwari	
29.	PRIMARY RESOURCE ROOM	Shubham Tiwari Vikas Mani Yadav Shipra Yadav	• The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing. • Planning of CMP room usage by PRTs'. • Exploring resources planning and developing room to ensure strengthen of primary education. • Acquiring material, teaching aids, CD's books, play material etc., to display in the C M P so as to make it a better resource room. • Re-charging of Dish TV activation and prepare a plan to show film shows live on Dish TV • Planner has to be submitted by the Committee. • Monthly Report Submitting are port on activities taken up.
30.	RAJBHASHA KARYAKARINI SAMITI	Vikash Mani Yadav Shubham Tiwari Richa Srivastva	• Periodical reports shall be prepared as per the schedule and without any reminder from Head of

			theInstitution. So, the committee requires some plan on Raj Basha implementation. • So, Year planner may be prepared for the purpose. • Hindi Pakhwada has been the sole work, we do for Raj Bhasha. • So, the committee is responsible to plan some more activities prior to Hindi Pakhwada and conduct through Hindi classes and CCA activities and CCE activities so that ,there port sent to KVS about the Raj Basha implementation will be decorative and acceptable. • Every month at eston in tricacies of Rajbasha has to Be conducted for teachers.
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31.	DISCIPLINE	Preeti Rani Shubham Tiwari	- CHECKING OF STUDENT UNIFORMS, LATE COMERS, STUDENTS MISSING ASSEMBLY. - BEHAVIOUR OF STUDENTS INSIDE AND OUTSIDE THE CLASS ROOM - STUDENTS COMING OUT IN THE MIDDLE OF THE CLASS. - MONITORING OF THE MOVEMENT OF STUDENTS IN A LINE DURING ARRIVAL AND DEPARTURE TIME.
32.	STOCK VERIFICATION AND CONDEMNATION COMMITTEE	Preeti Rani Deepika Negi Vikash Mani Yadav	- VERIFICATION ITEMS. - PREPARATION OF CONDEMNATION LIST. - PURCHASING OF ITEMS AS PER THE NEED & BUDGET ESTIMATION.
33.	CS-54 and CS-11 Fees Record (Pay bill checking)	Parvee Kumar Rabinder Kumar	- Maintenance of CS-54 and CS-11 & its verification every month. - The committee is responsible for submitting every month the statements of CS-54 and CS-11. The committee is responsible for preparing and submitting CS-54 and CS-11
34.	INCOME TAX AND MES BILLS PAYMENTS AND SUBMISSION OF RETURN	Parveen Kumar Rabindra Kumar	- TO CALCULATE THE DEDUCTION OF INCOME TAX. - TO ENSURE TIMELY SUBMISSION OF RETURN. - TO ENSURE REGULAR PAYMENTS OF MES BILLS.
35.	FIRST AID & M.I. ROOM/ Team for Student With Special d Need	Vikash Mani Yadav Shipra Yadav Preeti Rani	- TO ENSURE FIRST AID BOX EQUIPPED WITH PROPER MEDICINE AND OTHER FIRST AID. - TO PROVIDE FIRST AID AS AND WHEN NEEDED OCCURS.
36.	TEACHING AIDS AND AUDIO-VISUAL AIDS	Harshita Arora Rabindra Kumar Shubham Tiwari Shipra Yadav	- TO KEEP RECORD OF TEACHING AIDS AND AUDIO VISUAL AIDS. - TO PROVIDE TEACHING AIDS AND AUDIO VISUAL AIDS TO THE TEACHERS ON DEMAND.
37.	OFFICE	Parveen Kumar Ravindra Kumar Vikash Mani Yadav	- To check daily emails, take printout and submit to principal and send the reply of all reports - To fill google sheets - ALL TYPE OF WORKS REGARDING OFFICE
38.	SAFETY AND SECURITY Standard Operating Procedure (SOP)/ Search & Rescue Team	Richa Srivastva Richa Srivastva	- To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School. - Develop comprehensive action plan to implement the guidelines. - Allocate specific roles to different personnel and teachers as per the SOP and brief the staff about the action to be taken by them in any exigency. - Take preventive measures as given in the guidelines in consultation with the local police. - Keep these security personnel of the school on the alert. - Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents. - Conduct advance reconnaissance of the school with the help of the local police. - Hold mock drills for students, teachers and staff.

39.	FLN/NIPUN/CMP	Shubham Tivari Shipra Yadav Richa Srivastva Vikas Mai Yadav	To ensure the proper implementation and monitoring of Back to Basic as per KVS norms and submit a report every month for a review of Principal
40	COMMUNICATIVE ENGLISH	Deepika egi Harshita Arora Richa Srivastva Shipra Yadav	To maintain the record of the activities and make plane of activities as per KVS norms to enhance the communication of English among Students and staff and submit a report every month for a review of Principal
41.	Feeconcession & RTE		The role is this committee is to prepare class-wise data of students who have been given Fee Concession of any kind. While in Primary; Fee concession / exemptions and RTE data has to be prepared in a register and submit every month for a review of Principal
42.	Staff Meeting & recording of the minutes	Deepika Negi Vikash Mani Yadav	- To record the minutes of all staff meetings, P.T.A. meetings, X & XII class P.T.A. meetings and to maintain records / files of the same. - To note down all important events/functions etc. held in Vidyalaya.
43	Achievement register maintenance & Updating	Deepika Negi Shubham Tiwari	- To maintain proper records of Vidyalaya Achievement. - To provide information regarding Vidyalaya achievement to RO and HQ whenever it is needed. - To maintain are cord of events of the vidyalaya in a register And submit every month for a review of Principal
44.	Staff Club	Harshita Arora Shubham Tivari Rabindra Kumar	Welcome/ farewell party to the new/ out going staff and welfare activities to be organized. Up keep of staffroom.
45.	Disaster Management	Harshita Arora Preti Rani Deepika Negi Shubham Tivari VikasMani Yadav Richa Srivastva	Mock Drills & awareness Programme to be organized twice a year i.e. April & Oct
46.	Alumni Association /Samagam portal	Ravindra Kumar Harshita Arora	- To maintain proper records of alumni of the Vidyalaya. - To arrange alumni meet in the Vidyalaya by discussing with the undersigned.
47.	Staff room display	Shipra Yadav Richa Srivastva	- To maintain staff room neat and clean. - To look after the proper management of Staff room and its requirements.
48.	Parent Teacher Meeting Parent Teacher association	Preeti Rani Harshita Arora Shubham Tiwari	- To plan for periodical meetings with the parents. - To invite the parents well in time and to ensure the ir presence. - To plan for use fuld is cussions in those meetings ,to fulfill the very purpose of the P.T.A. - To plan for personal discussion with the parents of slow-

			Learners for improvement. - To invite parents for their presence during important celebrations in the KV. - Month-wise report on meetings conducted shall be submitted to Principal .It is mandatory.
49.	R.T.I & Parliament QuestionsReply		- To attend the queries made under RTI and ensure their response is made on or before the stipulated date. - Collect data /information to be incorporated in the reply of such letters. - The members and I/C to keep them updated with the rules and procedures regarding RTI act.
50.	Reception & Refreshment Committee for all the occasions	Shubham Tiwari Shipra Yadav	- The committee is responsible to get the decoration of the Vidyalaya fully decorated and reception formalities shall be made to the perfection. - Refreshment procurement and arrangement is another vital responsibility shall be done meticulously. - Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events. - The entire infrastructure required (spoons, plates, cups ,saucers, drinking water etc.) for smooth conduct of refreshment distribution though proper work is distributed amongst is the main responsibility to be executed meticulously. - Note: 11th hour planning or doing be avoided for important events. All the events that go with external guest are always important and shall go without any hiccups. Postponing is bad attitude, so avoid it.
51.	Students' council committee	Deepika Negi Harshita Arora Shipra Yadav Vikash Mni Yadav Shubham Tivari Rabindra Kumar	- Planning a calendar of Students' council meeting to discuss about various academic activities of The Vidyalaya. - Review of Attendance registers once in every 15 days and communicating. - Syllabus cover age from classes VI to XII once in a month.
52	Primary Education Core committee	Shubham Tiwari Shipra Yadav Vikash Mai Yadav	- Year Planner shall have to be prepared by each head. - Planning and preparation Calendar of activities. - Supervision of Primary classes. All the new entries may be supervised with the help of Sr. PRT's & Academic Coordinator & PGT's of the Vidyalaya ,so that necessary help can be given to them to understand about CMP work and CCE/Back to basic work/learning outcomes. - Maintaining the bank of Worksheets on yearly basis and getting the book of works heets binded and display in CMP room. All works related to primary education. - Maintaining CMP & CCE Records, back to basic records. Formation of Committees for various occasions for primary wing for smooth conduct of Primary wing. - A monthly report on activities under taken by the Primary wing.
53	Grievance Redressal Committee Internal Complaint Committee		- To periodically open suggestion box atleast once in a months. - To keep a record of suggestions or grievances received from the students, staff or parents. To maintain the minutes

			Of the meetings.
54.	Child Right Protection Cell		To keep a record of observations, complaints, suggestions or grievances received from the students, staff or parents. To maintain the minutes of the meetings.
55.	Flag Hosting and Retreating Ceremony	Deepika Negi	- To ensure raising of National Flag every morning and it's lowering before sunset in our KV. - To position the flag post at prominent place. - To follow DO's and Don'ts to honour our National Flag. - To ensure compliance of the Flag Code.
56.	UBI fees collection		- To monitor activities of UBI fees collection.. - To send report to parents and stake holders. - To follow up all work related to UBI fees collection.
57	Exhibitions Committee- Science	Harshita Arora	- Plan the exhibition themes and models in advance and start synopsis preparation. - Conduct mock exhibition well before the exhibitions scheduled as per KVS. - Decide the best models and the suggestions for improvement. - Get the new models ready before the exhibition to begin. Note: As far as Science exhibition is concerned, the Incharge teacher will discuss with Principal on all the modalities to be observed and record in the Science department minutes register.
58	Exhibitions Committee- Social Science		- Plan the exhibition themes and models in advance and start synopsis preparation. - Conduct mock exhibition well before the exhibitions scheduled as per KVS. - Decide the best models and the suggestions for improvement. - Get the new models ready before the exhibition to begin. Note: As far as Social Science exhibition is concerned, the Incharge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register.
59.	Ek Bharat Sreshtha Bharat	Deepika Nagi	- Conduct activities as per the guide lines provided by KVS - Submit monthly report to the principal - Sending report to RO as and when required
60.	School Website Committee	Randra Kumar Harshita Arora	- To regular updation of vidyalaya website - Checking of Hindi/ English content

61.	Staff Quarters Committee		• To Invite application for all omen to fQ tr • To Prepare Priority list for allotment of Qtr strictly as per KVS RULES • To all ot / Surrender of Qtr
62	CBSE	Harshita Arora	• C B S E portal updation • Registration of class IX and XI • L O C finalization of class X th and XII th • All C B S E exam related works
63	UDISE	Rabindra Kumar	• Updation of all modules of U D I S E Portal • Ensuring the reflection of the total enrollment of the school on the portaL
64	CCTV MONITORING COMMITTEE	Rabindra Kumar Parvee Kumar	• Maintaining CCTV records • Monitoring and ensuring the functioning f CC TV
65	PM SHRI COMMITTEE		• Committee formation for PMSHRI Heads • Correspondence from Chairman and RO • Monthly report submission to RO • Uploading of reports / photos on PM SHRI Portal
66	SOCIAL MEDIA COMMITTEE	Preeti Rani	• To publish the photographs of every events of the school on the social media like Face book, X and You tube. • To send the news of various activities of the school to the local news papers. • Uploading photographs and videos on google drive
67	PMKVY		• To complete all the activities mentioned in the guidelines of PMKVY in time bound manner
68	VIDYANJALI, PRASHAST & NATIONAL SCHOLARSHIP PORTAL		• To complete all the activities mentioned in the guidelines in time bound manner

NOTES:-

1. All the In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties activities and prescribed programme. In case of any difficulty, undersigned must be contacted.
2. All the in – charge and members of the various departments/committees are free to take their own decision as per KVS guidelines & rules to achieve excellence in activities, if necessary, they can contact the Principal.
3. All the In-charges and members of the concerned departments/committees will have to work on full – fledged manner. When Incharge is onleave etc. Senior member of the concerned departments must be available on duty and vice versa.
4. Please put your effort to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.

OVER ALL INCHARGE: SHRI RAVINDRA KUMAR

SHRI RAJIV MAHULI

(PRINCIPAL)

