

KENDRIYA VIDYALAYA NULUMAMI

Institutional Plan / Committee for the Academic session 2024-25

(Effective from 01.04.2024)

S.No	Committee	Committee Members	Duties
01.	Over All Administrative Committee	PRINCIPAL	<ol style="list-style-type: none"> To guide, suggest and chalk out all action plan for academic and co-curricular activities. Will function as advisory board for Vidyalaya activities. In-charge and members of its committee will help and advise the principal to take decision during emergencies and in normal course of work. The committee is empowered to take decision and action in time, to improve the Vidyalaya status in the field of academic and co-curricular activities with the approval of the principal. Any other related work.
		Mr. Mahesh Buldak	
		Mr. Anil Saha	
		Mr. Dinesh Kumar	
		Ms. Versha Sharma	
	Ms. Anju Devi		
02.	Fresh Admission & Admission Through KV TC, issue of TC & Maintenance of SR Register	Mr. Dinesh Kumar (I/C)	<ol style="list-style-type: none"> To plan admission procedure as per KVS guidelines. To keep ready admission forms prospectus & test plan well in advance. To issue & collect the registration and admission forms. To Co-ordinate with exam department to conduct tests for admission required for fresh admission to class 9th. To complete, the formalities of admission for the session 2024-25 as per KVS schedule/ instructions, admission register, all correspondence pertaining to local transfers, other regular transfers, etc. To prepare Master List of admissions done for the year 2024-25. To ensure that details of TCs are being uploaded and to also update the data regarding strength of students in various classes. To update student enrolment data in the principals chamber and on the display boards. Any other related work.
		Mr. Jitendra Gouda	
		Ms. Sonia	
		Mr. Rajat Biswas	
03	Examination (Internal)	Mr. Ravindra Singh Rajpurohit (I/C) Secondary	<ol style="list-style-type: none"> Tentative schedule of test/exams for the sessions will be circulated among the students & parents for their prior information. The schedule of Exams as per KVS Academic Calendar may be got printed in the School diary. Exam time-table should also be informed to teachers, students & parents at least two weeks before the Commencement of test/exam. To procure and maintain the required stationery of examination well in advance for monthly tests, practice tests, Periodic Test, FAs, SAs, Half Yearly exams, Session ending exams, etc. All the required documents/materials like answer scripts, mark-slips, mark register, progress card etc. should be issued to concerned teacher in time. To ensure that answer scripts are corrected within stipulated time for the internal exams. Students and parents must be informed about the results of all test & Exams at least within 10 days of completion of test/examination. Updated record must be kept ready for further course of action. To regularly check the CBSE and KVS site and to inform teachers about the latest circulars regarding exams, syllabi, and changes if any. To complete all CBSE correspondence and uploading of all data in time and as per schedule. To ensure all arrangements for internal and board exams are done as per schedule. To maintain proper record of students indulging in malpractice during Exam and action taken. To ensure Conduct of Exam related activities, Projects, Assignments, FA II activities by all Teachers in time. To randomly check evaluated Answer script. Any discrepancy/ Anomaly in evaluation to be brought to the notice of the Principal / Vice-Principal.
		Mr. Hage Mali Kampu	
		Ms. Pooja Devi (I/C) Primary	
		Mr. Arpana	
		Computer Instructor	
	Examination (CBSE)	Mr Ravindra Singh Rajpurohit (I/C)	
		Ms. Versha Sharma	
04.	Time Table & Arrangement	Ms. Versha Sharma (I/C) Secondary	<ol style="list-style-type: none"> To frame the time table as per periods allotted and to bring in necessary changes as required due to KVS circulars or requirement of the Vidyalaya.

		Mr. Chandan (Arrangement Secondary)	2. To make alternative arrangements when teachers are on leave. 3. To prepare and inform subject teachers about the special time-table during all holidays, breaks (Autumn & Winter) and vacation including morning assembly time and one hour after the regular period of Vidyalaya as per action plan for class X & XII. 4. To ensure ringing of the bell in time. 5. To prepare day wise Time Table of all the Teachers. 6. All other related work.
		Mr. Rajat (I/C) Primary	
		Mrs. Sonia (Arrangement Primary)	
		Mrs. Manisha	
05.	Discipline & Disciplinary Action taken Committee	Mr. Anil Saha (I/C) Secondary	1. To ensure that students follow general instructions related to discipline. 2. Committee members will keep a keen watch on behavior of students in school campus. 3. This committee will take the responsibility to ensure healthy conducive atmosphere in Vidyalaya. 4. Checking if students are properly turned out. 5. Parents of late comers to be informed. 6. If any member finds any misbehavior by the students(s) it should be brought to the notice of disciplinary action committee so as to take necessary action. Committee will make further decision on the matter. 7. Surprise checks of bags of students. 8. Any incident of indiscipline to be mentioned in the daily diary with discipline in charge by the teachers on duty. 9. Any other related work. To decide on the necessary action based on reports given by the members of the discipline committee. To maintain the records of Action taken.
		Mrs. Anju Devi (I/C) Primary	
		Class Teacher	
06.	CCA	Mr. Dinesh Kumar (I/C) Secondary	CCA Calendar of activities 1. To prepare an action plan for internal and external CCA activities for the session and to complete them in time. Tentative plan for the present session to be ready by 28 th March 2024. 2. They will also have to suggest practical plans for improvement of CCA activities. 3. To check the preparation for CCA. 4. To plan for awarding the prize winners on important days like 15 th Aug, 26 th Jan, etc. 5. Guest lectures should also be organized on special occasions & important days to celebrate the occasions with true spirit 6. To send the reports to R.O & to the media/ Agencies for publications. 7. Organise class photographs. 8. All work related to collection of matter and publication of Newsletters and school magazine and school diary. School Diary to be procured and issued to students by April 2024. 9. House masters and children to be made aware of the points gained by each house after each competition as well as the running total at the end of each month. 10. Topics for display board- once in two months. 11. Any other related work. 12. Formation of student council 13. Identity Card for students by end of April for all classes except class XI (by the end of July).
		Ms. Hage Mali Kampu	
		Ms. Anju Devi(I/C) Primary	
		Ms. Suhani	
07.	Morning Assembly	Ms. Suhani (I/c)	MORNING ASSEMBLY 1. To plan the morning assembly programme and allot the duty to concerned House Master. In addition, to check the preparation of the programme before presenting in morning assembly. 2. Children's birthdays will be celebrated in morning assembly. 3. Celebration /observation of special days as part of assembly programme. List of special days to be prepared and handed over to the house-masters before the first house meeting.
		Mr. Anil Saha	
		Mr. Vivekananda Sarkar	
		Mr. Rajat Biswas	
		Class teacher	
08.		Mr. Vivekanand Sarkar	

	Checking of salary/ Arrear	Mr. Anil Saha Ms. Versha Sharma	1. Check salary / Arrear prepared every month and to get it signed by principal / Vice Principal.
	RTE & FEE Related matters	Mr Jitendra Gouda (I/c)	1. All matters related with school fee deposition & verification of data on UBI 2. Fee related matters related to the students admitted under RTE.
		Ms. Versha Sharma	
		Mr. Rajat Biswas	
09.	Furniture	Mr. Anil Saha (I/C) Mr. Jitendra Gouda Mr. Chandan Ms Arpana	1. To plan for repair & purchase of Vidyalaya furniture for student & staff in various classrooms & departments as per requirement & budget. 2. To clear/get shifted un utilized furniture. 3. To get classroom, black boards, name boards, etc. painted and maintained. Magazine 4. To identify all furniture that can no longer be repaired and to complete the process of condemnation and auction. 5. All related work
10.	Scout and Guide & NCC	Mr. Anil Saha (I/C) Mr Mahesh Buldak Mr Vivekanand Sarkar Ms Anju Devi	1. Prepare S/G activity plan with tentative date & Months for activities to be organized 2. To select student for cubs, bulbul, scout & guide enrolment in the month of April 2024. 3. To make an arrangement for proper training of the students. 4. To prepare scout & guide to participate in various activities, both in internal & external competitions. 5. All other related work. 6. To conduct all activities related to NCC as per NCC guidelines.
11.	Daily Cleanliness, Hygiene & Sanitation	Mr. Jitendra Gouda (I/C) Mr. Anil Saha Ms. Hage Mali Kampu Ms. Pooja Devi Class Teacher	Proper distribution of duties to the different members of the conservancy/housekeeping staff. To ensure that the house keeping staff perform the following duties- Cleanliness of entire school and school campus. Cleaning of all toilets 3 times a day. Wet mop of all corridors, departments and staircase. Corridors, staircases and classrooms to be cleaned after school hours. Wing wise duties to be assigned to the committee members to monitor the work of conservancy staff. Purchase of required items and materials for cleaning purposes. To ensure that sufficient no. of dustbins are located in corridors, grounds, classrooms, etc. all dustbins to be emptied daily and waste to be properly disposed. To ensure that water points are regularly cleaned. To also involve the members of the student council in monitoring cleanliness of the Vidyalaya. Any other related work

12.	SOP & Security of School premises and Disaster Management	Mr. Ravindra Singh Rajpurohit(I/C)	<p>To ensure availability / presence of security staff as per contract and to liase with contractor to overcome any deficiency.</p> <p>To identify potential fire safety hazards. To continuously monitor the potential danger to the life of children and staff due to structural and design deficiency of school building.</p> <p>To ensure that fire safety equipment is available at all required points and in functional condition and to complete process for procuring necessary fire extinguishers.</p> <p>To organize Mock Drills after prior information to Principal / Vice-Principal.</p> <p>To liase with the local agencies like fire department, Traffic Police to spread awareness among students and staff regarding various safety issues.</p> <p>To ensure safe entry and exit of children into and out of the school campus</p>
		Mr. Anil Saha	
		Mrs. Manisha	
		Class Teacher	
13.	Purchase Committee	Mr Anil Saha	<p>1. To estimate the requirements in the beginning of the academic year in consultation with various departments.</p> <p>2. To ensure that all items are purchased following the correct purchase procedures.</p> <p>3. To verify items purchased by various departments.</p>
		Mr Vivekanand Sarkar	
		Mr Chandan	
		Mrs. Anju Devi	
		Mrs. Arpana Singh	
		Department in-charge	
14.	First Aid & Medical Check-up	Mr Ravindra Singh Rajpurohit (I/C)	<p>1. To prepare a plan for student's medical check - up twice in this session by authorized Medical Officer.</p> <p>2. To purchase required items for first aid and other medicines on the advice of the doctor.</p> <p>3. To plan for purchase of required items so as to keep the medical room well equipped.</p> <p>4. To organize expert talks related to health & hygiene.</p> <p>5. To place requirement for health card of students.</p> <p>6. To ensure that class wise health data is maintained in the computer by the Nurse.</p> <p>7. Any health abnormalities observed by the doctor or nurse should be immediately intimated to the parents after informing the Principal.</p> <p>8. To monitor the work done by the Doctor and Nurse appointed on contractual basis.</p> <p>Any other related work.</p>
		Mr Anil Saha	
		Mrs Arpana Singh	
		Staff Nurse	
		Class Teacher	
15.	Nature Club & Gardening Committee	Mrs. Sonia (I/C)	<p>To ensure the attendance of gardeners before payment every month.</p> <p>To procure the required seeds and plants etc. as per the season & requirement.</p> <p>To procure required implements for gardening.</p> <p>Maintenance of grass cutting machines and to monitor cutting of grass and weeds in the school premises throughout the year.</p> <p>Conduct activities to create awareness amongst children towards protection of Nature.</p> <p>To organize Trips & All other related works.</p>
		Mr Ravindra Singh Rajpurohit	
		Mr. Jitendra Gouda	
		Mr. Chandan	
16.	Career, Guidance, Counselling & Wellness Committee	Mr Vivekanand Sarkar(I/C)	<p>1. Provide proper guidance to students for their career planning.</p> <p>2. Employment News, magazines and newspapers' information should also be placed on career guidance display board for students & staff.</p> <p>3. Experts should also be invited time-to-time to provide proper guidance to the students.</p> <p>4. Keeping close contact with guidance & counselling agencies for collecting proper guidance & information for various career options.</p>
		Mr Anil Saha	
		Mr. Mahesh Buldak	
17.	AEP	Ms. Hage Mali Kampu(I/C)	<p>1. Plan AEP programme as per KVS direction.</p> <p>2. Report of conducted activities should be sent to KVS RO for information.</p> <p>3. To give counseling and guidance to students.</p> <p>4. To organize lectures or seminars related to the field.</p> <p>5. Suggestion box to be maintained opened once a month (convenient date to be fixed) gives solutions/answers to children's queries, problems and suggestions.</p>
		Ms. Versha Sharma	
		Staff Nurse	
18.	Fee Records Checking	Mr. Jitendra Gouda (I/C)	To check & maintain UBI fee record
		Ms. Versha Sharma	
		Mr. Rajat Biswas	
19.		Mr. Anil Saha (I/C)	Arrangement for staff meeting as and when needed.

	Staff Club / Staff Meeting Arrangement	Mrs. Anju Devi	Looking after the proper seating arrangement and Arrangement of gift for the meeting. All related works.
20.	Staff Meeting / Vidyalaya events recording	Mr Hage Mali Kampu (I/C) Mr Dinesh Kumar	Recording the minutes of staff meeting and getting it signed by principal. Proper information to all staff members regarding minutes of staff meeting. All related works.
21.	Games and Sports Committee	Mr. Anil Saha (I/C)- Secondary Ms. Pooja Devi (I/C)- Primary PRTs Class Teacher	1. To prepare a plan & compact programme for the entire session as per the KVS academic calendar. 2. Select the students for particular games in the beginning of the session to impart proper training to students. 3. Set a target & must proceed accordingly to achieve maximum success in the meets. 4. Utilize the games period primarily for the development of the earmarked games by the KVS. 5. Facilitate all the students with the available games equipments for the optimum use of the available sports equipments in school. 6. To organize inter house competition and mini and annual sports day. 7. To put forward requirement for purchase of all required sports items. 8. To form school teams in different games 9. Any other related work.
22.	Library	Mr Vivekanand Sarkar(I/c) Mr Dinesh Kumar Mr Chandan Primary Class Teachers	1. Make available curriculum books, Textbooks, Collection of CBSE & session ending examination old question papers to the students. 2. Newspapers, magazines etc should be readily available in library. 3. Prepare a list of books with the help of subject teachers by April 2024. Purchase them latest by Dec 2024 as per Vidyalaya budget provision. 4. Two competitions should be organized in this session for the staff and students which could motivate them to make better use of the library. 5. To present reviews in the assembly of new arrivals. By Staff/Students. 6. To organize book fairs and exhibition. 7. Issue of books to the students & staff should be frequent & should be recorded in issue register for verification by the higher officers. 8. To purchase books for the Library as per the recommendations of Library Committee. 9. Automation of the library and Any other related work.
23.	Excursion Cum Educational Tour & Adventure Trip	Mr. Anil Saha Mr Vivekanand Sarkar Mrs. Sonia Mr. Rajat Biswas	1. To make plans for the different classes in the months of April & May for the academic session 2024-2025. 2. To decide the place, make arrangement for conveyance and to obtain permission from RO (if required) well in time. 3. Estimate the amount to be collected from students if necessary. 4. Keep the willingness forms ready. 5. Arrange for refreshments if required. 6. Any other related work.
24.	Art & Craft, Decoration and Beautification of Vidyalaya	Mr. Chandan (I/C) Ms. Sonia Class Teacher	1. To suggest and work out a plan for beautification of the school building and campus in the month of April. 2. To get framed paintings done by children for display at various location in the school. 3. To get the walls of the primary class rooms painted artistically by professional Painters/ Artist. All other related work.
25.	Rajbhasha Hindi Samiti	Mr Dinesh Kumar(I/C) Mrs Pooja Devi	1. To follow Rajbhasha Kalyan Samiti guidelines. 2. To take necessary action for proper functioning of this Samiti. 3. To create a Hindi atmosphere & to promote usage of Hindi in daily use.

			<p>4. To keep a vigil on quarterly progress of Rajbhasha Samiti..</p> <p>5 To Help Children in participating in Sanskrit and Hindi competitions.</p> <p>6. Any other related work.</p>
26.	PTM	<p>Mr Ravindra Singh Rajpurohit (I/C)</p> <p>Ms. Pooja Devi</p> <p>Class Teacher</p>	<p>1. To Co-ordinate PT meetings after all main exams and as and when required.</p> <p>2. To make minutes of PT meeting.</p> <p>3. To ensure that class teachers maintain records of the attendance of parents.</p> <p>4. Any other related work.</p>
27.	Publication Committee /Press	<p>Mr. Hage Mali Kampu (I/C) Secondary</p> <p>Mr Dinesh Kumar</p> <p>Mrs. Arpana Singh (I/C) - Primary</p> <p>Computer Instructor</p>	<p>1. To collect the articles from class magazine, students and staff.</p> <p>2. To edit the article.</p> <p>3. To put forth suggestions in all matters (Magazine, Brochure, School Diary and CMP News Letter) related to magazine.</p> <p>4. To prepare term wise newsletters and to send to RO and other Officials of KVS.</p> <p>5. Any other related work.</p>
28.	Computer Labs, Websites & its updation , all related activities	<p>Mr. Jitendra Gouda (I/C)</p> <p>Mr Mahesh Buldak</p> <p>Ms. Hage Mali Kampu</p> <p>Computer instructor</p>	<p>1. To check the computer class teaching progress of lower classes & To manage the requirements for the computer classes</p> <p>2. To organize minimum two competitions</p> <p>3. To check mails frequently and inform the Chair .Also help in responding to the mails.</p> <p>4. To participate in ICT competitions of KVS and to help KV in downloading/uploading academic, administrative circulars from internet.</p> <p>5. To design E-newsletters twice in the academic session.</p> <p>6. To maintain K V website and to update twice a week.</p>
29.	Maintenance (School Building)	<p>Mr Chandan Arya(I/C)</p> <p>Mr Anil Saha</p> <p>Mr Mahesh Buldak</p> <p>Ms. Sonia</p> <p>Mrs. Suhani</p>	<p>1. To plan for repair & maintenance required in the Vidyalaya building and Departments.</p> <p>2. Plan for painting, colour /whitewash to be made in the month of April so that these works can be carried out in the Summer Vacation.</p> <p>3. To plan & purchase the material required for the purpose & complete all the assignments in time.</p> <p>4. Arrange to keep the Vidyalaya Campus neat & clean.</p> <p>5. To take an action in time for the decent look of the Vidyalaya.</p> <p>6. To ensure the tube lights & fans are in proper working condition..</p> <p>7. If there is any repair related to this, the committee will take action for the same well in advance.</p> <p>8. Any other related work.</p>
30.	Academic Committee	<p>Principal</p> <p>Exam I/C</p> <p>CBSE I/C</p>	<p>To analyse the performance of students after every main exam and to suggest ways to improve the overall performance and result of the school. Plan for remedial classes and setting of targets for Board examination and for Internal examination session 2024-2025.</p> <p>Continuous monitoring on the weak areas of the students.</p> <p>To suggest the list of activities and Teaching Aids including Technological Aids to improve the Teaching learning process.</p> <p>To ensure that all academic work is carried out as per the KVS academic calendar.</p> <p>All other related works.</p>
31.	Result Analysis & Moderation	<p>Exam I/C</p> <p>9 & 10 Subject Teacher</p>	<p>To analyse the Board result / Home examination result and send to the Regional office when required.</p> <p>All other related work.</p>
32.	CMP Committee	<p>Mrs Anju Devi (I/c)</p> <p>Mr. Rajat Biswas</p> <p>Mrs. Manisha</p> <p>Mrs. Arpana Singh</p>	<p>To receive the requirement from all teachers for CMP activities every month on the last working day of the month..</p> <p>Purchase and distribution of all materials by the Third day of the month.</p> <p>Make list of all activities to be performed by the teachers.</p> <p>Proper maintenance of the stock register.</p> <p>All other related activities.</p>

33.	Staff & Students Grievance Committee / Suggestion & Complaint Box	Mr Anil Saha (I/C)	To study the suggestions and complaints received from staff & students. Will form a committee if required for enquiry into the matter. To periodically open suggestion box, at least once in a month (third week of the month). To take required action on the suggestions/ feedback received. To maintain proper records of the suggestion and action taken.
		Mr Mahesh Buldek Ms. Hage Mali Kampu Ms. Pooja Devi	
34.	RTI Committee	Principal	Making proper record of RTI Cases with Id no. and date of reply. Ensuring the reply under RTI is given in the stipulated time period. All related works
		Mr. Mahesh Buldak	
		Mr. Vivekanand Sarkar	
35.	Prevention of Sexual Harassment	Ms. Versha Sharma	1. To obtain the information and list of procedures as per KVS guidelines and latest circulars 2. As per need constitute a fact-finding committee 3. To complete the procedure for prevention of sexual harassment under intimation to Principal / VP.
		Mr Anil Saha	
		Mr Ravindra Singh Rajpurohit	
		Mrs. Arpana Singh	
36.	Canteen Management	Mr Anil Saha	It is the duty of the members to check availability of fans, lights, water dispenser and quality of the food items as per specifications. To check whether items are sold by vendor as per the MRP. All other related works.
		Mr. Mahesh Buldak	
37.	Photography	Mr Chandan Arya	To liase with the local photographer for any big cultural event and have soft / hard copies To take picture / Video of all important events / cultural programmes and with the help of website updation committee make sure that pictures are uploaded event wise. All other related works.
		Computer Instructor	
38.	ICT Committee	Mr Jitendra Gouda (I/C)	1. To train staff members in the use of interactive board and help in making PPT presentations. Training schedule to be prepared by April 20 th . 2. To facilitate the web access to all in the learning process 3. To procure required audio and video CDs or cassettes
		Mr Mahesh Bulkdek	
		Mr. Rajat Biswas	
		Computer instructor	
39.	Root to Route	Ms. Suhani	To conduct the activities under root to route. To Keep records of all the activities under root to route. To Provide data whenever required.
		Mr. Vivekanand Sarkar	
40.	Teaching Aids	CCA Department (I/C) CMP Department (I/C)	To procure required Teaching Aid as per the need of teachers. Proper maintenance and distribution of Teaching aid to all teacher concerned and all other related work.
41.	Ek bharat Shreshtra Bharat (EBSB)	Mr Jitendra Gouda (I/C)	To conduct the activities under EBSB. To Keep records of all the activities under EBSB. To Provide data whenever required.
		Mr Dinesh	
		Mrs Anju Devi	
		Ms. Suhani	

KENDRIYA VIDYALAYA NU LUMAMI
Subject Committees for the Academic session 2024-25

Sl. No	Subject Committees	Committee Members		Duties
01.	English	1.	Ms. Hage Mali Kampu	1. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. 2. To check class wise monthly academic performance analysis & discuss for further course of action. 3. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. 4. Prepare the report on last working day of every month & submit it to principal. 5. To keep a vigil on class wise progress of subject. 6. To plan activities like, seminars, field trips, film shows, talks, etc. related to their subject and to list out activities as per requirement. 7. To prepare a plan to create literary/ Scientific atmosphere in Vidyalaya. 8. To prepare the students for participating in external & internal competitions related to the subject. 9. To organize minimum two competitions/seminars/ programmes etc. based on their respective subject. 10. To chalk out plans for improving standard of spoken English 11. To guide the students to prepare articles to publish in magazines and newspapers as well as Vidyalaya Patrika. 12. To motivate students to make class magazines. 13. To organize Social science / Science Exhibition at Vidyalaya level and help prepare children for Cluster, regional & national level and try to achieve remarkable achievements in these exhibitions. 14. Any other related work.
		2.	Concerned PRT teacher	
		3.		
		4.		
02.	Maths	1.	MS. Versha Sharma	
		2.	Concerned PRT teacher	
		3.		
		4.		
		5.		
03.	Social Science	1.	Mr Jitendra Gouda	
		2.	Concerned PRT teacher	
		3.		
		4.		
		5.		
		6.		
		7.		
04.	Hindi & Sanskrit	1.	Mr Dinesh Kumar	
		2.	Sanskrit Teacher	
		3.	Concerned PRT teacher	
		4.		
05.	Science & Computer	1.	Mr Ravindra singh Rajpurohit	
		2.	Mr Jitendra Gouda	
		3.	Computer instructor	
		4.		
		5.		
		6.		
		7.		