



**केन्द्रीय विद्यालय अनूपपुर**  
**KENDRIYA VIDYALAYA ANUPPUR**  
(An Autonomous Body Under Ministry of Education, Govt. Of India)  
**चेतना नगर, इंदिरा चौक, अनूपपुर (म.प्र.) 484224**  
**Chetana Nagar, Indira Chowk, Anuppur (M.P.) 484224**  
E-mail: [anuppur@kvsrojabalpur.in](mailto:anuppur@kvsrojabalpur.in) Website: [anuppur.kvs.ac.in](http://anuppur.kvs.ac.in)



**KV Code : 2405**

**Affiliation No. : 1000256**

**CBSE School Code : 54262**

**U-Dise Code : 23470611156**

## **KENDRIYA VIDYALAYA ANUPPUR**

### **COMMITTEES 2024-25**

The following committees have been formed for the year 2024-25 for smooth functioning of the Vidyalaya. Every committee In-charges is responsible for preparation of Annual Planner of all activities of his/her department and submitting the same to the Principal on or before 15TH April, 2024 without fail.

Vidyalaya academic & Institutional Plan for session 2024-25 has been formulated and now it is being placed before all staff members for further course of action. The following committees, departments and clubs are hereby constituted to carry out various curricular, co- curricular and extra – curricular activities and also to provide ample opportunities and encouragement to achieve the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the academic session 2024-25. Therefore, all in charges, conveners and members of the Dept. / Committee/Club are here by instructed to take charge of their concerned department and set the action plan for the session 2024-25. Please go through the Vidyalaya Academic Plan for the detailed information especially for guidelines, duties, responsibilities and activities.

S. No	NAME OF COMMITTEE	NAME OF I/C & MEMBERS Shift I	DUTIES
1	<b>Flag Hoisting and Retreat Ceremony</b>	<b>Mr. Ayush Arya</b> <b>Mr. Utkarsh Tripathi</b>	<ul style="list-style-type: none"> <li>• To ensure raising of National Flag every morning and its lowering before sunset in our KV.</li> <li>• To position the flag post at prominent place.</li> <li>• To follow DO's and Don'ts to honour our National Flag.</li> <li>• Teachers of first shift are responsible for raising of national flag and teachers of second shift are responsible for it's lowering</li> <li>• To ensure compliance of the Flag Code.</li> </ul>
2	<b>Morning Assembly</b>	<b>Mrs. V. Davidson</b> <b>Mr. R. G. Prajapati</b> <b>Mrs. Shalini Singh Sengar</b> <b>Mr. Janki Prasad Tiwari</b>	<ul style="list-style-type: none"> <li>• To plan the morning assembly programmes and allots the duty to the concerned H.M/ C.T. In addition, to check their preparation of the programme before presenting in the morning assembly.</li> <li>• Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her.</li> <li>• To provide a greeting card &amp; toffee &amp; all students have to wish them by presenting birthday song.</li> <li>• Any other related work</li> <li>• Daily a talk on <b>VALUE EDUCATION</b> by a teacher must be done.</li> <li>• To prepare compact programme for developing good habits and moral value among the students.</li> <li>• To encourage the students on the observation of good habits &amp; behaviour and award them</li> </ul>
3	<b>Academic and Administrative support</b>	<b>Mr. A. L. Lakra</b> <b>Mrs. S. Sengupta</b>	<ul style="list-style-type: none"> <li>• Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal.</li> <li>• 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/she will prepare plan and schedule for Notebooks (C/W &amp; H/W) <b>checking.</b></li> <li>• <b>Preparation of Academic and Vidyalaya Plan for 2023-24.</b></li> <li>• <b>Preparing academic calendar department wise for 2023-24</b></li> </ul>

4	<b>Critical &amp; Creative Thinking (CCT) PISA</b>	<b>Mr. Shivam Patel Computer Instructor All the subject teachers of Languages, Maths and Science</b>	<ul style="list-style-type: none"> <li>• Creating proper atmosphere for implementation of the culture of CCT based teaching learning atmosphere in the Vidyalaya</li> </ul>
5	<b>Preparation for Academic Inspection</b>	<b>Mr. Shivam Patel Mr. Sachin Pawar Mr. Vikash Singh Mr. Anuj</b>	<ul style="list-style-type: none"> <li>• Getting necessary documents ready</li> <li>• Collection of all documents from Various In-charges</li> <li>• Collection of formats from Teachers</li> </ul>
6	<b>Contractual Teachers Interview, Preparation of Panel &amp; Calling Candidates</b>	<b>Mr. Shivam Patel Mr. Sachin Pawar</b>	<ul style="list-style-type: none"> <li>• Planning for Interview- Approval from the Chairman VMC, Advertisement, Google form preparation, Documents verification team, constitution of Interview board, Refreshment of members and staff involved, etc.</li> </ul>
7	CS-54 and CS-11 Fees Record	<b>Mr. Shivam Patel Mr. Vikash Singh Mr. Anuj</b>	<ul style="list-style-type: none"> <li>• Maintenance of CS-54 and CS-11 &amp; its verification every month.</li> <li>• 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</li> </ul>
8	<b>UBI fees collection &amp; Monitoring</b>	<b>Mr. Shivam Patel Mr. Vikash Singh Mr. Anuj</b>	<ul style="list-style-type: none"> <li>• To monitor activities of UBI fee collection.</li> <li>• To follow up all work related to UBI fees collection.</li> <li>• Ensuring Letter to parents have been sent for fees not paid.</li> </ul>
10	<b>Scholarship / SSSMID / UDISE / DCF committee</b>	<b>Mr. Sachin Pawar Computer Instructor</b>	<ul style="list-style-type: none"> <li>• Timely completion of the reports and submission of the same with the appropriate authority</li> </ul>
11	<b>Admission Committee</b>	<b>Mr. Shivam Patel Mr. R. G. Prajapati Mr. Vikash Singh</b>	<p><b><u>Responsibilities of Core Committee</u></b></p> <ul style="list-style-type: none"> <li>• Admission to all classes throughout the year including RTE as per KVS norms.</li> <li>• <b>Planning &amp; Conducting of Admission Test for class IX, if any.</b></li> <li>• <b>Monthly review Meetings on admissions done. This work has to continue till November 30.</b></li> <li>• Maintenance of Register of data required for submission to KVS (HQ).</li> </ul>

			<ul style="list-style-type: none"> <li>Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work</li> </ul>
12	<b>Enrolment Position</b>	<b>Mr. Shivam Patel</b> <b>Mr. Vikash Singh</b> <b>Mr. Anuj</b>	<ul style="list-style-type: none"> <li>Every month Enrolment of the Vidyalaya 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.</li> <li>Every month vacancy of each class &amp; section-wise details are to be recorded in the admission register and submit to Principal,</li> <li>This has to be done a day prior to the last working day of the month</li> <li>The work must be given in coordination with Admission committee</li> </ul>
13	<b>Purchase Committee</b>	<b>Mr. A. L. Lakra</b> <b>Mrs. V. Davidson</b> <b>Mr. Sachin Pawar</b> <b>Mr. Anuj</b> <b>Stock Holder of the concerned department</b>	<ul style="list-style-type: none"> <li>To estimate the requirements in the beginning of the academic year.</li> <li>To procure the required items following the purchase procedure preferably through GEM.</li> <li>To conduct market survey and collect quotations from local market.</li> <li>To take items purchased into stock.</li> <li>Any other related work.</li> </ul>
14	<b>Furniture Procurement and Repair-Maintenance Committee</b>	<b>Mr. A. L. Lakra</b> <b>Mr. Sachin Pawar</b> <b>Mr. Utkarsh Tripathi</b>	<ul style="list-style-type: none"> <li><b>Preparing the list of articles for condemnation for 2023–24 in the new format and keep ready for Physical Verification</b></li> <li>Raising the indent of the Furniture required within the ceiling.</li> <li>Maintenance of furniture register &amp; inventories in each class, lab, department, library, office etc.</li> <li>Preparation of list of repairable and broken furniture.</li> <li>Submission of requirements of shortage making inventory and monitoring.</li> </ul>
15	<b>Discipline Committee:</b>	<b>Mr. R. G. Prajapati</b> <b>Mrs. S. Sengupta</b> <b>Mr. Shivam Patel</b> <b>Mr. Ayush Arya</b> <b>Mr. Utkarsh Tripathi</b> <b>Mr. Sachin Pawar</b>	<ul style="list-style-type: none"> <li>Checking of student's uniform, late comers, students missing assembly.</li> <li><input type="checkbox"/> Maintaining records of Late comers, if any student comes late 2<sup>nd</sup> day too, he/ she should not be allowed to enter in the Vidyalaya. Regular late comer students' parent must be informed in written through class teacher.</li> <li><input type="checkbox"/> Checking of students' behaviour in and outside the class.</li> </ul>

		<b>All the Class teachers</b>	<input type="checkbox"/> Monitoring the movement of students in lines during arrival, Departure and to ensure safe passage to students. <input type="checkbox"/> Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours. <input type="checkbox"/> Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation. <input type="checkbox"/> A monthly report on disciplinary proceedings & steps taken up and observations made have to be submitted to Principal. <input type="checkbox"/> Checking the Movement of students in corridor without out-passes and recording the same to intimate the Principal. <input type="checkbox"/> Subject teachers having last period in a particular class should be the last one to leave the class after having assured that all the students have departed from the class room safely.
16	<b>Late Comers Duty</b>	<b>Mr. A. L. Lakra Mr. Ayush Arya</b>	<ul style="list-style-type: none"> <li>• Maintaining late comers' register.</li> <li>• Record of late comers must be maintained online through google sheet by computer instructor.</li> <li>• Checking class room during morning assembly.</li> </ul>
17	<b>Vidyalaya Safety &amp; Security Committee Standard Operating Procedure (SOP) For fire safety, etc. As per National Disaster Management Authority</b>	<b>Mr. A. L. Lakra Mr. R. G. Prajapati Mr. Shivam Patel Mr. Ayush Arya Ms. Vandana</b>	<p>To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School.</p> <input type="checkbox"/> Develop comprehensive action plan to implement the guidelines. <input type="checkbox"/> 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. <input type="checkbox"/> Take preventive measures as given in the guidelines in consultation with the local police. <input type="checkbox"/> Keep the security personnel of the school on the alert. <input type="checkbox"/> Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents. <input type="checkbox"/> Conduct advance reconnaissance of the school with the help of the local police. <input type="checkbox"/> Hold mock drills for students, teachers and staff twice in a year.

18	<b>School Response Team:</b> <b>Evacuation Team</b>  <b>Search and Rescue Team</b>  <b>Transport Safety Team</b>  <b>Team for students with special needs (Divyang)</b>	<b>Mr. R. G. Prajapati</b> <b>Mrs. S. Sengupta</b> <b>Mr. Shivam Patel</b> <b>Mr. Ayush Arya</b> <b>Ms. Vandana</b>	<ul style="list-style-type: none"> <li>• Identification of the problem areas and taking timely action for preventing any untoward incident and taking proper action in case of any emergency</li> </ul>
19	<b>Stock Verification &amp; Condemnation</b>	<b>Mr. Shivam Patel</b> <b>Mr. Vikash Singh</b> <b>Mr. Anuj</b>	<ul style="list-style-type: none"> <li>• <b>To Ensure</b> stock verification of all the department is done by the end on March. Stock verification committee must be constituted and circulated.</li> <li>• <b>Getting</b> the list of items to be condemned within the ceiling</li> <li>• <b>Completing</b> all the process of condemnation.</li> </ul>
20	<b>Infrastructure Enrichment- Civil Work</b>	<b>Mr. R. G. Prajapati</b> <b>Mr. Ayush Arya</b> <b>Mr. Utkarsh Tripathi</b>	<ul style="list-style-type: none"> <li>• Raising the quotations for procurement of materials required for civil work. Monitoring of Vidyalaya infrastructure development and works in progress.</li> <li>• Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya.</li> <li>• Monitoring and recording of civil work / repair work undertaken.</li> <li>• Preparing the estimates and submitting request for procurement of materials such as gitty (pebbles/ stone dust/ stones), sand, cement etc., with <b>clear justification</b>.</li> <li>• Stock entry of the material purchased and proper usage of material purchased and record of the same in the stock register.</li> <li>• Certifying the proper usage of material at appropriate and required places.</li> <li>• Informing Principal the areas of immediate attention</li> </ul>
21	<b>Electrical supply and Safety Management committee</b>	<b>Mr. Shivam Patel</b> <b>Mr. Vikash Singh</b>	<ul style="list-style-type: none"> <li>• Ensuring uninterrupted power supply</li> <li>• Collection of information from Department holders and class teachers about working/ not working of electric equipments.</li> <li>• Replacement of electric equipment, if needed</li> </ul>

22	<b>Examination Department (Home Exam)</b>  <b>CBSE(X/XII) And External Examinations</b>	<b>Mr. R. G. Prajapti</b> <b>Mr. Sachin Pawar</b> <b>Mr. Utkarsh Tripathi</b> <b>Mrs. Jaya Patel</b> <b>Ms. Arti Verma</b>  <b>Mr. Shivam Patel</b> <b>Mr. Vikash Singh</b>	<b>Responsibilities of Core Committee</b> <ul style="list-style-type: none"> <li>• Raising the indent for the papers and other important requirement</li> <li>• Planning &amp; conducting of CT/ PT/HY/SEE Exam as per schedule.</li> <li>• Listing out absentees and Planning &amp; conducting Re-tests</li> <li>• To prepare the result analysis of internal exams and maintaining the record in an appropriate manner.</li> <li>• To ensure distribution of Printed result after every examination.</li> <li>• Distribution of the split up syllabus supplied by R.O to teachers and students.</li> <li>• Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work.</li> <li>• <b>It is mandatory for all the question paper setters to provide the Blue Print, Question paper and Marking Scheme both in soft and hard copies, without which Exam Department shall not accept the hand written papers.</b></li> </ul>
23	<b>Medical Room And First Aid &amp; Health Checkup</b> <b>A-Secondary</b> <b>B-Primary</b>	<b>Mrs. S. Sengupta</b> <b>Mr. Ayush Arya</b> <b>Mrs. Jaya Patel</b>	<ul style="list-style-type: none"> <li>• Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out.</li> <li>• Planning with doctor for a medical checkup for children twice a year. Collection of medical Certificate from class teachers.</li> <li>• Keep first aid item readily available in staff room, sports room and principal room. After the medical checkup, getting the cards binded and kept as a record.</li> </ul>
24	<b>Time Table</b>	<b>Mrs. V. Davidson</b> <b>Mr. Sachin Pawar</b> <b>Mr. Vikash Singh</b>	<ul style="list-style-type: none"> <li>• Preparation of class &amp; teacher's Time Table as per KVS norms.</li> <li>• First period arrangement has to be announced in assembly itself.</li> <li>• Preparation of special Time Table for Board classes, Remedial classes, Classes for slow learners, and Zero period.</li> <li>• Monitoring of bell timing.</li> <li>• Distribution of Registers to all the class monitors to note every day's activity period-wise.</li> <li>• Collecting the registers and submitting the same to Principal for his supervision.</li> <li>• Random checking for teachers attending the classes during their arrangement.</li> <li>• To ensure no teacher who is absent is left without arrangement.</li> <li>• Showing the arrangement sheet to teacher and obtaining the signature.</li> <li>• Displaying the arrangement sheet in prominent places of the Vidyalaya</li> </ul>

25	<b>Teacher's Lunch time duty Chart preparation</b>	<b>I/c Time Table</b>	<ul style="list-style-type: none"> <li>• To depute teachers on duty during lunch time for the safety and security of students.</li> <li>• Teachers on duty will be totally responsible for the safety and security of child in the ground and in the Vidyalaya premises.</li> </ul>
26	<b>CCA Coordinator And CCA material Purchase and Important Days celebration committee / Pupil Society</b>	<b>Mrs. V. Davidson</b> <b>Mr. R. G. Prajapati</b> <b>Mrs. Shalini Singh Sengar</b> <b>Mr. Utkarsh Tripathi</b> <b>Ms. Arti Verma</b>	<ul style="list-style-type: none"> <li>• Preparation of Calendar of activities for 2024-25. 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.</li> <li>• Planning, preparation and Celebration of Annual Day</li> <li>• Duty allotment and monitoring of assembly program.</li> <li>• Checking of the information on the display board in corridor and class rooms.</li> <li>• Theme selection for every month and carrying out the suggested activities.</li> <li>• Maintaining the record of achievements of the students of house and maintaining transparency in the result process.</li> <li>• Important announcements in the assembly, planning &amp; preparing students for various activities. For this, the CCA I/c or deputy has to meet Principal to note the next day's announcements.</li> <li>• <b>Important dates shall be collected and be celebrated appropriately.</b></li> <li>• <b>The committee can suggest Principal regarding different purposes.</b></li> </ul>
27	<b>House Masters</b> <b>Secondary</b>  <b>Primary</b>	<b>Mr. A. Lakra</b> <b>Mrs. S. Sengupta</b> <b>Mr. R. G. Prajapati</b> <b>Mr. Shivam Patel</b>  <b>Mr. Utkarsh Tripathi</b> <b>Ms. Vandana</b> <b>Mr. Moti Ram Meena</b> <b>Mrs. Jaya Patel</b>	<ul style="list-style-type: none"> <li>• Plan and ensuring participation of students in Various activities planned by CCA department.</li> <li>• It must be ensured that a student should participate in maximum 2 activities.</li> <li>• List of participants must be submitted to CCA department well in advance.</li> </ul>
28	<b>Pay bill checking</b>	<b>Mr. Shivam Patel</b> <b>Mr. Vikash Singh</b>	<ul style="list-style-type: none"> <li>• Checking of pay bill every month before uploading the salary.</li> </ul>
29	<b>Teaching Aids</b>	<b>Mr. A. L. Lakra</b> <b>Mr. Sachin Pawar</b>	<input type="checkbox"/> Procurement of Audio Visual and teaching aids. <input type="checkbox"/> Upkeep of audio visuals and teaching aids.



			<input type="checkbox"/> List of Audio Visual and teaching aids used by the teachers.
30	<b>Adventure Club (Educational Excursion/ Rally/ Adventure Trip)</b>	<b>Mr. Shivam Patel Mr. Utkarsh Tripathi Mr. Vikash Singh Ms. Vandana</b>	<ul style="list-style-type: none"> <li>• Planning of educational tour for different classes as per schedule given by the KVS.</li> <li>• Deciding the places to visit through formal discussions with Principals and submit a report through the register meant for the purpose of excursions to children.</li> <li>• Taking students to local places of educational and tourist interest.</li> <li>• Planning safety measures, communicating parents through DO Letters, charting the buses, contacting the visiting places, taking permissions etc., are the responsibilities of the committee and submitting a final report for modifications and necessary approval.</li> </ul>
31	<b>Photography</b>	<b>Mr. Sachin Pawar Mr. Utkarsh Tripathi Ms. Vandana</b>	<ul style="list-style-type: none"> <li>• Arrangement of photographer for important functions.</li> <li>• Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise.</li> <li>• During the inspections Albums have to be presented to Inspection officers</li> <li>• Providing best photos for Press Note.</li> </ul>
32	<b>Press Coverage</b>	<b>Mr. R. G. Prajapati Mr. Sachin Pawar</b>	<ul style="list-style-type: none"> <li>• To prepare press note well in advance and making correction, if any after the event is completed.</li> <li>• To ensure Press note is sent to all the reporters along with good photographs.</li> </ul>
33	<b>Career Guidance and Counselling</b>	<b>Mrs. S. Sengupta Mrs. V. Davidson Mr. R. G. Prajapati Mr. Utkarsh Tripathi Mr. Vikash Singh Mrs. Archana Shrivastava</b>	<ul style="list-style-type: none"> <li>• Year Planner for counseling sessions shall have to be prepared by secretary of the committee. <b>A minimum of 06 (six) such counseling sessions shall have to be planned and be organized and reporting is mandatory.</b></li> <li>• Collection of information and providing to students. Arrangement of Guest Lectures.</li> <li>• Monthly report has to be submitted on activities undertaken for providing information to the students - Please use a separate register.</li> <li>• Organizing PT meeting, creating awareness among parents and children about the changes in adolescent stage, Awareness about STIs/STDs, Solution for stress related problems. Planning, Preparation and conducting the programmes.</li> </ul>

			<ul style="list-style-type: none"> <li>Every 10<sup>th</sup> of month AEP classes are to be conducted on core issue. Submitting a <b>monthly report</b> to Principal.</li> </ul>
34	<b>Primary Education – (Core committee)</b>	<b>Mr. Vikash Singh Mr. Utkarsh Tripathi Mrs. Jaya Patel Ms. Arti Verma</b>	<ul style="list-style-type: none"> <li><b>Year Planner shall have to be prepared by each head.</b></li> <li>Planning and preparation of Calendar of activities.</li> <li>Supervision of Primary classes. All the new entries may be supervised with the help of Sr. PRT's &amp; Academic Coordinator &amp; 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.</li> <li>Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets binded and displayed in CMP room. All works related to primary education.</li> <li>Maintaining CMP &amp; CCE Records, back to basic records. <b>Formation of Committees</b> for various occasion for primary wing for smooth conduct of activities in Primary wing. <b>A monthly report on activities undertaken by the Primary wing.</b></li> </ul>
35	<b>TLM &amp; Work Sheets</b>	<b>Mr. Vikash Singh Mr. Utkarsh Tripathi Mrs. Jaya Patel Ms. Arti Verma All the subject teachers</b>	<ul style="list-style-type: none"> <li><b>Preparation for TLM and guiding and assisting others for the same.</b></li> <li>Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets binded and displayed in CMP room. All works related to primary education.</li> </ul>
36	<b>Games / Sports Committee SBSB / Khelo India &amp; Fit India</b>	<b>Mr. Ayush Arya Mr. Shivam Patel Mr. Sachin Pawar Mr. Vikash Singh Ms. Vandana</b>	<p>Planning Vidyalaya sports activities, (<b>Annual Calendar</b>).</p> <ul style="list-style-type: none"> <li>Monitoring block periods.</li> <li>Purchasing required material.</li> <li>Arrangement of sports meets as per KVS norms.</li> <li>Planning and conducting Annual Sports Day celebration for 2023-24.</li> </ul>

37	<p><b>Subject Committees</b></p> <p><b>Hindi &amp; Sanskrit</b></p> <p><b>English</b></p> <p><b>Maths</b></p> <p><b>Science</b></p> <p><b>Social Science</b></p>	<p><b>Mr. R. G. Prajapati</b> <b>Mr. Janki Prasad Tiwari</b> <b>PRTs teaching Hindi</b></p> <p><b>Mrs. V. Davidson</b> <b>PRTs teaching English</b></p> <p><b>Mr. Shivam Patel</b> <b>PRTs teaching maths</b></p> <p><b>Mrs. S. Sengupta</b> <b>PRTs teaching EVS</b></p> <p><b>Mr. A. L. Lakra</b> <b>PRTs teaching EVS</b></p>	<ul style="list-style-type: none"> <li>• Every month these committees must invariably sit and discuss on agenda that pre-decided and got approved by Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized.</li> <li>• Split up syllabus month wise and teacher wise.</li> <li>• Project work-term wise. Weightage of marks to each topic.</li> <li>• Evaluation scheme. Practical work.</li> <li>• Class room activities and teaching aids. Model question paper.</li> <li>• Identification of slow learners and gifted children and remedial action.</li> <li>• Under achievers / slow learners identification.</li> <li>• Strategy for effective monitoring for students improvements. Educational tour.</li> <li>• Class activities, Exhibition, Exam- PT/MT/HY/SEE.</li> <li>• Preparation of subject magazine.</li> <li>• CCE work, Back to basic files/ Subject enrichment activities and Files of Cycle test/CT/MT/Remideal class test carried out topic-wise by the teachers.</li> <li>• Innovations taken up and the reports thereof.</li> </ul>
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38	<b>Library Advisory Council</b>	<b>Mr. Sachin Pawar</b> <b>Mrs. S. Sengupta</b> <b>Mrs. V. Davidson</b> <b>Mr. R. G. Prajapati</b> <b>2 members from</b> <b>Students' Council</b>	<ul style="list-style-type: none"> <li>• Planning and preparing the books for condemnation.</li> <li>• Supervising the Library activities undertaken by the Librarians and seeking a report on monthly basis.</li> <li>• Raising the requirement of books taking the list from students of classes XI and XII and respective subject teachers.</li> <li>• Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS. Improving library service and its monitoring.</li> <li>• <b>Note: Librarian is expected to prepare a Yearly planner of activities and submit the same to the Principal.</b></li> </ul>
39	<b>Computer Lab committee</b> <b>Website updating</b> <b>Registration and working</b> <b>on online portal like swyam,</b> <b>Diksha, PIMS, etc.</b>	<b>Mr. Shivam Patel</b> <b>Mr. Sachin Pawar</b> <b>Computer Instructor</b>	<ul style="list-style-type: none"> <li>• Ensuring all the computers, projectors, printer, photocopier are in working condition.</li> <li>• 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.</li> <li>• Computer infrastructure data.</li> <li>• Other allied information that is required by KVS.</li> <li>• <b>Note: PGT (Comp. Science) is responsible for the website updating through coordination with respective department heads.</b></li> </ul>
40	<b>Scout and Guide</b> <b>Cubs and Bulbul Committee</b>	<b>Mr. Shivam Patel</b> <b>Mrs. Shalini Singh Sengar</b>  <b>All Scout Masters, Guide</b> <b>Captains</b> <b>All Cubs &amp; Bulbul Masters</b>	<ul style="list-style-type: none"> <li>• Registration of units.</li> <li>• Fresh registration for Pravesh, Cubs &amp; Bulbuls etc. <ul style="list-style-type: none"> <li>• Scout and Guide &amp; Cubs and Bulbul activities must be ensured once in a week, preferably on Wednesday.</li> </ul> </li> <li>• Conducting upgrading camps &amp; celebrations related to Scout.</li> <li>• Taking up Community development and service works once in a month.</li> <li>• Submitting monthly Reports &amp; carrying out other work related.</li> <li>• Getting colour party and Bulbuls ready for Guard of honour and welcome of guests.</li> </ul>

41	<b>Social Media handling</b>	<b>Mr. Sachin Pawar</b> <b>Mr. Vikash Singh</b>	<ul style="list-style-type: none"> <li>• Timely updation of the events taken place in the Vidyalaya on social media platforms</li> </ul>
42	<b>Shala Darpan, FLN, Nipun Bharat</b>	<b>Mr. Utkarsh Tripathi</b> <b>Ms. Arti Verma</b>	<ul style="list-style-type: none"> <li>• Planning and monitoring the activities</li> <li>• Ensuring the work is done timely and report submission and updation on the site is completed on time.</li> </ul>
43	<b>Interactive Boards &amp; Computer Aided Teaching for Primary</b>	<b>Mr. Vikash Singh</b> <b>Ms. Vandana</b>	<ul style="list-style-type: none"> <li>• Ensuring that every subject teacher is teaching through Interactive Boards and maintaining the record.</li> <li>• Preparation of schedule for classes with the help of time table I/c</li> </ul>
44	<b>Film Show for Primary</b>	<b>Ms. Vandana</b> <b>Ms. Arti verma</b>	<ul style="list-style-type: none"> <li>• Planning for Film show and maintaining the record.</li> <li>• Ensuring that all the necessary things are in working condition</li> </ul>
45	<b>Value Education &amp; Integrity Club</b> <b>A-Secondary</b>  <b>B-Primary</b>	<b>Mrs. S. Sengupta</b> <b>Mr. Al Lakra</b>  <b>Mr. Utkarsh Tripathi</b> <b>Mrs. Jaya Patel</b>	<ul style="list-style-type: none"> <li>• Preparation of Annual calendar of value based education programs and activities.</li> <li>• Conducting of value education program as per KVS guidelines.</li> <li>• To prepare list of teachers to deliver moral talk of about 5 minutes in the morning assembly daily.</li> </ul>
46	<b>Green School</b>	<b>Mrs. S. Sengupta</b> <b>Mr. R. G. Prajapati</b>	<ul style="list-style-type: none"> <li>• Planning and getting all the work done necessary to get the green school certificate.</li> <li>• Necessary entry on the portal whenever open.</li> </ul>
47	<b>Fine Art Club</b>	<b>Mrs. Shalini Singh Sengar</b> <b>Ms. Vandana</b>	<ul style="list-style-type: none"> <li>• Planning and executing the work of decoration of Vidyalaya walls and rooms with the help of students.</li> <li>• Ensuring Paintings, greeting cards, plants with vase etc. getting ready to be given to the guests of various occasions.</li> <li>• Decoration with the help of flowers and rangoli on various occasions.</li> </ul>

			<ul style="list-style-type: none"> <li>• Motivating and assisting students to enhance their skills in arts and crafts and conducting workshop for them.</li> </ul>
48	<b>Nature/ Eco Club</b>	<b>Mrs. S. Sengupta</b> <b>Mr. Al Lakra</b> <b>Ms. Arti Verma</b>	<ul style="list-style-type: none"> <li>• Planning for using the nature as a teaching learning resource and ensuring its proper implementation</li> <li>• Conducting activities related to the Club.</li> </ul>
49	<b>Literary Club/ Readers Club/ Language Club</b> <b>A-Secondary</b> <b>B-Primary</b>	<b>Mrs. V. Davidson</b> <b>Mr. R. G. Prajapati</b>  <b>Mr. Utkarsh Tripathi</b> <b>Ms. Arti Verma</b>	<ul style="list-style-type: none"> <li>• Conducting activities related to the Club.</li> <li>• Creating proper atmosphere for development of vocabulary of the students, development of linguistic skills and igniting creative potentials of the students along with conducting activities meant for Language Lab</li> </ul>
50	<b>Science Club</b>	<b>Mrs. S. Sengupta</b> <b>Mrs. Jaya Patel</b> <b>Ms. Arti Verma</b>	<ul style="list-style-type: none"> <li>• Conducting activities related to the Club.</li> </ul>
51	<b>Maths Club</b>	<b>Mr. Shivam Patel</b> <b>Mr. Vikash Singh</b> <b>Mr. Utkarsh Tripathi</b>	<ul style="list-style-type: none"> <li>• Conducting activities related to the Club.</li> </ul>
52	<b>Primary Resource Room (CMP)</b>	<b>Mr. Vikash Singh</b> <b>Ms. Vandana</b> <b>Mr. Moti Ram Meena</b>	<ul style="list-style-type: none"> <li>• The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing.</li> <li>• Planning of CMP room usage by PRTs’.</li> <li>• Exploring resources planning and developing room to ensure strengthening of primary education.</li> </ul>

			<ul style="list-style-type: none"> <li>• Acquiring material, teaching aids, CD's books, play material etc., to display in the CMP room so as to make it a better resource room.</li> <li>• Re-charging of Dish TV activation and prepare a plan to show film shows live on Dish TV</li> <li>• Plan has to be submitted by the Committee.</li> <li>• <b>Monthly Report</b> Submitting a report on activities taken up.</li> </ul>
53	<b>Fun Day</b>	<b>Mr. Vikash Singh</b> <b>Ms. Vandana</b> <b>Mrs. Jaya Patel</b> <b>Mr. Moti Ram Meena</b>	<ul style="list-style-type: none"> <li>• Planning for fun day with the help of time table in charge.</li> <li>• Monitoring the activities of fund day and ensuring that students are enjoying the same.</li> </ul>
54	<b>School Readiness Programme</b>	<b>Mr. Vikash Singh</b> <b>Ms. Vandana</b> <b>Mrs. Jaya Patel</b> <b>Mr. Moti Ram Meena</b>	<ul style="list-style-type: none"> <li>• To prepare booklet for school readiness programme.</li> <li>• To organize school readiness program for the students of class I.</li> <li>• To provide welcome gift to the students of class I.</li> </ul>
55	<b>Book Donation &amp; Uniform Donation</b>	<b>Mr. Sachin Pawar</b> <b>Mr. R. G. Prajapati</b> <b>Mr. Utkarsh Tripathi</b> <b>Mr. Moti Ram Meena</b>	<ul style="list-style-type: none"> <li>• Collecting the books and uniforms from students and making arrangement for it's distribution.</li> <li>• Collections should be done publically and donor must be honoured</li> <li>• Distribution should be done personally and identity of the students should not be disclosed.</li> </ul>
56	<b>SPIC MACAY Routes 2 Roots</b>	<b>Mrs. Shalini Singh Sengar</b> <b>Mrs. V. Davidson</b> <b>Mr. Moti Ram Meena</b>	<ul style="list-style-type: none"> <li>• Organising and managing the programme.</li> </ul>
57	<b>Adolescent Education Programme committee</b>	<b>Mrs. S. Sengupta</b> <b>Mrs. V. Davidson</b>	<ul style="list-style-type: none"> <li>• To provide necessary guidelines as contained in the manual, arrangement of guest lectures and preparation of the requisite reports</li> </ul>
58	<b>Awakened Citizen Programme</b>	<b>Mr. A. L. Lakra</b> <b>Mrs. S. Sengupta</b> <b>Mr. R. G. Prajapati</b>	<ul style="list-style-type: none"> <li>• Proper implementation of ACP activities in the targetted classes and timely submission of the reports thereon</li> <li>• Ensure that block periods are utilized for ACP modules.</li> </ul>

59	<b>Result Moderation</b> <b>A-Secondary</b> <b>Section</b>  <b>B-Primary</b> <b>Section</b>	<b>I/c Home Examination</b> <b>Mrs. S. Sengupta</b>  <b>I/C Examination</b> <b>Mr. Vikash Singh</b>	<ul style="list-style-type: none"> <li>• To decide the hard and difficult cases. Formulating the criteria to decide class wise result of border case.</li> </ul>
60	<b>Hygiene and Sanitation</b> <b>Indoor Cleanliness</b> <b>&amp;</b> <b>Outdoor Cleanliness</b>	<b>Mr. A. L. Lakra</b> <b>Mrs. S. Sengupta</b> <b>Mr. Moti Ram Meena</b> <b>Special Educator</b>	<ul style="list-style-type: none"> <li>• Schedule of cleaning for Toilets mentioning Date, Time and name of the worker should be prepared and must be pasted on each toilet. The same must be ticked by a substaff.</li> <li>• In the same manner schedule for dusting of outside must also be prepared.</li> <li>• Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly.</li> <li>• Submitting Monthly report on observations.</li> <li>• The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets.</li> <li>• 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.</li> <li>• Once in every week, the committee shall go round the Vidyalaya exterior view and find <b>out the growths in the wall and the surroundings.</b></li> <li>• Plan the cleaning campaign and get the work done with the help of contractor / Labour.</li> <li>• Submit the requisition and report on the work completion.</li> </ul>
61	<b>Drinking Water</b>	<b>Mr. R. G. Prajapati</b> <b>Mr. Utkarsh Tripathi</b> <b>Mr. Moti Ram Meena</b>	<ul style="list-style-type: none"> <li>• Ensure uninterrupted supply of clean and potable water for the students</li> <li>• Regular cleaning of water tanks</li> </ul>
62	<b>Beautification &amp; Gardening</b>	<b>Mrs. S. Sengupta</b> <b>Mr. R. G. Prajapati</b> <b>Special Educator</b>	<ul style="list-style-type: none"> <li>• Garden maintenance and observation and making suggestions to gardener.</li> <li>• Monthly review of garden and suggestions to improvement.</li> </ul> <p><input type="checkbox"/> Submitting of monthly review of garden &amp; Beautification of Vidyalaya.</p>



			<input type="checkbox"/> Raising the requirement for Garden and Vidyalaya beautification.
63	<b>Students' council committee</b>	<b>Mrs. V. Davidson</b> <b>Mr. Shivam Patel</b> <b>Mr. Utkarsh Tripathi</b>	<ul style="list-style-type: none"> <li>Planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya.</li> <li>Review of Attendance registers once in every 15 days and communicating.</li> <li>Syllabus coverage from classes VI to XII once in a month.</li> </ul>
64	<b>Exhibitions Committee - Science</b>	<b>Mrs. S. Sengupta</b> <b>Mr. Utkarsh Tripathi</b> <b>Ms. Arti Verma</b> <b>Mrs. Jaya Patel</b>	<ul style="list-style-type: none"> <li>Plan the exhibition themes and models in advance and start synopsis preparation.</li> <li>Conduct mock exhibition well before the exhibitions scheduled as per KVS.</li> <li>Decide the best models and the suggestions for improvement.</li> <li>Get the new models ready before the exhibition to begin.</li> <li><b>Note:</b> As far as Science exhibition is concerned, the In charge teacher will discuss with Principal on all the modalities to be observed and record in the Science department minutes register.</li> </ul>
65	<b>Exhibitions Committee – Social Science (Ek Bharat Shreshth Bharat)</b>	<b>Mr. A. Lakra</b> <b>Mrs. Shalini Singh Sengar</b> <b>Ms. Vandana</b> <b>Special Educator</b>	<ul style="list-style-type: none"> <li>Plan the exhibition themes and models in advance and start synopsis preparation.</li> <li>Conduct mock exhibition well before the exhibitions scheduled as per KVS.</li> <li>Decide the best models and the suggestions for improvement.</li> <li>Get the new models ready before the exhibition to begin.</li> <li><b>Note:</b> 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.</li> </ul>

66	<b>Refreshment Committee for all the occasions</b>	<b>Mrs. S. Sengupta Ms. Vandana Ms. Arti Special Educator</b>	<ul style="list-style-type: none"> <li>• Refreshment procurement and arrangement is another vital responsibility shall be done meticulously.</li> <li>• Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events.</li> <li>• <b>The entire infrastructure required</b> (spoons, plates, cups, saucers, drinking water etc.) for smooth conduct of refreshment distribution though proper work distribution amongst the members is the main responsibility to be executed meticulously.</li> <li>• <b>Note: 11<sup>th</sup> hour planning or doing be avoided</b> for important events. All the events that go with external guest are always important and shall go without any hiccups. <b>Postponing is bad attitude, so avoid it.</b></li> </ul>
67	<b>Reception &amp; Guard of Honour</b>	<b>Mrs. S. Sengupta Mr. Shivam Patel Mrs. Shalini Singh Sengar</b>	<ul style="list-style-type: none"> <li>• The committee should ensure to get the front elevation of the Vidyalaya fully decorated with the help of fine art committee and reception formalities shall be made to the perfection.</li> <li>• Getting members of students' council, Bulbuls with song and Colour party ready for welcome</li> </ul>
68	<b>Seating arrangement/ Tent/ Light and Sound Arrangement/ Saraswati Poojan and garlanding</b>	<b>Mr. A. L. Lakra Mr. Janki Prasad Tiwari Mrs. Shalini Singh Sengar Mr. Motiram Meena Ms. Vandana</b>	<ul style="list-style-type: none"> <li>• Seating arrangement for the occasion where separate duty chart is not circulated.</li> <li>• Assessing the requirement of chairs and pandals, etc. and inform the service provider through office well in advance in written.</li> <li>• Chair and table for Chief guest / special guest must be arranged with white bad sheet and flower pot.</li> </ul>
69	<b>Vidyalaya Magazine and</b>	<b>Mrs. V. Davidson Mr. R. G. Prajapati Mr. Janki Prasad Tiwari</b>	<ul style="list-style-type: none"> <li>• Overall Planning of the magazine material collection as per fixed schedule.</li> <li>• Collect the materials and keep updating them periodically.</li> <li>• Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/officers/officials retiring from services shall have a space to be part of Vidyalaya Magazine.</li> </ul>

	<b>Quarterly News Letter for Primary Committee</b>	<b>Mr. Vikash Singh Mr. Utkarsh Tripathi Ms. Vandana</b>	<ul style="list-style-type: none"> <li>The magazine collection and compilation work shall be completed before October 2024. 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.</li> <li><b>Every quarter the Newsletter has to go to Regional Office to update them on the work &amp; conduct of the Vidyalaya primary wing</b></li> </ul>
70	<b>R.T.I/ Grievances &amp; Parliament Questions Reply</b>	<b>Mrs. S. Sengupta Mr. R. G. Prajapati Mr. Anuj</b>	<ul style="list-style-type: none"> <li>To attend the queries made under RTI and ensure their response is made on or before the stipulated date.</li> <li>Collect data/information to be incorporated in the reply of such letters.</li> <li>The members and I/C to keep them updated with the rules and procedures regarding RTI act.</li> </ul>
71	<b>राजभाषा कार्यान्वयन समिति Raj Basha Committee</b>	<b>श्री राम गोपाल प्रजापति श्री विकास सिंह</b>	<ul style="list-style-type: none"> <li>Periodical reports shall be prepared as per the schedule and without any reminder from Head of the Institution. So, the committee requires some plan on Raj Bhasha implementation.</li> <li>So, Year planner may be prepared for the purpose.</li> <li>Hindi Pakhwada has been the sole work, we do for Raj Bhasha .</li> <li>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, the report sent to KVS about the Raj Bhasha implementation will be decorative and acceptable.</li> <li>Every month a test on intricacies of Raj Bhasha has to be conducted for teachers.</li> </ul>
72	<b>Income Tax and Form 16</b>	<b>Mr. Shivam Patel Mr. Vikash Singh Mr. Anuj</b>	<ul style="list-style-type: none"> <li>The committee will maintain a register and record month-wise collection of income tax.</li> <li>The committee will coordinate with office and CA who is looking after the Vidyalaya income tax work and ensure submission of all the documents.</li> <li>The committee has to review the income tax collection and challan submissions every month and record the SBI challans with challan numbers and dates.</li> </ul>

			<ul style="list-style-type: none"> <li>The committee is authorized to speak to CA and note down the procedure of completing the work of Income tax.</li> </ul>
73	<b>T.C Preparation Committee</b>	<b>Mr. Sachin pawar All the Class Teachers</b>	<ul style="list-style-type: none"> <li>The committees for Primary and Secondary are responsible to prepare and verify amongst and submit the completed TCs for Principal's signature.</li> <li><b>If one member of the committee prepares the T.C then the other member will check the data entered and sign in checker's column.</b></li> <li>The committee is required to check the details such as – <b>fee payment; no dues of all departments / class teacher signature with date and Name.</b></li> <li><b>TCs' are vital documents of a child's life. So, the committee is required to be very careful while writing the data in T.C books of KVS.</b></li> </ul>
74	<b>Parent Teacher Meeting Classes VI to XII</b>  <b>Meeting- I - V</b>	<b>Mrs. V. Davidson Members of Internal Examination Department</b>  <b>Mr. Utkarsh Tripathi Members of Internal Examination Department</b>	<ul style="list-style-type: none"> <li>To plan for periodical meetings with the parents.</li> <li>To invite the parents well in time and to ensure their presence.</li> <li>To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A.</li> <li>To plan for personal discussion with the parents of slow-learners for improvement.</li> <li>To invite parents for their presence during important celebrations in the KV.</li> <li>Month-wise report on meetings conducted shall be submitted to Principal. It is mandatory.</li> </ul>
75	<b>Internal Complaint &amp; Grievance Committee</b>	<b>Mrs. S. Sengupta Mrs. V. Davidson Mr. R. G. Prajapati Mr. Utkarsh Tripathi Mr. Vikash Singh</b>	<ul style="list-style-type: none"> <li>To periodically open suggestion box at least once in a month.</li> <li>To keep a record of suggestions or grievances received from the students, staff or parents. To maintain the minutes of the meetings.</li> </ul>
76	<b>Child Rights Protection Cell</b>	<b>Mrs. S. Sengupta Mr. Shivam Patel Mr. Utkarsh Tripathi</b>	<ul style="list-style-type: none"> <li>Taking care of the rights and concerns of the children as per the guidelines of the NCPCR, MOE and CBSE</li> </ul>

77	<b>Sexual Harassment &amp; Gender Sensitization Committee</b>	<b>Mrs. S. Sengupta Mrs. V. Davidson Mr. Shivam Patel Ms. Vandana</b>	<p>Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.</p> <ul style="list-style-type: none"> <li>• Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment; Recommend appropriate punitive action against the guilty party to the Principal.</li> </ul>
78	<b>SC/ST Grievance Cell</b>	<b>Mr. A. L. Lakra Mr. R. G. Prajapati Ms. Vandna</b>	<ul style="list-style-type: none"> <li>• Handling and resolving the issues related to the grievances of the SC/ ST</li> </ul>
79	<b>Staff Room Maintenance, Decoration and Display</b>	<b>Mr. Sachin Pawar Ms. Arti Verma Special Educator</b>	<ul style="list-style-type: none"> <li>• To maintain staff room neat and clean.</li> <li>• To look after the proper management of Staff room and its requirements.</li> <li>• To Ensure Note Books, Projects, etc. are kept properly.</li> <li>• To Ensure that equipment in the toilet and fan, tubes etc. are in working condition.</li> </ul>
80	<b>Olympiads (Science &amp; Maths) &amp; VVM/NCSC/IAPT</b>	<b>Mrs. S. Sengupta Mr. Shivam Patel</b>	<ul style="list-style-type: none"> <li>• To conduct all the Olympiads smoothly.</li> <li>• To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya.</li> </ul>
81	<b>Staff Club</b>	<b>Staff Secretary to be elected from amongst the staff members</b>	<ul style="list-style-type: none"> <li>• Welcome / farewell party to the new / outgoing staff and welfare activities to be organized.</li> </ul>
82	<b>Achievement Register maintenance &amp; Updating</b>	<b>Mr. Sachin Pawar Mrs. V. Davidson</b>	<ul style="list-style-type: none"> <li>• To maintain proper records of Vidyalaya Achievement.</li> </ul>

			<ul style="list-style-type: none"> <li>To provide information regarding Vidyalaya achievement to RO and HQ whenever it is needed.</li> </ul>
83	<b>P.A. System (Mike &amp; Sound Arrangement) Committee</b>	<b>Mrs. Shalini Singh Sengar Mr. Janki Prasad Tiwari Mr. Utkarsh Tripathi</b>	<ul style="list-style-type: none"> <li>Proper maintenance of the equipments and putting them in best use as and when needed</li> <li>For the morning assembly separate mikes should be given for each items as coir group, announcement, different instruments, etc. Preferably cordless mike should be given for announcement.</li> </ul>
84	<b>Staff Meeting &amp; recording of the minutes</b>	<b>Mrs. V. Davidson Mr. R. G. Prajapati</b>	<ul style="list-style-type: none"> <li>To record the minutes of all staff meetings, P.T.A. meetings, X &amp; XII class P.T.A. meetings and to maintain records / files of the same.</li> <li>To note down all important events/functions etc. held in Vidyalaya.</li> <li>सभी बैठकों के कार्य-वृत्त का हिन्दी में लेखन।</li> </ul>
85	<b>Meeting Arrangement Committee</b>	<b>Mr. Sachin Pawar Ms. Vandana</b>	<ul style="list-style-type: none"> <li>Making proper arrangements for the meetings and recording minutes of the same</li> </ul>
86	<b>VMC Meeting</b>	<b>Mrs. V. Davidson Mr. Shivam Patel Mr. Utkarsh Tripathi Mr. Janki Prasad Tiwari</b>	<ul style="list-style-type: none"> <li>Planning for the VMC meeting.</li> <li>Preparation of Agenda, Action taken report, Report of previous activities, etc.</li> <li>Necessary seating arrangement, P.A. System, refreshment arrangement, welcome of the members, guard of honour, Saraswati Poojan, etc.</li> <li>Preparation of Minutes after the meeting on the basis of discussion on agenda points and taking signature of the members of the VMC</li> </ul>
87	<b>Fee concession &amp; RTE</b>	<b>Mr. Shivam Patel Mr. Vikash Singh All the Class teachers</b>	<ul style="list-style-type: none"> <li>The role of 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 <b>in a register and submit every month for a review by the Principal.</b></li> </ul>
88	<b>Escort duty chart</b>	<b>Mrs. S. Sengupta Mr. R. G. Prajapati</b>	<ul style="list-style-type: none"> <li>The committee will function under the supervision of Academic co-ordinator.</li> <li>The role of this committee is to maintain utmost transparency in allocating the escort duties to teachers for various programs such as Exhibitions, sports events etc.</li> </ul>

			<ul style="list-style-type: none"> <li>• As and when a programme is conducted, and then this committee shall plan for escort duty.</li> <li>• Allotment of duties and allocation of responsibilities shall have humane touch and committee shall give an ear to the genuine problems of all the teachers</li> <li>• No repetition of duties allowed until all the teachers have completed at least one duty.</li> </ul>
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**NOTES: -**

1. The first name in every committee refers to the I/C of the Committee.
2. All the in – charges and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2024-25 as per duties allotted and submit a copy to the Principal by 15<sup>TH</sup> April 2024 for further course of action and record without fail.
3. All the In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties/ activities and prescribed program. In case of any difficulty, Principal must be contacted.
4. All the in – charges and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they can contact the Principal in case of need.
5. All the In-charges and members of the concerned departments/committees will have to work on full – fledged manner. When In charge is on leave etc. Senior member of the concerned departments must be on duty.
5. Please put your efforts 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 potential to carry out the assigned responsibilities. Please utilize your talent and energy for the betterment of the Vidyalaya and students.
6. All these committees will come in force from 01-04-2024.