

**केन्द्रीय विद्यालय रतलाम**  
**Committees for the Session 2022-23**

**All teachers are directed to go through the list of committees formulated for session 2022-23 and duties of the committee.**

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 to achieve excellence in activities, if necessary, they can contact the Principal. The duties are tentative and can be altered at any time considering the smooth functioning of the activities in the interest of the Vidyalaya.
3. 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. Next member of the concerned departments will perform the duty in the capacity of In charge.
4. 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 potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.
5. All these committees will come in force with effect from 05.04.2022.

S. N	Name of Comm	DUTIES OF COMMITTEE	
1.	<b>Academic Supervision</b>	<ul style="list-style-type: none"> <li>• Necessary correspondence to KVS RO/ HQ etc. as per the direction of the 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 will prepare plan and schedule for notebooks (C/w &amp; H/w) checking.</li> </ul> <p>Preparing department wise academic calendar for 2022-23 Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Ms Nandini Saxena</li> <li>• Mrs Saroj Barange</li> </ul>
2.	<b>Subject Convener: Back to Basic PISA CMP</b>	<ul style="list-style-type: none"> <li>• Every month these committees invariably sit and discuss on pre-decided agenda and will get approved by the 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 noble sitting so that a fruitful outcome is realized.</li> <li>• Split up syllabus month-wise and teacher-wise.</li> <li>• Weightage of marks to each topic.</li> <li>• Evaluation scheme. Practical work.</li> </ul>	<ul style="list-style-type: none"> <li>• Science- Mr L L Meena</li> <li>• Maths- Mr. Mewalal Khatik</li> <li>• S.St- Dr Monika Jaiswal</li> <li>• Hindi- Dr Padmanabh Joshi</li> <li>• English- Ms Nandni Saxena</li> <li>• Maths- Ms Shivani</li> </ul>

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		<ul style="list-style-type: none"> <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.</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/Remedial class tests carried out topic- wise by the teachers.</li> <li>• Monthly progress report of students of X &amp; XII on the basis of monthly test.</li> <li>• Ensure quality in Upper primary classes by monitoring students of class III-VIII.</li> <li>• Minimum learning level must be ensured in all classes.</li> <li>• All the activities related to 'Back to Basic' must be completed as per schedule.</li> <li>• Subject teachers must include PISA related activities in their regular teaching learning process.</li> <li>• All the subject teachers &amp; mentors to work, assist and keep the record of related activities.</li> </ul> <p>Innovations taken up and the reports thereof.</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• EVS- Mrs Harsha Chouhan</li> <li>• Hindi- Mrs Saroj Barange</li> <li>• English- Ms Mansi Garg</li> </ul> <p>Back to basic I/C - Mr Gulab Chand Meena Mrs Priyanka Paliwal</p> <p>PISA I/C – Mrs Kiran Jeengar</p> <p>CMP I/C - Mrs Saroj Barange</p>
3.	<b>PTA &amp; PTM</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> </ul> <p>Month-wise report on meetings conducted shall be submitted to Principal. It is mandatory.</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Ms. Nandini Saxena(I/C)</li> <li>• Dr Monika Jaiswal</li> <li>• Mrs Pooja Marwal</li> <li>• Mrs. Saroj Barange (I/C)</li> <li>• Mrs Reena Rawat</li> </ul>
4.	<b>Internal &amp; External Exam</b>	<p>Responsibilities of Core Committee</p> <ul style="list-style-type: none"> <li>• Raising the indent for the papers and other important requirement</li> <li>• Planning &amp; conducting of PT/HY/SEE Exam as per schedule.</li> </ul>	<p>Internal Exam Committee:</p> <ul style="list-style-type: none"> <li>• Dr Monika Jaiswal (I/C)</li> </ul>

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		<ul style="list-style-type: none"> <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> </ul> <p>Distribution of Report cards to class Teachers.</p> <ul style="list-style-type: none"> <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> </ul> <p>It is mandatory for all the question paper setters to provide the question paper both in soft and hard copies, without which Exam Department shall not accept the papers anything hand written.</p> <ol style="list-style-type: none"> <li>1. Maintenance and submission of records NIOS Regional Office</li> <li>2. Conducting the NIOS exam as per the norms.</li> </ol> <p>Settlement of claims in respect of advance received from the NIOS for examination in a time bound manner</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Ms Nandini Saxena(Co-I/C)</li> <li>• Mrs Pooja Marwal</li> <li>• Mr Mewalal Khatik</li> <li>• Ms Varsha Gandhe</li> </ul> <ul style="list-style-type: none"> <li>• Mrs. Reena Rawat (I/C)</li> <li>• Mr Akshay Vyas</li> </ul> <p>External Exam Committee:</p> <ul style="list-style-type: none"> <li>• Mr. L L Meena (I/C)</li> <li>• Mr. G C Meena (Co-I/C)</li> </ul>
5.	<b>Time table &amp; Arrangement</b>	<p>Preparation of class &amp; teachers Time Table as per KVS norms.</p> <ul style="list-style-type: none"> <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 period-wise activity of every day.</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 that no class is left without arrangement.</li> <li>• Responsibilities of Supporting staff</li> <li>• Showing the arrangement sheet to teacher and obtaining the signature.</li> <li>• Engagement of contractual Teacher as per requirement.</li> </ul> <p>Displaying the arrangement sheet in prominent places of the Vidyalaya</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Mrs. Pooja Marwal (I/C)</li> <li>• Mr. K. K. Dabariya</li> <li>• Mrs Kiran Jeengar</li> </ul> <ul style="list-style-type: none"> <li>• Mr. Samrath Malviya (I/C)</li> <li>• Ms. Shivani</li> </ul>

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6.	<b>CBSE exam</b>	<ul style="list-style-type: none"> <li>• To visit the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.</li> <li>• Class IX to XII registration, filling of the forms and completing the formalities in time bound manner</li> <li>• Correspondence for school affiliation and renewal of affiliation.</li> <li>• Maintenance and submission of records of result analysis of CBSE exam to KVS Regional Office and KVS Head Quarter in time.</li> <li>• Maintaining the record of shortage of attendance and correspondence with parents of class X &amp; XII.</li> <li>• Fixing the practical time table in liaison with subject teachers and external examiners.</li> <li>• Conducting the CBSE board exam as per the CBSE norms.</li> <li>• Updating changes in the evaluation system in the School website.</li> <li>• Keep records of PTA meeting of class-X &amp; XII</li> <li>• Settlement of claims in respect of advance received from the CBSE for different examination in a time bound manner.</li> <li>• To perform all works pertaining to CBSE.</li> <li>• Implementation of the CBSE circulars, circulated from time to time and Examination Bye-Laws.</li> <li>• Proper maintenance all CBSE records.</li> <li>• Any work assign by the Principal related to department/ Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. L. L. Meena(I/C)</li> <li>• Mr Mewalal Khatik (Co-I/C)</li> <li>• Mr Vijay Kumar Soni</li> </ul>
7.	<b>Staff Meeting Record &amp; Staff Room Setup</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 maintain staff room neat and clean.</li> <li>• To note down all important events/functions etc. held in Vidyalaya.</li> </ul> <p>To look after the proper management of Staff room and its requirements. Welcome / farewell party to the new / outgoing staff and welfare activities to be organized.</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Mr Padmanabh Joshi I/C</li> <li>• Ms. Nandini Saxena</li> <li>• Mr. V. K. Soni</li> </ul> <p>Staff Room Maintenance- Ms Heena Khtri</p>
8.	<b>Discipline</b>	<ul style="list-style-type: none"> <li>• Checking of students' uniform, late comers, students missing assembly.</li> <li>• Checking of students' behavior in and outside the class.</li> <li>• Monitoring in lines movement of students during arrival, departure and to ensure safe passage to students.</li> </ul>	<ul style="list-style-type: none"> <li>• Ms Nandini Saxena (I/C)</li> <li>• Mr Padhmanabh Joshi</li> <li>• Mr. O P Sharma</li> <li>• Mrs. Kiran Jeengar</li> </ul>

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		<ul style="list-style-type: none"> <li>• Checking of students' entry and exit in line from outside and inside school gates before morning assembly and after school hours. (Class teacher also assist)</li> <li>• Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation.</li> <li>• A monthly report on discipline proceedings &amp; steps taken up and observations made have to be submitted to Principal.</li> <li>• Checking the Movement of students in corridor without out-passes and recording the same to intimate Principal.</li> <li>• Any work assign by the Principal related to department/ Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Mr Vijay Kumar Soni</li> <li>• Mrs. Pooja Marwal</li> <li>• Mrs Saroj Barange</li> <li>• Mr Satish Gotharwal</li> <li>• Yoga Coach &amp; Games Coach</li> </ul>
9.	<b>Lunch duty, Safe arrival &amp; Departure and Escort duty Chart, Transportation</b>	<ul style="list-style-type: none"> <li>• To ensure the safety and security of students.</li> </ul> <p>Teachers on duty will be totally responsible for the safety and security of children in the ground and in the Vidyalaya premises.</p> <ul style="list-style-type: none"> <li>• Ensuring safe arrival and departure of students and maintaining all relevant records and to monitor the socially unacceptable behavior of auto-driver.</li> <li>• To discourage the use of two wheelers by students; if they bring bikes or two wheelers, they must have hamlet and driving license. To keep the record of students coming by their own vehicle. Permit only the students having proper documents.</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> <li>• Any work assign by the Principal related to department/ Committee</li> </ul>	<p>Safe arrival, Departure and lunch duty- As per <b>duty chart</b> prepared by time-table I/C Day wise I/C are mentioned in duty chart</p> <p>Transportation - Mr Anand Tiwari(I/C) Mr K K Dabariya</p> <p>Escort Duty Chart – Mrs Sanghamitra Soni</p>
10.	<b>Covid Committee</b>	<ul style="list-style-type: none"> <li>• To ensure the compliance of Covid-guidelines in the school.</li> <li>• To ensure proper sanitization at relevant places in the Vidyalaya.</li> <li>• To sensitize the students, parents and teachers about proper protocol as per guidelines.</li> <li>• To ensure proper supply of cleaning material and sanitization related material as per requirement.</li> <li>• Any work assign by the Principal related to department/ Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. K. K. Dabariya (I/C)</li> <li>• Mr. Anand Tiwari</li> <li>• Mrs. Sanghamitra Soni</li> <li>• Mr Satish Gotharwal</li> </ul>
11.	<b>AEP/ACP/GUIDANCE COUNSELING</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• On every 10<sup>th</sup> of month AEP classes are to be conducted on core issue.</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. J K Acharya- AEP</li> <li>• Ms. Heena Khatri- ACP</li> <li>• Mrs. Pooja Marwal and Mr J K Acharya- Guidance &amp; Counseling</li> </ul>

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		<p>Teachers trained in ACP programme have to ensure the implementation and completion of all the modules up to the end of January. Submitting a monthly report to Principal.</p> <ul style="list-style-type: none"> <li>Year Planner for counseling sessions shall have to be prepared by secretary of the committee. A minimum of 06 (six) such counseling sessions shall have to be planned and be organized and reporting is mandatory.</li> <li>Collection of information and providing the same to students. Arrangement of Guest Lectures.</li> </ul> <p>Monthly report has to be submitted on activities undertaken for providing information to the students - Please use a separate register. Any work assign by the Principal related to department/ Committee</p>	
12.	<b>Flag Hoisting &amp; Retreating ceremony</b>	<ul style="list-style-type: none"> <li>To ensure raising of National Flag every morning and it's lowering before sunset in our KV.</li> <li>To ensure proper position of the flag post.</li> <li>To follow Do's and Don'ts to honour our National Flag.</li> </ul> <p>To ensure compliance of the Flag Code. Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>Mr Anand Tiwari (I/C)</li> <li>Mr. Satish Gotharwal</li> </ul> <p>Yoga Coach &amp; Games Coach</p>
13.	<b>CCA committee</b>	<ul style="list-style-type: none"> <li>Preparation of Calendar of activities for 2022-23. Preparation of Days to be observed and celebrated in the year 2022-23. House distribution activity. Selection and celebration of School Captains and Vice Captains under students' 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>Important date shall be collected and be celebrated appropriately.</li> </ul> <p>The committee can even suggest to the Principal for the purpose viz:</p> <ul style="list-style-type: none"> <li>To plan the morning assembly programmes and to allot 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</li> </ul>	<p><b>Secondary Section</b></p> <ul style="list-style-type: none"> <li>Mr. V K Soni (I/C)</li> <li>Dr Padmanabh Joshi(Co-I/C)</li> <li>Mr O P Sharma</li> <li>Ms Sanghamitra Soni</li> </ul> <p><b>Primary Section</b></p> <ul style="list-style-type: none"> <li>Mrs. Harsha Chouhan (I/C)</li> <li>Mrs Saroj Barange</li> <li>Mr Satish Gotharwal</li> </ul> <p>House Master and associate HM as per the list notified separately</p>

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		<p>date of birth to wish him/her.</p> <ul style="list-style-type: none"> <li>To provide a greeting card to the concerned student and to wish him/her by presenting birthday song.</li> <li>Any other work related to VALUE EDUCATION</li> <li>To prepare compact programme for developing good habits and moral value among the students.</li> <li>Purchasing of Prizes &amp; Certificates as per KVS purchase procedure</li> <li>Certificate writing must be completed after every event/CCA activity.</li> </ul> <p>To encourage the students on the observation of good habits &amp; behavior and award them</p> <p>Any work assign by the Principal related to department/ Committee</p>	
14.	<b>Games &amp; Sports, SBSB &amp; Fit India</b>	<p>Planning Vidyalaya sports activities, (Year calendar).</p> <ul style="list-style-type: none"> <li>Monitoring blocks periods.</li> <li>Purchasing required material.</li> <li>Further possible expansion of indoor/outdoor games</li> <li>Purchasing of Prizes &amp; Certificates as per KVS purchase procedure</li> <li>Certificate writing must be completed after every event/CCA activity.</li> </ul> <p>Arrangement of sports meets as per KVS norms.</p> <p>Planning and conducting Annual Sports Day celebration for 2022-23.</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>Mr. Gautam Kumar Teli (I/C)</li> <li>Mr. K K Dabariya</li> <li>Mr Satish Gotharwal</li> <li>Ms. Mansi garg</li> </ul>
15.	<b>Scout and Guide</b>	<ul style="list-style-type: none"> <li>Registration of units.</li> <li>Fresh registration for Pravesh, Cubs &amp; Bulbuls etc.</li> <li>Conducting upgrading camps &amp; celebrations related to Scout.</li> <li>Taking up community development and service works once in a month.</li> </ul> <p>Submitting monthly Reports &amp; carrying out other related work.</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>Mr. Anand Tiwari(I/C)</li> <li>Mr Satish Gotharwal (CO-I/C)</li> <li>Mr. L L Meena</li> <li>Mr. G. C. Meena</li> <li>Mr. S C Sonkar</li> <li>Ms. Kiran Jeengar</li> <li>Ms. Heena Khatri</li> <li>Ms. Nandini Saxena</li> <li>Ms Varsha Gandhe</li> <li>Mrs Harsha Chouhan</li> <li>Ms Mansi Garg</li> </ul>
16.	<b>Photography &amp; Press Publicity</b>	<p>To make wide publicity in the form of frequent announcement in Morning Assembly, notification in school website, notices to government offices, display of banners at the school gate and other cost effective methods.</p> <ul style="list-style-type: none"> <li>Arrangement of photographer/internal arrangement for photography for</li> </ul>	<ul style="list-style-type: none"> <li>Mr Sintu Baldwa(I/C)</li> <li>Mr O P Sharma</li> <li>Mrs Sanghamitra Soni</li> <li>Mr G C Meena</li> </ul>

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		<p>important functions and to maintain event-wise soft copies of the photos in a proper way.</p> <ul style="list-style-type: none"> <li>• Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise.</li> <li>• Regular upload of Photograph on Vidyalaya website and social media with the concern of the Principal.</li> </ul> <p>During the inspections Albums have to be presented to Inspection officers</p> <ul style="list-style-type: none"> <li>• To maintain proper records of Vidyalaya Achievement.</li> </ul> <p>To provide information regarding Vidyalaya achievement to RO and HQ whenever it is needed.</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Mr Akshay Vyas</li> <li>• Ms. Mansi Garg</li> <li>• Computer Instructor</li> </ul>
17.	<b>Integrity club &amp; Sadbhavna club</b>	<ul style="list-style-type: none"> <li>• Preparation of Annual calendar of value based education programs and activities.</li> </ul> <p>Conducting of value education program as per KVS guidelines.</p> <p>Planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya.</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Mr. Padmanabh Joshi (I/C)</li> <li>• Ms Nandini Saxena</li> <li>• Mr Anand Tiwari</li> <li>• Mrs Reena Rawat</li> </ul>
18.	<b>Eco club</b>	<p>Conducting activities related to the Club and submit report quarterly</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Mr. R P Meena (I/C)</li> <li>• Mr. J. K. Acharya</li> <li>• Mrs S Soni</li> <li>• Mrs Priyanka Paliwal</li> </ul>
19.	<b>Science club</b>	<p>Conducting activities related to the Club and submit report quarterly</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Mr.L L Meena (I/C)</li> <li>• Mr J K Acharya</li> <li>• PGT Physics</li> <li>• Mr R P Meena</li> <li>• Mrs Pooja Marwal</li> <li>• Mrs. Harsha Chouhan</li> </ul>
20.	<b>Maths club</b>	<p>Conducting activities related to the Club and submit report quarterly</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Mr Mewalal Khatik (I/C)</li> <li>• Mrs. Kiran Jeengar</li> <li>• Ms Varsha Gandhe</li> <li>• Ms. Shivani</li> </ul>
21.	<b>SST Exhibition and Youth Parliament, Ek Bharat Shreshth</b>	<p>Plan the exhibition themes and models in advance and start synopsis preparation.</p> <ul style="list-style-type: none"> <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>• Guide students to prepare models/Projects on new theme/Idea/Concept and</li> </ul>	<ul style="list-style-type: none"> <li>• Mr.Mayur Vachhani (I/C)</li> <li>• Ms. Monika Jaiswal</li> <li>• Mr. S C Sonkar</li> <li>PGT Eco</li> </ul>



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	<b>Bharat, Azadi ka amrit Mahotsav</b>	<p>ensure that the students submit projects/models timely.</p> <ul style="list-style-type: none"> <li>• Planning and practice for participating in youth parliament for effective results.</li> </ul> <p>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.</p> <p>Any work assign by the Principal related to department/ Committee</p>	<p>EBSB : Dr Monika Jaiswal AKAM : Mr Mayur Vachhani</p>
22.	<b>Science Exhibition, NTSE, Green school audit Program and Olympiads</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>• Guide students to prepare models/Projects on new theme/Idea/Concept and ensure that the students submit projects/models timely.</li> </ul> <p>Note: 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.</p> <ul style="list-style-type: none"> <li>• To conduct all the Olympiads smoothly.</li> </ul> <p>To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya.</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Mr. L L Meena; Exhibition</li> <li>• Mr. J K Acharya: NCSC</li> <li>• PGT Physics</li> <li>• Mr R P Meena : Olympiad</li> <li>• Mrs Pooja Marwal: GSP, Inspire award</li> </ul>
23.	<b>Library Committee</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> </ul> <p>Note: Librarians are to prepare a Yearly planner of activities and submit to Principal.</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Mr. K K Dabariya (I/C)</li> <li>• Mr. Padmanabh Joshi</li> <li>• Ms Heena Khatri</li> <li>• Mrs. Saroj Barange</li> <li>• Mrs Pooja Marwal</li> <li>• Ms Varsha Gandhe</li> <li>• Mr S C Sonkar</li> </ul>
24.	<b>Excursion</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> </ul>	<ul style="list-style-type: none"> <li>• Mr. S C Sonkar (I/C)</li> <li>• Ms. R P Meena</li> <li>• Mrs. Saroj Barange</li> </ul>

## केन्द्रीय विद्यालय रतलाम

### Committees for the Session 2022-23

		<p>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.</p> <p>Any work assign by the Principal related to department/ Committee</p>	
25.	<b>Medical</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. 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> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Mrs. Sanghamitra Soni (I/C)</li> <li>• Mr J K Acharya</li> <li>• Mrs. Pooja marwal</li> <li>• Ms. Priyanka Paliwal</li> </ul>
26.	<b>राजभाषा समिति</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 Basha 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 Basha.</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 Basha implementation be decorative and acceptable. <ul style="list-style-type: none"> <li>• Every month a test on intricacies of Rajbasha has to be conducted for teachers.</li> <li>• Any work assign by the Principal related to department/ Committee</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Mr. G C Meena(I/C)</li> <li>• Mr Padmanabh Joshi(Co-I/C)</li> <li>• Mr Gautam Kumar Teli</li> <li>• Mr O P Sharma</li> <li>• Mrs. Saroj Barange</li> <li>• Mr. Devilal Chouhan</li> </ul>
27.	<b>School Partnership Program</b>	<ul style="list-style-type: none"> <li>• Provide the facilities available in Vidyalaya to adopted School as and when required.</li> <li>• Sharing of cultural activities like Annual day, Annual sports day, Morning assembly, CCA program etc.</li> </ul> <p>To give exposure and training to adopted school for the use of ICT.</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Mr. Gautum Kumar Teli (I/C)</li> <li>• Mrs Saroj Barange</li> <li>• Mr Satish Gotherwal</li> </ul>
28.	<b>Alumni Association</b>	<ul style="list-style-type: none"> <li>• To maintain proper records of alumni of the Vidyalaya.</li> <li>• To arrange alumni meet in the Vidyalaya by discussing with the undersigned.</li> <li>• Any work assign by the Principal related to department/ Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Mr Sintu Baldwa(I/C)</li> <li>• Ms Nandini Saxena</li> <li>• Mr L L Meena</li> <li>• Mrs Monika Jaiswal</li> </ul>

**केन्द्रीय विद्यालय रतलाम**  
**Committees for the Session 2022-23**

S. N	Name of Comm	DUTIES OF COMMITTEE	
1..	<b>Admission</b>	<ul style="list-style-type: none"> <li>• Admission to all classes throughout the year including RTE as per KVS norms.</li> <li>• Planning &amp; Conducting of Admission Test for class IX.</li> <li>• Monthly review Meetings on admissions done. This work has to be continued till November 30.</li> <li>• Maintenance of Register of data required for submission to KVS (HQ).</li> <li>• Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work</li> <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> </ul> <p>This has to be done a day prior to last working day of the month.</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Mr. J. K. Acharya (I/C)</li> <li>• Mrs Kiran Jeengar(Co-I/C)</li> <li>• Mr G C Meena</li> <li>• Class teacher of class 1<sup>st</sup></li> </ul>
2.	<b>Scholarship/SSSM ID/ ST/SC Certificate</b>	<ol style="list-style-type: none"> <li>1. All work related with any kind of Scholarship/SSSM/Caste certificate must be completed in time.</li> <li>2. All related documents for scholarship must be kept safe and secure.</li> </ol> <p>To ensure that no eligible students is deprived of any kind of Scholarship.</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Mr K K Dabariya (I/C)</li> <li>• Mr Sintu Baldwa(Co-I/C)</li> <li>• Mrs Harsha Chouhan</li> </ul>
3.	<b>Income tax</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 ad record the SBI challans with challan numbers and dates.</li> </ul> <p>The committee is authorized to speak to CA and note down the procedure of completing the work of Income tax.</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Mr. Mewalal Khatikl (I/C)</li> <li>• Mr Devilal Chouhan (Office Incharge)</li> <li>• Mr L L Meena</li> </ul>
4.	<b>ICT, UBI &amp; CS 54/ Website Updating/</b>	<ul style="list-style-type: none"> <li>• To monitor activities of UBI fees collection.</li> <li>• To send report to parents and stake holders.</li> <li>• To follow up all work related to UBI fees collection.</li> <li>• Maintenance of CS-54 and CS-11 &amp; its verification every month.</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Sintu Baldwa (I/C)</li> <li>• Mr Anand Tiwari</li> <li>• Ms Shivani</li> </ul>

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### Committees for the Session 2022-23

		<p>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</p> <ul style="list-style-type: none"> <li>• Update Vidyalaya website once in every day and as &amp; 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> </ul> <p>Note: PGT (Comp. Science) is responsible for the website updating through coordination with respective department heads.</p> <p>Any work assign by the Principal related to department/ Committee</p>	
5.	<b>INTERNAL COMPLAINT AND GRIEVANCE REDRESSAL</b>	<ul style="list-style-type: none"> <li>• To open suggestion box periodically at least once in a months.</li> <li>• To take suitable measures to address the grievance of the staff.</li> <li>• To address the grievance of women's at work place</li> </ul> <p>To keep a record of suggestions or grievances received from the students, staff or parents. To maintain the minutes of the meetings.</p> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Ms Nandni Saxena(I/C)</li> <li>• Mr Mewalal Khatik</li> <li>• Mr V K Soni</li> <li>• Mr G C Meena</li> <li>• Mrs Pooja Marwal</li> <li>• Mrs Saroj Barange</li> </ul>
6.	<b>Tender Quotations and Local purchasing</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.</li> <li>• To Take necessary steps for limited tender enquiry for articles required throughout the year</li> <li>• To conduct market survey and collect quotation from local market.</li> <li>• To take items purchased into stock.</li> </ul> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Ms Nandni Saxena (I/C)</li> <li>• Mr Mewalal Khatik</li> <li>• Mr L L Meena</li> <li>• Mr J K Acharya</li> <li>• Mrs Saroj Barange</li> <li>• Mrs Sanghamitra Soni</li> <li>• Mr Om Prakash Sharma</li> <li>• Mr Vijay Kumar Soni</li> <li>• Mr Gulab Chand Meena</li> <li>• Mr Satish Gotharwal</li> <li>• Mr Sintu Baldwa</li> <li>• Dr Monika Jaiswal</li> <li>• Mr K K Dabariya</li> <li>• Ms Gautum Kumar Teli</li> </ul>
7.	<b>Furniture(M &amp; R)</b>	<ul style="list-style-type: none"> <li>• Preparing the list of articles for condemnation for 2021-22 in the new format and keep ready for Physical Verification</li> <li>• Raising the indent of the Furniture required within the ceiling.</li> <li>• Maintenance of furniture register &amp; inventories in each class, lab, departments, library, office etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. K K Dabariya (I/C)</li> <li>• Mr Anand Tiwari (Co-I/C)</li> <li>• Mr G C Meena</li> <li>• Mr Samarth Malviya</li> <li>• Mr Satish Gotharwal</li> </ul>

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### Committees for the Session 2022-23

		<ul style="list-style-type: none"> <li>Preparation of list of repairable and broken furniture.</li> </ul> <p>Submission of requirements of shortage making inventory and monitoring. Any work assign by the Principal related to department/ Committee</p>	
8.	<b>School Building M &amp; R Plumbing, Electric &amp; Civil work</b>	<ul style="list-style-type: none"> <li>Raising the quotations for procurement of materials required for civil work.</li> <li>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 (stone dust/ stones), sand, cement etc., with clear justification.</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> </ul> <p>Informing Principal the areas of immediate attention Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>Mr O P Sharma (I/C)</li> <li>Mr K K Dabariya (Co-I/C)</li> <li>Mr Gautum Kumar Teli</li> <li>Mr S C Sonkar</li> <li>Mrs Sanghamitra Soni</li> <li>Mr Satish Gotharwal</li> </ul>
9.	<b>Beautification of building, Ground &amp; Gardening</b>	<ul style="list-style-type: none"> <li>Ensure agency must submit all relevant papers with their bill.</li> <li>Garden maintenance observation and making suggestions to gardener.</li> <li>Monthly review of garden and suggestions to improvement.</li> <li>Submitting of monthly review of garden &amp; Beautification of Vidyalaya.</li> <li>Raising the requirement for Garden and Vidyalaya beautification</li> <li>Any work assign by the Principal related to department/ Committee</li> </ul>	<ul style="list-style-type: none"> <li>Mrs Sanghamitra Soni (I/C)</li> <li>Mrs Priyanka Paliwal</li> <li>Mr J K Acharya</li> <li>Mr R P Meena</li> </ul>
10.	<b>Drinking water, Sanitation and Cleanliness</b>	<ul style="list-style-type: none"> <li>Ensure agency must submit all relevant papers with their bill.</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. 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 out the growths in the wall and the surroundings.</li> <li>Plan the cleaning campaign and get the work done with the help of Contractor / Labour.</li> </ul>	<ul style="list-style-type: none"> <li>Ms Heena Khatri I/C</li> <li>Ms. Varsha Gandhe(Co-I/C)</li> <li>Mr Gautam Kumar Teli</li> <li>Mr K K Dabariya</li> <li>Mrs Sanghamitra Soni</li> <li>Mrs Priyanka Paliwal</li> <li>Mr Samrath Malviya</li> </ul>

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### Committees for the Session 2022-23

		Submit the requisition and report on the work completion. Any work assign by the Principal related to department/ Committee	
11.	<b>Watch &amp; Ward, Lock and key and CCTV, Centralized PA System and intercom</b>	<ul style="list-style-type: none"> <li>Ensure agency must submit all relevant papers with their bill.</li> <li>Ensure all personnel engaged to perform their duty with full sincerity.</li> </ul> Ensuring proper functioning of CCTV camera, centralized PA system and intercom. Any work assign by the Principal related to department/ Committee	<ul style="list-style-type: none"> <li>Dr Monika Jaiswal (I/C)</li> <li>Mr S C Sonkar</li> <li>Mr R P Meena</li> <li>Mrs Pooja Marwal</li> <li></li> </ul> CCTV : Mr O P Sharma Centralized PA System and intercom – Mr Anand Tiwari
12.	<b>Residential Colony M &amp; R</b>	<ul style="list-style-type: none"> <li>Proper maintenance and cleanliness of Staff colony must be ensure.</li> <li>Utilization of fund release by KVS RO as per KVS norms and requirements of Staff colony.</li> </ul> Allotment of quarters as per KVS norms. Any work assign by the Principal related to department/ Committee	<ul style="list-style-type: none"> <li>Mr. S C Sonkar (I/C)</li> <li>Mr G C Meena(Co-I/C)</li> <li>Mr L L Meena</li> <li>Mr O P Sharma</li> <li>Mrs Reena Rawat</li> </ul>
13.	<b>Standard operating procedure and Disaster management</b>  <b>Fire Safety and building safety</b>	<ul style="list-style-type: none"> <li>To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School.</li> <li>Comprehensive action plan to implement the guidelines.</li> <li>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.</li> <li>Take preventive measures as given in the guidelines in consultation with the local police.</li> <li>Keep the security personnel of the school on the alert.</li> <li>Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents.</li> <li>Conduct advance reconnaissance of the school with the help of the local police.</li> <li>Hold mock drills for students, teachers and staff.</li> <li>Mock Drills &amp; awareness programme to be organized twice a year i.e. April &amp; Oct</li> <li>Any work assign by the Principal related to department/ Committee</li> </ul>	<ul style="list-style-type: none"> <li>SOP and Disaster Management - Mr.Anand Tiwari (I/C)</li> <li>Mrs Sanghamitra Soni</li> <li>Mrs Saroj Barange</li> </ul> Fire safety and building safety <ul style="list-style-type: none"> <li>Mr O P Sharma (I/C)</li> <li>Mr K K Dabariya</li> <li>Mr Mayur Vachhani</li> </ul>
14.	<b>RTI, RTE &amp; Transfer form Checking</b>	<ul style="list-style-type: none"> <li>To attend the quarries 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> </ul>	<ul style="list-style-type: none"> <li>RTI – Mr L L Meena (I/C)</li> <li>Mr Mewalal Khatik (I/C)</li> <li>Mr Devihal Chouhan</li> </ul>

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***Committees for the Session 2022-23***

		<p>The members and I/C to keep them updated with the rules and procedures regarding RTI act.</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• The committee will verify all remuneration bill received from Parent and submit same to office timely and maintain a record of submitted bill.</li> <li>• The committee shall be held responsible if, they do not follow the DOPT orders and admissibility criteria in settlement of bills.</li> <li>• Transfer form must be submitted for all regular employees as per KVS Transfer calendar.</li> </ul> <p>Checking of transfer form as per Vidyalaya record must be ensured. Any work assign by the Principal related to department/ Committee</p>	<p>RTE – Mrs Harsha Chouhan (I/C) Mr K K Dabariya</p> <p>Transfer form and PIMS – Mr L L Meena (I/C) Mr Devlal Chouhan</p>
15.	<b>Condemnation committee</b>	<ul style="list-style-type: none"> <li>• Collection of list for condemnation from various departments.</li> <li>• Completion of all relevant formalities for condemnation and auction as per KVS norms.</li> </ul> <p>Any work assign by the Principal related to department/ Committee</p>	<ul style="list-style-type: none"> <li>• Mr. K K Dabariya (I/C)</li> <li>• Dr Padmanabh Joshi</li> <li>• Mr Sintu Baldwa</li> <li>• Mr Gautam Kumar Teli</li> <li>• Mrs Kiran Jeengar</li> <li>• Mrs Saroj Barange</li> </ul>