

KENDRIYA VIDYALAYA BSF DANTIWADA

OFFICE ORDER

COMMITTEES 2024-25 w.e.f. 29.07.2024

The following committees have been constituted for the year 2024-25 for smooth functioning of the various activities and departments. All the in charges, conveners and members of the Dept./Committee/Club are here by instructed to take charge of their concerned department before 31.07.2024 and set the action plan for session 2024-25 and submit the same to the undersigned on or before 15th August, 2024.

Sr. No.	COMMITTEE	IN-CHARGE AND SIGN	MEMBERS	DUTY
1.	Admission Committee	Sh. O.P. Bairwa - PGT Hindi	Sh. Vishal - HM	➤ To do all type of admission work & Correspondence including Advertisements, publicity, selection and verification.
			Sh. Sunil Kumar - PRT	
			Sh. Gaurav Pal - PRT	
			Sh. Lakhan Gurjar - JSA	
2.	Examinations Internal Exam, CBSE (Sec.)	Sh. Ritesh K. Sharma - PGT Physics	Sh. Ashok Kalawat - PGT Maths	➤ To conduct all kind of internal Examination. ➤ To reply to letters related to examination. ➤ To conduct all CBSE work including board examination and to reply all letters related to CBSE Examinations. ➤ Follow the examination procedure of CBSE & KVS
			Sh. O. P. Bairwa - PGT Hindi	
			Sh. Shravan Kumar - TGT Hindi	
	Internal Exam (Pri.)	Sh.Chandrakant Prajapati - PRT	Sh. Yogesh Sutariya - PRT	
			Sh. Divyansh Kain - PRT	
3.	Computer awareness & UBI Fee Portal, Shala Darpan	Smt. Sanchi Khurana - PGT CS	Sh. Vishal - HM	➤ To develop computer awareness program in Vidyalaya. To assist principal, teachers and office for computer related work.
			Sh. Lalit Kumar - SSA	
			Sh. Lakhan Gurjar - JSA	
			All Class Teachers	
4.	Sports & First Aid Committee	Sh. S. S. Parmar - TGT P & HE	Smt. Shweta Dadhich - PGT Bio	➤ To procure stock of Games and Sports. ➤ To suggest quality of sport items. ➤ Prize distribution. ➤ To conduct games and sports activities & Any other work assigned by the Principal. ➤ To maintain stock of first aid items in medical Room
			Sh. Manaram (Sports Coach)	
			Sh. Bajrang- TGT Maths	
			Smt. Nita - Yoga Instructor	
			All Class Teachers	
5.	Discipline Committee	Sh. S. S. Parmar - TGT P & HE	Sh. Ritesh K. Sharma - PGT Physics	➤ To maintain discipline in Vidyalaya in academic block during academic hours, arrival, dispersal and during functions. ➤ To solve issues related to student's indiscipline.
			Smt. Kavita - TGT Hindi	
			Sh. B.P. Chaudhary - TGT AE	
			Sh. Manaram (Sports Coach)	
			Smt. Nita (Yoga Instructor)	
			ALL CLASS TEACHERS	

6.	Ground Floor	Sh. Sunil Kumar - PRT	Sh. Divyansh Kain - PRT	<ul style="list-style-type: none"> ➤ To monitor safe dispersal and arrival of students during morning, lunch and closing hours. ➤ To find out solutions by identifying unsafe points at allotted area.
	First Floor	Sh. S. S. Parmar – TGT P & HE	Smt. Sanchi Khurana – PGT CS	
	Second Floor	Sh. Pooja – TGT Maths	Sh. Shravan Kumar – TGT Hindi	
	School Campus	Smt. Shweta Dharmendra – PGT Bio (I/C): Tin Shade	Sh. Manaram (Sports Coarch) Sh. Bajrang - TGT Maths	
7.	A. CCA Sec.	CORE TEAM: Smt. Shweta Dadhich – PGT Bio	Smt. Sanchi Khurana – PGT CS Smt. Pooja Vandra – TGT English Sh. Shravan Kumar – TGT Hindi Smt. Azmi Riyasat - Librarian	<ul style="list-style-type: none"> ➤ To conduct all kinds of cultural activities. ➤ To conduct annual function. ➤ To conduct house meetings from time to time. ➤ To arrange prize distribution of CCA. ➤ To help in Sc. & S.Sc. exhibition. ➤ To do all work assigned by the principal. ➤ To write fresh news & thought of the day on notice board. ➤ To maintain & update display board in Vidyalaya premises. ➤ To conduct all types of house activities & competitions. ➤ To publish Vidyalaya Magazine.
		SHIVAJI HOUSE (RED) Smt. Pooja – TGT Maths	Sh. Ashok Kalawat – PGT Maths	
		TAGORE HOUSE (YELLOW) Sh. B. P. Choudhary – TGT AE	Sh. O.P. Bairwa – PGT Hindi	
		ASHOKA HOUSE (GREEN) Smt. Kavita – TGT Hindi	Sh. S.S. Parmar – TGT PE	
		RAMAN HOUSE (BLUE) Smt. Dolly – TGT SST	Sh. Ritesh K. Sharma – PGT Physics	
		CORE TEAM Ku. Nisha - PRT	Ku. Muskan Viridi - PRT Sh. Gaurav Pal - PRT	
		SHIVAJI HOUSE (RED) Sh. Yogesh Sutariya - PRT	Sp. Edu.	
	B. CCA PRI.	TAGORE HOUSE (YELLOW) Ku. Mudita -PRT	Sh. Sunil Kumar - PRT	
		ASHOKA HOUSE (GREEN) Ku. Sadhana -PRT	Ku. Sonam - PRT	
		RAMAN HOUSE (BLUE) Smt. Mohika Banga - PRT	Sh. Divyansh Kain - PRT	
8.	Academic Advisory Committee	Smt. Shweta Dadhich – PGT Bio	Sh. Ashok Kalawat – PGT Maths Sh. O.P. Bairwa – PGT Hindi	<ul style="list-style-type: none"> ➤ Advisory committee will suggest the value for development of academic improvement.

	and Quality Assurance		Smt. Sanchi Khurana- PGT CS Sh. Ritesh K. Sharma - PGT Physics	<ul style="list-style-type: none"> ➤ To conduct meeting of students once in a Month.
9.	Furniture	Sh. B.P. Chaudhary	Sh. Divyansh Kain - PRT Sh. Gaurav Pal - PRT All Class Teachers	<ul style="list-style-type: none"> ➤ To maintain furniture in the Vidyalaya. ➤ To give requisition of Furniture. ➤ To suggest design and drawing of school Furniture.
10.	Purchase	Sh. Vishal - HM	Sh. Ritesh K. Sharma - PGT Physics Sh. Sunil Kumar - PRT Sh. Lakhan Gurjar - JSA	<ul style="list-style-type: none"> ➤ In exceptional and urgent cases spot purchase of goods, articles and services through this committee. ➤ Invitation of quotation/tender work for purchase. ➤ Tender opening work. ➤ To finalize the rates, make as per specification, quality as per specification for Purchase.
11.	Student and Staff Grievance cell	Smt. Sanchi Khurana - PGT CS	Smt. Kavita - TGT Hindi Smt. Dolly - TGT SST Smt. Pooja - TGT Maths Sh. Chandrakant Prajapati - PRT Ku. Mudita Upadhyay - PRT	<ul style="list-style-type: none"> ➤ To receive the grievance from staff and discuss the same with the Principal for better academic and healthy environment and open grievance box on 1st and 16th date of the month.
12.	Time- Table & Substitution	Sh. Ashok Kalawat - PGT Maths (Secondary) Sh. Sunil Kumar -PRT (Primary)	Smt. Pooja- TGT Maths Sh. Chandrakant Prajapati - PRT Smt. Mohika Banga - PRT	<ul style="list-style-type: none"> ➤ To prepare time table As per KVS guideline. ➤ To arrange classes against leave of teachers. ➤ To prepare time table As per KVS guideline. ➤ To arrange classes against leave of teachers.
13.	Language Lab.	Smt. Pooja Vandra - TGT English	Sh. Shravan Kumar - TGT Hindi	<ul style="list-style-type: none"> ➤ To develop English Language Spoken as well as literature. ➤ To Develop English language lab for better results. ➤ To develop spoken English skill among all students. ➤ To maintain all assets of Language Lab. ➤ To maintain proper discipline & planning for language Lab.
14.	राज भाषा	श्री. ओ पी बैरवा - पी. जी. टी. हिन्दी	श्री. श्रवण कुमार- टी. जी. टी. -हिन्दी श्रीमती. कविता - टी. जी. टी. -हिन्दी श्री. ललित कुमार - एस. एस. ए. श्री. लखन गुर्जर - जे. एस. ए.	<ul style="list-style-type: none"> ➤ हिन्दी पखवाडा मनाना, हिन्दी की मासिक एवं त्रैमासिक रिपोर्ट भिजवाना, विद्यालय स्तर पर हिन्दीभाषा को बढ़ावा देना इत्यादि । ➤ हिन्दी का प्रचार प्रसार करना । ➤ विद्यालय में राजभाषा हिन्दी का प्रभावी कार्यान्वयन सुनिश्चित करना एवं व्यापक प्रचार प्रसार करना ।
15.	Social Science Committee for Subject, exhibition, Youth	Mrs. Dolly - TGT SST	Smt. Shweta Dadhich - PGT Bio Smt. Sanchi Khurana- PGT CS Sh. B.P. Chaudhary - TGT AE	<ul style="list-style-type: none"> ➤ To develop Social Science subject. ➤ Do work hard for social science exhibition. To make social science easy subject.

	Parliament & EBSB		Smt. Reshma F. Memon - PRT Music Sh. Shravan Kumar - TGT Hindi Smt. Azmi Riyasat - Librarian Smt. Kavita - TGT Hindi Ku. Mudita Upadhyay - PRT Sh. Gourav Pal- PRT Ku. Sonam - PRT	<ul style="list-style-type: none"> ➤ To develop Social Science Room and collect more Teaching Aids. ➤ Social Science Excursion World Heritage Activities
16.	Junior Science lab	Mrs. Shweta Dadhich - PGT Bio	Sh. Ritesh K. Sharma - PGT Physics Smt. Monika Rana - PGT Chemistry	<ul style="list-style-type: none"> ➤ To develop and make more utilized lab for students. ➤ To make junior science lab more equipped.
17.	Maintenance Repair and Development of school Building	(M & R Works & Monitoring) Sh. Sunil Kumar - PRT (M & R Documentation & Execution) Sh. Yogesh Sutariya - PRT	Ku. Mudita Upadhyay - PRT	To maintain building repair work, water seepage, Plumber work, electric work etc.
18.	Cleanliness, Security & Gardening Work	Sh. S.S. Parmar - TGT P & HE	Sh. Lalit Kumar- SSA Sh. Lakhan Gurjar - JSA	<ul style="list-style-type: none"> ➤ To maintain cleaning work in the Vidyalaya. ➤ To see the work of Security and gardening. ➤ Maintain the attendance register of all three employees from outsource.
19.	Beautification of the Vidyalaya and School Campus and nature club	Smt. Shweta Dadhich - PGT Bio	Sh. B. P. Choudhary - TGT AE Ku. Muskan Viridi - PRT Ku. Mudita Upadhyay - PRT	<ul style="list-style-type: none"> ➤ To develop beauty sense among students Beautification. ➤ To plant new crotons, seasonal flowers. ➤ To prepare display boards and present various achievements of students.
20.	Publication of Vidyalaya Patrika	Smt. Pooja Vandra - TGT English (English Version) Sh. Shravan Kumar - TGT Hindi (Hindi Version)	Smt. Sanchi Khurana - PGT CS (Co-Incharge) Shri. Chandrakant Prajapati - PRT Shri. Divyansh Kain - PRT Smt. Kavita TGT Hindi (Co-Incharge) Smt Mohika Banga -PRT Shri. Gaurav Pal - PRT	<ul style="list-style-type: none"> ➤ Publication of magazine & CMP newsletter of KV BSF Dantiwada.
21.	Value Education, Communal Harmony and ACP	Sh. O.P. Bairwa - PGT Hindi	All Class Teachers	<ul style="list-style-type: none"> ➤ To inculcate Value among students through different activities. ➤ To conduct activities under communal harmony.
		Smt. Dolly - TGT SST	Sh. Divyansh Kain - PRT	

22.	Teaching and Audio Visual Aids		Ku. Nisha - PRT	➤ To purchase relevant items and provide the same to all staff members
			Ku. Sadhana - PRT	
			Ku. Sonam - PRT	
23.	Library	Smt. Azmi Riyasat - Librarian	Sh. O.P. Bairwa- PGT Hindi	➤ To purchase relevant books, magazines and newspapers for staff and students of the KV. ➤ To provide the same to the staff and students.
			All Class Teachers	
24.	Common Minimum Program for Primary Section	Sh. Vishal -HM	Sh. Chandrakant Prajapati - PRT	➤ To inculcate Value among students through different activities. ➤ To conduct all kind activities as per CMP. ➤ To maintain and develop resource room.
			Smt. Mohika Banga - PRT	
25.	Guidance & Counseling	Smt. Azmi Riyasat - Librarian	All Class Teachers	➤ To cater the needs of Career development of students. ➤ To invite guest lecturer from various department. ➤ To organize seminar for Guidance & Counseling.
26.	Green & Science Olympiad and Eco club	Smt. Shweta Dadhich - PGT Bio	Sh. Ritesh K. Sharma - PGT Physics	➤ To develop interest in green and science Olympiad. ➤ To inculcate value of success our students about Green and science Olympiad. ➤ To develop the activities under ECO Club
			Sh. B.P. Chaudhary - TGT AE	
			Smt. Azmi Riyasat - Librarian	
27.	Adventure Activity, Excursion, Educational Tour etc.	Sh. S. S. Parmar - TGT P & HE	Sh. O.P. Bairwa - PGT Hindi	➤ To motivate students for Adventure activity. ➤ To participate and escort the students. ➤ To arrange transportation etc. ➤ To make all arrangement which are necessary at that time.
			Sh. Vishal -HM	
			Smt. Kavita - TGT Hindi	
			Ku. Nisha - PRT	
			Ku. Sadhana - PRT	
28.	Preparation of CS-54	Sh. Lalit Kumar - SSA	All Class teachers	➤ To maintain the correct record of CS-54.
29.	Development & Maintenance of Vidyalaya Website	Mrs. Sanchi Khurana - PGT CS	Sh. Lakhan Gurjar - JSA	➤ To develop, maintain and update KV Dantiwada website as per requirement. https://bsfdantiwada.kvs.ac.in
			Sh. Gaurav Pal - PRT	
			Sh. Divyansh Kain - PRT	
30.	Social Media Updation	Sh. Lakhan Gurjar - JSA	Sh. Divyansh Kain - PRT	➤ To update and maintain Twitter, Youtube, Facebook social media accounts after every event conducted by students
			Sh. Gaurav Pal - PRT	
			Ku. Mudita Upadhyay - PRT	
31.	RTI	Sh. Lakhan Gurjar - JSA	Sh. Lalit Kumar - SSA	➤ To give appropriate reply of RTI time to time.
			Smt. Azmi Riyasat	
		Smt. Pooja Vandra - TGT English	Sh. S.S. Parmar - TGT P & HE	➤ To conduct meeting of student council once in a month.

32.	Student's Council and NAEP (Boys & Girls)		Sh.Chandrakant Prajapati - PRT	➤ To get views of students about development.
33.	Scouts & Guides Cubs & Bulbul	Mrs. Azmi Riyasat – Librarian (Scout Master)	Smt. Kavita – TGT Hindi (Guide Captain)	➤ To inculcate Value among students through different activities. ➤ To Maintain color party. To conduct all relative activities under S&G/ C&B. ➤ To collect the data & submit to RO/HQ
		Cub and Bulbul Mr. Yogesh Sutariya - PRT	Sh. B.P. Chaudhary – TGT AE	
34.	Stage Arrangement And PA System	Sh. Sunil Kumar - PRT	Sh. B.P. Chaudhary – TGT AE	➤ To arrange the mike/ music instruments in the morning assembly as well as during different programs.
			Smt. Azmi Riyasat - Librarian	
			Smt. Reshma F. Memon - PRT Music	
			Smt. Mohika Banga- PRT	
			Sh. Jagdish Parmar – Sub- Staff	
35.	PTA	Sh. Ashok Kalawat – PGT Maths (Secondary)	All Class Teachers	➤ To conduct various PTA meeting time to time for Academic development of the Students.
		Sh. Chandrakant Prajapati - PRT (Primary)		
36.	Photography Club	Smt. Pooja– TGT Maths	Sh. Divyansh Kain - PRT	➤ To Photograph various activities and collect selected photographs. ➤ To save the photographs in Computer and Drive for future retrieval.
			Sh. Gaurav Pal - PRT	
			Ku. Muskan Virdi - PRT	
			Sh. Bajrang - TGT Maths	
			Computer Instructor	
37.	Safety & Security of students and Disaster management	Sh. S.S. Parmar – TGT P & HE	Sh. Ritesh K Sharma – PGT Physics	➤ To cater all needs of safety and security of students ➤ Mock Drills & awareness program to be organized twice a year i.e. April & Oct
			All Class Teachers	
38.	Flag Monitoring	Mr. S.S. Parmar – TGT P & HE	Sh. O.P. Bairwa – PGT Hindi	➤ To monitor flag hosting and submitting flag in evening. ➤ To ensure SOP of National Flag.
			Sh. Vishal -HM	
			Sh. Lalit Kumar - SSA	
			Sh. Lakhan Gurjar - JSA	
39.	Morning Assembly Committee	Sh. Shravan Kumar- TGT Hindi (Secondary)	Sh. O.P. Bairwa – PGT Hindi	➤ To conduct morning assembly as per KVS norms with discipline.
			Smt. Shweta Dadhich – PGT Bio	
			Smt. Sanchi Khurana- PGT CS	
			Smt. Kavita – TGT Hindi	
		Ku. Mudita Upadhyay - PRT (Primary)	Smt. Reshma F. Memon - PRT Music	
			Ku. Sadhana - PRT	
			Ku. Muskan Virdi - PRT	

40.	Internal Complaint Committee / Sexual Harassment Committee	Smt. Shweta Dadhich- PGT Biology (Female I/C)	Smt. Kavita – TGT Hindi	<ul style="list-style-type: none"> ➤ To acknowledge any complaint by female student, a teacher or employee regarding sexual harassment etc. ➤ To do the necessary counselling.
		Sh. Ashok Kalawat- PGT Maths (Male I/C)		
41.	Vidyalaya Plan & VMC	Sh. Lalit Kumar - SSA	Sh. Ashok Kalawat – PGT Maths	<ul style="list-style-type: none"> ➤ To prepare vidyalaya plan and suggest action.
			Sh. Lakhan Gurjar - JSA	
42.	NCC	Sh. B.P. Chaudhary – TGT AE	NA	<ul style="list-style-type: none"> ➤ To do preparations and paper work for starting NCC unit in Vidyalaya before 31.08.2018 ➤ To enroll students in the unit and perform related activities.
43.	Quarter allotment committee	Sh. Ashok Kalawat – PGT Maths	Sh. Ritesh K. Sharma – PGT Physics	<ul style="list-style-type: none"> ➤ To allot quarters as per KVS norms. ➤ To conduct meeting whenever required.
			Smt. Kavita - TGT Hindi	
			Smt. Dolly – TGT SST	
			Sh. Sunil Kumar - PRT	
			Sh. Yogesh Sutariya - PRT	
44.	Maintenance, Repair and Development of staff quarters	Sh. Sunil Kumar - PRT	Sh. S.S. Parmar – TGT P & HE	<ul style="list-style-type: none"> ➤ To maintain building repair work, water seepage, Plumber work, electric work etc.
			Sh. Vishal - HM	
			Sh. Yogesh Sutariya - PRT	
			Sh. Lalit Kumar - SSA	
			Sh. Lakhan Gurjar - JSA	
45.	UDISE Committee, Office and Local Issues related to state Govt.	Mr. Yogesh Sutariya - PRT	Mrs. Sanchi Khurana- PGT CS	<ul style="list-style-type: none"> ➤ To deal with requirements of data of students and staff by the state Government.
			Smt. Pooja Vandra – TGT English	
			Sh. Bajrang- TGT Maths	
			All Class Teachers	
46.	Alumni Committee	Smt. Sanchi Khurana – PGT CS	Sh. Chandrakant Prajapati - PRT	<ul style="list-style-type: none"> ➤ To constitute alumni association for Vidyalaya and approach for Vidyalaya development. ➤ To maintain proper records of alumni of the Vidyalaya. ➤ To arrange alumni meet in the Vidyalaya once in a year.
47.	Compensation of Academic Loss Programme	Smt. Shweta Dadhich – PGT Bio	All Subject Teachers	<ul style="list-style-type: none"> ➤ To compensate for loss of studies of students in academic subjects due to movement outside school for participation in various/activities/ competitions/ cultural events at regional and national levels.
48.	Community Participation	Sh. Yogesh Sutariya - PRT	Sh. Chandrakant Prajapati - PRT	<ul style="list-style-type: none"> ➤ To encourage local community for participation in various programmes conducted by schools.
			Sh. Prakash Kumar – Sub Staff	

- NOTE:
1. All duties and responsibilities to be taken up in letter and spirit.
 2. The duties are subject to change on need basis.

PRINCIPAL