

PM SHRI KENDRIYA VIDYALAYA NO 1, CHHINDWARA
VIDYALAYA PLAN SESSION: 2024-25

Vidyalaya academic & Institutional Plan for session 2024-25 has been set up and now it is being placed before all staff members for further course of action. The following committees, departments and club are hereby constituted to carry out various curricular, co- curricular and extra – curricular activities, 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 session 2024-25. Please go through the Vidyalaya Academic Plan for the detailed information especially for guidelines, duties responsibilities and activities.

PM SHRI KENDRIYA VIDYALAYA NO.1, CHHINDWARA
DUTIES AND RESPONSIBILITY OF THE TEACHERS/CLASS/CO-CLASS TEACHERS
(SESSION 2024-25)

Class teachers play a pivotal role in the school management and take care of the academic, socio-cultural, co–scholastic, emotional and psychological needs of the students catering for their growth with full potential. In order to make them well informed and aware of their duties and responsibilities following points are catalogued here under-

- 1. To select responsible class monitors to assist him/her in maintaining class discipline, selection on the basis of rotation is advised.**
- 2. To train and to guide the monitors to be efficient & effective in class control in his/her absence.**
- 3. To mark attendance in the [google sheet](#) so that the real time absentee list could be monitored by the Principal.**
- 4. To send a warning letter to the student for continuous absent of 3 days without sanction of leave.**
- 5. To instruct class frequently to conserve water, electricity & paper. Advise them to be respectful to seniors, peers, juniors, plants & animals.**
- 5. To check class for proper & clean uniforms, shoes, hair & nails.**
- 7. To boost the morale of non-performing students.**
- 8. To communicate with the subject teachers regarding non-performance in the subject concerned.**
- 9. To check bags of students on at random intervals on a regular basis for contrabands items.**
- 10. To monitor attendance register, fees payment status, caution defaulters & communicate with parents in written on a regular basis.**
- 11. To maintain home addresses and telephone numbers of the parent of each child in addition to child's number.**
- 12. To ensure parents send leave application/medical certificate for the absence of their ward & file them for records.**
- 13. To ensure safety & neatness in the class through class monitors with emphasis on arrangement of furniture, maintenance of display boards, black boards, duster, cupboards & dustbin.**
- 14. To ensure safety & repairs/replacement of window panes, switches, fans, tube-light, & black board etc. through concerned in-charges and to display do's and don'ts of instructions in the class room.**
- 15. To keep the Principal informed of any problem/incident.**
- 16. To build a rapport with all the students irrespective of their performance and instill in them confidence and trust so that the students look up to him/her for guidance and there is a free flow of communication.**

17. To collect the information about the family background of the student and utilizing the information to identify the problem of the child and making plan for his/her betterment and also to contact with parents.
18. Be accessible to the students at all times and more so in times of need.
19. Instill a sense of belongingness to the class and to the school at large.
20. Instill safety consciousness among them to be alert during hazardous circumstances.
21. To ensure safe arrival and departure of the students.

I. MAINTENANCE AND UPDATION OF CLASS ATTENDANCE REGISTER:

1. Students' bio-data to be completed in all respects. The entries should conform to admission cum withdrawal register/application submitted by parents at the time of admission of his/her ward. Bio data should be completed in soft copy by the old class teacher and same should be given to the new class teacher. New class teacher will check the same carefully and the same will be submitted Examination In-charges of Primary and Secondary of both the shifts.
2. Documents with application from parents for fees exemption under various categories as BPL/SGC/Emergency Assistance should be collected by the old class teachers by the end of first fortnight of March and after verification of fees for new session all the documents must be handed over to the new class teacher. New class teacher after verification again will deposit all the documents in the office.
3. Fee abstract column to be completed and updated month wise. Fee should be collected as per the existing fee structure and the rates in accordance with KVS guidelines. Failure to realize fees from particular students will make the defaulting teacher accountable.
4. The sub totals and total from the fee abstract column should be properly posted in the relevant sections of the month wise summaries of fees and fines.
5. Fee collection requires extreme caution. All entries in the class attendance register should tally with CS-54 register and daily fee collection register.
6. Month wise average attendance of the child should be properly computed. Entries which are to be carried forward to the next month should be done correctly.
7. Every student should conform to the code of conduct for students as outlined in Article 60 of the KVS education code. Willful violation of codal provision will invite appropriate disciplinary action on the defaulting student.
8. Entries regarding date of birth of child and SC/ST/OBC/SGC/PH/Minority entries should be absolutely correct and written using **Red Ink**. Boys and girls name to be entered using different **coloured** inks. Admission Category of the child should be clearly recorded.

II. DUTIES DURING MORNING ASSEMBLY:

1. The Class Teacher/ Co-Class Teacher will accompany and lead the students of their respective classes to the Morning Assembly. If any student is found in the class room during morning assembly class teacher will be responsible.
2. Punctuality and promptness of Class Teacher/Co-Class Teacher along with respective students immediately after the Assembly bell/Drum beat.

3. Ensuring that uniform check is conducted by Class Teacher/Co-Class Teacher and students are made to stand height wise in increasing order in a straight line with adequate gap between two students.
4. Ensuring that all students are participating in chorus in the following items:
 1. Prayer
 2. Pledge
 3. Community song
 4. National Anthem
5. Ensuring that these students disperse to the respective classes in prayer line maintaining line discipline.

III. INSTRUCTIONS TO BE FOLLOWED WHILE FILLING UP THE TRANSFER CERTIFICATE/WITH DRAWAL FORMS:

1. When a student applies for Transfer Certificate, the Class/Co-Class Teacher should check the following thoroughly:

Name of a child

Details of Parents

Date of Birth

Signature of Parent on the TC Withdrawal Form

Class/Section in which studying

Result pertaining to previous class

Last fees paid Month/Year to be indicated

Reason for applying for Transfer Certificate

Admission Number

TC Number & Book Number (after issue of TC)

After checking the entries, the Class Teacher should sign with date clearly indicating the number of school meetings from 1st April onwards and number of meetings attended by the student.

When the TC is issued, details of the same must be recorded in the attendance register duly signed by the Principal.

NOTE: One day comprises of two meetings (i.e. F/N & A/N)

IV. INSTRUCTION TO BE FOLLOWED WHEN A STUDENT BRINGS A LEAVE LETTER:

- i) The application should be properly scrutinized.
- ii) Signature of Parent is compulsory.
- iii) Reason for leave to be checked.
- iv) If reason is found genuine, the application is to be forwarded to the principal with the following remarks of the teacher
 - a. Total attendance since 1st April
 - b. Total attendance of a child in percentage.
 - c. Recommended/Not Recommended with the Class Teacher's signature

NOTE:

- i) As per KVS rules, every student should have 75% attendance compulsorily for appearing the Session Ending Examination.
- ii) No permission will be given to any student for exemption from appearing Periodic Test/Assignment Test/HY Exam/pre board/Session ending Examination etc., which is a part of Evaluation System .
- Any genuine medical cases should be accompanied with Medical Certificate issued by Government Doctors to avoid submission of fraudulent medical certificate.

V. DUTIES OF CLASS/CO-CLASS TEACHERS INSIDE THE CLASS ROOM:

1. The class room should be neat and tidy.
2. The seating arrangement should be proper.
3. Boys & Girls should be made sit separately.
4. Overflowing dust bin should be avoided. Cupboard should not be used as a dustbins.
5. The display corners in the class room should have
 - i. Class Time Table
 - ii. House division chart
6. Wall magazines in the class should be neat and impressive.
7. Class room should be well decorated with colourful charts.
8. Black board should contain the following information period wise and day wise, as a compulsory task.
 - Date: Subject: Students on Roll:
 - Class: Unit: Students Present:
 - Class Teacher: Topic: Students Absent:
 - Subject Teacher: Students Leave
 - Period:

Information should be provided in Hindi also

- viii) Students who are given permission to go for drinking water/toilets etc. should invariably have an Out Pass. Each class should prepare One Out Pass for Boys and One Out Pass for Girls. The Out Pass should have signature of Class Teacher, Monitor & Principal.

VI. OTHER DUTIES OF CLASS/CO-CLASS TEACHERS:

1. All the Class Teachers/Co-Class Teachers are to ensure that the students of their classes do take part in the Sports/Co- Curricular Activities.
2. The students also participate in the Inter Class activities whenever such activities are conducted.
3. The students of their classes should maintain the discipline and decency in the vidyalaya and act according to the article 60 of the Education Code of Kendriya Vidyalaya.
4. Ensure that the students of their classes do have the required text books and note books.

5. Ensure and monitor the home work and class work done by the students.
6. Schedule for Note Books of Home work and Class Work must be prepared after discussion with the subject teacher, on a particular day home work for only one subject must be given. Both the note books must be corrected at least once in a week.
7. Guide them in general department and instilling values among them.
8. Maintain the contact numbers of the Parents and the local guardians of the students.
9. Prepare and preserve the Result of various examination and tests.
10. To implement any other instructions as received from the Principal and KVS authorities for the betterment of the students.

KENDRIYA VIDYALAYA NO.1 CHHINDWARA

LIST OF CLASS TEACHERS AND CO CLASS TEACHERS 2024-25 (SHIFT -1)

S.No	Class & Sec	Name of Class teacher	Name of Co Class teacher
1	I A	Ms. Ankita Nirmal	Ms. Manpreet
2	I B	Ms. Manpreet	Ms. Ankita Nirmal
3	II A	Mr. Tarachand Bihare	Mrs. Sonu Ashish Verma
4	II B	Mrs. Sonu Ashish Verma	Mr. Tarachand Bihare
5	III A	Mrs. Surbhi Bajpai	Mrs. Anju Kumre
6	III B	Mrs. Anju Kumre	Mrs. Surbhi Bajpai
7	IV A	Miss Manju Kushwah	Mr. Jagdish Khapre
8	IV B	Mr. Jagdish Khapre	Miss Manju Kushwah
9	V A	Mr. Himanshu Jaiswal /PRT	Mr. Daulat Ram Nagwanshi
10	V B	Mr. Daulat Ram Nagwanshi	Mr. Himanshu Jaiswal /PRT
11	VI A	Mrs. Vanita Bahey	Mrs. Nisha Yadav
12	VI B	Mrs. Nisha Yadav	Mrs. Vanita Bahey
13	VII A	Mr. Rahul Khadse	Mrs. Anuradha Tiwari

14	VII B	Mrs. Anuradha Tiwari	Mr. Rahul Khadse
15	VIII A	Mr. Ramkrupal Janghela	Mr. Satish Kumar Nag
16	VIII B	Mr. Satish Kumar Nag	Mr. Ramkrupal Janghela
17	IX A	Mr. Kapil Sahu	Mrs. Nikhat Qureshi
18	IX B	Mrs. Nikhat Qureshi	Mr. Kapil Sahu
19	X A	Mrs. Indubala Bandewar	Mr. Vikas Modanwal
20	X B	Mr. Vikas Modanwal	Mrs. Indubala Bandewar
21	XI A	Mr. Bapu Vishwajeet Dubey	Mr. Shiv Shankar Mate
22	XI B	Mr. Shiv Shankar Mate	Mr. Bapu Vishwajeet Dubey
23	XI C	Mr. Atul Gupta	Mr. Prem Kumar Patle
24	XI D	Mr. Prem Kumar Patle	Mr. Atul Gupta
25	XII A	Mrs. Pushpa Naidu	Mr. Neelesh Agarwal
26	XII B	Mr. Neelesh Agarwal	Mrs. Pushpa Naidu
27	XII C	Mr.R.K.Upadhyay /PGT Comm	Mr. Bipin Kumar Jha
28	XII D	Mr. Bipin Kumar Jha	Mr.R.K.Upadhyay /PGT Comm

LIST OF CLASS TEACHERS/CO-CLASS TEACHERS SESSION-2024-25 (Shift-II)

S.No	Class & Sac.	Teacher's Name	Co-Class Teacher
1	I-C	MRS. MANISHA	MS. DIKSHA RAJ CHAURASIA
2	I-D	MS. DIKSHA RAJ CHAURASIA	MRS. MANISHA
3	II-C	MRS. VIJAYTA DESHMUKH	MS. SWATI AVINASH
4	II-D	MS. SWATI AVINASH	MRS. VIJAYTA DESHMUKH

5	III-C	PRT-3	MR. YASH PRATAP SINGH
6	III-D	MR. YASH PRATAP SINGH	PRT-3
7	IV-C	PRT-1	MS. NEHA PATWA
8	IV-D	MS. NEHA PATWA	PRT-1
9	V-C	NEERAJ KU. VERMA	PRT-2
10	V-D	PRT-2	NEERAJ KU. VERMA
11	VI-C	MRS.MEENAL KASAR	MRS. POOJA UPADHYAY/ TGT SST
12	VI-D	MRS. POOJA UPADHYAY/ TGT SST	MRS.MEENAL KASAR
13	VII-C	MRS. YASHODA RANI	MS.KAJAL SHRIWAS/TGT ENGLISH
14	VII-D	MS.KAJAL SHRIWAS/TGT ENGLISH	MRS. YASHODA RANI
15	VIII-C	MRS PREETI AGARWAL	MR. PRAVEEN SONI
16	VIII-D	MR. PRAVEEN SONI	MRS PREETI AGARWAL
17	IX-C	MS DIPIKA PRAJAPAT	MR. DHANRAJ KHERPUSE
18	IX-D	MR. DHANRAJ KHERPUSE	MS DIPIKA PRAJAPAT
19	X-C	MR. RAJNAND KU. VERMA	MR. RAM KISHOR MEENA
20	X-D	MR. RAM KISHOR MEENA	MR. RAJNAND KU. VERMA

KENDRIYA VIDYALAYA, NO.1 CHHINDWARA
COMMITTEES 2024-25

The following committees have been formed for the year 2024-25 for smooth functioning of the Vidyalaya. Every committee In-charges are responsible for preparation of Annual / Year Planner of all activities of his/her department and submits the same to Principal on or before 30th March, 2024 without fail.

NOTES:-

1. All the In – charge and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2024-25 as per allotment given and submit a copy to the Principal by 30th March, 2024 for record without fail.
2. 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, Principal must be contacted.
3. 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.
4. 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 potentiality 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.**

S. No	NAME OF COMMITTEE	NAME OF I/C & MEMBERS Shift I	NAME OF I/C & MEMBERS Shift II	DUTIES
1	Flag Hoisting and Retreating Ceremony	Sh Himanshu Jaiswal Sh.Shiva Yoga Teacher	Sh.Dinesh Ram Sh.Pankaj Sharma Yoga Teacher	<ul style="list-style-type: none"> To ensure raising of National Flag every morning and its lowering before sunset in our KV. To position the flag post at prominent place. To follow DO's and Don'ts to honour our National Flag. Teachers of first shift are responsible for raising of national flag and teachers of second shift are responsible for it's lowering To ensure compliance of the Flag Code.
2	Morning Assembly Birth Day wish to the Staff in the Morning Assembly	Smt.Pushpa Naidu Sh Ram Kripal Janghela Smt Anuradha Tiwari Smt.Nisha Smt Julie Singhai Yoga Teacher Sh Ram Kripal Janghela Smt Anuradha Tiwari	Sh.Arun Vadbude Sh.Pankaj Soni Smt.Yashoda Smt.Sahilja Sports Coach Yoga Teacher Sh.Pankaj Soni Smt.Yashoda	<ul style="list-style-type: none"> To plan the morning assembly programmes and allots the duty to the concerned House.Masters/ C.T. In addition, to check their preparation of the programme before presenting in the morning assembly. Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her. To provide a greeting card & toffee & all students have to wish them by presenting birthday song. Any other related work Daily a talk on VALUE EDUCATION by a teacher must be done. To prepare compact programme for developing good habits and moral value among the students. To encourage the students on the observation of good habits & behavior and award them List of Birthday on ascending order should be prepared and should be revised when new contractual teacher or outsourcing staff joins. To wish them happy birthday and giving Birthday Card
3	Academic and Administrative support	Sh Bipin Kumar Jha- Secondary Sh Pramod Kumar Koche / Sh.Tarachand Bihare- Primary	Sh. Dhanraj Kharpuse Smt.Preeti Agarawal- Secondary Sh. S. K. Sahu Smt.Amita Saxena Primary	<ul style="list-style-type: none"> Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. Interacting with the teachers and directing them on their academic duties. It is the sole responsibility of Academic co-ordinator to check the academic activities of teachers. He will prepare plan and schedule for Notebooks (C/W & H/W) checking. Preparation of Academic and Vidyalaya Plan for 2024-25.

				<ul style="list-style-type: none"> • Preparing academic calendar department wise for 2024-25 <ul style="list-style-type: none"> • Creating proper atmosphere for implementation of the culture of CCT based teaching learning atmosphere in the vidyalaya
4	Critical & Creative Thinking (CCT) PISA	Sh.R.K.Upadhyay Smt.Anuradha Tiwari All the subject teachers of Languages, Maths and Science	Sh.Dhanraj Kharpuse Sh.R.K.Meena All the subject teachers of Languages, Maths and Science	
5	Preparation for Academic Inspection	Sh.B.K.Jha Sh.R.K.Upadhyaya Sh B V Dubey Sh.Sudeep Baghele	Sh.Dhanraj Kharpuse Sh.R.K.Meena Smt.Geeta Raut	<ul style="list-style-type: none"> • Getting necessary documents ready • Collection of all documents from Various In-charges • Collection of formats from Teachers
6	Contractual Teachers Interview, Preparation of Panel & Calling Candidates	Sh.B.K.Jha Sh.R.K.Upadhyay Sh.T.C. Bihare	Sh.Dhanraj Smt.Geeta Raut	<ul style="list-style-type: none"> • Planning for Interview- Approval form the Chairman VMC, Advertisement, Google form preparation for Application, Documents verification team, constitution of Interview board, Refreshment of members and staff involved, etc.
7	CS-54 and CS-11 Fees Record	Sh.Kapil Sahu Smt Indubala	Sh,P.K.Son Ms.Meenal	<ul style="list-style-type: none"> • Maintenance of CS-54 and CS-11 & its verification every month. • The committee is responsible for submitting every month the statements of CS – 54 and CS – 11. The committee is responsible for preparing and submitting CS-54 and CS -11
8	UBI fees collection & Monitoring	Sh.S.S.Mate Sh Himanshu Jaiswal Computer Instructor	Sh. Arun Vadbude Sh.Pankaj Sharma Sh. Computer Inst.	<ul style="list-style-type: none"> • To monitor activities of UBI fees collection. • To follow up all work related to UBI fees collection. • Ensuring Letter to parents have been sent for fees not paid through Class teachers.
9	Scholarship Minority Scholarship Regular / SSSMID / UDIES / DCF committee	Sh Tara Chand Bihare Ms Ankita Nirmal Ms Manpreet Computer Instructor	Sh.S.K.Sahu Sh Neeraj Verma Sh Yash Pratap Computer Instructor	<ul style="list-style-type: none"> • Timely completion of the reports and submission of the same with the appropriate authority • Maintaining regular contact with the appropriate authority.
10	Admission Committee	Sh.Prem Kumar Patle Sh P K Koshta Sh Tara Chand Bihare Sh Jagdish Khapre Class Teachers of Class I Ms Manpreet Ms Ankita Nirmal Class Teachers of class XI Sh.B V Dubey	Smt. Amita Saxena Smt.Shailja Dehriya Class Teachers of Class I Smt Manisha Ms Deeksha	<p><u>Responsibilities of Core Committee</u></p> <ul style="list-style-type: none"> • Admission to all classes throughout the year including RTE as per KVS norms. • Planning & Conducting of Admission Test for class IX, if any. • Monthly review Meetings on admissions done. This work has to continue till November 30. • Maintenance of Register of data required for submission to KVS (HQ).

		Sh.S S Mate Sh. Atul Gupta Sh.P.K.Patle		<ul style="list-style-type: none"> Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work
11	Enrolment Position	Sh Sudeep Baghele (Overall I/C) Sh Kapil Sahu Sh Himanshu Jaiswal	Smt. Geeta Raut (Overall I/C) Sh. Arun Badbude Smt.Manisha	<ul style="list-style-type: none"> 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. Every month vacancy of each class & section-wise details are to be recorded in the admission register and submit to Principal, This has to be done a day prior to last working day of the month The work must be given in coordination with Admission committee
12	Purchase Committee / Gem Procurement Committee	Sh B.K.Jha Sh.Praveen Bute Sh.Kapil Sahu Sh.D.R.Nagwanshi Stock Holder	Sh. Dhanraj Kherpuse Smt.Pooja Upadhyay Smt.Amita Saxena Stock Holder	<ul style="list-style-type: none"> To estimate the requirements in the beginning of the academic year. To procure the required items following the purchase procedure preferably through GEM. To conduct market survey and collect quotations from local market. To take items purchased into stock. Any other related work.
13	Furniture Procurement and Repair-Maintenance Committee	Sh.D.R.Nagwanshi Sh.R.K.Janghela	Sh.Rajnand Kumar Verma Sh Dinesh Ram	<ul style="list-style-type: none"> Preparing the list of articles for condemnation for 2022–23 in the new format and keep ready for Physical Verification Raising the indent of the Furniture required within the ceiling. Maintenance of furniture register & inventories in each class, lab, department, library, office etc. Preparation of list of repairable and broken furniture. Submission of requirements of shortage making inventory and monitoring.
14	Discipline Committee: Senior Secondary Secondary	Sh Bipin Kumar Jha Sh Neelesh Agrawal Smt Pushpa Naidu Smt Vanita Bahey Sh P K Patle sports coach All Class teachers Sh Kapil Sahu Smt.Nisha Smt Nikhat Qureshi Smt Anuradha Tiwari Sh Shiva	Smt.Preeti Agrawal Sh. Dhanraj Kherpuse Ms Kajal Sh.R.K.Meena Sh Pankaj Sharma Sports Coach	<ul style="list-style-type: none"> <input type="checkbox"/> Checking of student's uniform, late comers, students missing assembly. <input type="checkbox"/> Checking students sitting in class rooms during morning assemble <input type="checkbox"/> Maintaining records of Late comers, if any student come late 2nd day too, should not be allowed to enter in the Vidyalaya. A regular late comer student's parent must be informed in written through class teacher. <input type="checkbox"/> Checking of students' behavior in and outside the class. <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.

	Primary	sports coach Yoga Inst. All Class teachers Sh Daulat Ram Nagwanshi Sh Himanshu Jaiswal Smt Anju Kumre Ms Ankita All Class teachers	Yoga Inst. All Class teachers Sh S K Sahu Sh Yash Pratap Ms Deeksha PRT1 All Class teachers	<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 discipline 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.
15	Late Comers Duty	Sh S S Mate Sh Rahul Khadse Sh Himanshu Jaiswal Smt Anju Kumre Computer Instructor Sports Coach Yoga Teacher All the Class Teachers	Sh.S.K.Sahu Smt Yashoda Sh P K Soni Sh Neeraj Verma Counselor Computer Instructor Sports Coach Yoga Teacher All the Class Teachers	<ul style="list-style-type: none"> • Maintaining late comer's register. • Record of late comers must be maintained online through google sheet by computer instructor. • Checking class room during morning assembly.
16	Vidyalaya Safety & Security Committee Standard Operating Procedure (SOP) For fire safety, etc. As per National Disaster Management Authority	Sh.B.K.Jha Sh.R.K.Upadhyay Sh.Praveen Bute Sh Vikas Modanwal Sh.Pramod kumar Koche Sh.Kapil Sahu Smt.Anuradha Tiwari Smt.Sonu A. Verma	Sh.D S Diwan Sh.S.K.Sahu Sh.Dhanraj Kharpuse Sh Pankaj Sharma Smt.Amita Saxena Smt.Vijaita Deshmukh	<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.

17	<p>School Response Team: Evacuation Team</p> <p>Search and Rescue Team</p> <p>Transport Safety Team</p> <p>Team for students with special needs (Divyang)</p>	<p>Sh Ravindra Kumar Upadhyay Smt Vanita Bahey Sh Daulat Ram Nagwanshi</p> <p>Sh Himanshu Jaiswal Sh Bipin Kumar Jha Sh Satish Kumar Nag Sh Rahul Khadse Smt Anju Kumre</p> <p>Escort Teachers deputed for the purpose Sh Satish Kumar Nag</p> <p>Sh Shiva Smt Supriya Dwivedi Sports Coach Yoga Teacher Special Educator</p>	<p>Sh. S K Sahu Sh Ram Kishor Meena Ms Deepika Prajapat Ms Swati Avinash</p> <p>Smt Pooja Upadhyay Sh. Dhanraj Kherpuse Sh. Dinesh Ram Smt. Preeti Agrawal Smt.Meenal</p> <p>Escort Teachers deputed for the purpose Sh Arun Varbude</p> <p>Sh Pankaj Sharma Sh. Dhanraj Kherpuse Sports Coach Yoga teacher Special Educator</p>	<ul style="list-style-type: none"> • Identification of the problem areas and taking timely action for preventing any untoward incident and taking proper action in case of any emergency
18	<p>Stock Verification & Condemnation</p>	<p>Sh.R.K.Upadhyay Sh.Sudeep Baghele</p>	<p>Sh.Dinesh Ram Smt.Geeta</p>	<ul style="list-style-type: none"> • To Ensure stock verification of all the department is done by the end on March. Stock verification committee must be constituted and circulated. • Getting the list of items to be condemned within the ceiling • Completing all the process of condemnation.
19	<p>Infrastructure Enrichment- School Building & Staff quarters Civil Work</p>	<p>Sh.P.K.Koshta Sh P K Patle Smt Vanita Bahe Sh.Sudeep Baghele</p>	<p>Sh. Rajnand Verma Sh.Dinesh Ram Smt Yashoda Smt.Geeta Raut</p>	<ul style="list-style-type: none"> • Raising the quotations for procurement of materials required for civil work. Monitoring of Vidyalaya infrastructure development and works in progress. • Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya. • Monitoring and recording of civil work / repair work undertaken. • Preparing the estimates and submitting request for procurement of materials such as gitty (stone dust/ stones), sand, cement etc., with clear justification. • Stock entry of the material purchased and proper usage of material purchased and record of the same in the stock register. • Certifying the proper usage of material at appropriate and required places. • Informing Principal the areas of immediate attention

20	Electrical supply and Safety Management committee	Sh.P.K.Koshta Sh P K Patle Smt Vanita Bahe Sh.Sudeep Baghele	Sh. Rajnand Verma Sh.Dinesh Ram Smt Yashoda Smt.Geeta Raut	<ul style="list-style-type: none"> Ensuring uninterrupted power supply Collection of information from Department holders and class teachers about working/ not working of electric equipments. Replacement of electric equipment, if needed
21	Examination Department Primary Section Secondary: Home Exam CBSE(X/XII) And External Examinations	Sh Daulat Ram Nagwanshi Smt Anju Kumre Sh Neelesh Agrawal Smt Vanita Bahey Sh Kapil Sahu Smt Nikhat Sh Ravindra Kumar Upadhyay Sh B.V.Dubey Sh.Vikas Modanwal	Smt. Vijeyta Deshmukh Ms Deeksha Sh R K Meena Sh.Rajnand Verma Smt.Preeti Agrawal Ms Kajal Sh. R K Meena Sh Dinesh Ram	<p>Responsibilities of Core Committee</p> <ul style="list-style-type: none"> Collection of Bio Data of students from Class teachers and submission of the same to the Principal. Raising the indent for the papers and other important requirement Planning & conducting of CT/ PT/HY/SEE Exam as per schedule. Listing out absentees and Planning & conducting Re-tests To prepare the result analysis of internal exams and maintaining the record in an appropriate manner. To ensure distribution of Printed result after every examination. Distribution of the split up syllabus supplied by R.O to teachers and students. Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work. It is mandatory for all the question paper setters to provide the Blue Print, Question paper and Marking Scheme both in soft and hard copies, without which Exam Department shall not accept the hand written papers.
22	Medical Room And First Aid & Health Checkup A-Secondary B-Primary	Nurse for the session Smt Nihkat Qureshi Sh.S.K.Nag Smt.Jullie Singhai Ms Manpreet Yoga Teacher	Nurse for the session Smt. Preeti Agrawal TGT English Ms Deeksha Sh.Neeraj Verma Yoga Teacher	<ul style="list-style-type: none"> Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out. 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.
23	Time Table A-Secondary Department	Sh.Praveen Bute Sh.Atul Gupta Sh.Kapil Sahu	Sh.Arun Vadbude Smt.Preeti Agrawal Sh.Dinesh Ram	<ul style="list-style-type: none"> Preparation of class & teacher's Time Table as per KVS norms. First period arrangement has to be announced in assembly itself. Preparation of special Time Table for Board classes, Remedial classes, Classes for slow learners, and Zero period. Monitoring of bell timing. Distribution of Registers to all the class monitors to note every day's activity period-wise.

	B-Primary Department	Sh.Himanshu Jaiswal Smt.Sonu Ashish Verma	Smt.Shailja Dehriya Sh.Yash Pratap Smt.Amita Saxena	<ul style="list-style-type: none"> • Collecting the registers and submitting the same to Principal for his supervision. • Random checking for teachers attending the classes during their arrangement. • To ensure no teacher who is absent is left without arrangement. • Showing the arrangement sheet to teacher and obtaining the signature. • Displaying the arrangement sheet in prominent places of the Vidyalaya
24	Student's Arrival, Departure, Morning Assembly, Lunch time duty of Teachers Chart preparation	Sh.B.K.Jha Smt.Pushpa Naidu	Smt.Preeti Agrawal Sh.Dhanraj	<ul style="list-style-type: none"> • To depute teachers on duty during Arrival, Departure of students, morning assembly and lunch time for the safety and security of students. • Teachers on duty will be totally responsible for the safety and security of child in the ground and in the Vidyalaya premises.
25	CCA Coordinator And CCA material Purchase and Important Days celebration committee / Pupil Society A-Secondary Section B-Primary	Smt.Pushpa Naidu (Overall I/C) Sh Ram kripal Janghela (I/C Regular CCA as per CCA calendar) Smt Nisha Yadav (I/C Other than the regular CCA) Activities to be conducted vide instructions of HQ, RO, State Govt and other agencies Smt Anuradha Tiwari Ms Ankita Nirmal Smt.Manju Kushwah Ms Anju Kumre Smt Julie Singhai	Sh Dhanraj Kharpuse (Overall I/C) Smt.Yashoda Rani (I/C Regular CCA as per CCA calendar) Smt.Pooja Upadhyay (I/C Other than the regular CCA) Activities to be conducted vide instructions of HQ, RO, State Govt and other agencies Ms.Deepika Sh.Neeraj Verma Smt.Shailja Dehriya Ms Neha Patwa	<ul style="list-style-type: none"> • Preparation of Calendar of activities for 2024-25. Preparation of Days to be observed and celebrated in the year 2024-25. House distribution activity. Selection and celebration of School Captains and Vice Captains under student's council. • Planning, preparation and Celebration of Annual Day • Duty allotment and monitoring of assembly program. • Checking of the information on the display board in corridor and class rooms. • Theme selection for every month and carrying out the suggested activities. • Maintaining the record of achievements of the students of house and maintaining transparency in the result process. • Important announcements in the assembly, planning & preparing students for various activities. For this, the CCA I/c or deputy has to meet Principal to note the next day's announcements. • Important dates shall be collected and be celebrated appropriately. • The committee can suggest Principal regarding different purposes.
26	House Masters Secondary	Sh Praveen Bute	Sh Arun Vadbude Sh R K Meena	<ul style="list-style-type: none"> • Plan and ensuring participation of students in Various activities planned by CCA department.

	Primary	Sh Prakash Kumar Koshta, Sh Atul Kumar Gupta, Smt Vikas Modanwal Sh.D.R.Nagwanshi Sh.T.C.Bihare Sh.Jagdish Khapre Ms Manpreet	Smt.Preeti Agrawal Sh.R K Verma Ms Swati Smt.Vijaita Deshmukh Smt.Amita Saxena Sh Naveen Verma	<ul style="list-style-type: none"> • It must be ensured that a student should participate in maximum 2 activities. • List of participants must be submitted to CCA department well in advance.
27	Pay bill checking	Sh.B.KJha Smt.Vanita Bahey	Sh.Dhanraj Ms Meenal	<ul style="list-style-type: none"> • Checking of pay bill every month before uploading the salary.
28	Teaching Aids A-Secondary B-Primary	Sh Praveen Bute Sh Vikas Modanwal Smt.Yogita Sh.P.K.Koche Ms.Surabhi Bajpai	Sh.Rajnand Verma Ms Deepika Prajapat Sh.Dinesh Ram Sh.S.K.Sahu Ms Deeksha	<ul style="list-style-type: none"> <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.
29	Adventure Club (Educational Excursion/ Rally/ Adventure trip) A-Secondary Section B-Primary Section	Sh Prem Kumar Patle Smt.Vanita Bahey Sh.Kapil Sahu Smt.Nisha Yadav Sh P.K.Koche Sh.Himanshu Jaiswal Smt.Anju Kumre	Sh. Dhanraj Sh Dinesh Ram Sh R.K.Meena Ms.Kajal Sh. S. K. Sahu Smt.Vijeta Deshmukh Ms Neha Patwa	<ul style="list-style-type: none"> • Planning of educational tour for different classes as per schedule given by the KVS. • 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. • Taking students to local places of educational and tourist interest. • 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.
30	Photography	Sh Himanshu Jaiswal Sh Jagdish Khapre Ms Ankita Nirmal PGT (COMM)	Sh. Dinesh Ram Sh. R K Meena Smt Pooja PRT1	<ul style="list-style-type: none"> • Arrangement of photographer for important functions. • Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise. • During the inspections Albums have to be presented to Inspection officers • Providing best photos for Press Note.
31	Press Coverage	ShNeelesh Agrawal Sh.R.K.Janghela Smt Anuradha Sh Himanshu	Sh.R.k.Meena Sh.R.K.Verma Smt Yashoda	<ul style="list-style-type: none"> • To prepare press note well in advance and making correction, if any after the event is completed.

				<ul style="list-style-type: none"> To ensure Press note is sent to all the reporters along with good photographs.
32	Career Guidance and Counseling	Sh Bipin Kumar Jha Sh.P.K.Patle Smt Vanita Bahey Smt Pushpa Naidu Smt Anuradha Tiwari Educational Counselor	Smt.Preeti Agrawal Sh. Dhanraj Kherpuse Smt.Pooja Smt. Meenal Kasar Educational Counselor	<ul style="list-style-type: none"> 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. Collection of information and providing to students. Arrangement of Guest Lectures. Monthly report has to be submitted on activities undertaken for providing information to the students - Please use a separate register. 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. Every 10th of month AEP classes are to be conducted on core issue. Submitting a monthly report to Principal.
33	Primary Education – (Core committee)	Sh.P.K.Koche Sh.T.C.Bihare Sh.Himanshu Smt.Sonu A Verma	Sh.S.K.Sahu Smt.Amita Saxena Smt.Vijaita Smt.Manisha	<ul style="list-style-type: none"> Year Planner shall have to be prepared by each head. Planning and preparation Calendar of activities. Supervision of Primary classes. All the new entries may be supervised with the help of Sr. PRT's & Academic Coordinator & PGT's of the Vidyalaya, so that necessary help can be given to them to understand about CMP work and CCE/Back to basic work/learning outcomes. Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets binded and displayed in CMP room. All works related to primary education. Maintaining CMP & CCE Records, back to basic records. Formation of Committees for various occasion for primary wing for smooth conduct of activities in Primary wing. A monthly report on activities undertaken by the Primary wing.
34	TLM & Work Sheets	Ms.Manju Kushwah Ms.Surabhi Bajpai PRT1	Smt.Vijaita Deshmukh Sh Yash Pratap PRT2	<ul style="list-style-type: none"> Preparation for TLM and guiding and assisting others for the same.

				<ul style="list-style-type: none"> 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.
35	Games / Sports Committee SBSB / Khelo India & Fit India	Sh Shiva Sh S S Mate Sh Himanshu Jaiswal Ms Ankita PRT1 sports coach Yoga Inst.	Sh. Pankaj Sharma Sh. Dhanraj Kherpuse Smt. Yash Pratap Ms Neha Patwa PRT3 Sports Coach Yoga Inst.	Planning Vidyalaya sports activities, (Year calendar). <ul style="list-style-type: none"> Monitoring blocks period. Purchasing required material. Arrangement of sports meets as per KVS norms. Planning and conducting Annual Sports Day celebration for 2024-25.

36	Subject Committees A-Secondary-Hindi English Maths Science Social Science A-PRIMARY HINDI ENGLISH MATHS EVS	Sh Neelesh Agrawal Sh Ram Kripal Janghela Smt Nisha Yadav Sh Bipin Kumar Jha Smt Pushpa Naidu Sh Satish Kumar nag Smt Anuradha Tiwari Smt Vanita Bahey Sh kapil sahu Smt Indubala Sh Prakash Kumar Koshta Sh B V Dubey Sh Praveen Bute Sh S S Mate PGT- Biology Sh R K Upadhyay Smt Nikhat Qureshi Sh Prem Kumar Patle Sh Vikas Modanwal Sh Atul Gupta PGT- Commerce Sh Rahul Khadse Sh P K Koche Sh.D.R Nagwanshi Sh.T.C Bihare Sh Himanshu Smt.Anju Kumre Ms Ankita Smt.Sonu A Verma Ms Manpreet Sh.Jagdish Khapre Sh.D.R.Nagwanshi Smt Anju Ms Manju Ms.Surabhi Bajpai Sh D R Nagwanshi Ms.Manju Kushwah Ms Anikita Ms Manpreet	Sh. R. K. Meena Sh. R. N. K. Verma Smt. Yashoda Rani TGT (Eng) Ms. Meenal Kasar Sh P K Soni Sh. Dhanraj Kherpuse Smt. Preeti Agrawal Ms Deepika Prajapat TGT Sst Smt Manisha Sh Neeraj Verma Sh Yash Pratap Ms Neha Patwa Smt.Vijaita Deshmukh Smt Amita Ms Deeksha Ms Neha Patwa Ms Swati Avinash Smt Amita Sh Yash Pratap Sh Neeraj Verma Sh S K Sahu Ms Deeksha Smt Vijaita Ms Swati Avinash Sh Yash Pratap	<ul style="list-style-type: none"> • 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. • Split up syllabus month wise and teacher wise. • Project work-term wise. Weightage of marks to each topic. • Evaluation scheme. Practical work. • Class room activities and teaching aids. Model question paper. • Identification of slow learners and gifted children and remedial action. • Under achievers / slow learners identification. • Strategy for effective monitoring for students improvements. Educational tour. • Class activities, <i>Exhibition, Exam- PT/MT/HY/SEE.</i> • <i>Preparation of</i> subject magazine. • 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. • Innovations taken up and the reports thereof.
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37	Library Advisory Council	Librarian Sh.B.K.Jha Sh.Neelesh Agrawal Smt.Nisha TGT Hindi Smt Pushpa Naidu Smt Anuradha Sh S K Nag	Sh.Dinesh Ram Smt.Yashoda rani Sh.R.K.Meena Sh Rajnand Verma TGT Eng	<ul style="list-style-type: none"> • Planning and preparing the books for condemnation. • Supervising the Library activities undertaken by the Librarians and seeking a report on monthly basis. • Raising the requirement of books taking the list from students of classes XI and XII and respective subject teachers. • Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS. Improving library service and its monitoring. • Note: Librarians are to prepare a Yearly planner of activities and submit the same to the Principal.
38	Computer Lab committee Website updating Registration and working on online portal like swyam, Diksha, PIMS, etc.	Sh Ravindra Kumar Upadhyay Computer Instructor	Sh S K Sahu Sh.Dhanraj Kharpuse Sh. Computer Inst.	<ul style="list-style-type: none"> • Ensuring all the computers, projectors, printer, photocopier are in working condition. • Update Vidyalaya website once in every fortnight and as when it is required. Updating of Enrollment of students class-wise and section-wise. Staff vacancy position. • Computer infrastructure data. • Other allied information that is required by KVS. • Note: PGT (Comp. Science) is responsible for the website updating through coordination with respective department heads.
39	Scout and Guide Cubs and Bulbul Committee	Sh P. K. Koche Smt Vanita Bahey Sh D. R.Nagwanshi Sh.Jagdish Khapre Smt.Anju Kumre Smt.Jullie Singhai Ms Manpreet All Scout Masters, Guide Captains All Cubs & Bulbul Masters	Sh. Dhanraj Kherpuse Sh. Rajnand Verma ShArun Varbude Ms. Meenal Kasar Smt.Vijaita Deshmukh Sh.Yash Pratap Sh.Neeraj Verma All Scout Masters and Guide Captains All Cubs & Bulbul Masters	<ul style="list-style-type: none"> • Registration of units. • Fresh registration for Pravesha, Cubs & Bulbuls etc. <ul style="list-style-type: none"> • Scout and Guide & Cubs and Bulbul activities must be ensured once in a week, preferably on Wednesday. • Conducting upgrading camps & celebrations related to Scout. • Taking up Community development and service works once in a month. • Submitting monthly Reports & carrying out other work related. • Getting colour party and Bulbuls ready for Guard of honour and welcome of guests.
40	Social Media handling	Sh Ravindra Kumar Upadhyay Computer Instructor	Sh. Dhanraj Kherpuse Smt Pooja Computer Instructor	<ul style="list-style-type: none"> • Timely updation of the events taken place in the Vidyalaya on social media platforms

41	Shala Darpan, FLN, Nipun Bharat	Ms Manpreet Ms Ankita Sh T C Bihare	Smt.Vijaita Deshmukh Sh Yash Pratap	<ul style="list-style-type: none"> • Planning and monitoring the activities • Ensuring the work is done timely and report submission and updation on the site is completed on time.
42	Interactive Boards &Computer Aided Teaching for Primary	Smt Sonu Ashish Verma MS.Surabhi Bajpai	Smt.Amita Saxena Sh Yash Pratap Singh	<ul style="list-style-type: none"> • Ensuring that every subject teacher is teaching through Interactive Boards and maintaining the record. • Preparation of schedule for classes with the help of time table I/c
43	Film Show for Primary	Ms Manpreet Sh Jagdeesh Khapre	Sh.Neeraj Verma Ms Swati Avinash	<ul style="list-style-type: none"> • Planning for Film show and maintaining the record. • Ensuring that all the necessary things are in working condition
44	Value Education & Integrity Club A-Secondary B-Primary	Sh Bipin Kumar Jha Sh Kapil Sahu Sh Satish Kumar Nag Sh Vikas Modanwal Sh.Tara Chand Bihare Ms Surabhi Bajpai Smt.Sonu A verma	Smt Preeti Agrawal Smt Pooja Sh Arun Vadbude Sh.S.K.Sahu Smt.Amita Saxena PRT- 3	<ul style="list-style-type: none"> • Preparation of Annual calendar of value based education programs and activities. • Conducting of value education program as per KVS guidelines. • To prepare list of teachers to deliver moral talk of about 5 minutes in the morning assembly daily.
45	Green School	Sh.Praveen Bute PGT Bio Smt.Nikhat Smt.Supriya Dwivedi Computer Instrucor	Sh.Dhanraj Ms Deepika Smt.Vijaita Computer Instrucor	<ul style="list-style-type: none"> • Planning and getting all the work done necessary to get the green school certificate. • Necessary entry on the portal whenever open.
46	Fine Art Club	Smt Supriya Dwivedi Smt Nisha Yadav Smt Julie Singhai	Smt Pooja Smt Shailja Dehariya	<ul style="list-style-type: none"> • Planning and executing the work of decoration of Vidyalaya walls and rooms with the help of students. • Ensuring Paintings, greeting cards, plants with vase etc. getting ready to be given to the guests of various occasions. • Decoration with the help of flowers and rangoli on various occasions. • Motivating and assisting students to enhance their skills in arts and crafts and conducting workshop for them.
47	Nature/ Eco Club Secondary Primary	Sh Praveen Bute PGT- Biology Smt Nikhat Qureshi Sh Pramod Kumar Koche	Smt. Preeti Agrawal Sh. Dhanraj Kherpuse Sh. S. K. Sahu	<ul style="list-style-type: none"> • Planning for using the nature as a teaching learning resource and ensuring its proper implementation • Conducting activities related to the Club.

		Sh Daulat Ram Nagwanshi Sh Himanshu	Ms Neha Patwa PRT 2	
48	Literary Club/ Readers Club A-Secondary B-Primary	Sh Bipin Kumar Jha Sh Neelesh Agrawal Smt Nisha Yadav TGT Hindi Sh Pramod Kumar Koche Sh Jagdish Khapre Ms Manju Kushwah	Sh. R. K. Meena Smt. Yashoda Rani Sh Rajnand Verma Sh. Dinesh Ram Sh. S. K. Sahu Sh Yash Pratap Ms Deeksah	<ul style="list-style-type: none"> • Conducting activities related to the Club.
49	Language Club & Language Lab.	Sh Bipin Kumar Jha (I/C English) Sh Neelesh Agrawal (I/C Hindi) Smt Pushpa Naidu TGT Hindi Sh Satish Kumar Nag (I/C Language Lab) Smt Nisha Yadav Smt Sonu Ashish Verma Sh Tara Chand Bihare	Smt. Yashoda Rani (Language Lab) TGT (Eng II) Sh. R. K. Meena Sh. Rajnand Verma Sh S K Sahu Ms Swati Avinash	<ul style="list-style-type: none"> • Creating proper atmosphere for development of vocabulary of the students, development of linguistic skills and triguring creative potentials of the students alongwith conducting activities meant for Language Lab
50	Science Club	Sh Prakash Kumar Koshta Sh B V Dubey Sh Praveen Bute Sh S S Mate Smt Nikhat Qureshi	Smt. Preeti Agrawal Sh. Dhanraj Kherpuse	<ul style="list-style-type: none"> • Conducting activities related to the Club.
51	Math's Club	Smt Vanita Bahey Sh Kapil Sahu Smt Indubala Smt Anju Ms Manju	Smt Meenal Kasar Sh P K Soni Sh Yash Pratap Sh Neeraj	<ul style="list-style-type: none"> • Conducting activities related to the Club.
52	Primary Resource Room (CMP)	Sh T C Bihare Sh D R Nagwanshi	Smt. Amita Saxena Ms.Swati Avinash	<ul style="list-style-type: none"> • The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing. • Planning of CMP room usage by PRTs'. • Exploring resources planning and developing room to ensure strengthening of primary education.

				<ul style="list-style-type: none"> • 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. • Re-charging of Dish TV activation and prepare a plan to show film shows live on Dish TV • Plan has to be submitted by the Committee. • Monthly Report Submitting a report on activities taken up.
53	Fun Day	Sh.Jagdeesh Khapre Smt.Jullie Singhai	Sh.S.K.Sahu Smt.Manisha	<ul style="list-style-type: none"> • Planning for fun day with the help of time table incharge. • Monitoring the activities of fund day and ensuring that students are enjoying the same.
54	School Readiness Programme	Smt.Sonu A Verma Sh.T.C.Bihare	Smt.Vijaita Deshmukh Sh Neeraj Verma	<ul style="list-style-type: none"> • To prepare booklet for school readiness programme. • To organize school readiness program for the students of class I. • To provide students of class I welcome gift.
55	Book Donation & Uniform Donation	Smt Yogita Smt.Anuradha Tiwari Sh.D.R.Nagwanshi Ms.Surabhi Bajpai	Sh Dinesh Ram Smt.Preeti Agrawal Sh.S.K.Sahu Smt.Yashoda	<ul style="list-style-type: none"> • Collecting the books and uniforms from students and making arrangement for it's distribution. • Collections should be done publically and donor must be honoured • Distribution should be done personally and identity of the students should not be disclosed.
56	SPIC MACAY (Routes 2 Roots)	Smt. Julli singhai Ms.Manju Kushwah	Smt.Shailja Smt.Vijaita	<ul style="list-style-type: none"> • Organising and managing the programme.
57	Adolescent Education Programme committee	Boys: Sh Praveen Bute Sh Atul Gupta Girls: Smt Vanita Bahey Smt Nisha Yadav	Boys: Sh. Dhanraj Kherpuse Sh Arun Vadbude Girls: Smt. Preeti Agrawal Smt Yashoda	<ul style="list-style-type: none"> • To provide necessary guidelines as contained in the manual, arrangement of guest lectures and preparation of the requisite reports
58	Awakened Citizen Programme	Sh Satish Kumar Nag I/c Sh Kapil Sahu Sh Rahul Khadse Sh R K Janghela Smt.Yogita	Sh Dinesh Ram I/c Sh P K Soni Sh Arun Vadbude Smt Pooja Ms Deepita	<ul style="list-style-type: none"> • Proper implementation of ACP activities in the targetted classes and timely submission of the reports thereon • Ensure that block periods are utilized for ACP modules.

59	Result Moderation A-Secondary Section B-Primary Section	I/c Home Examination Sh.B.K.Jha Sh.Neelesh Agrawal Smt.Vanita Bahe I/C Examination Sh.P.K.Koche Sh.Tarachand Bihare	I/c Home examination Sh Dhanraj Ms.Meenal Smt.Yashoda rani I/C Examination Sh.S.K.Sahu Smt Amita Saxena Smt.Manisha	<ul style="list-style-type: none"> To decide the hard and difficult cases. Formulating the criteria to decide class wise result of border case.
60	Hygiene and Sanitation Indoor Cleanliness (New Building) Indoor Cleanliness (Old Building) Outdoor Cleanliness	Sh.P K Koshta Smt Vanita Bahey Sh Shiva Smt.Anuradha Sports Coach Sub Staff 1- Morning Sh Rahul Khadse Smt.Indubala Sh.Jagdeesh Khapre Smt Julie Singhai Sub Staff 2 Morning Sh Daulat Ram Nagwanshi Sh Himanshu Jaiswal Smt Sonu Ashish Verma Yoga Teacher Sub Staff 1 &2 Morning	Sh.Rama Kishore Meena Smt.Preeti Agrawal Sh.Pankaj Sharma Smt.Yashoda Sports Coach Sub Staff 1 Afternoon Ms Deepika Prajapat Sh.Praveen Soni Smt.Shailja Dehriya Sh Neeraj Verma Sub staff 2 Afterffnoon Ms Pooja Sh. Dhanraj Kherpuse Sh Yash Pratap Yoga Teacher Sub staff 1 & 2 Afternoon	<ul style="list-style-type: none"> 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. In the same manner schedule for dusting of outside must also be prepared. Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly. Submitting Monthly report on observations. The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets. Please ensure that, the labours use disinfectants. Keep the contact number of the contractor responsible for and update him with the problems observed. The undersigned is confident on the team constituted as they execute the work promptly. Once in every week, the committee shall go round the Vidyalaya exterior view and find out the growths in the wall and the surroundings. Plan the cleaning campaign and get the work done with the help of contractor / Labour. Submit the requisition and report on the work completion.
61	Drinking Water	Sh.P.K.Koshta Sh.P.Bute Sh.Himanshu Sh Shiva Yoga Teacher	Sh.Dinesh Ram Sh ArnunVadbude Sh Pankaj Sharma Yoga Teacher	<ul style="list-style-type: none"> Ensure uninterrupted supply of clean and potable water for the students Regular cleaning of water tanks
62	Beautification & Gardening	Sh Praveen Bute PGT- Biology Smt Supriya Dwivedi Sh Satish Kumar Nag Ms Ankita	Smt. Preeti Agrawal Smt.Ppoja Sh. Dhanraj Kherpuse Ms Swati Avinash	<ul style="list-style-type: none"> Garden maintenance and observation and making suggestions to gardener. Monthly review of garden and suggestions to improvement. <p><input type="checkbox"/> Submitting of monthly review of garden & Beautification of</p>

				Vidyalaya. <input type="checkbox"/> Raising the requirement for Garden and Vidyalaya beautification.
63	Students' council committee	ShB K Jha Smt.V.Bahe Sh Prem Kumar Patle Sh Ram Kripal Jangela	Sh. Dhanraj Smt.Preeti Saxena Sh. R. K. Meena	<ul style="list-style-type: none"> • Planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya. • Review of Attendance registers once in every 15 days and communicating. • Syllabus coverage from classes VI to XII once in a month.
64	Exhibitions Committee - Science	Sh Prakash Kumar Koshta Sh B V Dubey Sh Praveen Bute Sh S S Mate Smt Nikhat Qureshi	Smt. Preeti Agrawal Sh. Dhanraj Kherpuse	<ul style="list-style-type: none"> • Plan the exhibition themes and models in advance and start synopsis preparation. • Conduct mock exhibition well before the exhibitions scheduled as per KVS. • Decide the best models and the suggestions for improvement. • Get the new models ready before the exhibition to begin. • Note: As far as Science exhibition is concerned, the In charge teacher will discuss with Principal on all the modalities to be observed and record in the Science department minutes register.
65	Exhibitions Committee – Social Science (Ek Bharat Shreshth Bharat)	Sh Atul Gupta Sh Vikas Modanwal Sh Prem Kumar Patle Sh Rahul Khadse Smt.Jullie	Sh Dhanraj Sh R K Meena Sh Arun Vadbude Smt Yashoda Smt.Shailja	<ul style="list-style-type: none"> • Plan the exhibition themes and models in advance and start synopsis preparation. • Conduct mock exhibition well before the exhibitions scheduled as per KVS. • Decide the best models and the suggestions for improvement. • Get the new models ready before the exhibition to begin. • Note: As far as Social Science exhibition is concerned, the Incharge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register.
66	Youth Parliament	Sh Prem Kumar Patle Sh Atul Gupta Sh Vikash Modanwal	Sh Dhanraj Smt Yashoda	<ul style="list-style-type: none"> • Planning, preparation and presentation of the Youth Parliament - both in online as well as off line modes

67	Refreshment Committee for all the occasions	Sh Neelesh Agrawal Sh Kapil Sahu Smt.Nisha Ms Ankita Ms Manju Kushwah Sh Pappu Chouhan	Sh.Dhanraj Sh R K Meena Smt. Yashoda Rani Ms Swati Avinash PRT-2 Smt Kirti	<ul style="list-style-type: none"> Refreshment procurement and arrangement is another vital responsibility shall be done meticulously. Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events. The entire infrastructure required (spoons, plates, cups, saucers, drinking water etc.) for smooth conduct of refreshment distribution though proper work distribution amongst the members is the main responsibility to be executed meticulously. Note: 11th hour planning or doing be avoided for important events. All the events that go with external guest are always important and shall go without any hiccups. Postponing is bad attitude, so avoid it.
68	Reception & Guard of Honour	Sh.B.K.Jha Sh.Neelesh Agrawal Smt.Vanita Bahe Sh.P.K.Koche Sh.D.R.Nagwanshi	Sh.S.k.Sahu Sh Dhanraj Smt Preeti Saxena Smt Yashoda Smt. Vijaita	<ul style="list-style-type: none"> 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. Getting members of students' council, Bulbuls with song and Colour party ready for welcome
69	Seating arrangement	Sh.S S Mate Sh Atul Gupta Sh.S.K.Nag Sh.Kapil Sahu Sh Rahul Khadse Sh Himanshu Yoga Teacher Sports Coach Sh.Santosh Sh.Pappu Chouhan	Sh.Dinesh Ram Sh R K Meena Sh Pankaj Sharma Sh Neeraj Verma Yoga Teacher Sports Coach Sh.Santosh Dhurve/ Sh.Pappu Chouhan	<ul style="list-style-type: none"> Seating arrangement for the occasion where separate duty chart is not circulated. Assessing the requirement of chairs and pandals, etc. and inform the service provider through office well in advance in written. Chair and table for Chief guest / special guest must be arranged with white bad sheet and flower pot.
70	Saraswati poojan and garlanding	Smt.Nisha Smt Indubala Smt.Jullie Ms Manpreet	Sh.Basant Patkar Smt.yashoda Rani Ms.Meenal PRT	<ul style="list-style-type: none"> Necessary arrangement for the occasion as Mata Saraswati Idol, flowers, garland, oil, Samai, Candle, Lighter, Insane stick, etc where separate duty chart is not circulated. Candle should be lit before the arrival of the guest at the stage.
71	Vidyalaya Magazine and	Sh Neelesh Agrawal Smt Pushpa Naidu	Smt. Yashoda Rani Sh. R. K. Meena	<ul style="list-style-type: none"> Overall Planning of the magazine material collection as per fixed schedule.

	Quarterly News Letter for Primary Committee	Smt Anuradha Tiwari Smt Nisha Yadav TGT Hindi Sh.D R Nagwanshi Ms Manju Kushwah Ms Manpreet	Sh. R. N. K. Verma TGT Eng Smt.Shailja Dehriya Sh Yash Pratap Ms Neha Patwa	<ul style="list-style-type: none"> • Collect the materials and keep updating them periodically. • 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. • The magazine collection and compilation work shall be completed before December 2018. Responsible for the planning quarterly Newsletter for Primary lines of previous year. Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and keep ready. • Every quarterly the Newsletter has to go to Regional Office to update them on the work & conduct of the Vidyalaya primary wing
72	Staff Quarter Allotment Committee	Sh Bipin Kumar Jha Sh Prem Kumar Patle	Sh. Dhanraj Kherpuse Smt Meenal	<ul style="list-style-type: none"> • Notifying the availability of the staff quarters, making panel of the eligible staff and allotting the same as per KVS norms
73	R.T.I & Parliament Questions Reply	Sh.B.K.Jha Sh Sudeep Baghele Concerned I/c related to issue	Sh S K Sahu Smt. Geeta Raut Concerned I/c related to the issue	<ul style="list-style-type: none"> • To attend the quarries made under RTI and ensure their response is made on or before the stipulated date. • Collect data/information to be incorporated in the reply of such letters. • The members and I/C to keep them updated with the rules and procedures regarding RTI act.
74	राजभाषा कार्यान्वय समिति Raj Basha Committee	Sh Neelesh Agrawal Sh Ram Kripal Jangela Smt.Nisha TGT Hindi	Sh. R. K. Meena Sh. R. N. K. Verma Sh Arun Vadbude	<ul style="list-style-type: none"> • 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. • So, Year planner may be prepared for the purpose. • Hindi Pakhwada has been the sole work, we do for Raj Basha. • 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 will be decorative and acceptable. • Every month a test on intricacies of Rajbasha has to be conducted for teachers.

75	TA/DA, Medical, CEA & LTC bills settlement committee	Sh Kapil Sahu Sh.Sudeep Baghele Ms Ritu	Ms Meenal Smt.Geeta Raut	<ul style="list-style-type: none"> • The committee will maintain a register and record month-wise Submission of bills. • The committee will maintain a record month-wise settlement of bills in the same register. • The committee shall be held responsible if, they do not follow the DOPT/DOE orders and admissibility criteria in settlement of bills. • The committee will make settlement of bills based on 7th pay commission rules. • In the event they follow 7th Pay commission rules, every TA/DA claim shall have proper bills and vouchers duly numbered indicating the number of pages given / enclosed with TA/DA bill. • After settlement, concerned employee shall be called and be shown the settlement for transparency and to redress his/her grievance.
76	Income Tax and Form 16	Sh Sudeep Baghele (Overall I/C) Sh Neelesh Agrawal Sh Kapil Sahu	Smt.Geeta Raut (Overall I/C) Ms.Meenal Sh Arun Vadbude	<ul style="list-style-type: none"> • The committee will maintain a register and record month-wise collection of income tax. • The committee will coordinate with office and CA who is looking after the Vidyalaya income tax work and ensure submission of all the documents. • The committee has to review the income tax collection and challan submissions every month and record the SBI challans with challan numbers and dates. • The committee is authorized to speak to CA and note down the procedure of completing the work of Income tax.
77	T.C preparation Committee	Smt.Kirti Karosiya Ms Ritu All the Class Teachers	Smt.Kirti Karosiya Smt.Geeta Raut All the class Teachers	<ul style="list-style-type: none"> • The committees for Primary and Secondary are responsible to prepare and verify amongst and submit the completed TCs for Principal's signature. • If one member of the committee prepares the T.C then other member will check the data entered and sign in checkers column. • The committee is required to check the details such as – fee payment; no dues of all departments / class teacher signature with date and Name.

				<ul style="list-style-type: none"> • TCs' are vital documents of a child's life. So, committee is required to be very careful while writing the data in T.C books of KVS.
78	Parent Teacher Meeting Classes VI to XII Meeting- I - V	Sh.B.K.Jha Members of Internal Examination department Sh.D R Nagwanshi Members of Internal Examination department	Sh.Dhanraj Members of Internal Examination department Sh.S.K.Sahu Members of Internal Examination department	<ul style="list-style-type: none"> • To plan for periodical meetings with the parents. • To invite the parents well in time and to ensure their presence. • To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A. • To plan for personal discussion with the parents of slow-learners for improvement. • To invite parents for their presence during important celebrations in the KV. • Month-wise report on meetings conducted shall be submitted to Principal. It is mandatory.
79	Internal Complaint & Grievance Committee	Sh Bipin Kumar Jha Sh Prem Kumar Patle Smt Pushpa Naidu Smt Vanita Bahe Sh Atul Gupta	Smt Preeti Agrawal Sh. Dhanraj Kherpuse Smt.Meenal Sh R K Meena	<ul style="list-style-type: none"> • To periodically open suggestion box at least once in a months. • To keep a record of suggestions or grievances received from the students, staff or parents. To maintain the minutes of the meetings.
80	Child Rights Protection Cell	Sh Prakash Kumar Koshta Smt Nikhat Qureshi Sh Vikash Modanwal Sh Himanshu	Smt. S K Sahu Ms. Meenal Kasar Sh Dinesh Ram	<ul style="list-style-type: none"> • Taking care of the rights and concerns of the children as per the guidelines of the NCPCR, MOE and CBSE
81	Sexual Harassment & Gender Sensitization Committee	Smt Vanita Bahey Smt Nisha Yadav	Smt. Amita Saxena Smt. Vijyeta Deshmukh	<p>Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.</p> <ul style="list-style-type: none"> • 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.
82	SC/ST Grievance Cell	Sh D R Nagwanshi Smt Anju Kumre	Sh. R. K. Meena Smt. Shailja Dehariya	<ul style="list-style-type: none"> • Handling and resolving the issues related to the grievances of the SC/ ST

83	Staff room display & Maintenance	Sh.R.K.Janghela Sh.S.K.Nag Sh Atul Gupta PGT Commerce	Sh.Rajnard Verma Smt.Yashoda Rani TGT Sst TGT Eng	<ul style="list-style-type: none"> To maintain staff room neat and clean. To look after the proper management of Staff room and its requirements. To Ensure Note Books, Projects, etc. are not kept properly. To Ensure that equipment in the toilet and fan, tubes etc. are in working condition.
84	Alumni Association	Sh.B.K.Jha Sh R K Upadhyay Sh.P.K.Koshta Sh.D.R.Nagwanshi	Smt Preeti Agrawal Sh.Dhanraj	<ul style="list-style-type: none"> To maintain proper records of alumni of the Vidyalaya. To arrange alumni meet in the Vidyalaya by discussing with the Principal.
85	Olympiads (Science & Maths) & VVM/NCSC/IAPT/ Innovation Council	Sh S S Mate Sh Prakash Kumar Koshta Sh Praveen Bute Smt Nikhat Qureshi Smt. Vanita Bahey Sh. Kapil Sahu Smt.Indubala	Smt. Preeti Agrawal Sh. Dhanraj Kherpuse Ms. Meenal Kasar Sh P K Soni	<ul style="list-style-type: none"> To conduct all the Olympiads smoothly. To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya.
86	Staff Club	Staff Secretary to be elected amongst the staff members	Staff Secretary to be elected amongst the staff members	<ul style="list-style-type: none"> Welcome / farewell party to the new / outgoing staff and welfare activities to be organized.
87	Achievement register maintenance & Updating	Sh.Prem Kumar Patle Sh.Himanshu Jaiswal Computer Instructor	Sh R K Meena Sh ArunVadbude Computer Instructor	<ul style="list-style-type: none"> To maintain proper records of Vidyalaya Achievement. To provide information regarding Vidyalaya achievement to RO and HQ whenever it is needed.
88	P.A. System (Mike & Sound Arrangement) Committee	Sh.R.K.Janghela Smt.Jullie Singhai Yoga Teacher	Ms Kajal Sh.R.K.Meena Smt.Shailja Dehriya	<ul style="list-style-type: none"> Proper maintenance of the equipments and putting them in best use as and when needed 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.
89	Staff Meeting & recording of the minutes	Common Meeting: Smt Sonu Ashish Verma Smt Anuradha Tiwari श्री राम कृपाल जंघेला Primary: Ms.Manju Kushwah Ms Ankita Nirmal	Common Meeting: Smt.Yashoda Rani श्री राजनन्द वर्मा Primary: Smt.Shailja Dehriya Ms Deeksha	<ul style="list-style-type: none"> To record the minutes of all staff meetings, P.T.A. meetings, X & XII class P.T.A. meetings and to maintain records / files of the same. To note down all important events/functions etc. held in Vidyalaya. सभी बैठकों के कार्य-वृत्त का हिन्दी में लेखन।

90	Meeting Arrangement Committee	Sh Ravindra Kumar Upadhyay Smt. Yogita Computer Instructor	Sh Dhanraj Sh. Dinesh Ram Sh. Computer Inst.	<ul style="list-style-type: none"> • Making proper arrangements for the meetings and recording minutes of the same
91	VMC Meeting	Sh.B.K.Jha Sh.Neelesh Agrawal Smt. Pushpa Naidu Smt.Supriya Dwivedi Smt.Nisha Yoga Teacher	Sh Dhanraj Sh.Dinesh Ram Smt.Pooja Ms Kajal Smt.Amita Saxena	<ul style="list-style-type: none"> • Planning for the VMC meeting. • Preparation of Agenda, Action taken report, Report of previous activities, etc. • Necessary seating, P.A.System, refreshment arrangement, welcome of the members, guard of honour, Saraswati puujan, etc. • Preparation of Minutes before the meeting on the basis of agenda and modification of the same, if needed at the time of meeting.
92	Fee concession & RTE	All the Class teachers Sh.Himanshu Jaiswal Sh.Sudeep Baghele	All the class teachers Sh Arun Vadbude Smt.Geeta Raut	<ul style="list-style-type: none"> • 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 in a register and submit every month for a review of Principal
93	Escort duty chart	Sh.B.K.Jha Smt. Vanita Bahey	Sh.S.K.Sahu Smt.Preeti Agrawal	<ul style="list-style-type: none"> • The committee will function under the supervision of Academic coordinator. • 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. • As and when a programme is conducted, and then this committee shall plan for escort duty. • Allotment of duties and allocation of responsibilities shall have humane touch and committee shall give a ear to the genuine problems of all the teachers • No repetition of duties allowed until all the teachers are over.
94	Curriculum committee	Sh Bipin Kumar Jha- Secondary Sh Pramod Kumar Koche- Primary	Smt.Preeti Agrawal- Secondary Sh. S. K. Sahu- Primary	<ul style="list-style-type: none"> • To Sensitize all teachers, students and other stakeholders about Curriculum • To conduct workshops for Teachers at school level and apprise to all teachers regarding syllabus, assessment pattern, distribution of marks in theory and practical/ projects etc. especially changes, if any. • To provide the copy of Curriculum to all teachers and it should be invariably kept in Vidyalaya Library and a copy for Principal.