

**PM SHRI KENDRIYA VIDYALAYA NO. 1 AFS,**  
**KALAIKUNDA**  
**COMMITTEES 2024-25**

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

SL. NO.	NAME OF THE COMMITTEES	IN-CHARGE & MEMBERS	DUTIES/FUNCTIONS
1.	<b>Flag hoisting and Retreating Ceremony</b>	Mr. PRALAY BHAR TGT PHE I/C Ms. VARSHA PATHAK, TGT WE Mr. R. SUMAN, GAMES COACH YOGA COACH	<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 position the flag post at prominent place.</li> <li>• To follow DO's and DON'Ts to honour our National Flag.</li> <li>• To ensure compliance of the Flag Code.</li> </ul>
2.	<b>Academic and administrative support</b>	<b>Ms. RAJIB TARANI DAS, PGT GEO I/C</b> <b>Ms. MOHUA KUNDU, PGT ENG</b> <b>MR. VIJAY KUMAR, HM</b> <b>Ms. S.R. SHIT, PRT</b>	<ul style="list-style-type: none"> <li>• <b>Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal.</b></li> <li>• <b>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.</b></li> </ul>
3.	<b>KV UBI fees collection</b>  <b>UDISE</b>  <b>PIMS</b>	MS. RAM SINGH I/C MR. RAJIB TARANI DAS, PGT GEO MR. ASIM JANA, TGT MATHS MS. VARSHA PATHAK, TGT WE Ms. ANJALI MAHATA, COMP INSTR. All Class Teachers and Co-Class Teachers.	<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 UBI fees collection.</li> </ul>
4.	<b>Admission Committee</b>	Mr. R.T DAS , PGT GEO I/C MS. MEENAKSHI JAISWAI, PGT BIO MS. VARSHA PATHAK, TGT WE MR. VIJAY KUMAR, HM Ms. MANU CHOUDHARY, PRT ANJALI MAHATA, COMP INSTR All class teachers of class 1 and 11	<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 admission done. This work has to continue 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 every month.</li> </ul>

			<ul style="list-style-type: none"> <li>• Every month vacancy of each class &amp; section-wise details are to be recorded in the admission register and submit to Principal.</li> <li>• This has to be done a day prior to last working day of the month.</li> </ul>
5.	<b>Purchase Committee</b>	<p>Mr. RUDRADITYA NARAYAN, PGT HIST I/C</p> <p>Mr. RAM SINGH, PGT HIN</p> <p>MS. MOHUA KUNDU, PGT ENG</p> <p>Ms. VARSHA PATHAK, TGT WE</p> <p>Ms. S R SHIT</p>	<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 conduct market survey and collect quotation from local market.</li> <li>• To take items purchased into stock.</li> <li>• Any other related work.</li> </ul>
6.	<b>Discipline Committee</b>	<p>Mr. RAM SINGH, PGT HINDI I/C</p> <p>Mr. PRALAY BHAR, TGT PHE</p> <p>MS. MOHUA KUNDU, PGT ENG</p> <p>MS. KAMINI RAJPUT, TGT MATHS</p> <p>Mr. SUMAN, SPORTS COACH</p> <p>MR. R.K MEENA, TGT HIN</p> <p>MR. VIJAY KUNAR, HM</p> <p>Mr. AMIT YADAV, PRT</p> <p>Ms. MANU CHAUDHARY, PRT</p> <p>Mr. PANKAJ KUMAR</p> <p>&amp; ALL CLASS TEACHERS/CO-CLASS TEACHERS</p>	<ul style="list-style-type: none"> <li>• Checking of student's uniform, late comers, students missing assembly.</li> <li>• Checking of students' behavior in and outside the class.</li> <li>• Monitoring the movement of students in lines during arrival, departure and to ensure safe passage to students.</li> <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> </ul>
7.	<b>Standard Operating Procedure(SOP)</b>	<p>MS. TOOBA ZAMAN, TGT SSC I/C</p> <p>MR. PRALAY BHAR, TGT PHE</p> <p>Ms. SANJITA PUNIA</p> <p>Ms. MALINI KAPOOR, PRT</p> <p>Mr. AMIT YADAV, PRT</p>	<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>• Develop 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> </ul>

			<ul style="list-style-type: none"> <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> </ul>
8.	<b>Furniture</b>	<p>Ms. KAVITA ,PGT COMM I/C  Mr. R. K MEENA, TGT HIN  MR. SUBROTO MONDAL,TGT AE  MR. KAMINI RAJPUT, TGT MATHS  Mr. AMIT YADAV, PRT  Mr. ANKIT KASHYAP, PRT</p>	<ul style="list-style-type: none"> <li>• Preparing the list of articles for condemnation for 2023—24 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> <li>• Preparation of list of repairable and broken furniture.</li> <li>• Submission of requirements of shortage making inventory and monitoring.</li> </ul>
9.	<b>School Building Civil &amp; Electrical Maintenance Committee</b>	<p>MR. RAM SINGH, PGT HIN I/C  MR. PRALAY BHAR, TGT PHE  Ms. VARSHA PATHAK, TGT WE  MR. R.K MEENA, TGT HIN  MR. MRITYUNJAY, PRT  MR. PANKAJ KUMAR, PRT  Mr. T K PATRA</p>	<ul style="list-style-type: none"> <li>• Raising the quotations for procurement of materials required for civil work. Monitoring of Vidyalaya infrastructure development and works in progress.</li> <li>• Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya.</li> <li>• Monitoring and recording of civil work / repair work undertaken.</li> <li>• Preparing the estimates and submitting request for procurement of materials such as gitty (stone dust/stones), sand, cement etc. with <b>clear justification</b>.</li> <li>• Stock entry of the material purchased and proper usage of material purchased and record or the same in the stock register.</li> <li>• Certifying the proper usage of Materials at appropriate and required places.</li> <li>• Informing principal, the areas of immediate attention.</li> </ul>
10.	<b>Primary Section Exam Dept</b>  <b>Home Exam</b>	<p>Ms. S R SHIT, PRT I/C  MS. MANU CHOUDHARY, PRT  MR. MRITUNJAY, PRT  COMPUTER INSTRUCTOR 2</p> <p>MR. RUDRADITYA NARAYAN PGT HIST I/C  Ms. DIPANNITA GHOSH, PGT ECO  Ms. TOOBA ZAMAN, TGT SSC</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/I IY/SEE Exam as per schedule.</li> <li>• Listing out absentees and Planning &amp; conducting Re-tests</li> <li>• To prepare the result analysis of internal exams and maintaining the record in an appropriate manner</li> </ul>



13.	<p><b>CCA Coordinator and CCA material purchase and important days Celebration Committee</b></p> <p><b>A-Secondary Section</b></p> <p><b>B-Primary</b></p>	<p>Mr. MOHUA KUNDU, PGT HIN I/C  Mr. RAM SINGH, PGT HIN  Ms. REENA DEVI, TGT ENG  MS. YADAV KUMARI POONAM, TGT HIN  MR. A TARKESHWAR RAO, TGT ENG</p> <p>Ms. SEEMA RANI, PRT I/C  MS. PRACHI LIKHAR  MR. SOHAIL SHEIKH, PRT MUSIC</p>	<ul style="list-style-type: none"> <li>• Preparation of Calendar of activities for 2023-24. Preparation of Days to be observed and celebrated in the year 2023-24. House distribution activity Selection and celebration of School Captains and Vice Captains under student's council.</li> <li>• Planning, preparation and Celebration of Annual Day</li> <li>• Duty allotment and monitoring of assembly program.</li> <li>• Checking of the information on the display board in corridor and class rooms.</li> <li>• Theme selection for every month and carrying out the suggested activities.</li> <li>• Maintaining the record of achievements of the students of house and maintaining transparency in the result process.</li> <li>• Important announcements in the assembly, planning &amp; preparing students for various activities. For this, the CCA I/C or deputy has to meet Principal to note the next day's announcements.</li> <li>• Important dates shall be collected and be celebrated appropriately.</li> <li>• The committee can even suggest Principal for the purpose.</li> </ul>
14.	<p><b>CS-54 and CS11 Fees record (Pay bill Checking)</b></p> <p><b>Monthly And Weekly Enrollment Of Students</b></p>	<p>MR. ASIM JANA, TGT MATHS I/C  MR. JYOTIRMOY MOULEY, PGT MATHS  MR. TRIDEB KAYAL, SSA  MR. RAVSHANKAR SINGH, JSA  Ms. S R SHIT</p> <p>MR. RAM SINGH, PGT HIN I/C  MR. ASIM JANA, TGT MATHS  MR. JYOTIRMOY MOULEY, PGT MATHS  MR. RAVISHANKAR SINGH, JSA  All class teachers</p>	<ul style="list-style-type: none"> <li>• Maintenance of CS-54 and CS-11 &amp; its verification every month.</li> <li>• The committee is responsible for submitting every month the statements of CS 54 and CS 11.</li> <li>• Ensuring the data of students service category wise and social category match and there is no discrepancy.</li> <li>• Regularly updating the entry of new students and TC students in enrollment.</li> </ul>
15.	<p><b>Teaching Aids &amp; A.V Aids</b></p> <p><b>A-Secondary</b></p> <p><b>B-Primary</b></p>	<p>MR. DIPANNITA GHOSH, PGT ECO. I/C  Ms. DIVYA VERMA , TGT ENG</p> <p>Ms. VANDANA, PRT I/C</p>	<ul style="list-style-type: none"> <li>• Procurement of Audio Visual and teaching aids.</li> <li>• Upkeep of audio visuals and teaching aids.</li> <li>• List of Audio Visual and teaching aids used by the teachers.</li> </ul>

		Ms. MINAKSHI, PRT Ms. PRACHI LIKHAR, PRT Ms. NEELIMA YADAV, PRT	
16.	<b>Photography, Press &amp; Bouquet Presentations</b>	MS. MOHUA KUNDU, PGT HIN I/C MS. KAVITA, PGT COMM. MR. PRALAY BHAR PGT CS CONTRAC. COMP. INSTRUCTOR(SECONDARY) COMP. INSTRUCTOR (PRIMARY) Mr. PANKAJ, PRT Ms. MANU CHAUDHARY, PRT Ms. SALONI, PRT	<ul style="list-style-type: none"> <li>• Arrangement of photographer for important functions.</li> <li>• Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise.</li> <li>• During the inspections Albums have to be presented to Inspection officers</li> </ul>
17.	<b>Primary Education- - (Core Committee) And NIPUN</b>	Mr. VIJAY KUMAR I/C Ms. MALINI KAPOOR Ms. S R SHIT	<ul style="list-style-type: none"> <li>• Year Planner shall have to be prepared by each head.</li> <li>• Planning and preparation of Calendar of activities.</li> <li>• Supervision of Primary classes. All the new entries may be supervised with the help of Sr. PRT Academic Coordinator &amp; PGT's of the Vidyalaya, so that necessary help can be given to them to understand about NIPUN work and CCE Back to basic work/learning outcomes.</li> <li>• Maintaining the bank of Worksheets on early basis and getting the book of worksheets binded and display in CMP room. All works related to primary education.</li> <li>• Maintaining NIPUN &amp; CCE Records, back to basic records Formation of Committees for various occasion for primary wing for smooth conduct of Primary wing. A monthly report on activities undertaken by the Primary wing.</li> </ul>
18.	<b>Sports Committee</b>	MR. PRALAY BHAR, PET I/C Mr. R. SUMAN GAMES COACH YOGA INSTRUCTOR MR. PRAMOD, PRT Mr. AMIT YADAV, PRT Ms. VISHU KHATRI, PRT Ms. VANDANA, PRT	<ul style="list-style-type: none"> <li>• Planning Vidyalaya sports activities. (year calendar).</li> <li>• Monitoring blocks period</li> <li>• Purchasing required material.</li> <li>• Arrangement of sports meets as per KVS norms.</li> <li>• Planning and conducting Annual Sports Day celebration for 2023-24.</li> </ul>
19.	<b>Scout and Guide Cubs and Bulbul</b>	Ms. MOHUA KUNDU, PGT ENG I/C Ms. VARSHA PATHAK, TGT WE Ms. S R SHIT, PRT MR. AMIT YADAV, PRT MS. MINAKSHI, PRT MS. VANDANA, PRT	<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> </ul>

		MR ANKIT KASHYAP, PRT MR MRITUNJAY, PRT	<ul style="list-style-type: none"> <li>• Taking up Community development and service works once in a month</li> <li>• Submitting monthly Reports &amp; carrying out other work related.</li> </ul>
20.	<b>Subject Committee</b>	<b>In Charge</b>	<ul style="list-style-type: none"> <li>• Every month these committees invariably sit and discuss on agenda that pre-decided and got approved by Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized</li> <li>• Split up syllabus month wise and teacher Wise.</li> <li>• Project work-term wise. Weightage of marks to each topic.</li> <li>• Evaluation scheme. Practical work</li> <li>• Class room activities and teaching aids. Model question paper.</li> <li>• Identification of slow learners and gifted children and remedial action.</li> <li>• Under achievers / slow learner's identification.</li> <li>• Strategy for effective monitoring for students improvements. Educational tour.</li> <li>• Class activities. Exhibition, Exam-PI/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 test carried out topic wise by the teachers.</li> <li>• Innovations taken up and the reports thereof.</li> </ul>
1	<b>A-Secondary SCIENCE</b>	Ms. MS. DISHA BISHT, PGT CHEM	
2	<b>MATHS</b>	Mr. JYOTIRMOY MOULEY, PGT MATHS	
3	<b>SOCIAL SCIENCE</b>	MS. RUDRADITYA NARAYAN, PGT HIST	
4	<b>COMPUTER</b>	MS. RAM SINGH,PGT HIN I/C	
5	<b>HINDI</b>	MR. RAM SINGH, PGT HIN I/C	
6	<b>ENGLISH</b>	Ms. MOHUA KUNDU, PGT ENG. I/C	
	<b>B- PRIMARY</b>	MR. VIJAY KUMAR, HM SUBJECT CONVENERS	
21.	<b>Library Advisory Council</b>	PRINCIPAL VICE PRINCIPAL LIBRARIAN Ms. MOHUA KUNDU MS. DIPANNITA GHOSH, PGT ECO Ms. S R SHIT  ALL SUBJECT COMMITTEE CONVENERS SCHOOL CAPTAIN(BOY) SCHOOL CAPTAIN (GIRL)	<ul style="list-style-type: none"> <li>• Planning and preparing the books for condemnation.</li> <li>• Supervising the Library activities undertaken by the Librarians and seeking a report on monthly basis.</li> <li>• Raising the requirement of books taking the list from students of classes XI and XII and respective subject teachers.</li> <li>• Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS Improving library service and its monitoring</li> <li>• Note: Librarians are to prepare a yearly planner of activities and submit to Principal.</li> </ul>

22.	<b>Computer Lab Committee Monthly Report &amp; Website Updating</b>	Mr. RAM SINGH, PGT HIN I/C COMP. INSTRUC. SECONDARY COMPUTER INSTRUCTOR PRIMARY	<ul style="list-style-type: none"> <li>Update Vidyalaya website once in every fortnight and as when it is required. Updating of Enrollment of students class-wise and section-wise. Staff vacancy position.</li> <li>Computer infrastructure data.</li> <li>Other allied information that is by KVS.</li> <li>Mr B K Gupta is responsible for the website updating through coordination with respective department heads.</li> </ul>
23.	<b>Value Education &amp; Integrity Club</b>	Ms. DIVYA VERMA, TGT SSC I/C Ms. TOOBA ZAMAN, TGT SSC Ms. S R SHIT, PRT Ms. MALINI KAPOOR, PRT	<ul style="list-style-type: none"> <li>Preparation of Annual calendar of value based education programs and activities.</li> <li>Conducting of value education program as per KVS guidelines.</li> </ul>
24.	<b>Eco Club</b>	Ms. DIPANNITA GHOSH, PGT ECO Ms. SANJITA KUMARI POONIA, TGT HIN Mr. MANU CHAUDHARY, PRT Mr. SALONI, PRT MR. MRITUNJAY, PRT MS. VANDANA, PRT	<ul style="list-style-type: none"> <li>Conducting activities related to the Club.</li> <li>Maintaining Register</li> </ul>
25.	<b>Readers Club</b>	Ms. APARNA DHAR, LIB Mr. TARKESHWAR RAO, TGT ENG MR. RAKESH KUMAR MEENA, TGT HIN	<ul style="list-style-type: none"> <li>Conducting activities related to the Club</li> <li>Maintaining Register</li> </ul>
26.	<b>Literary Club</b>	MS. MOHUA KUNDU, PGT ENG I/C MR. RAM SINGH, PGT HIN MS. RINA DEVI, TGT ENG MS. SANJITA KUMARI PUNIA, TGT HIN	<ul style="list-style-type: none"> <li>Conducting activities related to the Club</li> <li>Maintaining Register</li> </ul>
26.	<b>Science Club</b>	MS. DISHA BISHT, PGT CHEM I/C MS. MEENAKSHI JAISWAL, PGT BIO MR. SUBRATA KUMAR PAUL, TGT SCI	<ul style="list-style-type: none"> <li>Conducting activities related to the Club</li> <li>Maintaining Register</li> </ul>
27.	<b>Maths Club</b>	Mr. JYOTIRMOY MOULEY, PGT MATHS I/C Ms. KAMINI RAJPUT, TGT MATHS Mr. ASIM JANA, TGT MATHS	<ul style="list-style-type: none"> <li>Conducting activities related to the Club</li> <li>Maintaining Register</li> </ul>
28	<b>Language Club</b>	MS. MOHUA KUNDU, PGT ENG I/C MR. RAM SINGH, PGT HIN MR. A. TARKESHWAR, TGT ENG MS. R.K MEENA, TGT HIN	<ul style="list-style-type: none"> <li>Conducting activities related to the Club</li> <li>Maintaining Register</li> </ul>

28.	<b>Primary resource Room Computer Lab(Primary)</b>	Ms. MINAKSHI, PRT I/C Mr. VISHU KHATRI, PRT Ms. NEELIMA YADAV, PRT COMPUTER INSTRUCTOR 2	<ul style="list-style-type: none"> <li>• The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective Functioning of Primary Wing.</li> <li>• Planning of Resource room usage by PRTs'</li> <li>• Exploring resources planning and developing room to ensure strengthen of primary education.</li> <li>• Acquiring material, teaching aids, CD's books, play material etc. to display in the resource room and to make it better.</li> <li>• Re-charging of Dish TV activation and prepare a plan to show film shows live on Dish TV</li> <li>• Planner has to be submitted by the Committee.</li> <li>• Monthly Report Submitting a report on activities taken up.</li> </ul>
29.	<b>AEP -- Planning &amp; Conducting a minimum of 6 sessions in each term</b>  <b>ACP</b>	MR. S.K PAUL, TGT SCI I/C Ms. MEENAKSHI JAISWAL, PGT BIO TGT SCI CONTRACT  MS. DIVYA VERMA, TGT SSC I/C MR. S MONDAL, TGT AE MS. VARSHA PATHAK, TGT WE	<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>• Every 10<sup>th</sup> of month AEP classes are to be conducted on core issue. Submitting a monthly report to Principal</li> </ul>
30	<b>Hygiene &amp; Sanitation (Cleanliness of Vidyalaya and surroundings) And Drinking Water</b>	Mr. S MONDAL, TGT AE I/C MS. KAMINI RAJPUT, TGT MATHS Ms. VARSHA PATHAK, TGT WE Ms. SEEMA RANI, PRT Ms. SALONI CHAUDHARY, PRT MR MRITUNJAY, PRT	<ul style="list-style-type: none"> <li>• Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly.</li> <li>• Submitting Monthly report on observations.</li> <li>• The committee shall take up the work in a very effective manner so that children get hygienic environment and sanitized toilets.</li> <li>• Please ensure that, the labourers use disinfectants. Keep the contact number of the contractor 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> </ul>

			<ul style="list-style-type: none"> <li>Plan the cleaning campaign and get the work done with the help of contractor / Labourer.</li> <li>Submit the requisition and report on the work completion.</li> </ul>
31.	<b>Beautification &amp; Garden</b>	<p>Ms. MEENAKSHI JAISWAL, PGT BIO I/C</p> <p>MS. DIPANNITA GHOSH, PGT EC</p> <p>Mr. S MONDAL, TGT AE</p> <p>MS. KAMINI RAJPUT, TGT MATHS</p> <p>Ms. VARSHA PATHAK, TGT WE</p> <p>Ms. MANU CHAUDHARY, PRT</p> <p>Mr. SALONI, PRT</p> <p>MR. MRITUNJAY, PRT</p> <p>MS. VANDANA, PRT</p>	<ul style="list-style-type: none"> <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> </ul>
32.	<b>Students' council committee</b>	<p>Ms. POONAM KUMARI YADAV, TGT HIN I/C</p> <p>Ms. KAMINI RAJPUT, TGT MATHS</p> <p>MR. PRALAY BHAR, TGT PHE</p> <p>SPORTS COACH</p> <p>YOGA COACH</p>	<ul style="list-style-type: none"> <li>Planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya.</li> <li>Review of Attendance registers once in every 15 days and communicating.</li> <li>Syllabus coverage from classes VI to XII once in a month.</li> </ul>
33.	<b>Exhibitions Committee - Science &amp; INSPIRE MANAK AWARD</b>	<p>MS. MEENAKSHI JAISWAL, PGT BIO I/C</p> <p>MS. DISHA BISHT , PGT CHEM</p> <p>MR. S.K PAUL, TGT SCI</p> <p>ALL SCIENCE TEACHERS</p>	<ul style="list-style-type: none"> <li>Plan the exhibition themes and models in advance and start synopsis preparation.</li> <li>Conduct mock exhibition well before the exhibitions scheduled as per KVS.</li> <li>Decide the best models and the suggestions for improvement.</li> <li>Get the new models ready before the exhibition to begin.</li> <li>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.</li> </ul>
34.	<b>Exhibitions Committee — Social Science</b>	<p>MR. R.T DAS, PGT GEO I/C</p> <p>MS. DIPANNITA GHOSH, PGT ECO</p> <p>Ms. DIVYA VERMA, TGT SSC</p> <p>Ms. TOOBA ZAMAN, TGT SSC</p> <p>MR. RICKY, PGT POL. SC.</p>	<ul style="list-style-type: none"> <li>Plan the exhibition themes and models in advance and start synopsis preparation.</li> <li>Conduct mock exhibition well before the exhibitions scheduled as per KVS</li> <li>Decide the best models and the suggestions for improvement.</li> <li>Get the new models ready before the exhibition to begin.</li> <li>Note: As far as Social Science exhibition is concerned. The In charge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register.</li> </ul>

	<b>Youth Parliament</b>	MR. RUDRADITYA NARAYAN, PGT HIST I/C MS. DIPANNITA GHOSH, PGT ECO Ms. DIVYA VERMA, TGT SSC Ms. TOOBA ZAMAN, TGT SSC MR. RICKY, PGT POL. SC.	<ul style="list-style-type: none"> <li>• <b>Planning and selection by 15 APRIL2024</b></li> <li>• <b>Preparation of script by APRIL 30, 2024</b> and practice as per schedule <b>and convenience.</b></li> </ul>
35.	<b>Vidyalaya Magazine</b>          <b>Quarterly News Letter For Primary Committee</b>	MS. RAM SINGH, PGT HIN I/C MS. MOHUA KUNDU, PGT ENG MS. REENA DEVI, TGT ENG MR. A TARKESHWAR, TGT ENG Ms. SANJITA KUMARA PUNIA, TGT HIN MR. RAKESH KUMAR MEENA, TGT HIN   MR. VIJAY KUMAR I/C Mr. PANKAJ Ms. MANU CHAUDHARY MS SALONI Mr. MRITUNJAY COMP. INT. 2	<ul style="list-style-type: none"> <li>• Overall Planning of the magazine collection of material by <b>15 April 2024</b></li> <li>• Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/Officers/Officials retiring from services shall have a space to be part of Vidyalaya Magazine.</li> <li>• <b>Publishing the Magazine by 30/04/2024</b></li> <li>• Responsible for the planning quarterly Newsletter for Primary lines of previous year. Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and keep ready.</li> <li>• Every Quarterly the Newsletter has to go to Regional Office to update them on the work &amp; conduct of the Vidyalaya Primary Wing</li> </ul>
36.	<b>R.T.I Parliament Questions Reply</b>	Mr. R. T DAS, PGT GEO MR. RAM SINGH, PGT HIN MR. VIJAY KUMAR, HM Ms. S R SHIT, PRT	<ul style="list-style-type: none"> <li>• To attend the queries made under RTI and ensure their response is made on or before the stipulated date.</li> <li>• Collect data/information to be incorporated in the reply of such letters.</li> <li>• The members and I/C to keep them updated with the rules and procedures regarding RTI act.</li> </ul>
37.	<b>Raj Bhasha Committee</b>	Ms. RAM SINGH, PGT HIN I/C Ms. SANJITA POONIA, TGT HIN Mr. R K MEENA, TGT HIN Ms. YADAV KUMARI POONAM, TGT HIN	<ul style="list-style-type: none"> <li>• Periodical reports shall be prepared as per the schedule and without any reminder from Head of the Institution. So, the committee requires some plan on Raj Bhasha Implementation.</li> <li>• Year planner may be prepared for the purpose.</li> <li>• Hindi Pakhwada has been the sole work, we do for Raj Basha. So, the committee is responsible to plan some more activities</li> </ul>

			<p>prior to Hindi Pakhwada and conduct through Hindi classes and CCA activities and CCE activities so that, the report sent to KVS about the Raj Bhasha Implementation will be decorative and acceptable.</p> <ul style="list-style-type: none"> <li>• Every month a test on intricacies or Rajbhasha has to be conducted for teachers.</li> </ul>
38.	<p><b>PARENT TEACHER MEETING- I-V</b> Meeting to be called in August/ Dec &amp; Jan <b>Parent Teacher Meeting</b></p> <p><b>CLASSES VI TO XII</b> Meeting to be called in August/ Dec &amp; Jan <b>Parent Teacher association</b></p>	<p>Ms. S R SHIT I/C ALL CLASS TEACHERS &amp; CO-CLASS TEACHERS</p> <p>Ms. R.K MEENA, TGT HIN I/C ALL CLASS TEACHERS &amp; CO-CLASS TEACHERS</p>	<ul style="list-style-type: none"> <li>• To plan for periodical meetings with the parents.</li> <li>• To invite the parents well in time and to ensure their presence</li> <li>• To plan for useful discussions in those meetings to fulfill the very purpose of the P.T.A.</li> <li>• To plan for personal discussion with the parents of slow-learners for improvement.</li> <li>• To invite parents for their presence during important celebrations in the KV.</li> <li>• Month-wise report on meetings conducted Shall be submitted to Principal. It is mandatory.</li> </ul>
39.	<p><b>Grievance Committee And Suggestion Box</b></p>	<p>MR. A TARKESHWAR, TGT ENG I/C MS. KAMINI RAJPUT , TGT MATHS Ms. VARSHA, TGT WE Mr. R.K MEENA, TGT HIN MR. ASIM JANA, TGT MATHS</p>	<ul style="list-style-type: none"> <li>• To periodically open suggestion box at least once in a month.</li> <li>• To keep a record of suggestions or grievances received from the students, staff or parents to maintain the minutes of the meetings.</li> </ul>
40.	<p><b>Sexual Harassment &amp; Gender Sensitization Committee</b></p>	<p>Ms. MOHUA KUNDA, PGT ENG I/C MS. KAVITA, PGT COMM. MS. DISHA BISHT, PGT CHEM MS. KAMINI RAJPUT Ms. REENA DEVI</p>	<ul style="list-style-type: none"> <li>• Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.</li> <li>• Deal with cases of discrimination and sexual harassment against women, in a</li> </ul>

		Ms. S R SHIT, PRT Ms. MALINI KAPOOR, PRT	time bound manner, aiming at ensuring support services to the victimized and termination of the harassment. <ul style="list-style-type: none"> <li>Recommend appropriate punitive action against the guilty party to the principal.</li> </ul>
41.	<b>Alumni Association &amp; Samagam Portal</b>	Ms. REENA DEVI, TGT ENG I/C MR. A. TAREKSWAR RAO, TGT ENG Ms. S R SHIT, PRT	<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> </ul>
42.	<b>OLYMPIADS (Science &amp; Maths ) &amp;VVM/NCSC/IAPT</b>	Ms. MS. MEENAKSHI JAISWAL, PGT BIO I/C MR. JYOTIRMOPY MOULEY, PGT MATHS I/C Ms. DISHA BISHT, PGT CHEM Mr. S.K PAUL, TGT SCI MS. KAMINI RAJPUT, TGT MATHS	<ul style="list-style-type: none"> <li>To conduct all the Olympiads smoothly.</li> <li>To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya.</li> </ul>
43.	<b>DISASTER MANAGEMENT A-Secondary B-Primary</b>	MS. DIPANNITA GHOSH, PGT ECO I/C MR SUMAN, GAMES COACH  Mr. PRAMOD, PRT MR. AMIT YADAV, PRT	<ul style="list-style-type: none"> <li>Mock Drills &amp; awareness programme to be organized twice a year i.e. April &amp; Oct</li> </ul>
44.	<b>TEACHER'S LUNCH TIME DUTY CHART Preparation Secondary Section</b>	MR. PRALAY BHAR, TGT PHE Mr. R. SUMAN GAMES COACH YOGA INSTRUCTOR PGT CS COMPUTER INSTRUCTOR, SECONDARY	<ul style="list-style-type: none"> <li>To depute teachers on duty during lunch time for the safety and security of students.</li> <li>Teachers on duty will be totally responsible for the safety and security of child in the ground and in the Vidyalaya premises.</li> </ul>
45.	<b>Morning Assembly</b>	Ms. MOHUA KUNDU, PGT ENG I/C Mr. RAM SINGH, PGT HIN Ms. REENA DEVI, TGT ENG MS. POONAM KUMARI YADAV, TGT HIN Ms. SEEMA RANI , PRT Ms. PRACHI LIKHAR, PRT Mr. SOHAIL SHEIKH PRT MUSIC Mr. SUMAN, GAMES COACH	<ul style="list-style-type: none"> <li>To plan the morning assembly programmes and allots the duty to the concerned H.M/ C.T. In addition, to check their preparation of the programme before presenting in the morning assembly.</li> <li>Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her.</li> <li>To provide a greeting card &amp; toffee &amp; all students have to wish them by presenting birthday song</li> <li>Any other related work VALUE EDUCATION</li> <li>To prepare compact programme for developing good habits and moral value among the students.</li> </ul>

			<ul style="list-style-type: none"> <li>To encourage the students on the observation of good habits &amp; behavior and award them.</li> </ul>
46.	<b>Staff Meeting &amp; recording of the minutes &amp; Monthly DO to Ro.</b>	MR. RAM SINGH, PGT HIN I/C MS. MOHUA KUNDU, PGT ENG Ms. SANJITA POONIA, TGT HIN MR. A TARKESHWAR, TGT ENG MS. REENA DEVI, TGT ENG MR. R.K MEENA, TGT HIN Mr. A.TARKESHWAR, TGT ENG	<ul style="list-style-type: none"> <li>To record the minutes of all staff meetings. P.T.A. meetings X &amp; XII class P.T.A. meetings and to maintain records / files of the same.</li> <li>To note down all important events/functions etc. held in Vidyalaya.</li> <li>To prepare by monthly newsletter and to send to 'RO and other Officials of KVS.</li> </ul>
47.	<b>Fee concession &amp; RTE</b>	MS. DIVYA VERMA, TGT SSC I/C Ms. MALINI KAPOOR, PRT Ms. S R SHIT, PRT	<ul style="list-style-type: none"> <li>The role is this committee is to prepare class-wise data of students who 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> </ul>
48.	<b>Escort Duty Chart</b>	Ms. REENA DEVI I/C Mr. RAKESH KUMAR MEENA, TGT HIN Ms. VARSHA PATHAK, TGT WE	<ul style="list-style-type: none"> <li>The committee function under the supervision of Academic coordinator.</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. As and when a programme is conducted, and then this committee shall plan for escort duty.</li> <li>Allotment of duties and allocation of responsibilities shall have humane touch and committee shall give a ear to the genuine problems of all the teachers</li> <li>No repetition of duties allowed until all the teachers are over.</li> </ul>
49.	<b>PM SHRI COMMITTEE</b>	MR. RAJIV TARANI DAS, PGT GEOGRAPHY I/C MR. RUDRADITYA NARAYAN, PGT HIST MS. MOHUA KUNDU, PGT ENGLISH MR. SUBROTO MONDAL, TGT AE MS. VARSHA PATHAK, TGT WE MR. RAKESH KUMAR MEENA, TGT HIN MS. APARNA DHAR, TGT LIB MS. KAMINI RAJPUT, TGT MATHS	Conducting timely Programmes and activities as scheduled under PM SHRI scheme.

		TEACHEWRS ASSIGNED DUTY FROM TIME TO TIME	
50	<b>BHARATIYA BHASHA UTSAV</b>	Ms. SANJITA POONIA, TGT HIN I/C MS. POONAM KUMARI YADAV, TGT HIN	
51	<b>Formation of Standards</b>	MS. JYOTIRMOY MOULEY, PGT MATHS I/C MS. DISHA BISHT, PGT CHEM MR. SUBRATA KUMAR PAUL, TGT SCI	
52.	<b>FIT INDIA MOVEMENT</b>	MR. PRALAY BHAR, TGT HIN I/C MR. R.K MEENA, TGT HIN MR. R. SUMAN, GAMES COACH	
53.	<b>VIGILANCE AWARENESS CELEBRATION</b>	MS. REENA DEVI, TGT ENG	
54.	<b>SWACHHTA PAKHWADA</b>	MR. PRALAY BHAR, TGT PHE	
55.	<b>EK BHARAT SHRESTHA BHARAT</b>	MS. DIVYA VERMA, TGT SSC	
56	<b>RECORD KEEPING OF STUDENTS ACHIEVEMENTS WITH PHOTOGRAPHS</b>	Ms. REENA DEVI, TGT ENG I/C MS. TOOBA ZAMAN, TGT SSC MR. A.TARKESHWAR, TGT ENG MS. S.SHIT, PRT	
57	<b>EDUCATIONAL TOUR /EXCURSION</b>	MS DIVYA VERMA MR RAM SINGH MR VIJAY KUMAR, HM MS. MALINI KAPOOR, PRT MR PRAMOD, PRT MS. MINAKSHI, PRT	
58	<b>PLANNING AND UTILISATION OF STAFF QUARTER FUND</b>	Ms. VARSHA PATHAK, TGT WE I/C MR. RUDRADITYA NARAYAN,PGT HIST MR. RAM SINGH, PGT HIN MS. MOHUA KUNDU, PGT ENG MR. R.K MEENA, TGT HIN	

**NOTE:-**

I. All the In-charge and members of the various departments/ committees are requested to prepare a complete action plan for the session 2024-25 as per allotment given and submit a copy to the Principal by 15<sup>th</sup> APRIL 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, undersigned 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 available on duty and vice versa.

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 for the betterment of the Vidyalaya and students.

	<b>Particulars</b>	<b>Name of Team Leader</b>	<b>Members with Designation</b>	<b>SIGNATURE</b>
1	Child Rights Protection Cell	Ms. MOHUA, PGT ENG	1. Ms. SANJITA, TGT HIN 2. Mrs. DIVYA, TGT SSC 3. Mrs. S R SHIT, PRT 4. Mrs. MALINI KAPOOR, PRT	
2	Evacuation Team	Ms. DIPANNITA GHOSH, PGT ECO	1. Mr. R. MEENA, TGT HIN 2. Mr. SUMAN, SPORTS COACH 3. MS MALINI KAPOOR, PRT 4. MS SANDHYA RANI SHIT, PRT	
3	Search & Rescue Team	Mr. R .T DAS, PGT GEO	1. Mrs. REENA DEVI, TGT ENG 2. Mr. AMIT YADAV, PRT 3. MS. VANDANA, PRT 4. Ms. 5.	
4	First Aid & Medical Team	MS. MEENAKSHI JAISWAL, PGT BIO I/C	1. Ms. MS. APARNA DHAR, TGT LIB 2. Ms. TOOBA ZAMAN, TGT SSC 3. NURSE	
5	Transport Safety Team	Mr. R .K MEENA, TGT HIN I/C	1. MS. R. SUMAN	

			2 MR. PRALAY BHAR, TGT PHE 3. MR. SUMAN, SPORTS COACH ALL CLASS TEACHERS	
6	Team for students with special needs (Divyang)	Ms. KAMINI RAJPUT I/C	1.MS. SALONI CHAUDHARY, PRT 2. MS. PRACHI LIKHAR, PRT 2. NURSE 3 SPECIAL EDUCATOR	
7	Internal Complaint Committee (ICC)	Ms. REENA DEVI I/C MS. MOHUA KUNDU, PGT ENG	1. Mrs. REENA DEVI 2. Ms. KAMINI 3. MR RAJIB T DAS 4. Ms. MALINI KAPOOR 5. Ms. S.R.SHIT	

**(SRAWANTI CHATTERJEE)**

**I/C PRINCIPAL**