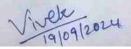
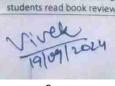
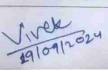
PM SHRI KENDRIYA VIDALAYA NARAYANPUR COMMITTEES & RESPONSIBILITIES 2024-25				
1	COMMITTEE	RESPONSIBITIES	NAME OF THE I/C & MEMBERS	
+	CONNITTEE		DR SANGITA MAHATA, PGT GEO(I/C)	
		To prepare action plan for Academic activities of the Vidyalaya and monitoring the same which includes the following: Students	MS SHIVANI YADAV, PGT CHEM	
	Academic Advisory committee	welfare, staff welfare, working system, academics and cocurricular activities etc.	MR PRINCE GUPTA, PGT MATHS	
١			MS KARISHMA SHUKLA, PRT	
			MR SHIVENDRA PRATAP SINGH,	
ı	Admission, Local Transfers & KVTC's	Complete OLA process as per directions of KVS, UID creation, fee collection and allotting section/sending required data to RO/HQ as and when asked with the approval of the undersigned Assisting parent with required information/monitoring the processing of the local transfer application	TGT HINDI(I/C)	
			MS JYOTI SHARMA, PRT	
			MR JAGANNATH, PGT HIN	
			MRS HARSHITA, TGT ENG	
+		Preparation of timetable/Daily substitution arrangement for	MR PRINCE GUPTA, PGT MATHS	
	Time Table	absentees / informing the department for arrangement of PTC teachers in the absences of teachers on long leave/on duty / preparing compact time table during revision time/Annual day/ Sports day as and when required	MR MAHESH DEWANGAN, TGT	
			MATHS	
١			MR PAWAN KUMAR, PRT	
			MR SHUBHAM GUPTA, PRT	
Ī			MR SOURAV KUMAR, TGT	
ı	CCA (Internal)		MR MAHESH DEWANGAN, TGT	
1		Prepare a calendar of activities for CCA/ prize and certificate	MATHS	
		distribution/ Celebration of important days/planning and conduct	MR JAGNNATH, PGT. HIN	
1		of effective morning assembly, Investiture ceremony	MS JYOTI SHARMA, PRT	
			MR SEWA RAM, PRT	
			ALL CLASS TEACHERS	
1			DR SANGITA MAHATA, PGT GEO	
			(I/C)	
		Effective coordination of external Co-curricular activities with the	RAJESHWAR PAIKRA, TGT ART SHIVENDRA PRATAP SINGH, TGT	
	CCA (External)	approval of the undersigned	HINDI	
			PAWAN KUMAR, PRT	
			ALL CLASS TEACHERS	
-			MR VINAY KUMAR, PGT BIO(I/C)	
1			MR MAHESH DEWANGAN, TGT	
	Examination (Internal)	Fill and a state of a section of supplication or not nattern	MATHS TOT 4 9	
		Effective planning and execution of examination as per pattern prescribed by the KVS for all classes & result declaration	MR SOURAV KUMAR, TGT	
			MR SHUBHAM GUPTA, PRT	
			MR ANKUR, PRT	
-		Effective Coordination with CBSE board in smooth and timely	MR KRISHNA KANTIWAL, PGT PHY	
		submission of CBSE/registration and conduct of board	(I/C)	
	Examination (CBSE),	examination/submission of data regarding the same to RO/HQ as)	
	Examination (Cosc.),	and when required	MRS HARSHITA, TGT ENG	
		To record the schedule/ sending consent letter/dispersal of		
	External Examination	remuneration/maintaining record and sending the to arrange invigilators as and when required,	MR LEELESH SARWA,TGT MATHS	
		To initiate steps for starting of NIOS and frame a proper timetable		
		after approval, Allotment of duty to staff	MR RAJESHWAR PAIKRA, TGT	
	4	Prepare an action plan for the year 2019-20 Organize scouts and	ART(I/C)	
	Scouts/Guides/Cubs	Guides activities as per KVS direction/Providing Voluntary service	MR SATISH KUMAR, TGT WE	
	3couts/Guides/Cous	as and when required during special occasions/monitoring discipline of the Vidyalaya.	MS JYOTI SHARMA, PRT	
			MR PAWAN KUMAR, PRT	
	(D card/Student Data & Scooty pass for U-16	Ask for quotation/negotiating/designing/supply of data/getting photographed/checking data /collection of money/supply of ID card Procure forms/filling and processing the same at the earliest	MR ROHIT, TGT PHE (I/C)	
l.			MR PAWAN KUMAR, PRT	
		care thesis formation and processing the sum of the contest.	MR PRINCE GUPTA, PGT	
	Discipline	Prepare an action plan to maintain perfect discipline in the school campus/checking late comers and follow ups/checking of uniform/ and communicating to parents through class teachers, LUNCH TIME, monitoring students in the eating area. Mrs Jayanthi, Yoga, nurse, coaches	MATHS(I/C)	
			MR ROHIT, TGT PHE	
)			MR MAHESH DEWANGAN, TGT	
			MATHS MS HEENA, SPORTS COACH	
			ALL TEACHERS	
		Safety and security of children/Informing hospitals,	DR SANGITA MAHATA, PGT GEO	
		security/conducting mock drills/ Tackling the emergency	(I/C) /G	
	Standard Operating Procedure	situation/educating children about reacting to untoward situations, emergency situations. Contact with the right Authorities for bringing situation Under control, Public Information as per the direction of the undersigned	MR SATISH KUMAR, TGT WE	
1			MR ROHIT, TGT PH&E	
			MR RAJESH, PGT HISTORY	
			MR GOVERDHAN, PRT MUSIC	
	CCC4 Online for payment	Fee collection checking month wise and submitting the report,	MR VIVEK GUPTA, PGT-CS (I/C)	
2	CS54, Online fee payment,	Announcement regarding fee collection and UBI verification		



ĕ		Updation, verification of data from time to time. Notification	AND WARREST COLUMN AND
		about payment of fees and remember to class teachers. Send messages as per directions of competent authority	MR NAYAN SORI, COMP INST
	Income Tax	Collection of savings data/calculation of tax/informing UDC on or before 10th every month/getting form 16	MR VIVEK GUPTA, PGT-CS(I/C) MR MAHESH DEWANGAN, TGT MATHS
		secole to greety monthly getting form to	MR SHUBHAM, PRT MS SHIVANI, PGT CHEM(I/C)
	Vidyalaya Magazine	Announcement of articles/collection/getting the quotation processed /placing order/editing/getting it printed with the approval of undersigned and distribution	MR RAJESHWAR PAIKRA, TGT ART MRS CHANDNI, PRT MRS GUNJAN SHUKLA, TGT SKT MR RAKESH, PRT
			MR SEWA RAM, PRT
5	Olymplads	Notification/registration/procuring books/guiding children/conduct of Olympiad/distribution of certificates	MR VINAY KUMAR, PGT-BIO(I/C) WMR MAHESH DEWANGAN, TGT MATHS
		To plan, conduct & report programme as per need	MR PAWAN KUMAR, PRT MR SATISH KUMAR, TGT WE(I/C)
5	Partnership with other schools	Coaching children/online registration/giving hall ticket/announcement/ etc.	MR SHUBHAM, PRT
7	CSIR/JIGYASA/INSPIRE/NTSE/NCSC	Coaching children/online registration/giving hall	MR KRISHNA KANTIWAL, PGT PHY (I/C)
	E E	ticket/announcement/ etc.	MS SHIVANI, PGT CHEM
8	Fieldtrip/Educational Tours, Adventure Activities	Finalizing place and date/Call for quotation/discussion with undersigned regarding money collection/safe conduct of education tour. &	MS SHIVANI YADAV, PGT CHEM(I/C)
		Arrangement of transport	MR RAJESHWAR PAIKRA, TGT ART MRS CHANDNI, PRT
		Arrangement Adventure Activities for Students As per KVS guidelines	MR TILESHWAR, TGT SST
		Complete cleanliness of the Vidyalaya and surroundings, monitoring arrival, leaving of cleaning	MR SATISH KUMAR, TGT WE(I/C)
		Maintenance of rewards w.r.t same/instructions to security and housekeeping /maintenance of their	MR ROHIT, TGT PHE
9	Cleanliness & Security/HouseKeeping	Attendance and checking their work and giving instruction	MS JYOTI, PRT \$ 10
		Certification of bill for payment	
		The in-charges can divide the duties on rotation Cleanliness should be given top priority, every day on routine a person should submit the report, Ensure enough quantity of cleaning and other required materials	ALL TEACHERS,
0	Computer literacy for Teacher	Encouraging staff and students to take part in ICT & other	MR VIVEK GUPTA, PGT CS (I/C)
-	development programmes.	projects/training staff in maximum utilization of smart classroom	MR NAYAN, COMP INST
1	School Website, BLOG Maintenance	Updating website on day-to-day basis	MR VIVEK GUPTA, PGT CS (I/C) MR SOURAV KUMAR, TG ENG MR SHUBHAM GUPTA, PRT MR NAYAN, COMP INST
	Furniture, Drinking water supply, Maintenance and Repair	Condemnation of old furniture/taking inventory/procuring furniture according to student's level considering the budget	MR SATISH KUMAR, TGT WE (I/C)
2		through purchase procedure Repairing electrical and electronic items/ AMC for needed articles	MR SHIVENDRA PRATAP SINGH, TGT HINDI
		and maintaining register for complaints for repairing items from teachers	MR PAWAN, PRT
3	Purchasing committee	Follow the purchase procedure/procure quotation / collecting requirement data from staff placing order/entry in stock register/ supply and maintaining issue register	DR SANGITA-MAHATA, PGT GEO MR RAJESHWAR PAIKRA, TGT ART MR SHUBHAM, PRT
4	First Aid /Medical Check up	To prepare first aid for student's/conducting medical checkup twice in a year and settling the account along with the report	MR ROHIT, TGT PHE (I/C) MR LEELESEH SARWA, TGT MATH MS SONIYA, STAFF NURSE
5	NCC & RSP	Conduct of NCC/Registration on special occasion/Record Maintenance and Report for higher officials as when asked	MR MAHESH DEW.TGTMATHS(I/C) MR TILESHWAR, TGT SST
6	Gardening & Beautification	Beautification of Vidyalaya and its surroundings/decoration on special occasions, Purchase of potted plants and ensuring maintenance of the plants	MR RAJESHWAR PAIKRA, TGT ART (I/C) MR SATISH KUMAR, TGT WE MRS HARSHITA, TGT ENG MS JYOTI SHARMA, PRT
7	Teaching Aids & Resource Room	Prepare Requirement list/purchase/issue and maintaining records for the respective departments	MRS CHANDNI, PRT MR SOURAV KUMAR, TGTENG(I/C) XS MR SHIVENDRA, TGT HIN MS KARISHMA SHUKLA, PRT
8	library	Stock checking/purchase/issue and sending data for higher authorities as when asked/conducting book exhibition/making students read book review in assembly	MR RAJESHWAR, TGT ART MS VEENA, COUNSELLOR



			DR SANGITA MAHATA, PGT
	Grievance-staff/students	Maintaining complaint box/opening once in a fortnight/recording and taking remedial measure with the consent of the undersigned	GEO(I/C)
9			MR VINAY KUMAR, PGT BIO
			MR MAHESH DEWANGAN, TGT
			MATH
-			MRS CHANDNI, PRT MS VEENA, COUNSELLOR
0	Public Relation & RTI Photography Vidyalaya Plan, inspection Tool/Follow up Induction of new PTC teachers Staff Club	Maintaining cordial relation with the public/ the public sources for the effective and smooth functioning of the day activities of the Vidyalaya Recording all special and worth recording events/fulfilment of the data to computer/sending the required data to the in-charge of the website committee for updating on the same day Preparing inspection tool with the approval of the undersigned/submission for inspection/sending follow up action to RO	MR VIVEK GUPTA, PGT CS(I/C)
30			MR SATISH KUMAR, TGT WE
			MR SHUBHAM, PRT
			MR PAWAN KUMAR(I/C)
31			MR NAYAN, COMP INST
			MR SHAILENDRA, PRT
			MR SEWA RAM, PRT 720
2			MR VINAY KUMAR, PGT BIO (I/C)
H			MR SHIVENDRA PRATAP SINGH,
3.			TGT HINDI
		Collection of agreement/issue of appointment and termination	MR PRINCE GUPTA, PGT MATHS
		order/orientation of new staff/maintaining their leave records	MR VINAY KUMAR, PGT BIO
4			PRINCE GUPTA, PGT MATHS(I/C)
14		Conducting staff welfare programmes	MR SHIVENDRA PRATAP SINGH
			TGT HINDI
		Maintenance and county	KARISHMA SHUKLA, PRT
5	Audio Visual Aids and PA System	Maintenance and supply along with optimum usage of resource/maintain records.	MR SATISH KUMAR, TGT WE (I/C)
	Visual Aids and PA System	Repair/Maintenance and arrangement of PA system on all	MS JYOTI SHARMA, PRT
		occasion and on daily basis	MR SHUBHAM GUPTA, PRT
			MR VINAY KUMAR, PGT BIO(I/C)
36	AEP	Orientation programme for students/arranging classes on	MS SHIVANI YADAV, PGT CHEM
		AEP/Inviting special guests for lectures/conducting fulfilment activities	MR ROHIT, TGT PH&E
		activities	MS SONIYA, STAFF NURSE
37	Artificial Intelligence	To conduct the classes as per the schedule and training for others	MR VIVEK GUPTA, PGT CS (I/C)
		are some und during for others	MR NAYAN, COMP INST
		Orientation programme for students/preparedness to face	MS SHIVANI YADAV, PGT CHEM
38.	Antibullying	bullying/control of bullying/maintaining record of cases /guidance and /sr nding data to HQ/RO as and when required with the approval of the undersigned	(I/C)
			MR ROHIT, TGT PH&E MS JYOTI SHARMA, PRT
H			MS VEENA, COUNSELLOR
		Conduction	DR SANGITA MAHATA, PGT GEO
		Conducting career guidance program for students of class IX & X/arranging special guests to address students in career related	(I/C) deal
39	Guidance & Counselling Tarunotsava	fields/conducting interest inventory and giving feedback in	MR MAHESH DEWANGAN, TGT
	larunotsava	student's/for parents and students	MATHS
		To implement the same as per the directions of KVS HQ's letter	MS VEENA, COUNSELLOR
			MS PRANJALI, SPEC. EDUCATOR MR SHIVENDRA, TGT HINDI(I/C)
40	Rajya Bhasha	Sending bilingual circular/maintaining the records in bilingual and	MR JAGNNATH, PGT HIN
		uploading the monthly report/conduct of Hindi Maah	MR SHUBHAM, PRT
	The state of the s	Conduct of inter house sports/coaching children for different	MR ROHIT, TGT PHE (I/C)
		games and sports/conduct of cluster and regional sports	WIR ROHLI, IGI PHE (I/C)
1	Sports & Games/SBSB	events/giving proper guidance for the children those who are a	
		taking part at different level sports events/arranging for	MS HEENA, SPORTS COACH
		certificates and medals for the winners by following financial	
ı	Charles and the same of the same of	rules/Sports Day Celebration	DR SANGITA MAHATA, PGT
12	VAAC	Suggesting names for the committee/floating the date for	GEO(I/C)
14	VMC	PTA/CPR meeting in consultation with the undersigned/	MR SHIVENDRA PRATAP SINGH,
		maintaining the minutes of the meetings and follow up measures	TGT HINDI
		a) Maintenance of the display boards in the Principal's room	MR RAJESHWAR PAIKRA, TGT ART
		b) High school display boards	MR BHUNESHWAR, PGT ENG
3	Display Boards	c) Office room display board updation	MR SHIVENDRA PRATAP SINGH,
			TGT HINDI
		d) Primary display boards	MRS CHANDNI
	Condemnation	e) Display boards near the Conference Room & Library Preparing condemnation list as per the KVS norms and submitting to the undersigned / arranging for auction if needed as per the KVS guidelines and settling the finance in the office	MS SHWETA, PRT
			MR VINAY KUMAR, PGT BIO (I/C)
4			MR PRINCE GUPTA, PGT MATHS
			MR SATISH KUMAR, TGT WE
E	Preparation of TC / Bonafide	Preparation of TC and bonafide certificate in the format with the	MS KARISHMA, PRT (I/C)
5	certificates	consent of the undersigned	MR SHUBHAM GUPTA, PRT
	Emails, postal correspondences circulation and distribution		MR VIVEK GUPTA, PGT CS (I/C)
6		Check mails online, signature of Principal and reply as pre-	MR KRISHNA KANTIWAL, PGT PHY
		directions of competent authority	MR SATISH, TGT WE
	Subject Conveners	Developing department Plan	DR SANGITA MAHATA, PGV
7			The state of the s



1		Listing the agenda points 3 days before the conduct of	MS SHIVANI, PGT CHEM
		the meeting/getting the approval of the undersigned 3. Recording the Minutes/follow up of the decisions taken. Presenting the minute before the Academic Advisory	MR SOURAY, TGT ENG X
			MR SHIVENDRA, TGT HIN
			MR PRINCE GUPTA, PGT MATHS A
		To plan for club activities. To Register member for the club. To	(1) MS JYOTI SHARMA, PRT
	Club Activities (Secondary)	conduct activities during the time allotted on alternative Wednesdays. To record and monitor the activities to ensure fulfilment of objectives. 1. Readers Club 2. Literacy Club (Hindl) 3. Literacy Club (English) 4. Eco Club	(2) MR SHIVENDRA, TGT HIN STANDARD (3) MR SOURAV KUMAR, TGT SULL ENGLISH
			(4) MR VINAY KUMAR, PGT BIO
			(5) MR TILESHWAR, TGT SST
			(6) MR RAJESHWAR PAIKRA, TGT
48		5. Integrity Club	(7) MS SHIVANI, PGT CHEM
		6. Arts Club 7. Science Club	(8) PRINCE GUPTA, PGT MATHS
		8. Maths Club	(9) SANGITA MAHATA, PGT GEO
		9. Social Science Club	(10) ROHIT, TGT PH&E
			(11)MS SHIVANI YADAV PGTCHEM
		12. Cyber Club	(12) MR KRISHNA KANTIWAL, PGT
	7 65	To plan for club activities. To Register member for the club. To conduct activities during the time allotted on alternative	(1) MR SEWA RAM, PRT
			(2) MS SHWETA, PRT
		Wednesdays. To record and monitor the activities to ensure fulfilment of objectives.	
19	Club Activities (Primary)	1. Literacy Club (Hindi) 2. Literacy Club (English) 3. Maths Club 4. EVS Club	(3) MR ANKUR, PRT
~	and subvides (Fillingly)		(4) MS BHUMIKA, PRT
			(5) MR RAKESH, PRT
	1	5. ICT Club 6. Dance and Music Club	(6) MRS CHANDNI
	Collection & compilation of photo/events and MONTHLY reports	Compile all photos of events/send monthly reports, maintain calendar of activities every month/event and display the Same appropriately and send to regional office Updation must be on the last working day of the preceding	MR NAYAN, COMP INST (I/C)
50			MR SHAILENDRA, PRT MR SEWA RAM
		month.	MR RAJESHWAR, TGT AE (I/C)
51	Pustakupkar	To implement the same as per the direction of KVS HQ's latter	MS VEENA, COUNSELLOR MR KARISHMA, PRT
52	CMP/TOY BASED PROG/FUN DAY	To take up activities as per the requirement from time to time and maintain records of the activities .	MRS CHANDNI, PRT
			MR SEWA RAM
3	ACADEMIC LOSS COMPENSATION PROGRAM	To take up activities as per the requirement from time to time and maintain records of the activities .	MR PRINCE , PGT MATH(I/C) MR SHIVENDRA, TGT HINDI
			ALL SUBJECT TEACHER
	SWACH VIDYALAYA/ HARIT VIDYALAYA AND GSP	To take up activities as per the requirement from time to time and maintain records of the activities .	MR VINAY KUMAR, PGT BIO (I/C) MR SATISH, TGT WE
4			MR ROHIT, TGT PHE
			ALL SUBJECT TEACHERS
-	YOUTH PARLIAMENT	To prepare students for the Competitions and send data related	DR SANGITA MAHATA, PGT GEO
5		to the same.	MR RAJESH, PGT HISTORY MR TILESHWAR, TGT SST
		To plan and organize workshop for staff as per need .	MR MAHESH, TGT MATHS(I/C)
2	INHOUSE WORKSHOP TRAINING	To conduct orientation for contractual teachers , recruited for the	
6	INHOUSE WORKSHOP, TRAINING, ORIENTATAION SESSIONS	session. To organize orientation programs for class I and XI. Too arrange awareness program for parents on assessment rules	MR SOURAV KUMAR, TGT ENG
		/norms of CBSE for class IX to XII. To maintain,conduct and report activities as per direction of	
7	MUSIC ROOM/VIRSA/R2R	competent authority.	MR GOVERDHAN, PRT MUSIC
			MR PRINCE, PGT MATHS (I/C)
В	PM SHRI	To plan for the expenditure and conduct various activities	MR VINAY KUMAR, PGT BIO MR MAHESH, TGT MATH MR RAJESHWAR, TGT AE
		To maintain the spaced of the students it is	MR SATISH, TGT WE
9	NATIONAL SCHOLARSHIP AND OTHER SCHOLARSHIP SCHEMES	To maintain the record of the students who are eligible to get the scholarship. Also, Maintain the record of those students who are getting any kind of scholarship.	MS SHIVANI, PGT CHEM(I/C)
	FLN, NIPUN BHARAT, VIDYA PRAVESH AND SCHOOL READINESS PROGRAM	Training the teachers for Foundation, Literacy and Numericals. Preparing assessment schedule and criteria for students. To conduct Vidyapravesh and SRP program for newly admitted class I students as per the NEP 2020.	MR KRISHNA KANTIWAL, PGT PHY
			(I/C)
)			MS KARISHMA SHUKLA, PRT
			MS JYOTI SHARMA, PRT
		and the second s	MRS CHANDNI, PRT

1/10a/2024