



केंद्रीय विद्यालय, बचेली

KENDRIYA VIDYALAYA BACHELI

बैलाडीला लौह अयस्क परियोजना निपेक्षक – 5, बचेली - 494 553, जिला – दंतेवाडा (छ. ग)

B.I.O.P. DEPOSIT-5, BACHELI – 494553, DANTEWADA(C.G.)

फ़ोन- 07857 - (O) 230 333, (R) 230 533

Website: <https://biopbacheli.kvs.ac.in/>

Email- bachelikv@gmail.com

KENDRIYA VIDYALAYA BACHELI

INSTITUTIONAL PLAN

EMAIL ID. bachelikvr@gmail.com

WEBSITE ADD :-<https://biopbacheli.kvs.ac.in/>

CBSE AFFILIATION NO. :3300003 (Valid up to 31/03/2032)

CBSE SCHOOL CODE NO- 19029

UDIES CODE NO. 24320501310

SCHOOL PERMANENT SITE ADDRESS :-

KENDRIYA VIDYALAYA BACHELI

NMDC COMPLEX INFRONT OF APPOLLO HOSPITAL BACHELI

DIST. DANTEWADA (CG)

PRINCIPAL :- SHERSINGH RAJPOOT (CONTACT NO. 9826370749)

AIMS & OBJECTIVES

- 1- **Integration of Educational Technology:** Promote technology-enabled teaching through Smart Classrooms, ICT tools, digital content, virtual laboratories, AI-enabled resources, and blended learning to enhance classroom effectiveness.
- 2- **Quality Teaching–Learning Process:** Ensure learner-centric, competency-based, experiential, and activity-oriented teaching practices that improve conceptual understanding and learning outcomes.
- 3- **Sustainable and Eco-Friendly Practices:** Foster environmental consciousness by integrating sustainable practices, resource conservation, waste management, energy efficiency, and Green School initiatives into the teaching–learning process.
- 4- **Promotion of Peer and Collaborative Learning:** Encourage cooperative learning, group discussions, peer tutoring, project-based learning, and collaborative classroom activities to develop teamwork and communication skills.
- 5- **Social and Emotional Development:** Promote students' emotional well-being, resilience, empathy, self-awareness, and positive interpersonal relationships through guidance, counselling, sports, art, and co-curricular activities.
- 6- **Value-Based Education:** Inculcate values of integrity, honesty, discipline, respect, compassion, national integration, constitutional values, and responsible citizenship among students.
- 7- **Development of Critical and Creative Thinking:** Encourage analytical thinking, problem-solving, innovation, creativity, and scientific temper through inquiry-based learning, experiments, research activities, and competitions.
- 8- **Holistic Personality Development:** Provide opportunities for intellectual, physical, emotional, cultural, and ethical development through curricular and co-curricular programmes.
- 9- **Inclusive and Equitable Education:** Ensure equal learning opportunities for all students by adopting inclusive teaching practices, addressing diverse learning needs, and supporting Children with Special Needs (CwSN).
- 10- **Competency-Based Assessment:** Strengthen formative and competency-based assessment practices to monitor learning progress, provide constructive feedback, and support continuous improvement.
- 11- **Promotion of Reading and Research Culture:** Encourage reading habits, library utilization, research aptitude, independent learning, and information literacy among students.
- 12- **Strengthening Foundational and Higher-Order Skills:** Develop strong literacy, numeracy, communication, digital literacy, and higher-order thinking skills aligned with NEP 2020 and CBSE guidelines.

- 13- **Skill Development and Vocational Awareness:** Foster life skills, financial literacy, entrepreneurship, coding, vocational exposure, and career awareness to prepare students for future opportunities.
- 14- **Health, Fitness and Well-being:** Promote physical fitness, yoga, sports, health awareness, mental well-being, and healthy lifestyle practices among students.
- 15- **Promotion of Indian Knowledge Systems and Culture:** Encourage appreciation of India's rich cultural heritage, languages, traditions, art forms, and constitutional values while nurturing global perspectives.
- 16- **Parental and Community Participation:** Strengthen collaboration with parents, alumni, and the local community to create a supportive learning ecosystem and enhance student development.
- 17- **Professional Development of Teachers:** Encourage continuous capacity building, innovation, reflective practices, action research, and effective use of educational technology among teachers.
- 18- **Leadership and Institutional Excellence:** Foster a culture of academic excellence, accountability, innovation, teamwork, and continuous quality improvement in all institutional practices.
- 19- **Preparation for Future Readiness:** Equip students with 21st-century skills, digital competence, adaptability, leadership qualities, communication skills, and global citizenship to meet future academic, professional, and societal challenges.
- 20- **Continuous Improvement and Excellence:**
Strive for continuous enhancement of academic standards, co-curricular achievements, stakeholder satisfaction, and overall institutional performance in alignment with the vision of Kendriya Vidyalaya Sangathan.

Institutional Commitment

We, the Kendriya Vidyalaya Bacheli family, are committed to working with dedication, sincerity, and a shared sense of responsibility to achieve the aims and objectives of the Institutional Plan for the holistic development of every learner. Our collective efforts shall focus on the following:

- 1- **Strengthening Parent–School Partnership:** Maintain continuous, constructive, and transparent interaction between parents, teachers, and school authorities to ensure the overall academic, social, and emotional development of students.
- 2- **Active Participation of Parents:** Encourage parents to actively participate in the growth and development of the Vidyalaya by sharing their expertise, professional experience, and valuable suggestions.
- 3- **Resource Mobilization and Infrastructure Development:** Extend support in mobilizing resources for the development, upgradation, maintenance, and effective utilization of the Vidyalaya's physical and academic infrastructure.

- 4- Support to the Vidyalaya Management Committee (VMC):** Assist the Chairman and the Vidyalaya Management Committee in facilitating timely, transparent, and effective decision-making for the smooth functioning and progress of the institution.
- 5- Community Engagement and Social Responsibility:** Foster collaboration with organizations engaged in community service and social welfare by promoting participatory activities involving students, parents, teachers, and other stakeholders.
- 6- Strengthening Alumni Network:** Develop and strengthen the Alumni Association to encourage former students to contribute towards the academic, infrastructural, career guidance, mentoring, and overall development of the Vidyalaya.
- 7- Promoting a Safe, Inclusive, and Child-Friendly Environment:** Ensure a secure, inclusive, and nurturing school environment that promotes equity, mutual respect, discipline, and the well-being of every child.
- 8- Supporting Academic Excellence:** Work collectively to improve learning outcomes through continuous monitoring, remedial support, enrichment programmes, and effective implementation of KVS and CBSE initiatives.
- 9- Promoting Values and Responsible Citizenship:** Inculcate constitutional values, national integration, environmental consciousness, social responsibility, and ethical behaviour among students through curricular and co-curricular activities.
- 10- Institutional Excellence:** Work together with all stakeholders—students, teachers, parents, alumni, the Vidyalaya Management Committee, and the local community—to enable Kendriya Vidyalaya Bacheli to effectively perform its role as a centre of excellence and a pace-setting institution in accordance with the vision and mission of Kendriya Vidyalaya Sangathan.

INFORMATION ABOUT OUR OFFICER'S

Name	Post	date of joining
	Smt. P B S Usha	Deputy Commissioner
	Shri Vivek Kumar Chauhan	assistant Commissioner
	Shri Ravindra Kumar	assistant Commissioner

KENDRIYA VIDYALAYA BACHELI STAFF DETAIL

NAME	DESIGNATION	EMPLOYEE CODE	MOBILE NO.
SHERSINGH RAJPOOT	PRINCIPAL	46462	9826370749
ANANT PRATAP SINGH	PGT PHYSICS 1	75739	9455118966
SUYASH RAWAT	PGT PHYSICS 2	101270	8447640233
VACANT	PGT CHEMISTRY 1		
VACANT	PGT CHEMISTRY 2		
DEEPAK	PGT MATHS	101269	9306411232
V.V. NARSAMMA	PGT BIOLOGY	16041	9755696565
TARUNKUMAR BARIA	PGT COMPUTER SCIENCE	107887	9824723253
SHIVRAJ MEENA	PGT HINDI	59590	7663879741
SHAKTI BHAGAT	PGT ENGLISH	62899	9663569355
PRATEEK JAISWAL	PGT COMM	75176	7905311259
VACANT	PGT ECO		
TARA BAGH	TGT HINDI	30012	9406259508
VIBHA KUMARI	TGT HINDI	102259	7987207677
ANKITA PRADHAN	TGT ENGLISH 1	102248	6265664873
VACANT	TGT ENGLISH 2		
VACANT	TGT ENGLISH 3		
RANADEEP ADHIKARI	TGT MATHS 1	50826	8827690246
ROHIT BAJPAI	TGT MATHS 2	79267	7706829399
VACANT	TGT MATHS 3		
ATUL MANN	TGT SO. ST 1	107518	9685579685
AMAR CHAND VERMA	TGT SO. ST 2	80604	8947810231
SUMITRA THAKUR	TGT SCIENCE 1		
VACANT	TGT SCIENCE 2		
HANSRAJ MEENA	TGT SANSKRIT 1	78734	9414394086
VACANT	TGT SANSKRIT 2		
ARSHI GUPTA	TGT ART	109912	8791119271
ANUP KUJUR	TGT P & HE	48336	6261996223
MAYANK KUMAR SONKAR	TGT WE	75871	9407745482
OM PARKASH	LIBRARIYAN	107520	9996868700
MAMTA KUMARI	HM	50748	9691476508
TAPENDRA SINGH MEHRA	PRT 1	102249	9785455432
RENU	PRT 2	107522	7027774004
POOJA SAINI	PRT 3	107521	9716166814

XAVIER SOREN	PRT 4	107519	8527780406
MANISH BISHEN	PRT 5	78612	9770959388
SANJEEV SAINI	PRT 6	79798	9017566607
SHAFI MOHD.	PRT 7	78971	9050688271
AJAY	PRT 8	78631	8700943544
DAULAT SINGH RATHORE	PRT 9	76873	
VIJAY	PRT 10	76905	
ABHISHEK KUMAR GAUR	PRT 11	82337	
VACANT	PRT MUSIC		
SANDEEP KUMAR	SSA	60561	7785810380
CHANDAN KUMAR KANNAUJIA	JSA	83540	6386482228
VACANT	SUB STAFF		

KENDRIYA VIDYALAYA (BIOP) BACHELI COMMITTEES FOR THE SESSION 2026-27

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2026-27. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. In absence of the in-charge the next senior member of the committee will automatically will be the in-charge and so on but all the members will be equally responsible. The handing and taking over of the departments shall be completed immediately.

NAME OF COMMITTEE	INCHARGES/TEACHERS	DUTIES AND RESPONSIBILITIES
1- ADVISORY COMMITTEE TO THE PRINCIPAL	<ol style="list-style-type: none"> 1. Mr. ANANT PRATAP SINGH 2. Mr. PRATEEK JAISWAL 3. Mr. SUYASH RAWAT 4. MRS. SHAKTI BHAGAT 5. MRS. SUMITRA THAKUR 6. MRS. MAMTA KUMARI 	<ol style="list-style-type: none"> 1. Assist in day-to-day administration – Support the Principal in routine administrative and institutional matters. 2. Review official circulars – Examine and interpret circulars received from KVS Regional Office Bengaluru and KVS Headquarters New Delhi. 3. Provide policy guidance – Advise the Principal on implementation of rules, regulations, and institutional policies. 4. Support budget preparation – Assist in preparing budget estimates under SF (Student Fund) and VVN (Vidyalaya Vikas Nidhi). 5. Help in financial management – Contribute to the preparation and review of annual accounts (SF & VVN). 6. Facilitate decision-making – Offer recommendations for effective and timely administrative decisions. 7. Ensure compliance – Help ensure that institutional practices follow KVS guidelines and government norms. 8. Coordinate administrative activities – Assist in smooth functioning by coordinating among different departments. 9. Undertake assigned responsibilities – Carry out any additional tasks assigned by the Principal related to administration.

		<p>10. Handle related institutional matters – Address any other relevant issues to improve overall functioning and efficiency of the institution.</p>
<p>2- ACADEMIC COUNCIL COMMITTEE (Special Committee for pursuing The programme for bright and slow learners and Minimum programme for all)</p>	<ol style="list-style-type: none"> 1. Mr. ANANT PRATAP SINGH 2. Mr. SUYASH RAWAT 3. MR. PRATEEK JAISWAL 4. MRS. SUMITRA THAKUR 5. MRS. MAMTA KUMARI 6. MR. ABHISHEK GAUR 	<ol style="list-style-type: none"> 1. Identify and classify learners – Categorize students as bright, slow, or average based on performance. 2. Develop special programmes – Design enrichment programmes for bright learners and remedial programmes for slow learners. 3. Ensure minimum learning standards – Set and monitor basic academic outcomes that every student must achieve. 4. Prepare academic action plans – Plan bridge courses, extra classes, and support activities. 5. Monitor student progress – Regularly track academic improvement and performance. 6. Provide remedial support – Arrange additional coaching and guidance for slow learners. 7. Promote advanced learning – Encourage bright students through competitions, projects, and higher-level tasks. 8. Coordinate with faculty – Work with teachers to implement suitable teaching strategies. 9. Evaluate programme effectiveness – Assess the impact of academic initiatives and suggest improvements. 10. Maintain records and reporting – Keep proper documentation and report progress to higher authorities.
<p>3- TIME TABLE COMMITTEE</p>	<ol style="list-style-type: none"> 1. MR. DEEPAK (I/C) 2. MR. ANANT PRATAP SINGH 3. MR. SUYASH RAWAT 4. MR. OM PARKASH 	<ol style="list-style-type: none"> 1. Prepare the school timetable – Design the timetable in accordance with the latest KVS guidelines. 2. Arrange substitution for absent teachers – Ensure smooth functioning by assigning teachers during leave periods.

		<ol style="list-style-type: none"> 3. Monitor arrangement periods – Ensure that teachers attend and effectively utilize their allotted arrangement/substitution periods. 4. Plan remedial timetable – Prepare special timetables for low achievers to support academic improvement. 5. Display arrangements publicly – Put up daily arrangements and related notices on the notice board for transparency. 6. Maintain records – Keep an updated arrangement register and proper documentation of timetable changes. 7. Coordinate with staff – Work closely with teachers and departments to avoid clashes and ensure smooth scheduling. 8. Handle additional duties – Perform any other related work assigned by the Principal or required for effective timetable management.
4- ADMISSION COMMITTEE	<ol style="list-style-type: none"> 1. MR. SHIVRAJ MEENA (I/C) 2. MR. TARUN BARIA 3. MRS. V.V. NARSAMMA 4. MR AMARCHAND VERMA 5. MS. ANKITA PRADHAN 6. ABHISHEK KUMAR GOUR 7. MANISH KUMAR BISHEN 	<ol style="list-style-type: none"> 8- Display admission guidelines – Publish clear notices regarding admission rules and procedures as per KVS norms. 9- Provide forms and annexures – Ensure availability and display of required application forms and annexures as per KVS guidelines. 10- Verify documents – Scrutinize and authenticate all submitted documents before granting admission. 11- Prepare and finalize merit list – Compile the merit list and obtain approval from the VEC before its release. 12- Maintain admission registers – Keep accurate and updated records of all admissions. 13- Process admissions based on KV TC – Admit students transferring from other Kendriya Vidyalayas as per prescribed norms. 14- Handle local transfer admissions – Process admissions for students transferring locally in accordance with rules. 15- Ensure RTE compliance – Carry out admissions under the RTE Act as per government and KVS provisions.

		<p>16- Maintain proper records and documentation – Preserve all admission data in prescribed formats and proformas.</p> <p>17- Upload admission details online – Ensure timely and accurate updating of admission data on the school website.</p> <p>18- Perform other related work.</p>
5- INTERNAL EXAMINATION	<ol style="list-style-type: none"> 1. MR. SUYASH RAWAT (I/C) 2. MR. HANSRAJ MEENA 3. MR. AMAR CHAND VERMA 4. MR. ABHISHEK GOUR (I/C – PRIMARY WING) 5. MR. MANISH BISHEN 6. MR. TAPENDRA SINGH 	<ol style="list-style-type: none"> 1. Conduct internal examinations – Organize and execute exams as per the KVS academic calendar. 2. Prepare and update report formats – Ensure report cards and mark lists follow the latest CBSE guidelines. 3. Collect question papers – Obtain question papers from setters along with blueprints and marking schemes. 4. Ensure confidentiality and security – Maintain strict secrecy in handling question papers and exam materials. 5. Organize retests – Conduct retests for eligible students as per KVS norms. 6. Evaluate and compile results – Coordinate timely evaluation and accurate tabulation of marks. 7. Analyze exam performance – Review results of internal and Pre-Board exams to identify strengths and weaknesses. 8. Declare results on time – Publish results as per the KVS schedule. 9. Update examination details online – Regularly upload exam-related information and results on the school website. 10. Perform related duties – Handle any additional examination-related work assigned by the Principal.

6- CBSE EXAMINATION	<ol style="list-style-type: none"> 1. MR. ANANT PRATAP SINGH (I/C) 2. MR. TARUN BARIA 3. MR. ROHIT BAJPAI 4. Mr. CHANDAN PRASAD 	<ol style="list-style-type: none"> 1. Correspond with CBSE – Handle all communication with CBSE regarding examination-related queries and instructions. 2. Monitor student registration – Ensure timely and accurate registration of Class IX and Class XI students for Board examinations. 3. Follow CBSE/KVS guidelines – Regularly check the CBSE website and implement all instructions related to external exams. 4. Maintain records – Keep systematic records of all examination-related documents and submissions. 5. Dispatch answer scripts – Send evaluated answer sheets to CBSE promptly and securely. 6. Maintain document copies – Keep Xerox copies of all documents sent to CBSE for reference and verification. 7. Manage exam accounts – Maintain accounts of answer books and expenditure in prescribed formats. 8. Coordinate with external agencies – Work with CBSE-appointed bodies and other agencies for smooth conduct of exams. 9. Ensure safe custody of materials – Securely store confidential exam materials and documents. 10. Supervise examination process – Assist in smooth conduct, discipline, and adherence to CBSE norms during exams. 11. Settle financial accounts – Complete and reconcile all examination-related financial transactions. 12. Perform additional duties – Undertake any other examination-related work assigned by the Principal or authorities.
----------------------------	---	---

7- LIBRARY COMMITTEE	<ol style="list-style-type: none"> 1. MR. OM PARKASH (I/C) 2. MR. ANANT PRATAP 3. MRS. MAMTA KUMARI 4. MRS. SHAKTI BHAGAT 5. MR. SHIVRAJ MEENA 6. MRS. TARA BAGH 7. MR. DEEPAK 8. MR. TAPENDRA SINGH MEHRA 	<ol style="list-style-type: none"> 1. Procure books as per guidelines – Purchase books and resources in accordance with KVS norms. 2. Collect staff suggestions – Consider recommendations from teachers and staff for adding new books and materials. 3. Ensure proper circulation – Facilitate issue and return of books as per library rules for students and staff. 4. Monitor book usage – Ensure that books are not retained by the same individual for an extended period. 5. Promote reading habits – Encourage students to write book reviews and actively engage with library resources. 6. Maintain guidance corner – Set up and manage a Guidance & Counselling corner/table in the library. 7. Maintain library records – Keep accurate records of book inventory, issue/return registers, and stock verification. 8. Handle additional duties – Perform any other related work assigned by the Principal or required for library management.
8- CLA COMMITTEE	<ol style="list-style-type: none"> 1. MR. SHIVRAJ MEENA (I/C) 2. MRS. SHAKTI BHAGAT (I/C) 3. MRS. TARA BAGH 4. MR. OMPARKASH 5. MS. ARSHI GUPTA 6. MR. MAYANK KUMAR SONKAR 7. MR. ANUP KUJUR 8. MR. SHAFI MOHD. (I/C PRIMARY) 9. MR. DAULAT SINGH RATHORE 	<ol style="list-style-type: none"> 1. Annual planning of CCA activities – Prepare a comprehensive plan and calendar for co-curricular activities. 2. Organize morning assembly – Ensure the morning assembly is conducted regularly within the stipulated time. 3. Prepare assembly schedule – Assign responsibilities to primary and secondary class teachers for conducting assemblies. 4. Coordinate CCA events – Plan and execute various competitions and activities throughout the year. 5. Maintain results of activities – Record and preserve results and achievements of all CCA events. Procure and distribute prizes – Arrange purchase and fair distribution of prizes, certificates, and medals. 6. Maintain CCA records – Keep updated registers and documentation of all activities conducted.

		7. Handle additional responsibilities – Perform any other related work assigned by the Principal.
9- PURCHASE COMMITTEE	<ol style="list-style-type: none"> 1. MR. SANDEEP 2. Mr. ANANT PRATAP SINGH 3. MR. MAYANK KUMAR SONKAR 4. MR. OM PARKASH 5. STOCK HOLDER 	<ol style="list-style-type: none"> 1. Identify departmental requirements – Collect and assess purchase requirements from various departments. 2. Prioritize purchase items – Decide the urgency and importance of items to be procured. 3. Prepare expenditure estimates – Calculate and prepare detailed cost estimates for proposed purchases. 4. Submit budget proposals – Present purchase requirements and budgets for approval from competent authority. 5. Invite quotations – Call for quotations from suppliers in consultation with the Principal. 6. Prepare comparative statements – Compare quotations and evaluate them based on quality, cost, and suitability. 7. Place purchase orders – Finalize and place orders for the most suitable and lowest quoted items as per norms. 8. Ensure quality verification – Physically verify purchased goods/items for quality and quantity upon receipt. 9. Maintain stock marking – Mark all purchased items with permanent marker including date of receipt for tracking. 10. Handle additional duties – Perform any other related work assigned by the Principal or institution.

11- GRIEVANCE BOX OPENING COMMITTEE (Students/Parents)	<ol style="list-style-type: none"> 1. PRINCIPAL 2. Mr. PRATEEK JAISWAL 3. MRS. TARA BAGH 4. MRS. MAMATA KUMARI (HM) 	<ol style="list-style-type: none"> 1. Regular opening of grievance boxes – Open suggestion/grievance boxes every week as per schedule. 2. Collect and record grievances – Collect all written suggestions and complaints and maintain proper records in files. 3. Ensure transparency – Open the boxes in the presence of all committee members and the Principal/authorized authority. 4. Maintain confidentiality and fairness – Ensure no grievance or document is hidden, altered, or suppressed, and avoid bias against any individual. 5. List and categorize grievances – Systematically record and classify all suggestions and complaints received. 6. Conduct committee meetings – Discuss grievances in formal meetings and record decisions taken. 7. Consult Principal for action – Present grievances to the Principal and seek guidance on appropriate action. 8. Maintain minutes and reports – Prepare and preserve meeting minutes and submit periodic reports along with proper documentation.
13- SEXUAL HARASSMENT PREVENTION COMMITTEE	<ol style="list-style-type: none"> 1. DR. SAROJ DABAS (AC JABALPUR) 2. MRS. URMILA TAMO (PRAGATI PRAYASH SEVA SANSTHAN) 3. MRS. SHAKTI BHAGAT 4. MRS. MAMTA KUMARI 5. MRS. TARA BAGH 	<ol style="list-style-type: none"> 1- Address complaints of harassment – Examine and act upon any reported cases of sexual harassment within the Vidyalaya. 2- Ensure impartial inquiry – Conduct all proceedings in a fair, unbiased, and neutral manner. 3- Maintain confidentiality – Strictly protect the identity of complainants and accused individuals and ensure complete secrecy of proceedings. 4- Prevent misinformation – Ensure that no rumours or unauthorized information are spread regarding any case. 5- Report to the Principal – Submit findings and recommendations to the Principal for appropriate action in accordance with rules and guidelines.

<p>14- MAINTENANCE AND REPAIRS</p>	<ol style="list-style-type: none"> 1. MR. MAYANK SONKAR 2. MR. OMPARKASH 3. MR. ATUL MANN 4. MR. XAVIER SOREN 	<ol style="list-style-type: none"> 1. Monitor repair works – Supervise all maintenance and repair activities carried out in the Vidyalaya. 2. Identify maintenance needs – Inspect school infrastructure regularly and identify areas requiring repair or upkeep. 3. Maintain repair register – Keep a date-wise record of all repair and maintenance works undertaken. 4. Ensure timely execution – Follow up to ensure that repair works are completed promptly and effectively. 5. Coordinate with service providers – Liaise with electricians, plumbers, and other service personnel for maintenance work. 6. Handle additional duties – Perform any other related work assigned by the Principal or required for proper upkeep of the Vidyalaya.
---	---	--

16- PHOTOGRAPHY COMMITTEE	<ol style="list-style-type: none"> 1. MR. OMPARKASH 2. MR. CHANDAN PRASAD 3. MR. SUHAIL ALAM KHAN 	<ol style="list-style-type: none"> 1- Cover school events – Ensure photography and videography of all-important occasions, days, and functions in the Vidyalaya. 2- Document assembly highlights – Capture photographs of significant and interesting moments during morning assemblies and school activities. 3- Maintain digital records – Properly store and organize soft copies of photos and videos in designated folders in the computer system/lab. 4- Ensure systematic archiving – Label and preserve photographic records for easy retrieval and future reference. 5- Handle additional duties – Perform any other related work assigned by the Principal or required for documentation purposes.
17-CONDEMNATION COMMITTEE	<ol style="list-style-type: none"> 1. Mr. ANANT PRATAP SINGH 2. MR. TARUN BARIA 3. MR. OMPARKASH 4. MR. DAULAT SINGH RATHORE 5. Stock Holders 	<ol style="list-style-type: none"> 1. Issue notice for stock verification – Initiate and circulate notices for stock verification and identification of items for condemnation. 2. Identify unserviceable items – Inspect school assets and identify articles that are unfit for further use as per norms. 3. Conduct condemnation process – Follow due procedure for condemnation of obsolete, damaged, or unserviceable items. 4. Communicate auction details – Send notices to the Regional Office and other schools regarding auction of condemned items as per rules. 5. Handle additional duties – Perform any other related work assigned by the Principal or required for proper disposal of condemned materials.
18- FURNITURE COMMITTEE	<ol style="list-style-type: none"> 1. MR. DEEPAK I/C 2. MR. ATUL MANN 3. MR. RANDEEP ADHIKARI 4. Mr. VIJAY 	<ol style="list-style-type: none"> 1. Ensure uniform furniture arrangement – Maintain uniformity of furniture in classrooms as far as possible for proper aesthetics and usability. 2. Inspect furniture condition – Regularly check classrooms and identify furniture requiring repair or replacement. 3. Report repair needs – Bring damaged or unusable furniture issues to the notice of the Principal for necessary action.

		<p>4. Prevent misuse of furniture spaces – Ensure that no furniture is left or stored in corridors or unauthorized areas.</p> <p>5. Ensure proper restoration after use – Verify that any furniture taken for functions or events is returned to its original place.</p> <p>6. Handle additional duties – Perform any other related work assigned by the Principal for proper maintenance and management of furniture.</p>
19-GUIDANCE AND COUNSELLING	<p>1. MRS. SHAKTI BHAGAT (I/C)</p> <p>2. Mr. ANANT PRATAP SINGH</p> <p>3. MR. OM PARKASH</p> <p>4. MR. XAVIER SOREN</p> <p>5. MR. AJAY</p> <p>6. Counselor</p>	<p>1. Plan annual counselling programme – Prepare and organize a structured plan for guidance and counselling activities for the academic year.</p> <p>2. Maintain counselling records – Keep a proper Guidance & Counselling register with details of sessions, students, and activities conducted.</p> <p>3. Organize guest lectures – Arrange motivational and awareness lectures by inviting experts such as scientists, doctors, and other dignitaries.</p> <p>4. Provide vocational guidance – Conduct career-oriented counselling sessions by inviting professionals from various fields.</p> <p>5. Manage remuneration process – Coordinate and process payments for guest speakers/experts in consultation with the Principal.</p> <p>6. Handle additional responsibilities – Perform any other related work assigned by the Principal for effective student guidance and support.</p>
20- EXCURSION COMMITTEE	<p>1. Mrs. V. V. NARSAMMA</p> <p>2. MR. ATUL MANN</p> <p>3. MRS. ANKITA PRADHAN</p> <p>4. MR. ANUP KUJUR</p> <p>5. MR. OM PARKASH</p> <p>6. MRS. VIBHA KUMARI</p>	<p>1- Plan educational tours/excursions – Organize and design excursion programmes for all classes as per KVS norms.</p> <p>2- Obtain necessary approvals – Ensure all excursion plans are approved by the Principal and follow institutional guidelines.</p> <p>3- Issue intimation to parents – Provide detailed information letters to class teachers for communication with parents.</p> <p>4- Collect parental consent – Obtain acknowledgements/permission slips from parents and maintain proper records.</p>

		<p>5- Ensure student safety – Take full responsibility for the safety and security of students during travel and stay at the excursion site.</p> <p>6- Provide basic facilities – Ensure availability of hygienic food and safe potable drinking water for students.</p> <p>7- Arrange transport and finances – Organize transport facilities and ensure timely settlement of related bills.</p> <p>8- Handle additional responsibilities – Perform any other related work assigned by the Principal for smooth and safe conduct of excursions.</p>
21- MEDICAL CHECKUP COMMITTEE	<ol style="list-style-type: none"> 1. Mr. ANUP KUJUR (In charge) 2. MRS. V.V. NARSAMMA 3. MRS. ANKITA PRADHAN 4. MRS. POOJA SAINI 5. Mr. MANISH BISEN 6. MR. VYOM SHANKAR 	<p>4- Conduct periodic health check-ups – Organize medical check-ups of all students at least twice a year.</p> <p>5- Provide immediate medical assistance – Offer first aid and necessary medical help to students whenever required.</p> <p>6- Maintain medical records – Keep updated and confidential health records of all students.</p> <p>7- Maintain medical room – Ensure cleanliness, proper equipment, and availability of basic medicines in the medical room.</p> <p>8- Follow-up on health cases – Monitor and ensure necessary follow-up actions after medical check-ups for identified health issues.</p> <p>9- Handle additional duties – Perform any other related work assigned by the Principal for student health and welfare.</p>
22- SCIENCE EXHIBITION COMMITTEE	<ol style="list-style-type: none"> 1. Mr. ANANT PRATAP SINGH (I/C) IAPT 2. MR. SUYASH RAWAT (WWQ , JNSME) 3. Mrs. V. V. NARSAMMA (Green Olympiad) 4. Mrs. SUMITRA THAKUR (INSPIRE) 5. MR. MAYANK SONKAR (JNSME) 6. MR. HARISH (SOF) 7. MS. NIDHI SAHU 8. All Science Teachers 	<p>1. Motivate student participation – Encourage students to prepare innovative exhibits based on themes prescribed by KVS.</p> <p>2. Organize science exhibition – Plan and conduct the Vidyalaya-level Science Exhibition as per the scheduled calendar.</p> <p>3. Promote wide participation – Encourage maximum number of students from all classes to take part in the exhibition.</p> <p>4. Develop scientific temper – Foster curiosity, creativity, and a scientific attitude among students through guided activities.</p>

		<p>5. Coordinate exhibition activities – Manage planning, arrangements, evaluation, and display of student projects effectively.</p> <p>6. Handle additional responsibilities – Perform any other related work assigned by the Principal for successful conduct of the exhibition.</p>
<p>23- EK BHARAT SHRESHTHA BHARAT</p>	<p>1. MR. AMAR CHAND VERMA (I/C)</p> <p>2. MR. ATUL MANN</p> <p>3. MRS. RENU</p> <p>4. MRS. ANKITA PRADHAN</p> <p>5. MRS. ARSHI GUPTA</p> <p>6. DANCE COACH</p> <p>7. MR. MAYANK SONKAR</p>	<p>1- Motivate project preparation – Encourage students to prepare projects/models based on the partner state/country allotted under the programme.</p> <p>2- Promote multi-level participation – Encourage maximum student participation in cluster, regional, and national-level exhibitions.</p> <p>3- Encourage cultural and academic activities – Motivate students to participate in debates, group dance, music, skits, and other activities linked to Social Science exhibitions.</p> <p>4- Assign project-based learning tasks – Provide 1st term project work for each class based on Social Science exhibition themes.</p> <p>5- Organize Vidyalaya exhibition – Conduct school-level exhibition and select the best projects for further levels.</p> <p>6- Handle additional responsibilities – Perform any other related work assigned by the Principal for effective implementation of the programme.</p>
<p>24- MATHS IMO /SCIENCE NSEJS /NSE ENGLISH AND OTHER OLYMPIAD</p>	<p>1. MR. DEEPAK (PRMO)</p> <p>2. MR. RANDEEP ADHIKARI (PRMO)</p>	<p>1. Create awareness among students – Inform and guide students about various Olympiads and their importance.</p> <p>2. Encourage participation – Motivate maximum number of students to take part in Maths, Science, English, and other Olympiad competitions.</p> <p>3. Conduct examinations – Organize and facilitate smooth conduct of Olympiad exams as per schedule.</p> <p>4. Coordinate with external agencies – Maintain effective liaison with organizing bodies for registration, exam conduct, and results.</p> <p>5. Ensure smooth execution – Manage all logistical arrangements required for successful conduct of Olympiads in the school.</p>

		6. Handle additional responsibilities – Perform any other related work assigned by the Principal for effective participation in Olympiads.
25- RAJBHASHA COMMITTEE	1. Mr. SHIVRAJ MEENA I/C 2. MRS. TARA BAGH 3. MR. HANSRAJ MEENA 4. MS. VIBHA KUMARI	1. Ensure bilingual documentation – Make sure the names of staff members in the attendance register are written in both Hindi and English. 2. Promote use of Hindi in official communication – Ensure that replies to official letters received in Hindi are also sent in Hindi. 3. Prepare implementation reports – Compile and submit periodic reports on the implementation and use of Hindi in official work. 4. Organize Hindi events – Plan and conduct Hindi Week and Hindi Pakhwara with various literary and cultural activities. 5. Encourage Hindi usage – Promote the use of Hindi in day-to-day administrative and academic activities. 6. Handle additional responsibilities – Perform any other related work assigned by the Principal for effective implementation of Rajbhasha policies.
26- WEBSITE COMMITTEE	1. MR. TARUN BARIA 2. MR. CHANDAN PRASAD 3. MR. SUHAIL ALAM KHAN	1. Regular website updates – Ensure that all school information, notices, and announcements are updated on the website in a timely manner. 2. Maintain photo gallery – Update the website photo gallery with latest photographs along with appropriate captions. 3. Publish achievements as flash news – Highlight exemplary student and school achievements through flash news updates on the website. 4. Integrate value education content – Ensure that value-based activities are reflected and incorporated in the school morning assembly updates. 5. Facilitate value talks – Coordinate and ensure that teachers deliver value-oriented talks during morning assemblies. 6. Handle additional responsibilities – Perform any other related work assigned by the Principal for

		effective website management and value education promotion.
27- ACP	1. MR. SHIVRAJ MEENA 2. MRS. SHAKTI BHAGAT 3. MRS. V.V. NARSAMMA 4. MRS. TARA BAGH 5. MR. OMPARKASH 6. MS. ARSHI GUPTA	1. Integrate value-based activities – Ensure that value education activities are regularly included in the morning assembly. 2. Organize value talks – Coordinate and ensure that teachers deliver meaningful value-oriented talks during the morning assembly. 3. Promote moral and ethical values – Encourage activities that help inculcate discipline, respect, responsibility, and other core values among students. 4. Monitor assembly effectiveness – Ensure smooth conduct of assemblies with active student participation and meaningful content. 5. Handle additional responsibilities – Perform any other related work assigned by the Principal for strengthening value education in the school.
28- MINUTES COMMITTEE	1. MRS. SHAKTI BHAGAT (In charge) 2. MRS.. ANKITA PRADHAN 3. MRS. VIBHA KUMARI	1-Record minutes of meetings – Accurately write the minutes of all meetings conducted in the Vidyalaya. 2-Obtain signatures – Ensure that all concerned teachers sign the minutes after review and confirmation. 3-Maintain minutes register – Keep a properly maintained and updated register of all meeting proceedings. 4-Ensure proper documentation – Preserve records in an organized manner for future reference and institutional compliance.
30- VMC MEETING COMMITTEE	1. Mr. ANANT PRATAP SINGH (In charge) 2. Mrs. Shakti Bhagat 3. Teacher Representative	1. 1 Invite VMC members – Inform and formally invite all VMC members for scheduled meetings in a timely manner. 2. Organize meeting arrangements – Ensure proper seating arrangements and overall setup for smooth conduct of meetings. 3. Provide refreshments – Arrange refreshments for VMC members during meetings as per requirement.

		<ol style="list-style-type: none"> Record minutes of meetings – Accurately note down the proceedings and decisions of VMC meetings. Arrange stationery and materials – Provide necessary items such as files, pens, registers, and maintain records of usage. Handle additional responsibilities – Perform any other related work assigned by the Principal for effective conduct of VMC meetings.
31- AEP COMMITTEE	<ol style="list-style-type: none"> Mrs. V.V. NARSAMMA MRS. SUMITRA THAKUR MRS. TARA BAGH MRS. SHAKTI BHAGAT 	<ol style="list-style-type: none"> Plan annual AEP activities – Design and prepare a structured plan of AEP activities for the academic year. Organize expert talks – Arrange interactive sessions and talks by subject experts for students. Promote awareness programmes – Conduct activities to create awareness on adolescent health, life skills, and value education. Maintain activity records – Keep proper documentation and records of all AEP sessions and programmes conducted. Coordinate implementation – Ensure smooth execution of planned activities in coordination with teachers and resource persons. Handle additional responsibilities – Perform any other related work assigned by the Principal for effective implementation of AEP.
32- MEDIA AND PUBLICITY	<ol style="list-style-type: none"> Mr. OM PARKASH (In charge) MR. CHANDAN PRASAD MR. SUHAIL ALAM KHAN 	<ol style="list-style-type: none"> Coordinate with newspaper agencies – Establish and maintain communication with print media for coverage of school events and achievements. Promote school activities in media – Ensure timely publication of important school events, achievements, and announcements in newspapers. Manage social media updates – Upload and regularly update school-related activities on approved social media platforms. Ensure accurate representation – Verify that all published and posted content is correct, appropriate, and aligned with school guidelines.

		<p>5. Handle additional responsibilities – Perform any other related work assigned by the Principal for effective media and publicity management.</p>
<p>33- DISPLAY BOARD COMMITTEE</p>	<p>1. Mrs. ARSHI GUPTA (In charge) 2. Mrs. ANKITA PRADHAN 3. MR. DEEPAK 4. Ms. POOJA SAINI</p>	<p>1. Decorate display boards – Ensure that all display boards are neatly and creatively decorated as per the assigned themes/topics. 2. Ensure relevance of content – Verify that the displayed materials are appropriate, meaningful, and aligned with the given topic. 3. Teacher verification of content – Ensure that all articles and materials displayed are duly checked and approved by teachers before display. 4. Handle additional responsibilities – Perform any other related work assigned by the Principal for effective maintenance of display boards.</p>
<p>34- DRINKING WATER COMMITTEE</p>	<p>1. MR. MAYANK SONKAR (In charge) 2. Mrs. V. V. NARSAMMA 3. Mr. Rohit Bajpai 4. MR. TAPENDRA SINGH</p>	<p>1. Ensure availability of drinking water – Make sure safe and sufficient drinking water is available throughout the Vidyalaya. 2. Maintain water quality safety – Send drinking water samples for laboratory analysis once every three months. 3. Monitor Aqua Guard functioning – Ensure proper operation and timely maintenance of Aqua Guard systems installed in the school. 4. Maintain water coolers – Regularly check and ensure that water coolers are functioning efficiently and hygienically. 5. Ensure cleanliness and hygiene – Maintain cleanliness around drinking water points and ensure hygienic handling of water facilities. 6. Handle additional responsibilities – Perform any other related work assigned by the Principal for safe drinking water management.</p>

38- RIGHT TO INFORMATION COMMITTEE	<ol style="list-style-type: none"> 1. MR. PRATEEK JAISWAL (In charge) 2. Mr. Mr. ANANT PRATAP SINGH 	<ol style="list-style-type: none"> 1. Respond to RTI queries timely – Attend all RTI applications and ensure replies are prepared and submitted on or before the stipulated deadline. 2. Coordinate with office records – Maintain close coordination with the office for collecting required documents and information for RTI replies. 3. Gather and compile information – Collect, verify, and organize relevant data to be included in RTI responses. 4. Stay updated on RTI rules – Members and in-charge should remain well-informed about the latest RTI Act provisions, rules, and procedures. 5. Handle additional responsibilities – Perform any other related work assigned by the Principal for smooth compliance with RTI requirements.
39- SAFETY AND SECURITY OF CHILDREN DURING LUNCH TIME	<p><u>Secondary Section :</u></p> <ol style="list-style-type: none"> 1. Mr. ANUP KUJUR (In charge) 2. Mr. Atul Mann 3. Sports Coach 4. <u>Primary Wing :</u> <ol style="list-style-type: none"> 1. Sports Coach /YOG COACH 2. All Primary Teachers 	<ol style="list-style-type: none"> 1. Maintain discipline during lunch break – Ensure proper discipline is followed by students during the lunch period. 2. Ensure timely return to classes – Monitor that students return to their respective classrooms promptly after lunch. 3. Ensure student safety and security – Supervise and maintain a safe environment for all students during lunch time. 4. Monitor movement in premises – Keep a watch on the movement of students and parents within the school premises during the break. 5. Prevent misbehavior and overcrowding – Ensure orderly behavior in corridors, playgrounds, and dining areas during lunch time. 6. Handle additional responsibilities – Perform any other related work assigned by the Principal for ensuring safety and discipline during lunch hours.
40- SAFETY AND SECURITY OF CHILDREN WHEN SCHOOL IS OVER	<ol style="list-style-type: none"> 1. Mr. ANUP KUJUR (In charge) 2. Mr. Ranadeep Adhikari <p>Front Stair case:</p> <ol style="list-style-type: none"> 1. Sports Coach 2. COMMITTEE MEMBER 	<ol style="list-style-type: none"> 1- Ensure safe dispersal of students – Supervise and ensure the safe and orderly dispersal of children at the time of school closing. 2- Verify empty classrooms and premises – Check all classrooms, corridors, and school buildings to ensure no child is left behind after school hours.

		<p>3- Maintain student safety during exit – Monitor student movement at gates and exits to ensure safe departure from school premises.</p> <p>4- Handle additional responsibilities – Perform any other related work assigned by the Principal for ensuring student safety during dispersal.</p>
41- NMDC CULTURAL PROGRAM COMMITTEE	<ol style="list-style-type: none"> 1. MR. OMRAKASH (In charge) 2. MS. ARSHI GUPTA 3. DANCE COACH 4. MRS. TARA BAGH 5. MR. MAYANK SONKAR 	<p>1- Organize cultural programs – Plan and present cultural performances on various school and institutional occasions.</p> <p>2- Encourage student participation – Motivate and guide students to actively participate in cultural events and showcase their talents.</p> <p>3- Handle additional responsibilities – Perform any other related work assigned by the Principal for smooth conduct of cultural programmes.</p>
42- TEACHING AIDS/AUDIOVISUAL	<ol style="list-style-type: none"> 1. Mr. TARUN BARIYA (I/C) 2. MR. MAYANK SONKAR 3. MR. ATUL MANN 4. MR. CHANDAN PRASAD 5. SUHAIL ALAM KHAN 	<ol style="list-style-type: none"> 1. Provide teaching materials – Ensure that all types of teaching aids and materials required by teachers are made available in a timely manner. 2. Support audio-visual learning – Facilitate the use and availability of audio-visual equipment and resources for effective classroom teaching. 3. Handle additional responsibilities – Perform any other related work assigned by the Principal for enhancing teaching-learning effectiveness.

43- CLEANLINESS AND SANITATION COMMITTEE	<ol style="list-style-type: none"> 1. Mr MAYANK SONKAR (In charge) <p><u>SECONDARY SECTION:</u></p> <p><u>A. GROUND FLOOR RIGHT:</u></p> <ol style="list-style-type: none"> b. Mr. HARISH c. Ms. ANKITA PRADHAN <p><u>B. FIRST FLOOR RIGHT :</u></p> <ol style="list-style-type: none"> a. MR. ROHIT BAJPAI b. Ms. ARSI GUPTA <p><u>C. GROUND FLOOR LEFT :</u></p> <ol style="list-style-type: none"> A. Mr. OM PARKASH B. Ms. V. V. NARSAMMA <p><u>D. FIRST FLOOR LEFT :</u></p> <ol style="list-style-type: none"> i. Mr. ATUL MANN ii. MS. VIBHA KUMARI <p><u>PRIMARY SECTION:</u></p> <ol style="list-style-type: none"> a. <u>MR. AJAY</u> b. MR. TAPENDRA MEHRA c. MRS. RENU d. MRS. POOJA SAINI 	<ol style="list-style-type: none"> 1. Maintain Records of Cleaning Activities: Keep a clear and updated log of all cleanliness-related tasks in the Vidyalyaya. 2. Supervise Housekeeping Staff: Monitor housekeeping work to ensure proper execution of cleaning duties. 3. Coordinate with AEP: Involve students in cleanliness activities through organized programs. 4. Engage the Student Council: Ensure student representatives actively contribute to maintaining hygiene. 5. Ensure Cleanliness of Key Areas: Regularly inspect classrooms, corridors, toilets, and common spaces for cleanliness. 6. Provision and Management of Dustbins: Place and monitor dustbins in all classrooms and common areas. 7. Train and Guide Housekeeping Staff: Provide clear instructions to housekeeping personnel on cleaning standards. 8. Campus Maintenance: Remove wild bushes and debris to maintain a clean and safe campus. 9. Cleanliness Around Staff Quarters: Ensure the areas surrounding staff residences are hygienic and well-kept. 10. Routine Inspection and Monitoring: Conduct three daily rounds to ensure consistent cleanliness. 11. Promote Hygiene Awareness: Educate students and staff about good hygiene practices. 12. Miscellaneous Duties: Perform any additional cleanliness-related tasks as assigned by the administration.
44- P A SYSTEM	<ol style="list-style-type: none"> 1. MR. MAYANK SONKAR 2. MR. CHANDAN PRASAD 	<ol style="list-style-type: none"> 1. Arrange PA System for Events: Ensure proper setup and functioning of the PA system for assemblies, celebrations, and special events. 2. Maintain the PA Equipment: Regularly check microphones, speakers, amplifiers, and wiring for proper working condition. 3. Coordinate with Event Organizers: Collaborate with teachers and staff to manage sound requirements for various programs.

		<p>4. Maintenance of Fire Safety Equipment: Ensure fire extinguishers are in place, accessible, and regularly checked for safety compliance.</p> <p>5. Miscellaneous Related Duties : Undertake any additional tasks related to PA system management or safety equipment as assigned.</p>
45- SCOUTS AND GUIDES COMMITTEE	<ol style="list-style-type: none"> 1. MRS. TARA BAGH (In charge) 2. Mr. SHIVRAJ MEENA 3. MRS. V.V. NARSAMMA 4. Mr. Ranadeep Adhikari 5. MRS. SUMITRA THAKUR 6. MR. MAYANK KUMAR SONKAR 7. MR. OMPARKASH 8. MS. ARSHI GUPTA 9. MS. VIBHA KUMARI 10. All Members of Scouts and Guides 	<ol style="list-style-type: none"> 1. To plan activities for Scouts & Guides: The committee is responsible for preparing a yearly schedule of activities, events, and training programs for Scouts and Guides to ensure their overall development. 2. To conduct activities during CCA period: The committee organizes and supervises regular Scouts & Guides sessions during the Co-Curricular Activity periods, making sure students actively participate. 3. To take up social service activity for the school: The committee plans and carries out community service or school-related social initiatives, encouraging students to contribute positively to society. 4. To conduct Tiritiya Sopan, Tiritiya Charan camps in the Vidyalaya: The committee organizes and manages leadership, skill-building, and training camps within the school to develop student abilities and teamwork. 5. Any other related work: The committee undertakes any additional tasks related to Scouts & Guides as assigned by the school administration to support the program effectively.

46- STAFF QUARTERS ALLOTTMENT COMMITTEE	<ol style="list-style-type: none"> 1. MR. ANANT PRATAP SINGH 2. MRS. TARA BAGH 3. MR. MAYANK SONKAR 4. MR. CHANDAN KANNOJIA 5. MR. ABHISHEK GOUR 6. MR. SHAFI MOHD. 	<ol style="list-style-type: none"> 1. To see the allotment of Quarters: The committee oversees the allocation of staff quarters, ensuring that allotments are done fairly and according to eligibility criteria. 2. To monitor the repair work in the Quarters: The committee supervises maintenance and repair activities in the quarters to ensure timely and proper upkeep. 3. To maintain Register of date wise repair work: The committee keeps a detailed, date-wise record of all repair and maintenance work carried out in the quarters for accountability and reference. 4. Any other related work: The committee undertakes any additional tasks related to staff quarters management as assigned by the administration.
47- HOUSE KEEPING AND SECURITY	<ol style="list-style-type: none"> 1. Mr. MAYANK SONKAR (In charge) 2. Mr. ANANT PRATAP SINGH 3. MR. ANUP KUJUR 4. MR. HANSRAJ MEENA 5. MR. ABHISHEK GAUR 	<ol style="list-style-type: none"> 6. To monitor the work of Housekeeping ladies: The committee oversees the daily cleaning activities performed by housekeeping staff to ensure proper standards are maintained. 7. To prepare a list of areas to be cleaned during second Tuesday: The committee identifies and documents specific areas of the Vidyalaya that need special cleaning attention on the second Tuesday of each month. 8. To maintain the Sanitation Register: The committee keeps a detailed record of all cleaning and sanitation activities for accountability and reference. 9. To ensure that the police verification in r/o all the Housekeeping and security personnel is done and made available to the Vidyalaya: The committee verifies that background checks and police clearance for all housekeeping and security staff are completed and documented. 10. Keep a record of the addresses/contact numbers of all the housekeeping/Security personnel: The committee maintains updated contact details for all

		<p>housekeeping and security staff for emergency and administrative purposes.</p> <p>11. Ensure they report to the Vidyalaya on time: The committee monitors punctuality of all housekeeping and security personnel and addresses any delays.</p> <p>12. To verify the bills put up by the agency: The committee checks and approves the bills submitted by the housekeeping and security service agencies to ensure accuracy and compliance.</p> <p>13. Any other related work: The committee undertakes any additional tasks related to housekeeping and security as assigned by the school administration.</p>
48- BEAUTIFICATION COMMITTEE	<ol style="list-style-type: none"> 1. MRS. SHAKTI BHAGAT I/C 2. MRS. ARSHI GUPTA 3. MRS, V,V, NARSAMMA 4. Mr. MAYANK SONKAR 5. MRS. POOJA 	<ol style="list-style-type: none"> 1. To plan for beautification of the Vidyalaya campus: The committee prepares and implements a comprehensive plan to enhance the aesthetic appeal of the school campus. 2. To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus: The committee monitors staff responsible for gardening and landscaping to ensure quality and timely completion of work. 3. To ensure watering of all potted plants and other plants growing in the Vidyalaya campus: The committee ensures regular watering and care of all plants to maintain a healthy and attractive campus environment. 4. To procure fertilizers, manure, pesticides in consultation with Principal: The committee purchases necessary gardening supplies after discussing requirements with the Principal to ensure proper plant care. 5. To motivate the children for gardening and beautification: The committee encourages students to actively participate in gardening activities and campus beautification projects.

		<ol style="list-style-type: none"> To develop medicinal plant garden in the campus: The committee plans and implements a medicinal plant garden, promoting both education and environmental awareness. Any other related work: The committee undertakes any additional tasks related to horticulture and beautification as assigned by the school administration.
49- MAGAZINE PRINTING, PRESS AND PUBLISHING COMMITTEE	<ol style="list-style-type: none"> MR. SHAKTI BHAGAT (In charge) Mr. SHIVRAJ MEENA MR. OMPARKASH MS. ARSHI GUPTA MR. CHANDAN PRASAD MR. DAULAT SINGH RATHORE MR. AJAY MRS. RENU 	<ol style="list-style-type: none"> To encourage students and staff members to contribute articles for the Vidyalaya Patrika: The committee motivates and collects written work, stories, and creative content from students and teachers for publication. To design the Cover page with the help of Drawing teacher and students: The committee collaborates with the Drawing teacher and students to create an attractive and relevant cover for the magazine. To ensure the Vidyalaya Patrika is published and Distributed in July: The committee oversees the entire publishing process to ensure the magazine is printed and distributed on schedule. To design the Student Diary: The committee plans and designs the student diary, including layout, content, and visual presentation. Maintain liaison with Press and Media: The committee coordinates with printing presses and media outlets to manage printing, publication, and distribution efficiently. Any other related work: The committee undertakes any additional tasks related to magazine and diary publication as assigned by the administration.

50- FIRST AID COMMITTEE	<ol style="list-style-type: none"> 1. Mr. ANUP KUJUR (In charge) 2. MRS. V. V. NARSAMMA 3. MRS. SUMITRA THAKUR 4. Mr. OM PRAKASH 5. Mr. TAPENDRA 	<ol style="list-style-type: none"> 1. To ensure First Aid boxes are available: The committee makes sure that fully equipped First Aid boxes are placed at strategic locations across the Vidyalaya for easy accessibility. 2. To ensure the contents of the First Aid box are replenished at regular intervals and to check the expiry of ointments/medicines: The committee regularly inspects all First Aid boxes, restocks supplies, and removes expired items to maintain readiness. 3. To maintain a First Aid register: The committee keeps a log of all first aid treatments given, including the date, student/staff name, and type of care provided. 4. To train students and staff in basic first aid procedures: The committee organizes periodic training sessions or demonstrations to educate staff and students on handling minor injuries and emergencies. 5. Any other related work: The committee undertakes any additional tasks related to first aid management as directed by the school administration.
52- CMP/ e- CLASS ROOM	<ol style="list-style-type: none"> 1. MR. TARUN BARIA I/C 2. MR. CHANDAN PRASAD 	<ol style="list-style-type: none"> 1. To monitor the use of e-classroom: The committee oversees the proper utilization of e-classrooms to ensure they are used efficiently for teaching and learning. 2. To maintain the log book: The committee keeps a record of all e-classroom usage, including date, time, subject, and teacher details. 3. To collect the e-lessons from teachers for all the subjects for use by other teachers: The committee gathers digital lesson materials from teachers and organizes them for shared access. 4. To prepare report on e-CTLT: The committee compiles reports on the use and effectiveness of e-CTLT (Continuous Teaching-Learning Technology) sessions for administrative review.

		<ol style="list-style-type: none"> 5. To update details about ICT infrastructure of the Vidyalaya: The committee maintains an up-to-date record of all ICT equipment, software, and resources in the school. 6. To train teachers about the use of Interactive Board: The committee conducts training sessions for teachers on effectively using interactive whiteboards in teaching. 7. To guide teachers in uploading data online in CBSE website: The committee assists teachers in uploading academic and administrative data to the CBSE portal accurately and on time. 8. To ensure the systems in the computer lab are in working condition: The committee regularly checks all computers, projectors, and other ICT devices to ensure smooth functionality. 9. To troubleshoot minor technical issues in e-classrooms and computer labs: The committee addresses and resolves minor hardware or software issues to prevent disruptions during classes. 10. Any other related work: The committee undertakes any additional tasks related to e-classrooms, ICT, or digital teaching as assigned by the school administration.
53- FLN	<ol style="list-style-type: none"> 1. Mrs. Mamta kumari 2. Mr. Abhishek Gour 3. Mr. Manish Bishen 4. Mrs. Pooja Saini 5. Mr. Xavier Soren 	<ol style="list-style-type: none"> 1. To assess students' foundational literacy and numeracy levels: The committee evaluates the reading, writing, and basic arithmetic skills of students to identify learning gaps. 2. To plan interventions and remedial programs: The committee develops strategies, programs, and activities to improve literacy and numeracy skills of students who need additional support. 3. To monitor progress of students: The committee tracks the improvement of students

		<p>over time through regular assessments and reports.</p> <p>4. To train teachers in FLN methods: The committee organizes workshops and guidance sessions to equip teachers with effective techniques for teaching foundational skills.</p> <p>5. Any other related work: The committee undertakes additional tasks related to enhancing literacy and numeracy as assigned by the school administration.</p>
54- SUBJECT COMMITTEE	<p>SCIENCE:- ANANT PRATAP SINGH (In charge) AND ALL SCIENCE TEACHERS</p> <p>SOCIAL SCIENCE :- PRATEEK JAISWAL I/C AND ALL sst teachers</p> <p>Maths :- DEEPAK SIR AND ALL MATHS TEACHERS</p> <p>ENGLISH LANGUAGE:- MRS. SHAKTI BHAGAT AND ALL ENGLISH TEACHERS</p> <p>HINDI/SANSKRIT LANGUAGE :- MR. SHIVRAJ MEENA AND ALL TGT HINDI AND SANSKRIT</p>	<p>1. To plan the academic curriculum implementation: The committee ensures that the syllabus for each subject is properly planned and covered throughout the academic session.</p> <p>2. To prepare teaching schedules and lesson plans: The committee coordinates with teachers to develop structured lesson plans and schedules for effective classroom teaching.</p> <p>3. To organize subject-related activities and competitions: The committee plans quizzes, workshops, exhibitions, and competitions to enhance student learning and engagement in the subject.</p> <p>4. To provide guidance on teaching methods: The committee advises teachers on innovative and effective pedagogical techniques suitable for their subject.</p> <p>5. To monitor students' academic progress: The committee tracks performance in tests, assignments, and examinations to identify areas needing improvement.</p> <p>6. To recommend additional learning resources: The committee suggests books, digital tools, and other reference materials to support teaching and learning.</p>

		<p>7. To organize teacher training and workshops: The committee arranges training sessions for subject teachers to update them on the latest teaching methods and curriculum changes.</p> <p>8. To maintain records of student achievements: The committee documents student performance, awards, and participation in subject-related activities for reporting purposes.</p> <p>9. To coordinate with other subject committees: The committee collaborates with other subject committees for interdisciplinary projects and integrated learning activities.</p> <p>10. Any other related work: The committee undertakes any additional tasks related to subject teaching, curriculum development, and academic enrichment as assigned by the school administration.</p>
55- UDISE /UBI FEE COLLECTION	<p>1. MR. TARUN BARIA</p> <p>2. MR. CHANDAN PRASAD</p> <p>3. MR. SUHAIL ALAM KHAN</p> <p>4. ALL CLASS TEACHERS</p>	<p>1. Accurate Data Management: The committee is responsible for ensuring that all school-related data—including student enrollment, attendance, infrastructure, and fees—is accurately recorded and updated in the UDISE (Unified District Information System for Education) system. Errors or omissions can affect funding, planning, and policy decisions.</p> <p>2. Transparent Fee Collection: They must oversee the collection of fees (including UBI/other school charges) in a transparent and accountable manner, maintaining proper receipts, records, and documentation for all transactions to prevent discrepancies or misuse of funds.</p> <p>3. Regular Reporting and Compliance: The committee is accountable for timely submission of UDISE reports and fee collection statements to the appropriate authorities (district or state level).</p>

		<p>They ensure compliance with government guidelines and audit requirements.</p> <p>4. Safeguarding Confidentiality and Integrity: Members must protect sensitive student information and financial data, ensuring it is used only for official purposes and handled with integrity. Mismanagement or leakage of data/funds can lead to disciplinary action.</p>
56- STATE GOVERNMENT REPORTING	1. CHANDAN PRASAD	<p>1. Timely Submission: Ensure accurate and prompt submission of UDISE data and fee collection reports to the state authorities.</p> <p>2. Compliance and Accuracy: Maintain data integrity and adhere to state guidelines for reporting and documentation.</p>
57- ECO CLUB /MISSION LIFE	<p>1. MRS. V.V. NARSAMMA</p> <p>2. MRS SUMITRA THAKUR</p>	<p>1. Environmental Awareness: Promote eco-friendly practices and sustainability among students and staff.</p> <p>2. Organize Activities: Plan and execute campaigns, workshops, and events related to environment, health, and life skills.</p> <p>3. Resource Management: Ensure proper use and conservation of school resources like water, electricity, and greenery.</p> <p>4. Student Engagement: Encourage students to participate actively in eco and life-skill projects.</p> <p>5. Monitoring & Reporting: Keep records of activities, achievements, and report them to school authorities and relevant programs.</p>
58- DISCIPLINE COMMITTEE	<p>1. MR. PRATEEK JAISWAL(I/C)</p> <p>2. MR. SUYASH RAWAT</p> <p>3. MR. ANUP KUJUR</p> <p>4. MR. ANANT PRATAP</p>	<p>1. Maintain School Discipline: Ensure a safe, respectful, and orderly environment in classrooms, corridors, and campus.</p> <p>2. Monitor Student Behavior: Observe and guide students to follow school rules and code of conduct.</p>

	5. MRS. V.V. NARSAMMA 6. MRS. VIBHA KUMARI 7. MR. MAYANK SONKAR 8. MR. VIJAY	3. Prevent Misconduct: Identify potential issues like bullying, vandalism, or disruption and take preventive measures. 4. Counsel Students: Provide guidance and support to students involved in minor disciplinary issues. 5. Coordinate with Teachers: Work with teaching staff to reinforce behavioral expectations and consistency. 6. Document Incidents: Keep accurate records of disciplinary cases and actions taken. 7. Communicate with Parents: Inform and involve parents when serious behavioral issues arise. 8. Promote Positive Behavior: Organize programs and activities that encourage respect, responsibility, and good citizenship.
59- ACCOUNTS COMMITTEE	1. MR. SANDEEP 2. MR. CHANDAN 3. PRATEEK JAISWAL 4. MR. ANANT PRATAP 5. MR. MAYANK SONKAR	1. Financial Management: Oversee proper handling of school funds and ensure adherence to budget allocations. 2. Record Keeping: Maintain accurate accounts of receipts, payments, and financial transactions. 3. Audit Compliance: Ensure all accounts are audit-ready and comply with government regulations. 4. Transparency: Facilitate transparent processes for fee collection, grants, and other financial activities. 5. Reporting: Prepare and submit timely financial reports to school authorities and relevant departments.

CLASS TEACHER/CO-CLASS TEACHER LIST

CLASS TEACHERSHIP						
6A MR. MAYANK KUMAR	7A MR. HANSRAJ MEENA	8A MR. HARISH KUMAR	9A MS. ANKITA PRADHAN	10A MR. ROHIT BAJPAI	11A MR. TARUN KUMAR BARIA	12A MR. DEEPAK
6B MRS. DEEPTI MANDAVI	7B MRS. VIBHA KUMARI	8B MR. AMAR CHAND VERMA	9B MR. OM PARKASH	10B MRS. SUMITRA THAKUR	11B MRS. V.V. NARSAMMA	12B MR. SUYASH RAWAT
6C MRS. TARA BAGH	7C MRS. ARSHI GUPTA	8C MR. RANADEEP ADHIKARI	9C MR. ATUL MANN		11C MRS. RENU RANA	12C MR. PRATEEK JAISWAL

S.N.	TEACHER's NAME	DESIGNATION	CLASS TEACHER	CO-CLASS TEACHER
1	MR. MAYANK KUMAR	TGT VE	6A	6B
2	MRS. DEEPTI MANDAVI	TGT ENGLISH	6B	6A
3	MRS. TARA BAGH	TGT HINDI	6C	7C
4	MR. HANSRAJ MEENA	TGT SKT	7A	7B
5	MRS. VIBHA KUMARI	TGT HINDI	7B	7A
6	MRS. ARSHI GUPTA	TGT AE	7C	6C
7	MR. HARISH	PGT CHEMISTRY	8A	8B
8	MR. AMAR CHAND VERMA	TGT SOST	8B	8A
9	MR. RANADEEP ADHIKARI	TGT MATHS	8C	9C
10	MS. ANKITA PRADHAN	TGT ENGLISH	9A	9B
11	MR. OM PARKASH	TGT LIB.	9B	9A
12	MR. ATUL MANN	TGT SOST	9C	8C
13	MR. ROHIT BAJPAI	TGT MATHS	10A	10B

14	MRS. SUMITRA THAKUR	TGT SCIENCE	10B	10A
15	MR. TARUN KUMAR BARIA	PGT CS	11A	11B
16	MRS. V.V. NARSAMMA	PGT BIOLOGY	11B	11A
17	MRS. RENU RANA	PGT ECO	11C	12C
18	MR. DEEPAK	PGT MATHS	12A	12B
19	MR.SUYASH RAWAT	PGT PHYSICS	12B	12A
20	MR. PRATEEK JAISWAL	PGT COMMERCE	12C	11C

MONTHLY SCHEDULE

SR. NO.	Activities	Time Planned
1	Submission of Lesson Plan	1st and 16th of every Month
2	Coverage of Syllabus	1st of every Month
3	Assignment report of student	1st of every Month
4	Display of the result of unit test	4th day after conduct of exams
5	Submission of class attendance register	30th and 31st every Month
6	Submission of Safety & Security Meeting (National Disaster Management)	1st of every Month
7	Swachta Pakhwada	1st of every Month
8	Ek Bharat Shrestha Bharat	1st of every Month
9	Fit India Movement	1st of every Month
10	Hindi Rajbhasha	1st of every Month
11	Bhasha Sangam	1st of every Month
12	CCA Programme	Every Saturday

13	Shramdan	Every Saturday
14	Subject Committee Meeting	Monthly
15	Captain Meeting	Monthly
16	Rajbhasha Meeting	Monthly & Quarterly
17	M & R Meeting	Monthly
18	Staff Meeting	Monthly
19	Student Meeting	Monthly
20	General PTC Meeting	Beginning of Academic Terms
21	Academic Committee Meeting	Monthly
22	Submission of Pedadoligal Plan	1st of every Month
23	Rajbhasha Meeting	Monthly & Quarterly
24	M & R Meeting	Monthly
25	Staff Meeting	Monthly
26	Student Meeting	Monthly
27	General PTC Meeting	Beginning of Academic Terms
28	Academic Committee Meeting	Monthly
29	Submission of Pedological Plan	1st of every Month
30	FLN Meeting	Every month last week
31	Science club activity	Every Saturday
32	Scout activity	Every Saturday
33	Eco club activity	Every Saturday
34	IT club activity	Every Saturday
35	EBSB Activity	Every Saturday

REMEDIAL CLASS TIME-TABLE (2026-27) TIME (2:10 PM – 3:10 PM)

TIME TABLE FOR REMEDIAL CLASSES [IX,X,XI & XII]

Class/ Day	X		XII AB	XII C
	Assembly	2:10 - 3:10	2:10 - 3:10	2:10 - 3:10
Monday	SST	MATH	ENGLISH	ENGLISH
Tuesday	SST	MATH	CHEM	ACC/BST
Wednesday	SST	SCIENCE	P/C/M/B [Weekly Rotation]	ACC/BST
Thursday	ENG	SCIENCE	MATH/BIO	ECO
Friday	ENG	HINDI/SANSKRIT	PHYSICS	ECO
Saturday	ENG	AI	HINDI/CS	HINDI/IP

Class/ Day	IX	XI AB	XI C
	2:10 - 3:10	2:10 - 3:10	2:10 - 3:10
Monday	ENGLISH	CHEM	HINDI/IP
Tuesday	SOST	CHEM	ECO
Wednesday	MATH	PHYSICS	ECO
Thursday	MATH	PHYSICS	ACC/BST
Friday	SCIENCE	MATH/BIO	ACC/BST
Saturday	SCIENCE	MATH/BIO	ENGLISH

Strategies to Improve the Learning Capabilities of Slow Learners

- 1- **Early Identification of Learning Needs** : Identify slow learners through diagnostic assessments, classroom observations, and continuous evaluation to provide timely academic support.
- 2- **Individualized Learning Support**: Prepare need-based remedial plans with achievable learning goals and personalized instructional strategies to address individual learning gaps.
- 3- **Positive Reinforcement and Motivation**: Recognize and appreciate every improvement, however small, to build confidence, motivation, and a positive attitude towards learning.
- 4- **Goal Setting and Time Management**: Help students set realistic academic goals and prepare structured study schedules to develop regular learning habits and self-discipline.
- 5- **Strengthening Foundational Skills**: Reinforce basic concepts in all subjects with special emphasis on Foundational Literacy and Numeracy (FLN), as envisaged in NEP 2020.
- 6- **Development of LSRW Skills**: Improve **Listening, Speaking, Reading, and Writing (LSRW)** skills through interactive classroom activities, language games, reading exercises, and communication-based learning.
- 7- **Promotion of Self-Learning**: Encourage self-reading, independent practice, library use, and reflective learning to develop lifelong learning habits.
- 8- **Regular Practice and Continuous Assessment**: Provide practice worksheets, competency-based questions, assignments, and formative assessments with constructive feedback for continuous improvement.
- 9- **Remedial Classes and Additional Academic Support**: Organize remedial classes, doubt-clearing sessions, and special guidance before or after school hours whenever required.
- 10- **Inclusive Classroom Practices**: Ensure active participation of slow learners in classroom discussions, group activities, projects, and collaborative learning to enhance engagement and confidence.
- 11- **Peer Learning and Cooperative Learning**: Promote peer tutoring, buddy systems, and collaborative learning to facilitate knowledge sharing and improve academic performance.

- 12-Activity-Based and Experiential Learning:** Adopt experiential, play-based, project-based, and activity-oriented teaching methodologies to make learning meaningful and enjoyable.
- 13-Use of ICT and Audio-Visual Resources:** Integrate Smart Classrooms, educational videos, digital content, multimedia resources, and other ICT tools to simplify concepts and improve understanding.
- 14-Development of Reading Skills:** Improve reading fluency, comprehension, vocabulary, and reading habits through guided reading programmes, library activities, and language enrichment exercises.
- 15-Addressing Physical, Emotional, and Learning Challenges:** Identify physical, emotional, behavioural, or specific learning difficulties through regular observation and counselling, and provide appropriate support in consultation with parents and experts whenever necessary.
- 16-Confidence Building and Personality Development:** Encourage participation in co-curricular activities, art, sports, assemblies, and classroom presentations to enhance self-esteem, communication skills, and leadership qualities.
- 17-Student-Friendly Learning Environment:** Build a caring, inclusive, and supportive classroom environment where every learner feels respected, encouraged, and free to express themselves.
- 18-Alternative Assessment and Homework Practices:** Provide differentiated assignments, creative tasks, project work, and activity-based homework suited to students' learning levels and interests.
- 19- Provision of Learning Resources:** Ensure the availability of textbooks, worksheets, reference materials, digital resources, learning aids, and other support materials required for effective learning.
- 20-Parental Involvement:** Maintain regular communication with parents through meetings, counselling, and feedback sessions to monitor progress and ensure consistent support at home.
- 21-Enhancing Curiosity and Critical Thinking:** Encourage questioning, observation, exploration, experimentation, and problem-solving through inquiry-based and competency-based learning approaches.
- 22-Implementation of NEP 2020 Practices:** Promote competency-based education, multidisciplinary learning, experiential pedagogy, flexibility in learning, inclusive education, and continuous assessment as envisioned in NEP 2020.
- 23-Continuous Monitoring and Academic Progress Review:** Regularly review students' progress through periodic assessments, remedial interventions, feedback, and mentoring to ensure sustained academic improvement.

Strategies for Effective Classroom Management

- 1- **Creating a Positive Learning Environment:** Maintain a safe, inclusive, respectful, and child-friendly classroom where every learner feels valued, secure, and motivated to participate.
- 2- **Promoting Positive Discipline:** Foster self-discipline through mutual respect, clearly defined classroom expectations, positive reinforcement, and consistent classroom routines rather than punitive measures.
- 3- **Well-Planned Lesson Delivery:** Prepare structured lesson plans with clearly defined learning outcomes, competency-based activities, and appropriate teaching-learning materials to meet the diverse learning needs of students.
- 4- **Learner-Centred Pedagogy:** Adopt experiential, activity-based, inquiry-based, project-based, and collaborative learning approaches to actively engage all students in the learning process.
- 5- **Effective Utilization of Teaching Time:**
Utilize each **40-minute period** efficiently by dividing it into:
Recapitulation (5–7 minutes): Revision of previous learning and linkage with new concepts.
Presentation and Learning Activities (25–30 minutes): Concept teaching through interactive methods, demonstrations, discussions, and activities.
Reflection, Assessment and Interaction (5–8 minutes): Questioning, feedback, clarification of doubts, and assessment of learning outcomes.
- 6- **Use of ICT and Digital Resources:** Integrate Smart Classrooms, multimedia presentations, educational videos, simulations, digital content, AI-enabled tools, and online learning platforms to make learning engaging, interactive, and meaningful.
- 7- **Competency-Based Teaching:** Focus on conceptual understanding, critical thinking, problem-solving, creativity, communication, and application of knowledge rather than rote memorization.
- 8- **Differentiated Instruction:** Plan classroom activities that address different learning styles, abilities, and interests, ensuring equitable learning opportunities for all students, including Children with Special Needs (CwSN).
- 9- **Continuous Student Engagement:** Encourage active participation through questioning, brainstorming, group discussions, role play, peer learning, quizzes, debates, presentations, and hands-on activities.
- 10- **Effective Classroom Communication:** Maintain clear, respectful, and encouraging communication that promotes curiosity, confidence, and meaningful interaction among students.

- 11- Continuous Formative Assessment:** Assess students regularly through observation, oral questioning, worksheets, projects, practical activities, exit slips, and competency-based assessment techniques, followed by timely feedback.
- 12- Meaningful Homework:** Assign age-appropriate, competency-based, activity-oriented, and application-based homework that reinforces classroom learning without creating unnecessary academic burden.
- 13- Inclusive Classroom Practices:** Ensure equal participation of all learners irrespective of gender, socio-economic background, language, or learning abilities by adopting inclusive teaching practices.
- 14- Support for Slow and Advanced Learners:** Provide remedial instruction, peer support, enrichment activities, and differentiated assignments according to the learning needs of individual students.
- 15- Promotion of Reading Habits:** Encourage regular reading through library periods, classroom reading corners, newspaper reading, storytelling, and independent reading activities.
- 16- Life Skills and Value Education:** Integrate life skills, ethical values, constitutional values, environmental awareness, empathy, teamwork, and responsible citizenship into daily classroom practices.
- 17- Classroom Organization:** Maintain a clean, organized, and aesthetically appealing classroom with proper seating arrangements, display boards, learning corners, student work displays, and educational charts.
- 18- Student Leadership and Responsibility:** Encourage students to take responsibility through classroom duties, group leadership, peer mentoring, and participation in classroom management activities.
- 19- Positive Teacher Behaviour:** Demonstrate professionalism, punctuality, fairness, empathy, patience, and enthusiasm to serve as a positive role model for students.
- 20- Safe and Stress-Free Learning Environment:** Create a classroom atmosphere free from fear, discrimination, bullying, and corporal punishment, where students feel comfortable expressing their ideas and asking questions.
- 21- Parental Involvement:** Maintain regular communication with parents regarding students' academic progress, attendance, behaviour, and learning needs to ensure coordinated support.
- 22- Continuous Professional Improvement:** Teachers shall regularly update their pedagogical knowledge through KVS in-service training programmes, CBSE capacity-building workshops, professional learning communities, and reflective classroom practices.
- 23- Monitoring Learning Outcomes:** Regularly review students' learning achievements using competency-based assessments and data-

driven interventions to improve classroom effectiveness and learning outcomes.

24- Implementation of NEP 2020: Ensure the effective implementation of NEP 2020 by promoting experiential learning, multidisciplinary approaches, foundational literacy and numeracy, competency-based assessment, digital literacy, flexibility in learning, and holistic development of every learner.

Plan for Academic Excellence (2026–27)

In alignment with the **Vision and Mission of Kendriya Vidyalaya Sangathan (KVS)**, **National Education Policy (NEP) 2020**, and **CBSE competency-based education**, Kendriya Vidyalaya BIOP Bacheli shall implement a comprehensive **Academic Excellence Programme** to ensure quality learning, improved learning outcomes, holistic development, and excellent performance in Board and internal examinations.

The Academic Excellence Programme aims to:

- Achieve **100% pass results** in Classes X and XII.
- More than 90% result in class IX and XI
- Maximize the number of students securing **Distinction and Merit**.
- **Minimum 15% students to secure more than 90% marks and to ensure minimum score in any subject by any student as 60.**
- Improve competency-based learning outcomes across all classes.
- Ensure holistic development through scholastic and co-scholastic activities.
- Promote experiential, inclusive, technology-enabled, and learner-centred education.

Academic Excellence Programme (25-Point Action Plan)

1. Annual Academic Planning

- Subject teachers shall prepare Annual Pedagogical Plans, Split-up Syllabus, Lesson Plans, Assessment Plans, and Activity Calendars under the guidance of the Principal.
- The syllabus of **Classes X and XII** shall be completed by **31st October**, while the syllabus of all other classes shall be completed by **15th January**, followed by revision and competency-based practice.
- Academic progress shall be reviewed regularly by the Academic Council.

2. Monthly Academic Review

- Monthly Academic Council meetings shall review syllabus completion, classroom transactions, learning outcomes, students' performance, and implementation of action plans.
- Corrective measures shall be initiated wherever necessary.

3. Target Setting for Students

- Individual subject-wise performance targets shall be fixed jointly by students and teachers before every assessment.
- Students shall be encouraged to continuously improve upon their previous performance.

4. Performance Review after Every Assessment

- Detailed review meetings shall be conducted after each examination to analyse achievement against targets.
- Subject teachers shall prepare improvement plans based on students' performance.

5. Question-wise and Competency-wise Analysis

- Every examination shall be analysed question-wise, competency-wise, and learning outcome-wise.
- Difficult concepts shall be retaught through focused interventions.

6. Identification of Learning Levels

- Students shall be identified as **High Achievers, Average Learners, and Learners Requiring Academic Support** through diagnostic assessments and continuous evaluation.

7. Remedial Teaching Programme

- Need-based remedial classes shall be organized before/after school hours.
- Individual attention, simplified learning materials, peer support, worksheets, and continuous assessment shall be provided.

8. Enrichment Programme for High Achievers

- High achievers shall be provided with Higher Order Thinking Skill (HOTS) questions, Olympiad preparation, project work, research-based assignments, quizzes, and advanced learning opportunities.

9. Mentoring and Adoption of Students

- Each teacher shall mentor a group of students, particularly those requiring academic support.
- Regular counselling, motivation, academic guidance, and parental interaction shall be ensured.

10. Continuous Revision and Practice Tests

- Monthly cumulative tests, chapter tests, unit tests, competency-based assessments, and revision tests shall be conducted for Board classes.
- Regular practice using CBSE sample papers and previous years' question papers shall be organized.

11. Competency-Based Assessment

- Assessments shall focus on conceptual understanding, application of knowledge, critical thinking, creativity, and problem-solving in accordance with CBSE guidelines.

12. Strengthening Foundational Learning

- Special emphasis shall be given to Foundational Literacy and Numeracy (FLN), language proficiency, reading comprehension, writing skills, and numeracy skills.

13. Balanced Preparation in All Subjects

- Equal importance shall be given to Languages, Mathematics, Science, Social Science, Skill Subjects, and Co-scholastic areas to ensure balanced academic achievement.

14. Classroom Observation and Academic Supervision

- The Principal and academic coordinators shall conduct regular classroom observations to provide constructive feedback and support teachers in improving classroom practices.

15. Continuous Monitoring of Students' Written Work

- Regular checking of notebooks, assignments, practical records, projects, portfolios, and worksheets shall be carried out to ensure quality learning and timely feedback.

16. Integration of ICT and Smart Classrooms

- Smart Boards, digital content, simulations, virtual laboratories, QR-coded textbooks, educational portals, DIKSHA, PM eVIDYA, and multimedia resources shall be integrated into classroom teaching.

17. Library and Reading Enhancement Programme

- Students shall be encouraged to develop reading habits through library periods, DEAR (Drop Everything and Read), book reviews, newspaper reading, and reading challenges.

18. Availability of Quality Learning Resources

- Adequate reference books, NCERT Exemplar, CBSE question banks, competitive examination material, journals, magazines (Physics for You, Chemistry Today and Mathematics Today), digital resources, and e-content shall be made available.

19. Experiential and Activity-Based Learning

- Learning shall be enriched through projects, experiments, field visits, art integration, toy-based pedagogy, science exhibitions, mathematics laboratories, language activities, and multidisciplinary projects.

20. Promotion of Peer Learning

- Peer tutoring, collaborative learning, group discussions, classroom presentations, and student-led activities shall be encouraged for deeper conceptual understanding.

21. Career Guidance and Counselling

- Career awareness programmes, counselling sessions, motivational talks, alumni interaction, and guidance for competitive examinations shall be organized regularly.

22. Parent Partnership

- Parent–Teacher Meetings (PTMs), individual counselling sessions, and continuous communication shall be maintained to monitor academic progress and support students effectively.

23. Teacher Professional Development

- Teachers shall actively participate in KVS In-service Courses, CBSE Capacity Building Programmes, workshops, webinars, Professional Learning Communities (PLCs), and action research to strengthen pedagogical practices.

24. Promotion of Innovation and Best Practices

The Vidyalaya shall adopt innovative academic practices such as:

- AI-assisted learning and digital assessment tools.
- Flipped Classroom methodology.
- Blended Learning.
- Learning by Doing.
- Art Integrated Learning.
- Sports Integrated Learning.
- Bagless Days and experiential activities.
- Project-Based Learning.
- Inquiry-Based Learning.
- Innovation activities through various KVS Flagship Programmes.
- Subject Clubs and Academic Competitions.
- Student Portfolios and Reflective Journals.
- Competency-based worksheets.

25. Continuous Academic Monitoring and Quality Improvement

- Academic achievements shall be reviewed monthly through data analysis, classroom observations, assessment reports, and stakeholder feedback.
- Necessary interventions shall be implemented to ensure continuous improvement in learning outcomes and institutional performance.

NOTE-BOOK OBSERVATION BY THE PRINCIPAL

N0	DAY	NAME OF SUBJECT
1	Thursday	HINDI/CS/IP
2	Friday	ENGLISH
3	Saturday	MATHS/BIO/ECO
4	Sunday	SCIENCE/ PHYSICS/ACCOUNTANCY
5	Monday	S. ST/CHEM/B.ST.
6	Tuesday	SANSKRIT

Instruction to Teachers for Notebook Correction

A. General Instructions

1. Notebooks shall be checked regularly and systematically as per the prescribed schedule.
2. Every notebook must contain a properly maintained **Index** with the lesson/topic, page number, and date.
3. Students shall maintain their notebooks neatly and update classwork, homework, and assignments regularly.
4. Teachers shall ensure that all classwork, homework, and exercise work are completed before correction.
5. **Classwork, Homework, and Exercise Work** should preferably be maintained in a **single notebook**

6. Teachers shall provide constructive remarks highlighting students' strengths as well as areas requiring improvement.
7. The teacher's signature with the date of correction shall be entered immediately after checking each assignment.
8. Parent's signature shall be obtained whenever notebooks are sent home for review.
9. Regular notebook checking shall form part of Continuous Assessment and classroom monitoring.

B. Standard Format for Notebook Entries

Every written work shall follow a uniform format.

- **Date:** Written neatly on the left side within the margin.
- **Lesson/Topic:** Written clearly in the centre of the page.
- **Margins:** Proper margins should be maintained throughout the notebook.
- **Heading:** The heading should be neatly underlined.
- **Page Number:** Wherever applicable.
- **Teacher's Remarks:** Written after correction.
- **Teacher's Signature with Date:** Entered immediately after correction.
- **Parent's Signature:** Obtained whenever required.

C. Format for Starting a New Lesson

1. Draw **two neat red horizontal lines** at the top of the page.
2. Write the **Date** on the left side within the margin.
3. Write the **Lesson/Topic** neatly in the centre between the two red lines.
4. Begin the written work after leaving appropriate spacing.
5. Maintain proper alignment, spacing, and uniform handwriting throughout the lesson.

D. Neatness and Presentation

Teachers shall ensure that students maintain high standards of notebook presentation by following these practices:

1. Every notebook/workbook should be properly covered and labelled.
2. The student's **Name, Class, Section, Roll Number, Subject, and Academic Session** should be written clearly on the cover page.
3. Encourage neat, legible, and uniform handwriting.
4. Teachers should move around the classroom while students are writing to monitor their work and provide immediate guidance.

5. Diagrams should be drawn neatly with a well-sharpened pencil, shown to the teacher before colouring, and labelled correctly.
6. Students should use properly sharpened pencils for diagrams, maps, and graphical work.
7. Avoid the use of sketch pens or felt-tip pens that damage notebook pages.
8. Erasing should be neat and overwriting should be avoided.
9. Maintain proper spacing between words, sentences, and paragraphs.
10. Corrections should be made carefully without making the notebook untidy.

E. Handwriting Improvement

Teachers shall encourage students to develop neat, legible, and uniform handwriting.

1. Encourage the use of **cursive handwriting** (particularly in the primary classes) wherever prescribed.
2. Ensure the correct use of **capital and small letters**.
3. Observe students carefully and identify incorrect letter formation.
4. Demonstrate the correct method of writing and provide sufficient guided practice.
5. Students with poor handwriting should be given one page of handwriting practice daily as remedial work.
6. Encourage proper spacing, alignment, punctuation, and presentation.
7. Appreciate students who consistently maintain good handwriting.

F. Guidelines for Notebook Correction

Teachers shall ensure quality correction by following these practices:

1. Correct notebooks thoroughly and accurately.
2. Read every word carefully while checking.
3. Correct spelling, grammar, punctuation, sentence formation, presentation, and factual errors.
4. Do not ignore commas, full stops, capital letters, or other punctuation marks.
5. Avoid notebook correction during classroom teaching whenever possible to ensure complete concentration.
6. Use **only red ink** (or as per Vidyalaya norms) for correction.
7. Underline spelling mistakes and ask students to write the correct spelling.
8. Circle or underline grammatical mistakes and guide students to correct them.
9. Mark incomplete answers or sentences appropriately and ask students to complete them.
10. Appreciate well-presented work through encouraging remarks such as **Excellent, Very Good, Good, Keep it Up**, etc.

G. Follow-up of Corrections

Notebook correction shall always be followed by corrective action.

1. Students shall complete all corrections immediately after the notebook is returned.
2. Spelling mistakes should normally be written **three to five times**, while incorrect sentences should be rewritten correctly once.
3. Teachers should encourage students to identify the correct answer independently rather than writing the correct answer for them.
4. Corrections shall be written under the heading **"Correction Work."**
5. Teachers shall recheck the correction work and ensure that mistakes have been rectified.
6. If errors persist, students shall be guided individually and asked to redo the correction work.

H. Diagrams, Maps and Illustrations

1. Encourage students to use diagrams, maps, flowcharts, tables, and illustrations wherever appropriate.
2. Ensure that diagrams are relevant, correctly labelled, proportionate, and neatly drawn.
3. Map work should follow prescribed conventions and be completed accurately.
4. Adequate space should be left for diagrams without cluttering the page.
5. Colouring, wherever required, should be neat and meaningful.

I. Worksheets and Job Sheets

1. Worksheets and job sheets should have proper headings, dates, and student details.
2. They should be completed neatly and submitted on time.
3. Worksheets should be pasted in the relevant notebook or maintained systematically in a separate subject file.
4. Teachers shall check worksheets promptly and provide constructive feedback.

J. Teacher's Responsibilities

Every teacher shall:

- Maintain regularity in notebook checking.
- Ensure uniform standards of notebook maintenance across all sections.
- Provide timely and constructive feedback.
- Encourage self-correction and reflective learning.

- Monitor completion of correction work.
- Identify common learning gaps and address them during classroom teaching.
- Appreciate sincere efforts and motivate students for continuous improvement.
- Maintain records of notebook checking wherever required.

FIT INDIA MOVEMENT (2026-27)

SR. No	Month	Name of the Programme /Event
1	APRIL 2026	FITNESS TEST
2	JULY 2026	RAILLY RELATED TO GAMES AND SPORTS
3	AUGUST 2026	QUIZ COMPETITION CLASS WISE
4	SEPTEMBER 2026	WORKSHOP TO GAMES AND SPORTS
5	OCTOBER 2026	INTERHOUSE COMPETITION
6	NOVEMBER 2026	PTC MEMBERS RELATED RECREATIONAL GAMES AND SPORTS
7	DECEMBER 2026	RECREATIONAL GAMES
8	JANUARY 2027	ESSAY COMPETITION
9	FEBRUARY 2027	DRAWING COMPETITION
10	MARCH 2027	DEBATE RELATED TO GAMES AND SPORTS

CONSTITUTION DAY (AMAR CHAND, TGT SOST)

SR. NO.	Date	Day	Activities
1	14.04.2026	Birth Day celebration of Dr. Bhimrao Ambedkar	1.Drama on Framing of Constitution 2.Declamation 3.Poem Recitation 4.Quiz 5.Slogan 6.Poster Making
2	23 July 2026	Bal Gangadhar Tilak Birthday	1. Declamation 2.Speech Importance of Purnsvaraj 3.Seminar Contribution of Tilak in Indian National Movement 4.Speech Role of Bal Gangadhar Tilak in Indian Constitution
3	8 August 2026	Quit India Movement	. Drama- Quit India Movement2. . Speech- Importance of Freedom
4	15 August 2026	Independence Day	. Reading- of Indian Constitution Introduction. . Oath taking
5	26 November 2026	Constitution day	1. Oath taking 2. Poem Recitation 3. Poster Making 4. Drama 5. Speech Declamation

6	6 December 2026	Baba Ambedkar Nirvan Divas	Quiz Competition
7	25 January 2027	National Voters Day	1. Awareness on Fundamental Rights & Duties 2. Poster Making To give Tribute Freedom Fighters
8	26 January 2027	Republic Day	1. Declamation 2. Drama on Fundamental Duties 3. Group Song 4. Solo Songs logan Writing Storytelling, Group dance ,solo dance ,Speech, Painting, Mono Acting , Drawing ,Film Show
9	21 February 2027	International Mother Language Day	1. Speech Importance of Indian Regional Language Poem 2. Group Song 3. Reading of Constitution Introduction in Gujarati Language
10	8 March 2027	World Women's Day	Essay Writing on Women's Rights

WATER CONSERVATION SESSION – (2026-27)

SR. NO.	MONTH	ACTIVITIES
1.	APRIL	EXPLANATION – HOW CLOUDS MAKES RAIN SPEECH IMPORTANCE OF WATER

2.	JULY	DISCUSSION ON RAINWATR HARVESTING (VISIT RATINWATER HARVESTING)
3.	AUGUST	DAM SITE VISIT
4.	SEPTEMBE R	POSTER MAKING ON “जल है तो कल है”
5.	OCTOBER	DISCUSSION - HOW WE CAN SAVE WATER
6.	NOVEMBE R	VILLAGE VISIT – STUDENT GIVING GUIDANCE TO THE PEOPLE – ON IMPORTANCE OF WATER
7.	DECEMBER	SKIT/ DRAMA – ON WATER
8.	JANUARY	QUIZ COMPETITION ON WATER
9.	FEBRUARY	STUDENT EXPERIMENT ‘CREATIVE IDEAS’ ON HOW TO MAKE CLEAN WATER FROM – DIRTY WATER (UNCLEAN WATER)
10	MARCH	22 MARCH- WORLD WATER DAY CELEBRATION

CLUB ACTIVITIES

SR. NO.	CLUB	INCHARGE
1	Literary Club	All Language Teachers
2	Nature Club	Science Teachers
3	Fine Art Club	Art Teacher
4	Performing Music Club	Music Teacher
5	Science & Technology	Science Teachers
6	Civic Club	TGT S.ST., PGT HINDI, PGT ENGLISH
7	Adventure Club	PET, LIBRARIAN

8	History Club	TGT So. Sci.
9	IT Club	TGT COMPUTER SCIENCE

GUIDANCE AND COUNSELLING

(Mrs. Shakti Bhagat, PGT Eng., Mr. Anant Pratap Singh, PGT Phys., Mr. OM Prakash, Librarian.)

SR. NO.	MONTHS	NAME OF PROGRAMME/EVENT
1	APRIL 2026	CAREER IN AIR FORCE
2	JULY 2026	INFORMATION ABOUT NDA AFTER 12TH
3	AUGUST 2026	PROMOTION IN READING HABIT CAREER IN
4	SEPTEMBER 2026	INFORMATION ABOUT UPSC, GPSC & OTHER COMPETITIVE EXAMS
5	NOVEMBER 2026	CARRIEER IN TOURISM DEPT.
6	DECEMBER 2026	INFORMATION HOW TO CHOOSE CAREER
7	JANUARY 2027	12TH BASED JOB ORIENTEDCOURSES
8	FEBRUARY 2027	AFTER 10TH CLASS FIND YOUR CARIEERPATH
9	MARCH 2027	INFORMATION ABOUT DIFFERENT FACULTY

LANGUAGE CLUB ACTIVITY (ALL LANGUAGE TEACHER)

SR.NO	MONTH	CLASSES	EVENT	DEPARTMENT
-------	-------	---------	-------	------------

1	APRIL 2026	VI TO XI	ELOCUTION	ENGLISH
			SPEECH COMPETITION	HINDI
2	JULY 2026	VI TO XI	ROLE PLAY	ENGLISH
		VI TO XI	DEBATE	ENGLISH
		VI TO XI	DOHA CHOPAIGAN COMPETITION	HINDI
3	AUGUST 2026	VI TO XI	DEBATE	HINDI
			LITERACY WEEK	ENGLISH
4	SEPTEMBER 2026	VI TO XI	HINDI PAKHWADA	HINDI
5	October 2026	VI TO XI	POWER POINT PRESENTATION	ENGLISH
6	NOVEMBER 2026	VI TO XI	POEM RECITATION	ENGLISH/HINDI/ GUJARATI
7	DECEMBER 2026	VI TO XI	CALIGRAPHY	ENGLISH/HINDI
8	JANUARY 2027	VI TO XI	EXTEMPORE SPEECH	ENGLISH/HINDI
9	FEBRUARY 2027	VI TO XI	ESSAYWRITING COMPETITION	ENGLISH/HINDI/ GUJARATI

(MATHS CLUBACTIVITY)

Sr. No.	MONTHS	NAME OF PROGRAMME/EVENT
1	APRIL 2026	REARRANGING THE CUBES COMPITITION
2	JULY 2026	UNDERSTANDING MULTIPLICATION FACTS WITH BROOMSTICS
3	AUGUST 2026	QUIZ-1
4	SEPTEMBER 2026	MATHEMATICS SEMINAR
5	OCTOBER 2026	NUMBER GAMES (GUESS THE NUMBERS)
6	NOVEMBER 2026	GAME ON ARITHMETIC (SURPRISE WITH THE CLOCK)
7	DECEMBER 2026	MATH WEEK CELEBRATION (MATH EXHIBITION) 22ND DECEMBER MATHS DAYCELEBRATION
8	JANUARY 2027	QUIZ-2
9	FEBRUARY 2027	ORIGAMI
10	MARCH 2027	HIGHER ORDER THINKING IN MATHS

SCIENCE CLUB CALENDAR ACTIVITY (2026 -2027)

SR.NO	MONTH	DATE	ACTIVITY/PROGRAMME
1	APRIL 2026	07 APRIL	WORLD HEALTH DAY
2	JULY 2026	03 JULY	PLASTIC BAG FREE DAY
		28 JULY	WORLD NATURE CONSERVATION DAY
			ACTIVITY- PLANTING & GROWING TREES AND PLANTS
3	AUGUST 2026		SCIENCE GAME
4	SEPTEMBER 2026	16 SEPTEMBER	WORLD OZONE DAY DISCUSSION- GREEN HOUSE EFFECT GLOBAL WARMING, OZONE DEPLETION
5	OCTOBER 2026		SCIENCE POSTER MAKING COMPETITION
6	NOVEMBER 2026	8 NOVEMBER	WORLD RADIOLOGY DAY (ANNIVERSARY OF DISCOVERY OF X-RADIATION BY RONTGEN)
7	DECEMBER 2026	1 DECEMBER	WORLD AIDS DAY SEMINAR, RALLY ABOUT PREVENTION OF AIDS

8	JANUARY 2027		DEBATE IMPORTANCE OF SCIENCE IN DAILY LIFE
9	FEBRUARY 2027	28 FEBRUARY	SCIENCE WEEK CELEBRATION, NATIONAL SCIENCE DAY DISCUSSION= RAMAN EFFECT

LIBRARY ACTIVITIES

1. Daily/Weekly Library Reading Sessions.
2. Storytelling Sessions for Primary Classes.
3. **Read a Book and Review It** / Book Talk.
4. Display of **Book of the Day** and **New Arrivals**.
5. Publication of Handwritten Magazines on important occasions.
6. Preparation of Wall Magazines (Inter-House Competition).
7. Essay Writing Competitions in Hindi, English, and Regional Language.
8. Book Review, Poetry Recitation, Debate, and Quiz Competitions.
9. Wall Poster Writing and Creative Writing Competitions.
10. Newspaper Reading and Newspaper Clipping Display.
11. Celebration of World Book Day, Library Week, Hindi Pakhwada, and other important literary events.
12. Career Guidance Programmes and Career Information Corner.
13. Digital Library Orientation and Promotion of E-Resources.
14. Best Reader Award and Reading Challenge to encourage regular library use.
15. Library Orientation Programme for new students and promotion of independent reading habits.

A ANNUAL HEALTH CALENDAR 2026-27

APRIL 2026	HEALTH CHECK UP ALL STUDENTS
JULY 2026	HEALTH CHECK UP ALL SYUDENTS BY DOCTOR PREVENTIVE MEASURES OF COMMUNICABLE DISEASE &HEALTH CARD MAINTAINS.
NOVEMBER 2026	AWARE TO THE STUDENTS ABOUT PERSONAL HYGIENE & DIET HEALTH 2 ND CHECK UP ALL STUDENTS BY DOCTOR.
DECEMBER 2026	CELEBRATE THE WORLD AID'S DAY
JANUARY 2027	EYE CHECK UP OF ALL STUDENTS
FEBRUARY 2027	HEALTH CHECK UP BY DOCTOR
MARCH 2027	CARD MAINTAIN

ART ACTIVITY (I/C ART TEACHERS)

SR	Name of the Programme /Event	Date
1	Cartoon Making Competition	06-04-2026
2	Collage Making Competition	06-04-2026
3	Poster Making Competition on "Save Tree"	20-04-2026
4	Poster Making Competition on "World PopulationDay"	09-07-2026
5	Greeting Making Competition on Friendship Day	09-07-2026
6	Slogan Writing on Topic "Friendship Day"	04-08-2026
7	Rakhi Making Competition	7-08-2026
8	Flag Making Competition	11-08-2026
10	Calligraphy Writing Competition	13-08-2026
11	Rangoli Competition	14-08-2026
12	Poster Making on Teacher Day	03-09-2026
13	Slogan Writing Competition "HindiRajbhasha"	07-09-2026
14	Suvichar Lekhan on topic "Swachhta"	10-09-2026
15	Mehndi Competition	08-10-2026
16	Art Workshop	06-11-2026
17	Drawing Competition - Communal Harmony/ Peace	12-11-2026
18	Flag Making Competition	20-11-2026
19	Greeting Making Competition "New Year"	30-12-2026
20	Slogan Writing "Swami Vivekanand"	06-01-2027
21	Mask Making Competition	05-02-2027

SPECIAL DAY CELEBRATION IN SPORTS

SN.	NAME OF THE EVENTS	DATE
1.	INTERNATIONAL YOGA DAY	21 JUNE 2026
2.	NATIONAL SPORTS DAY	29 AUGUST 2026
3.	ANNUAL SPORTS DAY	OCTOBER 2026

Implementation of Foundational Literacy and Numeracy (FLN)

1. **Phonics and Language Development:** Use phonics-based activities, word recognition exercises, storytelling, and language games to improve reading, writing, speaking, and listening skills.

2. **Interactive Reading Programme:** Organize read-aloud sessions, guided reading, shared reading, and library activities to enhance vocabulary, reading fluency, comprehension, and develop a love for reading.
3. **Activity-Based Numeracy:** Promote mathematical understanding through games, puzzles, manipulatives, counting activities, and real-life problem-solving tasks.
4. **Differentiated and Small Group Instruction:** Provide need-based teaching in small groups to address diverse learning levels and offer additional support to students requiring remedial assistance.
5. **Integration of ICT:** Utilize Smart Classrooms, educational apps, digital learning resources, and interactive videos to make literacy and numeracy learning engaging and effective.
6. **Continuous Assessment and Remediation:** Conduct regular formative assessments, classroom observations, and competency-based evaluations to monitor progress and provide timely remedial support.
7. **Experiential Learning:** Encourage learning through play, projects, art-integrated activities, and hands-on experiences to strengthen foundational concepts.
8. **Parental Involvement:** Engage parents through regular interaction and provide simple home-based activities to reinforce literacy and numeracy skills.
9. **Teacher Capacity Building:** Ensure continuous professional development of teachers through FLN training programmes, workshops, and sharing of best practices.
10. **Monitoring Learning Outcomes:** Regularly review students' progress and implement targeted interventions to achieve the FLN goals envisaged under NEP 2020 and NIPUN Bharat.