

SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS	Sign
1.	ACADEMIC ADVISORY COMMITTEE	To prepare action plan for Academic activities of the Vidyalaya and monitoring the same which includes the following: a) Students welfare, staff welfare, working system, academics and co-curricular activities etc., 1.Developing departmental Plan. 2. Listing the agenda points 3 days before the conduct of meeting /getting the approval of the undersigned. 3. Recording the minutes/ follow up of the decisions taken. 4.Presenting the minutes before the Academic Advisory committee for information	MRS. TARUNA KAUR V/P I/C	
			MR. UPENDRA KUMAR/ MRS NIMISHA SRIVASTAVA	
			MR. NAVEEN WADHERA	
			MR. DEEPAK KUMAR	
			MRS. RAJNI SINGH	
			MS. NIRMALA	
2.	STUDENTS ADMISSION	Complete OLA process as per directions of KVS,UID creation by class teachers, fee collection and allotting section/ sending required data to RO/ HQ as and when asked with the approval of the undersigned	MR. UPENDRA KUMAR I/C	
			MR. KAMALKANT	
			MRS. SHILPI TAYAL	
3.	TIME TABLE	Preparation of time table/Daily substitution arrangement for absentee teachers / informing the department for arrangement of PTC teachers in the absence of teachers on long leave / on duty / preparing compact time table during revision time /Annual day/ Sports day and as and when required	MRS NIMISHA SRIVASTAVA I/C	
			MRS. MANISHA	
			MR. A.K.SHARMA	
			MRS. KRITIKA	
4.	CCA CONDUCT OF MORNING ASSEMBLY/ ANNOUNCEMENTS VIDYALAYA MAGAZINE	Cleanliness of the area, PA system ,musical instruments ,National Flag (on all occasions).Make necessary announcement in the morning assembly as per the direction of the undersigned. Prepare a calendar of activities for CCA/ conduct of CCA / prize and certificate distribution / Celebration of important days/ planning and conduct of effective morning assembly, Investiture ceremony Announcement for articles/collection/getting the quotation processed/placing order/ editing/ getting it printed with the approval of undersigned and distribution To take up activities as per the requirements from time to time and maintain records of the activities	MRS. RAJNI (CHIEF COORDINATOR)	
			MRS. APARNA TIWARI(COORDINATOR)	
			MRS. MANISHA SINGH	
			MR. N.K. PATHAK(SANSKRIT)	
			MRS. APARNA TIWARI	
			MRS. RAJNI SINGH	
			MR. DEEPAK KUMAR	
			MR. N.K.PATHAK	
MR.SANJEEV TANK				

			MS. AKANSHA MS. PRIYANK RAJPUT	
5.	EXAMINATION (INTERNAL)	Effective planning and execution of examination as per pattern prescribed by the KVS for all classes & result declaration	MR. NAVEEN WADHERA I/C MR. PERVESH KUMAR MRS. NIDHI GUPTA MR. SANDEEP GAGANIA MRS. RAKHI DAYMA MR. SATISH CHANDRA	
6.	EXAMINATION (CBSE, NIOS & EXTERNAL EXAM)	Effective coordination with CBSE board/NIOS in smooth and timely submission of data/ registration and conduct of board examinations / submission of data regarding the same to RO /HQ as and when required	MR. NAVEEN WADHERA I/C MR. PERVESH KUMAR I/C (NIOS) MR. DEEPAK KUMAR MR. KAMALKANT MRS. LOVELEENA CHAUDHARY	
7.	UDISE+	Registration, Reports, Handing Portal etc	MS. TARUNA KAUR/MR.SANJEEV TANK I/C MR. VINOD KUMAR SINGH MR. DEEPAK KUMAR MR. ALOK KUMAR	
8.	SCOUTS/GUIDES/CUBS & BULBULS	Prepare an action plan for the year 2024-25/Organize Scouts and Guides activities as per KVS direction/ Providing Voluntary service as and when required during special occasions/monitoring discipline of the Vidyalaya.	MS.NISTHA I/C MRS. MANISHA SINGH MR.R.S.PAL MR. N.K.PATHAK MR. NAVEEN KUMAR MRS. AKANSHA	
9.	DISCIPLINE	Prepare an action plan to maintain perfect discipline in the school campus/ checking late comers and follow up/ checking of uniform/ and communicating to parents through class teachers. LUNCH TIME -Monitoring students in the eating area. Safety and security of children / informing hospital, security /conducting	MR.SANDEEP GAGANIA I/C MR. DEEPAK KUMAR MRS. LOVELEENA CHAUDHAY MRS. NIMISHA SRIVASTAVA	

		<p>mock drills / Tackling the emergency situation /educating children about reacting to untoward situation, emergency situation. Contact with the right Authorities for bringing situation under control. Public information as per the direction of the undersigned</p> <p>Orientation programme for students/ preparedness to face bullying / control of bullying / maintaining record of cases /guidance and counselling/ sending data to HQ/RO as and when required with the approval of the undersigned</p>	<p>MRS.RAKHI DAYMA</p> <p>MRS. SHILPI TAYAL</p> <p>MRS. MANISHA</p> <p>All Class Teachers</p>	
10.	CS 54	<p>Fee collection checking month-wise and submitting the report. Announcements regarding fee collection and UBI verification</p>	<p>MRS. SHILPI TAYAL I/C</p> <p>MR. A.K.SHARMA</p>	
11.	<p>NTSE/NCSC/ SCIENCE OLYMPIAD SCIENCE EXHIBITIONS/ KVPY/MATHS OLYMPIAD/ VVM</p>	<p>Coaching children/online registration/giving hall ticket/announcement/ etc.</p> <p>Supporting children appearing for KVPY</p> <p>Notification/registration/procuring books/guiding children/ conduct of Olympiad/distribution of certificates</p>	<p>Mrs. NIMISHA SRIVASTAVA I/C</p> <p>MRS. NIDHI GUPTA</p> <p>MRS. LOVELEENA CHAUDHARY</p> <p>MRS. SHILPI TAYAL</p> <p>MR. KAMAL KANT</p> <p>MRS.SULEKHA</p> <p>MRS. RAKHI DYAMA</p>	
12.	<p>SOCIAL SCIENCE EXHIBITION/ TEACHING AID/ EBSB/AKAM/ KALA UTSAV/ RASHTRIYA EKTA PARV</p>	<p>Notification/registration/procuring books/guiding children/ Preparing for the exhibitions , conduct of Olympiad/ distribution of certificates</p>	<p>MR. ASHUTOSH SONI I/C</p> <p>MS. NIRMALA</p> <p>MRS. MANISHA</p> <p>MRS. APARNA TIWARI</p> <p>MRS. SHALVI GUPTA</p> <p>All the concerned subject teachers are the members of the committee</p>	
13.	<p>EXCURSION / EDUCATIONAL TOURS / ARRANGEMENT OF VEHICLES FOR STUDENTS</p>	<p>Finalizing place and date/ Call for quotation/ discussion with undersigned regarding money collection/ safe conduct of education tour</p>	<p>MR. DEEPAK KUMAR I/C</p> <p>MRS. LOVELEENA</p> <p>MR.RAJEEV KUMAR</p>	
14.	CLEANLINESS	<p>Complete cleanliness of the Vidyalaya and surroundings</p> <p>Maintenance of records w.r.t same/instructions to security and</p>	<p>Ground Floor</p> <p>MR. AMIT GARG I/C</p> <p>DR. ANU VERMA</p>	

		housekeeping/maintenance of their attendance and checking their work and giving instruction	MR. BALBIR SINGH	
			First Floor	
			MRS. MANISHA I/C	
			MS. NIRMALA	
			MR. A.K. SHARMA	
			MRS. MANISHA SINGH	
			MR. P.K.SINGH	
			MR. DEVENDER KUMAR	
			MR. SATISH CHANDRA	
			Ground Area and School Surroundings	
			MR. AMIT GARG I/C	
			MRS. ARADHANA SAHU	
			MS. RITU	
15.	SCHOOL WEBSITE	Updating website on requirement basis	MR. SANJEEV TANK I/C	
			MR. VINOD KUMAR SINGH	
			MR. ALOK KUMAR	
			MR. RAKHI DAYMA	
16.	FURNITURE	Condemnation of old furniture/taking inventory/ procuring furniture according to students level considering the budget through purchase procedure	MR. AMIT GARG I/C	
			MR. A.K. SHARMA	
			MR. BALVIR SINGH	
			MR. RAJEEV	
17.	MAINTENANCE AND REPAIR	Repairing electrical and electronic items/ AMC for needed articles and maintaining register for complaints for repairing items from teachers	MR. UPENDRA KUMAR I/C	
			MR. KAMAL KANT	
			MR. BALVIR SINGH	
			MRS. RAKHI DAYMA	
18.	PURCHASE COMMITTEE	Follow the purchase procedure/procure quotations / collecting requirement data from staff/ placing order/entry in stock register/supply and maintaining issue register	MR. UPENDRA KUMAR I/C	
			MRS. MANISHA	
			MR. BALVIR SINGH	

19.	CANTEEN COMMITTEE	Canteen	MR. UPENDRA KUMAR MR. PERVESH KUMAR MRS. SULEKHA MS. RITU RATHORE	
	RECEPTION/WELCOME/ FOOD COMMITTEE	Refreshment for Guests / Inspection Team /Staff / Students	MRS. SARITA ADHIKARI I/C MRS. RENU SINGH MRS. LOVELEENA CHAUDHARY	
20.	FIRST AID /MEDICAL CHECK UP	To procure first aid for students / conducting medical check up twice in a year and settling the account along with the report	MRS. SULEKHA I/C	
			MR. SANDEEP GAGANIA	
			MRS. PRIYANKA RAJPUT	
			Nurse	
21.	GARDENING &BEAUTIFICATION SWACHH VIDYALAYA/ HARIT VIDYALAYA/ ECO CLUB	Beautification of Vidyalaya and its surroundings/ decoration on special occasions	MRS. LOVELEENA CHAUDHARY I/C	
			MR. BALBIR SINGH	
			MS. RITU RATHORE	
			MRS. LALITA MEHRA	
			MS. NISTHA	
22.	SEXUAL HARASSMENT GRIEVANCE-STAFF/STUDENTS	Maintaining complaint box/opening once in a fortnight/recording and taking remedial measure with the consent of the undersigned	(Asst. Comm., KVS RO)	
			MRS. NIMISHA SRIVASTAVA	
			MR. DEEPAK KUMAR	
			MRS. RAJNI SINGH	
			NGO MEMBER	
23.	PA SYSTEM	Repair/Maintenance and arrangement of PA system on all occasions and on a daily basis	MR. BALBIR SINGH I/C	
			MRS. APARNA TIWARI	
			MRS. SHALVI GUPTA	
			MR. SATISH CHANDRA	
24.	AEP	Orientation program for students/ arranging classes on AEP /inviting special guests for lectures /conducting interesting activities	MRS. LOVELEENA CHAUDHARY	
			MRS. NIDHI GUPTA	
			MRS.SULEKHA	
			MRS. RAKHI DAYMA	
			MRS. PRIYANKA RAJPUT	
25.	PTA GUIDANCE & COUNSELLING	Conducting career guidance program for students of class IX & X/arranging special guests to address students in career-related fields/conducting interest inventory and giving feedback to	MRS. SHILPI TAYAL I/C	
			MR. A.K. SHARMA	
			MRS. LALITA MEHRA	

		students/counseling for parents and students	MR. NAVEEN	
26.	RAJBHASHA	Sending bi-lingual circulars/maintaining the records in bilingual and uploading thimahi report /conduct of Hindi Maah	DR. KIRAN SHARMA I/C	
			MRS. RAJNI SINGH	
			MRS. MANISHA SINGH	
			MR.P.K.SINGH	
			MR. N.K. PATHAK	
27.	ALUMNI	To coordinate with the Alumni Association and the vidyalaya for planning and executing activities on behalf of the vidyalaya.	MR. UPENDRA KUMAR I/C	
			MR. APARNA TIWARI	
			MR. PERVESH KUMAR	
			MRS. APARNA TIWARI	
			MS. MAHIMA GUPTA	
28.	ONLINE FEE PAYMENT, VERIFICATION, UPDATION, UBI FEE PORTAL	Updation, verification of data from time to time. Notification about payment of fees and reminder to class teachers. Send messages as per directions of competent authority	MR. VINOD KUMAR SINGH I/C	
			MR. SANJEEV TANK	
			COMPUTER INSTRUCTOR	
			All Class Teachers/ Co-Class Teachers	
29.	RTE, PH AND MINORITY DATA	To provide class wise data as and when required by higher authorities	MR. KAMALKANT MR. AUSHUTOSH KUMAR MR. ALOK KUMAR	
	30. PHOTOGRAPHY	Keeping photographs of all the important photographs of the activities conducted in vidyalaya	MS.NIRMALA I/C	
MRS. SULEKHA				
MRS. LOVELEENA CHAUDHARY				
31.	AUDIO VISUAL & TEACHING AIDS	To select and maintain equipment. To train teachers and develop content. To provide technical support to teachers	MR. SANJEEV TANK I/C	
			MR. AUSHUTOSH SONI	
			MR. BALBIR SINGH	
			I/C MR. DEEPAK KUMAR	
32.	LANGUAGE LAB	To manage language lab equipments. To develop language lab material and integrate it with the curriculum.	DR. ANU VERMA	
			MRS. ARADHANA SAHU	
			MRS. APARNA TIWARI	

33.	LIBRARY	To recommend suitable books for updating the library. To collect feedback from students and staff for additions to the Vidyalaya library. Responsible for the implementation of the library policy	MR. NAVEEN KUMAR I/C
			DR. KIRAN SHARMA
			DR. ANU VERMA
			MRS. RAKHI DAYMA
			MRS. SHILPI TAYAL
			MRS. ARADHANA SAHU
34.	PRESS & PUBLIC RELATIONS / MEDIA COVERAGE	To draft and distribute press releases. To oversee the production of school magazines, newsletters, and other publications. Coordinate media coverage of school events such as sports meets, cultural festivals and academic competitions.	DR. ANU VERMA I/C
			MRS. APARNA TIWARI
			MRS. RAJNI SINGH
			MRS. MANISHA SINGH
35.	JUNIOR SCIENCE LAB	To organize science activities. To promote environmental awareness. Encourage STEM education.	MRS. SULEKHA I/C
			MRS. RAKHI DAYMA
36.	DECORATION OF DISPLAY BORADS	To design and create Displays for bulletin boards and other display areas around the school. To share information. To promote school spirit.	MS. RITU RATHORE I/C
			ALL CLASS TEACHERS AND HOUSE MASTERS
37.	TEACHER'S TRAINING(DIKSHA/N ISTHA/CBSE)	To facilitate the use of different platforms for teacher training and resource sharing. Monitor the progress of the teacher training programs.	MR. AMIT GARG I/C
			MRS. NIMISHA SRIVASTAVA
			MR. SANJEEV KUMAR TANK
			ALL THE TEACHERS
38.	CCT	To implement assessment policies and develop assessment tools. To review assessment practices.	MRS. NIDHI GUPTA I/C
			MRS. SHILPI
39.	STAFF ROOM	To ensure cleanliness, organized and well maintained staff room creating a comfortable and conducive environment.	MRS. SULEKHA I/C
			MR. N.K.PATHAK
			MRS. ARADHANA SAHU
			MR. A.K. SHARMA
40.	DISASTER MANAGEMENT	To develop disaster management plans. Conduct drills and trainings. Ensure safety measures. Establish communication channels for reporting emergencies.	MR. BALBIR SINGH I/C
			MR. SANDEEP GAGANIA
			MS. NISTHA
41.	AWAKENED CITIZENS PROGRAMME	To foster a sense of civic responsibility and ethical behavior among students, preparing them to become active and engaged citizens in society.	MRS. SULEKHA I/C
			MRS. MANISHA SINGH
			ALL THE CONCERNED ACP TRAINED TEACHERS

42.	CHILD RIGHT PROTECTION CELL	Provide a safe working environment. Display conspicuously at the workplace, the penal consequences of indulging in acts that may constitute sexual harassment and the composition of the Internal Complaints Committee. Treat sexual harassment as a misconduct under the service rules and initiate action for misconduct.	MRS.NIMISHA SRIVASTAVA I/C
			MRS. MANISHA
			MR. ASHUTOSH SONI
43.	SEARCH,RESCUE AND EVACUATION TEAM	Teacher will train all the students In case of emergency or in Natural Disaster. They also provide the Exit play from the building during Emergency.	MR. AMIT GARG I/C
			MR. SANDEEP GAGANIA
			DR. KIRAN SHARMA
			MS. NIRMALA
			MR. BALBIR SINGH
44.	HOUSE -SYSTEM		
	SHIVAJI	Prepare the students for various competitions. Seating arrangements for function, events, Competition. Maintenance of perfects/student's council on duty. Maintain records of competitions. To ensure mass participation. To conduct house meeting and ensure mass participation.	MS. NIRMALA I/C
	TAGORE		MRS. LOVELEENA CHAUDHARY I/C
	ASHOKA		MRS. NIDHI GUPTA I/C
	RAMAN		DR. ANU VERMA I/C

KENDRIYA VIDYALAYA BHEL HARDWAR

Office Order

Date: 01/04/2024

Subject: Vidyalaya Committees 2024-25 and Role Assignment reg-

All the staff members are hereby instructed to note down the responsibilities mentioned against their names & from 1st April onwards, they are required to follow their assigned duties with full zeal and sincerity in the larger interests of students, Vidyalaya, and KVS.

"Each one of us can make a difference. Together we make change. - Barbara Mikulski"

Principal