

केन्द्रीय विद्यालय नेपा बड़ापानी

KENDRIYA VIDYALAYA NEPA BARAPANI



समितियां/ COMMITTEES,
SESSION / सत्र : 2024-25

केन्द्रीय विद्यालय नेपा बड़ापानी

विद्यालय योजना सत्र:- 2024-25

Vidyalaya Academic & Institutional Plan for session 2024-25 has been set up and now it has been placed before all staff members for further course of action. The following committees, departments and club are hereby constituted to carry out various curricular, co-curricular and extra-curricular activities and also to provide ample opportunities and encouragement to achieve the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the academic session 2024-25. Therefore, all In-charges, Conveners and Members of the Dept. / Committee/Club are hereby instructed to take the charge of their concerned department and set up the action plan for session 2024-25. Please go through the Vidyalaya Academic Plan for the detailed information especially for guidelines, duties responsibilities and activities.

NOTES: -

1. All the In-charges and the members of the various departments / committees are requested to prepare a complete action plan in duplicate for the session 2024-25 as per allotment given and submit a copy to the Principal on or before **31st August 2024** for record without fail.
2. All the In-charge and the members of the various departments/ committees will be fully responsible for maintaining the assigned duties, activities and prescribed programs. In case of any difficulty, undersigned must be contacted.
3. All the In charges and the members of the various departments / committees are free to take their own decisions to achieve the excellence in activities, if necessary, they can contact the Principal.
4. All the In-charges and the members of the various departments / committees are hereby instructed to complete the stock verification for the session on or before **__NA__** and prepare the list of requirements for the session 2024-25 on or before 31st August 2024 and at the same time a list of materials for condemnation, if any, should be prepared and deposit to the office.

I/C Principal

केन्द्रीय विद्यालय नेपा बड़ापानी

LIST OF CLASS TEACHER AND CO-CLASS TEACHERS SESSION 2024-25

CLASS	SECTION	NAME OF CLASS TEACHER	CO - CLASS TEACHER
I	A	Mrs. Anjali Rani	Mrs. Sufia Fatmi
II	A	Mrs. Bharti	Mrs. Sufia Fatmi
III	A	Sh. Halde Vishal Vishnudas	Sh. Subhash Kumar
IV	A	Sh. Subhash Kumar	Sh. Halde Vishal Vishnudas
V	A	Sh. Jai Kishan	Ms. Parmita Dey
VI	A	Sh. Manjunatha Sharma B K	Sh. Nabin Pradhan
VII	A	Sh. Nabin Pradhan	Sh. Manjunatha Sharma B K
VIII	A	Sh. Mahender Kumar Godara	Ms. Simaran Kumari
IX	A	Ms. Simaran Kumari	Sh. Mahender Kumar Godara
X	A	Ms. Tania Majumdar	Ms. Nidhi Jain
XI SCIENCE	B	Sh. Subhash Sain	Sh. Vinay Kumar Verma
XI ARTS	A	Sh. Rajendra Pratap	Sh. Narendra Kumar
XII SCIENCE	B	Sh. Manoj Kumar Saini	Sh. Sandeep Tiwary
XII ARTS	A	Sh. Vinay Kumar Verma	Sh. Subhash Sain

केन्द्रीय विद्यालय नेपा बड़ापानी

DUTIES AND RESPONSIBILITY OF THE TEACHERS/CLASS/CO-CLASS TEACHERS (SESSION 2024-25)

1. To take the attendance twice daily in forenoon before morning assembly starts and after the recess and fill the details of attendance in the daily attendance kept in the office of Vice-Principal.
2. To make attendances by marking "P" for present and "A" for absent both times.
3. To complete attendance register at the end of the month and to get the Vice-Principal / Principal's Signature on the last working day.
4. To enter all the particulars of student's viz. parents' name, address, contact no. etc. and keep the students profile updated in class register, UBI portal as per the detail's records maintained in the office.
5. To keep the leave letters, medical certificates, study certificates etc. Issued to students in a proper file.
6. To enter the details of the fee and fine paid / warning/ suspension etc. / any punishment accorded to the student.
7. To record good / bad/ achievement / and the traits of the students in the anecdotal register.
8. To choose / select/a very effective class leader & to train the child for leadership qualities with added responsibility, if needed on rotation basis.
9. To encourage / motivate children to participate in CCA/ sports/ internal/ external competitions and to keep track records of their participation throughout the year.
10. To co- ordinate / cooperate with the students to try to solve their problems like indiscipline/ low scores in any subjects.
11. To keep record of the parent – teacher meeting as when such meeting takes place.
12. Please check the cleanliness of the class – room. Not a single paper piece should be seen inside the class room thrown carelessly. If cleanliness is not up to the mark, please inform the undersigned / Office and get it cleaned immediately.
13. Students must be trained to turn off light / fans as and when they leave the class room.
14. Each class room should have a dustbin and proper use of its must be done. The teacher should motivate students to use it properly and arrange one if needed.
15. Seating arrangement of students in class must be in proper way. Desk and bench should be properly arranged as per the strength of the students. Student seating may be arranged as per guideline of KVS on rotation basis.

16. Light must be used only on need base and no misuse of electricity should be allowed.
17. All subject teachers have to prepare (month wise) annual teaching plan to complete the syllabus on time. **The syllabus for class X & XII will be completed by last week of October 2024 and for all others by 31st January 2025.** Classes may be arranged before morning assembly and after school hours to complete the syllabus on time and for giving practice to the students, if necessary, on need basis.
18. Revision plan needs to be prepared in the month of **November 2024 for class X & XII** and for the others in the month of **February 2025**. First round of revision for class XII needs to be completed by **December 2024** and for others by **February 2025**. Second round revision will commence from **January 2025** onwards for class XII and it will be completed by **15th February 2025**. For this purpose, action planned will be chalked out in the month of **December 2024**.
19. Subject teachers have to inform their time table to students so that they could bring their books, notebooks and other teaching material regularly. Teacher should check the regular attendance of students and if any student is found irregular his / her parents must be called to sort out the problems and written intimation of less attendance must be given to the students every month.
20. Name of the topic / chapter must be written on black board before you start the teaching work and carry your teacher's diary every day.
21. Classroom discipline must be maintained during the period by the respective subject teachers while teaching learning process is under process.
22. Students' notebook / work books etc. must be checked regularly as briefed in the staff meeting. Positive remark must be given wherever necessary.
23. Teachers to carry chalk to the classes and not to send students to fetch one. Teachers not to allow students to leave the class under one pretext or the other.
24. Teachers not to call students from classes during the teaching and learning process, unless it is very important with prior information.

(Dr. Praveen Kumar Mishra)
I/C Principal

पीएम श्री केन्द्रीय विद्यालय नेपा बड़ापानी

COMMITTEES FOR THE SESSION 2024-25

The following committees have been formed for the year 2024-25 for smooth functioning of the Vidyalaya. Every committee In-charges and members are responsible for preparation of Annual / Year Planner of all activities of his/her department and submits the same to Principal on or before 15TH August, 2024 without fail.

क्र.सा	समितियों के नाम	प्रभारी एवं सदस्यों के नाम	प्रभारी एवं समितियों सदस्यों के कार्य का विवरण
1.	ADMISSION (FRESH & TCS' CASES)	Ms. Simaran Kumari, TGT(Maths I/c) 1. Ms. Ms.Nidhi Jain, TGT (WE)	<ul style="list-style-type: none"> • Admission to all classes throughout the year including RTE as per KVS Admission Guideline and Planning & Conducting of Admission Test for class 9. • Maintenance of Admission Register of data required to be submitted to KVS RO/(HQ) time to time. • Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work. • Every month Enrolment of the Vidyalaya has to be collected and checked by the department and submit the same to the Principal – This has to be done a day prior to last working day of the month. • Every month vacancy of each class & section-wise details are to be recorded in the admission register and submit to Principal. This has to be done a day prior to last working day of the month. • Monthly review Meetings on admissions to be done. This work has to be adhered with calendar of Admission as per KVS (HQ).
2.	ACADEMIC & ADMINISTRATIVE SUPPORT	Mr.Hari Shankar Yadav , PGT(CS) I/c 1. Sh. Vinay Kumar Verma (PGT Math.) 2. Sh. Manoj Kumar Saini, PGT(History) 3. Ms. Tania Majumdar TGT(English) 4. Sh. Jai Kishan, PRT 5. Ms. Anjali Rani, PRT 6. Sh. Subhash Kumar, PRT	<ul style="list-style-type: none"> • Necessary correspondence with the KVS RO/ HQ etc. as per the direction of Principal related to academic improvement. • Interacting with the teachers and directing them on their academic duties. It is the sole responsibility of Vice Principal, Senior Most PGT & Head Master to check the academic activities of teachers. He /She will prepare plan and schedule for Notebooks (C/w & H/w) checking. • Preparing schedule for checking of Teachers Diary every fortnightly. • In-charge and members need to ensure quality and effective flow of teaching and learning activities in the Vidyalaya. • Preparing academic calendar department wise for 2024-25

3.	<p align="center">CAREER GUIDANCE AND COUNSELING (To Plan and fix the dates)</p>	<p align="center">Sh. Subhash Sain, PGT(Physics) I/c 1. Sh. Manoj Kumar Saini, PGT(History) 2. Sh. Sandeep Tiwari, PGT(Geo) 3. Sh. Jai Kishan, PRT</p>	<ul style="list-style-type: none"> Year Planner for counseling sessions shall have to be prepared by I/c of the committee. A minimum of 06 (six) such counseling sessions shall have to be planned and to be organized and reporting is mandatory. Collection of information and providing to the students. Arrangement of Guest Lectures on urgent issues. Monthly report has to be submitted on activities undertaken for providing information to the students - Please use a separate register for counseling and guidance activities.
4.	<p align="center">TIME TABLE SECONDARY DEPARTMENT & PRIMARY DEPARTMENT</p>	<p align="center">Sh. T Indrakumar, Librarian, I/c 1. Sh. Rajendra Pratap, PGT (Eco.) 2. Ms. Simaran Kumari, TGT Maths</p>	<ul style="list-style-type: none"> Preparation of class & teachers Time Table as per KVS norms. Preparation of special Time Table for Board classes, Remedial classes, Classes for low achievers and zero period. Monitoring of bell timing in the Vidyalaya. Distribution of class diary to all the class monitors to note every day's activity period-wise. Collecting the class diary and submitting the same to Principal for his supervision. Random checking for teachers attending the classes during their arrangement and to ensure no teacher who is absent is left without arrangement within proper time.
5.	<p align="center">AEP Planning & Conducting a minimum of 6 activities in the session</p>	<p align="center">Sh. Nabin Pradhan, TGT (AE), I/c 1. Ms. Nidhi Jain, TGT(WE) 2. Ms. Taniya Majumdar, TGT(Eng.)</p>	<ul style="list-style-type: none"> Organizing parent teacher meeting, creating awareness among parents and children about the changes in adolescent (adult) stage. Awareness about sexual diseases, solution for stress related problems. Planning, preparation and conducting the AEP programs. Every month AEP classes are to be conducted on core issues. Submitting a monthly report to Principal is mandatory.
6.	<p align="center">ALUMNI ASSOCIATION</p>	<p align="center">Sh. Nabin Pradhan, TGT(AE) I/C 1. Sh. Sandeep Tiwari, PGT(Geo) 2. Sh. Jai Kishan, PRT</p>	<ul style="list-style-type: none"> To maintain proper records of Alumni of the Vidyalaya. To arrange alumni, meet in the Vidyalaya by discussing with the undersigned. To upload details of alumni on vidyalaya website.

7.	RIGHT TO INFORMATION	Sh. Vinay Kumar Verma (PGT Math.), I/C 1. Sh. Rajendra Pratap, PGT (Eco.)	<ul style="list-style-type: none"> To attend the queries made under RTI and ensure their response is made on or before the stipulated date. Collect data/information to be incorporated in the reply of such letters. The members and I/C to keep them updated with the rules and procedures regarding RTI act.
8.	COMPUTER LAB Monthly Report on ICT Website updating E-Class Room & CAL / TAL	Sh. H S Yadav, PGT (CS) I/C 1. Sh. Deepak Kumar, Compt.Inst.	<ul style="list-style-type: none"> Update Vidyalaya website once in every fortnight and as when it is required. Up-dation of Enrollment of student's class-wise, section-wise & staff vacancy positions every month on Vidyalaya website and PIMS portal. Proper maintenance of computer infrastructure and other related items. Other allied information and data that is required by KVS. To maintain proper record of Computer AMC service. <p>Note: PGTs' (Comp. Science) are responsible for the website updating through coordination with respective department heads</p>
9.	SCHOOL DISCIPLINE	Sh. Mahendra Kumar Godara, TGT(P&HE), I/C 1. Sh. H S Yadav, PGT (CS) 2. Sh. Manoj Kumar Saini, PGT(History) 3. Sh. Jai Kishan, PRT 4. Sh. Sharat Chandra Mishra, PRT (Music) 5. Ms. Nidhi Jain, TGT(WE) 6. Ms. Simran, TGT(Maths) 7. All Class Teachers concerned	<ul style="list-style-type: none"> Checking of student's uniform, late comers, students missing assembly. Checking of students' behavior in and outside the class. Monitoring the movement of students in lines during arrival, departure and to ensure safe passage to students. Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours. (Class teacher also need to assist) Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation. A monthly report on discipline proceedings & steps taken up and observations made have to be submitted to Principal. Checking the Movement of students in corridor without out-passes and recording the same to intimate Principal. For proper maintenance of discipline in the school, Article 60 of KVS Education Code needs to be strictly followed up.

10.	<p style="text-align: center;">MORNING ASSEMBLY</p>	<p>Sh. Sh. H. Ningchihan Tangkhul , PGT(I/C)</p> <p>Sh. Narendra Kumar, PGT (Hin.)</p> <p>Ms. Simran, TGT(Maths)</p> <p>Sh. Nabin Pradhan, TGT(AE)</p> <p>Sh. T Indrakumar, Librarian</p> <p>Ms.Nidhi Jain, TGT(WE)</p> <p>Sh. Rajendra Pratap, PGT (Eco.)</p> <p>Sh. Vishal Halde, PRT</p> <p>Sh. Sharat Chandra Mishra, PRT(Music)</p> <p>Mrs. Bharti</p> <p>Sh. Subhash Kumar, PRT</p> <p>Sh. Vishal Halde, PRT</p>	<ul style="list-style-type: none"> • To plan the morning assembly programmes and allots the duty to the concerned class teachers. • Class Teachers & CCA In-charge will check their preparation of the programme before presenting in the morning assembly. • Children's and Teachers birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her. • To provide a greeting card & toffee & all student have to wish them by presenting birthday song. Any other related work <p style="text-align: center;">VALUE EDUCATION</p> <ul style="list-style-type: none"> • To prepare compact programme for developing good habits and moral value among the students. • To encourage the students on the observation of good habits & behavior and appreciate the best dress students.
11.	<p style="text-align: center;">SCOUT AND GUIDE</p> <p style="text-align: center;">(SECONDARY SECTION)</p> <p style="text-align: center;">CUBS AND BULBUL</p> <p style="text-align: center;">(PRIMARY SECTION)</p>	<p>Sh. Manoj Kumar Saini, PGT(History), I/c</p> <ol style="list-style-type: none"> 1. Sh. Vishal Halde, PRT 2. Sh. Sandeep Tiwari, PGT(Geo) 3. Sh. Jai Kishan, PRT 4. Sh. Sharat Chandra, PRT (Music) 5. Ms. Nidhi jain, TGT(WE) 6. Ms. Tania Majumdar, TGt(English) 	<ul style="list-style-type: none"> • Registration of units as per the instruction of KVS BS&G. • Fresh registration for Scouts & Guides and Cubs & Bulbuls etc. • Conducting upgrading camps & celebrations related to Scout & Guides activities. • Taking up Community development and service works once in a month. • Celebration of events as per the calendar of KVS BS&G. • Submitting monthly reports & carrying out other related works

12.	<p>HOME EXAMINATION (SECONDARY SECTION)</p> <p>CBSE & EXTERNAL EXAMINATIONS</p> <p>PRIMARY SECTION (Internal & External)</p>	<p>Sh. Sandeep Tiwary, PGT (Geography), I/c 1. Sh. Manoj Kumar Saini, PGT(History) 2. Ms. Tania Majumdar, TGT(English)</p> <p>Sh. Vinay Kumar Verma, PGT (Maths), I/c 1. Sh. Manoj Kumar Saini, PGT(History) 2. Ms. Tania Majumdar, TGT(English)</p> <p>Sh. Subhash Kumar, PRT I/c 1. Sh. jai Kishan, PRT 2. Mrs. Anjali Rani, PRT</p>	<ul style="list-style-type: none"> • Raising the indent for the papers and other important items required in the examination department. • Planning & conducting of periodic test and term examinations as per the schedule and calendar of activities of KVS. • Listing out absentees and planning & conducting Re-tests • To prepare the result analysis of internal exams and maintaining the record in an appropriate manner. • Distribution of the split-up syllabus /Study materials to the teachers and students as per the instruction of KVS. • Responsibility of core team is to coordinate and direct the supporting staff for a smooth execution of the work. • Distribution of Result Cards to class Teachers. • It is mandatory for all the question paper setters to provide the question paper both in soft and hard copies duly computerized, Exam Department shall not accept the papers which are hand written. In-charge will monitor the entire department proceedings and make sure that all wings of his department are functional appropriately and adhering the time schedule. • CBSE Committee will follow up registration of class 9th and 11th on time as per CBSE calendar of activities and ensure proper verification of records of class 10th and 12th in the LOC and timely uploading. • CBSE Committee will ensure timely collection of fees as and when required for its submission to the CBSE. • CBSE Committee will ensure the process of Vidyalaya affiliation timely and to ensure timely updation and correction of data on OASIS Portal of CBSE. • CBSE Committee will ensure proper follow up of any work assigned by the Principal related to the CBSE.
13.	<p>SCHOOL RESULT MODERATION</p>	<p>Dr. Praveen Kumar Mishra, I/C Principal 1. Mr.Sandeep Tiwary, PGT Geography 2. Mr. Vinay Kumar Verma, PGT Maths 3. Mr. Hari Shankar Yadav, PGT CS 4. Ms. Tania Majumdar, TGT English 5. Ms. Simaran Kumari, TGT Maths.</p>	<ul style="list-style-type: none"> • To decide the hard and difficult cases and formulating the criteria to decide class wise result of border case as per KVS norms. • To uphold and implement police as per KVS Education Code for the result preparation of Session Ending of 2024-25. • To award grace marks as per Article 105 of KVS Education Code.

14.	NIOS EXAMINATION	Sh. Sandeep Tiwary, PGT (Geography) I/c 1.	<ul style="list-style-type: none"> To conduct examination smoothly as per the calendar of activities of NIOS. To maintain proper records related to the NIOS examination.
15.	MATHS OLYMPIAD	Mr. Vinay Kumar Verma, PGT Maths I/C 1. Ms. Simaran Kumari, TGT Maths.	<ul style="list-style-type: none"> To conduct the entire Math's Olympiads smoothly. To make the students aware about the different kinds of Olympiads to be conducted in the Vidyalaya. To develop environment for activities based on Fun with mathematics. To sensitize students regarding maths and removing their fear factor related to maths.
16.	SCIENCE OLYMPIADS GREEN OLYMPIAD VVM & IAPT	Mr. Subhash Shain, PGT Phy I/C 1. Mr. Nikhilesh Kumar, PGT Biology 2. Ms. Nidhi Jain, TGT WE	<ul style="list-style-type: none"> To conduct all the Olympiads smoothly. To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya. To make students aware about Vidyarathi Vigyan Manthan Programme and Examination Conducted by Indian Association of Physics Teachers. Ensuring registration of students in the examination, motivating and guiding for their participation in the said examination on time. Committee should ensure maximum participation any such events.
17.	INSPIRE MANAK RSBVP NTSE	Mr. Subhash Shain, PGT Phy I/C 1. Mr. Nikhilesh Kumar, PGT Biology	<ul style="list-style-type: none"> To make students aware about Inspire Manak & Rashtriya Bal Vaigyanik Pradarshani and their SOPs for participation. Ensuring registration of students in the programme, motivating and guiding for their participation in the said events on time. Committee should ensure maximum participation any such events.
18.	NCSC HARIT VIDYALAYA SCIENCE EXHIBITIONS GSP AUDIT	Mr. Subhash Shain, PGT Phy I/C 1. Dr. Praveen Kumar, PGT Chemistry 2. Mr. Nikhilesh Kumar, PGT Biology	<ul style="list-style-type: none"> Plan the exhibition themes and models in advance and start synopsis preparation. Conduct mock exhibition well before the exhibitions scheduled as per KVS. Decide the best models and the suggestions for improvement. Get the new models ready before the exhibition to begin. Committee should ensure maximum participation any such events. <p>Note: As far as science exhibition is concerned, the In-charge teacher will discuss with Principal on all the modalities to be observed and record in the Science department minutes register.</p>

19.	SOCIAL SCIENCE EXHIBITIONS	Mr. Manoj Kumar Saini, PGT History. 1. Mr. Rajendra Pratap, PGT Economics 2. Mr. Sandeep Tiwary, PGT Geography	<ul style="list-style-type: none"> Plan the exhibition themes and models in advance and start synopsis preparation. Conduct mock exhibition well before the exhibitions scheduled as per KVS. Decide the best models and the suggestions for improvement. Get the new models ready before the exhibition to begin. <p>Note: As far as Social Science exhibition is concerned, the In-charge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register.</p>
20.	DISASTER MANAGEMENT	Ms. Nidhi Jain, TGT WE I/c 1. Mr. Mahendra Kumar Godara, TGt P&HE 2. Mr. Nabin Pradhan, TGT AE	<ul style="list-style-type: none"> Mock Drills & awareness programme to be organized twice a year i.e. April & Oct To ensure that fire safety extinguishers are placed on prominent places and refilled on time. To check Vidyalaya premises on regular interval of time and if any gray area is found it must be reported to the undersigned.
21.	CO-CURRICULAR ACTIVITIES & Celebration of National Festival Important Days Celebration (SECONDARY SECTION) (PRIMARY SECTION)	Mr. H. Ningchian Thongkhul, PGT (Eng) I/c 1. Mr.Narendra Kumar, PGT Hindi 2. Mr. Manjunatha Sharma B K, TGT SKT 3. Mr. Nabin Pradhan, TGT AE 4. Mr. T Indrakumar Singh, Librarian Mr. Jai Kishan, PRT, I/C 1. Mr. Halde Vishal Vishnudas, PRT 2. Ms. Anjali Rani, PRT 3. Mr. Subhash Kumar, PRT 4. Ms. Parmita Dey, PRT 5. Mrs. Sufia Fatmi PRT	<ul style="list-style-type: none"> Preparation of Calendar of activities for 2024-25. Preparation of Days to be observed and celebrated in the year 2024-25. House distribution activity. Conduct & celebration of formation of Student's Council. Planning, preparation and celebration of Annual Day Duty allotment and monitoring of assembly program. Checking of the information on the display board in corridor and class rooms. Theme selection for every month and carrying out the suggested activities. Maintaining the record of achievements of the students of house and maintaining transparency in the result process. Important announcements in the assembly, planning & preparing students for various activities. For this, the CCA I/c or deputy has to meet Principal to note the next day's announcements. Important dates shall be collected and be celebrated appropriately. The committee can even suggest Principal for the purpose.

22.	<p style="text-align: center;">राजभाषा RAJ BASHA</p>	<p>Mr. Narendra Kumar, PGT Hindi, I/c 1. Mr. Manjunatha Sharma BK, TGT SKT 2. Ms. Kanchan Kumari, TGT Hindi (cont) 3. Mr. Halde Vishal Vishnudas, PRT</p>	<ul style="list-style-type: none"> • Periodical reports shall be prepared as per the schedule and without any reminder from Head of the Institution. So, the committee requires some plan on Raj Basha implementation. So, Year planner may be prepared for the purpose. • Hindi Pakhwada has to be celebrated with full energy and with innovative ideas for promotion of Raj Basha. • The committee is responsible to plan some more activities prior to Hindi Pakhwada and conduct through Hindi classes and CCA activities so that, the report may be sent to KVS about it. • Raj Basha implementation will be decorative and acceptable. • Every quarter meeting should be held for Rajbasha. • I/c is responsible for preparation of reports (ररप र्य / अनुपालन प्रवििदन इत्यावद)
23.	<p style="text-align: center;">FURNITURE (Purchase, Repair Maintenance)</p>	<p>Mr. Manoj Kumar Saini , PGT History, I/c 1. Mr. T Indrakumar, Librarian 2. Mr. Jai Kishan PRT</p>	<ul style="list-style-type: none"> • Preparing the list of articles for condemnation for 2024-25 in the new format and keep ready for Physical Verification • Raising the indent of the Furniture required within the ceiling as per KVS norms. • Maintenance of furniture register & inventories in each class, lab, departments, library, office etc. • Preparation of list of repairable and broken furniture. • Submission of requirements of shortage, making inventory and proper monitoring.
25	<p style="text-align: center;">STUDENTS' COUNCIL</p>	<p>Mr. Ranjit Kumar, Vice Principal, I/c 1. Mrs. Mridula Saxena, PGT Eng. 2. Mr. Santosh Kumar Pal, PGT Hindi 3. Ms. Meenu Rana, PGT Physics 4. Mr. V P Pandey, PGT Eng. 5. Ms. Manju Katiyar, PGT Comm. 6. Ms. Neeta Kushwaha, TGT Hindi 7. Ms. Sudhir Pandey, TGT Sanskrit 8. Mr. Rohit Kumar, TGT P&HE</p>	<ul style="list-style-type: none"> • Selection and celebration of School Captains and Vice Captains under student's council. • Planning a calendar of Students' Council meeting to discuss about various academic activities of the Vidyalaya. • Review of Attendance registers once in every 15 days and communicating shortcomings. • Review of syllabus coverage from classes VI to XII once in a month.

26.	LIBRARY ADVISORY COUNCIL	Mr. T Indrakumar, Librarian, I/c 1. Mr. Manoj Kumar Saini, PGT (History) 2. Mr. H Ningchihan, PG T(English) 3. Mr. Subhash Kumar, PRT	<ul style="list-style-type: none"> • Planning and preparing the books for condemnation. • Supervising the Library activities undertaken by the librarians and seeking a report on monthly basis. • Raising the requirement of books, taking the list from students of classes XI and XII and respective subject teachers. • Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS. Improving library service and its monitoring. <p>Note: Librarian to prepare a Yearly planner of activities and submit to Principal.</p>
27.	SPORTS & KHELO INDIA (SECONDARY SECTION)	Mr. Mahendra Kumar Godara, TGT(P&HE) 1. Mr. Sh. Jai Kishan, PRT 2. Class teachers of all classes.	<ul style="list-style-type: none"> • Planning Vidyalaya sports activities, (Year calendar). • Monitoring blocks period. • To place requisition for purchasing of sports relate equipment. • To celebrate National Sports Day in planned manner. • Conducting Annual Sports Day as per KVS norms. • Planning and conducting Regional and National Sports Activities as per the direction of KVS RO/HQ.
28.	STANDARD OPERATING PROCEDURE (SOP) FOR SAFETY & SECURITY AND SICK AND INJURED CHILD	Mr. M K Godara, TGT P&HE, I/c 1. Ms. Subhash Sain , PGT (Phy.) 2. Mr. Manoj Kumar Saini, PGT(History) 3. Mr. Vishal Halde, PRT 4. Mr. Jai Kishan, PRT Note. The teacher / employee of the school present at the place of incident will be part of committee. Any vehicle available may be used in case of emergency and parent needs to be intimated.	<ul style="list-style-type: none"> • To read the SOP carefully and bring it to the notice of all the staff and the teachers of the school and develop comprehensive action plan to implement the guidelines. • Allocate specific roles to different personnel and teachers as per the SOP and brief the staff about the action to be taken by them in any exigency and take preventive measures as given in the guidelines in consultation with the local police and keep the security personnel of the school on the alert. Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents. Conduct advance reconnaissance of the school with the help of the local police and hold mock drills for School Staffs.

29.	<p style="text-align: center;">BEAUTIFICATION & GARDENING</p>	<p>Mr. Nabin. Pradhan, TGT (A E), I/c 1. Ms. Taniya Majumdar, TGT(Eng.). 2. Mr. Jai Kishan, PRT</p>	<ul style="list-style-type: none"> • Garden maintenance, observation and making suggestions to the gardener. • Monthly review of garden and suggestions for its improvement. • Submitting of monthly review of garden & Beautification of Vidyalaya. • Raising the requirement for Garden and Vidyalaya beautification.
31.	<p style="text-align: center;">SCHOOL BUILDING CIVIL, ELECTRICAL MAINTENANCE</p>	<p>Ms. Nidhi Jain, TGT (WE) I/c 1. Mr. Subhash Sain, PGT Phy 2. Mr. H.Ningchian, PGT English 3. Mr. M K Godara, TGT P&HE</p>	<ul style="list-style-type: none"> • Raising the quotations for procurement of materials required for civil work. Monitoring of Vidyalaya infrastructure development and works in progress. • Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya. • Monitoring and recording of civil work / repair work undertaken. Preparing the estimates and submitting request for procurement of materials such as gitty (stone dust/ stones), sand, cement etc., with clear justification. • Stock entry of the material purchased and proper usage of material purchased and record of the same in the stock register. • Certifying the proper usage of material at appropriate and required places. • Informing Principal, the areas of immediate attention. • To complete any task assigned by the principal on real time basis taking students safety and security as top priority.

32.	<p style="text-align: center;">PUBLIC ANNOUNCEMENT SYSTEM & AUDIO VISUAL</p>	<p>Ms. Nidhi Jain, TGT WE I/c 1. Mr. Narendra Kumar, PGT(Hindi) 2. Mr. Manoj Kumar Saini, PGT(History) 3. Mr. Rajendra Pratap, PGT (Eco.)</p>	<ul style="list-style-type: none"> • To ensure proper upkeep and maintenance of PA & Audio-Visual system in the Vidyalaya. • To place requisition for purchase of items as per the requirements received from various departments.
33.	<p style="text-align: center;">STAFF QUARTERS CIVIL & ELECTRICAL MAINTENANCE</p>	<p>Mr. Vinay Kumar Verma (PGT Math.) I/c 1. Mr. Manoj Kumar Saini, PGT(History) 2. Mr. Sandeep Tiwary PGT(Geo) 3. Mr. T Indrakumar, Librarian 4. Mr. Jai Kishan, PRT</p>	<ul style="list-style-type: none"> • Monitoring of Vidyalaya staff quarters electrical fittings and fixtures. • Monitoring and recording of electrical work / repair work undertaken. Preparing the estimates and submitting request for procurement of materials with clear justification. • Stock entry of the material and proper usage of material purchased and record of the same in the stock register. • Certifying the proper usage of material at appropriate and required places. Ensuring proper functioning of electrical fittings and fixtures. Informing Principal, the areas of immediate attention.
34	<p style="text-align: center;">TEACHING AIDS</p>	<p>Mr. Sandeep Tiwary, PGT Geo I/c 1. Mr. Manoj Kumar Saini, PGT(History) 2. Mr. Rajendra Pratap, PGT (Eco.) 3. Mr. Depak Kumar, Computer Instructor</p>	<ul style="list-style-type: none"> • Procurement of teaching aids as per the need of different departments. • Upkeep of teaching aids. • List of teaching aids used by the teachers.

35.	<p style="text-align: center;">EDUCATIONAL TOUR & TRIP</p> <p style="text-align: center;">(PLANNING SCHEDULE) & (PLAN OF ACTION)</p>	<p>Mr. Rajendra Pratap, PGT (Eco.)I/c</p> <ol style="list-style-type: none"> 1. Ms. Nidhi Jain, TGT(WE) 2. Mr. Jai Kishan, PRT 3. Mrs. Bharti, PRT 	<ul style="list-style-type: none"> • Planning of educational tour for different classes as per schedule given by the KVS. • Deciding the places to visit through formal discussions with Principal and submit a report on the excursions. • Taking students to local places of educational and tourist interest. Planning safety measures, communicating parents through DO Letters, charting the buses, contacting the visiting places, taking permissions etc., are the responsibilities of the committee and submitting a final report for modifications and necessary approval.
36.	<p style="text-align: center;">NIPUN PRIMARY EDUCATION</p> <p style="text-align: center;">(FLN & NEP Aligned Activities)</p>	<p>Mr. Halde Vishal Vishnudas, PRT, I/c</p> <ol style="list-style-type: none"> 1. Mr. Jai Kishan, PRT 2. Mr. Subhash Kumar, PRT 3. Ms. Anjali Rani, PRT 	<p style="text-align: center;">Year Planner shall have to be prepared by each head.</p> <ul style="list-style-type: none"> • Planning and preparation calendar of activities for primary section under NIPUN. • Supervision of Primary classes. All the new entries may be supervised with the help of Head Master/Sr. PRT of the Vidyalaya, so that necessary help can be given to them to understand about FLN work. • Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets binded and display in NIPUN/CMP room. All works related to primary education. • Maintaining FLN & Other activity records. Formation of Committees for primary wing for smooth conduct of activities. • A monthly report on activities undertaken by the Primary wing must be reported to the Principal.
37.	<p style="text-align: center;">PHOTOGRAPHY AND PRESS</p>	<p>Mr. Nabin Pradhan, TGT AE I/c</p> <ol style="list-style-type: none"> 1. Computer Inst 	<ul style="list-style-type: none"> • Arrangement of photographer or using our own camera for important functions. • Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise. • During the inspections Albums related to various activities conducted in the Vidyalaya must be presented to Supervising team.
39.	<p style="text-align: center;">MEDICAL ROOM & FIRST AID</p>	<p>Ms. Anjali Rani, PRT, I/C</p>	<ul style="list-style-type: none"> • Planning a calendar of activities of the department, such as on which dates medical checkup has to be carried out. • Planning with doctor for a medical checkup for children twice a year and collection of medical certificates from class teachers. • Keep first aid item readily available in staff room, sports room and principal room. After the medical checkup, getting the cards binded and it must be kept as a record.

40.	<p align="center">HYGIENE AND SANITATION & SWACHH BHARAT MISSION</p>	<p>Ms. Nidhi Jain, TGT WE I/c 1. Mr. M K Godara, TGT P&HE. 2. Mr.Nabin Pradhan, TGT AE</p>	<ul style="list-style-type: none"> • Checking cleanliness at drinking points, in toilet and other places, daily pursuing sweeper to work promptly. • Submitting Monthly report on observations on cleanliness. • The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets. Please ensure that, the labours use disinfectants. Keep the contact number of the contractor responsible for and update him with the problems. Observed. The undersigned is confident on the team constituted as they execute the work promptly. • Once in every week, the committee shall go round the Vidyalaya exterior view and find out the growths in the wall and the surroundings. • Plan the cleaning campaign and get the work done with the help of contractor / Labour. • Submit the requisition and report on the work completion.
41.	<p align="center">VIDYALAYA MAGAZINE & NIPUN NEWS LETTER</p>	<p align="center">Mr. H.Ningchian, PGT English, I/c 1. Mr. Narendra Kumar, PGT Hindi 2. Mr. T. Indrakumar Singh, Librarian 3. Mr. Nabin Pradhan, TGT AE 4. Ms. Tania Majumdar, TGT English Mr. Halde Vishal Vishnudas, PRT, I/c 1. Mr. Jai Kishan, PRT 2. Ms. Anjali Rani, PRT</p>	<ul style="list-style-type: none"> • Overall Planning of the magazine collection as per fixed schedule. • Collect the materials and keep updating them periodically. • Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/officers/officials retiring from services shall have a space to be part of Vidyalaya Magazine. • The magazine collection and compilation work shall be completed before December 2024. Responsible for the planning quarterly Newsletter for Primary lines of previous year. Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and keep ready. • Every quarterly the NIPUN Newsletter has to be sent to Regional Office to update them on the work & conduct of the primary wing.
42.	<p align="center">PHYSICS LAB CHEMISTRY LAB BIOLOGY LAB COMPUTER LAB</p>	<p>Mr. Subhash Sain, PGT Physics Dr.Praveen Kumar Mishra, PGT Chem Dr.Praveen Kumar Mishra, PGT Chem Mr. Hari Shankar Yadav, PGT CS</p>	<ul style="list-style-type: none"> • To oversee the cleaning of Lab. • Breakage and maintenance. • Preparation of log book and presence during practical. • Any other Lab and practical related work.

47.	SUBJECT COMMITTEE		<ul style="list-style-type: none"> • Every month these committees invariably sit and discuss on agenda that pre-decided and got approved by Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized. • Split up syllabus month wise and teacher wise. • Project work-term wise. • Weightage of marks to each topic. • Evaluation scheme & Practical work. • Class room activities and teaching aids. • Model question paper and sample paper. • Identification of low achievers and gifted children and remedial action. • Under achievers / late learners identification. • Strategy for effective monitoring for student improvements. • Class activities, Exhibition, Exam- PT1/PT2/PT3/TERM1/TERM2/SEE • Preparation of question papers for periodic and term examination. • CBE based teaching and formative assessments records must be kept readily available. • Innovations taken up and the reports thereof. • Conducting activities related to the Club & Educational tour.
	ENGLISH LANGUAGE & INTEGRITY CLUB	Mr. H.Ningchian, PGT English, I/c 1. Ms. Tania Majumdar, TGT English	
	HINDI & SANSKRIT LANGUAGE & LITERARY CLUB	Mr. Narendra Kumar, PGT Hindi, I/c 1. Mr. Manjunatha Sharma BK, TGT SKT	
	SCIENCE SUBJECT & SCIENCE & ECO CLUB	Mr. Subhash Sain, PGT Physics, I/c 1. Ms. Nidhi Jaini, TGT WE	
MATHEMATICS & MATH'S CLUB	Mr. Vinay Kumar Verma, PGT Maths, I/c 1. Ms. Simaran Kumari, TGT Maths		
SOCIAL SCIENCE & EK BHART SHRESTHA BHARAT	Mr. Manoj Kumar Saini, PGTHistory I/c 1. Mr. Vijay Kumar, PGT History 2. Mr. Sandeep Tiwary, PGT Geo 3. Mr. Sharat Chandra Mishra, PRT Music		

48.	<p style="text-align: center;">PRIMARY RESOURCE ROOM</p>	<p>Mr. Jai Kishan, PRT</p> <ol style="list-style-type: none"> 1. Mr. halde Vishal Vishnudas, PRT 2. Mr. SubhashKumar, PRT 	<ul style="list-style-type: none"> • The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing. • Planning of CMP room usage by PRTs for conducting FLN activities. • Exploring resources, planning and developing room to ensure strengthen of primary education. • Acquiring material, teaching aids, CD's books, play material etc., to display in the CMP so as to make it a better resource room. • Re-charging of Digital TV activation and prepare a plan to show film shows live on Digital TV • Planner has to be submitted by the Committee to the Head Master. • Monthly Report must be submitted to the Head Master /Sr. PRTs
49.	<p style="text-align: center;">PARENT TEACHER MEETING Classes- I – V Meeting to be called in August/ Dec & Jan</p> <p style="text-align: center;">Classes VI to XII Meeting to be called in August/ Dec & Jan</p>	<p>Mr. Jai Kishan, PRT</p> <ol style="list-style-type: none"> 1. Mr. SubhashKumar, PRT <p>Mr. Sandeep Tiwari, PGT(Geo), I/c</p> <ol style="list-style-type: none"> 1. Ms. Tania Majumdar, TGT English 	<ul style="list-style-type: none"> • To plan for periodical meetings with the parents. • To invite the parents well in time and to ensure their presence. • To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A. • To plan for personal discussion with the parents of slow-learners for improvement and to invite parents for their presence during important celebrations in the KV. • Month-wise report on meetings conducted shall be submitted to Principal. (It is mandatory)
50.	<p style="text-align: center;">Staff Club</p>	<p>Mr. Jai Kishan, PRT, I/c</p> <ol style="list-style-type: none"> 1. Mr. P C Srivastava, PGT CS 2. Mr. Neeta Kushwaha, TGT Hindi 3. Mr. Sikandar Kumar, Librarian 	<ul style="list-style-type: none"> • Welcome / farewell party to the new / outgoing staff and welfare activities to be organized in the Vidyalaya with the support of staff members.

51.	STAFFS & STUDENTS GRIEVANCE	Mr. Ranjit Kumar, Vice Principal, I/C 1. Mr. Santosh Kumar Pal, PGT Hindi 2. Mr. Manoj Kumar Gupta, PGT Maths 3. Ms. Manju Katiyar, PGT Comm 4. Ms. Mamta Shukla, TGT S.ST 5. Ms. Alka Bajpai, TGT Sc. 6. Ms. Saroj Sharma, TGT Sc. 7. Mr. Nand Kishor Singh, TGT SOST 8. Mr. S S Pandey, TGT English 9. Ms. Santosh Saran, PRT 10. Mr. Vipul Kumar, PRT 11. Ms. Ankur Shukla, PRT 12. Ms. Henulata Savita, PRT 13. Counsellor	<ul style="list-style-type: none"> • To periodically open suggestion box at least twice in the months. • To keep a record of suggestions or grievances received from the students, staff or parents. • To conduct grievance session for addressing the grievance of students and teachers timely. • To maintain the minutes of the meetings on the grievances.
53.	CS-54 & CS-11 FEES RECORD (Pay bill checking)	Mr Vinay Kumar Verma, PGT(Maths) 1. Mr. Hari Shankar Yadav, PGT(CS)	<ul style="list-style-type: none"> • Maintenance of CS-54 and CS-11 & its verification every month. • The committee is responsible for submitting every month the statements of CS – 54 and CS – 11. The committee is responsible for preparing and submitting CS-54 and CS – 11. • The Committee will verify the Pay bill and all other payments vouchers before placing for approval from Principal for Payments.
54.	TA/DA, MEDICAL, CEA & LTC BILLS SETTLEMENT	Mr. Hari Shankar Yadav, PGT(CS), I/C Office	<ul style="list-style-type: none"> • The committee will maintain a register and record month-wise submission of bills. • The committee will maintain a record month-wise settlement of bills in the same register. • The committee shall be held responsible if, they do not follow the DOPT orders and admissibility criteria in settlement of bills. • The committee will make settlement of bills as per 7th Pay commission rules, every TA/DA claim shall have proper bills and vouchers duly numbered indicating the number of pages given / enclosed with TA/DA bill. • After settlement, concerned employee shall be called and to be shown the settlement for transparency and to redress his/her grievance.

55.	TRANSPORT ARRANGEMENT	Mr. Nabin Pradhan, TGT WE, I/c 1. Mr. Manjunatha Sharma, TGT SKT	<ul style="list-style-type: none"> • To arrange transport facility for students as and when required. • To keep a record of all outside movements. • To keep a record of Different vehicle used. • To verify the bills. • Any other related work.
56.	LOCAL PURCHASE	Mr. Vinay Kumar Verma, PGT(Maths), I/c 1. Mr. Hari Shankar Yadav, PGT(CS) 2. Mr. Sandeep Tiwary PGT(Geo) 3. Mr. Ms. Nidhi Jain 4. Mr. Jai Kishan, PRT 5. Stock Holder	<ul style="list-style-type: none"> • To estimate the requirements in the beginning of the academic year with the help of department heads. • To procure the required items by following the purchase procedure through Gem Portal. • To conduct market survey and collect quotation from local market if items are not available on Gem Portal. • Any other related work with the permission of Chair.
57.	NCC	Mr. Mr. Vinay Kumar Verma, PGT Maths,I/c	<ul style="list-style-type: none"> • To ensure that all activities planned and given in calendar of NCC must be done as and when required. • To organize only those activities and programme which are approved by KVS need to be taken up by ensuring safety and security of students. • To maintain proper records of students and their achievement's. • To look after the welfare of students of NCC.
58.	PM SHRI ACTIVITIES	Mr. Hari Shankar Yadav, PGT CS, I/c 1. Mr. Vinay Kumar Verma, PGT Maths 2. Mr. Sandeep Tiwary, PGT Geography 3. Ms. Nidhi Jain, TGt WE 4. Mr. Jai Kishan, PRT	<ul style="list-style-type: none"> • The plan and suggest different ways to make proper utilization of PM SHRI fund. • To ensure proper expenditure under various heads of recurring and non-recurring items. • To ensure proper development of school as per PM SHRI guidelines and to have proper upkeep of items procured under PM SHRI.

59.	1. PIMS Portal 2. UBI Fee Portal 3. Transfer Portal 4. School Website 5. UDISE Portal 6. Students Enrollment	Mr. Hari Shankar Yadav, PGT CS 1. Vinay Kumar Verna 2. Deepak Kumar, Computer Instructor	<ul style="list-style-type: none"> • To ensure timely updating of vidyalaya website under various drop-down heads. • To update PIMS portal related to enrollment and staff details. • To ensure proper maintenance of Vidyalaya UBI fee portal and timely verification of fees detail of students for each quarters. • To ensure proper maintenance of records of fee defaulters. • To ensure timely updating of transfer portal of as per the schedule given by KVS. • To ensure correctness of data while updating details on various portal.
60.	CMP/NIPUN/FLN PURCHASING	Mr. Halde vishal Vishnudas, PRT, I/c 1. Mr. Jai Kishan, PRT 2. Mrs. Anjali Rani, PRT	<ul style="list-style-type: none"> • To ensure timely procurement of items to be used as TLM for teaching and learning activities. • To ensure proper maintenance of records of TLM used by various teachers. • To conduct activities under NIPUN for effective teaching and learning activities
60.	STAFF MEETING & (RECORDING OF THE MINUTES)	MsTania Majumdar, TGT(eng), I/c 1. Mr. H. Ningchian, PGT Eng 2. Mr. T Indrakumar Singh, Librarian	<ul style="list-style-type: none"> • To record the minutes of all staff meetings, P.T.A. meetings, X & XII class P.T.A. meetings and to maintain records / files of the same. • To note down all important events/functions etc. held in Vidyalaya.

NOTES: -

1. All the In-charges and members of the concerned departments/committees will have to work on full-fledged manner. When In-charge is on leave etc. Senior member of the concerned departments must be available on duty and vice versa.
2. The Committee is desired to put 100% efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.
3. **All these committees will come in force from 01-08-2024 till 31st March 2025.**

**Dr. Praveen Kumar Mishra
(I/C PRINCIPAL)**

If your actions inspire others to dream more, learn more, do more and become more, you are an effective educator, guide and mentor,

An opportunity is missed by most people because it is dressed in overalls and looks like work.

Dear friend, whether you think you can, or you think you can't – you're right.

ALL THE BSET FOR SESSION 2024-25