

पी एम श्री केन्द्रीय विद्यालय नेपा बड़ापानी

विद्यालय योजना सत्र:- 2025-26

सत्र 2025-26 के लिए विद्यालय शैक्षणिक और संस्थागत योजना स्थापित की गई है और अब इसे आगे की कार्रवाई के लिए सभी स्टाफ सदस्यों के समक्ष रखा गया है। विभिन्न पाठ्यचर्या, सह-पाठ्यचर्या और पाठ्येतर गतिविधियों को संचालित करने और छात्रों के बीच उच्चतम नैतिक और नैतिक मूल्यों को प्राप्त करने के लिए पर्याप्त अवसर और प्रोत्साहन प्रदान करने और शैक्षणिक सत्र 2025-26 के दौरान विद्यालय के सुचारू संचालन को सुविधाजनक बनाने के लिए निम्नलिखित समितियों, विभागों और क्लब का गठन किया जाता है। इसलिए, विभाग/समिति/क्लब के सभी प्रभारियों, संयोजकों और सदस्यों को निर्देश दिया जाता है कि वे अपने संबंधित विभाग का प्रभार संभालें और सत्र 2025-26 के लिए कार्य योजना स्थापित करें। कृपया विस्तृत जानकारी के लिए विशेष रूप से दिशा-निर्देशों, कर्तव्यों की जिम्मेदारियों और गतिविधियों के लिए विद्यालय शैक्षणिक योजना देखें।

Vidyalaya Academic & Institutional Plan for session 2025-26 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 2025-26. 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 2025-26. Please go through the Vidyalaya Academic Plan for the detailed information especially for guidelines, duties responsibilities and activities.

NOTES:-

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1. सभी प्रभारियों और विभिन्न विभागों/समितियों के सदस्यों से अनुरोध है कि वे दिए गए आबंटन के अनुसार सत्र 2025-26 के लिए दो प्रतियों में एक पूर्ण कार्य योजना तैयार करें और रिकॉर्ड के लिए 15/04/2025 को या उससे पहले एक प्रति प्राचार्य को अवश्य जमा करें।
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 2025-26 as per allotment given and submit a copy to the Principal on or before 15/04/2025 for record without fail.
2. सभी प्रभारी तथा विभिन्न विभागों/समितियों के सदस्य सौंपे गए कर्तव्यों, गतिविधियों तथा निर्धारित कार्यक्रमों के रखरखाव के लिए पूर्ण रूप से जिम्मेदार होंगे। किसी भी कठिनाई के मामले में, नीचे हस्ताक्षरकर्ता से संपर्क किया जाना चाहिए।
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. सभी प्रभारी और विभिन्न विभागों/समितियों के सदस्य गतिविधियों में उत्कृष्टता प्राप्त करने के लिए अपने स्वयं के निर्णय लेने के लिए स्वतंत्र हैं, यदि आवश्यक हो, तो वे प्रधानाचार्य से संपर्क कर सकते हैं।
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. सभी प्रभारियों और विभिन्न विभागों/समितियों के सदस्यों को निर्देश दिया जाता है कि वे सत्र के लिए स्टॉक मत्यापन 10/04/2025 को या उससे पहले पूरा करें और सत्र 2025-26 के लिए आवश्यकताओं की सूची 15/04/2025 को या उससे पहले तैयार करें और साथ ही निंदा के लिए सामग्री की एक सूची, यदि कोई हो, तैयार की जानी चाहिए और कार्यालय में जमा की जानी चाहिए।
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 10/04/2025 and prepare the list of requirements for the session 2025-26 on or before 15/04/2025 and at the same time a list of materials for condemnation, if any, should be prepared and deposit to the office.

I/C Principal

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कक्षाध्यापक और सह- कक्षाध्यापक शिक्षकों की सूची सत्र 2025-26

LIST OF CLASS TEACHER AND CO-CLASS TEACHERS SESSION 2025-

26



SL No	CLASS	NAME OF CLASS TEACHER	DESIGNATION	NAME OF CO-CLASS TEACHER	DESIGNATION
1	I	MS. BHARTI <i>Bharti</i>	PRT	MS. ANJALI <i>Anjali</i>	PRT
2	II	MS. ANJALI <i>Anjali</i>	PRT	MS. BHARTI <i>Bharti</i>	PRT
3	III	MS. AMANPREET KAUR <i>Amanpreet</i>	PRT	MR. JAI KISHAN PRT <i>Jai Kishan</i>	PRT
4	IV	MR. DEEPAK SINGH RANA <i>Deepak</i>	PRT	MR. SUBHASH KUMAR <i>Subhash</i>	PRT
5	V	MR. SUBHASH KUMAR <i>Subhash</i>	PRT	MR. SHARAT CHANDRA MISHRA <i>Sharat</i>	PRT (MUSIC)
6	VI	MR. MAHENDER KUMAR GODARA <i>Godara</i>	TGT (PHE)	MR. MANJUNATHA SHARMA <i>Manjunatha</i>	TGT (SKT)
7	VII	MR. MANJUNATHA SHARMA <i>Manjunatha</i>	TGT (SKT)	MR. MAHENDER KUMAR GODARA <i>Godara</i>	TGT (PHE)
8	VIII	MR. NABIN PRADHAN <i>Nabin</i>	TGT (AE)	MS. NIDHI JAIN <i>Nidhi</i>	TGT (WE)
9	IX	MR. NARENDRA KUMAR <i>Narendra</i>	PGT (HINDI)	MS. SIMARAN KUMARI <i>Simaran</i>	TGT (MATHS)
10	X	MS. SIMARAN KUMARI <i>Simaran</i>	TGT (MATHS)	MR. NARENDRA KUMAR <i>Narendra</i>	PGT (HINDI)
11	XI (SC)	MR. VINAY KUMAR VERMA <i>Vinay</i>	PGT (MATHS)	MR. SUBHASH SAIN <i>Subhash</i>	PGT (PHYSICS)
12	XI (HUM)	MR. MANOJ KUMAR SAINI <i>Manoj</i>	PGT (HIST)	MR. RAJENDRA PRATAP <i>Rajendra</i>	PGT (ECO)
13	XII (SC)	MR. SUBHASH SAIN <i>Subhash</i>	PGT (PHYSICS)	MR. VINAY KUMAR VERMA <i>Vinay</i>	PGT (MATHS)
14	XII (HUM)	MR. RAJENDRA PRATAP <i>Rajendra</i>	PGT (ECO)	MR. MANOJ KUMAR SAINI <i>Manoj</i>	PGT (HIST)

पी एम श्री केन्द्रीय विद्यालय नेपा बड़ापानी

शिक्षकों/ कक्षाध्यापकों/ सह-कक्षाध्यापकों के कर्तव्य और जिम्मेदारियाँ DUTIES AND RESPONSIBILITY OF THE TEACHERS/CLASS/CO-CLASS TEACHERS सत्र 2025-26 (SESSION 2025-26)

1. प्रतिदिन दो बार प्रातः सभा प्रारम्भ होने से पहले तथा अवकाश के बाद उपस्थिति दर्ज करना तथा प्रधानाचार्य के कार्यालय में रखी गई दैनिक उपस्थिति सूची में उपस्थिति का विवरण भरना।
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 Principal.
2. माह के अंत में उपस्थिति रजिस्टर पूरा करना तथा अंतिम कार्य दिवस पर प्रधानाचार्य के हस्ताक्षर प्राप्त करना।
To complete attendance register at the end of the month and to get the Principal's Signature on the last working day.
3. कार्यालय में रखे गए विवरण रिकॉर्ड के अनुसार छात्रों के सभी विवरण जैसे माता-पिता का नाम, पता, संपर्क नंबर आदि दर्ज करना और कक्षा रजिस्टर, यूबीआई पोर्टल में छात्रों के प्रोफाइल को अद्यतन रखना।
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.
4. विद्यार्थियों को जारी किए गए अवकाश पत्र, चिकित्सा प्रमाण पत्र, अध्ययन प्रमाण पत्र आदि को उचित फाइल में रखना।
To keep the leave letters, medical certificates, study certificates etc. Issued to students in a proper file.
5. भुगतान की गई फीस और जुर्माना / चेतावनी / निलंबन आदि / छात्र को दी गई किसी भी सजा का विवरण दर्ज करना।
To enter the details of the fee and fine paid / warning/ suspension etc. / any punishment accorded to the student.
6. विद्यार्थियों की अच्छी/बुरी/उपलब्धियों एवं गुणों को उपाख्यानान्तात्मक रजिस्टर में दर्ज करना।
To record good / bad/ achievement / and the traits of the students in the anecdotal register.
7. एक बहुत प्रभावी कक्षा नेता का चयन करना और यदि आवश्यक हो तो रोटेशन के आधार पर अतिरिक्त जिम्मेदारी के साथ नेतृत्व गुणों के लिए बच्चे को प्रशिक्षित करना।
To choose / select/a very effective class leader & to train the child for leadership qualities with added responsibility, if needed on rotation basis.
8. बच्चों को सी. सी. ए. /खेल/आंतरिक/बाह्य प्रतियोगिताओं में भाग लेने के लिए प्रोत्साहित/प्रेरित करना तथा पूरे वर्ष उनकी भागीदारी का रिकॉर्ड रखना।
To encourage / motivate children to participate in CLA/ sports/ internal/ external competitions and to keep track records of their participation

throughout the year.

9. विद्यार्थियों के साथ समन्वय/सहयोग करना तथा उनकी समस्याओं जैसे अनुशासनहीनता/किसी विषय में कम अंक आना आदि को हल करने का प्रयास करना।
To co-ordinate / cooperate with the students to try to solve their problems like indiscipline/ low scores in any subjects.

10. अभिभावक-शिक्षक बैठक का रिकार्ड रखना कि ऐसी बैठक कब होती है।

To keep record of the parent – teacher meeting as when such meeting takes place.

11. कृपया कक्षा-कक्ष की सफाई की जाँच करें। कक्षा-कक्ष में लापरवाही से फेंका गया एक भी कागज़ का टुकड़ा नहीं दिखना चाहिए। यदि सफाई ठीक न हो तो कृपया अधोहस्ताक्षरी/कार्यालय को सूचित करें तथा तत्काल सफाई करवाएँ।

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.

12. विद्यार्थियों को कक्षा से बाहर निकलते समय लाइट/पंखे बंद करने का प्रशिक्षण दिया जाना चाहिए।
Students must be trained to turn off light / fans as and when they leave the class room.

13. प्रत्येक कक्षा में डस्टबिन होना चाहिए और उसका उचित उपयोग किया जाना चाहिए। शिक्षक को छात्रों को इसका उचित उपयोग करने के लिए प्रेरित करना चाहिए और यदि आवश्यक हो तो एक डस्टबिन की व्यवस्था करनी चाहिए।

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.

14. कक्षा में छात्रों की बैठने की व्यवस्था उचित तरीके से होनी चाहिए। छात्रों की संख्या के अनुसार डेस्क और बेंच की उचित व्यवस्था होनी चाहिए। छात्रों के बैठने की व्यवस्था रोटेशन के आधार पर केवीएस के दिशा-निर्देशों के अनुसार की जा सकती है।

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.

कक्षा में विद्यार्थियों के बैठने की व्यवस्था कैसे होनी चाहिए। छात्रों की संख्या के अनुसार डेस्क और बेंच की व्यवस्था होनी चाहिए। विद्यार्थियों के बैठने की व्यवस्था, व्यवस्था, आधार, उपकरण आदि के बारे में दिशा-निर्देश दिए जा सकते हैं।

Light must be used only on need base and no misuse of electricity should be allowed.

16. सभी विषय शिक्षकों को पाठ्यक्रम को समय पर पूरा करने के लिए (मासिक) वार्षिक शिक्षण योजना तैयार करनी होगी। कक्षा X और XII के लिए पाठ्यक्रम 30.09.2025 के अंतिम सप्ताह तक और अन्य सभी के लिए 31 जनवरी 2026 तक पूरा कर लिया जाएगा। पाठ्यक्रम को समय पर पूरा करने और छात्रों को अभ्यास कराने के लिए, यदि आवश्यक हो, तो आवश्यकता के आधार पर सुबह की सभा से पहले और स्कूल के समय के बाद कक्षाएं आयोजित की जा सकती हैं।

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 30.09.2025 and for all others by 31st January 2026.** 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.

17. कक्षा X और XII के लिए नवंबर 2025 के महीने में और अन्य के लिए फरवरी 2026 के महीने में संशोधन योजना तैयार की जानी चाहिए। कक्षा XII के लिए संशोधन का पहला दौर दिसंबर 2025 तक और अन्य के लिए फरवरी 2026 तक पूरा किया जाना चाहिए। कक्षा XII के लिए दूसरे दौर का संशोधन जनवरी 2026 से शुरू होगा और यह 15 फरवरी 2026 तक पूरा हो जाएगा। इस उद्देश्य के लिए, दिसंबर 2025 के महीने में कार्ययोजना बनाई जाएगी।

Revision plan needs to be prepared in the month of November 2025 for class X & XII and for the others in the month of February 2026. First round of revision for class XII needs to be completed by December 2025 and for others by February 2026. Second round revision will commence from January 2026 onwards for class XII and it will be completed by 15th February 2026. For this purpose, action planned will be chalked out in the month of December 2025.

18. विषय अध्यापकों को विद्यार्थियों को अपनी समय सारणी बतानी होगी ताकि वे अपनी पुस्तकें, नोटबुक तथा अन्य शिक्षण सामग्री नियमित रूप से ला सकें। अध्यापकों को विद्यार्थियों की नियमित उपस्थिति की जांच करनी चाहिए तथा यदि कोई विद्यार्थी अनियमित पाया जाता है तो उसके अभिभावकों को बुलाकर समस्या का समाधान करना चाहिए तथा विद्यार्थियों को कम उपस्थिति की लिखित सूचना हर महीने देनी चाहिए।

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.

19. शिक्षण कार्य शुरू करने से पहले विषय/अध्याय का नाम ब्लैक बोर्ड पर अवश्य लिखें तथा प्रतिदिन शिक्षक डायरी साथ रखें।

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.

20. शिक्षण-अधिगम प्रक्रिया के दौरान संबंधित विषय के शिक्षकों द्वारा कक्षा अनुशासन बनाए रखा जाना चाहिए।

Classroom discipline must be maintained during the period by the respective subject teachers while teaching learning process is under process.

21. स्टाफ मीटिंग में बताए अनुसार छात्रों की नोटबुक/वर्क बुक आदि की नियमित रूप से जांच की जानी चाहिए। जहां भी आवश्यक हो, सकारात्मक टिप्पणी दी जानी चाहिए।

Students' notebook / work books etc. must be checked regularly as briefed in the staff meeting. Positive remark must be given wherever necessary.

22. शिक्षकों को कक्षाओं में चाक लेकर जाना होगा और छात्रों को चाक लाने के लिए नहीं भेजना होगा। शिक्षकों को छात्रों को किसी भी वहाने से कक्षा से बाहर नहीं जाने देना होगा।

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.

23. शिक्षक शिक्षण एवं सीखने की प्रक्रिया के दौरान विद्यार्थियों को कक्षाओं से न बुलाएं, जब तक कि पूर्व सूचना के साथ ऐसा करना बहुत जरूरी न हो।

Teachers not to call students from classes during the teaching and learning process, unless it is very important with prior information.

24. जिन कक्षाओं में इंटरैक्टिव पैनल लगाए गए हैं, वहां स्कूल की संपत्ति की सुरक्षा के लिए सभी सावधानियां बरती जानी चाहिए।

Those classes where interactive panels are installed, all precautions must be taken care for the safety and security of the school property.



(Dr. Praveen Kumar Mishra)
I/C Principal

पीएम श्री केन्द्रीय विद्यालय नेपा बड़ापानी
COMMITTEES FOR THE SESSION 2025-26

The following committees have been formed for the year 2025-26 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 April, 2025 without fail.

क्र.सा	समितियों के नाम	प्रभारी एवं सदस्यों के नाम	प्रभारी एवं समितियों सदस्यों के कार्य का विवरण
1.	ADMISSION (FRESH & TC CASES)	1. Sh. Sandeep Tiwari, PGT(Geo) I/C 2. Ms. Ms.Nidhi Jain, TGT (WE) 3. Ms. Simaran Kumari TGT (Maths) 4. Mr Jaikishan PRT	<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	1. Mr.Hari Shankar Yadav , PGT(CS) I/C 2. Mrs. Swati Kamlesh Bisth, PGT Bio 3. Sh. Vinay Kumar Verma (PGT Math.) 4. Sh. Manoj Kumar Saini, PGT(History) 5. Ms. Tania Majumdar TGT(English) 6. Sh. Jai Kishan, PRT 7. Ms. Anjali Rani, PRT 8. 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 2025-26

	CAREER GUIDANCE AND COUNSELING (To Plan and fix the dates)	<ol style="list-style-type: none"> 1. Sh. Subhash Sain, PGT(Physics) I/C 2. Sh. Manoj Kumar Saini, PGT(History) 3. Sh. Sandeep Tiwari, PGT(Geo) 4. Sh. Jai Kishan, PRT 	<p>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.</p> <ul style="list-style-type: none"> • 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.	TIME TABLE SECONDARY DEPARTMENT & PRIMARY DEPARTMENT	<ol style="list-style-type: none"> 1. Sh. T Indrakumar, Librarian, I/C 2. Sh. Rajendra Pratap, PGT (Eco.) 3. Sh. Manjunatha Sharma B K, TGT SKT 	<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.	AEP Planning & Conducting a minimum of 6 activities in the session	<ol style="list-style-type: none"> 1. Sh. Nabin Pradhan, TGT (AE), I/C 2. Ms. Nidhi Jain, TGT(WE) 3. Ms. Taniya Majumdar, TGT(Eng.) 	<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.	ALUMNI ASSOCIATION	<ol style="list-style-type: none"> 1. Sh. Nabin Pradhan, TGT(AE) I/C 2. Sh. Sandeep Tiwari, PGT(Geo) 3. Sh. Jai Kishan, PRT 	<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.

	RIGHT TO INFORMATION	<ol style="list-style-type: none"> 1. Sh. Vinay Kumar Verma (PGT Math.), I/C 2. 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	<ol style="list-style-type: none"> 1. Sh. H S Yadav, PGT (CS) I/C 2. 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	<ol style="list-style-type: none"> 1. Sh. Mahendra Kumar Godara, TGT(P&HE), I/C 2. Sh. Sandeep Tiwari, PGT(Geo) 3. Sh. Manoj Kumar Saini, PGT(History) 4. Sh. Jai Kishan, PRT 5. Sh. Sharat Chandra Mishra, PRT (Music) 6. Ms. Nidhi Jain, TGT(WE) 7. Ms. Simran, TGT(Maths) 8. 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.

MORNING ASSEMBLY

1. Ms Tania Mazumdar TGT (Eng) (I/C)
 2. Sh. Narendra Kumar, PGT (Hin.)
 3. Sh. Nabin Pradhan, TGT(AE)
 4. Sh. Manjunatha Sharma BK, TGT SKT
 5. Ms. Nidhi Jain, TGT(WE)
 6. Sh. Mahender Kumar Godara, TGT P&HE
 7. Sh. Sharat Chandra Mishra, PRT(Music)
- All concerned class teachers

- 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

VALUE EDUCATION

- 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.

**SCOUT AND GUIDE
(SECONDARY SECTION)****CUBS AND BULBUL
(PRIMARY SECTION)**

1. Sh. Manoj Kumar Saini, PGT(History), I/C
2. Sh. Vishal Haldé, PRT
3. Sh. Sandeep Tiwari, PGT(Geo)
4. Sh. Jai Kishan, PRT
5. Sh. Sharat Chandra, PRT (Music)
6. Ms. Nidhi Jain, TGT(WE)
7. Ms. Tania Majumdar, TGT(English)
8. Mrs. Anjali Rani, PRT

- 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

	HOME EXAMINATION (SECONDARY SECTION)	<ol style="list-style-type: none"> 1. Mr. H. Ningchian Thongkhul, PGT (Eng) I/C 2. Sh. Manjunatha Sharma BK, TGT SKT 3. Ms. Tania Majumdar, TGT(English) 	<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.
	CBSE & EXTERNAL EXAMINATIONS	<ol style="list-style-type: none"> 1. Sh. Vinay Kumar Verma, PGT (Maths) I/C 2. Sh. Rajendra Pratap, PGT(Economics) 3. Ms. Tania Majumdar, TGT(English) 	<ul style="list-style-type: none"> • 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.
	PRIMARY SECTION (Internal & External)	<ol style="list-style-type: none"> 1. Sh. Subhash Kumar, PRT I/C 2. Sh. Jai Kishan, PRT 3. Mrs. Anjali Rani, PRT 	
13.	SCHOOL RESULT MODERATION	<ol style="list-style-type: none"> 1. Dr. Praveen Kumar Mishra, I/C Principal 2. Mrs. Swati Kamlesh Bisth, PGT Bio 3. Mr. Sandeep Tiwary, PGT Geography 4. Mr. Vinay Kumar Verma, PGT Maths 5. Mr. Hari Shankar Yadav, PGT CS 6. Ms. Tania Majumdar, TGT English 7. Ms. Simaran Kumari, TGT Maths 	<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 2025-26. • To award grace marks as per Article 105 of KVS Education Code.

	NIOS EXAMINATION	1. Sh. Sandeep Tiwary, PGT (Geography) I/C 2. Sh. Jai Kishan, PRT	<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	1. Mr. Vinay Kumar Verma, PGT Maths I/C 2. 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	1. Dr. Swati Kamlesh Bisth, PGT Bio I/C 2. Mr. Subhash Shain, PGT Phy I/C 3. PGT Biology 4. 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 Vidyarthi 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	1. Mr. Subhash Shain, PGT Phy I/C 2. Dr. Swati Kamlesh Bisth, PGT Bio	<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	1. Dr Swati Kamlesh Bisth, PGT Bio I/C 2. Mr. Subhash Shain, PGT Phy I/C 3. Dr. Praveen Kumar, PGT Chemistry 4. 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	<ol style="list-style-type: none"> 1. Mr. Sandeep Tiwary, PGT Geography I/C 2. Mr. Manoj Kumar Saini, PGT History 3. Mr. Rajendra Pratap, PGT Economics 4. Mr. Nabin Pradhan, TGT AE 5. Mr. Sharat Chandra Mishra, PRT Music 6. Mrs Bharti, PRT 	<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	<ol style="list-style-type: none"> 1. Ms. Nidhi Jain, TGT WE I/C 2. Mr. Mahendra Kumar Godara, TGT P&HE 3. 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)	<ol style="list-style-type: none"> 1. Ms Tania Mazumdar TGT (Eng) (I/C) 2. Mr. H. Ningchian Thongkhul, PGT (Eng) 3. Mr. Narendra Kumar, PGT Hindi 4. Mr. Manjunatha Sharma B K, TGT SKT 5. Mr. Nabin Pradhan, TGT AE 6. Mr. T Indrakumar Singh, Librarian <ol style="list-style-type: none"> 1. Mr. Jai Kishan, PRT I/C 2. Ms. Hald Vishal Vishnu Das, PRT 3. Ms. Anjali Rani, PRT 4. Mr. Subhash Kumar, PRT 5. Mrs Bharti, PRT 6. Ms Amanpreet Kaur 	<ul style="list-style-type: none"> Preparation of Calendar of activities for 2025-26. Preparation of Days to be observed and celebrated in the year 2025-26. 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.	राजभाषा RAJ BASHA	1. Mr. Narendra Kumar, PGT Hindi, I/C 2. Mr. Manjunatha Sharma BK, TGT SKT 3. Mr. Halde Vishat Vishandas , PRT Deepak Singh Rana	<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 (प्रभारी आवश्यक अनुपालन एवं प्रत्यावेदन हेतु)
23.	FURNITURE (Purchase, Repair Maintenance)	1. Mr. Manoj Kumar Saini, PGT History, I/C 2. Mr. T Indrakumar, Librarian 3. Mr. Jai Kishan PRT	<ul style="list-style-type: none"> Preparing the list of articles for condemnation for 2025-26 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.
24.	STUDENTS' COUNCIL	1. Mr. H. Ningchian Thongkhul, PGT (Eng) I/C 2. Mr. Narendra Kumar, PGT Hindi 3. Mr. Manjunatha Sharma B K, TGT SKT 4. Mr. Nabin Pradhan, TGT AE 5. Mr. T Indrakumar Singh, Librarian	<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.

	LIBRARY ADVISORY COUNCIL	<ol style="list-style-type: none"> 1. Mr. T Indrakumar, Librarian, I/C 2. Dr. Swati Kamlesh Bish, PGT Bio 3. Mr. Manoj Kumar Saini, PGT (History) 4. Mr. H Ningchihan, PG T(English) 5. 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>
26.	SPORTS & KHELO INDIA (SECONDARY SECTION)	<ol style="list-style-type: none"> 1. Mr. Mahendra Kumar Godara, TGT(P&HE) 2. Mr. Sh. Jai Kishan, PRT 3. 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.
27.	STANDARD OPERATING PROCEDURE (SOP) FOR SAFETY & SECURITY AND SICK AND INJURED CHILD	<ol style="list-style-type: none"> 1. Mr. M K Godara, TGT P&HE, I/C 2. Ms. Subhash Sain , PGT (Phy.) 3. Mr. Manoj Kumar Saini, PGT(History) 4. Mr. Vishal Halde, PRT 5. Mr. Jai Kishan, PRT <p>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.</p>	<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.

	BEAUTIFICATION & GARDENING	<ol style="list-style-type: none"> 1. Dr. Swati Kamlesh Bisth, PGT Bio I/C 2. Mr. Nabin. Pradhan, TGT (A E) 3. Ms. Taniya Majumdar, TGT(Eng.) 4. Mr. Jai Kishan, PRT 	<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.
29.	SCHOOL BUILDING CIVIL, ELECTRICAL MAINTENANCE	<ol style="list-style-type: none"> 1. Ms. Nidhi Jain, TGT (WE) I/C 2. Mr. Subhash Sain, PGT Phy. 3. Mr. H.Ningchian, PGT English 4. Mr. M K Godara, TGT P&HE 	<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 gritty (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.

	PUBLIC ANNOUNCEMENT SYSTEM & AUDIO VISUAL	<ol style="list-style-type: none"> 1. Ms. Nidhi Jain, TGT WE I/C 2. Mr. Narendra Kumar, PGT(Hindi) 3. Mr. Manoj Kumar Saini, PGT(History) 4. Mr. Rajendra Pratap, PGT (Eco.) 	<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.
31.	STAFF QUARTERS CIVIL & ELECTRICAL MAINTENANCE	<ol style="list-style-type: none"> 1. Ms. Nidhi Jain, TGT WE I/C 2. Mr. Manoj Kumar Saini, PGT(History) 3. Mr. Sandeep Tiwary PGT(Geo) 4. Mr. T Indrakumar, Librarian 5. Mr. Jai Kishan, PRT 	<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.
32	TEACHING AIDS	<ol style="list-style-type: none"> 1. Mr. Sandeep Tiwary, PGT Geo I/C 2. Mr. Manoj Kumar Saini, PGT(History) 3. Mr. Rajendra Pratap, PGT (Eco.) 	<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.

	EDUCATIONAL TOUR & TRIP (PLANNING SCHEDULE) & (PLAN OF ACTION)	1. Mr. Rajendra Pratap, PGT (Eco.) I/C 2. Ms. Nidhi Jain, TGT(WE) 3. Mr. Jai Kishan, PRT 4. Mrs. Bharti, PRT	✓ 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.
34.	NIPUN PRIMARY EDUCATION (FLN & NEP Aligned Activities)	1. Mr. Deepak Singh Rana, PRT, I/C 2. Mr. Jai Kishan, PRT 3. Mr. Subhash Kumar, PRT 4. Ms. Anjali Rani, PRT 5. Mrs Bharti, PRT 6. PRT Contractual Ms. Anampreet Kaur	• Year Planner shall have to be prepared by each head. • 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 bonded 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.
35.	PHOTOGRAPHY AND PRESS	1. Mr. Nabin Pradhan, TGT AE I/C 2. Ms. Anjali Rani, PRT 3. Mr. Deepak Kumar Computer Instructor	• 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.
36.	MEDICAL ROOM & FIRST AID	1. Ms Rosaline, Staff Nurse I/C 2. Mrs. Anjali Rani, PRT 3. Ms. Tania Majumdar, TGT(English) 4. Mr. Mahender Kumar Godara, TGT P&HE	• 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 bonded and it must be kept as a record.

37.	HYGIENE AND SANITATION & SWACHH BHARAT MISSION	<ol style="list-style-type: none"> 1. Ms. Nidhi Jain, TGT WE I/C 2. Mr. M K Godara, TGT P&HE. <i>Godara</i> 3. Mr. Nabin Pradhan, TGT AE <i>Nabin</i> 	<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.
38.	VIDYALAYA MAGAZINE & NIPUN NEWS LETTER	<ol style="list-style-type: none"> 1. Mr. H. Ningchian, PGT English, I/C <i>H. Ningchian</i> 2. Mr. Narendra Kumar, PGT Hindi <i>Narendra</i> 3. Mr. T. Indrakumar Singh, Librarian <i>T. Indrakumar Singh</i> 4. Mr. Nabin Pradhan, TGT AE <i>Nabin</i> 5. Ms. Tania Majumdar, TGT English <i>Tania</i> 1. Mr. Nabin Pradhan Vishal Vishnu Das, PRT, I/C <i>Vishal</i> 2. Mr. Jai Kishan, PRT <i>Jai Kishan</i> 3. Ms. Anjali Rani, PRT <i>Anjali</i> 	<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.
39.	PHYSICS LAB CHEMISTRY LAB COMPUTER LAB BIOLOGY LAB	<ol style="list-style-type: none"> 1. Mr. Subhash Sain, PGT Physics I/C <i>Subhash</i> 2. Dr. Praveen Kumar Mishra, PGT Chem <i>Dr. Praveen</i> 3. Mr. Hari Shankar Yadav, PGT CS <i>Hari Shankar</i> 4. Dr. Swati Kamlesh Bish, PGT Bio <i>Dr. Swati</i> 	<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.

SUBJECT COMMITTEE		
ENGLISH LANGUAGE & INTEGRITY CLUB	<ol style="list-style-type: none"> 1. Mr. H.Ningchian, PGT English, I/C 2. Ms. Tania Majumdar, TGT English 	<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.
HINDI & SANSKRIT LANGUAGE & LITERARY CLUB	<ol style="list-style-type: none"> 1. Mr. Narendra Kumar, PGT Hindi, I/C 2. Mr. Manjunatha Sharma BK, TGT SKT 	<ul style="list-style-type: none"> • 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.
SCIENCE SUBJECT & SCIENCE & ECO CLUB MATHEMATICS & MATH'S CLUB SOCIAL SCIENCE & EK BHART SHRESTHA BHARAT	<ol style="list-style-type: none"> 1. Dr. Swati Kamlesh Bisth, PGT Bio I/C 2. Mr. Subhash Sain, PGT Physics 3. Ms. Nidhi Jaini, TGT WE 4. Mr. Vinay Kumar Verma, PGT Maths, I/C 5. Ms. Simaran Kumari, TGT Maths 6. Mr. Sandeep Tiwary, PGT Geo I/C 7. Mr. Manoj Kumar Saini, PGT History 8. Mr. Sharat Chandra Mishra, PRT Music 9. Mr. Nabin Pradhan, TGT AE 	<ul style="list-style-type: none"> • 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.

**PRIMARY
RESOURCE ROOM**

1. Mr. Jai Kishan, PRT *Jai*
2. Mr. Deepak Singh Rana, PRT *Deepak*
3. Mr. Subhash Kumar, PRT *Subhash*
4. Ms. Amanpreet Kaur PRT *Amanpreet*

- 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**

42.

PARENT TEACHER MEETING
Classes- I – V
Meeting to be called in August/
Dec & Jan

Classes VI to XII
Meeting to be called in August/
Dec & Jan

1. Mr. Jai Kishan, PRT *Jai*
2. Mr. Subhash Kumar, PRT *Subhash*

1. Mr. Sandeep Tiwari, PGT(Geo), I/C *Sandeep*
2. Ms. Tania Majumdar, TGT English *Tania*

- 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)**

43.

Staff Club

1. Mr. Jai Kishan, PRT, I/C *Jai*
2. Mr. Rajendra Pratap, PGT (Economics) *Rajendra*

- Welcome / farewell party to the new / outgoing staff and welfare activities to be organized in the Vidyalaya with the support of staff members.

	STAFFS & STUDENTS GRIEVANCE	<ol style="list-style-type: none"> 1. Ms. Nidhi Jain, TGT WE I/C 2. Ms. Tania Majumdar, TGT (English) 3. Ms. Simaran Kumari, TGT(Maths) 4. Mrs. Anjali Rani, PRT 	<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.
45.	CS-54 & CS-11 Student UBI Fees Record - Reimbursement Records & Income Tax Calculation (Pay bill checking)	<ol style="list-style-type: none"> 1. Mr. Vinay Kumar Verma, PGT(Maths) 2. Ms. Simaran Kumari, TGT(Maths) 	<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.
46.	TA/DA, MEDICAL, CEA & LTC BILL SETTLEMENT	<ol style="list-style-type: none"> 1. Mr. Hari Shankar Yadav, PGT(CS), I/C Office 2. Ms. Amandy Jane, DEO 	<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.

	TRANSPORT ARRANGEMENT	<ol style="list-style-type: none"> 1. Mr. Nabin Pradhan, TGT WE, I/C 2. 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.
48.	LOCAL PURCHASE COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Vinay Kumar Verma, PGT(Maths), I/C 2. Mr. Hari Shankar Yadav, PGT(CS) 3. Mr. Sandeep Tiwary PGT(Geo) 4. Mr. Ms. Nidhi Jain 5. Mr. Jai Kishan, PRT 6. 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.
49.	NCC	<ol style="list-style-type: none"> 1. 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.
50.	PM SHRI ACTIVITIES	<ol style="list-style-type: none"> 1. Mr. Vinay Kumar Verma, PGT Maths, I/C 2. Mr. Hari Shankar Yadav, PGT CS, I/C 3. Mr. Sandeep Tiwary, PGT Geography 4. MsTania Majumdar, TGT(Eng) 5. Ms. Nidhi Jain, TGT WE 6. 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.

51.	1. Office 2. PIMS Portal 3. UBI Fee Portal 4. Transfer Portal 5. School Website 6. UDISE Portal 7. Students Enrollment 8. Samagam Portal	1. Mr. Hari Shankar Yadav, PGT CS 2. H. Ningchian Tangkhul, PGT English 3. Mr. Narendra Kumar, PGT Hindi 4. Ms. Simaran Kumari, TGT(Maths) 5. Mr. Deepak Kumar, Computer Instructor 6. Mrs. Amandeep Jane, DEO	<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.
52.	CMP/NIPUN/FLN PURCHASING	1. Mr. Deepak Singh Rana, PRT, I/C 2. Mr. Jai Kishan, PRT 3. 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
53.	STAFF MEETING & (RECORDING OF THE MINUTES)	1. MsTania Majumdar, TGT(Eng), I/C 2. Mr. H. Ningchian, PGT Eng 3. Mr. Narendra Kumar, PGT Hindi 4. 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.
54.	SOCIAL MEDIA, PUBLICITY, SOCIAL OUTREACH PROGRAMME, PRESS AND PRINT MEDIA	1. Mr. H. Ningchian, PGT English, I/C 2. Ms. Tania Majumdar, TGT English 3. Mr. Deepak Kumar Computer Instructor	<ul style="list-style-type: none"> To regulate and upload important events of the Vidyalaya on social media platforms like X, Facebook Instagram and youtube channels for the wide publicity. To prepare the press release and circulate the important events of the Vidyalaya in local as well as National Daily Newspapers
55.	CPD- Continuous Professional Development	1. Mr. Rajendra Kumar, PGT (Eco) I/C 2. Mr. Vinay Kumar Verma, PGT Maths 3. Mr. Jai Kishan , PRT	<ul style="list-style-type: none"> Organize, Co-ordinate , Track Progress of CPD programs in Vidyalaya for Teachers as per latest CPD Guidelines of KVS HQ. Entry of CPD Hours on Samagam Portal and Verification of Certificates and Preparing Certificates and Records / Photo / Video of all training programs for further inspection by higher authorities.

56 ACADEMIC SUPERVISION	1. Dr. Swati Kamlesh Bisth, PGT Bio (IX-XII) <i>su</i> 2. Mr Vinay Kumar Verma, PGT Maths (VI-VIII) <i>[Signature]</i>	27 • To do the academic supervision and inspect the class notebooks of different subjects. • To monitor the academic progress as per split up syllabus.
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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 01-04-2025 till 31st March 2026.**

[Signature]
Dr. Praveen Kumar Mishra
 (I/C PRINCIPAL)
 PM SHRI K V NEPA BARAPANI

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 ACADEMIC SESSION 2025-26