

**PM SHRI KENDRIYA VIDYALAYA AFS MOHANBARI  
COMMITTEES 2024-25**

**The following committees have been formed for the year 2024-25 for smooth functioning of the Vidyalaya. Every committee In-charges are responsible for their respective duties and responsibilities. All committee in charges and members are hereby instructed to complete all work and assigned duties in time bound manner as per the concerned guidelines.**

1.	<b>ACADEMICS ADVISORY</b>	DR MOHAN KUMAR CHOUDHARY, PGT MATHS I/C MRS, DIVYA M S, PGT CS MRS KABITA HANDIQUE , TGT SCIENCE MR. AMANDEEP, PRT	<ul style="list-style-type: none"><li>• Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal.</li><li>• Interacting with the teachers and directing them on their academic duties. It is the sole responsibility of Academic coordinator to check the academic activities of teachers. He will prepare plan and schedule for Notebooks (C/w &amp; H/w) checking.</li><li>• <b>Preparing academic calendar department wise for 2023-24</b></li><li>• MONTHLY REPORT TO RO</li><li>• SUPERVISION &amp; CHECKING OF ACADEMIC AS PER DIRECTION OF PRINCIPAL</li><li>• INFORMATION &amp; CHECKING OF VIDYALAYA PLAN</li></ul>
2	<b>ADMISSION</b>	MR MITHUN SARKAR (LIBRARIAN)- I/C MR. IKHAR CHETAN WASUDEO, TGT S.SC.- CO I/C MS KANCHAN KUMARI , PGT BIO MRS. KABITA HANDIQUE, TGT (BIO) MS SHIKHA SHUKLA, PRT MR. AMANDEEP, PRT	<ul style="list-style-type: none"><li>• Admission to all classes throughout the year including RTE as per KVS norms.</li><li>• <b>Planning &amp;</b> Conducting of Admission Test for class IX.</li><li>• <b>Monthly review Meetings on admissions done.</b></li><li>• Maintenance of Register of data required for submission to KVS (HQ).</li><li>• Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work</li><li>• 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.</li><li>• Every month vacancy of each class &amp; section-wise details are to be recorded in the admission register and submit to Principal.</li><li>• This has to be done a day prior to last working day of the month</li></ul>

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3	<b>EXAMINATION</b>	MR. AMANDEEP, PRT- I/C MRS. ROOPA SINGH, PGT ENG Co I/C MS. KANCHAN KUMARI PGT (Bio) MR PANKAJ NATH TGT AE	<p><b>Responsibilities of Core Committee</b></p> <ul style="list-style-type: none"> <li>• Raising the indent for the papers and other important requirement</li> <li>• Planning &amp; conducting of PT/HY/SEE Exam as per schedule.</li> <li>• Listing out absentees and Planning &amp; conducting Re-tests</li> <li>• To prepare the result analysis of internal exams and maintaining the record in an appropriate manner.</li> <li>• ALL WORKS RELATED WITH CBSE</li> </ul> <p><b>Distribution of Report cards to class Teachers.</b></p> <ul style="list-style-type: none"> <li>• Distribution of the split up syllabus supplied by R.O to teachers and students.</li> <li>• Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work.</li> <li>• <b>It is mandatory for all the question paper setters to provide the question paper both in soft and hard copies duly computerized, without which Exam Department shall not accept the papers anything hand written.</b></li> </ul>
4	<b>TIME TABLE</b>	DR. MOHAN KUMAR CHOUDHARY, PGT MATHS I/C MS ANJU VISHWAKARMA, PGT CHEM MRS. NIKHITA VERMA, PRT	<ul style="list-style-type: none"> <li>• PREPARATION OF ALL TYPES OF TIME TABLE.</li> <li>• MONITORING OF BELL TIMING, CHECKING &amp; REPORTING TO THE PRINCIPAL ON TEACHERS ATTENDING THE CLASS.</li> <li>• PREPARATION &amp; CERTIFYING PART TIME TEACHER SALARY STATEMENT.</li> <li>• CHECKING THE CLASS ROOM.</li> </ul>
5.	<p><b>CCA Coordinator And CCA material Purchase and Important Days celebration committee A-Secondary Section</b></p> <p><b>B-Primary</b></p>	<p>MR. ANURAG SIHARA PGT HINDI I/C MRS. ROOPA SINGH, PGT ENG CO I/C MR. IKHAR CHETAN WASUDEO TGT SST MR PANKAJ NATH, TGT AE</p> <p>MRS. NIKHITA VERMA, PRT, I/C MRS. MAMTA (PRT) CO- I/C MRS. ANUSHREE PRT MUSIC</p>	<ul style="list-style-type: none"> <li>• Preparation of Calendar of activities for 2023-24. Preparation of Days to be observed and celebrated in the year 2023-24. House distribution activity. Selection and celebration of School Captains and Vice Captains under student's council.</li> <li>• Planning, preparation and Celebration of Annual Day</li> <li>• Duty allotment and monitoring of assembly program.</li> <li>• Checking of the information on the display board in corridor and class rooms.</li> <li>• Theme selection for every month and carrying out the suggested activities.</li> <li>• Maintaining the record of achievements of the students of house and maintaining transparency in the result process.</li> <li>• Important announcements in the assembly, planning &amp; preparing students for various activities. For this, the CCA I/c or deputy has to meet Principal to note the next day's announcements.</li> <li>• <b>Important dates shall be collected and be celebrated appropriately.</b></li> <li>• <b>The committee can even suggest Principal for the purpose</b></li> </ul>

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6.	<b>Morning Assembly</b>	MR. ANURAG SIHARA, PGT (HINDI) I/C MRS. ROOPA SINGH, PGT ENG MR. BRIJESH KR. KUSHWAHA, TGT (P&HE) MR CHANDRESH PANDEY TGT,(WE) MRS. ANUSHREE, PRT MUSIC ALL HOUSE MASTERS ALL CLASS TEACHERS & Co CLASS TEACHERS	<ul style="list-style-type: none"> <li>• To plan the morning assembly programmes and allots the duty to the concerned Teacher/ C.T. In addition, to check their preparation of the programme before presenting in the morning assembly.</li> <li>• Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her.</li> <li>• To provide a greeting card &amp; toffee &amp; all students have to wish them by presenting birthday song.</li> <li>• Any other related work <b>VALUE EDUCATION</b></li> <li>• To prepare compact programme for developing good habits and moral value among the students.</li> <li>• To encourage the students on the observation of good habits &amp; behavior and award them</li> </ul>
7.	<b>FURNITURE</b>	MR. BRIJESH KR. KUSHWAHA (P&HE) I/C MR. AMANDEEP, PRT MS ANJU VISHWAKARMA, PGT CHEM MR PANKAJ NATH, TGT AE	<ul style="list-style-type: none"> <li>• MAINTENANCE OF REGISTER</li> <li>• INVENTORIES IN EACH CLASS, DEP, LIBRARY, OFFICE, LABS ETC.</li> <li>• PREPARATION OF LIST OF REPAIRABLE &amp; BROKEN FURNITURE.</li> <li>• SUBMISSION OF REQUIREMENTS,IF ANY.</li> </ul>
8.	<b>GARDENING/ BEAUTIFICATION</b>	MS KANCHAN KUMARI, PGT (BIO), I/C MR. PANKAJ NATH, TGT AE MRS. KABITA HANDIQU, TGT BIO MRS. SHIKHA (PRT)	<ul style="list-style-type: none"> <li>• MAINTENANCE &amp; DEVELOPMENT OF SCHOOL GARDEN,CHILDREN PARK</li> <li>• Garden maintenance observation and making suggestions to gardener.</li> <li>• Submitting of monthly review of garden &amp; Beautification of Vidyalaya.</li> <li>• Raising the requirement for Garden and Vidyalaya beautification.</li> </ul>
9	<b>MAINTENANCE &amp; REPAIR CIVIL &amp; ELECTRICAL WATER SUPPLY</b>	MR. CHANDRESH PANDEY, TGT (WE)I/C MR. BRIJESH KR. KUSHWAHA, TGT (P&HE) MR. AMANDEEP, PRT	<ul style="list-style-type: none"> <li>• VIDYALAYA INFRASTRUCTURE DEVELOPMENT.</li> <li>• COLORING &amp; WHITE WASHING OF SCHOOL BUILDING.</li> <li>• MONITORING OF WIRING AND ELECTRICAL APPLIANCES.</li> <li>• LIST OF VEHICLES &amp; THE OWNER ADDRESS WITH CONTACT NUMBER.</li> <li>• ARRANGEMENT OF VEHICLE IN ALL OCCSIONS.</li> <li>• OPERATION OF MOTOR,</li> <li>• MONITERING OF WATER SUPPLY,TANK CLEANING,CHECKING OF WATER FILTER.</li> </ul>
10.	<b>CONSERVANCY SERVICES and Security</b>	MR. BRIJESH KR. KUSHWAHA, TGT (P&HE) I/C DR MOHAN KUMAR CHOUDHARY, PGT MATH MR. CHANDRESH PANDEY, TGT (WE) MR. R. LANGTHASA, SUB-STAFF	<ul style="list-style-type: none"> <li>• LABORS OF PRIVATE AGENCY.</li> <li>• CHECKING THE DUTIES OF SECURITIES.</li> <li>• MAINTENANCE OF ATTENDANCE REGISTERS.</li> <li>• VERIFYING &amp; CERTIFYING THE BILL.</li> </ul>
11	<b>Creative and Critical Thinking (PISA)</b>	MS. ANJU VISHWAKARMA PGT CHEM, I/C MRS. KANCHAN KUMARI, PGT BIO DR. MOHAN CHAUDHARY, PGT MATHS MRS. KABITA HANDIQU, TGT BIO	<ul style="list-style-type: none"> <li>• To monitor the classes related to CCT</li> <li>• To make a plane for conducting CCT classes and promoting CCT awareness as instructed by RO</li> <li>• To update and maintain the record of CCT</li> <li>• To submit the monthly report to Principal</li> <li>• To give the reply of mail regarding CCT as and when asked by the RO</li> </ul>

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12.	<b>MEDICAL CHECKUP</b>	MRS. KANCHAN KUMARI, PGT BIO I/C MRS. NIKHITA VERMA PRT MRS. KABITA HANDIQUE, TGT BIO MRS MAMTA, PRT ALL CLASS TEACHERS	<ul style="list-style-type: none"> <li>ARRANGEMENT OF MEDICAL CHECKUP FOR ALL STUDENTS TWICE IN A YEAR.</li> </ul>
13.	<b>EDUCATIONAL TOURS &amp; TRIPS</b>	MR. BRIJESH KR. KUSHWAHA, TGT PHE, I/C MR. ANURAG SIHARA, PGT HINDI MR. IKHAR CHETAN WASUDEO, TGT SSC MS. NIKHITA VERMA, PRT	<ul style="list-style-type: none"> <li>PLANNING OF EDUCATIONAL TOURS TO THE CLASSES AS PER THE SCHEDULE MENTION BY KVS.</li> </ul>
14.	<b>PHOTOGRAPHY</b>	MR. ANURAG SIHARA, PGT HINDI I/C MR. PANKAJ NATH, TGT ART, MS ANJU VISHWAKARMA, PGT CHEM MRS SHIKHA SHUKLA (PRT)	<ul style="list-style-type: none"> <li>Arrangement of photographer for important functions.</li> <li>Keep a record of Photos of all events celebrated in the vidyalaya.</li> <li>Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise.</li> <li>During the inspections Albums have to be presented to Inspection officers</li> </ul>
15.	<b>GUIDANCE &amp; COUNSELLING</b>	MS. NIKHITA VERMA, PRT I/C MRS. ROOPA SINGH, PGT ENG MRS. KABITA HANDIQUE, TGT SCI MRS SHIKHA, PRT	<ul style="list-style-type: none"> <li>COLLECTION OF INFORMATION &amp; PROVIDING TO STUDENTS</li> <li>ARRANGEMENTS OF GUEST LECTURES.</li> </ul>
16.	<b>SPORTS</b>	MR. BRIJESH KR KUSHWAHA, TGT(P&HE) I/C MR. PANKAJ NATH, TGT AE MRS. NIKHITA, PRT	<ul style="list-style-type: none"> <li>PLANNING THE VIDYALAYA SPORTS ACTIVITIES.</li> <li>MONITORING OF BLOCK PERIODS</li> <li>PURCHASING OF MATERIALS.</li> <li>ARRANGEMENT OF SPORTS MEETS AS PER KVS NORMS.</li> </ul>
17.	<b>ADOLESCENCE EDUCATION</b>	MRS. ROOPA SINGH TGT ENG, I/C MS. KANCHAN KUMARI PGT BIO MRS. NAMITA SINGH, TGT SKT MR. CHANDRESH PANDEY, TGT WE MR BRIJESH KUSHWAHA, TGT PHE	<ul style="list-style-type: none"> <li>Organizing PT 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 programs.</li> <li>AEP classes are to be conducted on core issue. Submitting a <b>monthly report</b> to Principal.</li> <li>TO LOOK AFTER THE ADOLESCENCE PROBLEMS OF GIRLS AND BOYS.</li> </ul>
18.	<b>SCOUTS &amp; GUIDES</b>  <b>CUBS &amp; BULBULS</b>	MRS. NAMITA SINGH I/C MRS. KABITA HANDIQUE, TGT BIO MR. CHANDRESH PANDEY, TGT WE MR. IKHAR CHETAN WASUDEO, TGT SSC MS. NIKHITA VERMA, PRT MRS. ANUSHRI, PRT MUSIC & ALL TRAINED SCOUT & GUIDE MASTERS	<ul style="list-style-type: none"> <li>REGISTRATION FOR NEW ENROLLMENT BEFORE 31<sup>ST</sup> AUGUST</li> <li>CONDUCT OF PARADE AFTER SCHOOL HOURS ONCE IN A WEEK AND CLASS ON EVERY THURSDAY DURING ZERO PERIODS.</li> <li>CELEBRATION OF IMPORTANT DAYS AS PER KVS GUIDELINES.</li> </ul>

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19.	<b>OFFICERS ON DUTY (OOD) AND SAFETY &amp; SECURITY OF STUDENTS</b>	MRS ROOPA SINGH PGT ENG I/C MR. BRIJESH KUMAR KUSHWAHA TGT PHE MS. KANCHAN KUMARI, PGT BIO MR AMANDEEP, PRT	1. To depute teachers on duty during lunch time for the safety and security of students.  2. Teachers on duty will be totally responsible for the safety and security of child in the ground and in the Vidyalaya premises.
20.	<b>Computer Lab committee Monthly Report &amp; Website updating ICT, INNOVATION &amp; EXPERIMENTATION</b>	MRS. DIVYA MS, PGT CS I/C DR MOHAN KUMAR CHOUDHARY, PGT MATH MR AMANDEEP, PRT MRS. NIKHITA VERMA PRT	<ul style="list-style-type: none"> <li>Update Vidyalaya website once in every fortnight and as when it is required. Updating of Enrollment of students class-wise and section-wise. Staff vacancy position.</li> <li>Computer infrastructure data.</li> <li>Other allied information that is required by KVS.</li> <li><b>Note: PGTs' (Comp. Science) are responsible for the website updating through coordination with respective department heads.</b></li> </ul>
21	<b>CLUBS</b>  1. <b>SCIENCE CLUB</b>  2. <b>MATHS CLUB</b>  3. <b>ECO CLUB</b>  4. <b>VALUE EDN &amp; INTEGRITY CLUB</b>	<p>MS. ANJU VISHWAKARMA, PGT CHEM MS. KANCHAN KUMARI , PGT,BIO MRS. KABITA HANDIQUE, TGT SCI MS SHIKHA SHUKLA, PRT</p> <p>DR. MOHAN CHAUDHARY, PGT MATHS I/C MRS NIKHITA VERMA PRT</p> <p>MRS. KANCHAN KUMARI, PGT BIO I/C MRS. KABITA HANDIQUE, TGT SCI MRS. MAMTA, (PRT)</p> <p>MRS. NAMITA SINGH I/C MR. IKHAR CHETAN WASUDEO, TGT SSC MRS SHIKHA, PRT</p>	<ul style="list-style-type: none"> <li>CONDUCT VARIOUS ACTIVITIES.</li> <li>MAINTAIN RECORDS AND SUBMISSION OF MONTHLY BRIEF REPORTS OF ACTIVITIES</li> </ul>
22	<b>EDITORIAL BOARD Vidyalaya Magazine and Quarterly News Letter for Primary Committee</b>	MR. ANURAG SIHARA, PGT (HINDI) I/C MRS ROOPA SINGH, PGT (ENG)- MRS. DIVYA M. S. ,PGT (CS) MRS. NAMITA SINGH, TGT (SKT) MR PANKAJ NATH , TGT (AE) MR. IKHAR CHETAN WASUDEO, TGT SST MRS. NIKHITA VERMA, PRT	<ul style="list-style-type: none"> <li>PREPARATION OF STUDENT'S DIARY, SCHOOL MAGAZINE, NEWS LETTER, INVITATION CARDS.</li> <li>Overall Planning of the magazine collection as per fixed schedule.</li> <li>Collect the materials and keep updating them periodically.</li> <li>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.</li> <li>The magazine collection and compilation work shall be completed before December 2022. 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.</li> <li><b>Every quarterly the Newsletter has to go to Regional Office to update them on the work &amp; conduct of the Vidyalaya primary wing</b></li> </ul>

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23	<p align="center"><b>SUBJECT COMMITTEES</b></p> <p><b><u>A-Secondary</u></b></p> <p><b>Science</b></p> <p><b>Maths</b></p> <p><b>Social Science</b></p> <p><b>Computer</b></p> <p><b>Hindi</b></p> <p><b>English</b></p> <p><b><u>B-Primary</u></b></p> <p><b>Maths</b></p> <p><b>Hindi</b></p> <p><b>English</b></p> <p><b>EVS</b></p>	<p>MS. ANJU VISHWAKARMA, PGT CHEM</p> <p>DR. MOHAN CHAUDHARY, PGT MATHS</p> <p>MR. IKHAR CHETAN, TGT (SST)</p> <p>MRS. DIVYA MS, PGT (CS)</p> <p>MR. ANURAG SIHARA PGT (HINDI)</p> <p>MRS ROOPA SINGH PGT ENG</p> <p>MRS. NIKHITA, PRT</p> <p>MS SHIKHA SHUKLA, PRT</p> <p>MRS. SHIKHA PRT</p> <p>MRS. MAMTA PRT</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Split up syllabus month wise and teacher wise.</li> <li>• Project work-term wise. Weightage of marks to each topic.</li> <li>• Evaluation scheme. Practical work.</li> <li>• Class room activities and teaching aids. Model question paper.</li> <li>• Identification of slow learners and gifted children and remedial action.</li> <li>• Under achievers / slow learners identification.</li> <li>• Strategy for effective monitoring for students improvements. Educational tour.</li> <li>• Class activities, Exhibition, Exam- PT/MT/HY/SEE.</li> <li>• Preparation of subject magazine.</li> <li>• CCE work, Back to basic files/ Subject enrichment activities and Files of Cycle test/CT/MT/Remideal class test carried out topic-wise by the teachers.</li> <li>• Innovations taken up and the reports thereof.</li> </ul>
24.	<p align="center"><b>OLYMPIAD COMMITTEES</b></p>	<p>MS. ANJU VISHWAKARMA, PGT CHEM (I/C)</p> <p>DR. MOHAN CHAUDHARY, PGT MATHS</p> <p>MS. KANCHAN KUMARI, PGT BIO</p> <p>MRS. KABITA HANDIQUE, TGT SCI</p>	<ul style="list-style-type: none"> <li>• COLLECTING INFORMATION ,CONDUCTING COACHING CLASSES, ANNOUNCEMENT,AND CONVINCING MOTIVATING PARENTS/STUDENTS,</li> <li>• RELEVANT DUTIES TO CARRY OLYMPAIDS.</li> </ul>
25	<p align="center"><b>LIBRARY COMMITTEE</b></p>	<p>MR. MITHUN SARKAR I/C</p> <p>MR. ANURAG SIHARA,PGT HINDI CO I/C</p> <p>MRS. ROOPA SINGH, PGT ENG.</p> <p>MS. ANJU VISHWAKARMA, PGT CHEM (I/C)</p> <p>MS. SHIKHA, PRT</p>	<ul style="list-style-type: none"> <li>• AS PER THE LIBRARY POLICY IMPLEMENTED BY KVS</li> </ul>
26	<p align="center"><b>MODERATION COMMITTEE</b></p>	<p>DR. MOHAN CHAUDHARY,</p> <p>PGT MATHS I/C</p> <p>MR. ANURAG SIHARA,PGT HINDI</p> <p>MS. KANCHAN KUMARI, PGT BIO</p> <p>MRS. ROOPA SINGH, PGT ENG.</p> <p>MR AMANDEEP, PRT</p> <p>ALL CLASS TEACHERS</p>	<ul style="list-style-type: none"> <li>• SCRUTISING AND SUBMISSION OF REPORT ON HA/PROJECTS/UT/MONTHLY TEST IMMEDIATELY AFTER THE COMPLETION OF RESPECTIVE EXAM.</li> <li>• MAINTENANCE OF RESOLUTION AND THE MINUTES OF MEETING.</li> </ul>
27.	<p align="center"><b>PURCHASING COMMITTEE</b></p>	<p>DR. MOHAN CHAUDHARY, PGT MATHS I/C</p> <p>MR. ANURAG SIHARA,PGT HINDI</p> <p>MRS. NAMITA SINGH, TGT SKT</p> <p>MR AMANDEEP, PRT</p> <p>CONCERNED DEPARTMENT I/C</p>	<ul style="list-style-type: none"> <li>• To estimate the requirements in the beginning of the academic year.</li> <li>• To procure the required items following the purchase procedure.</li> <li>• To conduct market survey and collect quotation from local market.</li> <li>• To take items purchased into stock.</li> <li>• Any other related work.</li> </ul>

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28.	<p><b>Hygiene and Sanitation (Cleanliness of vidyalaya and Surroundings)</b></p>	<p>MS. KANCHAN KUMARI, PGT BIO – I/C MRS. KABITA HANDIQUE ,TGT SCI MR. PANKAJ NATH, TGT AE MR. CHANDRESH PANDEY, TGT WE MRS ANUSHRI, PRT (MUSIC)</p>	<ul style="list-style-type: none"> <li>• TO MAKE ARRANGEMENTS FOR CLEANLINESS OF SCHOOL CAMPUS,CLASS</li> <li>• Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly.</li> <li>• Submitting Monthly report on observations.</li> <li>• The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets.</li> <li>• 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.</li> <li>• Once in every week, the committee shall go round the Vidyalaya exterior view and find out the <b>growths in the wall and the surroundings.</b></li> <li>• Plan the cleaning campaign and get the work done with the help of contractor / Labour.</li> <li>• Submit the requisition and report on the work completion.</li> </ul>
<p><b>Drinking water</b></p>	<p>MR. CHANDRESH PANDEY, TGT WE – I/C MS. KANCHAN KUMARI, PGT BIO MRS. KABITA HANDIQUE ,TGT SCI MR. PANKAJ NATH, TGT AE MRS ANUSHRI, PRT (MUSIC)</p>		
29.	<p><b>PRIMARY RESOURCE ROOM</b></p>	<p>MR AMANDEEP, PRT I/C MRS. NIKHITA VERMA ,PRT ALL PRIMARY TEACHERS</p>	<ul style="list-style-type: none"> <li>• The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing.</li> <li>• Planning of CMP room usage by PRTs’.</li> <li>• Exploring resources planning and developing room to ensure strengthen of primary education.</li> <li>• Acquiring material, teaching aids, CD’s books, play material etc., to display in the CMP so as to make it a better resource room.</li> <li>• Re-charging of Dish TV activation and prepare a plan to show film shows live on Dish TV</li> <li>• Planner has to be submitted by the Committee.</li> <li>• <b>Monthly Report</b> Submitting a report on activities taken up.</li> </ul>
30.	<p><b>RAJBHASHA KARYAKARINI SAMITI</b></p>	<p>MR. ANURAG SIHARA, PGT HINDI I/C MRS. NAMITA SINGH, TGT (SKT) MRS. NIKHITA VERMA ,PRT MR. BOLIN DUTTA, JSA</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• So, Year planner may be prepared for the purpose.</li> <li>• Hindi Pakhwada has been the sole work, we do for Raj Basha.</li> <li>• So, the committee is responsible to plan some more activities prior to Hindi Pakhwada and conduct through Hindi classes and CCA activities and CCE activities so that, the report sent to KVS about the Raj Basha implementation will be decorative and acceptable.</li> <li>• Every month a test on intricacies of Rajbasha has to be conducted for teachers.</li> </ul>

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31.	<b>DISCIPLINE</b>	MR. BRIJESH KR. KUSHWAHA, TGT (P&HE) I/C MR. ANURAG SIHARA, PGT HINDI MRS NAMITA SINGH MR. MITHUN SARKAR LIBRARIAN MR. AMANDEEP, PRT	<ul style="list-style-type: none"> <li>CHECKING OF STUDENT UNIFORMS,LATE COMERS,STUDENTS MISSING ASSEMBLY .</li> <li>BEHAVIOUR OF STUDENTS INSIDE AND OUTSIDE THE CLASS ROOM</li> <li>STUDENTS COMING OUT IN THE MIDDLE OF THE CLASS.</li> <li>MONITORING OF THE MOVEMENT OF STUDENTS IN A LINE DURING ARRIVAL AND DEPARTURE TIME.</li> </ul>
32.	<b>STOCK VERIFICATION AND CONDEMNATION COMMITTEE</b>	MR. CHANDRESH PANDEY, TGT WE I/C MRS. ROOPA SINGH PGT ENG. MR. MITHUN SARKAR LIBRARIAN	<ul style="list-style-type: none"> <li>VERIFICATION ITEMS.</li> <li>PREPARATION OF CONDEMNATION LIST .</li> <li>PURCHASING OF ITEMS AS PER THE NEED &amp; BUDGET ESTIMATION.</li> </ul>
33.	<b>CS-54 and CS-11 Fees Record (Pay bill checking)</b>	MR. CHANDRESH PANDEY, TGT WE I/C DR. MOHAN CHAUDHARY, PGT MATHS MR. BOLIN DUTTA, SSA	<ul style="list-style-type: none"> <li>Maintenance of CS-54 and CS-11 &amp; its verification every month.</li> <li>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</li> </ul>
34.	<b>INCOME TAX AND MES BILLS PAYMENTS AND SUBMISSION OF RETURN</b>	MR. MITHUN SARKAR, LIB I/C MR. CHANDRESH PANDEY, TGT WE MR. BOLIN DUTTA, JSA	<ul style="list-style-type: none"> <li>TO CALCULATE THE DEDUCTION OF INCOME TAX.</li> <li>TO ENSURE TIMELY SUBMISSION OF IT RETURN.</li> <li>TO ENSURE REGULAR PAYMENTS OF MES BILLS.</li> </ul>
35.	<b>FIRST AID &amp; M.I. ROOM / Team for Student With Special Need</b>	MRS. KABITA HANDIQUE, TGT SCI I/C MS. KANCHAN KUMARI, PGT (BIO) MRS. MAMTA, PRT	<ul style="list-style-type: none"> <li>TO ENSURE FIRST AID BOX EQUIPPED WITH PROPER MEDICINE AND OTHER FIRST AID.</li> <li>TO PROVIDE FIRST AID AS AND WHEN NEED OCCURS.</li> </ul>
36.	<b>TEACHING AIDS AND AUDIO-VISUAL AIDS</b>	MRS. DIVYA M.S. PGT CS I/C MR. CHANDRESH PANDEY, TGT WE (AUDIO VISUAL) TGT WE MRS. NIKHITA , PRT, TEACHING AID MR. IKHAR CHETAN WASUDEO, TGT SST	<ul style="list-style-type: none"> <li>TO KEEP RECORD OF TEACHING AIDS AND AUDIO VISUAL AIDS.</li> <li>TO PROVIDE TEACHING AIDS AND AUDIO VISUAL AIDS TO THE TEACHERS ON DEMAND.</li> </ul>
37.	<b>OFFICE</b>	MR. BOLIN DUTTA, JSA - I/C MR. CHANDRESH PANDEY, TGT WE MS. KANCHAN KUMARI, PGT (BIO) MR. R.LANGTHASA, SUB-STAFF	<ul style="list-style-type: none"> <li>To check daily emails, take printout and submit to principal and send the reply of all reports</li> <li>To fill google sheets</li> <li>ALL TYPE OF WORKS REGARDING OFFICE</li> </ul>
38.	<b>SAFETY AND SECURITY Standard Operating Procedure (SOP)/ Search &amp; Rescue Team</b>	MR. BRIJESH KR. KUSHWAHA, (PHE) I/C MR. CHANDRESH PANDEY, TGT WE MR. AMANDEEP, PRT MR. IKHAR CHETAN WASUDEO, PRT MRS. SHIKHA, PRT	<ul style="list-style-type: none"> <li>To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School.</li> <li>Develop comprehensive action plan to implement the guidelines.</li> <li>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.</li> <li>Take preventive measures as given in the guidelines in consultation with the local police.</li> <li>Keep the security personnel of the school on the alert.</li> <li>Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents.</li> <li>Conduct advance reconnaissance of the school with the help of the local police.</li> <li>Hold mock drills for students, teachers and staff.</li> </ul>



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39.	<b>FLN/NIPUN/CMP</b>	MR. AMANDEEP, PRT -I/C MS. SHIKHA SHUKLA PRT MRS MAMTA PRT MRS. SHIKHA PRT MS. NIKHITA VERMA, PRT & ALL PRIMARY & BALVATIKA TEACHER	To ensure the proper implementation and monitoring of Back to Basic as per KVS norms and <b>submit a report every month for a review of Principal</b>
40	<b>COMMUNICATIVE ENGLISH</b>	MRS.ROOPA SINGH PGT ENG I/C MS. NIKHITA VERMA, PRT MRS. SHIKHA, PRT	To maintain the record of the activities and make plane of activities as per KVS norms to enhance the communication of English among Students and staff <b>and submit a report every month for a review of Principal</b>
41.	<b>Fee concession &amp; RTE</b>	MR. MITHUN SARKAR LIBRARIAN I/C MRS. KABITA HANDIQUE ,TGT SCI AND ALL CLASS TEACHERS FROM CLASS 1 TO 8TH	The role is this committee is to prepare class-wise data of students who have been given Fee Concession of any kind. While in Primary; Fee concession / exemptions and RTE data has to be prepared <b>in a register and submit every month for a review of Principal</b>
42.	<b>Staff Meeting &amp; recording of the minutes</b>	MR. ANURAG SIHARA, PGT HINDI MRS. ROOPA SINGH , PGT ENGLISH MR. IKHAR CHETAN WASUDEO,TGT SST	<ul style="list-style-type: none"> <li>To record the minutes of all staff meetings, P.T.A. meetings, X &amp; XII class P.T.A. meetings and to maintain records / files of the same.</li> <li>To note down all important events/functions etc. held in Vidyalaya.</li> </ul>
43	<b>Achievement register maintenance &amp; Updating</b>	1. MRS. ROOPA SINGH, PGT ENG I/C 2. MRS. NAMITA SINGH TGT SKT 3. MRS SHIKHA, PRT 4. MR. MITHUN SARKAR LIBRARIAN	<ul style="list-style-type: none"> <li>To maintain proper records of Vidyalaya Achievement.</li> <li>To provide information regarding Vidyalaya achievement to RO and HQ whenever it is needed.</li> <li>To maintain a record of events of the vidyalayain <b>a register and submit every month for a review of Principal</b></li> </ul>
44.	<b>Staff Club</b>	1. . MRS. NAMITA SINGH TGT SKT I/C 2. MR. PANKAJ NATH TGT ART 3. MR. BRIJESH KUMAR KUSHWAHA TGT P& HE	Welcome / farewell party to the new / outgoing staff and welfare activities to be organized. Upkeep of staffroom.
45.	<b>Disaster Management</b>	1. MR. CHANDRESH PANDEY,TGT WE (I/C) 2. MR. BRIJESH KR. KUSHWAHA, (P&HE) 3. MR. ANURAG SIHARA, PGT , HINDI 4. MR. IKHAR CHETAN WASUDEO,TGT SST 5. MR. PANKAJ NATH TGT ART	Mock Drills & awareness Programme to be organized twice a year i.e. April & Oct
46.	<b>Alumni Association/ Samagam portal</b>	MRS DIVYA M. S ,PGT (CS) MR. MITHUN SARKAR LIBRARIAN MRS. KABITA HANDIQUE ,TGT SCI MRS SHIKHA, PRT	<ul style="list-style-type: none"> <li>To maintain proper records of alumni of the Vidyalaya.</li> <li>To arrange alumni meet in the Vidyalaya by discussing with the undersigned.</li> </ul>
47.	<b>Staff room display</b>	MRS. NAMITA SINGH TGT SKT I/C MRS. ROOPA SINGH , PGT ENGLISH MR. PANKAJ NATH TGT ART MS. SHIKHA SHUKLA PRT MRS MAMTA PRT	<ul style="list-style-type: none"> <li>To maintain staff room neat and clean.</li> <li>To look after the proper management of Staff room and its requirements.</li> </ul>
48.	<b>Parent Teacher Meeting Parent Teacher association</b>	MR. AMANDEEP, PRT – I/C MR. ANURAG SIHARA PGT HIN MRS. ROOPA SINGH PGT ENG. MR. IKHAR CHETAN WASUDEO, TGT	<ul style="list-style-type: none"> <li>To plan for periodical meetings with the parents.</li> <li>To invite the parents well in time and to ensure their presence.</li> <li>To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A.</li> <li>To plan for personal discussion with the parents of slow-</li> </ul>

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		ALL CT/CO-CT	<p>learners for improvement.</p> <ul style="list-style-type: none"> <li>To invite parents for their presence during important celebrations in the KV.</li> <li>Month-wise report on meetings conducted shall be submitted to Principal. It is mandatory.</li> </ul>
49.	<b>R.T.I &amp; Parliament Questions Reply</b>	DR. MOHAN CHAUDHARY, PGT MATHS – I/C MR. CHANDRESH PANDEY, TGT(WE) MRS. DIVYA M. S., PGT CS MR. BOLIN DUTTA JSA	<ul style="list-style-type: none"> <li>To attend the queries made under RTI and ensure their response is made on or before the stipulated date.</li> <li>Collect data/information to be incorporated in the reply of such letters.</li> <li>The members and I/C to keep them updated with the rules and procedures regarding RTI act.</li> </ul>
50.	<b>Reception &amp; Refreshment Committee for all the occasions</b>	1. MR. AMANDEEP, PRT I/C 2. MS. KANCHAN KUMARI PGT BIO 3. MRS. NAMITA SINGH, TGT SKT 4. MS. SHIKHA SHUKLA PRT 5. MR R. LANGTHASA (SUB STAFF)	<ul style="list-style-type: none"> <li>The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection.</li> <li>Refreshment procurement and arrangement is another vital responsibility shall be done meticulously.</li> <li>Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events.</li> <li>The entire infrastructure required (spoons, plates, cups, saucers, drinking water etc.) for smooth conduct of refreshment distribution though proper work distribution amongst is the main responsibility to be executed meticulously.</li> <li>Note: 11th hour planning or doing be avoided for important events. All the events that go with external guest are always important and shall go without any hiccups. Postponing is bad attitude, so avoid it.</li> </ul>
51.	<b>Students' council committee</b>	1. MRS. ROOPA SINGH PGT ENG - I/C 2. MR. ANURAG SIHARA PGT HIN 3. MR. IKHAR CHETAN WASUDEO, TGT SST 4. MR. PANKAJ NATH TGT AE	<ul style="list-style-type: none"> <li>Planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya.</li> <li>Review of Attendance registers once in every 15 days and communicating.</li> <li>Syllabus coverage from classes VI to XII once in a month.</li> </ul>
52	<b>Primary Education Core committee)</b>	MR. AMANDEEP, PRT I/C MRS. SHIKHA, PRT MRS. NIKHITA VERMA PRT MS. SHIKHA SHUKLA PRT MRS. MAMTA, PRT	<ul style="list-style-type: none"> <li>Year Planner shall have to be prepared by each head.</li> <li>Planning and preparation Calendar of activities.</li> <li>Supervision of Primary classes. All the new entries may be supervised with the help of Sr. PRT's &amp; Academic Coordinator &amp; PGT's of the Vidyalaya, so that necessary help can be given to them to understand about CMP work and CCE/Back to basic work/learning outcomes.</li> <li>Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets binded and display in CMP room. All works related to primary education.</li> <li>Maintaining CMP &amp; CCE Records, back to basic records. Formation of Committees for various occasions for primary wing for smooth conduct of Primary wing.</li> <li>A monthly report on activities undertaken by the Primary wing.</li> </ul>
53	<b>Grievance Redressal Committee</b>	MR. ANURAG SIHARA PGT HIN I/C MRS. NAMITA SINGH, TGT SKT	<ul style="list-style-type: none"> <li>To periodically open suggestion box at least once in a months.</li> <li>To keep a record of suggestions or grievances received from the students, staff or parents. To maintain the minutes</li> </ul>
	<b>Internal Complaint Committee</b>	MRS. DIVYA M.S. PGT CS MRS. NIKHITA VERMA PRT	

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			of the meetings.
54.	<b>Child Right Protection Cell</b>	MS. KANCHAN KUMARI ,PGT BIO I/C MRS. KABITA HANDIQUE, TGT SCI MR. IKHAR CHETAN WASUDEO, TGT MRS. MAMTA PRT	To keep a record of observations, complaints, suggestions or grievances received from the students, staff or parents. To maintain the minutes of the meetings.
55.	<b>Flag Hosting and Retreating Ceremony</b>	MR. BRIJESH KR. KUSHWAHA, TGT(PHE), I/C MRS. SHIKHA PRT	<ul style="list-style-type: none"> <li>To ensure raising of National Flag every morning and it's lowering before sunset in our KV.</li> <li>To position the flag post at prominent place.</li> <li>To follow DO's and Don'ts to honour our National Flag.</li> <li>To ensure compliance of the Flag Code.</li> </ul>
56.	<b>UBI fees collection</b>	DR. MOHAN CHAUDHARY, PGT MATHS I/C MRS. DIVYA M. S., PGT CS MS. NIKHITA VERMA, PRT MR. AMANDEEP, PRT ALL CLASS TEACHERS AND CO CLASS TEACHERS	<ul style="list-style-type: none"> <li>To monitor activities of UBI fees collection..</li> <li>To send report to parents and stake holders.</li> <li>To follow up all work related to UBI fees collection.</li> </ul>
57	<b>Exhibitions Committee - Science</b>	MRS. KABITA HANDIQUE, TGT SCI – I/C MS. ANJU VISHWAKARMA, PGT CHEM DR. MOHAN CHAUDHARY, PGT MATHS MS. KANCHAN KUMARI PGT BIO MRS. KABITA HANDIQUE, TGT SCI MS. SHIKHA SHUKLA PRT	<ul style="list-style-type: none"> <li>Plan the exhibition themes and models in advance and start synopsis preparation.</li> <li>Conduct mock exhibition well before the exhibitions scheduled as per KVS.</li> <li>Decide the best models and the suggestions for improvement.</li> <li>Get the new models ready before the exhibition to begin.</li> <li><b>Note:</b> 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.</li> </ul>
58	<b>Exhibitions Committee – Social Science</b>	MR. IKHAR CHETAN WASUDEO, TGT SST MRS ROOPA SINGH,PGT ENG MRS. NAMITA SINGH, TGT SKT MRS. MAMTA PRT	<ul style="list-style-type: none"> <li>Plan the exhibition themes and models in advance and start synopsis preparation.</li> <li>Conduct mock exhibition well before the exhibitions scheduled as per KVS.</li> <li>Decide the best models and the suggestions for improvement.</li> <li>Get the new models ready before the exhibition to begin.</li> <li><b>Note:</b> As far as Social Science exhibition is concerned, the Incharge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register.</li> </ul>
59.	<b>Ek Bharat Sreshtha Bharat</b>	MR. IKHAR CHETAN WASUDEO, TGT SST I/C MRS ROOPA SINGH,PGT ENG MR. PANKAJ NATH TGT ART MRS ANUSHREE (PRT) MRS. SHIKHA PRT	<ul style="list-style-type: none"> <li>Conduct activities as per the guidelines provided by KVS</li> <li>Submit monthly report to the principal</li> <li>Sending report to RO as and when required</li> </ul>
60.	<b>School Website Committee</b>	MRS. DIVYA M. S.PGT CS I/C DR. MOHAN CHAUDHARY, PGT MATHS MR. ANURAG SIHARA, PGT HINDI MR. AMANDEEP PRT	<ul style="list-style-type: none"> <li>To regular updation of vidyalaya website</li> <li>Checking of Hindi/English content</li> </ul>

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61.	<b>Staff Quarters Committee</b>	MR. ANURAG SIHARA PGT HIN I/C MR. CHANDRESH PANDEY, TGT WE MS. KANCHAN KUMARI, PGT BIO MR. AMANDEEP PRT	<ul style="list-style-type: none"> <li>To Invite application for allotment of Qtr</li> <li>To Prepare Priority list for allotment of Qtr strictly as per KVS RULES</li> <li>To allot/Surrender of Qtr</li> </ul>
62	<b>CBSE</b>	DR. MOHAN CHAUDHARY, PGT MATHS I/C MRS. DIVYA M. S., PGT CS MS. NIKHITA VERMA, PRT AND IX TO XII CLASS TEACHERS	<ul style="list-style-type: none"> <li>CBSE portal updation</li> <li>Registration of class IX and XI</li> <li>LOC finalization of class Xth and XIIth</li> <li>All CBSE exam related works</li> </ul>
63	<b>UDISE</b>	MRS. DIVYA M. S. PGT CS I/C MR. IKHAR CHETAN WASUDEO, TGT SST MR. MITHUN SARKAR LIBRARIAN	<ul style="list-style-type: none"> <li>Updation of all modules of UDISE Portal</li> <li>Ensuring the reflection of the total enrollment of the school on the portal</li> </ul>
64	<b>CCTV MONITORING COMMITTEE</b>	MRS. DIVYA M. S. PGT CS I/C DR. MOHAN CHAUDHARY, PGT MATHS MRS. NIKHITA VERMA PRT	<ul style="list-style-type: none"> <li>Maintaining CCTV records</li> <li>Monitoring and ensuring the functioning of CCTV</li> </ul>
65	<b>PM SHRI COMMITTEE</b>	DR. MOHAN CHAUDHARY, PGT MATHS I/C MR. AMANDEEP PRT Co I/C MR. ANURAG SIHARA PGT HIN MRS. DIVYA M. S. PGT CS	<ul style="list-style-type: none"> <li>Committee formation for PM SHRI Heads</li> <li>Correspondence from Chairman and RO</li> <li>Monthly report submission to RO</li> <li>Uploading of reports/photos on PM SHRI Portal</li> </ul>
66	<b>SOCIAL MEDIA COMMITTEE</b>	MRS. DIVYA M.S. PGT CS I/C MR. ANURAG SIHARA PGT HIN MS. ANJU VISWAKARMA PGT CHEM MRS. SHIKHA PRT	<ul style="list-style-type: none"> <li>To publish the photographs of every events of the school on the social media like Facebook, X and Youtube.</li> <li>To send the news of various activities of the school to the local newspapers.</li> <li>Uploading photographs and videos on google drive</li> </ul>
67	<b>PMKVY</b>	MR. CHANDRESH PANDEY, TGT WE – I/C MS. ANJU VISWAKARMA PGT CHEM	<ul style="list-style-type: none"> <li>To complete all the activities mentioned in the guidelines of PMKVY in time bound manner</li> </ul>
68	<b>VIDYANJALI, PRASHAST &amp; NATIONAL SCHOLARSHIP PORTAL</b>	MR. MITHUN SARKAR LIBRARIAN – I/C SPECIAL EDUCATOR	<ul style="list-style-type: none"> <li>To complete all the activities mentioned in the guidelines in time bound manner</li> </ul>

**NOTES:-**

1. All the In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties activities and prescribed programme. In case of any difficulty, undersigned must be contacted.
2. All the in – charge and members of the various departments/committees are free to take their own decision as per KVS guidelines & rules to achieve excellence in activities, if necessary, they can contact the Principal.
3. 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.
4. Please put your 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.

**OVERALL INCHARGE : SH MOHAN KUMAR CHAUDHARY**

**(SR MOST TEACHER & PGT MATHS)**

**MR AJAY SHANKAR SHUKLA**

**(PRINCIPAL)**

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