

KENDRIYA VIDYALAYA NHPC DHARCHULA (U.K)

Committees for session 2023-24

S.No	Department	Incharge	Members	Key responsibilities
1.	STEERING COMMITTEE/ ACADEMICS CONVENOR	• Dr. Neeraj Singh	• Sh. Ashok Kumar Meena	<ul style="list-style-type: none"> • Monitoring of Academics activities • Assisting and guiding all the department incharges
2.	CCA , Morning Assembly&PA System	<ul style="list-style-type: none"> • Dr. Nishu (CCA) • Mrs Charulata mangal (Morning Assembly) • Mr. Vipendra Singh Rana 	<ul style="list-style-type: none"> • Miss Deepa Chalal • Mr. Ravindra Kumar • Mr. Chatthu Ram • TGT Sanskrit • House Masters • Associate House Masters 	<ul style="list-style-type: none"> • Quality of morning assembly items –News ,special item (screening to be done) , • Playing of Musical Instruments , CCA activities as per KVS norms • Annual Function, cultural program on any occasion. • Maintenance of House & Notice boards , Formation of Student Council • Formation of Student council ,celebration of various imp Days, CCA competitions house wise • Discipline maintenance among students during morning assembly. • Line system of student • Mass PT • Flag Unfurling • Community Song etc.
3.	CMP Implementation/ Junior ICT Room	• Mrs Deeksha Kutiyal	<ul style="list-style-type: none"> • All PRT • Comp Ins 	<ul style="list-style-type: none"> • Development of teaching learning resources, • News Letter Publication Quarterly • Community Lunch • Actual utilization of TLM resources/work sheets in classroom, • Conduct of film shows, sports/games activities ,Bal Mela, Fun Day, Grand Parents Day
4.	OFFICIAL WORK	Mr. Prateek Pal Mr. Kunal Dabas	Mr. Ashok Kumar Meena Mr. Joginder	<ul style="list-style-type: none"> • Ensure receiving and dispatch of email/official letters, Tally, Cashbook, all financial records • Maintenance of official record. • Maintenance of leave/attendance of regular and contractual staff
5.	Admission/Fee Verification / RTE	• Mr. Ashok Kumar Meena	<ul style="list-style-type: none"> • Dr. Neeraj Singh • Mrs. Deeksha Kutiyal • Mrs. Swati Baniwal • Mr. Kunal Dabas 	<ul style="list-style-type: none"> • Admissions as per KV S guidelines • Notification of vacancy, Registration , • Submit information required by Admn. On & when asked by RO/ HQ • conducting admission tests for class IX,
6.	Discipline	• Mr. Vipul Tomar	<ul style="list-style-type: none"> • Mrs Charulata Mangal • Mr. joginder • Miss Deepa Chalal • Mr Ajay Pal • All Class teachers & Co Cl. tacher 	<ul style="list-style-type: none"> • Put check on late comers (record to be maintained ,issue of notices and propose suitable actions) • Arrival & departure of students in morning assembly , • Cleanliness of student's uniform, nails and haircut, discipline during lunch. • Maintain discipline during lunch etc.
7.	Examination (Internal)	<ul style="list-style-type: none"> • Mr. Shobhit Tomar (Sec) • Mr. Ajay Pal (Primary) 	<ul style="list-style-type: none"> • Mr. Pradeep Kumar Kol • Mr. Vipendra Singh Rana • Mrs. Swati Baniwal(Primary) 	<ul style="list-style-type: none"> • Conducting Various Exams (PT/HY/SEE/PB/SLATE/etc.) • Result analysis, (HY/SEE/PB-I & PB-II) • Maintain all exam related records and submit information regarding exam. • Moderation, Consolidation etc.
8.	CBSE Examination	• Mr. Joginder	<ul style="list-style-type: none"> • Dr. Neeraj Singh • Class Teachers (IX,X,XI,XII) 	<ul style="list-style-type: none"> • Assisting Centre Supdt. In Conduction of CBSE Exam • Correspondence to CBSE matters • Registration for IX, XI, LOC for X & XII, Uploading of internal marks, grades, OASIS updation, Teachers data etc. and distribution among staff, class etc.
9.	Time Table	<ul style="list-style-type: none"> • Mr. Joginder (Sec) • Mrs. Deeksha Kutiyal (Primary) 	<ul style="list-style-type: none"> • Dr. Neeraj Singh • Mr. Vipendra Singh Rana • Mrs. Swati Baniwal(Primary) 	<ul style="list-style-type: none"> • Framing Time table as per KVS norms • Arrangement to be made before first period, • Monitoring School Bell timings , • Making special time table as and when required.

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10.	Scouts and Guides	<ul style="list-style-type: none"> • Mr. Pradeep Kumar Kol • Ms. Sapna Punetha 	<ul style="list-style-type: none"> • Mrs. Charulata Mangal • Mr. Vipendra Singh Rana • Mr. Ravindra Kumar • Mrs. Swati Baniwal 	<ul style="list-style-type: none"> • Conducting BS& G Activities including cub & bulbul activities • Motivating students for participation in BS&G • Escorting students for BS&G Activities.
11.	Games and Sports	<ul style="list-style-type: none"> • Mr. Vipul Tomar 	<ul style="list-style-type: none"> • Mr. Ajay Pal • Ms. Sapna Punetha • Mr. Gajendra 	<ul style="list-style-type: none"> • Ensuring/procuring adequate sports facility, Selecting teams as per KVS norms • maintenance of play ground , • Conducting house wise sports matches, Sports meet. Annual Sports Day • Teaching theory to X & XII related to games and sports & Physical Education.
12.	Teaching Aids/ Sec. ICT Room	<ul style="list-style-type: none"> • Mr. Ashok Kumar Meena (Sec) • Mrs. Sapna Punetha (Primary) 	<ul style="list-style-type: none"> • Mrs. Charulata Mangal • Mr. Ravindra Kumar • Mr. Vipendra Singh Rana • Mrs. Deeksha Kutiyal • Comp Ins 	<ul style="list-style-type: none"> • Maintenance and Cleanliness of resource rooms. • Creating a data bank of PPT/multimedia PPT duly arranged for use of teachers.. • Logbook for use of resource room
13.	School Website Sr. ICT Room/UDISE /UBI fee/PIMS	<ul style="list-style-type: none"> • Dr Nishu (Untill Regular PGT CS Joins) • PGT CS (After Regular Joining) 	<ul style="list-style-type: none"> • Mr. Vipendra Singh Rana • Comp Ins 	<ul style="list-style-type: none"> • Regular updation of site as per KVS format , • All important events, information, study material, innovations to be updated timely. • Monitoring of Shala Darpan work. • Sending ICT- email on last day of month • Updating data on Shaala darpan portal.
14.	PTM	<ul style="list-style-type: none"> • Mrs Charulata Mangal 	<ul style="list-style-type: none"> • Mr. Shobhit Tomar • Mrs. Deeksha Kutiyal • All Class Teachers & Co Class Teachers 	<ul style="list-style-type: none"> • Calling PTM in consultation with Examination Department, • keeping record of attendance of parents ,Recording suggestions of parents , • issue of notice for absentees through class teachers, • Arranging home visits especially for weak students.
15.	Spoken English Programme	<ul style="list-style-type: none"> • Mrs. Charulata Mangal 	<ul style="list-style-type: none"> • Mr. Ravindra Kumar • All PRT 	<ul style="list-style-type: none"> • Selection of appropriate vocabulary , • Concrete plan and action to improve the Spoken Eng of teachers and students .,
16.	Furniture	<ul style="list-style-type: none"> • Sh. Vipendra Rana 	<ul style="list-style-type: none"> • Sh. Pradeep Kumar Kol 	<ul style="list-style-type: none"> • Account of furniture , inventories , • Proposing purchase as per requirement given by teachers /Staff . • Repairing condemnation and auction as and when required ,
17	Adolescence Education Program (AEP)	<ul style="list-style-type: none"> • Miss Sushma Bhatt • Mr. Chatthu Ram 	<ul style="list-style-type: none"> • Mrs Charulata Mangal • Mr. Vipul Tomar • Mrs. Swati Baniwal • Special Educator 	<ul style="list-style-type: none"> • Organizing AEP programs ,Advocacy Programme for parents. • Review of AEP suggestion box .
18.	Contractual Appointments/ VMC	<ul style="list-style-type: none"> • Mr. Shobhit Tomar 	<ul style="list-style-type: none"> • Dr. Neeraj Singh • Mr. Vipendra Rana • Mr. Prateek Pal 	<ul style="list-style-type: none"> • Issue of advertisement ,arranging Interviews , • Compilation of Result ,Making panel as per KVS norms, • Keeping record of attendance, verifying salary as per Timetable, attendance and rates as per KVS norms . • Making arrangements for conduction of VMC.
19.	Medical Check up First Aid	<ul style="list-style-type: none"> • Mr. Vipul Tomar 	<ul style="list-style-type: none"> • Miss. Sushma Bhatt • Mrs. Charulata Mangal • Mr. Gajendra 	<ul style="list-style-type: none"> • Arranging medical checkup twice in a session. • Keep watch on general health & hygiene. • Providing first aid • Checking for Obesity, checking of tiffin of children suffering from anemia, obesity etc. • Intimation to parents regarding specific ailments, etc.
20.	Adventure Club & Educational Excursion	<ul style="list-style-type: none"> • Mr. Vipul Tomar 	<ul style="list-style-type: none"> • Mr. Ajay Pal • Mr. Vipendra Singh Rana 	<ul style="list-style-type: none"> • Ensure participation of at least 5% of total students in adventure activities. • Arranging Education tours as per KVS norms. • Sites to be proposed by subject committee convener.

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21.	Hindi Rajbhasha	• Mr. Ashok Kumar Meena	• Mr. Prateek Pal • Mr. Kunal Dabas • TGT Sanskrit	• Dispatch of hindi timahi report , • Conduct workshops (in house) Quarterly for Hindi • Hindi pakhwada celebration • Assisting office for correspondence in Hindi .
22.	Private Services Watch & ward	Dr. Neeraj Singh	• Mr. Shobhit Tomar ‘ • Mr. Vependra Singh Rana • Mr. Prateek Pal • Mr. Kunal Dabas	• Privatization and agreement of services on tender basis. • Monitoring functioning as per terms and conditions in agreement.
23.	CHEQUE / CASH & INCOME TAX	• Mr Prateek Pal	• Mr. Joginder • Mr. Kunal Dabas	• Maintaining Cash book/ledger of VVN and SF • Requisition of Fund from project authorities,RO. • Updation of Tally, fund utilization and backup of tally data • Calculation & Deduction of TDS, Timely filing of returns, Preparation of Form -16 etc.
24.	Sanitation & Cleanliness	• Miss Deepa Chalal	• Mr. Chatthu Ram • Mrs. Swati beniwal	• Monitoring work of outsourcing staff & Ensuring cleanliness in the Vidyalaya & Daily Reporting • Arranging programs under Swaccha Bharat Abhiyaan • Availability of drinking water
25	Beautification	• Mr. Chatthu Ram	• Miss Deepa Chalal • Dr. Nishu	• General Beautification of Vidyalaya and decoration during special days as Republic day, Independence Day etc
26	Photography	• Sh. Vipendra Singh Rana (Untill Tegular PGT CS Joins) • PGT CS (After Regular Joining)	• Mr. Ravindra Kumar • PGT CS • Computer Ins.	• Photography and Videography of Activities
27.	Library Committee	• Mr. Pradeep Kumar Kol	• Mr. Vipendra Singh Rana • TGT Sanskrit • Mrs Charulata Mangal	• Procuring adequate reading material. • Arranging quiz competitions , • Procurement of Books ,Journals,News papers for Library • Arranging Library Committee meeting
28.	ECO Club /Gardening/ Green School Program / Compost Pit	• Miss Sushma Bhatt	• Dr. Neeraj Singh • Mr. Chatthu Ram • Ms. Sapna Punetha	• Maintenance of school garden , Medicinal garden • labeling of trees with their scientific names , • ensure mass plantation by students and staff & dignitaries • Development of Botanical Garden & Vegetable Garden
29.	Integrity Club	• Mr. Pradeep Kumar Kol	• Mr. Vipendra Singh Rana • TGT Sanskrit	• Arranging programs related to Integrity Club • Maintain Records • Calling experts of this field for motivation speech
30.	School M & R & Safety Committee	• Mr. Vipendra Singh Rana (Sec) • Mr. Ajay Pal (Primary)	• Mr. Chatthu Ram • Mr. Vipul Tomar • Mrs. Swati Beniwal	• Keep watch on overall safety aspects of the students • Propose and ensure adequate maintenance and Repair works • Get M&R with tieup NHPC Authorities
31	Maintenance of CS-54/ CHECKING FEE/ FINE	• Mr. Vpendra Singh Rana	• Mr. Prateek Pal • Mr. Kunal Dabas	• Maintenance of CS-54/ CHECKING FEE/ FINE
32.	Mathematics	• Mr. Joginder	• TGT Maths • All PRT's	• Subject committee meeting • Ensuring MLL in Maths, Arranging Maths quiz, Celebration of National Maths Day (22/12/2024) • Development and Maintenance of Maths Lab • Devising Maths activities for students • displaying various properties of shapes,

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33.	English	• Mrs Charulata Mangal	• Mr Ravindra Kumar	<ul style="list-style-type: none"> • Subject committee meeting & Ensuring MLL in English • Reading & Comprehension in English
34.	Science	• Dr. Neeraj Singh	<ul style="list-style-type: none"> • Miss Sushma Bhatt • PGT Chem • PGT CS 	<ul style="list-style-type: none"> • Subject committee meeting • Ensuring MLL in Science, Arranging Science quiz, Celebration of National Science Day • Development and Maintenance of Science Labs • Development of Science Garden in the Vidyalaya • Science activities in Morning Assembly • Science Exhibition, Children Science Congress, Inspire Award, (NSEP,NSEC,NSEB,JNSE, NSEA)Exams conducted by IAPT ,Science Olympiad
35.	Humanities	• Dr. Nishu	<ul style="list-style-type: none"> • Mr Ashok Kumar Meena • Mr. Shobhit Tomar • Mrs Charulata Mangal • PGT Eco 	<ul style="list-style-type: none"> • Subject committee meeting • Ensuring MLL in Social Science, Arranging So. Science quiz, • Conduction of Social science Exhibition.
36.	Purchase Committee	• Dr. Neeraj Singh	<ul style="list-style-type: none"> • Mr. Vipendra Singh Rana • Mr. Vipul Tomar • Mrs. Deeksha Kutiyal • Mr. Prateek Pal • Mr. Kunal Dabas • Dept. I/C 	<ul style="list-style-type: none"> • Purchase of goods/articles as per requisitions submitted , following due purchase procedure
37.	GRIEVANCES CELL	• Dr. Neeraj Singh	<ul style="list-style-type: none"> • Mr. Shobhit Tomar • Miss. Shushma Bhatt • Mrs. Deeksha Kutiyal 	<ul style="list-style-type: none"> • Grievances received from Parent or student should be disposed in a appropriate way.
38.	INTERNAL COMPLAIN COMMITTEE	• Miss Shushma Bhatt	<ul style="list-style-type: none"> • Mr. Chattu Ram • Mrs. Deeksha Kutiyal • Ms. Sapna Punetha • VMC Member 	<ul style="list-style-type: none"> • To look after the complaint received if any. • Grievance of Students, Parents & Staff members should be disposed in a appropriate way • To submit monthly report of complaints received, if any
39.	RTI	• Mr. Prateek Pal	<ul style="list-style-type: none"> • Mr. Kunal Dabas • PGT CS 	<ul style="list-style-type: none"> • Reply of RTI & related issues
40.	OLYMPIAD	<ul style="list-style-type: none"> • Maths: Mr Joginder • Science /JNMSME / Inspire/NCSC/राष्ट्रीय बाल विज्ञान प्रदर्शनी : Dr. Neeraj Singh • Cybw: PGT CS 	<ul style="list-style-type: none"> • Comp Ins • TGT Maths 	<ul style="list-style-type: none"> • Conduction of Olympiad as per schedule provided by RO • Guide the students in preparing Project , model etc. • Ensuring Participation of Students in Cluster / Regional Level
41	PUBLIC ANNOUNCEMENT SYSTEM	• Mr. Vipendra Singh Rana	<ul style="list-style-type: none"> • Comp Ins • All Sub Staff 	<ul style="list-style-type: none"> • Managing and maintenance of PA system for various cultural activity.(15 Aug/26Jan/Special Day Celebration /Annual Day/Annual Sports day and Others • Daily during morning Assembly

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42	DISASTER MANAGEMENT & YOUTH PARLIAMENT	<ul style="list-style-type: none"> • Dr. Nishu 	<ul style="list-style-type: none"> • Mr. Vipul Tomar • Miss Deepa Chalal • Mr. Ajay Pal 	<ul style="list-style-type: none"> • Conduction of Mock drill, awaring students regarding rescue management. Mark the exit point and diplay emergency contact no. • Preparation of Youth Parliament as per schedule provided by RO
43	GUIDANCE & COUNSELLING	<ul style="list-style-type: none"> • Special Educator 	<ul style="list-style-type: none"> • Mrs. Charulata Mangal • Dr. Nishu (Gender Sensatization) • Mr. Chatthu Ram 	<ul style="list-style-type: none"> • Academic Counselling of students. • Career counseling
44	ATL	<ul style="list-style-type: none"> • Mr. Vipendra Singh Rana 	<ul style="list-style-type: none"> • Dr. Neeraj Singh • Miss Sushma Bhatt • PGT Chem 	<ul style="list-style-type: none"> • Conduction of various activities suggested by NITI Ayog for ATL • Establishment of ATL as per norms • Inviting neighbouring schools to participate in ATL activities.
45	CHILD RIGHT PROTECTION/POCSO	<ul style="list-style-type: none"> • Mrs. Deeksha Kutiyal 	<ul style="list-style-type: none"> • Mr. Joginder(Training) • Mr. Shobhit Tomar • Mrs. Swati Beniwal • Mr. Chatthu Ram 	<ul style="list-style-type: none"> • Protection of child right • Aware students regarding child protection act. • Address the grievance of students in a quick way
46	Magzine/ Newsletter	<ul style="list-style-type: none"> • Dr. Nishu (Sec) • Mr. Gajendra (Primary) 	<ul style="list-style-type: none"> • Mrs. Deeksha Kutiyal • PGT CS 	<ul style="list-style-type: none"> • Completion of EBSB/भारतीय भाषा उत्सव /CCA Activities/Spesial day work as per the KVS schedule • Updation and promotion of student records.
47	ACP	<ul style="list-style-type: none"> • Mr Ravindra 	<ul style="list-style-type: none"> • Dr.Nishu • Mr. Chatthu Ram • Mr. Vipul Tomar 	<ul style="list-style-type: none"> • Completion of modules of ACP for respective classes • Maintenance of records of ACP. • Submit report on monthly basis regarding ACP
48	Exhibition	<ul style="list-style-type: none"> • Social Science(EBSB) : Dr. Nishu • Science(RBVP/NCSC/INSPIRE) :Dr. Neeraj Singh 	<ul style="list-style-type: none"> • Mr. Ashok Kumar Meena • Miss Shushma • Mr. Shobhit Tomar • PGT Economics • Pgt Chemistry • Miss Deepa Chalal 	<ul style="list-style-type: none"> • Conduction of various Exhibition as per KVS Schedule • Guide the students for project works etc.
49	EBSB&AKAM	<ul style="list-style-type: none"> • Dr. Nishu 	<ul style="list-style-type: none"> • Mr. Ashok Kumar Meena • Mr. Shobhit Tomar • PGT Economics • TGT Sanskrit 	<ul style="list-style-type: none"> • Conduction of activities related to EBSB. • Sending of Report , updation of Videos and Photos as per calendar of activities • Submit report as & when required
50	PISA	<ul style="list-style-type: none"> • Mr. Ravindra Kumar (Sec) • Mr. Ajay Pal (Primary) 	<ul style="list-style-type: none"> • Mr. Pradeep Kumar Kol • All Class Teachers • All Co-Class Teachers 	<ul style="list-style-type: none"> • Introduction of PISA in class room Teaching • PISA based question should be include in Examination Pattern • Conducting PISA Exam, updation of marks in PISA portal as & when scheduled • Preperation of short vedios on PISA
51	FIT India	<ul style="list-style-type: none"> • Mr. Vipul Tomar 	<ul style="list-style-type: none"> • Mr. Ravindra Kumar • Miss Sapna Punetha • Mr. Ajay • Mr. Gajendra 	<ul style="list-style-type: none"> • Conduction of flagship program. • Updation of data in FIT India portal. • Submit report as & when asked by RO/ HQ

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52	Canteen Monitoring	• <i>Dr. Neeraj Singh</i>	• <i>Mr. Ajay Pal</i> • <i>Mr. Prateek Pal</i>	• <i>Checking quality of food item in canteen</i> • <i>Monitoring of Hygiene and cleanliness in canteen</i> • <i>Rates of Tender Process</i>
53	House Master	• <i>Shivaji :Mrs. Charulata Mangal</i> • <i>Tagore: Mr. Chatthu Ram</i> • <i>Ashoka : Mr. Pradeep Kumar Kol</i> • <i>Raman : Miss Sushma Bhatt</i>	• <i>All Teachers</i>	• <i>Conduction of Program in Morning assembly</i> • <i>Allotment of duty during recess time</i> • <i>Submit house list for CCA activities to CCA I/C</i> • <i>Maintain record of House</i> • <i>Allot portfolios of House for Student Council</i>
54	CMP/FLN/NIPUN	• <i>Mrs Deeksha Kutiyal</i>	• <i>All PRT</i>	•
55	Mandatory Certificates (Fire,Water,Building Safety)	• <i>Mr. Vipendra Singh Rana</i>	• <i>Mr. Prateek Pal</i> • <i>Mr. Kunal Dabas</i>	To Get Mandatory Certificates • (Fire,Water,Building Safety)
56	Scholarship Vidyanjali(SC/ST)	• <i>Mrs. Charulata Mangal</i>	• <i>Mr. Pradeep Kumar Kol</i> • <i>PGT CS</i> • <i>Comp Ins</i>	Scholarship Vidyanjali(SC/ST)
57	Staff Quarter	• <i>Mr. Kunal Dabas</i>	<i>Mr. Vipul Tomar</i> <i>Mrs Swati Beniwal</i>	Staff Quarter allocation and maintenance
58	CMP/FLN/NIPUN	• <i>Mrs Deeksha Kutiyal</i>	<i>All PRT's</i>	Conducting Meetings for CMP/FLN/NIPUN & Implementation

- All the incharges will perform their duties under intimation to the Principal.
- All the incharges will maintain a record (register) of work done.
- All the incharges may distribute the duties within the members of concerned department.
- The Cash memo/bills of any department to be certified by incharges concerned and members only.
- All the incharges will ensure cleanliness in their department
- These Committees will be effective from 01/04/2024

The duties are being allotted to ensure smooth conduction and proper ambience of Vidyalaya, however cooperation of all is highly solicited as and when required in any area concerning to development & progress of Vidyalaya.

(Rahul dev)

PRINCIPAL