KENDRIYA VIDYALAYA NHPC DHARCHULA (UTTARAKHAND)

COMMITTEES FOR SESSION 2025-26 W.E.F. 05 JULY 2025

SN	DEPARTMENT	INCHARGE	SIGN	MEMBERS	SIGN	KEY RESPONSIBILITIES
1	CURRICULUM COMMITTEE/ ACADEMICS CONVENOR	DR. N SINGH		DR G P ARYA MR M K JANGID MR K K MEENA		• Responsible for sensitizing teachers, students & stakeholders about the curriculum to be followed. Monitoring of Academics activities • Assisting and guiding all the department in charges • Planning CCA Calendar, Annual Day/ Annual Sports Day, Grand Parent Day etc.
2	CLA(EARLIER CCA) , MORNING ASSEMBLY & PA SYSTEM	MR K K MEENA(SEC) MS D CHALAL (PRT) MR V K SHARMA (PA SYSTEM) MR C RAM (BOARD DECORATION/ DAY CELEBRATION)		MRS C MANGAL MR R KUMAR MR B S MEENA MR A KUMAR HOUSE MASTERS ASSOCIATE HOUSE MASTERS		• 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. • Monthly meeting with Monitors.
3	CMP IMPLEMENTATION / JUNIOR ICT ROOM	MR A SINGH I/C MRS A KAIM		ALL PRTS/ PRT(MUSIC)		• Development of TLM teaching learning resources. Use of Jadaui Pitara. • 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 • Conducting Monthly Meetings for CMP Implementation & maintaining Minutes of Meeting
4	FLN (NIPUN BHARAT MISSION)	MS A SHARMA I/C MRS A KAIM		ALL PRTS/ PRT(MUSIC)		• Planning for effective implementation of **CMP/FLN/NIPUN/ ORF activities.** • Submitting compiled reports (monthly) to u/s after collection of monthly reports from concerned teachers • Conducting Monthly Meetings for FLN/NIPUN & Implementation. Maintaining Minutes of Meeting
5	OFFICIAL WORK	MR. P PAL MR K DABAS		MR A KUMAR MR V K SHARMA		• Ensure receiving and dispatch of email/official letters, Tally, Cashbook, all financial records • Maintenance of official record. GeM Purchasing. Service Book Updation. Audit. • Maintenance of leave/attendance of regular and contractual staff • Maintenance of CS-54/ CHECKING FEES/ FINE
6	ADMISSION/ FEE - VERIFICATION / RTE	MR V K SHARMA		DR N SINGH MRS D KUTIYAL MR A KUMAR		• Admissions as per KVS guidelines • Notification/ Advertisement of vacancy, Registration. Information to Govt Offices. • Submit information required by Admin. On & when asked by RO/ HQ • conducting admission tests for class IX,
7	DISCIPLINE	MR V TOMAR		MR JOGINDER MS B JOSHI MS A SHARMA MS D CHALAL ALL CLASS TEACHERS & CO-CLASS TEACHERS		• 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.
8	EXAMINATION (INTERNAL) TARA/ ORF ASSESSMENT/ LAT ASSESSMENT/ ENTRY/ MID/ EXIT LEVEL ENTRY IN PIMS	MR S TOMAR (SEC) MRS A KAIM (PRT)		MR C RAM MR A KUMAR MR V K SHARMA MRS S BANIWAL (PRT)		• 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.

9	**CBSE EXAMINATION**	MR JOGINDER		DR N SINGH CLASS TEACHER/ CO CLASS TEACHERS (IX, X, XI, XII)		• 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.
10	**TIME TABLE**	MR JOGINDER (SEC) MR A SINGH (PRI)		MR V K SHARMA MS B JOSHI MRS D KUTIYAL (PRI)		• Framing Time table as per KVS norms • Arrangement to be made before first period, • Monitoring School Bell timing. Making special time table as and when required.
11	**SCOUTS AND GUIDES**	MR V TOMAR (SEC) MS A SHARMA (PRI)		MS B JOSHI MR V K SHARMA MS D CHALAL (Sec) MR G SINGH (PRI) MRS A KAIM (PRI)		• Conducting BS& G Activities including cub & bulbul activities • Motivating students for participation in BS&G • Escorting students for BS&G Activities.
12	**GAMES AND SPORTS**	MR V TOMAR		MR S TOMAR MS B JOSHI MRS A KAIM MR G SINGH		• Ensuring/procuring adequate sports facility, Selecting teams as per KVS norms • maintenance of playground , • Conducting house wise sports matches, Sports meet. Annual Sports Day • Teaching theory to X & XII related to games and sports & Physical Education.
13	**SCHOOL WEBSITE SR. ICT ROOM/ UDISE / UBI FEE/ PIMS/ SAMAGAM/ SAFAL OTHER PORTAL**	DR G P ARYA		MR N SAMANT		• Regular updation of site as per KVS norms. • All important events, information, study material, innovations to be updated timely. • Monitoring of UDISE work. • Sending ICT- email on last day of month • Updating data on UDISE portal.
14	**PTM**	MR S TOMAR (SEC) MRS A KAIM (PRI)		Mr ~~JGINDER~~ JOGINDER MRS D KUTIYAL ALL CLASS TEACHERS & CO- CLASS TEACHERS		• 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**	MRS C MANGAL		MR R KUMAR ALL SUBJECT TEACHERS		• Selection of appropriate vocabulary , • Concrete plan and action to improve the Spoken Eng of teachers and students,.
16	**FURNITURE**	MR G SINGH		MR V K SHARMA		• 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)**	MS S BHATT		MRS C MANGAL MRS S BANIWAL MR M K JANGID SPECIAL EDUCATOR		• Organizing AEP programs, Advocacy Program for parents. • Review of AEP suggestion box. • Good Touch/ bad Touch.
18	**CONTRACTUAL APPOINTMENTS/ VMC**	DR G P ARYA		MR S TOMAR MR V K SHARMA MR A KUMAR		• Issue of advertisement, arranging Interviews as per KVS Norms. • 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. • Re-Constitution of VMC. Invitation to VMC Members for Meeting • Recording & Writing VMC minutes & getting approval.
19	**MEDICAL CHECK UP/ FIRST AID**	MR V TOMAR MS S BHATT		ALL CLASS TEACHERS & CO CLASS TEACHERS		• Arranging medical checkup twice in a session. • Keep watch on general health & hygiene. • Providing first aid. Intimation to parents regarding specific ailments, etc. • Checking for Obesity, checking of tiffin of children suffering from anemia, obesity etc
20	**EDUCATIONAL EXCURSION**	MR M K JANGIR		DR NEERAJ DR NISHU MS B JOSHI		• 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.
21	**हिंदी राजभाषा**	MR K K MEENA		MR B S MEENA MR P PAL MR K DABAS		• Online filling of Dispatch of hindi timahi report., • Conduct workshops (in house) quarterly for Hindi. Hindi diwas/pakhwada celebration • Assisting office for correspondence in Hindi .

22	**PRIVATE SERVICES – CONSERVANCY, WATCH & WARD**	DR G P ARYA		MR S TOMAR MR V K SHARMA MR A KUMAR MR P PAL MR K DABAS		• Privatization and agreement of services on tender basis. • New Tender Process GeM, Workers required as Sub Staff, Cleanliness, Security etc./ Tender Extension • Monitoring functioning as per terms and conditions in agreement. • Bill verification • Attendance, EPF, ESI/Insurance, Salary Credit • Work Satisfactory Report (Monthly)
23	**OFFICE/ FINANCIAL MATTERS PAY BILL & INCOME TAX, RTE, GeM ETC**	MR P PAL		MR JOGINDER M. K 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. • Reply of RTI & related issues
24	**SANITATION & CLEANLINESS**	MS DEEPA CHALAL		MR C RAM MRS S BANIWAL		• Monitoring work of outsourcing staff & Ensuring cleanliness in the Vidyalaya &Daily Reporting. **SUBMISSION OF DAILY CLEANLINESS REPORT** • Arranging programs under Swaccha Bharat Abhiyaan • Availability of clean drinking water. • Ensuring cleaning of Water Tanks at least once in every quarter & maintaining records.
25	**BEAUTIFICATION**	MR C RAM		MRS C MANGAL MS S BHATT DR G P ARYA		• General Beautification of Vidyalaya and • Decoration during special days as Republic day, Independence Day etc. • **Display Board** updation.
26	**PHOTOGRAPHY & STORAGE**	DR NISHU		MR A KUMAR MR N SAMANT		• Photography and Videography of Activities – Storage. • Creating google drive for uploading/creating links for required Google Sheets as per events/ Important days celebration/ • Vidyalaya Magazine & Newsletter preparation.
27	**LIBRARY COMMITTEE**	MR A KUMAR		MR K K MEENA MRS C MANGAL MR R KUMAR MS D KUTIYAL		• Procuring adequate reading material. • Arranging quiz competitions , • Procurement of Books ,Journals, Newspapers for Library • Arranging Library Committee meeting • Class Library
28	**ECO CLUB/ m-LIFE /GARDENING/ GREEN SCHOOL PROGRAM / COMPOST PIT/**	MS S BHATT MRS S BANIWAL (PRI)		DR N SINGH MR C RAM MRS A SHARMA		• Conduction of Green School program audit. • Labeling of trees with their scientific names. • Ensuring mass plantation by students, staff, parents & dignitaries • Development of school garden: Botanical Garden, Vegetable Garden & Medicinal garden.
29	**INTEGRITY CLUB**	MR M K JANGIR		DR NISHU MR B S MEENA		• Arranging programs related to Integrity Club • Maintain Records • Calling experts of this field for motivation speech
30	**SCHOOL M & R COMMITTEE**	MR V K SHARMA (SEC) MR G SINGH (PRI)		MR C RAM MR V TOMAR		• Keep watch on overall safety aspects of the students • Propose and ensure adequate maintenance and Repair works • Get M&R with tie-up NHPC Authorities
31	**SUBJECT CONVERNOR**	DR N SINGH **SCIENCE** MR JOGINDER **MATHS** MRS CL MANGAL **ENG** MR K K MEENA **HINDI/ SKT** MR M K JANGIR **S.SCI**		MS S BHATT MS B JOSHI MR R KUMAR MR B S MEENA DR NISHU		• 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. • Ensuring MLL in English • Reading & Comprehension in English • Ensuring MLL in Science, Arranging Science quiz, Celebration of National Science Day • Development and Maintenance of Science Labs..... **continued *in* next page (PTO)**

						• Development of Science Garden in the Vidyalaya • **STEM/** Science activities in Morning Assembly • Science Exhibition, Children Science Congress, Inspire Award, (NSEP,NSEC,NSEB,JNSE, NSEA)Exams conducted by IAPT, Science Olym • Ensuring MLL in Social Science, Arranging So. Science quiz, • Conduction of Social science Exhibition.
32	**PURCHASE COMMITTEE**	MR K K MEENA		MR V K SHARMA MR A KUMAR MRS A KAIM MR P PAL MR K DABAS DEPARTMENT I/C		• Purchase of goods/articles as per requisitions submitted, following due purchase procedure • Ensuring 100% purchasing through GeM. • No items to be procured without GeM.
33	**GRIEVANCES & INTERNAL COMPLAIN COMMITTEE**	MRS C MANGAL		DR N SINGH DR G P ARYA MS S BHATT MRS A KAIM		• Grievances received from Parent or student should be disposed in an appropriate way. • To look after the complaint received if any. • Grievance of Students, Parents & Staff members should be disposed in an appropriate way • To submit monthly report of complaints received, if any
34	**CHILD RIGHT PROTECTION/ POCSO**	MS S BHATT (SEC) MRS A KAIM (PRI)		DR N SINGH MR G P ARYA MRS S BANIWAL MR JOGINDER (TRG)		• Protection of child right • Aware students regarding child protection act. • Address the grievance of students in a quick way • Display of Child Line Numbers
35	**OLYMPIAD**	MATHS: **MR JOGINDER** SCIENCE /JNMSME / STEM/ INSPIRE/ NCSC/ राष्ट्रीय बाल विज्ञान प्रदर्शनी : **DR NEERAJ SINGH** CYBER- **DR G P ARYA** **ATL INNOVATION:** MR V K SHARMA		MS B JOSHI MS S BHATT MR V FIRMAL		• 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
36	**PUBLIC ANNOUNCEMENT SYSTEM**	MR V K SHARMA		ALL SUB-STAFF		• 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.
37	**AUTO ANNOUNCEMENT AND TIME ALERT SYSTEM (4AS)**	DR G P ARYA		MR V K SHARMA		Management of announcements and bell alert as per updated time table.
38	**DISASTER MANAGEMENT**	DR NISHU		MR V K SHARMA MR V TOMAR MR G SINGH MS D CHALAL		• Conduction of Mock drill, awaring students regarding rescue management. Mark the exit point and display emergency contact no. • Preparation of Youth Parliament as per schedule provided by RO • Evacuation Plan • Fire Safety Management

	GUIDANCE & COUNSELLING	DR NISHU, SPECIAL EDUCATOR		DR N SINGH DR G P ARYA MRS C MANGAL		• Academic Counseling of students. • Career counseling • Gender Sensitization
40	**ATL**	MR V K SHARMA		DR N SINGH MS S BHATT MR JOGINDER MR V FIRMAL		• Conduction of various activities suggested by NITI Ayog for ATL • Establishment of ATL as per norms • Inviting neighboring schools to participate in ATL activities.
41	**VIDYALAYA MAGAZINE & NEWSLETTER (SEC)**	DR NISHU		MR K K MEENA MS B JOSHI MR R KUMAR MR A KUMAR		• Preparing Vidyalaya Magazine & quarterly Newsletter (Sec)
42	**CMP NEWSLETTER (PRI)**	MRS A KAIM MS D CHALAL		MR G SINGH- Q1 MR A SINGH- Q2 MRS S BANIWAL- Q3 MRS D KUTIYAL- Q4		• Preparing quarterly CMP Newsletter (Pri)
43	**AWAKENED CITIZEN PROGRAM ACP/ FCP**	MR R KUMAR		DR NISHU MS B JOSHI		• Completion of modules of ACP for respective classes • Maintenance of records of ACP. • Submit report on monthly basis regarding ACP
44	**EXHIBITION**	SOCIAL SCIENCE/ KALA UTSAV : **MR M K JANGIR** SCIENCE(RBVP/NCSC/ INSPIRE)/ SIC SCHOOL INNOVATION COUNCIL/ STEAM: **DR N SINGH** YOUTH PARLIAMENT: **DR NISHU**		MR K K MEENA MRS C MANGAL MS S BHATT MR S TOMAR MR C RAM MS D CHALAL		• Conduction of various Exhibition as per KVS Schedule • Guide the students for project works etc. • Preparation of students for KALA UTSAV for cluster level & regional level competition. • Screening of students for KALA UTSAV for cluster level & regional level competition. • **Implementation of IDEA BOX.**
45	**EK BHARAT SHRESTHA BHARAT EBSB & AKAM**	MR M K JANGIR		MR K K MEENA DR NISHU MRS.C MANGAL MR C RAM MR B S MEENA		• Conduction of activities related to EBSB & AKAM. • Sending of Report, Updation of Videos and Photos as per calendar of activities • Submit report as & when required
46	**CBQ - COMPETENCY BASED QUESTIONS/ CCT/ PISA**	MR S TOMAR (SEC) MRS A KAIM (PRI)		ALL SUBJECT TEACHERS		• COLLECT & MAINAIN RECORDS. • Implementation of CBQ as per KVS/CBSE norms. • Collection of Monthly Report from concerned teachers & submission of compilation report to U/s. • CBQ/ PISA based question should be included in Exam. Preparation of CBQ question booklet • Conducting PISA Exam, updation of marks in CBQ/ PISA portal as & when scheduled • Display Board for weekly CCT question (Primary & Secondary both)
47	**FIT INDIA**	MR V TOMAR		MR B S MEENA MR R KUMAR MR G SINGH		• Conduction of FIT INDIA flagship program. • Updation of data in FIT India portal. • Submit Google Sheets/Photos/ Videos/ report as & when asked by RO/ HQ
48	**HOUSE MASTER**	SHIVAJI : DR NISHU TAGORE: DR G P ARYA ASHOKA MR VIKRAM ARMA RAMAN MR M K Jangir		ALL TEACHERS		• Conduction of Program in Morning assembly • Allotment of duty during recess time • Submit house list for CCA activities to CCA I/C • Maintain record of House

						• Selection of for Student Council & organizing event. • Allot portfolios of House for Student Council. • Monthly meeting with Student Council members. Allocation of duties & reular monitoring
49	**MANDATORY CERTIFICATES (FIRE, WATER, BUILDING SAFETY) - YEARLY**	MR V K SHARMA		MR P PAL MR K DABAS		• To Get Mandatory Certificates from Concerned Departments • (Fire,Water,Building Safety)
50	**VIDYANJALI**	MS B JOSHI		DR G P ARYA MR N SAMANT		• Scholarship • Vidyanjali(SC/ST)
51	**STAFF QUARTER**	MR M K JANGIR		MR B S MEENA MRS S BANIWAL		• Staff Quarter allocation and maintenance. • Quarter taken over/ handover by teacher concerned as & when reported/ transferred • Issue of Quarter allotment letter.
52	**SOCIAL HEALTH CLUB (NHPC) & MISSION LIFE**	MS S BHATT (SEC) MRS S BANIWAL (PRI)		MR C RAM MS A SHARMA		• Organize social health activities monthly. • Uploading of the activities on NHPC - Social Health Club portal.
53	**NOTICE BOARD/ DISPLAY BOARD DECORATION**	MR C RAM		DR NISHU MRS C MANGAL		• Regular Notice Board/ Display Board/ CCT Board Decoration. • Display of recent photographs.
54	**TEACHING AIDS/ TLM SEC., ICT ROOM/ RESOURCE ROOM**	DR NISHU (SEC) MRS A KAIM(PRI)		MRS C MANGAL MR R KUMAR MR V K SHARMA MRS D KUTIYAL MR N SAMANT		• Creating Resource Pool. 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
55	CPD	MR A KUMAR		MR B S MEENA		• Planning for 50 hours completion by each staff. • Organising CPD/ In-house training • Maintaining CPD completion status of every staff. • Online verification of records of CPD.
56	**STAFF ROOM**	MR BS MEENA (SEC) MS S BANIWAL (PRI)		MR C RAM MS B JOSHI MRS D KUTIYAL (PRI)		• Upkeeping, cleanliness, proper seating arrangement of staff room.
57	**MINUTES OF MEETING (STAFF MEETING/ VMC MEETING/ POST INSPECTION MEETING)**	MRS C MANGAL (Eng) MR K K MEENA (Hindi)		MR R KUMAR MR B S MEENA		Record keeping of minutes of meeting (staff meeting/ vmc meeting/ post inspection meeting).
58	**NEWS/ MEDIA COMMITTEE**	MR B S MEENA		MR K K MEENA MR V FIRMAL		NEWS/ MEDIA Coverage

INSTRUCTIONS

- All the in charges will perform their duties under intimation to the Principal.
- All the in charges 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 **06/07/2025.**
- 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.

05/07/2025

MR RAHUL DEV
PRINCIPAL