

PM SHRI KENDRIYA VIDYALAYA CHITTARANJAN

SESSION: 2024-25

COMMITTEES

सत्र 2024-25 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। निम्नलिखित समितियों, विभागों और क्लबों का गठन विभिन्न पाठ्यचर्या, सह-शैक्षिक 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 सुचारू कामकाज की सुविधा प्रदान करने के लिए किया गया है। इसलिए, विभाग/समिति/क्लब के सभी प्रभारी, संयोजक और सदस्यों को अपने संबंधित विभाग का कार्यभार संभालने और सत्र 2024-25 के लिए कार्य योजना निर्धारित करने का निर्देश दिया गया है। कृपया विस्तृत जानकारी, विशेष रूप से दिशानिर्देशों, कर्तव्यों, जिम्मेदारियों और गतिविधियों के लिए विद्यालय शैक्षणिक योजना को पढ़ें। प्रत्येक समिति के विरुद्ध उल्लिखित कर्तव्य और जिम्मेदारियाँ न्यूनतम हैं और प्रभारियों को अपने विभागों से संबंधित सभी आवश्यक कार्य करने होते हैं।

विद्यालय के सुचारू संचालन के लिए वर्ष 2024-25 के लिए निम्नलिखित समितियों का गठन किया गया है। प्रत्येक समिति प्रभारी अपने विभाग की सभी गतिविधियों की वार्षिक/वार्षिक योजना तैयार करने के लिए जिम्मेदार है और उसे प्राचार्य को सौंपता है।

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

The following committees have been formed for the year 2024-25 for smooth functioning of the Vidyalaya. Every committee in-charge is responsible for preparation of Annual/Year Planner of all activities of his/her department and submits the same to Principal.

S. No.	COMMITTEE	Names of In-Charge and Members	DUTIES AND RESPONSIBILITIES
1.	Admission (Secondary & Sr. Secondary) Admission (Primary)	1. MR. AMIT PANDEY (I/C) (PGT PHYSICS) 2. MR. RAKESH KUMAR (PGT HISTORY) 3. MR. CHANDRADEV SOREN (TGT PHE) 1. MRS NUTAN KUMARI (PRT) 2. MR. ALOK KUMAR GOND (PRT) 3. MS. SHWETA NIGAM (PRT)	<ul style="list-style-type: none"> - To ensure 100% fair admission, scrutinize the registration forms for admission and carry out the process as per the KVS Admission guidelines and schedule. - To collect class-wise enrolment positions on the last working day of every month. - Regular correspondence pertaining to admission - To complete the admissions, register and upload admission details and T.C. on the website. - Any other related work assigned by the Principal.
2.	Academic Advisory Committee	1. MRS. SUDESHNA KAR SARKHEL (I/C AND ACADEMIC COORDINATOR) (PGT ENG) 2. MR. RAM SWARUP PANDIT (PGT HINDI) 3. MRS. MOSARRAT JEHAN (PGT CHEMISTRY) 4. MR. AMIT PANDAY (PGT PHY) 5. MR. ABHINAV SHUKLA (PGT MATHS) 6. MRS. JYOTI (PGT ECO) 7. MRS. RAKHI VATSAL (PGT CS) 8. MRS. FERAZ NUSRAT (TGT AE) 9. MRS. ARCHANARCHANA KUMARI (PRT) 10. MRS. BHARTI DEVI (PRT) 11. MRS. BARSHA RANI KHALKHO (PRT)	<ul style="list-style-type: none"> - Planning academic calendar. - Planning for implementation of NEP 2020 in multiple stages. - Initiate innovative practices in the teaching-learning process. - Monitoring the teaching-learning process as per KVS Norms. - Scrutiny of student's notebook. - Planning remedial teaching when and as required. - Promoting Inclusive Education as well as Experiential Learning. - Promoting Quality Education by regular monitoring. - Planning for class-wise/section-wise slow bloomers who need special attention. - Catering the needs of CWSN. - To prepare CW/HW Checking Schedule, Inspection schedule etc. - To supervise unattended classes and inform to Principal. - Any other related work assigned by the Principal.

S. No.	COMMITTEE	Names of In-Charge and Members	DUTIES AND RESPONSIBILITIES
7.	School Disaster Management, search, rescue and evacuation Team	<ol style="list-style-type: none"> 1. MR. RAKESH KUMAR (I/C) (PGT HISTORY) 2. MR. CHANDRADEV SOREN (TGT PHE) 3. MR. SIYA RAM YADAV (TGT ENGLISH) 4. MS. NEHA NAMRATA AIND (TGT SCIENCE) 5. MR. ALOK KUMAR GOND(PRT) 6. MS. SHWETA NIGAM(PRT) 	<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 Vidyalaya. Develop a 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. - Take preventive measures as given in the guidelines in consultation with the local police. - To obtain building and electrical safety certificates. - To plan and organize for the safety and security of children as per standard operating procedure received from KVS/CBSE. - To organize programs on the safety and security of the students. - To ensure proper working of security and conservancy staff as per the contract. - 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. - Hold mock drills for students, teachers, and staff to manage any disaster. - Any other related work assigned by the Principal.
8.	Furniture	<ol style="list-style-type: none"> 1. MR. ABHINAV SHUKLA (I/C) (PGT MATHS) 2. MR. SAHIL BANSAL (TGT MATHS) 	<ul style="list-style-type: none"> - To ensure all furniture bear serial numbers and the year of purchase. - To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules. - To prepare and display inventory of class wise and department wise furniture - To arrange for the repair of furniture as and when required. - Any other related work assigned by the Principal.
9.	ICT, camera, UBI, Website Updation, Shaala Darpan, and other KVS portals	<ol style="list-style-type: none"> 1. MRS. RAKHI VATSAL (I/C) (PGT CS) 2. COMPUTER INSTRUCTOR 	<ul style="list-style-type: none"> - To ensure all the Labs in working condition with broadband/LAN connectivity for carrying out Computer Literacy classes effectively with the assistance of computer instructors and to submit monthly updates to the office. - To Regularly update the website with latest happenings. - To ensure effective utilization of ICT/e-Classrooms - To monitor activities of KV Shaala Darpan & UBI fees collection. - To make entry on KV Shaala Darpan Web Portal. - To send report to parents and stake holders - To follow up all work related to KV Shaala Darpan. - Any other related work assigned by the Principal.

S. No.	COMMITTEE	Names of In-Charge and Members	DUTIES AND RESPONSIBILITIES
10.	Lab and Class Maintenance committee	ALL LAB I/C AND ALL CLASS TEACHERS	<ul style="list-style-type: none"> - A.V. Room to be well equipped with workable LCD, OHP etc. for ensuring TAL/CAL is undertaken by the teachers by maintaining a Register in the A.V. Room. - Proper maintenance of the teaching aids. - Purchase of teaching aids as per the requirement of the new syllabus. - To facilitate teachers using all the teaching aids in their classroom teaching. - Any other related work assigned by the Principal.
11.	Olympiads Physics, Chemistry, Science. Math, Junior Science, Green, Cyber etc.	SOF, VVM, VSSF & WWF, IAPT, KVPY, NTSE / JSTSE/ NCSC 1. MRS. MOSARRAT JEHAN (I/C) (PGT CHE.) 2. MS. NEHA NAMRATA AIND (TGT SCIENCE) 3. MRS. BHARATI DEVI (PRT) GREEN OLYMPIAD 1. MR. MITHUN CHAKRABORTY (PGT BIO) TECNOTHLON, ATL MARATHAON, CCT & COMP OLYMPIAD 1. MR. VISHAL KUMAR (TGT WE) RMO /MATHS OLYMPIAD 2. MR. ABHINAV SHUKLA (PGT MATHS)	<ul style="list-style-type: none"> - To conduct Junior Science/Science/Green/Maths/Phy/Chem Olympiads and related competitions of sec and primary section from time to time. - To prepare models for science exhibition, ATL marathon etc. and Vidyalaya level science exhibition /ATL exhibition wherever required. - Any other related work assigned by the Principal.

S. No.	COMMITTEE	Names of In-Charge and Members	DUTIES AND RESPONSIBILITIES
12.	<p>Excursion/Field trips/Adventure Club. (Secondary & Sr. Secondary)</p> <p>Excursion/Field trips/Adventure Club. (Primary)</p>	<p>1. MR. SIYA RAM YADAV (I/C) (TGT ENGLISH)</p> <p>2. MR. SAHIL BANSAL (TGT MATHS)</p> <p>1. MS. NUTAN KUMARI (PRT)</p> <p>2. MS. POOJA SINGH (PRT)</p>	<ul style="list-style-type: none"> - To plan venue/s, types of activities, student involvement, supervision, duration, transport, accommodation cost etc. - To make an annual plan of excursions for different classes to different places of educational and Historical importance. - To arrange conveyance, permission for entry and other arrangements to conduct tours successfully. - Any other related work assigned by the Principal.
13.	Purchase Committee	<p>1. MRS. SUDESHNA KAR SARKHEL (PGT ENGLISH)</p> <p>2. MR. RAM SWARUP PANDIT (PGT HINDI)</p> <p>3. MRS. MOSARRAT JEHAN (PGT CHEM. & TEACHER REPRESENTATIVE VMC)</p> <p>4. MR. SUNIL PRASAD RAY (TGT MATH)</p> <p>5. MR. CHANDRADEV SOREN (TGT PET)</p> <p>6. MRS. NUTAN KUMARI (PRT)</p>	<ul style="list-style-type: none"> - To prepare and implement budget as per the KVS norms. To ensure that purchases under VVN are done as per the purchase guidelines of KVS as per the requirements. - To Verify and certify the purchases under VVN and Pass the bills for stock entries and payments. - To analyses the need of the Vidyalaya under various heads and arrange for the same, ensuring transparent purchase - To keep a track of Timely and transparent purchase by various departments. - Ensure purchase procedure as per the norms. - Any other related work assigned by the Principal.
14.	<p>Building and Maintenance, Repairs & conservancy staff Monitoring committee (Secondary & Sr. Secondary)</p> <p>Building and Maintenance, Repairs Monitoring committee (Primary)</p>	<p>1. MR. VISHAL KUMAR (I/C) (CIVIL AND ELECTRICAL)</p> <p>2. MR. RAKESH KUMAR (I/C CONSERVANCY)</p> <p>3. MR. AMIT KUMAR SEN (TGT SST.)</p> <p>1. MS. BHARTI DEVI (PRT)</p> <p>2. MR. ATHAR AHMED (PRT)</p>	<ul style="list-style-type: none"> - To carry out maintenance & repair work of buildings including toilets, surroundings and play field. - Look after repair / maintenance of electrical fittings/fans etc. on regular basis to ensure 100% safety of students and staff and smooth working. - To keep watch on working of conservancy staff - To track their attendance and scrutiny of attendance register. - Any other related work assigned by the Principal. -

S. No.	COMMITTEE	Names of In-Charge and Members	DUTIES AND RESPONSIBILITIES
15.	<p>Discipline Late Comers (Secondary & Sr. Secondary)</p> <p>Discipline Late Comers, Arrival and, Dispersal (Primary)</p>	<p>1. MR. SUNIL PRASAD RAY (I/C) (TGT MATHS) 2. MR. SIYA RAM YADAV (TGT ENGLISH) 3. MR. CHANDRADEV SOREN (TGT PET) 4. YOGA INSTRUCTOR 5. SCHOOL CAPTAIN – BOYS 6. SCHOOL CAPTAIN- GIRLS</p> <p>1. MRS. ARCHANARCHANA KUMARI (I/C PRIMARY) (PRT) 2. MRS. BHARTI DEVI (PRT) 3. MR. ATHAR AHMAD (PRT)</p>	<ul style="list-style-type: none"> - To make and implement Standard Operating Procedures with reference to circulars issued by KVS, CBSE etc. time to time regarding safety/security of students and maintaining discipline in the Vidyalaya. - Effective implementation of Article 59 and 60 of KVS Education Code i.e. Code of conduct for teachers and students in the Vidyalaya. - To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students. To ensure line wise movement for/from morning assembly, attending departments for classes. Checking of late comers of primary and secondary. Checking of uniform, hair, nails, ID card etc. of students. - Discipline during recess, important functions, morning assembly, in and outside classrooms, playground, and organization of counseling classes. - To assign duties of teachers for recess, gate duty on arrival and departure of students. - Constitution of class committee for discipline and selection of student council members. Duty allotment to student council members. - Effective implementation of Out Pass system in the classes to control unwanted movement of students in the corridors and Vidyalaya premises. - Effective implementation of Parent/Guardian Identity Card system to handover a student to his/her legitimate Parent/Guardian in emergency situation during school hours. - Effective implementation of Visitor Pass system in the Vidyalaya to prevent movement of unidentified persons in the Vidyalaya premises. - Smooth class wise dispersal of all students and handing over of primary students to their legitimate Parent/Guardian after long bell for safe departure. - Conducting Disciplinary proceedings and submitting report on such inquiries conducted and outcome of the inquiry along with recommendation. - Committee shall meet once in a week and shall maintain a register and record each and every step and action taken for effective execution of all the things mentioned above, and submit the register to undersigned on every Monday. - Any other related work assigned by the Principal.
16.	<p>राजभाषा समिति (Secondary & Sr. Secondary)</p> <p>राजभाषा समिति (Primary)</p>	<p>1. MR. RAM SWARUP PANDIT (I/C) (PGT-HINDI) 2. MR. RAJNESH VERMA (TGT HINDI) 3. TGT-SANSKRIT</p> <p>1. MRS. BHARTI DEVI (I/C) (PRT)</p>	<ul style="list-style-type: none"> - To conduct quarterly meetings of Rashtra Bhasha and to submit quarterly reports to the Regional Office. - To Ensure maximum use of Raj Bhasha. - Any other related work assigned by the Principal.

S. No.	COMMITTEE	Names of In-Charge and Members	DUTIES AND RESPONSIBILITIES
		2. MS. NIKITA (PRT)	
17.	Scouts & Guides Cubs & Bulbuls (Secondary & Sr. Secondary) Scouts & Guides Cubs & Bulbuls (Primary)	1. MR. SIYARAM YADAV (TGT ENG.) 2. MR. AMIT SEN (TGT SST.) 1. MRS. ARCHANARCHANA KUMARI (PRT) 2. MRS. BHARTI DEVI (PRT)	<ul style="list-style-type: none"> - To enroll Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO. - Any other related work assigned by the Principal.
18.	NAEP / Guidance & Counseling (Secondary & Sr. Secondary) NAEP / Guidance & Counseling (Primary)	1. MS. NEHA NAMARAT AIND (I/C) (TGT SCIENCE) 2. NURSE 3. MR. RAKESH KUMAR (PGT HIST) 4. TGT SANSKRIT 1. MR. ALOK KUMAR GOND (PRT) 2. MS. POOJA SINGH (PRT)	<ul style="list-style-type: none"> - To conduct programs as per the guidelines given in the training. - To maintain & update display board and a corner to keep these activities ongoing for various programs. - To co-ordinate counseling and guidance programs. - To maintain record of suggestion box and action taken report. - Any other related work assigned by the Principal.
19.	CS 54 (Fees and fines checking) & UBI Fee Collection, GIS, PIMS	1. MRS. RAKHI VATSAL (PGT CS) 2. MR. SURAJ PRASAD (PRT)	<ul style="list-style-type: none"> - Data to be filled in the relevant records every month and submit to the office. - Keep record/document of all exemption class-wise. - To follow up all work related to UBI fees collection. - 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 in a register and submit every month for a review of Principal - Any other related work assigned by the Principal.
20.	UDISE	1. MR. SURAJ PRASAD (I/C) 2. ALL CLASS TEACHERS	<ul style="list-style-type: none"> - Updation of UDISE portal as per KVS instructions. - Any other related work assigned by the Principal.

S. No.	COMMITTEE	Names of In-Charge and Members	DUTIES AND RESPONSIBILITIES
21.	Library	1. MRS. PRAGNAY P THAKUR (I/C) (LIBRARIAN)	<ul style="list-style-type: none"> - To procure text books and reference books recommended by KVS/CBSE as per the recommendation of faculty members. - To organize Class Library and to present book review. - To assist Primary wing in Library activities in light of CMP. - Regular Weeding out of Library books. - Improving the Lay out of the Library books and furniture. - To organize regular competitions to create interest for reading books. - Any other related work assigned by the Principal.
22.	Games & Sports	1. MR. CHANDRADEV SOREN (I/C) (TGT PET) 2. YOGA INSTRUCTOR	<ul style="list-style-type: none"> - To practice MPT, Yoga daily during the morning assembly to the students. - Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain record. - To draw up class wise activities to be undertaken as per the syllabus. - To coordinate with vocational teachers and train the students for various activities. - To encourage all students to take part in the Drawing and Painting competitions. - Any other related work assigned by the Principal.
23.	Water Management including upkeep of R.O./Aqua guards/Pump House/water coolers etc.	1. MR. AMIT SEN (I/C) (TGT SST.) 2. MR. ATHAR AHAMAD (PRT)	<ul style="list-style-type: none"> - To ensure uninterrupted water supply in all the toilets and other places. - To ensure periodical cleanliness of aqua guards with the display of date of cleaning on a separate Register. - To obtain safe water certificate. - To ensure cleanliness of water tank quarterly and display date of cleanliness on water tank and on a separate register. - Any other related work assigned by the Principal.
24.	Cleanliness (Secondary & Sr. Secondary) Cleanliness (Primary)	1. MR. GAYA RAM (I/C) (PGT GEOGRAPHY) 2. ALL LAB INCHARGES AND CLASS TEACHERS 1. MRS. BHARTI DEVI (I/C) (PRT) 2. MS. NIKITA TIWARI (PRT) 3. ALL CLASS TEACHERS	<ul style="list-style-type: none"> - To monitor the services of conservancy and cleanliness in consultation with the agencies concerned. - Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly. - Submitting Monthly report on observations. - The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets. - To Plan the Cleanliness of school plant, surroundings Garden & Playground - To Supervise the duties of conservancy staff of respective blocks and submit daily report of cleanliness to the principal.

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			<ul style="list-style-type: none"> - Any other related work assigned by the Principal.
25.	Medical and First aid	1. MS. NEHA NAMRATA AIND (I/C) (TGT SCIENCE) 2. NURSE	<ul style="list-style-type: none"> - To Get the medical checkup of students as per the instructions of KVS - To maintain first aid in the Vidyalaya for any emergency. - Oversee duties of nurse. - Any other related work assigned by the Principal.
26.	Grievance Cell, RTI, Parliament Question	1. MRS. SUDESHNA KAR SERKHEL (PGT ENGLISH) 2. MRS. MOSARRAT JEHAN (PGT CHEMISTRY) 3. MR. RAKESH KUMAR (PGT HISTORY) 4. MS. SHRIYA NADY (TGT ENGLISH) 5. MR. SURAJ PRASAD(PRT)	<ul style="list-style-type: none"> - To maintain record of all the grievances and RTI. - To reply all the grievances and RTI. - Any other related work assigned by the Principal.
27.	Staff Quarter maintenance	1. MR. ABHINAV SHUKLA (I/C) (PGT MATHEMATICS) 2. MR. MITHUN CHAKRABORTY (PGT BIOLOGY) 3. MRS. MOSARRAT JEHAN () 4. MR. SIYA RAM YADAV (TGT ENGLISH) 5. MR. RAM NARESH RAI (SUB-STAFF)	<ul style="list-style-type: none"> - Planning for maintenance of staff quarter. - Conduct meeting of staff members residing in KV Staff colony regarding maintenance. - Preparing expenditure plan for maintenance. - Procurement of material required for maintenance of staff quarter. - Any other related work assigned by the Principal.
28.	Photography, Banners and Decoration (Secondary & Sr. Secondary) Photography, Banners and Decoration (Primary)	1. COMPUTER INSTRUCTOR 2. TGT SANSKRIT 1. MR. ATHAR AHAMAD 2. MS. NIKITA TIWARI (PRT)	<ul style="list-style-type: none"> - To maintain Album covering all activities. - To display all the coverage of all occasions. - Staff and Students photographs for website and magazine - Arrangement of photographer 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 have to be presented to Inspection officers. - Any other related work assigned by the Principal.
29.	P A System & Electrical repairs & Connections.	1. MR. VISHAL KUMAR (TGT WE) 2. MR. AMIT KUMAR SEN (TGT SST.)	<ul style="list-style-type: none"> - To arrange PA system for morning assembly and other programs. - Any other related work assigned by the Principal.

S. No.	COMMITTEE	Names of In-Charge and Members	DUTIES AND RESPONSIBILITIES
35.	Club Activity	<ul style="list-style-type: none"> • Science Club- MRS. MOSARRAT JEHAN (PGT CHEMISTRY) • ATL innovation Club- MR. AMIT KUMAR PANDEY (PGT PHYSICS) • Eco/Nature/Gardening Club- MR. MITHUN CHAKRABORTY () • Value Education & Integrity Club- MR. RAKESH KUMAR (PGT HISTORY) • Maths Club- MR. SUNIL PRASAD RAY (TGT MATHS) • Music Club- MR. UMA KANT SAROJ (PRT MUSIC) • Readers Club- MRS. PRAGNYA P THAKUR (LIBRARIAN) • IT Club- MRS. RAKHI VATSAL (PGT CS) • Dance and Drama Club- MR. UMA KANT SAROJ (PRT MUSIC) • Art Club- MRS. FEROJ NUSRAT (TGT WE) • Literary Club- ENGLISH- MRS. SUDESHNA KAR SARKHEL (PGT ENGLISH) & HINDI- MR. RAJNESH VERMA (PGT HINDI) • Sports Club- MR. CHANDRADEV SOREN (TGT PET) • Yoga Club- YOGA INSTRUCTOR 	<ul style="list-style-type: none"> - Make a club by collecting the names of the students who are interested in various activities. - Keep a record of a number of students in the club. - Encourage them to make innovative projects. - Conducting activities related to the Club. - Any other related work assigned by the Principal.
36.	Student Alumni Association	<ol style="list-style-type: none"> 1. MRS. RAKHI VATSAL (I/C) (PGT CS) 2. MRS. SUDESHNA KAR SARKHEL (PGT ENGLISH) 	<ul style="list-style-type: none"> - To maintain proper records of alumni of the Vidyalaya. - To arrange alumni association program. - Updating KVS Samagam Portal - To verify and accept student request on KVS Samagam portal - Updation of KVS Samagam portal either on last day or first day of every month.

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		3. MR. SIYA RAM YADAV (TGT ENGLISH)	- Any other related work assigned by the Principal.
37.	VMC	1. MR. MITHUN CJHAKRABORTY (PGT BIOLOGY) 2. MS. PRAGNAY P THAKUR (LIBRARIAN)	- Constitution of VMC - Arrangement for VMC meetings. - Any other related work assigned by the Principal.
38.	Flag Hoisting Committee	1. MR. CHANDRADEV SOREN (TGT PET) 2. MR. RAJNESH VERMA (TGT HINDI)	- To ensure raising of National Flag every morning and it's lowering before sunset in our KV. - To position the flag post at prominent place. - To follow Do's and Don'ts to honor our National Flag. - To ensure compliance of the Flag Code. - Any other related work assigned by the Principal.
39.	Press and Media	1. MR. RAM SWARUP PANDIT (PGT HINDI) 2. MS. NEHA NAMRATA AIND (TGT SCIENCE)	- To release Press note for all achievements and important celebrations. - Any other related work assigned by the Principal.
40.	Career Guidance and Counseling	1. MR. AMIT KUMAR PANDEY (PGT PHYSICS) 2. MR. RAKESH KUMAR (PRT)	- Year Planner for counseling sessions shall have to be prepared by secretary of the committee. A minimum of 06 (six) such counseling sessions shall have to be planned and be organized and reporting is mandatory. - Collection of information and providing to students. Arrangement of Guest Lectures. - Monthly report has to be submitted on activities undertaken for providing information to the students. - Any other related work assigned by the Principal.
41.	Primary Resource Room/ Activity Room and TLM	1. MRS. BARSHA RANI KHALKHO (PRT) 2. MRS. NUTAN KUMARI (PRT)	- 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'. - 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 D2H activation and prepare a plan to show film shows live on D2H. - Planner has to be submitted by the Committee.

S. No.	COMMITTEE	Names of In-Charge and Members	DUTIES AND RESPONSIBILITIES
			<ul style="list-style-type: none"> - Monthly Report Submitting a report on activities taken up. - Any other related work assigned by the Principal.
42.	Quarterly News Letter for Primary, Best Videos/Presentation Monthly Report	1. MS. SHWETA NIGAM (PRT) 2. MR. SURAJ PRASAD (PRT)	<ul style="list-style-type: none"> - Every quarterly the Newsletter has to go to Regional Office to update them on the work & conduct of the Vidyalaya primary wing. - Any other related work assigned by the Principal.
43.	Income Tax/GST & Form 16	1. MR. TANMAY SARKAR, (SSA) 2. MR. SUNIL PRASAD RAI (TGT MATHS)	<ul style="list-style-type: none"> - The committee will maintain a register and record month-wise collection of income tax. - The committee will coordinate with office and CA who is looking after the Vidyalaya income tax work and ensure submission of all the documents. - The committee has to review the income tax collection and challan submissions every month and record the SBI challans with challan numbers and dates. - The committee is authorized to speak to CA and note down the procedure of completing the work of Income tax. - Any other related work assigned by the Principal.
44.	Staff Meeting & recording of the minutes & Sending Monthly newsletter to RO.	1. MR. RAM SWARUP PANDIT (PGT HINDI) 2. MS. SHRIYA NANDY (TGT ENGLISH)	<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. - To prepare by monthly newsletter and to send to RO and other Officials of KVS. - Any other related work assigned by the Principal.
45.	CCT	1. MRS. RAKHI VATSAL (PGT CS) 2. TGT (MATHS)	<ul style="list-style-type: none"> - Maintenance of Back to basics monitoring proforma. - Time to time training of teachers to understand and execute concept of Back to Basics. - Any other related work assigned by the Principal.
46.	Sexual Harassment & Gender Sensitization Committee	1. PRINCIPAL 2. MRS. SUESHNA KAR SARKHEL (PGT ENGLISH) 3. MR. AMIT PANDEY (PGT PHYSICS) (MALE MEMBER) 4. MRS. FERROJ NUSRAT (TGT AE) 5. MRS. ARCHANARCHANA KUMARI, PRT	<ul style="list-style-type: none"> - Prevent discrimination and sexual harassment against women/students, by promoting gender amity among students and employees. - Any other related work assigned by the Principal. -

S. No.	COMMITTEE	Names of In-Charge and Members	DUTIES AND RESPONSIBILITIES
47.	Moderation Committee	<ol style="list-style-type: none"> 1. MRS. JYOTI (PGT ECONOMICS) 2. MR. SUNIL PRASAD RAY (TGT MATHS) 3. MS. NEHA NAMRATA AIND (TGT SCIENCE) 4. MR. SIYA RAM YADAV (TGT ENGLISH) 5. MR. RAM SWARUP PANDIT (PGT HINDI) 6. MRS. ARCHANA KUMARI (PRT) 	<ul style="list-style-type: none"> - To scrutinize the question paper for tests and examination. - To check answer script of UT exam at random to ensure uniformity. - To check the shortage of attendance of students and moderate the marginal cases for promotion as per promotion rules. - Any other related work assigned by the Principal.
48.	e-Mail & Response	<ol style="list-style-type: none"> 1. MR. TANMAY SARKAR (SSA) 2. MR. VISHAL KUMAR (TGT WE) 	<ul style="list-style-type: none"> - Maintenance of record of emails received. - Ensure timely reply of every e-mail received. - Any other related work assigned by the Principal.
49.	Leave Application & Entry of employees	<ol style="list-style-type: none"> 1. MR. TANMAY SARKAR (SSA) 2. MR. RAM NARESH RAI (SUB-STAFF) 	<ul style="list-style-type: none"> - Maintenance of leave application and leave entry in attendance register. - Any other related work assigned by the Principal.
50.	Vidyalaya Plan and Assessment Tool	<ol style="list-style-type: none"> 1. MRS. RAKHI VATSAL, PGT (COMP SCI) 2. COMPUTER INSTRUCTOR 	<ul style="list-style-type: none"> - Collect data from all department in charges and prepare Vidyalaya Plan and Assessment tool. - Any other related work assigned by the Principal.
51.	Interior decoration, Beautification & Gardening,	<ol style="list-style-type: none"> 1. MS. FERAZ NUSRAT (TGT AE) 2. MS. POOJA SINGH (PRT) 3. MR. UMA KANT SAROJ (PRT MUSIC) 	<ul style="list-style-type: none"> - To Plan beautification of school, surroundings, Garden & Playground - To Supervise the duty of Gardener. - To take care and maintain the beautification in all the areas of the Vidyalaya from time to time in and outside the classrooms, visitor's area, staff rooms etc. - Any other related work assigned by the Principal.

S. No.	COMMITTEE	Names of In-Charge and Members	DUTIES AND RESPONSIBILITIES
52.	Inhouse Training Program	<ol style="list-style-type: none"> 1. MRS. SUDESHNA KAR SARKHEL (PGT ENGLISH) 2. MR. MITHUN CHAKRABORTY (PGT BIOLOGY) 3. MRS. ARCHANA KUMARI (PRT) 	<ul style="list-style-type: none"> - Effective implementation of the circulars issued by KVS, CBSE regarding CPD. - Collect and maintain record as per time schedule from all teachers and fill the Google sheet shared (by every Saturday) by RO. - Any other related work assigned by the Principal.
53.	FLN & NIPUN Bharat	1. MRS. ARCHANA KUMARI (PRT)	<ul style="list-style-type: none"> - Collect and maintain record from all teachers regarding in house training program. - Any other related work assigned by the Principal.
54.	e-Portals	<ul style="list-style-type: none"> • VIDYANJALI- MRS. SUDESHNA KAR SARKHEL (PGT ENGLISH) • PRERANA- MRS. PRAGNYA P THAKUR (LIBRARIAN) • UDISE- MR. SURAJ PRASAD (PRT) • SAMAGAM- MRS. RAKHI VATSAL (PRT) 	<ul style="list-style-type: none"> - Timely updation and maintenance of various portals. - Filling the google sheet sent from RO regarding respective portals. - Any other related work assigned by the Principal.
55.	NISHTHA(Secondary) NISHTHA(Primary)	<ol style="list-style-type: none"> 1. MS. SUDESHNA KAR SARKHEL (PGT ENGLISH) 1. MRS. ARCHANA KUMARI (PRT) 	<ul style="list-style-type: none"> - Inform the concerned staff regarding courses and share the links. - Ensure each and every teacher should be completed all the courses/modules. - Collect and maintain record as per time schedule from all teachers and fill the Google sheet shared (by every Saturday) by RO. - Any other related work assigned by the Principal.
56.	Scholarship SC,ST,OBC, Minority	<ol style="list-style-type: none"> 1. MS. MOSARRAT JEHAN (PGT CHEMISTRY) 2. MS. NIKITA TIWARI (PRT) 	<ul style="list-style-type: none"> - Disseminate information in morning assembly, PTM, and Class Group regarding various scholarship schemes by Central Govt and Govt. of NCT Delhi on NSP and E-District Portal. - Maintain a list of students who hv applied for various schemes - Keep a record of documents submitted. - Any other related work assigned by the Principal.
57.	Vidyalaya Patrika	1. MR. RAM SWARUP PANDIT (PGT HINDI)	<ul style="list-style-type: none"> - Timely publication of e-vidyalaya patrika and its upload on vidyalaya website. - Any other related work assigned by the Principal.

S. No.	COMMITTEE	Names of In-Charge and Members	DUTIES AND RESPONSIBILITIES
58.	ID Card	1. MR. SUNIL PRASAD RAY (TGT MATHS)	<ul style="list-style-type: none"> - Error free and timely distribution if ID cards. - Any other related work assigned by the Principal.
59.	NCC	1. MR. CHANDERDEV SOREN (TGT PET)	<ul style="list-style-type: none"> - All NCC activities, Parade, Annual training Camp and NCC exam and certification. - Any other related work assigned by the Principal.
60.	VISHAKHA INTERNAL COMPLAINTS COMMITTEE	1. (WOMEN) 2. (NGO WORKER) 3. MR. RAM SWARUP PANDIT (PGT HINDI) 4. MRS. SUDESHNA KAR SARKHEL (PGT ENGLISH) 5. (VMC REPRESENTATIVE)	<ul style="list-style-type: none"> - To create social awareness about the problems of women and in particular regarding gender discrimination. - Implementation of the Anti-Sexual Harassment Policy at the workplace. - Submit an annual report (including details like the number of case files at their disposal etc.), way of workshops, posters, documents, notices, seminars etc. - Any other related work assigned by the Principal.
61.	INCLUSION COMMITTEE FOR CWSN	1. MRS. TEK DHARNI (PRINCIPAL) 2. MRS. ARCHANA KUMARI (PRT) 3. 4. 5. (TEACHER) 6. 7. (PTA REPRESENTATIVE)	<ul style="list-style-type: none"> - To ensure inclusive education in school. -
62.	DISCIPLINARY COMMITTEE (ANTI-BULLYING, VANDALISM AND OTHER DISCIPLINARY ISSUES)	1. MRS. SUDESHNA KAR SARKHEL (PGT ENGLISH) 2. MR. RAM SWARUP PANDIT (PGT HINDI) 3. MRS. BARSHA RANI KHALKHO (PRT) 4. NURSE 5. MRS. MOSARRAT JEHAN (VMC REPRESENTATIVE) 6. MR. DIPAK KUMAR PAL (PARENT REPRESENTATIVE) 7. SCHOOL HEAD BOY 8. SCHOOL HEAD GIRL	<ul style="list-style-type: none"> - To look into any incident related to bullying. - To take disciplinary action against any of the misconduct. - To solve student related problems. - This committee will take the responsibility to ensure that the Vidyalaya atmosphere is healthy and conducive for learning in all respects for the students. - If any member finds any misbehavior by the students(s) it should be brought to the notice of all the members & the principal to take necessary action.

S. No.	COMMITTEE	Names of In-Charge and Members	DUTIES AND RESPONSIBILITIES
63.	SCHOOL CYBER SAFETY COMMITTEE	1. MRS. TEK DHARNI (PRINCIPAL) 2. MRS. RAKHI VATSAL (PGT CS) 3. MRS. AMRIT (VMC REPRESENTATIVE) 4. MR. DIPAK KUMAR PAL (PTA REPRESENTATIVE) 5. SCHOOL HEAD BOY 6. SCHOOL HEAD GIRL	- Orient the stakeholders on cyber laws. - Advocate, model and teach safe, legal, and ethical use of digital information and technology. - Frame cyber safety rules as DO's and DON'Ts for the schools.
64.	PARENT GRIEVANCE REDRESSAL COMMITTEE	1. MRS. TEK DHARNI (PRINCIPAL) 2. MRS. SUDESHNA KAR SARKEL (PGT ENGLISH) 3. MRS. AMRIT (PARENT MEMBER) 4. MR. DIPAK KUMAR PAL (PARENT MEMBER) 5. MRS. ARCHANA KUMARI (PRT) 6. MR. AMIT KUMAR PANDEY (STAFF REPRESENTATIVE)	- The committee will resolve the grievances raised by parents. - To take conclusive decision and submit its recommendations to the deciding authority for removal of alleged grievances.
65.	STUDENT GRIEVANCE REDRESSAL COMMITTEE	1. MRS. TEK DHARNI (PRINCIPAL) 2. MRS. SUDESHNA KAR SARKHEL (PGT ENGLISH) 3. MR. AMIT KUMAR PANDEY (PGT PHYSICS) 4. MRS. ARCHANA KUMARI (PRT)	- Encouraging students to express their grievances/problems freely and frankly, without any fear of being victimized - Students can use complaint box / Suggestion box to express their grievances if they want to stay anonymous. - Scrutiny of students complaints/Grievances.

NOTE:-

- समितियों के सभी प्रभारी और सदस्य सौंपे गए कर्तव्यों, गतिविधियों और निर्धारित कार्यक्रम को बनाए रखने के लिए पूरी तरह से जिम्मेदार होंगे। किसी भी कठिनाई के मामले में, अधोहस्ताक्षरी से संपर्क किया जाना चाहिए। 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
- विभिन्न विभागों/समितियों के सभी प्रभारी और सदस्य केन्द्रीय विद्यालय संगठन के हित में कार्यकलापों में उत्कृष्टता प्राप्त करने के लिए अपना निर्णय लेने के लिए स्वतंत्र हैं। All the in-charge and members of the various departments/committees are free to take their own decision to achieve excellence in activities and in the interest of KVS.
- संबंधित विभागों/समितियों के सभी प्रभारियों और सदस्यों को पूर्ण रूप से कार्य करना होगा। जब प्रभारी अवकाश इत्यादि पर हों। संबंधित विभागों के वरिष्ठ सदस्य को ड्यूटी पर और इसके विपरीत उपलब्ध होना चाहिए। 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.
- कृपया सभी जिम्मेदारियों को समय पर और रचनात्मक और प्रभावी तरीके से पूरा करने के लिए अपने प्रयास करें। अधोहस्ताक्षरी आपकी आवश्यकता के अनुसार आप सभी की सहायता के लिए हमेशा तैयार है। अधोहस्ताक्षरी को आप पर पूरा भरोसा है कि सौंपी गई जिम्मेदारियों को पूरा करने के लिए आपके पास पर्याप्त क्षमता है। विद्यालय और छात्रों

- की बेहतरी के लिए अपनी प्रतिभा का उपयोग करें। 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.
5. यह भी निर्देश दिया जाता है कि सभी को एक समय में छुट्टी पर नहीं जाना चाहिए। जब प्रभारी छुट्टी आदि पर आगे बढ़ते हैं उस परिस्थिति में, संबंधित विभागों के सहायक प्रभारी को ड्यूटी पर उपलब्ध होना चाहिए। It is also directed that all should not proceed on leave at a time. Henceforth, Asst. In-charge of the concerned departments must be available on duty when In-charge proceeds on leave etc and vice versa.
 6. सभी प्रभारियों, सहायक प्रभारियों और संबंधित विभागों/समितियों के सदस्यों को 31 मार्च को या उससे पहले सत्र के लिए स्टॉक सत्यापन पूरा करने और अगले सत्र के लिए आवश्यक सामग्री खरीदने / प्राप्त करने के लिए सूचियां तैयार करने के निर्देश दिए जाते हैं। निंदा के लिए सामग्री की सूची, यदि कोई हो, तो 31 मार्च को या उससे पहले भी तैयार की जानी चाहिए, सूची 20 अप्रैल 2024 को या उससे पहले आवश्यक कार्रवाई के लिए अधोहस्ताक्षरी को सौंपी जानी चाहिए। All the In-charges, Asst. In-charges and members of the concerned departments/committees are hereby instructed to complete the stock verification for the session on or before 31st March and prepare the lists for purchasing/procuring the required materials for the next session. List of materials for condemnation, if any, should also be prepared on or before 31st March, list must be handed over to undersigned for necessary action on or before 20th April 2024.
 7. सभी नए प्रभारियों/विभागों/समितियों के संयोजकों को एतद्वारा स्टॉक के पूर्ण सत्यापन के बाद 31.03.24 तक कार्यभार ग्रहण करने और स्टॉक रजिस्टर का रखरखाव करने के लिए निर्देशित किया जाता है। किसी भी विसंगति पाया तुरंत अधोहस्ताक्षरी को सूचित किया जाना चाहिए। All the New In charges/conveners of departments/ committees are hereby directed to take over the charge latest by 31.03.24 after complete verification of stock and to maintain the stock register. Any discrepancy found should be reported to the under signed immediately.
 8. कृपया सभी जिम्मेदारियों को समय पर और रचनात्मक और प्रभावी तरीके से पूरा करने के लिए अपने प्रयास करें। Please put your efforts into completing all the responsibilities in time and in a creative and effective manner.
 9. सामान्य रूप से विद्यालय और विशेष रूप से छात्रों की बेहतरी के लिए अपनी प्रतिभा का उपयोग करें। Please use your talent for the betterment of the Vidyalaya in general and students in particular.

PRINCIPAL
PM SHRI KV CHITTARANJAN