

PM SHRI KENDRIYA VIDYALAYA HASIMARA

COMMITTEES 2024-25

It is for smooth and effective functioning of the Vidyalaya for the year 2024-25. As such all the staff members are hereby informed to note the nature of the office and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in-charges or in absence of in-charges any member of the committee. In absence of the in-charge the next senior member of the committee will automatically will be the in-charge and so on but all the members will be equally responsible. Every committee In-charges are responsible for preparation of Annual / Year Planner of all activities **with effect from 01-07-2024.**

Non-compliance / non- implementation will be viewed seriously.

Sl. No.	NAME OF COMMITTEE	NAME OF I/C & MEMBERS	DUTIES	SIGN
1	Admission Committee	1. Mrs. Arti Rawal, PGT-Bio (I/C) 2. Mr. Avijit Shrivastava, PGT-Comp 3. Mrs. Manorama Gond, TGT-Eng 4. Mr. Ashok Kumar, HM 5. Mr. Sujeet Kumar Kashyap, PRT All the class Teachers	<p><u>Responsibilities of Core Committee</u></p> 1. To process registration, verification and admission strictly as per KVS guidelines for admission. Complete all the admission related records like list of RTE/BPL/SGC students for timely submission to the authorities. 2. Maintenance of Register of data required for submission to RO & KVS (HQ). 3. To do all the work assigned by the Principal for smooth functioning of the Vidyalaya.	1. 2. 3. 4. 5.
2	Exam Dept / PRINTING WORKS (STUDENTS' DIARY, EXAM MATERIAL ETC.)	SECONDARY: 1. Mrs. Sruti Chakraborty, PGT-Eng (I/C) 2. Mr. Sushil Kumar Singh, PGT-Chem 3. Mr. Santanu Nayek, PGT-Geo 4. Mrs. Manorama Gond, TGT-Eng 5. Mr. Mithilesh Kumar Dixit, PGT-Hin 6. Mr. I K Pradhan, Sub-staff PRIMARY: 1. Mr. Vikas, PRT 2. Mr. Manik Pandit, PRT	<ul style="list-style-type: none"> ● Planning & conducting of periodic test and term examinations as per schedule ● Listing out absentees and Planning & conducting Re-tests. ● Result Analysis of all classes except board classes to be put up after every examination to the Principal ● Progress Cards to be issued after every term examination ● preparation of Question papers, sitting plan , seating arrangement, evaluation of answer scripts, preparation and distribution of marks list/result sheets result analysis etc assigned by I/C as per planning 	1. 2. 3. 4. 5. 6. 1. 2.

			<ul style="list-style-type: none"> • Sanctity of the examination to be maintained by ensuring proper seating plan, invigilation duty, frisking staff etc • Invigilation duty to be given in a very transparent manner ensuring equal work load to each teacher. 	
3	CBSE/EXTERNAL	<ol style="list-style-type: none"> 1. Mr. Shantanu Nayek, PGT-Geo (I/C) 2. Mrs. Manorama Gond, TGT-Eng 3. Mr. Shivashish Shukla, TGT-WE 4. Mr. Amal Basumata, Sub-Staff 	<ul style="list-style-type: none"> • To maintain record of all correspondences with CBSE. To update the staff with latest changes in the CBSE curriculum, policy and circulars on the last working day of the month. And keep record of acknowledgement of all teachers for record. • Distribution of merit certificates character certificate and other certificates to the students and keep a record of it • To provide data for display of subject wise result, targets and list of Toppers with their entry on the achievers board. • Plan and conduct all CBSE Exams as per CBSE NORMS 	<ol style="list-style-type: none"> 1. 2. 3. 4.
4	Time table	<p>SECONDARY:</p> <ol style="list-style-type: none"> 1. Mr. Sunil Kumar, PGT-Eco (I/C) 2. Mr. Panna Lal Prasad, LIB. 3. Mr. Shivashish Skhukla, TGT-WE <p>PRIMARY:</p> <ol style="list-style-type: none"> 1. Linus Kujur, PRT (I/C) 2. Mr. Pradeep Kumar, PRT 3. Mrs. Neeraj, PRT 	<ul style="list-style-type: none"> • Preparation of class & teachers' Time Table as per KVS norms. • Preparation of special Time Table for Board classes, Remedial classes, Classes for slow learners, and Zero period. • Monitoring of bell timing. • Collecting the registers and submitting the same to Principal for her supervision. • Random checking for teachers attending the classes during their arrangement. 	<ol style="list-style-type: none"> 1. 2. 3. 1. 2. 3.

			<ul style="list-style-type: none"> To ensure no teacher who is absent is left without arrangement. To prepare the special time table for remedial teaching (for all classes). 	
5	CCA Coordinator and CCA material Purchase for Important Days celebration committee	<p>SECONDARY:</p> <ol style="list-style-type: none"> Mr Mithilesh Kumar Dixit, PGT-Hin (I/C) Mrs. Aparajita Bhandari, TGT-Eng Mr. Sonoo Yadav, TGT-Skt Mr. Abhishek Tripathi, TGT-Hin Mr. I K Pradhan, Sub-Staff <p>PRIMARY:</p> <ol style="list-style-type: none"> Mr. Naveen Kumar, PRT (I/C) Mr. Pranam Sharma, PRT (Music) Mrs. Neeraj, PRT Mr. Sujeet Kumar Kashyap, PRT 	<ol style="list-style-type: none"> Preparation of Calendar of Co Curricular activities for 2024-25. Preparation of Days to be observed and celebrated in the year 2024-25. Selection and celebration of School Captains and Vice Captains under student's council. Planning, preparation and Celebration of Annual Day. Duty allotment and monitoring of assembly program. Checking of the information on the display board in corridor and class rooms. Maintaining the record of achievements of the students of house and maintaining transparency in the result process. Important announcements in the assembly, planning & preparing students for various activities. For this, the CCA I/c or deputy has to meet Principal to note the next day's announcements. Important dates shall be collected and be celebrated appropriately. The committee can even suggest Principal for the purpose. 	<ol style="list-style-type: none">
6	Academic and Administrative support/Academic activity	<ol style="list-style-type: none"> Mr. S. K.Singh, PGT-Chem (I/C) Mr. Sruti Chakraborty, PGT-Eng. Mr. Avijit Srivastava, PGT-Comp Mrs. Arti Rawal, PGT-Bio Mr. Shubham Kumar, PGT-Hist Mr. Ashok kumar, HM 	<ol style="list-style-type: none"> Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. Interacting with the teachers and directing them on their academic duties. It is the sole responsibility of Senior Most PGT to check the academic activities of teachers. He will prepare plan and schedule for Notebooks (C/w & H/w) checking. Preparing academic calendar department wise for 2024-25. 	<ol style="list-style-type: none">

7	Local Purchase Committee	<ol style="list-style-type: none"> 1. Mr. Santanu Nayek, PGT-Geo (I/C) 2. Mr. Sunil Kumar, PGT-Eco 3. Mr. Prem Kumar, TGT -Sci 4. Mr.Naveen Kumar, PRT 	<p>To collect the requirement of different committees</p> <p>To process the calling of tender and quotations</p> <p>To get the comparative statement approved by the Chairman VMC</p> <p>To ensure timely placing of order by the office</p> <p>To make market survey as and when required in case of emergency purchases</p> <p>To verify the supplied goods by comparing with the sample</p> <p>To ensure timely processing of bills in a systematic manner in such a way to ensure payment of bills within a month of receipt of bills.</p>	<ol style="list-style-type: none"> 1. 2. 3. 4.
8	Discipline committee	<ol style="list-style-type: none"> 1. Mr. Deepak Kumar, TGT-P&HE (I/C) 2. Mr. S K Singh, PGT-Chem. 3. Mr. Santanu Nayek, PGT-Geo 4. Mrs. Manorama Gond, TGT-Eng 5. Mr. Linus Kujur, PRT 6. Mr. Sujeet Kumar Kashyap, PRT 7. Mr. Pradeep Kumar, PRT 8. Mr. Kalyan Roy, Games Coach (Contractual) <p>All class Teachers</p>	<ol style="list-style-type: none"> 1. Checking of student's uniform, late comers, students missing assembly. 2. Checking of students' behavior in and outside the class. 3. Monitoring the movement of students in lines during arrival, departure and to ensure safe passage to students. 4. Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours. (Class teacher also assist) 5. Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation. 6. Checking the Movement of students in corridor without out-passes and recording the same to intimate Principal. 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8.
9	Furniture & Fixture	<ol style="list-style-type: none"> 1. Mr. Sonoo Yadav, TGT-Skt (I/C) 2. Mr. Abhishek Tripathi, TGT-Hindi 3. Mr. Ashok kumar, HM 4. Mr. Loknath Saha, PRT 5. Mr. Manik Pandit, PRT 6. Mr. Amal Basumata, Sub Staff 	<ol style="list-style-type: none"> 1. Preparing the list of articles for condemnation for 2019-20 in the new format and keep ready for Physical Verification 2 Prepare a list of Furniture required within the ceiling. 3 Maintenance of furniture register & inventories in each 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.

			<p>class, lab, departments, library, office etc.</p> <p>4 Preparation of list of repairable and broken furniture.</p> <p>5 Submission of requirements of shortage making inventory and monitoring.</p>	6.
10	School Building Maintenance & Repair committee (Civil)	<ol style="list-style-type: none"> 1. Mr. Shivashish Shukla, TGT-WE (I/C) 2. Mr. Sonoo Yadav, TGT-Skt 3. Mr. Ashok kumar, HM 4. Mr. Somnath Bauri, TGT-AE 5. Mr I k Pradhan, Sub-Staff 	<ol style="list-style-type: none"> 1 Raising the quotations for procurement of materials required for civil work. Monitoring of Vidyalaya infrastructure development and works in progress. 2 Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya. 3 Monitoring and recording of civil work / repair work undertaken. Preparing the estimates and submitting request for procurement of materials such as gitty (stone dust/ stones), sand, cement etc., with clear justification. 4 Stock entry of the material purchased and proper usage of material purchased and record of the same in the stock register. 5 Certifying the proper usage of material at appropriate and required places. 6 Informing Principal the areas of immediate attention 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
11.	School Building Maintenance & Repair committee (Electrical)	<ol style="list-style-type: none"> 1. Mr. Shivashish Shukla, TGT-WE (I/C) 2. Mr. Somnath Bauri, TGT-AE 3. Mr. Ashok Kumar, HM 4. Mr. Manik Pandit, PRT 5. Mr. Amal Basumata, Sub-Staff 	<ol style="list-style-type: none"> 1 Raising the quotations for procurement of materials required for Electrical work. Monitoring of Vidyalaya infrastructure development and works in progress. 2 Monitoring and recording of Electrical work undertaken. Preparing the estimates and submitting request for procurement of materials with clear justification. 4 Stock entry of the material purchased and proper usage of material purchased and record of the same in the stock register. 5 Certifying the proper usage of material at appropriate and required places. 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.

			6 Informing Principal the areas of immediate attention	
12.	Staff Quarter Maintenance & Repair Committee	1.Mr. Sunil Kumar, PGT-Eco (I/C) 2. Mr. Shivashish Shukla, TGT-WE 3.Mrs. Aparajita Bhandari, TGT-Eng 4.Mr. Deepak Kumar, TGT-P&HE 5.Mr. Ashok Kumar, HM 6.Mr. Manik Pandit, PRT 7.Mr. Hira Lal Sah, SSA		1. 2. 3. 4. 5. 6. 7.
13.	First Aid/Medical committee	1.Mrs. Manorama Gond ,TGT-Eng (I/C) 2.Mr. Deepak kumar, TGT (P&HE) 3.Mr. Amal Basumata, Sub-staff 4.Mrs. Kalpana Mandal, Nurse (Contractual)	1. Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out. 2 Planning with doctor for a medical checkup for children twice a year. Collection of medical Certificate from class teachers. 3 Keep first aid item readily available in staff room, sports room and principal room. After the medical checkup, getting the cards binded and kept as a record.	1. 2. 3. 4.
14	School Building Safety & Fire Safety (NDMA)	1. Mr. Santanu Nayek, PGT-Geo (I/C) 2. Mr Deepak Kumar, TGT-P&HE 3. Mr. Somnath Bauri, TGT-AE 4. Mr. Shivashish Shukla, TGT-WE 5. Mrs Aparajita Bhandari, TGT-Eng 6. Mr. Ashok Kumar, HM 7. Mr. I K Pradhan, Sub-Staff	1.Mock Drills & awareness programme to be organized twice a year i.e. April & Oct 2 Arrival and departure of students during morning assembly, recess and after the long bell. Mock Drills & awareness programme to be organized twice a year i.e. April & Oct 3..Display of evacuation plan 4. To train the teachers and students 5.To check upkeep, procurement of the equipment To procure the certificate	1. 2. 3. 4. 5. 6. 7.
15	CS-54 and CS11 Fees Record (Pay bill/ BILL/account verify&checking)	SECONDARY: 1. Mr. Sunil Kumar, PGT-Eco (I/C) 2. Mr. Shivashish Shukla, TGT-WE	1 Maintenance of CS-54 and CS-11 & its verification every month. 2 The committee is responsible for submitting	1. 2.

		<p>PRIMARY:</p> <p>1.Mr. Pradeep Kumar, PRT 2.Mr. Vikas, PRT</p>	<p>every month the statements of CS – 54 and CS – 11. The committee is responsible for preparing and submitting CS-54 and CS – 11</p>	<p>1. 2.</p>
16	Teachers workshops	<p>SECONDARY:</p> <p>1.Mrs. Aparajita Bhandari, TGT-Eng (I/C) 2.Mrs. Arti Rawal, PGT-Bio</p> <p>PRIMARY:</p> <p>1.Mr. Ashok Kumar, PRT (I/C) 2.Mr. Pradeep Kumar, PRT 3.Mr. Sujeet Kumar Kashyap, PRT</p>	<p>1 Upkeep and Procurement of Audio Visual and teaching aids. 2 CDP and capacity building programme of Teachers. 3 List of Audio Visual and teaching aids used by the teachers.</p>	<p>1. 2. 1. 2. 3.</p>
17	Educational Tour /Excursion/Adventure (Planning year calendar & Plan of action)	<p>1. Mrs. Arti Rawal, PGT-Bio, (I/C) 2. Mr. Deepak kumar, TGT-P&HE 3. Mrs. Aparajita Bhandari, TGT-Eng 4. Mr. Abhishek Tripathi, TGT-Hin 5. Mr. Loknath Saha, PRT 6. Mrs. Neeraj, PRT 7. Mr. I K Pradhan, Sub-Staff</p>	<p>1 Planning of educational tour for different classes as per schedule given by the KVS. 2 Deciding the places to visit through formal discussions with Principals and submit a report through the register meant for the purpose of excursions to children. 3 Taking students to local places of educational and tourist interest. Planning safety measures, communicating parents through Letters, charting the buses, contacting the visiting places, taking permissions etc., are the responsibilities of the committee and submitting a final report for modifications and necessary approval.</p>	<p>1. 2. 3. 4. 5. 6. 7.</p>
18	Games & Sports Committee	<p>1. Mr. Deepak kumar, TGT-P&HE (I/C) 2. Mr. Sujeet Kumar Kashyap, PRT 3. Mr. Sonoo Yadav, TGT-Skt 4. Mrs. Neeraj, PRT</p>	<p>1 Planning Vidyalaya sports activities, (Year calendar). 2 Monitoring blocks period.</p>	<p>1. 2. 3.</p>

		<ol style="list-style-type: none"> 5. Mr. Kalyan Roy, Games coach (Contractual) 6. Mr. Biplab Mahato, Yoga Inst. (Contractual) 7. Mrs. Pratima Mehar, Spl Edu (Contractual) 8. Mr. Amal Basumata, Sub-staff 	<ol style="list-style-type: none"> 3 Purchasing required material. 4 Arrangement of sports meets as per KVS norms. 5 Planning and conducting Annual Sports Day celebration for 2019-20. 	<ol style="list-style-type: none"> 4. 5. 6. 7. 8.
19	Scout and Guide Cubs and Bulbul	<ol style="list-style-type: none"> 1. Mr Somnath Bauri, TGT-AE (I/C) 2. Mr. Sonoo Yadav, TGT-Skt 3. Mr. Abhishek Tripathi, TGT-Hindi 4. Mrs. Neeraj, PRT 5. Mr. Linus Kujur, PRT 	<ol style="list-style-type: none"> 1 Registration of units. 2 Fresh registration for Pravesh, Cubs & Bulbuls etc. 3 Conducting upgrading camps & celebrations related to Scout. 4 Taking up Community development and service works once in a month. 5 Submitting monthly Reports & carrying out other work related. 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
20	Library	<ol style="list-style-type: none"> 1. Mr. Panna Lal Prasad, Lib (I/C) 2. Mrs. Sruti Chakraborty, PGT-Eng 3. Mr. Mithilesh kumar Dixit, PGT-Hindi 4. Mr. Ashok Kumar, HM 5. Mr. I K Pradhan, Sub staff 	<ol style="list-style-type: none"> 1. Planning and preparing the books for condemnation. 2. Supervising the Library activities undertaken by the Librarian and seeking a report on monthly basis. 3. Raising the requirement of books taking the list from students of classes XI and XII and respective subject teachers. 4 Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS. Improving library service and its monitoring. Note: Librarians are to prepare a Yearly planner of activities and submit to Principal. 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.

21	Computer Lab Monthly Report, Website updating & CCTV Camera Monitoring	<ol style="list-style-type: none"> 1. Mr. Avijit Srivastava, PGT-CS (I/C) 2. Mr. Panna Lal Prasad, Lib. 	<ol style="list-style-type: none"> 1. Update Vidyalaya website once in every fortnight and as when it is required. Updation of Enrollment of students class-wise and section-wise. Staff vacancy position. 2. Computer infrastructure data. 3 Other allied information that is required by KVS. 	<ol style="list-style-type: none"> 1. 2.
22	Value Education & Integrity Club	<ol style="list-style-type: none"> 1. Mrs. Aparajita Bhandari, TGT-Eng (I/C) 2. Mr. Sonoo Yadav, TGT-Skt 3. Mr. Abhishek Tripathi, TGT-Hindi 4. Mr. Ashok Kumar, HM 	<ol style="list-style-type: none"> 1. Preparation of Annual calendar of value based education programs. and activities. 2. Conducting of value education program as per KVS guidelines. 	<ol style="list-style-type: none"> 1. 2. 3. 4.
23	Cleanliness	<ol style="list-style-type: none"> 1. Mrs. Manorama Gond, TGT-Eng (I/C) 2. Mr. Santanu Nayek, PGT-Geo 3. Mr. Sunil Kumar, PGT-Eco 4. Mr. Deepak Kumar, TGT-P&HE, 5. Mr. Manik Pandit, PRT 6. Mrs. Neeraj, PRT 7. Mr. Indra Kumar Pradhan, Sub Staff 	<ol style="list-style-type: none"> 1 Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly. 2 Submitting Monthly report on observations. 3 The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets. Please ensure that, the labours use disinfectants. Keep the contact number of the contractor responsible for and update him with the problems. Observed. The undersigned is confident on the team constituted as they execute the work promptly. 4 . Once in every week, the committee shall go round the Vidyalaya exterior view and find out the growths in the wall and the surroundings. 5 Plan the cleaning campaign and get the work done with the help of contractor / Labour. 6 Submit the requisition and report on the work completion. 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7.

			Monitoring of Attendance	
24	Outsourcing Security/Conservancy	1.Mr. Santanu Nayek, PGT-Geo (I/C) 2.Mr. Deepak Kumar, TGT-P&HE 3.Mrs. Manorama Gond, TGT-Eng 4.Mr. Naveen Kumar, PRT 5.Mrs Neeraj, PRT 6.Mr Amal Basumata, Sub-Staff	1. Submitting Monthly report on observations. 2. 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. 3.Monitoring of Attendance	1. 2. 3. 4. 5. 6.
25	DRINKING WATER & SUPPLY	1. Mr Deepak kumar, TGT-P&HE (I/C) 2. Mr. Sunil Kumar, PGT-Eco 3. Mr. Somnath Bauri, TGT-AE 4. Mr. I K Pradhan,Sub-Staff	1. To ensure availability of pure drinking water for the students. 2. To ensure uninterrupted water supply in all the toilets and other places. 3. To ensure periodical cleanliness of aqua guards with the display of date of cleaning on a separate Register. 4.Electrical work	1. 2. 3. 4.
26	Students' council committee	1. Mr. Mithilesh Kumar Dixit, PGT-Hin (I/C) 2. Mr. Santanu Nayek, PGT-Eco 3. Mrs. Aparajita Bhandari, TGT(Eng) 4. Mr. Panna Lal Prasad, Librarian 5. All HOUSE MASTERS	a) Division of houses along with house master and Associate of house masters & distribution of students of various house b) Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects. c) Procuring badges for Captains Monitors, prefects. d) Conduct of investiture(Badge presentation Ceremony) e) Assigning duties to all members of the Student Council House Wise. f) Conduct of monthly meetings with the members of student's council. g) Maintenance of Students council register/record	1. 2. 3. 4. 5.
27	(A) SCIENCE Exhibitions/ NCSC/Inspire/Manak /etc.	1. Mrs. Arti Rawal, PGT-Bio (I/C) 2. Mr. Sushil Kumar Singh, PGT-Chem 3. Mr. Ranabir Ghosh, PGT-Phy 4. Mr. Prem Kumar, TGT-Sci 5. Mr I K Pradhan, Substaff	1. Plan the exhibition themes and models in advance and start synopsis preparation. 2. Conduct mock exhibition well before the exhibitions scheduled as per KVS.	(A) 1. 2. 3. 4.

	(B) Social Science Exhibition/AKAM /EBSB/KALA Utsav etc.	<ol style="list-style-type: none"> 1. Mr. Shubham Yadav, PGT-Hist (I/C) 2. Mr. Santanu Nayek, PGT-Geo 3. Mr. Mithilesh Kumar Dixit, PGT-Hindi 4. Mr. Somnath Bauri, TGT-AE, 	3. Discuss the points and keep it recorded in the subject committee meeting register.	<ol style="list-style-type: none"> 5. (B) 1. 2. 3 4.
28	Reception & Refreshment Committee for all the occasions	<ol style="list-style-type: none"> 1. Mr. Mithilsh Kumar Dixit, PGT-Hindi (I/C) 2. Mr. Sushil Kumar Singh, PGT- Chem 3. Mrs. Manorama Gond, TGT-Eng 4. Mr. Panna Lal Prasad, Librarian 5. Mrs. Neeraj, PRT 6. Mr. Pradeep Kumar, PRT 7. Mr Amal Basumata, Sub-Staff 	<ol style="list-style-type: none"> 1. Refreshment procurement and arrangement in another vital responsibility shall be done meticulously. 2. Fixing and arranging the area for refreshment of Guests and teachers and volunteers during big events. 3. 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. Note: All the events that go with external guest are always important and shall go without any hiccups 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7.
29	E magazine /E content/Vidyalaya Patrika	<ol style="list-style-type: none"> 1. Mr. Mithilesh Kumar Dixit, PGT-Hin (I/C) 2. Mrs. Aparajita Bhandari, TGT-Eng 3. Mr. Sonoo Yadav, TGT-Skt 4. Mr. Pradeep Kumar, PRT 5. Mr. Sujeet Kumar Kashyap, PRT 6. Mr. Naveen Kumar, PRT 	<ol style="list-style-type: none"> 1 Overall Planning of the magazine collection as per fixed schedule. 2 Collect the materials and keep updating them periodically. 3. 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 E Magazine. 4 The magazine collection and compilation work shall be completed before SEPTEMBER 2019 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6.
30	राजभाषा कार्यान्वयन समिति Raj Basha Committee	<ol style="list-style-type: none"> 1. Mr. Mithilesh Kumar Dixit, PGT-Hin (I/C) 2. Mr. Abhishek Tripathi, TGT-Hin 3. Mr. Sonoo Yadav, TGT-Skt 4. Mr. Linus Kujur, PRT 	1 Periodical reports shall be prepared as per the schedule and without any reminder from Head of the Institution. So, the committee requires some plan on Raj Basha implementation. So,	<ol style="list-style-type: none"> 1. 2. 3.

		<p>5. Mr. Sujeet Kumar Kashyap, PRT 6. Mrs. Neeraj, PRT 7. Mr. Hira Lal Sah, SSA</p>	<p>Year planner may be prepared for the purpose. 2. celebration of Hindi Pakhwada in befitting manner . So, the committee is responsible to plan some more activities prior to Hindi Pakhwada and conduct through Hindi classes and CCA activities so that, the report sent to KVS about the Raj Basha implementation will be decorative and acceptable. 3 I/c is responsible for preparation of reports (रिपोर्ट / औपालन रिपोर्ट इत्याद)</p>	<p>4. 5. 6. 7.</p>
31	TA/DA, Medical, CEA & LTC bills settlement committee	<p>1. Mr. Hira Lal Sah, SSA (I/C) 2. Mr. Sunil Kumar, PGT-Eco</p>	<p>1 The committee will maintain a register and record month-wise submission of bills. 2 The committee will maintain a record month-wise settlement of bills in the same register. 3 The committee shall be held responsible if, they do not follow the rules and admissibility criteria in settlement of bills. 4 The committee will make settlement of bills as per 7th Pay commission rules, every TA/DA claim shall have proper bills and vouchers duly numbered indicating the number of pages given / enclosed with TA/DA bill. 5 After settlement, concerned employee shall be called and be shown the settlement for transparency and to redress his/her grievance.</p>	<p>1. 2.</p>
32	Income Tax and Form 16	<p>1. Mr. Hira Lal Sah, SSA (I/C) 2. Mr. Sunil Kumar, PGT-Eco</p>	<p>1 The committee will maintain a register and record month-wise collection of income tax. 2 The committee will coordinate with office and ensure submission of all the documents. 3 The committee has to review the income tax collection 4 Other related work.</p>	<p>1. 2.</p>
33	T.C preparation Committee	<p>1. Mr. I K Pradhan, Sub-Staff</p>	<p>1 The committees for Primary and Secondary are responsible to prepare and verify</p>	<p>1.</p>

			<p>amongst and submit the completed TCs for Principal's signature.</p> <p>2. If one member of the committee prepares the T.C then other member will check the data entered and sign in checkers column.</p> <p>3. The committee is required to check the details such as – fee payment; no dues of all departments / class teacher signature with date and Name.</p> <p>4. TCs' are vital documents of a child's life. So, committee is required to be very careful while writing the data in T.C books of KVS.</p>	
34	Parent Teacher Meeting- Balwatika-III to XII Parent Teacher association	<ol style="list-style-type: none"> 1. Mr. Shubham Yadav, PGT-Hist (I/C) 2. Mr. Sushil Kumar Singh, PGT-Chem 3. Mrs. Sruti Chakraborty, PGT-Eng 4. Mr. Ashok kumar, HM 5. Mr. Vikas, PRT 6. Mr. Naveen Kumar, PRT 7. All class teachers 	<ol style="list-style-type: none"> 1. To plan for periodical meetings with the parents. 2. To invite the parents well in time and to ensure their presence. 3. To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A. 4. To plan for personal discussion with the parents of slow-learners for improvement. 5. To invite parents for their presence during important celebrations in the KV. 6. Month-wise report on meetings conducted shall be submitted to Principal. It is mandator 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6.
35	Grievance Committee FOR STUDENTS Child Right Protection Cell	<ol style="list-style-type: none"> 1. Mrs. Sruti Chakraborty, PGT-Eng (I/C) 2. Mr. Sushil Kumar Singh, PGT-Chem 3. Mr. Deepak Kumar, TGT-P&HE 4. Mrs. Neeraj, PRT 5. Mr. Sujeet Kumar Kashyap, PRT 	<ol style="list-style-type: none"> 1. To periodically open suggestion box at least once in two months. 2. To keep a record of suggestions or grievances received from the students, staff or parents. 3. To maintain the minutes of the meetings 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
36	Sexual Harassment & Gender Sensitization Committee	<ol style="list-style-type: none"> 1. Mrs. Arti Rawal, PGT-Bio (I/C) 2. Mr. S K Singh, PGT-Chem 3. Mrs. Sruti Chakraborty, PGT-Eng 4. Mrs. Neeraj, PRT 5. Mr. Loknath Saha, PRT 	<ol style="list-style-type: none"> (1) Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees. (2) Deal with cases of discrimination and sexual harassment against women, in a 	<ol style="list-style-type: none"> 1. 2. 3. 4.

			time bound manner, aiming at ensuring support services to the victimized and termination of the harassment; Recommend appropriate punitive action against the guilty party to the Principal.	5.
37	CMP & NIPUN	<ol style="list-style-type: none"> 1. Mr Ashok kumar, HM (I/C) 2. All PRT 	All CMP Related work and activities.	1.
38	MUSIC & PA System	<ol style="list-style-type: none"> 1. Mr. Shivashish Shukla, TGT-WE (I/C) 2. Mr. Pranam Sharma, PRT-Music 3. Mrs. Neeraj, PRT 	<ol style="list-style-type: none"> 1. To maintain the cleanliness arrangements of the Music room & Musical Instruments. 2. Proper guidance to students for smooth conduct of morning assembly, meetings & cultural programm 	<ol style="list-style-type: none"> 1. 2. 3.
39	SALARY VERIFICATION & CHECKING, Preparation in absence of SSA/JSA	<ol style="list-style-type: none"> 1. Mr. Sunil Kumar, PGT-Eco (I/C) 2. Mr. Prem Kumar, TGT-Sci 	Check all details of the salary.	<ol style="list-style-type: none"> 1. 2.
40	MONITORING OF STUDENTS DETAIL UPLOADING IN UBI PORTAL FOR FEE COLLECTION	<ol style="list-style-type: none"> 1. Mr. Avijit Srivastava, PGT-CS 2. All Class Teachers 	Fixing and announcement of dates for fee collections. Feeding of data to UBI Server. Preparation of Challans. Take up the modifications as and when required.	<ol style="list-style-type: none"> 1.
41	HOLIDAY DECLARATION	<ol style="list-style-type: none"> 1. Mr. Sushil Kumar Singh, PRT-Chem (I/C) 2. Mr. Avijit Srivastava, PGT-CS 3. Mrs. Sruti Chakraborty, PGT-Eng 4. Mr. Deepak Kumar, TGT-P&HE 5. Mr. Ashok Kumar, HM 6. Mrs. Neeraj, PRT-Music 7. Mr. Hira Lal Sah, SSA 8. Mr. Amal Basumata, Sub Staff 	To select the holidays from the list of holidays given by RO	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8.
42	RTI	<ol style="list-style-type: none"> 1. Mr. Hira Lal Sah, SSA 	To handle the query when asked timely.	<ol style="list-style-type: none"> 1.
43	I-CARD PURCHASE AND DISTRIBUTION	<ol style="list-style-type: none"> 1. Mr. Deepak Kumar, TGT-P&HE (I/C) 2. Mr. Panna Lal Prasad, LIB 	To make all necessary arrangements for purchase and distribution of the I cards after doing market survey.	<ol style="list-style-type: none"> 1.

		3. All class Teachers		2.
44	CORRESPONDENCE AND DEALING WITH STATE GOV (Including Election)	1. Mr. Somnath Bauri, TGT-AE, (I/C) 2. Mr. Manik Pandit, PRT	All related work.	1. 2.
45	NCC & Related Correspondence	1.Mr. Sonoo Yadav, TGT-Skt (I/C) 2.Mr. Abhishek Tripathi, TGT-Hin	All related work.	1. 2.
46	ARRANGEMENT AND ACADEMIC MONITORING OF PART TIME CONTRACTUAL TEACHER	1. Mr. Sunil Kumar, PGT-Eco (I/C) 2. Mr. Sushil Kumar Singh, PGT-Chem 3. Mr. Panna Lal Prasad, TGT-Lib	1. Time to time academic monitoring and supervision. 2. Aware them about rules and regulations of KVS. 3. All related work.	1. 2. 3.
47	Olympiads (SCIENCE, MATH, LANGUAGE ETC.)	1. Mrs Arti Rawal, PGT-Bio (I/C) 2. Mr. Ranabir Ghosh, PGT-Phy 3. Mrs. Aprajita Bhandari, TGT-Eng	Olympiads (SCIENCE, MATH, LANGUAGE 1. To conduct all the Olympiads smoothly. 2.To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya.	1. 2. 3.
48	Vidyalaya Press Club	1. Mr. Mithilesh Kumar Dixit, PGT-Hin (I/c) 2. Mrs. Aparajita Bhandari, TGT-Eng 3. Mr. Pradeep Kumar, PRT 4. Mr. Manik Pandit, PRT		1. 2. 3. 4.
49	Staff Meeting & record KEEPING	1. Mrs. Aprajita Bhandari, TGT-Eng 2. Mr. Mithilesh Kumar Dixit, PGT-Hin 3. Mr. Vikas, PRT 4. Mr. Pradeep Kumar, PRT	1. To record the minutes of all staff meetings. 2. To note down all important events/functions etc. held in Vidyalaya.	1. 2. 3. 4.
50	PM SHRI	1.Mr. Avijit Srivastava, PGT-CS (I/C) 2.Mr. Somnath Bauri, TGT-AE 3.Mr. Panna Lal Prasad, TGT-Lib 4. Mrs. Aparajita Bhandari, TGT-Eng 5.Mr. Prem Kumar, TGT-Sci 6.Mr. Ashok kumar, HM	All related work as per the PM SHRI Calender	1. 2. 3.

		7.Mr. Naveen Kumar, PRT		4. 5. 6. 7.
51	ACP	1.Mrs. Aparajita Bhandari, TGT-Eng (I/C) 2.Mr. Somnath Bauri, TGT-AE 3.Mr. Abhishek Tripathi, TGT-Hindi		1. 2. 3.
52	Maintenance of Staff Room & Activity Room	1.Mr. Mithilesh Kumar Dixit, PGT-Hin (I/C) 2.Mr. Abhishek Tripathi, TGT-Hin		1. 2.
53	Vidyalaya Beautification & Eco Club	1.Mrs. Arti Rawal, PGT-Bio, (I/C-Eco Club) 2.Mr. Somnath Bauri, TGT-AE (I/C-Beautification) 3.Mr. Deepak Kumar, TGT-P&HE 4.Mrs. Neeraj, PRT 5.Mr. Pranam Sharma, PRT-Music		1. 2. 3. 4. 5.
54	Bala & Decoration	1.Mr. Somnath Bauri, TGT-AE (I/C) 2.Mrs. Neeraj, PRT		1. 2.
55	Allotment of Staff Quarter Committee	1. Mr. Mithilesh Kumar Dixit, PGT-Hin (I/C) 2.Mr. Sunil Kumar, PGT (Eco) 3.Mrs. Aparajita Bhandari, TGT-Eng 4.Mr. Panna Lal Prasad, TGT-Lib 5.Mr. Pradeep Kumar, PRT		1. 2. 3. 4. 5.

56	Alumni Committee	1.Mrs. Sruti Chakraborty, PGT-Eng (I/C) 2.Mrs. Manorama Gond, TGT-Eng		1. 2.
57	UDISE	1.Mr. Ranabir Ghosh, PGT-Phy (I/C) 2.Mr. Prem Kumar, TGT-Sci 3.Mr. Ashok Kumar, HM		1. 2. 3.
58	Subject Committee	In Charge & Members		
	LANGUAGE		<p>a) Subject conveners should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting is to be submitted to the Principal on the last day of the month. Subject convener must invite the Principal also for the meeting.</p> <p>b) Subject conveners will discuss the following issues during the meeting :</p> <p>i). Guidance regarding the maintenance of teacher diary</p> <p>ii). Coverage of syllabus as per the split up syllabus approved by KVS</p> <p>iii). Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS.</p> <p>IV) Demo classes by rotation during the subject committee meeting</p> <p>v). Uses of computers and other audio visual aids in teaching learning process</p> <p>vi). Plan of evaluation of home assignment</p> <p>vii). To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.</p> <p>viii). Plan of action for weak students & bright students</p> <p>ix). Remedial teaching for weak students x). Decoration of bulletin boards in</p>	
i.	ENGLISH	1. Mrs. Sruti Chakraborty, PGT Eng (I/C) 2. Mrs. Aprajita Bhandari, TGT-Eng 3. Mrs. Manorama Gond TGT Eng		1. 2. 3.
ii.	HINDI	1.Mr. Mithilesh Kumar Dixit, PGT-Hindi (I/C) 2.Mr. Abhishek Tripathi, TGT-Hin		1. 2.
iii.	SANSKRIT	Mr. Sonoo Yadav, TGT-Skt		1.
iv.	SCIENCE	1. Mr. Ranabir Ghosh, PGT-Phy (I/C) 2. Mr. Sushil Kumar Singh, PGT-Chem 3.Mr. Avijit Srivastava, PGT -Comp 4.Mrs. Arti Rawal, PGT-Bio 5.Mr. Prem Kumar, TGT-Sci		1. 2. 3. 4. 5.
v.	MATHS	Miss. Olivia Shaw, PGT-Maths (Contractual) Miss. Rukmanee Rawal, TGT-Maths		1. 2.
vi.	Humanities & Commerce	1.Mr. Sunil Kumar, PGT-Eco (I/C) 2.Mr. Shubham Yadav, PGT-Hist (I/C) 3.Mr. Santanu Nayek, PGT-Geo 4.Mr Subhendu Barman, PGT-Pol. Sci (contractual)		1. 2.

		5.Mr Deepak kumar P&HE	corridors / class rooms with educational charts. Xi). Club activity / Science and social exhibition NOTE: The subject convener will be held responsible for non – submission of the record to the Principal	3. 4. 5.
vii.	All Subjects (PRT)	1.Mr. Ashok Kumar, HM (I/C) 2.Mr. Naveen Kumar, PRT 3.Mr. Vikas, PRT All PRTs		1. 2. 3.
59	Photography	1. Mr. Sonoo Yadav, TGT-Skt (I/C) 2. Mr. Somnath Bauri, TGT(AE) 3. Subhendu Barman Pol.sc.(cont.) 4. Mr. Kalyan Roy, Games Coach (Contractual)	1. Arrangement of photographer for important functions. 2. Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise. 3. During the inspections Albums. have to be presented to Inspection officers	1. 2. 3. 4.
60	CCT	1. Mr. Avijit Srivastava, PGT-CS, (I/C) 2. Mr. Shivashish Shukla, TGT-WE, 3. Mr. Vikas, PRT 4. All subject Teachers	Prepare the students for the PISA test. Framing of CCT question. Conduct of examination. Making of CCT notebook.	1. 2. 3.
61	Health Club	1.Mrs. Arti Rawal, PGT-Bio (I/C) 2. Mr. Prem Kumar, TGT-Sci 3.Mr. Ashok Kumar, HM		1. 2. 3.
62	Toy Library	Secondary: 1.Mr. Prem Kumar, TGT-Sci, (I/C) 2.Mr. Abhishek Tripathi, TGT-Hin Primary: 1.Mr. Ashok Kumar, HM (I/C) 2.Mr. Loknath Saha, PRT		1. 2. 1. 2.
63	Science Circle & Science Kit	Mr. Prem Kumar, TGT-Sci (I/C)		1.

64	Maths Circle & Maths Kit	Mr. Prem Kumar, TGT-Sci (I/C) Miss. Olivia Shaw, PGT-Maths (Contractual)		1. 2.
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SCHOOL RESPONSE TEAMS

Sl.No	Particulars	Name of Team Leader	Members with Designation	Contact Details
1	Child Rights Protection Cell	Mrs. Sruti Chakraborty, PGT (Eng)	Mr. S. K. Singh, PGT(Chem) Mr. Deepak Kumar, TGT (PHE) Mr. Sujit Kashyap, PRT Mrs. Neeraj, PRT	9593373349
2	Evacuation Team	Mr. Shantanu Naik, PGT (Geo)	Mr. Shivashish Shukla, TGT (WE) Mr. Deepak Kumar, TGT (PHE) Mrs. Manorama Gond, TGT (Eng) Mr. Pradeep, PRT Mrs. Neeraj, PRT	6295756657
3	Search & Rescue Team	Mr. Shantanu Naik, PGT (Geo)	Mr. Shivashish Shukla, TGT (WE) Mr. Deepak Kumar, TGT (PHE) Mrs. Manorama Gond, TGT (Eng) Mr. Pradeep, PRT Mrs. Neeraj, PRT	6295756657
4	First Aid & Medical Team	Mrs. Manorama Gond, TGT (Eng)	Mrs. Kalpana Mandal, Nurse Mrs. Arti Rawal, PGT (Bio) Mr. Shivashish Shukla, TGT (WE)	7550868174

5	Transport Safety Team	Mr. Deepak Kumar, TGT(PHE)	Mr. Shubham Yadav, PGT (Hist.) Mr. Manik Pandit, PRT	8986581848
6	Team for students with special needs (Divyang)	Ms. Pratima Meher, Special Educator	Mrs. Kalpana Mandal, Nurse Mr. Prem Kumar, TGT (Sc.)	9593845453
7	Internal Complaint Committee (ICC)	Mr. Deepak Kumar, TGT (PHE)	Mr. Ranabir Ghosh, PGT (Phy) Mrs. Aparajita Bhandari, TGT (Eng) Mr. Linus Kujur, PRT	8986581848
8	Grievance Redressal Committee	Mrs. Sruti Chakraborty, PGT (Eng)	Mr. S. K. Singh, PGT(Chem) Mr. Deepak Kumar, TGT (PHE) Mr. Loknath Saha, PRT Mrs. Neeraj, PRT	9593373349

NOTES:

1. All the In – charge and members of the various departments/ committees are requested to prepare a complete action plan and procurement plan in duplicate for the next session as per allotment given and submit a copy to the Principal for record without fail.
2. 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.
3. All the in – charge and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they can contact the Principal.

Rakesh Kumar
Principal