



KENDRIYA VIDYALAYA NO 2 GAYA

KENDRIYA VIDYALAYA NO.2, GAYA
INTERNAL COMPLAINT COMMITTEE (2024-25)
(For prevention of Sexual offence against Women at work Place)

SL NO	DESIGNATION	NAME & DESIGNATION OF THE MEMBER	REMARKS
1	पीठासीन अधिकारी	श्रीमती सोमा घोष, प्रभारी आयुक्त के.वि.सं, पटना संभाग	
2	गैर सरकारी संगठन सदस्य	डॉ.(श्रीमती) रश्मि प्रियदर्शिनी ओजस्विनी ट्रस्ट गया	
3	सदस्य	1.डॉ.(श्रीमती) निर्मला कुमारी स्नातकोत्तर शिक्षिका (रसायन शास्त्र) 2.श्री सविन्द्र कुमार पाण्डेय स्नातकोत्तर शिक्षक (इतिहास)	
4	सदस्य (वि.प्र.स)	श्रीमती टी.सुल्ताना प्र.स्नातकोत्तर शिक्षिका (अंगेजी)	

COMMITTEES FOR THE SESSION 2024-25

DUTY CHART

S.N.	PARTICULARES	COMMITTEE MEMBER	SIGN.	DUTIES ASSIGNED
1	Admission	1. Sh. S.K Shrivastav, PGT(Phy) I/C		To strictly adhere to KVS Admission Guidelines & Policies Scrutiny of the forms. Preparation of lists for lots. Preparation of list for provisional admission. Admissions to all classes as per KVS norms.
		2. Mr. M. Ansari, TGT (AE), 2 nd I/C		
		3. Mrs. Surabhi Pathak, PGT(CS)		
		4. Mr. Girijesh Kumar, PRT		
		5. Mrs. Aradhana Kumari, PRT		
2	Examination Primary	1. Mr. Girijesh Kumar, I/C		Internal Examination to be conducted smoothly and confidentiality to be maintained.
		2. Mr. Vikas Agnihotri, PRT		
3	Examination Secondary	1. Sh. Virendra kr, PGT(Hindi), I/C		<u>DO</u>
		2. Smt. Komal Rani, PGT(Eco)		
		3. Mr. Amit Kumar, TGT (Math)		
4	C.B.S.E Affairs (CBSE exams & all external exams)	1. Mr. Sandeep Kr, PGT(Comm), I/C		To follow the instructions and Guidelines of CBSE strictly.
		2. Mr. Mithlesh Kumar, TGT (Maths)		
		3. Mr. Ramanand Yadav, TGT(Hin)		
5	C.C.A Primary	1. Mrs. Aradhana Kumari, PRT		1. To make annual plan for Inter house CCA competitions. 2. To make necessary rules and regulations for the competitions. 3. To make necessary arrangements for smooth organization of the competitions.
		2. Mrs. Smita Anand, PRT (Music)		
		3. Mrs. Nisha Barnwal, PRT		
6	C.C.A Secondary & Sr. Secondary	1. Mr. S.K. Pandey, PGT(History)		<u>DO</u>
		2. Mrs. A.k. Singh, PGT(English)		
		3. Mrs. T. Sultana, TGT(Eng)		
		4. Dr. Anil Kumar, TGT (Hindi)		
7	Cleanliness Sanitation & Water Supply	1. Mr. Muktar Ansari, TGT(AE), I/C		1. To ensure proper working of conservancy staff as per the contract. 2. To supervise Pro cleanliness of the class room Toilets and premises. 3. To ensure and take necessary action for smooth supply of clean drinking water.
		2. Mr. Arun Bhartiya, PGT(Bio)		
		3. Mrs. Nisha Barnwal, PRT		
		4. Mr. Rahul Sharma, PRT		
		5. Mr. Saintjib Kumar, PRT		
		6. Mrs. Harshita Yadav, PRT		
8	A.V. Aids/Teaching Aids	1. Mr. S.K. Pandey, PGT(History)		1. To ensure proper up- Keep and maintenance of A.V. Aids / Teaching Aids. 2. To make all necessary arrangements for the purchase of teaching aids as per the new syllabus.
		2. Mrs. Sudha Kumari, PGT(Geo)		
		3. Mr. Muktar Ansari, TGT(AE)		
		4. Mrs. Aradhana Kumari, (PRT)		

9	C.M.P, Community Lunch, Film Show	1. Mr. Girijesh Kumar, PRT I/C		1. To ensure complete follow-up of all the provisions of CMP 2. To arrange and maintain proper record for Community Lunch Library and Film Show.
		2. Mr. Abhishek, PRT		
		3. Mrs. Harshita Yadav, PRT		
		4. Mrs. Nisha Baranwal, PRT		
10	Watch & Ward, Conservancy	1. Mrs. Archita Gupta, PGT(Math)		1. To keep proper record of working of security and conservancy staff. To verify the services of security and conservancy staff.
		2. Mr. Muktar Ansari, TGT(AE)		
		3. Mr. Niraj Bhadani, PRT		
11	Adventure Club & Excursion	1. Mr.S.K.Pandey, PGT(History)		To locate safe and interesting areas for tours. 2. To arrange for safe transportation for the trips (preference to be given to govt. bodies) 3. To organize tours as per KVS Planner. To prepare tour reports along with photographs.
		2. Mr. D.B Pankaj, TGT(P&He)		
		3. Mr. M.Ansari, TGT(AE)		
		4. Nisha Baranwal, PRT		
12	Fee collection through UBI, Attendance register, maintenance of CS- 54	1. Mrs. Surabhi Pathak, PGT(CS), I/C		1. To make all the arrangements and ensure smooth collection of fee through UBI. 2. To determine Income Tax in respect of staff and ensure timely deduction & preparation of all relevant records. 3. To ensure checking of fee collected, reconciliation and maintenance of CS-54 etc.
		2. Mr. Amit Kumar, TGT(Math)		
		3. Mr. Gautam Kumar TGT (Snk)		
		4. Mr. Mithlesh Kumar, TGT(Math)		
		5. Mr. Girijesh Kr. Singh, PRT		
		6. Mr. Niraj Bhadani, PRT		
		7. Mrs. Rani Kumari, SSA		
13	Display Board	1. Mr.M.Ansari, TGT(AE), I/C		To allocate Theme for display boards and ensure their proper up-keep and maintenance.
		2. Mrs. A.K Singh, PGT(Eng)		
		3. Mrs. Aradhana Kumari, PRT		
		4. Mr. Santjib Kumar, PRT		
		5. Harshita Yadav, PRT		
14	Personal Hygiene, Health check- up & first Aids	1. Smt.Punita Kumari, TGT(Sci)		1. To organise Health check-up camps as per KVS norms and schedule. 2. To ensure proper availability of First Aid medicines and materials.
		2. Miss. Khushi Jain, TGT (Sci)		
		3. Mr. Girijesh Kr Singh, PRT		
		4. Mrs. Soni Kumari, Nurse		
15	Furniture, Repair Maintenance of Fixture and assets.	1. Mr.Amit Kumar, TGT(Math)I/C		1. To prepare the list of furniture required in the classrooms/other departments from time to time.
		2. Mr. Raghvendra, PRT		
		3. Mr.Anurag, PRT		
		4. Mr. Rahul Sharma, PRT		

				<p>2. To ensure that the seating arrangement is proper and convenient according to their heights and teaching learning process.</p> <p>To Intimate the Principal about the requirements and contact the carpenter from time to time.</p>
16	Grievances, Child Right Protection & RTI cell	1. Dr. Nirmala Kumari, PGT(CHEM)		<p>1. To record and handle problems and grievances of staff.</p> <p>2. To inform and suggest the Principal on relevant issues</p>
		2. Sh. Virendra Kumar, PGT(Hindi)		
		3. Mr. Girijesh Kr Singh, PRT		
		4. Mr. Parmanand Kumar, ASO		
17	Guidance & Counseling	1. Mrs. A.K Singh, PGT(Eng)I/C		<p>1. To guide and suggest students to select their stream according to their interest, potential and resources.</p> <p>To involve the parents to help their wards to select proper stream.</p>
		2. Mrs. Prarthna Prabha, Lib		
		3. Mr. S.K. Pandey, PGT(History)		
		4. Sh. Santosh Kumar, TGT(Soc.Sc)		
		5. Mrs. T.Sultana, TGT(Eng)		
18	NCC	1. Mr. M. Ansari, TGT(AE)		To impart training to students with the help of local unit of NCC.
19	Library Advisory Committee	1. Mrs. Prarthana Prabha, Lib.I/c		<p>1. To ensure complete utilisation of library funds and procure books as suggested by KVS/CBSE/NCERT etc.</p> <p>To assist primary wing in Library activities in the light of CMP.</p>
		2. Dr(Mrs) Nirmala Kri, PGT(CHEM)		
		3. Mr.S.K.Pandey, PGT(History)		
		4. Mrs.T.Sultana, TGT(Eng)		
		5. Mr. Gautam Kumar TGT (San)		
		6. Mr. Deosheikh Kumar, PRT		
20	Maintenance & Repair of School Building	1. Mr.M. Ansari, TGT(AE) I/C		<p>1. To identify the areas to be repaired.</p> <p>2. To get the requisition from all the department holders and class teachers regarding repair.</p> <p>3. To ensure that the students and all staff members utilize the available resources carefully.</p>
		2. Sh. S.K Pandey, PG T(His)		
		3. Mr. Amit Kumar, TGT(Math)		
		4. Mr Santosh Kumar, TGT(Soc.Sc)		
		5. Mr. Niraj Bhadani, PRT		
21	Maths Lab, Math Olympiad	1. Mrs. A. Gupta, PGT(Maths), I/C		<p>1. To develop appropriate aids for all the classes.</p> <p>2. To organise exhibitions time to time.</p> <p>3. To inspire and motivate students for greater participation in Olympiads.</p>
		2. Mr. Amit Kumar, TGT(Math)		
		3. Mr. Mithlesh Kumar, TGT(Maths)		
		4. Mr. Girijesh Kr Singh, PRT		
22	Integrity	1. Mr Arun Bhartiya, PGT (Bio)		1. Constitution of Clubs by

	club/ECO Club/Gardenin g Club / Nature Club	2. Ms. Khushi Jain, TGT(Sci)		collecting the names of students interested in various activities. 2.To maintain and keep records of member students of the Club 3.To organize meeting /programmes of the club members.
		3. Ms. Harshita Yadav, PRT		
23	P.A. System	1. Mr. D.B Pankaj, TGT(P&He) I/C		1. To maintain the equipment and keep them active well in advance.
		2. Mr. Santosh Kumar, TGT(Soc.Sc)		2.To keep a fixed team of volunteers ready for morning assembly and other Vidyalaya functions.
		3. Mr. Anurag, PRT		
		4. Mr. Awadhesh Kumar, Sub-Staff		
24	Parent-Teacher Meeting(Primary)	1. Mr. Neeraj Bhadani, PRT		1. To make annual plans for PTA meetings during the session.
		2. Mr. Girijesh Kumar, PRT		2. To inform students and parents about the schedule of meeting.
		3. Mrs. Aradhana Kumari, PRT		3. To make all necessary arrangements for PTA meetings and maintenance of records.
25	Parent-Teacher Meeting (Secondary)	1.Mr. Viredndra Kr Yadav, PGT(Hin)		----DO----
		2. Mr. Mithlesh Kumar, TGT(Maths)		
		3. Mrs. T.Sultana, TGT(Eng)		
26	Photography/V ideography, Banner, Deoration etc	1. Mr. M.Ansari, TGT(AE)		1. To make arrangements for proper photography/Videography of all students for issue of Identity Cards, website etc.
		2. Rahul Sharma, PRT		
		3.Mr.Deoshekh Kumar, PRT		
27	Vidyalaya Patrika, Newsletter	1. Mr. S.K.Pandey, PGT(His)		1.To motivate students for creative and quality writing.
		2. Mrs. Angika K. Singh, PGT(Eng)		2. To make all necessary arrangements for timely publication of Vidyalaya Patrika , News Letter etc
		3. Mrs. Surabhi Pathak, PGT(CS)		
		4. Dr. Anil Kumar, TGT(HINDI)		
		5. Mr. Gautam Kumar, TGT (Skt)		
		6. Mr. M.Ansari, TGT(AE)		
28	Raj Bhasha	1.Mr. Viredndra Kr Yadav, PGT(Hin) I/C		1.To organize the monthly meeting in order to promote Raj Bhasha in the school
		2. Dr. Anil kumar, TGT(HINDI)		2.To encourage the student for Expressing their views too.
		3. Mr.Gautam kumar, TGT(SNK)		
		4. Mr.Prince Kumar, PRT		
29	Scout & Guide, Cub & Bulbul	1. Dr. Anil Kumar, TGT(Hin) I/C		1.To enroll capable and interested students.
		2. Mrs.Parthana Prabha, Lib		2.To plan and organize the Scout & Guide programs as per KVS planner.
		3. Mr. Mithlesh Kumar, TGT(Maths)		
		4. Mrs. Punita kumara, TGT(Sci)		
		5. Mr. Ramanand Yadav, TGT(Hin)		

		6. Mrs.Smita Anand, PRT(Mus)		
30	Time Table, Arrangement, etc.	1. Mrs. A.Gupta, PGT(Maths) I/C		1.To prepare academic time-table as per KVS rules with full transparency 2.To communicate the time table to all teachers students well in advance. 3.To arrange the periods for the teachers on leave/OD
		2. Mr. Mithlesh kumar, TGT(Math)		
		3. Mr. Gautam Kumar, TGT(SNK)		
		4. Mr. Niraj Bhadani, PRT		
		5. Mr. Rahul Sharma, PRT		
		6. Mr. Ajit Kumar, PRT		
31	Secondary Discipline Arrival and Dispersal of Students. Safety and Security of students, Search and Rescue. Primary Discipline	1. Mr. S.K.Pandey, PGT(His) I/C		1.To identify the problematic student and enlist them for further reference in the discipline committee meetings. 2.To avoid any type of corporal punishment, scolding and rough treatment instead of counselling along with parents of the students. and committee members.
		2. Mr. D.B Pankaj, TGT(P&He)		
		3. Mr.Viredndra Kr Yadav, PGT(Hin)		
		4. Mrs.T.Sultana, TGT(Eng)		
		5. Mr. Rahul Sharma, PRT		
		6. Mrs. Aradhana Kumari, PRT		
		7. Mr. Raghvendra Kr, PRT		
		8. Kr. Vivekanand , Game Coach		
		9. Miss. Bhanu Priya, Game coach		
32	Purchase by Quotation & LPC Committee	1. Dr.Nirmala Kumari, PGT(CHEM)		1.To help and supervise proper Registration of firms and call of Tender/quotations. 2.To ensure purchase of stocks strictly as per KVS purchase policy.
		2. Mr. Sandeep kumar, PGT(Comm)		
		3. Mr. Mithlesh Kumar, TGT(Math)		
		4. Mr. Rahul Sharma, PRT		
		5. Mr.Muktar Ansari, TGT(WE)		
		6. Mr. Parmanand Kumar, ASO		
		7. Mrs. Rani Kumari SSA		
33	Website update committee	1. Mrs. S. Pathak, PGT(Comp.Sc.)		1.To update the website every day. 2.To ensure complete maintenance of records in website portal.
		2. Mrs. A K Singh, PGT(Eng)		
		3. Mr. Awanish Kumar, Comp.Instr.		
34	Jr.Comp.Lab	1. Mr. Deoshekh Kumar, PRT I/C		1.To ensure proper working of the lab with good infrastructure. 2.To make lab a hub of creative activities.
		2. Comp.Instr.(2)		
		3. Mr.Awanish Kumar, Comp.Instr.		
35	Alumni Association/Sa magam Portal	1.Dr.Nirmala Kumari, PGT(Chem)		1.To keep a record of ex students in terms of their current career and position and also upload the necessary information in in the Vidyalaya Website in the achievement portal.
		2. Mr. S.K.Pandey, PGT (His)		
		3. Mrs. Surabhi Pathak, PGT(CS)		
		4. Mrs. T.Sultana, TGT(Eng)		
		5. Mr.Girijesh Kumar, PRT		
36	Student Council	1. Mr. S.K.Pandey, PGT(His)		1.To ensure timely and proper constitution of student council as per KVS norms. 2. To make the member students of their Duties and
		2. Mrs. Angika K Singh, PGT(Eng)		
		3. Mr. Viredndra Kr Yadav, PGT(Hi)		
		4. Mr. Anurag Kumar, PRT		
		5. Miss. Aradhana Kumari, PRT		

				Responsibilities.
37	Social Science Exhibition, EBSB, AKAM,	1. Mr.S.K.Pandey, PGT(His) I/C		To organise cluster level/regional level SO.SCexhibition and train and guide students for quality participation
		2. Mr.Viredndra Kr Yadav,PGT(Hin)		
		3. Mrs. Sudha Kumari, PGT(Geo)		
		4. Mr. Santosh Kumar, TGT(S.ST)		
		5. Mrs. T.Sultana,TGT(Eng)		
		6. Mr. M.Ansari,TGT(AE)		
		7. Mr.Girijesh Singh, PRT		
		8. Mr. Vikash kumar, PRT		
38	Science Exhibition, NCSC, RBVP	1. Dr. Nirmala kri, PGT(Che.), I/C		To conduct Programme as per instruction of KVS.
		2. Mr.S.K Shrivastav, PGT (Phy)		
		3. Mrs. Punita Kumari, TGT (Sci)		
		4.Mis. Khushi Jain, TGT(Sci)		
39	Disaster Management	1. Mr. S.K Pandey, PGT(His.), I/C		1. To identify the sensitive points of mishaps in the vidyalaya and to report immediately to the Principal for necessary action.eg. Electrical points, snake prone area, damaged area of school building, weak trees etc. 2.To organize mock drill, seminarsand man workshops forstudents and teachers.
		2. Mrs. A.K Singh, PGT (Eng)		
		3. Mr. D.B Pankaj,TGT(P&He)		
		4. Mr. Santosh Kumar,TGT(Soc.sc)		
		5. Mr.Ramanand Yadav, TGT(Hin)		
		6. Mr. Rahul Sharma, PRT		
		7. Mr. Vivekanand, Game coach		
40	Language Lab	1. Mrs A K Singh, PGT(Eng)I/C		1. To develop theLabs as per KVS speciation's. 2. To organise programmes forimprovement communication skills students and staff .
		2. Dr. Anil Kumar,TGT(Hindi)		
		3. Mrs. T.Sultana, TGT(Eng)		
		4. Mr. Gautam Kumar, TGT(Snk)		
41	Beautification, Gardening & Horticulture	1. Mr.Arun Bhartiya, PGT (Bio) I/C		1. To make plan and ensure implementation for beautificationof campus. To oversee development of gardens and greenery in vidyalaya campus.
		2. Mrs.T.Sultana,TGT(Eng)		
		3. Mr. Ramanand Yadav,TGT(Hin)		
		4. Mis. Khushi Jain, TGT(Sci)		
42	Staff Room Maintenance	1. Mrs.A.K Singh, PGT(Eng)		To submit reply of applications received within time. 2. To provide reports for publication inNewspapers
		2. Mr. Mithlesh Kumar, TGT(Math)		
		3. Mr. Niraj Bhadani, PRT		
		4. Mrs.Nisha Barnwal, PRT		
43	Awakening India Program(ACP)	1. Mrs. Sudha Kumari, PGT(Geo)		To ensure complete compliance of instructions received from KVS on the subject. To ensure complete compliance of instructions received fromKVS on the subject.
		2. Mrs.T.Sultana,TGT(Eng)		
		3. Dr. Anil kumar , TGT(Hin)		
		4. Sh. Gautam Kumar, TGT (Skt)		
44	Transport Arrangement	1. Mr. S.K.Pandey, PGT(His) I/C		To ensure complete compliance of instructions received from KVS on the subject.
		2. Mr. Sandeep Kr, PGT(Comm)		
		3. Mr. Amit Kumar, TGT(Math)		

		4. Mr. Rahul Sharma, PRT		
		5. Mr. Rohit Kumar, PRT		
		ALL Class Teacher		
45	Anti Bullying Committee	1. Mr. S.K.Pandey, PGT(His) I/C		
		2. Mrs. T.Sultana, TGT(Eng)		
		3. Mr. D.B Pankaj, TGT(P&He)		
		4. Mr. Kr Vivekanand, Game Coach		
		5. PTA Representative		
		6. Peer Educators		
46	Games & Sports, Yoga, Fit India, SBSB	1. Mr. D.B Pankaj, TGT(P&He)		
		2. Mr. Kr Vivekanand, Game Coach		
		3. Mis. Bhanu Priya, Game Coach		
		4. Mr. Raghvendra Kr, PRT		
		5. Mr. Awanish Kumar, Comp.Instr.		
47	Daily Flag Hoisting	1. Class Teacher on Duty		
		2. Mr. Kr Vivekanand, Game Coach		
48	Routes 2Roots	1. Mrs. A.K Singh, PGT(Eng) I/C		
		2. Mrs. Smita Anand, PRT(Music)		
		3. Mrs. T.Sultana, TGT(Eng)		
49	Subject Committee	1. Dr. Nirmala Kri, PGT(Chem), Sci		
		2. Mrs. A K Singh, PGT(Eng), Eng		
		3. Mr A. Gupta, PGT(Math), Math		
		4. Mr. S.K Pandey, PGT(His), Soc.Sc		
		5. Sh. Virendra kumar , Hindi		
		6. Mrs. Sudha Kumari, Geo		
50	Reception & Refreshment to Guest	1. Mrs. A.K Singh, PGT(Eng)		
		2. Miss. T Sultana, TGT(Eng)		
		3. Mr. Sandeep Kumar, PGT(Comm)		
		4. Miss. Aardhana Kuamri, PRT		
		5. Mr. Parmanand Kr, ASO		
51	Academic Advisory committee	1. Mr. S.K Pandey, PGT(His), I/C		
		2. Mrs. A.K Singh, PGT(Eng)		
		3. Mrs. T Sultana, TGT(Eng)		
		4. Mrs. Punita Kumari, TGT(Sci)		
		5. Mr. Girijesh Kumar, PRT		
52	PM Shri Committee	1. Mr. Umesh Pandey, VP		To ensure complete compliance of instructions received from KVS on the subject.
		2. Mr. S.K Pandey, PGT(His)		
		3. Mr. Arun Bhartiya, PGT(Bio)		
		4. Smt. Prarthana Prabha, (Lib)		
		5. Mr. Muktar Ansari, TGT(AE)		
		6. Mr. D.B Pankaj, TGT(P&He)		
		7. Smt. Rani Kumari, SSA		
53	Editorial Committee	1. Mrs. A.K Singh, PGT(Eng), I/C		
		2. Mr. S.K Pandey, PGT(His)		
		3. Sh. Virendra kumar, PGT(Hin)		
		4. Mrs. T Sultana, TGT(Eng)		
		5. Mrs. Nisha Barnwal, PRT		

NOTE:

1. These committees are formed for the smooth function of the Vidyalaya
2. All the In charges and members of various committees are requested to perform the duties as mentioned above.
3. Apart from these, if any work is assigned by the Principal, all teachers have to carry out the work.
4. All the contractual teachers will take up the work assigned by the Principal.
5. All the committee in charges will upload their report of activities along with the photos on the website.
6. All teaching staff is hereby instructed to discharge the assigned duties with utmost sincerity and devotion with an attitude of TEAM WORK and share your experience for the betterment of the Vidyalaya and for its overall development.
7. Every teacher is also requested to come forward with a Positive attitude to enhance the capabilities of the students so as to make them a resourceful citizen of the country as per the need of Society

SH. RAJESH SRIVASTAVA