

**KENDRIYA VIDYALAYA , ITBP SHIVPURI
COMMITTEES 2019-20**

The following committees have been formed for the year 2019-20 for smooth functioning of the Vidyalaya. Every committee In-charges are responsible for preparation of Annual / Year Planner of all activities of his/her department and submits the same to Principal on or before 20.04.2019 without fail.

Principal

SL NO.	NAME OF COMMITTEE	NAME OF I/C & MEMBERS	DUTIES
1	Flag Hosting and Retreating	1. Mr U C Shakya -I/C	To ensure raising of National Flag every morning and it's lowering before sunset in our KV.
		2. Mr Ronak Rai	To position the flag post at prominent place. To follow DO's and Don'ts to honour our National Flag.
		3. Mr D P Goswami	To ensure compliance of the Flag Code.
2	Academic and Administrative support	1. Mrs Poonam Saxena -I/C	direction of Principal. Interacting with the teachers and directing them on their academic
		2. Mrs T Ekka	duties. It is the sole responsibility of Academic co-ordinator to check the academic activities of teachers. He will prepare plan and schedule for Notebooks (C/w & H/w) checking. Ensure Submission of teacher diary timely as per schedule . Preparing academic calendar department wise for 2019-20
3	KV Shaal Darpan & UBI fees collection	1. Mr Abhishek Arya-I/C	To monitor activities of KV Shaal Darpan & UBI fees collection. To make entry on KV Shaal Darpan Web Portal.
		2. Computer Instructor	To send report to parents and stake holders.
		All Class teachers	To follow up all work related to KV Shaal Darpan & UBI fees collection.
4	Admission Committee	1. Abhishek Arya-I/C	Responsibilities of Core Committee Admission to all classes throughout the year including RTE as per KVS norms. Planning & Conducting of Admission Test for class IX. Monthly review Meetings on admissions done. This work has to continue till November 30. Maintenance of Register of data required for submission to KVS (HQ). Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work Every month Enrolment of the Vidyalaya has to be collected and checked by the department and submit the same to the Principal – This has to be done a day prior to last working day of the month. Every month vacancy of each class & section-wise details are to be recorded in the admission register and submit to Principal This has to be done a day prior to last working day of the month.
		2. Mr S R Agrawal-Co I/C	
		3. Mrs Mangla	
		4. Mr Nitish ruhil	
		5. Ms Parul	
		6. Mr. Mathura Das	

5	Discipline committee	1. Mr U C Shakya -I/C	<p>Checking of student's uniform, late comers, students missing assembly.</p> <p>Checking of students' behavior in and outside the class.</p> <p>Monitoring the movement of students in lines during arrival, departure and to ensure safe passage to students.</p> <p>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)</p> <p>Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation.</p> <p>A monthly report on discipline proceedings & steps taken up and observations made have to be submitted to Principal.</p> <p>Checking the Movement of students in corridor without out-passes and recording the same to intimate Principal.</p>
		2.Mr. M M Mishra	
		3.Mrs Nishu	
		4. Mrs Mangla	
		5.Mr Vivek Trivedi	
		6. Mrs Aarte Batham	
6	Standard Operating Procedure (SOP)	1.Mr Shashank-I/C	<p>To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School.</p> <p>comprehensive action plan to implement the guidelines.</p> <p>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.</p> <p>Take preventive measures as given in the guidelines in consultation with the local police.</p> <p>Keep the security personnel of the school on the alert.</p> <p>Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents.</p> <p>Conduct advance reconnaissance of the school with the help of the local police.</p> <p>Hold mock drills for students, teachers and staff.</p>
		2.Mrs. Nishu	
		3.Mr U C Shakya	
		4. Mrs T Ekka	
		5.Mr Vivek Trivedi	
		6.Mr Mathura Das	
7	Furniture	1.Mr. Vineet Sharma-I/C	<p>Preparing the list of articles for condemnation for 2019-20 in the new format and keep ready for Physical Verification</p> <p>Raising the indent of the Furniture required within the ceiling.</p> <p>Maintenance of furniture register & inventories in each class, lab, departments, library, office etc.</p> <p>Preparation of list of repairable and broken furniture.</p> <p>Submission of requirements of shortage making inventory and monitoring.</p>
		2. Mr D P Goswami-Co I/C	
		3.Mr R C Patil	
		4.Mr Mathura Das	
		5. Mr R C Lal	
		6.Mr H B Sen	

8	School Building Civil work Maintenance committee	1.Mr M M Mishra-I/C	Raising the quotations for procurement of materials required for civil work. Monitoring of Vidyalaya infrastructure development and works in progress.
		2.Mr Shashank	Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya.
		3. Mr U C Shakya	Monitoring and recording of civil work / repair work undertaken.
		4. Mr Raunak Rai	Preparing the estimates and submitting request for procurement of materials such as gitty (stone dust/ stones), sand, cement etc., with clear justification.
		5. Mr. H B Sen	Stock entry of the material purchased and proper usage of material purchased and record of the same in the stock register. Certifying the proper usage of material at appropriate and required places.
9	School Building Electrical work Maintenance committee	1.Mr. Shashank-I/C	Raising the quotations for procurement of materials required for Electrical work.
		2. Mr. M M Mishra	Ensure all the electrical fittings are working properly.
		2.Mr Ronak Rai	Ensuring OFF/ON of electrical appliances timely .
		3. Mr U C Shakya	Keep Monitoring and working of street light.
		4. Mr H B Sen	Ensuring water pump operation carefully .
10	Home Exam	1.Mr. S R agrawal-I/C	Preparing the estimates and submitting request for procurement of materials such as switches , MCBs,LEDs,FANs,electrical wire of different guage .
		2.Mr K K Kushwaha	Complete supervision / check of Electrical fittings and raising requirement so that Quotation could be called .
		3.Mrs Nishu upadhyay	undertake the project of Electrical Billing Correction and Initiate the work.
		4.Ms Abha Pant	
	Primary Section Exam Dept	1. Mrs Aartee batham-I/C	Raising the indent for the papers and other important requirement Planning & conducting of PT/HY/SEE Exam as per schedule.
	2. Mr Nitish Ruhil	Listing out absentees and Planning & conducting Re-tests	
		To prepare the result analysis of internal exams and maintaining the record in an appropriate manner.	
		Distribution of Report cards to class Teachers.	
		Distribution of the split up syllabus supplied by R.O to teachers and students.	
		Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work.	
		It is mandatory for all the question paper setters to provide the question paper both in soft and hard copies duly computerized, without which Exam Department shall not accept the papers anything hand written.	

	CBSE(X/XII)	1.Mr Abhishek Arya-I/C	<p>Registration of students Class IX and Class XI with correct credentials given by concerned class Teachers.</p> <p>*To Conduct CBSE Exam following Exam bye-laws.</p> <p>*To make Correspondance with CBSE.</p> <p>*To maintain record of marksheet /certificate/migration/registration year wise.</p> <p>*All other CBSE work.</p>	
		2.Mrs Nishu Upadhyay		
		3. Mr U C Shakya		
	External/NIOS/MCNUJ C	1.Mr U C Shakya - I/C		<p>*To conduct external exams with sanctity following exam bye-laws of NIOS and MCNUJC.</p> <p>*To keep all correspondance record intact.</p>
		2. Mrs Nishu Upadhyay		
		3. Mr. Raunak Rai		
11	Medical Room And First Aid & Health Checkup	1. Mr U C Shakya -I/C	<p>Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out.</p> <p>Planning with doctor for a medical checkup for children twice a year. Collection of medical Certificate from class teachers.</p> <p>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.</p>	
		2. (staff Nurse)		
		3.Mrs Mangla Haritwal		
		4.Ms Neha		
		5.Mrs Anita		
12	Time Table	1.Mr K K Kushwaha-I/C	<p>Preparation of class & teacher's Time Table as per KVS norms.</p> <p>Preparation of special Time Table for Board classes, Remedial classes, Classes for slow learners, and Zero period.</p> <p>Monitoring of bell timing.</p> <p>Distribution of Registers to all the class monitors to note every day's activity period-wise.</p> <p>Collecting the registers and submitting the same to Principal for his supervision.</p> <p>Random checking for teachers attending the classes during their arrangement.</p> <p>To ensure no teacher who is absent is left without arrangement.</p> <p>1st period time table should be announced by teacher in charge during morning Assembly itself.</p> <p>Responsibilities of Supporting staff</p> <p>Displaying the arrangement sheet in prominent places of the Vidyalaya-Staff room, corridore display Board.</p>	
		A-Secondary Department		2.Ms Abha Pant-Co I/C
				3.Mrs Vibhavari Tiwari
				4. TGT Math
	B-Primary Department	1.Mr Vivek Trivedi-I/C		
		2.Mr. R C Patil		

13	CCA Coordinator And CCA material Purchase and Important Days celebration committee A-Secondary Section	1.Mr M M Mishra-I/C	Preparation of Calendar of activities for 2019-20. Preparation of Days to be observed and celebrated in the year 2019-20. House distribution activity. 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. Theme selection for every month and carrying out the suggested activities. 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
		2.Mrs Madhu Gupta -Co I/C	
		3.Mrs Mangla	
	B-Primary	1.Mrs Udita -I/C	
		2.Ms Shalini Pandey 3.Mr Nitish ruhil 4.Mr R C Patil	
14	CS-54 and CS-11 Fees Record (Pay bill checking)	1.Mr. Shashank-I/C 2.Mr. Vivek Trivedi	Maintenance of CS-54 and CS-11 & its verification every month. The committee is responsible for submitting every month the statements of CS – 54 and CS – 11. The committee is responsible for preparing and submitting CS-54 and CS -11
15	Teaching Aids & A.V Aids A-Secondary	1.Mrs Poonam Saxena-I/C 2.Mr S C Kewat	Procurement of Audio Visual and teaching aids. Upkeep of audio visuals and teaching aids. List of Audio Visual and teaching aids used by the teachers.
	B-Primary	1.Mrs T Ekka	
16	Educational Excursion (Planning year calendar & Plan of action) A-Secondary Section	1.Mrs.Poonam Saxena-I/C	Planning of educational tour for different classes as per schedule given by the KVS. 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. Taking students to local places of educational and tourist interest. Planning safety measures, communicating parents through DO 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.
		2.Mr S C Kewat	
		3.Mr U C Shakya	
		4.Mr Raunk Rai	
	B-Primary Section	1. Mrs Aartee batham-I/C 2.Mr Vivek Trivedi	
3.Mr R C Patil			

17	Photography, Press & Bouquet presentations	1.Mr M M Mishra-I/C	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
		2.Mrs Madhu Gupta -Co I/C	
		3.Mr Vivek Trivedi	
		4.Mr Nitish ruhil	
		5. Ms Sikha	
18	Career Guidance and Counseling (To Plan and fix the dates) A- Secondary	1.Mrs Poonam Saxena-I/C	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 - Please use a separate register.
		2.Mr Vineet Sharma	
		3.Mr Irfan Ansari	
		4.Ms Abha Pant	
19	Primary Education- (Core Committee)	1.Mrs T Ekka-I/C	Year Planner shall have to be prepared by each head. Planning and preparation Calendar of activities. Supervision of Primary classes. All the new entries may be supervised with the help of Sr. PRT's & Academic Coordinator & PGT's of the Vidyalaya, so that necessary help can be given to them to understand about CMP work and CCE/Back to basic work/learning outcomes. Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets binded and display in CMP room. All works related to primary education. Maintaining CMP & CCE Records, back to basic records. Formation of Committees for various occasion for primary wing for smooth conduct of Primary wing. A monthly report on activities undertaken by the Primary wing.
		2. Mrs Aarte Batham	
		2.Mrs Udita	
20	Sports Committee A- Secondary	1. Mr U C Shakya -I/C	Planning Vidyalaya sports activities, (Year calendar). Monitoring blocks period. Purchasing required material. Arrangement of sports meets as per KVS norms. Planning and conducting Annual Sports Day celebration for 2018-19.
		2. Mr S C Kewat	
		3. Mr Vivek Upadhya	
	B-Primary	1. Mr D P Goswami	
		2.Ms Parul	
21	Scout and Guide Cubs and Bulbul	1.Mr Ronak Rai-I/C	Registration of units. Fresh registration for Pravesch, Cubs & Bulbuls etc. Conducting upgrading camps & celebrations related to Scout. Taking up Community development and service works once in a month. Submitting monthly Reports & carrying out other work related.
		2.Mrs Mangla Haritwal	
		3.Mr Abhishek Arya	
		4.Mr Vineet Sharma	
		5.Mr.Shashank	
		7.Mrs Aartee	
		8.Mr D P Goswami	
		9.Mr Vivek Trivedi	
		10.Mrs Udita	

22	Subject Committee A-Secondary		Every month these committees invariably sit and discuss on agenda that pre-decided and got approved by Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized. Split up syllabus month wise and teacher wise. Project work-term wise. Weightage of marks to each topic. Evaluation scheme. Practical work. Class room activities and teaching aids. Model question paper. Identification of slow learners and gifted children and remedial action. Under achievers / slow learners identification. Strategy for effective monitoring for students improvements. Educational tour. Class activities, Exhibition, Exam- PT/MT/HY/SEE. Preparation of subject magazine. CCE work, Back to basic files/ Subject enrichment activities and Files of Cycle test/CT/MT/Remideal class test carried out topic- wise by the teachers. Innovations taken up and the reports thereof.
	1.Science	Mrs Ashish Dogra	
	2.Maths	Mr K K Kushwaha	
	3.Social Science	Mrs Poonam Saxena	
	4.Computer	Mr Abhishek Arya	
	5.Hindi	Mr M M Mishra	
	6.English	Mr S R Agrawal	
	B-Primary		
	1.English	Mrs Udita	
	2.Hindi	Mrs T Ekka	
	3.Maths	Mr Vivek Trivedi	
4.EVS	Mrs Aartee		
23	Library Advisory Council	1.Mrs Nishu -I/C	Planning and preparing the books for condemnation. Supervising the Library activities undertaken by the Librarians and seeking a report on monthly basis. Raising the requirement of books taking the list from students of classes XI and XII and respective subject teachers. 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.
		2.Mrs Madhu Gupta	
		3.Mrs Mangla	
		4.Mrs Poonam Saxena	
		5.Ms Shalini Pandey	
24	Computer Lab committee Monthly Report & Website updating A-Secondary B-Primary	1.Mr Abhishek Arya-I/C	Update Vidyalaya website once in every fortnight and as when it is required. Updating of Enrollment of students class-wise and section-wise. Staff vacancy position. Computer infrastructure data. Other allied information that is required by KVS. Note: PGTs' (Comp. Science) are responsible for the website updating through coordination with respective department heads.
		Computer Inst.	
25	Value Education & Integrity Club A-Secondary B-Primary	1. Mr S R Agrawal-I/C	preparation of Annual calendar of value based education programs and activities. Conducting of value education program as per KVS guidelines.
		2.Mr. Madhu Gupta	
		3.Ms Neha	
		4. Ms Shikha	
26	Eco Club A-Secondary B-Primary	1. Mr Irfan Ansari-I/C	Conducting activities related to the Club.
		2. TGT Science	
		3.Ms Sikha	

27	Literary Club A-Secondary	Mr M M Mishra-I/C 2.Mrs Mangla	Conducting activities related to the Club.
	Literary Club B-Primary	1.Ms Parul-I/C 2.Ms Shalini Pandey	
28	Science Club	1.Mr Ashish Dogra-I/C 2.Ms Anjum Khan	Conducting activities related to the Club.(All PGT's and TGT's (Science Group))
29	Students Enrollment	Mr Pavnesh Jain Mr. Sanjay Saxena	Maintain Enrollment Register regularly.
30	Math's Club	1.Mr K K Kushwaha-I/C	Conducting activities related to the Club.
		2.Mrs Vibhavari tiwari	
		3.TGT Maths	
		4.Mr. D P Goswami	
31	Primary Resource Room	1.Mrs T Ekka-I/C	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 Dish TV activation and prepare a plan to show film shows live on Dish TV Planner has to be submitted by the Committee. Monthly Report Submitting a report on activities taken up.
		2.Mr Nitish	
		3. Ms Shikha	
32	AEP – planning & conducting a minimum of 6 sessions in each term	1.Mrs Nishu -I/C	Organizing PT meeting, creating awareness among parents and children about the changes in adolescent (adult) stage, Awareness about sexual diseases, Solution for stress related problems. Planning, Preparation and conducting the programs. Every 10th of month AEP classes are to be conducted on core issue. Submitting a monthly report to Principal.
		2.Mrs Madhu gupta	
		3. Mr S C Kewat	
		4. TGT Science	
33	Result Moderation A-Secondary Section	1.Mr S R Agrawal-I/C	To decide the hard and difficult cases. Formulating the criteria to decide class wise result of border case.
		2.Mr Vineet Sharma	
		3.Mrs Poonam Saxena	
	B-Primary	1.Mrs Aartee 2. Mr Nitish Ruhil	

34	Hygiene and Sanitation (Cleanliness of vidyalaya and Surroundings) And Drinking water	1. Mr U C Shakya	Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly. Submitting Monthly report on observations.
		2. Mrs Nishu Upadyay	The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets.
		3. Mr Irfan ansari	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. Mr Mathura Das	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. Mr H B Sen	Plan the cleaning campaign and get the work done with the help of contractor / Labour.
		6. Staff Nurse	Submit the requisition and report on the work completion. Ensure cleaning water tank timely and put date of cleaning on it. Make a duty chart to ensure cleanliness of toilets /Corridors/Classrooms/water points.
35	Beautification & Garden	1. Mr U C Shakya -I/C	Garden maintenance observation and making suggestions to gardener.
		2. Ms Neha	Monthly review of garden and suggestions to improvement. Submitting of monthly review of garden & Beautification of Vidyalaya.
		3. Ms Parul	Raising the requirement for Garden and Vidyalaya beautification.
		4. Mr Ronak Rai	
36	Students' council committee	1. Mr M M Mishra-I/C	Planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya.
		2. Mr Vineet Sharma	Review of Attendance registers once in every 15 days and communicating.
		3. Mrs Aartee	Syllabus coverage from classes VI to XII once in a month.
		4. Mrs Uditta	
37	Exhibitions Committee - Science	1. Mr. Ashish Dogra-I/C	Plan the exhibition themes and models in advance and start synopsis preparation. Conduct mock exhibition well before the exhibitions scheduled as per KVS.
		2. Ms Abha Pant	Decide the best models and the suggestions for improvement. Get the new models ready before the exhibition to begin.
		3. Mr Irfan Ansari	Note: As far as Science exhibition is concerned, the In charge teacher will discuss with Principal on all the modalities to be observed and record in the Science department minutes register.

38	Exhibitions Committee – Social Science	1.Mrs Poonam Saxena-I/C	<p>Plan the exhibition themes and models in advance and start synopsis preparation.</p> <p>Conduct mock exhibition well before the exhibitions scheduled as per KVS.</p> <p>Decide the best models and the suggestions for improvement.</p> <p>Get the new models ready before the exhibition to begin.</p> <p>Note: As far as Social Science exhibition is concerned, the Incharge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register.</p>
		Mr S C Kewat	
		Mr R C Patil	
		Mrs Uditia	
39	Reception & Refreshment Committee for all the occasions	1.Mrs Nishu -I/C	<p>The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection.</p> <p>Refreshment procurement and arrangement is another vital responsibility shall be done meticulously.</p> <p>Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events.</p> <p>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.</p> <p>Note: 11th hour planning or doing be avoided for important events. All the events that go with external guest are always important and shall go without any hiccups. Postponing is bad attitude, so avoid it.</p>
		2.Mr U C Shakya	
		3. Ms Shikha	
		4.Ms Shalini Pandey	
		Mrs Anita	
40	Vidyalaya Magazine & Student Diary	1. Mr M M Mishra-I/C	<p>Overall Planning of the magazine collection as per fixed schedule.</p> <p>Collect the materials and keep updating them periodically.</p> <p>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 Vidyalaya Magazine.</p> <p>The magazine collection and compilation work shall be completed before December 2018. Responsible for the planning quarterly .</p>
		2.Mr S R Agrawal	
		3.Mrs Madhu Gupta	
		4.Mrs Mangla Haritwal	
		5.Mrs Uditia	
		6.Ms Shalini	
	Quarterly News Letter for Primary Committee	1. Mr Vivek Trivedi-I/C	<p>Newsletter for Primary lines of previous year. Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and keep ready.</p> <p>Every quarterly the Newsletter has to go to Regional Office to update them on the work & conduct of the Vidyalaya primary wing.</p>
		2. Mrs Aarte Batham	
		3. Mrs Uditta	
		4.Ms Neha	
		5. Computer Inst.	

41	R.T.I & Parliament Questions Reply	1. Mrs Poonam Saxena -I/C	To attend the quarries made under RTI and ensure their response is made on or before the stipulated date. Collect data/information to be incorporated in the reply of such letters. The members and I/C to keep them updated with the rules and procedures regarding RTI act.
		2. Mr Shailesh Goyal	
		3. Mr. Shashank	
42	Raj Basha Committee	1. Mr M M Mishra-I/C	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, Year planner may be prepared for the purpose. Hindi Pakhwada has been the sole work, we do for Raj Basha. So, the committee is responsible to plan some more activities prior to Hindi Pakhwada and conduct through Hindi classes and CCA activities and CCE activities so that, the report sent to KVS about the Raj Basha implementation will be decorative and acceptable. Every month a test on intricacies of Rajbasha has to be conducted for teachers. All seals Bilingual. To ensure correspondance as required in क क्षेत्र
		2. Mrs Madhu Gupta	
		3. Mrs Shailesh Goyal	
43	Income Tax and Form 16	1. Mr U C Shakya -I/C	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 ad 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.
		2. Mr Shailesh Goyal	
44	T.C preparation Committee & Maintenance Of Scholar Register	Mr Shashank Tripathi-I/C	The committees is responsible to prepare and the completed TCs for Principal's signature. Prepare TC will be checked by Concerned Class Teacher. The Committee is provide TC to Member of Uploading TC on Website for Uploading . The Committee is responsible to write correct entry in
		2. Mrs Poonam Saxena	
		3. Mr Shailesh Goyal	
		4. Mr. Jagdish	
45	Uploading Of T.C. on Website	1. Mr Abhishek Arya-I/C	Committee is responsible to upload TC on the day it is issued
		2. Computer Inst.	

46	Parent Teacher Meeting- I- V Meeting to be called in August/ Dec & Jan Parent Teacher Meeting Classes VI to XII Meeting to be called in August/ Dec & Jan Parent Teacher association	1. Mr S R Agrawal-I/C	To plan for periodical meetings with the parents. To invite the parents well in time and to ensure their presence. To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A. To plan for personal discussion with the parents of slow-learners for improvement. To invite parents for their presence during important celebrations in the KV. Month-wise report on meetings conducted shall be submitted to Principal. It is mandatory.
		2. Mrs Aartee	
47	Grievance Committee	1. Mrs Poonam Saxena -I/C	To periodically open suggestion box at least once in a months. To keep a record of suggestions or grievances received from the students, staff or parents. To maintain the minutes of the meetings.
		Ms Sikha	
48	Sexual Harassment & Gender Sensitization Committee	1. Mrs Poonam Saxena-I/C	Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees. Deal with cases of discrimination and sexual harassment against women, in a 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.
		2. Mrs Nishu	
		3. Mrs T Ekka	
		4. Mr S R Agrawal	
49	Staff room display	1. Mr S C Kewat-I/C	To maintain staff room neat and clean. To look after the proper management of Staff room and its requirements.
		2. Mr Ronak Rai	
		3. Ms Parul	
50	Alumni Association	1. Mrs Poonam Saxena-I/C	To maintain proper records of alumni of the Vidyalaya. To arrange alumni meet in the Vidyalaya by discussing with the undersigned
		2. Mr K K Kushwaha	
		3. Mr Vineet Sharma	
51	Olympiads (Science & Maths) & VVM/NCSC/IAPT	1. Mr Ashish Dogra-I/C	To conduct all the Olympiads smoothly. To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya.
		2. Mr K K Kushwaha	
		3. Ms Abha Pant	
52	Disaster Management	1. Mr. Shashank-I/C	Mock Drills & awareness programme to be organized twice a year i.e. April & Oct
		2. Mr Rajeev	
		3. Mr D P Goswami	
53	Teacher's Lunch time duty Chart preparation	1. Mr U C Shakya - I/C	To depute teachers on duty during lunch time for the safety and security of students. Teachers on duty will be totally responsible for the safety and security of child in the ground and in the Vidyalaya premises.
		2. TGT Math	
54	Achievement register maintenance & Updating	1. Mrs Poonam Saxena-I/C	To maintain proper records of Vidyalaya Achievement. To provide information regarding Vidyalaya achievement to RO and HQ whenever it is needed.
		2. Mr Irfan Ansari	
		3. Mrs Aartee	

55	Morning Assembly & P A System	1. Mr M M Mishra-I/C	To plan the morning assembly programmes and allots the duty to the concerned H.M/ C.T. In addition, to check their preparation of the programme before presenting in the morning assembly.
		2.Mr U C Shakya	Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her.
		3.Mr R C Patil	To provide a greeting card & toffee & all students have to wish them by presenting birthday song.
		4.Mr Shashank Tripathi	Any other related work VALUE EDUCATION To prepare compact programme for developing good habits and moral value among the students. To encourage the students on the observation of good habits & behavior and award them
56	Staff Meeting & recording of the minutes & Monthly DO to Ro.	1.Mrs Mangla-I/C	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.
		2.Mrs Madhu gupta	To prepare by monthly newsletter and to send to RO and other Officials of KVS.
57	Fee concession & RTE	1.Mr U C Shakya-I/C	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
		2.Mr Nitesh	
		3.Ms Shalini Pandey	
		4. Mr Shailesh Goyal	
58	Escort duty chart	Ms Abha Pant	The committee will function under the supervision of Academic co-ordinator. The role of this committee is to maintain utmost transparency in allocating the escort duties to teachers for various programs such as Exhibitions, sports events etc. As and when a programme is conducted, and then this committee shall plan for escort duty.
		2.Mr U C Shakya	Allotment of duties and allocation of responsibilities shall have humane touch and committee shall give a ear to the genuine problems of all the teachers No repetition of duties allowed until all the teachers are over.

59	School Mail checking & Giving Printout to Principal	1. Mr Abhishek Arya-I/C	To see mail regularly and ensure that not mail remain unresponded.
		2. Mr S R Agrawal	
		3. Mr Shailesh Goyal	
60	Staff Quarter Allatment/Maintenance and Repair	1. Mr U C Shakya -I/C	To raise requirement of civil/ Electrical work to be done in staff quarter. To assist in purchase of articles needed for M/R of staff Quater To keep monitoring on quality of work.
		2.Mr Raunak Rai	
		3. Mr R C Patil	
		4. Mrs Nishu Upadhyay	
		5.Ms Parul	
61	Students Daily enrolment & Daily attendance	1.Mr Shashank-I/C	To ensure enrolment register filled regularly by Class teachers /Co-Class teachers . To make total of enrolment and see discrepancy if any
		2.Mr Vivek Trivedi	
62	Children Park (Primary)	1. Mrs T Ekka - I/C	1.Ensure that all play articles are working smoothly . 2. See saftey of Students as there is no article damaged.
		2.Mr D P Goswami	
		3.Mrs Aarte Batham	
63	House(Secondary)	House Master:-	House associate
	1.Shivaji	Mrs Poonam Saxena	Mr. Abhishek Arya , Mrs Vibhavri Tiwari
	2.Tagore	Mr Irfan Ansari	Mr Shashank Tripathi, Mrs Mangla Haritwal
	3.Ashoka	Mr Ashish Dogra	Mr Vineet Sharma, Mrs Nishu Upadhyay
	4.Raman	Mr Kaushal Kishore	Ms Abha Pant , Mr S C Kewat.
64	House(Primary)	House Master:-	House associate
	1.Shivaji	Ms Neha	Mr D P Goswami
	2.Tagore	Ms Shikha	Mr Vivek Trivedi
	3.Ashoka	Ms Shailini Pandey	Mr Nitish Ruhil
	4.Raman	Ms Parul Garg	

NOTES:

1. All the In – charge and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2019-20 as per allotment given and submit a copy to the Principal by 20.04. 2019 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.
4. 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.
5. 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.
6. All these committees will come in force from immediately.

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Principal