

DUTIES AND RESPONSIBILITIES OF THE CLASS TEACHERS

All the class teachers are requested to note down their schedule and duties for the session 2023-24

- 1- To observe the students attendance before Morning assembly and just after interval hours.
- 2- If any student is found absent, the reason of absence must be asked in writing from the student duly signed by the parent.
- 3- If any student's attendance is less than 90% in a month. Parents are required to be informed writing with letter mentioning the attendance and record must be kept for action in future.
- 4- Students must be escorted by the respective class teacher from class room to assembly and back.
- 5- Class teachers are requested to be with their class during assembly time.
- 6- All students should sit in a proper way. Desks and benches should be arranged properly. They must be arranged in a manner that would give a descent look.
- 7- All classes should have 2 monitors, one boy and one girl. It is the class monitor's duty to switch on the lights and fans as per requirement, and to switch it off when students are out of the classroom.
- 8- Each class will have TWO OUT PASS one for Boys and one for Girls. Boys Out pass will allow only One Boy and Girls Out pass will allow two Girls students to be out of the class at a time either for toilet or for drinking water.
- 9- Please check the cleanliness of the class room. If cleanliness is not up to the mark, please inform cleanliness committee members for follow up.
- 10- Every class teacher must take proper note of the behavior of the students of their class. If anybody is behaving unruly, it must be put on check immediately. If the same is beyond their control, it must be brought into the notice of the undersigned immediately.

KENDRIYA VIDYALAYA ITBP SHIVPURI

INSTITUTIONAL PLANNING

In suppression of institutional planning dated 13.09.2022 the following committee are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. In absence of the in-charge the next senior member of the committee will automatically be the in-charge and so on but all the members will be equally responsible. The handing and taking over of the departments shall be completed immediately.

NAME OF COMMITTEE	INCHARGES/TEACHERS	DUTIES AND RESPONSIBILITIES
1- Advisory Committee To The Principal	<ol style="list-style-type: none">1. Mr. Abhishek Arya (I/C)2. Mr. M M Mishra3. Mr. Arpit Sachan4. Mr D P Goswami5. Ms Aarte Batham6. Ms Uditta	<ol style="list-style-type: none">1- The committee will help the Principal in day to day administrative matters.2- The committee can go through the circulars received form KVS RO Bhopal and KVS HQ New Delhi.3- Any other work assigned by the principal in day to day administrative matter.4- Any other related work.
2- Academic Council Committee (Special Committee for pursuing the programme for bright and slow learners and Minimum programme for all)	<ol style="list-style-type: none">1. Mr Rajiv Kumar Singh (I/C)2. Mr R K Pandey3. Mr S C Kewat4. Ms Chetna Trivedi5. Ms T Ekka6. Ms Neha Saini	<ol style="list-style-type: none">1- To ensure the distribution of split-up syllabus to students of all classes.2-To monitor the teaching-learning process.3- To monitor the upkeep of CCE documents.4- To monitor the conduct of Remedial class for low achievers.6. To maintain the class wise and subject wise monthly students' academic performance analysis.7- Any other related work.

3- Time Table Committee	<ol style="list-style-type: none"> 1. Mr I A Ansari (Secondary I/C) 2. Ms Chetana Trivedi 3. Ms Jyoti Kumari 4. Mr Vivek Trivedi (Primary I/C) 5. Ms Neha Saini 6. Ms Uditta 7. Mr H B Sen 	<ol style="list-style-type: none"> 1- To prepare the School timetable as per the latest KVS guidelines 2- To make arrangement for teachers on leave. 3- To ensure that Teachers attend their arrangement Periods 4- To make remedial timetable for low achievers 5- To display copy of arrangement work in the notice board. 6- To maintain the arrangement register. 7- Any other related work.
4- Admission Committee	<ol style="list-style-type: none"> 1. Mr Abhishek Arya (I/C) 2. Ms Tejaswita Ojha 3. Mr D P Goswami 4. Mrs. Uditta 5. Ms. Parul 6. Mr. Mathura Das 	<ol style="list-style-type: none"> 1- To display notice regarding Admissions Guidelines. 2- To display forms/Annexure as per KVS guidelines. 3- Verification of the Documents and admission of students. 4- To take the approval of VEC before the release of the merit list. 5- Maintenance of admission registers. 6- Admission of candidates based on KV TC as per KVS norms. 7- Local transfer admissions. 8- Admissions as per RTE Act. 9- Maintenance of admission records as per KVS guidelines in the prescribed proformas. 10- Details of admission uploading on the website. 11- Any other related work.
5- Internal Examination CBT/CCT/ CALP/ Tarunotsav/ Vidyanjali	<ol style="list-style-type: none"> 1. Mr R K Pandey (I/C) 2. Mr Rajeev Kumar Singh 3. Mr S C Kewat 4. Ms Chetna Trivedi 5. Mr Bhaiya Lal 6. Ms Aarte Batham (I/C) 7. Ms Neha Saini 8. Ms Neha 	<ol style="list-style-type: none"> 1- To conduct internal exams as per the schedule given by KVS calendar of activities. 2- To update the Report cards and Mark list format as per the latest CBSE directions. 3- To collect Question papers from paper setters, along with Blueprint & Marking scheme 4- To conduct retest as per KVS norms. 5- To analyse the Results of internal & Pre-Board Exams 6- Declaration of results as per the KVS schedule. 7- To update examination details on website regularly. 8- Any other related work.

6- CBSE Committee	<ol style="list-style-type: none"> 1. Mr Rajeev Kumar Singh (I/C) 2. Mr R K Pandey 3. Mr S C Kewat 4. Ms Chetna Trivedi 5. Mr D P Goswami 6. Mrs Aarte Batham 7. Mr H B Sen 	<ol style="list-style-type: none"> 1- To correspond with CBSE for all exams related queries. 2- To monitor the registration of class IX and class XI students for Board exam. 3- To go through the CBSE Mail CBSE Website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams. 4- Maintenance and submission of records. 5- To dispatch Answer papers promptly and with utmost care. 6- A Xerox copy of all documents being sent to CBSE to be maintained. 7- To maintain account of answer papers & expenditure for conduct of exam in prescribed formats. 8- To coordinate with external agencies for conduct of exam. 9- To keep exam related documents /materials in safe custody 10- To settle accounts. 11- Any other related work.
7- Library Committee	<ol style="list-style-type: none"> 1. Ms Nishu Upadhyay (I/C) 2. Mr M M Mishra 3. PGT English 4. Mr I A Ansari 5. Mr R K Pandey 6. Mr S C Kewat 	<ol style="list-style-type: none"> 1- To purchase books as per KVS guidelines. 2- The suggestion from staff members for purchase of new books to be taken. 3- To ensure books are circulated as per the requirement of students & staff members as per Library rules 4- To issue books with e-granthalaya and ensure that books do not remain with same individual for a long period. 5- Students should be encouraged to write Book Review. 6- Guidance & Counselling corner or table to be maintained. 7- Any other related work.
8- UBI Fee Committee	<ol style="list-style-type: none"> 1- Abhishek Arya (I/C) 2- Rajiv Kumar Singh 3- Gaurav Shivhare <p>All Class teachers</p>	<ol style="list-style-type: none"> 4- To monitor UBI Fee collection class wise. 5- To remind class-teachers for respective class fee collection. 6- To submit list/number of defaulters class-wise for further action. 7- Keep strict vigil on fee waiver case. <p>Class teachers to verify student before fee exemption allowed.</p>

9- CCA Committee	<ol style="list-style-type: none"> 1. Ms Madhu Gupta (I/C) 2. Ms MalaDevi 3. TGT ENGLISH 4. Ms. Parul 5. Mr R C Patil 	<p>1- Annual Planning of CCA activities.</p> <p>1-To see that morning assembly programme is to conduct within stipulated time.</p> <p>2-To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.</p> <p>4- Maintains of result of CCA activities.</p> <p>5- Purchase and distribution of CCA prizes & medals.</p> <p>6- Maintaining CCA Activities register</p> <p>7- Any other related work.</p>
10- Purchase Committee	<ol style="list-style-type: none"> 1. Mr. M M Mishra 2. Mr. Arpit Sachan 3. Mr Raju Khan 4. Mr D P Goswami 5. Stock Holder 	<ol style="list-style-type: none"> 1- To find out the requirements of various departments. 2- To priorities the items to be purchased. 3- To prepare estimate of expenditure. 4- To put up budget proposal for approval. 5- To call for quotation in consultation with Principal. 6- To prepare Comparative statement and place order for the lowest quoted item as per requirement. 7- To physically verify the purchased items/goods and put Marks by using permanent Marker with Date. 8- Any other related work.
11. GeM Procurement Committee	<ol style="list-style-type: none"> 1.Mr Abhishek Arya, PGT CS 2.Mr Rajiv Kumar Pandey 3.Mr Arpit Sachan 4.Mr Raju Khan 5.Mr D P Goswami 6.Mr Shailesh Goyal, Buyer 7.Mr Gaurav Shivhare 	<ol style="list-style-type: none"> 1- Committee Members will help Buyer in finding Goods and Services available on GeM and Buyer will see and proceed for purchase after getting approval of competent authority. 2- Each requisition is required to be initiated immediately for timely procurement in the welfare of Vidyalaya and students. 3- Demand will be created as per financial limitations as under <ol style="list-style-type: none"> a. Direct Purchase upto 25000/- b. Comparison for 25000 to 500000/- c. Bid/RA for more than 500000/- 3. Goods will be received by consignee and CRAC will be done. <p>All the process has to be done following current GeM guidelines.</p>

12- Discipline Committee & Suggestion Box Opening	<ol style="list-style-type: none"> 1. Mr Arpit Sachan (I/C) 2. Mr M M Mishra 3. Ms Chetna Trivedi 4. Mrs Mala Devi 5. Mr Vivek Trivedi 6. Mrs Arti Batham 	<ol style="list-style-type: none"> 1-To see the complaint related to immoral behavior towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions received by the committee. 2- All other complaint related to students.
13- Grievance Redressal CELL	<ol style="list-style-type: none"> 1. Mr S C Kewat 2. Ms Chetna Trivedi 3. Ms T Ekka 4. Mr H B Sen 	<ol style="list-style-type: none"> 1-Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly. 2- The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member. 3- To list out the suggestion or Grievances made. 4- To consult the Principal regarding the course of action. 5-To maintain the minutes of the meetings 6- Any other related work.
14- Maintenance And Repairs	<p>For Civil Work:-</p> <ol style="list-style-type: none"> 1. Mr M M Mishra (I/C) 2. Mr Raju Khan 3. Mr R C Patil 4. Mr Arpit Sachan 5. Ms Parul 6. Mr Mathura Das <p>For Electric Work: -</p> <ol style="list-style-type: none"> 1. Mr. Raju Khan (I/C) 2. Mr R C Patil 3. Mr Arpit Sachan 4. Ms Nishu Upadhyay 5. Mr Bhaiya Lal Adiwasi 	<ol style="list-style-type: none"> 1- To have regular watch on the maintenance of school building and its surroundings and suggest repair work (Civil/ Electrical) if any. 2- To monitor the repair work in the Vidyalaya 3- To maintain Register of date wise repair work in the Vidyalaya. 4- Any other related work.

15- Student Council Committee	<ol style="list-style-type: none"> 1. Mr. M M Mishra (In charge) 2. Mr. I A Ansari 3. Mr. R K Pandey 4. Mrs. Aarte Batham 5. Ms Parul 	<ol style="list-style-type: none"> 1- To organise investiture ceremony. 2- To monitor discipline in the Vidyalaya. 3- To help in organising Sports day, Annual Day. 4- Division of houses along with house master and Associate of house masters and distribution of students of various house. 5- Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects. 6- Procuring badges for Captains Monitors, prefects. 7- Maintenance of Students council register/record. 8- Any other related work.
16- Photography Committee	<ol style="list-style-type: none"> 1. Mr. Arpit Sachan 2. Mr Satyam Sharma 3. Ms Neelu Jain 	<ol style="list-style-type: none"> 1- To ensure the photography/Videography on important occasions days/ functions. 2- To take photos of interesting special items during assembly. 3- To preserve the soft copies of these photos in folders in the computer lab. 4- Any other related work.
17- Condemnation Committee	<ol style="list-style-type: none"> 1. Mr. Shailesh Goyal (I/C) 2. Mr. Gaurav Shivhare 3. Stock I/C of all deptt. 	<ol style="list-style-type: none"> 1- To send notice for stock verification & condemnation of articles. 2- To send notice to Regional Office and other schools regarding auction of articles. 3- Any other related work.
18- Furniture Committee	<ol style="list-style-type: none"> 1. Mr. M M Mishra (I/C) 2. Mr. D P. Goswami 3. Mr R C Patil 4. Mr. Mathura Das 5. Mr. Bhaiya Lal Adiwasi 	<ol style="list-style-type: none"> 1- To ensure the furniture in each classroom is of uniform nature as far as possible. 2- To check whether any furniture requires repair & to bring it to the notice of the Principal. 3- To ensure that no furniture is lying in the corridors. 4- To ensure that any furniture taken for any function to be replaced in its proper place. 5- Any other related work.

19-Guidance And Counselling	<ol style="list-style-type: none"> 1. Mr Ashish Dogra (I/C) 2. Mr Irfan Ansari 3. Ms. Nishu Upadhyay 	<ol style="list-style-type: none"> 1- To plan guidance & counselling activities for the academic year. 2- To maintain Guidance & counselling register. 3- To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries. 4- To arrange Vocational guidance and counselling to the students by inviting reputed personalities in the concerned filed. 5- To pay the remuneration in consultation with principal. 6- Any other related work.
20- Excursion Committee	<ol style="list-style-type: none"> 1. Mr. Irfan Ansari (I/C) 2. Mr. M S Kushwah 3. Mr Arpit Sachan 4. Mr Vivek Trivedi 5. Ms. Neha saini 	<ol style="list-style-type: none"> 1- To plan education tours / excursions for all the classes as per KVS norms. 2-To give the intimation letters to class teachers for transmission to parents. 3- To collect the acknowledgement from parents and to file it. 4- To ensure the safety of the students during the journey period and their stay at the venue. 5- To provide hygienic food / potable water to the students who are participating in tour programme. 6- To arrange transport & settle bills. 7- Any other related work.
21- Medical Checkup Committee	<ol style="list-style-type: none"> 1. Mr. Arpit Sachan (I/C) 2. Staff nurse 3. Ms Neha 4. Ms. Anita Bai 	<ol style="list-style-type: none"> 1- To conduct medical check-up of students twice a year. 2- To provide medical help whenever required to the students. 3- To maintain medical records of all students. 4- To maintain the medical room 5-To ensure the follow up action after the medical check-up. 6- Any other related work.
22- Science Olympiads NCSC/NTSE/KVPY/JIGYASA AND CSIR/INSPIRE-MANAK AWARD/Science Exhibition	<ol style="list-style-type: none"> 1. Mr. Ashish Dogra 2. Mr I A Ansari 3. Mr M S Kushwaha 4. PGT-PHYSICS 	<ol style="list-style-type: none"> 1- To Motivate the students to prepare exhibits based on themes given by KVS. 2- To organize Vidyalaya level Science exhibition as per schedule. 3-To encourage more and more children to participate. 4- To inculcate scientific temper among the students. 5- Any other related work.

23- Social Science Exhibition EBSB/Kala Utsav/PPC/ SEEMA Darshan/G-20/ Youth Parliament	<ol style="list-style-type: none"> 1. PGT Economics 2. Mr. S C Kewat (I/C) 3. Ms Jyoti Kumari 4. Mr R C Patil. 5. Mr Satyam Sharma 	<ol style="list-style-type: none"> 1-To motivate children to prepare projects/model based on country/state allotted to the region 2-To encourage more and more children to participate in cluster level Regional level and Nation level exhibition 3-To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition. 4- To give 1st Term project for each class based on the topics for Social science Exhibition. 5- Organise an exhibition, select the best projects 6- Any other related work.
24- Mathematics Programme RMO/JMO And Other Olympiad	<ol style="list-style-type: none"> 1. Mr. R K PANDEY (I/C) 2. Ms Chetana Trivedi 3. Ms Tejawita Ojha 4. Mrs Aarte Batham 5. Mr D P Goswami 	<ol style="list-style-type: none"> 1- To inform students about these competitions. 2-To encourage students to participate in these competitions 3- To conduct the exam. 4-Maintain liaison with outside agencies regarding smooth conduct of different Olympiads. 5- Any other related work.
25- Website Committee	<ol style="list-style-type: none"> 1. Mr. Abhishek Arya (I/C) 2. Mr Gaurav Shivhare 3. Ms Neelu Jain 	<ol style="list-style-type: none"> 1- To update all information in the website regularly. 2- The photo gallery to be updated with latest photographs with captions. 3- Any exemplary achievement to be given as flash news. 4- Any other related work.
26- Value Education/ACP/ Committee	<ol style="list-style-type: none"> 1. Mrs Madhu Gupta (I/C) 2. Mrs Jyoti Kumari 3. Mrs Neha 	<ol style="list-style-type: none"> 1- To ensure activities related to values are incorporated in the morning assembly. 2-To ensure value talks by Teachers in morning assembly. 3- Any other related work.
27- PM SHRI and ALUMNI Activities	<ol style="list-style-type: none"> 1. Mr Abhishek Arya (I/C) 2. Mr. M M Mishra 3. Mr Rajiv Kumar Singh 4. Mr R K Pandey 5. Mrs Madhu Gupta. 	<ol style="list-style-type: none"> 1- To coordinate between Vidyalaya and alumni for developmental work. 2- To maintain details of alumni in a register. 3- To conduct Alumni meet. 4- Any other related work.

28- VMC Committee	<ol style="list-style-type: none"> 1. Mr. Abhishek Arya (I/C) 2. Mr Arpit Sachan 3. Ms. Neha Saini 4. Ms Parul 5. Mr Gaurav Shivhare 	<ol style="list-style-type: none"> 1-To inform and invite VMC members for the meetings. 2-To arrange for refreshments for such meetings. 3-To note down the minutes of VMC meetings. 4-To arrange for stationery material like files, pens etc. and maintain a record of such meetings. 5- Any other related work.
29- AEP Committee	<ol style="list-style-type: none"> 1. Ms Nishu Upadhyay (I/C) 2. Mr. S C kewat 3. Mr M S Kushwaha 4. Ms Chetana Trivedi 	<ol style="list-style-type: none"> 1- To plan activities for the academic year. 2- To arrange talk by experts. 3- To maintain record of activities conducted. 4- Any other related work.
30- Vidyalaya In News (VIN) Committee	<ol style="list-style-type: none"> 1. Mr. M M Mishra (I/C) 2. Mrs Mala Devi 3. Mr Vivek Trivedi 4. Mr Gaurav Shivhare 	<ol style="list-style-type: none"> 1- To make news report of Vidyalaya programmes & events. 2- To coordinate with Newspaper Agency. 3-To ensure the events of the Vidyalaya & articles of students get coverage in newspaper. 4- All the news has to be recorded and put up in chronological order in a display book
31- Display Board Committee	<ol style="list-style-type: none"> 1. Mr M M Mishra 2. Mrs. Madhu Gupta (I/C) 3. Ms. Parul 4. Mrs. Mala devi 	<ol style="list-style-type: none"> 1- To see and ensure display boards availability in classrooms and corridor. 2-To ensure the display boards are decorated as per the topic given 3- The articles displayed should be verified by the teachers 4- Any other related work.
32- Drinking Water Committee	<ol style="list-style-type: none"> 1. Mr Raju Khan (I/C) 2. Mr D P Goswami 3. Mr Mathura Das 4. Mr Bhaiyalal Adiwasi 5. Mrs Anita Bai 	<ol style="list-style-type: none"> 1- To ensure drinking water is available in the Vidyalaya. 2- To send water sample for analysis once in every 3 months. 3- To ensure the proper functioning of Aqua guard installed in school premises. 4- To ensure the proper functioning of water coolers. 5- Any other related work.

33- Reception & Refreshment Committee	1. Mr Arpit Sachan (I/C) 2. Mr D P Goswami 3. Ms Neha Saini 4. Ms Parul 5. Mrs Anita Bai.	1-To make arrangement for supply of hygienic food/refreshment during various functions/events in the 11idyalaya. 2. To inquire market survey and set competitive rates without compromising the quality. 3-Any other related work.
34- Right To Information Committee	1. Mr. Shailesh goyal (I/C) 2. Mr. Gaurav Shivhare	1-To attend the queries made under RTI and ensure their response is made on or before the stipulated date and be in touch with the office. 2- Collect data / information to be incorporated in the reply of such letters. 3-The members and the in charge to keep themselves abreast of the rules and procedures regarding RTI. 4- Any other related work.
35- Safety And Security Of Children During Lunch Time And When School Is Over	1. Mr. Arpit Sachan (I/C) 2. Mr. S C Kewat 3. Mrs. Nishu Upadhyay 4. Mrs. T EKKA 5. Mr. Vivek Trivedi 6. Ms Aarte Batham 7. Mr. Mathura das 8. Mr. H B Sen	1- To prepare and circulate duty chart for all Blocks/Places 2- To mind the discipline of the students during the lunch break. 3- To see that the students reach their respective class after the lunch. 4- To ensure the safety and security of students during lunch time by maintaining proper discipline. 5- Monitoring the parents and students movements during the break. 6- To ensure the safety and security of the children at the time of final dispersal when school is over. 7- To ensure that no child left in the classes/building when school is over. 8- Any other related work.
36- Teaching Aids/Audio Visual	1. Mr. S C Kewat (I/C) 2. Mrs T EKKA (Primary I/C) 3. Mrs. Jyoti kumari 4. Mrs. Aarte Batham 5. Ms Neha saini	1-To provide all type of teaching materials required by teachers. 2- Any other related work.

37- Cleanliness And Sanitation Core Committee	<ol style="list-style-type: none"> 1. Mr. M S Kushwah (I/C) 2. Mr Vivek Trivedi 3. Ms. Nishu Upadhyay 4. Ms T Ekka 5. Ms Neha Saini 6. Staff Nurse 7. Mr Mathura Das 	<ol style="list-style-type: none"> 1- To keep a stock of cleanliness activities in the Vidyalaya. 2-To supervise the work of House Keeping in maintaining cleanliness 3- To coordinate with AEP to include students in maintaining cleanliness. 4- To see that the Student Council also contributes towards maintenance of cleanliness. 5-To ensure the cleanliness of the class rooms, corridor, toilets and other common areas. 6- To ensure the provision of dustbins in all the class rooms. 7- To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus. 8-To clear the wild bushes inside school campus. 9 To ensure cleanliness of area around the staff quarters. 10 To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness. 12- Any other related work
38- P A System	<ol style="list-style-type: none"> 1. Mr. Raju Khan (I/C) 2. Mr R C Patil 3. Ms Parul 4. Mr H B Sen 	<ol style="list-style-type: none"> 1-Arrangement and maintenance of PA system for assembly and other celebrations. 2-To see audio quality to be presented from stage programe. 3-Any other related works.
39- Scouts And Guides Committee	<ol style="list-style-type: none"> 1. Mr. S C Kewat (In charge) 2. Mrs. Jyoti kumari 3. Mrs. Arti Batham 4. Mr. D P Goswami 5. Mr. Vivek Trivedi 6. Mrs. Uditta 	<ol style="list-style-type: none"> 1- To plan activities for Scouts & guides. 2- To conduct activities during CCA period. 3- To take up social service activity for the school. 4- To conduct Tertiya Sopan, Tertiya Charan camps in the Vidyalaya. 5- Any other related work.
40- Staff Quarters Committee	<ol style="list-style-type: none"> 1. Mr. Raju Khan 2. Mr Irfan Ahmad Ansari 3. Mr. R C Patil 4. Mr. Arpit sachan 5. Mrs. Nishu Upadhyay 6. Ms. Parul 	<ol style="list-style-type: none"> 1- To see the allotment of Quarters. 2- To monitor the repair work in the Quarters. 3- To maintain Register of date wise repair work. 4- Any other related work.

41- Security & Gardening Services	<ol style="list-style-type: none"> 1. Mr Arpit Sachan (I/C) 2. Mr. R C Patil 3. Ms T Ekka 4. Mr D P Goswami 	<ol style="list-style-type: none"> 1. To monitor the work of House Keeping outsourced employees. 2. To prepare a list of areas to be cleaned during second Saturdays. 3. To maintain the Sanitation Register. 4. To ensure that the police verification in r/o all the Housekeeping and security personnel is done and made available to the Vidyalaya. 5. Keep a record of the addresses/ contact numbers of all the housekeeping/Security personnel 6. Ensure they report to the Vidyalaya on time. 7. To verify the bills put up by the agency. 8. Any other related work.
42- Vidyalaya Beautification Committee	<ol style="list-style-type: none"> 1. Mr. Arpit sachan (In charge) 2. Mr. M S Kushwaha 3. Ms. Uditta 4. Ms. Neha Saini 	<ol style="list-style-type: none"> 1- To plan for beautification of the Vidyalaya campus. 2- To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus. 3- To ensure watering of all potted plants and other plants growing in the Vidyalaya campus. 4- To procure fertilizers, manure, pesticides in consultation with Principal. 5- To motivate the children for gardening and beautification. 6- To develop medicinal plant garden in the campus. 7- Any other related work.
43-Vidyalaya Magazine /News Letter And Other Publication	<ol style="list-style-type: none"> 1. Mr. M M Mishra (In charge) 2. PGT ENGLISH 3. Mrs. Madhu gupta 4. Mrs Mala Devi 5. Ms. Parul 6. Mrs Uditta 	<ol style="list-style-type: none"> 1- To encourage students and staff members to contribute articles for the Vidyalaya Patrika. 2- To design the Cover page with the help of Drawing teacher and students. 3-To ensure the Vidyalaya Patrika is published and Distributed in July. 4- To design the Student Diary. 5- Maintain liaison with Press and Media. 6-. Any other related work.

44- First Aid Committee	<ol style="list-style-type: none"> 1. Mr. Arpit Sachan (In charge) 2. Staff Nurse 3. Ms. Neha 4. Mrs. Anita Bai 	<ol style="list-style-type: none"> 1- To ensure First aid boxes are available. 2- To ensure the contents of the First-aid box are replenished at regular intervals and to check the expiry of Ointments/ medicines. 3- Any other related work.
45- Uniform Checking And Late Comers	<ol style="list-style-type: none"> 1. Mr Arpit sachan (In charge) 2. Mr Sanjay Chauhan, Games Coach 3. Staff nurse 	<ol style="list-style-type: none"> 1- To assign duties to the committee members to monitor the uniform of students & late comers 2- To inform the parents about regular defaulters. 3- To maintain the details of defaulters in the register 4- To plan for corrective measures, through skit or talk during morning assembly. 5- Any other related work.
46- e- Class Room	<ol style="list-style-type: none"> 1. Mr. Abhishek Arya (In charge) 2. Ms Neelu Jain, Comp. instructor 	<ol style="list-style-type: none"> 1- To monitor the use of e-classroom. 2- To maintain the log book. 3- To collect the e-lessons from teachers for all the subjects for use by other teachers. 4- To prepare report on e-CTLT. 5- To update details about ICT infrastructure of the Vidyalaya. 6- To train teachers about the use of Interactive Board. 7- To guide teachers in uploading data online in CBSE website. 8- To ensure the systems in the computer lab are in working condition. 9- Any other related work.
47- External Examination	<ol style="list-style-type: none"> 1. Mr R K Pandey, NIOS (I/C) 2. 2.Mr M M Mishra, MCNUJC (I/C) 3. 3.Mr S C Kewat 4. Mr Vivek Trivedi 5. Ms Tejaswita Ojha 	<ol style="list-style-type: none"> 1- To conduct NIOS/ MCNUJC examination following guidelines provided by NIOS. 2. To keep record of each and every Activity/Programme conducted beginning from consent of examination to completion. 3. To keep record of payments to individuals appointed on duty.

48- Students Enrollment	1. Mr Arpit Sachan 2. Mr Gaurav Shivhare 3. Mr D P Goswami 4. Ms Neelu Jain All class teachers	1- To keep Enrollment record of students class-wise/Priority category wise/Social category wise/any other as per format query. 2. To respond to monthly enrolment position as asked through RO BHOPAL.
49- Children Park (Primary)	1. Mr D P Goswami (I/C) 2. Mr Vivek Trivedi 3. Ms Aarte Batham All Primary Teachers	1- To watch and supervise strength of all swings and all play equipments provided in children park. 2- Concerned teachers to have strict vigil on students in their period if class is in Children Park. 3- Safety and Security of students to be ensured and appropriate advisory to all classteachers/teachers to be issued. 3- Keep record of all related work done
50- Income Tax & Form -16	1. Mr Shailesh Goyal (I/C) 2. Mr Gaurav Shivhare 3. Mr Abhishek Arya 4. Mr R K Pandey	1- To Estimate annual income of all employees and see how much Income Tax has been deducted by office till August 2023. 2- To Assess income tax of all employee for the assessment year 2024-2025. 3- To ask about Income tax exemption claimed by employees and collect related documents latest by October 2022. One has to give speaking undertaking if any investment will be done after October 2022. 4- To keep all documents intact in office as income tax file.

51- Sports /Adventure / SBSB /Fit India/Yoga /NCC	1. Mr Arpit Sachan 2. Mr D P Goswami 3. Ms Neha Saini 4. Ms Sunita Sharma(Yoga Inst.) 5. Mr Sanjay Singh Chauhan.	1- To Conduct activities as per schedule and date sheet with full competence. 2- To see that articles/material are available for the conduct of concerned activities. 3- To plan for Annual sports day and Mini sports day and submit plan so that all stakeholders may be informed well in advance. 4- Keep record of all activities.
52- Disaster Management Committee	1. Mr Raju Khan 2. Mr Arpit Sachan 3. Mr M S Kushwaha 4. PGT English 5. Ms T Ekka 6. Ms Neha All Teachers taking classes in real time	1- To Prepare plan for eviction of school building 2- To conduct mock drill 3- To see availability of fire extinguisher and get fire safety certificate from concerned agency 4- To conduct Fire mock drill. 5- To see that building safety certificate is issued by CPWD/construction agency.
53- ECO Club/Green Olympiad/Harit Vidyalaya/Swach Vidyalaya	1. Mr Ashish Dogra 2. Mr M S Kushwaha. 3. Ms Neha 4. Mrs Aarte Batham	1- To ensure Vidyalaya Swacchta inside school and its srroundings. (Classes/Departments/Corridore) etc. 2- To register school for Green Olympiad and Harit Vidyalaya 3- Keep record of every activity conducted for/with stakeholders.
54- Students' Scholarship	1. PGT English 2. Mr M S Kushwaha 3. Mr D P Goswami. 4. Ms Neelu Jain 5. Mr Gaurav Shivhare	1. To ensure registration of All students on UDISE+ portal . 2. To ensure registration of beneficiary students for Scholarship Schemes extended by MP Govt. and Govt. Of India. 3. Keep record of Vidyalaya Scholarship year wise. 4. To monitor progress of work done by Class Teachers.

55. ATAL Tinkering Lab/Language Lab/E-Praghana	1. Mr Abhishek Arya 2. Ms Chetana Trivedi(Lab-I/C) 3.Mr Raju Khan 4. Ms Tejaswita Ojha 5.PGT Physics	1. Procurement of ATAL Tinkering Lab through GeM with GeM procurement Committee. 2. To conduct ATL Classes /Demonstration as per schedule. 3.To Maintain and equip ATL lab with all pre-requisite(Laptops , Furniture etc.) 4.To keep record of ATL classes/Demonstration and related activities.
56- Fee Exemption Committee	1. Mr M M Mishra 2.Ms Mala Devi 3.Ms Uditta 4.Mr Shailesh Goyal	1. To Check the cases of Fee Exemption as per KVS directives. 2.To see the cases for the Session 2023-24 on genuine Ground and discuss in meeting to be held on scheduled date. 3.To keep record of Fee waiver Cases with Committee and Office .
57- Computer/ICT /E-Class room /online Classes(G-Suite) Committee	1. Mr Abhishek Arya 2. Ms Neelu Jain 3. Mr D P Goswami 4. Ms Uditta	1- To see the Computer infrastructure availability in school 2- To see the Internet/Wi-Fi availability in school building and procurement to be done accordingly. 3- To Conduct workshops for teachers ICT knowledge updation. 4- Keep record of all activities.
58- Routes to Roots/Spic Macay	1. Mr R C Patil. 2. Ms Madhu Gupta 2.Mr Satyam Sharma. 3.Mrs Urvashi Rajput	1- To conduct programme as advised by KVS in befitting manner. 2- To submit requirement in advance for conduct of related programme. 3- Follow up of activities in school. 4- Keep record of each activity.
59- Inservice Courses for Teachers/Senior Scale/Selection Scale	1. Mr Shailesh Goyal (I/C) 2.Mr Gaurav Shivhare 3.Mr D P Goswami 4.Mr Jagdish Yadav	1- To prepare a chart of all employees with required details so as to find turn of each employee for ISC/Senior Scale/Selection Scale. 2- Prepare Chart in MS Excel and make ready a print for ready reference. 3- Keep on updating the information and replace the old print with updated print as on date. 4- Submit information asked by RO frequently with available information in updated print as on date

<p>60-NEP 2020/ NIPUN/FLN/ Strengthening Primary Education/Nishtha/Toy Based Pedagogy</p>	<ol style="list-style-type: none"> 1. Mr M M Mishra 2. Mr R K Pandey 3. Mr D P Goswami 4. Ms Aarte Batham 5. Ms Neha Saini 	<ol style="list-style-type: none"> 1. To conduct workshops on implementation of NEP 2020. 2. To put efforts for achieving Foundational Literacy and Numeracy by grade 3 (Age group 3-9 Yrs). 3. To promote Toy based learning in primary. 4. To make effective use of Diksha/Nishtha FLN and strengthen Primary education.
<p>61- Stage Decoration Committee</p>	<ol style="list-style-type: none"> 1. Ms Madhu Gupta 2. Mr Arpit Sachan 3. Mr Raju Khan 4. Ms Uditta 5. Ms Parul 6. Mr Jagdish 	<ol style="list-style-type: none"> 1- To prepare stage well decorated on each occasion of Important Event. 2- To see proper arrangement/placement of audio/mike system. 3- To see and review back wall painting so as to have good display of Banner etc.

PRINCIPAL