

KENDRIYA VIDYALAYA NO 1, CHHINDWARA
VIDYALAYA PLAN SESSION: 2023-24

Vidyalaya academic & Institutional Plan for session 2023-24 has been set up and now it has been placed before all staff members for further course of action. The following committees, departments and club are hereby constituted to carry out various curricular, co- curricular and extra – curricular activities and also to provide ample opportunities and encouragement to achieve the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the academic session 2023-24. Therefore, all in charges, conveners and members of the Dept. / Committee/Club are here by instructed to take charge of their concerned department and set the action plan for session 2023-24. Please go through the Vidyalaya Academic Plan for the detailed information especially for guidelines, duties responsibilities and activities.

KENDRIYA VIDYALAYA NO.1, CHHINDWARA
DUTIES AND RESPONSIBILITY OF THE TEACHERS/CLASS/CO-CLASS TEACHERS
(SESSION 2023-24)

Class teachers play a pivotal role in the school management and take care of the academic, socio-cultural, co – scholastic, emotional and psychological needs of the students catering for their growth with full potential. In order to make them well informed and aware of their duties and responsibilities the some points are detailed here under-

- 1. To select responsible class monitors to assist him/her in maintaining class discipline.**
- 2. To train and to guide the monitors to be efficient & effective in class control in his/her absence.**
- 3. To mark attendance in the google sheet so that the real time absentee list could be seen by the Principal.**
- 4. To send a warning letter to the student continuously absent for 3 days without sanction of leave.**
- 5. To instruct class to conserve water, electricity & paper regularly. Advise them to be respectful to seniors, peers, juniors, plants & animals.**
- 5. To check class for proper & clean uniforms, shoes, hair & nails.**
- 7. To boost the morale of non-performing students.**
- 8. To communicate with the subject teachers regarding non-performance in the subject concerned.**
- 9. To check bags of students on at random intervals on a regular basis for contrabands items.**
- 10. To monitor attendance register, fee receipt book, caution defaulters & communicate with parents in written on a regular basis.**
- 11. To maintain home addresses and telephone numbers of the parent of each child in addition to child's number.**
- 12. To ensure parents send leave application/medical certificate for the absence of their ward & file them for records.**
- 13. To ensure safety & neatness in the class through class monitors with emphasis on arrangement of furniture, maintenance of display boards, black boards, duster, cupboards & dustbin.**
- 14. To ensure safety & repairs/replacement of window panes, switches, fans, tube-light, & black board etc. and to display do's and don'ts of instructions in the class room.**
- 15. To keep the Principal informed of any problem/incident.**
- 16. To build a rapport with all the students irrespective of their performance and instill in them confidence and trust so that the students look up to him/her for guidance and there is a free flow of communication.**

17. To collect the information about the family background of the student and utilizing the information to identify the problem of the child and making plan for his/her betterment and also to contact with parents.
18. Be accessible to the students at all times and more so in times of need.
19. Instill a sense of belongings to the class and to the school at large.
20. Instill safety consciousness among them to be alert during hazardous circumstances.
21. To ensure safe arrival and departure of the students.

I. MAINTENANCE AND UPDATION OF CLASS ATTENDANCE REGISTER:

1. Students' bio - data to be completed in all respects. The entries should conform to admission cum withdrawal register/application submitted by parents at the time of admission of his/her ward.
2. Documents with application from parents for fees exemption under various categories as BPL/SGC/Emergency Assistance should be collected by the old class teachers by the end of first fortnight of March and after verification of fees for new session all the documents must be handed over to the new class teacher. New class teacher after verification again will deposit all the documents in the office.
3. Fee abstract column to be completed and updated month wise. Fee should be collected as per the existing fee structure and the rates in accordance with KVS guidelines. Failure to realize fees from particular students will make the defaulting teacher accountable.
4. The sub totals and total from the fee abstract column should be properly posted in the relevant sections of the month wise summaries of fees and fines.
5. Fee collection requires extreme caution. All entries in the class attendance register should tally with CS-54 register and daily fee collection register.
6. Month wise average attendance of the child should be properly computed. Entries which are to be carried forward to the next month should be done correctly.
7. Every student should conform to the code of conduct for students as outlined in Article 60 of the KVS education code. Willful violation of codal provision will invite appropriate disciplinary action on the defaulting student.
8. Entries regarding date of birth of child and SC/ST/OBC/SGC/PH/Minority entries should be absolutely correct and written using Red Ink. Boys and girls name to be entered using different coloured inks. Admission Category of the child should be clearly recorded.

II. DUTIES DURING MORNING ASSEMBLY:

1. The Class Teacher/ Co-Class Teacher will accompany and lead the students of their respective classes to the Morning Assembly. If any student is found in the class room during morning assembly class teacher will be responsible.
2. Punctuality and promptness of Class Teacher/Co-Class Teacher along with respective students immediately after the Assembly bell/Drum beat.
3. Ensuring that uniform check is conducted by Cass Teacher/Co-Class Teacher and students are made to stand height wise in increasing order in a straight line with adequate gap between two students.
4. Ensuring that all students are participating in chorus in the following items:

1. **Prayer**
2. **Pledge**
3. **Community song**
4. **National Anthem**
5. **Ensuring that these students disperse to the respective classes in prayer line maintaining line discipline.**

III. INSTRUCTIONS TO BE FOLLOWED WHILE FILLING UP THE TRANSFER CERTIFICATE/WITH DRAWAL FORMS:

1. **When a student applies for Transfer Certificate, the Class/Co-Class Teacher should check the following thoroughly:**

Name of a child

Details of Parents

Date of Birth

Signature of Parent on the TC Withdrawal Form

Class/Section in which studying

Result pertaining to previous class

Last fees paid Month/Year to be indicated

Reason for applying for Transfer Certificate

Admission Number

TC Number & Book Number

After checking the entries, the Class Teacher should sign with date clearly indicating the number of school meetings from 1st April onwards and number of meetings attended by the student.

When the TC is issued, details of the same must be recorded in the attendance register duly signed by the Principal.

NOTE: One day comprises of two meetings (i.e. F/N & A/N)

IV. INSTRUCTION TO BE FOLLOWED WHEN A STUDENT BRINGS A LEAVE LETTER:

- i) **The application should be properly scrutinized.**
- ii) **Signature of Parent is compulsory.**
- iii) **Reason for leave to be checked.**
- iv) **If reason is found genuine, the application is to be forwarded to the principal with the following remarks of the teacher**
 - a. **Total attendance since 1st April**
 - b. **Total attendance of a child in percentage.**
 - c. **Recommended/Not Recommended with the Class Teacher's signature**

NOTE:

- i) As per KVS rules, every student should have 75% attendance compulsorily before taking the Session Ending Examination.
- ii) No permission will be given for any student to skip Periodic Test/Assignment Test/HY Exam/pre board/Session ending Examination etc., which is a part of Evaluation System .
- Any genuine medical cases should be accompanied with Medical Certificate issued by Government Doctors to avoid submission of fraudulent medical certificate.

V. DUTIES OF CLASS/CO-CLASS TEACHERS INSIDE THE CLASS ROOM:

1. The class room should be neat and tidy.
2. The seating arrangement should be proper.
3. Boys & Girls should be made sit separately.
4. Overflowing dust bin should be avoided. Cupboard should not be used as a dustbins.
5. The display corners in the class room should have
 - i. Class Time Table
 - ii. House division chart
6. Wall magazines in the class should be neat and impressive.
7. Class room should be well decorated with colourful charts.
8. Black board should contain the following information period wise and day wise, as a compulsory task.
 - Date: Subject: Students on Roll:
 - Class: Unit: Students Present:
 - Class Teacher: Topic: Students Absent:
 - Subject Teacher: Students Leave
 - Period:

Information should be provided in Hindi also

- viii) Students who are given permission to go for drinking water/toilets etc. should invariably have an Out Pass. Each class should prepare One Out Pass for Boys and One Out Pass for Girls. The Out Pass should have signature of Class Teacher, Monitor & Principal.

VI. OTHER DUTIES OF CLASS/CO-CLASS TEACHERS:

1. All the Class Teachers/Co-Class Teachers are to ensure that the students of their classes do take part in the Sports/Co- Curricular Activities.
2. The students also participate in the Inter Class activities whenever they are conducted.
3. The students of their classes should maintain the discipline and decency in the vidyalaya and act according to the article 60 of the Education Code of Kendriya Vidyalaya.
4. Ensure that the students of their classes do have the required text books and note books.
5. Ensure and monitor the home work and class work done by the students.
6. Guide them in general deportment and instilling values among them.
7. Maintain the contact numbers of the Parents and the local guardians of the students.

8. Prepare and preserve the Result of various examination and tests.
9. To implement any other instructions as received from the Principal and KVS authorities for the betterment of the students.

KENDRIYA VIDYALAYA NO.1 CHHINDWARA
LIST OF CLASS TEACHERS AND CO CLASS TEACHERS 2023-24 (SHIFT -1)

S.No	Class & Sec	Name of Class teacher	Name of Co Class teacher
1	I A	Sh. Tarachand Bihare	Smt. Sonu Ashish Verma
2	I B	Smt. Sonu Ashish Verma	Sh. Tarachand Bihare
3	II A	Sh. Arun Varbude	Smt. Anju Kumre
4	II B	Smt. Anju Kumre	Sh. Arun Varbude
5	III A	Ms.Manju Kushwah	Sh. Jagdish Khapre
6	III B	Sh. Jagdish Khapre	Ms.Manju Kushwah
7	IV A	Sh. Arun Kumar Pawar	Sh. Sunil Gavande
8	IV B	Sh. Sunil Gavande	Sh. Arun Kumar Pawar
9	V A	Sh. Daulat Ram Nagwanshi	Ms.Surabhi Bajpai
10	V B	Ms.Surabhi Bajpai	Sh. Daulat Ram Nagwanshi
11	VI A	Sh. Rajesh Kumar Mehra	Smt. Nikhat Qureshi
12	VI B	Smt. Nikhat Qureshi	Sh. Rajesh Kumar Mehra
13	VII A	Sh. Ramkrupal Janghela	Sh. Satish Kumar Nag
14	VII B	Sh. Satish Kumar Nag	Sh. Ramkrupal Janghela
15	VIII A	Sh. Kamlesh Sahu	Smt. Nisha Yadav
16	VIII B	Smt. Nisha Yadav	Sh. Kamlesh Sahu
17	IX A	Smt. Vanita Bahey	Smt. Anuradha Tiwari
18	IX B	Smt. Anuradha Tiwari	Smt. Vanita Bahey
19	X A	Dr.Manoj Kumar Gupta	Sh. Kapil Sahu

20	X B	Sh. Kapil Sahu	Dr. Manoj Kumar Gupta
21	XI A	Smt. Pushpa Naidu	Sh. Neelesh Agarwal
22	XI B	Sh. Neelesh Agarwal	Smt. Pushpa Naidu
23	XI C	Sh. Ravindra Kumar Upadhyay	Sh. Bipin Kumar Jha
24	XI D	Sh. Bipin Kumar Jha	Sh. Ravindra Kumar Upadhyay
25	XII A	Sh. Prakash Kumar Koshta	Sh. Praveen Bute
26	XII B	Sh. Praveen Bute	Sh. Prakash Kumar Koshta
27	XII C	PGT ECO	Sh. Prem Kumar Patle
28	XII D	Sh. Prem Kumar Patle	PGT ECO

LIST OF CLASS TEACHERS/CO-CLASS TEACHERS SESSION-2023-24 (Shift-II)

S.No	Class & Sac.	Teacher's Name	Co-Class Teacher
1	I-C	Mrs. Vijayta Deshmukh	Mrs. Neelam Choure
2	I-D	Mrs. Neelam Choure	Mrs. Vijayta Deshmukh
3	II-C	Mrs. Amita Saxena	Mrs. Neeti Chouhan
4	II-D	Mrs. Neeti Chouhan	Mrs. Amita Saxena
5	III-C	Mr. Ranjeet Yadav	Ms. Leena Charpe
6	III-D	Ms. Leena Charpe	Mr. Ranjeet Yadav
7	IV-C	Ms. Anjali Mahore	Ms. Payal Chobey
8	IV-D	Ms. Payal Chobey	Ms. Anjali Mahore
9	V-C	Mr. Ajay Dongre	Mr. Azhar Tahir
10	V-D	Mr. Azhar Tahir	Mr. Ajay Dongre
11	VI-C	Mrs. Yashoda Rani	Mr. Rama Shankar Singh
12	VI-D	Mrs. Priya Haldulkar	Mr. Rama Shankar Singh

13	VII-C	Mrs.Preeti Agarwal	Mr.Dinesh Ram
14	VII-D	Mrs. Ambika Bagre	Mr.Dinesh Ram
15	VIII-C	Mr.R.K.Meena	Mr.Atul Gupta
16	VIII-D	Mr.Atul Gupta	Mr.R.K.Meena
17	IX-C	Mr.Rajnand Varma	Mr.Dhanraj Kherpuse
18	IX-D	Mr.Dhanraj Kherpuse	Mr.Rajnand Varma
19	X-C	Mr.Alok Ranjan	Ms.Meenal Kasar
20	X-D	Ms.Meenal Kasar	Mr.Alok Ranjan

KENDRIYA VIDYALAYA, NO.1 CHHINDWARA **COMMITTEES 2023-24**

The following committees have been formed for the year 2023-24 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 15TH April, 2023 without fail.

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 2023-24 as per allotment given and submit a copy to the Principal by 15TH April 2023 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, Principal 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 on duty.
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 and energy for the betterment of the Vidyalaya and students.
6. **All these committees will come in force from 01-04-2023.**

S. No	NAME OF COMMITTEE	NAME OF I/C & MEMBERS Shift I	NAME OF I/C & MEMBERS Shift II	DUTIES
1	Flag Hosting and Retreating Ceremony A-(Secondary) B-(Primary)	Sh Himanshu Jaiswal Sh Arun Pawar Sh Deena Nath Pawar		<ul style="list-style-type: none"> • To ensure raising of National Flag every morning and its lowering before sunset in our KV. • To position the flag post at prominent place. • To follow DO's and Don'ts to honour our National Flag. • To ensure compliance of the Flag Code.
2	Morning Assembly	Sh Ram Kripal Janghela Smt Anuradha Tiwari Smt Julie Singhai Sh Rajesh Kumar Mehra Yoga Teacher	Sh.Dhanraj Sh.R.K.Meena Smt.Yashoda Smt.Sahilja Yoga Teacher	<ul style="list-style-type: none"> • 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. • Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her. • To provide a greeting card & toffee & all students have to wish them by presenting birthday song. • Any other related work • Daily a talk on VALUE EDUCATION by a teacher must be done. • 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
3	Academic and Administrative support	Sh Bipin Kumar Jha-Secondary Sh Pramod Kumar Koche- Primary	Sh. D. K. Tiwari-Secondary Sh. S. K. Sahu-Primary	<ul 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 Academic co-ordinator to check the academic activities of teachers. He will prepare plan and schedule for Notebooks (C/W & H/W) checking. • Preparation of Academic and Vidyalaya Plan for 2023-24. • Preparing academic calendar department wise for 2023-24

4	Critical & Creative Thinking (CCT) PISA	Sh.R.K.Upadhyay Smt.Anuradha Tiwari All the subject teachers of Languages, Maths and Science	Sh.Dhanraj Kharpuse Sh.Alok Ranjan All the subject teachers of Languages, Maths and Science	<ul style="list-style-type: none"> • Creating proper atmosphere for implementation of the culture of CCT based teaching learning atmosphere in the vidyalaya
5	Preparation for Academic Inspection	Sh.B.K.Jha Sh.R.K.Upadhyaya Sh.Rakesh Kumar	Sh.D.K.Tiwari Sh.Basant Patkar Smt.Geeta Raut	<ul style="list-style-type: none"> • Getting necessary documents ready • Collection of all documents from Various In-charges • Collection of formats from Teachers
6	Contractual Teachers Interview, Preparation of Panel & Calling Candidates	Sh.B.K.Jha Sh.R.K.Upadhyay Sh.Rakesh Kumar	Sh.D.K.Tiwari Sh.Basant Patkar Smt.Geeta Raut	<ul style="list-style-type: none"> • Planning for Interview- Approval form the Chairman VMC, Advertisement, Google form preparation, Documents verification team, constitution of Interview board, Refreshment of members and staff involved, etc.
7	CS-54 and CS-11 Fees Record	Sh.Kapil Sahu Sh.Kamlesh Sahu	Smt.Manju Bala Ms.Meenal	<ul style="list-style-type: none"> • 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
8	UBI fees collection & Monitoring	Sh Himanshu Jaiswal Computer Instructor	Sh. Basant Patkar Sh. Computer Inst.	<ul style="list-style-type: none"> • To monitor activities of UBI fees collection. • To follow up all work related to UBI fees collection. • Ensuring Letter to parents have been sent for fees not paid.
10	Scholarship / SSSMID / UDIES / DCF committee	Sh Tara Chand Bihare Sh D.R.Nagwanshi Computer Instructor	Sh.S.K.Sahu Computer Instructor	<ul style="list-style-type: none"> • Timely completion of the reports and submission of the same with the appropriate authority
11	Admission Committee	Sh Neelesh Agrawal Sh.Prem Kumar Patle Sh Tara Chand Bihare Sh Jagdish Khapre Class Teachers of Class I Class Teachers of class XI	Sh. Alok Ranjan Smt. Amita Saxena Smt.Shailja Dehriya Class Teachers of Class I	<p><u>Responsibilities of Core Committee</u></p> <ul style="list-style-type: none"> • Admission to all classes throughout the year including RTE as per KVS norms. • Planning & Conducting of Admission Test for class IX, if any. • 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

12	Enrolment Position	Sh Sudeep Baghele (Overall I/C) Sh Kapil Sahu Sh Himanshu Jaiswal	Smt. Geeta Raut Sh. Basant Patkar Smt. Neeti Chauhan	<ul style="list-style-type: none"> • 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 • The work must be given in coordination with Admission committee
13	Purchase Committee	Sh Prakash Kumar Koshta Sh Rajesh Kumar Mehra Sh Ram Kripal Janghela Sh Arun Pawar	Sh. Dhanraj Kherpuse Sh. Basant Patkar	<ul style="list-style-type: none"> • To estimate the requirements in the beginning of the academic year. • To procure the required items following the purchase procedure preferably through GEM. • To conduct market survey and collect quotations from local market. • To take items purchased into stock. • Any other related work.
14	Furniture Procurement and Repair-Maintenance Committee	Sh.D.R.Nagwanshi Sh.Sunil Gavande	Sh.Basant Patkar Sh.Rajnand Kumar Verma	<ul style="list-style-type: none"> • Preparing the list of articles for condemnation for 2022–23 in the new format and keep ready for Physical Verification • Raising the indent of the Furniture required within the ceiling. • Maintenance of furniture register & inventories in each class, lab, department, library, office etc. • Preparation of list of repairable and broken furniture. • Submission of requirements of shortage making inventory and monitoring.
15	Discipline Committee: Senior Secondary Secondary	Sh Bipin Kumar Jha Sh Neelesh Agrawal Smt Pushpa Naidu Smt Vanita Bahey sports coach All Class teachers Dr. Manoj Kumar Gupta Sh Kapil Sahu Sh Kamlesh Sahu Smt Nikhat Qureshi sports coach Yoga Inst. All Class teachers Sh Daulat Ram Nagwanshi	Sh. Basant Patkar Sh. Dhanraj Kherpuse Smt. Manjubala Kasare Sh.R.K.Meena Sports Coach Yoga Inst. All Class teachers Smt. Neelam Chaure	<ul style="list-style-type: none"> • Checking of student's uniform, late comers, students missing assembly. <input type="checkbox"/> Maintaining records of Late comers, if any student come late 2nd day too, should not be allowed to enter in the Vidyalaya. A regular late comer student's parent must be informed in written through class teacher. <input type="checkbox"/> Checking of students' behavior in and outside the class. <input type="checkbox"/> Monitoring the movement of students in lines during arrival, Departure and to ensure safe passage to students. <input type="checkbox"/> Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours. <input type="checkbox"/> Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation.

	Primary	Sh Sunil Gavande Smt Anju Kumre Ms Surabhi Bajpai All Class teachers	Smt. Neeti Chauhan PRT1 All Class teachers	<input type="checkbox"/> A monthly report on discipline proceedings & steps taken up and observations made have to be submitted to Principal. <input type="checkbox"/> Checking the Movement of students in corridor without out-passes and recording the same to intimate the Principal. <input type="checkbox"/> Subject teachers having last period in a particular class should be the last one to leave the class. <input type="checkbox"/> Subje
16	Late Comers Duty	Sh.P.K.Koche Sh.Arun Kumar Pawar Sh.D.R.Nagwanshi Computer Instructor Sports Coach Yoga Teacher	Sh.S.K.Sahu Sh.Azhar Sh.PRT Computer Instructor Sports Coach Yoga Teacher	<ul style="list-style-type: none"> • Maintaining late comer's register. • Record of late comers must be maintained online through google sheet by computer instructor. • Checking class room during morning assembly.
17	Vidyalaya Safety & Security Committee Standard Operating Procedure (SOP) For fire safety, etc. As per National Disaster Management Authority	Sh.B.K.Jha Sh.R.K.Upadhyay Sh.Praveen Bute Sh.Pramod kumar Koche Dr.Manoj Kumar Gupta Sh.Kapil Sahu Smt.Anuradha Tiwari Smt.Sonu A. Verma	Sh.Devendra Kumar Tiwari Sh.Basant Patkar Sh.S.K.Sahu Sh.Dhanraj Kharpuse Smt.Amita Saxena Smt.Vijaita Deshmukh	<p>To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School.</p> <input type="checkbox"/> Develop comprehensive action plan to implement the guidelines. <input type="checkbox"/> 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. <input type="checkbox"/> Take preventive measures as given in the guidelines in consultation with the local police. <input type="checkbox"/> Keep the security personnel of the school on the alert. <input type="checkbox"/> Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents. <input type="checkbox"/> Conduct advance reconnaissance of the school with the help of the local police. <input type="checkbox"/> Hold mock drills for students, teachers and staff twice in a year.
18	School Response Team: Evacuation Team Search and Rescue Team	Sh Ravindra Kumar Upadhyay Smt Vanita Bahey Sh Daulat Ram Nagwanshi Sh Himanshu Jaiswal Sh Bipin Kumar Jha Sh Satish Kumar Nag	Sh. Basant Patkar Smt. Manjubala Kasare Sh. Basant Patkar Smt. Manjubala Kasare Sh. Dhanraj Kherpuse Sh. Dinesh Ram	<ul style="list-style-type: none"> • Identification of the problem areas and taking timely action for preventing any untoward incident and taking proper action in case of any emergency

	<p>Transport Safety Team</p> <p>Team for students with special needs (Divyang)</p>	<p>Sh Rajesh Kumar Mehra Smt Anju Kumre</p> <p>Escort Teachers deputed for the purpose Sh Satish Kumar Nag</p> <p>Sh Arun Varbude Smt Supriya Dwivedi Special Educator</p>	<p>Smt. Preeti Agrawal Smt. Deepika Jat</p> <p>Sh. Dhanraj Kherpuse Special Educator</p>	
19	Stock Verification & Condemnation	<p>Sh.R.K.Upadhyay Sh.Sudeep Baghele</p>	<p>Sh.Basant Patkar Smt.Geeta</p>	<ul style="list-style-type: none"> • To Ensure stock verification of all the department is done by the end of March. Stock verification committee must be constituted and circulated. • Getting the list of items to be condemned within the ceiling • Completing all the process of condemnation.
20	Infrastructure Enrichment- School Building & Staff quarters Civil Work	<p>Sh Rajesh Kumar Mehra Sh.P.K.Koshta Sh.Sudeep Baghele Yoga Inst.</p>	<p>Sh. Basant Patkar Sh. Alok Ranjan Sh.Dinesh Ram Smt.Geeta Raut</p>	<ul style="list-style-type: none"> • Raising the quotations for procurement of materials required for civil work. Monitoring of Vidyalaya infrastructure development and works in progress. • Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya. • 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. • 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. • Informing Principal the areas of immediate attention
21	Electrical supply and Safety Management committee	<p>Sh.Prem Kumar Patle Sh.Arun Kumar Pawar</p>	<p>Sh.Dinesh Ram Sh.Dhanraj Kharpuse</p>	<ul style="list-style-type: none"> • Ensuring uninterrupted power supply • Collection of information from Department holders and class teachers about working/ not working of electric equipments. • Replacement of electric equipment, if needed
22	Examination Department Primary Section	<p>Sh Daulat Ram Nagwanshi Smt Sonu Ashish Verma</p>	<p>Smt. Vijeyta Deshmukh</p>	<p>Responsibilities of Core Committee</p> <ul style="list-style-type: none"> • Raising the indent for the papers and other important requirement • Planning & conducting of CT/ PT/HY/SEE Exam as per schedule.

	<p>Secondary: Home Exam</p> <p>CBSE(X/XII) And External Examinations</p>	<p>Smt Pushpa Naidu Smt Vanita Bahey Smt Anuradha Tiwari Dr.M.K.Gupta</p> <p>Sh Ravindra Kumar Upadhyay Sh Satish Kumar Nag Sh Kapil Sahu</p>	<p>Smt. Manisha / Ms.Payal</p> <p>Smt. Manjubala Kasare Ms. Meenal Kasar Sh. Basant Patkar</p> <p>Sh. Dhanraj Kherpuse</p>	<ul style="list-style-type: none"> • Listing out absentees and Planning & conducting Re-tests • To prepare the result analysis of internal exams and maintaining the record in an appropriate manner. • To ensure distribution of Printed result after every examination. • 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 Blue Print, Question paper and Marking Scheme both in soft and hard copies, without which Exam Department shall not accept the hand written papers.
23	<p>Medical Room And First Aid & Health Checkup A-Secondary B-Primary</p>	<p>Nurse for the session Smt Nihkat Qureshi Smt.Anju Kumre Smt Sonu Ashish Verma</p>	<p>Nurse for the session Smt. Preeti Agrawal Smt. Neeti Chauhan Sh.Azhar Ms.Leena Charpe</p>	<ul style="list-style-type: none"> • Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out. • Planning with doctor for a medical checkup for children twice a year. Collection of medical Certificate from class teachers. • 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.
24	<p>Time Table A-Secondary Department</p> <p>B-Primary Department</p>	<p>Sh.Praveen Bute Sh.P.K.Koshta Sh.Kamlesh Sahu</p> <p>Sh.Himanshu Jaiswal Sh.T.C.Bihare Sh.Arun Varbude</p>	<p>Sh.Basant Patkar Sh.Atul Gupta</p> <p>Smt.Neelam Choure Smt.Shailja Dehriya</p>	<ul style="list-style-type: none"> • Preparation of class & teacher's Time Table as per KVS norms. • First period arrangement has to be announced in assembly itself. • Preparation of special Time Table for Board classes, Remedial classes, Classes for slow learners, and Zero period. • Monitoring of bell timing. • Distribution of Registers to all the class monitors to note every day's activity period-wise. • Collecting the registers and submitting the same to Principal for his supervision. • Random checking for teachers attending the classes during their arrangement. • To ensure no teacher who is absent is left without arrangement. • Showing the arrangement sheet to teacher and obtaining the signature. • Displaying the arrangement sheet in prominent places of the Vidyalaya

25	Teacher's Lunch time duty Chart preparation	I/c Time Table	I/c Time Table	<ul style="list-style-type: none"> 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.
26	CCA Coordinator And CCA material Purchase and Important Days celebration committee / Pupil Society A-Secondary Section B-Primary	Sh Ram kripal Janghela (Overall I/C) Smt Anuradha Tiwari (I/C Regular CCA as per CCA calendar) Smt Nisha Yadav (I/C Other than the regular CCA) Activities to be conducted vide instructions of HQ, RO, State Govt and other agencies Sh Sunil Gavande (I/C) Ms.Manju Kushwah Smt Julie Singhai	Sh Dhanraj Kharpuse (Overall I/C) Sh.Alok Ranjan (I/C Regular CCA as per CCA calendar) Sh.R.K.Meena (I/C Other than the regular CCA) Activities to be conducted vide instructions of HQ, RO, State Govt and other agencies Smt. Neeti Chauhan Smt.Shailja Dehriya PRT-3	<ul style="list-style-type: none"> Preparation of Calendar of activities for 2023-24. Preparation of Days to be observed and celebrated in the year 2023-24. 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 suggest Principal regarding different purposes.
27	House Masters Secondary Primary	Sh Praveen Bute Sh Prakash Kumar Koshta, Sh Prem Kumar Patle, Smt Vanita Bahey, Sh.D.R.Nagwanshi Sh.T.C.Bihare Sh.Jagdish Khapre Smt.Anju Kumre	Ms.Meenal Kasar Sh.Atul Gupta Smt.Preeti Agrawal Sh.R K Verma Smt.Neelam Choure Smt.Vijaita Deshmukh Smt.Amita Saxena Sh.Azhar	<ul style="list-style-type: none"> Plan and ensuring participation of students in Various activities planned by CCA department. It must be ensured that a student should participate in maximum 2 activities. List of participants must be submitted to CCA department well in advance.
28	Pay bill checking	Sh.B.KJha Smt.Vanita Bahey	Sh.D.K.Tiwari Sh.Basant Patkar	<ul style="list-style-type: none"> Checking of pay bill every month before uploading the salary.

29	Teaching Aids A-Secondary B-Primary	Sh Praveen Bute PGT- Geography Dr. Manoj Kumar Gupta Sh.P.K.Koche Ms.Surabhi Bajpai	Sh.R. N. K. Verma Sh.Atul Gupta Sh.S.K.Sahu Smt.Neelam Choure	<input type="checkbox"/> Procurement of Audio Visual and teaching aids. <input type="checkbox"/> Upkeep of audio visuals and teaching aids. <input type="checkbox"/> List of Audio Visual and teaching aids used by the teachers.
30	Adventure Club (Educational Excursion/ Rally/ Adventure trip) A-Secondary Section B-Primary Section	Sh Prem Kumar Patle Smt.Vanita Bahey Sh.Kapil Sahu Smt.Nisha Yadav Sh P.K.Koche Sh.Himanshu Jaiswal Smt.Anju Kumre	Sh. B. Patkar Ms.Meenal Sh. S. K. Sahu Smt.Neeti Chouhan Sh.Ajay Dongre	<ul style="list-style-type: none"> • 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.
31	Photography	Sh Himanshu Jaiswal Sh Jagdish Khapre PGT (COMM)	Sh. Dinesh Ram Sh. Dhanraj Kherpuse	<ul style="list-style-type: none"> • 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 • Providing best photos for Press Note.
32	Press Coverage	Dr.M.K.Gupta Sh.R.K.Janghela	Sh.R.k.Meena Sh.R.K.Verma	<ul style="list-style-type: none"> • To prepare press note well in advance and making correction, if any after the event is completed. • To ensure Press note is sent to all the reporters along with good photographs.
33	Career Guidance and Counseling	Sh Bipin Kumar Jha Dr. Manoj Kumar Gupta Educational Counselor Smt Vanita Bahey Smt Pushpa Naidu Smt Anuradha Tiwari Educational Counselor	Sh. Basant Patkar Sh. Dhanraj Kherpuse Educational Counselor Smt. Manju Bala Kasare Ms. Meenal Kasar	<ul style="list-style-type: none"> • 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.

				<ul style="list-style-type: none"> • Monthly report has to be submitted on activities undertaken for providing information to the students - Please use a separate register. • Organizing PT meeting, creating awareness among parents and children about the changes in adolescent stage, Awareness about STIs/STDs, Solution for stress related problems. Planning, Preparation and conducting the programmes. • Every 10th of month AEP classes are to be conducted on core issue. Submitting a monthly report to Principal.
34	Primary Education – (Core committee)	Sh.P.K.Koche Sh.T.C.Bihare Sh.Himanshu Smt.Sonu A Verma	Sh.S.K.Sahu Smt.Amita Saxena Smt.Neelam Smt.Vijaita	<ul style="list-style-type: none"> • 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 displayed 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 activities in Primary wing. A monthly report on activities undertaken by the Primary wing.
35	TLM & Work Sheets	Ms.Manju Kushwah Ms.Surabhi Bajpai Smt.Anju Kumre	Smt.Neelam Choure Smt.Vijaita Deshmukh Ms.Payal Choube Sh.Ranjeet Yadav	<ul style="list-style-type: none"> • Preparation for TLM and guiding and assisting others for the same. • Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets binded and displayed in CMP room. All works related to primary education.
36	Games / Sports Committee SBSB / Khelo India & Fit India	Sh Ravindra Kum Upadhyay Sh Himanshu Jaiswal Sh.Arun Kumar Pawar sports coach Yoga Inst.	Sh. Dinesh Ram Sh. Dhanraj Kherpuse Smt. Manisha Sh.Azhar Sh.Ranjeet Yadav Sports Coach Yoga Inst.	<p>Planning Vidyalaya sports activities, (Year calendar).</p> <ul style="list-style-type: none"> • Monitoring blocks period. • Purchasing required material. • Arrangement of sports meets as per KVS norms. • Planning and conducting Annual Sports Day celebration for 2023-24.

37	Subject Committees			
	A-Secondary			
	Hindi	Sh Neelesh Agrawal Dr. Manoj Kumar Gupta Sh Ram Kripal Janghela Smt Nisha Yadav	Sh. R. K. Meena Sh. R. N. K. Verma	<ul style="list-style-type: none"> • Every month these committees must 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.
	English	Sh Bipin Kumar Jha Smt Pushpa Naidu Sh Satish Kumar nag Smt Anuradha Tiwari	Smt. Yashoda Rani TGT (Eng II)	
	Maths	Smt Vanita Bahey Sh kapil sahu Sh Kamlesh Sahu	Smt. Manju Bala Kasare Ms. Meenal Kasar	
	Science	Sh Prakash Kumar Koshta PGT- Physics-2 Sh Praveen Bute PGT- Chemistry-2 PGT- Biology Sh R K Upadhyay Smt Nikhat Qureshi	Sh. Dhanraj Kherpuse Smt. Preeti Agrawal	
	Social Science	Sh Prem Kumar Patle PGT- Geography PGT- Economics PGT- Commerce Sh Rajesh Kumar Mehra	Sh. Atul Gupta Sh. Alok Ranjan	
	A-PRIMARY			
	HINDI	Sh.D.R Nagwanshi Sh.Arun Varbude Sh.T.C Bihare	Smt.Neelam Choure Ms.Leena Charpe Sh.Ajay Dongre	
	ENGLISH	Smt.Anju Kumre Sh.Arun Pawar Smt.Sonu A Verma	Smt.Vijaita Deshmukh Sh.Azhar Sh.Ajay Dongre	
MATHS	Sh.Jagdish Khapre Sh.D.R.Nagwanshi Sh.Himanshu Jaiswal	Smt.Amita Saxena Ms.Payal Choube Ms.Anushka Thakur		
EVS	Ms.Surabhi Bajpai Sh.Sumil Gavande Ms.Manju Kushwah	Smt.Neeti Chouhan Ms.Anjali Mahore Sh.Ranjeet Yadav		

38	Library Advisory Council	Librarian Sh.B.K.Jha Sh.Neelesh Agrawal Smt.Nisha Dr.M.K.Gupta	Sh.Dinesh Ram Smt.Yashoda rani Sh.R.K.Meena	<ul style="list-style-type: none"> • 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 the same to the Principal.
39	Computer Lab committee Website updating Registration and working on online portal like swyam, Diksha, PIMS, etc.	Sh Ravindra Kum Upadhyay Computer Instructor	Sh.Dhanraj Kharpuse Sh. Computer Inst.	<ul style="list-style-type: none"> • Ensuring all the computers, projectors, printer, photocopier are in working condition. • 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: PGT (Comp. Science) is responsible for the website updating through coordination with respective department heads.
40	Scout and Guide Cubs and Bulbul Committee	Sh P. K. Koche Smt Vanita Bahey Sh D. R.Nagwanshi Sh.Jagdish Khapre ShArun Varbude Smt.Anju Kumre Smt.Jullie Singhai All Scout Masters, Guide Captains All Cubs & Bulbul Masters	Sh. Dhanraj Kherpuse Sh. R. N. K. Verma Smt. Manju Bala Kasare Ms. Meenal Kasar Smt.Vijaita Deshmukh Smt.Neeti Chouhan All Scout Masters and Guide Captains All Cubs & Bulbul Masters	<ul style="list-style-type: none"> • Registration of units. • Fresh registration for Pravesh, Cubs & Bulbuls etc. <ul style="list-style-type: none"> • Scout and Guide & Cubs and Bulbul activities must be ensured once in a week, preferably on Wednesday. • 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. • Getting colour party and Bulbuls ready for Guard of honour and welcome of guests.
41	Social Media handling	Sh Ravindra Kum Upadhyay Computer Instructor	Sh. Dhanraj Kherpuse	<ul style="list-style-type: none"> • Timely updation of the events taken place in the Vidyalaya on social media platforms

42	Shala Darpan, FLN, Nipun Bharat	Sh.Arun Barbude Sh.Arun Pawar	Smt.Vijaita Deshmukh Smt.Neelam Choure	<ul style="list-style-type: none"> • Planning and monitoring the activities • Ensuring the work is done timely and report submission and updation on the site is completed on time.
43	Interactive Boards & Computer Aided Teaching for Primary	Sh.Sunil Gavande MS.Surabhi Bajpai	Smt.Amita Saxena Sh.Ajay dongre	<ul style="list-style-type: none"> • Ensuring that every subject teacher is teaching through Interactive Boards and maintaining the record. • Preparation of schedule for classes with the help of time table I/c
44	Film Show for Primary	Ms.Surabhi Bajpai Sh.Suil Gavande	Sh.Azhar Tahir Sh.Ajaya Dongre	<ul style="list-style-type: none"> • Planning for Film show and maintaining the record. • Ensuring that all the necessary things are in working condition
45	Value Education & Integrity Club A-Secondary B-Primary	Sh Bipin Kumar Jha Sh Kapil Sahu Sh Satish Kumar Nag Sh PGT Geo. Sh.P.K.Koche Sh.Tara Chand Bihare Smt.Sonu A verma	Sh. Basant Patkar Smt. manju Bala Kasare Sh.S.K.Sahu Smt.Amita Saxena PRT- 3	<ul style="list-style-type: none"> • Preparation of Annual calendar of value based education programs and activities. • Conducting of value education program as per KVS guidelines. • To prepare list of teachers to deliver moral talk of about 5 minutes in the morning assembly daily.
46	Green School	PGT Bio Smt.Nikhat Smt.Supriya Dwivedi Computer Instrucor	Sh.Dhanraj Sh.Alok Ranjan Smt.Vijaita Computer Instrucor	<ul style="list-style-type: none"> • Planning and getting all the work done necessary to get the green school certificate. • Necessary entry on the portal whenever open.
47	Fine Art Club	Smt Supriya Dwivedi Smt Nisha Yadav Smt Julie Singhai	Sh. Basdant Patkar Sh. Shailja Dehariya	<ul style="list-style-type: none"> • Planning and executing the work of decoration of Vidyalaya walls and rooms with the help of students. • Ensuring Paintings, greeting cards, plants with vase etc. getting ready to be given to the guests of various occasions. • Decoration with the help of flowers and rangoli on various occasions. • Motivating and assisting students to enhance their skills in arts and crafts and conducting workshop for them.

48	Nature/ Eco Club Secondary Primary	PGT- Biology Sh Praveen Bute Smt Nikhat Qureshi Sh Pramod Kumar Koche Sh Daulat Ram Nagwanshi Sh Arun Varbude	Smt. Preeti Agrawal Sh. Dhanraj Kherpuse Sh. S. K. Sahu Ms. Namrata Shukla	<ul style="list-style-type: none"> • Planning for using the nature as a teaching learning resource and ensuring its proper implementation • Conducting activities related to the Club.
49	Literary Club/ Readers Club A-Secondary B-Primary	Sh Bipin Kumar Jha Sh Neelesh Agrawal Dr. Manoj Kumar Gupta Smt Nisha Yadav Sh Pramod Kumar Koche Sh Jagdish Khapre Ms Manju Kushwah	Sh. R. K. Meena Smt. Yashoda Rani Sh. Dinesh Ram Sh. S. K. Sahu Smt. Neeti Chauhan Smt. Neelam Chaure	<ul style="list-style-type: none"> • Conducting activities related to the Club.
50	Language Club & Language Lab.	Sh Bipin Kumar Jha (I/C English) Sh Neelesh Agrawal (I/C Hindi) Smt Pushpa Naidu Dr. Manoj Kumar Gupta Sh Satish Kumar Nag (I/C Language Lab) Smt Nisha Yadav Smt Sonu Ashish Verma Sh Tara Chand Bihare	Smt. Yashoda Rani TGT (Eng II) Sh. R. K. Meena Sh. R. N. K. Verma	<ul style="list-style-type: none"> • Creating proper atmosphere for development of vocabulary of the students, development of linguistic skills and triguring creative potentials of the students alongwith conducting activities meant for Language Lab
51	Science Club	Sh Prakash Kumar Koshta Sh Praveen Bute PGT-CHEMISTRY Smt Nikhat Qureshi	Smt. Preeti Agrawal Sh. Dhanraj Kherpuse	<ul style="list-style-type: none"> • Conducting activities related to the Club.
52	Math's Club	Smt Vanita Bahey Sh Kapil Sahu Sh Kamlesh Sahu Sh Arun Pawar	Smt. Manju Bala Kasare Ms. Meenal Kasar	<ul style="list-style-type: none"> • Conducting activities related to the Club.

53	Primary Resource Room (CMP)	Sh T C Bihare Ms.Manju Kushwah Smt Anju Kumre	Smt. Neelam Chaure Ms.Anjali Mahore	<ul style="list-style-type: none"> • 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 strengthening of primary education. • Acquiring material, teaching aids, CD’s books, play material etc., to display in the CMP room 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 • Plan has to be submitted by the Committee. • Monthly Report Submitting a report on activities taken up.
54	Fund Day	Sh.Jagdeesh Khapre Smt.Jullie Singhai	Smt.Amita Saxena Ms.Anushka Thakur	<ul style="list-style-type: none"> • Planning for fun day with the help of time table incharge. • Monitoring the activities of fund day and ensuring that students are enjoying the same.
55	School Readiness Programme	Smt.Sonu A Verma Sh.T.C.Bihare	Smt.Vijaita Deshmukh Smt.Neelam Choure	<ul style="list-style-type: none"> • To prepare booklet for school readiness programme. • To organize school readiness program for the students of class I. • To provide students of class I welcome gift.
56	Book Donation & Uniform Donation	Dr.Manoj Kumar Gupta Smt.Anuradha Tiwari Sh.D.R.Nagwanshi Ms.Surabhi Bajpai	Sh.Alok Ranjan Smt.Preeti Agrawal Sh.S.K.Sahu Smt.Neelam Choure	<ul style="list-style-type: none"> • Collecting the books and uniforms from students and making arrangement for it’s distribution. • Collections should be done publically and donor must be honourd • Distribution should be done personally and identity of the students should not be disclosed.
57	SPIC MACAY (Routes 2 Roots)	Smt. Julli singhai Ms.Manju Kushwah	Smt.Shailja Smt.Vijaita	<ul style="list-style-type: none"> • Organising and managing the programme.
58	Adolescent Education Programme committee	Boys: Sh Praveen Bute Sh Rajesh Kumar Mehra Girls: Smt Vanita Bahey Smt Nisha Yadav	Boys: Sh. Basant Patkar Sh. Dhanraj Kherpuse Girls: Smt. Manju Bala Kasare Smt. Preeti Agrawal	<ul style="list-style-type: none"> • To provide necessary guidelines as contained in the manual, arrangement of guest lectures and preparation of the requisite reports

59	Awakened Citizen Programme	Sh Rajesh Kumar Mehra Sh Satish Kumar Nag Sh Kamlesh Sahu	Sh. Basant Patkar Smt. Manju Bala Kasare	<ul style="list-style-type: none"> • Proper implementation of ACP activities in the targetted classes and timely submission of the reports thereon • Ensure that block periods are utilized for ACP modules.
60	Result Moderation A-Secondary Section B-Primary Section	I/c Home Examination Sh.B.K.Jha Sh.Neelesh Agrawal Smt.Vanita Bahe I/C Examination Sh.P.K.Koche Sh.Tarachand Bihare	I/c Home examination Sh.Basant Patkar Ms.Meenal Smt.Yashoda rani I/C Examination Sh.S.K.Sahu Smt.Neelam choure Smt.Manisha	<ul style="list-style-type: none"> • To decide the hard and difficult cases. Formulating the criteria to decide class wise result of border case.
61	Hygiene and Sanitation Indoor Cleanliness (New Building) Indoor Cleanliness (Old Building) Outdoor Cleanliness	PGT- Commerce Smt Vanita Bahey Sports Coach Sub Staff 1- Morning Sh Satish Kumar Nag Smt Sonu Ashish Verma Smt Julie Singhai Sub Staff 2 Morning Sh Daulat Ram Nagwanshi Sh Arun Pawar Yoga Teacher Computer Instructor	Sh.Rama Shankar Singh Smt.Preeti Agrawal Sports Coach Sub Staff 1 Afternoon Smt. Neeti Chauhan PRT 1 Smt.Shailja Dehriya Sub staff 2 Afterffnoon Sh. Basdant Patkar Sh. Dhanraj Kherpuse Yoga Teacher Computer Instructor	<ul style="list-style-type: none"> • Schedule of cleaning for Toilets mentioning Date, Time and name of the worker should be prepared and must be pasted on each toilet. The same must be ticked by a substaff. • In the same manner schedule for dusting of outside must also be prepared. • Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly. • Submitting Monthly report on observations. • The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets. • 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. • Once in every week, the committee shall go round the Vidyalaya exterior view and find out the growths in the wall and the surroundings. • Plan the cleaning campaign and get the work done with the help of contractor / Labour. • Submit the requisition and report on the work completion.
62	Drinking Water	Sh.Sunil Gavande Ms.Manju Kushwah	Sh.Dinesh Ram Smt.Manisha	<ul style="list-style-type: none"> • Ensure uninterrupted supply of clean and potable water for the students • Regular cleaning of water tanks

63	Beautification & Gardening	Sh Praveen Bute PGT- Biology Smt Supriya Dwivedi Sh Satish Kumar Nag	Smt. Preeti Agrawal Sh. Dhanraj Kherpuse	<ul style="list-style-type: none"> • Garden maintenance and observation and making suggestions to gardener. • Monthly review of garden and suggestions to improvement. <p><input type="checkbox"/> Submitting of monthly review of garden & Beautification of Vidyalaya.</p> <p><input type="checkbox"/> Raising the requirement for Garden and Vidyalaya beautification.</p>
64	Students' council committee	Sh Neelesh Agrawal Sh Prem Kumar Patle Sh Ram Kripal Jangela	Sh. Basant Patkar Sh. R. K. Meena	<ul style="list-style-type: none"> • Planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya. • Review of Attendance registers once in every 15 days and communicating. • Syllabus coverage from classes VI to XII once in a month.
65	Exhibitions Committee - Science	Sh Prakash Kumar Koshta Sh Praveen Bute PGT-CHEMISTRY Smt Nikhat Qureshi	Smt. Preeti Agrawal Sh. Dhanraj Kherpuse	<ul style="list-style-type: none"> • Plan the exhibition themes and models in advance and start synopsis preparation. • Conduct mock exhibition well before the exhibitions scheduled as per KVS. • Decide the best models and the suggestions for improvement. • Get the new models ready before the exhibition to begin. • 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.
66	Exhibitions Committee – Social Science (Ek Bharat Shreshth Bharat)	Sh Prem Kumar Patle Sh Rajesh Kumar Mehra PGT (Geo)	Sh Atul Gupta Sh. Alok Ranjan	<ul style="list-style-type: none"> • Plan the exhibition themes and models in advance and start synopsis preparation. • Conduct mock exhibition well before the exhibitions scheduled as per KVS. • Decide the best models and the suggestions for improvement. • Get the new models ready before the exhibition to begin. • 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.

67	Youth Parliament	Sh.Devendra Tiwari Sh Prem Kumar Patle Sh PGT Geo	Sh.Devendra Tiwari Sh. Atul Gupta Sh. Alok Ranjan	<ul style="list-style-type: none"> • Planning, preparation and presentation of the Youth Parliament -both in online as well as off line modes
68	Refreshment Committee for all the occasions	Sh Sudeep Baghele Sh Neelesh Agrawal Sh Kamlesh Sahu Ms Manju Kushwah PGT-CHEMISTRY	Sh.Basant Patkar Smt. Yashoda Rani PRT-2	<ul style="list-style-type: none"> • Refreshment procurement and arrangement is another vital responsibility shall be done meticulously. • Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events. • The entire infrastructure required (spoons, plates, cups, saucers, drinking water etc.) for smooth conduct of refreshment distribution though proper work distribution amongst the members is the main responsibility to be executed meticulously. • 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.
69	Reception & Guard of Honour	Sh.B.K.Jha Sh.Neelesh Agrawal Smt.Vanita Bahe Sh.P.K.Koche Sh.D.R.Nagwanshi	Sh.D.K.Tiwari Sh.Basant Patkar Sh.S.k.Sahu PRT-6	<ul style="list-style-type: none"> • The committee should ensure to get the front elevation of the Vidyalaya fully decorated with the help of fine art committee and reception formalities shall be made to the perfection. • Getting members of students' council, Bulbuls with song and Colour party ready for welcome
70	Seating arrangement	Sh.Praveen Bute Sh.S.K.Nag Sh.Kamlesh Sahu Sh.Arun Kumar Pawar Sh.Sunil Gavande Sh.Santosh Dhurve/ Sh.Pap Chouhan	Sh.Alok Ranjan Sh.Atul Gupta Sh.Dinesh Ram PRT-4 Sh.Santosh Dhurve/ Sh.Pappu Chouhan	<ul style="list-style-type: none"> • Seating arrangement for the occasion where separate duty chart is not circulated. • Assessing the requirement of chairs and pandals, etc. and inform the service provider through office well in advance in written. • Chair and table for Chief guest / special guest must be arranged with white bad sheet and flower pot.
71	Saraswati poojan and garlanding	Sh.P.K.Patle Smt.Supriya Smt.Nisha Smt.Jullie	Sh.Basant Patkar Smt.yashoda Rani Ms.Meenal PRT	<ul style="list-style-type: none"> • Necessary arrangement for the occasion as Mata Saraswati Idol, flowers, garland, oil, Samai, Candle, Lighter, Insane stick, etc where separate duty chart is not circulated. • Candle should be lit before the arrival of the guest at the stage.

72	Vidyalaya Magazine and Quarterly News Letter for Primary Committee	Sh Neelesh Agrawal Smt Pushpa Naidu Dr. Manoj Kumar Gupta Smt Anuradha Tiwari Smt Nisha Yadav Sh.Arun Varbude Sh.Sunil Gavande	Smt. Yashoda Rani Sh. R. K. Meena Sh. R. N. K. Verma Smt.Shailja Dehriya Ms.Anjali Mahore	<ul style="list-style-type: none"> • Overall Planning of the magazine material collection as per fixed schedule. • Collect the materials and keep updating them periodically. • 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. • The magazine collection and compilation work shall be completed before December 2018. Responsible for the planning quarterly 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. • Every quarterly the Newsletter has to go to Regional Office to update them on the work & conduct of the Vidyalaya primary wing
73	Staff Quarter Allotment Committee	Sh Bipin Kumar Jha Sh Prem Kumar Patle	Sh. Dhanraj Kherpuse	<ul style="list-style-type: none"> • Notifying the availability of the staff quarters, making panel of the eligible staff and allotting the same as per KVS norms
74	R.T.I & Parliament Questions Reply	Sh.B.K.Jha Sh Sudeep Baghele	Sh D K Tiwari Smt. Geeta Raut	<ul style="list-style-type: none"> • To attend the queries 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.
75	राजभाषा कार्यान्वय समिति Raj Basha Committee	Sh Neelesh Agrawal Dr.Manoj Kumar Gupta Sh Ram Kripal Jangela Smt.Nisha	Sh. R. K. Meena Sh. R. N. K. Verma TGT Sanskrit	<ul style="list-style-type: none"> • 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.

76	TA/DA, Medical, CEA & LTC bills settlement committee	Sh.Sudeep Baghele Sh.Rakesh Kumar	Smt.Geeta Raut	<ul style="list-style-type: none"> • The committee will maintain a register and record month-wise Submission of bills. • The committee will maintain a record month-wise settlement of bills in the same register. • The committee shall be held responsible if, they do not follow the DOPT/DOE orders and admissibility criteria in settlement of bills. • The committee will make settlement of bills based on 7th pay commission rules. • In the event they follow 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. • After settlement, concerned employee shall be called and be shown the settlement for transparency and to redress his/her grievance.
77	Income Tax and Form 16	Sh Sudeep Baghele (Overall I/C) Sh Bipin Kumar Jha Sh Kapil Sahu	Smt.Geeta Raut (Overall I/C) Ms.Meenal Smt.Neelam	<ul style="list-style-type: none"> • The committee will maintain a register and record month-wise collection of income tax. • The committee will coordinate with office and CA who is looking after the Vidyalaya income tax work and ensure submission of all the documents. • The committee has to review the income tax collection and challan submissions every month and record the SBI challans with challan numbers and dates. • The committee is authorized to speak to CA and note down the procedure of completing the work of Income tax.
78	T.C preparation Committee	Smt.Kirti Karosiya Smt.Geeta Raut All the Class Teachrs	Smt.Kirti Karosiya Smt.Geeta Raut All the class Teachers	<ul style="list-style-type: none"> • The committees for Primary and Secondary are responsible to prepare and verify amongst and submit the completed TCs for Principal's signature. • If one member of the committee prepares the T.C then other member will check the data entered and sign in checkers column. • The committee is required to check the details such as – fee payment; no dues of all departments / class teacher signature with date and Name. • 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.

79	Parent Teacher Meeting Classes VI to XII Meeting- I - V	Sh.B.K.Jha Members of Internal Examination department Sh.P.k.Koche Members of Internal Examination department	Sh.Basant Patkar Members of Internal Examination department Sh.S.K.Sahu Members of Internal Examination department	<ul style="list-style-type: none"> • 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.
80	Internal Complaint & Grievance Committee	Sh Bipin Kumar Jha Sh Prem Kumar Patle Smt Pushpa Naidu PGT- Economics	Sh. Basant Patkar Sh. Dhanraj Kherpuse	<ul style="list-style-type: none"> • 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.
81	Child Rights Protection Cell	Sh Prakash Kumar Koshta Smt Nikhat Qureshi Sh Rajesh Kumar Mehra Sh Arun Pawar	Smt. Manjubala Kasare Ms. meenal Kasar	<ul style="list-style-type: none"> • Taking care of the rights and concerns of the children as per the guidelines of the NCPDR, MOE and CBSE
82	Sexual Harassment & Gender Sensitization Committee	Smt Vanita Bahey Smt Nisha Yadav	Smt. Amita Saxena Smt. Vijyeta Deshmukh	<p>Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.</p> <ul style="list-style-type: none"> • 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.
83	SC/ST Grievance Cell	Sh Rajesh Kumar Mehra Smt Anju Kumre	Sh. R. K. Meena Smt. Shailja Dehariya	<ul style="list-style-type: none"> • Handling and resolving the issues related to the grievances of the SC/ ST

84	Staff room display	Sh.R.K.Janghela Sh.S.K.Nag PGT Commerce PGT Geography	Sh.R.K.N.Verma Smt.Yashoda Rani Sh.Alok Ranjan	<ul style="list-style-type: none"> • To maintain staff room neat and clean. • To look after the proper management of Staff room and its requirements. • To Ensure Note Books, Projects, etc. are not kept properly. • To Ensure that equipment in the toilet and fan, tubes etc. are in working condition.
85	Alumni Association	Sh.B.K.Jha Sh.P.K.Koshta Sh.D.R.Nagwanshi	Sh.Basant Patkar Sh.Dhanraj	<ul style="list-style-type: none"> • To maintain proper records of alumni of the Vidyalaya. • To arrange alumni meet in the Vidyalaya by discussing with the Principal.
86	Olympiads (Science & Maths) & VVM/NCSC/IAPT	Sh Prakash Kumar Koshta Sh Praveen Bute PGT-CHEMISTRY Smt Nikhat Qureshi Smt. Vanita Bahey Sh. Kapil Sahu Sh. Kamlesh Sahu	Smt. Preeti Agrawal Sh. Dhanraj Kherpuse Smt. Manjubala Kasare Ms. Meenal Kasar	<ul style="list-style-type: none"> • To conduct all the Olympiads smoothly. • To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya.
87	Staff Club	Staff Secretary to be elected from amongst the staff members	Staff Secretary to be elected from amongst the staff members	<ul style="list-style-type: none"> • Welcome / farewell party to the new / outgoing staff and welfare activities to be organized.
88	Achievement register maintenance & Updating	Sh.Prem Kumar Patle Sh.Himanshu Jaiswal	Sh.Basant Patkar Smt.manjubal Kasare	<ul style="list-style-type: none"> • To maintain proper records of Vidyalaya Achievement. • To provide information regarding Vidyalaya achievement to RO and HQ whenever it is needed.
89	P.A. System (Mike & Sound Arrangement) Committee	Sh Rajesh Kumar Mehra Sh.R.K.Janghela Smt.Jullie Singhai Yoga Teacher	Sh. Basant Patkar Sh. Alok Ranjan Sh.R.K.Meena Smt.Shailja Dehriya	<ul style="list-style-type: none"> • Proper maintenance of the equipments and putting them in best use as and when needed • For the morning assembly separate mikes should be given for each items as coir group, announcement, different instruments, etc. Preferably cordless mike should be given for announcement.
90	Staff Meeting & recording of the minutes	Common Meeting: Smt Sonu Ashish Verma Smt Anuradha Tiwari	Common Meeting: Smt. Manju Bala Kasare Smt.Yashoda Rani	<ul style="list-style-type: none"> • To record the minutes of all staff meetings, P.T.A. meetings, X & XII class P.T.A. meetings and to maintain records / files of the same. • To note down all important events/functions etc. held in Vidyalaya.

	Staff Meeting & recording of the minutes	Primary: Ms.Manju Kushwah Sh.Arun Kumar Pawar	Primary: Smt.Shailja Dehriya Ms.Anushka	
91	Meeting Arrangement Committee	Sh Ravindra Kumar Upadhyay Computer Instructor Librarian	Smt. Manju Bala Kasare Sh. Computer Inst. Sh. Dinesh Ram	<ul style="list-style-type: none"> • Making proper arrangements for the meetings and recording minutes of the same
92	VMC Meeting	Sh.B.K.Jha Sh.Neelesh Agrawal Smt. Pushpa Naidu Smt.Supriya Dwivedi Smt.Nisha	Sh.Devendra Tiwari Sh.Basant Patkar Sh.Dinesh Ram Smt.Neeti chouhan	<ul style="list-style-type: none"> • Planning for the VMC meeting. • Preparation of Agenda, Action taken report, Report of previous activities, etc. • Necessary seating, P.A.System, refreshment arrangement, welcome of the members, guard of honour, Saraswati poojan, etc. • Preparation of Minutes before the meeting on the basis of agenda and modification of the same, if needed at the time of meeting.
93	Fee concession & RTE	All the Class teachers Sh.T.C.Bihare Sh.Himanshu Jaiswal Sh.Sudeep Baghele	All the class teachers Sh.Basant Patkar Smt.Geeta Raut	<ul style="list-style-type: none"> • The role of 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
94	Escort duty chart	Sh.B.K.Jha Smt.Vanita Bahey	Sh.D.K.Tiwari Smt.Manjubala Kasare	<ul style="list-style-type: none"> • 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. • 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.