

KENDRIYA VIDYALAYA, NO.1, ORDNANCE FACTORY, ITARSI



समिति/COMMITTEES

सत्र: 2021-22

"हिंदी सरल है - हिंदी में कार्य करें"

KENDRIYA VIDYALAYA NO 1, O.F. ITARSI

विद्यालय योजना सत्र:- 2021-22

Vidyalaya Academic & Institutional Plan for session 2020-2021 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 2020-2021. Therefore, all In-charges, Conveners and Members of the Dept. / Committee/Club are hereby instructed to take the charge of their concerned department and set up the action plan for session 2020-2021. Please go through the Vidyalaya Academic Plan for the detailed information especially for guidelines, duties responsibilities and activities.

NOTES:-

1. All the In-charges, Asst. In-charges and the members of the various departments / committees are requested to prepare a complete action plan in duplicate for the session 2021-22 as per allotment given and submit a copy to the Principal on or before **31stMarch 2022** for record without fail.
2. All the In-charge and the members of the various departments/ committees will be fully responsible for maintaining the assigned duties, activities and prescribed programs. In case of any difficulty, undersigned must be contacted.
3. All the In charges, Asst. In-charges and the members of the various departments / committees are free to take their own decisions to achieve the excellence in activities, if necessary, they can contact the Principal.
4. All the In-charges, Asst. In-charges and the members of the various departments / committees are hereby instructed to complete the stock verification for the session on or before **15th April 2021** and prepare the list of requirement for the session 2021-2022 on or before 30th April 2021 and at the same time a list of materials for condemnation, if any, should be prepared and deposit to the office.
5. Please put your efforts to discharge all the responsibilities in the time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.

Principal

"हिंदी सरल है - हिंदी में कार्य करें"

LIST OF CLASS TEACHER AND CO-CLASS TEACHERS SESSION 2021-2022

PRIMARY SECTION

CLASS	SECTION	NAME OF CLASS TEACHER	CO – CLASS TEACHER
I	A	MS.FARHEEN AKRAM	PRT (CONTRACTUAL)
	B	PRT (CONTRACTUAL)	MS.FARHEEN AKRAM
II	A	MS. MINI SHRIVASTAVA	PRT (CONTRACTUAL)
	B	PRT (CONTRACTUAL)	MS. MINI SHRIVASTAVA
III	A	MS. SONIKA	PRT (CONTRACTUAL)
	B	PRT (CONTRACTUAL)	MS. SONIKA
IV	A	PRT (CONTRACTUAL)	MS.VAISHALI DUBEY
	B	MS.VAISHALI DUBEY	PRT (CONTRACTUAL)
V	A	PRT (CONTRACTUAL)	MS. EMORLYN NARIOUS
	B	MS. EMORLYN NARIOUS	PRT (CONTRACTUAL)

"हिंदी सरल है - हिंदी में कार्य करें"

LIST OF CLASS TEACHER AND CO – CLASS TEACHERS SESSION 2021-22

SECONDARY SECTION

CLASS	SECTION	NAME OF CLASS TEACHER	CO – CLASS TEACHER
VI	A	TGT HINDI	POOJA MOURYA
	B	SH. ASHUTOSH MISHRA	POOJA MOURYA
VII	A	SMT. RAJNI DEVI	RAJESH LAKRA
	B	SMT. MAMTA VERMA	RAJESH LAKRA
VIII	A	SH. J..N. PANSE	Y.R.NAGLE
	B	SMT. ANURADHA DEVI	Y.R.NAGLE
IX	A	SH. VILAS KHOBRADE	SMT.GEETANJALI KHERE
	B	SMT.GEETANJALI KHERE	SH. VILAS KHOBRADE
X	A	SH. SANJEEV SONI	SH. VIJAY BAHADUR
	B	SH. VIJAY BAHADUR	SH. SANJEEV SONI
XI	A	SMT.POOJA DUBEY	SH. ABHISHEK JAIN
	B	SH. ABHISHEK JAIN	SMT.POOJA DUBEY
XII	A	SH. AMIT TIWARI	SMT. DURGESH NANDINI
	B	SMT. DURGESH NANDINI	SH. AMIT TIWARI

"हिंदी सरल है - हिंदी में कार्य करें"

केंद्रीय विद्यालय, क्रमांक 1, आयुध निर्माणी, इटारसी
DUTIES AND RESPONSIBILITY OF THE TEACHERS/CLASS/CO-CLASS TEACHERS
(SESSION 2021-22)

1. To take the attendance twice daily in forenoon before morning assembly starts and after the recess and submit to the Shaala Darpan team for updating of attendance on Shaala Darpan.
2. To make attendances by marking "P" for present and "A" for absent both times.
3. To complete attendance register at the end of the month and to get the Principal's signature on the last working day.
4. To enter all the particulars of student's viz. parents' name, address, contact no. etc. and keep the students profile updated in class register as well as on Shaala Darpan with the help of Shaala Darpan team.
5. To keep the leave letters, study certificates etc. Issued to students in a file.
6. To enter the details of the fee and fine paid / suspension etc. / any punishment accorded to the student.
7. To record good / bad/ achievement / and the traits of the students in the register.
8. To choose / select/a very effective class leader and to train the child for leadership qualities with added responsibility, if needed on rotation basis.
9. To encourage / motivate children to participate in CCA/ sports/ internal/ external competitions and to keep track records of their participation throughout the year.
10. To co- ordinate / cooperate with the students to try to solve their problems like indiscipline/ low scores in any subjects.
11. To keep record of the parent – teacher meeting as when such meeting takes place.
12. Please check the cleanliness of the class – room. Not a single paper piece should be seen inside the class room thrown carelessly. If cleanliness is not up to the mark, please inform the undersigned / Office and get it cleaned immediately.
13. Students must be trained to turn off light / fans as and when they leave the class room.
14. Each class room should have a dustbin and proper use of its must be done. The teacher should motivate students to use it properly and arrange one if needed.

"हिंदी सरल है - हिंदी में कार्य करें"

15. All students sit in proper way. Desk and bench should be arranged in two or three rows as per the strength of the students. Student seating may be arranged as per guideline of KVS on rotation basis.
16. Light must be used only on need base and no misuse of electricity should be allowed.
17. All subject teachers have to prepare (month wise) annual teaching plan to complete the syllabus on time. **The syllabus for class XII will be completed by last week of October 2021 and for all others by January 2022.** Students must be called for extra classes to complete the syllabus on time if necessary.
18. Revision plan will be prepared in the month of **November 2021 for class XII** and for the others in the month of **February 2022.** First round of revision for class XII will be completed by December 2021 and for others by February 2022. Second round revision will commence from January 2022 onwards for class XII and it will be completed by 15th February 2022. For this purpose action planned will be chalked out in the month of Dec. 2021.
19. Subject teachers have to inform their time table to students so that they could bring their books, notebooks and other teaching material regularly. Teacher should check the regular attendance of students and if any student is found irregular his / her parents must be called to sort out the problems.
20. Name of the topic / chapter must be written on black board before you start the teaching work.
21. Classroom discipline must be maintained during the period by the respective subject teachers while teaching learning process is under process.
22. Students' notebook / work books etc. must be checked regularly. Positive remark must be given where ever necessary.
23. Teachers to carry chalk to the classes and not to send students to fetch one. Teachers not to allow students to leave the class under one pretext or the other.
24. Teachers not to call students from classes during the lessons, unless it is very important.

(मनीष तुली)

प्राचार्य

"हिंदी सरल है - हिंदी में कार्य करें"

KENDRIYA VIDYALAYA,NO.1, O.F, ITARSI
COMMITTEES 2021-22

The following committees have been formed for the year 2021-2022 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 15THApril, 2021 without fail.

क्र.सा.	समितियोंकेनाम	प्रभारीएवंसदस्योंकेनाम	कार्यकाविवरण
1.	Academic and Administrative support	<ol style="list-style-type: none"> 1. Smt Renu Shrivastav PGT Maths I/c 2. Sh Om Prakash PGT English 3. Sh Sanjeev Soni 4. Sh Rajesh Lakra Librarian 5. Smt.Lily Grace Laxman 	<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 Senior Most PGT to check the academic activities of teachers. He will prepare plan and schedule for Notebooks (C/w & H/w) checking. • Preparing academic calendar department wise for 2021-2022
2.	Career Guidance and Counseling (To Plan and fix the dates)	<ol style="list-style-type: none"> 1. Mr Rajesh Kumar Lakra Librarian 2. Sh Abhishek Jain PGT Hindi 3. Sh Sanjeev Soni TGT S.St 	<ul style="list-style-type: none"> • Year Planner for counseling sessions shall have to be prepared by I/c of the committee. A minimum of 06 (six) such counseling sessions shall have to be planned and be organized and reporting is mandatory. • Collection of information and providing to students. Arrangement of Guest Lectures. • Monthly report has to be submitted on activities undertaken for providing information to the students - Please use a separate register.
3.	AEP – planning & conducting a minimum of 6 sessions in each term	<ol style="list-style-type: none"> 1. MS. Geetanjali Khare, TGT (sc.) I/c 2. Sh Atul Mankar PGT Biology 3. MS. Mini Shrivastava, PRT 	<ul style="list-style-type: none"> • Organizing PT meeting, creating awareness among parents and children about the changes in adolescent (adult) stage, Awareness about sexual diseases, Solution for stress related problems. Planning, Preparation and conducting the programs. • Every 10th of month AEP classes are to be conducted on core issue. Submitting a monthly report to Principal
4.	Beautification of building & Garden	<ol style="list-style-type: none"> 1. Mr Atul Mankar PGT (Bio) I/c 2. Smt Geetanjali Khare TGT (Sc) 3. Sh Rishi Raj TGT AE 4. Ms Farheen Akram PRT 5. Mr Prem Narayan Sub Staff 	<ul style="list-style-type: none"> • Garden maintenance observation and making suggestions to gardener. • Monthly review of garden and suggestions to improvement. • Submitting of monthly review of garden & Beautification of Vidyalaya. • Raising the requirement for Garden and Vidyalaya beautification.

"हिंदी सरल है - हिंदी में कार्य करें"

5.	Alumni Association	<ol style="list-style-type: none"> 1. MS.KirtiPatil, PGT (Comp.Sc) 2. Smt Mamta Verma TGT Social Science 	<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 undersigned.
6	Admission Committee	<ol style="list-style-type: none"> 1. Smt.Durgesh Nandini Sarathe PGT (Comm).I/C 2.Sh.Amit TiwariPGT (Chemistry) 	<p style="text-align: center;"><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 and Planning & Conducting of Admission Test for class IX. ● Monthly review Meetings on admissions done. This work has to adhere with calendar of Admission as per KVS (HQ). ● Maintenance of Register of data required for submission to KVS (HQ). ● Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work ● Every month Enrolment of the Vidyalaya has to be collected and checked by the department and submit the same to the Principal – This has to be done a day prior to last working day of the month. ● Every month vacancy of each class & section-wise details are to be recorded in the admission register and submit to Principal .This has to be done a day prior to last working day of the month.
7	Ek Bharat Shrestha Bharat	<ol style="list-style-type: none"> 1. Mr Ramesh Chander PGT Economics I/C 2. Mr. Sanjeev Kumar Soni. (co-in charge) 3. Smt. Mamta Verma (co- in charge) 4. Mr. Abhishek Kumar Jain.PGT Hindi 5. Mr. Vijay Bahadur TGT Hindi 6. Mr. Om Prakash PGT Eng. 7. Mr. Vilas Khobragade TGT Eng. 8 Mr. Narendra Kumar Dongre Music teacher 	<ul style="list-style-type: none"> ● In charge for whole project of EK BHARAT SHRESHTHA BHARAT. Responsible to conduct all related programs. ● To assist in charge and to ensure execution of planning . ● To conduct programs (hindi language) in morning assembly and to send all reports in Hindi. ● To conduct programs (English language) in morning assembly and to send all related reports in English. ● To conduct all cultural programs (songs,dances) related to Ek Bharat Shreshtha Bharat.
8.			<ul style="list-style-type: none"> ● Update Vidyalaya website once in every fortnight and as when it is

"हिंदी सरल है - हिंदी में कार्य करें"

	Computer Lab committee Monthly Report & Website updating	<ol style="list-style-type: none"> 1. MS. KirtiAshrekar, PGT (Comp. Sc) I/c 2. Computer Instructor 	<p>required. Updation of Enrollment of students class-wise and section-wise. Staff vacancy position.</p> <ul style="list-style-type: none"> • Computer infrastructure data. • Other allied information that is required by KVS. <p>Note: PGTs' (Comp. Science) are responsible for the website updating through coordination with respective department heads.</p>
9.	Discipline committee	<ol style="list-style-type: none"> 1. MS. D N Sarathe, PGT (Comm) I/c 2. Sh.Om Prakash PGT Eng. 3. Sh Abhishek Jain PGT Hindi 4. Sh. Vijay Bahadur,TGT Hindi 5. Smt Puja Mourya TGT PHE 6. Ms Sonika 7. Sports Coach 8. Yoga Coach 9. Staff Nurse 10. All the Class Teachers and House Master 	<ul style="list-style-type: none"> • Checking of student's uniform, late comers, students missing assembly. • Checking of students' behavior in and outside the class. • Monitoring the movement of students in lines during arrival, departure and to ensure safe passage to students. • Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours. (Class teacher also need to assist) • Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation. • A monthly report on discipline proceedings & steps taken up and observations made have to be submitted to Principal. • Checking the Movement of students in corridor without out-passes and recording the same to intimate Principal.
10.	Result Moderation	<ol style="list-style-type: none"> 1. Smt.Renu Shrivastava,PGT(Maths)I/C 2. Sh. Atul Mankar PGT Bio. 3. All the class teachers of class IX th and Xith 	<ul style="list-style-type: none"> • To decide the hard and difficult cases. Formulating the criteria to decide class wise result of border case. • To uphold and implement policy as per KVS norms for the result preparation of Session Ending of 2020-21.
11	<p>Home Exam Secondary Section</p> <p>Primary Section</p>	<ol style="list-style-type: none"> 1. Sh. Ramesh Chandra PGT (Eco.) I/C 2. Mr.Vijay Bahadur TGT(Hindi) 3. Sh. Sanjeev Kumar Soni 4. MR. Prem Narayan Sub Staff <ol style="list-style-type: none"> 1. MS. EmorlynNerious, PRT I/c 2. Ms.Vaishali 3. Ms. Sonika 4. Sh.Prem Narayan (Sub Staff) 	<p align="center">Responsibilities of Core Committee</p> <ul style="list-style-type: none"> • Raising the indent for the papers and other important requirement. • Planning & conducting of periodic test and term examinations as per schedule. • Listing out absentees and Planning & conducting Re-tests • To prepare the result analysis of internal exams and maintaining the record in an appropriate manner. • Distribution of Result Cards to class Teachers. • Distribution of the split up syllabus /Study materials 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.

	CBSE(X/XII) And External Examinations (NIOS)	<ol style="list-style-type: none"> 1. MR. Amit Tiwari, PGT (Chem) I/c 2. MR. Vilas Khobragade 	<ul style="list-style-type: none"> ● It is mandatory for all the question paper setters to provide the question paper both in soft and hard copies duly computerized, Exam Department shall not accept the papers which are hand written. Sh. Ramesh Chandra, PGT (ECO.) will monitor the entire department proceedings and make sure that all wings of his department are functional appropriately.
13	External Examination (Olympiads)	<ol style="list-style-type: none"> 1. MR. Amit Kumar Tiwari, PGT (Chem) I/C 2. Ms. Vaishali PRT 	<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.
14.	Exhibitions Committee Science	<ol style="list-style-type: none"> 1. Smt Puja Dubey PGT Physics I/c 2. Rest Member to be assigned at the time of Event and during the Subject Committee Meet. 	<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. <p>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.</p>
15.	Time Table Secondary Department Primary Department	<ol style="list-style-type: none"> 1 MS. Pooja Dubey, PGT (Phy) I/c 2 Sh. Jackson Panse, TGT(Maths) <ol style="list-style-type: none"> 1 MS. Mini Shrivastava, PRT I/c 2. MS. Farheen Akram, PRT 	Responsibilities of Core Committee
			<ul style="list-style-type: none"> ● Preparation of class & teachers' Time Table as per KVS norms. ● Preparation of special Time Table for Board classes, Remedial classes, Classes for slow learners, and Zero period. ● Monitoring of bell timing. ● 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. ● 1st period time table should be announced by teacher in charge during morning Assembly itself.
			Responsibilities of Supporting staff

"हिंदी सरल है - हिंदी में कार्य करें"

			<ul style="list-style-type: none"> ● Showing the arrangement sheet to teacher and obtaining the signature. ● Displaying the arrangement sheet in prominent places of the Vidyalaya.
16.	Exhibitions Committee Social Science	<ol style="list-style-type: none"> 1. Sh.Om Prakash PGT(Eng.) 2. Sh Narendra Kumar Dongre Mus.Teacher 3. All the members of Social Sc. Faculty 	<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. <p>Note: As far as Social Science exhibition is concerned, the In charge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register.</p>
17.	Office affairs & Bills Verification Committee	<ol style="list-style-type: none"> 1. Sh. Atul Mankar ,PGT Bio.I/C 2. Smt. Durgesh Nandini Sarathe, PGT Comm. 3. Sh. Abhishek Jain, PGT Hindi 4. Sh. Amit Tiwari,PGT(Chemistry) 5. Ms.Sonika PRT 	<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 orders and admissibility criteria in settlement of bills. ● The committee will make settlement of bills as per 7th Pay commission rules, every TA/DA claim shall have proper bills and vouchers duly numbered indicating the number of pages given / enclosed with TA/DA bill. ● After settlement, concerned employee shall be called and be shown the settlement for transparency and to redress his/her grievance. ● To attend the quarries made under RTI and ensure their response is made on or before the stipulated date. ● Collect data/information to be incorporated in the reply of such letters. The members and I/C to keep them updated with the rules and procedures regarding RTI act.
18	CCA		<ul style="list-style-type: none"> ● Preparation of Calendar of activities for 2020-2021. Preparation of Days to be observed and celebrated in the year 2020-2021. House distribution activity. Selection and celebration of School Captains and Vice Captains under student's council. ● Planning, preparation and Celebration of Annual Day

"हिंदी सरल है - हिंदी में कार्य करें"

SECONDARY PRIMARY	1.MR. Abhishek Kumar Jain, PGT (Hindi) I/c 2.MR. V Khobragade, TGT (Eng	<ul style="list-style-type: none"> 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. To maintain proper records of Vidyalaya Achievement. To provide information regarding Vidyalaya achievement to RO and HQ whenever it is needed. To invite the press personal on the occasion of Vidyalaya events To prepare press note and articles for publishing in the newspapers. To maintain good relationship with the press people for advertising good work of Vidyalaya. Important dates shall be collected and be celebrated appropriately. The committee can even suggest Principal for the purpose.
	Sh. Yashwant Rao Nagle TGT WE	<ul style="list-style-type: none"> To ensure arrangement of PA system during all the programs .
	Sh. Rishi Raj Mahawar TGT Art	Photography and Videography of programs, stage decoration and management as per theme in befitted manner
	1. MR. N.K.Dongre,PRT (Music)	<ul style="list-style-type: none"> Arranging musical instruments and ensuring preparation of Choir groups for different occasions .
	1.Sh.Rajesh Lakra Librarian 2.Smt. Pooja Mourya PET	<ul style="list-style-type: none"> To ensure proper seating arrangement for teachers and students during various programs.

"हिंदी सरल है - हिंदी में कार्य करें"

19	राजभाषाकार्यान्वयसमिति Raj Basha Committee	<ol style="list-style-type: none"> 1. MR. Abhishek Kumar Jain, PGT (Hindi) I/c 2. MR. Vijai Bahadur, TGT (Hindi) 	<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. ● 20 Every month a test on intricacies of Rajbasha has to be conducted for teachers. ● Every month a lesson on Hindi Grammar should be taken. ● I/c is responsible for preparation of reports (रिपोर्ट / औपालनप्रतिवेदनइत्यादि)
20	Scout and Guide Cubs and Bulbul	<ol style="list-style-type: none"> 1. MS. MamtaVerma, TGT (S.St) I/c 2. All Scout, Guide, Cub & Bulbul Captains and Leaders 	<ul style="list-style-type: none"> ● Registration of units. ● Fresh registration for Pravesh, Cubs & Bulbuls etc. ● Conducting upgrading camps & celebrations related to Scout. ● Taking up Community development and service works once in a month. ● Submitting monthly Reports & carrying out other work related.
21	Value Education & Integrity Club	<ol style="list-style-type: none"> 1. Mrs. Rajni Devi ,TGT Eng I/c 2. MS. MamtaVerma, TGT(S.St) 3. MS. Mini Srivastava, PRT 4. MS. Farheen Akram 	<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.
22	Library Advisory Council	<ol style="list-style-type: none"> 1. Smt Renu Shrivastav PGT Maths Chairperson 2. Sh Rajesh Lakra Member Secretary 3. Smt.Lily Grace Laxman(HM) 4. Two student representatives 5. All subject conveners. 	<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 to Principal.
23	SC/ST/OBC Scholarship	<ol style="list-style-type: none"> 1. MR. Rajesh Lakra TGT (Lib) I/c 2. MR. Vilas Khobragade, TGT (Eng) 	<ul style="list-style-type: none"> ● Make a list of all SC/ST/Minority awarded scholarship ● Maintain a record of students who receive the scholarship

"हिंदी सरल है - हिंदी में कार्य करें"

24	<p>A.Standard Operating Procedure (SOP)</p> <p>B (Responsive team)</p>	<ol style="list-style-type: none"> 1. MR. Rajesh Lakra, TGT (Lib), I/c 2. Mrs. Renu Shrivastava. 3. MS. PoojaMaurya, TGT (PET) 4. MS. Mini Shrivastava. 5. All the House Masters and Class teachers. 6. Sports coach. 7. Yoga Teacher 8. Nurse. <p>Mr. Rajesh Lakra Librarian Coordinator Smt. Pooja Mourya PET, Asstt. Coordinator</p> <p>MEMBERS Smt. Renu Shrivastava PGT Maths Smt. Durgesh Nandini PGT Commerce Sh. Abhishek Jain PGT Hindi</p>	<ul style="list-style-type: none"> ● To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School and develop comprehensive action plan to implement the guidelines. ● 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 and take preventive measures as given in the guidelines in consultation with the local police and keep the security personnel of the school on the alert. ● Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents. ● Conduct advance reconnaissance of the school with the help of the local police and hold mock drills for School Staffs.
25	<p>Furniture Purchase & Repair maintenance Committee</p>	<ol style="list-style-type: none"> 1. MR. Rishi Raj Mahawar, TGT (AE) I/c 2. MR. Ashutosh Misra, TGT Sanskrit 3. MR. Rajesh Prajapati, Sub Staff 	<ul style="list-style-type: none"> ● Preparing the list of articles for condemnation for 2018-19 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, departments, library, office etc. ● Preparation of list of repairable and broken furniture. ● Submission of requirements of shortage making inventory and monitoring.
26	<p>School Building Civil & Electrical Maintenance committee</p>	<ol style="list-style-type: none"> 1. MR. Atul Mankar, PGT(Bio) I/C 2. SH. Vijay Bahadur, TGT Hindi 3. SH. Jackson Panse, TGT Maths 4. MR. Yashwant Nagle, TGT (WET) ,providing technical support. 5. SH. Prem Narayan, Sub Staff 	<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

			<p>purchased and record of the same in the stock register.</p> <ul style="list-style-type: none"> ● Certifying the proper usage of material at appropriate and required places. ● Informing Principal the areas of immediate attention.
27	Sports Committee	<ol style="list-style-type: none"> 1. MS. PoojaMaurya, TGT (PET), I/c 2. SH. Ashutosh Mishra 3. Ms.Sonika 4. Games Coach & Yoga Teacher 	<ul style="list-style-type: none"> ● Planning Vidyalaya sports activities, (Year calendar). ● Monitoring blocks period. ● Purchasing required material. ● Arrangement of sports meets as per KVS norms. ● Planning and conducting Annual Sports Day celebration for the session 2020-2021.
28	Flag Hosting and Retreating Ceremony	<ol style="list-style-type: none"> 1. MR. Vilas Khobragade TGT (Eng) I/c 2. MS. PoojaMaurya, TGT (P&HE) 3. Sports coach 4. Yoga teacher 	<ul style="list-style-type: none"> ● To ensure raising of National Flag every morning and it's lowering before sunset in our KV without fail. ● 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.
29	<p>(A) Teaching Aids</p> <p>(B) Audio Visual</p>	<ol style="list-style-type: none"> 1. MR. Sanjeev Kumar, TGT (S.St) I/c 1.Y.R.Nagle TGT(WE) I/C 2.Sh.N.K.Dongre Prt (mus.) 	<ul style="list-style-type: none"> ● Procurement of Audio Visual and teaching aids. ● Upkeep of audio visuals and teaching aids. ● List of Audio Visual and teaching aids used by the teachers.
30	Primary Education – (Core committees & their Heads)	<ol style="list-style-type: none"> 1.Smt.Lily Grace Laxman(HM) 2.MS. EmorlynNerious, PRT 3.MS. Mini Srivastava, PRT 	<p>Year Planner shall have to be prepared by each head.</p> <ul style="list-style-type: none"> ● Planning and preparation Calendar of activities. ● Supervision of Primary classes. All the new entries may be supervised with the help of MR. Sarwesh Kumar, Sr. PRT of the Vidyalaya, so that necessary help can be given to them to understand about CMP work and CCE work. ● Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets binded and display in CMP room. All works related to primary education. ● Maintaining CMP & Other activity records. Formation of Committees for primary wing for smooth conduct of Primary wing. A monthly report on activities undertaken by the Primary wing.
31	Educational Tour	<ol style="list-style-type: none"> 1. MR. Vilas Khobragade, TGT (Eng) I/c 	<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

"हिंदी सरल है - हिंदी में कार्य करें"

	& Trip (Planning year calendar & Plan of action)	I/C may add members at the time of tour as per the requirement.	and submit a report through the register meant for the purpose of excursions to children. <ul style="list-style-type: none"> • 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.
32	Photography/Video & Bouquet presentations	<ol style="list-style-type: none"> 1. MR. Rishi Raj Mahawar, TGT (AE) I/c 2. MS. Rajni Devi.TGT(ENG) 3. MS. Mini Srivastava, PRT 	<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 • Arranging adequate number of bouquets at various occasions and presenting those in befitted manner.
33	Staff Quarters Civil & Electrical Maintenance committee	<ol style="list-style-type: none"> 1. MS. D N Sarathe, PGT (Comm)I/C 2. MR. Ramesh Chandra, PGT (Eco) 3. MR. Y.R. Nagle for technical support 4. Mr.Vijay Bahadur TGT(Hindi) 5. Mr.Prem Narayan(sub staff) 	<ul style="list-style-type: none"> • Monitoring of Vidyalaya staff quarters electrical fittings and fixtures. • Monitoring and recording of electrical work / repair work undertaken. Preparing the estimates and submitting request for procurement of materials with clear justification. • Stock entry of the material 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. Ensuring proper functioning of electrical fittings and fixtures. Informing Principal the areas of immediate attention.
34	Medical Room And First Aid	<ol style="list-style-type: none"> 1. MS. Geetanjali Khare, TGT (Sc.) I/c 2. MS.Rajni Devi 3. Ms.Emorlyn N.(PRT) 4. Doctor of Vidyalaya 5. Nurse of Vidyalaya 	<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.

"हिंदी सरल है - हिंदी में कार्य करें"

		6. MR. Prem Narayan, Sub Staff	
35	Subject Committee convener	In Charge	<ul style="list-style-type: none"> ● Every month these committees invariably sit and discuss on agenda that pre-decided and got approved by Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized. ● Split up syllabus month wise and teacher wise. ● Project work-term wise. Weightage of marks to each topic. ● Evaluation scheme. Practical work. ● Class room activities and teaching aids. Model question paper. ● Identification of slow learners and gifted children and remedial action. ● Under achievers / slow learners identification. ● Strategy for effective monitoring for students improvements. Educational tour. ● Class activities, Exhibition, Exam- FA/SA/UT/HY/SEE. ● Preparation of subject magazine. ● CCE work and Files of Formative Assessments carried out topic-wise by the teachers. ● Innovations taken up and the reports thereof.
	English Hindi & Sanskrit Science and comp.sc. Social Science Mathematics	MR. Om. Prakash PGT (Eng) MR. Abhishek Kumar Jain, PGT (Hindi) MS. Pooja Dubey, PGT (Physics) MS. D N Sarathe, PGT (Comm) MS. Renu Shrivastava PGT (Maths)	
36	E. Class Room CAL/TAL	MR. Sanjeev Soni, TGT (S.ST)I/C	<ul style="list-style-type: none"> ● To get it ready for staff meetings and various other programmes/meetings and to provide all technical support for e-classes.

"हिंदी सरल है - हिंदी में कार्य करें"

37.	Integrity Club Eco Club Literary Club Science Club Math's Club Digital club Clean India club Fit India Club Photography Club Eat Creative Club Atal Tinkling Lab Hobby Club Philately Club Green School Programme Youth Parliament Pisa Programme Awaken Citizen Programme	MS. Rajni Devi TGT (Eng.) MS.Geetanjali , Khere,TGT (Bio) MR.Vilas Khobragade, TGT (Eng) MR. Amit Tiwari, PGT (Chem) MS.Renu Shrivastava, PGT (Math's) MS. Kirti Asrekar MS. Durgesh Nandini Sarathe MS. Pooja Mourya, TGT Physical,Education SH. Rishi Raj Mahawar Mrs.Geetanjali Khere/MS. Farheen Akram Sh.Atul Mankar, PGT (Biology) MR.Jackson Panse ,TGT Maths MS. Mamta Verma,TGT So.Sc. MR. Atul Mankar, PGT (Bio.) MR. Sanjeev Soni MS. Pooja Dubey MR.Rajesh Lakra	<ul style="list-style-type: none"> ● Conducting activities related to the Club. ● Conducting activities related to the Club. ● Conducting activities related to the Club ● Conducting activities related to the Club ● Conducting activities related to the Club ● Conducting activities related to the Club ● Conducting activities related to the Club ● Conducting activities related to the Club ● Conducting activities related to the Club ● Conducting activities related to the Club ● Conducting activities related to the Club ● Conducting activities related to the Club ● Conducting activities related to the Club ● Conducting activities related to the Club ● Conducting activities related to the Club ● Conducting activities related to the Club ● Conducting activities related to the Club ● Conducting activities related to the Club ● Conducting activities related to the Club ● Conducting activities related to the Club
38.	Primary Resource Room	<ol style="list-style-type: none"> 1. MS. Lily Grace Laxman(HM)I/C 2. MS. Emorlyn Nerious, PRT 3. MS. Mini Srivastava, PRT 	<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 strengthen of primary education. ● Acquiring material, teaching aids, CD's books, play material etc., to display in the CMP so as to make it a better resource room. ● Re-charging of Dish TV activation and prepare a plan to show film shows live on Dish TV ● Planner has to be submitted by the Committee. ● Monthly Report Submitting a report on activities taken up.
39.	Hygiene and Sanitation	<ol style="list-style-type: none"> 1. Ms.Geetanjali Khere TGT(SCL) I/c 	<ul style="list-style-type: none"> ● Checking cleanliness in toilet and other places, daily pursuing sweeper

"हिंदी सरल है - हिंदी में कार्य करें"

	And Drinking water	<ol style="list-style-type: none"> 2. MS. PoojaMaurya, TGT (P&HE) 3. MS. Anuradha Singh, TGT, (Maths) 4. MS. Mamta Verma, TGT (S.St) 5. MR. Rishi Raj Mahawar, TGT (AE) 6. MS., Rajni Devi TGT (Eng.) 7. MS., Farheen Akram PRT 8. Nurse 9. MR. Rajesh Prajapati, Sub Staff 	<p>to work promptly.</p> <ul style="list-style-type: none"> ● 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.
40.	Students' council committee	<ol style="list-style-type: none"> 1. MR. Om Prakash PGT(Eng.)I/C 2. MRS. Renu Shrivastava. PGT(Maths) 3. MR. Abhishek Jain PGT(Hindi) 4. MS. PoojaDubey, PGT (Phy) 5. MS. Mini Shrivastava, PRT 	<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.
41.	Reception & Refreshment Committee for all the occasions	<ol style="list-style-type: none"> 1. MS. Anuradha Singh TGT (maths) I/C 2. MS. Rajni Devi, TGT (Eng.) 3. MS. Nurse 4. MS. Vaishali Dubey PRT 5. MS. Sonika 6. MR. Rajesh Prajapati, Sub Staff 	<ul style="list-style-type: none"> ● The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection. ● 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 is the main responsibility to be executed meticulously. <p>Note: 11th hour planning or doing be avoided for important events. All the events that go with external guest are always important and shall go without any hiccups. Postponing is bad attitude, so avoid it.</p>
42.	A. Vidyalaya Magazine B. Quarterly News Letter for Primary Committee	<ol style="list-style-type: none"> 1. MR. Abhishek Kumar Jain, PGT (Hindi)I/C <p>1. Farheen Akram</p>	<ul style="list-style-type: none"> ● Overall Planning of the magazine 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

"हिंदी सरल है - हिंदी में कार्य करें"

			<p>have a space to be part of Vidyalaya Magazine.</p> <ul style="list-style-type: none"> The magazine collection and compilation work shall be completed before December 2016. 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
43.	Parent Teacher Meeting & Parent Teacher association	<ol style="list-style-type: none"> SH. Om Prakash, PGT(Eng.) I/C MS. PoojaDubey, PGT (Phy) Smt. Lily Grace HM Smt. Emorlyn PRT 	<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 and 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
44.	Grievance Committee	<ol style="list-style-type: none"> MR. AtulMankar, PGT (Bio) I/C Ms. Renu Shrivastava, PGT (Maths) MR. Om. Prakash, PGT (Eng) MS. Emorlyn Nerious 	<ul style="list-style-type: none"> To periodically open suggestion box at least once in two months. To keep a record of suggestions or grievances received from the students, staff or parents. To maintain the minutes of the meetings.
45.	NCC (Boys/Girls)	<ol style="list-style-type: none"> MR. N K Dongre, PRT (Music) I/c MS. PoojaMaurya, TGT (P.H.E) 	<ul style="list-style-type: none"> To conduct the NCC work smoothly and provide proper guidance in the field of NCC and its scope in the long run of education.
46.	Staff Club	<ol style="list-style-type: none"> Sh. Om Prakash PGT ENG. (Staff Secretary) Mrs.Mini Shrivastava PRT , Jt. Staff Secretary MR.Ramesh Chandra PGT ECO. Treasurer Ms. Vaishali Dubey, PRT Jt. Treasurer <p>ASSOCIATE MEMBERS</p> <ol style="list-style-type: none"> Mrs. Rajni Devi TGT Eng. Mr. Ashutosh Mishra Ms. Farheen Akram PRT Ms. Vaishali Dubey PRT 	<ul style="list-style-type: none"> Welcome / farewell party to the new / outgoing staff and welfare activities to be organized.
47.	Staff Meeting & recording of the minutes & Monthly DO to Ro.	<ol style="list-style-type: none"> Smt. Rajni Devi TGT (Eng), I/c 	<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. To prepare by monthly news letter and to send to RO and other Officials of KVS.

"हिंदी सरल है - हिंदी में कार्य करें"

		2. MR. Vijai Bahadur, TGT(Hindi)	
48.	Goods verification Committee	<ol style="list-style-type: none"> 1. Senior Most Teacher, I/c 2. Head Master 3. Department I/C 4. VMC Member 	<ul style="list-style-type: none"> • To verify the received goods as per requisition. • To ensure the quality of the goods as desired.
49	Uniform checking and Daily assembly organizing Committee	<ol style="list-style-type: none"> 1. SH. Rishi Raj Mahawar ,TGT (AE) I/C 2. TGT Maths (Contractual) 3. TGT Hindi (Contractual) 4. MS. Sonika 5. Sports Coach 6. Yoga Teacher 7. Nurse 	<ul style="list-style-type: none"> • To ensure arrival of students in proper uniform which includes hair cut of boys ,hair style of girls,winter,summer and sports uniform as specified by KVS. Proper and well polished shoes,well groomed nails,Identity card hanged in proper manner etc. • To ensure timely arrival of students in assembly ground • To control the practice of late coming in vidyalaya • Systematic dispersal from assembly ground.
50	Outsourced affairs monitoring committee	<ol style="list-style-type: none"> 1-MR. Atul Mankar, PGT (Bio.) I/C 2-MR. Rajesh Lakra, TGT(Librarian) (ward & watch) 3-MR. Rajesh Prajapati, sub staff 	<ul style="list-style-type: none"> • To ensure sufficient output and expected quality of work from persons outsourced for different affairs of vidyalaya.
51	UBI PORTAL UPDATION	<ol style="list-style-type: none"> 1- Sh. Jackson Panse TGT. Maths,I/C 2- Sh. Ashutosh Mishra TGT Sanskrit 3- Ms. Vaishali Dubey PRT 	
51	Fire Safety Committee	<ol style="list-style-type: none"> 1. MR.Y.R.Nagle TGT (WE) 2. MR. Jackson Panse ,TGT(Maths) 3. MR. Ashutosh Kr. Mishra ,TGT(Sanskrit) 	<ul style="list-style-type: none"> • To ensure adequate number of fire distinguishers in vidyalaya premises. • To ensure the maintenance and working condition of fire distinguishers. • Arranging demonstration of the functioning of fire distinguishers before students.

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 2020-2021

"हिंदी सरल है - हिंदी में कार्य करें"

as per allotment given and submit a copy to the Principal by **15TH April 2021** for record without fail.

2. All the In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties activities and prescribed programme. In case of any difficulty, undersigned must be contacted.

3. All the In-charge and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they can contact the Principal.

4. All the In-charges and members of the concerned departments/committees will have to work on full-fledged manner. When In-charge is on leave etc. Senior member of the concerned departments must be available on duty and vice versa.

5. Please put your efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.

6. **All these committees will come in force from 01-04-2021 till 31st March 2022.**

MANISH TULI
(PRINCIPAL)

If your actions inspire others to dream more, learn more, do more and become more, you are a leader, An opportunity is missed by most people because it is dressed in overalls and looks like work. Dear friend, whether you think you can, or you think you can't – you're right.

ALL THE BSET FOR NEW SESSION 2021-2022

"हिंदी सरल है - हिंदी में कार्य करें"