

केंद्रीय विद्यालय क्रमांक-१ आयुध निर्माणी इटारसी
KENDRIYA VIDYALAYA, NO.1, ORDNANCE FACTORY, ITARSI



समिति/**COMMITTEES** 2023-24

सत्र : 2023-24

विद्यालय योजना सत्र: -2023-24

Vidyalaya Academic & Institutional Plan for session 2023-2024 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 2023-2024. 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 2023-2024. 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 2023-24 as per allotment given and submit a copy to the Principal on or before 31st March 2023 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 31 st March 2023 and prepare the list of requirements for the session 2023-2024 on or before 30th April 2023 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 creave 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.

LIST OF CLASS TEACHER AND CO-CLASS TEACHERS SESSION 2023-2024**PRIMARY SECTION**

CLASS	SECTION	NAME OF CLASS TEACHER	CO – CLASS TEACHER
I	A	PRT	PRT
	B	PRT	PRT
II	A	MRS EMORYLIN NERIOUS	PRT
	B	PRT	PRT
III	A	PRT	PRT
	B	PRT	PRT
IV	A	MR N.K. DONGRE	PRT
	B	PRT	PRT
V	A	PRT	PRT
	B	PRT	PRT

SECONDARY SECTION

CLASS	SECTION	NAME OF CLASS TEACHER	CO – CLASS TEACHER
VI	A	MR ANAND KUMAR	TGT ENGLISH
	B	TGT ENGLISH	MR ANAND KUMAR
VII	A	ABHISHEK SHARMA	POOJA MOURYA
	B	MURARILAL MEENA	POOJA MOURYA
VIII	A	SH PRADEEP SINGH RATHORE	Y.R. NAGLE
	B	SH VIJAI BAHADUR	Y.R.NAGLE
IX	A	SH VILAS KHOBRADE	RAJESH LAKRA
	B	PGT(PHYSICS)	RAJESH LAKRA
X	A	SH. J.N. PANSE	RISHI RAJ
	B	SMT. ANURADHA DEVI	RISHI RAJ
XI	A	SH. PANKAJ PATEL	SH. ATUL MANKAR
	B	SH. ABHISHEK JAIN	SH. ATUL MANKAR
XII	A	SH. AMIT TIWARI	KIRTI ASREKAR
	B	SMT. DURGESH NANDINI	KIRTI ASREKAR

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DUTIES AND RESPONSIBILITY OF THE TEACHERS/CLASS/CO-CLASS TEACHERS(SESSION 2023-24)

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.
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 syllabus on time. **The syllabus for class XII will be completed by last week of October 2023 and for all others by January 2024.** 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 2023 for class XII** and for the others in the month of **February 2024**. First round of revision for class XII will be completed by December 2023 and for others by February 2024. Second round revision will commence from January 2024 onwards for class XII and it will be completed by 15th February 2024. For this purpose, action planned will be chalked out in the month of Dec. 2023.
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.

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समितियां २०२३-२४

The following committees have been formed for the year 2023-2024 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 25TH, March 2023 without fail.

क्र स	समितियों के नाम	प्रभारी एवं सदस्यों के नाम	कार्य का विवरण
1	Academic and Administrative support	<ol style="list-style-type: none"> 1. Smt Renu Shrivastav PGT Maths I/c 2. Sh. Abhishek Jain PGT(Hindi) 3. Sh. Vijay Kumar.TGT(Hindi) 4. Sh. ANAND Kumar. TGT(So.sc.). 5. Sh Rajesh Lakra Librarian 6. Smt.Emorlyn Nerious PRT 	<ol style="list-style-type: none"> 1. Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. 2. 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. <p>Preparing academic calendar department wise for 2023-2024</p>
2	Ek Bharat Shreshtha Bharat	<ol style="list-style-type: none"> 1. Mr Ramesh Chander PGT Economics I/C 2. Mrs Durgeshnandini Sarthe PGT(Commerce) 3. Mr. Abhishek Sharma (co-in charge) 4. Sh. ANAND Kumar (co- in charge) 5. Mr. Abhishek Kumar Jain.PGT Hindi 6. Mr. Vijay Bahadur TGT Hindi 7. Mr. Vilas Khobragade TGT Eng. 8. Mr. Pankaj Patel PGT Eng. 9. 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. <p>To assist in charge and to ensure execution of planning</p> <p>To conduct programs (hindi language) in morning assembly and to send all reports in Hindi.</p> <ul style="list-style-type: none"> ● To conduct programs (English language) in morning assembly and to send all related reports in English. <p>To conduct all cultural programs (songs,dances) related to Ek Bharat Shreshtha Bharat.</p>
3	Time Table Secondary Department Primary Department	<ol style="list-style-type: none"> 1. Sh. Jackson Panse, TGT(Maths) I/c 2. Sh. Pradeep Rathore, TGT(Sc.) <p>MS. Mini Shrivastava, PRT I/c PRT</p>	<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. <p>To ensure no teacher who is absent is left without arrangement.</p>
4	Home Exam Secondary Section Primary Section	<ol style="list-style-type: none"> 1. Sh. Ramesh Chandra PGT (Eco.) I/C 2. Mr.Vijay Bahadur TGT(Hindi) 3. Sh. ANAND Kumar TGT(So.Sc.) 4. Sh. Jackson Panse. 5. MR. Prem Narayan Sub Staff 6. Computer Instructor <ol style="list-style-type: none"> 1. MS. Emorlyn Nerious, PRT I/c 2. PRT 	<ul style="list-style-type: none"> ● 1st period time table should be announced by teacher in charge during morning Assembly itself. <p>Responsibilities of Supporting staff</p> <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. ● Raising the indent for the papers and other important requirement.

	CBSE(X/XII) And External Examinations (NIOS)	3. Sh.Prem Narayan (Sub Staff) 1. MR. Amit Tiwari, PGT (Chem) I/c 2. MR. Vilas Khobragade 3. Mr Atul Mankar 4. Computer Instructor	<ul style="list-style-type: none"> ●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. ●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. <p>Sh.Ramesh Chandra, PGT (ECO.) will monitor the entire department proceedings and make sure that all wings of his department are functional appropriately.</p>
5	External Examination (Olympiads)	Mr Pankaj Patel PGT(English)/PGT (Physics) Computer Instructor	<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.
6	Furniture Purchase & Repair maintenance Committee	<ol style="list-style-type: none"> 1. MR. Rishi Raj Mahawar, TGT (AE) I/c 2. MR. Murarilal Meena 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.
7	Primary Education CMP Resource Room	<ol style="list-style-type: none"> 1. MS. Emorlyn Nerious, PRT 2. MS. Mini Shrivastava, 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 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. ● The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose

			<ul style="list-style-type: none"> 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.
8	Photography/Video & Bouquet presentations	<ol style="list-style-type: none"> 1. MR. Rishi Raj Mahawar, TGT (AE) I/c 2. MS. Mini Srivastava, PRT 3. Computer Instructor 	<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.
9	CCA SECONDARY PRIMARY	<ol style="list-style-type: none"> 1. MR. Pankaj Patel, PGT (Eng.) I/c 2. MR. Abhishek Jain 3. MR. V Khobragade, TGT (Eng) 4. MR. Vijay Bahadur TGT(Hindi) <p>All the house Masters.</p> <ol style="list-style-type: none"> 1. MS. Mini Srivastava PRT, I/c 2. PRT 	<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 ● 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. <p>The committee can even suggest Principal for the purpose.</p>

		<p>MR. N.K.Dongre,PRT (Music)</p> <p>Sh. Rishi Raj Mahawar TGT Art</p> <p>1.Sh. Rajesh Lakra Librarian 2.Smt. Pooja Mourya PET</p>	<p>To ensure arrangement of PA system during all the programs.</p> <ul style="list-style-type: none"> ● Arranging musical instruments and ensuring preparation of Choir groups for different occasions . ● Photography and Videography of programs, stage decoration and management as per theme in befitted manner ● To ensure proper seating arrangement for teachers and students during various programs.
10	Career Guidance and Counseling (To Plan and fix the dates)	<p>1. Mr Rajesh Kumar Lakra Librarian 2. Sh Atul Mankar, PGT Biology 3. Sh Abhishek SharmaTGT S.St</p>	<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.
11	AEP – planning & conducting a minimum of 6 sessions in each term	<p>1. Sh Atul Mankar PGT Biology I/C 2. Smt. Renu Shrivastava.PGT (Maths) 3. Sh. Pradeep Rathore.TGT (Sc.) 4. Sh. Vilas Khobragade TGT (Eng.) 5. Smt. Anuradha Devi.TGT (Maths)</p>	<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.
12	Beautification of building & Garden	<p>1. Smt. Pooja Mourya PET I/C 2. Mr Atul Mankar PGT (Bio) 3. Sh Rishi Raj TGT AE 4. PRT (cont.) 5. Mr Prem Narayan Sub Staff</p>	<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.
13	Admission Committee	<p>1.Smt.Durgesh Nandini Sarathe PGT (Comm).I/C 2.Sh.Amit TiwariPGT (Chemistry) 3.Sh. Anand Kumar TGT (So.Sc.) 4. Smt.Anuradha Devi.TGT(Maths) 5. Smt.Mini Shrivastava (PRT) 6. Smt.Emorlyn Nerious.(PRT)</p>	<p>Responsibilities of Core Committee</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

			<p>the month.</p> <ul style="list-style-type: none"> ● 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.
14	Discipline committee & SOP	<ol style="list-style-type: none"> 1. Sh. Atul Mankar, PGT (Biology) I/c 2. Sh. Rajesh Lakra (Lib.) 3. Smt. Durgesh Nandini PGT (Comm.) 4. Sh. Abhishek Jain PGT (Hindi) 5. Sh. Vijay Bahadur, TGT Hindi 6. Smt. Puja Mourya TGT PHE 7. Sh. Rishi Raj. TGT (Dr.) 8. PRT 9. Sports Coach 10. Yoga Coach 11. Staff Nurse 12. Counsellor 13. 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 student's 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. ● To ensure arrival of students in proper uniform which includes haircut 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. ● 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.
15	Raj Bhasha Committee	<ol style="list-style-type: none"> 1. MR. Abhishek Kumar Jain, PGT (Hindi) I/c 2. MR. Vijay Bahadur, TGT (Hindi) 3. Mr Santosh Kumar Singh SSA 	<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

			<p>prepared for the purpose.</p> <ul style="list-style-type: none"> ● 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
16	Scout and Guide Cubs and Bulbul	<ol style="list-style-type: none"> 1. Sh. Vijay Bahadur TGT(Hindi) I/c 2. Smt. Anuradha Devi (Guide) TGT(Maths) 3. Sh Jackson Panse Cubs I/c 4. 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.
17	Library Advisory Council	<ol style="list-style-type: none"> 1. Smt Renu Shrivastav PGT Maths Chairperson 2. Sh Rajesh Lakra Member Secretary (Librarian) 3. Sh. Atul Mankar PGT(Bio) 4. Sh Abhishek Jain PGT(Hindi) 5. Smt.Emorlyn Narious PRT 6. Two student representatives 7. 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.
18	Sports Committee	<ol style="list-style-type: none"> 1. MS. PoojaMaurya, TGT (PET), I/c 2. Sh. Jackson Panse TGT(Maths) 3. Sh. Murari Lal Meena TGT(Skt.) 4. PRT 5. Games Coach & Yoga Teacher 6. All the house masters. 	<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 this session 2020-2021.
19	Flag Hosting and Retreating Ceremony	<ol style="list-style-type: none"> 1. MS. PoojaMaurya, TGT (P&HE) I/c 2. Mr Vilas Khobragade TGT English 3. Sports coach 	<ul style="list-style-type: none"> ● To ensure raising of National Flag every morning and its 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.
20	Educational Tour & Trip (Yuva Tourism) (Planning year calendar & Plan of	MR. Vilas Khobragade, TGT (Eng) I/c may add members at the time of tour as per the requirement.	<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

	action)		<p>purpose of excursions to children.</p> <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.
21	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.
22	Medical RoomAnd First Aid	<ol style="list-style-type: none"> 1. MS. Anuradha devi TGT (Maths) I/c 2. Sh. Murarilal Meena TGT(Skt.) 3. Ms.Emorlyn Nerious.(PRT) 4. Nurse of Vidyalaya 5. MR. Prem Narayan, Sub Staff 	<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.
23	Subject Committee convener English Hindi & Sanskrit Science and comp.sc. Social Science Mathematics Primary	<p>In Charge</p> <p>MR. Pankaj Patel PGT (Eng) MR. Abhishek Kumar Jain, PGT (Hindi) Sh. Atul Mankar, PGT (Bio.)</p> <p>MS. D N Sarathe, PGT (Comm) MS. Renu Shrivastava PGT (Maths)</p> <p>Mrs Mini Shrivastava, PRT</p>	<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.
24	Class Room	MR. Pankaj Patel, PGT (Eng.)I/C	<ul style="list-style-type: none"> ●To get it ready for staff meetings and various

	CAL/TAL		other programmes/meetings and to provide all technical support for e- classes.
25	Value Education & 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 Awaken Citizen Programme	1. Sh. Anand Kumar ,TGT (So.SC.) I/c 2. Sh. Abhishek Sharma TGT(S.St) 3. MS. Mini Srivastava, PRT 4. MS. Emorlyn Nerious PRT Sh. Pradeep RathoreTGT (Bio) Sh..Vilas Khobragade, TGT (Eng) Sh.. Amit Tiwari, PGT (Chem) Smt..Renu Shrivastava, PGT (Math's) Smt.. Kirti Asrekar Smt.. Durgesh Nandini Sarathe Smt..Pooja Mourya, TGT PHE SH. Rishi Raj Mahawar Sh. Pradeep RathoreTGT (Bio)/PRT Sh.Atul Mankar, PGT (Biology) MR.Murari Lal Meena ,TGT Sanskrit. MS. Abhishek Sharma,TGT So.Sc. MR. Mr Atul Mankar, PGT (Bio.) MR. Ramesh Chandra, PGT(Eco) MR.Rajesh Lakra, Librarian	• Preparation of Annual calendar of value-based education programs and activities. • Conducting of value education program as per KVS guidelines. • 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
26	Students' council committee	1. Sh. Abhishek Kumar Jain PGT(HINDI) 2. Sh. Pankaj Patel 3. Sh.VilasKhobragade 4. Smt.Pooja Mourya	• 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.
27	Reception, Refreshment & Hospitality Committee for all the occasions	1. Mr Anand Kumar TGT (So.sc.) 2. TGT(English) 3. MS. Nurse 4. MS. PRT 5. MS. PRT 6. MR. Rajesh Prajapati, Sub Staff	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. 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.
28	Cleanliness Committee	1.Sh. Pradeep Rathore TGT(Sc.) I/C	•To ensure cleanliness of vidyalaya premises, corridors, classrooms, departments and

		2.Sh. Y.R.Nagle TGT (WE.) 3.Sh. Rishi Raj. TGT(Art..) 4.Smt. Pooja Mourya PET 5.Smt. Mini Shrivastava PRT 6.Sh. Rajesh Prajapati 7.Sh. Prem Narayan	washrooms. •To distribute the work with specific location to persons outsourced for the same. •To monitor the work done on daily basis. •To ensure sufficient output and expected quality of work from persons outsourced for cleanliness of vidyalaya.
29	Basic Amenities Committee A: Water Cooler Points B: Electrical Points C: Fire Extinguisher	Sh. Y.R.Nagle TGT (WE) I/C 1. Sh. Murari Lal Meena TGT Skt. 2. TGT(English) Sh. Abhishek Sharma TGT So.Sc. Sh. Vilas Khobragade TGT Eng.	To ensure smooth and safe functioning of water system, electric points and fire security system in the vidyalaya. •Ensuring cleaning of water coolers, water tanks in regular manner and to check smooth supply of water in vidyalaya.In case of any interruption to report to Sh Y.R.Nagle to get the problem resolved. •To ensure safe and secured electric points in vidyalaya premises and in building and to report to Sh Y.R.Nagle to get any issue resolved. •To ensure proper functioning of fire extinguishers and to do arrangements for demonstration of the same. In case of any interruption to report to Sh Y.R.Nagle to get the problem resolved.
30	PTA & PTM Committee	1. Smt. Kirti Asrekar PGT (IP) I/C 2. Smt. Emorlyne Nerious.PRT 3. All the class teachers and subject teachers	•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
31	Grievance & anti bullying Committee	1. Smt. Renu Shrivastava PGT(Maths) 2. Sh. Atul Mankar PGT(Bio.) 3. Smt. Durgesh Nandini PGT (Comm.) 4. Sh. Vijay Bahdur TGT(Hindi) 5. Counselor 6. All members of the discipline committee	•To address issues related to bullying judiciously in the light of NCPCR. Creating awareness in the Vidyalaya for congenial environment for teaching learning and other activities. •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.
32	Social Media Committee	1. Sh. Vijay bahadur, TGT(Hin) 2. Mr. Abhishek Sharma. TGT(So.Sc.) I/C Sh. Mr Rishi raj 3. Mr Rajesh lakra 4. Mrs Mini Shrivastava 5. Computer Instructor for technical support under supervision of committee members.	Website updating through coordination with respective department heads. •Handling Vidyalaya Facebook and twitter account. •Handling press and publicity matters related to Vidyalaya
33	GEM Portal Committee	Sh. Santosh Singh I/C Sh.Atul Mankar PGT(Bio)	Processing and monitoring all purchases /acquiring facilities through GEM Portal.
34	Vidyalaya Magazine	1. MR. Abhishek Kumar Jain, PGT (Hindi)I/C 2. Mr Pankaj Patel, PGT(Eng) 3. Mr M.L.Meena TGT(Sanskrit)	•Overall Planning of the magazine collection as per fixed schedule. •Collect the materials and keep updating them periodically. •Prize recipients (students, teachers) shall

	Quarterly News Letterfor Primary Committee	<ol style="list-style-type: none"> Ms. Mini Shrivastava Mrs Emorylin Nerious PRT 	<p>be asked to give their photographs. Teachers/officers/officials retiring from services shall 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
35	NCC (Boys)	MR. N K Dongre, PRT (Music) I/c	<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.
36	Staff Meeting & recording of the minutes & Monthly DO to Ro.	<ol style="list-style-type: none"> MR. Vijay Bahadur, TGT(Hindi) I/c Sh. Vilas KhobragadeTGT (Eng), 	<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 newsletter and to send to RO and other Officials of KVS
37	Outsourced affairs monitoring committee	<ol style="list-style-type: none"> Smt Pooja Maurya I/C (Gardeners) MR. Rajesh Lakra, TGT(Librarian) (Guards) MR. Pradeep Rathore TGT(Bio.) (Cleanliness) 	<ul style="list-style-type: none"> To ensure sufficient output and expected quality of work from gardeners outsourced for gardens of Vidyalaya. To ensure sufficient output and expected quality of work from guards outsourced for safety and security issues of Vidyalaya. To ensure sufficient output and expected quality of work from persons outsourced for cleanliness of Vidyalaya.
38	UBI Portal Updation	<ol style="list-style-type: none"> Sh. Jackson Panse TGT. Maths,I/C . Mrs. Emorlyn Nerious PRT 	To ensure timely and authentic updating of UPI Portal.
39	Goods verification Committee	<ol style="list-style-type: none"> Smt.Renu Shrivastava PGT.(Maths), I/c Sh. Abhishek Jain PGT.(Hindi) Mr Y R Nagle TGT(WE) Smt.Mini Shrivastava PRT Department I/C 	<ul style="list-style-type: none"> To verify the received goods as per requisition. To ensure the quality of the goods as desired.
39	Staff Club	<ol style="list-style-type: none"> Sh. Vijai Bahadur(Staff Secretary) MR RISHI RAJ. MRS.Kirti Patil Mr Anand Kumar PRT 	<ul style="list-style-type: none"> Welcome / farewell party to the new / outgoing staff and welfare activities to be organized.
40	School Building Civil & Electrical Maintenance committee	<ol style="list-style-type: none"> 1.MR. Yashwant Nagle, TGT (WET) I/C 2.MR. Atul Mankar,PGT(Bio) PGT Physics 3.SH.Vijay Bahadur,TGT Hindi 4.SH. Jackson Panse, TGT Maths 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

			<p>estimates and submitting request for procurement of materials such as gitty (stone dust/ stones), sand, cement etc., with clear justification.</p> <ul style="list-style-type: none"> ● 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.
41	Computer Lab committee Monthly Report	<ol style="list-style-type: none"> 1. MS. Kirti Ashrekar, PGT (Comp. Sc) I/c 2. Computer Instructor 	<ul style="list-style-type: none"> ● Maintenance of computer infrastructure. Ensuring functionality of equipment in classes and other corners of Vidyalaya. ● Computer infrastructure data. ● Other allied information that is required by KVS. ● Acquiring devices and equipment related to computer infrastructure To support teaching learning environment in Vidyalaya.
42	Alumni Association	<ol style="list-style-type: none"> 1. Sh. Amit Tiwari PGT (Chem.) 2. Smt. Mini Shrivastava PRT 3. SH. Vijay Bahadur (TGT Hindi) 	<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
43	Office affairs & Bills Verification Committee	<ol style="list-style-type: none"> 1. Sh Santosh Kumar Singh SSA (Monitoring I/c) 2. .Sh. Atul Mankar, PGT(Bio) 3. Mr J Panse TGT(Maths) 4. Sh. M.L.Meena, TGT(Sanskt.) 5. Smt. Mini Shrivastava PRT 6. Sh. N.K. Dongre. Mus. Tr. 	<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.
44	SC/ST/OBC Scholarship	<ol style="list-style-type: none"> 1. Mr. Vilas Khobragade, TGT (Eng.) I/C 2. MR. Rajesh Lakra TGT (Lib) 	<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
45	Atal Tinkering Lab	Sh Atul Mankar PGT Biology	Establishment and Functioning of Committee
46	HOUSE MASTER	SHIVAJI	MR PRADEEP SINGH RATHORE I/C ASSOCIATE: SH AMIT TIWARI

		TAGORE ASHOKA RAMAN	SMT ANURADHA DEVI ASSOCIATE: SH ATUL MANKAR SH ANAND KUMAR ASSOCIATE: SMT D N SARATHE SH ABHISHEK SHARMA ASSOCIATE: SMT KIRTI ASHREKAR
47	Purchase Committee	To be Approved and decided by office of VVC Chairman for every Instance	

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- 2024 as per allotment given and submit a copy to the Principal by 25TH March2023 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 01-04-2023 till 31st March 2024.
- 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.

मनीष तुली
प्राचार्य

ALL THE BSET FOR NEW SESSION 2024-2024