



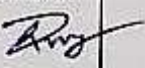

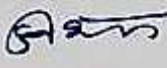

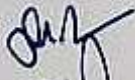





Sr.No.	COMMITTEE		Sig	DUTIES AND RESPONSIBILITIES
	Admission	SH.SUDARSHAN DEV (PGT ENG) IIC <i>Sudarshan</i> Smt. Suman Devi TGT Eng <i>Suman</i> Sh. Ghanshyam (PRT) Sh. Vinod Kumar PRT <i>विनोदकुमार</i>		<ul style="list-style-type: none"> -To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines in consultation with the Principal -To ensure fair admission as per the given schedule of the KVS. -To collect class wise enrolment position on last working day -Regular correspondence pertaining to admission -To complete the admissions register and to ensure uploading Admission and T.C. in the website
2	Examination Internal	VI TO XII SMT SUMAN YADAV PGT BIO IC <i>Smy</i> SH. BRAHAM DEV (PGT HISTORY) <i>ant</i> SMT MANISHA DEVI PGT PHY	PRIMARY SH VINOD KUMAR PRT I/C <i>विनोदकुमार</i> SH. DINESH KUMAR PRT SMT. PRIYA (PRT) <i>Priya</i> Sh. Sameer <i>Sameer</i>	<ul style="list-style-type: none"> -To plan the schedule of UT CT and conduct the Pre-Board and SEE as per the calendar of activities. -To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS -To give suitable instructions to class teachers for maintaining all the relevant records
	Examination External including CBSE	SH MUKESH KUMAR PGT IC <i>Mukesh</i> SMT. NIRMALA DEVI PGT <i>Nirmala</i> <i>replaced</i> Sh. Sameer Smt. Poonam PGT <i>Poonam</i>		<ul style="list-style-type: none"> -Timely dispatch of progress cards. -To complete all the formalities of Registration, LOC, FEE SUBMISSION ETC as per schedule DECLARED BY CBSE -To scrutinize the question papers for the tests and examinations. -To check answer scripts of UT/Exams at random to ensure uniformity. -To condone the shortage of attendance of students and moderate the marginal cases for promotion as per the promotion rules

COMMITTEE		Sig	DUTIES AND RESPONSIBILITIES
ICT/Website Updation/	SH.MANOJ KUMAR,PGT CS. I/C  SH. KRISHAN KUMAR , TGT ENG  SMT MANISHA,COMP INST  Sh. Jitender Yadav PRT 		To arrange for the repair of furniture as and when required -To ensure all the Labs in working condition with broadband/LAN connectivity for carrying out Computer Literacy classes effectively with the assistance of computer instructors and to submit monthly updates to the office - To Regularly update the website, facebook and twitter pages of the vidyalaya with latest happenings. A.V./Resource Room to be well equipped with workable LCD, OHP etc for ensuring TAL/CAL is undertaken by the teachers by maintaining a Register in the A.V. Room/ computer labs.
10 Class teaching aids Maintenance committee	SH. DANESH KUMAR MEENA , PGT CHEM. I/C  SMT MANISHA DEVI PGT PHY.	SH. JITENDER YADAV,PRT I/C  SMT MANISHA ,COMP INST.	-Proper maintenance of the teaching aids. -Purchase of teaching aids as per the requirement of the new syllabus. -To facilitate teachers using all the teaching aids in their class room teaching.
11 Invitation,Prize ,Packing, certificate writing & Distribution Committee	SH. GHANSHYAM, PGT HINDI I/C  SMT. M.DUBEY, TGT AE Smt Reena ,PRT 		-To be responsible for purchase of suitable prizes for different competitions, distribute certificates and prizes to the students from time to time. To prepare invitation cards for various functions in the vidyalaya and arrange for the distribution of the same.
12 Olympiads Physics, Chemistry, Science .Math Junior Science, Green,Cyber etc	SMT SUMAN YADAV PGT BIO I/C  SMT NIRMALA DEVI PGT MATHS  SH, PRADEEP KUMAR ,TGT MATHS)		To conduct junior to science/science/green/math's/phy/chem Olympiads and related competitions of sec and primary section from time to time.
13 Excursion/Field trips/Adventure	SMT SUMAN YADAV ,PGT BIO I/C  SH.JITENDER YADAV,PRT 		-To check out and implement Annual plan for outing of the students as per the codal provisions in consultation with the Class teachers/Principal-

		Sig	DUTIES AND RESPONSIBILITIES
<p>Attendance and Monitoring Tests including PISA</p> <p>Time-Table & Supervision of unattended classes. Monitoring of Staff Leave.</p>	<p>SH KRISHAN KUMAR TGT Eng IC <i>(Signature)</i></p> <p>SH Pradeep Kumar TGT Maths <i>(Signature)</i></p> <p>SH Nisar Ahmed TGT HIN <i>(Signature)</i></p> <p>VI-XII SH. MUKESH KUMAR (PGT GEO) I/C <i>(Signature)</i></p> <p>SH BRAHAM DEV PGT HIST (LEAVE ARRANGEMENT)-1 <i>Sudarshandev</i></p> <p>SH MADHUSUDAN TGT WE (LEAVE ARRANGEMENT)-2 <i>(Signature)</i></p> <p>SH JITENDER YADAV PRT IC (for primary) <i>(Signature)</i></p> <p>SMT REENA PRT <i>(Signature)</i></p>		<p>To conduct the CCTs and PISA practice test as per directions from KVS</p> <p>To maintain proper records of the same and deal with correspondence with RO reg same through office</p> <p>-To prepare & execute time table as per KVS guidelines.</p> <p>-To make necessary adjustments in the time table due to administrative exigencies</p> <p>-To device workable & suitable assignment/remedial time-table</p> <p>-To make arrangement for classes suitably as per requirement.</p> <p>- To prepare Home Assignment Schedule. Inspection schedule etc</p>
<p>4 Attendance/ Late arrivals recording committee.</p>	<p>SH MANOJ KUMAR (PGT CS.) <i>(Signature)</i> FOR SR. AND SECONDARY WING</p> <p>SH. RAJIV (PRT) <i>(Signature)</i> FOR PRY. WING</p>		<p>To record late arrivals of the students and to motivate the students to be punctual</p>
<p>5 Magazine</p>	<p>SH GHANSYAM (PGT HINDI) I/C <i>(Signature)</i></p> <p>SH.SUMAN DEVI (TGT ENG) <i>(Signature)</i></p> <p>SMT JAIWANTI ,TGT ((SKT) <i>(Signature)</i></p> <p>SH NISAR AHMED TGT HIN <i>(Signature)</i></p> <p>SMT.PRIYA PRT <i>(Signature)</i></p>		<p>-To organize Inter house competitions effectively and to celebrate all the days of National importance/ occasions with the assistance of House Masters and other experts in a planned manner.</p> <p>-To activate the conduct of Morning Assembly.</p>
<p>CCA</p>	<p>SH GHANSYAM (PGT HINDI) I/C <i>(Signature)</i></p> <p>SMT JAIWANTI ,TGT ((SKT) <i>(Signature)</i></p> <p>SH. KRISHAN KUMAR TGT ENG <i>(Signature)</i></p> <p>SMT USHA PRT I/C <i>(Signature)</i></p> <p>SMT.PRIYA ,PRT <i>(Signature)</i></p>		<p>-To monitor day to day Morning Assembly programme effectively and ensure befitting presentation on all fronts on time. To. Prepare C.C.A. Calendar</p> <p>-To select House captains and other members of the council for carrying out their usual work in consultation with the management and monitoring committee.</p> <p>To initiate procedure of magazine publication e.g. Collection of articles ,proof reading, cover design select articles etc.</p> <p>Language teachers. to assist in proof reading and selection of quality articles</p>

Event Management And Vidyalaya Management Committee	SMT SUMAN YADAV PGT BIO I/C <i>SHE</i> SH GHANSHYAM (PGT HINDI) <i>GHANSHYAM</i> SMT. M DUBEY (TGT AE) SMT. NIDHI, PRT <i>निधि</i>	<p>To Manage and organize various programmes allotted by KVS (RO)/HO</p> <p>To monitor the functioning of various committees on monthly basis and keep teacher wise record.</p> <p>To pre- plan and prepare duty chart for various activities/functions to be performed by the members of various committees as per the annual plan.</p> <p>To monitor effective implementation of class committees in consultation with members of discipline committee.</p> <p>To plan performance audit of various committees.</p> <p>To depute Teachers for escorting duty on rotation basis</p>
7 Security conservancy & safety	SH SUDARSHAN DEV I/C <i>सुदर्शन</i> Sh. Mahender Kumar ,TGT PHE <i>महेश्वर</i> SH MADHUSUDAN SHARMA TGT WE <i>Madhusudan</i> Sh. AMIT KUMAR JSA	<p>To keep a proper weekly record of working of security & conservancy staff.</p> <p>To ensure proper working of security and conservancy staff as per the contract.</p> <p>To plan for the safety and security of the students and the Vidyalaya building.</p> <p>To obtain building and FIRE safety certificate.</p> <p>To organize programmes on safety and security of the children</p> <p>-To monitor the services of conservancy and cleanliness in consultation with the agencies concerned.</p> <p>-to verify the attendance of the outsourced employee</p>
8 Furniture	SH. DANESH KUMAR MEENA, PGT CHEM IC <i>Danesh</i> SMT. POONAM KUMARI PGT ECO <i>Poonam</i> SH NAVEEN KUMAR PRT <i>AA</i>	<p>-To maintain records of furniture available and ensure all furniture bear serial numbers and the year of purchase.</p> <p>-To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules.</p> <p>To prepare and display inventory of class wise and department wise furniture</p>

		Sig	DUTIES AND RESPONSIBILITIES
Games, Sports & Vocational Skills	SH. MAHENDER KUMAR, TGT PHE I/C <i>Chand</i> SMT MADHU DUBEY TGT AE SH RAJIV PRT <i>Rajiv</i>		To organize regular competitions to create interest for reading books -To practice Mass PT, Yoga daily during the morning assembly to the students. -Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain record -To draw up class wise activities to be undertaken as per the syllabus -To coordinate with teachers and train the students for various activities including Fit India -To encourage all students to take part in the Drawing and Painting competitions.
25 Food & Refreshment Committee including sweet distribution in various functions	SH GHANSHYAM PGT, I/C <i>Ghan</i> SH NAVEEN KUMAR PRT <i>Naveen</i>		-To supervise the functioning of canteen and to ensure hygienic items are sold in the canteen for the students (if functional) -to procure and ensure quality of refreshment and sweet distribution to students
26 Water Management including upkeep of R.O./Aqua guards/Pump House/water coolers etc.	SH SUDARSHAN DEV PGT I/C SH MADHUSUDAN SHARMA <i>Sharma</i>		-To ensure uninterrupted SAFE DRINKING water supply. -To ensure uninterrupted water supply in all the toilets and other places. -To ensure periodical cleanliness of aqua guards with the display of date of cleaning on a separate Register.
27 Interior decoration, Cleanliness, Beautification & Gardening,	SH MANOJ KUMAR, TGT LIB SMT M.DUBEY TGT AE		To take care and maintain the beautification in all the areas of the Vidyalaya from time to time in and outside the classrooms, visitor's area, staff rooms etc.
28 Medical and First aid	SH MAHENDER KUMAAR, TGT PHE <i>Chand</i> MRS MADHU DUBEY TGT AE		To Get the medical checkup of students as per the instructions of KVS To Maintain first aid in the Vidyalaya for any emergency. Oversee duties of nurse

		Sig	DUTIES AND RESPONSIBILITIES
Club			To accompany the students for the programmes identified by the KVS
Committee for Uniform, Name, Plates 1- Card monitor and council member badges	SH NAVEEN KUMAR, PRT, I/C <i>NA</i> SH SAMEER, PRT <i>Sameer</i> SH. MANOJ KUMAR TGT LIB		To ensure timely printing distribution of I-Cards to the Students Supervise uniform and maintain record of improper uniform with the help of class teacher and discipline committee Ensure students are wearing their id cards / monitor badges / council member badges
15 Purchase Committee	SH. SUDARSHAN DEV, PGT ENG <i>Sud</i> SMT. JITENDER YADAV, PRT <i>Jitender</i> SH MADHUSUDAN SHARMA TGT WE <i>Madhu</i> STOCK INCHARGE CONCERNED		-To prepare and implement budget as per the KVS norms. To ensure that purchases under VVN are done as per the purchase guidelines of KVS as per the requirements -To Verify and certify the purchases under VVN and Pass the bills for stock entries and payments. To analyses the need of the Vidyalaya under various heads and arrange for the same, ensuring transparent purchase To keep a track of Timely and transparent purchase by various departments. Ensure purchase procedure as per the norms preferably through GEM
16 Building and maintenance, Repairs Monitoring committee	SH MADHUSUDAN SHARMA, TGT WE IC <i>Madhu</i> SMT. JAIWANTI TGT SANS <i>Jaiwanti</i>		-To carry out maintenance & repair work of buildings including toilets, surroundings and play field. Look after electrical repairs / maintenance on regular basis
17 Discipline	SH. MAHENDER KUMAR, TGT PHE I/C <i>Mahender</i> SH. DHAJARAJ TGT MATHS <i>Dhajaraj</i> SMT JAIWANTI TGT SKT <i>Jaiwanti</i> SMT. SOMVATI TGT SST <i>Somvati</i> SH. RAJIV, PRT I/C <i>Rajiv</i> SH. VINOD KUMAR, PRT <i>Vinod</i> SMT. PRIYA, PRI <i>Priya</i>		-To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students. To ensure line wise movement for/from morning assembly, attending departments for classes. Smooth Class wise dispersal of students after long bell. Uniform checking duty Discipline during recess and important functions Morning assembly in and outside

					classrooms playground, Organization of counseling classes. Duty allotment to council members Systematic and orderly movement of students for assembly, after school is over up to school gate To implement out pass system in the classes. Constitution of class committee for discipline
18	राजभाषासमिति	SH GHANSHYAM (PGT HINDI) I/C SMT JAIWANTI, TGT ((SKT)	<i>अनुकूल</i>	<i>अनुकूल</i>	-To conduct quarterly meetings of Rashtrabhasha and to submit quarterly reports to the Regional Office To Ensure maximum use of rajbhasa
19	Scouts & Guides Cubs & Bulbuls	SH. BRAHAM DEV SMT. MADHU DUBEY I/C	<i>अनुकूल</i>	SH, GHANSHYAM, PRT I/C SMT YAMINI VERMA PRT <i>अनुकूल</i>	-To enroll Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO
20	NAEP Guidance & Counseling	SH BRAHAM DEV PGT I/C SMT. M. DUBEY, TGT AE	<i>अनुकूल</i>		-To conduct programmes as per the guidelines given in the training -To maintain & update display board and a corner to keep these activities ongoing for various programmes. To co-ordinate counseling and guidance programmes
22	PTA Meetings, Career Counseling	SH SUDARSHAN DEV PGT ENG SH MANOJ KUMAR PGT CS		<i>अनुकूल</i>	-To checkout Annual plan of meetings and to maintain minutes and records of such meetings.
23	Library	SH MANOJ KUMAR, LIB I/C SH. GHANSHYAM PGT SH. JITENDER YADAV PRT MS REENA PRT		<i>अनुकूल</i> <i>अनुकूल</i> <i>अनुकूल</i>	-To procure text books and reference books recommended by CBSE as per the recommendation of faculty members -To organize Class Library and to present book review. -To assist Primary wing in Library activities in light of CMP. -Regular Weeding out of Library books -Improving the Lay out of the Library books and furniture.

		DUTIES AND RESPONSIBILITIES	
	Grievance cell	SMT SUMAN YADAV PGT I/C SH SUDARSHAN DEV PGT SH MADHUSUDAN SHARMA SMT JAIWANTI TGT SKT Sh. JITENDR YADAV PRT	TO SETTLE THE GRIEVANCES OF THE STAFF MEMEBERS AFER COORDINATING WITH THE PRINCIPAL
30	ATL	SH MUKESH KUMAR IC TILL 31.03.2022 Smt Manisha Devi PGT PHY (IC wef 01.04.2022) SH. MADHUSUDAN SHARMA TGT WE	To manage the affairs of the ATL Lab as per NITI AYOOG / KVS guidelines
31	Nature and Eco club Activities	SMT SOMVATI TGT SST ic Mrs Vineela Choudhary TGT SCI	Sh DINESH KUMAR PRT SMT.PRIYA
32	EBSB	SMT POONAM KUMARI PGT ECO Sh. Poraham Dev PLT (Hist)	To conduct Ek Bharat Shreshtha Bharat Activities as per calender
33	P A System & Electrical repairs & Connections. Including upkeep of fire extinguishers.	SH MADHUSUDAN SHARMA TGT WE	-To arrange PA system for morning assembly and other programs. To ensure Electrical repairs & Connections. Including upkeep of fire extinguishers etc.
34	Students Achievements Chronicle	Smt. Nirmala Devi PGT Maths	SH JITENDER YADAV PRT
36	Staff Secretary And committee	TO BE DECIDED BY THE STAFF MEMBERS	
37	Maths lab	Smt Nirmala Devi PGT Maths	To develop Class wise math aids as per the syllabus To organize an exhibition on the work done under math's lab To maintain Maths lab as per kvs Guidelines
39	Youth parliament & Social Science Exhibition	Smt Poonam Kumari PGT Eco IC	To prepare children for youth parliament at Vidyalaya level To organize youth parliament functions as per the instructions of KVS
40	ACADEMIC COORDINATOR AND SUBJECT COMMITTEES	SMT SUMAN YADAV PGT BIO IC	To monitor completion of Syllabus as per the split-up. To submit the Report of target achieved by

	Sig	DUTIES AND RESPONSIBILITIES	
<p>SUB COMMITTEE COMPOSITION</p> <p>PGT AS I/C . (TGT IF PGT IS NOT AVAILABLE)</p> <p>SUBJECT TEACHERS</p> <p>(TGT&PRT) AS MEMEBERS</p>		<p>each teacher in the previous month and the Report of Target fixed for the coming month</p> <p>To seek and list the reasons for non-achievement of the target fixed by any Teacher</p> <p>To ensure regular correction of notebooks by the subject teachers</p> <p>To organize sample training programs for CAL/TAL by the teachers</p> <p>To maintain a written record of work done by the committee</p>	
41	CMP	SH JITENDER YADAV PRT	<p>To ensure strict implementation of CMP initiative in primary classes including B2B & FLN.</p>
42	SANITATION AND CLEANLINESS	<p>SH DHAJARAJ TGT MATHS</p> <p>SMT SOMVATI TGT SST</p> <p>SH MAHENDER KUMAR TGT PHE</p> <p>SMT USHA PRT</p> <p>SMT YAMINI VERMA PRT</p>	<p>-To ensure proper cleaning of classroom ,toilets, corridors by distributing the duties to the cleaning/conservancy staff and supervision thereof.</p> <p>-To monitor the services of conservancy and cleanliness in consultation with the agencies concerned.</p> <p>- To Plan The Cleanliness of school plant ,surroundings Garden & Playground</p> <p>-To Supervise the duties of conservancy staff of respective blocks and submit report of cleanliness to the principal</p> <p>-To supervise & fix the responsibility in case of any lapse and reporting to the principal</p>
42	STUDENT COUNCIL	SH GHANSHYAM PGT	<p>TO constitute the students council and oversee its functioning</p>
43	SPOKEN ENG. MENTAL MATHS G.K.	<p>SMT SUMAN DEVI TGT ENG</p> <p>SH DHAJARAJ TGT MATHS</p> <p>SH PARDEEP KUMAR TGT MATHS</p> <p>SMT SOMVATI TGT SSC</p> <p>SH JITENDERYADAV PRT</p> <p>SH RAJIV PRT</p> <p>SMT REENA PRT</p>	<p>to chart out a plan to improve the required necessary skills in the area mentioned and prepare a schedule for the same.</p> <p>to assign related duties to the sub teachers for the same</p>

.The Committee I/C can initiate any innovation with the approval of the U/S. The responsibility should be equally distributed to the members of the committee by the I/C. A written monthly report in respect of work done by the committee should be submitted on the last working day of each month by the I/C.