

KENDRIYA VIDYALAYA HPCL
JAGIROAD



COMMITTEES
SESSION 2021-22(01.01.2022
ONWARD) & SESSION 2022-23

KENDRIYA VIDYALAYA HPCL JAGIROAD
COMMITTEES FOR THE SESSION 2021-22 (01.01.2021 ONWARD) & 2022-23

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the **Session 2021-22(01.01.2021 ONWARD) & 2022-23**. As such all the staff members are hereby informed to note the nature of the duties and comply with them.. The handing and taking over of the departments shall be completed immediately. The committee I/C will submit compliance report and planning for next month on last working day/First working day of the each month

All the In- charge and the member of the various committees will be fully responsible for compliance to the assigned duties, activities and prescribed programs.

1. ADMINISTRATIVE SUPPORTCOMMITTEE:-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR. MOHAN UPADHYA	SR. MOST PGT.	MEMBER	
2.	MR.A.K. YADAVA	PGT (HINDI)	MEMBER	
3.	MR. ARUN KUMAR SARKAR	TGT (WE)	MEMBER	
4.	MR.MD FARAZ ALAM	PRT	MEMBER	

Duties:-

- a) The committee will help the Principal in day to day administrative matters.
- b) The committee can go through the circulars received from KVS RO Guwahati and KVS HQ New Delhi.
- c) Any other work assigned by the Principal in day to day administrative matter.

2. EXAMINATION & ACADEMIC SUPERVISION COMMITTEE

A. EXAMINATION INTERNAL

S.NO	NAME	DESIGNATION	MEMBER	SIGN
SECONDARY&SENIOR SECONDARY				
1.	SH A GANESH	PGT PHYSICS	I/C	
2.	SH.SANJEEV KUMAR MISHRA	TGT SANSKRIT	2 ND I/C	
3.	SH HARENDRA SINGH	TGT ENGLISH	MEMBER	
PRIMARY				
1	MR. AMRESH KUMAR	PRT	2 ND I/C	
2	MR. SANDEEP LANGYAN	PRT	MEMBER	

Duties:-

- a) To prepare an action plan for conducting monthly test for classes X and XII and for other classes Conducting cycle test, Periodic Test I, II, III/Unit test, Half yearly and Session ending exam as per KVS norms.
- b) To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- c) To procure the result register, progress reports, certificate of school-based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.
- d) To conduct the test as per guidelines & declaration of results as per the KVS schedule.
- e) To maintain and place all the records pertaining to examination before the member of panel inspection team.
- f) To issue the notices, circulars /instruction of the examinations to the staff .
- g) To visit KVS, Regional Office, Guwahati and CBSE websites regularly for the examination notices, circulars.

- h) To provide software for result compilation.
- i) Timely printing of question paper study material and report cards.
- j) To update examination details on website and display board regularly.

B. EXAMINATION EXTERNAL

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR.A.K.YADAVA	PGT HINDI	I/C	
2.	SH SATISH CHOKKAR	PGT COMP	2 ND I/C	

Duties:

- a) To go through the CBSE website regularly and to complete the task as per the CBSE instructions regarding Exams, registration, affiliation, training etc.
- b) To update OASIS Portal.
- c) Conduct CBSE Exams and Practical's and uploading of marks /grades.
- d) To maintain the record and send the data to the concerned.

C. ACADEMIC SUPERVISION COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	MR. A GANESH	PGT PHYSICS	I/C (SECONDARY & SENIOR SACANDORY)	
2.	MR.MD FARAZ ALAM	PRT	I/C PRIMARY	
3.	All SUBJECT COMMITTEE I/C		MEMBER	

Duties:-

- a) To ensure the timely completion of the syllabus as per the spilt up and surprise visit to the class room.
- b) To ensure the attendance register, teacher's diary and daily diary is written as per norms, guiding the respective subject teachers in the Academic committee meeting .
- c) To inform the Principal about the lapses, deviations in the subject committee report.
- d) To ensure the maintenance and submission of academic record and CMP record as per guidelines to the Principal.
- e) To ensure implementation of Back to Basics, PISA /CCT in true letter and spirit.
- f) To ensure all academic activities as per kvs guidelines.
- g) To ensure attainment of defined(by NCERT) learning outcome as per subject and class

3. ADMISSION (FRESH & TC CASE): -

S.No.	NAME	DESIGNATION	MEMBER	SIGN
1.	MR SATISH CHHOKAR	PGT COMP.	I/C	
2.	MR. SURESH KUMAR SAINI	PGT PHY	2 ND I/C& (ENROLLMENT & UBI I/C)	
3.	MR JITENDER SINGH	TGT ENG	MEMBER& TC ISUUES I/C	
4.	MS.ARCHANA SINGH	PRT	MEMBER	

Duties:-

- a) Notification of ONLINE admission as per the schedule given by KVS in Vidyalaya website.
- b) Scrutiny of online admission forms, registration forms as per the admission guidelines given by KVS
- c) Preparation for online lottery of lots in front of parents.

- d) To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.
- e) To take the approval of VEC before the release of the merit list.
- f) Maintenance of admission registers and record and to update online software (OLA)
- g) Details of admission uploading on the website.
- h) Admissions as per RTE Act.
- i) To complete all formalities, checking of documents/certificates etc and recommend candidates for admission.
- j) Uploading details on UBI portal

4. **TIME TABLE , ARRANGEMENT(Class ,Gate duty, recess& dispersal) & DAILY ROUTINE :**

A. SECONDARY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR. MANOJ UPADHAYAYA	PGT COMMERCE	I/C TIME TABLE, ARRANGEMENT & DAILY ROUTINE	
2.	MR.S.K.MISHRA	TGT(SANSKRIT)	2 ND I/C	
3.	MR. HARINDRA SINGH	TGT ENG	Bell Management	

B. PRIMARY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MS. ARCHANA SINGH	PRT	I/C	
2	MR. SUBHASH MALIK	PRT	MEMBER	

Duties:-

- a) To prepare the class time table and teachers time table as per KVS norms.
- b) To prepare the special time table for after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS.
- c) To prepare the special time table for remedial teaching (weak students in all classes).
- d) To give arrangement duties to teachers & to maintain the arrangement register
- e) To display copy of arrangement, work on the notice board.
- f) Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods/ days taken by part time teachers.

5. **FURNITURE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR.YTHARTH KAMAL	TGT Maths	I/C	
2.	MR.SUBHASH MALIK	PRT	MEMBER	

Duties:-

- a) To maintain and record room wise/dept. wise distribution of furniture.
- b) To take initiative to see that the broken furniture is repaired regularly.
- c) To ensure availability of furniture in classroom other rooms/labs departments as per requirement.

- d) To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence Day or any other function).
- e) To see any shortages, deficiency of furniture and report to the Principal.
- f) To ensure regularly that no furniture is lying in the corridors or in the open space.
- g) To Prepare the list of broken furniture which are to be condemned , store and stock the broken or old furniture properly and to maintain the stock register.

6. CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (SWACHH BHARAT ABHIYAN)Water Points, Toilets, Corridors:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	SH MUKESH KUMAR PRAJAPAT	PGT HIST.	I/C	
2	SH ARUN KUMAR SARKAR	TGT WE		
3.	SH. ASHOK KUMAR YADAV	TGT P&HE	MEMBER	
4.	SH MD FARAZ ALAM	PRT	MEMBER	
5.	SMT. MINAKSHI	NURSE	MEMBER	

Duties:

- a) To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- b) To ensure the provision of dustbins in all the class rooms.
- c) To appraise the Principal about the cleanliness of school building from time to time.
- d) To supervise the work of the people deployed under housekeeping.
- e) To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- f) To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- g) To clear the wild bushes and thorny plants that are growing in different parts of school campus.
- h) To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- i) To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- j) In – charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders.

7. GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS& HARIT VIDYALAYA:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MS KIRAN SAHU	TGT (SCIENCE)	I/C Gardening	
2.	MR P.K.YADAV	TGT (AE)	I/C Beautification	
3.	MR. ARUN KUMAR SARKAR	TGT WE	MEMBER	

Duties:

- a) To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- b) To procure ornamental plants and other fruit bearing plants in consultation with Principal.
- c) To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- d) To procure fertilizers, manure, pesticides in consultation with Principal.
- e) Preparation of placards in different areas of garden.

- f) Numbering of tress and potted plants.
- g) Celebration of Vanamahostava in consultation with principal and forest dept.
- h) To motivate the children for gardening and beautification.
- i) To develop medicinal plant garden in the campus.
- j) To display the quotations in the corridors and class rooms for beautification.
- k) To fix bulletin board in the class room for display of educational charts for beautification
- l) To decorate the corridor and common areas with paintings photographs of National leaders, Scientists for beautification
- m) To ensure the display of material in the bulletin boards, common areas & principal chamber for beautification

8. MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER (Maintenance of RO) & ELECTRICITY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR. ARUN KUMAR SARKAR	TGT (WE)	I/C	
2	MR SUBHASH MALIK	PRT	MEMBER	
3.	MR. TULA RAM BORO	SUB STAFF	MEMBER	

Duties:-

- a) To maintain a register related with deficiencies noted in the Vidyalaya building
- b) To undertake repair & maintenance of school building on war footing basis.
- c) To ensure the proper functioning of Aqua guard/ water purifier /chillers installed in school building
- d) To ensure the cleaning of overhead tanks in school building
- e) To ensure the chlorination of water stored in tanks after cleaning
- f) To ensure the proper functioning of water coolers.
- g) To obtain school building safety certificate from appropriate authority.
- h) To obtain safe drinking water certificate (quarterly) from appropriate authority.
- i) To ensure functioning of all electrical and solar appliances (fan, bulb etc.) in each room and to check no open wire circuit board in school premises.
- j) To obtain fire safety certificate from appropriate authority.

9. CCA & STUDENTS COUNCIL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
A.	SECONDARY			
1.	MS. MANJU B BORA	PGT(ENG)	I/C	
2.	Mr JITENDER SINGH	TGT(HINDI)	2 ND I/C	
3.	MS NEHA YADAV	TGT(SANSKRIT)	MEMBER	
B.	PRIMARY			
1.	MRS KAVITA	PRT	I/C	
2.	MS ARCHNA	PRT	MEMBER	
3.	MR SANDEEP LANGYAN	PRT	MEMBER	

CCA Duties :

- a) Prepare CCA Activities calendar and to conduct CCA Activities as per calendar
- b) Purchase and distribution of CCA prizes & medals.

- c) Arrange Birthday card and gift for Birthday students
- d) Celebration of all special day, National & international Days Celebration of festivals in Vidyalaya.
- e) To record data and timely uploading on google sheets
- f) Other activities assign by kvs or authorities on day-to-day basis

Student Council duties:

- a) Division of houses along with house master and associate house masters & distribution of students of various houses
- b) Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.
- c) Procuring badges for Captains, Monitors and prefects.
- d) Conduct of investiture (Badge presentation Ceremony)
- e) Assigning duties to all members of the Student Council House Wise.
- f) Conduct of monthly meetings with the members of student's council.
- g) Maintenance of Students council register/record

10. PHOTOGRAPHY, VIDEO & PRINT MEDIA :

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR JITENDER SINGH	TGT ENGLISH	I/C	
2	MR SATISH CHHOKAR	PGT COMP.	2 ND I/C	
3.	MR SANJEEV MISHRA	TGT SANSRIT	MEMBER	

Duties:-

- a) To ensure the photography/Video of important occasions days/ functions.
- b) To upload the photographs on Vidyalaya website, display board., twitter , facebook with captions and display board.
- c) To safe record all photos & videos with coordination with other committees also.
- d) To provide report (of the major activities conducted in Vidyalaya) for publication in newspaper

11. MORNING ASSEMBLY PROGRAMME AND OTHER ASSEMBLY

S.NO	NAME	DESIGNATION	Responsibilities	SIGN
1.	CCA I/C (Primary & secondary)		COORDINATOR	
2.	MR. ASHOK KUMAR YADAV	TGT(P& HE)	DISCIPLINE	
3.	MRS. PRIYANKA BORDOLOI	PRT(MUSIC)	MEMBER I/C MUSIC INSTRUMENTS	
4.	MR ARUN SARKAR	TGT (WE)	MEMBER & I/C PA SYSTEM	
5.	RESPECTIVE CLASS TEACHERS		Duty Teacher & Member	

Duties:

- a) To see that morning assembly programme is to conduct within stipulated time.
- b) To evaluate the various items of morning assembly programme on five-point scale – Excellent: Very Good; Good; Average; Below Average
- c) To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.

- d) To arrange the PA system, musical instrument well in advance before the start of morning assembly.
- e) Annual Planning of CCA activities –house wise.
- f) To prepare class morning duty roster and inform class teacher well in advance.
- g) To maintain Proper decorum and discipline during assembly and dispersal.

12. SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY)

SUBJECT	INCHARGE	DESIGNATION	MEMBER	DESIGNATION	SIGN
ENGLISH	MRS. MANJU B BORA	PGT (ENG)	ALL ENGLISH TEACHERS	PGT(ENGLISH) TGT(ENGLISH)	
MATHEMATICS	MR. SUNIL GALAWA	TGT (MATHS)	MATHS TEACHERS	PGT(MATHS) TGT (MATHS)	
HINDI, SANSKRIT & REGIONAL LANGUAGE	MRA.K.YADAV	PGT (HINDI)	ALL HINDI, SANSKRIT & REGIONAL LANGUAGE TEACHERS	TGT(HINDI) PGT(HINDI) TGT(SANSKRIT)	
SCIENCE	SH A GANESH	PGT (PHY)	ALL SCIENCE TEACHERS.	PGT (PHYSICS) PGT (CHEMISTRY) PGT (COMP.SCI) PGT(BIOLOGY) TGT(SCIENCE)	
SOCIAL SCIENCE	MR. SURESH KUMAR SAINI	PGT (ECO)	ALL SOCIAL TEACHERS	PGT(COMM.) TGT (SST) PGT (ECO) PGT (HISTORY) PRT	
OTHER SUBJECTS WE,ART, MUSIC,P &HE	SH. ASHOK KUMAR YADAV	TGT (P&HE)	ALL CONCERN	TGT WE,P&HE,ART,MUSIC	

PRIMARY

ALL PRIMARY SUBJECTS	SH MD FRAZ AHMAD	PRT	ALL PRT	PRT	
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Duties:

- a) Subject conveners should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the First week of every month. Minutes of the meeting are to be submitted to the principal on next day of meeting. Subject convener can invite the principal also for the meeting.

Monday – English
Tuesday – Hindi
Wednesday – Maths
Thursday – Science/Discipline

**Friday-
Saturday-**

**S.Science
Other Subjects WE,ART,Music,P&HE & Primary**

- b) Subject conveners will discuss the following issues during the meeting:
- i. Guidance regarding the maintenance of teacher diary
 - ii. Coverage of syllabus as per the split-up syllabus approved by KVS
 - iii. Conducting the practical for classes IX to XII as per the split-up syllabus approved by KVS
 - iv. Demo classes by rotation during the subject committee meeting.
 - v. Uses of computers and other audio-visual aids in teaching learning process.
 - vi. Plan & evaluation of home assignment.
 - vii. To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS
 - viii. Plan of action for slow bloomers& bright students.
 - ix. Remedial teaching for slow bloomers.
 - x. Decoration of bulletin boards in corridors / class rooms with educational charts.
 - xi. Club activity / Science and social exhibition
 - xii. PISA & Joyful Activities and maintenance of PISA Diary.
 - xiii. Checking of note books (CW&HW) & holiday home work
 - xiv. Periodical Assignments, Projects& subject enrichment activities.
 - xv. Implementation of NEP 2020 and achievement of learning outcomes for class and subject (given by NCERT)
 - xvi. All other academic issues,etc.

NOTE: As a subject convener, you will be held responsible for non – submission of the record to the Principal.

13. LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MS SHIVANI	LIBRARIAN	I/C	
2.	MR. S.K.MISHRA	PGT(HINDI)	MEMBER	
3.	MS.NEHA YADAV	TGT(HINDI)	MEMBER	
4.	SH HARENDRA SINGH	TGT(ENGLISH)	MEMBER	
5.	SMT KAVITA	PRT	MEMBER	
7.	5 STUDENTS		MEMBER	
8.	MR.T.R.BORA	SUB STAFF FOR LIBRARY MANAGEMENT		

Duties:

- a) The meeting is to be convened at least once in a month.
- b) Committee will submit the list of books to be procured subject wise in the beginning of academic session.
- c) Books review.
- d) To inculcate reading habits among the staff & children.
- e) To organize books exhibition on important occasions.
- f) To organize other library activities.

14. STRENGTHING OF PRIMARY EDUCATION (CMP) & QTLY NEWSLATTER

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR Md FARAZ ALAM	PRT	I/C	
2.	MRS KAVITA	PRT	Q N1 & MEMBER	

2.	MS ARCHNA SINGH	PRT	MEMBER	
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Duties:-

- To ensure the implementation of CMP as per KVS norms.
- To take the requirement of TLM from teachers well in advance every month.
- To procure TLM for the local market by taking an amount of Rs. 2000/- every month.
- To ensure the distribution of TLM to all the teachers as per requirements.
- To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement.
- To maintain the register reflecting the number of work sheets prepared by the teachers subject wise
- To publish Quarterly Newsletter

15. BHARAT SCOUTS / GUIDES

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	SMT PRASOON YADAV	PGT CHEMISTRY	COORDINATOR & OVERALL INCHARGE	
2.	SH SANDEEP LANGYAN	PRT	I/C SCOUT	
3.	SMT PRASOON YADAV	PGT CHEMISTRY	I/C GUIDE	
4.	MR AMRESH		I/C CUB	
5.	MRS MANJU B BORA		I/C BULBUL	
6.	All BS&G trained teacher		Members	

Duties:

- To ensure minimum enrolment (50%) in the movement before 31st August
- To organize investiture ceremony for the new recruits
- To conduct the parade as per time table schedule .
- To trained the students for Pratham Charan/ Dwetiya Charan/ Tritiya Charan/ Chaturth Charan/ Raj Puraskar / Rastrapati Puraskar
- To issue the merit certificate after the conduct of test
- Celebration of world thinking day, messenger of piece and all other activities
- To procure the uniform for Scouts / Guides who are involved in Guard of Honour.
- Record Keeping and timely reports to Regional office

16. STUDENT CADET POLICE

S.No	Name	Designation	Member	SIGN
1	MR. ASHOK KUMAR YADAV	TGT(P&HE)	I/C	
2	MS. SHIVANI	LIBRARIAN	MEMBER	

- To conduct Classes with Coordination with Police Administration
- Proper utilization of fund and record keeping

17. NATIONAL CADET CORPS

S.No	Name	Designation	Member	SIGN

1	MR. ABHISHEK KUMAR YADAV	PGT HINDI	I/C	
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- To prepare students for NCC camp and A Certificate exam
- To provide drill practice and prepare students for escorting duties (function)

18. DISCIPLINE /GRIEVANCES/HARASMENT COMMITTEES

A. DISCIPLINE COMMITTEE & ANTIBULLYING/ANTIRAGGING COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
	FOR SEC. & SR. SEC.:			
1.	MR.MOHAN UPADHAYA	PGT (CS)	I/C	
2.	SH ASHOK KUMAR YADAV	TGT P&HE	2 ND I/C	
3.	MS. MANJU B BORA	PGT (ENG.)	MEMBER	
4.	MR. A.K.YADAV	PGT (HINDI)	MEMBER	
5.	CONCERN CLASS TEACHER		MEMBER	
	FOR PRIMARY:			
1.	MS KAVITA	PRT	I/C	
2.	MR SANDEEP LANGYAN	PRT	MEMBER	

B. GRIEVANCES CELL FOR SC/ST/OBC/MINORITIES AND PHYSICALLY HANDICAPTS-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR HARENDRA SINGH	TGT ENGLISH	I/C	
2.	MR FARAZ ALAM	TGT (SC.)	MEMBER	
3.	MRS. PRIYANKA BORDOLOI	MUSIC TR	MEMBER	

C. GENERAL GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR MOHAN UPADAHAYA	PGT (COMM.)	I/C	
2.	MR SUNIL GALAWA	PGT (MATHS)	MEMBER	
3.	MS KIRAN SAHU	TGT (SCIENCE)	MEMBER	
4.	MS SHIVANI		MEMBER	
5.	MR SUBHASH MALIK	PRT	MEMBER	

Duties:-

- If any complaint related to immoral behaviour towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring the eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents is received by the committee, the steps should be taken immediately at Committee level as per rule

19. STAFF GRIEVANCE CELL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR MOHAN UPADAHAYA	PGT 9COMM.)	I/C	
2.	MR FARAZ ALAM	PRT	MEMBER	

20. INTERNAL COMPLAINT COMMITTEE (SEXUAL HARRASMENT COMMITTEE& POCSO)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MRS PRASOON YADAV	PGT CHEMISTRY	MEMBER	
2.	MR. MANJU B BORA	PGT(ENGLISH)	MEMBER	
3.	MS VANDANA DEVI	TGT(S.ST)	MEMBER	
4.	MR HARENDRA	TGT ENGLISH	MEMBER	
5.	MS KAVITA	PRT	MEMBER	
6.		VMC/NGO	MEMBER	

Duties at Vidyalaya level :

- a) If any complaint related to immoral behaviour towards girl/boy students is received by the committee, the following steps should be taken immediately at Committee level.
- b) A written complaint may be obtained from the students/parents.
- c) Case may be brought to the notice of Chairman, VMC.
- d) A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
- e) A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
- f) The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.
- g) The committee may ask about the behaviour of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
- h) Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
- i) The committee may discuss the issue with the accused teacher and his statement may be recorded.
- j) The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
- k) The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
- l) Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.
- m) The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.

21. VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
A.	SECONDARY			
1.	MR. S.K.MISHRA	TGT(SANSKRIT)	I/C	
2.	MS. HARENDRA	TGT ENG	MEMBER	
4.	MS NEHA YADAV	TGT (HINDI)	MEMBER	
B	PRIMARY			
1.	MR SUBHASH MALIK	PRT	I/C	
2.	MS KAVITA	PRT	MEMBER	
3.	MS ARCHNA SINGH	PRT	MEMBER	

Duties:-

- Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.
- Editorial board will collect the article from the students. Article are to be arranged section wise(English section, Hindi section, drawing and painting etc.
- Editorial board should take concerted efforts to bring about class magazine by the end of the March 2021.
- Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. Class magazine should contain 50 pages-(English section: 20 pages- Hindi section: - 20 pages and 10 pages- Art, drawing and paintings.
- Editorial board select the article for the class magazine. These articles are to be arranges section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section.
- Editorial board can invite the article from teachers' side also.
- School magazine should contain total 82 pages(30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.
- The editorial board should make concerted effort to bring about the school magazine in time.

22. IMPLEMENTATION OF STANDARD OPERATING PROCEDURE (SOP) & SAFETY AND SECURITY OF THE CHILDREN (MOD)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR HARENDRA SINGH	TGT(ENG.)	I/C	
2.	MR ASHOK KUMAR YADAV	TGT(P&HE)	MEMBER	

DUTIES

- To follow all the student safety guidelines issued by KVS (HQ), KVS(RO) Guwahati, CBSE & Supreme court & make action plan & take steps accordingly.
- To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School.
- Develop comprehensive action plan to implement the guidelines.
- To obtain Fire safety and building safety certificates.
- Procurement and refilling of fire extinguishers and other fire fighting equipment's
- Monitor safe dispersal & arrival of students (up to national highway).
- To conduct mock drill every month as per evacuation plan

23. OFFICIAL WORKS

- A. OFFICE ASSISTANCE, MAINTAINENCE AND RECORD KEEPING

S.No	Name	Designation	Member	SIGN
1	MS SHIVANI	LIBRARIAN	I/C	
2	MR. K.C.BORA	SUB STAFF	MEMBER	

- a) Proper maintenance of files, record & vouchers
- b) Inward and outward post register and email correspondence
- c) Office stationary, Permanent assets, loss& theft and other office stock register
- d) Bill payment ,tender ,purchase orders
- e) Maintenance of service book , leave record, pay and acquaintance
- f) Issuing certificate (experience , service etc)

B. PURCHASE COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR MOHAN UPADHAYA	SR MOST TEACHER		
2.		TEACHER (ON ROTATION BASIS)	MEMBER	
3.		VMC MEMBER	MEMBER	
4.	IN-CHARGE OF CONCERNED DEPARTMENT	CO-OPTED MEMBER	MEMBER	

Duties :

- a) To Sign the quotations received by post or email.
- b) To carryout market survey whenever required.
- c) To check and sign the Comparative Statement.
- d) To Purchase items as per departments requisitions.

C. SHAALADARPAN , UDISE & PIMS COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR.SATISH CHHOKAR	PGT(CS)	I/C	
2.		COMPUTER INSTRUCTOR		
3.	ALL CLASS TEACHERS		MEMBER(Shala Darpan)	

- a) To update ShaalaDarpan Portal , UDISE & PIMS & upload details.
- b) To make it functional

D. UBI PORTAL COMMITTEE

S.N O	NAME	DESIGNATION	MEMBER	SIGN
1.	MR. SURESH KUMAR SAINI	PGT ECO	I/C	

2.	ALL CLASS TEACHER		MEMBER	
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- a) To update UBI Portal – Promotion / demotion
- b) To sensitized class teachers and other teachers about UBI portal
- c) To activate New Students & deactivate TC cases
- d) To Manage UBI Portal – students’ details, records, fee concession check etc.
- e) To send monthly Student Enrollment to RO on first day of every month.

E. DIGITAL MEDIA (Vidyalaya Website , Twitter & facebook)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR.SATISH CHHOKAR	PGT(CS)	I/C	
2..	MR. JITENDER SINGH	TGT ENG.	MEMBER	

- a) To regularly update vidyalaya website Both Hindi and English & ensure weekly login.
- b) Coordinate with others committees and upload details about tender, admission, academic performance, other activities and KVS Programs etc.
- c) Uploading pictures, popup & flashing information.
- d) Project Vidyalaya activities and information and handle facebook account and twitter handle of Vidyalaya.

F. STAFF MEETING , PARENT MEETING & OTHER MEETINGS COMMITTEE

S.N O	NAME	DESIGNATION	MEMBER	SIGN
1.	MR A GANESH	PGT PHY	I/C (PTM)	
2.	MR S.K. MISHRA	TGT(SANSKRIT)	I/C	
3.	MR HARENDRA SINGH	TGT(ENGLISH)	MEMBER	

- a) All arrangements for monthly meeting / weekly meeting /PTM after exam.
- b) Proper record keeping (meeting minutes and attendance record)

G. CONTRACTUAL APPOINTMENT

S.N o	Name	Designation	Member	SIGN
1	MR.MUKESH PRAJAPAT	PGT(HIS.)	I/C	
2	MR.SATISH CHHOKAR	PGT (COMP.)	MEMBER	
3	MS. SHIVANI	LIBRARIAN	MEMBER	

- a) To Conduct contractual appointments in the month of Feb/March as per KVS Rules
- b) To upload the result with the consent of Principal
- c) To complete all formalities before 31 March 2021

H. IMPLEMENTATION OF RAJ BASHA

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MS NEHA YADAV	TGT(HINDI)	I/C	
2.	MR S.K.MISHRA	TGT(SANSKRIT)	2 I/C	
3.	MR.A.K.YADAVA	PGT(HINDI)	MEMBER	
4.	MS SUBHASH MALIK	PRT	MEMBER	
6.		SSA	MEMBER	
7.		JSA	MEMBER	

Duties:

- To implement the decision taken during Nagar Raj Basha committee meeting
- To attend Nagar Raj Bhasha committee as and when required
- To send periodical report to the KVS Guwahati, KVS New Delhi, Nagar Rajbasha committee
- To take initiative to see that correspondence is made in Hindi.
- To monitor inward and outward register maintained for English and Hindi separately

I. INCOME TAX & CS-54 CHECKING-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR. SATISH CHOKKAR	PGT COMP	I/C	
2.	MRMOHAN UPADHAYA	PGT (COMM)	MEMBER	
3.	MR SURESH KUMAR SAINI	PGT ECONOMICS	CS 54 & FEE	
4.		SSA/JSA	MEMBER	

Duties:-

- Calculation of income tax for the members of the staff as per the provisions of Govt. Of India.
- To maintain / prepared CS-52 register and verify the fee collection.
- To Verify & recommend exemption of fees on prescribed proforma
- To conduct workshop for all teachers to handle UBI Fee portal

J. INFORMATION ON RTI

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR SHIVANI	LIBRARAIN	I/C	
2.	MR SATISH CHHOKAR	PGT COMPUTER	MEMBER	

- To Provide information required under RTI as per RTI rules

24. SPORTS COMMITTEE ,SBSB & FIT INDIA PRG./PORAL& ACTIVITIES

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	SH ASHOK KUMAR YADAV	TGT (P&HE)	I/C	
2.	MR JITENDER SINGH	PRT	MEMBER	
3.	SH SANDEEP LANGYAN	PRT	MEMBER	
4.	All CLASS TEACHERS		MEMBER(

			SBSB)	
5.		COACH	MEMBER	

Duties:

- To prepare Games and sports calendar and to conduct inter house competitions
- To Plan and organize Annual Sports Day & Mini Sports Day.
- Selection of team and players for kvs Sports meet
- To plan and organize Fit India event as per fit India website and keeping record
- Uploading of picture, video and data on link given
- Procurement of Sports items for Students
- Conduct International Yoga day
- Timely completion of all assessment activities and uploading of data
- It is an annual activity for both half(semesters) so Plan conduct and upload data no separate instruction will be issue

25. QUARTER ALLOTMENT COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR. P.K.YADAV	TGT (AE)	I/C	
2.	MR K.C.BORA	SUB STAFF	MEMBER	

Duties:

- To prepare a panel of teacher who are eligible for the allotment of quarters (Type – I, Type – II, Type – III) as per KVS norms in the beginning of the academic session
- To allot the quarters to the eligible staff as per the panel prepared and approved by the chairman VMC
- To monitor the maintenance & repair of the staff quarters.
- To communicate with project and to submit monthly license fee to project as per allotment.

26. AEP (ADOLESCENCE EDUCATION PROGRAM) & SUGGESTION BOX

S.NO	NAME	DESIGNATION	MEMBER	SIGN
2.	MRS. MANJU B BORA	PGT(ENGLISH)	I/C	
3.	MS KIRAN SAHU	TGT (SCI)	MEMBER	
4.	SH A.K.YADAVA	PGT (HINDI)	MEMBER	
5.	MS. ARCHANA SINGH	PRT	MEMBER	

Duties:

- Box meant for general complaints / suggestion, should be opened on the last working day of the month
- Separate files for preserving the complaints / suggestions & register for recording the complaints / suggestion should be maintained
- Corrective, measures are to be taken immediately in consultation with principal.
- Monthly online report to be sent.

27. FLAG HOISTING AND RETREATING CEREMONY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MR ASHOK KUMAR YADAV	TGT (PHE)	I/C	

2.	MR. SANDEEP LANGYAN	PRT	MEMBER	
3.		COACH,YOGA TR.	MEMBER	

DUTIES

- To ensure raising of National Flag every morning and it's lowering before sunset in our KV.
- To position the flag post at prominent place.
- To follow Do's and Don'ts to honour our National Flag.
- To ensure compliance of the Flag Code.

28. MEDICAL CHECKUP & MEDICAL ROOM

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	MS KIRAN SAHU	TGT SCIENCE	I/C	
3.		NURSE CONTRACTUAL	MEMBER	

Duties:

- To procure the required number of medical cards in the beginning of the academic session.
- To distributes the medical cards to the class teachers based on strength.
- To arrange the medical checkup twice in a year (in the month of August and Feb)
- To ensure the follow up action after the medical checkup.
- To ensure and procure first aid material, medicines and other required items and their availability in Medical room
- Proper record of special children and history of diseases to be maintained.
- To plan programs and create awareness about good personal hygiene practices

29. VOCATIONAL GUIDANCE/COUNSELLING /ARRANGING GUEST LECTURE&ALUMNI COMMITTEE:

S.N O	NAME	DESIGNATION	MEMBER	SIGN
1.	MS SHIVANI	LIBRARIAN	I/C	
2.	SH ARUN KUMAR SARKAR	TGT WE	MEMBER	

Duties:

- To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.
- To arrange Vocational guidance and counselling to the students by inviting reputed personalities in the concerned field.
- To pay the remuneration with consultation to principal
- To Plan and conduct Alumni Meet twice in a year.
- To Arrange Motivational Talk by Alumni for Board Class Students.
- Update Website and enroll Alumni on website

30. DISPLAY BOARDS-

S.N O	NAME	INCHARGE TEACHERS	SIGN

1.	CLASS ROOM	ALL CLASS TEACHERS	
2.	HOUSE BOARD	ALL HOUSE MASTERS	
3.	BHARAT SCOUT & GUIDE	MRS PRASOON YADAV	
4.	EXAMINATION	MR A. GANESH	
5.	CCA	MS MANJU B BORA	
6.	PISA	MR YTHARTH	
7.	EBSB	MR MUKESH KUMAR PRAJAPAT	
8.	AEP	MS MANJU B BORA	
9	HONOUR BOARD AND OTHER BOARDS	MR PANKAJ YADAV	

Duties

1. To Maintain and up to date display boards
2. Regularly update pictures and other contents on boards.
3. All Boards should always be presentable.

31. EBSB & AKAM COMMITTEE

S.No	Name	Designation	Member	SIGN
1	MR. MUKESH KUMAR PRAJAPAT	PGT(HIS)	I/C EBSE	
2	MR SURESH KUMKAR SAINI	PGT (ECO)	I/C AKAM	
3	MS NEHA YADAV	TGT(HINDI)	MEMBER(EBSB & AKAM)	
4	MS VANDANA DEVI	TGT(S.ST)	MEMBER(EBSB & AKAM)	
5.		PGT (GEO)	MEMBER(EBSB & AKAM)	
6.	ALL CLASS TEACHERS		MEMBER(EBSB & AKAM)	

- a) Conduct of activities as per schedule /Calendar activities given by Government of India & KVS
- b) Monthly report to Regional office on prescribed Performa.
- c) To upload photographs and video on Link /website given (Monthly)

32. TEACHING AIDS,AUDIO – VISUAL & E-LEARNING/E-CONTENT-

S.NO	NAME	DESIGNATIO N	MEMBER	SIGN
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1.	MR SATISH CHHOKAR	PGT(COMP.)	I/C	
2.	MS SHIVANI	LIBRARIAN	MEMBER	

Duties:-

- Ensure availability of E-learning material and maintenance of IT equipment's
- Procurement as per requirement

33.ACP(Awakened Citizen Program)

S.No	Name	Designation	Member	SIGN
1	MR PANKAJ YADAV	TGT (AE)	I/C	
2.	MS. NEHA YADAV	TGT (HINDI)	MEMBER	
3.			MEMBER	
4.	ALL CONCERNED TEACHER		MEMBER	

To undertake all the programmers of ACP as per KVS Guidelines & sending periodic report to RO GUWAHATI

34.CLUB ACTIVITIES

S.No	CLUB	INCHARGE NAME	DESIGNATION	SIGN
1.	SCIENCE	MS Kiran Sahu	TGT Science	
2.	NATURE		PGT GEOGRAPHY	
3.	ECO CLUB		PGT GEOGRAPHY	
4.	SOCIAL SCIENCE	Ms Vandna Devi	TGT SST	
5.	LITERARY CLUB	1.Mr Jitender Singh , English 2.Ms Neha yadav Hindi 3.Mr Sanjeev Mishra , Sanskrit	TGT English TGT Hindi TGT Sanskrit	
7.	ART CLUB	Mr Pankaj Yadav	TGT AE	
8.	CULTURAL / MUSIC	Mrs Priyanka Bordoloi	PRT Music	

35.OLYMPIAD AND OTHER

S.No	OLYMPIAD	INCHARGE NAME	DESIGNATION	SIGN
1.	JNNSMEE	MRS PRASOON YADAV	PGT CHEM.	

2.	NTSC	MR A.GANESH	PGT PHY.	
3.	INSPIRE AWARD	MR A.GANESH	PGT PHY	
4.	SOF	MRS PRASOON YADAV	PGT CHEMISTRY	
5.	MATHS	MR SUNIL GALWA	PGT MATHS	
6.	GREEN OLYMPIAD /GSP/GPI	MS KIRAN SAHU	TGT SCI.	
7.	ENGLISH	MRS MANJU B BORA	PGT ENG.	

36. PISA /CCT

S.No	Name	Designation	Member	SIGN
1	MR YHARTH KAMAL	TGT MATHS	I/C& MENTOR	
2	MS KIRAN SAHU	TGT SCIENCE	2 ND I/C& MENTOR	
3	ALL CONCERNED TEACHERS		MENTORS	

- a) Mentor Students for CCT/PISA test
- b) Conduct PISA Exam (Question paper printing ,checking and uploading of marks on portal)
- c) To maintain proper record of class room practice and maintain PISA Diary
- d) To inculcate Joy full learning activities in routine class room teaching and keep record to forward RO

37. OTHER PROGRAMS

A. TARUNOTSAV

S.No	Name	Designation	Member	SIGN
1	MR YTHARTH KAMAL	TGT MATHS	I/C	

- a. Plan activities and ensure attendance of students
- b. All arrangements Like resource person material, availability of room and other material

B. PUSTAKOPHAR

S.No	Name	Designation	Member	SIGN
1	MS SHIVANI	TGT (LIB)	I/C	

- a) Encourage students to donate books, this should be done in the first week of April
- b) Class wise record of number of students donated books or received books along with pictures
- c) Ensure all students have their books by 15th of April 2021

C. CALP

S.No	Name	Designation	Member	SIGN
1	MR.MOHAN UPADHYAYA	PGT (COMP)	I/C	

- a) Any Student who participated in KVS games /activities and not able to complete his syllabus for that period it's the responsibility of the subject teacher to complete his syllabus and made him available all material (HW/CW/Assignment or Project).

D. BALA

S.No	Name	Designation	Member	SIGN
1	MR HARENDRA SINGH	TGT (ENG)	I/C	
2	MR PANKAJ YADAV	TGT(ART)	MEMBER	

- a) To implement BALA Concept in Vidyalaya with the help of other subject teachers

PRINCIPAL
KENDRIYA VIDYALAYA
HPC JAGIROAD