



LIST OF VARIOUS COMMITTEES FOR THE SESSION 2023-24

The following committees have been formed for the year 2023-24 for smooth functioning of the Vidyalaya. Every committee In-charges are responsible for all activities of his/her department.

Sl. No	NAME OF COMMITTEE	NAME OF I/C & MEMBERS	DUTIES	Sign of teachers
1.	Flag Hosting And Retreating Ceremony	1. Mr. Magadum Suraj I/C 2. Mr. Manish 3. Mr. Yogeshwar	1. To ensure raising of National Flag every morning and It's lowering before sunset in our KV. 2. To position the flag post at prominent place. 3. To follow DO's and Don'ts to honour our National Flag 4. To ensure compliance of the Flag Code.	
2.	Academic And Administrative Support	1. Mrs. J. Viji Celment I/C 2. Mrs. Meena Kumari 3. Mr. Vishal Rawat 4. Mrs. Prabhawati	1. To prepare class wise, Teachers wise time table, circulate among the teachers. 2. Arrangement of time table. 3. To circulate the split up syllabus among all subject teachers and to ensure that the coverage of syllabus is update (month wise) or not. Collect monthly report 4. To ensure the availability of text books/ study materials for the students. 5. Printing and Distribution of teacher's diary/daily teacher's diary to the subject teachers time to time. 6. To ensure the availability of teachers in every class at every period. 7. To keep the record of academic performance of the students periodically. 8. To ensure the spiral teaching classes are conducted weekly by each subject teacher and records kept for onward submission to KVS. 9. To conduct PTM Meeting. 10. Necessary correspondence to KVS RO/HQ etc. as per the direction of Principal 11. Interacting with the teachers and directing them on their academics duties. It is the sole responsibility of senior most PGT to check the academic activities of teachers. He will prepare plan and schedule for Notebooks (C/W & H/W) Checking. Preparing academic calendar department wise	
3.	UBI Online Portal	1. Mrs. Uma Selvi I/C 2. Mrs. Poonam Kujur 3. Mr. Vishal Rawat 4. Mrs. Maheswari	1. To monitor activities of UBI 2. To make admission entry 3. To follow up all work-related admission in UBI/ verification etc.	
4.	Admission Committee	1. Mr. Manoj Kumar I/C 2. Mr. Melbin P 3. Mr. Roopaksh Yadav 4. Mr. Pradeep Kumar 5. Mr. Manjeet	Responsibilities of Core Committee 1. Admission to all classes throughout the year including RTE as per KVS norms. 2. Planning & Conducting of Admission Test for Class IX 3. Monthly review Meeting on admissions done. This work has to continue till November 30. 4. Maintenance of Register of data required for submission to KVS (HQ)/RO 5. Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work. 6. Every month Enrolment of the Vidyalaya has to be collected and checked by the department and submit the same to the principal –This has to be done a day prior to last working day of the month. 7. Every month vacancy of each class & section-wise details are to be recorded in the admission register	

			<p>and submit to Principal – This has to be done a day prior to last working day of the month.</p> <ol style="list-style-type: none"> 8. To communicate the revised Admission Guidelines to the Parents and Teachers. 9. To follow the admission procedure strictly as per KVS rules with a DEMOCRATIC way and proper transparency. 10. Be vigilant while admitting any student by verifying all required documents as per the category applied for. 11. To follow the RTE act 2010 in the Admission process. 	
5.	Purchase Committee	<ol style="list-style-type: none"> 1. Mrs. Uma Selvi I/C 2. Department I/C 3. Mr. Vishal Rawat 	<ol style="list-style-type: none"> 1. To estimate the requirement in the beginning of the academic year. 2. To procure the required items following the purchase procedure. 3. To conduct market survey and collect quotation from local market. 4. To take items purchased into stock. 5. To contribute in purchase process as per tenders and quotations by Market Survey. 6. To follows the instructions of VMC 7. To ensure the quality and lowest Rates of supply of items purchased from different firms and put signature on the bill after physical verification of items. 8. To ensure that the items are entered in the stock registers by the concerned stock holders. 	
6.	Discipline Committee	<ol style="list-style-type: none"> 1. Mrs. Meena Kumari I/C 2. Mr. Manoj Kumar (Eco) 3. Mr. Pradeep Kumar 4. Mr. Manish 5. All the Class teachers 	<ol style="list-style-type: none"> 1. Checking of Student's uniform, late comers, students missing assembly. 2. Checking of student's behavior in and outside the class. 3. Monitoring the movement of student in lines during arrival, departure and to ensure safe passage to students. 4. Checking of students entry and exit in the line from outside and inside school gate before morning assembly and after school hours. (Class teacher also assist) 5. Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation. 6. A monthly report on discipline proceeding & steps taken up and observation made have to be submitted to Principal. 7. Checking the Movement of students in corridor without out passes and recording the same to intimate Principal. 	
7.	Furniture	<ol style="list-style-type: none"> 1. Mr. Eswara Rao I/C 2. Mr. Dharmendra Singh 3. Mr. Debdulal Mazumdar 4. Mr. Dheeraj 5. Mr. Nitin Sharma 	<ol style="list-style-type: none"> 1. Preparing the list of articles for condemnation in the new format and keep ready for Physical Verification. 2. Raising the indent of the Furniture required within the ceiling. 3. Maintenance of furniture register & inventories in each class, lab, departments, library, office etc. 4. Preparation of list of repairable and broken furniture. 5. Submission of requirement of shortage making inventory and monitoring. 6. To prepare the list of furniture required in the classrooms/other dept. from time to time. 7. To ensure that the seating arrangement is proper and convenient according to their heights and teaching learning process. 8. To intimate the Principal about the requirements and contact the carpenter from time to time. 	
8.	School	<ol style="list-style-type: none"> 1. Mr. Puli Diwakar 2. Mr. Kapil Kumar 	<ol style="list-style-type: none"> 1. Raising the quotations for procurement of materials required for civil work. Monitoring of Vidyalaya 	

	Building Civil & Electrical	<ol style="list-style-type: none"> 3. Mr. Pradeep Kumar 4. Mr. Nitin Kumar 	<ol style="list-style-type: none"> 1. infrastructure development and works in progress. 2. Checking the cracks in the wall, tree/plants growth in the roof and side wall of the Vidyalaya. 3. Monitoring and recording of civil work / repair work undertaken. 4. Preparing the estimates and submitting request for procurement of materials such as gitty (stone dust /stones), sand, cement etc. with clear justification/ 5. Stock entry of the material purchased and proper usage of material purchased and record of the same in the stock register. 6. Certifying the proper usage of material at appropriate and required places. 7. Informing Principal the areas of immediate attention. 	
9.	Exam Dept Primary Section	<ol style="list-style-type: none"> 1. Mr. Ravi Kumar 2. Mr. Majeet 	<ol style="list-style-type: none"> 1. To prepare the exam time table for tests) under KVS planner 2022-23. 2. Arrangement of the question papers in advance with proper vigilant attitude. 3. To keep all Question papers (Confidential materials) in the safe custody and be vigilant and open the particular packet before at least two teachers for witness. 4. To arrange the seating plan likewise CBSE pattern. 5. To arrange the invigilation duties without any discrepancy. 6. To conduct the internal exam smoothly and to prevent the mal-practice by deputing flying squid. 7. Raising the indent for the papers and other important requirement. 8. Listing out absentees and Planning & Conducting Re-Test. 9. To prepare the result analysis of internal exam and maintaining the record in an appropriate manner. 	
	Home Exam & External Exam (Secondary & Sr. Secondary)	<ol style="list-style-type: none"> 1. Mr.Eswar Rao I/C 2. Mrs. Meena Kumari 3. Mr. Roopaksh Yadav 4. Mr. Adarsh Nair 5. Mrs. Poonam Kujur 		
10.	Medical Facility & Emergency First Aid	<ol style="list-style-type: none"> 1. Mrs. Arathi Balakrishnan 2. Mrs. Surbhi 	<ol style="list-style-type: none"> 1. To ensure the availability of the concerned items (First Aid Box). 2. To provide first aid during all concerned excursions/tours. 3. To equip oneself and students with knowledge of first aid so that students are prepared to face any causality. 	
11.	Time Table	<ol style="list-style-type: none"> 1. Mr. S S Surampudi 2. Mr. Ashok Kumar 3. Mr. Subhankar 	<ol style="list-style-type: none"> 1. Preparation of class & teachers Time Table as per KVS norms. 2. First period arrangement has to be announced in assembly itself. 3. Preparation of special Time Table for Board classes, Remedial Classes for slow learners, and Zero period. 4. Monitoring of bell timing. 5. Distribution of Registers to all the class monitors to note every day's activity period-wise. 6. Collecting the register and submitting the same to Principal for his supervision. 7. Random checking for teachers attending the classes during their arrangement. 8. To ensure no teachers who is absent is left without arrangement. 9. Showing the arrangement sheet to teacher and obtaining the signature. 10. Displaying the arrangement sheet in prominent places of the Vidyalaya. 	
12.	CCA Coordination & Important Days Celebration	<ol style="list-style-type: none"> 1. Mr. K.N Tripathi 2. Mr. Melbin P 3. Mr. Magdum Suraj 4. Mr. Anil Ponnia 	<ol style="list-style-type: none"> 1. To prepare CCA calendar for the current session. 2. To organize the CCA programmes as per the schedule in the befitting manner and prepare the report timely with photographs for onward submission. 3. To ensure about the maximum participation of students in CCA activities in order to enhance their overall development under CCA. 4. To organize programmes for the Golden Jubilee Year of 	

			KVS rule and circulars.	
13.	Salary Preparation & Fee Record Verification in UBI Income Tax	<ol style="list-style-type: none"> 1. Mr. Yesu Pillai 2. Mrs. N Prabhawati 	<ol style="list-style-type: none"> 1. Prepare salary as per in KVS format, Upload in UBI portal as per instruction KVS RO Chennai. 2. Verified entries before uploading. 	
14.	Teaching Aids & A.V Aids	<ol style="list-style-type: none"> 1. Mrs. Uma Selvi 3. Mrs. Poonam Kujur 4. All Dept. Convenors 5. Mr. Manoj Kumar (Eco) 6. Mr. Vijay Aharwal 7. Mr. Manoj Kumar (Maths) 8. Mr. Vishal Rawat 9. Mr. Adarsh 	<ol style="list-style-type: none"> 1. Procurement of Audio Visual and teaching aids 2. Upkeep of audio visuals and teaching aids. 3. List of audio Visual and teaching aids used by the teachers. 4. Planning of educational tour different classes as per schedule given by the KVS 	
15.	Photography Committee & Bouquet Presentations	<ol style="list-style-type: none"> 1. Mr. Sourabh Saini I/C 2. Mr. Subhankar 3. Mr. Adarsh Nair 4. Mr. Bhupender (Primary) 	<ol style="list-style-type: none"> 1. Arrangement of the proper photography during all occasions. 2. To get hard copies developed and display them accordingly. 3. To download photographs and tag them as per occasion. 4. To select photographs and submit them to the website incharge for website updating. 5. To maintain the cameras and their chargers. 	
16.	Career Guidance/ Counselling	<ol style="list-style-type: none"> 1. Mr. Krishna Singh 2. Mr. Vijay Aharwal 3. Mrs. Harisree 4. Mrs. Prema 	<ol style="list-style-type: none"> 1. To remain in contact with the employment exchange and to invite experts to guide the students to choose their career accordingly. 2. To identify the students to select their stream according to their interest, potential and resources, 3. To involve the parents to help their wards to select proper stream. 4. To help the students to appear various career enhancing exams, i.e., IIT, FITJEE, NTSE, KVPY and so on. 	
17.	Primary Education	<ol style="list-style-type: none"> 1. Vishal Rawat 	<ol style="list-style-type: none"> 1. Planning and preparation Calendar of activities 2. Supervision of Primary classes. All the new entries may be supervised. 3. Maintaining the bank of worksheets on yearly basis 4. Maintaining CMP & CCE Records. 	
18.	Sports	<ol style="list-style-type: none"> 1. Mr. Manish 2. Mr. Magdum Suraj 3. Mr. K.N. Tripathi 4. Mr. Anil Kumar 5. Mr. Ashok Kumar 	<ol style="list-style-type: none"> 1. Planning Vidyalaya sports activities 2. Monitoring blocks period. 3. Purchasing required material. 4. Arrangement of sports meets as per KVS norms. 5. Planning and conducting Annual Sports Day celebration. 	
19.	Scout & Guide, Cubs & Bulbul	<ol style="list-style-type: none"> 1. Mr. Manoj Kumar (Maths) 2. Mr. Puli Diwakar 3. Mrs. Uma Selvi 4. Mrs. Surbhi 5. Mrs. Omjyothi 	<ol style="list-style-type: none"> 1. To enroll capable and interested students. 2. To plan and organize the Scout & Guide programmes as per KVS planner. 3. To prepare students for the Vidyalaya as well Scout Programmes., 4. To be in touch with District/State/National/World/KV State Scout & Guide Organization 5. To upload Scout & Guide activities in the Vidyalaya website. 6. To maintain report along with photographs. 	
20.	Library Advisory Council	<ol style="list-style-type: none"> 1. Mrs. Arathi Balakrishnan 2. Mr. Soumya Ranjan 3. Mrs. Parasmani 	<ol style="list-style-type: none"> 1. According to the annual allocation of fund books are to be purchased according to the requirement of the students. 2. To collect requisition of books from various departments and submit the same to the librarian for necessary action. 3. To ensure timely distribution of books and study 	

			material to be sent by KVS time to time in all the classes.	
21.	Computer Lab & Monthly Report & Website Updating	<ol style="list-style-type: none"> 1. Mrs. Uma Selvi 2. Mrs. Poonam Kujur 3. Mrs. Maheshwari 	<ol style="list-style-type: none"> 1. To update the website every fortnight. 2. To make entry of every details. (Photographs) regularly. 3. To update enrolment position every month. 4. To make entry of CMP details regularly. 5. Every month report to be submit to the Principal 	
22.	Value Education & Integrity Club	<ol style="list-style-type: none"> 1. Mr. Melbin 2. Mr. Vijay Aharwal 3. Mr. Roopaksh Yadav 4. Ms. Nidhi Singh 	<ol style="list-style-type: none"> 1. To create awareness among the students about national integration, brotherhood and civic sense. 2. To organize the club activity and to keep record along with photographs. 3. Upload all the key features of activities in the Vidyalaya website. 	
	Eco Club	Mr. Melbin	Conducting activities related to the club.	
	Literary Club	Mrs. Arathi Balakrishnan	Conducting activities related to the club.	
	Science Club	Mr. Soumya Ranjan Maharana	Conducting activities related to the club.	
	Math's Club	Mr. Pradeep Kumar	Conducting activities related to the club.	
23.	AEP- Planning & Conducting a minimum of 6 session in each term	<ol style="list-style-type: none"> 1. Mrs. Arathi Balakrishnan 2. Mrs. Surbhi 3. Mr. Roopaksh Yadav 	<ol style="list-style-type: none"> 1. To organize seminars, workshops, lectures. 2. To invite experts. 3. To keep in touch with the local wing of NAEP. 4. To organize competition and awareness programs. 	
24.	Result Moderation	<ol style="list-style-type: none"> 1. Mrs. J. Viji Clement 2. Mr. Eswar Rao 3. Mrs. Uma Selvi 4. Class Teachers 	<ol style="list-style-type: none"> 1. To fix schedule for PTA Meetings as per KVS planner and inform the class teachers well in time. 2. To prepare the agenda to be discussed with parents. 3. To decide the hard and difficult cases. Formulating the criteria to decide class wise result of border case. 4. To prepare minutes. 	
25.	Hygiene & Sanitation & Drinking Water	<ol style="list-style-type: none"> 1. Mrs. Meena Kumari 2. Mrs. Uma Selvi 3. Mrs. Harishree 4. Mr. Vijay Aharwal 5. Mr. Sourabh Saini 	<ol style="list-style-type: none"> 1. To provide clean RO water and maintain campus neat and clean hygiene. 	
26.	Beautification & Garden & Cleanliness	<ol style="list-style-type: none"> 1. Mr. Subhankar 2. Ms. Nidhi Singh 3. Mrs. Surbhi 4. Mr. Debdulal Mazumdar 5. Mr. Vishal Rawat 6. Mr. Manjeet 	<ol style="list-style-type: none"> 1. To see to the planting and growing of seasonal flowers. 2. To maintain the Vidyalaya premises keeping in view "CLEAN & GREEN". 3. Time to time get them trimmed of plants 4. Duty allotment of conservancy and monitoring of cleanliness of toilets and entire campus. 	
27.	Student Council	<ol style="list-style-type: none"> 7. Mr. K.N. Tripathi 8. Mr. Melbin 9. All House Masters 	<ol style="list-style-type: none"> To select council members worthy of taking charge of the discipline of the Vidyalaya. To select members as per instruction of KVS. Selection to be done on the basis of filing of nomination and interview thereof. Formation of Student Council to be completed by July 2022 (after admission in Class XI). Badge Ceremony to be conducted in a be-fitting manner. Report and photographs to be submitted to the Principal and a copy to be sent to the RO Chennai. Meeting of the Council to be taken from time to time by the Council Committee. Register and Record of Student Council meeting to be maintained, duly signed by the Principal. Feedback of Syllabus coverage from Classes VI to XII once in a month. 	

28.	Exhibitions Committee- Science	<ol style="list-style-type: none"> 1. Mrs. Meena Kumari 2. Mr. Kapil Kumar 3. Mr. Vijay Kumar Aharwal 4. Mr. Roopaksh Yadav 5. Mr. S S Surampudi 6. Ms. Nidhi Singh 7. Mr. Soumya Ranjan Maharana 	<ol style="list-style-type: none"> 1. Plan the exhibition themes and models in advance and start synopsis 2. Conduct mock exhibition well before the exhibitions scheduled as per KVS 3. Decide the vest models and the suggestion for improvement. 4. Get the new models ready before the exhibition to begin. <p>Note: As far as Science Exhibition is concerned, the In Charge teacher will discuss with Principal on all the modalities to be observed and record in the Science department minutes register.</p>	
29.	Exhibitions Committee- Social Science	<ol style="list-style-type: none"> 1. Mr. Krishna Singh 2. Mr. Ashok Kumar 3. Mr. Manoj Kumar(Eco) 4. Mr. Debdulal Mazumdar 5. Mr. Dharamender Singh 6. Mr. Anil Kumar 	<ol style="list-style-type: none"> 7. Plan the exhibition themes and models in advance and start synopsis 8. Conduct mock exhibition well before the exhibitions scheduled as per KVS 9. Decide the vest models and the suggestion for improvement. 10. Get the new models ready before the exhibition to begin. <p>Note: As far as Social Science Exhibition is concerned, the In Charge teacher will discuss with Principal on all the modalities to be observed and record in the Science department minutes register.</p>	
30.	Reception & Refreshment Committee for all the occasions	<ol style="list-style-type: none"> 1. Mrs. Uma Selvi 2. Mrs. Surbhi 3. Mr. Nidhi Singh 4. Mrs. N Prabhawati 	<ol style="list-style-type: none"> 1. Welcome of guest and other officers in every prog. 2. Arrangement of refreshment for the guest. 3. Arrangement of snacks/sweets for students in every program. 	
31.	Report Writing of all Events	<ol style="list-style-type: none"> 1. Mr. Adarsh Nair (Eng) 2. Mr. Saurabh Saini (Hin) 3. Mr. Bhupender (Primary) 		

All teaching and non-Teaching staff is hereby instructed to follow the assigned duties strictly mentioned above with letter and spirit and an attitude of TEAM WORK and share your experience and suggestions for the betterment of the Vidyalaya and all-round development of the students. Teachers should put more efforts in recognising individual talents and learning methods of the students and also to further nurture and nourish these talents to the best of their capabilities. Teaching-learning process should not be solely centred on just passing the examinations. Teachers should look for new ways to take teaching beyond the books.

Every teacher is also requested to come forward with a Positive attitude to enhance the students so as to make them a resourceful citizen of the country as per the need of Society.

(J. VIJI CLEMENT)

I/C Principal