

# केन्द्रीय विद्यालय, तेजु

*KENDRIYA VIDYALAYA, TEZU*



*समिति/COMMITTEES*

*सत्र : 2023-24*

## **KENDRIYA VIDYALAYA, TEZU**

विद्यालय योजना सत्र:- 2023-24

Vidyalaya Academic & Institutional Plan for session 2023-24 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 2023-24. 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 2023-24. 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 **31<sup>st</sup> 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<sup>st</sup> March 2023** and prepare the list of requirement for the session 2023-24 on or before 15<sup>th</sup> 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 creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.

**Principal**

## LIST OF CLASS TEACHER AND CO-CLASS TEACHERS SESSION 2023-24

### PRIMARY SECTION

| CLASS | SECTION | NAME OF CLASS TEACHER | CO - CLASS TEACHER |
|-------|---------|-----------------------|--------------------|
| I     | A       | MS. TIKU MIHU         | MS. NABHALI MIHU   |
| II    | A       | MS. NABHALI MIHU      | MS. TIKU MIHU      |
| III   | A       | MS. TWINKLE SHARMA    | MR. MARKAND DIPAK  |
| IV    | A       | MS. MAMTA SINGH       | MS. TWINKLE SHARMA |
| V     | A       | MR. MARKAND DIPAK     | MS. MAMTA SINGH    |

### SECONDARY SECTION

| CLASS | SECTION | NAME OF CLASS TEACHER | CO - CLASS TEACHER |
|-------|---------|-----------------------|--------------------|
| VI    | A       | MS. VAISHALI SINGH    | MS. MANISHA        |
| VII   | A       | MS. MANISHA           | MR. V K PAL        |
| VIII  | A       | MR. V K PAL           | MR. C B MEENA      |
| IX    | A       | MS. ARTI SINGH        | MR. NITIN YADAV    |
| X     | A       | MR. NITIN YADAV       | MR. YOGESH KUMAR   |
| XI    | SC.     | MR. T LOHAM           | MS. YUMKU KAMDAK   |
|       | ARTS    | MR. VINAY SINGH       | MR. MOHIT KUMAR    |
| XII   | SC.     | MS. ATHIRA S          | MR. RAVI KUMAR     |
|       | ARTS    | MR. VINEET KUMAR      | MR. PRAVEEN KUMAR  |

**PRINCIPAL: MR. SHIV PRATAP**

## केंद्रीय विद्यालय, तेजू

### **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 fill the details of attendance in the daily attendance kept in the office of Principal.
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, UBI portal & 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 the syllabus on time. **The syllabus for class XII will be completed by last week of October 2023 and for all others by 31<sup>st</sup> 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 15<sup>th</sup> 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 teaching and learning process, unless it is very important.

(शिव प्रताप)  
प्राचार्य

**KENDRIYA VIDYALAYA, TEZU**  
**COMMITTEES 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 preparation of Annual / Year Planner of all activities of his/her department and submits the same to Principal on or before 15<sup>TH</sup> April, 2023 without fail.

| क्र.सा. | समितियों के नाम   | प्रभारी एवं सदस्यों के नाम  | कार्य का विवरण  |
|---------|---|---|---|
| 1.      | <b>Academic &amp; Administrative support</b>                                | <ol style="list-style-type: none"> <li>1. <b>Mr. Praveen Kumar, PGT (Eco) I/c</b></li> <li>2. Mr. Mohit Kumar, PGT Geo</li> <li>3. Mr. Nitin Yadav, TGT Maths</li> <li>4. Ms. Vaishali Singh, TGT Sc.</li> <li>5. Mr. Jatin Kumar, PRT</li> </ol>                                   | <ul style="list-style-type: none"> <li>• Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal.</li> <li>• 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 &amp; H/w) <b>checking.</b></li> <li>• <b>Preparing academic calendar department wise for 2023-24</b></li> </ul>  |
| 2.      | <b>Career Guidance and Counseling<br/>(To Plan and fix the dates)</b>       | <ol style="list-style-type: none"> <li>1. <b>Mr. Yogesh Kumar Vala, Librarian I/c</b></li> <li>2. Mr. Vineet Kumar, PGT History</li> <li>3. Ms. Vaishali Singh, TGT Sc.</li> <li>4. Counsellor / Nurse</li> </ol>   | <ul style="list-style-type: none"> <li>• Year Planner for counseling sessions shall have to be prepared by I/c of the committee. <b>A minimum of 06 (six) such counseling sessions shall have to be planned and be organized and reporting is mandatory.</b></li> <li>• Collection of information and providing to students. Arrangement of Guest Lectures.</li> <li>• Monthly report has to be submitted on activities undertaken for providing information to the students - Please use a separate register.</li> </ul> |
| 3.      | <b>AEP – planning &amp; conducting a minimum of 6 sessions in each term</b> | <ol style="list-style-type: none"> <li>1. <b>Ms. Vaishali Singh, TGT (Sc.) I/c</b></li> <li>2. Mrs. Athira S, PGT English</li> <li>3. Mr. T Loham, PGT Biology</li> <li>4. Mrs. Arti Singh, TGT English</li> <li>5. Mr. C B Meena, TGT WE</li> <li>6. Counsellor / Nurse</li> </ol> | <ul style="list-style-type: none"> <li>• Organizing PT meeting, creating awareness among parents and children about the changes in adolescent (adult) stage, Awareness about sexual diseases, Solution for stress related problems. Planning, Preparation and conducting the programs.</li> <li>• Every <b>month AEP</b> classes are to be conducted on core issue. Submitting <b>a monthly report</b> to Principal</li> </ul>  |
| 4.      | <b>Beautification &amp; Garden</b>  | <ol style="list-style-type: none"> <li>1. <b>Mr. Chaturbhuj Meena, TGT (WE) I/c</b></li> <li>2. Mr. V K Pal, TGT AE</li> <li>3. Mrs. Manisha, TGT Sanskrit</li> <li>4. Mr. Markand Dipak, PRT</li> </ol>  | <ul style="list-style-type: none"> <li>• Garden maintenance observation and making suggestions to gardener.</li> <li>• Monthly review of garden and suggestions to improvement.</li> <li>• Submitting of monthly review of garden &amp; Beautification of Vidyalaya.</li> <li>• Raising the requirement for Garden and Vidyalaya beautification.</li> </ul>   |
| 5.      | <b>Alumni Association</b>   | <ol style="list-style-type: none"> <li>1. <b>Mr. Praveen Kumar, PGT (Eco), I/c</b></li> <li>2. Mr. Vinay Singh, PGT (Hindi)</li> </ol>  | <ul style="list-style-type: none"> <li>• To maintain proper records of alumni of the Vidyalaya.</li> <li>• To arrange alumni meet in the Vidyalaya by discussing with the undersigned.</li> </ul>   |

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| 6. | <b>Admission Committee</b>  | <ol style="list-style-type: none"> <li>1. <b>Mr. Praveen Kumar, PGT (Eco) I/c</b></li> <li>2. Mr. Nitin Yadav, TGT Maths</li> <li>3. Mrs. Arti Singh, TGT English</li> <li>4. Mrs. Manish, TGT Sanskrit</li> <li>5. Mr. Jatin Kumar, PRT</li> </ol>   | <p style="text-align: center;"><b><u>Responsibilities of Core Committee</u></b></p> <ul style="list-style-type: none"> <li>• Admission to all classes throughout the year including RTE as per KVS norms and <b>Planning</b> &amp; Conducting of Admission Test for class 9.</li> <li>• <b>Monthly review Meetings on admissions done. This work has to adhere with calendar of Admission as per KVS (HQ).</b></li> <li>• Maintenance of Register of data required for submission to KVS (HQ).</li> <li>• Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work</li> <li>• 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.</li> <li>• Every month vacancy of each class &amp; 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.</li> </ul> |
| 7. | <b>KV Shaal Darpan</b>  | <ol style="list-style-type: none"> <li>1. <b>Mr. Praveen Kumar, PGT (Eco), I/c</b></li> <li>2. Mr. Jai Prakash, PGT CS (cont)</li> <li>3. Mr. Yogesh Kumar, Librarian</li> <li>4. Ms. Neha Begum, Computer Instructor</li> </ol>  | <ul style="list-style-type: none"> <li>• To monitor activities of KV Shaala Darpan.</li> <li>• To make entry on KV Shaala Darpan Web Portal.</li> <li>• To send report to parents and stake holders.</li> <li>• To follow up all work related to KV Shaala Darpan.</li> </ul>   |
| 8. | <b>Computer Lab committee Monthly Report &amp; Website updating</b> | <ol style="list-style-type: none"> <li>1. <b>Mr. Praveen Kumar, PGT (Eco) I/c</b></li> <li>2. Mr. Nitin Yadav, TGT Maths</li> <li>3. Mr. Jai Prakash, PGT CS (cont)</li> <li>4. Ms. Neha Begum, Computer Instructor</li> </ol>  | <ul style="list-style-type: none"> <li>• Update Vidyalaya website once in every fortnight and as when it is required. Updation of Enrollment of students class-wise and section-wise. Staff vacancy position.</li> <li>• Computer infrastructure data.</li> <li>• Other allied information that is required by KVS.</li> </ul> <p><b>Note: PGTs' (Comp. Science) are responsible for the website updating through coordination with respective department heads.</b></p>  |
| 9. | <b>Discipline committee</b>   | <ol style="list-style-type: none"> <li>1. <b>Mr. Mohit Kumar, PGT (Geo) I/c</b></li> <li>2. Mr. Vineet Kumar, PGT History</li> <li>3. Mrs. Athira S, PGT English</li> <li>4. Mr. C B Meena, TGT WE</li> <li>5. Mr. V K Pal, TGT AE</li> <li>6. Mrs. Manish, TGT Sans</li> <li>7. Mr. Markand Dipak, PRT</li> <li>8. Counsellor / Nurse</li> <li>9. All Class Teachers &amp; Co-Class Teacher</li> </ol> | <ul style="list-style-type: none"> <li>• Checking of student's uniform, late comers, students missing assembly.</li> <li>• Checking of students' behavior in and outside the class.</li> <li>• Monitoring the movement of students in lines during arrival, departure and to ensure safe passage to students.</li> <li>• Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours. <b>(Class teacher also need to assist)</b></li> <li>• Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation.</li> <li>• A monthly report on discipline proceedings &amp; steps taken up and observations made have to be submitted to Principal.</li> <li>• Checking the Movement of students in corridor without out-passes and recording the same to intimate Principal.</li> </ul>  |

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| 10. | <b>Result Moderation &amp; Examination Committee</b> | <ol style="list-style-type: none"> <li>1. Mr. Mohit Kumar, PGT (Geo), I/c</li> <li>2. Mr. Praveen Kumar, PGT Eco</li> <li>3. Mrs. Manisha, TGT Sanskrit</li> <li>4. Ms. Vasishali Singh, TGT Sc.</li> <li>5. Mr. Markand Dipak, PRT</li> </ol> | <ul style="list-style-type: none"> <li>• To decide the hard and difficult cases. Formulating the criteria to decide class wise result of border case.</li> <li>• To uphold and implement police as per KVS norms for the result preparation of Session Ending of 2023-24.</li> <li>• To award grace marks as per Article 105 of KVS Education Code.</li> </ul>   |
| 11. | <b>Home Exam Secondary Section</b>                   | <ol style="list-style-type: none"> <li>1. Mr. Mohit Kumar, PGT (Geo), I/c</li> <li>2. Mr. Praveen Kumar, PGT Eco</li> <li>3. Mrs. Vaishali Singh, TGT Science</li> <li>4. Mr. Ruplal Balmiki, Sub Staff</li> </ol>                             | <p style="text-align: center;"><b>Responsibilities of Core Committee</b></p> <ul style="list-style-type: none"> <li>• Raising the indent for the papers and other important requirement.</li> <li>• Planning &amp; conducting of periodic test and term examinations as per schedule.</li> <li>• Listing out absentees and Planning &amp; conducting Re-tests</li> <li>• To prepare the result analysis of internal exams and maintaining the record in an appropriate manner.</li> <li>• <b>Distribution of Result Cards to class Teachers.</b></li> <li>• Distribution of the split up syllabus /Study materials supplied by R.O to teachers and students.</li> <li>• Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work.</li> <li>• <b>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. In-charge will monitor the entire department proceedings and make sure that all wings of his department are functional appropriately.</b></li> </ul> |
|     | <b>Primary Section</b>                               | <ol style="list-style-type: none"> <li>1. Mr. Markand Dipak, PRT I/c</li> <li>2. Mr. Jatin Kumar, PRT</li> <li>3. Ms. Neha Gupta, PRT Music</li> <li>4. Mr. Sopam Kri, Sub Staff</li> </ol>  |  |
|     | <b>CBSE(X/XII) And External Examinations (NIOS)</b>  | <ol style="list-style-type: none"> <li>1. Mr. Mohit Kumar, PGT (Geo) I/c</li> <li>2. Mr. Markand Dipak, PRT</li> <li>3. Mr. Ruplal Balmiki, Sub Staff</li> <li>4. Mr. Sopam Kiri, Sub Staff</li> </ol>   |  |
| 2.  | <b>R.T.I</b>   | <ol style="list-style-type: none"> <li>1. Mr. Vinay Singh, PGT (Hindi) I/C</li> <li>2. Mr. Vineet Kumar, PGT History</li> <li>3. Mr. Lalan Kumar, SSA</li> <li>4. Mr. P K Pardhan, Sub Staff</li> </ol>  | <ul style="list-style-type: none"> <li>• To attend the quarries made under RTI and ensure their response is made on or before the stipulated date.</li> <li>• 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.</li> </ul>   |
| 13. | <b>Olympiads</b>                                     | <ol style="list-style-type: none"> <li>1. Mrs. Vaishali Singh, TGT Science I/C</li> <li>2. Mr. Nitin Yadav, TGT Maths</li> </ol>   | <ul style="list-style-type: none"> <li>• To conduct all the Olympiads smoothly.</li> <li>• To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya.</li> </ul>  |



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| 14. | <b>Science Exhibitions Committee</b>                                | <ol style="list-style-type: none"> <li>1. Mrs. Vaishali Singh, TGT Science, I/c</li> <li>2. Mr. T Loham, PGT Biology (cont)</li> <li>3. Ms. Thamyoo Singthi, PGT Chemistry</li> <li>4. Ms. Yumuk Kamdak, PGT Physics</li> </ol>                      | <ul style="list-style-type: none"> <li>• Plan the exhibition themes and models in advance and start synopsis preparation.</li> <li>• Conduct mock exhibition well before the exhibitions scheduled as per KVS.</li> <li>• Decide the best models and the suggestions for improvement.</li> <li>• Get the new models ready before the exhibition to begin.</li> </ul> <p><b>Note:</b> As far as Science exhibition is concerned, the In charge teacher will discuss with Principal on all the modalities to be observed and record in the Science department minutes register.</p>   |
| 15. | <b>Time Table<br/>Secondary Department &amp; Primary Department</b> | <ol style="list-style-type: none"> <li>1. Mr. Ravi Singh, PRT I/c</li> <li>2. Mr. Nitin Yadav, TGT Maths</li> <li>3. Mrs. Arti Singh, TGT English</li> <li>4. Mr. Jatin Kumar, PRT</li> <li>5. Ms. Neha Gupta, PRT (Music)</li> </ol>                | <p style="text-align: center;"><b>Responsibilities of Core Committee</b></p> <ul style="list-style-type: none"> <li>• Preparation of class &amp; teachers' Time Table as per KVS norms.</li> <li>• Preparation of special Time Table for Board classes, Remedial classes, Classes for slow learners, and Zero period.</li> <li>• Monitoring of bell timing.</li> <li>• Distribution of Registers to all the class monitors to note every day's activity period-wise.</li> <li>• Collecting the registers and submitting the same to Principal for his supervision.</li> <li>• Random checking for teachers attending the classes during their arrangement. To ensure no teacher who is absent is left without arrangement.</li> <li>• 1<sup>st</sup> period time table should be announced by teacher in charge during morning Assembly itself.</li> </ul> <p style="text-align: center;"><b>Responsibilities of Supporting staff</b></p> <ul style="list-style-type: none"> <li>• Showing the arrangement sheet to teacher and obtaining the signature.</li> <li>• Displaying the arrangement sheet in prominent places of the Vidyalaya.</li> </ul> |
| 16. | <b>Social Science Exhibitions Committee</b>                         | <ol style="list-style-type: none"> <li>1. Mr. Vineet Kumar, PGT History I/c</li> <li>2. Mrs. Athira S, PGT English</li> <li>3. Mr. Vinay Singh, PGT Hindi</li> <li>4. Mrs. Aarti Singh, TGT English</li> <li>5. Ms. Neha Gupta, PRT Music</li> </ol> | <ul style="list-style-type: none"> <li>• Plan the exhibition themes and models in advance and start synopsis preparation.</li> <li>• Conduct mock exhibition well before the exhibitions scheduled as per KVS.</li> <li>• Decide the best models and the suggestions for improvement.</li> <li>• Get the new models ready before the exhibition to begin.</li> </ul> <p><b>Note:</b> As far as Social Science exhibition is concerned, the In charge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register.</p>   |

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| 17. | <b>Disaster Management:</b>                                     | <ol style="list-style-type: none"> <li>1. <b>Mr. Chaturbhuj Meena, TGT(WE) I/c</b></li> <li>2. Mr. V K Pal, TGT AE</li> <li>3. Mr. Yogesh Kumar, Librarian</li> <li>4. Mr. Ravi Singh, PRT</li> </ol>      | <ul style="list-style-type: none"> <li>• Mock Drills &amp; awareness programme to be organized twice a year i.e. April &amp; Oct</li> <li>• To check Vidyalaya premises on regular interval of time and if any gray area is found it must be reported to the undersigned.</li> </ul>  |
| 18. | CS-54 and CS-11<br>Fees Record<br><b>(Pay bill checking)</b>    | <ol style="list-style-type: none"> <li>1. <b>Mr. Lalan Kumar, SSA, I/c</b></li> <li>2. Mr. Praveen Kumar, PGT Eco</li> <li>3. Mr. Nitin Yadav, TGT Maths</li> <li>4. Mr. P K Pardhan, Sub Staff</li> </ol> | <ul style="list-style-type: none"> <li>• Maintenance of CS-54 and CS-11 &amp; its verification every month.</li> <li>• The committee is responsible for submitting every month the statements of CS – 54 and CS – 11. The committee is responsible for preparing and submitting CS-54 and CS – 11.</li> <li>• The Committee will verify the Pay bill and all other payments vouchers before placing for approval from Principal for Payments.</li> </ul>  |
| 19. | <b>Income Tax and Form 16</b>                                   | <ol style="list-style-type: none"> <li>1. <b>Mr. Praveen Kumar, PGT Eco, I/c</b></li> <li>2. Mr. Nitin Yadav, TGT Maths</li> <li>3. Mr. Lalan Kumar, SSA</li> <li>4. Mr. P K Pardhan, Sub Staff</li> </ol> | <ul style="list-style-type: none"> <li>• The committee will maintain a register and record month-wise collection of income tax.</li> <li>• The committee will coordinate with office and CA who is looking after the Vidyalaya income tax work and ensure submission of all the documents.</li> <li>• The committee has to review the income tax collection and challan submissions every month and record the SBI challan with challan numbers and dates.</li> <li>• The committee is authorized to speak to CA and note down the procedure of completing the work of Income tax.</li> </ul>   |
| 20. | <b>TA/DA, Medical, CEA &amp; LTC bills settlement committee</b> | <ol style="list-style-type: none"> <li>1. <b>Mr. Lalan Kumar, SSA</b></li> <li>2. Mr. Praveen Kumar, PGT Eco</li> <li>3. Mr. Nitin Yadav, TGT Maths</li> <li>4. Mr. P K Pardhan, Sub Staff</li> </ol>      | <ul style="list-style-type: none"> <li>• The committee will maintain a register and record month-wise submission of bills.</li> <li>• The committee will maintain a record month-wise settlement of bills in the same register.</li> <li>• The committee shall be held responsible if, they do not follow the DOPT orders and admissibility criteria in settlement of bills.</li> <li>• The committee will make settlement of bills as per 7<sup>th</sup> 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.</li> <li>• After settlement, concerned employee shall be called and be shown the settlement for transparency and to redress his/her grievance.</li> </ul> |

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| 21. | <p align="center"><b>CCA Coordinator &amp; CCA material Purchase for Important Days celebration committee</b></p> | <ol style="list-style-type: none"> <li>1. <b>Mrs. Athira S, PGT (English) I/c</b></li> <li>2. Ms. Neha Gupta, PRT Music</li> <li>3. Mrs. Vaishali Singh, TGT Sc.</li> <li>4. Mr. C B Meena, TGT WE</li> <li>5. Mr. V K Pal, TGT AE</li> <li>6. Mrs. Aarti Singh, TGT English</li> <li>7. Mr. Jatin Kumar, PRT</li> <li>8. All Class Teachers &amp; Co-Class Teachers</li> <li>9. Yoga Coach</li> </ol> | <ul style="list-style-type: none"> <li>• Preparation of Calendar of activities for 2023-24. Preparation of Days to be observed and celebrated in the year 2023-24. House distribution activity. Selection and celebration of School Captains and Vice Captains under student's council.</li> <li>• Planning, preparation and Celebration of Annual Day</li> <li>• Duty allotment and monitoring of assembly program.</li> <li>• Checking of the information on the display board in corridor and class rooms.</li> <li>• Theme selection for every month and carrying out the suggested activities.</li> <li>• Maintaining the record of achievements of the students of house and maintaining transparency in the result process.</li> <li>• Important announcements in the assembly, planning &amp; preparing students for various activities. For this, the CCA I/c or deputy has to meet Principal to note the next day's announcements.</li> <li>• <b>Important dates shall be collected and be celebrated appropriately. The committee can even suggest Principal for the purpose.</b></li> </ul> |
| 22. | <p align="center"><b>राजभाषा कार्यान्वय समिति<br/>Raj Basha Committee</b></p>                                     | <ol style="list-style-type: none"> <li>1. <b>Mr. Vinay Singh, PGT Hindi I/c</b></li> <li>2. Mrs. Manisha, TGT (Sans)</li> <li>3. Mr. Jatin Kumar, PRT</li> <li>4. Mr. Lalan Kumar, SSA</li> <li>5. Mr. P K Pardhan, Sub Staff</li> </ol>   | <ul style="list-style-type: none"> <li>• Periodical reports shall be prepared as per the schedule and without any reminder from Head of the Institution. So, the committee requires some plan on Raj Basha implementation. So, Year planner may be prepared for the purpose.</li> <li>• 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.</li> <li>• Every month a test on intricacies of Rajbasha has to be conducted for teachers.</li> <li>• Every month a lesson on Hindi Grammar should be taken.</li> <li>• <b>I/c is responsible for preparation of reports (रिपोर्ट / औपालन प्रतिवेदन इत्यादि)</b></li> </ul>   |
| 23. | <p align="center"><b>Scout and Guide<br/>Cubs and Bulbul</b></p>  | <ol style="list-style-type: none"> <li>1. <b>Mrs. Chaturbhuj Meena, TGT (WE) I/c</b></li> <li>2. Mr. V K Pal, TGT AE</li> <li>3. Mr. Markand Dipak, PRT</li> <li>4. Ms. Neha Gupta, PRT Music</li> </ol>   | <ul style="list-style-type: none"> <li>• Registration of units.</li> <li>• Fresh registration for Pravesh, Cubs &amp; Bulbuls etc.</li> <li>• Conducting upgrading camps &amp; celebrations related to Scout.</li> <li>• Taking up Community development and service works once in a month.</li> <li>• Submitting monthly Reports &amp; carrying out other work related.</li> </ul>   |

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| 24. | <b>Value Education &amp; Integrity Club</b>                    | <ol style="list-style-type: none"> <li>1. Mrs. Arti Singh, TGT(English) I/c</li> <li>2. Mrs. Manisha, TGT Sanskrit</li> <li>3. Ms. Neha Gupta, PRT Music</li> </ol>   | <ul style="list-style-type: none"> <li>• Preparation of Annual calendar of value based education programs and activities.</li> <li>• Conducting of value education program as per KVS guidelines.</li> </ul>  |
| 25. | <b>Library Advisory Council</b>                                | <ol style="list-style-type: none"> <li>1. Mr. Yogesh Kumar Vala, Librarian I/c</li> <li>2. Mr. Mohit Kumar, PGT Geo</li> <li>3. Mrs. Athira S, PGT English</li> <li>4. Mrs. Arti Singh, TGT English</li> <li>5. Mrs. Manisha, TGT Sanskrit</li> <li>6. Mr. Markand Dipak, PRT</li> <li>7. Mr. Jatin Kumar, PRT</li> <li>8. Two Students nominated by Principal</li> </ol> | <ul style="list-style-type: none"> <li>• Planning and preparing the books for condemnation.</li> <li>• Supervising the Library activities undertaken by the Librarians and seeking a report on monthly basis.</li> <li>• Raising the requirement of books taking the list from students of classes XI and XII and respective subject teachers.</li> <li>• Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS. Improving library service and its monitoring. <b>Note: Librarian to prepare a Yearly planner of activities and submit to Principal.</b></li> </ul>  |
| 26. | <b>SC/ST/OBC Scholarship</b>                                   | <ol style="list-style-type: none"> <li>1. Mr. Yogesh Kumar Vala, Librarian, I/c</li> <li>2. Mr. Vinay Singh, PGT Hindi</li> <li>3. Mr. C B Meena, TGT WE</li> </ol>   | <ul style="list-style-type: none"> <li>• Make a list of all SC/ST/Minority awarded scholarship</li> <li>• Maintain a record of students who receive the scholarship</li> </ul>  |
| 27. | <b>Achievement register maintenance &amp; Updating</b>         | <ol style="list-style-type: none"> <li>1. Mr. Yogesh Kumar Vala, Librarian, I/c</li> <li>2. Mr. Praveen Kumar, PGT Eco</li> <li>3. Mr. Nitin Yadav, TGT, PGT Maths</li> </ol>   | <ul style="list-style-type: none"> <li>• To maintain proper records of Vidyalaya Achievement.</li> <li>• To provide information regarding Vidyalaya achievement to RO and HQ whenever it is needed.</li> </ul>  |
| 28. | <b>Standard Operating Procedure (SOP)</b>                      | <ol style="list-style-type: none"> <li>1. Mr. Praveen Kumar, PGT (Eco) I/c</li> <li>2. Mr. Vineet Kumar, PGT History</li> <li>3. Mr. C B Meena, TGT WE</li> <li>4. Mr. V K Pal, TGT AE</li> <li>5. Mrs. Manish, TGT (Sanskrit)</li> <li>6. Mr. Jatin Kumar, PRT</li> <li>7. Ms. Neha Gupta, PRT Music</li> <li>8. Mr. Ruplal Balmiki, Sub Staff</li> </ol>                | <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> |
| 29. | <b>Furniture (Purchase &amp; Repair maintenance Committee)</b> | <ol style="list-style-type: none"> <li>1. Mr. Chaturbhuj Meena, TGT (WET) I/c</li> <li>2. Mr. Mohit Kumar, PGT Geo</li> <li>3. Mr. Yogesh Kumar, Librarian</li> <li>4. Mr. Markand Dipak, PRT</li> <li>5. Mr. Sopam Kiri, Sub Staff</li> </ol>  | <ul style="list-style-type: none"> <li>• <b>Preparing the list of articles for condemnation for 2023-24 in the new format and keep ready for Physical Verification</b></li> <li>• Raising the indent of the Furniture required within the ceiling.</li> <li>• Maintenance of furniture register &amp; inventories in each class, lab, departments, library, office etc.</li> <li>• Preparation of list of repairable and broken furniture.</li> <li>• Submission of requirements of shortage making inventory and monitoring.</li> </ul>  |

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| 30. | <p style="text-align: center;"><b>School Building<br/>Civil &amp; Electrical Maintenance<br/>committee</b></p> <p style="text-align: center;"><b>&amp;<br/>Audio Visual<br/>(PA System)</b></p> | <ol style="list-style-type: none"> <li>1. <b>Mr. Chaturbhuj Meena, TGT (WET) I/c</b></li> <li>2. Mr. Vineet Kumar, PGT History</li> <li>3. Mr. V K Pal, TGT AE</li> <li>4. Mr. Yogesh Kumar, Librarian</li> <li>5. Ms. Neha Gupta, PRT Music</li> </ol> | <ul style="list-style-type: none"> <li>• Raising the quotations for procurement of materials required for civil work. Monitoring of Vidyalaya infrastructure development and works in progress.</li> <li>• Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya.</li> <li>• Monitoring and recording of civil work / repair work undertaken. Preparing the estimates and submitting request for procurement of materials such as gitty (stone dust/ stones), sand, cement etc., with <b>clear justification</b>.</li> <li>• Stock entry of the material purchased and proper usage of material purchased and record of the same in the stock register.</li> <li>• Certifying the proper usage of material at appropriate and required places.</li> <li>• Informing Principal the areas of immediate attention.</li> </ul> |
| 31. | <p style="text-align: center;"><b>Sports Committee</b></p>  | <ol style="list-style-type: none"> <li>1. <b>Mr. V K Pal, TGT (AE), I/c</b></li> <li>2. Mr. Athira S, PGT English</li> <li>3. Mr. C B Meena, TGT WE</li> <li>4. Mr. Ravi Singh, PRT</li> <li>5. Mr. Jatin Kumar, PRT</li> <li>6. Yoga Coach</li> </ol>  | <ul style="list-style-type: none"> <li>• Planning Vidyalaya sports activities, (<b>Year calendar</b>).</li> <li>• Monitoring blocks period.</li> <li>• Purchasing required material.</li> <li>• Arrangement of sports meets as per KVS norms.</li> <li>• Planning and conducting Annual Sports Day celebration for the session 2023-24.</li> </ul>   |
| 32. | <p style="text-align: center;"><b>Flag Hosting and Retreating<br/>Ceremony</b></p>  | <ol style="list-style-type: none"> <li>1. <b>Mr. V K Pal, TGT (AE) I/c</b></li> <li>2. Mr. C B Meena, TGT WE</li> <li>3. Yoga Teacher</li> <li>4. Mr. P K Pradhan, Sub Staff</li> </ol>   | <ul style="list-style-type: none"> <li>• To ensure raising of National Flag every morning and it's lowering before sunset in our KV without fail.</li> <li>• To position the flag post at prominent place.</li> <li>• To follow DO's and Don'ts to honour our National Flag.</li> <li>• To ensure compliance of the Flag Code.</li> </ul>  |
| 33. | <p>(A) <b>Teaching Aids</b></p> <p>(B) <b>A.V Aids (Teaching)</b></p>   | <ol style="list-style-type: none"> <li>1. <b>Mr. Vineet Kumar, TGT (Hindi) I/c</b></li> <li>1. <b>Mr. Praveen Kumar, PGT (Eco)</b></li> </ol>   | <ul style="list-style-type: none"> <li>• Procurement of Audio Visual and teaching aids.</li> <li>• Upkeep of audio visuals and teaching aids.</li> <li>• List of Audio Visual and teaching aids used by the teachers.</li> </ul>   |
| 34. | <p style="text-align: center;"><b>Primary Education –<br/>(Core committees &amp; their<br/>Heads)</b></p>   | <ol style="list-style-type: none"> <li>1. <b>Mr. Markand Dipak, PRT I/c</b></li> <li>2. Mr. Jatin Kumar, PRT</li> <li>3. Mr. Ravi Singh, PRT</li> <li>4. Ms. Neha Gupta, PRT Music</li> <li>5. Contractual PRT Teachers</li> </ol>                      | <p style="text-align: center;"><b>Year Planner shall have to be prepared by each head.</b></p> <ul style="list-style-type: none"> <li>• Planning and preparation Calendar of activities.</li> <li>• 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.</li> <li>• Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets binded and display in CMP room. All works</li> </ul>  |

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|     |   |  | <p>related to primary education.</p> <ul style="list-style-type: none"> <li>• Maintaining CMP &amp; Other activity records. <b>Formation of Committees</b> for primary wing for smooth conduct of Primary wing. A monthly report on activities undertaken by the Primary wing.</li> </ul>  |
| 35. | <p><b>Educational Tour &amp; Trip</b><br/><b>(Planning schedule &amp; Plan of action)</b></p> | <ol style="list-style-type: none"> <li>1. <b>Mr. Vineet Kumar, PRT History, I/c</b></li> <li>2. Mr. Mohit Kumar, PGT Geo</li> <li>3. Mr. C B Meena, TGT WE</li> <li>4. Mr. V K Pal, TGT AE</li> </ol>  | <ul style="list-style-type: none"> <li>• Planning of educational tour for different classes as per schedule given by the KVS.</li> <li>• Deciding the places to visit through formal discussions with Principals and submit a report through the register meant for the purpose of excursions to children.</li> <li>• 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.</li> </ul> |
| 36. | <p><b>Photography and Press &amp; Bouquet presentations</b></p>                               | <ol style="list-style-type: none"> <li>1. <b>Mrs. Athira S, PGT (Eng) I/c</b></li> <li>2. Mr. Jatin Kumar, PRT</li> <li>3. Mr. Jai Prakash , PGT CS (Con)</li> <li>4. Mr. Suraj Pradhan, Comp. Ins.</li> </ol>   | <ul style="list-style-type: none"> <li>• Arrangement of photographer for important functions.</li> <li>• Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise.</li> <li>• During the inspections Albums. have to be presented to Inspection officers</li> </ul>   |
| 37. | <p><b>Staff Quarters Civil &amp; Electrical Maintenance committee</b></p>                     | <ol style="list-style-type: none"> <li>1. <b>Mr. Chaturbhuj Meena, TGT (WE), I/c</b></li> <li>2. Mr. Mohit Kumar, PGT Geo</li> <li>3. Mr. Nitin Yadav, TGT Maths</li> <li>4. Ms. Vaishali Singh, TGT Sc.</li> <li>5. Mr. Markand Dipak, PRT</li> <li>6. Mr. Ruplal Balmiki, Sub Staff</li> </ol> | <ul style="list-style-type: none"> <li>• Monitoring of Vidyalaya staff quarters electrical fittings and fixtures.</li> <li>• Monitoring and recording of electrical work / repair work undertaken. Preparing the estimates and submitting request for procurement of materials with clear justification.</li> <li>• Stock entry of the material and proper usage of material purchased and record of the same in the stock register.</li> <li>• 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.</li> </ul>            |
| 38. | <p><b>Medical Room And First Aid</b></p>  | <ol style="list-style-type: none"> <li>1. <b>Mrs. Vaishali Singh, TGT (Sc.) I/c</b></li> <li>2. Mrs. Arti Singh, TGT English</li> <li>3. Nurse of Vidyalaya</li> <li>4. Mr. P K Pardhan, Sub Staff</li> </ol>  | <ul style="list-style-type: none"> <li>• Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out.</li> <li>• Planning with doctor for a medical checkup for children twice a year. Collection of medical Certificate from class teachers.</li> <li>• 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.</li> </ul>  |

|     | <b>Subject Committee &amp; Lab</b>            | <b>In Charge</b>  |   |
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| 39. | English & Social Science                      | Mrs. Athiira S, PGT (Eng)   | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Split up syllabus month wise and teacher wise.</li> <li>• Project work-term wise. Weightage of marks to each topic.</li> <li>• Evaluation scheme. Practical work.</li> <li>• Class room activities and teaching aids. Model question paper.</li> <li>• Identification of slow learners and gifted children and remedial action.</li> <li>• Under achievers / slow learners identification.</li> <li>• Strategy for effective monitoring for students improvements. Educational tour.</li> <li>• Class activities, Exhibition, Exam- PT1/PT2/PT3/HY/SEE.</li> <li>• Preparation of subject magazine.</li> <li>• CCE work and Files of Formative Assessments carried out topic-wise by the teachers.</li> <li>• Innovations taken up and the reports thereof.</li> </ul> |
|     | Hindi & Sanskrit                              | Mr. Vinay Singh, PGT Hindi  |   |
|     | Science                                       | Mr. T Loham, PGT (Bio)  |   |
|     | Mathematics                                   | Mr. Nitin Yadav, TGT (Maths)  |   |
|     | Physics Lab                                   | Mr. Nitin Yadav, TGT (Maths)  |   |
|     | Chemistry Lab                                 | Ms. Vaishalai Singh, TGT Sc   |   |
|     | Biology Lab                                   | Ms. Vaishalai Singh, TGT Sc   |   |
|     | Computer Lab<br>&<br>E. Class Room<br>CAL/TAL | Mr. Praveen Kumar, PGT (Eco)  |   |
| 40. | Integrity Club                                | Mr. Vineet Kumar, PGT History   | <ul style="list-style-type: none"> <li>• Conducting activities related to the Club.</li> </ul>  |
|     | Eco Club                                      | Mr. T Loham, PGT (Bio) Contractual  | <ul style="list-style-type: none"> <li>• Conducting activities related to the Club.</li> </ul>  |
|     | Literary Club                                 | Mrs. Aarti Singh, TGT (Eng)   | <ul style="list-style-type: none"> <li>• Conducting activities related to the Club</li> </ul>   |
|     | Science Club                                  | Mrs. Vaishali Singh, TGT Sc.  | <ul style="list-style-type: none"> <li>• Conducting activities related to the Club</li> </ul>   |
|     | Math's Club                                   | Mr. Nitin Yadav, TGT (Math's)   | <ul style="list-style-type: none"> <li>• Conducting activities related to the Club</li> </ul>   |
| 41. | Primary Resource Room                         | <ol style="list-style-type: none"> <li>1. <b>Mr. Markand Dipak, PRT I/c</b></li> <li>2. Mr. Jatin Kumar, PRT</li> <li>3. Ms. Neha Gupta, PRT Music</li> </ol> | <ul style="list-style-type: none"> <li>• The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing.</li> <li>• Planning of CMP room usage by PRTs.</li> <li>• Exploring resources planning and developing room to ensure strengthen of primary education.</li> <li>• Acquiring material, teaching aids, CD's books, play material etc., to display in the CMP so as to make it a better resource room.</li> <li>• Re-charging of Digital TV activation and prepare a plan to show film shows live on Digital TV</li> <li>• Planner has to be submitted by the Committee.</li> <li>• <b>Monthly Report</b> Submitting a report on activities taken up.</li> </ul>  |

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| 42. | <p align="center"><b>Hygiene and Sanitation<br/>And<br/>Drinking water</b></p>               | <ol style="list-style-type: none"> <li>1. <b>Mr. C B Meena, TGT (WE), I/c</b></li> <li>2. Mr. V K Pal, TGT AE</li> <li>3. Mr. Yogesh Kumar, Librarian</li> <li>4. Mrs. Athira S, PGT English</li> <li>5. Mrs. Aarti Singh, TGT English</li> <li>6. Ms. Vaishali Singh, TGT Sc.</li> <li>7. Mr. Jatin Kumar, PRT</li> <li>8. Mr. Ruplal Balmiki, Sub Staff</li> </ol> | <ul style="list-style-type: none"> <li>• Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly.</li> <li>• Submitting Monthly report on observations.</li> <li>• The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets. Please ensure that, the labours use disinfectants. Keep the contact number of the contractor responsible for and update him with the problems. Observed. The undersigned is confident on the team constituted as they execute the work promptly.</li> <li>• Once in every week, the committee shall go round the Vidyalaya exterior view and find <b>out the growths in the wall and the surroundings.</b></li> <li>• Plan the cleaning campaign and get the work done with the help of contractor / Labour.</li> <li>• Submit the requisition and report on the work completion.</li> </ul>               |
| 43. | <p align="center"><b>Students' council committee</b></p>                                     | <ol style="list-style-type: none"> <li>1. <b>Mrs. Athira S, PGT (Eng), I/c</b></li> <li>2. Mr. Vineet Kumar, PGT History</li> <li>3. Mr. C B Meena, TGT WE</li> <li>4. Mr. V K Pal, TGT AE</li> <li>5. Mr. Markand Dipak, PRT</li> </ol>   | <ul style="list-style-type: none"> <li>• Planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya.</li> <li>• Review of Attendance registers once in every 15 days and communicating.</li> <li>• Syllabus coverage from classes VI to XII once in a month.</li> </ul>  |
| 44. | <p align="center"><b>Reception &amp; Refreshment<br/>Committee for all the occasions</b></p> | <ol style="list-style-type: none"> <li>1. <b>Mrs. Arti Singh, TGT (English) I/C</b></li> <li>2. Mrs. Vaishali Singh, TGT Sc.</li> <li>3. Mrs. Manisha, TGT Sans</li> <li>4. Ms. Neha Gupta, PRT Music</li> <li>5. Mr. V K Pal, TGT AE</li> <li>6. Mr. C B Meena, TGT WE</li> </ol>   | <ul style="list-style-type: none"> <li>• The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection.</li> <li>• Refreshment procurement and arrangement is another vital responsibility shall be done meticulously.</li> <li>• Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events.</li> <li>• <b>The entire infrastructure required</b> (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.</li> </ul> <p><b>Note: 11<sup>th</sup> hour planning or doing be avoided</b> for important events. All the events that go with external guest are always important and shall go without any hiccups. <b>Postponing is bad attitude, so avoid it.</b></p> |



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| 45. | <p align="center"><b>Vidyalaya Magazine and Quarterly News Letter for Primary Committee</b></p>  | <ol style="list-style-type: none"> <li>1. Ms. Athira S, PGT (Eng) I/C</li> <li>2. Mr. Vinay Singh, PGT Hindi</li> <li>3. Mrs. Aarti Singh, TGT English</li> <li>4. Mrs. Manisha, TGT Sans</li> <li>5. Ms. Neha Gupta, PRT Music</li> </ol> | <ul style="list-style-type: none"> <li>• Overall Planning of the magazine collection as per fixed schedule.</li> <li>• Collect the materials and keep updating them periodically.</li> <li>• Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/officers/officials retiring from services shall have a space to be part of Vidyalaya Magazine.</li> <li>• The magazine collection and compilation work shall be completed before <b>December 2023</b>. 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.</li> <li>• <b>Every quarterly the Newsletter has to go to Regional Office to update them on the work &amp; conduct of the Vidyalaya primary wing</b></li> </ul> |
| 46. | <p align="center"><b>T.C preparation Committee</b></p>   | <ol style="list-style-type: none"> <li>1. Mr. Lalan Kumar, SSA,</li> <li>2. Mr. P K Pardhan, Sub Staff</li> </ol> <p align="center"><b>(Mr. Praveen Kumar, PGT Eco will verify &amp; upload TC on Vidyalaya Website)</b></p>               | <ul style="list-style-type: none"> <li>• The committees for Primary and Secondary are responsible to prepare and verify amongst and submit the completed TCs for Principal's signature.</li> <li>• <b>If one member of the committee prepares the T.C then other member will check the data entered and sign in checkers column.</b></li> <li>• The committee is required to check the details such as – <b>fee payment; no dues of all departments / class teacher signature with date and Name.</b></li> <li>• <b>TCs' are vital documents of a child's life. So, committee is required to be very careful while writing the data in T.C books of KVS.</b></li> </ul>  |
| 47. | <p align="center"><b>Parent Teacher Meeting Classes- I - V</b><br/>Meeting to be called in August/ Dec &amp; Jan</p> <p align="center"><b>Parent Teacher Meeting Classes VI to XII</b><br/>Meeting to be called in August/ Dec &amp; Jan</p> <p align="center"><b>Parent Teacher association</b></p> | <ol style="list-style-type: none"> <li>1. Mr. Marand Dipak, PRT (I/c)</li> <li>2. Mr. Jatin Kuamr, PRT</li> <li>3. Mr. Mohit Kumar, PGT (Geo) I/C</li> <li>4. Mr. Praveen Kumar, PGT Eco</li> </ol>  | <ul style="list-style-type: none"> <li>• To plan for periodical meetings with the parents.</li> <li>• To invite the parents well in time and to ensure their presence.</li> <li>• To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A.</li> <li>• 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.</li> <li>• Month-wise report on meetings conducted shall be submitted to Principal. It is mandatory</li> </ul>  |
| 48. | <p align="center"><b>Grievance Committee</b></p>   | <ol style="list-style-type: none"> <li>1. Mr. Praveen Kuamr, PGT (Eco) I/C</li> <li>2. Mrs. Athira S, PGT English</li> </ol>   | <ul style="list-style-type: none"> <li>• To periodically open suggestion box at least once in two months.</li> <li>• To keep a record of suggestions or grievances received from the students, staff or parents. To maintain the minutes of the meetings.</li> </ul>   |

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| 49. | <b>Morning Assembly</b>                             | <ol style="list-style-type: none"> <li>1. <b>Ms. Neha Gupta, PRT (Music), I/c</b></li> <li>2. Mr. C B Meena, TGT WE</li> <li>3. Mr. V K Pal, TGT AE</li> <li>4. Class Teacher on Duty</li> </ol> | <ul style="list-style-type: none"> <li>• To plan the morning assembly programmes and allots the duty to the concerned H.M/ C.T. In addition, to check their preparation of the programme before presenting in the morning assembly.</li> <li>• Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her.</li> <li>• To provide a greeting card &amp; toffee &amp; all students have to wish them by presenting birthday song. Any other related work</li> </ul> <p style="text-align: center;"><b>VALUE EDUCATION</b></p> <ul style="list-style-type: none"> <li>• To prepare compact programme for developing good habits and moral value among the students.</li> <li>• To encourage the students on the observation of good habits &amp; behavior and award the</li> </ul> |
| 50. | <b>Staff room display</b>                           | <ol style="list-style-type: none"> <li>1. <b>Mrs. Manisha, TGT (Sanskrit) I/c</b></li> <li>2. Mr. Jatin Kumar, PRT</li> </ol>  | <ul style="list-style-type: none"> <li>• To maintain staff room neat and clean.</li> <li>• To look after the proper management of Staff room and its requirements.</li> </ul>  |
| 51. | <b>Staff Club</b>                                   | <ol style="list-style-type: none"> <li>1. <b>Mr. Yogesh Kumar Vala, Librarian, I/C</b></li> <li>2. Mr. Vineet Kumar, PGT History</li> </ol>  | <ul style="list-style-type: none"> <li>• Welcome / farewell party to the new / outgoing staff and welfare activities to be organized.</li> </ul>   |
| 52. | <b>Teacher's Lunch time duty &amp; SOP Duty</b>     | <ol style="list-style-type: none"> <li>1. <b>Mr. Praveen Kumar, PGT (Eco) , I/C</b></li> <li>2. Mr. Mohit Kumar, PGT Geo</li> </ol>  | <ul style="list-style-type: none"> <li>• To depute teachers on duty during lunch time for the safety and security of Students.</li> <li>• Teachers on duty will be totally responsible for the safety and security of child in the ground and in the Vidyalaya premises.</li> </ul>  |
| 53. | <b>Staff Meeting &amp; recording of the minutes</b> | <ol style="list-style-type: none"> <li>1. <b>Mrs. Aarti Singh, TGT (Eng), I/c</b></li> <li>2. Mr. Vinay Singh, PGT Hindi</li> </ol>  | <ul style="list-style-type: none"> <li>• To record the minutes of all staff meetings, P.T.A. meetings, X &amp; 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.</li> <li>• To prepare by monthly news letter and to send to RO and other Officials of KVS.</li> </ul>  |
| 54. | <b>Purchase Committee</b>                           | <ol style="list-style-type: none"> <li>1. <b>Senior Most Teacher, I/c</b></li> <li>2. Head Master</li> <li>3. Department I/C</li> <li>4. VMC Member</li> </ol>                                   | <ul style="list-style-type: none"> <li>• To estimate the requirements in the beginning of the academic year.</li> <li>• To procure the required items by following the purchase procedure.</li> <li>• To conduct market survey and collect quotation from local market.</li> <li>• Any other related work.</li> </ul>  |

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| 55. | <b>Press Committee</b> | <ol style="list-style-type: none"> <li>1. Mrs. Athira S, PGT English, I/c</li> <li>2. Mr. Vinay Singh, PGT Hindi</li> <li>3. Mrs. Aarti Singh, TGT English</li> <li>4. Mrs. Manisha, TGT Sanskrit</li> </ol> | <ul style="list-style-type: none"> <li>• To invite the press personal on the occasion of Vidyalaya events</li> <li>• To prepare press note and articles for publishing in the newspapers.</li> <li>• To maintain good relationship with the press people for advertising good work of Vidyalaya.</li> </ul> |
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**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 2023-24 as per allotment given and submit a copy to the Principal by **15<sup>TH</sup> April 2023** 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 31<sup>st</sup> March 2024.**

**SHIV PRATAP**  
**(PRINCIPAL)**

*If your actions inspire others to dream more, learn more,*

*do more and become more, you are a leader,*

*An opportunity is missed by most people because it is dressed in overalls and looks like work.*

*Dear friend, whether you think you can, or you think you can't – you're right.*

**ALL THE BEST FOR NEW SESSION 2023-24**