

KENDRIYA VIDYALAYA JAGDALPUR

SESSION: 2022-23

COMMITTEES

Vidyalaya academic & Institutional Plan for session 2022-23 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 2022-23. Therefore, all in charges, conveners and members of the Dept. / Committee/Club are here by instructed to take charge of their concerned department and set the action plan for session 2022-23. Please go through the Vidyalaya Academic Plan for the detailed information especially for guidelines, duties responsibilities and activities. Duties and responsibilities mentioned against every committee is minimum and incharges have to do all the necessary thing related to their departments.

The following committees have been formed for the year 2022-23 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.

S.No.	COMMITTEE	Names of Incharge and Members	Sig	DUTIES AND RESPONSIBILITIES
1	Admission	Sh Arun Kumar Agrawal PGT(Phy.) I/c Sh Ganesh Ganjir TGT(Math) Sh Neeraj Mishra PRT Sh Yogender PRT		-To ensure 100% fair admission, scrutinize the registration forms for admission and carry out the process as per the KVS Admission guidelines and schedule. -To collect class wise enrolment position on last working day of every month. -Regular correspondence pertaining to admission -To complete the admissions register and upload admission details and T.C. on the website.
2	Examination Internal & External	Sh. Santosh Kumar Paul PGT(Eco) I/c Internal Exam Sh Pawan Kr Mishra TGT(Hindi) Sh. Vijendra Kumar TGT(Sanskrit) Mrs Barkha Kukreja PRT I/c Primary Mrs Pooja PRT		-To plan the schedule of UT/PT, MT, HY, Pre-Board and SEE as per the calendar of activities. -To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS. -To give suitable instructions to class teachers/subject teachers for maintaining all the relevant records. - Monitoring of report card. - To prepare schedule for PTM - To prepare classwise/sectionwise list of slow bloomers who need special attention.

S.No.	COMMITTEE	Names of Incharge and Members	Sig	DUTIES AND RESPONSIBILITIES
		Mr. P. C. Bisen TGT(Hindi) I/c External Exam Sh. Kamal Kumar nag TGT(AE) Sh Ganesh Jangir TGT(Math)		<ul style="list-style-type: none"> - To prepare and arrange all the exams conducted by any external agencies like CBSE, NIOS, IGNOU etc. - To handle all kind of correspondence/communication with external agencies like CBSE, NIOS, IGNOU etc.
3	Time-Table Committee	Ms Shalini Verma PGT(Chem) I/c Secondary Mr. Vinay Kumar TGT(Bio) Md. Wasiquir Rehman TGT(Eng) Mr. Neeraj Mishra PRT I/c Primary Mr Vhipin Meshram PRT		<ul style="list-style-type: none"> -To prepare & execute time table as per KVS norms. -To make necessary adjustments in the time table due to administrative exigencies. -To device workable & suitable assignment/remedial time-table. -To make arrangement for classes suitably as per requirement. - To prepare CW/HW Checking Schedule, Inspection schedule etc. - To supervise unattended classes and inform to Principal. - Daily verification of Monitor's Diary for any lapses in classroom teaching-learning. - Preparation for contractual's interview for part time appointment. - Preparation and verification of Contractual teacher's salary.
4	Magazine	Md. Wasiquir Rehman TGT(Eng) I/c Sh Pawan Kr Mishra TGT(Hindi)		<ul style="list-style-type: none"> -To organize Inter house competitions effectively and to celebrate all the days of National importance/ occasions with the assistance of House Masters and other experts in a planned manner. -To activate the conduct of Morning Assembly. -To monitor day to day Morning Assembly programme effectively and ensure befitting presentation on all fronts on time. To. Prepare C.C.A. Calendar as per the RFD/CCE Calendar. -To select SPL, House captains and other members of the council for carrying out their usual work in consultation with the management and monitoring committee. To initiate procedure of magazine publication e.g. Collection of articles, proof reading, cover design select articles etc. Language teachers to assist in proof reading and selection of quality articles. Regular Updation of different CCA display boards as per upcoming events and functions. To guide the students for proper selection of the material and decoration coupled with befitting display. Formation of student council and planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya.
	CCA	Md. Wasiquir Rehman TGT(Eng) I/c Mrs Archana Borse TGT(Eng) Ms. Sadhna PRT I/c Primary Ms. Somi Pandey PRT Mr Yogender		
5	Event Management Committee	Sh. Santosh Kumar Paul PGT(Eco) I/c Sh. Kishor Kumar TGT (Math) Mr. P. C. Bisen TGT(Hindi) Mrs Prerna Kumari TGT(WE) Ms. Ankita Kaushal TGT(P&HE) Sh Neeraj Mishra PRT		<ul style="list-style-type: none"> To Manage and organize various programmes allotted by KVS (RO)/HQ. To prepare panel of contractual teachers, VMC, VEC, and members of PTA. To pre- plan and prepare duty chart for various activities/functions to be performed by the members of various committees. To organize and complete all Vidyalaya events in smooth manner. To organize VMC meetings as per KVS norms.

S.No.	COMMITTEE	Names of Incharge and Members	Sig	DUTIES AND RESPONSIBILITIES
6	Standard Operating Procedure (SOP) And Disaster Management Committee	Md. Wasiqur Rehman TGT(Eng) I/c Ms. Ankita Kaushal TGT(P&HE) Mr Chenaram Bhambi TGT(Sost) Sh K.N.Soni HM I/c Primary Sh. Fulchand PRT Sh. Rajesh Chauhan PRT All Staff members		<ul style="list-style-type: none"> • 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. - 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. Take preventive measures as given in the guidelines in consultation with the local police. - To obtain building and electrical safety certificate. - To plan and organize for safety and security of children as per standard operating procedure received from KVS/CBSE. - To organize programmes on safety and security of the students. - To ensure proper working of security and conservancy staff as per the contract. - 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. - Hold mock drills for students, teachers and staff to manage any disaster.
7	Furniture	Sh. Kamal Kumar Nag TGT(AE) I/c		-To ensure all furniture bear serial numbers and the year of purchase. -To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules. To prepare and display inventory of class wise and department wise furniture To arrange for the repair of furniture as and when required
8	I C T/Website Updation Shaladarpan Project	Sh. Rohit Bhardwaj TGT(Sost) I/c Computer Instructors		-To ensure all the Labs in working condition with broadband/LAN connectivity for carrying out Computer Literacy classes effectively with the assistance of computer instructors and to submit monthly updates to the office. - To Regularly update the website with latest happenings. -To ensure effective utilization of ICT/e-Classrooms <ul style="list-style-type: none"> - To monitor activities of KV Shaal Darpan & UBI fees collection. - To make entry on KV Shaal Darpan Web Portal. - To send report to parents and stake holders. - To follow up all work related to KV Shaal Darpan..

S.No.	COMMITTEE	Names of Incharge and Members	Sig	DUTIES AND RESPONSIBILITIES
9	Lab and Class Maintenance committee	All Lab I/C Class Teachers		A.V. Room to be well equipped with workable LCD, OHP etc. for ensuring TAL/CAL is undertaken by the teachers by maintaining a Register in the A.V. Room. -Proper maintenance of the teaching aids. -Purchase of teaching aids as per the requirement of the new syllabus. -To facilitate teachers using all the teaching aids in their class room teaching.
10	Invitation, Prize Packing, certificate writing & Distribution Committee	Ms. Ankita Kaushal TGT(P&HE) I/c Sh. Kishor Kumar TGT(Math) Ms. Sadhna PRT Ms. Somi Pandey PRT Mr. Rajesh Chauhan PRT		-To be responsible for purchase of suitable prizes for different competitions, distribute certificates and prizes to the students from time to time. To prepare invitation cards for various functions in the vidyalaya and arrange for the distribution of the same.
11	Olympiads Physics, Chemistry, Science, Math, Junior Science, Green, Cyber etc	Concerned subject convener		To conduct junior science/science/green/math's/phy/chem Olympiads and related competitions of sec and primary section from time to time.
12	Excursion/Field trips/Adventure Club.	Ms. Ankita Kaushal TGT(P&HE) I/c Sh. Kamal Nag TGT(AE) Sh. P.C. Bisen TGT(Hindi)		-To check out and implement Annual plan for outing of the students as per the codal provisions in consultation with the Class teachers/Principal- To accompany the students for the programmes identified by the KVS
13	Purchase Committee	Sh. Santosh Kumar Paul PGT(Eco) I/c Ms. Shalini Verma PGT(Chem) Smt Prerna Kumari TGT(WE) Sh. P C Bisen TGT(Hindi) One VMC Member		-To prepare and implement budget as per the KVS norms. To ensure that purchases under VVN are done as per the purchase guidelines of KVS as per the requirements. -To Verify and certify the purchases under VVN and Pass the bills for stock entries and payments. To analyses the need of the Vidyalaya under various heads and arrange for the same, ensuring transparent purchase To keep a track of Timely and transparent purchase by various departments. Ensure purchase procedure as per the norms
14	Building and Maintenance, Repairs Monitoring committee	Smt Prerana Kumari TGT(WE) I/c Sh Chenaram Bhambi TGT(Sost)		-To carry out maintenance & repair work of buildings including toilets, surroundings and play field. Look after repair / maintenance of electrical fittings/fans etc on regular basis to ensure 100% safety of students and staff and smooth working.
15	Discipline	Mrs. Archana Borse TGT(Eng) I/c		-To make and implement Standard Operating Procedures with reference to circulars

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	Late Comers	<p>Overall Mrs. Ankita Kaushal TGT(P&HE) Smt. Prerana kumari TGT(WE) Mrs Shradha Khare TGT(Bio) Mr Brijmohan Meena TGT(Math)</p> <p>Sh K.N Soni, HM Smt Parul Yadav Sh Fulchand PRT Sh Yogender PRT Mr Aashutosh PRT All Teachers</p>		<p>issued by KVS, CBSE etc time to time regarding safety/security of students and maintaining discipline in the Vidyalaya..</p> <p>-Effective implementation of Article 59 and 60 of KVS Education Code i.e. Code of conduct for teachers and students in the Vidyalaya.</p> <p>-To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students. To ensure line wise movement for/from morning assembly, attending departments for classes. Checking of late comers of primary and secondary. Checking of uniform, hair, nails, IDcard etc of students.</p> <p>-Discipline during recess, important functions, morning assembly, in and outside classrooms, playground, and organization of counseling classes.</p> <p>-To assign duties of teachers for recess, gate duty on arrival and departure of students.</p> <p>-Constitution of class committee for discipline and selection of student council members. Duty allotment to student council members.</p> <p>-Effective implementation of Out Pass system in the classes to control unwanted movement of students in the corridors and Vidyalaya premises.</p> <p>-Effective implementation of Parent/Guardian Identity Card system to handover a student to his/her legitimate Parent/Guardian in emergency situation during school hours.</p> <p>-Effective implementation of Visitor Pass system in the Vidyalaya to prevent movement of un identified persons in the Vidyalaya premises.</p> <p>-Smooth class wise dispersal of all students and handing over of primary students to their legitimate Parent/Guardian after long bell for safe departure.</p> <p>- Conducting Disciplinary proceedings and submitting report on such inquiries conducted and outcome of the inquiry along with recommendation.</p> <p>- Committee shall meet once in a week and shall maintain a register and record each and every steps and action taken for effective execution of all the things mentioned above, and submit the register to undersigned on every Monday.</p>
16	राजभाषासमिति	Sh Pawan Kumar Mishra TGT(Hindi) I/c Sh. P.C.Bisen TGT(Hindi)		-To conduct quarterly meetings of Rashtrabhasha and to submit quarterly reports to the Regional Office.To Ensure maximum use of rajbhasa.

S.No.	COMMITTEE	Names of Incharge and Members	Sig	DUTIES AND RESPONSIBILITIES
		Sh Shilendra Kumar TGT(Hindi)		
17	Scouts & Guides Cubs & Bulbuls	Sh. Kamal Nag TGT(AE) I/c Sh. P.C. Bisen TGT(Hindi) Mrs. Prerna Kumari TGT(WE) Mr. Rajkumar Jaiswal PRT I/c Cub Mr Baladeb Pradhani PRT Mrs Barkha Kukreja I/c Flock Mrs Pooja All Trained teachers		-To enroll Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO.
18	NAEP / Guidance & Counseling	Smt. Prerna Kumari TGT(WE) I/c Ms. Shalini Verma PGT(Chem) Sh. Vinay kumar TGT(Bio)		-To conduct programmes as per the guidelines given in the training. -To maintain & update display board and a corner to keep these activities ongoing for various programmes. To co-ordinate counseling and guidance programmes. To maintain record of suggestion box and action taken report.
19	CS 54 (Fees and fines checking) & UBI Fee Collection, GIS, PIMS	Sh. Kishor Kumar TGT(Math) Secondary Sh. Kamal Narayan Soni HM Primary		<ul style="list-style-type: none"> - Data to be filled in the relevant records every month and submit to the office. - Keep record/document of all exemption classwise. - To follow up all work related to UBI fees collection. - The role is this committee is to prepare class-wise data of students who have been given Fee Concession of any kind. While in Primary; Fee concession / exemptions and RTE data has to be prepared in a register and submit every month for a review of Principal
20	PTA Meetings,	Sh. Santosh Kumar Paul PGT(Eco) I/c Secondary Sh. Neeraj Mishra PRT I/c Primary		Annual plan of meetings and to maintain minutes and records of such meetings.
21	Library	Mr. Fulchand PRT I/c Librarian & committee		-To procure text books and reference books recommended by KVS/CBSE as per the recommendation of faculty members. -To organize Class Library and to present book review. -To assist Primary wing in Library activities in light of CMP. -Regular Weeding out of Library books. -Improving the Lay out of the Library books and furniture. To organize regular competitions to create interest for reading books.
22	Games, Sports & Vocational Skills	Mrs. Ankita Kaushal TGT(P&HE) I/c Sh. Kamal Kumar Nag TGT(AE) Mr. Yogender PRT All Coaches Yoga teacher		-To practice MPT, Yoga daily during the morning assembly to the students. -Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain record. -To draw up class wise activities to be undertaken as per the syllabus. -To coordinate with vocational teachers and train the students for various activities.

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				-To encourage all students to take part in the Drawing and Painting competitions.
23	Water Management including upkeep of R.O./Aqua guards/Pump House/water coolers etc.	Smt. Prerana kumari TGT(WE0 I/c Sh. Chenram Bhambi TGT(Sost) Sh Rajesh Chauhan PRT		- To ensure uninterrupted water supply in all the toilets and other places. -To ensure periodical cleanliness of aqua guards with the display of date of cleaning on a separate Register. -To obtain safe water certificate. -To ensure cleanliness of water tank quarterly and display date of cleanliness on water tank and on a separate register.
24	Cleanliness	Sh. Chenram Bhambi TGT(Sost) I/c Mrs. Shraddha Khare TGT(Bio) Ms. Priya PRT		-To monitor the services of conservancy and cleanliness in consultation with the agencies concerned. -Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly. -Submitting Monthly report on observations. -The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets. - To Plan The Cleanliness of school plant ,surroundings Garden& Playground -To Supervise the duties of conservancy staff of respective blocks and submit daily report of cleanliness to the principal
25	Medical and First aid	Mrs. Ankita Kaushal TGT(P&HE)I/c Staff Nurse		To Get the medical checkup of students as per the instructions of KVS To Maintain first aid in the Vidyalaya for any emergency. Oversee duties of nurse
26	Grievance Cell, RTI, Parliament Question	Sh. Kamal N Soni HM I/c Sh. Kishor Kumar TGT(Math) Sh. Avinash Kumar SSA		To maintain record of Grievances and RTI. To reply all Grievances and RTI.
27	Moderation Committee	Sh. Santosh Kumar Paul PGT(Eco) I/c All subject teachers		-To scrutinize the question papers for the tests and examinations. -To check answer scripts of UT/Exams at random to ensure uniformity. -To condone the shortage of attendance of students and moderate the marginal cases for promotion as per the promotion rules.
28	Photography, Banners And Decoration	Sh. Kamal Kumar Nag I/c Sh Brijesh Verma TGT(Sost) (Secondary) Sh Ashutosh PRT (Primary)		-To maintain Album covering all activities. -To display all the coverage of all occasions. Staff and Students photographs for website and magazine - Arrangement of photographer for important functions. - Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise. - During the inspections Albums have to be presented to Inspection officers
29	P A System & Electrical repairs & Connections.	Mrs. Prerana Kumari TGT(WE) I/c Sh Vijendra Kumar TGT(Sans)		-To arrange PA system for morning assembly and other programs.

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	Including upkeep of fire extinguishers.			
30	Students Achievements Chronicle	Sh. Kamta Prasad Bidani PGT(Bio)		-To maintain the record and list of students with details of Scholastic/co-scholastic competitions.
31	Maths lab	Sh Kishor Kumar TGT(Math) I/c PGT Maths/TGT Maths		To develop Class wise math aids as per the syllabus. To organize an exhibition on the work done under math's lab
32	Language Lab	Md. Wasiqur Rehman TGT(Eng) I/c PGT/TGT Hindi/PGT/TGT English		To develop Class wise aids as per the syllabus. To organize an exhibition on the work done under Language lab
33	Youth parliament & Social Science Exhibition, EBSB, AKAM	Sh. Brijesh Kumar TGT(Sost) I/c Sh Rohit Bhardwaj TGT(Sost) Sh. Chena Ram TGT(Sost)		To prepare children for youth parliament at Vidyalaya level To organize youth parliament functions as per the instructions of KVS
34	Subject committee and CMP	Convenors of Subjects A-Secondary Science –Ms Shalini Verma PGT(Chem) Maths – Sh Kishor Kumar TGT(Math) Social Science – Sh Santosh Kumar Paul Computer – Ms Shalini Verma PGT(Chem) Hindi – Sh P.C. Bisen TGT(Hindi) English –Md Wasiqur Rehman TGT(Eng) Commerce – B-Primary – Sh K.N. Soni HM		<ul style="list-style-type: none"> - Every month these committees invariably sit and discuss on agenda that pre-decided and got approved by Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized. - Split up syllabus month wise and teacher wise. - Project work-term wise. Weightage of marks to each topic. - Evaluation scheme. Practical work. - Class room activities and teaching aids. Model question paper. - Identification of slow learners and gifted children and remedial action. - Under achievers / slow learners identification. - Strategy for effective monitoring for students improvements. Educational tour. - Class activities, Exhibition, Exam- PT/MT/HY/SEE. - Preparation of subject magazine. - CCE work, Back to basic files/ Subject enrichment activities and Files of Cycle test/CT/MT/Remideal class test carried out topic- wise by the teachers. - To organize sample training programs for CAL/TAL by the teachers.

S.No.	COMMITTEE	Names of Incharge and Members	Sig	DUTIES AND RESPONSIBILITIES
35	Club Activity 1. Science/Eco/Nature/ Gardening Club 2. School Beautification club 3. Value Education & Integrity Club 4. Maths Club 5. Music Club 6. Literary/Readers Club	1. Sh. Vinay kumar TGT(Bio) 2. Ms. Shalini Verma PGT(Chem) 3. Sh Brijesh Verma PRT 4. Sh. Ganesh Ganjir TGT(Math) 5. Sh. Ankit Shrivastava PRT(Music) 6. Smt. Archana Borse TGT(Eng)		-Make a club by collecting the names of the students who are interested in various activities. -Keep a record of number of students in the club. -Encourage them to make innovative projects. -Conducting activities related to the Club.
36	VMC	Sh. Kamal N Soni HM		-Constitution of VMC -Arrangement for VMC meetings
37	Student's Alumni Association	Mr Kamta Prasad Bidani PGT(Bio) I/c Mr Vhipin Meshram PRT		- To maintain proper records of alumni of the Vidyalaya. - To arrange alumni association programme.
38	Flag Hoisting Committee	Mrs. Ankita Kaushal I/c Sh Kishor Kumar TGT(Math) All Coaches Yoga Teacher		- 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.
39	Book Donation Committee	Sh. Fulchand PRT I/c Md Wasiquir Rehman TGTS(Eng) Sh Rajesh Chauhan PRT		-To motivate students for donation of their previous year books for new students. - To prepare a register for list of donors and accordingly books issue register. - Issuance of Appreciation Certificate for book donation to all donors.
40	Press and Media	Sh Kishor Kumar TGT(Math) I/c		To release Press note for all achievements and important celebrations.
41	Career Guidance and Counseling	Sh Arun Kr Aggarwal PGT(Phy) I/c Sh Vinay Kumar TGT(Bio) Sh. Rohit Bhardwaj TGT(Sost)		- Year Planner for counseling sessions shall have to be prepared by secretary of the committee. A minimum of 06 (six) such counseling sessions shall have to be planned and be organized and reporting is mandatory. - Collection of information and providing to students. Arrangement of Guest Lectures. - Monthly report has to be submitted on activities undertaken for providing information to the students.
42	Primary Resource Room/ Activity Room and TLM	Mr Yogender PRT I/c		- The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing.

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				<ul style="list-style-type: none"> - Planning of CMP room usage by PRTs’. - Exploring resources planning and developing room to ensure strengthen of primary education. - Acquiring material, teaching aids, CD’s books, play material etc., to display in the CMP so as to make it a better resource room. - Re-charging of D2H activation and prepare a plan to show film shows live on D2H. - Planner has to be submitted by the Committee. - Monthly Report Submitting a report on activities taken up.
43	Quarterly News Letter for Primary, Best Videos/Presentation Monthly Report	Mrs. Parul Yadav PRT I/c Mrs Barkha Kukreja PRT		<ul style="list-style-type: none"> - Every quarterly the Newsletter has to go to Regional Office to update them on the work & conduct of the Vidyalaya primary wing
44	Income Tax/GST and Form 16	Sh. Kishor Kumar TGT (Math) I/c Sh. Avinash Kumar SSA		<ul style="list-style-type: none"> • The committee will maintain a register and record month-wise collection of income tax. • The committee will coordinate with office and CA who is looking after the Vidyalaya income tax work and ensure submission of all the documents. • The committee has to review the income tax collection and challan submissions every month ad record the SBI challans with challan numbers and dates. • The committee is authorized to speak to CA and note down the procedure of completing the work of Income tax.
45	Staff Meeting & recording of the minutes & Monthly DO to Ro.	Sh. P.C. Bisen TGT(Hindi) I/c Sh Shilendra Kumar TGT(Hindi)		<ul style="list-style-type: none"> - To record the minutes of all staff meetings, P.T.A. meetings, X & XII class P.T.A. meetings and to maintain records / files of the same. - To note down all important events/functions etc. held in Vidyalaya. - To prepare by monthly newsletter and to send to RO and other Officials of KVS.
46	Back to Basics Monitoring Committee	Sh. P.C. Bisen TGT(Hindi)I/c Secondary Sh K.N. Soni HM I/c Primary		<ul style="list-style-type: none"> - Maintenance of Back to basics monitoring proforma. - Time to time training of teachers to understand and execute concept of Back to Basics.
47	Subject Enrichment Record	Mr Brijesh Verma TGT(Sost) I/c		<ul style="list-style-type: none"> - Maintenance of Subject Enrichment Record

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	Maintenance	Secondary Sh K.N. Soni I/c Primary		
48	Sexual Harassment & Gender Sensitization Committee	Smt. Prerana Kumari TGT(WE) I/c Sh Santosh Kumar Paul PGT(Eco) Sh. P.C. Bisen TGT(Hindi) Mrs. Ankita Kaushal TGT(P&HE) Mrs. Pooja PRT		- Prevent discrimination and sexual harassment against students by promoting gender amity among students.
49.	Govt. School Partnership Programme	Sh. Kishor Kumar TGT(Math) I/c Sh. Rohit Bhardwaj TGT(Sost)		- Effort should be made for effective partnership with a Govt School as per KVS order.
50.	e-Mail & Response	Sh Kishor Kumar TGT(Math)		-Maintenance of record of emails received -Ensure timely reply of every e-mail received
51.	Leave Application & Entry of employees	Sh Kishor Kumar TGT(Math)		- Maintenance of leave application and leave entry in attendance register.
52.	Vidyalaya Plan and Assessment Tool, CCT	Sh. Santosh Kumar Paul PGT(Eco)		- Collect data from all department in charges and prepare Vidyalaya Plan and Assessment tool.
53.	Interior decoration, Beautification & Gardening,	Ms. Shalini Verma PGT(Chem) I/c Sh. Kamal Kumar Nag TGT(AE)		- To Plan beautification of school, surroundings, Garden & Playground -To Supervise the duty of Gardener. -To take care and maintain the beautification in all the areas of the Vidyalaya from time to time in and outside the classrooms, visitor's area, staff rooms etc.
54.	Communicative Skill Development	Md Wasiqur Rehman, TGT(Eng) I/c (Secondary) Mrs Archana Borse, TGT(Eng) Mrs.Guntiboina Pratyusha, PRT I/c (Primary) Mr Baladeb Pradhani, PRT		-Effective implementation of the circulars issued by KVS, CBSE etc time to time to improve communication in English and Hindi among the employees and students of the Vidyalaya. - To make an effective plan and execution of the plan to improve English communication skill of all the employees. - To make an effective plan and execution of the plan to improve English communication skill of all the students. - To organize classes, workshops, meetings etc. to improve communication in English for the employees of the Vidyalaya. - Prepare audio and video of the activities organized for the communicative skill development of the employees.
55.	Inhouse Training Program	Sh Shilendra Kumar TGT(Hindi)		Collect and maintain record from all teachers regarding in house training program .
56.	FLN & NIPUN Bharat	Mrs. Parul Yadav, PRT, I/c Mrs.Guntiboina Pratyusha, PRT		Take all necessary steps to implement FLN and NIPUN Bharat. Complete all tasks assigned by KVS time to time related to FLN and NIPUN Bharat. Collect and maintain record from all teachers

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57.	NISHTHA(Secondary) NISHTHA(Primary)	Sh Santosh Kumar Paul PGT(Eco) (Academic Coordinator Secondary) Sh. Rohit Bhardwaj TGT(Sost) (Technical Coordinator) Sh. Fulchand PRT (Academic Coordinator Primary) Sh Neeraj Mishra PRT(Technical Coordinator Primary)		-Inform the concerned staff regarding courses and share the links. -Ensure each and every teacher should completed all the courses/modules. -Collect and maintain record as per time schedule from all teachers and fill the Google sheet shared(by every Saturday) by RO.

NOTE:-

1. 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.
2. All the in – charge and members of the various departments/committees are free to take their own decision to achieve excellence in activities and in the interest of KVS.
3. 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.
4. 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.

All these committees will come in force from 01-04-2022 till further order.

(VIKAS GUPTA)
PRINCIPAL
KV JAGDALPUR