

COMMITTEES FOR THE SESSION 2023-24

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby instructed to note the nature of the office and comply with it. All the committee members are responsible for the work of the committee. The undersigned will ask for the compliance from the in - charges or in absence of in - charges any member of the committee. In absence of the in - charge the next senior member of the committee will automatically be the in - charge and so on but all the members will be equally responsible. In - charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in-charge, the member of the committee will complete the handing and taking over procedure. **All the In-charges and the members of the various committees are requested to prepare a complete action plan in duplicate for the session 2023-24 as per duties assigned and submit a copy to undersigned on or before 1st April 2023 for record without fail.**

1. Academic and Administrative Support

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Satyendra Kumar Verma	VICE PRINCIPAL	I/C
2.	Mrs. Alpana Shrivastava	PGT (Chemistry)	Member
3.	Mr. Kamlesh Kumar Rajak	PGT (CS)	Member
4.	Mr. Saurabh Shrivastava	PGT (History)	Member
5.	Mr. Umesh Kumar Tripathi	PGT (Maths)	Member
6.	Mrs. Neetu Thakur	TGT (English)	Member
7.	Mr. Jinendra Jain	PRT	Member

Duties: -

- The committee will help the Principal in day-to-day administrative matters.
- The committee can go through the circulars received from KVS RO Jabalpur and KVS HQ New Delhi.
- Verification of students' attendance registers to ensure the collection of fees from all the students.
- The committee further verifies the entries of fees particulars in the students attendance register.
- Any discrepancy observed must be brought to the notice of the Principal immediately.
- To assist that undersigned in preparation of Budget estimates (SF&VVN) annual accounts (SF&VVN)
- Any other work assigned by the principal in day-to-day administrative matter.
- To ensure that attendance register, teacher's diary and daily diary is written as per norms, guiding the respective subject teachers in the subject committee meeting as a Convener of the subject committee.
- To inform the Principal about the lapses, deviations in the subject committee report.
- To ensure about the maintenance and submission of anecdotal record under CCE and CMP as per guidelines to the Principal.
- To ensure implementation of NIPUN BHARAT in true letter and spirit.

2. Admission

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Kamlesh Kumar Rajak	PGT (CS)	I/C (Overall)
2.	Mr. Saurabh Shrivastava	PGT (History)	Member
3.	Mr. Muniraj Meena	TGT (Social Science)	Member
4.	Ms. Yasmeen	PRT	Member
5.	Ms. Anu Mittal	PRT	Member
6.	Ms. Pooja Rawat	PRT	Member

Duties: -

- To give notification of ONLINE admission as per the schedule given by KVS in Vidyalaya website.
- Scrutiny of online admission forms registration forms as per the admission guidelines given by KVS
- To prepare for online lottery of lots in front of parents.
- To conduct the admission test, preparation of merit list as per the admission guidelines by the KVS.
- To take the approval of VEC before the release of the merit list.
- To Maintain of admission registers.
- To upload the details of admission on the website.
- To maintain of admission records as per KVS guidelines in the prescribed proformas.
- To Seek Permission for KVTC admissions.
- To comply with the KVS admission guidelines.

3. Examinations (Internal and External Exam (CBSE) Secondary**A -SECONDARY**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Umesh Kumar Tripathi	PGT (Maths)	I/C
2.	Mr. D. K. Yadav	PGT (Commerce)	Member
3.	Mrs. Neetu Thakur	TGT (English)	Member
4.	Mrs. Madhu Pandey	TGT (Hindi)	Member
5.	Mrs. Pooja	TGT (Maths)	

B - PRIMARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Ritu Sen	PRT	I/C
2.	Ms. Pratibha Vishwakarma	PRT CONTRACTUAL	Member
3.	Ms. Srishti Lodhi	PRT CONTRACTUAL	Member

Duties: -

- To prepare an action plan for conducting monthly test for classes X and XII and other classes.
- Conducting Periodic Test, I, II, III/Unit test, Half yearly and Session ending exam as per KVS norms.
- To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- To procure the result register, progress reports, certificate of school-based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.
- To conduct the test as per guidelines.
- To ensure about the results as per the KVS schedule.
- To maintain and place all the records pertaining to examination before the member of panel inspection team.
- To issue the notices, circulars of the examinations to the staff from time to time.
- To visit KVS, Regional Office and CBSE websites regularly for the examination notices, circulars.
- To discuss and submit the report, circulars with the Principal time to time and to act and follow up Regularly.
- To ensure that examination details get updated on school website regularly.
- To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- Registration for Problem Solving Assessment Test, Class IX to XII registration, filling of the forms and Completing the formalities, time bound.
- Correspondence for school affiliation.
- Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- Maintaining the record of shortage of attendance and correspondence with CBSE board.
- Framing the practical time table in liaison with other subject teachers.
- Conducting the CBSE board exam as per the CBSE norms.
- To conduct the exams as per the norms
- To maintain the record and send the data from time to time to the concerned.
- Printing of CCT related Question Papers on time.
- Proper Uploading of Marks on CCT Portal within Time.
- Proper Record Maintenance of CCT related examinations in CCT Register.
- Updation and Correction of Student related data (if any) on CCT portal.
- To Manage CCT Related Activities in Vidyalaya and DIKSHA Portal.
- Proper Uploading of Marks on KV PIMS portal related to FLN (NIPUN BHARAT) data within Time.
- Proper Record Maintenance of FLN (NIPUN BHARAT) related examinations in CCT Register.

4. Time Table and Arrangement:**A -SECONDARY**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Alpana Shrivastava	PGT (Chemistry)	I/C
2.	Mrs. Premmani H. Moses	Librarian	Member
3.	Ms. Pratibha Dubey	TGT English	Member
4.	Ms. Kusum Singh	TGT ART	Member

B - PRIMARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Anu Mittal	PRT	I/C
2.	Ms. Mansi Soni	PRT Contractual	Member
3.	Mr. Shubham Sharma	PRT Contractual	Member

Duties: -

- To prepare period wise free teachers list on daily basis and submit to PPL.
- To maintain the arrangement, register
- To prepare the class time table and teachers time table as per KVS norms, subject wise distribution and class and co-class teacher list.
- To prepare the special time table for classes after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS.
- To prepare the special time table for remedial teaching for weak students in all classes.
- To give arrangement work for the teachers in triplicate.
- To display copy of arrangement, work in the notice board and submit one copy to Principal.
- Preparation of part time teachers salary statements and to affix their signature as a token of verification the number of days worked by part time teachers.
- To plan fun day activities for each month in advance and notify to respective class teacher in Primary Section.
- To prepare ICT time table for CMP room in Friday/Saturday for next week in Primary Section.
- To do the needful documentation/other essential processes of joining of Adhoc teachers.

5. Furniture

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Dinesh Kumar	PGT(Commerce)	I/C
2.	Mr. Sachin Khare	TGT(Maths)	Member
3.	Mrs. Monu Sharma	TGT(Hindi)	Member
4.	Mr. Pardeep Kumar	PRT	Member
5.	Ms. Pooja Rawat	PRT	Member

Duties: -

- To maintain the record of room wise/dept. wise distribution of furniture.
- To take initiative to see that the broken furniture is repaired regularly.
- To prepare the list of broken furniture which are to be condemned.
- To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence Day or any other function).
- To see any shortages, deficiency of furniture has and report to the Principal.
- To ensure regularly that no furniture is lying in the corridors or in the open space.
- To store and stock the broken or old furniture properly.
- To maintain the stock register.
- To ensure sufficient furniture issued to classes.
- To make the arrangement of tentage and mattings as per need of Programme/occasion.
- **To arrange the seats/matting for the guests, parents, students or other stack holders as per need of Programme/occasion.**

6. Cleanliness of Vidyalaya Building and Premises (Swachh Bharat Abhiyan) (Water Points, Toilets, Corridors) & Gardening and Beautification (Vidyalaya Campus & Staff Quarter Campus)

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Priyanka Shrivastava	PGT(BIO)	I/C
2.	Mr. Dinesh Kumar	PGT (Commerce)	Member
3.	Mrs. Pratibha Dahayat	PGT (Social Science)	Member
4.	Mr. Ashish Choubey	TGT (WE)	Member
5.	Mrs. Kusum Singh	TGT (ART)	Member
6.	Mr. Pardeep Kumar	PRT	Member
7.	Ms. Pooja Rawat	PRT	Member
8.	Mr. Vinay Kumar	Sub-Staff	Member
9.	Mr. Om Prakash	Sub-Staff	Member

Duties:

- To ensure the cleanliness of the classrooms, corridor, toilets and other common areas.
- To ensure the provision of dustbins in all the classrooms, departments and labs.
- To appraise the Principal about the cleanliness of school building from time to time.
- To supervise the work of the people deployed under housekeeping.
- To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- To clear the wild bushes and thorny plants that are growing in different parts of school campus.
- To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- To ensure cleanliness of area around the staff quarters.
- To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- In-charge can delegate the work wing - wise for efficient functioning and for fixing the responsibility. But the In - charge will be held responsible for the lapses and the deviations of the orders.
- To supervise the work of people deployed under conservancy and beautification of Vidyalaya campus.
- To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- To procure fertilizers, manure, pesticides in consultation with Principal.
- Preparation of placards in different areas of garden.
- Numbering of tress and potted plants.
- To motivate the children for gardening and beautification.
- To develop medicinal plant garden in the campus.
- To display the quotations in the corridors and class rooms.
- To fix bulletin board in the class room for display of educational charts.
- To Decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
- To Ensure the display of material in the bulletin boards.
- To keep in touch with forest Dept. to procure saplings to be planted in various parts of school campus.
- To utilize funds released by the state. Govt. under Eco club.
- To celebrate Vana Mahostasava in consultation with state forest dept.
- To preserve the beauty of the Vidyalaya campus by taking up the project clean and Green play ground.
- To observe Cleanliness in all programme /occasion.

7. Condemnation:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Kamlesh Kumar Rajak	PGT(CS)	I/C
2.	Mrs. P. H. Moses	(Librarian)	Member
3.	Mr. Saurabh Shrivastava	PGT(History)	Member
4.	Mr. Dinesh Kumar	PGT(Commerce)	Member
5.	Mr. Ashish Choubey	TGT (WE)	Member

Duties:

- To make sure proper planning is drafted and timely completion of condemnation procedure.
- To arrange all documents properly.
- Proper Record Maintenance.
- To liaison with departmental In-charges for smooth condemnation process.

8. Website Updation Committee, Ubi Portal, E-Classrooms, Social Media Committee (Twitter And Youtube)

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Kamlesh Kumar Rajak	PGT(CS)	I/C
2.	Ms. Pratibha Dubey	TGT (English)	Member
3.	Mrs. Monu Sharma	TGT (Hindi)	Member
4.	Mr. Jinendra Jain	PRT & I/C HM	Member
5	Ms. Sonam Khatik	Computer Instructor Secondary	Member
6.	Mr. Neetesh Kumar Kurmi	Computer Instructor Primary	Member

Duties:

- To ensure Monthly Updation of Enrollment of Students on Vidyalaya Website.
- To Upload Photographs and Videos of Different Co-Curricular Activities in the Vidyalaya.
- To Ensure Proper Functioning of E-Classrooms.
- To upload photographs and videos on Twitter and YouTube after Verification with Undersigned.
- To Update TC on Website timely.
- To Keep Vidyalaya Website Up-to-date with information regarding Admission, Examination, Vacancies and different Announcements from time-to-time.
 - Timely verification of student quarterly data.
 - Proper deletion of TC cases.
 - Training to Staff Members from time to time.
 - Proper Entry Verification in the portal.
 - Training to the parents for online fees payment.

9. Purchase Committee (Local and GeM)

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Satyendra Kumar Verma	Vice Principal	I/C
	Mrs. Alpana Shrivastava	PGT(Chemistry)	Member
2.(a)	Mr. Saurabh Shrivastava	PGT(History)	Member
(b)	Mrs. Priyanka Shrivastava	PGT(Biology)	Member
(c)	Mr. Kamlesh Kumar Rajak	PGT(CS)	Member
(d).	Mr. Umesh Kumar Tripathi	PGT (Maths)	Member
(e)	Mr. Manoj Kumar Agarwal	PGT (Geography)	Member
(f)	Mr. Dinesh Kumar	PGT (Commerce)	Member
(g)	Mrs P.H. Moses	Librarian	Member
(h)	Mr Ashish Choubey	TGT W.E.	Member
(i)	Mrs. Kusum Singh	TGT Art	Member
(j)	Mrs. Rashmi Jeta	TGT English	Member
(k)	Mrs.Preetibala Yadav	TGT Science	Member
3.	Mr. Saurabh Shrivastava	PGT History & VMC Member	Member
4.	Mr. Jinendra Kumar Jain	PRT & I/C HM	Member

Duties

- All the purchase should be done following the procedure as per the Rules of Account code/GFR 2017/GeM/other rules which is time to time issued by the departments.
- All the purchase is made according to the limits given in chapter 21 of Account code and approved budget.
- Take the requirement of all the departments in advance and procure items.

10. Misc- Inspection, VMC, Contractual Panel etc

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Satyendra Kumar Verma	Vice Principal	I/C
2.	Mrs. Alpana Shrivastava	PGT(Chemistry)	Member
3	Ms. Pratibha Dubey	TGT(English)	Member
4	Mrs. Mamta	PRT	Member

Duties: -

- To arrange Files, Papers all other required data for various activities.
- To Ensure Proper Planning, Documentation and liaison during the above-mentioned events.

11. Social Science Club /Integrity Club Educational Tours / Excursion/EBSB:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Saurabh Shrivastava	PGT (History)	I/C
2.	Mrs. Pratibha Dahayat	TGT (Social Science)	Member
3.	Mr. Muniraj Meena	TGT (Social Science)	Member
4.	Ms. Yasmeen	PRT	Member

Duties: -

- To motivate children to prepare projects/model based on country/state allotted to the region.
- To encourage more and more children to participate in cluster level, Regional level and Nation level exhibition.
- To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- To ensure project-based learning in all the classes.
- To plan education tours / excursions for all the classes as per KVS norms
- To ensure the safety of the students during the journey period and their stay at the venue.
- To provide hygienic food / potable water to the students who are participating in tour programme.

12. Maintenance and Repair of School Building, Continuous Supply of Drinking Water (Maintenance of Ro) Etc.

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Saurabh Shrivastava	PGT (History)	I/C
2.	Mrs. Seema Pal	TGT (Maths)	Member
3.	Mr. Ashish Choubey	TGT (WET)	Member
4.	Mrs. Preetibala Yadav	TGT (Science)	Member
5.	Mr. J.K. Jain	PRT	Member

Duties: -

- To maintain a register related with deficiencies noted in the Vidyalaya building.
- To undertake maintenance of school building on war footing basis.
- To ensure the proper functioning of water filter installed in school building
- To ensure the cleaning of over head tanks in school building.
- To ensure the chlorination of water stored in tanks after cleaning.
- To ensure the proper functioning of water coolers.
- To ensure installation/maintenance of solar panel systems.

13. Staff Quarter and Residential Campus & Quarter Allotment Committee

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Umesh Kumar Tripathi	PGT (Maths)	I/C
2.	Mrs. Priyanka Shrivastava	PGT (Biology)	Member
3.	Mr. Dinesh Kumar	PGT (Commerce)	Member
4.	Mrs. Preetibala Yadav	TGT (Science)	Member
5.	Mr. Sanjay kumar Jain	PRT (Music)	Member
6.	Mr. Jinendra Jain	PRT	Member
7.	Mr. Om Prakash	Sub-Staff	Member

Duties: -

- To maintain a register related with deficiencies noted in the Vidyalaya building and staff quarters.
- To undertake maintenance of staff quarters on war footing basis.
- To ensure the cleaning of over head tanks in staff quarters
- To ensure the chlorination of water stored in tanks after cleaning
- To prepare a panel of teacher who are eligible for the allotment of quarters (Type - I, Type - II, Type - III) as per KVS norms in the beginning of the academic session
- To allot the quarters to the eligible staff as per the panel prepared and approved by the chairman VMC
- To monitor the maintenance & repair of the staff quarters.

14. Medical Checkup of Students and First Aid:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Preetibala Yadav	TGT(Science)	I/C
2.	Ms. Anu Mittal	PRT	Member
3.	Mrs. Preeti Samuel	Nurse	Member

Duties:

- To procure the required number of medical cards in the beginning of the academic session.
- To distribute the medical cards to the class teachers based on strength.
- To arrange the medical checkup twice in a year (in the month of August and Feb)
- To ready all the equipment regarding medical check-up.
- To ready sufficient stock of First Aid items.
- To make arrangement of sufficient First Aid boxes for school or outside event.

15. Strengthening Of Primary Education (CMP) & TLM:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. J. K. Jain	PRT	I/C
2.	Ms. Yasmeen	PRT	Member
3.	Mr. Nikhil Singh Pawar	PRT Contractual	Member
4.	Mr. Manish Kumar Gupta	PRT Contractual	Member

Duties: -

- To ensure the implementation of CMP as per KVS norms.
- To take the requirement of TLM from teachers well in advance every month.
- To ensure the distribution of TLM to all the teachers as per requirements.
- To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement.
- To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.

16. Photography:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Kusum Singh	TGT(ART)	I/C
2.	Ms. Yasmeen	PRT	Member

Duties: -

- To take the photographs of all-important occasions.
- To ensure ID card preparation on time.
- To ensure photos to be uploaded on website.

17. Sports, SBSB Committee & FIT INDIA MOVEMENT:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Kusum Singh	TGT (ART)	I/C
2.	Mrs. Monu Sharma	TGT(Hindi)	Member
3.	Mr. Pardeep Kumar	PRT	Member
4.	Mr. Akshay Shrivastava	Sports Coach-Secondary	Member
5.	Miss. Asha Choudhary	Sports Coach-Primary	Member
6.	Dr. Vaibhav Choudhary	Yoga Instructor	Member
7.	Mr. Nikhil Singh Pawar	PRT Contractual	Member

Duties: -

- To identify students for Cluster/Regional Sports Meet.
- For Procurement of Sports items for Secondary and Primary.
- Motivate the Students for participation in Different Sports Activities.
- Record Maintenance and Proper Uploading of Two Terms of SBSB.
- To ensure that necessary details get updated on school website regularly.

18. Discipline Committee for Primary and Sec. & Sr. Sec: Implementation of Standard Operating Procedure (SOP) & Safety and Security of the Children

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Umesh Kumar Tripathi	PGT(Maths)	I/C
2.	Mr. Saurabh Shirvastava	PGT (History)	Member
3.	Mrs. Kusum Singh	TGT (ART)	Member
4.	Mrs. Pratibha Dahayat	TGT (Social Science)	Member
5.	Mr. Muniraj Meena	TGT (Social Science)	Member
6.	Mr. Jinendra Jain	PRT	Member
7.	Dr. Vaibhav Choudhary	Yoga Instructor	Member

Duties:

- To check personal turn of students during assembly
- To check the late comers during morning assembly
- To observe the behavior of students inside and outside class room
- To ensure provision of out pass in all classes and their utilization
- To initiate proper action as per KVS norms against indiscipline students
- To check the girls and boys uniform daily.
- To check the bags once in a week.
- To confiscate the mobiles and other prohibited appliances.
- To take the regular meeting of student councils, prefect, monitors.
- To ensure discipline
- To refer the problematic cases to the counselor for diagnosis
- To inform the parents immediately.
- Keeping Record of late comers & informing parent of habitual late comers. To follow all the student safety guidelines issued by KVS (HQ), KVS(RO) Jabalpur & Supreme court & make action plan & take steps accordingly.
- To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School.
- Develop comprehensive action plan to implement the guidelines.

19. Subject Committee (Secondary & Senior Secondary) and Club Activity

SUBJECT	INCHARGE	DESIGNAT		DESIGNATION
Language Hindi & Sanskrit	Mrs. Madhu Pandey	TGT (Hindi)	1. Mrs. Monu Sharma 2. Mr. Braj Kishor Lodhi 3. Mr. Mukesh Kumar Dubey	TGT Hindi TGT Hindi Cont. TGT Sanskrit Cont.
Language English	Mrs. Pratibha Dubey	TGT (English)	1. Mrs. Rashmi Jeta 2. Mrs. Neetu Thakur 3. Ms. Silvia Jacob	TGT(English) TGT(English) PGT(English)
Mathematics Mathematics Club	Mr. Umesh Kumar Tripathi	PGT (Maths)	1. Mrs. Seema Pal 2. Mr. Sachin Khare 3. Mrs. Pooja	TGT Maths TGT Maths TGT Maths
Science Science Club & Eco Club	Mrs. Alpana Shrivastava	PGT (Chemistry)	1. Mrs. Priyanka Shrivastava 2. Mr. Kamlesh Kumar Rajak 3. Mrs. Preetibala Yadav 4. Mr. Chitransh Sahu 5. Ms. Apurva Agrawal	PGT(Biology) PGT (C.S.) TGT(Science) PGT (Physics) Cont. TGT(Science) Cont.
Social Science Integrity Club	Mr. Saurabh Shrivastava	PGT (History))	1. Mr. Manoj Kumar Agrawal 2. Mrs. Pratibha Dahayat 3. Mr. Muniraj Meena 4. Mr. Naveen Sharma	PGT(Geography) TGT (SST) TGT (SST) PGT (Eco) Cont

Duties:

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

Subject conveners will discuss the following issues during the meeting:

- Guidance regarding the maintenance of teacher diary
- Coverage of syllabus as per the split-up syllabus approved by KVS
- Conducting the practical for classes IX to XII as per the split-up syllabus approved by KVS
- Demo classes by rotation during the subject committee meeting
- Uses of computers and other audio-visual aids in teaching learning process
- To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
- Plan of action for weak students & bright students
- Remedial teaching for weak students
- Decoration of bulletin boards in corridors / classrooms with educational charts.

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

20. Library Committee

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. Dharmendra Singh	Principal	PATRON
2.	Mrs. P. H. Moses	Librarian	I/C
3.	Mrs. Neetu Thakur	TGT(English)	Member
4.	Mrs. Pratibha Dahayat	TGT (Social Science)	Member
5.	Mr. Jinendra Kumar Jain	PRT	Memeber
6.	Mr. Pardeep	PRT	Member

Duties:

- The meeting is to be convened at least once in a month.
- Committee will submit the list of books to be procured subject wise in the beginning of academic session.
Books review.
- To inculcate reading habits among the staff & children.
- To organize books exhibition on important occasions.
- Mr. Vinay Kumar, sub staff is deputed to look after the library and support to Library I/C as per KVS norms.

21. Implementation of Raj Bhasha

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Madhu Pandey	TGT(Hindi)	I/C
2.	Mrs. Monu Sharma	TGT(Hindi)	Member
3.	Mr. Braj Kishore Lodhi	TGT (Hindi Contractual)	Member
5.	Mr. Mukesh Kumar Dubey	TGT (Sanskrit Cont)	Member

Duties:

- To implement the decision taken during Nagar Raj Bhasha committee meeting
- To attend Nagar Raj Bhasha committee as and when required
- To send periodical report to the KVS RO Jabalpur, KVS New Delhi, Nagar Raj bhasha committee
- To take initiative to see that correspondence is made in Hindi.

22. Scouts / Guides & Flag Hosting (Morning Assembly) & Search and Rescue

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Ashish Choubey	TGT(WE)	Overall, I/C
2.	Mr. M.K. Agrawal	PGT (Geography)	Member
3.	Mr. Muniraj Meena	TGT (Science)	Member
4.	Mrs. Madhu Pandey	TGT (Hindi)	I/C Guide
5.	Mrs. Monu Sharma	TGT (Hindi)	Member
6.	Mrs. Ritu Sen	PRT	I/C – Cubs
7.	Mr. Jitendra Jain	PRT	I/C - Bulbuls

Duties:

- To ensure minimum enrolment (50%) in the movement before 31st August
- To organize investiture ceremony for the new recruits
- To conduct the parade after school hours and class on every Thursday.
- To train the students for Pratham / Dwatiya / Tritiya.
- Raj Puraskar / Rastrapati / Pratham charan / Dwatiya charan / Tritiya Charan / Chaturdha Charan
- To issue the merit certificate after the conduct of test
- Celebration of thinking day
- To procure the uniform for Scouts / Guides who are involved in Guard of Honor.
- 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.
- To ensure that necessary details get updated on school website regularly.

23. AEP & Suggestion Box

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Seema Pal	TGT(Maths)	I/C
2.	Mrs. Preetibala Yadav	TGT(Science)	Member

Duties:

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

24. CCA Committee

S.NO	NAME	DESIGNATION	MEMBER
A.	SECONDARY		
1.	Mrs. R. Jeta	TGT(English)	Co-ordinator
2.	Mrs. Monu Sharma	TGT(Hindi)	Member
3.	Mrs. Madhu Pandey	TGT(Hindi)	Member
B.	Primary		
1.	Mr. Sanjay Kumar Jain	PRT (Music)	Co-ordinator
2	Mr. Veerendra Singh Thakur	PRT (Cont.)	Member

Duties:

- To maintain the record of CCA activities.
- Purchase and distribution of CCA prizes & medals.
- Maintaining CCA Activities register.
- Proper Maintenance of House Boards based on Themes.
- Planning and implementation of monthly programme and celebration under the programme contacting the Nearby Government Schools & keeping record and photographs of the program.
- MEDIA (print) AND PUBLICATION for every special programme.
- To see that morning assembly programme is to conduct within stipulated time.
- To evaluate the various items of morning assembly programme on five-point scale - Excellent: Very good; Good; Average; Below Average
- To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary must be given responsibility of conducting morning assembly programme.
- To arrange the PA system, musical instrument well in advance before the start of morning assembly.
- Annual Planning of CCA activities -house wise.
- To ensure that every regular and special programme get updated on school website regularly.

25. Lunch Break Supervision: -

S.NO	NAME	LOCATION OF DUTY	MEMBER
1.	As on House Duty (1 Lady + 1 Male Teacher)	According to time table	
2.	Mr. Akshay Shrivastava	Sports Coach	
3.	Ms. Asha Choudhary	Sports Coach	
4.	Mr. Vaibhav Choudhary	Yoga Instructor	

Duties: -

- To mind the discipline of the students during the lunch break.
- To see that the students reach their respective class after the lunch.
- To keep at least two children in rotation in each class to avoid stealing of the student belongings.
- House Masters are directed to engage the prefects for disciplined lunch break and smooth dispersal.

26. Vidyalaya Magazine/Class Magazine Committee/Cmp Newsletter

S.NO	NAME	DESIGNATION	MEMBER
A.	SECONDARY		
1.	Mrs. Monu Sharma	TGT (Hindi)	I/C
2.	Mrs. R. Jeta	TGT (Eng.)	Member
3.	Mrs. Kusum Singh	TGT (Art)	Member
B.	Primary <u>CMP Newsletter</u>		
1.	Ms. Pooja Rawat	PRT	Member

Duties: -

- Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.
- Editorial board will collect the article from the students. Article are to be arranged section wise (English section, Hindi section, drawing and painting etc).
- Editorial board should take concerted efforts to bring about class magazine by the end of the August 2023.
- Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. Class magazine should contain 50 pages-(English section: 20 pages- Hindi section: - 20 pages and 10 pages- Art, drawing and paintings.
- Editorial board select the article for the class magazine. These articles are to be arranges section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section.
- Editorial board can invite the article from teachers' side also.
- School magazine should contain total 82 pages (30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.
- The editorial board should make concerted effort to bring about the school magazine in time.

27. Internal Complain Committee General Grievance of Students (Corporal Punishment, Abusing Of The Students By The Teachers) (Sexual Harrasment Committee) & POCSO & Grievances Cell for SC /ST /OBC /Minorities And Physically Handicaps- Staff Grievance Cell Committee, Child Rights Protection Cell

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Alpana Shrivastava	PGT(Chemistry)	I/C
2.	Mrs. Neetu Thakur	TGT(English)	Member
3.	Mrs. Pratibha Dahayat	TGT (Social Science)	Member
4.	Mr. Sachin Khare	TGT (Mathematics)	Member
5.	Ms. Ritu Sen	PRT	Member
6.	Mr. Jinendra Kumar Jain	PRT	Member

Duties: -

- If any complaint related to immoral behavior towards girl students is received by the committee, the following steps should be taken immediately at Committee level.
VIDYALAYA LEVEL:
- A written complaint may be obtained from the students/parents/teacher.
- Case may be brought to the notice of Chairman, VMC.
- A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
- A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
- The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.
- The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
- Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
- The committee may discuss the issue with the accused teacher and his statement may be recorded.

- The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercises of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
- Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.
- The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.
If any complaint related to immoral behavior towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring the eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents is received by the committee, the following steps should be taken immediately at Committee level.

1. To promote a child protection ethos in the school
2. To get aware and update the school’s child protection policy regularly.
3. To maintain records of children needing care and protection.
4. To report cases of child abuse to the police or other concerned authorities.
5. Ensure parents receive a copy of the child protection policy every 2 years.
6. Provide training to all school staff including support staff regarding child protection.
7. Be available to discuss the child protection concerns of any member of staff.
8. Make referrals to the School’s designated counsellor.

28. Reception and Refreshment for all Occassions /Programmes

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Alpana Shrivastava	PGT(Chemistry)	I/C
2.	Mrs. Seema Pal	TGT(Maths)	Member
3.	Mrs. Kusum Singh	TGT (Art)	Member
4.	Mr. Vinay	Sub-Staff	Member

- The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection.
- Refreshment procurement and arrangement is another vital responsibility shall be done meticulously.
- Fixing and arranging the arena for refreshment of Guests & bouquet presentation.

29. Information on RTI

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Saurabh Shrivastava	PGT(History)	I/C
2.	Mr. Sachin Khare	TGT (Maths)	Member

- Reply to all the RTIs as per KVS and RTI Guidelines

30. Maths Olmypiad

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Pooja	PGT(Maths)	I/C

- Conduct all Mathematical Olympiad and other exams and programs related to maths and maintain record

31. Green and Science Related Olympiads

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Preetibala Yadav	TGT (Science)	I/C

- Conduct Green/Science related Olympiad and maintain record

32. Teaching Aids

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Muniraj Meena	TGT (Social Science)	I/C

Duties :-

- To maintain the teaching aids.
- To purchase the teaching aids as the requirement of the teachers.
- To maintain the record.
- To provide the teaching aids as per the demands of the teachers.

33. Staff Meeting/Any Other Meeting Minutes Committee

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. R. Jeta	TGT(English)	I/C
2.	Mrs. Madhu Pandey	TGT(Hindi)	Member

DUTIES:

- During the meeting note down all the important point and circulate them to the staff.

34. ROUTES TO ROOT; VIRSA and SPIC MACAY

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. S. K. Jain	PRT (MUSIC)	I/C

DUTIES

- Selection of interested students, making groups item wise, arranging for online classes, preparing students for different competition organized by VIRSA FOUNDATION.
- Obtaining no objection from parents.

35. ACP (Awakened Citizen Program)

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Pratibha Dubey	TGT(English)	I/C
2.	Mrs. R. Jeta	TGT(English)	Member
3.	Mrs. Madhu Pandey	TGT(English)	Member
4.	Mr. Sachin Khare	TGT(Maths)	Member
5.	Mrs Pratibha Dahayat	TGT(S.St)	Member
6.	Mrs. Seema Pal	TGT(Maths)	Member
7.	Mrs., Kusum Singh	TGT (Art)	Member
8.	Mr. Ashish Choubey	TGT(WE)	Member

Duties:

- To undertake all the programmes of ACP as per KVS Guidelines & sending periodic report to Ro Ahmedabad.
- To Maintain Register containing record of Class-Wise ACP Sessions conducted.

36. JNNSMEE, NCSC & INSPIRE award/Science Club/Eco Club

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Priyanka Shrivastava	PGT(Biology)	I/C
2.	Mrs. Alpana Shrivastava	PGT(Chemistry)	Member
3.	Mrs. Seema Pal	TGT(Maths)	Member
4.	Mrs. Preetibala Yadav	TGT(Sc.)	Member
5.	Mr. Chitransh Sahu	PGT Physics Cont	Member
6.	Ms. Shabhinaz Khan	TGT Sc. Cont	Member

Duties:

- To conduct different quizzes in online and offline mode such as TERI, TERRE etc.
- To guide students for preparing projects for NCSC based on any problem related to the local area.
- To guide students for preparing models for JNNSMEE.
- To motivate the students to take care of the plants of the vidyalaya.
- To make students aware of the environmental pollution and the ways to reduce it.
- Celebration of Science Day on 28 th February.

37. State Govt. Work (SSA, All Scholarship)

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. J. K. Jain	PRT	I/C
2.	Mr. Pardeep	PRT	Member
3.	Ms. Pooja Rawat	PRT	Member

- To response the State Govt. authorities in time and implement their instructions in the vidyalaya.
- To maintain the record.
- To disseminate the information to all the stack holders in time and get the work completed within the stipulated time.
- To mediate between the vidyalaya and the state Govt. officials to communicate the policies and problems.
- To train the teachers to do the work.

38. LABS

S.NO	NAME	DESIGNATION	I/C(Department)
1.	Mr. Kamlesh Kumar Rajak	PGT(CS)	COMPUTER
2.	Mrs. Priyanka Shrivastava	PGT(Biology)	BIOLOGY
3.	Mrs. Alpana Shrivastava	PGT(Chem)	CHEMISTRY
4.	Mrs. Preetibala yadav	TGT(Science)	PHYSICS & JUNIOR SCIENCE LAB

DUTIES:

- To maintain the LAB Properly.
- To ensure display of list of Practicals in the Display Board.
- To decorate the LAB with different Charts, photos of related scientists with their noted work.
- To maintain and ensure that all equipment is in proper working condition.
- To Plan Lab, visit for Primary and Secondary students once every month.
- To Plan Investigatory Projects for Classes 11th and 12th in advance and inform the students accordingly.
- To encourage the Students to visit the LAB.
- Use of Equipment Procured under Modernisation of Labs.

39. Staff Room Maintenance:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Kusum Singh	TGT(ART)	I/C
2.	Mr. Ashish Choubey	TGT(WE)	Member

Duties:

- To make sure that staff room is neatly arranged and computers in the staffroom are properly shut down before leaving the Vidyalaya
- All sub staff must also verify the arrangement of chairs and computers shut down inside the staff room before leaving.

40. Evacuation Team/NDMA

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Seema Pal	TGT(Maths)	I/C
2.	Mr. Ashish Choubey	TGT(WE)	Member
3.	Mr. Muniraj Meena	TGT (Social Science)	Member
4.	Mr. Pardeep Kumar	PRT	Member
5.	Ms. Anu Mittal	PRT	Member

- To hold meeting for working out the School's strategy for Disaster Preparedness.
- Identification of the Master Trainers who would take training imparted by the District Disaster Management Committee.
- To ensure training of teachers and students in the school by the Master Trainers.
- Preparation of the School Disaster Management Plan through identifying hazards like earthquake, landslide, fires, floods, cyclones etc.
- To conduct of Mock Drills twice a year and evaluation of the Plan thereafter.
- To establish linkages with various departments and organizations working in the field of disaster management.
- To Coordinate the functioning of Groups and Teams during a disaster.
- Identification of open and safe areas for school children and for outsiders too as necessitated.

41. Team for Students with special needs (Divyang)

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Pratibha Dubey	TGT(English)	I/C
2.	Ms. Pooja Rawat	PRT	Member
3.	Ms. Meenakshi Sen	PRT	Member

Duties:

- Keep in touch with the students with special needs.
- Know about them, their parents and siblings.
- Know their problems.
- Unlock their potential.
- Ensure their safety at the time of rush hours.
- Train the students of his /her class to help him/her.
- Train other students to behave properly with them. They should have empathy not sympathy with them.
- Try to make them comfortable with all the students.
- Monitor their academic progress.
- Monitor the condition of the ramps and other facilities that should be provided to them.

42. Audio Visual & P. A. System

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Ashish Choubey	TGT(WE)	I/C
2.	Ms. Seema Pal	TGT(Maths)	Member
3.	Mr. Sanjay Kumar Jain	PRT Music	Member
4.	Ms. Pooja Rawat	PRT	Member

Duties

- To maintain the quality of the equipment to produce quality sound and picture.
- Mantle and dismantle at different locations as per the need.
- Purchasing of new equipment as per requirement and of the best quality.
- Train some students to help.
- To ensure the safety and security of the equipment.
- To keep the wires etc in good condition and safe for the users so that no one will receive any electric shock.

43. PTA Committee

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Rashmi Jeta	TGT(English)	I/C
2.	Ms. Seema Pal	TGT(Maths)	Member
3.	Mr. Jinendra Kumar Jain	PRT	Member

- To make every child's potential reality by engaging and empowering families and communities to advocate for all children.
- To promote the welfare of children, in the school, home, and in the community.
- To create better understanding between parents and teachers.
- To help parents and teachers to adopt themselves to the concept of changing society.
- To involve the parents in children's academic as well as to reform the school systems.
- To encourage various aspects of parental involvement.
- To organize discussions on subjects related to school policies.
- To organize discussion on subjects related to school discipline.
- To provide a powerful mediating function, providing a neutral forum for resolving conflicts that sometimes occur in schools around controversial issues.

44. Career Counselling and Guidance & Alumni Association Committee

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Pratibha Dubey	TGT(English)	I/C
2.	Mr. Sachin Khare	TGT(Maths)	Member
3.	Ms. Preeti Rathour	Counsellor	Member

- Collect information about the students for pupil inventory service.
- Establish a guidance centre or guidance point.
- Organise career talk, career conference, visits to colleges, universities etc.
- Organise guidance exhibition.
- Propagate educational and occupational information.
- Maintain of cumulative record card (C.R.C) for each pupil.
- Organise orientation talk for the students of 9th to 12th classes.
- Provide counseling to the students relating to their adjustment problems.
- Organise educational talks regarding different educational careers.
- Keep relation with other agencies such as employment exchange, training institutes and institute of higher education.
- Keep contacts with school leavers to determine or know the effectiveness, of guidance and counseling.
- Organise short-session guidance programme for school leavers in college education, occupational life and social life.
- Avail information regarding various training and educational courses for the job market. Such information can be collected from offices or institutions like colleges, employment exchanges, the state bureau of guidance, recruiting offices of armed forces or publications like employment news, information bulletins, employment bulletins etc. Besides information about jobs and training facilities available in the country and abroad may be provided to the pupils through talks, career conferences, demonstrations, pamphlets, notices etc.

45. Fire Safety Committee

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Alpana Shrivastava	PGT(Chemistry)	I/C
2.	Mr. Saurabh Shrivastava	PGT(History)	Member
3.	Ms. Pratibha Dahayat	TGT (SSt)	Member

Duties

- Ensure that all the important points of the building where fire may break out have at least two fire extinguishers of ISI marks in eye-catching spots.
- Get each fire extinguisher checked to ensure it is up to code and not expired. Get them recharged time to time.
- Get the fitness certificate of the building renewed periodically.
- Ensure the provision of water tank and separate piping from the tank with hose reel to the ground floor and first floor.
- Ensure Firefighting training to all teachers and students from X to XII standards.
- Monitor and make fire safety plan and conduct inspections once in every three months.
- Display of emergency telephone numbers and list of persons to be contacted on the notice board and other prominent places.
- Mock drills to be conducted regularly. Fire alarm to be provided in each floor and for rural schools separate long bell arrangement in case of emergency.
- Ensure that all the electrical wiring and equipment have ISI mark. Ensure their routine maintenance.
- Try to shift the High-Tension lines from the playground. Ensure students must not go under them.
- Frame guidelines with “DOS and DON'Ts’ for the Vidyalaya.
- Observe Fire Safety Day on 14th of April every year with awareness programs and fire safety drills in collaboration with the Fire and Rescue Department.

46. Houses**1. Shivaji House****Secondary**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Manoj Kumar Agrawal	PGT Geography	I/C
2.	Ms. Pratibha Dubey	TGT English	Member
3.	Mrs. Neetu Thakur	TGT English	Member
4.	Mrs. Pooja	TGT Maths	Member
5.	Mrs. Anita Dubey	PGT Hindi Cont.	Member

Primary

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Anu Mittal	PRT	I/C
2.	Ms. Pooja Rawat	PRT	Member
3.	Mr. Nikhil Singh Pawar	PRT Contractual	Member
4.	Mr. Manish Kumar Gupta	PRT Contractual	Member

2. Tagore House**Secondary**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Saurabh Shrivastava	PGT History	I/C
2.	Mr. Dinesh Kumar	PGT Commerce	Member
3.	Ms. Pratibha Dahayat	TGT (Sst)	Member
4.	Mr. Muniraj Meena	TGT (Sst)	Member
5.	Mr. Naveen Sharma	PGT Eco Cont.	Member

Primary

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Yasmeen	PRT	I/C
2.	Ms. Ravina	PRT	Member
3.	Ms. Pooja Jain	PRT Contractual	Member
4.	Ms. Mansi Soni	PRT Contractual	Member

3. Ashoka House**Secondary**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Priyanka Shrivastava	PGT Biology	I/C
2.	Mr. Sachin Khare	TGT Maths	Member
3.	Mrs. Preetibala Yadav	TGT Science	Member
4.	Mr. Braj Kishore Lodhi	TGT Hindi	Member
5.	Mr. Chitransh Sahu	PGT Phy Cont.	

Primary

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Ritu Sen	PRT	I/C
2.	Ms. Mamta	PRT	Member
3.	Ms. Pratibha Vishwakarma	PRT Contractual	Member
4.	Mr. Veerendra Singh	PRT Contractual	Member

4. Raman House**Secondary**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Alpana Shrivastava	PGT Chemistry	I/C
2.	Mrs. Seema Pal	TGT Maths	Member
3.	Mrs. Premmani H. Moses	Librarian	Member
4.	Ms. Shabihanaz Khan	TGT Sc.	Member
5.	Mr. Mukesh Kumar Dubey	TGT Sanskrit	Member

Primary

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Pardeep Kumar	PRT	I/C
2.	Ms. Ravina	PRT	Member
3.	Mr. Mansi Soni	PRT Contractual	Member
4.	Ms. Shubham Sharma	PRT Contractual	Member

47. Transportation Committee:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Saurabh Shrivastava	PGT (History)	I/C
2.	Mrs. Priyanka Shrivastava	PGT (Biology)	Member
3.	Mr. Ashish Choubey	TGT (WE)	Member
4.	Mrs. Kusum Singh	TGT (ART)	Member
5.	Mr. Jinendra Kumar Jain	PRT	Member

Duties: -

- To arrange transportation for sports event, science exhibition, social science exhibition, NCSC or any type of event that requires sending children outside.
- To ensure that necessary details get updated on school website regularly.

NOTE:

- All Staff Members must ensure that the above Committees must work in their true spirit towards timely completion of all activities.
- All the In-charge and the member of the various committees will be fully responsible for maintaining the assigned duties, activities and prescribed programs.
- All in-charges are hereby directed to take proper follow-up of activities after completion.

Principal
KV DAMOH

DUTIES OF CLASS TEACHERS AND CO-CLASS TEACHERS

- To take the attendance twice daily in forenoon before morning assembly starts & after the recess.
- To complete attendance register at the end of the month and to get the Principal's signature on the last working day.
- To enter all the particulars of student's viz. parents' name, address, contact no. etc. and keep the records in the Attendance Register.
- To keep the leave letters, study certificates etc. Issued to students in a file.
- To enter the details of the fee and fine paid / suspension etc./ any punishment accorded to the student.
- To record good / bad/ achievement / and the traits of the students in the register.
- To choose / select/a very effective class leader and to train the child for leadership qualities with added responsibility, if needed on rotation basis.
- To encourage / motivate children to participate in CCA/ sports/ internal/ external competitions and to keep track records of their participation throughout the year.
- To keep record of the parent - teacher meeting as when such meeting takes place.

GENERAL DUTIES OF STAFF MEMBERS

- 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 / In charge and get it cleaned immediately.
- Students must be trained to turn off light / fans as and when they leave the class room.
- 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.
- To co- ordinate / cooperate with the students to try to solve their problems like indiscipline/ low scores in any subjects.
- All students sit in proper way. Desk and bench should be arranged as per the strength of the students. Student seating may be arranged as per guideline of KVS on rotation basis.
- Light must be used only on need base and no misuse of electricity should be allowed.
- To turn off the Computers and E-Classrooms when not in use.
- Proper Maintenance of School Property and ensure that no damage is incurred.
- To Timely submit the information related to your departments and committees and ensure that no false information is passed to Regional office.
- The Subject Teacher must keep record of NOC from parents in case of extra/special classes.
- To ensure the proper Dispersal of Students from the Block in case of last period.

Principal
KV DAMOH