

KENDRIYA VIDYALAYA SECTOR 8, ROHINI

SESSION: 2023-24

COMMITTEES

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 here by instructed to take charge of their concerned department and set 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. 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 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.

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
1	Admission (Secondary & Sr. Secondary) Admission (Primary)	1. Mr.Govind Singh PGT (CS) I/C 2. Ms. Sita Devi PGT(Phy.)Asso. I/C 3. Dr. Sulekha TGT (LIB) 4. Mr.Mehar Chand TGT(Maths) 5. Class Teachers of XI A, B, C, and D 6. Mr.Inder Singh Sub Staff 1.Ms. Dolly Rastogi(I/C) 2. Ms. Rishibha 3. Ms. Gunjan (I-A) 4. Ms. Preeti Devi (I-B) 5. Ms. Vipula Bajaj (I-C)		-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.

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
2	Examination Internal , External & CBSE	<ol style="list-style-type: none"> 1. Mr.B B Singh PGT(Chem),I/C 2. Mr.Keshav Meena PGT(Chem) 3. Ms. Anita Yadav TGT (Eng) 4. Ms. Divya TGT (Maths) 5. Computer Instructor 		<ul style="list-style-type: none"> -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.
		<ol style="list-style-type: none"> 1. Ms. Manisha Mahajan (I/C) 2. Mr. Rahul Arora 3. Ms. Rishibha Shukla Ms. Jyoti Sharma 		
		<ol style="list-style-type: none"> 1. Mr.L.K Tyagi PGT(CS) 		<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 NIOS, IGNOU etc.
		<ol style="list-style-type: none"> 1. Ms. Sharmila PGT(CS)(1st shift) 2. Mr.LK Tyagi PGT (CS)(2nd Shift) 		<ul style="list-style-type: none"> - To handle all kinds of CBSE-related work. - To conduct CBSE Examination
3	Time-Table Committee (Secondary & Sr. Secondary)	<ol style="list-style-type: none"> 1. Mr.Keshav Meena PGT (Chem) I/C 2. Ms. Divya TGT (Maths) 3. Dr. Sulekha TGT Lib. 4. Computer Instructor 		<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.
	Time-Table Committee (Primary)	<ol style="list-style-type: none"> 1. Ms.Gunjan Takshak (I/C) 2. Mr. Annirudh 3. Mr. Sridhar Manjhi 		
4	CCA (Secondary & Sr. Secondary)	<ol style="list-style-type: none"> 1. Ms. Rajni YadavTGT (Eng) I/C 2. Mr.S.R Dwivedi, PGT (Hindi)Asso. I/C 3. Mr.Nitin Sharma PRT (Music) 4. Dr. Sulekha TGT Lib. 5. Mr.Ravinder TGT (Drg) 6. Ms. Kamlesh 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

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	CCA (Primary)	7. Ms. Daya Gautam PGT (Pol. Sc.) 8. Mr. Harish Meena, TGT, (Snsk.) 9. Ms. Geeta Rana (I/C) 10. Ms. Preeti Devi 11. Mr. Sandeep 12. Mr. Nitin Sharma 13. Ms. Parul		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.
	Standard Operating Procedure (SOP) And Disaster Management Committee	1. Mr. Keshav Meena PGT (Chem.) 2. Mr. Ravinder TGT (AE) 3. Mrs. Sita Devi, PGT (Physics) 4. Mr. BP Nayak PGT (Comm)		To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School. Develop a comprehensive action plan to implement the guidelines. <ul style="list-style-type: none"> - 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. <ul style="list-style-type: none"> - 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

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5	Furniture	1. Mr.Awadesh Kumar Shah PGT (History) I/C 2. Mr.Satrugan Choudhary PGT(Maths) 3. Mr. Mehar Chand TGT (Maths)		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
6	I C T/Website Updation	1. Ms. Sharmila PGT(CS) I/C (UBI &G-Suite, Website Update) 2. Mr.Aanchal Sharma TGT I/C (UDISE) 3. Ms.Parul (PRT) 4. Mr. Rahul Arora (PRT)		-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 - 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..
7	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
8	Invitation, Prize Packing, certificate writing & Distribution Committee	1. Dr. Sulekha , TGT (Lib) 2. Mrs. Bharat Bhushan, TGT (S.st) 3. Ms. Anita Yadav (TGT Eng.) 4. Ms. Utpreksha TGT (Hindi) 4. Mrs. Geeta Rana (PRT) 5. Ms.Parul 6. Ms Reeta Devi		-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.

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
9	Olympiads Physics, Chemistry, Science. Math, Junior Science, Green, Cyber etc	Maths Olympiad I/C 1. Mr. Shatrugan Choudhary PGT (Maths)I/C 2.PGT (Maths) Asso. I/C 3.Ms. Aanchal Kaushik, TGT(Maths) SOF, VVM, VSSF & WWF 1. Mrs. Sunita Kumari, PGT (Phy) IAPT & KVYP 1. Ms. Sita Devi PGT(Phy) Sr. 2. Ms. Meena Kumari TGT(Sc.) Jr. NTSE / JSTSE/ NCSC 1. Mrs. Meena Kumari, TGT (Sci) 2. Mrs. Neelam Tyagi TGT (Sci) Green Olympiad 1. Mrs. Manjusha PGT (Bio) Tecnothlon 1. Mr. B.B. Singh, PGT (Chem) CCT & Comp Olympiad 1. Mr. Govind Singh, PGT (CS) 2. Mrs. Aanchal Kaushik, TGT (Maths)		To conduct junior science/science/green/math's/phy/chem Olympiads and related competitions of sec and primary section from time to time.
10	Excursion/Field trips/Adventure Club. (Secondary & Sr. Secondary) Excursion/Field	1.Dr . Manisha Singh PGT (Eng) - I/C NIE , Excursion 2. Mr. Gyan Prakash. TGT (English) – Asso. I/C Excursions 3. Mr.Bharat Bhushan TGT (S.ST.) 4. Mr. Ravinder TGT (Drw) 1. Mr.Nitin Sharma(I/C)		

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
	trips/Adventure Club. (Primary)	2. Mr. Sandeep (PRT) 3.Mr. Sridhar Manjhi (PRT)		
11	Purchase Committee	1. Mr. S.R Dwivedi PGT (Hindi) 2. Dr. Manisha Singh PGT (English) 3.Mr. B.B Singh PGT (Chem) 4. Mr. Ravinder TGT (Drw.) 5. Ms. Dolly Rastogi HM		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
12	Building and Maintenance, Repairs Monitoring committee (Secondary & Sr. Secondary) Building and Maintenance, Repairs Monitoring committee (Primary)	1. Mr.Ravinder TGT(WE) I/C 2. Mr.Awadesh Kumar Shah PGT (History) 3. Mr. BP Nayak PGT (Comm) 4. Ms. Rajni Yadav TGT(Eng.) 5. Ms. Manisha TGT (SST.) 6. Mr. Mehar Chand TGT (Maths) 1. Mr. Sridhara Majhi (I/C) 2. Ms. Reeta Devi 3. Mr. Nitin Sharma		-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. -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.
13	Discipline Late Comers (Secondary & Sr. Secondary)	1. Mr. Bharat Bhushan I/C 2. Dr. Kalpana Arya TGT (P&HE)Asso I/C 3. Dr. Manisha Singh PGT (Eng.) 4. Ms. Sunita Kumari PGT (Phy.) 5. Mr. Govind Singh PGT (CS) 6. Mr. Awadesh Kumar PGT (History) 7 Mr Keshav Meena PGT(Chem.)		-To make and implement Standard Operating Procedures with reference to circulars issued by KVS, CBSE etc time to time regarding safety/security of students and maintaining discipline in the Vidyalaya.. -Effective implementation of Article 59 and 60 of KVS Education Code i.e. Code of conduct for teachers and students in the Vidyalaya. -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

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
	<p>Discipline Late Comers, Arrival and ,Dispersal (Primary)</p>	<p>8. Ms. Meena TGT (Sci) 9. Mr.Mehar Chand TGT (Maths) 10. Mr.Anil Kumar Meena TGT (WE) 11. Sport and Yoga Coach</p> <p>1. Ms.Preeti Devi (I/C) 2. Ms.Reeta Devi 3. Mr. Annirudh 4. Mr. Sandeep 5. Mr. Nitin Sharma</p>		<p>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>
14	<p>राजभाषासमिति (Secondary & Sr. Secondary)</p> <p>राजभाषासमिति (Primary)</p>	<p>1. Mr. SR Dwivedi PGT (Hindi) I/C 2. Ms. Utpreksha TGT(Hindi) 3. Mr. Kamlesh TGT (Hindi) 4. Ms. Sunita Dhanak TGT(Hindi) 5.LDC</p> <p>1. Ms. Geeta Rana 2. Ms. Preet Devi 3. Ms. Deepika Budhiraja 4.Ms. Pragati Gupta</p>		<p>-To conduct quarterly meetings of Rashtrabhasha and to submit quarterly reports to the Regional Office.To Ensure maximum use of rajbhasha.</p>
15	Scouts & Guides Cubs &	1. Mini Gupta PGT (Eco) I/C Guides		-To enroll Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop

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	Bulbuls (Secondary & Sr. Secondary) Scouts & Guides Cubs & Bulbuls (Primary)	2. Mr..S C Sinha PGT (Geog) I/C(Scouts) 3. Ms. Divya TGT 4. Ms.Aanchal TGT 5. Ravinder TGT (AE) I/C (NCC) 1. Ms. Reeta Devi (Bulbul- I/C) 2. Ms. Jyoti Sharma 3. Ms. Manisha Mahajan 4. Ms. Rahul Arora(Cubs-I/C) 5. Mr. Sridhar Manjhi 6. Mr. Sandeep		meetings as per the Annual Schedule of activities prepared at unit level in light of APRO.
16	NAEP / Guidance & Counseling (Secondary & Sr. Secondary) NAEP / Guidance & Counseling (Primary)	1. Ms. Divya TGT (Maths) AEP I/C 2. Dr. Manisha Singh PGT (Eng) Asso I/C 3. PGT (Eng) 1. Ms. Dolly Rastogi Mittal (HM) 2.Ms. Manisha Mahajan (PRT) 3.Ms. Pragati Gupta (PRT)		-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.
17	CS 54 (Fees and fines checking) & UBI Fee Collection, GIS, PIMS	1.Mrs. Sharmila, PGT (Comp Sc) 2.Mrs. Mini Gupta, PGT (Eco) 3.Computer Instructor (Primary & Secondary)		- 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
18	PTA Meetings,	1. Mr. B.B. Singh, PGT (Chemistry) 2. Mr. Keshav Meena, PGT (Chemistry) 3. Mrs. Anita Yadav TGT (Eng) 4. Mrs. Divya, TGT (Maths) 5. Mrs. Dolly Rastogi (HM)		Annual plan of meetings and to maintain minutes and records of such meetings.
19	Library	1.Dr. Sulekha TGT (Lib)		-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.

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				-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.
20	Games, Sports & Vocational Skills	Mrs. Kalapna Arya, TGT (P&HE) 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. -To encourage all students to take part in the Drawing and Painting competitions.
21	Water Management including upkeep of R.O./Aqua guards/Pump House/water coolers etc.	1. Mr. Ravinder, TGT (A&E) 2. Mr. Sridhar Manjhi (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.
22	Cleanliness (Secondary & Sr. Secondary) Cleanliness (Primary)	1. Ms. Sunita Kumari PGT (Phy) I/C 2. Ms. Manjusha PGT(Biology)Asso I/C 3. Mr.S C Sinha PGT (Geog.) 4. Ms Neelam Tyagi TGT(Sci) 4. Mr.Gyan Prakash TGT (Eng.) 5. Mr. Bijender(Sub-staff) 1.Ms./Mr. Sandeep (I/C) 2. Ms. Radha 3.Mr. Sridhara Majhi		-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

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23	Medical and First aid	1. Mrs. Manjusha, PGT (Bio) 2. Mrs. Meena Kumari, TGT (Sci) 3. Nurse (I/C)		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
24	Grievance Cell, RTI, Parliament Question	1. Mr. Dinesh, SSA (I/C) 2. Mr. Satish , ASO		To maintain record of Grievances and RTI. To reply all Grievances and RTI.
25	Moderation Committee	1. Mr. B.B. Singh, PGT (Chemistry) 2. Mr. Keshav Meena, PGT (Chemistry) 3. Ms. Anita Yadav, TGT (Eng) 4. Mrs. Divya, TGT (Maths) 5. Mrs. Dolly Rastogi (HM)		-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.
26	Photography, Banners And Decoration (Secondary & Sr. Secondary) Photography, Banners And Decoration (Primary)	1. Mr.Ravinder TGT (A&E) I/C 2. Mr. Awdhesh PGT (Hist) 3. Ms. Daya PGT (Political Science) 4. Mr. Harish Meena TGT(Snsk.) 1. Ms.Jyoti Sharma (I/C) 2. Ms. Parul 3.Ms. Deepika Budhiraja		-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
27	P A System & Electrical repairs & Connections. Including upkeep of fire extinguishers.	1. Mr. Ravinder TGT (A&E)		-To arrange PA system for morning assembly and other programs.
28	Students Achievements Chronicle	1. Mrs. Sita Devi, PGT (Physics) 2. Dr. Sulekha. TGT (Lib)		-To maintain the record and list of students with details of Scholastic/co-scholastic competitions.
29	Maths lab	1. Mr. S Chaudhary PGT Maths) I/C Maths Lab 2. PGT (Maths) 3. Mr. Mehar Chand TGT (Maths) Teaching Aids(Maths)		To develop Class wise math aids as per the syllabus. To organize an exhibition on the work done under math's lab

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		4. Ms. Manisha TGT(S.Sc.) - Teaching Aids (S.Sc.) 5. Mr..S C Sinha PGT (Geog) Teaching Aids (S.Sc.),		
30	Language Lab	ENGLISH LAB 1. Dr. Manisha Singh, PGT (English) 2. PGT (English) 3. Mrs. Rajni Yadav, TGT (English) 4. Ms. Anita Yadav, TGT (English) 5. Mr. Gyan Prakash, TGT (English) HINDI LAB 1. Mr SR Dwivedi , PGT (Hindi) 2. Mrs Utpreksha , TGT (Hindi) 3.Mr. Kamlesh Kumar TGT (Hindi)		To develop Class wise aids as per the syllabus. To organize an exhibition on the work done under Language lab
31	Youth parliament & Social Science Exhibition, EBSB, Kala Utsav, AKAM	1. Mrs. Mini Gupta, PGT (Eco) 2. Mr. Awdhesh Kumar, PGT (Hist) 3. PGT Eng 4. Mr. Bharat Bhushan, TGT (S.ST) 5. Manisha TGT (S.ST) 6.Ms. Daya Gautam PGT (Pol. Sc.) 7. Ms. Preeti Devi (I/C) PRT 8. Ms. Manisha Mahajan, PRT		To prepare children for youth parliament at Vidyalaya level To organize youth parliament functions as per the instructions of KVS
32	Subject committee and CMP	HODs		- 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.

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				<ul style="list-style-type: none"> - 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.
33	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. Mrs. Manjusha. PGT (Bio) 2. Mrs. Meena Kumari, TGT (Sci) 3. Mrs. Neelam Tyagi, TGT (Sci) 4. Mrs. Dolly Rastogi (HM) 5. Mrs. Aanchal Kaushik, TGT (Maths) 6. Mr. Nitin Sharma (PRT Music) 7. Dr. Sulekha , TGT (Lib)		<ul style="list-style-type: none"> - Make a club by collecting the names of the students who are interested in various activities. - Keep a record of a number of students in the club. - Encourage them to make innovative projects. - Conducting activities related to the Club.
34	VMC	1. Mr. Satish , ASO		<ul style="list-style-type: none"> - Constitution of VMC - Arrangement for VMC meetings -
35	Student's Alumni Association	1. Dr. Manisha Singh, PGT (Eng)) 2. Ms. Sita Devi , PGT (Phy.) 3. Ms. Aanchal Sharma , TGT (Maths)		<ul style="list-style-type: none"> To maintain proper records of alumni of the Vidyalaya. To arrange alumni association programme.

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36	Flag Hoisting Committee	1. Dr. Kalpana Arya TGT (P&HE) I/C 2. Mr.Ravinder TGT (AE) 3. Yoga Coach 4. Sports Coach		<ul style="list-style-type: none"> - 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. <p>To ensure compliance of the Flag Code.</p>
37	Book Donation Committee	Dr. Sulekha , TGT (Lib) Ms. Anita Yadav TGT (Eng) Ms. Geeta Rana Ms. Vipula Bajaj		<ul style="list-style-type: none"> -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.
38	Press and Media	1. Vice Principal 2. PGT (Eng) 3. Mr. Kamlesh Kr. TGT(Hindi)		<ul style="list-style-type: none"> - To release Press note for all achievements and important celebrations.
39	Career Guidance and Counseling	Dr. Manisha Singh, PGT (Eng) Mr. BP Nayak PGT(Comm)		<ul style="list-style-type: none"> - 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.
40	Primary Resource Room/ Activity Room and TLM	Mrs. Dolly Rastogi (HM)		<ul style="list-style-type: none"> - The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing. - 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. <p>Monthly Report Submitting a report on activities taken up.</p>
41	Quarterly News Letter for Primary, Letter for Best	Mrs. Dolly Rastogi (HM)		<ul style="list-style-type: none"> - Every quarterly the Newsletter has to go to Regional Office to

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
	Videos/Presentation Monthly Report			- update them on the work & conduct of the Vidyalaya primary wing
42	Income Tax/GST and Form 16	Mr. Dinesh 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 and 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.
43	Staff Meeting & recording of the minutes & Monthly DO to Ro.	1. Mr. Kamlesh, TGT (Hindi) 2. Mrs. Utpreksha Sharma, TGT (Hindi) 3. Mr. Harish Meena , TGT(S.ST)		<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.
44	CCT	1. Mr. Govind, PGT (Comp Sc) 2. Mrs. Aanchal Kaushik, TGT (Maths)		- Maintenance of Back to basics monitoring proforma. Time to time training of teachers to understand and execute concept of Back to Basics.
45	Subject Enrichment Record Maintenance	All Subject Teachers (I/C)		Maintenance of Subject Enrichment Record
46	Sexual Harassment & Gender Sensitization Committee (Secondary & Sr. Secondary) Sexual Harassment & Gender Sensitization Committee (Primary)	1. Assistant Commissioner RO Delhi 2. Dr. Manisha Singh, PGT (Eng)) 3. Mr. B B Singh PGT (Chem) Male member 4. Ms. Rajni Yadav TGT (English) 5. Ms. Kalpana , TGT (PHE) 6. NGO member 1.Ms. Rishibha Shukla (I/C) 2.Ms. Preeti Devi		<ul style="list-style-type: none"> - Prevent discrimination and sexual harassment against women/students, by promoting gender amity among students and employees. -

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
		3.Ms. Jyoti Sharma 4.Mr. Rahul Arora		
47	Govt. School Partnership Programme	1. Mr. Ravinder, TGT (A&E)		- Effort should be made for effective partnership with a Govt School as per KVS order.
48	e-Mail & Response	Office		-Maintenance of record of emails received -Ensure timely reply of every e-mail received
49.	Leave Application & Entry of employees	Mr. Satish, ASO		- Maintenance of leave application and leave entry in attendance register.
50.	Vidyalaya Plan and Assessment Tool	1. Mrs. Sharmila, PGT (Comp Sci) 2. Mr. Govind, PGT (Comp Sci) 3. Computer Instructor		Collect data from all department in charges and prepare Vidyalaya Plan and Assessment tool.
51.	Interior decoration, Beautification & Gardening,	1.Ms. Ravinder TGT (AE) 2.Dr. Manisha Singh PGT (Eng) 3.Ms. Manjusha PGT (Bio) 4. Mr. B.P Nayak PGT (Comm) 5.Mr. Keshav Meena PGT(Chem.)		- 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.
52.	Communicative Skill Development	Dr. Manisha Singh, PGT English Mr. SR Dwivedi , PGT Hindi		-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.
53.	Inhouse Training Program	1. Vice Principal 2. Ms. Dolly Rastogi , HM		Collect and maintain record from all teachers regarding in house training program .
54.	FLN & NIPUN Bharat	Mrs. Dolly Rastogi (HM)		Collect and maintain record from all teachers
55.	NISHTHA(Secondary)	1. Mr. Govind, PGT (Comp Sci) 2.Ms. Geeta Rana		-Inform the concerned staff regarding courses and share the links. -Ensure each and every teacher should completed all the courses/modules.

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
	NISHTHA(Primary)	3. Computer Instructor		-Collect and maintain record as per time schedule from all teachers and fill the Google sheet shared(by every Saturday) by RO.
56.	Scholarship SC,ST,OBC, Minority	1.Dr.Manisha Singh I/C 2. Mr. Anil Kr. Meena, TGT W.E 3. Ms. Anita Yadav , TGT (Eng) 3. Mr. Sridhar Manjhi(PRT) 4. Ms. Manisha Mahajan(PRT)		- Disseminate information in morning assembly , PTM, and Class Group regarding various scholarship schemes by Cental Govt and Govt. of NCT Delhi on NSP and E-District Portal. - Maintain a list of students who hv applied for various schemes - Keep a record of documents submitted -
57.	Vidyalaya Patrika	1.Dr. Manisha Singh PGT(Engl) 2. Ms.Rajni Yadav TGT (Eng.) 3. Mr. Kamlesh TGT (Hindi) 4. Mr. Harish Meena TGT (Snsk) 5. Ms. Preeti Devi (PRT) 6. Ms Vipula Bajaj (PRT)		Timely publication of e-vidyalaya patrika and its upload on vidyalaya website.
58.	ID Card	Mr. Bharat Bhushan, TGT (S.ST) Mr. Shridhar Manjhi		Error free and timely distribution if ID cards.
59.	Bus Pass	Ms. Manisha , TGT(S.ST)		Issuing of Bus Pass
60.	NCC	Mr. Ravinder TGT (AE)		

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.

(VIKAS GUPTA)

PRINCIPAL
KV SEC 8 ROHINI