

VIDYALAYA COMMITTEES FOR THE SESSION 2024-25
(w.e.f. 01.04.2024)

SI No	Departments	Incharge	Duties	Signature
01	Academic Committee	Ms. Sangeeta ,TGT(Art) Mr. Raghavendra L (Secondary) Ms. Poonam Kumari, PRT Mr. B J Berad, PRT (Primary)	1. To guide, suggest and chalk out all actionplan for academic activities. 2. To plan the Split-up of syllabus subject wise and class wise on or before 31st March and check the monthly completionof syllabus. 3. To list the weak students on the basis of session ending examination result and prepare action plan and to ensure its implementation. 4. To monitor the special time-table during all holidays, breaks (Autumn & Winter) and vacation as per action plan. 5. To maintain class wise and subject wise monthly academic performance analysis. 6. Collection & distribution of study material.	
02	Admission Committee	Mr. Ragavendra, Librarian Ms. Poonam Kumari, PRT Ms. Sonam , PRT (Muisic) Mr. Vikas Meena , SSA	1. To plan& complete admissions as per KVS guidelines. 2. To make the entries in Admission register.	
03	Time Table Committee	Ms. Namrata R. Rangari, TGT(Bio.) Mrs. Kavita ,TGT(SKT) (Secondary) Ms. Poonam Kumari, PRT Ms. Sonam, PRT (Music) Ms. Sonali Meena, PRT	1. To prepare the Timetable as per KVS Norms- Class wise, Teacher wise and Day wise. 2. To make Daily arrangements for the teachers on leave. 3. In- charge for certifying expenditure incurred on the engagement of part timeteachers on contractual basis. 4. To ensure ringing of the bell in time.	

04	Examination Committee (Internal)	Mr. Ragavendra, Librarian Ms. Anita Devi, TGT(SOST) Mr. Anil Kumar, TGT(P&HE) (Secondary) Ms. Sonam, PRT (Music) Mr. B J Berad, PRT Ms. Ashu Parashar, PRT (Primary)	1. To conduct Formative and Summative Assessments/ Exam and Supplementary Exams as per KVS Norms. 2. To maintain all exam related Records 3. Preparation of Result Analysis for classes VI to IX as per KVS direction Collecting & sending marks statement of transferred students from VI to X. 4. Distribution of Split up of syllabus to teachers. 2. Preparing time table for assessments. 5. Assigning duties for setting and scrutiny of question papers 6. Setting of Invigilation duty 7. Getting question papers printed in time 8. Collect work sheets for the Month in advance and give for printing 9. Compiling work sheets subject wise/ lesson wise	
	Exam Committee (CBSE)	Ms. Namrata Rangari, TGT(Bio.) Ms. Kavita Ludhani, TGT(SKT) Class teacher of IX & X Computer Instr.	1. Registration of Class IX students in CBSE portal 2. Filling form of for Class X 3. To ensure all students details should be filled properly in CBSE portal 4. To Check Hall ticket for Class X students	
05	Computer Lab	Mr. Ragavendra, Librarian Ms. Jayshree, CI	To maintain the Computer Lab & Computers	
06	Furniture	Mr. Anil Kumar Ms. Sonam, PRT (Music) Ms. Ashu Parashar, PRT	1. To supervise the use of furniture by the students. 2. To plan for repair & purchase of furniture for students & staff in various classrooms & departments as per requirement & budget. 3. To clear / get shifted the unutilized furniture 4. To get classroom black boards, name boards, etc. painted and maintained.	
07	Maintenance & Repair	TGT(WE) Mr. Raghavendra L (lib.) Ms. Sangeeta, TGT(Art) Mr. B J Berad	1. Maintenance /Repair of basic requirements in the campus for both civil & electrical 2. Purchase of essential materials required to complete all assignment in time. 3. To ensure proper utilization of water and electrical power.	

08	Sport & Games	TGT (P&HE) Sports Coach	1. To plan and conduct Vidyalaya, regional & national level sports activities for both primary & secondary. 2. To conduct mini sports meet & sports day celebrations.	
09	CMP / TLM	Mr. B J Berad, PRT I/c Ms. Poonam, PRT Mr. Parveen Kumar, PRT Ms. Sonali Meena, PRT	1. To Guide teachers about worksheet & Activity Sheets. 2. To Celebrate different activities in Primary Section. 3. To prepare CMP Plan.	
10	Audio Visual & PA System	TGT(WE) Ms. Sangeeta, TGT (Art) Ms. Jayshree, CI	To keep the PA system in good condition for the Morning Assembly and other important occasions/ program.	
11	Teaching Aids	Ms. Anita Devi. TGT(SST) Ms. Kavita , TGT(Sanskrit)	1. Purchase and maintenance of Teaching Aids. 2. To Ensure the usage of Audio- Visual and Teaching aids. 3. To issue Audio- Visual aids to all the departments as per their requirement	
12	Library Committee	Mr. Ragavendra, Librarian Ms. Namrata, TGT(Bio.)	1. To purchase the required books, daily, journals, periodicals and magazines etc. 2. To find out the requirements of books from various faculties in the beginning of the year. 3. To select two student representatives. 4. To coordinate the NIE program.	
13	Junior Science Lab	Ms. Namrata, TGT(Science) Ms. Ashu Parashar, PRT	1. Purchase of Lab equipment 2. Conduct of practical as per split up syllabus. 3. Maintenance of laboratories 4. Display of prescribed practical in the lab.	

14	Cleanliness and Beautification & Sanitization	Ms. Sangeeta, TGT(Art) Ms. Sonam, PRT (Music)	1. To ensure cleanliness of Toilets and School Premises. 2. Special care must be taken for Girls Students as per the natural need. 3. To follow SOP of COVID -19 strictly. 4. All the Classroom, Office, Washroom and other Miscellaneous rooms should be sanitized on regular basis	
15	Music Depart	Ms. Sonam, PRT(Music) Ms. Sonali Meena, PRT	1. To arrange the Assembly Program & various Activities.	
16	Scouts & Guides	Ms. Kavita, TGT (SKT) Mrs. Namrata R Rangari, TGT(Sci.) Mr. B J Berad, PRT	1. Coordinating all scouts & guides activities . 2. To select student for cubs, bulbul, scout & guide enrolment. 3. To make arrangements for proper training of the students. 4. To prepare a calendar of activities for Cubs and Bulbuls 5. To organize Utsav/Thinking day /one day camp 6. Plan for community service	
17	Cubs & Bulbuls			
18	Office	Mr. Vikas Meena , SSA JSA DEO	To maintain the all office records	
19	Staffroom I/C	Ms. Sangeeta , TGT(Art) Ms. Namrata , TGT(Bio.)	To maintain the Staff room cleanliness and it should be properly decorate	
20	Principal room	Ms. Poonam Kumari, PRT	To arrange Principal room according to the various programmes.	
21	Income Tax	Ms. Poonam Kumari, PRT Mr. Vikas Meena , SSA DEO	Income tax Calculation & Form - 16	
22	First Aid & Medical Check-Up	Sh. Anil Kumar, TGT (P&HE) All Class Teacher Sports Coach	1. To arrange Medical Checkup twice in a year. 2. Medical items should be there in First Aid Box.	

23	CS - 11 CS - 54 UBI Portal Fee Collection I/C	All class teachers & Mr. Vikas Meena, SSA DEO	Verification of Students in every Quarter & Marinating of Fee Details	
24	Discipline Committee	Sh. Anil Kumar, TGT (P&HE) Ms. Sangeeta, TGT(Art) All class teachers	1. Checking of Late coming students 2. Maintaining register and informing parents. 3. To monitor student activities in the school premises. 4. To maintain record of students with aggressive behavior. 5. To check nails/uniform/hair of students	
25	Vidyalaya Website Committee	Mr. Vikas Meena , SSA DEO Comp. Instr.	Updating of Vidyalaya Website	
26	Roots to Route	Ms. Sonam PRT (Music)	To attend the Roots to Route Programme	
27	Security	Mr. Ragavendra, Librarian Ms. Sonam PRT (Music) Ms. Kavita, TGT(Sanskrit)	1. To supervise the duty, change of security guards and their availability. 2. Movement of students outside school during school hours. 3. Maintenance of permission slips for students for outside movement. 4. To verify and certify the bill submitted by the agency.	
28	Housekeeping	Mr. Ragavendra, Librarian Ms. Sonam PRT (Music) Ms. Kavita, TGT(Sanskrit)	1. To monitor the work and attendance of laborers provided by agency. 2. To verify and certify the bill submitted by the agency. 3. To inspect day to day sanitation condition. 4. To check the cleanliness of corridors, toilets. 5. To maintain sanitation report and review periodically 6. To report repair work (Civil / Electrical) to incharge. 7. Maintenance of Aqua guard, Water cooler cum purifier and to ensure the availability of clean drinking water. 8. To collect feedback from student council members and take measures for improvement.	

29	Maintenance of Vidyalaya Campus	Sh. Anil Kumar, TGT (P&HE) Mr. B J Berad, PRT	Cleaning & Maintenance of Vidyalaya Campus & Play Ground	
30	Awakened Citizenship Programmes (ACP)	Mr. Ragavendra, Librarian Ms. Sangeeta TGT(Art) (Class Teachers of Class 6 to 9)	To Teach ACP to students and make records related to ACP and send report to KVS RO.	
31	Maths Olympiad	TGT (Maths) Mr. Parveen Kumar, PRT	1. To conduct Olympiads other than those sponsored by KVS.	
32	Science Olympiad	Ms. Namrata, TGT (Science) Mr. Parveen Kumar, PRT	1. To conduct Olympiads other than those sponsored by KVS.	
33	Green School Program	Mr. Anil Kumar, TGT (P&HE) TGT(English) Ms. Jayshree, CI Ms. Anita Devi, TGT (SST)	Conducting of Green School Programme Auditing	
34	Green Olympiad	Ms. Namrat, TGT (Science) Ms. Sonali Meena , PRT	1. To conduct Olympiads other than those sponsored by KVS.	
35	Staff Club	Mr. B J Berad, PRT Mr. Vikas Meena, SSA	Collection of the amount & arranging the snacks and Tea for Staff	
36	Publication	TGT(English) TGT (Hindi) Ms. Poonam Kumari, PRT Ms. Sonam , PRT (Music)	1. To note down all important events /functions etc. held in the Vidyalaya. 2. To record and maintain all achievements of students in chronological order by collecting information from primary and secondary CCAI/C. 3. To coordinate all publication works of the Vidyalaya.	
	(i) Student Diary (ii) School Magazine	TGT (English) TGT(English) TGT(Hindi) Ms. Kavita, TGT(Sanskrit)	1. To collect and edit articles for the school magazines and submit to I/c for publishing. 2. To prepare student diary and ensure the timely distribution to students.	

	(iii) News letter	Ms. Sonam, PRT (Music) Ms. B J Berad, PRT Mr. Parveen Kumar, PRT	1. To prepare Bimonthly newsletter and to send to RO and other Officials of KVS. 2. To collect and edit articles and publish subject magazines. 3. To Maintain a diary of events. **(English- Aug/After the release of school magazine Hindi-Sanskrit- Sept/ Hindi saptah Science- February Maths- Dec/ Ramanujan's birthday Social Science- Nov/ After S Sc exhibition Misc. -Dec/ Foundation Day)	
	(v) Certificates/ Invitation cards/ID cards	TGT (English) TGT (Hindi) All Class Teachers	To plan & prepare certificates, invitation cards and IDs based on the requirement by following the KVS procedures.	
37	PTM	Ms. Sangeeta TGT(Art) Mr. Ragavendra, Librarian Ms. Sonam PRT (Music)	To conduct the PTM meetings	
38	Vidyalaya Annual Account & Budget	Mrs. Vikas Meena, SSA Mr. B J Berad , PRT	To prepare the Annual Accounts & Budget	
39	Circulating of Circular, filing, Dispatch, Bank, Post Office, DC Office etc	Housekeeping persons	Circulating the circulars	
40	CCA Committee	Mrs. Anita Devi, TGT(SOST) Ms. Sangeeta, TGT(Art) TGT(English) TGT(Hindi) Ms. Sonam, PRT (Music) Mr. B J Berad, PRT	1. To divide students into four Houses 2. To selection of House Captains and conduct Investiture Ceremony 3. To prepare the calendar of Co- Curricular Activities for the ensuing year & implementation as per plan. 4. To ensure the presentation of quality Morning Assembly Program. 5. To maintain Record of the Morning Assembly presented by the classes. 6. To celebrate important festivals and days. 7. To send ATR to RO as per the requirement	

41	Educational Tours	Mr. Ragavendra, Librarian Ms. Sonam , PRT (Music) Mrs. Poonam Kumari, PRT	1. To plan the excursion/ Field trips 2. To decide the place, make arrangement for conveyance. 3. Estimate the amount to be collected from students. 4. Keep the willingness form ready 5. Arrangement of refreshments 6. Documentation of expenditure	
42	Raj Bhasha	Mrs. Vikas Meena, SSA TGT (Hindi)	1. To attend to correspondence (KV letters with in the time frame) in Hindi 2. To follow policy guidelines. 3. To promote the usage of Hindi.	
43	Adolescence Education Program & Guidance and counselling	Ms. Sangeeta, TGT (Art) Mr. Raghavendra L	1. To coordinate and conduct adolescence education program in the school 2. To attend all NAEP programs and to send monthly reports to KVS 3. to hold Guidance and Counselling program in the school 4. Career Guidance Program for the students of Class XII.	
44	Photography	Mr. Parveen Kumar , PRT Mr. B J Berad, PRT	1. To take photographs of all important functions/ occasions/ events including morning assembly program 2. To upload on the website. 3. To take prints and make albums 4. To display on the display boards 5. To take the photographs into stock & maintain it.	
45	Purchase and condemnation	Mr. Ragvendra L , Librarian Ms. Sonam , PRT (Music) Ms. Poonam Kumari, PRT Mr. Vikas Meena, SSA	1. To estimate the requirements in the beginning of the academic year. 2. To procure the required items following the purchase procedure 3. To take into stock 4. To conduct meeting for condemnation of materials, prepare the minutes and submit it thereafter for the approval of VMC.	

46	Gardening & Beautification(Harith Vidyalaya Team)	Mr. B J Berad ,PRT Mrs. Ashu , PRT Ms. Sonali, PRT Housekeeping's & Securities	1. To monitor the work and attendance of labourers provided by agency. 2. To verify and certify the bill submitted by the agency. 3. Maintenance and monitoring of garden and aquarium. 4. Beautification and horticultural development of the school campus.	
47	Anti-sexual harassment	Ms. Sangeeta ,TGT(Art) Mr. Ragvendra L, Librarian Ms. Sonam , PRT (Music)	1. To address grievances received from the students, staff or parents on sexual harassment. 2. To maintain a register to enter all the details pertaining to complaints. 3. To conduct meeting on every Wednesday. 4. If there are no complaints the same should be recorded in the register. 5. If any case is received the matter should immediately be brought to the notice of Chairman	
48	Complaint box	Ms. Sangeeta TGT(Art) Ms. Sonam, PRT (Music) Mr. Vikas Meena, SSA	1. To keep a record of suggestions or grievances received from the students, staff or parents 2. To maintain a register to enter all the details pertaining to complaints. 3. To conduct meeting on every Wednesday. 4. If there are no complaints the same should be recorded in the register.	

Note: All the teachers are hereby directed to ensure safe arrival and departure of school children.

Principal