

KENDRIYA VIDYALAYA IIT KANPUR

COMMITTEES FOR THE SESSION 2021-2022

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2019-20. As such all the staff members are hereby informed to note the nature of the office and comply with them. All the committee members will be 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 will 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 in 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 2021-22 as per allotment given and submit a copy to undersigned on or before 10TH April 2021 for record without fail.

All the In- charge and the member of the various committees will be fully responsible for maintaining the assigned duties, activities and prescribed programs.. **ACADEMIC**
AND ADMINISTRATIVE SUPPORT

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh R N Wadalkar	PRINCIPAL	I/C
2.	Mrs. Vinita Tiwari	HM	
3.	Sh B K Chaubey	PGT (Chemistry)	Member
4.	Sh N P Shukla	PGT (Maths)	Member
5.	Mrs Bharti Mishra	PGT (Hindi)	Member
6.	Mrs Meeta Khare	TGT (English)	Member
7.	Smt Malini Kapoor	PRT	Member

Duties:-

- a) The committee will help the Principal in day to day administrative matters.
- b) The committee can go through the circulars received from KVS RO Lucknow and KVS HQ New Delhi.
- c) Verification of students' attendance registers to ensure the collection of fees from all the students.
- d) 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.
- e) To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN)
- f) Any other work assigned by the principal in day to day administrative matter.
- g) To ensure the 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.
- h) To inform the Principal about the lapses, deviations in the subject committee report.
- i) To ensure the maintenance and submission of anecdotal record under CCE and CMP as per guidelines to the Principal. j) To ensure implementation of Back to Basics in true letter and spirit.

1. ADMISSION (fresh):-

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh B. K. Chaubey	PGT(chem.)	I/C
2.	Mrs. Vinita Tiwari	Head Mistress	Member
3.	Sh Pradeep Singh	TGT(SSt)	Member
4.	Mrs. Renu Mishra	PRT	Member
5.	Mrs. Vandana Mishra	PRT	Member

Duties:-

- a. Notification of ONLINE admission as per the schedule given by KVS in Vidyalaya website.
- b. Scrutiny of online admission forms registration forms as per the admission guidelines given by KVS c. Preparation for online lottery of lots in front of parents.
- d. To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.

- e. To take the approval of VEC before the release of the merit list.
- f. Maintenance of admission registers.
- g. Details of admission uploading on the website.
- h. Admissions as per RTE Act

KV TC ADMISSION

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. S.K.Dixit	PGT(PHY.)	
2.	Smt. Sakshi Meena	PGT(CHEM)	

- a) Admission of candidates based on KV TC as per KVS norms.
- b) Local transfer admissions.
- c) Maintenance of admission records as per KVS guidelines in the prescribed proformas.
- d) Details of admission uploading on the website.

2. EXAMINATIONS (INTERNAL)

A – SECONDARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh N P Shukla	PGT (Maths)	I/C
3.	Smt Aparna Tripathi	PGT (Chemistry)	Member
4.	Smt Ranjana Tiwari	PGT(Maths)	Member
5.	Ms Kavita	TGT(Hindi)	Member
6.	Sh Naresh	Sub - Staff	Member

B – PRIMARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt Deepika Bajpai	PRT	Member
2.	Smt Maya Chaudhary	PRT	Member

Duties:-

- a) 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.
- b) To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- c) 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. d) To conduct the test as per guidelines.
- e) Declaration of results as per the KVS schedule.
- f) To maintain and place all the records pertaining to examination before the member of panel inspection team.
- g) To issue the notices, circulars of the examinations to the staff from time to time.
- h) To visit KVS, Regional Office, Lucknow and CBSE websites regularly for the examination notices, circulars.
- i) To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly. j) To update examination details on website regularly.

3. EXTERNAL EXAM (CBSE – IX,X,XI,XII/ AIEEE/JEE etc:)

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh Alok Trivedi	PGT (Maths)	Incharge
2.	Md. Amir Siddiqui	PGT(Comp)	Member
3.	Sh S K Pal	TGT(Maths)	Member

Duties:

- 1. To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.

2. Registration for Problem Solving Assessment Test, Class IX to XII registration, filling of the forms and completing the formalities time bound.
3. Correspondence for school affiliation.
4. Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
5. Maintaining the record of shortage of attendance and correspondence with CBSE board.
6. Framing the practical time table in liaison with other subject teachers.
7. Conducting the CBSE board exam as per the CBSE norms.
8. Updating school website regularly.
9. To conduct the exams as per the norms
10. To maintain the record and send the data from time to time to the concerned.

4. TIME TABLE AND ARRANGEMENT:

A –SECONDARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh Rakesh kumar Trivedi	PGT (Maths)	I/C
2.	Md.Aamir Siddqui	PGT(Comp.)	Member
3.	Mr. Shailesh Dwivedi	TGT(Maths)	

B – PRIMARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt Sandhya Mishra	PRT	I/C
2	Smt Vandana Mishra	PRT	Member

Duties:-

- g). To maintain the arrangement register a). To prepare the class time table and teachers time table as per KVS norms.
- b). To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS..
- c). To prepare the special time table for remedial teaching (weak students in all classes).
- d). To give arrangement work for the teachers.
- e). To display copy of arrangement work in the notice board.
- f). Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.

5. FURNITURE:

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. Pradeep Singh	TGT(S.SC.)	I/C
2.	Sh. Ritesh Roy	TGT(Hind.)	Member
3.	Smt Sandhya Mishra	PRT	Member
4.	Smt. Maya Chaudhury	PRT	Member

Duties:-

- a). To maintain the record of room wise/dept. wise distribution of furniture.
- b). To take initiative to see that the broken furniture is repaired regularly.
- c). To Prepare the list of broken furniture which are to be condemned.
- d). 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).
- e). To see any shortages, deficiency of furnitures and report to the Principal.
- f). To ensure regularly that no furniture is lying in the corridors or in the open space.
- g). To store and stock the broken or old furniture properly.
- h). To maintain the stock register.

6. CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (SWACHH BHARAT ABHIYAN)Water points, toilets, corridors:

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt B. Mishra	PGT(Hindi)	I/C
2.	Smt Reetu Tripathi	PGT(commerce)	Member
3.	Smt Kiran Mishra	TGT(SCIENCE)	Member
	VI BLOCK		Member
1	Mr. Ritesh Rai	TGT(Hindi)	Member
2	Sh Rajnish Mishra	TGT(Sanskrit)	Member
	VII BLOCK		
1	Smt Poonam Singh	TGT(Sanskrit)	Member
2	Sh R A Ram	TGT(Science)	Member
3	Sh. J.P.Singh	TGT(SST)	Member
	GROUND FLOOR(ALL BLOCK)		
1	Sh D K singh	TGT(SSt)	Member
2	Smt.Neerja Tiwari	TGT(SSt)	Member
3	Sh D.S.Mishra	TGT(english)	Member
	FIRST FLOOR(ALL BLOCKS)		
1	Smt Archana Shukla	PGT(Biology)	Member
2	Sh R K Katiyar	TGT(Maths)	Member
3	Sh Pradeep Singh	TGT(SSt)	Member
	PRIMARY		
1	Smt Maya Chaudhary	PRT	I/C
2	Smt Deepika Bajpai	PRT	Member

Duties:

- To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- To ensure the provision of dustbins in all the class rooms.
- 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 deligate 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.

7. GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS AND STAFF QUARTER CAMPUS:

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt Archana Shukla	PGT(BIO)	I/C
3.	Smt Kiran Mishra	TGT(SCIENCE)	Member
2.	Smt Rupam	Drawing	Member
3.	Sh R K Srivastava	WET	Member
4.		Art & Craft(coach)	Member

5.	Sh Ramesh	Sub Staff	Member
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Duties:

- To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- To procure ornamental plants and other fruit bearing plants in consultation with Principal.
- 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.
- Celebration of Vanamahostava in consultation with principal and forest dept.
- 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.

8. SCIENCE CLUB/ NATURE CLUB :

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh A K Sharma	PGT (Physics)	I/C
2.	All Science teachers	TGTs and PRTs	Member
3	Sh Naresh	Sub Staff	Member
4.	Sh Ramesh	Sub Staff	Member

Duties:-

- To Motivate the students to prepare the exhibits based on theme given by KVS.
- To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.
- To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- To inculcate scientific temper among the students by adopting activities based method in teaching learning process.
- To encourage the children to give online projects by using computers

9. SOCIAL SCIENCE CLUB:

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt. Reeta Tripathi	PGT (Eco)	I/C
2.	All Social teachers	TGTs and PRTs	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.

MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER (Maintenance of RO):

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh R K Srivastav	WET	I/C
2	Sh Rajnish Mishra	TGT (Sanskrit)	Member
3.	Smt Kiran Mishra	TGT(SC.)	Member

MAINTENANCE AND REPAIR OF STAFF QUARTERS:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Ritesh Rai	TGT(Hindi)	Member

2.	Mr. S K Pal	TGT(Maths)	Member
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Duties:-

- To maintain a register related with deficiencies noted in the Vidyalaya building and staff quarters.
- To undertake maintenance of school building and staff quarters on war footing basis.
- To ensure the proper functioning of Aqua guard installed in school building
- To ensure the cleaning of over head tanks in school building and staff quarters
- To ensure the chlorination of water stored in tanks after cleaning
- To ensure the proper functioning of water coolers.

10. MEDICAL CHECKUP:

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt Archana Shukla	PGT(Bio)	I/C
2.	Smt Bharati Mishra	PGT(Hindi)	Member
3.	Smt Kiran Mishra	TGT(Science)	Member
4.	Sh R A Ram	TGT(Science)	Member
5.		Nurse Contractual	Member
6.		Doctor Contractual	Member
7.		Coach Contractual	Member

Duties:

- To procure the required number of medical cards in the beginning of the academic session.
- To distributes 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 ensure the follow up action after the medical checkup.

11. EDUCATIONAL TOURS / EXCURSION:

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh D K Singh	TGT (S.SC.)	I/C
2.	Smt Snehlata Sharma	TGT (Maths)	Member
3.	Smt. Malini Kapoor	PRT	Member
4.	Smt Renu Mishra	PRT	Member

Duties:

- 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. STRENGTHING OF PRIMARY EDUCATION (CMP):

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt. Vinita Tiwari	HM	I/C
2.	Smt Renu Mishra	PRT	Member
3.	All PRTs	PRT	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 procure TLM for the local market by taking an amount of Rs. 2000/- 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.

f) To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.

13. PHOTOGRAPHY:

S.NO	NAME	DESIGNATION	MEMBER
1.	Md. Aamir Siddiqui	PGT(COMP)	I/C
2.	Sh Pradeep Singh	TGT (SSt)	Member
3.	Smt Ektaah K.	TGT(Science)	Member

Duties:-

- To ensure the photography/Videography as important occasions days/ functions.
- To upload the photographs in Vidyalaya website

14. VOCATIONAL GUIDANCE / COUNSELLING / ARRANGING GUEST LECTURE:

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt Aparna Tripathi	PGT (Chem)	I/C
2.		Counselor	Member

Duties:

- To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.
- To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned field. c) To pay the remuneration in consultation with principal

15. SPORTS COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh J.P.Singh	TGT (SST)	I/C
2.	Sh Pradeep Singh	TGT(SSt)	Member
3.		TGT(Science)	Member
4.	Smt Snehlata Sharma	TGT(Maths)	Member
5.	Smt. Deepika Vajpayee	PRT	Member
6.	Smt Maya Chaudhary	PRT	Member

16. STUDENTS COUNCIL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt Vidyavati	PGT(ENGLISH)	I/C
2.	Discipline/CCA committee members		Member

Duties :

- Division of houses along with house master and Associate house masters&distribution of students of various house
- Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.
- Procuring badges for Captains, Monitors, prefects.
- Conduct of investiture(Badge presentation Ceremony)
- Assigning duties to all members of the Student Council House Wise.
- Conduct of monthly meetings with the members of student's council.
- Maintance of Students council register/record

17. QUARTER ALLOTMENT COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt Vineeta Tiwari	HM	I/C
2.	Sh S K Pal	TGT (Maths)	Member

3.	Sh Ritesh Rai	TGT(hindi)	Member
4.	Shri Suresh Babu Shukla	ASO	Member

Duties:

- 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.

18. DISCIPLINE COMMITTEE FOR SEC. & SR. SEC.:

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh J.P.Singh	TGT (SST)	I/C
2.	Smt Reeta Tripathi	PGT (Eco)	Member
3.	Sh S K Dixit	PGT (Phy)	Member
4.	Sh R K Katiyar	TGT(Maths)	Member
5.	Smt. Kiran Mishra	TGT(Science)	Member
6.	Smt. Snehlata Sharma	TGT(Maths)	Member
7.	Smt Bhawana Joshi	TGT(Maths)	Member

DISCIPLINE COMMITTEE FOR PRIMARY:

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt Malini Kpoor	PRT	I/C
2.	Smt Dipika vajpayee	PRT	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.

19. SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY)

SUBJECT	INCHARGE	DESIGNATION	MEMBER	DESIGNATION
English	Ms Priyanka Tiwari	PGT (English)	All English teachers	PGT(English) TGT(English)
Mathematics	Sh N P Shukla	PGT (Maths)	All Maths Teachers	PGT(Maths) TGT (Maths)
Hindi & Sanskrit	Smt B. Mishra	PGT (Hindi)	All Hindi& Sanskrit teachers	TGT(Hindi) PGT(Hindi) TGT(Sanskrit)

Science	Sh B K Chaubey	PGT (Chemistry)	All Science teachers.	PGT (Physics) PGT (Chemistry) PGT(Biology) TGT(Science)
Social Science	Sh Reeta Tripathi	PGT (Economics)	All Social teachers	PGT(Commerce) TGT (SST)
Computer Science & IP	Sh Rajesh Sharma	PGT (Computer Science)	1.Md. Aamir Siddiqui 2. 3	PGT(CS) Computer Instructors

Duties:

- a) 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.

Monday – English

Tuesday – Hindi

Wednesday – Maths

Thursday – Science/Discipline

Friday-S.Science and games

Saturday-Computer Science/IP/Library/Sports

- b) 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
 - Plan of evaluation of home assignment
 - To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
 - Plan of action for weak students & bright students ix).
- Remedial teaching for weak students
- Decoration of bulletin boards in corridors / class rooms with educational charts.
 - Club activity / Science and social exhibition

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
	Sh R N Wadalkar	Principal	
1.	Ms Esha Srivastava	Librarian	I/C
2.	Smt Bharati Mishra	PGT(Hindi)	Member
3.	Smt Meeta Khare	TGT(English)	Member
4.	Ms Kavita Singh	TGT(Hindi)	Member
5.	Smt Sandhya Mishra	PRT	Member
6.	Smt Malini Kapoor	PRT	Member
7.	5 Students		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.

21. IMPLEMENTATION OF RAJ BASHA

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt Bharati Mishra	PGT(Hindi)	I/C
2.	Smt Poonam Singh	TGT(Sanskrit)	Member
3.	Smt Deepika Bajpai	PRT	Member
4.	Sh S B Shukla	ASO	Member
5.	Sh. Santosh Kumar	SSA	Member
6.		JSA	Member
7.		TGT(Hindi)	Member

Duties:

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

22. SCOUTS / GUIDES

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh D K Singh	TGT(SST)	I/C(SCOUT - CUBS)
2.	Sh Shailesh Dwivedi	TGT(MATHS)	Member
3.	Sh. Ritesh Rai	TGT(HIND)	Member
4.	Smt. Sahana Rizvi	TGT(SC.)	I/C – GUIDES
5.	Smt Renu Mishra	PRT	I/C – BULBUL
6.	Smt Maya Chaudhary	PRT	Member

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 / Dwetiya / Tritiya / Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiya Charan / ChaturdhaCharan
- 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.

23. AEP

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh A K Sharma	PGT(Phy)	I/C
2.	Smt Archana Shukla	PGT(Biology)	Member
3.	Smt Shalini Yadav	PRT	Member
4.		TGT(Science)	Member

Duties:

- Box meant for general complaints / suggestion, should be opened on the last working day of the month
- 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.

24. SUGGESTION BOX

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms Esha Srivastava	Librarian	I/C
2.	Ms Kavita	TGT(Hindi)	Member

Duties:

- 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.

25. MORNING ASSEMBLY PROGRAMME

S.NO	NAME	DESIGNATION	MEMBER
A.	SECONDARY		
1.	Smt Reeta Tripathi	PGT (ECO)	I/C
2.	Smt. Vidyawati	PGT(ENG)	Member
3.	Smt Meeta Khare	TGT(English)	Member
4.	Shalini Saxena	PRT(Music)	Member
5.	Sh R K Srivastava	WET	Member
6.	Respective Class Teachers		Member
B.	PRIMARY		
1.	Smt Malini Kapoor	PRT	I/C
2.	Smt. Renu Mishra	PRT	Member
3.		Music COACH	Member

Duties:

- 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. e) Annual Planning of CCA activities –house wise.

26. CCA COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER
A.	SECONDARY		
1.	Smt Reeta Tripathi	PGT (ECO)	Co-ordinator
2.	Smt Meeta Khare	TGT(English)	Member
3.	Smt Poonam Singh	TGT(Sanskrit)	Member
B.	Primary		
1.	Smt Malini Kapoor	PRT	Co-ordinator

- Maintains of result of CCA activities.
- Purchase and distribution of CCA prizes & medals.
- Maintaining CCA Activities register

27. Flag Hoisting and Retreating Ceremony

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. DK Singh (secondary)	TGT (SST)	I/C
2.	Mrs. Renu Mishra (primary)	PRT	I/C
3.	Mrs. Maya Chaudhury(primary)	PRT	MEMBER

DUTIES

To ensure raising of National Flag every morning and it's lowering before sunset in our KV. a.

To position the flag post at prominent place.

b. To follow DO's and Don'ts to honour our National Flag.

c. To ensure compliance of the Flag Code.

28. Implementation of Standard Operating Procedure (SOP) & Safety and Security of the Children (MOD)

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Reeta Tripathi	PGT(ECON.)	<u>I/C</u>
2.	Mr. R K Katiyar	TGT(maths)	MEMBER

DUTIES

To follow all the student safety guidelines issued by KVS (HQ), KVS(RO) Jammu & Supreme court & make action plan & take steps accordingly. □

a. To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School.

b. Develop comprehensive action plan to implement the guidelines.

29. CLUBS. LITERARY

English	Smt J. Awasthi Sh. D S Mishra	TGT(English) TGT(TGTEnglish)	I/C MEMBER
Hindi	Mr. Ritesh Roy Ku. Kavita Singh	TGT(Hindi) TGT(Hindi)	I/C MEMBER
Sanskrit	Sh Rajnish Mishra Mrs. Poonam Singh	TGT(Sanskrit) TGT(Sanskrit)	I/C MEMBER

Duties:

- To develop the language skills like reading, writing, speaking, listening skills among the students
- To develop the proper reading habits among the children.
- To give required guidance in the planning and execution of project to students
- To encourage the use of Audio Visual aids in teaching learning process
- To conduct the language games during the teaching periods.
- To preserve the projects prepared by the children.
- To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.
- Training the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.

30. LUNCH BREAK SUPERVISION:-

S.NO	NAME	LOCATION OF DUTY	MEMBER
1.	All Primary Class Teachers	Primary Classrooms of respective classes	Member
2.	Sh JP Singh	Ground floor	I/C
3.	Coach I	First Floor	Member
4.	German teacher	Six block	Member
5.	Coach II	Canteen Area	Member
6.	Yoga Teacher	Assembly Ground	Member
7.	Craft Coach	Foot Ball Ground	Member
8.	Music Coach	Basket Ball Ground	Member

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 by rotation in each class to avoid stealing of the student belongings.

31. NATURE CLUB/ ECO CLUB-

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt Sakshi Meena	PGT(Chem)	I/C
2.	Smt Neerja Tiwari	TGT(SST)	
2.	All Science & Social Sciences Teachers	TGT (Science & SSt)	Members

Duties:-

- 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.
- To see that blocks allotted to each class are kept neat and tidy . to encourage the student to plant the sapling in the bocks allotted to them.
- To ensure the watering of plants growing in different parts of the Vidyalaya campus.

32. VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
A.	SECONDARY		
	Smt Vidyawati	PGT (Eng.)	I/C
1.	Smt Meeta Khare	TGT (Eng.)	Member
2.	Smt Bharati Mishra	PGT (Hindi)	Member
3.	Smt Poonam Singh	TGT(Sanskrit)	Member
B.	Primary		
1.	Smt Renu Mishra	PRT	I/C
2.	Smt Sandhya Misra	PRT	Member
3.	Smt. Deepika Bajpai	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 2011.
- 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.

33. Internal complain committee (SEXUAL HARRASMENT COMMITTEE& POC SO)

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Bharti Mishra	PGT(Hindi)	Presiding Officer
2.	Smt Archana Shukla	PGT(Bio)	Member
3.	Smt Snehlata Sharma	TGT(Maths)	Member

4.	Smt Mini Saxena	Asha Welfare Society (NGO)	Member (101-C Vikas Nagar Kanpur)
5.	Smt Vinita Tiwari	HM	Member

Duties:-

1. 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:

1. A written complaint may be obtained from the students/parents.
2. Case may be brought to the notice of Chairman, VMC.
3. 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.
4. A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
5. 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.
6. 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.
7. Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
8. The committee may discuss the issue with the accused teacher and his statement may be recorded.
9. The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
10. 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.
11. 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.
12. 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.

34. GENERAL GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Aparna Tripathi	PGT(Chem)	I/C
2.	Mrs. Vinita Tiwari	HM	I/C(primary)
3.	Smt Bharati Mishra	PGT(Hindi)	Member
4.	Dr R K Katiyar	TGT(Maths)	Member
5.	Smt Snehlata Sharma	TGT(Maths)	Member
6.	Smt Sandhya Mishra	PRT	Member

Duties:-

1. 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.

35. Reception & Refreshment Committee for all the occasion-

S.NO	NAME	DESIGNATION	MEMBER
1.	MRS. Snehlata Sharma	TGT(Maths)	I/C
2.	MRS Bhawana Joshi	TGT(Maths)	Member

3.	MRS Poonam Singh	TGT(SANS)	Member
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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.

36. Canteen Observation Committee-

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Reeta Tripathi	PGT(Econ)	I/C
2.	Mr. Rajesh Sharma	PGT(Comp)	
2.	Smt. Neerja Tiwari	TGT (s.sc.)	Member
3.		TGT (eng.)	Member
4.	Sh. D S Mishra	TGT (eng)	Member

Duties:-

- To observe the items prepared by canteen.
- To check the hygiene and cleanliness of the canteen.
- To check the quality and expiry date of items sold in canteen
- To check no illegal activity is going on in canteen.

37. INCOME TAX/ CS-54 CHECKING-

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh N P Shukla	PGT(Maths)	I/C
2	Sh Rakeh Trivedi	PGT(Maths)	Member
3.	Sh S B Shukla	ASO	Member
4.	Sh Santosh Kumar	SSA	Member

Duties:- Calculation of income tax for the members of the staff as per the provisions of Govt. Of India.

38. GRIEVANCES CELL FOR SC/ST/OBC/MINORITIES AND PHYSICALLY HANDICAPTS-

S.NO	NAME	DESIGNATION	MEMBER
1.		Vice Principal	I/C
2.	Smt Sakshi Meena	PGT(Chem)	Member
3.	Smt Bharti Mishra	PGT(Hind)	Member
4.	Smt. Shahana Rizvi	TGT (SC.)	Member
5.	Sh B K Chaubey	PGT(Chem)	Member

39. INFORMATION ON RTI=-

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh B. K. Chaubey	PGT(Chem)	I/C
2.	Sh S B Shukla	ASO	Member

40. INTEGRITY CLUB-

S.NO	NAME	DESIGNATION	MEMBER
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1.	Sh Pradeep Singh	TGT(SSt)	Member
2.	Smt Poonam Shukla	TGT(Hindi)	Member
3.	Smt Poonam Singh	TGT (Sanskrit)	Member
4.		TGT(English)	Member

41. TLM PURCHASE COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt Renu Mishra	PRT	I/C
2.	Smt Sandhya Mishra	PRT	Member
3.	Smt Vandana Mishra	PRT	Member

42. STAFF GRIEVANCE CELL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh B K Chaubey	PGT (Chem)	I/C
2.	Smt Malini Kapoor	PRT	Member

43. MATHS OLYMPIAD-

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt Ranjana Tiwari	PGT(Maths)	I/C
2.	Sh S K Pal	TGT (Maths)	Member

44. GREEN OLYMPIAD-

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Kiran Mishra	TGT (Science)	I/C
2.	Mr. R A Ram	TGT (Science)	Member

45. SCIENCE OLYMPIAD-

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. R A Ram	TGT (Science)	I/C
2.	Mrs Kiran Mishra	TGT (Science)	Member
3.		TGT (Science)	Member

46. ENGLISH OLYMPIAD-

S.NO	NAME	DESIGNATION	MEMBER
1.		TGT(English)	Member
2.	Smt D S Mishra	TGT(English)	Member

47. PRIMARY RESOURCE ROOM-

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt Sandhya Mishra	PRT	I/C

48. TEACHING AIDS-

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh Pradeep Singh	TGT(S.ST)	I/C
2.	Sh JP Singh	TGT(SSt)	Member

49. AUDIO – VISUAL & E-LEARNING/E-CONTENT-

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt Shalini Saxena	PRT (Music)	I/C
2.	Sh R K Srivastava	TGT (WET)	Member
	E-LEARNING/E-CONTENT		
4.	Sh Rajesh Sharma	PGT(CS)	Member
5.	Mr Mohd. Aamir Siddiqui	PGT(CS)	Member
6.		Computer Instructor	Member
7.		Computer Instructor	Member

50. CMP & READING CARDS/OTLY NEWS LETTER/XEROXING OF WORKSHEETS AND RECORDING-

S.NO	NAME	DESIGNATION	MEMBER
1.	Smt Renu Mishra	PRT	I/C
2.	Smt Shalini Yadav	PRT	Member
3.	Smt Sandhya Mishra	PRT	Member

51. DISPLAY BOARDS-

S.NO	NAME	DESIGNATION	MEMBER
1.	All Class Teachers and House Masters		Members

52. PURCHASE COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER
1.	Vice Principal	I/C	
2.	Smt Vinita Tiwari	HM	Member

3. Smt Malini Kapoor VMC Member Member
4. In-charge of concerned department Co-opted member Member

Duties :

1. To Sign the quotations received by post or email.
2. To carryout market survey whenever required.
3. To check and sign the Comparative Statement.

53. ANTIBULLYING/ANTIRAGGING COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER
1.		Vice Principal	I/C
2.	Smt Bharti Mishra	PGT(Hindi)	Member
3.	Sh R K Katiyar	TGT(Maths)	Member
4.		Counselor	Member

54. SHAALADARPAN COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER
1.		Vice Principal	I/C
2.	Smt. Vinita Tiwari	HM	Member
3.	Sh Rajesh Sharma	PGT(CS)	Member
4.	Md. Aamir Siddiqui	PGT(CS)	Member
5.	All class teachers		Member

55. UBI PORTAL COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh Rajesh Sharma	PGT(CS)	I/C
2.	Mr. Mohd. Amir	PGT(CS)	Member
3.	All Class Teacher		

56. WEBSITE UPDATION COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh Rajesh Sharma	PGT(CS)	I/C
2.	Md Aamir Siddiqui	PGT(CS)	Member

57. STAFF MEETING MINUTES COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER
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1.	Mrs Meeta Khare	TGT(English)	I/C
2.	Ms Kavita Singh	TGT(Hindi)	Member

58. ROUTES TO ROOT ; VIRSA-

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Shalini Saxena	PRT (MUSIC)	I/C
2.		Music coach	Member

DUTIES

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

59. ALUMINI COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh. Naresh Kumar Chaudhary	TGT(PHE)	I/C
2.	Sh Rajesh Sharma	PGT(CS)	Member
3.	Smt. Aparna Tripathi	PGT(Chem)	Member
4	Smt. Snehlata Sharma	TGT(Maths)	Member

60. TRANSPORT COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr D K Singh	TGT(S. SC)	I/C
2.	Sh. Pradeep Singh	TGT(SSt)	Member
3.	Smt SnehLata Sharma	TGT(Maths)	Member
4	Smt NeerjaTewari	TGT(SSt)	Member

61. CS-52-

S.No	Name	Designation	Member
1.	Rakesh Kumar Trivedi	PGT(Maths)	I/C

Duties-

To verify attendance register of all classes from CS-52 and putting signature in checkers column.

62. PUBLIC PRIVATE PARTNERSHIP(Hand hold Programme)-

S.No	Name	Designation	Member
1	Mr. D.K. Singh	TGT(SST)	I/C
2	Mr. Rajneesh Mishra	TGT(Hindi)	Member

Duties-

Planning and implementation of monthly programme and celebration under the programme contacting the Nearby Government Schools & keeping record and photographs of the program.

63. LATE COMERS-

S.No	Name	Designation	Member
1		TGT(P&HE)	I/C
2		Games Coach-1	Member
3		Games Coach-2	Member

Duties-

Keeping Record of late comers & informing parent of habitual late comers.

64. D.O Letter Committee-

S.No	Name	Designation	Member
1	Mr. Rajesh Sharma	PGT(C.S)	I/C
2	Mohd. Amir Siddique	PGT(C.S)	Member

Duties-

Timely dispatch of DO letter to RO Lucknow every month.

65. TECHNOLOTHON-

S.No	Name	Designation	Member
1	Mr. Rajesh Sharma	PGT(C.S)	I/C
2	Mohd. Amir Siddique	PGT(C.S)	Member

66. ACP(Awakened Citizen Program)-

S.No	Name	Designation	Member
1		TGT(ENG)	I/C
2	Mrs Neerja Tiwari	TGT(SST)	Member
3.	All Concerned Teacher		

Duties-

To undertake all the programmes of ACP as per KVS Guidelines & sending periodic report to Ro Lucknow.

67. JNNSMEE & NCSC-

	Name	Designation	Member
JNNSMEE	Mr. S.K. Dixit	PGT(PHY)	I/C
NCSC	Mr B.K. Chaubey	PGT(chem)	I/C

68. SOCIAL MEDIA COMMITTEE(Facebook/ Twitter/Instagram)

S.No	Name	Designation	Member
1	Mr. Rajesh Sharma	PGT(C.S)	I/C
2	Mohd. Amir Siddique	PGT(C.S)	Member

69. **MEDIA(print) AND PUBLICATION COMMITTEE**

S.No	Name	Designation	Member
1	Mr. R K Katiyar	TGT(Maths)	I/C
2	Ms. Kavita Singh	TGT(HINDI)	Member
3		TGT(Eng)	Member

70. **CRECHE (BABY CARE) COMMITTEE**

S.No	Name	Designation	Member
1	Mrs. Ritu Tripathi	PGT(Comm.)	I/C
2	Mrs Esha	TGT(lib)	Member
3	Mrs . Poonam Singh	TGT(Sans)	Member

DUTIES OF CLASS TEACHERS AND CO-CLASS TEACHERS

- To take the attendance twice daily in forenoon before morning assembly starts & after the recess and submit to the Shaala Darpan team for updating of attendance on Shaala Darpan.
- To Take attendances by marking "P" for present and "A" for absent both times & **TAKE ATTENDANCE IN THE LAST PERIOD BY THE SUBJECT TEACHER.**
- To complete attendance register at the end of the month and to get the Principal's or VicePrincipal'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 students profile updated in class register as well as on Shaala Darpan with the help of Shaala Darpan team.
- 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 co- ordinate / cooperate with the students to try to solve their problems like indiscipline/ low scores in any subjects.
- To keep record of the parent – teacher meeting as when such meeting takes place.
- Please check the cleanliness of the class – room. Not a single paper piece should be seen inside the class room thrown carelessly. If cleanliness is not up to the mark, please inform the undersigned / Office and get it cleaned immediately.
- Students must be trained to turn off light / fans as and when they leave the class room.

14. Each class room should have a dustbin and proper use of its must be done. The teacher should motivate students to use it properly and arrange one if needed.
15. All students sit in proper way. Desk and bench should be arranged in two or three rows as per the strength of the students. Student seating may be arranged as per guideline of KVS on rotation basis.
16. Light must be used only on need base and no misuse of electricity should be allowed.