

KENDRIYA VIDYALAYA ITBP KARERA

Committees for the Session 2022-23

ALLOTMENT OF RESPONSIBILITIES FOR THE YEAR 2022-23 UPDATED (w.e.f. 01/09/2022)

Sr.No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES
1	Admission Committee	Mr Atul Gupta PGT(Bio)	Mr. Dharmesh Chaurasiya TGT(P&HE) Mr Mohit Yadav,PRT Ms Priyanka, PRT Entries in SR Register Made by :Sh. Mohit Admission Withdrawal/TC issue by Sh. Mohit ,JSA Filling Google Sheet Sh Mohit, JSA	<ul style="list-style-type: none"> - To advertise the vacancy position for the students and to scrutinize the registration forms for admission and carry out the process (Fresh/T..C cases) as per the KVS Admission guidelines for that session in consultation with the Principal. - To send all the required information to concern departments (KVS, CBSE, State Govt. etc.) regarding Admission - To maintain all records up to date -To check Correctness of SR records time to time To ensure sufficient class strength. Conduct and prepare result of Admission tests. Strictly follow admission guideline. Ensure TC admission as per norms. Timely filling of Google sheet related to admission and enrollment
2	Academic Advisory Committee	Ms Shikha Saxsena PGT(Maths)	Mr. Naveen Meena PGT(Hindi) Ms Saira Parveen PGT(Commerce) Mr. Dharmesh Chaurasiya TGT(P&HE) Dr.Shiv Kripal Maurya PRT(Music) Mr. Mohit Yadav,PRT Mr Dansingh Karpentar,PRT Ms Archana Nigam PGT (Economics) All subject teachers who are teaching class 10 and class 12 CBSE Board Classes	<p>To ensure proper implementation of rules and regulations/guideline framed by CBSE & KVS for Academics. Implementation rule and regulation New Education Policy NEP 2020</p> <ul style="list-style-type: none"> - To ensure quality result with 100% pass percentage - Prepare Inspection tool and Assessment tool for inspection in prescribed format and Also Prepare Vidyalaya Plan in prescribed format. -To get the Split-up of syllabus subject wise and class wise on or before 31st March every year and check the monthly completion of syllabus as per split-up of syllabus (given by KVS). - To list out the names of weak students (on the basis of PT-1) and prepare action plan on or before 15th Aug and to ensure that action is taken as per plan. - To prepare and inform to subject teachers about the special time-table of all holidays, breaks(Autumn & Winter) and vacation including Morning Assembly time of Vidyalaya for remedial classes. -To suggest positive and practical plan for the improvement of the academic competency of the students.

				<ul style="list-style-type: none"> Weak students' monthly progress will be checked separately through prescribed Performa. Any other related work assigned by the Principal
3	Examination(CBSE) परीक्षा समिति(सीबीएसई)	Mr Ankur Mishra PGT(Physics)	Mr Alok Ojha (TGT WE) Mr Vikram Singh TGT(Maths) Mr Harish Ojha PGT(CS) C lass teachers of Class IX ,X XI AND XII	<p>To ensure continuity of affiliation with CBSE To ensure registration of IX, X, XI& XII class students as per CBSE schedule To conduct CBSE main and supplementary exams as per schedule To make necessary correspondence with CBSE as per requirement –Any other related work assigned by the Principal</p> <p>Prepare plan for different Term tests and preparation of examination question papers. To ensure availability of sufficient stationery for students. Ensure strict confidentiality in the matters of examination.</p>
4	Examination(Internal/Home)- Secondary परीक्षा समिति (आंतरिक) -माध्यमिक	Mr Arvind Kumar Mishra TGT(S.St.)	Ms. Vasudev Kushwaha TGT(Sanskrit) Mrs Deepti Jha TGT(Hindi) Mr Alok Kumar Ojha TGT(WE) Mr Krishna Kumar Lodhi, Computer Instructor	<p>To prepare Date sheets for exams and assessment before the start of session To inform students about the schedule of examination. To provide different formats of assessment to the concerned teachers To provide required information regarding exam to KVS RO & KVS HQ.</p> <p>To plan the schedule of Periodic tests, Half Yearly, Pre-Boards and Annual Examination 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 – Any other related work assigned by the Principal</p> <p>Prepare plan for different Term tests and preparation of examination question papers.</p> <p>To ensure availability of sufficient stationery for students. Ensure strict confidentiality in the matters of examination.</p>
5	Examination Primary	Sh. Keshav Sharma, PRT	Mr Rajender (PRT) Mr Dansingh Karpentar ,PRT Ms Anusha Gupta	<p>To prepare Date sheets for exams and assessment before the start of session To inform students about the schedule of examination. To provide different formats of assessment to the concerned teachers To give suitable instructions to class teachers /subject teachers for maintaining all the relevant records</p>

				Any other related work assigned by the Principal Prepare plan for different Term tests and preparation of examination question papers. To ensure availability of sufficient stationery for students. Ensure strict confidentiality in the matters of examination.
6	Time Table & Arrangement(Secondary)	Ms. Shikha Saxena PGT(Maths)	Mr Vikram Singh TGT(Maths) Mr Alok Kumar Ojha TGT(WE) Mr. Harish Ojha PGT(Computer Science)	To prepare time table as per KVS guidelines(regular/extra/remedial classes etc.). To ensure arrangement of free classes due to abs. of teacher(s). To monitor classes taken by the contractual teachers & its verification for payment. To ensure ringing of bell on time To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students. Any other related work assigned by the Principal To prepare and ensure its execution. Any problem in preparation of time table or relating to time table must be addressed on priority. Make suitable arrangements for teachers on leave
7	Time Table & Arrangement (Primary)	Mrs. Mohit Yadav,PRT	Mr Savita Singh,PRT Mr Rajendra ,PRT Mr Jitendra Chaturvedi ,PRT	Same as above To prepare and ensure its execution. Any problem in preparation of time table or relating to time table must be addressed on priority. Make suitable arrangements for teachers on leave.
8	Co-curricular Activities (Interval) HOUSE MASTER Secondary Section	Shivaji House Shri Atul Gupta PGT(Bio.) Tagore House Mr Ankur Mishra PGT(Physics)	Associate House Master Sh.Arvind Kumar Mishra TGT(S.St.) Sh Vikram Singh TGT(Maths) Mrs Gunjan Varshney PGT(English) Ms Anshul Gupta TGT(English) Associate House Master Sh.Vasudev Kushwaha (TGT SKT) Sh.Dharmesh Chaurasia(P&HE) Smt. Anjali Malviya PGT(Chem.) Smt Poonam Sharma Yoga Instructor	To conduct the morning assembly as per schedule & keep records To access the morning assembly performance of class /house. To organize celebration of important days throughout the year To conduct various inter-house competitions as planned in student diary , keep records and evaluate the house performance To encourage and send students for participants in various competitions. To encourage mass participation of students. To co-ordinate & evaluate display of house boards.

		Ashoka House Ms. Shikha Saxena	Associate House Master Mr Raunak Rai TGT(AE) Smt. Kamlesh Kushwaha, TGT(Science) Ms. Archana Nigam PGT(Economics)	To co-ordinate the organization of Annual Day Celebration of Vidyalaya To keep records of all the above activities & result. Any other related work assigned by the Principal To prepare and plan conduct of C.C.A. for the session. Activities should be such as to inculcate creativity & all round development in the student's caliber.
9	Co-curricular Activities (Interval) HOUSE MASTER PRIMARY Section	Raman House Ms Saira Parveen PGT(Commerce)	Associate House Master Ms. Deepti Jha TGT(Hindi) Mr Alok Ojha TGT(WE) Priyanka Singh -Nurse	Same as above To prepare and plan conduct of C.C.A. for the session. Activities should be such as to inculcate creativity & all round development in the student's caliber.
		Shivaji House Mr Abhinav Dixit	Associate House Master Ms Priyanka Mr Jitendra	
		Tagore House Mr Savita Singh	Mr. Keshav Sharma Ms Anusha Gupta	
		Ashoka House Mr Dansingh Karpentar	Ms Mohit Yadav Pooja Dantare	
		Raman House Mr Rajendra	Dr. Shivkripal Mourya Mrs Reeta Rawat	
10	Games and Sports (Both Primary and Secondary)	Sh.Dharmesh Chaurasia TGT(P&HE)	Mr. Ankur Mishra PGT(Physics) Mr Arvind Kumar Mishra (TGT SSt.) Mr Keshav Sharma ,PRT Mr. Rajendra,PRT Ms Poonam Sharma Contr. Yoga Instructor Ms Anshul Gupta TGT(English)	-To Prepare Games and sports Activity calendar 2020-21 and upload on School web site. To ensure participation of max. no. of students in games and sports. To provide a platform for young minds to show their talent in the field of games and sports To encourage maximum participation at Regional, National and other high level Competitions. To Conduct Inter House Competition for students and Inter school competitions To practice 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

				<p>order to give them special training by the coaches with her involvement and to maintain record.</p> <p>-To draw up class wise activities to be undertaken as per the syllabus.</p> <p>-To coordinate with vocational teachers and train the students for various activities.</p> <p>-To encourage all students to take part in the Drawing and Painting competitions</p> <p>Any other related work assigned by the Principal.</p>
11	Swasth Bachche, Swasth Bharat & Fit India (SBSB)/Khelo India	Sh.Dharmesh Chaurasia TGT(P&HE)	Mr. Ankur Mishra PGT(Physics) Mr. Alok Kumar Ojha TGT(WE) Mrs Kamlesh Kushwaha TGT(Science) Mr .Keshav Sharma,PRT All Class Teacher	<p>To complete the tasks of SBSB as per KVS norms and kept record</p> <p>To ensure proper implementation of SBSB prog.</p> <p>To maintain all records and sample checking of SBSB prog.</p> <p>To send all necessary information and reports to authorities as per need. Any other related work assigned by the Principal</p>
12	Mike / PA system & AV aids CCTV Electricity Backup arrangement(Generator/Invertor)	Sh.Alok Ojha TGT(WE)	Sh.Dharmesh Chaurasia, TGT(P&HE) Dr.S.K.Mourya PRT(Music) Mr. Keshav Sharma,PRT Mr.K.K. Lodhi (Computer Instructor) Ms Anusha Gupta,PRT	<p>Arrangement of PA system, Gen. set for morning assembly and other imp activities.</p> <p>To procure/repair of AV Aid like Cordless ,coller stand mike etc. as per requirement</p> <p>To ensure maintenance/procurement of CCTV system.</p> <p>To ensure arrangement of PA system from external agency as and when required.</p> <p>Any other related work assigned by the Principal</p>
13	Teaching Aid/TLM / Audio-Visual Aids & Resource Room	Sh.Arvind Mishra TGT(S.St.)	Mr. Raunak Rai TGT(AE) Mrs Savita Singh ,PRT Mr Rajendra,PRT Ms Reeta Rawat,PRT	<p>To encourage proper use of teaching aid for maximum learning outcome.</p> <p>To make aware about the availability of teaching aids to all the teachers.</p> <p>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.</p> <p>Audio-Visual Aids & Resource Room.</p> <p>Any other related work assigned by the Principal</p> <p>To distribute teaching aid material to teachers as and when asked for. Make availability of sufficient materials for teaching learning process.</p>
14	ICT infrastructure/E-Classrooms	Mr. Harish Ojha PGT(CS)	Mr. Ankur Mishra PGT(Physics) Mr.K.K. Lodhi (Computer Instructor) Mr Mohit JSA	<p>TO ensure send ICT infrastructure Report every month to RO</p> <p>To make aware about the availability of internet connectivity and PC to all the teachers in lab free period.</p> <p>Any other related work assigned by the Principal</p>

15	Discipline & Complaint Handling	Ms Shikha Saxena PGT(Maths)	Ms Saira Parveen PGT(Commerce) Sh.Dharmesh Chaurasia TGT(P&HE) Mr Vasudev Kushwaha TGT(Sanskrit) Mrs Deepti Jha TGT(Hindi) Mr. Vikram Singh, TGT(Maths) Mrs Savita Singh,PRT Mr Dansingh Karpenter,PRT Ms Poonam Sharma Yoga Instructor And all Class Teachers and Co Class Teacers	To maintain discipline (Inculcating values among students) To create congenial atmosphere To helps in smooth functioning of the school. To establish good rapport in the society. To maintain decorum of Vidyalaya. To enquire and suggest necessary suitable actions for indiscipline cases. To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any. A separate file be maintained. Any other related work assigned by the Principal To ensure strict discipline in the students. Be ready for any enquiry ordered by the Principal in respect of complaints by parents or students. All incharge members along with the incharge will perform their responsibility in maintaining the discipline system in the school.
16	First Aid cum Health /Medical Checkup & Hygeine	Sh.Dharmesh Chaurasia TGT(P&HE)	Mrs Kamlesh Kushwaha TGT(Science) Mr.Raunak Rai TGT(AE) Mrs Priyanka Singh Staff Nurse Mr. Jitendra Chaturvedi,PRT	To plan to give knowledge of First aid to all teachers and students. To procure medicines and other requirements required to first aid. Any other related work assigned by the Principal To maintain and work in First Aid Department maintained in Medical Room
17	REPAIR & MAINTENANCE OF WATER SUPPLY (SCHOOL & STAFF QUARTERS) REPAIR & MAINTENANCE ELECTRICAL WORK (SCHOOL BUILDING & STAFF QUARTERS)	Mr Rajendra - PRT	Sh. Naveen Kumar Meena PGT(Hindi) Sh. Raunak Rai TGT(AE) Dr. Shiv Kripal Mourya ,PRT(Music) Ms Anusha Gupta ,PRT	<ul style="list-style-type: none"> • To ensure uninterrupted water supply in all the toilets and other places • To ensure periodical cleanliness of aqua gaud & Underground and Overhead water Tanks with the display of date of cleaning on a separate register. • To ensure the purity of drinking water. • All repair & maintenance of water supply KV building & staff quarters to be taken up in time bound manner by following all the guideline as per norms. All repair & maintenance of KV building electrical to be taken up in time bound manner by following all the guidelines as per norms <p>To ensure supply of potable drinking water for all children. To ensure all Aqua guards are functional and connected with the Cooler Water Tanks (including overhead tanks) and water collars periodically cleaned with dates mentioned on it.</p>

				<p>To get Water sample tested periodically to ensure the absence of infectious germs</p> <p>Any other related work assigned by the Principal</p>
18	Library Committee	Mr.Raunak Rai TGT(AE)	<p>Library Committee</p> <p>01 Dr.Darshan Lal Meena Principal Chairman</p> <p>02 Dr Atul Gupta PGT (Bio) Member</p> <p>03.Mr.Naveen Kumar PGT (Hindi) Member</p> <p>04 Mr.Vasudev Kushwah TGT (Sanskrit) Member</p> <p>05 Mrs.Deepthi Jha TGT (Hindi) Member</p> <p>6 Ms. Priyanka PRT Member</p> <p>07 Mr. Rajendra PRT Member</p> <p>8 Student Member 1 Ku, Raunak Kabir Class-XII A Students Member</p> <p>9 Student Member 2 Ma. Sakshaym Pathak Class X Students Member</p> <p>10 Mr Raunak Rai TGT(AE) I/C Library Member Secretary</p>	<p>To develop awareness about library</p> <p>To develop reading habits</p> <p>To increase issue of books to staff & students from the library.</p> <p>To purchase Books according to requirement.</p> <p>To Library committee meeting to discuss improvement of library system.</p> <p>To display news papers in the galary.</p> <p>To procure different types of periodicals.</p> <p>To procure text books and reference books recommended by CBSE and KVS Library policy and as per the recommendation of faculty members.</p> <p>-To organize Class Library and to present Monthly book review for each student of the Vidyalaya.</p> <p>-To assist Primary wing in Library activities in light of CMP</p> <p>To ensure -Maintain Class Library</p> <p>The library should invariably display the important information and display committee.</p> <p>To follow library policy as per kvs rules</p> <p>To ensure make a blog of school Library.</p> <p>To arrange the procurement of library books.</p> <p>Purchase –magazines, periodicals, Newspapers.</p> <p>Purchase reference books, CDs as per demand.</p> <p>To monitor the functioning of e- library.</p> <p>To preserve periodicals/ rare books for future reference.</p> <p>Any other related work assigned by the Principal</p>
19	हिन्दी राजभाषा क्रियान्वयन समिति	श्री नवीन कुमार मीना पीजीटी (हिन्दी)	श्री वासुदेव कुशवाह टीजीटी (संस्कृत) श्रीमती दीप्ति झा टीजीटी (हिंदी) श्री अभिनव दीक्षित पीआरटी	<p>राजभाषा के लिए निर्दिष्ट वार्षिक कार्यक्रम लागू करना जिसके अंतर्गत – समस्त स्टाफ को यूनिकोड सॉफ्टवेयर में कार्य करने का प्रशिक्षण दिया जाएगा सभी आवेदन पत्र भाषी रूप में जारी किए जाएंगे। ऐसे ही अन्य उपयोगी आवेदन पत्रों को भाषी रूप में तैयार किया जाएगा।</p>
20	Beautification of school building / Display Board Committee/ SCHOOL CLEANILINESS & BEAUTIFICATION	Mr. Raunak Rai TGT (Art Education)	Mr Alok Ojha TGT(WE) Mr. Dansingh Karoentar ,PRT Mrs Anjali Malviya ,PGT Chem.	<p>-To decorate Vidyalaya according the occasion for important activities.</p> <p>-To beautify the vidyalaya.</p> <p>-To provide a platform to display the creativity of children</p>

	COMMITTEE/Swachhta sewa samiti/Swachch Pakhwara samiti			<p>To maintain all honour boards, important display boards, photographs etc.</p> <p>-Organise House Wise Display Board Competitions</p> <p>To monitor Vidyalaya lawns, corridors and flower beds from time to time and assist Mali in maintenance of surrounding of Vidyalaya, Monitor and maintain the Vidyalaya Campus from classrooms to toilets of Vidyalaya.</p> <p>To monitor the daily cleanliness of vidyalaya campus.</p> <p>To place Sufficient Dustbins in school campus and in classrooms.</p> <p>To conduct Awareness Programme for cleanliness and good habits.</p> <p>To Keep our campus clean and beautiful.</p>
22	Beautification and Horticulture /School Garden / Fish aquarium/panchwatika	Mr.Atul Gupta PGT(Bio)	<p>Ms Shikha Saxena PGT(Maths)</p> <p>Mrs. Anjali Malviya PGT(Chemistry)</p> <p>Mrs. Kamlesh Kushwaha TGT(Science)</p> <p>Mr. Dansingh Karpentar,PRT</p> <p>Mr. Keshav Sharma ,PRT</p> <p>Dr. Shiv Kripal Mourya</p> <p>Ms . Anusha Gupta</p>	<p>To procure plants according to the prevailing season & their plantation.</p> <p>To procure gardening items (manures, seeds ,gardening tools etc)</p> <p>To supervise the imp. gardening practices.</p> <p>To beautify the school garden by colouring.</p> <p>To put name tags over plants</p> <p>To develop medicinal garden in vidyalaya.</p> <p>To Develop Fish aquarium in reception properly</p>
23	Career Guidance/ counseling GUIDANCE & COUNSELLING COMMITTEE	Mr Ankur Mishra PGT(Physics)	<p>Mr Arvind Mishra TGT(S.ST)</p> <p>Sh.Dharmesh Chaurasiya</p> <p>Ms Priyanka,PRT</p> <p>Mrs Reeta Rawat,PRT</p>	<p>To make the students aware of different career choices.</p> <p>To identify individual interest , aptitude and skills through –Test.</p> <p>To help in decision making for a suitable career</p> <p>To make individual self aware in relation to world of work and time mgt.Arrange and plan guidance and counseling programmes in coordination with the Principal.</p>
24	NATIONAL ADOLESCENCE EDUCATION PROGRAMME (NAEP)/Disha Club/ Vishruti	Mrs Kamlesh Kushwaha TGT(Science)	<p>Mr. Atul Gupta PGT(Bio.)</p> <p>Mrs. Deepti Jha TGT(Hindi)</p> <p>Ms Priyanka,PRT</p> <p>Mrs Priyanka Singh Staff Nurse</p>	<p>To sensetise students about AEP.</p> <p>To co-ordinate with the counselor .</p> <p>To conduct sessions of AEP and Disha Club</p> <p>To conduct the programme as per KVS guidelines</p> <p>To empower the adolescent girl students of classes VI to VIII]</p> <p>Plan and execute adolescence programme as per directions of KVS (HQ & RO) in all respects.</p>
25	Classroom Board Decoration (inside & Outside)	Mr Raunak Rai TGT (Art Education) (secondary)	<p>Ms Saira Parveen PGT(Commerece)</p> <p>Mr Alok Ojha</p> <p>Mr. Vasudev TGT(SANS)</p>	<p>To make class rooms lively with student's creativity.</p> <p>To allocate suitable Theme to student for Board, its evaluation & proper monitoring of these boards.</p>

		Mrs Savita Singh PRT (Primary)	Dr.Shiv Kripal Mourya Ms Pooja Dantare,PRT Every Class Teachers & Co Class Teachers	
26	Furniture & Fixture Committee, Furniture repairing Committee	Mrs. Saira Parveen PGT(Commerece)	Mr Dharmesh Chaurasiya,TGT(P&HE) Mr. Alok Ojha TGT(WE) Mr.Keshav Sharma,PRT Mrs. Savita Singh,PRT Mr. Jitendra PRT	To provide appropriate furniture to all the classes as per guidelines. 2To purchase new furniture as per requirement and to get repair the broken furniture time to time To maintain existing furniture items in the Vidyalaya and to ensure availability of sufficient furniture in not only classes but also in departments.
27	Maintenance of CS-54 & CS-11	Mr Mohit ,JSA	Mr. Vikram Singh TGT (Maths) Mr Jitendra PRT	-To maintain CS-54 register. To maintain CS-11 Register of summary of Daily Collection -To reconcile monthly balance shown in CS-54 with Office Record. Checking of fees on monthly basis and reconciling it with UBI Portal/Bank in coordination with class teachers and office To maintain fee deposit records each class and to present record at the end of month and to check records with fee deposited in bank account
28	Bharat Scouts & Guides/ Cub-Bulbul	Mr. Vasudev Kushwaha TGT(SANS)(Sec) Mr. Dansingh PRT (Pri.)	Mr. Alok Ojha TGT(WE) Mr .Raunak Rai TGT(AE) Mrs Savita Singh Ms Priyanka	-To develop young people in achieving their full physical , intellectual , emotional, social and spiritual potentials -To make them discipline individuals , responsible citizens and members of the local ,national and international communities.
29	Refreshment/Hospitality	Rajendra PRT	Mr Vikram Singh TGT(Maths) Mr Keshav Sharma,PRT Ms Anusha Gupta	To plan for refreshment according to occasion and to purchase and prepare items according to requirement To serve refreshment in a proper way to the Guests.
30	Maintenance and Repair (Civil Work & Electrical Work) School building (Old and New Building) and Staff Quarters	Mr Rajendra - PRT	Sh. Naveen Kumar Meena PGT(Hindi) Sh. Raunak Rai TGT(AE) Dr. Shiv Kripal Mourya ,PRT(Music)	To keep all the inventory of the classroom in the working condition . To take up the repair and maintenance of Electrical in various section of school building on day to day basis as per the requirement
33	Quarter Allotment Committee	Mr. Naveen Kumar Meena PGT(Hindi)	Mr. Atul Gupta PGT(Bio) Mr Arvind Mishra TGT(S.ST.) Dr.Shiv Kripal Mourya ,PRT(Music) Mr. Dansingh Karpentar,PRT	Duty perform as per as KVS rules of Quatrter allotment rules 1998

34	Excursion /Adventure activities/Education Tour	Mr. Vasudev Kushwaha TGT(SANSKRIT)	Mr D Chaurasia TGT(P&HE) Sh. Alok Kumar Ojha TGT(WE) Sh. Vikram Singh TGT(Maths) Sh.Arvind Kumar Mishra TGT(S.St.) Ms Priyanka,PRT Mrs.Reeta Rawat,PRT	To plan and organise at least one excursion activity/trip for the students for an academic year. To find out suitable places for adventure trip which are safe for the students as well as not very far away from Vidyalaya. To identify the suitable participants of the adventure trip keeping in mind their academic performance, discipline, character of child.
35	Subject Committee	Mr.Naveen Kumar Meena PGT(Hindi)	Subject Committee- English Mrs Gunjan Varshaney PGT(English) , Ms Savita Singh, Mrs Savita Singh Subject Committee- Hindi & Sanskrit Mr.Naveen Kumar Meena and Vasudev TGT(SANS), Mr. Abhinav Dixit Subject Committee –Science(PCB,CS)- Sh. Ankuar Mishra, Mr Atul Gupta, Mrs Anjali Malviya, Mr Harsih Ojha and Mr Krishna Kumar Lodhi Subject Committee –Maths- Ms , Shikha Saxena ,Vikram Singh Mr ,Rajendra, Mrs Savita Singh Subject Committee- (Social Science and EVS) Mr.Arvind Kumar , Mr Dansingh Karpenatar Mrs Archana Nigam Subject Committee Commerce Saira Parveen ,Ms Archana Nigam Mrs Gunjan Varshaney	-Conducting subject committee meeting at least once in a month and implementing the decisions. Encouraging the students towards the development of the subject. -Maintaining record of minutes of each subject committee meeting held. Convener of subject committee submit all subject committee meeting register in to principal in the last working day of month
36	Safety and Security committee/Crisis /Disaster Management & Communication /Standard Operating Procedure/COVID-19/NDMA	Mr.Alok Kumar Ojha TGT(WE)	Sh. Dharmesh Chaurasia Ms Savita Singh Mr Rajendra Mr Jitendra Chaturvedi	For the safety of the students to follow of exit points to train them. To monitor the life of firefighting extinguishers & its refilling. To carry out time to time Awareness Programme related to safety. To place First –Aid box in all Labs /Sports Room for emergency Safety and security of children / informing hospital, security /conducting mock drills / Tackling the emergency situation /educating children about reacting to untoward situation, emergency situation Contact with the right Authorities for bringing situation under control Public information as per the direction of the undersigned

37	Protection of Environment committee	Sh. Atul Gupta PGT(Bio)	Smt. Kamlesh Kushwaha Ms Priyanka Mr Jitendra Mrs Anjali Malviya	-To inculcate the value of protection of environment among the students. -To develop school campus as polythene free. -To ensure clean and green school campus. -Making of compost pit in the Vidyalaya -To motivate students to bring sapling to the school campus
38	School Magazine committee / News letter committee	Shri Naveen Kumar Meena (Secondary)	Sh. Vasudev Kushwaha Mrs Gunjan Varshaney	To give an opportunity to students to identify their latent talents To provide a platform to students to express their latent reatutry To ignite the spark of imagination in the students To publish the Vidyalaya Patrika/CMP News letter. To ensure versatility and originality in write up To collect articles in all the three languages from the students Edit & compile them for publication in Vidyalaya Patrika.
		Sh Dansingh For Primary	Mr Savita Singh Ms Anusha Gupta	
39	Parent Involvement Committee/PTM/PTA	Shri Naveen Kumar Meena	Mr Deepti Jha ,TGT(Hindi) Mr Dansingh ,PRT Mr Arvind Kumar Mishra & Mr Keshav Sharma (Exam Incharges)and All Class Teachers & Co- Class Teachers	Making aware of the school activities importance of their role in upbringing of students Making aware of teenage problem and how to cope up with such problems Providing assistance in guiding to teenaged students with the help of the counselor. Realization of responsibility by parents in improving the performance of their ward. Maintain PTM Committee Register and collect all reports from class teachers and attendanceof parents to attending PTM
40	CHAIRMAN APPROVED INTERNAL COMPLAINT COMMITTEE(ICC)	Ms. Priyanka Bunkar CDPO,Karera	Mrs. Preeti Rawat- Revenue Inspector Ms Guddi Singh Sr. Teacher Kamlesh Kushwaha Naveen Kumar Meena	To ensure fear free atmosphere for all the female (students,teachers,Non-teaching staff). To make them understand of sexual harassment. To make them aware about their right in this field like POCSO To carry out procedure to punish the guilty in such cases
41	Olympiad	Every Teacher of their subject	KVS Junior Science Olympiad-Mr. Ankur Mishra Mr. Atul Gupta KVS Junior Maths Olympiad – Ms Shikha Saxena Green Olympiad- Smt.Kamlesh Kushwaha NTSE National Talent Search Examination (Conducted by NCERT) for class X- Mr Vikram Singh	To conduct/organise all Olympiads. TO ENSURE THAT ALL I/C OF EVERY OLYMPIAD REPORT TO CONVENOR Sh.Atul Kumar Gupta.

			<p>IAPT(Indian Association Of Physics Teachers) NSEIS National Standard Exam – for class XII students (Exam is conducted in subjects – Physics,Chemistry,Biology,Astronomy and Junior Science)- Mr. Ankur Mishra</p> <p>National Level Science Talent Search Examination- NSTSE Mr Ankur Mishra</p> <p>National Science Olympiad (Conducted by SOF) Smt. Mr Atul Gupta & Kamlesh Kushwaha</p> <p>International Maths Olympiad(Conducted by SOF)- Ms. Shikha Saxena</p> <p>International English Olympiad(Conducted by SOF- Mrs Gunjan Varshney</p> <p>National Cyber Olympiad(Conducted by SOF)-Sh Harish Ojha PGT(CS)</p> <p>Hindi Olympiad:Sh.Naveen Kumar Meena</p> <p>Sanskrit Olympiad:Sh.Vasudev Kushwaha</p>	
42	<p>Co- Curricular Activities/ Student Council</p> <p>External Competitions</p> <p>Prize Distribution/ PTA/PTM/Student Council/Publication</p> <p>Morning Assembly</p>	<p>Mr. Naveen Kumar Meena for Secondary</p> <p>Mr Dan Singh Karpentar for Primary</p>	<p>Mrs Deepti Jha TGT(Hindi)</p> <p>Mr D Chaurasia TGT(P&HE)</p> <p>Mr.Alok Kumar Ojha TGT(WE)</p> <p>Mr. Vasudev KushwahaTGT(SANSKRIT)</p> <p>Dr S K Mourya PRT(MUSIC)</p> <p>Mrs Savita Singh</p> <p>Mrs Anusha Gupta</p>	<p>-To select School Captain, House captains and other members of the council for carrying out their usual work in consultation with the Principal.</p> <p>-To implement pass system for Systematic/ orderly movement of students for assembly.</p> <p>-Checking of late comers.</p> <p>-To coordinate all external competitions relevant to our system.</p>
43	<p>Computer lab & Website Updation / PIMS</p>	<p>Mr. Harish Ojha Cont. PGT(CS)</p>	<p>Mr Alok ojha TGT (WE)</p> <p>Mr Mohit (JSA)</p> <p>Mr.Krishna Kumar Lodhi</p> <p>Computer Instructor</p>	<p>-To ensure all the computers in Labs /depts are in working condition for carrying out Computer aided classes effectively with the assistance of computer instructors and to submit monthly updates to the office.</p> <p>Updating of latest information regarding Vidyalaya and removal of old information from the website by obtaining approval of the Principal</p> <p>Regular updating and suggestion to make website more interactive , Bilingual & attractive</p>

44	Audio-Visual Aids & Resource Room/CMP	Mr. Alok Ojha (I/C Sec). Mrs Savita Singh (I/C Pri.)	Mr. Arvind Mishra Mr.Keshav Sharma Mr.Rajendra Ms Priyanka Ms Anusha Gupta	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.
45	Publication Brochure, Vidyalaya Patrika, News Letter, Student Diary & Teachers Diary, Photography/ Press release	Mr. Naveen Kumar Meena(I/C Sec) Mr. Dansingh Karpentar (I/C Pri.)	Mr Vasudev Kushwaha Smt. Deepti Jha Mr. Keshav Sharma Mohit ,JSA	-In charge of school magazine and any other issues related to publication.
46	House Keeping & Conservancy , Cleanlines ,Hygine	Mr Naveen Kumar Meena	Ms. Saira Parveen Ms Priyanka	-To monitor the services of security in consultation with the agencies concerned and verify the bill put up by the outsourcing agency.
47	Beautification ,Horticulture and Gardening & Security Guard Ward &Watch	Mr. Atul Gupta PGT(Bio)	Mr. Vikram Singh Mr Rajendra	To monitor the services of cleanliness in consultation with the agencies concerned so as to Vidyalaya bears a clean look and verify the bill put up by the outsourcing agency.
48	Safety and Security of Vidyalaya and students & arrangement of Fire Extinguisher	Mr. Alok Ojha	Mr. Dharmesh Chaurasia Dr S K Mourya Mrs Savita Singh Mr Keshav Sharma Ms Anshul Gupta	The incharge will work as the nodal officer as per sop provided for any untoward incident Will ensure the safe entrance and exit of the students from the Vidyalaya Will sign as supervisor for the outsourced security employees engaged for safety of the Vidyalaya property
49	KV Shalla Darpan/UBI Fee project/MRGR/OASIS/UDISE	Mr Ankur Mishra Mr. Harish Ojha Cont.PGT(CS) Mr.Alok Ojha TGT(WE) Mr Mohit (JSA)	Mr..Vasudev Kushwaha Sh.Arvind Mishra Mr Dan singh Karpentar Ms. Savita Singh All Class Teachers and Co Class Teachers	To enter and maintain the record of all students and other department on Shalala Darpan. Fee collection through UBI Web Portal and informing the defaulters
50	AMC/ Contractual salary & other Estabilishment Pay bills verification committee/	Ms. Shikha Saxena PGT(Maths)	Mr.Arvind Kumar Mishra TGT(S.Sc.)	To Verify Attendance of Contractual Teachers. -To verify correctness of the Bills produced -To verify the purchase procedure of said items -To verify the work done as per bill -To verify the account/IFSC code and Salary transferred to the individuals
51	(i)Local purchase committee (LPC) and verification /Quality control	Every Incharge of their Department	Ms. Shikha Saxena Mrs Atul Gupta Mr. D.Chaurasiya	-To verify the quantity and quality of items purchased

	(ii) Technical Bid opening Committee(BOC) on GeM (iii) Financial Bid opening Committee(BOC) on GeM	Incharge Mr Ankur Mishra PGT(Physics) Mr Arvind Kumar Mishra TGT(S,Sc)	Mr. Vikram Singh Mr. Keshav Sharma Mr, Chandan Singh Mr Vikram Singh TGT(Maths) Mrs Kamlesh Kushwaha TGT(Science) Mr Vasudev Kushwaha TGT(SANSKRIT) Mr Rajendra,PRT	-To check whether proper procurement procedure to be followed -To sign all bills after final verification To ensure purchases at short notice by visiting the market and ascertaining quality purchase at cheap rates as and when asked for. WILL EXECUTE THE PROCESS OF OPENING OF TENDER/BID AS PER THE GUIDELINES OF GFR 2017
52	ID card / Student data	Mr Naveen Kumar Meena(PGT Hindi)-Sec Mr Dan Singh Karpentar PRT -Pri.	Mr D Chaurasia Mr. Keshav Sharma Dr. Shiv Kripal Mourya	Ask for quotation/negotiating/designing/supply of data /getting photographed/ checking data /collection of money/supply of ID card
53	Student Counselling/ Help Desk	Ms. Shikha Saxena	Mr . Naveen Kumar Meena Mr. Arvind Mishra Mr. Raunak Rai Mrs Savita Singh Ms Priyanka	To council students facing difficult /emotional problems To resolving conflict among the students To council/guide parents in different issues regarding students
54	Grievance Redressal Committee	Ms Shikha Saxena PGT(Maths)	Ms Saira Parveen PGT(Commerce) Sh.Dharmesh Chaurasia TGT(P&HE) Mr Vasudev Kushwaha TGT(Sanskrit) Mrs Deepti Jha TGT(Hindi) Mr. Vikram Singh, TGT(Maths) Mrs Savita Singh,PRT Mr Dansingh Karpenter,PRT Ms Poonam Sharma Yoga Instructor	Maintaining complaint box/opening once in a fortnight/recording and taking remedial measure with the consent of the undersigned . The suggestion box should be opened and recorded every 15 days. Take immediate action to solve the problem

55	Public Relation & RTI PUBLIC RELATIONS COMMITTEE	Mr. Atul Gupta PGT(Bio)	Mr. Naveen Kumar Meena Mr Rajendra Mr Jitendra Chaturvedi	Maintaining cordial relation with the public/utilizing the public sources for the effective and smooth functioning of the day to day activities of the Vidyalaya To update parents for any query regarding functioning of KV.
56	Photography/ Selection of photograph	Mr. Raunak Rai	Mr. Alok Ojha Mr Abhinav Dixit Ms Reeta Rawat	Recording all special and worth recording events/transferring the data to computer/sending the required data to the in charge of website committee for updation on the same day
57	Inspection Tool/Vidyalaya Plan & Assessment tool /Follow up	Ms. Shikha saxena PGT(Maths)	Mr. Vasudev Kushwaha TGT(SANS) Mr Harish Ojha Cont. PGT(CS) Mr. Krishna Kumar Lodhi Computer Instructor Mrs Savita Singh	Preparing inspection tool with the approval of the undersigned/submission for inspection/sending follow up action to RO and preparation of Vidyalaya plan & assessment tool
58	Staff Club	Mr Raunak Rai	Mrs Deepti Jha Mr. Rajendra	-
59	PTA/PTM and Their Minutes	Mr. Naveen Kumar Meena	Mrs.Deepti Kumari Mr Dansingh Karpentar	Suggesting names for the committee / fixing the date for PTA/CPR meetings in consultation with the undersigned/ maintaining the minutes of the meetings and follow up measures
60	VMC	Dr.DL Meena(MS) Principal	Ms. Shikha Saxena Mr. Naveen Kumar Meena Mr Alok Kumar Ojha Mr Raunak Rai Mr Rajendra Mr Harish ojha Mr Krishna Kumar Lodhi	To ensure Perform Duty and keep record as Per KVS Norms. Meeting: Vidyalaya Management Committee shall meet whenever required by its Chairman. It should meet at least three times in a year ordinarily in the school premises. These meetings should be in the 1st week of August, 1st week of December and 1st week of February
61	VEC	Dr.DL Meena(MS) Principal	Ms. Shikha Saxena Mr. Naveen Kumar Meena Mr Alok Kumar Ojha Mr Raunak Rai Mr Rajendra Mr Harish ojha Mr Krishna Kumar Lodhi	To ensure Perform Duty and keep record as Per KVS Norms. The Executive Committee will meet as often as necessary but in any case once in three months. The decisions taken by the Executive Committee shall be recorded and communicated by the Principal of the Vidyalaya concerned. Three members would constitute a quorum for the meeting.
62	Condemnation Committee	Mr Vikram Singh TGT(Maths)	Ms Saira Parveen Mr Dharmesh Chaurasiya Mr Alok Kumar Ojha Mr Arvind Kumar Mishra Dr.Shiv Kripal Mourya	To ensure Perform Duty and keep record as Per KVS Norms

63	Display Boards(Primary and Secondary)/Creative Corner	Ms Raunak Rai and Ms. Priyanka Mrs Savita Singh	Mr Alok Ojha Ms Anusha Gupta Mrs Reeta Rawat All House Masters and associates of respective house	To ensure Perform Duty and keep record as Per KVS Norms Creative Corner maintained and upload photo on web site
64	Building as Learning Aid (BaLA)	Ms Raunak Rai	Mr Alok Ojha Ms Priyanka Mrs Gunjan Varshney All House Masters and associates of respective house	To develop the ideas of activity based learning, child friendliness and inclusive education for children with special needs (CWSN) and maintain records.
65	Digital Initiatives/ E-Prajna/	Sh. Harish Ojha PGT(CS) Mr Atul Gupta	Mr Alok Ojha Mr abhinav Dixit Mr Mohit JSA Mr Vikram Singh Mr Rajendra	To ensure the maintenance of data of the following: Shaala Darpan Online admission process Online Transfer of employees E-Office Online Fee Collection(maintain computerized CS-54 and CS-11), CS-49 and CS-25
67	JIGYASA/ Chhu lo gagan/Science Congress	Mr Ankur Mishra	Mr. Atul Gupta Mrs Kamlesh Kushwaha Mrs Anjali Malviya	Manage the visits and sessions of Scientists of the laboratories to schools, students' visits to labs, residential activities for students, apprenticeship programs in the labs, training of Science teachers by the CSIR lab faculty etc and maintain records To ensure overall development of children in the field of Sports, Art & Culture, Science and Social Sciences in every academic year.
68	Awakened Citizen Programme(ACP)	Mrs Deepti Jha	Mr Arvind Kumar Mishra Mrs Kamlesh Kushwaha Mr Raunak rAI Mr Vasudev Kushwaha Mr Alok Ojha	To empower students in a real and tangible way by enabling them to stand on their own feet and help them develop as enlightened citizens with emphasis to help them integrate values in their lives and bring about a transformation from within rather than giving the students a set of do's and don'ts and maintain records
69	Swachhtam Vidyalaya & Harit Vidyalaya/ Green Building Initiatives	Mrs Kamlesh Kushwaha	Mrs Vasudev Kushwaha Ms. Savita Singh Mr Keshav Sharma	To emphasize upon the clean and green environment and maintain records. To maximize the conservation and optimum utilization of resources and enhancing the efficiency of systems and operations.

70	Tarunotsava	Mr. Ankur Mishra PGT(Physics)	Mr Atul Gupta and All subject Teachers	<p>To give a taste of higher standards of learning blended with an element of responsibility and joy</p> <p>to develop an institutional mechanism to keep class X children connected with studies and school with avenues of pursuing hobbies by engaging coaches.</p> <p>Under the scheme, the students will get exposure to a variety of activities in school under four major domains:</p> <p>Activities to improve Language skills (both in English and Hindi).</p> <p>Counseling & Career guidance services.</p> <p>Development of Skills/ Hobbies.</p> <p>Exposure to foundation subjects for class XI.</p>
71	Pustakouphaar	Mr Raunak Rai	Mr. Atul Gupta Mr Jitendra	Maintain the records of donated books in separate file
72	Anandwar/Funday	Ms Savita Singh Mr. Dansingh Karpentar	All class teachers and co class teachers of primary section	To nurture children at the young age and bring out the hidden talent in different fields to promote all-round development
73	KVS as Pace setting Organisation/ Compensation of Academic Loss Programme (CALP) /Vidayanjali , Capacity Building of Teachers	Ms Shikha Saxena PGT Maths	Ms Saira Parveen class (9 to 12) Mr Vikram Singh Class 6 to 8 Mr Savita Singh Class 1 to 5	<p>To provide teachers of linked schools with a platform for partnership on pedagogy, assessment, evaluation, training, classroom management etc. and also to students to get exposure on various activities and maintain records</p> <p>To ensure continuity of studies through special classes at the venue of event and extra classes at their home school on return.</p>

74	Youth Parliament	Mr Arvind Mishra	Mr Dharmesh Chaurasia Ms. Saviita Singh Mr Rajendra	To provide active learning platform where students learn to take quick decisions, teamwork, expressing their views, standing by each other, giving constructive criticism and above all, learning to form opinions on issues of national importance.
75	PTA(Executive/ Office Bearer)Committee	Dr DL Meena Principal	Sh Narendra Tiwari Smt Guddi Singh Mr Atul Gupta Mrs Yamini Kohli Mr Mukesh Kumar Sharma Sh. Naveen Kumar Meena all members of PTA Nominated by Chairman VMC,KV ITBP,Karera	To organize meeting as per rules and keep records
76	अनु. ज. /अनु. ज. ज. उत्पीडन समिति SC/ST HARASSMENT COMMITTEE	Mr Naveen Kumar Meena	Mr Raunak Rai Ms Priyanka Sh.Sirnam Singh	To ensure handling problems of SC/ST HARASSMENT of employee.
77	Income tax Calculation and collection self-assessment proforma with saving Documents	Ms Shikha Saxena PGT(Maths)	Mr. Vikram Singh For Secondary Mrs Savita Singh For Primary	To ensure collect self-assessment calculation from staff and deduct TDS from salary per month, deposit TDS and filling return timely.
78	CCTV Installation and CCTV Footage checking	Mr Alok Ojha Mr Harish Ojha PGT (CS) Cont.	Mr Mohit , JSA	Duty perform strictly as per KVS norms.
79	FLN(Foundation Literacy & Numeracy)/ NIPUN Mission	Mr,Priyanka,PRT	Mrs Savita Singh Mr Mohit Yadav All class teacher,Co class teachers and all subject teachers	To organize activities according to the criteria of KVS in the best possible manner by holding meetings of Nipun Bharat Mission from time to time.
80	CBSE Flagship Programmes:- PVEP(Pre Vocational Education	Mr Ankur Mishra PGT(Physics)	Mr. Alok Ojha TGT(WE)	To organize activities according to the set criteria of Kendriya Vidyalaya Sangathan
	SHI Programme)/ Skill Hub Initiative	Mr Ankur Mishra PGT(Physics)	Mr. Alok Ojha TGT(WE)	To organize activities according to the set criteria of Kendriya Vidyalaya Sangathan
	Vidyanjali	Mr Ankur Mishra PGT(Physics)	Mr. Alok Ojha TGT(WE)	To organize activities according to the set criteria of Kendriya Vidyalaya Sangathan
	NIPUN BHARAT(National Initiative for Proficiency in Reading with	Mr,Priyanka,PRT	Mrs Savita Singh Mr Mohit Yadav	To organize activities according to the criteria of KVS in the best possible manner by holding meetings of Nipun Bharat Mission from time to time.

	Understanding and Numeracy) Bharat Programme		All class teacher,Co class teachers and all subject teachers	
	Artificial Intelligence	Mr Ankur Mishra PGT(Physics)	Mr Harish ojha PGT(CS) Mr. Alok Ojha TGT(WE) Mr. Raunak Rai TGT(AE) Mr. Krishna Kumar Lodhi	To organize activities according to the set criteria of Kendriya Vidyalaya Sangathan
	Green Schools Programme (GSP) GSP	Mr. Kamlesh Kushwaha TGT(Science)	Mrs Anjali Malviya PGT(Chem.)	To organize activities according to the set criteria of Kendriya Vidyalaya Sangathan
	.Toy Based pedagogy/Fulbright	Mr.Savita Singh,PRT	Mr Priyanka,PRT Mr Abhinav dixit,PRT	To organize activities according to the set criteria of Kendriya Vidyalaya Sangathan
81	PISA/CCT & NISHTHA	Mr Atul Gupta PGT(Bio)	Ms Shikha Saxena Class 9 TO 12 Mr Arvind Mishta Class 6 TO 8 Mr Keshav Sharma Class Primary Section	To organize activities according to the set criteria of Kendriya Vidyalaya Sangathan
	DIKSHA(DIGITAL INFRASTRUCTURE FOR KNOWLEDGE SHARING)	Mr Ankur Mishra	Mr Harish Ojha Mrs Savita Singh Mr Keshav Sharma	To organize activities according to the set criteria of Kendriya Vidyalaya Sangathan
	VIDYADAAN	Mr Ankur Mishra	Mr Harish Ojha	To organize activities according to the set criteria of Kendriya Vidyalaya Sangathan and as per schedule
82	Azadi ka Amrut Mahotsav	Mr Vasudev Kushwaha	Mr Alok ojha Mr Raunak Rai for Secondary Mrs Savita Singh and Mr Dansingh For Primary	To organize activities according to the set criteria of Kendriya Vidyalaya Sangathan and as per schedule
83	Ek Bharat Shrestha Bharat	Mrs Deepti Jha(Sec.) Ms Savita Singh(For primary)	Dr S.K.Maurya Ms Archana Nigam Dr S.K.Maurya Mr. Dansingh Ms Anusha Gupta	To organize activities according to the set criteria of Kendriya Vidyalaya Sangathan and as per schedule
84	Kala Utsav/Rangoli	Mr Raunak Rai(sec)	Mr Aloka Ojha Dr S.K.Maurya Ms Anusha Gupta	To organize activities according to the set criteria of Kendriya Vidyalaya Sangathan and as per schedule

		Mrs Savita Singh (pri)		
85	Langauge Labs/Foreign Languages	Mrs Gunjan Varshney PGT(Eng)	Mr Naveen Kumar Meena PGT(Hindi) Mrs Deepti Jha TGT(Hindi) Mr Vasudev Kushwaha TGT(Sanskrit)	To organize activities according to the set criteria of Kendriya Vidyalaya Sangathan and as per schedule
86	Panel Inspection Preparation	Ms Shikha Saxena	Mrs Savita Singh Mr harish ojha Mr.Krishna Kumar Lodhi	Best ways to GET A PANEL Inspection Preparaing
87	Spic Macay/Root 2Root/Jhankriti	Dr . S.K.Mourya	Mr Alok Ojha Mrs Anjali Malviya Ms Anusha Gupta	To organize activities according to the set criteria of Kendriya Vidyalaya Sangathan and as per schedule
88	Certificate Preparation and distribution	Mr Naveen Kumar Meena (Secondary) Mr Savita Singh(Primary)	Mrs Gunjan Varshney Mr Keshav Sharma	To organize activities according to the set criteria of Kendriya Vidyalaya Sangathan and as per schedule
89	(i) RTE/BPL/EWS/DIVYNAG And (ii) BPL & Other Fees Exception Committee	Mr Mohit JSA Ms Shikha Saxena	Keshav Sharma All class & co class teachers Sh.Naveen kumar Meena Mr Vasudev Kushwaha Mr Rajendra Mr Dr. S.K. Mourya	Prepare data and keep it in soft and hard cop and verify eligibility of fees exception on BPL and other fee exception criteria
90	SPLIT UP SYLLABUS/STUDY MATERIAL	Mr Arvind Kumar Mishra	Mr Keshav sharma	Providing study material and split up syllabus to all subject teachers on time
91	Partnership with government school	Mr Arvind Kumar Mishra	Mr Keshav sharma	Sharing good planning and strategies by visiting neighbouring state government schools
92	Data Collection for Principal and DC Conference/ Staff Meeting	Mr Mohit JSA	Mr Abhinav Dixit ALL CONCERN INCHARGES	Prepare data and keep it in soft and hard copy
93	Enrollment/ Completion of Stock Register	Mr Atul Gupta	Mr Mohit JSA All class teachers and co class teachers	Prepare data and keep it in soft and hard copy and send to RO When required . and filled in google sheet.

94	Home Examination/Result analysis internal/Home Examination/Monthly Test	Mr Arvind Kumar Mishra TGT(S.St.)	Ms. Vasudev Kushwaha TGT(Sanskrit) Mr Alok Ojha TGT(AE) Mrs Deepti Jha TGT(Hindi)	<p>To prepare Date sheets for exams and assessment before the start of session</p> <p>To inform students about the schedule of examination.</p> <p>To provide different formats of assessment to the concerned teachers</p> <p>To provide required information regarding exam to KVS RO & KVS HQ.</p> <p>To plan the schedule of Periodic tests, Half Yearly, Pre-Boards and Annual Examination as per the calendar of activities.</p> <p>-To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS.</p> <p>-To give suitable instructions to class teachers /subject teachers for maintaining all the relevant records</p> <p>– Any other related work assigned by the Principal</p> <p>Prepare plan for different Term tests and preparation of question papers.</p> <p>To ensure availability of sufficient stationery for students.</p> <p>Ensure strict confidentiality in the matters of examination.</p>
95	Science and Maths Programmes RMO, JMO and other Olympiads NCSC JNNSMEE JENESYS/SAKURA/MEXT Aryabhata Ganit challenge Inspire Manak Award JIGYASA and CSIR related activities	Ms Shikha Saxena PGT(Maths)	Mr Vikram Singh TGT (Maths) Mr Ankur Mishra PGT(Physics) Mr Vikram Singh TGT(Maths) Mrs Kamlesh Kushwaha TGT(Science) Mr Atul Gupta PGT-Maths	Follows /Compliance instruction /Guidelines KVS HQ/KVS RO Bhopal
96	Celebration of Different 'Days/Weeks viz., Sanskriti Week, Ekta Diwas, Samvidhan Diwas, Poshan Maah, Yuva Diwas etc.	Mr Naveen Kumar Meena	Mr Dansingh Mrs Savita singh	Follows /Compliance instruction /Guidelines KVS HQ/KVS RO Bhopal
97	Seema Darshan	Mr Dharmesh Chaurasiya TGT(P&HE)	Mr Keshav Shrama ,PRT	Follows /Compliance/ instruction /Guidelines KVS HQ/KVS RO Bhopal
98	Pariksha Pe Charcha	Mr Naveen Kumar Meena	Mr Ankur Mishra Mr Harish ojha Mr Dansingh Mrs Savita singh	Follows /Compliance instruction /Guidelines KVS HQ/KVS RO Bhopal

99	Awards/Appreciation letters vidyalay level	Mr Naveen Kumar Meena	Mr Dansingh Mrs Savita singh	To prepare at the school level for commendable work by the teachers/employee
100	Mapping file updation on Shiksha Portal for Scholarship/ NSP(National Scholarship Portal)	Mr Alok Ojha for class 9 to 12	Mr Vikram Singh TGT(Maths) Mr Harish Ojha	Updating mapping and profile for all children;s for Scholarship in Shiksha portal of MP Govt ./ / NSP(National Scholarship Portal
		Mr Vasudev Kushwaha for class 6 to 8	Mrs Deepti jha Mr Krishna Kumar Lodhi	
		Mr Abhinav dixit for Primary Section	Ms Priyanka Mr Dansingh Karpentar	

101	Flag Hoisting/ Flag Unfurling White line And Different Decorative Flags /white line on Occasion	Mr .Dharmesh Chaurasiya TGT(P&HE)	Mr Keshav Sharma Mrs Poonam Sharma	In any program, putting flags of different colours in the school premises, putting a white line . Flag Hoisting/ Flag Unfurling in Morning Assembly as Per Flag Code
102	Colour Party committee	Mr Vasudev Kushwaha	Dr. S.K.Maurya Mr Alok Kumar Ojha Mr Dansingh karpentar Mr Raunak Rai	Getting a colour party to welcome the guests in any program

Note: Above given duties are not claimed to be complete, they are mainly indicators of the nature of duties and responsibilities, teachers are completely responsible for their concern departments in all matters. All teachers must maintain devotion to duty, integrity and unquestionable dedication towards welfare of Students and Vidyalaya. Any Negligence in duties will be considered to be violation of conduct rules and action may be taken under CCS (CCA) 1965 rules.

(Dr.Darshan Lal Meena)

Principal

KENDRIYA VIDYALAYA ITBP KARERA
Clubs for the Session 2022-23
ALLOTMENT OF RESPONSIBILITIES FOR THE YEAR 2022-23 UPDATED (w.e.f. 01/09/2022)

CLUB ACTIVITIES: All-round development means mental, physical, psychological, spiritual and vocational development. We cannot achieve this all-round development by following mere Class-room teaching-learning procedures. Here the relevance of Club Activities becomes prominent. It is one of the co-curricular activities that are gaining much importance these days. Every student of the KV ITBP Karera is to be a member of one club. Similarly every teacher should be attached to any one of the clubs. Vidyalaya can give provision for the conduct of club activities in the monthly calendar. All the in-charge teachers and Co-Class teachers are to sit together with all the club members for planning their activities on the first club activity day of the year.

Accordingly activities are to be organized on the subsequent club activity days. All teachers after considering the interest of the students and discussing with each student may finalize the club members. Concerned teachers to ensure that all the children are involved in the club activities and each club should emerge as a resource centre. KV ITBP Karera will properly plan, prepare and implement the club activities for the academic year 2022- 23 to achieve the intended objectives of the clubs whose suggested activities are given below:

S.No.	Club	In charge & Members Teachers	Suggested activities
1	Literacy Club	1.Mrs.Gunjan Varshaney PGT (Eng.) I/C 2. Ms Anshul Gupta TGT(English) 3. Mrs Savita Singh I/C For Primary 4 Mrs Reeta Rawat for primary	Quiz, Creative writing, Elocution, Book review, Language clubs, Writing report, Debates & Discussion, Story writing, Essay writing, Reading, Seminar, Poem Recitation, School Magazine ExTempore speech competition, Anchoring.
	Literary Club (English)		
	Literary Club (Hindi)	1. Mr. Naveen Kumar Meena PGT(Hindi) I/C 2. Mrs Deepti Jha TGT(Hindi)	
	Literary Club (3 rd Language) Sanskrit	1.Mr . Vasudev Kushwaha TGT(Sanskrit)	
2	Eco Club/Environment Club	1. Mr.Atul Gupta PGT(Bio.) 2. Mr Arvind Mishra TGT (S.Sc.) 3. Mrs Anjali Malviya 4 Mr Dansingh Karpentar ,PRT for Primary 5 .Mr Jitendra Chaturvedi ,PRT	One child one plant campaign, caring of plants, generating awareness on environment protection, water conservation, water efficient school, saving one liter of water every day at school and at home, Activities of Kitchen garden / Herbal garden Ref.:CBSE/DIR(ACAD)/2019, Circular No. Acad.42/2019, dated August 23, 2019

5	Fine Arts Club	1 Mr Raunak Rai TGT(AE) 2 Savita Singh for Primary	Drawing, Painting, Sculpture, Exhibition, Rangoli, Pot making, collage Making, Calligraphy, Logo design, Pot decoration, e-Poster, use of ICT and apps.
6	Performing Arts Club/Music Club	1.Dr. Shiv Kripal Mourya PRT(Music) Both Primary &Secondary 2.Dharmesh Chaurasiya Any other Willing Teachers	Music, Dancing, Fancy Dress, Folk Dance, Folk Songs, Theatre, Dramatics, Variety Programme, SugamSangeet, Kala Utsav, Rangotsav.
7	Science Club	1Mr. Atul Gupta PGT(Bio.) 2 Mrs. Anjali Malviya PGT(Chem.) 3.Ms Anusha Gupta for primary	Preparation of working models, improvisation, devising simple experiment, collection of plant specimen, samples, , Science Excursion and fairs, Seminars, Scrap book, Herbarium file, Quiz, Preparation of chart, Project report.
8	IT Club	1.Mr. Harish Ojha PGT(CS) 2.Mr. Krishna Kumar Lodhi 3 Mr Abhinav Dixit	Preparation of good presentation, using ICT, Seminars on cyber safety,
9	Maths Club	1 Ms Shikha Saxena 2 Mr Vikram Singh 3 Mr Mohit Yadav For Primary	Preparation of models, Mathematical modeling, Training on Vedic Maths, Maths Exhibition, Recreational Maths, Organizing activities on Mathematics day, Preparations for Maths' Olympiads
10	Astronomy Club	1.Mr. Ankur Mishra PGT(Physics) 2 Mr Keshav sharma for Primary	Preparation of models,organizing exhibitions, Preparation of presentations, visit to planetarium, Charting the constellations and generating awareness amongst fellow students, calculating the rise and set time of stars, star gazing etc.
11	Health & Fitness Club	1. Mr Dharmesh Chaurasiya 2. Mr Keshav Sharma	First-Aid, Red Cross, Aids Day Celebration, World Health day Celebration, Cleanliness. Etc
12	Sports &Yoga Club	1.Mrs.Dharmesh Chaurasiya 2 Mrs. Poonam Sharma	Organizing yoga and sports activities in the Vidyalaya, organizing exhibition, Participating in district/ State level competitions etc
13	Civic Club	1. Mr Arvind Kumar Sharma 2. MS. Archana Nigam PGT(Economics) 3. Mr Dansingh For Primary	Debate – citizens rights and duties, Civic sense- Traffic rules, Awareness- cleanliness, water, Rally– right to vote, consumer rights, right to Information, Visit to Museums, Archaeological Sites Develop museum corner, Group discussion on historical events, etc.
14	Adventure Club	1. Mr Vasudev Kushwaha 2. Mr . Dharmesh Chaurasiya 3. Mr Alok Kumar Ojha 4. Mr Rajendra For Primary	Games- Indoor & Outdoor, Athletics, Mass drill, Parade, Scouting, , Mask and puppets, Puzzles, Visit to government departments, Treasure hunting, etc.
15	Community Service Club	1 Ms Shikha Saxena PGT(Maths) 2 Arvind Kumar Mishra 3 Ms Pooja Dantare ,PRT	Organizing community service, conducting pace setting activities, generating awareness in nearby localities on issues related to environment, balanced diet, swachhata etc.
16	Readers Club	1. Mr Raunak Rai TGT(AE) &I/C librarian 2. Mrs Anshul Gupta	Organizing book exhibition, Book reviews, developing reading habits in other students, organizing quizzes, etc

		3. Ms priyanka	
17	Tourism Club/ HERITAGE CLUB	1. Mr Vasudev Kushwaha TGT(Sanskrit) 2. Ms Archana Nigam PGT(Economics) 3. Mr Arvind Kumar Mishra TGT(S.Sc.) 4. Mr Abhinav Dixit	<p>Essay writing, Logo designing, Quiz painting, Poster designing, programme related with travel & tourism. Organising tours for children.</p> <p>The intention of the club is to explore the meaning of heritage to understand ourselves better, and to appreciate the cultural inter-connectedness of the past, present and the future. This club will engage in activities that explore our personal and local histories as well as World Heritage properties to achieve our aims.</p> <p>2To understand who and what we are 2To care for the past so as to create a better future. 3To value and preserve the rich heritage of our composite culture. 4.To take pride in the unique diversity of India's cultural identity.</p>
18	Integrity Club	1. Mr Naveen Kumar MEENA PGT(Hindi) 2. Mr Arvind Kumar Mishra TGT(S.Sc.) 3. Mr Mohit Yadav 4. Mrs Anusha Gupta	<p>INTEGRITY CLUB</p> <p>With the purpose to inculcate moral values into the minds of young children so that they grow up to become socially and morally responsible citizens of the country, Integrity Club has been recently introduced. The integrity club is designed as 'Community group' for cultivating 'human values' among students by means of organizing games, activities and workshops in schools. The aim of the Integrity club is to impart 12 values like integrity, love, patriotism, compassion, tolerance, secularism, unity, simplicity, honesty, respect, non-violence, responsibility and enable students cherish democracy by following the 12 values. Most importantly Integrity Club would</p> <p>1Create awareness among students about the need to fight corruption.</p> <p>2 Promote zero tolerance to corruption.</p>

METHODS OF ORGANISATION :

(Club activities should be conducted on every alternate Saturday)

- ❖ In each club students from different classes are to be selected so that every child should be a member of one club. Each club should have 35 to 50 students.
- ❖ Number of clubs should be as per available staff and student strength.
- ❖ Senior most teacher member of the club will be in charge of the club.
- ❖ All teachers should be distributed in clubs as per above scheme.
- ❖ Club activities of all the clubs should be conducted on a Wednesday involving all the students and teachers during Remedial classes.
- ❖ Club in charge ensure that activities of every club are planned in advance and conducted on as per schedule on Saturday.
- ❖ The record of weekly activities should be maintained by the Club in charge teachers. Club wise display boards may be put up at appropriate locations in the Academic Block and updated at least once in every fortnight.
- ❖ During Panel Inspection each club will showcase the exemplary work done by organizing an exhibition.
- ❖ Note: Club and CCA activities should be conducted on every alternate Saturday. For example if club activities are conducted on 1st Saturday of the month, CCA activities will be conducted on 2nd Saturday and so on.)

Note: Above given duties are not claimed to be complete, they are mainly indicators of the nature of duties and responsibilities, teachers are completely responsible for their concern clubs/departments in all matters. All teachers must maintain devotion to duty, integrity and unquestionable dedication towards welfare of Students and Vidyalaya. Any Negligence in duties will be considered to be violation of conduct rules and action may be taken under CCS (CCA) 1965 rules.

(Dr.Darshan Lal Meena)

Principal