S NO	CONANALTTEE			MEMDEDC
S.NO. 01.	COMMITTEE	DUTIES & RESPONSIBILITIES	CONVENOR	MEMBERS
01.		To completing the manifestantian	01.Ms Roshini	Mr. Alok Kumar Chaturvedi, DCT (Phy.)
		-To scrutinize the registration	Samuel, PGT	PGT (Phy.)
		forms for admission and carry out the process as per the Admission	(Chem.)	Mr. Shiv Ram Kumar, PGT (Maths.)
		guidelines 2017-18 in consultation		 Ms. Usha Pandey
	Admission	with the Principal.		Mr. Harish Kumar, PRT
02.	Fightsston	As Per Article-106 of Education	Mr. Alok Kumar	Internal Exam Committee Members:-
02.		Code-To plan the schedule of PT-	Chaturvedi, PGT	Mr. Kuldeep Jaipal,
		I,II,III & SEE and UT, CT	(Phy.)	TGT (SOST)
		Pre-Board and SEE for class XI &	Mr. V. Arjunan, PGT	External Exam Committee Members:-
		XII as per the calendar of	(Bio.)	 Mr. Jubin Dharmajan,
		activitiesTo ensure the		PGT (Comm.)
		evaluation of Internal Assessment		Mr. Vinod Kumar,
		and grading of co-scholastic		TGT (Maths.)
		subjects as per the instructions of		Mr Nisant Singh
		CBSE/KVSTo give suitable		(TGT Maths)
		instructions to class teachers for		Primary Exam Committee:-
		maintaining all the relevant		 Ms. Usha Pandey, PRT
		records.		(I/C)
		-To conduct external examination		Mr. Pradeep, PRT
		as per the prescribed norms and		Mr. Harun Mohammed, PRT
		to maintain record of all such		
	Examination	examinations.		
	(Internal/	To conduct Board Exam as per		
	External/C B	CBSE guidelines and also to give		
	SE)	suitable instructions for carrying		
		out Internal Assessment and		
		maintain records.		
03.		-To prepare & execute time table	Mr. P. Karthik, PGT	Mr. Shiv Ram Kumar, PGT
		for primary ,sec & sr. secondary	(Bio.)	(Maths)
		classes as per the norms decided		Mrs. Manju Sana, Lib.
		by KVSTo make necessary		Primary Time Table Committee:-
		adjustments in the time table due		Mrs. Indrajeet Kaur, PRT
		to administrative exigenciesTo device workable & suitable		 Mr. Neeraj, PRT
		assignment/remedial time-table-		Mr. Satish Kumar, PRT
		To make arrangement for classes		
		suitably as per requirement.		
		- To prepare Home Assignment		
		Schedule To prepare day to day		
		substitution with precision and		
	Time - Table,	care to ensure effective		
	Substitution	engagement of the classes to		
	å	avoid unwanted movement of the		
	Arrangement	students		
04.			Mrs. Smitha S.	• Mrs. Sunitha Krishnan K S PGT
			Gopal, PGT (Eng.)	(Comp. Sci.)
		-To organize Inter house		Mr. Subhash Chandra, TCT (Sama)
		-To organize Inter house competitions effectively and to		TGT (Sans.)
		celebrate all the days of National		• Mrs. Amrita Verma, TGT (AE)
		importance/occasions with the		 Mr. Sushil Kumar Gupta,
		assistance of House Masters and		TGT (WET)
		other experts in a planned		Mr. Kuldeep Singh, TGT (P&HE)
		mannerTo activate the conduct		 Mrs. Manju Sana, Lib.
		of Morning AssemblyTo monitor		 Mr. Deepak Kumar TGT(Hindi)
		day to day Morning Assembly		Mrs Sumithra Kumari PGT
		programme effectively and ensure		(Geo)
		befitting presentation on all		• Ms Pooja Rao (Counsellor)
		Fronts on time.		Primary CCA Committee:-
	C.C.A &	-To coordinate all external		• Mrs. Jiji Elizabeth Sam, PRT
	External	competitions relevant to our		Mrs. Manorma Das, PRT
	Competitions	system		• Ms. Ashwini Mahajan Suresh,

				 PRT Ms. Chandani Vaishnav, PRT (Mus.)
05.	Student Council	-To select SPL, House captains and other members of the council for carrying out their usual work in consultation with the Principal. To implement pass system. Systematic/ orderly movement of students for assembly. Checking of late comers.	Mr. Kunthan Bara PGT(Eco)	 Mr. V.Arjunan, PGT (Bio.) Ms. Roshini Samual, PGT (Chem.) Mr. Gyanendra Pratap Singh PGT (His.) Primary Committee:- Mrs. Indrajeet Kaur, PRT Ms Neelima, PRT Mrs. Sheelam Rani, PRT
06.	Furniture	-To ensure all furniture bear serial numbers and the year of purchaseTo ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules.(as per Articles-135 of Education Code.)	Ms. D. Sindhu, PGT (Eng.)	 Mr. Adityanath Tripati TGT (Maths) <u>Primary Committee:-</u> Mr. Khem Raj Meena, PRT Mr. Neeraj Kumar, PRT
07.	ICT	-To ensure all the Labs in working condition with broadband/LAN connectivity for carrying out Computer Literacy classes and think.com effectively with the assistance of computer instructors and to submit monthly updates to the office.	Mrs Sunitha Krishnan, PGT (Comp. Sci.)	 Mr. Shiv Ram Kumar, PGT (Maths.) Mr Sadeesh Kumar (Computer Inst. Sr.) Mr Bimal tirkey (Computer Inst. Jr.)
08.	Audio-Visual Aids	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.	Mr. Sushil Kumar, TGT(WET)	 Mr. Gyanendra Pratap Singh PGT (His.) <u>Primary Committee</u> Mrs. Manorma Das, PRT Mr Bimal tirkey (Computer Inst. Jr.)
09.	Prize Distribution	-To be responsible for purchase of suitable prizes for different competitions, distribute certificates and prizes to the students from time to time.	Mr. Ashok Kumar, PGT(Hindi)	 Mr. Santhosh Kumar Meena, TGT (Hindi) Mr. Kuldeep Singh, TGT (PET) Mr.Narotham, TGT (Eng.) Primary Committee Mrs. Jyoti, PRT
10.	Gardening (Nature/Eco club)	-To develop Science garden for Primary section -To monitor the work effectively and to offer technical expertise to improve gardening by providing all required materials from time to time with the help of Gardener and other workers used for conservancy services	Mr. V. Arjunan, PGT (Bio)	 Mr. P. Karthik, PGT (Bio.) Ms Ranjana RawatTGT (Sci.) TGT (Sci.) 2 Mr. Sushil Kumar Gupta, TGT (WET) Primary Committee Mrs. Jiji Elezabeth Sam, PRT Mr. Satish Kumar, PRT
11.	Excursion/Fie I d trips	-To check out and implement Annual plan for outing of the students as per the codal provisions in consultation with the Class teachers/Principal	Mr. Vijay Verma, PGT (Chem.)	 Mr. Satender, PGT (Phy.) <u>Primary Committee</u> Mr. Manju Santhosh, PRT Mr. Neeraj, PRT
12.	Vidyalaya Vikas Nidhi	-To prepare and implement budget as per the KVS norms.	PRINCIPAL	 Mrs Sunitha Krishnan K.S, PGT (Comp. Sci.) Mr. AdityaNath Tripati TGT(Maths), Mrs. Indrajeet Kaur, PRT

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13. Building mainter Monitor commit	nance repair work of buildings includin ring toilets, surroundings and play	Mr. Sushil Gupta TGT(WE) g	 Mr. Siva Ram Kumar, PGT (Maths) Mr. Satender, PGT (Phy.) <u>Primary Committee</u> Mr. Khem Raj Meena, PRT Mrs. Sheelam Rani, PRT
14. Discipli	-To ensure the congenial atmosphere by maintaining gentl movement of students and dealing the cases of indiscipline of students if any. A separate file	ng	 Mrs. Roshini Samuel, PGT (Chem.) Mrs. Swati Singh,TGT (SST.) Mr Hitesh Kumar TGT(SST) Primary Committee Ms. Usha Pandey, PRT Mrs. Indrajeet Kaur ,PRT Mr. Pradeep Kumar, PRT
15. Hindi Rajbha Implem o n	sha -To conduct quarterly meetings		 Mr. Subhash Chandra, TGT (Sans.) Mr. Deepak Kumar TGT(Hindi) Mr. Santhosh Kumar Meena TGT(Hindi) Mrs. Varsha Yadav TGT (Hindi) Primary Committee Mr. Harish Kumar, PRT Mr. Harun Mohammed, PRT
16. Publica	>-In charge of school magazine and any other issues related to publication (i.e. News Letter at	Ms. D. Sindhu, PGT (Eng.)	 Mr. Ashok Kumar, PGT (Hindi) Mr. Deepak Kumar TGT(Hindi) Mr. Santhosh Kumar Meena TGT(Hindi) Mr Narottam Kumar (Eng.) Mr. Subhash Chandra, TGT (Sans.) Mrs. Amrita Verma, TGT (AE) Primary Committee Mrs. Jiji Elezabeth Sam, PRT Ms. Ashwini Mahajan Suresh, PRT Mrs. Manorma Das, PRT
17 Scouts Guides & Bulbuls n ture Activit	& /Cubs -To enroll Scouts & Guides, Cubs Bulbuls and to organize testing /Adve camps, troop meetings as per th Annual Schedule of activities prepared at unit level in light of	e	 Mrs. Marlorma Das, PRT Mr. Ashok Kumar, PGT (Hindi) Mrs. Roshini Samuel, PGT(Chem.) Ms. D. Sindhu, PGT (Eng.) Mrs. Smitha S Gopal, PGT (Eng.) Mr. Shiv Ram Kumar, PGT (Maths.) Primary Committee Mrs. S. Manju, PRT Mrs. Sheelam Rani, PRT Mrs. Sheelam Rani, PRT Mr. Harish Kumar, PRT
18. Acaden council	>-To chalk out a plan for Supervision of Assignment & Project work and its implementation for all the classesTo ensure proper correction of written work of th		 Mr. P.K.Kunthan Bara, PGT (Eco.) Mrs. Roshini Samuel, PGT (Chem.) Mr. V. Arjunan, PGT (Bio.) Primary Committee Ms. Usha Pandey, PRT Mrs. Jiji Elezabeth Sam, PRT
19 Slow Le Program	-To collect informations about students (i.e. classes attended, correction of HW and CW with Date, performance in FA/SA & regularity)from each subject teacher from all classes To identify slow learners in one	Mr. Jubin Dharmajan, PGT (Comm.)	

		the basis of above information and prepare a list of slow learners without inform to students. >To prepare suitable strategy for improvement and schedule for monitoring the programme also To Submit monthly report to the Principal		 Ms. Usha Pandey, PRT Mr. Pradeep Kumar, PRT
20	AEP & guidance and counseling CS 54(Fees and fines checking)	-To conduct programmes as per the guidelines given in the trainingTo maintain & update display board and a corner to keep these activities ongoing for various programmes. Data to be filled in the relevant records every month and submit to the office.	Mr. V. Arjunan, PGT (Bio) Mr. Vinod Kumar, TGT(Math)	 Mr. P. Karthik, PGT (Bio.) Mrs. Roshini Samuel, PGT (Chem.) Mr. Kuldeep Jaipal, TGT (SOST) Primary Committee Mrs. Indrajeet Kaur, PRT Mrs. Usha Pandey, PRT Mrs. Jiji Elezabeth Sam, PRT Mr. Jubin Dharmajan, PGT (Commmerce) Primary Committee Mr. Sushil Jatav, PRT
22.		-To checkout Annual plan of meetings and to maintain minutes	Mr. Alok Kumar Chaturvedi, PGT (Phy.)	All The Class Teachers
23.	PTA Meetings	and records of such meetings. As Per Article -137 of Education Code as amended time to time-To procure text books and reference books recommended by CBSE as per the recommendation of faculty membersTo organize Class Library and to present book	Mrs. Manju Sana, Librarian	 Mrs. Smitha S Gopal, PGT (Eng.) Mr. Ashok Kumar, PGT (Hindi) Mr. Hitesh Kumar TGT (SOST) <u>Primary Committee</u> Mrs. Jiji Elezabeth Sam, PRT
24	Library	reviewTo assist Primary wing in Library activities in light of CMP.	Ma Kuldoon Circh	An Vined Kursen TCT (Metha)
24.	Games, Sports & Vocational Skills	-To practice Yoga daily -Identify the talented students participating in Inter School competition & Cluster Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain recordTo draw up class wise activities to be undertaken as per the syllabusTo coordinate with vocational teachers and train the students for various activitiesTo encourage all students to take part in the Drawing and Painting Competitions.	Mr. Kuldeep Singh, TGT (P&HE) Mr. Mr. Satish Kumar, PRT	 Mr. Vinod Kumar, TGT (Maths) Mr. Hitesh Kumar TGT (SOST) Ms N Radha PET Ms Priyanka Mistry PET Primary <u>Primary Committee</u> Ms. Mahajan Ashwini Suresh, PRT
25.	СМР	To conduct various activities as per KVS instruction in time and sending monthly activity report.	Ms. Usha Pandey, PRT	 Mrs. Sheelam Rani, PRT Mr. Neeraj, PRT
26.	Water Management	- To ensure uninterrupted water supply in all the toilets and other placesTo ensure periodical cleanliness of aqua guards with the display of date of cleaning on a separate Register.	Mr. Vijay Verma, PGT(Chem.)	 Mr. Satender, PGT (Phy.) Ms. Ranjana Rawat TGT Science Mr. Harish Kumar, PRT Mr. Sushil Kumar Gupta PRT
27.	House Keeping & Security	-To monitor the services of cleanliness & security in consultation with the agencies concerned.	Mr. P. Karthick, PGT (Bio)	 Ms. Swati Singh, TGT (SOST) Mr. Santhosh Kumar Meena TGT(Hindi) Ms. Usha Pandey, PRT Ms. Chandani Vaishnav,

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28.		-Proper maintenance of the	Mrs. Sunitha	PRT (Music) <u>ALL IN-Charges of various</u> <u>Departments:-</u> • Mr. Ramanathan (Lab. Att.) - for supervision of cleanliness of road and foot path in school campus. • Mr. Ashraf Ali, Lab. Att. For supervision of cleanliness of New Block & of Primary Block • Mr. Rajendran, Sub Staff for supervision of cleanliness of Sec. & Sr. Sec. Block • Mrs. Amrita Verma,
	Teaching Aids/ Resource Room	teaching aidsPurchase of teaching aids as per the requirement of the new syllabus To facilitate teachers using all the teaching aids in their class room Teaching.	Krishnan K.S, PGT (Comp. Sci.)	TGT (Art.) • Mr. Sushil Kumar Gupta, TGT (WET) • Mrs. Jiji Elizabeth Sam, PRT
29.	Website Committee & UBI Portal Shaala Darpan	Maintenance & regular Updation of School Website, UBI Portal, Shalah Darpan	Mrs. Sunitha Krishnan K. S, PGT (Comp. Sci.)	 Mr Sadeesh Kumar Computer Instructor (Sec.) UBI, Shaala Sarpan, Website, Mr. Bimal Tirkey, Comp. Inst. (Primary) <u>TC Upload</u> Mr. Anupam Kumar, JSA All Class Teacher at Class teacher level
30.	Moderation	-To scrutinize the question papers for the Formative and Summative Assessments-To check answer scripts of PT-1, PT-2, PT-3 & Session Ending Examination at random to ensure uniformityTo condone the shortage of attendance of	PRINCIPAL	 Mr. Alok Kumar Chaturvedi, PGT (Phy.) Mr. V. Arjunan, PGT (Bio) Faculty Heads Class Teachers
31.			Mr. Satender, PGT (Phy.)	 Integrate Club/Virasat Samuha Mr. Ashok Kumar, PGT (Hin.) I/C Mr. Vijay Verma, PGT (Chem.) Mr. Varsha Yadav, TGT (Hin.)
				 For Eco Club & Science Club Mr. V. Arjunan, PGT (Bio), I/C Mr. P. Karthick, PGT (Bio.) Mrs. Jiji Elizabeth Sam, PRT Mrs. Manorma Das, PRT Ms. Ashwini mahajan Suresh, PRT
		students and moderate the marginal cases for promotion as per the promotion rulesTo ensure implementation of Right to Education Act. -Make a club by collecting the names of the students who are interested in various activities Keep a record of number of		Literary Club • Ms. D. Sindhu, PGT (Eng.) I/C • Mr. Narottam Kumar (Eng.) 1 • TGT (Eng.) 2 Cyber Club • Mrs. Sunitha Krishnan, PGT (Comp. Sci.) Readers Club • Mrs. Manju Sana, Librarian
	Club Activities	students in the clubEncourage them to make innovative projects & present such activities in the		Sports Club•Mr. Kuldeep Singh, TGT (P&HE)•Ms Priyanka Mistry PET Primary

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32.	Photography	-To maintain Album covering all activitiesTo display all the coverage of all occasions.	Mr. Gyanendra Prathap Singh, PGT (Hist)	 Mrs. Amrita Verma, TGT (Arts.) Ms, Neelima PRT
33.	P A System	-To arrange PA system for morning assembly and other programmes.	Mr. Sushil Gupta, TGT(WET)	 Mr. Gyanendra Pratap Singh, PGT (Bio) Mr. Santhosh Kumar Meena TGT(Hindi) Mrs. Mr. Harun Mohammed, PRT Mr. Khem Raj Meena, PRT Mr. Neeraj, PRT
34.		-To take care and maintain the	Mr. V. Arjunan, PGT (Bio.)	 Mr. Satender, PGT (Phy.) Mr. P. Karthick, PGT (Bio.) Ms. Ranjana Rawat TGT(Sci) Mrs. Indrajeet Kaur, PRT Mrs. Jiji Elizabeth Sam, PRT Mrs. Amrita Verma, TGT (Arts.) Mr. Sushil Kumar Gupta, TGT (WET) Mr. Sushil Jatav, PRT <u>All Class Teachers & In charges of all</u>
	Health/ Hygine and Beautification	beautification in all the areas of the class room, Vidyalaya from time to time.		<u>Departments (for maintenance of proper</u> <u>beautification in respective class room &</u> <u>Department)</u>
35.	Display board	- To guide the students for proper selection of the material and decoration coupled with befitting display. Procure required articles in consultation with CCA dept. (excluding Lib.)	Mrs. Smitha S Gopal, PGT (Eng.) Mrs. Mrs. Indrajeet Kaur, PRT	 Mrs. Amrita Verma, TGT (AE) (To display Photographs on display boards) Mr. Gyanendra Prathap Singh PGT(Hist) Mr. Kuldeep Jaipal, TGT (SOST) Mrs. Swati Singh, TGT (SOST) Mrs. Swati Singh, TGT (SOST) Mrs. Jiji Elizabeth Sam, PRT (Maintain Display boards in Primary Boards) Ms. Usha Pandey, PRT Ms. Neelima, PRT Ms. Sushil Jatav, PRT (For Library's display Board)
36.	Morning Assembly	- To make all arrangements for smooth conduct of morning assembly including arrangement for special occasions.	Mrs. Smitha S Gopal, PGT (Eng.)	 Members of CCA Committee Ms. Sumithra kumari PGT (GEOG) Mr kuldeep Singh TGT(PHE) Mr. Sushil Kumar Gupta, TGT (WET) Ms. Usha Pandey, PRT Ms. Chandini Vaishnav, PRT (Music) House Masters/Class Teachers On duty
37.	Maintenance of all electronics items	Maintenance of Computers, Fax machine, RISO graph machine, Scanner, photocopiers, LCD Projectors, Printers etc.)	Mr. Sushil Kumar Gupta, TGT (WET)	 Mr. Satender, PGT (Phy.) Mrs. Sunitha Krishnan K. S, PGT (Comp. Sci.) Mr. Satish Kumar, PRT Mr. Sadeesh Kumar,Comp Inst Sr Mr. Harun Mohammed, PRT Mr. Bimal tirkey Comp Inst.Jr
58.	Local Purchase Committee	Procurement of items from local market on emergency cases may be followed by local	Mr. Shiv Ram Kumar, PGT (Maths.)	 Mr. P. K. Kunthan Bara, PGT (Eco.) Mr. V. Arjunan, PGT (Bio.)

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	market survey, collecting quotation		 Ms. Usha Pandey, PRT
	finalizing the Purchases as per KVS Norms.		 Mr. Neeraj, PRT
	,		• Mr. N. Yesupillai, SSA
39.	To monitor the conduct of Health	Mr. P. Karthick, PGT	• Mr. V. Arjunan, PGT (Bio.)
	Check twice a year, Conduct talk	(Bio.)	 Mrs. Indrajeet Kaur, PRT
Medical	shows/awareness campaigns on	(0.0.)	Staff Nurse
Check	related issues & to tie up with		 PRT Games Coach
Up & First	external agencies of the relevant		
	-		
Aid	field for that purpose		
40.		PRINCIPAL	<u>SCIENCE</u>
			• Mr. Alok Kumar Chaturvedi,
			PGT (Phy.)
			ENGLISH
			Ms. D. Sindhu, PGT (Eng.)
			MATHS
			• Mr. Shiv Ram Kumar,
			PGT (Maths)
			HINDI
			Mr. Ashok Kumar,
			PGT (Hindi)
			<u>SST</u>
			 Mr. P. K. Kunthan Bara,
			PGT (Eco.)
			PRIMARY
			HINDI
			Mrs. Indrajeet Kaur, PRT
	To conduct monthly meetings for		-
	the subject concerned for content		ENGLISH
	enrichment, guality		• Ms. Usha Pandey, PRT
	upgradation/effective teaching		EVS
Subject	learning methodology		• Mrs. Jiji Elizabeth Sam, PRT
Committee In	Planning, Implementation & Follow		MATHS
Charge	up of the same as Above		• Mrs. Manju Santhosh, PRT
41.	up of the sume as Above	Mr. Ashok Kumar,	Mr. Kuldeep Jaipal TGT (SOST)
Repair &			
		PGT (Hindi)	Mrs. Jiji Elizabeth Sam, PRT
Maintenance	To Collect defective list from the		Mr. Khem Raj Meena, PRT
Of Staff	occupants of Staff Quarters and to carry		 Harish Kumar, PRT
QTRs.	out Repair & Maintenance of Staff Qtrs.		• Mr. N. Yesupillai, SSA