

TEACHERS WORKING COMMITTEE FOR THE ACADEMIC YEAR 2023-24

Modified after annual transfer

DATED :- 30-11-2023

The following working committees are constituted for the smooth working of the vidyalaya activities & all the committee members are hereby responsible for the specific activities of their committee in time. All the in-charges & teachers are requested to complete all assigned tasks within given stipulated time frame of the provided letter related to the activity. The assigned work should be accomplished infallibly in time. If any discrepancy arises, In-charges and members will be responsible for that. Please read carefully and do accordingly for the smooth functioning of the vidyalaya.

S. No	Committee Name	Duty assigned	Signature
1	TIME TABLE		
	1.Mrs Tarishi Verma, I/C 2.Ms Kiran Thakur TGT, SST 3.Ms Kiran Bala, PRT	To prepare time table as per KVS norms and stream line Vidyalaya academic task/target.	1. 2. 3.
2	ADMISSION :		
	1. Mr. Prithi Singh, I/C & PGT. 2. Mr. Ajmer Singh, PGT CS 3.Mrs Kiran Thakur,TGT-S.ST 4. Mrs. Kiran Bala, PRT 5. Mr. Vinod Kumar, SS	To complete admission process as per KVS guidelines and update the website with the day to day admission update.	1. 2. 3. 4. 5.
3	FURNITURE		
	1.Mr Raj Kumar, I/C 2. Ms Jyoti Mahant, PRT	To purchase, repair and maintain vidyalaya furniture in good condition	1. 2.
4	LIBRARY		
	1.Ms Anita Kumari I/C 2. Mr Raj Kumar, WE 3. Mrs Jyoti Mahant, PRT	To Plan and decide about the purchase of the books and maintain the same systematically	1. 2. 3.
5	SANITATION, HYGIENE, CLEANLINES AND BEAUTIFICATION		
	1. Mr Raj Kumar, TGT-WE I/C 2. Mrs Bhawna , TGT , Arts 3. Ms Jyoti Mahant, PRT	1. To monitor the Vidyalaya campus including toilets and to keep check on the outsource workers, window panes, door hinges, wash basin, electric wires etc. 2. MOD register should be maintained on daily basis by the committee members month wise	1. 2. 3.
6	Gardening & beautification		
	1.Mr Anusuya Prasad, PGT-Bio I/C 2.Mrs Bhawna TGT-ART 3. Mrs. Kiran Bala, PRT	Look after the beautification of the Vidyalaya and the surrounding and go ahead with "Go Green Program".	1. 2. 3.
7	GAMES & SPORTS & SBSB COMMITTEE		
	1.Mr Bhinder, I/C Games & Sports 2.Mr Raj Kumar, TGT-WE 3.Ms Meenakshi, PRT 4. Ms Kiran Bala, PRT	To plan different activities related to games and sports through the year. Select the students for cluster, regional and national competition. Impart health education mass PT for physical fitness. To plan different activities class wise related to SBSB games and proper record & fitness cards should be maintained properly.	1. 2. 3. 4.
8	MATHEMATICS(KVS) NCSE, OLAMPIAD & OTHER OUTSIDE COMPETITION/MATHS LAB		
	1 Mr. Neeraj, PGT-Maths , I/C (Maths Lab) 2. Mr. Bhinder, TGT, Maths 3. Ms Jyoti Mahant, PRT 4. Ms Pooja, PRT	To plan and organize the test, encourage the students regarding the competition, test and maintain records.	1. 2. 3. 4.

	Science competitors: 5. Mr. Suresh Kumar, PGT Chemistry (I/C outside competitions) 6. Mr Prithi Singh, PGT Physics 7. Mr Anusuya Prasad, PGT, Bio I/C Junior Sci lab		5. 6. 7.
9	CCA COMMITTEE(PRIMARY& SECONDARY SECTION)		
	1. Mrs Anita Kumari, TGT-Eng & Associate member 2. Mrs Pooja, PRT for Primary. 3. Mrs. Meenakshi- PRT 4. Mrs. Bhawna- TGT- Art 5. All House Masters & Club in-charge	To divide the students in to four houses, to plan different CCA activities and conduct these during CCA period every week and maintain necessary record related to CCA activities. House duties should be given to the students on Friday for next week. To plan and decide the date for CCA activities as per decided date of competition and prize purchasing. To prepare the students for the literary and cultural activities.	1. 2. 3. 4. 5.
10	SCOUT & GUIDE		
	1. Mr. Neeraj, PGT Math 2. Mrs Bhawna, TGT, Guide Captain 3. Mrs Anita Kumari, TGT, Guide Captain 4. Mr Raj Kumar TGT-WE & I/C Cub Master. 5. Mrs Kiran Thakur, TGT-S.ST, Flock Leader 6. Mrs Alka Rani, PRT, Flock Leader	To plan different activities related to scout and guide. Preparing the students for different level like Dwitya tritya, Rajya Puskar, Rastrapati award and testing camp.	1. 2. 3. 4. 5. 6.
11	CONDEMNATION COMMITTEE		
	1. Mr Ajmer Singh, PGT-CS I/C 2. Mr. Raj Kumar, TGT-WET. 3. And all stock holders	To collect the list of items to be condemned and to prepare the various reports and documents for condemnation purpose.	1. 2. 3.
12	SOCIAL SCIENCE COMMITTEE		
	1. Mrs Kiran Thakur, TGT-S.ST & I/C 2. Mrs Tarishi Verma, PGT-English 3. Mrs Bhawna, TGT-Art	To conduct social science competition and other competitions related to social science. To prepare and guide the students for making models and exhibits for social science exhibitions at vidyalaya, cluster, regional and National level exhibitions.	1. 2. 3.
13	EK BHARAT SHRESTH BHARAT(EBSB)		
	1. Mrs Kiran Thakur, TGT –SSC I/C 2. Mrs Bhawna, TGT-Art 3. Mr. Vivek, TGT SKT	Conduct all the activities according to EBSB calender 2023-24	1. 2. 3.
14	KALA UTSAV		
	1. Mrs Bhawna, TGT-Art I/C 2. Mrs Jyoti Devi, PRT	Conduct all the activities according to KALA UTSAV LETTER 2023-24	1. 2.
15	MORNING ASSEMBLY		
	1. Mrs. Anita Kumari TGT-Eng. & associate (overall incharge) 2. Mr Raj Kumar, WE., PA. system & Photography) 3. Mrs. Pooja , PRT 4. Music Teacher 5 Mr. Hans Raj, SS, (For assist, PA system and others.)	To plan and organize morning assembly in proper way and up to the mark.	1. 2. 3. 4. 5.
16	EXAMINATION(INTERNAL & CBSE)		
	1. Mr Anusuya Prasad, (PGT Bio) I/C Internal 2. Mr Suresh Kumar (PGT Chm) I/C – CBSE. 3. Mr Raj Kumar, TGT-WE 4. Mrs. Kiran Thakur, TGT -SSC 5. Mrs. Alka Rani PRT 6. Mr. Hans Raj, SS.	1. Conduction of periodic tests, cycle tests, Half yearly, SEE, as per academic plan along with proper maintenance of records. To prepare result analysis and performance index.	1. 2. 3. 4. 5. 6.

		2. CBSE: - To conduct CBSE exam and to look after the all formalities related to CBSE registration like filling up forms etc and sending students' details timely.	
17	VIDYALAYA PATRIKA & NEWS LETTER(CMP)		
	1.Mrs Tarishi Verma, PGT-Eng 2.Mrs Anita Kumari, TGT-Eng 3 Mrs Bhawna, TGT-ART 4.Mrs Pooja, PRT 5. TGT SKT	To design the vidyalaya patrika front page, to motivate the students to write and submit the articles, poem and to compile them to make it ready for printing, publication and distribution. CMP newsletter is also published as per back to basic rules and regulations with photographs	1. 2. 3. 4. 5.
18	DISCIPLINE & VIGILANCE COMMITTEE		
	1. PET 2. Mr Ajmer Singh , PGT-CS 3. Mr. Suresh Kumar, PGT -Chmistry 4. Mrs Alka Rani, PRT 5. All class / co-class teachers.	To look after the discipline and solve adolescents' problems. Peer group problems and complaints are to be addressed. Student-committee class wise should also be prepared to maintain proper discipline of dispersal and recess. Teacher and student duty chart should be prepared month wise and displayed on noticeboard.	1. 2. 3. 4.
19	PURCHASE COMMITTEE		
	1.Mr Ajmer Singh, PGT-CS & I/C 2.Mrs. Tarishi Verma, PGT-ENG 3. Mr Raj Kumar, TGT-WE. 4. Ms. Kiran Bala, PRT	To plan and take up purchase procedure for procurement of material for the vidyalaya as per KVS norms	1. 2. 3. 4.
20	MAINTENANCE AND REPAIR WORK		
	1.Mr Raj Kumar,TGT-WE- I/C 2. Mrs. Jyoti Mahant-PRT	To look after repairs and maintenance work in the vidyalaya as per annual plan. White wash of the buildings as per the requirement.	1. 2.
21	TEACHING AIDS		
	1.Mrs Kiran Thakur, TGT-S.ST- I/C 2. Mr. Anusuya Prasad, PGT-Bio 3. Mrs. Kiran Bala, PRT	To prepare and maintain teaching aids required for each and every subjects and also, make them available to the teachers for the classroom teaching.	1. 2. 3.
22	FIRST-AID AND HEALTH CHECKUP		
	1.Mr Anusuya Prasad, PGT-Bio & I/C 2.Mrs Alka Rani, PRT 3. Ms Mala, Staff Nurse	To provide first aid facilities to the students and provide help to conduct health check up in the Vidyalaya. To maintain first aid room neatly and medical cards class wise. Register should be maintained by the nurse on daily basis.	1. 2. 3.
23	RAJ BHASHA SAMITEE		
	1.Mr. Vivek, TGT(Skt) 2. Mrs Pooja, PRT. 3. Office staff	As per KVS norms, implement the target task of Raj Bhasha Hindi and work for national language-Hindi. Office members and teachers are instructed to write reports in Hindi. The salary slips, relieving orders, registers should be maintained in Hindi language only. The stamps should be bilingual.	1. 2. 3.
24	SOP COMMITTEE		
	1.Principal I/C Overall 2.Mr Suresh Kumar, PGT-Chm 3..Mrs. Tarishi Verma, PGT- English 4. Mrs. Pooja, PRT All class teachers	1.Safety and security committee of teachers month wise to be prepared 2. Month wise meeting on SOP on last working day and minute should be written on register. 3. Mock drill of disaster management and fire should be arranged 4. Students' committee should be prepared from perfects for the vidyalaya and discipline committee can also to be maintained by the students and teachers as per the planning.	1. 2. 3. 4.

25	CHECKING OF ATTENDANCE REGISTER & PREPARED CS-54 & CS-11 FEES REGISTER		
	1. Mr. Neeraj, PGT-Maths I/C 2. All co-class teachers 3. Office staff	Attendance Register will be checked regularly. Fees and fine should be properly checked in the attendance register as well as on UBI web portal.	1. 2 3
26	VIDYALAYA WEBSITE UPDATE & TC UPLOAD IN VIDYALAYA WEBSITE COMMITTEE.		
	1.Mr Ajmer Singh, PGT-CS-I/C 2. Computer Instructor	Maintain website up to date on the daily basis and monthly report should be given on the last working day. The 'Celebrated days' in the morning assembly should be uploaded on the website with photographs on regular basis.	1. 2.
27	ADOLESCENCE COMMITTEE		
	1. Mr Anusuya Prasad, PGT-Bio 2. Mr Raj Kumar, TGT 3. Mrs Kiran Thakur, TGT- SSC 4. Staff Nurse.	To aware the students about their bodily changes with growing age. Guest Lecture should be invited time to time. To plan different activities relate AEP. Class arrangement topics should be planned and distributed among PGTs, TGTs and PRTs. The topic should be related to moral values.	1. 2. 3. 4.
28	CAREER COUNSELING AND GUIDANCE		
	1.Mr Suresh Kumar, PGT-Chem 2.Mr Ajmer Singh, PGT-CS 3. Mrs Anita Kumari, TGT-Eng.	To plan & make a time table for XI class career counselling & guidance programme. Also, investigate the students for his/her future career. Guest lecture should be invited for career counseling.	1. 2. 3.
29	PRESS, PHOTOGRAPHY, MEDIA AND PUBLICATION		
	1.Mrs Tarishi Verma, PGT-Eng 2. Mr Raj Kumar, TGT-WE. 3. Mr Vinod Kumar, SS.	To publish the important matters of the Vidyalaya within the stipulated time. News should be forwarded after the function with coverage image and report.	1. 2. 3.
30	ELECTRICITY AND WATER SUPPLY COMMITTEE		
	1.Mr Raj Kumar, TGT & I/C 2. Mr. Anusuya Prasqad, PGT- BIO 3. Mrs. Anita Kumari, TGT -Eng 4. Mr. Hans Raj - SS	To look after repairs & maintenance work, electricity and water supply in the school. Water tanks should be cleaned fortnightly and date of their cleanliness should appear prominently outside the tanks.	1. 2. 3. 4.
31	EXCURSION/TOUR		
	1.Mr. Prithi Singh, PGT-Physics 2. Mr. Raj Kumar, TGT-WE	To plan different activities for excursion/tour and date should be fixed for excursion.	1. 2. 3.
32	CMP & RESOURCE ROOM & PRIMARY NEWS LETTER		
	1. Mrs Alka Rani, PRT- I/C 2. Mrs Jyoti Mahant, PRT 3. Mrs Pooja, PRT 4. Mrs Kiran Bala, PRT	To plan program for qualitative improvement of primary education and along with back to basic programme. CMP records should be maintained properly and the resource room is to be decorated and kept in a spick and span manner.	1. 2. 3. 4.
33	INCOME TAX CALCULATION AND 16-A FORM COMMITTEE		
	1.Mr Prithi Singh, PGT-Physics, I/C 2. Mr. Neeraj, PGT-Maths 3. Mr. Vivek, TGT - Maths 4. Office staff	To plan & complete the income tax details in time & return should be submit in time. Quarterly income tax deposit and prepare 16-A form by the CA done by the committee.	1. 2. 3. 4.
34	OFFICE COMMITTEE / PGT Maths- I/C		
	1. SSA/JSA/SS/Office 2.Mr Vinod Kumar,SS. (Office work)	To plan & complete the official work time to time and on the last working day. Enrolment and vacancy position to be sent after	1. 2.

	<p>Maintain Cash books VVN & S/F, ledger VVN & S/F, Petty Cash book, Salary Bill,TA/DA bill, Payment voucher/Receipt voucher, Medical bill,CEA. Bill, Leave record, Service Book & Maintain PF of staff etc.</p> <p>Prepared NPS/GPF/CPF & KVS-EWS schedule, Student enrollment month wise, Vacancy position month wise, Prepared Pay bill, Maintain VVN stock register, Preparation of TC's & Postage a/c register, Despatch/Diary and checking by all work by SSA.</p> <p>3.Mr Ajmer Singh, PGT-CS/ Computer Instructor All month wise updation in website.</p>	<p>verification by the U/S . Fees and fine should be checked from the attendance register class wise on the last working day. CS-11 & CS-54 should be maintained properly.</p>	<p>3.</p> <p>4</p> <p>5.</p>
35	Fees & Fines on UBI Portal Maintained		
	<p>1.Mr Ajmer Singh, PGT-CS 2. SSA/JSA, Mr. Vinod Kumar, SS. 3. All class teachers</p>	<p>UBI fees should be checked from UBI web portal time to time.</p>	<p>1.</p> <p>2.</p>
36	SEXUAL HARRASSMENT & CORPORAL PUNISHMENT COMMITTEE, Suggestion box		
	<p>1. Mr. Dinesh Kumar, Principal 2.Mrs Tarishi Verma, PGT-Eng-I/C 3.Mr Anusuya Prasad, PGT-Bio 4.Mrs Bhawna TGT-ART 5.Mrs Pooja 6. Staff Nurse</p>	<p>Maintain the dignity among each and every member of school and develop fellow-feeling among all. To make the students aware of sexual harassment and tell them to inform about any misconduct/dubious incident either to parents/teachers.</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p>
37	GRIEVANCES REDRESSAL COMMITTEE		
	<p>1. Mr. Prithi Singh, PGT- Physics-I/C 2.Mr Suresh Kumar, PGT-Chem 3.Mrs Anita Kumari- TGT - Eng 4. Staff Nurse</p>	<p>To settle the grievances of the staff and students with utmost priority.</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>
38	COMPUTER COMMITTEE		
	<p>1.Mr Ajmer Singh, PGT-CS- I/C 2.Mr. Raj Kumar, TGT-WE 3. Computer Instructor</p>	<p>To ensure the smooth working of computer in the vidyalaya and upkeep of the computer lab.</p>	<p>1.</p> <p>2.</p> <p>3.</p>
39	STAFF ROOM CLEANLINESS COMMITTEE		
	<p>1.Mrs Tarishi Verma PGT-English – I/C She will assign maintenance duty monthwise.</p>	<p>To ensure the cleanliness of the staff room month wise.</p>	<p>1.</p>
40	SWACHH BHARAT ABHIYHAN AND CLEANLINESS COMMITTEE		
	<p>1.Mrs Kiran Thakur, TGT-S.ST 2. Mr Raj Kumar, TGT-WE. 3. All house masters. 4. Ms. Mala, Staff Nurse</p>	<p>Cleanliness of staff room, daily checkup of boys and girls toilets, esp. - toilet seats, and all class rooms dustbins, classroom doors and surrounding areas of class rooms.</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>
41	LANGUAGE LAB COMMITTEE		
	<p>1.Mrs Tarishi Verma, PGT-Eng.- I/C 2 Mr. Ajmer Singh PGT-CS 3.Mrs Anita Kumari, TGT- English 4. All language Teachers 5. Computer Instructor.</p>	<p>To ensure the smooth working of devices in the language lab and to maintain the records related to Language lab usage by the teachers.</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>
42	BACK TO BASIC COMMITTEE		
	<p>1. Mrs. Kiran Thakur, TGT-S.ST-I/C 2. Mrs. Anita Kumari, TGT- English 3. Mr. Bhinder,TGT – Maths 4. Mr. VivekTGT- SKT</p>	<p>To keep record of all the tests conducted every month for the academic improvement of the students.</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>
43	GEM PORTALPURCHASE COMMITTEE		
	<p>1. Mr. Ajmer Singh, PGT-CS-I/C 2. Mr. Neeraj, PGT(Math) 3. All stock holders. 4. SSA/JSA, Mr. Vinod Kumar,SS.</p>	<p>As per GEM portal specification and instruction of KVS plan and take up purchase procedure for procurement of material for the Vidyalaya as per KVS norms</p>	<p>1.</p> <p>2.</p> <p>3.</p>

44	PISA /CCT		
	1. Mrs. Tarishi Verma- I/C (PISA) 2. All Science, Maths and English teachers including all the class teachers	To send the report month wise to RO in given format.	1.
45	AWAKEN CITIZEN PROGRAMME(ACP)		
	1. Mrs Kiran Thakur, TGT-S.ST-I/C 2. Mrs Anita Kumari, TGT- English 3. Mrs. Tarishi Verma, PGT - English	To conduct assigned modules in time and send the report in time as asked by RO.	1. 2. 3.
46	FIRM REGISTRATION COMMITTEE		
	1. Mr. Ajmer Singh, PGT-CS-I/C 2. Mr. Raj Kumar, TGT-WE 3. Office staff	To register firms as per KVS norms.	1. 2. 3.
47	CANTEEN COMMITTEE		
	1. Mr. Suresh Kumar, PGT-Chem- I/C 2. Mrs Meenakshi Devi, PRT-Music 3. Mrs Alka Rani- PRT	To check the cleanliness, rate list and food quality of the canteen.	1. 2. 3. 4.
48	PIMS/NISHTHA		
	1. Mr Ajmer Singh, PGT-CS-I/C 2. SSA/JSA/SS 3. Computer Instructor	Maintain all records as per the required format.	1. 2.
49	E-PENSION		
	Principal , SSA & Mr. Vinod Kumar SS	Maintain all records as per the required format	1. 2. 3.
50	ECO CLUB		
	1. Mr Anusuya Prasad, PGT-Bio I/C 2. Mr. Raj Kumar, TGT-WE 3. Mrs Pooja 4. Mrs Jyoti Mahant	Conduct all the activities related to ECO CLUB throughout the year.	1. 2. 3. 4.

Dated: - 30 -11-2023

(Dinesh Kumar)
Principal