

KENDRIYA VIDYALAYA MAHASAMUND CG

CLUBS AND COMMITTEES



SESSION 2023-2024

KENDRIYA VIDYALAYA MAHASAMUND CG

OFFICE ORDER 02.03.2023

COMMITTEES FOR THE SESSION 2023-2024 and W.E.F 01/04/2023

SN	Departments	Duties and responsibilities	In-Charge	Member
1	Morning Assembly/Pupil Society/CCA	To plan the items and order of programme (Class wise), Planning and preparation of annual day, Preparation of annual calendar of activities and effective execution	Mr J K Chandrakar Mr K K Chandrakar	MR Gulab Awade Mr Prabhat Dewanagan Mrs Bhumika MR AMBREEESH SHUKLA MR PRATAP SONI MR SURYA KUMAR SAHU
2	Admission	To give wide publicity by preparing advertisement, distribution of forms and registration and following the right admission procedure	MRS ROHITA BANSOD	MR GHANSHYAM SAHU MR SANTOSH GODRE
3	Examination Home (Secondary)	To organize and execute all the exams under Back to Basics, Preparation of question papers and evaluation on time. To prepare result analysis	MR S K SINGH	MR AMBREEESH SHUKLA MRS SUMITRA THAKUR
4	Examination CBSE	Online registration of Students, LOC	MR H S TRIPATHY	MR PRAVIN KUMAR MR DHARMENDRA PATEL
5	Examination Home (Primary)/CCE	To organize and execute all exams under back to basics, preparation of question papers and evaluation on time. To prepare result analysis	MR O P CHANDRAKER	

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6	Furniture	To quantify the needs for procuring furniture. Condemnation of old furniture	MR. GHANSYAM SAHU <i>G.Sahu</i>	MR N M SINGH MRS VANDINI JOHARI
7	Teaching Aids	Procuring and distribution of teaching aids. Condemnation of old teaching aids	MR. J. K. CHANDRAKAR <i>J.K.</i>	MR. G R AWADE <i>G.R.</i>
8	CMP Room	Preparation and planning of annual calendar of activities, cleaning & maintenance	MRS KANTA EKKA	MR G R AWADE MR PRATAP SONI <i>G.R.</i>
9	Computers	Maintenance and condemnation of computers. Updating of sites	MR. LOKESH SINGH <i>L.S.</i>	
10	Vidyalaya Website Committee	Updating of sites	MR LOKESH SINGH <i>L.S.</i>	OFFICE FOR TC/ENROLLMENT DETAILS
11	Sports	Preparation of annual sports calendar. Procurement of sports goods and condemnation	MR. K.K. CHANDRAKAR <i>K.K.</i>	MRS KANTA EKKA MR DHARMENDRA MR GULAB AWADE MRS VANDINI <i>G.R.</i>
12	Music / Audio Visual	Training the students for individual and group events for various occasions. Fitting of mike in the morning assembly.	MR PRABHAT DEWANGAN	<i>P.S.</i> MR S K SINGH MR V N PRADHAN MR H S TRIPATHY MR J K CHANDRAKAR MR G K NIRMALAKAR MR O P CHANDRAKAR MR PRATAP SONI <i>P.S.</i>
13	Scout & Guide	Conducting all the activities related to scout and guide along with testing camps	MR G R AWADE <i>G.R.</i>	

V.S.

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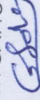

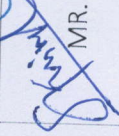

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			MR T R CHANDRAKAR MR SURYA KR SAHU MRS SUMITRA THAKUR MRS VANDINI JOHARI MRS VIJETA
14	Repair & Maintenance	Proper upkeep, civil electrical and water maintenance of the Vidyalaya Cleanliness: Ensuring Clean environs in the Vidyalaya Premises. Observation Cleanliness of Girls/Boys ,Staff toilets, Water Tank Cleanliness : Water Tank is to be cleaned at least two times a year . register is to be maintained.	MR V N PRADHAN
15	Beautification/Eco Club/Nature Club/Harit Vidyalaya /Gardening/Herbal Garden • Nature Club Place for Activity (Children Park)	Cleanliness & beautification of premises. Giving a facelift to the school, painting and gardening , To ensure proper keep of garden, Trees change of soil of tree pots, riming of bushes etc.	MR G K NIRMALKAR MR K K CHANDRAKAR MR PRATAP SONI MR T R CHANDRAKAR MR DHARMENDRA PATEL MR PRAVEEN SAHU MR PRABHAT DEWANAGAN
16	Subject Committee (Primary and Secondary both)	To decide no. of activities and assignments to be given in each class of the concerned subject. To discuss the TLM to be used. To register the follow ups and minutes of the meeting.	MRS SUMITRA THAKUR MR S K SINGH (ENG) MR GHANSHYAM SAHU (HINDI/SKT), MRS ROHITA BANSOD (SC.), MR AMBREEESH SHUKLA SO.SC

ALL THE SUBJECT TEACHERS OF SUBJECT CONCERNED.

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		MR V N PRADHAN- MATHS 		
17	Purchase Committee	To make survey of the local market and collect quotations.	MRS KANTA EKKA MR J K CHANDRAKAR ALL DEPARTMENT I/Cs 	
18	राजभाषा समिति	Official correspondence and quarterly report of Rajbhasha Execution committee	MR GHANSHYAM SAHU 	
19	PA System	To ensure proper functioning of PA system in morning assembly and other activities.	SANTOSH GODRE	NARAYAN LAL YADAV
20	CCA Primary	Preparation of annual calendar of activities and effective execution of CCA activities procurement of prizes writing and certificate and distribution.	MR GULAB AWADE 	MR O P CHANDRAKAR
21	Academic Council	To monitor the progress in academics. To make a plan to achieve quantity wise and quality wise better result (Action taken for the poor performance and measures to be adopted for quality improvement /Plan for the next session 2022-23	MR. S K SINGH 	MRS ROHITA BANSOD MR LOKESH SINGH MR H S TRIPATHY MR J K CHANDRAKAR
22	Junior Science Lab	To procure items for junior science lab and condemnation of unserviceable items to carry out all the activities suggested by CBSE and KVS.	MRS SUMITRA THAKUR 	



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<p>Olympiad / Other External Examination/ National Children Science Congress/ Jawaharlal Nehru Junior Science and Maths Olympiad/ INSPIRE Award/ / Green Olympiad/ IGBC Green Building Contest/GSP Audit/ National Sc. Congress/ Sc. Exhibition/Time to Time Online/Offline participation like Man Ki Baat Quiz, Essay Competition/conducted by CBSE ,HRD Time to Time etc</p>	<p>To conduct various Olympiads and other examinations/Participation /Registration etc.</p>	<p>MRS ROHITA BANSOD</p>	<p>MR V N PRADHAN </p> <p>MRT R CHANDRAKAR </p>
<p>24 Discipline Committee</p>	<p>To monitor the discipline amongst the students. To inculcate the value of punctuality, discipline and integrity among the students. To call the parents of trouble makers.</p>	<p> MRS K SINGH</p>	<p>MR J K CHANDRAKAR MRS VANDINI JOHARI MR NIRMALKAR MR O P CHANDRAKER</p>
<p>25 Quarters Allotment Committee</p>	<p>To follow the norms of quarters allotment and allot the quarters.</p>	<p>MRS ROHITA BANSOD</p>	<p>MRS V JOHARI MR LOKESH SINGH MR G K NIRMALKAR MR G L SAHU </p>



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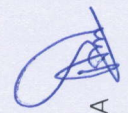
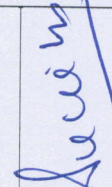

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26	Time Table	To prepare the time table for the session breaks and extra classes as per the norms of KVS.	MR AMBREESH SHUKLA I/C MR T R CHANDRAKAR	MR. N M SINGH I/C MR S K SAHU MR PRAVIN SAHU
27	STATE RELATED WORK /Scholarship	To complete all the formalities for scholarship of SC/ST/OBC ALL STATE WORK	MR SURYA SAHU	MR G L SAHU
28	AEP	Conduction of various activities of AEP and sending the reports as desired by KVS.	MRS SUMITRA THAKUR	MR T R CHANDRAKAR
29	Career Guidance & Counselling	To aware the students about the various career opportunities available.	MRS V JOHARI	MR. PRATAP SONI
30	RTI	To give reply to the letters seeking information under RTI	MR S S BAGHEL	MR. LOKESH SINGH MR. H.S. TRIPATHY

Handwritten signature in green ink.

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31	Income Tax Return & Computation	To fill up form no 24 and prepare form no 16 and calculate deduction of income tax of the employees for the financial year	MR. LOKESH SINGH 	MR. AMBREESH SHUKLA MR NARAYAN YADAV 
32	Health and Wellness Club and Medical Check-up	Timely medical check-up of all the students and maintaining health cards	MR K K CHANDRAKAR	MRS. SUMITRA THAKUR(SECONDARY) MRS VIJETA MR GULAB AWADE  
33	Student Safety /SOP/School Fire Management Committee	Ensure Safety and security of the children as per guidelines of NDMA/MOE. To ensure that all the cylinders of the Vidyalayas are functioning properly and all the equipment's are in serviceable condition. To ensure the proper upkeep of toilet, ramp and wheel chair for the Divyang	MRS ROHITA BANSOD	MR. K.K CHANDRAKAR MR G K NIRMALAKR
34	Chairman Office/ Bank/ Deposit of School Money etc.	Invitation Distribution/Letters/Deposit of school Money/Bank transactions etc.	MR. G.L. SAHU	MR. SANTOSH GODRE
35	Notice Circulation	Circulation of Vidyalaya Notice	MR. SANTOSH GODRE	MR G L SAHU



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		Verification and Entering of data/Collection of fee time to time as per KVS Rules/Generating reports	MR. LOKESH SINGH FOR CO-ORDINATION	CLASS TEACHERS TAKE (ROUTINE AND REGULAR EXERCISE AS PER KVS NORMS)
36	UBI Fee Collection		MR LOKESH SINGH	MRS V JOHARI MR PRATAP SONI
37	VMC/EC	To organise VMC meeting ,Agenda, Minutes ,Invitation	MR LOKESH SINGH	MRS V JOHARI MR PRATAP SONI
38	PTA	To organise PTA meeting ,Agenda, Minutes ,Invitation	MR LOKESH SINGH	MRS V JOHARI MR PRATAP SONI
39	Updation of Attendance	Write Attendance and Total Enrollment, abst and other details On the Board in the front of PPL Chamber -	MR LOKESH SINGH	MRS V JOHARI MR PRATAP SONI
40	Grievance Redressal Committee	To present Such cases before the Principal as per the procedure laid down in the education code	MR GHANSYAM SAHU	TGT SST CONTR. TR 2
41	Remedial classes/ALCP Secondary	Remedial classes - its plan and execution and Monitoring /Time Table/Record and reports	MRS ROHITA BANSOD	MRS V JOHARI
42	Parents Meeting	Planning and Record Maintains /Class Wise with Attd. Percentage /Diff Reports	MR J K CHANDRAKAR	MR T R CHANDRAKAR
43	Vidyalaya Plan.	Planning for 2023-24	MR H S TRIPATHY	MRS ROHITA MR J K CHANDRAKAR MR O P CHANDRAKAR
			MR LOKESH SINGH	MR H S TRIPATHY

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51	Condemnation Safety Measures of the Children	Follow Up /Report /Planning / Implementation	MR LOKESH SINGH (CO- ORDINATOR)	ALL STOCK I/C
52	Ek Bharat Shrestha Bharat /Social Science Exhi.	Follow Up /Report /Planning / Implementation	MRS V N PRADHAN	MR SURYA KR SAHU
53	Alumni	Follow Up /Report /Planning / Implementation etc	MR AMBREEESH	MR PRATAP SONI
54	ACP	To Monitor /Planning/Implementation Records and Reports etc .	MR J K CHANDRAKAR MR K K CHANDRAKAR	MR H S TRIPATHY
55		To maintain record and send report on time	Mr T R Chandrakar	Mrs Sumitra Thakur



Sign of Principal

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44	PISA/CONDUCT OF CCT	Planning, Classes, Report, Online Marks uploading, Correction, Result Analysis, Report time to time.	MR H S TRIPATHY (CO-ORDINATOR)	MR S K SINGH MISS BHUMIKA (FOR ENGLISH SUBJECT) MRS ROHITA BANSOD MR V N PRADHAN MRS SUMITRA THAKUR (FOR SCIENCE) MR V N PRADHAN MR J K CHANDRAKAR MR T R CHANDRAKAR (FOR MATHS)
45	Routes to root/ SPICK MACKEY	Follow Up/Planning/Report	MR PRABHAT DEWANGAN	MR K K CHANDRAKAR
46	Atal tinkering Lab	Follow Up/Planning/Report	MR H S TRIPATHY	MR S GODRE
47	E-Prajna/Jigyasha	Follow Up/Planning/Report	MRS SUMITRA THAKUR MTGT SST-1	MR T R CHANDRAKAR
48	Tarunutsava 2023-2024	Follow Up/Planning/Report/Implementation	MR J K CHANDRAKAR	MR T R CHANDRAKAR
49	Book Donation	Follow Up /Report /Planning / Implementation	MRS V JOHARI	MR G K NIRMALKAR
50	Partnership and Community Service	Follow Up /Report /Planning / Implementation	MR H S TRIPATHY	MR LOKESH SINGH

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CLUB FOR THE SESSION 2023-2024 and W.E.F 01/04/2023

SN	Club	Duties and responsibilities	In-Charge	Member
01	Library Cum Readers Club	Preparation of log book of reviews, procurement of books, magazines periodicals and condemnation. Promotion and beautification of the library.	MRS VANDINI JOHARI PRIMARY: MRS VIJETA MR GULAB	MRS K SINGH MR GHANSHYAM SAHU MS BHUMIKA MR SURYA KR SAHU ALL LIBRARY CAPTAINS FROM CLASS VI TO XIII
02	Integrity Club	To prepare calendar of activities and conduct activities as per the calendar.	MS BHUMIKA	MRS V. JOHARI MR N M SINGH
03	Literary Club Place for Activity (In front of PPL Chamber)	To organize the birthday of distinguished writers. To organize seminars/symposiums on the life and works of the eminent writers and also to develop creative writing skill amongst the students.	MR GHANSHYAM SAHU	PGT HINDI/CONTR
04	Excursion (club)	Planning and preparation for the site of excursion. Arranging vehicle for the same.	MR H S TRIPATHY	MR. PRATAP SONI MR. T.R. CHANDAKAR
05	Maths Lab (Club) Place for Activity (In front of Maths Lab)	To organize different activities related to maths and to equip the maths lab with proper materials	MR V N PRADHAN	MR. J. K. CHANDRAKAR MR. T.R. CHANDRAKAR
06	Science Club Place for Activity (Entrance of School)	To Prepare the calendar of activities/Implementation/Records	MRS. ROHITA BANSOD	MR. H.S. TRIPATHY (PGT BIO) MRS. SUMITRA THAKUR ,PGT BIO
07	Social Sc Club Place for Activity (Stage of School)	To Prepare the calendar of activities including Social Sc Exhibition, Youth Parliament etc. Register to be maintained.	MR AMBRESH SHUKLA	TGT SST CONTR.