

KENDRIYA VIDYALAYA MAHASAMUND CG

OFFICE ORDER DATED 03/01/2020

COMMITTEES FOR THE SESSION 2019-2020 and 2020-2021 W.E.F 04/01/2020

| SN | Departments | Duties and responsibilities | In-Charge | Member |
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| 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 ANIL SHARMA | MRS RANU JAWRIYA MR V K PATEL MISS P.NETY |
| 2 | Admission | To give wide publicity by preparing advertisement, distribution of forms and registration and following the right admission procedure | MR DILBAHAL RAM | MR G K NIRMALKAR MR PRATAP SONI MR KUMAR AVIANSH MR SURYA KUMAR SAHU |
| 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 G D MISHRA MISS BHUMIKA MR SANTOSH GODRE |
| 4 | Examination CBSE | Online registration of Students, LOC | MR H S TRIPATHY | MR AMBRESH SHUKLA MR LOKESH SINGH |

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| 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 CHANDRAKR | MR GULAB AWADE MR K P MANNADE |
| 6 | Furniture | To quantify the needs for procuring furniture. Condemnation of old furniture | MR. J. K. CHANDRAKAR | MR N M SINGH MR SURYA KR SAHU |
| 7 | Teaching Aids | Procuring and distribution of teaching aids. Condemnation of old teaching aids | MR. J. K. CHANDRAKAR | MR. O.P. CHANDRAKAR |
| 8 | CMP Room | Preparation and planning of annual calendar of activities, cleaning & maintenance | MRS S JAMES | MR O P CHANDRAKAR MR PRATAP SONI |
| 9 | Computers | Maintenance and condemnation of computers. Updating of sites | MR. LOKESH SINGH | MR NARAYAN YADAV - FOR TC |

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| 10 | Vidyalaya Website Committee | As per KVS RO Letter No .32029/2018-19/KVS(RO)/RPR/Dated 16.08.2019 (Letter attached) | ADMISSION I/C-MR D B RAM EXAMINATION : MR S K SINGH PHOTOGRAPHY : MR G K NIRMALKAR CCA-MR ANIL KR SHARMA TIME TABLE I/C : MR V N PRADHAN SPORTS: MR K K CHANDRAKAR EBSB/SO.SC: MR D B RAM ART & DRAW.: MR G K NIRMALAKR SCOUT AND GUIDE : MR GULAB AWADE PRIMARY : MRS S JAMES HM | TECHNICAL GUIDANCE : MR LOKESH SINGH PGT COMP SC MR PRATAP SONI -PRT |
| 11 | Sports | Preparation of annual sports calendar .Procurement of sports goods and condemnation | MR. K.K. CHANDRAKAR | MR.O.P. CHANDRAKAR |

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| 12 | Music / Audio Visual | Training the students for individual and group events for various occasions. Fitting of mike in the morning assembly. | MR G K NIRMALAKAR | MR DEV SINGH SAHU |
| 13 | Library Cum Readers Club | Preparation of log book of reviews, procurement of books, magazines periodicals and condemnation. Promotion and beautification of the library. | MR G D MISHRA | MR SURYA KR SAHU MRS REKHA SAHU ALL LIBRARY CAPTAINS FROM CLASS VI TO XIII MR DEV SINGH SAHU |
| 14 | Scout & Guide | Conducting all the activities related to scout and guide along with testing camps | MR GULAB AWADE MR K P MANNADE | ALL SCOUT GUIDE TEACHERS |
| 15 | Repair & Maintenance | Proper upkeep, civil electrical and water maintenance of the Vidyalaya | MR G K NIRMALKAR | MR LOKESH SINGH MR. GIRDHARI LAL SAHU |
| 16 | Beautification/Eco Club/Nature Club/Harit Vidyalaya | 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. | MRS SUMITRA THAKUR MRS ROHITA BANSOD | MR KR AVINASH |
| | | | | T R CHANDRAKAR |

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| | /Gardening/Herbal Garden <ul style="list-style-type: none"> • Nature Club Place for Activity (Children Park) | | | MR K P MANNADE MR O P CHANDRAKAR |
| 17 | Cleanliness | Ensuring Clean enviorons in the Vidyalaya Premises. Observation Cleanliness of Girls/Boys ,Staff toilets | MR K P MANNADE | MRS VIJETA MISS P NETY |
| 18 | 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. | MR S K SINGH (ENG) MR ANIL SHARMA(HINDI/SK T) , MRS ROHITA BANSOD (SC.), MR D B RAM : SO.SC MR V N PRADHAN-MATHS | ALL THE SUBJECT TEACHERS OF SUBJECT CONCERNED. |
| 19 | Office Work / Records | To maintain the office, arranging the files/records as per the norms. | MR DEV SINGH | 1. MR. N.L. YADAV 2.MR.SANTOSH GODRE 3.MR G L GODRE |
| 20 | Purchase Committee | To make survey of the local market and collect quotations. | ALL LPC MEMBER APPROVED BY VMC | MR G D MISHRA MR. K.P.MANNADE RESPECTIVE DEPTT IN CHARGES MR J K CHANDRAKAR |

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| 21 | Minutes of Meeting | To make record of all the meetings conducted by the principal | MR S K SINGH MRS REENA DEVI | VIRENDRA PATEL |
| 22 | राजभाषा समिति | Official correspondence and quarterly report of Rajbhasha Execution committee | MR ANIL SHARMA | MR. G.D. MISHRA MR VIRENDRA PATEL MRS RANU JAWRIYA |
| 23 | PA System | To ensure proper functioning of PA system in morning assembly and other activities. | MR G K NIRMALAKR | MR DEV SINGH SAHU MR.G.L. SAHU |
| 24 | Staff Room | To maintain cleanliness in the staff room | MR T R CHANDRAKAR | MR J K CHANDRAKAR |
| 25 | CCA Primary | Preparation of annual calendar of activities and effective execution of CCA activities procurement of prizes writing and certificate and distribution. | MR. O.P. CHANDRAKAR | MRS.MRS REKHA SAHU |
| 26 | 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 in 2019-20)/Plan for the next session 2020-21 | MR. H. S. TRIPATHI | MR LOKESH SINGH MR G D MISHRA MR S K SINGH |
| 27 | 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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| 28 | 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. | To conduct various Olympiads and other examinations/Participation /Registration etc. | MRS ROHITA BANSOD | MR V N PRADHAN MR T R CHANDRAKAR |

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| 29 | Discipline Committee | 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. | MR D B RAM | MR K K CHANDRAKAR MS. ROHITA BANSOD MRS SANJULIKA JAMES MRS REENA DEVI |
| 30 | Quarters Allotment Committee | To follow the norms of quarters allotment and allot the quarters. | MR ANIL SHARMA | MR G D MISHRA MR A R KURREY |
| 31 | Art & Craft & Photography | Photography on various occasions. Conducting various competitions related to arts and crafts. | MR G K NIRMALKAR | MR. PRATAP SONI MR J K CHANDRAKAR MR. O.P. CHANDRAKAR |
| 32 | Time Table | To prepare the time table for the session breaks and extra classes as per the norms of KVS. | MR V N PRADHAN I/C | MR O P CHANDRAKAR MR. K P MANNADE (PRIMARY) |
| | | | MR J K CHANDRAKAR/MR T R CHANDRAKAR | |
| 33 | Scholarship | To complete all the formalities for scholarship of SC/ST/OBC. | MR. K.P. MANNADE | MR.A.R.KURREY |
| 34 | Integrity Club | To prepare calendar of activities and conduct activities as per the calendar. | MRS REENA DEVI | RANU JAWRIYA MR N M SINGH |

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| 35 | Literary Club Place for Activity (In front of PPL Chamber) | To organize the birthday of distinguished writers. To organizes seminars/symposiums on the life and works of the eminent writers and also to develop creative writing skill amongst the students. | MR ANIL KR SHARMA | MR. G.D. MISHRA MR V.PATEL |
| 36 | NAEP | Conduction of various activities of AEP and sending the reports as desired by KVS. | MRS SUMITRA THAKUR | MR PRATAP SONI MR T R CHANDRAKAR MR SURYA KR SAHU |
| 37 | Career Guidance & Counselling | To aware the students about the various career opportunities available. | MR. H.S. TRIPATHY | MR. PRATAP SONI MRS. PRERNA |
| 38 | Excursion (club) | Planning and preparation for the site of excursion. Arranging vehicle for the same. | MR ANIL KR SHARMA | MR. PRATAP SONI MR. T.R. CHANDAKAR MRS. PRERNA |
| 39 | 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. PRATAP SONI MR. T.R. CHANDRAKAR |
| 40 | RTI | To give reply to the letters seeking information under RTI | MR S S BAGHEL | MR. LOKESH SINGH MR. H.S.TRIPATHY |
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| | 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 |
| 42 | IT Communication and ICT | To send E-mail and reply to KVS RO and other Kendriya Vidyalayas including invitations on the occasion of school events and sending greetings on National festivals .Uploading the sites and uploading photographs of various activities organized in the school | MR. LOKESH SINGH MR N.L YADAV | SITA RAM PATEL 2MR SANTOSH GODRE FOR PRINTING EMAILS /POSTING IN FORMAT AND DISTRIBUTION OF LETTERS |
| 43 | Back To Basics & Communicative Development | To organize workshop on CCE and conduct activities as desired by KVS and CBSE for parents and teachers | MR J K CHANDRAKAR | MR K P MANNADE |
| 44 | Planning of Morning Assembly,MOD,Lunch Duty | Duty Allotment for MOD,LUNCH etc | MR. T.R. CHANDRAKAR | 1MR. PRATAP SONI MR. K.K. CHANDAKAR MR. KUMAR AVINASH |

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| 45 | Grievance & PRO | To check the enormity of the issue and make record of that. | MR LOKESH SINGH | MR ANIL KR SHARMA MR PRATAP SONI |
| 46 | Health and Wellness Club and Medical Check-up | Timely medical checkup of all the students and maintaining health cards | MR K K CHANDRAKAR | MRS. SUMITRA THAKUR(SECONDARY) MR. MRS REKHA SAHU MR GULAB AWADE |
| 47 | Interview panel for contractual teacher management | Selection and providing offer of appointment to all the selected candidates. Planning of the interview | MR. LOKESH SINGH | MR. J.K. CHANDRAKAR MR. KUMAR AVINASH |
| 48 | School Fire Management Committee | To ensure that all the cylinders of the Vidyalayas are functioning properly and all the equipment's are in serviceable condition | MR. K.K CHANDRAKAR MR G K NIRMALAKR | |
| 49 | SOP/SOP SIREN/FIRST AIS | To propagate the importance of safety drills and carryout safety drills, To push the fire alarming button and instruct the people in case of breakout of fire, To provide effective and efficient first aid services to the students of the Vidyalaya .To train the students how to evaquate the classes at the time of emergency and where to assemble and maintain discipline .To | MR. K.K. CHANDRAKAR | MR KR AVINASH MRS REKHA SAHU MS.VIJETA , MR G L SAHU |

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| | | train the students how to handle the emergency conditions in case of terror attack and fire breakout and where to assemble and maintain discipline | | MR A R KURREY NURSE PRATAP SONI |
| 50 | Film Show | To arrange film show as per the directions and guidelines | MR PRATAP SONI | SITA RAM PATEL |
| 51 | Librarian (Primary) | To provide books to the students of primary section and maintain the record of the same. To inculcate reading habit among students | MR SURYA KR SAHU | MS NAMARTA , MS SHOBHA SAHU |
| 52 | Water Tank Cleanliness | Water Tank is to be cleaned at least two times a year. Retgister is to be maintained. | MR G D MISHRA | MR LOKESH SINGH MR NEEL MADHAV MR ANIL KR SHARMA MR G L SAHU |
| 53 | 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 |
| 54 | Notice Circulation | Circulation of Vidyalaya Notice | MR. SANTOSH GODRE | MR. DEV SINGH SAHU |
| 55 | Cleanliness of Aquarium | | MR. SANTOSH GODRE | |
| 56 | Verification of EPF and ESIC | Verification of EPF and ESIC | MR. LOKESH SINGH | MR. PRATAP SONI |

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| 57 | 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 |
| 58 | UBI Fee Collection | 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) |
| 59 | Social Sc Club Place for Activity (Stage of School) | To Prepare the calendar of activities including Social Sc Exhibitin, Youth Parliament etc. Register to be maintained. | MR.D.B.RAM | MRS. PRERANA MR. KUMAR AVINASH MR AMBRISH SHUKLA |
| 60 | CCTV Camera Review | Maintenance and condemnation of CCTV | MR LOKESH SINGH | MR PRATAP SONI |
| 61 | Shaala Darpan | Updation on the site As per the Direction of KVS Time to Time | 1. ADMISSION/TC - MR D B RAM 2.MEDICAL - MRS SANJULIKA JAMES AND NURSE 3.ACADEMIC I/C MR S K SINGH 4.IT ADMIN (CO-ORDINATOR) LOKESH SINGH 5.HR I/C MR H S TRIPATHY 6.TIME TABLE MR V N PRADHAN MR J K CHANDRAKAR,MR T R CHANDRAKR 7. LIBRARY DATA :MR G D MISHRA 8.STORE I/C - MR J K CHANDRAKAR 9.ACCOUNT : MR S S BAGHEL 10 ALL CLASS TR FOR UPDATING ATTENDANCE AND OTHER DETAILS | |
| 62 | How to turn off electricity, water and gas | To educate the children about proper handling of electricity, water and gas | MR GULAB AWADE | ALL SUB STAFF |
| 63 | Psychological First Aid | To evaluate the normality of the student and help their parents | COUNSELLOR | ALL CLASS TEACHER AND CO-CLASS TEACHER |
| 64 | Certificate of Fire Safety | To procure certificate from the municipal corporation | MR.NARAYAN YADAV | |

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| 65 | Certificate of safety of school building | To procure certificate from the municipal corporation | MR. SANTOSH GODRE | |
| 66 | Certificate of Portable Water | To procure certificate from the municipal corporation | MR. A.R. KURREY | |
| 67 | Child Rights Protection Cell | To follow the POCSO in letter and sprit | MRS. ROHITA BANSOD | MRS S JAMES |
| 68 | Search &Rescue Team | To Search if the child carries any pointed ,sharp and forbidden object like mobile phone , gadget etc | MRS REENA DEVI | MR G D MISHRA MISS BHUMIKA MRS REKHA SAHU MS P.NETY MR G K NIRMALAKAR |
| 69 | Transport Safety Team | To help the children arrange the bicycle in proper way and help them to enter and exit the school systematically. | MR.T.R. CHANDRAKAR | MISS BHUMIKA |
| 70 | Team for students with special needs (Divyang) | To ensure the proper upkeep of toilet, ramp and wheel chair for the Divyang | MR G K NIRMALKAR | MRS VIJETA |
| 71 | VMC/EC | To organise VMC meeting ,Agenda,Minutes ,Invitation | MR LOKESH SINGH | MR ANIL KR SHARMA |
| 72 | PTA | To organise PTA meeting ,Agenda,Minutes ,Invitation | MR LOKESH SINGH | MR ANIL KR SHARMA |
| 73 | Updation of Attendance | Write Attendance and Total Enrollment,abst and other details On the Board in the front of PPL Chamber - | .MR V.K. PATEL | MS SHOBHA SAHU |
| 74 | Internal Complaint Committee(ICC) | To present Such cases before the Principal as per the procedure | MRS ROHITA BANSOD | MRS S JAMES |
| 75 | Grievance Redressal Committee | To present Such cases before the Principal as per the procedure laid down in the education code | MR D B RAM | MRS ROHITA BANSOD |
| 76 | Remedial classes/ALCP Secondary | Remedial classes - its plan and execution and Monitoring /Time Table/Record and reports | MR T R CHANDRAKAR | MR J K CHANDRAKAR |
| 77 | Parents Meeting | Planning and Record Maintains /Class Wise with Attd. Percentage /Diff Reports | MR S K SINGH-SEC MRS S JAMES-PRI | MR G D MISHRA |
| 78 | Vidyalaya Plan. | Finalisation of 2019-2020 and Planning for 2020-21 | MR LOKESH SINGH | |

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| 79 | Note Book Correction | Format /Follow Up/Report Time to Time for the Session 2020-2021 | | |
| 80 | PISA | Planning, Classes, Report, Online Marks uploading, Correction, Result Analysis, Report time to time. | MR V N PRADHAN (CO-ORDINATOR) | MR S K SINGH MRS REENA MISS BHUMIKA (FOR ENGLISH SUBJECT) MRS ROHITA BANSOD MR H S TRIPATHY MRS SUMITRA THAKUR (FOR SCIENCE) MR V N PRADHAN MR J K CHANDRAKAR MR T R CHANDRAKAR (FOR MATHS) |
| 81 | 150th Birth anniversary of Mahatma Gandhi | Planning ,Celebration ,Report ,Photographs etc. | MR ANIL KR SHARMA | MR V K PATEL |
| 82 | Routes to root | Follow Up/Planning/Report | MR K K CHANDRAKAR | MUSIC TEACHER |

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| 83 | Atal tinkering Lab | Follow Up/Planning/Report | MR H S TRIPATHY | MR LOKESH SINGH |
| 84 | E-Prajna/Jigyasha | Follow Up/Planning/Report | MRS SUMITRA THAKUR | MR KUMAR AVINASH |
| 85 | Tarunutsava 2020 | Follow Up/Planning/Report/Implementation | MR J K CHANDRAKAR | MR T R CHANDRAKAR |
| 86 | Book Donation | Follow Up /Report 2019-20/Planning 2020-21 | MR G D MISHRA | MR G K NIRMALKAR |
| 87 | Funday | Follow Up /Report 2019-20/Planning 2020-21/Implementation | MRS S JAMES | MR N M SINGH |
| 88 | Partnership and Community Service | Follow Up /Report 2019-20/Planning 2020-21 | MR H S TRIPATHY | MR LOKESH SINGH |
| 89 | Condemnation | Follow Up /Report 2019-20/Planning 2020-21 | MR LOKESH SINGH (CO-ORDINATOR) | ALL STOCK I/C |
| 90 | Safety Measures of the Children | Follow Up /Report 2019-20/Planning 2020-21/Implementation/Duty list etc | MRS S JAMES | MR SURYA KR SAHU |
| 91 | Ek Bharat Shrestha Bharat /Social Science Exhi. | Follow Up /Report 2019-20/Planning 2020-21/Implementation etc | MR D B RAM | MR KUMAR AVINASH MRS PRERNA |
| 92 | PISA for Primary | To Monitor /Planning/Implementation/Meeting Time to Time PISA in Primary/Records and Reports etc . | MR PRATAP SONI | MR O P CHANDRAKAR |
| 93 | Reading Skill-Primary | To Monitor /Planning/Implementation/Meeting Time to Time Reading Skills in Primary/Records and Reports etc . | MR N M SINGH | MR SURYA KUMAR SAHU |
| 94 | Olympiad in Primary | To Monitor /Planning/Implementation/Olympiads/Science exhibition in Primary/Records and Reports etc . | MRS S JAMES | MR K P MANNADE |
| 95 | Remedial Classes in Primary | To Monitor /Planning/Implementation/Meeting Time to Time in Primary/Records and Reports etc . | MRS S JAMES | MR O P CHANDRAKAR |
| 96 | In House Training in Primary | To Monitor /Planning/Implementation/Meeting Time to Time in Primary/Records and Reports etc . | MRS S JAMES | MR GULAB AWADE |
| 97 | In House Training in Secondary | To Monitor /Planning/Implementation/Meeting Time to Time in Primary/Records and Reports etc . | MR J K CHANDRAKAR | MR KUMAR AVINASH |
| 98 | Soft Skill in Primary | To Monitor /Planning/Implementation/Meeting Time to Time in Primary/Records and Reports etc . | MR PRATAP SONI | MR K P MANNADE |
| 99 | Best Practices | To Keep Record of best practices in Vidyalaya. | MR AMBREESH SHUKLA | |
| 100 | Alumni | To Monitor /Planning/Implementation Records and Reports etc . | MR LOKESH SINGH | MR G D MISHRA MR H S TRIPATHY |

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| 101 | Mess Incharge | To procure food items during visit of officers ,Annual Day, Independence Day , Republic Day, VMC Meeting ,PTA ,Inspection etc. | MR D B RAM | MR KR AVINASH |
| 102 | Collection of Best Photographs and News Paper Cutting | To maintain record | MR G D MISHRA | MR AMBREESH SHUKLA |
| 103 | Future /Ambitious Project | Sanitary Napkin Vending Machine ,Up lift of Cycle Stand/Water Harvesting /12 Rooms /Weather forecasting etc | MR LOKESH SINGH | MR H S TRIPATHY |
| 104 | Donation Register | To maintain record of Donation Register | MR J K CHANDRAKAR | |

Sign of Principal