

# KENDRIYA VIDYALAYA MAHASAMUND CG

OFFICE ORDER 11.03.2022

COMMITTEES FOR THE SESSION 2022-2023 and W.E.F 01/04/2022				
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 GHANSHYAM SAHU	MR PRAVEEN KUMAR
2	Admission	To give wide publicity by preparing advertisement, distribution of forms and registration and following the right admission procedure	MR AMBREESH SHUKLA	MR G K NIRMALKAR MR PRATAP SONI 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 MR GHANSHYAM SAHU MR SANTOSH GODRE
4	Examination CBSE	Online registration of Students, LOC	MR H S TRIPATHY	MR AMBREESH SHUKLA MISS BHUMIKA
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 PRAVEEN SAHU	MR GULAB AWADE MR DHARMENDRA PATEL

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6	Furniture	To quantify the needs for procuring furniture. Condemnation of old furniture	MR. J. K. CHANDRAKAR	MR N M SINGH MR PRAVEEN SAHU
7	Teaching Aids	Procuring and distribution of teaching aids. Condemnation of old teaching aids	MR. J. K. CHANDRAKAR	MR. G R AWADE
8	CMP Room	Preparation and planning of annual calendar of activities, cleaning & maintenance	MR PRATAP SONI	MR G R AWADE MR PRATAP SONI
9	Computers	Maintenance and condemnation of computers. Updating of sites	MR. LOKESH SINGH	DUTY OF SUB STAFF MR A R KURREY
10	Vidyalaya Website Committee	Updating of sites	ADMISSION I/C-MR AMBREESH SHUKLA EXAMINATION : MR S K SINGH PHOTOGRAPHY : MR G K NIRMALKAR CCA-MR MR GHANSHYAM SAHU TIME TABLE I/C : MR V N PRADHAN SPORTS: MR K K CHANDRAKAR EBSB/SO.SC: MR AMBREESH SHUKLA ART & DRAW.: MR G K NIRMALAKR SCOUT AND GUIDE : MR GULAB AWADE PRIMARY : MR O P CHANDRAKER	TECHNICAL GUIDANCE : MR LOKESH SINGH PGT COMP SC MR PRATAP SONI -PRT

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11	Sports	Preparation of annual sports calendar .Procurement of sports goods and condemnation	MR. K.K. CHANDRAKAR	MR.DHARMENDRA PATEL MS VIJETA
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	MR G L GIRDHARI
13	Scout & Guide	Conducting all the activities related to scout and guide along with testing camps	MR G R AWADE	ALL SCOUT GUIDE TEACHERS
14	Repair & Maintenance	Proper upkeep, civil electrical and water maintenance of the Vidyalaya	MR G K NIRMALKAR	MR LOKESH SINGH MR. GIRDHARI LAL SAHU
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.	MRS ROHITA BANSOD	MRS VANDINI JOHARI
				MR G K NIRMALKAR MR K K CHANDRAKAR
16	Cleanliness	Ensuring Clean environs in the Vidyalaya Premises. Observation Cleanliness of Girls/Boys ,Staff toilets	MR DHAMENDRA PATEL	MR T R CHANDRAKAR MR PRABHAT DEWANGAN MR PRAVEEN SAHU

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17	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 GHANSHYAM SAHU (HINDI/SKT) , MRS ROHITA BANSOD (SC.), MR AMBRESH SHUKLA SO.SC MR V N PRADHAN-MATHS	ALL THE SUBJECT TEACHERS OF SUBJECT CONCERNED.
18	Office Work / Records	To maintain the office, arranging the files/records as per the norms.	MR N L YADAV	1. MR. G L SAHU SANTOSH GODRE 2.MR.
19	Purchase Committee	To make survey of the local market and collect quotations.	MR LOKESH SINGH	MR PRATAP SONI MR G K NIRMALAKAR MR O P CHANDRAKER
20	Minutes of Meeting	To make record of all the meetings conducted by the principal	MR S K SINGH MR GHANSHYAM SAHU	MS BHUMIKA
21	राजभाषा समिति	Official correspondence and quarterly report of Rajbhasha Execution committee	MR GHANSHYAM SAHU	MR. G.D. MISHRA
22	PA System	To ensure proper functioning of PA system in morning assembly and other activities.	MR PRABHAT DEWANGAN	MR A R KURREY MR.G.L. SAHU

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23	Staff Room	To maintain cleanliness in the staff room	MR T R CHANDRAKAR	MR J K CHANDRAKAR MR A R KURREY
24	CCA Primary	Preparation of annual calendar of activities and effective execution of CCA activities procurement of prizes writing and certificate and distribution.	MR. G R AWADE	MR O P CHANDRAKAR
25	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. H. S. TRIPATHI	MRS ROHITA BANSOD MR LOKESH SINGH MRS SUMITRA THAKUR
26	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	
27	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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28	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 K K CHANDRAKAR	MRS ROHITA BANSOD MRS VANDINI JOHARI MR G D MISHRA MR NIRMALKAR MR O P CHANDRAKER
29	Quarters Allotment Committee	To follow the norms of quarters allotment and allot the quarters.	MRS V JOHARI	MRS R BANSOD MR LOKESH SINGH MR G K NIRMALKAR MR G L SAHU
30	Art & Craft & Photography	Photography on various occasions. Conducting various competitions related to arts and crafts.	MR G K NIRMALKAR	MR. PRATAP SONI
31	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 J K CHANDRAKAR/MR T R CHANDRAKAR	MR O P CHANDRAKAR MR.N M SINGH MR S K SAHU
32	Scholarship	To complete all the formalities for scholarship of SC/ST/OBC.	MR.A.R.KURREY	MR G L SAHU
33	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
34	Career Guidance & Counselling	To aware the students about the various career opportunities available.	MR. H.S. TRIPATHY	MR. PRATAP SONI MRS V JOHARI

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35	RTI	To give reply to the letters seeking information under RTI	MR S S BAGHEL	MR. LOKESH SINGH MR. H.S. TRIPATHY
36	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
37	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	2 MR SANTOSH GODRE FOR PRINTING EMAILS /POSTING IN FORMAT AND DISTRIBUTION OF LETTERS

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38	Back To Basics & Communication Development	To organize workshop on CCE and conduct activities as desired by KVS and CBSE for parents and teachers	MR S K SINGH	MRS BHUMIKA
39	Planning of Morning Assembly,MOD,Lunch Duty	Duty Allotment for MOD,LUNCH etc	MR. T.R. CHANDRAKAR	1MR. PRATAP SONI K.K. CHANDAKAR MR.
40	Grievance & PRO	To check the enormity of the issue and make record of that.	MR LOKESH SINGH	MR PRATAP SONI
41	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
42	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.PRATAP SONI



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43	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	
44	SOP/SOP SIREN/FIRST AID/COVID-19	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 evaluate the classes at the time of emergency and where to assemble and maintain discipline .To 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. K.K. CHANDRAKAR	MR S K SINGH MS.VIJETA , MR G L SAHU MR A R KURREY NURSE PRATAP SONI
45	Film Show	To arrange film show as per the directions and guidelines	MR PRATAP SONI	COMPUTER INSTRUCTOR
46	Water Tank Cleanliness	Water Tank is to be cleaned at least two times a year. register is to be maintained.	MR G K NIRMALKAR	MR LOKESH SINGH  MR A R KURREY MR N M SINGH
47	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
48	Notice Circulation	Circulation of Vidyalaya Notice	MR. SANTOSH GODRE	MR G L SAHU

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49	Cleanliness of Aquarium		MR PRABHAT DEWANGAN	SANTOSH GODRE
50	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)
51	CCTV Camera Review	Maintenance and condemnation of CCTV	MR LOKESH SINGH	MR PRATAP SONI
52	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
53	Psychological First Aid	To evaluate the normality of the student and help their parents LST,AGGR.T,APPTITUDE,PROFILING ETC	COUNSELLOR	ALL CLASS TEACHER AND CO-CLASS TEACHER
54	Certificate of Portable Water	To procure certificate from the municipal corporation	MR K K CHANDRAKAR MR. A.R. KURREY	
55	Child Rights Protection Cell	To follow the POCSO in letter and spirit	MRS. ROHITA BANSOD	MRS V JOHARI
56	Search &Rescue Team	To Search if the child carries any pointed ,sharp and forbidden object like mobile phone , gadget etc	MRS V JOHARI	MR G D MISHRA MISS BHUMIKA  MR G K NIRMALAKAR
57	Transport Safety Team	To help the children arrange the bicycle in proper way and help them to enter and exit the school systematically.	MR S K SINGH	MR K K CHANDRAKAR MRS VIJETA
58	Team for students with special needs (Divyang)	To ensure the proper upkeep of toilet, ramp and wheel chair for the Divyang	MR T R CHANDRAKAR	MRS ROHITA
59	VMC/EC	To organise VMC meeting ,Agenda, Minutes ,Invitation	MR LOKESH SINGH	MRS V JOHARI MR PRATAP SONI
60	PTA	To organise PTA meeting ,Agenda, Minutes ,Invitation	MR LOKESH SINGH	MRS V JOHARI MR PRATAP SONI

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61	Updation of Attendance	Write Attendance and Total Enrollment,abst and other details On the Board in the front of PPL Chamber -	TGT HINDI CONTR. TR-1	TGT SST CONTR.TR 2
62	Internal Complaint Committee(ICC)	To present Such cases before the Principal as per the procedure	MRS ROHITA BANSOD	MRS V JOHARI
63	Grievance Redressal Committee	To present Such cases before the Principal as per the procedure laid down in the education code	MRS V JOHARI	MRS ROHITA BANSOD
64	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
65	Parents Meeting	Planning and Record Maintains /Class Wise with Attd. Percentage /Diff Reports	MR S K SINGH-SEC MR OP CHANDRAKER	MR G D MISHRA
66	Vidyalaya Plan.	Planning for 2021-22	MR LOKESH SINGH	MR H S TRIPATHY
67	Note Book Correction	Format /Follow Up/Report Time to Time for the Session 2020-2021	MR S K SINGH	MR LOKESH SINGH

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68	PISA/CONDUCT OF CCT	Planning, Classes, Report, Online Marks uploading, Correction, Result Analysis, Report time to time.	MR V N PRADHAN (CO-ORDINATOR)	MR S K SINGH 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)
69	Routes to root	Follow Up/Planning/Report	MR PRABHAT DEWANGAN	MR K K CHANDRAKAR
70	Atal tinkering Lab	Follow Up/Planning/Report	MR H S TRIPATHY	MR S GODRE
71	E-Prajna/Jigyasha	Follow Up/Planning/Report	MRS SUMITRA THAKUR	TGT SST-1
72	Tarunutsava 2022-2023	Follow Up/Planning/Report/Implementation	MR J K CHANDRAKAR	MR T R CHANDRAKAR
73	Book Donation	Follow Up /Report /Planning / Implementation	MRS V JOHARI	MR G K NIRMALKAR

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74	Funday	Follow Up /Report /Planning / Implementation	MR O P CHANDRAKAR	MR PRAVEEN
75	Partnership and Community Service	Follow Up /Report /Planning / Implementation	MR H S TRIPATHY	MR LOKESH SINGH
76	Condemnation	Follow Up /Report /Planning / Implementation	MR LOKESH SINGH (CO-ORDINATOR)	ALL STOCK I/C
77	Safety Measures of the Children	Follow Up /Report /Planning / Implementation	MRS V JOHARI	MR SURYA KR SAHU
78	Ek Bharat Shrestha Bharat /Social Science Exhi.	Follow Up /Report /Planning / Implementation etc	MR AMBRESH	MR S K SINGH
79	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
80	Reading Skill-Primary	To Monitor /Planning/Implementation/Meeting Time to Time Reading Skills in Primary/Records and Reports etc .	MRS VIJETA	MR SURYA KUMAR SAHU
81	Olympiad in Primary	To Monitor /Planning/Implementation/Olympiads/Science exhibition in Primary/Records and Reports etc .	MR O P CHANDRAKER	MR PRATAP
82	Remedial Classes in Primary	To Monitor /Planning/Implementation/Meeting Time to Time in Primary/Records and Reports etc .	MR O P CHANDRAKER	MR PRAVEEN
83	In House Training	To Monitor /Planning/Implementation/Meeting Time to Time in Primary/Records and Reports etc .	MR S K SINGH	MR J K CHANDRAKAR
84	Soft Skill in Primary	To Monitor /Planning/Implementation/Meeting Time to Time in Primary/Records and Reports etc .	MR PRATAP SONI	
85	Best Practices	To Keep Record of best practices in Vidyalaya(Filing and show casing)	MR H S TRIPATHY	
86	Alumni	To Monitor /Planning/Implementation Records and Reports etc .	MR LOKESH SINGH	MR G D MISHRA MR H S TRIPATHY

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87	Mess Incharge	To procure food items during visit of officers ,Annual Day, Independence Day , Republic Day, VMC Meeting ,PTA ,Inspection etc.	MR S K SINGH	MR H S TRIPATHY
88	Collection of Best Photographs and News Paper Cutting	To maintain record	MRS V JOHARI	MR PRATAP SONI MR G D MISHRA
89	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
90	Donation Register	To maintain record of Donation Register	MR J K CHANDRAKAR	
91	ACP	To maintain record and send report on time	Mr T R Chandrakar	Mrs Sumitra Thakur
Sign of Principal				