

# KENDRIYA VIDYALAYA MAHASAMUND CG

**OFFICE ORDER DATED 06/02/2021**

**COMMITTEES FOR THE SESSION 2021-2022 and W.E.F 01/04/2021**

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 ANIL SHARMA	MRS RANU JAWRIYA MR K .P MANNADE
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 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	MRS REENA DEVI

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 N M SINGH	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 K P MANNADE
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 K P MANNADE	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	As per KVS RO Letter No .32029/2018-19/KVS(RO)/RPR/Dated 16.08.2019 (Letter attached)	ADMISSION I/C-MR AMBREESH SHUKLA EXAMINATION : MR S K SINGH PHOTOGRAPHY : MR G K NIRMALKAR	TECHNICAL GUIDANCE : MR LOKESH SINGH PGT COMP SC MR PRATAP SONI -PRT

			<b>CCA-MR ANIL KR SHARMA</b> <b>TIME TABLE I/C :</b> <b>MR V N PRADHAN</b> <b>SPORTS: MR K K CHANDRAKAR</b> <b>EBSB/SO.SC: MR KUMAR AVINASH</b> <b>ART &amp; DRAW.: MR G K NIRMALAKR</b> <b>SCOUT AND GUIDE :</b> <b>MR GULAB AWADE</b> <b>PRIMARY : MRS S JAMES HM</b>	
11	Sports	Preparation of annual sports calendar .Procurement of sports goods and condemnation	MR. K.K. CHANDRAKAR	MR.O.P. CHANDRAKAR 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 G K NIRMALAKAR	MR G L GIRDHARI

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 S K SINGH  PRIMARY : MR PRATAP SONI	MS REENA DEVI MR ANIL KR SHARMA MS BHUMIKA MS RANU JAWARIA MR SURYA KR SAHU ALL LIBRARY CAPTAINS FROM CLASS VI TO XIII
14	Scout & Guide	Conducting all the activities related to scout and guide along with testing camps	MR G K NIRMALKAR 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 /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 SANJULIKA JAMES  MR K K CHANDRAKAR
17	Cleanliness	Ensuring Clean environs in the Vidyalaya Premises. Observation Cleanliness of Girls/Boys ,Staff toilets	MR G D MISHRA	MR T R CHANDRAKAR  MRS PRERNA

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 AMBREESH SHUKLA 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 N L YADAV	1. MR. G L SAHU 2.MR. SANTOSH GODRE
20	Purchase Committee	To make survey of the local market and collect quotations.	MR LOKESH SINGH	MR G R AWADE MR KUMAR AVINASH
21	Minutes of Meeting	To make record of all the meetings conducted by the principal	MR S K SINGH MRS REENA DEVI	MS BHUMIKA
22	राजभाषा समिति	Official correspondence and quarterly report of Rajbhasha Execution committee	MR ANIL SHARMA	MR. G.D. MISHRA MRS RANU JAWRIYA

23	PA System	To ensure proper functioning of PA system in morning assembly and other activities.	MR G K NIRMALAKR	MR A R KURREY MR.G.L. SAHU
24	Staff Room	To maintain cleanliness in the staff room	MR T R CHANDRAKAR	MR J K CHANDRAKAR MR A R KURREY
25	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
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	MRS ROHITA BANSOD MR LOKESH SINGH MRS SUMITRA THAKUR
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	

28	<p><b>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.</b></p>	<p><b>To conduct various Olympiads and other examinations/Participation /Registration etc.</b></p>	<p><b>MRS ROHITA BANSOD</b></p>	<p><b>MR V N PRADHAN</b></p> <p><b>MR T R CHANDRAKAR</b></p> <hr/>
29	<p><b>Discipline Committee</b></p>	<p><b>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.</b></p>	<p><b>MRS ROHITA BANSOD</b></p>	<p><b>MR G D MISHRA</b>  <b>MR K K CHANDRAKAR</b>  <b>MRS SANJULIKA JAMES</b>  <b>MRS REENA DEVI</b></p>
30	<p><b>Quarters Allotment Committee</b></p>	<p><b>To follow the norms of quarters allotment and allot the quarters.</b></p>	<p><b>MR ANIL SHARMA</b></p>	<p><b>MR G D MISHRA</b></p> <p><b>MR A R KURREY</b></p> <p><b>MR G L SAHU</b></p>

31	Art & Craft & Photography	Photography on various occasions. Conducting various competitions related to arts and crafts.	MR G K NIRMALKAR	MR. PRATAP SONI MR KUMAR AVINASH
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.N M SINGH MR S K SAHU
			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
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 MS RANU JAWARIA
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	<b>Career Guidance &amp; Counselling</b>	<b>To aware the students about the various career opportunities available.</b>	<b>MR. H.S. TRIPATHY</b>	<b>MR. PRATAP SONI MRS. PRERNA</b>
38	<b>Excursion (club)</b>	<b>Planning and preparation for the site of excursion. Arranging vehicle for the same.</b>	<b>MR H S TRIPATHY</b>	<b>MR. PRATAP SONI MR. T.R. CHANDAKAR MRS. PRERNA</b>
39	<b>Maths Lab (Club) Place for Activity (In front of Maths Lab)</b>	<b>To organize different activities related to maths and to equip the maths lab with proper materials</b>	<b>MR V N PRADHAN</b>	<b>MR. J K . CHANDRAKAR MR. PRATAP SONI MR. T.R. CHANDRAKAR</b>
40	<b>RTI</b>	<b>To give reply to the letters seeking information under RTI</b>	<b>MR S S BAGHEL</b>	<b>MR. LOKESH SINGH MR. H.S.TRIPATHY</b>
41	<b>Income Tax Return &amp; Computation</b>	<b>To fill up form no 24 and prepare form no 16 and calculate deduction of income tax of the employees for the financial year</b>	<b>MR. LOKESH SINGH</b>	<b>MR. AMBREESH SHUKLA MR NARAYAN YADAV</b>
42	<b>IT Communication and ICT</b>	<b>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</b>	<b>MR. LOKESH SINGH MR N.L YADAV</b>	<b>2 MR SANTOSH GODRE FOR PRINTING EMAILS /POSTING IN FORMAT AND DISTRIBUTION OF LETTERS</b>

43	<b>Back To Basics &amp; Communicative Development</b>	<b>To organize workshop on CCE and conduct activities as desired by KVS and CBSE for parents and teachers</b>	<b>MR J K CHANDRAKAR</b>	<b>MR K P MANNADE</b>
44	<b>Planning of Morning Assembly,MOD,Lunch Duty</b>	<b>Duty Allotment for MOD,LUNCH etc</b>	<b>MR. T.R. CHANDRAKAR</b>	<b>1MR. PRATAP SONI MR. K.K. CHANDAKAR MR. KUMAR AVINASH</b>
45	<b>Grievance &amp; PRO</b>	<b>To check the enormity of the issue and make record of that.</b>	<b>MR LOKESH SINGH</b>	<b>MR ANIL KR SHARMA MR PRATAP SONI</b>
46	<b>Health and Wellness Club and Medical Check-up</b>	<b>Timely medical checkup of all the students and maintaining health cards</b>	<b>MR K K CHANDRAKAR</b>	<b>MRS. SUMITRA THAKUR(SECONDARY) MRS VIJETA MR GULAB AWADE</b>
47	<b>Interview panel for contractual teacher management</b>	<b>Selection and providing offer of appointment to all the selected candidates. Planning of the interview</b>	<b>MR. LOKESH SINGH</b>	<b>MR. J.K. CHANDRAKAR MR. KUMAR AVINASH</b>

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 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 evaquate 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 MR KR AVINASH MS.VIJETA , MR G L SAHU MR A R KURREY NURSE PRATAP SONI
50	Film Show	To arrange film show as per the directions and guidelines	MR PRATAP SONI	COMPUTER INSTRUCTOR
51	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 ANIL KR SHARMA MR A R KURREY
52	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
53	Notice Circulation	Circulation of Vidyalaya Notice	MR. SANTOSH GODRE	MR G L SAHU

54	Cleanliness of Aquarium		MR KUMAR AVINASH	SANTOSH GODRE
55	Verification of EPF and ESIC	Verification of EPF and ESIC	MR. LOKESH SINGH	MR. PRATAP SONI
56	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
57	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)
58	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 AMBREESH SHUKLA	MRS. PRERANA MR. KUMAR AVINASH
59	CCTV Camera Review	Maintenance and condemnation of CCTV	MR LOKESH SINGH	MR PRATAP SONI
60	Shaala Darpan	Updation on the site As per the Direction of KVS Time to Time	1. ADMISSION/TC - MR AMBREESH SHUKLA 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	
61	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

62	Psychological First Aid	To evaluate the normality of the student and help their parents	COUNSELLOR	ALL CLASS TEACHER AND CO-CLASS TEACHER
63	Certificate of Fire Safety	To procure certificate from the municipal corporation	MR J K CHANDRAKAR	MR N L YADAV
64	Certificate of safety of school building	To procure certificate from the municipal corporation	MR. SANTOSH GODRE	
65	Certificate of Portable Water	To procure certificate from the municipal corporation	MR K K CHANDRAKAR MR. A.R. KURREY	
66	Child Rights Protection Cell	To follow the POCSO in letter and spirit	MRS. ROHITA BANSOD	MRS S JAMES
67	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 MR G K NIRMALAKAR
68	Transport Safety Team	To help the children arrange the bicycle in proper way and help them to enter and exit the school systematically.	MR K K CHANDRAKAR	MRS VIJETA
69	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 PRERNA
70	VMC/EC	To organise VMC meeting ,Agenda,Minutes ,Invitation	MR LOKESH SINGH	MR ANIL KR SHARMA
71	PTA	To organise PTA meeting ,Agenda,Minutes ,Invitation	MR LOKESH SINGH	MR ANIL KR SHARMA
72	Updation of Attendance	Write Attendance and Total Enrollment,abst and other details On the Board in the front of PPL Chamber -	CONTR. TR-1	CONTR.TR 2
73	Internal Complaint Committee(ICC)	To present Such cases before the Principal as per the procedure	MRS ROHITA BANSOD	MRS S JAMES
74	Grievance Redressal Committee	To present Such cases before the Principal as per the procedure laid down in the education code	MRS S JAMES	MRS ROHITA BANSOD
75	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
76	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

77	Vidyalaya Plan.	Finalisation of 2020-2021 and Planning for 2021-22	MR LOKESH SINGH	
78	Note Book Correction	Format /Follow Up/Report Time to Time for the Session 2020-2021	MR LOKESH SINGH	
79	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 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)
80	Routes to root	Follow Up/Planning/Report	MR K K CHANDRAKAR	MUSIC TEACHER

81	Atal tinkering Lab	Follow Up/Planning/Report	MR H S TRIPATHY	MR LOKESH SINGH
82	E-Prajna/Jigyasha	Follow Up/Planning/Report	MRS SUMITRA THAKUR	MR KUMAR AVINASH
83	Tarunutsava 2020	Follow Up/Planning/Report/Implementation	MR J K CHANDRAKAR	MR T R CHANDRAKAR
84	Book Donation	Follow Up /Report /Planning / Implementation	MR G D MISHRA	MR G K NIRMALKAR
85	Funday	Follow Up /Report /Planning / Implementation	MRS S JAMES	MR N M SINGH
86	Partnership and Community Service	Follow Up /Report /Planning / Implementation	MR H S TRIPATHY	MR LOKESH SINGH
87	Condemnation	Follow Up /Report /Planning / Implementation	MR LOKESH SINGH (CO-ORDINATOR)	ALL STOCK I/C
88	Safety Measures of the Children	Follow Up /Report /Planning / Implementation	MRS S JAMES	MR SURYA KR SAHU
88	Ek Bharat Shrestha Bharat /Social Science Exhi.	Follow Up /Report /Planning / Implementation etc	MR KUMAR AVIANSH	MRS PRERNA
89	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
90	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
91	Olympiad in Primary	To Monitor /Planning/Implementation/Olympiads/Science exhibition in Primary/Records and Reports etc .	MRS S JAMES	MR K P MANNADE
92	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
93	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
94	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
95	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
96	Best Practices	To Keep Record of best practices in Vidyalaya.	MR AMBREESH SHUKLA	
97	Alumni	To Monitor /Planning/Implementation Records and Reports etc .	MR LOKESH SINGH	MR G D MISHRA MR H S TRIPATHY

<b>98</b>	Mess Incharge	To procure food items during visit of officers ,Annual Day, Independence Day , Republic Day, VMC Meeting ,PTA ,Inspection etc.	MR AMBREESH SHUKLA	MR KR AVINASH
<b>99</b>	Collection of Best Photographs and News Paper Cutting	To maintain record	MR G D MISHRA	MR AMBREESH SHUKLA
<b>100</b>	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
<b>101</b>	Donation Register	To maintain record of Donation Register	MR J K CHANDRAKAR	

Sign of Principal