

KENDRIYA VIDYALAYA MRP MATHURA
INSTITUTIONAL PLANNING

w.e.f. 01-10-2023

In suppression of current institutional planning the following committee are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2023-24. As such all the staff members are hereby informed to note the nature of the work and comply with them. In absence of the in-charge the next senior member of the committee will automatically be the in-charge and so on but all the members will be equally responsible. The in-charges are hereby requested to hold in-house meeting of their committee under intimation to the undersigned. The committee will meet at regular intervals & review the progress of their program. The convener will maintain the record of their planning, implementation and follow up. The handing and taking over of the departments shall be completed immediately. Active co-operation is solicited.

Class teacher/Co-class teacher duties are also appended with for necessary compliance.

PRINCIPAL

S. No.	COMMITTEE	MEMBERS	DUTIES AND RESPONSIBILITIES
1	Advisory Committee to the Principal	<ol style="list-style-type: none"> 1. Mr Digambar Singh 2. Mr. Sachin Kumar Sharma 3. Ms Pooja Sharma 4. Ms. Lata Gupta 5. Mr. Kanhaiya Lal 6. Mr. Pushpa 	<ul style="list-style-type: none"> ➤ The committee will help the Principal in day to day administrative matters. ➤ The committee can go through the circulars received from KVS RO Agra and KVS HQ New Delhi. ➤ Work assigned by the principal in day to day administrative matter. ➤ Any other related work.
2	Academic Council	<ol style="list-style-type: none"> 1. Mr Digambar Singh 2. Mr Sachin Kumar Sharma 3. Ms Kirti Soni 4. Ms Pooja Sharma 5. Ms Manisha Mudgal 	<ul style="list-style-type: none"> ➤ To ensure the distribution of split-up syllabus to students of all classes. ➤ To monitor the conduct of Remedial class for low achievers. ➤ To maintain the class wise and subject wise students' academic performance analysis. ➤ Any other related work.
3	Time Table	<ol style="list-style-type: none"> 1. Ms Pooja Sharma, (Secondary I/C) 2. Ms Ajai Kumar Prajapati 3. Mr Upendra kumar 4. Mr Sanjeev Kumar Singh (Primary I/C) 5. Ms Beena rani gautam 	<ul style="list-style-type: none"> ➤ To prepare the School timetable as per the latest KVS guidelines ➤ To make arrangement for teachers on leave. ➤ To ensure that Teachers attend their arrangement Periods ➤ To make remedial timetable for low achievers ➤ To display copy of arrangement work in the notice board. ➤ To maintain the arrangement register. ➤ To prepare time table for duties during recess. ➤ Any other related work.

4	MOD Roster and Escorting Duty Roster	<ol style="list-style-type: none"> 1. Mr Digambar Singh I/C 2. Mr Sachin Kumar Sharma 3. Ms Pooja Sharma 4. Ms Lata Gupta 	<ul style="list-style-type: none"> ➤ To prepare MOD roster and keep record of MOD format filled by teachers on Duty ➤ To prepare roster for escorting duties for male and female separately and suggest name of escorts for KVS duties to office. ➤ There will not be any exemption from escort duty roster turn.
5	Admission	<ol style="list-style-type: none"> 1. Mr R D Yadav (I/C) 2. Mr Shashipal Singh 3. Mr Upendra Kumar 4. Mr Kanhaiya Lal 5. Ms Pushpa 	<ul style="list-style-type: none"> ➤ Admission as per KVS guidelines. ➤ To take the approval of VEC before the release of the merit list. ➤ Maintenance of admission registers. ➤ Maintenance of admission records as per KVS guidelines in the prescribed proformas. ➤ Details of admission uploading on the website. ➤ Any other related work.
6	Examination	<ol style="list-style-type: none"> 1. Mr Sachin Kumar Sharma (I/C) 2. Ms Pooja Sharma 3. Mr Kedar Nath Verma 4. Mr Hemant Meena 5. Ms Indu Bhoj 6. Mr Saurabh Kumar <ol style="list-style-type: none"> 1. Ms Anamika Dixit Primary I/C 2. Ms Manisha Mudgal 	<ul style="list-style-type: none"> ➤ To conduct internal exams as per the schedule given by KVS ➤ To update the Report cards and Mark list format as per the latest CBSE directions. ➤ To collect Question papers from paper setters, along with Blueprint & Marking scheme ➤ To conduct retest as per KVS norms. ➤ To analyse the Results of internal & Pre-Board Exams ➤ Declaration of results as per the KVS schedule. ➤ To update examination details on website regularly. ➤ Any other related work.
7	CBSE	<ol style="list-style-type: none"> 1. Mr Kedar Nath Verma (I/C) 2. Mr Sachin Kumar Sharma 3. Ms Arshi Malik 4. Mr Saurabh Kumar 	<ul style="list-style-type: none"> ➤ To correspond with CBSE for all exams related queries. ➤ To monitor the registration of class IX and class XI students for Board exam. ➤ To go through the CBSE Mail, CBSE Website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams. ➤ Maintenance and submission of records. ➤ To dispatch Answer papers promptly and with utmost care. ➤ A Xerox copy of all documents being sent to CBSE to be maintained. ➤ To maintain account of answer papers & expenditure for conduct of exam in prescribed formats. ➤ To coordinate with external agencies for conduct of exam. ➤ To keep exam related documents /materials in safe custody ➤ Any other related work.

8	Library	<ol style="list-style-type: none"> 1. Mr A K Prajapati (I/C) 2. Mr Poonam Kaushik 3. PGT English 4. Mr Ram Prasad 5. Mr Shashipal Singh 6. Ms Beena Rani Gautam 	<ul style="list-style-type: none"> ➤ To purchase books as per KVS guidelines. ➤ The suggestion from staff members for purchase of new books to be taken. ➤ To ensure books are circulated as per the requirement of students & staff members as per Library rules ➤ To issue books with e-granthalaya and ensure that books do not remain with same individual for a long period. ➤ Students should be encouraged to write Book Review. ➤ Guidance & Counselling corner or table to be maintained. ➤ Any other related work.
9	UBI Fee	<ol style="list-style-type: none"> 1. Ms Shweta Arora 2. Ms Indu Bhoj (I/C) 3. Mr Shailendra Singh <p>All Class teachers</p>	<ul style="list-style-type: none"> ➤ To monitor UBI Fee collection class wise. ➤ To remind class-teachers for respective class fee collection. ➤ To submit list/number of defaulters class-wise for further action. ➤ Keep strict vigil on fee waiver case. <p>Class teachers to verify student before fee exemption allowed.</p>
10	CCA	<ol style="list-style-type: none"> 1. Mr Digambar Singh (I/C) 2. Mr Y P Giri 3. Ms Lata Gupta 4. Ms Hema Bai Meena 5. Mr Sanjeev Kumar Singh 6. Mr Kanhaiya Lal 7. Mr Sachin Baghel 8. Mr Upendra Kumar 9. Dance Coach 10. Ms Manisha Mudgal 	<ul style="list-style-type: none"> ➤ Annual Planning of CCA activities. ➤ To see that morning assembly programme is to conduct within stipulated time. ➤ To prepare the schedule for conducting morning assembly Programme. ➤ Class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme. ➤ Maintains of result of CCA activities. ➤ Purchase and distribution of CCA prizes & medals. ➤ Maintaining CCA Activities register ➤ Any other related work.
11	Purchase Committee	<ol style="list-style-type: none"> 1. Mr. Digambar Singh 2. Mr. Sachin kumar Sharma 3. Mr Shashi Pal Singh 4. Mr Kanhaiya Lal 5. Mr Sanjeev Kumar Singh 6. Stock Holder 	<ul style="list-style-type: none"> ➤ To find out the requirements of various departments. ➤ To priorities the items to be purchased. ➤ To prepare estimate of expenditure. ➤ To put up budget proposal for approval. ➤ To call for quotation in consultation with Principal. ➤ To prepare Comparative statement and place order for the lowest quoted item as per requirement. ➤ To physically verify the purchased items/goods and put Marks by using permanent Marker with Date. ➤ Any other related work.

12	GeM Procurement	1. Mr S D Upman SSA, Buyer 2. Ms Shweta Arora, PGT CS 3. Mr Kanhaiya Lal, TGT WE 4. Mr Shailendra Singh, JSA	<ul style="list-style-type: none"> ➤ Committee Members will help Buyer in finding Goods and Services available on GeM and Buyer will see and proceed for purchase after getting approval of competent authority. ➤ Each requisition is required to be initiated immediately for timely procurement in the welfare of Vidyalaya and students. ➤ Demand will be created as per financial limitations as under <ul style="list-style-type: none"> a. Direct Purchase upto 25000/- b. Comparison for 25000 to 500000/- c. Bid/RA for more than 500000/- ➤ Goods will be received by consignee and CRAC will be done. <p>All the process has to be done following current GeM guidelines.</p>
13	Discipline Committee cum Grievance Redressal CELL & Suggestion Box Opening	1. Mr Sachin Baghel (I/C) 2. Mr Digambar singh 3. Mr Pooja Sharma 4. Mr R D Yadav 5. Ms Bhagwati Meena 6. Mr Prashant Gautam 7. Ms Beena Rani Gautam	<ul style="list-style-type: none"> ➤ To see the complaint related to indiscipline of any type affecting school affairs badly, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions received by the committee. ➤ All other complaint related to students. ➤ Committee should open the suggestion boxes fortnightly/monthly, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly. ➤ The boxes should be open in the presence of all the members and committee should not shield or hide any document or name. ➤ To list out the suggestion or Grievances made. ➤ To consult the Principal regarding the course of action. ➤ Any other related work.
14	Maintenance And Repairs	1. Mr Kanhaiya Lal (I/C) 2. Mr Ram Prasad 3. Mr A K Prajapati 4. Mr Upendra Kumar	<ul style="list-style-type: none"> ➤ To have regular watch on the maintenance of school building and its surroundings and report to Estate office for repair work (Civil/ Electrical). ➤ To monitor the repair work in the Vidyalaya ➤ To maintain Register of date wise repair work in the Vidyalaya. ➤ Any other related work.
15	Photography	1. Mr. Arshi malik (I/C) 2. Mr Saurabh Kumar 3. Mr Upendra Kumar	<ul style="list-style-type: none"> ➤ To ensure the photography/Videography on important occasions days/ functions. ➤ To take photos of interesting special items during assembly. ➤ To preserve the soft copies of these photos in folders in the computer lab. ➤ Any other related work.

16	Condemnation Committee	<ol style="list-style-type: none"> 1. Mr. S D Upman (I/C) 2. Mr. Shailendra Singh 4. Stock I/C of all deptt. 	<ul style="list-style-type: none"> ➤ To send notice for stock verification & condemnation of articles. ➤ To send notice to Regional Office and other schools regarding auction of articles. ➤ Any other related work.
17	Furniture Committee	<ol style="list-style-type: none"> 1. Mr. Ram Prasad (I/C) 2. Mr. Kanhaiya Lal 3. Mr Sanjeev Kumar Sigh 3. Mr Sher Singh 	<ul style="list-style-type: none"> ➤ To ensure the furniture in each classroom is of uniform nature as far as possible. ➤ To check whether any furniture requires repair & to bring it to the notice of the Principal. ➤ To ensure that no furniture is lying in the corridors and ensure that any furniture taken for any function to be replaced in its proper place. ➤ Any other related work.
18	Guidance And Counselling	<ol style="list-style-type: none"> 1. Mr R D Yadav (I/C) 2. Mr Kanhaiya Lal 3. Mr Sachin Baghel 4. Ms. Indu Bhoj 	<ul style="list-style-type: none"> ➤ To plan guidance & counselling activities for the academic year. ➤ To maintain Guidance & counselling register. ➤ To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries. ➤ To arrange Vocational guidance and counselling to the students by inviting reputed personalities in the concerned filed. ➤ To pay the remuneration in consultation with principal. ➤ Any other related work.
19	Excursion Committee	<ol style="list-style-type: none"> 1. Mr Digambar Singh I/C 2. Mr Sachin Kumar Sharma 3. Ms Pooja Sharma 4. Mr. Ms Kirti Soni 5. Ms Lata Gupta 6. Ms Pushpa 7. Ms Arshi 	<ul style="list-style-type: none"> ➤ To plan education tours / excursions for all the classes as per KVS norms. ➤ To give the intimation letters to class teachers for transmission to parents. ➤ To collect the acknowledgement from parents and to file it. ➤ To ensure the safety of the students during the journey period and their stay at the venue. ➤ To provide hygienic food / potable water to the students who are participating in tour programme. ➤ To arrange transport & settle bills. ➤ Any other related work.
20	Medical Checkup Committee (Facility provided by IOCL)	<ol style="list-style-type: none"> 1. Mr. Sachin Baghel (I/C) 2. Mr Sanjeev Kumar Singh 3. Concerned Class Teacher 	<ul style="list-style-type: none"> ➤ To conduct medical check-up of students twice a year. ➤ To provide medical help whenever required to the students. ➤ To maintain medical records of all students. ➤ To ensure the follow up action after the medical check-up. ➤ Any other related work.

21	Science Olympiads NCSC/NTSE/ KVPY/JIGYA SA AND CSIR/INSPIRE-MANAK AWARD/Science Exhibition	<ol style="list-style-type: none"> 1. Mr. Sachin Kumar Sharma (I/C) 2. Mr R D Yadav 3. Mr Kedar Nath Verma 4. Ms Kirti Soni 	<ul style="list-style-type: none"> ➤ To Motivate the students to prepare exhibits based on themes given by KVS. ➤ To organize Vidyalaya level Science exhibition as per schedule. ➤ To encourage more and more children to participate. ➤ To inculcate scientific temper among the students. ➤ Any other related work.
22	Social Science Exhibition EBSB/Kala Utsav/PPC/ SEEMA Darshan/G-20/ Youth Parliament	<ol style="list-style-type: none"> 1. Mr Shashi Pal Singh I/C 2. Ms Ela Singh 3. Ms Bhagwati Meena 4. Mr Y P Giri 5. Ms Lata Gupta 6. Mr Upendra Kumar 7. Ms Hema Bai Meena 8. Mr Sanjeev Kumar Singh 	<ul style="list-style-type: none"> ➤ To motivate children to prepare projects/model based on country/state allotted to the region ➤ To encourage more and more children to participate in cluster level Regional level and Nation level exhibition ➤ To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition. ➤ To give 1st Term project for each class based on the topics for Social science Exhibition. ➤ Organise an exhibition, select the best projects ➤ Any other related work.
23	Mathematics Olympiads & Mathematics Club activities	<ol style="list-style-type: none"> 1. PGT Maths 2. Mr. Ram prasad (I/C) 3. Ms Hemant Kumar Meena 	<ul style="list-style-type: none"> ➤ To inform students about Olympiad competitions and to encourage students to ensure participation in these competitions ➤ To conduct the exam. ➤ Maintain liaison with outside agencies regarding smooth conduct of different Olympiads. 5- Any other related work. ➤ Any other related work
24	Website Committee	<ol style="list-style-type: none"> 1. Mr. Shweta Arora (I/C) 2. Mr Saurabh Kumar 	<ul style="list-style-type: none"> ➤ To update all information in the website regularly. ➤ The photo gallery to be updated with latest photographs with captions. ➤ Any exemplary achievement to be given as flash news. ➤ Any other related work.
25	Value Education/ACP/ Committee	<ol style="list-style-type: none"> 1. Ms Lata Gupta I/C 2. Mr Y P Giri 3. Mr A K Prajapati 4. Mr Kanhaiya Lal 5. Ms Kirti Soni 6. Ms Hema Bai Meena 	<ul style="list-style-type: none"> ➤ To ensure activities are incorporated as suggested in ACP Modules. ➤ To provide information as asked by office/RO Agra ➤ Any other related work.

26	ALUMNI Activities	<ol style="list-style-type: none"> 1. Mr Digambar Singh (I/C) 2. Ms Lata Gupta 3. Mr Y P Giri 4. Ms Manisha Mudgal 	<ul style="list-style-type: none"> ➤ To coordinate between Vidyalaya and alumni for developmental work. ➤ To maintain details of alumni in a register. ➤ To conduct Alumni meet. ➤ Any other related work.
27	VMC Committee	<ol style="list-style-type: none"> 1. Mr R D Yadav I/C 2. Ms Indu Bhoj 3. Mr Kanhaiya Lal 4. Mr R D Upman 5. Ms Kirti Soni 	<ul style="list-style-type: none"> ➤ To inform and invite VMC members for the meetings. ➤ To arrange for refreshments for such meetings. ➤ To note down the minutes of VMC meetings. ➤ To arrange for stationery material like files, pens etc. and maintain a record of such meetings. ➤ Any other related work.
28	AEP Committee	<ol style="list-style-type: none"> 1. Mr R D Yadav (I/C) 2. Ms Indu Bhoj 3. Ms Kirti Soni 	<ul style="list-style-type: none"> ➤ To plan activities for the academic year. ➤ To arrange talk by experts. ➤ To maintain record of activities conducted. ➤ Any other related work.
29	Press Report to News Papers	<ol style="list-style-type: none"> 1. Ms Poonam Kaushik I/C 2. Ms Indu Bhoj 3. Mr A K Prajapati 4. Mr S D Upman 5. Mr Shailendra Singh 	<ul style="list-style-type: none"> ➤ To make news report of Vidyalaya programmes & events. ➤ To coordinate with Newspaper Agency. ➤ To ensure the events of the Vidyalaya & articles of students get coverage in newspaper. ➤ All the news has to be recorded and put up in chronological order in a display book
30	Drinking Water Committee	<ol style="list-style-type: none"> 1. Mr Kanhaiya Lal (I/C) 2. Ms Beena Rani Gautam 3. Ms Rajni 4. Mr Sher Singh 	<ul style="list-style-type: none"> ➤ To ensure drinking water is available in the Vidyalaya. ➤ To send water sample for analysis once in every 3 months. ➤ To ensure the proper functioning of Aqua guard/RO installed in school premises. ➤ To ensure the proper functioning of water coolers. ➤ Any other related work.
31	Reception & Refreshment Committee	<ol style="list-style-type: none"> 1. Mr A K Prajapati (I/C) 2. Ms Hema Bai Meena 3. Mr Shashipal Singh 4. Ms Kirti Soni 5. Ms Arshi Malik 6. Ms Pinky Sagar 7. Ms Sarika 	<ul style="list-style-type: none"> ➤ Welcome guests with colour party. ➤ Tilak and welcome by recitation of Mantras ➤ To make arrangement for supply of hygienic food/refreshment during various functions/events in the Vidyalaya. ➤ Any other related work.

32	Right To Information Committee	<ol style="list-style-type: none"> 1. Mr. S D Upman (I/C) 2. Mr. Shailendra Singh 	<ul style="list-style-type: none"> ➤ To attend the queries made under RTI and ensure their response is made on or before the stipulated date and be in touch with the office. ➤ Collect data / information to be incorporated in the reply of such letters. ➤ The members and the in charge to keep themselves abreast of the rules and procedures regarding RTI. ➤ Any other related work.
33	Cleanliness And Sanitation Core Committee	<ol style="list-style-type: none"> 1. Mr. Ram Prasad (I/C) 2. Mr Kanhaiya Lal 3. Ms Hema Bai Meena 4. Mr Sanjeev Kumar Singh 5. Ms Rajni 	<ul style="list-style-type: none"> ➤ To keep a stock of cleanliness activities in the Vidyalaya. ➤ To supervise the work of House Keeping in maintaining cleanliness ➤ To see that the Student Council also contributes towards maintenance of cleanliness. ➤ To ensure the cleanliness of the class rooms, corridor, toilets and other common areas. ➤ To ensure the provision of dustbins in all the class rooms. ➤ To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus. ➤ To clear the wild bushes inside school campus. ➤ To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness. ➤ Any other related work
34	Gardening & Beautification	<ol style="list-style-type: none"> 1. Mr R D Yadav 2. Mr. Upendra I/C 3. Mr Sachin Baghel 4. Ms. Kirti Soni 5. Ms. Anamika Dixit 	<ul style="list-style-type: none"> ➤ To plan for beautification of the Vidyalaya campus. ➤ To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus. ➤ To ensure watering of all potted plants and other plants growing in the Vidyalaya campus. ➤ To procure fertilizers, manure, pesticides in consultation with Principal. ➤ To motivate the children for gardening and beautification. ➤ To develop medicinal plant garden in the campus. ➤ Any other related work.
35	Security & House Keeping (Outsourced Services)	<ol style="list-style-type: none"> 1. Mr Kedar Nath Verma 2. Mr Sachin Baghel (I/C) 3. Mr. Sanjeev Kumar Singh 4. Mr S D Upman 	<ul style="list-style-type: none"> ➤ To monitor the work of House Keeping outsourced employees. ➤ To prepare a list of areas to be cleaned during second Saturdays. ➤ To ensure that the police verification in r/o all the Housekeeping and security personnel is done and made available to the Vidyalaya. ➤ Keep a record of the addresses/ contact numbers of all the housekeeping/Security personnel ➤ Ensure they report to the Vidyalaya on time. ➤ To verify the bills put up by the agency. ➤ Any other related work.

36	P A System	<ol style="list-style-type: none"> 1. Mr. Kanhaiya Lal (I/C) 2. Mr Sanjeev Kumar Sigh Sachin Baghel 	<ul style="list-style-type: none"> ➤ Arrangement and maintenance of PA system for assembly and other celebrations. ➤ To see audio quality to be presented from stage programe. ➤ Any other related works.
37	Vidyalaya Magazine /News Letter And Other Publication	<ol style="list-style-type: none"> 1. Mr. Poonam Kaushik (I/C) 2. PGT ENGLISH 3. Mr Y P Giri 4. Ms Lata Gupta 5. Ms Hema Bai Meena 6. Ms Arshi Malik 	<ul style="list-style-type: none"> ➤ To encourage students and staff members to contribute articles for the Vidyalaya Patrika. ➤ To design the Cover page with the help of Drawing teacher and students. ➤ To ensure the Vidyalaya Patrika is published and Distributed in July. ➤ To design the Student Diary. ➤ Any other related work.
38	First Aid Committee	<ol style="list-style-type: none"> 1. Mr Sachin Baghel (I/C) 2. Ms Kirti Soni 3. Ms Beena Rani Gautam 4. Mr Sher Singh 	<ul style="list-style-type: none"> ➤ To ensure First aid boxes are available. ➤ To ensure the contents of the First-aid box are replenished at regular intervals and to check the expiry of Ointments/ medicines. ➤ Any other related work.
39	Uniform Checking And Late Comers	<ol style="list-style-type: none"> 1. Mr Sachin Baghel I/C 2. Mr Vishnu Bharadwaj, Games Coach 3. Mr Prashant Gautam, Yoga Instructor 	<ul style="list-style-type: none"> ➤ To assign duties to the committee members to monitor the uniform of students & late comers ➤ To inform the parents about regular defaulters. ➤ To maintain the details of defaulters in the register ➤ To plan for corrective measures, through skit or talk during morning assembly. ➤ Any other related work.
40	Language Lab	<ol style="list-style-type: none"> 1. Ms Lata Gupta 2. Mr Saurabh Kumar 	<ul style="list-style-type: none"> ➤ To monitor the use of Language Lab. ➤ To maintain the log book. ➤ Any other related work.
41	Students Enrollment	<ol style="list-style-type: none"> 1. Ms Shweta Arora (I/C) 2. Ms Indu Bhoj <p style="text-align: center;">All class teachers</p>	<ul style="list-style-type: none"> ➤ To keep Enrollment record of students class-wise/Priority category wise/Social category wise/any other as per format query. ➤ To respond to monthly enrolment position as asked through RO AGRA

42	Children Park (Primary)	<ol style="list-style-type: none"> 1. Ms Anamika Dixit (I/C) 2. Mr Sanjeev Kumar Singh <p style="text-align: center;">All Primary Teachers</p>	<ul style="list-style-type: none"> ➤ To watch and supervise strength of all swings and all play equipments provided in children park. ➤ Concerned teachers to have strict vigil on students in their period if class is in Children Park. ➤ Safety and Security of students to be ensured and appropriate advisory to all classteachers/teachers to be issued.
43	Income Tax & Form -16	<ol style="list-style-type: none"> 1. Mr S D Upman (I/C) 2. Mr Shailendra Singh 3. PGT Maths 4. Mr Ram Prasad 	<ul style="list-style-type: none"> ➤ To Estimate annual income of all employees and see how much Income Tax has been deducted by office till August 2023. ➤ To Assess income tax of all employee for the assessment year 2024-2025. ➤ To ask about Income tax exemption claimed by employees and collect related documents latest by October 2023. One has to give speaking undertaking if any investment will be done after October 2023. ➤ To keep all documents intact in office as income tax file.
44	Sports /Adventure / SBSB /Fit India/Yoga /NCC	<ol style="list-style-type: none"> 1. Mr Sachin Baghel (I/C) 2. Mr Prashant Gautam (Yoga Inst) 3. Ms Manisha Mudgal 4. Ms Anamika Dixit <p style="text-align: center;">4. All Class teachers</p>	<ul style="list-style-type: none"> ➤ To Conduct activities as per schedule and date sheet with full competence. ➤ To see that articles/material are available for the conduct of concerned activities. ➤ To plan for Annual sports day and Mini sports day and submit plan so that all stakeholders may be informed well in advance. ➤ Keep record of all activities. ➤ Any other related work.
45	Disaster Management Committee	<ol style="list-style-type: none"> 1. Mr Kanhaiya Lal (I/C) 2. Mr Sachin Baghel 3. Ms Bhagwati Meena 4. Mr Ambrish Kumar 5. Mr Sher Singh <p style="text-align: center;">All Teachers taking classes in real time</p>	<ul style="list-style-type: none"> ➤ To Prepare plan for eviction of school building ➤ To conduct mock drill ➤ To see availability of fire extinguisher and get fire safety certificate from concerned agency ➤ To conduct Fire mock drill. ➤ To see that building safety certificate is issued by construction agency.

46	ECO Club/ Green Olympiad/ Harit Vidyalaya/ Swach Vidyalaya	<ol style="list-style-type: none"> 1. Mr R D Yadav (I/C) 2. Ms Kirti Soni (Co-I/C) 3. Ms Anamika Dixit 4. Mr Yogendra Sharma 	<ul style="list-style-type: none"> ➤ To ensure Vidyalaya Swacchta inside school and its srroundings. (Classes/Departments/Corridore) etc. ➤ To register school for Green Olympiad and Harit Vidyalaya ➤ Keep record of every activity conducted for/with stakeholders.
47	Students' Scholarship U-Dise + registration	<ol style="list-style-type: none"> 1. Mr Sachin Kumar Sharma (I/C) 2. Ms Pooja Sharma 3. Mr Kedar Nath Verma 4. Mr Hemant Meena 5. Ms Indu Bhoj 6. Mr Saurabh Kumar 	<ul style="list-style-type: none"> ➤ To ensure registration of All students on UDISE+ portal . ➤ To ensure registration of beneficiary students for Scholarship Schemes extended by MP Govt. and Govt. Of India. ➤ 3.Keep record of Vidyalaya Scholarship year wise. ➤ To monitor progress of work done by Class Teachers.
48	ATAL Tinkering Lab	<ol style="list-style-type: none"> 1. Mr Kanhaiya Lal (I/C) 2. Mr Sachin Kumar Sharma 3. Ms Kirti Soni 	<ul style="list-style-type: none"> ➤ Procurement of ATAL Tinkering Lab through GeM with GeM procurement Committee. ➤ To conduct ATL Classes /Demonstration as per schedule. ➤ To Maintain and equip ATL lab with all pre-requisite(Laptops , Furniture etc.) ➤ To keep record of ATL classes/Demonstration and related activities.
49	Computer/ICT /E-Classroom	<ol style="list-style-type: none"> 1. Ms Shweta Arora(I/C) 2. Mr Kanhaiya Lal 3. Mr Saurabh Kumar 	<ul style="list-style-type: none"> ➤ To see the Computer infrastructure availability in school ➤ To see the Internet/Wi-Fi availability in school building and procurement to be done accordingly. ➤ To Conduct workshops for teachers ICT knowledge updation. ➤ Keep record of all activities.
50	Routes to Roots/Spic Macay	<ol style="list-style-type: none"> 1. Mr Sanjeev Kumar Singh (I/C) 2. Mr Ram Prasad 3. Mr Upendra Kumar 	<ul style="list-style-type: none"> ➤ To conduct programme as advised by KVS in befitting manner. ➤ To submit requirement in advance for conduct of related programme. ➤ Follow up of activities in school. ➤ Keep record of each activity.

51	NEP 2020/ NIPUN/FLN/ Strengthening Primary Education/Nis htha/Toy Based Pedagogy	<ol style="list-style-type: none"> 1. Mr Digambar Singh 2. Mr Sachin Kumar Sharma 3. Ms Kirti Soni 4. Ms Pooja Sharma 5. Ms Beena Rani Gautam 6. Ms Manisha Mudgal 7. Ms Arshi malik 8. Ms Sushila 	<ul style="list-style-type: none"> ➤ To conduct workshops on implementation of NEP 2020. ➤ To put efforts for achieving Foundational Literacy and Numeracy by grade 3 (Age group 3-9 Yrs). ➤ To promote Toy based learning in primary. ➤ To make effective use of Diksha/Nishtha FLN and strengthen Primary education. ➤ Toy library has to be there for kids ➤ Procurement of toys and self made toys
52	Stage Decoration/ Committee	<ol style="list-style-type: none"> 1. Mr Upendra Kumar (I/C) 2. Mr Sachin Baghel 3. Mr Kanhaiya Lal 4. Mr Ram Prasad 5. Ms Lata Gupta 6. Ms Pushpa 	<ul style="list-style-type: none"> ➤ To prepare stage well decorated on each occasion of Important Event. ➤ To see proper arrangement/placement of audio/mike system. ➤ To see and review back wall so as to have good display of Banner etc. ➤ Any other related work
53	CS-54	<ol style="list-style-type: none"> 1. Mr S D Upman 2. Mr Ram Prasad 	<ul style="list-style-type: none"> ➤ To Prepare Cs-54 and to provide information as and when required .
54	Team for Students with Special need	<ol style="list-style-type: none"> 1. Pinky Sagar (Special educator) 2. Ms Lata Gupta 3. Ms Beena Gautam 4. Mr Yogendra Sharma 	<ul style="list-style-type: none"> ➤ To hold and provide necessary help to needy students as when required ➤ To suggest for procurement of tools to extend help for CWSN.
55	Rajbhasha	<ol style="list-style-type: none"> 1. Mrs. Poonam Koushik 2. Mr. Y P Giri 3. Mr. S D Upman 4. Mr. Shailendra Singh 	<ul style="list-style-type: none"> ➤ To Promote the use of Rajbhasha “Hindi” in day today life and working of the Vidyalaya. ➤ To conduct Rajbhasha Meetings/ Workshops as per required schedule ➤ To complete Rajbhasha report online and send quarterly reports to RO ➤ Activities related to Rajbhasha
56	Canteen Supervision	<ol style="list-style-type: none"> 1. Mr R D Yadav 2. Mr. Ram Prasad I/C 3. Mrs. Keerti Soni 4. Mrs. Anamika Dixit 5. Mr. Yogendra Sharma 	<ul style="list-style-type: none"> ➤ To monitor the quality of food items & hygiene ➤ To monitor opening & closing time ➤ Any other suggestion in the interest of students and staff
57	CMP	<ol style="list-style-type: none"> 1. Mrs. Beena Rani Gautam 2. Mrs Rajni 3. Mrs. Arshi Malik 	<ul style="list-style-type: none"> ➤ To implement the programs as per common minimum program guidelines. ➤ Publish CMP news letter in soft copy and printed

58	Bal Vatika Activities & Supervision	<ol style="list-style-type: none"> 1. Ms Beena Rani Gautam I/C 2. Ms Arshi Malik 3. Mr Sanjeev Kumar Singh 4. Mr Upendra Kumar 	<ul style="list-style-type: none"> ➤ Conduct of activities in accordance with NEP-2020 ➤ Classroom and surroundings beautification ➤ Art and music integrated activities ➤ Supervision and Record keeping ➤
59	Scouts And Guides Committee	<ol style="list-style-type: none"> 1. Mr. A K Prajapati (I/C) 2. Mr Y P Giri 3. Mr Kedar Nath Verma 4. Mr Kanhaiya Lal 5. Ms Bhagwati Meena 6. Mr Sachin Baghel 7. Mr Sanjeev Kumar Singh(I/C) 8. Ms Rajni 9. Ms Anamika Dixit 10. Ms Pushpa 	<ul style="list-style-type: none"> ➤ To plan activities for Scouts & guides. ➤ To conduct activities during CCA period. ➤ To take up social service activity for the school. ➤ To conduct Tiritiya Sopan, Tiritiya Charan camp in the Vidyalaya. ➤ To register students, reply mails and fill data related to S/G and Cub/Bulbul ➤ Any other related work.

Mr Digambar Singh
(Overall Co-ordinator)

(S K Sharma)
Principal

DUTIES AND RESPONSIBILITIES OF THE CLASS TEACHERS

All the class teachers are requested to note down their schedule and duties for the session 2023-24

- 1- To observe the students attendance before Morning assembly and just after interval hours.
- 2- If any student is found absent, the reason of absence must be asked in writing from the student duly signed by the parent.
- 3- If any student's attendance is less than 90% in a month. Parents are required to be informed writing with letter mentioning the attendance and record must be kept for action in future.
- 4- Students must be escorted by the respective class teacher from class room to assembly and back.
- 5- Class teachers are requested to be with their class during assembly time.
- 6- All students should sit in a proper way. Desks and benches should be arranged properly. They must be arranged in a manner that would give a descent look.
- 7- All classes should have 2 monitors, one boy and one girl. It is the class monitor's duty to switch on the lights and fans as per requirement, and to switch it off when students are out of the classroom.
- 8- Each class will have TWO OUT PASS one for Boys and one for Girls. Boys Out pass will allow only One Boy and Girls Out pass will allow two Girls students to be out of the class at a time either for toilet or for drinking water.
- 9- Please check the cleanliness of the class room. If cleanliness is not up to the mark, please inform cleanliness committee members for follow up.
- 10- Every class teacher must take proper note of the behavior of the students of their class. If anybody is behaving unruly, it must be put on check immediately. If the same is beyond their control, it must be brought into the notice of the undersigned immediately.