

Committees for the Session 2023-24

KENDRIYA VIDYALAYA BHEL, JAGDISHPUR, AMETHI-227817

ALLOTMENT OF ADDITIONAL RESPONSIBILITIES FOR THE YEAR 2023-24

The following committees are hereby constituted to ensure efficient, smooth, prompt and timely completion of activities /programs of their respective departments as assigned by KVS throughout the academic session & beyond. All the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. In absence of the in-charge/convenor the next member of the committee will automatically be equally responsible. The handing and taking over of the charges of department shall be completed immediately.

Date: 15.12.2023

Sr. No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES	Signature
1	Admission	Shri. Keshar Singh (PGT-CS)	Shri. Devendra Kumar Smt Tanvi Saxena Shri. Ramesh Srivastava	<ul style="list-style-type: none">- To scrutinize the registration forms for admission and carry out the process as per the latest Admission guidelines in consultation with the Principal.- Any other work assigned by the Principal.	
2	Home Examination & External Examinations (Home Examination Committee will assist in CBSE Examination & Vice-Versa.)	Shri. Anand Pathak (PGT-English)	Shri. Anupam Tiwari Shri. Hemant Gupta Shri. Ankit Yadav	<ul style="list-style-type: none">To plan the schedule of Unit-test, Cumulative Examination, Pre-Board and Annual Examination as per the calendar of activities.-To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS.-To give suitable instructions to class teachers for maintaining all the relevant records.- Any other work assigned by the Principal.	

Sr. No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES	Signature
2 (a)	<p align="center">CBSE Examination</p> <p align="center">(CBSE Examination Committee will assist in Home Examination & External Examination and Vice-Versa.)</p>	<p align="center">Shri Rajeev Ranjan Gaur (PGT-Biology)</p>	<p>Dr. Musheer Ahmad Khan Shri Devendra Kumar Shri Pradeep Singh</p>	<ul style="list-style-type: none"> -To conduct CBSE & external examination as per the prescribed norms and to maintain record of all such examinations. -To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records. -To coordinate all external competitions relevant to our system. - Any other work assigned by the Principal. 	
3	<p>Time – Table & Continuous Professional Development for Teachers (50 hrs CPD)</p>	<p align="center">Mr. Avashesh Prakash</p>	<p>Shri. Anupam Tiwari Smt. Payal Agarwal</p>	<ul style="list-style-type: none"> -To prepare & execute time table as per the norms. -To Arrange & keeping the records of Continuous Professional Development Program for Teachers (50 hrs CPD). -To device workable & suitable assignment/remedial time-table -To make arrangement for classes suitably as per requirement. - To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students. - Any other work assigned by the Principal. 	
4	<p align="center">CS – 54 (Fees & Fines Checking) & Verification of Contractual Teacher’s Salary etc.</p>	<p align="center">Shri Anupam Tiwari</p>	<p align="center">Shri Avashesh Prakash</p>	<ul style="list-style-type: none"> -Data to be filled in the relevant records every month and submit to the office. -To receive acceptance letter with terms & conditions. -To prepare salary for contractual teachers. - Any other work assigned by the Principal. 	
5	<p align="center">Co-Curricular Activities & Morning Assembly</p>	<p>Shri Ramesh Yadav (PGT-Hindi) Smt. Tanvi Saxena (TGT-English)</p>	<p>Smt. Payal Agrawal (PRT) Ms. Sunita Yadav (TGT – Sanskrit) Mrs. Diksha Chaudhary (PRT-Music) Sports & Yoga Coach All House conveners, House Masters & Associate House masters</p>	<ul style="list-style-type: none"> - To organize Co-Curricular activities in the school as per academic calendar & Undersigned instructions. - To make all arrangements for smooth conduct of morning assembly including arrangement for special occasions. - Any other work assigned by the Principal. 	

Sr. No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES	Signature
6	Student Council	Shri Ramesh Yadav (PGT Hindi) Smt. Sunita Yadav (TGT-Sanskrit)	All House Masters & Class Teachers of class XI & XII	<ul style="list-style-type: none"> -To select SPL, House captains and other members of the council for carrying out their usual work in consultation with the Principal. -To implement pass system. Systematic/ orderly movement of students for assembly. Checking of late comers. - Any other work assigned by the Principal. 	
7	Furniture & Fixtures	Shri Devendra Kumar (TGT-Art)	Shri Hemant Gupta (TGT-WE)	<ul style="list-style-type: none"> -To ensure all furniture bear serial numbers and the year of purchase. -To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules. - Any other work assigned by the Principal. 	
8	ICT & Arrangement of virtual classes & Website Updating	Shri Keshar Singh (PGT-CS)	Computer Instructor Shri Deepak Dahiya (JSA)	<ul style="list-style-type: none"> -To ensure all the Labs in working condition with the broadband/Land connectivity for carrying out Computer Literacy classes and DIKSHA program effectively with the assistance of computer instructors and to submit monthly updates to the office. - To Train all staff members handling DIKSHA with further follow up. - Any other work assigned by the Principal. 	
9	Audio-Visual Aids & Resource Room	Shri Pradeep Singh (TGT-SSt) Shri Ankit Yadav		<ul style="list-style-type: none"> A.V. Room to be well equipped with workable LCD, OHP etc. for ensuring TAL/CAL is undertaken by the teachers by maintaining a Register in the A.V. Room. - Any other work assigned by the Principal. 	
10	GeM / Local Purchase Committee	Shri. Avashesh Prakash	Mr. Keshar Singh Shri Virendra Kumar, SSA All Department Incharges	<ul style="list-style-type: none"> -To be responsible for purchase of suitable prizes for different competitions, distribute certificates and prizes to the students from time to time. - Any other work assigned by the Principal. 	

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11	Junior Science Lab. & Beautification of Vidyalaya (Harit Vidyalaya) Gardening (Nature/Eco club)	Shri Rajiv Ranjan Gaur (PGT-Biology)	Smt. Sheela Kumari (PRT)	- To monitor the work of gardener effectively and to offer technical expertise to improve gardening by providing all required materials from time to time. -To take care and maintain the beautification in all the areas of the Vidyalaya from time to time. - Any other work assigned by the Principal.	
12	Excursion/ Field trips & Adventure / outside school Activities	Shri Prabhakar Chaurasia (PGT-Economics)	Smt. Alpana Kumar (PGT- Chemistry) Shri Pradeep Singh (TGT- SSt)	-To check out and implement Annual plan for outing of the students as per the codel provisions in consultation with the class teachers/Principal. -To accompany the students for the programmers identified by the KVS. - Any other work assigned by the Principal.	
13	Readers Club & Language Club & English Proficiency	Smt. Tanvi Saxena(For English) Smt. Sunita Yadav (For Sanskrit)	Shri. Ramesh Yadav (PGT- Hindi) Shri. Anand Pathak (PGT- English)	-To develop the taste of extra reading among the students of class VI to VIII and to encourage the students to submit periodical reviews. -To make the students converse in English. -To provide guidelines to spoken English and other teachers. -To create English speaking atmosphere in the Vidyalaya. - Any other work assigned by the Principal.	
14	Safety & Security of Students and school	Shri Avashesh Prakash (PGT-Maths)	Shri. Shantanu Singh Chauhan (TGT-P&HE) Smt. Payal Agarwal (PRT)	-To ensure Safety & Security of students & school by adopting various suitable means - Any other work assigned by the Principal.	

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15	Maintenance & Repair Work (M&R) and Monitoring Committee	Shri Hemant Gupta (TGT-WE)	Mrs. Madhulika Saxena (PGT-Physics) Shri. Maniram Sub-staff Shri. Ramesh Sgrivastava Sub-staff Shri. Sant Lal Sub-staff Conservancy staff	-To carry out maintenance & repair work of buildings including toilets, surroundings and play field. - Any other work assigned by the Principal.	
16	Discipline	Shri. Keshar Singh (PGT-CS) Smt. Madhulika Saxena (PGT-Physics)	Shri Shantanu Singh Chauhan (TGT-P&HE) Smt. Kirti Singh (PRT)	-To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any. A separate file be maintained. - Any other work assigned by the Principal.	
17	Hindi Raj Bhasha Samiti	Shri. Ramesh Yadav (PGT-Hindi) Smt. Sunita Yadav (TGT-Sanskrit)	Shri Virendra Kumar SSA Shri Deepak Dahiya JSA & All Department I/Cs	-To conduct quarterly meetings of Rashtra bhasha and to submit quarterly reports to the Regional Office. - Any other work assigned by the Principal.	
18	Publication of Vidyalaya Patrika, News Letter, Student Diary & Teachers Diary	Shri Anand Pathak (PGT-English)	Smt. Alpana Kumar (PGT-Chemistry) Ms. Sunita Yadav (TGT-Sanskrit) Smt. Tanvi Saxena (TGT-English) Smt. Payal Agrawal (PRT)	-In charge of school magazine and any other issues related to publication. - Any other work assigned by the Principal.	

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19	Scouts & Guides Cubs & Bulbuls	Shri Avashesh Prakash (PGT-Maths) Shri. Pradeep Singh (TGT-SSt)	Shri. Hemant Gupta (TGT-WE) Shri. Ankit Yadav (PRT) Smt. Sheela Kumari (PRT) Smt. Payal Agrawal (PRT)	-To enroll Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO. - Any other work assigned by the Principal.	
20	Academic council & Slow Learners Programme/ Home assignment Schedule	Smt. Madhulika Saxena (PGT-Physics)	Shri. Anupam Tiwari (TGT-Maths) Ms. Kirti Singh (PRT)	-To checkout and implement projects and assignment for all the classes. -To ensure proper correction of written work of the students. -To give suitable guidelines in the faculty meetings. -To collect the student profile of all classes from the Class Teachers -To prepare suitable schedule for monitoring the programme for slow learners in the first week of July, 2016. - To prepare home assignment schedule - Any other work assigned by the Principal.	
21	NAEP & Guidance and counseling	Smt Madhulika Saxena (PGT-Physics)	Shri. Keshar Singh (PGT-CS) Smt. Diksha Chaudhary (PRT-Music) Special Educator & Counselor	-To conduct programmes as per the guidelines given in the training. -To maintain & update display board and a corner to keep these activities ongoing for various programmes. - Any other work assigned by the Principal.	
22	Science Exhibition & Olympiads Etc.,	Smt. Alpana Kumar (PGT-Chemistry)	Smt. Madhulika Saxena Shri Rajiv Ranjan Gaur Smt. Sheela Kumari	- To conduct & organize exhibitions and Olympiads etc. -Any other work assigned by the Principal.	
23	Library	Dr. Musheer Ahmad Khan (Librarian)	Shri. Rajiv Ranjan Gaur Shri. Prabhakar Chaurasia Shri. Anupam Tiwari Smt. Tanvi Saxena Ms. Sunita Yadav Ms. Kirti Singh	-To procure text books and reference books recommended by CBSE as per the recommendation of faculty members. -To organize Class Library and to present book review. -To assist Primary wing in Library activities in light of CMP. - Any other work assigned by the Principal.	

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24	Games, Sports & Vocational Skills	Shri. Shantanu Singh Chauhan (TGT-P&HE)	Shri Hemant Gupta Shri. Devendra Kumar. Dr. Musheer Ahmad Khan Ms. Kirti Singh	<ul style="list-style-type: none"> -To practice Yoga daily during the morning assembly to the students. - Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain record. -To draw up class wise activities to be undertaken as per the syllabus. -To coordinate with vocational teachers and train the students for various activities. -To encourage all students to take part in the Drawing and Painting competitions. 	
25	Water Management	Shri Hemant Gupta (TGT-WE)	Mrs. Sheela Yadav	<ul style="list-style-type: none"> - To ensure uninterrupted water supply in all the toilets and other places. -To ensure periodical cleanliness of aqua guards with the display of date of cleaning on a separate Register. - Any other work assigned by the Principal. 	
26	Cleanliness & Sanitation of Vidyalaya (Swachh Vidyalaya)	Shri. Rajiv Ranjan Gaur (PGT-Biology)	Smt. Sunita Yadav (TGT-Sanskrit) Smt. Diksha Chaudhary (PRT-Music)	<ul style="list-style-type: none"> -To monitor the services of cleanliness in consultation with the agencies concerned & maintain record of workers. - To help in cleanliness & maintenance of campus. - To prepare register & take the signature of department I/Cs to insure the cleanliness of all the departments. - Any other work assigned by the Principal. 	
27	Teaching Aids	Shri. Prabhakar Chaurasia (PGT-Economics)	Shri. Pradeep Singh (TGT-SSt) Smt. Kirti Singh (PRT)	<ul style="list-style-type: none"> -Proper maintenance of the teaching aids. -Purchase of teaching aids as per the requirement of the new syllabus. -To facilitate teachers using all the teaching aids in their class room teaching. - Any other work assigned by the Principal. 	

Sr. No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES	Signature
28	Examination Moderation Committee	Principal	Exam In-Charge Faculty Heads Head Master//C Primary Class Teachers	-To scrutinize the question papers for the tests and examinations. -To check answer scripts of UT/Exams at random to ensure uniformity. -To condone the shortage of attendance of students and moderate the marginal cases for promotion as per the promotion rules. - Any other work assigned by the Principal.	
29	Photography	Shri Devendra Kumar (TGT-Art)	Computer Instructor	-To maintain Album covering all activities. -To display all the coverage of all occasions. - Any other work assigned by the Principal.	
30	P.A. System	Smt. Hemant Gupta (TGT-WE)	Smt. Diksha Chaudhary (PRT-Music) Shri. Maniram Sub-staff	-To arrange PA system for morning assembly and other programmes. - Any other work assigned by the Principal.	
31	Conduct of VMC / VEC / PTA / Alumni Association Meetings etc.	Shri. Keshar Singh (PGT-CS)	Shri Devendra Kumar (TGT-Art) Smt. Payal Agrawal PRT	- Any other work assigned by the Principal.	
32	Display boards	Shri Ramesh Yadav (PGT-Hindi) Shri. Devendra Kumar (TGT-Art)	All House conveners, House Masters & Associate House masters & other associates as per allotment All Class teachers and labs & department I/Cs	- To guide the students for proper selection of the material and decoration coupled with befitting display. - Any other work assigned by the Principal.	
33	RTI	Smt. Anand Pathak PGT-English	Shri Deepak Dahiya (JSA)	-To Receive RTI & Prepare answer in consultation with department I/Cs , Office & Principal - Any other work assigned by the Principal.	

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34	Staff Room Maintenance	Shri Pradeep Singh (TGT-SSt)	Ms Kirti Singh	-To keep the staff-room neat & clean. - Any other work assigned by the Principal.	
35	First Aid & Medical Check-up of Students	Smt. Madhulika Saxena (PGT-Physics)	Shri Shantanu Singh Chauhan Smt. Sheela Kumari Concerned Class Teachers	- To keep the first-aid box ready and help the students whenever required with the help of doctor & nurse -To ensure timely medical check- up of students & maintain records - Any other work assigned by the Principal.	
36	Condemnation Committee	Shri Avashesh Prakash (PGT-Maths)	Shri Keshar Singh Dr. Musheer Ahmad Khan Shri Devendra Kumar Shri Hemant Kumar VMC Member, All Stock Holders	-To get the stocks condemned as per directions of KVS. - Any other work assigned by the Principal.	
37	EBSB/ Bhasha Sangam/ Social Science Exhibition/ Kala Utsav / Constitution Day/ Unity Day etc	Shri Prabhakar Chaurasia (PGT-Economics)	Shri Nainjot Singh Sethi Shri Pradeep Singh Shri Ramesh Yadav Shri Anand Pathak Shri Devendra Kumar Smt. Tanvi Saxena Ms. Sunita Yadav Smt. Diksha Chaudhary	-To ensure preparation of Group Song / Dance , Debate Hindi / English, Quiz & Exhibits etc. as per KVS guideline. -All the purchases to be made as per KVs procedure. - Any other work assigned by the Principal.	
38	Sexual Harassment Committee/ ICC	Smt. Madhulika Saxena (PGT-Physics)	Shri Anand Pathak Smt. Payal Agrawal	-To see the cases and report to the Principal/Vice-principal. - Any other work assigned by the Principal.	

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39	<p>1) Checking of Pay bills & Other Accounts related matters</p> <p>2) Quotation work, Comparative statements</p>	Shri Avashesh Prakash (PGT-Maths)	Shri. Virendra Kumar, SSA	<p>-To Thoroughly check The Pay bills and distribute the pay slips to the staff.</p> <p>-To perform duties as per work allotment by KVS for the post</p> <p>- Any other work assigned by the Principal.</p>	
40	Maintenance of Service Books/Personal Files & All other Official correspondence, Replies of E-mails, Bonafied, TC Issue and uploading on website etc.	Shri. Deepak Dahiya, JSA		<p>--To perform duties as per work allotment by KVS for the post</p> <p>-Any other work assigned by the Principal.</p>	
41	Integrity Club & Integration Club	Shri Anand Pathak (PGT-English)	Smt Tanvi Saxena Ms. Sunita Yadav	<p>-To enhance the integrity of the student and develop the ethical values.</p> <p>- Any other work assigned by the Principal.</p>	
42	Cultural Committee	Smt. Diksha Chaudhari (PRT-Music)	Smt. Alpana Kumar Shri Devendra Kumar Smt. Sheela Kumari	<p>-To organize cultural events in vidyalaya as per KVS guidelines & instructions.</p> <p>-To promote cultural & ethical values among children & inspire them to participate in these activities.</p> <p>- Any other work assigned by the Principal.</p>	
43	Reception Committee	Smt. Madhulika Saxena (PGT-Physics)	Shri Keshar Singh Smt. Diksha Chaudhary Smt. Payal Agrawal	<p>-To help and assist dignitaries who visit vidyalaya.</p> <p>- Any other work assigned by the Principal.</p>	

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44	Bio –Lab	Shri. Rajiv Ranjan Gaur	Shri. Sant Lal (Sub-staff)	-to maintain the lab, make purchases , get the stock verified and condemnation of the items - Any other work assigned by the Principal.	
45	Chemistry –lab	Smt. Alpana Kumar	Shri. Maniram (Sub-staff)	-to maintain the lab, make purchases , get the stock verified and condemnation of the items - Any other work assigned by the Principal.	
46	Physics-Lab	Smt. Madhulika Saxena	Mr. Ramesh Shrivastava (Sub-staff)	-to maintain the lab, make purchases , get the stock verified and condemnation of the items - Any other work assigned by the Principal.	
47	Maths-Lab Olympiads etc.	Shri Anupam Tiwari	Shri Avashesh Prakash	-to maintain the lab, make purchases , get the stock verified and condemnation of the items - Any other work assigned by the Principal.	
48	Computer-Lab (Both Labs) ICT Rooms/ E-1 & E-2 OLA Dashboard & UBI Fee Portal	Shri. Keshar Singh	Computer Instructor	-to maintain the labs & internet connectivity, make purchases , get the stock verified and condemnation of the items. - Any other work assigned by the Principal.	

Duties of H. M. / H.M. (I/C)

To Ensure Safety & Security of Students, Staff & Vidyalaya Property, Seating Arrangement, Academic Supervision, Cleanliness & Sanitation, Discipline, Checking of Teacher’s Diaries (daily & fortnightly) of primary teachers, Monitoring of teachers’ work during school hours & assigned to them, duties of the HM and any other work assigned by the Principal.

Shri. Ankit Yadav

(AMBRISH KUMAR GUPTA)
PRINCIPAL
KV BHEL JAGDISHPUR, AMETHI