

KENDRIYA VIDYALAYA,  
NARSINGHPUR



INSTITUTIONAL PLAN (REVISED)  
2019-20

F. No. 54/KVN/2019-20/

Date: 26-08-2019

DEPT/COMMITTEE/CLUB	DUTIES/RESPONSIBILITIES/ACTIVITIES	IN-CHARGE/CONVENER MEMBER
<b>1. Institutional Planning &amp; Advisory Committee</b>	<ol style="list-style-type: none"> <li>1. To guide, suggest and chalk out all action plan for academic and co-curricular activities.</li> <li>2. Will function as advisory board for Vidyalaya activities.</li> <li>3. In-charge and members of its committee will help and advise the Principal to take decision during emergency time and in normal course of work.</li> <li>4. Decision of the committee will be final to initiate action against concerned in all matters including student discipline</li> <li>5. The committee is empowered to take decision and action on time to improve the Vidyalaya status in the field of academic and co-curricular activities with the approval of the Principal.</li> <li>6. Any other related work</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. A. M. MAJUMDAR (I/C)</li> <li>2. Ms. A. GOVIL</li> <li>3. Mr. R. K. SAHU</li> <li>4. Mr. A. SAXENA</li> </ol>
<b>2. Library Committee</b>	<ol style="list-style-type: none"> <li>1. Make available curriculum books, textbooks, collection of C.B.S.E. &amp; session ending examination old papers for the help of the students &amp; Teacher.</li> <li>2. Newspapers, magazines etc. should be readily available in library.</li> <li>3. Prepare a list of books with the help of subject teachers &amp; purchase them latest by December 2016 as per Vidyalaya budget provision.</li> <li>4. At least two programs &amp; two competitions should be organized in this session to make aware the students &amp; staff for the use of library &amp; to encourage the students to study the books &amp; magazine.</li> <li>5. To organize book exhibition.</li> <li>6. Issue of books to the students &amp; staff should be frequent &amp; should be recorded in issue register for verification of higher officers.</li> <li>7. To purchase books for library as per the recommendations of library Committee.</li> <li>8. Any other related work.</li> </ol>	<p>A. SECONDARY</p> <ol style="list-style-type: none"> <li>1. Mr. ALOK KUMAR YADAV (I/C)</li> <li>2. Mr. ASHOK KUMAR</li> </ol> <p>B. PRIMARY</p> <ol style="list-style-type: none"> <li>2. Ms. POOJA PANCHAL ( I/C)</li> <li>3. Ms. KOMAL</li> </ol>
<b>3. Games &amp; Sports Committee</b>	<ol style="list-style-type: none"> <li>1. To prepare a plan &amp; compact program for the entire session.</li> <li>2. Select the students for particular games in the beginning of the session to impart proper training to students.</li> <li>3. Set a target &amp; must proceed accordingly to achieve maximum success in the meets.</li> <li>4. Utilize the games period primarily for the development of the year marked games by the K.V.S.</li> <li>5. Facilitate all the students with the available games equipment for the optimum use of the available sports equipment in school.</li> <li>6. Complete all internal games &amp; sports competition by the first week of December and organize the sports day celebration at the end of December</li> </ol>	<p>A. SECONDARY</p> <ol style="list-style-type: none"> <li>1. Mr. ARPIT SAXENA (I/C)</li> <li>2. YOGA COACH</li> </ol> <p>B. PRIMARY</p> <ol style="list-style-type: none"> <li>2. Mr. VINAY KUMAR (I/C)</li> <li>3. Mrs. AANCHAL ARORA</li> <li>4. Mrs. SUMAN KUMARI</li> </ol>

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	7. Any other related work	
<b>4. Internal Examination &amp; PTA Committee</b>	<ol style="list-style-type: none"> <li>1. Complete schedule of test/exam for the session (tentative) will be circulated among the students &amp; parents for their prior information. Exam time table should also be informed to the students &amp; parents at least two weeks before the commencement of test/exam in stock.</li> <li>2. Maintain the required stationary of examination well in advance.</li> <li>3. Class wise pre plan schedule should be decided for weekly test, fortnightly test, monthly tests practice test etc.</li> <li>4. All the required documents /materials like answer scripts, mark-slips mark register, progress cards etc. should be issued to the concerned teacher in time &amp; it should be taken back to examination department after completion of each and every test/exam.</li> <li>5. Students &amp; parents must be informed about the results of all tests &amp; exam within a week of the completion tests &amp; exam&amp; update record must be ready for further course of action.</li> <li>6. To co-ordinate P.T.A. Meeting in consultation with the class teacher.</li> <li>7. To make minutes of the P.T.A. Meetings and maintain the records along with attendance of parents.</li> <li>8. To take necessary steps for the successful implementation of Exam by laws &amp; rules as per KVS and CBSE guidelines.</li> <li>9. Any other related work</li> </ol>	<p>A. EXAM [ SECONDARY]</p> <ol style="list-style-type: none"> <li>1. Mr. RAKESH KUMAR (I/C)</li> <li>2. Dr. Mrs. KRISHNA DUBEY (Monitoring)</li> <li>3. Mrs. NISHA</li> </ol> <p>B. EXAM [ PRIMARY]</p> <ol style="list-style-type: none"> <li>1. Mr. RAKESH KUMAR SAHU I/C</li> <li>2. Ms. POOJA GUPTA</li> <li>3. Mr. MAYANK KUMAR VISHWAKARMA</li> </ol>
<b>5. C.B.S.E., Examination and by Outside agencies exam Committee</b>	<ol style="list-style-type: none"> <li>1. To comply with the circulars issued by CBSE from time to time.</li> <li>2. Complete the formalities as the following <ol style="list-style-type: none"> <li>a) Registration with CBSE of IX &amp; XI classes &amp; OASIS updation.</li> <li>b) [LOC] completion for X &amp; XII classes.</li> <li>c) Keeping records of the above and any other CBSE documents.</li> <li>d) Planning and assisting in conducting board and other test conducted by CBSE.</li> </ol> </li> <li>3. To take necessary steps for the successful implementation Exam Rules &amp; CBSE by laws as per KVS and CBSE guidelines.</li> <li>4. Any other related work to CBSE.</li> </ol> <p><b>EXAMS (Outside agencies) (NIOS, MakhanLal, Various Olympiad, NTSE, IITJEE, NEET etc.)</b></p> <ol style="list-style-type: none"> <li>5. Motivating the students to participate in these test.</li> <li>6. Selecting students and forwarding the list of candidates.</li> <li>7. Conducting the exams fairly with following all guidelines.</li> <li>8. Keeping a record of a students participating in them.</li> <li>9. Escorting participants if test are being conducted outside the station.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. ABRAR ALI CHOWDHARY ( I/C)</li> <li>2. Mr. A.M. MAJUMDAR (Monitoring)</li> <li>3. Mrs. NISHA(Member)</li> <li>4. Mr. BHAGWAN DAS(Helping Hand in Exams)</li> </ol>

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	NOTE: - Noncompliance of CBSE by laws & time frame penalty will be imposed as per CBSE/KVS norms & concern teachers will be fully responsible for the same.	
<b>6. Pupil Society, C.C.A. , Morning Assembly &amp; Student Council</b>	<p style="text-align: center;"><b>Co-Curricular activities</b></p> <ol style="list-style-type: none"> <li>To prepare an action plan for internal and external CCA activities for the session and complete in time.</li> <li>They will also have to suggest practical plans for improvement of CCA activities.</li> <li>To check the preparation for CCA.</li> <li>To plan for awarding the prize winners.</li> <li>To send the report to R.O. &amp; to the media/agencies for publications.</li> <li>To plan the morning assembly programs and allot the duty to the concerned H.M. In addition, to check their preparation of the program before presenting in the morning assembly.</li> <li>Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her.</li> <li>To provide a greeting card &amp; toffee &amp; all students have to wish them by presenting birthday song.</li> <li>Planning constitution of Students Council in the Vidyalaya as per KVS guidelines.</li> <li>Any other related work</li> </ol> <p style="text-align: center;"><b>CELEBRATION OF FESTIVALS &amp; IMPORTANT DAYS</b></p> <ol style="list-style-type: none"> <li>To prepare a plan to celebrate important festivals &amp; days as per Vidyalaya academic Calendar &amp; invite artists dignitary(s) on selected occasion.</li> <li>A special program should be presented on special occasions &amp; special days followed by a brief speech related to festival. One program should be presented by a staff member voluntarily.</li> <li>To encourage the students &amp; staff to participate in these programs &amp; assign duties for them.</li> <li>Guest lecture should also be organized on special occasions &amp; important days to celebrate the occasion with true spirit.</li> <li>Any other related work.</li> </ol>	<p style="text-align: center;">A. SEONDARY</p> <ol style="list-style-type: none"> <li>Dr. Mrs. KRISHNA DUBEY (I/C)</li> <li>Mr. SATIRAM</li> <li>Mr. MAYANK KUMAR VISHWAKARMA</li> </ol> <p style="text-align: center;">B. PRIMARY</p> <ol style="list-style-type: none"> <li>Mrs. ANCHAL ARORA (I/C)</li> <li>Mrs. SUMAN KUMARI</li> </ol>
<b>7. Time table Committee</b>	<ol style="list-style-type: none"> <li>Time table in charge and Asst. in charge will frame the timetables as per allotment.</li> <li>To make an arrangement during the leave of the teacher.</li> <li>To prepare and inform the subject teachers about the special time table during all holidays, breaks(Autumn and Winter) and vacation including Morning assembly time of Vidyalaya as per action plan for class X and XII.</li> <li>To ensure ringing of the bell in time</li> <li>Appointment of contractual teachers and verification of their payment</li> <li>Any other related work.</li> </ol>	<p style="text-align: center;">A. SECONDARY</p> <ol style="list-style-type: none"> <li>Mr. TRILOK PATHAK (I/C)</li> <li>Mrs. PREETI VISHWAKARMA</li> <li>Mr. ASHOK KUMAR</li> <li>Mr. M. L. VISHWAKARMA</li> </ol> <p style="text-align: center;">B. PRIMARY</p> <ol style="list-style-type: none"> <li>Mrs. V.A.RAM (I/C)</li> </ol>

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		<p>2. Mr. R. K. SAHU</p> <p>3. Mr. MAYANK KUMAR VISHWAKARMA</p>
<b>8. Admission Committee</b>	<p>1. To plan admission procedure as per KVS guidelines</p> <p>2. To keep ready admission forms, prospectus &amp; test plan well in advance. To issue and collect the admission registration form.</p> <p>3. To complete the formalities of admission for the session 2016-17 as per KVS instructions, admission register etc.</p> <p>4. To co-ordinate with exam dept.to conduct test for admissions required for fresh admission.</p> <p>5. To prepare Master List of admissions for the year 2016-17.</p> <p>6. Any other related work.</p>	<p>1. Ms. ARCHANA GOVIL (I/C)</p> <p>2. Mr. NEELESH NEMA</p> <p>3. Mr. R K. SAHU</p> <p>4. Ms. KOMAL</p> <p>5. TGT- HINDI</p> <p>6. Mr. ABRAR ALI ( Technical Experts)</p>
<b>9. Discipline, Safety, Security &amp; Disaster Management &amp; Uniform Checking(SOP) Committee</b>	<p>1. Whether general instructions related to discipline is being maintained by students or not, committee will take proper care for this.</p> <p>2. Committee members will keep a keen watch on behavior of students in a school campus.</p> <p>3. This committee will take the responsibility to ensure healthy conducive atmospheres in Vidyalaya.</p> <p>4. If any member finds any misbehavior by the students it should be brought to the notice of all the members and the Principal so as to take necessary action.</p> <p>5. Committee will decide the punishment to concerned students.</p> <p>6. To organize mock drill for any disaster at least once quarterly.</p> <p>7. To engage local bodies like NDRF for Mock drill and ensure safety and security of students in all respect.</p> <p>8. Any other related work.</p>	<p>1.Mr. TRILOK PATHAK (I/C)</p> <p>2. Ms. A. GOVIL</p> <p>3. Mr. ARPIT SAXENA</p> <p>4. Mr S.C. KOHLI</p> <p>5. Mr ASHOK KUMAR ( Primary I/C)</p> <p>6. Ms. POOJA PANCHAL</p> <p>7. Mrs. SUMAN KUMARI</p> <p>8. Mrs. ANCHAL ARORA</p>
<b>10. Maintenance &amp; repair of a school building and beautification Committee (Face Lift) (MRBC)</b>	<p>1. To plan for repair, maintenance, white wash required in the Vidyalaya building and departments.</p> <p>2. To plan and purchase the materials required for the purpose &amp; complete all the assignments in time.</p> <p>3. Arrange to keep the Vidyalaya campus neat and clean.</p> <p>4. To take an action in time for the decent look of the Vidyalaya.</p> <p>5. The committee members of repair and maintenance will look after the use of water and electrical power in the school and staff quarters.</p> <p>6. This committee will ensure that there is no wastage of these energies and it should be available as per requirements.</p> <p>7. If there is any repair related to this, the committee will take action for the same well in advance.</p> <p>8. To implement the BALA concepts as per KVS norms.</p>	<p>1. Mr S.C. KOHLI (I/C)</p> <p>2. Mr. NILESH NEMA</p> <p>3. Mr ASHOK KUMAR</p> <p>4. Mr. JASBIR ROHILLA</p> <p>5. Mrs. R. B. TOPPO</p> <p>6. Mr. GIRISH JHARIYA</p> <p>7. Mr. MANMOHAN</p>

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	9. Any other related work.	
<b>11. Income Tax Committee &amp; Professional Tax Committee</b>	<ol style="list-style-type: none"> <li>1. Calculation of Income Tax of all the staff members as per existing Income Tax Rules.</li> <li>2. Monthly Deduction of Income Tax of all the staff members.</li> <li>3. Quarterly &amp; Annually Filing of Income Tax</li> <li>4. Verification of documents submitted by Staff &amp; Issue of Form 16</li> <li>5. Liaising with CA and filing tax liabilities within time frame.</li> <li>6. Any other related work.</li> </ol> <p>NOTE: - the committee will be fully responsible for income tax related work any penalty impose by lacunae of committee the same will be recovered from the members.</p>	<ol style="list-style-type: none"> <li>1. Mrs. NISHA (I/C)</li> <li>2. Mr. M.L. VISHWAKARMA</li> <li>3. SSA</li> <li>4. JSA</li> <li>5. Mr. GIRISH JHARIYA</li> </ol>
<b>12. Maintenance &amp; repair Electrical , Water and sanitation Committee</b>	<ol style="list-style-type: none"> <li>1. Attend to the problems of Electricity supply in the Vidyalaya.</li> <li>2. Maintenance &amp; repair of electrical lines and fittings.</li> <li>3. prepare an inventory of all electrical fittings of different room and ensures their safety</li> <li>4. Maintain a stock of the items /fitting/electrical gadgets.</li> <li>5. Keep a liaison with power Supply Company and call them for repairs if the supply is hampered.</li> <li>6. To ensure the tube lights and fans are in proper working condition.</li> <li>7. To ensure availability of sufficient points, tube lights, fan in the class room as well as in the departments as per their requirement.</li> <li>8. The committee members of repair and maintenance will look after the use of water in the school and staff quarters.</li> <li>9. This committee will ensure that there is no wastage of these facilities and it should be available as per requirements.</li> <li>10. If there is any repair related to this, the committee will take action for the same well in advance.</li> <li>11. Attend to the problems of water supply in the Vidyalaya and get the repairs done</li> <li>12. Get the water reservoirs cleaned regularly; get the date of cleaning printed on the tank; Ensure availability of pure drinking water in the Vidyalaya.</li> <li>13. Any other related work</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr S.C. KOHLI (I/C)</li> <li>2. Mr. TRILOK PATHAK</li> <li>3. Mr. ALOK KUMAR YADAV</li> <li>4. Mr. MAYANK KUMAR VISHWAKARMA</li> <li>5. Mr. BHAGWAN DAS</li> </ol>
<b>13. Monitoring &amp; Verification of out sourced services (gardening, security, housekeeping) Committee</b>	<ol style="list-style-type: none"> <li>1. To distribute the work related to housekeeping and gardening among labors.</li> <li>2. Arrange for the regular attendance of the labors engaged in various outsourced services and regular monitoring of housekeeping services to ensure they are being carried out properly.</li> <li>3. To guide and direct the labors engaged for this purpose.</li> <li>4. Personally visit the different sites –bathrooms/rooms/corridors/assembly ground /pathways to see if they are being properly cleaned.</li> <li>5. To ensure a stock of material used in cleaning i.e., phenyl, brooms etc.</li> <li>6. To ensure proper upkeep of Vidyalaya garden and Plant seasonal and other new plants.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr ASHOK KUMAR (I/C)</li> <li>2. NURSE</li> </ol> <p>BOYS TOILET:</p> <ol style="list-style-type: none"> <li>1. Mr. JASBIR ROHILLA</li> <li>2. Mr. M. L. VISHWAKARMA</li> <li>3. Mr. ALOK KUMAR YADAV</li> <li>4. Mr. VINAY KUMAR</li> </ol>

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	7. Any other related work	GIRLS TOILET: 1. Mrs. R. B. TOPPO 2. Mrs. PREETI VISHWAKARMA 3. Ms POOJA PANCHAL 4. Mrs. ANCHAL ARORA
<b>14. Health/Hygiene and First Aid Committee</b>	1. To prepare a plan for student's health checking twice in this session by the authorized Medical Officer. 2. To make available stock of First aid if any accidents happen. 3. A special care must be taken for girl child as per their natural need, if situation demands for that. 4. To organize expert talks. 5. Any other related work	1. Mrs. P. VISHWAKARMA(I/C) 2. Mrs. SUMAN KUMARI 3. Mr. VINAY KUMAR 4. NURSE
<b>15. Scouts/ Guides/ cubs/ bulbul Committee</b>	1. To prepare S/G activity plan with tentative date and months for organizing activities. 2. To select student's cubs, bulbul, scouts and guides enrolment. 3. To make an arrangement for a proper training of the students. 4. To prepare a scouts and guide to participate in various activities both internal and external competitions 5. Any other related works.	1. Mrs. R. B. TOPPO(I/C) 2. Mr. TRILOK PATHAK 3. Mrs. V. A. RAM 4. Mr. R. K. SAHU 5. Mrs. SUMAN KUMARI 6. Ms. BINDU MEHRA
<b>16. Vidyalaya Patrika / students diary /CMP News letter Committee</b>	1. To collect the articles. 2. To edit the articles. 3. To suggest improvisation in all matters related to diary and magazine. 4. To get the printing done on time as per the KVS schedules. 5. Any other related work.	1. Dr. Mrs. KRISHNA DUBEY (I/C) 2. Mr. RAKESH KUMAR [ ENG] 3. Mrs. V. A. RAM [PRIMARY] 4. TGT SANSKRIT
<b>17. Teaching Aids cum, AV aids Committee</b>	1. To arrange for procuring the materials for teaching aids / AV aids to the teachers as per norms. 2. To plan and arrange for purchasing material required for teaching aid. 3. Any other related work.	1. Mr. R. K. SAHU [I/C] 2. Ms. KOMAL 3. Ms. BINDU MEHRA 4. TGT SST
<b>18. NAEP, Guidance &amp; Counselling</b>	1. Plan AEP program as per KVS direction. 2. Report of conducted activities should be send to KVS RO (BGR) for it information. 3. To give counseling and guidance to students 4. To organize lecture or seminars related to the field & also arrange experts from outside. 5. To conduct counseling sessions during MPT and CCA periods on weekly basis on rotation by staff.	1. Mr. TRILOK PATAHAK [I/C] 2. Mrs. PREETI VISWAKARMA 3. Mr. ALOK KUMAR YADAV

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<b>Suggestions Box committee</b>	6. Open monthly basis Suggestion Box/ AEP Box keep a record of grievances any and disposal 7. Any other related works.	4. Mr MAYANK KUMAR VISHWAKARMA 5. PRT-1 6. NURSE
<b>19.Computer Dept. Committee</b>	1. To check the computer class teaching progress of lower classes 2. To manage the requirements for the computer classes. 3. To monitor the progress of students. 4. To participate ICT competitions of KVS. 5. To facilitate the web access to all in the learning process. 6. To impact the primary session for staff. 7. Any other related works.	1. Mr. ABRAR ALI CHAUDHARY (I/C) 2. COMPUTER INSTRUCTUR 3. Ms. POOJA GUPTA 4. Mrs. ANCHAL ARORA
<b>20. Vidyalaya Website &amp; Facebook &amp; Twitter Committee</b>	1. To maintain Website of the Vidyalaya as per KVS norms and visit F.B. & Twitter account. 2. To update the website on regular basis as and when required at least once in a week. 3. To upload only authentic information on the website/ Facebook/Twitter. 4. To visit the website regularly and ensure that website is updated in all the respect Facebook page/ Twitter handle. 5. Any other related works.	1. Mr. ABRAR ALI CHAUDHARY (I/C) 2. Mr. A. M. MAJUMDAR [MONITORING] 3. COMPUTER INSTRUCTUR
<b>23. Math's. Club</b>	1. To form a mathematics club & select a few students to carry out and maintain the records of activities in a constructive & fruitful purpose. 2. To prepare the students for participating in external and internal competitions, seminars etc. Related to the subject viz. Math's Olympiad NTSE, etc. 3. To promote the Mathematical & scientific atmosphere in the Vidyalaya. 4. To prepare at least one class wise magazine. 5. To organize at least two competitions/seminars/programs etc. based on subjects. 6. To guide the students to prepare articles to publish in magazine and Newspapers. 7. Any other related work	1. Mr. A.M. MAJUMDAR (I/C) 2. Mr. NEELESH NEMA 3. Mr SANDEEP SONI 4. PRT - 2
<b>24. Social Science Club &amp; Integrity Club</b>	1. To prepare a plan to create atmosphere in Vidyalaya related to Social Science activities & Integrity Club Activities. To prepare the students for participation in external & internal competitions. 2. To organize at least two competitions/seminars/programs etc. based on subject. 3. To organize Social Science Exhibition at Vidyalaya, Cluster, Regional & National level, field trips to historical places. 4. Any other related work.	1. Mr. M. L. VISHWAKARMA [I/C] 2. TGT SST 3. Mr. MAYANK VISHWAKARMA 4. Ms. POOJA PANCHAL 5. PRT-1

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<b>25. Grievance Cell/ Internal Complaint Committee</b>	<ol style="list-style-type: none"> <li>1. To periodically open suggestion box at least once in two months.</li> <li>2. To keep a record of suggestions or grievances received from the students, staff or parents.</li> <li>3. To maintain the minutes of the meetings in a register</li> <li>4. Redressal of grievances any receive.</li> <li>5. Any other related works.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. A.M.MAJUMDAR [I/C]</li> <li>2. Ms. A. GOVIL</li> <li>3. Mrs. R.B. TOPPO</li> <li>4. Mr. GIRISH JHARIYA</li> </ol>
<b>26. Excursion Committee</b>	<ol style="list-style-type: none"> <li>1. To plan the excursion.</li> <li>2. To decide the place, make arrangement for conveyance.</li> <li>3. Estimate the amount to be collected from students.</li> <li>4. Keep the willingness form ready.</li> <li>5. Arrange refreshments.</li> <li>6. Any other related works.</li> </ol>	<p>SECONDRAY</p> <ol style="list-style-type: none"> <li>1. Mr. JASBIR ROHILLA</li> <li>2. Mrs. PREETI VISHWAAKRAMA</li> </ol> <p>PRIMARY</p> <ol style="list-style-type: none"> <li>1. Mrs. ANCHAL ARORA</li> <li>2. Ms. BINDU MEHRA</li> <li>3. PRT-2</li> </ol>
<b>27.Resource Room/ Activity Room, CMP/TLM Committee</b>	<ol style="list-style-type: none"> <li>1. To set activity room to teach primary students as per KVS circulars.</li> <li>2. To procure requirements as per KVS rules for CMP/TLM.</li> <li>3. To issue &amp; maintain the stock of CMP/TLM.</li> <li>4. To keep &amp; account of activities done by teachers.</li> <li>5. To arrange all the equipment as requirement of CMP/TLM.</li> <li>6. Any other related work</li> </ol>	<ol style="list-style-type: none"> <li>1.Mrs. V. A. RAM (I/C)</li> <li>2. Mr S.C. KOHLI</li> <li>3. Mrs. SUMAN KUMARI</li> <li>4. Ms. BINDU MEHRA</li> </ol>
<b>29. Staff Meeting arrangements/recording the minutes Committee</b>	<ol style="list-style-type: none"> <li>1. To record the minutes of all staff meetings, P.T.A. meetings, X &amp; XII class P.T.A. meetings and to maintain records / files of the same.</li> <li>2. To note down all important events/functions etc. held in Vidyalaya &amp; taking token in register.</li> <li>3. Any other related works.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mrs. R. B. TOPPO(I/C)</li> <li>2. Ms. POOJA PANCHAL</li> <li>3. Mr. MANMOHAN</li> </ol>
<b>30. Rajbhasha Kriyanvayan Samiti.</b>	<ol style="list-style-type: none"> <li>1. To follow Rajbhasha Kriyanvayan Samiti guidelines.</li> <li>2. To make necessary action for proper functioning of this Samiti.</li> <li>3. To create a Hindi atmosphere &amp; to promote usage of Hindi in daily use.</li> <li>4. To keep a vigil on quarterly progress of RAJBASHA SAMITI and to submit quarterly report to RO.</li> <li>5. To help children in participating in Sanskrit and Hindi competitions.</li> <li>6. Any other related work.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dr. Mrs. KRISHNA DUBEY (I/C)</li> <li>2. TGT- HINDI</li> <li>3. TGT-HINDI CONTRACTUAL</li> <li>4. Ms. BINDU MEHRA</li> <li>5. PRT-1</li> </ol>

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<b>31. Guidance and Counseling Committee</b>	<ol style="list-style-type: none"> <li>1. Provide proper guidance to students for their future plans.</li> <li>2. Employment News, magazines newspapers' information should also be placed on notice board for students and staff.</li> <li>3. Experts should also be invited time-to-time to provide proper guidance to the students.</li> <li>4. Keep a close contact with guidance and counseling agency for collecting proper guidance and information to students.</li> <li>5. Any other related work.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. ALOK KUMAR YADAV(I/C)</li> <li>2. Mr. M.K. VISHWAKARMA</li> <li>3. TGT-HINDI</li> <li>4. TGT-SST</li> </ol>
<b>32. Progressive English Club</b>	<ol style="list-style-type: none"> <li>1.To prepare a plan to create literary atmosphere in Vidyalaya</li> <li>2. To prepare a class wise magazines at least one in each subject.</li> <li>3. To prepare the students for participating in external &amp; internal competitions.</li> <li>4. To organize minimum two competitions/ seminars/ programs etc. based on subject.</li> <li>5. To prepare a special plan for students to record their program on T.V. &amp; radio twice in a session.</li> <li>6.Any other related work</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. RAKESH KUMAR (I/C)</li> <li>2. Mr. SATIRAM</li> <li>3. Mrs. R. B. TOPPO</li> <li>4. PRT-1</li> <li>5. PRT-2</li> </ol>
<b>33. Science Club</b>	<ol style="list-style-type: none"> <li>1. To prepare a plan to create atmosphere in Vidyalaya related to Science activities.</li> <li>2. To prepare the students for participation in external &amp; internal competitions.</li> <li>3. To prepare at least one magazine class wise.</li> <li>4. To organize at least two competitions/seminars/programs etc. based on subject.</li> <li>5. To organize Science Exhibition at Vidyalaya, Cluster, Regional &amp; National level, field trips to historical places.</li> <li>6. To guide the students to prepare articles to publish in magazine and newspapers.</li> <li>7. Any other related work</li> </ol>	<ol style="list-style-type: none"> <li>1. Ms. A. GOVIL</li> <li>2. Mr. JASBIR ROHILLA</li> <li>3. Mrs. P. VISHWAKARMA</li> <li>4. Mr. VINAY KUMAR</li> <li>5. Ms. KOMAL</li> </ol>
<b>34. Furniture Committee</b>	<ol style="list-style-type: none"> <li>1. To get procurement of furniture for Vidyalaya.</li> <li>2. Timely maintaining and repairing work of furniture.</li> <li>3. Any other related work with furniture</li> </ol>	<ol style="list-style-type: none"> <li>1. Ms. A. GOVIL (I/C)</li> <li>2. Mrs. NISHA</li> <li>3. Mr. M. L. VISHWAKARMA</li> <li>4. Mr. JASBIR ROHILLA</li> <li>5. Mr. NILESH NEMA</li> </ol>
<b>35. Purchase Committee/ Tender/ Quotation/ LPC Committee</b>	<ol style="list-style-type: none"> <li>1. Ensure procurement of items/articles as per the KVS purchase rules.</li> <li>2. To conduct market survey for procurement of required articles as per KVS norms.</li> <li>3. Verification of the articles purchased.</li> <li>4. Any other related word with purchase.</li> <li>5. To monitor and ensure the purchase procedure as per KVS norms/ GFR rules.</li> <li>6. Time to time verification of purchased / procured items/goods &amp; services.</li> <li>7. To initiate the purchase procedure and procured the items through tender/quotation/LPC.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. A.M.MAJUMDAR [I/C]</li> <li>2. Mr. NILESH NEMA</li> <li>3. Mr. ALOK KUMAR YADAV</li> <li>4. Mrs. VANDANA ATUL RAM</li> <li>5. SSA/JSA</li> <li>6. Mr. GIRISH JHARIYA</li> </ol>

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	8. Timely disposal of the informations sought. 9. Collection of requisition of various department. 6. Time to time ensure the payment of bills and liabilities 7. Any other related work	
<b>36. Academic Council / Class-work &amp; Home-work monitoring Committee</b>	1. Cross checking of the homework & classwork of students as per KVS norms. 2. Supply the sample checked copies to the principal for counter checking along with the Performa at least once in a month. 3. Any other related works.	1. Dr. Mrs. KRISHNA DUBEY [हिंदी] 2. Mr. A. M. MAJUMDAR [ MATHS] 3. Ms ARCHANA GOVIL [MISC.] 4. Mr A. A. CHOWDHARY [COMP.] 5. Mr. RAKESH KUMAR [ ENGLISH] 6. Mr. TRILOK PATHAK [SCIENCE] 7. Mr. M. L. VISHWAKARMA [SST] 8. Mr. RAKESH SAHU [PRIMARY CLASS 4-5] 9. Mrs. V. A. RAM [ PRIMARY CLASS 1-3]
<b>37.RTI Committee</b>	1. Timely disposal of the RTI or grievances with in time period. 2. Sending report to PIO. 3. Collect the evidences and documents demanded in RTI. 4. Follow the procedure as per RTI rules 2005 & as per KVS norms. 5. Any other related work	1. Mr. A. M. MAJUMDAR(I/C) 2. Mr. RAKESH KUMAR 3. SSA/JSA 4. Mr. GIRISH JHARIYA
<b>38.NCC Committee</b>	1. Liaising with the NCC officer deputed for the school on Battalion. 2. Preparation of the students for parade or NCC examination. 3. Follow the rules and regulations as per NCC & KVS norms. 4. Arrangements & procuring the articles required for NCC 5. Any other related work	1. Mr. ARPIT SAXENA(I/C) 2. Mr. ABRAR ALI CHOWDHARY

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<b>39. Fee Verification Committee</b>	<ol style="list-style-type: none"> <li>1. Follow the UBI portal instruction and timely verify the students, promotion, demotion any required check the genuineness of fees.</li> <li>2. Sort out the fee defaulters &amp; intimation to the class teacher.</li> <li>3. Cross checking of the fees from UBI portal and class teacher register.</li> <li>4. preparation of the CS-54</li> <li>5. Any other related work</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. NEELESH NEMA(I/C)</li> <li>2. Mr A. A. CHOWDHARY</li> <li>3. Ms. KOMAL</li> <li>4. Ms. POOJA GUPTA</li> </ol>
<b>40. Quarter Allotment &amp; Maintenance Committee</b>	<ol style="list-style-type: none"> <li>1. Allotment of the staff quarter as per KVS norms.</li> <li>2. Preparing the note sheet &amp; formalities to allot the quarters to eligible regular employees.</li> <li>3. Keeping the note &amp; required of staff quarters time to time.</li> <li>4. Any other related work</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. ARPIT SAXENA (I/C)</li> <li>2. Mr. M. L. VISHWAKARMA</li> <li>3. Mr. JASBIR ROHILLA</li> <li>4. Mrs. R.B. TOPPO</li> <li>5. Mr. VINAY KUMAR</li> </ol>
<b>41. Samagra ID, AADHAAR Card, Scholarship &amp; RTE Committee</b>	<ol style="list-style-type: none"> <li>1. Make a list of all SC/ST/Minority/others who are awarded scholarship any.</li> <li>2. Maintain a record of students who receive the scholarship.</li> <li>3. To ensure all the students must have their Samagra Id and AADHAAR proof.</li> <li>4. Ensure time to time disbursal of scholarship on the basis of Samagra Id to eligible students.</li> <li>5. Collect the records of RTE students from class teachers and check their bills/proforma/eligibility from guard file and recommend the amount to be passed.</li> <li>6. Timely disbursal of RTE claims as fund provided by KVS/HQ/RO.</li> <li>5.. Any other related work</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. R. K. SAHU (I/C)</li> </ol>
<b>42. Flag Committee</b>	<ol style="list-style-type: none"> <li>1. Arrangement of daily flag hosting in morning assembly as per norms.</li> <li>2. Lowering the flag as per norms of the national flag.</li> <li>3. Any other related works.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. ARPIT SAXENA(I/C)</li> <li>2. Mr. R. K. SAHU</li> <li>3. Mr. BHAGWAN DAS</li> <li>4. Mr. MANMOHAN</li> </ol>
<b>43. Photography Committee</b>	<ol style="list-style-type: none"> <li>1. Take photographs of the program / functions / events has been taken place in the school premises.</li> <li>2. Make available all the photographs to the concern department and also store in principal's computer as well as in his custody for further course of action.</li> <li>3. Any other related works.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. VINAY KUMAR (I/C)</li> <li>2. Mr. ALOK KUMAR YADAV</li> <li>3. Ms. POOJA GUPTA</li> </ol>
<b>44. Salary Uploading &amp;</b>	<ol style="list-style-type: none"> <li>1. To prepare the salary of regular employees in pay bill format as well as in KVS uploading format.</li> <li>2. Timely printing &amp; distribution of salary slips to employees.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. ABRAR ALI (I/C)</li> <li>2 SSA /JSA</li> </ol>

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<b>Verification Committee</b>	<ol style="list-style-type: none"> <li>3. Every month maintaining the record of downloaded salary and pay bill register.</li> <li>4. To monitor any overpayment or under payment.</li> <li>5. Any other related work</li> </ol>	3. Mr. GIRISH JHARIYA
<b>45. Firm Registration Committee</b>	<ol style="list-style-type: none"> <li>1. Timely give the advertisement for registration of firms.</li> <li>2. Maintained the record of registered firm and get approval from Chairman (VMC).</li> <li>3. Verification of all the documents required for the eligibility of firms.</li> <li>4. Any other related work</li> <li>4. The committee will be fully responsible for cross checking of eligibility before and after calling the quotations.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. RAKESH KUMAR (I/C)</li> <li>2. Mrs. NISHA</li> <li>3. Mr. SATIRAM</li> <li>4. SSA/JSA</li> <li>5. Mr. GIRISH JHARIYA</li> </ol>
<b>46. Nature &amp; Eco club</b>	<ol style="list-style-type: none"> <li>1. To maintain and develop the greenery in school &amp; campus.</li> <li>2. Plantation of various fruits, decorative and medicinal plants as per need.</li> <li>3. Any other related work</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. JASBIR ROHILLA(I/C)</li> <li>2. Mr. ASHOK KUMAR</li> <li>3. Mrs. P. VISHWAKARMA</li> </ol>
<b>47. Prize purchase &amp; distribution Committee</b>	<ol style="list-style-type: none"> <li>1. Time to time purchase of prizes for various curricular &amp; co-curricular activities as per need of the Vidyalaya.</li> <li>2. Selection of the prizes and procurement as per KVS norms.</li> <li>3. Any other related work</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. ARPIT SAXENA[I/C]</li> <li>2. Dr. Mrs. KRISHNA DUBEY</li> <li>3. Mr. MAYANK KUMAR VISHWAKARMA</li> <li>4. Mr. BHAGWAN DAS</li> </ol>
<b>48. Cultural Committee</b>	<ol style="list-style-type: none"> <li>1. Time to time organized the cultural program as per need of the Vidyalaya.</li> <li>2. To support in inter house cultural activities.</li> <li>3. Conduction of annual function&amp; distribution of duties to various teachers and staff.</li> <li>4. Monitoring of cultural activities time to time.</li> <li>5. Procurement of dresses &amp; other articles required for organization of cultural program.</li> <li>6. Any other related work</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. MAYANK KUMAR VISHWAKARMA [I/C]</li> <li>2. Mr ASHOK KUMAR</li> <li>3. Mrs. P. VISHWAKARMA</li> <li>4. Ms. BINDU MEHRA</li> </ol>
<b>49. Condemnation Committee</b>	<ol style="list-style-type: none"> <li>1. Collection of articles and list for unserviceable articles which are going to be condemn as per KVS norms.</li> <li>2. Preparation of CS-49 and all the related documents required for condemnation.</li> <li>3. Physical verification of unserviceable articles</li> <li>4. To complete the process of condemnation its disposal through auction following all the KVS rules and regulations.</li> <li>5. Monitoring the condemned articles in stock register.</li> <li>6. Any other related work</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. ABRAR ALI [I/C]</li> <li>2. Mr. TRILOK PATHAK</li> <li>3. Mr S.C. KOHLI</li> <li>4. Mr. NILESH NEMA</li> </ol>

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<b>50. Alumni Committee</b>	<ol style="list-style-type: none"> <li>1. To make available the registration of Alumni of K V Narsinghpur through Web Page at least conduct one Alumni meet throughout the year.</li> <li>2. Make liaising with reputed and registered Alumni for the betterment and growth of the Vidyalaya.</li> <li>3. Any other related works.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ms. A. GOVIL [I/C]</li> <li>2. Mrs. NISHA</li> <li>3. Mr S.C. KOHLI</li> <li>4. COMPUTER INSTRUCTOR</li> </ol>
<b>51. Fire Extinguisher Committee</b>	<ol style="list-style-type: none"> <li>1. Time to time refilling of fire extinguisher.</li> <li>2. Procurement in installation of fire extinguisher in sufficient quality.</li> <li>3. To ensure fire safety of the Vidyalaya campus.</li> <li>4. Time to time arranging the mock drills of fire safety.</li> <li>5. Any other related work</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr S.C. KOHLI [I/C]</li> <li>2. Mr. ARPIT SAXENA</li> <li>3. Ms. POOJA GUPTA</li> <li>4. Mr. GIRISH JHARIYA</li> </ol>
<b>52. Refreshment Committee</b>	<ol style="list-style-type: none"> <li>1. Timely arrange the refreshment as per the need of Vidyalaya with following the purchase procedure as per the KVS norms.</li> <li>2. Arrangement the distribution of the refreshment.</li> <li>3. Any other related work</li> </ol>	<ol style="list-style-type: none"> <li>1. Mrs. V. A. RAM [I/C]</li> <li>2. Ms. POOJA PANCHAL</li> <li>3. Ms. KOMAL</li> <li>4. Mr. BHAGWAN DAS</li> <li>5. Mr. MANMOHAN</li> </ol>
<b>53. Safely Entrance, Exit Committee &amp; Late Comers Checking Committee</b>	<ol style="list-style-type: none"> <li>1. To ensure safely entrance of the students exit after the classes will be over &amp; check out the plan for the same.</li> <li>2. Maintaining registers of late comers &amp; maintained proper discipline for late comers.</li> <li>3. Assign the duty to check the late comers and also inform to parents.</li> <li>4. The committee will also check the mode of transportation eligibilities, valid license etc.</li> <li>5. Any other related work.</li> </ol> <p>NOTE: - All the class teacher and the teacher who are taking last period will be responsible for safe exit of their respective classes.</p>	<ol style="list-style-type: none"> <li>1. Mr. TRILOK PATHAK (I/C)</li> <li>2. Mr. VINAY KUMAR</li> <li>3. TGT SST</li> <li>4. TGT SANSKRIT</li> <li>5. YOGA COACH</li> <li>6. PRT-1</li> <li>7. PRT-2</li> </ol>

### General Instructions

1. Committee in-charges and members are responsible for proper and active functioning of their respective committees.
2. Instructions issued by KVS / CBSE / Govt. must be incorporated as and where necessary.
3. Committee in-charges should conduct regular meetings of their respective committees and maintain written records of such committees.
4. Committee members must cooperate with in-charges.
5. In case of new joining or transfer the committee members/in charges may change as per need.

(Arun Kumar Tumsare)  
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