






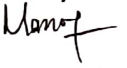



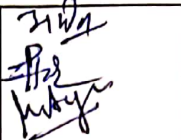

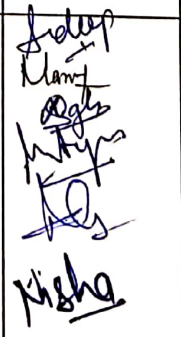


KENDRIYA VIDYALAYA KIRANDUL (BIOP) COMMITTEES FOR THE SESSION 2024-25

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2024-25. As such 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 the next senior member of the committee will automatically will be the in-charge and so on but all the members will be equally responsible. The handing and taking over of the departments shall be completed immediately.

NAME OF COMMITTEE	INCHARGES/TEACHERS	Sign	DUTIES AND RESPONSIBILITIES
ADVISORY COMMITTEE TO THE PRINCIPAL	1. Mr. Jagdish Narayan (I/C) 2. Mr. Sunil 3. Mr. Anil 4. Mrs. Anita 5. Mr. Anuj 6. Mr. Akash (HM)	     	1. The committee will help the Principal in day to day administrative matters. 2. The committee can go through the circulars received from KVS RO and KVS HQ New Delhi. 3. To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN) 4. Any other work assigned by the principal in day-to-day administrative matters. 5. Any other related work.
ACADEMIC COUNCIL COMMITTEE (Special Committee for pursuing the programme for bright and slow learners and Minimum programme for all)	1. Mr. Amit (I/C) 2. Mrs. Sonu Ayer 3. Mr. Manoj Kr. Chauhan 4. Mr. Akash Singh 5. Ms. Deepika	    	1. To prepare the list of notebooks for the Academic year. 2. To ensure the distribution of split-up syllabus to students of all classes. 3. To monitor the teaching-learning process. 4. To monitor the upkeep of CCE documents. 5. To monitor the conduct of Remedial class for low achievers. 6. To maintain the class wise and subject wise monthly student's academic performance analysis. 7. Any other related work.



3- TIME TABLE COMMITTEE	1. Mr. Anil (I/C) 2. Mr. Pradip Halder 3. Mrs. Sonu Ayer		1. To prepare the Sch timetable as per the lat guidelines from KVS 2. To make arrangement teachers on leave. 3. To ensure that Teachers atte their arrangement Periods 4. To make remedial timetable low achievers 5. To display copy of arrangem work in the notice board. 6. To maintain the arrangem register. Any other related work.
4- ADMISSION COMMITTEE	1. Mr. Sunil (I/C) 2. Mr. Anil 3. Ms. Navya 4. Mr. Akash Singh Rathore 5. Mrs. Archana Soni 6. Mr. Ranjan Kumar 7. Mr. Akash Singh 8. Ms. Deepika 9. Ms. Neelima 10. Mr. V. K. Tabunna		1. To display notice regard Admissions Guidelines. 2. To display forms/Annexure per KVS guidelines. 3. Verification of the Docume and admission of students. 4. To take the approval of V before the release of the me list. 5. Maintenance of admissi registers. 6. Admission of candidates bas on KV TC as per KVS norms. 7. Local transfer admissions. 8. Admissions as per RTE Act. 9. Maintenance of admissi records as per KVS guidelines the prescribed proformas. 10. Details of admission uploadi on the website. Any other related work.
5- INTERNAL EXAMINATION	1. Mr. Himanshu Deep (I/C) 2. Mr. Manoj Kr. Chauhan 3. Mr. Anuruddha Singh 4. Mrs. Sonu Ayer 5. Mrs. Archana Soni 6. Mr. Neeraj (I/C Primary) 7. Mr. Vishek 8. Mrs. Nisha 9. Mr. Anuj		1. To conduct internal exams per the schedule given by K calendar of activities. 2. To update the Report cards al Mark list format as per tl latest CBSE directions. 3. To collect Question papre from paper setters, along wi Blueprint & Marking scheme 4. To conduct retest as per K norms. 5. To analyse the Results internal & Pre-Board Exams

			<ol style="list-style-type: none"> 6. Declaration of results as per the KVS schedule. 7. To update examination details on website regularly. 8. All types of Exam related works internal/CBSE or any other.
CBSE COMMITTEE	<ol style="list-style-type: none"> 1. Ms. Navya (I/C) 2. Mrs. Anita 3. Mr. Himanshu Deep 4. Mr. Neeraj (PRT-1) 	<p>Handwritten signatures: Anil, Pradip, Rajan</p>	<ol style="list-style-type: none"> 1. To Conduct the Board Exam relative works. 2. To update Examination details on website regularly.
LIBRARY COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Ranjan Kumar (I/C) 2. Mr. Sunil kumar 3. Mr. Hansraj Godara 4. Mr. Anirudh Parkale 5. Mrs. Anita 6. Mr. Manoj Dahiya 	<p>Handwritten signatures: Ranjan, Anirudh, Manoj</p>	<ol style="list-style-type: none"> 1. To purchase books as per KVS guidelines. 2. The suggestion from staff members for purchase of new books to be taken. 3. To ensure books are circulated as per the requirement of students & staff members as per Library rules 4. Books should not remain with same individual for a long period. 5. Students should be encouraged to write Book Review. 6. Guidance & Counselling corner or table to be maintained. Any other related work.
CCA COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Anirudh Parkale (I/C) 2. Mr. Anil 3. Mr. Pradip Halder 4. Mr. Hansraj 5. Mr. Rajay Kumar 6. Ms. Rakshita Madhukar 7. Mr. Radhe (I/C-Primary) 8. Mr. Neeraj Meena (CCA Photography Record) 9. Mrs. Ritu Pandey 	<p>Handwritten signatures: Anirudh, Anil, Pradip, Hansraj, Rajay</p>	<ol style="list-style-type: none"> 1. Annual Planning of CCA activities. 2. To see that morning assembly programme is to conduct within stipulated time. 3. To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme. 4. Maintains of result of CCA activities. 5. Purchase and distribution of CCA prizes & medals. 6. Maintaining CCA Activities register Any other related work.

9- SAFETY & SECURITY	1. Mr. Sunil Kumar (I/C) 2. Mrs. Sonu Ayer 3. Ms. Rakshita Madhukar 4. Mr. Akash Kr. Rathore 5. Mr. Neeraj (PRT-1)		1. To Maintain the Attendance register of the Conservatory staffs and look after the safety and security of the vidyalaya
10- PURCHASE COMMITTEE	1. Mr. Anil (I/C) 2. Mr. Sunil Kumar 3. Mr. Anuruddha Singh 4. Mr. Akash Singh	<i>Handwritten initials</i> <i>Handwritten initials</i>	1. To find out the requirements of various departments. 2. To prioritise the items to be purchased. 3. To prepare estimate of expenditure. 4. To put up budget proposal for approval. 5. To call for quotation and consultation with Principal. 6. To prepare Comparative statement and place order for the lowest quoted item as per requirement. 7. To physically verify purchased items/goods and put Marks by using permanent Marker with Date. Any other related work.
11- GENERAL GRIEVANCE OF STUDENTS	1. Mr. Principal (I/C) 2. Mr. Jagdish Narayan 3. Mr. Sunil 4. Mrs. Anita 5. Mrs. Sonu Ayer 6. Mr. Anuj 7. Mr. Akash Singh 8. Mrs. Amreen	<i>Handwritten initials</i> <i>Handwritten initials</i> <i>Handwritten initials</i>	1. To see the complaint relating to immoral behaviour towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance threatening the students to join the private tuition received by the committee.
12- UDISE PIUS	1. Ms. Navya (I/C) 2. Ms Archana Soni 3. Mr. Pradip Halder 4. Mr. Anuj 5. Mr. Neeraj	<i>Handwritten initials</i> <i>Handwritten initials</i>	1. All UDISE Portal work
13- MIS Portal	1. Mr. Anuj (I/C) 2. Mrs. Anita 3. Mrs. Archana Soni 4. Mr. Radhe Singh 5. Mr. Neeraj	<i>Handwritten initials</i> <i>Handwritten initials</i>	1. All MIS Portal Work

Handwritten signature

<p>4- SEXUAL HARASSMENT PREVENTION COMMITTEE (POCSO)</p>	<p>1. Mr. Jagdish Narayan (I/C [M]) 2. Mrs. Anita (I/C [F]) 3. Mr. Anil 4. Mrs. Amreen</p>	<p><i>(Signature)</i> <i>3/10/20</i></p>	<p>1. TO LOOK AFTER THE CASES OF SEXUAL HARASSMENT IN VIDYALAYA, IF ANY, The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality. The committee will report to the Principal.</p>
<p>5- MAINTENANCE AND REPAIRS</p>	<p>1. Mr. V. K Tabbuna (I/C) <i>VF</i> 2. Mr. Ranjan Kumar 3. Mr. Neeraj Meena 4. Ms. Neelima 5. Mrs. Ritu Pandey</p>	<p><i>Ranjan</i> <i>Devi</i></p>	<p>1. To monitor the repair work in the Vidyalaya 2. To maintain Register of date wise repair work in the Vidyalaya. Any other related work.</p>
<p>6- STUDENT COUNCIL COMMITTEE</p>	<p>1. Mr. Anirudh parkale (I/C) 2. Mr. V.K Tabbuna 3. Mr. Manoj Kumar Chauhan</p>	<p><i>(Signature)</i> <i>Manoj</i></p>	<p>1. To organise investiture ceremony. 2. To monitor discipline in the Vidyalaya. 3. To help in organising Sports day, Annual Day. 4. Division of houses along with house master and Associate of house masters and distribution of students of various house. 5- Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects. 5. Procuring badges for Captains Monitors, prefects. 6. Maintenance of Students council register/record. Any other related work.</p>
<p>7- PHOTOGRAPHY COMMITTEE</p>	<p>1. Mr. Ranjan Kumar (I/C) 2. Ms. Rakshita Madhukar 3. Ms. Leena 4. Mr. Neeraj Meena</p>	<p><i>Ranjan</i> <i>Leena</i></p>	<p>1. To ensure the photography/ Videography on important occasions days/ functions. 2. To take photos of interesting special items during assembly. 3. To preserve the soft copies of these photos in folders in the computer lab. Any other related work.</p>
<p>8- UBI Portal</p>	<p>1. Ms. Navya (I/C) 2. Mr. Pradip Halder 3. Mr. Himanshu Deep 4. Mr. Vishek</p>	<p><i>(Signature)</i> <i>Deep</i></p>	<p>1. All UBI Portal work</p>
<p>9- FURNITURE COMMITTEE</p>	<p>1. Mr. V.K Tabbuna (I/C) <i>VF</i> 2. Mr. Ranjan Kumar 3. Ms. Seema Miri</p>	<p><i>Ranjan</i></p>	<p>1. To ensure the furniture in each classroom is of uniform nature as far as possible.</p>

(Signature)

			<ol style="list-style-type: none"> To check whether any furni requires repair & to bring the notice of the Principal. To ensure that no furnitu lying in the corridors. To ensure that any furni taken for any function to replaced in its proper place Any other related work.
20- EXCURSION COMMITTEE	<ol style="list-style-type: none"> Mr. V.K Tabbuna (I/C) <i>ms</i> Mrs. Anita Mr. Pradip Halder Ms. Deepika Mr. Neeraj Meena Mrs. Ritu Pandey 	<i>(x) us</i> <i>ms</i> <i>Deepika</i>	<ol style="list-style-type: none"> To plan education toui excursions for all the classe per KVS norms. To give the intimation lette class teachers for transmis to parents. To collect acknowledgement f parents and to file it. To ensure the safety of students during the joui period and their stay at venue. To provide hygienic foo potable water to the stude who are participating in t programme. To arrange transport & se bills. <p>Any other related work.</p>
21- MEDICAL CHECKUP COMMITTEE	<ol style="list-style-type: none"> Mr. Akash Singh (I/C) Mr. Rajay Kumar Mr. Anuruddha (TGT Hindi) Mrs. Amreen Mr. Manoj Dahiya Nurse 	<i>Rajay</i> <i>ms</i> <i>Manoj</i>	<ol style="list-style-type: none"> To conduct medical check of students twice a year. To provide medical h whenever required to students. To maintain medical records all students. To maintain the medical roo To ensure the follow up act after the medical check-up. <p>Any other related work.</p>
22- SCIENCE EXHIBITION COMMITTEE	<ol style="list-style-type: none"> Mrs. Anita (I/C) Mr. Anurudha Singh <p>All Science Teachers</p>	<i>(x) us</i> <i>ms</i>	<ol style="list-style-type: none"> To Motivate the students prepare exhibits based themes given by KVS. To organize Vidyalaya lev Science exhibition as p schedule. To encourage more and mo children to participate.

SOCIAL SCIENCE EXHIBITION COMMITTEE CAM SB	1. Mr. Manoj Kr. Chauhan (I/C) 2. Mr. Sunil 3. Mr. Himanshu All Social Science Teacher	Manoj Himanshu	4. To inculcate scientific temper among the students. Any other related work. 1. To motivate children to prepare projects/model based on country/state allotted to the region 2. To encourage more and more children to participate in cluster level Regional level and Nation level exhibition 3. To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition. 4. To give 1st Term project for each class based on the topics for Social science Exhibition. 5. Organise an exhibition, select the best projects. Any other related work.
GEM PORTAL	1. Mr. Sunil Kumar (I/C) 2. Mr. Anuj	Anuj	1. All purchasing through GEM
HINDI IMPLEMENTATION COMMITTEE / BHASHA COMMITTEE	1. Mr. Anil (I/C) 2. Mr. Hansraj Godara 3. TGT Hindi 4. Mr. Akash Singh 5. Mrs. Nisha 6. Mr. Kapil All I/Cs of other Departments	Anil Hansraj Nisha Kapil	1. To ensure the names of staff members in attendance register is bilingual. 2. To ensure replies to official letters in Hindi are sent in Hindi. 3. To prepare report on Hindi implementation. 4. To celebrate Hindi Week and Hindi Pakhwara. Any other related work.
WEBSITE COMMITTEE	1. Ms. Navya (I/C) 2. Mr. Anirudh Parkale 3. Mr. Anil 4. Mr. Ranjan 5. Mrs. Archana Soni 6. Mr. Neeraj Meena	Navya Anirudh Ranjan	1. To update all information in the website regularly. 2. The photo gallery to be updated with latest photographs with captions. 3. Any exemplary achievement to be given as flash news. Any other related work.
BEAUTIFICATION COMMITTEE	1. Ms. Rakshita Madhukar (I/C) 2. Mr. Anirudh Parkale 3. TGT Hindi 4. Ms. Leena	Rakshita Anirudh Leena	1. To plan for beautification of the Vidyalaya campus. 2. To supervise the work of people deployed under Horticulture

	5. Mrs. Ritu Pandey		and beautification of campus. 3. To ensure watering of all plants and other plants in the Vidyalaya campus. 4. To procure fertilizers, & pesticides in consultation Principal. 5. To motivate the children gardening and beautification 6. To develop medicinal garden in the campus. Any other related work.
28- VMC COMMITTEE	1. Mr. Principal (I/C) 2. Mr. Jagdish Narayan 3. Mr. Sunil Kumar 4. Mrs. Anita 5. Mr. V K Tabuana 6. Mr. Akash Singh		1. To inform and invite members for the meeting 2. To arrange for refreshments such meetings. 3. To note down the minutes VMC meetings. 4. To arrange for stationery material like files, pens etc. maintain a record of meetings. Any other related work.
29- AEP COMMITTEE	1. Mr. Jagdish Narayan (I/C) 2. Mr. Hansraj Godara 3. Ms. Navya 4. Mrs. Sonu Ayer 5. Mr. Vishek	 	1. To plan activities for academic year. 2. To arrange talk by experts. 3. To maintain record of activities conducted. Any other related work.
30- NEWS PAPER IN EDUCATION (NIE) COMMITTEE	1. Mr. Ranjan Kumar (I/C) 2. Mr. Anil Kumar 3. Mr. Pradip Halder 4. Mr. Radhe 5. Ms. Deepika 6. Ms. Leena	 	1. To coordinate with News Agency. 2. To encourage students subscribe for NIE. 3. To ensure the events of Vidyalaya & articles of students get coverage in NIE.
31-CULTURAL COMMITTEE	1. Ms. Ritu Pandey (I/C) 2. Mr. Anirudh Parkale 3. Ms. Rakshita Madhukar 4. Mr. Hansraj Godara 5. Ms. Neelima	 	1. Presentation of cultural programs on different occasions in the vidyalaya. Any other related work.
32. ATAL TINKERING	1. Mr. Jagdish Narayan (I/C) 2. Ms. Navya 3. Mr. Pradip halder		1. To Look into all about ATAL related arrangements
33- CLEANLINESS AND	1. Mr Amit (I/C) <u>GROUND FLOOR :</u> 2. Mr. Rajay Kumar	 	1. To keep a stock of cleanliness activities in the Vidyalaya.

Sanitation Committee

3. Mr. Vishek Yadav
 4. Ms. Nisha Nagar.
 5. TGT Maths (2)
- FIRST FLOOR:**
6. Mr. Hansraj Godara
 7. TGT Hindi
 8. Mr. Anuruddha Singh
 9. Mr. Ranjan Kumar
 10. Mrs. Archana Soni

Nisha

हंसराज

Ranjan

2. To supervise the work of House Keeping in maintaining cleanliness
3. To coordinate with AEP to include students in maintaining cleanliness.
4. To see that the Student Council also contributes towards maintenance of cleanliness.
5. To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
6. To ensure the provision of dustbins in all the class rooms.
7. To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
8. To clear the wild bushes inside school campus.
9. To ensure cleanliness of area around the staff quarters.
10. To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
11. Any other related work.

PA SYSTEM

1. Mr. Manoj Dahiya (I/C)
2. Mr. Takeshwar
3. Mr. Tarun
4. Mrs. Ritu Pandey

Manoj

1. Arrangement and maintenance of PA system for assembly and other celebrations.
2. Maintenance of fire extinguisher.
- Any other related works.

SCOUTS AND GUIDES COMMITTEE

1. Mr. Anirudh Parkale (I/C)
2. Mr. Anil Kumar
3. Mr. Manoj Kumar Chauhan
4. Ms Rakshita Madhukar
5. Mr. Ranjan Kumar
6. Mr. Neeraj
7. Mr. Manoj Dahiya
8. Mrs. Nisha

Anirudh Parkale
Anil Kumar
Manoj
Ranjan
Neeraj
Manoj
Nisha

1. To plan activities for Scouts & guides.
2. To conduct activities during CCA period.
3. To take up social service activity for the school.
4. To conduct Tiritiya Sopan, Tiritiya Charan camps in the Vidyalaya.
- Any other related work.

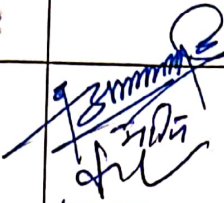
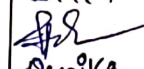



STAFF QUARTERS COMMITTEE

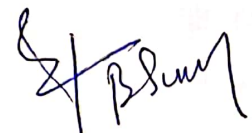
1. Mr. Sunil Kumar (I/C)
2. Ms Sonu Ayer
3. Mr. Anuj
4. Mrs. Amreen
5. Mr. Radhe

Sunil Kumar

1. To see the allotment of Quarters.
2. To monitor the repair work in the Quarters.

Handwritten signature

37- MAGAZINE PRINTING, PRESS AND PUBLISHING COMMITTEE	1. Mr. Anirudh Parkale (I/C) 2. Mr. Anil Kumar 3. Mr Anuj 4. Mr. Hansraj Godara 5. Mr. Pradip Halder 6. Ms. Deepika Sharma	 हंसराज  Pradip	3. To maintain Register of wise repair work. Any other related work. 1. To encourage students and members to contribute for the Vidyalaya Patrika. 2. To design the Cover page the help of Drawing teach students. 3. To ensure the Vidyalaya is published and Distributed July. 4. To design the Student Diary 5. Maintain liaison with Press Media. Any other related work.
38- FIRST AID COMMITTEE	1. Mr. Jagdish Narayan (I/C) 2. Mrs. Anita 3. Mr. Anurudha Singh 4. Mr. Vishek 5. Ms. Neelima 6. Nurse	Jagdish  Anurudha  Neelima	1. To ensure First aid boxes available. 2. To ensure the contents of First-aid box are replenished at regular intervals and to check the expiry of Ointment medicines. Any other related work.
39- DISCIPLINE COMMITTEE	1. Mr. V.K Tabbuana (I/C) 2. Mr. Sunil Kumar 3. Mr. Amit 4. Mrs. Sonu Ayer 5. Mr. Ranjan Kumar 6. Mr. Akash Singh 7. Mrs. Nisha	Amit  Ranjan Nisha	1. To make the rules and regulations as per the discipline requirement. 2. To make the student aware of the discipline. 3. To make the student follow disciplinary rules. 4. To take disciplinary action against any of the misconduct.


 PRINCIPAL

RECESS DUTY
2024-25

THE FOLLOWING STAFF ARE HEREBY ASSIGNED DUTY TO REMAIN VIGILANT AND LOOK AFTER THE STUDENTS DURING RECESS BREAK (11:00 AM TO 11:30 AM), ON THE DAY MENTIONED AGAINST THEIR NAME.

DAY	FLOOR	NAME OF TEACHERS	SIGNATURE
THURSDAY	GROUND FLOOR	MR. ANIRUDH PARKALE	
		MRS. SONU AYAR	
		MRS. SEEMA MIRI	
	FIRST FLOOR	MS. NAVYA	
		MR. HANSRAJ GODARA	
		MRS. ARCHANA SONI	
FRIDAY	GROUND FLOOR	MR. AMIT DAHIYA	
		MR. MANOJ KR. CHAUHAN	
		TGT HINDI	
	FIRST FLOOR	MR. ANIL KUMAR	
		MR. RAJAY KR. DEWANGAN	
		TGT MATH	
SATURDAY	GROUND FLOOR	MR. HIMANSHU DEEP	
		MR. ANURUDDHA SINGH	
		TGT HINDI	
	FIRST FLOOR	MRS. ANITA DAHIYA	
		MS. RAKSHITA MADHUKAR	
		MR. HANSRAJ GODARA	
SUNDAY	GROUND FLOOR	MS. NAVYA	
		MR. PRADEEP HALDER	
		MRS. ARCHANA SONI	
	FIRST FLOOR	MR. AMIT DAHIYA	
		MR. RANJAN KUMAR	
		TGT HINDI	
MONDAY	GROUND FLOOR	MRS. ANITA DAHIYA	
		MR. MANOJ KR. CHAUHAN	
		MS. RAKSHITA MADHUKAR	
	FIRST FLOOR	MR. HIMANSHU DEEP	
		TGT MATH	
		MRS. SEEMA MIRI	
TUESDAY	GROUND FLOOR	MR. ANIL KUMAR	
		MR. ANURUDDHA SINGH	
		MR. PRADEEP HALDER	
	FIRST FLOOR	MR. ANIRUDH PARKALE	
		MR. RAJAY KR. DEWANGAN	
		MR. RANJAN KUMAR	
EVERYDAY	GROUND FLOOR	MR. TAKESH KUMAR SAHU	
	FIRST FLOOR	MR. TARUN GANGBER	

PRINCIPAL