

VIDYALAYA COMMITTEE LIST 2018-19

S.No	Name of Committee	Name of Teachers	Duties
1.	ACADEMIC	PRINCIPAL I/C Mr. Paritosh Srivastava, PGT (CS) Mr. Balkishan Kumawat , TGT(Sst) Mr. Arun Joon,PRT	Supervise all academic activities of the Vidyalaya Suggest remedial/corrective measures for the improvement
2.	ADMISSION	Mr. Balkishan Kumawat , TGT(Sst) (I/C) Mr. Nishu , PGT(Geo) Mr. Arun Joon,PRT	Recommend Granting admission to students based on applications received and as per KVS Admission Guidelines. Maintain proper record of all registrations and admission. Submit monthly report on students enrolment position and student vacancy position to the office and the I/C Website.
3.	ADVENTURE/ EXCURSION	MR.VED PRAKASH I/C MR. ANUTOSH DEB MR. UTTAM YADAV	Plan yearly picnics, adventure activities and excursions. Arrange the planned programmes taking care of the security of the children and usefulness to the students.
4.	ALUMNI	MR.VED PRAKASH I/C Mr. Anutosh Deb, TGT (AE)	Maintain a database of alumni and keep in contact with them.Organize alumni meetings when required.
5.	CAMPUS BEAUTIFICATION & GARDENING	Mr. Anutosh Deb, TGT (AE) I/C Mr Manoj Kumar, PGT(Maths) Miss Jyoti	Place recommendations on giving a better image for the Vidyalaya. Maintain all the gardens of the Vidyalaya with the help of the gardener. Plant seasonal flowering plants recommend purchase of flowering plants, manure and fertilizers.
6.	CANTEEN SUPERVISION	Mr. Paritosh Srivastava, PGT (CS) I/C Mr M. K. Pandey Mr Vishal	Check cleanliness of the canteenEnsure that no objectionable items are sold in the canteenEnsure the quality of all items prepared in the canteenPrevent students from going to canteen except during recess.
7.	CAREER GUIDANCE & COUNCELLING	Mr. Paritosh Srivastava, PGT (CS) I/C	Provide career guidance for students time to time or when the students require.
8.	CCA	Mr. Ved Prakash (I/C) Mr. Anutosh Deb, TGT (AE) Mr R.K. Malik	Organize daily morning assembly in a presentable manner ensuring maximum participation of studentsOrganize and conduct co- curricular activities ensuring maximum participation of students with a view to bringing out the innate talents and encouraging them for further enrichment.

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9.	COMPUTER / IT /EDP	Mr. Paritosh Srivastava, PGT (CS)	Maintain the Computer Labs in a neat and tidy manner Ensure proper working of all computer systems and peripherals Help in proper digital documentations of the Vidyalaya as per requirements.
10.	DISCIPLINE	Mr. Manoj Kumar, PGT(Maths)(I/C) Mr. Shailendra Singh Mr. Rajeev Verma. Miss. Jyoti	Monitor the functioning of the Council of Volunteers.Maintain discipline during morning assembly as well as during any special programmes.Check Uniform & Cleanliness of students.Supervise students during recess
11.	EXAMINATION	Mr. Balkishan Kumawat , TGT(Sst) (I/C) Mr. S. K Saini Mr. Sanjay Anand Mr. Uttam Yadav Mr. Rajeev Verma Miss. Jyoti	Conduct all examinations as per the KVS guidelines and instructions received from authorities. Prepare Result analysis in a timely manner with cooperation from concerned teachers. Any related duties as may be assigned by the Principal.
12.	NIOS/CBSE/ EXTERNAL	Mr. Paritosh Srivastava, PGT (CS) I/C Mr. Balkishan Kumawat , TGT(Sst) Mr. Nishu , PGT(Geo)	

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13.	FURNITURE	<p>Mr. Manoj Kumar I/C Mr S. K Saini Mr M. K. Pandey Mr Pramod Kumar</p>	<p>Supervise and ensure proper upkeep of all furniture of the Vidyalaya. Report any breakage of furniture, window panes, floor etc and make all efforts to identify the faulty student.</p>
14.	LIBRARY	<p>Mr Sanjay Anand I/C</p>	<p>Keep the Vidyalaya Library in a presentable manner by arranging the furniture and books in proper order. Keep stock of all the books and display list of new arrivals in notice boards and in Library display board as soon as they are procured. Suggest useful books from all streams which could be of use for students as well as teachers. The suggestions from students could also be sought while making recommendations.</p>
14.	HOUSE MASTERS	<p>AMBEDKAR Mr. Manoj Kumar</p> <p>RAMAN: Mr S. K Saini</p> <p>SHIVAJI: Mr. Nishu</p> <p>TAGORE Mr Paritosh Kr Srivastav</p>	<p>To follow up all the activities assigned by CCA incharge and to encourage students in participating in all the Co-Curricular activities of the Vidyalaya.</p>

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15.	MAGAZINE	Mr. Ved Prakash, PGT(Hindi) (I/C)	Collect articles from students and teachers Scrutinize the articles received and arrange them for timely publication of the Vidyalaya Patrika Collect photographs of all activities arranged in/by the Vidyalaya for publication in the Vidyalaya Patrika .
16.	MAINTENANCE AND REPAIR OF SCHOOL BUILDING	Mr. Ved Prakash, PGT(Hindi) (I/C) Mr. Anutosh Deb TGT(AE) MR. Uttam Yadav Mr. Arun Joon	Ensure timely maintenance of the Vidyalaya Building Recommend maintenance, repair and construction work required for the Vidyalaya, Supervise the work as and when they are undertaken.
17.	AEP	Mr. Manoj Kumar I/C Mr. Anutosh Deb Mr. Balkishan Kumawat Miss. Jyoti	Provide guidance for students by organizing programs, seminars etc. Train /help teachers in dealing with adolescents Any related duties as per instruction from KVS.
18.	Morning Assembly	Mr. Ved Prakash, PGT(Hindi) (I/C) Mr. Anutosh Deb TGT(AE) Mr. Uttam Yadav, P&HE Mr. R.K Mallick	To ensure proper conduct of morning assembly.
19.	PA SYS., SANITATION, ELECTRICAL- INSTALLATION, WATER, AQUA GUARD	Mr. Pramod Kumar I/C Mr. Mr. Manoj Kumar Mr. Nishu	Ensure proper installation and operations of PA system during morning assembly and during special programmes. Supervise proper functioning of all electrical installations and sanitation in toilets. Report any damage to the installations in time. Recommend purchase of items in PA System and electrical and sanitary equipment.
20.	PHOTOGRAPHY	Mr. Paritosh Srivastava Mr. Anutosh Deb TGT (AE)	Keep photograph of all activities and special occasions of the Vidyalaya in print as well as in digital format. Ensure updating the photographs in Vidyalaya website in a timely manner. Display selected photographs of activities on display panel.
21.	CMP/ VVN	Mr. Arun Joon I/C Mr. Rajeev	Smooth conduct of activities of CMP and maintaining VVN register.
22.	RAJBHASHA	Mr. Ved Prakash, PGT(Hindi)	Encourage the use of HINDI in day to day life and official tasks.

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23.	SCIENCE CLUB /NATURE CLUB/ Eco Club	Mr. Paritosh Srivastava I/C Mr. Balkishan Kumawat , TGT(Sst) Mr. Nishu	Organize the club involving interested students Arrange visits to places of scientific interests, science exhibitions, demonstrations and other activities to develop scientific attitude and spirit among students.
24.	SCOUT/GUIDE	Mr. Pramod Kumar I/C MISS. JYOTI	Ensure adequate enrollment of students as scouts and guides. Give training to the scouts and guides as per guidelines. Ensure participation in all activities as per instructions from KVS
25.	SPORTS	Mr. Shailendra Singh (I/C)	Provide guidance for students by organizing sports and games activities at Vidyalaya level as well as cluster and national level. Ensure participation of students in all Games as per instructions from KVS
26.	TIME-TABLE AND ARRANGEMENT	Mr. Nishu I/C MISS. JYOTI	Prepare the time-table and modify it as and when a need arises. Daily arrangement against teachers on leave.
27.	VIDYALAYA CLEANLINESS	Mr. Manoj Kumar I/C MISS. JYOTI	Supervise the Cleanliness of the Classes, corridors, walls and toilets and report any deficiency to the principal on daily basis Report any breakage of furniture , window panes, floor etc and make all efforts to identify the faulty student.
28.	VIDYALAYA WEBSITE	Mr. Paritosh Srivastava I/C Mr. Ved Prakash	Update the Vidyalaya website with required and relevant information. Ensure proper usage of the website.
29.	Purchase Committee	Mr. Paritosh Srivastava I/C Mr. Ved Prakash Mr. Uttam Yadav	To purchase various items as per requirement of Vidyalaya following purchase procedure.
30.	Quarter allotment committee	Mr. Manoj Kumar I/C	To allot the staff quarter as per rules.
31.	Maintenance and Repair of staff quarters	Mr. Paritosh Srivastava I/C Mr. Ved Prakash Mr. Uttam Yadav Mr. Balkishan Kumawat	Ensure timely maintenance of the staff quarters. Recommend maintenance, repair and construction work required for the quarters, Supervise the work as and when they are undertaken

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32.	Olympiads	Mr. Paritosh Srivastava I/C Mr. Ved Prakash	To encourage students for participating in various Olympiads and maintain the record of participation/ success.
33.	First aid/ Medical room	Mr.Uttam Yadav I/C	To purchase required material for First aid/ medical room.
34.	Literary club	Mr. Sanjay Anand i/c	To organize required club activities
35.	Integrity club	Mr. Balkishan Kumawat I/C	To organize required club activities
36.	Staff club	Mr.Anutosh Deb I/C Mr.Uttam Yadav	
37.	Woman grievance cell	Mr.Anutosh Deb MISS. JYOTI	
38.	SC/ST Grievance cell	Mr. M. K. Pandey I/C	
39.	Students/ Teachers achievement	Mr. Nishu I/C Mr. S.K Saini	To maintain the record of achievement of students in various activities like outside competitions (as in IIT, AIPMT, AIEEE), sports (at SGFI, national/ regional) etc, in scout/guide, in Drawing & Painting, in Olympiads.
40.	Teaching Aids	Mr. Balkishan Kumawat I/C Ms. Jyoti	To provide teaching materials to the teachers time to time for better teaching / learning process.
41.	Back to Basics	Mr. M. K. Pandey I/C Mr. Arun Joon Miss. Jyoti	To monitor the activities under CCE

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42.	RTE	Mr. Nishu I/C	To look after of RTE matter.
43.	RTI	Mr. Ved Prakash I/C	To look after matter related to RTI.
44.	Conservancy	Mr. Paritosh Srivastava I/C Mr. Ved Prakash	To verify the bills and monitor the attendance of outsourced staff.
45.	SHALA DARPAN	Mr. Paritosh Srivastava I/C Mr. Pramod Kumar Mr. Nishu Ms. Jyoti	To look after matter related to Shala Darpan ,
46.	UBI FEE Collection	Mr. Paritosh Srivastava I/C Mr. Uttam Yadav	