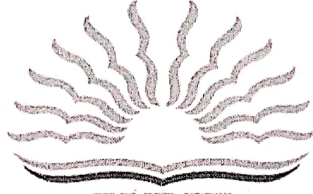


KENDRIYA VIDYALAYA, AFS, LAITKOR PEAK, SHILLONG
MEGHALAYA- 793010



वत्सु त्वं पूषन् अघस्यसु
केन्द्रीय विद्यालय संगठन

INSTITUTIONAL PLAN
2021-22

Page 1 of 17

The following committees/clubs are hereby constituted for the smooth and effective functioning of the Vidyalaya during the session 2021-22 w.e.f. 01.04.2021. The former In-charges should handover their charge immediately to the new In-charges as per the KVS rules:

Principal

DEPT/COMMITTEE/C LUB	DUTIES/RESPONSIBILITIES/ACTIVITIES	IN-CHARGE/CONVENER MEMBER
<p>1. Institutional Planning & Advisory Committee</p>	<ol style="list-style-type: none"> 1. To guide, suggest and chalk out all action plan for academic and co-curricular activities. 2. Will function as advisory board for Vidyalaya activities. 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. 4. Decision of the committee will be final to initiate action against concerned in all matters including student discipline 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. 6. Any other related work. 	<p>Mr. Partosh Srivastava, PGT (CS) <i>[Signature]</i> Mr. Balkishan Kumawat, PGT (His.) <i>[Signature]</i> Ms. Jyoti, PRT <i>[Signature]</i></p>
<p>2. Library Committee</p>	<ol style="list-style-type: none"> 1) Make available curriculum books, textbooks, collection of C.B.S.E. & session ending examination old papers for the help of the students & Teacher. 2) Newspapers, magazines etc. should be readily available in library. 3) Prepare a list of books with the help of subject teachers & purchase them latest by December of the academic year as per Vidyalaya budget provision. 4) At least two programs & two competitions should be organized in this session to make aware the students & staff for the use of library & to encourage the students to study the books & magazine. 5) To organize book exhibition. 6) Issue of books to the students & staff should be frequent & should be recorded in issue register for verification of higher officers. 7) To purchase books for library as per the recommendations of library Committee. 8) Any other related work. 	<p>Mr. Sanjay Anand, Librarian I/C <i>[Signature]</i> Mr. Suresh Kumar Saini, PGT (Eco) <i>[Signature]</i> Mr. Deepak Kr. Chakraborty, TGT (Sc) <i>[Signature]</i> Mrs. Preeti Rani, TGT (S.St.) <i>[Signature]</i> Mr. Adli, PRT <i>[Signature]</i></p>

<p>3. Games & Sports Committee(SBSB Programme)</p>	<ol style="list-style-type: none"> 1) To prepare a plan & compact programme for the entire session. 2) Select the students for particular games in the beginning of the session to impart proper training to students. 3) Set a target & must proceed accordingly to achieve maximum success in the meets. 4) Utilize the games period primarily for the development of the year marked games by the K.V.S. side. 5) Facilitate all the students with the available games equipment for the optimum use of the available sports equipment in school. 6) Complete all internal games & sports competition by the first week of August and organize the sports day celebration at the end of August 7) To complete all the measurements, activities and other work related to Swasth bachche Swasth Bharat Programme. 8) To collect datas and upload the same on KVS portal regularly and within given time frame. 9) Any other related work 	<p>Mr. Shailendra Singh, TGT(P&HE) Computer Instructor</p> <p style="text-align: right;"><i>[Signature]</i></p>
<p>4. Internal Examinations, LAT, P.T.M.</p>	<ol style="list-style-type: none"> 1) Complete schedule of test/exam for the session (tentative) will be circulated among the students & parents for their prior information. Exam time table should also be informed to the students & parents at least two weeks before the commencement of test/exam in stock. 2) Maintain the required stationary of examination well in advance. 3) Class wise pre plan schedule should be decided for weekly test, fortnightly test, monthly tests practice test etc. 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 & it should be taken back to examination department after completion of each and every test/exam. 5) Students & parents must be informed about the results of all tests & exam within a week of the completion tests & exam & update record must be ready for further course of action. 6) To co-ordinate P.T.M.Meeting in consultation with the class teacher. 7) To make minutes of the P.T.M.Meetings and maintain the records along with attendance of parents. 8) To take necessary steps for the successful implementation of KVS and CBSE policies and guidelines. 9) Any other related work 	<p>Secondary Mr. Balkishan Kumawat, PGT (His.), I/c <i>[Signature]</i> Mr. Suresh Kumar Saini, PGT (Eco.) Ms. Ashwini K. Koorina, PGT (Bio.) Mr. Sanjay Anand, Librarian Mr. Johnson Purty, TGT (Maths)</p> <p>Primary Ms. Jyoti, PRT I/c <i>[Signature]</i> Mr. Shailesh Kumar Yadav, PRT <i>[Signature]</i></p>

5. CBSE.	<ol style="list-style-type: none"> 1) To comply with the circulars issued by CBSE from time to time. 2) IX/XI class registration with CBSE. 3) X /XII class list of candidates for board exam. 4) Keeping records of the above. 5) Planning and assisting in conducting X/XII board and other test conducted by CBSE. 6) Any other related work. 	<p>Mr. Pariosh Srivastava, PGT (CS), I/c Mr. Prabhaker Madhesia, PGT (Eng.)</p>
6. NIOS and other Examination by Outside agencies	<ol style="list-style-type: none"> (1) To handle correspondences in relation to NIOS and other Examination by Outside agencies (2) To coordinate and conduct NIOS examination and other Examination by Outside agencies 	<p>Mr. Pariosh Srivastava, PGT (CS), I/c Mr. Balkishan Kumawat, PGT (His.) Mr. Johnson Purty, TGT (Maths)</p>
7. Olympiads	<ol style="list-style-type: none"> 1) Motivating the students to participate in these tests. 2) Selecting students and forwarding the list of candidates. 3) Conducting the exams. 4) Keeping a record of a students participating in them. 5) Escorting participants if test are being conducted outside. 	<p>(1) Science Olympiad: NCSC, JNJSMO, Green Olympiads, Science Exhibition - Ms. Neelam, PGT (Phy.), I/c All Science Teachers - Secondary Mr. Deepak Chakraborty, TGT (Sc.)</p> <p>(2) Maths Olympiad: Mr. Manoj Kumar, PGT (Maths), I/c All Maths Teachers- Secondary Mr. Johanson Purty, TGT (Maths)</p> <p>(3) Cyber Olympiad: Mr. Pariosh Srivastava, PGT (CS), I/c Comp. Instructor.</p> <p>(4) English Olympiads: Mr. Prabhaker Madhesia, PGT (Eng.), I/c All English Teachers- Secondary Ms. Karanjot Kaur, TGT (Eng.)</p>

<p>8. Pupil Society, C.C.A., Morning Assembly & Student Council / Vidyalaya Patrika / students diary / CMMP News letter</p>	<p>Co-Curricular activities</p> <ol style="list-style-type: none"> 1) To prepare an action plan for internal and external CCA activities for the session and complete in time. 2) They will also have to suggest practical plans for improvement of cca activities. 3) To check the preparation for CCA. 4) To plan for awarding the prize winners. 5) To send the report to R.O. & to the media/agencies for publications. 6) To plan the morning assembly programmes and allot the duty to the concerned H.M.. In addition, to check their preparation of the programme before presenting in the morning assembly. 7) Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her. 8) To provide a greeting card & toffee & all students have to wish them by presenting birthday song. 9) Planning constitution of Students Council in the Vidyalaya per KVS guidelines. 10) Data collection from students and staff for school magazine and student diary. 11) Proof reading of content of school magazine and student diary. 12) Printing and distribution of school magazine and student diary. 13) Any other related work <p>CELEBRATION OF FESTIVALS & IMPORTANT DAYS</p> <ol style="list-style-type: none"> 1) To prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calendar & invite artists dignitary(s) on selected occasion. 2) A special programme should be presented on special occasions & special days followed by a brief speech related to festival. One program should be presented by a staff member voluntarily. 3) To encourage the students & staff to participate in these programmes assign duties for them. 4) Guest lecture should also be organized on special occasions & important days to celebrate the occasion with true spirit. 5) Any other related work 	<p>SECONDARY SECTION Mr. Ved Prakash, PGT (Hindi), I/c Mr. Prabhaker Madhesia, PGT (Eng) Mr. Shailendra Singh, TGT (P&HE) Mr. Rajiv Kumar Malik, PRT (Music)</p> <p>PRIMARY SECTION Ms. Jyoti, PRT, I/c Mr. Pabak Swain, PRT Mr. Rajiv Kumar Malik, PRT (Music)</p>
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














<p>9. Time table & Arrangement of Contractual teachers</p>	<p>1) Time table in charge and Asst. in charge will frame the timetables as per allotment. 2) To make an arrangement during the leave of the teacher. 3) 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 per action plan for class X and XII. 4) To ensure ringing of the bell in time 5) Conduct of interviews, preparation of panels and Appointment of contractual teachers with the consent of Principal and verification of their payment. 6) Any other-related work.</p>	<p>Secondary Mr. Manoj Kumar, PGT (Maths), I/c Mr. Nishu, PGT (Geo.) Mr. Deepak Kr. Chakraborty, TGT (Sc.) Primary Mr. Pabak Swain, PRT, I/c Mr. Shaliesh Kumar Yadav, PRT</p>
<p>10. Admission</p>	<p>1) To plan admission procedure as per KVS guidelines 2) To keep ready all the online admission related updates, admission portal, admission forms, prospectus & test plan well in advance. To issue and collect the admission registration form. 3) To complete admission procedure as per KVS instructions and admission guidelines etc. 4) To co-ordinate with exam dept. to conduct test for admissions required for fresh admission as per KVS guidelines. 5) Any other related work.</p>	<p>Mr. Prabhaker Madhesia, PGT (Eng.), I/c Mr. Nishu, PGT (Geo.) Ms. Karanjot Kaur, TGT (Eng.) Ms. Karanjot Kaur, TGT (Eng.)</p>
<p>11. Discipline</p>	<p>1) Whether general instructions related to discipline is being maintained by students or not, committee will take proper care for this. 2) Committee members will keep a keen watch on behavior of students in a school campus. 3) This committee will take the responsibility to ensure healthy conducive atmospheres in school 4) If any member finds any misbehavior or ranging, bullying by the students it should be brought to the notice of all the members and the Principal so as to take necessary action. 5) Committee will decide the punishment to concerned students. 6) Any other related work.</p>	<p>Mr. Shailendra Singh, TGT (P&HE), I/c Ms. Karanjot Kaur, TGT (Eng.) Mr. Johnson Purty, TGT (Maths) Mr. Sanjay Anand, Librarian Ms. Jyoti, PRT Games Coach</p>
<p>12. (a) Maintenance & repair of school building</p>	<p>1. To plan for repair, maintenance, and white wash required in the Vidyalaya building, departments & Staff quarters. 2. To plan and purchase the materials required for the purpose & complete all the assignments in time. 3. All the necessary arrangements to keep the school campus & Staff quarters neat and clean. 4. To take an action in time for the decent look of the Vidyalaya. 5. If there is any repair related to this, the committee will take action for the same well in advance. 6. Preparation and verification of staff Quarters Inventory 7. Any other related work.</p>	<p>Mr. Pramod Kumar, TGT (WE), I/c Mr. Shailendra Singh, TGT (P&HE) Mr. Mahendra Kr. Pandey, TGT (Skt.) Mr. Deepak Kr, Chakraborty, TGT (Sc.) Ms. Jyoti, PRT</p>

<p>12. (b) Maintenance & repair of Staff Quarters</p>	<ol style="list-style-type: none"> 1. To plan for repair, maintenance, and white wash required in the Vidyalaya building, departments & Staff quarters. 2. To plan and purchase the materials required for the purpose & complete all the assignments in time. 3. All the necessary arrangements to keep the school campus & Staff quarters neat and clean. 4. To take an action in time for the decent look of the Vidyalaya. 5. If there is any repair related to this, the committee will take action for the same well in advance. 6. Preparation and verification of staff Quarters Inventory 7. Any other related work. 	<p>Mrs. Neelam, PGT (Phy.), Mc Mr. Balkishan Kumawat, PGT (Hrs) Mohammad Adil, PRT <i>Adil Balkishan</i></p>
<p>12. (c) Electrical gadgets and beautification Committee (Face Lift) (MRBC)</p>	<ol style="list-style-type: none"> 1. To plan and purchase the materials required for the purpose & complete all the assignments in time. 2. Attend to the problems of Electricity supply in the Vidyalaya. 3. Maintenance & repair of electrical lines and fittings. 4. prepare an inventory of all electrical fittings of different room and ensures their safety 5. Maintain a stock of the items /fitting/electrical gadgets. 6. Keep a liaison with power supply company and call them for repairs if the supply is hampered. 7. To ensure the tube lights and fans are in proper working condition. 8. To ensure availability of sufficient points, tube lights, fan in the class room as well as in the departments as per their requirement. 9. This committee will ensure that there is no wastage of these energies and it should be available as per requirements. 10. The committee members of repair and maintenance will look after the use of water and electrical power in the school and staff quarters. 	<p>Mr. Pramod Kumar, TGT (WE), Mc Mr. Deepak Kr. Chakraborty, TGT (Sc.) Ms. Jyoti, PRT Mr. Pabak Swain, PRT <i>Jyoti</i> <i>P</i></p>

<p>13. Cleanliness (Swachh Bharat/ Swachh Vidyalaya Abhiyan)</p>	<ol style="list-style-type: none"> 1. Overall I/C must ensure cleanliness in and outside school building. 2. All the programs/ datas related to SBSVA should be initiated/ implemented by incharge with the help of committee members. 3. To monitor the work of conservancy. 4. Classrooms and corridors are swiped and swabbed regularly. 5. Toilets are cleaned twice a day. 6. Playgrounds & parks should be cleaned properly. 7. Departments should be cleaned regularly. 8. Any other related work 	<p>Mr. Shalendra Singh, TGT (P&HE), Overall I/c Mr. Mahendra Kr. Pandey, TGT (Skt) (Secondary wing including stairs) Ms. Sarika, TGT (Hindi) (Upper Corridor Secondary wing) Md. Adil, PRT (Upper Corridor Primary wing) Mr. Rajiv Kr. Malik, PRT (Music) (Lower corridor Music room to chemistry lab including stairs) Mr. Shailesh Kr. Yadav, PRT (Primary wash room and corridor between two channel gate) Mrs. Preeti Rani, TGT (S.St.) (Secondary wash room and corridor between two channel gate, Staff wash room and corridor up to Medical Room)</p>
<p>14. Water Arrangement, Gardening, Horticulture</p>	<ol style="list-style-type: none"> 1. The committee members of repair and maintenance will look after the use of water in the school Campus. 2. This committee will ensure that there is no wastage of these facilities and it should be available as per requirements. 3. If there is any repair related to this, the committee will take action for the same well in advance. 4. Attend to the problems of water supply in the Vidyalaya and get the repairs done 5. Get the water reservoirs cleaned regularly; get the date of cleaning printed on the tank; Ensure availability of pure drinking water in the Vidyalaya. 6. To develop plantation in the Vidyalaya Campus. 7. To supervise the maintenance of existing garden. 8. Any other related work 	<p>Mr. Pramod Kumar, TGT (WE), I/c Ms. Ashwini K. Koorma, PGT (Bio.), Mr. Deepak Kr. Chakraborty, TGT (Sc.) Mr. Sanjay Anand, Librarian Mr. Shailesh Kumar Yadav, PRT</p>

<p>15. Monitoring & Verification of outsourced services (gardening, security, housekeeping)</p>	<ol style="list-style-type: none"> 1. To distribute the work related to housekeeping and gardening among labours. 2. Arrange for the regular attendance of the labours engaged in various outsourced services and regular monitoring of housekeeping services to ensure they are being carried out properly. 3. To guide and direct the labours engaged for this purpose. 4. Personally visit the different sites –bathrooms/rooms/corridor/assembly ground /pathways to see if they are being properly cleaned. 5. To ensure a stock of material used in cleaning I.e. acid , phenyl, brooms etc. 6. To ensure proper upkeep of Vidyalaya garden and Plant seasonal and other new plants. 7. To ensure that the police verification in r/o all the labours is done and made available to the Vidyalaya. 8. Keep the record of the addresses contact number of the labours. & ensure they report to the Vidyalaya on time. 9. To verify the bills put up by the contractor 10. Any other related work 	<p>Ms. Ashwini K. Koorma, PGT (Biology) I/c Mr. Suresh Kumar Saini, PGT (Economics) Mr. Deepak Kr. Chakraborty, TGT (Sc.)</p>
<p>16. Health/Hygiene and First Aid</p>	<ol style="list-style-type: none"> 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 and Any other related work 	<p>Ms. Ashwini K. Koorma, PGT (Biology) Staff Nurse Ms. Jyoti, PRT Mr. Shailesh Kumar Yadav, PRT</p>
<p>17. Scouts/ Guides/ cubs/ bulbul</p>	<ol style="list-style-type: none"> 1) To prepare S/G activity plan with tentative date and months for organizing activities. 2) To select students 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. 	<p>Scout/Guides Mr. Pramod Kumar, TGT (WE) Mr. Paritosh Srivastava, PGT (CS) Mr. Ved Prakash, PGT (Hindi) Mr. Prabhaker Madhesia, PGT (Eng.)</p> <p>Cubs/Bulbul Mr. Rajiv Kumar Malik, PRT (Music) Ms. Jyoti, PRT</p>

18. Teaching Aids	<ol style="list-style-type: none"> 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. 	<p>Mr. Prabhaker Madhesia, PGT (Eng.), I/c</p> <p>Ms. Jyoti, PRT</p> <p><i>Jyoti</i></p> <p><i>Prabhaker</i></p>
19. Vidyalaya Website committee ShalaDarpan, UBI Portal, Internet & TC Uploading on Website	<ol style="list-style-type: none"> 1. To maintain Website of the Vidyalaya as per KVS norms 2. To update the website on regular basis as and when required. 3. To upload only authentic information on the website. 4. To visit the website regularly and ensure that website is updated in all the respect and to send the report on 2nd day of every month to cluster I/C. 5. To ensure uploading of various datas on ShalaDarpan regularly. 6. Regular updating of TC on school website. 7. All the information must be submitted/responded within time limit, no reminder will be expected and entertained. 8. Any other related work 	<p>Mr. Pariosh Srivastava, PGT (CS), I/c</p> <p>Website & TC Uploading I/c</p> <p>Mr. Manoj Kumar, PGT (Maths)</p> <p>UBI Web Portal</p> <p>Mr. Nishu, PGT (Geo.), Shaladarpan</p> <p>Mr. Pramod Kumar, TGT (WE)</p> <p>Ms. Jyoti, PRT</p> <p>Computer Instructor</p> <p>Mr. Deepak Prasad Gupta, TGT (Hin.)</p> <p>Facebook</p> <p>Mr. Johnson Purty, TGT (Maths)</p> <p>Twitter & Youtube</p> <p>Mr. Balkishan Kumawat, PGT (His.), I/c (Senior)</p> <p>Ms. Karanjot Kaur, TGT (Eng.), I/c (Junior)</p> <p>Ms. Jyoti, PRT</p> <p>Mr. Pabak Swain, PRT</p> <p><i>Jyoti</i></p> <p><i>Prasad</i></p> <p><i>Johnson</i></p> <p><i>Prabhaker</i></p>
20. Resource Room (Secondary)	<ol style="list-style-type: none"> 1. To arrange modern technologies like LCD Projector, Visualizer, Interactive board etc. in the E Class Room. 2. To manage E Contents and other teaching learning material. 3. To ensure proper utilization of E Class Room and availability of E Class Room to all teachers of the Vidyalaya. 4. To ensure proper functioning of all the equipment used for teaching learning process in the E Class Room. 	<p>Mr. Nishu, PGT (Geo.), I/c</p> <p>Mr. Prabhaker Madhesia, PGT (Eng.)</p> <p>Mr. Johnson Purty, TGT (Maths)</p> <p>Ms. Sarika, TGT (Hindi)</p> <p>All Class Teachers</p> <p><i>Nishu</i></p> <p><i>Prabhaker</i></p> <p><i>Johnson</i></p> <p><i>Sarika</i></p> <p><i>Prabhaker</i></p>
21. RTE/Scholarship/ SC/ST/Minority Community	<ol style="list-style-type: none"> 1) Make a list of all SC/ST/Minority awarded scholarship 2) Maintain a record of students who receive the scholarship. 3) All other related works 	<p>Mr. Nishu, PGT (Geo.), I/c</p> <p>Mr. Prabhaker Madhesia, PGT (Eng.)</p> <p>Mr. Johnson Purty, TGT (Maths)</p> <p>Ms. Sarika, TGT (Hindi)</p> <p>All Class Teachers</p> <p><i>Nishu</i></p> <p><i>Prabhaker</i></p> <p><i>Johnson</i></p> <p><i>Sarika</i></p> <p><i>Prabhaker</i></p>

<p>22. Furniture Committee</p>	<ol style="list-style-type: none"> 1) To ensure furniture distribution in all class rooms, labs, office and other relevant places. 2) To repair unserviceable and broken furniture. 3) To ensure distribution and service of green boards, glass boards and notice board of the vidyalaya. 4) To proceed new purchasing of furniture and related items in furniture department. 5) To maintain classes name plates, school display boards and other furniture articles of the school. 	<p>Mr. Suresh Kumar Saini, PGT (Eco.), I/c  Mr. Pramod Kumar, TGT (WE)  Mr. Mahendra Kr. Pandey, TGT (SK)  Mr. Pabak Swain, PRT </p>
<p>23. Maths Club</p>	<ol style="list-style-type: none"> 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 Maths 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 	<p>Mr. Manoj Kumar, PGT (Maths)  Mr. Johnson Purty, TGT (Maths)  Contractual TGT (Maths) </p>
<p>24. Social Science Club</p>	<ol style="list-style-type: none"> 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/programmes 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. 	<p>Mr. Balkishan Kumawat, PGT (Hist)  I/c Mr. Nishu, PGT (Geo.)  Mr. Suresh Kumar Saini, PGT (Eco.) Mrs. Preeti Rani, TGT (S.St.) </p>
<p>25. Youth Parliament</p>	<ol style="list-style-type: none"> 1) To organize Youth Parliament at Vidyalaya, Regional & National level. 2) Any other related work. 	<p>Mr. Nishu, PGT (Geo.), I/c  Mr. Suresh Kumar Saini, PGT (Eco.) Mrs. Preeti Rani, TGT (S.St.) Mr. Deepak Kumar Chakraborty, TGT (Science)  Mrs. Preeti Rani, TGT (S.St.) </p>
<p>26. Integrity Club</p>	<ol style="list-style-type: none"> 1) To conduct activities and programs under integrity club. 2) To motivate student for enhancement of a sense of integration and brotherhood. 3) To maintain records, registers and files related to integrity club. 	<p>Mr. Prabhaker Madhesia, PGT (Eng)  Ms. Neelam, PGT (Phy.) </p>
<p>27. EQUIP</p>	<ol style="list-style-type: none"> 4) To maintain records, registers and files related to EQUIP. 5) To ensure sending quarterly report of EQUIP to RO. 6) To plan EQUIP annually and to implement instruction and other letters of RO and HQ. 	<p>Mr. Prabhaker Madhesia, PGT (Eng)  Ms. Neelam, PGT (Phy.) </p>

<p>28. (A) Grievance Cell for Staff, Students & anti ragging/ bullying Committee</p> <p>(B) Anti - Sexual Harassment committee</p>	<ol style="list-style-type: none"> 1) To periodically open suggestion box every Monday 2) To keep a record of suggestions or grievances received from the staff, students or parents. 3) To maintain the minutes of the meetings. 4) To monitor and properly resolve the cases of sexual harassment and cases of ragging/bullying. 5) Any other related work 	<p>(A) Mr. Paritosh Srivastava, PGT (CS), I/c <i>Paritosh Srivastava</i></p> <p>Mr. Manoj Kumar, PGT (Maths) <i>Manoj Kumar</i></p> <p>Mr. Nishu, PGT (Geo.) <i>Nishu</i></p> <p>Mr. Ashwini K. Koorma, PGT (Bio.) <i>Ashwini K. Koorma</i></p> <p>Mr. Sanjay Anand, Librarian <i>Sanjay Anand</i></p> <p>Ms. Jyoti, PRT <i>Jyoti</i></p> <p>(B) Mrs. Neelam, PGT (Phy.), I/c <i>Neelam</i></p> <p>Ms. Karanjot Kaur, TGT (Eng.) <i>Karanjot Kaur</i></p> <p>Ms. Jyoti, PRT <i>Jyoti</i></p>
<p>29. Excursion & Educational Tours</p>	<ol style="list-style-type: none"> 1. To plan the excursion, educational & adventure tours as per KVS guidelines. 2. To decide the place, make arrangement for conveyance. 3. Estimate the amount to be collected from students. 4. Keep the willingness form ready. 5. Arrange refreshments. 6. Any other related work. 	<p>Mr. Ved Prakash, PGT (Hindi), I/c <i>Ved Prakash</i></p> <p>Mrs. Neelam, PGT (Phy.) <i>Neelam</i></p> <p>Ms. Sarika, TGT (Hindi) <i>Sarika</i></p> <p>Mr. Pabak Swain, PRT <i>Pabak Swain</i></p>
<p>30. Primary Resource Room/Activity Room, CMP/TLM</p>	<ol style="list-style-type: none"> 1. To set activity room to teach primary students as per KVS circulars. 2. To procure requirements as per KVS rules for CMP/ TLM. 3. To issue & maintain the stock of CMP/TLM. 4. To keep & account of activities done by teachers. 5. To arrange all the equipment as requirement of CMP/TLM. 6. Any other related work 	<p>Ms. Jyoti, PRT, I/c <i>Jyoti</i></p> <p>Mr. Pabak Swain, PRT <i>Pabak Swain</i></p> <p>Mr. Shailesh Kumar Yadav, PRT <i>Shailesh Kumar Yadav</i></p> <p>Mohammad Adil, PRT <i>Mohammad Adil</i></p>
<p>31. Quarter allotments</p>	<ol style="list-style-type: none"> 1) To keep the records of quarter allotments and submit it periodically to the undersigned. 2) To receive the grievance regarding allotment. 3) Allotments of quarters as per KVS guideline. 4) Any other related work 	<p>Mr. Manoj Kumar, PGT (Maths), I/c <i>Manoj Kumar</i></p> <p>Mr. Balkishan Kumawat, PGT (His.) <i>Balkishan Kumawat</i></p> <p>Mr. Mahendra Kumar Pandey, TGT (SKT) <i>Mahendra Kumar Pandey</i></p>
<p>32. VMC Staff and other meetings arrangements/ Recording the minutes.</p>	<ol style="list-style-type: none"> 1) To arrange VMC meetings as per KVS Schedule. 2) To record the minutes of all staff meetings, P.T.M. meetings, X & XII class P.T.M. meetings and to maintain records / files of the same. 3) To note down all important events/functions etc. held in Vidyalaya. 4) To prepare by monthly news letter and to send to RO and other Officials of KVS. <p>Any other related work</p>	<p>Mr. Ved Prakash, PGT (Hin.), I/c <i>Ved Prakash</i></p> <p>VMC Teacher representative.</p> <p>Mr. Mahendra Kumar Pandey, TGT (SKT) <i>Mahendra Kumar Pandey</i></p> <p>(For Staff meeting)</p>

<p>33. राजभाषा कार्यालयन समिति Rajbhasha Kriyanvayan Samiti.</p>	<ol style="list-style-type: none"> 1) To follow Rajbhasha Kriyanvayan Samiti guidelines. 2) To make necessary action for proper functioning of this Samiti. 3) To create a Hindi atmosphere & to promote usage of Hindi in daily use. 4) To keep a vigil on quarterly progress of RAJBASHA SAMITI and to submit quarterly report to RO. 5) To follow all instructions of town official language implementation committee and attend its meetings. 6) To help children in participating in Sanskrit and Hindi competitions. 7) The Committee will also function as Subject committee. 	<p>Mr. Ved Prakash, PGT (Hindi), I/c Mr. Deepak Prasad Gupta, TGT (Hin.) Ms. Sarika, TGT (Hindi) Ms. Jyoti, PRT All Office Staff</p>
<p>34. Progressive English Club.</p>	<ol style="list-style-type: none"> 1) To prepare a plan to create literary atmosphere in Vidyalaya 2) To prepare a class wise magazines atleast one in each subject. 3) To prepare the students for participating in external & internal competitions. 4) To organize minimum two competitions/ seminars/ programmes etc. based on subject. 5) To prepare a special plan for students to record their programme on T.V. & radio twice in a session. 6) Any other related work 	<p>Mr. Prabhaker Madhesia, PGT (Eng.), I/c Ms. Karanjot Kaur, TGT (Eng.) Mr. Shailesh Kumar Yadav, PRT TGT (Contractual)</p>
<p>35. Science Club</p>	<ol style="list-style-type: none"> 1) To prepare a plan to create atmosphere in Vidyalaya related to Science activities. 2) To prepare the students for participation in external & internal competitions. 3) To prepare at least one magazine class wise. 4) To organize at least two competitions/seminars/programmes etc. based on subject. 5) To organize Science Exhibition at Vidyalaya, Cluster, Regional & National level, field trips to historical places. 6) To guide the students to prepare articles to publish in magazine and newspapers. 7) Any other related work 	<p>Mr. Paritosh Srivastava, PGT (CS), I/c Mrs. Neelam, PGT (Phy.) Ms. Ashwini K. Koorma, PGT (Bio.) Mr. Deepak Kumar Chakraborty, TGT (Sc.) PGT (Chemistry)</p>
<p>36. PTA Meeting</p>	<ol style="list-style-type: none"> 1) To ensure the frequent organization of PTA meetings whenever necessary. 2) To keep academic discipline 3) Keep liaison with parents in the interest of academics. 2) Any other related work 	<p>Mr. Balkishan Kumawat, PGT (His.) I/c Mr. Johnson Purty, TGT (Maths) Mr. Shailesh Kumar Yadav, PRT</p>
<p>37. Alumni Club</p>	<p>To make alumni association of ex-student of the Vidyalaya and to plan meeting of them.</p>	<p>Mr. Ved Prakash, PGT (Hin.), I/c Mr. Nishu, PGT (Geo.) Mr. Deepak Kumar Chakraborty, TGT (Sc.)</p>

38. Local Purchase committee (approved by Chairman VMC)	<ol style="list-style-type: none"> 1) To conduct the market survey and select the suitable supplier to provide /supply services/goods for Vidyalaya whenever required. 2) To open quotations and to maintain confidentiality of it. 3) To prepare comparative statements of the quotations. 	<p>Mr. Ved Prakash, PGT (Hin.), I/c</p> <p>Mr. Balkishan Kumawat, PGT (His.)</p> <p>Mr. Ashwini K. Koorma, PGT (Bio.)</p> <p>Mr. Shalendra Singh, TGT (P&HE)</p> <p>Mr. Mahendra K.R. Pandey, TGT (Skt)</p>
39. Fee observation committee (UBI)	<ol style="list-style-type: none"> 1) To take print out of CS-9, CS-11, CS-54, Cash Book 2) Any other related work 	<p>Mr. Manoj Kumar, PGT (Maths), I/c</p> <p>Mohammad Adil, PRT</p> <p>Computer Instructor</p>
40. Income Tax	<ol style="list-style-type: none"> 1 To collect saving certificates from all employees of the Vidyalaya. 2 To help staff members in calculation of income tax. 	<p>Mr. Surjesh Kumar Saini, PGT (Eco.), I/c</p> <p>Mr. Johnson Purty, TGT (Maths)</p> <p>Mr. Rajeev Kumar, SSA</p> <p>PGT (Commerce)</p>
41. RTI Committee	<ol style="list-style-type: none"> 1. Regarding RTI work 	<p>Mr. Ved Prakash, PGT (Maths)</p> <p>Mr. Prabhaker Madhesia, PGT (Eng.)</p> <p>Mr. Rajeev Kumar, SSA</p> <p>With help of concerned department.</p>
42. Photography	<ol style="list-style-type: none"> 1. To be ready for shooting photos for different programmes. 2. To collect and maintain record of photographs of various events organized in the Vidyalaya. 3. I/C will make event wise folder of photographs in computer lab and Principal Office and prepare Log Book. 	<p>Mr. Surjesh Kumar Saini, PGT (Eco.), I/c</p> <p>Mr. Deepak Prasad Gupta, TGT (Hindi)</p> <p>Mr. Johnson Purty, TGT (Maths)</p> <p>Mr. Pabak Swain, PRT</p> <p>Computer Instructor</p>
43. Publicity & Press	<ol style="list-style-type: none"> 1. To Publish / coverage of achievements of students in various events, programmes and competition organized at different level. 2. To prepare and publish reports of various events, programmes and competition organized at different level. 3. I/C will make event wise folder of photographs in computer lab and Principal Office and prepare Log Book. 	<p>Mr. Paritosh Srivastava, PGT (CS), I/c</p> <p>Mr. Ved Prakash, PGT (Hindi)</p> <p>Mr. Nishu, PGT (Geo.)</p> <p>Mr. Prabhaker Madhesia, PGT (Eng.)</p> <p>Ms. Karanjot Kaur, TGT (Eng.)</p> <p>Mr. Deepak Prasad Gupta, TGT (Hin)</p>

44. Building safety / Fire Safety/Disaster management	1. To ensure building safety as per KVS norms and to get relevant certificate from MIES. 2. To supervise and maintain all fire equipments. 3. To conduct programmes regarding awareness about fire safety and disaster management.	Mr. Nishu, PGT (Geo.) Mr. Ved Prakash, PGT (Hindi) Mr. Balkishan Kumawat, PGT (His.) Mr. Rajiv Kumar Malik, PRT (Music)
45. Awakened Citizen Programme (ACP)	1. All work related to ACP	Mr. Sanjay Anand, Librarian, I/c Mr. Balkishan Kumawat, PGT (His.) Mr. Pramod Kumar, TGT (WE) Mr. Mahendra Kr. Pandey, TGT (Skt.) Mr. Deepak K. Chakraborty, TGT (Sc.) Ms. Karanjot Kaur, TGT (Eng.) Ms. Sarika, TGT (Hindi) Mr. Paritosh Srivastava, PGT (Maths) Mr. Johnson Purty, TGT (Maths)
46. Atal Tinkering Lab	1. All work related to ATL.	Ms. Ashwini K. Koorma, PGT (Bio.), I/c Mr. Mahendra Kr. Pandey, TGT (Skt.) Mrs. Preeti Rani, TGT (S.S.I.) Ms. Jyoti, PRT
47. Arrangement of Refreshment for VIPs Committee	To serve VIP refreshment to guests during various events.	Mr. Nishu, PGT (Geo.), I/c Mr. Sanjay Anand, Librarian Mr. Shailendra Singh, TGT (P.H.) Mr. Mahendra Kr. Pandey, TGT (Skt.)
48. Tender Committee	1. Firm registration for purchasing. 2. To collect requirements for various articles required in school, from different department for whole session. 3. Call upon quotations/tender. 4. Opening of quotation and preparation of comparative statement.	Mr. Paritosh Srivastava, PGT (Bio.), I/c Ms. Ashwini K. Koorma, PGT (Bio.) Mrs. Neeiam, PGT (Phy.) Education Counselor
49. Guidance & Counselling Committee	1. Provide proper guidance to students for their future plans. 2. Employment News, magazines newspapers' information should also be placed on notice board for students and staff. 3. Experts should also be invited time-to-time to provide proper guidance to the students. 4. Keep a close contact with guidance and counselling agency for collecting proper guidance and information to students. 5. Any other related work.	Ms. Karanjot Kaur, TGT (Eng.), I/c Mr. Pramod Kumar, TGT (WE)
50. Staff room incharge	1. To maintain staff room of the school. 2. Purchasing of required articles. 3. To monitor cleanliness and interior staff room.	Ms. Karanjot Kaur, TGT (Eng.), I/c Mr. Pramod Kumar, TGT (WE)

51. Condemnation Committee	<ol style="list-style-type: none"> To collect list of unserviceable articles from various departments To condemn as per KVS norms Auction of condemned articles and write off from school stock. 	Mr. Ved Prakash, PGT (Hindi), I/c Ms. Neelam, PGT (Phy.) Ms. Jyoti, PRT
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School response teams -

Sl.No.	Particulars	Name of Team Leader	Members with Designation	Contact Details
1	Child Rights Protection Cell	Mr. Balkishan Kumawat, PGT (His.) Ms. Jyoti, PRT	<ol style="list-style-type: none"> Mrs. Preeti Rani, TGT (S.St.) Mr. Pabak Swain, PRT 	
2	Evacuation Team	Mr. Shailendra Singh, TGT (P&HE)	<ol style="list-style-type: none"> Mr. Sanjay Anand, Librarian Ms. Jyoti, PRT 	
3	Search & Rescue Team	Mr. Nishu, PGT (Geo.)	<ol style="list-style-type: none"> Mrs. Preeti Rani, TGT (S.St.) Mr. Pabak Swain, PRT 	
4	First Aid & Medical Team	Ms. Ashwini K. Koginger, PGT (Bio.)	<ol style="list-style-type: none"> Mr. Deepak Kr. Chakraborty, TGT (Sc.) Mr. Rajiv Kumar Malik, PRT (Music) Staff Nurse 	
5	Transport Safety Team	Mr. Shailendra Singh, TGT (P&HE)	<ol style="list-style-type: none"> Mr. Deepak Kumar Chakraborty, TGT (Sc.) Mr. Shailesh Kumar Yadav, PRT 	
6	Team for students with special needs (Divyang)	Mr. Pramod Kumar, TGT (WE)	<ol style="list-style-type: none"> Ms. Sarika, TGT (Hindi) 	
7	Internal Complaint Committee (ICC)	Ms. Ashwini K. Koorra, PGT (Bio.)	<ol style="list-style-type: none"> Mr. Manoj Kumar, PGT (Maths) Mr. Johnson Purty, TGT (Maths) Mrs. Preeti Rani, TGT (S.St.) 	
8	Grievance Redressal Committee	Mr. Paritosh Shivastava, PGT (CS)	<ol style="list-style-type: none"> Mr. Sanjay Anand, Librarian Ms. Sarika, TGT (Hindi) 	

General Instructions

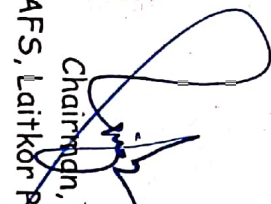
1. Committee in-charges are responsible for proper and active functioning of their respective committees.
2. Instructions issued by KVS / CBSE / Govt. must be incorporated as and where necessary.
3. Committee in-charges should conduct regular meetings of their respective committees and maintain written records of such committees.
4. Committee members must cooperate with in-charges.

Verified:

Total Pages - 17

Total Number of committees - 51

School response teams - 08


Chairmhn, VMC

KV AFS, Laitkor Peak, Shillong

CHAIRMAN

Vidyalyaya Management Committee

Kendriya Vidyalyaya

Laitkor Peak, Shillong

24 Feb 21

Principal


24/3/21

PRINCIPAL प्राचार्य
Kendriya Vidyalyaya केन्द्रीय विद्यालय

Laitkor Peak

Shillong - 793010

सैक्टर पीक
शिलॉंग - ७९३०१०