

Kendriya Vidyalaya No.3 Sagar
List of Committee & Committee Members 2019-20

At the onset occasion of new academic session, the following committees are framed for the smooth and efficient execution of vidyalaya affairs.

- The concerned Teachers are directed to note their assigned duties and responsibilities in order to execute their work without any hiccups and keep the records up-to-date. They must also ensure timely completion of work with accuracy as per procedure, rules, guidelines and policy. Work completion of the department/ Committee is the collective responsibility of the I/C and the members.
- The I/C must maintain copies of relevant documents pertaining to the Committee/ Dept and submit one copy to the office.

S.No	Committees	Responsibilities	In charge/ Committee Members	Signature
1.	VIDYALAYA ANNUAL PLANNING	To take up all the task under the chairmanship of Principal	1. Principal 2. Mr. S C Jain 3. Mr.Sushil Mishra 4. Mrs.Komila Mirani 5. Mrs. A S Gour	
2.	(i) HOME EXAMINATION (SECONDARY)	Internal Examination to be conducted smoothly and confidentiality to be maintained	1.Mrs Manjusha Paik I/C 2 Mrs. Deepika Chugh 3 Mr.K.K. Pandey 4 Mrs Shaily Upadhyaya	
3.	(ii) EXAMINATION (PRIMARY)	Cycle- wise Observation & Internal Examination is also to be conducted smoothly and confidentiality to be maintained	1.Mrs.Umesh Saini I/C 2.Mrs.Tripti Mishra 3. Mrs Sanju Patel	
4.	CBSE & ACCREDIATION	Conduct of CBSE Examination & activities related to CBSE in a time bound manner. Confidentiality to be maintained.	1. Mrs Bharti Mishra I/C 2. Mr Vivek Dwivedi 3 Mr Sushil Mishra	
5.	TIME-TABLE & LEAVE ARRANGEMENT	Preparation of time-table according to KVS Norms Arrangement of teachers to be done in time bound manner. Arrange Timetable for teachers on leave/on-duty during Morning assembly, keep record safely for future purpose and put arrangements in Clear, Legible handwriting. Cutting/ Overwriting to be avoided.	1.Mr Vivek Dwivedi (I/C) TT Preparation 2.Mrs Komila 3.Mr Amit Kumar <u>Leave Arrangement</u> 3. Mr LK Agnihotri (Sec) 4. Mrs Chetna Joshi 5. Mr KK Pandey 6. Mrs Chhaya Tiwari (Pri) 7. Mrs Tripti Mishra	
6.	ADMISSION	To scrutinize properly the registration forms (attestation too) for admission and carry out the process as per the Admission 2018-19 KVS Norms. Verify documents thoroughly along with spellings in English and Hindi both. I/C or Members only to Make error free entries in S.R., including entry of Admission Category and sign after entering details. Ensure submission of Caste Certificate , T.C., Samagra etc by parents well in time after proper verification.	1. Mrs. J.Gubrele I/C 2. Mr. S. Mishra 3. Mrs. U.Saini 4. Mr RK Kori	
7.	CCA/STUDENTS ACHIEVEMENTS & CHRONOLOGICAL ORDER	Formation of Activity Calendar for the session & take up calendar of activities on time and the same should be uploaded on vidyalaya website and displayed on the Classroom notice board in the first week of April 2019. Display and record students' achievements on the first working day of every month. Collect record of 100% Attendance, Best Dressed, Most Well Behaved Students from each class ever last working Day and announce in morning assembly.	1Mrs.Komila Mirani I/C Sec 2.Mrs. J. Gubrele 3.Mr R.S. Dangi 4. Mrs Tripti Mishra (I/C-Primary) 5.Mrs.S.Patel 6.Mrs.S.Patkar	

8	FURNITURE & MAINTENANCE	Requirement of Furniture to be governed by the I/C And Market survey for purchasing will be taken up as per KVS Norms & maintenance will be taken up as per the condition of the articles.	1. Mr Vivek Dwivedi (I/C) 2. Mr Krishnakant 3. Mrs Bharti Mishra	
9	TEACHING AID AND TLM	<ul style="list-style-type: none"> • Proper maintenance of the teaching aids • Purchase of teaching aids as per the requirements of the new syllabus • To facilitate teachers in using all the teaching aids in their class room teaching. • Get TLM prepared every week, mentioned related class and chapters, ensure usefulness, exchange with teachers and keep TLM in CMP room(well displayed) 	1.Mrs Chhaya Tiwari I/C 2.Mrs Kokila 3. Mr.L.K.Agnihotri 4.Mrs.Anjana Singh Gour	
10	FIRST AID AND MEDICAL CHECK-UP	Medical check up to be conducted twice in a year by Doctor which will be managed by the in-charge. The in-charges to follow up the time schedule as per KVS rules. First Aid items to be procured and kept in the medical box to dispense the same at the time of emergency.	1.Mr.R.S. Gour I/C 2. Mrs. C Tiwari 3. Mrs Priyanka Gupta 4. Sports Coach	
11	AUDIO VISUAL & SUPW DEPARTMENT	<ul style="list-style-type: none"> • Maintain Records • Keep Stock Update • Arrangement of PA System in morning assembly and other vidyalaya programme • Teach the students According to CO-scholastic Syllabus 	1.Mr A.K. Sharma I/C 2.Mr R.S. Gour 3.Mrs Rashmi Rajput	
12	COMPUTER WEBSITE UPDATION & MAINTENANCE & E-CLASSROOMS & SHALA DARPAN	<ul style="list-style-type: none"> • Maintenance of all equipments under the computer department. • Maintain the school website and update it from time to time. • Uploading of relevant information, photos and achievements of the Vidyalaya every week 	1. Mr Sushil Mishra, PGT- CS(I/C) 2.Mr S.C. Jain 3.Mrs Komila Mirani 4.Computer Instructor	
13	LIBRARY & READERS CLUB	<ul style="list-style-type: none"> • Conduct of Library Committee meetings every month and get suggestions from the members. • Purchase of library books • To procure text books and reference books recommended by CBSE as per the requirement of teachers 7 students. • To organize class Library and to provide books to the students. • To assist Primary wing in Library activities in light of CMP 	1.Mr.D.S.Rajput I/C 2. Mr. S C Jain 3.Mrs.Komila Mirani 4.Mrs.J.Gubrele 5.Mrs Sanju Patel 6.TGT-Sanskrit	
14	SPORTS & GAMES & SBSB	<ul style="list-style-type: none"> •To organise yoga/PT daily during the morning assembly for the students. Identify talented students for participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by their involvement and to maintain record. <p>Monitor Conduct of SBSB activities ,maintain records</p>	1.Mr.R.S. Gour I/C(SBSB and Games Overall I/C) 2. Mrs R.S. Dangi 3. Sports Coach 4. Mr Amit(SBSB Primary) 5 Mrs Kokila (SBSB Secondary)	

15	ART & BEAUTIFICATION COMMITTEE	<ul style="list-style-type: none"> To monitor work effectively and to offer technical expertise To improve gardening by providing all required materials from time to time. Beautification of Vidyalaya campus 	1. Mrs. Chetna Joshi (I/C) 2. Mr. R. Harshe 3. Ms Reena Rani 4. Mr. L. K Agnihotri 5. Ms Shivali Gautam	
16	SCOUT & GUIDE	<ul style="list-style-type: none"> Organize Scouts and Guides activities as per KVS direction. Prepare an action plan for the year 2019-20 	Scouts / Cubs :- 1. Mr. L. K Agnihotri I/C 2. Mr. Sushil Mishra 3. Mr. R K Kori 4. Mr. Rahul Harshe 5. Mr. D. S. Rajput 6. Mr. Amit Kumar Guide/Bulbul:- 1. Mrs. A S Gour 2. Ms Shivali Gautam 3. Mrs. Komila Mirani 4. Mrs. S. Patkar 5. Mrs. Tripti Mishra	
17	VVN (consumable & Non-consumable)	Issue/ Transfer all items in VVN stock to relevant Dept I/Cs and get necessary entries in their stock records and then close the stock register (VVN) and submit it in the office.	1. Mr. S C Jain I/C 2. Mrs. J Gubrele 3. Mrs. B Mishra	
18	RAJBHASHA	To conduct quarterly meetings of Rajbhasha and to submit quarterly reports in time. To check the implementation of instructions related to Rajbhasha.	1. Mr. S C Jain I/C 2. Mrs. Sushil Mishra 3. Mrs. U. Saini 4. Mr. R. S. Dangi	
19	PURCHASING And PHYSICAL VERIFICATION	<ul style="list-style-type: none"> Collecting requirement list from various departments. Calling quotations and their finalization. Monitoring of all the purchases of the Vidyalaya. 	As approved By Chairman VMC and VMC Members for 2019-20	
20	CLEANLINESS , SANITATION & SWACCH BHARAT ABHIYAAN	<ul style="list-style-type: none"> To maintain cleanliness in the Vidyalaya To supervise the working of housekeeping staff. To update website regularly and to carry out activities related to SBA and maintain all records. 	1. Mrs. Rashmi Rajput I/C 2. Mr. LK Agnihotri 3. Ms Reena Rani 4. Mrs. Tripti Mishra 5. Mrs. S. Patkar 6. Mrs. Sarita Kewat	
21	CONTRACTUAL TEACHER APPOINTMENT & Attendance Verification	To carry out appointment procedure as and when required as per KVS norms.	1. Mrs. Komila Mirani , I/C 2. Mrs. J Gubrele 3. Mrs. A. S. Gour 4. Mr. Rahul Harshe	
22	DISCIPLINE	Prepare an action plan to maintain discipline in the school campus. Monitoring cases of indiscipline. Checking of late comers.	1. Mr. RS Gour I/C 2. Mr. S.C. Jain 3. Mr. Sushil Mishra 4. Mrs. Deepika Chugh 5. Sports Coach & all teachers	
23	<ul style="list-style-type: none"> SECURITY, ADVENTURE, EXCURSION, FIELD TRIPS, DISASTER MANAGEMENT, (FIRE EXTINGUISHER & CONTROLLING ANIMAL MENACE) 	To check out and implement Annual plan for outing of the students as per the code provisions in consultation with the Principal /class teachers Ensure safety and security of students To see to the security arrangements in the vidyalaya. Organise workshops and mock drills of students and staff for awareness of Disaster Mgmt..	1. Mr. R.S. Gor (I/C) 2. Mr. K.K. Pandey 3. Mr. L. K. Agnihotri 4. Mrs. C. Tiwari 5. Mrs. Sanju patel 6. Mrs. Priyanka Gupta	

24	CMP & ACTIVITY ROOM	<ul style="list-style-type: none"> To make available required number suitable resources for teachers as per CMP. Ensure that film shows are organised as per the instructions given in CMP. Utilization of fund for TLM. To ensure that CMP Activity Calendar is prepared & implemented according to KVS norms. 	1.HM I/C 2.Mrs A. S. Gour All Primary Teachers	
25	STUDENTS' COUNCIL	<ul style="list-style-type: none"> To select house captains and other members of the council for carrying out their usual work in consultation with the Principal To implement pass System. Systematic/orderly movement of students for assembly ,checking of late comers,uniform. 	1.Mrs Komila Mirani (I/C) 2. Mr S.C. Jain 3.Mrs Deepika Chugh 4.Mr. L. K. Agnihotri 5.Mrs C Joshi	
26	POCSO,NAEP & PROTECTION OF CHILD RIGHT, ACP	<ul style="list-style-type: none"> To conduct program as per guidelines. To maintain & update display corners. Prepare an annual plan for NAEP for students under the guidelines. Principal & in-charge must ensure that letters when comes in the NAEP box in school must be Checked in frequent manner and take record of these in a register. 	1Mrs Deepika Chugh(I/C) 2. Mrs.B.Mishra 3. Mr L.K. Agnihotri 4. Mrs Kokila 5. Mr S.C. Jain	
27	PHOTOGRAPHY	<ul style="list-style-type: none"> To maintain album covering all activities. Coverage of all occasions/events Selected photos must be uploaded on school web site. Printing of selected photographs term-wise. 	1.Mr Sushil mishra.(I/C) 2. Mrs. Chetna Joshi 3 Mrs K. Mirani 4.Computer Instructor	
28	MORNING ASSEMBLY	<ul style="list-style-type: none"> Make necessary announcements in the morning assembly as per the direction of the undersigned. To Organise morning assembly activities meticulously. To prepare morning assembly plan. 	1. Mrs. Komila Mirani I/c 2. MR. S C Jain 3.Mr.R.S. Gour 4. Mrs J Gubrele 5. Mrs. Sanju patel 6. Mr.R.Harshe 7 Mr AK Sharma 8 Sports Coach	
29	PTA & ALUMNI ASSOCIATION	<ul style="list-style-type: none"> Organise PTA and Alumni meeting and activities as per KVS norms To chalk out Annual Plan of meetings and to maintain minutes and records of such meetings. 	1. Mrs C Tiwari (I/C PTA) 2. Mr. L.K Agnihotri I/C Alumni 3. Ms Reena Rani	
30	VMC	<ul style="list-style-type: none"> Organise VMC meeting as per KVS norms To chalk out Annual Plan of meetings and to maintain minutes and records of such meetings. 	1. Ms Bharti Mishra I/C 2. Mrs.J.Gubrele 3. Mr Sushil Mishra	
31	FEE ONLINE THROUGH UBI/CS-54	<ul style="list-style-type: none"> Checking of /CS-54 Follow fee related circulars and instructions in a time bound manner.	1. Mr Sushil Mishra, PGT CS(I/C) 2. Mr. Amit kumar 3. Computer Instructor 4. All Class Teachers & Co-Class Teachers	
32	STAFF SALARY & INCOME TAX	Pay bill in co-ordination with office <ul style="list-style-type: none"> 	1. Mr. Vivek Dwivedi I/C 2. Mr S.C. Jain 3. Mrs M. Paik 4. Mr. Sushil Mishra 5. Mr Sandeep Chourasia 6. Mr R Harshe	

33	ATTENDANCE & LEAVE MAINTENANCE (CL,EL,CCL & HPL)	Monthly Update attendance Register with Name & Leave of the employees as well as holidays.	1.Mrs Komila Mirani I/C 2 Mrs Shaily Upadhyaya 3. Mr Sandeep Chourasia	
34	REPAIR & MAINTENANCE OF WATER SUPPLY (SCHOOL & STAFF QUARTERS) REPAIR & MAINTENANCE ELECTRICAL WORK (SCHOOL BUILDING & STAFF QUARTERS)	<ul style="list-style-type: none"> To ensure uninterrupted water supply in all the toilets and other places To ensure periodical cleanliness of aqua gaud & Underground and Overhead water Tanks with the display of date of cleaning on a separate register. To ensure the purity of drinking water. All repair & maintenance of water supply KV building & staff quarters to be taken up in time bound manner by following all the guideline as per norms. <p>All repair & maintenance of KV building electrical to be taken up in time bound manner by following all the guidelines as per norms.</p>	1. Mr. Mr.L.K. Agnihotri I/C 2. Mr A.K. Sharma 3. Mr Rahul Harshe 4. Mr K.K. Pandey 5. Mr Amit Kumar 6. Mr R.K. Kori 7. Ms. Sarita Kewat	
35	SCHOLARSHIP/ SAMGRA-ID/ ADHAR CARD	Receiving the letters of Scholarship ,samagra - ID and adhar card. Follow the instruction of the process. Arrangement & verification of the documents. Preparation of Report regarding the same. and submit the applications in time.	1.Mr R.S. Dangi I/C 2. Mr K.K. Pandey 3. Mrs Shaily Upadhyaya 4. Mrs Sanju Patel	
36	SCIENCE AND MATHS OLYMPIADS/CONGRESS/ VIGYAN MANTHAN/EXHIBITIONS COMPETITIONS	<ul style="list-style-type: none"> Co-ordinate Green Olympiad exam. Co-ordinate Science Olympiad / Sc. Congress/ Vigyan Manthan/ Exhibitions etc Co-ordinate Maths Olympiad exam. Motivate and prepare Students for different creative and innovative Activities 	1.Mrs Deepika Chugh I/C 2. Mr Vivek Dwivedi 3. Ms Reena Rani 4.Mrs Rashmi Rajput 5 Mrs Priyanka Gupta 6 Mrs. Bharti Mishra 7 Mrs Shaily Upadhyaya	
37	MUSIC	<ul style="list-style-type: none"> Maintenance of instruments and other articles in the departments. <p>To involve more and more students in the vidyalaya activities</p>	1.Mr.R.Harshe I/C 2.Mrs. Chetna Joshi 3. Mrs.Umesh Saini 4. Ms Shivali Gautam	
38	JR. SCIENCE LAB	<ul style="list-style-type: none"> To have stock and account of department and carryout all Maintenance work. And propose requirement as per need any other related activities as and when required 	1. Mrs Rashmi Rajput I/C 2. Mrs Priyanka Gupta 3. Ms Reena Rani	
39	NATURE CLUB	<ul style="list-style-type: none"> Prepare action plan for Nature Club activities and monitoring the same 	1.Mrs.S.Patkar I/c 2.Mrs. C Joshi 3.Ms. reena Rani 4.Mrs Rashmi Rajput 5. Mrs Priyanka Gupta	
40	2.ECO & RAIN WATER HARVESTING CLUB	<ul style="list-style-type: none"> To prepare action plan and monitoring of ECO Club activities. Keep all records well maintained. 	1.Mrs.S.Patkar I/c 2.Mrs. C Joshi 3.Mrs Rashmi Rajput 4.Ms Priyanka Gupta 6.Mr R. Harshe 1. Mr. L K Agnihotri (I/C) 2. Mrs S Patel 3. Umesh Saini 4.Mrs Kokila	

41	INTEGRITY CLUB	To prepare action plan and monitoring of Integrity Club activities. Keep All Record Well maintained	1.Mrs.S.Patkar I/c 2.Mrs. C Joshi 3.Mr D S Rajput 4.Mrs Kokila 6.Mr R. Harshe	
42	BIO LAB	Lab upkeep and maintenance. Utilisation of Labs for activities and practical classes. Motivate students for innovative projects under proper guidance.	1. Mrs Deepika Chugh I/C 2. Ms Reena Rani	
43	CHEMISTRY LAB	Lab upkeep and maintenance. Utilisation of Labs for activities and practical classes. Motivate students for innovative projects under proper guidance.	Mr Vivek Dwivedi I/C Mrs Deepika Chugh	
44	PHYSICS LAB	Lab upkeep and maintenance. Utilisation of Labs for activities and practical classes. Motivate students for innovative projects under proper guidance.	Ms Reena Rani I/C Mr Vivek Dwivedi	
45	MATHS LAB	Lab upkeep and maintenance. Utilisation of Labs for activities and practical classes. Motivate students for innovative projects under proper guidance.	1. Mrs B. Mishra I/c 2. Mrs. Shailly Upadhayay	
46	LANGUAGE LAB	Lab upkeep and maintenance. Utilisation of Labs for activities and practical classes. Motivate students for innovative projects under proper guidance.	1.Mrs Komila Mirani (I/C) 2. Mr S.C. Jain 2. Mrs. J.Gubrele 3. Mr R.S. Dangi 4. TGT Hindi	
47	OFFICE	Maintenance of records & other office related activities	1.Mr Sushil Mishra I/C 2. Mr Mr Amit Kumar 3 Mr Rahul Harshe I/C 3. Mr. D S Rajput 4. Mrs S kewat	
49	HOSPITALITY AND VISITOR DAIRY/ PRINCIPAL ROOM	To take the impression of the official guests in a dairy	1. Mrs.J.Gubrele I/C 2. Mrs B Mishra 3 Ms Shivali Gautam 4. Mr.R.Harshe 5. Mrs C Joshi	
50	FLAG HOISTING & LOWERING ROTATION WISE	Follow flag code and other instructions given time to time.	1. Mr. S C Jain I/C 2.Mr R.S. Gour 4.All Teachers, Staff & Students	
51	STUDENT ENROLLMENT & MONTH END ENROLMENT RECORDS	At end of the month all class teachers must give the information of the students enrolment position in given format	1. Mrs Rashmi Rajput I/C 2 Mrs Shaily Upadhyya 3. Mrs S Patkar	
52	REFRESHMENT OF VIP's		1.Mrs B Mishra 2. Mrs. Kokila 3. Mrs. Chetna Joshi 4. Ms. Shivali Gautam	
53	SCHOOL MAGAZINE/NEWS LETTERS/TEACHERS DIARY/STUDENTS DIARY/E-PATRIKA/CLASS-MAGAZINE	<ul style="list-style-type: none"> To see that that patrika, students diary, teacher diary data collected and consolidated proof reading is to be done accordingly and timely printing and Publication by 15 August 2019. All Class teachers/subject teachers shall guide and mentor every student to contribute /write for class magazine which shall be reviewed every month	1.Mr. Sushil Mishra(I/C) 2. Mr S.C. Jain (Hindi, Skt) 3 Mrs Komila Mirani (English) 4. Mr R.K.Kori 5. Mrs A.S. Gour 6 Mrs Chetna Joshi (Coloured Pages) 7.All Language teachers	
54	SOP	Follow instructions given in and formulate committees accordingly .	1.Mr R.S. Gour I/C 2. Mrs J. Gubrele 3. Mr KK Pandey 4. Mr S.C. Jain	

<u>55</u>	Suggestion Box	Handle suggestion Box Complaints/ Suggestions every week , discuss issues with the Principal and Committee Members, find effective solutions, maintain records.	1.Mr. S C Jain I/c 2.Mrs M.Paik 3.Mr R.S. Gour 4.Mrs B Mishra	
<u>56</u>	Medicinal garden and Vermi Compost pit	Plantation, upkeep and maintenance of Medicinal and kitchen Garden and Vermi Compost pit.	1.Mrs Deepika Chugh 2.Mrs Rashmi Joshi 3. Mrs Priyanka Gupta 4.Mrs. Chetna Joshi	
<u>57</u>	Monitor Diary / Teacher daily Diary Checking	Ensure all teachers and monitors keep daily diaries updated and sign them every day and present them to the Principal whenever asked for.	1.Mr. S C Jain (Sr. Sec.) 2.Mr Vivek dwivedi(Sec.) 1.Mrs Chhaya Tiwari (Primary)	
<u>58</u>	MAINTENANCE & REPAIR CIVIL WORK (SCHOOL BULLDING & STAFF QUARTERS)	All repair & maintenance of KV building & staff quarters to be taken up in time bound manner by following all the guideline as per norms.	1.Mr L K Agnihotri (I/C) 2 Mr A.K. Sharma 3.Mr R Harshe 4. Mr Amit Kumar 5. Mrs Chetna Joshi	
<u>59</u>	RTI & Grievance Cell	To prepare the reply of RTI timely and accurately and to maintain its records.	1.Mr. Sushil Mishra(I/C) 2. Mr Vivek Dwivedi 3.Mrs Bharti Mishra 4.Mr D.S. Rajput	
<u>60</u>	QUARTER ALLOTMENT	The vacant quarters to be allotted to the staff along with quarter inventory as per KVS rules.	1.Mr L K Agnihotri I/c 2.Mr Vivek Dwivedi 3 Mrs Chetna Joshi 4.Mr Rahul Harshe	
<u>61</u>	STAFF MEETING MINUTES	Minutes of the meeting to be written in Hindi.	1. Mr. S C Jain (I/C) 2.Mr R.S. Dangi 3.Mrs U Saini	
<u>62</u>	SWACH BHARAT ABHIYAN	To follow instructions given from time to time. To update web site regularly. To carry out activity related to swach bharat abhiyan and maintain its records.	1. Mr sandeep Chourasia (I/C) 2. Mr R.S Dangi(Co-I/C) 3. Mrs Chetna Joshi 4. Mrs S Patkar	
<u>63</u>	TABOCCO CONTROL, POLYTHENE FREE ZONE	To follow KVS instructions and display 'No Tobacco Zone' and Polythene Free Zone ' at appropriate places. To motivate not to consume tobacco and not to use polythenes.	1.Mr K.K.Pandey(I/C) 2.Mr S.C. Jain 3 Mr R.S. Gour 4.Mrs Komila Mirani 5. Mrs S.Patel	
<u>64</u>	COMPLAINT REDRESSAL		FOR GRILS:- 1.Mrs M.Paik (I/C) 2.Mrs Chhaya Tiwari 3.Mrs.Komila Mirani FOR BOYS:- 1.Mr R.S Gour (I/C) 2.Mr S.C. Jain 3. Mr Amit Kumar	
<u>65</u>	CLASS DISPLAY BOARDS	To ensure that subject wise corner with relevant matter is maintained.	All class teachers & subject teachers	
<u>66</u>	NIOS		1.Mr Sushil Mishra (I/C) 2.Mr. D S Rajput 3.Mr R Harshe	
<u>67</u>	STUDENTS' EXIT REGISTER (SURAKSHA PANJIKA)	Maintain register regularly and keep updated the record of exit of students on daily basis.	1.Mrs Tripti Mishra (I/C-Primary) 2. Mrs. Umesh Saini 3. Mrs Kokila (I/C-Secondary) 4.Mrs. Chetna Joshi	
<u>68</u>	EQUIP	Planning, implementation and record maintenance of student readiness programme for class VI onwards	1.Mrs. J. Gubrele (I/C) 2.Mr L K Agnihotri	

<u>69</u>	ACADEMIC COMMITTEE and	Planning, implementation and record maintenance related to academic issues including :- 1. Remedial classes 2. PTM 3. E-content & its uploading Accademic progress monitoring, reporting & other issues.	1. Mrs.Komila Mirani I/C Sec. 2. Mrs A S Gour I/C Primary	
<u>70</u>	SUBJECT COMMITTEES	Planning & Holding subject committee meetings & review of performance of students, planning remedial measures for best results. Implementing strategies for academic progress of students and help in producing best results.	1. English-Mrs.Komila Mirani (I/C) & All Subject teachers of English from Primary & Secondary. 2. Hindi-Mr.S.C.Jain (I/C) & All Subject teachers of Hindi & Sanskrit from Primary & Secondary. 3. Science-Mr Vivek Dwivedi (I/C) & All Subject teachers of Science from Primary & Secondary. 4. Maths -Ms Bharti Mishra (I/C) & All Subject teachers of Maths from Primary & Secondary. 5. Social Sciences - Mrs M.Paik (I/C) All Subject teachers of Social Sciences & Commerce from Primary & Secondary.	
<u>71</u>	VISHAKHA	Prevention of Harassment of women and girls. Awareness about Rights	1. Principal 2 MrsM . Paik 3. Mrs Komila Mirani 4. Mr Vivek Dwivedi	
<u>72</u>	Supervision of Outsourced Employees	<ul style="list-style-type: none"> Supervise work of employees. Ensure Satisfactory completion of work. Monitor and Check their attendance 	1. Mr L.K. Agnihotri (Security Guards)+ 2. Mrs Rashmi Rajput (House keeping)+ Mr Sandeep Chourasia 3. Mrs Chetna Joshi (Gardener)+ Mrs Priyanka Gupta	
<u>73</u>	Building Property and Maintenance	<ul style="list-style-type: none"> 	1.Mr A.K. ShaMs reena ranirma 2. Mr L.K. Agnihotri 3.Mr R.S. Gour	
<u>74</u>	Class Observation and supervision	<ul style="list-style-type: none"> Timely supervision of classes of teachers mentioned against their names, collect monitoring proforma with relevant records of low achievers etc every month. 	1.Principal- for all PGTs and TGTs taking IX and X, miscellaneous teachers. 2. Mrs M. Paik- Both TGT So .Sc., Ms Shivali, Mr Amit Kumar 3.Mr S.C. Jain- Both TGT Hindi, TGT Sanskrit, Mrs Umesh Saini, Mrs A.S. Gour 4. Mr Vivek Dwivedi- Both TGT Maths, Mrs Suraksha Patkar, Mrs Chhaya Tiwari 5. Mrs Deepika Chugh- Both TGT Science, Mr R.K. Kori, PRT 1, 6. Mrs Komila Mirani- Both TGT Eng, Mrs Sanju Patel, MrsTripti Mishra ,PRT 2	

Note:-1. Apart from their original duties sub staff will execute the official and other work such as

- To attend the telephone calls / Operating FAX Machine / Xerox Machine / handling fire fighting equipment's.
- Handling the banking operation
- Minor local purchase.
- Operating of water pump / use of electrical equipment's /water cooler.

- e. Diary/Dispatch of letter regarding speed post / registry etc.
- f. Sub staff must take care of principal room.
- g. Sub staff will takes full responsibility of principal room in absence of principal.
2. Charges should be handed over /taken over by 31st March 2019, in case of change of I/C.
3. In the absence of the committee in-charge the concerned co-incharge will be responsible for work. If the incharge is not posted in the vidyalaya by 31st March 2019, the co-I/C will take over the charge.
4. Following committee in-charges along with the other members of their respective committees should prepare Annual Planner for 2019-20and submit it to the vidyalaya Annual Planning Committee by 15th March 2019 to be included as a part of institutional planner for academic session 2019-20.
 - a. CCA (Primary,Secondary)
 - b. CMP
 - c. Scout/Guide, Cub/Bulbul
 - d. Examination (Primary,Secondary)
 - e. Admission
 - f. Library
 - g. Furniture
 - h. First-Aid & Medical Committee
 - i. Audio-visual & SUPW
 - j. Excursion,Field Trips,Disaster Mgmt
 - k. Computer
 - l. PTA,Alumini
 - m. Sports & Games
 - n. Arts & Beautification,Medicinal Garden
 - o. Cleanliness
 - p. Music
 - q. Science & Associated Labs
 - r. Maths Lab
 - s. Office
 - t. Purchase Committee
 - u. Staff Quarters
 - v. School Magazine/CMP -Newsletter
 - w. Language Lab
 - x. Subject Committee incharges
 - y. Back To Basics (All Classes-III to VIII in all subjects)
5. All committee members must carry out their work on time.
6. Institutional Planning for the next academic session should be complied by the committee members of Vidyalaya Annual Planning Committee and must be sent to KVS,RO,Jabalpur by 15 April 2019.
7. Members have to report to the principal once in a week to show progress.

Principal