

KENDRIYA VIDYALAYA NO.1 AKHNOOR
List of Committees for the Academic Session 2021-22

No.	Name of the Department	Duties and Responsibilities	Members (Mr/Mrs/Ms)
1	Academic Council	<p>To plan and implement the whole academic programme for the year.</p> <p>Maintain a consolidated register showing the name and performance of slow learners and bright students, monthly coverage of syllabus and remedial teaching in each class.</p> <p>Also include report of CAL/TAL, Teaching Aids and other activities, number of assignments given and their correction, consolidated report of question paper analysis of all exams.</p> <p>Maintain a separate file containing copy of all related circulars from CBSE, KVS (HQ), and KVSRO and prepare the ATR of all RAC meeting in proper sequence.</p>	<p>1. Gurjinder Singh PGT Economics (I/c)</p> <p>2. Ravindranath Singh PGT Hindi (2-I/c)</p> <p>3. Meenu Ghai TGT WE</p> <p>4. Haneef Khan TGT Hindi</p> <p>5. Veena Sharma HM</p>
2	Subject Committees	<p>To plan and implement the academic programme for the whole year.</p> <p>Prepare and implement special programme for academically backward and gifted children.</p> <p>Ensure that the split of syllabus is strictly followed by all the subject teachers.</p> <p>Ensure that homework is assigned and correction work is done regularly and properly.</p> <p>Hold subject committee meetings at regular intervals. Encourage implementation of new methodologies and innovative ideas in the teaching learning process.</p> <p>Hold academic discussions and guide teachers in making teaching interesting and enjoyable.</p> <p>Moderation of question paper and keeping the records of back to basic and subject enrichment activities.</p>	<p><u>English:-</u></p> <p>1. Madhu Bala PGT English (I/c)</p> <p>2. Babita Rani TGT English (2-I/c)</p> <p><u>Hindi:-</u></p> <p>1. Ravindranath Singh PGT Hindi (I/c)</p> <p>2. Haneef Khan TGT Hindi (2-I/c)</p> <p><u>Sanskrit:-</u></p> <p>Bhateri Devi TGT Sanskrit</p> <p><u>Maths:-</u></p> <p>Rajesh Kamal TGT Maths</p> <p><u>Science:-</u></p> <p>1. Aakash PGT Physics (I/c)</p> <p>2. Rita Bhagat TGT Science (2-I/c)</p>

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No.	Name of the Department	Duties and Responsibilities	Members (Mr/Mrs/Ms)
3	Admission Committee	<p>To conduct admission process as per KVS guidelines. Maintain the records category wise, RTE reimbursements class wise RTE admissions and KV TC admissions.</p> <p>Maintain a register containing the name list of SC/ST/OBC students in each class, month wise report of new admissions, TC issued and class strength along with category as per KVS proforma.</p> <p>To update the website with latest details regarding enrollment and TCs. Monthly enrollment to be collected from class teachers and consolidate the same on every last working day so that correct data is sent to RO.</p> <p>Notice Board in Principal's chamber to be updated with the assistance of Substaff in the committee.</p>	<ol style="list-style-type: none"> 1. Janki PGT Commerce (I/c) 2. Vishal Gupta PGT CS (Tech Asstt) 3. Haneef Khan TGT Hindi (2-I/c) 4. Rajesh Kamal TGT Maths 5. Babita Rani TGT English 6&7. Class I/cs of 1st Class 8. Ranjeet Lal Substaff <p>And others in Pursuance to the Admission Guidelines as Issued by KVS.</p>

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4	Examinations Committee (Internal)	<p>To conduct all internal examination for classes I to XII as per KVS guidelines prepare and execute annual calendar of examinations result declarations and distribution of progress reports.</p> <p>To prepare the result analysis classwise and stream wise and obtain signature of Principal to forward to RO.</p> <p>To provide split up syllabus to all classes and inform the changes if any to teachers concerned.</p> <p>To procure exam related materials To intimate students about the date of tests well in advance. Set and print question papers well in time after moderation.</p> <p>Arrange and supply necessary materials for the smooth conduct of the exam.</p> <p>Distribution of progress reports to students through parents during PTA Meetings as per the time schedule.</p> <p>To maintain a circular register for students and staff, to inform timetable, seating arrangement and any other instructions related to examinations.</p> <p>Maintain a register showing the distribution of stationery items to students and staff.</p> <p>Maintain stock registers (SF/VVN Consumable, Non consumable) and a register recording the daily use of Xerox machine.</p> <p>Maintain a separate file containing copies of all circulars from CBSE & KVS regarding examinations.</p>	<p>1. Meenu Ghai TGT WE (I/c)</p> <p>2. Ritu Sharma TGT AE (2-I/c)</p> <p>3. Pishori Lal Substaff</p>

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5	Examinations Committee (External)	<p>To assist the Centre Supdt. in conducting CBSE examinations. To register students of classes IX to XII to CBSE and to collect and remit examination fees in time.</p> <p>To assist in correspondence with CBSE.</p> <p>To maintain a circular register for informing students and staff about timetable, seating arrangement and any other instructions related to examinations.</p> <p>Maintain a register showing the distribution of stationery items to students and staff.</p> <p>Maintain stock registers (SF/VVN Consumable, Non consumable) and a separate file containing copies of all circulars from CBSE, KVS (HQ), KVSRO related to examinations.</p> <p>To process the applications received from parents for any sort of corrections in CBSE certificates and necessary procedures to be completed without delay.</p> <p>To make necessary arrangements for the conduct of External Competitive examinations.</p> <p>To coordinate NIOS related work such as TMA Mark uploading, Conduct Practical Examination through concerned subject teachers and all related work, Certificate distribution and bill settlement.</p> <p>To conduct all Olympiads and talent search examination.</p>	<p>1. Gurjinder Singh PGT Economics (I/c)</p> <p>2. Rajesh Kamal TGT Maths (2-I/c)</p> <p>3. Haneef Kahn TGT Hindi</p> <p>4. Ram Singh Substaff</p>

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No.	Name of the Department	Duties and Responsibilities	Members (Mr/Mrs/Ms)
6	Time-Table, Daily Arrangements, School Timing Committee	<p>Prepare the timetable for the Vidyalaya as per KVS norms. Preparation of Class Observation, class work/homework submission schedule. Prepare the timetable for assembly, students dispersal etc. Also prepare CAL/TAL, remedial timetable, special class time-table during vacation and break. Monitoring remedial classes. To prepare class observation schedule for Principal. To ensure allotment of AEP & ACP periods in the timetable as per directions. Ensure proper implementation and smooth running of classes Arrange substitution work for leave or on duties and see the effective implementation of the same. Verification of class attendance register and maintenance of daily enrolment register. Guidance, supervision and verification of attendance and duties of contractual teachers and coaches. Ensure the school bell rings as per the time schedule.</p>	<p>1. Ritu Sharma TGT AE (I/c) 2. Meenu Ghai TGT WE (2-I/c) 3. Rita Bhagat TGT Science</p>

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No.	Name of the Department	Duties and Responsibilities	Members (Mr/Mrs/Ms)
7	Co-Curricular Activities Committee & Discipline Committee	<p>Overall discipline of students during their presence in the campus. Prepare detailed plan for morning assembly, lunch break, zero period and dispersal at the end of the day.</p> <p>Form discipline committee among students and allot duties to them.</p> <p>Maintain a class wise register containing the records of late comers, uniform defaulters, damage of school property, any in disciplinary activities inside and outside class room. A month wise rolling trophy may be given to the Best disciplined class (separately for primary and secondary) based on specific judgement criteria formed by the judgment committee.</p> <p>Student Council members are to be nominated or elected as per KVS rules.</p> <p>Maintain discipline during all functions and programmes especially while celebrating National Festivals viz. Republic Day and Independence Day.</p> <p>To maintain a file incorporating discipline cases and action taken.</p> <p>To maintain overall discipline of students during their presence in the campus. Prepare detailed plan for morning assembly, lunch break, zero period and dispersal at the end of the day. Form discipline committee among students and allot duties to them.</p> <p>To plan and execute CCA activities for the whole academic session. To plan and organize other celebrations and observance of important days. Ensure that CCA certificates and prize distribution well in time. Maintain circular register for students and staff, judgement register for morning assembly programme and other CCA activities.</p> <p>A file to keep all circulars regarding to CCA. To maintain the notice board of the morning assembly program and CCA.</p> <p>To facilitate creative writing among students and publish class magazines, newsletters, Vidyalaya Patrika, students' diary, teachers' diary, ID Card issuance in time. Prepare the schedule and execute the same as per KVS guidelines.</p> <p>Elect the office bearers of the Students Council as per KVS norms and assign duties for the discipline of the Vidyalaya.</p> <p>To encourage students to participate in various activities. Select the participants aptly.</p> <p>Maintain the house notice boards periodically, update with relevant topics, National Flag, KVS Flag & House flag erected during morning assembly time . Proper maintenance and updating the information. Make all display board including name of the incharges, House name and name of the student leaders.</p> <p>To organize activities to develop love and admiration for nature, conducting various programmes for environment protection, visit to various places.</p>	<ol style="list-style-type: none"> 1. Ravindranath Singh PGT Hindi (I/c) 2. Haneef Khan TGT Hindi (2-I/c) 3. Rajesh Kamal TGT Maths 4. Meenu Ghai TGT WE 5. Ritu Sharma TGT AE 6. Babita Rani TGT English 7. Veena Sharma HM

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No.	Name of the Department	Duties and Responsibilities	Members (Mr/Mrs/Ms)
8	UBI Portal, Fees Collection, Student Details, Computer Infrastructure, Website, CCTV, AV Aids Committees	<p>To check fee collection every month and ensure that the fees have been levied for each student through UBI Portal.</p> <p>Tally fee collection with office records.</p> <p>Committee to be convened weekly. Web site may be updated daily and necessary information may be displayed.</p> <p>Ensure proper and safe maintenance equipments.</p> <p>Guidance may be given to teachers in preparing in CAL/TAL classes and also in the preparation of e-content.</p> <p>Encourage the staff and students to utilize e-learning records.</p> <p>Maintain a record of all e-gadgets, CCTV, AV Aids (Electronic) and E-Classrooms.</p> <p>To record the utilization and functioning of E-Gadgets, CCTV, AV Aids (Electronic) and E-Classrooms, their maintenance and timely repair.</p>	Vishal Gupta PGT CS
9	Social Science, Integrity Club, EBSB	<p>To organize activities to develop love and admiration for nature, history and culture of India, conducting various programmes for social and environment protection, visit to various historical places.</p> <p>To enable students realize human values and learn to manage resources to lead a healthy and peaceful life.</p> <p>To Sensitize young minds against corruption and unethical practices including drug abuse.</p> <p>To manage and monitor all activities regarding EBSB and online feeding of data related to monthly activities.</p>	<p>1. Madhu Bala PGT English (I/c)</p> <p>2. Bhateri Devi TGT Skt (2-I/c)</p> <p>3. Rajni PRT Music.</p>
10	CMP, Film Shows and Primary Activities Committee	<p>To plan, obtain CDs and arrange film shows and CD display of educational importance and for moulding character.</p> <p>Maintain a Record of Activities conducted.</p> <p>To implement all the necessary instructions given by KVS in Common Minimum Programme.</p> <p>To monitor effective utilization of all available resources for the benefit of students and effective teaching learning process in primary classes.</p> <p>To maintain a register for CMP and all programmes and activities under the head CMP.</p>	<p>1. Veena Sharma HM (I/c)</p> <p>2. Rajni PRT Music (2-I/c)</p>

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No.	Name of the Department	Duties and Responsibilities	Members (Mr/Mrs/Ms)
11	Condemnation Board	Collect the requisitions from the stock holders & staff members and purchase the necessary items as per the purchase procedure of KVS. To follow the guidelines given by KVS in all purchases through GEM Portal. Collect Condemnation list of articles from various stock holders and prepare the procedure as per KVS guidelines.	1. Gurjinder Singh PGT Economics (I/c) 2. Vishal Gupta PGT CS (2-I/c) 3. Mangat Singh Charak TGT Lib 4. Veena Sharma HM 5. Rajni PRT Music 6. Satish Kumar Sharma SSA
12	Sports Committee	Encourage, plan and execute the sports and games activities inside and outside the Vidyalaya as per KVS calendar. To ensure proper implementation of SBSB/FIT India programme and timely submission of records. To provide opportunities for students to participate in games and sports activities and hence enhance participation in regional and national competitions. To conduct physical and health education classes as per KVS and CBSE guidelines and record all the activities on a regular basis. To maintain a log book of activities and a register for achievements and recognition of students and staff in sports and games. To organize health education seminars and classes which will give awareness on the importance of sports in the curriculum.	Rajesh Kamal TGT Maths
13	Literary Club, Readers Club, Charity Club, Library Committee & Daily Attendance	To promote reading habit among all groups of students by providing fertile environment. To help in selection and procuring of books for library following the KVS library Procedure. To conduct book exhibition and other library related activities in a befitting manner.	Mangat Singh Charak TGT Librarian

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No.	Name of the Department	Duties and Responsibilities	Members (Mr/Mrs/Ms)
14	NCC, Scouts and Guides, Clubs and Bulbuls and School Band Committee	<p>To plan and implement Scouting/Guiding activities in Vidyalayas per KVS calendar.</p> <p>To train the colour party for guard of honour on special occasions and to get the National flag ready for National festivals.</p> <p>To maintain a file containing circulars from KVS (HQ&RO) and a register containing enrolment list, name of student and details of activities etc.</p> <p>Zero periods to be arranged on every Wednesday for conducting activities.</p> <p>To plan and implement Cubs' and Bulbuls' activities in the Vidyalaya as per KVS calendar.</p> <p>To maintain a file containing circulars from KVS(HQ & RO) and a register containing enrolment list, name of students and details of activities etc.</p>	<p>1. Haneef Khan TGT Hindi (I/c)</p> <p>2. Rajesh Kamal TGT Maths (2-I/c)</p>
15	Hindi Rajbhasha Implementation Committee	<p>Ensure the execution of Hindi as official language implementation as per the direction of KVS and Government of India.</p> <p>To enhance the use of official language as per the directions of Govt of India.</p> <p>To translate all the relevant circular in official language also and optimize the use of the same in official records.</p> <p>To monitor the monthly report/quarterly reports to be sent to TOLIC/RO via both online/offline mode, and to attend the meeting as when required.</p> <p>To ensure that all related files regarding the inspection of Hindi Rajbhasha are maintained as per rules/procedures at the school office.</p>	<p>1. Ravindranath Singh PGT Hindi (I/c)</p> <p>2. Haneef Khan TGT Hindi (2-I/c)</p> <p>3. Satish Kumar Sharma SSA</p>
16	Childs Protection Cell/ POCSO Cell	<p>To ensure protection of child rights in the campus in letter and spirit and monitor, observe and record any such acts which violate protection of child rights.</p> <p>To ensure that the POCSO Act is properly implemented at the vidyalaya, and keep a vigilant eye on the campus, monitor activities and respond to any emergent issue regarding harrasment of children or violation of the right of the children.</p>	<p>1. Janki PGT Commerce (I/c)</p> <p>2. Madhu Bala PGT English (2-I/c)</p> <p>3. Rita Bhagat TGT Science</p> <p>4. Haneef Khan TGT Hindi</p> <p>5. Veena Sharma HM</p> <p>6. Rajni PRT Music</p>

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No.	Name of the Department	Duties and Responsibilities	Members (Mr/Mrs/Ms)
17	Evacuation Team	To ensure school safety as per school safety policy and NDMA guidelines. To convene a disaster management committee and take all precautions accordingly. To coordinate activities of all stake holders for school safety. To conduct awareness programmes for students, staff and parents. To conduct a mockdrill for evacuation in case of emergency each month.	1. Aakash PGT Physics (I/c) 2. Madhu Bala PGT English (2-I/c) 3. Haneef Khan TGT Hindi 4. Veena Sharma HM 5. Rajni PRT Music
18	Adventures Club, Search and Rescue Team	To ensure safety and security of children in the campus. To display a map of the school in the main area and give awareness to students about dangerous spots and blind spots in the campus. To monitor CCTV cameras for ensuring the safe functioning of the vidyalaya. All emergency telephone numbers to be displayed for quick response under emergency. To manage all activities regarding adventure, tours and trips of the staff as well as students as per the KVS guidelines. Prepare a plan for study tours for all classes. Transportation may be arranged and ensure the safety and security of the students.	1. Ravindranath Singh PGT Hindi (I/c) 2. Aakash PGT Physics (2-I/c) 3. Meenu Ghai TGT WE 4. Ritu Sharma TGT AE 5. Veena Sharma HM 6. Rajni PRT Music
19	First Aid, COVID-19 Response and Medical Team	Conduct medical checkup twice in a year as per KVS norms. To provide first aid assistance and to arrange for medical help in emergency situations. To inform parents without any delay depending on the need/emergency of the situation.	1. Mangat Singh Charak TGT Library (I/c) 2. Haneef Khan TGT Hindi, 3. Babita Rani TGT English (2-I/c) 4. Rita Bhagat TGT Science 5. Veena Sharma HM 6. Rajni PRT Music
20	Transport Safety Team	To prepare a comprehensive report of transport used by students with the help of class teachers. To control the unwanted entry of vehicles in the campus which create hindrance to students during school time by employing supporting staff at entry points. To ensure safe transport facility to students by co ordinating with VMC and local bodies.	1. Ravindranath Singh PGT Hindi (I/c) 2. Janki PGT Commerce 3. Haneef Khan TGT Hindi (2-I/c) 4. Rajesh Kamal TGT Maths 5. Veena Sharma HM 6. Rajni PRT Music 7. Pooja Rani PRT

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No.	Name of the Department	Duties and Responsibilities	Members (Mr/Mrs/Ms)
21	CWSN Team	To maintain a record of special students (CWSN) and ensure that their needs are served and facilities provided are adequate. To Prepare a record of existing facilities and room for improvement. To submit any grievance faced by such children to Principal for immediate action.	Bhateri Devi TGT Sanskrit
22	Internal Complaint Committee (Female Employees)	To monitor and report any harassment of female staff at workplace.	1. Janki PGT Commerce (I/c) 2. Madhu Bala PGT English (2-I/c) 3. Rita Bhagat TGT Science 4. Ritu Sharma TGT AE 5. Veena Sharma HM 6. Rajni PRT Music
23	Internal Complaint Committee (Male Employees)	To monitor and report any harassment of male staff at workplace.	1. Gurjinder Singh PGT Economics (I/c) 2. Ravindranath Singh PGT Hindi (2-I/c) 3. Haneef Khan TGT Hindi
24	Grievance Redressal Dedicated E-Mail	Grievance cell will be functioning for students, staff, parents and public. To open suggestion box (dedicated for students) on every Thursday in the presence of the Principal and record suggestions in a specific register. Supervise and co-ordinate the welfare measures of the SC/ST and OBC. Maintain the register regarding this. Dedicated E-mail for redressal of Complaints of the Staff members only is <kv1akhnoor@gmail.com>	1. Gurjinder Singh PGT Economics (I/c) 2. Ravindranath Singh PGT Hindi (2-I/c) 3. Haneef Khan TGT Hindi 4. Veena Sharma HM
25	Routes to Routes Program/ SPIC MACAY/ AKAM	To arrange the installation of the Online/offline program of AKAM, SPIC MACAY/Routes to Routes and to coordinate training with the coordinators of AKAM, SPIC MACAY/ Routes to Routes. To arrange/organize the cultural programs and to make all arrangements including communication with the representatives of the respective programs. To prepare the children for school assembly, or any other cultural programme. To assist the CCA I/c in managing the morning assembly with ensuring that all its musical/lyrical elements is in full bloom as per the KVS guidelines. To ensure monthly/regular updation/monitoring of online data regarding AKAM/Morning assembly activities etc. with the office.	Rajni PRT Music

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26	School Readiness Program (Class 1 to 6)	To submit the Plan of activities and execute the plan, to prepare reports and maintain the register.	1. Bhateri Devi TGT Sanskrit (I/c) 2. Veena Sharma HM 3. Rajni PRT Music
27	INSPIRE, PISA, AEP, ACP, ATL, Science Club	To prepare project ideas for the students aspiring for INSPIRE Awards and their participation at all subsequent levels. To ensure that maximum no. of students participate in the INSPIRE Awards. To ensure data is timely submitted at the INSPIRE Portal, PISA Portal, monitoring and updation of the data regularly. To arrange school level planning and its implementation, to coordinate with the Cluster, manage inspection and all related activities of AEP, ACP and Science Club. To manage, monitor and implement all related activities to ATL. To give Guidance and Counselling to students, arrange for guest lectures etc. To ensure completion of AEP modules. To ensure timely intervention in case of behavioural changes in children and to act and attend such cases as assigned to a school counsellor. To conduct activities that helps in building life skills and self confidence. To maintain record of all the activities conducted at a register.	1. Rita Bhagat TGT Science (I/c) 2. Aakash PGT Physics 3. Babita Rani TGT English (2-I/c) 4. Rajesh Kamal TGT Maths
28	Green Audit /Harit and Swacch Vidyalaya Program/ ECO Club	To register and execute the activities under the program. To send the Green Audit Report as per the KVS Plan of activities. To organise and monitor the ECO Club/Green Audit/Harit Vidyalaya awareness program. To fill and update all the respective data at the online portals related to the programs.	1. Aakash PGT Physics (I/c) 2. Janki PGT Commerce (2-I/c) 3. Madhu Bala PGT English 4. Bhateri Devi TGT Sanskrit 5. Veena Sharma HM
29	School Repair and Maintenance	To ensure that the minor and major repair works including civil, electrical, plumbing and water supply of the school building are carried out, also to supervise the same. To obtain the safety certificate of the building and ensure the purity of the potable water. To manage the servicing/repair of Water purifiers, Fire extinguishers at the vidyalaya and maintain a record at the register. To manage the cleaning of all the water points and maintain a record at a register.	1. Meenu Ghai TGT WE (I/c) 2. Ritu Sharma TGT AE (2-I/c) 3. Veena Sharma HM

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No.	Name of the Department	Duties and Responsibilities	Members (Mr/Mrs/Ms)
30	Outsourcing Committee	To look after the cleanliness of the school campus, classrooms, corridors etc. To inspect the toilets and wash basins daily and report to the concerned in charges if any lacuna is detected. Maintain a registers showing the daily up keep of Vidyalaya, allotment of duties to staff to supervise cleaning of areas like ground, secondary block, primary block and administrative block and submit a fortnightly report in the proper format. Marking attendance and supervision of conservancy service staff and usage of cleaning materials. To assist the office in the proper management of the Outsourced staff.	1. Ravindranath Singh PGT Hindi (I/c) 2. Rajesh Kamal TGT Maths (2-I/c) 3. Meenu Ghai TGT WE 4. Ritu Sharma TGT AE 5. Haneef Khan TGT Hindi 6. Veena Sharma HM
31	Contractuals Committee	To assist the office in preparing panel of contractual teachers for each academic session. To ensure the management of conducting interviews for preparing the panel of contractual teachers. To ensure that no post remains vacant and contractual teachers are employed on the basis of duly approved panel by the Chairman, VMC. To monitor the functioning of the contractual teachers and ensure the daily attendance of the contractual teachers at the vidyalaya, and if they are on leave, to ensure they avail only 01 leave per month without cumulative effect.	1. Gurjinder Singh PGT Economics (I/c) 2. Vishal Gupta PGT CS (Tech. Asstt) 3. Haneef Khan TGT Hindi (2-I/c) 4. Ritu Sharma TGT AE 5. Mangat Singh Charak TGT Library 6. Babita Rani TGT English 7. Veena Sharma HM

Principal