## **KENDRIYA VIDYALAYA BANKA**

## Vidyalaya Committee

## Session-2023-24

SI. No.	Committee	Name of the members	Duties	Signature
1	Admission	1. Mr. Akshay Kumar TGT-AE I/C 2. Mrs.Gurdeep Kaur PRT 3. Mr.Niraj Prakash PRT	<ol> <li>To scrutinize the forms.</li> <li>To check the number of transfers, DOB etc and arrange accordingly.</li> <li>To grant admission and complete all admission related work.</li> <li>Any other related work.</li> </ol>	
2	Time-Table/ Arrangement	<ol> <li>Mr. Anil Kumar Mandal TGT Math I/C</li> <li>Mr. Chandradhari Sharan</li> <li>Mr.Niraj Prakash</li> </ol>	<ol> <li>To prepare the time table.</li> <li>To write the copies of the time table and distribute among the teachers</li> <li>To make substitute Arrangements</li> <li>Any other related work.</li> </ol>	
3	Examination	<ol> <li>Dr.Ashwani Kumar Thakur TGT-SKT</li> <li>Mr.Akshay Kumar TGT-AE</li> <li>Mr.Niraj Prakash PRT</li> </ol>	<ol> <li>To plan PT/HE/SE/Pre-Board exam Time-Table as per KVS calendar of activities</li> <li>To attend to all CBSE correspondence work</li> <li>To allow invigilation work.</li> <li>To review the software for result &amp; make it uniform for all.</li> <li>Any other related work</li> </ol>	
4	Maintenance & Repairing	<ol> <li>Mr. R.K. Pathak         TGT-WE I/C</li> <li>Mr. C.D. Sharan         TGT-P&amp;HE</li> <li>Mrs.Gurdeep Kaur         PRT</li> </ol>	To carry out related task as and when required.	
5	Games & Sports	<ol> <li>Mr. C.D. Sharan, TGT P&amp;HE I/C</li> <li>Dr.Sulekha Kumari Librarian</li> <li>Mr.Niraj Prakash PRT</li> </ol>	<ol> <li>To train the students for KVS competitions including cluster/Regional/Zonal/National competitions.</li> <li>Inter house sports &amp; games competitions</li> <li>To give theoretical aspects of games and sports as per KVS syllabus.</li> <li>To conduct sports day.</li> <li>Any other related work.</li> </ol>	

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6	Co-curricular Activity	1. Mr.Suman Kumar TGT-S.St.  2. Mr.Niraj Prakash PRT  3. Mrs.Gurdeep Kaur PRT	<ol> <li>To prepare a calendar of activities and conduct the CCA competitions as per the plan.</li> <li>To celebrate all the national festivals/weeks and other important days.</li> <li>To check whether all the activities are going on as per the calendar including the morning assembly.</li> <li>Morning assembly should be conducted in a serious and befitting manner. Adequate training should be given to the participating students well in advance especially the primary students.</li> </ol>
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			5. Any other related work.
7	Press Communication & Photography	Dr.Sulekha Kumari     Librarian     Mr.Suman Kumar	To arrange for publication of important events of the vidyalaya in the newspaper.
		TGT-S.St.	2. To keep records of photos
		3. Mr.Akshay Kumar TGT AE	event wise in separate folders.
		4. Mrs.Gurdeep Kaur	3. To take print out of selected
		PRT	photos for display boards.
		LI/I	4. To hand over selected
			photos to computer I/C for
			websites.
8	Library Committee	1. Dr.Sulekha Kumari.	To arrange the procurement
		Librarian I/C	of magazines, periodicals,
		2. Mr. Anil Mandal	newspapers, textbook,
		TGT-Eng	reference books, floppy, CDs, as the need of the staff and
		3. Mrs.Gurdeep Kaur PRT	students.
		4. Mr. Upendra Sah	To maintain the periodicals
		PRT	and get them bound for future reference.
			3. To have newspaper cuttings
			of important articles and
			prepare scrap books.
			To make arrangement for     TAL use to keep a record of
			computer use.
L			5. Any other related work.
9	Teaching Aids	1. Mr.Suman Kumar	Prepare requirement
		TGT-SST	list/purchase/issue and
		2. Mr.Niraj Prakash	maintaining records in the
		PRT	respective departments.
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11 Subject 1 Subject 2 Dr. Ashwani kumar TGT-Sanskrit 3. Mr. Anil Mandal TGT-Eng 2. Dr. Ashwani kumar TGT-Sanskrit 3. Mr. Upendra Sah PRT 4. Mr. Suran kumar TGT-SST 2. Mr. Surdeep Kaur PRT 3. Mr. Niraj Prakash PRT 4. Mr. Upendra Sah PRT 5 Sience & Maths 1. Mr. A.K. Mandal TGT-Braksh PRT 2. Mr. A.K. Mandal TGT-Braksh PRT 3. Mr. A.K. Mandal TGT-Braksh PRT 4. Mr. Upendra Sah PRT 5 Sience & Maths 1. Mr. A.K. Mandal TGT-Braksh PRT 3. Mr. Surdeep Kaur PRT 4. Mr. Upendra Sah PRT 5 Sience & Maths 1. Mr. A.K. Mandal TGT-Braksh PRT 3. Mr. S. Gurdeep Kaur PRT 4. Mr. Upendra Sah PRT 5 Sience & Maths 1. Dr. Ashwani kumar TGT-Sanskrit 7. Mr. J. Dr. Ashwani kumar Traksur Traks	40	A 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 11 11 6	
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5. Mr.Upendra Sah 5. Any other related work.			5. Mr.Upendra Sah	5. Any other related work.
PRT PRT			PRT	

1/1	Furnituro	1 Mr P K Dathak	1 To assess the requirement of
14	Furniture	1. Mr. R.K. Pathak TGT WE I/C  2. Dr.Sulekha Kumari. Librarian  3. Mr.Suman Kumar TGT-SST  4. Mr.Niraj Prakash PRT	<ol> <li>To assess the requirement of furniture for the session.</li> <li>Following proper purchase procedure for its procurement.</li> <li>Proper numbering of available furniture.</li> <li>Repair of furniture items as and when required.</li> <li>Allotment of furniture as per the requirement of class.</li> <li>Conducting physical verification and recommending write off of irreparable items.</li> <li>Maintaining the stock register.</li> <li>Any other related work.</li> </ol>
15	P. A. System and Audio Visual Aids and Electrical Complaints	1. Mr. R.K. Pathak TGT WE I/C 2.Mr. Niraj Prakash PRT	1. To arrange everyday PA system in the morning assembly well in advance.  2. To arrange PA system on special occasion as and when required.  3. Any other related work.
16	Outsourcing, Security, and House Keeping	1. Mr. R.K. Pathak TGT WE I/C 2. Mr. C.D. Sharan 3. Mrs.Gurdeep Kaur PRT	<ol> <li>To supervise cleanliness of         Vidyalaya on day to day         basis.</li> <li>To ensure promptness on         the part of watchman.</li> <li>To ensure the availability of         adequate cleaning material         and safety equipments.</li> <li>To put proper tags on         different toilets and         dustbins.</li> </ol>
17	AEP	<ol> <li>Dr.Sulekha Kumari. Librarian I/C</li> <li>Mr. R.K. Pathak TGT WE</li> </ol>	1. To conduct the programme as per KVS guidelines.
18	СМР	1. Mrs. Gurdeep Kaur PRT  2. Mr.Upendra Sah PRT  3. Mr.Niraj Prakash PRT I/C	<ol> <li>To oversee implementation of activities method in primary classes.</li> <li>To prepare report of strengthening of primary education and send them to concern office.</li> <li>To follow new guidelines.</li> <li>Any other related works.</li> </ol>

20	First aid and medical team  Discipline and Anti	<ol> <li>Mr. C.D. Sharan         TGT P&amp;HE I/C</li> <li>Dr.Sulekha Kumari.         Librarian I/C</li> <li>Mrs.Gurdeep Kaur         PRT</li> <li>Mr. C.D. Sharan</li> </ol>	<ol> <li>To maintain the stock of first aid materials.</li> <li>To give proper first aid to the needy students.</li> <li>Any other related work.</li> <li>Maintaining discipline inside</li> </ol>
20	Bullying	TGT P&HE I/C  2. Mr.Suman Kumar TGT-SST  3. Dr.Sulekha Kumari. Librarian  4. Mrs.Gurdeep Kaur PRT	and at the main gates.  2. Sorting indiscipline problems created by children.  3. Checking indiscipline during special programmes organised in CCA hall or any other place.  4. Checking of class pass when children are coming out.  5. All case of bullying to be sorted out with the involvement of parents.
21	Website	1. Mr.Akshay Kumar TGT AE 2. Mr.Niraj Prakash PRT	<ol> <li>To maintain &amp; update the website periodically in English/Hindi regarding Admission, Exam, CCA, Photography, Primary and CMP etc.</li> <li>To improve the user friendliness of the website.</li> <li>To constantly monitor the data uploaded and the works of the students for originality.</li> <li>Any other website related work as &amp; when KVS instruct.</li> </ol>
22	Child Rights Protection Bill	<ol> <li>Dr.Sulekha Kumari. Librarian I/C</li> <li>Mr.Suman Kumar TGT-SST</li> <li>Mr.Akshay Kumar TGT AE</li> <li>Mr. C.D. Sharan TGT P&amp;HE</li> <li>Mrs.Gurdeep Kaur PRT</li> </ol>	1. Encourage children's participation in matters that affect their lives.  2. Discuss child rights issues with the parents in the PTA meeting.  3. Organise meeting of children with school authorities.
23	Evacuation Team	<ol> <li>Mr. R.K. Pathak         TGT WE I/C</li> <li>Mr. C.D. Sharan         TGT P&amp;HE</li> <li>Mr.Niraj Prakash         PRT</li> </ol>	<ol> <li>Conduct minimum of two annual fire and building evacuation drills.</li> <li>Check fire suppression equipment.</li> <li>Any other related work.</li> </ol>
24	Search and Rescue Team	Dr.Sulekha Kumari.     Librarian I/C     Mrs.Gurdeep Kaur PRT	1. To maintain and make sure the fire fighting equipment (extinguisher) is in working order and that staffs has received training in its use.

25	Transport Safety Team	<ol> <li>Mr. C.D. Sharan         TGT P&amp;HE I/C</li> <li>Mrs.Gurdeep Kaur         PRT</li> </ol>	<ol> <li>Guide the students about the traffic rules.</li> <li>Tie up with local vehicle Drivers for safety of the students.</li> <li>Any other related work.</li> </ol>
26	Team for students with special needs(Divyang)	1. Mr.Suman Kumar TGT-SST  2. Mr. Anil Kumar TGT-Eng  3. Mrs.Gurdeep Kaur PRT	
27	Internal Complaint Committee	1. Dr.Sulekha Kumari Librarian I/C 2. Mr.Suman Kumar TGT-SST 3. Mrs.Gurdeep Kaur PRT	1. Maintaining complaint box/opening once in a fortnight/recording and taking remedial measure with the consent of the undersigned.
28	Grievance Redressal Committee	4. Dr.Sulekha Kumari Librarian I/C  5. Mr.Suman Kumar TGT-SST  6. Mrs.Gurdeep Kaur PRT	To sort out grievances of staff on every third Saturday at 1 PM and prepare minutes of meeting.
29	Morning Assembly	1. Mrs.Chanchal Rani PRT(Music) 2. Mr.Suman Kumar TGT-SST 3. Mr. C.D. Sharan TGT P&HE I/C 4. Dr. Ashwani Kumar Thakur TGT-Sanskrit	<ol> <li>To check uniforms of all students during morning assembly/trimming of nails/hair cut/polish of shoes/neatness of uniforms and socks.</li> <li>Formation of lines and the movement of students in lines during periods and also at the end of the school.</li> <li>To check the late comers.</li> <li>To oversee special occasions/celebrations.</li> <li>Any other related work.</li> </ol>
30	Local Purchase	1. Mr.Suman Kumar TGT-SST 2. Mr.Akshay Kumar TGT AE 3. Mr. R.K. Pathak TGT-WE 4. Mr.Niraj Prakash PRT	<ol> <li>To assist the Vidyalaya purchases for all the departments.</li> <li>Market survey of articles and items.</li> <li>Settlement of accounts.</li> <li>Any other related work.</li> </ol>
31	Safety and Security of Building	<ol> <li>Mr. R.K. Pathak TGT-WE I/C</li> <li>Mr. C.D. Sharan TGT P&amp;HE I/C</li> </ol>	<ol> <li>To plan for safety and security of the building as per guidelines.</li> <li>To arrange for mock drills.</li> </ol>

32	РТА	<ol> <li>Dr.Sulekha Kumari Librarian I/C</li> <li>Mr.Suman Kumar TGT-SST</li> <li>Mr.Akshay Kumar TGT AE</li> </ol>	To conduct PTA meetings as per KVS guide lines and to keep record of the meetings.
33	Auction and Disposal	<ol> <li>Dr.Sulekha Kumari Librarian I/C</li> <li>Mr.Akshay Kumar TGT AE</li> <li>Mr. R.K. Pathak TGT-WE I/C</li> <li>Mr. Upendra Sah</li> </ol>	<ol> <li>To notify the articles of different departments to be auctioned.</li> <li>To make wide publicity for auction of the items.</li> <li>To fix the date of auction dispose of the items with</li> </ol>
34	Math & Science Olympiad	PRT  1. Mr. Anil Kr. Mandal TGT-Maths I/C  2. Mr. R.K. Pathak TGT-WE	proper records.  1. To inform the students about these competitions.  2. To oversee their active participation.  3. Conduction of junior mathematics Olympiad as per KVS guidelines.  4. Any other related work.
35	Checking of Fee/Pay and Allowance of Staff	<ol> <li>Mr. Anil Kr.</li> <li>Mandal</li> <li>TGT-Maths I/C</li> <li>Mr.Niraj Prakash</li> <li>PRT</li> </ol>	Checking of fees on monthly basis and reconciling it with bank in coordination with class teachers and office.
36	GeM	<ol> <li>Mr. Anil Kumar Mandal TGT-Math</li> <li>Mr. Jitendra Kumar SSA</li> <li>Mr.Niraj Prakash PRT</li> </ol>	
37	CLUBS  1. Maths  2. Science	<ol> <li>Mr. Anil Kumar Mandal TGT Maths</li> <li>Mr. R.K. Pathak TGT-WE I/C</li> </ol>	<ol> <li>To prepare the children for the related competitions.</li> <li>To organize lectures.</li> <li>To guide children in writing the summary of books read by them, prepare scrapbooks.</li> <li>Any other related work.</li> </ol>
	3. ECO	<ol> <li>Mr. R.K. Pathak TGT-WE I/C</li> <li>Mr. C.D. Sharan TGT-P&amp;HE</li> <li>Mr.Niraj Prakash PRT</li> </ol>	

4. Health	1. Mr. C.D. Sha	aran
	TGT P&HE I,	/C
	2. Mrs. Gurde	ep Kaur
	PRT	
	3. Mrs. Chanch	hal Rani
	PRT(Music)	

Houses	House Masters
Shivaji House	Mr. Akshay Kumar
Tagore House	Mr. C.D. Sharan
Ashoka House	Dr. Sulekha Kumari
Raman House	Mr. R.K. Pathak

Principal