

**KENDRIYA VIDYALAYA BANKA****Vidyalaya Committee****Session-2023-24**

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

6	Co-curricular Activity	1. Mr.Suman Kumar TGT-S.St.	<ol style="list-style-type: none"> <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> <li>Any other related work.</li> </ol>	
		2. Mr.Niraj Prakash PRT		
		3. Mrs.Gurdeep Kaur PRT		
7	Press Communication & Photography	1. Dr.Sulekha Kumari Librarian	<ol style="list-style-type: none"> <li>To arrange for publication of important events of the vidyalaya in the newspaper.</li> <li>To keep records of photos event wise in separate folders.</li> <li>To take print out of selected photos for display boards.</li> <li>To hand over selected photos to computer I/C for websites.</li> </ol>	
		2. Mr.Suman Kumar TGT-S.St.		
		3. Mr.Akshay Kumar TGT AE		
		4. Mrs.Gurdeep Kaur PRT		
8	Library Committee	1. Dr.Sulekha Kumari. Librarian I/C	<ol style="list-style-type: none"> <li>To arrange the procurement of magazines, periodicals, newspapers, textbook, reference books, floppy, CDs, as the need of the staff and students.</li> <li>To maintain the periodicals and get them bound for future reference.</li> <li>To have newspaper cuttings of important articles and prepare scrap books.</li> <li>To make arrangement for TAL use to keep a record of computer use.</li> <li>Any other related work.</li> </ol>	
		2. Mr. Anil Mandal TGT-Eng		
		3. Mrs.Gurdeep Kaur PRT		
		4. Mr. Upendra Sah PRT		
9	Teaching Aids	1. Mr.Suman Kumar TGT-SST	<ol style="list-style-type: none"> <li>Prepare requirement list/purchase/issue and maintaining records in the respective departments.</li> </ol>	
		2. Mr.Niraj Prakash PRT		

10	Awakened citizen programme	<ol style="list-style-type: none"> <li>1. Mr.Suman Kumar TGT-SST</li> <li>2. Mr. Anil Kr. Mandal TGT-Maths</li> <li>3. Mr. Anil Mandal TGT-Eng</li> </ol>	<ol style="list-style-type: none"> <li>1. To conduct ACP classes/modules.</li> </ol>	
11	Subject	<p><b><u>Language</u></b></p> <ol style="list-style-type: none"> <li>1. Mr. Anil Mandal TGT Eng.</li> <li>2. Dr. Ashwani kumar TGT-Sanskrit</li> <li>3. Mr.Upendra Sah PRT</li> <li>4. Mr.Niraj Prakash PRT</li> <li>5. Mrs.Gurdeep Kaur PRT</li> </ol> <p><b><u>S.ST&amp;EVS</u></b></p> <ol style="list-style-type: none"> <li>1. Mr.Suman kumar TGT-SST</li> <li>2. Mrs.Gurdeep Kaur PRT</li> <li>3. Mr.Niraj Prakash PRT</li> <li>4. Mr. Upendra Sah PRT</li> </ol> <p><b><u>Science &amp; Maths</u></b></p> <ol style="list-style-type: none"> <li>1. Mr.A.K.Mandal TGT-Math, I/C</li> <li>2. Mr.Niraj Prakash PRT</li> <li>3. Mrs.Gurdeep Kaur PRT</li> <li>4. Mr. Upendra Sah PRT</li> </ol>	<p>&gt;&gt;To conduct subject committee meeting</p> <p><b>Main Agenda will be:-</b></p> <ol style="list-style-type: none"> <li>1. To discuss coverage of syllabus, projects, home assignments</li> <li>2. To plan demonstration lessons</li> <li>3. To scrutinize PT/HY/SE question papers.</li> <li>4. Any other related work.</li> </ol>	
12	Rajbhasha	<ol style="list-style-type: none"> <li>1. Dr. Ashwani Kumar Thakur TGT-Sanskrit</li> <li>2. Mr. Jitendra Kumar SSA</li> </ol>	<ol style="list-style-type: none"> <li>1. To prepare the students for Hindi competitions of KVS.</li> <li>2. To attend official committee meetings and the send the reports to KVS Regional Office.</li> <li>3. Hindi week/ fortnight celebrations.</li> <li>4. Any other related work.</li> </ol>	
13	Scout & Guide  Cub & Bulbul	<ol style="list-style-type: none"> <li>1. Mrs.Gurdeep Kaur PRT I/C(Guides)</li> <li>2. Mr. Akshay Kumar TGT AE I/C(Scouts)</li> <li>3. Mr. R.K. Pathak TGT WE</li> <li>4. Mr. C.D. Sharan TGT P&amp;HE</li> <li>5. Mr.Upendra Sah PRT</li> </ol>	<ol style="list-style-type: none"> <li>1. To train the children in the various S&amp;G/C&amp;B activities.</li> <li>2. To prepare the students for Rajya Puraskar and other competitions.</li> <li>3. To conduct regular S&amp;G/C&amp;B classes.</li> <li>4. To conduct campfire.</li> <li>5. Any other related work.</li> </ol>	

14	Furniture	1. Mr. R.K. Pathak TGT WE I/C	<ol style="list-style-type: none"> <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>	
		2. Dr.Sulekha Kumari. Librarian		
		3. Mr.Suman Kumar TGT-SST		
		4. Mr.Niraj Prakash PRT		
15	P. A. System and Audio Visual Aids and Electrical Complaints	1. Mr. R.K. Pathak TGT WE I/C	<ol style="list-style-type: none"> <li>To arrange everyday PA system in the morning assembly well in advance.</li> <li>To arrange PA system on special occasion as and when required.</li> <li>Any other related work.</li> </ol>	
		2. Mr. Niraj Prakash PRT		
16	Outsourcing, Security, and House Keeping	1. Mr. R.K. Pathak TGT WE I/C	<ol style="list-style-type: none"> <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>	
		2. Mr. C.D. Sharan		
		3. Mrs.Gurdeep Kaur PRT		
17	AEP	1. Dr.Sulekha Kumari. Librarian I/C	<ol style="list-style-type: none"> <li>To conduct the programme as per KVS guidelines.</li> </ol>	
		2. Mr. R.K. Pathak TGT WE		
18	CMP	1. Mrs. Gurdeep Kaur PRT	<ol style="list-style-type: none"> <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>	
		2. Mr.Upendra Sah PRT		
		3. Mr.Niraj Prakash PRT I/C		

19	First aid and medical team	<ol style="list-style-type: none"> <li>1. Mr. C.D. Sharan TGT P&amp;HE I/C</li> <li>2. Dr.Sulekha Kumari. Librarian I/C</li> <li>3. Mrs.Gurdeep Kaur PRT</li> </ol>	<ol style="list-style-type: none"> <li>1. To maintain the stock of first aid materials.</li> <li>2. To give proper first aid to the needy students.</li> <li>3. Any other related work.</li> </ol>	
20	Discipline and Anti Bullying	<ol style="list-style-type: none"> <li>1. Mr. C.D. Sharan TGT P&amp;HE I/C</li> <li>2. Mr.Suman Kumar TGT-SST</li> <li>3. Dr.Sulekha Kumari. Librarian</li> <li>4. Mrs.Gurdeep Kaur PRT</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintaining discipline inside and at the main gates.</li> <li>2. Sorting indiscipline problems created by children.</li> <li>3. Checking indiscipline during special programmes organised in CCA hall or any other place.</li> <li>4. Checking of class pass when children are coming out.</li> <li>5. All case of bullying to be sorted out with the involvement of parents.</li> </ol>	
21	Website	<ol style="list-style-type: none"> <li>1. Mr.Akshay Kumar TGT AE</li> <li>2. Mr.Niraj Prakash PRT</li> </ol>	<ol style="list-style-type: none"> <li>1. To maintain &amp; update the website periodically in English/Hindi regarding Admission, Exam, CCA, Photography, Primary and CMP etc.</li> <li>2. To improve the user friendliness of the website.</li> <li>3. To constantly monitor the data uploaded and the works of the students for originality.</li> <li>4. Any other website related work as &amp; when KVS instruct.</li> </ol>	
22	Child Rights Protection Bill	<ol style="list-style-type: none"> <li>1. Dr.Sulekha Kumari. Librarian I/C</li> <li>2. Mr.Suman Kumar TGT-SST</li> <li>3. Mr.Akshay Kumar TGT AE</li> <li>4. Mr. C.D. Sharan TGT P&amp;HE</li> <li>5. Mrs.Gurdeep Kaur PRT</li> </ol>	<ol style="list-style-type: none"> <li>1. Encourage children's participation in matters that affect their lives.</li> <li>2. Discuss child rights issues with the parents in the PTA meeting.</li> <li>3. Organise meeting of children with school authorities.</li> </ol>	
23	Evacuation Team	<ol style="list-style-type: none"> <li>1. Mr. R.K. Pathak TGT WE I/C</li> <li>2. Mr. C.D. Sharan TGT P&amp;HE</li> <li>3. Mr.Niraj Prakash PRT</li> </ol>	<ol style="list-style-type: none"> <li>1. Conduct minimum of two annual fire and building evacuation drills.</li> <li>2. Check fire suppression equipment.</li> <li>3. Any other related work.</li> </ol>	
24	Search and Rescue Team	<ol style="list-style-type: none"> <li>1. Dr.Sulekha Kumari. Librarian I/C</li> <li>2. Mrs.Gurdeep Kaur PRT</li> </ol>	<ol style="list-style-type: none"> <li>1. To maintain and make sure the fire fighting equipment (extinguisher) is in working order and that staffs has received training in its use.</li> </ol>	

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

32	PTA	<ol style="list-style-type: none"> <li>1. Dr.Sulekha Kumari Librarian I/C</li> <li>2. Mr.Suman Kumar TGT-SST</li> <li>3. Mr.Akshay Kumar TGT AE</li> </ol>	<ol style="list-style-type: none"> <li>1. To conduct PTA meetings as per KVS guide lines and to keep record of the meetings.</li> </ol>	
33	Auction and Disposal	<ol style="list-style-type: none"> <li>1. Dr.Sulekha Kumari Librarian I/C</li> <li>2. Mr.Akshay Kumar TGT AE</li> <li>3. Mr. R.K. Pathak TGT-WE I/C</li> <li>4. Mr. Upendra Sah PRT</li> </ol>	<ol style="list-style-type: none"> <li>1. To notify the articles of different departments to be auctioned.</li> <li>2. To make wide publicity for auction of the items.</li> <li>3. To fix the date of auction dispose of the items with proper records.</li> </ol>	
34	Math & Science Olympiad	<ol style="list-style-type: none"> <li>1. Mr. Anil Kr. Mandal TGT-Maths I/C</li> <li>2. Mr. R.K. Pathak TGT-WE</li> </ol>	<ol style="list-style-type: none"> <li>1. To inform the students about these competitions.</li> <li>2. To oversee their active participation.</li> <li>3. Conduction of junior mathematics Olympiad as per KVS guidelines.</li> <li>4. Any other related work.</li> </ol>	
35	Checking of Fee/Pay and Allowance of Staff	<ol style="list-style-type: none"> <li>1. Mr. Anil Kr. Mandal TGT-Maths I/C</li> <li>2. Mr.Niraj Prakash PRT</li> </ol>	<ol style="list-style-type: none"> <li>1. Checking of fees on monthly basis and reconciling it with bank in coordination with class teachers and office.</li> </ol>	
36	GeM	<ol style="list-style-type: none"> <li>1. Mr. Anil Kumar Mandal TGT-Math</li> <li>2. Mr. Jitendra Kumar SSA</li> <li>3. Mr.Niraj Prakash PRT</li> </ol>		
37	<p><b><u>CLUBS</u></b></p> <ol style="list-style-type: none"> <li>1. Maths</li> <li>2. Science</li> <li>3. ECO</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. Anil Kumar Mandal TGT Maths</li> <li>1. Mr. R.K. Pathak TGT-WE I/C</li> <li>1. Mr. R.K. Pathak TGT-WE I/C</li> <li>2. Mr. C.D. Sharan TGT-P&amp;HE</li> <li>3. Mr.Niraj Prakash PRT</li> </ol>	<ol style="list-style-type: none"> <li>1. To prepare the children for the related competitions.</li> <li>2. To organize lectures.</li> <li>3. To guide children in writing the summary of books read by them, prepare scrapbooks.</li> <li>4. Any other related work.</li> </ol>	

	4. Health	<ol style="list-style-type: none"> <li>1. Mr. C.D. Sharan TGT P&amp;HE I/C</li> <li>2. Mrs. Gurdeep Kaur PRT</li> <li>3. Mrs. Chanchal Rani PRT(Music)</li> </ol>		
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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