

KENDRIYA VIDYALAYA NHPC SINGTAM

LIST OF COMMITTEES (2024-25)

The following committees, departments, and clubs are hereby established to oversee a range of curricular, co-curricular, and extracurricular activities for the academic session 2024-25. This initiative aims to offer abundant opportunities for these entities to foster and instil the highest ethical and moral values among students in light of NEP 2020. It is designed to facilitate the seamless operation of the Vidyalaya throughout the current academic year. Additionally, the committee may undertake any other responsibilities assigned by the Principal.

All conveners, in-charges, and members of respective departments, committees, or clubs are directed to initiate a register for documenting the action plan and ensure its earnest implementation. Submit monthly progress reports for the activities and a year-end report after the session. The Principal will assess the performance of each committee, with observations duly recorded in the Annual Performance Appraisal Report (APAR) of the individuals involved. The specific duties, responsibilities, and activities are outlined below.

1. ACADEMIC SUPERVISION

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
Principal	<ul style="list-style-type: none"> • Providing visionary leadership to promote academic excellence, innovation, and continuous improvement in teaching and learning practices. • Overseeing the development, implementation, and evaluation of the school curriculum to ensure alignment with national educational standards and KVS guidelines. • Supervising, and evaluating teaching and non-teaching staff, and providing professional development opportunities to enhance their skills and effectiveness. • Establishing and enforcing disciplinary policies, procedures, and codes of conduct to maintain a safe, orderly, and conducive learning environment for all students. • Planning and coordinating academic programs, assessments, and examinations to monitor student progress, identify learning gaps, and promote academic achievement. • Building positive relationships with parents, guardians, and the local community through effective communication, collaboration, and involvement in school activities and events. • Developing and managing the school budget, allocating resources effectively, and ensuring the efficient use of funds to support educational programs and initiatives. • Overseeing the maintenance, repair, and improvement of school facilities, grounds, and infrastructure to provide a safe, comfortable, and conducive learning environment. • Providing support services to address the diverse needs of students, including counselling, special education, career guidance, and extracurricular activities. • Ensuring compliance with KVS policies, regulations, and legal requirements, including education laws, labour laws, and government mandates. • Analysing data on student performance, attendance, and behaviour to inform decision-making, strategic planning, and resource allocation. • Facilitating professional development and training opportunities for staff to enhance their knowledge, skills, and instructional practices. • Representing the school and advocating for its interests and accomplishments to external stakeholders, media, government agencies, and educational organizations. • Developing and implementing emergency response plans, procedures, and protocols to ensure the safety and security of students, staff, and the school community.

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2. OFFICE & ACCOUNT ASSISTANCE

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
1. SANJIV KUMAR 2. SATYAM SHIVAM 3. RAVI KUMAR 4. MR. DILLIRAM	<ul style="list-style-type: none">• Maintaining accurate records of financial transactions, including expenditures, revenues, budgets, and other financial activities.• Managing accounts payable and accounts receivable, ensuring timely payments and receipts, and reconciling accounts regularly.• Assisting in the preparation of annual budgets, monitoring budgetary allocations, and providing financial reports to the relevant authorities.• Generating financial reports such as balance sheets, income statements, and cash flow statements for internal and external stakeholders.• Coordinating with internal and external auditors to facilitate audits of financial records and ensuring compliance with auditing standards and regulations.• Assisting in the procurement process by preparing purchase orders, verifying invoices, and maintaining records of inventory and supplies.• Ensuring accurate and timely processing of payroll for staff members, including salary calculations, deductions, and tax withholdings.• Ensuring compliance with relevant financial regulations, policies, and procedures set forth by KVS and governmental authorities.• Providing administrative support to other departments within KVS as needed, including handling correspondence, scheduling meetings, and maintaining office supplies.• Conducting training sessions for staff members on financial procedures, software systems, and best practices to improve efficiency and accuracy.• Conducting financial analysis to identify trends, forecast future financial performance, and provide recommendations for improvement.• Identifying financial risks and implementing strategies to mitigate them, such as implementing internal controls and fraud prevention measures.• To type the letters given by the office and principal.



3. VIDYALAYA PLAN & SUGGESTIONS (VPS): PTM, PTA, VMC, SMC, ALCP

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
1. SH. AKD 2. SH. NKM 3. SH. SKJ 4. Ms. DP 5. SH. RG	<ul style="list-style-type: none">• Involved in the development and implementation of the school's strategic plan, which includes setting goals, objectives, and action plans to improve academic performance, infrastructure, and overall school effectiveness.• Prepares the annual plan for the school, which outlines specific activities, projects, and initiatives to be undertaken throughout the academic year. This plan may encompass areas such as curriculum development, teacher training, student activities, and infrastructure upgrades.• The VPSC assists in the budgeting process by identifying priorities, estimating costs, and allocating resources to support the implementation of the school's plans and programs.• The committee monitors the progress of various initiatives and projects outlined in the school's plans, conducts regular reviews, and evaluates their impact on student learning outcomes, school environment, and overall performance.• The VPSC gathers input and suggestions from various stakeholders, including teachers, students, parents, and community members, to inform the planning process and ensure that their needs and concerns are addressed.• The committee identifies areas for improvement based on feedback, data analysis, and observations, and recommends strategies and interventions to enhance the quality of education and school operations.• The VPSC collaborates with other school committees, departments, and external partners to align efforts, share resources, and coordinate activities that support the school's goals and objectives.• The committee may be involved in the development or review of school policies, procedures, and guidelines related to curriculum, assessment, discipline, safety, and other areas relevant to the school's functioning.• The VPSC prepares reports, presentations, and updates to communicate the progress and outcomes of the school's planning efforts to school leadership, staff, and stakeholders.• The committee may organize professional development activities, workshops, or training sessions for teachers and staff to build capacity and enhance their skills in areas relevant to the school's plans and priorities. This committee is tasked with proposing and formulating comprehensive action plans for both academic and co-curricular activities.• Serving as an advisory board for the Vidyalaya's various initiatives, the committee's members will assist and provide recommendations to the Principal for decision-making during both routine and emergencies, such as in the realms of sports, games, and examinations.• The decisions reached by the committee will hold ultimate authority and will be obligatory for all students.• Additionally, the committee may undertake any other responsibilities assigned by the Principal.

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4. ACADEMIC ADVISORY COMMITTEE (AAC)

In charge and Member

DUTIES/ RESPONSIBILITIES/ ACTIVITIES

MR. AMAL KUMAR DAS
MR. NITIN KUMAR MISRA
MR. RAHUL GHOSH

- The committee advises on effective pedagogical strategies, instructional methods, and assessment practices to enhance teaching and learning outcomes across different subjects and grade levels.
- The AAC explores and promotes innovative approaches to teaching, learning, and curriculum delivery, including the integration of technology, project-based learning, and interdisciplinary studies.
- The committee recommends professional development opportunities, workshops, and training programs for teachers to improve their subject knowledge, instructional skills, and classroom management techniques.
- The AAC reviews and provides input on academic policies, guidelines, and procedures related to grading, assessment, promotion, examination, and other academic matters to ensure fairness, consistency, and effectiveness.
- The committee advises on the provision of support services for students, including counseling, special education, career guidance, and remedial instruction to address their diverse learning needs and interests.
- The AAC assists in the design, administration, and evaluation of examinations, tests, and assessments to ensure their validity, reliability, and alignment with educational objectives.
- The committee recommends enrichment activities, projects, and initiatives to supplement the curriculum and provide students with opportunities for deeper learning, critical thinking, and creativity.
- The AAC establishes academic standards, benchmarks, and learning outcomes for different subjects and grade levels to guide curriculum development, instructional planning, and assessment practices.
- The committee encourages and supports research initiatives, studies, and projects aimed at improving educational practices, addressing emerging trends, and addressing the needs of diverse learners.
- The AAC fosters collaboration and partnerships with educational institutions, research organizations, and other stakeholders to exchange ideas, share best practices, and enhance the quality of education.
- The committee evaluates the effectiveness of academic programs, initiatives, and interventions through feedback mechanisms, data analysis, and stakeholder input, and recommends adjustments or improvements as needed. Obtain the subject-wise and class-wise split-up of the syllabus by Feb 28 each year and monitor monthly progress to ensure adherence to the syllabus distribution provided by KVS.
- Identify students with academic challenges based on PT-1 and formulate an action plan by August 15, 2024, ensuring timely implementation of the plan.
- Develop and communicate a special timetable for all holidays, breaks (Autumn & Winter), and vacations, including Morning Assembly time, to subject teachers for organizing remedial classes.
- Propose a constructive and feasible plan aimed at enhancing the academic competency of students.
- Regularly assess the monthly progress of academically challenged students using the prescribed Performa.
- Undertake any additional tasks assigned by the Principal related to academic planning and improvement initiatives.



5. CO-CURRICULAR ACTIVITIES (CCA)

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. S K JHA MR. A K DAS MR. SUNIL KUMAR MR. AWANEESH KUMAR MR. GANESH KUMAR MR. S A KHAN MR. RAHUL JHA MR. SACHIN MR. SUNIL KUMAR	<ul style="list-style-type: none"> Vidyalaya Patrika, Photography, Newsletter and Press Information, House (P&S), Youth Club, Adventure and excursion club To Keep record of all events and student prize winners in different competitions (External) To record the minutes of meetings. To send a report to KVS Regional office and KVS Head Qtr. in the form of a Newsletter. To send information to the press regarding the different functions and achievements of the Vidyalaya to give wide publicity Any other related work assigned by the Principal.

HOUSE SECONDARY & SR. SECONDARY

SHIVAJI	TAGORE	ASHOKA	RAMAN
COMMITTEE MEMBERS			
SH. AK DAS	SH. SANJIV KUMAR	SH. NK MISRA	SH. MUKESH
SH. MOHAN	SH. AMIT JOSHI	SH. ABHISHEK DAS	SH. RANAJIT
SH. PG JHA	SH. RAJESH	SH. AWANISH KUMAR	SH. NARESH
MS. DAMINI	SH. SUNIL KUMAR	SH. RAHUL JHA	SH. GANESH
HOUSE PRIMARY			
MS. SAROJ	MR. KULDEEP	MR. AK VERMA	MR. RAHUL GHOSH
PRT-6	MR. RUBEN	MR. SUNIL	PRT-5

5.1 MORNING ASSEMBLY

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
As Stated in CCA	<ul style="list-style-type: none"> Develop the morning assembly program and assign responsibilities to the respective Class Teachers. Additionally, ensure a thorough review of the program's preparation before its presentation during the morning assembly. Celebrate children's birthdays during the morning assembly on their specific date of birth by extending well wishes through the distribution of greeting cards to all birthday students. Present a birthday song as part of the celebration. Ensure that news and special items presented in the assembly exclude any content involving violence, discrimination based on gender, race, religion, etc., and avoid negative criticism (Focus on non-controversial items only). Keep the "Thought for the Day" segment very brief yet thought-provoking. Coordinate the assembly program during inspections and on special days.

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5.2 CELEBRATION OF FESTIVAL & IMPORTANT DAYS

In charge and Member

DUTIES/ RESPONSIBILITIES/ ACTIVITIES

As Stated in CCA

- Create a strategy for commemorating significant festivals and days by the Vidyalaya academic calendar. Extend invitations to artists and dignitaries to participate in the selected events, either through performances or delivering lectures.
- Present special programs on noteworthy occasions and important days, accompanied by brief speeches related to the festivals. Ensure active staff involvement by having one program presented voluntarily by a staff member.
- Promote student and staff engagement in these programs, assigning specific duties to encourage participation.
- Arrange guest lectures on special occasions and important days, fostering a true spirit of celebration and engagement within the Vidyalaya community.

5.3 CO-CURRICULAR ACTIVITIES (INTERNAL)

In charge and Member

DUTIES/ RESPONSIBILITIES/ ACTIVITIES

As Stated in CCA

- Formulate an action plan for both internal and external CCA activities for the session, ensuring timely completion.
- Propose practical strategies for enhancing the quality of CCA activities.
- Assess the preparedness of CCA events.
- Strategize for the organized distribution of prizes.
- Regularly share noteworthy news items related to CCA with newspaper agencies for publication.
- Ensure that the preparations for various CCA activities are personally supervised by House Masters and Associate House Masters.
- Forward information about prize winners to the Website Committee for uploading on our school website.

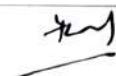
5.4 CO-CURRICULAR ACTIVITIES (EXTERNAL)

In charge and Member

DUTIES/ RESPONSIBILITIES/ ACTIVITIES

As Stated in CCA

- Ensure the meticulous selection of students for diverse competitions organized by different organizations and maintain a comprehensive record of these selections.
- Foster a culture of active student participation in various competitions hosted by different organizations by providing encouragement and support.
- Announce the names of prize winners during the morning assembly and diligently record the details of the winners.
- Transmit information about prize winners to the Website Committee for publication on our school website.
- Undertake any additional tasks assigned by the Principal that are related to these responsibilities.



5.5 VALUE EDUCATION

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
As Stated in CCA	<ul style="list-style-type: none"> • Develop concise programs aimed at instilling good habits and moral values among the students. • Recognize and reward students with certificates and prizes for the demonstration of exemplary habits and behaviour. • Incorporate moral stories into the assembly, presenting at least one per week. • Promote teachers' engagement by encouraging them to deliver moral talks to students during the morning assembly.

6. EXAMINATION: CBSE, INTERNAL & EXTERNAL

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
CBSE MR. SANJIV KUMAR SH. PG JHA	<ul style="list-style-type: none"> • The committee is responsible for planning and scheduling all internal and external examinations conducted by the school, including term exams, board exams, entrance exams, and competitive exams. • The committee prepares and publishes examination timetables, ensuring that they are communicated to students, teachers, and parents well in advance to facilitate proper preparation and planning. • The committee arranges examination venues, seating arrangements, invigilation staff, exam materials, and other logistical requirements to ensure smooth conduct of examinations. • The committee ensures the security and integrity of examination papers, answer sheets, and other confidential materials before, during, and after examinations to prevent leaks, tampering, or malpractice. • The committee oversees the administration of examinations, including the distribution and collection of question papers, monitoring of exam rooms, enforcement of exam rules, and resolution of any issues or disputes that may arise. • The committee coordinates the evaluation process, including the appointment of examiners, setting marking schemes, and ensuring the timely and accurate grading of answer scripts. • The committee oversees the compilation and processing of examination results, ensuring that they are tabulated, verified, and published in accordance with established procedures and timelines. • The committee analyzes examination results, trends, and performance data to identify areas for improvement, assess the effectiveness of teaching and learning practices, and inform curriculum planning and instructional strategies. • The committee maintains accurate and up-to-date records of examination-related information, including attendance records, marksheets, grade reports, and other documentation required for academic record-keeping and reporting purposes. • The committee develops, reviews, and updates examination policies, procedures, and guidelines to ensure fairness, transparency, and compliance with regulatory requirements and best practices. • The committee provides support and guidance to students, parents, and teachers regarding examination-related matters, including exam preparation, study tips, revision strategies, and counseling support. • The committee liaises with external examination authorities, such as the Central Board of Secondary Education (CBSE) or other governing bodies, to coordinate
SR. & S.SR. MR. MUKESH KUMAR MR. RAJESH KUMAR	
PRIMARY MR. KULDEEP SINGH MR. AK VERMA	

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	<p>the conduct of board exams, entrance exams, and other external assessments. Distribute the comprehensive schedule of tests and exams for the session (tentative) to students and parents to provide prior information.</p> <ul style="list-style-type: none"> • Ensure the availability of necessary examination stationery in stock. • Propose class-wise schedules for weekly tests, fortnightly tests, monthly tests, practice tests, etc., specifically for classes X and XII. • Timely issuance of all required documents/materials, such as answer scripts, mark slips, marks registers, and progress cards, to the concerned teachers, and retrieval of these materials by the exam department after the completion of each test/exam. • Form a moderation committee in year start. • Inform students and parents about the test and exam results within a week of completion, maintaining updated records for subsequent actions. • Provide training to teachers on preparing results by the new guidelines issued by CBSE. • Formulate a plan for all external examinations, including CBSE, and execute them successfully. • Take on any other relevant tasks assigned by the Principal.
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7. ADMISSIONS	
In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. AMIT JOSHI MR. N K MISRA MRS. S BALA	<ul style="list-style-type: none"> • The committee receives and processes admission applications, verifying eligibility criteria, supporting documents, and other relevant information provided by applicants. • If admission tests are required for class-9, the committee coordinates the conduct of these tests, including setting test dates, preparing question papers, and arranging examination venues and invigilation. • Based on the admission criteria and assessment results, the committee prepares merit lists or rank lists of eligible candidates, ensuring fairness, accuracy, and transparency in the selection process. • The committee allocates available seats to selected candidates based on their merit ranking, priority category, and other relevant factors specified in the admission policy. • The committee verifies the authenticity of documents submitted by selected candidates, such as birth certificates, residence proofs, academic transcripts, and other required certificates. • In case of vacancies or withdrawals, the committee manages waitlisted candidates and offers admission to them as per the prescribed procedures and timelines. • The committee communicates admission decisions, instructions, and requirements to applicants, including acceptance letters, rejection letters, waitlist notifications, and other relevant information. • The committee addresses any disputes, grievances, or appeals related to the admission process in a fair and impartial manner, following established protocols and procedures for resolution. • The committee maintains accurate and up-to-date records of admission-related information, including application data, merit lists, seat allocation details, and correspondence with applicants. To admit the students by following admission procedure as per guidelines issued by KVS (HQ). • To write all the entries of the newly admitted students in the Admission register without error. • Any other related work assigned by the Principal.



8. TIME TABLE

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. NK MISRA MR. NARESH MR. AWANEESH KUMAR	<ul style="list-style-type: none">• The committee is responsible for developing the school timetable for various classes, ensuring that it effectively allocates time for different subjects, activities, and breaks.• The committee ensures that the timetable aligns with the curriculum requirements of different classes and subjects, taking into account the number of periods required for each subject and the frequency of classes.• The committee assigns teachers to specific classes, subjects, and periods in the timetable, considering their subject expertise, teaching load, and availability.• The committee allocates classrooms and facilities for different classes and periods, ensuring that adequate space and resources are available for teaching and learning activities.• The committee incorporates special events, activities, and assemblies into the timetable, such as morning assembly, guest lectures, cultural programs, sports events, and field trips.• The committee periodically reviews the timetable to identify any issues or conflicts and makes adjustments as needed to optimize the use of time and resources.• The committee coordinates with department heads, subject teachers, and other stakeholders to gather input, address concerns, and ensure that the timetable meets the needs of all departments and classes.• The committee collaborates with the examination committee to develop the examination timetable, ensuring that it provides adequate time for revision, preparation, and the conduct of examinations.• The committee is responsible for distributing copies of the timetable to teachers, students, and other relevant parties, ensuring that everyone is aware of their class schedules and responsibilities.• The committee communicates any changes or updates to the timetable to teachers, students, and parents in a timely and clear manner, using appropriate communication channels such as notices, announcements, or digital platforms.• The committee monitors the implementation of the timetable, ensuring that classes start and end on time, teachers adhere to their assigned schedules, and any disruptions or deviations are addressed promptly.• The committee solicits feedback from teachers, students, and other stakeholders on the effectiveness of the timetable and uses this input to make improvements and adjustments as necessary.• Arrange coverage for teachers on leave or assigned duty.• Develop and communicate special timetables to subject teachers for holidays, breaks (Autumn & Winter), and vacations, including Morning Assembly time, following the action plan. Any special timetable should be implemented as needed.• Ensure the timely ringing of bells.• Oversee morning, lunchtime, and after-school duties.• Undertake any other tasks related to time-table management assigned by the Principal.
MR. AK VERMA MS. SAROJ BALA	



9. RAJBHASHA SAMITI

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. SK JHA MR. AWANEESH KUMAR MR. GANESH MR. AK VERMA	<ul style="list-style-type: none">• The Samiti ensures the effective implementation of the Official Language Policy of the Government of India and KVS guidelines regarding the use of Hindi as the official language.• The Samiti monitors compliance with the provisions of the Official Language Act and other relevant regulations, ensuring that Hindi is used in official communication, documentation, and correspondence within the organization.• The Samiti facilitates translation and interpretation services as needed, ensuring that important documents, circulars, notices, and official communications are available in both Hindi and English languages.• The Samiti promotes the use of Hindi language among students, teachers, and staff through various activities, competitions, and initiatives aimed at enhancing language proficiency and fostering cultural appreciation.• The Samiti organizes workshops, seminars, and training programs on Hindi language and literature for teachers, staff, and students to enhance their understanding and proficiency in the language.• The Samiti organizes and participates in events and celebrations to commemorate Hindi Diwas and promote awareness about the importance of Hindi language and its rich cultural heritage.• The Samiti encourages the publication of newsletters, magazines, and other literature in Hindi, showcasing the achievements, activities, and contributions of KVS schools and students.• The Samiti liaises with government authorities, language departments, and other organizations involved in promoting Hindi language and culture to exchange ideas, share best practices, and collaborate on initiatives.• The Samiti provides guidance and support to teachers, staff, and administrators on matters related to the use of Hindi language, including writing skills, grammar, vocabulary, and pronunciation.• The Samiti prepares reports, submissions, and compliance statements regarding the implementation of the Official Language Policy and submits them to the appropriate authorities as required.• To create a Hindi atmosphere & to prompt Hindi in daily use.• To celebrate "Hindi Pakhwara" as per the KVS guidelines.• Any other related work assigned by the Principal.

10. RTI CELL

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. A K DAS MR. NK MISRA MR. SATYAM SHIVAM MR. RAVI KUMAR	<ul style="list-style-type: none">• Responsible for receiving, processing, and responding to RTI applications submitted by individuals seeking information about the school's functioning, policies, records, and activities.• Facilitate access to information requested by applicants in accordance with the provisions of the RTI Act. This involves retrieving relevant records, documents, and data and providing accurate and timely responses to RTI queries.• Maintains a register or database of all RTI applications received, along with details of the information requested, actions taken, and responses provided. Proper documentation ensures transparency and accountability in the handling of RTI requests.• Acts as a liaison between the school administration and relevant authorities, such



	<p>as the State Information Commission or the Central Information Commission, regarding RTI matters, including compliance, appeals, and disputes.</p> <ul style="list-style-type: none"> • Responsible for raising awareness among stakeholders, including students, parents, teachers, and staff, about their rights and responsibilities under the RTI Act. This may involve organizing workshops, seminars, or training sessions on RTI-related topics. • Ensures compliance with the provisions of the RTI Act within the school premises. This includes maintaining confidentiality of sensitive information, adhering to timelines for responding to RTI applications, and facilitating the appeals process if necessary. • Also serve as a platform for addressing grievances related to access to information or transparency issues within the school. It should provide avenues for individuals to seek redressal if they are dissatisfied with the handling of their RTI requests. • Prepares periodic reports on RTI activities, including the number of applications received, processed, and responded to, as well as any challenges or issues encountered. These reports may be submitted to higher authorities for review and evaluation. • Any other related work assigned by the Principal.
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11. SCIENCE Committee	
In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
1. MR. MOHAN 2. MR. RANAJIT MANDAL 3. MS. DAMINI 4. PGT Bio	<ul style="list-style-type: none"> • Planning and coordinating science exhibitions within the school to showcase students' scientific projects, experiments, and innovations. (NCSE, Inspire, Olympiads, Jigyasa etc.) • Arranging workshops, seminars, and training sessions for students and teachers to enhance their understanding of various scientific topics and methodologies. • Encouraging students and teachers to engage in scientific research projects and providing support and guidance throughout the research process. • Organizing and facilitating science competitions, quizzes, Olympiads, and other events to promote interest and excellence in science among students. • Identifying the need for science equipment, resources, and materials within the school and coordinating their procurement and maintenance. • Setting up and managing science clubs or societies to provide students with opportunities for hands-on learning, experimentation, and collaboration. • Initiating and overseeing initiatives related to environmental conservation, sustainability, and awareness within the school and the wider community. • Establishing partnerships and collaborations with external organizations, research institutes, and industry stakeholders to enrich the science education experience and provide additional opportunities for students. • Setting up herbal and kitchen garden. • Any other related work assigned by the Principal.

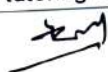
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12. Social Science Committee

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
1. MK 2. AJ 3. AD	<ul style="list-style-type: none"> • Planning and coordinating for EBSB, Ekta Parv, AKAM, PRERNA, Partnership with nearby school. • Planning and coordinating exhibitions or fairs focused on history, geography, and related subjects to showcase students' projects, models, maps, and research work. • Arranging workshops, seminars, and training sessions for students and teachers to deepen their knowledge and understanding of various social science topics, research methodologies, and teaching strategies. • Encouraging students and teachers to engage in social science research projects, surveys, and case studies, and providing guidance and support throughout the research process. • Organizing debates, discussions, and symposiums on contemporary social issues, historical events, and geographical phenomena to promote critical thinking, analytical skills, and informed citizenship among students. • Initiating activities and projects aimed at promoting civic awareness, community service, and social responsibility among students, such as campaigns, drives, and outreach programs. • Facilitating interdisciplinary collaborations between social science subjects and other disciplines, such as language arts, science, and mathematics, to foster holistic learning experiences for students. • Organizing educational field trips, excursions, and visits to historical sites, museums, government institutions, and geographical landmarks to provide students with firsthand experiences and contextual understanding. • Planning and participating in events, festivals, and celebrations that promote cultural diversity, heritage preservation, and intercultural understanding among students and the school community. • Providing support for the professional development of social science teachers through training programs, conferences, and workshops focused on pedagogy, content knowledge, and assessment practices. • Any other related work assigned by the Principal.

13. MATHS Committee

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. NK MISRA MR. NARESH	<ul style="list-style-type: none"> • Planning and coordinating maths exhibitions, fairs, and competitions within the school to showcase students' mathematical projects, models, puzzles, and problem-solving skills. • Arranging workshops, seminars, and training sessions for students and teachers to enhance their understanding of various mathematical topics, teaching methodologies, and instructional strategies. • Encouraging students to engage in mathematical problem-solving activities, puzzles, and competitions to develop their critical thinking, reasoning, and analytical skills. • Establishing and managing math clubs or societies to provide students with opportunities for enrichment, exploration, and collaboration in mathematics. Also, facilitating participation in math Olympiads and competitions at regional, national, and international levels. • Identifying students who need additional support in mathematics and coordinating remedial classes, tutoring sessions, or peer mentoring programs to help them



	<p>improve their mathematical understanding and performance.</p> <ul style="list-style-type: none"> • Integrating technology tools and resources, such as educational software, online platforms, and interactive whiteboards, into mathematics instruction to enhance learning experiences and facilitate visualizations and simulations. • Organizing events, activities, and celebrations to promote awareness and appreciation of mathematics, including Pi Day, Maths Week, and other math-related observances. • Providing support for the professional development of mathematics teachers through training programs, workshops, and conferences focused on pedagogy, content knowledge, and assessment practices. • Establishing partnerships and collaborations with external organizations, universities, and industry stakeholders to enrich the mathematics education experience and provide additional opportunities for students, such as internships, guest lectures, and project-based learning initiatives. • Any other related work assigned by the Principal.
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14.ADOLESCENCE EDUCATION PROGRAMME (AEP)	
In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MS. DAMINI MR. NARESH MR. GANESH MS. SAROJ	<ul style="list-style-type: none"> • The committee is responsible for planning and designing the Adolescence Education Programme, including identifying relevant topics, themes, and learning objectives aligned with the developmental needs of adolescents. • The committee collaborates with educators, counselors, and subject matter experts to develop age-appropriate curriculum materials, resources, and activities for implementing the Adolescence Education Programme. • The committee raises awareness about the importance of adolescent education and advocates for its integration into the school curriculum, emphasizing the promotion of physical, mental, and emotional well-being. • The committee incorporates life skills education into the programme, covering topics such as communication, decision-making, problem-solving, critical thinking, resilience, and conflict resolution. • The committee addresses issues related to physical and mental health, including reproductive health, hygiene, nutrition, substance abuse prevention, HIV/AIDS awareness, and mental health promotion. • The committee promotes gender sensitivity and equality through discussions, activities, and educational materials that challenge stereotypes, promote respect for diversity, and empower students to combat gender-based discrimination and violence. • The committee trains peer educators or student leaders to facilitate discussions, workshops, and awareness campaigns on adolescent health and well-being topics, encouraging peer-to-peer learning and support. • The committee engages parents, guardians, and community members in supporting the Adolescence Education Programme, providing information, resources, and opportunities for involvement in awareness events and workshops. • The committee coordinates with school counselors and support staff to provide guidance, counseling, and referrals to students in need of additional support or assistance with personal, social, or emotional issues. • The committee monitors the implementation of the Adolescence Education Programme, evaluates its impact on students' knowledge, attitudes, and behaviors, and uses feedback to make improvements and adjustments as needed. • The committee collaborates with government agencies, NGOs, healthcare providers, and other stakeholders to access resources, expertise, and funding for

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	<p>implementing the Adolescence Education Programme effectively.</p> <ul style="list-style-type: none"> • The committee maintains accurate records, reports, and documentation related to the Adolescence Education Programme, including attendance, participation, and outcomes data, for monitoring and reporting purposes. Execute the AEP following the guidelines provided by KVS. • Develop an annual plan outlining the schedule for AEP activities. • Submit reports on conducted AEP activities to KVS RO (Kolkata) for informational purposes. • Undertake any other work related to AEP as assigned by the Principal.
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15. AWAKENED CITIZEN PROGRAMME (ACP)	
In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. GANESH MR. NARESH MR. RUBEN MR. RAHUL JHA MR. AWANISH MR. RAJESH MS. DAMINI	<ul style="list-style-type: none"> • The committee is responsible for planning and organizing the implementation of the ACP within the school, ensuring alignment with the objectives and guidelines provided by KVS. • The committee organizes training sessions, workshops, and professional development programs for teachers to equip them with the knowledge, skills, and strategies needed to effectively implement the ACP in their classrooms. • The committee ensures that the ACP is integrated into the school curriculum across different subjects and grade levels, embedding values education and ethical principles into various learning experiences and activities. • The committee develops engaging and interactive activities, projects, and initiatives to promote student participation and engagement in the ACP, fostering critical thinking, empathy, and responsible citizenship. • The committee raises awareness about the importance of values education and the ACP among students, teachers, parents, and the wider school community, advocating for its inclusion in the educational agenda. • The committee encourages the involvement of parents, guardians, and community members in supporting the ACP, organizing parent workshops, family activities, and community service projects that reinforce the values taught in the program. • The committee monitors the implementation of the ACP, collects feedback from stakeholders, and evaluates its impact on students' attitudes, behaviors, and social-emotional development, using data to inform program improvement and refinement. • The committee collaborates with government agencies, NGOs, educational institutions, and other stakeholders to access resources, expertise, and support for the implementation of the ACP and to leverage external partnerships for program enhancement. • The committee maintains records, documentation, and reports related to the ACP implementation, including attendance, participation, and outcomes data, for monitoring, evaluation, and reporting purposes. • Undertake any other work related to ACP as assigned by the Principal.



16. POSH

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
1. PRESIDING OFFICER-ROK 2. NGO member ROK 3. MS. DAMINI 4. MS. SAROJ	<ul style="list-style-type: none">• The committee is responsible for implementing the KVS Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Policy, ensuring compliance with legal requirements and guidelines.• The committee conducts awareness programs, workshops, and training sessions for employees, students, and other stakeholders to raise awareness about sexual harassment, its impact, and prevention strategies.• The committee receives and addresses complaints of sexual harassment filed by employees or students in a prompt, confidential, and sensitive manner, following the prescribed complaint handling procedures.• The committee conducts inquiries into complaints of sexual harassment, ensuring fairness, impartiality, and confidentiality in the investigation process, and takes appropriate redressal measures based on the findings.• The committee provides support, guidance, and assistance to complainants and respondents throughout the complaint resolution process, ensuring their rights are protected and their concerns are addressed.• The committee develops and implements prevention strategies and measures to create a harassment-free work and learning environment, including policies, protocols, and awareness campaigns.• The committee periodically reviews and updates the KVS POSH Policy and related procedures to ensure their effectiveness, relevance, and compliance with legal requirements and best practices.• The committee maintains accurate records, documentation, and reports related to complaints, investigations, and actions taken, ensuring confidentiality and compliance with data protection regulations.• The committee liaises with internal and external stakeholders, including school administration, legal authorities, and support services, to coordinate efforts and resources for preventing and addressing sexual harassment.• The committee monitors the implementation of the POSH Policy, evaluates its impact on the work and learning environment, and identifies areas for improvement or intervention to enhance effectiveness.• The committee prepares and submits reports on compliance with the POSH Policy, complaints received, actions taken, and outcomes achieved to the appropriate authorities as required by law or organizational policies.• The committee advocates for a culture of respect, dignity, and equality in the workplace and school environment, promoting awareness and understanding of the importance of preventing sexual harassment.• Undertake any other work assigned by the Principal.



17. POCSO

In charge and Member

DUTIES/ RESPONSIBILITIES/ ACTIVITIES

1. PRINCIPAL
2. MR. AK DAS
3. MS. DAMINI
4. NGO member ROK
5. SHYAM AGARWAL (BOY R)
6. Neelam (GIRL R)

- The committee implements the provisions of the POCSO Act, ensuring compliance with legal requirements and guidelines related to the protection of children from sexual offenses.
- The committee conducts awareness programs, workshops, and training sessions for students, teachers, parents, and staff to raise awareness about child sexual abuse, its prevention, and reporting mechanisms.
- The committee develops and implements prevention strategies and measures to create a safe and protective environment for children, including policies, protocols, and awareness campaigns on child safety and protection.
- The committee receives and addresses complaints of child sexual abuse or harassment filed by students or parents in a prompt, confidential, and sensitive manner, following the prescribed complaint handling procedures.
- The committee provides support, guidance, and assistance to victims of child sexual abuse and their families, ensuring access to counseling, medical assistance, legal aid, and other support services as needed.
- The committee reports incidents of child sexual abuse to the appropriate authorities, such as the police, child welfare committee, or district child protection unit, as required by law.
- The committee ensures that procedures for reporting, investigation, and redressal of child sexual abuse cases are child-friendly, age-appropriate, and sensitive to the needs and rights of the child victim.
- The committee maintains confidentiality and privacy in handling cases of child sexual abuse, protecting the identity and dignity of the child victim and ensuring that sensitive information is shared only with authorized personnel.
- The committee facilitates the rehabilitation and reintegration of child victims of sexual abuse into the school and community, providing support, counseling, and advocacy for their well-being and recovery.
- The committee collaborates with external stakeholders, such as child protection agencies, NGOs, and healthcare providers, to access resources, expertise, and support for child protection initiatives and interventions.
- The committee monitors the implementation of child protection measures, evaluates their effectiveness, and identifies areas for improvement or intervention to enhance the safety and well-being of children.
- The committee advocates for the rights and protection of children from sexual offenses, promoting awareness and understanding of child protection issues among the school community and the wider society.
- Undertake any other work assigned by the Principal.



18. GUIDANCE & COUNSELLING

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. AWANEESH MR. GANESH MR. NARESH	<ul style="list-style-type: none">• The committee offers individual and group counseling sessions to students to address various issues, including academic difficulties, personal problems, behavioral concerns, career guidance, and mental health issues.• The committee provides academic counseling to students to help them improve study skills, time management, goal setting, and exam preparation strategies, enhancing their academic performance and achievement.• The committee assists students in developing social and interpersonal skills, fostering positive relationships, managing conflicts, and coping with peer pressure, bullying, and other social challenges.• The committee offers career counseling and guidance to students to help them explore career options, set career goals, make informed decisions about their future education and career paths, and plan for higher education or vocational training.• The committee provides counseling and support services to students with special educational needs or disabilities, addressing their unique challenges and helping them access appropriate accommodations, resources, and interventions.• The committee responds to crises, emergencies, and critical incidents affecting students, providing immediate support, counseling, and referrals to help students cope with trauma, grief, loss, or other distressing situations.• The committee collaborates with parents, teachers, and other stakeholders to address student concerns, share information, and develop strategies for supporting students' academic and personal development.• The committee trains peer counselors or student leaders to provide peer support, mentorship, and guidance to their peers, fostering a culture of empathy, solidarity, and mutual support within the school community.• The committee organizes workshops, seminars, and training sessions for students, parents, and teachers on topics related to counseling, mental health, stress management, resilience, and positive parenting.• The committee refers students to external agencies, professionals, or support services, such as psychologists, therapists, medical professionals, or social workers, for specialized assessment, intervention, or treatment when needed.• The committee maintains accurate records, documentation, and reports of counseling sessions, referrals, and interventions, ensuring confidentiality and compliance with data protection regulations.• The committee evaluates the effectiveness of counseling services and interventions, gathering feedback from students, parents, and teachers, and using data to assess outcomes, identify strengths and areas for improvement, and enhance service delivery. Offer appropriate guidance to students for their plans and actions.• Display information from Employment News, magazines, and newspapers on the notice board for both students and staff.• Periodically invite experts to provide comprehensive guidance to the students.• Undertake any other tasks related to guidance as assigned by the Principal.



19. Bharat Scouts: SCOUTS & GUIDES, CUB & BULBUL

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
<p>MR. RUBEN KARTHAK MR. SANJIV MR. MUKESH MR. NARESH MS. DAMINI PANDIT MS. SAROJ BALA MR. AK VERMA MR. SACHIN</p>	<ul style="list-style-type: none">• The committee plans and organizes scouting and guiding activities, including camps, hikes, community service projects, and skill-building exercises, in alignment with the principles and objectives of the Bharat Scouts and Guides movement.• The committee facilitates the enrollment of students into the scouting and guiding programs, promoting awareness and interest among students and parents.• The committee arranges training sessions, workshops, and skill-building activities for scoutmasters, guide captains, cub masters, and bulbul leaders to enhance their leadership skills and knowledge of scouting principles and practices.• The committee oversees the functioning of scout troops, guide companies, cub packs, and bulbul flocks within the schools, ensuring that they operate in accordance with the guidelines and regulations of the Bharat Scouts and Guides.• The committee coordinates badge and award programs for scouts, guides, cubs, and bulbuls, recognizing their achievements and contributions in various scouting activities and proficiency tests.• The committee organizes outdoor adventure activities, such as camping, trekking, orienteering, and survival skills training, to provide scouts and guides with opportunities for physical fitness, teamwork, and leadership development.• The committee encourages scouts and guides to engage in community service projects and social welfare activities, promoting a spirit of service, empathy, and citizenship among students.• The committee integrates cultural and educational activities into the scouting and guiding programs, fostering appreciation for India's cultural heritage, diversity, and values.• The committee collaborates with local scout and guide organizations, government agencies, community groups, and NGOs to enhance the scouting and guiding experience and access resources and support for program implementation.• The committee ensures the safety and welfare of scouts, guides, cubs, and bulbuls during scouting activities, adhering to safety protocols, risk management guidelines, and child protection policies.• The committee promotes scouting and guiding activities through various channels, such as newsletters, websites, social media, and school events, raising awareness and interest among students, parents, and the wider community.• The committee evaluates the effectiveness of scouting and guiding programs, gathers feedback from participants, leaders, and stakeholders, and uses data to assess outcomes, identify areas for improvement, and enhance program quality.• Deliver thorough training to students for activities such as Guard of Honour and other related events.• Facilitate opportunities for Scouts and Guides to participate in activities at the Vidyalaya, Regional, and National levels.• Ensure that all teachers attend in uniform on the specified day.• Undertake any additional tasks assigned by the Principal.



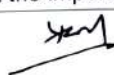
20. ART & CRAFT: BALA

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. SUNIL KUMAR MR. ABHISHEK DAS MR. AK VERMA	<ul style="list-style-type: none">• The committee plans and organizes art and craft programs, workshops, competitions, and exhibitions to promote creativity, innovation, and aesthetic appreciation among students.• The committee collaborates with teachers and curriculum developers to integrate art and craft activities into the academic curriculum, enhancing interdisciplinary learning and creativity across subjects.• The committee designs skill-building activities and projects to develop students' proficiency in various art and craft techniques, mediums, and styles, catering to different age groups and skill levels.• The committee manages and maintains art and craft supplies, equipment, and facilities within the school, ensuring access to a wide range of materials for students to explore and experiment with.• The committee arranges workshops, demonstrations, and guest lectures by artists, artisans, and craftsmen to provide students with hands-on learning experiences and exposure to diverse art forms and traditions.• The committee identifies and nurtures talented students in art and craft, providing opportunities for them to showcase their work, participate in competitions, and receive recognition for their achievements.• The committee encourages students to express themselves creatively through drawing, painting, sculpture, ceramics, textile art, digital art, and other mediums, fostering self-expression, imagination, and personal development.• The committee promotes awareness and appreciation of India's rich cultural heritage and artistic traditions through art and craft activities inspired by indigenous art forms, folk crafts, and regional aesthetics.• The committee incorporates themes of environmental sustainability, conservation, and eco-friendly practices into art and craft projects, raising awareness about environmental issues and fostering a sense of responsibility towards nature.• The committee encourages students to use their artistic talents for community service, such as creating murals, installations, or artwork for public spaces, schools, hospitals, and community centers.• The committee organizes art and craft exhibitions, shows, and displays to showcase students' creative works and talents, providing opportunities for public recognition and appreciation.• The committee evaluates students' artworks, provides constructive feedback, and recognizes outstanding achievements through awards, certificates, or commendations, motivating students to further develop their skills and talents. Develop comprehensive yearly plans, organized every month.• Undertake any other tasks related to these responsibilities as assigned by the Principal.

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21.SUBJECT COMMITTEES

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
HINDI MR. S K JHA MR. RAJESH KUMAR MR. AWANEESH KUMAR	<ul style="list-style-type: none"> • The committee collaborates with subject teachers, curriculum developers, and educational experts to review, revise, and develop the curriculum for the respective subject, ensuring alignment with academic standards and educational objectives. • The committee designs the syllabus for the subject, specifying the topics, learning outcomes, assessment criteria, and instructional strategies to be covered in each grade or level. • The committee selects textbooks, reference materials, digital resources, and teaching aids for the subject, ensuring that they are aligned with the curriculum objectives and cater to the diverse learning needs of students. • The committee assists teachers in planning and organizing lessons, activities, and assessments for the subject, providing guidance on instructional methods, learning strategies, and classroom management techniques. • The committee organizes workshops, seminars, and training sessions for subject teachers to enhance their subject knowledge, teaching skills, and pedagogical techniques, fostering continuous professional growth and improvement. • The committee designs assessment tools, such as tests, quizzes, projects, and exams, to evaluate students' understanding and mastery of the subject content, ensuring validity, reliability, and fairness in assessment practices. • The committee provides academic support and guidance to students who need additional assistance or enrichment in the subject, offering remedial classes, tutoring, and enrichment programs as needed. • The committee promotes curriculum differentiation strategies to accommodate the diverse learning needs, interests, and abilities of students, including gifted and talented students, English language learners, and students with special educational needs. • The committee integrates cross-curricular themes, such as environmental education, health and wellness, citizenship, and global awareness, into the subject curriculum, promoting interdisciplinary learning and holistic development. • The committee encourages innovation and best practices in teaching and learning for the subject, exploring new instructional approaches, technologies, and methodologies to enhance student engagement and achievement. • The committee periodically reviews and evaluates the effectiveness of the subject curriculum, soliciting feedback from teachers, students, parents, and stakeholders, and making revisions or improvements as needed. • The committee collaborates with other subject committees, school leadership, and external stakeholders to coordinate curriculum implementation, share resources, and communicate updates or changes to the subject curriculum. • To analyse the performance of students & prepare further course of action plans for better improvement of students in academic performance. • To check class-wise monthly academic performance analysis & discuss for future courses of action. • To conduct the monthly meeting in order to check the progress of the syllabus. If coverage of the syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. • Prepare the report on the last working day of every month & submit it to the Principal. • To put a vigil on class-wise progress of subject/lesson. • To highlight the importance of the subject amongst the students and create
ENGLISH MR. A K DAS MR. GANESH KUMAR	
SOCIAL SCIENCE MR. MUKESH KUMAR MR. ABHISHEK DAS MR. AMIT JOSHI	
MATHS MR. NK MISRA MR. NARESH MR. PG JHA	
SCIENCE MR. MOHAN MR. RANAJIT MANDAL PGT BIO MS. DAMINI PANDIT	
PRIMARY ALL PRT	



	<p>interest in the subject.</p> <ul style="list-style-type: none"> • To discuss difficult topics on rotation by faculty members. • To discuss the Model question papers, including model answers, marking schemes, preparation of projects and conduct of experiments etc. • To discuss the activities /worksheets/ plan excursions etc. as per the split up of syllabus and coverage of lessons. • To use the computers/ LCD etc. to make the lessons interesting. • To procure activity / TLM materials and to use them for teaching purposes effectively. • Minutes of the Subject committee meeting should be approved by the principal and be adhered to scrupulously. • Any other related work assigned by the Principal.
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22. GAMES AND SPORTS

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. SALMAN AHAMED KHAN MR. GANESH KUMAR MR. KULDEEP SINGH	<ul style="list-style-type: none"> • The committee plans and organizes sports and physical education programs, events, and competitions throughout the academic year, ensuring a balanced calendar of activities for students. • The committee oversees the maintenance and utilization of sports facilities, grounds, and equipment within the school premises, ensuring they are safe, well-equipped, and conducive to athletic development. • The committee arranges coaching sessions, training camps, and skill-building programs for students in various sports disciplines, providing opportunities for skill development, fitness enhancement, and talent identification. • The committee selects and organizes sports teams representing the school in inter-school, district, state, and national-level competitions, ensuring fair and transparent selection procedures based on merit and performance. • The committee coordinates inter-house sports competitions and tournaments, fostering a spirit of healthy competition, teamwork, and sportsmanship among students within the school. • The committee facilitates participation in inter-school sports events, tournaments, and meets, providing opportunities for students to compete against peers from other schools and showcase their talent and skills. • The committee organizes the annual sports day event, including opening ceremonies, athletic competitions, demonstrations, and cultural performances, promoting school spirit and pride in sportsmanship. • The committee promotes fitness and wellness among students through initiatives such as morning exercises, yoga sessions, health clinics, and awareness campaigns on nutrition and healthy lifestyle habits. • The committee provides opportunities for students with disabilities or special needs to participate in adapted sports programs, ensuring inclusive access to sports and physical activities for all students. • The committee identifies and procures sports equipment, uniforms, and gear needed for various sports activities and teams, ensuring that they meet safety standards and cater to the diverse needs of students. • The committee identifies talented athletes and sports achievers,

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	<p>recommending them for sports scholarships, awards, and recognition at the school, district, and national levels to motivate and encourage their continued participation and success.</p> <ul style="list-style-type: none"> • The committee evaluates the effectiveness of sports programs and activities, gathering feedback from students, coaches, parents, and stakeholders, and using data to assess outcomes, identify areas for improvement, and enhance program quality. • To prepare a plan & programme for the entire session as per KVS groupings. • Select the students & games at the beginning of the session to impart proper training to students. • Set a target & proceed accordingly to achieve maximum success in the meets and to organize the prize distribution. • Utilize the games period primarily for developing the earmarked games by the KVS. • Encourage the students to use the available sports equipment in school judiciously. • Complete all internal games & sports competitions by the first week of August & organize the Sports Day celebration by the end Sep/Oct of every year. • Any other related work assigned by the Principal.
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23.SUPW

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. RAHUL JHA MR. SACHIN	<ul style="list-style-type: none"> • The committee plans and organizes SUPW activities and projects that align with the objectives of the school and cater to the needs and interests of students. • The committee plans and organizes 10 Bagless days activities and projects that align with the objectives of the school and cater to the needs and interests of students. • The committee designs SUPW projects to help students develop practical skills such as gardening, carpentry, sewing, cooking, and computer literacy, enhancing their vocational skills and employability. • The committee coordinates community service projects, such as cleanliness drives, tree plantations, blood donation camps, and literacy programs, encouraging students to contribute positively to society. • The committee promotes environmental awareness and conservation through SUPW projects focused on waste management, recycling, water conservation, and sustainable living practices. • The committee incorporates health and hygiene education into SUPW activities, teaching students about personal hygiene, sanitation, nutrition, and disease prevention. • The committee encourages students to engage in civic activities such as voter awareness campaigns, traffic safety drives, and disaster preparedness programs, fostering a sense of civic responsibility and active citizenship. • The committee supports entrepreneurship initiatives among students by



	<p>organizing workshops, seminars, and hands-on projects that encourage creativity, innovation, and business acumen.</p> <ul style="list-style-type: none"> • The committee develops SUPW projects that cater to the needs of students with disabilities or special needs, promoting inclusion and providing opportunities for their active participation and skill development. • The committee collaborates with local organizations, NGOs, government agencies, and businesses to access resources, expertise, and support for SUPW initiatives, fostering community partnerships and enhancing students' learning opportunities. • The committee evaluates the effectiveness of SUPW projects and activities, gathering feedback from students, teachers, parents, and stakeholders, and using data to assess outcomes, identify areas for improvement, and enhance program quality. • Decoration of the Vidyalaya should be maintained inside as well as outside of the Vidyalaya. • Maintenance of Vidyalaya electrical, P.A. system, water connections, repair of furniture etc. with the help of students during SUPW periods. • Any other related work assigned by the Principal.
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24.MUSIC	
In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. SACHIN MR. AMIT JOSHI	<ul style="list-style-type: none"> • The committee plans and organizes music programs, concerts, recitals, and performances throughout the academic year, providing opportunities for students to showcase their musical talents and skills. • The committee facilitates instrumental training programs and workshops for students interested in learning to play musical instruments, providing access to instruction, practice facilities, and resources. • The committee organizes vocal training sessions and choirs for students interested in singing, helping them develop their vocal skills, technique, and repertoire through rehearsals and performances. • The committee promotes music appreciation and literacy among students by exposing them to a variety of musical genres, styles, composers, and traditions through listening sessions, discussions, and experiential activities. • The committee facilitates the formation of musical ensembles, bands, and orchestras, providing opportunities for students to collaborate, rehearse, and perform together as part of a musical group. • The committee identifies talented musicians and vocalists among students, providing opportunities for them to participate in competitions, festivals, workshops, and other enrichment programs. • The committee oversees the maintenance, repair, and procurement of musical instruments, ensuring that they are well-maintained, functional, and safe for student use. • The committee collaborates with external music organizations, artists, and professionals to enhance students' musical learning experiences through workshops, masterclasses, and guest performances. • The committee integrates music education with cross-curricular themes



	<p>such as history, culture, literature, and science, promoting interdisciplinary learning and creativity.</p> <ul style="list-style-type: none"> • The committee evaluates students' musical performances and progress, providing constructive feedback, guidance, and support to help them improve their skills and achieve their musical goals. • The committee promotes the cultural heritage of India through music education, highlighting traditional Indian music forms, instruments, and compositions as part of the school's cultural enrichment program. • To train the children to sing the prayer song and all community songs without seeing the diary in the morning assembly. • Any other related work assigned by the Principal.
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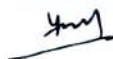
25. LIBRARY

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. RUBEN KARTHAK MR. GANESH KUMAR MR. AWANEESH KUMAR	<ul style="list-style-type: none"> • The committee collaborates with teachers to develop and maintain a diverse and up-to-date collection of books, periodicals, reference materials, and multimedia resources that support the academic curriculum and cater to the interests and reading levels of students. • The committee identifies and procures books, e-books, digital resources, educational software, and other learning materials for the library, ensuring that they meet the needs and preferences of students, teachers, and staff. • The committee establishes and reviews library policies and procedures related to borrowing, lending, cataloging, and circulation of library materials, ensuring efficient and equitable access to resources for all users. • The committee oversees the implementation and maintenance of library automation systems, including library management software, barcode scanners, and online catalogs, to streamline library operations and enhance user experience. • The committee ensures that library facilities are conducive to reading, studying, and research, providing comfortable seating, adequate lighting, computer workstations, and quiet study areas for students and staff. • The committee organizes reading promotion activities, such as book fairs, author visits, storytelling sessions, reading challenges, and book clubs, to encourage a love for reading and lifelong learning among students. • The committee conducts information literacy programs and library orientations to teach students how to locate, evaluate, and use information effectively and responsibly for academic research and personal enrichment by creating Reader & Literacy Club. • The committee promotes digital literacy skills among students by providing access to online databases, e-books, and digital resources, and by teaching them how to navigate the internet safely, critically, and ethically. • The committee collaborates with teachers to integrate library resources and services into classroom instruction, supporting curriculum goals and enhancing student learning outcomes. • The committee gathers feedback from students, teachers, and staff on library services, resources, and facilities, using surveys, focus groups, and



	<p>other evaluation methods to assess user satisfaction and identify areas for improvement.</p> <ul style="list-style-type: none"> • The committee organizes training sessions, workshops, and professional development programs for librarians and library staff to enhance their knowledge and skills in library management, information technology, and reader services. • The committee collaborates with school administration, parent-teacher associations, local libraries, publishers, and educational organizations to enhance library services, resources, and programs for the benefit of the school community. Make available curriculum books, Textbooks, Collection of CBSE & session-ending examination question papers for use by the students. • Prepare a list of books with the help of subject teachers by April 'every year & purchase them by June every year as per budget provision. • At least two programmes should be organized in this session to make the students & staff for the use of the library & to encourage the students to study books & magazines. • Issue books to the students & staff and maintain issue register etc. • To collect requirements of staff and students and to procure the books. • To follow the KVS Library policy. • To suggest and improve the Face Lift of the library to provide a congenial reading atmosphere for the students. • To make a list of required books in April and to purchase the books. • Students also must be encouraged to give the list of good books for purchase. • To supervise effectively the functioning of the library and to send a quarterly report to the principal. • To celebrate Pustkoupkar in first week of April every year. • Any other related work assigned by the Principal
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26. ICT	
In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. P G JHA MR. NARESH COMPUTER INSTRUCTOR	<ul style="list-style-type: none"> • The committee promotes the integration of ICT tools, resources, and platforms into the academic curriculum to enhance teaching, learning, and assessment practices across subjects and grade levels. • The committee oversees the planning, procurement, installation, and maintenance of ICT infrastructure, including computers, tablets, interactive whiteboards, projectors, networking equipment, and software applications, ensuring that they meet the educational needs and goals of the school. • The committee develops and implements digital literacy programs and training sessions for students, teachers, and staff to enhance their skills in using technology effectively for learning, communication, collaboration, and productivity. • The committee establishes and reviews ICT policies, guidelines, and acceptable use agreements for students and staff, promoting responsible and ethical use of technology and safeguarding the security and privacy of digital information.



	<p>other evaluation methods to assess user satisfaction and identify areas for improvement.</p> <ul style="list-style-type: none"> • The committee organizes training sessions, workshops, and professional development programs for librarians and library staff to enhance their knowledge and skills in library management, information technology, and reader services. • The committee collaborates with school administration, parent-teacher associations, local libraries, publishers, and educational organizations to enhance library services, resources, and programs for the benefit of the school community. Make available curriculum books, Textbooks, Collection of CBSE & session-ending examination question papers for use by the students. • Prepare a list of books with the help of subject teachers by April 'every year & purchase them by June every year as per budget provision. • At least two programmes should be organized in this session to make the students & staff for the use of the library & to encourage the students to study books & magazines. • Issue books to the students & staff and maintain issue register etc. • To collect requirements of staff and students and to procure the books. • To follow the KVS Library policy. • To suggest and improve the Face Lift of the library to provide a congenial reading atmosphere for the students. • To make a list of required books in April and to purchase the books. • Students also must be encouraged to give the list of good books for purchase. • To supervise effectively the functioning of the library and to send a quarterly report to the principal. • To celebrate Pustkoupchar in first week of April every year. • Any other related work assigned by the Principal
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26. ICT

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. P G JHA MR. NARESH COMPUTER INSTRUCTOR	<ul style="list-style-type: none"> • The committee promotes the integration of ICT tools, resources, and platforms into the academic curriculum to enhance teaching, learning, and assessment practices across subjects and grade levels. • The committee oversees the planning, procurement, installation, and maintenance of ICT infrastructure, including computers, tablets, interactive whiteboards, projectors, networking equipment, and software applications, ensuring that they meet the educational needs and goals of the school. • The committee develops and implements digital literacy programs and training sessions for students, teachers, and staff to enhance their skills in using technology effectively for learning, communication, collaboration, and productivity. • The committee establishes and reviews ICT policies, guidelines, and acceptable use agreements for students and staff, promoting responsible and ethical use of technology and safeguarding the security and privacy of digital information.



- The committee identifies and evaluates educational technology tools, platforms, and resources, such as learning management systems, educational apps, multimedia resources, and online learning platforms, to support personalized and interactive learning experiences for students.
- The committee organizes training workshops, seminars, and webinars for teachers and staff to build their capacity in integrating ICT into teaching practices, designing digital learning materials, and using educational technology effectively in the classroom.
- The committee facilitates the adoption and implementation of e-learning platforms and digital content repositories to provide access to online courses, textbooks, multimedia resources, and educational materials for students and teachers.
- The committee promotes digital citizenship education initiatives to teach students about online safety, privacy, cyberbullying, digital footprints, and responsible use of social media and digital communication tools.
- The committee provides technical support and troubleshooting assistance to students, teachers, and staff for ICT hardware, software, and connectivity issues, ensuring smooth operation of ICT resources and minimizing disruptions to teaching and learning activities.
- The committee ensures the security, confidentiality, and integrity of digital data and information stored on school ICT systems, implementing data protection measures and backup procedures to prevent data loss and unauthorized access.
- The committee evaluates the effectiveness of ICT initiatives, tools, and resources in enhancing teaching and learning outcomes, gathering feedback from stakeholders and using data to inform decision-making and continuous improvement efforts.
- The committee collaborates with educational technology vendors, government agencies, industry partners, and other stakeholders to access resources, expertise, and support for ICT initiatives and to stay abreast of emerging trends and best practices in educational technology.
- To oversee **Computer lab, e-classroom, school website, UBI Fee, social media, Vidyanjali, UDISE+, KVS Samagam.**
- To oversee the functioning/maintenance of computers in KV by AMC contractor.
- To send monthly reports to KVS (RO)
- To update the website weekly (The data should be collected from all the Department heads, CCA coordinator, Office etc.
- To check KVS (RO) and HQ website every day and to download circulars etc.
- Any other related work assigned by the Principal.
- To Design the website of the school with the help of the latest technology.
- To collect the information as per the heads defined by KVS (HQ).
- Upload the information received immediately.
- To upload frequently the creativity and achievement of the students and teachers.
- To highlight the special features, Notifications and Important events on the website regularly.



27. RESOURCE ROOM

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. RAHUL GHOSH MS. SAROJ BALA	<ul style="list-style-type: none">• The committee identifies, acquires, and organizes resources such as educational materials, teaching aids, assistive technologies, and learning tools to support diverse learning needs and enhance the teaching-learning process.• The committee maintains an inventory of resources available in the resource room, ensuring that they are properly cataloged, labeled, and accessible to teachers and students.• The committee ensures that the resource room is organized in a manner that facilitates easy access to resources, promotes independent exploration, and accommodates different learning styles and preferences.• The committee promotes the effective use of resources by teachers and students, providing guidance, training, and support on how to integrate resources into teaching, learning, and classroom activities.• The committee assists teachers in implementing differentiated instruction strategies by providing resources and materials that cater to diverse learning styles, abilities, and interests of students.• The committee coordinates resources and materials to support students with special educational needs, including those with learning disabilities, physical disabilities, or developmental delays, ensuring that they have access to appropriate accommodations and interventions.• The committee organizes workshops, training sessions, and seminars for teachers to enhance their knowledge and skills in utilizing resources effectively, adapting instructional materials, and addressing the needs of diverse learners.• The committee collaborates with other committees, school leadership, parents, and external organizations to access resources, share best practices, and enhance the availability and quality of resources in the resource room.• The committee ensures the maintenance and upkeep of resources, including regular inspections, repairs, and replacements as needed, to ensure that they remain in good condition and continue to be useful for teaching and learning.• The committee monitors the usage of resources in the resource room, gathers feedback from teachers and students, and evaluates the impact of resources on teaching effectiveness and student learning outcomes.• The committee stays updated on emerging trends, innovations, and developments in educational resources and technologies, exploring new resources and technologies that can enhance teaching and learning experiences.• The committee manages the budget allocated for the resource room, prioritizing resource acquisition and expenditures based on the needs and priorities identified by teachers, students, and school leadership.

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28. NIPUN BHARAT

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. RAHUL GHOSH MR. KULDEEP SINGH MS. SAROJ BALA MR. AK VERMA	<ul style="list-style-type: none">• The committee is responsible for implementing the Nipun Bharat initiative within the school, following the guidelines and directives provided by the KVS authorities and the Ministry of Education.• The committee ensures that the curriculum and teaching methods align with the goals and objectives of the Nipun Bharat initiative, focusing on foundational literacy (reading and writing) and numeracy (basic math skills) across all grade levels.• The committee organizes training programs, workshops, and professional development sessions for teachers to enhance their skills in teaching foundational literacy and numeracy, including effective instructional strategies, assessment techniques, and remedial interventions.• The committee facilitates student assessments and evaluations to monitor progress in foundational literacy and numeracy skills, identifying areas of strength and areas needing improvement, and providing feedback to teachers and students.• The committee provides remedial support and intervention programs for students who are struggling with foundational literacy and numeracy skills, offering additional instruction, resources, and support to help them achieve proficiency.• The committee engages parents and the wider community in supporting the Nipun Bharat initiative, raising awareness about the importance of foundational literacy and numeracy skills and involving parents in activities to reinforce learning at home.• The committee monitors the implementation of the Nipun Bharat initiative within the school, collects data on student performance and progress, and evaluates the effectiveness of interventions and strategies used to improve foundational literacy and numeracy skills.• The committee collaborates with other committees, school leadership, district education officials, and external partners to coordinate efforts, share best practices, and access resources and support for the successful implementation of the Nipun Bharat initiative.• The committee maintains records, documentation, and reports on the implementation of the Nipun Bharat initiative, including student performance data, attendance records, and details of interventions and outcomes.• The committee explores innovative approaches and strategies to enhance the effectiveness of the Nipun Bharat initiative, adapting and refining interventions based on feedback, research, and emerging best practices in foundational literacy and numeracy education.



29. FURNITURE DEPARTMENT

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. NARESH MR. SUNIL KUMAR	<ul style="list-style-type: none">• The committee maintains an inventory of all furniture items within the school, including desks, chairs, tables, shelves, cabinets, and other furnishings, ensuring accurate records of quantities, conditions, and locations.• The committee identifies the furniture needs of the school and coordinates the procurement process, including sourcing suppliers, obtaining quotations, evaluating options, and making recommendations for furniture purchases based on quality, durability, cost-effectiveness, and suitability for the intended use.• The committee collaborates with school administration and relevant stakeholders to develop budgets for furniture procurement, replacement, and maintenance, ensuring that financial resources are allocated appropriately and transparently.• The committee oversees the maintenance and repair of existing furniture items, implementing schedules for routine inspections, cleaning, repairs, and refurbishments to prolong the lifespan and usability of furniture assets.• The committee ensures that all furniture items meet safety standards and ergonomic principles, considering factors such as comfort, posture support, adjustability, and accessibility to promote a healthy and conducive learning environment for students and staff.• The committee assesses the layout and arrangement of furniture within classrooms, laboratories, libraries, offices, and common areas to optimize space utilization, facilitate traffic flow, and create functional and aesthetically pleasing environments.• The committee considers the needs of diverse users, including students with disabilities or special requirements, and ensures that furniture arrangements and designs are inclusive, accessible, and accommodating to all members of the school community.• The committee promotes environmentally sustainable practices in furniture management, such as choosing eco-friendly materials, recycling or repurposing old furniture, and minimizing waste generation during procurement, installation, and disposal processes.• The committee ensures compliance with relevant regulations, standards, and guidelines governing furniture safety, quality, and procurement procedures, adhering to legal requirements and industry best practices.• The committee collaborates with other committees, school leadership, maintenance staff, vendors, and external stakeholders to coordinate furniture-related activities, share information, and address issues or concerns related to furniture management.• The committee solicits feedback from students, teachers, and staff regarding furniture needs, preferences, and satisfaction levels, using input to inform decision-making, prioritize improvements, and enhance the overall quality of furniture provision and maintenance.• The committee maintains documentation, records, and reports related to furniture inventory, procurement, maintenance activities, and expenditures, ensuring transparency, accountability, and effective communication of information to relevant stakeholders.• Any other related work assigned by the Principal



30. LABORATORY

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. MOHAN MR. RANAJIT MANDAL PGT BIOLOGY MS. DAMINI	<ul style="list-style-type: none">• The committee maintains an inventory of laboratory equipment, apparatus, chemicals, consumables, and other resources, ensuring accurate records of quantities, conditions, and locations.• The committee identifies the laboratory needs of the school and coordinates the procurement process for laboratory supplies, including sourcing suppliers, obtaining quotations, evaluating options, and making recommendations for purchases based on quality, safety, and suitability for educational purposes.• The committee collaborates with school administration and relevant stakeholders to develop budgets for laboratory supplies, equipment maintenance, repairs, and safety enhancements, ensuring that financial resources are allocated appropriately and transparently.• The committee ensures that laboratory facilities and practices comply with safety regulations, standards, and guidelines, conducting regular inspections, risk assessments, and safety drills to prevent accidents, injuries, and hazardous incidents.• The committee oversees the maintenance, repair, and calibration of laboratory equipment and instrumentation, implementing schedules for routine inspections, servicing, and calibration to ensure optimal performance and accuracy.• The committee collaborates with subject teachers to design and set up experiments and demonstrations for practical classes, providing guidance on equipment usage, safety precautions, experimental procedures, and data collection techniques.• The committee promotes the effective use of laboratory resources by teachers and students, ensuring that laboratory facilities are accessible, organized, and equipped to support hands-on learning, inquiry-based investigations, and scientific inquiry.• The committee establishes and enforces laboratory rules, procedures, and protocols to maintain discipline, order, and cleanliness in laboratory environments, fostering a culture of responsible behavior, respect for equipment, and adherence to safety guidelines.• The committee organizes training workshops, seminars, and professional development programs for laboratory staff, teachers, and students to enhance their knowledge and skills in laboratory techniques, safety practices, and scientific inquiry.• The committee promotes environmentally sustainable practices in laboratory management, such as proper waste disposal, recycling, energy conservation, and the use of eco-friendly materials and chemicals, to minimize environmental impact and promote stewardship of natural resources.• The committee collaborates with other committees, school leadership, subject departments, maintenance staff, vendors, and external stakeholders to coordinate laboratory-related activities, share information, and address issues or concerns related to laboratory management.• The committee solicits feedback from teachers, students, and staff regarding laboratory facilities, resources, and experiences, using input to



	<p>inform decision-making, prioritize improvements, and enhance the overall quality of laboratory provision and management.</p> <ul style="list-style-type: none"> • The required practical's/activities are to be conducted for different classes as per the prescribed syllabus. • Organize exhibitions on different subjects at various levels. • To check the practical / activity record regularly. • To give sufficient practice to the board class students. • Any other related work assigned by the Principal.
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31. MAINTENANCE & REPAIR	
In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. RAHUL JHA MR. KULDEEP SINGH	<ul style="list-style-type: none"> • Conducting regular inspections of school buildings, facilities, and infrastructure to identify maintenance and repair needs. • Developing comprehensive plans for the upkeep of school buildings, including scheduling routine maintenance tasks such as painting, plumbing, electrical work, etc. • Coordinating and overseeing repair activities within the school premises, including engaging external contractors when necessary. • Assisting in the allocation of funds for maintenance and repair work, ensuring that resources are utilized efficiently to address priority areas. • Ensuring compliance with safety regulations and standards in all maintenance and repair activities to create a secure environment for students and staff. • Maintaining records of maintenance and repair work carried out, including invoices, reports, and feedback from stakeholders. • Establishing a feedback mechanism for stakeholders to report maintenance issues promptly and facilitating timely resolution. • Conducting training sessions or workshops for staff members on basic maintenance practices to promote a culture of proactive upkeep. • Developing protocols and procedures for responding to emergency maintenance situations, such as structural damage or equipment failure. • Collaborating with other relevant committees or departments within the KVS system to ensure effective coordination and synergy in maintenance and repair efforts. • To plan for repair & maintenance, urgently required in the Vidyalaya building and Departments. • To plan & purchase the material required for maintenance and repair. • Arrange to keep the Vidyalaya Campus neat & clean. • To take action in time for the decent look of the Vidyalaya. • To maintain the tube lights & fans etc. in proper condition. • The committee members will look after the judicious use of water and electrical power in the school and staff quarters. • The committee will suggest the requirements in respect of maintenance and repair. • Any other related work assigned by the Principal



32. SWACHCHH VIDYALAYA

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. S K JHA MR. RAHUL JHA MR. S A KHAN MS. SAROJ BALA	<ul style="list-style-type: none">• Overseeing the cleanliness and hygiene standards of the school premises, including classrooms, washrooms, corridors, and outdoor areas.• Developing and implementing effective waste management practices, including segregation, recycling, and proper disposal of waste materials.• Ensuring access to clean water and functional sanitation facilities for students and staff members, and promoting hygiene practices among them.• Organizing awareness campaigns and educational programs to promote cleanliness, hygiene, and sanitation practices among students, teachers, and support staff.• Coordinating with the Maintenance & Repair Committee to address any sanitation-related issues in school infrastructure, such as leaking pipes, dysfunctional toilets, or drainage problems.• Ensuring compliance with the guidelines and directives of the Swachh Bharat Mission and other relevant authorities pertaining to cleanliness and sanitation.• Conducting regular inspections of sanitation facilities and areas within the school premises to identify any deficiencies or areas needing improvement.• Collaborating with students, teachers, parents, and the local community to foster a sense of ownership and responsibility towards maintaining a clean and hygienic school environment.• Maintaining records of sanitation-related activities, including inspections, maintenance work, and awareness programs, and reporting on progress to higher authorities as required.• Developing protocols and procedures for responding to sanitation-related emergencies, such as outbreaks of infectious diseases or environmental hazards.• Regularly evaluating the effectiveness of sanitation initiatives and seeking feedback from stakeholders to identify areas for improvement and refinement of strategies. To prepare a plan for the beautification and maintenance of the campus.• To procure saplings and other requirements for the garden and to monitor the maintenance of gardens.• To take up the plantations of trees around the campus.• Instruct and supervise the gardener to maintain the campus without any weeds etc.• All toilets and bathrooms should be washed with Phenyl.• Wet mop all corridors, departments and steps.• The places will be cleaned after school hours/ before school starts and maintained by the agency.• To obtain green school certificate and, create nature club.• Any other related work assigned by the Principal.



33. PURCHASE AND CONDEMNATION

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. MUKESH KUMAR MS. DAMINI PANDIT MR. ABHINAY VERMA	<ul style="list-style-type: none">• Developing plans for the procurement of various goods, materials, and services required by the school, in line with budgetary constraints and organizational needs.• Identifying potential suppliers, evaluating their capabilities, and selecting vendors through a transparent and competitive process to ensure the best value for money.• Managing the tendering process for larger purchases, including preparing tender documents, inviting bids, evaluating proposals, and awarding contracts in accordance with procurement policies and regulations.• Ensuring that procurement activities are carried out within allocated budgets and optimizing spending to achieve cost savings where possible.• Verifying the quality and specifications of procured goods and services to ensure compliance with standards and requirements, and taking necessary actions in case of discrepancies or defects.• Maintaining accurate records of procured items, tracking their movement and usage, and implementing inventory control measures to prevent losses or wastage.• Identifying obsolete, damaged, or surplus assets within the school premises and recommending their disposal through appropriate channels, such as auction, sale, donation, or condemnation.• Facilitating the condemnation process for assets that are no longer usable or economically repairable, including documenting their condition, obtaining approvals for disposal, and overseeing the disposal process.• Ensuring compliance with procurement policies, regulations, and ethical standards, and maintaining proper documentation of procurement transactions, contracts, and disposal activities.• Upholding integrity and transparency in all procurement-related activities, including avoiding conflicts of interest, adhering to ethical standards, and promoting fair competition among suppliers.• Providing regular reports to relevant authorities on procurement activities, expenditures, and outcomes, and ensuring accountability for decisions and actions taken by the committee.• To prepare a consolidated condemnation report for every session before the VMC Meeting and to get it approved.• Any other related work assigned by the Principal.



34. HEALTH & HYGIENE

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. SALMAN AHAMED KHAN MS. DAMINI PANDIT MR. KULDEEP SINGH MS. SAROJ BALA	<ul style="list-style-type: none">• First Aid Services: Ensuring the availability of trained personnel and necessary supplies for administering first aid in case of injuries or medical emergencies within the school premises. Conducting periodic training sessions for staff members on basic first aid techniques and procedures.• Health Check-up Programs: Organizing regular health check-up camps for students and staff members to assess their physical well-being and detect any underlying health issues. Collaborating with healthcare professionals and medical institutions to conduct comprehensive health screenings and assessments.• Vaccination Programs: Coordinating with local health authorities and medical professionals to facilitate vaccination drives for students and staff members, in alignment with national immunization schedules and guidelines. Educating parents and guardians about the importance of vaccination and encouraging them to ensure that their children receive timely vaccinations.• Canteen Hygiene: Monitoring and enforcing hygiene standards in the school canteen, including cleanliness of food preparation areas, storage facilities, and dining spaces. Conducting regular inspections of food handling practices, ensuring compliance with food safety regulations, and taking corrective actions as needed. Promoting healthy eating habits among students by offering nutritious food options and discouraging the consumption of unhealthy or unhygienic food items.• Health Education: Conducting health awareness sessions and workshops for students, teachers, and parents on topics such as personal hygiene, nutrition, disease prevention, and mental well-being. Distributing informational materials and resources to promote health literacy and empower individuals to make informed decisions about their health.• Emergency Preparedness: Developing protocols and procedures for responding to health-related emergencies, such as outbreaks of contagious diseases or allergic reactions, and ensuring that staff members are trained to handle such situations effectively. Maintaining emergency medical supplies and equipment, such as automated external defibrillators (AEDs) and emergency medications, in strategic locations throughout the school premises.• Collaboration and Coordination: Collaborating with other relevant committees, such as the Maintenance & Repair Committee and the Swachchh Vidyalaya Committee, to address health and hygiene issues holistically and ensure a safe and healthy learning environment for all stakeholders. To prepare a plan for student health checking twice a year by an authorized Medical Officer.• Special care must be taken for girl child as per their natural need if the situation demands that.• Any other related work assigned by the Principal.



35. SECURITY & CONSERVANCY

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. S K JHA MR. RAHUL JHA	<ul style="list-style-type: none"> • Security Measures: Implementing and monitoring security measures to safeguard the school premises, including access control, perimeter fencing, CCTV surveillance, and visitor management systems. Conducting regular security assessments to identify vulnerabilities and risks, and implementing appropriate measures to address them. • Emergency Preparedness: Developing emergency response plans and procedures for various scenarios, such as fire incidents, natural disasters, medical emergencies, or security threats. Organizing drills and training sessions to familiarize staff and students with emergency protocols and ensure a prompt and coordinated response during crises. • Safety Awareness: Promoting safety awareness among students, teachers, and support staff through educational programs, workshops, and awareness campaigns on topics such as fire safety, personal safety, and disaster preparedness. Distributing safety guidelines and informational materials to stakeholders to raise awareness about potential risks and preventive measures. • Security Personnel: Coordinating with security personnel, including guards and patrolling staff, to ensure proper deployment and supervision, as well as providing necessary training and support to enhance their effectiveness. Monitoring the performance of security personnel and addressing any concerns or issues related to their duties or conduct. • Conservation Efforts: Promoting conservation efforts within the school community, including initiatives to reduce energy consumption, minimize waste generation, and promote sustainable practices. Implementing measures to conserve water, electricity, and other natural resources, such as installing energy-efficient lighting, rainwater harvesting systems, and waste recycling facilities. • Maintenance of Green Spaces: Ensuring the upkeep and maintenance of green spaces, gardens, and outdoor areas within the school premises, including tree planting, landscaping, and pest control measures to preserve biodiversity and enhance the aesthetic appeal of the surroundings. • Collaboration with Local Authorities: Collaborating with local law enforcement agencies, fire departments, civil defense authorities, and environmental agencies to exchange information, coordinate activities, and address security and conservation-related issues effectively. Participating in community outreach programs and joint initiatives to promote safety, security, and environmental conservation in the surrounding neighborhood. <ul style="list-style-type: none"> • To maintain a record of security personnel deployed by the agency. • To give an outlay of security required for the campus to the agency and supervise the work done by the security personnel. • Any lapse in the system should be informed to the agency to rectify it immediately. • Any other related work assigned by the Principal.



36. CONTRACTUAL TEACHERS AND COACHES

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
SH. AMAL KUMAR DAS SH. KULDEEP SINGH	<ul style="list-style-type: none">• Recruitment Process: Developing recruitment guidelines and criteria for hiring contractual teachers and coaches in accordance with KVS policies and regulations. Advertising vacant positions, receiving applications, conducting interviews, and selecting suitable candidates based on qualifications, experience, and suitability for the role.• Contract Management: Drafting and issuing contracts to selected candidates, specifying terms and conditions of employment, including duration, remuneration, working hours, and responsibilities. Ensuring compliance with contractual agreements and addressing any disputes or issues that may arise during the tenure of the contract.• Deployment and Scheduling: Assigning contractual teachers and coaches to specific subjects, classes, or extracurricular activities based on their expertise and the needs of the school. Developing schedules and timetables for teaching assignments, coaching sessions, and other responsibilities, ensuring effective utilization of resources and meeting educational objectives.• Performance Evaluation: Establishing performance evaluation criteria and conducting periodic assessments to evaluate the effectiveness and competence of contractual teachers and coaches. Providing constructive feedback and support to improve performance, as well as initiating disciplinary action or termination of contracts in cases of unsatisfactory performance or misconduct.• Professional Development: Facilitating professional development opportunities for contractual teachers and coaches, such as workshops, training programs, and seminars, to enhance their skills, knowledge, and teaching/coaching abilities. Encouraging continuous learning and professional growth among contractual staff members to improve the quality of education and extracurricular activities provided to students.• Coordination with School Administration: Collaborating with school administrators, department heads, and other committees to ensure effective coordination and integration of contractual staff members into the school's academic and extracurricular programs. Addressing any administrative or logistical issues related to the deployment and performance of contractual teachers and coaches in a timely and efficient manner.• Compliance and Documentation: Ensuring compliance with legal and regulatory requirements governing the employment of contractual staff, including labor laws, taxation, and other statutory obligations. Maintaining accurate records and documentation related to the recruitment, deployment, performance evaluation, and contract renewal/termination of contractual teachers and coaches.• To allocate the timetable to the contractual teachers and coaches as per KVS directions.• Any other related work assigned by the Principal.



37. DISCIPLINE

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. S A KHAN MR. S K JHA MS. D PANDIT MR. A K VERMA	<ul style="list-style-type: none">• Rule Enforcement: Enforcing school rules, regulations, and codes of conduct to ensure discipline and order among students, teachers, and staff members. Addressing violations of school policies or behavioral standards through appropriate disciplinary measures, such as warnings, counseling, or sanctions.• Conflict Resolution: Mediating conflicts and resolving disputes between students, teachers, or staff members in a fair and impartial manner. Promoting peaceful conflict resolution strategies and fostering a culture of respect, tolerance, and understanding within the school community.• Behavior Management: Monitoring student behavior and addressing disruptive or inappropriate conduct through corrective actions, such as detention, suspension, or referral to higher authorities. Providing guidance and support to students who exhibit behavioral issues or challenges, including counseling and intervention strategies.• Safety and Security: Ensuring the safety and security of students, teachers, and staff members by enforcing safety protocols, emergency procedures, and campus security measures. Collaborating with school administration and security personnel to address safety concerns, prevent incidents, and respond effectively to emergencies.• Promotion of Positive Behavior: Implementing programs and initiatives to promote positive behavior, character development, and responsible citizenship among students. Recognizing and rewarding students who demonstrate exemplary conduct, leadership, and adherence to school values and expectations.• Parental Involvement: Engaging parents and guardians in disciplinary matters by communicating expectations, policies, and consequences, as well as seeking their cooperation and support in reinforcing discipline at home. Facilitating parent-teacher conferences, meetings, or workshops to address behavioral concerns, share information, and develop collaborative strategies for student discipline.• Training and Professional Development: Providing training and professional development opportunities for teachers and staff members on effective discipline strategies, conflict resolution techniques, and behavior management approaches. Equipping educators with the skills and resources necessary to create a positive, safe, and conducive learning environment for all students.• Documentation and Reporting: Maintaining accurate records of disciplinary incidents, interventions, and outcomes, as well as documenting follow-up actions taken to address behavioral issues. Reporting disciplinary trends, challenges, and recommendations to school administration and relevant stakeholders for ongoing improvement and intervention.• The committee will decide the course of action against the concerned students(s).• Any other related work assigned by the Principal.



38. REDRESSAL OF GRIEVANCES

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. AK DAS MR. MUKESH KUMAR MS. DAMINI PANDIT MR. ABHINAY K VERMA	<ul style="list-style-type: none">• Receive, review, and address grievances or complaints lodged by students, parents, teachers, or staff members regarding any aspect of school operations, policies, or interpersonal conflicts.• Maintain strict confidentiality in handling grievance cases to protect the privacy and interests of all parties involved, while ensuring transparency and fairness in the resolution process.• Conduct thorough investigations into grievance cases, gathering relevant information, evidence, and perspectives from all parties concerned to ascertain the facts and underlying issues accurately.• Facilitate dialogue, negotiation, and mediation between the aggrieved parties to seek amicable solutions and resolve disputes in a mutually satisfactory manner, promoting reconciliation and harmony within the school community.• Maintain comprehensive records of grievance cases, including the nature of complaints, investigation findings, actions taken, and outcomes, to ensure accountability, track trends, and identify systemic issues for improvement.• Provide recommendations and suggestions to school administration or relevant authorities for policy changes, procedural improvements, or preventive measures based on the patterns and trends observed in grievance cases.• Conduct awareness campaigns, workshops, or orientation sessions for students, parents, teachers, and staff members on grievance redressal procedures, conflict resolution techniques, and communication skills to foster a culture of open dialogue and constructive feedback.• To open the grievances box kept in the Vidyalaya once (2nd Friday) in every month.• Any complaints to be enquired and to report to higher authorities for n.a.• An appropriate action may be suggested to the Principal.• Any other work-related and assigned by the Principal.

39. SC/ST CELL

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. RUBEN KARTHAK MR. AK VERMA	<ul style="list-style-type: none">• Promote social inclusion, equity, and empowerment of students and staff belonging to Scheduled Castes (SC) and Scheduled Tribes (ST) communities, ensuring their full participation and representation in all aspects of school life.• Advocate for the rights, interests, and welfare of SC/ST students and staff within the school community, addressing issues of discrimination, harassment, or marginalization through proactive intervention and support.• Provide support services, counseling, and guidance to SC/ST students and staff members facing academic, social, or emotional challenges, ensuring equal access to educational opportunities and resources.• Conduct sensitization programs, workshops, or awareness campaigns for



	<p>students, teachers, and staff members to raise awareness about the social, cultural, and historical context of SC/ST communities, combat stereotypes, and promote respect and understanding.</p> <ul style="list-style-type: none"> • Monitor the implementation of affirmative action measures, scholarships, and welfare schemes for SC/ST students and staff, and report on their progress, challenges, and outcomes to higher authorities for policy review and intervention. • Collaborate with external stakeholders, community organizations, government agencies, and NGOs working in the field of social justice and empowerment to leverage resources, expertise, and support for the benefit of SC/ST students and staff members. • Ensure compliance with legal and regulatory provisions pertaining to the rights and entitlements of SC/ST communities, including reservation policies, anti-discrimination laws, and affirmative action initiatives, within the school's jurisdiction.
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40. ALUMNI: KVS Samagam Portal	
In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. A K DAS MR. SANJIV KUMAR MR. PGJ	<ul style="list-style-type: none"> • Overseeing the technical aspects and functionality of the KVS Samagam Portal, ensuring that it remains operational, user-friendly, and up-to-date with relevant features and content. • Curating and updating content on the portal, including alumni profiles, news, events, achievements, and other relevant information, to keep alumni informed and engaged. • Managing the registration and membership process for alumni on the portal, including verification of alumni credentials and approval of new member requests. • Facilitating communication between alumni members through the portal, including messaging features, discussion forums, and networking opportunities to foster connections and collaborations. • Organizing alumni reunions, meetups, seminars, workshops, and other events through the portal, including event planning, promotion, registration, and logistics management. • Maintaining an updated database of alumni profiles, contact information, professional achievements, and other relevant details to facilitate networking and engagement. • Collecting feedback and suggestions from alumni regarding the portal's functionality, content, and activities, and using this input to improve the user experience and meet alumni needs. • Collaborating with other alumni associations, school administrators, teachers, and staff members to strengthen connections between alumni and the KVS community, and to support school initiatives and projects. • Exploring opportunities for alumni engagement in fundraising efforts to support KVS projects, scholarships, infrastructure development, and other initiatives through the portal. • Promoting the KVS Samagam Portal among alumni networks, social media channels, and other platforms to increase awareness, membership, and



	<p>participation in alumni activities.</p> <ul style="list-style-type: none"> • Ensuring the security and confidentiality of alumni data stored on the portal, including compliance with data protection regulations and best practices for data handling and storage. • Monitoring portal usage, engagement metrics, and feedback to evaluate the effectiveness of alumni engagement efforts and report on outcomes to relevant stakeholders.
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41. Disaster management

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. SALMAN AHAMED KHAN MR. RAHUL JHA MS. DAMINI PANDIT MR. ABHISHEK DAS	<ul style="list-style-type: none"> • Conducting comprehensive risk assessments to identify potential hazards and vulnerabilities within the school premises, surrounding areas, and broader community context. • Developing and implementing effective emergency response plans and protocols tailored to various types of disasters, including natural calamities (such as earthquakes, floods, cyclones), man-made incidents (such as fires, chemical spills), medical emergencies, and security threats. • Organizing regular training sessions, workshops, and drills to educate students, teachers, and staff members on emergency procedures, evacuation routes, first aid techniques, and other essential skills for responding to disasters effectively. • Ensuring the availability and readiness of emergency supplies, equipment, and facilities, including first aid kits, fire extinguishers, emergency lights, communication devices, and evacuation shelters. • Establishing communication channels and protocols for disseminating timely alerts, warnings, and instructions to the school community during emergencies, and coordinating with external authorities, emergency services, and stakeholders for support and assistance. • Designating and training personnel for search and rescue operations in the aftermath of disasters, including evacuation, triage, and casualty management, and collaborating with local emergency responders for mutual aid and support. • Providing psychosocial support and counseling services to students, teachers, and staff members affected by disasters, including trauma debriefing, grief counseling, and stress management interventions. • Engaging with parents, guardians, alumni, and local community members to raise awareness about disaster preparedness and resilience-building initiatives, and fostering partnerships for collective action and support. • Maintaining accurate records of disaster preparedness activities, emergency responses, lessons learned, and best practices, and conducting regular evaluations and reviews to assess the effectiveness of disaster management efforts and identify areas for improvement. • Advocating for policies, regulations, and investments that prioritize disaster risk reduction, resilience-building, and safety measures within the school system and broader community, and participating in advocacy campaigns for disaster preparedness and mitigation at local, regional, and national levels.



42. Continuous Professional Development (CPD)

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. NITIN KUMAR MISRA MR. NARESH	<ul style="list-style-type: none">• Developing and implementing strategies and plans for continuous professional development that align with the goals and objectives of KVS, as well as the evolving needs of teachers and staff.• Conducting assessments to identify the training needs and skill gaps of teachers and staff members, taking into account changes in curriculum, teaching methodologies, technology integration, and educational trends.• Organizing workshops, seminars, conferences, and training programs on various topics relevant to education, pedagogy, curriculum development, assessment strategies, classroom management, and other professional development areas.• Mobilizing resources, including financial, human, and material resources, to support professional development initiatives, such as securing funding, inviting guest speakers, arranging venues, and providing training materials.• Promoting the integration of technology into professional development activities, such as e-learning platforms, webinars, online courses, and digital resources, to enhance accessibility, flexibility, and effectiveness of learning experiences.• Facilitating peer learning and collaboration among teachers and staff members through communities of practice, mentoring programs, peer observations, lesson study groups, and collaborative projects.• Providing leadership development opportunities for teachers and staff members who aspire to take on leadership roles within the school or KVS system, such as department heads, coordinators, mentors, and trainers.• Evaluating the effectiveness and impact of professional development activities through feedback surveys, assessments, and performance reviews, and using this data to refine and improve future programs.• Recognizing and rewarding teachers and staff members for their participation and achievements in professional development activities, such as certificates, awards, and professional certifications.• Advocating for policies, regulations, and institutional support mechanisms that promote and sustain a culture of continuous professional development within KVS, both at the organizational and governmental levels.• Documenting professional development activities, outcomes, and best practices to create a repository of knowledge and resources that can be shared and accessed by teachers and staff members across the KVS system.• Collaborating with external partners, such as educational institutions, professional organizations, industry experts, and government agencies, to leverage expertise, resources, and opportunities for professional development.



43. Teaching Aids

In charge and Member	DUTIES/ RESPONSIBILITIES/ ACTIVITIES
MR. ABHISHEK DAS MR. SUNIL KUMAR	<ul style="list-style-type: none">• Maintain an inventory of teaching aids available within the school, including visual aids, audio-visual equipment, models, charts, maps, and other instructional materials.• Assess the teaching and learning needs of teachers and students to identify the types of teaching aids required for different subjects, levels, and learning styles.• Source, purchase, or acquire teaching aids in consultation with teachers, subject experts, and school administrators, ensuring alignment with curriculum requirements and educational objectives.• Organize teaching aids systematically, cataloguing them by subject, topic, grade level, and accessibility to facilitate easy retrieval and use by teachers and students.• Ensure the maintenance, repair, and upkeep of teaching aids to keep them in good working condition, conducting regular inspections and addressing any issues promptly.• Provide training and support to teachers on the effective use of teaching aids in the classroom, including demonstration sessions, workshops, and tutorials.• Integrate the use of teaching aids into the curriculum and lesson planning process, collaborating with teachers to identify opportunities for incorporating visual, auditory, and kinesthetic learning experiences.• Explore innovative teaching aids and instructional technologies to enhance teaching effectiveness, engagement, and student learning outcomes.• Ensure that teaching aids are accessible to all students, including those with special educational needs or disabilities, by providing adaptations, alternative formats, and assistive technologies as needed.• Evaluate the effectiveness of teaching aids in supporting teaching and learning goals through feedback from teachers, students, and other stakeholders, and make adjustments or improvements as necessary.• Collaborate with other committees, departments, and external stakeholders, such as educational publishers, vendors, and community organizations, to share resources, expertise, and best practices in teaching aid development and use.• Facilitate the sharing and exchange of teaching aids among teachers within the school, as well as with other KVS schools and educational institutions, to maximize resource utilization and promote collaborative learning environments.



NOTES

- All departmental In-charges, Assistant In-charges, and committee members are kindly requested to meticulously prepare a comprehensive action plan for the 2024-25 session in duplicate, aligning with the provided guidelines. One copy of the plan should be submitted to the Principal for monitoring purposes without delay.
- Should any challenges arise, please do not hesitate to reach out to the undersigned for assistance.
- In-charges are empowered to make autonomous decisions to fulfill their designated responsibilities. However, if necessary, they may seek guidance from the Principal and are expected to operate cohesively as a team.
- It is imperative that leave schedules are staggered to ensure continuity of operations. Consequently, when an In-charge is on leave, the Assistant In-charge must remain available for duty, and vice versa.
- All In-charges, Assistant In-charges, and departmental members are directed to complete stock verification for the session by March 31st. Furthermore, they are to compile lists for purchasing or procuring necessary materials for the upcoming session by the same date. Any items slated for condemnation should also be identified and listed by March 31st, with the list promptly submitted to the undersigned for necessary action no later than April 20th, 2025.
- Newly appointed In-charges or conveners of departments and committees are instructed to assume their roles no later than March 31st, 2024, subsequent to conducting a thorough stock verification and maintaining the stock register. Any irregularities discovered during this process must be immediately reported to the undersigned.
- Please exert maximum effort to fulfill all responsibilities in a timely and innovative manner.
- Utilize your talents for the overall improvement of the Vidyalaya and the welfare of the students.



PRINCIPAL

LIST OF CLASS TEACHERS AND CO-CLASS TEACHERS

CLASSES	CLASS TEACHER	CO-CLASS TEACHER
I	Mrs. Saroj Bala	Mr. Rahul Ghosh
II	Mr. Sachin	Mr. Rahul Ghosh
III	Mr. Abhinay K Verma	Mr. Sunil Kumar
IV	Mr. Ruben Karthak	Mr. Sunil Kumar
V	Mr. Kuldeep Singh	Mr. Salman A Khan
VI	Mr. Ranajit Mandal	Mr. Salman A Khan
VII	Mr. Ganesh Kumar	Ms. Damini Pandit
VIII	Mr. Naresh	Ms. Damini Pandit
IX	Mr. Awaneesh Kumar	Mr. Rahul Jha
X	Mr. Rajesh Kumar	Mr. Rahul Jha
XI (C)	Mr. Piyush Gyan Jha	Mr. Shailendra K Jha
XI (S)	Mr. Mohan	Mr. Amal Kumar Das
XI (H)	Mr. Abhishek Das	Mr. Mukesh Kumar
XII (C)	Mr. Sanjiv Kumar	Mr. Shailendra K Jha
XII(S)	Mr. Nitin Kumar Misra	Mr. Amal Kumar Das
XII(H)	Mr. Amit Joshi	Mr. Mukesh Kumar

Y

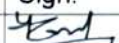
DUTIES AND RESPONSIBILITIES

- Kindly ensure the cleanliness of the classroom, ensuring not a single piece of paper is visible or carelessly thrown. If the cleanliness standard is not met, please notify the undersigned promptly.
- Each classroom must be equipped with a dustbin, and students should be instructed by their class teachers to utilize it appropriately.
- Organize students' seating arrangements by height in ascending order from the front and middle areas towards the wall sides to provide all students with a clear view of the blackboard.
- Ensure the appropriate use of light and fans according to necessity, prohibiting any misuse of electricity.
- All subject teachers are required to prepare a month-wise annual teaching plan to adhere to the KVS syllabus split-up and complete the Class XII syllabus by October 31st, 2024, or as per directives from the KVS Regional Office. Extra classes may be arranged with proper notification and permission from the Principal, if necessary, to meet the syllabus completion deadline.
- Revision plans for Class XII will be devised in November 2024, and for other classes in January 2024.
- Regularly monitor student attendance, promptly informing parents of any irregularities found.
- Ensure the topic/chapter name is written on the blackboard before commencing the lesson/unit/topic.
- Maintain classroom discipline throughout the period.
- Assign classwork/homework in a balanced manner and provide positive suggestions and remarks during corrections instead of negative/discouraging comments. Adhere strictly to the homework schedule as per subject.
- Maintain records such as Teacher's Diary, Attendance Register, House Register, Department Register, Subject Committee Register, etc., as per instructions provided.


PRINCIPAL

CERTIFICATE

This is to certify that I have noted down all the duties allotted to me in the committee list and I also read and understood the duties assigned to me as class teacher/ Subject teacher. I do fully aware that any deviation or failure to discharge my duties will warrant disciplinary action as per KVS Rules.

Sn.	Name of Employee	Designation	Sign.
1	SH. YOGESH SWAMI	PRINCIPAL	
2	SH. AMAL KUMAR DAS	PGT	ENGLISH
3	SH. SANJIV KUMAR		COMMERCE
4	SH. NITIN KUMAR MISRA		MATHS
5	SH. SHAILENDRA KUMAR JHA		HINDI
6	SH. MUKESH KUMAR		HISTORY
7	SH. MOHAN		PHYSICS
8	SH. AMIT JOSHI		ECONOMICS
9	SH. PIYUSH GYAN JHA		CS
10	SH. ABHISHEK DAS		GEOGRAPHY
11	SH. RANAJIT MANDAL		CHEMISTRY
12	SH. RAJESH KUMAR		TGT
13	SH. AWANEESH KUMAR	HINDI	
14	MS. DAMINI PANDIT	BIOLOGY	
15	SH. NARESH	MATHS	
16	SH. GANESH KUMAR	ENGLISH	
17	SH. RUBEN KARTHAK	LIBRARIAN	
18	SH. SUNIL KUMAR	ART EDUCATION	
19	SH. RAHUL JHA	WE	
20	SH. SALMAN AHMED KHAN	P& HE	
21	SH. RAHUL GHOSH	PRT	
22	SH. KULDEEP SINGH		NA
23	SH. SAROJ BALA		NA
24	SH. ABHINAY KUMAR VERMA		NA
25	SH. SACHIN		PRT (MUSIC)
26	SH. SATYAM SHIVAM	SSA	NA
27	SH. RAVI KUMAR	JSA	
28	SH. DILIRAM BATARAI	LAB. ATTEND	

