KENDRIYA VIDYALAYA MUZAFFARPUR (FIRST SHIFT) SESSION: 2023-24 (W.E.F. 01/07/2023)

LIST OF COMMITTEES

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| **S.No** | **Name of the****Department** | **Name of the In-charges & members** | **Sign.** | **Responsibility** |
| **1** | **Examination & CBSE** | **i) Sh. Manoj Kumar, PGT(Physics) I/C** |  | To conduct various examinations of the Vidyalaya with Proper Planning, Preparation of time-table for examinations, Seating plan & Invigilation duty, Preparation of result, Result analysis, Maintenance of records for future references. |
| ii) Mr. Manish Kumar Singh, LIB |  |
| iii) Smt. Versha Shalini, TGT(Hindi) |  |
| iv) Md. Sohail Azam , TGT(Maths) |  |
| v) Mr. Vikash , TGT(Sc) |  |
| vi) Sh. S.P.Singh, Sub- Staff |  |
| vii) Sh. Ganesh Dome, Sub-Staff |  |
| **2** | **Admission** | **i) Sh. B.K Roy PGT (Chem) (I/C)** |  | Registration, Verification of applications, Taking lot as per KVS rules, Preparation of list of candidates for admission, Admission and Maintenance of records for future references. |
| ii)Ms. Tulika, PGT(Commerce) |  |
| iii) Sh. S.D.Tiwari, PRT(Music) |  |
| iv)Sh. Pradeep Sah, PRT |  |
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| **3** | **Time-Table & Arrangement** | **i) Smt. Saroj Asif, PGT(Bio)(I/C)** |  | Preparation of time-table for the session, arrangement for absentees/teachers on duty, special time-table on special occasion. |
| **ii)** Sh. Manish Kumar Singh, Librarian |  |
| iii) Sh. A.K.Madhukar, TGT(S Sc) |  |
| **4** | **Discipline** | **i)Sh. S.P.Chaudhary, PGT (Chem) (I/C)****Boys** |  | To maintain discipline of students in the Vidyalaya during assembly, Lunch break and Dispersal time. Reporting of indiscipline to the Principal as and when noticed/received.To take action against indiscipline student as per the KVS rule. |
| **ii) Smt. Saroj Asif, PGT(Bio) (I/C) Girls** |  |
| iii) Sh. N.N.Trivedi, TGT (Eng) |  |
| iv) Sh. M.S.Jha, TGT (Maths) |  |
| v) Smt. Poonam Kumari, TGT(Eng) |  |
| vi) Sh. Ashish Pandey, TGT(Hindi) |  |
| All Sports Coaches & All Class/ Sub Teachers |  |
| **5** | **Maintenance & Repair****(Civil & Electrical)** | **i) Sh. Rakesh Kumar TGT(SST) (I/C), KV****MUZ( SS)** |  | Maintenance and repair of electric gadgets, plumber work, painting & beautification of Vidyalaya.Ensure the availability of water inside the Vidyalaya. |
| ii) Sh. Ashish Pandey, TGT(Hindi) |  |
| **6** | **Teaching Aid/TLM** | i) **Sh. V. N. Choudhary, TGT (S.St.) ,I/C** |  | Purchase maintenance and issue teaching aids/TLM to teachers for classroom activities. |
| iii) Sh. A.K.Madhukar, TGT(S.St) |  |
| **7** | **Scouts & Guides** | **i) Sh. Dhirendra Kumar, TGT(S.St)( (I/C)****Scout** |  | Enrolment of students for Scouts & Guides and Cubs & Bulbuls. To train the children for various levels competitions. To conduct camp in and out of the Vidyalaya as per KVS rules. |
| **ii) Smt Versha Shalini,TGT(Hindi)I/c Guide** |  |
| iii) Sh M. S. Jha, TGT(Maths) |  |
| iv) Smt. Rinki Sinha, TGT(Hindi) |  |
| **8** | **Academic & Subject Committee** | i)Sh. B.K.Roy, PGT(Chem) I/C, Science |  | Conduct of subject committee meeting, implementation of academic activities as per KVS rules, monitoring of academic activities and timely completion of syllabus. Organize programs to improve the quality and quantity of result in the Vidyalaya. |
| ii) Smt. Seema Chaudhary , TGT (Maths)I/C, Maths |  |
| iii) Smt. Versha Shalini I/C, Hindi & Sanskrit |  |
| iv) Sh. N. N. Trivedi, TGT(Eng) I/C, English |  |
| v) Sh. V.N.Choudhary, TGT (S.St) I/C, S. St. |  |
| **9** | **CCA** | i) **Sh. N.N.TRIVEDI, I/C** |  | Conduct of CCA activities as per KVS schedule, observance of national & international important days.Conduct of competition as per KVS direction. Selection & preparation of students for CCA activities on special occasion. |
| **ii) Smt. Versha Shalini, TGT(Hindi), I/C Internal CCA Competition** |  |
| **iii) Smt. Kalpana Rani, TGT(English)Assembly I/C** |  |
| iv) Sh. Ashish Pandey, TGT(Hindi) |  |
| v) Smt. Archana, PGT(Eng), Contractual |  |

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| **S.No** | **Name of the****Department** | **Name of the In-charges & members** | **Sign.** | **Responsibility** |
| **10** | **Excursion****/Picnic /****Educational Tour** | **i)Sh. S.P.Chaudhary, PGT(Chem), I/C** |  | Planning and arrangement of Picnic/Excursion for students. |
| ii)Sh. B.K. Roy, PGT (Chem.) |  |
| iii)Sh V.N.Choudhary, TGT (S.St.) |  |
| **11** | **School Cleanliness Housekeeping Water Supply, Sanitation & Cleanliness of Toilet** | **i) Sh. S.P.Chaudahry, PGT(Chem), I/C** |  | * Main Block ground floor (A & B)
* Main Block first floor (A & B)
* Main Block second floor (A & B)
* Primary Block ground floor (C)
* Primary Block first floor (C)
* Primary Block second floor (C)

Maintenance of cleanliness in classrooms, corridors, quadrangles, and toilets.Purchase and proper use of cleanliness items.Monitoring of staff engaged in cleanliness. |
| ii) Smt. Poonam Kumari, TGT(Eng |  |
| iii) Sh. B.K.Mehta, TGT(Maths) |  |
| iv) Smt. Kalpana Sinha, TGT(Eng) |  |
| v) Nurse |  |
| vi) Counsellor |  |
| vii) Special Educator |  |
| **12** | **Library Committee** | **i) Sh. Manish Kumar Singh, Lib. I/C** |  | Library committee meetings, Purchase & Maintenance of books in library, issue of books & periodical to students. Condemnation of old & won out books. Preparation and publication of Magazine and newsletters.To keep record of activities under e-granthalaya. To keep record of maintenance of library blog andbook review by the students |
| ii) Sh. Manoj Kumar, PGT(Phy) |  |
| iii) Mrs. Saroj asif, PGT(BIO) |  |
| iii) Sh.N N Trivedi, TGT (Eng.) |  |
| iv) Mr. Aashish Pandey, TGT(Hindi) |  |
| v) Mr. Manish Takhur, HM |  |
| vi) Mr. P. K. Jha, PRT |  |
| **13** | **E-Class Room** | **i) Sh. Reetesh Kumar, PGT (CS), I/C** |  | Maintenance and functioning of Computer, LCD projector, Visualizer and other electronic gadgets and their condemnations. Preparation, issue and use of e-content for classroom purpose. |
| ii) Smt. Saroj Asif, PGT (Bio) |  |
| iii) **Sh. Vikash Kumar, TGT(Sc)** |  |
| **iv)** Sh. Bandan Km. Sharma, (Comp. Inst) |  |
| **14** | **Furniture** | 1. **Sh. Dhiraj Kumar, TGT(AE) I/C**
 |  | To procure sufficient and suitable furniture for students and other department, maintenance of stock, Timely repair of the damaged furniture & distribution. Condemnation and disposal of damaged furniture which cannot be repaired |
| **ii)** Sh. Manish Kumar Singh, Lib. |  |
| iii) Sh. Sanjit Kumar, PRT |  |
| **15** | **Grievances for****Staff** | (i) **Sh. B.K.Roy, PGT(Chem), I/C** |  | To report the grievances of the staff to the Principal. |
| (ii) Smt. Saroj Asif, PGT(Bio) |  |
| **16** | **Rajbhasha** | (i) **Sh. Ashish Pandey, TGT(Hindi), I/C** |  | To send the quarterly report of Rajbhasha to Regional Office.Maintain all the records related to Rajbhasha. To complete all the works to related to Narakas.To Send the Six month report to Narakash Muzaffarpur.Upload Quarterly report on Ministry Website.Ensure 100% Official correspondence in Hindi |
| **(ii)** Smt. Versha Shalini, TGT(Hindi) |  |
| **(iii)** Smt. Kumari Rinki Sinha, TGT(Hindi) |  |
| (iv) Sh. Shruti Jaiswal, TGT(Sans.) |  |
| (v) Smt,Rupam Kumari, JSA |  |
| **17** | **Grievances for Students** | (i) **Sh. M S Jha,TGT(MAths), I/C** |  | To report the grievances of the student to the Principal |
| **(ii)** Smt. Saroj Asif,PGT(Bio) |  |
| **18** | **Local Purchase Committee** | 1. Sh. Manoj Kumar, PGT(Phy)
2. Sh. B.K.Roy, PGT(Chem)
3. Sh. Maneesh Kumar Thakur, HM
4. Smt. Kumari Shikha, PRT
 |  | To survey the local market and collect quotation as per the purchase procedure of KVS. |
| **19** | **Disaster Management, School & Student Safety** | (i) **Sh.A.K.Madhukar, TGT(S.St) I/C** |  | To prepare a disaster management plan for the Vidyalaya.To conduct mock drill for the students and prepare evacuation plan.To conduct safety audit of the Vidyalaya. |
| **(ii)** Smt. Seema Chaudhary, TGT(Maths) |  |
| (iii) Sh. Chandan Kumar, TGT(S.St) |  |
| (iv) Smt. Poonam Km. TGT(Eng) |  |
| (vi) Sh. Rakesh Kumar, TGT(Sc.) |  |
| **20** | **UBI & PISA** | (i) All class teachers and PISA Mentors |  | To complete all the works related to data verification, admission and submission of fees through UBI portal.To update all the records on Shala Darpan Portal |
| (ii) **Sh. Reetesh Kumar,PGT(CS), I/C** |  |
| **(iii)** Sh. Bandan Kumar,Computer Inst |  |
| **21** | **Sexual Harassment** | (i) **Smt. Saroj Asif, PGT(Bio), I/C** |  | To report the cases to the undersign and act according to Vishaksha Guidelines. |
| **(ii)** Smt Seema Chaudhary, TGT(Maths) |  |
| (iii) Smt Versha Shalini, TGT(Hin) |  |

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| **S.No** | **Name of the****Department** | **Name of the In-charges & members** | **Sign.** | **Responsibility** |
| **22** | **AEP / Life Skills** | (i) **Smt. Saroj Asif, PGT(Bio) I/C** |  | To conduct AEP activities as per the schedule given and to upload the quarterly report on the portal and to maintain all the records with photographs. |
| **(ii)** Sh. N. N. Trivedi, TGT(ENG) |  |
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| **23** | **Photography** | (i) **Sh. Vikash Kumar ,TGT(Sc)I/C** |  | To take photograph of all the important events of the Vidyalaya and maintain a folder in Principal’s computer event wise.Taking Print of the selected photographs andputting it on the Notice board and Display board. |
| **(ii)** Ms. Tulika, PGT(Comm.) |  |
| (iii) Mr. Pradeep Kumar, PRT |  |
| (iv) Counsellor |  |
| **24** | **Club Activities** |  |  | To make students aware and sensitive towards environment by conducting various activities and to maintain proper record. |
| **Eco Club** | Sh. Rakesh Kumar, TGT(Sc) |
| **Environment Club** | Sh. Vikash Kumar, TGT(Sc) |  |
| **Language Club** | Smt. Kalpana Rani, TGT(Eng) |  |
| **Nehru Club & Yuva Tourism club** | Sh. Vivekanand Chaudhary, TGT(SST) |  |
| **25** | **PA System** | (i) **Sh S.D.Tiwari, PRT(Music) I/C** |  | To make necessary arrangement during the conduct of important activities and events. |
| **(ii)** Sh Chhotelal, Sub-Staff |  |
| (iii) Sh. R.S.Bihari, Sub- Staff |  |
| **26** | **Maths Olympiad** | (i) **Smt Seema Chaudhary, TGT(Maths),****I/C** |  | To do the registration and conduct the exam at Vidyalaya level.To provide assistance to the students regarding preparation. |
| **(ii)** Sh. M.S.Jha, TGT(Maths) |  |
| (iii) Sh. Sohail Azam, TGT(Maths) |  |
| **27** | **Science Exhibition & NCSC** | (i) **Sh. B.K.Roy, PGT(Chem.)I/C** |  | To select and guide students to prepare models as per the themes given for the exhibition.To provide all sort of assistance to the students in this regards. |
| **(ii)** Sh. S.P.Choudhary, PGT(Chem) |  |
| (iii) Smt Saroj Asif, PGT(Bio) |  |
| (iv) All Science & Maths TGT |  |
| **28** | **INSPIRE** | **(i) Smt. Saroj Asif, PGT(Bio)** |  | To register the Vidyalaya and the students in the portal.To motivate the students for maximumparticipation. |
| **29** | **Gardening and Beautification** | (i) **Sh.B.K.Mehta, TGT(Maths)I/C** |  | To maintain the Vidyalaya garden and its proper upkeep under the guidance of the Principal. |
| **(ii)** Sh. Dhiraj Kumar, TGT(AE) |  |
| (iii) Sh. Manish Kumar Singh, Lib. |  |
| **30** | **NTSE** | (i) **Smt. Seema Chaudhary, TGT(Maths),****I/C** |  | To register the Vidyalaya and the students in the portal.To motivate the students for maximum participation. |
| **(ii)** Sh. M.S.Jha, TGT(Maths) |  |
| (iii) Sh. B.K.Mehta, TGT(Maths) |  |
| (iv) Smt. Kalpana Sinha, TGT(Maths) |  |
| **31** | **Yoga Day****Celebration** | (i) **Sh. Ashish Pandey, TGT(Hindi), I/C** |  | To conduct all activities related to Yoga Day celebration as per KVS HQ instruction. |
| **(ii)** All Sports Coaches |  |
| **32** | **Sanskrit Week Celebration** | **(i) Sh. K.N.Trivedi, TGT(Sans), I/C** |  | To conduct all activities related to Sanskrit Week celebration as per KVS HQ instruction. |
| (ii) Smt. Shruti Jaiswal, TGT(Sans) |  |
| **33** | **Income Tax Calculation , Form 16** | **(i) Sh. Subhash Sharma, ASO, I//C** |  | To calculate the Income tax and to keep a record of all the documents in respect of all the staff of the Vidyalaya.To prepare Form 16. |
| (ii) Sh. B.K.Roy, PGT(Chem) |  |
| (iii) Sh. Manish Kumar Singh, Librarian |  |
| (iv) Sh. M.S.Jha, TGT(Maths) |  |
| **34** | **Social Science Exhibition** | (i) **Sh. A.K.Jha, PGT(Eco), I/C** |  | To prepare and conduct all the activities related to the exhibition as per KVS HQ guidelines at Vidyalaya & Cluster level. |
| (ii) Sh. V.N.Choudahry, TGT(SST) |  |
| **(iii)** Ms. Tulika, PGT(Comm) |  |
| (iv) Sh. A.K.Madhukar, TGT(S.St) |  |
| (v) Smt. Kalpana Rani, TGT(Eng) |  |

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| **S.No** | **Name of the****Department** | **Name of the In-charges & members** | **Sign.** | **Responsibility** |
| **35** | **Jr. Maths. Lab** | (i) **Smt. Seema Chaudhary,****TGT(Maths)I/C** |  | To conduct lab activities for the secondary classes. |
| **(ii)** Sh. M S Jha, TGT(Maths) |  |
| (iii) Sh. Sohail Azam, TGT(Maths) |  |
| **36** | **Junior Science lab** | (i) **Sh. Rakesh Kumar, TGT(Sc), I/C** |  | To conduct lab activities for the secondary classes |
| **(ii)** Sh. Vikash Kumar, TGT(Sc) |  |
| **37** | **RTI** | (i) **Sh. B.K.Roy, PGT(Chem) I/C** |  | To send the RTI reply within the stipulated time in consultation with the Principal. |
| **(ii)** Sh. Subhash Sharma. ASO |  |
| (iii) Smt. Rupam Kumari, JSA |  |
| **38** | **Condemnation of Articles** | **(i) Sh. Manish Kumar Singh, Lib I/C** |  | To verify the list of articles recommended for condemnation by the stock in-charges and to submit the consolidated report in the proper proforma for approval by the VMC in consultationwith the stock in-charge and Principal. |
| **(ii)** Sh. Dhiraj Kumar, TGT(AE) |  |
| (iii) Sh. Ashish Pandey, TGT(Hindi) |  |
| (iv) All the stock incharges. |
| **39** | **Website Updation & E- mail Checking** | (i) **Sh. Reetesh Kumar, PGT(CS) I/C** |  | To update the Vidyalaya website on regular basis and to upload all the recent activities conducted in the Vidyalaya.To check the Vidyalaya e-mail thrice a day and submit to the Principal for necessary actionwithout fail. |
| **(ii)** Sh. Bandan Kumar, Comp Ins. |  |
| (iii) Smt. Rupam Kumari, JSA |  |
| **40** | **Medical Checkup and First Aid** | (i) **Smt. Versha Shalini, TGT(Hindi) I/C** |  | To conduct medical check-up of the students twice in a year.Maintain proper record of health card. Inform parents to take preventive measures. |
| (ii) Sh. Vikash, TGT(Sc) |  |
| (iii) Staff Nurse |  |
| (iv) Counsellor |  |
| **41** | **Guidance & Counselling** | (i) **Sh B. K. Roy, PGT(Chem), I/C** |  | To conduct career guidance & counseling sessions as per the requirement of secondary & Sr. Secondary students by calling experts. |
| **(ii)** Smt. Saroj Asif, PGT(Bio) |  |
| (iii) Sh A.K.Jha, PGT(Eco) |  |
| (iv)Counsellor & Special Educator |  |
| **42** | **Quarter Allotment , Maintenance****and repair** | (i) **Sh. Subhash Sharma, ASO I/C** |  | To assists the Principal in making the panel for quarter allotment.To do the annual maintenance and repair of quarters as per KVS Guidelines. |
| **(ii)** Sh. M.S.Jha, TGT(Maths) |  |
| (iii) Manoj Kr. Singh, Sub- Staff |  |
| **43** | **Youth Parliament** | **(i) Sh. V.N.Choudhary, TGT(S.St), I/C** |  | To select students, write scripts & practice of the students for participation at Regional level. |
| (iii) Sh. Dhirendra Kumar, TGT(S.St) |  |
| (iv) Sh. A.K.Madhukar, TGT(S.St) |  |
| **44** | **Publication (Vidyalaya Patrika, Student Diary, News Coverage****of student)** | (i) **Smt. Versha Shalini, TGT(Hindi) I/C** |  | To collect the entries from the students & scrutinize them.To prepare final draft of magazine & diary for printing.To prepare press release for the events conducted in the Vidyalaya. |
| (ii) Smt. Rinki Sinha, TGT(Hindi) |  |
| (iii) Sh. N.N.Trivedi, TGT(Eng) |  |
| (iv) Smt. Shruti Jaiswal, TGT(Sanskrit) |  |
| (v)Smt. Kalpana Rani, TGT(Eng) |  |
| **45** | **Audio- Visual aid, Resource Room/ CAL/TAL** | (i) Sh. Reetesh Kumar, PGT(Comp) –Comp Lab 1 |  | To assist teachers to use ICT in the classroom and lab.To maintain proper record of the use of computer lab by the teachers. |
| (ii)Smt. Saroj Asif, PGT(Bio) |  |
| (iii) Sh. Bandan Kr.(Comp. Inst.) – Comp Lab 2 |  |
| (iv)Sh. M.S.Jha, TGT(Maths)- Jr.Maths Lab |  |
| (v) Sh. Vikash Kumar, TGT(Sc). |  |
| **46** | **Games & Sports** | (i) **Sh. Ashish Pandey, TGT(Hindi), I/C** |  | To conduct inter-house sports competition as per the schedule & infrastructure available in the Vidyalaya.To conduct Annual Sports dayTo prepare students and conduct Regional/National sports meets and coaching camp. |
| (ii) Sh. Dhirendra Kumar, TGT(S.St) |  |
| (iii) All Sports Coaches |  |

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| **S.No** | **Name of the****Department** | **Name of the In-charges & members** | **Sign.** | **Responsibility** |
| **47** | **Integrity Club EBSB, AKAM,** | **(i) Sh. V.N.Choudhary, TGT(S.St), I/C** |  | To conduct activity related to the club and maintain record. |
| (ii) Sh. A.K.Madhukar, TGT(S.St) |  |
|  |  | iii) Chandan Kumar , TGT(SST) |  |  |
|  |  | IV) Kumar Gaurav, TGT(HIn) |  |  |
| **48** | **Arts & Craft****Club** | (i), Sh. Dhiraj Kumar, TGT(AE) |  | To conduct activity related to the club and maintain record. |
| **49** | **Arrival , Recess and Dispersal Duty** | (**i)Sh. Dhiraj Kumar, TGT(AE) I/C** |  | To ensure discipline at the Vidyalaya main gate, Block A, Block B & Assembly Ground between 06:40 AM to 07:00 AM and ensure safe and smooth arrival of the students.Recess Duty as per the duty chart circulated.To ensure discipline at the Vidyalaya main gate, Block A, Block B & Assembly Ground between 12:15 to 12:40 and ensure safe and smooth dispersal of the students. |
| (ii)Sh. Manish Kumar Singh, Librarian |  |
| 1. Sh. Ashish Pandey, TGT(Hindi)
2. Sport Coaches
 |  |
|  |  |
| (v)Counsellor |  |
| (vi)Special Educator |
| (vii)Nurse |  |
| (viii) Teachers having last period in the classroom |  |
| **50** | **VMC & PTA****Meeting** | (i)**Sh. Manoj Kumar, PGT(Phy), I/C** |  | To plan and prepare for VMC and PTA as per the schedule of KVS.To maintain the record and minutes properly. |
| (ii) Sh. B.K.Roy, PGT(Chem) |  |
| (iii) Sh. S.C.Sharma, ASO |  |
| **51** | **Tarunostava** | (i) **Sh. B.K.Roy, PGT(Chem), I/C** |  | To conduct the programme and activity related to Tarunostava as per KVS HQ letter. |
| **(ii**) Smt. Versha Shalini, TGT(Hindi) |  |
| (iii) Smt. Kalpana Rani, TGT(Eng) |  |
| **52** | **Pustakopahar** | 1. **Sh. Manish Kumar Singh, Librarian I/C**
2. Sh. Maneesh Kumar Thakur, HM
3. Sh. Rakesh Kumar, TGT(Sc.)

All Class Teacher |  | To inculcate the habit of maintain the books properly among the students.To encourage the student to donate the books voluntarily. |
| **53** | **Introduction of spoken English through cards** | (i) **Smt. Punam Kumari, TGT(Eng) I/C** |  | To encourage and motivate the students and teachers to communicate in English with the help of cards provided by KVS.To maintain proper record of the activity conduct. |
| (ii) Smt. Kalpana Rani, TGT(Eng) |  |
| **54** | **Awakened Citizen Programme** | **Sh. Sohail Azam, TGT(Maths), I/C** |  | To conduct 16 modules of ACP in the classes allotted to them and to maintain a proper record of it. |
| All the teachers trained during 2017-18 to till date. |  |
| **55** | **Celebration of Important days****, events, online activities conducted by CBSE and****MyGov.in** | **Sh. N.N.Trivedi, TGT(Eng) I/C** |  | To chalk out the calender of monthly activities in advance.Take note of KVS/CBSE circular and Plan activities. Upload and send pictures and videos related to it. |
| Sh. Manish Kumar Singh, Librarian |  |
| Sh. Dhiraj Kumar, TGT(AE) |  |
| **56** | **Press & Media coverage** | **(i)Sh. Maneesh Kumar Thakur, HM,I/C** |  | To prepare press report of activities conducted in the school and liason with print and electronic media people for wide publicity. |
| (ii)Sh. Ashish Pandey, TGT(Hindi) |  |
| (iii)Sh. Sanjit Kumar, PRT |  |
| **57** | **Vidya Pravesh****,Implementation of NIPUN****Guidelines & Anandwar (Fun Day)** | **(i)Sh. Maneesh Kumar Thakur, HM, I/C** |  | To plan and conduct activities as per KVS circular/ guidelines. |
| (ii)Smt. Sikha Kumari, PRT |  |
| (iii)Smt. Bharti Mishra, PRT |  |
| **58** | **Roots to roots & Spic Macay****programme** | **Sh. S.D.Tiwari , PRT (Music)** |  | To provide infrastructural and logistic support for the smooth conduct of activities. |
| **S.No** | **Name of the****Department** | **Name of the In-charges & members** | **Sign.** | **Responsibility** |
| **59** | **Jigyasa & E- prajna** | **(i)Sh. S.P.Chaudhary, PGT(Chem) I/C** |  |  |
| (ii) Smt. Saroj Asif, PGT(Bio) |  |
| **60** | **Procument through Gem- portal** | (i)Sh. S.C.Sharma, ASO |  | To procure articles required by the various departments through Gem- portal as per GFR procurement rules. |
| (ii)Sh. Manoj Kumar, PGT(Phy) |  |
| (iii)Smt. Rupam Kumari, JSA |  |
| Concerned stock holder/ department In-charge |  |
| **61** | **UDISE Portal** | **All the Class teachers** |  | To update record and data on the UDISE portal asper instruction given. |
| **62** | **Fire Safety/ Building Safety and Potable****water** | **(i) TGT(WE)** |  |  |
| (ii) Sh. S.C.Sharma, ASO |  |
| **63** | **Remedial Teaching Record & Compensation of Academic****loss** | **(i) Sh. S.P.Chaudahry, PGT(Chem)** |  | To keep record of remedial teaching conducted by the teachers. |
| **64** | **Minutes of Staff Meeting** | **(i) Sh. R. S. Mihra,TGT(Eng) I/C** |  |  |
| **(**ii) Tasneem Fatima, TGT (Eng) Contr. |  |
| **65** | **Monitoring of Routine activities of Vidyalaya** | **(i) Sh. Manoj Kumar, PGT(Phy) I/C** |  | To look after the routine activities of Vidyalaya in absence of Principal.Supervision of secondary classes on daily basis |
| (ii) Sh. B.K.Roy, PGT (Chem) |  |

**PRINCIPAL**