

KENDRIYA VIDYALAYA JHALAWAR
Institutional Plan for the Academic session 2021-22

S.No	Committee	Committee Members	Duties
01.	Over All Administrative Committee	1. Sh. M.K Gupta I/C 2. Mr. S P OLA 3. Mrs Anupriya 4. Mr. R S Raiger 5. Mr. S K MEENA 6. Mr. Sumit Puri JSA	1. To guide, suggest and chalk out all action plan for academic and co-curricular activities. 2. Will function as advisory board for Vidyalaya activities. 3. In-charge and members of its committee will help and advise the Principal to take decision during emergencies and in normal course of work. 4. The committee is empowered to take decision and action in time, to improve the Vidyalaya status in the field of academic and co-curricular activities with the approval of the principal. 5. Any other related work.
02.	Admission Committee	1. Sh. S P OLA I/C Sr Sec 2. Ms. RAMA HADA 3. Mr. S.K Meena I/C Primary 4. Mrs. 5.	1. To plan admission procedure as per KVS guidelines. 2. To keep ready admission forms prospectus & test plan well in advance. To issue & collect the registration and admission forms. 3. To Co-ordinate with exam department to conduct tests for admission required for fresh admission to class 9 th . 4. To complete, the formalities of admission for the session 2016-2017 as per KVS schedule/ instructions, admission register, all correspondence pertaining to local transfers, other regular transfers, etc. 5. To prepare Master List of admissions done for the year 2016-2017. 6. To ensure that details of TCs are being uploaded and to also update the data regarding strength of students in various classes. 7. To update student enrolment data in the principals chamber and on the display boards. 8. Any other related work.
03.	Admission Through TC and issue of TC & SR Register Maintain	1. Ms. Rama Hada I/C Sr. Sec 2. Mr. S.K Meena I/C Primary	1. Tentative schedule of test/exams for the sessions will be circulated among the students & parents for their prior information. The schedule of Exams as per KVS Academic Calendar may be got printed in the School diary. 2. Exam time-table should also be informed to teachers, students & parents at least two weeks before the Commencement of test/exam. 3. To procure and maintain the required stationery of examination well in advance for monthly tests, practice tests, FAs, SAs, Half Yearly exams, Session ending exams, etc. 4. All the required documents/materials like answer scripts, mark-slips, mark register, progress card etc. should be issued to concerned teacher in time. 5. To ensure that answer scripts are corrected within stipulated time for the internal exams. 6. Students and parents must be informed about the results of all test & Exams at least within 10 days of completion of test/examination. Updated record must be kept ready for further course of action. 7. To regularly check the CBSE and KVS site and to inform teachers about the latest circulars regarding exams, syllabi, and changes if any. 8. To complete all CBSE correspondence and uploading of all data in time and as per schedule. 9. To ensure all arrangements for internal and board exams are done as per schedule. 10. To maintain proper record of students indulging in malpractice during Exam and action taken. 11. To ensure Conduct of Exam related activities, Projects, Assignments, FA II activities by all Teachers in time. 12. To randomly check evaluated Answer script. Any discrepancy/ Anomaly in evaluation to be brought to the notice of the Principal / Vice-Principal.
04.	Examination (Secondary Section)	1. Mr. V K SAINI, I/C CBSE 2. Sh M K GUPTA (CBSE) ASSO. 3. Mr SUDAMA MEENA I/C Internal 4. Mr. ROHIT BATRA 5. Mr. Aftab Alma 6.	1. Tentative schedule of test/exams for the sessions will be circulated among the students & parents for their prior information. The schedule of Exams as per KVS Academic Calendar may be got printed in the School diary. 2. Exam time-table should also be informed to teachers, students & parents at least two weeks before the Commencement of test/exam. 3. To procure and maintain the required stationery of examination well in advance for monthly tests, practice tests, FAs, SAs, Half Yearly exams, Session ending exams, etc. 4. All the required documents/materials like answer scripts, mark-slips, mark register, progress card etc. should be issued to concerned teacher in time. 5. To ensure that answer scripts are corrected within stipulated time for the internal exams. 6. Students and parents must be informed about the results of all test & Exams at least within 10 days of completion of test/examination. Updated record must be kept ready for further course of action. 7. To regularly check the CBSE and KVS site and to inform teachers about the latest circulars regarding exams, syllabi, and changes if any. 8. To complete all CBSE correspondence and uploading of all data in time and as per schedule. 9. To ensure all arrangements for internal and board exams are done as per schedule. 10. To maintain proper record of students indulging in malpractice during Exam and action taken. 11. To ensure Conduct of Exam related activities, Projects, Assignments, FA II activities by all Teachers in time. 12. To randomly check evaluated Answer script. Any discrepancy/ Anomaly in evaluation to be brought to the notice of the Principal / Vice-Principal.
05.	Examination (Primary)	1. Mrs Pragati Sharma I/C 2. 3. Mrs Teena	1. Tentative schedule of test/exams for the sessions will be circulated among the students & parents for their prior information. The schedule of Exams as per KVS Academic Calendar may be got printed in the School diary. 2. Exam time-table should also be informed to teachers, students & parents at least two weeks before the Commencement of test/exam. 3. To procure and maintain the required stationery of examination well in advance for monthly tests, practice tests, FAs, SAs, Half Yearly exams, Session ending exams, etc. 4. All the required documents/materials like answer scripts, mark-slips, mark register, progress card etc. should be issued to concerned teacher in time. 5. To ensure that answer scripts are corrected within stipulated time for the internal exams. 6. Students and parents must be informed about the results of all test & Exams at least within 10 days of completion of test/examination. Updated record must be kept ready for further course of action. 7. To regularly check the CBSE and KVS site and to inform teachers about the latest circulars regarding exams, syllabi, and changes if any. 8. To complete all CBSE correspondence and uploading of all data in time and as per schedule. 9. To ensure all arrangements for internal and board exams are done as per schedule. 10. To maintain proper record of students indulging in malpractice during Exam and action taken. 11. To ensure Conduct of Exam related activities, Projects, Assignments, FA II activities by all Teachers in time. 12. To randomly check evaluated Answer script. Any discrepancy/ Anomaly in evaluation to be brought to the notice of the Principal / Vice-Principal.
06.	Time Table & Arrangement (Secondary)	1. Mr. Upendra Raman I/C 2. Mr. S C Rathore 3. Mr Aftab Alam	

07.	Time Table & Arrangement (Primary)	Mr Lokesh Kumar I/C 1. Mrs Jyoti Yadav 2.	
08. (a)	Discipline Committee (Secondary Section)	1. Mr. M.K Gupta, I/C 2. Mr. S P OLA, 3. Mrs Divyanshu Yadav 4. Mr. R S Raiger 5. Mr. Pragati Sharma 6. School Captain (Boys) 7. School Captain (Girls)	To ensure that students follow general instructions related to discipline. Committee members will keep a keen watch on behavior of students in school campus. This committee will take the responsibility to ensure healthy conducive atmosphere in Vidyalaya. Checking if students are properly turned out. Parents of latecomers to be informed. If any member finds any misbehavior by the students(s) it should be brought to the notice of disciplinary action committee so as to take necessary action. Committee will decide the punishment to concerned student (s). Surprise checks of bags of students. Any incident of indiscipline to be mentioned in the daily diary with discipline in charge by the teachers on duty. Any other related work.
08. (b)			To decide on the necessary action based on reports given by the members of the discipline committee. To maintain the records of Action taken.
09.	BUS SERVICES MONITORING COMMITTEE	Sh R S RAIGER I/C Sh R C MEENA Sh Rajendra Kumar (Sub Staff)	1. To Monitor Operation of buses as per CBSE guidelines meant for students. 2. To inform police station and RTO about violation of traffic rules by bus operators. 3. To maintain record of buses and contact No of drivers. 4. To give instructions to drivers and make them aware of safety and security rules. 5. To make the students aware about traffic rules and create traffic sense in them.
10.	CCA	1. Mrs. Sulochana Meena I/C Secondary 2. Mr S M Bairwa 3. Computer Instructor 5. Mrs Jyoti Yadav I/C 6 Mr Raghuwar Dayal 7. 8.	CCA Calendar of activities 1. To prepare an action plan for internal and external CCA activities for the session and to complete them in time. Tentative plan for the present session to be ready by 5 th April 2018. 2. They will also have to suggest practical plans for improvement of CCA activities. 3. To check the preparation for CCA. 4. To plan for awarding the prize winners on important days like 15 th Aug, 26 th Jan, etc. 5. Guest lectures should also be organized on special occasions & important days to celebrate the occasions with true spirit 6. To send the reports to R.O & to the media/ Agencies for publications. 7. Organize class photographs. 8. All work related to collection of matter and publication of Newsletters and school magazine and school diary. School Diary to be procured and issued to students by April 2018. 9. House masters and children to be made aware of the points gained by each house after each competition as well as the running total at the end of each month. 10. Topics for display board- once in two months. 11. Any other related work. 12. Formation of student council 13. Identity Card for students by end of April for all classes except class XI (by the end of July).
	11. Morning Assembly	1. Mrs. Sulochana Meena , Coordinator 2. Mr. Jyoti Yadav 3. Ms. Divyanshu Yadav 4 Mrs. Priyanka Upadhyay 5. Mr Raghuwar Dayal 6 Sh Mohan Potter	
12.			MORNING ASSEMBLY

			<ol style="list-style-type: none"> 1. To plan the morning assembly programme and allot the duty to concerned House Master. In addition, to check the preparation of the programme before presenting in morning assembly. 2. Children's birthdays will be celebrated in morning assembly. 3. Celebration /observation of special days as part of assembly program. List of special days to be prepared and handed over to the house-masters before the first house meeting.
13.	Checking of Accounts/ Arrear and fee related matters	<ol style="list-style-type: none"> 1. Mr. , M K GUPTA I/C 2. Mr V K SAINI 3. Mr. S.K Meena 4. 	<ol style="list-style-type: none"> 1. Check salary / Arrear prepared every month and to get it signed by principal / Vice Principal. 2. All other matters related with school fee deposition.
14.	Furniture	<ol style="list-style-type: none"> 1. Mr. R S Raiger , I/C 2. Mr. K R MEENA TGT(SST) 3. Mr. 4. Mr. LOKESH KUMAR 	<ol style="list-style-type: none"> 1. To plan for repair & purchase of Vidyalaya furniture for student & staff in various classrooms & departments as per requirement & budget. 2. To clear/get shifted un utilized furniture. 3. To get classroom, black boards, name boards, etc. painted and maintained. 4. To identify all furniture that can no longer be repaired and to complete the process of condemnation and auction. 5. All related work
15.	Scout and Guide	<ol style="list-style-type: none"> 1. Mr. K.R MEENA, I/C Scout 2. Ms Nandini , (I/C Guide) 3. Mr. R S RAIGER (, I/C Cub) 4. Mrs Teena s (I/C Bulbul) 5. Mr. S M Bairwa 6. Mr 7. All Scout & Guide Teachers 	<ol style="list-style-type: none"> 1. Prepare S/G activity plan with tentative date & Months for activities to be organized 2. To select student for cubs, bulbul, scout & guide enrolment in the month of April 2016. 3. To make an arrangement for proper training of the students. 4. To prepare scout & guide to participate in various activities, both in internal & external competitions. 5. All other related work.
16.	Daily Cleanliness/ Nirmal Sena	<ol style="list-style-type: none"> 1. Sh. R S RAIGER I/C (Primary Wing) 2. Mrs Nandini (Pr Girls toilet) 3. Mrs. RAMA HADA (Sr Girls Toilets) 4. Ms. Divyanshu Yadav (Play Grounds) 5. 6. Sh. Rajendra Kumar (Boys Toilets) 7. Sh. Satyanarayan (Garden, Front area of School) 7. Sh. R.C.Meena (Surrounding of School Building) 8. Mr K R MEENA I/C(Purchasing Of Cleanliness Items) 	<ol style="list-style-type: none"> 1. To mark attendance of housekeeping staff & to ensure correct payment every month. Proper distribution of duties to the different members of the conservancy/housekeeping staff. 2.To ensure that the house keeping staff perform the following duties- Cleanliness of entire school and school campus. Cleaning of all toilets 3 times a day. Wet mop of all corridors, departments and staircase. Corridors, staircases and classrooms to be cleaned after school hours. Wing wise duties to be assigned to the committee members to monitor the work of conservancy staff. Purchase of required items and materials for cleaning purposes. 3.To ensure that sufficient no. of dustbins are located in corridors, grounds, classrooms, etc. all dustbins to be emptied daily and waste to be properly disposed. 4.To ensure that water points are regularly cleaned. 5.To also involve the members of the student council in monitoring cleanliness of the Vidyalaya. Any other related work
17	PISA	<ol style="list-style-type: none"> 1 Sh S P OLA I/C 2. Mrs Priyanka (Marks Upload) 3. Mrs Neena (Marks Upload) 4. Computer Instructor 	<ol style="list-style-type: none"> 1. To Conduct examination of CCT & getting checked Ans. Sheets. 2. Uploading of marks . 3. Maintaining the record related to PISA. 4. Any other work related to PISA.
17.	Security of School premises	<ol style="list-style-type: none"> 1. Sh. S M Bairwa I/C 2. Sh. Pawan Jain 3. Mrs . Priyanka Upadhyay 4. Sh. 5. 6. 	<p>To ensure availability / presence of security staff as per contract and to liaise with contractor to overcome any deficiency.</p> <p>To Check the work of Security staff, their places of duty, work division & to check the attendance of Guards before payment every month.</p> <p>Procurement, Installation, maintenance and monitoring of the functioning of the CCTV system.</p> <p>To check in & out register on a regular basis (twice a week) and to sign with date after checking.</p>

			All related work pertaining to the safety of the children in School.
18.	Purchase Committee	1. Sh. M.K. Gupta	1. To estimate the requirements in the beginning of the academic year in consultation with various departments. 2. To ensure that all items are purchased following the correct purchase procedures. 3. To verify items purchased by various departments.
		2. Sh. V K SAINI	
		3. Sh. ROHIT BATRA	
		4. Ms. Rama Hada	
		5. Sh. Pawan Jain	
		6. Sh R S Raiger	
		7.	
		8.	
		9.	
19.	First Aid & Medical Checkup	1. Ms. Divyanshu Yadav I/C	1. To prepare a plan for student's medical check - up twice in this session by authorized Medical Officer. 2. To purchase required items for first aid and other medicines on the advice of the doctor. 3. To plan for purchase of required items so as to keep the medical room well equipped and to organize expert talks related to health & hygiene. 4. To place requirement for health card of students and to ensure that class wise health data is maintained in the computer by the Nurse. 5. Any health abnormalities observed by the doctor or nurse should be immediately intimated to the parents after informing the Principal. 6. To monitor the work done by the Doctor and Nurse appointed on contractual basis and any other related work.
		2. Sh. Lokesh Kumar	
		3. Staff Nurse	
		4.	
		5.	
		6.	
		7.	
20.	Gardening Committee/ Eco Club	1. Sh. Pawan Jain I/C	To ensure the attendance of gardeners before payment every month. To procure the required seeds and plants etc. as per the season & requirement. To procure required implements for gardening. Maintenance of grass cutting machines and to monitor cutting of grass and weeds in the school premises throughout the year. Conduct activities to create awareness amongst children towards protection of Nature. To organize Trips & All other related works.
		2.	
		3. Mr Mohan Potter	
		4.	
		5.	
		6.	
21.	Career , Guidance and Counseling	1. Sh. Upendra Raman	1. Provide proper guidance to students for their career planning. 2. Employment News, magazines and newspapers' information should also be placed on career guidance display board for students & staff. 3. Experts should also be invited time-to-time to provide proper guidance to the students. 4. Keeping close contact with guidance & counselling agencies for collecting proper guidance & information for various career options.
		2. Sh S P OLA	
		3. Smt Anupriya	
		4.	
22.	AEP	1. Sh. RAMA HADA I/C	1. Plan AEP programme as per KVS direction. 2. Report of conducted activities should be sent to KVS RO for information. 3. To give counseling and guidance to students. 4. To organize lectures or seminars related to the field. 5. Suggestion box to be maintained opened once a month (convenient date to be fixed) gives solutions/answers to children's queries, problems and suggestions.
		2. Smt. Priyanka	
		3. Sh. Mahesh Chand Meena	
		4. Sh K R MEENA	
		5.	
23.	Heritage & Integrity Club / सदभावना सीमिति	1. Sh. M C MEENA I/C	1. Celebration of festivals 2. Organizing community lunch 3. Value Education by teachers and other guest speakers 4. Programmes in assembly to promote honesty, secularism, patriotism etc.
		2. Sh. Pragati Sharma	
		3.	
		4.	
		5.	
		6.	
		7.	
24.	Teacher's Diary & Teachers Records Checking	1. Sh. M.K. Gupta (Secondary)	To check the Teacher's diary and record frequently. Maintain the record of observation All related work
		2. Sh. R S Raiger (Primary)	
		3.	
25.	Staff Club / Staff Meeting Arrangement	1. Smt PRIYANKA	Arrangement for staff meeting as and when needed. Looking after the proper seating arrangement and PA System for the meeting.
		2. Mr S M BAIRWA I/C	
		3. Mrs	

		4.	All related works.
		5.	
26.	Staff Meeting / Vidyalaya events recording	1. Smt. ANUPRIYA I/C	Recording the minutes of staff meeting and getting it signed by principal. Proper information to all staff members regarding minutes of staff meeting.
		2. Ms. Rama Hada	All related works.
		3. Sh M C MEENA	
		4.	
27.	Games and Sports Committee	1. Ms. Divyanshu Yadav I/C	1. To prepare a plan & compact programme for the entire session as per the KVS academic calendar.
		2. Sh. LOKESH I/C (Primary)	2. Select the students for particular games in the beginning of the session to impart proper training to students.
		3. Ms. JYOTI YADAV	3. Set a target & must proceed accordingly to achieve maximum success in the meets.
		4.	4. Utilize the games period primarily for the development of the earmarked games by the KVS.
		5.	5. Facilitate all the students with the available games equipments for the optimum use of the available sports equipments in school.
		6.	6. To organize inter house competition and mini and annual sports day.
		7.	7. To put forward requirement for purchase of all required sports items.
			8. To form school teams in different games Volleyball, Basketball, Football and Cricket
			9. Any other related work.
28.	NCC	1.	To conduct all activities related to NCC as per NCC guidelines.
		2.	All other related work.
		3.	
29.	Library	1. Mrs Priyanka Upadhyay I/C	1. Make available curriculum books, Textbooks, Collection of CBSE & session ending examination old question papers to the students.
		2. SH V K SAINI	2. Newspapers, magazines etc should be readily available in library.
		3. Mrs Rama Hada	3. Prepare a list of books with the help of subject teachers by Apr 2016. Purchase them latest by Dec 2016 as per Vidyalaya budget provision.
		4. Sh. S P OLA	4. Two competitions should be organized in this session for the staff and students which could motivate them to make better use of the library.
		5. Mr HEM RAJ I/C Primary	5. To present reviews in the assembly of new arrivals. By Staff/Students.
		6. Ms. Nandini	6. To organize book fairs and exhibition.
		7.	7. Issue of books to the students & staff should be frequent & should be recorded in issue register for verification by the higher officers.
		8.	8. To purchase books for the Library as per the recommendations of Library Committee.
		9.	9. Automation of the library and Any other related work.
		10..	
30.	Excursion Cum Educational Tour	1. Sh. S K MEENA Pr I/C	1. To make plans for the different classes in the months of April & May for the academic session 2016-2017.
		2. Ms. Divyanshu Yadav	2. To decide the place, make arrangement for conveyance and to obtain permission from RO (if required) well in time.
		3. Ms Jyoti Yadav. Pr	3. Estimate the amount to be collected from students if necessary.
		4.	4. Keep the willingness forms ready.
		5.	5. Arrange for refreshments if required.
		6.	6. Any other related work.
		7.	
31.	Beautification	1. Smt. Neena Shrivatva I/C	1. To suggest and work out a plan for beautification of the school building and campus in the month of April.
		2. Art & Craft Teacher(Contr.)	2. To get framed paintings done by children for display at various location in the school.
		3. Ms Jyoti Yadav	3. To get the walls of the primary class rooms painted artistically by professional Painters/ Artist.
		4.	All other related work.
		5.	
		6.	
		7.	
32.	Mathematics Activities/	1. Sh. M.K.Gupta I/C	1. To conduct all the activities related to Olympiads/ NMTSE
		2. Sh. Aftab Alam Siddiqui	

	Olympiads / National Math Talent Search Exams	3. Sh. S.C. Rathore 4. 5.	
33.	Social Science Activities/ Exhibition/ Youth Parliament/ UNESCO Club	1. Smt.Rohit Batra 2. Sh. V K SAINI. I/C 3. Sh. K.R.Meena 4. 5. Sh. R C MEENA TGT (SST) 6.	.1. To conduct all the activities related to social science exhibition and youth parl.
34.	Science congress/Exhibitions /Activities/ NTSE and Other Exams etc.	1.. Mr Upendra Raman I/C (Science Exhib.,KVPY, ISRO Quiz) 2. Sh. S P OLA I/C (AIM, NTSE,STS ,Inspire Award) 3. Sh Sudama Meena(NCSC,VVM) 4. Sh. K C MEENA(Green Olympiad Science Olympiad) 5.	. To conduct all the activities related to science exhibition /congress and NTSE.
35.	Rajbhasha Hindi Samiti	1. Sh. Anupriya PGT(Hindi) 2. Sh. Mahesh Chand Meena 3. Sh. S.M Bairwa 4. Sh. Sumit Puri JSA 5. 5.	1. To follow Rajbhasha Kalyan Samiti guidelines. 2. To take necessary action for proper functioning of this Samiti. 3. To create a Hindi atmosphere & to promote usage of Hindi in daily use. 4. To keep a vigil on quarterly progress of Rajbhasha Samiti.. 5 To Help Children in participating in Sanskrit and Hindi competitions. 6. Any other related work.
36.	PTM	1. Sh SUDAMA MEENA I/C 2. Sh. V K SAINI 3. Sh M K GUPTA 4. Sh. R S Raiger I/C 5. Mr Hem Raj 6.	1. To Co-ordinate PT meetings after all main exams and as and when required. 2. To make minutes of PT meeting. 3. To ensure that class teachers maintain records of the attendance of parents. 4. Any other related work.
37.	Magazine, Brochure, School Diary and CMP News Letter	1. Mrs Sulochana I/C 2. Smt. Anupriya 3. Ms. Rama Hada 4. Sh. Mahesh Chand Meena 5. Sh. Rohitash Meena 6. Sh. Suraj mal Bairwa 7. Mrs Nandini I/C Primary 8. Mr Computer Inst. 9.	1. To collect the articles from class magazine, students and staff. 2. To edit the article and make e-content. Focus on e- patrika. 3. To put forth suggestions in all matters related to magazine. 4. To prepare term wise newsletters and to send to RO and other Officials of KVS. 5. Any other related work.
38.	Computer Labs, Websites & its updating, e-diary and all related activities	1. Sh. Pankaj Mehra I/C 2. Sh. Jyoti Yadav 3. Sh. Surendra Kumar Meena 4. Sh. Sumit Puri 5. Comp Instr. 6.	1. To check the computer class teaching progress of lower classes & To manage the requirements for the computer classes 2. To organize minimum two competitions & to design E-newsletters twice in the academic session 3. To check mails frequently and inform the Chair .Also help in responding to the mails. 4. To participate in ICT competitions of KVS and to help KV in downloading/uploading academic, administrative circulars from internet. 5. To train staff members in the use of interactive board and help in making PPT presentations. Training schedule to be prepared by April 20 th and to facilitate the web access to all in the learning process. 7. To arrange for the procurement of modern technologies like LCD, CD players, e-boards for developing e-classroom. 8. To procure required audio and video CDs or cassettes 9. To maintain K V website and to update twice a week.
39.	Maintenance (School Building)	1. Smt Priyanka Upadhyay I/C 2. Sh. S M Birwa	1. To plan for repair & maintenance urgently required in the Vidyalaya building and Departments.

		3. Sh.	2. Plan for painting, colour/whitewash to be made in the month of april so that these works can be carried out in the Summer Vacation.
		4. Sh. Mohan Potter	3. To plan & purchase the material required for the purpose & complete all the assignments in time.
		5.	4. Arrange to keep the Vidyalaya Campus neat & clean.
		6.	5. To take an action in time for the decent look of the Vidyalaya.
40.	Maintenance (Staff Qtrs)	1. Sh. S M BAIRWA I/C	6. To ensure the tube lights & fans are in proper working condition..
		2. Sh. Priyanka	7. If there is any repair related to this, the committee will take action for the same well in advance.
		3. Sh. R D Rawal	8. Any other related work.
		4. Sh. Rajendra	
		5.	
		6.	
41.	Academic Committee	1. Sh. M.K. Gupta I/C	To analyse the performance of students after every main exam and to suggest ways to improve the overall performance and result of the school.
		2. Mr Rohit Batra	Plan for remedial classes and setting of targets for Board examination and for Internal examination session 2016-2017.
		3. Sh. R S Raiger	Continuous monitoring on the weak areas of the students.
		4.	Analysis of the Pre Board results and future course of action in case of class XII.
		5.	To suggest the list of activities and Teaching Aids including Technological Aids to improve the Teaching learning process.
		6.	To ensure that all academic work is carried out as per the KVS academic calendar. All other related works.
		7.	
42.	Result Analysis	1. Sh. SUDAMA MEENA I/C	To analysis the Board result / Home examination result and send to the Regional office when required.
		2. Mr V K SAINI (CBSE)	All other related work.
		3. Mr M K GUPTA	
		4. Mrs Pragati Sharma I/C Primary	
		5.	
		6.	
43.	CMP Committee	1. Mrs Nandini I/C	To receive the requirement from all teachers for CMP activities every month on the last working day of the month..
		Mrs Jyoti	Purchase and distribution of all materials by the Third day of the month.
		2.	Make list of all activities to be performed by the teachers.
		3. Mrs Jyoti I/C Grand Parents Day	Proper maintenance of the stock register.
		4. Mr R D Rawal(Asso)	All other related activities.
		5. Mrs Nandini I/C Comn. Lunch	
		6.	
44.	Staff & Students Grievance Committee / Suggestion / Sexual Harassment & Complaint Box	1. Mrs Anupriya I/C	To study the suggestions and complaints received from staff & students.
		2. Sh. M.K.Gupta	Will form a committee if required for enquiry into the matter.
		3. Ms. Divyanshu Yadav	To periodically open suggestion box, at least once in a month (third week of the month).
		4. Sh. S.C. Rathore I/C (Complaint Box)	To take required action on the suggestions/ feedback received.
		5. Smt. Pragati Sharma	To maintain proper records of the suggestion and action taken.
		6.	
		7.	
45.	RTI Committee	1. Sh. V.K.Saini I/C	Making proper record of RTI Cases with Id no. and date of reply.
		2. Sh. Rohitash Meena	Ensuring the reply under RTI is given in the stipulated time period.
		3. Sh. Sumit Puri	All related works
		4.	
46.	RTE Committee	1. Sh. R S Raiger I/C	Making proper records of the cases under RTE and timely verification of the bills claimed.
		2. Sh. Hem Raj Bairwa	All other related works
		3.	
		4.	
		5.	
		6.	
47.	Court Case & Land Lease Committee	1. Sh. M.K.Gupta I/C	Making proper record of Court Cases with no. and date after consultant with the Advocate.
		2. Sh. Sumit Puri	Making sure the reply must be given in Court in the given time period.
		3.	

		4.	Payment to advocate. All related works.
		5.	
		6.	
48	Quarter Allotment Committee	1. Sh. S M Bairwa I/C	1. To make a panel at the beginning of the academic year of staff for allotment of staff qtrs. 2. Teachers to be informed of quarters likely to fall vacant. 3. Allotment of staff quarters as per rules. 4. Handing and taking over of quarter at the time of vacancy / fresh occupancy. Any other related work.
		2. Sh. R S Raiger	
		3. Sh. Pankaj Mehra	
		4.	
		5.	
		6.	
50.	Condemnation Board	1. Sh.R S Raiger I/C	1. To obtain the information and list of items to be condemned from various stock holders. 2. To physically verify the items being condemned. 3. To complete the procedure for condemnation and auction. Any other related work.
		2. Sh. V K SAINI	
		3. Ms.	
		4. Sh Raghuwar Dayal	
		5.	
		6.	
		7.	
51.	Staff Room	1. Sh. S.M. Bairwa I/C	To take care of the belongings of the staff room. It is the duty of the members to check whether fans , lights, water dispenser, water motor ,.water purifier and computer systems are switch off or not. Take care about the furnitures / fixtures of the staff rooms. All other related works.
		2. Ms. Rama Hada	
		3. Mr S K MEENA I/C Primary	
		4.	
		5.	
		6.	
52	Safety & Disaster Management	1. Sh. K R MEENA I/C	To identify potential fire safety hazards. To continuously monitor the potential danger to the life of children and staff due to structural and design deficiency of school building. To ensure that fire safety equipment is available at all required points and in functional condition and to complete process for procuring necessary fire extinguishers. To organize Mock Drills after prior information to Principal / Vice-Principal. To liase with the local agencies like fire department, Traffic Police to spread awareness among students and staff regarding various safety issues. To ensure safe entry and exit of children into and out of the school campus
		2. Sh. Divyanshu Yadav	
		3. Sh. S K MEENA	
		4.	
		5.	
		6.	
		7.	
53.	Identity Card of Students	1. Sh. M K Gupta	To do all work related to the preparation of Identity cards of the students in time.
		2. Sh. S K Meena	
54.	Local Purchase Committee approved by Chairman VMC	1. Sh. M.K. Gupta	To complete the purchase procedure of all articles purchased for Vidyalaya as per KVS accounts code and purchase procedures.
		2. Sh. R S Raiger	
		3. Mrs	
		4. Co- Opted (HODs)	
		5.	
		6.	
		7.	
		8.	
55	AI(Artificial Intelligence)	1. Sh Pankaj Mehra(I/C) 2. Sh Rohitah Meena 3. Sh S M Bairwa	1.To supervise the conduct of classes 2.To Make aware students and parents of utility of program

PRINCIPAL