

**KENDRIYA VIDYALAYA RAICHUR**  
**COMMITTEES FOR THE SESSION 2019-20**

S. No	Name of committee	I/C	Members	Duties
1.	ADMISSION COMMITTEE , ENROLMENT, S.R. REGISTER / TC	Mr. Ajeet Kumar	1. Mr. Narpinder Singh 2. Mrs. Mohini 3. Ms. LinePrathyusha 4. Mr. Ashutosh	1. To complete all admission related work as per KVS guidelines. 2. Consolidated category wise, class wise enrolment as per KVS guidelines. 3. Upload the enrolment on vidyalaya website as per KVS proforma. 4. Reimbursement of RTE. 5. TC preparation in TC Book and issue the TC on UBI portal. 6. Upload the TC on vidyalaya website and complete maintenance of SR register 7. Any other related work given by the Principal.
2.	TIME TABLE & DAILY LEAVE ARRANGEMENT	Mr. Deepal Suthar	1. Mr. Naveen Singh 2. Mr. Ashutosh 3. Ms. Line Prathyusha	1. To prepare the timetable as and when required and distribute among the teachers. 2. To make substitute arrangements. 3. Contractual teachers attendance record & verification 4. Morning / dispersal duties of teachers. 5. Contractual teacher interview & panel preparation. 6. Staff Strength Preparation. 7. Any other related work given by the Principal.
3 (a)	EXAMINATION (INTERNAL EXAMINATION/ MODERATION / CBSE/ EXTERNAL EXAMINATION)	Mr.Kuldeep Singh (Internal Exams) Mr.P.Dhileep (CBSE and External Exam) If any	1. Mr. Deepal Suthar 2. Mr. Ajay Kumar 3. Ms. Poonam 4. Mr. Sivarudra	1. To plan PT/HYE/SE/Pre-Board exam T.T as per KVS & CBSE calendar of activities. 2. To attend to all CBSE correspondence work & Exam work. 3. To review the software for result & make it uniform for all. 4. Preparation and conduct of specific Exam as and when required like NIOS, PRMO, IAPT, SOF, etc. 5. Result analysis and compilation. 6. CBSE Registration, OAISIS data timely completion. 7. Keep records of results analysis. 8. Any other related work given by the Principal.
3 (b)	PTA + PTM	Mr.P.Dhileep	1. TGT ENGLISH 2. Ms. Line Prathyusha 3. All the Class Teachers & Co- Class Teachers.	1. To conduct PTA meetings as per KVS guide lines. 2. To keep records of PTA & PTM. 3. Any other related work given by the Principal.

4 (a)	CO-CURRICULAR ACTIVITIES (CCA) & STUDENT COUNCIL	Mr. Ajeet Kumar	1. Mr. Narpinder Singh 2. Mrs. Simanjali 3. Mrs. Mohini	<ol style="list-style-type: none"> <li>1. To prepare a calendar of events and conduct the CCA competitions as per the KVS guidelines</li> <li>2. To celebrate all the national festivals /weeks and other important days as per KVS guidelines.</li> <li>3. Co-ordinate all KVS Regional, Cluster, National activities like exhibitions etc.</li> <li>4. Liaising with ONGC cultural activities.</li> <li>5. Annual Day, Sports day, Farewell etc student council, investiture ion.</li> <li>6. Any other related work given by the Principal.</li> </ol>
4 (b)	MORNING ASSEMBLY & FLAG HOSTING & ANNOUNCEMENT	Mr. Ajeet Kumar	1. Mrs. Simanjali 2. TGT (P&HE ) 3. Class Teachers of Respective Classes	<ol style="list-style-type: none"> <li>1. To Prepare and execute Morning assembly as per KVS Education Code, daily during the visit of KVS officials with flag hosting.</li> <li>2. To celebrate special occasions / celebrations/ daily correct announcements.</li> <li>3. Any other related work given by the Principal.</li> </ol>
4 (c)	ALL KVS ACTIVATES - SCIENCE EXHIBITION / CHILDREN SCIENCE CONGRESS / INSPIRE / MATHS / VVM / OLYMPIAD / HOUSE COORDINATOR / SOCIAL SCI / NATIONAL INTIGRATION CAMP	Mr. Deepal Suthar	1. TGT Social Science 2. Mr. Dhileep 3. Mr. Naveen Singh 4. Ms. Mohini	<ol style="list-style-type: none"> <li>1. To encourage children to do their best and prepare the relevant models, charts etc as per KVS guidelines.</li> <li>2. To ensure maximum participation.</li> <li>3. To plan, prepare and select projects for the exhibitions.</li> <li>4. To ensure maximum participation.</li> <li>5. To plan, prepare and select projects for the exhibitions.</li> <li>6. Any other related work given by the Principal.</li> </ol>
5 (a)	DISCIPLINE	TGT P&HE	1. Mr. Narpinder Singh 2. Ajeet Kumar 3. Mr. Dhileep 4. Mr. Ashutosh 5. Ms. Mohini 6. PRT-6	<ol style="list-style-type: none"> <li>1. Maintaining discipline as per KVS code of conduct.</li> <li>2. Sorting indiscipline problems created by children</li> <li>3. Checking driving licence and helmet and late comers.</li> <li>4. Checking of class pass when children are coming out.</li> <li>5. All cases of bullying to be sorted out with the involvement of parents.</li> <li>6. To check uniforms of all students during morning assembly/ trimming of nails/ hair cut/ polish of shoes/ neatness of uniforms and socks.</li> <li>7. Movement of students in lines.</li> <li>8. To supervise overall discipline of the students inside and outside the classroom.</li> <li>9. To select the students through a impartial method and assign them specific duties and monitoring.</li> <li>10. Any other related work given by the Principal.</li> </ol>
5 (b)	ANTI-BULLYING COMMITTEE	TGT P&HE	1. Mr. Dhileep 2. Ms. Line Prathyusha	<ol style="list-style-type: none"> <li>1. To sort out grievances of students and prepare minutes of meeting.</li> <li>2. Any other related work given by the Principal.</li> </ol>

5 (c)	GAMES AND SPORTS & SBSB Programme / MEDICAL CHECK UP & FIRST AID	TGT P&HE	1. Mr. Ashutosh 2. Computer Instructor 3. Mr. Naveen Singh 4. Staff Nurse 5. PRT-6 6. All the Class Teachers	1. To train the students for KVS competitions including cluster/regional/zonal/national competitions and outside competitions. 2. Inter house sports & games competitions 3. To give theoretical aspects of games and sports as per KVS Syllabus. 4. To conduct Sports Day. 5. Any other related work given by the Principal.
6 (a)	PUBLICATION & PRESS RELEASE (Vidyalaya Patrika, Students diary, School Academic Planner, Editorial board, News letter, Annual Report)	Mr.Narpinder Singh Librarian	1. Mr. Kuldeep Singh 2. TGT English 3. Mr. Ajeet Kumar 4. Mr. Ashutosh 5. Mrs. Mohini	1. Prepare Student Diary, Vidyalaya patrika, Calendar, News letter etc. 2. Coordinate with CCA I/c. 3. To collect articles from students and staff & edit 4. To liaison with the press. 5. To go through the proof of all the materials. 6. To ensure its publication by the end of July. 7. Any other related work given by the Principal.
6 (b)	MONTHLY REPORT WRITING COMMITTEE / REPORT WRITING AND ITS PUBLICATION IN NEWSPAPER, VMC	TGT ENGLISH	1. Mr. Kuldeep Singh 2. Mrs. Mohini 3. Ms. Line rathyusha	1. To write the various types of activities conducted during the month to be submitted to KVS RO. 2. To arrange for publication of important events of the vidyalaya in the newspaper.
6 (c)	WEBSITE COMMITTEE	Mr. Deepal Suthar	1. Mr. Ashutosh 2. Computer Instructor	1. To Maintain & Update The Website Periodically 2. To Improve The User Friendliness Of The Website 3. To Constantly Monitor The Data Uploaded And The Works Of The Student For Originality. 4. Any Other Website Related Work As & When KVS Instructs
7	CAREER GUIDANCE AND COUNCELLING/TALKS/ SEMINARS/ SPECIAL CELEBRATIONS	Mr.P.Dhileep	1. Mr. Narpinder Singh 2. Ms. Line Prathyusha	1. To arrange lectures of counsellors and workshops. 2. Any other related work given by the Principal.
8	AEP	Mr.P.Dhileep	1. Mr. Naveen Singh 2. Ms. Line Prathyusha	1. Implement programme as per KVS guidelines. 2. Any other related work given by the Principal.
10	CMP & STRENGTHENING OF PRIMARY EDUCATION	Mrs. Mohini. S. Rohikar	1. Mr. Ajay Kumar 2. Ms. Line Prathyusha 3. PRT-6	1. To oversee implementation of activities methods in primary classes. 2. To prepare reports of strengthening of primary education and send them to AC's office. 3. Any other related work given by the Principal



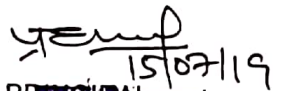
12	SCOUTS AND GUIDES	Mr. Ajeet Kumar	1. Ms. Poonam 2. Ms. Simanjali	<ol style="list-style-type: none"> <li>1. Implement Scout &amp; Guide programme effectively in school.</li> <li>2. To train the children in the various Scouts activities</li> <li>3. To prepare the students for Rajya Puraskar and other competitions.</li> <li>4. To conduct regular Scouts classes.</li> <li>5. To conduct campfire.</li> <li>6. To conduct Plantation, Road Safety programme.</li> <li>7. Any other related work given by the Principal.</li> </ol>
13	ICT INCHARGE	Mr. Naveen Singh	1. Mr. Deepal Suthar 2. Computer Instructor	<ol style="list-style-type: none"> <li>1. Maintenance of the computer labs and see the update of the computers.</li> <li>2. Purchase of computer peripheries, cds, and other materials.</li> <li>3. To train the staff and students regularly. Any other related work.</li> <li>4. Any other related work given by the Principal.</li> </ol>
14	PHOTOGRAPHY & IDENTITY CARD PREPARATION	Mr. Deepal Suthar	1. Mr. Narpinder Singh 2. Computer Instructor	<ol style="list-style-type: none"> <li>1. To keep records of photos event wise in separate folders.</li> <li>2. To take print outs of selected photos for display boards.</li> <li>3. To hand over selected photos to Comp I/C for website</li> <li>4. Any other related work given by the Principal.</li> </ol>
15	EXCURSION COMMITTEE & EDUCATIONAL TRIP	Mr. P. Dhileep	1. Mr. Sudhindra RK 2. Mr. Ashutosh 3. Ms. Line Prathyusha	<ol style="list-style-type: none"> <li>1. To plan Vidyalaya excursions &amp; educational tours in &amp; around Vadodara.</li> <li>2. To make all arrangements in connections with the excursions.</li> <li>3. Any other related work given by the Principal.</li> </ol>
16 (a)	MAINTANANCE REPAIRS AND DEVELOPMENT COMMITTEE ELECTRICAL/ CIVIL/ IT	Mr. Deepal Suthar	1. Mr. Sudhindra RK 2. Ajeet Kumar 3. Mr. Ashutosh 4. (Computer Instructor)	<p>EXISTING BUILDING</p> <ol style="list-style-type: none"> <li>1. Make an inventory of each room.</li> <li>2. The liazing of ONGC includes, Civil work, electrical work, Plumbing, Horticulture, Rooms/ Dept. Maintenance, Building wall, gardens, Water tank, Whitewash, AC maintenance, Service &amp; repair. Water supply, Trees &amp; Plantation, Garbage disposal.</li> <li>2. To make necessary arrangement for prevention from Mosquitoes, Dogs and snakes.</li> <li>3. To obtain Fire Safety and Building safety certificate.</li> <li>4. Any other related work given by the Principal.</li> </ol>
	NODAL COORDINATOR WITH LOCAL AUTHORITIES	Mr. P. Dhileep	1. Mr. Sudhindra RK 2. Ms. Prathyusha	
	WATERWATER COOLERS/FIRE	Mr. Deepal	1. Mr. Sudhindra RK 2. Mr. P. Dhileep 3. Mr. Ajeet Kumar	<ol style="list-style-type: none"> <li>1. To initiate purchase of water cooler/fire fighting equipment and its proper maintenance as per sanitation norms set by Vadodara Municipal Corporation</li> <li>2. To ensure the uninterrupted supply of water and maintenance of all</li> </ol>

16 (b)	FIGHTING EQUIPMENTS, MOSQUITO DRINKING WATER	Suthar	4. Mr. Ashutosh 5. Mrs. Simanjali	water outlets 3. Proper checking & regular cleaning of water tanks, fire fighting refilling. 4. Any other related work given by the Principal.
16 (c)	AUDIO VISUAL AIDS & --- →TEACHING AIDS -----→	Mr. Kuldeep Singh	1. Mr. Deepal Suthar 2. Mr. Ajay Kumar	1. Purchase and maintenance of audio visual aids. 2. Maintenance & up keeping of Teaching Aids.
16 (d)	CAMPUS BEAUTIFICATION / HORITICULTURE DISPLAY BOARD/ MAINTENANCE & PREPARATION	Mr. Sudhindra RK	1. Mr. Dhileep 2. Mr. Deepal Suthar 3. Mrs. Simanjali 4. PRT - 6	1. Checking the cleanliness of the classrooms 2. Checking the cleanliness of bathrooms, toilets, surroundings etc. 3. Ensuring availability of dustbins/sanitary napkins/soap etc. in toilets 4. To maintain display board. 5. Regular updating of display board. 6. Any other related work given by the Principal.
17 (a)	REFRESHMENT & CATERING	Mr. Sudhindra RK	1. Mr. Dhileep 2. TGT English 3. Mrs. Poonam 4. Mrs. Mohini	1. To make market survey for catering services in vidyalaya when ever required. 2. To purchase & distribution of refreshment to students & staff. 3. Any other related work given by the Principal.
17 (b)	ACTIVITIES-----→ M&R -----→	Mr. Deepal Suthar	1. Mr. Sudhindra RK 2. Mr. Kuldeep Singh	1. To coordinate between school and outside agency as and when required. 2. Any other related work given by the Principal.
17 (c)	SUPERVISION OF WATCH AND WARD AND HOUSE KEEPING & SAFETY AND SECURITY OF THE BUILDING COMMITTEE	Mr. Narpinder Singh	1. Mr. Naveen Singh 2. Mr. Ajay Kumar 3. Ms. Poonam 4. Staff Nurse	1. To ensure promptness on the part of watchman. 2. To plan for safety and security of the building as per guidelines. 3. Ensure proper duty chart of the cleaning and security staff. 4. To arrange for mock drills, safety from dogs & reptiles etc. 5. Ensuring availability of dustbins/sanitary napkins/soap etc. in toilets 6. Any other related work given by the Principal.
18 (a)	CLEANLINESS & SANITATION COMMITTEE	Mr. Ajeet Kumar	1. Mr. Ashutosh 2. Mrs. Mohini 3. Staff Nurse 4. Ms. Line Prathyusha	1. To supervise cleanliness of Vidyalaya on day to day basis. 2. To ensure the availability of adequate cleaning material and safety equipments. 3. To put proper tags on different toilets and dustbins. 4. Any other related work given by the Principal.
18 (b)	FURNITURE	Mr. Sudhindra. RK	1. Mr. Ajay Kumar 2. Ms. Line Prathyusha 3. Mr. Kailashnath	1. To assess the requirement of furniture for the session. 2. Following proper purchase procedure for its procurement. 3. Proper numbering of available furniture. 4. Repair of furniture items as and when required. 5. Allotment of furniture as per the requirement of class. 6. Conducting physical verification and recommending write off of irreparable items. 7. Maintaining the stock register.



				8 Any other related work given by the Principal
19 (a)	RESOURCE ROOM PRIMARY ---- -----→	Mrs. Mohini. S. Rohikar	1. Ms. Prathyusha 2. Mr. Ajay Kumar 3. PRT – 6	1. To maintain & up keeping of the Resource room . 2. To keep proper records. 3. Any other related work given by the Principal.
19 (b)	PA SYSTEM & ELECTRICAL BELL, CCTV, INVERTOR	Mr. Deepal Suthar	1.Mr. Sudhindra RK 2.Mr. Ajeet Kumar	1. To arrange everyday PA system in the morning assembly well in advance. 2. To arrange PA system on special occasion as and when required. 3. Any other related work given by the Principal.
20	SUBJECT COMMITTEES	1.Language Committee 2.Social Science and EVS 3.Science and Maths 4.Miscellaneous subjects Committee		1. To conduct subject committee meeting on last working day. Main agenda will be:- 2. To discuss coverage of syllabus, projects, home assignments 3. To plan demonstration lessons 4. To scrutinize UT/HY/SE question papers 5. Any other related work given by the Principal.
21	LIBRARY COMMITTEE	Mr. Narpinder Singh	1. Mr. Ajeet Kumar 2. Mr. Ashutosh 3. Mrs. Mohini	1. To arrange the procurement of magazines, periodicals, newspapers, TB, reference books, floppy, cds, as per the need of the staff and students. 2. To maintain the periodicals and get them bound for future reference. 3. To have newspaper cuttings of important articles and prepare scrap books. 4. To make arrangement for TAL use and to keep a record of computer use. 5. Any other related work given by the Principal.
22 (a)	LOCAL PURCHASE COMMITTEE	Mr. Deepal Suthar	1. Mr. Naveen Singh 2. Mr. Kuldeep Singh 3.Ms. Line Prathyusha	1. To assist the Vidyalaya purchases for all the departments as per KVS purchase rules. 2. Market survey of articles and items as per KVS purchase rules. 3. Settlement of accounts as per KVS purchase rules. 4. Any other related work given by the Principal.
22 (b)	TENDER & FIRM REGISTRATION	SSA	1. Mr. Sudhindra RK 2. Mr. P. Dhileep 3. Mr. Deepal Suthar 4. JSA	1. To assist in preparation of Tender documents and its execution 2. Any other related work given by the Principal.
23	VVN ASSETS AND RECORDS(CONSUMABLE & NON CONSUMABLE)	SSA	1. Respective Department Incharges	1. To keep records of VVN assets and to verify physically all items purchased out of VVN. 2. To keep list of VVN assets displayed on the admiral 3. To verify the items physically purchased out of VVN. 4. Any other related work given by the Principal.

24 (a)	MAINTENANCE OF NEW ASSETS IN SCHOOL	Mr. Deepal Suthar	1. Mr. Sudhindra RK 2. Mr. P. Dhileep 3. Mr. Naveen Singh	Maintenance of following Assets - 1. CCTV 2. INVERTER 3. TV & CABLE IN RESOURCE ROOM 4. Computers, Printers, projectors & IT equipment's etc. 5. PHONES, INTERCOM
24 (b)	AUCTION AND DISPOSAL COMMITTEE CONDEMINATION	SSA	1. Respective Department Incharges	1. To notify the articles of different departments to be auctioned. 2. To make wide publicity for auction of the items. 3. To fix the date of auction and dispose of the items with proper records. 4. Any other related work given by the Principal.
25	VERIFICATION & UPLOADING OF FEE ON UBI	Mr. Ashutosh	1. Respective Class Teachers & Co-class Teachers	1. To check & verify the fees on UBI portal 2. Quarterly verification of fees as per student enrolment.
26 (a)	CHECKING OF FEES IN UBI PORTAL	Mr. Ashutosh	1. Respective Class Teachers & Co-class Teachers	1. Checking of fees on monthly basis and reconciling it with bank in coordination with class teachers and office. 2. Any other related work given by the Principal.
26 (b)	PAY AND ALLOWANCES OF STAFF/ Tax & ARREAR CALCULATION	SSA	1. Mr. Dhileep 2. Mr. Ajeet Kumar	1. To check and verify the salary prepared by SSA. 2. Help in preparing the Tax & Arrears etc. of staff. 3. Any other related work given by the Principal.
26 (c)	RAJBHASHA COMMITTEE	Mr. Kuldeep Singh	1. Mr. Ajeet Kumar 2. Mr. Ashutosh 3. SSA 4. JSA	1. To prepare the students for Hindi competitions of KVS/outside competitions. 2. To attend official committee meetings and to send the reports to KVS Regional Office 3. Hindi week/fortnight celebrations. 4. Any other related work given by the Principal.
27	ALUMANI	Mr. P. Dhileep	1. Mr. Sudhindra RK 2. Mr. Ajeet Kumar	1. Plan and coordinate as per KVS guideline & keep or record. 2. Any other related work given by the Principal.
28	ARRANGEMENT WORK SHOPS AND GUEST SPEAKERS	Mr. P. Dhileep	1. Mr. Kuldeep Singh 2. Mr. Narpinder Singh 3. TGT ENGLISH	1. Plan and coordinate as per KVS guideline & keep or record. 2. Any other related work given by the Principal.
29 (a)	FUNDAY FIRST & THIRD SATURDAY	Mr. Ashutosh	All PRT's	1. Plan and coordinate as per KVS guideline & keep or record. 2. Any other related work given by the Principal.
29 (b)	FOURTH & FIFTH	Mr. Ajay Kumar		1. Plan and coordinate as per KVS guideline & keep or record. 2. Any other related work given by the Principal.

  
 15/07/19  
 PRINCIPAL  
 केन्द्रीय विद्यालय / Kendriya Vidyalaya  
 रायचूर प. व. ५०९ Raichur 584101  
 कर्नाटक राज्य Karnataka State