

## KENDRIYA VIDYALAYA GANESHKHIND

### **VIDYALAYA PLAN SESSION: 2022-23 (w.e.f 01/04/2022)**

Vidyalaya academic & Institutional Plan for session 2022-23 has been set up and presented before all staff members for further course of action. The following committees, departments and clubs are hereby constituted to carry out various curricular, co- curricular and extra – curricular activities and also to provide ample opportunities and encouragement to achieve the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the academic session 2022-23. Therefore, all in charges, conveners and members of the Dept. / Committee/Club are here by instructed to take charge of their concerned department and set the action plan for both **online and offline** platform accordingly. Please go through the Vidyalaya Academic Plan for the detailed information especially for guidelines, duties responsibilities and activities.

	Name of Committee	NAME OF STAFF MEMBERS	SCOPE OF THE WORK	SIGN
1.	FLAG HOISTING	MR YOGESH(I/C) MR R B MISHRA(Co I/C) MR SANJAY BHUKAN MR SUHAS MS PRIYANKA BEHERA MR CHANDERE	<ul style="list-style-type: none"><li>To ensure raising of National Flag every morning and it's lowering before sunset in our KV.</li><li>To position the flag post at prominent place.</li><li>To follow DO's and Don'ts to honor our National Flag.</li><li>To ensure compliance of the Flag Code.</li></ul>	
2	ACADEMIC COUNCIL	MR KANA RAM (VP) I/C MS. ANITA K (Co-I/C)  MR A K GUPTA (PGT PHY) [SCIENCE] MS SHIKHA GUPTA [MATHS] MS. SHALINI VERMA [HINDI] MR UJJWAL AWARE [ENGLISH] MS. SNEHA [Commerce] Mr Rajesh Rajbhar [Comp sci and AI] MRS. SUREKHA NARKE (HM) (PRIMARY)	<ul style="list-style-type: none"><li>Planning for academic program setting activities</li><li>Arranging projects&amp; guiding for Innovation and experimentation</li><li>Conducting monthly meetings including primary teachers of respective subjects on the allotted days.</li><li>Course Completion</li><li>Eligibility tests</li><li>Plan various academic activities for the improvement of teaching learning process</li><li>To plan and monitor remedial teaching and CALP.</li><li>Implementation of Diksha / Nistha , CCT , CLP circulars</li></ul>	
3	FURNITURE & FIXTURE	MS. SHALINI VERMA (I/C) MR. KISHORE (Co I/C)  MR. LOVEKUSH SHARMA  MR. SANDEEP  MR. BODHAN	<ul style="list-style-type: none"><li>Procuring of suitable furniture as per requirement</li><li>To maintain the record of the Vidyalaya furniture.</li><li>To get the furniture numbered serially.</li><li>To plan for annual purchase and repair.</li><li>To maintain the stock register of furniture and get the physical verification done annually.</li><li>To take up the repair work.</li></ul>	
4	MAINTENANCE & REPAIRS (SCHOOL BUILDING)	MR. SANJAY BHUKAN (I/C)  MR. YOGESH DHERE  MS. MANJU DEVI  MR. SUHAS DHOLE(Co I/C)  MR. MARUTI BHOTE	<ul style="list-style-type: none"><li>To take initiative to maintain repair and provide infrastructural facilities for smooth functioning of the Vidyalaya</li><li>To look after the operational condition of the water supply, taps, Building maintenance etc.</li></ul>	

		MR. ASHOK		
5	A) REPAIR & MAINTENANCE (STAFF QUARTER)	MR. YOGESH DHERE (I/C) MR. ASIF E. MR. R. B. MISHRA (Co I/C) MS SHUBHANGI MR. R. M. BODHAN	<ul style="list-style-type: none"> <li>To look after the operational conditions of the water supply, electricity supply lines, Building maintenance etc. of KV Staff Colony by proper utilization of Annual Maintenance Fund.</li> <li>Allotment of quarter as per KVS rules.</li> <li>To prepare rooster for allotment of staff qtrs..</li> </ul>	
	B) CLEANLINESS AND UP KEEPING OF STAFF QUARTERS	MS. ANITA K (I/C) MR. R. B. MISHRA (CO I/C) MS. MANJU DEVI MR. A. K. GUPTA MR. BODHAN	<ul style="list-style-type: none"> <li>To look after the cleanliness in staff residential area.</li> <li>Pruning of Trees / Shrubs as and when required.</li> </ul>	
6	CBSE AFFILIATION RENEWAL COMMITTEE	MR. ANAND MR. TABREJ MR. YOGESH D	<ul style="list-style-type: none"> <li>To start the renewal process for CBSE affiliation.</li> </ul>	
7	REPAIR & MAINTENANCE (SCHOOL ELECTRIC )	MR. A.K. GUPTA(I/C) MR. LOVEKUSH S (CO I/C) MR. SAINATH AWARE MR. CHANDERE	<ul style="list-style-type: none"> <li>To look after the operational conditions of the, electricity supply lines, etc.</li> <li>To plan procurement and purchase as per requirement.</li> </ul>	
8	SCHOOL TIME TABLE(SECONDARY)& ARRANGEMENT	MR. TABREJ KHAN (I/C) MS KIRANJEET KAUR (CO I/C) Ms GEETIKA MR R B MISHRA MS. PRIYA GOSWAMI	<ul style="list-style-type: none"> <li>Preparation of school time table implementation of changes as per requirement under Time-table as per daily arrangement of substitute teachers.</li> <li>To prepare special time-table as per need and also to prepare time-table for supervisory work to be done by the principal. The new time table will come into effect from 1st April 2022.</li> <li>To prepare remedial timetable/zero period time table.</li> <li>To Put arrangement every day.</li> </ul>	
	SCHOOL TIME TABLE(PRIMARY)	MS. B. M. LAXMI (I/C) MR. MADAN KHAIRE(CO I/C)		
9	EXAMINATION (INTERNAL) PRIMARY	MS. P. M. INDU (I/C) MR. SIDDHARAM KOLI (CO I/C) MR. ASHOK	<ul style="list-style-type: none"> <li>All online / offline examination work pertaining to Vidyalaya.</li> </ul>	
	EXAMINATION (INTERNAL) SECONDARY & PISA/CCT ASSESSMENT	MRS. SHIKHA GUPTA(I/C) MRS. KIRANJEET (CO I/C) MRS. MANJU DEVI MRS. SHOBHA MR. ALIM MRS. GEETIKA C COMP INSTRUCTOR MR. BODHAN MR. MARUTI	<ul style="list-style-type: none"> <li>Planning execution of examination Schedule including periodic test/cumulative tests etc.</li> <li>Maintenance of examination record and keeping them under safe custody confidentially.</li> <li>Handing over date sheet to website I/C for uploading on website.</li> <li>Conduction of PISA and CCT related assessments and related work.</li> </ul>	
10	EXAMINATION (EXTERNAL CBSE)	MR. K. ANAND-(I/C) MR. TABREJ KHAN (CO I/C) MS. ASHA K MR. KISHORE MR. RAJENDRA MR. MARUTI MR. ASHOK	<ul style="list-style-type: none"> <li>Coordination for registration.</li> <li>All examination work pertaining to Vidyalaya for board students.</li> <li>Maintenance of examination record and keeping them under safe custody confidentially.</li> <li>Maintenance of CBSE result and other board.</li> <li>Uploading the date sheet of CBSE examinations and result analysis on vidyalaya website.</li> </ul>	

11	PURCHASE COMMITTEE	MR. ANAND(I/C) MR. A. K GUPTA(Co I/C) MS. INDU CHIB MRS. SUREKHA NARKE (HM) MR. SUHAS DHOLE MR ASHOK R	<ul style="list-style-type: none"> <li>To do market survey for spot quotation.</li> <li>To plan for the tentative purchase from the VVN.</li> <li>To prepare for the required provision to be made in the VVN budget.</li> <li>To settle the accounts per purchase procedure.</li> <li>To monitor and control the utilization of material purchased.</li> </ul>	
	GEM	MR. ANAND(I/C) MR. SANJAY BHUKAN  MR. SUHAS DHOLE MR. GAJANAN D	<ul style="list-style-type: none"> <li>To plan for the Purchase from GeM portal</li> <li>To prepare comparatives of all quotations.</li> </ul>	
12	EXCURSION	MR. SHIKHA GUPTA(I/C) MR. ANAND MR. SANJAY BHUKAN (Co I/C) MR. SAINATH MS. PRIYANKA BEHERA. MR CHANDERE	<ul style="list-style-type: none"> <li>Planning for excursion</li> <li>Making necessary arrangement</li> <li>Enrolment of student for the adventure the camp.</li> <li>Planning and making arrangements</li> </ul>	
13	CONDEMNATION COMMITTEE	MR RAJESH RAJBHAR (I/C) MR. A.P.CHATI(Co I/C) MR. SANJAY BHUKAN MR. KISHOR MR. MARUTI ALL DEPT. HOLDERS	<ul style="list-style-type: none"> <li>To start the process from starting of the session .</li> <li>Preparing of list of items to be condemned in coordination with all stock holders.</li> <li>Condemn the items as per KVS Guidelines.</li> <li>Planning auction.</li> <li>Disposing off/destroying old, audited bills and documents as per KVS Guidelines.</li> </ul>	
14	CCA(SECONDARY )	MR UJJWAL AWARE (I/C) MS. SHALINI MS. SNEHA MS. REKHA KHOND (Co I/C) MR. R. B. MISHRA MS. SHOBHA	<ul style="list-style-type: none"> <li>Chalk out Annual PROGRAM to be uploaded on school website.</li> <li>Implementation of various instructions by higher authorities and conducting the various activities with some innovative ideas and monitoring the results of various competition, purchases and distribution of prizes.</li> <li>To celebrate all the important days.</li> <li>To observe all important events as and when specified by higher authorities.</li> <li>To chalk out an annual program of all the important days etc. and to keep a day to day track of it.</li> <li>To collect all the information about the achievements and get the entries countersigned by the chief coordinator on every last working day and submit them to the Principal for perusal.</li> <li>To collect the photographs of the outstanding performance for record.</li> <li>To write periodic report about the achievements.</li> <li>To write the certificates and honor the achievements time to time.</li> <li>Monitoring the day to day house activities and guiding them on suitable scale.</li> <li>To organize the inter school, inter-region and other competitions time to time.</li> </ul>	
	CCA(PRIMARY )	MR. RAMNATH (I/C) MS. MADHURI SHINDE MS. SUJATA JAIN		

			<ul style="list-style-type: none"> <li>• Correspondence with various agencies pertaining to CCA PROGRAM.</li> <li>• To monitor the morning assembly PROGRAM through the house master.</li> <li>• Timely conduct of the assembly with a preplanned schedule.</li> <li>• To coordinate prize purchase and distribution also other activities that come up from time to time.</li> <li>• To co-ordinate the house master of the day activities involving school band with suitable commands.</li> <li>• Any other job pertaining to morning assembly.</li> <li>• Playing of marching tunes etc. involving school band with suitable commands. Hosting of flag ceremony.</li> <li>• To coordinate for Spic Macey and Routs to Routs programme</li> </ul>	
15	CMP	MR. SUBHASH BANSOD MR. SUNIL	<ul style="list-style-type: none"> <li>• To plan CMP Activities for the year &amp; prepare calendar for 2022-23</li> <li>• To co-ordinate CMP Activities .</li> <li>• To prepare reports of the activities under CMP</li> <li>• To prepare Newsletter for each term. To click photographs of the activities and display them from time to time.</li> </ul>	
16	ADMISSION	MS. MADHU BHANDARI (I/C) MR. YOGESH DHERE (CO I/C) MS SUREKHA NARKE MR. SUHAS MR. RAMNATH CLASS TEACHERS OF CLASS I MR. BODHAN	<ul style="list-style-type: none"> <li>• To check out the admission schedule as per KVS directions.</li> <li>• To monitor registration and checking of the entries and documents attached with the registration forms.</li> <li>• Grouping of students according to merit etc.</li> <li>• Allotment of admission number and Co-ordination work with the office and class teachers. Checking of concerned documents.</li> <li>• Submitting consolidated record of admissions done on last day of every month .</li> <li>• Prepare reply regarding details of admission as and when asked by higher authorities.</li> </ul>	
17	AEP/DISHA CLUB.	MS. MADHU BHANDARI (I/C) MS. ASHA K (Co I/C) MR. RAJESH RAJBHAR MR. ANUJ MAURYA MR. YOGESH D. MR SAINATH DOCTOR NURSE	<ul style="list-style-type: none"> <li>• Organize program and co-ordinate activities of the club.</li> <li>• Ensuring 23 hours in a year for AEP activities.</li> </ul>	
18	SCIENCE CLUB & SCIENCE OLYMPIAD/OTHER EXAMS/ VISIT TO LABS/JIGYASA / NTSE / SCIENCE EXHIBITION / JNSMEE / NCSE	MRS INDU CHIB (I/C) MS KIRANJEET(Co I/C) MR A K GUPTA MS. MADHU BHANDARI MR. RAJESH RAJBHAR MS. ASHA KARUNAKARAN TGT SC	<ul style="list-style-type: none"> <li>• Plan. Monitor &amp; co-ordinate activities of the club</li> <li>• Conducting various lectures, program &amp; selecting the members for club etc.</li> <li>• Inculcating scientific temperament by practicing science activities. <ul style="list-style-type: none"> <li>• Preparation of junior science Exhibition.</li> </ul> </li> <li>• Notifying the dates to student</li> <li>• Registration and coordination of examinations.</li> <li>• Preparation of students for examinations.</li> <li>• Making models and exhibits.</li> </ul>	

		<p>MR. SAINATH AWARE</p> <p>MR. SUHAS D</p> <p>ALL TEACHERS TEACHING SCIENCE , MATHS</p> <p>MR BODHAN</p>	<ul style="list-style-type: none"> <li>• Notifying dates.</li> <li>• Escorting students.</li> <li>• Developing and motivating students.</li> <li>• Maintaining proper records.</li> </ul>	
19	SOCIAL SCIENCE EXHIBITION AND EBSB	<p>MS. ANITA KANAJIA(I/C) (NODAL TEACHER FOR EBSB )</p> <p>MS MANJU ( CO - I/C)</p> <p>MR. RAJESH RAJBHAR (NODAL TEACHER FOR EBSB )</p> <p>TGT SST 1</p> <p>TGT SST 2</p> <p>MR. R. B. MISHRA</p> <p>MS. PRIYA GOSWAMI</p> <p>MS SHOBHA</p> <p>MS. MADHURI SHINDE</p> <p>MR. ALIM BAGWAN</p> <p>MR. CHANDERE</p>	<ul style="list-style-type: none"> <li>• Registration and coordination for exhibition at school level as well as higher levels.</li> <li>• Preparation of students for exhibition.</li> <li>• Planning activities as per calendar provided by KVS</li> <li>• Notifying the dates and events to students.</li> <li>• Maintaining all the records of activities</li> <li>• All IT support</li> </ul>	
20	SPORT CLUB SBSB , FIT/ KHELO INDIA	<p>MR. SANJAY BHUKAN (I/C)</p> <p>MR. K. ANAND (Co I/C)</p> <p>MS. GEETIKA C</p> <p>MS REKHA KHOD</p> <p>MRS. SHOBHA GUPTA</p> <p>MR SAINATH</p> <p>MR. SUBHASH</p> <p>MR ASHOK</p> <p>MR MARUTI</p> <p>COACHES</p>	<ul style="list-style-type: none"> <li>• Preparing demand for the year in advance for sports department</li> <li>• Getting the approval as per the available budget.</li> <li>• Procuring quotations, Making comparative statements</li> <li>• Condemnation of damaged items.</li> <li>• Smooth conduction and compilation of all activities under SBSB.</li> <li>• Uploading of SBSB DATA</li> <li>• Planning activities under FIT INDIA celebrations.</li> </ul>	
21	BEAUTIFICATION/ ART and CRAFT	<p>MR. ALIM BAGWAN (I/C)</p> <p>MS. MADHU BHANDARI (CO I/C)</p> <p>MS. SHOBHA GUPTA</p> <p>MS MAMATA PERDESI</p> <p>MR RAMNATH</p> <p>MR.GAJANAN</p> <p>MR. SIDDHARAM KOLI</p>	<ul style="list-style-type: none"> <li>• To Organize Vanmahotsav Week, flower arrangement competition, rangoli etc. on inter house level.</li> <li>• To maintain the school garden and to plan for further extension and expansion.</li> <li>• To add some flowering plants in the garden.</li> <li>• Submitting monthly review of garden and beautification of vidyalaya.</li> <li>• All types of decoration.</li> <li>• To organize activities to develop the awareness among students for inculcating creativity.</li> <li>• Arrange talks from experts.</li> </ul>	

22	LIBRARY COMMITTEE (SECONDARY)	MR. A.P.CHATI(LIB) (I/C) MS KIRANJEET KAUR MS. SHOBHA KUMARI MR LOVEKUSH SHARMA MS PRIYA GOSWAMI MS. SUREKHA NARKE (HM)	<ul style="list-style-type: none"> <li>To chalk out the program for maximum utilization of library facilities.</li> <li>To train the students in keeping a proper record of books read by the students. To undertake a project in all classes to improve the reading habits of the children.</li> <li>To purchase new books.</li> <li>To organize Book fair.</li> </ul>	
23	LIBRARY COMMITTEE (PRIMARY)	MR. KISHOR S. MR. MADAN		
24	DISCIPLINE COMMITTEE	MR SANJAY BHUKAN(I/C) MR TABREZ MR AVINASH CHATI  MR YOGESH DHERE MS. REKHA KHOND MR. CHATI MR ALIM MS. SUREKHA NARKE (HM) MS. GAJANAN MR. MADAN ALL CLASS TEACHERS	<ul style="list-style-type: none"> <li>Checking of student movement in the class room corridors etc. during assembly time, recess break and after the school hours.</li> <li>Preparation of duty chart for morning, lunchtime and afternoon time.</li> <li>Monitoring the movement of students in line from outside and inside school gate and to ensure safe passage of students.</li> <li>Checking of uniform and personal hygiene.</li> <li>To handle all the discipline cases effectively.</li> <li>Any others job pertaining to discipline.</li> </ul>	
24	CLEANLINESS COMMITTEE	MS. INDU CHIB (I/C) MRS. GEETIKA (I/C for April) MS. SHALINI MR. UJJWAL AWARE MR. SANJAY BHUKAN (CO (I/C)  MR. ALIM BAGWAN MS. C. NIKAM MS PRIYANKA BEHERA MR.SANDEEP KAMBLE MR. ASHOK RANAWARE MR. MARUTI BHOTE MR. CHANDERE MR. R.BODHAN MR. RAJENDRA STAFF NURSE ALL CLASS TEACHERS AND DEPARTMENT INCHARGES	<ul style="list-style-type: none"> <li>To monitor the overall cleanliness of the Vidyalaya that includes washrooms / toilets / corridors / class rooms / labs / Vidyalaya buildings/ playground etc.</li> <li>To get done the cleanliness job by the conservancy staff.</li> <li>To chalk out appropriate PROGRAM of cleanliness group wise.</li> <li>To get the work evaluated fortnightly to honour classes with running shields.</li> <li>To consolidate result and display the achievements periodically and graphically.</li> <li>To carry out some innovations for further improvement of the project.</li> <li>To write a report on the project</li> <li>Procurement of potable drinking water certificate from concerned authorities.</li> <li>To prepare sanitization plan and monitor its implementation.</li> <li>To fix posters regarding precautions against COVID – 19.</li> </ul>	

25	ICT, WEBSITE UPLOADING , SHAALA DARPAN, CYBER SECURITY, E-CLASS ROOMS , DIGITAL BOARD	MR. RAJESH RAJBHAR(I/C) MR. K. ANAND MR. RAMNATH (Co I/C) MR. SUNIL GOLHARE COMPUTER INSTRUCTORS	<ul style="list-style-type: none"> <li>Maintenance of computers in all labs.</li> <li>Making AMC with Service agencies.</li> <li>Regular updation of the website of the Vidyalaya. (at least once in a week)</li> <li>Competition related to IT/Techno Thelon.</li> <li>Display board outside the Computer-Lab</li> <li>Updation of shaala Darpan</li> <li>Organizing Awareness programme regarding cyber security.</li> <li>Uploading of TC issued every week.</li> <li>Uploading all the notification / Banners as per instruction given.</li> <li>Uploading all admission related information on website.</li> </ul>	
26	NATURE CLUB & ECO CLUB	MS. MADHU BHANDARI (I/C) MS. ASHA K.(Co- I/C) MS. PRIYANKA BEHERA MR. SANDEEP KAMBLE MS. SUJATA	<ul style="list-style-type: none"> <li>Motivating students for activities related to conservation of environment.</li> <li>Conducting activities related to club.</li> </ul>	
27	Art and Craft club	MR ALIM (I/C) MRS GEETIKA MS MAMTA P MR.RAMNATH P. (I/C Primary) MR. MADAN KHAIRE MR.SIDDHARAM KOLI	<ul style="list-style-type: none"> <li>To keep the record of activities performed by student.</li> <li>To motivate children for participating in art and craft activities</li> <li>To guide and motivate children for decoration of school building and campus</li> </ul>	
28	Music and Dance club	MS.MADHURI SHINDE (I/C) MRS PRIYA G MS SHOBHA MS MAMATA P MS.MANISHA SATHYE MR.GAJAJAN D.	<ul style="list-style-type: none"> <li>To keep the record of activities performed by student.</li> <li>To motivate children to participate in school cultural activities as well as outside competitions held from time to time</li> </ul>	
29	Sports and Yoga Club	MR SANJAY B (I/C) MR.GAJANAN D (I/C primary ) MR.KISHORE S. MR.SUNIL GOLHARE	<ul style="list-style-type: none"> <li>To keep the record of activities performed by student.</li> <li>To motivate children to participate in school sports and Yoga activities.</li> <li>To guide and motivate children to participate in outside competitions held from time to time</li> </ul>	
30	MATHS CLUB &MATHS OLYMPIAD PRMO , ALL THE EXAMS DIRECTED BY KVS , CBSE etc.	MR. TABREJ KHAN (I/C) MS. PRIYA GOSWAMI (CO I/C) MR ANUJ ALL TEACHERS TEACHING MATHS IN SECONDARY & PRIMARY SECTIONS MS. B. M. LAXMI MR. SUHAS DHOLE	<ul style="list-style-type: none"> <li>To keep the record of activities performed by student.</li> <li>To prepare the student for Mathematics Olympiad.</li> <li>To coordinate with KVS for organization and examination.</li> </ul>	
31	INTEGRITY CLUB + AWAKENED CITIZEN	MS. PRIYA GOSWAMI (I/C) MR. UJJWAL	<ul style="list-style-type: none"> <li>To teach the students regarding the values by conducting lectures for ACP.</li> <li>Planning for module/completion of all modules.</li> </ul>	

		MRS REKHA K Ms MAMTA PERDESI MS. MANJU MS GEETIKA C MR A P CHATI (Co I/C) MS ASHA K MR YOGESH D MS MANJU	<ul style="list-style-type: none"> <li>• Making necessary arrangement for class both online and offline.</li> <li>• Co-ordination with R.K.M.</li> </ul>	
32	STAFF MEETING (MINUTES)	MS. SHALINI VERMA (I/C) MR LOVEKUSH(CO I/C) MS SHOBHA KUMARI MS. MANISHA SATHYE MS. C. NIKAM	<ul style="list-style-type: none"> <li>• To write the minutes of the meeting</li> <li>• To take attendance of staff attending the meeting.</li> <li>• To email the minutes to all staff members.</li> <li>• To take sign of all staff members after receiving of email.</li> </ul>	
33	MONTHLY AWARD FOR BEST CLASS	MR. UJJWAL AWARE(I/C) MR KANA RAM (VP) MS SNEHA (Co I/C) MR R B MISHRA MS SUREKHA NARKE MS. MANISHA SATHYE MS . PADMA RAO MS. MADHURI SHINDE(MUSIC TEACHER)	<ul style="list-style-type: none"> <li>• Judgment of class according to criteria given every month.</li> <li>• Announcement of best class in assembly.</li> </ul>	
34	LITERARY CLUB + READING CLUB	MR. UJJWAL A (I/C) MS. SHALINI VERMA (CO I/C) MS REKHA KHOND MR. A. P. CHATI MR LOVEKUSH SHARMA MR YOGESH DHERE (CO I/C) MS. SHOBHA GUPTA  MR. R.B.MISHRA MR. YOGESH DHERE MR. SAINATH AWARE MS. CHITRAREKHA N MRS. B. M.LAXMI	<ul style="list-style-type: none"> <li>• To chalk out the program for maximum utilization of library facilities for reading and literary skills</li> </ul>	
35	PHOTOGRAPHY CLUB	MR. K. ANAND(I/C) MR RAJESH RAJBHAR (Co I/C) MR. GAJANAN MR SUNIL MR. RAMNATH	<ul style="list-style-type: none"> <li>• Taking Photographs of all activities in the Vidyalaya.</li> <li>• Displaying of Photographs</li> <li>• Distribution of photograph required by students</li> <li>• Collection and compilation of photos and Reports</li> <li>• Maintain</li> <li>• Maintaining the records of all photographs .</li> </ul>	
36	NIOS	MR A K GUPTA(I/C) MR R B MISHRA (Co I/C)	<ul style="list-style-type: none"> <li>• Conducting NIOS Examinations.</li> <li>• Documentation of NIOS Examinations</li> <li>• Coordination with NIOS Office</li> </ul>	



		ALL SUB STAFFS		
37	SCOUTS & GUIDES	MR. R. B. MISHRA (SCOUT I/C) MR UJJWAL A MR. RAJESH RAJBHAR MR. YOGESH D MR. ALIM MS. MADHU B (GUIDE I/C) EXAMMS. REKHA KHOND MS ASHA K. (GUIDE CO I/C) MR. A CHATI (SCOUT CO I/C) MS MANJU MR CHANDERE	<ul style="list-style-type: none"> <li>To co-ordinate all the scouting and guiding activities.</li> <li>To participate in various scout and guide camps.</li> <li>To plan and o-ordinate all the activities related to scout and guide.</li> <li>To Handle all communication pertaining to District Commissioner (Guides)</li> </ul>	
38	CUBS & BULBULS	MR.MADAN KHAIRE (I/C) MS P. M. INDU MR. SANDEEP KAMBLE(CUBS) MR SUHAS (CUBS) MR. KISHOR (CUBS) MR.SIDDHARAM KOLI MR.SUNIL GOLHARE MS. PRIYANKA BEHRA (I/C) MS . PADMA RAO (BULBUL) MS. MANISHA SATHYE (BULBUL) MS. PADMA RAO(BULBUL) MS SUJATA JAIN	<ul style="list-style-type: none"> <li>To co-ordinate all the scouting and guiding activities.</li> <li>To participate in various scout and guide camps.</li> <li>To plan and Co-ordinate all the activities related to scout and guide.</li> <li>To handle all communication pertaining to District Commissioner.</li> </ul>	
39	CHILD RIGHTS PROTECTION CELL / POCSO ACT	MS MADHU BHANDARI (I/C) MR KANA RAM (VP) MS INDU CHIB (Co I/C) MR YOGESH D MS ASHA K MS. SUREKHA NARKE (HM) MS. MANISHA SATHYE MR KISHORE COUNSELLOR	<ul style="list-style-type: none"> <li>Make the student aware of their Rights</li> <li>Time to Time arrange meeting with student council for the proper working of Vidyalaya</li> <li>Fixing suggestion box at prominent places, and compilation of suggestion on monthly basis.</li> </ul>	
40	RIGHT TO INFORMATION & PARLIAMENTARY QUESTIONS REPLY	1. MR A K GUPTA(APIO) 2. MR YOGESH DHERE 3. MR SUHAS DHOLE 4. MS SHUBHANGI	<ul style="list-style-type: none"> <li>Preparing reply of RTI asked.</li> <li>Preparing answer to parliamentary questions.</li> </ul>	
41	GUIDANCE AND COUNSELLING	1. MR. SAINATH AWARE (I/C)	<ul style="list-style-type: none"> <li>Arranging seminars for students</li> <li>To plan for tarunotsav</li> </ul>	

		2. MR. TABREJ 3. MS. SNEHA (Co I/C)	<ul style="list-style-type: none"> <li>• Inviting speakers and professionals from time to time.</li> <li>• Coordinating with various testing agencies.</li> <li>• To counsel children in need from time to time.</li> </ul>	
42	RECEPTION	1. MS INDU CHIB (I/C) 2. MS. SHALINI VERMA (CO I/C) 3. MR ALIM 4. MS SHOBHA 5. MS P. M. INDU 6. MS SUJATA JAIN  7. MR MARUTI  8. MR ASHOK	<ul style="list-style-type: none"> <li>• Arrangement of sapling and badges.</li> <li>• To plan formal welcome of all dignitaries.</li> <li>• To escort the dignitaries during official visits</li> </ul>	
43	REFRESHMENT	<b>VIP</b> 1. MS. MADHU BHANDARI (I/C) 2. MS. SHOBA GUPTA (Co I/C) 3. MS. SUJATA JAIN 4. MS P M INDU 5. MR. KISHORE 6. MR SUHAS 7. MR.SUNIL GOLHARE  8. MR MARUTI 9. MR ASHOK  <b>STUDENTS</b> 1. MR A K GUPTA (I/C) 2. MR ANUJ k 3. MR R K MISHRA 4. MR MADAN KHAIRE 5. MS M LAXMI 6. MR. RAJENDRA 7. MR R. BHODHAN 8. MR. CHANDERE	<ul style="list-style-type: none"> <li>• The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection.</li> <li>• Refreshment procurement and arrangement is another vital responsibility shall be done meticulously.</li> <li>• Fixing and arranging for refreshment of Guests and teachers and volunteers during important events.</li> <li>• <b>The entire infrastructure required</b> (spoons, plates, cups, saucers, drinking water etc.) for smooth conduct of refreshment distribution though proper work distribution amongst is the main responsibility to be executed meticulously.</li> </ul>	
44	VIDYALAYA MAGAZINE AND QUATERLY NEWS LETTER FROM PRIMARY	MS. SNEHA S (I/C) MR SHALINI VERMA (Co I/C) MR. R. B. MISHRA MS PRIYANKA PAWAR MS REKHA KHOND MS. MANJU MRS SUREKH NARKE (HM)	<ul style="list-style-type: none"> <li>• Overall Planning of the magazine collection as per fixed schedule.</li> <li>• Collect the materials and keep updating them periodically.</li> <li>• Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/officers/officials retiring from services shall have a space to be part of Vidyalaya Magazine.</li> <li>• The magazine collection and compilation work shall be completed before November 2021. Responsible for the planning quarterly Newsletter for Primary</li> </ul>	



49	FEE CONCESSION AND RTE	MR MADAN KHAIRE (I/C) MR. ALIM BAGWAN (Co I/C) ALL CLASS TEACHERS FROM CLASS TO VIII	<ul style="list-style-type: none"> <li>The role of this committee is to prepare class-wise data of students who have been given Fee Concession of any kind. While in Primary; Fee concession / exemptions and RTE data has to be prepared <b>in a register and submit every month for a review of Principal</b></li> </ul>
50	RESOURCE ROOM	MR SUHAS DHOLE (I/C) MR SUBHASH BANSOD	<ul style="list-style-type: none"> <li>To arrange TLMs every month.</li> <li>To ensure maximum use of TLMs.</li> <li>Maintaining Stock Register.</li> </ul>
51	INCOME TAX	MR ANAND K. (I/C) MS. SHIKHA GUPTA MS KISHORE	<ul style="list-style-type: none"> <li>To assist office staff in finalizing income tax of staff members.</li> <li>To assist office in preparing Form 16 of all the staff members</li> </ul>
52	MAINTENANCE OF DISPLAY BOARDS IN PRINCIPAL, VP, OFFICE AND OTHER IMPORTANT AREAS	MR ALIM (I/C) TGT SST MS SHOBHA MR MARUTI	<ul style="list-style-type: none"> <li>To decorate and update all the boards in principal office, VP room and other important notice boards.</li> </ul>
53	COLLECTION AND DISTRIBUTION OF COMMON ITEMS( TEACHERS DIARY/ DAILY DIARY/STUDENT DIARY/APAR/STUDY MATERIAL STATIONARY ITEMS, ETC.)	MR KANA RAM C (I/C) MR LOVE KUSH(Co I/C) MR. ALIM BAGWAN MR SANDEEP MR BODHAN MR ASHOK	<ul style="list-style-type: none"> <li>To prepare data for ordering various items required from time to time.</li> <li>To distribute the items among students /teachers</li> <li>To maintain proper record of distribution</li> </ul>
54	PRERNA HALL	Mr ALIM (I/C) MR. RAJESH RAJBHAR MR MARUTI	<ul style="list-style-type: none"> <li>To maintain upkeep of prerna hall.</li> </ul>
55	CHECKING OF BILLS AND PASSING OF VARIOUS CLAIMS BY STAFF. (SF) AND VERIFICATION OF STAFF DETAILS FROM SB/PF	MR KANA RAM (I/C) MR. TABREZ KHAN MR. ALIM MR SUHAS	<ul style="list-style-type: none"> <li>To check all types of bills thoroughly related to SF accounts.</li> <li>To maintain separate register for the bills.</li> <li>To provide serial no to all the bills.</li> </ul>
56	TC / BONAFIDE	MS SHUBHANGI (I/C) MR. RAJENDRA	<ul style="list-style-type: none"> <li>To prepare error free TC/ Bonafide certificate for students</li> </ul>
57	INSPECTION TOOL FOLLOW UP	MR KANA RAM (I/C) MR ANAND (Co I/C) MS. SUREKHA NARKE MR SUHAS	<ul style="list-style-type: none"> <li>To prepare inspection tool.</li> <li>To prepare all files required during inspection as per the list asked by RO.</li> <li>To calculate arrears.</li> <li>To prepare Vidyalaya Plan and Assessment tool.</li> </ul>

58	STAFF FIXATION	MR. KANA RAM (I/C) MS ANITA K MS. SHIKHA GUPTA	<ul style="list-style-type: none"> <li>•To prepare staff fixation list as per guidelines issued by KVS.</li> </ul>	
59	INDUCTION OF NEW CONTRACTUAL TEACHERS AND FRESH APPOINTEES AND PROFESSIONAL DEVELOPMENT OF THE STAFF	MR. KANA RAM (VP) (I/C) MRS. ANITA K MS. SUREKHA NARKE (HM) SUBJECT CONVENERS MR. GAJANAN MR. SUHAS D MR. SUBHASH B MR. SAINATH AWARE	<ul style="list-style-type: none"> <li>•To guide new recruited teachers regarding any problems faced by them.</li> <li>•To arrange sessions for teachers for their professional development.</li> </ul>	
60	HEALTH CHECK UP	MS ASHA K (I/C) MR SIDDHA RAM NURSE	<ul style="list-style-type: none"> <li>•To plan health checkup off all the students twice in the session.</li> <li>•Coordination with all Class Teachers</li> </ul>	
61	LIAISON WITH STATE GOVERNMENT/UDISE	MR UJJWAL AWARE (I/C) MR SANJAY BHUKAN MS MANISHA SATHYE MR. RAMNATH	<ul style="list-style-type: none"> <li>•To translate letters received from State Govt. and prepare a reply accordingly.</li> <li>•To coordinate with state Govt. dept./local dept for UDISE.</li> </ul>	
62	PROMOTION OF SANSKRIT	MR. R B MISHRA (I/C)	<ul style="list-style-type: none"> <li>•To plan and execute activities for the promotion of Sanskrit language among students.</li> </ul>	
63	SCHOOL READINESS	MR. MADAN KHAIRE(I/C) MS.SUJATA JAIN MS. P. M. INDU	<ul style="list-style-type: none"> <li>•To organize Welcome programme for class 1 children.</li> <li>•To prepare activity booklet for School Readiness programme</li> </ul>	
64	VERIFICATION OF MONTHLY/DAILY DIARIES, ATTENDANCE REGISTERS	MR KANA RAM (VP) (I/C) MS SUREKHA NARKE (HM)	<ul style="list-style-type: none"> <li>•Supervising daily diary of teachers everyday,</li> <li>•Supervision of teachers diary fortnightly.</li> <li>•Checking and verification of attendance register in month end.</li> </ul>	
65	BACK TO BASICS IMPLEMENTATION / CBE / CBL / FLN	MR KANA RAM (I/C) MS SUREKHA NARKE MS ASHA K MRS M.SATHYE MR. GAJANAN	<ul style="list-style-type: none"> <li>•To supervise proper implementation of Back to basics from classes I to VIII.</li> <li>•To monitor class room teaching as per guidelines.</li> </ul>	
66	ID CARDS /STUDENTS DATA/ BUS PASS	MR YOGESH (I/C) MR LOVE KUSH MS MAMTA P MR. SIDDHARAM KOLI	<ul style="list-style-type: none"> <li>• To coordinate with photographer</li> <li>• To collect data required for preparing id cards from class teachers</li> </ul>	
67	TLM/TEACHING AID	MR. YOGESAH DHERE(I/C) MR. SUHAS DHOLE	<ul style="list-style-type: none"> <li>• Ensure maximum use of teaching aids.</li> <li>• To recommend purchase of relevant teaching aids.</li> </ul>	
68	EQUIP	MS MANJU (I/C) MR. YOGESH	<ul style="list-style-type: none"> <li>• To plan and conduct program for EQUIP</li> </ul>	
69	SMS/Mails to parents	MR RAJESH RAJBHAR (I/C) MR SAINATH	<ul style="list-style-type: none"> <li>• To send bulk SMS to parents as and when required.</li> </ul>	

70	LAISONING WITH UBI FEE VERIFICATION ON UBI PORTAL	MR ANAND (I/C) MS. SHIKHA GUPTA MR. SUHAS	<ul style="list-style-type: none"> <li>• To liason with UBI officials in case of any fees issues.</li> <li>• To verify fee details in consultation with principal.</li> <li>• To update class teachers regarding fee defaulters.</li> <li>• To help teachers regarding any fee issues.</li> </ul>
71	VMC	MS. YOGESH DHERE ( I/C) MS. MADHU BHANDARI MS SHOBHA MR. MARUTI COMPUTER INSTRUCTOR	<ul style="list-style-type: none"> <li>• To make proper sitting arrangements for VMC meeting</li> <li>• To arrange refreshment</li> <li>• To keep record of minutes of the meeting and get it signed by Chairman</li> <li>• To prepare PPT for presentation</li> </ul>
72	AWARENESS GENERATION AND WARNING AND INFORMATION DISSEMINATION TEAM	MR UJJWAL AWARE(I/C) MR SANJAY BHUKAN MS. P M INDU MR. GAJANAN	<ul style="list-style-type: none"> <li>• Create awareness among students .</li> <li>• Coordinating with NDRF team.</li> </ul>
73	EVACUATION TEAM	MR. UJJWAL AWARE (I/C) MR. ANAND K (CO I/C) MS. SHOBHA MR SANJAY BHUKAN MS. SUREKHA NARKE (HM) MR. SANDEEP KAMBLE MR. GAJANAN MR. SAINATH MR RAMESH BODHAN	<ul style="list-style-type: none"> <li>• Evacuation of students during any disaster/panicky situation from various exits.</li> <li>• Display of evacuation planning and direction in all the required areas</li> <li>• Display of evaluation planning</li> </ul>
74	SEARCH & RESCUE TEAM AND STUDENT POLICE CADET	MR. SANJAY BHUKAN (I/C) MS KIRANJEET MR.YOGESH DHERE (CO I/C)  MS. PRIYA GOSWAMI MR. GAJANAND MR MARUTI BHOTE	<ul style="list-style-type: none"> <li>• To keep a watch on all desolate areas and keep a check on the students.</li> <li>• Ensuring no child is stuck anywhere in building or any danger zone during emergency/calamity</li> <li>• To organize and plan for activities under SPC with Local authority</li> <li>• To plan purchase under funds received from SPC.</li> </ul>
75	FIRE SAFETY TEAM	MR. SANJAY BHUKAN (I/C) MS. INDU CHIB MR. ASIF MR BODHAN	<ul style="list-style-type: none"> <li>• To ensure fire equipments are installed at proper places</li> <li>• Getting fire safety certificate by concerned authorities.</li> <li>• To initiate rescue process at the time of emergency.</li> </ul>
76	FIRST AID & TRAUMA MANAGEMENT	MS MADHU BHANDARI (I/C) STAFF NURSE STAFF DOCTOR MR SANJAY BHUKAN (CO I/C) MS ASHA K MS. C.NIKAM MS. PRIYANKA BEHRA MS. B.M. LAXMI MR. KISHOR	<ul style="list-style-type: none"> <li>• To maintain the first aid box.</li> <li>• To organize first aid camp at suitable occasions e.g. annual day/sports day.</li> <li>• To put the available material into day to day as through some centrally operation system.</li> <li>• To guide student for health awareness</li> <li>• Arrange talks from experts</li> <li>• To plan and execute health checkup of all students of Vidyalaya</li> </ul>
77	SCHOOL SECURITY AND SAFETY TEAM	MR. SANJAY BHUKAN (I/C)(safety focal point teacher) MS SHIKHA MR. R. B. MISHRA TEACHERS ON DUTY	<ul style="list-style-type: none"> <li>• To ensure safety and security of children from safe arrival to safe exit.</li> <li>• Getting building safety certificate from concerned body for structural and non structural audit of building.</li> </ul>

			<ul style="list-style-type: none"> <li>• Supervision of the security and the implementation of SOP</li> </ul>	
78	TRANSPORT MANAGEMENT AND SAFETY TEAM	MR. TABREJ ( I/C) MR. ANAND MRS. PRIYANKA BEHERA MR BODHAN MR CHANDERE	<ul style="list-style-type: none"> <li>• Safety of students in transport</li> <li>• Proper planning</li> <li>• Organizing meeting of drivers at least twice a week</li> </ul>	
79	TEAM FOR STUDENTS WITH SPECIAL NEEDS (DIVYANG)-	MS. SNEHA (I/C) MR ASIF MRS. MANISHA SATHYE  SPECIAL EDUCATOR	<ul style="list-style-type: none"> <li>• Reporting grievances of specially abled students.</li> <li>• Solving the grievance to any complaint</li> <li>• Uploading separate records of all divyang students</li> <li>• Coordinating for fee exemptions.</li> </ul>	
80	GRIEVANCE REDRESSAL COMMITTEE	MR. KANA RAM (VP) (I/C) MRS. SNEHA MRS. SHIKHA GUPTA TGT W.E MR. YOGESH MRS SUREKHANARKE (HM) MRS. MANISHA SATHYE	<ul style="list-style-type: none"> <li>• Note the Grievance of student and staff. Reporting to undersigned.</li> <li>• Take action accordingly</li> </ul>	
81	PARTNERSHIP WITH NEIGHBORING SCHOOL AND COMMUNITY PARTICIPATION	MRS SUREKHA NARKE (HM) MR. SANJAY BHUKAN MR. KISHOR MR. SIDDHARAM KOLI	<ul style="list-style-type: none"> <li>• To <b>liaison</b> with neighboring school and plan activities</li> <li>• To plan activities under community participation.</li> </ul>	

**NOTES:-**

1. Above committee will be valid till 31<sup>st</sup> March 2023 or till further orders (Whichever is earlier).
2. All the In-charge and members of the various departments committees will be fully responsible for completion of the assigned duties/ activities and prescribed programme through both online and offline mode. In case of any difficulty, undersigned must be contacted.
3. All the in – charge and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they can contact the Principal.
4. All the In-charges and members of the concerned departments/committees will have to work on full – fledged manner. When In charge is on leave etc. Co incharge or Senior member of the concerned departments must be available on duty and vice versa.
5. Please put your efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.
7. **For all the departments where incharges are changed, the process of handing/taking over of stock register/files/related documents should be completed by 30/03/2022**

**VICE PRINCIPAL**

sneha

**PRINCIPAL**



**KENDRIYA VIDYALAYAGANESHKHIND**  
**DISASTER MANAGEMENT COMMITTEE (W.E.F 20/11/2021)**

**BELOW MENTIONED TASK ASSIGNED IS TEACHERS NAME SPECIFIC**

S. No.	Action	Responsible Person/s	SIGN
1	Formation of Disaster Management committee and sub committees	PRINCIPAL	
2	Parents-teachers-students committee	MR KANA RAM MRS SUREKHA	
3	Preparation of school evacuation plan and display of indicators in corridors and at prominent places for emergency evacuation	MR UJJAWAL AWARE MR ANAND K	
4	Display of important contact numbers at prominent places	MR R B MISHRA	
5	Safety advisory to parents	MRS SUREKHA NARKE / MRS. P. M. INDU	
6	Ensuring safety in wash rooms, play grounds, abandoned buildings if any, terrace, hidden corners etc.	MR ALIM BAGWAN (OLD WING BOYS WASH ROOM)  MR YOGESH DHERE( NEW WING BOYS WASH ROOM)  MRS ANITA KANAJIA (OLD WING GIRLS WASHROOM)  MRS. REKHA KHOND (NEW WING WASH ROOMS)  MRS C. NIKAM (PRIMARY WASHROOM)  MR MADAN (PRIMARY BOYS WASHROOM)  MR SANJAY BHUKAN (PLAY GROUNDS, ABANDONED AREAS IF ANY, TERRACE, HIDDEN CORNERS)  MR. A. P. CHATI ( WHOLE AREA BEHIND CLASS XI B WING [CYCLE STAND AREA])	
7	Visitors monitoring, visitors register, visitors pass	MR KANA RAM C MRS SUREKHA N	
8	Procurement of emergency equipment kit/safety instruments/DM kit	MR SANJAY BHUKAN	
9	Active functioning of AEP cell in each school	MS MADHU BHANDARI (I/C) MS. ASHA K	
10	Hygienic condition of wash rooms and school premises	MRS REKHA KHOND (SECONDARY) MRS. C. NIKAM (PRIMARY)	
11	Girl/women protection cell in school	MRS SHIKHA (XI-XII) MS. ASHA K (VI-VIII) MRS MANISHA SATHYE (I-V)	
12	Availability of first aid boxes at prominent places	MS ASHA KARUNAKARAN , MRS. PRIYANKA BEHERA	
13	Safety instructions for all laboratories and follow-up	MR A K GUPTA MR ASIF	

		MR ANAND MRS. ADHU BHANDARI MR RAJESH RAJBHAR ALL LAB ATTENDANTS	
14	Installation of suggestion/grievance boxes in school and their follow up	MRS ANITA K MRS. MADHU BHANDARI	
15	Monitoring of safe parking of staff vehicles & students bicycles in school premises	MR A. P. CHATI	
16	Fixing of warning bell and training of response to the warning bell	MR UJJWAL A MR R B MISHRA	
17	Safety and security audit by local police personnel	MR UJJWAL A MR SUHAS	
18	Police verification of contractual staff/conservancy staff/security guards/gardener	MR KANA RAM MRS SHUBHANGI DEO / COMP. INSTRUCTOR	
19	Awareness programmes about cyber safety	MR RAJESH RAJBHAR	
20	Sensitisation of students and parents regarding issues related to school safety/bus safety/road safety	MR SAINATH AWARE	
21	Audit/checking of all electrical fittings/gadgets/switch boards etc. by electrician	MR A K GUPTA MR CHANDARE	
22	Installation of common PA system	MR A K GUPTA MR CHANDARE	
23	(a)Anti-mosquito fogging (b)Pest control (c) Anti termite treatment (e) Removal of honeycombs if any	MR SANJAY BHUKAN MR SUHAS ALL SUBSTAFF	
24	Intercom connectivity between security room/all departments/office/staff room/Principal room etc.	MR A K GUPTA	
25	Conduct of evacuation mock drills in different disasters e.g. fire/earthquake/terrorist attack etc.	MR UJJWAL A MR SANJAY BHUKAN	
26	Procurement of fire safety/structural safety certificates	MR SANJAY BHUKAN	
27	Procurement of potable drinking water certificate	MR ANAND	
28	Repair and Maintenance of broken boundary wall and fixing barbed fencing wires/ cattle trap / speed breakers	MR SANJAY BHUKAN	
29	Emergency exit windows during disasters	MR UJJWAL MR. SANJAY BHUKAN	
30	Repair and maintenance of fixtures and furniture	MR KISHOR PGT MATHS	
31	Installation of CCTV cameras at sensitive areas & monitors at 3-4 places in addition to Principal room	MR A. K. GUPTA MR. RAJESH	
32	Facilities for Children with special needs(wash rooms/ramp upto ground floor)	MR ASIF	
33	Psychometric evaluation of all employees(Regular as well as contractual)	MR KANA RAM (VP) MRS SUREKHA (HM)	
34	Regular maintenance of gardens/grass cutting in & around playground/school campus	MRS GEETIKA MR SANJAY BHUKAN	
35	Distribution of OMV cards to students	MR RAJESH (AS & WHEN RECEIVED FROM MGRM)	

36	Committees under POCSO (protection of Children from Sexual Offence) Act, 2012 and details of committees along with contact details shall be displayed prominently on School Notice Board and web site.	MR. KANA RAM (VP) MRS MADHU BHANDARI (I/C) MR YOGESH MRS. SUREKHA NARKE (HM) MR. KISHOR	
37	Discussion on the nature of risks that affect the physical wellbeing of children, and of the school community	MRS KIRANJEET MS. RAJASHREE(SCIENCE)	
38	Identification of risks and vulnerabilities inside and outside the school by separate groups	MRS. SHIKHA MR. SANJAY BHUKAN	
39	Safety instructions to be followed for students must be sent to parents in writing	MR UJJWAL MRS SUREKHA	
40	Identification of hazards outside the school campus (Road Safety) Industrial hazard, Chemical hazard, open drain flooding etc.	MR ASIF E	
41	Identification of vulnerable locations within the school campus.	MR SANJAY BHUKAN (I/C) MR. SIDDHARAM KOLI	
42	Identification and listing of resources outside the school: a. Nearest hospitals/ Health Centre for emergency treatment. b. Nearest Police Station c. Nearest Fire Station	MR A K GUPTA MR. GAJANAN	
43	Observing a month of safety in the calendar year of school as Preparedness month.	MR UJJWAL	
44	Pruning of trees	MR. SANJAY BHUKAN	
45	Cleaning of water tanks	MR SANJAY BHUKAN	
46	Fixing of overflow control valve in overhead water tanks, Draining the stagnant water from ceiling and places around the building	MR SANJAY BHUKAN	
47	Servicing of water purifiers	MR SANJAY BHUKAN	
48	Safe arrival & departure of students	MRS ANITA KANAJIA (I/C) MR. A. P. CHATI MRS PADMA RAO MR. SUNIL	
49	Placing barricades on roads during arrival & departure of students	TEACHER ON GATE DUTY	
50	Vigilance to check bullying/fights/drug abuse outside school gates	MR SANJAY BHUKAN (Back gate) MRS ANITA K (Front gate) STUDENTS COUNCIL	
51	Sensitizing students on various threats	MRS. MADHU BHANDARI , DOCTOR, COUNSELLOR	
52	Frisking & Surprise checking of students' bags for unwanted/harmful objects	MRS MANJU (I/C) MRS KIRANJEET MR A K GUPTA MR YOGESH DHERE	
53	Sufficient lights to be put in the washrooms, corridors, playgrounds etc.to make the area luminous.	MR A K GUPTA	

**PRINCIPAL**