**KENDRIYA VIDYALAYA GANESHKHIND**

**VIDYALAYA PLAN SESSION:  2020-21**

Vidyalaya academic & Institutional Plan for session 2020-21 has been set up and now it has been placed 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 2020-21.  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 session 2020-21. Please go through the Vidyalaya Academic Plan for the detailed information especially for guidelines, duties responsibilities and activities.

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|  | Name of Committee  | NAME OF STAFF MEMBERS  | SCOPE OF THE WORK | SIGN |
| 1. | FLAG HOISTING | MR. SANJAY KATOLE (I/C)MR R B MISHRAMR RUPESH SONIMR SANJAY BHUKANMR SAINATHMR SUHASMR CHANDERE | * To ensure raising of National Flag every morning and it’s lowering before sunset in our KV.
* To position the flag post at prominent place.
* To follow DO’s and Don’ts to honor our National Flag.
* To ensure compliance of the Flag Code.
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| 2 | ACADEMIC COUNCIL  | MR KANARAM (VP) I/CMRS. ROHINI MALIK PGT BIO [SCIENCE]MRS SHIKHA GUPTA [MATHS]MRS. ANITA K [SOCIAL STUDIES]MR. SANJAY K. [HINDI]MR UJJWAL AWARE[ENGLISH]MRS. SUREKHA NARKE | * Planning for academic program setting activities
* Arranging projects& guiding for Innovation and experimentation
* Conducting monthly meetings including primary teachers of respective subjects on the allotted days.
* Course Completion
* Eligibility tests
* Plan various academic activities for the improvement of teaching learning process
* To plan and monitor remedial teaching and CALP.
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| 3 | FURNITURE & FIXTURE  | MR. SANJAY KATOLE (I/C)MR. LOVEKUSHMR. KISHOREMR. SUDHIR PARMAR | * Procuring of suitable furniture as per requirement
* To maintain the record of the Vidyalaya furniture.
* To get the furniture numbered serially.
* To plan for annual purchase and repair.
* To maintain the stock register of furniture and get the physical verification done annually.
* To provide all the filaments and fixtures repaired as and when required.
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| 4 | MAINTENANCE & REPAIRS (SCHOOL BUILDING) | MR. SANJAY BHUKAN (I/C)MR. YOGESH DHEREMR. SANDEEP KAMBLEMR. SUHAS DHOLEMR. MARUTI BHOTEMR. R. M. BODHAN | * To take initiative to maintain repair and provide infrastructural facilities for smooth functioning of the Vidyalaya
* To look after the operational condition of the water supply, taps, Building maintenance etc.
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| 5 | REPAIR & MAINTENANCE STAFF QUARTER)  | MR. A.K GUPTA (I/C)MRS. ANITA KANAJIAMR. ANUJ M.MRS SHUBHANGIMR. LALBEGI | * 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.
* Allotment of quarter as per KVS rules
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| 6 | REPAIR& MAINTENANCE (SCHOOL ELECTRIC ) | MR. A.K. GUPTA(I/C)MR RUPESH SONIMR. SAINATH AWAREMR. D V LALBEGI  | * To look after the operational conditions of the, electricity supply lines, etc.
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| 7 | SCHOOL TIME TABLE (SECONDARY) & ARRANGEMENT  | MRS KIRANJEET SINGH(I/C)MRS SHIKHA GUPTAMRS. R B MISHRAMRS. RAJESH KUMARIMRS. SHOBHA GUPTA | * Preparation of school time table implementation of changes as per requirement under Time-table as per daily arrangement of substitute teachers.
* 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 1stApril 2020.
* To prepare remedial timetable/zero period time table.
* To prepare time table for online classes for lock down period.
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| SCHOOL TIME TABLE (PRIMARY) | MRS KARUNA VERMAMRS. PRIYANKA BEHERA |
| 8 | EXAMINATION (INTERNAL) PRIMARY | MRS. P M INDU (I/C)MS SUHAS DHOLEMR. ASHOK | * All examination work pertaining to Vidyalaya.
* Planning execution of examination Schedule including periodic test/cumulative tests etc.
* Maintenance of examination record and keeping them under safe custody confidentially.
* Uploading the date sheet of all examinations and result analysis on vidyalaya website.
* Conduction of PISA related assessments and related work.
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| EXAMINATION (INTERNAL) SECONDARY&PISA/CCT ASSESSMENT | MRS. ROHINI MALIK PGT BIO(I/C)MRS. SHIKHA GUPTAMR. YOGESH DHEREMRS. MANISHA SMRS. MANJUMR LOVEKUSHCOMP INSTRUCTORALL SUBSTAFF |
| 9 | EXAMINATION (EXTERNAL CBSE) | MR. K. ANAND-(I/C)MRS. ANITA KMRS. GEETIKA C.MR RUPESH SONIMR. KISHOREALL SUBSTAFF | * All examination work pertaining to Vidyalaya for board students.
* Maintenance of examination record and keeping them under safe custody confidentially.
* Maintenance of CBSE result and other board.
* Uploading the date sheet of CBSE examinations and result analysis on vidyalaya website.
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| 10 | PURCHASE COMMITTEE  | MR. ANAND (I/C)MR. A. K GUPTAMRS. INDU CHIBMR. SANJAY BHUKAN MRS. SUREKHA NARKE (HM)MR. SUHAS DHOLEMR ASHOK R | * To plan for the tentative purchase from the VVN.
* To prepare for the required provision to be made in the VVN budget.
* To settle the accounts per purchase procedure.
* To monitor and control the utilization of material purchased.
* To plan for the Purchase
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| 11  | EXCURSION  | MR. SHIKHA GUPTA (I/C)MR. ANANDMR. SANJAY BHUKANMR. SUHASMRS. PRIYANKA B.MR CHANDERE | * Planning for excursion
* Making necessary arrangement
* Enrolment of student for the adventure the camp.
* Planning and making arrangements
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| 12 | ATAL TINKERING LAB | MR. A.K. GUPTA (I/C)MR. ANAND MS ASHA KMR. LALBEGI | * Coordinating with higher authorities for getting sanction.
* Purchase of lab equipment
* Conduct practical related to ATL
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| 13 | CONDEMNATION COMMITTEE | MR. RAJESH RAJBHAR(I/C)MR A K GUPTAMR. A.P.CHATI MR. SANJAY BHUKANMR SUHASMR. KISHORMR. MARUTIALL DEPT. HOLDERS | * Preparing of list of items to be condemned.
* Condemn the items as per KVS Guidelines.
* Disposing off/destroying old, audited bills and documents as per KVS Guidelines.
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| 14 | CCA (SECONDARY )CCA (PRIMARY ) | MR UJJWAL AWARE (I/C)MR S K KATOLEMS SNEHAMS. RAJESH KUMARIMR. R. B. MISHRAMRS SHOBHA KUMARIMR LALBEGIMR SUBHASH BANSOD (I/C)MUSIC TEACHER | * Chalk out Annual PROGRAM to be included in school website.
* Implementation of various instructions by higher authorities and conducting the various activities with some innovations ideas and monitoring the results of various competition, purchases and distribution of prizes.
* To celebrate all the important days.
* To observe all important events as and when specified by higher authorities.
* To chalk out an annual program of all the important days etc. and to keep a day to day track of it.
* 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.
* To collect the photographs of the outstanding performance for record.
* To write periodic report about the achievements.
* To write the certificates and honor the achievements time to time.
* Monitoring the day to day house activities and guiding them on suitable scale.
* To organize the inter school, inter-region and other competitions time to time.
* Correspondence with various agencies pertaining to CCA PROGRAM.
* To monitor the morning assembly PROGRAM through the house master.
* Timely conduct of the assembly with a preplanned schedule.
* To coordinate prize purchase and distribution also other activities that come up from time to time.
* To co- ordinate the house master of the day activities involving school band with suitable commands.
* Any other job pertaining to morning assembly.
* Playing of marching tunes etc. involving school band with suitable commands. Hosting of flag ceremony.
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| 15 | ADMISSION  | MR. RAJESH RAJBHAR (I/C)MR. K. ANAND MR RUPESH SONI MRS MANISHA SANGWAANMRS SUREKHA NARKE MRS. KARUNA VERMAMRS LAXMIMR SUHAS MR. KISHORMR. BHODHAN | * To check out the admission schedule as   per KVS direction.
* To monitor registration and checking of the entries and documents attached with the registration forms.
* Grouping of students according to merit etc.
* Allotment of admission number and Co-ordination work with the office and class teachers. Checking of concerned documents.
* Submitting consolidated record of admissions done on last day of every month .
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| 16 | AEP/DISHA CLUB. | MR SANJAY K I/C MRS ANITA KMR. RAJESH RMRS. ASHA KMRS. ZULEKHAMR. ANUJ MAURYA MR. YOGESH D.MRS. MEENA KUMARI COUNSELLERDOCTORNURSE | * Organize program and co-ordinate activities of the club.
* 23 hours in a year for AEP activities.
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| 17 | SCIENCE CLUB & SCIENCE OLYMPIAD/OTHER EXAMS/ VISIT TO LABS/JIGYASA | MRS INDU CHIB I/CMR. A. K. GUPTA MRS KIRANJEETMS. ASHA KARUNAKARANMRS. MEENA KUMARIMRS. PADMA RAOMRS M LAXMIMR BODHAN | * Plan. Monitor &co-ordinate activities of the club
* Conducting various lectures, program & selecting the members for club etc.
* Inculcating scientific temperament by practicing science activities.
* Preparation of junior science Exhibition.
* Notifying the dates to student
* Registration and coordination of examinations.
* Preparation of students for examinations.
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| 18 | SOCIAL SCIENCE EXHIBITION  | MRS. ANITA KANAJIA(I/C)MS SNEHAMRS. MANISHA S MRS MANJUMR RUPESH SONI MR. R. B. MISHRAMRS ZULEKHAMRS GEETIKA CMUSIC TEACHERMR LALBEGI | * Notifying the dates and events to students.
* Registration and coordination for exhibition at school level as well as higher levels.
* Preparation of students for exhibition.
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| 19 | SCIENCE EXIBITION/ NCSC  | MRS. ROHINI MALLIK PGT (I/C)MR. K. ANANDMR. A.K. GUPTAMR. ASIFMRS INDU CHIBMRS KIRANJEETMRS. SHIKHA GMRS. MEENA KUMARIMISS. ASHA KARUNAKARNMR. ANUJ M.MRS. PRIYA GOSWAMIMR R M BODHANMR LALBEGIMR SUDHEER PARMAR | * Making models and exhibits.
* Notifying dates.
* Escorting students.
* Developing and motivating students.
* Maintaining proper records.
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| 20 | SPORT CLUB + SBSB | MR. SANJAY BHUKAN (I/C)MR. K. ANAND MR. RAJESH R MRS. GEETIKA CMRS RAJESH KUMARIMR SAINATH MR. SANDEEPMR ASHOKMR MARUTI COACHES | * Preparing demand for the year in advance
* Getting the approval as per the available budget.
* Procuring quotations, Making comparative statements
* Condemnation of unusable items.
* Smooth conduction and compilation of all activities under SBSB.
* Uploading of SBSB DATA
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| 21 | BEAUTIFICATION/ART and CRAFT | MRS. GEETTIKA CHITRAVANSHI ( I/C)ART TEACHER MRS SHOBHA GUPTA MRS. KARUNA VERMAMR RAMNATH | * To Organize Vanmahotsav Week, flower arrangement competition, rangoli etc. on inter house level.
* To maintain the school garden and To plan for further extension and expansion.
* To add some flowering plants in the garden.
* Submitting monthly review of garden and beautification of vidyalaya.
* All types of decoration.
* To organize activities to develop  the awareness among students for inculcating creativity.
* Arrange talks from experts.
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| 22 | LIBRARY COMMITTEE (SECONDARY) | MR. A.P.CHATI (LIB)MR. A.K. GUPTAMRS. ZULEKHA MRS RAJESH KUMARIMRS MANJU MRS. SUREKHA NARKE (HM)MRS. MANISHA SATHYEMR. SAINATH | * To chalk out the program for maximum utilization of library facilities.
* 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.
* To purchase new books.
* To organize Book fair.
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| LIBRARY COMMITTEE (PRIMARY) |
| 23 | DISCIPLINE COMMITTEE | MRS ANITA K(I/C)MRS SHIKHAMR SANJAY BHUKANMR YOGESH DHEREMR. RUPESH SONIMRS. SUREKHA NARKE (HM)MRS KARUNA VERMAMR SANDEEP KALL CLASS TEACHERS | * Checking of students movement in the class room corridors etc. during assembly time, recess break and after the school hours.
* Preparation of duty chart for morning, lunchtime and afternoon time.
* Monitoring the movement of students in line from outside and inside school gate and to ensure safe passage of students.
* Devising suitable correction measures.
* Checking of uniform and personal hygiene.
* To handle all the discipline cases effectively.
* Any others job pertaining to discipline.
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| 24 | CLEANLINESS COMMITTEE  | MRS. GEETTIKA CHITRAVANSHI (I/C)MRS INDU CHIBMR. UJJWAL MRS. ZULEKHAMR. SANJAY BHUKANMRS. M SATHYEMRS SUBHASH BANSODMRS. PRIYANKA BMR. ASHOK RANAWARE MR. MARUTI BHOTE MR. CHANDERE MR. R.BODHAN MR. PARMAR MR. D.V.LALBEGI STAFF NURSE ALL CLASS TEACHERS AND DEPARTMENT INCHARGES | * To monitor the overall cleanliness of the Vidyalaya that includes washrooms / toilets / corridors / class rooms / labs / Vidyalaya buildings/ playground etc.
* To get done the cleanliness job by the conservancy staff.
* To chalk out appropriate PROGRAM of cleanliness group wise.
* To get the work evaluated fortnightly to honour classes with running shields.
* To consolidate result and display the achievements periodically and graphically.
* To carry out some innovations for further improvement of the project.
* To write a report on the project
* procurement of potable drinking water certificate from concerned authorities.
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| 25 |  ICT/WEBSITE UPLOADING /SHAALA DARPAN/CYBER SECURITY | MR. RAJESH KUMAR I/C MR. K. ANAND MR RUPESH SONIMRS SHOBHA GUPTAMR. ANUJMR MR. RAMNATHMRS PRIYANKACOMPUTER INSTRUCTORS | * Maintenance of computers in all labs.
* Making AMC with Service agencies.
* Regular updation of the website of the Vidyalaya.
* Competition related to IT/Techno Thelon.
* Display board outside the Computer-Lab
* Updation of shaala Darpan
* Organizing Awareness programme regarding cyber security.
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| 26 | NATURE CLUB & ECO CLUB | MRS. MEENA KUMARI(I/C)MRS. ASHA K.MRS MANJUMR. KARUNA MR. SUHAS | * Motivating students for conservation of environmental activities.
* Conducting activities related to club.
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| 27 | MATHS CLUB &MATHS OLYMPIAD  | MRS SHIKHA GUPTA (I/C)MR. ANUJ MMRS. PRIYA GOSWAMIMRS. KARUNA VERMAMRS. M LAXMI | * To keep the record of activities performed by student.
* To prepare the student for Mathematics Olympiad.
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| 29 | INTEGRITY CLUB + AWAKENED CITIZEN |  MR. ANUJ MAURYA (I/C)MR. UJJWAL MRS. MEENA KUMARI MRS. MANJU MR RUPESH SONIMRS ZULEKHA MRS GEETIKA CMR A P CHATIMS ASHA KMR YOGESH D MRS. PRIYA GOSWAMIMRS MANJU | * To teach the students regarding the values by conducting lectures.
* Planning for module/completion of all modules.
* Making necessary arrangement for class.
* Co-ordination with R.K.M.
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| 30 | STAFF MEETING (MINUTES) | MR. SANJAY K (I/C)MRS. ZULEKHAMRS RAJESH KUMARIMRS. MANISHA SATHYEMR SANDEEP K  | * To write the minutes of the meeting
* To take attendance of staff attending the meeting.
* To email the minutes to all staff members.
* To take sign of all staff members after receiving of email.
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| 31 | MONTHLY AWARD FOR BEST CLASS | MR. UJJWAL AWARE(I/C) MR KANARAM MS SNEHAMR R B MISHRAMRS SUREKHA NARKE PRT 3PRT 4MUSIC TEACHER | * Judgment of class according to criteria given every month.
* Announcement of best class in assembly.
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| 32 | LITERARY CLUB + READING CLUB | MR. UJJWAL A (I/C) MR SANJAY KMRS RAJESH KMR LUVKUSH MR YOGESH DEHERE | * To chalk out the program for maximum utilization of library facilities for reading and literary skills

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| MRS. ZULEKHA |
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| MR. R.B.MISHRA  |
| MR. YOGESH DHERE MR. PM INDU MRS. CHITRAREKHA N |
| 33 | PHOTOGRAPHY CLUB | MR. K. ANAND (I/C)  | * Taking Photographs of any special activities in the Vidyalaya.
* Displaying of Photographs
* Distribution of photograph required by students
* Collection and compilation of photos and Reports
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| MR. ANUJ MAURYA MR. RAMNATHMR SAINATH  |
| 34 | NIOS | MR A K GUPTA(I/C)MR R B MISHRA MR LALBEGI  | * Conducting  of  NIOS Examinations.
* Documentation of NIOS Examinations
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| 35 | SCOUTS & GUIDES | MR. R. B. MISHRA I/C MR UJJWAL AMR. RAJESH RAJBHARMR. YOGESH DMS ASHA K.MR. A CHATIMR. RUPESH SONIMRS MANJUMR CHANDERE | * To co-ordinate all the scouting and guiding activities.
* To participate in various scout and guide camps.
* To plan and o-ordinate all the activities related to scout and guide.
* To Handle all communication pertaining to District Commissioner (Guides)
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| 36 | CUBS &BULBULS | MR. KISHORE S (CUBS)(I/C)MR. SANDEEP KAMBLE(CUBS) MR SUHAS (CUBS)MRS. KARUNA (CUBS)MRS P M INDU(CUBS)MRS. PADMA RAO (BULBUL) (I/C)MRS. M. LAXMI (BULBUL)MRS. MANISHA SATHYE (BULBUL)MRS. PRIYANKA B(BULBUL) MR PARMAR | * To co-ordinate all the scouting and guiding activities.
* To participate in various scout and guide camps.
* To plan and Co-ordinate all the activities related to scout and guide.
* To handle all communication pertaining to District Commissioner (Guides)
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| 37 | C.M.P. | MR. C NIKAM ( I/C)MR.RAMNATH | * To plan CMP Activities for the year & prepare calendar for 2019-20
* To co- ordinate CMP Activities like Grandparents Day, VanMahotsav etc.
* To prepare reports of the activities under CMP
* To prepare Newsletter for each term.
* To click photographs of the activities and display them from time to time.
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| 38 | CHILD RIGHTS PROTECTION CELL / POCSO ACT | MRS ANITA KANAJIA (I/C)MR KANA RAMMRS ROHINI MMR YOGESH D MS ASHA KMr M P SINGH MRS. SUREKHA NARKE HM MRS. MANISHA SATHYEMR KISHORECOUNSELLOR | * Make the student aware of their Rights
* Time to Time arrange meeting with student council for the proper working of Vidyalaya
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| 39 | RIGHT TO INFORMATION & PARLIAMENTRY QUESTIONS REPLY | 1. MR A K GUPTA(APIO)
2. MR YOGESH DHERE
3. MR SUHAS DHOLE
4. MRS SHUBHANGI
 | * Preparing reply of RTI asked.
* Preparing answer to parliamentary questions.
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| 40 | GUIDANCE AND COUNSELLING | 1. MRS. ANITA K.(I/C)
2. MRS SHIKHA GUPTA
3. MR. ANAND
4. COUNSELLOR
 | * Arranging seminars for students
* To plan for tarunotsav
* Inviting speakers and professionals from time time.
* Coordinating with various testing agencies.
* To counsel children in need from time to time.
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| 41 | RECEPTION | 1. MRS GEETIKA CHITRANSHII/C)
2. MRS.ROHINI MALLICK
3. MRS SHOBHA
4. MRS MANISHA SANGWAN
5. MRS KARUNA
6. MR MARUTI
7. MR ASHOK
 | * Receiving of any guest.
* Arrangement of sapling.
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| 42 | REFRESHMENT | **VIP**1. MRS GEETIKA CHITRANSHI (I/C)
2. MRS MANISHA SANGWAN
3. MR. KISHORE
4. MRS. KARUNA VERMA
5. MR MARUTI
6. MR ASHOK

**STUDENTS**1. MR A K GUPTA
2. MR ANUJ
3. MR R K MISHRA
4. MR SUHAS DHOLE
5. MRS M LAXMI
6. MR PARMAR
7. MR LALBEGI
8. MR R. BHODHAN
 | * The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection.
* Refreshment procurement and arrangement is another vital responsibility shall be done meticulously.
* Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events.
* **The entire infrastructure required** (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.
* **Note:** **11th hour planning or doing be avoided** for important events. All the events that go with external guest are always important and shall go without any hiccups.
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| 43 | VIDYALAYA MAGAZINEAND QUATERLY NEWS LETTER FROM PRIMARY | MR SNEHA S (I/C)MR SANJAY KMR UJJWAL AWAREMR. R. B. MISHRAMRS ZULEKHAMRS RAJESH KMRS SUREKH NARKEMR. ANUJ MAURYAMRS MANISHA SATHYEMRS C. NIKAMMR KISHORE | * Overall Planning of the magazine collection as per fixed schedule.
* Collect the materials and keep updating them periodically.
* 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.
* The magazine collection and compilation work shall be completed before December 2018.  Responsible for the planning quarterly Newsletter for Primary lines of previous year. Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and keep ready.
* **Every quarterly the Newsletter has to go to Regional Office to update them on the work & conduct of the Vidyalaya primary wing**
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| 44 | PARENT TEACHER MEETINGPRIMARY | MR KANARAM C (I/C)MRS ROHINI MALLICKMR ANANDMR ASIFMRS RUPESH SONIMR YOGESH DHEREMRS SUREKHA NMRS KARUNAMRS LAXMIMRS P M INDU | * To decide class parent representative before 10 April 2019, and plan meeting at least thrice a year.
* To plan for periodical meetings with the parents.
* To invite the parents well in time and to ensure their presence.
* To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A.
* To plan for personal discussion with the parents of slow-learners for improvement.
* To invite parents for their presence during important celebrations in the KV.
* Month-wise report on meetings conducted shall be submitted to Principal.  It is mandatory.
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| 45 | ALUMNI ASSOCIATION/CSR,GIFT,DONATIONS FROM PARENTS | MR UJJWAL AWARE (I/C)MR RAJESH RAJBHARMS KARUNA VERMAMRS MANISHA SATHYEMR RAMNATH | * To maintain proper records of alumni of the Vidyalaya.
* To arrange alumni meet in the Vidyalaya by discussing with the undersigned.
* To upload alumni details on website
* To coordinate with various agencies/interested parents for donation and CSR activities.
* To ensure entry of gifted items in respective STOCK Registers.
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| 46 | STAFF ROOM DISPLAY | MRS ANITA KANAJIA (I/C)MR RUPESH SONI | * To maintain staff room neat and clean.
* To look after the proper management of Staff room and its requirements.
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| 47 | ESCORT DUTY CHART PREPARATION | MRS.ANITA K.(I/C)MR KANARAMMRS INDU CHIBMRS MEENAMRS SUREKHA NARKEMS PADMA RAO | * The committee will function under the supervision of Academic co-ordinator.
* The role of this committee is to maintain utmost transparency in allocating the escort duties to teachers for various programs such as Exhibitions, sports events etc.
* As and when a programme is conducted, and then this committee shall plan for escort duty.
* Allotment of duties and allocation of responsibilities shall have humane touch and committee shall give a ear to the genuine problems of all the teachers
* No repetition of duties allowed until all the teachers are over.
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| 48 | FEE CONCESSION AND RTE | MRS MEENA KUMARI (I/C)MR SUHASH BANSOD ALL CLASS TEACHERS OF CLASS I TO VIII | * The role is 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 **in a register and submit every month for a review of Principal**
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| 49 | RESOURCE ROOM | MRS MANISHA SATHYE(I/C)MR SUHAS DHOLE | * To arrange TLMs every month.
* To ensure maximum use of TLMs.
* Maintaining Stock Register.

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| 50 | INCOME TAX | MR KANARAM (I/C)MRS SHIKHAMR ANANDMS KISHORE | * To assist office staff in finalizing income tax of staff members.
* To assist office in preparing Form 16 of all the staff members
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| 51 | MAINTENANCE OF DISPLAY BOARDS IN PRINCIPAL,VP, OFFICE AND OTHER IMPORTANT AREAS | MS SNEHA I/CMRS GEETIKAMRS SHOBHAMR MARUTI | * To decorate and update all the boards in principal office
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| 52 | COLLECTION AND DISTRIBUTION OF COMMON ITEMS( TEACHERS DIARY/ DAILY DIARY/STUDENT DIARY/APAR/STUDY MATERIAL STATIONARY ITEMS, ETC.) | MR KANARAM C (I/C)MR SANJAY KATOLEMR LUVKUSHMR SANDEEPMR BODHANMR ASHOK | * To prepare data for ordering various items required from time to time.
* To distribute the items among students /teachers
* To maintain proper record of distribution
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| 53 | PRERNA HALL | MRS GEETIKA (I/C)MR MARUTI | * To maintain all the items in prerna hall.
* To record of all the actives taking place in prerna hall.
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| 55  | CHECKING OF BILLS AND PASSING OF VARIOUS CLAIMS BY STAFF. | MR KANARAM (I/C)MRS SHIKHAMR SUHAS | * To check all types of bills thoroughly related to SF accounts.
* To maintain separate register for the bills.
* To provide serial no to all the bills.
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| 54 | TC / BONAFIDE | MRS SHUBHANGI(I/C)MRS ZULEKHA  | * To prepare error free TC/ Bonafide certificate for students
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| 55 | INSPECTION TOOL FOLLOW UP | MR KANARAM (I/C)MR ANANDMRS SHIKHAMR SUHAS | * To prepare inspection tool.
* To prepare all files required during inspection as per the list asked by RO.
 |  |
| 56 | STAFF FIXATION | MR KANARAM (I/C)MRS SHIKHA | * To prepare staff fixation list as per guidelines issued by KVS.
 |  |
| 57 | INDUCTION OF NEW CONTRACTUAL TEACHERS AND FRESH APPOINTEES | MR KANARAM (I/C)MRS SUREKHA NARKESUBJECT CONVENERS | * To guide new recruited teachers regarding any problems faced by them.
 |  |
| 58 | PROFESSIONAL DEVELOPMENT OF THE STAFF | MR UJJWAL AWARE (I/C)MRS INDU PM | * To arrange sessions for teachers for their professional development .
 |  |
| 59 | ACCREDITATION | MR ANAND K (I/C)MRS INDUMR SUHAS  | * To start process of reaccreditation .
* To prepare all documents for the same.
 |  |
| 60 | HEALTH CHECK UP | MS ASHA K (I/C)MR SAINATHALL THE CLASS TEACHERS | * To plan health checkup off all the students twice in the session.
 |  |
| 61 | LIAISON WITH STATE GOVERNMENT/UDISE | MR UJJWAL AWARE (I/C)MR YOGESH DHEREMR SANJAY BMR RAMNATH | * To translate letters received from State Govt. and prepare a reply accordingly.
* To coordinate with state Govt. dept./local dept.
 |  |
| 62 | PROMOTION OF SANSKRIT | Mr R B MISHRA(I/C) | * To plan and execute activities for the promotion of Sanskrit language among students.
 |  |
| 63 | SCHOOL READINESS | MRS. KARUNA VERMA (I/C)MRS. M LAXMIMR. SUHAS DHOLE | * To organize Welcome programme for class 1 children.
* To prepare activity booklet for School Readiness programme
 |  |
| 64 | VERIFICATION OF MONTHLY/DAILY DIARIES, ATTENDANCE REGISTERS | MR KANARAM (I/C)MRS SUREKHA NARKE | * Supervising daily diary of teachers everyday,
* Supervision of teachers diary fortnightly.
* Checking of attendance register in month end.
 |  |
| 65 | BACK TO BASICS IMPLEMENTATION | MR KANA RAM (I/C)MRS SUREKHA NARKEMS ASHA KMRS M.SATHYE | * To supervise proper implementation of Back to basics from classes I to VIII.
 |  |
| 66 | ID CARDS /STUDENTS DATA/ BUS PASS | MR YOGESH (I/C)MR LUVKUSH | * To coordinate with photographer
* To collect data required for preparing id cards from class teachers
 |  |
| 67 | TLM/TEACHING AID  | MRS. ZULEKHA (I/C)MRS PADMA RAO | * Ensure maximum use of teaching aids.
* To recommend purchase of relevant teaching aids.
 |  |
| 68 | EQIUP | MRS MANJU (I/C)MR. YOGESH  | * To plan and conduct program for EQIUP
 |  |
| 69 | SMS/Mails to parents | MR RAJESH RAJBHAR (I/C)MR SAINATH | * To send bulk SMS to parents as and when required.
 |  |
| 70 | LAISONING WITH UBIFEE VERIFICATION ON UBI PORTAL | MR RAJESH R (I/C)MR ANAND | * To liason with UBI officials in case of any fees issues.
* To verify fee details in consultation with principal.
* To update class teachers regarding fee defaulters.
* To help teachers regarding any fee issues.
 |  |
| 71 | VMC | Teacher member I/CMrs. GEETIKA CMRS KARUNA MR MARUTICOMPUTER INSTRUCTER  | * To make proper sitting arrangements for VMC meeting
* To arrange refreshment
* To keep record of minutes of the meeting and get it signed by Chairman
* To prepare PPT for presentation
 |  |
| 72 | AWARENESS GENERATION AND WARNING AND INFORMATION DISSEMINATION TEAM | MR UJJWAL AWARE(I/C)MR SANJAY BMRS. P M INDU | * Create awareness among students .
* Coordinating with NDRF team.
 |  |
| 73 | EVACUATION TEAM | MR. UJJWAL AWARE(I/C)MRS. ANITA K.MR SANJAY KMR. A K MAURYAMRS. SUREKHA NARKEMR. SANDEEP KAMBLEMR. KISHORMR. SAINATHMR RAMESH BODHAN | * Evacuation of students during any disaster/panicky situation from various exits.
* Display of evacuation planning and direction in all the required areas
* Display of evaluation planning
 |  |
| 74 | SEARCH & RESCUE TEAM | MR. SANJAY BHUKAN I/CMRS KIRANJEETMR.YOGESH DHEREMRS. PRIYA GOSWAMIMR. SUHASMR MARUTI BHOTE | * To keep a watch on all desolate areas and keep a check on the students.
* Ensuring no child is stuck anywhere in building or any danger zone during emergency/calamity
 |  |
| 75 | FIRE SAFETY TEAM | MR. SANJAY BHUKAN I/CMRS. ROHINI MALLIKMR. ASIFMR BODHAN | * To ensure fire equipments are installed at proper places
* Getting fire safety certificate by concerned authorities.
* To initiate rescue process at the time of emergency.
 |  |
| $$76$$ | FIRST AID & TRAUMA MANAGEMENT  | MS MEENA K(I/C)STAFF NURSESTAFF DOCTORMR SANJAY BMS ASHA KMRS. C.NIKAMMRS. PRIYANKAMRS. B.M. LAXMI | * To maintain the first aid box with register material.
* To organize first aid camp at suitable occasions e.g. annual day/sports day.
* To put the available material into day to day as through some centrally operation system.
* To guide student for health awareness
* Arrange talks from experts
* To plan and executes health checkup of all  student of Vidyalaya
 |  |
| 77 | SCHOOL SECURITY AND SAFETY TEAM | MR. SANJAY BHUKAN (I/C)(safety focal point teacher)MRS ANITA KMR. SANJAY KATOLETEACHERS ON DUTY | * To ensure safety and security of children from safe arrival to safe exit.
* Getting building safety certificate from concerned body.
* Supervision of the security and the implementation of SOP
 |  |
| 78 | TRANSPORT MANAGEMENT AND SAFETY TEAM | MR. A K GUPTA I/CMR. ANANDMRS. PRIYANKA BEHERAMR PARMARMR CHANDERE | * Safety of students in transport
 |  |
| 79 | TEAM FOR STUDENTSWITH SPECIAL NEEDS(DIVYANG)- | MR ASIF(I/C)MS SNEHA MS. ZULEKHAMRS. ANITA VERMAMRS. MANISHA SATHYE | * Any grievances of specially abled students.
* Solving the grievance to any complaint
 |  |
| 80 | GRIEVANCE REDRESSAL COMMITTEE | MRS ROHINI (I/C)MRS ANITA KMRS. SNEHA MR. YOGESH MRS SUREKHANARKE HMMRS. MANISHA SATHYE | * Note the Grievance of student and staff. Reporting to undersigned.
* Take action accordingly
 |  |

**NOTES:-**

1. All the In – charge and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2020-21 as per allotment given and submit a copy to the Principal by 23 JUNE 2020 for record without fail.

2. All the In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties activities and prescribed programme. 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. 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.

**PRINCIPAL**

**KENDRIYA VIDYALAYA GANESHKHIND**

**DISASTER MANAGEMENT COMMITTEE( in details)**

**Below 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 KANARAMMRS SUREKHA |  |
| 3 | Preparation of school evacuation plan and display of indicators in corridors and at prominent places for emergency evacuation | MR UJJAWAL AWARE |  |
| 4 | Display of important contact numbers at prominent places | MR R B MISHRA |  |
| 5 | Safety advisory to parents | MRS SUREKHA N |  |
| 6 | Ensuring safety in wash rooms, play grounds, abandoned buildings if any, terrace, hidden corners etc. | MR SANJAY BHUKAN(OLD WING BOYS WASH ROOM)MR RUPESH SONI( NEW WING BOYS WASH ROOM)MRS ANITA KANAJIA (OLD WING GIRLS WASHROOM)MRS ZULEKHA (NEW WING WASH ROOMS)MRS P M INDU (PRIMARY WASHROOM)MR SANDEEP (PRIMARY BOYS WASHROOM)MR SANJAY BHUKAN (PLAY GROUNDS, ABANDONED AREAS IF ANY, TERRACE, HIDDEN CORNERS) |  |
| 7 | Visitors monitoring, visitors register, visitors pass | MR KANARAM CMRS SUREKHA N |  |
| 8 | Procurement of emergency equipment kit/safety instruments/DM kit | MR SANJAY B |  |
| 9 | Active functioning of AEP cell in each school  | MR SANJAY KATOLEMS INDU CHIB |  |
| 10 | Hygienic condition of wash rooms and school premises  | MRS GEETIKA (SECONDARY)MR KARUNA (PRIMARY) |  |
| 11 | Girl/women protection cell in school | MRS ANITA KMRS INDU CHIB |  |
| 12 | Availability of first aid boxes at prominent places  | MS ASHA K |  |
| 13 | Safety instructions for all laboratories and follow-up  | MRS ROHINI MMR A K GUPTAMR ASIFMR ANAND |  |
| 14 | Installation of suggestion/grievance boxes in school and their follow up | MRS SHIKHA |  |
| 15 | Monitoring of safe parking of staff vehicles & students bicycles in school premises | MR SANJAY BMRS ANITA K |  |
| 16 | Fixing of warning bell and training of response to the warning bell  | MR UJJWAL AMR R B MISHRA |  |
| 17 | Safety and security audit by local police personnel | MR UJJWAL AMR SUHAS |  |
| 18 | Police verification of contractual staff/conservancy staff/security guards/ gardener | MRS SHUBHANGIMR ASIF |  |
| 19 | Awareness programmes about cyber safety | MR RAJESH |  |
| 20 | Sensitisation of students and parents regarding issues related to school safety/bus safety/road safety | MR ANAND |  |
| 21 | Audit/checking of all electrical fittings/gadgets/switch boards etc. by electrician  | MR A K GUPTAMR LALBEGI |  |
| 22 | Installation of common PA system  | MR A K GUPTAMR LALBEGI |  |
| 23 | (a)Anti-mosquito fogging (b)Pest control(c) Anti termite treatment (e ) Removal of honeycombs if any  | MR SANJAY BMR RAMNATHALL 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 AMR SANJAY B |  |
| 26 | Procurement of fire safety/structural safety certificates  | MR SANJY B |  |
| 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 B |  |
| 29 | Emergency exit windows during disasters | MR UJJWAL |  |
| 30 | Repair and maintenance of fixtures and furniture  | MR SANJAY K |  |
| 31 | Installation of CCTV cameras at sensitive areas & monitors at 3-4 places in addition to Principal room  | MR RAJESH R |  |
| 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 KANARAMMRS SUREKHA |  |
| 34 | Regular maintenance of gardens/grass cutting in & around playground/school campus | MRS GEETIKA  |  |
| 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. | MRS ROHINI MALLIKMRS ANITA KMRS M SATHYE |  |
| 37 | Discussion on the nature of risks that affect the physical wellbeing of children, and of the school community | MS KIRANJEET |  |
| 38 | Identification of risks and vulnerabilities inside and outside the school by separate groups | MRS SHIKHA |  |
| 39 | Safety instructions to be followed for students must be sent to parents in writing  | MR UJJWALMRS SUREKHA |  |
| 40 | Identification of hazards outside the school campus (Road Safety) Industrial hazard, Chemical hazard, open drain flooding etc. | MRS INDU CHIB |  |
| 41 | Identification of vulnerable locations within the school campus.  | MR SANJAY B |  |
| 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 GUPTAMRS SUREKHA N |  |
| 43 | Observing a month of safety in the calendar year of school as Preparedness month.  | MR UJJWAL |  |
| 44 | Pruning of trees | MR SATISH  |  |
| 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 B |  |
| 47 | Servicing of water purifiers | MR SANJAY B |  |
| 48 | Safe arrival & departure of students | MRS ANITA KANAJIAMRS INDU CHIB |  |
| 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 B (Back gate)MRS ANITA K (Front gate) STUDENTS COUNCIL |  |
| 51 | Sensitizing students on various threats  | AEP TEACHERS , DOCTOR, COUNSELLOR |  |
| 52 | Frisking & Surprise checking of students’ bags for unwanted/harmful objects | MRS ANITA KANAJIAMRS KIRANJEETMR A K GUPTAMR YOGESG DHERE |  |
| 53 | Sufficient lights to be put in the washrooms, corridors, playgrounds etc.to make the area luminous.  | MR A K GUPTA |  |

**PRINCIPAL**

**K V GANESHKHIND**