**KENDRIYA VIDYALAYA GANESHKHIND**

**VIDYALAYA PLAN SESSION:  2021-22**

Vidyalaya academic & Institutional Plan for session 2021-22has 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 2021-22.  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.

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|  | 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  MRS PRIYANKA BEHERA  MR 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. |  |
| 2 | ACADEMIC COUNCIL | MR KANA RAM (VP) I/C  MRS. ANITA K (Co-I/C)  MR A K GUPTA (PGT PHY) [SCIENCE]  MRS SHIKHA GUPTA [MATHS]  PGT [HINDI]  MR UJJWAL AWARE  [ENGLISH]  MRS. SUREKHA NARKE (HM) (PRIMARY) | * 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. * Implementation of Diksha / Nistha , CCT , CLP circulars |  |
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| 3 | FURNITURE & FIXTURE | PGT [MATHS] (I/C)  MR. KISHORE (Co I/C)  MR. LOVEKUSH  MR. SUBHASH BANSOD  MR. 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 take up the repair work. |  |
| 4 | MAINTENANCE & REPAIRS  (SCHOOL BUILDING) | MR. SANJAY BHUKAN (I/C)  MR. YOGESH DHERE  MRS. MANJU DEVI  MR. SUHAS DHOLE(Co I/C)  MR. MARUTI BHOTE  MR. 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. |  |
| 5 | A) REPAIR & MAINTENANCE  (STAFF QUARTER) | MR. A.K GUPTA (I/C)  MRS. ANITA KANAJIA  MR. ANUJ M.(Co I/C)  MRS SHUBHANGI  MR. 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 |  |
| B) CLEANLINESS AND UP KEEPING OF STAFF QUARTERS | MRS. ANITA K (I/C)  MRS. MANJU DEVI  MR. R. B. MISHRA (CO I/C)  MR. A. K. GUPTA  MR. BODHAN | * To maintain cleanliness in colony area * Pruning of Trees / Shrubs |  |
| 6 | REPAIR& MAINTENANCE  (SCHOOL ELECTRIC ) | MR. A.K. GUPTA(I/C)  MR RUPESH SONI(CO I/C)  MR. SAINATH AWARE  MR. D V LALBEGI | * To look after the operational conditions of the, electricity supply lines, etc. * To plan procurement and purchase as per requirement. |  |
| 7 | SCHOOL TIME TABLE(SECONDARY)& ARRANGEMENT | MRS KIRANJEET SINGH(I/C)  MRS. R B MISHRA(CO I/C)  MRS. MANJU  MRS. GEETIKA C. | * 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 2021. * To prepare remedial timetable/zero period time table. * To prepare time table for online classes for lock down period. |  |
| SCHOOL TIME TABLE(PRIMARY) | MRS. PADMA RAO (I/C)  MRS. PRIYANKA BEHERA(CO I/C) |
| 8 | EXAMINATION (INTERNAL)PRIMARY | MR. KISHOR S (I/C)  MR RAMNATH P (CO I/C)  PRT 1  MR. ASHOK | * All online / offline 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. * Handing over date sheet to website I/C for uploading on website. * Conduction of PISA and CCT related assessments and related work. |  |
| EXAMINATION (INTERNAL)SECONDARY&  PISA/CCT ASSESSMENT | MRS. SHIKHA GUPTA(I/C)  MR. RUPESH (CO I/C)  MRS. MANISHA S  MRS. SHOBHA  MRS. GEETIKA C  COMP INSTRUCTOR  ALL SUBSTAFF |
| 9 | EXAMINATION (EXTERNAL CBSE) | MR. K. ANAND-(I/C)  MS. ASHA K (CO I/C)  MR RUPESH SONI  MR. KISHORE  ALL SUBSTAFF | * Coordination for registration. * 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. |  |
| 10 | PURCHASE COMMITTEE | MR. ANAND(I/C)  MR. A. K GUPTA(CO I/C)  MRS. INDU CHIB  MRS. SUREKHA NARKE (HM)  MR. SUHAS DHOLE  MR ASHOK R | * To do market survey for spot quotation. * 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 from GeM portal * To prepare comparatives of all quotations. |  |
| 11 | EXCURSION | MR. SHIKHA GUPTA(I/C)  MR. ANAND  MR. SANJAY BHUKAN (Co I/C)  MR. SAINATH  MRS. PRIYANKA BEHERA.  MR CHANDERE | * Planning for excursion * Making necessary arrangement * Enrolment of student for the adventure the camp. * Planning and making arrangements |  |
| 12 | ATAL TINKERING LAB | MR. A.K. GUPTA(I/C)  MR. ANAND  MS ASHA K  MR. LALBEGI | * Coordinating with higher authorities for getting sanction. * Purchase of lab equipment * Conduct practical related to ATL |  |
| 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 | * Preparing of list of items to be condemned in coordination with all stock holders. * Condemn the items as per KVS Guidelines. * Disposing off/destroying old, audited bills and documents as per KVS Guidelines. |  |
| 14 | CCA(SECONDARY )  CCA(PRIMARY ) | MR UJJWAL AWARE (I/C)  MS SNEHA (Co I/C)  PGT [HINDI]  MS. RAJESH KUMARI  MR. R. B. MISHRA  MRS ZULEKHA MOMIN  MRS. GEETIKA C  MR LALBEGI  MR SANDEEP KAMBLE (I/C)  MUSIC TEACHER | * Chalk out Annual PROGRAM to be included on school website. * 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. * 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. * To coordinate for Spic Macey and Routs to Routs programme |  |
| 15 | ADMISSION | MRS. ANITA K (I/C)  MR. YOGESH DHERE  MRS. PRIYA GOSWAMI  MRS SUREKHA NARKE (CO I/C)  MR. SUHAS  MR. RAMNATH  CLASS TEACHERS OF CLASS I  MR. BHODHAN  MR. PARMAR | * To check out the admission schedule as   per KVS directions. * 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 . * Prepare reply regarding details of admission as and when asked by higher authorities. |  |
| 16 | AEP/DISHA CLUB. | PGT [ BIOLOGY]  MRS. ASHA K (I/C)  MR. RAJESH R  MRS. ZULEKHA  MR. ANUJ MAURYA  MR. YOGESH D.  MRS. MEENA KUMARI  COUNSELLER  DOCTOR  NURSE | * Organize program and co-ordinate activities of the club. * Ensuring 23 hours in a year for AEP activities. |  |
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| 17 | SCIENCE CLUB & SCIENCE OLYMPIAD/OTHER EXAMS/ VISIT TO LABS/JIGYASA / NTSE / SCIENCE EXHIBITION / JNSMEE / NCSE | MRS INDU CHIB (I/C)  MRS KIRANJEET(Co I/C)  MR. RAJESH RAJBHAR  MS. ASHA KARUNAKARAN  MRS. MEENA KUMARI  MRS. P. M. INDU  MRS M LAXMI  ALL TEACHERS TEACHING SCIENCE , MATHS  MR 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. * Making models and exhibits. * Notifying dates. * Escorting students. * Developing and motivating students. * Maintaining proper records. |  |
| **18** | SOCIAL SCIENCE EXHIBITION  AND  EBSB | MRS. ANITA KANAJIA(I/C)  (NODAL TEACHER FOR EBSB )  MS SNEHA  MRS. MANISHA S  MRS MANJU (I/C)  MR RUPESH SONI  MR. R. B. MISHRA  MRS. PRIYA GOSWAMI  MRS SHOBHA  MRS GEETIKA C  MUSIC TEACHER  MR LALBEGI | * Registration and coordination for exhibition at school level as well as higher levels. * Preparation of students for exhibition. * Planning activities as per calendar provided by KVS * Notifying the dates and events to students. * Maintaining all the records of activities |  |
| 19 | SPORT CLUB SBSB , FIT/ KHELO INDIA | MR. SANJAY BHUKAN (I/C)  MR. K. ANAND (Co I/C)  MRS. GEETIKA C  MRS RAJESH KUMARI  MR SAINATH  MR. SUBHASH  MR ASHOK  MR MARUTI  COACHES | * Preparing demand for the year in advance for sports department * Getting the approval as per the available budget. * Procuring quotations, Making comparative statements * Condemnation of damaged items. * Smooth conduction and compilation of all activities under SBSB. * Uploading of SBSB DATA * Planning activities under FIT INDIA celebrations. |  |
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| 20 | BEAUTIFICATION/ART and CRAFT | MRS. GEETTIKA C (I/C)  ART TEACHER  MRS SHOBHA GUPTA(Co I/C)  MR RAMNATH  PRT 2 (P.P) | * 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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| 21 | LIBRARY COMMITTEE (SECONDARY) | MR. A.P.CHATI(LIB) (Co I/C)  MR. A.K. GUPTA  MRS. ZULEKHA  MRS RAJESH KUMARI  MRS MANJU  MRS. SUREKHA NARKE (HM)  MRS. B. M. LAXMI  MR. SUBHASH BANSOD | * 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. |  |
| LIBRARY COMMITTEE (PRIMARY) |
| 22 | DISCIPLINE COMMITTEE | MR SANJAY BHUKAN(I/C)  MS. ASHA K.  MR YOGESH DHERE  MRS. MANJU  MR. RUPESH SONI  MRS. SUREKHA NARKE (HM)  MRS. PADMA RAO  MR SANDEEP K  ALL 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. * Checking of uniform and personal hygiene. * To handle all the discipline cases effectively. * Any others job pertaining to discipline. |  |
| 23 | CLEANLINESS COMMITTEE | MRS. GEETTIKA C. (I/C)  MR. UJJWAL AWARE  MR. SANJAY BHUKAN(CO I/C)  MRS. MANJU  MRS. C. NIKAM (I/C)  MRS SUBHASH BANSOD  MRS.PRIYANKA BEHERA  MR. 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. * To prepare sanitization plan and monitor its implementation. * To fix posters regarding precautions against COVID – 19. |  |
| 24 | ICT, WEBSITE UPLOADING , SHAALA DARPAN, CYBER SECURITY | MR. RAJESH RAJBHAR(I/C)  MR. K. ANAND  MR. ANUJMR MR. RAMNATH (Co I/C)  MRS PRIYANKA BEHERA  COMPUTER INSTRUCTORS | * Maintenance of computers in all labs. * Making AMC with Service agencies. * Regular updation of the website of the Vidyalaya. (at least once in a week) * Competition related to IT/Techno Thelon. * Display board outside the Computer-Lab * Updation of shaala Darpan * Organizing Awareness programme regarding cyber security. * Uploading of TC issued every week. * Uploading all the notification / Banners as per instruction given. * Uploading all admission related information on website. |  |
| 25 | NATURE CLUB & ECO CLUB | MRS. MEENA KUMARI(I/C)  MRS. ASHA K.(Co I/C)  MRS MANJU  MRS. P. M. INDU  MR. SANDEEP KAMBLE | * Motivating students for activities related to conservation of environment. * Conducting activities related to club. |  |
| 26 | MATHS CLUB &MATHS OLYMPIAD  PRMO , ALL THE EXAMS DIRECTED BY KVS , CBSE etc. | MR. A. K. GUPTA (I/C)  MRS. PRIYA GOSWAMI (CO I/C)  ALL TEACHERS TEACHING MATHS IN SECONDARY & PRIMARY SECTIONS  MRS. PADMA RAO  MRS. M LAXMI | * To keep the record of activities performed by student. * To prepare the student for Mathematics Olympiad. * To coordinate with KVS for organization and examination. |  |
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| 27 | INTEGRITY CLUB + AWAKENED CITIZEN | MR. ANUJ MAURYA (I/C)  MR. UJJWAL  MRS. MEENA KUMARI  MRS. MANJU  MR RUPESH SONI  MRS ZULEKHA  MRS GEETIKA C  MR A P CHATI (Co I/C)  MS ASHA K  MR YOGESH D  MRS. PRIYA GOSWAMI  MRS MANJU | * To teach the students regarding the values by  conducting lectures for ACP. * Planning for module/completion of all modules. * Making necessary arrangement for class both online and offline. * Co-ordination with R.K.M. |  |
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| 28 | STAFF MEETING (MINUTES) | MRS. ZULEKHA (I/C)  (ENGLISH)  MRS SHOBHA KUMARI  PGT (HINDI)  TGT (HINDI)  MR. LOVE KUSH  MRS. MANISHA SATHYE  MR 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. |  |
| 29 | MONTHLY AWARD FOR BEST CLASS | MR. UJJWAL AWARE(I/C)  MR KANA RAM (VP)  MS SNEHA (Co I/C)  MR R B MISHRA  MRS SUREKHA NARKE  MRS. MANISHA SATHYE  PRT 5  MUSIC TEACHER | * Judgment of class according tocriteria given every month. * Announcement of best class in assembly. |  |
| 30 | LITERARY CLUB + READING CLUB | MR. UJJWAL A (I/C)  PGT [HINDI]  MRS RAJESH K  MR. A. P. CHATI  MR LUVKUSH  MR YOGESH DEHERE (CO I/C) | * To chalk out the program for maximum utilization of library facilities for reading and literary skills |  |
| MRS. ZULEKHA |
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| MR. R.B.MISHRA |
| MR. YOGESH DHERE  MR. SUBHASH BANSOD  MRS. CHITRAREKHA N |
| 31 | PHOTOGRAPHY CLUB | MR. K. ANAND(I/C)  MR RAJESH RAJBHAR (Co I/C) | * Taking Photographs of all activities in the Vidyalaya. * Displaying of Photographs * Distribution of photograph required by students * Collection and compilation of photos and Reports * Maintain the records. |  |
| MR. ANUJ MAURYA  MR. RAMNATH  MR SAINATH |
| 32 | NIOS | MR A K GUPTA(I/C)  MR R B MISHRA (Co I/C)  MR LALBEGI | * Conducting  of  NIOS Examinations. * Documentation of NIOS Examinations |  |
| 33 | SCOUTS & GUIDES | MR. R. B. MISHRA (SCOUT I/C)  MR UJJWAL A  MR. RAJESH RAJBHAR  MR. YOGESH D  MS ASHA K. (GUIDE I/C)  MR. A CHATI  MR. RUPESH SONI (SCOUT Co I/C)  MRS MANJU (GUIDE Co I/C)  MR 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) |  |
| 34 | CUBS &BULBULS | MRS P. M. INDU (I/C)  MR. SANDEEP KAMBLE(CUBS)  MR SUHAS (CUBS)  MR. KISHOR (CUBS)  MRS. RIYANKA BEHRA (I/C)  MRS. M. LAXMI (BULBUL)  MRS. MANISHA SATHYE (BULBUL)  MRS. PADMA RAO(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. |  |
| 35 | C.M.P. | MR. SUHAS ( I/C)  MRS. MANISHA SATHYE (Co I/C) | * To plan CMP Activities for the year& prepare calendar for 2021-22 * 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. |  |
| 36 | CHILD RIGHTS PROTECTION CELL / POCSO ACT | MRS ANITA KANAJIA(I/C)  MR KANA RAM (VP)  MRS INDU CHIB (Co I/C)  MR YOGESH D  MS ASHA K  MR. RUPESH SONI  MRS. SUREKHA NARKE (HM)  MRS. MANISHA SATHYE  MR KISHORE  COUNSELLOR | * Make the student aware of their Rights * Time to Time arrange meeting with student council for the proper working of Vidyalaya * Fixing suggestion box at prominent places, and compilation of suggestion on monthly basis. |  |
| 37 | 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. |  |
| 38 | GUIDANCE AND COUNSELLING | 1. MR. SAINATH AWARE (I/C) 2. MR. ANAND 3. MRS. SNEHA Co I/C) 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. |  |
| 39 | RECEPTION | 1. MRS GEETIKA C (I/C) 2. MRS. ANITA K. 3. MRS SHOBHA 4. MRS MANISHA SANGWAN 5. MR MARUTI 6. MR ASHOK | * Arrangement of sapling and badges. * To plan formal welcome of all dignitaries. |  |
| 40 | REFRESHMENT | **VIP**   1. MRS GEETIKA C. (I/C) 2. MRS MANISHA SANGWAN 3. MR. KISHORE 4. **PRT** 5. MR MARUTI 6. MR ASHOK   **STUDENTS**   1. MR A K GUPTA (I/C) 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 for refreshment of Guests and teachers and volunteers during important 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. |  |
| 41 | VIDYALAYA MAGAZINE  AND QUATERLY NEWS LETTER FROM PRIMARY | MR SNEHA S (I/C)  MR UJJWAL AWARE (Co I/C)  PGT (HINDI)  MR. R. B. MISHRA  MRS ZULEKHA  MRS RAJESH K  MRS. MANJU  MR. ANUJ MAURYA  MRS SUREKH NARKE (HM)  MRS MANISHA SATHYE  MRS C. NIKAM  MR. SAINATH | * 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 November 2021.  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** |  |
| 42 | PARENT TEACHER MEETING  PRIMARY | MR KANA RAM (VP) (I/C)  MRS SHIKHA GUPTA  MR ANAND  MR ASIF  MRS RUPESH SONI  MR YOGESH DHERE  MRS SUREKHA NARKE(HM) (I/C)  MRS PADMA RAO  MRS LAXMI  MRS P M INDU | * To decide class parent representative before 20 April 2021, 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 on both online and offline mode. * 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. |  |
| 43 | ALUMNI ASSOCIATION/CSR,GIFT,DONATIONS FROM PARENTS | MR UJJWAL AWARE (I/C)  MRS MANISHA SATHYE (Co I/C)  MR 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. |  |
| 44 | STAFF ROOM DISPLAY | MRS PRIYA GOSWAMI (I/C)  MRS RAJESH KUMARI | * To maintain staff room neat and clean. * To look after the proper management of Staff room and its requirements. |  |
| 45 | ESCORT DUTY CHART PREPARATION | MRS.ANITA K.(I/C)  MR KANA RAM (VP)  MRS MEENA  MRS SUREKHA NARKE (HM)  MRS PADMA RAO (Co I/C) | * 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 |  |
| 46 | FEE CONCESSION AND RTE | MRS MEENA KUMARI (I/C)  MR SUHASH BANSOD (Co I/C)  ALL CLASS TEACHERS FROM 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** |  |
| 47 | RESOURCE ROOM | MR SUBHASH BANSOD(I/C)  MR SUHAS DHOLE | * To arrange TLMs every month. * To ensure maximum use of TLMs. * Maintaining Stock Register. |  |
| 48 | INCOME TAX | MR ANAND K. (I/C)  MS. SHIKHA GUPTA  MS KISHORE | * To assist office staff in finalizing income tax of staff members. * To assist office in preparing Form 16 of all the staff members |  |
| 49 | MAINTENANCE OF DISPLAY BOARDS IN PRINCIPAL,VP, OFFICE AND OTHER IMPORTANT AREAS | MRS SNEHA (I/C)  MRS GEETIKA  MRS SHOBHA  MR MARUTI | * To decorate and update all the boards in principal office, VP room and other important notice boards. |  |
| 50 | COLLECTION AND DISTRIBUTION OF COMMON ITEMS( TEACHERS DIARY/ DAILY DIARY/STUDENTDIARY/APAR/STUDY MATERIAL STATIONARY ITEMS, ETC.) | MR KANA RAM C (I/C)  MR ASIF  MR. RUPESH SONI  MR LUVKUSH(Co I/C)  MR SANDEEP  MR BODHAN  MR 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 |  |
| 51 | PRERNA HALL | MRS GEETIKA (I/C)  MRS. RAJESH RAJBHAR  MR MARUTI | * To maintain all the items in prerna hall. * To record of all the actives taking place in prerna hall. |  |
| 52 | CHECKING OF BILLS AND PASSING OF VARIOUS CLAIMS BY STAFF. (SF) | MR KANA RAM (I/C)  MR RUPESH  MR 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. |  |
| 53 | TC / BONAFIDE | MRS SHUBHANGI (I/C)  MRS ZULEKHA | * To prepare error free TC/ Bonafide certificate for students |  |
| 54 | INSPECTION TOOL FOLLOW UP | MR KANA RAM (I/C)  MR ANAND (Co I/C)  MR SUHAS | * To prepare inspection tool. * To prepare all files required during inspection as per the list asked by RO. * To calculate arrears. * To prepare Vidyalaya Plan and Assessment tool. |  |
| 55 | STAFF FIXATION | MR. KANA RAM (I/C)  MRS. SHIKHA | * To prepare staff fixation list as per guidelines issued by KVS. |  |
| 56 | INDUCTION OF NEW CONTRACTUAL TEACHERS AND FRESH APPOINTEES  AND  PROFESSIONAL DEVELOPMENT OF THE STAFF | MR. KANA RAM (VP) (I/C)  MR. ANAND K  MRS. SUREKHA NARKE (HM)  SUBJECT CONVENERS  MRS. INDU PM  MRS. PADMA RAO  MRS. MANISHA SATHYE  MRS. CHITRAREKHA NIKAM | * To guide new recruited teachers regarding any problems faced by them. * To arrange sessions for teachers for their professional development . |  |
| 57 | HEALTH CHECK UP | MS ASHA K (I/C)  MR SAINATH | * To plan health checkup off all the students twice in the session. * Coordination with all Class Teachers |  |
| 58 | LIAISON WITH STATE GOVERNMENT/UDISE | MR UJJWAL AWARE (I/C)  MR SANJAY BHUKAN  MRS MANISHA SATHYE  MR. RAMNATH | * To translate letters received from State Govt. and prepare a reply accordingly. * To coordinate with state Govt. dept./local dept for UDISE. |  |
| 59 | PROMOTION OF SANSKRIT | Mr R B MISHRA (I/C) | * To plan and execute activities for the promotion of Sanskrit language among students. |  |
| 60 | SCHOOL READINESS | MR. SAINATH(I/C)  MRS.PADMA RAO  MR. KISHOR | * To organize Welcome programme for class 1 children. * To prepare activity booklet for School Readiness programme |  |
| 61 | VERIFICATION OF MONTHLY/DAILY DIARIES, ATTENDANCE REGISTERS | MR KANA RAM (VP) (I/C)  MRS SUREKHA NARKE (HM) | * Supervising daily diary of teachers everyday, * Supervision of teachers diary fortnightly. * Checking and verification of attendance register in month end. |  |
| 62 | BACK TO BASICS IMPLEMENTATION / CBE / CBL | MR KANA RAM (I/C)  MRS SUREKHA NARKE  MS ASHA K  MRS M.SATHYE | * To supervise proper implementation of Back to basics from classes I to VIII. * To monitor class room teaching as per guidelines. |  |
| 63 | ID CARDS /STUDENTS DATA/ BUS PASS | MR YOGESH (I/C)  MR LUVKUSH  MR. SUBHASH BANSOD | * To coordinate with photographer * To collect data required for preparing id cards from class teachers |  |
| 64 | TLM/TEACHING AID | MRS. ZULEKHA(I/C)  MR. SUBHASH BANSOD | * Ensure maximum use of teaching aids. * To recommend purchase of relevant teaching aids. |  |
| 65 | EQIUP | MRS MANJU (I/C)  MR. YOGESH | * To plan and conduct program for EQIUP |  |
| 66 | SMS/Mails to parents | MR RAJESH RAJBHAR (I/C)  MR SAINATH | * To send bulk SMS to parents as and when required. |  |
| 67 | LAISONING WITH UBI  FEE VERIFICATION ON UBI PORTAL | MR ANAND (I/C)  MRS. SHIKHA GUPTA  MR. SUHAS | * 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. |  |
| 68 | VMC | MR. YOGESH DHERE ( I/C)  MRS.GEETIKA C  MRS MANISHA SANGWAN  MR MARUTI  COMPUTER 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 |  |
| 69 | AWARENESS GENERATION AND WARNING AND INFORMATION DISSEMINATION TEAM | MR UJJWAL AWARE(I/C)  MR SANJAY BHUKAN  MRS. P M INDU | * Create awareness among students . * Coordinating with NDRF team. |  |
| 70 | EVACUATION TEAM | MR. UJJWAL AWARE (I/C)  MRS. ANITA K. (CO I/C)  MR. ANAND K  MR SANJAY BHUKAN  MR. A K MAURYA  MRS. SUREKHA NARKE (HM)  MR. SANDEEP KAMBLE  MR. KISHOR  MR. SAINATH  MR 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 |  |
| 71 | SEARCH & RESCUE TEAM  STUDENT POLICE CADET | MR. SANJAY BHUKAN (I/C)  MRS KIRANJEET  MR.YOGESH DHERE (CO I/C)  MRS. PRIYA GOSWAMI  MR. SUHAS  MR 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 * To organize and plan for activities under SPC with Local authority * To plan purchase under funds received from SPC. |  |
| 72 | FIRE SAFETY TEAM | MR. SANJAY BHUKAN (I/C)  MRS. INDU CHIB  MR. ASIF  MR 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. |  |
| 73 | FIRST AID & TRAUMA MANAGEMENT | MRS MEENA K (I/C)  STAFF NURSE  STAFF DOCTOR  MR SANJAY BHUKAN  MS ASHA K  MRS. C.NIKAM  MRS. PRIYANKA BEHRA  MRS. B.M. LAXMI | * To maintain the first aid box. * 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 execute health checkup of all  students of Vidyalaya |  |
| 74 | SCHOOL SECURITY AND SAFETY TEAM | MR. SANJAY BHUKAN (I/C)(safety focal point teacher)  MRS ANITA K  MR. R. B. MISHRA  TEACHERS ON DUTY | * To ensure safety and security of children from safe arrival to safe exit. * Getting building safety certificate from concerned body for structural and non structural audit of building. * Supervision of the security and the implementation of SOP |  |
| 75 | TRANSPORT MANAGEMENT AND SAFETY TEAM | MR. A K GUPTA I/C  MR. ANAND  MRS. PRIYANKA BEHERA  MR PARMAR  MR CHANDERE | * Safety of students in transport * Proper planning * Organizing meeting of drivers at least twice a week |  |
| 76 | TEAM FOR STUDENTS  WITH SPECIAL NEEDS  (DIVYANG)- | MR ASIF(I/C)  MS SNEHA  MS. ZULEKHA  MRS. MANISHA SATHYE | * Reporting grievances of specially abled students. * Solving the grievance to any complaint * Uploading separate records of all divyang students * Coordinating for fee exemptions. |  |
| 77 | GRIEVANCE REDRESSAL COMMITTEE | MR. KANA RAM (VP) (I/C)  MRS. SNEHA  MRS. GEETIKA  MR. YOGESH  MRS SUREKHANARKE (HM)  MRS. MANISHA SATHYE | * Note the Grievance of student and staff. Reporting to undersigned. * Take action accordingly |  |
| 78 | PARTNERSHIP WITH NEIGHBORING SCHOOL AND COMMUNITY PARTICIPATION | MRS SUREKHA NARKE (HM)  MR. SANJAY BHUKAN  MRS. MANISHA SATHYE  MR. SANDEEP KAMBLE | * To **lesion** with neighboring school and plan activities * To plan activities under community participation. |  |

**NOTES:-**

1. Above committee will be valid till 31st March 2022 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.

6. For compilation of any data at Vidyalay level, all Incharges will develop a Google form/sheet and forward from their email with prior permission from Principal.

**7. In absence of Incharge the co – Incharge will take the responsibility of coordination of any assigned task related to that particular committee.**

**VICE PRINCIPAL PRINCIPAL**

**KENDRIYA VIDYALAYAGANESHKHIND**

**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 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 | |  | |
| 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 SANJAY BHUKAN(OLD WING BOYS WASH ROOM)  MR RUPESH SONI( NEW WING BOYS WASH ROOM)  MRS ANITA KANAJIA (OLD WING GIRLS WASHROOM)  MRS RAJESH KUMARI (NEW WING WASH ROOMS)  MRS PRIYANKA BEHERA (PRIMARY WASHROOM)  MR SUBHASH BANSOD (PRIMARY BOYS WASHROOM)  MR SANJAY BHUKAN (PLAY GROUNDS, ABANDONED AREAS IF ANY, TERRACE, HIDDEN CORNERS) | |  | |
| 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. ASHA K  MS INDU CHIB | |  | |
| 10 | Hygienic condition of wash rooms and school premises | MRS GEETIKA (SECONDARY)  MRS. C. NIKAM (PRIMARY) | |  | |
| 11 | Girl/women protection cell in school | MRS ANITA K (XI-XII)  MRS GEETIKA C (VI-VIII)  MRS MANISHA SATHYE (I-V) | |  | |
| 12 | Availability of first aid boxes at prominent places | MRS MEENA KUMARI ,  MRS. PRIYANKA BEHERA | |  | |
| 13 | Safety instructions for all laboratories and follow-up | MR A K GUPTA  MR ASIF  MR ANAND  MR RAJESH RAJBHAR  ALL LAB ATTENDANTS | |  | |
| 14 | Installation of suggestion/grievance boxes in school and their follow up | MRS ANITA K | |  | |
| 15 | Monitoring of safe parking of staff vehicles & students bicycles in school premises | MR SANJAY BHUKAN | |  | |
| 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 | | MRS SHUBHANGI  MR KANA RAM | |  | |
| 19 | Awareness programmes about cyber safety | | MR RAJESH R | |  | |
| 20 | Sensitisation of students and parents regarding issues related to school safety/bus safety/road safety | | MR ASHOK GUPTA | |  | |
| 21 | Audit/checking of all electrical fittings/gadgets/switch boards etc. by electrician | | MR A K GUPTA  MR LALBEGI | |  | |
| 22 | Installation of common PA system | | MR A K GUPTA  MR LALBEGI | |  | |
| 23 | (a)Anti-mosquito fogging  (b)Pest control  (c) Anti termite treatment  (e ) Removal of honeycombs if any | | MR SANJAY BHUKAN  MR RAMNATH  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 SANJY 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 | |  | |
| 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 | |  | |
| 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 ANITA K (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 | |  | |
| 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. | | MRS INDU CHIB | |  | |
| 41 | Identification of vulnerable locations within the school campus. | | MR SANJAY BHUKAN | |  | |
| 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  MRS SUREKHA N | |  | |
| 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  MRS PADMA RAO | |  | |
| 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 | | AEP TEACHERS , 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**