**KENDRIYA VIDYALAYA NO.3, FARIDABAD**

**Committees for the Session  2020-21**

**ALLOTMENT OF ADDITIONAL RESPONSIBILITIES FOR THE YEAR 2020-21 (w.e.f. 01/04/2020)**

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| **Sr.**  **No.** | **COMMITTEE** | **CONVENOR** | **MEMBERS** | **DUTIES AND RESPONSIBILITIES** |
| **1** | **Admission** | **Ms.Ena Kapoor** | **Ms. Neera Singhal**  **Ms. Madhu Bala** | **- To advertise the vacancy position  for the students  and  to  scrutinize the registration forms for admission and carry out the process as per the KVS   Admission guidelines for that  session in consultation with the Principal.** |
| **2** | **Examination**  **Academic council/**  **Slow Learners Programme** | **Mr Krishan Kumar** | **Mr Krishan Kumar**  **Mrs Shobha Chugh**  **Ms. Amita Rai**  **Ms. Anita Sharma** | **To plan the schedule of Unit-test/Periodic tests, Mid term Examination, Pre-Board and Annual Examination as per the calendar of activities.**  **-To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS.**  **-To give suitable instructions to class teachers /subject teachers for maintaining all the relevant records.** |
| **-To conduct external examination as per the prescribed norms and to maintain record of all such examinations.**  **-To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records.**  **To ensure proper correction of written work of the students.**  **-To give suitable guidelines in the faculty meetings.**  **-To collect the student profile of all classes from the Class Teachers** |
| **3** | **Time - Table** | **Sh Krishan Kumar** | **Ms. Prerana**  **Ms.Amita Rai**  **Mrs Rekha Verma** | **-To prepare & execute time table as per the norms.**  **-To make necessary adjustments in the time table due to administrative exigencies.**  **-To device workable & suitable assignment/remedial time-table**  **-To make arrangement for classes suitably as per requirement.**  **- To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students.** |
| 4 | **Co- Curricular Activities**  **Student Council**  **External Competitions**  **Prize Distribution/ PTA/PTM** | **Mr Kalu Ram Meena** | **Ms Bharati Gupta**    **Ms. Rekha Verma** | **-To organize Inter house competitions effectively and to celebrate all the days of National importance/**  **Occasions with the assistance of House Masters and other experts in a planned manner.**  **-To activate the conduct of Morning Assembly ensuring quality nurturing of the talents**  **-To monitor day to day morning assembly programme effectively and ensure befitting presentation on all fronts on time and putting Monitoring score for the day to the Principal** |
| **-To select School Captain, House captains and other members of the council for carrying out their usual work in consultation with the Principal.**  **-To implement pass system for Systematic/ orderly movement of students for assembly.**  **-Checking of late comers.** |
| **-To coordinate all external competitions relevant to our system.** |
| **To be responsible for purchase of suitable prizes for different competitions, distribute certificates and prizes to the students from time to time.** |
| **5** | **Furniture** | **Mr. Rajeshwar** | **Ms. Arti Tomar**  **Mr Pankaj Kumar Jha** | **-To ensure all furniture bear serial numbers and the year of purchase.**  **-To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules.**  **-To keep inventory of furniture allotted to different classes and  departments**  -**To ensure condemnation and disposal of damaged furniture which cannot be repaired.** |
| **6** | **Computer lab**    **&**  **Website Updation** | **Ms. Neera Singhal** | **Ms. Arti Tomar**  **Ms. Sangeta** | **-To ensure all the computers  in Labs /deptt  are in  working condition  for carrying out Computer aided  classes effectively with the assistance of computer instructors and to submit monthly updates to the office.**  **Updating  of latest information regarding  Vidyalaya and  removal of  old information from the website  by obtaining approval  of  the  Principal** |
| 7 | **Medical check up of students** | **Mr. Rajeshwar** | **Ms. Amita Rai** | -**To procure the required number of medical cards in the beginning of the academic session.**  **-To distribute the medical cards to the class teachers based on strength.**  **-To arrange the medical checkup twice in a year.**  **To organize All health related issues/ programmes and arrange for expert talk on topics.**  **-To ensure the follow up action after the medical checkup.** |
| **8** | **Gardening (Nature/Eco club)** | **Mr. Rajeshwar** | **Ms Seema Sindhu** | **- To monitor the work effectively  and to offer technical expertise to improve gardening by providing all required materials from time to time to bring the  aesthetic look to the Vidyalaya.**  **- Installing display board with naming and beautiful quotation.  - Trimming & Painting the trees  - Any other related works.** |
| **9** | **Excursion/Field trips** | **Mr. Rajeshwar** | **Ms. Prerana singh** | **-To check out and implement Annual plan for outing of the students as per the codal provisions in consultation with the class teachers/Principal.** |
| **10** | **Building and maintenance Monitoring committee/Water availability and electric supply** | **Mr. Vishnu Dutt Sharma** | **Mr. Vijay Kumar**  **Ms. Arti Tomar**  **Ms. Seema Sindhu**  **Mr Pankaj Kumar Jha** | **-To carry out maintenance & repair work of buildings including toilets, surroundings and play field in the temporary building alongwith uninterrupted water and electric supply and  to keep strict vigil over construction work in permanent building .** |
| **11** | **Discipline** | **Mr. Rajeshwar** | **Mr. Vijay Kumar**  **Mr. Dewanand Kharera**  **Mr Rahul** | **-To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any.  A separate file be maintained.** |
| **12** | **Hindi Raj Bhasha Samiti** | **Mr Dewanand Kharera** | **Ms Sangeta** | **-To conduct quarterly meetings of Rashtra-bhasha and to submit quarterly reports to the Regional Office in the month of April, July, October, January** |
| **13** | **Publication,Brochure,Vidyalaya e-Patrika, News Letter, Student Diary & Teachers Diary** | **Ms Bharati Gupta** | **Mr. K R Meena**  **Mr Dewanand Kharera**  **Ms. Anita Sharma** | **-In charge of school e-magazine and any other issues related to publication.** |
| **14** | **Scouts & Guides Cubs & Bulbuls** | **Ms. Ena Kapoor** | **Mr Krishan Kumar**  **Mr. Vishnu Dutt**  **Ms. Prerana Singh**  **Ms. Amita Rai**  **Mr Pankaj Kr Jha**  **Ms. Madhu Bala** | **-To enrol Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop meetings as per thee Annual Schedule of activities prepared at unit level in light of APRO.** |
| **15** | **Library** | **Ms. Amita Rai** | **Mr. K R Meena**  **Ms. Bharati Gupta**  **Ms. Seema Sindhu**  **Ms. Anita Sharma** | **-To procure text books and reference books recommended by CBSE  and KVS  Library  policy and  as per the recommendation of faculty members.**  **-To organize Class Library and to present Monthly book review for each student of the Vidyalaya.**  **-To assist Primary wing in Library activities in light of CMP.** |
| **16** | **Games, Sports & Yoga** | **Mr. Vijay Kumar** | **Mr. Pankaj Kr Jha** | **-To practice Yoga daily during the morning assembly to the students.**  **- -Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain record.**  **-To draw up class wise activities to be undertaken as per the syllabus.**  **-To coordinate with vocational teachers and train the students for various activities.** |
| **17** | **House Keeping, Cleanliness of vidyalaya/ Beautification** | **Ms Bharati Gupta** | **Ms Ved Priya**  **Ms Seema Sindhu**  **Mrs Arti Tomar**  **Mr Prerana**  **Mr. Pankaj Kr Jha**  **Mrs Sangeta** | **-To monitor the cleanliness in consultation with the agencies concerned so as to Vidyalaya bears a clean look** |
| **18** | **Morning Assembly PA system arrangement /other SUPW items/ Music** | **Ms.Bharati Gupta** | **Mr. Pankaj Kr Jha** | **- To make all arrangements for smooth conduct of morning assembly including arrangement for special occasions.**  **- To ensure the musical items maintained properly and they are not broken or damaged** |
| **19** | **Staff Room Maintenance** | **Ms. Anita Sharma** | **Mr.VishnuDutt** | **-To ensure that Staffroom is totally clean and arranged .**  **-The relevant information is pasted at relevant place in staff room.** |
| **20** | **Safety and Security  of Vidyalaya and students** | **Mr.Krishan Kumar** | **Mr.Vishnu Dutt**  **Mr.Vijay Kumar**  **Ms. Seema Sindhu**  **Ms.Rekha Verma**  **Ms.Prerana Singh** | **-The incharge will work as the nodal officer as per sop provided for any untoward incident**  **-Will ensure the safe entrance and exit of the students from the Vidyalaya**  **-Will sign as supervisor for the outsourced security  employees engaged for safety of the Vidyalaya property** |
| **21** | **Science & Maths Lab** | **Ms. Seema Sindhu** | **Ms. Ena Kapoor** | **-To maintain the lab, make purchases, get the stock verified and condemnation of the items**  - **To prepare students and to organize K.V. cluster level / regional level /National level science exhibition  -To train children for various competitions.  -Any other related work** |
| **22** | **KV Shalla Darpan & UBI Fee project** | **Ms.Neera Singhal** | **All Class Teachers** | **To enter and maintain the record of all students and other department on Shalla Darpan.**  **Fee collection through UBI Web Portal and informing the defaulters** |
| **23** | **CMP** | **Ms.Anita Sharma** | **Ms.Rekha Verma**  **Ms.Sangeta** | **-To conduct every activity as per the prescribed  CMP activity Calendar**  **- To maintain record of all such activity.** |
| **24** | **Audio-Visual Aids & Resource Room**  **Primary**  **Secondary** | **Ms.Anita Sharma**  **Ms Neera Singhal** | **Mr. Rahul**  **Mr Krishan Kumar** | **-A.V. Room to be well equipped with workable LCD, OHP etc.**  **-To ensure TAL/CAL is undertaken by the teachers**  **-To maintain a log Register in the A.V. Room.** |
| **25** | **First Aid** | **Ms. Arti Tomar** | **1.Mr. Vijay Kumar**  **2. Ms Rekha Verma** | **-To maintain the necessities of a first aid box.**  **-To provide first aid to students in case of any casualty.**  **-To train students in case of any emergency.** |
| **26** | **Exhibitions** | **Mr.Rajeshwar** | **Ms Bharati Gupta**  **Ms.Neera Singhal**  **Ms. Arti Tomar**  **Ms. Seema Sindhu** | **-To prepare students and to organize K.V. cluster level / regional level /National level exhibition.** |
| **27** | **E- Class Rooms** | **Ms.Neera Singhal** | **Ms. Seema Sindhu**  **Mr. Rahul** | **-Maintenance and functioning of Computer, LCD projector, Visualizer and other electronic gadgets and their condemnations. Preparation, issue and use of e-content for classroom purpose.** |
| **28** | **AEP** | **Mr.K R Meena** | **Ms. Seema Sindhu**  **Ms. Arti Tomar**  **Ms. Prerana Singh** | **-To Help students cope up with adolescent problems**  **-To guide and counsel them**  -**Box meant for general complaints / suggestion, should be opened on the last working day of the     month**  **-Separate files for preserving the complaints / suggestions & register for recording the complaints / suggestion should be opened.**  **-Corrective, measures are to be taken immediately in consultation with principal.**  -**To impart the value education and hold regular classes as guided by the Ramakrishna Mission.** |
| **29** | **Canteen Committee** | **Mr. Rajeshwar** | **Mr Vijay Kumar**  **Mr Vishnu Dutt**  **Ms. Rekha Verma**  **Ms Madhu Bala** | **-To see that the food is prepared in a clean & hygienic manner.**  **-To ensure that healthy food is supplied to the students**  **-To see that the menu card is displayed with the rate list.** |
| **30** | **Purchase committee** | **Mr. Vishnu Dutt Sharma** | **Ms.Neera Singhal**  **Mr. Pankaj Kr Jha**  **Mr.Vijay Kumar**  **Ms.Ena Kapoor**  **Ms. Amita Rai**  **Co-opted members of department concerned** | **- To Sign the quotations received by post or email.**  **-To carryout market survey whenever required**  **-To check and sign the Comparative Statement**  **- To check purchased items are in accordance to that given in quotations** |
| **31** | **Grievances & Sexual Harassment committee** | **Mr.K R Meena** | **Mr. Pankaj Kr Jha**  **Mrs Rekha Verma** | **-If any complaint related to immoral behavior towards student or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring the eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents is received, the committee should take immediate measures to resolve the issue.** |
| **32** | **Teaching Aid** | **Ms. Arti Tomar** | **Mr. Rahul** | **-Purchase, maintenance and issue teaching aids /TLM to teachers for classroom activities.** |
| **33** | **Quiz , Career Counselling ,Alumini & Student welfare,**  **Data Handling of Vidyalaya** | **Ms Neera Singhal** | **Mr Krishan Kumar**  **Ms Shobha Chugh**  **Ms Ved Priya** | **-To prepare students for quizzing**  **-To arrange guidance and counselling for students as per the requirement and maintain confidentiality**  **-To maintain records of students who have entered various colleges and professions.**  **- To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.**  **-To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned filed.**  **To collect and compile school wise details (U-Dise, Vidyalaya Plan and Inspection tool)** |
| **34** | **Literary Club** | **Ms Bharati Gupta** | **Mr. KR Meena**  **Mr. Dewanand Kharera**  **Ms. Ved Priya** | **- To prepare a plan to create literary atmosphere in Vidyalaya.  -To prepare class wise magazines**  **-To organize competitions/ seminars/programmes etc. based on subject.**  -**To develop the language skills like reading, writing, speaking, listening skills among the students**  **-To develop the proper reading habits among the children.**  **-To give required guidance in the planning and execution of project to student**  **-To encourage the use of Audio Visual aids in teaching learning process**  **-To conduct the language games during the teaching periods.**  **- To train the students for various activities like recitation of poem, storytelling, debate, elocution  and essay writing, extempore speech.** |
| **35** | **Integrity Club** | **Mrs Arti Tomar** | **Mrs Prerana Singh**  **Mrs Amita Rai** | **- To follow the motto of the club “Living Values’ by the members “young Champions  of Ethics”**  **- To rekindle the values in the society**  **-To achieve this live ethically, the young  champions of ethics will propagate ‘Human Values’ in their families, neighbourhood, school community and  society at large to strengthen value based culture in the country** |
| **36** | **Photography** | **Ms Neera Singhal** | **Sh Kalu Ram Meena**  **Sh Rahul** | **-To ensure the photography/Video grapy as important occasions days/ functions.** |
| **37** | **Assembly Monitoring Programme** | **Ms Bharati Gupta** | 1. **Mr Vijay Kumar** 2. **Mr Pankaj Kumar Jha** 3. **Mrs Ved Priya** 4. **Ms Sangeta** | **-To see that morning   assembly programme is to conduct within stipulated time.**  **-To evaluate the various items of morning assembly programme on five point scale – Excellent: Very good; Good; Average; Below Average**  **-To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.**  **-Training  the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.** |
| **38** | **Office** | **Mr.Onkar Singh** | **Ms.Disha Arora** | **-All works related to the management of the Vidyalaya** |
| **39** | **RISO Committee** | **Ms Rekha Verma (I/C)** | **Ms Madhu Bala**  **Ms Sangeta** | **Photocopying related work in Primary** |

**NOTE:**

**1. All the In – charge , Asst, In-charges 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 the end of April for record without fail.   
2. All the In-charge, Asst, In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties activities as per prescribed programme. In case of any difficulty, undersigned must be contacted.   
3. All the in – charge, Asst, In-charges 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, Asst in-charges and members of the concerned departments/committees will have to work on full – fledged manner. When In charge is on leave etc. Asst. In-charges 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**