

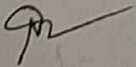
01/09/2023

Kendriya Vidyalaya No.1 Rewa

List of Committee & Committee Members 2023-24

The following committees are framed for the smooth and efficient execution of vidyalaya affairs.

1. The concerned Teachers are directed to note their assigned duties and responsibilities in order to execute their work without any hiccups and keep the records up-to-date. They must also ensure timely completion of work with accuracy as per procedure, rules, guidelines and policy. Work completion of the department/ Committee is the collective responsibility of the I/C and the members.
2. The I/C must maintain copies of relevant documents pertaining to the Committee/ Dept and submit one copy to the office.
3. Charges should be handed over /taken over by 01 September 2023, in case of change of I/C.
4. In the absence of the committee in-charge the next member of the committee will be responsible for work. If the incharge is not posted in the vidyalaya, any staff member as considered suitable by the chair can be allotted task related to the committee concerned, which must be completed efficiently within stipulated time. Complete all the activities in time and submit report as and when required.
5. For any allotted all the members of the committee shall be collectively responsible for work completion within given time.







S.N o.	Committees	Responsibilities	In charge/ Committee Members
1	VIDYALAYA ANNUAL PLANNING & ACADEMIC COMMITTEE	To take up all the task under the chairmanship of Principal Planning, implementation and record maintenance related to academic issues including:- 1. Remedial classes 2. PTM Accademic progress monitoring, reporting & other issues, Vidyalaya Plan, Assessment tool	1. Vice Principal [I/c] 2. Headmistress, [Ass. I/c] 3. Smt. Ravita Pathak 4. Smt. Roli Bajpai 5. Sh. S.N.Ojha
2	HOME EXAMINATION (SECONDAR)	Internal Examination to be conducted smoothly and confidentiality to be maintained. KVS Norms & instructions from time to time should be followed in letter and spirit. Dedicated E-mail	1. BABY AMRIT KAUR [I/c] 2. Smt. Anjali Awasthi, 3. Sh. Mahesh Pandey, 4. Sh. A.K.Singh, Geo 5. Smt. Roli Bajpai [Ass. I/c] 6. Sh. Rajesh Singh 7. Sh. Lallu Prasad, Sub Staff
3	EXAMINATION (PRIMARY)	Cycle- wise Observation & Internal Examination is also to be conducted smoothly and confidentiality to be maintained. KVS Norms & instruction from time to time should be followed in letter and spirit. Dedicated E-mail	1. Smt Deepshikha Shrivastav (I/c) 2. Sh. Shakti Arora, 3. Sh. Smriti Chaturvedi [Ass. I/c] 4. Ms. Vandana,
4	CBSE & ACCREDIATION AND OTHER EXAMS NIOS/MCRPV /NTA ETC	Conduct of CBSE Examination & activities related to CBSE in a time bound manner. Confidentiality to be maintained. CBSE instructions from time to time should be followed in letter and spirit.	1. Mr. U.K.Tripathi I/C 2. Md. Ikhalaqui [Ass. I/c] 3. Ms. Ankita Singh, 4. Smt. Smriti Chaturvedi 5. Sh. S.N.Ojha
5	TIME-TABLE & LEAVE ARRANGEMENT	Preparation of time-table according to KVS Norms Arrangement of teachers to be done in time bound manner. Arrange Timetable for teachers on leave/on-duty during Morning assembly, keep record safely for future purpose and put arrangements in Clear, Legible handwriting. Cutting/ Overwriting to be avoided. KVS Norms & instructions from time to time should be followed in letter and spirit.	Secondary 1. Md. Ikhalaqui [ I/c] 2. Sh. Anjali Awasthi 3. Sh. Rajesh Mishra , Ass. I/c 4. Smt. Shruti Dwivedi, 5. Mr. Ramchandra Primary 1. Sh. U.M. Shukla I/c 2. Ms. Vishnupriya [Ass. I/c] 3. Ms. Neha Jawla
6	ADMISSION	To scrutinize properly the registration forms (attestation too) for admission and carry out the process as per the Admission 2018-19 KVS Norms. Verify documents thoroughly along with spellings in English and Hindi both. I/c or Members should ensure to make error free entries in S.R., including entry of Admission Category and sign after entering details.	1. Sh. S. N. Ojha [I/C], 2. Smt. Anjali Awasthi [Ass. I/c], 3. Smt. Anita Pandey 4. Rajesh Singh 5. Archana Dwivedi, 6. Ms. Ankita Singh 7. Smt. Vibha Singh, H.M. 8. Class Teachers of Class1 9. Sh. N. P. Mishra



	Ensure submission of Caste Certificate, T.C., Samagra etc by parents well in time after proper verification. KVS Norms & instructions from time to time should be followed in letter and spirit. & Ensuring Forwarding of Direct admission Cases of IX to XII to CBSE. Supervisor:- Vice Principal & HM		
7	CCA/STUDENT'S ACHIEVEMENTS & CHRONOLOGICAL ORDER, Dedicated Record & Monthly Reports & Photos/Vedios	Formation of Activity Calendar for the session & take up calendar of activities on time and the same should be uploaded on vidyalaya website and displayed on the Classroom notice board in the first week of April 2023. Display and record students' achievements on the first working day of every month. Collect record of 100% Attendance, Best Dressed, Most Well Behaved Students from each class ever last working Day and announce in morning assembly. KVS Norms & instructions from time to time should be followed in letter and spirit.	(i) Primary:- 1. Ms. Shinjni Sharma, I/C 2. <del>Ku. Sakshi Anopa</del> , Mrs. Vandana 3. Ku. Pratibha Sharma 4. Ms. Sumanagali Pandit 5. Mr. Manish Chaurasia (ii) Secondary:- 1. Smt. Archana Dwivedi, I/c 2. Mrs. Anamika Mishra [Ass. I/c] 3. Sh. Meena Mishra, 4. Smt. Manju Yadav, 5. Music Coach
8	FURNITURE & MAINTENANCE	Requirement of Furniture to be governed by the I/C And Market survey for purchasing will be taken up as per KVS Norms & maintenance will be taken up as per the condition of the articles. KVS Norms & instructions from time to time should be followed in letter and spirit.	1. Sh. A. K. Singh-PGT GEO I/c, 2. Sh Shrigopal 3. Sh. Mahesh Pandey, 4. Sh. Tej Lal Tiwari, [Ass. I/C], 5. KU. VANDANA,
9	TEACHING AID AND TLM	<ul style="list-style-type: none"> <li>Proper maintenance of the teaching aids</li> <li>Purchase of teaching aids as per the requirements of the new syllabus</li> <li>To facilitate teachers in using all the teaching aids in their class room teaching.</li> <li>Get TLM prepared every week, mentioned related class and chapters, ensure usefulness, exchange with teachers and keep TLM in CMP room(well displayed)</li> <li>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</li> </ul>	1. Smt. Maya Mishra I/C, 2. Sh. Archana Dwivedi [Ass. I/C], 3. SH. U. M. SHUKLA, 4. Smriti Chaturvedi
10	FIRST AID AND MEDICAL CHECK-UP	Medical check up to be conducted twice in a year by Doctor which will be managed by the in-charge. The in-charges to follow up the time schedule as per KVS rules. First Aid items to be procured and kept in the medical box to dispense the same at the time of emergency. KVS Norms & instructions from time to time should be followed in letter and spirit.	Sh. Tej Lal Tiwari (Over All I/c), Smt. Pratibha Sharma Ass. I/C, 1. Doctor 2. Nurse 3. All Class Teachers 4. All Games & Yoga Coaches

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11	AUDIO VISUAL & SUPW DEPARTMENT	<ul style="list-style-type: none"> <li>Maintain Records</li> <li>Keep Stock Update</li> <li>Arrangement of PA System in morning assembly and other vidyalaya programme</li> <li>Teach the students According to CO-scholastic Syllabus</li> </ul> <p>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</p>	<ol style="list-style-type: none"> <li>Sh. Shreegopal, [I/c WEJ]</li> <li>SH. RAJESH SINGH, <i>SH</i></li> <li>Mr. Manish Chaurasiya, I/c PA System</li> <li>Music Coach,</li> <li>Sh. Ugrasen Sahu <i>USE</i></li> <li>Sh. Indrabhan</li> </ol>
12	SOCIAL MEDIA UPDATION COMPUTER WEBSITE UPDATION & MAINTENANCE & E-CLASSROOMS, E-Content, ICT, Enrollment	<ul style="list-style-type: none"> <li>Maintenance of all equipments under the computer department.</li> <li>Maintain the school website and update it from time to time.</li> <li>Uploading of relevant information, photos and achievements of the Vidyalaya every week, E-Content Uploads.</li> <li>Upload suitable and good photos and videos on vidyalaya social media platform after celebrations/events.</li> </ul> <p>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</p>	<p>Vice Principal Smt. Ravita Pathak (I/c), <i>R</i> Smt. Shruti Dwivedi <i>S</i> Computer Instructors <i>S</i></p>
13	Library & Readers club	<ul style="list-style-type: none"> <li>Conduct of Library Committee meetings every month and get suggestions from the members.</li> <li>Purchase of library books</li> <li>To procure text books and reference books recommended by CBSE as per the requirement of teachers 7 students.</li> <li>To organize class Library and to provide books to the students.</li> <li>To assist Primary wing in Library activities in light of CMP</li> <li>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</li> </ul>	<ol style="list-style-type: none"> <li>Mrs. Shruti Dwivedi [I/c], <i>S</i></li> <li>Dr. Ram Chandra, <i>R</i></li> <li>Smt. Nirja Agrawal, <i>N</i></li> <li>Mrs. Anamika Mishra, <i>A</i></li> <li>Ku. Baby Amrit Kaur, <i>A</i></li> <li>Smt. Anjali Awasthi, <i>A</i></li> <li>Sh. U.K. Tripathi, <i>U</i></li> <li>Sh. A.K. Singh [GEO], <i>A</i></li> <li>Mrs. Pramina Devi, <i>P</i></li> </ol>
14	SPORTS & GAMES, SBSB & FIT INDIA, RSM, NSM, AND OTHER SPORTS ACTIVITIES	<ul style="list-style-type: none"> <li>To organise warm-up/yoga/PT during the morning assembly for students.</li> <li>Identify talented students for participating at the Cluster, Regional and National Level Games in order to give them special training by their involvement and to maintain records.</li> <li>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</li> <li>Monitor Conduct of SBSB &amp; fit india activities, maintain records and send reports.</li> <li>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</li> </ul>	<ol style="list-style-type: none"> <li>Sh. Tej Lal Tiwari [I/c], <i>T</i></li> <li>Sh. Rajesh Mishra, <i>R</i></li> <li>Sh. U.M. Shukla, <i>U</i></li> <li>Mrs. Vishnu Priya, <i>V</i></li> <li>Sports Coaches, <i>S</i></li> <li>Yoga Coach, <i>Y</i></li> </ol>
15	ATAL LAB COMMITTEE	All the activities related to ATL Lab & Related communications	<p>Mrs. Vishnu Priya I/c <i>V</i> Mr. S.N.Ojha, Asso. I/c <i>S</i> Mrs Nirja Agrawal <i>N</i> Mrs. Amrit kaur <i>A</i> Mrs. Anita Pandey <i>A</i></p>
16	ART & BEAUTIFICATION COMMITTEE	<ul style="list-style-type: none"> <li>To monitor work effectively and to offer technical expertise</li> <li>To improve gardening by providing all required materials from time to time.</li> <li>Beautification of Vidyalaya campus.</li> </ul>	<ol style="list-style-type: none"> <li>Smt. Shailja Singh [I/c], <i>S</i></li> <li>Ms. Neha Jawala, <i>N</i></li> <li>Ms. Vishu Priya, <i>V</i></li> <li>Mrs. Manju Yadav, <i>M</i></li> <li>Mrs. Anamika Mishra, <i>A</i></li> </ol>



		<ul style="list-style-type: none"> <li>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</li> </ul>	6. Mr. Ikhlaque <i>SK</i> 7. Art Coach
17	SCOUT & GUIDE  CUB & BULBUL	<ul style="list-style-type: none"> <li>Organize Scouts and Guides activities as per KVS direction.</li> <li>Prepare an action plan for the year 2023-24</li> <li>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</li> <li>Complete all the activities in time and submit report as and when required.</li> </ul>	1. Sh. Ram Chandra Overall I/c <i>SK</i> 2. Ku. Neha Jawla Ass.I/c <i>SK</i> 3. Sh. Manish Chaurasia I/C [CUBS], 4. Ku. Pratibha, I/C [BULBUL], <i>SK</i> 5. Smt. Manju Yadav I/C [Guides], <i>SK</i> 6. Smt. Archana Dwivedi <i>SK</i>
18	RAJBHASHA	To conduct quarterly meetings of Rajbhasha and to submit quarterly reports on time. To check the implementation of instructions related to Rajbhasha. KVS Norms & instructions from time to time should be followed in letter and spirit.	1. Shri Mahesh Pandey [I/C], <i>SK</i> 2. Smt. Maya Mishra, [Ass. I/C], <i>SK</i> 3. Dr. Ram Chandra <i>SK</i> 4. Mrs. Manju Yadav, <i>SK</i> 5. Smt. Meena Mishra, <i>SK</i>
19	PURCHASING And PHYSICAL VERIFICATION	<ul style="list-style-type: none"> <li>Collecting requirement list from various departments.</li> <li>Calling quotations and their finalization.</li> <li>Monitoring of all the purchases of the Vidyalaya.</li> <li>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</li> <li>As per KVS &amp; Gem Rules.</li> </ul>	As approved by Chairman.  All Members of approved committee.
20	CLEANLINES S, SANITATION & SWACCH BHARAT ABHIYAAN	<ul style="list-style-type: none"> <li>To maintain cleanliness in the Vidyalaya</li> <li>To supervise the working of housekeeping staff.</li> <li>To update website regularly and to carry out activities related to SBA and maintain all records.</li> <li>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</li> <li>Report any inappropriate work observed to the in charge and guide conservancy staff to complete work</li> </ul>	1. Sh. Mahesh Pandey (I/C), <i>SK</i> Primary Wing & New Block:- 1. Smt. Sinjani Sharma, <i>SK</i> 2. Ms. Sumangali Pandit, <i>SK</i> 3. Smt. Deepshikha, <i>SK</i> 4. 5. Mrs Manish Kr. <i>SK</i> Chaurasiya Secondary Wing:- 1. Md. Ikhlaque <i>SK</i> 2. Smt. Maya Mishra, <i>SK</i> 3. Mrs. Anjali Awasthi, <i>SK</i> 4. Mrs. Pramina Devi, <i>SK</i>
21	CONTRACTUAL TEACHER APPOINTMENT & Attendance Verification	To carry out appointment procedure as and when required as per KVS norms.	1. Vice Principal 2. Mrs. Ravita Pathak <i>SK</i> 3. Mrs. Anjali Awasthi <i>SK</i> 4. Mr. U.K. Tripathi <i>SK</i> 5. Sh. S.N. Ojha <i>SK</i> 6. Time Table Incharge Primary & Secondary

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22	<p>DISCIPLINE</p> <ul style="list-style-type: none"> <li>SAFETY &amp; SECURITY OF STUDENTS,</li> <li>ADVENTURE,</li> <li>EXCURSION,</li> <li>FIELD TRIPS,</li> <li>DISASTER MANAGEMENT, (FIRE EXTINGUISHER &amp; CONTROLLING ANIMAL MENACE)</li> </ul>	<p>Prepare an action plan to maintain discipline in the school campus.</p> <p>Monitoring cases of indiscipline. Checking of late Comers.</p> <p>KVS Norms &amp; instructions from time to time should be followed in letter and spirit. Checking Uniform, Behavioural Aspects, Entry and Exit of students. Monitoring of Corridor movement</p>	<p>Vice-Principal &amp; HM [Monitoring]</p> <ol style="list-style-type: none"> <li>Sh. T.L. Tiwari [Asso. I/C]</li> <li>Mr. Ikhlaque [PGT Eco]</li> <li>Smt. Anjali Awasthi,</li> <li>Sh. A. K. Singh [GEO],</li> <li>Sh. U.K. Tripathi,</li> <li>Sh. Mahesh Pandey,</li> <li>Mrs. Vishnu Priya,</li> <li>Games &amp; Yoga Coaches</li> <li>All Class Teachers</li> </ol>	
23	PA SYSTEM COMMITTEE	<ul style="list-style-type: none"> <li>Arrangement of PA System for all activities as per requirement and as per the place of event.</li> <li>Arrangement of PA system for Morning assembly</li> </ul>	<ol style="list-style-type: none"> <li>Mr. Manish Chaurasia</li> <li>Smt. Meena Mishra</li> <li>Smt. Maya Mishra</li> <li>Sh. Ugrasen Sahu</li> <li>Sh. Indrabhan</li> <li>Sh. Lallu Prasad</li> </ol>	
24	CMP & ACTIVITY ROOM	<ul style="list-style-type: none"> <li>To make available required number suitable resources for teachers as per CMP.</li> <li>Ensure that film shows are organised as per the instructions given in CMP.</li> <li>Utilization of fund for TLM.</li> <li>To ensure that CMP Activity Calendar is prepared &amp; implemented according to KVS norms.</li> <li>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</li> </ul>	<ol style="list-style-type: none"> <li>Smt. Vibha Singh HM[I/C],</li> <li>Sh. U. M. Shukla,</li> <li>Smt. Deep Shikha Shrivastav,</li> <li>Ku. Smriti Chaturvedi,</li> <li>Ku. Vandana</li> <li>Comp. Instructor Pri.</li> <li>Ms. Neha Jawla</li> <li>Smt. Sinjani Sharma, Asso. I/C</li> </ol>	
25	POCSO, NAEP & PROTECTION OF CHILD RIGHT,	<ul style="list-style-type: none"> <li>To conduct program as per guidelines.</li> <li>To maintain &amp; update display corners.</li> <li>Prepare an annual plan for NAEP for students under the guidelines.</li> <li>Principal &amp; in-charge must ensure that letters when comes in the NAEP box in school must be Checked in frequent manner and take record of these in a register.</li> <li>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</li> </ul>	<ol style="list-style-type: none"> <li>Smt. Nirja S. Agrawal (I/C,Girls) -</li> <li>Ku. Baby Amrit Kaur</li> <li>Sh. S.N. Ojha,</li> <li>Smt. Anita Pandey,</li> <li>Sh. Ramchandra,</li> <li>Mrs. Anjali Awasthi,</li> <li>Mrs. Archana Dwivedi,</li> </ol>	
26	ACP	<ul style="list-style-type: none"> <li>To organise ACP classes as per instructions and schedule.</li> <li>maintain records and send reports.</li> <li>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</li> </ul>	<ol style="list-style-type: none"> <li>Dr. Ram Chandra I/C,</li> <li>Sh. Mahesh Pandey, Asso. I/c</li> <li>Smt. Shailja Singh</li> <li>Sh. A.K. Singh Geo</li> <li>All ACP Trained Teachers</li> </ol>	
27	PTA & ALUMNI ASSOCIATION	<ul style="list-style-type: none"> <li>Organise PTA and Alumni meeting and activities as per KVS norms</li> <li>To chalk out Annual Plan of meetings and to maintain minutes and records of such meetings.</li> <li>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</li> </ul>	<ol style="list-style-type: none"> <li>Smt. Anita Pandey, I/c,</li> <li>Smt. Sinjani Sharma, Ass IC</li> <li>Sh. Rajesh Mishra,</li> <li>Smt. Nirja S. Agrawal,</li> <li>Smt. Vibha Singh,</li> <li>Co-opted parent Members to be selected in 1st week of April</li> </ol>	



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		Over all Monitoring:- Vice Principal & HM	PTA I/c - Smt. Vibha Singh
30	VMC	<ul style="list-style-type: none"> <li>Organise VMC meeting as per KVS norms</li> <li>To chalk out Annual Plan of meetings and to maintain minutes and records of such meetings.</li> <li>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</li> </ul>	1. Mrs. Anjali Awasthi <i>WZ</i> 2. Mrs Ravita Pathak <i>Q</i> 3. Mrs. Archana Dwivedi 4. Teacher Member VMC (Smt. Maya Mishra) <i>WZ</i>
		Over all Monitoring:- Vice Principal & HM	
31	FEE ONLINE THROUGH UBI/CS-54	<ul style="list-style-type: none"> <li>Checking of /CS-54</li> <li>Follow fee related circulars and instructions in a time bound manner.</li> <li>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</li> </ul>	1. Smt. Ravita Pathak <i>Q</i> 2. Sh. Ashutosh Sinha 3. Smt. Anamika Mishra <i>WZ</i> 4. All Class Teachers/ Co-Class Teachers
32	STAFF SALARY & INCOME TAX	Pay bill & Calculation of Income Tax , Professional Tax in co-ordination with office. instruction and guide line from income tax department should be followed in letter and spirit.	1. Vice Principal 2. Sh. A.K.Sinha 3. Md. Ikhlaque [I/C for Income Tax], <i>WZ</i> 4. Smt. Anjali Awasthi, <i>WZ</i> 5. Sh. U.K.Tripathi <i>WZ</i> 6. Sh. Ram Bahore <i>WZ</i> 7. Sh. Indrabhan <i>WZ</i>
33	ATTENDANCE & LEAVE MAINTENANCE (CL, EL, CCL & HPL), TC	Monthly Update attendance Register of Regular, Contractual, out Sourced employees with Name & Leave of the employees as well as holidays. <ul style="list-style-type: none"> <li>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</li> </ul>	1. Sh. R.R.Mishra [I/C], <i>Q</i> 2. Sh. Manish Chaurasia 3. Sh. Ram Bahor, <i>WZ</i> 4. Sh. U.S.Sahu <i>WZ</i>
34	REPAIR & MAINTENANCE CIVIL WORK, ELECTRICAL WORK & WATER SUPPLY (SCHOOL BUILDING & STAFF QUARTERS)	<ul style="list-style-type: none"> <li>To ensure uninterrupted water supply in all the toilets and other places</li> <li>To ensure periodical cleanliness of aqua gaud &amp; Underground and Overhead water Tanks with the display of date of cleaning on a separate register.</li> <li>To ensure the purity of drinking water.</li> <li>All repair &amp; maintenance of water supply KV building &amp; staff quarters to be taken up in time bound manner by following all the guideline as per norms.</li> </ul> All repair & maintenance of KV building electrical to be taken up in time bound manner by following all the guidelines as per norms.	1. Sh. Ramchandra (I/C), <i>WZ</i> 2. Sh. Mahesh Pandey [Asso. I/C ], <i>WZ</i> 3. Sh. Rajesh Singh <i>WZ</i> 4. Sh. S.N. Ojha <i>WZ</i> 5. Sh. Shrigopal <i>WZ</i> 6. Sh. Manish Chaurasia 7. Smt. Meena Mishra <i>WZ</i>

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		<ul style="list-style-type: none"> <li>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</li> </ul>	
35	SCHOLARSHIP / SAMGRA-ID / ADHAR CARD	<p>Receiving the letters of Scholarship ,samagra - ID and adhar card. Follow the instruction of the process. Arrangement &amp; verification of the documents. Preparation of Report regarding the same. and submit the applications in time.</p> <p>Instructions from time to time should be followed in letter and spirit.</p>	<ol style="list-style-type: none"> <li>Sh. Rajesh Singh [I/C]</li> <li>Sh. Shrigopal [Ass. I/C]</li> <li>Smt. Pratiksha Sharma</li> <li>Ms. Ankita Singh</li> <li>All Class Teachers &amp; Co-Class Teachers</li> </ol>
36	SCIENCE AND MATHS OLYMPIADS / CONGRESS / VIGYAN MANTHAN / EXHIBITIONS COMPETITIONS	<ul style="list-style-type: none"> <li>Co-ordinate Green Olympiad exam.</li> <li>Co-ordinate Science Olympiad / Sc. Congress/ Vigyan Manthan/ Exhibitions etc</li> <li>Co-ordinate Maths Olympiad exam.</li> <li>Motivate and prepare Students for different creative and innovative Activities</li> <li>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</li> </ul>	<ol style="list-style-type: none"> <li>Sh. U.K.Tripathi [I/C for Maths, NTSE]</li> <li>Smt. Nirja Agrawal [I/C for Science]</li> <li>Smt. Anita Pandey [GIGYASA, NCSC]</li> <li>Sh. Shreegopal [I/C IAPT, VVM]</li> <li>Smt. Ravita Pathak [I/C IT]</li> <li>Ms. Shakshi Arora [I/C Primary]</li> <li>member all Science and Maths teachers</li> </ol>
37	EK BHARAT SHRESTH BHARAT & INTEGRITY CLUB	<ol style="list-style-type: none"> <li>To implement and follow EBSB schedule and organises activities as per calendar and timely sending reports and maintaining records.</li> <li>To prepare action plan and monitoring of Integrity Club activities. Keep All Record Well maintained</li> </ol> <p>KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</p>	<ol style="list-style-type: none"> <li>Sh. A.K.Singh [I/C]</li> <li>Md. Ikhlauque, Ass.I/c</li> <li>Smt Anjali Awasthi</li> <li>Smt Maya Mishra</li> <li>Sh. Rajesh Singh</li> <li>Mrs. Manju Yadav</li> <li>Mrs. Pramina Devi</li> <li>Smt. Archana Dwivedi</li> </ol>
38	BIO LAB	<p>Lab upkeep and maintenance. Utilisation of Labs for activities and practical classes. Motivate students for innovative projects under proper guidance. KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</p>	<ol style="list-style-type: none"> <li>Sh. S. N. Ojh : I/c</li> <li>Smt. Anita Pandey (Asso. I/c)</li> <li>Sh. U. S. Sahu</li> </ol>
39	CHEMISTRY LAB	<p>Lab upkeep and maintenance. Utilisation of Labs for activities and practical classes. Motivate students for innovative projects under proper guidance. KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</p>	<ol style="list-style-type: none"> <li>KU. BABY AMRIT KAUR (I/c)</li> <li>Smt. Nirja Agrawal</li> <li>Sh. Lallu Prasad</li> </ol>
40	PHYSICS LAB	<p>Lab upkeep and maintenance. Utilisation of Labs for activities and practical classes. Motivate students for innovative projects under proper guidance.</p>	<ol style="list-style-type: none"> <li>Sh. Shreegopal I/c</li> <li>Smt. Anita Pandey</li> <li>Sh. U. S. Sahu</li> </ol>



41	MATHS LAB	<p>Lab upkeep and maintenance. Utilisation of Labs for activities and practical classes. Motivate students for innovative projects under proper guidance. KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</p>	<p>1. Smt. Roli Bajpai I/c, 2. Sh. Rajesh Mishra (Asso. I/c), 3. Ms. Ankita Singh</p>
42	LANGUAGE LAB	<p>Lab upkeep and maintenance. Utilisation of Labs for activities and practical classes. Motivate students for innovative projects under proper guidance.</p>	<p>1. Mrs. Pramina Devi I/c, 2. Sh. Mahesh Pandey (Asso. I/c), 3. Mrs. Anamika Mishra 4. Mrs. Maya J 5. Mrs. Archana Dwivedi 6. All Language Teachers</p>
43	OFFICE	<p>Maintenance of records &amp; other office related activities. Insure that all purchases are done as per GFR rules within ceiling and as per budget allocated. KVS Norms &amp; instructions from time to time should be followed in letter and spirit.</p>	<p>1. Sh. R.R. Mishra [I/C SF, Service Book, Personal File, CL, RTE, Daily Correspondence] 2. Sh.A.K.Sinha [I/c VVN], 3. Sh. Indrabhan, 4. Sh. Ram Bahor</p>
44	HOSPITALITY AND VISITOR DAIRY/ PRINCIPAL ROOM	<p>To take the impression of the official guests in a dairy along with hospitality.</p>	<p>1. Smt Anjali Awasthi I/c, 2. Smt. Ravita Pathak (Asso. I/c), 3. Mrs. Anamika Mishra 4. Ms. Ankita Singh 5. Ms. Vandana 6. Ms. Neha Jawla 7. Mrs. Archana Dwivedi</p>
45	FLAG HOISTING & LOWERING ROTATION WISE	<p>Follow flag code and other instructions given time to time.</p>	<p>1. Shri Tej Lal Tiwari [ I/c ], 2. Sh. Rajesh Mishra, 3. Dr. Ramchandra 4. Class Teacher-Class on duty 5. Games &amp; Yoga Coaches</p>
46	STUDENT ENROLLMENT & MONTH END ENROLMENT RECORDS	<p>At end of the month all class teachers must give the information of the students enrolment position in given format</p>	<p>1. Ravita Pathak I/c, 2. Sh.U.K.Tripathi (Asso. I/c), 3. Md.Ikhlaque 4. Class Teachers 5. Computer Instructors</p>
47	SCHOOL MAGAZINE/NEWS LETTERS/TEACHERS DIARY/STUDENTS DIARY/E-PATRIKA/CLASS-MAGAZINE	<ul style="list-style-type: none"> <li>To see that that patrika, students diary, teacher diary data collected and consolidated proof reading is to be done accordingly and timely printing and Publication .(by 15<sup>th</sup> August)</li> <li>All Class teachers/subject teachers shall guide and mentor every student to contribute /write for class magazine which shall be reviewed every month</li> </ul>	<p>1. Sh. Anamika Mishra I/c, 2 Sh. Archana Dwivedi (Asso. I/c), 3. Dr. Ramchandra 4. Smt Maya Mishra 5. Mrs. Maya J 6. Smt. Shruti Dwivedi 7. Smt Deepshikha Shrivastava 8. Smt. Sinjani Sharma 9. Ms. Vishupriya 10. Ms. Vandana 11. All Class teachers</p>

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