

**PM SHRI KENDRIYA VIDYALAYA BAKLOH**  
**VIDYALAYA PLAN SESSION: 2024-25**

Vidyalaya academic & Institutional Plan for session 2024-25 has been set up and now it has been placed before all staff members for further course of action. The following committees, departments and club 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 2024-25. 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 2024-25. Please go through the Vidyalaya Academic Plan for the detailed information especially for guidelines, duties responsibilities and activities.

**LIST OF CLASS TEACHER AND CO – CLASS TEACHERS SESSION 2024-25**

**Sr.Most PRT: Sh Jitender Kumar**

**PRIMARY SECTION**

<b>CLASS</b>	<b>NAME OF CLASS TEACHER</b>	<b>CO – CLASS TEACHER</b>
<b>I</b>	<b>MR NAVIN KUMAR</b>	<b>MS STUTI SHARMA</b>
<b>II</b>	<b>MR KARTAR</b>	<b>MS STUTI SHARMA</b>
<b>III</b>	<b>MR JITENDER</b>	<b>MS SHATAKSHI</b>
<b>IV</b>	<b>MR VIKAS JUGLAIN</b>	<b>MS KHUSHBU</b>
<b>V</b>	<b>MR RAJESH KUMAR</b>	<b>MR NAVEEN YADAV</b>

**SECONDARY SECTION**

<b>CLASS</b>	<b>NAME OF CLASS TEACHER</b>	<b>CO – CLASS TEACHER</b>
<b>VI</b>	<b>MR KAPIL</b>	<b>MR OMESH CHANDER</b>
<b>VII</b>	<b>MR RAJENDRA</b>	<b>MR SUBHASH</b>
<b>VIII</b>	<b>MR ANKUSH SHARMA</b>	<b>MR RAJENDER SINGH</b>
<b>IX</b>	<b>MS DEEP MALA</b>	<b>MR RAJESH KUMAR</b>
<b>X</b>	<b>MS RADHA DEVI</b>	<b>MR OMPRAKSH</b>
<b>XI</b>	<b>MR AKHILESH RANA</b>	<b>MS PUNEET BAINS</b>
	<b>MR VAKEEL SINGH</b>	<b>MR AJAY HINGONIA</b>
<b>XII</b>	<b>MS RAKSHA DEVI</b>	<b>MR AJAY HINGONIA</b>
	<b>MS SUJEETA KUMARI</b>	<b>MS PUNEET BAINS</b>

**PRINCIPAL: MR ANIL KUMAR**

**PM SHRI KENDRIYA VIDYALAYA BAKLOH**  
**DUTIES AND RESPONSIBILITY OF THE TEACHERS/CLASS/CO-CLASS**  
**TEACHERS**  
**(SESSION 2024-25)**

Class teachers play a pivotal role in the school management and take care of the academic, socio-cultural, co – scholastic, emotional and psychological needs of the students catering for their growth with full potential. In order to make them well informed and aware of their duties and responsibilities the some points are detailed here under-

1. To select responsible class monitors to assist him/her in maintaining class discipline.
2. To train and to guide the monitors to be efficient & effective in class control in his/her absence.
3. To instruct class to conserve water, electricity & paper regularly. Advise them to be respectful to seniors, peers, juniors, plants & animals.
4. To check class for proper & clean uniforms, shoes, hair & nails.
5. To boost the morale of non-performing students.
6. To communicate with the subject teacher's regarding non-performance in the subject concerned.
7. To check bags of students on at random intervals on a regular basis for contrabands items.
8. To monitor attendance register, fee receipt book, caution defaulters & communicate with parents on a regular basis.
9. To maintain home addresses and telephone numbers of the parent of each child.
10. To ensure parents send leave application/medical certificate for the absence of their ward & file them for records.
11. To ensure safety & neatness in the class through class monitors with emphasis on arrangement of furniture, maintenance of display boards, black boards, duster, cupboards & dustbin.
12. To ensure safety & repairs/replacement of window panes, switches, fans, tube-light, & black board etc. and to display do's and don'ts of instructions in the class room.
13. To keep the Principal informed of any problem/incidents.
14. To build a rapport with all the students irrespective of their performance and instill in them confidence and trust so that so that the students look up to him/her for guidance and there is a free flow of communication.
15. Be accessible to the students at all times and more so in times of need.
16. Instill a sense of belongings to the class and to the school at large.
17. Instill safety consciousness among them to be alert during hazardous circumstances.
18. To ensure safe arrival and departure of the students.

**I. MAINTENANCE AND UPDATION OF CLASS ATTENDANCE REGISTER:**

1. Student's bio - data to be completed in all respects. The entries should conform to admission cum withdrawal register/application submitted by parents at the time of admission of his/her ward.
2. Fee abstract column to be completed and updated month wise. Fee should be collected as per the existing fee structure and the rates in accordance with KVS guidelines. Failure to realize fees from particular students will make the defaulting teacher accountable.
3. The sub totals and total from the fee abstract column should be properly posted in the relevant sections of the month wise summaries of fees and fines.
4. Fee collection requires extreme caution. All entries in the class attendance register should tally CS-54 register and daily fee collection register.
5. Month wise average attendance of the child should be properly computed. Entries which are to be carried forward to the next month should be done correctly.
6. Every student should conform to the code of conduct for students as outlined in Article 60 of the KVS education code. Willful violation of codal provision will invite appropriate disciplinary action on the defaulting student.
7. Entries regarding date of birth of child and SC/ST/OBC entries should be absolutely correct and written using Red Ink. Boys and girls name to be entered using different coloured inks. Category of child should be clearly recorded.

## **II. DUTIES DURING MORNING ASSEMBLY:**

1. The Class Teacher/ Co-Class Teacher will accompany and lead the students of their respective classes to the Morning Assembly.
2. Punctuality and promptness of Class Teacher/Co-Class Teacher along with respective students immediately after the Assembly bell/Drum beat.
3. Ensuring that uniform check is conducted by Class Teacher/Co-Class Teacher and students are made to stand height wise in increasing order in a straight line with adequate gap between two students.
4. Ensuring that all students are participating in chorus in the following items:
  1. Prayer
  2. Pledge
  3. Community song
  4. National Anthem
5. Ensuring that these students disperse to the respective classes in prayer line maintaining line discipline.

## **III. INSTRUCTION TO BE FOLLOWED WHILE FILLING UP THE TRANSFER CERTIFICATE/WITH DRAWAL FORMS:**

1. When a student applies for Transfer Certificate, the Class/Co-Class Teacher should check the following thoroughly.

Name of a child

Details of Parents

Date of Birth

Signature of Parent on the TC Withdrawal Form

Class/Section in which studying

Result pertaining to previous class

Last fees paid Month/Year to be indicated

Reason for applying for Transfer Certificate

Admission Number

TC Number & Book Number

1. After checking the entries, the Class Teacher should sign with date clearly indicating the number of school meetings from 1<sup>st</sup> April onwards and number of meetings attended by the student.

**NOTE: One day comprises of two meetings (i.e. F/N & A/N)**

## **IV. INSTRUCTION TO BE FOLLOWED WHEN A STUDENT BRINGS A LEAVE LETTER:**

- i) The application should be properly scrutinized.
- ii) Signature of Parent is compulsorily.
- iii) Reason for leave to be checked.
- iv) If reason is found genuine, the application is to be forwarded to the principal with the following remarks of the teacher
  - a. Total attendance since 1<sup>st</sup> April
  - b. Total attendance of a child in percentage.
  - c. Recommended/Not Recommended with the Class Teachers signature

**NOTE:**

- i) As per KVS rules, every student should have 75% attendance compulsory before taking the Session Ending Examination.

ii) No permission will be given for any student to skip Periodic Test/Assignment Test/HY Exam/pre board/Session ending Examination etc., which is a part of Evaluation System .

Any genuine medical cases should be accompanied with Medical Certificate issued by Government Doctors/Army Doctors, to avoid submission of fraudulent medical certificate.

**NOTE: Private Hospital Certificate will not be accepted.**

#### **V. DUTIES OF CLASS/CO-CLASS TEACHERS /SUBJECT TEACHRE INSIDE THE CLASS ROOM:**

1. The class room should be neat and tidy.
2. The seating arrangement should be proper.
3. Boys & Girls should be made sit separately.
4. Overflowing dust bin should be avoided. Cupboard should not be made into make shift dustbins.
5. The display corners in the class room should have
6. i. Class Time Table ii. House division chart
7. Wall magazines in the class should be neat and impressive.
8. Class room should be well decorated with colourful charts.
9. Black board should contain the following information period wise and day wise, on a compulsory task.
  - Date:                      Subject:                      Students on Roll:
  - Class:                      Unit:                              Students Present:
  - Class Teacher:      Topic:                              Students Absent:
  - Subject Teacher:                      Students Leave
  - Period:

Information should be provided in Hindi also

viii) Students who are given permission to go for drinking water/toilets etc. should invariably have an Out Pass. Each class should prepare One Out Pass for Boys and One Out Pass for Girls. The Out Pass should have signature of Class Teacher, Monitor & Principal.

#### **VI. OTHER DUTIES OF CLASS/CO-CLASS TEACHERS:**

1. All the Class Teachers/Co-Class Teachers are to ensure that the students of their classes do take part in the Co- Curricular Activities.
2. The students also participate in the Inter Class activities whenever it is conducted.
3. The students of their classes maintain the discipline and decency in the vidyalaya and act according to the article 60 of the Education Code of Kendriya Vidyalaya.
4. Ensure that the students of their classes do have the required text books and note books.
5. Ensure and monitor the home work and class work done by the students.
6. Guide them in general deportment instilling values among them.
7. Maintain the contact numbers of the Parents and the local guardians of the students.
8. Prepare and preserve the Result of various examination and tests under CCE.
9. To implement the any other instructions as received from the Principal and KVS authorities for the betterment of the students.

**PM SHRI KENDRIYA VIDYALAYA BAKLOH**  
**COMMITTEES 2024-25**

**The following committees have been formed for the year 2024-25 for smooth functioning of the Vidyalaya. Every committee In-charges are responsible for preparation of Annual / Year Planner of all activities of his/her department and submits the same to Principal on or before 15<sup>TH</sup> April, 2018 without fail.**

S. N o	NAME OF COMMITTEE	NAME OF I/C & MEMBERS	DUTIES
1	<b>Flag Hosting and Retreating Ceremony A-(Secondary ) B-(Primary)</b>	<b>Mr Subhash Sharma Mr Mr Naveen</b>	<ul style="list-style-type: none"> <li>To ensure raising of National Flag every morning and it's lowering before sunset in our KV.</li> <li>To position the flag post at prominent place.</li> <li>To follow DO's and Don'ts to honour our National Flag.</li> <li>To ensure compliance of the Flag Code.</li> </ul>
2	<b>Academic and Administrative support</b>		<ul style="list-style-type: none"> <li>Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal.</li> <li>Interacting with the teachers and directing them on their academic duties. It is the sole responsibility of Academic co-ordinator to check the academic activities of teachers. He will prepare plan and schedule for Notebooks (C/w &amp; H/w) <b>checking.</b></li> <li><b>Preparing academic calendar department wise for 2024-25</b></li> </ul>
3	<b>PIMS,AEP.ACP.UDISE, TRANSFER PORTAL,TC verification UBI fees collection</b>	<b>Mr Ajay Hingonia I/C Ms Khushbu Sharma Comp Inst Mr Naveen Mr Divtej All Class teachers and Co class teachers</b>	<ul style="list-style-type: none"> <li>To monitor activities of KV Shaal Darpan &amp; UBI fees collection.</li> <li>To make entry on KV Shaal Darpan Web Portal.</li> <li>To send report to parents and stake holders.</li> <li>To follow up all work related to KV Shaal Darpan &amp; UBI fees collection.</li> </ul>
4	<b>Admission Committee OLA PORTAL</b>	<b>Mr Vakeel I/C Mrs Radha Devi Mr Rajesh kumar Mr Naveen Kumar Mr Kartar Mr Desh Raj</b>	<p><b><u>Responsibilities of Core Committee</u></b></p> <ul style="list-style-type: none"> <li>Admission to all classes throughout the year including RTE as per KVS norms.</li> <li><b>Planning</b> &amp; Conducting of Admission Test for class IX.</li> <li><b>Monthly review Meetings on admissions done. This work has to continue till November 30.</b></li> <li>Maintenance of Register of data required for submission to KVS (HQ).</li> <li>Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work</li> <li>Every month Enrolment of the Vidyalaya has to be collected and checked by the department and submit the same to the Principal – This has to be done a day prior to last working day of the month.</li> <li>Every month vacancy of each class &amp; section-wise details are to be recorded in the admission register and submit to Principal</li> <li>This has to be done a day prior to last working day of the month.</li> </ul>

5	<b>Purchase Committee And GEM procedure committee</b>	<b>As Per Article of accounts approved by the Chairman VMC</b>	<ul style="list-style-type: none"> <li>• To estimate the requirements in the beginning of the academic year.</li> <li>• To procure the required items following the purchase procedure.</li> <li>• To conduct market survey and collect quotation from local market.</li> <li>• To take items purchased into stock.</li> <li>• Any other related work.</li> </ul>
6	<b>Discipline Committee</b>	<b>Smt Raksha Devi</b> <b>Sh Vakeel</b> <b>Sh Subhash Sharma</b> <b>Smt Radha Devi</b> <b>Sh Rajendra</b> <b>Sh Jitendra</b> <b>Smt Stuti Sharma</b>  <b>&amp; All House Masters/ Associate H.Ms</b>	<ul style="list-style-type: none"> <li>• Checking of student's uniform, late comers, students missing assembly.</li> <li><input type="checkbox"/> Checking of students' behavior in and outside the class.</li> <li><input type="checkbox"/> Monitoring the movement of students in lines during arrival, departure and to ensure safe passage to students.</li> <li><input type="checkbox"/> Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours. <b>(Class teacher also assist)</b></li> <li><input type="checkbox"/> Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation.</li> <li><input type="checkbox"/> A monthly report on discipline proceedings &amp; steps taken up and observations made have to be submitted to Principal.</li> <li><input type="checkbox"/> Checking the Movement of students in corridor without out-passes and recording the same to intimate Principal.</li> </ul>
7	<b>Standard Operating Procedure (SOP)</b>	<b>Mr Ajay Hingonia</b> <b>Mrs Raksha</b> <b>Mr Akshilesh Rana</b> <b>Mrs Deepmala</b> <b>Sh Divtej</b> <b>Sh Kewal Krishan</b>	<ul style="list-style-type: none"> <li>• To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School.</li> <li><input type="checkbox"/> Develop comprehensive action plan to implement the guidelines.</li> <li><input type="checkbox"/> Allocate specific roles to different personnel and teachers as per the SOP and brief the staff about the action to be taken by them in any exigency.</li> <li><input type="checkbox"/> Take preventive measures as given in the guidelines in consultation with the local police.</li> <li><input type="checkbox"/> Keep the security personnel of the school on the alert.</li> <li><input type="checkbox"/> Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents.</li> <li><input type="checkbox"/> Conduct advance reconnaissance of the school with the help of the local police.</li> <li><input type="checkbox"/> Hold mock drills for students, teachers and staff.</li> </ul>



			<p><b>without which Exam Department shall not accept the papers anything hand written.</b></p> <ul style="list-style-type: none"> <li>• <b>Mr Omprakash will monitor the entire department proceedings and make sure that all wings of his department are functional appropriately.</b></li> </ul>
11	<p><b>Medical Room And First Aid &amp; Health Checkup A-Secondary</b></p> <p><b>B-Primary</b></p>	<p><b>Mr Subhash Sharma Mrs Sujeeta Kumari Mrs DeepMala Mr Naveen kumar Mr Vikas juglian</b></p>	<ul style="list-style-type: none"> <li>• Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out.</li> <li>• Planning with doctor for a medical checkup for children twice a year. Collection of medical Certificate from class teachers.</li> <li>• Keep first aid item readily available in staff room, sports room and principal room. After the medical checkup, getting the cards binded and kept as a record.</li> </ul>
12	<p><b>Time Table A-Secondary Department</b></p> <p><b>B-Primary Department</b></p>	<p><b>Mrs Raksha devi Mrs Radha Devi</b></p> <p><b>Mr Rajesh Kumar Meena Mr Jitender</b></p>	<ul style="list-style-type: none"> <li>• Preparation of class &amp; teacher's Time Table as per KVS norms.</li> <li>• First period arrangement has to be announced in assembly itself.</li> <li>• Preparation of special Time Table for Board classes, Remedial classes, Classes for slow learners, and Zero period.</li> <li>• Monitoring of bell timing.</li> <li>• Distribution of Registers to all the class monitors to note every day's activity period-wise.</li> <li>• Collecting the registers and submitting the same to Principal for his supervision.</li> <li>• Random checking for teachers attending the classes during their arrangement.</li> <li>• To ensure no teacher who is absent is left without arrangement.</li> <li>• 1st period time table should be announced by teacher in charge during morning Assembly itself.</li> <li>• Responsibilities of Supporting staff</li> <li>• Showing the arrangement sheet to teacher and obtaining the signature.</li> <li>• Displaying the arrangement sheet in prominent places of the Vidyalaya and Share in whats app group of vidyalaya.</li> </ul>
13	<p><b>CCA Coordinator And CCA material Purchase and Important Days celebration committee ( Annual day,Teachers day ETC) Assembly Program</b></p>	<p><b>Sh Omprakash Smt Puneet Bains Smt Deepmala Smt Stuti Sharma Sh Jitender</b></p> <p><b>All Class teacher and co class teachers</b></p>	<ul style="list-style-type: none"> <li>• Preparation of Calendar of activities for 2024-25 Preparation of Days to be observed and celebrated in the year. House distribution activity. Selection and celebration of School Captains and Vice Captains under student's council.</li> <li>• Planning, preparation and Celebration of Annual Day</li> <li>• Duty allotment and monitoring of assembly program a day before presentation in assembly.</li> </ul>

			<ul style="list-style-type: none"> <li>• Checking of the information on the display board in corridor and class rooms and update the notice and house boards on monthly basis theme wise..</li> <li>• Theme selection for every month and carrying out the suggested activities.</li> <li>• Maintaining the record of achievements of the students of house and maintaining transparency in the result process.</li> <li>• Important announcements in the assembly, planning &amp; preparing students for various activities. For this, the CCA I/c or deputy has to meet Principal to note the next day's announcements.</li> <li>• <b>Important dates shall be collected and be celebrated appropriately with decorum and prior discussion and preparation is required</b></li> <li>• <b>The committee can even suggest Principal for the purpose</b></li> </ul>
14	CS-54 and CS-11 Fees Record <b>(Pay bill, bank list of payment etc checking)</b>	<b>Mr Vakeel singh Ms Raksha Devi Mr Rajesh Mr Naveen Kumar Mr Kewal Krishan.</b>	<ul style="list-style-type: none"> <li>• Maintenance of CS-54 and CS-11 &amp; its verification every month.</li> <li>• The committee is responsible for submitting every month the statements of CS – 54 and CS – 11. The committee is responsible for preparing and submitting CS-54 and CS -11</li> </ul>
15	<b>Teaching Aids &amp; A.V Aids</b> <b>A-Secondary</b>  <b>B-Primary</b>	<b>Sh Kapil Kumar Sh Rajendra Singh Sh Kartar Sh Navin Yadav</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Procurement of Audio Visual and teaching aids as per scheme of PM SHRI School through GEM..</li> <li><input type="checkbox"/> Upkeep of audio visuals and teaching aids.</li> <li><input type="checkbox"/> List of Audio Visual and teaching aids used by the teachers.</li> </ul>
16	<b>Educational Excursion</b> <b>(Planning year calendar &amp; Plan of action)</b> <b>A-Secondary Section</b> <b>B-Primary Section</b>	<b>Smt Raksha Devi Sh Vakeel Sh Akhilesh Rana Sh Kartar Smt Stusti Sharma Sh Rajesh Kumar Meena</b>	<ul style="list-style-type: none"> <li>• Planning of educational tour for different classes as per schedule given by the KVS.</li> <li>• Deciding the places to visit through formal discussions with Principals and submit a report through the register meant for the purpose of excursions to children.</li> <li>• Taking students to local places of educational and tourist interest.</li> <li>• Planning safety measures, communicating parents through DO Letters, charting the buses, contacting the visiting places, taking permissions etc., are the responsibilities of the committee and submitting a final report for modifications and necessary approval.</li> </ul>
17	<b>Photography,</b>	<b>Sh Vikash Juglian Sh Naveen Sh Omesh Sharma</b>	<ul style="list-style-type: none"> <li>• Arrangement of photographer/take photo using mobile or camera for important functions and PM SHRI activities .</li> </ul>

	<b>Press &amp; Bouquet presentations</b>	<b>Smt Khushbu</b> <b>Sh Omprakash Dhaka</b>	<ul style="list-style-type: none"> <li>• Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise.</li> <li>• During the inspections Albums have to be presented to Inspection officers</li> <li>• Prepare news for Activities and send to news paper.</li> </ul>
18	<b>Career Guidance and Counseling</b> <b>(To Plan and fix the dates)</b> <b>A- Secondary</b>  <b>B-Primary</b>	<b>Mr Vakeel Singh</b> <b>Mrs Radha Devi</b> <b>Mr Kapil Kumar</b>  <b>Mr Jitender</b>	<ul style="list-style-type: none"> <li>• Year Planner for counseling sessions shall have to be prepared by secretary of the committee. <b>A minimum of 06 (six) such counseling sessions shall have to be planned and be organized and reporting is mandatory.</b></li> <li>• Collection of information and providing to students. Arrangement of Guest Lectures.</li> <li>• Monthly report has to be submitted on activities undertaken for providing information to the students - Please use a separate register.</li> </ul>
19	<b>Primary Education – (Core committee)</b>	<b>All Primary Teachers including music teacher ,TGT AE,TGT WE ,Library,</b>	<ul style="list-style-type: none"> <li>• <b>Year Planner shall have to be prepared by each head.</b></li> <li>• Planning and preparation Calendar of activities.</li> <li>• Supervision of Primary classes. All the new entries may be supervised with the help of Sr. PRT's &amp; Academic Coordinator &amp; PGT's of the Vidyalaya, so that necessary help can be given to them to understand about CMP work and CCE/Back to basic work/learning outcomes.</li> <li>• Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets binded and display in CMP room. All works related to primary education.</li> <li>• Maintaining CMP &amp; CCE Records, back to basic records. <b>Formation of Committees</b> for various occasion for primary wing for smooth conduct of Primary wing. <b>A monthly report on activities undertaken by the Primary wing.</b></li> </ul>
20	<b>Sports Committee</b>  <b>A- Secondary</b>  <b>B-Primary</b>	<b>Sh Subhash Sharma</b> <b>Sh Naveen Kumar</b>	<p>Planning Vidyalaya sports activities, <b>(Year calendar).</b></p> <ul style="list-style-type: none"> <li>• Monitoring blocks period.</li> <li>• Purchasing required material.</li> <li>• Arrangement of sports meets as per KVS norms.</li> <li>• Planning and conducting Annual Sports Day celebration for 2024-25.</li> </ul>

21	<b>Scout and Guide Cubs and Bulbul</b>	<b>Sh Omesh Sharma</b> <b>All trained Scout master and gu captain.</b>	<ul style="list-style-type: none"> <li>• Registration of units.</li> <li>• Fresh registration for Pravesh, Cubs &amp; Bulbuls etc.</li> <li>• Conducting upgrading camps &amp; celebrations related to Scout.</li> <li>• Taking up Community development and service works once in a month.</li> <li>• Submitting monthly Reports &amp; carrying out other work related.</li> </ul>
22	<b>Subject Committee</b>	<b>In Charge</b>	<ul style="list-style-type: none"> <li>• Every month these committees invariably sit and discuss on agenda that pre-decided and got approved by Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized.</li> <li>• Split up syllabus month wise and teacher wise.</li> <li>• Project work-term wise. Weightage of marks to each topic.</li> <li>• Evaluation scheme. Practical work.</li> <li>• Class room activities and teaching aids. Model question paper.</li> <li>• Identification of slow learners and gifted children and remedial action.</li> <li>• Under achievers / slow learners identification.</li> <li>• Strategy for effective monitoring for students improvements. Educational tour.</li> <li>• Class activities, Exhibition, Exam- PT/MT/HY/SEE.</li> <li>• Preparation of subject magazine.</li> <li>• CCE work, Back to basic files/ Subject enrichment activities and Files of Cycle test/CT/MT/Remideal class test carried out topic-wise by the teachers.</li> <li>• Innovations taken up and the reports thereof.</li> </ul>
1	<b>A-Secondary Science &amp; Maths</b>	<b>Ms Akhilesh Rana</b> <b>Ms Radha Devi</b>	
2	<b>Social Science &amp; EVS, Commerce</b>	<b>Mr Vakeel</b>	
3	<b>Computer</b>	<b>Sh Ajay Hingonia</b>	
4	<b>Hindi</b>	<b>Sh Omprakash</b>	
5	<b>English</b>	<b>Ms Puneet Bains</b>	
6	<b>B-Primary</b>	<b>Sh Jitender</b>	
23	<b>Library Advisory Council</b>	As per KVS Rule	<ul style="list-style-type: none"> <li>• Planning and preparing the books for condemnation.</li> <li>• Supervising the Library activities undertaken by the Librarians and seeking a report on monthly basis.</li> <li>• Raising the requirement of books taking the list from students of classes XI and XII and respective subject teachers.</li> <li>• Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS. Improving library service and its monitoring.</li> <li>• <b>Note: Librarians are to prepare a Yearly planner of activities and submit to Principal.</b></li> </ul>

24	<b>Computer Lab committee Monthly Report &amp; Website updating A-Secondary  B-Primary</b>	Sh Ajay Hingonia Ms Khushbu Sharma Ms Shatakshi sharma Ms Stuti Sharma Mr Rajesh Kumar	<ul style="list-style-type: none"> <li>Update Vidyalaya website once in every fortnight and as when it is required. Updating of Enrollment of students class-wise and section-wise. Staff vacancy position.</li> <li>Computer infrastructure data.</li> <li>Other allied information that is required by KVS.</li> <li><b>Note: PGTs' (Comp. Science) are responsible for the website updating through coordination with respective department heads.</b></li> </ul>
25	<b>Value Education &amp; Integrity Club A-Secondary  B-Primary</b>	Mr Rajesh Kumar Ms Shatakashi Ms Radha Devi	<ul style="list-style-type: none"> <li>preparation of Annual calendar of value based education programs and activities.</li> <li>Conducting of value education program as per KVS guidelines.</li> </ul>
26	<b>Eco Club A-Secondary  B-Primary</b>	Mr Kapil Kumar Mr Omesh Sharma	<ul style="list-style-type: none"> <li>Conducting activities related to the Club.</li> </ul>
27	<b>Literary Club A-Secondary  B-Primary</b>	Ms Puneet Bains Ms Deep Mala  Mr Jitender Mr Navin Yadav	<ul style="list-style-type: none"> <li>Conducting activities related to the Club as per PM SHRI School Scheme and purchase for article through GEM.</li> </ul>
28	<b>Science Club/Circle</b>	Mr Akhilesh rana Ms Raksha Devi Mr Ankush Sharma	<ul style="list-style-type: none"> <li>Conducting activities related to the Club as per PM SHRI School Scheme and purchase for article through GEM.</li> </ul>
29	<b>Math's Club/Circle</b>	Ms Radha Devi Mr Rajesh Kumar Meena	<ul style="list-style-type: none"> <li>Conducting activities related to the Club as per PM SHRI School Scheme and purchase for article through GEM.</li> </ul>
30	<b>Primary Resource Room/CMP/FLN/Nipun Etc</b>	Mr Jitender All primary Teachers	<ul style="list-style-type: none"> <li>The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing.</li> <li>Planning of CMP room usage by PRTs'.</li> <li>Exploring resources planning and developing room to ensure strengthen of primary education.</li> <li>Acquiring material, teaching aids, CD's books, play material etc., to display in the CMP so as to make it a better resource room.</li> </ul>

			<ul style="list-style-type: none"> <li>• Re-charging of Dish TV activation and prepare a plan to show film shows live on Dish TV</li> <li>• Planner has to be submitted by the Committee.</li> <li>• <b>Monthly Report</b> Submitting a report on activities taken up.</li> </ul>
31	<b>AEP – planning &amp; conducting a minimum of 6 sessions in each term</b>	Mr Ankush Sharma Ms Raksha Devi Ms Sujeeta Ms Deep Mala	<ul style="list-style-type: none"> <li>• Organizing PT meeting, creating awareness among parents and children about the changes in adolescent (adult) stage, Awareness about sexual diseases, Solution for stress related problems. Planning, Preparation and conducting the programs.</li> <li>• Every 10<sup>th</sup> of month AEP classes are to be conducted on core issue. Submitting a <b>monthly report</b> to Principal.</li> </ul>
32	<b>Result Moderation</b>	Sh Ajay Hingonia All Subject comm.convener	<ul style="list-style-type: none"> <li>• To decide the hard and difficult cases. Formulating the criteria to decide class wise result of border case.</li> </ul>
33	<b>Hygiene and Sanitation (Cleanliness of vidyalaya and Surroundings) And Drinking water</b>	Ms Akhilesh Rana Ms Raksha Devi Ms Sujeeta Kumari Mr Kapil Kumar Mr Rajesh Kumar Ms Stuti Sharma Mr Kartar	<ul style="list-style-type: none"> <li>• Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly.</li> <li>• Submitting Monthly report on observations.</li> <li>• The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets.</li> <li>• Please ensure that, the labours use disinfectants. Keep the contact number of the contractor responsible for and update him with the problems observed. The undersigned is confident on the team constituted as they execute the work promptly.</li> <li>• Once in every week, the committee shall go round the Vidyalaya exterior view and find <b>out the growths in the wall and the surroundings.</b></li> <li>• Plan the cleaning campaign and get the work done with the help of contractor / Labour.</li> <li>• Submit the requisition and report on the work completion.</li> </ul>
34	<b>Beautification &amp; Garden</b>	Mr Ankush Sharma Ms Raksha Devi Ms Deepmala Mr Naveen Yadav	<ul style="list-style-type: none"> <li>• Garden maintenance observation and making suggestions to gardener.</li> <li>• Monthly review of garden and suggestions to improvement.</li> </ul> <p><input type="checkbox"/> Submitting of monthly review of garden &amp; Beautification of Vidyalaya.</p> <p><input type="checkbox"/> Raising the requirement for Garden and Vidyalaya beautification.</p>

35	<b>Students' council committee</b>	Mr Omprakash Ms Puneet Bains Mr Rajesh Kumar Mr Omesh Chander All house master	<ul style="list-style-type: none"> <li>• Planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya.</li> <li>• Review of Attendance registers once in every 15 days and communicating.</li> <li>• Syllabus coverage from classes VI to XII once in a month.</li> </ul>
36	<b>Exhibitions Committee – Teri Green Olympaid Inspire NCSC RBVP</b>	Mr Akhilesh Rana Ms Raksha Devi Mr ankush Sharma	<ul style="list-style-type: none"> <li>• Plan the exhibition themes and models in advance and start synopsis preparation.</li> <li>• Conduct mock exhibition well before the exhibitions scheduled as per KVS.</li> <li>• Decide the best models and the suggestions for improvement.</li> <li>• Get the new models ready before the exhibition to begin.</li> <li>• <b>Note:</b> As far as Science exhibition is concerned, the In charge teacher will discuss with Principal on all the modalities to be observed and record in the Science department minutes register.</li> </ul>
37	<b>Exhibitions Committee – Social Science EBSB Kala Utsav</b>	Mr Vakeel Singh Mr Kapil Ms Deep mala Mr Rajendra Singh Mr Omesh Sharma Ms Stuti Sharma	<ul style="list-style-type: none"> <li>• Plan the exhibition themes and models in advance and start synopsis preparation.</li> <li>• Conduct mock exhibition well before the exhibitions scheduled as per KVS.</li> <li>• Decide the best models and the suggestions for improvement.</li> <li>• Get the new models ready before the exhibition to begin.</li> <li>• <b>Note:</b> As far as Social Science exhibition is concerned, the Incharge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register.</li> </ul>
38	<b>Reception &amp; Refreshment Committee for all the occasions</b>	Ms Raksha Devi Ms Radha Devi Ms Sujeeta Kumari Mr Navin Yadav Mr Pradeep Mr Desh Raj	<ul style="list-style-type: none"> <li>• The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection.</li> <li>• Refreshment procurement and arrangement is another vital responsibility shall be done meticulously.</li> <li>• Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events.</li> <li>• <b>The entire infrastructure required</b> (spoons, plates, cups, saucers, drinking water etc.) for smooth conduct of refreshment distribution</li> </ul>

			<p>though proper work distribution amongst is the main responsibility to be executed meticulously.</p> <ul style="list-style-type: none"> <li>• <b>Note: 11<sup>th</sup> hour planning or doing be avoided</b> for important events. All the events that go with external guest are always important and shall go without any hiccups. <b>Postponing is bad attitude, so avoid it.</b></li> </ul>
39	<p><b>Vidyalaya Magazine and</b></p> <p><b>Quarterly News Letter for Primary Committee</b></p>	<p>Mr Ompraksh Ms Puneet bains Ms Deepmala Ms Rajesh Kumar Mr Jitender Yadav</p> <p>Mr Jitender Yadav Mr naveen Kumar Mr Kartar</p>	<ul style="list-style-type: none"> <li>• Overall Planning of the magazine collection as per fixed schedule.</li> <li>• Collect the materials and keep updating them periodically.</li> <li>• Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/officers/officials retiring from services shall have a space to be part of Vidyalaya Magazine.</li> <li>• The magazine collection and compilation work shall be completed before 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.</li> <li>• <b>Every quarterly the Newsletter has to go to Regional Office to update them on the work &amp; conduct of the Vidyalaya primary wing</b></li> </ul>
40	<p><b>R.T.I &amp; Parliament Questions Reply</b></p>	<p>Mr Anil Kumar Mr Divtej Mr kewal Krishan</p>	<ul style="list-style-type: none"> <li>• To attend the quarries made under RTI and ensure their response is made on or before the stipulated date.</li> <li>• Collect data/information to be incorporated in the reply of such letters.</li> <li>• The members and I/C to keep them updated with the rules and procedures regarding RTI act.</li> </ul>
41	<p>राजभाषा कार्यान्वय समिति <b>Raj Basha Committee</b></p>	<p>Mr Omprakash Ms Raksha Devi Mr Rajendra Singh (skt)</p>	<ul style="list-style-type: none"> <li>• Periodical reports shall be prepared as per the schedule and without any reminder from Head of the Institution. So, the committee requires some plan on Raj Basha implementation.</li> <li>• So, Year planner may be prepared for the purpose.</li> <li>• Hindi Pakhwada has been the sole work, we do for Raj Basha.</li> <li>• So, the committee is responsible to plan some more activities prior to Hindi Pakhwada and conduct through Hindi classes and CCA activities and CCE activities so that, the report sent to KVS about the Raj Basha implementation will be decorative and acceptable.</li> </ul>

			<ul style="list-style-type: none"> <li>• Every month a test on intricacies of Rajbasha has to be conducted for teachers.</li> </ul>
42	<b>TA/DA, Medical, CEA &amp; LTC bills settlement committee</b>	Mr Anil Kumar Mr Akhilesh Rana Ms DeepMala Mr Vakeel	<ul style="list-style-type: none"> <li>• The committee will maintain a register and record month-wise Submission of bills.</li> <li>• The committee will maintain a record month-wise settlement of bills in the same register.</li> <li>• The committee shall be held responsible if, they do not follow the DOPT orders and admissibility criteria in settlement of bills.</li> <li>• The committee will make settlement of bills either based on 7<sup>th</sup> pay commission rules.</li> <li>• In the event they follow 7<sup>th</sup> Pay commission rules, every TA/DA claim shall have proper bills and vouchers duly numbered indicating the number of pages given / enclosed with TA/DA bill.</li> <li>• After settlement, concerned employee shall be called and be shown the settlement for transparency and to redress his/her grievance.</li> </ul>
43	<b>Income Tax and Form 16</b>	Mr Anil Kumar Mr Akhilesh Rana Ms DeepMala Mr Vakeel	<ul style="list-style-type: none"> <li>• The committee will maintain a register and record month-wise collection of income tax.</li> <li>• The committee will coordinate with office and CA who is looking after the Vidyalaya income tax work and ensure submission of all the documents.</li> <li>• The committee has to review the income tax collection and challan submissions every month and record the SBI challans with challan numbers and dates.</li> <li>• The committee is authorized to speak to CA and note down the procedure of completing the work of Income tax.</li> </ul>
44	<b>T.C preparation Committee</b>	Mr Rajesh Kumar Mr Vikas Juglain Mr Divtej Mr Kewal	<ul style="list-style-type: none"> <li>• The committees for Primary and Secondary are responsible to prepare and verify amongst and submit the completed TCs for Principal's signature.</li> <li>• <b>If one member of the committee prepares the T.C then other member will check the data entered and sign in checkers column.</b></li> <li>• The committee is required to check the details such as – <b>fee payment; no dues of all departments / class teacher signature with date and Name.</b></li> <li>• <b>TCs' are vital documents of a child's life. So, committee is required to be very careful while writing the data in T.C books of KVS.</b></li> </ul>
45	<b>Parent Teacher Meeting</b>	Exam Committee & all Class Teachers & Co-Class Teachers	<ul style="list-style-type: none"> <li>• To plan for periodical meetings with the parents.</li> <li>• To invite the parents well in time and to ensure their presence.</li> </ul>

	Meeting to be called in after each exam or May/July/Sept/Nov/Jan		<ul style="list-style-type: none"> <li>To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A.</li> <li>To plan for personal discussion with the parents of slow-learners for improvement.</li> <li>To invite parents for their presence during important celebrations in the KV.</li> <li>Month-wise report on meetings conducted shall be submitted to Principal. It is mandatory.</li> </ul>
46	<b>Grievance Committee</b>	Mr Ajay Hingonia Ms Anil Kumar Ms Sujeeta Kumari Ms Raksha Devi Ms Stuti Sharma	<ul style="list-style-type: none"> <li>To periodically open suggestion box at least once in a months.</li> <li>To keep a record of suggestions or grievances received from the students, staff or parents. To maintain the minutes of the meetings.</li> </ul>
47	<b>Sexual Harassment &amp; Gender Sensitization Committee</b>	As Per ICC regional Level Smt Raksha Devi Smt Deep Mala Smt Radha Devi Sh Akhilesh Rana VMC member (Teacher Rep.)	<p>Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.</p> <ul style="list-style-type: none"> <li>Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment; Recommend appropriate punitive action against the guilty party to the Principal.</li> </ul>
48	<b>Staff room display</b>	Ms Sujeeta kumari Mr Omesh Chander Ms Stuti sharma Ms Naveen Kumar	<ul style="list-style-type: none"> <li>To maintain staff room neat and clean.</li> <li>To look after the proper management of Staff room and its requirements.</li> </ul>
49	<b>Alumni Association</b>	Mr Akhilesh Rana Mr Vakeel Ms Raksha	<ul style="list-style-type: none"> <li>To maintain proper records of alumni of the Vidyalaya.</li> <li>To arrange alumni meet in the Vidyalaya by discussing with the undersigned.</li> </ul>
50	<b>Olympiads (Science &amp; Maths) &amp; VVM/NCSC/IAPT</b>	Mr Anil Kumar Mr ankush Sharma Mr Akhilesh rana	<ul style="list-style-type: none"> <li>To conduct all the Olympiads smoothly.</li> <li>To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya.</li> </ul>
51	<b>Disaster Management:</b>	SH Ajay Hingonia All class teachers	<ul style="list-style-type: none"> <li>Mock Drills &amp; awareness programme to be organized twice a year i.e. April &amp; Oct</li> </ul>

52	<b>Staff Club</b>	To be nominate by Staff	<ul style="list-style-type: none"> <li>Welcome / farewell party to the new / outgoing staff and welfare activities to be organized.</li> </ul>
53	<b>Teacher's Lunch time duty Chart prepration</b>	Allotted Separately	<ul style="list-style-type: none"> <li>To depute teachers on duty during lunch time for the safety and security of students.</li> <li>Teachers on duty will be totally responsible for the safety and security of child in the ground and in the Vidyalaya premises.</li> </ul>
54	<b>Achievement register maintenance &amp; Updating</b>	Mr Rajes kumar Ms deep mala Ms Sujeta Kumari	<ul style="list-style-type: none"> <li>To maintain proper records of Vidyalaya Achievement.</li> <li>To provide information regarding Vidyalaya achievement to RO and HQ whenever it is needed.</li> </ul>
55	<b>Morning Assembly</b>	Ms Stuti Sharma Ms Puneet Bains Mr Subhash Sharma Mr Omprakash	<ul style="list-style-type: none"> <li>To plan the morning assembly programmes and allots the duty to the concerned H.M/ C.T. In addition, to check their preparation of the programme before presenting in the morning assembly.</li> <li>Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her.</li> <li>To provide a greeting card &amp; toffee &amp; all students have to wish them by presenting birthday song.</li> <li>Any other related work <b>VALUE EDUCATION</b></li> <li>To prepare compact programme for developing good habits and moral value among the students.</li> <li>To encourage the students on the observation of good habits &amp; behavior and award them</li> </ul>
56	<b>VMC ,VEC ,Staff Meeting etc &amp; recording of the minutes &amp; Monthly DO to Ro.</b>	Ms Deep Mala Mr Rajendra Singh TGT Skt Mr Khushbu Mr Ankush Sharma Sharma	<ul style="list-style-type: none"> <li>To record the minutes of all staff meetings, P.T.A. meetings, X &amp; XII class P.T.A. meetings and to maintain records / files of the same.</li> <li>To note down all important events/functions etc. held in Vidyalaya.</li> <li>To prepare by monthly newsletter and to send to RO and other Officials of KVS.</li> </ul>
57	<b>Fee concession &amp; RTE</b>	Mr Vakeel	<ul style="list-style-type: none"> <li>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 <b>in a register and submit every month for a review of Principal</b></li> </ul>
58	<b>Escort duty chart</b>	Mr Subhash Mr Omprakash Mr Vakeel Mr Ajay Hingonia	<ul style="list-style-type: none"> <li>The committee will function under the supervision of Academic co-ordinator.</li> <li>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.</li> </ul>

			<ul style="list-style-type: none"> <li>• As and when a programme is conducted, and then this committee shall plan for escort duty.</li> <li>• 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</li> <li>• No repetition of duties allowed until all the teachers are over.</li> </ul>
59	School building	Sh Pradeep Sh Desh Raj	•
60	PM SHRI procurement and Data Handling i.r.o PM SHRI School.	Sh Ankush Sharma. Sh Anil Kumar Sh Omprakash Sh Ajay Hingonia Mr Vakeel Singh Ms Khusbhu Sharma Mr Naveen Kumar	•

#### 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 2024-25 as per allotment given and submit a copy to the Principal by 31<sup>st</sup> July 2024 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.
6. **All these committees will come in force from 22.07.2024 till 31<sup>st</sup> March 2025**

**Anil Kumar**  
**(PRINCIPAL)**