

KENDRIYA VIDYALAYA PATRATU**LIST OF COMMITTEE MEMBERS AND THE DUTIES 2023-24****Coordinator: - Shri Amod kumar Singh seniormost PGT**

SI No	Committee	Members	Designation	Duties
1	Academic Council	Mr. P.K.Mathur	PGT Hist	1. To guide, suggest and chalk out all action plan for academic activities.
		Mr. Rahul	PGT Econ	2. To plan the Split-up of syllabus subject wise and class wise on or before 31st March and check the monthly completion of syllabus.
		Shri D H Tigga	PGT Maths	3. To list the weak students on the basis of session ending examination result and prepare action plan on or before 05th April and to ensure its implementation.
		Dr. Vineeta parmar	TGT (Sc)	4. To monitor the special time-table during all holidays, breaks (Autumn & Winter) and vacation as per action plan.
		Mrs Nikki Srivastava	PRT (Music)	5. To maintain class wise and subject wise monthly academic performance analysis.
		Ms.Pooja Kumari	PRT	6. Collection & distribution of study material.
				7. Letter preparation and dispatch.
2	Administrative council	Mr. Amod Kumar	PGT Comp	1. Maintain appropriate standards of conduct of students, including expelling, dismissing, suspending, and to levy penalties for disciplinary violations, subject to procedures of due process.
		Mr. P.K.mathur	PGT Hist	2. Coordinate and manage institutional advancement programs.
		Mr.J.K.Singh	TGT PHE	3. Ensure institutional resources are used in the most effective and efficient ways.
		Dr. Vineeta parmar	TGT Sc	4. To assist in all other administrative works.
		Mrs. Nikki Srivastava	PRT (Music)	
3	Admission	Mr. Amod Kumar	PGT CS	1. To plan& complete admissions as per KVS guidelines.
		Mr. D.H.Tigga	PGT (Maths)	2. To keep ready admission forms, prospectus well in advance. To issue & collect the admission registration form.
		Ms. Monika	PRT	3. To Co- ordinate with exam dept to conduct tests, if any for admissions required for fresh admission.
		Ms.Pooja Kumari	PRT	4. To make the entries in Admission register.

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4	Examination	Mr. Rahul	PGT Econ	1. To conduct Formative and Summative Assessments/ Exam and Supplementary Exams as per KVS Norms.
		Mr. D H Tigga	PGT (Maths)	2.To maintain all exam related Records
	i) Internal	Mrs Anupa Kerketta	TGT (Eng)	3.Preparation of Result Analysis for classes VI to IX and class XI as per KVS direction
		Ms.Pooja Kumari	PRT	4. Collecting & sending marks statement of transferred students from VI to XII.
		MS Jyoti Sherawat	PRT	
	ii) CBSE and External	Mr. D H Tigga	PGT (Maths)	1. Correspondence with CBSE
		Mr. Rahul	PGT Econ	2. To conduct Monthly tests/PBs for class X/XII and CBSE examinations.
		Mr. Amod Kumar	PGT CS	3. Online registration for class IX / XI and CBSE related matters.
				4.CBSE Result Analysis for classes X and XII
				5.To conduct PT Meeting for class XII
				6. To conduct all competitive examinations as per need &necessity.
5	Time Table	Mr. K.S. Jeet	PGT Phy	1. To prepare the Timetable as per KVS Norms- Class wise, Teacher wise and Day wise.
		Mr. P.K.Mathur	PGT Hist	2. To make Daily arrangements for the teachers on leave.
	Mr. Arun Kumar	PGT-Geog	3. In- charge for certifying expenditure incurred on the engagement of part time teachers on contractual basis.	
	Mrs. Nikki Srivastava	PRT (Music)	4. To ensure ringing of the bell in time.	
	Ms.Mannu Arorda	PRT		
	Ms. Monika	PRT		
6	CCA	Ms. Nandita Horo	PGT Bio	1.To divide students into four Houses
		Mrs. Anupa Kerketta	TGT-Eng	2.To selection of House Captains and conduct Investiture Ceremony
		Ms. Monika	PRT	3. To prepare the calendar of Co- Curricular Activities for the ensuing year & implementation as per plan.
		PRT	PRT	4. To ensure the presentation of quality Morning Assembly Program.
		PGT Eng	PGT Eng	5. To maintain Record of the Morning Assembly presented by the classes.
		Sh J K Singh	TGT (PET)	6. To celebrate important festivals and days.
		Mrs Nikki Srivastava	PRT (Music)	7. To send ATR to RO as per the requirement

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7	Club activities	Mr.K.S.Jeet	PGT-Phy	1. To prepare annual plan for clubs.
		Ms. Nandita Horo	PGT Bio	2. To prepare class wise magazines at least one in each subject.
		TGT Hin		3. To conduct the activities and record the same.
	i) Readers Club	Mrs. Anupa Kerketta	TGT-Eng	1. To organize spell bee contest, reading contest, quiz, storytelling, meet the author, Book Exhibitions, presenting book review.
		PGT-Eng	PGT Eng(Con)	2.To record all the activities conducted and to submit weekly report to the I/c.
		Sh Sanjeev Tirkey	TGT (Library)	
		Language teachers		
	ii) Health Club	Ms. Nandita Horo	PGT-Bio	1. To prepare a plan for student's health checkup twice in the session by authorized Medical Officer.
		Mrs.Neelam Srivastava	TGT WET	2. To make available stock of First Aid.
		Mrs. Jyoti sharawat	PRT	3. A special care must be taken for girl students as per their natural need.
		PRT	PRT(Cont)	4. To organize expert talks related to health & hygiene.
				5. Maintenance of drinking water.
	iii) Eco	Ms. Nandita Horo	PGT-Bio	1.To organize nature camps
		Mr.Arun Kumar	PGT Geog	2. To maintain green space.
		Dr. Vineeta Parmar	TGT SC	3. Segregation of wastes into degradable and non-biodegradable.
		Ms.Mannu Arora	PRT(Cont)	4. To record all the activities conducted and to submit weekly report to I/c.
	iv) Art & Culture	Shri O.P.Gupta	TGT-AE	1.To organize drawing ,painting and poster making competitions
		Mr. P.K.Mathur	PGT Hist	2. To prepare students for competitions at various levels.
		PGT HINDI	PGT Hindi	3. To instill patriotic values through cultural program.
		Mrs. Anupa Kerketta	TGT ENG	
		Mrs. Nikki Srivastava	PRT	

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	v) AKAM & EBSB	Mr. P K. mathur	PGT Hist	1. To conduct all the activities as per KVS guidelines and to sent the report to the Regional Office and KVS HQ as and whenever required.
		Dr. Vineeta Parmar	TGT SC	
		Mrs. Anupa Kerketta	PGT English	
		Mrs. Neelam Srivastava	TGT (WE)	
		Mr.O.P.Gupta	TGT-AE	
		Mrs. Nikki Srivastava	PRT (Music)	
8	Raj Bhasha	PGT Hindi	PGT Hindi	1.To attend to correspondence (KV letters with in the time frame) in Hindi
		TGT-Hindi	Contr	2. To follow policy guidelines.
		Gaurav Kundu	JSA	3. To promote the usage of Hindi.
9	Scouts	Mr. Rahul	PGT ECO	1. Coordinating all scouts & guides activities at local, cluster, regional and national levels.
		Mr.D.H.Tigga	PGT Math	2. To prepare S/G activity plan with tentative date & months for organizing activities.
		Mr. O.P.GUPTA	TGT-AE	3. To select student for scout & guide enrolment.
		Mr.Sanjeev Tirkey	TGT Lib	4. To make arrangements for proper training of the students.
	Guides	Ms. Nandita Horo	PGT Bio	
		Ms.Puja Kumari	TGT Math	
		Ms. Pooja Kumari	PRT	
10	Educational Tours	Mr. Amod Kumar Singh	PGT CS	1.To plan the excursion/ Field trips
		Mr.D.H.Tigga	PGT Math	2. To decide the place, make arrangement for conveyance.
		Ms. Monika	PRT	3. Estimate the amount to be collected from students.
	Adventure activities	Mr. P.K.Mathur	PGT Hist	4.Keep the willingness form ready
		Mrs. Puja Kumari	TGT-Math	5.Arrangement of refreshments
				6. Documentation of expenditure

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11	Education	Miss Nandita Horo	PGT BIO	1.To coordinate and conduct adolescent education program in the school
		Dr. Vineeta Parmar	TGT SC	2.To attend all NAEP programs and to send monthly reports to KVS
		Mr.P.K.Mathur	PGT Hist	3.to hold Guidance and Counselling program in the school
		Mrs.Puja Kumari	TGT Math	4. Career Guidance Program.
12	Photography	Shri O.P. Gupta	TGT AE	1. To take photographs of all important functions/ occasions/ events including morning assembly program
		Mr.P.K.Mathur	PGT Hist	2. To upload on the website.
		Dr. Vineeta Parmar	TGT SC	3. To take prints and make albums
				4. To display on the display boards
				5. To take the photographs into stock & maintain it.
13	Library Committee	Mr. Sanjeev Tirkey	TGT Lib	1. To purchase the required books, daily, journals, periodicals and magazines etc.
		Mr.K.S. Jeet	PGTPhy	2. To find out the requirements of books from various faculties in the beginning of the year.
		Mr. P.K. Mathur	PGT Hist	3. To select two student representatives.
		Mrs. Anupa Kerketta	TGTEng	4. To coordinate the NIE program.
		TGT-Hindi -1	TGT-Hindi	
		Mrs.Nikki Srivastava	PRT (Music)	
14	Sports Committee	Mr. J.K.Singh	TGT-PH&E	1. To plan and conduct Vidyalaya, regional & national level sports activities for both primary & secondary.
		Mrs.Neelam Srivastava	TGT WE	2. To conduct mini sports meet & sports day celebrations.
		Mr. O.P.Gupta	TGT AE	3. To train the students for various games and sports
		Ms.Monika	PRT	
			PRT	
15	P T A Meeting	MR.P.K.Mathur	PGT Hist	1. To organize PT meeting periodically.
		Mr. Rahul	PGT Eco	2. To send information to parents.
		Ms.Jyoti Sharawat	PRT	3. To keep record of PT meeting class wise and prepare consolidated report.

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16	Purchase and	Mr. Amod Kumar	PGT CS	1. To estimate the requirements in the beginning of the academic year.
		Mr.J.K.Singh	TGT PH&E	2. To procure the required items following the purchase procedure
		Mr.O.P.Gupta	TGT AE	3. To take into stock
		Mrs.Nikki Srivastava	PRT (Music)	4. To conduct meeting for condemnation of materials, prepare the minutes and submit it thereafter for the approval of VMC.
17	Furniture	Mr. O.P. Gupta	TGT Math	1. To supervise the use of furniture by the students.
		Mrs. Puja Kumari	TGT AE	2. To plan for repair & purchase of furniture for students & staff in various classrooms & departments as per requirement & budget.
		Mr.J.K.Singh	TGT PH&E	3. To clear / get shifted the unutilized furniture
		Ms.Jyoti Sharawat	PRT	4. To get classroom black boards, name boards, etc. painted and maintained.
	Publications	Dr. Vineeta parmar	TGT Science	1. To note down all important events / functions etc. held in the Vidyalaya.
18		Mrs Anupa kerketta	TGT English	
	i. Student Diary	Mr. Rahul	PGT Econ	2. To record and maintain all achievements of students in chronological order by collecting information from primary and secondary CCA I/C.
		PGT Eng	TGT Sc	3. To coordinate all publication works of the vidyalaya.
	ii. School Magazine	Dr. Vineeta Parmar	TGT Sc	1. To collect and edit articles and publish Vidyalaya magazine.
		Mrs. Anupa Kerketta	TGT Eng	2. To Maintain a diary of events, keep photos and documents of various activities
		Ms. Mannu Arora	TGT ENG	
		Language teachers	PRT	
	iii. News letter	Mrs. Nikki Srivastava	PRT (Music)	1. To prepare Bimonthly newsletter and to send to RO and other Officials of KVS.
		Ms. Jyoti Sharawat	PRT	2. To Maintain a diary of events, keep photos and documents of various activities
		Miss . Mannu Arora		
		Ms.Pooja Kumari	PRT	

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	(iv) Class/	Mrs. Nikki Srivastava	PRT (Music)	1. To collect and edit articles and publish Class magazines.
		Ms. Mannu Arora	PRT	
		Ms. Monika	PRT	
	(v) Certificates, Invitation cards,	Mr.O.P.Gupta	TGT AE	To plan & prepare certificates, invitation cards and IDs based on the requirement by following the KVS procedures.
		Mr.P.K.Mathur	PGT Hist	
		Dr. Vineeta Parmar	TGT SC	
19	FIT India	Mr.J.K.Singh	TGT PH&E	1. To conduct all the activities under FIT India Movement and to send the report to RO
		Mrs. Puja Kumari	TGT Math	
		Ms. Monika	PRT	
		PRT	PRT	
20	Maintenance	Mrs.Neelam Srivastava	TGT WE	1.Utilization of funds allocated by KVS towards maintenance of staff quarters
	Civil	Mr. J.K.Singh	TGT PH&E	2. Report & get the required work of urgent nature done.
	Electrical	Mr.O.P.Gupta	TGT AE	3. Maintenance /Repair of basic requirements in the campus for both civil & electrical
	Cleanliness	Mrs. Jyoti sharawat	PRT	4. Purchase of essential materials required to complete all assignment in time.
	Security			5. To ensure proper utilization of water and electrical power.
21	Arrival/Departure/ Lunch Time Supervision/Transition Period/ Morning Assembly Supervision	Mr. K.S. Jeet Mr.P.K.Mathur Mrs.Nikki Srivastava Ms. Monika	PGT Phy PGT Hist PRT (MUSIC) PRT	1. Teacher I/c to prepare the daily duty chart on rotation basis. 2. To ensure the safety and security of the students during lunch time by mainting proper discipline. 3. To monitor parents' and students' movement during lunch break

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22	Floor monitoring	Mr.P.K.Mathur	PGT Hist	1. To monitor student movement and discipline in the area allotted.
	Wing In charge			2. To check and report the classes without teacher to time table in charge.
	i. Ground Floor	Mr. J.K.Singh	TGT PH&E	3. To report any repair work (Civil / Electrical) to the teacher I/C
	ii. 1st Floor (Right wing)	Mr. Arun Kumar	PGT Geog	4. To ensure the safety and security of the students of the particular wing/ building
	iii. 1st Floor (Left wing)	PGT Chemistry	PGT Chemistry	
23	Private Agency	Mrs. Neelam Srivastava	TGT WE	1. To supervise the duty, change of security guards and their availability.
	i) Security	Mr. O.P.Gupta	TGT AE	2. Movement of students outside school during school hours.
		Mr. J.K.Singh	THT PH&E	3. Maintenance of permission slips for students for outside movement.
				4. To verify and certify the bill submitted by the agency.
	ii) Gardening (Harith Vidyalaya Team)	Ms. Nandita Horo	PGT Bio	1. To monitor the work and attendance of laborers provided by agency.
		Mr. O.P. Gupta	TGT SST	2. To verify and certify the bill submitted by the agency.
			TGT AE	3. Maintenance and monitoring of garden and aquarium.
				4. Beautification and horticultural development of the school campus.
	iii) House keeping (Swachh Vidyalaya Team)	Mrs. Neelam Srivastava	TGT WE	1. To monitor the work and attendance of laborers provided by agency.
		Mr.O.P.Gupta	TGT AE	2. To verify and certify the bill submitted by the agency.
		Mr.J.K.Singh	THT PH&E	3. To inspect day to day sanitation condition.
		Mr. Sanjeev Tirkey	TGT Lib	4. To check the cleanliness of corridors, toilets.
				5.To maintain sanitation report and review periodically
			6. To report repair work (Civil / Electrical) to in charge.	
			7. Maintenance of Aqua guard, Water cooler cum purifier and to ensure the availability of clean drinking water.	
			8. To collect feedback from student council members and take measures for improvement.	

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24	ICT/CAL/TAL/	Mr. Amod Kumar	PGT CS	1.Maintenance and repair of computers
		Mr. D.H.Tigga	PGT Math	2.Updating the Vidyalaya Website
		Ms. Mannu Arora	PRT	3. To monitor and maintain record of e-class rooms, ICT/CAL/TAL classes.
		MR. GAURAV KUNDU	JSA	4. To Update Saransh portal with the help of Class teachers of IX-XI
25	Teaching Aids	Mr. Arun Kumar	PGT Geog	1. Purchase and maintenance of Teaching Aids.
	Audio Visual aids	Ms.Pooja Kumari	PRT	2. To Ensure the usage of Audio- Visual and Teaching aids.
				3.To issue Audio- Visual aids to all the departments as per their requirement
				4. To maintain record of use of teaching aids by teachers.
26	PA System	Mrs. Neelam Srivastava	TGT WE	To keep the PA system in good condition for the Morning Assembly and other important occasions/ program.
		Mr.O.P.Gupta	TGT AE	
		Ms.MoniKa	PRT	
27	Subject Conveners	Primary	Secondary	1. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance.
	i) English	Ms. Mannu Arora	Mrs.Anupama	2. To check class wise monthly academic performance analysis & discuss for further course of action.
	ii) Hindi/ Sanskrit	Ms.Monika	Mrs.Usha Rai	3. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay.
	iii) Maths	Ms.Pooja Kumari	Mr.D.H.Tigga	4. Prepare the report on last working day of every month & submit it to Principal.
	iv) Science/ EVS	Ms.Jyoti Sharawat	Mr. K.s.Jeet	5. To keep a vigil on class wise progress of subject.
	v) S Sc		Mr. P.K.Mathur	6. To plan activities like science exhibitions, seminars, field trips, film shows, talks, etc. related to the subject concerned.
	vi) Misc.		Mrs. Neelam	

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28	Laboratories			1.Purchase of Lab equipment
	i) Physics	Mr. K.S.jeet	PGT Phy	2. Conduct of practical as per split up syllabus.
	ii) Chemistry	Mr. K.S.jeet	PGT Phy	3.Maintenance of laboratories
	iii) Biology	Ms.nandita Horo	PGT Bio	4. Display of prescribed practical in the lab.
	iv) Computer Lab	Mr.Amod Kr.Singh	PGT Com	
	v) Geography lab	Mr.Arun Kumar	PGT Geo	
	vi) English lab		PGT Eng	
	vii) Maths Lab	Mr.D.H.Tigga	PGT Mat	
	viii) Jr Sci Lab	Dr.Vineeta Parmar	TGT Sc	
	ix) ATL LAB	Dr.Vineeta Parmar	TGT SCI	
	x) SKILL HUB	Mr. Amod K. Singh	PGT CS	
29	Anti-sexual harassment			1. To address grievances received from the students, staff or parents on sexual harassment.
		Mrs.Neelam Srivastava	TGTWE	2. To maintain a register to enter all the details pertaining to complaints.
		Dr.Vineeta Parmar	TGT Sc	3. To conduct meeting on every Wednesday.
		Mrs.Nikki Srivastava	PRT (MUSIC)	4. If there are no complaints the same should be recorded in the register.
		Mrs Anupa kerketta	TGT English	5. If any case is received the matter should immediately be brought to the notice of Chairman VMC and DC KVS RO.
30	Complaint box & Grievance			
		Mrs Anupa kerketta	TGT English	1.To keep a record of suggestions or grievances received from the students, staff or parents
		Mrs. Puja kumari	TGT Math	2. To maintain a register to enter all the details pertaining to complaints.
		Ms. Monika	PRT	3. To conduct meeting on every Wednesday.
				4. If there are no complaints the same should be recorded in the register.
31	Alumni	Mr. Amod K. Singh	PGT CS	1.To coordinate with the Alumni association
		Mr. D.H.Tigga	PGT Math	2. To collect, maintain the data of students joining various professional colleges.

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32	CS 54	Mr. D.H.Tigga	PGT Math	1.To check the fee entries in the attendance register/ Quarter
		MR. Ajay Kumar		
		Mrs.Puja Kumari	TGT Math	2. To collect and record the particulars of students availing fee concessions.
33	Partnership with	Mr. Amod K. Singh	PGT CS	1. Identification of a government school in the neighbourhood.
		Mr.Rahul	PGT Econ	2. To constitute a Joint Action Committee.
		TGT Hindi		3. List out the areas where resource sharing may be done.(Scholastic- 2 and Co scholastic-1)
				4. Preparation of joint action plan for submission and approval of the DC.
				5. Implementation of the activities.
				6. Submission of periodical report.
34	Discipline	Mr. J.K. Singh	TGT PH&E	1.Checking of Late coming students
		Mr.P.K.mathur	PGT Hist	2. Maintaining register and informing parents.
		Mrs. Anupama Kerketta	TGTEng	3. To monitor student activities in the school premises.
		TGT Hindi		4. To maintain record of students with aggressive behavior.
		All Class teachers		5. To check nails/uniform/hair of students
35	Child Rights Protection Cell	Mrs. Neelam Srivastava	TGT WE	1. Understand children's rights as human rights and create such awareness in the teacher community as well.
		Mrs. Nikki Srivastava	PRT (MUSIC)	2. Disseminate positive reinforcement techniques like dialogue and counselling to discipline children.
		Mr. P.K. Mathur	PGT Hist	3. Ensure that no corporal punishment happens in the school.
				4. Take effective steps to stop negative stereotyping and discrimination.
				5. Involve children in organising events.
				6. Ensure that there is regular PTM to inform the parents on child's overall development and not just the academic progress.
				7. Ensure that no child is neglected, abused and exploited anywhere in the school premises.

