**Kendriya Vidyalaya Dantewada – Committees 2022-23**

**ASSIGNED DUTIES W.E.F. 01.04.2022**

 **Duties & Responsibilities**

1.As per Central. Govt. Directives. Covid -19’ 2.KVS – Education code & Accounts Code.

3.CBSE Notifications. 4. State Govt /Local Govt. Directives.

5. Circulars, Latest & Guidelines of KVS HQ/RO/CBSE/NCERT /ZIET:

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| Sl.No | **Name of the Committee** | **I/c Teacher & Teacher Members** |
| 1 | **NDMA -Safety :** guidelines based on School Safety action plan with preparedness, early warning, timely Evacuation, Land, building , fire safety, team for students of special needs, drinking water, Toilets ,wash rooms, ramps, First Aids, wheel chair + Medical Room , Child Rights Protection Cell, Security Service. | 1.Mr. Karan Singh,TGT-P&HE.2.Mr. Manish Yadav, TGT-WE3.Dr. KK Sharma,TGT-SST.4.Mr.Yudhvir, PRT 5.Ms.Pooja Uikey, PRT6.Mr. Jitendra Kumar, PGT-Maths. |
| 2 | **Swatch Bharat - SBSB** :– Cleanliness, Health & Hygiene, Nutritional Food awareness practices, covid -vaccination, School Bag weight reduction , House Keeping, over head water tanks, bore wells, etc.,  | 1.Mr. Manish Yadav TGT-WE2.Mr. Karan Singh TGT-P&HE3.Ms. Pooja Uikey PRT4 Mr. Md. Aftab PRT |
| 3 | **Admission** : Online process Class I, Offlinefor Class 2 to 09 & XI. | 1. Mr. Jitendra Kumar, PGT-Maths2. Mr. Gaurav Ramdas Isal Sr. PRT3. Mr. Sunil Kumar, PGT-CS |
| 4 | **Academic & CCT -PISA:** - FLN, Back to Basic, CMP, CAL /TAL ,Assessments , evaluation, targets, Shaala Darpan , UDSIE, PISA CCT -R,M& S Literacy, Subject Committees, Academic i/c , Vidyalaya Plan & Assessment Tool etc.,  | 1. Mr. Jitendra Kumar ,PGT-Maths2. Mr. Gaurav Ramdas, Sr.PRT3. Mr. Sharad Ladeshwar PGT-Bio4. Mr. Shakti TGT-Eng.5. Mr. Pradeep Sardana PGT- Com.6. Mr. Amar Pal, PGT-Eco7. Mr. Dharmendra Kumar, PGT-Phy.8. Mr. Shivshankar Mate, PGT-Chem.9. Mr. Sunil Kumar, PGT C.S10 Mr. Sanjay Kumar TGT- Maths.11.Mr. Rakesh Kumar TGT-SKT.12.Mr. Shakti TGT-English.13.Mr. Praveen,PRT14.Mr. Yudhvir,PRT15.Mr. Md. Aftab,PRT16.Ms.Pooja Uikey, PRT17.Dr. Md.Ashar. Lib 18.Dr. KK. Sharma TGT SST.19.Mr. Manish Yadav, TGT WE.20.Mr. Taran Ganesh,TGT-AE.21.Mr. Karan Singh, TGT-P&HE22.Mr. T.S.Kadiyam PRT-music23.Mr. Akhilesh TGT-Hindi 24. Mr. Achchhe Lal Maurya. PGT-Hindi. |
| 5 | **Time Table:** Online /Offline Time Tables & Leave ArrangementRemedial classes / Spl. classes / Tests /Exams Schedule -date sheets. | 1.Mr. Dharmendra Kumar PGT- Phy.2.Mr. Amar Pal PGT- Eco3.Dr. Md. Ashar –LIB.4.Mr. Taran Ganesh. TGT-AE5.Mr. Md, Aftab. PRT6.Mr.T.S. Kadiyam. PRT Music |
| 6 | **Home Exams** : Qps, BluePrint,Syllabus Assessment Criteria ,**75**% above result Shaal Darpan, Report Cards, PTA Meetings  | 1. Mr. Jitendra Kumar PGT-Maths2. Mr. Praveen PRT3. Class Teachers 01 to 12 |
| 7 | **CBSE :** affiliation, portal update, PISA CCT & External Exams, Result Targets, CBSE -Marks Statements +Pass Certificates& Migration  | 1. Mr. Pradeep Sadana PGT- Com.2. Mr. Sharad Ladeshwar PGT –Bio3. Mr. Shakti TGT-Eng.4. Dr. Md. Ashar , Lib. |
| 8 | **Educational Tour :**  & Adventure Transport Arrangement, Blog Run, Mini Exercise, Yoga, Staff Games &Sports  | 1. Mr. Karan Singh TGT- P&HE2.Mr. Taran Ganesh TGT-AE3.Ms. Pooja Uikey, PRT4. Dr. KK Sharma TGT-SST. |
| 9 | **Fit India Movement**  : – Games & Sports -School, Cluster, Regional & National Competitions, Students &Staff competitions . | 1. Mr. Karan Singh TGT- P&HE2.Mr. Taran Ganesh TGT-AE3.Ms. Pooja Uikey, PRT4.Mr. Manish Yadav, TGT-WE |
| 10 | **Library** : Manodarpan - Mental- well being Guidance & Counseling, AKAM,ACP, Nishtha 2.0, Reading Club, Reading week, Reading Literacy PISA, Slogans, Essay, Poems writings  | 1. Dr. Md. Ashar, Lib.2. Mr. Shivshankar Mate, PGT- Chem.3. Mr. Amar Pal, PGT- Eco.4. Mr. Shakti, TGT-Eng.5. Mr. Yudhvir Singh, PRT |
| 11 | **Internal Compliant** : -ICCGrievance & Redressal Cell & SC/ST & Women /Girl Harassment- Suggestion box & Register maintenance, etc.,  | 1.Mr. Jitendra Kumar, PGT-Maths.2.Mr. Karan Singh, TGT P&HE3.Ms. Pooja Ukey, PRT |
| 12 | **Art Integration :** Beautification, Bala concepts, Display of paintings, quotations ,Kala Utsav activities , Art Integration in academics ,AKAM activities  | 1. Mr. Taran Ganesh, TGT,AE.2. Dr. Md. Ashar, Lib.3. Mr. Praveen, PRT |
| 13 | **Scouts & Guides** : Cubs & Bulbuls, Photography, Videos, weekly activities, Registration , etc., | 1.Mr. Taran Ganesh TGT-AE, 2.Mr. Mr. Sanjay, Mr. Rakesh,3. Dr. KK Sharma, |
| 14 | **Students Police Cadets** –SPC, Refreshments ,working Lunch, Ralley, | 1. Dr. KK Sharma TGT SST.2. Mr. Karan Singh, TGT-P&HE 3. Ms. Pooja Uikey, PRT |
| 15 | **Purchase :**  Local & Gem -purchase & Condemnation. | 1. Mr. Jitendra Kumar, PGT-Maths2. Dr. KK Sharma, TGT –SST.3. Ms. Pooja Uikey, PRT  |
| 16 | **Infra Structure** : Sanitization process, Land ,Building, safety structural & Non structural audits, drinking water- aqua guards ,coolers safety & Certificate, Furniture & M & R, Garden , Trees,Play Ground ,etc., | 1. Mr. Manish Yadav, TGT WE.2. Mr. Karan Singh, TGT- P&HE3. Mr. Md Aftab, PRT4. Mr. Praveen, PRT |
| 17 | **Maths Lab** : , Olympiads, Artificial Intelligence (AI) Maths Reading Literacy, Vidyalaya Plan & Assessment Tool. | 1.Mr. Jitendra Kumar, PGT –Maths.2.Mr. Sanjay Kumar, TGT- Maths.3.Mr. Md. Aftab, PRT |
| 18 | **CCA :**  AKAM, Activities ,Student Diary, e-Magazine, e-Patrika , e-News Letter , Aluminai association, Vidyalaya Plan & Assessment Tool | 1. Mr. Achchhe Lal Maurya, PGT –Hindi2. Mr. Yudhvir Singh PRT3. Mr. Rakesh Sharma TGT-SKT |
| 19 | **Music :** Prayer -group , PA & Morning Assembly ,Virtual CCA, House Activities ,Kala Utsav, AKAM-EBSB, Social science Exhibitions, Tie up with Gujarat KV –Bhavnagar Para.2021-22, AKAM Month wise Programs etc., | 1.Mr. T.S. Kadiyam –PRT Music2.Mr. Taran Ganesh , TGT-AE3.Dr. KK Sharma TGT, SST4.All Class Teachers/Co. Cl. Teachers.5. All House Masters & Asst. H.Ms |
| 20 | **Integrity Club :**  Reading Club, Reading Literacy, Language subject Committee & Language Lab, National Symbols, Cultural integration, German Lab, etc.,  | 1.Mr. Shakti, TGT Eng.2.Ms / Mr. PGT, – Hindi 3.Mr. Rakesh Sharma, TGT-Skt.4.Mr. Yudhvir Singh, PRT |
| 21 | **Eco- Environ :** Garden, Herbal Garden, Trees & Birds in campus , Ganga Quiz, Earth Day, AEP, etc., | 1.Mr. Sharad Ladeshwar PGT-Bio2.Mr. Karan Singh, TGT-P&HE3.Ms. Pooja Uikey, PRT4.Mr. Yudhvir Singh PRT |
| 22 | **ICT &**  **Web site** : updating , OLA, Online Blended mode teaching, Computer Labs , Printers, Apple I pads, Projectors , UBI Fee Technical coordination , Nishtha 2.0 – technical i/c Virtual, G.Suit ids , Google Class Room, You tube link creation, Nishtha 2.0, Online Courses, etc., | 1.Mr. Sunil Kumar, PGT-CS.2.Mr. Shakti, TGT Eng.3.Mr. Praveen Bhadana, PRT.4.Dr. Md. Ashar, Lib. |
| 23 | **Science**  : - Science reading Literacy, Inspire Award- Manak, NCSC, Science Day-Exhibition- School ,Cluster, Regional & National, Artificial Intelligence, Lab-Phy,Chem,Bio & Computer Labs , etc.,  | 1.Mr. Sharad Ladeshwar PGT-Bio.2.Mr. Dharmendra Kumar PGT-Phy.3.Mr. Shivshankar Mate PGT –Chem.4.Mr. Sunil Kumar PGT-CS. |
| 24 | **Hindi – Rajbhasha :**  Implementation, Hindi week/Fortnight, Sanskrit week, etc.,  | 1.Mr. Achchhe Lal Maurya, PGT –Hindi.2.Mr. Akhilesh Kumar, TGT,Hindi3.Mr. Rakesh Kumar ,TGT Skt.4.Mr. Praveen, PRT |
| 25 | **Office Records-1** : TC Books , Admissions Registers ,CS 54, Class Attendance Register, Income Tax, Finance Cash books, Cheques, issue Registers, Vouchers - update , TC, issued , Finance ,Admin, Enroll, Staff Update in website , UBI Fee Verification ,PIMS, Tally, PFMS, Budgets, Annual Account ,Quotations etc., | 1. Mr. Sunil Kumar, JSA.2. Mr. T.S. Kadiyam, PRT Music 3. Mr. Yudhvir Singh, PRT.4. Mr. Jitendra Kumar, PGT Maths5. Mr. Praveen, PRT.6. All Class Teachers or Co Class Teachers for Fee verification. |
| 26 | **Staff Quarters :** Buildings, Gardens & maintenance, etc., | 1.Mr. Sanjay Kumar, TGT-Maths.2.Dr. KK Sharma, TGT-SST.3.Mr.T.S. Kadiyam, PRT-Music  |
| 27 | **Protocol :**  Office of Dist. Admin, ZP Office, Dist. Hospital ,SHO,DEO/UDISE/Scholarships SC,ST,OBC, Labour Office,Guest House , etc.,  | 1.Mr. Sunil Kumar, JSA.2.Mr. T.S. Kadiyam, PRT-Music3.Mr. Aftab, PRT.PRT |
| 28 | **Office Records- 2** : maintenance , Audits- Internal & AG, Income Tax, UBI Salary ,NPS/ Confirmation,11,22 Months reports ,Sr.& Selection . Scale, etc., | 1.Mr. Sunil Kumar, JSA, 2.Mr. T.S. Kadiyam,PRT , music3.Mr. Jitendra Kumar, PGT- Maths |
| 29 | **VMC Meeting** : Members ,Panel Academic -Inspection Online ,Offline & Surprise Inspection, Observation Reports ATR, etc.,  | 1.Mr Sunil Kumar JSA 2.Mr. Jitendra Kumar,3.Mr. Sharad Lasdeshwar ,Mr. Shakti, 4.Mr. Praveen,PRT |

KV Dantewada 2021-22- Committees

 **Duties & Responsibilities**

1.As per Central. Govt. Directives. Covid -19’ 2.KVS – Education code & Accounts Code.

3.CBSE Notifications.4.State Govt /Local.Govt Directives.

5. Circular & Guidelines -of KVS HQ/RO/CBSE/NCERT /ZIET:

 ( E. Jayachandran )

 Principal

\***Duties & Responsibilities**

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1.As per Central.

Govt. Directives. Covid -19’

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2.KVS – Education code & Accounts Code.

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3.CBSE Notifications.

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4.State Govt /Local.Govt -

Directives.

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Latest Circular & Guidelines

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-of KVS HQ/RO/CBSE/NCERT