



केन्द्रीयविद्यालयक्र-2, रायपुर

(शिक्षा मंत्रालय: भारत सरकार)

KENDRIYA VIDYALAYA NO.-2, RAIPUR

(Ministry of Education, Govt. of India)

सेक्टर-4, दीनदायल उपाध्याय नगर, (छ०ग०) -492010

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Committees for Session 2023-24

<u>S. No</u>	<u>Name of committee</u>	<u>Members</u>	<u>Work</u>	<u>Signature</u>
1.	Academic Advisory Committee	1. Sh. S.K. Mishra-I/C 2. Smt. AnubhaSoni 3. J.L.Sandhilya	To support principle in: - 1. Observation of classes and maintain record of observation at 3 per day. 2. To keep record of remedial student and classes. 3. To check daily lesson plan of teachers. Note: 1. Sh.S..K..Mishra-I/C will execute point 1, 2, 3 for PGT's. 2. Smt. AnubhaSoni will execute point 1, 2,3 for TGT's. 3. J.L.Sandhilya will execute point 1, 2, 3 for PRT's.	
2.	Morning Assembly (secondary)	1. Sh. D.N. Shukla (TGT SKT) -I/C 2. Smt S.W. Jain 3. Smt. Uma Bharti (PRT Music)	1. To ensure that Morning Assembly programmes are conducted as per norms 2. To ensure the maintenance of display board of morning assembly everyday .(for 1 and 2 I/C D.N Shukla) 3. To see that morning assembly programme is conducted within stipulated time 4. To declare/announce the result of all activities/achievement on time and to maintain in register for future (Smt S.W. Jain) 5. To ensure that there is proper discipline among the students while coming to the morning assembly and while going back to classes after the assembly (for 3,4&5 Smt S.W. Jain) 4. Utilization of musical instruments (Uma bharti)	
3.	Morning Assembly Primary	1. Mr TushantBhoi -I/C 2. Mrs Nabeela Farheen 3. Smt. Uma Bharti (PRT Music)	1. To ensure that Morning Assembly programmes are conducted as per norms and within stipulated time. . 2. To ensure the maintenance of display board of morning assembly everyday .(for 1 and 2 Mr TushantBhoi) 3. To declare/announce the result of all	

			<p>activities/achievement on time and to maintain in register for future .</p> <p>4 .To ensure that there is proper discipline among the students while coming to the morning assembly and while going back to classes after the assembly(for3 and 4 Mrs Nabeela Farheen)</p> <p>5.Utilization of musical instruments(Uma bharti)</p>	
4.	CCA Secondary	<p>1. Sh. Deepak Pradhan (TGT SKT)</p> <p>2. Sh. D.N Shukla</p> <p>3. A.Uma Bharti Music Tr</p>	<p>1. Annual Planning of CCA activities.</p> <p>2. Maintain result of CCA activities. (Incharge for 1 &2 - D.N Shukla)</p> <p>3. Purchase and distribution of CCA prizes & medals.</p> <p>4.Maintaining all CCA Activities in CCA register for all the department. (Incharge for 3 &4 - Deepak Pradhan)</p>	
5.	CCA Primary	<p>1.Sh. M.K. Hirwani I/C</p> <p>2. Ms Neha Rathi</p>	<p>1. Annual Planning of CCA activities.</p> <p>2. Maintain result of CCA activities. ((Incharge for 1 &2 - M.K. Hirwani)</p> <p>3. Purchase and distribution of CCA prizes & medals.</p> <p>4.Maintaining all CCA Activities in CCA register for all the department. (Ms Neha Rathi)</p>	
6.	Examination Internal (Secondary)	<p>1. Sh. R.k. Jha-I/C</p> <p>2. Sh.Sandeep Fulzele</p> <p>3. Sh.DayanandBhoi</p>	<p>1. To make tentative plan for all PT/monthly /Half yearly, session ending pre-board examination and conduct smoothly.To provide information to all the teachers regarding project/assignment/practical's as per schedule.</p> <p>2. To conduct internal exams as per the schedule given by KVS Calendarof activities and the marks of the written examination will be converted into 40/60 as per the letter issued by KVS (HQ). To go through the CBSE website regularly and to complete the task as per the CBSE and KVS (Incharge for 1 &2 Sh. R.k. Jha)</p> <p>3. To collect Question papers from paper setters, along with Blueprint & Marking scheme.(Sh.Sandeep Fulzele)</p> <p>4. To conduct retest as per KVS norms. Principal is instructed to conduct the oral tests and Notebook assessment before the commencement of Autumn break.</p> <p>5. To take measure against any misconduct of students during examand ensure updation in MIS portal for all the classes. (Incharge for 4 & 5 -Sh. DayanandBhoi)</p>	
7.	Examination Primary & PTM	<p>1. Mr. AjitMehtar -I/C</p> <p>2. Sh. M.K. Wasnik</p> <p>3.. Mr. UttamNagpure</p>	<p>1- To make tentative plan for all PT/ monthly /Half yearly, session ending pre-board examination and conduct smoothly. To provide information to all the teachers regarding project/assignment/practical's as per schedule.</p>	

			<p>2. To conduct internal exams as per the schedule given by KVS Calendar of activities. To go through the CBSE website regularly and to complete the task as per the CBSE and KVS (Incharge for 1 & 2 Mr. AjitMehar)</p> <p>3. To collect Question papers from paper setters, along with Blueprint & Marking scheme.(Sh. M.K. Wasnik)</p> <p>4. To conduct retest as per KVS norms.</p> <p>5. To take measure against any misconduct of students during exam and ensure updation in MIS portal for all the classes. (Incharge for 4 & 5 - Mr. UttamNagpure)</p>	
8.	PTM/PTA	<p>1. PGT English- I/c</p> <p>2. Mr Dayanandbhoi (for secondary)</p> <p>3. Mr. Tushantbhoi (for primary)</p>	<p>1. To prepare a schedule for PTA.</p> <p>2. To arrange and co-ordinate the parent teacher meetings.</p> <p>3. To arrange the executive committee meeting and to revive the same.</p> <p>4. To maintain the records relating to the parent teacher meetings.</p> <p>5. To ensure that parents of those students who have shortage of attendance or unable to perform up to expected level be informed by the teachers regularly.</p>	
9.	CBSE Board, CBSE sponsored exam, exam conducted by NTA (JEE Mains and other competitive exam)	<p>1. Smt. AnubhaSoni –I/C</p> <p>2. Sh. K.K. Jha</p> <p>3. Smt Smitawaldekar</p>	<p>1. Completion of OASIS data</p> <p>2. Registration of IX and XI (tentative august and September).</p> <p>3. To conduct practical's for X and XII and upload data.</p> <p>4. Requirement, Preparation, Planning for conducting board examination. (I/c for 1,2,3 & 4 Smt. AnubhaSoni)</p> <p>5. To maintain all the record of CBSE examination X and XII till date with result analysis (past percentage and PI). (Sh. K.K. Jha)</p> <p>6. To arrange invigilator for exam in advance.</p> <p>7. To conduct CBSE sponsored exam, and exam conducted by NTA (JEE Mains and other competitive exam). (Incharge - Smt Smitawaldekar, Smt. AnubhaSoni)</p>	
10.	All science and maths Olympiads (cyber Olympiad, green Olympiad, and national level programme & Other Exam (Except CBSE, Home Exam and NIOS)	<p>1. Mrs. Runu S. Pradhan I/C</p> <p>2. Mr AjitMehar</p>	<p>1. To do the registration of students.</p> <p>2. To inform students about these competitions.</p> <p>3. To encourage students to participate in these competitions</p> <p>4. To conduct the exam. (I/c for 1,2,3 & 4 - Mr AjitMehar (for primary) (I/c for 1,2,3 & 4 - Mrs. Runu S. Pradhan (for secondary)</p>	

	1.VigyanJyoti 2.VigyanPratibha	I/C – Soma Rani Biswas Members – All TGT science , English and maths teachers	1.VigyanJyoti : It is scholarship given to female students from class 9 th onwards by Department of Science & Technology (DST) for STEM(Science, Technology, English, & Maths. So 9 th onwards students should be registered. I/C – Soma Rani 2. VigyanPratibha : In this scheme trained teacher from NISER will conduct scientific activities and provide training to all science teacher in science committee meeting to guide them and discuss the projects of NCSC/ INSPIRE/ JNMMSEE well in advance 3. To maintain the record in register or above mentioned VJ and VB .I/C – Soma Rani	
11.	Time Table Sec. & Sr. Sec.	1. Shri Y K Tiwari - I/C 2.Smt. Soma Rani 3. Sh. Purushottam Patel 4. Smt Kanchan Sinha	1.To prepare time table& resolve the conflicts in timetable as per requirement 2. To prepare routine/autumn break/winter break remedial time table well in advance and as per requirement. (I/c for 1 & 2 -Smt. Soma Rani Biswas and Kanchan Sinha) 3. To make proper arrangement every day of vacant period. 4. To make remedial timetable for low achievers.(I/c for 3 & 4- Sh. Purushottam Patel and Kanchan Sinha)	
12.	Time Table Primary	1. Sh. M.K. Dewangan -I/C 2. Mrs. Deepika Sharma	1.To prepare time table & resolve the conflicts in timetable as per requirement 2. To prepare routine/autumn break/winter break remedial time table well in advance and as per requirement. (I/c for 1 & 2 - Sh. M.K. Dewangan , Mrs. Deepika Sharma)	
13.	Admission & TC	1. Mr. Arvind Bhatpahare-I/C 2. Sh AjitMehtar 3. Mr M.k. Dewangan	The committee shall be responsible for the preparation of the application forms as per the latest admission guidelines. 1. To help and guide the parents to fill online applications. 2. To maintain confidentiality of the process and observe high integrity. 3. To finalize the admission list and ensure that the admission details are uploaded in the website of the Vidyalaya on-time. (I/c for 1,2,&3- Mr. Arvind Bhatpahare)	

			<p>4. To arrange the verification of documents and recommend the admission of the eligible short listed candidates.</p> <p>5. To conduct admission test for class 9th admissions (if required).</p> <p>(I/c for 4 & 5- Sh.AjitMehar, Mr M.k. Dewangan</p>	
14.	Discipline, Internal Complain Readdressal& Guidance and counselling Committee	<p>1. Sh Sanjay Bisen –I/C</p> <p>2. Mrs. AnubhaSoni</p> <p>3. Mr. S.K. Mishra</p> <p>4. TGT sr</p> <p>5 Mrs Latika Rana</p> <p>6 Sports coach</p> <p>7 Nurse</p>	<p>1. To check for the discipline of the students.</p> <p>2. To ensure that the students come to school in proper uniform.</p> <p>(I/c for 1 & 2 -Sh Sanjay Bisen –I/C ,Mrs. AnubhaSoni)</p>	
			<p>3. To minimise the late coming of the students to the Vidyalaya.</p> <p>4. To ensure that the students assemble for lunch suitably and maintain discipline during the lunch.</p> <p>5. To check for the discipline of the students.</p> <p>6. To ensure that the students come to school in proper uniform.</p> <p>(I/c for 3,4,5 & 6 Mr. S.K. Mishra ,Mrs E.J. Mathew, Mrs Latika Rana) and sports coach</p>	
15.	Discipline Primary Wing	<p>1.. Sh. P.N. Soni (PRT) I/C</p> <p>2 Mrs Latika Rana (PRT)</p>	<p>1. To minimise the late coming of the students to the Vidyalaya.</p> <p>2. To ensure that the students assemble for lunch suitably and maintain discipline during the lunch.</p> <p>3 .To see that morning assembly programme is to conduct within stipulated time.</p> <p>(I/c for 1,2 & 3 - Sh. P.N. Soni)</p>	
			<p>4. To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.</p> <p>5. To keep a collection of photographs handy for publication in the Vidyalaya magazine</p> <p>6. To motivate children to write for the Vidyalaya magazine.</p> <p>(I/c for 4,5 & 6 - Mrs Latika Rana)</p>	
16.	School Magazine & News Letter (Sec. & CMP)	<p>1. Sh. D.N. Shukla (TGT SKT) -I/C</p> <p>2. Sh. DayanandBhoi</p> <p>3. Sh. J.L. Shandilya</p>	<p>1. To ensure that the magazine is being printed and released by due date. Incharge will fix the date and invite the entries for magazine from students and teachers in all the field as per KVS norms.</p>	
			<p>2. To ensure that the student editorial board is formed in the beginning of the year i.e., in the month of April and the work for magazine is started well in time.</p> <p>3. To keep a collection of photographs handy for publication in the Vidyalaya magazine</p> <p>4. To motivate and announce children to write for the Vidyalaya magazine in morning assembly and through notice in</p>	

			<p>register.</p> <p>(I/c for 1 & 2 - Sh. D.N. Shukla)</p> <p>3. To keep proper record of the work done</p>	
17.	<p>School Website , Computer Maintenance, Maintenance of ShalaDarpan Portal& UBI Portal</p>	<p>1. Sh. Arvind Bhatpahare (PGT C.S.)-I/C 2. Mr AjitMehtar 3.Comp.Instructor-I Mr. Naveen</p>	<p>4.To provide information to the website committee and monitor these details are also available in the school website</p> <p>4. To maintain a record of use of the computers in the Vidyalaya.</p> <p>5. To maintain the website of the Vidyalaya on day to day basis.(I/c for 4 & 5 - Comp.Instructor-I ,Comp. Instructor-II)</p> <p>6. To purchase and install all required software/hardware/anti virus from genuine outlets. (Mr AjitMehtar)</p> <p>7. To check and verify fee collection for all classes w.r.t. UBI portal. (Computer instructor)</p>	
18.	<p>IGBC Green Building) Committee and green olympiad– Secondary</p>	<p>I/C – PGT Biology Members – TGT Science</p>	<p>1 To maintain necessary records related to monitoring of the cleanliness of the Vidyalaya. The major concern is availability of One handwash per 50 students.</p> <p>2. To conduct IGBC Green building activity ,green Olympiad and plantation and safety of plants and to look after beauty and maintenance of garden & campus I/c- PGT Biology.</p>	
19.	<p>Vidyalaya Sanitation, Cleanliness , Swatchh Vidyalaya Secondary</p>	<p>1. Smt. S.W. Jain - I/C 2. Sh. Ravi Dewangan 3. P.N.Soni for primary 4. All cleaning staff A. GROUND FLOOR B. FIRST FLOOR C. SPORTS GROUND</p>	<p>1. To ensure that the proper materials needed for the cleaning of the Vidyalaya plant are planned and procured and supplied in time.</p> <p>To maintain necessary records related to monitoring of the cleanliness of the Vidyalaya..</p> <p>2. To distribute the work among the cleaning staff and ensure that the cleaning materials as required for them are being procured and issued to them for proper cleaning of the Vidyalaya from time to time.</p> <p>3.To ensure that the cleaning staff are being supervised and work taken from them. (I/c for 1 ,2 & 3 – I/C – Ravi Dewangan&SmS.W.Jain)</p>	

			<p>4.To report about the cleanliness of the Vidyalaya everyday in the morning before the commencement of vidyalaya and follow up if there are deficiencies.</p> <p>5. To ensure that the Vidyalaya is cleaned and be present till the cleaning is over on daily basis.</p> <p>(I/c for 4,5 &6 – S.W.Jain for secondary and P.N.Soni for primary</p>	
20.	Vidyalaya Sanitation,Cleanliness&Swachh Vidyalaya Committee(IGBC Green Building)– Primary	<p>1. Sh. P.N. Soni -I/C</p> <p>2. U.K. Nagpure</p> <p>3. All cleaning staff</p> <p>A. GROUND FLOOR</p> <p>B. FIRST FLOOR</p> <p>SPORTS GROUND</p>	<p>1. To chalk out and implement the programmes related to Vidyalaya SwachhataAabhiyan with the help of class teachers.2.To ensure that the proper materials needed for the cleaning of the Vidyalaya plant are planned and procured and supplied in time.</p> <p>3. To maintain necessary records related to monitoring of the cleanliness of the Vidyalaya. The major concern is availability of One handwash per 50 students. (I/c for 1 & 2 Sh. P.N. Soni)</p> <p>3. To ensure that the activities as suggested by the KVS are being conducted. (I/c for 3 - Sh. U.K. Nagpure,Sh. P.N. Soni)</p>	
21.	Vidyalaya Beautification & Maintenance of Vidyalaya Garden & Plant	<p>1. Sh. Ravi Dewangan- I/C</p> <p>2. PGT bio</p> <p>2. Sh Tanveer Ahmed</p> <p>3.Sh Sanjay Bisen</p> <p>4.Sh M.K. Hirwani</p>	<p>1. To inform and motivate the students to take part in club and other activities conducted.</p> <p>2. The activities should start with Ban Plastics and Plant more trees. (I/c for 1 &2 - Sh Sanjay Bisen ,Sh M.K. Hirwani)</p> <p>3. To undertake projects related to beautification of Vidyalaya campus/building.</p> <p>4. To monitor the repair work in the Vidyalaya</p> <p>5. To maintain Register of date wise repair work in the Vidyalaya. (I/c for 3&4Sh. Ravi Dewangan ,Sh Tanveer Ahmed)</p>	
22.	Electrical Maintenance of school Building &	<p>1. Sh. Tanveer Ahmed -I/C</p> <p>2. Sh Ravi Dewangan</p> <p>3.Sh Sanjay Bisen</p>	<p>1. To maintain stock of necessary electrical appliances in the Vidyalaya.</p> <p>2. To ensure that periodical maintenance of school building and staff quarter is being</p>	

	Staff Quarter	4.Sh M.K. Hirwani	attended to on need basis every month in respect to rectify electrical problem. 3 data collection. (I/c for 1,2&3 - Sh. Tanveer Ahmed , Sh Ravi Dewangan)	
			4. To maintain Register of date wise repair work in the Vidyalaya.(I/c for 3 & 4 - Sh Sanjay Bisen ,Sh M.K. Hirwani)	
23.	Civil Maintenance of school Building &Furniture	1. Sh. -Sanjay Bisen I/C 2. Sh Tanveer Ahmed 3.Sh. Ravi Dewangan 4.Sh M.K. Hirwani	1. To ensure that the proper materials needed for the cleaning and repairing of the should be procured and supplied in time. 2. To see the allotment of Quarters. (I/c for 1 &2 - Sh Sanjay Bisen , Sh Tanveer Ahmed)	
			3. To ensure that the carpentry works required for the Vidyalaya are being taken up on need basis by maintaining a register for the same. 4. To maintain Register of date wise repair work in the Vidyalaya. (I/c for 3& 4 -Sh. Ravi Dewangan ,Sh M.K. Hirwani)	
24.	Equip Project For Class VI To VIII & E-Pragya Project	1.Smt Varsha Dubey I/C 2. Smt E.J. Mathew 3.Sh.Dayanand Bhoi	1. To motivate children to prepare projects/model based on country/state allotted to the region. 2. Organise an exhibition, select the best projects. (I/c for 1& 2 - Smt Varsha dubey)	
			3.Under the scheme, the students will get exposure to a variety of activities in school under four major domains:	
			4. Activities to improve Language skills (both in English and Hindi). (I/c for 3 & 4 - Smt E.J. Mathew , Sh.DayanandBhoi	
25.	Tarunotsava project	1.Sh. Tanveer Ahmed I/C 2.PGTEnglish, 3. Sh Ravi Dewangan 4,All PGT &TGT	1. Counseling & Career guidance services. (PGT bio)	
			2. Development of Skills/Hobbies. (Sh. Tanveer Ahmed, Sh Ravi Dewangan)	
			3. Exposure to foundation subjects for class XI.All PGT ,TGT and PRT	
26.	PustakUphar Committee	1. Mrs. Deepa Saraf(Librarian)-I/C	1. To collect the books of previous year from students after declaration of result and distribute to the students of next classes. 2. Planning and execution in assembly for this programme.	
27.	First Aid & Medical Checkup& Implementation of SBSB	1.Sh.SanjayBisen(TGT P&HE)-I/C 2. Staff Nurse	1. To inform the parents regarding health status and special/expert consultation as per need. 2. To conduct medical check-up of students twice a year. (Sh.SanjayBisen)	

	Programme		<p>3. To ensure that First Aid Kit, required for the Vidyalaya is procured and maintained in at least two-three places and necessary first aid given to the students as and when required.</p> <p>4. To arrange Health Check-up for the students & maintain Students' Health Records. (Staff Nurse)</p>	
28.	Contractual Teachers Monitoring & Regular Staff Attendance Monitoring Committee	<p>1. Smt. Soma Rani Biswas I/C</p> <p>2. Smt Kanchan sinha</p> <p>3. Sh M.K. Dewangan</p> <p>4. Sh Mukesh Kumar Singh</p>	<p>1. This committee look after the everyday attendance of every staff member and maintain the separate register for contractual staff (Leave and absentee). (Smt Kanchan sinha- For secondary, Sh M.K. Dewangan- for primary)</p>	
			<p>2. Final monitoring - Smt. Soma Rani Biswas, Sh Mukesh Kumar Singh</p>	
29.	Library Committee	<p>1. Smt. Deepa Saraf (Librarian)-I/C</p> <p>2. Sh. S.K. Mishra (PGT Phys.)</p> <p>3. Sh. Sandeep Fulzele (TGT Eng.)</p>	<p>1. To ensure that library books are being used to an optimum extent.</p> <p>2. To plan for purchase of library books for Primary and Secondary as per library policy of the KVS</p> <p>3. To ensure the proper function of class library system in the Vidyalaya. (I/c for 1,2,3 - Smt. Deepa Saraf)</p>	
			<p>4. To suggest the development plan of library, as per need.</p>	
			<p>5. To ensure books are circulated as per the requirement of students & staff members as per Library rules. (I/c for 4 & 5 - Sh. S.K. Mishra ,Sh. Sandeep Fulzele)</p>	
30.	UBI Fee Portal Monitoring Committee	<p>1. Sh. Arvind Bhatpahare (PGT CS)-I/C)</p> <p>2. Mr. Ajit Mehar</p> <p>3. Computer Instructor-I</p>	<p>1. To check the fee collected class-wise during fee collection months.</p> <p>2. To compile the class wise details of fees collected every month and to submit the report. (I/c for 1 & 2 - Sh. Arvind Bhatpahare)</p>	
			<p>3. To ensure that the fee has been collected at correct rates and also to tally the same with the CS-11 summary of daily cash collection/UBI Portal.</p> <p>4. To submit the report on or before 10th of every month. (I/c for 3 & 4 - Mr. Ajit Mehar, Computer Instructor-I)</p>	
31.	Office Maintenance & RTE Fee Reimbursement Committee	<p>1. Sh. Mukesh Singh-I/C</p> <p>2. Sh. Arvind Bhatpahare</p> <p>3. Sh. Tanveer Ahmad</p>	<p>1. To ensure that the requirement of the Vidyalaya is presented and items procured in time.</p> <p>2. To ensure that the stock register is being maintained as per the guidelines. (I/c for 1 & 2 - Sh. Tanveer Ahmad, Sh. Mukesh Singh)</p>	
			<p>3. To check the fee collected class-wise during fee collection months. (Sh. Mukesh Singh)</p>	
			<p>4. To compile the class wise details of fees collected every month and to submit the report. (Sh. Arvind Bhatpahare)</p>	
32.	Attendance	1. Sh. Sanjay Bisen- I/C	1. To observe the students attendance	

	Monitoring committee- Student	3 Sh. B.K.Sahu 4. Mrs. Divya Ahuja 5. M.L Godre Sub Staff 6. All the Class Teachers	before Morning assembly and just after interval hours.(For all class teacher-) 2.To observe the students attendance before Morning assembly and just after interval hours.(. Sh. Sanjay Bisen, Mrs. Divya Ahuja (for Class X & XII) 3. To observe the students attendance before Morning assembly and just after interval hours.(Sh. B.K.Sahu for External monitoring of primary classes)	
33.	Furniture Committee	1. Sh. Sanjay Bisen-I/C 2. Sh. Ravi Dewangan 3. Sh M.L. Godre	1. To ensure that the requirement of furniture for the Vidyalaya is presented and items procured in time 2. To ensure that the stock register is being maintained as per the guidelines. (Sh M.L. Godre) 3. To maintain class-wise inventory of the furniture. (Sh. Ravi Dewangan) 4. To carry out the process for damaged furniture and purchasing of new furniture's for classes ans Vidyalaya. (I/c - Sh. Sanjay Bisen)	
34.	Implementatio ns of Jigyasa Project	1. PGT Chemistry 2 - I/C 2. Smt. Kanchan Sinha	Jigyasa a student- scientist connect programme. Council of Scientific and Industrial Research (CSIR). (I/c -) The focus is on connecting school students and scientists so as to extend student's classroom learning with that of a very well planned research laboratory based learning	
35.	Implementatio ns of Vidyalaya BALA Project	1. Sh. Ravi Dewangan-I/C 2. Sh. DayanandBhoi	BaLA project is a way to holistically plan and use the school infrastructure. It incorporates the ideas of activity based learning, child friendliness and inclusive education for children with special needs (CWSN). 1.To plan for decoration of the different areas of buildings with mathematical and scientific & literary informations (Sh. Ravi Dewangan, Sh. DayanandBhoi) 2. Execcution of the Bala project in the different areas of buildings with mathematical and scientific & literary information's .(Sh. Ravi Dewangan)	
36.	Subject Convenor – Hindi	1. (PGT Hindi) 2. All Subject teachers of Hindi	1. To celebrate Hindi Week and Hindi Pakhwara. 2. To promote use of Hindi by organizing workshops and competitions.' 3. To attend all the Rajbhasha meetings and maintain record. 4.wall painting on litrature (I/c for 1 to 3- PGT Hindi) (PGT Hindi)	

			<p>4.To ensure that all correspondence received in Hindi is replied in Hindi</p> <p>5. To prepare report on Hindi implementation.</p> <p>6. To conduct diagnostic test for Hindi. Online assessment & doubt clearing classes. (I/c for 4, 5 &6 – PGT & TGT Hindi)</p>	
37.	Subject Convenor – Science	<p>1. Sh. S.K. Mishra (PGT physics -I), PGT physics –II Members – R.kjha (PGT chemistry –I), (PGT chemistry –II),(PGT biology –I ,(PGT biology II)</p> <p>2. All Subject teachers of Science secondary</p> <p>3. All primary and secondary teachers</p>	<p>1. To ensure that an environment of science exists in the Vidyalaya and the activities are conducted properly. To produce quality result in Science (physics, chemistry & biology)</p> <p>2.To Conduct meeting in the end of every month.</p> <p>3.To motivate children to prepare projects/model based on country/state allotted to the region</p> <p>4. To encourage more and more children to participate in cluster, Regional and National level (science exhibition), (NCSC, INSPIRE award (for primary & secondary)).</p> <p>5. To ensure all the articles as per benchmark in labs.</p> <p>6. To ensure the development of labs (platforms/extension etc.).</p> <p>7. To conduct diagnostic test for science. Online assessment, doubt clearing classes and remedial classes.</p> <p>8.To develop Science park(All PGT,TGT)</p>	
38.	Subject Convenor – Humanities & Social Science	<p>1. (PGT HISTORY)-I/ C</p> <p>2. Writu Jain</p> <p>3. All Subject Teachers of Social Science</p>	<p>1. To ensure that an environment of Social science exists in the Vidyalaya and the activities are conducted properly. To produce quality result in subject of humanities & social science.</p> <p>2. To Conduct meeting in the end of every month.</p> <p>3. To motivate children to prepare projects/model based on country/state allotted to the region.</p> <p>4. To prepare sample paper and study material for all the classes.</p> <p>5. To conduct diagnostic test for social sciences. Online assessment, doubt clearing classes and remedial classes.</p> <p>6. To decorate Classes and different corners of building with different historical, geographical and constitutional activities.</p>	
39.	Subject Convenor – English	<p>1. (PGT ENGLISH)</p> <p>2. Sh. Sandeep Fulzele</p> <p>3. All Subject teachers of English</p>	<p>1. To ensure that an environment of English exists in the Vidyalaya and the activities are conducted properly. To produce quality result in subject of English.</p> <p>2. To Conduct meeting in the end of every month.</p> <p>3. To motivate children to prepare projects/model based on country/state allotted to the region.</p> <p>4. To prepare sample paper and study</p>	

			<p>material for all the classes.</p> <p>5. To conduct diagnostic test for English. Online assessment, doubt clearing classes and remedial classes</p> <p>6. Wall painting on different activity of English.</p>	
40.	Subject Convenor – Mathematics	<p>1. Sh. K.K. Jha</p> <p>2. All Subject teachers of Maths</p>	<p>1. To ensure that an environment of Maths exists in the Vidyalaya and the activities are conducted properly. To produce quality result in subject of Maths.</p> <p>2. To Conduct meeting in the end of every month.</p> <p>3. To motivate children to prepare projects/model based on country/state allotted to the region.</p> <p>4. To prepare sample paper and study material for all the classes.</p> <p>5. To conduct diagnostic test for Maths. Online assessment, doubt clearing classes and remedial classes</p> <p>6. To develop maths park(I/C KK jha)</p>	
41.	Subject Convenor – Primary(H.M)	<p>1. Smt. (H.M.- Verma)</p> <p>2. All Primary Teachers</p>	<p>1. To ensure that an environment of friendly study exists in the Vidyalaya and the activities are conducted properly. To produce quality result i</p> <p>2. To Conduct meeting in the end of every month.</p> <p>3. To motivate children to prepare projects/model based .</p> <p>4. To encourage more and more children to participate in cluster, Regional and National level (science exhibition), (NCSC, INSPIRE award (for primary) at school level.</p> <p>5. To ensure all the articles related to activity in primary as per benchmark .</p> <p>6. To ensure the development of activity (platforms/extension etc.).</p> <p>7. To conduct diagnostic test for all subject in primary. Online assessment, doubt clearing classes and remedial classes.</p>	
42.	F.L.N Toy Based Learning/Nipun Bharat	<p>1. Ms Neha Rathi I/C</p> <p>2. Smt Nabeela Farheen</p>	<p>1. This scheme ensures that every child in India attains foundational numeracy and literacy by the end of Grade 3.</p> <p>2. Foundational literacy includes Oral language, decoding, Reading fluency, reading comprehension, Writing, spatial understanding.(I/c for 1 & 2 – for class 1 to 3 – Neha Rathi)for class 4 to 5 – Nabeela Farheen)</p>	
43.	Scout Guide	<p>1. Sh. Tanveer Ahmed- I/C</p> <p>2. Smt. S.W. Jain</p> <p>3. All Trained Scout & Guide Teachers</p>	<p>1. To ensure that the scouts, guides maintain proper records in respect of the scout activities.</p> <p>2. To plan for various camps and testing programmes.</p> <p>3. To ensure that the Programme of</p>	

			activities are planned for the whole year in advance.	
	1.Rastrapati Puraskar & Rajya Puraskar	1. Sh. Tanveer Ahmed	1. To prepare the students for Rastrapati Puraskar & Rajya Puraskar (I/c for boys –)	
		2. Writujain	2. To prepare the students for Rastrapati Puraskar & Rajya Puraskar. (I/c for girls-)	
44.	CMP Incharge	1.Sh. M.K. Wasnik 2.Ms Neha Rathi	1. To monitor the use of e-classroom.	
			2. To maintain the log book.	
			3. To collect the e-lessons from teachers for all the subjects for use by other teachers.	
			4. To update details about ICT infrastructure of the Vidyalaya.	
			5. To guide teachers in uploading data online in CBSE website.	
45.	Photography Committee	1. Sh. Ravi Dewangan- I/C 2. Sh. Ajit Mehar	1. To ensure the photography/Videography on important occasions days/ functions.	
			2- To take photos of interesting special items during assembly.	
			3- To preserve the soft copies of these photos in folders in the Computer lab.	
46.	Office/Grocery & guest hospitality	1.Smt. Deepa Saraf 2.Sub Staff – Mr. R.k Sahu	To procure all the items as well in advance as per the requirement and settle the bills in office.	
			To welcome the guest and serve the snacks with the help of Sub staff. (I/c -Smt Deepa Saraf)	
47.	Teachers Training	1. Mr S.K. Mishra- I/C 2. S.k Verma H.M. 3. Sh R.k Jha 4. K.K Jha 5. PGT (Hindi) 6. PGT (English) 7. PGT (History) All senior most Convenor of all departments.	1. The training programme for teachers would focus on developing in the teacher:- Competencies to handle the needs of the students and that of the society Commitment to serve the learners and their profession and to pursue excellence in education Positive attitude towards life and faith in the capacity of the child Readiness to perform in the classroom in particular and in school in general effectively. (I/c – All subject wise respective incharges).	
48.	Ek Bharat Shreshth Bharat, Aazadi Ka Amrit Mahotsav	PGT History 1 Mr. Sandeep Fulzele I/C (AKAM) 2. Mrs. S.W Jain I/C (EBSB) 3. Mrs. Uma Bharti 4. Sh. Ravi Dewangan	1. All the States/UTs in India have been paired for an entire year.	
			2. The paired States/UTs have prepared an activity calendar through mutual consultation, paving the way for a year-long process of mutual engagement. (I/c- All for Classes 9 to 12 th – PGT history) (I/c for class 6 th to 8 th – Writu Jain) (I/c for primary & secondary both – for music – Uma bharti) Miscellaneous support –Mr. Ravi Dewangan.	
49.	Mathematics	1. Sh. K.K. Jha (PGT)	1. To ensure that an environment of Maths	

	Club	<p>Maths)-I/C</p> <p>2. Smt. S.R. Biswas(TGT Maths)</p> <p>3. SMT SmitaWaldekar(TGT Maths)</p> <p>4. Smt. Runu Pradhan TGT</p> <p>5. Sh. M.K. Dewangan PRT</p> <p>6. Sh. P.N. Soni(PRT)</p> <p>7. Sh. B.K. Sahu PRT</p> <p>8. All Maths Teachers</p>	<p>exists in the Vidyalaya and the activities are conducted properly. To produce quality result in subject of Maths.</p> <p>2. To Conduct meeting in the end of every month.</p> <p>3. To motivate children to prepare projects/model based on country/state allotted to the region.</p> <p>4. To prepare sample paper and study material for all the classes.</p> <p>5. To conduct diagnostic test for Maths. Online assessment, doubt clearing classes and remedial classes.</p> <p>6. To develop mathematics park in garden areas and in Vidyalaya (Wall diagram). (I/c for primary –Mr M.kDewangan) (I/c for secondary –Mr S R Biswas) (I/c for senior secondary –Mr K kja)</p>	
50.	Nature Club	<p>1.PGT Biology- I/c</p> <p>2. Smt. Kanchan Sinha</p> <p>3. Smt. NabeelaFarheen</p> <p>4. Sh. J.L. Shandilya</p>	<p>1. To carry out the various activities related to nature club & to conduct completion and maintain the record related to the nature.</p>	
			<p>2. To maintain the campus clean and green and to make plastic free zone.</p>	
			<p>3. To conduct campaign regarding removal of plastic and plastic bottles/ utensils. (I/c for primary- Nabeela farheen) (I/c- for secondary – PGT biology)</p>	
51.	UDISE & PM Shree Committee	<p>Smt Deepa saraf I/C</p> <p>Mr B.K. Sahu</p> <p>Mr M.K. Hirwani</p>	<p>To prepare all the records of students from class I to 5th and 6th to 12th as per the format of UDISE portal</p>	
			<p>To keep ready all the information in advance for the current year 4 months before so that as soon as it is required by said portal teacher can fill it before last date.(I/c for primary – D.k Sahu) (I/c for secondary –Deepa Saraf)</p>	
52.	Readers Club	<p>1. Mrs. Deepa Saraf-I/C</p> <p>2. Sh. Sandeep Fulzele</p> <p>3. Mr J.L. Shandilya</p> <p>4. PGT English</p> <p>5.PGT Hindi</p>	<p>1. To develop reading habit and information literacy skills among students.</p> <p>2. To fix a day and 1 period for compulsory reading for all the classes 1 to 12th.</p>	
			<p>3. Activity like creativity, vocabulary and reasoning skills in morning assembly and in library period/in CCA activity.(I/c for 1 , 2& 3 – Smt. Deepa Saraf).</p>	
53.	Cultural Club	<p>1. Mrs. A.uma Bharti I/C</p> <p>2. Mr Deepak Pradhan</p>	<p>1.Plan and execute different cultural activities. Coordinate songs and dances for various occasion in vidyalaya.</p>	
			<p>2. Preserve and promote tradition and culture in the Vidyalaya.</p> <p>3. To conduct competition in CCA/assembly and select the best students for national level competition and keep record in register.</p>	
54.	Fit India	<p>1. Mr. Sanjay Bisen I/C</p> <p>2.Mr. B.KSahu</p> <p>3. Mr. DayanandBhoi</p> <p>4. Ms Neha Rathi</p>	<p>1.To maintain healthy lifestyle.</p>	
			<p>2. To conduct sports, yoga ,fitness programme and measurement of fitness activity for K.v2 students and with partner</p>	

			school.(I/c for primary – 2,3 & 4). (I/c for secondary – Sanjay Bisen and sports coach)	
55.	Cub	1.Mr U.k.Nagpure- I/C 2.Mr M.k. Wasnik	1. To ensure that the Programme of activities are planned for the whole year in advance.	
			2. To ensure that the cubs and bulbul maintain proper records in respect of the scout activities.	
54	Bulbul	1.Mrs Deepika Sharma I/C 2.Ms Neha Rathi	1. To ensure that the Programme of activities are planned for the whole year in advance.	
			2. To conduct activities on weekly basis regularly. 3. To ensure that the cubs and bulbul maintain proper records in respect of the scout activities.	
55	Route to Root Project& kala utsav	1. Smt. Uma Bharti(PRT Music)-I/C 2. Sh. Tanveer Ahmad(TGT WE)	1. To conduct online programme of dance & to encourage them to participate. 2. To prepare the students for kala utsav with all required parameters for national level/NCERT level. (I/c- Smt Uma bharti) 2. To provide technical support. (I/c – Sh Tanveerahmed) 3. To make coordination of any program related to cultural activities.	
56	Partnership With linked School	1.Sh D.N. Shukla - I/C Member- Sh P.N. Soni	1. To Sign MoU with neighbouring school (Pandit Ravi Shankar Shukla parishad) 2. To conduct various activities as per the requirement (of vidyalaya plan) for entire year and maintain the record in register with photograph in soft & hard. (I/c for 1 & 2 – D.N Shukla)	
57	Report Writing, Press publicity & Maintenance of Achievement Records	1. PGT Hindi 2. PGT English 3.Sh Sandeep Fulzele TGT Eng I/C 4.Sh Purushottam Patel 5. Smt Latika Rana 6. P.N Soni	1. To prepare the report for different programmes in the vidyalaya in Hindi & English with photographs and publish in local & regional/national as per requirement (I/c for primary – S.no-5 & 6 I/c for secondary – 3 for English & 4 for Hindi .	
58	Event management Committee for All outside Events including Cluster, Regional & Training Or Any other events and monitoring of programme	1.Sh Sanjay BisenI/C 2.Sh Deepak Pradhan 3. Sh M.K. Wasnik 4.Music tacher 5.PGT Hindi	1. Creating a comprehensive event plan including goals/desired outcomes and theme of the event.	
			2. Creating a comprehensive budget plan inclusive of all estimated expenses. 3. Communicatingregularly on the progress of event plans. 4. Approving all subcommittee decisions like program, food etc. (I/c- Sh Sanjay Bisen)	
59	NCC	1.Mrs Kanchan Sinha I/C 2. Mrs Deepika Sharma	1. To create a suitable environment to motivate the student to take up a career in	

			Armed forces.	
			2. To develop character, discipline, leadership, spirit of adventure, and ideals of selfless service among the students of the vidyalaya.(I/c for 1 & 2- Kanchan sinha)	
60	Science Exhibition	1.Sh S.K. Mishra - I/C 2.PGT physics-II 3.Smt Kanchan Sinha 4. All Sc. Teachers	1. To motivate children to prepare exhibits for the Science Exhibition and to ensure that they are being prepared in time. 2.To allocate the sub themes well in advance to all science teachers for making a good project by students.	
			3. To organize programmes for Celebration of Important days related to Science & Environment.(I/c – Sh S.k Mishra)	
61	NCSC	1. Sh. R.K. Jha –I/C 2. PGT Chemistry -II All Science Teachers	To motivate children to prepare projects/model based on country/state allotted to the region	
			To encourage more and more children to participate in cluster, Regional and National level (science exhibition), (NCSC, INSPIRE award).	
	INSPIRE award	1.Sh Y.k Tiwari(PGT physics) – I/c Member- TGT science All Science teacher	1. To announce and circulate the letter along science teacher and students. 2. To conduct a meeting 3. To prepare the google sheet and WhatsApp.	
62	Purchase Committee	1.Sh S.K. Mishra I/C 2.Smt Deepa saraf (GeM Buyer and Ravi) 3.Sh.Ravi Dewangan 4..J.L. Shandilya	1. To find out the requirements of various departments. Purchasing should be through GeM. 100% procurement should be done through GeM. 2. To prioritise the items to be purchased. 3. To prepare estimate of expenditure. 4. To put up budget proposal for approval. 5. To call for quotation in consultation with Principal.	
6 3	Maintenance of important Registers 1.Achievement Register 2 Alumini Register	1.Smt Kanchan Sinha 2.PGT English 3.TGT Hindi	1. To maintain register of all selected students in different career competitions like JEE /NEET & CLAT etc. 2. To make the profile of the students of KV2 who are presently in job. 3. To design a programme for alumni association by inviting alumni.	
6 4	Minutes of meeting writing	1.Sh. Sandeep 2 Sh Purshottam 3Sh B.K. Sahu	1.To write the minute of the meeting and to take teachers signature. 2- To maintain minutes register.	
6 5	Automation Lab	1.Sh. Tanveer 2 Sh. Nagpure	1. To check instruments are in well working condition. 2. To arrange instruments for the lab as per the requirement. 3. To keep the Lab neat and clean.	
6 6	Skill Hub	1.Sh. Arvind 2.WET 3 Computer ins.	1. To register the students and take the biometric attendance of the students. 2. To conduct classes as per timetable.	
6	NIOS	1.Sh B.K. Sahu	1. To conduct the exam as per the Norms	

7		2.Sh M.K. Wasnik	and complete all the work on time.	
6 8	Rajbhasa	1.PGT Hindi 2. TGT Hindi	1.To help in implementing the official language 2.To ensure that all correspondence received in Hindi is replied in Hindi 3. To ensure that all name-plates/boards, registers' & files name are bilingual. 4.To ensure celebration of RAJBHASHA PAKHWADA in the Vidyalaya.	
6 9	Social Science Exhibition	1 PGT History 1 Mrs Writu Jain	1. To motivate children to prepare exhibits for the Social Science Exhibition and to ensure that they are being prepared in time. 2.To allocate the sub themes well in advance to all social science teachers for making a good project by students. 3. To organize programmes for Celebration of Important days related to social Science.(I/c – Sh Writujain)	
	1. Cyber Olympiad	1. Sh Arvind bhatpahre	1. To conduct cyber Olympiad.	
	2. Youth Parliament & Regional Social Science Exhibition (Group Dance Com)	Mrs Writu Jain	1. To prepare the students for youth parliament well in advance and prepare the list of such students.	
7 1	Games & Sports (.Golden Arrow)	Mr. Sanjay Bisen	1. To trained the students for Golden arrow competition and prepare the list of selected students.	
7 2	Scientific Committee/SOF	Mr. Ajit Mehar	1. To encourage the students to participate in different subjects of SOF foundation exam. 2. To keep the record of selected students.	
7 3	Foreign and Regional Language	1.PGT English 2.PGT Hindi 3.Mr Sandeep Fulzele	1. To promote the students for participation in of foreign & regional language training programme.	
7 4	Infrastructure Plan			
	A. Building Plan	Sh. Tanveer Ahmed	1. To monitor the development of extension of building campus and different areas and submit report.	
	B. Assets (Furnit	Mr. Sanjay Bisen	1. To maintain the record of furniture and maintain the stock register.	

	ure)			
	C. Assets (Lab equipment)	1. Mr. S.K. Jha 2.Mr. R. K.Jha 3.Mrs E. J. Mathew		
	D. Assets (IT infrastructure)	Mr. Arvind Bhatpahre		
	E. Assets (Library)	Mrs Deepa saraf		
	F. Assets (Music)	Mrs. Uma Bharati		
	G. Assets (Workshop/ Art & Craft/ Sport)	1. Mrs. Tanveer Ahmed 2. Mr. Ravi Dewangan		
	H. Assets (office)			
	I. Medical Room Facilities	Mrs. Divya Ahuja		
76.	Safety & Security A. Safety plan/ Emergency Supplies/ Security Personnel	1.Mr. Tanveer Ahmed 2.Mr. Ravi Dewangan		
	B. School Staff Training			
	C. School Response Team (Child Right Protection Cell / Team for students with special needs[Divyang])	1. Mr. Sanjay Bisen 2. Mrs. AnubhaSoni		
77.	Emergency Supplier Committee	1.	1.	
78.	School Staff Training Committee (First Aid, safety training etc.)			

7 9 .	Fire Safety Committee			
8 0 .	Workshop Committee			
8 1 .	Teacher Achievement Committee			
8 2 .	Annual and Sports Day Committee	1.Sh Sanjay Bisen	1. To plan and execute annual day and sports day in a Grand manner 2. To fix the date of annual day and sports day.	
8 3 .	NAEP			
8 4 .	Publication Committee			
8 5 .	Contractual Appointment Committee			
8 6 .	Construction Committee			
8 7 .	Audit			
8 8 .	Academic loss Compassion Programme Committee			
8 9 .	Community and social science planning committee			

PRINCIPAL