



केन्द्रीय विद्यालय क्र-2, रायपुर

(शिक्षा मंत्रालय: भारत सरकार)

KENDRIYA VIDYALAYA NO.-2, RAIPUR

(Ministry of Education, Govt. of India)

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

Sec-4, DindayalUpadhyay Nagar, Raipur (C.G.)- 492010

E-Mail: raipur2kv@gmail.com, URL: no2raipur.kvs.ac.in

CBSE Affiliation No. 3300021, Ph. No. 0771- 2263743

Ref: F. No.1-8 /KVNo.2/Raipur/2021-22

Date: 06/04/2021

Committees for Session 2021-22

Academic Advisory Committee (Secondary)

1. Mr. R. K. Jha	PGT (Chem)	I/C	<i>[Signature]</i> 23/06/21
2. Mr. S. K. Mishra	PGT (Phy)	Member	<i>[Signature]</i> 23/6/21
3. Mr. B.D. Manikpuri	PGT(Hindi)	Member	<i>[Signature]</i> 23/6
4. Mr. Hemant Banjare	PGT(Eng)	Member	<i>[Signature]</i> 23/6/21
5. Mr. Arvind Bhatpahare	PGT(CS)	Member	<i>[Signature]</i>
6. Mr. K.K. Jha	PGT(Maths)	Member	
7. Mr. N. S. Tomar	PGT(Eco)	Member	

Academic Advisory Committee (Primary)

1. Mrs. F. Barwa	Head Mistress	I/C	<i>[Signature]</i>
2. Mr. J. L. Shandilya	PRT	Member	<i>[Signature]</i>
3. Mr. M. K. Hirwani	PRT	Member	<i>[Signature]</i>
4. Mrs. Neha Das	PRT	Member	
5. Mr. M. K. Dewangan	PRT	Member	<i>[Signature]</i>

Duties:-

- The committee will help the Principal in day to day administrative matters.
- The committee can go through the circulars received from KVS RO, Bhubaneswar and KVS HQ New Delhi.
- Verification of students' attendance registers to ensure the collection of fees from all the students of their respective members of their subject.
- The committee further verifies the entries of fees particulars in the students attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately.
- To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN)

f). Any other work assigned by the principal in day to day administrative matter.

g). To ensure the attendance register, teacher's diary is written as per norms, guiding the respective subject teachers in the subject committee meeting as a Convener of the subject committee.

h). To inform the Principal about the lapses, deviations in the subject committee report.

CCA

1. Mr. Hemant Banjare	PGT(Eng)	Member
2. Mr. Deepak Pradhan	TGT(Sans)	Member
3. Mrs. Megha Apte	TGT(Hindi)	Member
4. Mr. U. K. Nagpure	PRT	I/C (Prim.)
5. Mrs. Shikha Singh	PRT	Member
6. Miss. Kirti Gaur	PRT	Member

Time-Table

1. Mr. Chandan Kumar	PGT(Com)	I/C
2. Mrs. Archana Mishra	TGT(Sci)	Member
3. Mrs. Varsha Dubey	TGT (Maths)	Member
4. Mr. S. K. Dhande	TGT (Maths)	Member
5. Mr. M.K. Hirwani,	PRT	I/C (Pri)
6. Mr. P.N. Soni	PRT	Member
7. Miss. Neha Rathi	PRT	Member
8. Mrs. Poonam Kumari	PRT	Member

Duties:-

a). To prepare the class time table and teachers time table as per KVS norms.

b). To prepare the special time table for after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS..

c). To prepare the special time table for remedial teaching (weak students in all classes).

d). To give arrangement work for the teachers.





e). To display copy of arrangement periodically in the notice board.

f). Verification of part time teachers/contractual teachers' salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.

Examination

Internal Examination


1. Mr. B.D. Manikpuri	PGT(Hindi)	I/C
2. Mr. Bhupendra Shrivastava	Librarian	Member
3. Mrs. S. W. Jain	TGT(Sst)	Member

4. Mrs. S. R. Bishwas	TGT(Maths)	Member	
5. Mr. Ravi Dewangan	TGT(Art Edu.)	Member	
6. Mr. B. K. Sahu	PRT	I/C(Prim.)	
7. Mr. M.K. Wasnik	PRT	Member	
8. Miss. Pooja Sharma	PRT	Member	
9. Mrs. Latika Rana	PRT	Member	

Duties:-

- To prepare an action plan for conducting monthly test for classes-XII and finalise test/examination for other classes as per CBSE norms.
- To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- To procure the result register, progress reports, and other stationery well in advance by giving requisition to the Principal well in advance.
- To conduct the test as per guidelines.
- Declaration of results as per the KVS schedule.
- To maintain and place all the records pertaining to examination before the member of panel inspection team.
- To issue the notices, circulars of the examinations to the staff from time to time.
- To visit website of KVS, Regional Office, Bhubaneswar and CBSE regularly for the examination notices, circulars.
- To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
- To update examination details on website of the Vidyalaya

CBSE & External Examination

1. Mr. K. K. Jha	PGT(Maths)	I/C	
2. Mr. Tanveer Ahamad	TGT(WE)	Member	
3. Mr. Sanjay Bisen	TGT(PH&E)	Member	
4. Mr. D. N. Shukla	TGT (Sans)	Member	
5. Miss. Neha Rathi	PRT	Member	

Duties:

- To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- Class IX to XII registration, filling of the LOC forms and completing the formalities in time bound.
- Correspondence for school affiliation.

4. Maintenance and submission of records of result analysis of CBSE exam to KVS Regional Office and KVS Head Quarter in time.
5. Maintaining the record of shortage of attendance and correspondence with parents of class X & XII.
6. Fixing the practical time table in liaison with subject teachers and external examiners.
7. Conducting the CBSE board exam as per the CBSE norms.
8. Updating changes in the evaluation system in the School web site .
9. Keep records of PTA meeting of class-X & XII
10. To maintain the record and send the data from time to time to the concerned.
11. Settlement of claims in respect of advance received from the CBSE for different examination in a time bound manner.

Olympiads and Other Competitions for Students

1. Mr. S. K. Mishra	PGT(Phy)	I/C
2. Mrs. E. Mathew	TGT(Sci)	Member
3. Mrs. Varsha Dubey	TGT (Maths)	Member
4. Mr. S. K. Dhande	TGT(Maths)	Member
5. Mr. U. K. Nagpure	PRT	Member
6. Mr. Ajit Meher	PRT	Member
7. Mrs. Shikha Singh	PRT	Member

Admission



1. Mr. Arvind Bhatpahare	PGT(CS)	I/C
2. Mrs. S. R. Bishwas	TGT(Maths)	Member
3. Mr. Bhoopendra Shrivastava	Lib.	Member
4. Mr. Ravi Dewangan	TGT(Art Edu.)	Member
5. Mrs. Rekha Rathi	TGT(Sst)	Member
6. Mrs. F. Barwa	Head Mistress	Member
7. Mr. M. K. Hirwani	PRT	Member
8. Mr. M. K. Dewangan	PRT	Member
9. Mr. P. N. Soni	PRT	Member
10. Mr. Ajit Meher	PRT	Member
11. Mr. M. K. Wasnik	PRT	Member
12. Miss. Pooja Sharma	PRT	Member

Duties:-




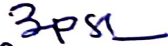




- a). Registration of admissions as per the schedule given by KVS both on line and off line.
- b). Scrutiny of registration forms as per the admission guidelines given by KVS
- c). Verification of provisional list of selected candidates for all the classes.

- d). To administer the admission test Class-IX and preparation of merit list as per the admission guidelines by the KVS.
- e). To take the approval of VEC before the release of the merit list.
- f). Maintenance of admission registers. g) Admission of candidates based on KV TC as per KVS norms.
- h). Local transfer admissions.
- i). Admissions as per RTE Act.
- j). Maintenance of admission records as per KVS guidelines in the prescribed proformas.
- k). Details of admission uploading on the website.

Discipline Secondary Wing

1. Mr. S. K. Mishra	PGT(PHY)	I/C 
2. Mr. Sanjay Bisen	TGT(PH&E)	Member
3. Dr. N. S. Tomar	PGT(Eco)	Member
4. Smt. S.K. Kashyap	TGT(Hindi)	Member 
5. Mr. S.K. Dhande	TGT(Maths)	Member
6. Mrs. S.W. Jain	TGT(Sst)	Member
7. Yoga Teacher		Member
8. Sports Teacher		Member
9. Nurse		Member

Discipline Primary Wing

1. Mrs. F. Barwa	Head Mistress	I/C 
2. Mr. J.L. Shandilya	PRT	Member 
3. Mrs.A. Uma Bharati	PRT(Music)	Member 
4. Mr. P.N. Soni	PRT	Member 
5. Mr. Ajit Meher	PRT	Member 
6. Miss. Deepika Sharma	PRT	Member 
7. Mrs. Nabeela Farheen	PRT	Member 
8. Miss. Neha Rathi	PRT	Member 

Duties :

- a).To check personal turn out of students during assembly.
- b). To check the late comers during morning assembly.
- c). To observe the behavior of students inside and outside class room.
- d). To ensure provision of out pass in all classes and their utilization.
- e). To initiate proper action as per KVS norms against indiscipline students(articles 60 of KVS education code).
- f). To check the girls and boys uniform daily.

g) . To check the bags once in a week. h) To confiscate the mobiles and other prohibited appliances.

i). To take the regular meeting of student councils, prefect, monitors.

j). To ensure discipline

k). To refer the problematic cases to the counselor for diagnosis

l). To inform the parents immediately.

Morning Assembly Secondary

1. Mr. Hemant Banjare	PGT(Eng)	I/C	<i>23/5/2</i>
2. Mr. Tanveer Ahamad	TGT(WE)	Member	
3. Mr. Sanjay Bisen	TGT(PH&E)	Member	
4. Mr. Deepak Pradhan	TGT(Sans)	Member	
5. Mrs.A. Uma Bharati	PRT(Music)	Member	<i>23/5/2</i>
6. Miss. Srishti Gupta	TGT(Eng)	Member	
7. Yoga Teacher		Member	

Morning Assembly Primary

1. Mrs. F. Barwa	Head Mistress	I/C	<i>Barwa</i>
2. Mrs.A. Uma Bharati	PRT(Music)	Member	<i>Barwa</i>
3. Mr. Ajit Meher	PRT	Member	<i>Barwa</i>
4. Mrs. Shikha Singh	PRT	Member	<i>Barwa</i>
5. Miss. Kirti Gaur	PRT	Member	<i>Barwa</i>

Duties:

a). To see that morning assembly programme is to conduct within stipulated time.

b). To evaluate the various items of morning assembly programme on five point scale – Excellent: Very good; Good; Average; Below Average.

c). To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.

d). To arrange the PA system, musical instrument well in advance before the start of morning assembly.

e). Annual Planning of CCA activities –house wise.

f). Maintains of result of CCA activities.

g). Purchase and distribution of CCA prizes & medals.

h). Maintaining CCA Activities register .

i). The house Master should motivate the students for effective participation in house activities.

j). To give equal opportunities to the students in respect of their houses

Internal Complain Readresal

1. Mrs. Birja Mishra	Assistant Commissioner KVS RO Raipur	
2. Mrs. Sarita Patel	Surabhi Sewa Sanstha NGO member	Member
3. Mrs. S. K. Kashyap	TGT(Hindi)	I/C <i>[Signature]</i>
4. Mr. B. D. Manikpuri	PGT(Hindi)	Member <i>[Signature]</i>
5. Mrs. Priyamvada Shrivastava	VMC Member	Member <i>[Signature]</i>
6. Mrs. Archana Mishra	TGT(Sci)	Member <i>[Signature]</i>
7. Mr. Sanjay Bisen	TGT(P&HE)	Member
8. Mr. U. K. Nagpure	PRT	Member <i>[Signature]</i>

QUIP

1. Mrs. Megha Apte	TGT(Hindi)	I/C <i>[Signature]</i>
2. Mrs. Runu S. N. Pradhan	TGT(Maths)	Member
3. Mrs. Varsha Dubey	TGT (Maths)	Member <i>[Signature]</i>
4. Mrs. Rekha Rathi	TGT(Sst)	Member
5. Mrs. Srishti Gupta	TGT(Eng)	Member
6. Mr. Deepak Pradhan	TGT(Sans)	Member

CMP

1. Mr. M K. Wasnik	PRT	I/C <i>[Signature]</i>
2. Mrs. Latika Rana	PRT	Member <i>[Signature]</i>
3. Miss. Deepika Sharma	PRT	Member <i>[Signature]</i>

Duties:-


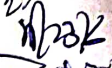




- To ensure the implementation of CMP as per KVS norms.
- To take the requirement of TLM from teachers well in advance every month.
- to procure TLM for the local market by taking an amount of Rs. 2000/- every month.
- To ensure the distribution of TLM to all the teachers as per requirements.
- To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement.
- To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.
- To update the status of the resource room once in every quarter

EBSB




1. Mrs. S. W. Jain	TGT(Sst)	I/C
2. Mrs. Rekha Rathi	TGT(Sst)	Member

3. Mrs. Srishti Gupta	TGT(Eng)	Member
4. Mr. Deepak Pradhan	TGT(Sans)	Member
5. Mr. Bhupendra Shrivastava	Librarian	Member




Vidyalaya Magazine and NEWS Letter:

1. Mr. B.D. Manikpuri	PGT(Hindi)	I/C 
2. Mr. Hemant Banjare	PGT(Eng)	Member 
3. Mrs. Megha Apte	TGT(Hindi)	Member 
4. Miss. Chinju Vijayan	TGT(Eng)	Member 
5. Mr. Deepak Pradhan	TGT(Sans)	Member
6. Mr. Ravi Dewangan	TGT(Art Edu.)	Member
7. Mr. Ajit Meher	PRT	Member 
8. Mrs. Poonam Kumari	PRT	Member 



School Website and Computer Maintenance Department:

1. Mr. Arvind Bhatpahare	PGT(CS)	I/C 
2. Mr. Bhoopendra Shrivastava,	Librarian	Member
3. Mr. Tanveer Ahamad	TGT(WE)	Member
4. Mr. Ravi Dewangan	TGT(Art Edu.)	Member
5. Mr. Ajit Meher	PRT	Member 
6. Mr. B. K. Sahu	PRT	Member 
7. Mr. Hansraj Bharati	JSA	Member


Online Class Monitoring:

1. Mr. Arvind Bhatpahare	PGT (CS)	I/C 
2. Mr. Bhoopendra Shrivastava	Librarian	Member
3. Mr. Ajit Meher	PRT	Member 
4. Mr. Chandan Kumar	PGT(Com)	Member
5. Mr. M. K. Hirwani	PRT	Member 

Maintenance Of Shala Darpan Portal:

1. Mr. Arvind Bhatpahare	PGT(CS)	I/C 
2. Mr. R. K. Jha	PGT(Chem)	Member
3. Mr. B. K. Sahu	PRT	Member 
4. Mrs. Shikha Singh	PRT	Member
5. Mr. Hansraj Bharati	JSA	Member
6. All class teachers		Member

Vidyalaya Sanitation and Cleanliness:

1. PGT Bio		I/C 
2. Mrs. E. J. Mathew	TGT(Sci)	Member
3. Mr. Sanjay Bisen	TGT(PH&E)	Member
4. Mrs. Kanchan Sinha	TGT(Sci)	Member
5. Mr. B. R. Khande	TGT(Hindi)	Member

6. Mrs. Megha Apte	TGT(Hindi)	Member	<i>[Signature]</i>
7. Mrs. Rekha Rathi	TGT(Sst)	Member	<i>[Signature]</i>
8. Mr. Deepak Pradhan	TGT(Sans)	Member	
9. Mr. Ravi Dewangan	TGT(Art Edu.)	Member	
10. Mrs. F. Barwa	Head Mistress	Member	<i>[Signature]</i>
11. Mr. U. K. Nagpure	PRT	Member	<i>[Signature]</i>
12. Mr. P. N. Soni	PRT	Member	<i>[Signature]</i>
13. Mr. B. K. Sahu	PRT	Member	<i>[Signature]</i>
14. Mr. M. K. Wasnik	PRT	Member	<i>[Signature]</i>
15. Miss. Neha Rathi	PRT	Member	<i>[Signature]</i>
16. Miss. Deepika Sharma	PRT	Member	<i>[Signature]</i>
17. Mrs. Poonam Kumari	PRT	Member	<i>[Signature]</i>

Duties:

- a). To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- b). To ensure the provision of dustbins in all the class rooms and corridors.
- c). To appraise the Principal about the cleanliness of school building from time to time.
- d). To supervise the work of the people deployed under housekeeping.
- e). To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- f). To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- g) To involve students in organizing different programmes under Swachha Vidyalaya Abhiyan.
- h). To clear the wild bushes and thorny plants that are growing in different parts of school campus.
- i). to ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- j). To ensure cleanliness of area around the staff quarters.
- k). To take the rounds of the Vidyalaya twice in a day and to ensure cleanliness.
- l). In – charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders.

GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS AND STAFF QUARTER CAMPUS:

1: Mr. Ravi Dewangan	TGT(Art Edu.)	I/C
2. Mr. Tanveer Ahamad	TGT(WE)	Member
3. PGT Bio		Member
4. Mrs. Archana Mishra	TGT(Sci)	Member <i>[Signature]</i>

5. Mrs. E. J. Mathew
6. Mrs. Kanchan sinha

TGT(Sci)
TGT(Sci)

Member
Member

11. Miss.
12. Miss.
Tarunot

Duties:

- a). To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- b). To procure ornamental plants and other fruit bearing plants in consultation with Principal.
- c). To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- d) To procure fertilizers, manure, pesticides in consultation with Principal.
- e). Placing of placards in different areas of garden.
- f). Numbering of tress and potted plants.
- g). Celebration of Van mahostava in consultation with principal and forest dept.
- h). To motivate the children for gardening and beautification.
- i). To develop medicinal plant garden in the campus.
- j). To display the quotations in the corridors and class rooms on plantation and conservation of plant.
- k) To fix bulletin board in the class room for display of educational charts.
- l). To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
- m). To ensure the display of material in the bulletin boards.

Guidance And Councelling:

1. Mr. S. K. Mishra
2. Mr. Hemant Banjare
3. Smt. S.K. Kashyap
4. Mrs. Archana Mishra
5. Miss. Srishti Gupta
6. Councillor

PGT(Phy)
PGT(Eng)
TGT(Hindi)
TGT(Sci)
TGT(Eng)

I/C
Member
Member
Member
Member
Member

Back To Basic:

1. Mrs. Archana Mjshra
2. Mrs. S.R. Bishwas
3. Mr. Deepak Pradhan
4. Mrs. Varsha Dubey
5. Mrs. Rekha Rathi
6. Miss. Srishti Gupta
7. Miss. Chinju Vijyan
8. Mr. B.K. Sahu
9. Mr. P.N. Soni
10. Miss. Deepika Sharma

TGT(Sci)
TGT(Maths)
TGT(Sans)
TGT (Maths)
TGT(Sst)
TGT(Eng)
TGT(Eng)
PRT
PRT
PRT

I/C
Member
Member
Member
Member
Member
I/C (Pri.)
Member
Member

- 1. Miss. Neha Rathi
- 2. Miss. Kirti Gaur

PRT
PRT

Member *Neha*
Member *Kirti*

Utsava Project:

- 1. Mr. Hemant Banjare
- 2. Mrs. S.W. Jain
- 3. Mrs. E.J. Mathew
- 4. Miss. Chinju Vijyan
- 5. Mr. Ajit Meher
- 6. Mrs. Uma Bharati

PGT(Eng)
TGT(Sst)
TGT(Sci)
TGT(Eng)
PRT
PRT(Music)

I/C *20/23/6/21*
Member
Member
Member
Member
Member *Amit*

Root To Root Project:

- 1. Mrs. Uma Bharati
- 2. Mr. Tanveer Ahamad
- 3. Mr. Sanjay Bisen
- 4. Mr. Ravi Dewangan
- 5. Mr. Arvind Bhatapahare

PRT(Music)
TGT(WE)
TGT(P&HE)
TGT(Art Edu.)
PGT(CS)

I/C *Amit*
Member
Member
Member
Member *g*

Electric Maintenance of School Building & Staff Quarter

- 1. Mr. Tanveer Ahamad
- 2. Mr. Arvind Bhatapahare,
- 3. Mr. Sanjay Bisen
- 4. Mr. S.K. Dhande

TGT(WE)
PGT(CS)
TGT(P&HE)
TGT(Maths)

I/C
Member
Member
Member

Civil Maintenance of School Building & Staff Quarter

- 1. Mr. Ravi Dewangan
- 2. Mr. Sanjay Bisen
- 3. Mr. Bhoopendra Shrivastava
- 4. Mr. P. N. Soni

TGT(Art Edu.)
TGT(P&HE)
Librarian
PRT

I/C
Member
Member
Member *3PST*

Report Writing, Press Publicity & Maintenance of achievement Record:

- 1. Mr. B. D. Manikpuri
- 2. Mr. Hemant Banjare
- 3. Mrs. Megha Apte
- 4. Mr. Deepak Pradhan
- 5. Mr. Ravi Dewangan,
- 6. Mr. Sanjay Bisen
- 7. Mr. P. N. Soni
- 8. Miss. Srishti Gupta

PGT(Hindi)
PGT(Eng)
TGT(Hindi)
TGT(Sans)
TGT(Art Edu.)
TGT(P&HE)
PRT
TGT(Eng)

I/C *20/23/6/21*
Member
Member
Member
Member
Member
Member
Member *3PST*

Pustak Uphar :

- 1. Mr. Bhoopendra Shrivastava
- 2. All Class Teachers
- 3. Members of Library committee

Librarian

I/C
Member
Member

First Aid & Medical Checkup & Implementation of SBSB Programme:

1. Mr. Sanjay Bisen
2. Staff Nurse
3. Mrs. F. Barwa
4. Mr. B. K. Sahu
5. Mrs. Latika Rana

TGT(P&HE)

I/C
Member
Member
Member
Member

Head Mistress
PRT
PRT

RTE Fee Reimbursement Monitoring:

1. Mr. K.K. Jha
2. Mr. M.K.Dewangan
3. Mrs. S.R. Bishwas
4. Mr. M.K. Wasnik

PGT(Maths)
PRT
TGT(Maths)
PRT

I/C
Member
Member
Member

Contractual Teachers Monitoring:

1. Mr. Chandan Kumar
2. Mrs. S.W. Jain
3. Mrs. F. Barwa
4. Mr. M.K.Dewangan
5. Mr. Bhoopendra Shrivastava
6. Mr. M. K.Hirwani

PGT(Com)
TGT(Sst)
Head Mistress
PRT
Librarian
PRT

I/C
Member
Member
Member
Member
Member

Library:

1. Mr. Bhoopendra Shrivastava
2. Mr. B.D. Manikpuri
3. Mr. S. K. Mishra
4. Mr. R. K. Jha
5. Mr. Hemant Banjare
6. Mr. N.S.Tomar
7. Mr. Chandan Kumar
8. Mr. Mr. D.N. Shukla
9. Mrs. Poonam Kumari

Librarian
PGT(Hindi)
PGT(Phy)
PGT(Chem)
PGT(Eng)
PGT(ECO)
PGT(Com)
TGT(Sans)
PRT

I/C
Member
Member
Member
Member
Member
Member
Member
Member

Duties:

- a) The meeting are to be convened at least once in two month.
- b) Committee will submit the list of books to be procured subject wise in the beginning of academic session.
- c) Books review.
- d) To inculcate reading habits among the staff & children.
- e) To organize books exhibition on important occasions

UBI Fee Portal Monitoring:

1. Mr. Arvind Bhatapahare
2. Mr. Bhoopendra Shrivastava
3. Mr. Tanveer Ahamad
4. Mr. Ajit Meher
5. Mr. P.D. Manikpuri

PGT(CS)
Librarian
TGT(WE)
PRT
SSA

I/C
Member
Member
Member
Member

All Class Teachers

Mrs. Uma Bharati	PRT(Music)	I/C <i>Abhis</i>
Mrs. Archana Mishra	TGT(Sci)	Member <i>Seni</i>
Mrs. Megha Apte	TGT(Hindi)	Member <i>Shree</i>
Mrs. S. K. Kashyap	TGT(Hindi)	Member <i>R</i>
Mr. P.N. Soni	PRT	Member <i>3/20</i>
Miss. Deepika Sharma	PRT	Member <i>AS</i>
Miss. Neha Rathi	PRT	Member <i>Rathi</i>
Mr. Ravi Dewangan	TGT(Art Edu.)	Member
Miss. Kirti Gaur	PRT	Member <i>b</i>

Maintenance:

1. Mr. P.D. Manikpuri,	SSA <i>PS</i>	I/C
2. Mr. K.K. Jha	PGT(Maths)	Member
3. Mr. Tanveer Ahamad	TGT(WE)	Member
4. Mr. Ravi Dewangan	TGT(Art Edu.)	Member

Attendance Monitoring :

1. Mr. Hansraj Bharati	JSA	I/C
2. Mr. P.D. Manikpuri	SSA	Member <i>PS</i>
3. Mr. Mohan Godare,	Sub Staff	Member
4. Mr. R. K. Sahu	Sub Staff	Member

Attendance Monitoring of Students:

1. Mr. Sanjay Bisen	TGT(P&HE)	I/C
2. Mr. Ravi Dewangan	TGT(Art Edu.)	Member
3. Computer Instructor I & II		Member
4. Yoga Coach		Member
5. Sports Coach		Member
6. All Class Teacher		Member

Furniture:

1. Mr. Sanjay Bisen	TGT(P&HE)	I/C
2. Mr. Ravi Dewangan	TGT(Art Edu.)	Member
3. Mr. S. K. dhande	TGT(Maths)	Member
4. Mr. U. K. Nagpure	PRT	Member <i>AP</i>
5. Mr. M.K. Wasnik	PRT	Member <i>OK</i>
6. Mr. Deepak Pradhan	TGT(Sans)	Member
7. Mr. P.N.Soni	PRT	Member <i>3/20</i>

Duties:-

- a). To maintain the stock register of furniture and keep the record of room wise/dept. wise distribution of furniture.
- b). To take initiative to see that the broken furniture is repaired regularly.

- c). To Prepare the list of broken furniture which are to be condemned.
- d). To see the arrangement of furniture during school functions like - sports day, Republic day, Annual Day, Independence day or any other function and replace the same to their original place after the function is over.
- e). To see any shortages, deficiency of furniture and report to the Principal.
- f). To maintain properly the keeping of Extra furniture in the store room.
- g). To submit the requisition for the new furniture as per KVS norms in the beginning of the academic session.

Implementation of Jigyasa Project:

- | | | |
|----------------------|-----------|--------|
| 1. Mrs. E. J. Mathew | TGT(Sci) | I/C |
| 2. Mr. S. K. Mishra | PGT(PHY) | Member |
| 3. Mr. R. K. Jha | PGT(Chem) | Member |

Implementation of Vidyalaya BALA Project:

- | | | |
|-------------------------|---------------|--------|
| 1. Mr. Ravi Dewangan | TGT(Art Edu.) | I/C |
| 2. Mr. Tanveer Ahamad | TGT(WE) | Member |
| 3. Mrs. S.R. Bishwas | TGT(Maths) | Member |
| 4. Mrs. Kanchan Sinha | TGT(Sci) | Member |
| 5. Mrs. S. K. Kashyap | TGT(Hindi) | Member |
| 6. Mr. Deepak Pradhan | TGT(Sans) | Member |
| 7. Miss. Deepika Sharma | PRT | Member |
| 8. Miss. Poonam Kumari | PRT | Member |
| 9. Miss. Kirti Gaur | PRT | Member |

Educational Tour:

1. Mr. N. S. Tomar, PGT I/C
2. Mr. Sanjay Bisen
3. Mr. B. K. Sahu
4. Miss. Neha Rathi

Duties:

- a) To plan education tours / excursions for all the classes as per KVS norms
- b) To ensure the safety of the students during the journey period and their stay at the venue.
- c) To provide hygienic food / potable water to the students who are participating in tour programme.
- d) To make provision of funds in the VVN budget.

Student Council:

- | | | |
|-----------------------|------------|--------|
| 1. Mr. R. K. Jha | PGT(Chem) | I/C |
| 2. Mr. B.D. Manikpuri | PGT(Hindi) | Member |
| 3. Mrs. S.K. Kashyap | TGT(Hindi) | Member |

Mrs. S. W. Jain

TGT(Sst)

Member

For Allotment:

Mr. S. K. Mishra
Mr. Hemant Banjare
Mrs. F. Barwa

PGT(Phy)
PGT(Eng)
Head Mistress

I/C 23/11/21
Member 23/6/21
Member

es:

- To prepare a panel of teacher who are eligible for the allotment of quarters (Type – I, Type – II, Type – III) as per KVS norms in the beginning of the academic session.
- To allot the quarters to the eligible staff as per the panel prepared and approved by the chairman VMC.
- To monitor the maintenance & repair of the staff quarters

SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY)

Subject	In charge	
Hindi	Mr. B. D. Manikpuri	PGT(Hindi)
English	Mr. Hemant Banjare	PGT(Eng)
Mathematics	Mr. K. K. Jha	PGT(Maths)
Science	Mr. S. K. Mishra	PGT(Phy)
Social science	Mr. N. S. Tomar	PGT(Eco)

Duties:

- Subject conveners should convene the meeting with member of their own faculty at least once in every fortnight after the school hours. Minutes of the meeting is to be submitted to the principal on the last day of the month. Subject convener must invite the principal also for the meeting. The agenda of the meeting to be approved by the Principal before the meeting.
- Subject conveners will discuss the following issues during the meeting :
 - Guidance regarding the maintenance of teacher diary.
 - Coverage of syllabus as per the split up syllabus approved by KVS .
 - Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS
 - Demo classes by rotation during the subject committee meeting.
 - Uses of computers and other audio visual aids in teaching learning process.
 - Plan of evaluation of home assignment.
 - To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
 - Plan of action for weak students & bright students.
 - Remedial teaching for weak students.

x). Decoration of bulletin boards in corridors / class rooms with educational charts.

xi). Club activity / Science and social exhibition.

NOTE: As a subject convener, you will be held responsible for non – submission of the record to the Principal.

SCOUTS / GUIDES:

- | | | |
|---|----------|--------|
| 1. Mr. N.S. Tomar | PGT(Eco) | I/C |
| 2. All Scout and Guide trained teachers | | Member |

Duties:

- To ensure minimum enrolment (50%)CUBS AND BULBUL and 30% in scouts and guide.
- To organize investiture ceremony for the new recruits(Class-III &VI)
- To conduct the class on every Friday for one hour.
- To train the students for Pratham / Dwetiya / Triteliya / Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Triteliya Charan / ChaturdhaCharan
- To issue the merit certificate after the conduct of test
- Celebration of thinking day/ Flag day
- To procure the uniform for Scouts / Guides who are involved in for the 1st time and institutional ceremony.
- To conduct Annual Camp in the Vidyalaya.

Rajbhasha Kriyanvayan :

- | | | |
|------------------------|------------|--------|
| 1. Mr. B. D. Manikpuri | PGT(Hindi) | I/C |
| 2. Mr. B.R. Khande | TGT(Hindi) | Member |
| 3. Mrs. S. K. Kashyap | TGT(Hindi) | Member |
| 4. Mrs. Megha Apte | TGT(Hindi) | Member |
| 5. Mr. D. N. shukla | TGT(Sans) | Member |
| 6. Mr. Deepak Pradhan | TGT(Sans) | Member |

Duties:

- To implement the decision taken during Nagar Raj Bhasha committee meeting.
- To attend Nagar Raj Bhasha committee as and when required.
- To send periodical report to the KVS RO Bhubaneswar, KVS New Delhi, Nagar Raj bhasha committee.
- To take initiative to see that correspondence is made in Hindi.
- To send the Quarterly and Annual report on the prescribed format.

Student Grievance :

- | | | |
|----------------------|------------|-----|
| 1. Mrs. S.K. Kashyap | TGT(Hindi) | I/C |
|----------------------|------------|-----|

2. Mrs. Archana Mishra	TGT(Sci)	Member
3. Mr. Sanjay Bisen	TGT(P&HE)	Member
4. Mr. Bhoopendra Shrivastava	Lib.	Member
5. Mrs. F. Barwa	Head Mistress	Member
6. Mr. U. K. Nagpure	PRT	Member
7. Mr. P. N. Soni,	PRT	Member

Duties:-

1. If any complaint related to immoral behavior towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring the eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents is received by the committee, the following steps should be taken immediately at Committee level.

Income Tax Calculation:

1. Mr. K. K. Jha	PGT(Maths)	I/C
2. Mr. Arvind Bhatpahare	PGT(CS)	Member
3. Mr. B.D. Manikpuri	PGT(Hindi)	Member

CS 54 Maintenance:

1. Mr. Chandan Kumar	PGT (Com)	I/C
2. Mr. S. K. Dhande	TGT(Maths)	Member
3. Mr. M.K. Wasnik	PRT	Member

Display Board Decoration:

1. Mrs. Megha Apte	TGT(Hindi)	I/C
2. Mr. Deepak Pradhan	TGT(Sans)	Member
3. Miss. Chinju Vijyan	TGT(Eng)	Member
4. Miss. Srishti Gupta	TGT(Eng)	Member
5. TGT Eng-IV	TGT(Eng)	Member

Alumni :

1. Mr. Sanjay Bisen	TGT(P&HE)	I/C
2. Mrs. E. J. Mathew	TGT(Sci)	Member
3. Mrs. Uma Bharati	PRT(Music)	Member
4. Mrs. F. Barwa	Head Mistress	Member

Green Vidyalaya:

1. Mrs. E.J. Mathew I/C	TGT(Sci)	I/C
2. Mrs. Archana Mishra	TGT(Sci)	Member
3. Mrs. Kanchan Sinha	TGT(Sci)	Member
4. Mr. Ravi Dewangan	TGT(Art Edu.)	Member

NCC

1. Miss. Pooja Sharma
2. Mr. Sanjay Bisen

PRT
TGT(P&HE)

I/C
Member

Duties:

1. Enrollment of new students to be completed by April every year as per the schedule.
2. As per calendar of activities supplied by 01 O Medical Company NCC Cuttack different activities to implemented.

Club Activities

Integrity Club:

1. Mr. N.S. Tomar
2. Mr. B.R. Khande
3. Mrs. S.W. Jain
4. Mrs. Rekha Rathi
5. TGT Sst-III
6. Mrs. F. Barwa

PGT(Eco)
TGT(Hindi)
TGT(Sst)
TGT(Sst)
TGT(Sst)
Head Mistress

I/C
Member
Member
Member
Member
Member

Mathematics:

1. Mr. K.K.Jha
2. Mrs. S.R. Bishwas
3. Mr. S.K. Dhande
4. Mrs. R.S.N. Pradhan
5. Mr. M.K. Dewangan
6. Mr. P.N. Soni
7. Mr. B.K. Sahu
8. Mrs. Shikha Singh

PGT(Maths)
TGT(Maths)
TGT(Maths)
TGT(Maths)
PRT
PRT
PRT
PRT

I/C
Member
Member
Member
Member
Member
Member
Member

Nature Club:

1. PGT Bio
2. Mrs. Archana Mishra
3. Mrs. E.J. Mathew
4. Mrs. Kanchan Sinha
5. Mr. J.L. Shandilya
6. Mrs. Nabeela Farheen
7. Mrs. Latika Rana

PGT (Bio)
TGT(Sci)
TGT(Sci)
TGT(Sci)
PRT
PRT
PRT

I/C
Member
Member
Member
Member
Member
Member

Readers Club:

1. Mr. Bhoopendra Shrivastava
2. Mr. B.D. Manikpuri
3. Mr. Hemant Banjare

Librarian
PGT(Hindi)
PGT(Eng)

I/C
Member
Member

4. All TGTs(English and Hindi)

Member

Artificial Intelligence:

1. Mrs. E.J. Mathew
2. Mr. R.K Jha
3. Mr. S.K. Dhande
4. Mr. Arvind Bhatpahare
5. Mr. Ajit Meher

TGT(Sci)
PGT(Chem)
TGT(Maths)
PGT(CS)
PRT

I/C
Member
Member
Member
Member

UDISE:

1. Mr. B.K.Sahu
2. Mr. M.K. Hirwani

PRT
PRT

I/C
Member

Principal
PRINCIPAL
K.V. No.-2
RAIPUR (C.G.)