

## KENDRIYA VIDYALAYA DAPPAR COMMITTEES 2021-22 (Modified)

SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
1.	<b>Academic Advisory Committee</b>	To prepare action plan for Academic activities of the Vidyalaya and monitoring the same which includes the following: a) Students welfare, staff welfare, working system, academics and co curricular activities etc.,  1.Developing departmental Plan. 2. Listing the agenda points 3 days before the conduct of meeting /getting the approval of the undersigned. 3. Recording the minutes/ follow up of the decisions taken. 4.Presenting the minutes before the Academic Advisory committee for information	Mrs. R.P. Kaur
			Mrs. Anita Kumari
			Mr. Mukesh Bairwa
			Mr. Jagdish Singh
			Mr. C.P. Singh
			Ms. Harminder Kaur Suri
2.	<b>Students Admission</b>	Complete OLA process as per directions of KVS,UID creation, fee collection and allotting section/ sending required data to RO/ HQ as and when asked with the approval of the undersigned	<b>Mr. Ashok Kumar Bhukal I/C</b>
			Mr. Subhash Chandra
			Ms. Harminder Suri
			Ms Neelam
			Ms. Mansi
			Mr. Sunil Lab Att.
3.	<b>Time Table</b>	Preparation of time table/Daily substitution arrangement for absentees / informing the department for arrangement of PTC teachers in the absence of teachers on long leave / on duty / preparing compact time table during revision time /Annual day/ Sports day and as and when required	<b>Mr. Mukesh Kumar I/C</b>
			Ms. Deepika
			<b>Ms.Harminder Suri I/C</b>
			Mr. Puneet
4.	<b>CCA</b> <b>Conduct of Morning Assembly/ Announcements</b>  <b>Vidyalaya Magazine</b>  <b>Report for the month</b>	Cleanliness of the area, PA system ,musical instruments ,National Flag (on all occasions).Make necessary announcement in the morning assembly as per the direction of the undersigned.  Prepare a calendar of activities for CCA/ conduct of CCA / prize and certificate distribution / Celebration of important days/ planning and conduct of effective morning assembly, Investiture ceremony  Announcement for articles/collection/getting the quotation processed/placing order/ editing/ getting it printed with the approval of undersigned and distribution  To take up activities as per the requirements from time to time and maintain records of the activities	<b>Mr. C. P. Singh I/C</b>
			Mr. Mukesh Kumar Bairwa
			Ms. Megha pathak
			Mr. Naresh Kumar
			Mrs. Pooja Miglani
			Mrs. Ritu
5.	<b>Examination (Internal)</b>	Effective planning and execution of examination as per pattern prescribed by the KVS for all classes &result declaration	<b>Mrs. R.P. Kaur I/C Overall</b>
			Mrs. Pooja, I/C Internal
			Mrs. Manpreet
			Ms. Satwinder
			Mrs. Priyanka (Primary Section)
			Mr. Avtar Singh Lab Att

6.	<b>Examination (CBSE)</b>	Effective coordination with CBSE board in smooth and timely submission of data/ registration and conduct of board examinations / submission of data regarding the same to RO /HQ as and when required	<b>Mr. Jagdish I/C CBSE</b> Mrs. Manpreet
7.	<b>UDISE and e-Punjab</b>	Registration, Reports, Handing Portal etc	Mrs. Manpreet Kaur I/C Mr. Jagdish Singh
8.	<b>PISA and CCT</b>	All PISA and CCT related activities, reports etc	Mrs. Mamata <b>Singh I/C</b> Members – All TGT Science, Maths, English
9.	<b>Scouts/Guides/Cubs &amp; Bulbuls</b>	Prepare an action plan for the year 2015-16/Organize Scouts and Guides activities as per KVS direction/ Providing Voluntary service as and when required during special occasions/monitoring discipline of the Vidyalaya.	<b>Mr. Sudhir Tiwari I/C</b> Mr. Anil Gupta Mr. Amit Kumar Mrs. Mansi Mrs. Pooja Dahiya Mrs. Namrata
10.	<b>Discipline</b>	Prepare an action plan to maintain perfect discipline in the school campus/ checking late comers and follow up/ checking of uniform/ and communicating to parents through class teachers. <b>LUNCH TIME</b> –Monitoring students in the eating area.  Safety and security of children / informing hospital, security /conducting mock drills / Tackling the emergency situation /educating children about reacting to untoward situation, emergency situation. Contact with the right Authorities for bringing situation under control. Public information as per the direction of the undersigned  Orientation programme for students/ preparedness to face bullying / control of bullying / maintaining record of cases /guidance and counselling/ sending data to HQ/RO as and when required with the approval of the undersigned	<b>Mrs. Ambika I/C</b> Mrs. Anita Kumari Mrs. Reena Mr. Mukesh Kumar Bairwa Mr. Anil Gupta Mr. Naresh Ms. Harminder Suri Mrs. Pooja Miglani
11.	<b>CS 54</b>	Fee collection checking monthwise and submitting the report. Announcements regarding fee collection and UBI verification	<b>Mr. Amit</b>
12.	<b>Income Tax</b>	Collection of savings data/calculation of tax/ getting form 16	<b>Mr. Ashok Kumar</b> Mr. Puneet Mr. Sunil
13.	<b>NTSE/NCSC/ Science Olympiad Science Exhibitions/ KVPY/Maths Olympiad</b>	Coaching children/online registration/giving hall ticket/announcement/ etc.  <b>Supporting children appearing for KVPY</b>  Notification/registration/procuring books/guiding children/ conduct of Olympiad/distribution of certificates	<b>Mr. Jagdish Singh</b> <b>Mrs. Mamta Singh</b> <b>Mrs. Deepika</b> <b>Mr. Amit Kumar</b> <b>Ms. Aakriti</b>

14.	<b>Social Science Exhibition/ Teaching Aid</b>	Notification/registration/procuring books/guiding children/ Preparing for the exhibitions , conduct of Olympiad/ distribution of certificates	<b>Mr. C.P.Singh</b>
			<b>Ms. Satwinder</b>
			<b>All the concerned subject teachers are the members of the concerned committee</b>
15.	<b>Excursion / Educational Tours</b>	Finalizing place and date/ Call for quotation/ discussion with undersigned regarding money collection/ safe conduct of education tour	<b>Mrs. Pooja Miglani</b>
			Mr. Naresh
			Mrs. Neelam
16.	<b>Cleanliness</b>	Complete cleanliness of the Vidyalaya and surroundings  Maintenance of records w.r.t same/instructions to security and housekeeping/maintenance of their attendance and checking their work and giving instruction	<b><u>A BLOCK</u></b>
			<b>Mr. Rajesh Grover I/C</b>
			Mrs. Vineet Kumari
			Mr. Ashok
			<b><u>B &amp; C BLOCK</u></b>
			<b>Mrs. Monika Sharma I/C</b>
			Mrs. Jyoti
			Mr. Som Nath
			<b><u>D BLOCK</u></b>
			<b>Mrs. Reena Kumari I/C</b>
			Mrs. Asha Monica
			Mr. Sunil Kumar
			<b><u>Ground Area</u></b>
			<b>Mrs. Ambika I/C</b>
			Mr. Amit Kumar
Mr. Avtar			
17.	<b>School Website</b>	Updating website on requirement basis	<b>Mr.Ashok Kumar I/C</b>
			Ms. Harminder Suri
			Mr. C.P.Singh
			Mrs. Rashi
18.	<b>Furniture</b>	Condemnation of old furniture/taking inventory/ procuring furniture according to students level considering the budget through purchase procedure	<b>Mr. Subhash Chandra I/C</b>
			Mr. S.K. Tiwari
			Mr. Naresh
19.	<b>Maintenance and Repair</b>	Repairing electrical and electronic items/ AMC for needed articles and maintaining register for complaints for repairing items from teachers	<b>Mr. Rajesh Grover I/C</b>
			Mr. S.K. Tiwari
			Mrs. Mansi
			Mr. Ashok Sub-staff
20.	<b>Purchase committee</b>	Follow the purchase procedure/procure quotations / collecting requirement data from staff/ placing order/entry in stock register/supply and maintaining issue register	<b>Mrs. R.P. Kaur</b>
			Mrs. Pooja
			Mr. S.K. Tiwari
			Mr. Rajesh Grover

21.	Canteen Committee	Refreshment for Guests	Mrs. Manpreet I/C
			Mrs. Vineet Kumari
	Food committee	Refreshment for Staff	Mrs. Rashii
			Mrs. Namrata
		Refreshment for students	Mr. S.k Tiwari
22.	First Aid /Medical Check up	To procure first aid for students / conducting medical check up twice in a year and settling the account along with the report	Ms. Harminder Kaur Suri I/C
			Ms. Aakriti
			Ms. Pooja Dahiya
			Mrs. Namrata
23.	Gardening & Beautification Swachh Vidyalaya/ Harit Vidyalaya/ Eco Club	Beautification of Vidyalaya and its surroundings/ decoration on special occasions	Mrs. Deepika I/C
			Ms. Aakriti
			Ms. Harminder Suri
			Ms. Sarita
			Ms. Pooja Dahiya
			Ms. Rashii
			Mr. Rakesh Kumar
			Mr. Anil Gupta
24.	Sexual Harassment Grievance-staff/students	Maintaining complaint box/opening once in a fortnight/recording and taking remedial measure with the consent of the undersigned	Ms. T. Rukmani, (Asst. Comm., KVS RO)
			Mrs. Mohinder Kaur Kataria Director C.S. Technologies
			Mrs. R.P.Kaur
			Mr. Ashok Kumar Bhukal
			Mrs. Pooja PGT(Comm)
			Ms. Rashii
			Ms. Namrata
25.	PA System	Repair/Maintenance and arrangement of PA system on all occasions and on daily basis	Mr. Rajesh Grover I/C
			Mr. Ashok Att
			Mr. Sandeep
			Mr. Som Nath Sub-staff
26.	ACP/ AEP	Orientation programme for students/ arranging classes on AEP /inviting special guests for lectures /conducting interesting activities	Ms. Megha I/C (ACP)
			Mrs. Namrata
			Mrs. Vineet Kumari
			Mr. Naresh
			Mr. Anil Gupta
			Mrs. Anita I/C (AEP)
27.	Guidance & Counselling	Conducting career guidance programme for students of class IX & X/arranging special guests to address students in career related fields/conducting interest inventory and giving feedback to students/counselling for parents and students	Ms. Harminder Kaur Suri
			Mrs Pooja PGT Comm

28.	<b>Rajya Bhasha</b>	Sending bi lingual circulars/maintaining the records in bilingual and uploading thimahi report /conduct of Hindi Maah	<b>Mr. Mukesh Bairwa I/C</b>
			Mr. Naresh
			Mrs. Pooja Miglni
			Mrs. Priyanka Attri
29.	<b>PTA /CPR/open sessions</b>	Suggesting names for the committee / fixing the date for PTA/CPR meetings in consultation with the undersigned/ maintaining the minutes of the meetings and follow up measures	<b>Mr. Mukesh Kr. Bairwa I/C</b>
			Ms. Aakriti
30.	<b>Alumni</b>	To coordinate with the Alumni Association and the vidyalaya for planning and executing activities on behalf of the vidyalaya.	<b>Mrs. Pooja I/C</b>
			Mrs. Anita Kumari
			Ms. Megha
31.	<b>Online fee payment, verification, updation, UBI fee portal</b>	Updation, verification of data from time to time. Notification about payment of fees and reminder to class teachers. Send messages as per directions of competent authority	<b>Mr. Ashok Kumar I/C</b>
			<b>All Class Teachers/ Co-Class Teachers</b>
32.	<b>RTE and Back to Basic</b>		Ms. Harminder HM