

**KENDRIYA VIDYALAYA ONGC CAMBAY**  
**COMMITTEES FOR THE ACADEMIC SESSION 2021-22 W.E.F. 01/04/2021**

The following committees are hereby constituted for smooth & effective functioning of the Vidyalaya for the academic session 2021-22. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in-charges or in absence of in-charges any member of the committee. In absence of the in-charge the next senior member of the committee will automatically will be the in-charge and so on but all the members will be equally responsible. In-charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in-charge, the member in the committee will complete the handing and taking over procedure.

**DISCIPLINE COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. D. R. Vora	PRT – Music	I/C
2.	Mr. Om Prakash Yadav	TGT (Hindi)	Member
3.	Mr. Ravi Shankar	TGT (Maths)	Member
4.	Mr. Jignesh Patel	PRT	Member

**Duties :**

- a) To follow in to article 60 of KVS code of conduct for students
- b) To check personal turn of students during assembly
- c) To check the late comers during morning assembly
- d) To observe the behavior of students inside and outside class rooms
- e) To ensure provision of out pass in all classes and their utilization
- f) To initiate proper action as per KVS norms against indiscipline students
- g) To check the girls and boys uniform daily.
- h) To check the bags once in a week.
- i) To confiscate the mobiles and other prohibited appliances.
- j) To take regular meetings of student councils, prefects, monitors.
- k) To ensure discipline
- l) To refer the problematic cases to the Sr. Most Teacher / Principal for diagnosis
- m) To inform the parents immediately

**AEP/ SUGGESTION BOX**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Ishwar Chand	TGT –Art	I/C
2.	Mrs. A. S. Chauhan	Lib.	Member
3.	Mrs. Trupti Parmar	PRT	Member

**Duties**

- a) Box meant for general complaints / suggestion, should be opened on the last working day of the month.
- b) Separate files for preserving the complaints / suggestions & register for recording the complaints / suggestion should be opened
- c) Corrective measures are to be taken immediately in consultation with principal.
- d) Monthly online report to be sent.

**LUNCH BREAK SUPERVISION:-** As per duty assigned on daily arrangement basis.

**Duties:-**

- a) To mind the discipline of the students during the lunch break
- b) To see that the students reach their respective class after the lunch.
- c) To keep at least two children in the class by rotation to avoid stealing of the student belongings.

## SEXUAL HARASSMENT COMMITTEE (for Students & Staff )

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Laxmi Rawat	TGT(Bio)	I/C
2.	Mr. Dipesh Vora	PRT – Music	Member
3.	Mrs. Trupti Parmar	PRT	Member
4.	Mrs. Sudha Sindha	PRT	Member

### Duties:-

1. If any complaint related to immoral behaviour towards students (Boys & Girls) and Female Staff received by the committee, the following steps should be taken immediately at Committee level.

### VIDYALAYA LEVEL:-

1. A written complaint may be obtained from the students/parents.
2. Case may be brought to the notice of Chairman, VMC.
3. A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
4. A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
5. The committee may obtain the statement of the victim girl / boy/staff, narrated as well as the other students /staffs who witness the incident or to whom the victim girl made the complaint initially.
6. The committee may ask about the behavior of the accused teacher towards other girl students/female staff and other teachers and their statements may also be recorded.
7. The Principal may discuss the issue with the accused teacher and his statement may be recorded.
8. The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercises at Vidyalaya level have to be completed within three days from the date of the receipt of the complaint.
9. The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
10. Committee should open the suggestion boxes every week, collect the written material, convey to the committee meeting and submit the report accordingly. All documents should be recorded in the file and maintain the record properly.
11. The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.

### GENERAL GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)/SUGGESTION BOX

Sr. No.	Name	Designation	Member
1.	Mrs. Laxmi Rawat	TGT (Bio)	I/C
2.	Mr. Om Prakash Yadav	TGT –Hindi	Member
3.	Mrs. Shital Makwana	PRT	Member
4.	Mrs. Sudha Sindha	PRT	Member

### Duties:-

1. If any complaint related to immoral behaviour 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, proper steps should be taken immediately at Committee level.

**EDUCATIONAL TOURS / EXCURSION:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Sikander Mandogade (Secondary)	TGT (So. Sc.)	I/C
2.	Mr. Jignesh Patel (Primary)	PRT	I/C

**Duties:**

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

**STRENGTHENING OF PRIMARY EDUCATION (CMP):**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Sudha Sindha	PRT	I/C
2.	Mrs. Shital Makwana	PRT	Member

**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. 1000/- 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.

**LIBRARY COMMITTEE-**

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Ankita Chauhan	Librarian	I/C
2.	Ms. Kusum Lata	TGT – Eng.	Member
3.	Mr. Roop Chand	TGT – SKT	Member
4.	Mr. Jignesh Patel	PRT	Member
5.	Ms. Indu Ahalawat	PRT	Member
6.	5 Students namely Ma. Shubham-X, Km. Azba-X, Km. Batul-X, Km. Mantasha- IX, Ma. Jenish- X		Members

**Duties:**

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

**IMPLEMENTATION OF RAJ BHASHA**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Om Prakash Yadav	TGT-Hindi	I/C
2.	Mr. Roop Chand	TGT-SKT	Member
3.	Mr. Jignesh Patel	PRT	Member
4.	Mrs. Sudha Sindha	PRT	Member
5.	Mr. P R Makwana	SSA	Member

6.	5 Students namely Ma. Suyub Faraz- X, Devarsh- X, Km. Priyanshi-X ,Ma Dhruv Pasi- X, Km. Murshida- X	Member
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**Duties:**

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

**SCOUTS / GUIDES**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Jignesh Patel	PRT	I/C - SCOUTS
2.	Mrs. Sudha Sindha	PRT	I/C - GUIDES
3.	Ms. Shital Makawana	PRT	I/C - BULBUL
4.	Mr. Dipesh Vora	PRT(Music)	I/C – CUBS
5.	Mrs. A.S.Chauhan	Lib.	Member
6.	Mr. Ishwar Chand	TGT-AE	Member
7.	Mr. Shishir Kumar	TGT-WE	Member

**Duties:**

- To ensure minimum enrolment (40%) in the movement before 31<sup>st</sup> August
- To organize investiture ceremony for the new recruits
- To conduct activity as per calendar on every Wednesday.
- To train the students for Pratham /Dwitiya /Tritiya Sopan /Raj Puraskar/Rastrapati/Pratham charan/Dwitiya charan/Tritiya charna/Chaturtha charan.
- To issue the merit certificate after the conduct of test
- Celebration of thinking day
- To procure the uniform for Scouts / Guides who are involved in Guard of Honor.

**CCA & MORNING ASSEMBLY PROGRAMME (CCA Committee)**

S. NO.	NAME	DESIGNATION	MEMBER
1.	Mr. Om Prakash Yadav	TGT-Hindi	I/C
2.	Ms. Kusum Lata	TGT-Eng	Member
3.	Mr. Ishwar Chand	TGT (AE)	Member
4.	Mr. Roop Chand	TGT- SKT	Member
5.	Mr. D R Vora	PRT Music	Member
6.	Ms. Indu Ahalawat	PRT	Member

**Duties:-**

- To see that morning assembly programme is conducted within stipulated time.
- To evaluate the various items of morning assembly programme on five point scale – Excellent: Very good; Good; Average; Below Average.
- To prepare the schedule for conducting morning assembly programme Class wise.
- To arrange the PA system, musical instrument well in advance before the start of morning assembly with the help of TGT(WET)
- Annual Planning of CCA activities –house wise.
- Maintenance of result of CCA activities.
- Purchase and distribution of CCA prizes & medals.
- Maintaining CCA Activities register.

9. To ensure unfurling / raising of the tricolor / National Flag & lowering as per norms.  
10. To ensure the upkeep of banners for celebration of different occasions.

**ADMISSION:-**

S.NO	NAME	DESIGNATION	MEMBER
1.	Sh A. S. Chauhan	Librarian	I/C
2.	Mr. Shishir Kumar	TGT-WET	Member
3.	Mrs. Shital Makwana	PRT	Member
4.	Mr. Ravi Shankar	TGT Maths	Member

**Duties:-**

- To ensure online registration for admissions as per the schedule given by KVS.
- Scrutiny of registration forms & documents as per the admission guidelines given by KVS.
- Preparation of provisional list of selected candidates for all the classes.
- To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.
- To take the approval of VEC before the release of the merit list.
- Maintenance of admission registers.
- Admission of candidates based on KV TC as per KVS norms.
- Local transfer admissions.
- Admissions as per RTE Act.
- Maintenance of admission records as per KVS guidelines in the prescribed pro-forma.
- Details of admission uploading on the vidyalaya website.

**EXAMINATIONS (Internal):**

**A – SECONDARY**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Sikandar B Mandogade	TGT-So. Sci.	I/C
2.	Ms. Kusum Lata	TGT-English	Member
3.	Mrs. Laxmi Rawat	TGT- Bio	Member
4.	Mr. Govindbhai Rabari	Sub-Staff	Member

**B – PRIMARY**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. T. Parmar	PRT	I/C
2.	Ms. Indu Ahlawat	PRT	Member

**Duties:-**

- To prepare an action plan for conducting monthly tests/other tests as per new CBSE guidelines/ as per KVS norms for classes III to V, VI to X.
- 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, certificate of school based evaluation 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.

- g) To issue the notices, circulars of the examinations to the staff from time to time.  
 h) To visit KVS, Regional Office, Ahmedabad and CBSE websites regularly for the examination notices, circulars.

**EXTERNAL – CBSE – IX, X:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Roop Chand	TGT-Skt.	In-charge
2.	Mr. Shishir Kumar	TGT-WET	Member

**Duties:**

- To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- Registration for Problem Solving Assessment Test, Class IX to X registration, filling of the forms and completing the formalities time bound.
- Correspondence for school affiliation.
- Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- Maintaining the record of shortage of attendance and correspondence with CBSE board.
- Framing the practical time table in liaison with other subject teachers.
- Conducting the CBSE board exam as per the CBSE norms.
- Updating school website regularly.

**TIME TABLE AND ARRANGEMENT:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Ishwar Chand	TGT-Art	I/C
2.	Ms. Ankita Singh Chauhan	Librarian	Member
3.	Mr. Jignesh Patel	PRT	Member

**Duties:-**

- To prepare the class time table and teachers time table as per KVS norms.
- To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X as per the direction of the Principal and KVS..
- To prepare the special time table for remedial teaching for implementation of BACK TO BASICS.
- To give arrangement work for the teachers.
- To display copy of arrangement work in the notice board.
- Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of days worked by contractual teachers.
- To maintain the arrangement register.

**FURNITURE:**

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Shishir Kumar	TGT-WET	I/C
2	Mr. Roop Chand	TGT – AE	Member

**Duties:-**

- To maintain the record of room wise/dept. wise distribution of furniture.
- To take initiative to see that the broken furniture is repaired regularly.
- To Prepare the list of broken furniture which are to be condemned.
- To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function).
- To see any shortages, deficiency of furniture and report to the Principal.

- f). To ensure regularly that no furniture is lying in the corridors or in the open space.
- g). To store and stock the broken or old furniture properly.
- h). To maintain the stock register.

**CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (Swachh Bharat Abhiyan) Water points, toilets, corridors:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Roopchand	TGT - SKT	I/C
2.	Mr. Sikandar B Mandogade	TGT-So. Sci.	Member

**Duties:**

- a). To ensure the cleanliness of the class rooms, corridors, toilets and other common areas.
- b). To ensure the provision of dustbins in all the class rooms.
- 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 get cleared the wild bushes and thorny plants that are growing in different parts of school campus.
- h). To ensure cleanliness of open drains for smooth flow of water during the rainy season.
- i). To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- j). In-charge can deligate 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:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr Ishwarchand	TGT-AE	I/C
2.	Mr. Jignesh Patel	PRT	Member
3.	Mrs. Laxmi Rawat	TGT- (Bio)	Member

**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). Preparation of placards in different areas of garden.
- f). Numbering of trees and potted plants.
- g). Celebration of Vanamahostava 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.
- 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.

**SCIENCE CLUB:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Laxmi Rawat	TGT-Bio	I/C
2.	Mr. Ravi Shankar	TGT- Maths	Member

**Duties:-**

- To motivate the students to prepare the exhibits based on theme given by KVS.
- To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.
- To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- To inculcate scientific temper among the students by adopting activities based method in teaching learning process.
- To encourage the children to give online projects by using computers.

**ECO CLUB :**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Laxmi Rawat	TGT-Bio	I/C
2.	Mr.Sikander B.Mandogade	TGT (SST)	Member

**ADVENTURE CLUB :**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs.Ankita Chauhan	TGT- Librarian	I/C
2.	Mr. Ishwar Chand	TGT-AE	Member

**HEALTH CLUB :**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Laxmi Rawat	TGT- Bio	I/C
2.	Mrs. Trupti Parmar	PRT	Member

**MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Shishir Kumar	TGT-WET	I/C
2	Mr. RoopChand	TGT - SKT	Member



**MEDICAL CHECKUP:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Trupti Parmar	PRT	I/C
2.	Mrs. Laxmi Rawat	TGT- Bio	Member
3.	Mr. Jignesh Patel	PRT	Member

**Duties:**

- To procure the required number of medical cards in the beginning of the academic session.
- To distribute the medical cards to the class teachers based on strength.
- To arrange the medical checkup twice in a year (in the month of August and Feb)
- To ensure the follow up action after the medical checkup.

**PHOTOGRAPHY:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Ishwar Chand	TGT-AE	I/C
2.	Mr. Sikander B.Mandogade	TGT - SST	Member

**Duties:-**

- To ensure the photography/Videography as important occasions days/ functions.

**VOCATIONAL GUIDANCE / COUNSELLING / ARRANGING GUEST LECTURE:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Kusum Lata	TGT-English	I/C
2.	Mr. Om Prakash Yadav	TGT-Hindi	Member

**Duties:**

- To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.
- To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned field.
- To pay the remuneration in consultation with principal

**SPORTS COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. D. R. Vora	PRT(Music)	I/C
2.	Mrs. Shital Makwana	PRT	Member

## PRIMARY SECTION

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Sudha Sindha	Senior most PRT	I/C
2	Mr. D. Vora	PRT	Member
3	Mrs. Trupti Parmar	PRT	Member
4	Mr. Jignesh Patel	PRT	Member
5	Mrs. Shital Makwana	PRT	Member
6	Ms. Indu Ahalawat	PRT	Member

### Duties:

- Daily Supervision and primary classes
- Safety & discipline of primary children
- Effective implementation & monitoring of back to basic & CMP
- Any other work allotted by principal

## STUDENTS COUNCIL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Om Prakash Yadav	TGT -Hindi	I/C
2.	<p><b><u>BLUE HOUSE:</u></b>  <b>Mr. Ishwar Chand, House Master</b>                      Ms. Indu Ahalawat Mrs. Ankita Chauhan</p> <p><b><u>RED HOUSE:</u></b>  <b>Mr. Roop Chand ,House Master</b>                      Mrs. Trupti Parmar Mr. Shishir Kumar</p> <p><b><u>YELLOW HOUSE:</u></b>  <b>Mrs. Laxmi Rawat, House Master</b>                      Mrs. Shital Makwana Mr. D.R. Vora</p> <p><b><u>GREEN HOUSE:</u></b>  <b>Mr. Ravi Shankar, House Master</b>                      Mr. Jignesh Patel, Mr.Sikandar B Mandogade</p>	<p>TGT-AE PRT LIBRARIAN</p> <p>TGT-SKT PRT TGT- WET</p> <p>TGT- BIO PRT PRT- MUSIC</p> <p>TGTMaths PRT TGT-So. Sci.</p>	

### Duties :

- Division of houses along with house master/mistresses and Associate of house masters & distribution of students to various houses
- Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.
- Procuring badges for Captains Monitors, prefects.
- Conduct of investiture ( Badge presentation Ceremony)
- Assigning duties to all members of the Student Council House Wise.
- Conduct of monthly meetings with the members of student's council.
- Maintenance of Students council register/records.



## SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY)

Sr. No.	SUBJECT	INCHARGE	DESIGNATION	MEMBER
1.	Languages	Ms. Kusum Lata Mr. Om Prakash Yadav Mr. Roop Chand	TGT (English) TGT (Hindi) TGT (Sanskrit)	PRTs teaching languages
2.	Science & Mathematics & Social Science	Mrs. Laxmi Rawat Mr. Ravi Shankar Mr. Sikander Mandogade	TGT-Bio TGT (Maths) TGT-So. Science	PRTs teaching Maths & Evs

### Duties:

- a) Subject conveners should convene the meeting with member of their own faculty on assigned Monday after school Hours of every month.  
Subject convener must invite the principal also for the meeting.
- b) Subject conveners will discuss the following issues during the meeting:
  - i). Guidance regarding the maintenance of teacher diary
  - ii). Coverage of syllabus as per the split up syllabus approved by KVS
  - iii). Conducting the practical for classes IX to X as per the split up syllabus approved by KVS
  - iv). Demo classes by rotation during the subject committee meeting
  - v). Uses of computers and other audio visual aids in teaching learning process
  - vi). Plan of evaluation of home assignment
  - vii). To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
  - viii). Plan of action for weak students & bright students
  - ix). 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:

1. The subject convener will be held responsible for non – submission of the record to the Principal.
2. Schedule of Subject Committee Meeting : I Monday of the month – languages.
3. II Monday of the month – Science / Maths / So. Sci.
4. III Monday of the month – CMP
5. IV Monday of the month – Library

### LITERARY CLUBS

S.NO	Subject	NAME	DESIGNATION	MEMBER
1.	English	Ms. Kusum Lata	TGT(English)	
2.	Hindi	Mr. Om Prakash Yadav	TGT(Hindi)	
3.	Sanskrit	Mr. Roop Chand	TGT(Sanskrit)	
4.		All Teachers		

### Duties:

- a) To develop the language skills like reading, writing, speaking, listening skills among the students
- b) To develop the proper reading habits among the children.
- c) To give required guidance in the planning and execution of project to students
- d) To encourage the use of Audio Visual aids in teaching learning process
- e) To conduct the language games during the teaching periods.
- f) To preserve the projects prepared by the children.

- g) To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.
- h) Training the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.

#### VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE/STUDENT'S DIARY

S.NO	NAME	DESIGNATION	MEMBER
<b>A.</b>	<b>SECONDARY</b>		
1.	Mr. Roop Chand	TGT- SKT	I/C
2.	Mr. Om Prakash Yadav	TGT(Hindi)	Member
3.	Mr. Ishwar Chand	TGT- AE	Member
4.	Ms. Kusum Lata	TGT- ENG	Member
<b>B.</b>	<b>PRIMARY</b>		
1	Smt.Sudha Sindha	PRT	Member
2	Mr. Jignesh Patel	PRT	Member

#### Duties:-

- a). Class teachers of class III to X will identify the children with talent. These talents are to be nurtured.
- b). Editorial board will collect the article from the students. Article are to be arranged section wise( English section, Hindi section, drawing and painting etc.
- c). Editorial board should take concerted efforts to bring about class magazine by the end of the July 2016.
- d). Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. Class magazine should contain 50 pages-(English section: 20 pages- Hindi section:- 20 pages and 10 pages- Art, drawing and paintings.
- a). Editorial board select the article for the class magazine. These articles are to be arranges section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section.
- Editorial board can invite the article from teachers side also.
- c). School magazine should contain total 82 pages( 30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.
- d). The editorial board should make concerted effort to bring about the school magazine in time.

#### INCOME TAX/ CS-54 CHECKING/UBI FEE COLLECTION

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. P R Makwana	SSA	I/C
2.	Mr. Shishir Kumar	TGT- WE	Member
3.	Mr. Ravi Shankar	TGT-Maths	Member

1. Calculation of income tax from the members of the staff as per the provisions of Govt. Of India.
2. To verify the fee details after the first verification done by the respective class teachers.

#### GRIEVANCES CELL FOR SC/ST/OBC/MINORITIES AND PHYSICALLY HANDICAPPED

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Trupti Parmar	PRT	I/C
2.	Mrs. Shital Makwana	PRT	Member

#### INFORMATION ON RTI

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Shishir Kumar	TGT - WET	I/C
2.	Mr. P R Makwana	SSA	Member

**TLM PURCHASE COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Sudha Sindha	PRT	I/C
2.	All PRTs	PRT	Member

**STAFF GRIEVANCE CELL COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Laxmi Rawat	TGT- Bio	I/C
2.	Mrs. Trupti Parmar	PRT	Member

**MATHS/SCIENCE/GREEN/ ALL OTHER OLYMPIADS**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Laxmi Rawat	TGT-Bio	I/C
2	Mr.Ravi Shankar	Maths	Member

**TEACHING AIDS**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Sikandar B. M.	TGT-SST	I/C
2.	Mrs. Shital Makwana	PRT	Member

**AUDIO – VISUAL / TEACHING AIDS**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Shishir kumar	TGT - WE	I/C
2.	Mr. Jignesh Patel	PRT	Member

**DISPLAY BOARDS**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Om Prakash Yadav	TGT- Hindi	I/C
1.	All Class Teachers and House Masters/Mistresses.		Members

## CCT COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Shishir Kumar	TGT-WE	I/C
2.	Mrs. Ankita Singh Chauhan	Librarian	Member
3.	Ms. Kusum Lata	TGT (English)	Member
4.	Mrs. Laxmi Rawat	TGT (Bio)	Member
5.	Mr. Ravi Shankar	TGT(Maths)	Member
6.	Mr. Sikander B.Mandogade	TGT(So. Science)	Member
7.	Mr. Om Prakash Yadav	TGT (Hindi)	Member
8.	Mr. Roop Chand	TGT(Sanskrit)	Member

### Duties:

To give sufficient practice of CCT items from DIKSHA & to follow instructions received from KVS RO Ahmedabad/KVS HQ to prepare the students to score well in PISA 2022.

## LOCAL PURCHASE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Kusum Lata	Senior Most Teacher	I/C
2.	Mrs. Shital Makwana	Teacher VMC Member	
3.	Mr. Darshita Shah	Parent VMC Member	
4.	Stock Holder	-	
5.	Principal	-	

### Duties:

- 1 To sign the quotations received by post or email.
- 2 To carryout market survey whenever required
- 3 To check and sign the Comparative Statement

## SHAALADARPAN COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. A. S. Chauhan	Librarian	I/C
2	Mr. Shishir Kumar	TGT(WET)	Member
3.		Computer Instructor	Member

**UBI PORTAL COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Ankita Chauhan	Librarian	I/C
2.		Comp.Instructor	Member
2.	All Class Teachers		Member

**WEBSITE UPDATION COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Shishir Kumar	TGT-WET	I/C
2.		Computer Instructor	Member

**STAFF MEETING MINUTES COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Kusum Lata	TGT-(ENG)	I/C
2.	Mr. Om Prakash Yadav	TGT- HINDI	Member

**LANGUAGE LAB COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Kusum Lata	TGT- ENG	I/C
2.	Mr. Shishir Kumar	TGT-WE	Member
3.	All PRTs	PRT	Member

**PTA (Parent Teacher Association) COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Laxmi Rawat	TGT – Bio	I/C
2.	Mrs. Sudha Sindha	PRT	Member
3.	Mrs. Trupti Parmar	PRT	Member

**STAFF CLUB COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Jignesh Patel	PRT	I/C
2.	Mr. Ishwarchand	TGT-AE	Member
3.	Ms. Indu Ahalawat	PRT	Member



**PRINCIPAL**

