

KENDRIYA VIDYALAYA V. V. NAGAR
COMMITTEES FOR THE SESSION 2022-2023

S. N.	COMMITTEES	NAME OF TEACHERS	DESIGNATION	Duties / Responsibilities SCOP OF WORK
1	Academic Committee and Advisory Committee	Sh.P.K.Sah I/C	PGT(Phy)	<ul style="list-style-type: none"> •To conduct monthly subject committee meetings as per the directions or at least once in a month. • Ensuring the Timely printing and distribution of Student's diary, Teacher's diary, Monitors Diary and Vidyalaya Magazine etc. • To plan the academic activities in a befitting manner & implement • To plan for academic innovation and innovatory project undertaken by teachers. • Review the Question papers that are framed in the Vidyalaya. • To ensure necessary directions to teachers to maintain high academic standards • To enhance the Academic development of the Vidyalaya and Preparing necessary documents for Annual Panel Inspection, Principal's conference. • All records must be maintained and preserved properly for future ref.
		Sh. A. K. Gupta	PGT(Maths)	
		Sh. S N Dubey	PGT (Eng)	
		Smt. Suroj Kumari	PGT Biology	
		Sh. Biren Rathod	PRT	
2	ADMISSION	Smt. Suroj Kumari I/C	PGT Biology	<ul style="list-style-type: none"> •The committee will make sure that the admission work of new session must be carried out as per the latest admission guide lines. The preparation of the registration list, provisionally admission list and waiting list will be done well in advance. The whole process will be approved by VMC. All the lists like registration list, provisionally admission list and waiting list will be uploaded in the school website. • All records must be maintained and preserved properly for future ref.
		Smt. Kumud Bhatt	TGT Maths	
		Sh. Mayank Gour	PGT Comp. Sc.	
		Smt.Amita Parmar	TGT (LIB)	
		Sh. Shailesh Patel	TGT(AE)	
		Sh. Laxman Sharma	TGT(WET)	
		Sh. Birenkumar Rathod	PRT	
3	EXAMINATION	Sh.P.K.Sah I/C	PGT(Phy)	<ul style="list-style-type: none"> • The committee shall be responsible for the preparation of examinati calendar well in time. The examination calendar will be displayed properly and intimated to the student in the beginning of the session. • All the teachers should be directed to set the question papers as per KVS or CBSE norms and the question papers should be ready at least one week before the commencement of the examination. • The Question papers will be prepared manually and submitted for the approval of the subject committee and the same shall be computerized by the teachers and soft copy handed over well in time. • The examination duties shall be allotted systematically without any bias or favour.
		Sh. Mayank Gour	PGT(Computer)	
		Smt. Suroj Kumari	PGT(Biology)	

		Sh. Biren Rathod	PRT I/c	<ul style="list-style-type: none"> The dates for the submission of the evaluated answer scripts shall be systematically followed. The progress report as per the KVS guidelines shall be prepared timely and distributed. Necessary records of the examination shall be kept handy for inspection any time by the Principal and the members of the inspection committee and also the Mentoring Principal when they visit the Vidyalaya. All records of examination must be maintained and preserved properly for future ref.
		Smt. Vrunda Parekh	PRT	
4	CCA	Sh. Dinesh Kumar I/c	PGT(Hindi)	<ul style="list-style-type: none"> The CCA Calender, student council and house wise distribution of students will be done in the beginning of the session. To ensure that all students are motivated to participate in the competitions. To ensure that all activities conducted are of desired standard. To ensure that Morning Assembly programmes are conducted as per the KVS norms and to improve the standard of the Students To celebrate all important days & events in a befitting manner by proper distribution of work. All records of CCA must be maintained and preserved properly for future reference.
		Sh. S N Dubey	PGT (Eng)	
		Smt. Smita Makwana	TGT(Sanskrit)	
		Smt Vishala Rathod	PRT	
		Ms. Nehal Nimawat	PRT	
5	TIME TABLE	Sh. Dinesh Singh I/C	PGT(Chemistry)	<ul style="list-style-type: none"> The committee shall be responsible for the preparation of class wise and teacher wise time table as per KVS norms in the beginning of the session. To ensure systematic arrangement work on day to day basis in the absence of any teacher. The committee is to ensure that the time-table is unbiased and equal distribution of work should be there. The committee shall ensure that no class is left free on any day by proper checking of the completed time table. The committee shall maintain the details of arrangement work given to the staff in an excel format and display the same on the last working day of every month for scrutiny. The copies of the time-table shall be placed in the Principal's room, Office, Staff Room. The arrangement work shall be circulated timely daily by the sub-staff and display a copy in the notice board.
		Sh. Sandeep Yadav	TGT (PET)	
		Sh. Laxman Sharma	TGT (WET)	
		Sh. Mayank Gour	PGT(Comp Sc.)	
		Smt. Vishala Rathod	PRT	
		Ms. Nehal Nimawat I/C	PRT	
		Sh. B B Solanki I/c	TGT(Sanskrit)	<ul style="list-style-type: none"> The committee shall be responsible for the proper seating arrangement of all the students. To maintain class wise/desk wise inventory of the Vidyalaya

6	FURNITURE	Sh. S C Patel	TGT(Art)	<ul style="list-style-type: none"> To maintain class-wise/dept wise inventory of the Vidyalaya. To ensure that the new requirement of furniture for the Vidyalaya is presented and procured in time as per KVS norms and the damaged furniture will be repaired properly. To ensure that the stock register is being maintained in a proper fashion and as per the new guidelines. To ensure the proper condemnation/write off/Auction of furniture as per KVS Norms.
		Sh. Laxman Sharma	TGT (WE)	
		Sh. Biren Rathod	PRT	
7	GARDENING & BEAUTIFICATION	Smt. Suroj Kumari	PGT(Biology)	<ul style="list-style-type: none"> To ensure that the Garden of the Vidyalaya is maintained and new seasonal plants are added to the Vidyalaya garden. To ensure that the flower pots are maintained and at least 50 more flower pots with new varieties are added during the year. The broken flower pots are being replaced. To develop a herbal garden and write scientific name of plant.
		Sh. Shailesh Patel	TGT(AE)	
		Smt Kumud Bhatt	TGT(Maths)	
		Sh. Biren Rathod	PRT	
8	Eco Club	Smt. Suroj Kumari	PGT(Biology)	<ul style="list-style-type: none"> To ensure that the activities as suggested by the KVS for the Eco Club are being conducted. To ensure that the members are registered for the club and the activities conducted. The activities should start to save earth by Banning Plastics ,Plantation etc.
		Smt Ranjanben Damor	TGT (Eng)	
		Smt Kumud Bhatt	TGT(Maths)	
9	AEP	Smt. Suroj Kumari	PGT(Biology)	<ul style="list-style-type: none"> To conduct programmes for students to give knowledge about the changes occurred during Adolescent age. To make arrangement for expert advise on the imp topics related to Adolescent problems and precautions. All records must be maintained and preserved properly for future ref.
		Smt Amita Parmar	TGT (Lib)	
		Smt Kumud Bhatt	TGT(Maths)	
		Sh. S N Dubey	PGT (Eng)	
10	PURCHASE	Sh. P K Sah I/C	PGT(Physics)	<ul style="list-style-type: none"> To co-ordinate and monitor all the purchase process like proper requisition/supply order/ calling quotation/comparative statement/ approval from principal/VMC/RO of the Vidyalaya as per KVS Norms. To ensure that no excess purchases are made for the Vidyalaya. All records must be maintained and preserved properly for future ref.
		Smt. Suroj Kumari	PGT(Biology)	
		Sh. Laxman Sharma	TGT(WET)	
		Smt. S C Patel	TGT AE	
		Sh. Biren Rathod	PRT	
11	Repair & Maintenances	Vidyalaya Campus		<ul style="list-style-type: none"> To ensure that periodical maintenance of school building and staff quarters is being attended to on need basis every month. To invite quotations during April itself for the maintenance works. To ensure that the carpentry works required for the Vidyalaya/ quarter are being taken up on need basis by maintaining a register for the same. To ensure that the proper materials needed for the cleaning of the Vidyalaya. To ensure that the M&R for the year 2016 is planned and completed before September 2016. All records must be maintained and preserved properly for future ref.
		Sh. Biren Rathod I/c	PRT	
		Sh. S.C. Patel	TGT(AE)	
		Sh. Laxman Sharma	TGT WE	
		Staff Quarter		
		Sh. Laxaman Sharma I/C	TGT WE	
		Sh. Dinesh Singh	PGT Hindi	
Sh. Mayank Gour	PGT(Comp Sc.)			

		Smt. Jigisha Parmar	PRT	
12	RTE, CMP- Primary & Resource Room Primary	Smt. Vishala Rathode I/C	PRT	<ul style="list-style-type: none"> To maintain and procure resources for the primary section. To prepare and utilize the TLM to develop reading, writing and arithmetic skills in the students. To monitor the effective functioning of RTE in primary & secondary sections All records must be maintained and preserved properly for future ref.
		Ms. Nehal Nimawat	PRT	
		Smt. Jigisha Parmar	PRT	
		Smt. Rita Bardhan	PRT (Music)	
13	Medical Check Up and First Aid	Smt. Suroj Kumari I/C	PGT(Biology)	<ul style="list-style-type: none"> To ensure and make the arrangement for the medical checkup of all the students twice in a year. Maintain First aid material. Provide First aid material to the students as when required. All records must be maintained and preserved properly for future ref.
		Smt. Amita Parmar	TGT Lib	
		Smt. Jigisha Parmar	PRT	
		Sh. S. C. Patel	TGT(AE)	
14	Excursion & Adventure	Sh. Dinesh Singh	PGT(Hindi) I/C	<ul style="list-style-type: none"> To plan the educational tours to the places of educational interest as per the Guidelines of the KVS To plan the educational tours of the primary classes to nearby places. The safety and security of the students must be given top priority. All records must be maintained and preserved properly for future ref.
		Smt. Laxman Sharma	TGT(WET)	
		Mr. Biren Kumar	PRT- I/C	
		Ms. Nehal Nimawat	PRT	
15	Vidyalaya Patrika	Sh. Dinesh Singh PGTHindi	PGT(Hindi)	<ul style="list-style-type: none"> To motivate the children to write their own articles for the Vidyalaya magazine To keep a collection of photographs handy for publication in the vidyalaya magazine. To ensure that the E-Magazine scanned or photographed work of the children are published in the Website of the Vidyalaya. To ensure that the magazine is being printed and released by July 2016 without Fail. To collect all the messages from DC/Chairman well in time. To maintain the school notice boards in a befitting manner with the contribution from the students. All records must be maintained and preserved properly for future ref.
		Sh. S N Dubey I/C (Eng Section)	PGT (Eng)	
		Smt. Ranjan Damor	TGT(Eng)	
		Smt. Smita Makwana	TGT(Sanskrit)	
		Sh. S.C.Patel	TGT (AE)	
		Smt. Suroj Kumari	PGT (Biology)	
		Smt. Vrundha	PRT	
16	Scout & Guide	Sh. Biren Rathod I/C	PRT	<ul style="list-style-type: none"> To ensure that the Programme of activities are planned for the whole year in advance. To ensure that the reports are being sent periodically. To ensure that the scouts, guides, cubs and bulbul maintain proper records in respect of the scout activities. To plan and motivate the students for various camps and testing Programme. All records must be maintained and preserved properly for future ref.
		Smt. Ranjana Damor	TGT (Eng)	
		Smt. Amita Parmar	Lib.	
		Sh.Vrunda Parekh	PRT	
		Sh. Biren Rathod	PRT	
		Ms. Nehal Nimawat	PRT	
		Ms. Amita Parmar I/c	Librarian	<ul style="list-style-type: none"> To plan for the purchase of library books for Primary and Secondary. To ensure that proper class library system exists in the Primary section. To ensure that library books are being used to an optimum extent.
		Sh. A.K.Gupta	PGT (Maths)	
		Sh. S N Dubey	PGT (Eng)	

17	LIBRARY	Smt. Smita Makwana	TGT(Sanskrit)	<ul style="list-style-type: none"> Strictly obey all the KVS and Hindi Rajbhasha guidelines for the purchase of library books. All records must be maintained and preserved properly for future ref.
		Sh. Biren Rathod	PRT	
		Kumari Isha Malpani	Class XII	
		Master Om Patel	Class XII	
18	Discipline	Sh. Sandeep I/c	TGT (PET)	<ul style="list-style-type: none"> To check and maintain the overall discipline of the students. To ensure that the students come to school in proper uniform. To minimize the late coming of the students to the Vidyalaya. To utilize the student council for the purpose of ensuring better discipline.
		All Teachers	ALL	
19	E News Letter	Ms. Nehal Nimawat I/C	PRT	<p>To prepare E Newsletter for primary section quarterly.</p> <p>Include all activities conducted for primary section with photographs.</p>
		Sh.Vrunda Parekh	PRT	
		Smt Vishala Rathod	PRT	
20	Website	Sh. Mayank Gour	PGT(CompSci)	<ul style="list-style-type: none"> To maintain the website of the Vidyalaya on day to day basis. To ensure that old and unnecessary pages are being diligently modified. To maintain records relating to the computer and updating of the Vidyalaya website once in a period of 15 days and positively by 5Th and 20 of every month. All the important events/Applications/News must be uploaded timely.
		Sh. S N Dubey	PGT (Eng)	
		Sh. Dinesh Singh	PGT(Hindi)	
		Sh. S. C. Patel	TGT(AE)	
		Sh. Biren Rathod	PRT	
21	Rajbhasha	Sh. Dinesh Singh	PGT(Hindi)	<ul style="list-style-type: none"> To strictly obey Hindi Rajbhasha Norms. To ensure that all correspondence received in Hindi is replied in Hindi. To ensure that the rubber stamps are Bilingual. To ensure that all name boards are having bilingual. All registers and files have the name in Hindi. <p>To send monthly, quarterly and yearly reports of Rajbhasha timely and maintain record.</p>
		Smt. Smita Makwana	TGT(Sanskrit)	
		Sh. P.K. Sah	PGT (Physic)	
		JSA/SSA	JSA/SSA	
		Sh. Amita Parmar	Lib	
		Sh. Biren Rathod	PRT	
22	Vidyalaya cleanliness & sanitation	Sh. S.C. Patel	TGT (WE)	<ul style="list-style-type: none"> To ensure that the Vidyalaya is being maintained neat and clean. To supervise and distribute the work among the cleaning staffs and ensure that the cleaning materials as required for them are being procured and issued to them for proper cleaning of the Vidyalaya. To report about the cleanliness of the Vidyalaya every day in the morning and follow up if there are deficiencies.
		Sh. Sandeep Yadav	TGT (PET)	
		Sh. Laxman Sharma	TGT (WET)	
		Smt. Amita Parmar	TGT Lib	
		Sh. Biren Rathod	PRT	
		Sh. Ramesh	Sub staff	
		All Staff	All	
23	Maintenance of staff Room	Sh. S N Dubey I/c (Sec.)	PGT(English)	<ul style="list-style-type: none"> To ensure required facilities and cleaning for the staff room.
		Smt Vrunda Parekh I/c (Pri.)	PRT	
24	Condemnation	Sh. P K Sah	PGT Physics	<ul style="list-style-type: none"> To ensure the timely condemnation of all the broken/old/rusted/unserviceable/ damaged/unworkable articles of all the departments as per KVS Norms.
		Sh. Dinesh Singh	PGT(Hindi)	
		Sh. Mayank Gour	PGT(CS)	

24	Board	Smt. Suroj Kumari	PGT Biology	<ul style="list-style-type: none"> To write off and auction all the condemned articles as per KVS norms. All records must be maintained and preserved properly for future ref.
		Sh. B B Solanki	TGT S.Sc.	
		Smt Amita Parmar	TGT Lib	
25	Teacher Grievance Cell	Sh. P K Sah I/c	PGT(Physics)	<ul style="list-style-type: none"> To listen and to make out possible solution of grievances received from teachers/other staffs/students. To monitor Students grievances are addressed by principal with the help of local committee. Always give positive suggestions. All records must be maintained and preserved properly for future ref.
		Sh. Dinesh Singh	PGT(Hindi)	
		Smt. Suroj Kumari	PGT (Biology)	
		Sh. Biren Rathod	PRT	
	Student Grievance Cell	Sh. Dinesh Singh	PGT(Hindi)	
		Kumari Jahnvi Seth	Class XII	
26	Disha Club	Master Nandish Trivedi	Class XII	
		Sh. S N Dubey	PGT (Eng)	<ul style="list-style-type: none"> To guide students as when required with acknowledge of principal. To listen the problems of students and bring them in the notice of teacher and principal and try to resolve them. To show right direction to the needed children. To help to maintain the discipline of the vidyalaya.
		Kumari Isha Malpani	Stu Class XII	
		Master Om Patel	Stu Class XII	
		Kumari Jahnvi Seth	Class XII	
Master Nandish Trivedi	Class XII			
27	PTA	Sh. P.K. Sah I/C	PGT (Physics)	<ul style="list-style-type: none"> To coordinate and ensure the proper arrangement of PTM after every examination. To listen the problems of parents and bring them in the notice of principal and try to resolve them. To inform the students well in advance about PTM for 100% attendance. All records must be maintained and preserved properly for future ref.
		Sh. A. K. Gupta	PGT(Maths)	
		Sh. Mayank Gour	PGT(CS)	
		Smt. Ranjan Damor	TGT Eng	
		All Class Teachers		
28	K V Alumni	Sh. Dinesh Singh I/C	PGT(Hindi)	<ul style="list-style-type: none"> To develop KV Alumni and uploade in vidyalaya website. To update the K V Alumni time to time. To plan the motivational speech for the students from the KV alumni. All records must be maintained and preserved properly for future ref.
		Sh. Mayank Gour	PGT(CS)	
		Sh. B. B. Solanki	TGT(SSt)	
		Smt. Sapna Kumari	TGT(Sanskrit)	
		Ms. Nehal Nimawat	PRT	
29	Guidance and Counseling	Smt. Suroj Kumari	PGT(Biology)	<ul style="list-style-type: none"> To ensure that the necessary guidance lectures from experts are being arranged for the students. To develop guidance corner in the Vidyalaya. To listen the problems of students and give them right counseling. To give righ tcounseling at right time to the needed children. All records must be maintained and preserved properly for future ref.
		Sh. S. N. Dubey	PGT(English)	
		Sh. Dinesh Singh	PGT(Hindi)	
		Smt. Amita Parmar	TGT Lib	

30	Internal Complaint Committee (Preventive, Prohibition and Redressal-Sexual Harassment of Women)	Mrs. Vinita Sharma, Assistant Commissioner, KVS (RO) Ahmedabad	Presiding Officer
		Trupti Sheth, Director and Founder member of Aashna Trust, Varoda	NGO Member
		Sh. P K Sah, PGT Physics	Member
		Smt. Suroj Kumari, PGT Biology	Member
		Dr. Rita A Parmar, Assistant Professor, PG Department of Education, S P University, V V Nagar	VMC Member

NOTES:-

1. All the In charge , Asst, In-charges and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2019-20 as per the guidelines and submit a copy to the Principal for monitoring the works in time without fail.
2. In case of any difficulty, the undersigned must be contacted.
3. The In charges are free to take their own decision to complete their assigned activities. If necessary, they can contact the Principal for guidance and will have to work on full-fledged manner as a team.
4. It is also directed that all should not proceed on leave at a time. Henceforth, Asst. In-charge of the concerned departments must be available on duty when In-charge proceeds on leave etc. and vice versa.
5. All the In-charges, Asst. In-charges and members of the concerned departments/ committees are hereby instructed to complete the stock verification for the session on or before 31st March every year and prepare the lists for purchasing/ procuring the required materials for the next session. List of materials for condemnation, if any, should also be prepared on or before 31st March, list must be handed over to undersigned for necessary action.
6. Please put in your best efforts to complete all the responsibilities in time and in a creative and effective manner.
7. Please use your talent for the betterment of the Vidyalaya in general and students in particular.


 प्राचार्य / PRINCIPAL
 केन्द्रीय विद्यालय / Kendriya Vidyalaya
 वल्लभ विद्यानगर / Vallabh Vidyanagar
 पिन. 388120 / Pin-388120
 गुजरात / Gujarat