**KENDRIYA VIDYALAYA NO-1 BANBASA CANTT.**

**INSTITUTIONAL PLANNING (2021-22)**

**COMMITTIES FOR NEW SESSION-2021-22**

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| **RESPONSIBILITIES** | **SECONDARY WING** | ***PRIMARY WING*** |
| ***1-ADMISSION*** |  |  |
| **i-Fresh Admissions****ii-Preparation of Admission Lists****iii-Preparation of Admission Register maintaining records of new admissions class wise/cat.wise/gender wise****iv-Admissionon K.V.T.C.case/Local transfers** | **1-Mr P.C.Pant I/C** **2-Mr S.R.Pandey****3-Mr Ramdas**  |  |
| ***2-EXAMINATION*** |  |  |
| **i-To prepare a calendar of exams for new session****ii-To conduct home/board exams****iii-Keeping subject wise CCE records of all classes** **iv-Preparation of question papers and collection as per directions of K. V. S** **v-Study materials/update of latest CBSE circulars etc.** | **1-Mr S.R. Pandey I/C****2-Mr. P.C. Pant****3-Mr N.C.Khatri** | ***1-Mr R.L.Sharma******2-Mr Gulshan*** |
| **CBSE Examination Committee** | **1-Mr. P.C. Pant I/C****2-Mr S.R. Pandey****3-Mr N.C.Khatri** |  |
| ***3- TIME TABLE COMMITTEE*** |  |  |
| **i-Preparation and maintenance of Time Table****ii-Arrangement Work****iii-Engagement of contractual teaching staff to different classes** | **1-Mr B.C. Purohit I/C****2-Mr P.C. Pant** | ***1-Mr R.L.Sharma******2-Mrs Neetu*** |
| ***4-PURCHASE COMMITTEE*** |  |  |
| **i-To monitor all purchasing of Vidyalaya****ii-To maintain records of purchased articles****iii-Collection of requisitions for different Departments** | **1-Mr.B.C.Purohit I/C 2-Mr.P.C.Pant 3-Mr.Ram Das 4-UDC/ LDC****All stock holders/Department Heads** |  |
| ***5-VVN FUND ADVISORY COMMITTEE*** |  |  |
| **i-To monitor correct use of VVN Fund as per requirement of Students/Vidyalaya****ii-Coordination with purchase committee****iii-Preparation VVN Budget****iv-Approval of Exam expenditure above approved budget/ceiling** | **1-Mr P.C.PANT I/C****2-Mr Ajay Kumar** |  |
| ***6-CCA COMMITTEE*** |  |  |
| **i-To prepare calendar of activities for the session****ii-Timely declaration of CCA events results/Annual Function****iii-Conduct of cultural programs and morning assembly** | **1-Mr A.K. Yadav I/C****2-Mr. N.C. Khatri** **3-Mr G.D.Pandey**  | ***1-Mrs Neetu I/C******2-Mrs S Maheshwari*** |
| ***7-ACADEMIC COMMITTEE*** |  |  |
| **i-Improvement of Academic Atmosphere in Vidyalaya****ii-New innovations regarding teaching methodology** | **1-Mr B.C.Purohit I/C****2- Mr R.N. Ram****3-Conveners Of all subjects** |  |
| ***8-FURNITURE COMMITTEE*** |  |  |
| **i-Purchase of furniture as per need****ii-Repairing and maintenance of furniture****iii-Distribution of furniture to different classes as per requirement and issue register** | **1-Mr.R.N. Ram I/C** **2-Mr. Ram Das****3-Mr G.D.Rai** |  |
| ***9-CLEANLINESS,BEAUTIFICATION,GARDENING and REPAIR/MAINTAINANCE OF SCHOOL BUILDING COMMITTEE*** |
| **i-To maintain Cleanliness of Vidyalaya/Campus etc****ii-Beautification of Vidyalaya premises****iii-Gardening at required places in Vidyalaya premises** | **1-Mr R.N.Ram I/C****2-Mr Ajay Kumar****3-Mr. Ram Das** **4-Mr Sunder Singh**  | ***1-Mrs Yukti******2-Ms Pallavi*** |
| ***10-EXCURSION/ADVENTURE COMMITTEE*** |  |  |
| **i-To execute all adventure activities****ii-To make arrangements for excursion of students and identification of places for excursion** | **1-Mr L.S. Adhikari I/C** **2-Mr Lalit**  | ***1-Mr Mintu******2-Mrs Komal*** |
| 11**- Publication of Vidyalaya magazine** |
| 1. **To collect articles for magazine from students and staff**
2. **Timely printing and distribution**
 | 1. **Mr A.K. Yadav I/C**
2. **Mr. N.C.Khatri**
3. **Mr. G.D.Pandey**
4. **Mr Ram Das**

 **Ms Neha Pathak** | **1.Mr R.L Sharma****2-Mrs Komal** |
| ***12-DISASTER MANAGEMENT/FIRE FIGHTING/MOCK DRIL*** |
| **i-To aware students regarding disasters****ii-To educate students how to deal with disasters****iii-Requirement of Fire fighting devices in Vidyalaya** | **1-Mr. Sunder Singh I/C****2-Mr N.C. Khatri** **3-Mr Lalit**  |  |
| ***13-RAJBHASHA IMPLEMENTATION COMMITTEE*** |
| **i-To promote Hindi in routine practice****2-Maintaining records of work done in promoting Hindi****3-Coordination with different Rajbhasha Committees** |  **1-Mr A.K. Yadav I/C** **2-Mrs Manisha**  **3- Mr P.K. Sigh**  |  |
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| **14**-**-DISCIPLINE COMMITTEE** |
| **i-To maintain discipline in the Vidyalaya during school hours and lunch break****ii-To issue letters to the parents of defaulters and dealing with them** | **1-Mrs Somwati I/C****2-Sunder Singh 3-Mr. P.C. Pant 4-All Class Teachers** | ***1-Mr R.L. Sharma******2-Mrs Rashmi*** |
| ***15-PRESS AND PUBLICITY/RECORDS OF VIDYALAYA ACHIEVEMENT AND ALUMINI*** |
| **i-To maintain records of Vidyalaya achievements and keeping all the documents like paper cuttings etc in a file****ii-To form Vidyalaya Alumini at the beginning of the Session****iii-Updating website with achievements time to time with the help of PGT Comp Sci** | **1- Mr P.K. Singh I/C****2- Mr.N.C.Khatri** **3-Mr. S.R. Pandey****4-Mrs Manisha*****5- Mr R L Sharma*** |  |
| ***16-SCOUT GUIDE/BAND COMMITTEE*** |
| **i-Registrations of Scouts and Guides****ii-Arranging Camps/Adventure program as per KVS rules****iii-Arranging routine activities of Scouts and Guides****iv-Preparation of calendar of Activities** | **1-Mr.G.D. Pandey I/C****2-Mr Lalit****3- Mr B.K. Oli** | ***1-Mrs Shefali Maheshwari******3-Mr Gulshan*** |
| ***17- GAMES AND SPORTS COMMITTEE*** |
| **i-Maintainance of Grounds****ii-Preparation of quality teams for Cluster/Regional/National level****iii-Participation of students at Local/State level tournaments** | **1-Mr Sunder Singh I/C****2-Mr P.K. Singh****3-Mr P.C.Pant** | ***1- Mr Gulshan******2-Mr Mintu*** |
| ***18-A.E.P COMMITTEE*** |
| **i-To educate students regarding****ii-To organize lectures of Doctors etc for awareness** | **1-Mrs.Somwati I/C** **2- Mrs Manisha****3-NURSE** |  |
| ***19-PTA COMMITTEE*** |  |  |
| **i-To organize PTA meetings****ii-Maintaining records of PTA meetings****iii-Coordination among Parents and Teachers** | **1-Mr L.S. Adhikari I/C****3-Mr P.C.Pant****4-Mrs Somwati****5-Mr Ram Das****All Class Teachers** | ***1-Mr R.L. Sharma******2- Mrs Rashmi*** |
| ***20-CAREER GUIDANCE AND COUNSELLING*** |
| **i-To organize guidance and counseling activities in the Vidyalaya****ii-Organizing lectures/Guest lectures on different topics****iii-Recording of Report** | **1-Mrs B.C. Purohit I/C****2-Mr P.C.Pant****4-Mr. N.C.Khatri****5-Counselor** |  |
| ***21-SCIENCE/MATHS/NTSE ETC. COMMITTEE*** |
| **i-To arrange science exhibition at school level and selection for higher levels****ii-To monitor all related programs**  | **1- Mrs.B.C. Purohit I/C 2-Mr L.S. Adhikari****4- Mr S.R. Pandey** **5- Mr P.C.Pant****6- B.C.Purohit** |  |
| ***22-MEDICAL CHECK UP AND FIRST AID*** |
| **i-Coordination with Health Centre****ii-To Conduct/Monitor Routine health check up of students** | **1-Mr L.S. Adhikari I/C****2- Mr Ram Das****3- Nurse** | ***1-Mrs. Yukti******2-Ms Pallavi*** |
| ***23-COMPUTER/E-CLASS/WEBSITE*** |
| **i-To monitor the use of computer lab****ii-Proper utilization of computer instructor****iii-Purchase of computers/related materials****iv-Thinquest activities/Digital diaries/E-Class room****v-Updating of website as per KVS** | **1- Mr. S.R. Pandey I/C****2- Mr P.C. Pant****3- Mr Lalit****4- Mr B.K. Oli** | 1. ***Mr R L Sharma***
2. ***Mrs Neetu***
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| ***24-TEACHING AID*** |
| **i-To provide useful aid to the teachers****ii-Purchase of useful teaching aids****iii-frequent use of teaching aids** | **1-Mr R.N.Ram I/C****2- Mr Rahul Arya** **3- Mr Nagendra** |  |
| ***25-PHOTOGRAPHY*** |
| **i-To cover all the photographs of different functions****ii-To handle the digital camera available** | **1-Mr P.K. Singh I/C** |  |
| ***26-INTEGRITY CLUB/UNESCO CLUB*** |
| **i-To conduct programs related to integrity club****ii-To form integrity club****iii-To activate the activities of UNESCO club** | **1- Mr. Ram Naresh Ram** **2-Mr Rahul Arya**  **3-Mrs Nagendra** |  |
| ***27-VIDYALAYA APPOINTMENT COMMITTEE*** |
| **i-To publish advertisements in local news papers****ii-To prepare panels for the year** | **1-Mr P.C.Pant I/C****2-Mr S.R.Pandey** |  |
| ***28-SOCIAL SCIENCE EXHIBITION/UNO/GK TEST*** |
| **i-To prepare exhibits for SST exhibitions****ii-To encourage activities regarding UNO and GK** | **1- Mr. Ramnaresh, I/C****2-Mr Nagendra****3-Mr Ajay Kumar****41-Ms Neha Pathak** |  |
| ***29-LIBRARY*** |
| **i-Maintainance of records related to Library****ii-To assist PRTs for making class library**  | **1-Mr P.K.Singh I/C****2-Mr L.S.Adhikari****3-Mr A.K. Singh****4- Mr. Ram Das** **5- 4 Students** | ***All PRTs*** |
| ***30-COMMITTEE DEALING WITH GRIEVANCES AND CASES OF SEXUAL HARRASEMENTS ETC.***  |
| **i-To put forward the grievances of staff/students****ii-To deal with sexual harassment cases****iii-To deal any other kind of cases related to students** | **1-Mrs Somwati I/C****2-Mr L.S.Adhikari****3- Mr Ram Das****4-Mrs Jyoti Tewari PRT** |  |
| ***31-ACCOUNT/PAY/INCOME TAX/CONTRACTUAL PAY/TDS*** |
| **i-To up load salary in time****ii-To prepare salary for contractual staff****iii-income tax related work** | ***1-Mr P.C.Pant I/C******2-Mr Umesh*** |  |
| **32-RTI Cases** |  |  |
| **To deal with applications related to RTI** | 1. ***Mr P.C. Pant, I/C***
2. ***Mr Umesh***
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| **33-Office Account Work** |  |  |
| **Cash Book / Budget/ Annual Account etc.** | ***1-Mr P.C. Pant I/C******2-Mr Mr Umesh*** |  |
| **34-Internet/ E-mails** | ***1-Mr S.R. PandeyI/C*** |  |
| **35-E- Club/Shaladarpan/UBI Portal/E Content Enrichment/****Editing & updating website** | ***1-Mr S.R. PandeyI/C******2-Mr P.C. Pant*** |  |

 **(Mr.B.C.JOSHI)**

 **PRINCIPAL**