**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** |  | |
|  | | | | |  |  | |
| **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*** | |
| ***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*** | | |  |
| **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**