

KENDRIYA VIDYALYA SSG CISF SURAJPUR, GREATER NOIDA

Committees for the session 2020-21

28.02.2020

S.No.	COMMITTEES	DUTIES & RESPONSIBILITIES	INCHARGE	MEMBER	MEMBER
1	ADMISSION / UBI	All entries should be properly checked and verified at the time of admission and keep all the records properly. Timely and correct updation of UBI data.	Ms Priyanka Yadav	Ms Anita Devi	Sh L M Tripathi
2	EXAMINATION	To get all the tests/examinations done as per instructions / schedule of KVS. To keep all the record in properly and share with KVS RO Agra as per their inquiry.	Ms Sarita Singh	Ms Kiran Tiwari	Ms Shikha Bokolia
3	TIME- TABLE	Preparation of time – table and daily leave arrangement and ensure smooth conduct of periods.	Ms Sarita Singh	Ms Anita Devi	Ms Sushma Sharma
4	DISCIPLINE & ISSUE OF GATE PASS	Monitoring activities of student inside and outside for safety and security of students.Maintain of record of indiscipline/ late coming among students. Co-ordinate issue of CISF Gate Pass to teachers, parents and Vans used by students. To conduct emergency/evacuation drill every month.	Ms Kiran Tiwari	Sh L M Tripathi	All Class Teachers
5	CCA	To prepare the CCA calender for the session. Proper discipline during morning assembly and during school time. Records of events conducted should be maintained. To get class room and other display board maintained every month/	Ms Sushma Sharma	Ms Kiran Tiwari	Ms Priyanka Yadav
6	STUDENT'S ID CARD / PHOTOGRAPHY	To coordinate with all students and staff for issuing of identity card by the end of 1st quarter of the session.	Ms Sushma Sharma	TGT (Sanskrit)	Ms Priyanka Yadav
7	CMP	To ensure implementation of CMP in letter and spirit and maintain all records	Ms Ekta Puri	Ms Sushma Sharma	
8	LIBRARY	To monitor the purchases of books, journals, magazines related to different fields for the benefits for students	Sh L M Tripathi	Ms Priyanka Yadav	TGT (Sanskrit)
9	GAMES AND SPORTS	To co-ordinate and keep record of sports/games activities at vidyalaya. To ensure implimentation of SBSB in the vidyalaya with the help of teachers.	Sh U K Rawal	Ms Ekta Puri	Ms Shikha Bokolia
10	MAINTAINANCE & REPAIR	Record to be maintained in the register and co-ordinate repair works with CISF authorities.	Mr U K Rawal	Ms Shikha Bokolia	
11	SCOUT & GUIDE CUBS & BULBULS	Maintain proper records of Cubs & Bulbuls activities and conducting the different events according to kvs schedule.	Mr U K Rawal	All trained teachers.	
12	PURCHASE	To monitor all purchases according to requirement of vidyalaya and as per kvs norms	Ms Kiran Tiwari	Ms Anita Devi	Ms Shikha Bokolia

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13	WEB SITE / U-DISE / SBSB	Timely updation of website, UBI data, U-DISE and SHALA DARPAN with the help of teachers.	Ms Shikha	Ms Priyanka Yadav	TGT (Sanskrit)
14	BEAUTIFICATION, ECO CLUB	To ensure maintainance of school garden and school premises for beautification as a whole. Photography is ensured for all fucntions and on all important events and maintian the data of photographs date wise and event wise.	PRT	Ms Anita Devi	Ms Sushma Sharma
15	FURNITURE & / AV Equipments	To acquire furniture / AV Equipments as per requirement as per KVS norms. All the records to be maintained and ensure that furniture is usable. All complains/ suggestions received are recorded in complains/ suggestions register every fortnightly	Ms Ekta Puri	TGT (Sanskrit)	
16	MAINTENANCE OF COMPLAINT/ SUGGESTION REGISTER	Keeping Records complain/ suggestions received on fortnightly bases directly or through suggestion/ complain box	Ms Shikha Bokolia	TGT (Sanskrit)	
17	TEACHING AIDS / RESOURCE ROOM	To acquire teaching aids as per requirments and maintain records for the same. To maintain Resource Room.	Ms Kiran Tiwari	PRT	
18	HINDI RAJ BHASHA HINDI PAKWARA SANSKRIT WEEK	To monitor the working of office works and academic works in raj bhasha and maintain their proper records. To monitor quaterly meeting of Raj Bhasha and send the report to KVS (RO) Agra.	TGT (Sanskrit)	Ms Sushma Sharma	Computer Instructor
19	FIRST AID / HEALTH CHECKUP OF STUDENTS / BIODATA OF STUDENTS	To acquire the materials for first aid & ensure its accessibility in emergency. To get all studnets medically examined as per KVS norms and keep all records. Keep record of students requiring special medical attention. Maintaining Biodata Records of all studnets class wise.	Ms Anita Devi	Ms Shikha Bokolia	All Class Teachers
20	CLEANLINESS & HYGIENE	To regularly monitor and to report shortcomings to Pricnipal and contractor.	Sh U K Rawal	Ms Kiran Tiwari	MS Anita Devi
21	QUARTER ALLOTMENT COMMITTEE	To collect the applications for quarter allotment and allot the quarter available as per norms	Ms Kiran Tiwari	Sh L M Tripathi	
22	CHECKING OF ATTENDANCE REGISTER / RECORD OF MONTHLY ENROLLMENT/ MONTH WISE FEE COLLECTION	To maintain record of students enrollment month wise and address all the quaries raised by Regional Office. To maintain CS 54 and tally the amount collected with records in office.	Ms Sarita Singh	Sh L M Tripathi	
23	OFFICE / LEAVE RECORDS	All office record keeping, correspondance, salary uploding, Leave record etc.	Ms Ankita	Sh L M Tripathi	
24	SHALA DARPAN	All activities related to SHALA DARPAN	Sh L M Tripathi	Ms Ekta Puri	
25	COMPUTERS	Purchasing of computers and related items and their maintenance	Sh L M Tripathi	Ms Anita Devi	Ms Sushma Sharma
26	ACADEMIC IMPROVEMENT COMMITTEE	Guiding teachers for better teaching-learning process. Ensure coverage of syllabus as per split up of syllabus. Conducting Subject committee meetings.	Ms Kiran Tiwari	Ms Sarita Singh	Ms Ekta Puri
27	EXCUSIONS & ADVENTURE ACTIVITIES	Planning excursion and adventure activities for students as per KVS schedule/ instructions	Sh U K Rawal	Ms Sushma Sharma	
28	THE AWAKENED CITIZEN PROGRAM	Implementation of ACP for VII	Ms Kiran Tiwari	TGT (Sanskrit)	

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29	SAFETY & SECURITY OF STUDENTS, DISASTER MANAGEMENT	Preparing and implimenting SOP for imergencies. Planning and implimenting Mock Drills for different emergencies.	Ms Kiran Tiwari	Ms Ekta Puri	
30	SBSB	Implementing and keeping all records of different activities under SBSB	TGT (Sanskrit)	Sports Coach	All Class Teachers
31	EBSB	Implementing and keeping all records of different activities under EBSB	Ms Shushma Sharma	TGT (Sanskrit)	All Class Teachers