

# KENDRIYA VIDYALYA SSG CISF SURAJPUR, GREATER NOIDA

## Committees for the session 2019-20

16.08.2019

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 updation of UBI data	Ms Priyanka Yadav	Ms Ekta Puri	Sh D K Thakur
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 Shikha Bokolia	Ms Anita Devi
3	TIME- TABLE	Preparation of time – table and daily leave arrangement and ensure smooth conduct of periods.	Ms Sarita Singh	Ms Ekta Puri	Sh D K Thakur
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	Mr D K Thakur	All Class Teachers
5	CCA / STUDENT'S ID CARD / PHOTOGRAPHY	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 coordinate with all students and staff for issuing of identity card by the end of 1st quarter of the session. To get class room and other display board maintianed every month/	Ms Sushma Sharma	Sh U K Rawal	Ms Ekta Puri
6	CMP	To ensure implementation of CMP in letter and spirit and maintain all records	Ms Ekta Puri	Ms Priyanka Yadav	Ms Shikha Bokolia
7	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	Ms Sushma Sharma
8	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.	Ms Ravinder Kaur Bajwa	Ms Ekta Puri	Ms Shikha Bokolia
9	MAINTAINANCE & REPAIR	Record to be maintained in the register and co-ordinate repair works with CISF authorities.	Sh L M Tripathi	Ms Shikha Bokolia	Mr U K Rawal
10	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.	
11	PURCHASE	To monitor all purchases according to requirement of vidyalaya and as per kvs norms	Ms Anita Devi	Ms Shikha Bokolia	Sh D K Thakur

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12	WEB SITE / U-DISE / SBSB	Timely updation of website, UBI data, U-DISE and SHALA DARPAN with the help of teachers.	Ms Kiran Tiwari Sh L M Tripathi	Ms Priyanka Yadav	Sh D K Thakur
13	BEAUTIFICATION, ECO CLUB	To ensure maintainance of school garden and school premises for beautification as a whole. Photography is ensured for all fuctions and on all important events and maintian the data of photographs date wise and event wise.	Ms Ravinder Kaur Bajwa	Ms Anita Devi	Ms Shikha
14	FURNITURE & MAINTENANCE OF COMPLAINT REGISTER / AV Equipments	To acquire furniture / AV Equipments as per requirement as per KVS norms. All the records to be maintaned and ensure that furniture is usable. All complains/ suggestions received are recorded in complains/ suggestions register every fortnightly	Ms Ekta Puri	Ms Sushma Sharma	Ms Ravinder Kaur Bajwa
15	TEACHING AIDS / RESOURCE ROOM	To acquire teaching aids as per requirments and maintain records for the same. To maintain Resource Room.	Ms Kiran Tiwari	Ms Sarita Singh	Ms Ravinder Kaur Bajwa
16	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.	Sh D K Thakur	Ms Sushma Sharma	Ms Ravinder Kaur Bajwa
17	FIRST AID / Health Checkup 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 studnets requiring special medical attention.	Ms Anita Devi	Ms Kiran Tiwari	Ms Ravinder Kaur Bajwa
18	CLEANLINESS & HYGIENE	To regularly monitor and to report shortcomings to Pricnipal and contractor.	Ms Shikha Bokolia	Ms Anita Devi	Ms Ekta Puri
19	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	
20	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 Priyanka Yadav	Ms Ekta Puri	
21	OFFICE / LEAVE RECORDS	All office record keeping, correspondance, salary uplodng, Leave record etc.	Sh L M Tripathi	Ms Anita Devi	
22	SHALA DARPAN	All activities related to SHALA DARPAN	Sh L M Tripathi	Ms Ekta Puri	
23	COMPUTERS	Purchasing of computers and related items and their maintenance	Sh D K Thakur	Ms Anita Devi	Ms Sushma Sharma
24	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	Sh D K Thakur