

KENDRIYA VIDYALYA SSG CISF SURAJPUR, GREATER NOIDA

Committees for the session 2022-23

28.02.2022

S.No.	COMMITTEE		DUTIES & RESPONSIBILITIES	INCHARGE	MEMBER(S)
1	ADMISSION	All admissions except KV TC Cases	All entries should be properly checked and verified at the time of admission and keep all the records properly.	Ms Sarita Singh	Ms Priyanka Yadav
		Admission on KV TC		Sh Shailendra Singh	Sh Veer Sain
2	UBI		Verification of fees in UBI Portal	Ms Priyanka Yadav	Ms Shalini Mishra
3	EXAMINATION	Internal	To get all the tests/examinations done as per instructions / schedule of KVS. To keep all the record properly and share with KVS RO Agra as per their inquiry.	Ms Sarita Singh	Sh Amit Kumar Ms Ekta Puri
		CBSE & External	To register the students in CBSE portal and to track all the instructions/directions by CBSE and complete all the tasks as per direction.	Sh Amit Kumar	Ms Sarita Singh
4	TIME- TABLE	Primary	Preparation of time – table and daily leave arrangement and ensure smooth conduct of periods.	Ms Sushma Sharma	Ms Ekta Puri
		Secondary		Ms Shraddha Gaur	Ms Neetu Sharma
5	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.	Sh Shailendra Singh	Ms Kiran Tiwari Ms Ekta Puri All Class Teachers
6	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 Neetu Sharma Ms Shalini Mishra
7	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 Shraddha Gaur	Ms Shalini Mishra Sh Ashish All Class Teachers
8	CMP		To ensure implementation of CMP in letter and spirit and maintain all records	Ms Ekta Puri	Ms Sushma Sharma
9	LIBRARY		To monitor the purchases of books, journals, magazines related to different fields for the benefits for students	Sh L M Tripathi	Ms Shalini Mishra Ms Neetu Sharma Sh Ashish
10	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 Shailendra Singh	Sh Ashish Ms Shikha Bokolia
11	MAINTAINANCE & REPAIR		Record to be maintained in the register and co-ordinate repair works with CISF authorities.	Sh Veer Sain	Sh U K Rawal
12	SCOUT & GUIDE CUBS & BULBULS		Maintain proper records of Cubs & Bulbuls activities and conducting the different events according to kvs schedule.	Sh U K Rawal	All trained teachers.

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13	PURCHASING	To make all purchases according to requirement of vidyalaya and as per kvs norms	Sh Amit Kumar	Ms Kiran Tiwari Ms Anita Devi Sh Veer Sain Ms Sarita Singh Sh Ashish Sh Shailendra Singh
14	WEB SITE / U-DISE / SBSB	Timely updation of website, UBI data, U-DISE and SHALA DARPAN with the help of teachers.	Ms Shikha	Sh Ashish Computer Instructor
15	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 Shalini Mishra	Ms Anita Devi Ms Shraddha Gaur Ms Sushma Sharma
16	FURNITURE	To acquire furniture as per requirement as per KVS norMs All the records to be maintained and ensure that furniture is useable. All complains/ suggestions received are recorded in complains/ suggestions register every fortnightly	Sh Ashish	Sh Veer Sain Ms Shraddha Gaur
17	AV Equipments	To acquire AV Equipments as per requirement as per KVS norMs To ensure proper maintainance of equipments.	Sh Veer Sain	Sh Ashish
18	MAINTENANCE OF COMPLAINT/ SUGGESTION REGISTER	Keeping Records complain/ suggestions received on fortnightly bases directly or through suggestion/ complain box	Ms Shikha Bokolia	Ms Kiran Tiwari
19	TEACHING AIDS / RESOURCE ROOM	To acquire teaching aids as per requirments and maintain records for the same. To maintain Resource Room.	Ms Shraddha Guar	Ms Kiran Tiwari Ms Anita Devi
20	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.	Ms Neetu Sharma	Ms Sushma Sharma Sh Azad Mohammad Computer Instructor
21	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.	Sh Shailendra Singh	Ms Shikha Bokolia Ms Anita Devi All Class Teachers
22	CLEANLINESS & HYGIENE	To regularly monitor and to report shortcomings to Pricnipal and contractor.	Sh Veer Sain	Sh U K Rawal Ms Anita Devi
23	QUARTER ALLOTMENT COMMITTEE	To collect the applications for quarter allotment and allot the quarter available as per norms	Ms Kiran Tiwari	Ms Ekta Puri Ms Neetu Sharma
24	CHECKING OF ATTENDANCE REGISTER / RECORD OF MONTHLY ENROLLMENT/ MONTH WISE FEE	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 Amit Kumar Sh L M tripathi
25	SHALA DARPAN	All activities related to SHALA DARPAN	Ms Kiran Tiwari	Ms Ekta Puri Computer Instructor
26	COMPUTERS	Purchasing of computers and related items and their maintenance	Sh Amit Kumar	Ms Priyanka Yadav Ms Sushma Sharma
27	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

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28	EXCUSIONS & ADVENTURE ACTIVITIES	Planning excursion and adventure activities for students as per KVS schedule/ instructions	Sh Shailendra Singh	Ms Sushma Sharma Sh Ashish
29	THE AWAKENED CITIZEN PROGRAM	Implementation of ACP for VII	Ms Kiran Tiwari	Ms Shalini Mishra
30	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 Sh Shailendra Singh All Class Teachers
31	SBSB , Fit India	Implementing and keeping all records of different activities under SBSB	Sh Shailendra Singh	All Class Teachers
32	EBSB	Implementing and keeping all records of different activities under EBSB	Ms Shraddha Gaur	Ms Neetu Sharma All Class Teachers
33	COVID-19 prevention response Team	Planning and Implementations of SOP for COVID safety for students and staff as per directions issued by Central and state agencies time to time.	Ms Kiran Tiwari	Sh Shailendra Singh Ms Anita Devi
34	Scholarships	To inform students of different scholaships available and keep all the records.	Sh Amit Kumar	Ms Shraddha Guar All Class Teachers
35	PISA Club	To Monitor all the activities and keeping all the records	Ms Kiran Tiwari (Lang.)	Ms Sarita Singh (Maths) Sh Amit Kumar (Science)
36	SCHOOL MAGAZINE	Prepare and publish school magazine and Quarterly News Letters	Ms Kiran Tiwari	Ms Neetu Sharma Ms Shalini Mishra Ms Priyanka Yadav
37	Staff Room	Maintenance the staff room and distribution of lockers to teachers.	Ms Kiran Tiwari	Ms Ekta Puri
38	Monthly DO Letter	Preperation and timely submission of DO letter to KVS RO	Ms Priyanka Yadav	Ms Sushma Sharma
39	Income Tax	Calculation of I. Tax of employees. Keeping all records regarding Income Tax of employees.	Sh Amit Kumar	Ms Priyanka Yadav Sh L M Tripathi
40	AEP	To paln and manage all the activities under AEP with proper maintaonance of records	Ms Sarita Singh	Ms Neetu Sharma Sh L M Tripathi
41	Interview to prepare panel for contratual Teachers	To plan and mange the interview process to prepare the panel for engaging teachers on contractual bases as per KVS guidelines.	Sh Amit Kumar	Ms Sarita Singh Ms Kiran Tiwari
42	PISM	Updating and maintaining the data on PISM Portal on regular bases and as required.	Sh Azad Mohhamad	Sh Amit Kumar Ms Shalini Mishra
43	Participation of School/Students in different academic and other competitions conducted by	To coordinate participation of school and students in various competitions being organised by different organizations with proper record keeping.	Ms Shraddha Gaur	Sh M L Tripathi Ms Priyanka Yadav Sh Amit Kumar Mrs. Kiran Tiwari