

KENDRIYA VIDYALAYA, NO.1, AFS, KALAIKUNDA
COMMITTEES 2019-20

The following committees have been formed for the year 2019-20 for smooth functioning of the Vidyalaya. Every committee In-charges are responsible for preparation of Annual / Year Planner of all activities of his/her department and submits the same to Principal on or before 19TH April, 2020 without fail.

S. N. O.	NAME OF THE COMMITTEES	MEMBERS	DUTIES
		INCHARGE & MEMBERS	FUNCTIONS:-
1	Flag Hosting and Retreating Ceremony	Mr. PROVASH DAS, I/C Ms. VARSHA PATHAK Mr. KAPOOR SINGH	<ul style="list-style-type: none"> To ensure raising of National Flag every morning and it's lowering before sunset in our KV. To position the flag post at prominent place. To follow DO's and Don'ts to honour our National Flag. To ensure compliance of the Flag Code.
2	Academic and Administrative support	Mr S P SAH Mr B.K.SINGH MISS PREETI VERMA Mr.Mohit Rastogi Mrs S R SHIT MRS Manorama Biswal	<ul style="list-style-type: none"> Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. Interacting with the teachers and directing them on their academic duties. It is the sole responsibility of Academic co-ordinator to check the academic activities of teachers. He will prepare plan and schedule for Notebooks (C/w & H/w) checking. Preparing academic calendar department wise for 2018-19
3	KV Shaala Darpan & UBI fees collection	Mr B K SINGH, I/C Mr B K GUPTA Mr BIPAD TARAN Mr. Mahesh Pal All Class teachers and Co class teachers	<ul style="list-style-type: none"> To monitor activities of KV ShaalDarpan& UBI fees collection. To make entry on KV ShaalDarpan Web Portal. To send report to parents and stake holders. To follow up all work related to KV ShaalDarpan& UBI fees collection.
4	Admission Committee	Mr B K SINGH, I/C Mr. Joy Sen Mr A K MAHATO Mrs S R SHIT Mr. Ghanshyam	<ul style="list-style-type: none"> Admission to all classes throughout the year including RTE as per KVS norms. Planning & Conducting of Admission Test for class IX. Monthly review Meetings on admissions done. This work has to continue till November 30. Maintenance of Register of data required for submission to KVS (HQ). Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work Every month Enrolment of the Vidyalaya has to be collected and checked by the department and submit the same to the Principal – This has to be done a day prior to last working day of the month. Every month vacancy of each class & section-wise details are to be recorded in the admission register and submit to Principal This has to be done a day prior to last working day of the month.
5	Purchase Committee	Mr S.P.Sah I/C Mr B .K.Singh Mr A K MAHATO Mrs. Varsha Pathak Mrs S R SHIT Mr T K PATRA	<ul style="list-style-type: none"> To estimate the requirements in the beginning of the academic year. To procure the required items following the purchase procedure. To conduct market survey and collect quotation from local market. To take items purchased into stock. Any other related work.

6	Discipline committee	Mr. P DAS, I/C Mr S P SAH Ms P VERMA Mr Susheel Kumar Mrs Sarita Singh Ms R REDDY Mrs S R SHIT Ms PREETI Mr KAPOOR SINGH & All CALASS TEACHERS/CO-CLASS TEACHERS	<ul style="list-style-type: none"> • Checking of student's uniform, late comers, students missing assembly. • Checking of students' behavior in and outside the class. • Monitoring the movement of students in lines during arrival, departure and to ensure safe passage to students. • Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours. (Class teacher also assist) • Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation. • A monthly report on discipline proceedings & steps taken up and observations made have to be submitted to Principal. • Checking the Movement of students in corridor without out-passes and recording the same to intimate Principal.
7	Standard Operating Procedure (SOP)	MR S P SAH, I/C Mr.Mohit Rastogi Mr.Dipanshu Gupta. Mr GHANSHYAM DAS Mr A P VERMA Ms DEEPIKA YADAV	<ul style="list-style-type: none"> • To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School. • Develop comprehensive action plan to implement the guidelines. • Allocate specific roles to different personnel and teachers as per the SOP and brief the staff about the action to be taken by them in any exigency. • Take preventive measures as given in the guidelines in consultation with the local police. • Keep the security personnel of the school on the alert. • Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents. • Conduct advance reconnaissance of the school with the help of the local police. • Hold mock drills for students, teachers and staff.
8	Furniture	Miss Surya Agarwal I/C Mr Mohit Suthar Mr Amit Yadav Miss Meenakshi	<ul style="list-style-type: none"> • Preparing the list of articles for condemnation for 2018-19 in the new format and keep ready for Physical Verification • Raising the indent of the Furniture required within the ceiling. • Maintenance of furniture register & inventories in each class, lab, departments, library, office etc. • Preparation of list of repairable and broken furniture. • Submission of requirements of shortage making inventory and monitoring.
9	School Building Civil & Electrical Maintenance committee	Ms V PATHAK, I/C Mrs S R SHIT Mr T K PATRA	<ul style="list-style-type: none"> • Raising the quotations for procurement of materials required for civil work. Monitoring of Vidyalaya infrastructure development and works in progress. • Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya. • Monitoring and recording of civil work / repair work undertaken. • Preparing the estimates and submitting request for procurement of materials such as gitty (stone dust/ stones), sand, cement etc., with clear justification. • Stock entry of the material purchased and proper usage of material purchased and record of the same in the stock register. • Certifying the proper usage of material at appropriate and required places. • Informing Principal the areas of immediate attention

10	<p>Primary Section Exam Dept</p> <p>Home Exam</p> <p>CBSE(X/XII) And External Examinations</p>	<p>Mrs S R SHIT, (I/C) Ms Manorama Biswal Mrs Preeti</p> <p>Mrs Doli Chaudhari, I/C Mr Dipanshu Gupta Ms S SINGH</p> <p>Ms Preeti Verma I/C Mr Radhey Shyam Ms manorama Gond</p>	<ul style="list-style-type: none"> • Raising the indent for the papers and other important requirement • Planning & conducting of PT/HY/SEE Exam as per schedule. • Listing out absentees and Planning & conducting Re-tests • To prepare the result analysis of internal exams and maintaining the record in an appropriate manner. • Distribution of Report cards to class Teachers. • Distribution of the split up syllabus supplied by R.O to teachers and students. • Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work. • It is mandatory for all the question paper setters to provide the question paper both in soft and hard copies duly computerized, without which Exam Department shall not accept the papers anything hand written. • Ms Dr. Rama Rani will monitor the entire department proceedings and make sure that all wings of his department are functional appropriately.
11	<p>Medical Room And First Aid & Health Checkup</p>	<p>Mrs. Mohua Kundu I/C Mr. P DAS, Miss Priyanka Nurse</p>	<ul style="list-style-type: none"> • Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out. • Planning with doctor for a medical checkup for children twice a year. Collection of medical Certificate from class teachers. • Keep first aid item readily available in staff room, sports room and principal room. After the medical checkup, getting the cards binded and kept as a record.
12	<p>Time Table A-Secondary Department</p> <p>B-Primary Department</p>	<p>Mr.Mohit Rastogi I/C Ms S SINGH (ARRANGEMENT) Mr D GUPTA Mr.S.Azaharuddin</p> <p>Mr GHANSHYAM DAS Mrs S R SHIT</p>	<ul style="list-style-type: none"> • Preparation of class & teacher's Time Table as per KVS norms. • First period arrangement has to be announced in assembly itself. • Preparation of special Time Table for Board classes, Remedial classes, Classes for slow learners, and Zero period. • Monitoring of bell timing. • Distribution of Registers to all the class monitors to note every day's activity period-wise. • Collecting the registers and submitting the same to Principal for his supervision. • Random checking for teachers attending the classes during their arrangement. • To ensure no teacher who is absent is left without arrangement. • 1st period time table should be announced by teacher in charge during morning Assembly itself. • Responsibilities of Supporting staff • Showing the arrangement sheet to teacher and obtaining the signature. • Displaying the arrangement sheet in prominent places of the Vidyalyaya
13	<p>CCA Coordinator And CCA material Purchase and Important Days celebration committee A-Secondary Section</p>	<p>Mrs Mohua Kundu, I/C Ms Anjali Thakur Ms M GOND Miss Meenakshi Dogra</p>	<p>Preparation of Calendar of activities for 2017-18. Preparation of Days to be observed and celebrated in the year 2017-18. House distribution activity. Selection and celebration of School Captains and Vice Captains under student's council.</p> <ul style="list-style-type: none"> • Planning, preparation and Celebration of Annual Day • Duty allotment and monitoring of assembly program.

	B-Primary	Mr GHANSHYAM DAS Mr MAHESH PAL Mr Mohit Suthar	<ul style="list-style-type: none"> • Checking of the information on the display board in corridor and class rooms. • Theme selection for every month and carrying out the suggested activities. • Maintaining the record of achievements of the students of house and maintaining transparency in the result process. • Important announcements in the assembly, planning & preparing students for various activities. For this, the CCA I/c or deputy has to meet Principal to note the next day's announcements. • Important dates shall be collected and be celebrated appropriately. • The committee can even suggest Principal for the purpose
14	CS-54 and CS-11 Fees Record (Pay bill checking)	Mr B K SINGH, I/C Mrs S R SHIT	<ul style="list-style-type: none"> • Maintenance of CS-54 and CS-11 & its verification every month. • The committee is responsible for submitting every month the statements of CS – 54 and CS – 11. The committee is responsible for preparing and submitting CS-54 and CS -11
15	Teaching Aids & A.V Aids A-Secondary B-Primary	Mr. Joy Sen, I/C Mr. Mahesh Pal	<ul style="list-style-type: none"> • Procurement of Audio Visual and teaching aids. • Upkeep of audio visuals and teaching aids. • List of Audio Visual and teaching aids used by the teachers.
16	Photography, Press & Bouquet presentations	Mr AK MAHATO, I/C Mr B K GUPTA	<ul style="list-style-type: none"> • Arrangement of photographer for important functions. • Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise. • During the inspections Albums have to be presented to Inspection officers
17	Primary Education – (Core committee)	Mrs S R SHIT, I/C Ms Manorama biswal Ms Aakanksha Ms TAPTI CHATTERJEE	<ul style="list-style-type: none"> • Year Planner shall have to be prepared by each head. • Planning and preparation Calendar of activities. • Supervision of Primary classes. All the new entries may be supervised with the help of Sr. PRT's& Academic Coordinator & PGT's of the Vidyalaya, so that necessary help can be given to them to understand about CMP work and CCE/Back to basic work/learning outcomes. • Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets binded and display in CMP room. All works related to primary education. • Maintaining CMP & CCE Records, back to basic records. Formation of Committees for various occasion for primary wing for smooth conduct of Primary wing. A monthly report on activities undertaken by the Primary wing.
18	Sports Committee	Mr PROVASH DAS, I/C Ms P VERMA Mr GHANSHYAM DAS Mr AmitYadav Mr GAME COACH	<p>Planning Vidyalaya sports activities, (Year calendar).</p> <ul style="list-style-type: none"> • Monitoring blocks period. • Purchasing required material. • Arrangement of sports meets as per KVS norms. • Planning and conducting Annual Sports Day celebration for 2018-19.

19	Scout and Guide Cubs and Bulbul	Ms S SINGH Mr A K MAHATO, I/C Ms S R SHIT Mr GHANSHYAM DAS Mr M BISWAL	<ul style="list-style-type: none"> • Registration of units. • Fresh registration for Pravesh, Cubs & Bulbuls etc. • Conducting upgrading camps & celebrations related to Scout. • Taking up Community development and service works once in a month. • Submitting monthly Reports & carrying out other work related.
20	Subject Committee	In Charge	<ul style="list-style-type: none"> • Every month these committees invariably sit and discuss on agenda that pre-decided and got approved by Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized. • Split up syllabus month wise and teacher wise. • Project work-term wise. Weightage of marks to each topic. • Evaluation scheme. Practical work. • Class room activities and teaching aids. Model question paper. • Identification of slow learners and gifted children and remedial action. • Under achievers / slow learners identification. • Strategy for effective monitoring for students improvements. Educational tour. • Class activities, Exhibition, Exam- PT/MT/HY/SEE. • Preparation of subject magazine. • CCE work, Back to basic files/ Subject enrichment activities and Files of Cycle test/CT/MT/Remideal class test carried out topic-wise by the teachers. • Innovations taken up and the reports thereof.
1	A-Secondary Science	Mr B.K.Singh	
2	Maths	Mr Mohit Rastogi	
3	Social Science	Mr S P Sah	
4	Computer	Mr B K SINGH	
5	Hindi	Ms S AGARWAL	
6	English B-Primary	Ms Anjali Thakur Mrs S R SHIT	
21	Library Advisory Council	PRINCIPAL VICE PRINCIPAL LIBRARIAN Mr S.P.sah Mrs S R SHIT ALL SUBJECT Committee CONVENORS School Captain(BOY) School Captain (GIRL)	<ul style="list-style-type: none"> • Planning and preparing the books for condemnation. • Supervising the Library activities undertaken by the Librarians and seeking a report on monthly basis. • Raising the requirement of books taking the list from students of classes XI and XII and respective subject teachers. • Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS. Improving library service and its monitoring. • Note: Librarians are to prepare a Yearly planner of activities and submit to Principal.
22	Computer Lab committee Monthly Report & Website updating	Mr B K SINGH, I/C Mr B K GUPTA Mr B TARAN	<ul style="list-style-type: none"> • Update Vidyalaya website once in every fortnight and as when it is required. Updating of Enrollment of students class-wise and section-wise. Staff vacancy position. • Computer infrastructure data. • Other allied information that is required by KVS. • Note: PGTs' (Comp. Science) are responsible for the website updating through coordination with respective department heads.

23	Value Education & Integrity Club	Mr S P SAH, I/C Ms P VERMA	<ul style="list-style-type: none"> • preparation of Annual calendar of value based education programs and activities. • Conducting of value education program as per KVS guidelines.
24	Eco Club	Mrs doli Chaudhari I/C Mrs. Savita Mr S.K.Bera Ms DEEPIKA	<ul style="list-style-type: none"> • Conducting activities related to the Club.
25	Literary Club	LIBRARIAN S R SHIT	<ul style="list-style-type: none"> • Conducting activities related to the Club.
26	Science Club	Mrs doli Chaudhari I/C Mrs. Savita Mr S.K.Bera ALL SCIENCE TEACHERS	<ul style="list-style-type: none"> • Conducting activities related to the Club.
27	Math's Club	Mr Mohit Rastogi I/C Ms S SINGH Mr D GUPTA	<ul style="list-style-type: none"> • Conducting activities related to the Club.
28	Primary Resource Room Computer Lab (Primary)	Mr Mahesh Pal, I/C Ms Deepika Mrs Preeti	<ul style="list-style-type: none"> • The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing. • Planning of CMP room usage by PRTs'. • Exploring resources planning and developing room to ensure strengthen of primary education. • Acquiring material, teaching aids, CD's books, play material etc., to display in the CMP so as to make it a better resource room. • Re-charging of Dish TV activation and prepare a plan to show film shows live on Dish TV • Planner has to be submitted by the Committee. • Monthly Report Submitting a report on activities taken up.
29	AEP -- planning & conducting a minimum of 6 sessions in each term	Mrs Doli Chaudhary Mr D GUPTA	<ul style="list-style-type: none"> • Organizing PT meeting, creating awareness among parents and children about the changes in adolescent (adult) stage, Awareness about sexual diseases, Solution for stress related problems. Planning, Preparation and conducting the programs. • Every 10th of month AEP classes are to be conducted on core issue. Submitting a monthly report to Principal.
30	Hygiene and Sanitation (Cleanliness of vidyalaya and Surroundings) And Drinking water	Mr Sushil Kumar I/C Ms V PATHAK Mr A.K.Mahto Ms J R REDDY Mr A K YADAV Mrs S R SHIT Ms DEEPIKA Ms PREETI Ms AKANKSHA	<ul style="list-style-type: none"> • Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly. • Submitting Monthly report on observations. • The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets. • Please ensure that, the labours use disinfectants. Keep the contact number of the contractor responsible for and update him with the problems observed. The undersigned is confident on the team constituted as they execute the work promptly. • Once in every week, the committee shall go round the Vidyalaya exterior view and find out the growths in the wall and the surroundings.

			<ul style="list-style-type: none"> • Plan the cleaning campaign and get the work done with the help of contractor / Labour. • Submit the requisition and report on the work completion.
31	Beautification & Garden	Mrs Doli Chaudhari, I/C Mr A K MAHATO	<ul style="list-style-type: none"> • Garden maintenance observation and making suggestions to gardener. • Monthly review of garden and suggestions to improvement. • Submitting of monthly review of garden & Beautification of Vidyalaya. • Raising the requirement for Garden and Vidyalaya beautification.
32	Students' council committee	Mrs Mohua Kundu, I/C Ms M GOND	<ul style="list-style-type: none"> • Planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya. • Review of Attendance registers once in every 15 days and communicating. • Syllabus coverage from classes VI to XII once in a month.
33	Exhibitions Committee - Science	Mrs Doli Chaudhari, I/C Mr B K SINGH Ms SAVITA Mr S.k.Bera	<ul style="list-style-type: none"> • Plan the exhibition themes and models in advance and start synopsis preparation. • Conduct mock exhibition well before the exhibitions scheduled as per KVS. • Decide the best models and the suggestions for improvement. • Get the new models ready before the exhibition to begin. • Note: As far as Science exhibition is concerned, the In charge teacher will discuss with Principal on all the modalities to be observed and record in the Science department minutes register.
34	Exhibitions Committee – Social Science	, I/C Mr S P SAH Mr Susheel Kumar Mr Joy Sen Ms V LAVANYA	<ul style="list-style-type: none"> • Plan the exhibition themes and models in advance and start synopsis preparation. • Conduct mock exhibition well before the exhibitions scheduled as per KVS. • Decide the best models and the suggestions for improvement. • Get the new models ready before the exhibition to begin. • Note: As far as Social Science exhibition is concerned, the Incharge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register.
35	Vidyalaya Magazine and Quarterly News Letter for Primary Committee	Ms S AGARWAL, I/C Ms Meenakshi Dogra Ms J R REDDY Mrs S R SHIT Mr GHANSHYAM DAS Ms Priyanka	<ul style="list-style-type: none"> • Overall Planning of the magazine collection as per fixed schedule. • Collect the materials and keep updating them periodically. • Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/officers/officials retiring from services shall have a space to be part of Vidyalaya Magazine. • The magazine collection and compilation work shall be completed before December 2018. Responsible for the planning quarterly Newsletter for Primary lines of previous year. Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and keep ready. • Every quarterly the Newsletter has to go to Regional Office

			to update them on the work & conduct of the Vidyalaya primary wing
36	R.T.I & Parliament Questions Reply	Mr S P SAH, I/C Mrs S R SHIT Mr GHANSHYAM DAS	<ul style="list-style-type: none"> To attend the queries made under RTI and ensure their response is made on or before the stipulated date. Collect data/information to be incorporated in the reply of such letters. The members and I/C to keep them updated with the rules and procedures regarding RTI act.
37	राजभाषाकार्यान्वयसमिति Raj Basha Committee	Ms S AGARWAL, I/C Ms Meenakshi Dongra Mr A K YADAV	<ul style="list-style-type: none"> Periodical reports shall be prepared as per the schedule and without any reminder from Head of the Institution. So, the committee requires some plan on Raj Basha implementation. So, Year planner may be prepared for the purpose. Hindi Pakhwada has been the sole work, we do for Raj Basha. So, the committee is responsible to plan some more activities prior to Hindi Pakhwada and conduct through Hindi classes and CCA activities and CCE activities so that, the report sent to KVS about the Raj Basha implementation will be decorative and acceptable. Every month a test on intricacies of Rajbasha has to be conducted for teachers.
38	Parent Teacher Meeting- I - V Meeting to be called in August/ Dec & Jan Parent Teacher Meeting Classes VI to XII Meeting to be called in August/ Dec & Jan Parent Teacher association	Mr Radhey Shyam, I/C ALL CLASS TEACHER Mrs S R SHIT, I/C ALL CLASS TEACHER	<ul style="list-style-type: none"> To plan for periodical meetings with the parents. To invite the parents well in time and to ensure their presence. To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A. To plan for personal discussion with the parents of slow-learners for improvement. To invite parents for their presence during important celebrations in the KV. Month-wise report on meetings conducted shall be submitted to Principal. It is mandatory.
39	Grievance Committee	Ms P VERMA, I/C Mrs S R SHIT	<ul style="list-style-type: none"> To periodically open suggestion box at least once in a month. To keep a record of suggestions or grievances received from the students, staff or parents. To maintain the minutes of the meetings.
40	Sexual Harassment & Gender Sensitization Committee	Ms P VERMA, I/C Mr Mohit Rastogi Ms S SINGH Mrs S R SHIT	<p>Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.</p> <p>Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;</p> <p>Recommend appropriate punitive action against the guilty party</p>

			to the Principal.
41	Alumni Association	Mr B K SINGH, I/C Ms S SINGH Mrs S R SHIT	<ul style="list-style-type: none"> To maintain proper records of alumni of the Vidyalaya. To arrange alumni meet in the Vidyalaya by discussing with the undersigned.
42	Olympiads (Science & Maths) & VVM/NCSC/IAPT	Mrs Doli Chaudhari, I/C Mr B K SINGH Ms S SINGH Mr D GUPTA	<ul style="list-style-type: none"> To conduct all the Olympiads smoothly. To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya.
43	Disaster Management: A-Secondary B-Primary	Mr S P SAH, I/C Mr GHANSHYAM DAS	<ul style="list-style-type: none"> Mock Drills & awareness programme to be organized twice a year i.e. April & Oct
44	Teacher's Lunch time duty Chart preparation	Mr S.P.Sah I/C Mr D GUPTA	<ul style="list-style-type: none"> To depute teachers on duty during lunch time for the safety and security of students. Teachers on duty will be totally responsible for the safety and security of child in the ground and in the Vidyalaya premises.
45	Morning Assembly	Ms Mahua Kundu, I/C Ms M GOND Mr Mohit suthar Mr GHANSHYAM DAS Mr MAHESH PAL	<ul style="list-style-type: none"> To plan the morning assembly programmes and allots the duty to the concerned H.M/ C.T. In addition, to check their preparation of the programme before presenting in the morning assembly. Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her. To provide a greeting card & toffee & all students have to wish them by presenting birthday song. Any other related work VALUE EDUCATION To prepare compact programme for developing good habits and moral value among the students. To encourage the students on the observation of good habits & behavior and award them
46	Staff Meeting & recording of the minutes & Monthly DO to Ro.	Ms Manorama Gond, I/C Ms S AGARWAL	<ul style="list-style-type: none"> To record the minutes of all staff meetings, P.T.A. meetings, X & XII class P.T.A. meetings and to maintain records / files of the same. To note down all important events/functions etc. held in Vidyalaya. To prepare by monthly newsletter and to send to RO and other Officials of KVS.
47	Fee concession & RTE	Ms S SINGH, I/C Mrs S R SHIT Mr KAPOOR SINGH	<ul style="list-style-type: none"> The role is this committee is to prepare class-wise data of students who have been given Fee Concession of any kind. While in Primary; Fee concession / exemptions and RTE data has to be prepared in a register and submit every month for a review of Principal
48			<ul style="list-style-type: none"> The committee will function under the supervision of Academic

	Escort duty chart	Mr S P SINGH Mr P DAS Ms V PATHAK	co-ordinator. <ul style="list-style-type: none"> • The role of this committee is to maintain utmost transparency in allocating the escort duties to teachers for various programs such as Exhibitions, sports events etc. • As and when a programme is conducted, and then this committee shall plan for escort duty. • Allotment of duties and allocation of responsibilities shall have humane touch and committee shall give a ear to the genuine problems of all the teachers • No repetition of duties allowed until all the teachers are over.
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NOTES:-

1. All the In – charge and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2018-19 as per allotment given and submit a copy to the Principal by 16TH April 2018 for record without fail.
2. All the In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties activities and prescribed programme. In case of any difficulty, undersigned must be contacted.
3. All the in – charge and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they can contact the Principal.
4. All the In-charges and members of the concerned departments/committees will have to work on full – fledged manner. When In charge is on leave etc. Senior member of the concerned departments must be available on duty and vice versa.
5. Please put your efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.
6. **All these committees will come in force from 02-04-2018 till 31st March 2019.**

Mr R K VERMA
(PRINCIPAL)