

KENDRIYA VIDYALAYA ONGC ANKLESHWAR

COMMITTEES FOR SESSION 2023-24

OFFICE ORDER 27/06/23

All are requested to note down duties & scope of work for session 2023-24 (w.e.f. 01/07/2023)

Sr. No.	COMMITTEES	INCHARGE & MEMBERS	SIGN	DUTIES / SCOPE OF WORK
1	Admission	1. Mrs. Jyoti Balani TGT Lib I/C 2. Mrs. Tarun Kumari, TGT SST 3. Mr. Pankaj Kumar PRT 4. Mr. Ujmesh Choudhary, PRT 5. Class Teacher of I-A 6. Class Teacher of I- B		1. To Scrutinize the registration forms for admission and carry out the process as per the latest admission guidelines in consultation with the Principal. 2. To ensure fair admission as per the given Schedule of the KVS 3. To collect class wise enrolment position on last working day and update on notice board and School website 4. Regular correspondence pertaining to admission 5. To complete the admissions register and upload admission and TC on the website 6. Any other work related to admission 7. To make CBSE aware about direct admission in class 9, 10, 11, and 12
2	Examination (HOME)	<p><u>Secondary Section</u> 1. Mr. S C Yadav PGT Chem 2. Mrs. Rakesh TGT SKT 3. Mrs. Geetanjali, TGT Eng</p> <p><u>Primary section</u> 5. Mr. Laxman Kumar Vasava [PRT] 6. Mrs. Pratibha Devda [PRT-Music]</p>		1. To plan and conduct all the PT/ Internal assessment/ HY/ SEE exams as per CCT/ KVS /CBSE norms as per the calendar of activities 2. To update the records from time to time and duly verified by the checkers 3. Time to time reporting about the progress and performance to Principal 4. Arrange PTA meetings time to time to discuss the academic progress and keep on record 5. To plan and Schedule PT /CT /pre board and SEE as per the calendar of activities 6. To ensure the evaluation of internal assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS 7. To give suitable instructions to class teachers for maintaining all the relevant records 8. Timely dispatch of progress cards 9. To purchase stationery items related to office and examination department 10. Send mail to KV regional office
3	Examination External	<p><u>CBSE</u> 1. Mr. S C Yadav PGT Chem I/C</p> <p><u>NIOS</u> 1.Mr. Rakesh Tgt SKT 2.Mrs.Pratibha Devda PRT Music 3.Manish Kumar TGT WET</p>		1. To plan and conduct all the tests/ exams as per CBSE norms of class 10 and 12 2. To update the records and upload as per the direction and requirement of CBSE 3. Correspondence with CBSE/ KVS in respect of board classes & New admissions 4. To ensure the evaluation of internal assessment and grading of co-scholastic for the instructions of CBSE/ KVS 5. To give suitable instructions to class teachers for maintaining of all the relevant records 6. Timely dispatch of progress cards 7. Regular monitoring of CBSE site and maintain all activities required on time 8. To conduct CBSE board examination and plan accordingly 9. To check CBSE mail ID daily and maintain record of CBSE circulars

				<p>10. To fill online data like OASIS, registration, conduct of practical and marks uploading</p> <p>11. NIOS examination would be conducted by NIOS I/C and all correspondence related to it make payment as per norms</p>
4	Purchase & condemnation committee	<p>1. Mr. S C Yadav PGT Chem</p> <p>2. Mr. Vivek PGT comp.</p> <p>3. Mr. Rakesh, TGT SKT</p> <p>4. Mr. Sohail Vohara, PRT</p> <p>5. Concerned stock holder</p>		<p>1. To ensure that purchases under VVN/ SF are done as per the Purchase guidelines of KVS as per the requirements</p> <p>2. To verify and certify the purchases under VVN</p> <p>3. To analyse the need of the Vidyalaya under various heads and arrange for the same ensuring transparent purchase</p> <p>4. To keep a track of timely and transparent purchase by various departments</p> <p>5. Ensure purchase procedure as per the norms</p> <p>6. To float Limited tender and open tender needed for purchase</p>
5	Time table, arrangements & Interview conducting committee	<p>Secondary Section</p> <p>1. Mrs. Monika, PGT Maths</p> <p>2. Mrs. Mahendra Bhati, TGT Art</p> <p>Primary section</p> <p>3. Mrs. Tasleem Vohra, PRT</p> <p>4. Mrs. Nidhi Aggrawal, PRT</p>		<p>1. To set time table as per KVS norms for the session 2023 24</p> <p>2. To change / adjust time table whenever required</p> <p>3. Arrange the classes when the teacher is absent or on leave</p> <p>5. Verified duties for presence of contractual teachers for releasing salary</p> <p>6. To check pay bill of contractual teachers as per their attendance</p> <p>7. To contact contractual teachers on vacancy and keep record to conduct interview of contractual teachers</p> <p>8. To send vacancy position time to time and send to RO</p> <p>9. To update related information on School website</p>
6	Furniture committee	<p>1. Mr. Sohe Vohral, PRT</p> <p>2. Mr. Laxman Vasava, PRT</p> <p>3. Mr. Manish kumar WET</p>		<p>1. Regular repair and maintenance of furniture</p> <p>2. To paint the furniture is required</p> <p>3. Planning to buy furniture as per KVS norms</p> <p>4. Ensure the financial ceiling and submission of bills in time to the office</p> <p>5. To ensure all furniture bear serial numbers and the year of purchase</p> <p>6. To ensure the adequacy and suitable of furniture in all the classrooms including repair of furniture as per the rules</p> <p>7. To prepare and display Inventory of class wise and department wise furniture</p> <p>8. To arrange for the repair of furniture as and when required</p> <p>9. To monthly record distribution of furniture and various places</p>
7	ICT/ Website updation	<p>1. Mr. Vivek Gupta</p> <p>2. Ms. Preeti Shrivastava</p> <p>3. Mr. Ujmesh C</p> <p>4. comp. Instructors</p>		<p>1. To ensure all the Labs in working condition with broadband LAN connectivity for carrying out computer literacy classes effectively with the assistance of computer instructors and to submit monthly updates to the office.</p> <p>2. To regularly update the website with latest happenings.</p> <p>3. To maintain monthly record of distribution of IT equipment and ensure their upkeep</p> <p>4. To ensure internet facilities in all departments anti-virus and details upkeep</p>
8	Olympiads	<p>1. Ms. Shikha Agrawal</p> <p>2. Mr. Pankaj Kumar C</p>		<p>1. To conduct junior Science/Science/green/ maths/ physics/ chemistry Olympiads and related competitions of secondary and primary section from time to time</p> <p>2. To encourage the students to participate in various Olympiads</p> <p>3. To update related information on School website</p>

9	CCA	<p><u>Secondary Section</u> 1. Ms. Preeti Shrivastava 2. Mrs. Mahendra Bhati</p> <p><u>Primary section</u> 3. Mrs. Reena Kumari [PRT] 4. Mrs. Sohel Vohra [PRT]</p>	<ol style="list-style-type: none"> 1. To plan and prepare activity calendar for the year 2023-24 2. To complete all the competitions in time and declare the results immediately 3. To form the students Council and designate duties to the Council members with regular supervision by July month 4. To celebrate important days including annual day smoothly 5. In primary section CCA committees will look after the keep of AV aids 6. PTA in charges are to constitute PTA as per KVS norms and conduct the meetings in a section with proper maintenance of records 7. Language teachers to assist improve reading and selection of quality articles 8. To update CBSE website and maintain monthly record of activities conducted in School 9. To celebrate various events as per the KVS guidelines and maintain records 10. To update related information on School website
10	Discipline	<ol style="list-style-type: none"> 1. Mr. C.M Sharma PGT PHY 2. Mr. Rakesh TGT SKT 3. Mrs. Mahendra Bhati, TGT Art 4. Jalpa ben Sports coach 5. All class teachers 6. Mrs. Nidhi Agarwal, PRT 7. Mr. Sohel Vohra, PRT 	<ol style="list-style-type: none"> 1. To plan duties and responsibilities of student Council, house captains and class monitors 2. Regular supervision of duties performed by the students 3. Checking of uniform and latecomers class out passes with the help of class teacher 4. To correct the undisciplined student tank to time 5. To ensure overall discipline of Vidyalaya 6. To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students 7. To ensure line wise movement for /from morning assembly /attending department for classes 8. Smooth class wise dispersal of students after long Bell . uniform checking duty 9. Discipline during recess and important functions /morning assembly/ in and outside classrooms/ playground 10. Organisation of counselling classes. duty allotment to Council members 11. Systematic and orderly movement of students for assembly. checking of latecomers of primary and secondary 12. To implement out pass system in the classes, constitution of class committee for discipline and selection of student Council members 13. To ensure safe exit and arrival of students 14. To update related information on School website
11	Rajbhasha	<ol style="list-style-type: none"> 1.. Mr. Rakesh, TGT SKT 3. PGT Hindi contr. 3. TGT Hindi contr. 	<ol style="list-style-type: none"> 1. To conduct quarterly meetings of Rashtrabhasha and to submit quarterly reports to the regional office 2. To ensure maximum use of Rajbhasha 3. Submitting report on rajbhasha website without delay 4. To update related information on School website
12	Staff quarter allotment	<ol style="list-style-type: none"> 1. Mr. C.M Sharma, PGT PHY 2. Mrs. Mahendra Bhati 3. Mrs. Tasleem Vohra, PRT 	<ol style="list-style-type: none"> 1. Regular repair and maintenance of staff quarters including special repairs if any 2. Prepare the list of eligible employees for quarters 3. To update related information on School website

13	Integrity club	1.Ms. Preeti Shrivastava, PGT Eng 2. Mr. Rakesh, TGT SKT		1. To install and inculcate values of Patriotism secularism socialism among students through various club activities 2. To update related information on School website
14	Day to Day Cleanliness of Vidiyalaya	1 Tarun Kumari TGT SST I/C 2.Mrs. Mahendra Bhati 3. Mr. Ujmesh Kumar C 4. Mr. Laxman K Vasava		1. To develop and maintain Garden throughout the year by adding more potted plants and plantation of trees. Ensure daily watering of plants/trees. 2. Verification of attendance of outsourced staff & related documents 3. Regular supervision for proper cleanliness and hygiene of Vidyalaya throughout the year 4. Ring and maintaining the stock of sanitary products
15	Guidance & Counselling & AEP	1. Ms. Preeti Shrivastava 2. Mrs. Jyoti Balani 3. Mrs. Mahendra Bhati 4. All subject teachers		1. To give guidance for the children whenever required 2. Motivation for better learning 3. Provide base for building future career 4. Inculcate and develop values, habits, good manners, self-confidence, self-discipline, self-Reliance, and career mindedness 5. Supervising the work of counsellor 6. To update related information on School website
16	Income tax/ TDS	1. Mr. C.M Sharma 2. Mr. Vivek Gupta 3. Mrs. Jyoti Kayastha		1. Timely verification and completion of the work as per requirement without any Mistake 2. To update related information on School website 3. Verification & distribution of Form 16 A & 16 B 4. Ensure timely submit & uploading of quarterly statement of TDS
17	Nature & Eco club activities	1. Mr. S.C Yadav 2. Mrs. Tarun Kumari 3. Ms. Shikha Agrawal 4. Mr. Ujmesh C		1. To sensitize students on issue relating to environmental degradation 2. To raise awareness about wildlife and plants among children 3. Make club by collecting the names of the students who are interested in various activities 4. Keep a record of number of students In the club 5. Encourage them to make innovative projects
18	Fine art & creative club	1. Mrs. Mahendra Bhati 2. Mrs. Pratibha Devda		1. Motivate students for creativity 2. To guide students to send their creative work to the magazines 3. To decorate School building with Arts of students 4. To decorate and paint School wall with creative and social ideas
19	Mathematics club and Mathematics Olympiad	1. Mrs. Monika Kalsi 2. All maths teachers		1. To create a fun enjoyable environment which inspire students and instils in them a great love for maths 2. To develop class wise math aids as per the syllabus 3. To organise and exhibition on the work done under math lab 4. To update related information on School website
20	Science club	1. Ms. Shikha Agrawal 2. All Science teachers		1. Two organised activities or project work related to promotion of Science 2. To create a fun enjoyable environment which inspire students and instils in them a great love for Science 3. To update related information on School website

21	Health and sports club	<ol style="list-style-type: none"> 1. Mr. Laxman Vasava 2. Mrs. Reena Kumari 3. Jalpa mam Sports coach 4. Ajay kandu Yoga Tr. 5. PGT BIO 	<ol style="list-style-type: none"> 1. To carry out various personality development activities throughout the year 2. Motivate children for better health activities 3. Conduct medical check-up for health 4. To promote the games activities 5. To motivate to take part in various games and sports in and outside of the Vidyalaya 6. To provide the theoretical and practical knowledge of various games 7. To conduct sports day and prepared students to participate at regional and national level 8. Promote SBSB activities and two all the needful activities 9. To plants sports activities Schedule for 2023 -24 10. Conduct all the sports activities as per the Schedule by KVS 11. To maintain the playground 12. To monitor children's activities during School hours 13. To maintain proper records photographs of players representing different levels of activities and sports meet 14. And share the timely completion of monthly sports activities , primary committee is to look after at children park and its maintenance 15. To update related information on School website
22	Social Science exhibition, EBSB,	<ol style="list-style-type: none"> 1. Ms. Preeti Shrivastava 2. Mrs. Tarun Kumari 3. Mrs. Pratibha Devda 3. Mrs. Sapna Bohra 4. Mrs. Mahendra Bhati 	<ol style="list-style-type: none"> 1. To prepare children for youth parliament at Vidyalaya level 2. To organise youth parliament functions as per the instructions of KVS 3. To prepare students for Regional level social Science exhibition 4. To update related information on School website
23	School beautification club	<ol style="list-style-type: none"> 1. Mrs. Mahendra Bhati 2. Mrs. Pratibha Devda 3. Mrs. Reena kumari 4. Mr. Pankaj C 	<ol style="list-style-type: none"> 1. To plan activities for beautification of School premises 2. To purchase materials required for beautification of School
24	Scout & Guide	<ol style="list-style-type: none"> 1.Mr. Soheli Vohra, PRT 2. Tasleem Vohra, PRT 3. All Scouts/ guides/ cubs/ Bulbul teachers 	<ol style="list-style-type: none"> 1. To enrol Scouts and Guides cubs and bulbuls 2. To organise testing camps troop meetings as per the annual Schedule of activities prepared at unit level in light of APRO
25	Water management including upkeep of RO	<ol style="list-style-type: none"> 1. Mr. Manish Kumar 2. Mr. Soheli Vohra 3. Mrs. Tarun Kumari 4. Sports coach 	<ol style="list-style-type: none"> 1. To ensure uninterrupted water supply in all the toilets and other places 2. To ensure periodical of water tank with the display of date of cleaning on a separate register 3. To maintain proper management of water for students and staff
26	Language club	<ol style="list-style-type: none"> 1. Ms. Preeti Shrivastava 2. Mrs. Gitanjali Bahera 3. Mrs. Reena Kumari 	<ol style="list-style-type: none"> 1. To develop class wise aids as per the syllabus 2. To organise an exhibition on the work done under language lab
27	Subject committee convenor and CMP	<ol style="list-style-type: none"> 1. Mr. C.M Sharma 2. Ms. Preeti Shrivastava 3. Mrs. Monika Kalsi 	<ol style="list-style-type: none"> 1. To monitor completion of syllabus as per the split up 2. To submit the report of target achieved by each teacher in the previous month and the report of target fixed for the coming month

		4. Ms. Samita Rani 5. Mrs. Nidhi Agrawal		3. To submit the reasons for non-achievement of the target fixed by any teacher 4. To ensure regular correction of notebooks by the subject teachers 5. To organise sample training programs for CAL TAL by the teachers 6. To maintain a written record of work done by the committee 7. To update related information on School website
28	CCT activities	1. Mrs. Tarun kumari I/C 2. Mrs. Monika kalsi 3. Ms. Shikha Agrawal 4. Mrs. Gitanjali Bahera 5. Mr. C.M Sharma		1. Conduct CCT activities and promote understanding among the students 2. To update related information on the website
29	Jigyasa /excursion	1. Mr. C.M Sharma 2. Ms. Shikha Agrawal		1. To conduct program as per CBSE and KVS guidelines 2. To update related information on School website
30	Science exhibition /Science Congress	1. Mr. C.M Sharma 2. Mr. S.C Yadav 3. Ms Shikha Agrawal 4. Mrs. Monika Kalsi		1. To conduct program as per CBSE and KVS guidelines 2. To make students aware about the program 3. To conduct activities related to program in various classes
31	Fire evacuation drill /safety drill/	1. Mr. S C Yadav 2. Mrs. Tarun Kumari 3. Mr. Rakesh TGT SKT		1. To conduct fire evacuation drill and safety drill in the Vidyalaya 2. To make students aware about the safety measures taken during various situations 3. Implement management plan in time
32	Women harassment committee	1. Ms Preeti Shrivastava 2. Mrs. Nidhi Agarwal		1. To observe the safe work place for women 2. To listen problems related to women harassment at working place 3. To inform the legal situation before the chairperson 4. Describe the monitoring requirements as per the act 5. List the important International frameworks and selected best practices on avoiding sexual harassment at the workplace
33	S.C/ST Cell	1. Mrs. Gitanjali Behera 2. Mr. Ujmesh C 3. Mrs. Sapana Bohra		1. To Counsel and guide S.C /ST students and help them to manage academic and personal issues of School life effectively 2. To ensure provisions of an environment where all such students safe and secure 3. To provide prompt counselling for any emotional emergencies arising on account of any event at the campus 4. To provide the mechanism to redress the grievance of S.C /ST students if any 5. To ensure protection and reservation as provided in the constitution of India 6. To arrange for special opportunities to enhance the career growth 7. To inform the S.C /ST students regarding various Scholarship programs of State Government and UGC 8. To collect reports and information of state Government and UGC's orders on various aspects of education employment of S.C/ ST students 9. To take such follow up measures to achieve the objectives and targets laid down by the government of India and the UGC 10. To circulate State Government and UGC decisions about different Scholarship programs

				11. To communicate with the students and motivate them for better future planning
34	Grievance cell	1. Ms Preeti Shrivastava 2. Mrs. Nidhi Agarwal		1. Receive the grievance from employee if any 2. Take proper channel procedure for solving the grievance of employee
35	Committee of checking office accounts and Tally	1. Mr. C.M Sharma 2. Mrs. Monika Kalsi		1. Do all necessary checking work related to accounts and Tally
36	Fee collection	1. Mr. Ujmesh C		1. To check the status of fee collection & remind the class trs. 2. To ensure connected Data filling on Shala Darpan/UBI portal and regular monitoring of site 3. 2 nd verification of fee on UBI portal.
37	First aid	1. Mrs. Pratibha Devda 2. Mrs. Reena Kumari		1. To monitor necessary facilities for first aid in Vidyalaya 2. To make necessary purchase if required in the department
38	Maintenance and Repair (M&R)	1. Mr. Sohel vohra I/C 2. Laxman kumar PRT 3. Manish Kumar WET		1. To ensure building maintenance work with cooperation of ONGC 2. To do necessary for respondents with ONGC regarding building maintenance and safety measures
39	Enrollment	1 Ujmesh C (Primary) 2 Shikha Agrawal (secondary)		1 Collect enrolment position from each class trs at the end every month 2 Prepare consolidate details in RO format
40	Updation of PIMS portal	1. Mrs. Tarun I/C 2. Comp. Instructor 2. Mrs. Jyoti Kayastha		1. To update PIMS portal time to time at least once in 15 days 2. Add the more information/ left out informations
41	Emergency response team /safety and security committee/ Disaster management plan	1. Mrs. Tarun I/C 2. Mr. Rakesh 3. Mrs. Mahendra Bhati 4. Mr. Sohel Vohra 5. Mrs. Reena Kumari 6. Mr. Ujmesh C 7. Anjanaben Nurse 8. Mr. Ajay Kundu		1. To response in emergency 2. To carry out mock drill of Vidyalaya 3. To conduct safety audit of Vidyalaya 4. To help with the idea in situation like injury to students' accidents 5. To keep mobile number of all students and send emergency messages 6. To keep record of auto driver and students coming by vehicles 7. To keep whistle outside and insight School from myself and plan to avoid any untoward incidents

PRINCIPAL