

COMMITTEES

KENDRIYA VIDYALAYA, NHPC, GERUKAMUKH (ASSAM)

18)

LIST OF VIDYALAYA COMMITTEES – (2017-

Under Construction

NAME OF THE COMMITTEE	IN-CHARGE & MEMBERS	DUTIES AND RESPONSIBILITIES
ACADEMIC COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Hemananda Barik, PGT (Eng.) I/C 2. Mr. Sanjay Pandit, PGT (Bio.) 	<ol style="list-style-type: none"> 1. To conduct monthly subject committee meeting after school hours as per the directions of the Board once in a month. 2. To plan the academic activities in a systematic manner. 3. To implement all the academic projects as per the syllabus. 4. Review the questions papers that are prepared for the Vidyalaya. 5. To ensure necessary directions are given to the teachers to maintain high academic standards.
ADMISSION COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Naveen Kumar PRT 2. 3. 	<ol style="list-style-type: none"> 1. Ensure distribution & collection of the application form and condition of admission process. 2. Ensure that the particulars of the applicants are entered in the computers without waiting for a long time after careful scrutiny of the forms. 3. Prepare the Registration list and present it to the selected list and get the hard and soft copy of the list for approval of the Chairman two days before the scheduled date for the display of the selection list. 4. They shall also maintain confidentiality of the registration process and maintain the records.
PURCHASE COMMITTEE MEETING PROCEEDINGS	<ol style="list-style-type: none"> 1. Mr. C P Singh, TGT(P&HE) 2. 3. 	<ol style="list-style-type: none"> 1. To co-ordinate all the purchases of the school. 2. To ensure that no excess purchases are made for the Vidyalaya. 3. To monitor the purchases to be made for the Vidyalaya. 4. To ensure that proper records of the purchases are being maintained.
AUDIO-VISUAL COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Naveen Kumar PRT I/C 2. 3. 	<ol style="list-style-type: none"> 1. To maintain the stock of audio – video equipment in the Vidyalaya and add new equipment as per the requirement of the current year. 2. To ensure that necessary repair is done for the equipments. 3. P. A. Equipment Arrangement for the school during the Celebration of days.

<p>CLEANLINESS & SECURITY COMMITTEE</p>	<ol style="list-style-type: none"> 1. C P Singh, TGT(P&HE) 2. Ms. Sarita Srivastava, PRT 3. Mr. Siva Prasad, Yoga Inst. 	<ol style="list-style-type: none"> 1. Checking the cleanliness of corridors, classrooms, departments. 2. Attendance of Cleanliness & Security. 3. Reporting of repair work (Civil/Electrical) on charge. 4. To ensure that proper materials needed for cleaning of the Vidyalaya plant are properly procured and supplied in time.
<p>CURRICULAR ACTIVITIES</p>	<ol style="list-style-type: none"> 1. Mr. Arvind Shakyawal TGT(AE) 2. Mr. Naveen Kumar, PRT 3. Mr. Chandan Kumar Pegu, PRT(Music) <p>Members: All the House Masters Of Primary and Secondary</p>	<ol style="list-style-type: none"> 1. To plan for the co- curricular activities in a befitting manner. 2. To ensure that all students are motivated to participate in the competitions. 3. To ensure that all activities conducted are of a desired standard. 4. To ensure that Morning Assembly program is conducted as per the KVS norms and standards of the Students. 5. To ensure that prizes are procured as soon as possible after the competitions are conducted. 6. To celebrate all important days in a proper distribution of work. 7. To ensure that the children are motivated to participate in school competitions at the cluster level from the beginning of the year. 8. To plan activities for the celebration of Teachers day etc.
<p>COMPUTER & WEBSITE UPDATION COMMITTEE</p>	<ol style="list-style-type: none"> 1. Mr. Rupam Gogoi, computer instructor 2. Ms. Jyoti Raidongia, PGT(Phy) <p>All Departments In- charges to Provide information on latest events. (Exam, CCA, Time-table, Committees, Science & SST Exhibitions, Office).</p>	<ol style="list-style-type: none"> 1. To ensure that the stock of computer is being maintained in proper order. 2. To maintain a record of the registered users of the computer in the Vidyalaya. 3. To maintain the website of the Vidyalaya on a daily basis. 4. To purchase and install all required software from genuine outlets. 5. To maintain records relating to the updation of the Vidyalaya website on a period of 10 days and positively by 2nd of every month. 6. To monitor the use of computers and internet by the students. 7. To ensure that all the teachers and staff are allotted an ID in THINK. QUEST and are guided to create pages in THINK. QUEST. 8. To check the computer laboratory and ensure they are maintained in clean state and ensure the security of the computers in the Vidyalaya. 9. To maintain the stock of computers and ensure files duly updated.

		<p>10. To ensure that the unwanted sites blocked and the computers are being used productively for the purpose of education.</p> <p>11. To ensure that the computers not working immediately attended to and necessary their repairs taken.</p> <p>12. To plan for the expansion and development of ICT facilities in the Vidyalaya.</p> <p>13. To ensure that the reports in respect of computers are being sent to the region on time (ICT INFRASTRUCTURE).</p>
STUDY CENTRE	<p>1. Ms. Soosamma Lukose, PRT</p> <p>2. Mr. Naveen Kumar, PRT</p>	<p>1. Correspondence with IGNOU for setting up exam centre and study programmes by</p>
EXAMINATION COMMITTEE	<p>1. Mr. H Barik, PGT(Eng) I/C</p> <p>2. Mrs. Soosamma Lukose, PRT</p> <p>3. Mr. Naveen Kumar, PRT I/C Primary</p> <p>4. Mr. S D Gowala</p>	<p>1. The committee shall be responsible for the preparation of examination calendar and ensure that the examination is conducted smoothly.</p> <p>2. The requirements for the conduct of examination shall be ordered well in time for the entire academic year in two lot for the first term and for the second term.</p> <p>3. The Question papers for any examination should be ready at least one week before the commencement of the examination.</p> <p>4. All the teachers should be directed to prepare question papers based on blue print and marking scheme should be submitted.</p>
FURNITURE INCLUDING REPAIR AND MAINTENANCE	<p>1. MR. C. P. Singh (P&HE)</p> <p>2. MS. Jahnabi Chetia, TGT(SST)</p> <p>3.</p>	<p>1. To maintain class wise inventory of furniture.</p> <p>2. To report for damaged furniture.</p> <p>3. To ensure that the requirement of furniture for the Vidyalaya is presented time and items.</p> <p>4. To ensure that the stock register is properly maintained in a proper fashion and as per the guidelines.</p> <p>5. To identify the items for condemnation and new furniture is procured by helping in preparing tenders/ quotations.</p> <p>6. To ensure that the furniture is being replaced as per the needs.</p> <p>7. To give inventory reports and supervise the maintenance and repair works.</p>
ECO CLUB, GARDENING & SCHOOL BEAUTIFICATION COMMITTEE	<p>1. Mr. Sanjay Pandit PGT (Bio) I/C</p> <p>2. Counsellor</p> <p>3. Sub – Staff</p>	<p>1. School beautification and updating of notice boards/ notice boards.</p> <p>2. To ensure that the activities as suggested by KVS for the Eco Club are being conducted.</p> <p>3. To ensure that the members are regular in attending club and the activities conducted.</p> <p>4. The activities should start with Ban Plant more trees from the month of April.</p>

		<ol style="list-style-type: none"> To plan for the Arts and Crafts by t interest bank.
FEES & ASSISTANCE TO PARENTS	<ol style="list-style-type: none"> MS. SMITAKHEE KASHYAP, PRT NAVEEN KUMAR, PRT 	<ol style="list-style-type: none"> UBI Fees updating work & Assista To compile the class wise details of every month and to submit the report of undersigned. To ensure that the fee has been coll rates. To submit the report on or before 2 month. To check the fee collected class –w collection months.
DISCIPLINE COMMITTEE	<ol style="list-style-type: none"> MR. C. P. Singh, TGT(PH&E) MR. Siva Prasad, (Yoga & Coach) <p>& ALL CLASS TEACHERS AS MEMBERS</p>	<ol style="list-style-type: none"> To check for the discipline of the st To ensure that the students come to proper uniform. To minimise the late coming of the Vidyalaya. To ensure that there is proper discipl students while coming to the morning while going back to classes after the a To ensure that the students assembl suitably and maintain discipline durin To ensure that students disperse for after the day’s work in a disciplined m To utilise the student council for th ensuring better discipline. Regularly monitoring student’s mo discipline. Checking and reporting the classes to in charge.
EDITORIAL BOARD (SCHOOL MAGAZINE, BROCHURE, NEWS PAPER ETC.)	<ol style="list-style-type: none"> Mr. Hemananda Barik, PGT (Eng.) I/C Mr. Briguram Patir, PRT 	<ol style="list-style-type: none"> To make children prepare class ma magazine. To keep a collection of photographs publication in the Vidyalaya magazine To motivate children to write for th magazine. To ensure that the E-Magazine scan photographed work of the children are the Website of the Vidyalaya. To ensure that the magazine is bein released by July 2015 without fail. To ensure that the student editorial in the beginning of the year i.e., in the and the work for magazine is started v To keep proper record of the work
EXCURSION /ADVENTURE CLUB	<ol style="list-style-type: none"> Mr. C. P. Singh TGT(P&PH) Ms. Jyoti Raidongia, PGT (Phy) 	<ol style="list-style-type: none"> To plan for educational tours to pla educational interest as per the Guideli KVS.

	<p>3. Mr. Naveen Kumar, PRT (CMP) 4. Mr. Siva Prasad, Yoga Inst.& Coach</p>	<p>2. To plan for the primary level to near educational interest.</p>
AID	<p>1. Mr. C. P. Singh TGT(P&PH) 2. 3.</p>	<p>1. To ensure that first aid required for is procured and maintained an at least necessary first aid given to the student required. 2. To ensure that every class especially has a first –aid kit. 3. To arrange First Aid Demonstration</p>
AND SPORTS	<p>1. Mr. C. P. Singh TGT(P&PH) 2. Mr. Siva Prasad, Yoga Inst.& Coach 3. Ms. Sarita Srivastava, PRT & All Class Teachers as members</p>	<p>1. To ensure overall sports and games in the Vidyalaya. 2. To prepare a calendar of activities for submit the same before 1st week April 3. To ensure that the necessary materials the Vidyalaya are procured as per the maintained. 4. To ensure that the competitions are conducted for the different houses and distributed in time. 5. To ensure that the materials required coaches are being issued. 6. To ensure that the competitions in the primary are being conducted as per the of common minimum programme attached</p>
GUIDANCE AND COUNSELLING	<p>1. Mr. Naveen Kumar, PRT 2. Counsellor 3. Mr. C. P. Singh TGT(P&PH) 4. 5.</p>	<p>1. To conduct the NAEP programme a</p>
THE MASTERS AND ASSOCIATES	<p><u>Shivaji House –</u> Mr. Sanjay Pandit (HM Secondary) Ms. Smitakhee Kashyap (HM – Primary)</p> <p><u>Tagore House –</u> Mr. Mithlesh Kumar (HM- Secondary)</p> <p><u>Ashoka House -</u> Ms. Sarita Srivastava (HM – Primary) Ms. Jahnabi Chetia</p> <p><u>Raman House –</u> Ms. Jyoti Raidongia (HM - Secondary) Mr. Ranjeet Kumar (HM - Primary)</p>	<p>1. To conduct and co-ordinate assembly activities in CCA and Sports. 2. To develop a competitive spirit among students. 3. To prepare the students for the different competitions. 4. To develop a competitive spirit among students. 5. To prepare the students for the different competitions. 6. To maintain the house notice board (boards) is maintained properly and the therein changed every month during the</p>

	<p><u>White House –</u></p> <ol style="list-style-type: none"> 1. Mr. Hemananda Barik 2. 3. 	<p>the month so that fresh matters remain next month.</p>
LIBRARY COMMITTEE	<p>Mr. B. N. Talari, Principal Mr. Naveen kumar, PRT Mr. Sanjay Pandit, PGT Bro. And all subject committee convers Student's members as per KVS guidelines.</p>	<ol style="list-style-type: none"> 1. To plan for the purchase of library for primary and secondary. 2. To ensure that proper class library is maintained in the Vidyalaya. 3. To ensure that library books are being maintained to optimum extent.
MATHEMATICS LAB/ CLUB	<ol style="list-style-type: none"> 1. Mr. Mithlesh Kumar, PGT (Maths) 2. Mrs. Soosamma Lukose, PRT 3. Ms. Sarita Srivastava, PRT 4. 	<ol style="list-style-type: none"> 1. To form the Mathematics club in the year 2017 2. To conduct the meetings of mathematics club. 3. To create an interest among the students in the subject of mathematics. 4. To conduct lectures and seminars on mathematics. 5. To conduct workshops to prepare mathematical models.
RAJ BHASHA/ HINDI	<ol style="list-style-type: none"> 1. Ms. Rajshri Kalita, TGT SKT. 2. Ms. Ijum Badak, PGT HINDI 3. 	<ol style="list-style-type: none"> 1. To help in implementing the official language policy. 2. To ensure that all correspondence regarding Hindi is replied in Hindi. 3. To ensure that all name boards are bilingual. 4. All registers have the name in Hindi. 5. All files are having Hindi names as well. 6. To ensure that the Vidyalaya website has Hindi version as well. 7. To ensure that the Vidyalaya website has Hindi version as well.
PTA MEETINGS	<ol style="list-style-type: none"> 1. Mr. S. K. Pandit PGT I/C 2. Counsellor 3. Ms. Sarita Srivastava, PRT 4. Ms. Soosama Lukose, PRT 	<ol style="list-style-type: none"> 1. To prepare a schedule for PTA. 2. To arrange and co-ordinate the parent meetings.

		3. To maintain the records relating to teacher meetings.