

KENDRIYA VIDYALAYA LBSNAA MUSSOORIE



तत् त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन

Duties of staff members Session 2023-24 (w.e.f. 13/06/2023)

The following duties have been assigned to the staff members for conducting various activities during the session 2023-24. The Incharge/Conveners are required to prepare the action plan for the smooth conduct of activities during the session and submit the report as and when required by the Principal

Duties of staff members' session 2023-24

Over all supervision of all committees- Mr. Shri Ranjan Dwivedi, PGT (Hindi)

Committees	Teachers	Duties of staff members session 2023-24	Sign
(1) Academic Supervision			
I-V	Principal / Mrs. Kusum Linda	To carry the class supervision of all PGTs & TGTs by Principal & PRT by HM at least once a month of every teacher.	
VI-VIII	Principal / Mrs. Jyotsana Shukla	To convey the short comings & weakness to them & monitor the improvement in the subsequent month. If a teacher is not showing improvement continuously to convey the same to Principal for further action.	
IX-XII	Principal / Mr. S.R. Dwivedi		
(2) Admission Committee			
Mr. S R Dwivedi, PGT (Hindi)- To supervise		Admissions of all classes wherever applicable for which they have to: Display the schedule of Adm. in the beginning of the session or whenever the date of Reg. is received from the KVS. To give advertisement in the paper & do the registration work. To conduct lottery wherever it is applicable. To carry the admission of tested candidates ensuring that all admission are as per KVS norms. To prepare question paper for class IX admission test, if required. To keep all records of Adm. / Reg for all kind of Admission	
1. Mr. Pankaj Kumar, I/c 2. Mrs. Richa Mahendru, 2 nd I/c 3. Mrs. Ranjita 4. Mrs. Kusum Linda			

(3) Examination committee

CBSE / Home Examination / External Exam	1. Mr. Viswanath Jaiswal, I/c 2. Mr. Amit Kumar, 2 nd I/c 3. Mr. Shyam Mohan 4. Mr. S K Maurya 5. Mrs. Swati Pande 6. Mr. Dinesh Kumar, PRT	To arrange the preparation of question paper for all internal exam maintaining confidentially. To prepare date sheet for exam. To conduct all internal exams in school in fair manner. To prepare for discloser of result To keep all records pertaining to examination intact and ready for perusal whenever asked.
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(4) Time table committee / Arrangement committee

Senior section	1. Ms. Renu, PGT maths, I/c 2. Mr. Pankaj Kumar, 2 nd I/c 3. Mr. Vinod Purohit	Framing of time table Allotment of periods according to the KVS rules. Daily arrangements Record of attendance of contractual teachers. To frame time table for remedial classes/autumn break/winter break etc.
Primary section	1. Mrs. Annu, I/C 2. Mr. Dinesh Kumar PRT, 2 nd I/c	

(5) Gardening and Nature/Environment Committee

	1. Mrs. Bhumika Mandyal, I/c 2. Mr P C Balooni, 2 nd I/c 3. Mr Charu Raturi 4. Mr. R D Dahiya 5. Mrs. Swati Pande	To Guide gardeners for proper upkeep of gardens. To allot weekly work to gardeners & supervise their work. To put forward the requirement of consumable & non consumable item for gardening so that all gardens are well maintained throughout the session & submit the monthly report of the work. all other activities related to Environment & Nature like Nature / Club/School Nursery Yojna (SNY) /Eco Club etc.
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(6) Beautification Committee

	<ol style="list-style-type: none">1. Mr. P.C. Balooni, I/c2. Mr Charu Raturi, 2nd I/c3. Mr. R D Dahiya4. Mrs. Bindu Negi5. Ms. Ruchita Bharti	<p>To plan for campus beautification in the beginning of the session as well as in the middle depending on various seasons & weather.</p> <p>To put forward the requirement of consumable & non consumable item for beautification so that whole vidyalaya campus is well maintained throughout the session & submit the monthly report of the work.</p>	
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(7) CCA Committee

A. Secondary	Coordinator – Mr. S K Saini, I/c Associate Coordinator – 1) Mrs. Jyotsana Shukla Chhetri, 2 nd I/c 2) Ms. Ruchita Bharti	<p>To prepare CCA calendar</p> <p>To divide students and teachers in various houses.</p> <p>To celebrate different days as per CCA calendar as well as according instructions received from KVS/CBSE or any govt agency.</p>	
B. House Masters (Secondary Section)	<ol style="list-style-type: none">1. Shivaji House– Mr. Vinod Purohit2. Tagore House – Mr. S K Maurya3. Ashok House – Mrs. Ranjita4. Raman House – Mr. J K Paswan	<p>To chalk out programme annual day celebration, prizes and certificate distribution.</p> <p>Various activities under Azadi ka Amrut Mahotsav, Swachhata Pakhwada.</p>	
C. House Masters (Primary Section)	Coordinator – Ms. Ruchita Bharti Associate Coordinator – Mrs. Kusum Linda <ol style="list-style-type: none">1. Shivaji House – - Ms. Pariksha Devi2. Tagore House – – Mr. Dinesh Kumar3. Ashok House – Ms. Naina4. Raman House – Mrs. Annu	<p>Formation of student council to arrange I-card for students, all judges, Sashes, passes etc for the council.</p>	

(8) School cleanliness

Mrs Charu Raturi (Overall I/C) R D Dahiya (II/C)	Secondary Wing – Ground floor- 1. Mrs. Bhumika Mandyal, I/c 2 Mrs. Ranjita 1st floor- 1. Mrs. Suman Kumari, I/c 2. Mr. J K Paswan 2nd floor- 1. Mr. Dinesh Kumar, PGT, I/c 2. Mrs. Nitika Thakur	<p>Supervision of cleanliness in senior secondary wing, middle school block primary wing, field and outside building class rooms and dustbins.</p> <p>Monitor cleanliness work wing wise.</p> <p>To put up requirement of items needed by conservancy/cleanliness contractor.</p> <p>To ensure that all washroom/toilet are functional and usable & cleaned regularly</p> <p>To ensure neat & clean classes/verandas or corridors/stairs and whole campus (Inside & outside)</p>	
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<p>Primary Wing – Ground floor-</p> <ol style="list-style-type: none"> 1. PC Balooni, I/c 2. Ms. Ruchita <p>1st floor –</p> <ol style="list-style-type: none"> 1. Ms. Naina, I/c 2. Mr. Dinesh Kumar , PRT <p>2nd floor-</p> <ol style="list-style-type: none"> 1. Ms. Pariksha, I/c 2. Mrs. Annu 	
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(9) Discipline committee

<ol style="list-style-type: none"> 1. Mr. S R Dwivedi, I/c 2. Mrs. Suman Kumari, 2nd I/c 3. Mr. Pankaj Kumar 4. Mr. Amit Kumar 5. Ms. Renu 6. Mr. R D Dahiya 7. Mrs. Bindu Negi 8. Mrs. Kusum Linda , PRT 9. Yoga Instructor 10. Computer Instructor 11. All concerned class teachers 	<p>Maintaining discipline in school Handling the cases of indiscipline. To conduct enquiries of all indiscipline cases and put up proper report (Witness/Opinion of committee, agreement between parties) to principal and maintaining the record. MOD Duty</p>
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(10) Maths/Science Competitions/Programmes

<p>Members: Mr. Pankaj Kumar, PGT Mr. Shyam Mohan Ms. Bhumika Ms. Renu Mrs Richa Mahendru Mr. Vinod Purohit Mrs. Namrata A. Parate Ms. Nitika Thakur</p>	<p>EVENT</p>	<p>I/C</p>	<p>To convey the content of these exhibition/exams to students and all concerned teachers and arrange for distribution of work for teachers. To select students for different exhibits/exams. To arrange for conduct of school level/cluster level/regional level / national level exhibition / exam, To motivate students and ensure their participation in NTSE, KVYP, IAPT, SOF and other exams.</p>
	<p>INSPIRE / Green Olympiad (TERI)/VVM</p>	<p>Ms. Bhumika Mandyal</p>	
	<p>JNNSME / SOF / Jigyasa</p>	<p>Mr. Pankaj Kumar, PGT</p>	
	<p>IAPT /NTSC/ NCSC</p>	<p>Mr. Shyam Mohan</p>	
	<p>Maths Olympiad</p>	<p>Ms. Renu</p>	

(11) Ek Bharat Shreshtha Bharat (EBSB)			
<ol style="list-style-type: none"> 1. Mrs. Suman Kumari, I/c 2. Mr Dinesh Kumar, PGT 2nd I/c 3. Mr. Amit Kumar 4. Mrs. Ranjita 5. Ms. Ruchita Bharti 6. Mr P C Balooni 7. Mrs Charu Raturi 8. Ms. Ruchita Bharti 9. All Language Teachers 	<p>To conduct a meeting of all, concern teachers and distribute or allocate the work among them.</p> <p>To motivate students to prepare exhibits and other activities and arrange for their organization at various levels.</p> <p>To ensure quality participation of students in different activities of social science exhibition which would yield a positive aresult.</p> <p>All other PGTs/TGTs of subject concerned/special duties to be allotted at the time of event by I/C.</p>		
(12) Bharat scouts & Guides/ Cubs & Bulbul			
Mrs. Raj Rani Raghav- Incharge			
Scout	Guide	Cub & Bulbul	Registration of students in scouts and guides/cubs/bulbul s and conducting all the activities pertaining to scouts & guides/cubs/bulbul in Vidyalaya.
Mr. R. D. Dahiya Mr. J K Paswan	Mrs. Bhumika Mandyal Ms. Ruchita Bharti	Mrs. Annu Mrs. Swati Pande Ms. Pariksha Ms. Naina	
(13) First Aid And Medical Checkup			
<ol style="list-style-type: none"> 1. Ms. Bhumika Mandyal- I/c 2. Ms. Nitika Thakur, 2nd I/c 3. Nurse 4. Concerned class teacher 	<p>To procure medicine/equipment for medical room.</p> <p>To supervise work of Doctor / Nurse and ensure time to time medical checkup of student in a year & keep its record in soft/hard copy.</p>		
(14) Language Club (English)			
<ol style="list-style-type: none"> 1. Mr. S K Saini, I/c 2. Mr. Jitendra Kr. Paswan, 2nd I/c 3. Mrs. Jyotsana Shukla Chhetri 4. Ms. Pariksha Devi 	<p>Conducting and organizing all activities related to languages. Emphasis on spoken English.</p> <p>To develop communication skills of students and enrichment programme for improving English speaking skills.</p> <p>To subscribe English newspaper for students.</p>		

(15) Rajbhasha Samiti	
<ol style="list-style-type: none"> 1. Mrs. Raj Rani Raghav, I/c 2. Mr. S K Maurya 3. Mrs. Monika / TGT Hindi(Contr.) 4. Mr. S R Dwivedi 5. Mr Hansraj, SSA 6. Mr. Pankaj Sharma, JSA 7. All coordinators subject committees 8. PGT (CS) 9. Librarian 10. Sr. Most PRT 	<p>Meeting of NARAKAS should be attended and direction of these meetings should be implemented</p> <p>Every month school level meeting may be conducted.</p>
(16) Guidance And Couselling/ Tarunotsav	
<ol style="list-style-type: none"> 1. Mrs. Suman Kumari, I/c 2. Mr. S K Saini, 2nd I/c 3. Mr. Shyam Mohan 4. Ms. Naina 	<p>Arrange career counseling session for students.</p> <p>To monitor the work of counselor of the Vidyalaya.</p> <p>To chalk out various activities pertaining to career counseling.</p> <p>To arrange for clinical / behavioral counseling of students.</p> <p>To chalk out active plan for counseling activities to be taken for counselor.</p>
(17) Adventure / excursion/Yuva Tourism Club	
<ol style="list-style-type: none"> 1. Mr. Dinesh Kumar PGT , I/c 2. Mrs. Ranjita, 2nd I/c 3. Ms. Swati Pande 	<p>Organize & escort students for adventure activities.</p> <p>To plan excursion trips for students.</p> <p>To arrange for visit of local museums, monumental places / historical places for students of primary and other classes.</p>

(18) Outstanding Achievement Record	
<ol style="list-style-type: none"> 1. Mrs. Renu, Overall I/c 2. CCA- Mr. S K Saini 3. Sports – Mrs Bindu Negi 4. Academics – Mr. Viswanath Jaiswal 5. Science – Mrs. Richa Mahendru 6. Social Science – Mrs. Suman Kumari 7. Art & Music - Mr. P.C. Balooni 	<p>To maintain the record of outstanding achievements of the students.</p> <p>To maintain the record of the students who get the admission in different professional colleges like IIT, Medical etc. and other professional colleges.</p>
(19) Editorial Board – Vidyalaya Patirka	
<ol style="list-style-type: none"> 1. Mr.S.R.Dwivedi - I/c 2. Mrs. Jyotsana Shukla - English 3. Mrs. Raj Rani Raghav- Hindi 4. Mr. S K Maurya- Sanskrit 5. Mrs. Swati Pande- Primary 	<p>Collection and editing of articles of students for Vidyalaya Patrika /Quarterly Programme.</p>
(20) Lost And Found	
<ol style="list-style-type: none"> 1. Mrs Bindu Negi (Secondary Section) 2. Mrs. Kusum Linda (Primary Section) 	
(21) P A System	
<ol style="list-style-type: none"> 1. Mrs Charu Raturi, I/C 2. Mr. R D Dahiya , 2nd I/C 3. Mr. P C Balooni 4. Ms. Ruchita Bharti 5. Mr. Himanshu Naithani 	<p>Installation of pa system in morning assembly, repair and maintenance.</p> <p>To plan and procure proper pa system for Vidyalaya.</p> <p>To arrange pa system for morning assembly and all programme of Vidyalaya.</p>
(22) Canteen committee:	
<ol style="list-style-type: none"> 1. Mrs. Richa Mahendru, I/c 2. Mr. Dinesh Kumar, PGT, 2nd I/c 3. Mrs. Ranjita 4. Mr Hansraj Pal, SSA 	<p>To collect regular feedback form students, cleanliness and hygienic food items with proper records of visits</p> <p>Supervising the food items being sold, their preparations, hygiene and cleanliness.</p> <p>Committee has to decide rates for items to be sold in canteen at the time of tender of canteen.</p>

(23) Morning assembly and choir group: must be exemplary each day with more focus on students turn rotation basis.

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| <ol style="list-style-type: none">1. Mr. S K Saini, I/c2. Mrs. Jyotsana Shukla, 2nd I/c3. Ms. Ruchita Bharti4. Mrs. Bindu Negi5. Yoga Instructor6. All House Masters & Class Teachers | Conduct of morning assembly in primary section and secondary section as per KVS guidelines. |
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(24) Vidyalaya Purchase Committee

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| <ol style="list-style-type: none">1. Mr. S R Dwivedi, I/c2. Mr. Vinod Purohit, 2nd I/c3. Mrs. Bindu Negi, VMC Member4. Mrs. Kusum Linda5. Mr. Hansraj Pal6. One member from concerned Dept | Assisting in purchase of various items in the Vidyalaya during the current session as per purchase process and to conduct market survey as member of LPC as and when instructed. |
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(25) Library And Reading Room

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| <ol style="list-style-type: none">1. Mr R D Dahiya, I/c2. Mr. Shyam Mohan3. Mrs. Raj Rani Raghav4. Mr. S K Maurya5. Mrs. Jyotsana S. Chhetri6. Mrs. Swati Pande7. Two students from XI & XII | Procurement of books / magazine / newspapers for library through library committee.
To motivate reading habits in students & staff.
To keep library updated and keep proper record of all books / issue of books / weeding and condemnation of old books. |
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(26) CMP Committee/ Newsletter

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| <ol style="list-style-type: none">1. Ms. Naina, I/c2. Mrs. Kusum Linda, 2nd I/c | Publication of newsletters as per schedule & reporting of CMP activities.
Conduct of various activities of primary section as per list of activities regulated under CMP & to keep its record. |
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(27) Preparation and completion of CS-54 register		
<ol style="list-style-type: none"> 1. Mr. Amit Kumar, I/c 2. Mr. Vishwanath Jaiswal 	Compilation of CS-54 registers for smooth running of Vidyalaya	
(28) Vidyalaya Website Maintaining / Updating		
<ol style="list-style-type: none"> 1. Mrs Richa Mahendru, I/c 2. Mr. Dinesh Kumar, PRT 	Maintaining and uploading the Vidyalaya website bilingually.	
(29) Vidyalaya Security Committee		
<ol style="list-style-type: none"> 1. Mr. S R Dwivedi, I/c 2. Mr. Amit Kumar, 2nd I/c 3. Mr Hansraj , SSA 4. Mr Pankaj Sharma, JSA 	To supervise, watch and ward people in discharge of their duties and to report principal for any lapses.	
(30) Photography		
<ol style="list-style-type: none"> 1. Mrs. Charu Raturi, I/c 2. Mr. S. K. Maurya , 2nd I/C 3. Mr. R D Dahiya 4. Mr. Dinesh, PRT 	<p>Arrange photographer and take photograph of various activities / function of Vidyalaya and keep its record and arrange for its display through flex boards etc.</p> <p>Keeping records of all important school activities.</p>	
(31) Maintenance And Repair(Civil/Electrical/Plumbing)		
<ol style="list-style-type: none"> 1. Mrs Charu Raturi, I/c 2. Mr R D Dahiya, 2nd I/c 3. Mr. Dinesh Kr., PGT 4. Mr. Dinesh Kr., PRT 5. Mr. Hansraj Pal 	<p>Supervision of secondary and primary campus, water points, maintenance of tabs and RO machines repair and maintenance at the Vidyalaya level.</p> <p>Maintain electricity and electrical gadgets, handle generators as and when required.</p> <p>To ensure that class rooms, verandas, galleries and washrooms are well lighted and fans are working.</p>	
(32) Maintenance Of Upkeep Of Generator, Fire Equipment		
<ol style="list-style-type: none"> 1. Mrs Charu Raturi, I/c 2. Mr R D Dahiya 3. Mr. P C Balooni 	<p>To keep generator / all fire extinguisher in working order.</p> <p>To train people to use these machines/equipment.</p>	

(33) Furniture Committee		
<ol style="list-style-type: none"> 1. Mr. Dinesh, PGT- I/c 2. Mr. Amit Kumar, 2nd I/c 3. Mr. J K Paswan 4. Hans Raj Pal 	<p>To arrange for procurement of furniture as per need of Vidyalaya or students.</p> <p>To prepare the drawing and put up with complete detail.</p> <p>To maintain record of distribution of furniture.</p> <p>To arrange for condemnation of unserviceable / broken furniture.</p>	
(34) Lodging / Transport		
<ol style="list-style-type: none"> 1. Mr R D Dahiya, I/c 2. Mr. P C Balooni, 2nd I/c 3. Mr. S K Maurya 	<p>Arrange lodging and transport facility when required.</p>	
(35) Hospitality /Refreshment for VIPs		
<ol style="list-style-type: none"> 1. Mrs. Jyotsana Shukla Chhetri, I/c 2. Mrs. Ranjita, 2nd I/c 3. Ms. Naina 4. Mrs. Annu 5. Mr. P C Balooni 6. Mrs. Charu Raturi 	<p>Arrange refreshment, lunch etc. for the guest on different occasions.</p> <p>To arrange proper cutlery / plates / utensils etc.</p>	
(36) Cheching Of Cash Book / Ledger		
<ol style="list-style-type: none"> 1. Mr. Amit Kumar, I/c 2. Mr. Pankaj Sharma, JSA 	<p>Checking of cash book and ledger</p>	
(37) Maintenance & upkeep of all IT equipment (CCTV, computers, Interactive Board, E-Class room machine etc.)		
<ol style="list-style-type: none"> 1. Mrs Richa Mahendru, I/c 2. Mrs Charu Raturi, 2nd I/c 3. Mr. Himanshu Naithani 	<p>Upkeep of all IT equipments, maintenance and timely repair time to time.</p> <p>To keep all IT equipment functioning through proper maintenance and repair.</p> <p>To arrange for AMC of their equipment as and when required.</p>	

(38) Upkeep of Staff Room**Secondary:**

1. Mrs. Ranjita, I/c
2. Ms. Nitika Thakur

Cleanliness and maintenance of staff room, gents and ladies and primary section.

To keep almirah / racks neat and clean.

To keep computers in working state.

To keep notice boards updated with time table/news/notices etc.

Primary:

1. Ms. Pariksha, I/c
2. Ms. Annu

(39) Flag Hoisting And Lowering

1. Mrs. Bindu Negi, P&HE, I/c
2. Mr. Dinesh, PRT, 2nd I/c
3. Guard on Duty

Ensuring that all norms related to national flag.

(40) Staff Meeting Minutes

1. Mrs. Jyotsana S. Chhetri
2. Mr. S K Maurya

All English teachers and Hindi teacher must be allotted the assignment on rotation basis. Minutes must be typed in UNICODE.

(41) Checking of Late Comers

1. Mr. Viswanath Jaiswal
2. Mr. R D Dahiya
3. Mr. Abhishek Pande
4. Mr. Himanshu Naithani
5. MOD

Late comers entry must be in proper register and must be signed by concerned class teacher and must be made proper entry in student diary

(42) Disaster Management Committee / Standard Operating Process (SOP) – Mock drill must be done repeatedly.

1. Mr. Dinesh Kumar, (I/C)
2. Mr. R D Dahiya, 2nd I/c
3. Mrs. Charu Raturi
4. Mrs. Bindu Negi
5. Mr. P C Balooni
6. Mrs. Kusum Linda

To carry mock drill for evacuating students in the event of any incidence.

To display phone numbers of important places / people at different places in Vidyalaya.

To constitute committee of SOP action.

(43) PTM and PTA

1. Mr. Shyam Mohan, I/c
2. Mr. Amit Kumar, 2nd I/c
3. Mrs. Kusum Linda
4. Mr. S. R. Dwivedi

PTM and PTA

(44) Subject Committees Conveners –.

1. **English** – Mr S K Saini
2. **Hindi** – Mr. S R Dwivedi
3. **Maths** – Ms. Renu
4. **Science** – Mrs. Richa Mahendru
5. **Social Science** – Mrs. Suman Kumari
6. **Primary & Music** – Mrs. Kusum Linda and Ms. Ruchita Bharti
7. **SUPW/Library/Art-** Mr. R D Dahiya

The main objectives of committee like academic agenda, back to basics programme, correction work etc. the agenda points must be invited prior form all members and agenda points committees of the meeting must be places on principal sir got signed two days ahead by the convener . In the absence of conveners the same duty will percolate to next member. The HM/I/C must also prepare agenda points two days before each Saturday and must be got signed Principal Sir. The meeting must be perfunctory as it is the right platform to plan and execute.

(45) UBI Fee Portal Related Matter/Messaging Service to parents/ Shala Darpan

1. Mrs Richa Mahendru, I/c
2. Mr. Himanshu Naithani

To comply all the instructions of Shala Darpan and updating of all information promptly.
To maintain fee portal as per norms to KVS.

(46) TC upload on school website

1. Mr. Pankaj Sharma, JSA
2. Mr. S. K. Maurya

To upload TCs on vidyalaya website regularly.

(47) Poster /Banner /Flex Board /Students Badges /I-Cards

1. Mr P C Balooni, I/c
2. Mr. R D Dahiya

To prepare and display banners as per requirement of programmess of KVS.
To prepare students badges/I-Card.
To keep used banner safely for reuse.

(48) Neighbourhood School Adoption Programme

1. Mr. Jitendra Paswan, I/c
2. Mrs. Suman Kumari

To keep in touch with neighborhood school.
To chalk out programme for students of neighborhood school and our own students.
To arrange visits of students/teacher.
To keep record of activity and photographs.
To prepare report and send to RO

(49) Teaching Aid

1. Mrs. Ranjita, I/c
2. Mrs. Swati Pande

(50) Press & Publication

1. Mr. S K Maurya, I/c
2. Mr J K Paswan, 2nd I/c
3. Mr. Himanshu Naithani

To prepare the reports of various functions/activities organized in the vidyalaya in Hindi and English languages and to publish in newspaper.

(51) Staff Qtr allotment and Repair & Maintenance of staff quarters committee

1. Mr R D Dahiya, I/c
2. Mrs. Bindu Negi, 2nd I/c
3. Mrs. Charu Raturi
4. Mr Hansraj Pal, SSA

(52) Spic Macay & other related activates

1. Ms. Ruchita Bharti, I/c
2. Mr. P C Balooni, 2nd I/c
3. Mrs. Kusum Linda
4. Mr. R D Dahiya
5. Mrs. Charu Raturi

To do all work related to Spic Macay/Heritage Club/Routes 2 Roots and send the compliance report to the Regional Office timely.

(53) Awakened Citizen Programme(ACP)

1. Mr. S K Maurya, I/c
2. Mr. J K Paswan, 2nd I/c
3. Mrs. Raj Rani Raghav
4. Mr. Vinod Purohit
5. Mrs. Jyotsana Shukla
6. Mr. P C Balooni

To do all work related to Awakened Citizen Programme(ACP) and send the compliance report to the Regional Office timely.

(54) Vigilance Awareness Committee

1. Mr. J K Paswan, I/c
2. Mrs. Ranjita, 2nd I/c
3. Mr. Vinod Purohit

To do all work related to Vigilance Awareness Committee and send the compliance report to the Regional Office timely.

(55) NISHTHA COMMITTEE

1. Ms. Nitika Thakur, I/c
2. Mrs. Bhumika Mandyal, 2nd I/c
3. Ms. Kusum Linda
4. Mr. Himanshu Naithani

To do all work related to NISHTHA and send the compliance report to the Regional Office timely.

(56) Manodarpan Committee

1. Ms. Renu, I/c
2. Mr. Vinod Purohit

To do all work related to MANODARPAN activities and send the compliance report to the Regional Office timely.

(57) PISA/CCT Committee

1. Mrs. Nitika Thakur, I/c
2. Mr. Vinod Purohit, 2nd I/c
3. Mrs. Renu
4. Mrs. Bhumika Mandyal
5. Mr. J K Paswan
6. Mrs. Jyotsana
7. Mr. Shyam Mohan/ PGT Chem. (Contr.)
8. Mrs. Richa Mahendru
9. Mr. Pankaj Kumar
10. TGT (Maths)-Contr.
11. TGT (Hindi)- Contr.

To do all work related to PISA/CCT activities and send the compliance report to the Regional Office timely.

(58) Women/Sexual Harassment Redressal Committee

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| <ol style="list-style-type: none">1. Mrs. Suman Kumari, I/c2. Mrs. Renu3. Mrs. Kusum Linda4. Mr. Vinod Purohit5. NGO Personnel | All such cases to be dealt by holding proper enquiry and keeping records as per norms. |
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(59) SC/ST Committee

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| <ol style="list-style-type: none">1. Mr. Amit Kumar, I/c2. Mr. Vishwanath Jaiswal3. Mrs. Ranjita4. Mrs. Kusum Linda5. Mrs. Jyotsana Shukla | All such cases to be dealt by holding proper enquiry and keeping records as per norms. |
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(60) Grievance Redressal Committee

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| <ol style="list-style-type: none">1. Mr. S R Dwivedi , I/c2. Mrs. Suman Kumari, 2nd I/c3. Mr. Pankaj Kumar4. Mrs. Kusum Linda5. Mr. Hansraj Pal | All such cases to be dealt by holding proper enquiry and keeping records as per norms. |
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(61) Contractual Appointment Committee

1. Mr. Pankaj Kumar, I/c
2. Mr. Vinod Purohit, 2nd I/c
3. Ms. Pariksha Devi

(62) Vidyalaya Plan / Vidyalaya Assessment

1. Mr. Shyam Mohan, I/c
2. Mr. Shyam Mohan, 2nd I/c
3. Mr. Hans Raj Pal

(63) U Dise / Vidyanjali Portal

1. Mr. Dinesh Kumar, PRT- I/c
2. Mr. Vinod Purohit, 2nd I/c
3. Mr. Pankaj Sharma

(64) Vocational/Hobby Courses/ SHI

- 1- Mr. Dinesh Kumar , PGT(I/c)
- 2- Mrs. Bhumika Mandyal
- 3- Mr. J K Paswan

SHI से संबंधित सभी कार्य को संपादित करेंगे और उसकी रिपोर्ट उच्च अधिकारियों को प्रेषित करेंगे ।

(65) Learning Assessment Survey (LAS)

1. Mr. S R Dwivedi, I/c
2. Mrs. Renu, 2nd I/c
3. Mr. Vinod Purohit
4. Mrs. Kusum Linda
5. Mr. Dinesh Kumar , PRT

To complete the work related LAS in stipulated time.

(66) PM Shri Committee


1. Mrs. Suman Kumari, I/c
2. Mr. Amit Kumar, 2nd I/c
3. Mr. R D Dahiya
4. Mrs. Charu Raturi
5. Mr. S R Dwivedi
6. Mr. Hansraj Pal

To complete the work related **PM Shri** in stipulated time.

(67) Alumni Association

1. Mrs. Nitika Thakur, I/c
2. Mr. S K Maurya, 2nd I/c
3. Mrs. Ranjita

नोट:- उपर्युक्त समितियों/दायित्वों के अतिरिक्त आवश्यकतानुसार विभिन्न कार्यों हेतु अलग-अलग समितियों का गठन किया जा सकता है।


प्राचार्य/Principal
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