

**KENDRIYA VIDYALAYA NO.3 KUSMUNDA KORBA**  
**Institutional Plan / Committee for the Academic session 2019-20**  
(Effective from 01.04 .2019)

17

S.No	Committee	Committee Members	Duties
01.	Over All Administrative Committee & Academic Advisory Committee	1. Vice Principal, I/C 2. Mr. S K Singh 3. Mrs. Anshu Sinha 4. Mr. J R Khute 5. Mr. Shushant Dey 6. Mr. U K Singh 7. Mr. S D Vaishnav 8. Mrs. R Simon 9. Mrs. K P S Ayona	1. To guide, suggest and chalk out all action plan for academic and co-curricular activities. 2. Will function as advisory board for Vidyalaya activities. 3. In-charge and members of its committee will help and advise the Principal to take decision during emergencies and in normal course of work. 4. The committee is empowered to take decision and action in time, to improve the Vidyalaya status in the field of academic and co-curricular activities with the approval of the principal. 5. Any other related work.
02.	Fresh Admission & Admission Through KV TC, issue of TC & Maintenance of SR Register	1. Mr B K Shukla, I/C 2. Mrs. Anshu Sinha 3. Mr. S D Vaishnav, 4. Mr. D P Sahu 5. Mrs. Chitra Sharma 6. Ms. Ayona KPS 7. Computer Instructor Primary 8. LDC of Vidyalaya	1. To plan admission procedure as per KVS guidelines. 2. To keep ready admission forms prospectus & test plan well in advance. To issue & collect the registration and admission forms. 3. To Co-ordinate with exam department to conduct tests for admission required for fresh admission to class 9 <sup>th</sup> . 4. To complete, the formalities of admission for the session 2019-20 as per KVS schedule/ instructions, admission register, all correspondence pertaining to local transfers, other regular transfers, etc. 5. To prepare Master List of admissions done for the year 2019-20. 6. To ensure that details of TCs are being uploaded and to also update the data regarding strength of students in various classes. 7. To update student enrolment data in the principals chamber and on the display boards. 8. Any other related work.
03	Examination	1. Mr. S K Singh, I/C Internal Exam 2. Mrs. Meera Singh 3. Mrs. Sarita Paikra 4. Dr. R K Meena 5. Mr B K Shukla 6. Mrs. Anshu Sinha, I/C CBSE 7. Mrs. Kavita Singh 8. Ms. Lal Bahadur 9. Mr Satayajit Jena 10. Mr. C Kanwar I/C Primary 11. Ms Divya Kaushik 12. Ms Ruby 13. Ms Yashika 14. Computer Instructors of Primary and Secondary	1. Tentative schedule of test/exams for the sessions will be circulated among the students & parents for their prior information. The schedule of Exams as per KVS Academic Calendar may be got printed in the School diary. 2. Exam time-table should also be informed to teachers, students & parents at least two weeks before the Commencement of test/exam. 3. To procure and maintain the required stationery of examination well in advance for monthly tests, practice tests, FAs, SAs, Half Yearly exams, Session ending exams, etc. 4. All the required documents/materials like answer scripts, mark-slips, mark register, progress card etc. should be issued to concerned teacher in time. 5. To ensure that answer scripts are corrected within stipulated time for the internal exams. 6. Students and parents must be informed about the results of all test & Exams at least within 10 days of completion of test/examination. Updated record must be kept ready for further course of action. 7. To regularly check the CBSE and KVS site and to inform teachers about the latest circulars regarding exams, syllabi, and changes if any. 8. To complete all CBSE correspondence and uploading of all data in time and as per schedule. 9. To ensure all arrangements for internal and board exams are done as per schedule. 10. To maintain proper record of students indulging in malpractice during Exam and action taken. 11. To ensure Conduct of Exam related activities, Projects, Assignments, FA II activities by all Teachers in time. 12. To randomly check evaluated Answer script. Any discrepancy/ Anomaly in evaluation to be brought to the notice of the Principal / Vice-Principal.
04.	Time Table & Arrangement	1. Mr Shushant Dey, I/C 2. Ms. Kavita Singh 3. Ms Lal Bahadur 4. Mrs. Priyanka Singh 5. Mr. S D Vaishnav 6. Mrs R S Simon 7. Mr. C Kanwar 8. Mrs. Chitra Sharma 9. Mrs. Alin Baxla	1. To frame the time table as per periods allotted and to bring in necessary changes as required due to KVS circulars or requirement of the Vidyalaya. 2. To make alternative arrangements when teachers are on leave. 3. To prepare and inform subject teachers about the special time-table during all holidays, breaks (Autumn & Winter) and vacation including morning assembly time and one hour after the regular period of Vidyalaya as per action plan for class X & XII. 4. To ensure ringing of the bell in time. 5. To prepare day wise Time Table of all the Teachers. 6. All other related work.

Principal  
केन्द्रीय विद्यालय / Kendriya Vidyalaya  
कुसमुन्दा / Kusmunda  
कोरबा / KORBA



05.	Discipline & Disciplinary Action taken Committee	1. Dr. Mona Ali, I/C 2. Mr. Vinay Pandey, Asst I/C 3. Mr. B K Shukla 4. Dr Rajendra K Meena 5. Mr Shushant Dey 6. Mrs. D P Sahu, 7. Mr. S D Vaishnav, I/C Primary 8. Ms. Premlata 9. Ms Sweta Singh 10 Sports Coach 11 Mr Sushil yoga teacher 12 Mrs Priyanka Parashar 13 Ms. Ancy Rao 14 Mr. J R Khute 15. All Class Teachers	To ensure that students follow general instructions related to discipline. Committee members will keep a keen watch on behavior of students in school campus. This committee will take the responsibility to ensure healthy conducive atmosphere in Vidyalaya. Checking if students are properly turned out. Parents of latecomers to be informed. If any member finds any misbehavior by the students(s) it should be brought to the notice of disciplinary action committee so as to take necessary action. Committee will decide the punishment to concerned student (s). Surprise checks of bags of students. Any incident of indiscipline to be mentioned in the daily diary with discipline in charge by the teachers on duty. Any other related work. To decide on the necessary action based on reports given by the members of the discipline committee. To maintain the records of Action taken.
06.	CCA	1. Dr Mona Ali, I/C 2. Mrs. Meera Singh 3. Ms. Ancy Rao 4. Mrs. B Lakra 5. Mrs Garima 6. Mr. Surendra, TGT Sanskrit 7. Mrs. Chitra Sharma, I/C Pri. 8. Ms. Yashika 9. Ms. Divya 10 Ms. Premlata	<b>CCA Calendar of activities</b> 1. To prepare an action plan for internal and external CCA activities for the session and to complete them in time. Tentative plan for the present session to be ready by 15 <sup>th</sup> March 2019. 2. They will also have to suggest practical plans for improvement of CCA activities. 3. To check the preparation for CCA. 4. To plan for awarding the prize winners on important days like 15 <sup>th</sup> Aug, 26 <sup>th</sup> Jan, etc. 5. Guest lectures should also be organized on special occasions & important days to celebrate the occasions with true spirit 6. To send the reports to R.O & to the media/ Agencies for publications. 7. Organise class photographs. 8. All work related to collection of matter and publication of Newsletters and school magazine and school diary. School Diary to be procured and issued to students by April 2020. 9. House masters and children to be made aware of the points gained by each house after each competition as well as the running total at the end of each month. 10. Topics for display board- once in two months. 11. Any other related work. 12. Formation of student council 13. Identity Card for students by end of April for all classes except class XI (by the end of July). <b>MORNING ASSEMBLY</b> 1. To plan the morning assembly programme and allot the duty to concerned House Master. In addition, to check the preparation of the programme before presenting in morning assembly. 2. Children's birthdays will be celebrated in morning assembly. 3. Celebration /observation of special days as part of assembly programme. List of special days to be prepared and handed over to the house-masters before the first house meeting.
07.	Morning Assembly	1. Mr. N K Mandle, Coordinator 2. Mr. Vinay Pandey 3. Mrs. Priyanka Singh 4 House Master (House on duty) 5. Mr S D Vaishnav 6. School Captain (Boys) 7. School Captain (Girls) 8. All Class Teachers	1. To plan for repair & purchase of Vidyalaya furniture for student & staff in various classrooms & departments as per requirement & budget. 2. To clear/get shifted un utilized furniture. 3. To get classroom, black boards, name boards, etc. painted and maintained. 4. To identify all furniture that can no longer be repaired and to complete the process of condemnation and auction. 5. All related work
08.	Checking of Accounts/ Arrear and RTE fee related matters	1. Mr. U K Singh, I/C 2. Ms. Priyanka Singh 3 Ms. Ancy Rao 4 Ms. Premlata 5. Ms. Divya 5. Ms. Yashika	1. Check salary / Arrear prepared every month and to get it signed by principal / Vice Principal. 2. All other matters related with school fee deposition. 3. Fee related matters related to the students admitted under RTE.
09.	Furniture	1. Mr. E T Babu, I/C 2. DR R K Meena 3. Mr. C Kanwar 4 Mr. Lal Ji Ahir 5 Mr Lal Bahadur 6 Ms. Ruby 7. Mr. N Mandle	1. Prepare S/G activity plan with tentative date & Months for activities to be organized 2. To select student for cubs, bulbul, scout & guide enrolment in the month of April 2019. 3. To make an arrangement for proper training of the students. 4. To prepare scout & guide to participate in various activities, both in internal & external competitions. 5. All other related work. 6. To conduct all activities related to NCC as per NCC guidelines.
10.	Scout and Guide & NCC	1. Mr. S D Vaishnav, I/C Scout 2. Mrs. B Lakra I/C Guide 3. Mr. Lal Bahadur 4 Mrs. Garima 5 Mr. C Kanwar I/C CUB 6 Mrs. Alin Baxla, I/C Bulbul 7. All Scout & Guide Teachers	

Principal  
Vice Principal  
Teacher  
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11.	Daily Cleanliness, Hygiene & Sanitation	1. Mrs. Priyanka Parashar, I/C	<p>Proper distribution of duties to the different members of the conservancy/housekeeping staff.</p> <p>To ensure that the house keeping staff perform the following duties- Cleanliness of entire school and school campus. Cleaning of all toilets 3 times a day. Wet mop of all corridors, departments and staircase. Corridors, staircases and classrooms to be cleaned after school hours.</p> <p>Wing wise duties to be assigned to the committee members to monitor the work of conservancy staff.</p> <p>Purchase of required items and materials for cleaning purposes.</p> <p>To ensure that sufficient no. of dustbins are located in corridors, grounds, classrooms, etc. all dustbins to be emptied daily and waste to be properly disposed.</p> <p>To ensure that water points are regularly cleaned.</p> <p>To also involve the members of the student council in monitoring cleanliness of the Vidyalaya.</p> <p>Any other related work</p>
		2. Dr. Rajendra Kr. Meena	
		3. Mr. Lalji Ahir	
		4. Mrs. Garima	
		5. Mr. S D Vaishnav I/C Primary	
		6. Mr. N K Mandle	
		7. Mrs. Anita	
		8. Ms. Pooja	
		9 Mr Sushil Yoga Teacher	
		10 Ms. Girija Naidu	
		11 Mr. Shushant Dey	
		12. Mrs R S Simon	
		VP for Observation	
12.	SOP & Security of School premises and Disaster Management	12 All Class Teachers	<p>To ensure availability / presence of security staff as per contract and to liase with contractor to overcome any deficiency.</p> <p>To identify potential fire safety hazards. To continuously monitor the potential danger to the life of children and staff due to structural and design deficiency of school building.</p> <p>To ensure that fire safety equipment is available at all required points and in functional condition and to complete process for procuring necessary fire extinguishers.</p> <p>To organize Mock Drills after prior information to Principal / Vice-Principal.</p> <p>To liase with the local agencies like fire department, Traffic Police to spread awareness among students and staff regarding various safety issues.</p> <p>To ensure safe entry and exit of children into and out of the school campus</p>
		1. Mr. U K Singh, I/C	
		2. Mr. S K Singh	
		3. Dr Mona Ali	
		4. Mrs. Priyanka Singh	
		5. Mr. Vinay Pandey	
		6. Ms. Divya Kaushik	
		7. Ms. Ruby	
13.	Purchase Committee	8. Games Coach & Yoga Teacher	<p>1. To estimate the requirements in the beginning of the academic year in consultation with various departments.</p> <p>2. To ensure that all items are purchased following the correct purchase procedures.</p> <p>3. To verify items purchased by various departments.</p>
		1. Vice Principal, I/C	
		2. Mr S K Singh, Ass I/C	
		3. Mrs. Anshu Sinha	
		4 Dr Mona Ali	
		5 Mrs. Priyanka Singh	
		6. Mr. U K Singh	
		7. Mr. S D Vaishnav	
		8. Mrs. Kavita Singh	
		9. Mrs. R Simon	
14.	First Aid & Medical Checkup	10 Concerned Stock Holder	<p>1. To prepare a plan for student's medical check - up twice in this session by authorized Medical Officer.</p> <p>2. To purchase required items for first aid and other medicines on the advice of the doctor.</p> <p>3. To plan for purchase of required items so as to keep the medical room well equipped.</p> <p>4. To organize expert talks related to health &amp; hygiene.</p> <p>5. To place requirement for health card of students.</p> <p>6. To ensure that class wise health data is maintained in the computer by the Nurse.</p> <p>7. Any health abnormalities observed by the doctor or nurse should be immediately intimated to the parents after informing the Principal.</p> <p>8. To monitor the work done by the Doctor and Nurse appointed on contractual basis.</p> <p>Any other related work.</p>
		1. Mrs Sarita Paikra, I/C	
		2. _____, Nurse	
		3. Mrs. Alin Baxla	
		4. Sports Coach	
		5. Yoga Tecaher	
		6. Ms. Ayona KPS	
		7. Ms Garima	
		8 Mr. D P Sahu	
		9. Ms Premlata	
15.	Natural Club & Gardening Committee	1. Mr. Lalji Ahir, I/C	<p>To ensure the attendance of gardeners before payment every month.</p> <p>To procure the required seeds and plants etc. as per the season &amp; requirement.</p> <p>To procure required implements for gardening.</p> <p>Maintenance of grass cutting machines and to monitor cutting of grass and weeds in the school premises throughout the year.</p> <p>Conduct activities to create awareness amongst children towards protection of Nature.</p> <p>To organize Trips &amp; All other related works.</p>
		2. Ms. Priyanka Parashar	
		3. Mr B K Shukla	
		4. Mr D P Sahu	
		6. Ms. Premlata	
		7 Ms. Jeinia	
		8. Ms. Pooja Kumari	
16.	Career ,Guidance , Counseling & Wellness Committee	1. Mrs Taleshwari, I/C	<p>1. Provide proper guidance to students for their career planning.</p> <p>2. Employment News, magazines and newspapers' information should also be placed on career guidance display board for students &amp; staff.</p> <p>3. Experts should also be invited time-to-time to provide proper guidance to the students.</p> <p>4. Keeping close contact with guidance &amp; counseling agencies for collecting proper guidance &amp; information for various career options.</p>
		2. Dr. Mona Ali	
		3. Mrs Kavita Singh	
		4. Mr. U K Singh	




17.	AEP	1. Mrs. Sarita Paikra, I/C 2. Mrs. Meera Singh 3. Mrs. Priyanka Parashar 4. Ms Rina Simon 5 Ms Ruby 6. Ms. Pooja Kumari	1. Plan AEP programme as per KVS direction. 2. Report of conducted activities should be sent to KVS RO for information. 3. To give counseling and guidance to students. 4. To organize lectures or seminars related to the field. 5. Suggestion box to be maintained opened once a month (convenient date to be fixed) gives solutions/answers to children's queries, problems and suggestions.
18.	Teacher's Diary & Teachers Records Checking	1. Vice Principal & I/C 2. Mr. S D Vaishnav, I/C Primary	To check the Teacher's diary and record frequently. Maintain the record of observation & All related work
19.	Staff Club / Staff Meeting Arrangement	1. Mr. N K Mandle, Staff Secretary 2. Mrs. R S Simon 3. Mrs. Garima 4. Ms. Ruby	Arrangement for staff meeting as and when needed. Looking after the proper seating arrangement and Arrangement of gift for the meeting. All related works.
20.	Staff Meeting & Vidyalaya events recording	1. Mr S K Singh, I/C 2. Dr. Mona Ali 3. Mrs. K P S Ayona 4. Mrs. Soni Rani	Recording the minutes of staff meeting and getting it signed by principal. Proper information to all staff members regarding minutes of staff meeting. All related works.
21.	Games and Sports Committee	1. Mr Vinay Pandey, I/C 2. Mr. Narendra Mandale 3. Dr. R K Meena 4. Mr. Lal Bahdur 5. Mrs. Alin Baxla 6. Ms Pooja Kumari 7. Ms. Divya 8 Sports Coaches	1. To prepare a plan & compact programme for the entire session as per the KVS academic calendar. 2. Select the students for particular games in the beginning of the session to impart proper training to students. 3. Set a target & must proceed accordingly to achieve maximum success in the meets. 4. Utilize the games period primarily for the development of the earmarked games by the KVS. 5. Facilitate all the students with the available games equipments for the optimum use of the available sports equipments in school. 6. To organize inter house competition and mini and annual sports day. 7. To put forward requirement for purchase of all required sports items. 8. To form school teams in different games 9. Any other related work.
22.	Library	1. Mrs. Kavita Singh, I/C 2. Mrs. Meera Singh 3. Mr. Lal Bahadur 4. Mr. Lal Ji Ahir 5. Ms. Ancy Rao 6. Mrs. Ayona KPS 7. Ms. Premlata 8 Ms. Jiniea 9. Ms. Alin Baxla 10. Mr J R Khute	1. Make available curriculum books, Textbooks, Collection of CBSE & session ending examination old question papers to the students. 2. Newspapers, magazines etc should be readily available in library. 3. Prepare a list of books with the help of subject teachers by April 2019. Purchase them latest by Dec 2019 as per Vidyalaya budget provision. 4. Two competitions should be organized in this session for the staff and students which could motivate them to make better use of the library. 5. To present reviews in the assembly of new arrivals. By Staff/Students. 6. To organize book fairs and exhibition. 7. Issue of books to the students & staff should be frequent & should be recorded in issue register for verification by the higher officers. 8. To purchase books for the Library as per the recommendations of Library Committee. 9. Automation of the library and Any other related work.
23.	Excursion Cum Educational Tour & Adventure Trip	1. Mr. D P Sahu, I/C 2. Mr. B K Shukla 3. DR. Mona Ali 4. Mr. C Kanwar, I/C Primary 5. Mr. S D Vaishnav 6. Ms. Alin Baxla	1. To make plans for the different classes in the months of April & May for the academic session 2019-20. 2. To decide the place, make arrangement for conveyance and to obtain permission from RO (if required) well in time. 3. Estimate the amount to be collected from students if necessary. 4. Keep the willingness forms ready. 5. Arrange for refreshments if required. 6. Any other related work.
24.	Art & Craft, Decoration and Beautification of Vidyalaya	1. Mr. Lal Bahadur, I/C 2. Mrs. Garima 3. Mr. N K Mandle 4. Computer Instructors 5. Mrs. Chitra Sharma 6 Ms Alin Baxla 7. Ms. Jienia	1. To suggest and work out a plan for beautification of the school building and campus in the month of April. 2. To get framed paintings done by children for display at various location in the school. 3. To get the walls of the primary class rooms painted artistically by professional Painters/ Artist. All other related work.
25.	Rajbhasha Hindi Samiti	1. Dr. Mona Ali, I/C 2. Mrs. Meera Singh 3. Ms Pooja Kumari 4. Mr. C Kanwar 5. Computer Instructors	1. To follow Rajbhasha Kalyan Samiti guidelines. 2. To take necessary action for proper functioning of this Samiti. 3. To create a Hindi atmosphere & to promote usage of Hindi in daily use. 4. To keep a vigil on quarterly progress of Rajbhasha Samiti.. 5 To Help Children in participating in Sanskrit and Hindi competitions. 6. Any other related work.

Principal  
केन्द्रीय विद्यालय / Kendriya Vidyalaya  
कुसमुन्दा / Kusmunda  
कोरिया / KOREA




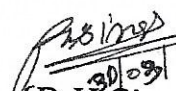
26.	PTM	1. Vice Principal, I/C 2. Mr S K Singh 3. Mr. J R Khute 4. Mr. R S Simon, I/C Primary 5. Ms. Chitra Sharma	1. To Co-ordinate PT meetings after all main exams and as and when required. 2. To make minutes of PT meeting. 3. To ensure that class teachers maintain records of the attendance of parents. 4. Any other related work.
27.	Publication Committee /Press & Media	1. Dr. Mona Ali , I/C 2. Mr. S K Singh, I/C English 3. Mrs. Soni Rani 4. Mrs. Meera Singh 5. Mr Narendra, TGT Sanskrit 6. Mr. B K Shukla 7. Mr. S D Vaishnav	1. To collect the articles from class magazine, students and staff. 2. To edit the article. 3. To put forth suggestions in all matters (Magazine, Brochure, School Diary and CMP News Letter) related to magazine. 4. To prepare term wise newsletters and to send to RO and other Officials of KVS. 5. Any other related work.
28.	Computer Labs, Websites & its updation, School Facebook & Twitter page updation and all related activities	1. Mrs. Anshu Sinha 2. Ms Garima 3. Ms. Kavita Yadav 4. Ms. Neha Mondal 5. Ms. Jienia 6. Ms. Pooja 7. Ms. Yashika	1. To check the computer class teaching progress of lower classes & To manage the requirements for the computer classes 2. To organize minimum two competitions 3. To check mails frequently and inform the Chair .Also help in responding to the mails. 4. To participate in ICT competitions of KVS and to help KV in downloading/uploading academic, administrative circulars from internet. 5. To design E-newsletters twice in the academic session. 6. To maintain K V website and to update twice a week.
29.	Maintenance (School Building)	1. Mrs. Priyanka Singh, I/C 2. Mr. E T Babu 3. Dr. Mona Ali 4. Dr. R K Meena 5. Mr. C Kanwar 6. Ms D P Sahu 7. Mr. Shushant Dey 10. Mr. Lal Bhadur	1. To plan for repair & maintenance required in the Vidyalaya building and Departments. 2. Plan for painting, colour /whitewash to be made in the month of April so that these works can be carried out in the Summer Vacation. 3. To plan & purchase the material required for the purpose & complete all the assignments in time. 4. Arrange to keep the Vidyalaya Campus neat & clean. 5. To take an action in time for the decent look of the Vidyalaya. 6. To ensure the tube lights & fans are in proper working condition.. 7. If there is any repair related to this, the committee will take action for the same well in advance. 8. Any other related work.
30.	Academic Committee	1. Mr. A M Kerketta , VP & I/C 2. Mr. S K Singh 3. Mrs. Anshu Sinha 4. Mr J R Khute 5. Mr B K Shukla 6. Mr S D Vaishnav, HM 7. Mrs. Chitra Sharma	To analyse the performance of students after every main exam and to suggest ways to improve the overall performance and result of the school. Plan for remedial classes and setting of targets for Board examination and for Internal examination session 2018-19. Continuous monitoring on the weak areas of the students. To suggest the list of activities and Teaching Aids including Technological Aids to improve the Teaching learning process. To ensure that all academic work is carried out as per the KVS academic calendar. All other related works.
31.	Result Analysis & Moderation	1. Mrs. Anshu Sinha, I/C 2. Mr. S K Singh 3. Mr. S D Vaishnav 4. Ms. Ancy Rao 5. Mrs. Sarita Paikra	To analyse the Board result / Home examination result and send to the Regional office when required. All other related work.
32.	CMP Committee	1. Mr. Alin Baxla, I/C 2. Mrs. Chitra Sharma 3. Mrs Ayona KPS 4. Ms. Jienia	To receive the requirement from all teachers for CMP activities every month on the last working day of the month.. Purchase and distribution of all materials by the Third day of the month. Make list of all activities to be performed by the teachers. Proper maintenance of the stock register. All other related activities.
33.	Staff & Students Grievance Committee / Suggestion & Complaint Box	1. Vice Principal, I/C 2. Mr. S K Singh 3. Mrs. Rina Simon	To study the suggestions and complaints received from staff & students. Will form a committee if required for enquiry into the matter. To periodically open suggestion box, at least once in a month (third week of the month). To take required action on the suggestions/ feedback received. To maintain proper records of the suggestion and action taken.
34.	RTI Committee	1. Vice Principal, I/C 2. Mrs. Anshu Sinha 3. Mr. U K Singh 4. Computer Instructors	Making proper record of RTI Cases with Id no. and date of reply. Ensuring the reply under RTI is given in the stipulated time period. All related works

  
 प्राचार्य / Principal  
 केन्द्रीय विद्यालय / Kendriya Vidyalaya  
 कुसमुण्डा / Kusmunda  
 कोरवा / KORWA



35.	Prevention of Sexual Harassment	<ol style="list-style-type: none"> <li>1. Vice Principal, I/C</li> <li>2. Mrs Anshu Sinha</li> <li>3. Mrs. Sarita Paikra</li> <li>4. Mr. C Kanwar</li> <li>5. Mrs. Alin Baxla</li> <li>6. Mrs. R S Simon</li> <li>7. Mrs. Kavita Singh</li> </ol>	<ol style="list-style-type: none"> <li>1. To obtain the information and list of procedures as per KVS guidelines and latest circulars</li> <li>2. As per need constitute a fact finding committee</li> <li>3. To complete the procedure for prevention of sexual harassment under intimation to Principal / VP.</li> </ol>
36.	CCE Record / TLM Management	<ol style="list-style-type: none"> <li>1. Mrs. Alin Baxla, I/C</li> <li>2. Ms Premlata</li> <li>3. Ms Ruby</li> <li>4. Ms. Divya</li> </ol>	<p>It is the duty of the members to check availability of fans, lights, water dispenser and quality of the food items as per specifications.</p> <p>To check whether items are sold by vendor as per the MRP.</p> <p>All other related works.</p>
37.	Photography	<ol style="list-style-type: none"> <li>1. Mr. N K Mandle, I/C</li> <li>2. Ms. Yahika</li> <li>3. Ms. Pooja</li> <li>4. Ms. Garima</li> <li>5. Mr. Jiniea</li> </ol>	<p>To liase with the local photographer for any big cultural event and have soft / hard copies</p> <p>To take picture / Video of all important events / cultural programmes and collect them date wise in folder in the system of I/C Computer. Website up dation committee makes sure that pictures are uploaded event wise.</p> <p>All other related works.</p>
38.	ICT / TLM Committee	<ol style="list-style-type: none"> <li>1. Mrs. Anshu Sinha, I/C</li> <li>2. Mrs. R S Simon, I/C Primary</li> <li>3. Ms. Ruby</li> <li>4. Ms. Alin Baxla</li> <li>5. Computer Instructor</li> <li>6. Mr N K Mandle</li> </ol>	<ol style="list-style-type: none"> <li>1. To train staff members in the use of interactive board and help in making PPT presentations. Training schedule to be prepared by April 20<sup>th</sup>.</li> <li>2. To facilitate the web access to all in the learning process</li> <li>3. To procure required audio and video CDs or cassettes</li> </ol>
39.	Children Park	<ol style="list-style-type: none"> <li>1. Mr C Kanwar</li> <li>2. Mrs. Chitra Sharma</li> <li>3. Ms. Premlata</li> </ol>	<p>It is the duty of the members to keep on checking working condition of all swings, Monitoring of student there and all other related works.</p>
40.	Teaching Aids	<ol style="list-style-type: none"> <li>1. Ms Garima</li> <li>2. Mrs. B Baxla</li> <li>3. Dr. R K Meena</li> </ol>	<p>To procure required Teaching Aid as per the need of teachers.</p> <p>Proper maintenance and distribution of Teaching aid to all teacher concerned and all other related work.</p>
41.	Integrity Club	<ol style="list-style-type: none"> <li>1. Mr. B K Shukla, I/C</li> <li>2. Dr. R K Meena</li> <li>3. Mrs. Garima</li> <li>4. Mrs. Vijaylakshmi Ptel,</li> <li>5. Dr. Mona Ali for coordination</li> </ol>	<ol style="list-style-type: none"> <li>1. Celebration of festivals</li> <li>2. Organizing community lunch</li> <li>3. Value Education by teachers and other guest speakers</li> <li>4. Programmes in assembly to promote honesty, secularism, patriotism etc.</li> </ol>

  
 30/3/19  
 नामित/Nominee, Chairman  
 वि. प्र. स. केन्द्रीय विद्यालय  
 V.M.C. Kendriya Vidyalaya  
 कुसमुण्डा, कोरबा  
 Kusmunda, KORBA

  
 30/3/19  
 (R K Singh)  
 PRINCIPAL  
 प्राचार्य/Principal  
 केन्द्रीय विद्यालय/Kendriya  
 कुसमुण्डा/Kusmunda  
 कोरबा/KORBA



**KENDRIYA VIDYALAYA NO. 3 KUSMUNDA KORBA**  
**Subject Committees for the Academic session 2019-20**

Sl. No	Subject Committees	Committee Members		Duties
01.	English	1.	Mr. S K Singh, PGT (English) <b>(Convener)</b>	1. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. 2. To check class wise monthly academic performance analysis & discuss for further course of action. 3. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. 4. Prepare the report on last working day of every month & submit it to principal. 5. To keep a vigil on class wise progress of subject. 6. To plan activities like, seminars, field trips, film shows, talks, etc. related to their subject and to list out activities as per requirement. 7. To prepare a plan to create literary/Scientific atmosphere in Vidyalaya. 8. To prepare the students for participating in external & internal competitions and Olympiad related to the subject. 9. To organize minimum two competitions/seminars/ programmes etc. based on their respective subject. 10. To chalk out plans for improving standard of spoken English. 11. To guide the students to prepare articles to publish in magazines and newspapers as well as Vidyalaya Patrika. 12. To motivate students to make class magazines. 13. To organize Social science / Science Exhibition at Vidyalaya level and help prepare children for Cluster, regional & national level and try to achieve remarkable achievements in these exhibitions. 14. Any other related work.
		2.	Mrs. Soni Rani, TGT (English) (Member)	
		3.	Mr. Sanjeev kumar, TGT (English) (Member)	
		4.	Mrs P Girija Naidu, TGT (English) (Member)	
		5.	Mrs K P S Ayona, PRT (Member)	
		6.	Mrs Alin Baxla, PRT (Member)	
02.	Maths	1.	Mr. E T Babu, PGT (Maths) <b>(Convener)</b>	
		2.	Mr. U K Singh, TGT (Maths) (Member)	
		3.	, TGT (Maths) (Member)	
		4.	Mr. S D Vaishnav, PRT (Member)	
		5.	Ms. Yashika, PRT (Member)	
		6.	Ms. Premrata, PRT (Member)	
03.	Social Science	1.	DR. R K Meena, PGT (HIS.) <b>(Convener)</b>	
		2.	MR. B K Shukla, PGT (Geo) (Member)	
		3.	Ms. Ancy Rao, PGT (Comm) (Member)	
		4.	Mrs. Garima, TGT (S. St.) (Member)	
		5.	Mrs. Vijaylaxmi Patel, PGT (Eco.) (Member)	
		6.	Mr. S Jena, TGT (S. St) (Member)	
		7.	Mr. Narendra Mandale, PRT Music (Member)	
04.	Hindi & Sanskrit	1.	Dr. Mona Ali, PGT (Hindi) <b>(Convener)</b>	
		2.	Mr. Lalji Ahir, TGT (Hindi) (Member)	
		3.	Mrs. B Lakra, TGT (Hindi) (Member)	
		4.	Mrs Meera Singh, TGT (Hindi) (Member)	
		5.	Mr. Surendra, TGT Sanskrit (Member)	
		6.	Mr. C Kunwar, PRT (Member)	
		7.	Ms. Chitra Sharma, PRT (Member)	
05.	Science & Computer	1.	Mr. J R Khute, PGT (Chemistry) <b>(Convener)</b>	
		2.	Mrs. Priyanka Parashar, PGT (Bio) (Member)	
		3.	Mr. Sushant Dey, PGT (Phy) (Member)	
		4.	Mrs. Sarita Paikra, TGT (Science) (Member)	
		5.	Mr. D P Sahu, TGT (Science) (Member)	
		6.	Mrs. Ruby, PRT (Member)	
		7.	Ms. Pooja (Member)	
		8.	Ms. Divya Kaushik (Member)	

*(R K Singh)*  
 20.03/19  
 (R K Singh)

**PRINCIPAL**

प्राचार्य / Principal

केन्द्रीय विद्यालय / Kendriya Vidyalaya

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