

KENDRIYA VIDYALAYA NO.3 KUSMUNDA KORBA

Vidyalaya Committee for the Academic session 2021-22 (Effective from 01.04 .2021)

S.No	Committee	Committee Members	Duties
01.	Over All Administrative Committee & Academic Advisory Committee	1. DR. Mona Ali, I/C 2. Mrs. Anshu Sinha 3. Mr. J R Khute 4. Mrs. Priyanka Parashar 5. Mr. Sushant Dey 6. Mr. U K Singh 7. Mrs. R S Simon 8. Mr. Chunamnai Kunwar 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 Vikas Kumar, I/C 2. Mr. D P Sahu 3. Mr. Kewal Chand Sahu, 4. Mrs. Alin Baxla 5. Mrs. R S Simon 6. Mrs. Ayona KPS 7. Mrs. Chitra Sharma 8. Mr. Ratan Kr Das, ASO 9. Mr. Rakesh Kumar, SSA	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 th . 4. To complete, the formalities of admission for the session 2021-22 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 2021-22. 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. U K Singh, I/C Internal Exam 2. Mr Nitin Kr Devrani 3. Mrs. Sarita Paikra 4. Mr. Mukesh Kr Vishwakarma 5. Ms Pratishtha Kulshreshtha 6. Mr Kewal Chand Sahu 7. Mrs. Anshu Sinha, I/C CBSE 8. Mr. Sushant Dey 9 Mrs. Kavita Singh 10 Ms. Lal Bahadur 11 Mr. C Kanwar I/C Primary 12 Mrs K P S Ayona 13 Mrs Yashika 14 Ms Moni Choudharay 15. Computer Instructors of Primary	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	<ol style="list-style-type: none"> 1. Mr Shushant Dey, I/C 2. Mrs. Kavita Singh 3. Mrs. Priyanka Parashar 4. Mr Lal Bahadur 5. Mrs Priyank Singh 6 Mrs R S Simon 7 Mr. C Kanwar 8. Mrs. Ayona K P S 9. Mrs. Yashika 	<ol style="list-style-type: none"> 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.
05.	Discipline & Disciplinary Action taken Committee	<ol style="list-style-type: none"> 1. Mr. Vinay Pandey, I/C 2. Mr. D N Prasad, Asst I/C 3. Dr. Mona Ali 4. Dr Rajendra K Meena 5. Mr Sushant Dey 6. Mr. Lal Ji Ahir, 7. Mrs. R S Simon, I/C Primary 8. Ms. Jienia Yogi 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 	<p>To ensure that students follow general instructions related to discipline. Committee members will keep a keen watch on behavior of students in school campus.</p> <p>This committee will take the responsibility to ensure healthy conducive atmosphere in Vidyalaya.</p> <p>Checking if students are properly turned out.</p> <p>Parents of latecomers to be informed.</p> <p>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).</p> <p>Surprise checks of bags of students.</p> <p>Any incident of indiscipline to be mentioned in the daily diary with discipline in charge by the teachers on duty.</p> <p>Any other related work.</p> <p>To decide on the necessary action based on reports given by the members of the discipline committee.</p> <p>To maintain the records of Action taken.</p>
06.	CCA	<ol style="list-style-type: none"> 1. Dr Mona Ali, I/C 2. Mrs. Archana Singh 3. Ms. Ancy Rao 4. Mr. Deepak Didwani 5. Mr Mukesh Kr. Vishwakarma 6. Ms. Pratistha Kulshreshtha, TGT Sanskrit 7. Mrs. Chitra Sharma, I/C Pri. 8. Ms. Yashika 9. Ms. Jienia Yogi 10 Mr. Brijbhushan Tripathi 	<p>CCA Calendar of activities</p> <ol style="list-style-type: none"> 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 15th April 2021. 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 15th Aug, 26th 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 2021. 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). <p>MORNING ASSEMBLY</p> <ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Mr. N K Mandle, Coordinator 2. Mr. Vinay Pandey 3. Mrs. Priyanka Singh 4. House Master (House on duty) 5. Mrs Chitra Sharma 6. School Captain (Boys) 7. School Captain (Girls) 8. All Class Teachers 	<ol style="list-style-type: none"> 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 2021. 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). <p>MORNING ASSEMBLY</p> <ol style="list-style-type: none"> 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.
08.	Checking of Accounts/ Arrear and RTE fee related matters	<ol style="list-style-type: none"> 1. Mr. Ratan Kumar Das, I/C 2. Ms. Priyanka Singh 3 Ms. Ancy Rao 4 Ms. Moni Chaudhary 5. Ms. Divya Kaushik 6. Ms. Yashika 	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Mr. R K Meena, I/C 2. Mr. Vikas Kumar 3. Mr. C Kanwar 4 Mr. Lal Ji Ahir 5 Mr Lal Bahadur 6 Mr. Brijbhushan Tripathi 7. Mr. N Mandle 	<ol style="list-style-type: none"> 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

10.	Scout and Guide & NCC	1. Mr. Lal Bahadur, I/C Scout	<p>1. Prepare S/G activity plan with tentative date & Months for activities to be organized</p> <p>2. To select student for cubs, bulbul, scout & guide enrolment in the month of April 2020.</p> <p>3. To make an arrangement for proper training of the students.</p> <p>4. To prepare scout & guide to participate in various activities, both in internal & external competitions.</p> <p>5. All other related work.</p> <p>6. To conduct all activities related to SCOUT & GUIDE as per guidelines.</p>
		2. Mrs. B Lakra I/C Guide	
		3. Mr. D P Sahu	
		4. Ms. Pratishtha Kulshreshtha	
		5. Mr. C Kanwar I/C CUB	
		6. Mrs. Alin Baxla, I/C Bulbul	
		7. All Scout & Guide Teachers	
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-</p> <p>Cleanliness of entire school and school campus.</p> <p>Cleaning of all toilets 3 times a day.</p> <p>Wet mop of all corridors, departments and staircase.</p> <p>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. Mr Mukesh Kr. Vishwakarma	
		5. Mrs R S Simon I/C Primary	
		6. Mr. N K Mandle	
		7. Mrs. Divya Kaushik	
		8. Ms. Pooja Kumari	
		9. Mr Sushil Yoga Teacher	
		10. Mrs. Archana Singh	
		11. Mr. Shushant Dey	
		12. Mr. Brijbhushan Tripathi VP Sir for Observation	
		13. All Class Teachers	
12.	SOP & Security of School premises and Disaster Management	1. Mr. U K Singh, I/C	<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>
		2. Dr Mona Ali	
		3. Mrs. Priyanka Singh	
		4. Mr. Vinay Pandey	
		5. Mr. Brijbhushan Tripathi	
		6. Ms. Divya Kaushik	
		7. Games Coach 1	
		8. Games Coach 2	
	Evacuation Team	1. Mr. Nitin Kumar Devrani, I/C	
		2. Mr. D P Sahu	
		3. Dr R K Meena	
		4. Mrs Sarita Paikra	
		5. Mr. Lal Bahadur 6. Yoga Teacher	
13.	Purchase Committee	1. Vice Principal, I/C	<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>
		2. Dr. Mona Ali, Ass. I/C	
		3. Mrs. Anshu Sinha	
		4. Dr R K Meena	
		5. Mrs. Priyanka Singh	
		6. Mr. U K Singh	
		7. Mrs. R S Simon	
		8. Mrs. Kavita Singh	
		9. Mrs. Alin Baxla	
		10. Concerned Stock Holder	
14.	First Aid & Medical Checkup	1. Mrs Sarita Paikra, I/C	<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 & 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>
		2. Ms. Neelam Kusum, Nurse	
		3. Mrs. Priyanka Parashar	
		4. Sports Coach	
		5. Yoga Teacher	
		6. Mrs. Ayona KPS	
		7. Ms Pratishtha Kulshreshtha	
		8. Mrs Alin Baxla	
		9. Ms Moni Choudhary	

15.	Natural Club & Gardening Committee	1. Mr. Lalji Ahir, I/C	To ensure the attendance of gardeners before payment every month.
		2. Ms. Priyanka Parashar	To procure the required seeds and plants etc. as per the season & requirement.
		3. Ms Ancy Rao	To procure required implements for gardening.
		4. Mr D P Sahu	Maintenance of grass cutting machines and to monitor cutting of grass and weeds in the school premises throughout the year.
		6. Mr. Brijbhushan Tripathi	Conduct activities to create awareness amongst children towards protection of Nature.
		7 Ms. Jeinia Yogi	To organize Trips & All other related works.
		8. Ms. Pooja Kumari	
		16.	Career, Guidance, Counseling & Wellness Committee
2. Dr. Mona Ali			
3. Mr. U K Singh			
4. Mrs Kavita Singh			
17.	AEP	1. Mrs. Sarita Paikra, I/C	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.
		2. Mrs. Priyanka Parashar	
		3. Mrs. Archana Singh	
		4. Mrs Rina Simon	
		5 Ms Pratishtha Kulshreshtha	
		6. Ms. Pooja Kumari	
18.	Teacher's Diary & Teachers Records Checking	1. Vice Principal & I/C	To check the Teacher's diary and record frequently. Maintain the record of observation & All related work
		2. Mrs. R S Simon, I/C Primary	
19.	Staff Club / Staff Meeting Arrangement	1. Mr. N K Mandle, Staff Secretary	Arrangement for staff meeting as and when needed. Looking after the proper seating arrangement and Arrangement of gift for the meeting. All related works.
		2. Mrs. R S Simon	
		3. Ms. Ancy Rao	
		4. Mr. Brijbhushan Tripathi	
20.	Staff Meeting & Vidyalaya events recording	1. Mr. Nitin Kr. Devrani, I/C	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.
		2. Mrs. Archana Singh	
		3. Ms. Pratishtha Kulshreshtha	
		4. Mrs. K P S Ayona	
21.	Games and Sports Committee	1. Mr Vinay Pandey, I/C	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.
		2. Mr. Narendra Mandale	
		3. Dr. R K Meena	
		4. Mr. Lal Bahdur	
		5. Mrs. Alin Baxla	
		6. Ms Pooja Kumari	
		7. Mr. Brijbhushan Tripathi	
		8 Sports Coaches	
22.	Library	1. Mrs. Kavita Singh, I/C	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 2021. Purchase them latest by Dec 2021 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.
		2. Mr. Sushant Dey	
		3. Mr. Lal Bahadur	
		4. Mr. Lal Ji Ahir	
		5. Ms. Ancy Rao	
		6. Mrs. Ayona KPS	
		7. Mr Vikas Kumar	
		8 Mrs. Chitra Sharma	
		9. Ms. Alin Baxla	
		10. Ms Divya Kaushik	

23.	Excursion Cum Educational Tour & Adventure Trip	1. Ms. Ancy Rao, I/C 2. Dr. R K Meena 3. DR. Mona Ali 4. Mr. C Kanwar, I/C Primary 5. Mr. Nitin Kumar Devrani 6. Mr. Mukesh Kr. Vishwakarma 7. Ms. Jienia Yogi	1. To make plans for the different classes in the months of April & May for the academic session 2021-22. 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. Archana Singh 3. Mr. N K Mandle 4. Computer Instructors 5. Mrs. Chitra Sharma 6. Mrs Yashika 7. Ms Alin Baxla 8. Ms. Jienia Yogi	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. Dr. R K Meena 3. Mr Rakesh Kumar 4. Mr. C Kanwar 5. Ms Pratishtha Kulshreshtha	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.
26.	PTM	1. Vice Principal, I/C 2. Mr U 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. Dr. R K Meena 3. Mrs. Archana Singh, I/C English 4. Mr. Nitin Kr Devrani 5. Mrs. B Lakra 6. Ms. Pratishtha, TGT Sanskrit 7. Mr. Narendra Mandale	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. To make news report of any event of Vidyalaya and in coordination with photography committee send report to media / KVS RO on the same day & Any other related work.
28.	Computer Labs, Websites & its updatation, School Face book & Twitter page updatation and all related activities	1. Mrs. Anshu Sinha, I/C 2. Ms Ancy Rao, Asst. I/C 3. Computer instructor 1 4. Computer instructor 2 5. Mr. Kewal Chand Sahu 6. Ms. Jienia 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 academie 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. Brijbhushan Tripathi 3. Dr. Mona Ali 4. Mr D P Sahu 5. Mr. Lal Bhadur 6. Mr. Shushant Dey 7. Mr. M L Meena 10. Mr. C Kanwar	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. VP 2. Dr. Mona Ali, I/C 3. Mrs. Anshu Sinha 4. Mr U K Singh 5. Mr Susant Dey 6. Mrs R S Simon, I/C Primary 7. Mrs. Ayona KPS	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 2021-22. 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	To analyse the Board result / Home examination result and send to the Regional office when required. All other related work.
		2. Mr. U K Singh	
		3. Mr. C Kunwar, I/C Primary	
		4. Mr. Nitin Kumar Devrani	
		5. Mrs. Sarita Paikra	
32.	CMP Committee	1. Mr. Alin Baxla, I/C	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.
		2. Mrs. Chitra Sharma	
		3. Mrs Ayona KPS	
		4. Ms. Jienia Yogi	
33.	Staff & Students Grievance Committee / Suggestion & Complaint Box	1. Principal, I/C	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.
		2. Dr. Mona Ali	
		3. Mrs. Anshu Sinha	
		4. Mr J R Khute	
		5. Mrs. R S Simon, Asstt. I/C	
		6. Mrs. Sarita Paikra	
		7. Mrs. Archana Singh	
34.	RTI Committee	1. Mr. Ratan Kumar Das, I/C	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
		2. Mr. Rakesh Kumar	
		3. Mr. U K Singh	
		4. * Computer Instructors	
35.	Prevention of Sexual Harassment	1. Dr. Mona Ali, I/C	1. To obtain the information and list of procedures as per KVS guidelines and latest circulars 2. As per need constitute a fact finding committee 3. To complete the procedure for prevention of sexual harassment under intimation to Principal / VP.
		2. Mrs. Priyanka Parashar	
		3. Mrs. Sarita Paikra	
		4. Mr. C Kanwar	
		5. Mrs. Alin Baxla	
		6. Mrs. R S Simon	
	Internal Complaint Committee (ICC)	1. Mrs. Anshu Sinha, I/C	
		2. Mr Susant Dey	
		3. Mrs. Alin Baxla	
		4. Mrs. Chaya Sahu (VMC member)	
36.	CCE Record / TLM Management	1. Mrs. Alin Baxla, I/C	It is the duty of the members to check availability of fans, lights, water dispenser and quality of the food items as per specifications. To check whether items are sold by vendor as per the MRP. All other related works.
		2. Mrs Ayona K P S	
		3. Ms. Moni Choudhary	
		4. Ms. Divya Kaushik	
37.	Photography	1. Mr. N K Mandle, I/C	To liase with the local photographer for any big cultural event and have soft / hard copies. To take picture / Video of all important events / cultural programmes and collect them date wise in folder present in the system of I/C Computer. Website updation committee makes sure that pictures are uploaded event wise in School website / facebook page / Twitter/ Youtube . All other related works.
		2. Dr. R K Meena	
		3. Ms. Yashika	
		4. Mr. Brijbhushan Tripathi	
		5. Ms. Pooja Kumari	
		6. Ms. Pratishtha Kulshreshtha	
		7. Mr. Jiniea	
38.	ICT / TLM Committee	1. Mrs. Anshu Sinha, I/C	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 th . 2. To facilitate the web access to all in the learning process 3. To procure required audio and video CDs or cassettes
		2. Mrs. Ayona KPS, I/C Primary	
		3. Dr R K Meena	
		4. Ms. Alin Baxla	
		5. Computer Instructor 2	
		6. Ms. Moni Choudhary	
39.	Children Park	1. Mr. C Kanwar, I/C	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.
		2. Mr. D N Prasad	
		3. Mr. Brijbhushan Tripathi	
40.	Teaching Aids	1. Dr. R K Meena, I/C	To procure required Teaching Aid as per the need of teachers. Proper maintenance and distribution of Teaching aid to all teacher concerned and all other related work.
		2. Mrs. B Baxla	
		3. Mr. Vikas Kumar	

41.	Integrity Club	1. Mr. Vikas Kumar, I/C	1. Celebration of festivals 2. Organizing community lunch 3. Value Education by teachers and other guest speakers 4. Programmes in assembly to promote honesty, secularism, patriotism etc.
		2. Dr. R K Meena	
		3. Mrs. Archana Singh	
		4. Mr D N Prasad	
		5. Dr. Mona Ali for Coordination with CCA	
42.	Child Right Protection cell / Advisory Committee	1. Mr. J R Khute, I/C	1. To obtain the information and list of procedures as per KVS guidelines , POCSO act and latest circulars and to maintain a record of activities. 2.As per need constitute a fact finding committee 3.To complete the procedure for prevention of Child right under intimation to Principal / VP.
		2. Ms Ancy Rao	
		3. Mr. Deepak Didwani	
		4. Mrs. Priyanka Singh	
		5. Mrs. Archana Singh	
		6. Mrs. R S Simon	
		7. Mrs. Alin Baxla	
43.	Team for Students with Special Needs (Divyang)	1. Mr. Lal Ji Ahir, I/C	1. To obtain the information and list of procedures as per KVS guidelines and latest circulars and to maintain a record of activities. 2. As per need advice to Vidyalaya authorities for betterment / facilities of Divyang Students under intimation to Principal / VP.
		2. Mr. J R Khute	
		3. Mr. Narendra Mandale	
		4. Mr. Lal Bahadur	
		5. Mr. M L Meena	
		6. Ms. Chitra	

Vice Principal

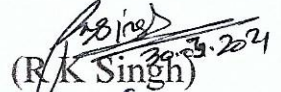
(R/K Singh)
Principal
केन्द्रीय विद्यालय / Kendriya Vidyalaya
कुसमुण्डा / Kusmunda
कोरबा / KORBA

KENDRIYA VIDYALAYA NO. 3 KUSMUNDA KORBA

Subject Committees for the Academic session 2021-22

Sl. No	Subject Committees	Committee Members	Duties
01.	English	1. _____, PGT (English) (Convener)	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. Archana Singh, TGT (English) (Member)	
		3. Mr. Nitin Kr. Devrani, TGT (English) (Member)	
		4. Mr. Mukesh Kr. Vishwakarma, TGT (English) (Member)	
		5. Mrs K P S Ayona, PRT (Member)	
		6. Mrs Alin Baxla, PRT (Member)	
02.	Maths	1. Mr. _____, PGT (Maths) (Convener)	
		2. Mr. U K Singh, TGT (Maths) (Member)	
		3. Mr. KewalChand Sahu, TGT (Maths) (Member)	
		4. Mr. Brijbhushan Tripathi, PRT (Member)	
		5. Ms. Yashika, PRT (Member)	
		6. Ms. Neha Dwivedi, PRT (Member)	
03.	Social Science	1. Mr. D N Prasad, PGT (Eco.) (Convener)	
		2. DR. R K Meena, PGT (Geo) (Member)	
		3. Ms. Ancy Rao, PGT (Comm) (Member)	
		4. Mr. _____, PGT(Hist.) (Member)	
		5. Mr. Vikas Kumar, TGT (S. St.) (Member)	
		6. Mr. M L Meena, TGT(S. St) (Member)	
		7. Mr. Narendra Mandale, PRT Music (Member)	
04.	Hindi & Sanskrit	1. Dr. Mona Ali, PGT (Hindi) (Convener)	
		2. Mr. Lalji Ahir, TGT (Hindi) (Member)	
		3. Mrs. B Lakra, TGT (Hindi) (Member)	
		4. Mr Deepak Didwani, TGT (Hindi) (Member)	
		5. Ms. Pratishtha, 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) (Convener)	
		2. Mrs. Anshu Sinha, PGT (Computer) (Member)	
		3. Mrs. Priyanka Parashar, PGT (Bio) (Member)	
		4. Mr. Sushant Dey, PGT (Phy) (Member)	
		5. Mrs. Sarita Paikra, TGT (Science) (Member)	
		6. Mr. D P Sahu, TGT (Science) (Member)	
		7. Ms. Moni Choudhary, PRT (Member)	
		8. Ms. Pooja Kumari (Member)	
		9. Ms. Divya Kaushik (Member)	

Vice Principal


(R.K. Singh) 20.03.2024
Principal
केन्द्रीय विद्यालय / Kendriya Vidyalaya
कुसमुण्डा / Kusmunda
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