

# KENDRIYA VIDYALAYA NO.3 KUSMUNDA KORBA

## Vidyalaya Committee for the Academic session 2023-24 (Effective from 01.04.2023)

| S.No | Committee   | Committee Members   | Duties   |
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| 01.  | Over All Administrative Committee & Academic Advisory Committee                     | <ol style="list-style-type: none"> <li>1. DR. Mona Ali, I/C</li> <li>2. Mrs. Anshu Sinha</li> <li>3. Mr. Sushant Dey</li> <li>4. Mr. U K Singh</li> <li>5. Dr R K Meena</li> <li>6. Mrs Kavita Singh</li> <li>7. Mrs. R S Simon</li> <li>8. Mr. Chunamnai Kunwar</li> <li>9. Mrs. K P S Ayona</li> </ol>  | <ol style="list-style-type: none"> <li>1. To guide, suggest and chalk out all action plan for academic and co-curricular activities.</li> <li>2. Will function as advisory board for Vidyalaya activities.</li> <li>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.</li> <li>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.</li> <li>5. Any other related work.</li> </ol>  |
| 02.  | Fresh Admission & Admission Through KV TC, issue of TC & Maintenance of SR Register | <ol style="list-style-type: none"> <li>1. Mr Vikas Kumar, I/C</li> <li>2. Mr. D P Sahu</li> <li>3. Dr. R K Meena</li> <li>4. Mr. Kewal Chand Sahu,</li> <li>5. Mrs. R S Simon</li> <li>6. Mrs. Ayona KPS</li> <li>7. Mr. S D Vaishnav</li> <li>8. Mrs. Alin Baxla</li> <li>9. Mr. Rakesh Kumar, SSA</li> </ol>  | <ol style="list-style-type: none"> <li>1. To plan admission procedure as per KVS guidelines.</li> <li>2. To keep ready admission forms prospectus &amp; test plan well in advance. To issue &amp; collect the registration and admission forms.</li> <li>3. To Co-ordinate with exam department to conduct tests for admission required for fresh admission to class 9<sup>th</sup>.</li> <li>4. To complete, the formalities of admission for the session 2023-24 as per KVS schedule/ instructions, admission register, all correspondence pertaining to local transfers, other regular transfers, etc.</li> <li>5. To prepare Master List of admissions done for the year 2023-24.</li> <li>6. To ensure that details of TCs are being uploaded and to also update the data regarding strength of students in various classes.</li> <li>7. To update student enrolment data in the principals chamber and on the display boards.</li> <li>8. Any other related work.</li> </ol>   |
| 03   | Examination   | <ol style="list-style-type: none"> <li>1. <b>Mr. U K Singh, I/C Internal Exam</b></li> <li>2. Mr Kewal Chand Sahu</li> <li>3. Mrs. Sarita Paikra</li> <li>4. Mrs. Soni Rani Agarwal</li> <li>5. Ms Preeti Baranwal</li> <li>6. Mrs Bhuneshwari Jaiswal</li> <li>7. <b>Mrs. Anshu Sinha, I/C CBSE</b></li> <li>8. Mr. Sushant Dey</li> <li>9 Mrs. Kavita Singh</li> <li>10 Ms. Kavita Yadav</li> <li>11 <b>Mr. C Kanwar I/C Primary</b></li> <li>12 Ms Shikha Thakur</li> <li>13 Mrs Anuradha Bhaskar</li> <li>14 Ms Sonam</li> <li>15. Ms Muskaan Soni</li> </ol> | <ol style="list-style-type: none"> <li>1. Tentative schedule of test/exams for the sessions will be circulated among the students &amp; parents for their prior information. The schedule of Exams as per KVS Academic Calendar may be got printed in the School diary.</li> <li>2. Exam time-table should also be informed to teachers, students &amp; parents at least two weeks before the Commencement of test/exam.</li> <li>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.</li> <li>4. All the required documents/materials like answer scripts, mark-slips, mark register, progress card etc. should be issued to concerned teacher in time.</li> <li>5. To ensure that answer scripts are corrected within stipulated time for the internal exams.</li> <li>6. Students and parents must be informed about the results of all test &amp; Exams at least within 10 days of completion of test/examination. Updated record must be kept ready for further course of action.</li> <li>7. To regularly check the CBSE and KVS site and to inform teachers about the latest circulars regarding exams, syllabi, and changes if any.</li> <li>8. To complete all CBSE correspondence and uploading of all data in time and as per schedule.</li> <li>9. To ensure all arrangements for internal and board exams are done as per schedule.</li> <li>10. To maintain proper record of students indulging in malpractice during Exam and action taken.</li> <li>11. To ensure Conduct of Exam related activities, Projects, Assignments, FA II activities by all Teachers in time.</li> <li>12. To randomly check evaluated Answer script. Any discrepancy/ Anomaly in evaluation to be brought to the notice of the Principal / Vice-Principal.</li> </ol> |



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| 04. | Time Table & Arrangement                                 | <ol style="list-style-type: none"> <li>1. Mr Shushant Dey, I/C</li> <li>2. Mrs. Kavita Singh</li> <li>3. Ms. Kavita Yadav</li> <li>4. Mrs Bhuneshwari</li> <li>5. Mrs Priyanka Singh</li> <li>6 Mrs R S Simon</li> <li>7 Mr. Ayona K P S</li> <li>8. Mrs. Alin Baxla</li> <li>9. Ms. Seema Rai</li> </ol>   | <ol style="list-style-type: none"> <li>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</li> <li>2. To make alternative arrangements when teachers are on leave.</li> <li>3. To prepare and inform subject teachers about the special time-table during all holidays, breaks (Autumn &amp; Winter) and vacation including morning assembly time and one hour after the regular period of Vidyalaya as per action plan for class X &amp; XII.</li> <li>4. To ensure ringing of the bell in time.</li> <li>5. To prepare day wise Time Table of all the Teachers.</li> <li>6. All other related work.</li> </ol>  |
| 05. | Discipline & Disciplinary Action taken Committee         | <ol style="list-style-type: none"> <li>1. Mr. D N Prasad, I/C</li> <li>2. Mr. R K Pradhan, Asst I/C</li> <li>3. Dr. Mona Ali</li> <li>4. Dr Rajendra K Meena</li> <li>5. Mr Sushant Dey</li> <li>6. Mr. Mr Deepak Didwani</li> <li>7. Mrs. R S Simon, I/C Primary</li> <li>8. Ms. Nisha Singh</li> <li>9. Ms Sweta Singh</li> <li>10 Ms Durga Sao</li> <li>11 Mr Sushil yoga teacher</li> <li>12 Mr Lal Ji Ahir,</li> <li>13 Ms. Ancy Rao</li> <li>14 Mr. Hulesh Ram Kurre</li> <li>15. All Class Teachers</li> </ol> | <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"> <li>1. Dr Mona Ali, I/C</li> <li>2. Mrs. Rekha Joshi</li> <li>3. Ms. Ancy Rao</li> <li>4. Mr. Deepak Didwani</li> <li>5. Mrs Soni Rani Agarwal</li> <li>6. Ms. Preeti Baranwal, TGT Sanskrit</li> <li>7. Ms. Divya Kaushik, I/C Primary</li> <li>8. Mrs. Kiran Sahu</li> <li>9. Ms. Pramjeet Kaur</li> <li>10. Ms. Shilpa Singh Chauhan</li> </ol>   | <p><b>CCA Calendar of activities</b></p> <ol style="list-style-type: none"> <li>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> April 2023.</li> <li>2. They will also have to suggest practical plans for improvement of CCA activities.</li> <li>3. To check the preparation for CCA.</li> <li>4. To plan for awarding the prize winners on important days like 15<sup>th</sup> Aug, 26<sup>th</sup> Jan, etc.</li> <li>5. Guest lectures should also be organized on special occasions &amp; important days to celebrate the occasions with true spirit</li> <li>6. To send the reports to R.O &amp; to the media/ Agencies for publications.</li> <li>7. Organise class photographs.</li> <li>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 2023.</li> <li>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.</li> <li>10. Topics for display board- once in two months.</li> <li>11. Any other related work.</li> <li>12. Formation of student council</li> <li>13. Identity Card for students by end of April for all classes except class XI (by the end of July).</li> </ol> |
| 07. | Morning Assembly   | <ol style="list-style-type: none"> <li>1. Mr. N K Mandle, Coordinator</li> <li>2. Mr. Rakesh Kr Pradhan</li> <li>3. Mrs. Priyanka Singh</li> <li>4 House Master (House on duty)</li> <li>5. Mrs Kiran Sahu</li> <li>6. School Captain (Boys)</li> <li>7. School Captain (Girls)</li> <li>8. All Class Teachers</li> </ol>   | <p><b>MORNING ASSEMBLY</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Children's birthdays will be celebrated in morning assembly.</li> <li>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.</li> </ol>   |
| 08. | Checking of Accounts/ Arrear and RTE fee related matters | <ol style="list-style-type: none"> <li>1. Mr. Ratan Kumar Das, I/C</li> <li>2. Ms. Ancy Rao</li> <li>3 Ms. Priyanka Singh</li> <li>4 Ms. Divya Kaushik</li> <li>5. Ms. Sonam</li> <li>6. Ms. Seema Rai</li> </ol>   | <ol style="list-style-type: none"> <li>1. Check salary / Arrear prepared every month and to get it signed by principal / Vice Principal.</li> <li>2. All other matters related with school fee deposition.</li> <li>3. Fee related matters related to the students admitted under RTE.</li> </ol>  |
| 09. | Furniture  | <ol style="list-style-type: none"> <li>1. Mr. R K Meena, I/C</li> <li>2. Mr. Vikas Kumar</li> <li>3. Mr. C Kanwar</li> <li>4 Mr. Lal Ji Ahir</li> <li>5 Mr Deepak Didwani</li> <li>6 Mr. N Mandle</li> </ol>  | <ol style="list-style-type: none"> <li>1. To plan for repair &amp; purchase of Vidyalaya furniture for student &amp; staff in various classrooms &amp; departments as per requirement &amp; budget.</li> <li>2. To clear/get shifted un utilized furniture.</li> <li>3. To get classroom, black boards, name boards, etc. painted and maintained.</li> <li>4. To identify all furniture that can no longer be repaired and to complete the process of condemnation and auction.</li> <li>5. All related work</li> </ol>  |



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|     | Scout and Guide & NCC                                     | <ol style="list-style-type: none"> <li>1. Mr. Mr. D P Sahu, I/C Scout</li> <li>2. R K Pradhan Asst. I/C Scout</li> <li>3. Ms. Ancy Rao, I/C Guide</li> <li>4. Mrs. Rekha Joshi</li> <li>4 Mr. Deepak Didwani</li> <li>5 Mr. C Kanwar I/C CUB</li> <li>6 Mrs. Alin Baxla, I/C Bulbul</li> <li>7. All Scout &amp; Guide Teachers</li> </ol>   | <p style="text-align: right;">3/2</p> <ol style="list-style-type: none"> <li>1. Prepare S/G activity plan with tentative date &amp; Months for activities to be organized</li> <li>2. To select student for cubs, bulbul, scout &amp; guide enrolment in the month of April 2023.</li> <li>3. To make an arrangement for proper training of the students.</li> <li>4. To prepare scout &amp; guide to participate in various activities, both in internal &amp; external competitions.</li> <li>5. All other related work.</li> <li>6. To conduct all activities related to SCOUT &amp; GUIDE as per guidelines.</li> </ol>  |
| 11. | Daily Cleanliness, Hygiene & Sanitation                   | <ol style="list-style-type: none"> <li>1. Mrs. Deepak Didwani, I/C</li> <li>2. Dr. Rajendra Kr. Meena</li> <li>3. Mr. Lalji Ahir</li> <li>4. Mrs Divya Tiwari, I/C Stock</li> <li>5. Mrs R S Simon I/C Primary</li> <li>6. Mr. N K Mandle</li> <li>7. Mrs. Divya Kaushik</li> <li>8. Ms. Vijaylakshmi Patel</li> <li>9 Mr Sushil Yoga Teacher</li> <li>10 Mrs. Kiran Sahu</li> <li>11 Mr. Shushant Dey</li> <li>12 Mr. S D Vaishnav</li> <li>VP Sir for Observation</li> <li>13 All Class Teachers</li> </ol> | <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-<br/>Cleanliness of entire school and school campus.<br/>Cleaning of all toilets 3 times a day.<br/>Wet mop of all corridors, departments and staircase.<br/>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.<br/>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.<br/>To also involve the members of the student council in monitoring cleanliness of the Vidyalaya.<br/>Any other related work</p> |
| 12. | SOP & Security of School premises and Disaster Management | <ol style="list-style-type: none"> <li>1. Mr. U K Singh, I/C</li> <li>2. Dr Mona Ali</li> <li>3. Mrs. Priyanka Singh</li> <li>4. Mr. R K Pradhan</li> <li>5. Mr. Hempushpa Kewat</li> <li>6. Ms. Divya Kaushik</li> <li>7. Ms Sweta Singh</li> <li>8. Ms Durga Sao</li> </ol>   | <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>   |
|     | Evacuation Team   | <ol style="list-style-type: none"> <li>1. Dr R K Meena, I/C</li> <li>2. Mr. D P Sahu</li> <li>3. Mr U K Singh</li> <li>4. Mrs Sarita Paikra</li> <li>5. Mrs. Rini V Khirbat</li> <li>6. Mr Sushil yoga teacher</li> </ol>   |  |
| 13. | Purchase Committee  | <ol style="list-style-type: none"> <li>1. Vice Principal, I/C</li> <li>2. Dr. Mona Ali, Ass. I/C</li> <li>3. Mrs. Anshu Sinha</li> <li>4 Dr R K Meena</li> <li>5 Mrs. Rekha Joshi</li> <li>6. Mr. U K Singh</li> <li>7. Mrs. R S Simon</li> <li>8. Mrs. Kavita Singh</li> <li>9. Mrs. Alin Baxla</li> <li>10. Concerned Stock Holder</li> </ol>   | <ol style="list-style-type: none"> <li>1. To estimate the requirements in the beginning of the academic year in consultation with various departments.</li> <li>2. To ensure that all items are purchased following the correct purchase procedures.</li> <li>3. To verify items purchased by various departments.</li> </ol>  |
| 14. | First Aid & Medical Checkup                               | <ol style="list-style-type: none"> <li>1. Mrs Sarita Paikra, I/C</li> <li>2. Ms. Priyanka Yadav, Nurse</li> <li>3. Mrs. Divya Tiwary</li> <li>4. Ms Durga Sao</li> <li>5. Mr Sushil yoga teacher</li> <li>6. Mrs. Paramjeet Kaur</li> <li>7. Mrs P Girija Naidu</li> <li>8. Mrs Alin Baxla</li> <li>9. Ms Hempuspa Kewat</li> </ol>   | <ol style="list-style-type: none"> <li>1. To prepare a plan for student's medical check - up twice in this session by authorized Medical Officer.</li> <li>2. To purchase required items for first aid and other medicines on the advice of the doctor.</li> <li>3. To plan for purchase of required items so as to keep the medical room well equipped.</li> <li>4. To organize expert talks related to health &amp; hygiene.</li> <li>5. To place requirement for health card of students.</li> <li>6. To ensure that class wise health data is maintained in the computer by the Nurse.</li> <li>7. Any health abnormalities observed by the doctor or nurse should be immediately intimated to the parents after informing the Principal.</li> <li>8. To monitor the work done by the Doctor and Nurse appointed on contractual basis.</li> <li>Any other related work.</li> </ol>   |



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| 5.  | Natural Club & Gardening Committee                  | <ol style="list-style-type: none"> <li>1. Mr. Lalji Ahir, I/C</li> <li>2. Mrs. Divya Tiwary</li> <li>3. Ms Ancy Rao</li> <li>4. Mr D P Sahu</li> <li>6. Mrs. Sarita Paikra</li> <li>7 Ms. Sonam</li> <li>8. Ms. Anuradha Bhaskar</li> </ol>  | <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>   |
| 16. | Career , Guidance , Counseling & Wellness Committee | <ol style="list-style-type: none"> <li>1. Mrs Taleshwari Sahu , I/C</li> <li>2. Dr. Mona Ali</li> <li>3. Mr. U K Singh</li> <li>4. Mrs Kavita Singh</li> </ol>   | <ol style="list-style-type: none"> <li>1. Provide proper guidance to students for their career planning.</li> <li>2. Employment News, magazines and newspapers' information should also be placed on career guidance display board for students &amp; staff.</li> <li>3. Experts should also be invited time-to-time to provide proper guidance to the students.</li> <li>4. Keeping close contact with guidance &amp; counseling agencies for collecting proper guidance &amp; information for various career options.</li> </ol>   |
| 17. | AEP   | <ol style="list-style-type: none"> <li>1. Mrs. Sarita Paikra, I/C</li> <li>2. Mrs. Rekha Joshi</li> <li>3. Mrs Kavita Singh</li> <li>4. Mrs Rina Simon</li> <li>5 Mrs Divya Tiwary</li> <li>6. Mrs. Taleshwari sahu</li> </ol>   | <ol style="list-style-type: none"> <li>1. Plan AEP programme as per KVS direction.</li> <li>2. Report of conducted activities should be sent to KVS RO for information.</li> <li>3. To give counseling and guidance to students.</li> <li>4. To organize lectures or seminars related to the field.</li> <li>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.</li> </ol>  |
| 18. | Teacher's Diary & Teachers Records Checking         | <ol style="list-style-type: none"> <li>1. Vice Principal &amp; I/C</li> <li>2. Mrs. R S Simon, I/C Primary</li> </ol>  | <p>To check the Teacher's diary and record frequently.</p> <p>Maintain the record of observation &amp; All related work</p>  |
| 19. | Staff Club / Staff Meeting Arrangement              | <ol style="list-style-type: none"> <li>1. Mr. N K Mandle, Staff Secretary</li> <li>2. Mrs. R S Simon</li> <li>3. Ms. Ancy Rao</li> <li>4. Mr. M L Meena</li> </ol>   | <p>Arrangement for staff meeting as and when needed.</p> <p>Looking after the proper seating arrangement and Arrangement of gift for the meeting.</p> <p>All related works.</p>  |
| 20. | Staff Meeting & Vidyalaya events recording          | <ol style="list-style-type: none"> <li>1. Mrs. Neelam Singh, I/C</li> <li>2. Mrs. Soni Rani Agarwal</li> <li>3. Ms. Preeti Baranwal</li> <li>4. Mrs. K P S Ayona</li> </ol>  | <p>Recording the minutes of staff meeting and getting it signed by principal.</p> <p>Proper information to all staff members regarding minutes of staff meeting.</p> <p>All related works.</p>   |
| 21. | Games and Sports Committee                          | <p>Mr Rakesh Kumar Pradhan , I/C</p> <ol style="list-style-type: none"> <li>1. I/C</li> <li>2. Mr. Narendra Mandale</li> <li>3. Mr. Vikas Kumar</li> <li>4. Mr. Deepak Didwani</li> <li>5. Mrs. Alin Baxla</li> <li>6. Mr S D Vaishnav</li> <li>7. Ms. Nisha Singh</li> <li>8 Sports Coaches</li> </ol>  | <ol style="list-style-type: none"> <li>1. To prepare a plan &amp; compact programme for the entire session as per the KVS academic calendar.</li> <li>2. Select the students for particular games in the beginning of the session to impart proper training to students.</li> <li>3. Set a target &amp; must proceed accordingly to achieve maximum success in the meets.</li> <li>4. Utilize the games period primarily for the development of the earmarked games by the KVS.</li> <li>5. Facilitate all the students with the available games equipments for the optimum use of the available sports equipments in school.</li> <li>6. To organize inter house competition and mini and annual sports day.</li> <li>7. To put forward requirement for purchase of all required sports items.</li> <li>8. To form school teams in different games</li> <li>9. Any other related work.</li> </ol>   |
| 22. | Library   | <ol style="list-style-type: none"> <li>1. Mrs. Kavita Singh, I/C</li> <li>2. Mr. Sushant Dey</li> <li>3. Mrs. Rekha Joshi</li> <li>4. Mr. Lal Ji Ahir</li> <li>5. Ms. Ancy Rao</li> <li>6. Mrs. Ayona KPS</li> <li>7. Mr Vikas Kumar</li> <li>8 Mrs Vijaylakshmi Patel</li> <li>9. Ms. Alin Baxla</li> <li>10. Ms Divya Kaushik</li> <li>10. Ms Divya Kaushik</li> </ol> | <ol style="list-style-type: none"> <li>1. Make available curriculum books, Textbooks, Collection of CBSE &amp; session ending examination old question papers to the students.</li> <li>2. Newspapers, magazines etc should be readily available in library.</li> <li>3. Prepare a list of books with the help of subject teachers by April 2023. Purchase them latest by Dec 2023 as per Vidyalaya budget provision.</li> <li>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.</li> <li>5. To present reviews in the assembly of new arrivals. By Staff/Students.</li> <li>6. To organize book fairs and exhibition.</li> <li>7. Issue of books to the students &amp; staff should be frequent &amp; should be recorded in issue register for verification by the higher officers.</li> <li>8. To purchase books for the Library as per the recommendations of Library Committee.</li> <li>9. Automation of the library and Any other related work.</li> </ol> |



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| 23. | Excursion Cum Educational Tour & Adventure Trip   | <ol style="list-style-type: none"> <li>1. Dr. R K Meena, I/C</li> <li>2. Ms. Ancy Rao, Asstt. I/C</li> <li>3. DR. Mona Ali</li> <li>4. Mr. C Kanwar, I/C Primary</li> <li>5. Mr. Kewal Chand Sahu</li> <li>6. Mr. Sushil Sandey</li> <li>7. Ms. Sweta Singh</li> </ol>                       | <ol style="list-style-type: none"> <li>1. To make plans for the different classes in the months of April &amp; May for the academic session 2021-22.</li> <li>2. To decide the place, make arrangement for conveyance and to obtain permission from RO (if required) well in time.</li> <li>3. Estimate the amount to be collected from students if necessary.</li> <li>4. Keep the willingness forms ready.</li> <li>5. Arrange for refreshments if required.</li> <li>6. Any other related work.</li> </ol>  |
| 24. | Art & Craft, Decoration and Beautification of Vidyalaya   | <ol style="list-style-type: none"> <li>1. Mrs. Bhuneshwari, I/C</li> <li>2. Mrs. Neelam Singh</li> <li>3. Mr. N K Mandle</li> <li>4. Computer Instructors</li> <li>5. Mr. R K Pradhan</li> <li>6. Mrs Kiran Sahu</li> <li>7. Ms Alin Baxla</li> <li>8. Ms. Seema Rai</li> </ol>              | <ol style="list-style-type: none"> <li>1. To suggest and work out a plan for beautification of the school building and campus in the month of April.</li> <li>2. To get framed paintings done by children for display at various location in the school.</li> <li>3. To get the walls of the primary class rooms painted artistically by professional Painters/ Artist.</li> </ol> <p>All other related work.</p>  |
| 25. | Rajbhasha Hindi Samiti  | <ol style="list-style-type: none"> <li>1. Dr. Mona Ali, I/C</li> <li>2. Dr. R K Meena</li> <li>3. Mr Rakesh Kumar</li> <li>4. Mr. C Kanwar</li> <li>5. Ms Preeti Baranwal</li> </ol>   | <ol style="list-style-type: none"> <li>1. To follow Rajbhasha Kalyan Samiti guidelines.</li> <li>2. To take necessary action for proper functioning of this Samiti.</li> <li>3. To create a Hindi atmosphere &amp; to promote usage of Hindi in daily use.</li> <li>4. To keep a vigil on quarterly progress of Rajbhasha Samiti..</li> <li>5. To Help Children participating in Sanskrit and Hindi competitions.</li> <li>6. Any other related work.</li> </ol>   |
| 26. | PTM   | <ol style="list-style-type: none"> <li>1. Vice Principal, I/C</li> <li>2. Dr Mona Ali</li> <li>3. Mr U K Singh</li> <li>4. Mr. R S Simon, I/C Primary</li> <li>5. Ms. Alin Baxla</li> </ol>  | <ol style="list-style-type: none"> <li>1. To Co-ordinate PT meetings after all main exams and as and when required.</li> <li>2. To make minutes of PT meeting.</li> <li>3. To ensure that class teachers maintain records of the attendance of parents.</li> <li>4. Any other related work.</li> </ol>   |
| 27. | Publication Committee /Press & Media  | <ol style="list-style-type: none"> <li>1. Dr. Mona Ali, I/C</li> <li>2. Mr. Deepak Didwani</li> <li>3. Mrs. Soni Rani, I/C English</li> <li>4. Mrs. Neelam Singh</li> <li>5. Mrs. Preeti Baranwal, TGT Sanskrit</li> <li>6. Mrs. P Girija Naidu,</li> <li>7. Mr. Narendra Mandale</li> </ol> | <ol style="list-style-type: none"> <li>1. To collect the articles from class magazine, students and staff.</li> <li>2. To edit the article.</li> <li>3. To put forth suggestions in all matters (Magazine, Brochure, School Diary and CMP News Letter) related to magazine.</li> <li>4. To prepare term wise newsletters and to send to RO and other Officials of KVS.</li> <li>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 &amp; Any other related work.</li> </ol>   |
| 28. | Computer Labs, Websites & its updation, School Face book & Twitter page updation and all related activities | <ol style="list-style-type: none"> <li>1. Mrs. Anshu Sinha, I/C</li> <li>2. Ms Ancy Rao, Asst. I/C</li> <li>3. Ms Kavita Yadav- CI 1</li> <li>4. Ms Muskaan Soni- CI 2</li> <li>5. Mr. Kewal Chand Sahu</li> <li>6. Ms. Shilpa Singh Chauhan</li> <li>7. Ms. Seema Rai</li> </ol>            | <ol style="list-style-type: none"> <li>1. To check the computer class teaching progress of lower classes &amp; To manage the requirements for the computer classes</li> <li>2. To organize minimum two competitions</li> <li>3. To check mails frequently and inform the Chair. Also help in responding to the mails.</li> <li>4. To participate in ICT competitions of KVS and to help KV in downloading/uploading academic, administrative circulars from internet.</li> <li>5. To design E-newsletters twice in the academic session.</li> <li>6. To maintain K V website and to update twice a week.</li> </ol>  |
| 29. | Maintenance (School Building)   | <ol style="list-style-type: none"> <li>1. Mrs. Priyanka Singh, I/C</li> <li>2. Mr D P Sahu</li> <li>3. Dr. Mona Ali</li> <li>4. Mr. Narendra Mandale</li> <li>5. Mrs. Bhuneshwari</li> <li>6. Mr. Shushant Dey</li> <li>7. Mr. M L Meena</li> <li>8. Mr. C Kanwar</li> </ol>                 | <ol style="list-style-type: none"> <li>1. To plan for repair &amp; maintenance required in the Vidyalaya building and Departments.</li> <li>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.</li> <li>3. To plan &amp; purchase the material required for the purpose &amp; complete all the assignments in time.</li> <li>4. Arrange to keep the Vidyalaya Campus neat &amp; clean.</li> <li>5. To take an action in time for the decent look of the Vidyalaya.</li> <li>6. To ensure the tube lights &amp; fans are in proper working condition..</li> <li>7. If there is any repair related to this, the committee will take action for the same well in advance.</li> <li>8. Any other related work.</li> </ol> |
| 30. | Academic Committee  | <ol style="list-style-type: none"> <li>1. VP</li> <li>2. Dr. Mona Ali, I/C</li> <li>3. Mrs. Anshu Sinha</li> <li>4. Mr U K Singh</li> <li>5. Mr Susant Dey</li> <li>6. Mrs R S Simon, I/C Primary</li> <li>7. Mrs. Ayona KPS</li> </ol>  | <p>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.</p> <p>Continuous monitoring on the weak areas of the students.</p> <p>To suggest the list of activities and Teaching Aids including Technological Aids to improve the Teaching learning process.</p> <p>To ensure that all academic work is carried out as per the KVS academic calendar.</p> <p>All other related works.</p>   |



|     |   |   |   |
|-----|---|---|---|
| 1.  | Result Analysis & Moderation  | <ol style="list-style-type: none"> <li>Mrs. Anshu Sinha, I/C</li> <li>Mr. U K Singh</li> <li>Mr. C Kunwar, I/C Primary</li> <li>Mrs. Rekha Joshi</li> <li>Mrs. Sarita Paikra</li> </ol>   | <p>To analyse the Board result / Home examination result and send to the Regional office when required.<br/>All other related work.</p>   |
| 32. | CMP Committee   | <ol style="list-style-type: none"> <li>Mr. Alin Baxla, I/C</li> <li>Mrs Kiran Sahu</li> <li>Mrs Ayona KPS</li> <li>Ms. Divya Kaushik</li> <li>Ms. Sonam</li> </ol>  | <p>To receive the requirement from all teachers for CMP activities every month on the last working day of the month.<br/>Purchase and distribution of all materials by the Third day of the month.<br/>Make list of all activities to be performed by the teachers.<br/>Proper maintenance of the stock register.<br/>All other related activities.</p>   |
| 33. | Staff & Students Grievance Committee / Suggestion & Complaint Box         | <ol style="list-style-type: none"> <li>Principal, I/C</li> <li>Dr. Mona Ali</li> <li>Mrs. Anshu Sinha</li> <li>Mr Susanta Dey</li> <li>Mrs. R S Simon, Asstt. I/C</li> <li>Mrs. Sarita Paikra</li> <li>Mrs. Kavita Singh</li> </ol>   | <p>To study the suggestions and complaints received from staff &amp; students.<br/>Will form a committee if required for enquiry into the matter.<br/>To periodically open suggestion box, at least once in a month (third week of the month).<br/>To take required action on the suggestions/ feedback received.<br/>To maintain proper records of the suggestion and action taken.</p>                                      |
| 34. | RTI Committee   | <ol style="list-style-type: none"> <li>Mr. Ratan Kumar Das, I/C</li> <li>Mr. Rakesh Kumar</li> <li>Mr. U K Singh</li> <li>Computer Instructors</li> </ol>   | <p>Making proper record of RTI Cases with Id no. and date of reply.<br/>Ensuring the reply under RTI is given in the stipulated time period.<br/>All related works</p>  |
| 35. | Prevention of Sexual Harassment<br><br>Internal Complaint Committee (ICC) | <ol style="list-style-type: none"> <li>Dr. Mona Ali, I/C</li> <li>Mrs. Divya Tiwary</li> <li>Mrs. Sarita Paikra</li> <li>Mr. C Kanwar</li> <li>Mrs. Alin Baxla</li> <li>Mrs. R S Simon</li> <li>Mrs. Anshu Sinha, I/C</li> <li>Mr Susant Dey</li> <li>Mrs. Alin Baxla</li> <li>Mrs. Hemlata Lahre (VMC member)</li> <li>Mrs. Anuradha Singh, NGO</li> </ol> | <ol style="list-style-type: none"> <li>To obtain the information and list of procedures as per KVS guidelines and latest circulars</li> <li>As per need constitute a fact finding committee</li> <li>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>Mrs. Alin Baxla, I/C</li> <li>Mrs Ayona K P S</li> <li>Ms Vijay lakshmi Patel</li> <li>Ms. Divya Kaushik</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.<br/>To check whether items are sold by vendor as per the MRP.<br/>All other related works.</p>   |
| 37. | Photography   | <ol style="list-style-type: none"> <li>Mr. N K Mandle, I/C</li> <li>Dr. R K Meena</li> <li>Ms. Shilpa Singh Chauhan</li> <li>Ms. Seema Rai</li> <li>Mrs. Paramjeet Kaur</li> <li>Ms. Nisha Singh</li> <li>Mrs. Bhuneshwari Jaiswal</li> </ol>   | <p>To liase with the local photographer for any big cultural event and have soft / hard copies.<br/>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.<br/>Website updation committee makes sure that pictures are uploaded event wise in School website / facebook page / Twitter/ Youtube .<br/>All other related works.</p> |
| 38. | ICT / TLM Committee   | <ol style="list-style-type: none"> <li>Mrs. Anshu Sinha, I/C</li> <li>Mrs. Ayona KPS, I/C Primary</li> <li>Dr R K Meena</li> <li>Ms. Alin Baxla</li> <li>Ms Muskaan Soni</li> <li>Ms. Anuradha Bhaskar</li> </ol>   | <ol style="list-style-type: none"> <li>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>To facilitate the web access to all in the learning process</li> <li>To procure required audio and video CDs or cassettes</li> </ol>  |
| 39. | Children Park   | <ol style="list-style-type: none"> <li>Mr. C Kanwar, I/C</li> <li>Mr. D N Prasad</li> <li>Mr. Narendra Mandale</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>Dr. R K Meena, I/C</li> <li>Mr. Jyotish Jaiswal</li> <li>Mr. Ganendra L Bhariya</li> <li>Mr. Vikas Kumar</li> </ol>  | <p>To procure required Teaching Aid as per the need of teachers.<br/>Proper maintenance and distribution of Teaching aid to all teacher concerned and all other related work.</p>   |

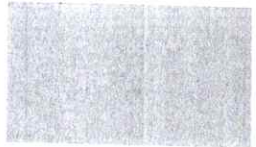
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| 41. | Integrity Club                                   | 1. Mr. Vikas Kumar, I/C                   | 1. Celebration of festivals<br>2. Organizing community lunch<br>3. Value Education by teachers and other guest speakers<br>4. Programmes in assembly to promote honesty, secularism, patriotism etc.  |
|     |  | 2. Dr. R K Meena                          |   |
|     |  | 3. Mrs. Neelam Singh                      |   |
|     |  | 4. Mrs. Anshu Sinha                       |   |
|     |  | 5. Dr. Mona Ali for Coordination with CCA |   |
| 42. | Child Right Protection cell / Advisory Committee | 1. Mrs. Kavita Singh, 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.<br>2. As per need constitute a fact finding committee<br>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. P Girija Naidu                    |   |
|     |  | 6. Mrs. R S Simon                         |   |
|     |  | 7. Mrs. Alin Baxla                        |   |
| 43. | Team for Students with Special Needs             | 1. Mrs. T Sahu, Special Educator          | 1. To obtain the information and list of procedures as per KVS guidelines and latest circulars and to maintain a record of activities.<br>2. As per need advice to Vidyalaya authorities for betterment / facilities of Divyang Students under intimation to Principal / VP.                              |
|     |  | 2. Mr. M L Meena                          |   |
|     |  | 3. Mr. Narendra Mandale                   |   |
|     |  | 4. Mrs. Bhuneswari                        |   |
|     |  | 5. Mr. Lal Ji Ahir                        |   |
|     |  | 6. Ms. Priyanka Yadav                     |   |

7/8

M.A.S.  
I/C Vice Principal

*(Signature)*  
31/12/22  
नामित अध्यक्ष / Nominee Chairman  
वि. प्र. स. केन्द्रीय विद्यालय  
V. M. C. Kendriya Vidyalaya  
एस.ई.सी.एल. कुसमुण्डा, कोरबा (र. ग.)  
S.E.C.L. Kusmunda, KORBA (C. G.)

*(Signature)*  
29/3/23  
(R/K Singh)  
Principal  
केन्द्रीय विद्यालय क्र. 3 कोरबा  
Kendriya Vidyalaya No.3 Korba  
एस. ई. सी. एल. कुसमुण्डा  
S. E. C. L. Kusmunda





# Subject Committees for the Academic session 2023-24

| Sl. No | Subject Committees | Committee Members   | Duties   |
|--------|--------------------|---|--|
| 01.    | English            | 1. Mr Bramhanand Thakur<br>PGT(English) <b>(Convener)</b> | 1. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance.<br>2. To check class wise monthly academic performance analysis & discuss for further course of action.<br>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.<br>4. Prepare the report on last working day of every month & submit it to principal.<br>5. To keep a vigil on class wise progress of subject.<br>6. To plan activities like, seminars, field trips, film shows, talks, etc. related to their subject and to list out activities as per requirement.<br>7. To prepare a plan to create literary/ Scientific atmosphere in Vidyalaya.<br>8. To prepare the students for participating in external & internal competitions and Olympiad related to the subject.<br>9. To organize minimum two competitions/seminars/ programmes etc. based on their respective subject.<br>10. To chalk out plans for improving standard of spoken English<br>11. To guide the students to prepare articles to publish in magazines and newspapers as well as Vidyalaya Patrika.<br>12. To motivate students to make class magazines.<br>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.<br>14. Any other related work. |
|        |                    | 2. Mrs. Neelam Singh, TGT (English) <b>(Member)</b>       |  |
|        |                    | 3. Mrs. Soni Rani, TGT (English) <b>(Member)</b>          |  |
|        |                    | 4. Mrs. P Girija Naidu , TGT (English) <b>(Member)</b>    |  |
|        |                    | 5. Mrs K P S Ayona, PRT <b>(Member)</b>                   |  |
|        |                    | 6. Mrs Alin Baxla, PRT <b>(Member)</b>                    |  |
| 02.    | Maths              | 1. Mr. U K Singh , TGT (Maths) <b>(Convener)</b>          |  |
|        |                    | 2. Mrs. Rekha Joshi, TGT (Maths) <b>(Member)</b>          |  |
|        |                    | 3. Mr. Kewal Chand Sahu, TGT (Maths) <b>(Member)</b>      |  |
|        |                    | 4. Mr. Ajay Kumar Mishra , PGT Maths <b>(Member)</b>      |  |
|        |                    | 5. Ms. Sonam, PRT <b>(Member)</b>                         |  |
|        |                    | 6. Ms. Seema Rai , PRT <b>(Member)</b>                    |  |
| 03.    | Social Science     | 1. DR. R K Meena, PGT (Geo) <b>(Convener)</b>             |  |
|        |                    | 2. Mr. D N Prasad, PGT (Eco.) <b>(Member)</b>             |  |
|        |                    | 3. Ms. Ancy Rao, PGT (Comm) <b>(Member)</b>               |  |
|        |                    | 4. Mr. , PGT(Hist.) <b>(Member)</b>                       |  |
|        |                    | 5. Mr. Vikas Kumar , TGT (S. St.) <b>(Member)</b>         |  |
|        |                    | 6. Mr. M L Meena , TGT(S. St) <b>(Member)</b>             |  |
|        |                    | 7. Mr. Jyotish Kumar, PGT Sociology <b>(Member)</b>       |  |
|        |                    | 8. Mrs Vijaylaxmi Patel, PRT <b>(Member)</b>              |  |
|        |                    | 9. Mrs Kiran Sahu, PRT <b>(Member)</b>                    |  |
| 04.    | Hindi & Sanskrit   | 1. Dr. Mona Ali, PGT (Hindi) <b>(Convener)</b>            |  |
|        |                    | 2. Mr. Lalji Ahir, TGT (Hindi) <b>(Member)</b>            |  |
|        |                    | 3. Mr. Ganendra Lal Bhariya, TGT (Hindi) <b>(Member)</b>  |  |
|        |                    | 4. Mr Deepak Didwani ,TGT (Hindi) <b>(Member)</b>         |  |
|        |                    | 5. Ms. Preeti Baranwal, TGT Sanskrit <b>(Member)</b>      |  |
|        |                    | 6. Mr. C Kunwar, PRT <b>(Member)</b>                      |  |
|        |                    | 7. Ms. Hempushpa Kewat, PRT <b>(Member)</b>               |  |
| 05.    | Science & Computer | 1. Mr. Sushant Dey, PGT (Phy) <b>(Convener)</b>           |  |
|        |                    | 2. Mrs. Anshu Sinha, PGT (Computer) <b>(Member)</b>       |  |
|        |                    | 3. Mrs. Divya Tiwary, PGT (Bio) <b>(Member)</b>           |  |
|        |                    | 4. Mr. Hulesh Ram Kurre, PGT (Chem.) <b>(Member)</b>      |  |
|        |                    | 5. Mrs. Sarita Paikra, TGT (Science) <b>(Member)</b>      |  |
|        |                    | 6. Mr. D P Sahu, TGT (Science) <b>(Member)</b>            |  |
|        |                    | 7. Ms. Anuradha bhaskar, PRT <b>(Member)</b>              |  |
|        |                    | 8. Ms. Shilpa Singh Chauhan <b>(Member)</b>               |  |
|        |                    | 9. Ms. Nisha Singh <b>(Member)</b>                        |  |

*M. P. D.*  
I/c Vice Principal

  
**(R. K. Singh)**  
 Principal  
 Kendriya Vidyalaya No.3 Korba  
 एस. ई. सी. एल. कुसमुण्ड  
 S. E. C. L. KUSMUNDA