

ANNUAL COMMITTEE LIST

SESSION 2021-22 wef 01.11.2021

PATRON: MR. GURPREET SINGH (PRINCIPAL)

OVERALL INCHARGE: 1. MR.PRAVEEN KUMAR (VP)
2. MR. SANJAY KUMAR PATIL (HM)

1.	DEP. OF EXAMINATION	1. MRS. ARCHANA U - (OVERALL I/C) 2. MRS V. JOSHI 3. MR.C.B. ALOK 4. MR. VIVEK PANI PRIMARY: 1. MRS. UJAWALA GHANATE (I/C) 2. MRS, GURPREET KAUR (PRT)	1. To attend all the examination work pertaining to vidyalaya with utmost care confidentiality 2. Planning, execution of examination schedule. 3. Maintenance of the examination record and keeping them under safe custody confidentiality 4. Conduct board and competitive all India level Exam.
2	ADMISSION	1. MRS. K. BALAJI (I/C) 2. MRS. SHRADHA JOSHI 3. MR.KAILASH SINGH 4. MRS. GURPREET K, PRT 5. MRS. DEEPA C 6. MRS. DEEPA D	1. To chalk out the schedule time to time as per KVS directions. 2. To monitor registration and checking of the entries and documents attached with the registration forms 3. To check the data in the admission registers.
3.	CCA COORDINATOR	1. MR. S. BALAJI 2. MRS. NISHA BATRA 3. Mr. CB Alok	1. To check out the annual program. 2. To implement the program for conducting activities some.
	CCA ASSOC. COORDINATOR	1. MR. B D JOSHI 2. MRS. DARSHANA KUMARI 4. MRS. ALKA KOLARKAR 5. Mrs. SUNITA J.K.	1. Innovative ideas 2. Monitor result of various competitions. 3. To celebrate days. 4. To chalk out an annual program of all days etc. and to keep a day to day track of it.
	P.V.Sindhu House (SHIVAJI HOUSE)	1. MRS VIDYA N - (HOUSE MASTER) 2. MRS. J.P.KAUR 3. MR. PARASNATH 4. MRS. P. M. BINDU	1. Monitoring the day to day house activities of the house on suitable scale. 2. To organize the inter school, Inter region ,National competitions time to time. 3. To motivate and develop the sportsmanship among the student.
	Karnam Malleshwari House (Tagore house)	1 – Mrs. K.BALAJI– House Master 2. MS. VAISHALI J. 3. MRS. ANNAPURNA K 4. MR. KAILASH SINGH 5 MRS. SNIGDHA SEN	1. Monitoring the day to day house activities of the house on suitable scale 2. To organize the Inter school, Inter region, National competitions time to time. 3. To motivate and develop the sportsmanship among the students.
	Shakshi Mallik House	1.Mr. S. BalaJi - (House	1. Monitoring the day to day house activities of

	(Ashoka House)	Master) 2. Mrs. Leena Saha 3. Mrs. Sunita Yadav 4. Mrs. Subhangi K	the house on suitable scale 2. To organize the Inter school, Inter region, National competitions time to time. 3.To motivate and develop the sportsmanship among the students.
	Mary kom House (Raman House)	1. Mr.SURENDER J. – House Master 2. Mrs. Shraddha Joshi 3.Mrs. Hansa Arora 4. Mrs. Momin Zulekha 5. Mr. Arvind Inhe	1. Monitoring the day to day house activities of the house on suitable scale 2. To organize the Inter school, Inter region, National competitions time to time. 3. To motivate and develop the sportsmanship among the students.
4.	Purchasing Committee	1. Mrs. Vidya N. 2. Mr. Parasnath 3. Mrs. Ujawala Ghanate 4. Mr. A. I. Shaikh 5. Concerned Dept. Incharge	1. To get quotations for the various items required 2. to verify and sign all the bills. 3. To plan for tentative purchase from the VVN. 4. To propose the require provision to be made in the VVN budget. 5. To Settle accounts as per purchase procedure. 6. To monitor and control the utilization of material purchased.
5.	Maintenance and Repair (School and Staff Qtrs)	1. Mr. Prashanth - I/C 2. Mr. Kailash Singh 3. Mrs.Darshana Kumari 4. Mr. Nikhil K 5. Mrs. Sunita (TGT) 6. School Captain 7. Discipline Captain	1. To maintain the stock register and get physical verification done annually. 2. To provide all fitments and fixturesreplaced/ repaired as and when required. 3. To utilize the fund as per KVS directions 4. To settle the AC as per KVS rules
6.	Gardening / Decoration / Beatification	1. Mr. Kailash Singh 2. Mrs. Snigdha Sen 3. Mrs. M. Nadarajan 4. Mrs. Deepa Choudhary 5. Mrs. Mini Das	1. To organize Van Mahotsav Week, plan exhibition, flower arrangement competition ,Rangoli etc on inter school level. 2. To maintain the school garden and to plan for further extension and expansion. 3. To add more flowering plants to existing garden. 4. To plan creepers / Bougainvillea on all sides of the playgrounds. 5. To add more flower pots of flowering plants.
7.	Games Sports and Yoga committee	1. Mr. Sajay Deshmukh 2. Mrs. J.P. Kaur 3. Mr. Kailash Singh 3. Mrs. Deepa Dhembre 4.Mrs. Neeru Kwatra 5.Mrs. Shradha Joshi 6.Mrs Rajni Kumari	1. To prepare an annual program for the sports and games. 2. To plan and organize sports and annual sports day. 3. To train the students for specific game. 4. To prepare school teams for various sports events on cluster level etc. 5. To plan annual purchase for sports and games as per need of vidyalaya well in time. 6. To coordinate these activities with other

			institutions 7. To keep a Systematic record of all these activities. 8. To promote the participation at Regional, National and SGFI level and win maximum medals.
8	Excursion	1.Mr. Arvind Inhe I/C 2.Mrs. Snigdha Sen 3. Mrs Neeru Kwatra 4.Mrs. Gurpreet Kaur, PRT	1. To plane excursion for students.
9	Library Committee	1. Mr. Kailash Singh - I/C 2. Mr. S. Balaji 3. Mrs. Swadha Shukla 4. Mr. B. D. Joshi 5. Mrs. M. Nadrajan 6. Mrs. Neeru Kwatra Two student from student council	1. To select books for purchase (50% must be in Hindi) as per requirement of students. 2. To select and magazines and new papers as per need of students. 3. To ensure regular issue of books for students and teachers. 4. To organize activities as per library policy of KVS.
10	Sanitation and cleanliness (monitoring and procurement of materials) a. Secondary Ground Floor b. Secondary First Floor c. Primary Ground Floor d. Primary First Floor e. Assembly Ground f. Front Area of School building and children park etc.	1. Mrs. Snigdha Sen (I/C) 1. Mrs. Darshana Kumari 2. Mr. Kishore Balmiki 1. Mrs. J.P. Kaur 2. Mr. V. D. Helkar 1. Mr. Nikhil kesarwani 2. Mr. K Obaiah 1. Mrs. M. Nadrajan 2. Mr. K Obaiah 1. Mr. Nikhil kesarwani 2. Inderpal Balmiki 1. Mr. Kailash 2. Mr. Kishore All Class Teachers and I/C departments	1. To check regularly the Cleanliness of the class room, labs, corridors, department etc. 2. Maintain a date wise record and show it regularly once in a week.
11.	Duty allotment after and before school hours and Lunch Break	1.Mrs. K. Bala Ji 2.Mrs. Rajni Kumari	To allot duty before, after school and in Lunch, Break, Day wise to ensure safe arrival and departure of all students.
12	UBI & Shala Darpan	1. Mrs. Shradha Joshi I/C 2. Mrs. Deepa Chaudhary	To Monitor UBI fee and Shala Darpan activities.

		3. Mrs. Arti Muppid	
13	KVS BS & G Committee	1. Mr. Parasnath – I/C 2. Mr. Kailash Singh	1. To prepare action plan for the year 2021-22 2. To Carry out the Investiture ceremony Pratham, Dwitiya ,TritiyaSopan Testing Camp as per called. 3. Prepare students to participate in different BS & G Activities and Testing Camp.
	Scout		
	Guides	1. Mrs. M. Nadrajan (I/C) 2. Mrs. J.P. Kaur 3. Mrs. J.K. Sunita	1. To Prepare action plan for the year 2021-22 2. To Carry out the Investiture ceremony Pratham, Dwitiya ,TritiyaSopan Testing Camp as per Schedule. 3. Prepare students to participate in different BS & G Activities as per guidelines.
	Cubs	1. Mrs. Deepa Dhembre- I/C 2. Mr. Nikhil K.	1. To Prepare action plan for the year 2021-22 2. To Carry out the Investiture ceremony 3. Prepare students to participate in different BS & G Activities as per guidelines.
	Bulbuls	1. Mrs. Rajni Kumari I/C 2. Mrs.Gurpreet Kaur (PRT) 3. Mrs. Deepa Choudhary 4. Ms. Nisha Batra	1. To Prepare action plan for the year 2021-22 2. To Carry out the Investiture ceremony 3. Conduct Cub / Bulbul activities as per APRO
14	AEP / Disha Club	1. Mr. S. Balaji – I/C 2. Mrs. Vrinda Joshi 3. Mrs. Archana U. 4. Mr. B. D. Joshi 5. Mrs. Monin Zulekha 6. Ms. Vaishali J 7. Kailash Singh	1. To Plan an annual program for AEP 2. To arrange seminars, Debates, Workshops. 3. To keep record with photograph of each programme. 4. Prepare monthly / quarterly report.
15	Readers Club	1. Mr. S. Balaji- I/C 2. Mr.C.B.Alok 3. Mr. Parasnath 4. Mrs. Momin Zulekha 5. Mrs. Shubhangi K. 6. Mrs,Swadha Shukla 7. Mrs. Darshana Kumari 8. Mrs. Neeru K. 9. Mrs. Mini Das	1. To organize competitions like quize , seminars, debates, extempore etc. class wise and house wise
16	Discipline	1. Mr. Sanjay Deshmukh - I/C 2. Mr. S. Balaji 3. Mrs. Vidya N. 4. Mrs. Bindu P.M. 5. Mrs. Jatinder Pal Kaur 6. Mr. Sanjay Patil 7. Mrs. Neeru K. 8. Mrs. Mini K Das 9. ALL Class Teachers	1. To maintain discipline in the vidyalaya on all days. 2. To settle the reported cases regarding indiscipline. 3. To give Counseling to the students. 4. To give counseling to the students.

17	Allotment of Quarters	1.Mrs K.Balaji - I/C 2. Mrs. Sunita TGT SCI 3. Mr. Prashanth 4. Mr. A. I. Shaikh	1. To allot quarter whenever it is vacant. 2. To collect Application in the month of April from interested staff and prepare a panel. 3. Prepare inventory of each quarter and check it at the time of vacating quarter by any staff
18	Morning Assembly	1. Mr.S.Balaji- (I/C) 2. Mrs. Vidya N. 3. Mr. B. D. Joshi 4. Mr. Nikhil Kesharwani 5. House Master On Duty 6. All the Class Teachers	1. To chalk out annual program. 2. to Implement the program for conducting activities with some innovative ideas and monitor result of various competitions 3. To chalk out the annual program of all the days etc. and to keep a day to day track of it 4. House on duty will make seating arrangement during CCA activity
19	School Security Services	1. Mr. Surendra J. – I/C 2. Ms. Nisha Batra 3. Mrs.Vaishali Jayaswal 4. Mr. Kishore Balmiki	1. To activate tender for the school security service. 2. To check regularly the working of the security service and monitor their attendance. 3. Monitor visitor register and report to principal if any discrepancy found.
20	Time table And Arrangement	1. Mr. Surender J. – I/C 2. Mr. Arvind Inhe 3. Mrs. Leena Saha 4. Mrs. Rajni Kumari 5. Mrs. Gurpreet Kaur, PRT	1. Preparation of the school time table implementation of changes in the time table as per need. 2. Daily arrangement of substitute teacher.
21.	Press and Publication (School Magazine, Student diary, News letter etc.)	1. Mr. S. Balaji – I/C 2. Mr.C.B.Alok 3. Mr. S.K. Patil (HM) 4. Mr. B.D. Joshi 5. Mrs M. Zulekha 6. Mrs. Deepa Chaudhary	1. To bring out the school magazine and students diary. 2. Prepare monthly/annual report of vidyalaya.
22.	Computer and Website Maintenance	1.Mrs. Shraddha Joshi – I/C 2. Mr. S. Balaji 3. Mr. C.B.Alok 4. Mr. B.D. Joshi 5.Mr.Kailsh Singh 6. Computer Instructor(Primary and Secondary) 7. Ms. Nisha Batra	1. Update the website from time to time. 2. Provide training in ICT (Smart board) etc.
23.	Student's Enrollment position	1. Mrs. K. Balaji 2. Mrs. Deepa Choudhury	1. To send monthly enrollment position to regional office
24.	Monthly Record- CS 54 and Income Tax	1.Mrs. Hansa Arora 2. Mrs. Shraddha Joshi 3. Ms. Nisha Batra	1. To check the entries of the fee collection from the registers and keep the records. 2. Verify Income tax calculations.
25.	Furniture Procurement and Maintenance	1. Mr. Parashnath -I/C 2. Mr. Kailash Singh 3. Mrs.Alka Kolarkar 4. Mrs. Yashodhara U.B.	1. To purchase the furniture as per need. 2. Repair and maintenance of furniture.

		5. Mrs. Nadarajan	
26.	First Aid Medical Checkup and wellness club	1. Mr. Snigdha Sen I/C 2. Mrs. Deepa D. 3. Doctor and Nurse	1. To carry out medical checkup of the student twice a year 2. Arrange the workshop for the students' health and hygiene. 3. Procure necessary material required in medical room.
27.	Audio visual Aids	1. Mr. Nikhil K.- I/C 2. Mr. Vivek Pani 3. Mrs. Snigdha Sen 4. Mrs. Shraddha Joshi	1. To purchase and maintain Audio Visual Aids
28.	Social Science Lab/ Teaching Aid	1. Mrs. Annapurna Kaul - I/C 2. Mrs. J.P.Kaur 3. Mrs. Alka Kolarkar	1. To purchase and maintain teaching aids. 2. Develop Social Science Lab. 2. To issue the teaching aids to teachers and keep the record of the same.
29.	Invitation cards preparation	1. Mr. S.Balaji – I/C 2. Mr. B.D. Joshi 3. Mr. Kailash Singh	1. To prepare invitation cards for important days like Annual day, Sports Day etc.
30	Grievance call	1. Principal 2. V.P. 3. HM 4. Mrs. Vidya N. 5. Mr. Parasnath 6. Mrs. Ujwala Ghanate	1. To look into grievance of the staff.
31.	Academic Supervision	1. Principal 2. V.P. 3. HM 4. Mrs. Archana U	1. To Supervise the Vidyalaya activities.
32.	Photography	1. Mr. Kailash Singh- I/C 2. Mr. Arvind Inhe 3. Mrs. J.K. Sunita 4. Mrs. Yashodhara U.B.	1. To take photo of important occasion. 2. To organize various activities to save the environment.
33.	Eco-Club	1. Mrs. Sunita- I/C 2. Mrs. Snigdha Sen 3. Mrs. Vrinda Joshi 4. Mrs. Archana U. 5. Mrs. Yashodhara U.B. 6. Mrs. Deepa C.	1. To plan the activities for the year. 2. To organize various activities to save the environment.
34.	Sadbhavana/ Integrity	1. Mrs. Alka Kolarkar- I/C 2. Mrs. J.P. Kaur 3. Mr. Nikhil K. 4. Mrs. Nadrajan 5. Mrs. Neeru Kwatra 6. Yoga Teacher	1. To plan the activities for the year. 2. To encourage the students to follow ethics in day to day activities. 3. To invite the eminent personalities social worker etc. 4. To organize camp workshop on yoga and meditation.

35.	Career Guidance and Counseling	<ol style="list-style-type: none"> 1. Mr. K. Balaji- I/C 2. Mr. Sanjay Patil 3. Mrs. Shraddha Joshi 4. Mrs. Archana U 5. Counselor 	<ol style="list-style-type: none"> 1. To provide guidance and counseling to students. 2. To organize workshops for the students.
36.	P.A. System	<ol style="list-style-type: none"> 1. Mr Vivek Pani 2. Mr. Nikhil K. 3. Mr. Inderpal Balmiki 	<ol style="list-style-type: none"> 1. To provide PA system for all programs organized in school. 2. To check the functioning of the PA system.
37.	Junior Science Lab	<ol style="list-style-type: none"> 1. Mrs. Sunita -I/C 2. Mrs. Snigdha Sen 	<ol style="list-style-type: none"> 1. To Equip the science lab and carry out the experiments.
38.	Income Tax	<ol style="list-style-type: none"> 1. Mrs. Hansa Arora -I/C 2. Mrs. K. Balaji 3. Mr. A.I. Shaikh 	<ol style="list-style-type: none"> 1. To calculate the IT deduction of the staff. 2. Verify form -16 for all employee.
39.	CCTV Monitoring Committee	<ol style="list-style-type: none"> 1.Mrs. S. Joshi- I/C 2. Mr. Kailash Singh 3.Mr. S.K. Patil 4. Mrs. Vidya N. 5.Mr.Surender J. 	<ol style="list-style-type: none"> 1. To check the working of the CCTV Maintenance from time to time.
40.	Water arrangement	<ol style="list-style-type: none"> 1. Mr. ParasNath I/C 2. Mr. Obaiah (Morning duty) 3. Mr V.D.Helkar (Evening duty) 4. Mr Kishore 5.Mr. Inderpal Balmiki 	<ol style="list-style-type: none"> 1. To supervise aqua guard , Water Cooler and water points (Cleanliness and timely switch on/off)
41.	Raj Bhasha	<ol style="list-style-type: none"> 1. Mr. C.B.Alok 2. Mrs. Darshana Kumari 3. Mrs. Swadha Shukla 3. Mr. B.D.Joshi 4. Mr. A.I. Shaikh 5. Mrs. Arti Mupid 	<ol style="list-style-type: none"> 1. To send monthly/ Quarterly reports. 2. To see that maximum work is done in hindi language. 3. Prepare Raj Bhasha Report. 4. Verify data from office regarding Raj Bhasha
42.	Minutes of staff meeting	<ol style="list-style-type: none"> 1. Mr. S. Balaji 2. Mr.DARSHANA KUMARI 3. Mr. B.D. Joshi 	<ol style="list-style-type: none"> 1. To write the minutes of staff meeting and get verified by the principal.
43.	Maths Club	<ol style="list-style-type: none"> 1. Mrs. K. Balaji -I/C 2.Mr. Surendra J 3. Mrs.Bindu P.M. 4. Mrs. Leena Saha 5. Mr. Arvind Inhe 	<ol style="list-style-type: none"> 1. To Develop Maths Lab 2.To organize competitions like quiz, seminars, debates, extempore etc. class wise and house wise. 3. Conduct of Moths Olympiad.
44.	Science Club	<ol style="list-style-type: none"> 1. Mrs. Vidya N. - I/C 2. Mrs. Vrinda Joshi 3. Mrs. Archana U. 4. Ms. Vaishali Jayaswal 5. Mrs. Sunita Yadav 	<ol style="list-style-type: none"> 1. To organize all nature and adventure club activities as pre schedule to be worked out by the committee. 2. To participate in all such programs. 3. Fresh enrolment of learners to be done.

		8.Mrs. Snigdha Sen	4. To conduct Olympiad exams.
45.	Adventure Club	1. Mrs. J.P. Kaur- I/C 2. Mr. Kailash Singh 3. Mrs. Sunita J.K..	1. Planning and Execution of trekking to adventurous place. 2. To keep details of the amount for expenditure internally as well as at RO level.
46.	Language Lab	1. Mr. S. Balaji 2. MR.C.B ALOK 2. Mrs. Subhangi K. 3. Mr. Parasnath 4. Mrs. M.Zulekha 5.Mrs. Darshana Kumari 6.Mrs. Swadha Sukla 7. Mr. B.D. Joshi	1. To organize competition like Quiz, Seminars, Debates etc. 2. To maintain the Language lab. 3. To Ensure maximum/proper Utilization of resources Available for teaching learning.
47.	Transport Committee	1. Mr. Sanjay Deshmukh 2.Mr.Leena Saha 3. Mrs. J.P.Kaur	1. To plan and organize transportation facilities for students during different activities (sports, excursion or tour etc.)
48.	PTA	1. Mrs. Vidya N. 2. Mr. S. Balaji 3. Mr. B.D.Joshi 4. Mr. S.K. Patil (HM) 5. Mrs. Sushma Deshpande	1. Organize general body meeting of parents teachers and from association as per guidelines of KVS. 2. Organize meeting regularly.
49.	Health Club	1. Mrs. Archana U. 2. Mrs. SnigdhaSen 3. Mrs Sunita Yadav 4. Mrs Deepa Chaudhary, PRT 5. Mrs. Rajni Kumari 6. Doctor & Nurse 7. Yoga tr.	1. To plan and organize regular health checkup of students of all students. 2. To maintain health record of each student.

All the committee I/C are requested to prepare annual action plan and act accordingly.

PRINCIPAL