

**KENDRIYA VIDYALAYA MAITHON DAM**  
**CONSTITUTION OF COMMITTEES FOR ACADEMIC YEAR 2023-24**

Committee/ Department	Name of the In-charge
<p><b>Academic :</b></p> <p>Nature of work – Academic Supervision, Note books Checking, timely submission of note books, all the works related to academic etc.</p>	<p><b>Mr. Vijay Kumar, VP</b></p>
<p><b>Admission:</b></p> <p>Nature of work – Verification of documents related to admission in any classes, proper procedure should follow in the admission, all the works related to admission (Class – 1 to 12). Etc.</p>	<p><b>Mr. G.K. JHA, PGT(GEO.) I/C</b></p>
<p><b>Biology :</b></p> <p>Nature of work – Maintenance of equipments &amp; materials in the labs, proper care of materials and equipments, availability of sufficient materials in the labs, Practical classes as per norms, careful in the practical classes etc.</p>	<p><b>Mr. N. K. Gupta, PGT (Bio) I/C</b></p>
<p><b>(a) Cleanliness :</b></p> <p>Nature of work – Cleanliness of the School Building in and out, Floor In-Charges will look after assigned floors - Toilets, Bathrooms, Area around Aquaguard, classes and departments, corridors, they will look after the cobwebs in the classes as well as in the departments. Proper cleanliness should be maintained in all respects on their assigned floors.</p> <p>The floor In-charges will report to the Cleanliness In-Charge.</p> <p>The cleanliness in-charge will report every day to the Principal about the cleanliness before leaving the school.</p>	<p><b>Mr. I. CHOUDHARY, PGT (CHEM) I/C</b></p>
<p><b>Catering :</b></p>	<p><b>Mr. Indresh Choudhary,</b></p>

<p><b>Nature of work –</b> All the catering arrangements at the time of Sports Meet &amp; Scout &amp; Guide Activities and the programmes assigned by K.V.S, Lodging arrangements etc.</p>	<p><b>PGT (Chem.) I/C</b></p>
<p><b>CCA and Assembly :</b></p> <p><b>Nature of work –</b> Schedule of CCA for the session 2016-17, the programmes should be conducted according to the Schedules. Morning assembly should be conducted smoothly in befitting manner. All the programmes related to morning assembly should be presented by the students.</p>	<p><b>Mr. U.K. SRIVASTAVA</b> Secondary, I/C</p> <p><b>Mrs. MONIKA GUPTA</b> (PRT), I/C(CCA) Primary</p>
<p><b>Chemistry :</b></p> <p><b>Nature of work –</b> Maintenance of equipments &amp; materials in the labs, proper care of materials and equipments, sufficient materials should be in the labs, Practical classes as per norms, careful in the practical classes etc.</p>	<p><b>Mr. I. Choudhary, PGT</b> (Chemistry) I/C</p>
<p><b>Common Minimum Program (CMP) :</b></p> <p><b>Nature of work –</b> Bal Divas, Grand Parents Day, Excursion, Mini Sports, Cub Bulbul Utsav, all other activities related to CMP</p>	<p><b>Mrs. SANJUBALA SINGH,</b> H.M. I/C</p>
<p><b>Discipline :</b></p> <p><b>Nature of work –</b> Proper Discipline in the Vidyalaya Premises, In the Class, in the recess, when the students come out from their classes after last periods. Discipline should maintain in all respects during the school time in the vidyalaya Premises.</p>	<p><b>Mr. VIJAY KHALKHO, TGT</b> (P &amp; HE) Overall I/C</p>
<p><b>Drawing :</b></p> <p><b>Nature of work –</b> Drawing Competition on various occasions or invitation from other Schools, Pictures and Sketches whenever it is required by the authority.</p>	<p><b>Mr. Dhananjay Kumar,</b> TGT (AE) I/C</p>
<p><b>(a) Examination (Internal):</b></p> <p><b>Nature of work –</b> Internal Examination should be conducted smoothly. Submission of marks sheet, result analysis, entry in the result register, progress cards by the Class Teachers etc. all these should be informed to the Principal. All the paper works related to the Examination should be completed in time.</p>	<p><b>Ms. SHILPA DUTTA, PGT</b> (English) I/C (Secondary)</p> <p><b>Mrs. Monika Gupta PRT</b> I/C (Primary)</p>
<p><b>(b) Examination (CBSE) :</b></p> <p><b>Nature of work –</b></p>	<p><b>Mr. Indresh Choudhary,</b> PGT (Chem) I/C</p>

<p>External Examination should be conducted smoothly. All the work related to External Examination such as: filling of forms, entry in any forms, admit card, registration card etc. should be maintained in time.</p>	
<p><b>First Aid :</b>  Nature of work –  <b>First Aid should be done to the students who required during the school period without fail. Proper medicines &amp; materials should be kept in the First Aid Box. No crowd should be seen in the First Aid Room.</b></p>	<p><b>Mrs. S. Bharti, TGT (Sc) I/C</b></p>
<p><b>Furniture :</b>  Nature of work –  <b>Proper maintain of Furniture in the Class Rooms, sufficient furniture in the class rooms as well as departments.  Repairing works related to furniture, information by the In-Charge to the principal time to time, etc.</b></p>	<p><b>Mr. G.K. Jha, PGT (Geog.) I/C</b></p>
<p><b>Games and Sports :</b>  Nature of work –  <b>Practices of games &amp; sports during game periods, participation in Cluster, Regional, National Level etc.  Annual Sport Day.</b></p>	<p><b>Mr. V. KHALKHO, TGT (PHE) I/C</b></p>
<p><b>Rajbhasha Samiti (Hindi Official Language) :</b>  Nature of work –  <b>Maximum covering letters or official works should be done in Hindi Language. Any lapses in this regard will be viewed seriously.</b></p>	<p><b>Mr. U.K. SRIVASTAV, TGT (Hindi)</b></p>
<p><b>NCC :</b>  Nature of work –  <b>Rehearsal of Parade, Participation in all activities within Vidyalaya when it is required. Maintenance of Uniform.</b></p>	<p><b>Mr. D. Kumar, TGT (AE) I/C</b></p>

<b>Quarter Allotment &amp; Monitoring :</b> Nature of work – Quarter Allotment to staff, collection of Lic. Fees, clearance of DVC bills	<b>Mr. N.K. Gupta, PGT (Bio)</b> <b>I/C</b>
<b>Scout &amp; Guide :</b>  Nature of work – All the activities related to Scouts & Guide should be completed as per schedule.	<b>Mr. Anirudh Pathak, PRT</b> <b>I/C</b>
<b>Safety &amp; Security Of The Vidyalaya :</b>  Nature of work – Security of the vidyalaya property, inside and outside of the school building	<b>Mr. S. K. Pandey, I/C</b>

<p><b>Teaching Aids :</b></p> <p>Nature of work – Sufficient teaching aids should be in the teaching aids room, maintenances of teaching aid, uses of teaching aid.</p>	<p><b>Mr. G.K. Jha, PGT(Geog.) I/C</b></p>
<p><b>Time Table :</b></p> <p>Nature of work – Time table should be prepared Judiciously.</p>	<p><b>Mr. J.K. Patar, TGT (Maths) I/C</b></p>
<p><b>Arrangement :</b></p> <p>Nature of work – Arrangement of periods of the absent teachers. Any Classes should not be left unattended.</p>	<p><b>Mr. J.K. Patar, TGT (Maths) I/C</b></p>
<p><b>Junior Science Laboratory :</b></p> <p>Nature of work – Maintenance of equipments&amp; materials in the labs, proper care of materials and equipments, sufficient materials should be in the labs, Practical classes as per norms, careful in the practical classes etc.</p>	<p><b>Mrs. Sharda Bharti, TGT (Sc.) I/C</b></p>
<p><b>Library :</b></p> <p>Nature of work – Distribution of books to the students &amp; staff as per KVS norms, maintenance of Library Books, data on computer, purchase of new books as per requirements, etc.</p>	<p><b>Mrs. Prarthana Prabha, TGT (Lib.) I/C</b></p>
<p><b>Maintenance and Repair :</b></p> <p>Nature of work –</p>	<p><b>Mr. S K Pandey, TGT WE, I/C</b></p>

Proper maintenance of building of the vidyalaya related to civil, electrical & technical works	
<b>Maths Laboratory:</b> <b>Nature of work –</b> Maintenance of equipments & materials in the labs, proper care of materials and equipments, sufficient materials should be in the labs, Practical classes as per norms, careful in the practical classes etc. To conduct all the Examinations related to Olympiad smoothly	<b>Mr. J.K. Patar, TGT (Maths) I/C</b>
<b>Music :</b> Nature of work – Participation in all the activities at Vidyalaya, Regional & National Level and Morning assembly.	<b>Mrs. Ambalica Kumari, PRT (Music), I/C</b>
<b>Exhibitions :</b> <b>Social Science/Science</b>	<b>Mr. G K Jha, PGT Geog. (Social Sc) I/C</b> <b>Mr. N K Gupta PGT, (Science) I/C</b>
<b>Flag Hosting Committee:-</b>	<b>Mr. Vijay Khalkho TGT, PHE</b>
<b>Computer Awareness Programme</b>	<b>Mr. Mangal Rai, PGT CS, I/C</b>
<b>Receipt &amp; Dispatch</b>	<b>Mr. R.K. Srivastwa, SSA</b>