

केंद्रीय विद्यालय पोंडा - गोवा

Committee Distribution/ समिति निर्धारण (सत्र 2019 -20)

| क्रम संख्या | शैक्षणिक संयोजक/ Academic conveners | सदस्य/ Members |
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| 1. | <p>ACADEMIC COUNCIL</p> <ol style="list-style-type: none"> 1. Periodic Faculty meetings with preplanned agenda points. 2. Meaningful discussions with respect to teaching learning process. <ul style="list-style-type: none"> • Chalking out and implementing constructive strategies with a view to bring considerable improvement in the performance of students. • Assessment of the previous meeting agenda. • Follow up in the right earnest. | <p>Mrs. Rekha Devan (PGT Bio) Mrs. Nisha Rani (PGT Maths)</p> <p>All subject heads</p> |
| 2. | <p>प्रवेश समिति / Admission Committee</p> <ol style="list-style-type: none"> 1. Strict adherence to KVS admission schedule. 2. To follow admission guidelines of KVS. 3. To answer the queries of parents. 4. Timely uploading of T.C's on web and verification of T.C's before admission. 5. To maintain proper records. | <p>Mr. S.U. Khan (PGT CS)</p> <p>Mr. Bhojdutt Saraswat (Librarian)</p> <p>Ms. Puja B Katkar (PRT)</p> <p>Mr. Ramdas (Sub staff)</p> |
| 3. | <p>परीक्षा विभाग/ Examination Committee</p> <ol style="list-style-type: none"> 1) To coordinate smooth conduct of internal and external exam. 2) To print and purchase examination material in time. 3) Maintain secrecy in all respects. 4) To handle correspondence related to the CBSE and other external exam. 5) Strict adherence to the KVS schedule and proper maintenance of records. 6) To maintain all exam related KVS and CBSE circulars. | <p>Mr. S.S. Ojha (PGT Chemistry)</p> <p>Mr. S.U. Khan</p> <p>Mr. Shashi Paul (PGT Physics)</p> <p>Mrs. Nisha Rani (PGT Maths)</p> <p>Ms. Neha Saini (PRT)</p> <p>Mr. Subhash Naik (Sub staff)</p> <p>Mr. Sudhakar (Sub staff)</p> |

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| 4. | <p style="text-align: center;">सहगामी क्रिया –कलाप/CCA</p> <ol style="list-style-type: none"> 1) To ensure the proper conduct of morning assembly which includes, <ol style="list-style-type: none"> (i) Command, (ii) Prayer (iii) Pledge (iv) Thought (v) News (vi) Talks on G.D., Value education, Current Affairs (vii) National Anthem (viii) Marching Song 2) Proper preparation for celebration of different functions, events, ceremonies etc. 3) Preparation and implementation of proper CCA schedule. 4) Constitution of student council and organization of investiture ceremony. 5) Monitoring and assessing House performance with records. 6) Ensuring hoisting of National as well as House flag. 7) Issue of class out passes and I Cards. | <p>Mrs. Annie Alvares (PGT Eng)</p> <p>Mr. Dinesh (PGT Hindi)</p> <p>Mrs. Monika Khanna (TGT WE)</p> <p>Ms. Aditi Vats (PRT)</p> <p>Mrs. Preeti Kumari (PRT Music)</p> <p>Mr. Ramdas (Sub-staff)</p> |
| 5. | <p style="text-align: center;">समय सारणी समिति / Time Table Committee</p> <ol style="list-style-type: none"> 1) To prepare time table as per latest KVS guideline and amend it whenever needed during the session. 2) To ensure proper distribution and communication of time table to the students and teachers as and when required and provide its copies to the Principal. 3) To ensure daily engagement of teachers who are on leave. 4) In case of long leave, vacancy of teachers arrangement of Contractual teachers with the consent of the Principal. | <p>Mrs. Rekha Devan</p> <p>Mrs. Nisha Rani</p> <p>Mrs. Monika Khanna</p> |
| 6. | <p style="text-align: center;">अनुशासन समिति / Discipline Committee</p> <ol style="list-style-type: none"> 1) To keep track of undisciplined students and monitor them with proper counseling. 2) To check students who damage school property and call the meeting of their parents. 3) To oversee movement of students from class to ground for assembly or class or library. 4) To regulate the pass system. | <p>Mr. Arpit (TGT P& HE)</p> <p>Mrs. Rekha Devan</p> <p>Mr. Dinesh</p> <p>Ms. Neha Saini</p> <p>All class teachers</p> <p>Parent members</p> |

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| | 5) To investigate the indiscipline cases, prepare record and timely action. | |
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| 7 | <p>स्थानीय क्रय समिति / Local purchase committee</p> <p>1) Planning and proceeding strictly as per latest KVS guidelines under intimation and due consent of Principal.</p> | <p>Mr. S.S. Ojha Mr. Bhojdutt Saraswat Mrs. Monika Khanna</p> |
| 8 | <p>व्यवस्थापन समिति / Arrangement Committee</p> <p>1) Fair and proper substitution arrangement</p> | |
| 9 | <p>स्वच्छता एवम् सौंदर्यीकरण/ Cleanliness and Beautification</p> <p>Proper upkeep and maintenance of cleanliness and beautification of Vidyalaya premises.</p> <p>1) Regular checking of cleanliness with intimation to Principal. 2) Prompt feedback in case of any lapses.</p> | <p>Ms. Nidhi Ms. Sonika Ms. Anshika Rawat TGT Eng</p> |
| 10 | <p>BHARAT SCOUTS AND GUIDE</p> <p>1) Command and training of Scouts & guides 2) To prepare calendar of activities for the session 2019-2020. 3) To prepare the students for various examinations Scouts & Guides and select students to participate at cluster / regional / national level.</p> | <p>Mrs. Rekha Devan Ms. Nidhi Ms. Anshika Rawat</p> |
| 11 | <p>किशोरावस्था शिक्षा कार्यक्रम / AEP मार्गदर्शन और परामर्श समिति / Guidance and Counseling</p> <p>1) To handle the typical problems of children. 2) Monitoring of typical problematic kind of students. 3) To stay in touch with such parents. 4) To encourage the children for creative activities. 5) Follow up of suggestion box content 6) Conduct of regular counselling sessions 7) Maintenance of proper record.</p> | <p>Mrs. Rekha Devan Mr. S. S. Ojha Mr. S.U Khan and Nurse</p> |

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| 12 | फर्नीचर / Furniture Committee 1) Proper maintenance and upkeep of existing furniture. 2) Timely repair and purchase with prior consent of Principal and as per KVS norms. 3) Avoiding leaving unserviceable/ broken furniture in open | Mr. Arpit Mr. S.U. Khan |
| 13 | पुस्तकालय/ Library Committee 1) Strict adherence to library policy 2) Ensuring maximum issue/use of books by students. 3) Timely convening periodic library meetings under intimation to principal. 4) Proper maintenance of records and display of latest arrivals in library. | Mr.Bhojdutt Saraswat All subject heads |
| 14 | चिकित्सा निरीक्षण माध्यमिक विभाग/ Medical checkup and First-Aid Committee 1) Strict adherence to KVS schedule for medical check up. 2) Monitoring the use of medicines and medical equipments by the nurse. | All class teachers |

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| 15 | शिक्षण सामग्री/ Teaching Aid 1) Procuring and using effective teaching aids. | Mrs. Preeti Kumari |
| 16 | पत्रिका समिति / Magazine Committee 1) Ensuring originality, creativity and substance in write ups. 2) Involvement of maximum students. | Mr. Dinesh Mrs. Annie |
| 17 | प्रौद्योगिकी परिकलक सूचना / ICT Website 1) Timely updating of website with correct latest required data with accuracy under timely intimation to the Principal. 2) To ensure timely updating and verification of content | Mr. S. U. Khan |
| 18 | सार्वजनिक उद्घोषणा यन्त्र/ PA system 1) Ensuring proper functioning of the system during morning assembly and all events. | Mrs. Monika Khanna Mr. Ramdas |
| 19 | मरम्मत निर्माण कार्य/ M&R committee Aqua guard & water storage 1) Proper installation & running of aqua guards. 2) Proper AMC and Cleanliness. 3) Timely cleaning of water tanks 4) Timely repair of damaged infrastructure | Mr. Bhojdutt Saraswat Mrs. Monika Khanna Mr. Arpit |

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| 20 | शिकायत निवारण समिति/ Grievance cell 1) Timely redressal of grievances. 2) Proper record maintenance. | Mrs. Rekha Devan Mrs. Sumanlata |
| 21 | ई-पत्रिका / E- Magazine 1) Class wise E- Magazine. 2) Maximum involvement of students. 3) Monthly feedback | All class teachers |
| 22 | राजभाषा समिति / Raj Bhasha 1) केन्द्रीय विद्यालय संगठन द्वारा राजभाषा से संबंधित सभी दिशा-निर्देशों की कठोरता से अनुपालना हो। 2) राजभाषा संबंधी तिमाही बैठकों का आयोजन प्राचार्या की अध्यक्षता में सुनिश्चित करें। 3) हिंदी राजभाषा की तिमाही रिपोर्ट समय पर अग्रेषित करें। 4) Ensuring strict adherence to KVS guidelines with respect to implementation of Raj bhasha. 5) Timely convening of quarterly meetings under intimation to the Principal. 6) Timely submission of quarterly report. | Mr. Dinesh Mr. Bhojdutt Saraswat Mrs. Sumanlata & (TGT S.K.T) |
| 23 | जनसंचार माध्यम/ Print Media 1) Timely printing and publishing of material with prior consent of Principal. 2) Coverage of school events through media under intimation to the Principal. | Mr. S.U. Khan Mr. Dinesh Mrs. Sayamma (Comp. Inst.) |
| 24 | छायाचित्र / Photography 1) To collect and maintain record of photographs of various events organized in the Vidyalaya. 2) Uploading of latest pictures on Vidyalaya website as per KVS directions. | Ms. Nidhi Mrs. Sayamma |
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| 25 | संसाधन कक्ष / Resource room 1) Proper use of broadband facilities in interest of students. 2) Meaningful preparation and display of TLM. | Ms. Neha Ms. Aditi Ms. Puja Ms. Sonika |

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| 26 | <p align="center">UBI Portal</p> <p>1) Strict adherence to KVS guidelines and time schedule.</p> | |
| 27 | <p align="center">अल्पाहार एवम् जलपान व्यवस्था समिति / Refreshment Committee</p> <p>1) Timely planning and procurement of actual requirements. 2) Proper hospitality.</p> | <p>Mrs. Monika Mrs. Sumanlata Mrs. Preeti</p> |
| 28 | <p align="center">प्रदर्शन श्यामपट्ट / Display Boards</p> <p>1) To maintain display boards of classes & outdoor display boards. 2) To maintain good and value based articles on display boards.</p> | <p>Mrs. Nidhi Mrs. Monika</p> |
| 29 | <p align="center">प्रौद्योगिकी संपृक्त कक्षा अनुश्रवण/ E- Classroom Monitoring and Record Keeping</p> <p>1) Fixed schedule/ days for interactive teaching 2) Prompt feedback in case of any lapses.</p> | <p>Mrs. Monika khanna</p> |
| 30 | <p align="center">न्यूनतम साझा कायाक्रम/CMP</p> <p>1) Implementation of CMP schedule as per guidelines. 2) Proper utilization of TLM. 3) Focus on strengthening competencies. 4) Meaningful assignments and activities 5) Use of ICT 6) Timely publication of Newsletter. 7) Cubs and Bulbul</p> | <p>Ms. Neha Saini (Exam) Ms. Aditi Vats (CCA) Ms. Sonika (Fun day+ Cubs activities) Ms. Puja B. (Cleanliness and record of worksheets + bulbul activities) Ms. Preeti kumari (TLM)</p> |
| 31 | <p align="center">शैक्षिक भ्रमण एवं साहसिक कृत्य कार्यक्रम / Excursions and Adventure</p> <p>1) To arrange safe adventure, trips and excursion with consent of Principal</p> | <p>Mrs. Monika Khanna Mr. Arpit Mr. Sudhakar</p> |
| 32 | <p align="center">कार्यालय लेखांकन / Checking of office Accounts (SF, VVN, Contractual Salary, TA, DA, Medical claims, RTE)</p> | <p>Mr. Bhojdutt Mr. Umesh</p> |

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| 33 | <p>Checking of Register of MOD Duties. 1) Regular checking of MOD registers at the end of the day.</p> <p style="text-align: center;">SOP</p> <p>1.To ensure safety of the students 2. Develop a comprehensive action plan to implement the guidelines. 3. Allocate specific roles to difference personnel and teachers as per the SOP. 4. Keep the security personnel of the school on the alert. 5. Conducting mock drills with the help of local bodies.</p> <p style="text-align: center;">□ Lapses and dereliction of duty will be viewed seriously.</p> | Mr. Dinesh |
| 34 | <p>Science Exhibition/ Science congress 1) To ensure mass participation in Science Exhibition. 2) Motivating originality and innovative spirit by creating awareness about the latest development in Science & Technology for the projects. 3) Timely planning and preparation with full personal involvement.</p> | Mr. S.S. Ojha Mrs. Rekha Devan Mrs. Nisha Rani |
| 35 | <p style="text-align: center;">Social Sc. Exhibition</p> <p>1) To ensure mass participation in Social Science Exhibition. 2) Motivating originality and innovative spirit and maintaining standard of items viz. Music, Debate , skit, Projects. 3) Timely planning and preparation with full personal involvement</p> | Ms. Anshika Rawat |
| 36 | <p style="text-align: center;">VMC/ PTA/PTM Arrangements</p> <p>1) Timely convening of VMC/PTA/PTMs during the session. 2) Timely intimation to members regarding the meetings and preparation of agenda with consent of Principal. 3) Keeping liaison with parents in the interest of academics and all round development of students through PTMs.</p> | Mrs. Rekha Devan |
| 37 | <p style="text-align: center;">Implementation and monitoring committee for KVS Academic calendar (2018-19)</p> <p>1) To monitor the planning and execution of activities. 2) To check the records. 3) To check the parameters/indicators. 4) To check proper record of evidences/tasks.. 5) Lesson and activities plan monitoring</p> | Equip- Mrs. sumanlata Back to Basics- Mrs. Rekha CMP- Mrs. Neha All faculty heads All TGT's |

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| 38 | <p style="text-align: center;">KV Alumni</p> <ol style="list-style-type: none"> 1) To make constant efforts to contact and increase the number of Alumni members. 2) Completion of the process of formation of Alumni association. 3) Convening of the first meeting of alumni. | Mrs. Sumanlata |
| 39 | <p style="text-align: center;">Note Book checking monitoring committee</p> <ol style="list-style-type: none"> 1) Timely preparation and circulation of notebook checking schedule. 2) Prompt feedback in case of any lapses | Mrs. Rekha Ms. Neha |
| 40 | <p style="text-align: center;">Maths Olympiad and NTSE</p> <ol style="list-style-type: none"> 1) Timely planning and preparation of students for noticeable participation in the competition. | Mrs. Nisha Rani |
| 41 | <p style="text-align: center;">Green/ Science Olympiad</p> <ol style="list-style-type: none"> 1)) Timely planning and preparation of students for noticeable participation in the competition. | Mr. S.S. Ojha Mrs. Rekha Devan Mr. Shashi Paul Ms. Puja |
| 42 | <p style="text-align: center;">Integrity club</p> <ol style="list-style-type: none"> 1) To inculcate values among the students through Play-Way, Sports & Games. 2) To enable the students to be humane and grow wholesome 3) Proper record of activities with dates duly signed by Principal. | Ms. Anshika Rawat Mrs. Minu Kumari |
| 43 | <p style="text-align: center;">Reading Club</p> <ol style="list-style-type: none"> 1) To inculcate reading habits in students. 2) To motivate them for extra reading. 3) Ensuring fruitful use of library. 4) To plan activities for reading club. 5) Focus on both intensive and extensive reading through meaningful activities. 6) Proper record of activities with dates duly signed by Principal 7) Maximum use of library resources. | Mr. Dinesh Mrs. Annie |
| 44 | <p style="text-align: center;">ECO Club</p> <ol style="list-style-type: none"> 1) To plan and conduct activities for sensitization of environment. 2) To maintain herbal garden. 3) Proper record of activities with dates duly signed by the Principal | Mrs. Rekha Ms. Puja |
| 45 | <p style="text-align: center;">Science and Tech club</p> <ol style="list-style-type: none"> 1) To plan and conduct activities to develop scientific temperament | Mr. Sashi Paul |

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| | 2) Proper record of activities with dates duly signed by Principal. | |
| 46 | Income Tax assessment committee 1) Accurate TDS of employees 2) Timely quarterly checking and submission to IT department. 3) Timely preparation and distribution of form 16 | Mr. Bhojdutt |
| 47 | DISPERSAL OF OFFICIAL CORRESPONDENCE COMMITTEE 1) Immediate intimation to the quarter concerned for prompt dispersal of correspondence. 2) Ensuring communication of accurate information. 3) Proper record maintenance of letters/ e mails received and responded with dates and the signature of the employees concerned. | Mr. S. U. Khan Mr. Bhojdutt |
| 48 | CANTEEN COMMITTEE 1) Monitor, and if required, upgrade the condition of the canteen's facilities 2) To ensure a healthy and safe environment and food. | Nurse |
| 49 | NDMA | Mr. Bhojdutt Sarawat Mr. Arpit Mrs. Monika |
| 50 | VISHAKHA COMMITTEE | Mrs. Annie Alvares Mrs. Sumanlata Ms. Neha |
| 51 | Games and sports | Mr. Arpit |
| 52 | MAINTENANCE OF ACHIEVEMENTS & RECORDS AND MEDIA | Mrs. Annie Mr. Dinesh Mrs. Minu Kumari |
| 53 | NATURE CLUB AND MEDICINAL GARDEN | Mrs. Rekha Devan Mrs. Minu Kumari All class teachers and Nurse |
| 54 | LITERARY CLUB | Mrs. Annie Mr. Dinesh |

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| 55 | MUSIC CLUB | Mrs. Preeti Mr. Ramdas |
| 56 | STAFF CLUB | Mrs. Monika Mrs. Sumanlata Ms. Sonika Mr. Subhash |
| 57 | STAFF QUARTERS MAINTENANCE | Mrs. Rekha Devan Mr. S.S. Ojha Mrs. Monika |
| 58 | PARTNERSHIP WITH GOVT SCHOOLS | Mrs. Sumanlata Ms. Anshika |

विद्यालय के सभी कर्मचारियों को आदेश दिया जाता है कि वे निर्धारित सभी जिम्मेदारियों को नोट करें तथा अपनी अध्यापक दैनंदिनी में लिखित रूप में रखें। प्रदत्त सभी कार्यों को पूर्ण निष्ठा और ईमानदारी से करें। आबंटित कार्यों के प्रति लापरवाही और उदासीनता का रवैया अपेक्षित नहीं है। सभी विभागों के प्रभारी व संयोजकों को निर्देशित किया जाता है कि अपने विभाग की मासिक गतिविधियों, कार्य योजनाओं का विवरण नियमित रूप से पंजिकाओं में उल्लेखित कर अधोहस्ताक्षरी को प्रेषित करें। कृपया सुनिश्चित करें कि समितियों की मासिक रिपोर्ट अधोहस्ताक्षरी के पास नियमित रूप से जमा करवाई जायें ताकि समितियों के कार्यों को सही ढंग से समय पर जाँचा व निर्देशित किया जायें। सभी विभाग अध्यक्षों से यह अपेक्षा की जाती है कि वे अपने कार्यों का सही रिकॉर्ड सुनिश्चित समय पर अधोहस्ताक्षरी को संप्रेषित करेंगे ताकि आगामी आवश्यक निर्देशों हेतु कार्यवाही की जा सके।

All the members of staff are hereby directed to note and paste their duties in teacher's diaries and take up the assigned work with full dedication, and sincerity. No casual approach is expected while discharging the duties assigned to them.
All the in-charges / conveners are directed to convene their monthly meetings with prior intimation to the Principal, check out their plan of action and working and keep the under signed updated.

Please note that the monthly reports of the committee should be submitted to the undersigned regularly so that program of working of the committee can properly be monitored and suitable guidance can be provided in time.

All in charges are expected to maintain proper records of the work done with due intimation to the undersigned for further timely necessary action.

All the teachers will be expected to stay well informed with respect to teaching learning circulars on KVS and CBSE website for the session 2019-2020.

“ Its takes less time to do things right than to explain why you did it wrong.” By Henry Wadsworth Longfellow.

“Successful people are not gifted; they just work hard and succeed on purpose.”

**LET’S TAKE THE FIRST STEP TOWARDS ACCOMPLISHMENT OF OUR GOALS FOR
THE SESSION 2019-20**

PRINCIPAL