

पीएम श्री केंद्रीय विद्यालय पोंडा, गोवा

Committee Distribution/ समिति वितरण (सत्र 2023 -2024)

क्र.सं.	शैक्षिक संयोजक / Academic conveners	सदस्य/ Members
1.	<p>ACADEMIC COUNCIL</p> <ol style="list-style-type: none"> 1. Periodic Faculty meetings with pre-planned 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. Sangeeta Gutain -Principal Mrs. K T Beena (PGT Eng)</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. Sonika (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. Shashi Paul (PGT Physics) Mr. Harish (PGT Maths)</p> <p>Ms Sonika (PRT)</p> <p>Mr. Subhash Naik (Sub staff)</p> <p>Mr. Sudhakar (Sub staff)</p>

4.	<p style="text-align: center;">सहगामी क्रियाकलाप / 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. K T Beena (PGT Eng)</p> <p>Mrs Ramkeshi (PGT Hindi)</p> <p>Mr. Kanhaiya Lal (TGT-WE)</p> <p>Mrs. Shweta Rani Sharma (PRT)</p> <p>Mr. Vinayak B Jadhav (PRT Music)</p> <p>Mr. Ramdas (Sub-staff)</p>
5.	<p style="text-align: center;">समय सारिणी 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 teacher's arrangement of Contractual teachers with the consent of the Principal. 	<p>Mrs. K T Beena PGT(ENG)</p> <p>Mr. Harish Arora PGT(Maths)</p> <p>Ms. Amita Sehrawat PGT(Bio)</p>

6.	<p>अनुशासन समिति / Discipline Committee</p> <ol style="list-style-type: none"> 1) To keep track of undisciplined students and monitor them with proper counselling. 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. 5) To investigate the indiscipline cases, prepare record and timely action. 	<p>Mr. Anil Kumar Choudhary (TGT P& HE)</p> <p>Mrs. K T Beena PGT(ENG)</p> <p>Mr. Vijay Kumar TGT(Maths)</p> <p>Ms. Sonika</p> <p>All class teachers</p>
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7	<p>स्थानीय खरीद समिति / Local purchase committee</p> <ol style="list-style-type: none"> 1) Planning and proceeding strictly as per latest KVS guidelines under intimation and due consent of Principal. 	<p>Mr. Kanhaiya Lal-TGT(WE)</p> <p>Mr. Bhojdutt Saraswat</p> <p>Mr. S U Khan- PGT(CS)</p>
8	<p>व्यवस्था समिति / Arrangement Committee</p> <ol style="list-style-type: none"> 1) Fair and proper substitution arrangement 	<p>Mr. Kanhaiya Lal TGT(WE)</p>
9	<p>साफ़-सफ़ाई और सौंदर्यीकरण/ Cleanliness and Beautification</p> <p>Proper upkeep and maintenance of cleanliness and beautification of Vidyalaya premises.</p> <ol style="list-style-type: none"> 1) Regular checking of cleanliness with intimation to Principal. 2) Prompt feedback in case of any lapses. 	<p>Mrs. Nidhi TGT(Art)</p> <p>Ms. Sonika</p> <p>Mr. Abhay Kumar Singh TGT(SST)</p>
10	<p>BHARAT SCOUTS AND GUIDE</p> <ol style="list-style-type: none"> 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>Mrs. K T Beena PGT(ENG)</p> <p>Mrs Nidhi TGT(Art)- I/C</p> <p>Mr. Kanhaiya Lal</p>

11	<p>किशोरावस्था शिक्षा कार्यक्रम/ AEP मार्गदर्शन एवं परामर्श / Guidance and Counselling</p> <ol style="list-style-type: none"> 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>Ms. Amita Sehrawat -PGT(Bio)-Cont.</p> <p>Mr. S.U Khan – PGT(CS)</p> <p>Nurse</p>
12	<p>फर्नीचर समिति / Furniture Committee</p> <ol style="list-style-type: none"> 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 	<p>Mr. Kanhaiya Lal TGT(WE)</p>
13	<p>पुस्तकालय/ Library Committee</p> <ol style="list-style-type: none"> 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. 	<p>Mr. Bhojdutt Saraswat-Lib</p> <p>All subject heads</p>
14	<p>मेडिकल चेकअप और प्राथमिक चिकित्सा समिति/ Medical checkup and First-Aid Committee</p> <ol style="list-style-type: none"> 1) Strict adherence to KVS schedule for medical check up. 2) Monitoring the use of medicines and medical equipments by the nurse. 	<p>All class teachers</p>
15	<p>शिक्षण में मददगार सामग्री / Teaching Aid</p> <ol style="list-style-type: none"> 1) Procuring and using effective teaching aids. 	<p>Mr. Abhay Kumar Singh – TGT(SST)</p>
16	<p>पत्रिका समिति / Magazine Committee</p> <ol style="list-style-type: none"> 1) Ensuring originality, creativity and substance in write ups. 2) Involvement of maximum students. 	<p>Mrs. Ramkeshi PGT(Hindi)</p> <p>Mrs. K T Beena PGT(ENG)</p>

17	सूचना व संचार तकनीक / ICT and 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 संबोधन साधन/ PA system 1) Ensuring proper functioning of the system during morning assembly and all events.	Mr. Kanhaiya Lal TGT(WE) Mr. Ramdas- Sub-Staff
19	रखरखाव एवं मरम्मत समिति एका गार्ड एवं जल भंडारण/ 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 - Lib Mr. Kanhaiya Lal – TGT(WE) Mr. Anil Kumar Choudhary- P&HE
20	शिकायत निवारण समिति / Grievance cell 1) Timely redressal of grievances. 2) Proper record maintenance.	Mrs. Sangeeta Gutain-Principal Mrs. K T Beena- PGT(ENG) Mr. Bhojdutt Saraswat- Lib Mrs. Pushpa Soni - PRT
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) Ensuring strict adherence to KVS guidelines with respect to implementation of Raj bhasha. 2) Timely convening of quarterly meetings under intimation to the Principal. 3) Timely submission of quarterly report.	Mrs. Rankeshi PGT(Hindi) Mr. Bhojdutt Saraswat-Lib Mr. Naseeb -TGT(SKT)
23	मुद्रण 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 PGT(CS) Ms Amita Sehrawat- PGT(Bio)Cont Computer Instructor

24	<p>छायाचित्र / Photography</p> <ol style="list-style-type: none"> 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. 	<p>Mr. Vinayak B Jadhav PRT(Music)</p> <p>Mr Abhay Kumar Singh- TGT(SST)</p>
25	<p>संसाधन कक्ष / Resource room</p> <ol style="list-style-type: none"> 1) Proper use of broadband facilities in interest of students. 2) Meaningful preparation and display of TLM. 	<p>Ms. Sonika Mrs. Shweta Rani Sharma Mrs Pushpa Soni Ms. Muskan Tiwari</p>
26	<p>UBI Portal</p> <ol style="list-style-type: none"> 1) Strict adherence to KVS guidelines and time schedule. 	<p>Mr. Bhojdutt Saraswat – Lib</p>
27	<p>जलपान समिति/ Refreshment Committee</p> <ol style="list-style-type: none"> 1) Timely planning and procurement of actual requirements. 2) Proper hospitality. 	<p>Mrs. Pushpa Soni- PRT Mrs. Sonika - PRT Ms Muskan Tiwari- PRT Mr. Vijay Kumar – TGT(Math)</p>
28	<p>डिस्प्ले बोर्ड / Display Boards</p> <ol style="list-style-type: none"> 1) To maintain display boards of classes & outdoor display boards. 2) To maintain good and value based articles on display boards. 	<p>Mrs. Nidhi – TGT(Art) Mr. Kanhaiya Lal</p>
29	<p>E- Classroom Monitoring and Record Keeping</p> <ol style="list-style-type: none"> 1) Fixed schedule/ days for interactive teaching 2) Prompt feedback in case of any lapses. 	<p>Mr S U Khan PGT(CS)</p>
30	<p>CMP</p> <ol style="list-style-type: none"> 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>Ms. Sonika Mrs. Shweta Rani Sharma Mrs Pushpa Soni Mr. Aditya Tiwari Ms Muskan Tripathi Ms. Tanya Gupta</p>

31	<p style="text-align: center;">Excursions and Adventure</p> <p>1) To arrange safe adventure, trips and excursion with consent of Principal</p>	<p>Mr. Kanhaiya Lal- TGT(WE) Mr. Anil Kumar Choudhary Mr. Sudhakar -Sub-staff</p>
32	<p>Checking of office Accounts (SF, VVN, Contractual Salary, TA, DA, Medical claims, RTE)</p>	<p>Mr. Bhojdutt Saraswat Mr. Umesh</p>
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>	<p>Mrs K T Beena PGT(ENG)</p>
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>	<p>Mr. Shashi Paul PGT(PHY) Mrs. Laxmi Rawat TGT(BIO) Mr. Harsh Arora PGT(Maths)</p>
35	<p>Social Sc. Exhibition 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>	<p>Mr Abhay Kumar Singh- TGT(SST)</p>

36	<p>VMC/ PTA/PTM Arrangements</p> <ol style="list-style-type: none"> 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. 	Mrs K T Beena PGT(ENG)
37	<p>Implementation and monitoring committee for KVS Academic calendar (2018-19)</p> <ol style="list-style-type: none"> 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>EQUIUP: TGT(Hindi) Back to Basics- Mrs. K T Beena CMP- Ms Sonika</p> <p>All faculty heads All TGT's</p>
38	<p>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. 	Mr. Bhojdutt Saraswat
39	<p>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. K T Beena Ms. Sonika
40	<p>Maths Olympiad and NTSE</p> <ol style="list-style-type: none"> 1) Timely planning and preparation of students for noticeable participation in the competition. 	Mr Harish Arora
41	<p>Green/ Science Olympiad</p> <ol style="list-style-type: none"> 1)) Timely planning and preparation of students for noticeable participation in the competition. 	Mrs Laxmi Rawat Ms Amita Sehrawat Mr. Shashi Paul Ms. Sonika
42	<p>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. 	Mr Abhay Kumar Singh Mrs. Neha

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. 	<p>Mrs. K T Began PGT(ENG) Mrs. Ramkeshi PGT(Hindi) TGT(Hindi) TGT(ENG)</p>
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 	<p>Ms. Amita Sehrawat Ms. Sonika</p>
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 	<p>Mr. Sashi Paul</p>
	<ol style="list-style-type: none"> 2) Proper record of activities with dates duly signed by Principal. 	
46	<p style="text-align: center;">Income Tax assessment committee</p> <ol style="list-style-type: none"> 1) Accurate TDS of employees 2) Timely quarterly checking and submission to IT department. 3) Timely preparation and distribution of form 16 	<p>Mr. Bhojdutt Saraswat</p>
47	<p style="text-align: center;">DISPERSAL OF OFFICIAL CORRESPONDENCE COMMITTEE</p> <ol style="list-style-type: none"> 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. 	<p>Mr. S. U. Khan Mr. Bhojdutt</p>
48	<p style="text-align: center;">NDMA</p>	<p>Mr. Bhojdutt Sarawat Mr. Anil Kumar Choudhary Mr Kanhaiya Lal</p>

50	VISHAKHA COMMITTEE	Mrs. K T Beena Mrs. Ramkeshi Ms. Sonika
51	Games and sports	Mr. Anil Kumar Choudhary
52	MAINTENANCE OF ACHIEVEMENTS & RECORDS AND MEDIA	Mrs. K T Beena Mrs. Ramkeshi Computer instructor
53	NATURE CLUB AND MEDICINAL GARDEN	Mrs. Laxmi Rawat Computer Instructor All class teachers and Nurse
54	LITERARY CLUB	Mrs. K T Beena Mrs Ramkeshi
55	MUSIC CLUB	Mr. Vinayak B Jadhav Mr. Ramdas
56	STAFF CLUB	Mr Kanhaiya Lal Mr. Vinayak B Jadhav Mr. Subhash
57	STAFF QUARTERS MAINTENANCE	Mr Vinayak B Jadhav Mrs Pushpa Soni Mr. Umesh Shilkar
58	PARTNERSHIP WITH GOVT SCHOOLS	Mr Naseeb- TGT(SKT) Mr. Abhay Kumar Singh TGT(SST)

स्टाफ के सभी सदस्यों को निर्देश दिया जाता है कि वे अपने कर्तव्यों को शिक्षक की डायरी में नोट करें और चिपकाएँ और सौंपे गए कार्य को पूर्ण समर्पण और ईमानदारी से करें। उन्हें सौंपे गए कर्तव्यों का निर्वहन करते समय किसी भी आकस्मिक दृष्टिकोण की अपेक्षा नहीं की जाती है।

सभी प्रभारियों/संयोजकों को निर्देशित किया जाता है कि वे प्रधानाचार्य को पूर्व सूचना देकर अपनी मासिक बैठकें बुलाएं, उनकी कार्य योजना और कार्यप्रणाली की जांच करें और नीचे हस्ताक्षरित अद्यतन रखें।

कृपया ध्यान दें कि समिति की मासिक रिपोर्ट नियमित रूप से अधोहस्ताक्षरी को प्रस्तुत की जानी चाहिए ताकि समिति के कामकाज के कार्यक्रम की उचित निगरानी की जा सके और समय पर उचित मार्गदर्शन प्रदान किया जा सके।

सभी प्रभारियों से अपेक्षा की जाती है कि वे आगे की समय पर आवश्यक कार्रवाई के लिए अधोहस्ताक्षरी को उचित सूचना देते हुए किए गए कार्य का उचित रिकॉर्ड बनाए रखें।

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