

**KENDRIYA VIDYALAYA JAISINDHAR**  
**COMMITTEES FOR ACADEMIC SESSION-2019-20**

Following Committees are hereby constituted for the session 2019-20, for the smooth functioning of the Vidyalaya activities. Conveners are requested to take over the charge of their respective committee and should allot specific duties to other associate members of their committees. They must start planning for the coming session with immediate effect. Handing/taking over of the charge must be completed at the earliest. After having been the stock verification physically. All the committees will look after the assignment as per provisions of KVS/CBSE circulars issued from time to time and instructions of Principal so as to develop a conducive environment for effective teaching-learning process in the Vidyalaya and develop the Vidyalaya campus as per expectations of the stock holders. Conveners/In charges should make sub committees, if required, for execution and co-ordination of related work in a most befitting manner, for formation of such sub committees approval of the Principal should be obtained. Convener/ Incharges should make necessary plan as per the need of the occasion in consultation with the Principal.

**All the Incharges and members of committees are requested to ensure that academic/curricular activities should not be affected on account of the additional responsibilities/duties assigned to them.**

**Co-operation of all the staff members is solicited. With all best wishes for a happy and successful upcoming session 2019-20.**

Sl.NO.	NAME OF COMMITTEE	MEMBERS	DUTIES
1.	Academic and Administrative support	Mr. Choon Ram (I/C) Mr. Ravi	✓ Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. ✓ Interacting with the teachers and directing them on their academic duties. It is the sole responsibility of Vice Principals to check the academic activities of teachers ✓ <b>Preparing academic calendar department wise for 2016-17.</b>
3.	Admission Committee	<b>Core Committee</b>	<b>Responsibilities of Core Committee</b>

		<p>Mr. Choon Ram (I/C) Mr. Ravi</p>	<ul style="list-style-type: none"> <li>✓ Admission to all classes throughout the year</li> <li>✓ <b>Planning</b> &amp; Conducting of Admission Test for class IX</li> <li>✓ <b>Monthly review Meetings on admissions done. This work has to continue until November 30</b></li> <li>✓ Maintenance of Register of data required for submission to KVS Hqrs.</li> <li>✓ Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work</li> <li>✓ Every month Enrolment of the Vidyalaya has to be collected and checked by the department and submit the same to the Principal – This has to be done a day prior to last working day of the month.</li> <li>✓ Every month vacancy of each class &amp; section-wise details are to be recorded in the admission register and submit to Principal - – This has to be done a day prior to last working day of the month.</li> </ul>
4.	Exam Department		Responsibilities of Core Committee
	Home Exam/ CBSE	<p><b>FOR SECONDARY</b> Mr. Shobhit (I/C) Mr. Narpat</p> <p><b>FOR SECONDARY&amp;</b> Mr. Vikash (I/C) Mr. Milan (prim)</p>	<ul style="list-style-type: none"> <li>✓ Raising the indent for the papers and other important requirement</li> <li>✓ Planning&amp; conducting of FA1,2,3,4 /Unit Tests/ Half Yearly/ SA1 / Session Ending Exam/SA2 as per schedule.</li> <li>✓ Listing out absentees and Planning &amp; conducting re-tests</li> <li>✓ To prepare the result analysis of internal exams and maintaining the record in an appropriate manner.</li> <li>✓ <b>Distribution of Progress cards to class Teachers.</b></li> <li>✓ Distribution of the split up syllabus supplied by RO to teachers and students.</li> <li>✓ Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work</li> <li>✓ <b>It is mandatory for all the question paper setters to provide the question paper both in soft and hard copies duly computerized, without which Exam Department shall not accept the papers anything hand written.</b></li> <li>✓ <b>Mrs. Anindita will monitor the entire department proceedings and make sure that all wings of her department are functional appropriately.</b></li> </ul>
			<b>Responsibilities of Supporting staff</b>
		<ul style="list-style-type: none"> <li>✓ All examination Circulars and stationery arrangement / question paper arrangement</li> <li>✓ Printing of the question papers&amp; Primary Examination Department work</li> </ul>	

			<b>Responsibilities of Core Committee</b>
		<b>Core Committee</b>	
5	Time Table	<b>FOR SECONDARY</b> <b>Mr. Azam (I/C)</b> <b>Mr. Pratap</b>  <b>FOR PRIMARY</b> <b>Mr. Ravi (I/C)</b>	<ul style="list-style-type: none"> <li>✓ Preparation of class &amp; teachers' time table as per KVS norms.</li> <li>✓ <b>First period arrangement has to be announced in assembly itself.</b></li> <li>✓ Preparation of special 'TT' for Board classes, Remedial classes, Classes for slow learners, and Zero period.</li> <li>✓ Monitoring of bell timing</li> <li>✓ Distribution of Registers to all the class monitors to note every day's activity period-wise</li> <li>✓ Collecting the registers and submitting the same to Principal for his supervision</li> <li>✓ Random checking for teachers attending the classes during their arrangement.</li> <li>✓ Since the teacher and Vice Principal chosen have no 1<sup>st</sup> period, they will ensure no teacher who is absent is left without arrangement.</li> </ul>
		<b>Supporting Staff</b>	<b>Responsibilities of Supporting staff</b>
	Time Table		<ul style="list-style-type: none"> <li>✓ Showing the arrangement sheet to teacher and obtaining the signature</li> <li>✓ Displaying the arrangement sheet in Five prominent places of the Vidyalaya</li> </ul>

6	CCA Coordinator and CCA material Purchase Committee	Core Committee	<ul style="list-style-type: none"> <li>✓ Preparing the list of articles for condemnation for 2015 – 16 in the new format and keep ready for Physical Verification Committee.</li> <li>✓ Preparation of Calendar of activities for 2015 - 16</li> <li>✓ Preparation of Days to be observed and celebrated in the year 2015 - 16</li> <li>✓ House distribution activity</li> <li>✓ Selection and celebration of School Captains and Vice Captains</li> <li>✓ Planning, preparation and Celebration of Annual Day</li> <li>✓ Duty allotment and monitoring of assembly program</li> <li>✓ Checking of the information on the display board in corridor and class rooms.</li> <li>✓ Theme selection for every month and carrying out the suggested activities</li> <li>✓ Maintaining the record of achievements of the students of house and maintaining transparency in the result process</li> <li>✓ Important announcements in the assembly, planning &amp; preparing students for various activities. For this, the CCA I/c or deputy has to meet Principal or Vice principal to note the next day's announcements. <b>The committee can even suggest Principal and vice Principal for the purpose</b></li> </ul>
7	Furniture	Mr. Azam (I/C) Mr. Pankaj Tiwari	<ul style="list-style-type: none"> <li>✓ <b>Preparing the list of articles for condemnation for 2015 – 16 in the new format and keep ready for Physical Verification</b></li> <li>✓ Raising the indent of the Furniture required within the ceiling</li> <li>✓ Maintenance of furniture register &amp; inventories in each class, lab, departments, library, office etc.</li> <li>✓ Preparation of list of repairable and broken furniture.</li> <li>✓ Submission of requirements of shortage making inventory and monitoring.</li> </ul>
8	School Building Civil & Electrical Maintenance committee	Mr. Pankaj Tiwari (I/C)	<ul style="list-style-type: none"> <li>✓ Raising the quotations for procurement of materials required for Civil work</li> <li>✓ Monitoring of Vidyalaya infrastructure development and works in progress</li> <li>✓ Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya</li> <li>✓ Monitoring and recording of civil work / repair work undertaken</li> <li>✓ Preparing the estimates and submitting request for procurement of materials such as gitty (stone dust/ stones), sand, cement etc., with <b>clear justification</b></li> <li>✓ Stock entry of the material purchased and proper usage of material purchased and record of the same in the stock register</li> <li>✓ Certifying the proper usage of material at appropriate and required places</li> <li>✓ Informing Principal and Vice Principal the areas of immediate attention</li> </ul>

9	Medical Check-up and First Aid	<b>Mr. Waseem (I/C)</b> Mr. Praveen	<ul style="list-style-type: none"> <li>✓ Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out.</li> <li>✓ Planning and speaking to local doctors for a medical checkup for children twice a year.</li> <li>✓ Collection of medical Certificate from class teachers.</li> <li>✓ Keep first aid item readily available.</li> <li>✓ After the medical checkup, getting the books binded and keep a record</li> </ul>
10	AV. Aids & Teaching Aids	<b>Mr. Narpat (I/C)</b> Mr. Milan	<ul style="list-style-type: none"> <li>✓ Procurement of teaching aids.</li> <li>✓ List of teaching aids used by the teachers.</li> </ul>
11	Educational tour & trip (Planning year calendar & Plan of action)	<b>Mr. Waseem (I/C)</b>	<ul style="list-style-type: none"> <li>✓ Planning of educational tour of different classes as per schedule given by the KVS.</li> <li>✓ Deciding the places to visit through formal discussions with Vice Principals and submit a report through the register meant for the purpose of excursions to children</li> <li>✓ Taking students to local places of educational and tourist interest.</li> <li>✓ Planning safety measures, communicating parents through DO Letters, charting the buses, contacting the visiting places, taking permissions etc., are the responsibilities of the committee and submitting a final report for modifications and necessary approval.</li> </ul>
12	Discipline committee	<b>Mr. Waseem (I/C)</b> Mr. Pratap Mrs. Nitesh Nagar & all class teachers.	<ul style="list-style-type: none"> <li>✓ Checking of student's uniform, late comers, students missing assembly.</li> <li>✓ Checking of students' behavior in and outside the class.</li> <li>✓ Monitoring the movement of students in lines during arrival, departure and to ensure safe passage to students.</li> <li>✓ Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours. <b>(Class teacher also assist)</b></li> <li>✓ Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation.</li> <li>✓ A monthly report on discipline proceedings &amp; steps taken up and observations made have to be submitted to Vice Principal</li> <li>✓ Checking the Movement of students in corridor without Out pass and recording the same to intimate Principal for addressing the issue to Class teacher</li> </ul>
13	Photography & Bouquet Presentations	<b>Mr. Azam(I/C)</b>	<ul style="list-style-type: none"> <li>✓ Arrangement of photographer for important functions.</li> <li>✓ Display of photographs on display boards along with proper headings</li> <li>✓ Maintaining the album of the Vidyalaya Year-wise</li> <li>✓ During the inspections Albums have to be presented to Inspection officers</li> </ul>

14	Sports Committee	<b>Mr. Waseem (I/C)</b> Mr. Aditya Mr. Barkat	<ul style="list-style-type: none"> <li>✓ Planning Vidyalaya sports activities, (<b>Year calendar</b>).</li> <li>✓ Monitoring blocks period.</li> <li>✓ Purchasing required material.</li> <li>✓ Arrangement of sports meet as per KVS norms</li> <li>✓ Planning and conducting Annual Sports Day celebration for 2015</li> </ul>
15	Scout and Guide Cubs and Bulbul	<b>Mr. Choona Ram (I/C)</b> Mr. Bhanwra Ram	<ul style="list-style-type: none"> <li>✓ Registration of units</li> <li>✓ Fresh registration for Pravesh, Cubs &amp; Bulbuls etc.</li> <li>✓ Conducting upgrading camps &amp; celebrations related to Scout</li> <li>✓ Taking up Community development and service works once in a month</li> <li>✓ Submitting monthly Reports &amp; carrying out other work related</li> </ul>
16	<b>Subject Committee</b>	<b>Name of the Heads</b>	<ul style="list-style-type: none"> <li>✓ Every month these committees invariably sit and discuss on agenda that pre-decided and got approved by Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized.</li> <li>✓ Split up syllabus month wise and teacher wise.</li> <li>✓ Project work-term wise.</li> <li>✓ Weightage of marks to each topic.</li> <li>✓ Evaluation scheme.</li> <li>✓ Practical work.</li> <li>✓ Class room activities and teaching aids.</li> <li>✓ Model question paper.</li> <li>✓ Identification of slow learners and gifted children and remedial action.</li> <li>✓ Under achievers / slow learners identification.</li> <li>✓ Strategy for effective monitoring for students improvements.</li> <li>✓ Educational tour.</li> <li>✓ Class activities, Exhibition,</li> <li>✓ Exam- UT/HY/SEE,</li> <li>✓ Preparation of subject magazine.</li> <li>✓ CCE work and Files of Formative Assessments carried out topic-wise by the teachers</li> <li>✓ Innovations taken up and the reports thereof</li> <li>✓ Monthly Report &amp; Website updation</li> </ul>
	<b>Language</b> English Hindi Rajbhasha Sanskrit	<b>Mr. Ravi (I/C)</b> Mr. Pratap Mr. Aditya Mr. Barkat Mr. Vikash <b>Mr. Choona Ram (I/C)</b> Mr. Barkat Mr. Milan Mr. Bhanwra Ram <b>Mrs. Nitesh Nagar (I/C)</b>	
	Science & Maths Social Science	<b>Mr. Praveen (I/C) &amp; Mr. Shobhit (I/C)</b> Mr. Ravi Mr. Vikash Mr. Bhanwra Ram Mr. Aditya	
	Jr Science Lab	<b>Mr. Praveen (I/C)</b>	
	Maths Lab	<b>Mr. Shobhit (I/C)</b>	

	Computer Lab	<b>Mr. Bhanwra Ram (I/C)</b>	
17	Library Advisory Council	<b>Mr. Azam(I/C)</b>	<ul style="list-style-type: none"> <li>✓ Planning and preparing the books for condemnation</li> <li>✓ Supervising the Library activities undertaken by the Librarians and seeking a report on monthly basis</li> <li>✓ Raising the requirement of books taking the list from students of classes XI and XII and respective subject teachers</li> <li>✓ Submission of requisition to Principal for procurement through the committee</li> <li>✓ Strictly following Library Policy of KVS</li> <li>✓ Improving library service and its monitoring</li> </ul> <p><b>Note: Librarians are to prepare an Yearly planner of activities and submit to Principal</b></p>
18	Website Updation	<b>Mr. Azam(I/C)</b> Mr. Pratap & all the teachers	<ul style="list-style-type: none"> <li>✓ Update Vidyalaya website once in every fortnight and as when it is required.</li> <li>✓ Updating of enrolment of students class-wise and section-wise</li> <li>✓ Staff vacancy position</li> <li>✓ Computer infrastructure data</li> <li>✓ Other allied information that is required by KVS</li> </ul>
20	Primary Resource Room (CMP) & TLMPurchase committee	<b>Mr. Ravi (I/C)</b>	<ul style="list-style-type: none"> <li>✓ The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing</li> <li>✓ Planning of CMP room usage by PRTs'</li> <li>✓ Exploring resources planning and developing room to ensure strengthen of primary education.</li> <li>✓ Acquiring material, teaching aids, CD's books, play material etc., to display in the CMP so as to make it a better resource room</li> <li>✓ Re-charging of TATA Sky activation and prepare a plan to show film shows live on TATA Sky</li> <li>✓ Planning for TATA English classes. Planner has to be submitted by the Committee.</li> <li>✓ <b>Monthly Report</b> Submitting a report on activities taken up</li> <li>✓ Planning for purchasing material.</li> <li>✓ TLM procurement shall be in accordance with the demand of the teachers</li> <li>✓ Indent, recording and stock entry.</li> <li>✓ Every month a review has to be done on materials procured so that repeatedly</li> </ul>

			procurement does not take place
21	AEP – planning & conducting a minimum of 6 sessions in each term	<b>Mr. Narpat (I/C)</b> Mr. Praveen	<ul style="list-style-type: none"> <li>✓ Organizing PT meeting, creating awareness among parents and children about the changes in adolescent (adult) stage, Awareness about sexual diseases, Solution for stress related problems</li> <li>✓ Planning, Preparation and conducting the programs</li> <li>✓ Submitting a <b>monthly report</b> to Principal</li> </ul>
22	Moderation	<b>FOR SECONDARY</b> <b>Mr. Choon Ram (I/C)</b>  <b>FOR PRIMARY</b> <b>Mr. Ravi (I/C)</b>	<ul style="list-style-type: none"> <li>✓ To decide the hard and difficult cases. Formulating the criteria to decide class wise result of border case</li> </ul>
23	Hygiene and Sanitation	<b>Mr. Vikash (I/C)</b> Mr. Aditya Mr. Barkat	<ul style="list-style-type: none"> <li>✓ Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly.</li> <li>✓ Submitting Monthly report on observations</li> <li>✓ The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets. Please ensure that, the labours use disinfectants. Keep the contact number of the contractor responsible for and update him with the problems observed. The undersigned is confident on the team constituted as they execute the work promptly</li> </ul>
24	Beautification & Gardening		<ul style="list-style-type: none"> <li>✓ Garden maintenance observation and making suggestions to gardener</li> <li>✓ Monthly review of garden and suggestions to improvement</li> <li>✓ Submitting of monthly review of garden &amp; Beautification of Vidyalaya</li> <li>✓ Raising the requirement for Garden and Vidyalaya beautification</li> </ul>

25	Exhibitions Committee - Science	Mr. Praveen (I/C)	<ul style="list-style-type: none"> <li>✓ Plan the exhibition themes and models in advance and start synopsis preparation</li> <li>✓ Conduct mock exhibition well before the exhibitions scheduled as per KVS</li> <li>✓ Decide the best models and the suggestions for improvement</li> <li>✓ Get the new models ready before the exhibition to begin.</li> <li>✓ Note: As far as Social Science exhibition is concerned, the In-charge teacher will discuss with Principal on all the modalities to be observed and record in the science department minutes register</li> </ul>
26	Exhibitions Committee – Social Science	Mr. Narpat (I/C)	<ul style="list-style-type: none"> <li>✓ Plan the exhibition themes and models in advance and start synopsis preparation</li> <li>✓ Conduct mock exhibition well before the exhibitions scheduled as per KVS</li> <li>✓ Decide the best models and the suggestions for improvement</li> <li>✓ Get the new models ready before the exhibition to begin.</li> <li>✓ Note: As far as Social Science exhibition is concerned, the In-charge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register</li> </ul>
27	Reception & Refreshment Committee for all the occasion	Mr. Choona Ram (I/C)	<ul style="list-style-type: none"> <li>✓ The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection.</li> <li>✓ Refreshment procurement and arrangement is another vital responsibility shall be done meticulously.</li> <li>✓ Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events</li> <li>✓ <b>The entire infrastructure required</b> (spoons, plates, cups, saucers, drinking water etc.) for smooth conduct of refreshment distribution though proper work distribution amongst is the main responsibility to be executed meticulously.</li> </ul> <p>Note: <b>11<sup>th</sup> hour planning or doing be avoided</b> for important events. All the events that go with external guest are always important and shall go without any hiccups. <b>Postponing is bad attitude, so avoid it.</b></p>
28	Vidyalaya Magazine Committee	<p>Mr. Choona Ram (I/C)</p> <p>Mrs. Nitesh Nagar</p> <p>Mr. Ravi</p> <p>Mr. Pratap</p>	<ul style="list-style-type: none"> <li>✓ Overall Planning of the magazine collection as per fixed schedule</li> <li>✓ Collect the materials and keep updating them periodically</li> <li>✓ Prize recipients (students, teachers) shall be asked to give their photographs</li> <li>✓ Teachers/officers/officials retiring from services shall have a space to be part of Vidyalaya Magazine</li> <li>✓ <b>The magazine collection and compilation work shall be completed before September 2016</b></li> </ul>
29	Important Days celebration committee	<p>Mr. Choona Ram (I/C)</p> <p>Mr. Ravi</p>	<ul style="list-style-type: none"> <li>✓ <b>Important dates shall be collected and be celebrated appropriately</b></li> </ul>

30	Term-wise News Letter preparation	Mr. Ravi (I/C) & All the teacher	<ul style="list-style-type: none"> <li>✓ Responsible for the planning quarterly Newsletter for Primary lines of previous year.</li> <li>✓ Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and keep ready</li> <li>✓ Every quarterly the Newsletter has to go to Regional Office to update them on the work &amp; conduct of the Vidyalaya primary wing</li> </ul>
31	राजभाषा कार्यान्वय समिति	Mr. Choona Ram (I/C)	<ul style="list-style-type: none"> <li>✓ Periodical reports shall be prepared as per the schedule and without any reminder from Head of the Institution. So, the committee requires some plan on Raj Basha implementation. So, Year planner may be prepared for the purpose.</li> <li>✓ HindiPakhwada has been the sole work, we do for Rajbhasha. So, the committee is responsible to plan some more activities prior to Hindi Pakhwada and conduct through Hindi classes and CCA activities and CCE activities so that, the report sent to KVS about the Rajbhasha implementation will be decorative and acceptable</li> <li>✓ Every month a test on intricacies of Rajbhasha has to be conducted for teachers <ul style="list-style-type: none"> <li>✓ Every month a lesson on Hindi Grammar should be taken</li> </ul> </li> <li>✓ I/c is responsible for preparation of reports (रिपोर्ट / अनुपालन प्रतिवेदन इत्यादि)</li> </ul>

32	House System of the Vidyalaya	<p><b>Shivaji House</b> <b>Mr. Bhanwra Ram (I/C)</b> Mrs. Nitesh Nagar</p> <hr/> <p><b>Tagore House</b> <b>Mr. Azam (I/C)</b> Mr. Vikash</p> <hr/> <p><b>Ashoka House</b> <b>Mr. Narpal (I/C)</b> MR. Barkat</p> <hr/> <p><b>Raman House</b>  <b>Mr. Shobhit (I/C)</b> Mr. Milan</p>	<p><b><u>Objectives of House System.</u></b></p> <ul style="list-style-type: none"> <li>✓ To provide a smooth transition from home life to school life for all students.</li> <li>✓ To create and use social situation so that children's social and emotional needs are fulfilled.</li> <li>✓ To enable students is integrate themselves well in the corporate life of school.</li> <li>✓ To enable students to prepare themselves for playing different role as member of a group, community or society.</li> <li>✓ To inculcate the sense of responsibility to take one's tasks and duties in life earnestly and discharge them to the best of one's abilities.</li> <li>✓ To help every student developed him/her personality and integrity.</li> <li>✓ To develop the spirit of healthy competition among students.</li> <li>✓ To inculcate the qualities of self-dignity self-confidence and respect for others views and opinions and discretion to take decision on issues and problems faced by them.</li> <li>✓ To develop a sense of belongingness among students and to create desire to live in harmony.</li> <li>✓ To inculcate among students respect for seniors, elders, teachers and a caring attitude towards juniors and fraternity towards all. To learn live work endure and enjoy together and develop a degree of sensitivity for their feelings and needs.</li> <li>✓ To inculcate among students personal social and national values</li> </ul>
33	Parents & Teacher Meeting arrangement committee		<ul style="list-style-type: none"> <li>✓ To plan for periodical meetings with the parents</li> </ul>

		<b>Mr. Pankaj Tiwari (I/C)</b>	<ul style="list-style-type: none"> <li>✓ To invite the parents well in time and to ensure their presence</li> <li>✓ To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A</li> <li>✓ To plan for personal discussion with the parents of slow-learners for improvement</li> <li>✓ To invite parents for their presence during important celebrations in the KV</li> <li>✓ Month-wise report on meetings conducted shall be submitted to Principal.</li> <li>✓ It is mandatory</li> </ul>
34	Eco & Nature Club Gardening	<b>Mr. Milan (I/C)</b> Mr.Aditya	<ul style="list-style-type: none"> <li>✓ Year Planner of activities shall have to be prepared and be submitted by teacher on or before 10<sup>th</sup> April 2016.</li> <li>✓ Committee will nominate and select student council for Eco Club.</li> <li>✓ As per Year Planner; activities have to be conducted by the committee and submit a report month-wise. Every month one activity has to be conducted.</li> <li>✓ They should coordinate with Vidyalaya Beautification committee I/c and plan their <b>greenhouse works</b>.</li> <li>✓ One working model / plant has to be created / innovated by the student council of Eco &amp; Nature Club</li> </ul>
35	<b>Purchase Committee</b>	<b>Mr. Choona Ram (I/C)</b> Mr. Pankaj Tiwari Mr.Ravi Mr. Bhanwra Ram	<ul style="list-style-type: none"> <li>✓ Collection of requisition from concerned department</li> <li>✓ Placing order to the firm as per quotation approved. Making stock entry by the stockholder</li> <li>✓ Keeping record of consumption</li> </ul>

36	Internal Complaint Committee	Mr. Choona Ram (I/C) Mr. Pankaj Tiwari	✓ Counselling and Discussion
37	Disaster management	Mr. Pankaj Tiwari (I/C)  Mrs. Nitesh Nagar (I/C)  Mrs. Keku Devi	✓ Tips for Security measures ✓ Evacuation plan ✓ Mock Drills
38	Sexual Harrassment against women at workplace	Mr. Choona Ram Mr. Pankaj Tiwari  MR. Ravi	

Note:

- ✓ In-charges of each department have to submit a monthly report on the activities/programs undertaken. If any photographs, they may also be given in soft form.
- ✓ Every Department I/c shall have to prepare planner for 2018–19 and get it approved.
- ✓ **Work to be undertaken shall be discussed with Principal on the last working day of the month with planner as ready reckoner.**
- ✓ **In-charges are responsible for updating the data on works undertaken to Principal as per the monthly planner of Principal.**

**U.R. Meghwal**  
**PRINCIPAL**