




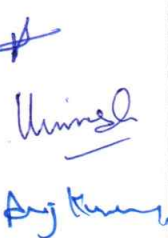
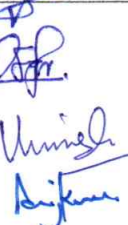
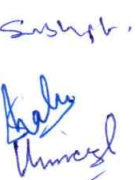
Kendriya Vidyalaya Champhai, Mizoram

COMMITTEE FOR THE SESSION 2022-23



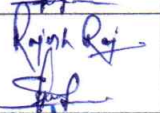
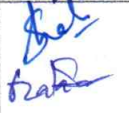
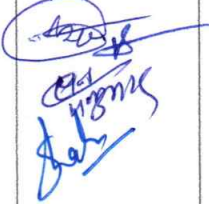

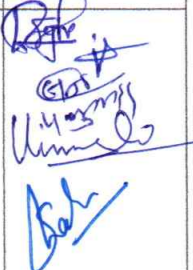
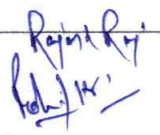

कार्यालय आदेश/OFFICE ORDER

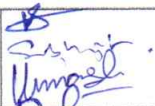
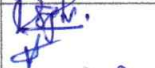
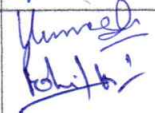
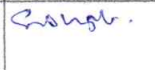


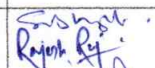


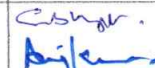
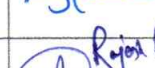





The following committee are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. As such all the staff members are hereby informed to note the nature of the office and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.



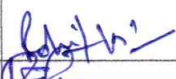
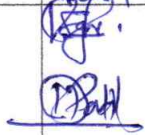
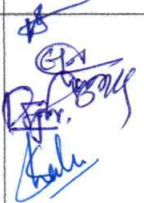

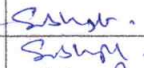
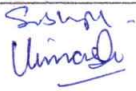
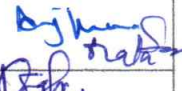
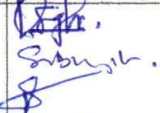

Sl. No.	Departments	Duties and Responsibilities	In-Charge & Member	Sign.
1.	Academic and Administrative Committee	<ol style="list-style-type: none">1. To help the Principal in day to day academic and administrative matters.2. Any discrepancy observed in academic and administrative activities should be brought to the notice of the Principal immediately.3. To maintain record of all activities related to academics.4. To maintain minutes of academic meetings.5. To inform the Principal about the lapses, deviations in the subject committee report.	<ol style="list-style-type: none">1. Mr. Vikash Sharma I/C2. Mr. Kuldeep Singh3. Mr. Manoj Patil	
2.	Morning Assembly	<ol style="list-style-type: none">1. Planning and preparing activities for daily morning Assembly and conducting morning assembly within stipulated time as per KVS norms.2. To prepare the weekly schedule for conducting morning assembly programme involving class teachers and House Masters.3. Welcome and facilitation of Guests and other related preparation for events.4. To arrange the PA system, musical instrument well in advance before the start of morning assembly.5. To maintain Proper decorum and discipline during assembly and dispersal.	<ol style="list-style-type: none">1. Mr. Subhajt Chakraborty I/C2. Mr. Kuldeep Singh3. Mr. Manoj Patil4. Mr. Anuj Kumar5. PRT- Music	

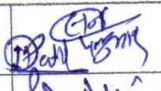
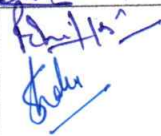




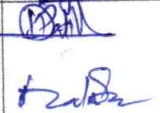
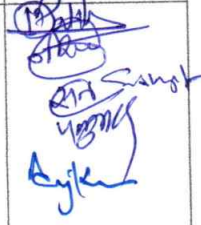
3.	Admission committee	<p>1. Advertisement of admission, issue of application/Registration forms. Maintaining Help-Desk to guide parents.</p> <p>2. The members of committee will coordinate the entire admission process and discharge all related works including Scrutiny of the registration forms and document verification regarding admission from class 1 to 9 in the Vidyalaya as per KVS Admission Guidelines. They will be held responsible for any discrepancy in the admission process.</p> <p>3. Making entry and maintenance of admission registers and producing correct information as when required.</p>	<p>1. Mr. Kuldeep Singh I/C 2. Mr. Vinay Attry 3. Mr. Manoj Patil 4. Mr. Himanshu Nailwal</p>	
4	Time Table	<p>1. To prepare the class wise and Teacher wise Time Table as per KVS norms,</p> <p>2. To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X as per the direction of the Principal and KVS.</p> <p>3. To prepare the special time table for remedial teaching (weak students in all classes).</p>	<p>1. Mr. Vinay Attry I/C 2. Mr. Vikash Sharma</p> <p>For Primary: 3. Mr. Himanshu Nailwal I/C (For Primary) 4. Mr. Anuj Kumar</p>	
5	Arrangement Committee	<p>1. To arrange the classes of the teachers on daily basis who are on leave/OD.</p> <p>2. To display copy of arrangement, work in the notice board.</p> <p>3. Arrangement of activities and teachers on Fun-day.</p>	<p>1. Mr. Vikash Sharma I/C 2. Mr. Kuldeep Singh</p> <p>For Primary: 3. Mr. Himanshu Nailwal I/C 4. Mr. Anuj Kumar</p>	
6	Examination (Internal)	<p>1. Conducting Cycle Test, Periodic Tests, Unit Tests, Half yearly Exam, Pre-Boards, PISA and Session Ending Exam and internal CBSE Exam as per KVS norms.</p> <p>2. To collect the question paper along with blue print, marking scheme for these exams securely and to preserve them for inspection purpose.</p> <p>3. To issue the notices, circulars of the examinations for students and staff.</p> <p>4. To procure the result register, progress reports, certificates of school-based evaluation and other stationery well in advance by giving timely requisition to the Principal.</p>	<p>1. Mr. Vinay Attry I/C 2. Mr. Subhajit Chakraborty</p> <p>For Primary: 3. Mrs. Shalu Singh I/C 4. Mr. Himanshu Nailwal</p>	

7	CBSE & External Exam	<p>1.Planning and executing all works related to Tests/Exams conducted by the CBSE, OLYMPIAD and NIOS.</p> <p>2. Timely reply and correspondence to CBSE circulars. Timely dispatch of CBSE letters/uploading the data to CBSE website/portal.</p> <p>3. Taking necessary action and circulating CBSE circulars among teachers and students, as and when needed.</p> <p>4. Maintenance of Board Result registers for class X</p> <p>5. Checking CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.</p> <p>6. Registration /LOC for Class IX filling of the forms and completing the formalities time bound manner.</p>	<p>1. Mr. Vinay Attry I/C</p> <p>2. Mr. Subhajit Chakraborty I/C (NIOS)</p>	<p><i>Sampl.</i></p>
8	CCA, AKAM & EBSB Club	<p>1. to plan and execute various activities and programme related to educational/ culture/Art/Science and social science, important Days and Celebrations.</p> <p>2. Planning and execution House activities and preparing yearly calendar.</p> <p>3. The committee will maintain CCA register for activities conducted, details of students getting prizes, distribution of CCA prizes to students.</p> <p>4. Organizing Vidyalaya Annual Function and other important events with consultation to principal.</p> <p>5. Maintaining event wise record and Photographs.</p> <p>6. To conduct Ek Bharat Shrestha Bharat activities as per guidelines and calendar:</p>	<p>1. Mr. Manoj Patil I/C</p> <p>2. Mr. Sandeep Kumar</p> <p>3. Mr. Vikash Sharma I/C (EBSB)</p> <p>4. Mr. Subhajit Chakraborty I/C AKAM</p> <p>5. PRT- Music</p> <p>6. All House Masters</p>	<p><i>Sampl.</i></p> <p><i>Sampl.</i></p>
9	Exhibition & Science congress	Planning and Preparation for participation of students	<p>1. Mr. Vinay Attry I/C</p> <p>2. Mr. Vikash Sharma</p>	<p><i>Sampl.</i></p>
10	Primary I/C CMP & Resource Room	Preparation and planning of annual calendar of activities, cleaning & maintenance in Primary Section	<p>1. Mr. Anuj Kumar I/C</p> <p>2. Mr. Himanshu Nailwal</p>	<p><i>Sampl.</i></p>
11	Scouts & Guides / Cub & Bulbul	Conducting all the activities related to scout and guide along with testing camps	<p>1. Mr. Vikash Sharma I/C</p> <p>2. Mr. Himanshu Nailwal</p>	<p><i>Sampl.</i></p>
12	PA System: Music / Audio Visual	To ensure proper functioning of PA System	<p>1. Mr. Kuldeep Singh I/C</p> <p>2. Mr. Sandeep Kumar</p> <p>3. PRT- Music</p>	<p><i>Sampl.</i></p>
13	RTI	To give reply to the letters seeking information under RTI	<p>1. Mr. Kuldeep Singh I/C</p> <p>2. Mr. Rajesh Raj</p>	<p><i>Sampl.</i></p>

14	Junior Science Lab	To procure items for junior science lab and condemnation of unserviceable items to carry out all the activities suggested by CBSE and KVS.	1. Mr. Kuldeep Singh I/C 2. Mr. Vinay Attry	
15	Computer & ICT	Sending ICT report at the end of each month	1. Mr. Kuldeep Singh I/C 2. Computer Instructor	
16	School Website	Uploading the sites and uploading photographs of various activities organized in the school.	1. Mr. Rajesh Raj I/C 2. Computer Instructor	
17	Medical Checkup, First Aid & Medical Room	1. To arrange the medical checkup twice in a year (in the month of August and Feb) and maintaining health cards 2. To ensure and procure first aid material, medicines and other required items and their availability in Medical room 3. To plan programs and create awareness about good personal hygiene practices.	1. Mrs. Shalu Singh I/C 2. Mr. Vinay Attry 3. Mrs. Malasana Devi 4. Staff Nurse	
18	हिन्दी राजभाषा समिति	1. Filling quarterly Rajbhasha report on online portal of Rajbhasha. 2. To develop bilingual format and take initiative for correspondence in Hindi from office. 3. Organising programmes/competitions for students and teachers to promote Hindi and Guide Non-Hindi teachers to enhance Hindi reading/writing skill. 4. Helping office staff in letter writing/written communication in Hindi language as per norms.	1. Mr. Sandeep Kumar I/C 2. Mr. Neeraj Kumar 3. Mr. Vikash Sharma 4. Mrs. Shalu Singh	
19	Games & Sports	1. Preparation of annual sports calendar. Procurement of sports goods and condemnation 2. To maintain records of participation of students in various sports events.	1. Mr. Sandeep Kumar I/C 2. Mr. Neeraj Kumar Co I/C 3. Mr. Himanshu Nailwal	
20	Discipline Committee	1. To check the late comers during morning assembly. 2. To observe the behaviour of students inside and outside class room 3. To initiate proper action as per KVS norms against indiscipline students 4. To check the girls and boys uniform daily and check the bags once in a week. 5. To attend discipline cases, communication with Parents and refer the problematic cases to the counsellor for diagnosis, if needed.	1. Mr. Kuldeep Singh I/C 2. Mr. Vikash Sharma Co I/C 3. Mr. Sandeep Kumar 4. Mr. Himanshu Nailwal 5. Mrs. Shalu Singh	
21	Income Tax Return & Computation	1. Calculation of income tax from the members of the staff as per the provisions of Govt. of India. 2. To check the IT details submitted by the Teachers and preparation of Form 16.	1. Mr. Rajesh Raj I/C 2. Mr. Rohit Kumar	
22	Office Work / Records	To maintain the office record as per norms.	1. Mr. Rajesh Raj I/C 2. Mr. Rohit Kumar	

23	Purchase Committee	To make survey of the local market, collect quotations and verify purchased items	1. Mr. Vikash Sharma 2. Mr. Subhajit Chakraborty 3. Mr. Himanshu Nailwal	
24	VMC Meeting & PTA	Organizing and conducting VMC and PTA Meeting	1. Mr. Kuldeep Singh I/C 2. Mr. Vikash Sharma	
25	Furniture Committee	1. To maintain the record of room wise/department wise inventory/ distribution of furniture 2. To arrange school furniture as per designated places, if interchanged during organizing any events like Sports Day, Republic Day, Annual Day, Independence Day or any other Function. 3. To ensure regularly that no furniture is lying in the corridors or in the open space. 4. Maintenance of stock register of furniture of the class-wise, staff room, labs, departments, library, office, Principal office etc. 5. To quantify the needs for procuring furniture. Condemnation of old furniture	1. Mr. Himanshu Nailwal I/C 2. Mr. Rohit Kumar	
26	Horticulture/ Beautification	1. To supervise the work of gardener and beautification of Vidyalaya campus. 2. To motivate the children for gardening and beautification. 3. To procure fertilizers, manure, pesticides in consultation with Principal. 4. To develop medicinal plant garden in the campus.	1. Mr. Subhajit Chakraborty I/C 2. Mr. Vinay Attry 3. Mr. Kuldeep Singh 4. Mr. Anuj Kumar	 
27	Eco Club	1. To keep in touch with forest Dept. to procure saplings to be planted in various parts of school campus. 2. Celebration of Van Mahotsava and other Green Programmes in consultation with principal and forest department. 3. To ensure the watering of plants growing in different parts of the Vidyalaya campus	1. Mr. Vinay Attry I/C 2. Mr. Himanshu Nailwal	
28	Photography	1. Photography on various occasions and save event wise in school computer 2. Maintenance of annual photo album/library of events on soft/hard copy. 3. To upload the photographs on Vidyalaya website and display board.	1. Mr. Subhajit Chakraborty I/C 2. Mr. Rajesh Raj 3. Mr. Himanshu Nailwal	  
29	Display of Notice Boards	Preparation and decoration of Notice board, House wise display board	1. Mr. Subhajit Chakraborty I/C 2. Mr. Anuj Kumar 3. All House Masters	 
30	Literary Club / Library Committee	1. To develop the language skills like reading, writing, speaking, listening skills among the students 2. To organize seminars/ symposiums on the life and works of the eminent writers. To inculcate reading habit among students. 3. To develop the proper reading habits among the children.	1. Mr. Rajesh Raj I/C 2. Mr. Manoj Patil 3. Mr. Sandeep Kumar 4. Mr. Neeraj Kumar 5. Mrs. Shalu Singh	    

31	Career Guidance & Counselling	To aware the students of the various career opportunities available. To Check the depression and aggression of the students	1. Mr. Kuldeep Singh I/C 2. Mr. Vikash Sharma	
32	RTE/RTI Grievance & PRO	1. Dealing with the grievances of teachers and students once a fortnight. 2. Maintenance of Grievance register with proper records. 3. To reply to all RTI and RTE related information.	1. Mr. Kuldeep Singh I/C 2. Mr. Vikash Sharma	
33	C.S 54 / C.S 11 / PAY BILL	Cross checking C.S 54 / C.S 11 / PAY BILL	1. Mr. Rajesh Raj I/C 2. Mr. Rohit Kumar	
34	Maintenance & Repair	1. Maintenance & Repair of School Building, and supply of drinking water and Electricity. 2. Maintenance of electric supply lines, electric fixtures (bulbs/tube/fan/switches, electric board etc) and electric/electronic appliances (wall watch, water purifiers etc.) to ensure their proper functioning. 3. Plan and execute routine maintenance of water taps, pipelines at drinking water points, toilets and other plumbing work. 4. Maintenance of Firefighting distinguisher, devices. 5. Organizing mock drills for safety of students related to fire/earthquake etc.	1. Mr. Kuldeep Singh I/C 2. Mr. Rajesh Raj 3. Mr. Manoj Patil	
35	Quarters Allotment Committee	1. To prepare a panel of teacher who are eligible for the allotment of quarters (Type – I, Type – II, Type – III) as per KVS norms. 2. To monitor the maintenance & repair of the staff quarters. 3. To maintain the inventory of electric fixtures and other equipments in the staff quarters.	1. Mr. Vikash Sharma I/C 2. Mr. Sandeep Kumar 3. Mr. Kuldeep Singh 4. Mrs. Shalu Singh	
36	Staff Meeting Minutes	Noting the minutes of every staff meeting	1. Mr. Manoj Patil I/C 2. Mr. Kuldeep Singh	
37	Alumni Association	Organizing Alumni meet and Tarunotsav	1. Mr. Kuldeep Singh I/C 2. Mr. Subhajit Chakraborty	
38	Excursion (club)	Planning and preparation for the site of excursion. Arranging vehicle for the same. Approval of the Chairman, estimate route plan, No risk certificate & consent letters	1. Mr. Subhajit Chakraborty I/C 2. Mr. Himanshu Nailwal	
39	Integration Club	To prepare calendar of activities and conduct activities as per the calendar.	1. Mr. Vinay Attry I/C 2. Mr. Anuj Kumar 3. Mrs. Malasana Devi	
40	Interview panel for contractual teacher	Selection and providing offer of appointment to all the selected candidates. Planning of the interview	1. Mr. Kuldeep Singh I/C 2. Mr. Subhajit Chakraborty 3. Mr. Vikash Sharma	
41	NDMA (Disaster Mgt.) & Safety Management	1. To conduct disaster management awareness, Mock drill 2. To propagate the importance of safety drills and carryout safety drills	1. Mr. Kuldeep Singh I/C 2. Mr. Vikash Sharma 3. Mr. Anuj Kumar	

42	Staff Room Maintenance	To maintain cleanliness and well equip in the staff room	1. Mr. Sandeep Kumar I/C 2. Mr. Manoj Patil	
43	Cleanliness Committee (Swachh Bharat Abhiyan)	1. Cleanliness of the Vidyalaya Building, Premises and surroundings, Water points, Toilets and Corridor and organizing activities under Swachh Bharat Abhiyaan. 2. To ensure the provision of dustbins in all the class rooms. 3. To acquire materials for housekeeping work and give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus. 4. Motivate students for developing cleaning habits and recognize their contribution in clean Vidyalaya Programme and Swaccha Bharat Abhiyaan. 5. To take the rounds of the Vidyalaya twice in a day and to ensure cleanliness.	1. Mr. Rohit Kumar I/C 2. Mrs. Shalu Singh (Ground Floor) Group D staff- Luni 3. Mr. Manoj Patil (First Floor) Group D staff Zika 4. Class Rooms – All Class Teachers	 
44	AEP CLUB	Conduction of various activities of AEP and sending the reports as desired by KVS.	1. Mr. Kuldeep Singh I/C 2. Mr. Vinay Attry	
45	RECEPTION & REFRESHMENT COMMITTEE	1. The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection. 2. Refreshment procurement and arrangement is another vital responsibility shall be done meticulously. 3. Fixing and arranging the arena for refreshment of Guests. 4. Maintenance of Principal Chamber display boards	1. Mr. Subhajit Chakraborty I/C 2. Mr. Kuldeep Singh 3. Mr. Sandeep Kumar	
46	Transport & conveyance	Arrangement of vehicles and local conveyance	1. Mr. Subhajit Chakraborty I/C 2. Mr. Kuldeep Singh	
47	PISA	1. Planning and Preparation for participation of students 2. To maintain record of student's performance	1. Mr. Manoj Patil I/C 2. Mr. Vinay Attry 3. Mrs. Malasana Devi	
48	VIDYALAYA MAGAZINE	1. Class teachers of class III to X will identify the children with talent. These talents are to be nurtured. 2. Editorial board will collect the article from the students. Article are to be arranged section wise (English section, Hindi section, drawing and painting etc. 3. Articles are to be screened, proof reading must be done	1. Mr. Manoj Patil I/C 2. Mr. Sandeep Kumar 3. Mr. Subhajit Chakraborty 4. Mr. Neeraj Kumar 5. Mr. Anuj Kumar	

49. SEXUAL HARRASMENT COMMITTEE & POCSO:

S.No.	NAME	DESIGNATION	MEMBER
1.	Mr. Mahendra Prasad	Principal	Presiding Officer
2.	Mrs. Shalu Singh	PRT	Member
3.	Mrs. Malasana Devi	TGT, Maths (Contract)	Member
4.	Mr. Kuldeep Singh	TGT, WE	Member
5.	VACANT	NGO	Member

Duties: -

1. If any complaint related to immoral behaviour towards girl/boy students is received by the committee, the following steps should be taken immediately at Committee level.

VIDYALAYA LEVEL:

1. A written complaint may be obtained from the students/parents.
2. Case may be brought to the notice of Chairman, VMC.
3. A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
4. A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
5. The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.
6. The committee may ask about the behaviour of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
7. Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
8. The committee may discuss the issue with the accused teacher and his statement may be recorded.
9. The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercises of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
10. The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
11. Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.
12. The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.



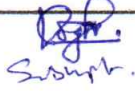
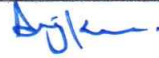
50. LUNCH / RECESS BREAK SUPERVISION: -

S.No.	NAME	LOCATION OF DUTY
1.	All Primary Class Teachers	Primary Classrooms of respective classes
2.	All Class Teachers of respective classes	Class VI To X
3.	Mrs. Malasana Devi	Corridor First Floor
5.	Ms. Khawlremsiami	Assembly Ground & Corridor G.F.

Duties: -

1. To mind the discipline of the students during the lunch break.
2. To see that the students reach their respective class after the lunch.
3. To keep at least two children by rotation in each class to avoid stealing of the student belongings and maintaining discipline.
4. In Absence of Class Teacher, Co Class Teacher will perform the duties.
5. Class Teachers of class 1 to 10 will remain with their respective class during lunch and will be responsible for safety and security of students and maintain discipline.


51. SUBJECT COMMITTEE:

SUBJECT	IN-CHARGE & MEMBER	SIGN
English, Hindi, Sanskrit	1. Mr. Manoj Patil I/C 2. Mr. Sandeep Kumar 3. Mr. Neeraj Kumar	
Social Science, Maths, Science, Computer	1. Mr. Vikash Sharma 2. Mr. Vinay Attry 3. TGT Maths 4. Computer Instructor	
Misc.: Art, Work Education, Music, P& HE	1. Mr. Kuldeep Singh I/C 2. Mr. Subhajt Chakraborty 3. PRT Music 4. TGT P& HE	
All Primary Subjects	1. Mr. Anuj Kumar I/C All PRT	

Duties: -

1. Subject conveners should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting are to be submitted to the principal on the last day of the month. Subject convener must invite the principal also for the meeting.
2. Subject conveners will discuss the following issues during the meeting:
3. Guidance regarding the maintenance of teacher diary
4. Coverage of syllabus as per the split-up syllabus approved by KVS
5. Conducting the practical for classes IX to X as per the split-up syllabus approved by KVS
6. Demo classes by rotation during the subject committee meeting.
7. Uses of computers and other audio-visual aids in teaching learning process.
8. Plan of evaluation of home assignment.
9. To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
10. Plan of action for slow bloomers & bright students.
11. Remedial teaching for slow bloomers.
12. Decoration of bulletin boards in corridors / class rooms with educational charts.
13. Club activity / Science and social exhibition
14. PISA & Joyful Activities and maintenance of PISA Diary.
15. Checking of note books (CW&HW) & holiday home work
16. Periodical Assignments, Projects & subject enrichment activities

NOTE: As a subject convener, you will be held responsible for non – submission of the record to the Principal.


05/04/2022
(Mahendra Prasad)
Principal
KV Champhai
प्राचार्य/ Principal
के० वि० चम्फाई
K.V. Champhai