

KENDRIYA VIDYALAYA, IMPHAL NO 2
COMMITTEE FOR THE ACADEMIC YEAR 2024-25

Department	Name of the Teachers. Mr./Mrs./Ms.	Duties & Responsibilities (all members)
Academic Council	1. Ms. Ch. Elita Devi 2. Ms Ch. Dinakaran 3. Ms. Sarda L 4. Mr. Sandeep 5. Ms. Varsha	To ensure follow up of split up of syllabus To Monitor and maintain academic standard To ensure proper checkup of CW/HW Assignment Monthly meeting / subject meeting
Admission	1. Mr. L Radheyshyam 2. Mr. Salman 3. Ms Varsha 4. Mr. Aminuddin	OLA (Online Admissions)-Checking/Scrutiny of all application registered online/Offline for class 1 and other classes, processing and conducting the online admission as per the KVS Admission guideline. Admissions to be done for online /offline for classes I to IX and XI as per the KVS Admission Guideline 2024-25. T.C admission for all classes to be done as per KVS norms.
Time-Table/ Substitution/Arrangement	1. Ms.Ch. Kiranmala 2. Mr. Amit Sandhu 3. TGT English-2 4. Mr. Radheyshyam Primary 1. Ms Neelam Yadav 2. Ms Pallavi 3. Mr. Iqbal	Preparation of teachers and class Time table for online/offline classes for the session 2024-25 as per KVS norms. Remedial time table for class X and XII whenever required. To arrange the classes for the teachers on daily basis who are on leave/OD

Examination (Internal)	<p>Secondary</p> <ol style="list-style-type: none"> 1. Mr. N. Ruiva 2. Ms. Ch Dinakaran 3. Mr. N Romel Singh <p>Primary</p> <ol style="list-style-type: none"> 1. Mr. Gautam 2. Mr. Rohit 3. Ms Rasna Gautam 4. Ms Varsha 	<p>Action plan to conduct Monthly Tests/PT/HY/SEE/Pre-Boards as per the KVS schedule for the session 2024-2025</p> <p>Ensuring the completion of progress cards of first term/second term for all classes and to ensure the progress card reaches the parents through class teacher on time. Conduct PTA meeting periodically as and when required.</p> <p>Furnishing the required information related to internal exam/tests whenever required to send to RO.</p>
CBSE Exam. & External Exam	<ol style="list-style-type: none"> 1. Mr. N. Ruiva 2. Ms. Ch Dinakaran 3. Mr. N Romel Singh 4. Mr. Gautam 5. Mr. Kundan 	<p>All CBSE RELATED work / conduct of exams related to CBSE (Board Exam) for the session 2024-2025.</p> <p>CBSE registration related work for class IX and XI Taking care of timely dispatch of CBSE letters. Taking care of all student needs connected to CBSE. Maintenance of Board Result registers for class X and XII. Preparation of result analysis. Attending to correspondence of RO & headquarters at New Delhi. Updating all portals related to CBSE, Applying for Affiliation extension, Any other work related to CBSE.</p> <p>Arrangement & conduct of external exams as per guidelines given by the respective external agency for the session 2024-2025.</p>
CMP, FLN, NIPUN Bharat, Vidya Pravesh, Funday	<ol style="list-style-type: none"> 1. Mr. Sandeep Kumar 2. Ms. Varsha 3. Mr. Aminuddin 4. Ms Rasna Gautam <p>All PRTs</p>	<p>Prompt implementation of NEP activities in the Vidyalaya & updating the portal.</p> <p>Planning and execution of Vidyapravesh and Funday activities</p> <p>Maintenance of record with regard to transaction of expenditure incurred towards CMP activities promptly.</p>
UDISE related works	<ol style="list-style-type: none"> 1. Mr. N Romel Singh 2. Mr. Gautam 3. Mr. L. Radheyshyam 4. Ms Pallavi Verma 	<p>All UDISE related work as per the circulars of KVS. Promotion, entry, Updating, exporting, importing of candidates</p>

Fee collections & Checking	<ol style="list-style-type: none"> 1. Mr. Vikas Chawla 2. Mr. Hari Shankar Rai 3. Mr. Rohit 4. Ms. Ruchi Rani 	<p>Attending to all UBI related work with regard to fee collection for the session 2024-2025.</p> <p>Providing information to teachers and students regarding fee collection and updating of data in the UBI portal every quarter. Guiding the teachers and parents whenever required.</p>
Income Tax Calculation	<ol style="list-style-type: none"> 1. Mr. N. Ruiva 2. Mr. N. Romel Singh 3. Mr. Kundan Kumar 	<p>Income tax calculation of staff of Vidyalaya</p> <p>Communication with CA</p> <p>Monitoring and updation of portal</p>
P-T Meeting	<ol style="list-style-type: none"> 1. Ms Ch. Elita Devi 2. Mr. L Radheyshaym 3. Mr. Sandeep 4. Ms. Ruchi Rani 	<p>Conduct of Parents Teachers meeting periodically as per the KVS norms/Whenever required and informing the same to students & parents about the Meeting. Arrangement of PTM as per schedule. Maintain attendance and minutes of the meeting (all concerned class teachers & subject teachers).</p>
STAFF MEETING	<ol style="list-style-type: none"> 1. Ms Ch. Elita Devi 2. Ms. L Sarda Devi 3. Ms. Kumari Kirti 4. Mr. Ramashankar 	<p>To Organize/Arrange staff meeting</p> <p>To prepare the minutes of the meetings conducted.</p>
CCA	<p>Secondary</p> <ol style="list-style-type: none"> 1. Ms. Kumari Kirti 2. Ms L Sarda Devi 3. Ms. Shaheena Ali 4. Mr. Ramashankar <p>Primary</p> <ol style="list-style-type: none"> 1. Ms Ruchi Rani 2. Mr. Deepak 3. Mr. Pathan Iqbal 	<p>To prepare the students for various CCA competitions for the session 2024-2025.</p> <p>Monitoring and guiding of morning assembly activities.</p> <p>Seating arrangements for different functions events etc.</p>

	<p>House</p> <p><u>House Masters (Secondary):</u> 1. Mr. Ajay Pal 2. Ms. Neelam Meena 3. Mr. Salman 4. Mr. Vikas Chawla</p> <p><u>House Masters (Primary):</u> 1. <u>Ms Neelam Yadav</u> 2. <u>Ms Ruchi Rani</u> 3. <u>Ms Rasna Gautam</u> 4. <u>Ms Pallavi</u></p> <p>Clubs</p> <p>Literary Club : a) Ms Ch Elita Devi, All PGTs/TGTs of Languages</p> <p>Science & Eco club – Mr. Ch. Deepu, All Science PGTs</p> <p>EBSB/So.Sc./Integrity Club– Ms. Neelam Meena, All PGTs/TGTs of Humanities</p> <p>Maths –Mr. N. Romel Singh, All PGTs/TGTs of Maths</p> <p>AEP Club:-Ms. Ch Dinakaran, Mr. Ch Deepu, Nurse, Counsellor, Mr. Bipin</p> <p>Cyber Club: Mr. Harishankar Rai & Comp Instr.</p> <p>Students Council: Mr. Bipin</p>	<p>To conduct house meetings and ensure mass participation. Maintenance of house display board on the topic given regularly. Months wise/week wise action plan for the year 2024-2025.</p> <p>Formation of student’s members in the respective clubs. Implementation of planned activities as per the action plan. Updating of bulletin board allotted to the various club. Any other activity as per pertaining to the concern club to be implemented.</p> <p>To sensitize the students on adolescent issues. Conduct of AEP sessions by the teachers for boys and girls separately for the session 2024-2025. Arranging guest lecture by the external expert.</p>
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<p align="center">ICT (CAL / TAL/Computer/ Samagam Portal/Website Maintenance)</p>	<ol style="list-style-type: none"> 1. Mr. Harishankar Rai, PGT(CS) 2. Ms Kiranmala 3. Comp.Instructor 	<p>To develop ICT classrooms/ departments and maintain ICT records as per KVS Guidelines To train/guide teachers for CAL TAL Classes To develop E-Classrooms. To ensure the proper internet facilities for online/offline classes with required speed. School website maintenance. Updating information from time to time (regularly every month and as and when required) Photos Uploading</p>
<p align="center">Furniture & Maintenance of Fixtures and assets</p>	<ol style="list-style-type: none"> 1. Mr. Ajay Pal 2. Mr. Bipin 3. Mr. Amit Sandhu 4. Ms. Neelam Yadav 5. Mr. Aminuddin 	<p>Maintenance of furniture stock register of school. Procurement of furniture for classes and various departments if required. Preparation of condemnation list of furniture items as per KVS guideline. Repairing of furniture.</p>
<p align="center">Photography/Videography/ Social media</p>	<ol style="list-style-type: none"> 1. Ms Shaheena 2. Mr. Gautam 3. Comp Instr. 	<p>To take photographs/Videos of all events in the Vidyalaya To take photos of interesting special items during assembly. To take prints of photos of each event for display in the Board. To publish the report of events on social media</p>
<p align="center">ID Cards</p>	<ol style="list-style-type: none"> 1. Mr. N. Romel Singh 2. Ms. Pallavi 3. Ms Shaheena 	<p>To make necessary arrangement for ID cards of Students and Staff.</p>
<p align="center">PA System</p>	<ol style="list-style-type: none"> 1. Mr. Nirbhay Saxena 2. Mr. Bipin 3. TGT Maths 2 4. Mr. Iqbal 	<p>Purchase & Maintenance of PA system. To make necessary arrangement of PA Systems for Morning Assembly, Workshops, Seminars, Meeting and for all functions/programs of the Vidyalaya.</p>
<p align="center">Excursion/Adventures Activities</p>	<ol style="list-style-type: none"> 1. Ms. Neelam Meena 2. Ms. Ch. Dinakaran 3. Mr. L. Radheyshyam 	<p>Planning and arrangement of educational tours as per KVS circulars for students.</p>
<p align="center">Medical Check-up First Aid</p>	<ol style="list-style-type: none"> 1. Mr. Bipin 2. Nurse 3. Mr Deepak 4. Mr. Iqbal 	<p>Distribution and collection of medical cards to class teachers. Arrangement of students' health checks up, twice a year as per KVS schedule. Purchase of medicines and materials for First Aid kit. Providing first aid facilities to students as and when required. Attending to all emergency requirements.</p>

<p>Sanitation & Cleanliness & Supervision of Housekeeping</p>	<p>Secondary Section 1. Mr. Bipin 2. Mr. Deepu 3. Ms. Kum Kirti 4. Mr. Ramashankar 5. Mr. Amit Sandhu 6. TGT SST</p>	<p>To monitor daily and ensure that the wash rooms /Toilets are cleaned thrice daily and as and when required by the house keeping and maintain record. To check the availability of cleaning materials and give the request/ submit the list of items every month and provide the materials to the housekeeping every month.</p>
<p>Sanitation & Cleanliness & Supervision of Housekeeping</p>	<p>Primary Section 1. Mr. Nirbhay Saxena 2. Ms. Rasna Gautam 3. Mr. Rohit 4. Mr. Kundan Kumar</p>	<p>To monitor daily and ensure that the wash rooms /Toilets are cleaned thrice daily and as and when required by the house keeping and maintain record. To check the availability of cleaning materials and give the request/ submit the list of items every month and provide the materials to the housekeeping every month.</p>
<p>Discipline, Safety & Security, of the Students</p>	<p>1. Mr. Salman 2. Mr. Deepu 3. Mr. Bipin 4. Ms. Ch Elita Devi 5. Ms. Sarda L. 6. <u>Taikwando Instr.</u> PRIMARY SECTION 1. Ms. Varsha 2. Mr. Gautam 3. Ms Ruchi rani 4. Mr. Nirbhay Saxena 5. Yoga Instr.</p>	<p>To monitor regularly and ensure the discipline of the students throughout the working hours especially during the interval and during and after dispersal at 2:10 Checking of late comers To ensure the safety and security of the students. To monitor arrival and dispersal to and from assembly. Checking of Uniform To attend all discipline cases in the school. To see the functioning of CCTV and maintain records</p>

Guidance and Counselling	<ol style="list-style-type: none"> 1. Counsellor, 2. Mr. Ch Deepu, 3. Ms. Ch Dinakaran 4. Ms Shaheena 	<p>To Conduct guest external lectures and also to arrange guidance and counselling classes at vidyalaya level</p> <p>To monitor and arrange counselling sessions to the required students.</p>
Maintenance and Repair	<ol style="list-style-type: none"> 1. Mr. Bipin 2. Mr. L Radheyshyam 3. Ms. Shaheena 4. Mr. Nirbhay Saxena 	<p>To observe the different part of schools and do the needful for maintenance and repair of electrical/mason/wooden</p>
Scouts, Guides Cubs and Bulbuls	<ol style="list-style-type: none"> 1. Ms L Sarda 2. Mr. Ch Deepu, 3. Ms Ch Kiranmala 4. Ms Shaheena 5. Mr. Gautam 6. Ms. Ruchi Rani 7. Mr. Deepak 	<p>To conduct S&G/Cubs & bulbul classes and organise the events to the movement as KVS circulars. To prepare the students for welcome of guest at the occasion of inspection/visit or days of importance</p> <p>To motivate the students for enrolling to the movement</p> <p>Preparation of students for appearing in Tritiya Sopan, Rajya Puraskar, Rashtrapati Puraskar</p>
Beautification, Gardening	<ol style="list-style-type: none"> 1. Mr. Ch Deepu, 2. Ms. Ch Dinakaran 3. Ms Shaheena 4. Ms Pallavi 	<p>Overall beautification of the garden and school. Planting of more saplings. & supervise the work of the gardener. Putting flaxes/paintings etc. Development of herbal garden. Kitchen garden, participation in GSP audit, Plantation drive etc.</p>
School magazine/News Letter, Diary etc.	<ol style="list-style-type: none"> 1. Ms. Ch Elita Devi 2. Ms. Kumari Kirti 3. Mr. Sandip 4. Mr. Aminuddin 5. Ms. Sarda L 	<p>Work related to school magazines, student's diary, invitation cards etc.,</p>

Teaching Aids	<ol style="list-style-type: none"> 1. Ms. Neelam Meena 2. Mr. Ajay Pal 3. TGT SST 4. Ms Neelam 	Purchase of essential teaching aids subject wise & class wise as per the request of the subject teachers.
Department In charges	<ol style="list-style-type: none"> 1. English – Ms Ch Elita Devi 2. Hindi & Sanskrit – Ms Kum Kirti 3. Maths - Mr. Romel Singh 4. Science - Ms Ch Dinakaran 5. Social – Mr. Ajay Pal 6. P & HE - Mr. Bipin 7. Art - Ms Shaheena 8. Comp.Sci – Hari Shankar Rai 9. Music Mr. Nirbhay Saxena 10. Library : Mr. L Radheyshyam 	<p>Conducting monthly subject committee meetings and to maintain register.</p> <p>Conducting Club activities and activities related to the subject as per the circulars from the KVS.</p>
Library	<ol style="list-style-type: none"> 1. Mr. L Radheyshyam 2. Mr. Amit Sandhu 3. TGT Eng 2 4. Mr. Sandeep 5. Ms Varsha 	<p>Maintenance of books</p> <p>Purchase according to the requirements Digitization of library.</p> <p>All Library related Works as per KVS library policy.</p>
Alumni Association	<ol style="list-style-type: none"> 1. Ms Ch Elita Devi 2. Mr. L Radheyshyam 3. Ms Ch Dinakaran 	<p>To update Alumni association in the Vidyalaya.To keep record of students joining Engg., Medicine, NDA or other Professional courses every year and to conduct activities.</p> <p>To help update of such details in school website/Samagam Portal</p>
Olympiads	<ol style="list-style-type: none"> 1.PGT Maths 2.Mr. N. Romel Singh 3.TGT Maths 	To comply with all circulars related to various Maths Olympiads except Science and Inspire awards and implement accordingly in time.

Disaster Management	<ol style="list-style-type: none"> 1. Mr. L Radheyshyam 2. Mr. Bipin Chandra 3. Mr. Nirbhay Saxena 4. Mr. Rohit 	<p>To train the teachers & the students.</p> <p>To plan mock drill for evacuation in emergency</p> <p>To check upkeep, procurement of the equipment</p> <p>To procure different safety certificates</p>
Local Purchase/GEM purchase	<ol style="list-style-type: none"> 1. Mr. Vikas Chawla 2. Mr. L Radheyshyam 3. Ms. Shaheena 4. Mr. Ramashankar 	<p>Consolidating the requisition from all teachers.</p> <p>Helping the stock holders to place order through GEM portal according to purchase procedure</p> <p>Conduct of market survey to procure quotation for local purchase (if any).</p> <p>To prepare comparative statement.</p> <p>To verify the purchases/bills as per procedure.</p>
CS 11 & CS 54	<ol style="list-style-type: none"> 1. Mr. Vikas Chawla 2. Mr. N.Ruviva 	<p>To check and compile the fees, every month.</p> <p>To verify the cases of exemption</p> <p>To monitor the fee defaulter and necessary intervention for fee deposit</p>
Science Exhibitions & INSPIRE award and Science Club activities	<ol style="list-style-type: none"> 1. PGT(Phy) I/C Ms. Ch Kiranmala 2. PGT(Chem) Mr. Salman 3. PGT(Bio) Ms Ch Dinakaran 4. Hari Shankar Rai PGT(CS) 5. TGT (Sc) Mr. Ch Deepu 	<p>To inform and train the students for the various science exhibitions like RSBVP, JNNSMEE, NCSC, INSPIRE, Vigyan Jyoti, Green Olympiad award ...etc</p>
Transportation	<ol style="list-style-type: none"> 1. Mr. Bipin Chandra. 2. Mr L Radheyshyam 	<p>To arrange transport for the students for different events as per the need.</p>
Class room locking	<ol style="list-style-type: none"> 1. Mr. Ibopishak, Secondary Block 2. Mr. Jeevan Sharma , Primary Block 	<p>To ensure that all class rooms /Toilets are checked & locked after school hours.</p> <p>To Monitor & ensure that all class rooms/Corridors are cleaned regularly</p> <p>To check the movement of strangers & inform.</p>
Flag Duty	<ol style="list-style-type: none"> 1. Mr. Bipin Chandra 2. Mr. Sarat Singh, Primary 3. Mr. Ali Hussain, Secondary 	<p>To allot duties for morning flag hoisting and lowering the flag in the evening.</p> <p>To look after the timely hoisting & lowering</p> <p>To maintain the neatness.</p>

Raj Bhasha	<ol style="list-style-type: none"> 1. Ms. K. Kirti, PGT(Hindi) 2. Mr. Amit Sandhu TGT(Hindi) 3. SSA/JSA 	To take care of the implementation of all activities of Raj Bhasha Program in the Vidyalaya.
Water Supply & Arrangement and checking of Drinking Water	<ol style="list-style-type: none"> 1. Mr. L. Radheyshyam 2. Ms. Neelam Yadav 3. Mr. Deepak 4. Mr. Ibopishak, S 	To take care of Water Supply/drinking water supply in the Vidyalaya (Regular & on special events)
SC/ST Cell	<ol style="list-style-type: none"> 1. Mr N. Ruviva 2. Ms. Neelam Meena 3. Mr. Deepak 4. Mr. Rohit 	To address the difficulties and problems faced by the respective student community & resolve the problems faced. Suggestions box to be opened regularly. To inform and assist the students about scholarship
Grievances Girls/ Women Cell / Sexual Harassment	<ol style="list-style-type: none"> 1. Ms Ch Elita Devi 2. Ms. Neelam Meena 3. Ms Sarda Devi 4. Ms.Pallavi 	To address the problems related to Grievances of Girls/ Women at work place /Sexual Harassment Cases & arrive at a suitable solution.
Sports & Games	<ol style="list-style-type: none"> 1. Mr. Bipin, TGT(PHE) 2. Mr. Gautam 3. Mr. Deepak 4. Sports coach 5. Yoga Instr. 	To attend to all SBSB/Fit India related works. To purchase the required sports/games material. To coach & encourage the participation of students in various sports/games. (within and before/after school hours) To escort the students for various sports/games events held outside.
General Grievance & Maintenance of Suggestion Box	<ol style="list-style-type: none"> 1. Ms Ch Elita Devi 2. Ms. Neelam Meena 3. Counsellor 4. Mr. L Radheyshyam 	Addressing to the grievances of teachers and students an opening of the complaints box once a week. Maintenance of register with proper records. To reply to all RTI and RTE related information.
Transfer Portal	<ol style="list-style-type: none"> 1. Mr. Vikas Chawla 2. Mr. Hari Shankar 3. Mr. N Romel Singh 4. Mr. Kundan Kumar 	Verification of entries in transfer portal from Service records of employees
Youth Parliament	<ol style="list-style-type: none"> 1. PGT Pol Science 2. TGT Social Science 3. Ms Ch Elita Devi 4. Ms Sarda Devi 5. Ms. Kumari Kirti 	Conduct of School level Youth Parliament and updating the same on Govt. portal. Preparing students for higher level if selected

These committees are formed for the smooth functioning of the Vidyalaya. All the In-charges (Mentioned at S.No.1) and members of various committees are requested to perform the duties as mentioned above. Apart from these, if any other work is assigned by the Principal, all members of staff (including contractual teaching/non-teaching) have to carry out the work sincerely. The list of stockholders is being shared separately.