

KENDRIYA VIDYALAYA BHANALA

Vidyalaya Committees for the Session 2020-21

In supersession of all previous orders the following institutional planning has been made for the session 20-21. It has been circulated for information and signature. All heads are directed to make plan (weekly/ fortnightly/ monthly as per need) in consultation with members, distribute the duties among all concerned members for execution, devise monitoring tools & put to use. The plan, monitoring tools and ATR must be discussed with the undersigned on regular basis. The plan and ATR must be present on website and should be updated on regular basis. There may be some changes in future as per circumstances.

Inaction on the part of any employee will be dealt with strictly, will have reflection in APAR and may invite action for misconduct.

These committees will start working with immediate effect. If any handing or taking over is involved, it must be completed within two days under intimation to undersigned.

S.No	Name of Committee	Incharge and members	Signatures
1.	Academic Advisory & Supervision	Mrs.Namita Chaudhary I/C Mr. Adarsh Kumar Mrs. Anuradha	
2.	Co-ordination & Celebration Committee	Mr. P.D Goyal I/C Ms. Sewa Singh Mrs. Ritu Sharma	
3.	Examination	Home& CBSE Mr. Mahinder Ray, I/C Mrs. Manisha (CBSE) Mr. Saroj	
4.	Time Table	Mrs. Anup Sharma I/C Mr. Adarsh Mr. Vikas Kumar	
5.	AEP , Guidance & Counselling	Mrs. Namita Chaudhary, I/C Mrs. Manisha Mr. Sewa Singh(Counselling)	
6.	Admission	Mr.Rajesh Dogra I/C Mr. Anup Sharma Mr. Vikas	
7.	Furniture	Mr.Sewa Singh I/C Mr. Vikas	
8.	Discipline	Mr. Subhash Chand, I/C Mr. Som Dut Mr. P.D Goyal Mrs. Saroj Head Boy Head Girl	
9.	Staff Quarter Repair & Maintenance	Mr. Subhash Chand, I/C Mr.Mahinder Ray Mr. Sohan singh	
10.	Vidyalaya Repair & Maintenance	Mr. Jagmohan, I/C Mr. Sanjeev	

11.	Purchase	Mr. Sewa Singh I/C Mr. J.C Choudhary Mrs. Anuradha	
12.	Teaching Aids	Mr. Rajeev Sharma I/C TGT (S.St) Mrs. Arpana	
13.	Beautification and Cleanliness	Mr. Muneesh ,I/C Mrs. Meena Mrs. Saroj Sharma	
14.	Library Committee	Mrs. Meena I/C Mr. . Sewa Singh Mrs. Namita Chaudhary Mr P.D Goyal Mrs. Anuradha	
15.	CMP	Mrs. Anuradha, I/C Mrs. Saroj Devi All Primary Teachers	
18.	Monthly Reports	Mr. Rajesh Dogra Mr. Sanjeev Mr. Sohan Singh	
19.	Computer Lab& website	Mrs. Rajesh Dogra I/C Mrs. Manisha Mr. Muneesh Mr. Sohan(sub staff)	
20.	P.A System	Mr. Jagmohan , I/C Mr.Subhash Chand Mr Sohan Singh	
21.	RTI/PRO	Mr. Som Dutt, I/C Dr. J.C Chaudhary	
22.	PTA&PTM	Mr. Anup Sharma I/C Mr. Rajeev Sharma Mrs. Saroj Devi	
23.	Rajbhasha	Mr. P.D Goyal I/C Mr. J.C Choudhary Mr Sanjay Mrs. Anuradha	
24.	Canteen	Mr.Adarsh I/C Mr. Subash Mrs.Meena Mrs Neetu	
25.	Photography	Mr. Muneesh I/C Mr. Rajeev Mr. Sanjeev	
26.	Office	Mr. Dinesh I/C Mr. P.D Goyal Mr. Mukesh on TD	

27.	Staff Quarter Allotment	V.E.C	
28.	Scout & Guide	Mr. J.C Choudhary, I/C(HWB) Mr. Anup Sharma Advance Scout Mrs. Namita Chaudhary, Advance Guide Mr. Adarsh Basic Scout Mr.Muneesh, Advance Scout Mrs. Saroj, Advance Guide Mr. Rajeev, Advance Cub Mr. Sanjeev Kumar, Advance Cub Mrs. Ritu Sharma, Flock Leader	
29.	First Aid	Mrs. Namita, I/C Mrs. Saroj Sharma Nurse	
30.	Adventure & Excursion	Mr. J C Choudhary I/C Mrs. Namita Chaudhary Mr. Rajeev Mrs. Neetu	
31.	Back to Basic & EQIUP	Mr. Mahinder Rai I/C Mr. Adarsh Mr. Rajeev TGT S.St	
33.	Press	Mr. Sewa Singh Mr. P.D. Goyal	
35.	Woman Harassment grievance cell (VISHAKHA)	Mrs. Namita Chaudhary, I/C Mr. Sewa Singh Mr. J.C. Chaudhary Mrs. Anuradha Mr. Rajeev Dr. Namrata sandal, PHC Durgella	
36.	Hospitality	Mrs. Neetu Mrs. Ritu Sharma Mrs. Meena Mr. Muneesh	
37.	Vidyalaya Patrika and Student Diary	Mr. Sewa Singh, I/C Mr. P.D Goyal Mr. Jagdish Chand Choudhary Mrs. Anuradha	
39.	Cleanliness	Mr. Jagmohan, I/C Ground Floor: Primary Block Boys Toilets: Vikas Girls Toilets: Neetu Staff Toilet : Neetu Ground Floor(Near Library) Boys Toilets: Mr. Subhas Chand Girls Toilet: Mrs. Meena Staff Toilet: Mr. Subhash Chand	

		1 st Floor(Near Music Room) Boys Toilets: Mr. sanjeev Girls Toilet: Mrs. Saroj Devi Staff Toilet: Mr. Saroj Devi 1 st Floor(Near Physics Lab) Boys Toilets: Mr. Rajeev Kumar Girls Toilet: Mrs.Namita Staff Toilet: Mr. Sanjeev Kumar	
40.	Shaala Darpan	Mrs. Rajesh Dogra I/C Mr. Manisha Mr. Adarsh Mr. Vikas Mr. Mukesh, SSA	
41.	UBI Fees	Mr, Rajesh Dogra I/C Mr.Mr. Rajeev All Class Teachers Class I – Mrs. Ritu Class II- Mrs. Neetu Class III- Mrs Saroj Devi Class IV – Mrs. Anuradha Class V- Mr. Vikas Class VI- Mr.Sanjay Class VII- Mr. J.C Choudhary Class VIII- Mr. Rajeev Class IX- Mr. Adarsh Class X – Mr. PD Goyal Class XI – Mr. Anoop Class XII – Mrs. Manisha	
42.	Plantation Eco Club & Green Olympiad	Mrs. Namita Chaudhary, I/C Mr. Muneesh Mr. Vikas	
43.	T.C Preparation & Checking	Mr.S ohan Singh Concerned Class Teacher	
44.	Photostat Machine Handling	Mr. Sohan	
45.	Integrity Club	Mr. J.C Chaudhary Mr Sanjay	
46.	Vidyalaya Diary Maintenance	Mr. P.D Goyal Mrs. Ritu Sharma	
47.	Remedial Plans	Mrs. Namita Chaudhary Mr. Anup Sharma	
48.	RTI Matters	Mr. Dinesh, JSA	

49	Grievances Redressal	Mrs. Namita Chaudhary Mr. Jagdish Chand Choudhary Mrs. Anuradha	
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50	Swatch Bharat Mission	Mr. Muneesh I/C Mr. Meena TGT S.St	
50	Swasth Bharat swasth Bachey(SBSB)	Mr. Subash chand I/C Mr. Rajesh Dogra Mrs. Neetu Mr. Vikas All class teachers	
51	Laboratory Maintenance and Cleanliness	Lab. Attendant post vacant <u>Conservancy staff 1 (As on date)</u> <u>Daily cleaning and dusting</u> Physics Lab Chemistry Lab + Library+ Staff Room <u>Conservancy staff 2 (As on date)</u> <u>Daily cleaning and dusting</u> Biology Lab+Computer lab + office + Activity Room	

(Namita Choudhary)

Off Principal