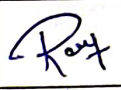
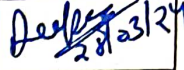




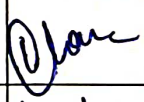
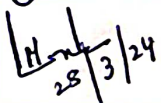


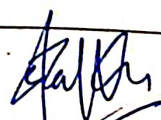











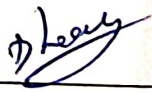



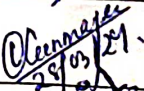
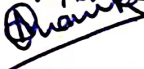
**KENDRIYA VIDYALAYA HAPPY VALLEY, SHILLONG**  
**Different Committees for Academic Session 2024-25**  
**With effect from 01.04.2024**



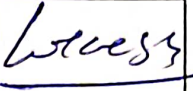





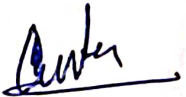


NAME OF THE COMMITTEE	RESPONSIBILITIES OF CORE COMMITTEE	NAME OF THE I/C AND MEMBERS	SIGNATURE
Flag Hosting and Retreating Ceremony	<ul style="list-style-type: none"> <li>To ensure raising of National Flag every morning and it's lowering before sunset, in the Vidyalaya</li> <li>To position the flag post at prominent place.</li> <li>To ensure compliance of the Flag Code.</li> </ul>	Mr. Ganga Prasad Chhetri I/C	
		Mr. Rajender Singh	
		Mr. Deepak PRT	
Admission Committee	<ul style="list-style-type: none"> <li>Admission to all classes throughout the year including RTE as per KVS norms.</li> <li>Planning &amp; Conducting of Admission Test for Class IX.</li> <li>Maintenance of Register of the data required for submission to KVS(HQ)</li> <li>Every month Enrolment of the Vidyalaya has to be collected and checked by the department and submits the same to the Principal.</li> <li>Every month vacancy of each class &amp; section-wise details are to be recorded in the admission register and submit to Principal.</li> </ul>	Mr. Anil Kumar Sharma I/C	
		Mrs. Minal Verma	
		Mr. Lokesh Marroddiya	
		Mr. Vishal Dhama	
Home Exam (Pri)	<ul style="list-style-type: none"> <li>Raising the indent for the papers and other important requirement.</li> <li>Planning &amp; conducting of the PT/HY/SEE Exam 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> </ul>	Mr. Vishal Dhama. I/C	
		Ms. Mihpli Nongkynrih	
Home Exam (Sec) & Exams by External Agencies	<ul style="list-style-type: none"> <li>To prepare the result analysis of internal exams and maintaining the record in an appropriate manner.</li> <li>Distribution of the split up syllabus supplied by R.O to teachers and students.</li> <li>Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of work.</li> </ul>	Mr. Sujeet Das I/C	
		Mr. Deepak Pushkar	
		Mrs. Mitlesh	
CBSE	<ul style="list-style-type: none"> <li>Completion of all CBSE related works like sending information about Vidyalaya and staff members to CBSE</li> <li>Completion of CBSE registration and Examination smoothly.</li> </ul>	Mrs. U.D. Baruah I/C	
		Mr. Sameer Palkar	

CCA (Secondary)	<ul style="list-style-type: none"> <li>Preparation of calendar of activities for the entire session.</li> <li>House Distribution activity. Selection and celebration of school Captains and Vice Captains under student's council.</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> </ul>	Mr. Priyabrata Ganguly I/C	
CCA (Primary)	<ul style="list-style-type: none"> <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.</li> </ul>	Mrs. Mitlesh	
Time Table (Secondary)	<ul style="list-style-type: none"> <li>Preparation of class &amp; teacher's Time Table as per KVS norms.</li> <li>First period arrangement has to be announced in assembly itself.</li> <li>Preparation of special Time Table for Board Classes, Remedial Classes, Classes for slow learners and Zero period.</li> </ul>	Mr. Ved Prakash	
Time Table (Primary)	<ul style="list-style-type: none"> <li>Monitoring of bell timings.</li> </ul>	Mr. Munna-Kishor Soren Mr. Nirmal Debnath	
E-Class Rooms, PIMS & UBI fees Portal and Vidyalaya website related works	<ul style="list-style-type: none"> <li>To monitor the ICT class related equipment &amp; UBI Fees Portal.</li> <li>To maintain PIMS</li> <li>To maintain the Gsuite related with online classes.</li> <li>To update the Vidyalaya website regularly.</li> </ul>	Mrs. G. Wahlang I/C	 28/3/24
		Mrs. Nanda Upadhyay	 11/4/24
		Mr. Anil Kumar Sharma I/C	
		Mr. Samar Bahadur Mallah	
		Mrs. Maireyee Tripathi	
		Mr. Firoz Khan	
		Mr. Munna Kishor Soren I/C	
		Ms. Anamika	
		Mr. Pawan Kumar Ojha I/C	
		Mr. Sameer Palkar	
		Mr. Vishal Dhama	
		Mrs. Sudha Rajput, Computer Instructor- 2	

Furniture Dept.	<ul style="list-style-type: none"> <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> </ul>	Mr. Ravindranath Rajbhar I/C	
		Mr. Nirmal Debnath	
		Ms. Akansha Sharma	
		Mr. Birender Rai	
Discipline Committee	<ul style="list-style-type: none"> <li>Checking of student's uniform, late comers, students missing assembly.</li> <li>Checking of student's 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>Conducting Discipline Proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation.</li> <li>Checking the Movement of students in corridor without out-passes and recording the same to intimate Principal.</li> </ul>	Mr. Samar Bahadur Mallah I/C	
		Mrs. Minal Verma	
		Mr. Ganga Prasad Chhetri	
		Ms. K. Anusha	
		Ms. Ms. Esther	
		Sports Coach & All Class Teachers	
Maintenance & Repair of School Building	<ul style="list-style-type: none"> <li>Raising the quotations for procurement of materials required for civil work. Monitoring of Vidyalaya infrastructure development and work 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 with justification.</li> <li>Stock entry and proper usage of materials purchased.</li> <li>Certifying the proper usage of materials at appropriate and required places</li> </ul>	Mr. Sameer Palkar I/C	
		Mr. Priyabrata Ganguly	
		Mr. Rajender Singh	
		Mr. Ganga Prasad Chhetri	
		Mr. Samrat I/C	
Maintenance & Repair of staff quarters	<ul style="list-style-type: none"> <li>Stock entry and proper usage of materials purchased.</li> <li>Certifying the proper usage of materials at appropriate and required places</li> </ul>	Mr. Ganga Prasad Chhetri	
		Mr. Deepak Pushkar	
		Mr. Sameer Palkar	
Purchase Committee and Outsourcing Employees & Contractual Teachers related works	<ul style="list-style-type: none"> <li>To estimate the requirements in the beginning of the academic year.</li> <li>To procure the required items following the purchase procedure.</li> <li>To conduct market survey and collect quotation from the local market.</li> <li>Any other related work.</li> <li>To register firms for the supply of goods and provide services in the Vidyalaya.</li> </ul>	Mr. Sujeet Das I/C	
		Mrs. Minal Verma	
		Mrs. Mitlesh	
		Mr. Sunil Kumar Gautam	
		Mr. Firoz Khan	
		Mrs. Nanda Upadhyay	

Medical Room, First Aid & Health Check up	<ul style="list-style-type: none"> <li>• Planning a calendar for Medical checkup of students twice a year.</li> <li>• Collection of medical Certificate from class teachers.</li> <li>• Keeping the entire first aid item readily available in the medical room.</li> </ul>	Mrs. Deepak Kumari Sharma I/C	
		Mrs. Sulochna Devi	
		Mr. Sarabjit	
		Staff Nurse	
Teaching Aids & A.V Aids	<ul style="list-style-type: none"> <li>• Procurement of Audio Visual and teaching aids.</li> <li>• Upkeep of audio visuals and teaching aids.</li> <li>• Keeping the record of Audio Visual and teaching used by the teachers.</li> </ul>	Mrs. Sulochna Devi I/C Mr. Nirmal Debnath	
Games & Sports (Secondary)	<ul style="list-style-type: none"> <li>• Coaching the students in various games and preparing the team for participation.</li> <li>• Arrangement of sports meets as per KVS norms.</li> <li>• Planning and conducting Annual Sports Day celebration for <u>2019-2020</u>.</li> </ul>	Mr. Ganga Prasad Chhetri I/C	
		Sports Coach	
		Yoga Teacher	
Games & Sports (Primary)	<ul style="list-style-type: none"> <li>• Planning for sending teams/ players to participate in Regional/National/SGFI games.</li> </ul>	Ms. Akansha Sharma I/C	
		Ms. Chinmayee Mohanty	
Bharat Scouts & Guide Activities	<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 Scouts &amp; Guides or Cubs &amp; Bulbuls.</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>	Mr. Lokesh Marroddiya I/C	
		Ms. Mihpli Nongkynrih & All trained SMs & GCs	
Cubs & Bulbul Activities		Mr. Munna Kishor Soren I/C	
		Mrs. Sudesh Soni & All Trained CMs & FLs	
Educational Excursion	<ul style="list-style-type: none"> <li>• Planning &amp; deciding the places of educational tour for different classes as per schedule given by the KVS.</li> <li>• Planning safety measures, communicating parents through DO letters, charting busses, contacting the visiting places, taking permissions etc.</li> </ul>	Mrs. U.D Baruah I/C	
		Mrs. Nanda Upadhyay	
		Ms. Mihpli Nogkynrih	
		Mr. Pradeep Kumar <del>ROY</del> ROY	



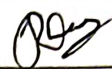
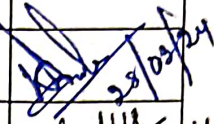
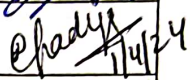
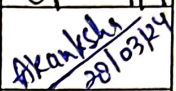

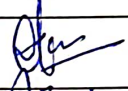


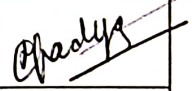



Guidance & Counseling	<ul style="list-style-type: none"> <li>• Planning for counseling sessions for entire session.</li> <li>• Collection of information and providing to students.</li> <li>• Arrangement of Guest Lectures.</li> </ul>	Mr. Rajender G. Trivedi I/C	
		Mrs. U.D Baruah	
		Mrs. Minal Verma Counsellor	
Primary Activity Room/ Resource Room	<ul style="list-style-type: none"> <li>• Maintenance, beautification and development of resource within the room for the purpose of effective functioning of Primary Wing.</li> <li>• Exploring resources planning and developing room to ensure strengthen of primary education.</li> <li>• Acquiring material, teaching aids, CD, books, play material etc., to display in the CMP so as to make it a better resource room.</li> </ul>	Mrs. G. Wahlang I/C	
		Mr. Pankaj	
		Mr. Deepak	 28/03/24
Secondary Activity Room cum Language Lab	<ul style="list-style-type: none"> <li>• Maintenance, beautification and development of resources within the room for the purpose of effective functioning of Language activities.</li> </ul>	Mrs. U.D Baruah I/C	
		Mr. Ved Prakash	
		Mr. Sarabjit	
AEP	<ul style="list-style-type: none"> <li>• Organizing PT meeting, creating awareness among parents and children about the changes in adolescent stage.</li> <li>• Awareness &amp; Solution for stress related problems.</li> <li>• Planning, Preparation &amp; conducting the programs.</li> </ul>	Mrs. Minal Verma I/C	
		Mrs. Preeti Awasthi/ TGT Sci Contract	
		Mrs. Katyaynee	
CMP	<ul style="list-style-type: none"> <li>• All works related to Primary education.</li> <li>• Maintaining CMP Records</li> <li>• A monthly report on activities undertaken by the Primary wing.</li> <li>• Preparation of Quarterly CMP News Letter</li> </ul>	Mrs. Nanda Upadhyaya I/C	
		Mr. Dheeraj Shokeen	
Staff Room	<ul style="list-style-type: none"> <li>• Maintenance of staff room and all the items available.</li> <li>• Allotment and up-keeping of Cub boards.</li> </ul>	Mr. Ved Prakash I/C	
		Mr. Deepak Pushkar	
		Ms. Esther	
		Mr. Pankaj	
TLM/ Teaching Aid (For Primary & Sec.)	<ul style="list-style-type: none"> <li>• To procure items required for making TLM</li> <li>• To keep the record of all the TLM prepared by the teachers</li> </ul>	Ms. Chinmayee Mohanty I/C	 28/03/24
		Ms. Anamika	

<p>Vidyalaya Swachchhta Club &amp; (Vidyalaya Sanitation Dept.)</p> <p>Vidyalaya Garden</p>	<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 the children get hygienic environment and sanitized toilets.</li> <li>• Please ensure that, the labors use disinfectants.</li> <li>• Once in every week, the committee shall go round the Vidyalaya exterior view and find out the growths in the wall and the surroundings</li> <li>• Plan the cleaning campaign get the work done with the help of Student/ Labourers.</li> </ul>	Samar Bahadur I/C	
		Mr. Rajender Singh	
		Mr. Ganga Prasad Chhetri	
		Mr. Lokesh Marroddiya	
		Mrs. Sulochna Devi	
		Mr. Sarabjit	
		Mrs. Chanchal Srivastav I/C	
<p>Eco Club &amp; Vidyalaya Beautification Club</p>	<ul style="list-style-type: none"> <li>• Vidyalaya Garden maintenance making suggestion to gardener.</li> <li>• Planning for the beautification of the Vidyalaya building.</li> <li>• Raising the requirement for Garden beautification.</li> </ul>	Mrs. Minal Verma I/C	
		Mrs. Preeti Awasthi/ TGT Sci Contract	
		Mrs. Katyaynee	
		Mr. Firoz Khan	
		Mrs. Sudesh Soni	
		Art & Craft Coach	
<p>Science &amp; Maths Club</p>	<ul style="list-style-type: none"> <li>• To plan for the Science Exhibition from beginning of the session and guide the students to prepare exhibits.</li> <li>• To make efforts to develop Science/Mathematical Park in the Vidyalaya.</li> <li>• To conduct all the Olympiads Smoothly.</li> <li>• To make the students aware about the different Kinds of Olympiads conducted in the Vidyalaya.</li> </ul>	<p>Mr. Samar Bahadur Mallah I/C &amp; All the Teachers of Science, Maths and Computer Science</p>	   

<b>Sexual Harassment &amp; Gender Sensitization Committee and Grievance Committee (Internal Complaint Committee)</b>	<ul style="list-style-type: none"> <li>To periodically open suggestion box at least once in a month.</li> <li>To keep a record of suggestions or grievance received from the students, staff or parents.</li> <li>Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.</li> <li>Deal with cases of discrimination and sexual harassment against students or staff members in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment; Recommend appropriate punitive action against the guilty party to the Principal.</li> </ul>	Mrs. Deepak Kumari Sharma I/C	
		Mr. Anil Kumar Sharma	
		Mrs. U.D Baruah	
		Mrs. Nanda Upadhyay	
		Mrs. Rosanna Lyngdoh, Board Director, Impulse NGO Network Shillong ( NGO Member)	
<b>Staff Quarters Allotment Committee</b>	<ul style="list-style-type: none"> <li>To check and keep the records of all the inventories in Guest Room and staff quarters at the time of allotment and vacation of guest room/quarters.</li> <li>To give suggestions for the maintenance of staff quarters and Guest room.</li> <li>To make a panel for the allotment of staff quarters as per KVS norms.</li> <li>To monitor the functioning of Vidyalaya canteen such as nature and quality of items available in the Vidyalaya canteen and their rates too.</li> </ul>	Mrs. Deepak Kumari I/C	
		Mr. Sunil Kumar Gautam	
		Mrs. Chanchal Srivastav	
		Mr. Sameer Palkar	
		Mrs. Katyaynee	
		Mr. Sameer Palkar I/C	
		Mrs. Mitlesh	
<b>Maintenance Of guest room</b>		Mr. Sarabjit	
		Mrs. U.D Baruah I/C	
		Mr. Anil Kumar Sharma	
<b>Alumni Association</b>	<ul style="list-style-type: none"> <li>To maintain proper records of alumni of the Vidyalaya</li> <li>To arrange alumni meet in the Vidyalaya by discussing with the undersigned.</li> </ul>	Mrs. Nanda Upadhyay	

School Building Electrical Maintenance & Monitoring, PA System management	<ul style="list-style-type: none"> <li>Monitoring the electrical system of the Vidyalaya.</li> <li>Preparing the estimates and submitting request for procurement of materials.</li> <li>Informing Principal the areas of immediate attention.</li> <li>To check the proper functioning of PA system and CCTV recording time to time.</li> <li>To arrange min &amp; other items in monitoring assembly.</li> </ul>	Mr. Sameer Palkar I/C	
		Mr. Firoj Khan	
		Mr. Ravindra Raibhar	
		Mr. Birender Rai	
राजभाषा कार्यान्वयन समिति	<ul style="list-style-type: none"> <li>To prepare and send quarterly Rajbhasha reports.</li> <li>To organize Hindi Pakhwada with proper planning.</li> <li>To prepare roster of all the employees as per Rajbhasha Adhiniyam.</li> <li>To ensure that all documents and pro forma used in the Vidyalaya are bilingual.</li> <li>To attend the नराकास meetings and send reports in time.</li> </ul>	Mr. Rajender Singh i/c	
		Mr. Lokesh Morroddiya	
		Ms. K. Anusha	 28/03/24
ACP	<ul style="list-style-type: none"> <li>To take ACP classes in the allotted classes.</li> <li>To complete all the sessions/modules as per norms.</li> <li>To send monthly report.</li> </ul>	Mr. Deepak Pushkar I/C	
		Mrs. U.D Baruah	
		Mr. Ved Prakash	
		Mrs. Maitreyee Tripathi	
		Mrs. Katyaynee	
		Mrs. Chanchal Srivastav	
		Mrs. Mitlesh	
		Mr. Ganga Prasad Chhetri	
		Mr. Firoj Khan	
Mrs. Mitlesh			



NCC	<ul style="list-style-type: none"> <li>To select the students for NCC.</li> <li>To organize parade as per norms.</li> <li>To attend the meetings in NCC office.</li> <li>To make correspondence with NCC office as per requirement.</li> </ul>	Mr. Mr. Rajender Singh	
		Mrs. Mitlesh	
Library Committee & Reader's Club	<ul style="list-style-type: none"> <li>Selection of books for the school library.</li> <li>Develop a general programme of library service to suit the interest and requirement of different sections of users.</li> <li>Review library rules and formulate new rules for the library.</li> <li>Recommend for proper functioning of the library.</li> </ul>	Mr. Firoj Khan I/C	
		Mr. Priyabrata Ganguly	
		Mrs. Mitlesh	
		Ms. K. Anusha	 28/03/24
		Mrs. Nanda Upadhyay	 17/4/24
		Ms. Akansha Sharma	 28/03/24
Vidyalaya Safety Committee	<ul style="list-style-type: none"> <li>To ensure Safety &amp; Security of the students during school hours and at the time of departure from the Vidyalaya.</li> <li>To check the danger points in the Vidyalaya building &amp; Campus and to plan for their removal/repairing.</li> <li>To do the needful to get the Building Safety Certificate and Fire Safety Certificate.</li> <li>To follow NDMC guidelines &amp; send quarterly reports in time.</li> </ul>	Mr. Rajendar G Trivedi I/C	
		Mr. Ganga Prasad Chhetri	
		Mr. Deepak Pushkar	
		Mr. Sameer Palkar	
		Mr. Munna Kishor Soren	
Back to Basics	<ul style="list-style-type: none"> <li>To ensure the proper implementation of Back to Basic project in all the classes from I to VIII.</li> <li>To complete all the pro forma and send reports in time.</li> <li>Distribution of Back to Basics booklets to the teachers.</li> </ul>	Mrs. U.D Baruah	
		Mrs. Nanda Upadhyay	
		Ms. Anamika	
SBSB/FIT India Programme	<ul style="list-style-type: none"> <li>To plan for testing of students of all the classes as per guidelines.</li> <li>To distribute all the pro forma to the class teachers and collecting back after completion of the activities.</li> <li>To complete the reports and sending to the RO.</li> </ul>	Mr. Ganga Prasad Chhetri I/C	
		Mrs. Chanchal Srivastava	
		Mr. Vishal Dhama	
		Sports Coach	

Social Science Department Related Activities (AKAM, EBSB, Social science Exhibition etc.)	<ul style="list-style-type: none"> <li>To plan and conduct various online/offline activities with Paired State.</li> <li>To plan and conduct various activities for Social Science Exhibition.</li> <li>To plan and conduct various activities for Azadi ka Amrit Mahotsava &amp; other similar programme.</li> <li>To send reports of all the above activities to RO/HQ in time.</li> </ul>	Mr. Rajendar G Trivedi I/C	
		Mrs. Sulochna Devi	
		Mrs. U.D Baruah	
		Mr. Mr. Deepak Pushkar	
Youth Parliament	<ul style="list-style-type: none"> <li>To plan and conduct various activities for Youth Parliament Competition as per KVS instructions and to send the reports timely.</li> <li>To train and guide the students for this purpose.</li> </ul>	Mr. Deepak Pushkar I/C	
		Mr. Rajendar G Trivedi	
		Mrs. Sulochna Devi	
		Mrs. U.D Baruah	
Students Scholarships	<ul style="list-style-type: none"> <li>Intimating students regarding state and central govt scholarships.</li> <li>Managing the Scholarship Portal</li> <li>Co-ordinating with the departments for providing the data of students.</li> </ul>	Mrs. G. Wahlang I/C	
		Mr. Deepak PRT	
KV PY & Olympiads	<ul style="list-style-type: none"> <li>Motivating students to take part in different Olympiads.</li> <li>Providing guidance to prepare for the Olympiads.</li> </ul>	Mrs. Minal Verma I/C	
		Mr. Sunil Kumar Gautam	
INSPIRE/MANAK	<ul style="list-style-type: none"> <li>Motivating students for participation.</li> <li>Guiding students for the preparation of Projects.</li> </ul>	Mr. Anil Kumar Sharma I/C	
		Mrs. Katyaynee	
PM SHRI Monitoring Committee	<ul style="list-style-type: none"> <li>Identifying areas where development is needed.</li> <li>Preparing plan of action.</li> <li>Inviting quotations and procurement of goods and services.</li> <li>Monitoring the progress of the programme.</li> <li>Maintaining the records and photographs of developments.</li> </ul>	Mr. Pawan Kumar Ojha I/C	
		Mrs. Deepak Kumari Sharma	
		Mrs. U.D Baruah	
		Mr. Rajender Singh	
		Mrs. Nanda Upadhyay	
		Mr. Munna Kishor Soren	
		Mrs. Katyaynee I/C	
School Nutrition Garden Committee	<ul style="list-style-type: none"> <li>Developing school Nutrition Garden</li> <li>Purchase of manure, seeds and implements.</li> <li>Involving students in the Nutrition garden</li> </ul>	Ms. Chinmayee Mohanty	
		Mr. Birender Rai	

Vidyanjali Monitoring Committee	<ul style="list-style-type: none"> <li>To maintain Vidyanjali portal</li> <li>To place requirements in the portal to invite volunteers.</li> <li>To do all other related activities</li> </ul>	Mr. Sujeet Das I/C	
		Mrs. U.D Baruah	
		Mr. Lokesh Morroddiya	<i>[Signature]</i>
School Innovation Council	<ul style="list-style-type: none"> <li>To implement vocational skill training in school</li> <li>To identify Vocational skills of students</li> <li>To plan 10 days bagless vocational classes for classes 6 to 8.</li> </ul>	Mr. Sameer Palkar I/C	<i>[Signature]</i>
		Mr. Ved Prakash	
		Mrs. Minal Verma	<i>[Signature]</i>
		Mr. Pawan Kumar Ojha	<i>[Signature]</i>
Academic Innovation and In-House Training Committee	<ul style="list-style-type: none"> <li>To plan and implement the innovative practices in learning.</li> <li>To keep the records of innovative practices implemented in school.</li> <li>To plan for different in-house training programmes for teachers under CPD.</li> <li>To keep the records of training details.</li> </ul>	Mr. Anil Kumar Sharma I/C	<i>[Signature]</i>
		Mr. Pawan Kumar Ojha	<i>[Signature]</i>
		Mrs. Maitreyee Tripathi	<i>[Signature]</i>
		Mrs. Nanda Upadhyay	<i>[Signature]</i>
		DEO	
		Mrs Sudha Rajput	<i>[Signature]</i>
UDISE Maintenance Committee	<ul style="list-style-type: none"> <li>To Maintain the UDISE Portal</li> <li>To enter the student's data in the portal</li> <li>To import and export PEN of the students.</li> </ul>	Mr. Rajendar G Trivedi I/C	<i>[Signature]</i>
		Mrs. Sudha Rajput	<i>[Signature]</i>
		DEO	
		Computer Instructor-2	
		All the Class Teachers and Co-Class Teachers	<i>[Signature]</i>
Academic & Administrative support	<ul style="list-style-type: none"> <li>He will be the Coordinator of all Academic Activities on behalf of the Principal.</li> <li>Interacting with the teachers and directing them on their academic duties. To check the academic activities of teachers.</li> <li>Planning and making schedule for Notebooks (C/W &amp; H/W) checking.</li> <li>Preparation of duty chart of the teachers such as Recess Duty, Escort duty etc.</li> <li>Class room Supervision and Checking of Teachers' Diary of all the teachers.</li> </ul>	Mr. K. Ramesh, Vice Principal	<i>[Signature]</i>

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| <ul style="list-style-type: none"><li>• Planning for Improvement of students' academic performance to achieve 100% results in all the classes.</li><li>• Planning of remedial measures for low Achievers in consultation with the Principal.</li><li>• Preparation of all the necessary pro forma and records for Annual Panel Inspection.</li></ul> |  |  |
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*Sunder*  
(D.B. SINGH)

Principal  
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