

KENDRIYA VIDYALAYA ROHTAK
SESSION 2018-19
Committees

A. Internal Committees/ Functional Groups and Departments:

Sr. No	Committee/ Department	Composition Mr/Ms/Mrs/Dr	Key roles & responsibilities
1.	CCA	Anita Kumar	<ul style="list-style-type: none"> • Working out CCA calendar with important targets/dates during the session, • Procuring material/prizes in advance, Stock keeping, • Organization of various inter house/ inter school competitions Conduct of Morning assembly, • Day to day Inter/Intra activities, • Compilation of results and reporting at the appropriate levels • Observance of important days, • Theme allotment for the house/other display boards. • Annual day and prize distribution etc. • Operationalizing house system through HMS • Managing Clubs/societies activities thorough Club In charges. • Schedules of club activities, to be part of the annual CCA calendar. (at least 5 clubs- one weekly club activity by rotation) • Co coordinating with club in charges. • CCA Records/photographs of club activities • Keeping track of Club activities • CCA/Sports certificates writin
		House Masters:	
		Sh S.Srivastva TGT AE	<ul style="list-style-type: none"> • Setting up a separate stock for Beautification of the vidyalaya campus. • Advance procurement of utilities/items • Decoration of display boards according to themes allotted • Stage setting and decorations for all occasions.

	Beautification of Campus & Building		
	Cultural Event Manager	Nimmi, Music Tr.	<ul style="list-style-type: none"> • Training children for Dance/Music and other performing arts. • Choir Group for the Morning Prayers on stage • Ceremonious/Cultural presentations
2.	Extra Curricular Activities(ECA) Literary Society, Academic Affairs	1.Sh Gianshwar Kumar 2.Pradeep Singh 3. Manoj Kumar 4. HM	<ul style="list-style-type: none"> • Conduct of VMC/ staff meetings- • Setting up agenda, maintenance of minutes etc. • Organizing of PTMs/ general body meeting • Arranging for subject committee meetings, follow up • Arranging for School excursion • Alumni Association • Periodic scrutiny of the written work. • Publication of Vidyalaya Patrika/ News letter • Printing of student diaries • Setting up a literary society/reader club
3	Hospitality, Reception, Publicity and Public relations	1.S K Srivastva 2.Sandeep Kumar 3.Deepak Kumar 4 Poonam 5 German Teacher	<ul style="list-style-type: none"> • Institutional readiness for official visits, • Welcome/ Reception/ presentation of bouquets etc • Tea/ Lunch etc • Image building / Banners etc • Promotion and publicity etc

4.	Examination	<p>A. <u>In House Examination:</u></p> <ol style="list-style-type: none"> 1. Rohitas Ghintala 2. Urmila 3. Pgt Physics -II 4. Suresh Dalal 	<ul style="list-style-type: none"> • Overall co-ordination and conflict resolutions • Upkeep of examination records- award lists, certificates etc. • Result Analysis • Liaising and communication • Meticulous planning and smooth conduct of all Tests/ Examination in a free and fair manner • Examination schedules • Preparation of question papers • Procuring the Examination materials • Seat plans and Roaster of Invigilators etc.
		<p>B. <u>CBSE/ NIOS and other Public Examination</u></p> <ol style="list-style-type: none"> 1. K P Singh PGT Maths 2. Manoj Kumar 3. Bala 	<ul style="list-style-type: none"> • Meticulous planning for Board Exams • Correspondence/ Record maintenance • Advance Booking of the rooms as per the calendar of examination for the year • Registration /Enrollments • Conduct of all Cbse/NIOS Examinations etc. • Conduct of PSA/Maths Olympiads/ASL/ Internal Assessments • Evidence of Assessments • Account keeping/settlements

8.	Boarding Lodging, Furniture and Seating Arrangement committee,	1.Naveen KUMar (In Charge) 2.TGT Maths 3.Sunita, TGT Skt 4 Yoga Coach	<ul style="list-style-type: none"> • Maintaining a sufficient stock of furniture items • Repair and condemnation • Room wise inventory/ numbering on priority basis • Seating arrangements for all occasions • Boarding lodging arrangements
9	Admission and Withdrawal	1.Harish Goel 2.Deepak 3.AjmerSingh, Technical Member 4.Krishan Kumar	<ul style="list-style-type: none"> • Overall planning for the admission and facilitating withdrawals • Coordination with class teachers • Realization of fees and fines/ reconciliation etc.
10	Time Table and Staff Strength	1.Charu Sharma 2.Kashish Goel 3.Sushma Rani, lib Mrs Urmila to assist for time being)	<ul style="list-style-type: none"> • Managing Human Resources efficiently/ rationally • Time Schedules • Planning for Tarun Utasav and monitoring outcomes • Weekly/ monthly –Teacher wise summary • Consolidated Time table for Display • Roaster based substitution duties
11	Science Society	1 Kashish Goel 2.PGT Chem (2) All science teachers	<ul style="list-style-type: none"> • Planning for Science Exhibition at all levels. • Participation of students in IAPT • Participation of students in Children Science Congress. • Preparation and guidance to students for NTSEs, KVPY, Intra House/ Inter House Quizzes • Promoting Scientific Activities in the Vidyalaya • Setting up Science Talk –promoting local research, • Presenting Activities based on Common science in the morning assembly.
12	ICT Infrastructure	1.Ajmer Chauhan 3. Comp.Instructor.	<ul style="list-style-type: none"> • Maintenance /Updating of website • ICT Infra. • AMC for ICTs in the school

			<ul style="list-style-type: none"> • Overall coordination for use of ICTs by others • Promoting/ Publicizing the achievements • Tapping of resources for Image building of the vidyalaya through the school website.
13	M&R	1.Mr Manoj Kumar 2TGT AE 3 H M	<ul style="list-style-type: none"> • Setting up priorities and timely action for the best upkeep of the vidyalaya building. • Ensuring the potable drinking water/ Ro systems • Maintenance of Electrical fixtures • White washing and repairs etc. • P A systems
14	Social Science Society	1. S Dagar 2. Jai Singh All teachers from Humanities to assist	<ul style="list-style-type: none"> • Planning for the regional/ National social science and National integration camp. • Projects and write up for Integration Camp. • Initiating and motivating children for creative exhibits. • Preparation of annual calendar of activities • Demonstration social values/themes from the club performances.
15	Mission Clean Vidyalaya	1 Manoj Kr. 2.HM 3.	<ul style="list-style-type: none"> • Cleanliness of the vidyalaya campus • Training of the sanitary staff and Upkeep of the toilets, corridors etc. • Random check- ups of class rooms, dark spots and suitable remediation thereof and cleanliness drives.
16	Scout and Guide Movement	1.S K Gill(I/c) 2.Sunita Rani 3. Deepak Kr(I/C) 4. Reena	<ul style="list-style-type: none"> • Annual Calendar of event(list of Weekly activities) • Increasing enrollment of students to BS&G • Maintenance of a BS&G Display Board • Ensure participation in all competition inside /outside school
17	NCC	Anita Jai Singh	<ul style="list-style-type: none"> • All arrangements related to NCC • Training of the vidyalaya Troop •

18	Rajbhasha	Anita Kumar Mr Gill Mr J BUdhwari Ms Sunita	<ul style="list-style-type: none"> • Records keeping • Attending of all meetings
19.	Awakened Citizen Programme	Mr J S Budhwar	<ul style="list-style-type: none"> • Conduct of several activities as per the guidelines and realization of objectives of the programme • Communication in respect of the of programme.

School Planning Associate: Sh. Pradeep Singh, PGT Eng.