**KENDRIYA VIDYALAYA NO. 4, VARANASI (UP)**

**COMMITTEES IN SECONDARY SECTION FOR SESSION 2023-24**

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| **S. No.** | **COMMITTEE / DEPTT.** | **MEMBERS** | **DUTY / RESPONSIBILITIES** |
| **1** | **Examination : Internal, CBSE, Competition** | SH. H.P PANDEY, TGT(SST) I/CTGT (MATHS) | 1. Conduct all examination, 2. Result Analysis, 3. Conduct PTM, 4. Keeping all records, 5. Seating Arrangement, etc. |
| **2** | **PISA (CCT)** | SH.D.K SINGH TGT (SCI) | 1.Co-ordinate all activities 2. Keep record |
| **3** | **FURNITURE** | SH. D.K SINGH, TGT(SCI) | 1. Purchasing, 2. Maintenance & repair, 3. Record keeping |
| **4** | **CCA** | SH. ARUN KUMAR, TGT (ENG) I/CSH. K.N RAI, TGT (HINDI)SH. K.L. MISHRA, TGT (SKT) | 1. Planning of CCA Activities, 2. Conduct of CCA activities, 3. Prize distribution, 4. Morning Assembly, 5. Celebration of important days & function, 6.Announcement 7. Distribution of certificate and prize. |
| **5** | **TEACHING AIDS** | SH. H.P. PANDEY, TGT (S.ST.) – I/C  | 1. Planning & purchase of relevant teaching aid, 2. Use & issue of teaching aid, 3. List of teaching aid, 4. Storage with remark |
| **6** | **ADMISSION** | SH. RAVI SHANKER PRASAD, TGT (AE) I/CSMT. ANANYA SINGH (HM) | 1. Registration, 2. Admission, 3. Draw of Lottery, 4. Updation on Website, 5. Validation of K.V. T.C., 6. Keeping all records. |
| **7** | **PURCHASE** | SH. RAJESH SONKER, TGT (P&HE)SMT. ANANYA SINGH (HM)SH. SATYENDRA KUMAR, TGT(WE) | 1. Receive proposal, 2. Follow procedure of purchase, 3. Collect quotation, 4. Verification, 5. Prepare comparative statement, 6. Writing dates on purchased articles. |
| **8** | **DISCIPLINE** | SH. RAJESH SONKER, TGT (P&HE)– I/CSH. K.L MISHRA TGT(SKT)TGT (MATHS) | 1. Maintenance of discipline, 2. Solve conflict of students, 3. Counseling to the students. |
| **9** | **SANITATION / CLEANING / REPAIR & MAINTENANCE** | SH. SATYENDRA KUMAR, TGT (WE) – I/CSH. RAJESH SONKER, TGT (P&HE) | 1. Observe cleanliness of water points, 2. Toilets, 3. Surroundings, 4. Whitewash, 5. Maintenance & repair of school building and assets, 6. Write date of cleaning on water tank |
| **10** | **SPORTS / ADVENTURE / EXCURTION** | SH. RAJESH SONKER, TGT (P&HE) – I/CSH. RAVI SHANKER PRASAD, TGT (AE) | 1. Conduct inter-house sport competition, 2. Sports Day, 3. Sports coaching, 4. Regional & National Sports meet |
| **11** | **SCOUT & GUIDE** | SH. SATYENDRA KUMAR, TGT (WE) – I/CSH. K.L. MISHRA, TGT (SKT) | 1. Conduct different activities, 2. Registration of Scouts, Guides, Cubs & Bulbul, 3. Prepare for Rajya Puraskar & Rastrapati Puraskar. |
| **12** | **AEP** | SH. D.K. SINGH, TGT (SCI.) – I/CSH. K.L. MISHRA, TGT (SKT) | 1. Conduct activities, 2. Counseling students, 3. Meeting  |
| **13** | **ACP (Coordinator )** | SH. K.N RAI, TGT (HINDI) – I/C | 1. Coordination with all ACP teachers & programmers, 2. Completion of module, 3. Activities, 4. Meeting, 5. Keeping record |
| **14** | **ACADEMIC CO-ORDINATOR** | SH. K.N RAI TGT(HINDI) | 1. Provide syllabus, 2. Liaison with all teachers, 3. Data of subject committee meeting, 4. Record of coverage of syllabus, 5. Implementation of KVS/ NCERT/ CBSE policy. |
| **15** | **COMPUTER & MAINTENANCE OF WEBSITE AND PIMS** | SH. SATYENDRA KUMAR, TGT (WE) – I/CSH. RAVI SHANKER PRASAD, TGT (AE) | 1. Maintenance & AMC of all computers, 2. Updation of website, 3. Photography of all occasions |
| **S. No.** | **COMMITTEE / DEPTT.** | **MEMBERS** | **DUTY / RESPONSIBILITIES** |
| **16** | **BEAUTIFICATION / GARDENING / PLANTATION** | SH. RAJESH SONKER, TGT(PHE) – I/CSH. D.K. SINGH, TGT (SCI.) | 1. Whitewash, 2. Beautification of school building, corridor, classrooms, out ambiance, 3. Gardening, 4. Plantation |
| **17** | **UBI FEE COLLECTION** | SH. RAVI SHANKER PRASAD, TGT (AE) – I/CSH. SATYENDRA KUMAR, TGT (WE)  | 1. Update all data reg. student’s profile, 2. Attendance, Result, etc. |
| **18** | **SCIENCE LAB** | SH. D.K. SINGH, TGT (SCI.) – I/C  | 1. Upkeep Jr. Science Lab, 2. Make all material available, 3. Use log book, maintain all equipment, 4. Purchase new items, 4. Function of Science Activities. |
| **19** | **MORNING ASSEMBLY** | SH. RAJESH SONKER, TGT (P&HE) – I/CSH. K.L. MISHRA, TGT (SKT) | 1. Control & command, 2. Distribution of Programmes, 3. Flag hoisting,4. Monitoring all activities |
| **20** | **PA SYSTEM & PHOTOGRAPHY** | SH. SATYENDRA KUMAR, TGT (WE) – I/CSH. ARUN KUMAR TGT(ENG) | 1. Arrangement of P.A. system in morning assembly, any other function, 2. Maintain all equipment functional, 3. Photography during all functions.  |
| **21** | **PROJECT – GREEN VIDYALAYA / HARIT VIDYALAYA** | SH. SATYENDRA KUMAR, TGT (WE) – I/C | 1. Plantation, 2. Beautification, 3. Swachhta Abhiyan |
| **22** | **GUIDANCE & COUNSELLING** | SH. K.L. MISHRA, TGT (SKT.) I/CSH. H.P PANDEY, TGT(SST) | 1. Create Guidance & Counseling corner, 2. Make all information of employment available to the students, 3. Counseling to students. |
| **23** | **SALARY CHECKING** | …………………………. (TGT MATHS) – I/C  | 1. Checking of monthly staff salary 2. Collection of fee data |
| **24** | **PUBLIC LIAISON** | SH. RAJESH SONKER, TGT (P&HE) – I/C | Contact & liaison with public & other agencies as and when required for Vidyalaya support. |
| **25** | **TIME-TABLE / ARRANGEMENT** | SH. SATYENDRA KUMAR, TGT (WE) – I/CSH. RAJESH SONKER, TGT(PHE)  | 1. Formation of time table, 2. Arrangement of Classes. |
| **26** | **FIRST AID / MEDICAL** | SH. RAJESH SONKER, TGT (P&HE) – I/C | 1. Keep needful items in store, 2. Use for students |
| **27** | **SAFETY & SECURITY**  | SH. RAJESH SONKER, TGT (P&HE) – I/CSH. K N RAI , TGT(HINDI) | 1. Make all arrangement for safety & security.2. Follow Standard Operating Procedure (SOP) for security.3. Install all firefighting machines. |
| **28** | **RAJBHASHA** | SH. K.N. RAI, TGT (HINDI) – I/C | 1. Conduct 03 monthly meeting, 2. Implementation of Rajbhasha rules, 3. Prepare report of Rajbhasha  |
| **29** | **GRIEVANCE REDRESSAL** | SH. H. P PANDEY TGT(SST) – I/CSH. RAJESH SONKER, TGT (P&HE) | Short out grievance of students & teacher with concurrence of Principal. |
| **30** | **PUBLICATION** | SH. ARUN KUMAR, TGT (ENG.) – I/CSH. K.L. MISHRA, TGT (SKT.)SH. K.N. RAI, TGT (HINDI) | 1. Collection Articles, 2. Edit and publicity of school magazine / newsletter. |
| **31** | **CCTV CAMERA** | SH. SATYENDRA KUMAR, TGT(WE) I/C | Maintenance and recording of cctv camera. |

**PRINCIPAL**