

KENDRIYA VIDYALYA SHEOHAR

DISTRIBUTION OF WORK

LIST OF COMMITTEE INCHARGES AND MEMBERS- 2023-24

All the Incharges and members are accountable for the error free timely completion of the assigned work. All the team members are to co-operate their concerned incharges for the timely disposal of the work.

S. N O.	COMMITTEE NAME	In Charge	Members
1.	Admission	Smt. Rashmi Rekha	1. Sh.Ashok Kumar 2. sh Sanjay Kumar 3. Sh. Z. Alam 4. Sh.Amit Kumar 5. Sh S.K. Suman
2.	Internal Exam	Secondary and Sr. Secondary- Sh. K.D. Sharma	1.Sh.R .Bhakar 2.Sh.S. Bisoyi
		Primary- Sh. S.K. Suman	1.Sh.Subodh Kumar 2.Sh.A.Viswakarma
3.	CBSE	Sh. R.P. Kushwaha	1. Sh. Ashok Kumar 2. Sh. S. Bhaskar Concern Cls. Trs. IX,X,XI,XII
4.	Time Table	Secondary Sh. K.D. Sharma	1. Sh. Sanjay Kumar 2. Sh.S. Bhaskar
		Primary- Sh. S. Rizvi	1. Sh. Munna Kr. Pandey 2. Sh. Amit Kumar
5.	Arrangement	Secondary Ms. Shweta Prakash Sh. B.K. Singh	
		Primary- Sh. Z. Alam Sh. Arvind Kumar	
6.	CCA	Secondary- Sh. Ashok Kumar	1. Sh.S. Bisoyi, 2. Sh.R. Bhakar
		Primary- Sh. Arvind Kumar	1. Sh. Anil Kumar 2. Sh. S. Rizvi 3. Sh. Munna Kr. Pandey
7.	Rajbhasha/ Matribhasha	Mrs. Rashmi Rekha	1. Sh. R. Bhakar 2. Sh. Ashok Kumar
8.	Games & Sports	Sh. Suraj Kumar	1. Sh. R. Bhakar 2. Sh. S. Bhaskar

9.	NAEP/ Guidance & counseling	NAEP- Mrs. Rashmi Rekha Ms. Shweta Prakash Guidance & counseling- Sh. C.K Pandey	NAEP- 1. Sh. R.P. Kushwaha 2. Sh. S.Bhaskar Guidance counseling- Sh. B.k.Singh
10.	Repair & Maintenance/S ecurity/ Safety	Sh. Deepak Kumar	1. Sh. B.K. Singh 2. Sh. Suraj kumar 3. Sh. S. Bhaskar 4. Sh. Munna Pandey 5. Smt. S.P.Pandey
11.	First aid & medical checkup	Miss. Shweta Prakash	1. Smt. Rashmi Rekha 2. Smt. S.P. Pandey
12.	Cleanliness	Sh. Suraj kumar (Inside the Vidyalaya)	1. Sh. B.K. Singh 2. Sh. S. K. Suman
		Sh. S. Bhaskar , (Outside the Vidyalaya)	1. Sh. Subodh Kumar 2. Sh. A. Viswakarma
13.	Discipline	Sh. K.D. Sharma	1. Sh. B.K.Singh. 2. Smt. Rashmi Rekha 3. Sh. Z.Alam 4. concerned Class Teachers.
14.	Website Updating / PIMS	Sh. R.P. Kushwaha,	1. Sh. Ashok Kumar 2. Computer Instructor
15.	Furniture	Sh.R. Bhakar	1. Sh. B.K. Singh 2. Smt. S.P. Pandey
16.	PTA Meeting	Sh. K.D. Sharma Sh B.K. Singh	1. Sh. Arvind Kumar 2. Sh. Zafeer Alam
17.	PA System & Electrical Maintenance/ TOYS MAKING	Sh. Deepak Kumar	1.Sh. Anil Kumar 2. Sh. S.K. Suman
18.	Vidyalaya Patrika	Secondary- Sh. Ashok Kumar Primary- Akilesh Vishwakarma	1. Smt. Rashmi Rekha 2. Sh. S.Bisoyi, 3. Sh. R. Bhakar Primary- 4. Sh. Munna Pandey
19.	Science Exhibition	Ms. Shweta Prakash	1. Sh. C.K. Pandey 2. Sh. R.P. Kushwaha 3. Sh. K.D. Sharma 4. Sh. Deepak Kumar

20.	Social Science Exhibition/ Sambidhan Divas	Sh. Sanjay Kumar	1. Sh. S.Bhaskar 2. Sh. S.Bisoyi, 3. Sh.R.Bhakar 4. Smt.S.P.Pandey
21.	Photography	Sh. S. Bhaskar	1. Sh. R. Bhakar 2. Sh. Amit Kumar
22.	Library	Sh. B.K. Singh	1. Smt. Rashmi Rekha 2. Sh. S. Bisoyi, 3. Sh.R.Bhakar 4. Sh.A.Viswakarma
24.	Adventure club	Sh. Sanjay Kumar	1. Sh. K.D. Sharma. 2. Sh. Deepak Kumar
25.	Nature club/ Balika Divas/NCSC/ Eco Club	Ms. Shweta Prakash	1. Sh. Amit Kumar 2. Sh.Arvind kumar 3. Sh. Subodh Kumar
26.	CMP/ VIDYA PRAVESH/ NIPUN BHRAT/FLN/TO Y BASED LEARNING	Sh. Zafeer Alam Sh. Arvind Kumar	1. Sh. Amit Kumar 2. Sh. S.Rizvi 3. Sh. S.K.Suman 4. Sh Munna Pandey
27.	Scout & Guide/ Cub & Bulbul	Overall incharge Scout & Guide Ms. Shweta Prakash I/C(Guide) Ms. Shweta Prakash (I/C)/Scout Sh. Suraj Kumar Overall incharge Cub & Bulbul Sh. Arvind Kumar (I/C) Bulbul Smt. S.P.Pandey (I/C) Cub Sh. Munna Kr. Pandey	1. Mrs. Rashmi Rekha 2. Sh. Deepak Kumar 3. Sh. S. Bhaskar 4. Sh. Z. Alam 5. Sh. S.K. Suman 6. Sh. Amit Kumar
28.	Sexual harassment	Mrs. Rashmi Rekha	1. Ms. Shweta Prakash 2. Mrs.S.P. Pandey
29.	Subject Committee	Science- Ms. Shweta Prakash	1. Sh. C.K. Pandey 2. Sh. R.P. Kushwaha 3.Sh. Deepak Kumar
		Maths- Sh. K.D. Sharma	1. Sh.Deepak Kumar, 2. TGT (Math) 3. Concerned PRTs
		English- Sh. S. Bisoyi,	1. PGT (Eng) 2. Concerned PRTs
		Hindi- Mrs. Rashmi Rekha	1. Sh.Ashok Kumar 2. Sh.R. Bhakar 3. Concerned PRTs

		Social Science- Sh. Sanjay Kumar	1. Special Educator 2. Concerned PRTs
30	RTI	Sh. B.K. Singh	Mrs. Rupa Kumari (SSA)
31.	Gardening & Beautification/ Yuva Pryatan Club /Swachh Vidyalaya Puraskar	Sh. S. Bhaskar	1. Sh.Deepak Kumar 2. Sh. Ashok kumar 3. Sh. S. Rizvi 4. Sh. S.K.Suman 5. Sh.Arvind Kumar 6. Sh.A.Viswkarma
32	Teaching Aids	Sh. Sanjay Kumar	1. Sh. Arvind Kumar 2. Sh. Subodh Kumar 3. Sh. Anil Kumar
33.	Math Olympiad	Sh. K.D. Sharma,	1. Sh. Deepak Kumar 2. TGT (Math)
34	Alumni Association / Yuva Club/Vidyanjali / Heritage India Quiz	Sh. B.K. Singh	1. Sh. Ashok Kumar 2. Sh. Deepak Kumar
35	Purchase Committee	Sh. R.P. Kuswaha	1. Sh.B.k.Singh 2. Sh.Zafir Alam 3. Concerned stake holder
36	Security & conservancy	Sh.K.D.Sharma	1. Sh. S. Bhaskar 2. Sh. Z. Alam,
37	Income Tax & Pay bill Verification	Mrs. Rupa Kumari(SSA)	1. Sh. K.D. Sharma 2. Sh.S. Rizvi 3. Sh. Dhruv Prakash(JSA)
38	SBSB/ khelo india/Fit India/Rastriya. Krimi Divas/ Soil Test	Sh. Suraj Kumar	1. Sh. R.P. Kushwaha 2. Sh. R.Bhakar 3. Sh. Deepak Kumar 4. Sh. Amit Kumar 5. All Cls. Trs.
39	UBI Fee monitoring	Sh. R.P. Kushwaha	1. Sh. K.D. Sharma 2. Smt. Rupa Kumari 3. Computer Instructor 4. All Cls. Trs.
40	Academic	Sh.C.K. Pandey	1. Sh. R. P. Kushwaha 2. Sh. Z. Alam 3. Sh.Arvind Kumar
41	Flag arrangement during morning assembly	Sh. Suraj Kumar	Sh.R.Bhakar
42	EBSB/Shikshak Parv/EktaDivas / Communal Harmony/ Bhasha Sangam	Sh Ashok kumar	Sh .Sanjay kumar Smt. S.P. Pandey

43	AKAM/National Youth Parliament/G-20/Online Youth Management/ Veer Gatha Pro. / Nadi Ko Jano	Sh .Sanjay kumar	Sh Ashok kumar
44	Training Like DIKSHA , Millet year & Others/Rashtriya Poshan Mah / Road Sefety/ Ganga Quest	Sh. B.K.Singh	Sh. Arvind Kumar
45	Route to Route/ spicmacy/ Kala Utsav	Smt. S.P. Pandey	1. Sh. Ashok Kumar 2. Sh. Sanjay Kumar 3. Sh. S. Bhaskar 4. Sh. S.K.Suman 5. Sh.Munna kr Pandey
46	Atal Tinkering Lab(ATL)/KAMP/Inspire Award/ Pre Vocational Edu. Pro.(PVEP)/ NDMA	Sh. Deepak Kumar	1. Ms. Shweta Prakash 2. Sh. S. Bhaskar 3. Sh. Suraj Kumar
47	PPC/Cyber security awareness/AI	Sh. R.P.Kushwaha	Sh Sanjay Kumar
48	PISA/CCT/MATH OLYMPIAD	Sh. K.D. Sharma	Sh S. Bisoyi
49	GEM / GIS/	Sh. R.P. Kushwaha	Smt Rupa Kumari
50	CBSE Reading Challenge /ACP	Sh S. Bisoyi	1. Sh. B.K.Singh 2. Sh R Bhakar
51	GLIS/	Sh.Dhruv Prakash	Sh. R.P. Kushwaha
52	Land And Building	Sh B.K. Singh	1. Sh Sanjay Kumar 2. Sh Deepak Kumar
53	Data entry	Sh. R.P. Kushwaha	1. Sh. B.K. Singh 2. Sh. Deepak Kumar 3. Sh. S. Bhaskar 4. Comp. Inst.

(Dr. LEENA KUMARI)
Principal