

KENDRIYA VIDYALAYA, BMY, BHILAI

ALLOTMENT OF DUTIES TO STAFF MEMBERS FOR 2021-22 AND

FORMATION OF VARIOUS COMMITTEES

S.No.	Duties/Responsibilities	Name of the Teacher	Sign of the Teacher
01.	VMC Member	Mr.K.R.Bisen	
02.	CCA Coordinator	1.Dr. P.K. Pandey (I/C) 2.Mr. D.R. Sahu 3.Mrs. D Parvati	
03.	Admission	1. Mrs. F Khan (I/C) 2. Mr. K R Bisen 3. Mrs. B Banerjee 4. Mrs. Deepika Pradhan 5. Mr. K N Sahu	
04.	Time Table and Daily Arrangement	1.Mr. Jai Kumar Choudhary(I/C)Sec. 2.Mr. K R Bisen 3.Mr. K. Nayak 4.Mrs. R P Sehmi (I/C)Pri.	
05.	Examination	1. Mrs.S.Khirbat (I/C) 2. Mr. Jai Kumar Choudhary 3. Ms.Sarala Uikey 4. Mrs. Pratistha Mishra	
06	CBSE	1. Mr. D.R. Sahu (I/C) 2. Mr. K R Bisen 3. Mr. K Nayak	
06.	External Competitive Exam	1.Mr. D.R.Sahu(I/C) 2.Mr. Sanjay Kumar 3.Mr. K N Sahu	
07.	Purchase Committee	1.Mrs.S.Khirbat 2.Mr. K R Bisen 3.Mr.J K Choudhary 4.Ms. V Rajmani 5.Mr.J.A Khan 6.Mrs.R.P.Sehmi 8.Mr.B R Patley 9. All Department I/C	
08	NIOS	1.Mr. D R Sahu (I/C) 2.Mr.K Nayak	
09	Discipline	1. Mr.J.A Khan(I/C) 2. Dr. P.K. Pandey 3. Mr R.K Thakur 4. Mr. Sanjay Kumar 5. Mrs.R P Sehmi 6. Mr. K N Sahu	

10	Website Monitoring & Updating Committee	1. Mr. K R. Bisen 2. Mrs. F Khan 3. Mr. D R Sahu 4. Ms.Sarala Uikey 5. Mr. Rajesh	
11	Academic Development	1. Mrs.S.Khirbat(I/C) 2. HM(Vacant) 3. Mr. J K Chaudhary 4. Mrs.R P Sehmi 5. Mr.A.K.Shrivas	
12	Scout & Guide	1. Mr. Sanjay Kumar Scout(I/C) 3. Mrs.R.P.Sehmi Guide (I/C) 4.Mrs.Divya Ben Parmar	
13	Cub & Bulbul	1.Mr.K N Sahu (I/C) 2.Mrs. Deepika Pradhan	
14	Science Club/Exhibition	1.Smt. F. Khan(I/C) 2. Mrs.S. Khirbat 3. PGT BIO Vacant 4.Mr.A.K.Shrivas	
14.	Maths Club/Exhibition	1. Mr. Jai Kumar Choudhary (I/C) 2.Mr.K.Nayak 3. Mrs.B.Banerjee 4. Mr. S K Sahu	
15.	Social Science Club/Exhibition	1. Mr. Sanjay Kumar (I/C) 2. Mrs. Neha Gupta 3.Mr.K N Sahu	
16.	Language Club	1.Dr. P.K. Pandey (I/C) 2. Mr. D.R. Sahu 3. Mr. P P Shastri 4.Ms.Sarala Uikey 5. Dr. Ajay Arya	
17.	Development of Spoken English and communication skills	1. Mr. D.R. Sahu(I/C) 2. Mrs. D.Parvati 3. Mrs. Pratistha Mishra 4. Ms.Deepa Meena	
18.	Library Reading Club/Committee	1. Mrs. Divya Ben Parmar (I/C) 2. Dr. P.K. Pandey 3. Mr. D.R. Sahu 4. Mr. P P Shastri 5. Mrs. Deepika Pradhan	
19.	P.T.M Committee	1. Dr. P.K. Pandey (I/C) 2. Mr. J.A Khan 3. Mr.K.Nayak 4. Mrs.R P Sehmi 5. Mrs.Preeti Dubey	
20.	Sports Committee	1. Mr. J.A Khan (I/C) 2. Mr. Sanjay Kumar 3. Mr.A.K.Shrivas 4. Mrs. Deepika Pradhan	

		6. Mr. S. K. Sahu	
21.	First Aid	1. Mr. J.A Khan(I/C) 2. Mrs.B Banerjee 3. Mrs. D Parvathi 4. Ms.Kalyani	
22.	Morning Assembly	1.Dr. P.K. Pandey(I/C) 2. Mr. D.R. Sahu 3. Mr. J.A Khan 4. Mrs. S.Pendharkar 5. Ms. V.Rajmani 6. Mrs. D Parvati	
23.	Subject Committee Conveners	1.Dr. P.K. Pandey-Hindi & Sanskrit 2. Mr. D.R. Sahu -English 3. Mrs.F Khan- Science 4. Mr. J.K. Choudhary-Maths 5. Mr. Sanjay Kumar -Social Sc.	
24.	Rajbhasa	1.Dr. P.K. Pandey(I/C) 2. Ms.Sarala Uikey 3. Mr. P P Shastri 4. Mr. B R Patley	
25.	Income Tax	1. Mr. J K Choudhary 2. Mr. K Bisn 4. Mr. K Nayak	
26.	CS-54 & Fee Collection	1. Mr. B R Patley(I/C) 2. JSSA Vacant	
27.	Gardening	1. Mr.A K Shrivast(I/C) 2. Mr. J.A.Khan 3. Ms. V.Rajmani	
28.	M & R Vidyalaya	1.Ms. V.Rajmani 2.Mrs.R.P.Sehmi 3.Mr. J. K. Choudhary 4.Mr.Sanjay Kumar	
29.	Excursion	1. Mr. J A Khan(I/C) 2. Ms. V Rajmani 3. Mrs.R P Sehmi 4. Mr. K N Sahu	
30	Committee for Monitoring Safety & Security of Vidyalaya	1.Mr. J A Khan(I/C) 2.Dr. P. K. Pandey 3.Ms. V. Rajmani 4.Mrs. R. P. Sehmi 5.Mr. K N Sahu	
31	Integrity club	1. Mr. Sanjay Kumar (I/C) 2. Ms.Sarala Uikey 3. Mrs. S.Pendharkar 4. Mrs. Preeti Dubey	
32	Nature Health Club	1. Mr A K Shrivast (I/C) 2. Mr.J A Khan	

		3.Mrs. Preeti Dubey 4.Mrs. D Parvati	
33	AEP	1. Mr. K Nayak(I/C) 2.Mr D R Sahu 3. Mr. J A Khan	
34	School Facelift	1. Ms. V Rajmani (I/C) 2. Mr. J.A Khan 3. Mrs. Pinki Singh 4. Mrs. R P Sehmi	
35	Guidance and Counseling	1.Dr. P K Pandey (I/C) 2. Mrs. Pratistha Mishra 4. Mrs. Deepika Pradhan	
36	Adventure Club	1. Mr. J A Khan(I/C) 2. Ms. V Rajmani 3. Mrs. R P Shemi 4. Mrs. Deepika Pradhan	
37	Child Right Protection	1. Mrs. S Khirbat(I/C) 2. Mr. J A. Khan 3. Mrs. B. Banerjee 4. Mrs.R .P. Sehmi	
38	Anti Bullying Committee	1.Mrs. S Khirbat (I/C) 2.Mr. J. A. Khan 3.Mrs. R. P .Sehmi	
39	Furniture	1.Mr. K. N. Sahu (I/C) 2. Mr. K. Nayak 3. Mr. P P Shastri 4.Mr. S .K. Sahu	
40	Monitoring of CCTV Camera ,functioning and Review of its Recording	1. Mrs. S Khirbat 2. Mr K R Bisen 3. Mr. J K Choudhary 4. Mr. K Nayak 5. Mr. J A Khan 6. Mrs. R P Sehmi 7. Mr Rajesh	
41	Alumni	1. Mr. R K Thakur 2. Mr. Sanjay Kumar	

All the Committee conveners will chalk out an action plan for the year 2021-22 also identify the role of each member in the committee and submit the same to the undersigned.

**Principal
KENDRIYA VIDYALAYA,
BMY, BHILAI**