

KENDRIYA VIDYALAYA NO. 5 JAIPUR

VIDYALAYA COMMITTEES FOR THE SESSION (2019-20) (II Shift)

S. NO.	NAME OF DEPTT	MEMBERS	DUTIES TO BE PERFORMED
1	GENERAL SUPERVISION OF THE VIDYALAYA	Sh. R C BHURIA, PRINCIPAL Smt. V P Jain, VICE-PRINCIPAL Sh. D B Sharma , PGT (Hindi)	1) Sustain and nurture strong points. 2. Record the lapses and weak points of the Vidyalaya. 2) Suggestions for improvement and discuss in monthly staff meetings.
	CHECKING OF CLASS REGISTERS AFTER MORNING ASSEMBLY	Smt V P Jain, VICE-PRINCIPAL Sh. Yudhishthar Sharm , PGT (Physics)	1) Monitor class attendance register for regular attendance to be marked 2) Ensure completion of first page along with all entries of student particulars
3	EXAMINATION	Sh. Yudhishthar Sharm , PGT (Physics) I/C Sh. Y.S.NARUKA, TGT (ART) Smt. MEENAKSHI SWAROOP, PRT	1) To coordinate and conduct internal and CBSE exam. 2) To print and purchase examination material and maintain secrecy in all respects. 3) To procure total number of answer sheets / number of question paper from Regional Office. 4) To handle correspondence relation to the CBSE 5) To suggest the ways and means to improve the exam system. 6) To maintain all circulars of CBSE results. 7) To monitor the planning and execution of activities. 8) To check the proper records/evidences/tasks
4	ADMISSION	Smt. Neha Tyagi, PGT (COMP.) I/C Sh. A.K.Pareek, PGT(ECO) Smt. Sunita Gupta (PRT) Sh. Man Singh Meena , PGT (History) Sh. R K Zindolia, TGT (Hindi) Sh. Pramod K Vishwakarma , (Librarian) Smt. Meenakshi Swaroop, (PRT),	1) Registration and conducting admission tests (wherever applicable) and interviews preparing lists of selected candidates. 2) To answer the queries of parents. 3) To maintain proper records. 4) Follow admission guidelines of KVS 2019-20

		Sh. D P Mena , (PRT)	
5	TIME TABLE	Smt. Sunita Gupta , PGT (Chemistey) I/C Sh. M C Meena , PRT Sh. R K Zindoliya, TGT, (Hindi) Sh. P K Vishwakarma , Librarian	<ol style="list-style-type: none"> 1) To prepare time table and amend it whenever needed during the session. 2) To ensure proper distribution and communication of time table to the students and teachers and provide its copies to the Principal and Vice-Principal. 3) To ensure daily engagement of teachers who are on leave. 4) In case of long leave vacancy of teachers arrangement of Contractual teachers with the consent of the Principal.
6	C.C.A.	Secondary (Coordinator) Sh. D B Sharma , PGT (Hindi) Coordinator Sh. R K Zindoliya, TGT, (Hindi) Associate	<ol style="list-style-type: none"> 1) To ensure the proper conducting of morning assembly which includes, (i)Command, (ii) Prayer (iii) Pledge (iv) Thought (v) News (vi) Talks on G.D., Value education, Current Affairs (vii) National Anthem (viii) Marching Song (ix) Proper celebrations of Different functions. 2) To prepare plan for cca activities for a session 3) To plan and prepare items for different programmes & celebrations of important days
		PRIMARY(Coordinator) Sh. M C Meena , , (PRT) Coordinator Sh. Ramkesh Meena , , (PRT)	
7	HOUSE MASTER SECONDARY	Smt. Rekha Bala Bala) TGT (Maths) –SHIVAJI Sh. Taptesh Kumar Meena, TGT (Eng.) , –TAGORE Sh. Sanjay K Jyotishi, TGT (SKT) -ASHOKA Smt. Akansha Singh , TGT (WET) – RAMAN	<ol style="list-style-type: none"> 1) To choke out the program for their houses and preparations of strategies. 2) To maintain and decorate display board. 3) Prepare the students for various competitions 4) To assign duties to house associates 5) Seating arrangement to conduct competitions
	HOUSEMASTER PRIMARY	Smt. Meenakshi Swaroop (PRT) –SHIVAJI Sh. Manish Choudhary (PRT) TAGORE Sh. Ramkesh Meena (PRT) --ASHOKA Sh. D P Meena (PRT) - RAMAN	

8	MAINTENANCE & REPAIR(CIVIL) ELECTRICAL & WATER COOLER	Sh. S P Mathur ,PGT(Maths) I/C Sh. Y K Naruka , TGT (ART) Sh. Surjeet Singh , TGT (P&hE) Ms. Akanksha Singh ,TGT(WE)	<ol style="list-style-type: none"> 1) To plan and purchase material and supervise the works. 2) To prepare the list of material and submit to the Principal for necessary action. 3) Repair work should be planned 4) Ensure for timely quotations and survey the market for competitive rates.
9	EQUIP Back to Basic	MRS. V.P. JAIN VP I/C ALL TEACHERS TEACHING IN UPPAR PRIMARY CLASSES (CLASS VI TO VIII)	<ol style="list-style-type: none"> 1) Implementation of EQUIP activities as per calendar. 2) Innovative projects for each class and each subject. 3) Use of innovative teaching practices in upper primary classes. 4) Ensure students promoted with basic skills. 5) Readiness programme for class VI.
10	GUIDANCE & COUNCELLING	Sh. Mahaveer Prasad Meena ,PGT (Bio) I/C Smt. Sunita Gupta , PGT(CHEM) Sh. P K Vishwakarma, Librarian Smt. Meenakshi Swaroop (PRT)	<ol style="list-style-type: none"> 1) To handle the typical problems of children. 2) Monitoring of typical problematic kind of student 3) To make in touch with such parents
11	INTERACTIVE BOARD & E-CONTENT	Smt. Neha Tyagi, PGT (COMP.) I/C Sh. D P Meena (PRT)	<ol style="list-style-type: none"> 1) To record and manage E-Classes 2) To make plan for E-classes
12	PA SYSTEM	Ms. Akansha Singh , TGT (WET) Sh. D P Meena ,PRT	<ol style="list-style-type: none"> 1) To maintain mike system 2) Arrange the mike system before starting of any program.
13	FURNITURE	Sh. Mahesh Chand Meena, PRT I/C Sh. Manish Choudhary (PRT) Sh. D P Meena , (PRT)	<ol style="list-style-type: none"> 1) To maintain the record of furniture and prepare a list of required furniture. 2) Make an inventory for each class and department. 3) To prepare a list of broken / unserviceable furniture with the consent of the Principal. 4) To see that broken furniture is placed separately in place. 5) Repair of broken furniture and marking.

14	EXCURSION & ADVENTURE	Sh. Man Singh Meena , PGT (History) I/C Sh. Surjeet Singh ,TGT(PET) Smt. Seema Mahawar, PGT(GEO) Sh.Y.S.Naruka , TGT(ART)	1) To motivate the children for Excursion and Trekking. 2) To arrange railway reservation well in advance. 3) To motivate the children for adventure, trips and excursion.
15	DISCIPLINE	Sh. Surjeet Singh , TGT (P&hE) I/C Smt. Sunita Gupta , PGT (Che.) Sh. Taptesh Kumar Meena , TGT (Eng.) Sh. Manish Kumar ,PRT Sh. Pramod Kumar Vishwakarma ,Librarian	1) To keep track of in-disciplined students and monitor them with proper counseling. 2) To check students who damage school property and call the meeting of their parents. 3) To oversee movement of students from class to ground for assembly or class or library. 4) To regulate the pass system. 5) To investigate the indiscipline cases, prepare record and suggest some ways to improve discipline.
16	CLEANLINESS	Sh. Taptesh Kumar Meena , TGT (Eng.) I/C Sh. Surjeet Singh , TGT (P&hE) ASSOCIATE	1) To monitor the work of conservancy. 2) Make floor-wise in charges so that toilets and classrooms, dept. are spick and span. 3) Corridors are swiped and swabbed twice a day. 4) Toilets are cleaned twice a day. 5) Playgrounds, Parks are cleaned. 6) Departments are cleaned twice a day. 7) Make ground wise in charges. 8) Extra care is required for cleanliness of Toilets.Pl monitor that toilets are clean and water is available In the toilets
	TOILET(BOYS)GF	Sh. Manish Kumar Choudhary PRT	
	TOILET(BOYS)FF	Sh. Ramkesh Meena, PRT	
	TOILET(GIRLS)GF	Smt. Sushma Bhatia, PGT(Eng.)	
	TOILET(GIRLS)FF	Smt. Kavita Chandna , PGT (Comm.)	
	TOILET(GENTS)	Sh. Y S Naruka , TGT (Art)	
TOILET(LADIES)	Smt. Meenakshi Swaroop PRT Sh. D B Sharma, PGT (Hindi)		
17	PUBLICITY & PRESS	Smt. Neha Tyagi, PGT (COMP.) I/C Sh. Taptesh Kumar Meena , TGT (Eng.)	1) To publish / coverage of achievement of students in various competitions organized at different levels.

18	PHOTOGRAPHY	Sh. Man Singh Meena PGT (His.) I/C Sh. Y S Naruka , TGT (ART)	<ol style="list-style-type: none"> 1) To collect and maintain record of photographs of various events organized in the Vidyalaya. 2) To be ready for shooting pictures for different programmes
19	BOARD & LODGING	Sh. S P Mathur , PGT(Maths) I/C Sh. Yudhistar Sharma PGT (PHY) Sh. Man Singh Meena , PGT (His.) Sh. Surjeet Singh , TGT (PHE) Sh. D P Meena, PRT	<ol style="list-style-type: none"> 1) Proper registration of students 2) Providing proper facilities. 3) Ensure that comfortable stay of students 4) Preparation of inventory of class rooms. 5) Monitoring of students action and events
20	SCOUT & GUIDE	Sh. Taptesh Kumar Meena , TGT (Eng.) I/C Smt. Seema Mahawar, PGT(GEO.)	<ol style="list-style-type: none"> 1) Command and training of Scouts & guides 2) To prepare calendar of activities for the session 2012-2013.
	CUB-BULBUL	Sh. D P Meena , PRT I/C CUB Sh. Manish Kumar Choudhary ,PRT Smt. Meenakshi Swaroop , PRT I/C BULBUL	<ol style="list-style-type: none"> 3) To prepare the students for various examinations Scouts & Guides and select students to participate at cluster / regional / national level.
21	RAJ BHASHA & HINDI	Sh. D B Sharma , PGT(HINDI) I/C Sh. Raj Kumar Zindoliya TGT(HINDI) Sh. Sanjay Jyotishi TGT(SKT) Sh. Pramod kumar Vishwakarma , Lib.	<ol style="list-style-type: none"> 1) Timely preparation of reports 2) Use of hindi bhasha for day to day correspondence. 3) To celebrate hindi pakhawara and organize different events 4) Timely preparation of reports 5) Use of hindi bhasha for day to day correspondence. 6) To celebrate hindi pakhawara and organize different events
22	JR.SCIENCE LAB	Sh. Yudishter Sharma, PGT(PHY) I/C Sh. M P Meena , PGT(BIO) Smt. Sunita Gupta, PGT(CHEM)	<ol style="list-style-type: none"> 1) To ensure about all equipment/material available in the lab 2) To ensure proper activities to be performed by the science teachers 3) To ensure about all equipment/material available in the lab 4) To ensure proper activities to be performed by the science teachers

23	MATHS LAB	Sh. S P Mathur , PGT(MATHS) I/C Smt. Rekha Bala, TGT(Maths)	<ol style="list-style-type: none"> 1) To ensure about all equipment/material available in the lab 2) To ensure proper activities to be performed by maths teachers 3) To ensure about all equipment/material available in the lab 4) To ensure proper activities to be performed by maths teachers
24	SUBJECT COMMITTEE CONVENOR		<ol style="list-style-type: none"> 1) Monthly meeting and its record and implementation of minutes in teaching work. 2) To note the steps for enhancing teaching and learning process. 3) To give emphasis to use TAL programme. 4) To note down the steps taken for weak students. 5) Steps taken by teachers to motivate students for better performance.
	ENGLISH	Smt. Sushma Bhatia , PGT(ENG.) Sh. D B Sharma , PGT(HINDI) Sh. S P Mathur, PGT(MATHS) Sh. Y Sharma , PGT(Physics) Smt. Seema Mahawar, PGT GEO Smt. Neha Tyagi , PGT (CS)	
	HINDI		
	MATHS		
	SCIENCE		
	SOCIAL SC.		
COMP.EDU.			
25	LIBRARY COMMITTEE	Sh. Pramod k Vishwakarma , LIBRARIAN I/C Smt. Sushma Bhatia , PGT(ENG.) Smt. Sunita Gupta, PGT (Che) Sh. Sanjay Jyotishi TGT(SKT) Sh. Raj Kumar Zindoliya , TGT(HINDI) Smt. . Meenakshi Swaroop , PRT Sh. Mahesh Chand Meena, PRT STUDENT: Two upper Class Two Primary	<ol style="list-style-type: none"> 1) To prepare list of required books /newspapers / magazines periodicals and journals. 2) To keep proper record of books and magazines and monitor them properly. 3) To maintain proper issuing and returning of books. 4) To promote and motivate students and teachers to get more and more books and utilize maximum use of library. 5) To prepare plan to develop library. 6) Automation of library should be followed strictly 7) To prepare list of required books /newspapers / magazines periodicals and journals. 8) To keep proper record of books and magazines and monitor them properly. 9) To maintain proper issuing and returning of books. 10) To promote and motivate students and teachers to get more and more books and utilize maximum use of library. 11) To prepare plan to develop library. 12) Automation of library should be followed strictly

26	READER'S CLUB	Sh. Pramod K Vishwakarma , LIBRARIAN I/C Smt. Sushma Bhatia , PGT(ENG.) Sh. Sanjay Jyotishi TGT(SKT) Sh. Raj Kumar Zindoliya , TGT(HINDI)	<ol style="list-style-type: none"> 1. Meet the Author, Book-Discussion, 2. Competitions like Book-Quiz, 3. Story-Telling, 4. Poem-Writing, 5. Book-Review.
27	PTA/ACADEMIC COUNCIL	Sh. D B Sharma , PGT(HINDI) I/C Sh. Y. Sharma. PGT, (PHY) Sh. M P Meena ,PGT (BIO) Smt. Sunita Gupta, PGT (CHE) Smt. Meenakshi Swaroop , PRT PARENTS STUDENTS	<ol style="list-style-type: none"> 1) To keep academic discipline. 2) Keep liaison with parents in the interest of academics. 3) To work towards achieving academic targets as set by KVS. 4) Arrange for Parent teacher meeting and recording. 5) To keep academic discipline. 6) Keep liaison with parents in the interest of academics. 7) To work towards achieving academic targets as set by KVS. 8) Arrange for Parent teacher meeting and recording.
28	CASH BOOK	Sh. Bhag Chand Jain , SSA	<ol style="list-style-type: none"> 1) To check the pay bills. 2) To ensure the correctness of the pay bill 3) To ensure that there is reconciliation of fees. 4) Proper accounting and checking of fee details of all class teachers. 5) To check the pay bills. 6) To ensure the correctness of the pay bill
29	FEE RECEIPT, CS 54 & PAY BILL	Sh. Yudhishter Sharma , PGT(PHY) I/C	<ol style="list-style-type: none"> 1) To ensure that there is reconciliation of fees. 2) Proper accounting and checking of fee details of all class teachers.
30	AUDIO VISUAL AND TEACHING AID	Smt. Seema Mahawar , PGT (GEO) I/C Sh. Man Singh Meena ,PGT (HIS) Sh. Taptesh Kumar Meena, TGT (ENG)	<ol style="list-style-type: none"> 1) Proper use of gadgets , teacher aid and teaching material 2) To maintain proper record of teaching aids. 3) To make plan to improve the teaching aids and prepare a list of required materials and submit to the Principal.
31	SENIOR COMPUTER LAB	Smt. Neha Tyagi, PGT (CS)I/C	<ol style="list-style-type: none"> 1) Ensure proper working of all computers 2) Cleanliness of the Lab by assigned sub staff 3) Dusting should be done every day by the assigned sub staff. 4) Ensure proper working of all computers 5) Cleanliness of the Lab by assigned sub staff 6) Dusting should be done every day by the assigned sub staff.

32	<p>MATHS CLUB</p> <p>FINE ARTS CLUB</p> <p>CNATURE CLUB & BEAUTIFICATION & GARDENING</p>	<p>Sh. S. P Mathur,PGT (Maths) Smt. Rekha Bala , TGT (Maths)</p> <p>Sh. Y S Naruka, TGT (Arts)</p> <p>Sh . Pramod K Vishwakarma , (Librarian)</p> <p>Sh. Mahaveer Meena , PGT(BIO) I/C Sh..S.P.Mathur ,PGT(MATHS) Sh.Y.S. NARUKA, TGT(AE) Sh. D P MEENA , PRT Sh. Ramkesh Meena , PRT</p>	<ol style="list-style-type: none"> 1) To develop plantation in the Vidyalaya campus and also along the boundary wall. 2) To supervise the maintenance of existing garden. 3) Get / arrange decorative plants and pots. 4) To develop plantation in the Vidyalaya campus and also along the boundary wall. 5) To supervise the maintenance of existing garden. 6) Get / arrange decorative plants and pots.
33	INTEGRITY CLUB	<p>Sh. Man Singh Meena ,PGT (HIS)I/C Smt. Kavita Chandna , PGT (Comm.) Smt. Rekha Bala, TGT (Maths)</p>	<ol style="list-style-type: none"> 1) To inculcate values among the students through Play-Way, Sports & Games. 2) To enable the students to be humane and grow wholesome personalities. 3) To inculcate values among the students through Play-Way, Sports & Games. 4) To enable the students to be humane and grow wholesome personalities.
34	FIRST AID	<p>Sh. M P Meena , PGT(BIO) Smt. Seema Mahawar , PGT (Gio)</p> <p>Doctor & NURSE</p>	<ol style="list-style-type: none"> 1) To maintain first aid kit and neat and clean beds for sick students. 2) To inform parents for seriously sick students. 3) To maintain first aid kit and neat and clean beds for sick students. 4) To inform parents for seriously sick students. 5) To get the medical check – up of all the students. 6) To maintain the records class-wise.

35	NAEP	Sh. D B Sharma PGT (Hindi) I/C Smt. Sushma Bhatia, PGT (ENG) Smt. Kavita Chandna , PGT (Comm.)	<ol style="list-style-type: none"> 1) Action plan for NAEP 2) Sensitize students about adolescent stage. 3) Arrange lecture on NAEP 4) Action plan for NAEP 5) Sensitize students about adolescent stage. 6) Arrange lecture on NAEP
36	NEWS LETTER/ MAGAZINE/ PROSPECTUS	Sh. D B Sharma PGT (Hindi) I/C Sh. Man Singh Meena , PGT (His) Sh. Raj Kumar Zindoliya , TGT(HINDI) Sh. Taptesh Kumar Meena, TGT (Eng) Sh . Sanjay Jyotishi TGT(SKT) Sh. Pramod K Vishwakarma, Lib.	<ol style="list-style-type: none"> 1) To record the whole year (session) activities. 2) To collect photographs of all special achievements. 3) To write a note for different functions organized in the Vidyalaya. 4) To collect the articles for magazine. 5) To record the whole year (session) activities. 6) To collect photographs of all special achievements. 7) To write a note for different functions organized in the Vidyalaya. 8) To collect the articles for magazine.
37	CMP NEWS LETTER CMP NEWS LETTER	Smt. Meenakshi Swaroop, PRT Sh. D P Meena, PRT	<ol style="list-style-type: none"> 1) To record the whole year (session) activities. 2) To collect photographs of all special achievements. 3) To write a note for different functions organized in the Vidyalaya. 4) To collect the articles for magazine. 5) To record the whole year (session) activities. 6) To collect photographs of all special achievements. 7) To write a note for different functions organized in the Vidyalaya. 8) To collect the articles for magazine.

38	SECURITY	Smt. Kavita Chandna ,PGT(COMM.) I/C Sh. Surjeet Singh ,TGT(PET) Mr. Man Singh Meena , PGT(His)	<ol style="list-style-type: none"> 1) See to it that security personals are working properly. 2) Ensure that there is full proof security. 3) Ensure that unwanted elements are not entering in the campus. 4) Keep a check that no item is being taken from Vidyalaya without prior permission. 5) Teacher and student will use exit pass for entrance gate.
39	LOCK & KEY	Sh. Sunil Sharma, JSA Sub Staff	<ol style="list-style-type: none"> 1) To ensure that all the class room doors and school gates are properly locked just after the school is over and to ensure doors and school gates are properly opened before the start of the Vidyalaya. 2) To maintain proper record of locks. List unserviceable locks should be prepared yearly for written off. 3) To purchase locks if required with the permission of the Principal and according to KVS norms.

40	WEBSITE UPDATION	Smt. Neha Tyagi, PGT (CS) I/C Sh. P K Vishwakarma, Librarian	1) Timely updation of website with correct data and accuracy.
41	PURCHASE COMMITTEE	Smt. V P Jain, (V P) Sh. Ajay Kumar Jangid, (V P) Sh D BN Sharma , PGT (Eng.) Smt. Seema Mahawar , PGT (Gio.) Sh. S B Bagoria ,PGT (Eng) Sh. A K Pareek ,PGT (Eco Sh. Raj kumar Zindolia , TGT (Hindi) VMC MEMBER STOCK I/C	1) Plan and purchase as per KVS guidelines. 2) Ensure quality items. 3) Ensure about the competitive rates of the articles
42	SCIENCE EXHIBITION & NCSC	Sh. S P Marhur , PGT (Maths) Sh. Yudhistar Sharma, PGT (PHY) Smt. Sunita Gupta , PGT (CHE)	1) To ensure scientific temperament. 2) To ensure mass participation in Science Exhibition.
43	SOCIAL SC.EXHIBITION	Smt. Seema Mahawar , PGT (GEO) I/C Sh. Man Singh Meena ,PGT (HIS) Ms. Namrta Sharma, Music	1) To ensure mass participation in Social Science Exhibition.
44	OLYMPIADS & NTSE KVS JMO	Sh. S P MATHUR , PGT (MATHs) Smt. Rekha Bala TGT(Maths)	1) To prepare students for Olympiads. 2) Plan and prepare students for participation in National Science Olympiad
45	CANTEEN COMMITTEE	Sh. Pramod k Vishwakarma ,Librarian I/C Smt. Sunita Gupta PGT (CHEM) Sh. B C Jain ,SSA	1) Checkup the cleanliness of food stuff, eatable items. 2) Ensure items are not beyond expiry date. 3) Medical Certificate of people working into canteen. 4) Standard material is used in preparations.
46	Result SOFTWARE	Smt. Neha Tyagi, PGT (CS)	1) To ensure the data is uploaded with accuracy 2) To ensure each class teacher is uploading data by self, students are not to be involved.

47	COMPLAINT HANDLING	Sh. D B Sharma , PGT (Hindi)I/C Sh. Man Singh Meena ,PGT (His) Smt. Sunita Gupta PGT (CHEM)	1) Acknowledgement of verbal and non-verbal complaints. 2) Redressal disposal of the complaint 3) Records to be maintained.
48	EXTERNAL EXAM	Sh. Yudhistar Sharma, PGT (PHY) Sh. P K Vishwakarma , Librarian	1) To handle correspondence for external exam 2) To prepare charter of duties 3) To ensure smooth conduct of exam. 4) Ensure that invigilation goes effectively
49	FIRE FIGHTING	Sh. Surjeet Singh ,TGT(PET) Ms. Akanksha Singh . TGT (WE)	1) To install Fire Fighting. 2) Refilling of old Fire Fighting. 3) Monitoring of all Fire Fighting.
50	GROUND MAINTENANCE & UPKEEP	Sh. Surjeet Singh ,TGT(PET)	1) Cleanliness and maintenance of the ground. 2) Proper use of the ground to be ensured.
51	Shala Darpan	Smt. Neha Tyagi, PGT (CS) Sh. Pramod Kumar Vishwakarma (Librarian) Sh. D P Meena , PRT	1) Updating of s. Darpan Platform. 2)Registration of new Student
52	TLM & CMP	Sh. Meenakshi Swroop , PRT Sh. Manish Kumar Choudhary	1) Proper purchase procedure to be followed. 2) Teacher learning material should be used for TLM 3) To ensure about CMP implementation. 4) To monitor the expenditure.
53	eCTLT	Smt. Neha Tyagi, PGT (CS)	1). Computer base projects.

54	Sexual Harassment	Smt. VP Jain ,(V P) Sh. Sh. Ajay Kumar Jangid, (V P) Smt. Sunita Kala ,PGT (Bio) Sh. D B Sharma,PGT (Hindi) Smt. Neha Tyagi, PGT (CS)	1) Acknowledgement of verbal and non-verbal complaints. 2) Redressal disposal of the complaint 3)Records to be maintained.
55	Grievance & Suggestion Handling	Sh. D B Sharma,PGT (Hindi) I/C Smt Sushma Bhatia, PGT Eng Sh Taptesh Kumar Meena, TGT Eng Smt. Meenakshi SWaroop PRT	1. Regular lookup of grievances and suggestions from students/teachers. 2. Maintenance of records 3. Monitoring of action taken.

All the members of staff are hereby requested to paste the circular in teacher's diaries and take up the assigned work with great zeal, interest and enthusiasm. Any carelessness in their part will hamper the work.

All the in-charges / conveners are requested to convene their meeting with prior intimation to the Principal / Vice-Principal, check out their plan of action and working and submit their reports to the under signed.

Please note that the monthly reports of the committee should be submitted to the undersigned regularly so that program of working of the committee can properly be monitored and suitable guidance can be provided in time.

All in charges are requested to maintain register and note down the work done with date suggestions for betterment of Vidyalaya.

Vice-Principal

Head Mistress

Principal