

केन्द्रीय विद्यालय नं. ४ , ओएनजीसी, वड़ोदरा

COMMITTEES FOR THE SESSION 2022-23 (w.e.f. 01.04.2022)

All Teachers have to perform assigned duties as per KVS guidelines

SECONDARY

S. No	Name of committee	In-charge	Member
1	ADMISSION	Mr. R. S. Tomar PGT(Bio)	1. Ms. B. S. Rathore PGT(Chemistry) 2. Ms. Jigna M TGT(Sanskrit)
2	EXAMINATION (INTERNAL/ EXTERNAL/CBSE), PTM, PISA, CCT, MDP etc...	Ms. S Arora PGT(Physics)	1. Ms. Jatinder Kaur PGT (Eng.) 2. Mr. Amit Bodar TGT(P&HE) 3. Mr. Vikash TGT(S.Sc) 4. PGT(Maths)
3	TIME TABLE & DAILY LEAVE ARRANGEMENT /CONTRACTUAL TEACHER RECORD MAINTENANCE	Mr. R. S. Tomar PGT(Bio)	1. Dr. Taruna TGT(Art) 2. Mrs. D Chuphal TGT (Maths) 3. Computer instructor
4	CO-CURRICULAR ACTIVITIES (CCA), SCIENCE ACTIVITIES, LANGUAGES ACTIVITIES, Morning Assembly, KVS ACTIVITIES, ONGC ACTIVITIES, EBSB & Flag hoisting,	Ms. Viral M TGT(WE)	1. Mr. R. K. Gupta PGT(Hindi) 2. Dr. Taruna TGT(Art) 3. Mr. Amit Bodar TGT(P&HE) 4. Mr. Vikas TGT (S. Sc)
5	EBSB/ KALA UTSAV / SPIC MACAY & OTHER REGIONAL LEVEL ACTIVITES	Dr. Taruna TGT(Art)	1. Ms. J Kaur PGT(Eng.) 2. Ms. Viral M TGT(WE) 3. Mr. Vikas TGT (S. Sc)
6	DISCIPLINE & ANTI BULLYING / SAFETY AND SECURITY OF STUDENTS & BUILDING/SOP	Mr. Amit Bodar TGT(P&HE)	1. Mr. B. S. Rathore PGT(Chem.) 2. Ms. S Arora PGT(Phy.) 3. Ms. Viral M TGT(WE)
7	CAMPUS CLEANLINESS, GARDENING & CAMPUS BEAUTIFICATION	Dr. Taruna TGT(Art)	1. Ms. J Kaur PGT(Eng.) 2. Mr. Amit Bodar TGT(P&HE) 3. Mrs. D Chuphal TGT(Maths)
8	BUILDING MAINTAINANCE, REPAIRS (ELECTRICAL/CIVIL/ IT)	Mr. R. K. Gupta PGT(Hindi)	1. Ms. J Kaur PGT(Eng.) 2. Ms. Viral M TGT(WE) 3. Mr. Amit Bodar TGT(P&HE)
9	FURNITURE	Ms. Viral M TGT(WE)	1. Mr. Amit Bodar TGT(P&HE) 2. Ms. Jigna M TGT(Sanskrit) 3. PGT(Maths)
10	BASIC AMENITIES, DRINKING WATER, FIRE SAFETY	Mr. Amit Bodar TGT(P&HE)	1. Mr. R. K. Gupta PGT(Hindi) 2. Ms. Viral M TGT(WE) 3. Ms. Jigna M TGT(Sanskrit)
11	PA SYSTEM & ELECTRICAL BELL, CCTV, INVERTOR, SCHOOL TELEPHONE, etc...	Ms. Viral M TGT(WE)	1. Ms. D Chuphal TGT (Maths) 2. Ms. Jigna M TGT(Sanskrit) 3. Mr. Amit Bodar TGT(P&HE)
12	WEBSITE & Vidyalaya Publication (Magazine, Student dairy etc..)	Ms. H Yasmin PGT(CS)	1. Ms. J Kaur PGT(Eng.) 2. Mr. R. K. Gupta PGT(Hindi) 3. Ms. Viral M TGT(WE)

- All members will work with Incharge in a team work.
- Data related to concern committee to be prepared and recorded in a register and keep ready whenever needed.

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COMMITTEES FOR THE SESSION 2022-23 (w.e.f. 01.04.2022)

All teachers have to perform assigned duties as per KVS guidelines

PRIMARY

S. No	Name of committee	In-charge	Member
1	ADMISSION	Ms. H Vaghela, PRT	Mr. Rajesh Gohil, PRT
2	EXAMINATION (INTERNAL/ EXTERNAL/CBSE), PTM, PISA, CCT, MDP etc...	Ms. Vaishali K, PRT	Mr. Tejas, PRT(Music)
3	TIME TABLE & DAILY LEAVE ARRANGEMENT /CONTRACTUAL TEACHER RECORD MAINTENANCE	Mr. Rajesh Gohil, PRT	Ms. H Vaghela, PRT Mr. Tejas PRT(Music)
4	CO-CURRICULAR ACTIVITIES (CCA), SCIENCE ACTIVITIES, LANGUAGES ACTIVITIES, Morning Assembly, KVS ACTIVITIES, ONGC ACTIVITIES, EBSB & Flag hoisting,	Ms. Suja Prasad, PRT	1. Ms. Rashmi P PRT 2. Mr. Tejas PRT(Music)
5	EBSB/ KALA UTSAV / SPIC MACAY & OTHER REGIONAL LEVEL ACTIVITES	Mr. Tejas PRT (Music)	Ms. Suja P, PRT
6	DISCIPLINE & ANTI BULLYING / SAFETY AND SECURITY OF STUDENTS & BUILDING/SOP	Ms. Suja Prasad, PRT	1. Ms. Suja Prasad-PRT 2. Ms. Hansa Vaghela-PRT 3. Ms. Rashmi P -PRT 4. Mr. Rajesh Gohil-PRT 5. Mr. Tejas Jadav PRT-Music
7	CAMPUS CLEANLINESS, GARDENING & CAMPUS BEAUTIFICATION	Ms. Vaishali K, PRT	Mr. Rajesh Gohil, PRT
8	BUILDING MAINTAINANCE, REPAIRS (ELECTRICAL/CIVIL/ IT)	Ms. H Vaghela, PRT	Mr. Tejas, PRT(Music)
9	FURNITURE	Ms. Rashmi P, PRT	Mr. Tejas, PRT(Music)
10	BASIC AMENITIES, DRINKING WATER, FIRE SAFETY	Mr. Tejas, PRT(Music)	Ms. Vaishali K, PRT
11.	PA SYSTEM & ELECTRICAL BELL, CCTV, INVERTOR, SCHOOL TELEPHONE, etc...	Mrs. Suja Prasad PRT	Ms. Rashmi Parmar PRT Mr. Tejas PRT (Music)
12.	WEBSITE & Vidyalyaya Publication (Magazine, Student dairy etc..)	Mr. Tejas PRT(Music)	Mrs. Suja Prasad PRT I/c CCA Primary

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Sr. No	Name of Committee	Name of committee Member
1.	AEP	Mr. R. S. Tomar PGT Bio Ms. Viral Makwana TGT WE
2.	ACP	Mr. B. S. Rathore Ms. Jigna Makwana TGT SKT
3.	SCOUTS & GUIDES / CUBS & BULBUL	Mr. B. S. Rathore Mr. Amit Bodar TGT P&HE Dr. Taruna TGT Art Ms. Vaishali Kapadiya PRT
4.	ICT & IT infrastructure	Ms. H Yasmin PGT CS I/c Ms. Jatinder Kaur PGT(Eng.) Ms. Vaishali K PRT
5.	RAJBHASHA COMMITTEE	Mr. R. G. Vaghela SSA I/c Mr. R. K. Gupta PGT Hindi Ms. Viral Makwan TGT WE
6.	ISO 9001	Mr. Amit Bodar TGT P&HE (ISO) I/c Mr. R. K. Gupta PGT(Hindi)
7.	VMC/VEC	Ms. Jatinder Kaur I/c Ms. H Yasmin PGT CS Ms. Hansa Vaghela PRT
8.	UBI, UDISE & DIKSHA PORTAL, NISHTHA, PIMS	Ms. Huma Yasmin PGT CS I/c Ms. Vaishali Kapadiya PRT
9.	AUDIO VISUAL AIDS	Ms. Viral Makwana TGT W.E I/c Mr. Vikas TGT S.Sc.
10.	TEACHING AIDS	Mr. Vikas TGT S.Sc. I/c Ms. Viral Makwana TGT WE
11.	VVN ASSETS AND its maintenance / UBI Portal/ PAY AND ALLOWANCES OF STAFF/ Tax & ARREAR CALCULATION	Mr. R G Vaghela-SSA I/c Mr. Rajesh Gohil PRT
12.	CONDEMINATION, AUCTION & DISPOSAL TENDER/AMC/QUOTATIONS/ GEM PURCHASING	Mr. R G Vaghela-SSA I/c Ms. Viral Makwana TGT WE Ms. Huma Yasmin PGT CS Ms. Suja Prasad PRT
13.	ADVENTURE / EDUCATIONAL VISIT/ EXCURSION & TRANSPORT	Mr. Amit Bodar TGT P&HE I/c Ms. H Yasmin PGT CS Mr. Rajesh Gohil PRT
14.	REFRESHMENT COMMITTEE	Dr. Taruna TGT AE Mrs. Hansa Vaghela PRT Ms. Vaishali PRT
15.	GUIDANCE & COUNSELING/GUEST LECTURES & WORKSHOPS	Mrs. S Arora PGT Phy. (NCERT trained) Mrs. Jatinder Kaur PGT Eng. Mr. Amit Bodar- PRT Ms. Rashmi Parmar PRT
16.	SUBJECT COMMITTEE CONVENOR	Ms. S Arora: Science, Maths, CS, WE Ms. Jatinder Kaur: Language, S.Sc. AE Ms. Suja Prasad PRT: Primary section
17.	LIBRARY COMMITTEE	Mr. Rajesh Gohil-PRT Mr. Rajesh Gupta PGT Hindi Ms. Jatinder Kaur PGT Eng. Ms. Jigna Makwana TGT Sanskrit Ms. Suja Prasad PRT

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Secondary SCHOOL RESPONSE TEAM (SESSION 2022-23 w.e.f. 01.04.2022)

Sl. No	Particulars	Name of Team Leader	Members with Designation	Contact Details
1	Child Rights Protection Cell (POCSO)&Discipline	Mrs. Jatinder Kaur, PGT (Eng.)	1. Mrs. Huma Yasmin, PGT C.S 2. Mr. Vikash TGT S.Sc. 3. Ms. Jigna Makwana TGT SKT 4. Head Boy / Head Girl	0265-2641389
2	Evacuation Team	Mrs. Viral Makwana, TGT(WE) I/c	1.Mr. Amit Bodar TGT P&HE 2.Mr. R K Gupta, PGT Hindi 3. Dr. Taruna MathurTGT A.E	0265-2641389
3	Search & Rescue Team& Security	Mr. Amit Bodar TGT (PHE)	1. Mrs. Viral Makwana TGT WE 2. Dr. Taruna TGT A.E	0265-2641389
4	First Aid & Medical Team	Mr. Amit Bodar TGT (PHE)	1. Mr. B.S. Rathore PGT Chem. 2. Mrs. Dimpi Chuphal TGT Maths	0265-2641389
5	Transport Safety Team	Mr. Amit Bodar, TGT (PHE)	1. Mr. B.S. Rathore PGT Chem. 2.Mr. R. K. Gupta PGT Hindi 3. Dr. Taruna Mathur TGTA.E	0265-2641389
6	Team for students with special needs (Divyang)	Mrs. Jatinder Kaur, PGT (Eng.)	1.Mr. Amit Bodar, TGT P&HE 2.Ms. Dimpi Chuphal TGT Maths	0265-2641389
7	Grievance Redressal Committee (Students & Staff)	Mrs. Sangeeta Arora, PGT (Physic)	1.Mrs. Huma Yasmin PGT CS 2. Ms. Jigna Makwana TGT SKT 2.Dr. Taruna TGT Art	0265-2641389
8	Steering Committee	Prepared separately on next page as per KV ONGC 1 st VMC meeting Minutes (Annexure A)		
9	Local Purchase Committee	Prepared and approved by the chairman vide letter F. No:12082/3-7(VMC)/2022-23/KVONGCBRD/ dated 22.03.2022 (Annexure B)		
10	Internal Complaint Committee (ICC)	Prepared separately on next page as per KVS office order F.12030/1/2019/KVS Ahmd/Admin dated 02.05.2022 (Annexure C)		

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Primary SCHOOL RESPONSE TEAM (SESSION 2022-23 w.e.f. 01.04.2022)

Sl. No	Particulars	Name of Team Leader	Members with Designation	Contact Details
1	Child Rights Protection Cell (POCSO)&Discipline	Mrs. Suja Prasad	1.Mrs. Hansa Vaghela PRT 2.Mr. Rajesh Gohil PRT 3.Head Boy / Head Girl	0265-2641389
2	Evacuation Team	Mr. Tejas Jadav PRT	1.Mrs. Rashmi Parmar PRT 2. Mr. Tejas Jadav PRT	0265-2641389
3	Search & Rescue Team& Security	Mrs. Rashmi Parmar PRT	1.Mrs. Hansa Vaghela, PRT	0265-2641389
4	First Aid & Medical Team	Mrs. Hansa Vaghela, PRT	1.Mrs. Suja Prasad PRT 2. Mr. Tejas Jadav PRT	0265-2641389
5	Transport Safety Team	Mr. Rajesh Gohil PRT	1.Mr. Tejas Jadav PRT -Music 2.Mrs. Rashmi Parmar PRT	0265-2641389
6	Team for students with special needs (Divyang)	Mrs. Vaishali Kapadiya PRT	1.Mr. Rajesh Gohil, PRT	0265-2641389
7	Grievance Redressal Committee (Students & Staff)	Mrs. Suja Prasad, PRT.	1.Mrs. Hansa Vaghela PRT 2.Mr. Rajesh Gohil PRT 3. Mrs. Hansa Vaghela PRT	0265-2641389
8	Steering Committee	Prepared separately on next page as per KV ONGC 1 st VMC meeting Minutes (Annexure A)		
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INTERNAL COMPLAINT COMMITTEE (ICC)

Sl. No	Nomenclature	Member to be nominated	Name of the Member
1	Presiding Officer	The Presiding Officer of the ICC of the respective R.O will act as presiding Officer of the Vidyalaya level ICC also for all KVs under its jurisdiction	Smt. Vinita Sharma, Assistant Commissioner, KVS(AR), Gandhinagar
2	NGO Member	One member from amongst NGOs Committed to the cause of Women and familiar with the issues relating to sexual harassment. (Incise, due to remote location or otherwise, if it is not practicable for any of the cluster schools or Regional ICC, may be nominated)	Mrs. Trupti Sheth , Director & Founder member of Aashna Trust
3	Member	Not less than two members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge	Mrs. Jatinder Kaur, PGT (English)
4	Member		Mrs. Suja Prasad, PRT
5	Member	One Representative from the VMC (preferably lady member)	Mrs. Deepti Oja, Professor, Dept. Of Education, M.S University, Vadodara

STEERING COMMITTEE K.V No.04 ONGC VADODARA

(F. No:12082/3-7(VMC)/2021-22/KVONGCBRD

Sr. No.	Designation / Department	Name with designation /Organization by ONGC	Name with designation /Organization by ONGC
1.	Nodal Officer from ONGC	Mrs. MVL Kameswari DGM (Prog.)	Mrs. Viral Makwana TGT (WE)
2.	Representative Electrical	Shri Sukesh Chandra, GM (Electrical)	Mr. R.K. Gupta PGT Hindi
3.	Head Eng. Services	Shri A. K Sarkar, CGM (Civil)	
4.	I/c Estate	Shri. G Rama Krishna CM (HR)	
5.	I/c ISO Certification		Shri. Amit Bodar TGT P & HE
6.	SSA (Office I/c)		Shri. R. G Vaghela SSA

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COMMITTEES FOR THE SESSION 2022-23 (w.e.f. 01.04.2022)

ALL TEACHERS HAVE TO PERFORM ASSIGNED DUTIES AS PER KVS GUIDELINES

House Masters: Houses (Primary & Secondary)

Sr No	House Name	House Master (Secondary)	Member	House Master (Primary)
1	Green House	Mr. B. S Rathore PGT Chem.	Mr. Vikas-TGT S.Sci	Ms. Hansa Vaghela-PRT
2	Yellow House	Dr. R.K Gupta-PGT Hindi	Mrs. Dimpi Chaphal TGT Maths.	Ms. Vaishali Kapadiya-PRT
3	Red House	Mrs. Huma Yasmin-PGT CS	Mr. Amit Bodar TGT P& HE	Ms. Rashmi Parmar-PRT
4	Blue House	Mrs. Jatinder Kaur PGT Eng.	Ms. Jigna Makwana TGT SKT	Mr. Rajesh Gohil-PRT

CLUBS – SECONDARY

Sr. No	Vidyalaya Clubs	I/c Name	Member Name	Duties
01	ECO CLUB & NATURE CLUB NGC	Dr. Taruna Mathur-TGTA.E	Mr. R.S. Tomar-PGT Bio	1. Design & execute the activities to fulfil the nomenclature of the club & maintain its records. 2. Any other related work given by the Principal.
02	Reading club	Mr. R K Gupta-PGT Hindi	Ms. Jatinder Kaur - PGT Eng.	1. Design & execute the activities to fulfil the nomenclature of the club & maintain its records. 2. Any other related work given by the Principal.
03	Integrity club	Mr. R S Tomar-PGT Bio	Mr. Amit Bodar-TGT P& HE	1. Design & execute the activities to fulfil the nomenclature of the club & maintain its records. 2. Any other related work given by the Principal.
04	Maths club	Mrs. Dimpi Chapula TGT(Maths)	PGT Mathematics	1. Design & execute the activities to fulfil the nomenclature of the club & maintain its records. 2. Any other related work given by the Principal.

CLUBS-PRIMARY

Sr. No	Vidyalaya Clubs	I/c Name	Member Name	Duties
01	ECO CLUB & NATURE CLUB NGC	Ms. Suja Prasad-PRT	Ms. R Parmar-PRT	3. Design & execute the activities to fulfil the nomenclature of the club & maintain its records. 4. Any other related work given by the Principal.
02	Reading club	Ms. Vaishali K-PRT	Mrs. H Vaghela-PRT	3. Design & execute the activities to fulfil the nomenclature of the club & maintain its records. 4. Any other related work given by the Principal.
03	Integrity club	Ms. R Parmar-PRT	Mr. Tejas Jadhav-PRT	3. Design & execute the activities to fulfil the nomenclature of the club & maintain its records. 4. Any other related work given by the Principal.
04	Maths club	Ms. R Gohil-PRT	Ms. Vaishali K-PRT	3. Design & execute the activities to fulfil the nomenclature of the club & maintain its records. 4. Any other related work given by the Principal.