

# केन्द्रीय विद्यालय नं. ४ , ओएनजीसी, वड़ोदरा

COMMITTEES FOR THE SESSION 2023-24(w.e.f. 01.04.2023)(ALL TEACHERS HAVE TO PERFORM ASSIGNED DUTIES AS PER KVS GUIDELINES)

S. No	Name of Committee	In-charge	Member
1	ADMISSION	Mr. B. S. Rathore PGT(Chemi)	Mr. R. S. Tomar PGT (Bio) Ms. Jigna Makwana TGT(Sans.) Ms. Rashmi Parmar PRT Ms. Vaishali Kapadiya PRT Ms. Hansa Vaghela PRT
2A	EXAMINATION (INTERNAL), PTM, PISA, CCT, MDP ETC.	Ms. Jatinder Kaur PGT (Eng.)	Mr. R. S. Tomar PGT (Bio) Ms. Huma Yasmin PGT (CS) Mr. Amit Bodar TGT(PHE) PGT (MATHS) Mr. Tejas Jadav PRT (Music) Ms. Vaishali Kapadiya PRT
2B	EXAMINATION (CBSE/ EXTERNAL)	Ms. S Arora PGT (Phy)	Mr. R. S. Tomar PGT (Bio)
3	TIME TABLE & DAILY LEAVE ARRANGEMENT/CONTRACTUAL TEACHER, SALARY&RECORD MAINTENANCE ETC.	Mr. R. S. Tomar PGT (Bio)	Mr. Rajesh Gohil PRT TGT (English) Computer Instructor Ms. Hansa Vaghela PRT
4	CO-CURRICULAR ACTIVITIES (CCA), SCIENCE ACTIVITIES, LANGUAGES ACTIVITIES, KVS ACTIVITIES, ONGC ACTIVITIES, EBSB & Flag hoisting, AV AIDS, MORNING ASSEMBLY, VIDYALAYA PUBLICATION, ADVENTURE/EDUCATIONAL VISIT/EXCURSION & TRANSPORT ETC.	Dr. Taruna TGT (Art)	Ms. Viral Makwana TGT(WE) Mr. Amit Bodar TGT(PHE) Mr. Vikas TGT (So. SCI) TGT Eng. Mr. Tejas Jadav PRT (Music) Ms. Rashmi Parmar PRT Ms. Hansa Vaghela PRT Dr. R. K. Gupta PGT(Hindi)
5	DISCIPLINE & ANTI BULLYING / SAFETY AND SECURITY OF STUDENTS & BUILDING /SOP ETC.	Mr. R. S. Tomar PGT (Bio)	Ms. Viral Makwana TGT(WE) Mr. Amit Bodar TGT(PHE) Mr. B. S. Rathore PGT(Chem) Mr. Vikas TGT (So. SCI) Ms. S. Arora PGT(Phy) Mr. Tejas Jadav PRT (Music) Yoga Instructor
6A	CAMPUS CLEANLINESS& MAINTENANCE	Ms. Viral Makwana TGT(WE)	Ms. Dimpi Chuphal TGT(Maths) Mr. Amit Bodar TGT(PHE) Ms. Vaishali Kapadiya PRT Ms. Hansa Vaghela PRT Yoga Instructor Dr. Taruna TGT (Art)
6B	CAMPUS BEAUTIFICATION GARDENING & ETC.	Dr. Taruna TGT (Art)	Ms. Dimpi Chuphal TGT(Maths) Mr. Amit Bodar TGT(PHE) Ms. Vaishali Kapadiya PRT Ms. Hansa Vaghela PRT Yoga Instructor
7	WEBSITES, ICT INFRASTRUCTURE, UBI, UDISE & DIKSHA PORTAL, PIMS, NISHTHA, INTERNET, LAN ETC.	Mrs. Huma Yasmin PGT(CS)	Ms. S Arora PGT (Physics) Ms. Dimpi Chuphal TGT(Maths) Dr. Taruna TGT (Art) Computer Instructor
8	BUILDING MAINTAINANCE, REPAIRS AND DEVELOPMENT COMMITTEE / ELECTRICAL/CIVIL/ IT/WATER COOLER ETC	Mrs. Viral Makwana TGT(WE)	Mr. Amit Bodar TGT(PHE) Mr. Tejas Jadav PRT (Music) Dr. R. K. Gupta PGT(Hindi) Ms. Dimpi Chuphal TGT(Maths)

# कन्द्रीय विद्यालय न. ४ , आणजामा, वडादर

**COMMITTEES FOR THE SESSION 2023-24(w.e.f. 01.04.2023)** (ALL TEACHERS HAVE TO PERFORM ASSIGNED DUTIES AS PER KVS GUIDELINES)

10	FURNITURE	Mrs. Viral Makwana TGT(WE)	Mr. Amit Bodar TGT(PHE) Mr. Tejas Jadav PRT (Music) Ms. Hansa Vaghela PRT Ms. Vaishali Kapadiya PRT
11	BASIC AMENITIES, DRINKING WATER, FIRE SAFETY, & COORDINATION WITH ONGC ETC	Mrs. Viral Makwana TGT (WE)	Dr. R. K. Gupta PGT(Hindi) Mr. Tejas Jadav PRT (Music) Ms. Jigna Makwana TGT(Sans.) Ms. Vaishali Kapadiya PRT
12	PA SYSTEM & ELECTRICAL BELL, CCTV, INVERTOR, SCHOOL TELEPHONE ETC.	Mrs. Viral Makwana TGT (WE)	Ms. Huma Yasmin PGT(CS) Mr. Amit Bodar TGT(PHE) Computer Instructor
13	REFRESHMENT COMMITTEE	Dr. Taruna I/c	Ms. Huma Yasmin PGT(CS) Ms. Dimpri Chuphal TGT(Maths) Ms. Jigna Makwana TGT(Sans.) Ms. Hansa Vaghela / Ms. Vaishali
14A	GUIDANCE & COUNSELING/GUEST LECTURE & WORKSHOPS ETC	Dr. Taruna I/c	Ms. Jatinder Kaur Ms. Jigna Makwana
14B	CAREER AND GUIDANCE & COUNSELING	Mrs. Sangeeta Arora I/c	Ms. Jatinder Kaur
15	CONDEMNATION, AUCTION & DISPOSAL TENDER/AMC/QUOTATIONS, GeM PURCHASING, VVN ASSETS and its Maintenance/UBI Portal/PAY & ALLOWANCE of STAFF/TAX & ARREAR CALCULATION, TC PREPARATION & UPLOADING, SR-REGISTER, OFFICE RECORDS, VMC/VEC ETC	Mrs. Viral Makwana I/c	Ms. Sangeeta Arora Ms. Jatinder Kaur Ms. Huma Yasmin Mr. Rajesh Gohil Ms. Hansa Vaghela / Ms. Vaishali
16	LIBRARY COMMITTEE	LIBRARIAN	Mr. Tejas Jadav I/c Dr. Rajesh Gupta Ms. Jatinder Kaur Ms. Jigna Makwana Mr. Rajesh Gohil
17	RAJBHASHA	Dr. Rajesh Gupta	Mr. Rajesh Gohil JSA SSA Ms. Viral Makwana TGT (WE)
18	AEP	Mr. R. S. Tomar PGT(Bio)	Ms. Viral Makwana TGT (WE)
19	ACP	Mr. B. S. Rathore:	Mr. B. S. Rathore: Class IX Ms. Jigna Makwana: Class VIII Ms. Viral Makwana: Class VI
20	SCOUTS & GUIDES / CUBS & BULBUL	Mr. B. S. Rathore	Dr. Taruna Mr. Amit Bodar Mr. Rajesh Gohil Ms. Vaishali
21	ISO 9001	Mrs. Viral Makwana	Mr. Amit Bodar

# केन्द्रीय विद्यालय नं. ४ , ओएनजीसी, वड़ोदरा

COMMITTEES FOR THE SESSION 2023-24(w.e.f. 01.04.2023)

**ALL TEACHERS HAVE TO PERFORM ASSIGNED DUTIES AS PER KVS GUIDELINES**

**House Masters: Houses (Primary & Secondary)**

Sr No	House Name	House Master (Secondary)	Member
1	Green House	Ms. Sangeeta Arora PGT (Phy)	Ms. Jatinder Kaur/TGT English, Ms. Vaishali/PGT Maths
2	Yellow House	Mr. Vikas	Mr. R. S. Tomar PGT(Bio) Ms. Rashmi Parmar, Mr. Amit Bodar TGT(PHE), Yoga Instructor
3	Red House	Ms. Jigna Makwana	Mr. Bhawar Singh Rathore, Ms. Hansa Vaghela, Mr. Tejas Jadav
4	Blue House	Ms. Dimpi Chuphal TGT(Maths)	Ms. Huma Yasmin, Mr. Rajesh Gohil, Ms. Viral Makwana, Computer Instructor

## CLUBS - SECONDARY

Sr. No	Vidyalaya Clubs	I/c Name	Member Name	Duties
01	ECO CLUB & NATURE CLUB NGC	Dr. Taruna	Mr. R. S. Tomar	1. Design & executive the activities to fulfil the nomenclature of the club & maintain its records. 2. Any other related work given by the Principal.
02	Reading club	Dr. R. K. Gupta	Mrs. Jatinder Kaur	1. Design & executive 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	Mr. Amit Bodar	1. Design & executive 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 Chuphal	PGT Mathematics	1. Design & executive 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. H Vaghela	Mrs. R. Parmar	3. Design & executive 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	Mrs. H Vaghela	3. Design & executive 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	Mr. Tejas Jadav	3. Design & executive the activities to fulfil the nomenclature of the club & maintain its records. 4. Any other related work given by the Principal.
04	Maths club	Mr. Rajesh Gohil	Mrs. Vaishali K	3. Design & executive the activities to fulfil the nomenclature of the club & maintain its records. 4. Any other related work given by the Principal.

**केन्द्रीय विद्यालय नं. ४ , ओएनजीसी, बड़ोदरा**

**SCHOOL RESPONSE TEAM SESSION 2023-24 (w.e.f. 01.04.2023)**

Sl. No.	Team Name	Name of Team Leader	Members with Designation	Contact Details
1	<b>Child Rights Protection Cell (POCSO)&amp;Discipline</b>	Ms. Jatinder Kaur PGT(Eng.)	Ms. Sangeeta Arora PGT (Physics) Ms. H Yasmin PGT(CS) Mr. Vikas TGT(SST) Ms. Jigna Makwana TGT (SKT) Ms. Hansa Vaghela PRT Head Boy/Head Girl	
2	<b>Evacuation Team</b>	Ms. Viral Makwana TGT(WE)	Mr. Amit Bodar TGT(PHE) Dr. R. K. Gupta PGT(Hindi) Dr. Taruna TGT (Art) Ms. Rashmi Parmar PRT Mr. Tejas Jadav PRT (Music)	
3	<b>Search &amp; Rescue Team&amp; Security</b>	Mr. Amit Bodar TGT(PHE)	Ms. Viral Makwana TGT(WE) Dr. Taruna TGT(Art) Ms. Hansa Vaghela PRT Ms. Rashmi Parmar PRT	
4	<b>First Aid &amp; Medical Team</b>	Mr. Amit Bodar TGT(PHE)	Ms. Meena Gohil Yoga Instructor Mr. Tejas Jadav PRT (Music) Ms. Hansa Vaghela PRT	
5	<b>Transport Safety Team</b>	Mr. Amit Bodar TGT(PHE)	Dr. Taruna TGT (Art) Mr. Tejas Jadav PRT (Music) Ms. Rashmi Parmar PRT Mr. Rajesh Gohil PRT	
6	<b>Team for students with special needs (Divyang)</b>	Ms. Jatinder Kaur PGT(Eng.)	Ms. Jigna Makwana TGT (Sans.) Mr. Rajesh Gohil PRT Ms. Vaishali Kapadiya PRT	
7	<b>Grievance Redressal Committee</b>	Ms. Sangeeta Arora PGT (Physics)	Mr. Rajesh Gohil PRT Ms. Hansa Vaghela PRT	
8	<b>Steering Committee School Side</b>	<b>Prepared separately on the next page as per KV ONGC 1<sup>st</sup> VMC Meeting Minutes (Annexure I)</b>		
9	<b>Internal Complaint Committee (ICC)</b>	<b>Prepared separately on the next page as per KVS office order F.12030/1/2019/KVS/Ahmd/Admin dated 10.01.2023 (Annexure II)</b>		
10	<b>Local Purchase Committee (LPC)</b>	<b>Prepared and approved by the chairman vide letter F.No. 12082/3-7/2023/KVONGCBRD/ dated 05.04.2023 (Annexure III)</b>		

**STEERING COMMITTEE K V NO.04 ONGC VADODARA**

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

<b><u>Sr.no</u></b>	<b><u>Designation/Department</u></b>	<b><u>Name with Designation/Organization by ONGC</u></b>
1	Nodal officer from ONGC	Mrs. MVL Kameshwari DGM (Prog.)
2	Representative electrical	Mrs. Kalpana Gohil,CM (Electrical)
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	
6	Superintending Engg. (Civil)	Sh Akshat Agarwal
7	HR Executive	Sh Jasmeet Singh
8	Security officer	R Kartikeyan Iyer
<b><u>Name with Designation/Organization by School</u></b>		
1	Nodal officer from School	Mrs. Viral Makwan TGT (WE)
2	Representative electrical	Dr. R. K. Gupta PGT (Hindi)
3	I/c ISO Certification	Mr. Amit Bodar TGT (P&HE)
4		Mr. Rajesh Gohil, PRT

<b>INTERNAL COMPLAINT COMMITTEE (ICC)</b>			
<b>(As Per KVS RO Letter F.No.120350/ F.12030/1/2019/KVS/Ahmd/Admin dated 10.01.2023)</b>			
<b>Sl. No</b>	<b>Nomenclature</b>	<b>Member to be nominated</b>	<b>Name of the Member</b>
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. (In case, 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(Eng.)
4	Member		Mrs. Hansa Vaghela PRT
5	Member	One Representative from the VMC(preferably lady member)	Mrs. Deepti Oja, Professor, Dept. Of Education, M.S University, . Vadodara



केंद्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN  
(Min. of Education, Govt. of India)

अहमदाबाद संभाग / Ahmedabad Region

सेक्टर -30, गांधीनगर (.गुज) / Sector - 30, Gandhinagar (Guj.) 382030

Tel : 079-232-61360/60361/60711

E-Mail : kvsroadmn@gmail.com

Website : www.kvsroahmedabad.org

Anx 2/1

F.12030/1/2019/KVS Ahmd/Admin

Dated : 10.01.2023

E-mail Only

**ORDER**

In compliance of Kendriya Vidyalaya Sangathan Headquarters letter No.F.11-55/2000-KVS(Vig)/11212-25 dated 05.03.2019 and in supersession to previous orders of this office dated 02.05.2022 & in terms of the guidelines laid down under Chapter-II Section (4), Clause-(2) of Sexual Harrassment of Women at Workplace for Internal Complaints Committee(Prevention, Prohibition and Redressal) Act, 2013, an Internal Complaints Committee consisting of the following members is hereby constituted at Kendriya Vidyalaya Sangathan Regional Office, Ahmedabad for redressal of the complaints of victim women employees of Kendriya Vidyalayas under Ahmedabad Region and Regional Office Ahmedabad on account of sexual harrasment.

SI No	Nomenclature	Members nominated	Jurisdiction
01	Presiding Officer	Smt Vinita Sharma, Assistant Commissioner, KVS(AR), Gandhinagar	To inquire into the complaints of sexual harassment at work place against the officials at the RO upto the level of SO(excluding FO) and against Principals, Vice Principals & HMs of the Region concerned.
02	NGO Member	1. Mrs.Pallavi Girish Gupte, Udgam Trust, Plot No.818, Near Govt School, Sector -8, Gandhinagr, Gujarat - 382007 2. Ms Trupti Sheth, NGO, Aashna Trust, Akota, Vadodara. 3. Ms Ila Hiren Maheta, NGO, Outside Sarpat Gate, Old Aerodrame Road, Bhuj-Kutch. 4. Dr Sandesh Mahipal, MD(Ped), PGD-Adol Ped. Palanpore Jakat Naka, Surat. 5. Ms Dhara Purohit, Pushpanjali Education and Charitable Trust, Jamnagar	
03	Member	1. Smt Jamie James, Principal, KV SAC, Ahmedabad. 2. Shri Avijit Panda, Principal, KV Railway Sabarmati 3. Shri AP Rai, KV ONGC, Mehsana 4. Smt Sunita Gupta, Principal KV No.1 AFS Jamnagar	

The complaints with regard to sexual harassment of women at workplace will now be referred to the above committee and the committee will submit its report within 10 days from the date of receipt of the such complaints. The above committee including the Presiding Officer will remain in force w.e.f 10.01.2023 for a period of three years. If any changes happen due to administrative exigencies then accordingly the changes will be incorporated and will be communicated.

  
(Shruti Bhargava)  
Deputy Commissioner

**Distribution**

1. Smt Vinita Sharma, Assistant Commissioner, Presiding Officer of the Committee.
2. The Members & Member-NGO of the Committee.
3. Shri KG Sharma, Administrative Office, KVS RO(AR).
4. The Principals, All KVs under KVS RO, Ahmedabad with a direction to constitute similar committee at vidyalaya level
5. The Deputy Commissioner, KVS, All Regional Offices/ZIETs for information.
6. The Assistant Commissioner(Vig), KVS(HQ), New Delhi -16.
7. The Officers/Employees of KVS, Regional Office, Ahmedabad.

केंद्रीय विद्यालय संगठन	13/11/2023
अहमदाबाद संभाग	671
सेक्टर -30, गांधीनगर	13/11/2023



केन्द्रीय विद्यालय क्र.4 ओएनजीसी वड़ोदरा, ओएनजीसी परिसर, वड़ोदरा (गुजरात) - 390009  
 KENDRIYA VIDYALAYA No.4 ONGC VADODARA, ONGC CAMPUS, VADODARA - 390009  
 (An Autonomous body under Ministry of Education, GOI)  
 ई-मेल/E-Mail: ppl.barodanoivongc@kvs.gov.in/principalongcbrd@gmail.com  
 वेबसाइट/Website: https://no4baroda.kvs.ac.in  
 दूरभाष/ Telephone: 0265-2964679/2969512  
 U-DISE No: 24191300627  
 के.वि. कोड /KV Code : 1010  
 CBSE स्कूल नं. : 14094  
 CBSE संबद्धता नं. : 400035



F. No.: 12082/3-7/2023/KVONGCBRD/

Date:05.04.2023

### कार्यालय आदेश

Subject: Local Purchase Committee (LPC) for the session 2023-2024.

As per the KVS account code of Article -173 School has to constitute a local purchase committee for session 2023-2024 with the following members:

- Senior Most PGT: Mrs. Sangeeta Arora PGT(Physics)
- Senior Most PRT: Mrs. Hansa Vaghela PRT
- VMC Member Teacher Representative: MS. Viral Makwana
- Co-Opted Members:
  - In-charge of Furniture: Mrs. Viral Makwana TGT (WE)
  - In-charge of R & M: Mr. Rajesh Gupta PGT (Hindi)
  - In-charge of ICT: Mrs. Huma Yasmin PGT (CS)
  - In-charge of Exam: Mrs. Jatinder Kaur PGT (English)
  - In-charge of Games & Sports: Mr. Amitkumar Bodar TGT (PHE)
  - In-charge of Library: Mr. Tejas Jadav PRT (Music)
  - In-charge of Laboratory: Mrs. Sangeeta Arora PGT (Physics)
  - In-charge of Laboratory: Mr. Bhanwar Singh Rathore PGT (Chemistry)
  - In-charge of Laboratory: Mr. Ranjeesh Singh Tomar PGT (Biology)
  - In-charge of Primary Resource Room: Mrs. Hansa Vaghela PRT
  - In-charge of GeM Procurement: Mrs. Viral Makwana TGT (WE)

Submit for Approval.

*[Signature]*  
 11.04.23

*[Signature]*  
 Principal

प्राचार्य  
 केन्द्रीय विद्यालय संगठन  
 ओ.एन.जी.सी. वड़ोदरा