**केन्द्रीय विद्यालय नं. 4 , ओएनजीसी, वड़ोदरा**

**COMMITTEES FOR THE SESSION 2021-22**

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

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| **S. No** | **Name of committee** | **Secondary** | **Primary** |
| 1 | ADMISSION | Mr. R.S. Tomar **I/c**  Mr. R K Gupta  Mr. S. K. Tiwari | Mr. Hansa Vaghela **I/c** |
| 2 | EXAMINATION  (INTERNAL / CBSE/ EXTERNAL) | Mr. Vikash Yadav **I/c**  Mr. S K Tiwari | Ms. Vaishali Kapadiya **I/c** |
| 3 | PTM | Ms. Jatinder Kaur **I/c**  All class teachers | Ms. Suja Prasad **I/c**  All class teachers |
| 4 | TIME TABLE & DAILY LEAVE ARRANGEMENT | Ms. Viral Makwana **I/c** | Ms. Aditi Mittal **I/c**  Ms. Vaishali K |
| 5 | CO-CURRICULAR ACTIVITIES (CCA), SCIENCE ACTIVITIES & PUBLICATIONS | Ms. Sangeeta Arora **I/c**  Ms. Jatinder Kaur | Ms. Suja Prasad **I/c**  Ms. Aditi Mittal  Ms. Vaishali K |
| 6 | WEBSITE | Mr. Vikash Yadav **I/c**  Ms. Sangeeta Arora  Ms. Jatinder Kaur | Ms. Suja Prasad **I/c**  Ms. Aditi Mittal  Ms. Vaishali K |
| 7 | CAMPUS CLEANLINESS | Ms. J Kaur | Ms. Hansa Vaghela **I/c**  Mrs. Aditi Mittal |
| 8 | GARDENING & CAMPUS BEAUTIFICATION |  | Ms. Suja Prasad **I/c** |
| 9 | DISCIPLINE & ANTI BULLYING / SAFETY AND SECURITY OF STUDENTS & BUILDING | Mr. S K Tiwari **I/c**  Mr. B S Rathore  Ms. Shilpi Tayal  Mr. M S Goria | Ms. Rashmi Parmar **I/c**  Ms. Suja Prasad |
| 10 | BUILDING MAINTAINANCE, REPAIRS AND DEVELOPMENT COMMITTEE / ELECTRICAL/CIVIL/ IT/WATER COOLER ETC | Mr. R K Gupta **I/c**  Ms. Viral Makwana  Mr. M S Goria | Ms. Hansa Vaghela **I/c** |
| 11 | FURNITURE, DRINKING WATER, MOSQUITO SPREY, FIRE SAFTY etc & PA SYSTEM & ELECTRICAL BELL, CCTV, INVERTOR, SCHOOL TELEPHONE | Ms. Viral Makwana **I/c**  Mr. R K Gupta  Mr. B S Rathore | Ms. Rashmi Parmar **I/c** |

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

**COMMITTEES FOR THE SESSION 2021-22**

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

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| **Sr. No** | **Name of Committee** | **Name of committee Member** |
| 1 | AEP | Mr. Vikash Yadav **I/c**  Ms. Kirti Jangid  Mr. R.S. Tomar |
| 2 | ACP | Ms. Kirti Jangid |
| 3 | Back to Basic | Ms. Jatinder Kaur **I/c**  Ms. Suja Prasad |
| 4 | SCOUTS | Mr. Vikash Yadav **I/c**  Mr. B S Rathore |
| GUIDES | Ms. Kirti Jangid |
| CUBS & BULBUL | Ms. Vaishali K **I/c** |
| 5 | ICT & IT infrastructure | Mr. Vikash Yadav **I/c**  Ms. Viral Makwana  Comp Instructor |
| 6 | SUBJECT COMMITEE CONVENOR | Maths - Mr. S K Tiwari  Science - Ms. S Arora  Language - Ms. J Kaur |
| 7 | LIBRARY COMMITEE | Mr. M S Goria **I/c**  Ms. S Arora  Mr. B S Rathore  Ms. Kirti Jangid  Mr. R K Gupta |
| 8 | RAJBHASHA COMMITTEE | Mr. R G. Vaghela **I/c**  Mr. R K Gupta  Ms. Jatinder Kaur  Ms. B S Rathore  Ms. Aditi Mittal |
| 9 |  |  |
| 10 | U DISE & DIKSHA PORTAL & ISO 9001:2015 | Mr. S K Tiwari **I/c**  Ms. Rashmi Parmar  Ms. Vaishali Kapadiya |
| 11 | GAMES AND SPORTS, SBSB Programme & FIT India | Mr. S K Tiwari **I/c**  Ms. Hansa Vaghela  Ms. Rashmi Parmar |
| 12 | AUDIO VISUAL AIDS &  TEACHING AIDS | Ms. Viral Makwana **I/c**  Ms. Kirti Jangid **I/c**  Ms. Aditi Mittal  Ms. Rashmi P |
| 13 | CMP & STRENGTHENING OF PRIMARY EDUCATION | Ms. Suja Prasad |
| 14 | RESOURCE ROOM PRIMARY | Ms. Rashmi Parmar **I/c**  Ms. Hansa Vaghela |
| 15 | FUNDAY | Ms. Aditi Mittal  Ms. Vaishali Kapadiya |
| 16 | PISA/ CCT | (1) Nodal Teacher and Coordinator  (2) Test Administrator - Mr. Vikash Yadav & Ms. Kirti J  (3) PISA Trained Teachers –   |  |  | | --- | --- | | Science | Mr. R S Tomar, Mr. B S Rathore | | Maths | Mr. S K Tiwari, Ms. Shilpi Tayal | | English | Ms. Jatinder Kaur, Ms. Shikha Sharma | |
| 17 | VVN ASSETS AND its maintenance /  UBI Portal/ PAY AND ALLOWANCES OF STAFF/ Tax & ARREAR CALCULATION | Mr. R G Vaghela **I/c**  Mr. S K Tiwari  Ms. Rashmi Parmar |
| 18 | CONDEMINATION, AUCTION & DISPOSAL | Mr. R G Vaghela **I/c**  Ms. Sangeeta Arora |

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| **केन्द्रीय विद्यालय नं. 4 , ओएनजीसी, वड़ोदरा**  **SCHOOL RESPONSE TEAM (SESSION 2021-22)** | | | | |
| **Sl. No** | **Particulars** | **Name of Team Leader** | **Members with Designation** | **Contact Details** |
| **1** | **Child Rights Protection Cell (POCSO)&Discipline** | 1. Mrs. Jatindar Kaur, PGT (Eng) | 1. Mrs. Sangeeta Arora, PGT (Phy)  2. Mr. Vikash Yadav, PGT (C.S)  3. Mrs. Kirti Jangid, TGT (Sst)  4. Head Boy / Head Girl | 0265-2641389, 2603952 |
| **2** | **Evacuation Team** | 1. Mrs Viral Makwana, TGT(WE)**I/c**  2. Mrs. Hansa Vaghela, PRT | 1. Mr. R K Gupta, PGT (Hindi) | 0265-2641389, 2603952 |
| **3** | **Search & Rescue Team& Security** | 1. Mrs. Viral Makwana, TGT (WE)  2. Mrs. Hansa Vaghela, PRT | 1. Mrs. M S Goria (Lib) | 0265-2641389, 2603952 |
| **4** | **First Aid & Medical**  **Team** | 1. Mrs. Hansa Vaghela, PRT | 1. Mrs. Jatindar Kaur, PGT (Eng)  2. Mr. B S Rathore, PGT (Chem) | 0265-2641389, 2603952 |
| **5** | **Transport Safety Team** | 1. Mr. R K Gupta, PGT (Hindi) | 1. Mr. Prateek Giri | 0265-2641389, 2603952 |
| **6** | **Team for students**  **with special needs**  **(Divyang)** | 1. Mrs. Shilpi Tayal, TGT (Maths)  2. Mrs. Hansa Vaghela, PRT | 1. Mrs. Rashmi Parmar, PRT | 0265-2641389, 2603952 |
| **7** | **Grievance Redressal Committee** | 1. Mrs. Kirti Jangid, TGT (Sst) **I/c**  2. Mr. S K Tiwari, PGT (Maths)  3. Ms. Shilpi Tayal, TGT (Maths) | 1. Mrs. Jatinder Kaur, PGT (Eng)  2. Mrs. Suja Prasad, PRT. | 0265-2641389, 2603952 |
| **8** | **Coordination with ONGC** | Mrs. Viral Makwana | Mr. Rajesh Kumar Gupta | 0265-2641389, 2603952 |
| **9** | **Internal Complaint Committee (ICC)** | **Prepared separately on next page as per KVS office order F.11-55/2000-KVS(Vig)/Pt1/11212-25 dated 05.03.2019** | | |

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| **INTERNAL COMPLAINT COMMITTEE (ICC)** | | | |
| **SI.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. Shruti Bhargav, 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.(Incase , 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 |

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

**COMMITTEES FOR THE SESSION 2021-22 (w.e.f. 01.04.2021)**

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

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

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| **Sr  No** | **House  Name** | **House  Master (Secondary)** | **House  Master (Primary)** | **Member** | **Member** |
| **1** | **Green House** | **Ms. Viral Makwana** | **Ms. Rashmi Parmar** | **Mr. S K Tiwari** | **Ms. Vaishali** |
| **2** | **Yellow House** | **Mr. R K Gupta** |  |  | **Mr. R S Tomar** |
| **3** | **Red House** | **Ms. Shilpi Tayal** | **Ms. Aditi Mittal** | **Ms. Kirti Jangid** | **Mr. Vikash Yadav** |
| **4** | **Blue House** | **Mr. M S Goria** | **Ms. Hansa Vaghela** |  | **Mr. B S Rathore** |

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| **CLUBS** | | | | |
| Sr. No | Vidyalaya Clubs | I/c Name | Member Name | Duties |
| 01 | ECO CLUB & NATURE CLUB  NGC | Mr. R.S. Tomar | Mr. Kirti Jangid  Ms. Suja Prasad | 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 | Mr. R K Gupta | Ms. 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 | Ms. Aditi Mittal  Ms. Rashmi Parmar | 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 | Mr. S K Tiwari  Ms. Shilpi Tayal | Ms. Hansa Vaghela  Ms. Vaishali K | 1. Design & executive the activities to fulfil the nomenclature of the club & maintain its records. 2. Any other related work given by the Principal. |