



केन्द्रीय विद्यालय, नं-4
कोरबा छत्तीसगढ़ पिन- 495450
KENDRIYA VIDYALAYA, NO. 4

KORBA, CHHATTISGARH PIN - 495450
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INSTITUTIONAL PLAN

(SESSION: 2020-21)

DEPT/COMMITTEE/ CLUB	IN-CHARGE/CONVENOR/ MEMBER	DUTIES/RESPONSIBILITIES/ ACTIVITIES	EXPECTED DATE OF COMPLETION
INFRASTRUCTURE			
BUILDING	<ol style="list-style-type: none">1 Mr. B.R. YADAV (TGT W.E.)2 Mr. V K Tabhhunna TGT PET3 Mr. Atul Wani Damodar, TGT-S. St.4 Mr. S K Bharti, Sub Staff	<ol style="list-style-type: none">1. Vidyalaya is running in the temporary site owned by NTPC.2. Maintain/Up keeping of the Vidyalaya building.3. White washing /colouring.4. Safety and security of the students from fire electricity etc.5. Minor repairs of the building and water facilities sanitation etc.	(As and when required) -

FURNITURE DEPARTMENT	1. Mr. B R Yadav, TGT WE (I/C). 2. Mr. Gobind Singh PGT-ECO 3. Mr. Atul Wani TGT-S. ST. 4. Mr. Manohar Sahu (PRT) 5. Mr. S. K. Bharti, (Sub Staff)	1. To supervise the use of furniture by the students. 2. To plan for repair & purchase of Vidyalaya furniture for students & staff in various classrooms & departments as per requirement & budget. 3. To clear / get shifted un utilized furniture 4. To get classroom, black boards, name boards, etc. painted and maintained. 5. Any related work	Vidyalaya having sufficient furniture. Repairing once in a TERM.
LABS	Smt Esther Kumar PGT (Bio) Mr. Sumit Kumar Gupta, PGT-CS Mr V. K. Verma PGT(Phy) Smt Minakshi, PGT(Chem) Ms. Renu, PGT(Maths) Smt B. Rathore TGT (Bio)	Conducting practicals, Procurement of the items, Maintaining stock registers, Maintaining the log book of practicals and CAL/TAL.	As per direction of CBSE and KVS.
GAMES ROOM	Mr V K Tabhunna TGT (P&HE) I/C Ms Sapna Grover, TGT-Maths Ms. Pushpa PRT	All the rooms and physical facilities are available except sufficient playground, 1. Coaching and preparation of students for KVS & other sports	Coaching and preparation of students till national sports meet. Organization of various school competition at school level

<p>MUSIC ROOM</p> <p>RESOURCE ROOM</p> <p>LIBRARY</p> <p>Drinking Water ,Water Tanks And CCTV Cameras</p>	<p>Mr. Manohar PRT</p> <p>Sports Coach</p> <p>Smt Shalini Senger PRT Music I/C</p> <p>Mr. Manohar Sahu PRT</p> <p>Ms. Manisha PRT</p> <p>Mr. B. L. Kumbhkar H.M. I/C</p> <p>Ms. Parul Khullar PRT</p> <p>Mrs. Manisha PRT</p> <p>Mr. Srikant Maurya, TGT ART) I/C</p> <p>Mr B R Yadav TGT (WE)</p> <p>Mr. Sumit Kumar Gupta, PGT-CS</p> <p>Mr. Vinod Tabunna TGT (P&HE)</p> <p>Mrs. B. Rathor, TGT(Bio.)</p> <p>Mr. S.K. Bharti Sub Staff</p>	<p>meet.</p> <p>2. Organizing various sports competitions at school & Regional level. 3. Ensuring optimum stock of sports materials available for the students.</p> <p>3. Maintaining resource room, LCD schedule, arranging the block periods, Film Shows, display of the student and teacher work,</p> <p>4. Procurements/proper issue of the books through the bar coding.</p> <p>5. Cleaning of water tanks</p> <p>6. Watching the recorded videos (twice in a week)</p>	<p>Organization of Regional sports competition- As per direction of KVS.</p> <p>1st week of (April, July, Oct. and Jan.)</p> <p>Examination conducted as per KVS directions.</p> <p>Quarterly</p> <p>24 Nos CCTV Camera Installed.</p>
<p>CAL/TAL</p> <p>Secondary</p>	<p>1. Mr. S. K. Gupta PGT Comp. Sc., (I/C)</p> <p>2. Computer Instructor</p> <p>3. Mr. Govind Rawat PGT (Eco.)</p> <p>4. Mr V. K. Verma PGT (Phy.)</p> <p>5. Mrs E. Kumar, PGT (Bio.)</p>	<p>1. To facilitate the web access to all in the learning process</p> <p>2. To arrange modern technologies like LCD, Visualizer, Magic Box, Tape recorder, CD players. Etc. for Teaching/Learning.</p>	<p>At least once in a week all the teachers are to take CAL/ TAL Classes in each Class.</p>

Primary	<p>6. Mr. S. K. Bharti(Sub Staff)</p> <p>1. Ms. Parul Khullar, PRT 2. Ms. Pushpa , PRT 3. Mr. Shabbar Raza, PRT</p>	<p>3. To procure required audio and video CDs or cassettes 4. Any other related work 5. Maintaining /Guiding the E-Lab/class room/Smart Class/Resource room.</p>	
COMPUTER LAB (Senior and Junior)	<p>1. Mr. S. K. Gupta, PGT(Comp. Sc.) (I/C) 2. Mrs. B. Rathore TGT (Bio) 3. Computer Instructor</p>	<p>1. To maintain KV Website and to Update the website on regular basis 2. To manage the requirements for the computer classes. 3. Maintenance and upkeep of computers, LCD etc. 4. To help KV in downloading / Uploading academic, administrative circulars from internet. 5. To help/train the teachers in preparation of E Results, E Teaching and Computer related works. 6. Any other related work</p>	On every working day as per the need.
ADMINISTRATION			
ADMISSION Secondary	<p>1. Mr. V. K. Verma PGT-Physics , (I/C) 2. Mr. S. K. Gupta PGT (C. S.) 3. Mrs. S. Dewangan TGT (Maths) 4. Ms. Sapna Grover, TGT (Maths)</p>	<p>1. To plan admission procedure as per KVS guidelines. 2. To keep ready admission forms prospectus & test plan well in advance. To issue & collect the</p>	As per KVS schedule.

	Sanskrit 4. Ms. Pushpa PRT 5. School Nurse	medicines, supervision of medical room.	
CBSE	<ol style="list-style-type: none"> 1. Mr. S. K. Gupta, PGT (C. S.) (I/C) 2. Mr. V. K. Verma PGT Phy. 3. Mr. Binay Kumar, PGT (Comm.) 4. Mrs. Meenakshi, PGT (Chem.) 5. Mr. Gobind Singh, PGT (Eco.) 6. Mrs. Maya Gupta, TGT (Hindi) 7. Smt. E. Kumar, PGT (Bio.) 8. Ms. Renu PGT (Maths) 9. Mrs. Rajni Yadav, TGT-Eng. 	<ol style="list-style-type: none"> 1. All the work related to CBSE including, registration of the candidates, board practical, correspondence etc. 2. Preparation of result analysis. 	As per CBSE schedule
DISCIPLINE COMMITTEE Secondary Primary	<ol style="list-style-type: none"> 1. Shri V. K. Tabhunna ,TGT PHE I/C 2. Smt. E. Kumar, PGT BIO 3. Sh. S. Maurya, TGT (AE) 4. Smt. Maya Gupta, TGT 5. Sh. Atul Wani , TGT-S. St. <ol style="list-style-type: none"> 1. Smt. Manohar Sahu, PRT 2. Ms. Manisha, PRT 	<ol style="list-style-type: none"> 1. To maintain the proper discipline of Vidyalaya. 2. Regular checkups for uniform, cleanliness, bags and any untoward incident among student. 	Every Monday uniform and bag checkup weakly two section.
SCOUT AND GUIDE COMMITTEE	<ol style="list-style-type: none"> 1. Mr. B.R. Yadav TGT (W.E.) I/c 2. Mr. Gobind Singh, PGT-Eco. 3. Mrs. B Rathore, TGT-Sc 4. Mr. S. K. Maurya, TGT-Art 5. Smt. Shalini Senger, PRT-Music 6. Mrs Neelam, PRT 7. Ms Pushpa, PRT 	<ol style="list-style-type: none"> 1. Organizing activities as per the guidelines of KVS. 	As per schedule given RO.

	8. Mrs Manisha, PRT 9. Mr. Manohar Sahu, PRT 10. Ms. Manisha, PRT		
ECO/ NATURE /SCIENCE CLUB	1. Mrs E. Kumar, PGT I/C 2. Mrs. Minakshi, PGT Chem 3. Mrs B Rathore, TGT (Bio) 4. All the science teachers.	1. To provide scientific environment in Vidyalaya. 2. To prepare students for internal & external competition related to subjects.	As per KVS Guidelines
RAJBHASA COMMITTEE	1. Smt. Maya Gupta, TGT 2. Ms Archana, TGT- Hindi 3. Mrs. Anupam Pandey, TGT-Sans. 4. Mrs. Manisha, PRT 5. Mr. Manohar Sahu, PRT 5. Sh. S. K. Bharti, Sub Staff	1. To take necessary action for proper functioning of this committee.	As per the KVS guidelines
GRIEVANCE CELL	1. Smt. E. Kumar, PGT (Bio)	To look after any grievances from the staff of Vidyalaya. To maintain the register	Monthly submission to the principal
WOMEN CELL	1. Smt. E. Kumar, PGT (Bio) 2. Mrs. Albina Kujur, TGT SST 3. Ms. Parul Khullar, PRT	To look after any grievances from the lady staff of Vidyalaya	Monthly submission to the principal
Internal Complaint Committee	1. Smt E. Kumar, PGT(Bio) 2. Sh. V K Tabhunna, TGT(P&HE) 3. Smt Maya Gupta, TGT(Hindi)	To look after any Complaint from the students and staff of Vidyalaya	Monthly submission to the principal
Website Management	1. Mr. S K Gupta, PGT(CS) I/c 2. Mr R K Dewangan PGT (Eng)	Proper Maintenance of Vidyalaya website as per KVS and CBSE	Regularly

	<ul style="list-style-type: none"> 3. Mrs. Maya Gupta, TGT (Hindi) 4. Ms Archana, TGT 5. Mr. Shabbar Raza, PRT 6. Computer Instructor 	guidelines bilingual.	
ACADEMICS			
Split up syllabus	<ul style="list-style-type: none"> 1. Mrs Meenakshi, PGT (Chem.) 2. All Subject Conveners 3. TGT (Lib.) 	Preparation	1 st week of April
Class Room Interaction	All The teachers	Preparing teacher's diary, TLM and taking Classes as per Time table, timely completion and revision.	As per the split up syllabus
Academic Committee	<ul style="list-style-type: none"> 1. Mrs Meenakshi, PGT (Chem.) I/C 2. Mrs. A Kujur TGT SST 3. Mrs. B. Rathore TGT Bio 4. Mrs. Anupam Pandey, TGT 5. Mrs. Shalini Dewangan TGT 6. Mr. B. L. Kumbhkar, H.M. 7. Ms. Parul Khullar, PRT 8. Mr. Anupam Gupta, PRT 	<ul style="list-style-type: none"> 1. Improvement of Academic performance 2. Identifying the under achievers with phone numbers. 3. Taking steps to improve their performance 4. Arrangement for remedial and extra classes. 5. Maintaining the consolidated results. 	Meetings of subject Teachers after every test.

<p>Examination & Evaluation</p> <p>Primary</p> <p>Secondary</p>	<p>1. Mrs. Manisha, PRT</p> <p>2. Parul Khullar, PRT</p> <p>3. Mr. Anupam Gupta, PRT</p> <p>1. Mr. R. K. Dewangan, PGT (Eng)</p> <p>2. Mr Govind Singh, PGT (Eco.)</p> <p>3. Ms. Renu, PGT (Maths)</p> <p>4. Mrs. A Kujur, TGT (SST)</p> <p>5. Mrs. B Rathore, TGT(Bio)</p> <p>6. Mrs S Dewangan, TGT(Maths)</p> <p>7. Mr. S. K. Bharti, Sub Staff</p>	<p>1. Smooth conducting of exams. Circulation of time table.</p> <p>2. As per the circulation of the KVS, examination/ test are to be conducted Monitoring the preparation of the result.</p> <p>3. Maintain the required stationary of Examination well in advance.</p> <p>4. Preparation & distribution results etc.</p> <p>5. Students and parents must be informed about the results of all tests & exam within a week of completion of test/examination & updated record must be kept ready for further course of action.</p> <p>6. To monitor the maintenance of records as per back basics for I to VIII / CBSE guidelines for classes IX to XII</p> <p>7. To co – ordinate P.T. Meeting in consultation with the class teachers.</p> <p>8. To make minutes of the P.T meeting. And maintain the records along with attendance of parents.</p> <p>9. Preparation of result analysis.</p> <p>10. Any other related work.</p>	<p>Class I to II cycle test and for Class III to V periodic /monthly / term test.</p> <p>Class IX to XII periodic /monthly / term test/Pre-board.</p>
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<p>Olympiads and other examinations</p> <p>Science</p> <p>Maths</p> <p>Cyber Olympiad</p> <p>English</p> <p>Hindi</p> <p>GK & Other Exam</p>	<p>Mrs. Meenakshi, PGT (Chem.) Mrs. B. Rathore, TGT (Bio.)</p> <p>Ms Renu, PGT (Maths) Mr. S. K. Gupta PGT (CS) Mr. R K Dewangan, PGT (English) Mrs. Maya Gupta, TGT (Hindi)</p> <p>Mr. Gobind Singh, PGT (Eco) Mr. Atul Wani, TGT (SSt.) Mr. S K Mourya, TGT (Art)</p>	<ol style="list-style-type: none"> 1. Encouraging the students and ensuring their participation. 2. Registration, conducting, distribution of certificates. 3. Conduction of various activities directed by KVS (RO) and outside departments. 4. Preparation of reports 	<p>As per KVS Guidelines</p>
<p>SUBJECT COMMITTEES</p> <p>PRIMARY</p> <p>SECONDARY & SR. SECONDARY SECTION</p> <p>English</p> <p>Hindi/Sanskrit</p>	<p>Conveners</p> <p>Mr. B. L. Kumbhkar, H.M.</p> <p>Ms. Neelam Kumari, PRT</p> <p>Mr. R K Dewangan, PGT (English)</p> <p>Mrs. Maya Gupta, TGT (Hindi)</p> <p>Mrs. Anupam Pandey, TGT(Sanskrit)</p>	<ol style="list-style-type: none"> 1. To check class wise monthly academic performance analysis & discuss for further course of action. 2. Conduct monthly meeting, monitoring the coverage of syllabus, identification of weak and bright students, arranging the remedial classes 3. Prepare the report on last working day of every month & submit it to Principal. 4. To conduct subject committee meetings whenever necessary (at 	<p>Meeting conducting in every last working day of the month as per necessary.</p>

Science	Mrs E Kumar , PGT (Bio.)	least once in a month)	
Mathematics	Ms. Renu, PGT (Maths)	5. To keep a vigil on class wise progress of subject as per guidelines of KVS.	
So. Science/ Ek Bharat Shresth Bharat	Mr. Govind Singh, PGT (Eco.) Mrs A. Kujur. TGT (SSt) Mr. Atul Wani, TGT (SSt) & All the subject teachers are members.	6. To plan activities like science exhibitions, seminars, field trips, film shows, talks, etc. related to their subject	
Commerce	Mr. Binay Kumar, PGT (Comm.) Mr. Govind Singh PGT (Eco.)	7.To inform /prepare/select and conduct various competitive Exams 8. Any other related work	
PISA	1. Mrs Meenakshi, PGT(Chem) I/c 2. Mrs. E Kumar, PGT (Bio.) 3. Mr. R K Dewangan, PGT (Eng) 4. Ms. Renu, PGT (Maths) 5. Mrs. B. Rathore, TGT (Bio.)	1. Preparing teacher's diary, TLM and taking Classes as per Time table, timely completion Smooth conducting of exams. Circulation of time table. 2. As per the circulation of the KVS, examination/ test are to be conducted 3. Monitoring the preparation of the result. 4. Maintain the required stationary of Examination well in advance. 5. Prepare the report on last working day of every month & submit it to Principal.	As per Schedule given by R O.

CMP ACTIVITES	1.Mr. B. L. Kumbhkar, H.M. 2. Ms. Neelam Kumari , PRT 3. Mrs. Shalini Sengar, PRT Music 4. Ms. Parul, PRT 5. Mr. Manohar Sahu, PRT 6. Ms. Pushpa, PRT 5. Sports Coach	CMP meeting. All the works related to CMP as per the direction of the KVS Preparing and participating in Cluster Level CMP Competitions Publishing newsletter.	As per Schedule given by R O.
AEP	1. Smt. E. Kumar, PGT (BIO) I/C 2. Smt. Maya Gupta,TGT (Hindi) 3. Smt A. Kujur, TGT (So. Sc.) 4. Smt B Rathore, TGT (Bio.) 5. Sh. V.K. Tabhunna ,TGT (P&HE)	1. Preparation of AEP Report. 2. Conduction of AEP programmes and meetings	As per schedule given by RO
HOUSE KEEPING SWACHH BHARAT ABHIYAN BEAUTIFICATION	1. Smt. E. Kumar, PGT BIO I/C 2. Smt. B. Rathore TGT Bio 3. Ms. Manisha, PRT 4. Sh S K Bharti (Sub Staff) 1. Sh. B. R. Yadav TGT(WE) (I/C) & All Staffs 2. Smt Maya Gupta, TGT (Hindi) 3. Smt. B Rathore, TGT (Bio) 4. Sh S K Maurya, TGT (AE) 5. Smt. Anupam Pandey , TGT (Sanskrit.) 6. Ms. Neelam, PRT	1.To look after the proper cleanliness at Vidyalaya campus 2. Maintaining the reports 1. Monitoring the display boards gardeningworks . 2. Writing qoutations 3. Making every corner of the Vidyalaya beautiful	As per KVS Guidelines
C C A	1. Smt. E. Kumar, PGT (BIO) 2. Mr. R. K. Dewangan, PGT (Eng) 3. Smt Maya Gupta TGT (Hindi)	1. Organizing various CCA competitions as per the schedule. 2. Formation of student council /	As per KVS Guidelines

	<p>4. Sh V K Tabhunna TGT (P&HE) 5. Smt Shalini. Sengar, PRT (Music) 6. Mr. Anupam Pandey, TGT(San.) 7. Ms. Pushpa, PRT 8. Mr. Manohar Sahu, PRT</p>	<p>arranging their meeting in Vidyalaya. 3. Celebration annual function and other important days.</p>	
<p>150th birth anniversary of Mahatma Gandhi/ Kala Utsav / Other celebration</p>	<p>1. Mrs. Maya Gupta, TGT (Hindi) I/c 2. Mr. S K Mourya TGT (AE) 3. Ms Archana, TGT (Hindi) 4. Mrs. Anupam Pandey, TGT 5. Ms. Manisha, PRT</p>	<p>1. Organizing various competitions as per the schedule. 2. Maintaining the reports.</p>	As per KVS Guidelines
<p>Guidance and Counselling</p>	<p>1. Mrs E. Kumar, PGT (Bio) 2. Ms. Renu, PGT (Maths) 3. Ms. Parul, PRT 4. Counsellor</p>	Organizing guidance and counselling session as per needs of students.	As per KVS Guidelines
FINANCE			
<p>VVN/SF</p>	<p>1. Shri Rajesh Kumar,UDC 2. Sh V K Tabhunna TGT (P&HE) 3. Sh. V. K. Verma, PGT-Phy 4. Sh. Binay Kumar, PGT Comm. 5. Sh B R Yadav, PGT (Eco) 6. Sh. S K Maourya TGT (AE) 7. Sh Manohar, PRT 8. Mr. S. K. Bharti, (Sub Staff)</p>	<p>Monthly Finance Report, Monthly Statement of SF and VVN, Quarterly Statement, Budget of SF and VVN, Annual Account, Monthly Salary of staff, TA/DA Bills, Medical Bills Children Education Allowance, Income Tax (Quarterly and Annual Statement), Maintaining Cash Book and Ledgers, Bill Payments etc.</p>	As per KVS direction.
<p>UBI Fee portal/School</p>	<p>1. Mr. S. K. Gupta, PGT CS</p>	<p>Proper monitoring of Fee Collection</p>	As per KVS direction.

Fees Shaala Darpan	I/C 2. All Class teachers 3. Sh S K Bharti, Sub Staff 1. Mr. S. K. Gupta, PGT CS,I/C 2. Sh V K Verma PGT Phy 3. All Class Teachers 4. Computer Instructor	through UBI online portal. Verification of student's data and making timely modification of data. Timely modification / maintaining of the data. Compliance of KVS directions	
Purchase committee	All Departmental heads (I/C) 1. Smt. E. Kumar PGT(BIO) 2. Shri R. K. Dewangan, PGT 3. Sh. B.R.Yadav (TGT W.E.) 4. Sh. V.K.Tabhunna, TGT P&HE 5. Mrs. Albina Kujur, TGT S. St. 6. Smt. B. Rathore, TGT Bio 7. Shri B. L. Kumbhkar, HM	1. To estimate requirement at the beginning of the academic year. 2. To procure the required items by following the purchase procedure. 3. Proper maintenance of stock and stock registers. 4. Condemnation 5. Any other related work.	As per KVS direction.
Scholarship	1. Mr. Binay Kumar, PGT (Comm) I/C 2. Mr Gobind Singh, PGT-Eco 3. Mrs Shalini Dewangan TGT- Maths 4. Mr. Atul Wani, TGT- S. St. 5. Mr B. L. Kumbhkar, HM	1. Timely submission and Verification of student's data on different central / State Govt. Portal and making timely modification of data. 2. Verification of BPL, SGC and other certificates.	As per Central / State Govt. direction.

(Sandhya Lakra)

PRINCIPAL