

DEPT/COMMITTEE/CLUB	DUTIES/RESPONSIBILITIES/ACTIVITIES	IN-CHARGE/CONVENER MEMBER
<b>1. Institutional Planning &amp; Advisory Committee</b>	<ol style="list-style-type: none"> <li>1. To guide, suggest and chalk out all action plan for academic and co-curricular activities.</li> <li>2. Will function as advisory board for Vidyalaya activities.</li> <li>3. In-charge and members of its committee will help and advise the Principal to take decision during emergency time and in normal course of work.</li> <li>4. Decision of the committee will be final to initiate action against concerned in all matters including student discipline</li> <li>5. The committee is empowered to take decision and action on time to improve the Vidyalaya status in the field of academic and co-curricular activities with the approval of the Principal.</li> <li>6. Any other related work.</li> </ol>	<p>Mrs.Mamta Mundra, I/C</p> <p>Mr. Keshav Khandelwal</p> <p>Mr. Hemant Pandya</p> <p>Mrs. Preeti Maharshi</p> <p>Mr. Sita Ram Jat</p> <p>Mr. O.P. Vaishnav</p> <p>Mrs. Awantika Goswami</p> <p>Mrs. Mohini Sharma</p>
<b>2. Library Committee</b>	<ol style="list-style-type: none"> <li>1. Make available curriculum books, textbooks, collection of C.B.S.E. &amp; session ending examination old papers for the help of the students &amp; Teacher.</li> <li>2. Newspapers, magazines etc. should be readily available in library.</li> <li>3. Prepare a list of books with the help of subject teachers &amp; purchase them latest by December of the academic year as per Vidyalaya budget provision.</li> <li>4. At least two programs &amp; two competitions should be organized in this session to make aware the students &amp; staff for the use of library &amp; to encourage the students to study the books &amp; magazine.</li> <li>5. To organize book exhibition.</li> <li>6. Issue of books to the students &amp; staff should be frequent &amp; should be recorded in issue register for verification of higher officers.</li> </ol>	<p><i>Mr.D.N.Maurya,</i> I/C</p> <p>Mr. SC Seervi</p> <p>Mr. Hemant Maheshwari</p> <p><i>Mr. Subhash Samota</i></p> <p>Mr. Sita Ram Jat</p>

	<ol style="list-style-type: none"> <li>7. To purchase books for library as per the recommendations of library Committee.</li> <li>8. Any other related work.</li> </ol>	<p>Mr. S.Raghvendra Mrs. Awantika Goswami Mrs. Yasmin Mr Anop Singh</p>
<p><b>3. Games &amp; Sports Committee(SBSB Programme)</b></p>	<ol style="list-style-type: none"> <li>1. To prepare a plan &amp; compact programme for the entire session.</li> <li>2. Select the students for particular games in the beginning of the session to impart proper training to students.</li> <li>3. Set a target &amp; must proceed accordingly to achieve maximum success in the meets.</li> <li>4. Utilize the games period primarily for the development of the year marked games by the K.V.S. side.</li> <li>5. Facilitate all the students with the available games equipment for the optimum use of the available sports equipment in school.</li> <li>6. Complete all internal games &amp; sports competition by the first week of august and organize the sports day celebration at the end of August</li> <li>7. To complete all the measurements, activities and other work related to Swasth bachche Swasth Bharat Programme.</li> <li>8. To collect datas and upload the same on KVS portal regularly and within given time frame.</li> <li>9. Any other related work</li> </ol>	<p>TGT PET I/C Mr.V.K.Singh Mr.Ravi Kumar Ms.Sanju Kurdiya Mr. Natesh Mr.Rahul Mr. Devashish Dwivedi Games Coach</p>

<p><b>4. Internal Examinations, LAT, P.T.M.</b></p>	<ol style="list-style-type: none"> <li>1. Complete schedule of test/exam for the session (tentative) will be circulated among the students &amp; parents for their prior information. Exam time table should also be informed to the students &amp; parents at least two weeks before the commencement of test/exam in stock.</li> <li>2. Maintain the required stationary of examination well in advance.</li> <li>3. Class wise pre plan schedule should be decided for weekly test, fortnightly test, monthly tests practice test etc.</li> <li>4. All the required documents /materials like answer scripts, mark-slips mark register, progress cards etc. should be issued to the concerned teacher in time &amp; it should be taken back to examination department after completion of each and every test/exam.</li> <li>5. Students &amp; parents must be informed about the results of all tests &amp; exam within a week of the completion tests &amp; exam&amp; update record must be ready for further course of action.</li> <li>6. To co-ordinate P.T.M.Meeting in consultation with the class teacher.</li> <li>7. To make minutes of the P.T.M.Meetings and maintain the records along with attendance of parents.</li> <li>8. To take necessary steps for the successful implementation of KVS and CBSE policies and guidelines.</li> <li>9. Any other related work</li> </ol>	<p><b>Secondary</b></p> <p>Mr. Rewantee Lal, I/C</p> <p>Mr.Mukesh Bissa</p> <p>Mrs. Poonam Kuldeep</p> <p>TGT Hindi-3</p> <p>TGT Science 2</p> <p><b>Primary</b></p> <p>Mr. Ranjeet Kumar I/C</p> <p>Mrs.Yasmin</p> <p>Mr. Sushil</p> <p>Mr. Dewashish Dwivedi</p>
<p><b>5. C.B.S.E.</b></p>	<ol style="list-style-type: none"> <li>1. To comply with the circulars issued by CBSE from time to time.</li> <li>2. IX/XI class registration with CBSE.</li> <li>3. X /XII class list of candidates for board exam.</li> <li>4. Keeping records of the above.</li> <li>5. Planning and assisting in conducting X/XII board and other test conducted</li> </ol>	<p>Mr. S C Seervi, I/C</p> <p>Mr. Ravi Kumar</p>

	<p>by CBSE.</p> <p>6. Any other related work.</p>	Ms.Sanju Kurudia
<b>6.NIOS and other Examination by Outside agencies</b>	<p>1) To handle correspondences in relation to NIOS and other Examination by Outside agencies</p> <p>2) To coordinate and conduct NIOS examination and other Examination by Outside agencies</p>	<p>Mr. Mukesh Bissa I/C</p> <p>PRT 17</p> <p>Mr.Vinod</p> <p>Mr. Devi Singh</p>
<b>7. Olympiads</b>	<ol style="list-style-type: none"> <li>1. <i>Motivating the students to participate in these tests.</i></li> <li>2. <i>Selecting students and forwarding the list of candidates.</i></li> <li>3. <i>Conducting the exams.</i></li> <li>4. <i>Keeping a record of a students participating in them.</i></li> <li>5. <i>Escorting participants if test are being conducted outside.</i></li> </ol>	<p>(1) Science Olympiad, NCSC, JNJSMO, Green Olympiads, Science Exhibition - Mr. K Khandelwal I/C</p> <p>All Science Teachers – Secondary</p> <p>Mrs Yasmin</p> <p>Mr. Vinod</p> <p>(2) Maths Olympiad-</p> <p>Mr.Hemant Maheshwari I/C</p>

		<p>All maths Teachers– Secondary</p> <p>Mrs Mohini Sharma</p> <p>Mrs Usha Kumari</p> <p>(3) Cyber Olympiad-</p> <p>Mrs.Preeti Maharishi I/C</p> <p>Comp.Inst.</p> <p>(4) English Oylpiads –</p> <p>Mr S Raghvendra – I/C</p> <p>All English Teachers– Secondary</p> <p>Monika Devi</p> <p>Devashish Dwivedi</p>
<p><b>8.Pupil Society,</b></p> <p><b>C.C.A. , Morning Assembly &amp; Student Council /</b></p>	<p><b>Co-Curricular activities</b></p> <ol style="list-style-type: none"> <li>1. To prepare an action plan for internal and external CCA activities for the session and complete in time.</li> <li>2. They will also have to suggest practical plans for improvement of <b>cca</b></li> </ol>	<p>SECONDARY SECTION</p> <p>Mr. S Raghvendra, I/C</p>

<p><b>Vidyalaya Patrika/ students diary /CMP News letter</b></p>	<p>activities.</p> <ol style="list-style-type: none"> <li>3. To check the preparation for CCA.</li> <li>4. To plan for awarding the prize winners.</li> <li>5. To send the report to R.O. &amp; to the media/agencies for publications.</li> <li>6. To plan the morning assembly programmes and allot the duty to the concerned H.M.. In addition, to check their preparation of the programme before presenting in the morning assembly.</li> <li>7. Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her.</li> <li>8. To provide a greeting card &amp; toffee &amp; all students have to wish them by presenting birthday song.</li> <li>9. Planning constitution of Students Council in the Vidyalaya per KVS guidelines.</li> <li>10. Data collection from students and staff for school magazine and student diary.</li> <li>11. Proof reading of content of school magazine and student diary.</li> <li>12. Printing and distribution of school magazine and student diary.</li> <li>13. Any other related work</li> </ol> <p><b>CELEBRATION OF FESTIVALS &amp; IMPORTANT DAYS</b></p> <ol style="list-style-type: none"> <li>1. To prepare a plan to celebrate important festivals&amp; days as per Vidyalaya academic Calendar &amp; invite artists dignitary(s) on selected occasion.</li> <li>2. A special programme should be presented on special occasions &amp; special days followed by a brief speech related to festival. One program should be presented by a staff member voluntarily.</li> </ol>	<p>Mr. Meghraj</p> <p>Mrs Pooja Mishra</p> <p>TGT PET</p> <p>Music Teacher</p> <p>PRIMARY SECTION</p> <p>Mrs. Mohini Sharma, I/C</p> <p>Ms.Bhawana Patil</p> <p>Mr. Monika Devi</p> <p>PRT 17</p> <p>Music Teacher</p>
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	<ol style="list-style-type: none"> <li>3. To encourage the students &amp; staff to participate in these programmes assign duties for them.</li> <li>4. Guest lecture should also be organized on special occasions &amp; important days to celebrate the occasion with true spirit.</li> <li>5. Any other related work</li> </ol>	
<p><b>9. Time table &amp; Arrangement of Contractual teachers</b></p>	<ol style="list-style-type: none"> <li>1) Time table in charge and Asst. in charge will frame the timetables as per allotment.</li> <li>2) To make an arrangement during the leave of the teacher.</li> <li>3) To prepare and inform the subject teachers about the special time table during all holidays, breaks (Autumn and Winter) and vacation including Morning assembly time of Vidyalaya per action plan for class X and XII.</li> <li>4) To ensure ringing of the bell in time</li> <li>5) Conduct of interviews, preparation of panels and Appointment of contractual teachers with the consent of Principal and verification of their payment.</li> <li>6) Any other related work.</li> </ol>	<p><b>Secondary</b></p> <p>Mr. Subhash Samota, I/C</p> <p>Mr. Radheshyam Kuldeep</p> <p>TGT Maths 3</p> <p><b>Primary</b></p> <p>Mr. Harphool Meena, I/C</p> <p>Mr. Dewashish Dwivedi</p> <p>Mrs. Usha Kumari</p>

<p><b>10. Admission</b></p>	<p>1) To plan admission procedure as per KVS guidelines</p> <p>2) To keep ready all the online admission related updates, admission portal, admission forms, prospectus &amp; test plan well in advance. To issue and collect the admission registration form.</p> <p>3) To complete admission procedure as per KVS instructions and admission guidelines etc.</p> <p>4) To co-ordinate with exam dept. to conduct test for admissions required for fresh admission as per KVS guidelines.</p> <p>5) Any other related work.</p>	<p>Mr. Hemant Pandya, I/C</p> <p>Mr.Sita Ram Jat</p> <p>Mr. OP Vaishnav</p> <p>Mr. M.R. Meena</p> <p>Mrs. Pooja Mishra</p> <p>Mrs. Bhavna Patil</p>
<p><b>11. Discipline</b></p>	<p>1) Whether general instructions related to discipline is being maintained by students or not, committee will take proper care for this.</p> <p>2) Committee members will keep a keen watch on behavior of students in a school campus.</p> <p>3) This committee will take the responsibility to ensure healthy conducive atmospheres in school</p> <p>4) If any member finds any misbehavior or ranging, bullying by the students it should be brought to the notice of all the members and the Principal so as to take necessary action.</p> <p>5) Committee will decide the punishment to concerned students.</p> <p>6) Any other related work.</p>	<p>Mr. B. R. Jangid, I/C</p> <p>Mrs. Preeti Maharshi</p> <p>TGT PET</p> <p>Mr Himmat Singh</p> <p>Mr. Meghraj</p> <p>TGT Maths 3</p> <p>Mr. Vinod</p> <p>Games Coach and Yoga Teacher</p>
<p><b>12. (a) Maintenance &amp; repair of school building &amp; Staff Quarters</b></p>	<p>1. To plan for repair, maintenance, and white wash required in the Vidyalaya building, departments &amp; Staff quarters.</p>	<p>Mr. Pradeep Kumar I/C</p>



	<p>2. To plan and purchase the materials required for the purpose &amp; complete all the assignments in time.</p> <p>3.All the necessary arrangements to keep the school campus &amp; Staff quarters neat and clean.</p> <p>4.To take an action in time for the decent look of the Vidyalaya.</p> <p>5.If there is any repair related to this, the committee will take action for the same well in advance.</p> <p>6.Preparation and verification of staff Quarters Inventory</p> <p>7.Any other related work.</p>	<p>Mr. Hemant Maheshwari</p> <p>Mr Himmat singh</p> <p>TGT English-3</p> <p>Mr.V.K.Singh</p> <p>Mr. Sushil</p> <p>Miss Bhavna Patil</p> <p>Mrs. Kiran Kanwar Rathore</p> <p>Mr. Devi Singh</p>
<p><b>12. (b) Electrical gadgetsand beautification Committee (Face Lift)</b></p> <p>A.</p>	<ol style="list-style-type: none"> <li>1. To plan and purchase the materials required for the purpose &amp; complete all the assignments in time.</li> <li>2. <i>Attend to the problems of Electricity supply in the Vidyalaya.</i></li> <li>3. <i>Maintenance &amp; repair of electrical lines and fittings.</i></li> <li>4. <i>prepare an inventory of all electrical fittings of different room and ensures their safety</i></li> <li>5. <i>Maintain a stock of the items /fitting/electrical gadgets.</i></li> <li>6. <i>Keep a liaison with power supply company and call them for repairs if the supply is hampered.</i></li> <li>7. To ensure the tube lights and fans are in proper working condition.</li> <li>8. To ensure availability of sufficient points, tube lights, fan in the class room as well as in the departments as per their requirement.</li> <li>9. This committee will ensure that there is no wastage of these energies and it should be available as per requirements.</li> <li>10. The committee members of repair and maintenance will look after the use of water and electrical power in the school and staff quarters.</li> </ol>	<p>Mr. Pradeep Kumar I/C</p> <p>Mr Himmat singh</p> <p>Mrs. Pooja Mishra</p> <p>TGT English-3</p> <p>Mr. Harphool Meena</p> <p>Mr. Dewashish Dwivedi</p> <p>Mrs. Kiran Kanwar Rathore</p> <p>Mr. Devi Singh</p>

<p><b>13. Cleanliness (Swach Bharat/ Swach Vidyalaya Abhiyan)</b></p>	<ol style="list-style-type: none"> <li>1. Overall I/C must ensure cleanliness in and outside school building.</li> <li>2. All the programs/ datas related to SBSVA should be initiated/ implemented by incharge with the help of committee members.</li> <li>3. To monitor the work of conservancy.</li> <li>4. Classrooms and corridors are swiped and swabbed regularly.</li> <li>5. Toilets are cleaned twice a day.</li> <li>6. Playgrounds &amp; parks should be cleaned properly.</li> <li>7. Departments should be cleaned regularly.</li> <li>8. Any other related work</li> </ol>	<p>Mr. SR Jat Overall I/C</p> <p>Mr. Meghraj – Lower corridor (Secondary wing including stairs)</p> <p>Mr DN Mourya - Upper corridor (Secondary wing)</p> <p>Mrs. Usha Devi - Upper corridor (Primary wing)</p> <p>Kiran Kanwar Rathore – Lower corridor (Music room to chemistry lab including stairs)</p> <p>Mr. Rahul and Ramchnadra – Primary wash room and corridor between two channel gate</p> <p>Mr. TGT English 3 and Swai Singh – Secondary wash room and corridor between two channel gate</p> <p>Mr VK Singh – Staff wash room and corridor upto medical room.</p>
<p><b>14. Water Arrangement, Gardening, Horticulture</b></p>	<ol style="list-style-type: none"> <li>1. The committee members of repair and maintenance will look after the use of water in the school Campus.</li> <li>2. This committee will ensure that there is no wastage of these facilities and it should be available as per requirements.</li> <li>3. If there is any repair related to this, the committee will take action for the</li> </ol>	<p>Mr. Radheshyam Kuldeep I/C</p> <p>Mr. V.K. Singh</p>

	<p>same well in advance.</p> <ol style="list-style-type: none"> <li>4. Attend to the problems of water supply in the Vidyalaya and get the repairs done</li> <li>5. Get the water reservoirs cleaned regularly; get the date of cleaning printed on the tank; Ensure availability of pure drinking water in the Vidyalaya.</li> <li>6. To develop plantation in the Vidyalaya Campus.</li> <li>7. To supervise the maintenance of existing garden.</li> <li>8. Any other related work</li> </ol>	<p>TGT Science 2 Mr. Rahul Kumar Mr. Vinod Mrs Priyanka sain Mr. Anop Singh</p>
<p><b>15. Monitoring &amp; Verification of outsourced services (gardening, security, housekeeping)</b></p>	<ol style="list-style-type: none"> <li>1. <i>To distribute the work related to housekeeping and gardening among labours.</i></li> <li>2. <i>Arrange for the regular attendance of the labours engaged in various outsourced services and regular monitoring of housekeeping services to ensure they are being carried out properly.</i></li> <li>3. <i>To guide and direct the labors engaged for this purpose.</i></li> <li>4. <i>Personally visit the different sites –bathrooms/rooms/corridors/assembly ground /pathways to see if they are being properly cleaned.</i></li> <li>5. <i>To ensure a stock of material used in cleaning I.e. acid , phenyl, brooms etc.</i></li> <li>6. <i>To ensure proper upkeep of Vidyalaya garden and Plant seasonal and other new plants.</i></li> <li>7. <i>To ensure that the police verification in r/o all the labors is done and made available to the Vidyalaya.</i></li> <li>8. <i>Keep the record of the addresses contact number of the labors. &amp; ensure they report to the Vidyalaya on time.</i></li> </ol>	<p>Mr. Himmat Singh, I/C TGT Hindi 3 Mr. Ganga Vishan Mr. Natesh Mr Vishnu Kumar Mr. Devi Singh</p>

	<p>9.To verify the bills put up by the contractor</p> <p>10Any other related work</p>	
<b>16. Health/Hygiene and First Aid</b>	<p>1) To prepare a plan for student's health checking twice in this session by the authorized Medical Officer.</p> <p>2) To make available stock of First aid if any accidents happen.</p> <p>3) A special care must be taken for girl child as per their natural need, if situation demands for that.</p> <p>4) To organize expert talks and Any other related work</p>	<p>Mr. Rewantee Lal, I/C</p> <p>Mr. Mukesh Bissa</p> <p>Mrs.PRT 17</p> <p>Miss Bhawana Patil</p> <p>Doctor</p> <p>Nurse</p>
<b>17. Scouts/ Guides/ cubs/ bulbul</b>	<p>1) To prepare S/G activity plan with tentative date and months for organizing activities.</p> <p>2) To select students cubs ,bulbul, scouts and guides enrolment .</p> <p>3) To make an arrangement for a proper training of the students.</p> <p>4) To prepare a scouts and guide to participate in various activities both internal and external competitions</p> <p>5) Any other related works.</p>	<p><b>Scout/Guides</b></p> <p>Mr. RS Kuldeep, I/C</p> <p>Mr. M.R.Meena</p> <p>Mr.Pradeep Kumar</p> <p>Mr. DN Mourya</p> <p><b>Cubs/Bulbul</b></p> <p>Mr. Harphool Meena</p> <p>Mr. Ranjeet</p>

		<p>Mrs. Yasmin</p> <p>Mrs.Priyanka Sain</p> <p>Mrs Usha Devi</p>
<b>18.Teaching Aids</b>	<ol style="list-style-type: none"> <li>1. To arrange for procuring the materials for teaching aids / AV aids to the teachers as per norms.</li> <li>2. To plan and arrange for purchasing material required for teaching aid.</li> <li>3. Any other related work.</li> </ol>	<p>Mr. Subhash Samota, I/C</p> <p>Mr. M. R. Meena</p> <p>TGT Science 2</p>
<b>19. Vidyalaya Website committee</b> <b>ShalaDarpan, UBI Portal, Internet &amp; TC Uploading on Website</b>	<ol style="list-style-type: none"> <li>1. To maintain Website of the Vidyalaya as per KVS norms</li> <li>2. To update the website on regular basis as and when required.</li> <li>3. To upload only authentic information on the website.</li> <li>4. To visit the website regularly and ensure that website is updated in all the respect and to send the report on 2<sup>nd</sup> day of every month to cluster I/C.</li> <li>5. To ensure uploading of various datas on ShalaDarpan regularly.</li> <li>6. Regular updating of TC on school website.</li> <li>7. All the information must be submitted/responded within time limit, no reminder will be expected and entertained.</li> <li>8. Any other related work</li> </ol>	<p>Mrs. Preeti Maharshi, I/C</p> <p>Mr. SR Jat</p> <p>Mr. Meghraj</p> <p>Mr. Natesh</p> <p>Mr Sushil</p> <p>Comp.Inst-I</p> <p>Comp.Inst-2</p>

<b>20. Resource Room</b> ○	<ol style="list-style-type: none"> <li>1. To arrange modern technologies like LCD Projector, Visualizer, Interactive board etc. in the E Class Room.</li> <li>2. To manage E Contents and other teaching learning material.</li> <li>3. To ensure proper utilization of E Class Room and availability of E Class Room to all teachers of the Vidyalaya.</li> <li>4. To ensure proper functioning of all the equipment used for teaching learning process in the E Class Room.</li> </ol>	Mrs. Preeti Maharshi, I/C Comp.Inst-I
<b>21.RTE/Scholarship/SC/ST/Minority Community</b>	<ol style="list-style-type: none"> <li>1. Make a list of all SC/ST/Minority awarded scholarship</li> <li>2. Maintain a record of students who receive the scholarship.</li> <li>3. All other related works</li> </ol>	Mr. D.N.Maurya I/C Mrs. Mohini Sharma Mr. Vishnu Kumar Mr. Devi Singh All Class Teachers
<b>22. Furniture Committee</b>	<ol style="list-style-type: none"> <li>1) To ensure furniture distribution in all class rooms, labs, office and other relevant places.</li> <li>2) To repair unserviceable and broken furniture.</li> <li>3) To ensure distribution and service of green boards, glass boards and notice board of the vidyalaya.</li> <li>4) To proceed new purchasing of furniture and related items in furniture</li> </ol>	Mr. B.R.Jangid, I/C Mr. M. R. Meena Mr. Mukesh Bissa Mr. Natesh Kumar Mr. Vinod

	<p>department.</p> <p>5) To maintain classes name plates, school display boards and other furniture articles of the school.</p>	
<b>23. Maths Club</b>	<ol style="list-style-type: none"> <li>1. To form a mathematics club &amp; select a few students to carry out and maintain the records of activities in a constructive &amp; fruitful purpose.</li> <li>2. To prepare the students for participating in external and internal competitions, seminars etc. Related to the subject viz Maths Olympiad NTSE, etc.</li> <li>3. To promote the Mathematical &amp; scientific atmosphere in the Vidyalaya.</li> <li>4. To prepare at least one class wise magazine.</li> <li>5. To organize at least two competitions/ seminars/ programs etc based on subjects.</li> <li>6. To guide the students to prepare articles to publish in magazine and Newspapers.</li> <li>7. Any other related work</li> </ol>	<p>Mr. Hemant Maheshwari, I/C</p> <p>Mr. Mukesh Bissa</p> <p>Miss Sanju Kurdiya</p> <p>TGT Maths-3</p>
<b>24. Social Science Club</b>	<ol style="list-style-type: none"> <li>1. To prepare a plan to create atmosphere in Vidyalaya related to Social Science activities &amp; Integrity Club Activities. To prepare the students for participation in external &amp; internal competitions.</li> <li>2. To organize at least two competitions/seminars/programmes etc. based on subject.</li> <li>3. To organize Social Science Exhibition at Vidyalaya, Cluster, Regional &amp; National level, field trips to historical places.</li> <li>4. Any other related work.</li> </ol>	<p>Mr. Hemant Pandya, I/C</p> <p>Mr. Subhash Samota</p> <p>Mr. B. R. Jangid</p> <p>PGT Commerce</p> <p>Mr. M.R. Meena</p> <p>Mr. Radheshyam</p>

<p><b>25.Youth Parliament</b></p>	<ol style="list-style-type: none"> <li>1. To organize Youth Parliament at Vidyalaya, Regional &amp; National level.</li> <li>2. Any other related work.</li> </ol>	<p>Mr. B. R. Jangid I/C  Mr. Hemant Pandya,  PGT Commerce  Mr. Subhash Samota  Mr. M.R. Meena  Mr.Radheshyam</p>
<p><b>26. Integrity Club</b></p>	<ol style="list-style-type: none"> <li>1. To conduct activities and programs under integrity club.</li> <li>2. To motivate student for enhancement of a sense of integration and brotherhood.</li> <li>3. To maintain records, registers and files related to integrity club.</li> </ol>	<p>Mr. B.R. Jangid, I/C  Mr. Ravi Kumar  Mr. O.P. Vaishnav  Mr. Radheshyam Kuldeep  Mrs.Poonam Kuldeep  Mrs. Monika Devi  Mrs. Yasmin</p>
<p><b>27. EQUIP</b></p>	<ol style="list-style-type: none"> <li>1. To maintain records, registers and files related to EQUIP.</li> <li>2. To ensure sending quarterly report of EQUIP to RO.</li> <li>3. To plan EQUIP annually and to implement instruction and other letters of</li> </ol>	<p>Mr. O.P.Vaishnav, I/C  Mr. V.K.Singh</p>



	RO and HQ.	Mr. TGT English 3 Mr. M.R. Meena TGT Maths 3
<b>28. Grievance Cell for Staff, Students &amp; anti ranging/ bullying Committee, anti - Sexual Harassment committee</b>	<ol style="list-style-type: none"> <li>1. To periodically open suggestion box every Monday</li> <li>2. To keep a record of suggestions or grievances received from the staff, students or parents.</li> <li>3. To maintain the minutes of the meetings.</li> <li>4. To monitor and properly resolve the cases of sexual harassment and cases of ranging/bullying.</li> <li>5. Any other related work</li> </ol>	Mrs Mamta Mundra I/C Mr.Keshav Khandelwal Mrs Preeti Maharshi Mr.O.P.Vaishnav Mrs, Poonam Kuldeep Mrs.Awantika Goswami Mrs. Usha Kumari Mrs Yasmin
<b>29. Excursion &amp; Educational Tours</b>	<ol style="list-style-type: none"> <li>1. To plan the excursion, educational &amp; adventure tours as per KVS guidelines.</li> <li>2. To decide the place, make arrangement for conveyance.</li> <li>3. Estimate the amount to be collected from students.</li> <li>4. Keep the willingness form ready.</li> <li>5. Arrange refreshments.</li> </ol>	Mr. Mukesh Bissa, I/C Mr.Hemant Maheshwari TGT PET Mrs.Awantika Goswami Mr. Rahul Singh

	6. Any other related work.	Mrs. Monika Devi
<b>30. Primary Resource Room/Activity Room,</b>  •	<ol style="list-style-type: none"> <li>1. To set activity room to teach primary students as per KVS circulars.</li> <li>2. To procure requirements as per KVS rules for CMP/ TLM .</li> <li>3. To issue &amp; maintain the stock of CMP/TLM.</li> <li>4. To keep &amp; account of activities done by teachers.</li> <li>5. To arrange all the equipment as requirement of CMP/TLM.</li> <li>6. Any other related work</li> </ol>	Mrs.Awantika Goswami I/C  Mrs. Mohini Sharma  Mrs Kiran Kanwar Rathore  Mr. Ganga Vishan
<b>31. Quarter allotments</b>	<ol style="list-style-type: none"> <li>1. To keep the records of quarter allotments and submit it periodically to the undersigned.</li> <li>2. To receive the grievance regarding allotment.</li> <li>3. Allotments of quarters as per KVS guideline.</li> <li>4. Any other related work</li> </ol>	Mr. Keshav Khandelwal I/C  Mr. Meghraj  Mrs.Awantika Goswami  Mr Vishnu Kumar
<b>32. VMC</b>  <b>Staff and other meetings arrangements/</b>  <b>Recording the minutes.</b>	<ol style="list-style-type: none"> <li>1. To arrange VMC meetings as per KVS Schedule.</li> <li>2. To record the minutes of all staff meetings, P.T.M. meetings, X &amp; XII class P.T.M. meetings and to maintain records / files of the same.</li> <li>3. To note down all important events/functions etc. held in Vidyalaya.</li> <li>4. To prepare by monthly news letter and to send to RO and other Officials of KVS.</li> </ol> Any other related work	Mrs Mamta Mundra I/C  Mr. Rewantee Lal – VMC Teachers representative  Mr Ravi Kumar – For staff meeting  Mr. RamChandra  Mr. Sawai Singh

<b>33. Rajbhasha Kriyanvayan Samiti.</b>	<ol style="list-style-type: none"> <li>1. To follow Rajbhasha Kriyanvayan Samiti guidelines.</li> <li>2. To make necessary action for proper functioning of this Samiti.</li> <li>3. To create a Hindi atmosphere &amp; to promote usage of Hindi in daily use.</li> <li>4. To keep a vigil on quarterly progress of RAJBASHA SAMITI and to submit quarterly report to RO.</li> <li>5. To follow all instructions of town official language implementation committee and attend its meetings.</li> <li>6. To help children in participating in Sanskrit and Hindi competitions.</li> <li>7. The Committee will also function as Subject committee.</li> </ol>	<p>Mr. S. R. Jat, I/C</p> <p>Mrs. O.P. Vaishnav</p> <p>Mr. Meghraj</p> <p>TGT Hindi 3</p> <p>Mrs. Poonam Kuldeep</p> <p>Mrs.Mohini Sharma</p> <p>Mrs.Priyanka Sain</p> <p>All Office Staff</p>
<b>34. Progressive English Club.</b>	<ol style="list-style-type: none"> <li>1.To prepare a plan to create literary atmosphere in Vidyalaya</li> <li>2.To prepare a class wise magazines atleast one in each subject.</li> <li>3.To prepare the students for participating in external &amp; internal competitions.</li> <li>4.To organize minimum two competitions/ seminars/ programmes etc. based on subject.</li> <li>5.To prepare a special plan for students to record their programme on T.V. &amp; radio twice in a session.</li> </ol>	<p>Mr.S.Raghvendra</p> <p>Mr Himmat Singh</p> <p>Mr.Ravi Kumar</p> <p>TGT English 3</p> <p>Mrs. Monika Devi</p> <p>Mr.Dewashish Dwivedi</p>

	6.Any other related work	
<b>35. Science Club</b>	<ol style="list-style-type: none"> <li>1. To prepare a plan to create atmosphere in Vidyalaya related to Science activities.</li> <li>2. To prepare the students for participation in external &amp; internal competitions.</li> <li>3. To prepare at least one magazine class wise.</li> <li>4. To organize at least two competitions/seminars/programmes etc. based on subject.</li> <li>5. To organize Science Exhibition at Vidyalaya, Cluster, Regional &amp; National level, field trips to historical places.</li> <li>6. To guide the students to prepare articles to publish in magazine and newspapers.</li> <li>7. Any other related work</li> </ol>	<p>Mr. Keshav Khandelwal, I/C</p> <p>Mrs. Preeti Maharshi</p> <p>Mr. S C Seervi</p> <p>Mr. Rewantee Lal</p> <p>Mr. V.K.Singh</p> <p>TGT Science 2</p>
<b>36(A).PTA Meeting</b>	<ol style="list-style-type: none"> <li>1. To ensure the frequent organization of PTA meetings whenever necessary.</li> <li>2. To keep academic discipline</li> <li>3. Keep liaison with parents in the interest of academics.</li> </ol> <p>2) Any other related work</p>	<p>Mrs Mamta Mundra I/C</p> <p>Mr.O.P.Vaishnav</p> <p>Mr. Mukesh Bissa</p> <p>TGT English 3</p>
<b>37 Alumni Club</b>	<ol style="list-style-type: none"> <li>1) To make alumni association of ex-student of the vidyalaya and to plan meeting of them.</li> </ol>	<p>Mr. Hemant Maheshwari I/C</p> <p>Mr. Mukesh Bissa</p>

<b>38. Local Purchase committee (approved by Chairman VMC)</b>	1) To conduct the market survey and select the suitable supplier to provide /supply services/goods for Vidyalaya whenever required. 2) To open quotations and to maintain confidentiality of it. 3) To prepare comparative statements of the quotations.	Mr. Hemant Maheshwari Mr. Mukesh Bissa Mr. Pradeep Kumar Mr. D.N. Mourya Mr. Ranjeet Kumar Mr. Sushil
1.	1. To take print out of CS-9, CS-11, CS-54, Cash Book 2. Any other related work	Mr. Himmat Singh I/C Comp. Inst-2
<b>40. Income Tax</b>	1 To collect saving certificates from all employees of the Vidyalaya. 2 To help staff members in calculation of income tax.	Mr. Himmat Singh I/C Miss Sanju Kurdiya
<b>41. RTI Committee</b>	1. Regarding RTI work	Mr. Keshav Khandelwal I/C Mr. S R Jat Mr. Vishnu Kumar Mr. Devi Singh With the help of concerned Dept.
○	1. To be ready for shooting photos for different programmes. 2. To collect and maintain record of photographs of various events organized in	Mr. D.N. Mourya I/C

	<p>the Vidyalaya.</p> <p>3. I/C will make event wise folder of photographs in computer lab and Principal Office and prepare Log Book.</p>	<p>Mr Ranjeet</p> <p>Computer instructor 1</p>
<b>43.Publicity &amp; Press</b>	<p>1. To Publish / coverage of achievements of students in various events, programmes and competition organized at different level.</p> <p>2. To prepare and publish reports of various events, programmes and competition organized at different level.</p> <p>3. I/C will make event wise folder of photographs in computer lab and Principal Office and prepare Log Book.</p>	<p>Mr.O.P Vaishnav I/C</p> <p>TGT Hindi 3</p> <p>Mr.S Raghvendra</p> <p>Mrs. Awantika Goswami</p> <p>Mrs. Mohini Sharma</p>
<b>44. Building safety / Fire Safety/Disaster management</b>	<p>1. To ensure building safely as per KVS norms and to get relevant certificate from MES.</p> <p>2. To supervise and maintain all fire equipments.</p> <p>3.To conduct programmes regarding awareness about fire safety and disaster management.</p>	<p>Mr.Keshav Khandelwal I/C</p> <p>Mr. Hemant Maheshwari</p> <p>Mr. BR Jangid</p> <p>Mr RS Kuldeep</p> <p>Mrs Priyanka Sain</p>
<b>45.Awakened Citizen Programme(ACP)</b>	<p>1.All work related to ACP</p>	<p>Mrs.Poonam Kuldeep I/C</p> <p>Mrs.Ravi Kumar</p>

		Mr.O.P.Vaishnav Mr.M.R.Meena
<b>46. Atal Tinkering Lab</b>	1. All work related to ATL.	Mr.Keshav khandelwal I/C Mrs.Preeti Maharishi Mr SC Seervi Mr.Hemant maheshwari Mr.Pradeep Kumar Mr.V.K.Singh TGT Science 2 Mr.Mukesh Bissa
<b>47. Arrangement of Refreshment for VIPs Committee</b>	To serve VIP refreshment to guests during various events.	1 Mrs. Preeti Mehrshi (I/C) 2.Miss Sanju Kurdiya 3.Mrs Mohini Sharma 4. Mr Bheru Singh
<b>48. Tender Committee</b>	1. Firm registration for purchasing. 2. To collect requirements for various articles required in school, from different department for whole session.	1. Mrs Mamta Mundra I/C 2. Mr.Keshav khandelwal 3. Mr. Hemant Pandya

	<p>3. Call upon quotations/tender.</p> <p>4. Opening of quotation and preparation of comparative statement.</p>	<p>4.Mr. Pradeep Kumar</p> <p>5. Mrs. Poonam Kuldeep</p> <p>6. Mrs.Awantika Goswami</p> <p>7. Vishnu Kumar</p>
<b>49. Guidance &amp; Counselling Committee</b>	<p>1. Provide proper guidance to students for their future plans.</p> <p>2. Employment News, magazines newspapers' information should also be placed on notice board for students and staff.</p> <p>3. Experts should also be invited time-to-time to provide proper guidance to the students.</p> <p>4. Keep a close contact with guidance and counseling agency for collecting proper guidance and information to students.</p> <p>5. Any other related work.</p>	<p>1. Mrs Mamta Mundra I/C</p> <p>2. Mr. Hemant Pandya</p> <p>3. Mrs. Preeti Maharshi</p> <p>4. Mr S Raghvendra</p> <p>5.Mrs.Awantika Goswami</p> <p>6. Mrs Kiran KAnwar Rathore</p> <p>7. Education Counselor</p>
<b>50. Staff room in charge</b>	<p>1. To maintain staff room of the school.</p> <p>2. Purchasing of required articles.</p> <p>3. To monitor cleanliness and interior staff room.</p>	<p>For Secondary –</p> <p>1. Mr Ravi Kumar</p> <p>2. TGT Hindi 3</p>



		For Primary – Mrs Monika Devi Mr Ganga Vishan
<b>51. Condemnation Committee</b>	<ol style="list-style-type: none"> <li>1. To collect list of unserviceable articles from various departments</li> <li>2. To condemn as per KVS norms</li> <li>3. Auction of condemned articles and write off from school stock.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mrs Mamta Mundra I/C</li> <li>2. Mr.Keshav khandelwal</li> <li>3. Mr. Hemant Pandya</li> <li>4.Mr. Pradeep Kumar</li> <li>5.Mrs. Pooja Mishra</li> <li>6. Mrs.Awantika Goswami</li> <li>7. Vishnu Kumar</li> </ol>

School response teams –

<b>Sl.No</b>	<b>Particulars</b>	<b>Name of Team Leader</b>	<b>Members with Designation</b>	<b>Contact Details</b>
<b>1</b>	Child Rights Protection Cell	Keshav Khandelwal (PGT-Phy) and Awantika Goswami(HM)	1. Hemant Pandya (PGT Hist.) 2. Preeti Mehrshi (PGT CS) 3. O. P. Vaishnav (TGT Hindi) 4. Meghraj (TGT Hindi)	9414457783
<b>2</b>	Evacuation Team	B. R. Jangid (PGT-Eco)	1. S.C.Samota (PGT Geo) 2. M R MEENA (TGT SST) 3. R .S.Kuldeep (TGT SST) 4. Pradeep Kumar(TGT WET) 5. Mohini Sharma(PRT)	9001800385
<b>3</b>	Search & Rescue Team	S R Jat (PGT-Hindi)	1. S.C.Samota (PGT Geo) 2. M R MEENA (TGT SST) 3. R .S.Kuldeep (TGT SST) 4. Pradeep Kumar(TGT WET) 5. Mohini Sharma(PRT)	9982629656
<b>4</b>	First Aid & Medical Team	Rewantee lal (PGT – Bio)	1. V K Singh (TGT- Bio) 2. TGT Science 2 3. Mrs Yasmin 4. Nurse 5. Mrs Monika Devi	9828022847
<b>5</b>	Transport Safety Team	Hemant Pandya (PGT-History)	1. S.Raghavendra (PGT Eng) 2. Pradeep Kumar (TGT WET) 3. Priyanka Sain (PRT)	7597347142
<b>6</b>	Team for students	Hemant Maheshwari (PGT-Maths)	1. Hemant Pandya (PGT Hist.) 2. Preeti Mehrshi (PGT CS) 3. O. P. Vaishnav (TGT Hindi)	9772250224

	with special needs (Divyang)		4. Ganga Vishan	
<b>7</b>	Internal Complaint Committee (ICC)	Mrs Mamta Mundra (VP)	<ol style="list-style-type: none"> <li>1. Mrs Preeti Maharshi</li> <li>2. Mr.Keshav Khandelwal</li> <li>3. Mr.O.P.Vaishnav</li> <li>4. Mrs, Poonam Kuldeep</li> <li>5. Mrs.Awantika Goswami</li> <li>6. Mrs. Mohini Sharma</li> </ol>	9460360542
<b>8</b>	Grievance Redressal Committee	Mrs Mamta Mundra (VP)	<ol style="list-style-type: none"> <li>1. Mr.Keshav Khandelwal</li> <li>2. Mrs Preeti Maharshi</li> <li>3. Mr.O.P.Vaishnav</li> <li>4. Mrs, Poonam Kuldeep</li> <li>5. Mrs.Awantika Goswami</li> <li>6. Mrs. Mohini Sharma</li> </ol>	9414457783