

KENDRIYA VIDYALAYA No 3 JAIPUR

Committees for the Session 2019-20

From : 01/04/2019 to 31/03 /2020

Sr.No.	Name of Committee	Name of Teachers	Duties
1	ACADEMIC	<ol style="list-style-type: none"> Smt. B.L. Sharma (VP) I/C Smt. Jyoti Sajananai PGT-Hindi Sh. M.C. Sharma, PGT Maths Smt. Neelam Kunjwal (PGT-Eco) Smt. Neelam Sharma, PGT-English Sh.C.P.Songara (H.M.) Smt. Sadhna Sharma (PRT) 	Supervise all academic activities of the Vidyalaya Suggest remedial/corrective measures for the improvement
2	ADMISSION	<ol style="list-style-type: none"> Smt. Rakhi Gangwal PGT PHY I/C Sh. R K Rana, PGT(Geo) Sh. Neelkant Verma, PGT-Bio Ms. Sarita Janu, TGT-SKT Sh. M L Verma, TGT-Hindi Smt. Varsha Meena, PRT Smt. Archana Meena, PRT Sh.Yogesh Jangid, PRT 	Recommend Granting admission to students based on applications received and as per KVS Admission Guidelines. Maintain proper record of all registrations and admission. Submit monthly report on students enrolment position and student vacancy position to the office and the I/C Website. Daily report of online/offline admission registration along with class wise enrolment record.
3	Safety, Security & Discipline	<ol style="list-style-type: none"> Mr. M.C. Sharma (Convener) Mr. Sandeep Sharma (TGT P&HE) (Co-convener) C.P.Songara H M 	The committee is fully responsible for safety and security of students during arrival/ departure and stay in the vidyalaya. Safety, Security & Discipline (During regular working days ,Assembly, Recess ,Dispersal of students & special activities days)
	Gate Duty (Main Gate) Morning	<ol style="list-style-type: none"> Sh.A.K. Sharma, TGT Hindi I/C Sh. R K Rana, PGT(Geo) Sh. R.N. Mulodia, PGT History Smt. Renuka Arora TGT-Hindi Sh. Ghanshayam Awasthi (Part-time) Sh. Suresh kumar meena (PRT) 	
	Gate Duty (Main Gate) After Noon	<ol style="list-style-type: none"> Sh. M.C.sharma I/C Sh.S.C. Jain, TGT Math Sh. V.K Sharma TGT-Eng Smt. Rakhi Gangwal Sh. Shabu Lal Meena Sh. Mukesh Kumar Sharma Smt. Shikha Garg Sh. Ashwini sharma (PRT) 	
	Gate Duty(Primary Section) Morning	<p><u>Primary Section Gate</u></p> <ol style="list-style-type: none"> Sh. Arjun Lal Yadav, PRT Sh. Ram Hari Meena (PRT) Smt. Poonam Meena, PRT 	
	Gate Duty(Primary Section) After Noon	<ol style="list-style-type: none"> Smt. Archana Meena (PRT) Smt. Varsha Meena (PRT) Ms. Smita Meena (PRT) Sh. Bharat Jangid Sh. Arjun Lal Yadav (PRT) 	
	Main Building Inside(Entrance and Exit)	West Side Round primary Wing	
Old Primary Wing		<ol style="list-style-type: none"> Mrs. Sadhana Mrs. Deepati Mishra 	
Ground Floor North		<ol style="list-style-type: none"> Mrs. Suman Meena 	

		Side	2. Mrs. Neelam Kunjwal	
		Ground Floor South Side	1. Mrs. Renu Jain 2. Prem Bai Meena	
		First Floor South Side	1. Mr. Neelkant Verma 2. Mr. Ajay Jagarwal	
		First Floor North Side	1. Shikha Garg 2. Rambabu Vijay	
		Out Side North Gate to Car Parking	1.Mrs. Raj Kumari Gulpadia 2. Smt. Rashmi Mahrانيا, 3. Smt. Gauri Rawtani 4.Smt.K K Meena	
	Over All Round Duty		1 Mr. Sandeep Sharma (PET) 2 Ms. Sadhana Naruka (Coach) 3 Ms. Kajal Meena (Staff-Nurse)	The committee is fully responsible for safety and security of students During arrival/ departure, recess time , stay and playing in ground.
	Recess Duty Monday		1 Mr. Rajesh Paliwal (F.Floor) 2 Mrs. Shikha Garg (F.Floor) 3 Mrs. Renu Jain (G. Floor) 4 Mr. Shabu Lal Meena (G.Floor) 4 Mr. Yogesh Jangid 5 Anil kuamr Meena (G & F in Round Floor) 6 Mrs. Deepti Mishra (Old Primary) 7 Mrs. Poonam Kumari Meena (Old Primary)	The members of Committee take Round to allotted Area/ Wing/ Floor and watch the activities of students during Recess For Safety and Security of the students
	Recess Duty Tuesday		1 Mr. B. S. Indolia (F. Floor) 2 Mrs. Renuka Arora(F. Floor) 3 Mr. R. N Mulodia (G. Floor) 4 Mrs. K.K. Meena (G. Floor) 5.Mr. Bharat Jangid 7.Mr.Suresh kumar (G & F in Round Floor) 6 Mrs. Sadhana Sharma (Old Primary) 7 Mrs. Karishma Meena (Old Primary)	
	Recess Duty Wednesday		1 Mrs. Rakhi Gangwal (F. Floor) 2 Mr. Pankaj (F. Floor) 3 Mr. M.C Sharma (G. Floor) 4 Mrs. A. Trikha (G. Floor) 5 Mrs. Lalita Meena 6.Mrs.Rekha Bai Yadav (G & F in Round Floor) 6 Mrs. Archana Meena (Old Primary) 7 Mrs. Varsha Meena (Old Primary)	
	Recess Duty Thursday		1 Mrs. Neelam Sharma (F. Floor) 2 Mr. Arvind Sharma (F. Floor) 3 Mr. R.K.Rana (G. Floor) 4 Mrs. Jyoti Yadav (G. Floor) 5 Mr. Aswini Sharma 6 Mr..Piyush Sharma (G & F in Round Floor) 6 Mrs. Sadhana Sharma (Old Primary) 7 Mrs. Asha Singh (Old Primary)	
	Recess Duty Friday		1 Mr. Neelkant Verma (F. Floor) 2 Mrs. Rajkumari Gulpadia (F. Floor) 3 Mrs. Jyoti Sajnani (G. Floor) 4 Mr. Ram Babu Vijay (G. Floor) 5 Mr. Ram Hari Meena 6.Mr. Arjun Lal Yadav (G & F in Round Floor) 6 Ms. Samita Meena (Old Primary) 7 Mrs. Minakshi Haldani (Old Primary)	

	Recess Duty	Saturday	<p>1 Mrs. Prem Bai Meena (F. Floor) 2 Mr. V.K.Sharma (F. Floor) 3 Mrs. Suman Meena (G. Floor) 4 Mukesh Kumar (G. Floor) 5 Mrs. Shakuntala Sharma 6.Mrs Rekha Meena (G & F in Round Floor)</p> <p>6 Mrs. Asharam Meena (Old Primary) 7 Mrs. Mahesh Kumar Meena (Old Primary)</p>	
4.	EXAMINATION & PTM		<p><u>SECONDARY SEC.:</u> 1. Sh B.S.Indolia , PGT-Maths I/C 2. Sh. Satish Jangir,PGT-CS 3. Sh. N.S. Rathore, TGT-SC 4. Sh. V.K. Sharma, TGT-Eng 5. Sh. Neeraj Sharma, TGT-Math 6. Smt. Jyoti Yadav, TGT-Eng</p> <p><u>PRIMARY SECTION</u> 1.Smt. Sadhana PRT (I/C) 2.Shakuntala Sharma,PRT 3.Yogesh Jangid,PRT 4.Sh.Arjun yadav, PRT 5.Sh.Piyush Sharma,PRT</p>	Conduct all examinations as per the KVS guidelines and instructions received from authorities. Prepare Result analysis in a timely manner with cooperation from concerned teachers. Any related duties as may be assigned by the Principal.
5	TIME-TABLE AND ARRANGEMENT		<p><u>SECONDARY SEC.:</u> 1. Sh. Rajesh Paliwal ,PGT (Physics) I/C 2. Sh.Satish Jangid (PGT-CS) 3. Sh. N.S Rathore (TGT-Sci.) 4. Smt.Rashmi Mahrانيا(TGT SSt.)</p> <p><u>PRIMARY SECTION</u> 1. Sh.ARCHANA MEENA, PRT (I/C) 2. Sh. Deepti mishra, PRT 3. Smt. Ashwini Sharma, PRT</p>	Prepare the time-table and modify it as and when a need arises. Daily arrangement against teachers on leave.
6	OVERALL DISCIPLINE AND CAMPUS MAIN GATE DUTY (SEFTY AND SECURITY OF STUDENTS WITH EVACUATION, SEARCH & RESCUE TEAM)		<p><u>SECONDARY SEC.:</u> 1. Sh. B L Sharma VP Overall I/C 2. Sh. R K Rana PGT(Geo)-I/C-1 3. Sh.Sandeep Shahma TGT(P&HE), I/C-II 4. Sh. R.N. Mulodia, PGT-Hist 5. Sh. M.C. Sharma, PGT- Maths 6. Smt. A. Trikha, Yoga Teacher 7. Sh. A.K. Sharma, TGT Hindi 8. Sh. S.C. Jain, TGT Math 9. Smt. K.K. Meena, TGT SKT</p> <p><u>Primary SEC.</u> 1. Sh.C.P.Songara (HM) 2. Smt.Sadhna Sharma, PRT 3. Sh. Shakuntala Sharma, PRT 4. Sh. Suresh Kumar Meena, PRT 5. Ms. Dipti Mishra, PRT 6. Smt. Archana Meena, PRT 7. Sh. Mahesh Chand Meena ,PRT 8. Sh. Asha Singh, PRT 9. Yogesh KuamrJangid,PRT</p>	Monitor the functioning of the Council of Volunteers.Maintain discipline during morning assembly as well as during any special programmes.Check Uniform & Cleanliness of students.Supervise students during recess
7	ALUMNI		<p>1. Smt. Renu Jain PGT-Chem I/C-I 2. Smt. P B Meena-PGT-Chem I/C-II 3. Sh. M.C.Sharma PGT-Math 4. Smt Suman Meena PGT 5. Sh. Sandeep Sharma TGT-(P &HE) 6. Mr.Ajay Jagarwal 7. Sh. C.P.Songara (HM)</p>	Maintain a database of alumni and keep in contact with them.Organize alumni meetings when required.
8	Suggestion Box Opening Committee		<p>1. Sh. B L Sharma,VP 2. Smt Jyoti Sajnani 3. Sh. C. P. Sonagara, HM</p>	This committee is responsible for timely checking and opening the suggestion.

09	<p style="text-align: center;">CAMPUS BEAUTIFICATION & GARDENING</p>	<ol style="list-style-type: none"> 1. Smt. Prem Bai Meena PGT Chem I/C 2. Smt. Neelkant Verma, PGT-Bio 3. Sh. Pankaj Jangid , TGT-Sc 4. Sh. Chetram Bairwa II-I/C 5. Sh. Sandeep Sharma TGT(P &HE) 6. Sh. Sunil Bagdi,TGT(WE) <p style="text-align: center;">PRIMARY SECTION</p> <ol style="list-style-type: none"> 1. Smt. Shakuntala Sharma, PRT (I/C) 2. Smt. Karishma Meena, PRT 3. Sh. Ramhari Meena, PRT 4. Smt Varsha Meena PRT 5. Sh. Suresh Kumar Meena, PRT 6. Sh.Anil kumar Meena, PRT 7. Smt. Rekha Yadav,PRT 	<p>Place recommendations on giving a better image for the Vidyalaya. Maintain all the gardens of the Vidyalaya with the help of the gardener. Plant seasonal flowering plants recommend purchase of flowering plants, manure and fertilizers.</p>
10	<p style="text-align: center;">LODGING BOARDING (stay arrangements for all programmes & discipline) & CANTEEN SUPERVISION</p>	<ol style="list-style-type: none"> 1. Sh. Rajesh Paliwal, PGT-Physics I/C 2. Sh. Neeraj Kumar Sharma, TGT-Math 3. Sh. Pankaj TGT Science 4. Sh.,Rambabu Vijay TGT-Eng 5. Sh. Sandeep Sharma, TGT(P & HE) 6. Sh. Hari Singh Meena,(PRT) 7. Sh. Ramhari Meena, PRT 8. Sh. A.K. Sharma, TGT Hindi 9. Sh. Suresh Kumar,PRT 10. Sh. Yogesh Jangir,PRT 	<p>To ensure stay & food arrangement during the events held in Vidyalaya.Check cleanliness of the canteen Ensure that no objectionable items are sold in the canteen Ensure the quality of all items prepared in the canteen Prevent students from going to canteen except during recess.</p>
11	<p style="text-align: center;">FURNITURE AND SEATING ARRANGEMENT FOR ALL FESTIVALS , CLASSES ,FOOD (DINNING AREA)/ ASSEMBLY GROUND AND CYCLE STAND ,ALL KIND OF CULTURAL PROGRAMME</p>	<ol style="list-style-type: none"> 1. Sh. NeelKant Verma, PGT Bio (I/C) 2. Sh. M C Sharma,PGT(Math) 3. Sh. S.P.Methi TGT (MATHS) 4. Sh. S.L. Meena, TGT- Maths 5. Smt. Rashmi Mahrana, TGT SSt 6. Sh. Satish Chand Meena, TGT-Eng 7. Sh. B M Saini,TGT-Hindi <p style="text-align: center;"><u>Primary Section</u></p> <ol style="list-style-type: none"> 1. Sh Ram Hari Meena PRT(I/C) 2. Sh.Asharam Meena 3. Smt Poonam Kumari Meena PRT 4. ShAnil kumar meena,PRT 	<p>Supervise and ensure proper upkeep of all furniture of the Vidyalaya. Report any breakage of furniture, window panes, floor etc and make all efforts to identify the faulty student.</p>
12	<p style="text-align: center;">CCA AND STAGE/ CELEBRATION OF VARIOUS IMPORTANT FUNCTIONS/DAYS/ JAYANTI ETC.</p>	<p style="text-align: center;"><u>SECONDARY SEC.:</u></p> <ol style="list-style-type: none"> 1. Sh. Neelam Sharma, PGT- Eng. 2. Smt. Jyotin Sajanani,PGT-Hindi 3. Smt. K.K. Meena, TGT-SKT 4. Sh. M.L. Verma TGT-Hindi 5. Sh. A K Sharma TGT-Hindi 6. Smt .Sanyogita Arora TGT Cultural I/C <ol style="list-style-type: none"> 1. Smt. Mangla Chouhan PRT - Music 2. Smt. Rakhi Gangwal, PGT(Phy) 3. Smt. K.K.Meena, TGT <p style="text-align: center;"><u>PRIMARY SEC</u></p> <ol style="list-style-type: none"> 1. Smt Asha Singh I/C 2. Smt. Mangla Chauhan PRT (Music) 3. Smt. ShakuntalaSharma PRT 4. Smt. Minakshi Haldania PRT 5. Smt Sadhana Sharma PRT 6. Varsha Meena PRT 7. Smt Dipti MishraPRT <p>Mass PT and Yoga activities</p>	<p>Organize daily morning assembly in a presentable manner ensuring maximum participation of students Organize and conduct co- curricular activities ensuring maximum participation of students with a view to bringing out the innate talents and encouraging them for further enrichment.</p> <p>To follow up all the activities assigned by CCA incharge and to encourage students in participating in all the Co-Curricular activities of the Vidyalaya. and to decorate all Display</p>

		<ol style="list-style-type: none"> 1. Sh. Sandeep Sharma, TGT P&HE 2. Smt. A.Trikha, Yoga Tr. 	<p>Boards. Mass PT and Yoga activities must be presented during morning assembly daily.</p> <p>Ensure to celebrate various important functions /days/Jayanti etc. as per schedule.</p>
13	COMPUTER / IT /EDP	<ol style="list-style-type: none"> 1. Sh. Ajay Kumar Jagarwal, PGT-Comp 2. Sh. Satish Jangir , PGT-Comp 3. Sh. Hemant Bansal, LDC 4. Mr. Yogesh Kumar Jangid PRT 5. 	<p>Maintain the Computer Labs in a neat and tidy manner Ensure proper working of all computer systems and peripherals Help in proper digital documentations of the Vidyalaya as per requirements.</p>
14	Stage And Assembly Ground And Photography of Stage	<ol style="list-style-type: none"> 1. Mr. Ajay jagarwal 2. Computer Instructor Sec 3. Computer Instructor Primary 	
15	Local Purchase Committee	<ol style="list-style-type: none"> 1. Sh. B L Sharma, VP 2. Sh.M.C.Sharma, PGT-Maths 3. Sh. A K Sharma,TGT-Hindi 4. Smt. Sarita Janu, VMC Member 5. Sh. Niranjan Singh, Asst. 6. Sh. Sunil Bagadi, TGT(WE) 7. Smt. Neelam Kunjwal, PGT-Eco 8. Sh. Sandeep Sharma, TGT(P & HE) 9. Sh.C.P.Songara HM 	<p>Collect details for purchasing any item for the Vidyalaya and ensure the quality and usability of the item for the benefit of the Vidyalaya.</p>
16	LIBRARY COMMITTEE	<ol style="list-style-type: none"> 1. Smt. RajKumari Gulpadia, Librarian I/C 2. Smt. Jyoti Sajanani,PGT-Hindi 3. Sh. Neelam Sharma, PGT-Eng. 4. Sh. Satish Chand Meena TGT-Eng 5. Sh. B. M. Saini TGT-Hindi 6. Smt. K.K.Meena, TGT-SKT 7. Sh.C.P.Songara HM 8. Smt.Poonam Meena PRT I/c(CMP LIB) 9. Sh.Asharam Meena PRT 10. Smt.Rekha Meena PRT 11. Smt Dipti Mishra PRT 12. Karishma meena PRT 	<p>Keep the Vidyalaya Library in a presentable manner by arranging the furniture and books in proper order. Keep stock of all the books and display list of new arrivals in notice boards and in Library display board as soon as they are procured. Suggest useful books from all streams which could be of use for students as well as teachers. The suggestions from students could also be sought while making recommendations.</p>
17	MAGAZINE / RAJBHASHA	<ol style="list-style-type: none"> 1. Smt. Jyoti Sajani, PGT-Hindi I/C 2. Smt. Gauri Rawtani , PGT-English 3. Smt. Prem Bai Meena ,PGT-Chem 4. Sh. A K Sharma, TGT-Hindi 5. Smt. Sarita Janu, TGT SKT 6. Sh. M.L. Verma TGT-Hindi 7. Sh.C.P.Songara HM (CMP New Letter I/C) 8.Dipti Mishra PRT 9.Smt. Archana Meena, PRT 10.Piyush Sharma,PRT 11.Sh.Ashwini Sharma 	<p>Collect articles from students and teachers Scrutinize the articles received and arrange them for timely publication of the Vidyalaya Patrika Collect photographs of all activities arranged in/by the Vidyalaya for publication in the Vidyalaya Patrika .</p>

			Encourage the use of HINDI in day to day life and official tasks.
18	REPAIR/MAINTENANCE OF BUILDING	<ol style="list-style-type: none"> 1. Sh. Sunil Bagadi, TGT(WE) I/C 2. Sh. M.C.Sharma, PGT-Math 3. Sh. Sandeep Sharma, TGT(P & HE) 4. Smt. Sarita Janu, VMC Member 5. Sh.C.P.Songara HM 6. Smt. Suresh Kumar Meena 7. Mahesh kumar Meena 8. Sh. Chetram Bairwa,TGT(AE) 9. Sh. Niranjan Singh , Off.Ass. 	Ensure timely maintenance of the Vidyalaya Building Recommend maintenance, repair and construction work required for the Vidyalaya, Supervise the work as and when they are undertaken.
19	NAEP	<ol style="list-style-type: none"> 1. Smt. Suman Meena , PGT- Comm I/C 2. Smt. Neelam Sharma, PGT Eng 3. Smt. Renu Jain, PGT-Chem 4. Sh. S C Jain,TGT-Math 5. Smt. Ashiwini Trikha, Yoga Teacher 6. Sh. Neeraj Sharma, TGT Math 7. Smt. Asha Singh , PRT 8. Smt Sanyogitas Arora TGT 	Provide guidance for students by organizing programs, seminars etc. Train /help teachers in dealing with adolescents Any related duties as per instruction from KVS.
20	PA SYS.,/STAGE DECORATION ELECTRICAL- INSTALLATION/ /REPAIR etc, AQUA GUARD, WATER COOLER etc.	<ol style="list-style-type: none"> 1. Sh. Sunil Bagadi, TGT(WE) I/C 2. Sh. Chetram Bairwa,TGT AE I/C-II 3. Smt.Mangala Chauhan, PRT (Music) 4. Smt. Neelam Kunjwal, PGT-Eco 5. Sh. M.L.Verma, TGT-Hindi 6. Sh. Arjun Lal Yadav, PRT 	Ensure proper installation and operations of PA system during morning assembly and during special programmes. Supervise proper functioning of all electrical installations .Report any damage to the installations in time. Recommend purchase of items in PA System and electrical and.
	स्वच्छ भारत अभियान VIDYALAYA CLEANLINESS Monitoring SANITATION/ DRINKING WATER	Secondary building <ol style="list-style-type: none"> 1. Smt. Prem Bai Meena , PGT Chemistry I/C -1 2. Sh . Neelkant Verma , PGT -Bio I/C-2 3. Sh. S.C. Jain, TGT-Maths, 4. Sh. Sandeep Sharma , P&HE 5. Sh. Vishvendra Sharma TGT-Eng 6. Sh. M.L. Verma, TGT-Hindi 7. Smt. Rashmi Meharnia (TGT-SST) 8. Smt. Jyoti Yadav (TGT-SST) 9. Sh. Chet Ram Bairwa (A&C) 10. Sh. Sunil Bagdi (WET) 	Supervise the Cleanliness of the Classes, corridors, walls and toilets and report any deficiency to the principal on daily basis Report any breakage of furniture, window panes, floor etc and make all efforts to identify the faulty student. Availability of Soap and phenyl must be available every time in toilets. To ensure polythene free campus .To ensure the Date of Cleanliness of Water Tank regularly.
		Primary main building <ol style="list-style-type: none"> 1. Lalita Meena I/C 2. Rekha Yadav (ladies) 3. Anil Kumar Meena (Gents) 	
		Primary Side Building <ol style="list-style-type: none"> 1.Suresh Kumar Meena I/C 2.Ramhari Meena (Gents) 3.Samita Meena(Ladies) 	
21	NIOS	<ol style="list-style-type: none"> 1. Sh. M.C.Sharma,,PGT-Math (I/C) 2. Sh. N.S.Rathore, TGT-Sci. 3. Sh. Neeraj Sharma TGT-Math 4. Sh. Satish Chand Jangir, PGT-Comp. Sci.. 5. Smt. Chetram Bairwa, TGT-(AE) 6. Sh.A.K. Sharma,TGT Hindi 	Keep photograph of all activities and special occasions of the Vidyalaya in print as well as in digital format. Ensure updating the photographs

		<ol style="list-style-type: none"> 7. Smt. Varsha Meena, PRT 8. Sh. Yogesh Jangir , PRT 9. Sh. V.K Sharma, TGT Eng. 	in Vidyalaya website in a timely manner. Display selected photographs of activities on display panel.
22	<p style="text-align: center;">Science & Maths Exhibitions/ National Children Science Congress</p> <p style="text-align: center;">Innovation & Experimentation</p>	<ol style="list-style-type: none"> 1. Smt. Renu Jain , PGT-Chem, I/C 2. Sh. M.C. Sharma, PGT-Math 3. Sh. Pankaj Kumar, TGT-Sc 4. Sh. Neeraj Kumar, TGT-Math 5. Sh. N.S. Rathore, TGT-SC 6. Sh. S.C. Jain, TGT-Math 7. Sh. Mukesh Sharma , TGT-Science 8. All Science & Math Subject Teachers 	Organize the club involving interested students Arrange visits to places of scientific interests, science exhibitions, demonstrations and other activities to develop scientific attitude and spirit among students. on every Wednesday Club activities must be conducted during morning assembly with proper record and attendance of students.
23	SCOUT/GUIDE	<ol style="list-style-type: none"> 1. Smt. Ashiwini Trikha, Yoga Teacher 2. Smt. Varsha Meena, PRT 3. Smt. Archana Meena, PRT 4. Sh.Chetram Bairwa TGT 5. All Trained Scout/Guide Teachers <p style="text-align: center;">Cub-Bulbul</p> <ol style="list-style-type: none"> 1.Mahesh Kumar Meena/I/C Cub Bharat Jangid PRT Asharam Meena PRT 2.Poonam Meena I/c Bulbul Smt Rekha Yadav Smt Archana Meena Smt Varsha Meena <ol style="list-style-type: none"> 6. All Trained Cub-Bulbul Teachers 	Ensure adequate enrollment of students as scouts and guides. Give training to the scouts and guides as per guidelines. Ensure participation in all activities as per instructions from KVS
24	SPORTS COMMITTEE	<p style="text-align: center;"><u>Sr. Section</u></p> <ol style="list-style-type: none"> 1. Sh. Sandeep Sharma,TGT(P&HE)I/C 2. Sh. M.C. Sharma 3. Smt. Ashwini Trikha , Yoga Teacher 4. Sh. Niranjan Singh , Asst. <p style="text-align: center;"><u>Primary Section</u></p> <ol style="list-style-type: none"> 5. Sh. Bharat Jangid. (I/C) 6. Sh. Anil kumar Meena (PRT) 7. Smt. Lalita Meena, (PRT) 8. Smt. Asharam Meena, (PRT) 	Provide guidance for students by organizing sports and games activities at Vidyalaya level as well as cluster and national level. Ensure participation of students in all Games as per instructions from KVS. Primary Section committee to take special attention to promote Games and Sports as per KVS norms.
26	VIDYALAYA WEBSITE	<ol style="list-style-type: none"> 1. Sh. Ajay Kumar Jagarwal, PGT-C.S. 2. Sh. Satish Jangir, PGT-C.S 3. Sh. Rajesh Paliwal,PGT Phy 4. Mahesh Sharma , Comp. Inst. 5. Hemant Bansal, JSA 	Update the Vidyalaya website with required and relevant information. Ensure proper usage of the website.
27	Fee Reconciliation & Cash Book Checking	<ol style="list-style-type: none"> 1. Sh. M.C. Sharma, PGT-Maths (Coordinator) 2. Smt. Neelam Kunjwal, (PGT Eco.) I/C 3. Sh.Suman Meena PGT 4. Sh. S.C. Jain (TGT- Maths) 5. Sh. S.P.Methi, (TGT-Maths) 6. Sh. Sabhu Lal Meena (TGT-Maths) 7. Sh. Neeraj Sharma (TGT-Maths) 	To maintain the Fee details of all the classes and income tax detail of all the employees of the Vidyalaya

			<ol style="list-style-type: none"> 8. Sh. Suresh Meena I/C (Primary) 9. Sh. Arjun Lal Yadav, PRT 10. Sh. Anil Kumar Meena 11. Sh. Niranjana Singh, ASO 12. Sh. Sanjay Kureel, UDC 	
28	Income Tax Committee		<ol style="list-style-type: none"> 1. Sh. B.S. Indolia, PGT-Math I/C 2. Smt. Prem Bai Meena (PGT-Chem.) 3. Sh. S.P. Methi, TGT-Math 4. Sh. Deepti Mishra, I/C Primary 5. Sh. Neeraj Sharma, TGT-Math 6. Sh. Niranjana Singh, ASST 7. Sh. Sanjay Kureel, UDC 	
29	School Building Inventory & all Fitments		<ol style="list-style-type: none"> 1. Smt. Suman Meena, PGT(Comm.) I/C 2. Smt. M.C. Sharma, PGT-Math 3. Sh. Sunil Bagdi, TGT(WE) 4. Sh. S.L. Meena, TGT-Math 5. Sh. M. Suresh Meena PRT 6. Smt. Rekha Bai Yadav, PRT 	To ensure the proper functioning of all inventory of the Vidyalaya
30	Registration/Relieving Committee		<ol style="list-style-type: none"> 1. Sh. B.S. Indolia, PGT-Math (I/C) 2. Sh. Mukesh Kumar Sharma, TGT-Science 3. Sh. Niranjana Singh, ASST 4. Sh. Sanjay Kuril, UDC 5. Sh. Hemant Bansal, LDC 	To ensure the registration of outer/inner candidates whenever any program like games, scout, exhibition etc. held in the Vidyalaya.
31	CMP		<ol style="list-style-type: none"> 1. Smt. Deepti Mishra, PRT I/C 2. Smt. Sadhana Sharma (sr. PRT) (Overall) 3. Smt. Shakuntala Sharma (worksheet, fun day) 4. Ms. Poonam Meena, PRT (Library) 5. Smt. Archana Meena, PRT (newsletter) 6. Sh. Ashwini Sharma, PRT (Stock) 7. Sh. Piyush Sharma (photography) 8. Smt. Rekha Yadav, PRT (Register, Requisition issue, tlm submission) 9. Karishma Meena 10. Smt. Varsha Meena, PRT (TLM) 11. Smt. Samita Meena 	To Ensure the proper functioning of activities under CMP
32	First Aid Committee		<ol style="list-style-type: none"> 1. Smt. Ashwini Tripathi, Yoga Tr. I/C 2. Sh. Sandeep Sharma, TGT (P & HE) 3. Smt. Archana Meena, PRT 4. Smt. Varsha Meena, PRT 5. Smt. Kajal Meena, Nurse 6. Smt. Mangla Chouhan PRT - Music 	To ensure the availability of First Aid Equipment in Medical Room
33	RTE		<ol style="list-style-type: none"> 1. Sh. C.P. Songra, HM 2. Sh. Sanjay Kureel, UDC 3. Sh. Niranjana Singh Ass 4. Sh. S.L. Meena TGT-Math I/C 5. Sh. Satish Chand Meena 6. Sh. Mahesh Chand Meena, I/C 7. Sh. Suresh Kumar Meena, PRT 8. Sh. Asharam Meena 	To ensure the detail of all RTE cases and maintain the record carefully.
34	Cleanliness, Lab Maintenance & Watch the Students Activities	1. Smt. Neelam Sharma	1. <u>Sh. Chiman Lal - Sub Staff</u> (First Floor North Side, CCA Room, NIOS Room Library, All Classes, Geography Lab, Toilets Near Geography Lab, Corridor, Stairs, All Roof of Main Building, Water Tanks, central park) (Bio-Lab. Practical Work)	They will monitor the cleanliness, Lab Maintenance and Activities of Students of Allotted area.

		1.Sh.B.S.Indoliya 2.sh.Rajesh Paliwal	2. <u>Sh.Rampal Meena- Sub Staff</u> (First Floor South Side, Exam Room, Physics Lab, Jr. & Sr. Comp Lab, Staff Room, Staff Toilets, , Bio-Lab , All Classes, Corridor and Stairs, toilets near comp. lab, Park Near Assembly Stage) (Jr. & Sr. Computer Practical work)	
		1.Sh.Neelkant Verma 2.Sh.S.C.Jain	3. <u>Sh. Ramdev Sub Staff</u> (Ground Floor South Side, V.P Room, Office, Staff Toilets, S.U.P.W, Chemistry Lab, Science & Math's Lab, Students Toilets Near Maths, Lab, corridor and Stairs, Herbal Gardan) (Chem. Lab Practical Work)	
		1.Smt.Shakuntala Sharma 2.Smt.Lalita Meena	4. <u>Sh. Jagdish Prasad Sub Staff</u> (New Building Ground & First Floor in Primary Wing, All Classes, Corridor, Primary Wing Chock, Nearby Stairs G. F. Floor, Porch, Primary Comp. Lab, All Round Footpath out Side Main Building, Park New Pr. Bulding)	
		1. Smt A.Trikha 2.Smt Mangla Chauhan	5. <u>Sh. Babu Lal - Sub Staff</u> (G. Foolr of North Side, Principal Room, All Class Rooms, Stairs, Yoga Room, Toilets Near Yoga Room, corridor, Channel Gate area, Maine Gate Porch And Stage with Stairs, Park Near Principal Room)	
		1 Smt.Sadhana Sharma 2.Sh.Suresh Kumar Meena	6. <u>Sh. Harkesh Meena- Sub Staff</u> (Old Building Prim. Wing,Primary Staff room, All Classes, Corridor, Toilets, Foot Path, All Area in Front of Primary Building. (Physics Lab Practical Lab)	
		1..Sh.R.K.Rana 2.Sh.Sunil Bagdi	7.Sh.Kaluram -Sub Staff Geography Lab.Science & Maths,WE room,Cycle stand and Car Parking area, Play grounds,Assembly area	
35	Transportation		1. Sh. M.C. Sharma, (PGT-Maths) I/C 2. Sh. R.N. Mulodia, (PGT-History) 3. Sh. S.C.Jain, (TGT-Maths) 4. Sh. Satish Chand Meena, (TGT) 5. Sh. B.M.Saini (TGT) 6. Sh. Sandeep Sharma(PET) 7. Sh. Ramhari Meena (PRT) 8. Smt. Lalita Meena, (PRT) 9. Smt Samita Meena (PRT)	To ensure the availability of Transportation when ever required in any event organized by Vidyalaya.
36	Escorts Duty & Child Care/ Maternity/ Paternity Leaves e.t.c. Committee		1. Smt. Renu Jain I/C for Female Escorts 2. Sh. Sandeep Sharma Overall I/C 3. Smt. Jyoti Sajani, PGt hin 4. Sh.S.C. Jain I/C for Male Escorts 5. Sh.C.P.Songara HM. I/C for Primary 6. Sh. Niranjan Sing (ASO)	To ensure the escorting of students whenever required in any event organized by Vidyalaya
37	HOUSE MASTERS & ASSOCIATES		<u>Coordinator:</u> Mrs. Neelam Sharma, PGT Eng <u>Associates:</u> 1. Sh. M.L. Verma 2. Smt. K.K. Meena 3. Sh. Arvind Sharma	To conduct the activities under CCA
38	House wise I/C & Members		<u>Shivaji House</u> 1. Smt. Prem Bai Meena- (house Master) 2. Smt.Jyoti Sajani, PGT Hindi (Associate house Master)	To conduct the activities under CCA and to run morning assembly smoothly as per KVS

		<u>Associates :-</u> 1. Mr. M.C.Sharma 2. Mr. S.C.Jain 3. Mrs. Shikha Garg 4. Mrs. Renuka Arora 5. Mrs. Ashwani Tirkha 6. TGT English	norms.
		<u>Tagore House</u> 1. Smt. Neelam Kunjwal (house Master) 2. Mr. Ratan Rana - (Associate house Master) <u>Associates :-</u> 1. Mr. Rajesj Paliwal 2. Mr. S.C.Jain 3. Mr. Neeraj Sharma 4. Mrs. Sarita Janu 5. Mr. A.K.Sharma 6. Mrs. Rajkumari Gulpadia <u>Ashoka House</u> 1. Mr. R.N.Mulodia, (house Master) 2. Mrs. Rakhi Gangwal (Associate house Master) <u>Associates :-</u> 1. Mr. B.S Indolia 2. Mr. V.K.Sharma 3. Mr. S.P.Methi 4. Mrs. Jyoti Yadav 5. Mr. N.S.Rathore 6. Mr. B.M Saini	
		<u>Raman House</u> 1. Smt. Gauri Rawatani- (house Master) 2. Smt. Renu Jain (Associate house Master) <u>Associates :-</u> 1. Mr. Neelkant Verma 2. Mr. R.B.Vijay 3. Mr. Sabu Lal Meena 4. Mrs. Rashmi Mahrانيا 5. Mr. Mukesh Sharma 6. Mr. Pankaj	
39	PTA	1. Smt. Jyoti Sajnani, PGt hin (I/C) 2. Sh. B.S. Indolia- PGT-Math (I/C-ii) 3. Sh. M.C. Sharma, PGT-Maths 4. Sh. Neel Kant Verma- PGT-Bio 5. Sh. Sandeep Sharma TGT (P & HE)	To ensure the meeting of PTA and maintain record of PTA Meetings.
40	PHOTOGRAPHY/NEWS/TV	1. Sh. Ajay Kumar Jagarwal, PGT-C.S. (I/C) 2. Sh. Satish Jangir, PGT-C.S. 3. Smt. Jyoti Sajnani (PGT) 4. Sh. Sandeep Sharma, PET 5. Sh. Piyush Sharma PRT 5. Sh. Niranjn Singh, ASO 6. Sh. Mahesh Sharma (Computer ins.) 7. Sh. Hemat Kumar (computer ins.)	To Ensure photography/ media coverage of all events/ programs of Vidyalaya
41	Social Science Exhibition	1. Smt. Neelam Kunjwal, PGT-Eco, (I/C) 2. Sh. R.K. Rana PGT-Geo 3. Sh. R.N. Moludia, PGT-Hist 4. Smt. Suman Meena PGT-Comm 5. Smt Shikha Garg, TGT-SST 6. Smt. Rashmi Maharania, TGT -SST 7. Smt. Jyoti Yadav TGT-sst	To Ensure SS Exhibition as per KVS Norms

42	Condemnation & Proper Auction/ Disposal of Condemned Articles	<ol style="list-style-type: none"> 1. Sh.M.C. Sharma I/C 2. Smt. Renu Jain 3. Sh. Rajesh Palwal (PGT-Phy.) 4. Smt. Sarita Janu (TGT-SKT) 5. Sh. Sandeep Sharma (PET) 6. Sh C.P.Songara (H.M) 7. Sh.Sunil Bagdi (WET) 8. Sh. S.L.Meena (TGT-Maths) 9. Sh. Suresh Meena All Stock In-charges	The committee is fully responsible for timely completion of whole condemnation process with Auction/ Disposal Process as per KVS Norms. The Committee is also instructed to complete the remaining process of condemnation for the year 2015-16 latest by 17.09.2016, failing to which the committee will be fully responsible.
43	Shala Darpan	<ol style="list-style-type: none"> 1. Sh. Ajay Kumar Jagarwal, PGT-C.S. (I/C) 2. Sh. Satish jangir , PGT-C.S. 3. Sh. C.P.Songara, HM 4.Smt Sadhana Sharma PRT 5.SH.Arjun Lal Yadav PRT 4. Sh. Suresh Kumar meena, PRT 5. Sh. Bharat Jangir, PRT 6. Sh. Mahesh Sharma (Comp. Inst.) 7. Sh Hemant Kumar (Comp. Inst.) 8. Sh. Pankaj , Tgt Sci 9. All Class Teachers 	To ensure data uploading and correction work timely as per KVS instructions after that Class Teacher will be responsible.
44	Email and Report Compilation	<ol style="list-style-type: none"> 1. Sh. Ajay Jagarwal (PGT-CS) 2. Sh. Satish Jangid (PGT-CS) 3. Mahesh Kr. Sharma (Comp. Inst.) 4. Sh. Hement Bansal , LDC 	The committee is responsible for the email and report compilation
45	Bill and Attendance Verification (All Contractual Teachers/ Private Agencies workers etc.)	<ol style="list-style-type: none"> 1. Sh B.L. Sharma I/C 2. Sh. M.C. Sharma 3. Smt. Sarita Janu , member VMC 4. Sh. Rajesh Paliwal 5.Sh. Sunil Bagdi , WET (I/C M&R others) 6. Sh. C.P. Songara , HM 7. Concerned teacher I/C 8. Sh. Sandeep Sharma 9. Sh. Niranjana Singh, ASO 	The committee is responsible for the verification of Bill and Attendance (All Contractual Teachers/ Private Agencies workers etc.)
46	PISA	Sh. B.S. Indolia , Coordinator Sh. Rajesh Paliwal , Co- Coordinator <ol style="list-style-type: none"> 1. Smt Prem Bai Meena I/C 2. Smt Suman Meena 3. Sh. Neeraj Sharma 4. Sh Sabhu Lal Meena 5. Sh. B.M. Saini 6. Sh. Satish Meena 	The committee is fully responsible for timely completion of all the related work of PISA & keep updated PISA Site.
47	JIGYASA	<ol style="list-style-type: none"> 1. Sh. Rajesh Paliwal 2. Smt. Renu Jain 3. Sh. Pankaj Jangir . TGT Bio 4. Sh. Mukesh Sharma 	Organize various related program regularly
48	AWAKEND CITIZAN PROGRAM	<ol style="list-style-type: none"> 1.Sh. Arvind Sharma 2. Smt. Rashmi Mehraniya 3. Sh. S.L. Meena 	Organize various related scheduled program
49	Team for Spicial Needs of Students (DIVYANG,PH etc.)	<ol style="list-style-type: none"> 1. Smt. Ashwani Tirkha I/C 2. Sh. Sandeep Sharma (PET) 3. Sh. ChetRam Bairwa (Art & Craft) 3. Ms. Kajal Meena (Staff-Nurse) 	Team identify the needy students and help them regularly
50	Club Activities	Sh. B.L.Sharma (Vice-Principal) (Overall I/C)	
(i)	Disha Club(NAEP/Life Skills Development)	<ol style="list-style-type: none"> 1.Smt. Suman Meena I/C 2.Sh. Arvind Sharma 3.Smt. Deepti Mishra 4.Smt. Karishma Meena 	Organize various related program regularly and motivate the students.

(ii)	Integrity Club	1.Mrs. Neelam Kunjwal 2. Mrs. Rashmi Mahrana 3. Mrs. Shikha Garg 4. Mrs. Rekha Bai Yadav	Organize the club involving interested students Arrange visits to places of scientific interests, science exhibitions, demonstrations and other activities to develop scientific attitude and spirit among students. on every Wednesday Club activities must be conducted during morning assembly with proper record and attendance of students.
(iii)	Eco Club/Gardening And Paryawaran Mitra	1. Mr. Neelkant Verma I/C 2. Mrs. Prembai Meena 3. Mr. Pankaj 4. Ms. Samita Meena (PRT)	
(iv)	Health Hygiene & Yoga Club	1. Mrs.Ashwani Tirkha I/C 2. Ms. Kajal Meena (Staff- Nurse) 3. Mr. Sandeep Sharma (PET) 4. Mrs.Lalita Meena (PRT)	
(v)	Science Club	1. Mrs. Renu Jain I/C 2. Mr. Rajesh Paliwal 3. Mrs. Prem Bai Meena	
(vi)	Maths Club	1.Mr. M.C. Sharma I/C 2. Mr. B.S. Indolia 3.Mr. S.C.Jain 4.Mr. Shabu Lal 5. Mr. Neeraj Sharma 6. Me. S. P. Methi	
(vii)	Readers Club	Mrs.Rajkumari Gulpadia (All Members of Library Committee)	
(viii)	Literary Club (English)	1.Mrs. Gauri Rawatani I/C 2.Mrs. Neelam Sharma 3.Mr. Ram Babu Sharma 4. Mr. V. K. Sharma 5. Mr. Satish Sharma	
(ix)	Literary Club (Hindi)	1. Mrs. Jyoti Sajnani I/C 2. Mr. Arvind Sharma 3. Mr. B. M Saini 4. Mrs. Sangeeta Arora 5. M.L Verma	
(x)	Adventure and Excursion Club/ Field Trips	1. Sh. Rajesh Paliwal, PGT-Physics (I/C) 2. Sh. B S Indolia,PGT(Mth) 3. Smt. Suman Meena PGT-Commerce 4. Sh. Sandeep Sharma TGT(P&HE) 5. Sh. S.C.Jain TGT-Maths 6. Sh. A K Sharma,TGT-Hindi 7. Sh. C.P. Sonagara,HM (I/C) Primary 8. Sh. Asha Singh, PRT 9. Sh. Ram Hari Meena PRT 10. Sh. Arjun Yadav, PRT	
(xi)	Guidance & Counselling	1. Smt. Neelam Sharma , PGT-Eng (I/C) 2. Sh.Rajesh Paliwal, PGT Phy 3. Smt. Neelam Kunjwal, PGT-Eco 4. Sh. Arvind Sharma,TGT(Hindi) 5. Smt. Rajkumari Gulpadia, TGT-Libr. 6. Sh. C.P.Songara HM	Provide career guidance for students time to time or when the students require.
(xii)	Visual & Performing Arts	1.Mr. Chetram Bairwa (TGT-Art) 2. Mr. Sunil Bagdi (WET) 3. Mrs. Meenkshi Haldania 4. Mrs. Varsha Meena	
(xiii)	Honesty Club	1.Mr. Arvind Sharma I/C 2. Mr. C.P.Songara (H.M) 3.Mr. S.C.Jain	
(xiv)	Music Club / Virsha / Kala Utsav /Spic MaCay / All Cultural Programme	1.Smt. Mangla Chouhan PRT –Music 2. Smt. Renu Jain PGT-Chem 3. Smt. Rakhi Gangwal PGT-Phy 4. Smt. Rashmi Mahraniya 5. Smt. K.K Meena 6. Smt. Sarita Janu 7. Smt. Shikha Garg 8. Smt. Archna Meena 9. Smt. Varsha Meena 10. Smt. Asha Singh	
(xv)	Communal Harmony	1. Mr. R.N Mulodia I/C 2. Mr. R.K.Rana	

(xvi)	Heritage Club	1.Mr. R.K. Rana I/C 2.Mrs. Shikha Garg	
(xvii)	Community Service	1.Mrs. Rajkumari Gulpadia 2.Mrs.Karishma Meena	
51	(i) Olympiads(SOF etc) / Scienc Olympiad	1.Mrs. Renu Jain I/C 2. Mrs. Prem Bai Meena 3. Mr. Pankaj	
	(ii) Olympiads(IAPT)	1.Mr M.C. Sharma (I/C Maths) 2.Mr. Rajesh Paliwal (I/C Science) 3..Smt Meenakshi Haldania PRT	
	(iii) Green Olympiad/ Green Building Contest	1.Mr. Neelkant Varma (PGT-Bio) 2. Mrs. Prem Bai Meena 3.Mukesh Kumar Sharma TGT 4.Smt Meenakshi Haldania PRT	
	(iv) Cyber Olympiad	1. Ajay Jagarwal (PGT – Comp.) 2. Satish Jangid (PGT – Comp.)	
52	Grievance Redressal Committee/ Child rights protection cell	1. Sh. B.L.Sharma (V.P.) 2. Smt. Jyoti sajnani (Sr. Most) 3. Sh.M.C.Sharma (PGT-Maths) 4. Smt. Renu Jain 5. Sh. Sandeep Sharma (PET) 6. Smt. A.Tirkha (TGT-Yoga) 7. Sh. C.P.Sonagra (H.M) 8. Smt. Deepti Mishra (PRT)	
53	Inspire Award	1. Mrs. Renu Jain (PGT-Chem) 2. Mr. Rajesh Paliwal (PGT-Phy) 3. Mr. M.C Sharma (PGT-Math) 4. Mr. Neelkant Verma (PGT-Bio)	
54.	U-DISE	1. Mr. Rajash Paliwal (PGT-Phy) 2. Mr. Ajay Jagarwal (PGT-Comp) 3. Mr. Satish jangir(PGT-Comp)	
55.	Back to basic	1. Mr. Ram Babu Vijay,(TGT – Eng) I/C 2. Mr. V.K Sharma(TGT Eng) 3. Mr. C.P Songara (H.M.) 4. Mrs. Dipti Mishra (PRT) 5. Smt .Sadhana Sharma 6. Smt.Shakuntala Sharma	

All the committees are fully responsible for all the duties /work assigned to them, all the routine work and all the work directly or indirectly related to their committees. Any kind of negligence, casualness towards duties will be viewed seriously and all the committee members including In-Charge will be held responsible.

(Principal)