

# KENDRIYA VIDYALAYA NO 3 JAIPUR

## Committees for the Session 2022-23

From: 01/04/2022 to 31/03/2023

Sr.No	Name of Committee	Name of Teachers	Duties
1.	ACADEMIC	<ol style="list-style-type: none"> <li>1. Sh. R K Meena (VP) I/C</li> <li>2. Sh. Kapil Kochhar</li> <li>3. Smt. Jyoti Sajnani, PGT-Hindi</li> <li>4. Smt. Renu Jain PGT-Chem.</li> <li>5. Smt. Neelam Kunjwal (PGT-Eco)</li> <li>6. Smt. Neelam Sharma PGT-English</li> <li>7. Sh. S C Jain TGT- Maths</li> <li>8. Sh. C P Songara (H.M.)</li> <li>9. Smt. Shakuntala Sharma, PRT</li> <li>10. Smt. Dipti Mishra, PRT</li> </ol>	Supervise all academic activities of the Vidyalaya Suggest remedial/corrective measures for the improvement
2.	ADMISSION	<ol style="list-style-type: none"> <li>1. Sh. Kapil Kochhar (Convener)</li> <li>2. Smt. Rakhi Gangwal, PGT PHY I/C</li> <li>3. Sh. R K Rana, PGT(Geo)</li> <li>4. Sh. Neelkant Verma, PGT-Bio</li> <li>5. Sh. M L Verma, TGT-Hindi</li> <li>6. Sh. Durgalal, TGT - BIO</li> <li>7. Smt. Varsha Meena, PRT</li> <li>8. Smt. Archana Meena, PRT</li> </ol>	<p>Recommend Granting admission to students based on applications received and as per KVS Admission Guidelines.</p> <p>Maintain proper record of all registrations and admission. Submit monthly report on students enrollment position and student vacancy position to the office and the I/C Website.</p> <p>Daily report of online/offline admission registration along with class wise enrolment record.</p>
3.	EXAMINATION & PTM	<p><u>SECONDARY SECTION:-</u></p> <ol style="list-style-type: none"> <li>1. Sh. B S Indolia, PGT- Maths I/C</li> <li>2. Sh. Satish Jangir, PGT-CS</li> <li>3. Smt. Sarita Janu, TGT- Skt</li> <li>4. Sh. V.K. Sharma, TGT-Eng</li> <li>5. Sh. Neeraj Sharma, TGT-Maths</li> </ol> <p><u>PRIMARY SECTION</u></p> <ol style="list-style-type: none"> <li>1. Smt. Shakuntala Sharma, PRT (I/C)</li> <li>2. Sh. Yogesh Jangid, PRT</li> <li>3. Sh. Arjun yadav, PRT</li> <li>4. Sh. Piyush Sharma, PRT</li> <li>5. Sh. Bharat Jangid, PRT</li> <li>6. Smt. Archana kumari Meena, PRT</li> </ol>	Conduct all examinations as per the KVS guidelines/schedule 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. Online LOC Submission for class X / XII . Board Registration of class IX / XI. CBSE OASIS and other related work . Smoothly conduct of other competitive exams
4.	TIME-TABLE AND ARRANGEMENT	<p><u>SECONDARY SEC.:</u></p> <ol style="list-style-type: none"> <li>1. Sh. Rajesh Paliwal, PGT (Phy I/C)</li> <li>2. Sh. S D sharma, PGT-Eng.</li> <li>3. Smt. Shikha Garg, TGT-S.St.</li> <li>4. Smt. Rashmi Mahrana, TGT- S St.</li> </ol> <p><u>PRIMARY SECTION</u></p> <ol style="list-style-type: none"> <li>1. Smt. Archana Meena, PRT (I/C)</li> <li>2. Smt. Deepti Mishra, PRT</li> <li>3. Sh. Anil kumar Meena PRT</li> <li>4. Mrs. Kavita ,PRT</li> </ol>	Prepare the time-table and modify it as and when a need arises. Daily arrangement against teachers on leave.
	CCA AND STAGE/ CELEBRATION OF VARIOUS IMPORTANT FUNCTIONS/DAYS/	<p><u>SECONDARY SEC.:</u></p> <ol style="list-style-type: none"> <li>1. Smt. Neelam Sharma, PGT- Eng.I/C</li> <li>2. Smt. Jyoti Sajnani, PGT-Hindi</li> <li>3. Smt. Sarita Janu, TGT- Skt</li> </ol>	Organize daily morning assembly in a presentable manner, ensuring maximum participation of students Organize and conduct co-

5.	JAYANTI ETC.	<p>4. Sh. M.L. Verma, TGT-Hindi 5. Sh. A K Sharma, TGT-Hindi</p> <p><u>TO SUPPORT CULTURAL ACTIVITIES:</u> <u>1.Sh. S D Sharma, PGT- Eng</u> <u>PRIMARY SEC</u></p> <p>1. Sh. Mahesh Meena, PRT I/C 2. Mrs. Seema kumari meena, PRT 3. Smt. Kavita, PRT 4. Smt. Minakshi Haldania, PRT 5. Smt. Varsha Meena, PRT 6. Smt. Shakuntala Sharma, PRT 7. Smt. Monika Jain (Music teacher)</p> <p><u>Mass PT and Yoga activities</u></p> <p>1. Sh. Mukesh kumar sharma, TGT P&amp;HE 2. Sh. Bharat jangid PRT 3. Sh. Amar Singh, PRT 4. Sh. Anil Kumar Meena</p>	<p>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 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>
6.	NIPUN & FLN	<p>1. Smt. Deepti Mishra, PRT (CMP) I/C 2. Smt. Shakuntala Sharma (worksheet, funday) 3. Smt. Poonam Meena, PRT (Library) 4. Sh. Asharam meena , PRT(Library) 5. Sh. Yogesh Kumar Jangid, PRT (newsletter) 6. Sh. Sandeep (Newsletter) 7. Mr. Amar singh, PRT, I/C (photography) 8. Sh. Piyush Sharma (photography) 9. Mrs. Kavita(Requisition issue, tlm submission, Stock) 10. Smt. Seema Meena (Requisition issue, tlm submission, Stock) 11. Mr. Mahesh meena(Funday, CCA) 12. Smt. Varsha Meena, PRT I/C (TLM ) 13. Smt. Seema kumari Meena(TLM) 14. Smt. Archna Kumari Meena(TLM) and all other PRT (TLM)</p>	<p>To Ensure the proper functioning of activities under NIPUN</p>
7.	<p><b>Safety, Security &amp; Discipline</b></p> <p><b>Gate Duty (Main Gate) Morning</b></p>	<p>1. Sh. Kapil Kumar Kochhar, PGT-Maths(convener) 2. Sh. Mukesh kumar sharma, TGT-P&amp;HE (co- convener) 3. Sh. R K Rana PGT-GEO, I/C 4. Sh. R. N. Meena, PGT-history 5. Sh. Prem bai meena, PGT- Chemistry 6. Sh. C.P. Songara, H M</p> <p>1. Sh. A.K. Sharma, TGT Hindi I/C 2. Sh. R K Rana, PGT(Geo) 3. Sh. B S Indolia,TGT-Maths 4. Sh. Neelkant verma, PGT Bio 5. Smt. Mamta meena, TGT-Hindi 6. Smt. Shikha Garg, TGT, S.st 7. Sh. Anil kumar meena (PRT) 8. Smt. Lalita meena, PRT</p>	<p>The committee is fully responsible for safety and security of students during arrival/ departure and stay in the vidyalaya.</p> <p>Safety, Security &amp; Discipline (During regular working days ,Assembly, Recess ,Dispersal of students &amp; special activities days)</p>

<b>Gate Duty (Main Gate) After Noon</b>		<ol style="list-style-type: none"> <li>1. Sh.S.C. Jain, TGT Math</li> <li>2. Sh. Kuldeep Kavia TGT- hindi</li> <li>3. Sh. Rambabu vijay TGT-Eng</li> <li>4. Smt. Rakhi Gangwal, PGT- Phy</li> <li>5. Sh. Mukesh Kumar Sharma, TGT-Sci</li> <li>6. Smt. Sanyogita Arora, TGT- Eng</li> <li>7. Sh. M L verma, TGT- Hindi</li> <li>8. Sh. Pankaj , TGT- Sci.</li> <li>9. Sh. Anil Kumar meena, PRT</li> <li>10. Smt. Lalita meena, PRT</li> </ol>	
<b>Gate Duty Primary Section) Morning &amp; afternoon</b>		<u>Primary Section Gate</u> <ol style="list-style-type: none"> <li>1. Sh. Arjun Lal Yadav, PRT</li> <li>2. Smt. Karishma meena, PRT</li> </ol>	
<b>Main Building Inside Morning and afternoon (Entrance and Exit)</b>	<b>Ground Floor North Side</b>	<ol style="list-style-type: none"> <li>1. Smt. Suman Meena,PGT-Comm</li> <li>2. Mrs. Neelam Kunjwal, PGT-Eco</li> </ol>	
	<b>Ground Floor South Side</b>	<ol style="list-style-type: none"> <li>1. Mrs. Renu Jain, PGT-Chem</li> <li>2. Smt. Prem Bai Meena, PGT-Chem</li> </ol>	
	<b>First Floor South Side</b>	<ol style="list-style-type: none"> <li>1. Sh. V K sharma, TGT- English</li> <li>2. Mr. Satish chand Jangid, PGT-CS</li> </ol>	
	<b>First Floor North Side</b>	<ol style="list-style-type: none"> <li>1. Smt. Neelam sharma, PGT-english</li> <li>2. Sh. Satish chand meena, TGT- Eng</li> </ol>	
	<b>Out Side North Gate to Car Parking</b>	<ol style="list-style-type: none"> <li>1. Sh. Ram Niwas meena, PGT- Pol. Sci.</li> <li>2. Mrs. Raj Kumari Gulpadia, Lib</li> <li>3. Smt. Rashmi Mahrana, TGT-S ST</li> <li>4. Shri Sunil Dutt Sharma, PGT- Eng</li> <li>5. Shri Jitendra Chouhan, TGT-Skt</li> <li>6. Smt. Sarita janu, TGT-Skt</li> </ol>	
<b>Over All Round Duty</b>		<ol style="list-style-type: none"> <li>1. Sh. Mukesh sharma, P &amp; HE</li> <li>2. Mr. Rinku kumar meena, Games Coach</li> <li>3. Staff-Nurse</li> </ol>	The committee is fully responsible for safety and security of students During arrival/ departure, recess time, stay and playing in ground.
<b>Recess Duty Monday</b>	<ol style="list-style-type: none"> <li>1. Mr. Rajesh Paliwal, PGT- Phy(F. Floor)</li> <li>2. Mrs. Shikha Garg ,TGT-SSt (F.Floor)</li> <li>3. Mrs. Renu Jain PGT- Chem (G. Floor)</li> <li>4. Sh. Kuldeep Kavia, TGT- Hindi(G. floor)</li> </ol> <p><b>(PRIMARY SIDE BUILDING AREA)</b></p> <ol style="list-style-type: none"> <li>5. Anil kumar meena , PRT</li> <li>6. Mr. Arjun, PRT</li> <li>7. Mr. Sandeep, PRT</li> </ol>		
<b>Recess Duty Tuesday</b>	<ol style="list-style-type: none"> <li>1. Mr. B. S. Indolia ,PGT- Maths(F. Floor)</li> <li>2. Sh. Satish Meena, TGT- English(F. Floor)</li> <li>3. Mrs. Rashmi Maharnia, TGT -S.st (G. Floor)</li> <li>4. Sh. S P Methi, TGT- Maths(G. Floor)</li> </ol> <p><b>(PRIMARY SIDE BUILDING AREA)</b></p> <ol style="list-style-type: none"> <li>5. Anil kumar meena , PRT</li> <li>6. Mr. Arjun, PRT</li> <li>7. Mr. Sandeep, PRT</li> </ol>		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

	<b>Recess Duty</b> <b>Wednesday</b>	1 Mrs. Rakhi Gangwal ,PGT- Phy(F. Floor) 2 Sh. S C jain, TGT- Maths(F. Floor) 3 Mr. Pankaj , TGT - Bio(G. Floor) 4 Mr. Ram Niwas Meena, PGT-Pol. Sci.(G. floor)  <b>(PRIMARY SIDE BUILDING AREA)</b> 5 Anil kumar meena , PRT 6 Mr. Arjun, PRT 7 Mr. Sandeep, PRT	
	<b>Recess Duty</b> <b>Thursday</b>	1. Smt. Neelam Sharma , PGT- Eng(F. Floor) 2. Mr. Arvind Sharma ,TGT - Hindi(F. Floor) 3. Mr. R.K.Rana, PGT - Geo (G. Floor) 4. Mrs. Jyoti Yadav, TGT -SSt(G. Floor)  <b>(PRIMARY SIDE BUILDING AREA)</b> 5. Mr. Bharat, PRT 6. Mr. Rekha Meena, PRT 7. Mr. Lalita meena, PRT	
	<b>Recess Duty</b> <b>Friday</b>	1. Mr. Neelkant Verma, PGT- Bio(F. Floor) 2. Mrs. Rajkumari Gulpadia, TGT - Lib (F. Floor) 3. Mrs. Jyoti Sajnani ,PGT - Hindi(G. Floor) 4. Mrs. Sarita Janu,TGT-Skt (G. Floor)  <b>(PRIMARY SIDE BUILDING AREA)</b> 5. Mr. Bharat, PRT 6. Mr. Rekha Meena, PRT 7. Mr. Lalita meena, PRT	
	<b>Recess Duty</b> <b>Saturday</b>	1. Mrs. Prem Bai Meena ,PGT-Chem (F. Floor) 2. Mr. V.K.Sharma, TGT- Eng (F. Floor) 3. Mrs. Suman Meena, PGT- Acc(G. Floor) 4. Mukesh Kumar Sharma TGT-Bio(G. Floor)  <b>(PRIMARY SIDE BUILDING AREA)</b> 5. Mr. Bharat, PRT 6. Mr. Rekha Meena, PRT 7. Mr. Lalita meena, PRT	
	<b>III D</b>	Mrs. Karishma Meena, PRT	Daily class duty in III D at the time of lunch
<b>8.</b>	<b>(SEFTY AND SECURITY OF STUDENTS WITH EVACUATION, SEARCH &amp; RESCUE TEAM)</b>	<b><u>SECONDARY SEC.:</u></b> 1. Sh. R K Rana PGT(Geo)-I/C-1 2. Sh. Mukesh Sharma, PHE 3. Sh. S.C. Jain, TGT-Math 4. Sh. R N Meena, PGT- History <b><u>Primary SEC.</u></b> <b><u>During the lunch time:</u></b> <u>All the class teachers of I, II &amp; III D should take lunch along with students. In the absence of class Teacher, co-class teacher will look after.</u> <b><u>Assembly Area:</u></b>	Monitor the functioning of the Council of Volunteers. Maintain discipline during morning assembly as well as during any special programs. Check Uniform & Cleanliness of students. Supervise students during recess

		<p>All the class teachers, co-class teachers take students from their classes in line.</p> <p><b><u>After the school time:</u></b></p> <p>All the class teachers, co-class teachers take students from their classes in line and handover the students to their parents/person authorized by parents.</p> <p><b><u>During the assembly/program and after school time no student remain in their classes. Toilets/ remaining area</u></b></p> <p><b><u>A. from class I,II,III-D</u></b></p> <ol style="list-style-type: none"> <li>1. Smt. Karishma Meena</li> <li>2. Sh. Amar singh Meena</li> <li>3. Sh. Asharam Meena</li> </ol> <p><b><u>B. From classes V,IV, and III-A,B,C</u></b></p> <ol style="list-style-type: none"> <li>1. Smt. Dipti Mishra</li> <li>2. Sh. Mahesh Kumar Meena</li> </ol> <p><b><u>Gate No. 1(Before prayer, after school time)</u></b></p> <ol style="list-style-type: none"> <li>1. Sh. Anil Kumar Meena</li> <li>2. Smt. Lalita Meena</li> </ol> <p><b><u>Gate No. 2(Before prayer, after school time)</u></b></p> <ol style="list-style-type: none"> <li>1. Sh. Arjun kumar yadav</li> <li>2. Smt. Karishma meena</li> </ol> <p><b><u>Gate No. 3(During the prayer Caring the latecomer students and checking of proper dress and arrival and departure and maintaining the record register of students handing over to guard after school time)</u></b></p> <ol style="list-style-type: none"> <li>1. Smt. Shakuntala Sharma, PRT</li> <li>2. Sh. Mahesh Chand Meena</li> </ol>	
9.	<b>ALUMNI</b>	<ol style="list-style-type: none"> <li>1. Smt. Renu Jain PGT-Chem I/C-I</li> <li>2. Smt. Neelam Kunjwal PGT-Eco</li> <li>3. Smt Varsha Meena, PRT</li> <li>4. Mrs. Neha Tyagi, PGT-CS</li> <li>5. Sh. C.P.Songara (HM)</li> </ol>	Maintain a data-base of alumni and keep in contact with them. Organize alumni meetings when required.
10.	<b>Suggestion Box Opening Committee</b>	<ol style="list-style-type: none"> <li>1. Sh. R K Meena VP</li> <li>2. Sh. Kapil kumar kochhar</li> <li>3. Smt Jyoti Sajnani</li> </ol>	This committee is responsible for timely checking and opening the suggestion box.
11.	<b>CAMPUS BEAUTIFICATION &amp; GARDENING</b>	<ol style="list-style-type: none"> <li>1. Smt. Prem Bai Meena PGT Chem I/C</li> <li>2. Sh. Chetram Bairwa II-I/C</li> <li>3. Smt. Neelkant Verma, PGT-Bio</li> <li>4. Sh. Pankaj Jangid , TGT-Sc</li> </ol> <p>PRIMARY SECTION</p> <ol style="list-style-type: none"> <li>1. Sh. Mahesh Kumar Meena PRT,(I/C)</li> <li>2. Sh. Bharat Jangid, PRT</li> <li>3. Smt Varsha Meena PRT</li> <li>4. Smt. Minakshi haldania, PRT</li> </ol>	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.

12.	<p align="center"><b>LODGING BOARDING (stay arrangements for all programmes &amp; discipline ) &amp; CANTEEN SUPERVISION</b></p>	<ol style="list-style-type: none"> <li>1. Sh. Rajesh Paliwal, PGT-Physics I/C</li> <li>2. Sh. Pankaj TGT- Science</li> <li>3. Sh. Vishvendra kumar sharma TGT Eng</li> <li>4. Smt. Raj kumari Gulpadia, Lib</li> <li>5. Sh. Arvind Sharma TGT- hindi</li> <li>6. Sh. Sunil Bagdi tgt-WE</li> <li>7. Sh. Rambabu Vijay TGT-Eng</li> <li>8. Sh. Neeraj sharma, TGT maths</li> <li>9. Sh. C P Songra, HM</li> <li>10. Sh. Yogesh jangid, PRT</li> <li>11. Sh. Suresh Kumar, PRT</li> <li>12. Sh. Mahesh chand meena, PRT</li> <li>13. Sh. Bharat Jangid, PRT</li> <li>14. Sh. Anil kumar meena, PRT</li> <li>15. Sh. Asharam meena, PRT</li> <li>16. Sh. Amar singh meena, PRT</li> <li>17. Sh. Ashwini sharma, PRT</li> <li>18. Sh. Piyush sharma, PRT</li> <li>19. Sh. Arjun lal Yadav, PRT</li> <li>20. Sh. Sandeep, PRT</li> </ol>	<p>To ensure safe stay &amp; 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>
13	<p align="center"><b>FURNITURE AND SEATING ARRANGEMENT FOR ALL FESTIVALS , CLASSES ,FOOD (DINNING AREA)/ ASSEMBLY GROUND AND CYCLE STAND ,ALL KIND OF CULTURAL PROGRAMME</b></p>	<ol style="list-style-type: none"> <li>1. Sh. NeelKant Verma, PGT Bio (I/C)</li> <li>2. Mr. R K Rana, PGT- Geography</li> <li>3. Vishvendra sharma TGT-Eng</li> <li>4. Sh. Pankaj, TGT-sci</li> <li>5. Sh. S.P.Methi TGT (MATHS)</li> <li>6. Smt. Rashmi Mahrania, TGT SSt</li> <li>7. Sh. Satish Chand Meena, TGT-Eng</li> </ol> <p align="center"><u>Primary Section</u></p> <ol style="list-style-type: none"> <li>8. Sh. Anil kumar meena, PRT(I/C)</li> <li>9. Sh. Asharam Meena, PRT</li> <li>10. Sh. Ashwini sharma, PRT</li> <li>11. Sh. Suresh Kumar Meena, PRT</li> <li>12. Sh. Arjun lal yadav</li> </ol>	<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 students. To maintain proper inventory of furniture items.</p> <p>To make sitting arrangements in all functions and events in Vidyalaya.</p>
14.	<p align="center"><b>COMPUTER / IT /EDP/ GEM</b></p>	<ol style="list-style-type: none"> <li>1. Sh. Satish Jangir , PGT-Comp (I/C)</li> <li>2. Smt. Neha Tyagi (PGT-Comp)</li> <li>3. Mr. Yogesh Kumar Jangid PRT</li> <li>4. Sh. Sandeep, PRT</li> </ol> <p><b>GEM:</b></p> <ol style="list-style-type: none"> <li>1. Sh. R K meena, (I/C)</li> <li>2. Sh. Kapil kochhar</li> <li>3. Sh. Rajesh paliwal</li> <li>4. Sh. B S indolia</li> <li>5. Sh. Sunil Bagdi</li> <li>6. Sh. C P Songara</li> <li>7. Sh. Satish Chandra jangid</li> <li>8. Smt. Neha tyagi</li> <li>9. Niranjana Singh</li> <li>10. Kalu Ram Mourya</li> </ol>	<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>
15.	<p align="center"><b>Local Purchase Committee</b></p>	<ol style="list-style-type: none"> <li>1. Sh. Kapil Kochhar</li> <li>2. Smt. Jyoti Sajnani PGT- hindi</li> <li>3. Sh. B S Indolia , PGT Maths</li> <li>4. Smt. Neelam Kunjwal, PGT-Eco</li> <li>5. Sh. Rajesh Paliwal PGT-phy</li> <li>6. Sh. M L Verma TGT- Hindi</li> </ol>	<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>

		<p>7. Sh. Sunil Bagadi, TGT( WE)  8. Sh. C.P. Songara HM  9. I/C of department</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Firm Registration/ Quotation</b>  Sh. Amar Singh Meena, PRT  Sh. Anil kumar meena, PRT  Sh. Bharat kumar Jangid</p> </div>	
16.	<b>LIBRARY COMMITTEE</b>	<p>1. Smt. Raj Kumari Gulpadia, Librarian I/C  2. Smt. Jyoti Sajani, PGT-Hindi  3. Smt. Prem bai meena  4. Sh. Neelam Sharma, PGT-Eng.  5. Smt. Sarita Janu TGT- skt  6. Sh.C.P.Songara HM  7. Student Member  8. Student Member</p> <p>1. Smt. Poonam kumari meena I/c (CMP LIB)  2. Sh. Asharam Meena PRT (VC)  3. Sh. Anil Kumar Meena PRT  4. Smt. Rekha Meena, PRT</p>	<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	<b>MAGAZINE / RAJBHASHA</b>	<p>1. Smt. Jyoti Sajani, PGT-Hindi I/C  2. Mr. S D sharma, PGT-Eng.  3. Sh. A K Sharma, TGT-Hindi  4. Smt. Sarita Janu, TGT SKT  5. Sh. M.L. Verma TGT-Hindi  6. Smt. Sanyogita Arora, TGT- English  7. Sh.C.P.Songara, HM (CMP New Letter I/C)  8. Smt. Dipti Mishra PRT  9. Sh. Mahesh meena  10. Minakshi Haldania  11. Smt. Archana kumari Meena, PRT  12. Smt. Seema kumari meena, PRT  13. Smt. Kavita, PRT  14. Sh. Yogesh kumar Jangid PRT  15. Sh. Sandeep, PRT</p>	<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> <p>Encourage the use of HINDI in day to day life and official tasks.</p>
18.	<b>REPAIR/MAINTENANCE OF BUILDING</b>	<p>1. Sh. Sunil Bagadi, TGT(WE) I/C  2. Sh. R K Rana- PGT Geo  3. Sh. M L Verma, TGT- hindi  4. Sh. Chetram Bairwa, TGT(AE)  5. Sh. Anil Kumar Meena, PRT(record maintenance)  6. Sh Asharam Meena, PRT, (record maintenance)  7. Sh. Amar singh Meena, PRT  8. Mr. Durgalal  9. Mr. Neeraj  10. Mr. Arjun  11. Mr. Jitendra chouhan</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Electricity (Fan, Tube Lights)</b>  Sh. M. L. Verma, PRT  Sh. Asharam meena, PRT</p> <p><b>Plumbing. Water coolers &amp; sanitation</b>  1. Mr. Jitendra chouhan  2. Sh. Ashwini Sharma, PRT</p> </div>	<p>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.</p>

		<p><b><u>Class Window fitments, gates</u></b> 1. Sh. Durgalal 2. Sh. Anil kumar meena, PRT</p> <p><b><u>Masonry Work</u></b> 1. Sh. Chetram Bairwa 2. Sh. Suresh kumar meena, PRT</p> <p><b><u>Outsourcing</u></b> 1. Sh. Amar singh meena , PRT 2. Sh. Neeraj</p> <p><b><u>Audio Visual</u></b> 1. Sh. M L Verma, TGT- Hindi 2. Sh. Arjun 3. Sh. Bharat</p>	
19.	NAEP	<ol style="list-style-type: none"> <li>Smt. Suman Meena, PGT- Comm I/C</li> <li>Smt. Neelam Sharma, PGT Eng</li> <li>Smt. Renu Jain, PGT-Chem</li> <li>Sh. S C Jain, TGT-Math</li> <li>Smt. Rashmi Mahrana, TGT- S.st</li> <li>Smt. Shikha Garg, TGT- S,st</li> <li>Sh. Mukesh Sharma, TGT- Sci</li> <li>Smt. Dipti Mishra, PRT</li> <li>Smt. Archana Meena, PRT</li> </ol>	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.	STAGE DECORATION	<ol style="list-style-type: none"> <li>Sh. Chetram Bairwa, TGT AE I/C</li> <li>Sh. Sunil Bagadi, TGT(WE) I/C-II</li> <li>Sh. M L Verma, TGT- Hindi</li> <li>Sh. Mahesh Kumar Meena, PRT</li> <li>Sh. Arjun lala Yadav, PRT</li> <li>Sh. Bharat kumar jangid, PRT</li> <li>Smt. Karishma meena, PRT</li> <li>Smt. Kavita, PRT</li> <li>Smt. Seema meena, PRT</li> <li>Smt. Rekha meena, PRT</li> <li>Sh. Suresh kumar meena, PRT</li> <li>Sh. Kaluram Boyat</li> <li>Sh. Babulal (in the absence of Kaluram Boyat)</li> </ol>	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.
21.	<p>स्वच्छ भारत अभियान Monitoring SANITATION</p> <p>/</p> <p>DRINKING WATER</p>	<p>Secondary building</p> <ol style="list-style-type: none"> <li>Smt. Prem Bai Meena, PGT Chemistry I/C -1</li> <li>Sh. Neelkant Verma, PGT -Bio I/C-2</li> <li>Sh. Vishvendra Sharma TGT-Eng</li> <li>Sh. M.L. Verma, TGT-Hindi</li> <li>Smt. Rashmi Meharnia (TGT-SST)</li> <li>Sh. Chet Ram Bairwa TGT-Art&amp;Craft</li> <li>Sh. Sunil Bagdi, TGT(WE)</li> <li>Sh. Mukesh Kumar Sharma, TGT(P&amp;HE)</li> </ol> <p>Primary main building</p> <ol style="list-style-type: none"> <li>Mrs. Karishma, PRT I/C</li> <li>Sh. Amar Singh, PRT</li> <li>Mrs. Kavita, PRT</li> <li>Sh. Asharam Meena, PRT (Gents)</li> <li>Smt. Archana Kumari Meena, PRT</li> </ol> <p>Primary Side Building</p> <ol style="list-style-type: none"> <li>Smt. Lalita Meena I/C</li> <li>Mr. Bharat Jangid(Gents)</li> <li>Poonam Kumari Meena (Ladies)</li> </ol>	<p>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.</p> <p>Availability of Soap and phenyl must be available every time in toilets.</p> <p>To ensure polythene free campus To ensure the Date of Cleanliness of Water Tank regularly.</p>



	/		4. Smt. Rekha meena, PRT	
	<b>VIDYALAYA CLEANLINESS</b>	<b>Home keeping &amp; Cleanliness</b>	1. Sh. Arvind sharma, I/C 2. Sh. Sunil bagdi 3. Sh. S P Methi 4. Sh. Satish chand meena 5. Sh. Ram babu vijay 6. Sh. Anil kumar meena, PRT 7. Sh. Asharam meena, PRT	
22.	<b>NIOS</b>		1. Sh. Rajesh Paliwal PGT-phy I\C 2. Sh. S D sharma 3. Sh. R K Rana, PGT-Geo 4. Sh. A K Sharma, TGT- hindi 5. Sh. V K Sharma, TGT- English 6. Sh. Durgalal, TGT- Sci 7. Sh. Chetram Bairwa, TGT- AE 8. Sh. Piyush sharma, PRT	Keep photograph of all activities and special occasions of the Vidyalaya in print as well as in digital format. Ensure updating the photographs in Vidyalaya website in a timely manner. Display selected photographs of activities on display panel.
23.	<b>Science &amp; Maths Exhibitions/ National Children Science Congress/ NTSE</b>  <b>Innovation &amp; Experimentation</b>		1. Smt. Renu Jain , PGT-Chem, I/C 2. Sh. Kapil kumar kochhar, PGT math 3. Sh. B S Indolia, PGT-math 4. Sh. Pankaj Kumar, TGT-Sc(NCSC) 5. Sh. Neeraj Kumar, TGT-Math 6. Sh. Durgalal, TGT-sci (Inspire award) 7. Sh. S.C. Jain, TGT-Math 8. Sh. Mukesh Sharma, TGT-Sc(NTSE) 9. 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.
24.	<b>SCOUT/GUIDE</b>		1. Smt. Varsha Meena, PRT (over all I/C) 2. Smt. Rashmi Mahrania, TGT SST, I/C Guide 3. Sh. Chetram Bairwa TGT AE, I/C Scout 4. Smt. Archana Meena, PRT 5. All Trained Scout/Guide Teachers  Cub-Bulbul 1. Sh. Amar Singh , PRT, I/C Cub 2. Sh. Bharat Jangid, PRT 3. Sh. Asharam Meena , PRT 4. Smt. Poonam Meena , PRT I/c 5. Sh. Mahesh meena, PRT 6. Smt Archana Meena, PRT 7. Smt. Seema kumari meena, PRT 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
25.	<b>SPORTS COMMITTEE</b>		<u>Sr. Section</u> 1. Sh. Mukesh Kumar Sharma TGT-P&HE (I/C) 2. Sh. Satish Jangid, PGT- Comp. Sci. 3. Sh. A.K.Sharma, TGT- Hindi 4. Sh. Satish meena, TGT- Eng.  <u>Primary Section</u> 1. Sh. Bharat Jangid. (I/C) 2. Sh. Anil kumar Meena (PRT) 3. Smt. Lalita Meena, (PRT) 4. Sh. 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.

		5. Smt. Rekha meena, PRT		
26.	<b>VIDYALAYA WEBSITE, Email, Report compilation &amp; Computer, updating/verification of students fees</b>	<ol style="list-style-type: none"> <li>1. Sh. Satish Jangir, PGT-C.S (I/C)</li> <li>2. Smt. Neha Tyagi (PGT-Cs)</li> <li>3. Sh. Rajesh Paliwal, PGT Phy</li> <li>4. Sh. Pawan kumawat (Comp. Inst.)</li> <li>5. Sh. Ashok kumar sharma, JSA</li> </ol>	Update the Vidyalaya website with required and relevant information. Ensure proper usage of the website.	
27.	<b>Fee Reconciliation &amp; Cash Book Checking</b>	<ol style="list-style-type: none"> <li>1. Smt. Neelam Kunjwal, (PGT-Eco) convener</li> <li>2. Sh. S.C. Jain (TGT- Maths) I/C</li> <li>3. Sh. Suman Meena PGT - Comm</li> <li>4. Sh. S.P. Methi, (TGT-Maths)</li> <li>5. Sh. Neeraj Sharma (TGT-Maths)</li> </ol> <p>Primary Section:</p> <ol style="list-style-type: none"> <li>1. Sh. Suresh Meena I/C (Primary)</li> <li>2. Sh. Sandeep</li> <li>3. Sh. Yogesh</li> <li>4. Sh. Niranjana Singh, ASO</li> <li>5. Sh. Kalu Ram Maurya, SSA</li> </ol>	To maintain the Fee details of all the classes and income tax detail of all the employees of the Vidyalaya	
28.	<b>School Building Inventory &amp; all Fitments</b>	<ol style="list-style-type: none"> <li>1. Sh. Sunil Bagdi, TGT (WE) I/C</li> <li>2. Sh. Suresh Meena, PRT</li> <li>3. Sh. Amar Singh, PRT</li> <li>4. Smt. Rekha Meena, PRT</li> </ol>	Ensure to maintain proper record of all the inventories of various vidyalaya article/ items And keep them functioning	
29.	<b>Registration/ Relieving Committee</b>	<ol style="list-style-type: none"> <li>1. Sh. B.S. Indolia, PGT-Math (I/C)</li> <li>2. Sh. Mukesh kumar Sharma, TGT-Science</li> <li>3. Sh. Niranjana Singh, ASO</li> <li>4. Sh. Yogesh Jangid, PRT</li> <li>5. Sh. K R Maurya, SSA</li> <li>6. Sh. Ashok Sharma, JSA</li> <li>7. Sh. Tarachand, JSA</li> </ol>	To ensure the registration of outer/inner candidates whenever any program like games, scout, exhibition etc. held in the Vidyalaya.	
30.	<b>First Aid Committee</b>	<ol style="list-style-type: none"> <li>1. Smt. Shikha Garg, TGT- s.st. I/C</li> <li>2. Sh. Mukesh Kumar sharma, TGT-P&amp;HE</li> <li>3. Sh. Mahesh kumar meena, PRT</li> <li>4. Sh. Anil kumar meena</li> <li>5. Smt. Archana Meena, PRT</li> <li>6. Smt. Varsha Meena, PRT</li> <li>7. Smt. Neelam kumari parewa, Staff Nurse</li> </ol>	To ensure the availability of First Aid Equipment in Medical Room	
31.	<b>RTE</b>	<ol style="list-style-type: none"> <li>1. Sh. Kapil kumar kochhar, Convener</li> <li>2. Sh. S P Methi, TGT-Math I/C</li> <li>3. Sh. Satish Chand Meena, TGT- eng</li> <li>4. Sh. K R Maurya, SSA</li> <li>5. Sh. Amar Singh Meena, I/C pr</li> <li>6. Sh. Suresh kumar Meena, PRT</li> <li>7. Smt. Karishma meena, PRT</li> </ol>	To ensure the detail of all RTE cases and maintain the record carefully.	
32.	<b>Cleanliness, Lab Maintenance &amp; Watch the Students</b>	<ol style="list-style-type: none"> <li>1. Smt. Neelam Sharma</li> <li>2. Sh. Jitendra kumar</li> </ol>	<ol style="list-style-type: none"> <li>1. <u>Sh. Chiman Lal –Sub Staff</u> (First Floor North Side, CCA Room, Language lab Room Library, All Classes, Toilets Near Language lab, Corridor, Stairs, All Roof of Main Building, Water Tanks, central park) (Bio-Lab. Practical Work)</li> </ol>	They will monitor the cleanliness and proper maintenance of various articles of allotted area. Also watch the activities of Students of Allotted area.

	<b>Activities</b>	chouhan		
		1.B.S.Indolia 2.Smt.Rakhi Gangwal	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.Smt.Renu Jain 2.Sh.S.C.Jain	3. <u>Sh. Chiman Lal 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 ATL Lab, corridor and Stairs, Herbal Gardan ) (Chem. Lab Practical Work)	
		1.Sh. Asharam Meena 2.Smt.Karishma 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. Monika jain	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. Sh. Anil Kumar Meena 2. Rekha 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. S D sharma 2.Sh.Sunil Bagdi	7.Sh.Kaluram –Sub Staff ATL lab.Science & Maths,WE room,Cycle stand and Car Parking area, Play grounds,Assembly area	
33.	<b>Transportation</b>		<ol style="list-style-type: none"> <li>1. Sh. Rajesh Paliwal (PGT- phy) I/C</li> <li>2. Sh. Ram niwas meena, PGT</li> <li>3. Sh. S C jain, TGT- math</li> <li>4. Sh. Satish Chand Meena, (TGT)</li> <li>5. Sh. Mukesh kumar sharma, TGT- P&amp;HE</li> <li>6. Sh. Mahesh Kumar Meena PRT</li> <li>7. Sh. Anil kumar meena, PRT</li> <li>8. Sh. Bharat jangid, PRT</li> <li>9. Sh. Arjun kumar Yadav, PRT</li> </ol>	To ensure the availability of Transportation when ever required in any event organized by Vidyalaya.

34.	<b>Escorts Duty &amp; Child Care/ Maternity/ Paternity Leaves e.t.c. Committee</b>	<ol style="list-style-type: none"> <li>1. Sh. Mukesh Kumar sharma, TGT-P&amp;HE Overall I/C</li> <li>2. Smt. Renu Jain I/C for Female Escorts</li> <li>3. Sh. S C jain, I/C for male Escorts</li> <li>4. Smt. Jyoti Sajarani ,PGT -Hindi</li> <li>5. Sh.C.P.Songara HM. I/C for Primary</li> </ol>	To ensure the escorting of students whenever required in any event organized by Vidyalaya										
35.	<b><u>CCA Coordinator:</u></b>	<p><u>Coordinator</u> Mrs. Neelam Sharma, PGT Eng</p> <p><u>Associates:</u></p> <ol style="list-style-type: none"> <li>1. Sh. M.L. Verma ,TGT -Hindi</li> <li>2. Smt. Sarita janu, TGT- skt</li> <li>3. Sh. Arvind Sharma, TGT -Hindi</li> <li>4. Smt. Sanyogita Arora, TGT -Eng</li> </ol> <p>PRIMARY</p> <ol style="list-style-type: none"> <li>1. Sh. Mahesh kumar meena, I/C</li> <li>2. Smt. Seema kumari meena</li> <li>3. Smt. Minakshi haldania</li> <li>4. Smt. Varsha meena</li> <li>5. Smt. Kavita</li> </ol>	To conduct the various activities under CCA										
	<b>HOUSE MASTERS &amp; ASSOCIATES</b>	<p><u>Shivaji House</u></p> <ol style="list-style-type: none"> <li>1. Smt. Suman Meena- (house Master)</li> <li>2. Sh. Kapil Kumar Kochhar, PGT Maths (Associate house Master)</li> </ol> <p><u>Associates :-</u></p> <ol style="list-style-type: none"> <li>1. Smt. Prem Bai Meena, PGT Chem</li> <li>2. Sh. S C Jain TGT- Maths</li> <li>3. Smt. Jyoti Yadav, TGT- SST</li> <li>4. Sh. Pankaj Kumar, TGT- Sci.</li> <li>5. Sh. Kuldeep Kaviya, TGT Hindi</li> <li>6. Sh. Sunil Bagadi, TGT WE</li> </ol> <p><b>Primary</b></p> <table border="1" data-bbox="523 1272 1059 1413"> <tr><td>MR.ANIL KUMAR MEENA, I/C</td></tr> <tr><td>MRS.REKHA MEENA</td></tr> <tr><td>MR. SANDEEP</td></tr> <tr><td>MR.ASHA RAM MEENA</td></tr> <tr><td>MR. SURESH KUMAR MEENA</td></tr> </table> <p><u>Tagore House</u></p> <ol style="list-style-type: none"> <li>1. Sh. S D Sharma, PGT English(house Master)</li> <li>2. Smt. Rakhi Gangwal, PGT-Phy (Associate house Master)</li> </ol> <p><u>Associates :-</u></p> <ol style="list-style-type: none"> <li>1. Smt. Neha Tyagi PGT-CS</li> <li>2. Sh. Rajesh Paliwal,PGT- Phy</li> <li>3. Smt. Shikha Garg, TGT- SST</li> <li>4. Sh. Neeraj Kumar Sharma, TGT- Maths</li> <li>5. Smt. Mamta Meena, TGT- Hindi</li> <li>6. Sh. Chetram Bairwa, TGT-AE</li> </ol> <p><b>Primary</b></p> <table border="1" data-bbox="523 1906 1059 2047"> <tr><td>MRS. MEENAKSHI HALDANIA, I/C</td></tr> <tr><td>MR.ARJUN LAL YADAV</td></tr> <tr><td>MRS POONAM MEENA</td></tr> <tr><td>MRS. SEEMA KUMARI</td></tr> <tr><td>MR. ASHWINI SHARMA</td></tr> </table>	MR.ANIL KUMAR MEENA, I/C	MRS.REKHA MEENA	MR. SANDEEP	MR.ASHA RAM MEENA	MR. SURESH KUMAR MEENA	MRS. MEENAKSHI HALDANIA, I/C	MR.ARJUN LAL YADAV	MRS POONAM MEENA	MRS. SEEMA KUMARI	MR. ASHWINI SHARMA	To conduct the activities under CCA and to run morning assembly smoothly as per KVS norms.
MR.ANIL KUMAR MEENA, I/C													
MRS.REKHA MEENA													
MR. SANDEEP													
MR.ASHA RAM MEENA													
MR. SURESH KUMAR MEENA													
MRS. MEENAKSHI HALDANIA, I/C													
MR.ARJUN LAL YADAV													
MRS POONAM MEENA													
MRS. SEEMA KUMARI													
MR. ASHWINI SHARMA													

		<p><u>Ashoka House</u></p> <ol style="list-style-type: none"> <li>Mr.R N Meena, PGT- History (house Master)</li> <li>Smt. Renu Jain ,PGT -Chem (Associate house Master)</li> </ol> <p><u>Associates :-</u></p> <ol style="list-style-type: none"> <li>Sh. Satish Chandra Jangir, PGT- CS</li> <li>Sh. Jitendra Kumar Chauhan, TGT Sanskrit</li> <li>Smt. Sanyogita Arora, TGT Eng</li> <li>Sh. Durgalal Raigar, TGT Sc.</li> <li>Sh. Vishvendra Kumar Sharma, TGT Eng</li> <li>Smt. Rajkumari Gulpadia, TGT Lib</li> </ol> <p><b>PRIMARY</b></p> <table border="1"> <tr><td>MR. YOGESH KUMAR JANGID, I/C</td></tr> <tr><td>MS.KALPANA MEENA</td></tr> <tr><td>MRS. VARSHA MEENA</td></tr> <tr><td>MRS .ARCHANA KUMARI MEENA</td></tr> <tr><td>SH. AMAR SINGH MEENA</td></tr> </table> <hr/> <p><u>Raman House</u></p> <ol style="list-style-type: none"> <li>Smt. Neelam Kunjwal, PGT- Eco (house Master)</li> <li>Sh. Ratan Kumar Rana ,PGT-Geo(Associate house Master)</li> </ol> <p><u>Associates :-</u></p> <ol style="list-style-type: none"> <li>Sh. B S Indolia PGT- Maths</li> <li>Sh. Neelkant Verma, PGT Bio</li> <li>Smt. Rashmi Mahrania, TGT- SSt</li> <li>Sh. S P Methi, TGT Maths</li> <li>Sh. Rambabu Vijay, TGT Eng</li> <li>Sh. Satish Chandra Meena, TGT Eng</li> </ol> <ul style="list-style-type: none"> <li>Mrs. Monika Jain , PRT Music</li> <li>Mr. Mukesh Kumar Sharma, Will help all the houses.</li> </ul> <p><b>PRIMARY</b></p> <table border="1"> <tr><td>MR. BHARAT JANGID, I/C</td></tr> <tr><td>MRS. LALITA MEENA</td></tr> <tr><td>MRS KARISHMA MEENA</td></tr> <tr><td>MR.PIYUSH SHARMA</td></tr> <tr><td>MRS. KAVITA</td></tr> </table>	MR. YOGESH KUMAR JANGID, I/C	MS.KALPANA MEENA	MRS. VARSHA MEENA	MRS .ARCHANA KUMARI MEENA	SH. AMAR SINGH MEENA	MR. BHARAT JANGID, I/C	MRS. LALITA MEENA	MRS KARISHMA MEENA	MR.PIYUSH SHARMA	MRS. KAVITA	
MR. YOGESH KUMAR JANGID, I/C													
MS.KALPANA MEENA													
MRS. VARSHA MEENA													
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MRS. LALITA MEENA													
MRS KARISHMA MEENA													
MR.PIYUSH SHARMA													
MRS. KAVITA													
36.	PTM	<ol style="list-style-type: none"> <li>Smt. Jyoti Sajnani, PGT-Hindi (I/C)</li> <li>Sh. B.S. Indolia- PGT-Math</li> <li>Sh. Neel Kant Verma- PGT-Bio</li> <li>Sh. Mukesh Kumar Sharma, TGT (P &amp; HE)</li> <li>Sh. C P Sonagara, HM</li> <li>Smt. Shakuntala Sharma, PRT</li> <li>Smt. Dipti Mishra, PRT</li> </ol>	To ensure the meeting of PTA and maintain record of PTA Meetings.										
37.	PHOTOGRAPHY/NEWS/TV	<ol style="list-style-type: none"> <li>Sh. Satish Jangir, PGT-C.S. (I/C)</li> <li>Smt. Jyoti Sajnani ,PGT Hindi</li> <li>Sh. Arvind Sharma, TGT- hindi</li> <li>Sh. Piyush Sharma PRT</li> <li>Sh. Yogesh kumar Jangid, PRT</li> <li>Sh. Sandeep, PRT</li> <li>Sh. Pawan kumawat. Comp. Ins.</li> </ol>	To Ensure photography/ media coverage of all events/ programs of Vidyalaya										
38.	Social Science Exhibition	<ol style="list-style-type: none"> <li>Smt. Neelam Kunjwal, PGT-Eco, I/C</li> <li>Sh. R.K. Rana PGT-Geo</li> </ol>	To Ensure SS Exhibition as per KVS Norms										

		3. Sh. R N Meena PGT-History 4. Smt. Suman Meena PGT-Comm 5. Smt Shikha Garg, TGT-SST 6. Smt. Rashmi Maharania, TGT –SST 7. Smt. Jyoti Yadav ,TGT-SSt	
39.	<b>Condemnation &amp; Proper Auction/ Disposal of Condemned Articles</b>	1. Sh. Rajesh Paliwal (PGT-Phy.) I/C 2. Smt. Renu Jain,PGT -Chem 3. Sh. Mukesh Kumar Sharma, TGT-P&HE 4. Sh C.P.Songara (H.M) 5. Sh.Sunil Bagdi (WET) 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 2022-23 latest by 17.09.2023, failing to which the committee will be fully responsible.
40.	<b>Bill and Attendance Verification (All Contractual Teachers/ Private Agencies workers etc.)</b>	1. Smt. Jyoti Sajnani, PGT- Hindi 2. Sh. Rajesh Paliwal ,PGT - Phy 3. Sh. Sunil Bagdi , TGT WE (I/C M&R others) 4. Sh. C.P. Songara , HM 5. Smt. Archana meena, PRT 6. Concerned teacher I/C 7. Sh. Mukesh Kumar sharma, TGT-P&HE 8. Sh. Niranjan Singh, ASO	The committee is responsible for the verification of Bill and Attendance (All Contractual Teachers/ Private Agencies workers etc.)
41.	<b>Atal Tinkering Lab</b>	1. Smt. Rakhi Gangwal PGT Physics I/C 2. Sh. Rajesh Paliwal PGT Physics 3. Sh. Neelkant Verma PGT Bio 4. Smt. Prembai Meena PGT Chem. 5. Smt. Renu Jain PGT Chem. 6. All TGT Science & TGT Maths 7. Sh. Sunil Bagdi, TGT- WE 8. Sh. C P Songara, HM	To conduct various practical's and project activities by using Lab equipments.
42.	<b>PISA/CCT</b>	1. Sh. B.S. Indolia ,PGT-Maths Coordinator 2. Sh. Rajesh Paliwal,PGT - Phy Co-Coordinator 3. Smt Prem Bai Meena, PGT - Chem I/C 4. Sh. Neeraj Sharma, TGT-Maths 5. All concern class Teachers & mentors	The committee is fully responsible for timely completion of all the related work of PISA/CCT & keep updated PISA/CCT Site.
43.	<b>JIGYASA</b>	1. Sh. Rajesh Paliwal , PGT – Phy I/C 2. Smt. Renu Jain , PGT -Chem 3. Sh. Pankaj Jangir . TGT- Bio 4. Sh. Mukesh kumar Sharma, TGT -Sci 5. Sh. Durgalal, TGT-Sci.	Organize various related program regularly
44.	<b>AWAKEND CITIZAN PROGRAM</b>	1.Sh. Arvind Sharma, TGT -Hindi 2. Smt. Rashmi Mahrانيا, TGT –SSt 3. Sh. S P Methi, TGT- Math	Organize various related scheduled program
45.	<b>Team for Spicial Needs of Students (DIVYANG,PH etc.)</b>	1. Smt. Shikha garg TGT-sst I/C 2. Sh. Mukesh kumar sharma,TGT-P&HE 3. Sh. Chetram Bairwa, TGT-AE 4. Smt. Darshna Kumari,Staff-Nurse(Contr.)	Team identify the needy students and help them regularly
46.	<b>Club Activities</b>	(Overall I/C)	
(i)	<b>Disha Club( NAEP/Life Skills Development)</b>	1.Smt. Suman Meena, PGT –Comm I/C 2.Sh. Arvind Sharma, TGT -Hindi 3.Smt. Deepti Mishra , PRT 4.Smt. Karishma Meena , PRT	Organize various related program regularly and motivate the students.

(ii)	<b>Integrity Club</b>	1.Mrs. Neelam Kunjwal ,PGT - Eco 2. Mrs. Rashmi Mahrانيا , TGT -SSt 3. Mrs. Shikha Garg, TGT -SSt	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)	<b>Eco Club/Gardening And Paryawaran Mitra</b>	1. Mr. Neelkant Verma ,PGT - Bio I/C 2. Mrs. Prembai Meena , PGT - Chem 3. Mr. Pankaj Kumar, TGT - Bio 4. Mr. Mahesh Chand Meena ,PRT		
(iv)	<b>Health Hygiene &amp; Yoga Club</b>	1. Mrs. Shikha Garg, TGT-sst I/C 2. (Staff- Nurse) 3. Mr. Mukesh kumar Sharma TGT-P&HE 4. Mrs. Lalita Meena (PRT)		
(v)	<b>Science Club</b>	1. Mrs. Renu Jain PGT -Chem I/C 2. Mr. Rajesh Paliwal , PGT - Phy 3. Mrs. Prem Bai Meena, PGT - Chem 4. All Science Teachers		
(vi)	<b>Maths Club</b>	1. Kapil kumar kochhar, PGT maths, I/C 2.Mr. B.S. Indolia ,PGT - Maths 3.Mr. S.C.Jain ,TGT - Maths 4. Mr. Neeraj Sharma ,TGT - Maths 5. Mr. S. P. Methi ,TGT - Maths		
(vii)	<b>Readers Club</b>	Mrs. Rajkumari Gulpadia, TGT- Lib (All Members of Library Committee)		
(viii)	<b>Literary Club (English)</b>	1.Mrs. Neelam Sharma ,PGT - Eng I/C 2. Sh. S D sharma, PGT-Eng 3.Mr. Ram Babu Sharma ,TGT - Eng 4. Mr. V. K. Sharma ,TGT - Eng 5. Mr. Satish chand meena, TGT- eng 6. Smt. Sanyogita arora TGT- eng		
(ix)	<b>Literary Club (Hindi)</b>	1. Mrs. Jyoti Sajnani ,PGT - Hindi I/C 2. Mr. Arvind Sharma, TGT -Hindi 3. Mr . Kuldeep Kaviya ,TGT -Hindi 4. Mrs. Mamta Meena, TGT -Hindi 5. Sh. M.L Verma, TGT -Hindi		
(x)	<b>Adventure and Excursion Club/ Field Trips</b>	1. Sh. Rajesh Paliwal, PGT-Physics (I/C) 2. Mrs. Neelam sharma, PGT- English 3. Sh. Mukesh kumar Sharma TGT(P&HE) 4. Sh. S.C.Jain TGT-Maths 5. Sh. A K Sharma,TGT-Hindi 6. Sh. Mahesh Kumar Meena PRT I/C (Primary) 7. Sh. Anil kumar Meena ( PRT) 8. Sh. Bharat Jangid 9. Sh. Arjun kumar Yadav 10. Smt Rekha Meena (PRT)		Plan yearly picnics, adventure activities and excursions. Arrange the planned programmes taking care of the security of the children and usefulness to the students
(xi)	<b>Guidance &amp; Counselling</b>	1. Sh. S D 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)	<b>Visual &amp; Performing Arts</b>	1.Mr. Chetram Bairwa (TGT-Art) 2. Mr. Sunil Bagdi (WET) 3. Mrs. Meenkshi Haldania PRT 4. Mrs. Varsha Meena PRT		Ensure to organize club activities smoothly and timely
(xiii)	<b>Honesty Club</b>	1.Mr. Arvind Sharma I/C 2. Mr. C.P.Songara (H.M)		

		3.Mr. S.C. Jain TGT -Maths	
(xiv)	<b>Music Club / Virsa-Route to Route / Kala Utsav /Spic MaCay / All Cultural Programme</b>	1.Smt .Sarita Janu, TGT- Skt (I/C) 2. Smt. Renu Jain PGT-Chem 3. Smt. Rakhi Gangwal PGT-Phy 4. Smt. Rashmi Mahrana TGT -SSt 5. Sh. Jitendra Singh Chouhan, TGT - Skt 6. Smt. Shikha Garg TGT - SSt 7. Smt. Archna Meena PRT 8. Smt. Varsha Meena PRT 9. Smt. Monika jain	
(xv)	<b>Communal Harmony</b>	1. Mrs. Neelam kunjwal, PGT-eco I/C 2. Mr. R.K.Rana , PGT -Geo 3. Mr. R N meena, PGT-History	
(xvi)	<b>Heritage Club</b>	1. Mr. R.K. Rana , PGT - Geo I/C 2. Mr. R N meena, PGT-History 3. Mrs. Shikha Garg ,TGT -SSt	
(xvii )	<b>Community Service</b>	1.Mrs. Rajkumari Gulpadia , TGT -Lib 2.Mrs.Karishma Meena , PRT	
47	<b>(i) Olympiads(SOF etc) / Science Olympiad/ NTSE</b>	1.Mrs. Renu Jain , PGT – Chem I/C 2. Mrs. Prem Bai Meena, PGT - Chem 3. Mr. Pankaj, TGT – Bio 4. Smt. Minakshi Haldania 5. Smt. Archana kumari meena 6. All Science Teachers	
	<b>(ii) Olympiads(IAPT) / NSE</b>	1. Mr. Rajesh Paliwal (I/C Science) 2. B S Indolia PGT-math 3. Sh. S C jain TGT-math(I/C maths) 4. Smt Meenakshi Haldania PRT 5. Smt. Archna kumari Meena, PRT	
	<b>(iii) Green Olympiad/ Green Building Contest/ Tree olympiad</b>	1.Mr. Neelkant Varma (PGT-Bio) 2. Mrs. Prem Bai Meena PGT - Chem 3.Mukesh Kumar Sharma TGT Sci. 4. Sh. Pankaj Kumar, TGT-Bio 5. Smt Meenakshi Haldania PRT 6. Smt. Archana kumari meena	Ensure to organize Olympiads/ contests As per schedule
	<b>(iv) Cyber Olympiad / Security</b>	1. Satish Jangid PGT – CS 2. Smt. Neha Tyagi, PGT- CS	
48	<b>Grievance Redressal Committee/ Child rights protection cell</b>	1. Sh. Kapil kochhar, PGT-Maths I/C 2. Smt. Jyoti sajnani , PGT-Hindi 3. Smt. Renu Jain, PGT – Chem 4. Sh. Mukesh kumar Sharma TGT-P&HE 5. Sh. C.P.Sonagra (H.M) 6. Smt. Deepti Mishra (PRT)	Ensure to Redressal of various grievance and protect the child rights
49	<b>Inspire Award</b>	1. Mrs. Renu Jain (PGT-Chem) 2. Mr. Rajesh Paliwal (PGT-Phy) 3. Mr. Neelkant Verma (PGT-Bio)	To guide and nominate students on Inspire manak portal.
50	<b>U-DISE</b>	1. Mr . Satish jangir (PGT-Comp) 2. Sh. Durgalal, TGT-Sci 3. Sh. Ashwini sharma, PRT	Ensure to complete data related to U-DISE timely



51.	<b>Student Police Cadet Program</b>	1. Sh. Arvind kumar sharma, TGT- Hindi I/C 2. Sh. Mukesh kumar sharma, TGT- P&HE	Ensure to arrange the program time to time
52.	<b>Neighboring School activities Sharing program</b>	1. Sh. Arvind kumar sharma, TGT- Hindi I/C 2. Sh. R N Meena 3. Sh. Mukesh Kumar sharma TGT- P&HE 4. Sh. C P Songra, HM 5. Sh. Sandeep, PRT	Ensure to arrange various Activities with neighboring school.
53	<b>OASIS</b>	1.Sh. B S Indolia, PGT Maths (I/C) 2. Sh. Satish Chandra Jangir, PGT CS 3. Smt. Neha Tyagi, PGT CS	To update school staff and student data on CBSE OASIS portal at regular basis.
54	<b>Internal Complaint Committee (ICC)</b>	1.Principal- Rajesh Kantharia, Presiding Officer (Mob. No.-9460100454) 2. NGO- ASMITA Smt. Pratibha Deepak (Mob. No.-9309418373, Email- ASMITA.SEBY@GMAIL.COM  3. Member 1- I-Smt. Jyoti Sajnani, PGTHindi,(Mob. No.- 9828549116) II – Smt. Rakhi Gangwal II- Smt. Neelam Sharma, PGT Eng III- Smt. Neelam Kunjwal, PGT Eco  Member 2- I- Sh. Kapil Kumar Kochar, PGT Maths (Mob.No.- 8118810427) II- Sh. Rajesh Paliwal, PGT Phy III- Sh. Satish Chandra Jangir, PGT CS IV- Sh. Ram Niwas Meena, PGT History	To maintain safe working environment for female employees.
55.	<b>Banner Printing</b>	1. Sh. Chetram bairwa, TGT-AE 2. Smt. Neha Tyagi, PGT-CS 3. Sh. Sandeep, PRT 4. Sh. Yogesh, PRT	To design and print banner as per the requirements of various Activities.
56.	<b>Various Scholarships</b>	1. Sh. R N Meena, PGT- history, I/C 2. Sh. S D Sharma, PGT-English 3. Smt. Shikha Garg, TGT-S.st	To aware and guide students to fill various Central/State Govt. Scholarships Schemes.
57.			
58.			

**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