

KENDRIYA VIDYALAYA NO. 5 JAIPUR

COMMITTEES FOR THE SESSION 2019-20

S. N O.	NAME OF DEPTT	MEMBERS		DUTIES TO BE PERFORMED
		I SHIFT	II SHIFT	
1	GENERAL SUPERVISION OF THE VIDYALAYA	MR. R C BHURIA, PRINCIPAL MR. A.K. JANGIR, VICE-PRINCIPAL MRS. REKHA JAIN ,HEAD MISTRESS		<ol style="list-style-type: none"> 1) SUSTAIN AND NURTURE STRONG POINTS. 2) RECORD THE LAPSES AND WEAK POINTS OF THE VIDYALAYA. 3) SUGGESTIONS FOR IMPROVEMENT AND DISCUSS IN MONTHLY STAFF MEETINGS.
2	CHECKING OF CLASS REGISTERS AFTER MORNING ASSEMBLY	MR. A.K. JANGIR, VICE-PRINCIPAL MR. D.C. MEENA,		<ol style="list-style-type: none"> 1) MONITOR CLASS ATTENDANCE REGISTER FOR REGULAR ATTENDANCE TO BE MARKED 2) ENSURE COMPLETION OF FIRST PAGE ALONG WITH ALL ENTRIES OF STUDENT PARTICULARS
3	EXAMINATION	MRS. VIJETA DARA I/C MR. CHHAGAN LAL MR. ANIS AHMED KHAN MR. VIJAY NARAYAN	INTERNAL	<ol style="list-style-type: none"> 1) TO COORDINATE AND CONDUCT INTERNAL AND CBSE EXAM. 2) TO PRINT AND PURCHASE EXAMINATION MATERIAL AND MAINTAIN SECRECY IN ALL RESPECTS. 3) TO PROCURE TOTAL NUMBER OF ANSWER SHEETS / NUMBER OF QUESTION PAPERS FROM REGIONAL OFFICE. 4) TO HANDLE CORRESPONDENCE RELATION TO THE CBSE 5) TO SUGGEST THE WAYS AND MEANS TO IMPROVE THE EXAM SYSTEM. 6) TO MAINTAIN ALL CIRCULARS OF CBSE RESULTS. 7) TO MONITOR THE PLANNING AND EXECUTION OF ACTIVITIES. 8) TO CHECK THE PROPER RECORDS/EVIDENCES/TASKS
		MR. HARJEET RAJ (I/C) ALL CLASS TEACHER OF IX,X, XI & XII	CBSE	
		MRS.. NEENA PARASHAR (I/C) MRS.. I.B. JAIN MR. RAJESH KUMAR CHOUDHARY MR. BHEEM SINGH MEENA	PRIMARY	

4	ADMISSION & LOCAL TRANSFER	MR. RAJEEV KUMAR GUPTA MR. HARJEET RAJ MR. LOKESH KUMAR GUPTA MR. BANSHI LAL MR. OM PRAKASH MUNDOTIYA MRS. PREM SUDHA YADAV MR. N.K. BAIRWA MRS. BINDU KANWAR		<ol style="list-style-type: none"> 1) REGISTRATION AND CONDUCTING ADMISSION TESTS (WHEREVER APPLICABLE) AND INTERVIEWS PREPARING LISTS OF SELECTED CANDIDATES. 2) TO ANSWER THE QUERIES OF PARENTS. 3) TO MAINTAIN PROPER RECORDS. 4) FOLLOW ADMISSION GUIDELINES OF KVS 2014-15
5	TIME TABLE	MRS. SUSHILA KALA, (I/C) MR. R K KHANNA MRS. PREM SUDHA YADAV MRS. ASHA JANGIR <u>PRIMARY:-</u> MRS. SMITA BANSAL MRS. INDIRA SHARMA MR. ASHWINI KUMAR SHARMA		<ol style="list-style-type: none"> 1) TO PREPARE TIME TABLE AND AMEND IT WHENEVER NEEDED DURING THE SESSION. 2) TO ENSURE PROPER DISTRIBUTION AND COMMUNICATION OF TIME TABLE TO THE STUDENTS AND TEACHERS AND PROVIDE ITS COPIES TO THE PRINCIPAL AND VICE-PRINCIPAL. 3) TO ENSURE DAILY ENGAGEMENT OF TEACHERS WHO ARE ON LEAVE. 4) IN CASE OF LONG LEAVE VACANCY OF TEACHERS ARRANGEMENT OF CONTRACTUAL TEACHERS WITH THE CONSENT OF THE PRINCIPAL.
6	C.C.A.	MR. S B BAGORIA PGT (ENG) MRS VEENA MICHEAL, TGT (SST) ASS CO-OR MRS SUNITA CHOPRA TGT ENG ASSOCIATE COORDINATOR PRIMARY MRS. S.K. SOOD		<ol style="list-style-type: none"> 1) TO ENSURE THE PROPER CONDUCTING OF MORNING ASSEMBLY WHICH INCLUDES, (I)COMMAND, (II) PRAYER (III) PLEDGE (IV) THOUGHT (V) NEWS (VI) TALKS ON G.D., VALUE EDUCATION, CURRENT AFFAIRS (VII) NATIONAL ANTHEM (VIII) MARCHING SONG (IX) PROPER CELEBRATIONS OF DIFFERENT FUNCTIONS. 2) TO PREPARE PLAN FOR CCA ACTIVITIES FOR A SESSION 3) TO PLAN AND PREPARE ITEMS FOR DIFFERENT PROGRAMMES & CELEBRATIONS OF IMPORTANT DAYS
7	HOUSE MASTER SECONDARY			<ol style="list-style-type: none"> 1) TO CHOOSE OUT THE PROGRAM FOR THEIR HOUSES AND PREPARATIONS OF STRATEGIES. 2) TO MAINTAIN AND DECORATE DISPLAY BOARD. 3) PREPARE THE STUDENTS FOR VARIOUS COMPETITIONS 4) TO ASSIGN DUTIES TO HOUSE ASSOCIATES
	HOUSEMASTER PRIMARY			

				5) SEATING ARRANGEMENT TO CONDUCT COMPETITIONS
8	MAINTENANCE & REPAIR(CIVIL) ELECTRICAL & WATER COOLER	MR. MANOJ KUMAR SHARMA (I/C) MR. MUKESH KUMAR MEENA MR. ANIS AHMED KHAN MR. C.D. RATNOO MR. CHANDAN SINGH MEENA		1) TO PLAN AND PURCHASE MATERIAL AND SUPERVISE THE WORKS. 2) TO PREPARE THE LIST OF MATERIAL AND SUBMIT TO THE PRINCIPAL FOR NECESSARY ACTION. 3) REPAIR WORK SHOULD BE PLANNED 4) ENSURE FOR TIMELY QUOTATIONS AND SURVEY THE MARKET FOR COMPETITIVE RATES.
9	EQUIP & BACK TO BASICS	MR. A.K. JANGIR, VP & I/C ALL TEACHERS TEACHING IN UPPAR PRIMARY CLASSES (CLASS VI TO VIII) MRS. REKHA JAIN		1) IMPLEMENTATION OF EQUIP ACTIVITIES AS PER CALENDAR. 2) INNOVATIVE PROJECTS FOR EACH CLASS AND EACH SUBJECT. 3) USE OF INNOVATIVE TEACHING PRACTICES IN UPPER PRIMARY CLASSES. 4) ENSURE STUDENTS PROMOTED WITH BASIC SKILLS. 5) READINESS PROGRAMME FOR CLASS VI.
10	GUIDANCE & COUNCELLING	COUNSELOR I/C MRS SUSHILA KALA PGT(BIO) MRS. VIJETA DARA PGT (CS) MSR VEENA MICHEAL TGT (SST) MR. MUKESH KUMAR MEENA MRS NEENA PARASHER PRT		1) TO HANDLE THE TYPICAL PROBLEMS OF CHILDREN. 2) MONITORING OF TYPICAL PROBLEMATIC KIND OF STUDENT 3) TO MAKE IN TOUCH WITH SUCH PARENTS
11	INTERACTIVE BOARD & E-CONTENT & RESOURCE ROOM	MR. HARJEET RAJ , I/C MR. HEMRAJ SHARMA MR. ASHWINI KUMAR SHARMA MR. N.K. BAIRWA MR HEMRAJ SHARMA I/C(RR)		1) TO RECORD AND MANAGE E-CLASSES 2) TO MAKE PLAN FOR E-CLASSES
12	PA SYSTEM	MR.M.K.SHARMA, TGT(WET) MR.SATISH KUMAR,SUB STAFF		1) TO MAINTAIN MIKE SYSTEM 2) ARRANGE THE MIKE SYSTEM BEFORE STARTING OF ANY PROGRAM.
13	FURNITURE	MR. RADHA CHARAN (I/C) MRS. VANDANA KHUSDIL PGT (ECO) MR LOKESH KR GUPTA, PGT (MATH) MEMBER - ALL THE CLASS TEACHER &		1) TO MAINTAIN THE RECORD OF FURNITURE AND PREPARE A LIST OF REQUIRED FURNITURE. 2) MAKE AN INVENTORY FOR EACH CLASS AND DEPARTMENT.

		DEPARTMENT HOLDER		<p>3) TO PREPARE A LIST OF BROKEN / UNSERVICEABLE FURNITURE WITH THE CONSENT OF THE PRINCIPAL.</p> <p>4) TO SEE THAT BROKEN FURNITURE IS PLACED SEPARATELY IN PLACE.</p> <p>5) REPAIR OF BROKEN FURNITURE AND MARKING.</p>
14	EXCURSION & ADVENTURE	<p>MR. MUKESH KUMAR MEENA (I/C)</p> <p>MR. ANIS AHMED KHAN</p> <p>MR. RAJ KUMAR KHANNA</p> <p>MRS. NEELAM PANDEY</p>		<p>1) TO MOTIVATE THE CHILDREN FOR EXCURSION AND TREKKING.</p> <p>2) TO ARRANGE RAILWAY RESERVATION WELL IN ADVANCE.</p> <p>3) TO MOTIVATE THE CHILDREN FOR ADVENTURE, TRIPS AND EXCURSION.</p>
15	WING DISCIPLINE	<p>MR. MUKESH KUMAR MEENA (I/C)</p> <p>MR C D RATNOO (LIB)</p>		<p>1) WING IN CHARGES ARE DIRECTED TO MAINTAIN THE DISCIPLINE OF THE CONCERNED WING ALLOTTED</p> <p>2) INCHARGE CAN ASSIGN THE DUTY TO THE MONITOR.</p> <p>3) CONSISTENT WATCH FOR SUSTAINING THE DISCIPLINE</p>
	WING 1	MR. LOKESH KUMAR GUPTA		
	WING 2	MR. RAJ KUMAR KHANNA		
	WING 3	MR K K MEENA PGT (CHEM)		
	WING 4	MR. BHEEM SINGH		
	WING 5	<p>MRS. REKHA JAIN</p> <p>MRS I B JAIN</p>		
16	DISCIPLINE	<p>MR. MUKESH KUMAR MEENA</p> <p>MR. HARJEET RAJ</p> <p>MR. K.K. MEENA PGT (CHEM)</p> <p>MR. RAJ KUMAR KHANNA TGT (MATHS)</p> <p>MR. C D RATNOO LIBRARIAN</p> <p>PLUS WING I/C AND YOGA TEACHER</p>		<p>1) TO KEEP TRACK OF IN-DISCIPLINED STUDENTS AND MONITOR THEM WITH PROPER COUNSELING.</p> <p>2) TO CHECK STUDENTS WHO DAMAGE SCHOOL PROPERTY AND CALL THE MEETING OF THEIR PARENTS.</p> <p>3) TO OVERSEE MOVEMENT OF STUDENTS FROM CLASS TO GROUND FOR ASSEMBLY OR CLASS OR LIBRARY.</p> <p>4) TO REGULATE THE PASS SYSTEM.</p> <p>5) TO INVESTIGATE THE INDISCIPLINE CASES,</p>

				PREPARE RECORD AND SUGGEST SOME WAYS TO IMPROVE DISCIPLINE.
17	CLEANLINESS	MR ANISH KHAN TGT(ENG) I/C MRS VANDANA KHUSDIL PGT(ECO) MR C S MEENA TGT(ART) MR M K SHARMA TGT(WET) MR SATISH KUMAR (SUB STAFF) MR VIJAY (SUB STAFF) MS DRAOPADI (SUB STAFF)		1) TO MONITOR THE WORK OF CONSERVANCY. 2) MAKE FLOOR-WISE IN CHARGES SO THAT TOILETS AND CLASSROOMS, DEPT. ARE SPICK AND SPAN. 3) CORRIDORS ARE SWIPED AND SWABBED TWICE A DAY. 4) TOILETS ARE CLEANED TWICE A DAY. 5) PLAYGROUNDS, PARKS ARE CLEANED. 6) DEPARTMENTS ARE CLEANED TWICE A DAY. 7) MAKE GROUND WISE IN CHARGES. 8) EXTRA CARE IS REQUIRED FOR CLEANLINESS OF TOILETS.PL MONITOR THAT TOILETS ARE CLEAN AND WATER IS AVAILABLE IN THE TOILETS
	TOILET(BOYS)GF	MR ASHWINI KR SHARMA MR SATISH		
	TOILET(BOYS)FF	MR NAVRATAN SONI MR VIJAY NARAYAN		
	TOILET(GIRLS)GF	MRS. BINDU KANWAR MS DRAUPDI		
	TOILET(GIRLS)FF	MRS ASHA JANGIR		
	TOILET(GENTS)	MR. RADHA CHARAN		
	TOILET(LADIES)	MRS ABHA SHARMA		
18	PUBLICITY & PRESS	MR HARJEET RAJ PGT (CS) I/C MR. S.B. BAGORIA MR. ANIS KHAN TGT ENG		1) TO PUBLISH / COVERAGE OF ACHIEVEMENT OF STUDENTS IN VARIOUS COMPETITIONS ORGANIZED AT DIFFERENT LEVELS.
19	PHOTOGRAPHY	MR. CHANDAN SINGH MEENA – I/C MR. ABHISHEK GUPTA, COMPUTER INST.		1) TO COLLECT AND MAINTAIN RECORD OF PHOTOGRAPHS OF VARIOUS EVENTS ORGANIZED IN THE VIDYALAYA. 2) TO BE READY FOR SHOOTING PICTURES FOR DIFFERENT PROGRAMMES
20	BOARD & LODGING	MR. BANSHI LAL PGT (PHY) I/C MR.SATISH SHARMA TGT(MATH) MR.MUKESH KR MEENA,TGT (P&HE.) MR ANIS AH KHAN, TGT(ENG) MRS PREM SUDHA TGT(MATH) MR LALITA CHOUBDAR PRT MR VIJAY NARAYAN, (SUB STAFF)		1) PROPER REGISTRATION OF STUDENTS 2) PROVIDING PROPER FACILITIES. 3) ENSURE THAT COMFORTABLE STAY OF STUDENTS 4) PREPARATION OF INVENTORY OF CLASS ROOMS. 5) MONITORING OF STUDENTS ACTION AND EVENTS
21	SCOUT & GUIDE	MS.VEENA MICHEL, TGT (S.ST.) I/C BS&G I/C GUIDE MR C S MEENA TGT(ART) I/C SCOUT MR SATISH SHARMA, TGT(MATH)		1) COMMAND AND TRAINING OF SCOUTS & GUIDES 2) TO PREPARE CALENDAR OF ACTIVITIES FOR THE

		MS.RITA SINGH,TGT(SANSKRIT)		SESSION 2012-2013.
	CUB-BULBUL	MR ASHWINI SHARMA, PRT MS ARCHANA KR MEENA, PRT		3) TO PREPARE THE STUDENTS FOR VARIOUS EXAMINATIONS SCOUTS & GUIDES AND SELECT STUDENTS TO PARTICIPATE AT CLUSTER / REGIONAL / NATIONAL LEVEL.
22	RAJ BHASHA & HINDI	MR RADHA CHARAN, PGT(HINDI) I/C MR NAVRATAN SONI, TGT(HINDI) MS MAMTA MEENA, TGT(HINDI)		1) TIMELY PREPARATION OF REPORTS 2) USE OF HINDI BHASHA FOR DAY TO DAY CORRESPONDENCE. 3) TO CELEBRATE HINDI PAKHAWARA AND ORGANIZE DIFFERENT EVENTS 4) TIMELY PREPARATION OF REPORTS 5) USE OF HINDI BHASHA FOR DAY TO DAY CORRESPONDENCE. 6) TO CELEBRATE HINDI PAKHAWARA AND ORGANIZE DIFFERENT EVENTS
23	JR.SCIENCE LAB	MRS ASHA JANGIR, TGT(SC) MR SAYAR MAL, TGT(SC) I/C		1) TO ENSURE ABOUT ALL EQUIPMENT/MATERIAL AVAILABLE IN THE LAB 2) TO ENSURE PROPER ACTIVITIES TO BE PERFORMED BY THE SCIENCE TEACHERS 3) TO ENSURE ABOUT ALL EQUIPMENT/MATERIAL AVAILABLE IN THE LAB 4) TO ENSURE PROPER ACTIVITIES TO BE PERFORMED BY THE SCIENCE TEACHERS
24	MATHS LAB	MR RAJEEV GUPTA, PGT(MATH) MR LOKESH KUMAR GUPTA, PGT(MATH) MR.RAJ KUMAR KHANNA, TGT(MATHS) I/C MRS PREM SUDHA , TGT(MATH) MR SATISH SHARMA, TGT(MATH)		1) TO ENSURE ABOUT ALL EQUIPMENT/MATERIAL AVAILABLE IN THE LAB 2) TO ENSURE PROPER ACTIVITIES TO BE PERFORMED BY MATHS TEACHERS 3) TO ENSURE ABOUT ALL EQUIPMENT/MATERIAL AVAILABLE IN THE LAB 4) TO ENSURE PROPER ACTIVITIES TO BE PERFORMED BY MATHS TEACHERS
25	SUBJECT COMMITTEE CONVENOR			1) MONTHLY MEETING AND ITS RECORD AND IMPLEMENTATION OF MINUTES IN TEACHING WORK. 2) TO NOTE THE STEPS FOR ENHANCING TEACHING AND LEARNING PROCESS. 3) TO GIVE EMPHASIS TO USE TAL PROGRAMME.
	ENGLISH	MR. S.B. BAGORIA, PGT(ENG.)		
	HINDI	MR.RADHA CHARAN PGT(HINDI)		
	MATHS	MR.RAJEEV KR GUPTA, PGT(MATHS)		
	SCIENCE	MR BANSHI LAL, PGT (PHY)		
	SOCIAL SC.	MS.VANDANA KHUSDIL, PGT (ECO.)		

	COMP.EDU.	MR.HARJEET RAJ, PGT (CS)		<p>4) TO NOTE DOWN THE STEPS TAKEN FOR WEAK STUDENTS.</p> <p>5) STEPS TAKEN BY TEACHERS TO MOTIVATE STUDENTS FOR BETTER PERFORMANCE.</p>
26	LIBRARY COMMITTEE	<p>MR C D RATNOO,LIBRARIAN MRS NEELAM PANDEY SUBJECT CONVENORS STUDENT</p>		<p>1) TO PREPARE LIST OF REQUIRED BOOKS /NEWSPAPERS / MAGAZINES PERIODICALS AND JOURNALS.</p> <p>2) TO KEEP PROPER RECORD OF BOOKS AND MAGAZINES AND MONITOR THEM PROPERLY.</p> <p>3) TO MAINTAIN PROPER ISSUING AND RETURNING OF BOOKS.</p> <p>4) TO PROMOTE AND MOTIVATE STUDENTS AND TEACHERS TO GET MORE AND MORE BOOKS AND UTILIZE MAXIMUM USE OF LIBRARY.</p> <p>5) TO PREPARE PLAN TO DEVELOP LIBRARY.</p> <p>6) AUTOMATION OF LIBRARY SHOULD BE FOLLOWED STRICTLY</p> <p>7) TO PREPARE LIST OF REQUIRED BOOKS /NEWSPAPERS / MAGAZINES PERIODICALS AND JOURNALS.</p> <p>8) TO KEEP PROPER RECORD OF BOOKS AND MAGAZINES AND MONITOR THEM PROPERLY.</p> <p>9) TO MAINTAIN PROPER ISSUING AND RETURNING OF BOOKS.</p> <p>10) TO PROMOTE AND MOTIVATE STUDENTS AND TEACHERS TO GET MORE AND MORE BOOKS AND UTILIZE MAXIMUM USE OF LIBRARY.</p> <p>11) TO PREPARE PLAN TO DEVELOP LIBRARY.</p> <p>12) AUTOMATION OF LIBRARY SHOULD BE FOLLOWED STRICTLY</p>
27	PTA/ACADEMIC COUNCIL	<p>MRS VIJETA DARA, PGT(CS) MR LOKESH KR GUPTA, PGT(MATH) MRS ABHA SHARMA, TGT(ENG) MR ANISH KHAN, TGT(ENG) MRS I B JAIN, PRT PARENTS STUDENTS</p>		<p>1) TO KEEP ACADEMIC DISCIPLINE.</p> <p>2) KEEP LIAISON WITH PARENTS IN THE INTEREST OF ACADEMICS.</p> <p>3) TO WORK TOWARDS ACHIEVING ACADEMIC TARGETS AS SET BY KVS.</p> <p>4) ARRANGE FOR PARENT TEACHER MEETING AND RECORDING.</p>

				<ul style="list-style-type: none"> 5) TO KEEP ACADEMIC DISCIPLINE. 6) KEEP LIAISON WITH PARENTS IN THE INTEREST OF ACADEMICS. 7) TO WORK TOWARDS ACHIEVING ACADEMIC TARGETS AS SET BY KVS. 8) ARRANGE FOR PARENT TEACHER MEETING AND RECORDING.
28	CASH BOOK	MR.D C MEENA,PGT COMM		<ul style="list-style-type: none"> 1) TO CHECK THE PAY BILLS. 2) TO ENSURE THE CORRECTNESS OF THE PAY BILL 3) TO ENSURE THAT THERE IS RECONCILIATION OF FEES. 4) PROPER ACCOUNTING AND CHECKING OF FEE DETAILS OF ALL CLASS TEACHERS. 5) TO CHECK THE PAY BILLS. 6) TO ENSURE THE CORRECTNESS OF THE PAY BILL
29	FEE RECEIPT, CS 54 & PAY BILL	MR LOKESH KR GUPTA, PGT(MATH) MR D C MEENA,PGT(COMM)		<ul style="list-style-type: none"> 1) TO ENSURE THAT THERE IS RECONCILIATION OF FEES. 2) PROPER ACCOUNTING AND CHECKING OF FEE DETAILS OF ALL CLASS TEACHERS.
30	AUDIO VISUAL AND TEACHING AID	MR CHHAGAN LAL, TGT(SST) MRS VEENA MICHEAL, TGT(SST) MR O P MUNDOTIYA, TGT(SST)		<ul style="list-style-type: none"> 1) PROPER USE OF GADGETS , TEACHER AID AND TEACHING MATERIAL 2) TO MAINTAIN PROPER RECORD OF TEACHING AIDS. 3) TO MAKE PLAN TO IMPROVE THE TEACHING AIDS AND PREPARE A LIST OF REQUIRED MATERIALS AND SUBMIT TO THE PRINCIPAL.
31	SENIOR COMPUTER LAB	MR.HARJEET RAJ, PGT (CS) MS.VIJETA DARA, PGT (CS) JUNIOR COMPUTER LAB:- MR. N K BAIRWA, PRT		<ul style="list-style-type: none"> 1) ENSURE PROPER WORKING OF ALL COMPUTERS 2) CLEANLINESS OF THE LAB BY ASSIGNED SUB STAFF 3) DUSTING SHOULD BE DONE EVERY DAY BY THE ASSIGNED SUB STAFF. 4) ENSURE PROPER WORKING OF ALL COMPUTERS 5) CLEANLINESS OF THE LAB BY ASSIGNED SUB STAFF 6) DUSTING SHOULD BE DONE EVERY DAY BY THE ASSIGNED SUB STAFF.
32	NATURE CLUB & BEAUTIFICATION & GARDENING	MR. K K MEENA, PGT(CHEM) I/C MRS. SUSHILA KALA PGT (BIO) MRS. SUSHILA KUMARI PGT (CHEM)		<ul style="list-style-type: none"> 1) TO DEVELOP PLANTATION IN THE VIDYALAYA CAMPUS AND ALSO ALONG THE BOUNDARY WALL. 2) TO SUPERVISE THE MAINTENANCE OF EXISTING

		MRS ASHA JANGIR, TGT(SC) MRS SAYAR MAL, TGT(SC) MR CHANDAN SINGH MEENA, TGT(ART) MRS NEENA PARASHAR, PRT ART & CRAFT TEACHER		GARDEN. 3) GET / ARRANGE DECORATIVE PLANTS AND POTS. 4) TO DEVELOP PLANTATION IN THE VIDYALAYA CAMPUS AND ALSO ALONG THE BOUNDARY WALL. 5) TO SUPERVISE THE MAINTENANCE OF EXISTING GARDEN. 6) GET / ARRANGE DECORATIVE PLANTS AND POTS.
33	INTEGRITY CLUB	MRS RITA SINGH TGT (SKT) MRS. VEENA MICHEAL TGT (SST) I/C MR O P MUNDOTIYA, TGT (SST) MS.SHILPI MISHRA, PRT(MUSIC)		1) TO INCULCATE VALUES AMONG THE STUDENTS THROUGH PLAY-WAY, SPORTS & GAMES. 2) TO ENABLE THE STUDENTS TO BE HUMANE AND GROW WHOLESOME PERSONALITIES. 3) TO INCULCATE VALUES AMONG THE STUDENTS THROUGH PLAY-WAY, SPORTS & GAMES. 4) TO ENABLE THE STUDENTS TO BE HUMANE AND GROW WHOLESOME PERSONALITIES.
34	FIRST AID	MRS SUSHILA KALA, PGT(BIO) MRS ASHA JANGIR, TGT(SC) DOCTOR NURSE		1) TO MAINTAIN FIRST AID KIT AND NEAT AND CLEAN BEDS FOR SICK STUDENTS. 2) TO INFORM PARENTS FOR SERIOUSLY SICK STUDENTS. 3) TO MAINTAIN FIRST AID KIT AND NEAT AND CLEAN BEDS FOR SICK STUDENTS. 4) TO INFORM PARENTS FOR SERIOUSLY SICK STUDENTS. 5) TO GET THE MEDICAL CHECK – UP OF ALL THE STUDENTS. 6) TO MAINTAIN THE RECORDS CLASS-WISE.
35	NAEP	MRS SUSHILA KUMARI PGT(CHEM) I/C MRS. SUSHILA KALA PGT (BIO) MS.VEENA MICHAEL, TGT (S.ST) MR CHHAGAN LAL TGT (SST) MR. M.K. SHARMA TGT (WET)		1) ACTION PLAN FOR NAEP 2) SENSITIZE STUDENTS ABOUT ADOLESCENT STAGE. 3) ARRANGE LECTURE ON NAEP 4) ACTION PLAN FOR NAEP 5) SENSITIZE STUDENTS ABOUT ADOLESCENT STAGE. 6) ARRANGE LECTURE ON NAEP
36	NEWS LETTER/ MAGAZINE/ PROSPECTUS	MR. S.B. BAGORIA PGT (ENG) I/C MR.RADHA CHARAN, PGT(HINDI) MRS VEENA MICHEAL TGT SST MRS SUNITA CHOPRA, TGT(ENG.) MRS RITA SINGH TGT (SKT) MRS. MAMTA MEENA, TGT (HINDI)		1) TO RECORD THE WHOLE YEAR (SESSION) ACTIVITIES. 2) TO COLLECT PHOTOGRAPHS OF ALL SPECIAL ACHIEVEMENTS. 3) TO WRITE A NOTE FOR DIFFERENT FUNCTIONS ORGANIZED IN THE VIDYALAYA.

		MRS REKHA JAIN, HM		<ol style="list-style-type: none"> 4) TO COLLECT THE ARTICLES FOR MAGAZINE. 5) TO RECORD THE WHOLE YEAR (SESSION) ACTIVITIES. 6) TO COLLECT PHOTOGRAPHS OF ALL SPECIAL ACHIEVEMENTS. 7) TO WRITE A NOTE FOR DIFFERENT FUNCTIONS ORGANIZED IN THE VIDYALAYA. 8) TO COLLECT THE ARTICLES FOR MAGAZINE.
37	CMP NEWS LETTER	<p>MRS REKHA JAIN, HM MRS INDIRA SHARMA, PRT I/C MRS. NEENA PARASAR, PRT COMPUTER INSTRUCTOR</p>		<ol style="list-style-type: none"> 1) TO RECORD THE WHOLE YEAR (SESSION) ACTIVITIES. 2) TO COLLECT PHOTOGRAPHS OF ALL SPECIAL ACHIEVEMENTS. 3) TO WRITE A NOTE FOR DIFFERENT FUNCTIONS ORGANIZED IN THE VIDYALAYA. 4) TO COLLECT THE ARTICLES FOR MAGAZINE. 5) TO RECORD THE WHOLE YEAR (SESSION) ACTIVITIES. 6) TO COLLECT PHOTOGRAPHS OF ALL SPECIAL ACHIEVEMENTS. 7) TO WRITE A NOTE FOR DIFFERENT FUNCTIONS ORGANIZED IN THE VIDYALAYA. 8) TO COLLECT THE ARTICLES FOR MAGAZINE.
38	SECURITY	<p>MR.K.K.MEENA,PGT(CHEM) I/C MR BANSHI LAL, PGT (PHY) MR D C MEENA, PGT(COMM) MR MUKESH KR MEENA, TGT(P&HE)</p>		<ol style="list-style-type: none"> 1) SEE TO IT THAT SECURITY PERSONALS ARE WORKING PROPERLY. 2) ENSURE THAT THERE IS FULL PROOF SECURITY. 3) ENSURE THAT UNWANTED ELEMENTS ARE NOT ENTERING IN THE CAMPUS. 4) KEEP A CHECK THAT NO ITEM IS BEING TAKEN FROM VIDYALAYA WITHOUT PRIOR PERMISSION. 5) TEACHER AND STUDENT WILL USE EXIT PASS FOR ENTRANCE GATE.
39	WEBSITE UPDATION	<p>MR.HARJEET RAJ, PGT (CS.) I/C MRS VEENA MICHEAL TGT (SST) MRS VIJETA DARA PGT (COMP)</p>		<ol style="list-style-type: none"> 1) TIMELY UPDATION OF WEBSITE WITH CORRECT DATA AND ACCURACY.
40	PURCHASE COMMITTEE	<p>MR AJAY KR JANGIR, VP MRS V P JAIN, VP MR D B SHARMA, PGT(HINDI) MR S B BAGORIA, PGT(ENG)</p>		<ol style="list-style-type: none"> 1) PLAN AND PURCHASE AS PER KVS GUIDELINES. 2) ENSURE QUALITY ITEMS. 3) ENSURE ABOUT THE COMPETITIVE RATES OF THE ARTICLES

		MR K K MEENA, PGT(CHE) MRS VEENA MICHAEL, TGT(SST) MR ANIS AH KHAN, TGT(ENG) VMC MEMBER, STOCK I/C		
41	SCIENCE EXHIBITION & NCSC	MR HEMRAJ SHARMA, PGT(PHY) I/C MR BANSHI LAL, PGT(PHY) MR. K.K. MEENA PGT (CHEM) MRS. SUSHILA KUMARI PGT (CHEM) MRS. SUSHILA KALA PGT (BIO) MRS. ASHA JANGIR TGT (SC) MRS. SAYAR MAL TGT (SC)		<ol style="list-style-type: none"> 1) To ensure scientific temperament. 2) To ensure mass participation in Science Exhibition. 3) To create awareness about the latest development in Science & Technology.
42	SOCIAL SC.EXHIBITION	MS.VANDANA KHUSDIL, PGT (ECO) MR CHHAGAN LAL TGT (S St) MRS. VEENA MICHEAL TGT (SST) I/C MRS O P MUNDOTIYA TGT (sst)		<ol style="list-style-type: none"> 1) To ensure mass participation in Social Science Exhibition.
43	OLYMPIADS & NTSE KVS JMO	MR LOKESH KR GUPTA, PGT(MATH) I/C MR RAJEEV KR GUPTA, PGT(MATH) MRS PREM SUDHA, TGT(MATH) MR RAJ KUMAR KHANNA, TGT(MATH) MR SATISH SHARMA, TGT(MATH) MRS NEELAM PANDEY, PRT MRS BINDU KANWAR, PRT		<ol style="list-style-type: none"> 1) To prepare students for Olympiads. 2) Plan and prepare students for participation in National Science Olympiad
44	CANTEEN COMMITTEE	MR SAYAR MAL, TGT(SST) MRS MAMTA MEENA, TGT(HINDI) MR CHHAGAN LAL, TGT(SST)		<ol style="list-style-type: none"> 1) Checkup the cleanliness of food stuff, eatable items. 2) Ensure items are not beyond expiry date. 3) Medical Certificate of people working into canteen. 4) Standard material is used in preparations.
45	CCE SOFTWARE	MR HARJEET RAJ,PGT (CS) I/C MRS. VIJETA DARA PGT (CS)		<ol style="list-style-type: none"> 1) To ensure the data is uploaded with accuracy 2) To ensure each class teacher is uploading data by self, students are not to be involved.

46	COMPLAINT HANDLING	MRS V P JAIN, VP MR A K JANGIR, VP MRS VIJETA DARA, PGT(CS) MRS SUNITA CHOPRA, TGT(ENG)		<ol style="list-style-type: none"> 1) Acknowledgement of verbal and non-verbal complaints. 2) Redressal disposal of the complaint 3) Records to be maintained.
47	EXTERNAL EXAM	MR HARJEET RAJ, PGT(CS)		<ol style="list-style-type: none"> 1) To handle correspondence for external exam 2) To prepare charter of duties 3) To ensure smooth conduct of exam. 4) Ensure that invigilation goes effectively
48	FIRE FIGHTING	MR M K SHARMA TGT (WET) I/C MR.M K MEENA,TGT(P&HE)		<ol style="list-style-type: none"> 1) To install Fire Fighting. 2) Refilling of old Fire Fighting. 3) Monitoring of all Fire Fighting.
49	GROUND MAINTENANCE & UPKEEP	MR.M K MEENA,TGT(P&HE)		<ol style="list-style-type: none"> 1) Cleanliness and maintenance of the ground. 2) Proper use of the ground to be ensured.
50	TLM & CMP	MRS REKHA JAIN, HM MRS INDIRA SHARMA, PRT		<ol style="list-style-type: none"> 1) Proper purchase procedure to be followed. 2) Teacher learning material should be used for TLM 3) To ensure about CMP implementation. 4) To monitor the expenditure.
51	UBI FEE PORTAL	MR HARJEET RAJ, PGT(CS) I/C ALL CLASS TEACHERS & CO-CLASS TEACHER		
52	SEXUAL HARASSMENT & COMPLAINT REDRESSAL COMM	MRS V P JAIN, VP MR A K JANGIR, VP MR D B SHARMA, PGT(HINDI) MRS SUSHILA KALA, PGT(BIO) MRS NEHA TYAGI, PGT(CS)		

All the members of staff are hereby requested to paste the circular in teacher's diaries and take up the assigned work with great zeal, interest and enthusiasm. Any carelessness in their part will hamper the work.

All the in-charges / conveners are requested to convene their meeting with prior intimation to the Principal / Vice-Principal, check out their plan of action and working and submit their reports to the under signed.

Please note that the monthly reports of the committee should be submitted to the undersigned regularly so that program of working of the committee can properly be monitored and suitable guidance can be provided in time.

All in charges are requested to maintain register and note down the work done with date suggestions for betterment of Vidyalaya.

Vice-Principal

Head Mistress

Principal