

केन्द्रीय विद्यालय क्रमांक 01 सीआरपीएफ नीमच
KENDRIYA VIDYALAYA NO.1 CRPF NEEMUCH
SECONDARY SECTION
DUTY LIST-SESSION 2024-25

Please note for compliance duties assigned in different spheres of Vidyalaya activities for the academic session 2024-25. Discuss the same with your committee members and prepare annual plan for effective implementation and creditable performance of the same. All the members of the committees will actively contribute their best.

Overall Incharge & Administrative Assistance (Secondary Section) : VICE PRINCIPAL

Overall Incharge & Administrative Assistance (Primary Section) : HM

S.No	Name of committee	Secondary Section	Primary Section
1	Academic Council Academic Planning Vidyalaya Plan	MRS. SUNITA PORWAL MR HEMILTON MASIH MR. DINESH SANCHORA MR.K.S. YADAV MR D K SOLANKI	MR PRADEEP YADAV MRS SAVITA MISHRA MRS MADHU JAIN
2	Discipline	MR. ANIL KUMAR YADAV MRS SUNITA PORWAL MR RAJESH BANSHIWAL MS ALPANA GUPTA MR R K JAIN MR K S YADAV SPORTS COACH All Teachers	MS A DILRAJ MR ATUL SINGH MR AJAY KUMAR All Teachers
3	Admission	MRS AABHA PAREEK MRS MADHURI YADAV MR L S MEENA MR R K VERMA	MRS S CHUNDAWAT MS DEEPALI SAINI MS SHIVANSHU SINGH
4	Co-Curricular Activities Functions & Celebrations/ Students Council/ Achievement Records (Vidyalaya, Staff & Students) / Morning Assembly	MR HEMILTON MASIH MR D K SOLANKI MS ALPANA GUPTA MR SUDHIR KUMAR MR L S MEENA MR G D BAIRAGI MR BHADULAL MEENA MR RAHUL SINHA	MS MANSI YADAV MR CHANDRA PRAKASH Assembly day- Sat
5	Time Table / Arrangements/ Co-ordination of contractual staff / ALCP	MR H K BHABHIWAL MR BIRJESH GOUR MR P K SUMAN MRS PRARTHNA VAIRAGI MRS RACHNA SALUJA	MR CHANDRA PRAKASH MR ROHITASHV SAINI MS MANSI YADAV
6	Examination (Internal) PTA/PTM	MR. DINESH SANCHORA MR K K ARYA MR A K RAMAWAT MR R K GROVER MRS RACHNA SALUJA	MR ROHITASHV SAINI MR CHANDRA PRAKASH MS SAUMYA SINGH MS PURNIMA SINGH MS A DILRAJ

7	Examination (CBSE) CBSE Related Work (OASIS/SAFAL etc.)	MR S K JAIN MR SUDHIR KUMAR MR K S YADAV MRS RAGINI SINGH MS MANISHA SINGH MS ROSHNI MRS RAJRANI	
8	Examination (NIOS/ Competitive Exams)	MR SUDHIR KUMAR MR BALWANT GANAWA MR RAJESH BANSHIWAL MR R K VERMA	MR ALOK KUMAR GUPTA
9	Computer Lab./ School Website / ICT/ E-content/ E-class Room/CBT/ Bio Metric Attendance/ UBI FEE Portal/ Enrolment position /Technical Assistance in Online Portals Related Work	MR H K BHABHIWAL MR SUDHIR KUMAR MR DINESH SANCHORA MR BHAJANLAL FAGERIA COMP INSTT. (SEC)	MRS SAVITA MISHRA MS URVASHI TYAGI COMP INSTT(PRI)
10	Campus Beautification/ BALA Concept/ Maintenance of Notice Boards	MRS KHUSHI CHOUHAN MR P M SAMBHARIYA MR BHADULAL MEENA MR G D BAIRAGI MS MANISHA SINGH	MRS SEEMA MS URVASHI TYAGI MS DEEPALI SAINI
11	School Building M & R/ Cleanliness & Sanitation/ Swachhata Abhiyaan	MR A K AGRAWAL MR BHAJANLAL FAGERIYA MR G D BAIRAGI MR ANIL YADAV	MR ALOK KUMAR MR ATUL SINGH MS SAUMYA SINGH
12	Supervision of Outsourced Services	MR A K AGRAWAL MR BALWANT GANAWA MR R K GROVER MR S K JAIN MR BHAJANLAL FAGERIA	MR AJAY KUMAR MR HARSHIT GUPTA
13	Publication (Vidyalaya Patrika, Students diary/ Calendar/Wall Magazine/ Newsletter/ Vidyalaya News/ Class magazine)	MS ALPANA GUPTA MR HEMILTON MASHI MR D K SOLANKI MR BHADULAL MEENA MRS RAJRANI COMP INSTT.(SEC)	MRS S CHUNDAWAT MRS SEEMA MS SONALI MS DEEPALI SAINI MS URVASHI TYAGI COMP INSTT.(PRI)
14	Career Guidance and Counselling	MR G D BAIRAGI MR A K AGRAWAL COUNSELLOR SPECIAL EDUCATOR	MS SAUMYA SINGH MS MANSI YADAV
15	AEP/Disha Club	MS ALPANA GUPTA MS MANISHA SINGH MRS RAJRANI	MS SAKSHI SRIVASTAVA MS SAUMYA SINGH

16	Awakened Citizen Programme/ Value Education	MR D K SOLANKI MR P M SAMBHARIYA ALL TRAINED TEACHERS	MRS MADHU JAIN MR HARSHIT GUPTA
17	Games and Sports/ Yoga Education/SBSB/ FIT India/Sports & Yoga Club/ Educational Tour /Transportation/ Disaster Management/ Parking Facility/Cycle Stand/ Implementation & Monitoring of National Flag Code/ Open Gym/	MR ANIL KUMAR YADAV MR D S YADAV MRS KHUSHI CHOUHAN MR L S MEENA MR BHADULAL MEENA	MR HARIPRASAD MEENA MR HARSHIT GUPTA MRS VEENA MS A DILRAJ MS DEEPALI SAINI MS SAKSHI
18	Students & Staff ID Cards	MR G D BAIRAGI	MRS SAVITA MISHRA
19	Scouts and Guides/ Cubs and Bulbuls	MR L S MEENA MRS KHUSHI CHOUHAN MRS ROSHNI All Trained teachers	MS A DILRAJ MRS S CHUNDAWAT MS AAYUSHI MEHROTRA MR HARIPRASAD MEENA All Trained teachers
20	Local Purchase /Condemnation and Disposal /GeM	MR BHAJANLAL FAGERIA MR A K AGRAWAL MR BALWANT GANAWA MR K K ARYA MR R K GROVER MR G D BAIRAGI	MR CHANDRA PRAKASH MR ROHITASHV MRS S CHUNDAWAT
21	Library Committee/ Reader's Club/ Class Library /Pustakopahar Scheme	MR. G D BAIRAGI MR A K YADAV MRS RAJRANI MR D S YADAV MR P M SAMBHARIYA	MS SAUMYA SINGH MS PURNIMA SINGH
22	Preparation and compilation of CS-54	MR RAJESH BANSHIWAL	MR ATUL SINGH
23	Water points/Water Coolers/Water Management/ Fire Safety/ Electrical M & R	MR BHAJANLAL FAGERIYA MR A K AGRAWAL MR SUDHIR KUMAR MR D S YADAV MR BHADULAL MEENA	MR ALOK KUMAR MR ATUL SINGH MS SAUMYA SINGH
24	Furniture /Fixtures/ Seating Arrangements	MR D S YADAV MR BHAJANLAL FAGERIYA MR BHADULAL MEENA	MR HARIPRASAD MEENA MR ATUL SINGH MR ALOK KUMAR
25	Grievance Redressal Cell / Protection of Child Rights/ Internal Complaints	MRS SUNITA PORWAL MRS RAGINI SINGH MR K S YADAV MRS ROSHNI MR BHADU LAL MEENA	MRS SAVITA MISHRA MRS MADHU JAIN MS ANJANA DILRAJ
26	PA System/ Audio Visual Aids	MR BHAJANLAL FAGERIYA MR L S MEENA	MR GOKARAN TIWARI MR ALOK KUMAR

27	Photography/ Videography/ Vidyalaya News	MR P M SAMBHARIYA COUNSELLOR COMP. INSTT.	MR AJAY KUMAR MR ATUL SINGH MS PURNIMA SINGH
28	Rajbhasha Committee/ Hindi Pakhwara/ Sanskrit week & Other related Celebrations	MR HEMILTON MASIH MR D K SOLANKI MR BHADU LAL MEENA MR RAHUL SINHA MR L S MEENA	MS MANSI YADAV MR AJAY KUMAR
29	Language Lab/ Development of Communication skills	MS ALPANA GUPTA MR SUDHIR KUMAR MRS RAJRANI MR HEMILTON MASIH	MS SONALI MS AYUSHI
30	CMP		MRS S CHUNDAWAT MRS SEEMA MS SONALI
31	BAL VATIKA		MRS SEEMA MS SAKSHI SRIVASTAVA
32	Toy Library		MRS S CHUNDAWAT
33	Medical Check Up /Medical Room/First Aid	MS MANISHA SINGH MRS ROSHNI	MRS SAVITA MISHARA MRS MADHU JAIN MS URVASHI TYAGI MS SHIVANSHU SINGH
34	Alumni Association/ Samagam Portal	MR K S YADAV MR A K YADAV MR R K GROVER	MRS MADHU JAIN
35	LRC Room	MR D K SOLANKI	MRS S CHUNDAWAT
36	Office Stores & Records	MR SUNDEEP SINGH RANA MR BALWANT GANAWA COMP INSTT(PRI)	MR CHANDRA PRAKASH
37	Hospitality Management	MRS RACHNA SALUJA MS MANISHA SINGH MRS MADHURI YADAV MRS ROSHNI	MS AYUSHI MS PURNIMA SINGH MS SAKSHI SRIVASTAVA MS DEEPALI SAINI
38	Adoption of Neighbouring School Programme	MR D K SOLANKI MR HEMILTON MASIH	MRS SAVITA MISHRA MRS S CHUNDAWAT
39	Staff Room Maintenance & Beautification/Staff Meetings/Training Programmes/Seminars	MR RAJESH BANSHIWAL MRS RAJRANI MRS MADHURI YADAV MR D K SOLANKI MRS RACHNA SALUJA	MRS VEENA MR CHANDRA PRAKASH
40	Staff Quarters: Allotment/Elect./Water/ Maintenance & Repair Beautification & cleanliness of the campus	MRS SUNITA PORWAL MR H K BHABHIWAL MR D S YADAV MS MANISHA SINGH	MR ALOK KUMAR GUPTA MR HARIPRASAD MEENA
41	Children Park & Swings	MR ANIL KUMAR YADAV SPORTS COACH	MS AYUSHI MEHROTRA MS PURNIMA SINGH MS SAKSHI SRIVASTAVA

42	VMC Meetings	MR BALWANT GANAWA MRS ROSHNI	MRS SANYOGITA CHUNDAWAT MS PURNIMA SINGH
43	Scholarship (ALL), FEE EXEMPTION (BPL/SGC/RTE)/ SAMAGRA PORTAL/ UDISE	MR D K SOLANKI MRS PRARTHNA VAIRAGI MR L S MEENA MR BHADULAL MEENA MS MANISHA SINGH	MR ROHITASHV SAINI MR GOKARAN TIWARI MR AJAY KUMAR
44	Art Club/Kala Utsav	MRS KHUSHI CHOUHAN	MRS VEENA
45	Adventure Club	MR ANIL KUMAR YADAV	MR AJAY KUMAR
46	Integrity/ Sadbhavna Club	MR D S YADAV	MS SONALI
47	Music Club/ Routes to Routes programme/ SPIC MACAY	MR G D BAIRAGI MR BHADULAL MEENA	MR HARIPRASAD MEENA MRS VEENA PRT-MUSIC
48	PM SHRI SCHEME	MR P K SUMAN MR RAJESH BANSHIWAL	MRS S CHUNDAWAT
49	Staff Welfare	MR HEMILTON MASIH MR G D BAIRAGI MR R K GROVER MS ALPANA GUPTA	MR ROHITASHV SAINI MS PURNIMA SINGH
50	School Canteen	MRS RAGINI SINGH MR HEMILTON MASIH MRS RACHNA SALUJA MR BALWANT GANAWA	MS AAYUSHI MEHROTRA MS SHIVANSHU SINGH
51	Income Tax/Professional Tax	MR BIRJESH GAUR MR P K SUMAN MR BALWANT GANAWA	MR HARSHIT GUPTA

** कुछ समितियों जैसे स्काउट-गाइड, जागृत नागरिक कार्यक्रम, किशोर शिक्षा कार्यक्रम, PISA इत्यादि में सभी प्रशिक्षण प्राप्त शिक्षक समिति के सदस्य होंगे.

HM

PRINCIPAL

KENDRIYA VIDYALAYA NO.1 NEEMUCH

ACADEMIC & SUBJECT COMMITTEES SESSION 2024-25

Duties: To conduct subject committee meeting with subject teachers on the last working day of every month and submit the report for discussion.

To discuss coverage of syllabus, projects, home assignments, activities related to the subject,

To plan demonstration lessons, Any other related work

S.No	Subject Committee	Subjects	Coordinator	
1	SCIENCE	PHY/CHEM/BIO / Science	MRS SUNITA PORWAL	
2	MATHEMATICS	Mathematics	MR P K SUMAN	
3	HINDI & SANSKRIT	Hindi/Sanskrit	MR HEMILTON MASIH	
4	ENGLISH	English	MS ALPANA GUPTA	
5	SOCIAL SCIENCE	History/ Geography/SST	MRS RAGINI SINGH	
6	COMMERCE & ECONOMICS	ECO/ACC/BST	MR RAJESH BANSHIWAL	
7	COMPUTER	IP/Comp	MR H K BHABHIWAL	
8	MISC	ART/PHE/WE/ YOGA	MRS KHUSHI CHOUHAN	

PRINCIPAL

KENDRIYA VIDYALAYA NO.1 NEEMUCH
DEPARTMENT OF SCIENCE
SESSION 2024-25

S.No	Duty	Incharge	
1	Science Exhibition/Science Circle	MRS SUNITA PORWAL	
2	NCSC/ Inspire Award	MR A K AGRAWAL	
3	School Innovation Council/Atal Tinkering Lab (Proposed)	MR DINESH SANCHORA	
4	CBSE Science Challenge/IAPT Olympiads/ Science Olympiads (Classes 9 to 12)	MRS AABHA PAREEK	
5	Eco Club/ National Science Day/ Important Science Related Days	MRS ROSHNI	
6	Green School Programme/ Green Olympiad/Aryabhata Astronomy Quiz/ Science Olympiads (Classes 6 to 8)	MR R K VERMA	
7	School Garden/ Herbal Garden/Plantation/JR SCIENCE LAB	MR R K GROVER	
8	BIS Club/ VVM/YUVIKA	MS MANISHA SINGH	

DEPARTMENT OF MATHEMATICS
SESSION 2024-25

S.No	Duty	Incharge	
1	MATHS OLYMPIADS/ CBSE Maths Challenge	MRS PRARTHNA VAIRAGI	
2	NATIONAL MATHS DAY	MR A K RAMAWAT	
3	MATHS CLUB/CIRCLE	MR K K ARYA	
4	MATHS LAB	MR P K SUMAN	

DEPARTMENT OF SOCIAL SCIENCE

S.No	Duty	Incharge	
1	EBSB/ Social Science Exhibition	MR RAJESH BANSHIWAL MRS RAGINI SINGH	
2	Youth Parliament	MR K S YADAV	
3	Sadbhavna Club	MR DALEEP SINGH YADAV	
4	Heritage Club	MR P M SAMBHARIYA	

* विषय के अन्य सभी शिक्षक उक्त समितियों के स्वतः ही सदस्य होंगे एवं विभिन्न गतिविधियों के संचालन में प्रभारी को सहयोग करेंगे.

PRINCIPAL

केन्द्रीय विद्यालय क्रमांक 01 सीआरपीएफ नीमच
KENDRIYA VIDYALAYA NO.1 CRPF NEEMUCH
PRIMARY SECTION
DUTY LIST-SESSION 2024-25

Please note for compliance duties assigned in different spheres of Vidyalaya activities for the academic session 2024-25. Discuss the same with your committee members and prepare annual plan for effective implementation and creditable performance of the same. All the members of the committees will actively contribute their best.

S.No	Name of committee	Primary Section
1	Academic Planning/ Vidyalaya Plan	MR PRADEEP YADAV
	Time Table / Arrangements	MR CHANDRA PRAKASH MR ROHITASHV SAINI MS MANSI YADAV
2	Examination	MR ROHITASHV SAINI MR CHANDRA PRAKASH MS SAUMYA SINGH MS PURNIMA SINGH MS A DILRAJ
3	CMP/ News Letter	MRS S CHUNDAWAT MRS SEEMA MS SONALI
4	Co-Curricular Activities Functions & Celebrations/ Students Council/Morning Assembly	MS MANSI YADAV MR CHANDRA PRAKASH Assembly day- Sat
5	Enrolment position/UBI FEES PORTAL	MR CHANDRA PRAKASH MR ATUL SINGH
6	Admission	MRS S CHUNDAWAT MS DEEPALI SAINI MS SHIVANSHU SINGH
7	Computer Lab./ICT/E-content/E-class Room/CBT	MRS SAVITA MISHRA MS URVASHI TYAGI COMP INSTT(PRI)
8	PTA & PTM	MS A DILRAJ MS MANSI YADAV MS DEEPALI SAINI
9	Enrolment & UBI Portal	MR CHANDRA PRAKASH
10	Beautification and Cleanliness/ Sanitation/BALA Concept/Swachhata Abhiyaan/ Maintenance of Notice Boards	MS SONALI MS URVASHI TYAGI MS SHIVANSHU SINGH
11	Awakened Citizen Programme/ Value Education	MRS MADHU JAIN MR HARSHIT GUPTA
12	Students I Cards	MRS SAVITA MISHRA
13	Educational Tour /Excursion /Transportation	MR HARIPRASAD MEENA MRS VEENA MS A DILRAJ
14	Games and Sports/ Yoga Education/SBSB/ FIT India/Disaster Management	MR HARSHIT GUPTA MS DEEPALI SAINI

		MS SAKSHI
15	Cub and Bulbul	Bulbul MS A DILRAJ MRS S CHUNDAWAT MS AAYUSHI MEHROTRA Cub MR HARIPRASAD MEENA All Trained teachers
16	Local Purchase /Condemnation and Disposal committee/GeM	MR CHANDRA PRAKASH MR ROHITASHV MRS S CHUNDAWAT
17	BAL VATIKA	MRS SEEMA MS SAKSHI SRIVASTAVA
18	Water points/Water Coolers/Water Management/Fire Fighting Equipments/ PA System/Electrical & School Building M & R	MR ALOK KUMAR MR ATUL SINGH MS SAUMYA SINGH
19	Furniture /Fixtures/Seating Arrangements	MR ATUL SINGH MR ALOK KUMAR
20	PA SYSTEM	MR GOKARAN TIWARI MR ALOK KUMAR
21	Photography/ Videography/ Vidyalaya News	MR AJAY KUMAR MR ATUL SINGH MS PURNIMA SINGH
22	Medical Check Up /First Aid	MRS MADHU JAIN MR AJAY KUMAR MS URVASHI TYAGI NURSE
23	Achievement Records (Vidyalaya, Staff & Students)	MR CHANDRA PRAKASH
24	Hospitality Management	MS AYUSHI MS PURNIMA SINGH MS SAKSHI SRIVASTAVA
25	Children Park	MS AYUSHI MEHROTRA MS PURNIMA SINGH MS SAKSHI SRIVASTAVA
26	Staff Room Maintenance & Beautification/Staff Meetings/Training Programmes/Seminars	MRS VEENA MR CHANDRA PRAKASH
27	Scholarship (ALL) FEE EXEMPTION (BPL/SGC/RTE)/ SAMAGRA PORTAL/UDISE	MR ROHITASHV SAINI MR GOKARAN TIWARI
28	Adoption of Neighbouring School Programme	MRS SAVITA MISHRA MRS S CHUNDAWAT
29	Music	MR HARIPRASAD MEENA MRS VEENA
	School Canteen	MS AAYUSHI MEHROTRA MS SHIVANSHU SINGH

	Income Tax/Professional Tax	MR HARSHIT GUPTA
	Grievance Redressal Cell / Protection of Child Rights/ Internal Complaints	MRS SAVITA MISHRA MRS MADHU JAIN MS ANJANA DILRAJ

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PRINCIPAL