

PM SHRI Kendriya Vidyalaya Churu

COMMITTEES 2024-25

C

Outside Exam	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES
Discipline Committee	Mr Anjani Kumar	Mrs Seema Kumari Sharma Mr Sanwar Mal Saini Mr Amarchand Mrs Chanda Saini	-To ensure the congenial atmosphere by maintaining gentle movement of students and counselling and dealing the cases of indiscipline of students if any. A separate file be maintained.
Admission and RTE	Sanjay Kumar	Rajesh Kumar Neelam Kumari Pramod Kumar	<ul style="list-style-type: none">- To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2023-24 in consultation with the Principal.- To complete the online admission process for class 1 and carry out lottery , upload the lists on school website.- Allot Houses to newly admitted students..
Examination	Mahipal Swami	Sanwar Mal Saini Anjani Kumar Amar Chand Vijay Ghasia Prem Prakash	-To plan the schedule of UT, CT, PT-1, 2, and 3 , Pre-Board and SEE as per the calendar of activities. -To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS. -To give suitable instructions to class teachers for maintaining all the relevant records. To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records. -To scrutinize the question papers for the tests and examinations. -To check answer scripts of UT/Exams at random to ensure uniformity. -To condone the shortage of attendance of students and moderate the marginal cases for promotion as per the promotion rules.

CBSE Correspondence & NTA Exams	Lal Chand	Seema Kumari Sharma Nahar Singh	<ul style="list-style-type: none"> -To update OASIS timely - Timely registration of class IX and LOC of class X -Collection of exam fee and remittance of the same to CBSE - Uploading internal marks to CBSE - Distribution of Admit Cards to Board exam students - Analysis of board results -Comply instructions received from CBSE time to time - Distribution of Marks Cards to students/ Parents
Time – Table and Arrangement periods	Krishan Kumar Verma	Manish Sharma Ms Meenakshi Rathore (Arrangement Periods)	<ul style="list-style-type: none"> -To prepare & executetime table as per the norms. -To make necessary adjustments in the time table due to administrative exigencies. -To device workable & suitable assignment/remedial time-table -To make arrangement for classes suitably as per requirement. - To prepare Home Assignment Schedule <p>To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students</p>
C.C.A, Value Education, Club Activities, Display board & Morning Assembly and Prize Distribution	Vijay Mathur	Vijay Ghasia Chuttan Lal Meena Meenakshi Rathore	<ul style="list-style-type: none"> To prepare CCA calendar To organize CC activities To update display board To organize morning assembly in a graceful manner and with discipline To procure prizes and distribute prizes among meritorious students
Students' Council	Vijay Mathur	Anjani Kumar	To assist Principal in selection of students for Council

		Seema Sharma Sanjay Kumar	To implement pass system. systematic/ orderly movement of students for assembly. Checking of late comers. To organize Investiture Ceremony Procure badges and sashes To assign suitable duties to the office Bearers of the council and guide them .
Furniture	Sanwar Mal Saini	Mahesh Kumar Meenakshi Rathore	-To ensure all furniture bear serial numbers and the year of purchase. -To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules.
Computer and I C T	Rajesh Kumar	Mahesh Kumar	-To ensure all the Labs in working condition with broadband/LAN connectivity for carrying out Computer Literacy classes and think.com effectively with the assistance of computer instructors and to submit monthly updates to the office.
Audio-Visual Aids/ Teaching Aids	Mahesh Kumar	Ashish Kumar	A.V. Room to be well equipped with workable LCD, OHP etc. for ensuring TAL/CAL is undertaken by the teachers by maintaining a Register in the A.V. Room. -Proper maintenance of the teaching aids. -Purchase of teaching aids as per the requirement of the new syllabus. -To facilitate teachers using all the teaching aids in their class room teaching.
Resource Room and CMP	Ashish Kumar	Surendra Kumar Sharma Murli Kumar Mukesh Kumar Meena	-To maintain the resource room and development of TLM with help of Primary Teachers. -Publication of quarterly newsletters -Implementation of CMP
Gardening (Nature/Eco club) & Beautification	Lal Chand	Vijay Kumar Mathur Ashawari	-To monitor the work effectively and to offer technical expertise to improve gardening by providing all required materials from time to time. -To take care and maintain the beautification in all the areas of the Vidyalaya from time to time.
Excursion/ Field trips/ Adventure Activities	Ramesh Kumar Kumawat	Seema Kumari Sharma	-To check out and implement Annual plan for outing of the students as per the codal provisions in consultation with the Class teachers/Principal -To accompany the students for the programmes identified by the KVS.

Building and Maintenance Monitoring committee & Fire Safety Committee	Mahesh Kumar	Sanwar Mal Saini Meenakshi	-To carry out maintenance & minor repair work of buildings including toilets, surroundings and play field.
Work Education			
Hindi Implementation	Nahar Singh	Vijay Kumar Mathur Atul Kumar Pandey Rajendra Kumar	-To conduct quarterly meetings of Rashtrabhasha and to submit quarterly reports to the Regional Office.
Media and Publication	Vijay Mathur	Vijay Ghasia	-In charge of school magazine and any other issues related to publication. - To send press reports of all major events with photographs to media
Scouts & Guides Cubs & Bulbuls	Vijay Ghasia	Chanda Saini Neelam Pramod Kumar All trained teachers	-To enroll Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO.
Academic council	Anjani Kumar	Seema Kumari Sanjay Kumar Sanwar Mal Saini	-To checkout and implement projects and assignment for all the classes. -To ensure proper correction of written work of the students. -To give suitable guidelines in the faculty meetings.
NAEP & Guidance and Counseling	Mrs Ashawari	Meenakshi Rathore	-To conduct programmes as per the guidelines given in the training. -To maintain & update display board and a corner to keep these activities ongoing for various programmes.
Awakened Citizen Programme	Rajendra Kumar	Anil Kumar Atul Pandey	- To have the number of sessions in class VII and VIII and IX as fixed by RKM
Fee Verification on Fee Portal	Rajesh Kumar	Nahar Singh All Class Teachers	Data to be filled in the relevant records every month and submit to the office.

CS-11 & CS-54(Fees and fines checking)			
PTM	Lal Chand	All the Class Teachers	-To checkout Annual plan of meetings and to maintain minutes and records of such meetings.
Library	Meenakshi Rathore	Mahipal Swami Chanda Saini Monitors of class V and X	-To procure text books and reference books recommended by CBSE as per the recommendation of faculty members. - To develop digital library -To organize Class Library and to present book review. -To assist Primary wing in Library activities in light of CMP.
Games, Sports & Vocational Skills	Chhuttan Lal Meena	Anil Kumar Mahesh Kumar Sports Coach Yoga Coach	-To practice Yoga daily during the morning assembly to the students. -Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain record. -To draw up class wise activities to be undertaken as per the syllabus. -To coordinate with vocational teachers and train the students for various activities. -To encourage all students to take part in the Drawing and Painting competitions.
Website , school emails, and Think quest	Rajesh Kumar	Mahesh Kumar	-Updation of School Website regularly. - School Administrator of Think quest, SAFAL etc To upkeep all IT devices in school
House Keeping & Security Water Management	Mahesh Kumar	Sanwar Mal Saini Rajendra Kumar	- To ensure uninterrupted water supply in all the toilets and other places. -To ensure periodical cleanliness of aqua guards with the display of date of cleaning on a separate Register.-To monitor the services of security and cleanliness in consultation with the agencies concerned.
Photography	Mukesh Kumar Meena	Comp Instructor	-To maintain Album covering all activities. -To display all the coverage of all occasions.
P A System	Mahesh Kumar	Rajendra SS Prem Kumar SS	-To arrange PA system for morning assembly and other programmes.
First Aid	Lalchand	Ashawari Neelam	-To provide First Aid to the ailing students.

Music	Dr Vidya Arya	Vijay Kumar Mathur	-To arrange Music system for morning assembly and other programmes -To look after of all the instruments & maintain record.
Class Room Cooling	Mahesh Kumar	Sanwar Mal Saini Rajendra Kumar	To arrange and look after the coolers and fans for every classroom and get the same repaired when required.
Cleanliness , Hygienic Environment	Lal Chand	Seema Kumari Sharma Surendra Kumar	-to ensure that class rooms are clean -to ensure that toilets and water points are in hygienic condition
ART & Craft	Vijay Ghasia	Meenakshi Rathore	- To train children in art and craft - to keep stock of Art and Craft
Grievances & Redressal Committee	Anjani Kumar	Ramesh Kumar Chanda Saini Neelam	To open grievance box weekly To ensure that no bullying and ragging takes place -to inquire into the complaints and solve the problems in amicable way.
Integrity Club	Bhawana	Atul Pandey	An extra-curricular activity for rekindling human values in school children <ul style="list-style-type: none"> ▪ To inculcate distinct human values in children to become responsible citizens of our country. ▪ To address the declining moral values in our society. ▪ To promote the culture of honesty and ethical living.
Swatch Bharat Unit	Lal Chand	Ashawari Pradeep Kumar	<ul style="list-style-type: none"> ▪ To get the surroundings of school cleaned. ▪ To make people aware of healthy sanitation practices by bringing behavioral changes in people. ▪ To completely start the scientific processing, disposals reuse and recycling the Municipal Solid Waste.
National Flag Hoisting and Lowering	House master of the House on Duty	AHM of the Same house	<ul style="list-style-type: none"> ▪ To raise the National Flag daily before morning assembly and to lower it before the sunset. ▪ To follow the instructions given by KVS in this regard.
Career Counselling	Meenakshi Rathore	Ramesh Kumar	<ul style="list-style-type: none"> ▪ To update the Career Counselling Board ▪ To familiarize students with various career options, eligibility, selection criteria and resources of study ▪ To guide students about career aptitude
Ek Bharat Shreshth Bharat	Ramesh Kumar Kumawat	Sanwar Mal Saini Bhawana/ TGT S St	<ul style="list-style-type: none"> ▪ Organise EBSB at Vidyalaya level and select students for Regional and National level. ▪ Make transport arrangements for students.

		PRT Music	<ul style="list-style-type: none"> Conduct Regional level events .
Watch And Ward	Anjani Kumar	Seema Sharma Lal Chand Manish Kumar Sharma	<ul style="list-style-type: none"> Check the quality of security , cleaning and gardening services from time to time. Check and verify the bills of outsourced services.
Subject Committees	<ol style="list-style-type: none"> English – Sanjay Kumar / Kaushal Hindi _ Vijay Mathur / Ranjeet Science – Seema Sharma Social Science- Sanwar Mal Maths- Manish / Neelam Evs- Surendra Kumar Sharma 		<ul style="list-style-type: none"> Make and execute plan for improvement of the subject Organise subject related competitions Plan for remedial and enrichment classes
Vidyalaya Patrika	Vijay Mathur	Rajesh Kumar	<ul style="list-style-type: none"> Motivate and guide students for writing something original. Page setting and designing of the e-magazine
Celebration of Important Days	Vijay Mathur	Vijay Ghasia Rajendra Kumar	<ul style="list-style-type: none"> Prepare a calendar of celebrations and activities Celebrate all important days , weeks and fortnights in a befitting manner Prepare a news report and send to media
Eco Club	Lal Chand	Seema Kumari Sharma Ashawari	<ul style="list-style-type: none"> Plant more trees and plants in Vidyalaya Maintain and upkeep lawns and trees in Vidyalaya Motivate students for plantation and environment protection
Income tax calculation	Anjani Kumar	Krishan Kumar Verma	<ul style="list-style-type: none"> Assist office in income tax calculation Check the pay bills and verify
Out Side Exam	Seema Kumari Sharma	Ramesh Kumar	<ul style="list-style-type: none"> Motivate the students to participate in more and more outside exams Keep record of all such exams.
Staff meeting Minutes	Chanda Saini	Rajendra Kumar	<ul style="list-style-type: none"> To record all the decisions taken in staff meeting .
NCC	Anil Kumar	Vijay Ghasia	<ul style="list-style-type: none"> To conduct all NCC activities as per the instructions of NCC unit.
Pustakophar	Meenakshi Rathore	Class teachers	<ul style="list-style-type: none"> To motivate students to gift old books and accept old books from others to save trees and environment.

NIOS And RCI	Manish Sharma	Mahipal Swami Ramesh Kumar	<ul style="list-style-type: none"> ▪ To do all the official formalities of exam centre ▪ To conduct the exam fairly ▪ To submit bills etc to the board timely and correctly
PM SHRI	Mahesh Kumar	Manish Sharma Ramesh Kumar	<ul style="list-style-type: none"> ▪ To execute PM SHRI Scheme effectively ▪ To procure items and utilize them as per PM SHRI scheme ▪ To prepare reports on PM SHRI implementation