

	NAME OF COMMITTEE	Job of committee	I/C & Members	SIGNATURE
1	ADMISSION	Making and checking of registration of children for various classes, scrutinize the for , conduct the admission tests and admit children as per eligibility criteria, maintain the admission registers and keep them up to date. Completing All admission related tasks, as per KVS guidelines and norms.	MR. NITESH KUMAR PALIYA,PGT(ECO) I/C MRS. GEETA RANI, TGT(ENG) MS. POOJA MATHUR, PRT MRS. YASMEEN SHAH, PRT MUSIC MS. POOJA MATHUR,PRT	
2	CLA	To conduct all the CCA Activities as per CLA calendar	MR. MUKESH MEGHWAL, PGT HINDI (CO- ORDINATOR) MR. JYOTISH KUMAR,PGT ENG(CONTRACTUAL) (ASS. CO-ORDINATOR) MR. RAHUL KUMAR ,PRT (CO-ORDINATOR PRIMARY) SHIVAJI HOUSE MR.RAVIKANT ,TGT SKT (HOUSE MASTER) (ASSOCIATE HOUSE MASTER) 1.MR. ARUN KUMAR, PGT (CHEM) 2.MRS. BHAVANA RAJPUROHIT,PGT (GEO) 3.MR. JAHADISH PRASAD MEENA ,PRT 4.MR. MAHIPAL SINGH,PRT 5.MS. SHOBHA MEENA , PRT(CONTRACTUAL) TAGORE HOUSE MRS. SHIKHA ,TGT (LIB) (HOUSE MASTER) (ASSOCIATE HOUSE MASTER) 1.MRS. ASHA SHAINI , PGT(BIO) 2.MR. NITESH KUMAR PALIYA,PGT(ECO) 3.MR. VAIBHAV RAJ SINGH,PGT(PHY)(CONTRACTUAL) 4.MR. JETHA RAM,PRT(CONTRACTUAL) 5.MS.SULAKSHNA RATHORE,PRT(CONTRACTUAL) ASHOKA HOUSE MRS. GEETA RANI,TGT ENGLISH (HOUSE MASTER) (ASSOCIATE HOUSE MASTER) 1.MR. PRITHVIRAJ CHAUHAN,PGT(CS) 2.MR. VIKASH CHAND MEENA,TGT(WE) 3.MS. KOMAL,PRT 4.MR.JAIPAL SINGH,PRT(CONTRACTUAL) 5.MR. JITENDRA CHARAN,PRT(CONTRACTUAL) RAMAN HOUSE MS. SHAGUFTA QUAZI ,TGT ART(HOUSE MASTER) (ASSOCIATE HOUSE MASTER) 1.MR. SUNIL GAUR,PGT((MATHS) 2.MS. POOJA MATHUR , PRT 3.MS MONAL,TGT(MATHS)(CONTRACTUAL) 4.MR. SURENDRA SINGH, SPECIAL EDU.(CONTRACTUAL) 5.MR. ASHOK KUMAR,PRT(CONTRACTUAL)	
3	EXAMINATION (INTERNAL)	To conduct all internal examination for classes 1st to 12 th as per KVS SCHEDULE	1.MRS. BHAVANA RAJPUROHIT,PGT(GEO) I/C 2.MRS. SHIKHA,TGT LIB 3.MR.JAGDISH PRASAD MEENA, I/C (PRIMARY) 4.MS. POOJA MATHUR, PRT 5.MR. SUJA RAM CHOUDHARY,SUB STAFF	
4	CBSE EXAM & EXTERNAL EXAMS	To conduct all concern CBSE Exam, CBSE registration, other CBSE related work and maintaining records.	1.MR. PRITHVIRAJ CHAUHAN, PGT (CS) I/C 2.MR. VIKAS CHAND MEENA TGT WE 3.MR. LALIT KUMAR (COMP. INST. CONTRACTUAL) 4.CLASS TEACHERS OF CLASSES IX TO XII	
5	FURNITURE &	Keep the record up-to-date and make arrangements to repair the broken	1. MR.RAVIKANT ,TGT(SKT)I/C	

	FURNITURE REPAIRING COMMITTEE	furniture in time and purchasing of new furniture as per KVS norms, if required.	2.MS. KOMAL, PRT I/C (PRIMARY)	
6	TIME TABLE	Prepare timetable for the vidyalaya as per KVS norms & ensure proper implementation and smooth running of classes, arrange substitution of work for teacher on leave or on duty.	MR. SUNI GAUR PGT(MATH) I/C MS. RAVIKANT , TGT(SKT) MS.KOMAL,PRT I/C (PRIMARY)	
7	BUILDING SAFETY & SECURITY	To ensure Safety and Security to all children in the Vidyalaya premises as per NDMA guideline.	1.MR. L.R. MEENA , TGT PH&E I/C 2.MR. PRITHVIRAJ CHAUHAN,PGT CS 3.MR.VIKASH CHAND MEENA,TGT(WE) 4.MR.JAGDISH PRASAD MEENA,PRT 5.MS.KOMAL,PRT	
8	DISCIPLINE	Responsible for all over discipline of the school, daily, as well as on important occasions and events.	1.MR. L.R. MEENA , TGT P&HE I/C 2.MR. SUNIL GAUR ,PGT MATHS 3.MRS.ASHA SHANI,PGT BIO 4.MRS YASMEEN SHAH,PRT MMUSIC 5.JITENDRA CHARAN ,PRT CONTRACTUAL 6.VIKASH CHAND MEENA,TGT(WE) 7.ALL CLASS TEACHERS	
9	COMPUTER AND WEBSITE MAINTENANCE COMMITTEE	To Maintainand updating of the Vidyalaya Website regularly.	MS. PRITHVIRAJ CHAUHAN I/C MR. LALIT KUMAR (COMP. INST. CONTRACTUAL)	
10	FIRST AID / HELTH CHECKUP	To Provide First Aid to all needy students.	1.MRS.ASHA SHANI,PGT BIO I/C 2.MRS.SHAHEEN KHAN,NURSE	
11	BEAUTIFICATION OF THE VIDYALAYA PERMICES	Responsible for the maintenance and the development of the school garden and creating awareness among the students towards the greenery of the school.	1.MS. SHAGUFTA QUAZI ,TGT ART I/C 2.MRS. YASMEEN SHAH, PRT MUSIC 3.MS.SULAXNA ,PRT CONTRACTUAL	
12	LIBRARY COMMITTEE	Responsible for assisting the students in getting the necessary reference books and motivating the students to make optimum utilization of Library, reading them and enriching themselves with the world of books.	1.MRS. SHIKHA , LIBRARIAN I/C 2.MR.MUKESH MEGHWAL,PGT HINDI 3.MR.JAGDISH PRASHAD MEENA, PRT 4.MR.JYOTISH KUMAR,PGT ENGLISH(CONTRACTUAL)	
13	MORNING ASSEMBLY	To discuss and plan the morning assembly in advance and to make it effective, interesting and knowledge oriented. To ensure that all items presented are as per rules of KVS.	1.MR.MUKESH MEGHWAL, PGT HINDI I/C 2.MR. L.R. MEENA ,TGT P&HE 3.MRS. YASMEEN SHAH, PRT MUSIC 4.MR.VIKASH CHAND MEENA,TGT WE	
14	RECORD, SUPERVISION, MAINTENANCE OF SECURITY SERVICE AND CLEANLINESS SERVICES AT VIDYALAYA	Responsible for regular supervision and maintenance of security, sweeping services in the Vidyalaya campus, as well as keeping the necessary record up-to-date.	1.MR. VIKAS CHAND MEENA ,TGT WE I/C 2.MR. NITESH KUMAR PALIYA,PGT ECO 3.MR.RAHUL KUMAR,PRT 4.MS. SHAGUFTA QUAZI ,TGT ART 5.MR.RAVIKANT,TGT SKT	
15	SCOUT & GUIDE COMMITTEE	Follow the calendar Activities of KVS and motivate students to take active participation in all such activities. Conduction of all the necessary activities and maintaining the record	1.MR.RAVIKANT,TGT SKT SCOUT I/C 2.MS.SHAGUFTA QUAZI TGT ART GUIDE I/C 3.MRS.SHIKHA,TGT LIBRARY 4.MR.RAHUL KUMAR,PRT(CUBS) 5.MS. KOMAL,PRT(BULBUL)	
16	EBSB , SBSB, FIT INDIA & ALL OTHER PHYSICAL AND HEALTH ACTIVITIES	Uploading of data of all classes as and When Required.	1.MRS.BHAWANA RAJPUROHIT,PGT GEO I/C 2.MR. L.R.MEENA, TGT P&HE 3.MRS.YASMEEN SHAH,PRT MUSIC 4.MS.KOMAL,PRT, 5.MS.SOBHA MEENA,PRT (CONTRACTUAL)	
17	SOCIAL SCIENCE EXHIBITION & CLUB	Responsible for arranging Social Science exhibition at the school level and assisting the students in preparing projects to participate in the cluster and regional Level exhibition.	1.MR. NITESH KUMAR PALIYA,PGT ECO I/C 2.MRS.BHAWANA RAJPUROHIT,PGT GEO I/C 3.MR. MAHIPAL SINGH, PRT (CONTRACTUAL)	
18	SPORTS COMMITTEE	To conduct Sports Activities as per KVS Calendar. Maintaining the record of all activities, conduction of Sports Day and giving away the prizes and certificates.	1.MR. L.R.MEENA, TGT P&HE I/C 2.MR. NITESH KUMAR PALIYA ,PGT ECO 3.MRS. GEETA RANI , TGT ENG 4.MR. JITENDRA CHARAN, PRT(CONTRACTUAL)	

19	VERIFICATION & CHECKING OF CASH BOOK, LADGER AND PAY BILLS	Verification & Checking of the cash book.	1.MR. SUNIL GAUR ,PGT MATHS I/C 2.MR.PRITHVIRAJ CHAUHAN,PGT CS	
20	REDRESSAL COMMITTEE AGAINST SEXUAL HARASSMENT POSH & POCSO	Steps to be taken while dealing the case of Sexual harassment (POSH) and POCSO.	1.MRS.ASHA SHANI, PGT BIO I/C 2.MRS. GEETA RANI TGT ENG 3.MR. L.R.MEENA, TGT P&HE 4.MS. POOJA MATHUR , PRT 5.School Captain Boys & Girls	
21	UBI FEE VERIFICATION	Responsible for Fee Verification of all classes after checking all the necessary data and maintaining the required record.	1.MR. PRITHVIRAJ CHAUHAN,PGT(CS) I/C 2.MR.LALIT KUMAR COMP. INST. CONTRACTUAL) 3.All Class Teachers	
22	RAJBHASHA SAMITI	Conduction of Meetings and Activities and Maintaining the necessary record of all the tasks related to the Rajbhasha-Hindi.	1.MR.MUKESH MEGHWAL,PGT HINDI I/C 2.MR.RAVIKANT ,TGT SKT 3.MR.VIKASH CHAND MEENA,TGT WE 4.MR.L S UDAWAT,SSA 5.MRS. SHIKHA,TGT LIB	
23	CMP, FLN/LAT ECT.	Preparation of CMP Time-Table , Conduction of all activities Related to FLN and maintenance of all requisite records.	1.MR.JAGDISH PRASAD MEENA ,PRT I/C 2.MS. KOMAL,PRT 3.Concern Class Teachers	
24	SCIENCE/ MATHS OLYMPIAD, NCSC, SCIENCE EXHIBITION NAEP EDUCATION	Conducting All Olympiads , NCSC, Science Exhibition &Imparting adolescence education.	1.MRS.ASHA SHANI,PGT BIO I/C 2.MR.ARUN KUMAR,PGT CHEM 3.MR.SUNI GAUR,PGT MATHS 4.MR.RAHUK KUMAR,PRT 5.MR.VAIBHAV RAJ SINGH,PGT PHY	
25	TEACHING AIDS, EXCURSION & CCT RELATED ACTIVITIES ETC.	Conducting exam & maintaining records	1.MS. SHAGUFT QUAJITGT ART I/C 2.MR. JAGDISH PRASHAD MEENA , PRT	
26	SUBJECT COMMITTEE	Responsible to observe whether course is being completed in each class as per KVS Split-up Syllabus. Recommend remedial classes wherever and whenever required. Suggest purchasing study materials (if any required).Allotting and guiding the students for the preparation of projects and assignments.	1.ENGLISH-MR.JYOTISH KUMAR ,PGT ENGLISH I/C 2.HINDI-MR.MUKESH MEGHWAL,PGT HINDI I/C 3.SANSKRIT-MR.RAVIKANT,TGT SANSKRIT I/C 4.MATHS-MR.SUNI GAUR,PGT MATHS 5.SOCIAL SCI-MRS.BHAWANA RAJPUROHIT,PGT GEO I/C 6.SCIENCE-MR.ARUN KUMAR,PGT CHEM	
27	VIDYALAYA MONITORING COMMITTEE	To Monitor the Construction work of New Vidyalaya Building.	1.MR. VIKAS CHAND MEENA TGT WE I/C 2.PRITHVIRAJ CHAUHAN,PGT CS 3.MR. L.R. MEENA ,TGT P&HE 4.MR. JAGDISH PRASHAD MEENA , PRT	
28	QUARTER ALLOTMENT COMMITTEE	To allot staff quarter in new Vidyalaya building to the staff as per KVS norms.	1.MR.SUNIL GAUR,PGT MATHSI/C 2.MR.NITESH KUMAR PALIYA ,PGT ECO 3.MR. L.R. MEENA ,TGT P&HE	
29	BUILDING MAINTAINANCE & REPAIR WORK	Responsible for regular supervision and maintenance of Vidyalaya building and repairing work .	1.MR. VIKAS CHAND MEENA TGT WE 2.MR. L.R. MEENA ,TGT P&HE 3.MS. SAGUFTA KUAZI,TGT ART 4.MRS.YASMEEN SHAH,PRT MUSIC 4.MR.RAHUL KUMAR,PRT	
30	INCOM TAX & CS-54,BUDGET ,ANNUAL ACCOUNT ETC.		1.MR. NITESH KUMAR PALIYA ,PGT ECO I/C 2.MR. L S UDAWAT,SSA	
31.	ECO CLUB FOR MISSION LIFE	TO CONDUCT VARIOUS ACTIVITIES	1.MRS.ASHA SHANI,PGT BIO I/C 2.MR. L R MEENA , TGT P&HE 3.MRS.YASMEEN SHAH,PRT MUSIC 3.MS. SOBHA MEENA,PRT(CONTRACTUAL)	
32.	CONDEMNATION	To make proposal for write-off articles for various department and arrange the auction for the articles.	1.MR.VIKASH CHAND MEENA,TGT WE I/C 2.MR.PRITHVIRAJ CHAUHAN ,PGT CS 3.MRS.L R MEENA,TGT P&HE	

			4.MRS.SHIKHA , TGT LIB	
--	--	--	------------------------	--

PRINCIPAL