

KENDRIYA VIDYALAYA NO.1, HARNI ROAD, BARODA
LIST OF COMMITTEES / DEPTTS / RESPONSIBILITIES

SESSION 2024-25

THE FOLLOWING TEACHERS AND STAFF MEMBERS ARE HEREBY ASSIGNED THE DUTIES/RESPONSIBILITIES MENTIONED AGAINST THEIR NAMES FOR COMPLIANCE W.E.F. 01.04.24 FOR THE SMOOTH FUNCTIONING OF THE VIDYALAYA.

SR. NO.	DEPT/STOCK/DUTIES /RESPONSIBILITIES	NAME WITH DESIGNATION	SCOPE OF WORK	
1.				
	A) SECONDARY	MR. SANJAY JHAVERI, PGT (CS)	LOOK AFTER ACADEMIC AS WELL AS DISCIPLINARY ASPECTS OF VIDYALAYA	
	B) PRIMARY	MRS. SAROJ BALA , HM	LOOK AFTER ACADEMIC AS WELL AS DICIPINARY ASPECTS OF PRIMARY WING.	
2.	ACADEMIC ADVISORY COMMITTEE	1 MR RAKESH TIWARI, PGT (ENG)- I/C(SEC) 2 MR. RAKESH KUMAR, PGT(PHY.) 3 DR POONAM SINGH 4 MRS. SAROJ BALA . - I/C(PRI)	PREPARATION OF CALENDAR OF VARIOUS ACTIVITIES OF THE SUBJECT IMPLEMENTING INNOVATING AND PRACTICAL IDEAS, ARRANGING ACTIVITY AND PROJECT BASED TEACHING. SUBMISSION OF MONTHLY ACTIVITIES TO PRINCIPAL.	
3.	A). VMC/VEC CO-ORDINATION	1. MR. DEVESH DUBEY, TGT (WE) 2. MR. PRATEEK GIRI, SUB-STAFF	PREPARE CALENDAR, KEEP READY ALL RECORDS, PREPARE MINUTES	
4.	ADMISSIONS	1. MRS YASHA K PGT (ECO) I/C 2. MR BIREN KUMAR RATHOD 3. MRS NEELAM SARSWAT 4. MRS ARPANA PARMAR 5 MRS PRIYANKA	PREPARE CALENDAR FOR THE ACTIVITY, KEEP RECORD OF ADMISSION GUIDELINE, KEEP THE ADMINISTRATION ABREAST WITH LATEST INFORMATION OF ADMISSION, MAINTENANCE OF RTE 2009 ADMISSION RECORDS. MR. KIRAN PATEL WILL KEEP THE RECORD OF UPDATED ENROLLMENT POSITION MONTH WISE.	
5	EXAMINATION			
	A. PRIMARY	1. MRS. ANITA BILWAL, I/C 2 MRS DEEPTI RATHOD 3 MR RAJUBHAI D SHARMA –SUB STAFF	KEEP RECORDS READY OF ALL EXAMINATION, RECORDS OF ALL EXAMINATION RULES, PREPARE CALENDAR FOR THE EXAMINATION OF ALL CLASSES. ENSURE FAIR DISTRIBUTION OF EXAMINATION WORK AMONG STAFF MEMBERS.	
	B. SECONDARY	1 MR GANESH PAL MEENA, PGT – I/C 2. MRS MONICA CHOUDHARY 3. MRS ARPAN RAI 4. DR. POONAM SINGH		
	C EXTERNAL EXAM AND OLYMPIADS	1 MR GANESH PAL MEENA , - I/C 2 MR GIRISH KUMAR 3 MR RAKESH TIWARI , 4 MRS RASNA AGARWAL – I/C (OLYMPIADS) ALL CLASS TEACHERS .		CONDUCT ALL EXAMS AS PER THE INSTRUCTIONS AND ARRANGING ALL VARIOUS OLYMPIAD, INFORMING TO THE STUDENT ABOUT VARIOUS EXAMINATION SCHEDULE. GUIDING THE CHILDREN ABOUT THE SAME.
6	MAGAZINE PUBLICATION	1. MRS. DARSHANA GATNE I/C 2. COMP INSTRUCTOR		TO COLLECT THE RELEVANT MATERIAL FOR THE SCHOOL MAGAZINE AND TIMELY PUBLICATION AND DISTRIBUTION.

		3.MRS. REKHA DINKAR 4.MRS. SAROJ BALA 5.MR. DIWAKAR PANDEY AND ALL STAFF	
7	CBSE	1.MR. SANJAY JHAVERI - PGT (CS) I/C, 2 MR RAKESH KUMAR 3 MR PRAPHULL SHARMA 4 MRS SUMEETI SINHA CLASS TRS OF CLASSES IX, X, XI,XII	ENTERTAIN & ENSURE THE IMPLEMENTATION OF ALL CBSE GUIDELINES STUDENTS REGISTRATION ON CBSE WEBSITE, COLLECTION OF CBSE FEES, UPLOADING OF RESULTS OF CBSE WEBSITES.
8	TIME TABLE	1. MRS. JYOTI MAHESHWARI -I/C	PREPARE TIME TABLE AS PER KVS SCHEDULE AND ENSURE OF PROPER NOTE DOWN ABSENTEES EARLY IN THE MORNING AND MAKE THEIR ARRANGEMENT. ENSURE NO CLASH IN TIME-TABLE. MAINTAIN WORK CULTURE OF BALANCED WORK-LOAD.PREPARED DAILY ARRANGEMENT PLAN AS PER THE NEED OF THE DAY.
	PRIMARY TIMETABLE AND .DAILY ARRANGMENT	2. MRS. NEERU SANGADA 3 MRS. PRIYANKA	
	SECONDARY TIMETABLE AND .DAILY ARRANGMENT	1. MRS. CHHAYA BHABHOR -I/C 2. DR. POONAM 3 MRS NEELAM S	
9	YUVA PARYATAN CLUB / EXCURSION	1. . MR. RAKESH TIWARI - I/C	PREPARE CALENDAR FOR EXCURSION AND ARRANGING TRANSPORT.
		2 MRS. RASNA AGARWAL	
		3. MR BIREN KUMRA RATHOD 4. MRS MIKI & All class Teachers	
10.	GARDEN DEVELOPMENT / MAINTENANCE / BEAUTIFICATION	1 MR GIRISH KUMAR - I/C	MONITORING AND MAINTAINANCE OF THE GARDEN ON DAY TO DAY BASIS AND MAKING IT CENTRE OF NATURAL LEARNING ARRANGING ITS BEAUTIFICATION. GIVING A NEW LOOK TO ITS BEAUTY.
		2. MRS.ARPAN RAI TGT (SCI)	
		3. MRS. RASNA AGARWAL (LIB)	
		4. MRS. SUMEETI SINHA ,TGT(ART)	
		5. MR. J. R. YADAV, SUB STAFF	
11.	CLEANLINESS, SECURITY AND OUTSOURCING	1. MR M R PARMAR PGT (COMM.) - I/C	DAILY MONITORING OF UPKEEP OF VIDYALAYA CAMPUS, SUGGESTING CERTAIN AREAS WHICH REQUIRE BEAUTIFICATION AND CLEANLINESS. GETTING WORK DONE FROM SUB-STAFF AND OUT-SOURCING AGENCY. ENSURE PAYMENT TO WORKS AS PER KVS NORMS ,MAINTAINENCE OF ATTANDENCE REGISTER OF WORKS , BILL VERIFICATION
		2. MR GIRISH KUMAR	
		3 MR. PRAPHULL SHARMA	
		4. MRS NEELAM S	
		5 MRS PRIYANKA 6 MRS KAVITA	
		MR. M M RATHOD, MR. ANIL JETHWA, MR. RAJUBHAI D SHARMA & MR. J R YADAV	

12.	DISCIPLINE AND SAFETY AND SECURITY OF THE STUDENTS			
	A. PRIMARY	<ol style="list-style-type: none"> 1. MRS. SAROJ BALA HM 2. MR BIRENKUMAR RATHOD , PRT 3. MRS .KAVITA SHARMA PRT 4. ALL CT's AND SUBJECT TEACHERS 	<p>TO ENFORCE DISCIPLINE IN THE CAMPUS, GUIDING THE TEACHERS ABOUT DISCIPLINE IN THE CHILDREN MAINTAINING RECORD OF INDISCIPLINE INCULCATING THE VALUES OF DISCIPLINE AND BELONGINGNESS OF THE VIDYALAYA AMONG CHILDREN, INTERACTING WITH THE PARENTS OF PROBLEMS GENERATING CHILDREN. DETECT OUT CASES OF INDISCIPLINE AND MAINTAIN RECORD. IMPLEMENTING COUNSELLING METHODS.</p> <p>THEY WILL ALSO LOOK AFTER THE SAFETY AND SECURITY OF THE STUDENTS DURING SCHOOL HOURS I E 8.00 AM TO 2.10 PM.</p>	
	B. SECONDARY	<ol style="list-style-type: none"> 1. MR RAKESH TIWARI, PGT (ENG) – I/C 2. MRS. YASHA K 3. MR GIRISH KUMAR 4 MRS. NEELAM S 5. MR B S SHEKHAWAT, 6. ALL CLASS TEACHER 		
13.	M & R COMMITTEE BUILDING	<ol style="list-style-type: none"> 1. MR.DEVESH DUBEY TGT , WE- I/C 2. MR. GIRISH KUMAR 3. MRS. CHHAYA B 4. MR KIRAN PATEL 		<p>MAINTAINING THE BEAUTY OF VIDYALAYA CAMPUS, MONITORING THE MAINTENANCE OF ALL THE EQUIPMENTS AND LOGISTIC OF THE VIDYALAYA, MONITORING THE REPAIR WORK AFFECTIVELY, EFFICIENTLY AND ECONOMICALLY. DETECT OUT ANY LACUNAE WHICH CAN CAUSE OF UNTOWARD HAPPENING.</p>
14	DRINKING WATER ARRANGEMENT	<ol style="list-style-type: none"> 1 MR MAHESH PARMAR I/C 2 MR B S SHEKHAWAT 3 MRS. DARSHANA GATNE 4 MR PRATEEK AND MR. RAJUBHAI SHARMA 		<p>TO ENSURE PROPER AVILABILITY OF DRINKING WATER IN THE VIDYALAYA BUILDING AT EACH DRINKING POINTS.</p>
15.	STAFF QUARTERS REPAIR & MAINTENANCE	<ol style="list-style-type: none"> 1. MR. DEVESH KUMAR - I/C, 2. MR. GANESH PAL MEENA 3. MR. GIRISH KUMAR 4. MRS PRIYANKA 4. MR. JAYRAM Y. SUB STAFF 5. MR. M. M. RATHOD, SUB. STAFF 6. MR. ANIL JETHWA, SUB STAFF 		<p>MAINTENANCE AND REPAIR OF STAFF QUARTERS.</p>
16.	WEBSITE UPDATING ON WEEKLY BASIS	<ol style="list-style-type: none"> 1. MR. SANJAY JHAVERI PGT(COMP. SCI.)– I/C 2. MR. DIWAKAR PANDEY (PHOTO GALARY & VIDEO GALARY) 3 JSA MR SONU (TC AND ENROLLMENT) 4 COMPUTER INSTRUCTOR 5 MR PRATEEK GIRI (ANNOUNCEMENT) 6 MRS JYOTI MAHESHWARI (UPLOADING ENG 		<p>MAINTENANCE AND CHECKING WEBSITE, NEW BEAUTIFICATION OF WEBSITE, UPDATING OF WEBSITE. CURRENT NEWS AND PERIODICAL UP GRADATION.</p>

		CONTENT) 7 MR. PRAPHULL SHARMA (UPLOADING HINDI CONTENT)	
17.	TRANSPORTATION , SAFETY & SECURITY OF THE STUDENS	<ol style="list-style-type: none"> 1. MR MAHESH PARMAR – I/C 2. MR. B S SHEKHAWAT, TGT 3. MR. KIRAN PATEL ,PRT 4. MRS DIPTI RATHOD, PRT 5. MRS NIRU SANGADA ,PRT & ALL CLASS TEACHERS 	TO KEEP ALL RECORDS OF CONVEYANCE AND MONITER THE SAFETY AND SECURITY OF ALL STUDENTS DURING ARRIVAL AND DEPARTURE.
18.	CONDEMNATION / WRITE OFF	<ol style="list-style-type: none"> 1.MR SANJAY JHAVERI, PGT- I/C 2. MR. RAKESH TIWARI, PGT 3. 2. MR. DEVESH DUBEY, TGT & ALL DEPARTMENT I/C <p>ALL CLASS TEACHERS</p>	PREPARATION OF THE LIST OF CONDEMNED ARTICLES FROM DIFFERENT IN-CHARGES. COMPILING RECORD OF CONDEMNED ARTICLES.
19.	LITERARY & LIBRARY CLUB	<ol style="list-style-type: none"> 1. MRS RASNA AGARWAL – I/C 2. MRS YASHA K , PGT 3. MR RAKESH K, PGT 4. MRS DARSNA GATNE 5.MRS CHHAYA B 6 MRS SAROJ BALA 7. MRS NEETU ASERI 	ARRANGING VARIOUS FESTIVALS ESTABLISHING READING CLUB./MAKING BRIEF INFORMATION AVAILABLE TO THE CHILDREN ABOUT GREAT WRITERS AND GREAT BOOKS. INCULCATING THE INTEREST OF CHILDREN IN LITERATURE AND LITERARY ACTIVITIES. ENSURING AVAILABILITY OF ALL BOOKS & PERIODICAL IN ORGANISING READING CLUB ACTIVITIES
20	GAMES & SPORTS		
	A) PRIMARY	<ol style="list-style-type: none"> 1. MR DIWAKAR PANDEY PRT– I/C 2. MR. KIRAN PATEL, PRT 3., MRS NIRU SANGADA, PRT 	SEARCHING OUT SPORTS TALENT FROM THE CHILDREN, ARRANGING VARIOUS KINDS OF SPORTS ACTIVITIES PREPARING CALENDAR OF SPORTS ACTIVITY, INCULCATION SPORTS VALUES AMONG THE CHILDREN. PREPARING PLAY GROUND GUIDING CHILDREN ABOUT VARIOUS RULES OF DIFFERENT GAMES. ENSURING MAXIMUM PARTICIPATION.
	B) SECONDARY	<ol style="list-style-type: none"> 1. MR. B S SHEKHAWAT I/C 2. COACH ALL CLASS TEACHERS 	
21	RAJBHASHA	<ol style="list-style-type: none"> 1. MR GANESH PAL MEENA PGT(HINDI) – I/C 2. MR PRAPHULL SHARMA TGT (HINDI) 3. MRS REKHA DINKAR TGT(HINDI) 4. MRS. REKHA DINKAR TGT (HINDI) 5. MRS NEELAM SARSWAT , PRT 6. MRS. JYOTI MAHESHWARI , PRT 	ORGANISING VARIOUS ACTIVITY AND ENHANCE THE USE OF RAJBHASHA IN VIDYALAYA WORKING ARRANGING SEMINARS OF RAJBHASHA. DISPLAYING WORK OF GREAT HINDI LITTERATEUR.
22	CCA & MORNING ASSEMBLY		
	A. PRIMARY	<ol style="list-style-type: none"> 1. MR KIRAN PATEL , PRT - CO-ORDINATOR 2 MR. DIWAKAR PANDEY, PRT 3 MRS MIKI PRT (MUSIC) 	PREPARING THE CALANDER OF CCA ORGANISING VARIOUS ACTIVITIES OF CCA TIMELY AND ARRANGING VARIOUS PRIZES AND CERTIFICATES OF WINNER. ENSURING COMPLETION OF

	B. SECONDARY	1. MR RAKESH TIWARI CCA I/C 2. MRS DARSHNA GATNE, TGT (ENG) 3 MR. PRAPHULLA SHARMA , TGT(HINDI) 4 MRS KRUPAVATI J TGT	CCA ACTIVITIES ON TIME PRESCRIBED BY KVS CALENDAR.
23	NATIONAL ADOLESCENCE EDUCATION PROGRAMME	1. MR. GIRISH KUMAR , PGT(BIO) I/C 2. MR.M R PARMAR, PGT (comm) 1. MRS ARPAN RAI , TGT (SCI.) 2. MRS KRUPAVATI J TGT	DISSEMINATING INFORMATION TO THE ADOLESCENTS ABOUT PROBLEM OF ADOLESCENCE. EXPLAINING PROCESS OF ADOLESCENCE IN HUMAN BEINGS. INCULCATING RIGHT ATTITUDE AMONG ADOLESCENT.
24	GUIDANCE & COUNSELING	1. MR. RAKESH TIWARI AND 2. MR. GIRISH KUMAR 3 MRS YASHA K 1. MRS. DARSHANA GATNE 5. MRS. SAROJ BALA, HM ALL CLASS TEACHERS	GUIDING AND COUNSELLING THE CHILDREN ABOUT VARIOUS DISCIPLINE RULES AND THEIR FOLLOW UP, COUNSELLING THE CHILDREN ABOUT THEIR PERSONAL PROBLEMS, ACADEMIC AS WELL AS LIFE RELATED PROBLEMS. HELPING MALADJUSTED CHILDREN.
25	A) GRIEVANCE CELL (ICC) (FOR WOMEN EMP. AND GIRLS ST.)	1 MRS. YASHA K I/C 3. MRS. D. GATNE TGT (ENGLISH) 4. MRS. KRUPAVATI J 5.MRS. SAROJ BALA ALL CLASS TEACHERS	ARRANGING MONTHLY MEETING TO COLLECT THE GRIEVANCES OF THE INDIVIDUALS AND THEIR TIMELY REDRESSAL. ENSURING TIMELY REMOVAL OF VIDYALAYA RELATED GRIEVANCES.
	B) GRIEVANCE CELL (SC AND ST)	1 MR GIRISH KUMAR I/C 2 MRS. REKHA D 3 MRS. CHHAYA 4. MRS. ANITA BIL WAL	ARRANGING MONTHLY MEETING TO COLLECT THE GRIEVANCES OF THE INDIVIDUALS AND THEIR TIMELY REDRESSAL. ENSURING TIMELY REMOVAL OF VIDYALAYA RELATED GRIEVANCES.
	C) R.T.I.-2005	1. MR GANESH PAL PGT HINDI- I/C 2. MRS. DARSHNA GATNE TGT (ENG)	PROVING INFORMATION TO THE SEEKERS AS PER RTI ACT 2005.
26	MEDICAL CHECK-UP & FIRST AIDS		
	A). PRIMARY	MRS. KAVITA SHARMA PRT I/C MR KIRAN PATEL ALL CLASS TEACHERS	ORGANISING MEDICAL CAMP IN CONSULTATION WITH HEALTH AUTHORITIES FOR MEDICAL CHECK UP.
	B). SECONDARY	1. MR. BHAWANI S SHEKHAWAT, TGT(P&HE) I/C ALL CLASS TEACHERS	
27	UBI- FEE COLLECTION	1 MR. RAKESH KUMAR – I/C 2 MR. KIRAN PATEL AND ALL CTS	ALL CLASS TEACHERS CS 12& CS 54 RECORD APPROPRIATION, TIMELY REPORT OF FEE COLLECTION UNDER VARIOUS HEADS.

28	RTE	1 MRS. SAROJ BALA 2. MR KIRAN PATEL PRT AND OFFICE	COLLECTION OF DATA OF STUDENTS UNDER RTE
29	A. SCIENCE CLUB	1. MR. RAKESH KUMAR PGT (PHYSICS) - I/C 2. MR. GIRISH KUMAR 3. MR. SANJAY JHAVERI 4. MRS. MONICA CHOUDHARY. 5. MRS. ARPAN RAI , TGT(SCI)	TO PREPARE A SCIENCE CORNER AND VARIOUS SCIENTIFIC ACTIVITIES IN THE VIDYALAYA CAMPUS, GETTING RESOURCES FROM VARIOUS AGENCIES, AND IMPLEMENTING THE VIDYALAYA. CELEBRATION OF SCIENCE DAY AND EVENTS OF SCIENTIFIC PHENOMENA.
	B. ECO & NATURE CLUB	1. MR. GIRISH KUMAR , PGT(BIO) I/C 2. MR. MAHESH PARMAR 3 MRS.ARPAN RAI 4 MRS JYOTI M 5 MRS KRUPAWATI J 6 MRS KAVITA	PREPARING A CALENDAR FOR ECOLOGICAL ACTIVITIES. MAKING CAMPUS CLEAN AND GREEN INCULCATION OF NATURAL VALUES OF ENVIRONMENT AMONG CHILDREN. ASSIGNING RESPONSIBILITY TO CHILDREN FOR MAINTAIN OF ECOLOGICAL CAMPUS.
	C. UNESCO CLUB	1 DR. POONAM SINGH , TGT (SO. SCI.)- I/C 2. MRS KRUPAVATI J (TGT SOCIAL) 3 MRS KAVITA SHARMA	PREPARATION OF LIST OF WORLD HERITAGE SITE OF UNESCO, DISPLAYING IN THE CAMPUS FOR THE KNOWLEDGE OF THE CHILDREN.
	D. MATHEMATICS CLUB	1. MRS. CHHAY BHABORE PGT(MATHS) -I/C 2. MRS.SARIKA YADAV, TGT(MATHS) 3. MRS NEELAM SARASWAT, TGT MATHS 4. MRS. JYOTI MAHESHWARI , PRT	PREPARATION OF CALENDAR OF VARIOUS ACTIVITIES OF MATHEMATICS, ARRANGING VARIOUS AV/AIDS OF MATHEMATICS. ORGANISING OF VARIOUS KINDS OF MATH OLYMPIAD.
30	VVN (CONS. & NON CONS)	1. MR MAHESH PARMAR , PGT (COMM) 2. OFFICE 3. ALL DEPARTMENT I/C	MAINTAINING PROPER RECORD OF COLLECTION & EXPENSES OF VVN. JUSTIFIED, AND LEGAL USE OF VVN
31	AUDIO VISUAL TEACHING AIDS (ONLY I PAD AND INTERACTIVE BOARD)	1. MR SANJAY JHAVERI PGT (CS)- I/C ALL CLASS TEACHERS HAVIG PROJECTORS, INTERACTIVE PANEL AND I PADS	PROCURING VARIOUS KINDS OF AV AIDS TO INFUSE DYNAMISM OF TEACHING LEARNING PROCESS. COLLECTING DEMANDS OF AUDIO VISUAL FROM VARIOUS DEPARTMENTS.
32	FURNITURE	1. MR. GIRISH KUMAR , PGT(BIO) -I/C 2. MR KIRAN PATEL , PRT 3. MR.B.S.SHEKHAWAT TGT (P & HE) 4. MR. A. R. JETHWA, SUB STAFF	MAINTAINING PROPER RECORD OF THE FURNITURE OF THE VIDYALAYA, PROCURING DEMAND OF FURNITURE OF VARIOUS DEPARTMENTS, ESTABLISHING THE STUDENTS OF THE FURNITURE.
33	CHEMISTRY LAB	MRS. MONICA CHOUDHARY PGT(CHEM)	UPKEEP OF LAB AND SAFETY OF CHILDREN.
34	BIOLOGY LAB	MR.GIRISH KUMAR , PGT(BIO)	
35	PHYSICS LAB	MR.RAKESH KUMAR PGT (PHYSICS)	

36	SUPW DEPT. & P.A. SYSTEM	1. MR.DEVESH DUBEY, TGT SUPW, I/C P. A.	WORKING OF PA SYSTEM PROPERLY & EFFICIENTLY. LOOKING AFTER ELECTRICAL POINTS OF FIXTURE OF THE VIDYALAYA. FINDING OUT ANY LACUNAE OF VARIOUS ELECTRICAL INSTRUMENTS. ASSIGNING VARIOUS PROJECTS TO THE STUDENTS OF PRACTICAL VALUE.
		2. ALL SUB. STAFF	
37	MUSIC	1. MRS MIKI PRT(MUSIC) ALL HOUSE I/Cs	ORGANISING VARIOUS MUSICAL PROGRAMMES INCULCATING THE MUSICAL SENSE AMONG CHILDREN. MAXIMUM PARTICIPATION IN MUSICAL ACTIVITIES. IMPARTING SOPHISTICATION OF MUSICAL SENSE IN CHILDREN. TEACHING MUSIC IN SCHOOL IN SUCH A WAY THAT VIDYALAYA TOUCHES NEW PINNACLE OF GLORY IN THE FILED OF MUSIC.
38	LANGUAGE LAB	1. MR RAKESH TIWARI, PGT(ENGLISH) -I/C	INCULCATION OF LINGUISTIC CULTURE IN THE VIDYALAYA RECORD ON IMMINENT LITERATURE IN THE FIELD OF ENGLISH & HINDI DISPLAYING OF PROMINENT WORK & BRIEF BIOGRAPHY OF GREAT WRITERS IN ENGLISH AND HINDI.
		2. MRS. DARSHANA	
		3. MRS JYOTI MAHESHWARI	
40	COMPUTER	1. MR.SANJAY JHAVERI PGT (COMP SCI.)	KEEP RECORDS OF THE COMPUTER LABS READY FOR INSPECTION, PROVIDE FACILITY FOR OFFICIAL WORKS, PREPARE PLAN FOR COMPUTER EDUCATION TO ALL THE CHILDREN OF THE VIDYALAYA
		2. COMP. INSTRUCTOR	
41	UDISE	1 MR BIREN KUMAR RATHOD, 2 MR KIRAN PATEL & ALL CLASS TRS	ALL DETAILS REGARDING THE VIDYALAYA WOULD BE PROVIDED TO DIAS AS AND WHEN REQUIRED.
42	PRESS, PUBLICITY, REPORT PUBLICATION & INVITATION	1. MR. RAKESH TIWARI PGT ENG. I/C)INTERACTION WITH PUBLISHING AGENCIES FOR ADVERTISEMENT OF VARIOUS ACTIVITIES LIKE – TENDER INVITATION WALK IN INTERVIEW ETC.
		2. MRS. DARSHNA G. TGT(ENG.)	
		3. MR PRAPHULL SHARMA, TGT(HINDI	
		4. MRS. REKHA DINKAR, TGT(HINDI)	
43	TEACHING AIDS	1. DR. POONAM SINGH, TGT (SST)	TO PURCHASE REQUIRED TEACHING AID AS PER THE NEED OF THE VIDYALYA.
		2. MRS. SHIKHA SHARMA TGT (ENGLISH)	
		3. MRS NEETU ASERI PRT	
44	PHOTOGRAPHY	1. MR.DIWAKAR PANDEY– I/C	ARRANGEMENT OF VISUALS AND COMERAS FOR VARIOUS ACTIVITIES OF THE VIDYALAYA. ARRANGING PHOTOGRAPHY AS PER THE CALENDAR ACTIVITIES OF CCE.
		2. MR GANESH PAL	
45	RESOURCE CENTRE (PRIMARY)	1. MRS. NEETU ASERI, PRT 2. MRS. PRIYANKA 3. MRS. ANITA BILWAL	DYNAMIC MAINTENANCE OF RESOURCE CENTRE. PROCURING ALL MATERIALS WHICH ENHANCE THE EFFICIENCY OF RESOURCE CENTRE. BEAUTIFICATION OF RESOURCE CENTRE.
46	SCOUTS , GUIDES , CUBS & BULBULS	1. MR PRAPHULL SHARMA - I/C	ENHANCING MAXIMUM PARTICIPATION IN SCOUT & GUIDES. ARRANGING VARIOUS SCOUT & GUIDES CAMPS. PREPARATION OF PARTICIPANTS OF RASHTRAPATI PURASKAR.
		2. MRS CHHAYA BHABHOR	
		3. MR BIREN KUMAR RATHOD	

		4 MRS. ARPANA PARMAR, PRT 5 MRS. NEERU SANGADA, PRT 6 MRS DIPTI RATHOD I/C (CLUBS & BULBULS) 7 MR KIRAN PATEL PRT 8 MRS. ANITA BILWAL	
47	STUDENTS ALUMNI (SAMAGAM PORTAL)	1. MR. M. R. PARMAR, PGT (COMM.) I/C 2 MR RAKESH KUMAR 3 MR SANJAY JHAVERI 7 MR SONU, JSA (SAMAGAM PORTAL) 8 MR PRATEEK GIRI	ESTABLISHMENT REPORTS WITH EX STUDENTS OF THE VIDYALAYA. ORGANISING ALUMNI MEET. GAINING HELP FROM THE ALUMNI IN THE UPLIFTMENT OF THE VIDYALAYA INFRASTRUCTURE MOTIVATIONAL LECTURE FROM THE ALUMNI. TIME TO TIME UPDATE ON SAMAGAM PORTAL WEEKLI BASIS
48	LOCAL PURCHASE COMMITTEE	1 MR SANAJAY JHAVERI 2 MRS. SAROJ BALA 3 MR. GIRISH KUMAR 4 MRS YASHA K 5 MR. DEVESH KUMAR DUBEY 6 MR. B S SHEKHAWAT	ENSURING PROPER, FAIR, LEGAL AND ETHICAL EXPENSES OF VIDYALAYA MONEY IN ITS UPLIFTMENTS, DETECTING OUT VARIOUS WORKS WHICH ENHANCE THE BEAUTY AND EFFICIENCY OF THE VIDYALAYA
49	CMP & NEWSLETTER	1 MRS SAROJ BALA, HM -I/C 2 MRS ARPANA PARMAR , PRT 3 MR DIWAKER PANDEY 4 MRS MIKKI	PROPER IMPLEMENTATION OF CMP, ORGANISING VARIOUS PROGRAMME. UNDER CMP. THROUGH EVALUATION OF CHILDREN FOR GETTING BENEFIT OF CMPAS PER KVS INSTRUCTION.
50	CHILDREN SCIENCE CONGRESS, SCIENCE EXHIBITION	1. MR. RAKESH K I/C 2. MRS. MONICA CHOUDHARY 3. MR. GIRISH KUMAR 4. MRS. ARPAN RAI	TO MOTIVATE CHILDREN TO PARTICIPATE ENTHUSIASTICALLY IN ALL EVENTS
51	EK BHARAT SHRESHTH BHARAT & LITFEST	MR. RAKESH TIWARI & DR. POONAM I/C , ALL LANGUAGE, MUSIC AND SOCIAL SCIENCE TEACHERS	TO GUIDE & PREPARE STUDENTS FOR VARIOUS EVENTS OF RASHTRIYA EKTA SHIVER.
52	STAFF MEETING MINUTES	MRS DARSHANA G- I/C, MRS. REKHA DINKAR	TO RECORD ALL THE POINTS DISCUSSED DURING THE STAFF MEETING.
53	SC SCHOLARSHIP	MR. BIREN KUMAR RATHOD I/C ALL CLASS TEACHERS	ALL SCHOLERSHIP RELATED WORK
54	DISASTER MANAGEMENT	1. MR RAKESH TIWARI I/C 2. MR. DEVESH DUBEY 3. MR. B S SHEKHAWAT 4. MRS ARPAN RAI ALL CLASS TEACHERS.	PREPARATION OF THE SCHOOL DISASTER MANAGEMENT PLAN THROUGH IDENTIFYING HEZARDS. CO-ORDINATE THE REINFORCEMENT & IMPLEMENTATION OF THE POLOCY & PLANS FOR DISASTER MANAGEMENT.

PRINCIPAL