



पीएम श्री केन्द्रीय वद्यालय सीजोधपुर बल. सु.
PM Shri KENDRIYA VIDYALAYA BSF JODHPUR

(राजस्थान) जोधपुर , रोड मंडोर (सरकार भारत , मंत्रालय शक्ता) - 342026

(Ministry Of Education, Govt. Of India)

Mandore Road Jodhpur (Rajasthan) - 342026



दूरभाष /Telephone: 0291-2570097 CBSE Aff. No.: 1700007 School Code: 14164

वेबसाइट / Website: <https://jodhpurbsf.kvs.ac.in> ईमेल /Email: ppl.jodhpurbsf@kvs.gov.in

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दिनांक-01. 08. 2024

OFFICE ORDER

COMMITTEES 2024-25

w.e.f. 01.08.2024

The following committees have been Re-constituted for the year 2024-25 for smooth functioning of the various activities and departments. All the In-charges, conveners and members of the Dept./Committee/Club are here by instructed to take charge of their concerned departments before 31.07.2024. and reset the action plan for session 2024-25 and submit the same to the undersigned on or before 31.07.2024 without fail.

S.N.	COMMITTEE	INCHARGE	SIGN	MEMBERS	SIGN	DUTY /WORK TO BE DONE
1	Admission Committee	Mr. Mukesh Kumar		Mr. Mukesh Meghwal		>To do all types of admission work & correspondence including Advertisements, publicity, selection and verification. >Mr. R L Dave will be act as Convener of admission process.
				Mr. Krishan Kumar Kumawat		
				Mr. Neetu Vishwakarma		
				Ms. Priyadarshini		
				Ms. Nikita Sonawane		
2	CBSE Examination	Mr. Neeraj Singh		Mr. Ratan Singh		>To conduct all CBSE work including board examination and to reply all letter related to CBSE Examinations
				Ms. Radha Bisht		
	Internal Exams (Sec.)	Mr. S.C. Seervi		Mr. Sunil Galwa		>To reply letter related to Examination. >To conduct all kind of internal Examination.
				Ms. Shradha Choudhary		
	Internal Exams (Primary)	Mr. Neetu Vishwakarma		Ms. Priyadarshini		>Follow the examination procedure of CBSE & KVS
	3	Academic, Examination & Result Moderation Committee	Mr. Krishan Kumar Kumawat		Mr. S.C. Seervi	
Ms. Radha Bisht						
Mr. O P Vaishnav						
Mr. R L Dave						
4	Computer awareness & UBI Fee Portal, Shala Darpan	Mr. Krishan Kumar Kumawat		Ms. Shradha Choudhary		>To develop computer awareness program in Vidyalaya. >To assist principal, teachers and office for computer related work.
				Computer Instructor		
5	Sports Committee, covid-19 SOP & First Aid Committee	Mr. Gaurav Singh		Ms. Sushila Bera		>To procure stock of Games and Sports. >To suggest quality of sports items. >To do prize distribution etc. >To conduct games and sports activities & any other work assigned by the
				Mr. Nand Kishor		
				Mr. Chena Ram		

				Mr. Ramkishore		principal. >To purchase items for sanitizing, first aid etc. and to provide all things to the students and staff if needed.		
				Staff Nurse				
6	Discipline Committee	Mr. Krishan Kumar Kumawat		Mr. Gaurav Singh		>To maintain discipline in Vidyalaya in academic block during academic hours, arrival, dispersal and during functions.		
				Ms. Radha Bisht				
		Mr. R L Dave		Ms. Sunita Kumari		>To solve issues related to student's indiscipline.		
				Mr. Suresh				
				Coach/ Yoga Instructor				
WING INCHARGES & ASSOCIATES								
Mr. Gaurav Singh (Over all Incharge)								
7	Ground Floor (Primary)	Mr. Suresh Saini		Ms. Reena Choudhary		>To monitor safe dispersal and arrival of students during morning, lunch and closing hours. >To find out solutions by identifying unsafe points at allotted area. >To monitor SOP for Covid-19 during arrival & dispersal of students.		
	Ground Floor (Sec.)	Mr. O P Vaishnav		Mr. Chena Ram				
	1st Floor (Primary & Sec.)	Mr. Neetu Vishwakarma		Ms. Mamta yadav				
	Sr. Sec. Wing	Mr. Krishan Kumar Kumawat		Ms. Radha Bisht				
8	CCA (SECONDARY SECTION)	<ol style="list-style-type: none"> 1. Mr. Mukesh Meghwal I/c 2. Mr. Mukesh Kumar 3. Mr. O P Vaishnav 4. Ms Shradha 	Shivaji House (Red House)				> To conduct all kind of cultural activities. >To conduct annual function. >To conduct house meeting time to time. >To arrange prize distribution of CCA. >To help in Sc. & S.Sc. Exhibition. >To do all work assigned by the principal. >To write the fresh news & thought of the day on notice board.	
				Ms. Sushila Bera I/c				
				Ms. Radha Bisht				
				Mr. Nand Kishor				
			Tagore House (Blue House)					
				Ms. Shradha Choudhary I/c				
				Mr. Rantan Singh				
				Ms. Indu Kiran				
			Ashoka House (Green House)					
				Mr. O P Vaishnav I/c				
				Mr. Chaina Ram				
				Mr. Sushil Galwa				
			Raman House (Yellow House)					
				Ms. Pooja Chhipa I/c				
				Mr. Mukesh Kumar				
				Mr. Nand Kishor				
			CCA (PRIMARY SECTION)	<ol style="list-style-type: none"> 1. Ms Sunita Kumari 2. Ms Mamta 3. Mr. V.S. Rajpurohit 	Shivaji House (Red House)			
	Ms. Mamta yadav							
	Ms. Priyadarshini							
Tagore House (Blue House)								
	Ms. Reena Choudhary							
	Ms. Nikita							
Ashoka House (Green House)								
	Mrs. Deepa							

				Mr. Neetu Vishwakarma		
				Raman House (Yellow House)		
				Mr. Suresh Saini		
				Ms. Sangeeta Chauhan		
9	Furniture	Mr. Suresh Saini		Ms. Reena Choudhary		>To maintain furniture in the vidyalaya. >To give requisition of furniture. >To suggest design and drawing of school furniture.
				Mr. K K Yadav		
				Mr. Neetu Vishwakarma		
10	Purchase Committee	Mr. Krishan Kumar Kumawat		Mr. R L Dave		>To exceptional and urgent cases spot purchase of goods, articles and services through this committee. >invitation of quotation/tender work for purchase. Tender opening work. >To finalize the rates, make as per specification, quality as per specification for purchase.
				Mr. Mukesh Meghwal		
				Ms. Radha Bisht		
				Mr. K K yadav		
				Ms. Deepshikha Vaishnav		
				Mr. O P Vaishnav		
				Teacher Representative VMC/Dept I/C		
11	Student and staff Grievance cell	Mr. Krishan Kumar Kumawat		Mr. R L Dave		>To receive the grievance from staff and discuss the same with principal for better academic and healthy environment and open grievance box on 1st and 16th date of the month.
				Mr. Ratan Singh		
				Ms. Radha Bisht		
				Ms. Shradha Choudhary		
12	Time-Table & Substitution	Mr. Suresh Kumar		Mr. S.C. Seervi		>To prepare time-table As per KVS guidelines. >To arrange classes against leave of teachers.
		Mrs. Sangeeta Chouhan (Primary)		Mr. Sunil Galwa		
				Ms. Mamta		
13	ACP FCP	Mr. Ratan Singh		Ms. Shradha Choudhary		>To develop English Language Spoken as well as Literature. >To develop English Language Lab for better results. >To develop spoken English skill among all students. >To maintain all assets of Language Lab. (English & Hindi) >To maintain proper discipline & planning for language Lab.
				Mr. Chena Ram		
				Mr. O P Vaishnav		
				Mr. K K Yadav		
				Ms. Puja Chhipa		
14	राजभाषा स मति	Mr. Mukesh Meghwal		Mr. O P Vaishnav		>हिन्दी पखवाडा मनाना, हिन्दी की मा सक एवं त्रिमा सक रिपोर्ट भजवाना, वद्यालय स्तर पर हिन्दी भाषा को बढ़ावा देना इत्यादि । > हिन्दी का प्रचार प्रसार करना । > वद्यालय में राजभाषा हिन्दी का प्रभावी कार्यान्वयन सुनिश्चित करना एवं व्यापक प्रचार प्रसार करना ।
				Mr. Ram Kishor		

15	Science Activity Committee & Olympics	Mr. S C Seervi	Mr. Suresh Kumar		<p>>To develop and make popular science subject among students.</p> <p>>Activities and practical based education may be developed.</p> <p>>To develop interest in science Olympiad, NTSE & science exhibition.</p>
			Ms. Radha Bisht		
			Ms. Sushila Bera		
16	Maths Activity Committee & Olympics	Mr. Sunil Galwa	Ms. Indu Kiran		<p>>To develop and make popular Maths subject among students.</p> <p>>Activities and practical based Maths education may be developed.</p> <p>>To develop interest in students.</p>
			Mr. Kushal Singh		
			Ms. Mamta		
17	Value Education, Social Science Exhibition & EBSB	Mr. Ratan Singh	Mr. Chena Ram		<p>>To develop Social Science subject.</p> <p>>Do work hard for Social Science Exhibition.</p> <p>To develop Social Science room and collect more teaching aids. Social Science Excursion World Heritage Activities</p>
			Ms. Pooja Chhipa		
			Mr. Neetu Vishwakarma		
18	Junior Science Lab & Maths lab	Ms. Sushila Bera	Ms. Indu Kiran		<p>>To develop and make more utilized lab for students.</p> <p>>To make Junior Science lab more equipped.</p>
			Mr. Kushal Singh		
19	Maintenance Repair and development of School building	Mr. Gaurav Singh (Works & monitoring)	Mr. Nand Kishor		<p>>To maintain building repair work, water seepage, plumber work, electric work etc.</p>
			Mr. OP Vaishnav		
			Ms. Mamta		
		Mr. K K Yadav (M & R Documentation, Execution & over all Incharge)	Mr. Suresh Saini		
			Mr. Nand Kishor		
			Mr. Kushal Singh		
			Ms. Deepsikha		
20	Cleanliness, Security & Gardening Work	Mr. Nand Kishor (Security)	Mr. O P Vaishnav		<p>>To maintain cleaning work in the Vidyalaya.</p> <p>>To see the work of Security and Gardening.</p> <p>>Maintain the attendance register of all the three employees from outsource.</p>
			Mr. Krishan Kumar Kumawat		
			Sh Jeetmal		
		Ms. Sushila Bera (Cleanliness)	Mrs. Deepa		
			Mr. Kushal Singh		
			Sh Jeetmal		
		Ms. Radha Bisht (Gardening)	Mr. Suresh Saini		
			Ms. Mamta yadav		
			Sh Jeetmal		
21	Beautification of the Vidyalaya and	Ms. Deepshikha Vaishnav	Ms. Indu Kiran		<p>>To develop beauty sense among students</p> <p>Beautification.</p>

	School campus & Nature Club			Ms. Deepa		>To plant new crotons, seasonal flowers. >To prepare display boards and present various achievements of students .
				Ms. Pooja Chhipa		
				Ms. Reena Choudhary		
				Ms. Radha Bisht		
22	Publication of Vidyalaya Patrika	Mr. Mukesh Kumar		Mr. Mukesh Meghwal		>Publication of Magazine & CMP Newsletter of KV BSF Jodhpur.
				Mr. Ram Kishor		
				Mr. O P Vaishnav		
				Mr. R L Dave		
				Ms. Mamta Yadav		
				Ms. Sangeeta Chauhan		
23	Library	Mr. K. K. Yadav		Mr. Nand Kishor		>To purchase relevant books, magazines and newspapers for staff and Students of the KV. > To provide the same to the staff and students.
				Mr. Mukesh Kumar		
				Mr. Mukesh Meghwal		
				Ms. Nikita Ashok		
24	CMP for Primary Section , NIPUN BHARAT & FLN	Mr. R L Dave		Ms. Reena Chaoudhary I/c		> To inculcate value among students through different activities. >To conduct all kind of activities as per CMP and to maintain and develop resource room.
				Ms Deepa		
25	Guidance & Counselling	Mrs. Radha Bisht		Dr. Suresh Choudhary		>To cater the needs Career development of students. > To invite guest lecturer from various departments. >To organize seminar for Guidance & Counselling.
				Mr. Mukesh Kumar		
				Mrs. Sushila Bera		
				Mr. Krishan Kumar Kumawat		
26	Green & Science Olympiad and Eco Club for mission life & Herbal/Kitchen Garden	Mrs. Radha Bisht		Mr. S C Seervi		>To develop interest in green and Science Olympiad. > To inculcate value of success our students about Green and Science Olympiad. >To develop the activities under ECO Club.
				Mr. N Vishwakarma		
				Mrs. Sushila Bera		
27	Adventure Activity, Excursion, Educational Tour etc.	Mr Gaurav Singh		Mr. R L Dave		>To motivate students for Adventure activity. > To participate and escort the students. >To arrange transportation and make all arrangement which are necessary at that time.
				Mrs. Radha Bisht		
				Mrs Shradha Choudhary		
				Ms. Priyadarshini		
28	Financial matter Committee & Income Tax	Mr R L Dave		Mr. Ratan Singh		>To prepare salary. > To check all payments. > To maintain all concerned record of salary of contractual teacher. >Payment of security agency. >Calculation of Income Tax and verification of children's
				Mr. Krishan Kumar Kumawat		
				Mr. Kushal Singh		

				Md. Rafique		allowance.
29	Preparation of CS-54	Mr. R L Dave		Mr. Krishan Kumar Kumawat		>To maintain the correct record of CS-54.
				Mr. Kushal Singh		
				Mr. Neetu Vishwakarma		
30	Development & Maintenance of Vidyalaya Website	Mr. Krishan Kumar Kumawat		Mr. Mukesh Kumar		>To develop, maintain and update KV BSF Jodhpur website as per requirement.
				Ms. Nikita Ashok		
				Mr. Gaurav Singh		
				Comp Instructor		
				SSA/JSA		
31	RTI	Mr. Krishan Kumar Kumawat		Mr. Kushal Singh		>To give appropriate reply of RTI time to time.
				Mr. R L Dave		
				Ms. Shradha Choudhary		
				Md. Rafiqe		
32	Student's Council & NAEP (Boys & Girls)	Ms. Radha Bisht		Mr. Ratan Singh		>To conduct meeting of student council once in a month. >To get views of students about development.
				Mr. R L Dave		
				Ms. Sushila Bera		
				Ms. Shradha Choudhary		
33	Scouts & Guides	Mr. Chena Ram		Ms. Sushila Bera		>To inculcate value among students through different activities. >To maintain color party. >To conduct all relative activities under S&G / C&B >To collect the data & submit to RO / HQ.
				Mr. Mukesh Meghwal		
				Ms. Pooja Chhipa		
	Mr. Gaurav Singh					
	Cubs & Bulbul	Mr. Neetu Vishwakarma		Mr. Suresh Saini		
				Ms. Mamta		
Ms. Nikita Ashok						
34	PTA	Mr. S.C.Seervi (Sec.)		Mr. Sunil Galwa		>To conduct various PTA meeting time to time for Academic development of the students.
		Mr. Neetu Vishwakarma (Primary)		Ms. Priyadrishni		
				Ms. Mamta		
35	Photography Club	Mr. Mukesh Meghwal		Mrs. Deepa		>To take photographs of various activities and collect selected photographs.
				Mr. Gaurav Singh		
				Ms. Priyadarshini		
				Comp Instructor		
36	Safety and Security of students and Disaster Management	Mr. Nand Kishor		Mr. R L Dave		>To cater all needs of safety and security of students. >Mock Drills & awareness program to be organized twice a year i.e. April & October.
				Mr. O P Vaishnav		
				Mr. K.K.Yadav		

				Mr. Gaurav Singh		
				All Class & Co-class Teachers		
37	Flag Monitoring	Mr. Gaurav Singh		Mr. Mukesh Kumar		>To monitor flag hosting and submitting the flag in evening. >To ensure SOP of National Flag.
				Mr. K.K.Yadav		
				Mr. O P Vaishnav		
				Mr. Chena Ram		
				Mr. Ram Kishor		
				Dr. Nidhi Pareek		
38	Morning Assembly Committee & Stage Arrangement & PA system	Mr. Mukesh Meghwal (Prayer, Discipline)		Mr. R L Dave		>To conduct morning assembly as per KVS norms with discipline.
				Dr. Nidhi Pareek		
				Mr. K.K.Yadav		
				Mr. Gaurav Singh (I/C PA System)		
		Dr. Nidhi Pareek (Decoration, Stage Management)		Mrs. Deepshikha Vaishnav		
				Mr. Mukesh Kumar		
				Ms. Radha Bisht		
				Mr. O P Vaishnav		
				Ms Shradha Choudhary		
				Coach/ Yoga Instructor		
39	Vidyalaya Plan & VMC	Mr. Krishan Kumar Kumawat		Mrs. Radha Bisht		>To prepare Vidyalaya plan and suggest action.
				Mr. R L Dave		
				Mr. Ratan Singh		
				Mr. Mohammed Rafique		
40	NCC	Mr. Nand Kishor		Mr. K.K. Yadav		> To do preparations and paper work for NCC unit in Vidyalaya. >To Enrol students in the unit and perform related activities.
				Mr. O P Vaishnav		
41	Quarter allotment Committee	Mr. Krishan Kumar Kumawat		Mr. R L Dave		> To allot quarters as per KVS norms. >To conduct meeting Whenever required.
				Ms. Pooja Chhipa		
				Mr. Neetu Vishwakarma		
				Mrs. Mamta		
42	Maintenance Repair and development of Staff Quarters	Mr. Neetu Vishwakarma		Mr. K.K.Yadav		>To maintain building repair work, water seepage, plumber work, electric work etc..
				Ms. Indu Kiran		
				Ms. Pooja Chhipa		
				Mrs. Mamta		
				Mrs. Reena		
43	Dise Committee,	Mr. Sunil Galwa		Mr. Krishan Kumar Kumawat		>To deal with requirements of data of students and staff by

	Office and Local Issues related to state Govt.			Mr. Kushal Singh		the state Government.
				Mrs. Nikita Ashok		
				Ms. Mamta		
44	Alumni Committee	Mr. R.L. Dave		Mrs. Radha Bisht		<ul style="list-style-type: none"> > To constitute alumni association for Vidyalaya and approach for Vidyalaya development. > To maintain proper records of alumni of the Vidyalaya. > To arrange alumni meet in the Vidyalaya once in a year.
				Mr. Ratan Singh		
				Mr. Krishan Kumar Kumawat		
45	People's Society & Fix Asset	Mr. Ratan Singh		Mr. O P Vaishnav		<ul style="list-style-type: none"> > To receive the Donation/ Gifts/Assets from outsides resources. > Maintain the stock. > Issue a thanks letter.
				Mr. S C Seervi		
46	Staff Room Display & Decoration	Mr. Ram Kishor		Mrs. Sushila Bera		<ul style="list-style-type: none"> > To maintain staff room neat and clean. >To look after the proper management of Staff room and its requirements.
				Mr. Kushal Singh		
				Mr. Chena Ram		
				Mrs. Nikita Ashok		
				Ms. Reena Choudhary		
47	ATL Establishment & Functioning	Mrs. Deepshikha Vaishnav		Mrs. Indu Kiran		<ul style="list-style-type: none"> > To ensure proper establishment of ATL. >Maintain the stock and record. >Proper functioning of ATL >To arrange Workshops/Training/Seminars etc.
				Mr. Suresh Kumar		
				Mrs. Sushila Bera		
				Mrs. Shardha Choudhary		
				Mrs. Radha Bisht		
48	Water & Electricity Supply	Mr. K.K.Yadav		Mr. Gaurav Singh		<ul style="list-style-type: none"> > To ensure proper supply of water & electricity for school building and staff quarters. >To prevent misuse of water & electricity.
				Mrs. Reena Choudhary		
				Mr. R L Dave		
				Mr. Krishan Kumar Kumawat		
				Mr. Neetu Vishwakarma		
49	Anti-Ragging Committee	Mr. Krishan Kumar Kumawat		Mr. R L Dave		<ul style="list-style-type: none"> > To ensure the ragging free environment for all the students at every place.
				Mrs. Radha Bisht		
				Mr. Gaurav Singh		
				Mrs. Shardha Choudhary		
50	Students Police Cadet (SPC)	Mr. Nand Kishor		Mr. O P Vaishnav		<ul style="list-style-type: none"> > To ensure all the activities related to SPC & proper implementation.
				Mr. Ram Kishor		

51	NIOS	Mr. Ratan Singh		Mr. Neeraj Singh		> To ensure all the activities related to NIOS.
				Mr. Krishan Kumar Kumawat		
52	PM SHRI	Mr. Ratan Singh		Mr. Krishan Kumar Kumawat		>To ensure proper implementation and utilisation of PM SHRI activity and Funds in the Vidyalaya.
				Mr. R L Dave		
				Mr. Mukesh M		
				Ms. Radha Bisht		
53	GST Audit	Mrs, Indu Kiran		Mrs. Radha Bisht		
54	Toy Lib.	Mrs. Reena Choudhary		Mrs .Deepa		
				Dr. Nidhi Pareek		

NOTES:-

1. All the In-charges and members of the various departments/committees will be fully responsible for maintaining the assigned duties activities and prescribed program. In case of any difficulty, undersigned must be contacted.
2. All the In-charges and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they can contact to the Principal.
3. All the In-charges and members of the various departments/committees will have to work on full- fledged manner. When In-charges on leave etc. senior member of the concerned departments must be available on duty and vice versa.
4. Please put your efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. please utilize your talent for the betterment of the Vidyalaya and students.
5. All constituted committees will come in force from01.08.2024.... to further order.

(Dr. R.K. Vyas)
PRINCIPAL