

PM SHRI KENDRIYA VIDYALAYA NO. 2 AFS JODHPUR

COMMITTEE FOR THE YEAR 2024-25

S. no	Department	Name of the Teachers.	Sign	Duties & Responsibilities
1.	Admission	1. Mr. Narendra Singh Poonia (I/C) 2. Mr. Dinesh Gaur 3. Mr. Nishant Kumar 4. Mrs. Asha Shani 5. Mr. Vishvamitra 6. Mr. Prabhanshu 7. Mrs. Rashmi 8. Mr. Meghraj		Advertisement, issue of application forms, registration. Scrutiny of the forms. Preparation of lists for lots. Preparation of list for provisional admission. Admissions to all classes as per KVS norms, Maintenance of admission registers. Monitoring of T.Cs issued, uploading of registered application in the web site, uploading of TC on regular basis, Monthly updating the students 'enrolment. Any changes in SR register/ Guard file will be done only by Mrs Sujatha Guneswari. . To collect the data and send to RO , on the last working day with the help of Computer instructor-1
2.	Time-Table Sec &Sr.Sec & Arrangement t , Bell Timings& Corridor Duty	1. Mr.Vir Mohammad (I/C) 2. Mr. Hemant Maheshwari 3. Mr. Rajendra Singh Godara(I/C) Primary 4. Mr. Harun Mohammad 5. Mr.Mangilal Pandya 6. Mr.Mangilal (IN CASE OF LEAVE)		Preparation of teachers, classes Time table, Remedial time table as per KVS norms. Monitoring of regular, zero period and Test/ Exam bell timings. Preparation of salary statement of coaches and part-time teachers before 3 rd of every month. To arrange the classes of the teachers on daily basis who are on leave/OD. To prepare special Time table as per need and requirement. Display corridor duty. <u>Mr.Mangilal Pandya will ensure cleanliness and supply of water in drinking water area during prayer timing</u>
3.	Morning Assembly Incharge	1. Mrs. Bhavna (I/C) 2. Mr. Rajesh Kumar Mahawar 3. Mr. Ashok Kumar Soni		To conduct the morning assembly within the stipulated timings as per KVS norms. To monitor the announcements. To monitor the discipline and the conduct of morning assembly programme.

		4. Mr. Naresh Kumar 5. Mr. Vishvamitra 6. Mr. Brijmohan Saini 7. Mr. Rajesh Kumar Bairwa 8. Mr. NImish Kumar 9. Mrs. Kirti Gupta 10. Mr. Hukama Ram 11. Mrs. Deepika Trivedi		
4	<u>Examination</u> a)Internal Examination.	1. Mr. Badal Ram Jangid (I/C) 2. Mr.Sanjeev Kumar Chouhan 3. Mr. Naresh Kumar 4. Mr. Meghraj (I/C) PRT 5. Mr. Prabhanshu 6. Mr. Mangilal		To maintain all the records related to Examination Department. Internal – Planning & conduct of Monthly Tests/PT/HY/Annual Exam/Pre-Boards as per schedule. Distribution of progress cards, study materials & practice set papers. Distribution of students and teachers diaries.
b)	CBSE. /External Examination.	1. Mr. Hansraj Kajla (I/C) 2. Mr. Narendra Singh Poonia 3. Mr. Ravindra Singh Kachhwaha 4. Mr. Mangilal Pandya		All works/Tests/Exams related to CBSE. Taking care of timely dispatch of CBSE letters/uploading of data to CBSE web site. Taking care of all student needs connected to CBSE. Maintenance of Board Result registers for class X and XII. Arrangement & conduct of exam as per guidelines given by the respective agency.
5	Co-curricular activities			
a)	CCA(School based)	1. Mrs. Bhavna (I/C) 2. Mr. Rajesh Kumar Bairwa 3. Mrs. Alpana Choudhary		Planning of activities, conduction of programme, preparation and announcement in assembly. Maintenance of Register for activities conducted, details of students getting prizes, distribution of CCA prizes to students. Planning, preparation and arrangement of important days and celebrations as per the KVS guidelines.Student Council – allotment of duties, discipline, uniform checking etc. to publish the

		4. Mr. Rakesh 5. Mr. Harun		School Magazine for the year current year.To collect data from various departments for annual report as per (RO).
b)	House	1. SHIVAJI HOUSE- Mr. Neka Ram Ghanchi 2. TAGORE- Mr. Dinesh Kumar Gaur 3. ASHOKA- Mr. Ajay Jain 4. RAMAN- Mr. Nishant Kumar		To prepare the students for various competitions. Seating arrangements for function, events, competition. Maintenance of perfects/student's council on duty. Maintain records of competitions. To ensure mass participation in all the activities. To conduct house meeting and maintain house register.
c)	Clubs	SCIENCE/ECO/HEALTH CLUB 1. Mrs. Asha Shani (I/C) 2. Mr. Nishant Kumar 3. Mr. Neka Ram Ghanchi 4. Mrs. Indu Verma 5. Mr. Ravindra Singh Kachhwaha MATH CLUB 1. Mr. Hemant Maheshwari (I/C)_ 2. Mr. Narendra Singh Poonia 3. Mrs. Arti Sharma 4. Mrs. Sangeeta Saini SOCIAL SCIENCE/INTEGRITY/YUVA/TOURISM		1. Activities to be planned and implemented. 2. Records to be maintained in the Club Register. 3. Upkeep of the bulletin board. 4. Ensure maximum participation of students in the club activities.

		<p>CLUB</p> <ol style="list-style-type: none"> 1. Mr. Ashok Kumar Soni 2. Mr. Hansraj 3. Mr. Badal Ram Jangid 4. Mrs. Deepika Trivedi 5. Mr. Sanjeev Kumar Chauhan <p>BIS CLUB</p> <p>Mr. Nekaram Ghanchi (I/C)Mr. Dinesh Kumar Gaur</p>		
6.	<p>Academic Coordinator & Back to Basic. (SLATE).</p>	<ol style="list-style-type: none"> 1. HINDI- Mr. Rajesh Kumar Mahawar 2. ENGLISH- Mrs. Bhavna 3. MATH- Mr. Narendra Singh Poonia 4. SCIENCE- Mr. Ajay Jain 5. S.St.- Mr.Ashok Kumar Soni 6. Mrs. Suman SoraL 		<p>To implement and maintain records of Back to Basics from class 6 to 8 as per KVS norms.</p> <p>To maintain record of all activities related to academics. To distribute list of text books Note books, option forms and other details. To maintain minutes of academic meetings. To organize and conduct Parent teacher meetings for all the classes. To send the information to parents regarding academics. To send messages to parents through UOLO app regarding PTMs/Holidays/any academic related information.</p>
7.	<p>Grievance, Child Right protection & RTI cell</p> <p>&</p>	<ol style="list-style-type: none"> 1. Mr. Hemant Maheshwari (I/C) 2. Mr. Dinesh Kumar Gaur 3. Mrs. Bhavna 4. Mrs.Asha Shani 5. Mr. Hansraj Kajla 6. Mrs. Suman Soral 		<p>Dealing with the grievances of teachers and students once a fortnight. Maintenance o register with proper records. To attend to all discipline cases in the school. To reply to all RTI and RTE related information</p>

	Safety and security of students, Search and Rescue.	7. Mrs. Deepika Trivedi		
8	ICC	1. Mrs. Bhavna 2. Mrs. Suman Soral 3. Mr. Vir Mohammad 4. Mrs. Shyama Tanwar, Managing Trustee at Sambhali Trust, K.N. College Road, Jodhpur 342001		Dealing with the grievances of teachers and students once a fortnight. Maintenance of register with proper records. To attend the all discipline cases in the school.
9.	Arrival and dispersal of students . Discipline	1. Mr. Nishant Kumar (I/C) 2. Mr. Narendra Singh Poonia 3. Mr. Ashok Kumar Soni 4. Mr. Brijmohan Saini 5. Mrs. Arti Sharma 6. Mr. Hukama Ram 7. Mrs. Suman Soral 8. Mr. Narendra Singh 9. Mr. Thana Ram		Timely closing of the gate, coordinating with the discipline committee, report of everyday to reach the Principal and to ensure the safety and security of the students, corridor movement, dispersal of students after school hours, issue of ID cards, Out pass, Visitor's pass, Parent ID etc Checking of late comers, uniform, dispersal of students after school hours.

10.	Departments Stocks holders/	1. HINDI- Mr. Rajesh Kumar Mahawar 2. ENGLISH- Mrs.Bhavna 3. MATH- Mr. Narendra Singh Poonia 4. SCIENCE- Mr. Ajay Jain 5. S.St.- Mr.Ashok Kumar Soni 6. PRT- Mrs.Suman Soral	<p>Conducting subject committee meeting and to maintain register. Release of Vidyalaya magazine .</p> <p>Conduct meeting once in a month. (First week)</p> <p>Monday – English Tuesday – Hindi & Sanskrit Wednesday – Maths Thursday -Science Friday– Social Science - Primary (As per their schedule)</p> <p>Placing order for requirement for the respective department. Taking up condemnation work. Maintenance of stock register.</p>
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11.	Furniture & Repair Maintenance of Fixtures and assets	1. Mr. Nimish Kumar (I/C) 2. Mr. Vir Mohammad 3. Mr. Badal Ram Jangid 4. Mr. Rajesh Kumar Bairwa 5. Mr. Vishvamisra 6. Mr. Naresh Kumar 7. Mrs. Suman Soral 8. Mr. Prabhanshu Singh Solanki 9. Mr. Mangilal Pandya	<p>Maintenance of stock register of furniture of the class-wise, staff room, labs, depts., library, office, Principal room etc., Preparation of list of broken and repairable furniture. Submission of requirements if any. Preparation of annual condemnation list. To maintain the stock of all the assets like Fridge, Intercom, and Duplicating Machine, Vending machine etc. To procure AMC as required. Maintenance of all the items Repair work of electrical wiring. Fixation of tubes, switches, bulbs. Maintenance of aqua guard, Refrigerator and coolers. Decoration during Function/Events/Celebrations.</p>
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12.	Contractual Appointments	<ol style="list-style-type: none"> 1. Mr. Vir Mohammad 2. Mr. Nishant Kumar 3. Mrs.Suman Soral 		To draft the advertisement and give it in the Newspaper. To prepare for the interview. To prepare the panel. To call the teachers as and when required and to complete all the necessary formalities.
13.	Photography	<ol style="list-style-type: none"> 1. Mr. Naresh Kumar 2. Mr.Sanjeev Kumar Chouhan 3. Mr. Vishvamitra 4. Mr. Rajesh Kumar Bairwa 5. Mr. Meghraj 6. Mr. Rakesh 		Arrangement of photographer for Vidyalaya Programmes, Maintenance of Album. Uploading of Photos after every event on the website and publishing in the newspaper.
14.	PA System	<ol style="list-style-type: none"> 1. Mr.Nimish Kumar 2. Mr.Rajesh Kumar Bairwa 3. Mr. Meghraj 4. Mr. Harun 		Purchase & Maintenance of PA system related items. Ensuring the functioning of this during daily assembly (both in Primary & secondary) and also during all the meetings, workshops, seminars and celebrations at school.
15.	Excursion Sec & Sr Sec	<ol style="list-style-type: none"> 1. Mr. Ashok Kumar Soni (I/C) 2. Mr. Dinesh Kumar Gaur 3. Mrs. Deepti Kashyap 4. Mrs. Indu Verma 5. Mr. Ravidnra Singh Kachhawaha 6. Mrs. Arti Sharma 7. Mrs. Suman Soral 		Planning and arrangement of educational tours as per KVS direction for students and staff.

16.	Bharat Scouts & Guides	1. Mrs. Rajesh Kumar Bairwa (I/C) 2. Mr. Narendra Singh Poonia 3. Mrs. Bhavna 4. Mr. Ajay Jain 5. Mr. Nishant Kumar 6. Mr. Nimish Kumar 7. Mr. Ravindra Singh Kachhwaha 8. Mrs. Alapana Choudhary (I/C) 9. Mrs. Indu Verma 10. Mrs. Gayatri Ranga 11. Mr. Narendra Singh 12. Mr. Prabhanshu 13. Mr. Meghraj 14. Mr. Thanaram 15. Mr. Harun Mohammad 16. Mr. Rakesh 17. Mr. Ramesh Guru	To conduct scouts and guides activities in the Vidyalaya. To prepare the students for various testing camps. To plan for adventure activities for scouts.
17.	Website Maintenance	1. Mr. Prabhanshu Singh Solanki (I/C) 2. Mr. Khushwant	Safety and security of all computer labs. Submission of requirements. All works related to computer department. Submission of monthly report to the Regional Office. School web site maintenance. Uploading of all information with photos.
18.	Medical Check-up First Aid Secondary	1. Mr. Hukama Ram (I/C) 2. Mrs. Indu Verma 3. Mrs. Arti Sharma 4. Nurse Contractual	Distribution and collection of medical cards to class teachers. Arrangement of students' health checks up, twice a year as per KVS Purchase of medicines and materials for First Aid kit Providing first aid facilities to students as and when required. Attending to all emergency conditions. Schedule.

19.	Fire Safety, Evacuation	<ol style="list-style-type: none"> 1. Mr. Nimish Kumar (I/C) 2. Mr. Ravindra Singh Kachhwaha 3. Mrs. Alpana Choudhary 4. Mr. Rajesh Kumar Bairwa 5. Mrs. Suman Soral 6. Mr. Narendra Singh 7. Mr. Khushwant 	<p>To train the teachers & the students. To plan mock drill To check upkeep, procurement of the equipment To procure the certificate</p>
20.	Fee collections, UBI, Checking CS 11 & CS 54 & Shaala darpan	<ol style="list-style-type: none"> 1. Mr. Dinesh Kumar Gaur (I/C)(Till Joining of Mrs. Kuldeep Kaur, PGT CS) 2. Mr. Narendra Singh Poonia 3. Mr. Prabhanshu 4. Mr. Meghraj 	<p>Fixing and announcement of dates for fee collections. Feeding of data to UBI Server. Preparation of Challans. Take up the modifications as and when required. To update all the details of Shaala Darpan and keep the records.</p>
21.	Guidance & Counseling	<ol style="list-style-type: none"> 1. Mr. Nekaram Ghanchi (I/C) 2. Mr. Vir Mohammad 3. Mrs. Kuldeep Kaur 4. Mrs. Geeta Rani 5. Mrs. Arti Sharma 	<p>To carry out sessions on various careers. To put up in the school various options of careers available. Dealing the matters with students, teachers and parents To intimate the children regarding the various courses. Addressing the complaints and maintenance of suggestive measures. Steps taken.</p>
22.	AEP	<ol style="list-style-type: none"> 1. Mrs. Asha Shani (I/C) 2. Mrs. Bhavna 3. Mrs. Indu Verma 4. Mr. Naresh Kumar 	<p>.To sensitize the students on adolescent issues. To train all the Teachers. To maintain records. To inform the students about the various courses that can be taken as career.</p>

		5. Mrs. Arti Sharma		
23.	Swachhta Coordinator (Sanitation and Cleanlines)	1. Mrs. Asha Shani (I/C) 2. Mr. Rajesh Kumar Mahawar 3. Mr. Ajay Jain 4. Mr. Brijmohan Saini 5. Mrs. Arti Sharma 6. Mrs. Alpana Choudhary 7. Mr. Naresh Kumar 8. Mr. Hukama Ram 9. Mrs. Geeta Rani 10. Mrs. Suman Soral 11. Mr. Thanaram 12. Mrs. Poonam 13. Mrs. Nikita Dabas 14. Mr. Suresh		<p>To do correspondence with the Authorized agency.</p> <p>To check the attendance/ ESI/ Police verification of House keeping staff.</p> <p>To verify and monitor the stock purchased under Sanitation regularly</p> <p>To certify the bills related to the Sanitation Committee.</p> <p>To ensure that the wash rooms at A,B and C Blocks are cleaned twice daily by the house keeping ladies. To maintain records.</p> <p>To ensure that the classrooms and the corridors of their respective blocks are cleaned.</p> <p>Functioning of Vending Machine- Upkeep of the machine, help and guide the students how to use it.</p> <p>AMC to be maintained</p> <p>Functioning and cleaning of Fountain in C- Block</p> <p>To ensure cleanliness of the school/classrooms/corridors/wash rooms/water supply/storage/ dustbins/electrical points.</p> <p>Arrangement of night duty staff (as per the need)during all the important events .</p> <p>To prepare the monthly report on Sanitation/cleanliness for dispatch to the Regional office.</p>

24.	Class teachers		<p><u>Classroom maintenance:</u> Cleanliness, Decoration, Information, Class room Inventory, ICTEquipments</p> <p><u>Students Discipline:</u> Student's uniform, late comers, etc., immediately bring it to the notice of Principal and inform the parents. Maintain the Anecdotal record of students.</p> <p><u>Others:</u> All leave letters, Fee concession letters, TC. Application forms and any official letters should be certified by Class teachers or Co-class teachers before reaching to the Principal for counter signature.</p>
25.	Beautification of Vidyalaya. & Museum Racks Secondary	<ol style="list-style-type: none"> 1. Mrs. Asha Shani (I/C) 2. Mr. Nishant Kumar 3. Mrs. Deepika Trivedi 4. Mr. Ramesh Guru 5. Mrs. Rashmi 6. Mr.Mangilal Pandya 	<p>Maintaining the boards inside the classrooms, name boards for classes to be painted on the doors etc. and coolers. Decoration during Function/Events/Celebrations.</p> <p>To maintenance of the principal room, museum with the existing items. Addition of items in consultation with Principal.</p>
26.	Gardening	<ol style="list-style-type: none"> 1. Mrs. Asha Shani (I/C) 2. Mr. Nishant Kumar 3. Mrs. Deepika Trivedi 4. Mrs. Suman Soral 5. Mrs. Gayatri Ranga 6. Mrs. Tannu Gulia 7. Mr. Suresh 	<p>To maintain the garden of the Vidyalaya.</p> <p>To supervise the work of the gardener.</p> <p>To procure materials for gardening .</p>
27.	Printing Sec &Sr.Sec Students Diary	<ol style="list-style-type: none"> 1. Mr. Rajesh Kumar Mahawar (I/C) 2. Mrs. Suman Soral 	<p>Printing work related to admission, school magazines, students and teachers diaries,invitation cards, DO letters etc., under the supervision of committee incharge.</p>

28.	Teaching Aids	<ol style="list-style-type: none"> 1. Mr. Ashok Kumar Soni (I/C) 2. Mr. Hansraj Kajla 3. Mr. Brijmohan Saini 4. Mrs. Alpana Choudhary 	<p>To keep the stock of all teaching aids.</p> <p>To purchase new teaching aids as required.</p>
29.	Refreshments	<ol style="list-style-type: none"> 1. Mrs. Bhavna 2. Mrs. Suman Soral 3. Mr. Meghraj 	<p>To stock refreshments in the fridge to serve the VIP as and when required.</p> <p>To maintain register regarding expenses incurred for various events</p>
30.	VMC/VEC /PTA Meetings	<ol style="list-style-type: none"> 1. Mrs. Bhavna 2. Mr. Rajesh Kumar Mahawar 3. Mr. Hukama Ram 4. Mrs. Suman Soral 5. Mr. Jagdish Chejara 	<p>To take up all the work related to VMC meeting & VEC as and when required.</p> <p>To inform the members about the Meeting. Draft the meeting report and final report.</p> <p>Arrangement of PTA as per schedule. Inform the students in advance.</p> <p>Maintain attendance and minutes of the meeting.</p> <p>To Organize the meeting</p> <p>To collect the minutes of the meetings conducted on 3rd Saturday.</p> <p>To consolidate the minutes and present to PTA Joint Secretary.</p> <p>To maintain the Minutes of the meeting.</p> <p>To organize the meetings.</p> <p>To collect the subscription.</p> <p>To arrange Farewell meetings.</p>

31.	Library	1. Mrs. Deepti Kahsyap (I/C) 2. All Subject Conveners	Maintenance of books Purchase according to the requirements Digitalization of library.
32.	Outsourcing Agencies	1. Mr. Rajesh Kumar Mahawar (I/C) 2. Mrs. Bhavna 3. Mr. Hukama Ram 4. Mr. Jagdish Chejara	To monitor the work of the conservancy and security. To check the attendance. To check and certify the payments. Any grievances or complaints should be brought to the notice of the Principal immediately.
33.	Alumni Association	1. Mr. Hemant Maheshwari (I/C) 2. Mr. Nishant Kumar 3. Mr. Dinesh Kumar Gaur 4. Mrs. Suman Soral	To setup Alumni association in the Vidyalaya. To keep record of students joining Engg, Medicine, NDA or other Professional courses after class XII-Result.
34.	Olympiads (Maths) – KVS/ INMO	1. Mr. Narendra Singh Poonia (I/C) 2. Mrs. Arti Sharma 3. Mrs. Sangeeta Saini	To register students as per KVS guidelines To inform the students the dates regarding the various examination. To train, to conduct the tests To maintain records.
35..	Inspire, NCSC	1. Mr. Ajay Jain (I/C) 2. Mr. Neka Ram Ghanchi 3. Mr. Ravindra Singh Kachhwaha 4. Mrs. Indu Verma	To register students as per KVS guidelines. To inform the students the dates regarding the various examination. To train, to conduct the tests To maintain records, arrangement of escorts, judges.
36.	Local Purchase	1. Mr. Ajay Jain 2. Mr. Vir Mohammad 3. Mr. Badal Raj Jangid 4. Mrs. Bhavna 5. Mr. Narendra Singh	Consolidating the requisition from all teachers. Conduct of market survey to procure quotation. To prepare comparative statement. To verify the purchases/bills as per procedure. To ensure that the payment is made to the firm.

		Poonia 6. Mrs. Suman Soral 7. Mr. Hukama Ram 8. Mr. Nimish Kumar 9. Mr. Meghraj 10. Concerned Stock Incharge		
37.	Science Exhibition/ RSBVP/ Science Olympiads / Green Olympiads	1. Mr. Ravindra Singh Kachhwaha 2. Mr. Vir Mohammad 3. Mrs. Indu Verma 4. Mr. Meghraj 5. Mr. Rakesh 6. Mr. Harun Mohammad		1. To inform and train the students for the various exhibitions. 2. To conduct all the events as per KVS guidelines. 3. To maintain the records. 4. To register students as per KVS guidelines. 5. To inform the students the dates regarding the various examination. 6. Ensure Maximum participation of children.
38.	Income Tax & Salary Verification	1. Mr. Narendra Singh Poonia (I/C) 2. Mr. Ravidnra Singh Kachhwaha 3. Mrs. Arti Sharam 4. Mrs. Sangeeta Saini 5. Mr. Jagdish Chejara 6. Mr. Akash Sharma		To check IT details submitted by the Teachers and preparation of Form 16.
39.	Staff Room Maintenance	1. Mr. Ashok Kumar Soni 2. Mr. Vishvamitra 3. Mrs. Deepika Trivedi 4. Mr. Mangilal Pandya		To assign the duty to teachers on rotation basis.

40.	Students with special needs (Divyang/CWSN).*	<ol style="list-style-type: none"> 1. Mr. Hukama Ram 2. Mrs. Suman Soral 3. Special Educator contractual 	<ol style="list-style-type: none"> 1. Distribution of cards to all the classes. 2. Monitoring of the activity, helping in organizing. 3. To maintain the record for the entire year. 4. Collection of Data class wise as per guidelines./KVS norms. 5. To keep records ready for sending to RO as and when required.
41.	Flag Duty	<ol style="list-style-type: none"> 1. Mr. Hukama Ram 2. Mr. Rajesh Kumar Bairwa 	To allot duties and train teachers for flag hoisting and lowering
42.	Raj Bhasha	<ol style="list-style-type: none"> 1. Mr. Rajesh Kumar Mahawar 2. Mr. Brij Mohan Saini 3. Mr. Naresh Kumar 4. Mr. Jagdish Chejara 5. Mr. Akash Sharma 	To take care of implementation of all activities of Raj Bhasha Programme in the Vidyalaya.
43.	Atal Tinkering Lab	<ol style="list-style-type: none"> 1. Mr. Nimish Kumar (I/C) 2. Mrs. Kuldeep Kaur 3. Mr. Suresh 	<p>To organize activities. Encourage students for active participation. Upkeep and maintenance To maintain records as per the guidelines received.</p>
44.	ACP	<ol style="list-style-type: none"> 1. Mr. Naresh Kumar 2. Mr. Brij Mohan Saini 3. Mr. Ravindra Singh Kachhwaha 4. Mrs. Indu Verma 5. Mrs. Arti Sharma 6. Mrs. Geeta Rani 	To implement the programme ACP in a planned and systematic manner from class 7, 8 & 9 as per the KVS guidelines.

45.	Lab Maintenance	CONCERNED LAB INCHARGES		Maintain the labs with equipment. Biology/Biotech/Physics: Mr. Mangilal Pandya Chemistry: Mr. Mangilal Assist in the labs with equipments
46.	NCC & STUDENT POLICE CADET PROGRAMME	1. Mrs. Arti Sharma (I/C NCC) 2. Mr. Vishvamitra (I/C SPC) 3. Mrs. Indu Verma (SPC)		To conduct all the activities as per guidelines
47.	MAGAZINES & PUBLICATIONS	1. Mr. Rajesh Kumar Mahawar (I/C) 2. Mrs. Bhavna 3. Mr. Naresh Kumar 4. Mr. Sanjeev Kumar Chauhan 5. Mrs. Alpana Choudhary 6. Mr. Vishvamitra 7. Mrs. Deepika Trivedi		Timely publishing of Vidyalay magazine and advertisement in News papers
48.	PISA	1. Mr. Dinesh Kumar Gaur (I/C) 2. Mr. Ajay Jain 3. Mr. Neka Ram Ghanchi 4. Mrs. Alpana Choudhary 5. Mrs. Arti Sharma		Conduct activities as per guidelines
49.	UDISE	1. Mrs. Kuldeep Kaur (I/C) 2. Mr. Nimish Kumar 3. Mr. Narendra Singh Poonia 4. All Class Teachers		Maintain Vidyalaya Information on Portal

50.	ENROLL MENT	<ol style="list-style-type: none"> 1. Mr. Nimish Kumar (I/C) 2. Mr, Hansraj Kajla 3. Mr. Harun 4. All Class Teachers 5. Mr. Mangilal Pandya 		Update enrollment on last working day of every month & provide date to RO Jaipur.
51.	STAFF QUARTE Rs	<ol style="list-style-type: none"> 1. Mr.Narendra Singh Poonia (I/C) 2. Mr. Rajesh Kumar Mahawar 3. Mrs.Bhavna 4. Mrs. Indu Verma 		Maintain record of allotment of Staff Quarters.
52.	WATER TANK	<ol style="list-style-type: none"> 1. Mr. Hukama Ram (I/C) 2. Mr. Rajesh Kumar Mahawar 3. Mr. Nimish Kumar 		Maintain cleaning and safety of water tank.
53.	MAINTENANCE & REPAIR COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Nimish Kumar (I/C) 2. Mr. Ajay Jain 3. Mr. Vishvamisra 4. Mr. Naresh Kumar 5. Mr. Hukama Ram 6. Mr. Brij Mohan Saini 7. Mrs. Suman Soral 8. Mrs. Gayatri Ranga 		Timely completion of repair and maintenance work in the Vidyalaya.

54.	DISCIPLINE	<ol style="list-style-type: none"> 1. Mr. Dinesh Kumar Gaur (I/C) 2. Mr. Narendra Singh Poonia 3. Mrs. Kuldeep Kaur 4. Mr. Hansraj Kajla 5. Mr. Hukama Ram 6. Mrs. Arti Sharma 7. Mrs. Suman Sorai 8. Mr. Harun Mohammad 9. Mr. Thana Ram 		Ensure discipline among students in the Vidyalaya during Arrival, Dispersal, Morning Assembly, Recess and all the events conducted collectively for all classes.
55.	SPORTS & YOGA	<ol style="list-style-type: none"> 1. Mr. Hukama Ram (I/C) 2. Mr. Ashok Kumar Soni 3. Mr. Ravindra Singh Kachhwaha 4. Mrs. Asha Shani 5. Mr. Rakesh 6. Mrs. Nikita Dabas 7. Mrs. Rashmi 8. Mrs. Poonam 		Organise sports activities as per schedule and guidelines.
56.	SIC (School Innovation Council)	<ol style="list-style-type: none"> 1. Mr. Nishant Kumar (I/C) 2. Mr. Nimish Kumar 		To organize activities as per schedule and guidelines, motivate students, inculcate innovative thinking approach among students.