



**PM SHRI KENDRIYA VIDYALAYA BSF ,POKARAN,
JAIPUR REGION, RAJASTHAN**

VIDYALAYA COMMITTEES, SESSION 2024-25



The following committees are constituted for smooth functioning of the vidyalaya activities during the session 2024-25. The new committees will come into effect from 1st July 2024. The I/Cs and members are further requested to discharge their duties with devotion and to sit together and formulate strategies for the benefit of the students and for the successful running of the school administration as per KVS norms and guidelines for the Session 2024-25. The second member of the committee will act as in I/C in case of leave, absence or transfer of the in charge.

1. ACADEMIC ADVISORY COMMITTEE, PTM AND PTA COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|----------|-------|
| SH. LALTA PRASAD | PGT(CHE.) | I/C | |
| SH. VIKRAM RAM | PGT(PHY.) | Members | |
| Ms. RAJNI KARDAM | PGT(CS) | | |
| SH. SURESH KUMAR CHAUHAN | PGT(HINDI) | | |
| Ms. RICHA DIXIT | PGT(ENG.) | | |
| SH. SATYANARAYAN | TGT(SKT) | | |
| Ms. REENA | PRT | | |
| Mr. Sumit | WET | | |

Duties

1. To ensure that the Back to Basic program is implemented.
2. To see to it that in all the classes adequate attention is given to the late bloomers.
3. To make practical and implementable strategies for the improvement of the late bloomers.
4. To give suggestion to the Principal about various aspects of the academic atmosphere of the school.
5. To bring to the notice of the Principal any lacuna or improvement in the academic atmosphere of the Vidyalaya.
6. To monitor the academic performance of the students.
7. To keep a record of the strategies used by the teachers to improve the performance of the students.
8. To monitor the Academic Loss Programme and keep a record of the same.
9. To work in consultation with the Examination Department and ensure the quality of the question papers set by the teachers.
10. To help the Examination Department in conducting examinations.
11. To complete any other assigned work as per the direction and instruction given by the Principal.
12. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHRD or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.
13. To keep a record of (a) Late Bloomers (b) Average Learners and (c) Bright Learners of all the classes both in hard copy and soft copy

2. SUBJECT COMMITTEE CONVENORS

| Subject Committee Convenor | | | | |
|----------------------------|------------------|-------------|----------|-------|
| Subject | Name of Staff | Designation | Position | Sign. |
| Computer | Ms. Rajni Kardam | PGT (C.S.) | I/C | |
| English | Ms. Richa Dixit | PGT (Eng.) | I/C | |

| | | | | |
|--------------------|--------------------------|-------------|-----|--|
| Science | Sh. LALTA PRASAD | PGT(Chem.) | I/C | |
| Hindi/ Sanskrit | Mr. Suresh Kumar Chauhan | PGT (Hindi) | I/C | |
| Maths | Mr. Harish Kumar Meena | PGT (Maths) | I/C | |
| Social Science | Sh. KAILASH UJJAWAL | PGT(GEO.) | I/C | |
| Primary | Sh. CHENA RAM | PRT | I/C | |

Duties

1. To conduct subject committee meetings.
2. To meticulously maintain the records of the minutes of subject committee meetings in hard copy and in soft copy form.
3. To get the minutes of the subject committee meetings signed by the Principal at least once in a month.
4. To formulate strategies to improve the teaching-learning environment.
5. To discuss the successful implementation of any circular or guideline or direction relevant for the teaching of the concerned subject.
6. To work in consultation with the other subject committee convenors to ensure an inter-disciplinary approach.
7. To supervise the day-to-day class room teaching learning.
8. To ensure that the day-to-day class room teaching learning is as per the instructions of the Principal, requirements of the subject, student centric, for the benefit and the improvement of all categories and types of learners.
9. To monitor the checking of the class work and home work copies.
10. To monitor the meticulous checking of the assignments, projects, practical work, holiday homework, examination scripts.
11. To work for the improvement of the teaching learning of the concerned subject.
12. To bring to the notice of the Principal good work done by the teachers about improving the teaching of the concerned subject.
13. To take the members of the subject committee into confidence and inform the Principal about any improvement required about the teaching strategies implemented in the teaching of the concerned subject.
14. To work in consultation with the Examination Department and ensure the quality of the question papers set by the teachers of the concerned subject
15. To help the Examination Department in conducting examinations of the concerned subject
16. To complete any other assigned work as per the direction and instruction given by the Principal
17. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya with regard to the teaching of the concerned subject.
18. To keep a record of (a) Late Bloomers (b) Average Learners and (c) Bright Learners of all the classes of the concerned subject (both in hard copy and soft copy)

3. EXAMINATION (INTERNAL AND EXTERNAL), CBSE COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------|-------------|------------------------|-------|
| Sh. VIKRAM RAM | PGT (PHY.) | I/C (Secondary) | |
| Ms. RAJNI KARDAM | PGT(CS) | Member (Secondary) | |
| Sh. SAYAR SINGH | TGT(ENG) | Member(Secondary) | |
| | | | |
| Sh. CHENA RAM | PRT | I/C (Primary) | |
| Ms. SHRUTI | PRT | Member (Primary) | |
| Ms. ANURADHA SINGH | PRT | Member (Primary) | |
| | | | |
| Mr. SUNIL NEHRA | PGT(HIS.) | I/C (CBSE & External) | |

| | | | |
|--------------------------|------------|--------|--|
| Ms. RAJNI KARDAM | PGT(CS) | Member | |
| Mr. ASHWANI KUMAR SHARMA | TGT(MATHS) | Member | |

Duties

1. To conduct examinations as per guidelines.
2. To ensure that the question papers are set as per syllabus and curriculum (this should be done in consultation with the subject committee convenors).
3. To see to it that the examination scripts are checked, and the award list submitted in triplicate on time.
4. To circulate among all the concerned teachers any circular or instruction related to the syllabus, curriculum, examination time table, marking scheme and blue print.
5. To circulate through the class teachers and the subject teachers the syllabus, curriculum, examination time table, marking scheme and blue print among the students.
6. To maintain a record of the absentees in various examinations.
7. To conduct re-test of the absentees as per time table approved by the authority
8. To supervise the registration of Board Students.
9. To meticulously complete all activities related to the conduct of AISSE and AISSCE Examination.
10. To collect from the class teachers all relevant data and timely submit the fees with regard to the conduct of AISSE and AISSCE.
11. To collect from the class teachers all relevant data and timely submit the fees with regard to the registration of Class IX and Class XI students.
12. To maintain a record of the result analysis as per requirement.
13. To see to it that all the concerned subject teachers submit the checked scripts along with the award list and the result analysis of their concerned subject on time
14. To distribute scripts to the subject teachers for checking after the examination.
15. To ensure that invigilation duty is done as per requirement and instructions of the Principal.
16. To complete any other assigned work as per the direction and instruction given by the Principal.
17. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.
18. To keep a record (as received from the subject teachers) of (a) Late Bloomers (b) Average Learners and (c) Bright Learners of all the classes (both in hard copy and soft copy)

4. ADMISSION COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|---------------------|-------------|----------|-------|
| Mr. KAILASH UJJAWAL | PGT(GEO) | I/C | |
| Mr. CHENA RAM | PRT | Members | |
| Ms. RAJNI KARDAM | PGT(CS) | | |
| Ms. NISHTHA | PRT | | |

Duties

1. To complete the admission process as per the time line provided by KVS HQ New Delhi.
2. To upload and verify all relevant documents with regard to the admission process.
3. To address the parents and help them in the admission process.
4. To guide all those individuals who have applied for the admission of their ward in the Vidyalaya.
5. To maintain and keep a record of the number of admissions including the details of the students such as class, sex, category etc. and inform the same to the Principal as and when required and once in a month on the last working day.
6. To keep a record of the enrolment position of the Vidyalaya.
7. To maintain all other relevant documents related to admission both in hard copy and soft copy form.
8. To complete any other assigned work as per the direction and instruction given by the Principal

9. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHRD or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

5. TIME TABLE AND ARRANGEMENT COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|------------------------|-------------|----------------------|-------|
| Mr. HARISH KUMAR MEENA | PGT(MATHS) | I/C (Secondary & HS) | |
| Mr. ASHWANI KUMAR | TGT(MATHS) | Members | |
| Mr. SATYANARAYAN | TGT(SKT) | | |
| Ms. REENA | PRT | I/C (Primary) | |
| Ms. SHRUTI | PRT | Member | |

Duties

1. To make a Time Table for the Vidyalaya as per KVS HQ New Delhi guidelines and the requirements of the Vidyalaya
2. To allot periods to different subjects in a logical, practical and approved manner doing justice to all the teachers
3. To allot Class Teachership to different teachers as per the instructions of the Principal
4. To distribute classes among teachers as per requirement and instructions whenever there is more than one teacher teaching a subject
5. To see to it that library periods, games periods, art and craft periods and practical periods are allotted in the second half as far as possible
6. To note the number of teachers absent and then provide other teachers opportunity periods to take classes in the classes of those teachers who are absent
7. To complete the procedure of providing opportunity periods during the morning assembly and with the approval of the Principal
8. To allot recess duty and maintain a record of the same
9. To provide the Time Table of the day to the members of the panel during panel supervision or any other supervision by any other authority
10. To provide a Subject-wise Time Table and a Class-wise Time Table (both hard copy and soft copy) to the Principal, all the Class Teachers and Subject Teachers before the commencement of the new session
11. To make time table of any class as per requirement and necessity
12. To make the Time Table for Extra Classes during Morning Assembly, after school hours, holidays etc.
13. To provide Time Table to teachers coming on transfer, deputation or contractual appointment
14. To supervise and monitor whether the Time Table is being followed by the teachers
15. To report to the Principal if a teacher is not following the Time Table without the approval of the Principal
16. To provide the sub staff in the Vidyalaya Office with a printed copy of the bell timings so that the bell can be rung on time and as per the requirements of the Time Table
17. To complete any other assigned work as per the direction and instruction given by the Principal
18. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

6. CCA COORDINATION AND MORNING ASSEMBLY COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|---------------|----------|-------|
| Mr. SURESH KUMAR CHOUHAN | PGT(HIN.) | I/C | |
| Ms. RICHA DIXIT | PGT(ENG.) | Members | |
| Ms. RINKY SHARMA | MUSIC TEACHER | | |
| Mr. SUMIT | TGT (WET) | | |
| Mr. N.D. VYAS | TGT(ARTS) | | |

| | | | |
|----------------|--------|---------------|--|
| Ms. REKHA RANI | LIBRA. | | |
| Ms. REENA | PRT | I/C (Primary) | |
| Ms. NISHTHA | PRT | Member | |

Duties

1. To make a calendar of CCA activities for the session
2. To implement the calendar of CCA activities
3. To organise various inter-House competitions
4. To organise different programmes and celebrate different days as per KVS HQ New Delhi guidelines and instructions
5. To assign different teachers the task of presenting teacher's talk on Thursday of every week
6. To maintain a record of the result of CCA competitions
7. To organise the Morning Assembly as per decorum and instructions of the Principal
8. To see to it that each working day the National Flag is hoisted as per the rules of the Flag Code of the Republic of India
9. To ensure that the different display boards are decorated by matter relevant for the boards
10. To provide chart paper, gum, coloured ribbons, thumb pins, sketch pens, adhesive tapes, scissors etc. to the House Masters, Display Board I/Cs, Class Teachers for the decoration of the different display boards
11. To organise the Investiture Ceremony as per KVS guidelines
12. To distribute badges to the monitors and student council members
13. To complete any other assigned work as per the direction and instruction given by the Principal
14. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

7. SCIENCE EXHIBITION COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|------------------------|-------------|----------|-------|
| Ms. RASHMI RALONIA | PGT(BIO) | I/C | |
| Mr. LALTA PRASAD | PGT(CHE.) | Members | |
| MR. VIKRAM RAM | PGT(PHY.) | | |
| MR. HARISH KUMAR MEENA | PGT(MATHS) | | |

Duties

1. To guide and encourage students to make projects and models as per KVS guidelines
2. To organise the Science Exhibition as per decorum and instructions
3. To display the projects and models in a systematic and aesthetically pleasing manner
4. To maintain a record of all the models, projects and participants
5. To help participants prepare for Regional level and National level exhibitions and competitions
6. To give prizes to the winners taking part in the exhibitions and competitions as per the instructions of the Principal
7. To complete any other assigned work as per the direction and instruction given by the Principal
8. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

8. SOCIAL SCIENCE EXHIBITION COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|---------------------------|-------------|----------|-------|
| Mr. KAILASH UJJAWAL | PGT(GEO) | I/C | |
| Mr. SUNIL NEHRA | PGT(HIS.) | Members | |
| Mr. MAHENDRA SINGH GEHLOT | PGT(ECO) | | |
| Mr. SURESH KUMAR CHOUHAN | PGT(HIN.) | | |
| Ms. RICHA DIXIT | PGT(ENG.) | | |
| Mr. SAYAR SINGH | TGT(ENG.) | | |

Duties

1. To guide and encourage students to make projects and models as per KVS guidelines
2. To organise the Social Science Exhibition as per decorum and instructions
3. To display the projects and models in a systematic and aesthetically pleasing manner
4. To maintain a record of all the models, projects and participants
5. To help participants prepare for Regional level and National level exhibitions and competitions
6. To give prizes to the winners taking part in the exhibitions and competitions as per the instructions of the Principal
7. To complete any other assigned work as per the direction and instruction given by the Principal
8. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

9. OLYMPIAD AND SPELL BEE COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|------------------------|-------------|---|-------|
| Mr. HARISH KUMAR MEENA | PGT(MATHS) | I/C Maths Olympiad | |
| Mr. ASHWANI KUMAR | TGT(MATHS) | Member | |
| Ms. RICHA DIXIT | PGT(ENG) | I/C Eng Spell Bee | |
| Mr. SAYAR SINGH | TGT(ENG) | Member | |
| Ms. RASHMI ROLANIA | PGT(BIO) | I/C Green & Science Olympiad & Green School Programme | |
| Mr. VIKRAM RAM | PGT(PHY) | Member | |

Duties

1. To ensure maximum participation by the students in different Olympiads and the Spelling Bee competition
2. To organise the Olympiads and Spelling Bee competition as per guidelines
3. To give prizes to the winning participants as per the approval of the Principal
4. To make the students aware of the Olympiads and Competitions
5. To train the students for the various Olympiads and competitions
6. To complete any other assigned work as per the direction and instruction given by the Principal
7. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

10. KVYP & NTSE COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------|-------------|----------|-------|
| Mr. VIKRAM RAM | PGT(PHY) | I/C | |
| Ms. RASHMI ROLANIA | PGT(BIO) | Member | |

Duties

1. To ensure maximum participation by the students in the competition
2. To organise the competition as per guidelines
3. To give prizes to the winning participants as per the approval of the Principal
4. To make the students aware of the Competition
5. To train the students for the competition
6. To complete any other assigned work as per the direction and instruction given by the Principal

11. SCOUTS AND GUIDES COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|-----------|-------|
| Mr. SAYAR SINGH | TGT(ENG) | I/C Scout | |
| Mr. SATYANARAYAN KUMAWAT | TGT(SKT) | Member | |

| | | | |
|--------------------|------------|------------|--|
| | | | |
| Ms. RASHMI ROLANIA | PGT(BIO) | I/C Guide | |
| Ms. RICHA DIXIT | PGT(ENG) | I/C BULBUL | |
| Ms REENA | PRT | | |
| Mr. ASHWANI | TGT(MATHS) | I/C CUBS | |
| Mr. CHENA RAM | PRT | Members | |

Duties

1. To encourage teachers to be a part of the BS&G movement
2. To organise BS&G related examinations and training sessions
3. To encourage students to take part in BS&G
4. To make students aware of the importance and utility of BS&G
5. To distribute the regulation dress and accessories to BS&G students
6. To prepare BS&G students to welcome dignitaries during the visit of the dignitaries to the school and to organise the colour party as per decorum
7. To make the scouts and guides take part in the march past whenever there is a need for the same
8. To maintain a record of all the scouts and guides enrolled in the Vidyalaya
9. To organise camp fires and adventure camps
10. To make the members of the movement take part in social service or community service
11. To complete any other assigned work as per the direction and instruction given by the Principal
12. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

12. MEDICAL ROOM COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------|-------------|----------|-------|
| Ms. RASHMI ROLANIA | PGT(BIO) | I/C | |
| Ms. REKHA RANI | LIBRARIAN | Members | |
| Ms. REENA | PRT | | |
| Ms. NISHTHA | PRT | | |

Duties

1. To provide first aid to any student injured in the school premises during the school hours
2. To provide students a clean and safe place to rest in case they fall sick during school hours
3. To implement the Swasth Bachche project
4. To maintain a record of the medical history of the students with the help of the Class Teachers
5. To get the medical check up of the students done
6. To maintain the medical card of the students
7. To maintain a stock of medicines and other materials like bandage etc which is needed for first aid or immediate relief in case of minor treatable ailments
8. To complete any other assigned work as per the direction and instruction given by the Principal
9. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

13. LIBRARY COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|---------------|----------|-------|
| Ms. REKHA RANI | LIBRARIAN | I/C | |
| Ms. RINKY | MUSIC TEACHER | Members | |
| Mr. SURESH KUMAR CHOUHAN | PGT(HIN.) | | |
| MR. SATYANARAYAN | TGT(SKT.) | | |
| Ms. SHRUTI | PRT | | |

Duties

1. To make a stock of all the books and journals in the Vidyalaya library
2. To update the stock as and when required
3. To work for the implementation of the e-granthalaya project
4. To formulate strategies to encourage reading habits among students
5. To encourage students and teachers to visit the library
6. To maintain a question bank in consultation with the Examination Department for ready access by teachers and students
7. To maintain a record of all the relevant KVS HQ and KVS RO circulars for ready reference by the teachers
8. To maintain a record of all relevant government circulars for ready reference by the teachers and the Principal
9. To suggest to the Principal new books and journals to be procured for the benefit of the students and for enriching the stock of the library
10. To supervise the acquisition of new books and journals for the Vidyalaya library
11. To properly catalogue all the books and journal in the Vidyalaya library
12. To organise book exhibitions and book fairs in collaboration with NGOs
13. To promote the use of Raj Bhasa by means of displaying books written in Hindi
14. To complete any other assigned work as per the direction and instruction given by the Principal
15. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

14. DISCIPLINE COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|---|-------------|----------|-------|
| Sh. KAILASH UJJAWAL | PGT(GEO.) | I/C | |
| Mr. NARENDRA GEHLOT | PET | Members | |
| Mr. SURESH KUMAR CHOUHAN | PGT(HIN.) | | |
| Mr. SUNIL NEHARA | PGT(HIS.) | | |
| Mr. LALTA PRASAD | PGT(CHE.) | | |
| Mr. CHENA RAM | PRT | | |
| ALL THE CLASS TEACHERS AND SUBJECT TEACHERS IN THEIR PERIOD | ----- | | |

Duties

1. To ensure that the students behave in a disciplined manner
2. To deal with cases of indiscipline by taking the parents into confidence
3. To work in consultation and with the collaboration of the Class Teachers
4. To train the members of the students' council to effectively monitor the Vidyalaya discipline and to immediately report any act of indiscipline among the students
5. To see to it that the students do not break the code of conduct for the students
6. To make students understand the importance and utility of discipline in life
7. To depute members of the students' council during the Morning Assembly and at the time of the dispersal after the last bell to supervise the queues of the students

8. To monitor the activity of the students outside their class room especially during recess and games period
9. To use volunteers during programmes to maintain discipline among the audience and the participants
10. To supervise and act strictly against any case of bullying, eve teasing, child abuse, ragging, physical violence, fights or any other disciplinary issue
11. To monitor the uniform of the students
12. To ensure that students do not indulge in any sort of substance abuse during school hours in the school premises or in the school bus
13. To prevent any sort of sexually motivated indecent behaviour on the part of the students in the school during school hours
14. To complete any other assigned work as per the direction and instruction given by the Principal
15. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

15. LUNCH BREAK SUPERVISION

| Name of Staff | Designation | Position | Sign. |
|------------------------|-------------|----------|-------|
| Ms. RICHA DIXIT | PGT(ENG.) | I/C | |
| Mr. LALTA PRASAD | PGT(CHEM.) | Members | |
| Ms. RAJNI KARDAM | PGT(CS) | Members | |
| Mr. HARISH KUMAR MEENA | PGT(MATHS) | Members | |
| Mr. ASWANI KUMAR | TGT(MATHS) | Members | |

Duties

1. To ensure the safety and security of the students during the lunch break by assigning teachers at strategic locations to supervise and monitor the students
2. To make a time table for the allocation of lunch break duty among the teachers
3. To work in collaboration with the members of the discipline committee
4. To complete any other assigned work as per the direction and instruction given by the Principal

16. STUDENTS' SAFETY AND SECURITY, CHILD'S RIGHT AND IMPLEMENTATION OF POCSO COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|---------------------------|-------------|-----------|-------|
| Ms. RASHMI ROLANIA | PGT(BIO) | I/C GIRLS | |
| Mr. SURESH KUMAR CHOUHAN | PGT(HIN.) | I/C BOYS | |
| Mr. SUNIL NEHARA | PGT(HIS.) | Members | |
| Mr. MAHENDRA SINGH GEHLOT | PGT(ECO) | | |
| Ms. REENA | PRT | | |
| Ms. SHRUTI | PRT | | |

Duties

1. To ensure that all the CCTVs are in working condition.
2. To bring to the notice of the Principal if a CCTV is found damaged or non-functional.
3. To work in collaboration with the Class Teachers.
4. To make students aware of their rights by means of morning assembly speeches and one-to-one talks.
5. To collaborate with the Transport Committee and the school bus drivers and conductors and ensure a safe environment in the school bus while transportation from school to home and vice versa.
6. To collaborate with the Natural Disaster Committee members and prepare an exit plan in case of a natural disaster or terrorist attack.
7. To collaborate with the Discipline Committee members and formulate strategies to prevent incidents of abuse, bullying, gang fights, ragging, teasing, harassment etc.

8. To train and counsel the Student Council members as vigilant guardians of the students of Primary and Upper Primary sections.
9. To collaborate with the parents of students who display behavioural issues and try to bring about an effective solution.
10. To address the parents during PTA and PTM and throw light on issues related to child rights.
11. To identify and make a record of students who can be a threat to the safety and security of other students because of a marked pattern of violence in behaviour and because of habitual use of abusive language.
12. To monitor the movement of the students to and from the toilet and to check the students' toilets randomly four times daily (twice before recess and twice after recess).
13. To see to it that no student is left behind in the toilet or the class room after the last bell or during programmes in the Multi-Purpose Hall involving the whole school
14. To complete any other assigned work as per the direction and instruction given by the Principal.

17. STUDENTS WITH SPECIAL NEEDS COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|------------------|------------------|----------|-------|
| Ms. REENA | PRT | I/C | |
| Ms. REKHA RANI | LIBRA. | Members | |
| Ms. SHRUTI | PRT | | |
| Ms. NISHTHA | PRT | | |
| Mr. RAMESH BHATI | SPECIAL EDUCATOR | | |

Duties

1. To supervise the students with special needs
2. To ensure a safe and secure environment for the students with special needs
3. To maintain a record of all the students with special needs
4. To speak to the parents of such students and maintain a telephone directory of the parents of students with special needs
5. To see to it that students with special needs are never left unmonitored during the school hours in the school premises
6. To keep a meticulous record of the medical history of the students with special needs
7. To limit the movement of students with special needs especially those students who display a violent character trait by never allowing such students to be alone or to be away from the supervision of an adult for long
8. To provide adequate infrastructure for the students with special needs or to bring to the notice of the Principal the requirement of such an infrastructure
9. To counsel the parents about the needs of the students with special needs
10. To complete any other assigned work as per the direction and instruction given by the Principal

18. INTEGRITY CLUB

| Name of Staff | Designation | Position | Sign. |
|--------------------|-------------|----------|-------|
| SH. VIKRAM RAM | PGT(PHY.) | I/C | |
| Mr. LALTA PRASAD | PGT(CHE.) | | |
| Ms. RASHMI RALONIA | PGT(BIO) | Member | |

Duties

1. To encourage students to become members of the club and to take part in its various activities
2. To make the students aware of the importance and the utility of the club
3. To teach students values related to the purpose of having the club
4. To develop the social skills of the students
5. To teach students the value of unity in diversity
6. To maintain the display board of the club
7. To bring out a journal or e-magazine highlighting the activities of the club
8. To make students aware of the value of tolerance and its impact on social cohesion, peace and prosperity

9. To maintain a record of all the members of the club
10. To complete any other assigned work as per the direction and instruction given by the Principal

19. MUSIC AND DANCE CLUB

| Name of Staff | Designation | Position | Sign. |
|------------------|---------------|----------|-------|
| Ms. RINKY SHARMA | MUSIC TEACHER | I/C | |
| Mr. SUMIT | TGT(WET) | Members | |
| Ms. NISHTHA | PRT | | |
| Ms. REKHA RANI | LIBRA. | | |

Duties

1. To encourage students to become members of the club and to take part in its various activities especially in dance and music
2. To make the students aware of the importance and the utility of the club
3. To teach students values related to the purpose of having the club
4. To develop the singing, dancing and musical instrument playing skills of the students
5. To teach students the value of singing, dancing and musical instrument playing as a medium of very effective expression that goes beyond the limitations of language
6. To maintain the display board of the club
7. To enact performances by the members of the club during morning assembly, annual function, social science exhibition or any other relevant occasion
8. To maintain a record of all the members of the club
9. To train a choir group in such a way that they are able to sing melodiously welcome songs, national anthem, national song, state anthem, Vidyalaya geet, Morning Assembly Prayer song at a very short notice
10. To encourage students to sing in Hindi, English, Sanskrit and their mother tongue
11. To complete any other assigned work as per the direction and instruction given by the Principal

20. ART AND CRAFT CLUB

| Name of Staff | Designation | Position | Sign. |
|---------------|-------------|----------|-------|
| Mr. N.D. VYAS | TGT(ARTS) | I/C | |
| Ms. ARADHANA | PRT | Member | |

Duties

1. To encourage students to become members of the club and to take part in its various activities especially in drawing competitions
2. To make the students aware of the importance and the utility of the club
3. To teach students values related to the purpose of having the club
4. To develop the drawing skills of the students
5. To teach students the value of making drawings and aesthetically pleasing things as a powerful medium of expression as a picture can speak a thousand words
6. To maintain the display board of the club
7. To display drawings and decorative items made by the members of the club during the annual panel supervision or any other relevant occasion or for the purpose of beautification of the school
8. To gift the drawings and decorative items made by the members of the club as a memento or souvenir to different dignitaries visiting the school
9. To maintain a record of all the members of the club
10. To complete any other assigned work as per the direction and instruction given by the Principal

21. LITERARY CLUB ENGLISH

| Name of Staff | Designation | Position | Sign. |
|--------------------|-------------|----------|-------|
| Ms. RICHA DIXIT | PGT(ENG.) | I/C | |
| Sh. SAYAR SINGH | TGT(ENG) | Member | |
| Ms. ANURADHA SINGH | PRT | Member | |

Duties

1. To encourage creativity among the student members
2. To provide a platform to children interested in creative writing
3. To develop an interest in English language and English literature
4. To develop reading habit
5. To develop debating and oratory skills
6. To make the student members aware of different forms and formats of writing
7. To sharpen the knowledge of grammar of the student members
8. To bring out an e-magazine and a Wall Magazine
9. To help students write in the poetry blog maintained by the teacher I/C
10. To help students publish their writings in magazines and newspapers
11. To complete any other assigned work as per the direction and instruction given by the Principal

22. LITERARY CLUB HINDI AND SANSKRIT

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|----------|-------|
| SH. SATYANARAYAN | TGT(SKT) | I/C | |
| SH. SURESH KUMAR CHAUHAN | PGT(HINDI) | | |
| Ms. NISHTHA | PRT | | |

Duties

1. To encourage creativity among the student members
2. To provide a platform to children interested in creative writing
3. To develop an interest in Hindi/ Sanskrit language and Hindi/ Sanskrit literature
4. To develop reading habit
5. To develop debating and oratory skills
6. To make the student members aware of different forms and formats of writing
7. To sharpen the knowledge of grammar of the student members
8. To bring out an e-magazine and a Wall Magazine
9. To help students write in the school magazine
10. To celebrate the Hindi Pakhwada and the Sanskrit week as per KVS HQ guidelines
11. To help students publish their writings in magazines and newspapers
12. To complete any other assigned work as per the direction and instruction given by the Principa

23. MATHS CLUB

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|----------|-------|
| Mr. Harish Kumar Meena | PGT (Maths) | I/C | |
| Mr. ASHWANI KUMAR SHARMA | TGT(MATHS) | Members | |

Duties

1. To encourage students to become members of the club and to take part in its various activities especially in mathematical activities
2. To make the students aware of the importance and the utility of mathematics
3. To teach students values related to the purpose of having the club
4. To develop the mathematical skills of the students
5. To teach students the value of mathematics as means of harmony and balance
6. To maintain the display board of the club
7. To enact programmes by the members of the club during morning assembly, mathematics week or any other relevant occasion
8. To maintain a record of all the members of the club
9. To bring out an e-magazine on behalf of the club
10. To complete any other assigned work as per the direction and instruction given by the Principal

24. YOGA AND MPT CLUB

| Name of Staff | Designation | Position | Sign. |
|---------------------|-------------|----------|-------|
| Mr. NARENDRA GEHLOT | PET | I/C | |
| Mr. ASWANI KUMAR | TGT(MATHS) | Member | |

Duties

1. To encourage students to become members of the club and to take part in its various activities especially in yoga and physical exercise
2. To make the students aware of the importance and the utility of healthy body
3. To teach students values related to good health and healthy eating habits
4. To develop the psycho-motor skills and physical flexibility of the students
5. To teach students the value of exercise as a way to happy life
6. To maintain the display board of the club
7. To enact programmes by the members of the club during morning assembly, annual function, annual sports day or any other relevant occasion
8. To maintain a record of all the members of the club
9. To bring out an e-magazine on behalf of the club
10. To complete any other assigned work as per the direction and instruction given by the Principal

25. AWAKENING CITIZEN PROGRAMME

| Name of Staff | Designation | Position | Sign. |
|---------------------------|-------------|----------|-------|
| Mr. LALTA PRASAD | PGT(CHE.) | I/C | |
| Sh. KAILASH UJJAWAL | PGT(GEO.) | | |
| Mr. MAHENDRA SINGH GEHLOT | PGT(ECO) | Members | |
| Mr. Harish Kumar Meena | PGT (Maths) | | |
| Mr. CHENA RAM | PRT | | |

Duties

1. To encourage students to become members of the programme by becoming aware of the values expounded by Swami Vivekananda
2. To make the students aware of the importance of realising their true potential
3. To teach students values related to the teaching of Swami Vivekananda
4. To develop the awareness the self as a means to do good for the self and for the society
5. To maintain a record of all the students enrolled in the programme
6. To complete any other assigned work as per the direction and instruction given by the Principal

26. DISHA CLUB AND NAEP

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|----------|-------|
| Ms. RASHMI RALONIA | PGT(BIO) | I/C | |
| SH. SURESH KUMAR CHAUHAN | PGT(HINDI) | Members | |
| Ms. REKHA RANI | LIBRA. | | |
| Sh. KAILASH UJJAWAL | PGT(GEO.) | | |
| Sh. SAYAR SINGH | TGT(ENG) | | |

Duties

1. To foster healthy and constructive thoughts in the minds of the adolescents
2. To fulfil and implement the objectives of Disha Club and NAEP
3. To encourage peer group counselling and stress busting sessions
4. To work in collaboration with the Suggestion Box Committee and the Guidance and Counselling committee formulate strategies to satiate the curiosity of the students
5. To organise counselling sessions, forums and group discussions in order to deconstruct myths and taboos relevant for the teenagers
6. To help the teenagers cope with the 'stress and strain' of the teenage years
7. To make the teenagers aware of their body in a positive and constructive way

8. To help students deal with alienation, adjustment issues and issues with anger management
9. To complete any other assigned work as per the direction and instruction given by the Principal

27. GUIDANCE AND COUNSELLING COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|----------|-------|
| Mr. LALTA PRASAD | PGT(CHE.) | I/C | |
| SH. VIKRAM RAM | PGT(PHY.) | Members | |
| SH. SURESH KUMAR CHAUHAN | PGT(HINDI) | | |
| Ms. RAJNI KARDAM | PGT(CS) | | |

Duties

1. To identify with the help of the Class Teachers and Subject Teachers, students in need of guidance and counselling and maintain a record of the same
2. To organise counseling session for the students displaying behavioural problems related to adjustment issues, aggressiveness and lack of control over emotional outbursts
3. To provide students adequate career guidance and counselling
4. To motivate slow bloomers to improve their performance
5. To help students deal with emotional issues like rejection, failure, loss and loneliness
6. To hold face-to-face meetings with the parents of students requiring guidance and counselling
7. To formulate pragmatic and practical strategies to involve alienated students in the social process
8. To maintain the Guidance and Counselling display board
9. To complete any other assigned work as per the direction and instruction given by the Principal

28. SUGGESTION BOX COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|------------------------|-------------|----------|-------|
| SH. VIKRAM RAM | PGT(PHY.) | I/C | |
| Mr. Harish Kumar Meena | PGT (Maths) | Members | |
| Ms. RAJNI KARDAM | PGT(CS) | | |

Duties

1. To open the suggestion box once in a week
2. To go through the questions and suggestions made by students
3. To bring to the notice of the Principal urgent and relevant questions asked by the students
4. To provide answer to the questions in open sessions with the students
5. To encourage students to write questions and suggestions for the suggestion box
6. To complete any other assigned work as per the direction and instruction given by the Principal

29. SWACHH VIDYALAYA, HARIT VIDYALAYA AND WASTE DISPOSAL COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|----------|-------|
| Ms. RASHMI RALONIA | PGT(BIO) | I/C | |
| SH. SURESH KUMAR CHAUHAN | PGT(HINDI) | Members | |
| Sh. KAILASH UJJAWAL | PGT(GEO.) | | |
| Sh. SAYAR SINGH | TGT(ENG) | | |
| Mr. ASHWANI KUMAR SHARMA | TGT(MATHS) | | |
| Ms. ANURADHA SINGH | PRT | | |
| Mr. Sumit | WET | | |

Duties

1. To ensure cleanliness in the Vidyalaya
2. To ensure adequate greenery in and around the Vidyalaya
3. To make students understand the maxim that cleanliness in godliness
4. To see to it that garbage generated in the Vidyalaya is segregated into wet and dry garbage and thus disposed of safely
5. To supervise the production of manure from bio degradable garbage
6. To monitor the hygienic cleanliness of the toilets
7. To prepare the dossier for Swachh Vidyalaya and Harit Vidyalaya Award
8. To encourage students to wash hands with soap
9. To suggest improvement in the school garden.
10. To complete any other assigned work as per the direction and instruction given by the Principal

30. SCHOOL MAGAZINE COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|----------|-------|
| Ms. RICHA DIXIT | PGT(ENG.) | I/C | |
| SH. SURESH KUMAR CHAUHAN | PGT(HINDI) | Member | |
| SH. SATYANARAYAN | TGT(SKT) | | |
| Sh. SAYAR SINGH | TGT(ENG) | | |
| Ms. REKHA RANI | LIBRA. | | |
| Mr. N.D. VYAS | TGT(ARTS) | | |

Duties

1. To encourage students to submit write-ups for publication in the school magazine
2. To discourage plagiarism and to encourage original creativity of the students
3. To appoint an editorial board comprising of students and teachers for editing the school magazine
4. To select the photographs of activities of the school in consultation with the Principal to be published in the magazine
5. To design the cover page and layout of the magazine
6. To write the message of the dignitaries to be published in the school magazine
7. To ensure an acceptable standard of the magazine
8. To proof read the write-ups and edit if required
9. To collaborate with the printer and help in the publication of the magazine
10. To distribute the published magazine through the Class Teachers among the students
11. To send the published magazine by post to KVS HQ New Delhi, KVS RO Jaipur and to other relevant addresses
12. To gift the magazine to visiting dignitaries to the school
13. To complete any other assigned work as per the direction and instruction given by the Principal

31. NEWS LETTER PRIMARY COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|-------------------|-------------|----------|-------|
| Ms. REENA | PRT | I/C | |
| Ms. NISHTHA RATHI | PRT | Member | |

Duties

1. To make and publish a News Letter highlighting all the relevant events
2. To distribute the News Letter as per instruction
3. To keep a few copies of the News Letter in The Vidyalaya library and also in safe deposition for future reference
4. To complete any other assigned work as per the direction and instruction given by the Principal

32. RAJ BHASHA IMPLEMENTATION COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|-------------------------------|-------------|----------|-------|
| SH. SURESH KUMAR CHAUHAN | PGT(HINDI) | I/C | |
| SH. SATYANARAYAN | TGT(SKT) | Members | |
| Ms. RAJNI KARDAM | PGT(CS) | | |
| Ms. SHRUTI | PRT | | |
| OFFICE STAFF AND ALL TEACHERS | | | |

Duties

1. To encourage more use of Hindi in official communication especially in writing
2. To provide formats of different letters in Hindi to the office staff for ready reference
3. To conduct meetings and record the minutes of the meeting
4. To organise the Hindi Pakhwada as per KVS HQ guidelines
5. To make students proficient in the use of Hindi
6. To organise a book fair of books written in Hindi in the Vidyalaya library
7. To send the Raj Bhasha report on time and as per guidelines
8. To supervise the Hindi programmes in the morning assembly, annual function or any other relevant programme
9. To complete any other assigned work as per the direction and instruction given by the Principal

33. CMP IMPLEMENTATION COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|---------------|-------------|----------|-------|
| Ms. SHRUTI | PRT | I/C | |
| Ms. SUDHESH | PRT | Member | |

Duties

1. To see to it that the programme is implemented in such a way that it brings about positive behavioural changes in the students
2. To ensure that the LOC especially for the slow bloomers is commensurate with the Learning Objectives set before the commencement of the lesson
3. To maintain an elaborate record of all the details of the strategies used to successfully implement the programme
4. To complete any other assigned work as per the direction and instruction given by the Principal

34. GEM COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|----------|-------|
| SH. SURESH KUMAR CHAUHAN | PGT(HINDI) | I/C | |
| Mr. N.D. VYAS | TGT(ARTS) | Member | |
| Ms. RAJNI KARDAM | PGT(CS) | | |
| Mr. Sumit | WET | | |
| Mr. SANDEEP MUNDEL | JSA | | |

Duties

1. To supervise the use of the ATL lab by the students
2. To organise programmes related to ATL
3. To devise strategies to implement all the objectives enshrined in the aims of the ATL Lab
4. To maintain the record of activities done by the students in the ATL Lab

5. To complete any other assigned work as per the direction and instruction given by the Principal

35. HOUSE MASTERS COMMITTEE

| Name of HOUSE | Name of Staff | Designation | Position | Sign. |
|---------------|---------------------------|-------------|----------|-------|
| 1. SHIVAJI | Mr. Harish Kumar Meena | PGT (Maths) | I/C | |
| | Ms. RICHA DIXIT | PGT(ENG.) | Member | |
| | SH. VIKRAM RAM | PGT(PHY.) | | |
| | SH. SATYANARAYAN | TGT(SKT) | | |
| 2. TAIGORE | Ms. RAJNI KARDAM | PGT(CS) | I/C | |
| | Mr. MAHENDRA SINGH GEHLOT | PGT(ECO) | Member | |
| | Sh. SAYAR SINGH | TGT(ENG) | | |
| 3. RAMAN | Ms. RASHMI RALONIA | PGT(BIO) | I/C | |
| | Mr. SUNIL NEHRA | PGT(HIS.) | Member | |
| | SH. LALTA PRASAD | PGT(CHE.) | | |
| 4. ASHOKA | Sh. KAILASH UJJAWAL | PGT(GEO.) | I/C | |
| | Ms. REKHA RANI | LIBRA. | Member | |
| | Mr. ASHWANI KUMAR SHARMA | TGT(MATHS) | | |

NOTE- Ms. RINKY (MUSIC TEACHER), Mr. SUMIT(WET) & Mr. N.D. VYAS (TGT-ART) WILL HELP IN ALL ACTIVITIES

Duties

- To work as per the instructions of CCA I/C
- To organise inter house competitions
- To submit to the CCA I/C the names of all the participants in CCA competitions as per the instructions
- To play an active role in any House related activities
- To elect or nominate members for the Student Council from among the House Members in consultation with the other Teacher Members of the House
- To work in collaboration with the discipline I/C in assigning duties to the members of the Students' Council
- To ensure that all the members of a particular House are properly dressed during CCA and House activities
- To identify student members having co-curricular skills and encourage such students to participate in CCA activities
- To maintain a record of the participants and winners in all inter house competitions
- To maintain a record of all the members of the House
- To hoist the House Flag as per the instructions of the CCA Department
- To supervise the making and decorating of the House Display Boards
- To complete any other assigned work as per the direction and instruction given by the Principal

36. AUDIO VISUAL AND PA SYSTEM COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|---------------|-------------|----------|-------|
| Mr. Sumit | TGT(WE) | I/C | |
| Sh. CHENA RAM | PRT | Members | |
| Ms. NISHTHA | PRT | | |
| Ms. SUDHESH | PRT | | |

Duties

1. To ensure the effectiveness of the Audio Visual and PA system especially during events, programmes, CCA competitions and morning assembly
2. To maintain a list of students trained to handle the Audio Visual and PA system
3. To bring to the notice of the school authority any need for replacement or repair of the system
4. To see to it that the microphones, speakers, amplifiers and mikes are in perfect working condition
5. To make sure that the announcements made and programmes presented using the PA system are clearly audible to the audience
6. To complete any other assigned work as per the direction and instruction given by the Principal

37. BEAUTIFICATION AND GARDENING COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------|---------------|----------|-------|
| Ms. RASHMI RALONIA | PGT(BIO) | I/C | |
| Ms. RAJNI KARDAM | PGT(CS) | Member | |
| Ms. RINKY SHARMA | MUSIC TEACHER | | |
| Ms. REKHA RANI | LIBRA. | | |

Duties

1. To see to it that the school garden is full of seasonal flowers
2. To supervise the work done by the school gardener and maintain a record of the same with supporting photographs in the form of soft copy
3. To suggest to the school authority different ways of beautifying the school and improving its aesthetic appeal
4. To develop an herbal garden or a garden of medicinal plants
5. To monitor the implementation of any beautification project approved by the school authority
6. To complete any other assigned work as per the direction and instruction given by the Principal

38. TRANSPORTATION COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|------------------|-------------|----------|-------|
| SH. VIKRAM RAM | PGT(PHY.) | I/C | |
| SH. LALTA PRASAD | PGT(CHE.) | Member | |
| Sh. SAYAR SINGH | TGT(ENG) | | |
| SH. SATYANARAYAN | TGT(SKT) | | |

Duties

1. To organise meetings with the bus drivers, conductors and owners and to counsel them to ensure the safety and security of the students in the school bus and maintain a record of the minutes of the meeting
2. To randomly inspect the buses
3. To take feedback (MCQ Questionnaire) from the students about the transportation and maintain a record of that feedback
4. To work in collaboration with the Discipline Committee, the Class Teachers, the House Masters and collect information about the transportation used by students
5. To complete any other assigned work as per the direction and instruction given by the Principal

39. ADVENTURE AND EXCURSION COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|----------|-------|
| SH. SURESH KUMAR CHAUHAN | PGT(HINDI) | I/C | |
| Ms. RICHA DIXIT | PGT(ENG.) | | |

| | | | |
|--------------------------|------------|--------|--|
| Sh. SAYAR SINGH | TGT(ENG) | Member | |
| Mr. ASHWANI KUMAR SHARMA | TGT(MATHS) | | |

Duties

1. To organise adventure camps and excursion trips as per KVS guidelines and the instructions of the Vidyalaya authority
2. To maintain a record (written and photographic) of all such events and activities
3. To arrange escorts, transportation and other amenities for the students taking part in such activities
4. To suggest to the school authority any measure required for the safety and security of the students during such events
5. To complete any other assigned work as per the direction and instruction given by the Principal

40. FURNITURE COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|----------|-------|
| Mr. N.D. VYAS | TGT(ARTS) | I/C | |
| Mr. Sumit | TGT(WET) | Member | |
| SH. VIKRAM RAM | PGT(PHY.) | | |
| Mr. ASHWANI KUMAR SHARMA | TGT(MATHS) | | |

Duties

1. To maintain a list of all the furniture in the school
2. To monitor the distribution of furniture as per class strength, requirement and instruction
3. To ensure the availability of furniture in a class room as per requirement and guidelines
4. To rearrange the furniture during programmes and examinations
5. To complete any other assigned work as per the direction and instruction given by the Principal

41. DISASTER MANAGEMENT COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|----------|-------|
| Sh. KAILASH UJJAWAL | PGT(GEO.) | I/C | |
| SH. SURESH KUMAR CHOUHAN | PGT(HINDI) | | |
| Sh. SAYAR SINGH | TGT(ENG) | Member | |
| Mr. ASHWANI KUMAR SHARMA | TGT(MATHS) | | |

Duties

1. To make an effective evacuation plan in case of a natural disaster like an earthquake or a man-made disaster like a terrorist attack
2. To implement the evacuation plan by means of mock drills
3. To make a map of the Vidyalaya and display it prominently to ensure quick evacuation
4. To complete any other assigned work as per the direction and instruction given by the Principal

42. REPAIR AND MAINTENANCE COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|----------------|-------------|----------|-------|
| Mr. N.D. VYAS | TGT(ARTS) | I/C | |
| Mr. Sumit | TGT(WET) | Member | |
| SH. VIKRAM RAM | PGT(PHY.) | | |

Duties

1. To supervise the need for repair and maintenance and report the same to the school authority
2. To complete any other assigned work as per the direction and instruction given by the Principal

43. STAFF QUARTERS COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|----------|-------|
| SH. SURESH KUMAR CHOUHAN | PGT(HINDI) | I/C | |
| SH. VIKRAM RAM | PGT(PHY.) | | |
| Mr. NARENDRA GEHLOT | PET | Member | |
| Mr. N.D. VYAS | TGT(ARTS) | | |
| Mr. Sumit | TGT(WET) | | |
| Ms. REENA | PRT | | |

Duties

1. To monitor the cleanliness of the outdoor area of the staff quarters
2. To supervise the need for repair and maintenance and report the same to the school authority
3. To oversee the proper disposal of garbage generated by the staff living in the staff quarter
4. To complete any other assigned work as per the direction and instruction given by the Principal

44. SEXUAL HARASSMENT AND GRIEVANCE REDRESSAL COMMITTEE

| Name | Designation | Position | Sign. |
|--------------------|------------------|--|-------|
| Ms. I. MUDAGAL | AC KVS RO JAIPUR | Presiding Officer | |
| | | NGO Member | |
| | | One Representative from VMC (Preferably Lady Member) | |
| Ms. RASHMI RALONIA | PGT(BIO) | I/C | |
| Mr. SUNIL NEHARA | PGT(HIST.) | Member | |
| Mr. VIKRAM RAM | PGT(PHY.) | | |
| Ms. REENA | PRT | | |
| Ms. REKHA RANI | LIBRA. | | |

Duties

1. To deal with cases and complaints based on sexual harassment
2. To counsel students and staff displaying unacceptable behavioural traits
3. To complete any other assigned work as per the direction and instruction given by the Principal

45. VVN SF CASH BOOK CS4 INCOME TAX VERIFICATION COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|----------|-------|
| Mr. Harish Kumar Meena | PGT (Maths) | I/C | |
| Mr. SANDEEP MUNDEL | JSA | I/C | |
| Mr. ASHWANI KUMAR SHARMA | TGT(MATHS) | Member | |
| Sh. CHENA RAM | PRT | Member | |

Duties

1. To meticulously verify the documents
2. To bring to the notice of the Principal any anomaly whatsoever in the documents
3. To work in collaboration with the Vidyalaya Office
4. To complete any other assigned work as per the direction and instruction given by the Principal

46. LOCAL PURCHASE COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|----------|-------|
| Concerned Department I/C | PGT | I/C | |
| Mr. N.D. VYAS | TGT(ARTS) | Members | |
| Mr. Sumit | TGT(WET) | | |
| SH. SURESH KUMAR CHAUHAN | PGT(HINDI) | | |
| Sh. CHENA RAM | PRT | | |

Duties

1. To supervise and monitor all local purchase made for the Vidyalaya and the students
2. To work in collaboration with other committees in deciding fair practices, transparent accounting and cost-effective purchase deals
3. To be a bridge between the Vidyalaya office/ accounts department and the teacher I/Cs responsible for purchases
4. To see to it that bills of purchase are submitted and settled on time as per the availability of funds and budgetary requirements of the Vidyalaya
5. To complete any other assigned work as per the direction and instruction given by the Principal

47. PHOTOGRAPHY COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|---------------|-------------|----------|-------|
| Mr. Sumit | TGT(WET) | I/C | |
| Sh. CHENA RAM | PRT | Member | |
| Ms. NISHTHA | PRT | | |

Duties

1. To take photographs and videos of all important events
2. To print photographs as per instructions of the school authority
3. To maintain a folder having the soft copy of all the important photographs arranged chronologically
4. To complete any other assigned work as per the direction and instruction given by the Principal

48. VIDYALAYA WEBSITE, ONLINE FEE AND VIDYALAYA PAGE IN FACEBOOK UPDATING COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|----------|-------|
| Ms. RAJNI KARDAM | PGT(CS) | I/C | |
| SH. SURESH KUMAR CHAUHAN | PGT(HINDI) | Member | |
| Ms. RICHA DIXIT | PGT(ENG.) | | |
| Sh. SAYAR SINGH | TGT(ENG) | | |
| Ms. NISHTHA | PRT | | |

Duties

1. To update the online pages with relevant content at regular intervals or as per the schedule of programmes
2. To complete any other assigned work as per the direction and instruction given by the Principal

49. STAFF CLUB COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|----------|-------|
| SH. SURESH KUMAR CHAUHAN | PGT(HINDI) | I/C | |

| | | | |
|-----------------|-----------|--------|--|
| Mr. SUNIL NEHRA | PGT(HIS.) | Member | |
|-----------------|-----------|--------|--|

Duties

1. To arrange staff meetings as per the approval of the Principal
2. To compare in the meetings
3. To organise programmes as per requirement and instructions of the Principal
4. To collect and meticulously maintain a staff club fund
5. To use the fund for expenses for the purchase of gift and mementos and souvenirs to be given to the staff on various occasions approved by the Principal
6. To arrange for refreshment to be distributed among the staff members as per the directions of the Principal
7. To serve as a bridge between the staff and the Vidyalaya authority
8. To convey to the Principal any grievances on the part of the staff members
9. To complete any other assigned work as per the direction and instruction given by the Principal

50. STAFF MEETING MINUTES RECORDING COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|----------|-------|
| SH. SURESH KUMAR CHAUHAN | PGT(HINDI) | I/C | |
| Ms. RICHA DIXIT | PGT(ENG.) | Member | |

Duties

1. To meticulously record the minutes of the meeting
2. To type the minutes of the meeting with three days of the staff meeting
3. To share the soft copy with the Principal and make modifications if any as per the instructions of the Principal
4. To paste the typed pages in the Staff Meeting Register
5. To get the minutes signed by the Principal and all the other teachers
6. To keep the Register available for ready reference
7. To complete any other assigned work as per the direction and instruction given by the Principal

51. TC- ISSUE AND UPLOAD COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------|-------------|----------|-------|
| Ms. RAJNI KARDAM | PGT(CS) | I/C | |
| Mr. SANDEEP MUNDEL | JSA | Member | |
| Mr. N.D. VYAS | TGT(ARTS) | | |

Duties

1. To check application for transfer certificate.
2. To prepare TC
3. To upload TC on website.
4. To complete any other assigned work as per the direction and instruction given by the Principal

52. E ROOM/ RESOURCE ROOM

| Name of Staff | Designation | Position | Sign. |
|------------------|-------------|------------|-------|
| Ms. RAJNI KARDAM | PGT(CS) | I/C- Sec. | |
| Sh. CHENA RAM | PRT | I/C- Prim. | |

Duties

1. To manage the facility of E room
2. To maintain record of E classes
3. To complete any other assigned work as per the direction and instruction given by the Principal

53. VIDYALAYA SAFETY AND UPKEEP (CLEANLINESS) COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|--------------------|-------|
| Mr. N.D. VYAS | TGT(ARTS) | I/C | |
| Mr. Sumit | WET | I/C- SEC. WING GF | |
| Mr. ASHWANI KUMAR SHARMA | TGT(MATHS) | Member | |
| Ms. RICHA DIXIT | PGT(ENG.) | I/C- SEC. WING FF | |
| Ms. REENA | PRT | Member | |
| Sh. CHENA RAM | PRT | I/C- PRIM. WING GF | |
| Ms. SHRUTI | PRT | Member | |

Duties

- 1.To upkeep the vidyalaya building.
2. To monitor the cleanliness of the vidyalaya.
- 3.To maintain the stock register and provide necessary items for cleanliness.
4. To complete any other assigned work as per the direction and instruction given by the Principal

54. OFFICE COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|-------------|------------|-------|
| Mr. SANDEEP MUNDEL | JSA | I/C | |
| SH. SURESH KUMAR CHAUHAN | PGT(HINDI) | GEM OFFICE | |
| Mr. N.D. VYAS | TGT(ARTS) | Member | |
| Sh. CHENA RAM | PRT | Member | |

Duties

- 1.To maintain the VVN , SF Cash book , prepared Annual Accounts, Budget, entry of Service book, Procurement of Articles strictly as per purchase procedure prescribed in KVS accounts code and All Administrative & Financial works.
2. Ensure timely reply of mail.
- 3.To present monthly report of official work.
4. Ensure timely reply of RTI, Court Cases, R.O.
4. To complete any other assigned work as per the direction and instruction given by the Principal

55. KV EK BHARAT SHRESTH BHARAT COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|--------------------------|---------------|----------|-------|
| Mr. SUNIL NEHRA | PGT(HIS.) | I/C | |
| Sh. KAILASH UJJAWAL | PGT(GEO.) | Member | |
| Ms. RICHA DIXIT | PGT(ENG.) | Member | |
| SH. SURESH KUMAR CHAUHAN | PGT(HINDI) | Member | |
| Ms. RINKY SHARMA | MUSIC TEACHER | Member | |
| Mr. Sumit | WET | Member | |

Duties

1. To make a calendar of EBSB activities for the session
2. To implement the calendar of EBSB activities
3. To organise various inter-House competitions
4. To organise different programmes and celebrate different days as per KVS HQ New Delhi guidelines and instructions
5. To assign different teachers the task of presenting teacher's talk on Thursday of every week

6. To maintain a record of the result of EBSB competitions
7. To organise the Morning Assembly as per EBSB and instructions of the Principal
8. To see to it that each working day the National Flag is hoisted as per the rules of the Flag Code of the Republic of India
9. To ensure that the different display boards are decorated by matter relevant for the boards
10. To provide chart paper, gum, coloured ribbons, thumb pins, sketch pens, adhesive tapes, scissors etc. to the House Masters, Display Board I/Cs, Class Teachers for the decoration of the different display boards
11. To organise the Investiture Ceremony as per KVS guidelines
12. To distribute badges to the monitors and student council members
13. To complete any other assigned work as per the direction and instruction given by the Principal
14. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

56. COVID-19 COMMITTEE

| Name of Staff | Designation | Position | Sign. |
|---|-------------|----------|-------|
| SH. LALTA PRASAD | PGT(CHE.) | I/C | |
| ALL THE CLASS TEACHERS AND SUBJECT TEACHERS | | Member | |

Duties

- TO FOLLOW GUIDELINE PROVIDED BY AUTHORITIES.
 - STUDENTS AND PARENTS AWARENESS PROGRAMME AT REGULAR INTERVAL WITH THE HELP OF STAFF, CONCERNED CLASS TEACHER.
 - ALL NECESSARY ARRANGEMENT LIKE AVAILABILITY OF MASK, SANITIZER, HYPO CLORIDE SOLUTION AND THEIR SPREY AND MAINTAIN SOCIAL DISTANCE AT SCHOOL LEVEL.
- COMMITTEE MUST GIVE FEEDBACK TO UNDERSIGNED AT REGULAR INTERVAL.
- OTHER INSTRUCTIONS GIVEN BY SCHOOL ADMINISTRATIONS.

***** DUTY WITH DEVOTION *****

CHAIRMAN

PRINCIPAL



**PM SHRI KENDRIYA VIDYALAYA BSF , POKARAN
JAIPUR REGION, RAJASTHAN**

VIDYALAYA COMMITTEES, SESSION 2024-25



**INCHARGES OF DIFFERENT DEPARTMENT OF PM SHRI KENDRIYA VIDYALAYA BSF ,
POKARAN FOR SESSION 2024-25**

| S.No. | Name of Programme | Name of Incharge | Sign |
|-------|---|--------------------------|---------------|
| 01 | ADMISSION | Sh. KAILASH DAN UJJAWAL | PGT(GEO.) |
| 02 | Awakened Citizen Programme | SH. LALTA PRASAD | PGT(CHE.) |
| 03 | AEP | Ms. RASHMI RALONIA | PGT(BIO) |
| 04 | Time Table | Mr. Harish Kumar Meena | PGT (Maths) |
| 05 | GEM | SH. SURESH KUMAR CHAUHAN | PGT(HINDI) |
| 06 | Back to Basics,PISA | Sh. CHENA RAM | PRT |
| 07 | SCOUT/GUIDE BALA,Beautification, Gardening | Sh. SAYAR SINGH | TGT(ENG) |
| 08 | CMP,FURNITURE DEPT. | Sh. CHENA RAM | PRT |
| 09 | CCA | SH. SURESH KUMAR CHAUHAN | PGT(HINDI) |
| 10 | CBSE | Mr. SUNIL NEHRA | PGT(HIS.) |
| 11 | EXAMINATION INTERNAL | SH. VIKRAM RAM | PGT(PHY.) |
| 12 | Eco Club | Ms. RASHMI RALONIA | PGT(BIO) |
| 13 | E-CLASSROOM,ONLINE CLASSES | Ms. RAJNI KARDAM | PGT(CS) |
| 14 | Fun Day | Ms. REENA | PRT |
| 15 | Harit Vidyalaya& GSP | Ms. RASHMI RALONIA | PGT(BIO) |
| 16 | Online Activities, Website, TC UPLOAD | Ms. RAJNI KARDAM | PGT(CS) |
| 17 | POCSO | Ms. RASHMI RALONIA | PGT(BIO) |
| 18 | Pustkophar | Ms. REKHA RANI | LIBRA. |
| 19 | RTE & RTI | Mr. Harish Kumar Meena | PGT (Maths) |
| 20 | RAJBHASHA | SH. SURESH KUMAR CHAUHAN | PGT(HINDI) |
| 21 | Routes To Roots, Vishruti | Ms. RINKY SHARMA | MUSIC TEACHER |
| 22 | Tarunotsav | SH. LALTA PRASAD | |
| 23 | Discipline | Mr. NARENDRA GEHLOT | PET |
| 24 | Olympiads, Maths Club, Income Tax | Mr. Harish Kumar Meena | PGT (Maths) |
| 25 | SEXUAL HARASSMENT AND GRIEVANCE REDRESSAL COMMITTEE | Ms. RASHMI RALONIA | PGT(BIO) |
| 26 | School & Quarter Maintenance, Water, Electricity, Fire, Plumbing etc | SH. SURESH KUMAR CHAUHAN | PGT(HINDI) |
| 27 | Morning Assembly | SH. SURESH KUMAR CHAUHAN | PGT(HINDI) |
| 28 | Waste Disposal | Ms. RASHMI RALONIA | PGT(BIO) |
| 29 | EBSB | Mr. SUNIL NEHRA | PGT(HIS.) |
| 31 | INCOME TAX | Mr. Harish Kumar Meena | |
| 32 | CS-54 | Mr. N.D. VYAS | TGT(ARTS) |
| 33 | OFFICE | Mr. SANDEEP MUNDEL | JSA |
| 34 | COVID-19 COMMITTEE | Mr. LALTA PRASAD | PGT(CHE.) |

| | | | |
|----|-----------------------------|---------------------------|-----------|
| 35 | PTM,PTA,HYBRID CLASSES | Mr. LALTA PRASAD | PGT(CHE.) |
| 36 | SAFTEY,SECURITY OF STUDENTS | Mr. NARENDRA GEHLOT | PET |
| 37 | PM SHRI | Mr. MAHENDRA SINGH GEHLOT | PGT(ECO) |
| 38 | NEP 2020 ,FLN | Ms. RASHMI RALONIA | PGT(BIO) |
| 39 | LUNCH DUTY | Mr. LALTA PRASAD | PGT(CHE.) |

***** DUTY WITH DEVOTION *****

CHAIRMAN

PRINCIPAL