

**Various Committees 2024-25**

**PM SHRI KENDRIYA VIDYALAYA, SAWAI MADHOPUR**

**Principal : Mr. Rajeshwar Singh**

**Date: 15.07.2024**

S.No.	Name of Committee	Name(s) of the I/c & members	Members(s)	Duties
1	Time Table	Mr. Ashok Kumar Rajawat, PGT (Che.) I/C (Secondary) Mr.D.K.Jain,PGT(Math) Mr. Piyush Arora, TGT (WET) Mr. Sunil Kumar Luhar, PRT I/C (Primary) Mr. Santosh Kumar Meena, PRT		Preparation of Time Table and Substitute arrangement for the absent/leave.
2	Examination	Mr. Rajkumar Meena,PGT (Phy) I/C (Secondary ) Mr. Ashok Kumar Rajawat, PGT (Che.) Mr. Ram Kishore Meena, PGT (Eco.) Mr.Mukesh Chand,TGT(Eng.) Mr. Vijay Kumar Meena, PRT I/C ( Primary) Mr. Sunil Kumar Luhar, PRT Mr. Santosh Kumar Meena, PRT		Conducting and Co-coordinating PT, Class Test, Weekly Test, Half Yearly Exam and SEE Exam and executing all works pertaining to Internal Exam.
3	NIOS and RCI	Mr. R.P. Meena, PGT(Eng.) Mr.Chet Ram Meena , TGT(Math)		Executing all works pertaining to NIOS.
4	Examination CBSE	Mr. Devendar Kumar Jain, PGT (Maths) I/C (CBSE) Mr. Ram Kishor Meena , PGT(Eco.)		Work associated with CBSE examination related.
5	CCA Secondary, Function & Celebration, Morning Assembly	Mr. Girraj Prasad Meena, PGT (Hindi) I/C Mr. Ram Prasad Meena, PGT (Eng.) Mr. Mukesh Chand,TGT(Eng.) Mr. Arvind Kumar Meena, TGT (Skt) Mr.Bheru Lal Jangid, PRT (Music)		Co coordinating morning assembly,class wise assembly programme,organizing weekly CCA ,procurement of CCA prizes. Planning,Co-coordinating and Organizing important days,celebration etc.
	CCA Primary	Mr. Hansraj Meena, PRT I/C Ms. Dolly, PRT Mr.Jitendra Kumar Meena,PRT		
6	Admission	Mr. Ram Prasad Meena, PGT (Eng.), I/C PGT (Geo) Mr. Rajesh Meena, PGT (CS) Mr. Piyush Arora, TGT (WET) Mr. Vijay Kumar Meena,PRT Mr. Sunil Kumar Luhar, PRT		All works related to admission. *Conducting admission test for class IX. *Selection committee for all classes(serutiny,waiting list,interview etc) according to admission guidelines. General queries is to be attended by Piyush Ji.
7	Games & Sports	Mr. Devandra Kumar Meena, (P&HE) I/C Mr. Anup Meena, PGT (Bio) Mr. Santosh Kumar Meena, PRT Mr. Mukesh Chand, TGT(Eng.)		All Sports related works and activities.
8	BS&G Scout & Guide	Mr. Mukesh Chand, TGT (Eng.) I/C Mr.Arvind Kumar Meena, TGT (Skt.) Mr. Devandra Kumar Meena, (P&HE) Mr. Piyush Arora, TGT (WET) Mr.Jitendra KumarMeena, PRT I/C ( Cub Master) Mr. Vijay Kumar Meena, PRT Mr. Hansraj Meena, PRT		Organizing Scout & Guides Activities.

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S.No.	Name of Committee	Name(s) of the I/c & members	Members(s)	Duties
9	M&R (School Building, Staff Quarter) and Building Safety.	Mr. Piyush Arora, TGT (WET) I/C Mr. Ram Prasad Meena, PGT (Eng.) Mr. Ram Kishore Meena, PGT(Eco.) Mr. Chandra Mohan Kumawat, TGT (AE)		<ol style="list-style-type: none"><li>1. Reporting, carrying out and monitoring M&amp;R of School Building, Staff quarters including Electrical, Civil, Furniture.</li><li>2. Reporting and monitoring of works and issues related to Building safety.</li><li>3. Painting and beautification of Building, Reporting and supervising M&amp;R works, Electrical, Civil, Furniture. Security of school campus and property.</li><li>4. Maintaining staff quarters and its surrounding.</li><li>5. Execution, monitoring and implementation of work related to fire fighting, safety &amp; disaster management.</li></ol>

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10	Furniture	Mr. Bheru Lal Jangid, PRT (Music) I/C Mr. Hansraj Meena, PRT		Maintaining stock, Depart. Inventories and upkeep.
11	NIPUN/FLN/CMP (Primary)	Mr. Vijay Kumar Meena, PRT I/C Ms. Dolly, PRT Mr. Santosh Kumar Meena, PRT		CMP Resource room, up keeping of record & use of TLM, Implementation of CMP and preparing CMP Newsletter quarterly.
12	Adventure, Excursion	Mr. Devandra Kumar Meena, (P&HE) I/C PGT (Geo.)		Organizing Excursion.
13	Raj Bhasha	Mr. Girraj Prasad Meena, PGT (Hindi) I/C Mr. Arvind Kumar Meena, TGT (Skt.) Mr. Girraj Prasad Rathore, SSA		Organizing and communicating Rajbhasha Programmes and submitting reports.
14	Parents and Teacher Association	Mr. Ram Prasad Meena, PGT (Eng.) I/C Mr. Ashok Kumar Rajawat, PGT (Che.) Ms. Mamta Meena, Cont. PGT (Pol. Sci.) Mr. Vijay Kumar Meena, PRT		Planning, Organizing PTA meeting and counselling.
15	Lost and Found	Mr. Devandra Kumar Meena, (P&HE) I/C Mr. Chandra Mohan Kumawat, TGT (AE) Mr. Mukesh Chand, TGT (Eng.) Mr. Hansraj Meena, PRT		Collecting and handling over to the owner.
16	Audio Visual & P.A. System	Mr. Piyush Arora, TGT (WET) I/C Mr. Bheru Lal Jangid, PRT (Music)		Making, fitting and arrangement as and when it is required .
17	UDISC+,SAMAGAM,Vidy anjali,UBI Fee Portal	Mr. Rajesh Meena, PGT (CS) I/C Mr. Vijay Kumar Meena, PRT Mr. Piyush Arora, TGT (WET) All Class Teachers		Monitoring of all activities related to online fee Collection and ensuring completion of the task within due time.
18	First Aid	Mr. Anoop Meena, PGT (Bio.) I/C Ms. Mamta Meena, Cont. PGT (Pol. Sci.) Ms. Dolly, PRT Staff Nurse		Providing aid in exigencies
19	Staff Room and Canteen	Mr. Mohan Lal Meena, PGT (History.) I/C Mr. Mukesh Chand, TGT (Eng.) Mr.Devendra Kumar Meema,TGT P&HE		Maintaining staff room clean and systematically with the help of Housekeeping. Custody of things placed in room.Monitoring of quality of raw material and cooked material. Supervision of students and maintaining discipline. Processing contract renewal procedure.
20	Library	Mrs. Manju Kumari, Librarian I/C Mr. Ram Prasad Meena, PGT (Eng.) Mr. Arvind Kumar Meena, TGT (Skt.) Mr. Girraj Prasad Meena, PGT (Hindi) Mr. Vijay Kumar Meena, PRT		Monitoring procurments of books,issuing books and use of books.
21	Minutes of the meeting	Mr. Girraj Prasad Meena, PGT (Hindi) I/C Mr. Ram Prasad Meena, PGT (Eng.) MR. Arvind Kumar Meena, TGT (Skt.)		Writing the Minutes of the meeting.
22	Computer Lab, Connected Classroom and Shaala Darpan	Mr. Rajesh Meena, PGT (CS) I/C Mr. Piyush Arora, TGT (WET) Mr. Vijay Meena, PRT		Use and maintenance of computers & Up keeping of computer labs. Ensuring completion of the task within due time and monitoring of all activities related to KV Shaala Darpan .

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S.No.	Name of Committee	Name(s) of the I/c & members	Members(s)	Duties
23	Website Updating	Mr. Rajesh Meena, PGT (CS) I/C Mr. Ram Prasad Meena, PGT (Eng.) Mr. Girraj Prasad Meena, PGT (Hindi) Mr. Piyush Arora, TGT (WET) Mr. Vijay Kumar Meena, PRT		Updating of website on regular basis in bilingual.
24	Monthly Planner	Mr. Mukesh Chand, TGT (Eng.) Mr. C M Kumawat, TGT (Art) Mr. Bheru Lal Jangid, PRT (Music)		Display of month-wise activities on last working day of the month.

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S.No.	Name of Committee	Name(s) of the I/c & members	Members(s)	Duties
25	Olympiad	Mr. Anup Meena, PGT (Bio.) (I/C) (Secondary) Mr. Raj Kumar Meena, PGT (Phy.). Mr. Santosh Kumar Meena, PRT I/C (Primary)		Ensure registration of student for various olympiad and conducting exam.
26	Maintenance of Children Park	Mr. Santosh Kumar Meena, PRT I/C Mr. Hansraj Meena, PRT		Execution, implementation, monitoring and repair of Children Park.
27	Press, Publicity & Public Relation	Mr. Ram Prasad Meena, PGT (Eng.) I/C Mr. Girraj Prasad Meena, PGT (Hindi) Mr. Mukesh Chand, TGT (Eng.) Mr. Arvind Kumar Meena, TGT (Skt.)		Wide publicity of School programme and information.
28	Purchase Committee under GFR Rule 155	Mr. Ashok Kumar Rajawat, PGT (Chem.) I/C Mr. Piyush Arora, TGT (WET) Mr. Ram Prasad Meena, PGT (Eng.)		Execution, Implementation and monitoring of purchase procedure under GFR Rule, 155.
29	Mathematical Garden	Mr. Devendar Kumar Jain, PGT (Maths) I/C Mr. Chetram Meena, TGT (Maths)		Monitoring and development of Mathematical Garden.
30	Anti Bullying, Discipline, Guidance & Counselling Committee	Mr. Mohan Lal Meena, PGT (Hist.) I/C Mr. Devandra Kumar Meena, (P&HE) Mr. Mr. Ram Prasad Meena, PGT (Eng.) Ms. Mamta Meena, Cont. PGT (Pol. Sci.) Mr. Anup Meena, PGT (Bio.) Mr. Santosh Meena, PRT All Class Teachers		Maintaining discipline, preventing bullying, Counselling of students and arranging programme.
31	Flag Hoisting & Lowering	Mr. Devandra Kumar Meena, (P&HE) Mr. Vijay Kumar Meena, PRT Mr. Piyush Arora, TGT(WE)		Work related to flag hoisting and lowering on special occasions.
32	Sanitation & Cleanliness, Harit & Swachch Vidyalaya, Beautification, Eco Club.	Mr. Devendra Kumar Meena, PGT (P&HE) I/C Mr. Chandra Mohan Kumawat, TGT (AE) Mr. Anup Meena, PGT (Bio.) Mr. Jitendra Kumar Meena, PRT Mrs Manju Kumari, Lib. Mrs. Mamta Meena, Contractual PGT (Pol Sci.) PGT Geo		1. Execution, monitoring and implementation of sanitary & cleanliness and Swachch Vidyalaya. Stock and distribution of cleaning materials and supervising the cleanliness of class room, ground, toilets. Organising cleanliness drive for 2 hour in a month. 2. Keeping the campus green, upkeeping of plants, awareness among students, conducting activities once in a month. Conduct of plantation and gardening drive. 3. Stock Register of Sanitation and Cleanliness is to be maintained by Mr. Manoj Kumar Mahawar.
33	Awakened Citizen Programme	Mr. Piyush Arora, TGT (WET) I/C Mr. Devendar Kumar Jain, PGT (Maths) Mr. Mukesh Chand, TGT (Eng.) Mr. Chetram Meena, TGT (Maths)		Organising the programme of ACP and completion of modules.
34	Academic Advisory Committee	Mr. Ram Prasad Meena, PGT (Eco.) I/C Mr. Ashok Kumar Rajawat, PGT (Chem.) Mr. Vijay Kumar Meena, PRT Mr. Mukesh Chand, TGT (Eng.) Mr. Rajesh Meena, PGT (CS)		Planning, execution, monitoring and implementation of policy strategy and programmes for the betterment of academic activities.

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S.No.	Name of Committee	Name(s) of the I/c & members	Members(s)	Duties
35	Inspire Award	Mr. Anup Meena, PGT (Bio.) I/C Mr. Ashok Kumar Rajawat, PGT (Che.) Mr. Raj Kumar Meena, PGT (Phy.)		Registering and motivating the students to participate in mass.
36	Water Management (Borewell, RO and Rain Water Harvesing)	Mr. Piyush Arora, TGT (WE) I/C Mr. Ram Kishore Meena, PGT (Eco.) Mr. Chet Ram Meena, TGT (Math.)		To look after and monitoring of ROs, Water coolers and Borewell. Inform to M&R Committee if machine becomes out of order.
37	FLN	Mr. Vijay Kumar Meena, PRT I/C Mr. Santosh Kumar Meena, PRT Mr. Sunil Kumar Luhar, PRT		Implementation, Monitoring and Supervision of FLN in Vidyalya.
38	Balvatika	Mr. Vijay Kumar Meena, PRT I/C Miss Dolly, PRT		Guiding Balvatika Teachers and Supervision.

Sl.No	Name Of Club	Name(s) Of the I/C & Members	Members(s)	Duties
1	AEP Club	Mr. Anup Meena, PGT (Bio.) I/C Ms. Mamta Meena, Cont. PGT (Pol. Sci.) Staff Nurse		Conducting activities as per calender, Dealing wit adolescent issues, heeeping records & sending monthly report to RO.
2	Photography Club	Mr. C M Kumawat, TGT (Art) I/C Mr. Rajesh Meena, PGT CS		Capturing photos of various events and keeping them safe.
3	Science Club	Mr., Raj Kumar Meena PGT (Phy.) I/C Mr. Anup Meena, PGT (Bio.) Mr. Ashok Kumar Rajawat, PGT (Chem.)		Organizing science club activities and programmes.
4	Art and Craft Club	Mr. Chandra Mohan Kumawat, TGT (AE) I/C Mr. Piyush Arora, TGT (WET) Mr. Bheru Lal Jangid, PRT (Music)		Organizing and Co-coordinating Arts & Craft Activities. Organizing and Co-coordinating Arts & Craft Activities.
5	Soil Testing Club	Mr. Ashok Kumar Rajawat, PGT (Chem.) I/C Mr. Anup Meena, PGT (Bio.) PGT (Geo)		Collecting Sample, Testing Generating Soil health card and Completing all tasks associate thre with.

**PRINCIPAL**