

PM SHRI KENDRIYA VIDYALAYA JALORE

ALLOTMENT OF ADDITIONAL RESPONSIBILITIES FOR THE SESSION 2024-25

Following committees are hereby constituted for the session 2024-25, for the smooth functioning of the Vidyalaya activities. In-charges are requested to take over the charge of their respective committee and should allot specific duties to other associate members of their committees. All the committees will look after the assignment as per provisions of KVS/CBSE circulars issued from time to time and instructions of principal so as to develop a conducive environment for effective teaching-learning process in the Vidyalaya and develop the Vidyalaya campus as per expectations of the stake holders.

S.n.	Committee	Name Of the Teachers	Signature	Duty assigned
1.	General Supervision of the Vidyalaya	Sh. Vinod Bhartiya (Principal)		
2.	Supervision Of Equipment's And Cmp	Sh. Pratap Singh Bhami, Hm I/C Ms. Dhanya Bhatt, Prt		
3.	Academic Planning	Sh. Rajesh Dwivedi, Pgt-Cs I/C		1. To plan split-up syllabus subject-wise & class-wise & check monthly completion of syllabus by teachers 2. To list-out the names of weak students on the basis of 1 st term examination and prepare action plan and ensure its implementation. 3. To prepare special time-table during holidays, breaks, zero period etc. And inform subject teachers accordingly. 4. To suggest positive and practical plan for the improvement of the academic competency of the students. 5. To maintain the class wise and subject wise monthly student's academic performance analysis. 6. Weak student's monthly progress will be checked separately through prescribed proforma.
		Sh. Ramji Lal Yadav, Pgt-Economics		
		Sh. Jitendra Singh, Pgt-Chemistry		
		Sh. Mahendra Singh, Pgt-History		
		Sh. Pawan Kumar Jangir, Pgt-Biology		
		Sh. Sonveer Yadav, Pgt-Hindi		
		Sh. Muka Ram Prajapati, Pgt-English		
		Sh. Daljeet Singh Meena, Pgt-Physics		
		Sh. Suresh Kumar Ghanchi, Pgt-Geography		
		Mrs. Mukesh Gothwal, Pgt-Maths		
	Sh. Pratap Singh Bhami, Hm			

S.n.	Committee	Name Of the Teachers	Signature	Duty assigned
				7. Any other related work.
4.	Examination (Internal)	Sh. Muka Ram Prajapati I/C		1. Complete schedule of test/exam for the session (tentative) will be circulated among the students & parents for their prior information 2. exam time-tables should also be informed to students & parents at least two weeks before the commencement of test/exam. 3. Maintain the required stationary of examination well in advance in stock. 4. Class wise pre-plan schedule should be decided for weekly test, fortnightly test, monthly test, practice test etc. 5. All the required documents/materials like answer scripts, mark-slip, mark register, and progress card etc. Should be issued to concerned teacher in time & it should be taken back to exam department after completion of each and every test/exam. 6. Students and parents must be informed about the results of all tests & exam within a week of completion of test/examination & updated record must be kept ready for further course of action. 7. To co - ordinate p.t.a meeting in consultation with the class teachers. 8. To make minutes of the p.t meeting. And maintain the records along with attendance of parents. 9. As per guidelines issued by external examination agencies. any other related work & instructions issued by principal time to time.
		Sh. Jitendra Singh		
		Sh. Ashok Kumar Meena		
		Sh. Keshav Kumar Meena		
		Mrs. Mukesh Gothwal		
5.	Examination (CBSE & External)	Sh. Rajesh Kumar Dwivedi I/C		
		Sh. Suresh Kumar Ghanchi Co-I/C		
		Sh. Pawan Kumar Jangir		
		Sh. Ashok Kumar Meena		
		Sh. Avanish Bharti		
6.	Nios	Sh. Babu Lal Meena I/C		As per guidelines issued by nios

S.n.	Committee	Name Of the Teachers	Signature	Duty assigned
		Sh. Parmanand Gurjar		any other related work
		Sh. Panna Ram		
		Sh. Khushveer Singh		
7.	Admission, Enrollment & Ubi Portal	Sh. Parmanand Gurjar I/C		Responsible of fress & kv tc admission work in secondary /primary classes Verification and udate data on ubi portal Any other related work & instructions issued by principal time to time.
		Sh. Keshav Kumar Meena		
		Sh. Ashok Kumar Meena		
		Ms. Bharti		
		Ms. Meenu		
8.	Rti Handling	Sh. Khushveer Singh I/C		Responsibility of replying of all the rti related letters in time Any other related work & instructions issued by principal time to time.
		Sh. Ramji Lal Yadav		
		Sh. Hira Ram		
9.	Local Purchasing Committee	Sh. Rajesh Dwivedi (Sen. Most Pgt) I/C		Responsible for all kind of purchases in the Vidyalaya for session 2024-25 Any other related work & instructions issued by principal time to time.
		Sh. Sonveer Yadav		
		Sh. Omprakash Poonia		
		Sh. Ashok Kumar Meena		
		Sh. Jayanti Lal		
		All Stock I/C		
10.	Time Table & Arrangement	Sh. Pawan Kumar Jangir I/C		1. Time - table in charge & asst. In charge will frame the time-tables as per kvs rules 2. to make an arrangement during the leave of the teacher.
		Sh. Om Prakash Poonia		
		Sh. Hira Ram		

S.n.	Committee	Name Of the Teachers	Signature	Duty assigned
		Sh. Parmanand Gurjar		3. to prepare and inform to subject teachers about the special time – table during all holidays, 4.To ensure ringing of the bell in time any other related work & instructions issued by principal time to time.
11.	Quarter Allotment Committee	Sh. Muka Ram Prajapati I/C		As per kvs guidelines. Any other related work & instructions issued by principal time to time.
		Sh. Pawan Kumar Jangir		
		Sh. Keshav Kumar Meena		
		Ms. Dhanya Bhatt		
12.	C.C.A. / Student Council Morning Assembly & Organisation Of Clubs/ Prize Distribution	Sh. Sonveer Yadav I/C		1. Monitoring timely hoisting house flag and hoisting & lowering of national flag on important occasions. 2. Conducting routine assembly programmes daily. 3. Conducting mass pt & yoga activity as per schedule. 4. Formation of clubs and maintain records of eco-club, nature & integrity club, litreture club Any other related work & instructions issued by principal time to time.
		Sh. Muka Ram Co- I/C		
		Sh. Kapil Kumar		
		Sh. Dinesh Kumar		
		Mr Parmanand Gurjar		
		Tgt-Sanskrit		
13.	House Master	Shivaji House		Related works & instructions issued by principal time to time.

S.n.	Committee	Name Of the Teachers	Signature	Duty assigned
		Sh. Kapil Kumar I/C		
		Smt. Mukesh Gothwal Co-I/C		
		Kumba Ram		
		Tagore House		
		Sh. Babu Lal Meena I/C		
		Suresh Ghanchi Co-I/C		
		Ashok Kumar		
		Ashoka House		
		Sh. Avanish Bharti I/C		
		Sh. Daljeet Singh Meena Co-I/C		
		Smt. Preeti Khalabadhaniyan		
		Raman House		
		Sh. Om Prakash Poonia I/C		
		Sh. Mahendra Singh Co-I/C		
		Sh. Dinesh Kumar		
14.	Maintenance &	Sh. Hira Ram I/C		1. To plan for repair & maintenance urgently required in the

S.n.	Committee	Name Of the Teachers	Signature	Duty assigned
	Repair (Civil) Of School Building & Staff Quarters, Electrical (M&R)	Sh. Ramji Lal Yadav		vidyalaya building and departments. 2. To plan & purchase the material required for the purpose & complete all the assignments in time. 3. Responsible for all repair & maintenance work in vidyalaya. 4. To ensure the tube lights & fans are in proper working condition 5. The committee members will look after the proper use of electrical power in the school. 6. The committee will ensure that there is no wastage of power and it should be available as per requirements. 7. If there is any repair related to this, the committee will take action for the same well in advance. Any other related work & instructions issued by principal time to time.
		Sh. Muka Ram Prajapati		
		Sh. Jitendra Singh		
		Sh. Mahendra Singh		
		Sh. Kapil Kumar		
		Sh. Babu Lal Meena		
		Sh. Deepak Kumar		
15.	Fire Safety, Disaster Management & Building Safety	Sh. Suresh Kumar Ghanchi I/C		As per sop issued by kvs & govt. Of india/government of rajasthan Any other related work & instructions issued by principal time to time.
		Sh. Mahendra Singh		
		Sh. Ramji Lal Yadav		
		Sh. Hira Ram		
		Smt. Preeti Khalabadhaniyan		
16.	Guidance & Counselling Aep	Sh. Pawan Kumar Jangir I/C		1. To provided guiding and coueselling to the students related to their problems and career whenever required. 2.to organise class wise sessions of guidance &couselling
		Smt. Mukesh Gothwal		
		Smt. Preeti Khalabadhaniyan		

S.n.	Committee	Name Of the Teachers	Signature	Duty assigned
	Life Skill	Ms. Dhanya Bhatt		3.to keep record of students provided guiding and counselling with date Any other related work & instructions issued by principal time to time.
		Staff Nurse		
17.	Safe Drinking Water	Sh. Hira Ram I/C		<ul style="list-style-type: none"> ● Monitoring of cleaning of water tanks time to time. ● Monitoring of switching on and switch off of ros and water coolers on daily basis. ● Repair & maintenance of ros, water coolers, water tanks etc. As and when required. Any other related work & instructions issued by principal time to time.
		Sh. Babu Lal Meena		
		Sh. Gadhavi Dilipdan Bhikhudan		
18.	Furniture	Sh. Ganesh Kumar Meena I/C		1. To supervise the use of furniture by the students. 2. To plan for repair & purchase of vidyalaya furniture for students & staff in various classrooms & departments as per requirement & budget. 3. To clear / get shifted un utilized furniture. 4. To get classroom, black boards, name boards, etc. Painted and maintained Any other related work & instructions issued by principal time to time.
		Sh. Avanish Bharti		
		Sh. Gadhavi Dilipdan Bhikhudan		
		Ms. Nikita		
19.	Excursion & Adventure	Sh. Kapil Kumar I/C		To arrange adventure activities/ participation at vidyalaya, regioal

S.n.	Committee	Name Of the Teachers	Signature	Duty assigned
		Sh. Sonveer Yadav		level & national level as per kvs instructions. Any other related work & instructions issued by principal time to time.
		Sh. Daljeet Singh Meena		
		Sh. Parmanand Gurjar		
		Sh. Panna Ram		
20.	Games & Sports	Sh. Kapil Kumar, I/C		1.to arrange sports material for the students. 2..to conduct all the games & sports activities in the vidyalaya. To prepare students for regional/national/sgfi level games & sports activities. Any other related work & instructions issued by principal time to time.
		Sh. Hira Ram		
		Sh. Babu Lal Meena		
		Sh. Avanish Bharti		
		Sh. Ashok Kumar Meena		
		Sh. Mahesh Choudhary		
		Ms. Bharti		
21.	Discipline/ Safety & Security Of Students	Sh. Ramji Lal Yadav, I/C		1. To maintain discipline in the vidyalaya during vidyalaya time, any function and daily assembly. 2. To maintain record of the indisciplin cases of students. 3. Punctuality, uniform supervision of the students Any other related work & instructions issued by principal time to time.
		Sh. Jitendra Singh		
		Sh. Mahendra Singh		
		Sh. Muka Ram Prajapati		
		Sh. Kapil Kumar		
		Sh. Om Prakash Poonia		
22.	Cleanliness- Swachchhta Mission	Sh. Pawan Kumar Jangir Overall I/C		1. Arrange to keep the vidyalaya campus neat & clean. 2. To take an action in time for the decent look of the vidyalaya. 3. All girls toilets 4. All boys toilets
		Sh. Babu Lal Meena I/C (Grond Floor)		
		Sh. Kapil Kumar I/C (First Floor)		
		Sh. Avanish Bharti I/C (Second Floor)		

S.n.	Committee	Name Of the Teachers	Signature	Duty assigned
		Sh.Om Prakash Poonia I/C (Rest Areas)		5. Cleanliness of their respective classes
		Sh. Dinesh Kumar		Any other related work & instructions issued by principal time to time.
23.	Scout & Guide / Cub-Bulbul	Sh. Kumbha Ram, I/C		1. To prepare s/g activity plan with tentative date & months for organizing activities.
		Sh. Keshav Kumar Meena		2. To select student for cubs, bulbul, scout & guide registration
		Smt. Preeti Khalabadhaniyan		3. To make an arrangement for proper training of the students.
		Sh. Mahesh Choudhary		4. To prepare scout & guide to participate in various activities, both internal & external competitions as per kvs rules.
		Sh. Ganesh Lal Meena		Any other related work & instructions issued by principal time to time.
		Sh. Vikram Singh		
		Ms. Dhanya Bhatt		
		Sh. Deepak Kumar		
24.	Raj Bhasha & Hindi	Sh. Sonveer Yadav I/C		1. To follow rajbhasha kalyan samiti guidelines
		Sh. Dinesh Kumar		2. To take necessary action for proper functioning of this samiti.
		Tgt-Sanskrit		3. To create a hindi atmosphere & to promote usage of hindi in daily use.
				4. To keep a vigil on quarterly progress of rajbhasha samiti.
				5. To follow all instructions of town official language implementation committee and attend its meeting
				6. To help children in participating in sanskrit and hindi competitions and any other related work
25.	Library Committee	Sh. Avanish Bharti I/C		Related works & instructions issued by principal time to time.
		Sh. Hira Ram Co-I/C		
		Sh. Muka Ram Prajapati, Pgt-English		
		Sh. Sonveer Yadav, Pgt-Hindi		
		Sh. Kumbha Ram, Tgt-English		

S.n.	Committee	Name Of the Teachers	Signature	Duty assigned
		Sh. Dinesh Kumar, Tgt-Hindi		
		Sh. Parmanand Gurjar, Tgt-English		
		Tgt-Sanskrit		
		Sh. Pratap Singh Bhami, Hm		
		Sh. Ganesh Lal Meena		
		Ms. Dhanya Bhatt		
		Ms. Nikita		
26.	Pta	Sh. Muka Ram Prajapati I/C		1. Conducting ptm time to time
		Sh. Ramji Lal Yadav Co-I/C		2. Inform parents & class teachers in advance
		All Class Teachers		3. Keep record of the ptms
				4. Necessary arrangements for the ptms.
				Any other related work & instructions issued by principal time to time.
27.	Campus Beautification & Gardening	Sh. Babu Lal Meena, I/C		
		Sh. Kapil Kumar		
		Sh. Hira Ram		Related works & instructions issued by principal time to time.
		Ms. Dhanya Bhatt		
		Ms. Meenu		
28.	A/C Cs 54 & Checking Of Cash Book & Pay Billcash Book & Fee Receipt Cs 54 & Pay Bill	Sh. Om Prakash Poonia, I/C		
		Sh. Parmanand Gurjar		Related works & instructions issued by principal time to time.
29.	First Aid / Health Club/ Medical Check Up	Sh. Keshav Kumar Meena I/C		To prepare two first aid boxes.
		Sh. Kapil Kumar		To provide first aid to students of this kv and staff whenever is

S.n.	Committee	Name Of the Teachers	Signature	Duty assigned
		Sh. Sarupa Ram		required To get medical check-up all students and maintain the health record of students class wise. Any other related work & instructions issued by principal time to time.
		Staff Nurse		
30.	Security/ Sop	Sh. Kapil Kumar I/C		As per sop issued by kvs & govt. Of india / govt. Of rajasthan and instruction by principal time to time.
		Sh. Avanish Bharti		
		Sh. Ganesh Lal Meena		
		Ms. Bharti		
31.	Computer Labs. Website & Social Media (Youtube, Facebook, Twitter) Updation	Sh. Rajesh Dwivedi I/C		1.. To maintain kv website and social media plateforms and to update them on regular basis 2. To help vidyalaya in downloading / uploading academic, administrative circulars from internet. 3. To make arrangements of live telacast programmes for students in the vidyalaya whenever required. Any other related work & instructions issued by principal time to time.
		Sh. Parmanand Gurjar Co-I/C		
		Sh. Sarupa Ram		
		Sh. Dajleet Singh Meena		
		Sh. Deepak Kumar		
		Sh. Khushveer Singh		
		Computer Instructor		
32.	Olympiads/ Ntse/ Ncsc/Iapt/Green Olympiad/Cct/Green School, Science Exhibition	Sh. Jitendra Singh, Overall, I/C		1. To motivate and prepare students for participate in various olympiads. 2.to keep record of the participants and position holders in competitions Any other related work & instructions issued by principal time to time.
		Maths: Smt. Mukesh Gothwal (Pgt-Maths)		
		Science: Sh. Jitendra Singh (Pgt-Chemistry)		
		Cyber: Mrs. Rajesh Dwivedi (Pgt Cs)		
	Inspire Award	Sh. Daljeet Singh Meena		

S.n.	Committee	Name Of the Teachers	Signature	Duty assigned
33.	Canteen Committee	Sh. Daljeet Singh Meena I/C		As per kvs guidelines and instructions issued by principal & incharge time to time.
		Sh. Kapil Kumar		
		Sh. Gadhavi Dilipdan Bhikhudan		
34.	Sc/St Grievance Redressal	Smt. Mukesh Gothwal, I/C		As per kvs guidelines
		Sh. Daljeet Singh Meena Co-I/C		
		Sh. Kapil Kumar		
		Sh. Pratap Singh Bhami		
		Ms Dhanya Bhatt		
35.	Student Grievances & Sexual Harassment Redressal, Pocso	Smt. Mukesh Gothwal I/C		As per kvs guidelines
		Sh. Rajesh Dwivedi Co-I/C		
		Sh. Muka Ram Prajapati		
		Smt. Preeti Khalabadhaniyan		
		Ms. Dhanya Bhatt		
		Vmc		
		Ngo		
36.	Posh Act-2013/ Internal Complaints Committee	Smt. Mukesh Gothwal, I/C		As per kvs guidelines
		Sh. Rajesh Dwivedi Co-I/C		
		Sh. Muka Ram Prajapati		
		Smt. Preeti Khalabadhaniyan		
		Ms. Dhanya Bhatt		
37.	Awakened Citizen Programme	Sh. Hira Ram Overall I/C		As per kvs guidelines
		Sh. Dinesh Kumar I/C Class-7a		
		Sh. Keshav Kumar I/C Class-7b		
		Sh. Babu Lal Meena I/C Class-8a		
		Sh. Parmanand Gurjar I/C Class-8b		

S.n.	Committee	Name Of the Teachers	Signature	Duty assigned
		Smt. Preeti Khalabadhaniyan, I/C Class-9b		
		Sh. Kumbha Ram I/C Class-9a		
38.	Social Science & Integrity Club	Sh. Mahendra Singh (Pgt-Hist) - I/C		1. To prepare a plan to create atmosphere in vidyalaya related to social science activities. 2. To prepare the students for participating in external & internal competitions. 3. To prepare at least one magazine class wise. 4. To organize at least two competitions/seminars/programmes etc. Based on subject. 5. To organize ek bharat shreshtha bharat exhibition at vidyalaya, cluster, regional & national level, field trips to historical places. 6. To guide the students to prepare articles to publish in magazine and newspapers. 7. To prepare the students for different activities to be conducted for the club asr kvs rules. 8. Any other related work. 9. Ebsb activities Any other related work & instructions issued by principal time
		Sh. Ramji Lal Yadav (Pgt-Economics)		
		Sh. Suresh Kumar (Pgt-Geo)		
		Smt. Preeti Khalabadhaniyan (Tgt-Sst)		
		Sh. Kumbha Ram (Tgt-Eng)		
		Sh. Dinesh Kumar (Tgt-Hindi)		

S.n.	Committee	Name Of the Teachers	Signature	Duty assigned
				to time.
39.	Welcome & Reception Of Guests	Smt. Mukesh Gothwal I/C		To arrange all items for welcome of chief guest at the time of any function.
		Sh. Rajesh Dwivedi		
		Ms. Dhaniya Bhatt		To prepare team of students for welcome.
		Ms. Nikita		Any other related work & instructions issued by principal time to time.
40.	Photography	Sh. Dinesh Kumar, I/C		To arrange photography whenever is required.
		Sh. Hira Ram		To maintain record of photographs in soft copy of all the events.
		Sh. Sarupa Ram		
		Ms. Meenu		Any other related work & instructions issued by principal time to time.
41.	Fee Verification Of Students Attendance Register	Sh. Omprakash Poonia I/C		As per kvs rules and instructions issued by principal.
		Sh. Ganesh Lal Meena		
42.	Audio/Video Aids & P.A. System	Sh. Hira Ram I/C		1. To arrange p.a. system daily for morning assembly. 2. To arrange p.a. system for all functions in the vidyalaya.
		Sh. Kapil Kumar		
		Sh. Babu Lal Meena		Any other related work & instructions issued by principal time to time.
		Sh. Gadhavi Dilipdan Bhikhudan		
43.	Refreshments For Guests And Students	Sh. Keshav Kumar Meena I/C		Related works & instructions issued by principal time to time.
		Smt. Preeti Khalabadhaniyan		
		Sh. Vikram Singh		
		Ms. Bharti		
44.		Sh. Rajesh Dwivedi I/C		As per kvs guidelines and instructions issued by principal & incharge

S.n.	Committee	Name Of the Teachers	Signature	Duty assigned
		Sh. Khushveer Singh		time to time.
		All Stock I/C		
45.	Minutes Of Staff Meeting	Sh. Sonveer Yadav I/C		Preparing & maintain general staff meetings' record Any other related work & instructions issued by principal time to time.
		Sh. Muka Ram Prajapati Co-I/C		
		Sh. Kumbha Ram		
		Sh. Parmanand Gurjar		
46.	Office Assistant	Sh. Khushveer Singh I/C		
		Sh. Parmanand Gurjar (Enrolment)		
		Smt. Mukesh Gothwal (Part Time Contractual Salary)		
		Sh. Om Prakash Poonia (Part Time Contractual Salary)		
		Sh. Muka Ram Prajapati (Ubi Salary & Income Tax, Da Arrear & Other Financial Matters)		
47.	Cyber Crime	Sh. Rajesh Dwivedi I/C		
		Sh. Parmanand Gurjar Co-I/C		
		Office Assistant Staff		
48.	Gem Portal	Sh. Rajesh Dwivedi I/C		
		Sh. Parmanand Gurjar		
		Sh. Hira Ram		
		Sh. Avanish Bharti		
		Sh. Khushveer Singh		
49.		Smt. Preeti Khalabadhaniyan I/C		

S.n.	Committee	Name Of the Teachers	Signature	Duty assigned
		Sh. Suresh Kumar Ghanchi		
50.				

(Gopal Meena)
Principal