

PM SHRI KENDRIYA VIDYALAYA JALORE

ALLOTMENT OF ADDITIONAL RESPONSIBILITIES FOR THE SESSION 2026-27

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.

Principal

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
1	General Supervision of the Vidyalaya	1. Oversee overall functioning of the Vidyalaya – academic, administrative & co-curricular. 2. Ensure compliance with school policies, norms & guidelines. 3. Conduct regular rounds of classrooms, grounds & facilities. 4. Address issues promptly & report to Principal. 5. Maintain supervision records & submit periodic reports. 6. Any other work assigned by Principal.		I/C	
2	Supervision Of Equipment's And CMP	1. Supervise all school equipment (sports, labs, audio-visual, furniture, etc.) – ensure proper usage, maintenance & inventory. 2. Supervise CMP (Classroom Management Programme) – monitor implementation, adherence to schedule & record maintenance. 3. Coordinate with departments for timely repair, replacement & stock updation. 4. Maintain supervision records & submit periodic reports to Principal. 5. Any other work assigned by Principa		I/C	
				Member	
		1. Syllabus Planning & Monitoring – Plan split-up syllabus subject-wise & class-wise & check monthly completion by teachers. 2. Weak Students Action – List weak students based on last exam, prepare action plan & ensure implementation. 3. Special Time-Table – Prepare time-table during holidays, breaks, zero period & inform subject teachers.		I/C	
				Member	
				Member	
				Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
3	Academic Planning	4. Academic Improvement – Suggest positive & practical plan for improving students' academic competency. 5. Performance Analysis – Maintain class-wise & subject-wise monthly student academic performance analysis. 6. Weak Students Progress – Check weak students' monthly progress separately through prescribed proforma. 7. Additional Duties – Any other related work.		Member	
				Member	
				Member	
				Member	
				Member	
4	Examination (Internal)	1. Circulate tentative test/exam schedule for the session to students & parents for prior information. 2. Inform exam time-tables to students & parents at least two weeks before test/exam. 3. Maintain required examination stationery well in advance in stock. 4. Decide class-wise pre-plan schedule for weekly, fortnightly, monthly & practice tests. 5. Issue required documents (answer scripts, mark-slip, mark register, progress card) to concerned teacher in time & take back to exam department after each test/exam. 6. Inform students & parents about results within a week of test/exam completion & keep updated record ready. 7. Coordinate PTA meetings in consultation with class teachers. 8. Prepare minutes of PTA meetings & maintain records along with parents' attendance. 9. Follow guidelines issued by external examination agencies. 10. Any other related work & instructions issued by Principal time to time.		I/C	
				Co-I/C	
				Member	
5	Examination (CBSE & External)	1. Receive, store securely & dispatch confidential question papers. 2. Coordinate with CBSE for Centre Superintendent & invigilators. 3. Prepare seating arrangement & display exam schedule. 4. Conduct exams smoothly with proper attendance records. 5. Manage receipt & dispatch of answer scripts. 6. Maintain all exam records & incident reports. 7. Coordinate with CBSE officials & flying squads. 8. Any other work assigned by CBSE & Principal.		I/C	
				Co-I/C	
6	NIOS	1. Receive, store securely & dispatch confidential question papers. 2. Coordinate with NIOS for Centre Superintendent & invigilators. 3. Prepare seating arrangement & display exam schedule. 4. Conduct exams smoothly with proper attendance records. 5. Manage receipt & dispatch of answer scripts. 6. Maintain all exam records & incident reports. 7. Coordinate with NIOS officials & flying squads. 8. Any other work assigned by Principal.		I/C	
				Co-I/C	
				Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
7	Admission, Enrollment & UBI Portal	1. Advertisement & website update. 2. Conduct admission tests & prepare merit list. 3. Admission calling to parents. 4. Maintain student records & enrollment data. 5. Coordinate with admission-related letters. 6. Manage document verification & issue admission numbers. 7. Responsible for Fresh & KVTC admission work in secondary & primary classes. 8. Verification & updating of data on UBI portal / UBI entries. 9. Any other work assigned by Principal.		I/C	
				Co-I/C	
				Member	
				Member	
8	RTI Handling	1. Receive & acknowledge RTI applications received from public authorities. 2. Verify applications & seek clarification if required. 3. Collect relevant information/documents from concerned office. 4. Prepare response with approval from competent authority. 5. Ensure timely submission of reply within statutory time limit. 6. Maintain proper records of all RTI applications & replies. 7. Coordinate with Appellate Authority for first appeal cases. 8. Comply with instructions from Information Commission if any. 9. Any other related work assigned by Principal.		I/C	
				Co-I/C	
9	Local Purchasing	1. Receive indent/requisition from various departments. 2. Obtain quotations from local vendors as per requirement. 3. Prepare comparative statement & get approval from competent authority. 4. Coordinate with vendors for timely delivery of items. 5. Verify received items as per specifications & quality check. 6. Maintain stock register & issue items to concerned departments. 7. Process bills & coordinate with accounts for payment. 8. Maintain records of all purchases & vendor details. 9. Any other work assigned by Principal.		I/C	
				Member	
				Member	
				Member	
10	Time Table & Arrangement	1. Prepare class-wise & teacher-wise time table for all sections. 2. Ensure equitable distribution of periods among teachers. 3. Prepare time table for special periods – zero period, activity period & remedial classes. 4. Arrange substitute arrangements for absent teachers. 5. Coordinate for hall allocation & seating arrangement during tests/exams. 6. Display time table in classrooms & staff room. 7. Update time table as per changes in school schedule. 8. Maintain records of teacher attendance & period allocation. 9. Any other work assigned by Principal.		I/C	
				Co-I/C	
				Member	
11	Quarter Allotment	1. Maintain updated record of all quarters & staff residences. 2. Receive applications from eligible staff for quarter allotment. 3. Verify eligibility as per school norms & seniority. 4. Prepare allotment list & get approval from Principal. 5. Issue allotment letter & maintain possession records.		I/C	
				Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
11	Quarter Allocation	5. Issue allotment letter & maintain possession records. 6. Coordinate for maintenance, repairs & rent deduction. 7. Conduct periodic inspection of quarters. 8. Manage vacating process & security deposit refund. 9. Any other work assigned by Principal.		Member	
				Member	
12	CCA	1. Plan annual calendar of co-curricular activities & events. 2. Organize literary, cultural, sports & art competitions. 3. Coordinate with teachers & activity in-charges. 4. Maintain student participation & performance records. 5. Arrange prizes, certificates & venue for events. 6. Coordinate inter-house & inter-school competitions. 7. Celebration of important days & national festivals. 8. Ensure smooth conducting of morning assembly activities. 9. Any other work assigned by Principal.		I/C	
				Co-I/C	
				Member	
	House Master	1. Oversee discipline & conduct of students in the house. 2. Conduct house meetings & mentor house members. 3. Coordinate participation in inter-house competitions & events. 4. Maintain house records – student lists, attendance & performance. 5. Monitor house duties during morning assembly & school functions. 6. Liaise with CCA in-charge for smooth conduct of activities. 7. Address student grievances & maintain positive environment. 8. Any other work assigned by Principal.			
				I/C	
				Co-I/C	
				I/C	
				Co-I/C	
				I/C	
				Co-I/C	
13	Maintenance & Repair (Civil) Of School Building & Staff Quarters, Electrical (M&R)	1. Civil Maintenance – Regular inspection & repair of school building, classrooms, staff quarters, toilets, boundary walls, etc. 2. Electrical Maintenance – Inspection & repair of wiring, fans, lights, switches, panels, generators, etc. 3. Coordinate with vendors & workers for timely execution of repairs. 4. Maintain repair log & records of work done. 5. Ensure safety compliance & preventive maintenance. 6. Any other work assigned by Principal.		I/C	
				Co-I/C	
				Member	
				Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
14	Fire Safety, Disaster Management & Building Safety	1. Conduct regular fire safety drills & mock drills. 2. Ensure fire extinguishers, alarms & safety equipment are functional & inspected. 3. Prepare disaster management plan for natural calamities & emergencies. 4. Coordinate with local authorities (fire department, civil defense). 5. Conduct awareness programs for staff & students. 6. Perform regular building safety inspections (structural, electrical, etc.). 7. Maintain records of drills, inspections & equipment. 8. Any other work assigned by Principal.		I/C	
				Member	
				Member	
				Member	
15	Guidance & Counselling, AEP & Life Skills	1. Conduct individual & group counselling sessions for students. 2. Organize awareness programs on Adolescent Education Program (AEP). 3. Implement life skills education sessions for students. 4. Coordinate with teachers & parents for student well-being. 5. Maintain confidential counselling records & case files. 6. Conduct workshops on mental health, career guidance & stress management. 7. Any other work assigned by Principal		I/C	
				Member	
				Member	
				Member	
				Member	
				Member	
				Member	
16	Water Management (Vidyalaya & Quarters)	1. Ensure adequate & fresh pure water supply for students. 2. Regular inspection & maintenance of overhead tanks, borewells, pumps & pipelines. 3. Monitor water quality & coordinate for periodic testing. 4. Implement water conservation measures (rainwater harvesting, reuse, leakage control). 5. Maintain records of water consumption, repairs & maintenance. 6. Coordinate with plumbers & vendors for timely repairs. 7. Any other work assigned by Principal.		I/C	
				Co-I/C	
				Member	
17	Furniture	1. Maintain inventory of all furniture (classrooms, office, quarters, etc.). 2. Conduct regular inspection & ensure timely repair of damaged furniture. 3. Coordinate procurement of new furniture as per requirement. 4. Ensure proper labeling, allocation & record of furniture distribution. 5. Dispose condemned furniture as per norms. 6. Any other work assigned by Principal.		I/C	
				Co-I/C	
				Member	
				Member	
18	Excursion & Adventure	1. Plan annual excursion & adventure activities calendar. 2. Coordinate with travel agencies, transport & accommodation. 3. Obtain necessary permissions from Principal & parents. 4. Ensure safety measures, first aid & adequate staff supervision. 5. Conduct briefing sessions for students on safety & conduct. 6. Maintain records of expenses, feedback & student participation. 7. Any other work assigned by Principal.		I/C	
				Co-I/C	
				Member	
				Member	
				Member	
		1. Plan annual sports calendar & conduct tournaments/events. 2. Coordinate with coaches, physical education teachers & external agencies.		I/C	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
19	Games & Sports	3. Maintain sports equipment inventory & ensure timely repair/procurement. 4. Identify & nurture talented students for school teams. 5. Prepare students for Regional Sports Meet & National Sports Meet. 6. Plan & organize Annual Sports Day & National Sports Day celebrations. 7. Arrange necessary conveyance for students for inter-city games. 8. Organize practice sessions, inter-house & inter-school competitions. 9. Ensure safety measures, first aid & supervision during sports activities. 10. Maintain records of student participation, achievements & prizes. 11. Any other work assigned by Principal.		Co-I/C	
				Member	
				Member	
				Member	
20	Discipline/ Safety & Security of Students	1. Maintain discipline during school hours & in all areas (classrooms, corridors, etc.). 2. Monitor student entry & exit. 3. Ensure CCTV surveillance & regular security checks. 4. Implement safety protocols – fire drills, evacuation plans, first aid. 5. Address indiscipline, bullying & student grievances. 6. Conduct awareness programs on student safety. 7. Any other work assigned by Principal.		I/C	
				Member	
				Member	
				Member	
21	Cleanliness-Swachhhta Mission	1. Ensure overall cleanliness of school building, classrooms, toilets, playground & staff quarters. 2. Coordinate with housekeeping staff & monitor daily cleaning schedules. 3. Organize regular cleanliness drives & awareness programs. 4. Organize Swachhta Pakhwada as per guidelines. 5. Ensure proper waste segregation & disposal (wet/dry waste). 6. Maintain hygiene standards in toilets & drinking water areas. 7. Conduct periodic inspections & maintain cleanliness records. 8. Promote student participation in Swachhhta Mission activities. 9. Any other work assigned by Principal.		I/C	Overall
				Co-I/C	(Grond Floor)
				Member	
				Member	(First Floor)
				Member	
				Member	(Second Floor)
				Member	
				Member	(Rest Areas)
				Member	(All Girls Toilets)
22	Scout & Guide /Cub-Bulbul	1. Conduct enrollment & registration of students as per guidelines. 2. Organize regular meetings, drills & training sessions. 3. Plan & coordinate camps, rallies & community service activities. 4. Prepare students for participation in district/state/national events. 5. Maintain records of members, attendance & achievements. 6. Coordinate with district/state scout & guide associations. 7. Promote values of discipline, service & leadership. 8. Any other work assigned by Principal.		I/C	
				Co-I/C	
				Member	
				Member	
23	Raj Bhasha & Hindi	1. Promote Hindi language through various activities & competitions. 2. Organize Hindi Diwas & other literary events. 3. Ensure compliance of official language (Raj Bhasha) norms in correspondence. 4. Conduct Hindi workshops, debates, quizzes & creative writing. 5. Coordinate with Raj Bhasha department for reports & inspections. 6. Maintain records of Hindi-related activities & achievements.		I/C	
				Member	
				Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
		7. Encourage use of Hindi in administrative work & daily communication. 8. Any other work assigned by Principal.		Member	
24	Library Committee	1. Manage library timings, seating arrangement & reading environment. 2. Ensure proper classification, cataloging & shelving of books. 3. Maintain stock register & conduct periodic stock verification. 4. Issue library cards & manage lending/receiving of books. 5. Procure new books, periodicals & digital resources as per requirement. 6. Organize reading sessions, book exhibitions & literary activities. 7. Promote reading habits among students & staff. 8. Any other work assigned by Principal.		I/C	
				Member	
				Member	
25	Campus Beautification & Gardening	1. Plan & maintain landscaping, gardens & green areas in campus. 2. Coordinate with gardeners & ensure regular watering, pruning & upkeep. 3. Plant seasonal flowers, trees & medicinal plants. 4. Maintain lawns, pathways & decorative elements. 5. Conduct awareness programs on environment conservation. 6. Procure gardening tools, plants & fertilizers as required. 7. Any other work assigned by Principal.		I/C	
				Member	
				Member	
26	A/C CS 54 & Checking Of Cash Book & Pay Bill cash Book & Fee Receipt Cs 54 & Pay Bill	1. Maintain & check Cash Book regularly. 2. Verify Fee Receipts & ensure proper accounting. 3. Check Pay Bills (salary) as per norms. 4. Maintain A/C CS 54 records accurately. 5. Ensure timely reconciliation & documentation. 6. Any other work assigned by Principal.		I/C	
27	First Aid / Health Club/ Medical Check Up	1. Maintain first aid boxes & ensure timely replenishment. 2. Organize health club activities & awareness programs. 3. Coordinate annual medical check-up for students & staff. 4. Maintain health records & follow up on identified issues. 5. Conduct health awareness sessions (hygiene, nutrition, etc.). 6. Liaise with doctors, health authorities & ambulance services. 7. Any other work assigned by Principal.		I/C	
				Member	
				Member	
				Member	
28	Security/ SOP	1. Implement & monitor security Standard Operating Procedures (SOPs). 2. Supervise security guards, CCTV surveillance & access control. 3. Ensure visitor management & maintain entry/exit records. 4. Conduct periodic security audits & mock drills. 5. Coordinate with local police & emergency services. 6. Review & update security protocols as required. 7. Any other work assigned by Principal.		I/C	
				Member	
				Member	
		1. Maintain computer labs – hardware, software, networking & regular upkeep. 2. Ensure availability of systems, internet connectivity & required software.		I/C	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
29	Computer Labs. Website & Social Media (YouTube, Facebook, Twitter, Instagram) Updation	3. Manage school website – regular updates, content management & security. 4. Handle official social media accounts (YouTube, Facebook, Twitter, Instagram) – content creation, timely posts & engagement. 5. Coordinate with departments for announcements, achievements & event coverage. 6. Maintain records of lab usage, IT inventory & social media analytics. 7. Any other work assigned by Principal.		Co-I/C	
				Member	
				Member	
30	Olympiads/NTSE/ NCSC/LAPT/Green Olympiad/CCT/Green School, Science Exhibition/Inspire Award	1. Coordinate registration & conduct of various Olympiads, NTSE, NCSC, LAPT, Green Olympiad, CCT & Inspire Award. 2. Organize Science Exhibition & Green School activities as per guidelines. 3. Provide student training, mentoring & resource support. 4. Ensure timely submission of forms, fees & documentation. 5. Maintain records of student participation, results & achievements. 6. Liaise with coordinating agencies & internal departments. 7. Any other work assigned by Principal.		I/C	Oveall
				Co-I/C	
				Member	
31	Canteen Committee	1. Ensure cleanliness, hygiene & quality of food in canteen. 2. Monitor pricing, menu & nutritional standards. 3. Conduct regular inspections & maintain feedback system. 4. Coordinate with canteen vendor for compliance with guidelines. 5. Ensure safety measures – fire extinguisher, gas cylinder storage, etc. 6. Maintain records of vendor agreements, inspections & feedback. 7. Any other work assigned by Principal.		I/C	
				Member	
32	SC/ST Grievance Redressal	1. Receive & address grievances from SC/ST students/staff. 2. Ensure timely resolution as per government norms & guidelines. 3. Maintain confidential records of complaints & actions taken. 4. Conduct awareness programs on SC/ST rights & schemes. 5. Coordinate with higher authorities for unresolved cases. 6. Submit periodic reports to Principal & concerned agencies. 7. Any other work assigned by Principal.		I/C	
				Member	
				Member	
33	Student Grivences & Sexual Harassement Redressal,POCSO	1. Receive & address student grievances in a timely & confidential manner. 2. Handle complaints related to sexual harassment as per POSH & POCSO guidelines. 3. Maintain confidentiality & ensure sensitive handling of cases. 4. Conduct awareness programs on POCSO, child safety & reporting mechanisms. 5. Coordinate with counsellors, parents & legal authorities as required. 6. Maintain records of complaints, actions taken & periodic reports. 7. Any other work assigned by Principal.		I/C	
				Member	
				Member	
				Member	
				Member	
34	Posh Act-2013/ Internal Complaints	1. Receive & address complaints related to sexual harassment of women at workplace. 2. Ensure compliance with POSH Act 2013 & related guidelines. 3. Maintain confidentiality & conduct inquiry as per prescribed procedure. 4. Submit annual report to District Officer & Principal.		I/C	
				Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
34	Committee	4. Submit annual report to District Officer & Principal. 5. Organize awareness programs on POSH & workplace ethics. 6. Maintain records of complaints, inquiries & actions taken. 7. Any other work assigned by Principal.		Member	
				Member	
35	Foundation Citizen Programme	1. Coordinate classes & course schedule as per guidelines. 2. Ensure timely completion of modules by students. 3. Maintain records of student progress & attendance. 4. Prepare & submit periodic reports to concerned authorities. 5. Organize assessments & certification as required. 6. Any other work assigned by Principal.		I/C	
				Member	7A
				Member	7B
				Member	8A
				Member	8B
				Member	9A
				Member	9B
36	Social Science & Integrity Club	1. Promote social science awareness through exhibitions, quizzes, debates & projects. 2. Prepare & organize SST Exhibition – motivate student participation & arrange necessary items for performances/models. 3. Organize activities of Integrity Club – vigilance awareness, ethics, anti-corruption campaigns. 4. Conduct seminars, guest lectures & field visits related to social issues. 5. Maintain records of all activities & student participation. 6. Any other work assigned by Principal.		I/C	
				Member	
				Member	
				Member	
37	Welcome & Reception of Guests	1. Receive & welcome guests/dignitaries at entrance with proper protocol. 2. Coordinate with Principal & departments for guest arrival & schedule. 3. Arrange seating, presentation, refreshments & hospitality as per requirement. 4. Ensure reception area is tidy & well-prepared. 5. Coordinate for mementos, bouquets & felicitation. 6. Maintain register of guests & feedback. 7. Any other work assigned by Principal.		I/C	
				Member	
				Member	
38	Photography	1. Capture photographs of all school events, functions, celebrations & activities. 2. Coordinate with departments for event coverage & requirement. 3. Edit, organize & maintain digital photo archives. 4. Provide photographs for website, social media, newsletters & reports. 5. Ensure proper equipment maintenance & timely backup. 6. Any other work assigned by Principal.		I/C	
				Co-I/C	
				Member	
39	Fee Verification of Students Attendance Register	1. Cross-verify student attendance records with fee collection data. 2. Ensure consistency between attendance register & fee payment status. 3. Identify discrepancies & report to concerned authorities. 4. Maintain verification records & submit periodic reports. 5. Any other work assigned by Principal.		I/C	
				Member	
		1. Ensure availability & functioning of audio/video equipment (projectors, speakers, mics, TVs, etc.) for classrooms & events.		I/C	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
40	Audio/Video Aids & P.A. System	2. Manage P.A. system during assemblies, functions & emergencies. 3. Coordinate with departments for technical setup & support. 4. Maintain inventory of equipment & schedule regular servicing. 5. Any other work assigned by Principal.		Co-I/C	
				Member	
41	Refreshments For Guests And Students	1. Coordinate with vendors/canteen for timely supply of refreshments. 2. Ensure quality, hygiene & quantity as per requirement. 3. Arrange refreshments for guests during visits, functions & meetings. 4. Manage distribution to students during events, exams, or special occasions. 5. Maintain records of expenses & consumption. 6. Any other work assigned by Principal.		I/C	
				Member	
				Member	
42	Condemnation	1. Identify obsolete, damaged or unusable assets (furniture, equipment, etc.). 2. Prepare condemnation list with justification & get approval from competent authority. 3. Coordinate with accounts & store for removal from stock register. 4. Ensure disposal as per norms (auction, scrap, etc.). 5. Maintain records of condemned items & disposal. 6. Any other work assigned by Principal.		I/C	
				Member	
				Member	
43	Minutes Of Staff Meeting	1. Record minutes of staff meetings accurately. 2. Circulate draft minutes for approval. 3. Maintain signed minutes in official records. 4. Track action points & follow up for completion. 5. Any other work assigned by Principal.		I/C	
				Member	
44	Office Assistant			I/C	
				Member	
				Member	
				Member	
45	Cyber Crime	1. Conduct awareness programs on cyber safety, online frauds & ethical use of internet. 2. Coordinate with IT department for monitoring & reporting cyber incidents. 3. Assist students & staff in filing cyber complaints with authorities. 4. Maintain records of awareness sessions & reported incidents. 5. Any other work assigned by Principal.		I/C	
				Member	
				Member	
46	GEM Portal	1. Coordinate procurement through GEM portal as per requirements. 2. Manage vendor registration, bid creation & evaluation. 3. Ensure compliance with GEM guidelines & timelines. 4. Maintain records of all transactions & contracts. 5. Any other work assigned by Principal.		I/C	
				Member	
				Member	
				Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
47	Teaching Aids	1. Maintain inventory of teaching aids – charts, models, maps, kits, digital resources, etc. 2. Ensure availability & timely distribution to teachers as per requirement. 3. Coordinate procurement of new teaching aids through GEM/local purchase. 4. Regular inspection, maintenance & timely repair/replacement. 5. Promote effective use of teaching aids in classrooms. 6. Any other work assigned by Principal.		I/C	
				Member	
48	Suggestion and Complaint Box	1. Place & maintain suggestion/complaint boxes at accessible locations. 2. Regularly collect submissions & maintain confidentiality. 3. Acknowledge receipt & forward to concerned authority for action. 4. Track resolution status & ensure timely response. 5. Maintain records of all suggestions/complaints & actions taken. 6. Any other work assigned by Principal.		I/C	
				Member	
49	Staff Transfer and LDCE etc. Form Checking	1. Receive & verify staff transfer applications as per norms. 2. Check forms for LDCE (Limited Departmental Competitive Examination) & other examinations. 3. Ensure completeness, eligibility & proper documentation. 4. Coordinate with concerned departments for processing & approval. 5. Maintain records of applications & submission status. 6. Any other work assigned by Principal.		I/C	
				Member	
50	Banner Stock	1. Maintain inventory of banners, flex boards & display materials. 2. Ensure availability for events, functions & publicity needs. 3. Coordinate procurement of new banners as required. 4. Arrange for proper storage, reuse & disposal of old banners. 5. Any other work assigned by Principal.		I/C	
				Member	
51	UDISE Portal	1. Timely data entry & updation on UDISE portal as per schedule. 2. Verify student, staff & school information for accuracy. 3. Coordinate with departments for correct & complete data. 4. Ensure submission of reports within deadlines. 5. Maintain records & resolve discrepancies. 6. Any other work assigned by Principal.		I/C	
				Member	
52	PM SHRI	1. Coordinate implementation of PM SHRI scheme as per guidelines. 2. Manage budget & maintain expenditure heads as per PM SHRI norms. 3. Ensure compliance with quality benchmarks & infrastructure norms. 4. Monitor progress of academic & co-curricular activities. 5. Prepare & submit periodic reports to state/central authorities. 6. Maintain documentation & records for scheme evaluation. 7. Any other work assigned by Principal.		I/C	
				Co-I/C	
				Member	
				I/C	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
53	STEM	1. Promote STEM (Science, Technology, Engineering, Mathematics) activities & competitions. 2. Organize science clubs, robotics, coding & innovation workshops. 3. Coordinate with subject teachers for hands-on projects & lab integration. 4. Arrange STEM exhibitions, guest lectures & industry visits. 5. Maintain records of student participation & achievements. 6. Any other work assigned by Principal.		Member	
				Member	
				Member	
				Member	
				Member	
				Member	
				Member	
54	Security Guards and Conservancy Staff complaints and Suggestions	1. Receive complaints & suggestions from security guards and conservancy staff. 2. Address grievances & forward to concerned authority for resolution. 3. Ensure timely action & maintain confidentiality. 4. Maintain records of complaints, suggestions & actions taken. 5. Any other work assigned by Principal.		I/C	
				Member	
				Member	
55	Bag Less Day	1. Plan & organize Bag Less Day activities as per guidelines. 2. Coordinate with subject teachers for activity-based learning sessions. 3. Arrange necessary materials, resources & venue. 4. Ensure student engagement, safety & smooth conduct. 5. Maintain records of activities & feedback. 6. Any other work assigned by Principal.		I/C	
				Member	
				Member	
56	VMC	1. Coordinate Vidyalaya Management Committee meetings as per schedule. 2. Prepare agenda, minutes & maintain records. 3. Ensure implementation of VMC decisions & recommendations. 4. Liaise with members & submit periodic reports. 5. Any other work assigned by Principal.		I/C	
				Member	
57	Cleanliness related material purchase	1. Procure cleaning materials (brooms, detergents, disinfectants, waste bins, etc.) as per requirement. 2. Obtain quotations, prepare comparative statement & get approval. 3. Coordinate with vendors for timely delivery & quality check. 4. Maintain stock register & issue materials to housekeeping staff. 5. Process bills & coordinate with accounts for payment. 6. Any other work assigned by Principal.		I/C	
				Member	
				Member	
58	All Staff Training record maintenance	1. Maintain training records of all secondary staff (workshops, seminars, in-service programs, etc.). 2. Update records with participation details, certificates & feedback.		I/C	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
58	(SECONDARY)	3. Coordinate with departments to ensure timely submission of training data. 4. Generate reports for internal review & external requirements. 5. Any other work assigned by Principal.		Member	
59	All Staff Training record maintenance (PRIMARY)	1. Maintain training records of all secondary staff (workshops, seminars, in-service programs, etc.). 2. Update records with participation details, certificates & feedback. 3. Coordinate with departments to ensure timely submission of training data. 4. Generate reports for internal review & external requirements. 5. Any other work assigned by Principal.		I/C	

S.N.	Committee	Name of the Staff Member	IC/Co-IC/Member	Signature
1	General Supervision of the Vidyalaya	Sh. Rajesh Dwivedi	I/C	
2	Supervision Of Equipment's And CMP	Sh. Pratap Kumar Bhami	I/C	
		Sh. Panna Ram		
3	Academic Planning	Sh. Rajesh Dwivedi	I/C	
		Sh. Ramji Lal Yadav		
		Sh. Jitendra Singh		
		Sh. Pawan Kumar Jangir		
		Sh. Muka Ram Prajapati		
		Smt. Mukesh Gothwal		
		Sh. Suresh Kumar Ghanchi		
		PGT-Physics		
		Sh. Pratap Kumar Bhami		
4	Examination (Internal)	Sh. Ramji Lal Yadav	I/C	
		Sh. Suresh Kumar Ghanchi	Co-I/C	
		Smt. Mukesh Gothwal		
5	Examination (CBSE & External)	Sh. Rajesh Dwivedi	I/C	
		Sh. Pawan Kumar Jangir	Co-I/C	
6	NIOS	Sh. Mahendra Kumar	I/C	
		Sh. Parmanand Gurjar	Co-I/C	
		Sh. Manish Sharma		
7	Admission, Enrollment & UBI Portal	Sh. Parmanand Gurjar	I/C	
		Sh. Mahendra Kumar	Co-I/C	
		Sh. Dinesh Kumar		
		Ms. Bharti		
8	RTI Handling	Sh. Manish Sharma	I/C	
		Sh. Jitendra Singh	Co-I/C	
9	Local Purchasing	Sh. Rajesh Dwivedi	I/C	
		Sh. Pratap Kumar Bhami		
		Sh. Avanish Bharti		
		Sh. Manish Sharma		
10	Time Table & Arrangement	Sh. Pawan Kumar Jangir	I/C	
		Smt. Mukesh Gothwal	Co-I/C	
		Sh. Hira Ram		
11	Quarter Allotment	Sh. Om Prakash Poonia	I/C	
		Sh. Muka Ram Prajapati		
		Smt. Mukesh Gothwal		
		Sh. Keshav Kumar Meena		
12	CCA	Sh. Sonveer Yadav	I/C	
		Sh. Muka Ram Prajapati	Co-I/C	
		Sh. Banna Ram Swami		
		Shivaji House		
		Sh. Banna Ram Swami	I/C	
		Sh. Ashok Kumar Meena	Co-I/C	
		Tagore House		
		Sh. Dinesh Kumar	I/C	
	House Master	Sh. Suresh Kumar Ghanchi	Co-I/C	

	House Master	Ashoka House		
		Sh. Avanish Bharti	I/C	
		Sh. Muka Ram Prajapati	Co-I/C	
		Raman House		
		Sh. Babu Lal Meena	I/C	
		Sh. Mahendra Singh	Co-I/C	
13	Maintenance & Repair (Civil) Of School Building & Staff Quarters,Electrical (M&R)	Sh. Hira Ram	I/C	
		Sh. Sonveer Yadav	Co-I/C	
		Sh. Babu Lal Meena		
		Sh. Panna Ram		
14	Fire Safety,Disaster Management & Building Safety	Sh. Suresh Kumar Ghanchi	I/C	
		Sh. Ramji Lal Yadav		
		Sh. Mahendra Singh		
		Sh. Hira Ram		
15	Guidance &Counselling, AEP & Life Skills	Sh. Pawan Kumar Jangir	I/C	
		Sh. Ramji Lal Yadav		
		Sh. Jitendra Singh		
		Sh. Jitendra Singh		
		Sh. Muka Ram Prajapati		
		Smt. Preeti Khalabadhaniyan		
		Sh. Ashok Kumar Meena		
		Staff Nurse		
16	Water Management (Vidyalaya & Quarters)	Sh. Keshav Kumar Meena	I/C	
		Sh. Babu Lal Meena	Co-I/C	
		Sh. Hira Ram		
17	Furniture	Sh. Ganesh Lal Meena	I/C	
		Sh. Banna Ram Swami	Co-I/C	
		Sh. Vikram Singh		
		Smt. Meenu		
18	Excursion & Adventure	Sh. Jitendra Singh	I/C	
		Sh. Sonveer Yadav	Co-I/C	
		Sh. Mahendra Singh		
		Sh. Babu Lal Meena		
		P&HE		
19	Games & Sports	Sh. Babu Lal Meena	I/C	
		Sh. Avanish Bharti	Co-I/C	
		Sh. Mahesh Choudhary		
		Ms. Bharti		
		P&HE		
20	Discipline/ Safety & Security of Students	Sh. Ramji Lal Yadav	I/C	
		Sh. Jitendra Singh		
		Smt. Mukesh Gothwal		
		All Class Teachers		
		Sh. Pawan Kumar Jangir	I/C	Overall
		Sh. Babu Lal Meena	Co-I/C	(Grond Floor)
		Sh. Jayantilal		
		Smt. Preeti Khalabadhaniyan		(First Floor)

21	Cleanliness-Swachchhta Mission	Sh. Om Prakash Poonia		(Second Floor) (Rest Areas) (All Girls Toilets)
		Sh. Kumbha Ram		
		Sh. Vikram Singh		
		Sh. Jayantilal		
		Staff Nurse		
22	Scout & Guide /Cub-Bulbul	Sh. Kumbha Ram	I/C	Oveall
		Sh. Keshav Kumar Meena	Co-I/C	
		Smt. Preeti Khalabadhaniyan		
		All Trained Teachers		
23	Raj Bhasha & Hindi	Sh. Sonveer Yadav	I/C	
		Sh. Banna Ram Swami		
		Sh. Avanish Bharti		
		Office Staff		
24	Library Committee	Sh. Avanish Bharti	I/C	
		Sh. Mahendra Singh		
		Sh. Sonveer Yadav		
25	Campus Beautification & Gardening	Sh. Babu Lal Meena	I/C	
		Sh. Pawan Kumar Jangir		
		Sh. Keshav Kumar Meena		
26	A/C CS 54 & Checking Of Cash Book & Pay Billcash Book & Fee Receipt Cs 54 & Pay Bill	Sh. Om Prakash Poonia	I/C	
27	First Aid / Health Club/ Medical Check Up	Sh. Keshav Kumar Meena	I/C	
		Sh. Sarupa Ram		
		Sports Coach		
		Staff Nurse		
28	Security/ SOP	Sh. Ramji Lal Yadav	I/C	
		Sh. Avanish Bharti		
		Sh. Dinesh Kumar		
29	Computer Labs. Website & Social Media (YouTube, Facebook, Twitter) Updation	Sh. Rajesh Dwivedi	I/C	
		Sh. Parmanand Gurjar	Co-I/C	
		Sh. Sarupa Ram		
		Computer Instructor		
30	Olympiads/NTSE/ NCSC/LAPT/Green Olympiad/CCT/Green School,	Sh. Jitendra Singh	I/C	
		Smt. Mukesh Gothwal	Co-I/C	
		Sh. Mahendra Singh		
31	Canteen Committee	Sh. Mahendra Kumar	I/C	
		Sh. Ashok Kumar Meena		
32	SC/ST Grievance Redressal	Smt. Mukesh Gothwal	I/C	
		Sh. Pratap Kumar Bhami		
		Sh. Ganesh Lal Meena		
33	Student Grivences & Sexual Harassement Redressal,POCSO	Smt. Mukesh Gothwal	I/C	
		Sh. Rajesh Dwivedi		
		Sh. Jitendra Singh		
		VMC – Dr. Ved Prakash Meena		
		NGO		
		Smt. Preeti Khalabadhaniyan	I/C	

34	Posh Act-2013/ Internal Complaints Committee	Sh. Rajesh Dwivedi	
		Smt. Mukesh Gothwal	
		Sh. Muka Ram Prajapati	
35	Foundation Citizen Programme	Sh. Babu Lal Meena	I/C
		Sh. Banna Ram Swami	
		Sh. Dinesh Kumar	
		Sh. Ashok Kumar Meena	
		Sh. Avanish Bharti	
		Sh. Om Prakash Poonia	
		Sh. Parmanand Gurjar	
36	Social Science & Integrity Club	Sh. Mahendra Singh	I/C
		Sh. Ramji Lal Yadav	
		Sh. Suresh Kumar Ghanchi	
		Smt. Preeti Khalabadhaniyan	
37	Welcome & Reception of Guests	Smt. Mukesh Gothwal	I/C
		Sh. Mahendra Singh	
		Smt. Preeti Khalabadhaniyan	
38	Photography	Sh. Parmanand Gurjar	I/C
		Sh. Sarupa Ram	Co-I/C
		Sh. Hira Ram	
39	Fee Verification of Students Attendance Register	Sh. Ashok Kumar Meena	I/C
		Sh. Ganesh Lal Meena	
40	Audio/Video Aids & P.A. System	Sh. Hira Ram	I/C
		Sh. Mahesh Choudhary	Co-I/C
		Smt. Rishu Rani	
41	Refreshments For Guests And Students	Sh. Keshav Kumar Meena	I/C
		Sh. Panna Ram	
		Ms. Bharti	
42	Condemnation	Sh. Rajesh Dwivedi	I/C
		Sh. Khushveer Singh	
		All Stock Holders	
43	Minutes Of Staff Meeting	Sh. Sonveer Yadav	I/C
		Sh. Banna Ram Swami	
44	Office Assistant	Sh. Manish Sharma	I/C
		Sh. Muka Ram Prajapati	
		Sh. Om Prakash Poonia	
		Sh. Parmanand Gurjar	
45	Cyber Crime	Sh. Rajesh Dwivedi	I/C
		Sh. Parmanand Gurjar	
		Office Staff	
46	GEM Portal	Sh. Rajesh Dwivedi	I/C
		Sh. Parmanand Gurjar	
		Sh. Hira Ram	
		Sh. Khushveer Singh	
47	Teaching Aids	Sh. Suresh Kumar Ghanchi	I/C
		Smt. Preeti Khalabadhaniyan	
48	Suggestion and Complaint Box	Sh. Muka Ram Prajapati	I/C

7A

7B

8A

8B

9A

9B

48	Suggestion and Complaint Box	Sh. Kumbha Ram	
49	Staff Transfer and LDCE etc. Form Checking	Sh. Jitendra Singh Office Staff	I/C
50	Banner Stock	Sh. Sonveer Yadav Sh. Kumbha Ram	I/C
51	UDISE	Sh. Rajesh Dwivedi Sh. Parmanand Gurjar	I/C
52	PM SHRI	Sh. Hira Ram Sh. Rajesh Dwivedi Sh. Parmanand Gurjar	I/C Co-I/C
53	STEM	Sh. Jitendra Singh Sh. Rajesh Dwivedi Sh. Pawan Kumar Jangir Smt. Mukesh Gothwal Sh. Keshav Kumar Meena Sh. Om Prakash Poonia Sh. Keshav Kumar Meena Sh. Ashok Kumar Meena	I/C
54	Security Guards and Conservancy Staff complaints and Suggestions	Sh. Mahendra Kumar Sh. Om Prakash Poonia Sh. Kumbha Ram	I/C
55	Bag Less Day	Sh. Avanish Bharti Sh. Suresh Kumar Ghanchi Sh. Dinesh Kumar	I/C
56	VMC	Sh. Rajesh Dwivedi Sh. Parmanand Gurjar	I/C
57	Cleanliness related material purchase	Sh. Babu Lal Meena Sh. Dinesh Kumar Sh. Kumbha Ram	I/C
58	All Staff Training record maintenance (SECONDARY)	Sh. Parmanand Gurjar Sh. Dinesh Kumar	I/C
59	All Staff Training record	Sh. Pratap Kumar Bharni	I/C

PM SHRI KENDRIYA VIDYALAYA JALORE

ALLOTMENT OF ADDITIONAL RESPONSIBILITIES FOR THE SESSION 2026-27

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.

Principal

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
1	General Supervision of the Vidyalaya	1. Oversee overall functioning of the Vidyalaya – academic, administrative & co-curricular. 2. Ensure compliance with school policies, norms & guidelines. 3. Conduct regular rounds of classrooms, grounds & facilities. 4. Address issues promptly & report to Principal. 5. Maintain supervision records & submit periodic reports. 6. Any other work assigned by Principal.	Sh. Rajesh Dwivedi	I/C	
2	Supervision Of Equipment's And CMP	1. Supervise all school equipment (sports, labs, audio-visual, furniture, etc.) – ensure proper usage, maintenance & inventory. 2. Supervise CMP (Classroom Management Programme) – monitor implementation, adherence to schedule & record maintenance. 3. Coordinate with departments for timely repair, replacement & stock updation. 4. Maintain supervision records & submit periodic reports to Principal. 5. Any other work assigned by Principa	Sh. Pratap Kumar Bharni	I/C	
			Sh. Panna Ram	Member	
		1. Syllabus Planning & Monitoring – Plan split-up syllabus subject-wise & class-wise & check monthly completion by teachers. 2. Weak Students Action – List weak students based on last exam, prepare action plan & ensure implementation. 3. Special Time-Table – Prepare time-table during holidays, breaks, zero period & inform subject teachers.	Sh. Rajesh Dwivedi	I/C	
			Sh. Ramji Lal Yadav	Member	
			Sh. Jitendra Singh	Member	
			Sh. Pawan Kumar Jangir	Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
3	Academic Planning	4. Academic Improvement – Suggest positive & practical plan for improving students' academic competency. 5. Performance Analysis – Maintain class-wise & subject-wise monthly student academic performance analysis. 6. Weak Students Progress – Check weak students' monthly progress separately through prescribed proforma. 7. Additional Duties – Any other related work.	Sh. Muka Ram Prajapati	Member	
			Smt. Mukesh Gothwal	Member	
			Sh. Suresh Kumar Ghanchi	Member	
			PGT-Physics	Member	
			Sh. Pratap Kumar Bhami	Member	
4	Examination (Internal)	1. Circulate tentative test/exam schedule for the session to students & parents for prior information. 2. Inform exam time-tables to students & parents at least two weeks before test/exam. 3. Maintain required examination stationery well in advance in stock. 4. Decide class-wise pre-plan schedule for weekly, fortnightly, monthly & practice tests. 5. Issue required documents (answer scripts, mark-slip, mark register, progress card) to concerned teacher in time & take back to exam department after each test/exam. 6. Inform students & parents about results within a week of test/exam completion & keep updated record ready. 7. Coordinate PTA meetings in consultation with class teachers. 8. Prepare minutes of PTA meetings & maintain records along with parents' attendance. 9. Follow guidelines issued by external examination agencies. 10. Any other related work & instructions issued by Principal time to time.	Sh. Ramji Lal Yadav	I/C	
			Sh. Suresh Kumar Ghanchi	Co-I/C	
			Smt. Mukesh Gothwal	Member	
5	Examination (CBSE & External)	1. Receive, store securely & dispatch confidential question papers. 2. Coordinate with CBSE for Centre Superintendent & invigilators. 3. Prepare seating arrangement & display exam schedule. 4. Conduct exams smoothly with proper attendance records. 5. Manage receipt & dispatch of answer scripts. 6. Maintain all exam records & incident reports. 7. Coordinate with CBSE officials & flying squads. 8. Any other work assigned by CBSE & Principal.	Sh. Rajesh Dwivedi	I/C	
			Sh. Pawan Kumar Jangir	Co-I/C	
6	NIOS	1. Receive, store securely & dispatch confidential question papers. 2. Coordinate with NIOS for Centre Superintendent & invigilators. 3. Prepare seating arrangement & display exam schedule. 4. Conduct exams smoothly with proper attendance records. 5. Manage receipt & dispatch of answer scripts. 6. Maintain all exam records & incident reports. 7. Coordinate with NIOS officials & flying squads. 8. Any other work assigned by Principal.	Sh. Mahendra Kumar	I/C	
			Sh. Parmanand Gurjar	Co-I/C	
			Sh. Manish Sharma	Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
7	Admission, Enrollment & UBI Portal	1. Advertisement & website update. 2. Conduct admission tests & prepare merit list. 3. Admission calling to parents. 4. Maintain student records & enrollment data. 5. Coordinate with admission-related letters. 6. Manage document verification & issue admission numbers. 7. Responsible for Fresh & KVTC admission work in secondary & primary classes. 8. Verification & updating of data on UBI portal / UBI entries. 9. Any other work assigned by Principal.	Sh. Parmanand Gurjar	I/C	
			Sh. Mahendra Kumar	Co-I/C	
			Sh. Dinesh Kumar	Member	
			Ms. Bharti	Member	
8	RTI Handling	1. Receive & acknowledge RTI applications received from public authorities. 2. Verify applications & seek clarification if required. 3. Collect relevant information/documents from concerned office. 4. Prepare response with approval from competent authority. 5. Ensure timely submission of reply within statutory time limit. 6. Maintain proper records of all RTI applications & replies. 7. Coordinate with Appellate Authority for first appeal cases. 8. Comply with instructions from Information Commission if any. 9. Any other related work assigned by Principal.	Sh. Manish Sharma	I/C	
			Sh. Jitendra Singh	Co-I/C	
9	Local Purchasing	1. Receive indent/requisition from various departments. 2. Obtain quotations from local vendors as per requirement. 3. Prepare comparative statement & get approval from competent authority. 4. Coordinate with vendors for timely delivery of items. 5. Verify received items as per specifications & quality check. 6. Maintain stock register & issue items to concerned departments. 7. Process bills & coordinate with accounts for payment. 8. Maintain records of all purchases & vendor details. 9. Any other work assigned by Principal.	Sh. Rajesh Dwivedi	I/C	
			Sh. Pratap Kumar Bhami	Member	
			Sh. Avanish Bharti	Member	
			Sh. Manish Sharma	Member	
10	Time Table & Arrangement	1. Prepare class-wise & teacher-wise time table for all sections. 2. Ensure equitable distribution of periods among teachers. 3. Prepare time table for special periods – zero period, activity period & remedial classes. 4. Arrange substitute arrangements for absent teachers. 5. Coordinate for hall allocation & seating arrangement during tests/exams. 6. Display time table in classrooms & staff room. 7. Update time table as per changes in school schedule. 8. Maintain records of teacher attendance & period allocation. 9. Any other work assigned by Principal.	Sh. Pawan Kumar Jangir	I/C	
			Smt. Mukesh Gothwal	Co-I/C	
			Sh. Hira Ram	Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
11	Quarter Allotment	1. Maintain updated record of all quarters & staff residences. 2. Receive applications from eligible staff for quarter allotment. 3. Verify eligibility as per school norms & seniority. 4. Prepare allotment list & get approval from Principal. 5. Issue allotment letter & maintain possession records. 6. Coordinate for maintenance, repairs & rent deduction. 7. Conduct periodic inspection of quarters. 8. Manage vacating process & security deposit refund. 9. Any other work assigned by Principal.	Sh. Om Prakash Poonia	I/C	
			Sh. Muka Ram Prajapati	Member	
			Smt. Mukesh Gothwal	Member	
			Sh. Keshav Kumar Meena	Member	
12	CCA	1. Plan annual calendar of co-curricular activities & events. 2. Organize literary, cultural, sports & art competitions. 3. Coordinate with teachers & activity in-charges. 4. Maintain student participation & performance records. 5. Arrange prizes, certificates & venue for events. 6. Coordinate inter-house & inter-school competitions. 7. Celebration of important days & national festivals. 8. Ensure smooth conducting of morning assembly activities. 9. Any other work assigned by Principal.	Sh. Sonveer Yadav	I/C	
			Sh. Muka Ram Prajapati	Co-I/C	
			Sh. Banna Ram Swami	Member	
	House Master	1. Oversee discipline & conduct of students in the house. 2. Conduct house meetings & mentor house members. 3. Coordinate participation in inter-house competitions & events. 4. Maintain house records – student lists, attendance & performance. 5. Monitor house duties during morning assembly & school functions. 6. Liaise with CCA in-charge for smooth conduct of activities. 7. Address student grievances & maintain positive environment. 8. Any other work assigned by Principal.	Shivaji House		
			Sh. Banna Ram Swami	I/C	
			Sh. Ashok Kumar Meena	Co-I/C	
			Tagore House		
			Sh. Dinesh Kumar	I/C	
			Sh. Suresh Kumar Ghanchi	Co-I/C	
			Ashoka House		
			Sh. Avanish Bharti	I/C	
			Sh. Muka Ram Prajapati	Co-I/C	
			Raman House		
			Sh. Babu Lal Meena	I/C	
			Sh. Mahendra Singh	Co-I/C	
13	Maintenance & Repair (Civil) Of School Building & Staff Quarters, Electrical (M&R)	1. Civil Maintenance – Regular inspection & repair of school building, classrooms, staff quarters, toilets, boundary walls, etc. 2. Electrical Maintenance – Inspection & repair of wiring, fans, lights, switches, panels, generators, etc. 3. Coordinate with vendors & workers for timely execution of repairs. 4. Maintain repair log & records of work done. 5. Ensure safety compliance & preventive maintenance. 6. Any other work assigned by Principal.	Sh. Hira Ram	I/C	
			Sh. Sonveer Yadav	Co-I/C	
			Sh. Babu Lal Meena	Member	
			Sh. Panna Ram	Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
14	Fire Safety, Disaster Management & Building Safety	1. Conduct regular fire safety drills & mock drills. 2. Ensure fire extinguishers, alarms & safety equipment are functional & inspected. 3. Prepare disaster management plan for natural calamities & emergencies. 4. Coordinate with local authorities (fire department, civil defense). 5. Conduct awareness programs for staff & students. 6. Perform regular building safety inspections (structural, electrical, etc.). 7. Maintain records of drills, inspections & equipment. 8. Any other work assigned by Principal.	Sh. Suresh Kumar Ghanchi	I/C	
			Sh. Ramji Lal Yadav	Member	
			Sh. Mahendra Singh	Member	
			Sh. Hira Ram	Member	
15	Guidance & Counselling, AEP & Life Skills	1. Conduct individual & group counselling sessions for students. 2. Organize awareness programs on Adolescent Education Program (AEP). 3. Implement life skills education sessions for students. 4. Coordinate with teachers & parents for student well-being. 5. Maintain confidential counselling records & case files. 6. Conduct workshops on mental health, career guidance & stress management. 7. Any other work assigned by Principal	Sh. Pawan Kumar Jangir	I/C	
			Sh. Ramji Lal Yadav	Member	
			Sh. Jitendra Singh	Member	
			Sh. Jitendra Singh	Member	
			Sh. Muka Ram Prajapati	Member	
			Smt. Preeti Khalabadhaniyan	Member	
			Sh. Ashok Kumar Meena	Member	
16	Water Management (Vidyalaya & Quarters)	1. Ensure adequate & fresh pure water supply for students. 2. Regular inspection & maintenance of overhead tanks, borewells, pumps & pipelines. 3. Monitor water quality & coordinate for periodic testing. 4. Implement water conservation measures (rainwater harvesting, reuse, leakage control). 5. Maintain records of water consumption, repairs & maintenance. 6. Coordinate with plumbers & vendors for timely repairs. 7. Any other work assigned by Principal.	Sh. Keshav Kumar Meena	I/C	
			Sh. Babu Lal Meena	Co-I/C	
			Sh. Hira Ram	Member	
17	Furniture	1. Maintain inventory of all furniture (classrooms, office, quarters, etc.). 2. Conduct regular inspection & ensure timely repair of damaged furniture. 3. Coordinate procurement of new furniture as per requirement. 4. Ensure proper labeling, allocation & record of furniture distribution. 5. Dispose condemned furniture as per norms. 6. Any other work assigned by Principal.	Sh. Ganesh Lal Meena	I/C	
			Sh. Banna Ram Swami	Co-I/C	
			Sh. Vikram Singh	Member	
			Smt. Meenu	Member	
18	Excursion & Adventure	1. Plan annual excursion & adventure activities calendar. 2. Coordinate with travel agencies, transport & accommodation. 3. Obtain necessary permissions from Principal & parents. 4. Ensure safety measures, first aid & adequate staff supervision. 5. Conduct briefing sessions for students on safety & conduct. 6. Maintain records of expenses, feedback & student participation. 7. Any other work assigned by Principal.	Sh. Jitendra Singh	I/C	
			Sh. Sonveer Yadav	Co-I/C	
			Sh. Mahendra Singh	Member	
			Sh. Babu Lal Meena	Member	
			P&HE	Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
19	Games & Sports	1. Plan annual sports calendar & conduct tournaments/events. 2. Coordinate with coaches, physical education teachers & external agencies. 3. Maintain sports equipment inventory & ensure timely repair/procurement. 4. Identify & nurture talented students for school teams. 5. Prepare students for Regional Sports Meet & National Sports Meet. 6. Plan & organize Annual Sports Day & National Sports Day celebrations. 7. Arrange necessary conveyance for students for inter-city games. 8. Organize practice sessions, inter-house & inter-school competitions. 9. Ensure safety measures, first aid & supervision during sports activities. 10. Maintain records of student participation, achievements & prizes. 11. Any other work assigned by Principal.	Sh. Babu Lal Meena	I/C	
			Sh. Avanish Bharti	Co-I/C	
			Sh. Mahesh Choudhary	Member	
			Ms. Bharti	Member	
			P&HE	Member	
20	Discipline/ Safety & Security of Students	1. Maintain discipline during school hours & in all areas (classrooms, corridors, etc.). 2. Monitor student entry & exit. 3. Ensure CCTV surveillance & regular security checks. 4. Implement safety protocols – fire drills, evacuation plans, first aid. 5. Address indiscipline, bullying & student grievances. 6. Conduct awareness programs on student safety. 7. Any other work assigned by Principal.	Sh. Ramji Lal Yadav	I/C	
			Sh. Jitendra Singh	Member	
			Smt. Mukesh Gothwal	Member	
			All Class Teachers	Member	
21	Cleanliness-Swachhhta Mission	1. Ensure overall cleanliness of school building, classrooms, toilets, playground & staff quarters. 2. Coordinate with housekeeping staff & monitor daily cleaning schedules. 3. Organize regular cleanliness drives & awareness programs. 4. Organize Swachhta Pakhwada as per guidelines. 5. Ensure proper waste segregation & disposal (wet/dry waste). 6. Maintain hygiene standards in toilets & drinking water areas. 7. Conduct periodic inspections & maintain cleanliness records. 8. Promote student participation in Swachhhta Mission activities. 9. Any other work assigned by Principal.	Sh. Pawan Kumar Jangir	I/C	
			Sh. Babu Lal Meena(Grond Floor)	Co-I/C	
			Sh. Jayantilal	Member	
			Smt. Preeti Khalabadhaniyan(First Floor)	Member	
			Sh. Om Prakash Poonia	Member	
			Sh. Kumbha Ram(Second Floor)	Member	
			Sh. Vikram Singh	Member	
			Sh. Jayantilal (Rest Areas)	Member	
			Staff Nurse (All Girls Toilets)	Member	
22	Scout & Guide /Cub-Bulbul	1. Conduct enrollment & registration of students as per guidelines. 2. Organize regular meetings, drills & training sessions. 3. Plan & coordinate camps, rallies & community service activities. 4. Prepare students for participation in district/state/national events. 5. Maintain records of members, attendance & achievements. 6. Coordinate with district/state scout & guide associations. 7. Promote values of discipline, service & leadership. 8. Any other work assigned by Principal.	Sh. Kumbha Ram	I/C	
			Sh. Keshav Kumar Meena	Co-I/C	
			Smt. Preeti Khalabadhaniyan	Member	
			All Trained Teachers	Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
23	Raj Bhasha & Hindi	1. Promote Hindi language through various activities & competitions. 2. Organize Hindi Diwas & other literary events. 3. Ensure compliance of official language (Raj Bhasha) norms in correspondence. 4. Conduct Hindi workshops, debates, quizzes & creative writing. 5. Coordinate with Raj Bhasha department for reports & inspections. 6. Maintain records of Hindi-related activities & achievements. 7. Encourage use of Hindi in administrative work & daily communication. 8. Any other work assigned by Principal.	Sh. Sonveer Yadav	I/C	
			Sh. Banna Ram Swami	Member	
			Sh. Avanish Bharti	Member	
			Office Staff	Member	
24	Library Committee	1. Manage library timings, seating arrangement & reading environment. 2. Ensure proper classification, cataloging & shelving of books. 3. Maintain stock register & conduct periodic stock verification. 4. Issue library cards & manage lending/receiving of books. 5. Procure new books, periodicals & digital resources as per requirement. 6. Organize reading sessions, book exhibitions & literary activities. 7. Promote reading habits among students & staff. 8. Any other work assigned by Principal.	Sh. Avanish Bharti	I/C	
			Sh. Mahendra Singh	Member	
			Sh. Sonveer Yadav	Member	
25	Campus Beautification & Gardening	1. Plan & maintain landscaping, gardens & green areas in campus. 2. Coordinate with gardeners & ensure regular watering, pruning & upkeep. 3. Plant seasonal flowers, trees & medicinal plants. 4. Maintain lawns, pathways & decorative elements. 5. Conduct awareness programs on environment conservation. 6. Procure gardening tools, plants & fertilizers as required. 7. Any other work assigned by Principal.	Sh. Babu Lal Meena	I/C	
			Sh. Pawan Kumar Jangir	Member	
			Sh. Keshav Kumar Meena	Member	
26	A/C CS 54 & Checking Of Cash Book & Pay Bill cash Book & Fee Receipt Cs 54 & Pay Bill	1. Maintain & check Cash Book regularly. 2. Verify Fee Receipts & ensure proper accounting. 3. Check Pay Bills (salary) as per norms. 4. Maintain A/C CS 54 records accurately. 5. Ensure timely reconciliation & documentation. 6. Any other work assigned by Principal.	Sh. Om Prakash Poonia	I/C	
27	First Aid / Health Club/ Medical Check Up	1. Maintain first aid boxes & ensure timely replenishment. 2. Organize health club activities & awareness programs. 3. Coordinate annual medical check-up for students & staff. 4. Maintain health records & follow up on identified issues. 5. Conduct health awareness sessions (hygiene, nutrition, etc.). 6. Liaise with doctors, health authorities & ambulance services. 7. Any other work assigned by Principal.	Sh. Keshav Kumar Meena	I/C	
			Sh. Sarupa Ram	Member	
			Sports Coach	Member	
			Staff Nurse	Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
28	Security/ SOP	1. Implement & monitor security Standard Operating Procedures (SOPs). 2. Supervise security guards, CCTV surveillance & access control. 3. Ensure visitor management & maintain entry/exit records. 4. Conduct periodic security audits & mock drills. 5. Coordinate with local police & emergency services. 6. Review & update security protocols as required. 7. Any other work assigned by Principal.	Sh. Ramji Lal Yadav	I/C	
			Sh. Avani Bharti	Member	
			Sh. Dinesh Kumar	Member	
29	Computer Labs. Website & Social Media (YouTube, Facebook, Twitter, Instagram) Updation	1. Maintain computer labs – hardware, software, networking & regular upkeep. 2. Ensure availability of systems, internet connectivity & required software. 3. Manage school website – regular updates, content management & security. 4. Handle official social media accounts (YouTube, Facebook, Twitter, Instagram) – content creation, timely posts & engagement. 5. Coordinate with departments for announcements, achievements & event coverage. 6. Maintain records of lab usage, IT inventory & social media analytics. 7. Any other work assigned by Principal.	Sh. Rajesh Dwivedi	I/C	
			Sh. Parmanand Gurjar	Co-I/C	
			Sh. Sarupa Ram	Member	
			Computer Instructor	Member	
30	Olympiads/NTSE/ NCSC/LAPT/Green Olympiad/CCT/Green School, Science Exhibition/Inspire Award	1. Coordinate registration & conduct of various Olympiads, NTSE, NCSC, LAPT, Green Olympiad, CCT & Inspire Award. 2. Organize Science Exhibition & Green School activities as per guidelines. 3. Provide student training, mentoring & resource support. 4. Ensure timely submission of forms, fees & documentation. 5. Maintain records of student participation, results & achievements. 6. Liaise with coordinating agencies & internal departments. 7. Any other work assigned by Principal.	Sh. Jitendra Singh	I/C	
			Smt. Mukesh Gothwal	Co-I/C	
			Sh. Mahendra Singh	Member	
31	Canteen Committee	1. Ensure cleanliness, hygiene & quality of food in canteen. 2. Monitor pricing, menu & nutritional standards. 3. Conduct regular inspections & maintain feedback system. 4. Coordinate with canteen vendor for compliance with guidelines. 5. Ensure safety measures – fire extinguisher, gas cylinder storage, etc. 6. Maintain records of vendor agreements, inspections & feedback. 7. Any other work assigned by Principal.	Sh. Mahendra Kumar	I/C	
			Sh. Ashok Kumar Meena	Member	
32	SC/ST Grievance Redressal	1. Receive & address grievances from SC/ST students/staff. 2. Ensure timely resolution as per government norms & guidelines. 3. Maintain confidential records of complaints & actions taken. 4. Conduct awareness programs on SC/ST rights & schemes. 5. Coordinate with higher authorities for unresolved cases. 6. Submit periodic reports to Principal & concerned agencies. 7. Any other work assigned by Principal.	Smt. Mukesh Gothwal	I/C	
			Sh. Pratap Kumar Bhami	Member	
			Sh. Ganesh Lal Meena	Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
33	Student Grivences & Sexual Harassement Redressal,POCSO	1. Receive & address student grievances in a timely & confidential manner. 2. Handle complaints related to sexual harassment as per POSH & POCSO guidelines. 3. Maintain confidentiality & ensure sensitive handling of cases. 4. Conduct awareness programs on POCSO, child safety & reporting mechanisms. 5. Coordinate with counsellors, parents & legal authorities as required. 6. Maintain records of complaints, actions taken & periodic reports. 7. Any other work assigned by Principal.	Smt. Mukesh Gothwal	I/C	
			Sh. Rajesh Dwivedi	Member	
			Sh. Jitendra Singh	Member	
			VMC – Dr. Ved Prakash Meena	Member	
			NGO	Member	
34	Posh Act-2013/ Internal Complaints Committee	1. Receive & address complaints related to sexual harassment of women at workplace. 2. Ensure compliance with POSH Act 2013 & related guidelines. 3. Maintain confidentiality & conduct inquiry as per prescribed procedure. 4. Submit annual report to District Officer & Principal. 5. Organize awareness programs on POSH & workplace ethics. 6. Maintain records of complaints, inquiries & actions taken. 7. Any other work assigned by Principal.	Smt. Preeti Khalabadhaniyan	I/C	
			Sh. Rajesh Dwivedi	Member	
			Smt. Mukesh Gothwal	Member	
			Sh. Muka Ram Prajapati	Member	
35	Foundation Citizen Programme	1. Coordinate classes & course schedule as per guidelines. 2. Ensure timely completion of modules by students. 3. Maintain records of student progress & attendance. 4. Prepare & submit periodic reports to concerned authorities. 5. Organize assessments & certification as required. 6. Any other work assigned by Principal.	Sh. Babu Lal Meena	I/C	
			Sh. Banna Ram Swami(7A)	Member	
			Sh. Dinesh Kumar(7B)	Member	
			Sh. Ashok Kumar Meena(8A)	Member	
			Sh. Avanish Bharti(8B)	Member	
			Sh. Om Prakash Poonia(9A)	Member	
			Sh. Parmanand Gurjar(9B)	Member	
36	Social Science & Integrity Club	1. Promote social science awareness through exhibitions, quizzes, debates & projects. 2. Prepare & organize SST Exhibition – motivate student participation & arrange necessary items for performances/models. 3. Organize activities of Integrity Club – vigilance awareness, ethics, anti-corruption campaigns. 4. Conduct seminars, guest lectures & field visits related to social issues. 5. Maintain records of all activities & student participation. 6. Any other work assigned by Principal.	Sh. Mahendra Singh	I/C	
			Sh. Ramji Lal Yadav	Member	
			Sh. Suresh Kumar Ghanchi	Member	
			Smt. Preeti Khalabadhaniyan	Member	
37	Welcome & Reception of Guests	1. Receive & welcome guests/dignitaries at entrance with proper protocol. 2. Coordinate with Principal & departments for guest arrival & schedule. 3. Arrange seating, presentation, refreshments & hospitality as per requirement. 4. Ensure reception area is tidy & well-prepared. 5. Coordinate for mementos, bouquets & felicitation. 6. Maintain register of guests & feedback. 7. Any other work assigned by Principal.	Smt. Mukesh Gothwal	I/C	
			Sh. Mahendra Singh	Member	
			Smt. Preeti Khalabadhaniyan	Member	
		1. Capture photographs of all school events, functions, celebrations & activities. 2. Coordinate with departments for event coverage & requirement.	Sh. Parmanand Gurjar	I/C	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
38	Photography	3. Edit, organize & maintain digital photo archives. 4. Provide photographs for website, social media, newsletters & reports. 5. Ensure proper equipment maintenance & timely backup. 6. Any other work assigned by Principal.	Sh. Sarupa Ram	Co-I/C	
			Sh. Hira Ram	Member	
39	Fee Verification of Students Attendance Register	1. Cross-verify student attendance records with fee collection data. 2. Ensure consistency between attendance register & fee payment status. 3. Identify discrepancies & report to concerned authorities. 4. Maintain verification records & submit periodic reports. 5. Any other work assigned by Principal.	Sh. Ashok Kumar Meena	I/C	
			Sh. Ganesh Lal Meena	Member	
40	Audio/Video Aids & P.A. System	1. Ensure availability & functioning of audio/video equipment (projectors, speakers, mics, TVs, etc.) for classrooms & events. 2. Manage P.A. system during assemblies, functions & emergencies. 3. Coordinate with departments for technical setup & support. 4. Maintain inventory of equipment & schedule regular servicing. 5. Any other work assigned by Principal.	Sh. Hira Ram	I/C	
			Sh. Mahesh Choudhary	Co-I/C	
			Smt. Rishu Rani	Member	
41	Refreshments For Guests And Students	1. Coordinate with vendors/canteen for timely supply of refreshments. 2. Ensure quality, hygiene & quantity as per requirement. 3. Arrange refreshments for guests during visits, functions & meetings. 4. Manage distribution to students during events, exams, or special occasions. 5. Maintain records of expenses & consumption. 6. Any other work assigned by Principal.	Sh. Keshav Kumar Meena	I/C	
			Sh. Panna Ram	Member	
			Ms. Bharti	Member	
42	Condemnation	1. Identify obsolete, damaged or unusable assets (furniture, equipment, etc.). 2. Prepare condemnation list with justification & get approval from competent authority. 3. Coordinate with accounts & store for removal from stock register. 4. Ensure disposal as per norms (auction, scrap, etc.). 5. Maintain records of condemned items & disposal. 6. Any other work assigned by Principal.	Sh. Rajesh Dwivedi	I/C	
			Sh. Khushveer Singh	Member	
			All Stock Holders	Member	
43	Minutes Of Staff Meeting	1. Record minutes of staff meetings accurately. 2. Circulate draft minutes for approval. 3. Maintain signed minutes in official records. 4. Track action points & follow up for completion. 5. Any other work assigned by Principal.	Sh. Sonveer Yadav	I/C	
			Sh. Banna Ram Swami	Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
44	Office Assistant		Sh.Manish Sharma	I/C	
		(Enrolment)	Sh. Muka Ram Prajapati	Member	
		(Part Time Contractual Salary)	Sh. Om Prakash Poonia	Member	
		(Ubi Salary & Income Tax Da Arrear & Other Financial Matters)	Sh. Parmanand Gurjar	Member	
45	Cyber Crime	1. Conduct awareness programs on cyber safety, online frauds & ethical use of internet. 2. Coordinate with IT department for monitoring & reporting cyber incidents. 3. Assist students & staff in filing cyber complaints with authorities. 4. Maintain records of awareness sessions & reported incidents. 5. Any other work assigned by Principal.	Sh. Rajesh Dwivedi	I/C	
			Sh. Parmanand Gurjar	Member	
			Office Staff	Member	
46	GEM Portal	1. Coordinate procurement through GEM portal as per requirements. 2. Manage vendor registration, bid creation & evaluation. 3. Ensure compliance with GEM guidelines & timelines. 4. Maintain records of all transactions & contracts. 5. Any other work assigned by Principal.	Sh. Rajesh Dwivedi	I/C	
			Sh. Parmanand Gurjar	Member	
			Sh. Hira Ram	Member	
			Sh. Khushveer Singh	Member	
47	Teaching Aids	1. Maintain inventory of teaching aids – charts, models, maps, kits, digital resources, etc. 2. Ensure availability & timely distribution to teachers as per requirement. 3. Coordinate procurement of new teaching aids through GEM/local purchase. 4. Regular inspection, maintenance & timely repair/replacement. 5. Promote effective use of teaching aids in classrooms. 6. Any other work assigned by Principal.	Sh. Suresh Kumar Ghanchi	I/C	
			Smt. Preeti Khalabadhaniyan	Member	
48	Suggestion and Complaint Box	1. Place & maintain suggestion/complaint boxes at accessible locations. 2. Regularly collect submissions & maintain confidentiality. 3. Acknowledge receipt & forward to concerned authority for action. 4. Track resolution status & ensure timely response. 5. Maintain records of all suggestions/complaints & actions taken. 6. Any other work assigned by Principal.	Sh. Muka Ram Prajapati	I/C	
			Sh. Kumbha Ram	Member	
49	Staff Transfer and LDCE etc. Form Checking	1. Receive & verify staff transfer applications as per norms. 2. Check forms for LDCE (Limited Departmental Competitive Examination) & other examinations. 3. Ensure completeness, eligibility & proper documentation. 4. Coordinate with concerned departments for processing & approval. 5. Maintain records of applications & submission status. 6. Any other work assigned by Principal.	Sh. Jitendra Singh	I/C	
			Office Staff	Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
50	Banner Stock	1. Maintain inventory of banners, flex boards & display materials. 2. Ensure availability for events, functions & publicity needs. 3. Coordinate procurement of new banners as required. 4. Arrange for proper storage, reuse & disposal of old banners. 5. Any other work assigned by Principal.	Sh. Sonveer Yadav	I/C	
			Sh. Kumbha Ram	Member	
51	UDISE Portal	1. Timely data entry & updation on UDISE portal as per schedule. 2. Verify student, staff & school information for accuracy. 3. Coordinate with departments for correct & complete data. 4. Ensure submission of reports within deadlines. 5. Maintain records & resolve discrepancies. 6. Any other work assigned by Principal.	Sh. Rajesh Dwivedi	I/C	
			Sh. Parmanand Gurjar	Member	
52	PM SHRI	1. Coordinate implementation of PM SHRI scheme as per guidelines. 2. Manage budget & maintain expenditure heads as per PM SHRI norms. 3. Ensure compliance with quality benchmarks & infrastructure norms. 4. Monitor progress of academic & co-curricular activities. 5. Prepare & submit periodic reports to state/central authorities. 6. Maintain documentation & records for scheme evaluation. 7. Any other work assigned by Principal.	Sh. Hira Ram	I/C	
			Sh. Rajesh Dwivedi	Co-I/C	
			Sh. Parmanand Gurjar	Member	
53	STEM	1. Promote STEM (Science, Technology, Engineering, Mathematics) activities & competitions. 2. Organize science clubs, robotics, coding & innovation workshops. 3. Coordinate with subject teachers for hands-on projects & lab integration. 4. Arrange STEM exhibitions, guest lectures & industry visits. 5. Maintain records of student participation & achievements. 6. Any other work assigned by Principal.	Sh. Jitendra Singh	I/C	
			Sh. Rajesh Dwivedi	Member	
			Sh. Pawan Kumar Jangir	Member	
			Smt. Mukesh Gothwal	Member	
			Sh. Keshav Kumar Meena	Member	
			Sh. Om Prakash Poonia	Member	
			Sh. Keshav Kumar Meena	Member	
			Sh. Ashok Kumar Meena	Member	
54	Security Guards and Conservancy Staff complaints and Suggestions	1. Receive complaints & suggestions from security guards and conservancy staff. 2. Address grievances & forward to concerned authority for resolution. 3. Ensure timely action & maintain confidentiality. 4. Maintain records of complaints, suggestions & actions taken. 5. Any other work assigned by Principal.	Sh. Mahendra Kumar	I/C	
			Sh. Om Prakash Poonia	Member	
			Sh. Kumbha Ram	Member	

S. N.	Committee	Duty assigned	Staff Member	Role	Sign.
55	Bag Less Day	1. Plan & organize Bag Less Day activities as per guidelines. 2. Coordinate with subject teachers for activity-based learning sessions. 3. Arrange necessary materials, resources & venue. 4. Ensure student engagement, safety & smooth conduct. 5. Maintain records of activities & feedback. 6. Any other work assigned by Principal.	Sh. Avanish Bharti	I/C	
			Sh. Suresh Kumar Ghanchi	Member	
			Sh. Dinesh Kumar	Member	
56	VMC	1. Coordinate Vidyalaya Management Committee meetings as per schedule. 2. Prepare agenda, minutes & maintain records. 3. Ensure implementation of VMC decisions & recommendations. 4. Liaise with members & submit periodic reports. 5. Any other work assigned by Principal.	Sh. Rajesh Dwivedi	I/C	
			Sh. Parmanand Gurjar	Member	
57	Cleanliness related material purchase	1. Procure cleaning materials (brooms, detergents, disinfectants, waste bins, etc.) as per requirement. 2. Obtain quotations, prepare comparative statement & get approval. 3. Coordinate with vendors for timely delivery & quality check. 4. Maintain stock register & issue materials to housekeeping staff. 5. Process bills & coordinate with accounts for payment. 6. Any other work assigned by Principal.	Sh. Babu Lal Meena	I/C	
			Sh. Dinesh Kumar	Member	
			Sh. Kumbha Ram	Member	
58	All Staff Training record maintenance (SECONDARY)	1. Maintain training records of all secondary staff (workshops, seminars, in-service programs, etc.). 2. Update records with participation details, certificates & feedback. 3. Coordinate with departments to ensure timely submission of training data. 4. Generate reports for internal review & external requirements. 5. Any other work assigned by Principal.	Sh. Parmanand Gurjar	I/C	
			Sh. Dinesh Kumar	Member	
59	All Staff Training record maintenance (PRIMARY)	1. Maintain training records of all secondary staff (workshops, seminars, in-service programs, etc.). 2. Update records with participation details, certificates & feedback. 3. Coordinate with departments to ensure timely submission of training data. 4. Generate reports for internal review & external requirements. 5. Any other work assigned by Principal.	Sh. Pratap Kumar Bharni	I/C	

SN	Name of Employee	I/C	Co-I/C	Member	Total
1	Sh. Rajesh Dwivedi	10	1	3	14
2	Sh. Ramji Lal Yadav	3	0	4	7
3	Sh. Jitendra Singh	4	1	5	10
4	Sh. Mahendra Singh	1	1	5	7
5	Sh. Pawan Kumar Jangir	3	1	3	7
6	Sh. Sonveer Yadav	4	2	1	7
7	Sh. Muka Ram Prajapati	1	2	5	8
8	Sh. Suresh Kumar Ghanchi	2	2	3	7
9	Smt. Mukesh Gothwal	3	2	6	11
10	Sh. Om Prakash Poonia	2	0	5	7
11	Sh. Banna Ram Swami	1	1	4	6
12	Sh. Kumbha Ram	1	0	5	6
13	Smt. Preeti Khalabadhaniyan	1	0	6	7
14	Sh. Keshav Kumar Meena	3	1	4	8
15	Sh. Dinesh Kumar	1	0	6	7
16	Sh. Ashok Kumar Meena	1	1	4	6
17	Sh. Parmanand Gurjar	3	2	7	12
18	Sh. Hira Ram	3	0	5	8
19	Sh. Babu Lal Meena	5	2	2	9
20	Sh. Avanish Bharti	3	1	4	8
21	Sh. Pratap Kumar Bhami	2	0	3	5
22	Smt. Rishu Rani	0	0	1	1
23	Sh. Mahendra Kumar	3	1	0	4
24	Sh. Ganesh Lal Meena	1	0	2	3
25	Sh. Jayantilal	0	0	2	2
26	Sh. Sarupa Ram	0	1	2	3
27	Sh. Vikram Singh	0	0	2	2
28	Sh. Panna Ram	0	0	3	3
29	Sh. Mahesh Choudhary	0	1	1	2
30	Smt. Meenu	0	0	1	1
31	Ms. Bharti	0	0	3	3
32	PGT-Physics	0	0	1	1
33	Sh. Manish Sharma	2	0	2	4
34	Sh. Khushveer Singh	0	0	2	2
35	Staff Nurse	0	0	2	2
36	Sports Coach	0	0	1	1
37	P&HE	0	0	2	2

Sh. Rajesh Dwivedi	I/C
Sh. Ramji Lal Yadav	Co-I/C
Sh. Jitendra Singh	Member

Sh. Mahendra Singh

Sh. Pawan Kumar Jangir

Sh. Sonveer Yadav

Sh. Muka Ram Prajapati

Sh. Daljeet Singh Meena

Sh. Suresh Kumar Ghanchi

Smt. Mukesh Gothwal

Sh. Om Prakash Poonia

Sh. Banna Ram Swami

Sh. Kumbha Ram

Smt. Preeti Khalabadhaniyan

Sh. Keshav Kumar Meena

Sh. Dinesh Kumar

Sh. Ashok Kumar Meena

Sh. Parmanand Gurjar

Sh. Kapil Kumar

Sh. Hira Ram

Sh. Babu Lal Meena

Sh. Avanish Bharti

Sh. Pratap Kumar Bhami

Smt. Rishu Rani

Sh. Mahendra Kumar Meena

Sh. Ganesh Lal Meena

Sh. Jayantilal

Sh. Sarupa Ram

Sh. Vikram Singh

Sh. Panna Ram

Sh. Mahesh Choudhary

Smt. Meenu

Ms. Bharti

PGT-Physics

Sh. Manish Sharma

Sh. Khushveer Singh

Staff Nurse

Sports Coach

P&HE

Shivaji House

Tagore House

Ashoka House

Raman House

All Class Teachers

All Trained Teachers

Office Staff

Computer Instructor

VMC – Dr. Ved Prakash
Meena
NGO
All Stock Holders

SN

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 23
- 24
- 25
- 26
- 27
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41
- 42
- 43
- 44
- 45
- 46
- 47
- 48
- 49

50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96

97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143

144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190

191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223

Name of the Staff Member
Sh. Rajesh Dwivedi
Sh. Pratap Kumar Bhami
Sh. Panna Ram
Sh. Rajesh Dwivedi
Sh. Ramji Lal Yadav

Sh. Jitendra Singh

Sh. Pawan Kumar Jangir

Sh. Muka Ram Prajapati

Sh. Suresh Kumar Ghanchi

Smt. Mukesh Gothwal

PGT-Physics
Sh. Pratap Kumar Bhami
Sh. Ramji Lal Yadav
Sh. Suresh Kumar Ghanchi
Smt. Mukesh Gothwal
Sh. Rajesh Dwivedi
Sh. Pawan Kumar Jangir
Sh. Mahendra Kumar
Sh. Parmanand Gurjar

Sh. Manish Sharma

Sh. Parmanand Gurjar

Sh. Dinesh Kumar

Sh. Mahendra Kumar

Ms. Bharti

Sh. Manish Sharma

Sh. Jitendra Singh

Sh. Rajesh Dwivedi

Sh. Pratap Kumar Bhami

Sh. Avanish Bharti

Sh. Manish Sharma

Sh. Pawan Kumar Jangir

Smt. Mukesh Gothwal

Sh. Hira Ram

Sh. Om Prakash Poonia

Sh. Muka Ram Prajapati

Sh. Keshav Kumar Meena

Smt. Mukesh Gothwal

Sh. Sonveer Yadav

Sh. Banna Ram Swami

Sh. Muka Ram Prajapati

Shivaji House

Sh. Banna Ram Swami

Smt. Mukesh Gothwal

Tagore House

Sh. Dinesh Kumar

Sh. Suresh Kumar Ghanchi

Ashoka House

Sh. Avanish Bharti

Sh. Muka Ram Prajapati

Raman House

Sh. Babu Lal Meena

Sh. Mahendra Singh

Sh. Hira Ram

Sh. Sonveer Yadav

Sh. Panna Ram

Sh. Babu Lal Meena

Sh. Suresh Kumar Ghanchi

Sh. Mahendra Singh

Sh. Ramji Lal Yadav

Sh. Hira Ram

Sh. Pawan Kumar Jangir

Sh. Muka Ram Prajapati

Sh. Ramji Lal Yadav

Sh. Jitendra Singh

Smt. Mukesh Gothwal

Sh. Suresh Kumar Ghanchi

Smt. Preeti Khalabadhaniyan

Staff Nurse

Sh. Keshav Kumar Meena

Sh. Hira Ram

Sh. Babu Lal Meena

Sh. Ganesh Lal Meena

Sh. Avanish Bharti

Sh. Hira Ram

Sh. Vikram Singh

Sh. Sarupa Ram

Sh. Jitendra Singh

Sh. Sonveer Yadav

Sh. Parmanand Gurjar

Sh. Babu Lal Meena

P&HE

Sh. Babu Lal Meena

Sh. Avanish Bharti

Sh. Mahesh Choudhary

Ms. Bharti

P&HE

Sh. Ramji Lal Yadav

Sh. Jitendra Singh

Smt. Mukesh Gothwal

All Class Teachers

Sh. Pawan Kumar Jangir

Sh. Babu Lal Meena

Sh. Jayantilal

Smt. Preeti Khalabadhaniyan

Ms. Bharti

Sh. Avanish Bharti

Sh. Ganesh Lal Meena

Sh. Om Prakash Poonia

Staff Nurse

Sh. Kumbha Ram

Sh. Keshav Kumar Meena

Smt. Preeti Khalabadhaniyan

All Trained Teachers

Sh. Sonveer Yadav

Sh. Banna Ram Swami

Sh. Avanish Bharti

Office Staff

Sh. Avanish Bharti

Sh. Sonveer Yadav

Sh. Ganesh Lal Meena

Sh. Babu Lal Meena

Sh. Pawan Kumar Jangir

Sh. Hira Ram

Sh. Keshav Kumar Meena

Sh. Om Prakash Poonia

Sh. Parmanand Gurjar

Sh. Keshav Kumar Meena

Sports Coach

Sh. Sarupa Ram

Staff Nurse

Sh. Avanish Bharti

Sh. Ganesh Lal Meena

Ms. Bharti

Sh. Rajesh Dwivedi

Sh. Parmanand Gurjar

Sh. Sarupa Ram

Computer Instructor

Sh. Jitendra Singh

Smt. Mukesh Gothwal

Sh. Rajesh Dwivedi

Sh. Mahendra Kumar

Sh. Babu Lal Meena

Smt. Mukesh Gothwal

Sh. Ganesh Lal Meena

Sh. Pratap Kumar Bharni

Smt. Mukesh Gothwal

Sh. Rajesh Dwivedi

Sh. Jitendra Singh

VMC – Dr. Ved Prakash Meena

NGO

Smt. Preeti Khalabadhaniyan
Sh. Rajesh Dwivedi
Smt. Mukesh Gothwal
Sh. Muka Ram Prajapati
Sh. Babu Lal Meena
Sh. Banna Ram Swami
Sh. Dinesh Kumar
Sh. Ashok Kumar Meena
Sh. Avanish Bharti
Sh. Om Prakash Poonia
Sh. Parmanand Gurjar
Sh. Mahendra Singh
Sh. Ramji Lal Yadav
Sh. Suresh Kumar Ghanchi
Smt. Preeti Khalabadhaniyan
Smt. Mukesh Gothwal
Sh. Rajesh Dwivedi
Smt. Preeti Khalabadhaniyan
Sh. Parmanand Gurjar
Sh. Sarupa Ram
Sh. Hira Ram
Sh. Ashok Kumar Meena
Sh. Ganesh Lal Meena
Sh. Hira Ram
Sh. Mahesh Choudhary
Smt. Rishu Rani
Sh. Keshav Kumar Meena
Sh. Panna Ram
Ms. Bharti
Sh. Rajesh Dwivedi
Sh. Khushveer Singh
All Stock
Sh. Sonveer Yadav
Sh. Parmanand Gurjar
Sh. Manish Sharma
Sh. Parmanand Gurjar
Sh. Om Prakash Poonia
Sh. Muka Ram Prajapati
Sh. Rajesh Dwivedi
Sh. Parmanand Gurjar
Office Assistant Staff
Sh. Rajesh Dwivedi
Sh. Parmanand Gurjar
Sh. Hira Ram
Sh. Khushveer Singh
Sh. Suresh Kumar Ghanchi
Smt. Preeti Khalabadhaniyan

Sh. Muka Ram Prajapati
Smt. Mukesh Gothwal
Sh. Jitendra Singh

Office Staff Members

Sh. Sonveer Yadav
Sh. Kumbha Ram
Sh. Rajesh Dwivedi
Sh. Parmanand Gurjar
Sh. Hira Ram
Sh. Rajesh Dwivedi
Sh. Parmanand Gurjar
Sh. Jitendra Singh
Sh. Pawan Kumar Jangir

PGT-Physics

Sh. Keshav Kumar Meena
Smt. Mukesh Gothwal
Sh. Om Prakash Poonia
Sh. Ashok Kumar Meena
Sh. Rajesh Dwivedi
Sh. Mahendra Kumar
Sh. Jitendra Singh
Sh. Om Prakash Poonia
Sh. Avanish Bharti
Sh. Suresh Kumar Ghanchi
Sh. Dinesh Kumar
Sh. Rajesh Dwivedi

Sh. Parmanand Gurjar

Sh. Babu Lal Meena

Sh. Dinesh Kumar

Sh. Kumbha Ram

Sh. Parmanand Gurjar

Sh. Dinesh Kumar

Sh. Pratap Kumar Bhami

C

Overall

(First Floor)

(Second Floor)

(Rest Areas)

(All Girls Toilets)

Oveall

7A

7B

8A

8B

9A

9B