

PM SHRI K V VIRAMGAM
DUTY ALLOTMENT / COMMITTEES FOR THE SESSION: 2024-25

The following committees, departments and clubs are here by constituted to carry out various curricular, co-curricular and extracurricular activities for session 2024-25. This will provide ample opportunities for various committees to encourage and to inculcate the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the current year.

All the conveners, in-charges and members of Dept/committee/ Club are hereby instructed to open a register to record the action plan prepared and to implement it with all seriousness. The performance of each committee will be assessed by the Principal and the observations will be recorded in the Annual Performance Appraisal of the individuals.

The duties, responsibilities/activities are mentioned below.

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
1.	Academic Advisory Committee	Class IX-XII DR. J R Rathod (PGT HINDI) (Overall I/C) Class VI-VIII Mrs. Sneha Lata (PGT PHYSICS) Class I-V Mrs. Kinjal Desai (PRT)	Mr. Lakma Ram (PGT Chem) Mrs. Niraj Bundela (TGT Eng.) Mrs Archana Rajput (PRT) All Subject teachers	All Subject teachers
2.	CCA	Mrs. Sonika C (PGT) CCA I/C Secondary Mrs. Archana Rajput (PRT) CCA I/C Primary	Mrs. Asha A (TGT Skt) Mrs. Niraj Bundela (TGT English) Ms. Anu (PRT) Mr. Jignesh B(PRT Music)	(PGT English) (Comp.Ins)
3.	House Masters Sec.	S – Mrs Niraj Bundela (TGT ENG.) T – Mrs. Priyanka Gopal (TGT Art) A – Mr. Gaurav Chavda (PGT CS) R – Mr. Sanjay G (TGT Lib.)	Mr. Lakma Ram (PGT Chem.) Mr. Rakshit D (TGT WE) Comp. Instructor Mr Jitender Kumar (PGT Maths) Mr. B L Meena (TGT SST) PGT ENGLISH Dr. J R rathod (PGT HINDI) Mr. Mukesh Kumar (TGT P&HE) Mrs. Mamta Devi (TGT Maths) Mrs Sneha Lata (PGT PHYSICS) Mrs Asha Gupta (TGT Sanskrit) YOGA COACH	
4.	House Masters Pri.	S – Ms Anu (PRT) T – Ms Seema (PRT) A – Mrs. Jamuna Kumari R – Ms Vandana (PRT)	Mrs Kinjal Desai Spcl Educator Comp. Instructor Mr. jignesh B	

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
5.	Subject Committee	English – Mrs Niraj Bundela (TGT English) Hindi & Sanskrit- DR. J R Rathod (PGT Hindi) Science – Mr.Lakma Ram (PGT Chemistry) Maths – Mr Jitender Kumar (PGT Maths) Social Science – Mr. B L Meena (TGT SST) Computer- Mr. Gaurav Chavda (PGT CS) CMP - Mrs Kinjal Desai (PRT)	All concern Subject teachers	All concern Subject teachers
6.	Games & Sports and SBSB FIT INDIA/KHELO INDIA	Mr. Mukesh Kumar (TGT P&HE) Ms. Seema(PRT)	Mr Rakshit Mr Lakma Ram Mrs Priyanka Gopal	(Sports Coach/Yoga Coach) (Special Educator)
7.	Admission	Mr. Lakma Ram (PGTChemistry) Mrs. Kinjal PRT	1. Mr. Sanjay G (TGT Lib) 2. Mr. Jitender Kumar (PGT Maths) 3. Mrs. Jamuna Kumari (PRT) 4. Mr. Gaurav Chavda (PGT CS)- OLA Portal Online Update 5. Class Teacher (Class I)	
8.	Exam (Internal)	Secondary Mrs. Sneh Lata (PGTPhy)- Primary Mrs. Jamuna Kumari (PRT)	Mr. Rakshit Dadhich (TGT –WE) Mrs. Sonika C (PGT Bio) Mrs Archana Rajput (PRT) Ms. Vandana (PRT)	
9.	Exam (CBSE &External)	Mr. Jitender Kumar (PGT Maths)	Mr. Lakma Ram (PGTChemistry) Mr. Rakshit Dadhich (TGT –WE) Mr. Gaurav Chavda (PGT CS) Class Teachers IX to XII	
10.	Scout & Guide	Mr Sanjay G (TGT Lib.) (I/C B_Scout) (Overall) Mrs. Priyanka Gopal(TGT-Art)- (I/C B_Guide) Mrs Kinjal Desai (PRT) (I/C Cubs & Bulbul)	Mr B L Meena (TGT SST) Mr Jignesh Barot (PRT) All concern Trained Teachers	
11.	Library	Mr Sanjay G (TGT Lib.)	Sh J R Rathod (PGT Hindi) Mrs Asha Gupta (TGT Sanskrit) Ms Kinjal Desai (PRT) Ms Archana Rajput (PRT) Mr Gaurav Chavda (PGT CS) Students Members Class I to V	

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
			Class VI to VIII Class IX to X Class XI to XII All Subject Teachers	
12.	Cleanliness, Security and Gardening	Mr Sanjay G (TGT Lib.) (Overall I/C) Mrs. Priyanka Gopal(TGT- AE) Mrs. Seema (PRT)	Mr. Rakshit Dadhich (TGT WE) Ms Jamuna Kumari (PRT)	(Sports Coach / Yoga Coach) (Special Educator) (Comp.Ins)
13.	Medical, FIRST AID (Health & Hygiene, Medical Checkup)	Mrs Sonika C (PGT Bio) (I/C Sec.) Ms Vandana (PRT) (I/C Pri.)	Mr. Mukesh Kumar (TGT P&HE) Ms Seema (PRT)	(Nurse)
14.	BUILDING MAINTENANCE AND REPAIR AND CIVIL WORK	Mr. Rakshit Dadhich (TGT WE) (Overall I/C) Dr. J R Rathod (PGT Hindi)	Mr. Lakma Ram (PGT Chem) Mr. Jitender Kumar (PGT Maths) Mrs. Hanuman (SSA)	
15.	Furniture	Mr B L Meena (TGT SST) (Overall I/C)	Mrs. Sneh Lata (PGT Phy) Mr. Rakshit Dadhich (TGT WE) Ms. Jamuna Kumari (PRT)	
16.	Guidance & Counseling	Mr. Jitender Kumar (PGT Maths) (I/C Sec.) Ms Anu (PRT) (I/C Pri.)	Mrs. Sonika C (PGT Bio) Ms. Kinjal (PRT)	
17.	Awakened Citizen Programme	Mr. Rakshit Dadhich (TGTWE) (Overall I/C)	Ms. Priyanka Gopal (TGT-AE) Mrs. Asha A (TGT Skt) All concern trained Teachers	
18.	Computer Department & Website Updation and uploading of any relevant information/ document	Mr. Gaurav Chavda(PGT CS) (Overall I/C)	Mr J R Rathod (PGT Hindi) Mr. Lakma Ram (PGT Chem) Mr. Rakshit Dadhich (TGT WE) Ms. Kinjal Desai (PRT)	(Comp.Ins)
19.	1. UDISE Portal updation 2. Students and staff attendance Updation	Mr. Gaurav Chavda(PGT CS) (Overall I/C) Ms Vandana (PRT)	Mrs Mamta Ahlawat (TGT Maths) All Class teachers/ Co Class teachers	(Comp.Ins)
20.	UBI FEE PORTAL TC UPDATION	Mr. Gaurav Chavda (PGT CS) Mr. Hanuman (SSA)	Mr Pawan Fagna (JSA) Mrs Mamta Ahlawat (TGT Maths) All Class teachers/ Co Class teachers	(Comp Inst.)

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
21.	Raj bhasha Samiti	DR. J R Rathod (PGT Hindi) (Overall I/C)	Mrs. Asha A (TGT Skt.) Mr. Gaurav Chavda (PGT CS) Mr Sanjay Goel (TGT Lib) Mr Hanuman (SSA)	(PGT Eng.)
22.	RTI	DR. J R Rathod (PGT Hindi) Mr. Hanuman (SSA)	Mr Pawan Fagna (JSA) Mr Lakma Ram (PGT Chem) Mr. Jitender Kumar (PGT Maths)	
23.	Time Table	Mr. Jitender Kumar (PGT Maths) I/C Sec. (Preparation Sec.) Mrs. Kinjal Desai (PRT) I/C Pri.	Daily Arrangements- Mrs. Sneha Lata (PGT PHY) Mr Rakshit D (TGT WE) Mrs. Jamuna Kumari (PRT)	
24.	Vidyalaya Patrika/ & CMPnews letter	Mrs Niraj Bundela (TGT ENG.) (Overall I/C) Mrs Asha Gupta (TGTSanskrit) Mrs Kinjal Desai (PRT)	Mrs. Priyanka (TGT Art) Mr. Sanjay G (TGT Lib.) Ms. Seema (PRT)	(PGT ENG) (Comp.Ins)
25.	Discipline Committee	Mr. Mukesh Kumar (TGT P&HE) Mrs Priyanka (TGT Art) Mrs. Archana Rajput (PRT)	Mr. Rakshit Dadhich (TGT WE) Ms Seema (PRT) All Class Teachers	(Sports Coach/Yoga Coach) (Special Educator)
26.	VMC PTA	DR. J R Rathod (PGT Hindi) Mrs. Sneha Lata (PGT PHY)	Ms Neeraj Bundela (TGT Eng) Anu (PRT) Mrs Sonika (PGT Bio) Mrs Kinjal Desai (PRT)	(Comp.Ins)
27.	SMART CLASS-ROOM MONITORING COMMITTEE	Mr. Gaurav Chavda(PGT CS) (Overall I/C)	Concerned class teacher and Concern dept. I/C	(Com. Ins.)
28.	PRASHAST Portal	Ms. Anu (PRT)	All Class Teachers	(Comp Inst.)
29.	CLEANINESS & HYGIENE	Mr J R Rathod (Overall I/C) Ground Floor, Vidyalaya Campus Assembly Ground and Passage – Ms Priyanka(TGT AE) First Floor, Sports Ground and Passage from Entrance Gate to School Gate Mr Sanjay (TGT Lib)	Mr Jignesh (PRT Music) Ms Jamuna (PRT) All class/Co class teachers and Department I/Cs Mr Mukesh Kumar (TGT P&HE) Mr Rakshit D(TGTWE) All class/Co class teachers and Department I/Cs	(Com. Ins.) (Special Edu) (Coach) (PGT Eng)
30.	Gardening	DR. J R Rathod (PGT Hindi) Mrs. Priyanka (TGT Art)	Mr Mukesh Kumar (TGT P&HE) Mr. Sanjay G(TGT Lib.)	(Sports Coach/Yoga Coach) (Special Edu)

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
31.	SCIENCE NTSE, RSA, NCSE, RBVP, ISPIRE AWARD AND MATHS EXHIBITION/OLYMPIAD AND EXAMS	Mrs Sneh lata (PGT Phy) Mr Jitender Kumar (PGT Maths)	Mr. Lakma Ram (PGT Chem.) TGT Maths	All Science and Maths Teachers
32.	FIRE SAFETY AND DISASTER MANAGEMENT	Mr Rakshit (TGT WE) Mr Mukesh Kumar (TGT P&HE)	Mr Lakma Ram (PGT Chem) Mr B L Meena (TGT SST)	
33.	SEXUAL HARRASSMENT COMMITTEE	Mrs Snehlata (PGT Phy) Mrs Priyanka G (TGT Art) Mrs Kinjal Desai (PRT)	DR J R Rathod (PGT Hindi) Mrs Asha (TGT Sanskrit) Mrs. Niraj Bundela (TGT Eng.)	
34.	CMP COMMITTEE	Mrs. Kinjal Desai(PRT)	Mrs Archana (PRT) Ms Anu (PRT) All Primary Teachers	
35.	EXCURSION	Boys- Mr Mukesh Kumar (TGT P&HE) Girls- Mrs Priyanka (TGT AE)	Mr Rakshit D(TGT WE) Mrs Jamuna Kumari (PRT)	
36.	Morning Assembly, Recess, dispersal Duties	Mr. Mukesh Kumar (P&HE)	Mr. Rakshit D(TGT WE) Mr. Sanjay (TGT Lib.) Mr Jignesh (PRT Music)	(Sports Coach/Yoga Coach) Special Educator
37.	Conduct of morning assembly P A SYSTEM	Mr Mukesh Kumar (TGT P&HE) Mr Jignesh B (PRT) I/C CCA Mr. Rakshit D(TGT WE)	All class teachers/Co-Class teachers	All subject teachers
38.	PMKVY 4.0	Mr Rakshit D (TGT WE)	Mr. Gaurav Chavda (PGT CS) Mr . Sanjay G (TGT Lib) Mr. Hanuman (SSA) Mr. Pawan F (JSA)	
39.	PM SHRI School	DR. J R Rathod (PGT Hindi) Overall I/C Budget preparation- Mr. Hanuman (SSA) Mr . Sanjay G (TGT Lib) Mr Mukesh Kumar (P&HE)	Mr. Lakma Ram (PGT Chem.) Mr. Jitender Kumar (PGT Maths) Mr. Rakshit D (TGT WE) Mr. Gaurav Chavda (PGT CS) Mr . Sanjay G (TGT Lib) Mrs. Kinjal Desai (PRT) Mr. Pawan F (JSA)	
40.	Grievance monitoring committee/internal complaint committee	DR. J R Rathod (PGT Hindi)	Mr. Lakma Ram (PGT Chem.) Mrs. Niraj Bundela (TGT Eng.) Mrs Kinjal Desai (PRT)	
41.	AEP COMMITTEE	Mrs. Sonika Choudhary (PGT Bio)	Mrs Niraj Bundela (TGT Eng.) Mrs. Asha Gupta (TGT Skt.)	
42.	CS 54	Mr Hanuman (SSA) Mr. Pawan F(JSA)	All class teachers/Co-Class teachers	
43.	NIPUN/FLN/FUN DAY	Mrs. Jamuna Kumari(PRT)	Mrs. Kinjal Desai(PRT) Ms. Anu(PRT)	

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
			Ms. Seema (PRT)	
44.	VIDYALAYA PLAN & ASSESSMENT TOOL	DR. J R Rathod (PGT HINDI) (Overall I/C)	Mr. Lakma Ram (PGT Chem.) Mr. Gaurav Chavda (PGT CS) Mr. Jitender Kumar (PGT Maths)	

Remark:

1. All the In-charge, Asst. In-charges and members of the various departments / committees are requested to prepare a complete action plan in duplicate for the session 2024-25 as per the Plan and submit a copy to the Principal for monitoring the works in time without fail.
2. In case of any difficulty, undersigned must be contacted.
3. The In-charges are requested to inform the undersign regarding completion of assigned task. If necessary, they can contact the Principal for guidance and will have to work on full – fledged manner as a team.
4. It is also directed that all should not proceed on leave at a time. Henceforth, Asst. In-charge of the concerned departments must be available on duty when In-charge proceeds on leave etc. and vice versa.
5. All the In-charges, Asst. In-charges and members of the concerned departments/ committees are hereby instructed to complete the stock verification for the session and prepare the lists for purchasing/ procuring the required materials for the next session.
6. All the New In charges/conveners of departments/ committees are hereby directed to take over the charge latest by 01/04/2024 and after complete verification of stock and to maintain the stock register. Any discrepancy found should be reported to the under signed immediately.
7. Please put your efforts to complete all the responsibilities in time and in a creative and effective manner.
8. Please use your talent for the betterment of the Vidyalaya in general and students in particular.
9. All the duties and responsibilities are subject to change as and when required in the interest of the welfare of the students and the Vidyalaya
10. It is expected from everyone that the duties are followed both in letter and spirit.

PRINCIPAL