**KENDRIYA VIDYALAYA SAC AHMEDABAD**

**COMMITTEES FOR THE ACADEMIC SESSION 2023– 2024**

|  |  |  |  |  |
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| **Sr. No** | **Name of the Committee** | **Name of the In-charge****& Members** | **Scope of Work** | **Signature** |
| 1 | EXAMINATION CBSE | 1. Mrs. Renu Baheti  I/c
2. Mr. M R Chaudhary
3. Mrs. Nidhi Singh
4. Computer Instructor
5. Mr. Manoj Parmar
 | * To make registration of students of classes IX, X, XI and XII for the CBSE Examination.
* To maintain records of CBSE.
* To circulate circulars and information of CBSE among teachers, students & upload on the website
* To upload necessary details of students on CBSE site.
* To distribute Registration Cards, Mark sheets, Migration Certificates etc.
* To monitor the Board Results & send the required data timely to the Regional Office.
* Display of toppers on Honors’ & Display Boards
 | **1……….****2………****3………..****4………****5……….****6………..**  |
| 2 | INTERNAL EXAMINATION | 1. Mr. Shelender Singh I/c
2. Mr. P R Meena
3. Mrs. Nidhi Singh
4. Mr. Vasant Vaghela
5. Mr. Nagin Makwana
6. Mr. Manoj Parmar
 | * To conduct internal examinations fairly & smoothly.
* To provide information regarding examinations to teachers and students.
* To maintain records of every examination.
* To prepare proper seating arrangement.
* To arrange for the invigilators.
* To take care of receiving and dispatch of the exam material.
* Any other related work
 | **1……….****2……….****3……..****4………****5………****6………** |
| 3 | 1. EXTERNAL EXAMINATIONS -UPSC, NTSE, CTET, RIE etc.

(b) SOF OLYMPIADS(c) MATHS OLYMPIADS(d) CYBER TECHNOLOTHON(related competitions, exams) | 1. Mrs. Renu Baheti (a,d)
2. Dr. M R Choudhary (a)
3. Mr. Shelender Singh(b)
4. Mr. R P Yadav ©
5. Ms. Bhakti Joshi (c)
 | * To motivate students to participate in the different completions / Maths Olympiad etc.
* To prepare and guide students for these exams /activities
 | **1………..****2……….****3………..****4……….****5……….****6 ……….** |
| 4 | SCIENCE CONGRESS /SCIENCE EXHIBITION /SCIENCE-COMPETITIONS ACTIVITIES/KAMP/JAPAN EXCHANGE PROGRAMME / INSPIRE, etc. | 1. 1 Mr. R H Parmar (I/C)
2. Dr. M R Choudhary
3. Mr. Shelender Singh
4. Mrs. Renu Baheti
5. Mr. RP Yadav
6. Ms. Bhakti Joshi
7. Mrs. Nidhi Singh
 | * To motivate, guide,prepare students for the different Science activities /competitions like Science Exhibitions/ Science Congress etc.
* To develop interest for Science and Scientific Temper among students.
 | **1………..****2……….****3………..****4……….****5……….****6 ……….****7 ………..** |
| 5 | MODERATION | 1. Mr. Shelender Singh (I/C)
2. Mr. M R Choudhary (Science VI-VII, IX-X) (Physics XI-XII)
3. Mrs. Kiran Mishra (English – IX-X,VI-VII & SSc –VIII-X )
4. Mrs. Nidhi Singh (Science/Biology -VIII,XI,XII)
5. Mr. R P Yadav (Maths, VI – X)
6. Mr. P R Meena (Sanskrit & Hindi-VI – X Hindi-Primary)
7. Ms. Bhakti Joshi (Maths- XI-XII & Primary)
8. Mr. Muktesh Dulera (Eng-Primary & VIII, XI-XII)
9. Mr..Bhavesh Chavda (Social Studies-VI – VII)
10. ..Mr. Vasant Vaghela I/c Primary (to get it done from different Teachers)
 | * To moderate the question papers prepared by the teachers following the CBSE and KVS norms for different tests / exams.
* To check that Papers are as per the required standard, error free.
 | **1………..****2……….****3………..****4……….****5……….****6 ……….****7 ……….****8 ………...****9………….****10…………****11………..****12………..****13………….** |
| 6 | TIMETABLE & CONTRACTUAL TEACHER RECORD MAINTENANCE | 1. Mr. R P Yadav (I/c )
2. Mr. P R Meena
3. Mrs. Smriti Pokhariyal (I/c Primary)
4. Mrs. Khushboo Bhavsar
 | * To prepare & circulate Time Table timely.
* To maintain arrangement sheets regularly.
* To call the teachers from the panel.
* To maintain records - prepare & give proper Appointment Letter, get the proper NOC from the contractual teachers
* To give advertisement for appointment of contractual teachers.
*  Arrange recess/morning duty of the teachers/houses on the allotted week.
 | **1………..****2……….****3………..****4…………** |
| 7 | ADMISSIONS | 1. Mr M R Choudhary I/c
2. Mr. R H Parmar
3. Mrs. Renu Baheti
4. Mr. R U Joshi
5. Mrs. Sneh

  | * To be well informed and sensitize others about the KVS admission guidelines.
* To monitor the admission process.
* To guide parents for the admission process.
* To conduct entrance examinations for Class IX admission.
*  To maintain records of admission process.
 | **1………****2……….****3………..****4………..****5…………****6………….****7………….** |
| 8 | STUDENT ENROLMENT DATA | 1. Mr M R Choudhary I/c
2. Mr. R H Parmar
3. Mrs. Renu Baheti
4. Mr. R U Joshi
5. Mrs. Sneh

  | * To circulate the proforma, check and forward to the RO on the last working day.
*   Daily attendance / strength to be shown on the green board & maintain the register and records.
 | **1…………..****2………….****3………….****4…………****5………….** |
| 9 | CO- CURRICULAR  ACTIVITIES | 1. Mr. R H Parmar (Overall I/c)
2. Mrs. Kiran Mishra
3. Mr. V J Dabhi
4. Mrs. Praveena Mahicha
5. Mrs. Geeta Kachhot I/c (**Primary)**
6. Ms. Krishna Engineer
7. Sports Coach

**(Mr. V J Dabhi to prepare Sports Calendar)** | * To plan **CCA Calendar** for the year 2023-2024 including **Sports Calendar**.
* To organize House Meetings & to conduct various Inter House Competitions.
* To celebrate Important Days.
* To organize Annual Day and Sports Day.
* To prepare Students’ Council of the school & organize Investiture Ceremony.
* To motivate students to participate in the various competitions.
* To maintain CCA & Sports records.
* To allot topics for House Display Boards.
*  To allot duty to make seating arrangement on the day of competition and other important days to the ‘House on Duty’.
 | **1……….****2……….****3………...****4………..****5………..****6.…………** |
| 10 | EBSB Club /AKAM/ Kala Utsav / SPIC MACAY & other Regional / National Level Activities | 1. Mrs. Kiran Mishra I/C
2. Mr. P R Meena
3. Mr. Bhavesh Chavda
4. Mr. Ramlal Depal
5. Ms. Nirmala Gehlot
6. Mrs. Praveena Mahicha
7. Ms. Krishna Engineer
8. Mrs. Geeta Kacchot
 | * To conduct all the programs/competitions in a befitting time bound manner as per KVS Instructions.
* To sensitize and train the students accordingly.
* To send the required data,photos,videos timely& upload on the website/social media
 | **1……….****2………..****3………..****4……….****5……….****6……….****7……….****8……….** |
| 11 | 1. CCT COMMITTEE
2. VIDHYANJALI
 | 1. Mr. R P Yadav(a)
2. Ms. Bhakti Joshi(a)
3. Mr. Muktesh Dulera(a,b)
4. Mrs. Nidhi Singh(a,I/c of b)
 | * To update / circulate and sensitize the teachers and students about the new changes.
* To prepare / monitor students for CCT/ VIDHYANJALI , provide proper mentorship.
* To prepare and provide the CCT material regularly to the students.
 | **1……….****2………..****3………..****4………..** |
| 12 | FURNITURE | 1. Mr. A M  Khan  I/c
2. Mr. V J Dabhi
3. Mr. Ramlal Depal
4. Mr. R U Joshi
5. Mr. N K Makwana
 | * To maintain and repair furniture of the school.
* To plan and timely purchase necessary furniture for school.
* To identify unrepairable furniture and initiate process of condemnation.
* To provide for sufficient & proper furniture in all classes / departments.
* To remove extra / broken furniture from the rooms / corridors.
* To get the furniture numbered .
 | **1……….****2………****3………...****4…………****5…………..** |
| 13 | MAINTENANCE & REPAIR WORK CIVIL, ELECTRICAL WORKDRINKING WATER, ROAIR CONDITIONERSCCTV CAMERASECURITY GUARDS | 1. Mr. A M Khan I/C
2. Mr. V J Dabhi
3. Mr. Ramlal Depal
4. Mr. N K Makwana
5. Mr. Anil Dahiya
6. Mr. Manoj Parmar
 | * To look after the maintenance of the Vidyalaya – civil /electrical /water /security etc
* **To supervise the work of the security guard, monitor & sign their attendance registers. (Mr.V.J Dabhi)**
* To provide, monitor & maintain the functioning / display of CCTV cameras.
* in all the classes, corridors & important places
 | **1………….****2………….****3………….****4…………****5…………****6…………..****7………….****8…………..** |
| 14 | (a)  SCHOOL BEAUTIFICATION(b)  DISPLAY BOARDS(c) GARDENING | 1. Mrs. Praveena Mahicha I/c
2. Ms. Bhakti Joshi
3. Mrs. Geeta Kachhot
4. Ms. Krishna Engineer
5. Mrs. Rashmi Shukla

  | * To plan / execute ways to beautify the school campus.
* To purchase articles for beautification & gardening.
* To maintain display boards aesthetically with the **latest information.**
* To guide and motivate students to understand the importance of display boards.
*  To supervise the work of the gardener, monitor & **sign** the **attendance register**/ work. **(Mrs. Praveena Mahicha)**
 | **1………..****2………..****3…………****4………..****5………..** |
| 15 | LOCAL PURCHASE COMMITTEE / TENDER PUBLISHING &RECORDS | 1. Mr. R H Parmar I/c
2. Mr. A M Khan
3. ( VMC Tr. Representative)
4. Mr. V J Dhabi
5. Mr. Vasant Vaghela
6. 5. Department Incharge
 | * To give advertisement and invite tenders through GEM portal / KVS Norms.
* To prepare comparatives &  maintain record
*   To do market survey and follow purchase procedure as per KVS norms.
 | **1…………****2………...****3………...****4………..** |
| 16 | MATHS LAB | 1. Mr. R P Yadav I/c
2. Ms. Bhakti Joshi
3. Mr. Vasant Vaghela
4. Mr. N K Makwana
 | * To encourage teachers to use the Maths Lab for teaching learning process (Lab Activity work)
*   To plan creatively and furnish the Lab as per KVS norms.
 | **1…………****2…………****3…………..****4…………..** |
| 17 | SCIENCE LABS | **Physics Lab**1. Mr. R H Parmar

**Chemistry Lab**1. Mr. M R Choudhary

**Biology Lab**1. Mr. Shelender  Singh

 .**Mr. Manoj Parmar (to assists in all the Labs)** | * To properly maintain the Science Labs - proper display of instruments, list of practicals, cupboards etc.
* To encourage teachers to utilize the Science Labs.
*   To plan,timely purchase and enter the new materials of Science Lab in the register.
 | **1…………****2…………****1………..****2………..****1………..****2………..** |
| 18 | COMPUTER LAB & JUNIOR COMPUTER LAB | 1. Mrs Renu Baheti I/c
2. Comp. Instructor **(will take class in Junior Computer Lab)**
 | * To maintain properly the AV / Computer Lab with proper **AMC**.
* To look after all the installed software devices, electronic gadgets / appliances.
*    To maintain the register of all the classes taken in the AV Room / Computer Lab.
* Timely purchase computers, interactive boards & related devices.
 | **1……….****2……….****3……….****4……….****5……….** |
| 19 | ICT/ TAL & WEBSITE UPDATE | 1. Mrs. Renu Baheti I/c
2. Mr. P R Meena
3. ( Rajbhasha / Hindi Website)
4. Ms. Krishna E (To submit photos & videos of different events.)
5. Mr. V J Dabhi (Sports)
6. Mrs. Rashmi Shukla (CMP)
7. Mrs. Geeta Kachhot (CCA)
8. . Computer Instructor
 | * To upload necessary information on the Vidyalaya site timely.
* To encourage / train teachers (with proper planning) to learn new technology for classroom teaching / other works.
*   To encourage creativity among students.
 | **1…………****2………….****3…………****4…………****5…………****6…………****7…………****8…………** |
| 20 | SHAALADARPAN & UBI | 1. Mrs. Renu Baheti  I/c
2. Computer Instructor
3. All the Class teachers &
4. Co-Class teachers
 | * To make entries as per KVS norms regarding Shaaladarpan.
* To guide teachers to use Shaaladarpan.
*   Timely submission of fees & monitoring of the UBI portal.
 | **1…………****2………….****3…………****4…………** |
| 21 | MEDICAL CHECK-UP / FIRST AID | 1. Mr. V J Dabhi I/c
2. Sports Coach
3. Nurse
4. . Counsellor
 | * To look after / provide care to the sick/ injured students
* To inform parents / take to doctor if needed.
* To make arrangements for medical checkup twice in a year.
*   To make First Aid box available, stocked (taking care of expiry date) and help the students in need.
 | **1…………****2…………****3………….****4…………** |
| 22 | HINDI KARAYANVA & RAJBHASHA SAMITI | 1. Mr. P R Meena I/c
2. Mrs. Nirmala Gehlot
3. Mrs. Prerna Shukla
4. .Mrs. Geeta Kachhot
5. .Mr. M P Desai
6. PRT 11
7. Mr. R U Joshi
8. Mr. Ashish Kumar Gupta
 | * To monitor & maximize the use of Raj Bhasha in the Vidyalaya.
* Sending of timely reports.
* Preparing bilingual proformas / boards/stamps
* To celebrate Hindi Pakhwada befittingly.
*   To maintain Raj Bhasha register with regular meetings as per norms.
 | **1…………****2…………****3…………****4………….****5………….****6…………****7…………****8.………..** |
| 23 | ALL PRINTING & REPORTS -(a) VIDYALAYA PATRIKA ,(b) STUDENT DIARY(c) CMP NEWS LETTER(d) CERTIFICATES | 1. Mrs. Kiran  Mishra I/c
2. Mr. P R Meena (a,b,d)
3. Mrs. Prerna Shukla (a)
4. .Mr. Muktesh Dulera
5. Mr.Bhavesh Chavda
6. Mr. Vasant Vaghela
7. Mrs. Rashmi Shukla
8. Mr. N K Makwana
 | 1. **Printing & Publication of Vidyalaya Magazine**
* To collect and organize articles written by the students.
* To motivate students to be creative.
* To collect photos / messages to be published in magazine.
* To communicate with publisher and get the magazine printed& distributed in time – November.

b)   **School Diary*** To get Student Diary printed in time – 22nd April.
* To check and organize all the necessary pages of diary.
* To distribute diary among students.

c)   **CMP News Letter*** To organize all the records of CMP
* To draft the CMP newsletter with necessary details.
* To get it printed in time – bi-annually.

d)   **Certificates*** To draft certificates for various competitions in both Hindi and English.

   To get them timely printed. | **1…………..****2………….****3………….****4………….****5………….****6…………..****7…………..****8…………..** |
| 24 | LIBRARYCOMMITTEE | 1. Mr. Bhavesh Chavda  I/c
2. Mr. R H Parmar
3. Mr. Muktesh Dulera
4. Mr. R P Yadav
5. Mr. P R Meena
6. Mr. Anil Dahiya
7. .Mrs. Khushboo Bhavsar
 | * To purchase new books according to the needs.
* To maintain books / newspapers/ magazines of the library.
* To follow the KVS library policy in the true spirit.
* Organize Readers Club
 | **1……….****2……….****3……….****4………..****5………..****6……….****7……….** |
| 25 | PTA | 1. Mr. Shelendra Singh I/c
2. Mr. P R Meena
3. Mrs. Nidhi Singh
4. Mr. Vasant Vaghela[
5. Mr. N K Makwana
 |   **To** **form** **Parent Teacher Association**   Organize Parent Teacher meetings (PTM) timely.  To maintain records of the meetings  Absentee parents to be called | **1…………****2…………****3…………****4…………****5…………** |
| 26 | a) GAMES & SPORTS COUNCILb) SBSB | 1. Mr. V J Dabhi  I/c
2. Sports Coach
3. Mr. Anil Dahiya
4. Mrs. Geeta Kacchot
5. All Class teachers & Co-Class teachers (b)

  |   To plan and organize class-wise and house-wise sports competitions as per KVS norms and Sports Day.  To motivate students to participate in various games, make class wise teams.* To identify the budding talents for individual & team events and encourage talented students to participate in CMP / KVS / other events / competitions.

  To provide basic coaching for the games for different levels beyond school hours if needed. | **1…………****2…………****3…………****4…………****5…………** |
| 27 | DISCIPLINE COMMITTEE | 1. Mr. M R Choudhary I/c
2. Mrs. Renu Baheti
3. Mr. V J Dabhi
4. Games Coach
5. Mr. Anil Dahiya
6. Mrs. Rashmi Shukla
7. Counsellor
 |   To maintain / improve the overall discipline of the Vidyalaya.  To monitor entry and exit of students.  Maintain register of late comers.  To listen / solve the problems of students.   **Locked Suggestion Box to be put up on Ground floor & monthly operated & recorded in a register.** | **1………….****2………….****3…………****4………….****5…………****6…………****7………….** |
| 28 | ALUMNI ASSOCIATION | 1. Mrs. Renu Baheti I/c
2. Mr. R H Parmar
3. Mr. M R Choudhary
4. All PGTs

  | * To add Class XII passing students in the Alumni list / Association.
* To maintain records of such students.
* To maintain/ provide data to KVS of illustrious alumni when asked
* **To organize Alumni Association meetings.**
 | **1……….****2……….****3………..** |
| 29 | ADVENTURE/ EDUCATIONAL VISIT/ EXCURSION | 1. 1.Mr. M R Choudhary I/c
2. Ms. Bhakti Joshi
3. Mr. V J Dabhi
4. Mr. Anil Dahiya
5. Mr. N K Makwana
6. Mrs. Khusboo Bhavsar
7. Mr. R U Joshi
 |  To plan educational visits and excursions. To explore and decide the places. To hire/arrange transport following proper procedure. To prepare / send & collect NOC from the students. | **1……….****2……….****3………...****4………..****5………...****6…………** |
| 30 | 1. PHOTOGRAPHY
2. VIDEOGRAPHY
3. SOCIALMEDIA– Instagram,,Facebook, Twitter
4. PRINT & ELECTRONIC Media – TV/Newspaper
 | 1. Mrs. Renu Baheti I/c
2. Mrs. Krishna Engineer
3. Mr. Anil Dahiya
4. Computer Instructor
5. Mr. Bhavesh Chavda
6. Mrs. Nirmala Gehlot
7. Mr. R U Joshi
8. Mrs. Geeta Kachhot

  |    To keep the records of all the activities of Vidyalaya by taking photos promptly and correctly.   To provide photos for website, school magazines, reports, display etc..* To regularly update / the Social Media.
* To contact print/ electronic media for major events to be covered timely.
 | **1……….****2……….****3………...****4………..****5………...****6…………****7…………****8…………** |
| 31 | (a) PRIMARY RESOURCE ROOM(b) CMP | (a) 1. Mr. Vasant Vaghela I/c
2. . Mr. N K Makwana

(b)1. Mrs. Rashmi Shukla
2. PRT-11
 | (a)To furnish / maintain the resource room creatively & maintain electronic and other things as per KVS norms.  **To maintain Register of classes taken in the resource room.**(b)  To organize meetings to conduct various CMP activities.* To attend Cluster Level CMP meetings and implement the decisions taken therein.

  To maintain CMP records properly.  To plan for purchase & distribution of CMP monthly requirement and monitor the proper use.  To plan CMP Activities as per KVS noms . | **1………****2………****3………****4……….**  |
| 32 |  TEACHING AIDS | 1. Mr. Bhavesh Chavda I/c
2. Mr. Ramlal Depal

  | * To send the information to RO timely-data,pictures & Videos. Also to update the Vidyalaya Website.
* To update & beautify as per KVS Norms the Social Science room.
 | **1………****2……….****3………****4……….** |
| 33 | (a) VIDYALAYA CURRICULUM COMMITTEE /ACADEMIC ADVISORY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(b) CAREER GUIDANCE & COUNSELLING | 1. Mr. M R Choudhary (I/c)
2. Mr. R H Parmar
3. Mrs. Renu Baheti (I/c)
4. Mr. Shelender Singh Pundir Mrs. Kiran Mishra
5. Mr. R P Yadav
6. Mr. P R Meena (a,c)
7. .Mrs. Prena Shukla
8. Mr. Bhavesh Chavda
9. Mrs. Nidhi Singh
10. Mr. Vasant Vaghela
11. Mrs. Rashmi Shukla

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Mrs. Kiran Mishra
2. Mrs. Nidhi Singh
3. Counsellor
4. Special Educator
5. Nurse

  | * To review / monitor the academic progress of students.
* To provide proper guidance to bring about improvement among late bloomers and high achievers.

.* To sensitise & keep informed teachers & students about the **new changes / noms in the education system** – CBSE / KVS / State or others.
* To plan, inform regularly the agenda & minutes of the **monthly meeting.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **(b)*** To arrange Talks / Seminars of Experts & monitor their honorarium..
* To display the News / instructions about Career options.
* **Help Box to be put up & monthly operated and recorded.**
 | **1……….****2……….****3………..****4………..****5………..****6………..****7………..****8………..****9………..****10………..****11………..**\_\_\_\_\_\_\_\_**1…………..****2………….****3………….****4………….****5………….** |
| 34 | STAFF WELFARE COMMITTEE(a) Grievance Redressal(b) Staff Meetings – Seating arrangements(c) Minutes of staff meetings(d ) Staff Programme arrangements – like get-togethers, farewells, celebrations etc. | 1. Mr. R H Parmar (I/c)
2. Mr. P R Meena (a,b,c)
3. Ms. Bhakti Joshi (a,c)
4. Mrs.Rashmi Shukla (a,c,d)
5. Mrs. Geeta Kacchot (b,d)
6. Mr. Anil Dahiya (b,d)
7. Mrs. Krishna Engineer (b,d)
 | * To look after the welfare of staff, address the problems and provide solutions.
* To organize farewells/gifts for transferred employees / special occasions of staff members.
* To monitor & create a positive team spirit.
 | **1……….****2……….****3……….****4……….****5………..****6………..** |
| 35 | UDISE | 1. Mr. Mr. R H Parmar (I/c)
2. Mr. P R Meena
3. Ms. Bhakti Joshi
4. Mr. V J Dhabi
5. Mrs Geeta Kachhot
6. Mr. R U Joshi
 | * All the data collection and submission regarding UDISE.
* Liasioning and timely response to the information asked
 | **1……….****2……….****3……….****4……….****5………..** |
| 36 | INTERNAL COMPLAINT COMMITTEE / WOMEN EMPLOYEE GRIEVANCE CELL | 1. Presiding Officer (AC of RO)
2. Ms. Aarti Samajpati (NGO Member)
3. VMC Member
4. Mrs. M R Chaudhary I/c
5. Mrs. Rashmi Shukla
 | * To address the problems of women and provide necessary solutions.
* To enquire into the complaints of sexual harassment in the Vidyalaya except against Principal.
 | **1……….****2……….** |
| 37 | SC/ST WELFARE | 1. Mr. P R Meena (I/C)
2. Mr. Muktesh Dulera
3. Mrs. Krishna Engineer
 | * To monitor the welfare of SC and ST
*   To attend their grievances as per KVS norms.
 | **1……….****2……….****3……….** |
| 38 | VVN | 1. Mr. N K Makwana I/c
 | *   To maintain the stock registers of VVN.
 | **1………** |
| 39 | TC  WRITING  UPLOAD AND CHECKING | 1. Mr. P R Meena (writing)
2. Mr. N K Makwana (writing)
3. Mr. Ashish Gupta (writing)
4. All **Class Teachers (Checking)**
5. Mrs. Renu Baheti (uploading)
 | * To prepare TC correctly & neatly
* To check Guard file for details of the TC.
* To check all the TCs twice before issuing.
* To provide necessary details to upload TC over website.
 | **1……….****2……….****3……….****4……….****5………..****6………..** |
| 40 | DISASTER MANAGEMENT | 1. Mr. A M Khan I/C
2. Mr. Ramlal Depal
3. Mr. Bhavesh Chavda
4. Mr. V J Dabhi
5. Mr. R U Joshi
6. Mr. Anil Dhaiya
7. Coach- Kulwant Singh
8. Nurse - Mrs. Rubina Shaikh
9. Counsellor
 | * To train the students and staff to vacate the building in case of emergency/ administer first aid / fire safety measures.
* To get the fire safety certificate timely.
*    To maintain and get the timely refilling of the Fire Extinguishers.
 | **1……….****2……….****3………****4………****5………****6………****7……….**  |
| 41 | CLEANLINESS & SUPERVISION OF HOUSEKEEPING | 1. Mr. M R Chaudhary (I/c)
2. Mr. P R Meena
3. Mr. V J Dabhi
4. Sports Coach

 **(Core Committee)** | * To maintain the cleanliness of the Vidyalaya.
* To see that all the classrooms and departments are maintained neatly and properly.
* To see that every classroom, departments, toilets, corridors and grounds have proper **covered dustbins** which are emptied regularly.
*   To see that the accessories    in the toilets-handwash, mirrors, washbasins, pipes, urinals, commodes etc. are properly installed and cleaned.
* Monitor & **sign** the **attendance / presence** of the housekeeping staff.
* **(Mr. P R Meena)**
 | **1…………****2…………****3…………****4………….****5………….** |
|   | GROUND FLOOR | 1. Mrs. Nidhi Singh (I/c)
2. Mrs. Renu Baheti
3. Mrs. Bhakti Joshi(new Bulding)
4. Mr. Muktesh Dulera
5. Mrs.. Monika Suthar(CI)
 | **1……….****2……….****3………..****4……….** |
|   | FIRST FLOOR | 1. Mrs. Geeta Kachot I/c
2. Mrs. Sneh (New Building)
3. Mr. N K Makwana
4. Mr. Anil Dahiya
5. Mr. Manoj Parmar
 | **1………..****2………..****3…………****4…………****5…………** |
| SECOND  FLOOR | 1. Mrs. Prerna Shukla (I/c)
2. Mrs. Prveena Mahicha
3. Ms. Nirrmla Gehlot (New Bldg)
4. Mr. Ramlal Depal
5. Mr. Bhavesh Chavda
 | **1………..****2………..****3………..****4…………** |
| ENTRANCE / GARDENS /GROUNDS | 1. Mr. V J Dabhi I/c
2. Sports Coach
3. Mrs. Krishna Engineer
 | **1………..****2………..****3………..****4……….** |
| CLASS ROOMS | All Class / Co Class Teachers |  |
| 42 | NATIONAL FLAG COMMITTEE | 1. Mr. V J Dabhi I/c
2. Mr. Kulwant Singh- Coach
3. Mr. Ramlal Depal
4. Mr. N K Makwana
5. Mr. Manoj Parmar
 | * To hoist the National Flag daily and to lower it timely.
* To maintain the dignity and decorum of the National Flag & keep it in safe custody.
*   To inculcate the spirit of Nationality among the students.
 | **1………….****2…………****3…………****4………….****5………….** |
| 43 | TOBACCO  CONTROL COMMITTEE | 1. Mr. Shelender Singh Pundir
2. Mrs. Praveena Mahicha
3. Mr. V J Dabhi
 | * To spread awareness about ‘No Tobacco’ environment.
*   To prohibit the use of tobacco among the staff members in the Vidyalaya campus.
 | **1………..****2………..****3………..** |
| 44 | CORPORAL PUNISHMENT MANAGEMENT COMMITTEE ( CPMC) | 1. Mr. M R Choudhary I/c
2. Mrs. Kiran Mishra
3. Mr. V J Dabhi
4. Mr. R U Joshi
5. Nominee Chairman
 | * To report & address the cases of Corporal Punishments.

  To investigate the cases as per KVS norms and judiciously and timely present the report. | **1…………****2…………****3…………****4…………****5…………** |
| 45 | INCOME TAX DATA & CHECKING OF PAY BILL/Form 16 | 1. Mr. R H Parmar I/c
2. Mr. R P Yadav
3. Mr. A M Khan
4. 4. Mr. Ashish Gupta
 | * To calculate TDS of staff and timely collection & maintenance of records accordingly.
*   To check the Pay Bill latest by the 20th of every month before uploading.
 | **1…………****2…………****3…………****4…………** |
| **46** | **SUBJECT COMMITTEE INCHARGE & MEMBERS** |
| A | ENGLISH | 1. Mrs. Kiran Mishra I/c
2. Mr. Muktesh Dulera
3. Mr. Anil Dahiya
4. Mrs. Smriti Pokhriyal
5. Mrs. Khushbu Bhavsar
6. Mrs. Sneh
 | * To convene monthly Subject Committee Meetings
* To keep proper records – agenda, minutes, follow-up action of the meetings
* To implement decisions taken in the meeting
* To create love for the subject
* To promote subject related activities
*   To improve oral & written communication skills.
 | **1…………****2…………..****3………….****4…………..****5…………****6…………****7.…………** |
| B | HINDI & SANSKRIT | 1. Mr. P R Meena
2. Mrs. Prerna Shukla
3. Mrs. Nirmala Gehlot
4. Mrs. Asha Parghe (PRT 11)
5. Mrs. Geeta Kachot
6. Mr. M P Desai
7. Mr. R U Joshi
 | * To convene monthly Subject Committee Meetings
* To keep proper records – agenda, minutes, follow-up action of the meetings
* To implement decisions taken in the meeting
* To create love for the subject
* To promote subject related activities
*   To improve oral & written communication skills.
 | **1…………****2………….****3………….****4………….****5…………..****6………….****7………….****8…………..** |
| C | MATHS | 1. Mr. R P Yadav I/c
2. Ms. Bhakti Joshi
3. TGT Maths - 2
4. Mr. Vasant Vaghela
5. Mr. N.K. Makwana
6. Mr. M P Desai
7. Mr. R U Joshi
 | * To convene monthly Subject Committee Meetings
* To keep proper records – agenda, minutes, follow-up action of the meetings
* To implement decisions taken in the meeting
* To create love for the subject
* To promote subject related activities specially lab activities
*   To identify, motivate & prepare rigorously students for Maths Olympiads
 | **1………….****2…………****3…………****4………….****5………….****6…………** |
| D | SCIENCE | 1. Mr. R H Parmar  I/c
2. Mrs. Renu Baheti
3. Mr. M R Choudhary
4. Mr. Shelender Singh P
5. Mrs. Nidhi Singh

  | * To convene monthly Subject Committee Meetings
* To keep proper records – agenda, minutes, follow-up action of the meetings
* To implement decisions taken in the meeting
* To create love for the subject – theory & practical
* To develop scientific temper
* To promote subject related activities
*   To identify, guide effectively students for Science Exhibition/Science Congress / Green Olympiad / KVPY / Inspire award.
 | **1……………****2…………****3…………****4…………****5…………..** |
| E | SOCIAL SCIENCE  & EVS | 1. Mr. Ramlal Depal I/c
2. Mr. Bhavesh Chavda
3. Mrs. Rashmi Shukla
4. Mr. Anil Dhiya
5. Mrs. Smriti Pokhriyal
6. Mrs. Khushboo Bhavsar
7. Mrs. Sneh
8. PRT 11
 | * To convene monthly Subject Committee Meetings
* To keep proper records – agenda, minutes, follow-up action of the meetings
* To implement decisions taken in the meeting
* To create love for the subject
* To promote subject related activities specially Social Science Exhibition Projects
* To identify, guide sincerely students for EBSB.
 | **1…………****2………….****3…………..****4………….****5…………..****6…………****7………….** |
| 47 | **HOUSE MASTERS & HOUSE ASSOCIATES** | **Savitri (BaiPhule) House (Green):**1. Dr. M R Choudhary
2. Mrs. Prerna Shukla
3. Mr. Muktesh Dulera
4. Mrs. Rashmi Shukla
5. Mr. Anil Dahiya
6. Mr. M P Desai

**Tilak House (Red) :**1. Mr. Shelender Singh
2. Mrs. Nirmala Gehlot
3. Ms. Bhakti Joshi
4. Mr. R U Joshi
5. Mrs. Asha Paghe
6. Nurse Rubina Shaikh

**Abdul House (Blue):**1. Mrs. Renu Baheti
2. Mr. R P Yadav
3. Mr Bhavesh Caavda
4. Mr. Nagin Makwana
5. Mrs. Khushboo Bhavsar
6. Counsellor

**Rani Laxmi Bai House (Yellow):**1. Mr. R P Meena
2. Mrs. Nidhi Singh
3. Mr. Ramlal Depal
4. Mrs. Smriti Pokhariyal
5. Mr. Vasant Vaghela
6. Mrs. Sneh
 | * To conduct House Meetings
* To  encourage /select / train students for various Inter House Competitions
* To celebrate Important Days mentioned in the CCA Calendar.
* To select students for Annual Day and Sports Day
* To select students for Iinter House Sports Competitions.
* To identify & nominate responsible students for Student Council.
* To maintain House Registers.
 | **1…………****2………….****3…………..****4………….****5………….****6…………****1…………****2…………****3…………****4…………****5…………****6……….****1………..****2…………..****3…………****4………….****5…………****6…………****1………...****2………..****3………..****4………….****5…………****6………..** |
| **48** | **DIFFERENT CLUBS / SCOUT & GUIDE, CUBS & BULBUL** |
| a) | SCOUT & GUIDECUBS & BUBUL | 1. Ms. Bhakti Joshi I/c
2. Mr. Muktesh Dulera
3. Mrs. Praveena Mahicha

l. Mrs. Geeta Kachchot I/c2. Mr. Vasant Vaghela3. Mr. M P Desai4. Mr. N K Makwana | * **To register** new students for the Scouts and Guides / Cubs / Bulbuls.
* **To inspire** students to take part in the different programmes.
* **To celebrate & maintain records** of S/G/C/B activities.
* **To motivate and prepare** S/G/C/B for different levels – Pratham Sopan to Rashtrapati Award.
*  **To prepare** Scouts & Guide Corner / Room & organize camps in the Vidyalaya as per norms.
 | **1………….****2…………****3………….** **1…………****2………..****3………..****4…………** |
| b)c) | SADBHAVANA / INTEGRITY CLUBYUVA TOURISM CLUB | 1. Mrs Renu Baheti I/c
2. Mr R P Yadav
3. Mr Ramlal Depal
4. Mr. Bhavesh Chavda
5. Mr. V J Dabhi I/c
6. Mrs. Nirmala Gehlot

  | * **To inculcate** values of kindness and compassion among students.
* **To organize** trip to Orphanage / Old Age Home or any other places.
* **To organize** Rallies to spread awareness about different issues related to the Club.
* **To maintain records** of the activities – street plays/ role plays / visits / rallies conducted by the club.
 | **1………...****2………..****3…………****4…………****5…………****1……….****2……….****3………..** |
| d) | ECO CLUB ECO CLUB  | **Secondary Section**1. Mr. R H Parmar I/c
2. Mr. M R Choudhary
3. Mr. Shelender Singh Pundir

**Primary Section**1. Mrs. Rashmi Shukla I/c
2. Mr. N K Makwana

   | * **To sensitize** students about the environment & organize visits.
* **To conduct** activities to spread awareness about climate change.
* **To maintain** records of the activities – street plays/ role plays / visits / rallies conducted by the club
* **To motivate** students to be creative.
*  **To conduct** activities to promote artistic values among students (as per letter on Environmental Awareness dated : 05.04.2017)
 | **1………..****2………….****3…………****4…………..****5………….****6………….****7…………** |
| e) | LANGUAGE / READERS’ CLUB | **Secondary Section**1. Mr P R Meena I/c
2. Mrs Prerna Shukla
3. Mr. Muktesh Dulera

**Primary Section**1. Mrs. Smriti Pokhriyal (a)
2. Mrs. Asha Parge (PRT 11)
3. Mr. M P Desai
4. Mrs. Sneh

  | * **To motivate** students to  read books, newspapers and magazines and to be updated with the current affairs.
*  **To conduct** various activities **to improve** language / communication skills & **maintain records** of – skits / role plays / visits / rallies conducted by the club.
 | **1………….****2………….****3………….****4…………****5…………****6………….****7.….……..****8…………** |
| f)        | DISHA /AEP CLUB | 1. Mrs Kiran Mishra I/c
2. Mrs. Nidhi Singh
3. Counsellor
4. Nurse

   | * **To address** the issues of adolescence.
* **To conduct** the activities suggested by KVS and CBSE from time to time.
* **To prepare report** of activities timely.
*  **To maintain** AEP box.
 | **1…………****2…………****3………….****4………….** |
| g) | ART & AESTHETICCLUB1. VISUAL ART – Drawing/Painting/Craft

(b) PERFORMING ART– Dancing/Singing/Theatre/ Instrurmental Music | 1. Mrs. Praveena Mahicha I/c (a)
2. Computer Instructor (a)

**Primary Section**1. Mr. Anil Dahiya
2. Mr. R U Joshi
3. Mrs. Khushboo Bhavsar
4. Mrs Krishna Engineer (b) (I/c)
5. Mrs. Geeta Kachhot(b)
 | * **To identify** the artistic abilities, trains and sharpen them.
* **To motivate** students to be creative and work for the beautification of the Vidyalaya (a)
* **To prepare Musical School Band** both at Primary & Secondary Level (b)
* **To encourage and train** them to take part in different competitions
*  **To maintain records** of the activities done in the club
 | **1…………****2…………****3…………****4…………****5……….****6………** |

**Note:** 1. For classes I to V - Mass PT & Community Song Practice will be held every Wednesday in the Zero Period.

2. For classes VI to XII - Mass PT & Community Song Practice will be held every 1st & 2nd Wednesday in the Zero Period.

3. For classes VI to XII – Club Activities including Scout & Guide will be held every 3rd, 4th & 5th (whenever it occurs) Wednesday in the Zero Period.

Principal