**KENDRIYA VIDYALAYA SAC AHMEDABAD**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 WORK  DRINKING WATER, RO  AIR CONDITIONERS  CCTV CAMERA  SECURITY 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 | LIBRARY  COMMITTEE | 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 COUNCIL  b) 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 & GUIDE  CUBS & BUBUL | 1. Ms. Bhakti Joshi I/c 2. Mr. Muktesh Dulera 3. Mrs. Praveena Mahicha   l. Mrs. Geeta Kachchot I/c  2. Mr. Vasant Vaghela  3. Mr. M P Desai  4. 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 CLUB  YUVA 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 & AESTHETIC  CLUB   1. 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