

Committee

Various CommitteesVarious Committees (2019-20)

Departmental Committees for the Session- 2019-20			
S. No	NAME OF COMMITTEE	NAME OF TEACHERS	SCOPE OF WORK
1	Internal Examination	Sec. & High. Sec. 1.Mr.Praveen Kumar I/C 2.Mr. Girish Dutt Primary: 1.Mr.Divyakant.D I/C 2. Mr.Mahendra.P	For all internal exams in the school.
2	CBSE	1.Mr.Dipak Vaishnav I/C 2.Mr.Girish Dutt 2 Mr.Balaji Shinde 3.Mr. Brijmohan Singh Rawat	For CBSE related work (IX-XII) For external exams
3	CCA	Secondary: 1.Mr Ganesh Pal Meena I/C 2.Mr.Balaji.Shinde Primary: 1. Mrs Kanchan.Mori I/C 2. Mrs. Archana.M.	All CCA activities, Morning assembly. Formation of houses and inter house competitions and celebration of Imp.days. Annual Day
4	Admission	1.Mr.Himanshu Joshi I/C 2.Mr.PraveenKumar 3.Mr.Dipak.V 4.Mrs.Dr.Rachna Singh	For fresh admission to all classes and TC cases. Maintenance of admission records. For helping uploading of forms.

5	Teaching Aid	1.Mr.Darasingh Meena I/C 2.Mr.Himanshu.J 3.Mr.Devendra.K.Shrivastava	
6	Discipline and Discipline committee, Random Bag Check	1.Mr.Manoj Godha I/C 2. Mr.Girish.Dutt 3.Mr.Roshan lal meena 4.Mrs,Hemlata.K 5.Mrs.Rachana Singh	For all discipline. Discipline of students in school during Assembly and dispersal. For individual discipline cases at the main gate after dispersal. Report must be submitted at the end of month.
6	Discipline and Discipline committee, Random Bag Check	1.Mr.Manoj Godha I/C 2. Mr.Girish.Dutt 3.Mr.Roshan lal meena 4.Mrs,Hemlata.K 5.Mrs.Rachana Singh	For all discipline. Discipline of students in school during Assembly and dispersal. For individual discipline cases at the main gate after dispersal. Report must be submitted at the end of month.
7	Computer	1.Mr. Praveen kumar I/C 2.Mr. Dipak Vaishnav	
8	Cubs & Bulbul	1.Mr. Himanshu. J I/C 2.Mr.Divyakant .D 3.Mrs.Kanchan .M I/C 4.Mrs. Archana .M	For all the sports activities in the school.
9	Bharat Scouts and Guide	1.Mr. Jayesh kumar I/C, 2.Mr.Darasingh Meena 3.Mr.Balaji Shinde 4.Mr.Anshu kumar 5.Mr.Brijmohan singh rawat 6.Mr.Divyakant .D 1..Mrs. Archana.M I/C 2.Mrs, Kanchan.M	All scout guide activities

10	Time Table from Class I to XII Arrangement	1.Mr.Praveen Kumar I/C 2.Mr.Girish Dutt 3.Mr.Himanshu .Joshi 1.Mr. Girish Dutt I/C 2.Mr. Himanshu J I/C 3.Mr.Praveen Kumar.M	For Time Table and Arrangements and keeping record of Contractual staff and their salary verification.
11	Cleanliness & Beautification & Cleaning of water tanks.	1.Mrs.Archana M. I/C 2.Mrs. Kanchan M	To ensure beautification of vidyalaya etc. ,To arrange fire mock drill,Proper cutting of grass. Verification of security/Conservancy register,Bill for payment,EPF/ESI online Checking and guide the security/Conservancy Staff on security measurs.
12	Purchase Committee	1.Mr. Praveen.K.M I/C 2.Mr. Ganesh pal Meena 3.Mr. Balaji Shinde 4.Mr.Divyakant .D 5.Mrs.Rachna Singh 6. Mrs.Archana Makwana	For market survey and local purchase.
13	RTI	1.Mr. Praveen .K.M 2.Mr. Girish Dutt	

14	Health Club and First Aid (Medical room)	1.Mrs.Deepa Kumari I/C 2.Mr..Manoj Godha 3.Mrs.Kanchan .M	For ensuring medical checkup of all students maintenance of medical room/First -Aid
15	Adventure Club ,Excursion and outdoor activities	1.Mr.Manoj Godha I/C 2.Mr.Mahendra P	For planning of excursions of the students
16	AEP , Maths Olympiad, JSO ,Green and Biotech Olympiad, National Science and Science Exhibition	1,Mr.Brijmohan singh Rawat I/C 2.Mrs. Deepa Kumari 3.Mr. Girish Dutt 4.Mrs.Hemlata Kanthaliya	
17	Refreshment Committee & Welcome of guest	1,Mrs.Hemlata.Kanthliya I/C 2.Mrs.Rachna Singh 3..Mrs.Kanchan.M 4.Mr.Roshan lal Meena 5.Mrs Archana.M	To arrange for refreshment in VMC, Contractual interviews, exhibitions and another VIP visit.
18	Furniture & M &R	1.Mr.Mahndra P I/C 2.Mr.Anshu kumar 3.Mr.Roshan lal Meena 4.Mr.Jayesh kumar Jain	Furniture & Fixture arrangement for classes
19.	ACP	1.Mr.Darasingh meena I/C 2.Mr.Jayesh kumar Jain 3.Mr.Balaji Shinde 4.Mr.Brijmohan.S.Rawat 5.Mr.Anshu Kumar 6.Mrs.Hemlata.Kanthaliya	

20	Staff Grievance	1.Mr.D.K Shrivastava I/C 2.Mr. Roshan lal Meena 3.Mrs.Hemlata.K 4.Mr. Himanshu J 5.Mrs,Rachna Singh	1 st day of Every month to KVS RO Gandhinagar email and hardcopy
21	Raj Bhasha Samiti	1.Mr,Ganeshpal Meena I/C 2.Mr.Jayesh Kumar Jain	To ensure that Rajya Bhasha is used in all the activities. Proper implementation of Rajya Bhasha
22	Students Grievances	1.Mr. Girish Dutt I/C 2.Mr.Dipak V 3.Mrs.Deepa Kumari 4.Mrs. Hemlata.k 5.Mrs.Kanchan .M	All related cases to Students Grievances
23	EClassrooms/Language Lab	1.Mr.Dipak.V I/C 2.Mr. Balaji Shinde 3.Mr. Himanshu J 4.Comp.Inst All Class Teacher And Co-Class Teachers	Class teacher will be responsible for safety of all e-class room related materials
24	Website	1.Mr.Praveen kumar .M I/C 2.Mr.Ganeshpal Meena 3.Mr.Dipak .v 4.Mrs.Kanchan .M 5.Comp Ins.	Regular update of all data related to the vidyalaya as per KVS guidelines.
25	PA SYSTEM PHOTOGRAPHY	1.Mr.Anshu Kumar I/C 2.Mr. Mitesh Gagnani 1.Mr.Roshan lal Meena I/C 2.Mr.Jayesh Kumar Jain	
26	Library Committee	1.Mr.D.K ShrivastavI/C, 2.Mr.Ganesh pal Meena 3.Mr.Dipak.V 4.Mr. Balaji Shinde 5.Mr.Jayesh Kumar Jain 6.Mr. Himanshu .J 7.Mrs.Rachana Singh One Student Of Class X	Purchase of book, library up keep etc.

27	Condemnation	1.Mr.Praveen Kumar.M I/C 2.Mr.D.K Shrivastav 3.Mr. Manoj Godha 4.Mr.Divyakant.D 5.Mr. Roshan lal Meena 6.Mrs.Kanchan .M	Timely condemnation of unserviceable items.
28	OFFICE	1.SSA/JSA 2.Mr.Divyakant.D I/C 3.Mr.Girish.Dutt	TC Preparation and verify record from SR Register. Preparation and Maintenance of CS11 & CS 54, UBI Fee collection,, Monthly Report ,Income ,tax, RTE
29	CMP/Back to Basic	1.Mrs Rachana Singh I/C 2.Mr, Himanshu .J 3.Mr.Mahendra.P 4.Mr.Divyakant.D 5.Mrs.Archana .M 6.Mrs.Kanchan.M	All related work for CMP
30	Sports Committee	1.Mr. Manoj Godha I/C 2.PGT (Physics) 3.Mrs.Kanchan.M 4.Mr.Roshan Lal Meena 5.Mr. Rachna Singh	

Note: Any other worked assigned by the Principal from time to time.