

COMMITTEES FOR THE SESSION 2019-20

S.N O	Name of committee	Job of committee	I/C & Members
1	Academic & Subject Committee	Responsible to observe whether course is being completed in each class as per KVS Split-up Syllabus. Recommend remedial classes wherever and whenever required. Suggest purchasing study materials (if any required). Allotting and guiding the students for the preparation of projects and assignments.	ALL SUBJECT CONVENORS and All Subject Teachers
2	Admission	Making and checking of registration of children for various classes, scrutinize the for , conduct the admission tests and admit children as per eligibility criteria, maintain the admission registers and keep them up to date. Completing All admission related tasks, as per KVS guidelines and norms.	Mr. Brajesh Kumar Bagherwal -I/C Ms. Ritu Vinayak Mr. B.L. Dhaker Mr. Mukesh Pareek Mr. Saurabh Agarwal
3	CBSE	Making Registrations of class 9th and 11th Verification of LOC of class 10th and 12th Uploading of marks and grading. Action on various CBSE circulars and conduction of AISSCE/ AISCE Examinations. Accomplishing all works related to CBSE, in time.	Mrs. Pooja Yadav- I/C Mr. Shivji Lal Kumhar Mr. Ram Singh Meena
4	CCA	To conduct all the CCA programs during assembly and CCA periods and all co-curricular activities in school. Maintaining the required record, giving away accolades and conduction of functions and festivals. Accomplishing all works related to the committee, in time.	Mrs. Bharti Panwar- I/C Mrs. Pooja yadav Mrs. Kusum Lata Sharma Mrs. Komal
5	Internal Exams	To conduct all internal examination for classes 1st to 12th and maintaining the record henceforth. Keeping and providing the necessary record of the same. Accomplishing all works related to the committee, in time.	Ms. Ritu Vinayak - I/C Mr. Devilal Prajapat Mr. B.L. Swarnkar Mr. Surendra kumar Mrs. Deepshika Mr. Dilip Kumar
6	All Over discipline	Responsible for all over discipline of the school, daily, as well as on important occasions and events. Accomplishing all works related to the committee, in time.	Mr. Rajendra Khatik -I/C Mr. Brijesh Kumar Bagherwal Mr. Hemant Kumar Mrs. Forantee Meena Mrs. Kusum Lata Sharma Mr. Yuvraj Singh Miss. Shruti Sharma
7	Computer and Website maintenance committee	Inspiring and assisting the student/teacher in the use of Computer technology, Maintaining register- period wise, the work carried out during practical periods of elective/non elective subject. Maintaining and updating of the Vidyalaya Website, regularly, without fail. Accomplishing all works related	Mrs. Mamta Jain -I/C Mrs. Meera Mali Mr. Yuvraj Singh Mr. Saurabh Aggrawal Mr. Vijay Paliwal – Comp. Instructor

		to the committee, in time.	
8	Display board	To Ensure that each House displays useful interesting, inspiring, educative and enlightening articles messages thoughts etc. on their respective board, regularly. Accomplishing all works related to the committee, in time.	Mrs. Bharti Panwar- I/C Mr. Navratan Kumawat All House Masters and Associates House Masters
9	English Literacy Club	Developing the language skills among the students and assisting them to actively participate in the English Literacy club activities and other activities in and outside the school. Motivating and guiding the students to speak and converse in English regularly. Accomplishing all works related to the committee, in time.	Mrs. Bharti Panwar- I/C Mr. Roop Chand Sethi Mr. Yuvraj Singh Mrs. Deepshikha Kumawat
10	First Aid		Mrs. Deepshikha Kumawat - I/C Ms. Komal Mr. Harsh Bhatt Ms. Suman Saini -Staff Nurse
11	Furniture & Furniture Repairing Committee	Keep the record up-to-date and make arrangements to repair the broken furniture in time and purchasing of new furniture as per KVS norms, if required. Accomplishing all works related to the committee, in time.	Mr. Shivji Lal Kumhar- I/C Mr. Devi Lal Prajapat Mr. B.L.Swarnkar Mr. Surendra Kumar Mr. Sujaram
12	Gardening Club and Beautification of the Vidyalaya	Responsible for the maintenance and the development of the school garden and creating awareness among the students towards the greenery of the school. Accomplishing all works related to the committee, in time.	Mr. Shivji Lal Kumhar- I/C Mr. Radha Kishan Khatik Mrs. Meera Mrs. Forantee Meena Mr. Navartan Kumwat Mrs. Komal
13	Guidance and Counseling	Providing Necessary Vocational Guidance to the students as and when needed, arranging the schedule for various guidance and counseling Program in the school. Accomplishing all works related to the committee, in time.	Ms. Ritu Vinayak-I/C Mr. Brijesh Kumar Bagherwal Mr. Roop Chand Sethi Mr. B.L. Dhakar Ms. Komal
14	Hindi Literacy Club	Developing the Language skills among the students and assisting them to actively participate in the Hindi Literacy Club's activities. Accomplishing all works related to the committee, in time.	Mrs. Forantee Meena -I/C Mrs. Komal Mr. Youvraj Meena
15	Library Committee	Responsible for assisting the students in getting the necessary reference books and motivating the students to make optimum utilization of Library, reading them and enriching themselves with the world of books. Accomplishing all works related to the committee, in time.	Mrs. Meera- I/C Mr. R.S Meena Mrs. Pooja Yadav Mrs. Deepshikha Kumawat Mr. Mr. B.L.Swarnkar Mr. B.L. Dhakar Mrs. Komal Sheli Purohit -XII science

			Karan Vyas XII Comm.
16	Lost Property	To make announcement in the assembly about the lost/Stolen property, checking the claim and giving away the item(s) to the rightful owner. Accomplishing all works related to the committee, in time.	Mr. Rajendra Khatik- I/C Mr. B.L. Dhakar Miss. Shruti Sharma – Coach
17	Maintenance & Repair of School Building	Will be responsible for the maintenance and repairs of the School premises, school building & staff quarters. To keep a close watch over the condition of the building and making necessary mending by the earliest, in the students' interest.(electrical, plumbing, drainage blocks & other tit-bits) Accomplishing all works related to the committee, in time.	Mr. R.S. Meena- I/C Mr. Rajendra Khatik Mr. B.L. Sawarnkar Mrs. Komal Mr. Mukesh Pareek Mr. Sujaram Mr. Prakash Chandra
18	Maths Club	Responsible for motivating and guiding the students to take part in various programs in connection with Mathematics. Accomplishing all works related to the committee, in time.	Dr. D.L. Prajapat- I/C Mr. B. L. Swarnkar Mr. B. L. Dhaker
19	MORNING ASSEMBLY	To discuss and plan the morning assembly in advance and to make it effective, interesting and knowledge oriented. To ensure that all items presented are as per rules of KVS. Accomplishing all works related to the committee, in time.	Mrs. Bharti Panwar- I/C Mrs. Shankuntala Bhangare Mr. Rajendra Khatik Mr. Hemant Kumar Mr. Harsh Bhatt ALL HOUSE MASTERS and Associates House Masters.
20	Olympiads & other exhibitions (Inspire award & NCSC)	To conduct all the Olympiads and exhibitions of CBSE, KVS and Science & Technology Deptt. To select the students for Regional level competitions. Accomplishing all works related to the committee, in time.	Mr. Brijesh Kumar Bagherwal- I/C Mr. Shivji Lal Kumhar Mrs. Pooja Yadav Dr. D.L. Prajapat Mrs. Mamta Jain Mr. B.L. Swarnkar
21	P. A. System	Responsible for the P. A. system arrangement as and when needed. To make the repairing task done immediately. Accomplishing all works related to the committee, in time.	Mr. Hemant Kumar- I/C Mr. Harsh Bhatt Mr. Sujaram
22	Purchase Committee	To make the necessary Purchase and follow the required Procedure as per the KVS norms and the new purchase Policy. To check all the necessary documents and bills. Accomplishing all works related to the committee, in time.	Mrs. Shankuntala Bhangare- I/C Mr. Bharti Panwar Mrs .Komal Concerned Stock Holder
23	Quarter allotment and Maintenance & Repair of Quarter	Committee will ensure that no quarter should be left vacant. The allotment of quarters should be done as per KVS rules. Accomplishing all works related to the committee, in time.	Mr. R.S Meena- I/C Mrs. Meera Mr. Mukesh Pareek Mr. Sujaram
24	Bal Vahini	To ensure safe & secure arrival & departure of students according to the norms set by the Hon'ble Supreme Court and KVS. Accomplishing all works related to the committee, in time.	Mr. Rajendra Khatik - I/C Mr. Shurti Sharma – Coach All the Class Teachers & Co-class

			Teachers Mr. M.P. Ghavari Mr. Dilip Kumar
25	Record, Supervision, Maintenance of Security services , Gardening & cleanliness services	Responsible for regular supervision and maintenance of security, sweeping services and gardening in the Vidyalaya campus, as well as keeping the necessary record up-to-date. Accomplishing all works related to the committee, in time.	Mr. Shivji Lal Kumhar- I/C Ms. Ritu Vinayak Mr. Rajendra Khatik Mrs. Kusum Lata Sharma Mr. Mukesh Pareek
26	Sanskrit Club Committee	Developing the Language skills among the students and assisting them to actively participate in the Hindi Literacy Club's activities. Accomplishing all works related to the committee, in time.	Mrs. Forantee Meena- I/C Mr. Surendra Kumar Mrs. Komal
27	School Magazine & News Letter	To motivate and Inspire the students to write articles, poems, stories ,riddles and songs etc. in English, Hindi and Sanskrit .To draw pictures, sketches, posters etc. To compile all the data, photos etc. and edit the same, in time. Accomplishing all works related to the committee, in time.	Mrs. Bharti Panwar- I/C Mrs. Forantee Meena All the Class Teachers & Co-class Teachers
28	Science Club	Responsible for arranging various science club activities and developing scientific attitude among the students. Accomplishing all works related to the committee, in time.	Mr. Shivji Lal Kumhar- I/C Mr. B.K. Bagherwal Mrs. Mamta Jain Mrs. Pooja Yadav Mr. Youraj Meena
29	Scouts Committee	Follow the calendar Activities of KVS and motivate students to take active part in all such activities. Conduction of all the necessary activities and maintaining the record. Accomplishing all works related to the committee, in time.	Mr. B. L. Dhaker- I/c -Scout Mr.R.S.Meena Mr. Yuvraj Singh Meena Mr. Surendra Kumar (I/c Cubs)
30	Guide Committee	Follow the calendar Activities of KVS and motivate students to take active part in all such activities. Conduction of all the necessary activities and maintaining the record. Accomplishing all works related to the committee, in time.	Mrs. Pooja Yadav Mrs. Komal (I /c Bulbul)
31	Shala Darpan	Uploading of data of all classes (Attendance,library,examination,medical,PayRoll,SMS, admission,purchase,inventory etc.) And maintaining the record of the same. Accomplishing all works related to the committee, in time.	Mrs. Mamta Jain- I/c Mr. Shivji Lal Kumhar Mr. VIjay Paliwal Mr. B.L. Dhakar Mr. Mukesh Pareek All class teachers
32	Social science exhibition & Club	Responsible for arranging Social Science exhibition at the school level and assisting the students in preparing projects to participate in the cluster and regional Level exhibition. Accomplishing all works related to the committee, in time.	Mr. R.S. Meena- I/c Mrs. Bharti Panwar Ms. Ritu Vinayak Mr. Radha Kishan khatik Mr. Navratan Kumawat Mr.Harsh Bhatt
33	Sports Committee	To conduct Sports Activities, Purchase Sports Items etc. as per	Mr. Rajendra Khatik - I/c

		KVS Rules and norms. Maintaining the record of all activities, conduction of Sports Day and giving away the prizes and certificates. Accomplishing all works related to the committee, in time.	Dr. D.L. Prajapat Mrs. Forntee Meena Mrs. Kusum Lata Sharma Mr. Shurti Sharma- Coach
34	Time Table & Substitute Arrangements	Prepare timetable for the vidyalaya as per KVS norms & ensure proper implementation and smooth running of classes, arrange substitution of work for teacher on leave or on duty (O/D). Accomplishing all works related to the committee, in time.	Dr. D.L. Prajapat I/C Mrs. Meera Mr. Youraj Singh Meena Mr. Harsh Bhatt
35	Verification & Checking of Cash Book	Verification & Checking of the cash book regularly, as per the accounts code. Accomplishing all works related to the committee, in time.	Ms. Ritu Vinayak -I/C Dr. D.L. Prajapat
36	VVN	Maintaining the record of the purchase made under VVN. Responsible for the cleanliness of the respective places. Allotted, and also check whether the cleaning of the respective places are regularly done. Accomplishing all works related to the committee, in time.	Mrs. Bharti Panwar- I/C Mr. B.L.Swarnkar Mr. Rajendra Kumar Khatik Mrs. Komal
37	Redressal Committee against Sexual harassment	Steps to be taken while dealing the case of Sexual harassment/crime against women employees of KV & students. Accomplishing all works related to the committee, in time.	Mr. Shivji Lal Kumar Mrs. Bharti Panwar Ms. Forantee Meena Sh. B.L. Swarnkar Mrs. Kusum Lata Sharma School Captain Boy & Girl
38	UBI Fee Verification	Responsible for final Fee Verification of all classes after checking all the necessary data and maintaining the required record. Accomplishing all works related to the committee, in time.	Mrs. Mamta Jain- I/C Mr. Shivji Lal Kumhar Mr. Vijay Paliwal Mr. B.L. Dhaker Mr. Mukesh Pareek Mr. Saurabh Aggrawal All Class Teachers and Co-class teachers
39	Rajbhasha Samiti	Conduction of Meetings and Activities and Maintaining the necessary record of all the tasks related to the Rajbhasha-Hindi. Accomplishing all works related to the committee, in time.	Mr. R.S. Dhakriya (Principal & Chairman) Mrs. Forantee meena Mrs. Kusum Lata Sharma Mrs. Komal Mr. Mukesh Pareek Mr. Saurabh Aggrawal
40	Cleanliness of Vidyalaya	Supervision of cleanness work of Vidyalaya & campus.	Mr. Brijesh Kumar I/C Mr. Roop Chand Sethi Mr. Rajendra Kumar Khatik Mrs. Komal
41	CMP	Preparation of CMP Time-Table , Conduction of activities, maintenance of records , maintenance of CMP room – all devices useful . CMP library.	Mrs. Kusum Lata Sharma (I/C) All Primary teachers & PRT-Music
42	Primary Class Library	Getting books issued from vidyalaya library (50) issuing to	All primary Teachers

		students & changing them fortnightly. Maintaining record.	
43.	Adolescence Education	Imparting adolescence education	Mr. Devilal Prajapat -I/C Mrs. Bharti Panwar Mr.Radha Kishan Khatik
44.	Awakening citizen	Implementation of awaken citizen programme	Mr. Roop Chand Sethi Mr. Radha Kishan Khatik Mr. B. L. Swarnkar Mrs. Forantee Meena
45.	PISA		Mr. Devilal Prajapat -I/C Mr.Shivji Lal kumar Mr.B.K.Bagerwal Mrs. Pooja Yadav Mr. Sh. B.L. Swarnkar Mr.Roop Chand Sethi