

KENDRIYA VIDYALAYA CSWRI AVIKANAGAR

Various Committees (2024-25)

Departmental Committees for the Session- 2024-25			
S. No	NAME OF COMMITTEE	NAME OF TEACHERS	SCOPE OF WORK
1	Internal Examination NIOS/All other Exam	Sec. & High. Sec. 1.Mr Ram Lal Yadav I/C 2.Mr.Suresh Chand Gupta 3.Mr.Rajesh Kumar Meena Primary: 1.Mrs.Kavita Jakhar, I/C 2. Mr.Dharmraj 1.Mr. Hira Lal Derji, I/C 2.Mr.Lalluram Meena	For all internal exams in the school.
2	CBSE	1. Mr. Mahipal Singh, I/C 2. Mrs. Suman Meena	For CBSE related work (IX-XII) For external exams
3	CCA	Secondary: 1.Mr Anil Kumar I/C 2.Mr. Lalluram Meena Primary: 1. Ms. Shweta Singh I/C 2. Mrs. Vimala Meena	All CCA activities, Morning assembly. Formation of houses and inter house competitions and celebration of Imp.days. Annual Day
4	Admission	1.Mr.Kamlesh.K Dabaria I/C 2.Mrs Suman Meena 3.Mr. Hira Lal Derji 4. Mr. Rajesh Kumar Meena 5. Mr. Sharwan lal Jat	For fresh admission to all classes and TC cases. Maintenance of admission records. For helping uploading of forms.
5.	Ubi fees verification	1.Mr.Kamlesh.k Dabaria I/C 2.Mr.Chetan Kumar Saini	

6	Minutes of Meeting	<ol style="list-style-type: none"> 1. Mr. L. R. Meena, I/C in English 2. Mr. Anil Kumar I/C in Hindi 3. Mrs. Krishana Kumari Nehara 	
7	Morning Assembly	<ol style="list-style-type: none"> 1. Mrs. Deepa Bareth, I/C 2. Mr. Anil Kumar 3. Mr. Lalluram Meena 4. Mrs. Krishna Kumari Nehara 5. TGT English 6. Mrs. Kavita Jakhar 	
8	Monthly Report (Enrolment, NP S/GPF/CPF)	<ol style="list-style-type: none"> 1. Mr. Chetan Kumar Saini I/C 2. Mr. Hemant Bansal, 3. Mr. Kamlesh .K Dabaria (Enrollment) 4. Computer Instructor 	<p>For fresh admission to all classes and TC cases.</p> <p>Maintenance of admission records.</p> <p>For helping uploading of forms.</p>
9.	Teaching Aid & Audio visual	<ol style="list-style-type: none"> 1. Mr. Munesh Kumar I/C 2. Mr. Hiralal Derji 3. Mrs. Santosh Kumari 	
10.	Discipline and Discipline committee, Random Bag Check	<ol style="list-style-type: none"> 1. Mr. Lalaram Meena I/C 2. Mr. Ramlal Yadav 3. Mr. Kumar Ranveer 4. Mrs. Suman Meena 5. Mrs. Krishana Kumari Nehra 6. Mrs. Kavita Jakhar 	<p>For all discipline. Discipline of students in school during Assembly and dispersal.</p> <p>For individual discipline cases at the main gate after dispersal.</p> <p>Report must be submitted at the end of month.</p>
11.	Computer	<ol style="list-style-type: none"> 1. Mr. Kamlesh.K.Dabaria I/C 2. TGT English 3. Mr. Rajesh .K.Meena 4. Computer Instructor 	
12.	Cubs & Bulbul	<ol style="list-style-type: none"> 1. Mr. Dharmraj I/C 2. Mr. Kamlesh .K.Meena 3. Mrs. Vimala Meena, I/C 4. Mrs. Santosh Kumari 	<p>For all the sports activities in the school.</p>

13.	Bharat Scouts and Guide	<ol style="list-style-type: none"> 1. Mr. Sharwan Lal Jat, I/C 2. Mr. Shriram Meena 3. Mr. Rajesh Kumar Meena 4. Mr. Kamlesh. K. Dabaria 5. Mr. Mahipal Singh 6. Mr. G.L Meena 7. Mrs. Deepa Bareth I/C 8. Mrs. Krishana Kumari Nehara 	All scout guide activities
14.	Time Table from Class I to XII Arrangement	Secondary and Ser. Sec: <ol style="list-style-type: none"> 1. Mr. Hiralal Derji I/C 2. Mr. Kumar Ranveer 3. Mr. Suresh Chand Gupta 4. Mr. Kamlesh. K. Meena I/C 5. Mr. Dharmraj 6. Mrs. Vimala Meena Primary & Secondary <ol style="list-style-type: none"> 1. Mr. Kamlesh. k. Meena I/C 2. Mr. Dharmraj 3. Mr. Kumar Ranveer I/C 4. Mr. Suresh Chand Gupta 5. Mr. Hiralal Derji 	For Time Table and Arrangements and keeping record of Contractual staff and their salary verification.
15.	Cleanliness & Beautification & Gardening	<ol style="list-style-type: none"> 1. Mrs. Krishana K. Nehara I/C 2. Mrs. Suman Meena 3. Mr. Rajesh .K. Meena 4. TGT English 5. Mrs. Kavita Jakhar 	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.
17	RTI	<ol style="list-style-type: none"> 1. Mr. Anil Kumar I/C 2. Mr. Hemant Bansal 	
18.	Health Club and First Aid (Medical room)	<ol style="list-style-type: none"> 1. Mrs Deepa Bareth, I/C 2. Mr. Kumar Ranveer 3. Mrs. Santosh Kumari 	For ensuring medical checkup of all students maintenance of medical room/First -Aid

19.	Adventure Club ,Excursion and outdoor activities	1.Mr.Lala Ram Meena I/C 2. Mr. Rajesh Kumar Meena	For planning of excursions of the students
20.	Student Guidance and Counselling	1. Mrs.Suman Meena I/C for Girls 2. Mr. Kumar Ranveer I/C for Boys 3. Mr.Lalluram Meena 4. Mr.Ramlal Yadav 5. TGT(English) 6. Mrs.Kavita Jakhar	
21.	AEP , Maths Olympiad, National Science and Science Exhibition, Social Science Exhibition	1.Mrs.Suman Meena I/C (AEP) 2.Mr. Kumar Ranveer I/C(NCSC) 3.Mr. Suresh Chand Gupta I/C (Maths Olympiad) 4.Mr. Ram Lal Yadav (INSPIRE AWARD) 5.Mr. Mahipal Singh (JNNSMEE) 6.Mr. Munesh Kumar I/C (EBSB)	
22.	Refreshment Committee & Welcome of guest	1. Mrs. Suman Meena I/C 2. Mr. Sharwan Lal Jat 3. Mr. Rajesh Kumar Meena 4. Ms.Shweta Singh 5. Mr. Khemraj Saini	To arrange for refreshment in VMC, Contractual interviews, exhibitions and another VIP visit.
23.	Furniture	1. Mr.Shri Ram Meena, I/C 2. Mr. Sharwan Lal Jat 3. Mr. Lala Ram Meena 4. Mr.Munesh Kumar 5. Mr. Rajesh Kumar	Furniture & Fixture arrangement for classes
24.	ACP	1. Mr.Shriram Meena I/C 2. Mrs.Krishana Kumari Nehara 3. Mr.Rajesh Kumar Meena 4. Mr. Gaindi Lal Meena	

25.	Staff Grievance	1.Mr. Anil Kumar I/C 2.Mrs.Suman Meena 3. Mr. Kumar Ranveer 4. Mr. Gaindi LalMeena 5. Mrs. Krishna .K.Nehra 6. Mrs. Santosh Kumari 7. Mr. Kamlesh Kumar Meena	1 st day of Every month to KVS RO Jaipur email and hardcopy
27.	Students Grievances	1.Mr. Lalluram.Meena I/C 2.Mr. Ram Lal Yadav 3. Mr Kumar Ranveer 4.Mr. Lala Ram Meena 4.Mrs. Santosh Kumari	All related cases to Students Grievances
28.	Website	1.Mr.Kamlesh .k Dabaria I/C 2.Comp Instructor	Regular update of all data related to the vidyalaya as per KVS guidelines.
29.	SUPW (PA SYSTEM &PHOTOGRAPHY	1.Mr.Rajesh Kumar Meena I/C 2.Mr.Sharwan Kumar Jat 3.TGT (English)	
30.	Library Committee	1.Mr.GaindiLalMeenaI/C 2.Mr.Anil Kumar 3.Mr. L. R. Meena 4.TGT(English) 5.Mrs. Krishna Kumari Nehara 6. Mrs Kavita Jakhar	
31.	Condemnation Music System	1.Mr. Hiralal Derji I/C 2.Mr.Suresh Chand Meena I/C 3.Mr.Kamlesh K.Dabaria 4.Mr.Ramlal Yadav 5.Mr.Kumar Ranveer 6.Mr.MahipalSingh 6.Mr. Hemant Bansal 1.Mrs.Deepa Bareth I/C 2.Mr.Sharwan Lal Jat 3.TGT (English)	Timely condemnation of unserviceable items.

32.	OFFICE	<ol style="list-style-type: none"> 1. Mr. Chetan Kumar Saini I/C 2. Mr.Hemant Bansal 2. Mr.Khemraj Saini 3. Mr. Jagdish Lal Meena 	TC Preparation and verify record from SR Register. Preparation and Maintenance of CS11 & CS 54, UBI Fee collection,, Monthly Report ,Income ,tax, RTE
33.	CMP	<ol style="list-style-type: none"> 1.Mrs. Santosh Kuamri I/C 2.Mr.Kamlesh Kumar Meena 3.All Remaining PRT's 	All related work for CMP
34.	Sports Committee	<ol style="list-style-type: none"> 1. Mr. Lalaram Meena I/C 2. Mr. Hira Lal Derji 3. Mr. Shriram Meena 4. TGT English 5. Mr Kamlesh Kumar Meena 	
35.	Maintenance and Repair	<ol style="list-style-type: none"> 1.Mr. Rajesh Kumar Meena I/C 2.Mr.Hiralal Derji 3.Mr.Sharwan Lal Jat 4.Mr.Kamlesh Kumar Meena 5.Mr.Gaindi Lal Meena 	
36.	Eco Club	<ol style="list-style-type: none"> 1. Mr. Kumar Ranveer I/C 2. Mr. Suresh Chand Gupta 3. Mr. Mahipal Singh 4. TGT(English) 	
37.	PTA	<ol style="list-style-type: none"> 1. Mrs. Suman Meena I/C 2. Mr. Lalluram . Meena 3. Mr. Ram Lal Yadav 4. Mr. HiralalDerji 5. Mrs. Santosh Kumari 	
38	UDISE	<ol style="list-style-type: none"> 1. Mr.Kamlesh Kumar Dabaria I/C 2. Mr.Sharwan Kumar Jat 3. Mr.Rajesh Kumar Meena 4. Computer Inst 	
39	Integrity and Disha Club	<ol style="list-style-type: none"> 1. Mr. Lalluram Meena, I/C 2. Mr. Mahipal Singh 3. Mr. Lala Ram Meena 4. Mr. Kamlesh Kumar Meena 	

40	Vidyalaya Patrika (E- Patrika)	<ol style="list-style-type: none"> 1. Mr. Lalluram Meena I/C 2. TGT(English) \ 3. Mr.Rajesh Kumar Meena 	
41	Subject Committee Meeting	<p>English</p> <ol style="list-style-type: none"> 1. Mr. L. R. Meena, 2. TGT(English) <p>Hindi and Sanskrit</p> <ol style="list-style-type: none"> 1. Mr. Anil Kumar * 2. Mrs. Krishana Kumari Nehara <p>Maths</p> <ol style="list-style-type: none"> 1. Mr. Suresh Chand Gupta 2. Mr. Shriram Meena <p>Science & IP</p> <ol style="list-style-type: none"> 1. Mr. Mahipal singh 2. Mr. Ram Lal yadav 3. Mr. Kumar Ranveer 	

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

