**COMMITTEES**

**COMMITTEES – 2018-19**

**KENDRIYA VIDYALAYA NO-2, E.M.E, BARODA**

**INSTITUTIONAL PLANNING COMMITTEES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **S. NO** |  **NAME OF COMMITTEE** |  **I/C** |  **MEMBER** |  **MEMBER** |  **MEMBER** |  **MEMBER** |  **MEMBER** |  **SCOPE OF WORK** |
| **1.**       |  **Flag Hosting and lowering committee** | **MR. D. M. CHAVDA.****TGT(PHE)** | **MR.  H. M. JANWA TGT(SANK)** | **MR.VISHAL MODHERA, PRT** | **MR. MAHESH PUROHIT, PRT** | **MR. MOHIT SINGH, PGT(MATHS)** |  | Daily hosting and lowering of National Flag & ensure every students as well as staff salute to it, aware the importance of it. |
| **2.**       |  **Committee for Institutional Plan and Advise** | **MR. S.K. RAI, PGT(HISTORY)** | **MRS. MAYURI PATEL, PGT(CS)** |  |  |  |  |   |
| **3.**       |  **Academic Advisory Committee for (Secondary & Sr. Secondary)** | **MRS. GAYITHRI R. PGT (ENG.)** | **MR. MOHIT SINGH, PGT(MATHS)** | **MRS. VIBHA SHARMA, TGT(SST)** | **MRS. VIBHA YADAV, TGT(HINDI)** | **MRS. SAROJINI V T TGT (SCI.)** |  | Optimizing monthly meeting for the Improvement of result, remedial classes, and stress on technology based teaching-learning, steps for Improvement of result & any other Equip Coordination. |
| **4.**       |  **Co-ordination Committee** |  |  |  |  |  |  |   |
| **5.**       |  **Academic –Primary Section** | **HM** | **MRS. ALKA AGRAWAL, PRT** |  |  |  |  | Planning of Effective Implementation of CMP & its Monitoring & any other |
| **6.**       |  **Admission** **(Primary Section)** | **MRS. KINJAL PANDYA, PRT** | **MRS. PALLAVI PARMAR, PRT** | **MRS. HETAL TADVI, PRT** |  |  |  | Printing & Distribution of admission forms, collection of duly filled forms, computerization & checking, Uploading of admission guidelines, Presentation of list of selected candidates strictly in accordance with admission guidelines and display on Vidyalaya web-site. |
| **7.**       |  **Admission** **(Secondary Section)** | **MR. MOHIT SINGH, PGT(MATHS)** | **MR. H. M. JANWA TGT(SANK)** | **MRS. GAYITHRI RAJEEV, PGT(ENG)** |  |  |  |
| **8.**       |  **Time Table and Arrangement & Maintenance of records of Contractual teachers** **(Secondary & Sr. Secondary)** | **MR. V.K.SHARMA, PGT(MATHS)** | **MRS. ANJALI SRIVASTAVA, TGT(MATHS)** | **MR. KESHAV GOPAL, (LIBR.)** | **MRS. MANJU RANI SINGH, TGT(MATHS)** |  |  | Preparation of time table in month of March, making arrangement before starts of assembly, Informing contractual teacher from panel, recess time table, entry & exit time table, Wednesday time table, remedial class time table, Technology aided lesson time table.  |
| **9.**       |  **Time Table & Maintenance of records of Contractual teachers** **(Primary Section)** | **MRS. JAYSHREE DEOTA, PRT** | **MR NAVIN VANKAR, PRT** | **MR MAHESH PUROHIT, PRT** |  |  |  |
| **MR. MEHUL MAKWANA, PRT** |
| **10.** |  **Examination (Internal - Primary Section)** | **MR. MAHESH PUROHIT, PRT** | **MRS DEEPANVITA CHAUDHARY, PRT** | **MRS HETAL TADVI, PRT** | **MR. VINOD PARMAR, PRT** | **MR. MAHESH PUROHIT, PRT** |  | Registration of firms for the purchase of examination material in the month of March & conduct of examinations smoothly & any other. |
| **11.** |  **Examination (Internal – Sec. & Sr. Sec. Section)** | **MRS. GAYITHRI RAJEEV, PGT(ENG)** | **MRS. ANJALI SRIVASTAVA, TGT(MATHS)** | **MRS. SANGEETA SHARMA, TGT(ENG)** | **MR. MOHIT SINGH, PGT(MATHS)** | **MR. H.N. JANWA, TGT(SANK)** |  |
| **12.** |  **Examination (External)** **& CBSE** | **MRS MAYURI PATEL PGT(CS)** | **MR. MANOJ ASERI, PGT(GEO)** | **MR. RAKESH TIWARI, TGT(ENG)** |  |  |  |
| **13.** |  **EQUIP** | **MR. S.K. RAI, PGT(HISTORY)** | **MRS. RAJSHREE MISHRA, TGT(HINDI)** | **MRS. RUPAL AGNIHOTRI, TGT(SCI)** | **MRS. ALKA AGARWAL, PRT** |  |  | Preparation of readiness programme of class VI, planning for bridge course, maintenance of display board & any other |
| **14.** |  **CMP** | **MRS. ALKA AGRAWAL, PRT** | **MRS.****SHEELA J., PRT** | **MRS. KALPANA GUPTA, PRT** | **MR.VISHAL MODHERA, PRT** |  **MRS. DEEPANWITA CHAUDHARY, PRT** |  | Planning & organizing various activities under CMP |
| **15.** |  **Back to Basic** | **MRS. ANJALI SRIVASTAV, TGT(MATHS)** | **MRS. RUPAL AGNIHOTRI, TGT(SCI)** | **MRS. ALKA AGRAWAL PRT** |  **MRS. DEEPANWITA CHAUDHARY, PRT** |  |  | As Per KVS norms |
| **16.** |  **CCA (Secondary)** | **MRS. POONAM V., PGT(HINDI)** | **MRS. ANITA YADAV TGT(ENG.)** | **MRS. SARITA SINGH, TGT(HINDI)** | **MR. D. M. CHAVDA      TGT(PHE)** | **MRS. BHARTI GODGASTE PRT(MUSIC)** |  | Preparation of CCA calendar, planning for mass participation in various activities as per CCA calendar of activities & any other. |
| **17.** |  **CCA (Primary)** | **MR.****HARSAD BHATT,****PRT** | **MRS.****SHEELA J., PRT** | **MRS KALPNA GUPTA** | **MRS VARSHA MAKVANA** | **MR MAHESH PUROHIT** |  | Preparation of CCA calendar, planning for Vidyalaya level & cluster level activities with special efforts for mass participation in various activities as per CCA calendar of activities & any other. |
| **18.** |  **Morning Assembly** | **MRS. POONAM V., PGT(HINDI)** | **MRS. ANITA YADAV TGT(ENG.)** | **MRS. SARITA SINGH, TGT(HINDI)** | **MR. D. M. CHAVDA      TGT(PHE)** | **MRS. BHARTI GODGASTE PRT(MUSIC)** |  | Preparation of duty distribution chart well in advance & seating arrangement during CCA period |
| **19.** |  **Value Education** | **MR.  H. M. JANWA TGT(SANK)** | **MRS ASHA NAYAL,****TGT(SKT)** | **MRS. VIBHA YADAV TGT(HINDI)** | **MRS. POONAM SINGH, TGT(ENG)** |  |  | Lectures on moral values by teachers guest lecture & any other |
| **20.** |  **Mathematics Club** | **MR V K SHARMA, PGT(MATHS)** | **MR. MOHIT SINGH, PGT(MATHS)** | **MRS. MANJU RANI SINGH, TGT(MATHS)** | **MRS. ANJALI SRIVASTAV, TGT(MATHS)** | **MRS.GEETA CHAUDHARY,TGT(MATH)** |  | Preparation of charts and projects which help in understanding the subject, organizing quiz competition, motivating students for mass participation in science exhibition. |
| **21.** |  **Science Club (Physics, Chemistry, Bio & Comp. Sci.)** | **MR. S.V SINGH, PGT(PHYSICS)** | **MR. S.K. SHARMA, PGT(CHEM)** | **MR. R. R. SINGH, PGT(CHEM)** | **MRS. RUPAL AGNIHOTRI, TGT(SCI)** | **MRS. MONIKA CHAUDHARY, TGT(SCI)** |  | Celebration of National & International days in assembly, Special Items on “Scientists & their Inventions/discoveries in assembly.Motivating students for mass participation in science exhibition. |
| **MRS. MAYURI PATEL, PGT(CS)** | **MR. G. S. VERMA, PGT(BIO)** | **MRS. SAROJINI V.T., TGT(SCI)** |
| **22.** |  **Social Science Club (Social Science & Commerce Stream)** | **MR. S.K.RAI, PGT(HIST.)** | **MR. MANOJ ASERI, PGT(GEO)** | **MRS. VIBHA SHARMA, TGT****(SOC. SCI.)** | **MR. TAPOO SINGH, TGT(SST)** |  |  | Preparation of charts and projects which help in understanding the subject, organizing quiz competition, motivating students for mass participation in social science exhibition. |
| **23.** |  **Integrity Club/ Sadbhavna Club** | **MRS. POONAM V., PGT(HINDI)** | **MRS. MAYURI PATEL, PGT(CS)** | **MR. S.K.RAI, PGT(HIST)** | **MR. G.R.SOLANKI, PRT** | **MRS. BHARTI G., PRT(MUSIC)** |  |   |
| **24.** |  **Nature Club/ Eco Club(Secondary)** | **MR. G.S. VERMA, PGT(BIO)** | **MRS. RUPAL AGNIHOTRI, TGT(SCI)** | **MRS. MONIKA CHAUDHARY, TGT(SCI)** | **MRS. SAROJINI V.T., TGT(SCI)** |  |  | Plantation in Vidyalaya campus, celebrating world environment day, earth day, Mahotsava day and giving projects on scientific name of plants in Vidyalaya campus, taking topics about environment and eco system in garden. |
| **25.** |  **Nature Club/ Eco Club(Primary)** | **MR NAVIN VANKAR, PRT** | **MRS. PALLAVI PARMAR, PRT** |  |  |  |  |
| **26.** |  **Library Committee and Readers Club** | **MR. KESHAVGOPAL, LIBR** | **MR. M.N.TALLARI, PGT(ENG)** | **MR. V.K.SHARMA, PGT(MATHS)** | **MR. S.V.SINGH, PGT(PHY)** | **MRS. POONAM V., PGT(HINDI)** | **MR. MAHESH PUROHIT, PRT** | Automation of library, Updating with KVS directions, installation of projectors, slid show on book review & moral values, insist on reading habit, purchasing books Hindi & English as per KVS norms. |
| **MRS. ALKA AGARWAL, PRT** |
| **27.** |  **RajbhashaKalyanSamiti** | **MRS. POONAM V., PGT(HINDI)** | **MRS RAJSHREE MISHRA,TGT(HINDI)** | **MRS. SARITA SINGH TGT(HINDI)** | **MR. H. M. JANWA,****TGT(SKT)** | **MRS ASHA NAYAL,TGT(SKT)** |  | Keeping record of Hindi & English Circular/Letter received and dispatched, Sending quarterly Rajbhasa Report, Attending Rajbhasa Meeting. |
| **MRS. VIBHAYADAV TGT(HINDI)** | **MR. RADHEYSHYAM TGT(HINDI)** |
| **28.** |  **VidyalayaPartika& Students Diary** | **MRS. POONAM V., PGT(HINDI)** | **MRS. GAYITHRI RAJEEV, PGT(ENG)** | **MRS. SANGEETA SHARMA, TGT(ENG)** | **MRS. KAVERI CHOUDHARY,****TGT(AE)** |  |  | Collection of articles from students sorting of best articles Printing of Vidyalaya Magazine, Distribution of same up to August. |
| **29.** |  **Scout & Guide Activities** | **MR. K.K. MITTAL, PRT** | **MRS. KAVERI CHAUDHARY, TGT(AE)** | **MRS KINJAL** | **MRS DAXA D** | **MRS KALPNA** | **MR MEHUL MAKWANA** | Motivating the students to join Scout & Guide activities, updating with KVS circular |
| **MR MEHUL J** | **MR KAMLESH P** | **MR MAHESH P, PRT** |
| **30.** |  **Cubs and bulbul Activities** | **MRS. JAYSHREE DEOTA, PRT** | **MRS DEEPANVITA CHAUDHARY, PRT** | **MR HARSAD B, PRT** | **MR VIJAY V, PRT** | **MR MAHESH P, PRT** | **MR NAVIN v, PRT** | Selection of students and to give proper training. Celebration of Thinking Day. |
| **31.** |  **NCC** | **MR.  H. M. JANWA TGT(SANK)** | **MR MAHESH P, PRT** |  |  |  |  | Selection of students and to imparting proper training |
| **32.** |  **Art & Craft** | **MRS. KAVERI CHOUDHARY,****TGT(AE)** | **MRS. MONIKA CHAUDHARY, TGT(SCI)** |  |  |  |  | Farming of syllabus & its implementation and monitoring |
| **33.** |  **Vocal & Dance** | **MRS. BHARTI GODGASTE PRT(MUSIC)** |  |  |  |  |  |
| **34.** |  **Adolescence Education Programme (AEP)** **& Disha Club** | **MRS. POONAM SINGH, TGT(ENG)** | **MR.  H. M. JANWA TGT(SANK)** | **MR. MANOJ ASERI, PGT(GEO)** | **MRS. POONAM VASHISTHA, PGT(HINDI)** | **MRS. ANJALI SRIVASTAV, TGT(MATHS)** |  **MR. R.R. SINGH, PGT(CHEM)** | AEP based CCA program in morning assembly, installation of AEP box, formation of Disha Club |
|  **MRS. JAYSHREE DEOTA, PRT** |
| **35.** |  **Career Guidance & Counseling** | **MR. KESHAV GOPAL, LIBR** | **MR. R.R. SINGH, PGT(CHEM)** | **MR. MANOJ ASERI, PGT(GEO)** | **MRS. POONAM VASHISTHA, PGT(HINDI)** | **MRS. ANJALI SRIVASTAV, TGT(MATHS)** |  | Organizing seminar on Career Guidance & Counseling |
|  |
| **36.** |  **Games & Sports (Secondary & Sr. Secondary)** | **MR D M CHAVDA.TGT****(PHE)** | **& ALL SPORTS COACHES AND YOGA TEACHER** |  |  |  |  | Registration of firms & purchase of sports and games item in March, Selection of teams in April, coaching camp during summer vacation, Preparation of cluster and regional sports meet in July, Sports day celebration in November |
| **37.** |  **Games & Sports (Primary Section)** | **MR. GIRISH SOLANKI, PRT** | **MR KAMLESH****PATELIYA, PRT** |  |  |  |  | Preparation of cluster sports meet under CMP |
| **38.** |  **Computer Department** **E-learning** **& website Updating** | **MRS. MAYURI PATEL, PGT(CS)** |  |  |  |  |  | As per KVS directive & any other |
| **39.** |  **Activity room & Resource room (Primary Section)** | **MRS. SHEELA J, PRT** | **MR NAVIN VANKAR, PRT** | **MRS PALLAVI PARMAR, PRT** | **MRS. HETAL TADVI, PRT** | **MR VISHAL M., PRT** |  |  Optimum use of teaching aids for effective learning & making resource room more & more informative & any other  |
| **40.** |  **Maths Lab & Junior science lab** | **MRS. RUPAL AGNIHOTRI, TGT(SCI)** | **MRS.GEETA CHAUDHARY,TGT(MATH)** | **MRS. SAROJINI V.T., TGT(SCI)** | **MRS. MONIKA CHAUDHARY, TGT(SCI)** | **MRS. ANJALI SRIVASTAV, TGT(MATHS)** |  | 1)      Preparation of condemnation list2)      Physical verification3)      Class wise list of Experiments4)      Requisition list & purchase of lab equipments5)      Display of Experiments performed by the students6)      Timely completion of Experiments |
| **41.** |  **Health** **& Hygiene** **Primary** | **MRS. ALKA AGRAWAL, PRT** |  |  |  |  |  |   |
| **42.** |  **Medical Checkup** | **MR.G.S.VERMA PGT (BIO.)** | **MRS RAJSHREE MISHRA,****TGT(HINDI)** | **MR.VISHAL MODHERA, PRT** |  |  |  | Planning of two times medical checkup of each class & keeping record of medical history |
| **43.** |  **Subject/Saturday** **Committee (Primary Section)** | **MRS. ALKA AGARWAL, PRT** |  |  |  |  |  | Conducting meeting and writing minutes |
| **44.** |  **Language Committee** **A)**     **English, Hindi & Sanskrit** | **MRS. GAYITHRI R. PGT(ENG)** | **MRS. POONAM V., PGT(HINDI)** | **MR. H. JANWA,TGT(SKT)** | **MRS ASHA NAYAL,TGT****(SKT)** |  |  | Subject Committee meeting on last working day, discussion on KVS circular and its strictly compliance, planning for exhibition and other activity in advance, question paper discussion, inviting outside lectures, giving demo lesson, organizing exhibitions, competitions & any other |
|  **B)**     **Maths** | **MR V K SHARMA, PGT(MATHS)** | **MR. MOHIT SINGH, PGT(MATHS)** | **MRS. MANJU RANI SINGH, TGT(MATHS)** | **MRS. ANJALI SRIVASTAV, TGT(MATHS)** | **MRS.GEETA CHAUDHARY,TGT(MATH)** |  |
|  **C)**     **Science (Physics, Chemistry, Biology & Comp. Sci.)** | **MR. S.V. SINGH, PGT(PHY)** | **MR. R.R. SINGH, PGT(CHEM)** | **MR.G.S.VERMA PGT (BIO.)** | **MRS. MAYURI PATEL, PGT(CS)** | **MRS. RUPAL AGNIHOTRI, TGT(SCI)** | **MRS. SAROJINI V.T., TGT(SCI)** |
| **MRS. MONIKA C., TGT(SCI)** |
|  **D)**     **Misc. Subjects (Games & Sports SUPW, Art & Craft)** | **MR D M CHAVDA.TGT(PHE)** | **MRS. KAVERI CHOUDHARY TGT(AE)** | **MRS. BHARTI GODGASTE PRT(MUSIC)** |  |  |  |
| **45.** |  **SUPW Department** | **MR.G.K.****VERMA TGT (WE)** |  |  |  |  |  | Downloading split-up syllabus from KVS web site & its direction, Setting of workshop |
| **46.** |  **Music Department** | **MRS. BHARTI GODGASTE PRT(MUSIC)** |  |  |  |  |  |     |
| **47.** |  **Furniture Department** | **MR. S K. RAI , PGT(HIST)** | **MR. MANOJ ASERI, PGT(GEO)** | **MR. RAKESH TIWARI, TGT(ENG)** |  |  |  | Registration of firms for the purchase of furniture in advance, Physical verification in the month of March, requisition list, repairing of furniture & any other  |
|  **Secondary Sec.** |
|  **Primary Sec.** | **MR   KAMLESH PATELIYA, PRT** | **MR MEHUL M, PRT** | **MR. VIJAY VERMA, PRT** | **MR. NAVEN VANKAR, PRT** |  |  |
| **48.** |  **Beautification** | **MR. G. S. VERMA, PGT(BIO)** | **MRS. RUPAL AGNIHOTRI, TGT(SCI)** | **MRS. SAROJINI V.T. , TGT(SCI)** | **MRS. MONIKA CHAUDHARY, TGT(SCI)** |  |  |   |
| **49.** |  **Repair & Maintenance** | **MR.G.K. VERMA****TGT (WE)** | **MR. S K. RAI , PGT(HIST)** | **MR. S.V.SINGH PGT(PHY)** | **MR.G.S. VERMA****PGT (BIO.)** |  |  | Monitoring the M & R work, prepare M & R register, submit report time to time & any other |
| **50.** |  **Civil works monitoring Committee** | As per the instructions issued by the Vidyalaya authority, maintenance record of civil work, passing instructions to contractor, CPWD, maintaining register & any other |
| **51.** |  **Shala-Darpan** | **MRS. MAYURI PATEL, PGT(CS)** |  |  |  |  |  | As per KVS direction provided time to time |
| **52.** |  **Cluster** **co-ordination** | **MR. S.K.RAI, PGT(HIST.)** | **MR. R.R. SINGH, PGT(CHEM)** |  |  |  |  | Collection of information cluster Vidylaya& its compilation and transmission of higher authority |
| **53.** |  **Purchase, Condemnation and Disposal Committee** | **MR. P. P. WADODKAR, PGT(COMM)** | **MR. S.K.RAI, PGT(HIST.)** | **MR.G.S.VERMA PGT (BIO.)** | **MRS. SAROJINI V.T. TGT(SCI)** | **MRS. VIBHAYADAV, TGT(HIN)** |  | Calling of quotations for purchase of Lab.equipments, chemicals, teaching aids, sports & games materials, computer peripherals etc. As per KVS norms, preparing condemnation lists, purchase lists |
| **54.** |  **Official Work** | **MRS. MAYURI PATEL, PGT(CS)** |  |  |  |  |  | Any office work marked by Principal other than routine |
| **55.** |  **Grievance** **1)**      **SC/ST** | **MR. R.R. SINGH, PGT(CHEM)** | **MRS. ANJALI SRIVASTAVA, TGT(MATHS)** | **MRS. SANGEETA SHARMA, TGT(ENG)** | **MRS. ALKA AGARWAL, PRT** |  |  | Preparation & maintenance of record of grievances cases |
|  **2)**      **Woman** | Organizing 4thSaturday of month as grievance redressed day  |
|  **3)**      **AEP** |
| **56.** |  **PTA** | **MRS. POONAM VASISHTHA, PGT(HINDI)** | **MRS. GAYITHRI RAJEEV, PGT(ENG)** | **MR. R.R. SINGH, PGT(CHEM)** |  |  |  |   |
| **57.** |  **Alumni Association** | **MR. R.R.SINGH, PGT(CHEM)** | **MRS. VIBHA SHARMA, TGT(SST)** | **MRS MAYURI PATEL, PGT(CS)** | **MRS. POONAM VASISHTHA, PGT(HINDI)** |  |  | Updating web site for alumni, organizing meeting of all alumni, maintaining record |
| **58.** |  **Supervision of Vidyalaya Cleanliness & Maintenance, SOP etc.** | **MR.G.S. VERMA****PGT (BIO.)** | **MR. M.N. TALLARI, PGT(ENG)** | **MR. P.WADODKAR, PGT(COMM)** |  |  |  | Planning for regular monitoring of cleanliness & maintenance of Vidyalaya premises, fixing of accountability, Duty check list of classrooms, departments, corridors, toilets etc& reporting              |
| **59.** |  **Floor wise duty overall** **Main Building**- Ground Floor | **MR. MANOJ ASERI, PGT(GEO)** | **MR. R.R. SINGH, PGT(CHEM)** | **MR.G.S.VERMA PGT (BIO.)** | **MR. S.K.SHARMA, PGT(CHEM)** |  |  |
| - First Floor | **MR. VIJAY VERMA, PRT** | **MR. GIRISH SOLANKI, PRT** |  |  |  |
| **60.** |  **New Building**- Ground Floor | **MRS. KINJAL, PRT** | **MRS SHEELA J, PRT** | **MRS. SHASHI BAN, PRT** |  |  |  |
| - First Floor | **MRS. DAXA DESAI, PRT** | **MRS. PALLAVI PARMAR, PRT** |  |  |  |
| **61.** |  **Main Ground (Basketball Court)** | **MR D M CHAVDA.TGT****(PHE)** |  |  |  |  |  |      |
| **62.** |  **Standard operating procedure (SOP) Monitoring & Disaster mgt.** | **MR. R.R. SINGH, PGT(CHEM)** | **MR. MANOJ ASERI, PGT(GEO)** | **MR.G.S. VERMA****PGT (BIO.)** |  |  |  | Organizing Drill Planning for evacuation during disaster.Installing boards at various places for helping numbers following the procedure |
| **63.** |  **Website** | **MRS. MAYURI PATEL, PGT(CS)** |  |  |  |  |  | Updating as and when requires. |
| **64.** |  **Display Board** | **MRS. POONAM VASISHTHA, PGT(HINDI)** | **MRS. KAVERI CHOUDHARY TGT(AE)** | **ALL HOUSE MASTERS WITH THEIR ASSOCIATE** |  |  |  |  Preparation of CCA calendar giving due weight to different activities to promote skills in the students and organizing CCA activities as directed by the principal.  |
| **65.** |  **Excursion** | **MR. MANOJ ASERI, PGT(GEO)** | **MR. M.N. TALLARI, PGT(ENG)** | **MRS. ASHA NAYAL, TGT(SANK)** | **MRS. JAYSHREE DEOTA, PRT** | **MR. VIJAY VERMA, PRT** |  |  To inculcate the spirit of adventure in the students by organizing activities such as hiking.  |
| **66.** |  **Discipline Committee& Supervision of Security** | **MR. R. R. SINGH, PGT(CHEM)** | **MR. MANOJ ASERI, PGT(GEO)** | **MR. G. S. VERMA, PGT(BIO)** | **MRS. POONAM V., PGT(HINDI)** | **MRS. VIBHA SHARMA, TGT(SST)** | **MRS.GEETA CHAUDHARY,TGT****(MATHS)** | To maintain discipline in the Vidyalaya. To maintain discipline in the Vidyalaya. |
| **MR. GIRISH SOLANKI, PRT** | **MRS. D. CHAUDHARY, PRT** |
| **67.**  |  **Cleanliness & Supervision of Housekeeping** | **MR. G. S. VERMA, PGT(BIO)** |  |  |  |  |  | Day to Day supervising of cleanliness, hygiene and sanitation in the school premises to reduce incidence of health hazards to students under the guidance of the principal. |
|  **Primary gents toilet** |  | **MR. HARSHAD BHATT, PRT****(MON-WED)** |  | **MR. MEHUL MAKWANA, PRT****(THU-SAT)** |  | **MR. VIJAY VERMA, PRT** |
|  **Primary ladies toilet** |  **MRS. DEEPANWITA CHAUDHARY, PRT** **(MON-WED)** |  | **MRS. DAXA DESAI, PRT****(THU-SAT)** |  |  |
|  **Primary Boys toilet and water kiosk** | **MR. VIJAY VERMA, PRT****(MON-WED)** |  | **MR. KAMLESH****P, PRT****(THU-SAT)** |  |  |
|  **Primary Girls Toilet and water kiosk** | **MRS. PALLAVI PARMAR, PRT****(MON-WED)** |  | **MRS. KINJAL PANDYA, PRT****(THU-SAT)** |  |  |
|  **Main Building Gents Toilet** | **MR. MANOJ ASERI, PGT(GEO)****(MON-WED)** |  | **MR. S.K.SHARMA, PGT(CHEM)****(THU-SAT)** |  |  |
|  **Main building ladies toilet** | **MRS.GEETA CHAUDHARY,TGT(MATHS****(MON-SAT)** |  |  |  |  |
|  **Main building boys toilet** | **MR. R. R. SINGH, PGT(CHEM)****(MON-SAT)** |  |  |  |  |
|  **Main Building Girls toilet and water kiosk** | **MRS. MAYURI PATEL, PGT(CS)****(MON-WED)** |  | **MRS. POONAM V., PGT(HINDI)****(THU-SAT)** |  |  |
|  **Annexure building boys toilet and water kiosk** | **MR. H.M.JANWA, TGT(SANK)****(MON-SAT)** |  |  |  |  |
|  **Annexure building girls toilet and water kiosk** | **MRS. VIBHA YADAV, TGT(HIN)****(MON-WED)** |  | **MR. RAKESH TIWARI, TGT(ENG)****TGT(SANK)****(THU-SAT)** |  |  |
|  **Class X, XI & XII** | **MR. V.K. SHARMA, PGT(MATHS)** |  |  |  |  |  |   |
|  **HM Room Wing** | **MRS. ALKA AGRAWAL PRT** |  |  |  |  |  |   |
|  **Opposite HM Room Wing** | **MRS.SHASHI BAN, PRT** |  |  |  |  |  |   |
|  **Rooms Library Line (GF)** | **MR. KESHAV GOPAL, LIBR** |  |  |  |  |  |   |
|  **Rooms Bio Lab Line** | **MR. G. S. VERMA, PGT(BIO)** |  |  |  |  |  |   |
|  **Rooms above Library line** | **MR. NAVIN VANKAR, PRT** |  |  |  |  |  |   |
|  **Rooms above Bio Lab** | **MR. M.N. TALLARI, PGT(ENG)** |  |  |  |  |  |   |
|  **New Building + Annexure Building first floor toilet and kiosk (Girls)** |  | **MRS. SANGEETA SHARMA, TGT(ENG)****(MON-TUE)** | **MRS. SARITA SINGH, TGT(HIN)****(WED)** | **MRS. RUPAL AGNIHOTRI, TGT(SCI.)****(THURS)** | **MRS. RAJSHREE M. , TGT(HIN)****(FRI-SAT)** |  |   |
|  **New Building + Annexure Building first floor toilet and kiosk (Boys)** |  | **MR. M.K.ASERI (MON-WED)** |  | **MR. M.N.TALLARI (THU – SAT)** |  |  |   |
|  **New Building + Annexure Building Ground floor toilet and kiosk (Girls)** |  | **MRS. ANJALI S. , TGT(MATHS) (MON-TUE)** | **MRS. RUPAL A. , TGT(SCI)****(WED-THU)** | **MRS. ASHA NAYAL, TGT(SANK)****(FRI–SAT)** |  |  |   |
|  **New Building + Annexure Building Ground floor toilet and kiosk (Boys)** |  | **MR. H.M. JANWA (MON-WED)** |  | **MR. DEEPAK CHAVADA (THUS.- SAT.)** |  |  |   |
| **68.** |  **Quarter Allotment** | **MR. P.WADODKAR, PGT(COMM)** | **MRS. VIBHA SHARMA, TGT(SST)** | **MRS. KALPANA GUPTA, PRT** |  |  |  | To allot accommodation to teachers on request as per allotment rules in force.To maintain Quarters in good repair with the funds made available by KVS for the purpose. |
|  **Quarter Maintenance** | **MR. MOHIT SINGH, PGT(MATHS)** | **MR. MAHESH PUROHIT , PRT** | **MR. MUKUL KUMAR (SSA)** |  |  |  |
| **69.** |  **STAFF ROOM** | **MRS.GEETA CHAUDHARY, TGT(MATHS)** | **MRS. VIBHA SHARMA, TGT(SST)** |  |  |  |  |   |
| **70.** |  **CANTEEN COMMITTEE** | **MR. G.S. VERMA, PGT(BIO)** | **MRS. S. KAUR, PRT** | **MRS. PALLAVI PARMAR, PRT** |  |  |  |   |
| **71.** |  **TEACHING AID** | **MR. MANOJ.ASERI, PGT(GEO)** | **MRS. ANJALI SRIVASTAVA, TGT(MATHS)** |  |  |  |  |   |
| **72.**    |  **AUDIO VISUAL ROOM CUM COMPUTER LAB (SECONDARY SECTION)** | **MRS. MAYURI PATEL, PGT(CS)****(MON-WED)** | **MR.G.K.VERMA TGT (WE)** | **MR. S K. RAI , PGT(HIST)** |  |  |  |   |
| **73.**    |  **OLYMPIAD/NTS** **SCIENCE** | **MRS. SAROJINI V.T. TGT(SCI)** | **MR.****R.R. SINGH, PGT(CHEM)** | **MR. S.V. SINGH, PGT(PHY)** | **MR. S.K. SHARMA, PGT(CHEM)** | **MRS. MONIKA CHAUDHARY, TGT(SCI)** | **MRS.****RUPAL A. , TGT(SCI)** |   |
|  **SOCIAL SCIENCE** | **MR. S.K. RAI, PGT(HISTORY)** | **MR. MANOJ ASERI, PGT(GEO)** | **MRS. VIBHA SHARMA, TGT(SST)** | **MR. TAPOO SINGH, TGT(SST)** |  |  |
|  **MATHS** | **MR. V.K.SHARMA, PGT(MATHS)** | **MR. MOHIT SINGH, PGT(MATHS)** | **MRS. ANJALI SRIVASTAVA, TGT(MATHS)** | **MRS.GEETA CHAUDHARY,TGT(MATH)** | **MRS. MANJU RANI SINGH, TGT(MATHS)** |  |
|  **LANGUAGE** | **MR. M.N. TALLARI, PGT(ENG)** | **MRS. GAYITHRI R. PGT(ENG)** |  |  |  |  |
| **74.** |  **LITERACY CLUB** | **MRS. GAYITHRI RAJEEV, PGT (ENG.)** | **MR. M.N. TALLARI, PGT(ENG)** | **MRS. SANGEETA SHARMA, TGT(ENG)** | **MRS. VIBHAYADAV, TGT(HIN)** | **MR. H.M. JANWA, TGT(SANK)** | **MR KESHAV GOPAL, LIBR** |   |
| **75.** |  **PHOTOGRAPHY** | **MRS. KAVERI CHAUDHARY, TGT(AE)** | **MRS. MAYURI PATEL, PGT(CS)** |  |  |  |  |   |
| **76.** |  **SCIENCE EXHIBITION** | **MR. S.V. SINGH, PGT(PHY)** | **MR. S.K. SHARMA, PGT(CHEM)** | **MR. R.R. SINGH, PGT(CHEM)** | **MR. G.S. VERMA, PGT(BIO)** | **MRS. MONIKA CHAUDHARY, TGT(SCI)** | **MRS. RUPAL A., TGT(SCI)** |   |
| **MRS. SAROJINI V.T. TGT(SCI)** |
| **77.** |  **NCSE** | **MR.****R.R. SINGH, PGT(CHEM)** | **MR.****S.V. SINGH, PGT(PHY)** | **MR.****G.S. VERMA, PGT(BIO)** | **MRS. MONIKA CHAUDHARY, TGT(SCI)** | **MRS.****RUPAL A. , TGT(SCI)** |  |   |
| **78.** |  **Decoration of Primary Section** | **MRS. KALPANA GUPTA, PRT** | **MRS. DEEPANVITA CHAUDHARY, PRT** | **MR.****MAHESH PUROHIT, PRT** |  |  |  |  |