

**KENDRIYA VIDYALAYA, MANDSAUR**

**SESSION: 2017-18**

**LIST OF COMMITTEE**

S.No	Committee Name	Members	Duties
1	Admission	1.Shri Hitesh Kumar Bhabhiwal I/C	1.To prepare admission list in different classes and category as per KVS guidelines and to address all issues regarding admission and to maintain records for further references and monthly enrollment position
		2.Shri Irfan Ansari	
		3.Mr Balram Patidaar	
		4. Mr. Sanjay Dixit	
		5. Miss Nisha Meena	
		6. Mrs. Venu Sharma	
2	INTERNAL (SEC. & SR. SEC.) & EXTERNAL EXAM	1.Shri Rajesh Kumar Upadhaya I/C	1 .To conduct internal & external examination and result declaration 2.Parent Teachers meeting after completion of examination with in a week and to maintain records 4.Result publication on Shala Darpaan. 5 MRAP
		2.Shri Irfan Ansari - CBSE	
		3. PGT - MATH (MRAP/MONTHLY TEST) IX - XII	
		4. PGT - CHEM (MONTHLY TEST/UNIT TEST) VI - VIII	
		5.Shri Ramesh Kumar Ojha	
		6.Shri Rajendra kumar Rathore	
3	Examination Primary	1.Shri Sanjay Sharma	1.Conduction of examination in primary 2.Reult declaration on shala darpan 3.Organising PTM and mantaiing all exam recrds.
		2.Mrs Venu Sharma	
		3.Miss Nisha Meena	
		4.Mr. Rajendra Kumar Rathore	
4	Time Table Secondary	1.Shri HITESH KUMAR BHABHIWAL I/C 2.Shri R.K.Ojha	1 Time table as per kvs guidelines 2.Displaying time table on shala darpan 3.Ordered Bell timings from assembly to closing bell daily 4 Arrangement of Vacant periods .6 To issue attendance register and teachers diary. 5. Prepartion regarding Panel inspection
	Time Table Primary	1. Miss Nisha Meena I/C 2. Miss Suman Jyoti	
	Bell Timing	Shri Kishor Singh Deveda	
5	PANEL FORMATION & VERIFICATION	1. MR. R.K. UPADHYAY I/C 2. MR. R.S. MAKKAD 3. MR. R.K. OJHA 4. MR. A.K. PUNJABI 5. MR. SANJAY SHARMA	Contractual panel formation and appointment under as KVS guidelines and Verification of salary of contractual teachers
6	CCA Secondary	1. Mr. O.P. Gurjer 2. Mr. H.K. Bhabhiwal 3. Mr. Balram Patidar	1 Preparing CCA time table and Organising CCA activites ,annual day celebration ,independence day, republic day ,and all others programme assigned by KVS for morning assembly
	CCA Primmary	1. Ms. Tamanna 2. Ms. Sangeeta Verma	
7	Furniture	1.Shri V.D.Bharti	1.Proper Maintainance of furniture and ensurig addequate need of furniture .
		2.Shri Alok punjabi	
		3.Miss Nisha Meena	
		4.TGT Maths	
8	Contingency Staff	1 Shri Balram patidaar	Controlling and work distribution to contingency staff , Bill verification of out sourcing agency and Epfo contribution monitoring to employee by agency and maintaining cleanliness and gardening
		2.Shri Alok Punjabi	
		3. Ms. Anisha	
		4. Mr. M.S. Sharma	
9	Website committee	1. Mr. H.K. Bhabhiwal	1.Keep Mantaing Website informatic and updated with each sub head and displayng all mendentory information on each corner
		2. Mr. N.K. Trivedi - school activities/news, Sec. & Sr. Sec.	
		3. Mr. A.K. Punjabi - school activities/news, Primary	
		4.Shri M.S.Sharma	
		5. Computer Inst.	

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10	Shala Darpan	Shri Hitesh kumar Bhabhiwal I/C Shri N.k.Trivedi - IX TO X Shri Ramesh Kumar Ojha - VI TO VIII PGT - MATH - XI TO XII Mr.Sanjay Sharma - PRIMARY Mr. M.S. Sharma COMPUTER INST.	1.To complete work related to shala darpan and to circulte the letter and reply the letters and to provide necessary facilites to teachers to complete the work under shala darpan.
11	Academics committee	Mrs. Vandana Sharma OBSERVE CLASSES I TO V H.K. BHABHIWAL - OBSERVE CLASSES VI TO VIII MR. O.P. GURJER - MAINTAIN RECORDS VI TO VIII MR. SANJAY SHARMA - MAINTAIN RECORDS I TO V	1.To prepare academics plan of institution 2. proper implementation of back to basic 3. to observe the classes of teachers as per instruction in back to basic4.remedial teaching plan for all classes 5.planning and implementation of study camp as per instruction of KVS regional office Bhopal
12	Quarter maintaines / Allotment committee	Shri O.P.Gujer I/c Shri R.K.Ojha Smt. Vandana Sharma Shri Balram Patidaar	1.Quarter Maintance work. 2.to conduct quarter maintance committee meeting.3 Cleanliness quarter area,electricity ,drinking water,and street light maintance
13	Scout & Guide	1.Miss B.James over all I/C (Guide) 2.Shri N.K,Trivedi I/C (Scout) 3 .Miss Nisha Meena 4.Shri Balram Patidaar 5.Ramesh Kumar Ojha 6.Shri.Alok kumar Punjabi 7.Shri Sanjay Sharma 8.Venu Sharma 9.Suman Jyoti 10 Shri O.P Gujer 11 Sangeeta Verma	In charges and members are responsible to prepare the scout guide activity plan and its proper implementation and to maintain scout guide corner
14	Purchase Committee	Dr. N.K.Jain Shri Balram Patidaar Mrs. Vandana Sharma Shri Alok punjabi Mrs. M.S.Sahrma	1.Verifation quantity and quality of purchase of article in different department. 2 To Call quotation need as required in school.3. Firm registration.
15	Discipline Committee	Shri Sanjay Dixit I/C Mrs. Pratima Arya Mr.Alok Kumar Punjabi Games Coach all class teachers Class Monitors Yoga Instructor	1.To maintain vidyalaya discipline through out school time and to Patrol continuously in Vidyalaya and to check
16	Vidyalaya Maintainces Committee	Shri Balram Patidaar Shri Sanjay Sharma Shri O.P.Gujer (Staff Qtrs.) PGT CHEMISTRY TGT ENGLISH Miss Pratima Arya	1 .To maintain/repair all article to function properly in Vidyalaya 2 proper functioning telephone /electricity services/ drinking water services
17	VMC Committee	Shri Sanjay Dixit I/C Mrs. Tammana Mr.M.S.Sharma Shri R.K.Ojha Miss Nisha Meena	1.To prepare VMC member list and To arrange VMC meeting as per KVS Guidelines and prepare the proposal of VMC and to maintain meeting minutes and its records

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S.No	Committee Name	Members	Duties
18	Condemination Committee	Shri Sanjay Dixit I/C	To call proposal of different article for from different deptt and to prepare the write off proposal.
		Shri Balram Patidaar	
		Shri V.D.Bhartiya	
		Miss.Nisha Meena	
		Mr.M.S.Sharma	
19	Scholarship (SC/ST/OBC/Minority etc.)	Mrs. R.S.Makkad I/C	To address all the issue related scholarship online offline ,cast certificate and to mänge samagra portal work.
		Mrs. Vandana Sharma	
		Mr I.A ANSARI(Minority)	
		Miss Pratima Arya	
		Miss Suman Jyoti	
		Mr. Manmhan Pal	
20	BPL/SGC/KVS FEE EXEMPTION CASE	Shri R.S.Makkad I/C	To verify records of BPL/SGC/Case and to keep records of these case and to present list of student exempted under BPL/SGC/SC/ST Case/RTE case at the end month and Verify BPL online on samagra portal
		Shri M.S.Sharma	
		Shri N.K.Trivedi	
		Shri Sanjay Sharma	
21	Swachhata Abhiyaan/ House Keeping/ Water Management	1.Mr.Sanjay Dixit I/C	To maintain cleanliness using contingency staff and to conduct awareness program
		2.Shri N.K.Jain	
		3.Shri Balram Patidaar	
		4.All class teachers	
		TGT ENGLISH	
		TGT SANSKIRT	
		TGT S.ST	
		MS. ANISHA	
		MS. NOURIN	
		MR. K.S. CHOUHAN	
		MR. R.K. RATHORE	
22	NAEP	Mr. N.K. TRIVEDI	To Conduct NAEP programm
		MS. VANDANA SHARMA	
		MR. V.D. BHARTIYA	
		Dr.Sanjay Gandhi	
		Nurse	
		Miss.Pratima Arya	
23	Excursion	Shri Sanjay Dixit I/C	To plan excursion as per kvs letter issued
		Shri R.K.Ojha	
		Shri Balram Patidaar	
		Miss B.James	
24	Photography & News Publishing	Mrs.Sangeeta Verma	1.To maintain school album and to maintain record year wise
		Mr.Alok kumar Punjabi	
		Mr.R.K.Ojha	
25	Olympiads/NCSC Overall Incharge-	Mr. I.A.ansari	Science Exhibition /Olympiads/Green Olympiads/kyps/NTSE/ STSE/All others competitions
		PGT CHEMISTRY	
		PGT MATHS	
		Shri R.S.Makkad	
26	Alumini Association	TGT MATHS	To form alumini of vidyalaya and to conduct meeting
		Shri N.K.Trivedi	
		Mrs Kusum Bhargnar	
		Mr.Sanjay Dixit	
		PRT 1	
		TGT S.ST	
27	Teaching Aid/ICT	Mr.Sanjay Dixit	To ensure use of ICT planning and to ensure availability of teaching aid
		Shri O.P.Gujer	
		Miss Pratima Arya	
		Mrs Venu Sharma	
		Mr.V.D.Bhartiya	

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28	Decoration & Maintenance of ALL Notice Boards	Miss Pratima Arya		
		PRT 1		
		PGT ECO		
		Miss Suman Jyoti		
		Miss Nisha Meena		
		Class Teachers		
29	ALL NOTICE BOARD MAINTANCE	Miss Pratima Arya	To prepare all notice board informatics & maintain with high quality	
		Miss Suman Jyoti		
		PGT ENGLISH		
		MR. NARENDRA DUBEY		
		MR. SANJAY DIXIT		
		MS. GARIMA		
30	Medical Checkup	Shri Sanjay Dixit I/C	1. Medical Check up and to prepare medical cards and to medical data upload data on shala darpan	
		MS. VANDANA SHARMA		
		Miss Nisha Meena		
31	R.T.I.	Mr.N.K.Trvedi	1.To Call and Verify BPL Form physically and online on samagra portal	
		Mr. Sanjay Sharma		
		Mr.O.P.Gurjer		
		Mr.M.S.Sharma		
32	CS-54 (Attendance Register Checking)	PGT MATHS	To maintain fee deposit records each class and to present record at the end of month and to check records with fee deposited in bank account	
		MR. R.S. MAKKAD		
		Mr. A.K. Punjabi		
		MR. M.S. SHARMA		
33	UBI ONLINE FEE VERIFICATION	MR. H.K. BHABHIWAL I/C	To maintain fee deposit records each class and to present record at the end of month and to check records with fee deposited in bank account	
		MR. R.S. MAKKAD, IX & X		
		Mr. A.K. Punjabi, I TO V		
		MR. R.K. OJHA, VI TO VIII		
		MR. M.S. SHARMA		
34	Career Guidance/Counseling	Mrs. Vandana Sharma		
		Mr.R.K.Ojha I/C		
		Mr.N.K.TRIVEDI		
35	Hospitality Management	Shri Sanjay Dixit I/C	1. Arrangement of refreshment/Bouquet/Stage arrangement on all occasion/PA system/assembly program	
		Miss Pratima Arya		
		Mr. Balram Paatdaar		
		Nurse		
		Yoga Instructor		
		Mrs. Tammana S		
		Coach		
		Mr. Kheema Shanker		
36	Crisis Management/First Aid/Parking Facility	MR. V.D. BHARTIYA I/C	1. Mock drill crisis management 2. fire extinguisher maintenance 3. emergency contact list 4. disaster management. 5 ready immediate support system	
		MR. SANJAY DIXIT		
		MR. SANJAY SHARMA		
		MR. BALRAM PATIDAR		
		MR. R.K. OJHA		
		MR. K.S. CHOUHAN		
37	Wing Management	Ground Floor:	Class XII sc/XII Com/XA Discipline/ Clinliness/Beutificion of coridor	
		Nr. Sports Room - Mr. Sanjay Dixit, TGT S.st		
		Nr. Chemistry Lab - PGT - Chem, TGT ENG		Class XI sc/XI Com/XA Discipline/ Clinliness/Beutificion of coridor
		Nr. Jr. Sc. Lab - Mr. I.A. Ansari, TGT MATHS		Discipline Class IXA SC/IX B Discipline/ Clinliness/Beutificion of coridor
		Mr. RAJENDRA KUMAR RATHORE		Ground Floor Complete/Clinliness/Beutificion of coridor

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37	Wing Management	First Floor :	
		Nr. Acitivity Room - Mr. O.P. Gurjer Shri N.K.Tivedi	Complete/Clinliness/Beutificion of coridor
		Nr. Library - Mr. R.K. Ojha/	Class VI A/VI B/VII A /VIIB Discipline/ Clinliness/Beutificion of coridor
		Nr. CMP - Ms. K. Bhatnagar/PRT 1	Class V A/VB/IVA/IVB / Discipline/ Clinliness/Beutificion of coridor
		MR. K.S. CHOUHAN	First Floor Complete/ Discipline/ Clinliness/Beutificion of coridor
38	Staff Room	PGT - MATH I/C	To maintain staff room for better comfort of Teachers and to provide facilities required in staff room
		PGT English/	
		Yoga Instructor	
		PGT ECO	
		TGT - SST	
		TGT MATHS	
	Primary Staff Room/ C.M.P.	Mr. A.K. Punjabi	
		MS. NOURIN	
		MS. GARIMA	
39	Staff Meeting	MR. V.D. BHARITYA - I/C SEATING ARRANGEMENT	To Make arrangement of all types of meeting and to Maintain meeting minutes
		PGT English - MINUTES	
		MR. O.P. GURJER - MINUTES & KEEP RECORDS	
		Yoga Instructor	
		Khemma Shanker	
		Rajendra Kumar Rathore	
40	PLANTATION COMMITTEE	RAJESH KUMAR UPADHAYA	To plant medicine plant medicine , to maintain record of plant ,plantation in children park and distribution area class wise for plantation
		PGT ECONOMICS	
		PGT MATHS	
		MS. NOURIN	
		MS. GARIMA	
		TGT SANSKIRT	
		TGT SST	
		Yoga Instructor	
NURSE			
41	Training Programm KVS/All other training	Shri Sanjay Dixit I/C	To maintain records of training program and to make arrangement of follow up tanning with trainee
		Mrs. Tammana S	
		Mr.M.S.Sharma	