

KENDRIYA VIDYALAYA NO.2, JAIPUR
ALLOTMENT OF ADDITIONAL RESPONSIBILITIES FOR THE SESSION 2017-18

Following Committees are hereby constituted for the session 2017-18 , for the smooth functioning of the Vidyalaya and their Incharge are requested to take over the charge of their respective committee and should allot specific duties to other associate members of their committees. They must start planning for the coming session with immediate effect; however remaining work of the current session should be finished by the committee which is presently in existence. Handing/taking over of the charge must be completed at the earliest after having been the stock verification physically and a report regarding handing /taking over of the charge must be submitted to the Principal. The committees will look after the assignment as per provisions of KVS/CBSE circulars issued from time to time and instructions of Principal so as to develop a conducive environment for effective teaching-learning process in the vidyalaya and develop the Vidyalaya campus to meet the expectations of the stake holders. Incharges should make sub committees, if required, for execution and co-ordination of related work in the most befitting manner, for formation of such sub committees approval of the Principal should be obtained. Incharges should make necessary plan as per the need of occasion in consultation with the Principal. He/She should also take the help of other staff members including office and sub staff for best results. All the Incharges and members of committees are requested to ensure that academic activities should not be affected on account of the additional responsibilities/duties assigned to them. Co-operation of all the staff members is solicited. With all best wishes for a happy and successful upcoming session 2017-18.

SL NO	COMMITTEE	NAME OF THE TEACHERS	DUTIES
1.	GENERAL SUPERVISION OF THE VIDYALAYA	MR. U.S. VIJAY (PRINCIPAL)	
2.	SUPERVISION OF EQUIP AND CMP	MR.V.K.CHOUDHARY (VP) MR. SURESH KUMAR (HM)	<ul style="list-style-type: none"> Supervision and proper implementation of EQUIP/CMP Keeping Record
3.	ACADEMIC PLANNING	Mr. V. K CHOUDHARY (VP) Mr. Kr.RANVEER (PGT BIO.) Mr. SURESH KUMAR (HM) Mrs. K R KAUR (PRT) Mrs. VIJAY SINGH (PRT) Mr. S K SHARMA (PRT)	<ul style="list-style-type: none"> Sustain and nurture strong points Record the lapses and weak points of the Vidyalaya Suggestions for improvement and discuss in monthly staff meeting regarding academic improvement
4	LIASION OFFICER	Sh. M S TANWAR (PGT HINDI)	<ul style="list-style-type: none"> To resolve the problems of students & parent Co-ordinate with Principal to resolve problem staff members.
5.	A EXAMINATION B NIOS	Mr.NEERAJ SARASWAT (PGT COMM) I/C Internal /External Mr. RAJESH GUPTA (PGT PHY) I/C CBSE Mr. JAGDEV SUTHAR(PGT ECO) Mrs. SURBHI YADAV (PGT ECO) Mrs. JYOTI BISHNOI(TGT ENG) Mr. V K MAHAWAR (TGT MATHS) Mr. C R Meena (TGT MATHS) Mr. RAKESH KANWARIA (TGT HINDI) Mrs. GEETA CHOUDHARY (PRT) I/C PRIMARY Mrs. KAMLA VERMA (PRT) Mrs. APARAJEETA SHARMA (PRT) Mr. GOVIND SINGH (PRT) Mr. KR. RANVEER (PGT BIO) I/C NIOS Mr. KESHAV MEENA(PRT)	<ul style="list-style-type: none"> To coordinate and conduct internal and CBSE NIOS exam To print and purchase the examination material and maintain secrecy in all respects. To procure total no. of answer sheets/ no. of question papers from Regional Office To handle correspondence in relation to CBSE/NIOS. To suggest ways and means to improve examination. To maintain all circulars of CBSE result.
6.	ADMISSION	Mr. RAKESH KUMAR (PGT CHEM)I/C (FRESH) Mr. A K JANGID (PGT PHY) I/C (T.C)	<ul style="list-style-type: none"> Registration and conducting admission tests and draw a lot , preparing list of selected candidates To satisfactory answer the queries of parents

		Mr. R K RANA (PGTGEO) Mr. P L MEENA (PGT CS) Mr. V K MAHAWAR (TGT MATHS) Mr. SHAMA PARVEEN(TGT ENG) Mr. MANOJ JANGID (TGT SCI) Mr. KESHAV KUMAR MEENA(PRT) Mrs. NEELAM JAGID(PRT)	<ul style="list-style-type: none"> To maintain proper records Follow admission guidelines of KVS 2017-18.
7.	RTI HANDLING	Mr. M B AGARWAL(TGT WE) Mr. AMBARISH SHARMA (PGT MATHS) Mr. DILIP SINGH (ASO)	<ul style="list-style-type: none"> Reply to RTI queries well in time
8.	LOCAL PURCHASING COMMITTEE	Mr. V.K CHOUDHARY (VP) Mr. Kr. RANVEER(PGT BIO) Mr. P L MEENA(PGT CS) Mr. RAJESH GUPTA(PGT PHY)VMC MEMBER INCHARGE OF CONCERNED DEPARTMENT	<ul style="list-style-type: none"> Plan and purchase as per KVS guidelines. Ensure quality items. Ensure about the competitive rates of the art
9.	TIME TABLE	Mr. AMBARISH SHARMA (PGT MATHS) I/C Mrs. SNEHA MEENA(PGT ENG) Mr. V K MAHAWAR(TGT MATHS) Mrs. SUNITA CHHIPA(TGT MATHS) Mrs. VIJAY SINGH (PRT) I/C Mr. MANOJ KUMAR (PRT) Mrs. NEELAM JAGID (PRT) Mr. VIKAS KUMAR MEENA (PRT)	<ul style="list-style-type: none"> To prepare Timetable and amend it whenever needed during the session. To ensure proper distribution & communication of timetable to students, teachers and provide it copies to the Principal and Vice Principal
10.	ARRANGEMENT OF CONTRACTUAL TEACHERS	Mr. Kr. RANVEER (PGT BIO)I/C Mrs. SNEHA MEENA(PGT ENG)	<ul style="list-style-type: none"> Arrangement of Contractual teachers with the consent of Principal
11.	QUARTER ALLOTMENT COMMITTEE	Mr. V K CHODHARY(VP) Mr. RAJESH GUPTA (PGT PHY.) Mr. M P VERMA(TGT SST) Mrs. NITIKA SURESH KUMAR(PRT)	<ul style="list-style-type: none"> Allotment of Quarter as per KVS guidelines.
12.	C.C.A. / STUDENT COUNCIL MORNING ASSEMBLY & PRIZE DISTRIBUTION	Mr. S.D MATHUR (PGT ENG) Dr. RAJESH GUPTA(TGT SKT) Mrs. SHAMA PARVEEN (TGT ENG.) Mrs. APRAJEETA SHARMA (PRT) Mrs. SAROJ CHHABRA (PRT) Mr. MAHENDRA KHARDIA (PRT) Mr. BHUPESH KUMAR (PRT MUSIC.)	<ul style="list-style-type: none"> To ensure proper conducting of morning assembly which includes : 1. Command 2.Prayer 3.Pledge 4.Thought 5.News 6.Talks on G.D.; Value Education, Current Affairs 7.National Anthem 8.Marching Song 9. Proper celebration of different functions To plan, prepare items for different programs and celebration of important days
13.	HOUSE MASTER	Mr. B D VERMA(PGT HINDI) Mrs. ALKA KOOLWAL (PGT CHEM) Mrs. SURBHI YADAV (PGT ECO)	<ul style="list-style-type: none"> Checking of Students

		Mrs. USHA BENIWAL(PGT COMP)		<ul style="list-style-type: none"> To check out the program for their houses & preparation of strategies. To maintain & decorate display board. Prepare the students for various competitions To assign duties to house associates. Seating arrangement for conducting competition
14.	MAINTENANCE & REPAIR (CIVIL)	S C H O O L Q U A R T E R	Mr. B D VERMA (PGT HINDI) I/C Mrs. MANISHA KADAM (PGT COMM.) Mr. M P VERMA (TGT SST) Mr. AJEET MEENA (TGT AE) Mr. H. S GURJAR (TGT SST) Mr. JASRAM MEENA (PRT) Mr. KESHAV KUMAR MEENA (PRT) Mr. NARENDRA SINGH (PRT) Mrs. ANJU SHARMA (PRT) Mr. VIKAS KUMAR MEENA(PRT) Mrs. MANISHA KADAM (PGT COMM.)	<ul style="list-style-type: none"> To plan & purchase material and supervise the works. To prepare the list of materials and submit to Principal for necessary action.
			Mr. JAGDEV SUTHAR (PGT ECO) I/C Mr. MANOJ JANGID (TGT SCI) Mr. JAS RAM MEENA (PRT) Mrs. NEELAM JANGID(PRT)	<ul style="list-style-type: none"> Plan the repair work. Ensure installation of Firefighting. Refilling of old Firefighting. Monitoring of all Firefighting.
15.	BOARDING & LODGING COMMITTEE	Mr. A S SHARMA (PGT MATHS)I/C (Boarding) Mr. RAJESH GUPTA(PGT PHY) Mrs. MANISHA KADAM(PGT COMM) Mr. JAGDEV SUTHAR (PGT ECO) Mr. KESHAV MEENA(PRT) Mr. M B AGARWAL(TGT WE) Mrs. NEELAM JANGIR(PRT) Mr. A K DUBEY(SUB STAFF) Mr. SHRI KANT SHARMA (PGT MATHS) I/C(Lodging) Mr.NEERAJ SARASWAT(PGT COMM) Mr. A K JANGIR(PGT PHY) Mr. MANOJ JANGID (TGT SCI) Mrs. NEELAM YADAV(TGT ENG) Mr. JASRAM MEENA(PRT) Mr. SUMER SINGH(SUB STAFF)	<ul style="list-style-type: none"> To ensure proper arrangement of stay facilities Safety and security. Cleanliness. 	
16.	ELECTRICAL (M&R)	Mr. M B AGRAWAL (TGT WE)I/C Mr. SUSHIL BHAWARIYA(TGT SCI) Mr. AJEET MEENA(TGT AE) Mr. MANOJ JANGID (TGT SCI) Mr. H S GUJAR(TGT SST)	<ul style="list-style-type: none"> To maintain all computers in working order. To check out the plan so that teachers can use computers. To supervise and maintain all water coolers, fans & guards. To maintain all fans/ tube lights in working order 	
17.	FIRE SAFETY/	Mr. M B AGARWAL (TGT WE)I/C Mr. R K RANA(PGT GEO) Mr. M P VERMA(TGT SST)	<ul style="list-style-type: none"> To supervise and maintain all Fire equipment 	

	DISASTER MANAGEMENT BUILDING SAFTY	Mr. P K PAREEK (TGT SST) Mr MANOJ JANGID(TGT SCI)	
18.	GUIDANCE & COUNSELLING	Mr. SNEHA MEENA (PGT ENG)I/C Mrs. SURBHI YADAV (PGT ECO) Mr. AMBARISH SHARMA (PGT MATHS) Mrs. JYOTI BISHNOI(TGT ENG) Mrs. SHAMA PRAVEEN (TGT ENG) Mr. NARPAL SINGH (TGT SCI) Mr. SUSHIL BHAWARIA(TGT SCI)	<ul style="list-style-type: none"> To handle typical problems of children. Monitoring of typical problematic kind of student. To keep in touch with such parents.
19.	CCE RECORDING / CCE SOFTWARE AUTOMATION	Mr. P L MEENA (PGT CS) Mrs. USHA BENIWAL(PGT CS) ALL COMPUTER INSTRUCTORS Mr. PRAKASH TATIWAL Ms. MANISHA SHARMA	<ul style="list-style-type: none"> To monitor the planning & execution of activities. To check the records. To check the indicators. To check proper record of evidence /tasks. To ensure data is uploaded with accuracy. To ensure each class teacher is uploading data on time, self, students are not be involved.
20	OVERHEAD TANK	Mr. R N MEENA (PGT HIST)I/C Mr. V P HALWAN(TGT HINDI) Mr. C R MEENA(TGT MATHS) Mr. SANTOSH MEENA(PRT) Mr. K C MEENA(PRT) Mr. MAKHAN LAL MEENA (SUB STAFF)	<ul style="list-style-type: none"> Proper Maintenance & Cleanliness of overhead tanks.
21	AQUA GUARD & WATER COOLER	Mr. NARPAL SINGH (TGT SCI) I/C Mr. SUSHIL BHAWARIA(TGT SCI) Mrs. NEETU MEENA(TGT ENG) Mr. MAKHAN LAL MEENA (SUB STAFF)	<ul style="list-style-type: none"> Proper installation & running of Aqua guards. Proper AMC & Cleanliness.
22	P.A. SYSTEM	Mr. M B AGARWAL (TGT WE) Mr. P L MEENA(PGT CS) Mr. R K JATAV(TGT ENG) Mr. MUNNA LAL(SUB STAFF)	<ul style="list-style-type: none"> To maintain mike system. Arrange the mike system before start of any program.
23	FURNITURE	Mr. AJEET MEENA (TGT AE)I/C Mr. B D VERMA(PGT HINDI) Mr. SURENDRA KUMAR (TGT HINDI) Mr. VIKAS KUMAR MEENA (PRT) I/C Mr. K C MEENA (PRT) Mrs. NIKITA SHARMA (PRT) Ms. KOMAL GAUTAM (PRT)	<ul style="list-style-type: none"> To maintain the record of furniture and preparation of required furniture. Make an inventory for each class and department. To prepare a list of broken/unserviceable furniture with the consent of principal. To see that broken furniture is placed separately in place. Repair of broken furniture and making.
24	EXCURSION & ADVENTURE	Mrs. SANDHYA SHARMA (TGT PHE) I/C Mr. M B AGRWAL(TGT WE) Mr. H S GUJAR(TGT SST) Mr. AJEET MEENA(TGT AE) Mr. MANOJ KUMAR (PRT) I/C Mrs. APRAJEETA SHARMA (PRT) Mrs. NEELAM JAGID (PRT)	<ul style="list-style-type: none"> To motivate the children for Excursion and Trip. To arrange railway reservation well in advance. To motivate the children for adventure and trip excursion.

25	JR.SCIENCE LAB	Mr. SUSHIL BHAWARIA(TGT SCI) Mrs. KAMLESH MEENA (TGT SCI.)	<ul style="list-style-type: none"> To ensure about all equipment/ material available in the lab as per KVS benchmark. To ensure proper activities to be performed by science teachers.
26	V.V.N.	Mr. RAJESH GUPTA(PGT PHY)	<ul style="list-style-type: none"> Checking of VVN registers in proper maintenance ledger.
27	DISCIPLINE	Mrs. SANDHYA SHARMA(TGT PHE) Mr. M S TANWAR(PGT HINDI) Mr. A K JANGIR(PGT PHY) Mr. R N MEENA (PGT HIS.) Mrs. MANISHA KADAM (PGT COMM) Mrs. NEETU MEENA (TGT ENG) Mr. P K PAREEK (TGT SST) Mr. H S GURJAR(TGT SST) Mr. S K SHARMA (PRT) I/C Mrs. SHAKUNTALA YADAV (PRT) Mrs. NEENA PARASHAR (PRT) Mr. MAN SINGH NARWAL (PRT) Mr. K C MEENA (PRT)	<ul style="list-style-type: none"> To keep track of in disciplined students monitor them with proper counselling. To check students who damaged school property and call the meeting of their parents. To oversee moment of students from class to school ground for assembly or class or library. To regulate the pass system. To investigate the in discipline cases prepare report and suggest some ways to improve discipline. To check proper uniform of students.
28	CLEANLINESS-SWACHHTA MISSION	Mr. RAKESH KUMAR (PGT CHEM) I/C Mr. AMBARISH SHARMA (PGT MATHS) Mr. R N MEENA(PGT HIST) Mr. A K JANGID(PGT PHY) Mrs. MANISHA KADAM(PGT COMM) Mrs. NEELAM YADAV(TGT ENG) Mr. M P VERMA(TGT SST) Mr. P K PAREEK(TGT SST) Mrs. NEETU MEENA(TGT ENG) Mr. KAMLESH MEENA(TGT SCI) Mr. S K SHARMA (PRT) I/C Mrs. VIJAY SINGH (PRT) Mrs. SHAKUNTALA YADAV (PRT) Mrs. KAMLA VERMA (PRT) Mr. RAJESH KUMAR GURJAR (PRT) Mr. R N MEENA (PRT)	<ul style="list-style-type: none"> To monitor the work of conservancy. Make floor-wise in charges so that toilets and classrooms, dept. are spick and span. Corridors are swiped and swabbed twice a day. Toilets are cleaned twice a day. Playgrounds, parks are cleaned. Departments are cleaned twice a day. Make ground wise in charges.
29	PUBLICITY & PRESS	Mr. M B AGARWAL (TGT WE)I/C Mr. P L MEENA(PGT CS) Mrs. USHA BENIWAL(PGT CS)	<ul style="list-style-type: none"> To publish / coverage of achievement of students in various competitions organized at different level.
30	PHOTOGRAPHY	Mr. P L MEENA (PGT CS) I/C Mr. H S GURJAR(TGT SST) Mr. GOVIND SINGH (PRT) I/C Mr. MAHENDRA KHARDIA (PRT) Mrs. KOMAL GAUTAM (PRT)	<ul style="list-style-type: none"> To collect and maintain record of photographs of various events organized in the Vidyalaya. To be ready for shooting pictures for different programs.

31.	SCOUT & GUIDE / CUB-BULBUL	Mr. P K PAREEK (TGT SST)/I/C Mrs. CHITRAREKHA (TGT SKT) Mr. RAKESH KANWARIA(TGT HINDI) Mr. V K MAHAWAR(TGT MATHS) Mr. R K JATAV (TGT ENG) Miss. KOMAL GAUTAM(PRT) Mr. KESHAV MEENA(PRT) Mr. VIKAS KUMAR MEENA (PRT) Mr. R N MEENA (PRT) Mr. M S NARWAL (PRT) Mrs. NEELAM JAGID (PRT) Ms. KOMAL GAUTAM (PRT) Mrs. NIKITA SHARMA (PRT)	<ul style="list-style-type: none"> • Command and training. • To prepare calendar of activities for the session 2015-2016. • To prepare the students for various examinations and select students to participate at cluster / regional/ national level.
32.	RAJ BHASHA & HINDI	Mr. B D VERMA (PGT HINDI)/I/C Mr. MISTRY SURENDER KUMAR(TGT HINDI)	<ul style="list-style-type: none"> • Timely preparation of reports. • Use of Hindi Bhasha for day to day correspondence. • To celebrate Hindi Pakhwara and organize different events.
33.	MATHS LAB	Mr. S K SHARMA(PGT MATHS) Mr. AMBARISH SHARMA(PGT MATHS)	<ul style="list-style-type: none"> • To ensure about all equipment / material available in the lab. • To ensure proper activity to be performed by students and teachers.
34.	ENGLISH	Mrs. SNEHA MEENA(PGT ENG) Mrs. APRAJEETA SHARMA (PRT)	<ul style="list-style-type: none"> • Monthly meeting and its record and implemation minute in teacher work. • To note the steps for enhancing teacher and learning process. • To give emphasis on ICT. • To note down the steps taken for weak students. • Steps taken by teachers to motivate students for better performance.
	HINDI	Mr. M S TANWAR(PGT HINDI) Ms. KOMAL GAUTAM (PRT)	
	SCIENCE (INCL. COMPUTER)	Mr. RAJESH GUPTA(PGT PHY) Mr. GOVIND SINGH (PRT)	
	SOCIAL SC.	Mr. R K RANA(PGT GEO) Mr. GOVIND SINGH (PRT)	
	MATHS	Mr. S K SHARMA(PGT MATHS) Mr. R N MEENA (PRT)	
35.	LIBRARY COMMITTEE	Mrs. GAURI MISHRA (LIB)/I/C Mr. M S TANWAR(PGT HINDI) Mr. R K GUPTA (PGT PHY.) Mr. SURESH KUMAR (HM) Mr. H S GUJAR (TGT S.S.T) Mrs. NEETU MEENA (TGT ENG.) Mr. NARENDRA SINGH (PRT) I/C Mrs. NIKITA SHARMA (PRT) Mrs. GEETA CHOUDHARY (PRT) Mr. MANOJ KUMAR (PRT) Miss. KIRAN KANWAR CLASS XII Mr. HEMANT CLASS X	<ul style="list-style-type: none"> • To prepare list of required books / newspaper and magazines periodically . • To keep proper record of books/magazines and monitor them properly. • To maintain proper issuing and returning of books. • To promote and motivate students and teachers to get more and more books and utilize maximum use of library.
36.	PTA	Mrs. AMBARSH SHARMA (PGT MATHS) I/C	<ul style="list-style-type: none"> • To keep academic discipline.

		Mrs. MANISHA KADAM(PGT COMM) Mrs. ALKA KOOLWAL(PGT CHEM) Mr. MANOJ KUMAR JANGID(TGT SCI) Mrs. SEEMA TOMAR(TGT MATHS) Mr. NARPAL SINGH (TGT SCI)	<ul style="list-style-type: none"> • Keep liaison with parents in the interest of academics. • To work towards achieving academic targets by KVS. • Arrange for Parent teacher meeting and record
37.	CAMPUS BEAUTIFICATION	Mrs. MANISHA KADAM (PGT COMM)I/C Mrs.SNEHA MEENA(PGT ENG) Mr. Kr. RANVEER (PGT BIO) Mrs. NEETU MEENA(TGT ENG) Mrs. CHANCHAL BHARTI(TGT SCI) Mr. AJEET MEENA (TGT AE)	<ul style="list-style-type: none"> • Planning for beautification of campus. • Preparation of month wise reports.
38.	A/C CS 54 & CHECKING OF CASH BOOK & PAY BILL CASH BOOK & FEE RECEIPT CS 54 & PAY BILL	Mr. S K SHARMA (PGT MATHS)I/C Mr. AMBRISH SHARMA(PGT MATHS) XI-XII Mr. K MAHAWAR (TGT MATHS) IX-X Mr. C R MEENA (TGT MATHS)VI-VIII Mr. VIKAS MEENA (PRT) I-II Mr. KASHAV MEENA(PRT) III -V	<ul style="list-style-type: none"> • To ensure that there is reconciliation of fees. • Proper accounting and checking of fee details class teachers. • To check the pay bills. • To ensure correctness of the pay bill.
39.	AUDIO VISUAL / COMPUTER LAB	Mrs. USHA BENIWAL (PGT CS) I/C Mr. P L MEENA(PGT CS) ALL COMPUTER INSTRUCTRS	<ul style="list-style-type: none"> • Proper use of gadgets, teacher aid and teaching material. • Ensure proper working of all computers. • Cleanliness of the lab assigned by sub staff. • Dusting should be done every day by the assigned sub staff.
40.	TEACHING AID	Mr. R K RANA (PGT GEO)I/C Mr. M P VERMA (TGT SST)	<ul style="list-style-type: none"> • To maintain proper record of teaching aids. • To make plan to improve the teaching aids and prepare a list of required materials and submit to the Principal.
41.	NATURE CLUB	Mr. NARPAL SINGH (TGT SCI) I/C Mr. SUGIL BHAWARIA(TGT SCI) Mrs. KAMLESH MEENA(TGT SCI) Mrs. CHANCHAL BHARTI(TGT SCI) Mr. MANOJ JANGID(TGT SCI)	<ul style="list-style-type: none"> • To develop plantation in the Vidyalaya campus also along the boundary wall. • To supervise the maintenance of existing garden • Get/ arrange decorative plants and pots.
	BEAUTIFICATION	Mr. AJEET MEENA (TGT AE) I/C Mrs. MANISHA KADAM(PGT COMM)	
	GARDENING	Mr. Kr. RANVEER (PGT BIO) I/C Mr. NARPAL SINGH (TGT SCI) Mr. SUGIL BHAWARIA(TGT SCI) Mrs. KAMLESH MEENA(TGT SCI) Mrs. CHANCHAL BHARTI(TGT SCI) Mr. MANOJ JANGID(TGT SCI) Mrs. ANJU SHARMA (PRT) I/C Mr. M S NARWAL (PRT)	

		Mrs . NIKITA SHARMA (PRT) Mrs. SUMAN CHOUDHARY (PRT)	
42.	FIRST AID / HEALTH CLUB	Mr. A K JANGID I/C Mrs. KAMLESH MEENA(TGT SCI) Mr. NARPAL SINGH (TGT SCI) Mr. CHANCHAL BHARTI(TGT SCI) DOCTOR NURSE	<ul style="list-style-type: none"> To maintain first aid kits and neat and clean b all the students. To inform parents for seriously sick student. To get medical checkup of all students. To maintain the records class wise.
43.	NAEP	Mrs. ALKA KOOLWAL (PGT CHEM) I/C Mrs. KAMLESH MEENA (TGT SCI) Mr. H S GURJAR (TGT SST) Mrs. CHANCHAL BHARTI (TGT SCI) Mr. P K PAREEK (TGT SST)	<ul style="list-style-type: none"> Action plan for NAEP. Sensitize student about adolescent stage. Arrange lecture on NAEP.
44.	NEWS LETTER / MAGAZINE / PROSPECTUS	Mr. B D VERMA (PGT HINDI) I/C Mr. S D MATHUR(PGT ENG) Mr. Dr. RAJESH GUPTA(TGT SKT) Mr. GOVIND SINGH (PRT) I/C Mrs. K R KAUR (PRT) Mrs. VIJAY SINGH(PRT)	<ul style="list-style-type: none"> To record whole year (session) activities. To collect photographs of all special achievem To write note for different function organized i Vidyalaya. To collect articles for magazines.
45.	SECURITY/ SOP	Mr. M S TANWAR (PGT HINDI)I/C MR R N MEENA(PGT HIST) Mrs. NEELAM YADAV(TGT ENG) Mr. T C JAIN(TGT SST) Mr V P HALWAN(TGT HINDI) Mr KESHAV MEENA(PRT)	<ul style="list-style-type: none"> See to it that security personals are working properly Ensure that there is foolproof security Ensure that unwanted elements are not enteri the campus. Keep a check that no item is being taken from Vidyalaya without prior permission. Teacher and student will use exit pass for ent gate.
46.	LOCK & KEY	Mr. MISTRY SURENDRA KUMAR(TGT HINDI) Mr. SURESH KUMAR (H M)	<ul style="list-style-type: none"> To ensure that all classrooms doors & school g are properly locked after the school is over & to ensure doors, school gates are properly opene before the start of the Vidyalaya. To maintain proper record of locks. Prepare list unserviceable locks yearly for writing them off. To purchase locks, if required with the permissi the principle and according to KVS norms..
47.	WEBSITE UPDATION	Mr. P L MEENA(PGT CS) Mrs. USHA BENIWAL(PGT CS)	<ul style="list-style-type: none"> Timely updation of website with correct data a accuracy.
48.	SCIENCE EXHIBITION	Mr. RAJESH GUPTA (PGT PHY)I/C Mrs. ALKA KOOLWAL(PGT CHEM) Mr. AJAY JANGID(PGT PHY) Mr RAKESH KUMAR(PGT CHEM)	<ul style="list-style-type: none"> To ensure scientific temperament. To ensure mass participation in Science Exhi To create awareness about the latest develop

		Mr KUMAR RANVEER(PGT BIO) ALL TGT SCIENCE		in science and technology.
49.	SOCIAL SC.EXHIBITION	Mr. R K RANA (PGT GEO)/I/C Mr. R N MEENA(PGT HIST) ALL TGT S ST		<ul style="list-style-type: none"> To ensure mass participation in social science exhibition.
50.	OLYMPIADS/ NTSE/ NCSC	M A T H E M A T I C S S C I E N C E O Y B E R Mr. S K SHARMA(PGT MATHS) Mr. A K JANGID(PGT PHY) Mrs. USHA BENIWAL(PGT CS)		<ul style="list-style-type: none"> To prepare students for Olympiads. Plan and prepare students for participation in National Science Olympiad.
51.	CANTEEN COMMITTEE	Mr. AMBARISH SHARMA (PGT MATHS) I/C Mr. A K JANGID (PGT PHY) Mr. S K SHARMA(PGT MATHS) Mr. M K JANGID(TGT SCI) Mr. KAMLESH MEENA(TGT SCI) MISS KIRAN KANWAR XII B		<ul style="list-style-type: none"> Check the cleanliness of food stuff, eatable items. Ensure items are not beyond expiry date. Medical certificate of people working into canteen. Standard material is used in preparations.
52.	COMPLAINT HANDLING	Mr. V K CHODHARY(VP) Mr. M S TAWER(PGT HINDI)		<ul style="list-style-type: none"> Acknowledgement of verbal and non-verbal complaints. Redress disposal of complaints. Records to be maintained.
53.	GAMES & SPORTS	Mrs. SANDHYA SHARMA (TGT PHE) I/C GAMES COACH YOGA TEACHER Mr. M S NARWAL (PRT) I/C Mrs. ANJU SHARMA (PRT) Mr. NARENDAR SINGH (PRT) Mr. SANTOSH MEENA (PRT) Mrs. REKHA MEENA (PRT)		<ul style="list-style-type: none"> To ensure about all sports related materials available. To ensure proper activities to be performed. Command and training. To prepare calendar of activities for the session 2017-18. To prepare the students for various games and sports and select students to participate at cluster/regional/ national level.
54.	INTEGRITY CLUB/ YOUTH PARLIAMENT	Mr. R N MEENA (PGT HIST) I/C Mr. R K RANA(PGT GEO) ALL TGT SST		<ul style="list-style-type: none"> To form integrity clubs as per K.V.S Ensure proper working of all YCE

55.	GROUND MAINTENANCE & UPKEEP	Mrs. SANDHYA SHARMA(TGT PHE) Mr. AJEET MEENA(TGT AE)	<ul style="list-style-type: none"> • Cleanliness and maintenance of the ground. • Proper use of the ground to be ensured.
56.	C.M.P. & TLM	Mr. SURESH KUMAR (H.M) Mrs. K R KAUR (PRT)/I/C Mrs. VIJAY SINGH (PRT) Mrs. SAROJ CHHABRA(PRT) Mr. S K SHARMA(PRT) Mr. MAHENDAR KHARDIA(PRT)	<ul style="list-style-type: none"> • Cleanliness and maintenance of the ground. • Proper use of ground to be ensured. • Proper purchase procedure to be followed. • Teacher learning material should be used for
57.	CONTRACTUAL TEACHERS SELECTION	Mr. Kr. RANVEER (PGT BIO) Mrs. SNEHA MEENA(PGT ENG)	<ul style="list-style-type: none"> • Appointment & Payment as per KVS guidelines
58.	LANGUAGE PROFICIENCY	Mrs. JYOTI BISHNOI (TGT ENG) I/C Mrs. NEELAM YADAV(TGT ENG) Mrs.SHAMA PARVEEN(TGT ENG) Mrs.NEETU MEENA(TGT ENG) Mr. RAKESH KANWARIA(TGT HINDI) Mr. V P HALWAN(TGT HINDI)	<ul style="list-style-type: none"> • Improve of Language Proficiency among the students. • Increase the ability of an individual to perform acquired language like to reading newspaper
59.	WELCOME COMMITTEE	Mrs. MANISHA KADAM (PGT COMM) I/C Mrs. SURBHI YADAV(PGT ECO) Mrs. SNEHA MEENA(PGT ENG) Mrs. SHAMA PARVEEN(TGT ENG)	<ul style="list-style-type: none"> • To welcome guests during various activities.
60	CERTIFICATE WRITING	Mrs. SNEHA MEENA (PGT ENG)/I/C Mrs. ALKA KOOLWAL(PGT CHE) Mrs. GAURI MISHRA(LIB) Mr. P K PAREEK(TGT SST) Mrs. NEETU MEENA(TGT ENG) Mrs. APARAJITA (PRT) Mrs. KOMAL GAUTAM(PRT)	<ul style="list-style-type: none"> • To write certificates during various activities of vidyalaya.
61	RTE	Mr. RAKESH KUMAR (PGT CHEM) Mr. KESHAV KUMAR MEENA (PRT) Mr. GOVIND SINGH (PRT) Mr. R N MEENA (PRT)	<ul style="list-style-type: none"> •
62	WORKSHOP /DEMO LESSON(PRIMARY)	Mrs. KAMLA VERMA (PRT) I/C Ms. KOMAL GAUTAM (PRT) Mrs. GOVID SINGH (PRT)	<ul style="list-style-type: none"> •