

KENDRIYA VIDYALAYA, CURAJ, BANDARSINDRI

Various Committees 2022-23

Principal : Mr. M.P. Verma

w.e.f 01.04.2022

S. No.	Name of Committee	Name(s) of the I/c	Members(s)	Duties
1	TIME-TABLE	1. Mr. M.P VERMA, TGT(S.st) I/c 2. Mrs. SANGEETA MITTAL (WET)	1. Mr. CHANDRAKANT SHARMA, TGT (MATHS) 2. Mr. VIJENDRA KHOKHAR, PRT(MUSIC) 3. Mr. SURENDER KUMAR, TGT (BIO)	Preparation of Time Table and Substitute arrangement for the absent/leave
2	EXAMINATION	1. Mr. RAM NIWAS MALI, TGT (SKT), I/c 2. Mr. MEWA RAM MEENA, PRT	1. Mr. SHIVRAJ MEENA, TGT (HINDI) 2. M.P Verma, TGT (SST) 3. Mrs. SUMAN MEENA I, PRT 4. Mrs. SUNITA MEENA, PRT	Conducting and Co-coordinating Examinations
3	EXAMINATION CBSE	1. Mr. SURENDER KUMAR, TGT (BIO) I/c 2. Mr. CHANDRAKANT SHARMA, TGT (MATHS)	1. Mr. RAM NIWAS MALI, TGT (SKT) 2. Mrs. REKHA MEERWAL TGT(ENGLISH) 3. Ms. NAVJYOTI, PRT	Work associated with CBSE & other external examination related
4	CCA	1. Mr. SHIVRAJ MEENA, TGT (HINDI) (Secondary) I/c 2. Mrs. REKHA MEERWAL, TGT (ENG)	1. Mr. RAM NIWAS MALI, TGT (SKT) 2. Mrs. SANGEETA MITTAL (WET)	Co coordinating morning assembly, class wise assembly programme, organizing weekly CCA, procurement of CCA prizes
		Ms. MANSI JAIN, PRT (PRIMARY) I/c	1. Ms. NAVJYOTI, PRT 2. Mrs. SUMAN MEENA II, PRT	
5	ADMISSION	1. Mr. SHIVRAJ MEENA, TGT (HINDI) I/c 2. Mrs. SUMAN MEENA I, PRT	1. Mr. RAMNIWAS MALI, TGT (SKT.) 2. Ms. NAVJYOTI, PRT	All works related to admission. Conducting admission test for class IX. Selection committee for all classes (serutiny, waiting list, interview etc) according to admission guidelines.
6	GAMES & SPORTS	Mr. SANDEEP SHARMA, TGT (PET) I/c	1. Mr. M.P VERMA, TGT (SST) 2. Mr. M.K. MEENA, TGT (ART) 3. Mrs. SUNITA MEENA PRT 4. Mrs. SUMAN MEENA I, PRT	All Sports related works and activities.
7	DISCIPLINE	Mr. SANDEEP SHARMA, TGT (PET) I/c	1. Mrs. DIVYA MATHUR (LIB.) 2. Mr. SHIVRAJ MEENA, TGT (HINDI) 3. Mrs. NAVJYOTI, PRT 4. Mr. RAM NIWAS MALI, TGT (SKT) 5. Mr. MEWARAM MEENA, PRT 6. SCHOOL CAPTAIN (BOYS) 7. SCHOOL CAPTAIN (GIRLS)	Maintaining Discipline during prayer and in general.
8	SCIENCE CLUB	Mr. SURENDER KUMAR, TGT (SCI)	1. Mr. CK. SHARMA, TGT (MATHS) 2. Mrs. SANGEETA MITTAL (WET)	Organizing Science Club Activities.
9	SCOUTS & GUIDES	1. Mr. RAMNIWAS MALI, TGT (SKT) I/c 2. Mr. MEWARAM MEENA, PRT	1. Mr. MK MEENA, TGT (ART) 2. Mr. SHIVRAJ MEENA, PRT 3. Mrs. MANSI JAIN, PRT 4. Mr. VIJENDRA KHOKHAR, PRT (MUST) 5. Mr. SURENDER KUMAR, TGT (BIO)	Organizing Scout & Guides Activities.
10	MORNING ASSEMBLY	1. Mr. SHIVRAJ MEENA, TGT (HINDI), I/c (SECONDARY) 2. Mr. MK MEENA, TGT (ART) 3. Mrs. NAVJYOTI, PRT	1. Mrs. SANGEETA MITTAL TGT(WE) 2. Mr. MEWA RAM MEENA, PRT 3. ALL CLASS TEACHERS and NON CLASS TEACHERS	Organizing Morning Assembly. Every teacher must attend the morning assembly.
11	MAINTAINANCE & REPAIR	Mrs. SANGEETA MITTAL	1. Mr. CK. SHARMA, TGT (MATHS) 2. Mr. SANDEEP SHARMA (PET) 3. Mr. VIJENDRA KHOKHAR, PRT (MUSIC)	M&R works, Electrical, Civil.
12	BEAUTIFICATION / GARDENING	1. Mr. SANDEEP SHARMA TGT (PET) 2. Mr. M.K MEENA, TGT (AE)	1. Mrs. REKHA MEERWAL, TGT (ENGLISH) 2. Mr. SURENDER KUMAR, TGT (BIO)	Beautification of school and up keep of gardens.
13	SAFETY & SECURITY	Mr. SANDEEP SHARMA, TGT (PET) I/c	1. Mr. CK. SHARMA, TGT (MATHS) 2. Mr. RAMNIWAS MALI, TGT (SKT.) 3. Mrs. DIVYA MATHUR (LIBRARIAN)	Security of school
14	FURNITURE	1. Mrs. SANGEETA MITTAL, TGT (WE) 2. Mrs. SUMAN MEENA II, PRT	1. Mr. MUKESH KUMAR MEENA, TGT (ART) 2. Mr. MEWA RAM MEENA, PRT	Stock maintaining, Maintaining class inventories and up keep
15	CMP (PRIMARY)	1. Mrs. SUMAN MEENA I, PRT 2. Mrs. MANSI JAIN, PRT	1. Mrs. NAVJYOTI PRT 2. Mrs. SUNITA MEENA PRT	CMP Resource room, up keeping of record & use of TLM, Implementation of CMP

Principal
13.5.22

प्राचार्य/Principal

16	EXCURSION	1. Mr. SANDEEP SHARMA, TGT (PET) I/c 2. Mr. VIJENDRA KHOKHAR PRT (MUSIC)	1. Mr. SURENDER KUMAR, TGT (BIO) 2. Mrs. MANSI JAIN, (PRT) 3. Mr. M.R MEENA, PRT	Organizing Excursion
17	RAJBHASHA	श्री शिवराज मीणा, (स्नातक शिक्षक हिन्दी)	1. प्राचार्य 2. श्री रामनियास माली, (स्ना. शिक्षक संस्कृत) 3. श्रीमती सुमिता मीणा (प्रा.शि.)	Organizing and communicating Rajyabhasha Programmes
18	FUNCTION AND CELEBRATIONS	1. Mr. SHIVRAJ MEENA TGT (HINDI) 2. Mr. VIJENDER KHAKHOR PRT	1. Mr. MK MEENA, TGT (ART) 2. Mr. RAMNIWAS MALI TGT (SKT) 3. Ms. NAVJYOTI, PRT	Planning, Co-coordinating and Organizing important days, celebration etc.
19	PARENT TEACHER ASSOCIATION	1. Mr. RAMNIWAS MALI, TGT (SKT.) 2. Mr. M.R MEENA, PRT	1. Mr. CHANDRAKANT SHARMA, TGT (MATHS) 2. Mrs. REKHA MEERWAL TGT (ENGLISH) 3. Mr. SURENDER KUMAR, TGT (BIO)	Planning Organizing, counseling PTA meeting
20	LOST AND FOUND	Mr. SANDEEP SHARMA, TGT (PET) I/c	1. Mrs. SUNITA MEENA 2. Ms. MANSI JAIN	Collecting and handing over to the owner
21	PA SYSTEM	Mrs. SANGEETA MITTAL	1. Mr. MK MEENA TGT (ART) 2. STUDENTS (VOLUNTEER)	Making fitting and arrangement when and the required
22	GUIDANCE AND COUNSELLING	1. Mr. MUKESH KUMAR MEENA TGT (ART) 2. Mrs. SUMAN MEENA I PRT	1. MR. SURENDER KUMAR, TGT (BIO) 2. MR. RAMNIWAS MALI, TGT (SKT.) 3. NAVJYOTI, PRT 4. Mr. SANDEEP SHARMA, TGT (PET)	Arranging Program and counseling students
23	UBI FEE PORTAL	1. Mr. VIJENDRA KHOKHAR, PRT (MUST) 2. Mrs. NAVJYOTI PRT	1. Mrs. MANSI JAIN, PRT 2. COMP. INSTRUCTOR	Monitoring of all activities related to online fee Collection and ensure completion of the task within due time
24	FIRST AID	Mr. SANDEEP SHARMA, TGT (PET) I/c	1. NURSE 2. MR. SURENDER KUMAR TGT (SCI)	Providing aid in exigencies
25	STAFF ROOM	Mrs. MANSI JAIN PRT	1. Mr. MR MEENA, PRT 2. Mrs. SUNITA MEENA, PRT	Maintaining staff room clean and systematic with the help Group Ds and House keeping
26	LIBRARY	Mrs. DIVYA MATHUR	1. Mr. CHANDRAKANT SHARMA, TGT (MATHS) 2. Mr. MEWARAM MEENA PRT 3. Mrs. SUNITA MEENA PRT 4. SCHOOL CAPTAIN (BOYS) 5. SCHOOL CAPTIN (GIRLS)	Monitoring procurments of books, issuing books and use of books
27	MINUTES OF THE MEETING	Mrs. REKHA MEERWAL, TGT (ENG)	1. Mr. SHIVRAJ MEENA, TGT (HINDI) 2. Mr. RAMNIWAS MALI	Writing the Minutes of the meeting
28	WEBSITE UPDATION	1. Mr. MK MEENA TGT (ART) 2. Mr. VIJENDRA KHOKHAR	1. COMPUTER INSTRUCTOR 2. Mrs. SUMAN MEENA I PRT 3. Mrs. SUMAN MEENA II PRT	Updating of website on regular basis.
29	KV SHAALA DARPAN	MR. VIJENDRA KHOKHAR	1. COMPUTER INSTRUCTOR	Ensuring completion of the task within due time and monitoring of all activities related to KV S Darpan
30	CLEANLINESS COMMITTEE / SWATCHH AND HARIT VIDYALAYA	1. Mr. SANDEEP SHARMA, TGT (PET) I/c 2. Mr. RAMNIWAS MALI 3. Mrs. SANGEETA MITTAL 4. MR. SURENDER KUMAR, TGT (BIO)	1. Mrs. DIVYA MATHUR 2. Mrs. SUNITA MEENA, PRT 3. Mr. MEWA RAM MEENA, PRT	To maintain proper cleanliness in whole campus and monthly uploading of photos on website
31	MONTHLY PLANNER	1. Mr. SURENDER KUMAR, TGT (BIO) I/c 2. Mrs. MANSI JAIN, PRT	1. Mr. CK. SHARMA, TGT (MATHS) 2. Mr. RAMNIWAS MALI, TGT (SKT.) 3. Mrs. REKHA MEERWAL, TGT (ENG.) 4. Ms. NAVJYOTI, PRT	Display of month-wise activities on last week of the month.
32	OLYMPIAD	1. Mr. SURENDER KUMAR, TGT (BIO) I/c 2. Mrs. SUMAN MEENA II, PRT	1. Mrs. NAVJYOTI PRT 2. Mrs. MANSI JAIN PRT	Ensure registration of student for various and conducting exam.
33	BACK TO BASICS	Mrs. REKHA MEERWAL, (SECONDARY) Mrs. NAVJYOTI, (PRIMARY)	1. Mr. M.P VERMA, TGT (SST) 2. Mr. SURENDER KUMAR, TGT (BIO)	Effective monitoring of the implementation keeping record of the proforma
34	AWAKENED CITIZEN PROGRAMME	Mr. CK. SHARMA, TGT (MATHS) I/c	1. Mr. RAMNIWAS MALI, TGT (SKT.) 2. Mr. SHIVRAJ MEENA TGT (HINDI) 3. Mr. CK SHARMA TGT (MATHS)	Taking classes and maintaining records
35	JUNIOR SCIENCE LAB	Mr. SURENDER KUMAR, TGT (BIO) I/c	1. Mr. CK. SHARMA, TGT (MATHS) 2. Mrs. SUMAN MEENA I PRT	Maintaining stock and organizing activities VI to IX
36	PISA	Mrs. REKHA MEERWAL TGT (ENGLISH) I/c Mr. SURENDER KUMAR, TGT (SCI)	1. MR. SHIVRAJ MEENA, TGT (HINDI) 2. MS. NAVJYOTI PRT	Updating Report / Record Keeping

37	UDISE	1. Mr. SANDEEP SHARMA, TGT (PET) 2. Mr. MUKESH KUMAR MEENA TGT(ART)	1. Mr. MEWA RAM MEENA PRT 2. Mrs. NAVJYOTI PRT 3. Mrs. SANGEETA MITTAL WET 4. ALL CLASS TEACHERS	Updating Report / Record Keeping
38	ART INTEGRATION	Mr. MK MEENA TGT (ART)	1. ALL CLASS TEACHERS 2. COMP. INST.	As per syllabus given by intel/ KVS
39	EBSB	Mr. SHIVRAJ MEENA, TGT (HINDI) Mrs. SUNITA MEENA PRT	1. Mr. MK MEENA TGT (ART) 2. Mrs. NAVJYOTI PRT 3. Mr. SURENDER KUMAR TGT (SCI)	Conduct Prog & Manitain Record, Photograph send information
40	NISTHA	1. Mrs. REKHA MEERWAL, TGT (ENGLISH) 2. Mrs. SUMAN MEENA II PRT	1. Mr. SUNITA MEENA PRT 2. Mrs. SUMAN MEENA I AND II PRT 2. Mr. VIJENDRA KHOKHAR PRT (MUSIC)	
41	PRIKSHA PAR CHARCHA	MR. RAM NIWAS MALL, TGT (SKT),	1. MRS. SANGEETA MITTAL WET 2. MRS. SUNITA MEENA PRT	Keeping Record & organising Activities
42	COMPUTER ROOM	1. Mrs. REKHA MEERWAL TGT (ENGLISH) I/c 2. Mrs. SUNITA MEENA PRT	1. Mr. MK MEENA TGT (ART) 2. Mrs. NAVJYOTI PRT 3. COMP. INST.	MAINTAIN CLASSROOM DECORATION/ PROPER TEACHING THROUGH PPT
43	PHYSICAL VERIFICARION COMMISSION	Mrs. REKHA MEERWAL TGT (ENGLISH) Mr. SURENDER KUMAR, TGT (SCI) Mrs. SANGEETA MITTAL TGT (WET)	Mrs. SUNITA MEENA PRT Mrs. SUMAN MEENA I PRT	Verified the articles from the bills

Sl.No	Name Of Club	Name(s) Of the I/C & Members	Members(s)	Duties
1	AEP Club	Mr. SURENDER KUMAR, TGT (BIO)	1. Mrs. REKHA MEERWAL TGT (ENGLISH)	Conducting activities as per calender, Dealing with adolescent issues, Keeping records & sending monthly report to RO
2	ECD Club	Mrs. SANGEETA MITTAL, TGT WE	1. Mrs. SANDEEP SHARMA TGT (PET)	Keeping the campus green, upkeeping of plants, awareness among students, conducting activities once in a month

MAHENDRA PRASAD SHARMA

M Sharma
13-5-22

प्राचार्य / Principal
केन्द्रीय विद्यालय रा.क.वि.वि.
Kendriya Vidyalaya CURAJ
बान्दरसिन्दरी / Bandarsindri