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| केन्द्रीयविद्यालयक्रमांक-01प्रतापनगर,उदयपुर, जिला- उदयपुर-313001(राजस्थान( भारतसरकार मानवसंसाधनविकासमंत्रालय)शिक्षाविभाग( | Description: http://www.kvsangathan.nic.in/AppImage/kvslogo.jpg | KendriyaVidyalaya No.1,Pratap Nagar, Udaipur,**Distt. Udaipur- 313001 (Rajasthan)**GOVERNMENT OF INDIAMinistry of Human Resource Development **(DEPARTMENT OF EDUCATION)** |

 दूरभाष @TELEPHONE:0294-2491400, E Mail: -kv1udaipur@gmail.com  बेबसाइट@ Website: https://.no1udaipur.kvs.ac.in, CBSE AFF NO. 1700009 School No. 1642क्रमांक /केवि1/उदयपुर/**2020-21** दिनांक:- 20.06.2020 |  |  |

**LIST OF VARIOUS COMMITTEES FOR THE SESSION 2020-21**

**Effective from 01/04/2020**

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| Sl. No | DEPARTMENT | COMMITTEE MEMBERS |  | Sign of teachers |
| 1. | **Academics**  | 1. Sh. A L Meena Vice Principal I/c
2. Ms. Pramila Krishanan PGT Eng SMT Co Incharge
3. Smt. P.Soni Head Mistress(PRT Wing) I/c
 | 1. To prepare class wise, Teachers wise time table, circulate among the teachers.
2. Supervise daily at least two classes and submit the report to the Principal.
3. Arrangement of time table.
4. To circulate the split up syllabus among all subject teachers and to ensure that the coverage of syllabus is update (month wise) or not. Collect monthly report
5. To ensure the availability of text books/ study materials for the students.
6. Printing and Distribution of teacher’s diary/daily teacher’s diary to the subject teachers time to time.
7. To ensure the availability of teachers in every class at every period.
8. To keep the record of academic performance of the students periodically.
9. To ensure the spiral teaching classes are conducted weekly by each subject teacher and records kept for onward submission to KVS.
10. To conduct PTM Meeting.
 |  |
| 2. | **Alumni Association** | 1. **Sh. A L Meena Vice Principal I/c**
2. Smt. Pranayaza Soni Head Mistress
3. Sh. Dinesh Chandra Garg. TGT Sst
4. Sh. Lal Chand Lab
 | 1. To keep a record of ex-students in terms of their current career and position and also upload the necessary information on the Vidyalaya Website in the achievement portal.2. To organize Alumni meeting a befitting manner by inviting all ex-students once in a year.3. To prepare the report of Alumni meet along with photographs.4. To be in the contact of ex-students. |  |
| 3. | **Student Council** | 1. **Sh. Guljari lal PGT HIndi (I/C**)
2. **Smt. S Solanki PGT Bio**
3. Sh. Manoj Kumar Bairwa PET
4. Sh. Mukesh Salvi AE
5. Sh. Puran Mal Sambharia PRT
6. All HM AHM/Class Trs.
 | 1. To select council members worthy of taking charge of the discipline of the Vidyalaya.2. To select members as per instruction of KVS.3. Selection to be done on the basis of filing of nomination and interview thereof.4. Formation of Student Council to be completed by July 2020 (after admission in CIass XI).5. Badge Ceremony to be conducted in a be-fitting manner.6. Report and photographs to be submitted to the Principal and a copy to be sent to the RO Guwahati.7. Meeting of the Council to be taken from time to time by the Council Committee.8. Register and Record of Student Council meeting to be maintained, duly signed by the Principal. |  |
| 4. | Gardening & Beautification | 1. **Sh. Rajendra Meena Lib (I/C)**

**Committee Members,**1. Smt. Sudarshana Solanki PGT BIO(Co Incharge
2. Sh. Mukesh Salvi AE
3. Sh. Manoj Kumar PET
4. Sh. Rakesh Kumar PRT
5. Sh. Lal Chand Lab.
 | 1. To see to the planting and growing of seasonal flowers.2. To maintain the Vidyalaya premises keeping in view “CLEAN & GREEN” KV 1 Udaipur.3. Time to time get them trimmed of plants 4. To organize Van Mahotsav in a be-fitting manner. |  |
| **Maintenance & Repairing** |
| 5. | **School Building & Campus Maintenance** | 1. **Sh. Rajendra Meena LIB I/c**
2. **Sh. Eklesh Meena TGT Hindi** **Co Incharge**

**Committee Members,**1. Sh. G. Vora PGT Comm.
2. Sh. BP Meena PGT Chem.
3. Sh. RK Suman TGT Hindi.
4. Sh. Puran Mal PRT
 | 1. To identify the areas to be repaired.2. To get the requisition from all the deptt. holders and class teachers regarding repair.3. To ensure that the students and all staff members utilize the available resources carefully.4. To be in regular contact with CPWD and other departments.5. To vigilantly monitor all M & R Works. |  |
| **Quarters Building & Campus**  | 1. **Sh. Eklish Meena TGT Hindi I/c**
2. **Sh. Rakesh Kumar PRT Co Incharge**

**Committee Members,**1. Sh. Sunil Kumar Jilova PGT Geo
2. Sh. RP Meena TGT Science.
3. Sh. Rakesh Kumar PRT
4. Mrs. Mahjabi PRT
 |
| **QTR Allotment Committee** | 1. Sh. Dilbahadur Singh Principal. Chairperson
2. Sh. Amrit Lal Meena Vice Principal Vice- Chairperson
3. Smt. P. Soni HM Convener

**Committee Members,**1. **Sh. Rakesh Kumar PGT Hindi I/c**
2. Sh. Eklish Meena TGT Hindi
3. Sh. Izhar Alam TGT Science.
4. Sh. Direndra SSA
 | 1. QTR Allotment as per KVS Norms.
2. To maintain record.
 |  |
| **Furniture Deptt**. | 1. **Sh. Sunil Kumar Jilowa PGT Geo. I/c**
2. **Sh. Kishan Singh TGT Sst. Co Incharge**

Committee Members,1. Sh. NL Mali PGT Comp.
2. Sh. Kishan Singh TGT Sst.
3. Smt. Seema Raguvanshi PRT
4. Miss. Pooja Shrivastava PRT
 | 1. To prepare the list of furniture required in the classrooms/other deptt. from time to time.2. To ensure that the seating arrangement is proper and convenient according to their heights and teaching learning process.3. To intimate the Principal about the requirements and contact the carpenter from time to time. |  |
| **IT Equipment & CCTV** | 1. **Sh. NL Mali PGT Comp. I/c**
2. **Saneep Arora PGT Comp. Co- Incharge**

Committee Members,1. Sh. Saneep Arora PGT Comp. Co I/c
2. Ms. Pramila Karishnan PGT English
3. Sh. Mukesh Kumar Bairwa TGT Hindi
4. Sh. Comp. Ins.
 | Identify Repairable Item and get it functioned. Prepare list of item as per need base and Collect quotation with purchase committee. |  |
| **Electric / PA/ AC System Maintenance & Repairing** | 1. Work Education I/c
2. **Sh. Mukesh Kumar Salvi AE Co-Incharge**

**Committee Members,**1. Smt. Sudarshana Solanki PGT Bio.
2. Sh. DK Jain PGT Physics.
3. Sh. Laxman Singh TGT English
4. Smt. Manju Agarwal PRT
 | Identify Faulty Light in Vidyalaya campus and get it repaired and installation. |  |
| **Plumbing /Drinking Water Installation RO Repairing.** **Maintenance of Tube Well Motor** | 1. **Sh. R.P Meena TGT Science I/c**

**Committee Members,**1. **Sh. Izhar Alam TGT Science. Co Incharge**
2. Sh. BP Meena PGT Chem.
3. Sh. Mukesh Kumar Salvi AE
4. Sachin Wakade PRT
 | To provide facility.  |  |
| **Fire Safety School** | 1. **Sh. Gulzari Lal PGT Hindi. I/c**
2. **Sh. DC Garg TGT Sst. Co incharge**
3. Sh. Leena Jain PRT
4. Smt. KL Bhatnagar PRT
5. Sh. Lal Chand Lab
 | Check and Refilled |  |
|  | **Admission** | 1. **Sh. Sandeep Arora PGT Comp I/C**
2. **Sh. G. Vora PGT Co Incharge**.

**Committee Members,**1. Smt. P. Soni Head Mistress Co Incharge PRT.
2. Sh. Rakesh Kumar PRT
3. Sh. Jagdish Acharya JSA
4. Sh. Lal Chand Lab
 | 1. To communicate the revised Admission Guidelines to the Parents and Teachers.
2. To follow the admission procedure strictly as per KVS rules with a DEMOCRATIC way and proper transparency.
3. Be vigilant while admitting any student by verifying all required documents as per the category applied for.
4. To follow the RTE act 2010 in the Admission process.
 |  |
| 6. | **Honour Board/Display Board** | 1. **Sh. Mukesh K.Salvi AE Incharge**

**Committee Members,**1. Sh. Guljari Lal PGT Hindi
2. Sh. M. Rehman PGT English
3. Sh. MK Bairwa TGT Hindi.
4. Sh. M Sandu PRT
 | Updated |  |
| 7. | **Medical Facility & Emergency****First Aid** | 1. **Smt., Nurse. I/C**

**Committee Members,**1. **Smt S. Solanki PGT Bio Co Incharge**
2. Smt. Chandra Kala Rathore PGT Chem.
3. Smt. Neha Sargiya TGT Maths.
4. Smt. Susheela Gusar Sub Staff.
 | 1. To ensure the availability of theconcerned items (First Aid Box).2. To provide firstaid during all concerned excursions/tours.3.To equip oneself and students with knowledge of first aid so that students are prepared to face any causality. |  |
|  | **Cleanliness School Building & Campus and verification Remuneration bill** | 1. **Sh. A.L. Meena Vice Principal Convenor**
2. **Mrs. P. Soni HM. Convenor Primary Wing**

**Committee Members,**1. Sh. Manoj Kumar PET ( Ground Cleaning)
2. Sh. Rajendra LIB (Garden Maintenaince)
3. Sh. Jagdish Acharya JSA (Maintain Attendance in register)
4. Sh. Lal Chand Lab I/c Cleaning Item Stock(Old Building)
5. Sh. Madan Sub Staff (New Building)
6. Smt. Sushila Sub Staff (Principal Chember&office)
 | All Members physically verified cleaning and engage conservancy staff where need of cleaning.Attendance & Salary bill verification of the conservancy staff. |  |
|  | **Purchase Committee (LPC)** | 1. **Sh. Amrit Lal Meena Vice Principal I/c**

**Committee Members,**1. Ms. Pramila Krishnan PGT Eng & SMT
2. Smt. Pranayaza Soni Head Mistress
3. 4. Mr.Sandeep Arora PGT Cs.

**Note-** Concern Deptt. I/c Submit Requirement to purchase committee | 1. To contribute in purchase process as per tenders and quotations by Market Survey.2. To follows the instructions of VMC3. To ensure the quality and lowest Rates of supply of items purchased from different firms and put signature on the bill after physical verification of items.4. To ensure that the items are entered in the stock registers by the concerned stock holders. |  |
| 08. | **Scout & Guide, Cub, Bulbul** | Scout & Guide1. Sh. Dinesh Chandra Garg. I/c
2. Smt. Nanada Vaishnav TGT Sans.
3. Sh. Laxman Singh TGT Eng
4. Sh. R.P. Meena TGT science
5. Sh. Eklesh Meena TGT Hindi.
6. Sh. RK Meena Lib
7. Sh. Lal Chand Rathore

Cubs &Bulbl1. Smt. Leena Jain
2. Sh.Puran Mal PRT
3. Smt. Sangeeta PRT
4. Sh. S.S Gautam Music
5. Smt. KL Bhatnagar PRT
6. Smt. Manju Agarwal PRT

NCC1. Neha Sargiya I/C
2. Ms. Pooja PRT
 | 1. To enrol capable and interested students.2. To plan and organize the Scout &Guide programmes as per KVS planner.3. To prepare students for the Vidyalaya as well Scout Programmes.,4. To be in touch withDistrict/State/National/World/KV State Scout & Guide Organization5. To upload Scout & Guide activities in the Vidyalaya website.6. To maintain report along with photographs. |  |
| 09. | **Recess Duty** | As per schedule | 1. To be vigilant at every corner of the Vidyalaya during recess hours to avoid any mishap.. |  |
| 10. |  |  |  |  |
|  | **Staff Meeting Minutes** | 1. **Sh. Amrit Lal Meena Vice Principal I/c**
2. Mr. R. Rehman PGT Eng. (Coordinate & Record Minute.)
3. R.K. Suman TGT Hindi (Coordinate & Record Minute.)
 | 1. Prepare agenda point.
2. To convey to all staff members about all matters discussed in the meetings.
3. To prepare the minutes of all meetings (staff/committee) in details.

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| 11. | **Salary Preparation & Verification in UBI Income Tax**  | 1. **Mr. Dhirendra SSA I/c**

**Committee Members,**1. Sh. Goverdhan Vora PGT Comm.
2. Sh. Sandeep Arora PGT Comp.
 | 1. Prepare salary as per in KVS format , Upload in UBI portal as per instruction KVS RO Jaipur.
2. Verified entries before uploading
 |  |
| 12. | **PTA Meeting** | 1. Ms. Pramila Krishnan
2. Smt. Leena Jain
3. All Class Teachers
 | 1. To fix schedule for PTA Meetings as per KVS planner and inform the class teachers well in time.2. To prepare the agenda to be discussed with parents.3. To prepare minutes. |  |
| 13. | **Website updating** | 1. **Sh. Narayan Lal Mali PGT Comp. I/c**
2. Comp. Ins.
3. Sh. Dilbahadur Singh Principal
 | 1. To update the website every fortnight.2. To make entry of every details. (Photographs) regularly.3. To update enrolment position every month.4. To make entry of CMP details regularly.5. Every month of 02 day report to be submit to the principal |  |
|  |  |  **Note- Concerned Deptt. I/c Physically get it Verified any three members.** |
| 16. | **RTI AND RTE**  | 1. **Mr. Dhirendra SSA**,
2. Sh. Jagdish Acharya JSA
3. Sh. Sandeep Arora PGT Comp
 | 1. To keep the knowledge of RTE as per declaration of Gazette of India.2. To provide the opportunity for admission under RTE Act 2010 and as per KVS new admission guidelines.3. To be vigilant during admission process by the verifying the relevant and required documents, also keeping in mind social justice. |  |
| 17. | **Photography Committee** | 1. Mr. Mukesh Salvi TGT AE.
2. Sh. M. Sandu PRT
3. Sh. Puran PRT
 | 1. To see to the proper photography during all occasions.2. To get hard copies developed and display them accordingly.3. To download photographs and tag them as per occasion.4. To select photographs and submit them to the website incharge for website updating.5. To maintain the cameras and their chargers. |  |
| 18. | **Subject Committee meeting** | 1. All Sr. PGTs I/C

**Committee Members,**1. All PGT TGT Subject Teachers
 | To organize monthly subject committee meeting with all subject teachers at your respective deptt. With Chairpersonship of Vice Principal, Head Mistress & Principal |  |
| 19.  | **Condemnation Committee** | 1. Sh. Dilbahadur Singh Principal Convener
2. Sh. Amrit Lal Vice Principal Vice
3. Sh. R.K. Suman TGT Hindi I/c
4. Smt. Pramila Karishnan PGT Eng.
5. Smt. P. Soni Head Mistress
6. Concern Stock I/c
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| 21. | **Exams (Internal) & Competitive Exam** | 1. **Ms. Pramila Krishnan I/C**
2. **Sh. Gopal Tailor TGT Maths Co-I/c**
3. **Smt. Neha Sargiya TGT Maths. Co-I/c**
4. Mr. Izhar Alam TGT Sci. Co-I/c
5. Sh. Madan Sub staff.

  | 1. To prepare the exam time table for tests) under KVS planner 2020-21.2. Arrangement of the question papers in advance with proper vigilant attitude.3. To keep all Question papers (Confidential materials) in the safe custody and be vigilant and open the particular packet before at least two teachers for witness.4. To arrange the seating plan likewise CBSE pattern.5. To arrange the invigilation duties without any discrepancy.6. to conduct the internal exam smoothly and to prevent the mal-practice by deputing flying squid. |  |
| 22. | **CBSE Exam,** | 1. **Sh. Rajesh Banshiwal PGT Eco. I/C**
2. Sh. Rajkumar PGT Hist.
3. Sh. Sunil Kumar PGT GEO
4. Smt. Sushila Sub Staff
 | 1. To follow the instructions and guidelines of CBSE strictly.2. To communicate the latest and relevant information regarding CBSE circulars to the students and teachers to avoid any discrepancy.3. To complete all important works timely to be sent to CBSE such as Registration of class IX and XI, Examination forms, Teacher’s information for CBSE duty etc. |  |
|  | **NIOS Exam** | 1. **Sh. Eklesh Meena TGT Hindi I/c**
2. Sh. G. Vora PGT Comm. Co I/c
 | 1. To follow the instructions and guidelines of NIOS strictly.2. To communicate the latest and relevant information regarding CBSE circulars to the students and teachers to avoid any discrepancy.3. To complete all important works timely to be sent to NIOS such as Registration of class |  |
| 23. | **CCA** | 1. **Sh. Gulzari lal PGT Hindi I/c**2. Laxman Singh Dewal TGT English | 1. To prepare CCA calendar for the current session.2. To organize the CCA programmes as per the schedule in the befitting manner and prepare the report timely with photographs for onward submission.3. To ensure about the maximum participation of students in CCA activities in order to enhance their overall development under CCA.4. To organize programmes for the Golden Jubilee Year of KVS rule and circulars. |  |
| 24. | **Morning Assembly** | 1. **CCA I/c**

**Committee Members,**1. Mr. Manoj Kumar PET(Discipline)2.Mr. Sadashiv Gautam (Music)4. Mr. Rajendra Meena Lib) Flag Preparation3. Mr. Madan Sub Staff Flag5. All Class teachers Co class trs. and House masters &Asso. HM. | 1. To conduct the morning assembly in a befitting manner on rotation basis as per the direction of KVS Education Code (Article 92/pg.117)2. To make a weekly plan in order to distribute the particular duties to the class/house and teachers for Morning Assembly.3. Moral teaching by the teachers must continue on the rotational basis. |  |
| 25. | **Discipline/and counselling Student & Parents Committee** | 1. **Mr. A.L. Meena Vice Principal , I/C**

**Committee Members,**1. Mrs. S. Solanki, PGT.Bio)2. Mr. M. Rehman, PGT(Eng)3. Mrs.P. Soni, PRT4. Mrs.Pooja PRT5. Concerned Class Teachers /House Masters As Per Day  | 1. To identify the problematic student and enlist them for further reference in the discipline committee meetings.
2. To find the various reasons of in disciplinary activities along with the detail of family background and psychological study in the written form.
3. To keep an eyeon the unwanted activities of every student with fully vigilant during school hours and report to principal (if any)
4. To avoid any type of corporal punishment, scolding, and rough treatment instead of counseling along with parents of the students and committee members.
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| 26. | **Disaster Management** | 1. **Sh. Dinesh Chandra Garg TGT(Sst.) I/c**

**Committee Members,**1. Sh. Rajendra Meena Lib
2. Mr. Manoj Kumar, PET),
3. Smt. Leena Jain PRT
4. Mr. Lal Chand Sub Staff,
 | 1. To identify the sensitive points of mishaps in the vidyalaya and to report immediately to the Principal for necessary action. Eg. Electrical points, snake prone area, damaged area of school building, weak trees etc.3. To organize mock drill, seminars and workshops for students and teachers. |  |
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| 27. | **Eco/ Environment Club** | 1.Mr.Sunil Kumar Jilova, PGT Geo | 1. To organize activities with the concept of GREEN & CLEAN KV 1.2. To ensure the mass participation of students (VI to XII). |  |
| 28. | **NAEP** | 1. **Mrs. Solanki PGT Bio,I/C**2. Nurse | 1. To organize seminars, workshops, lectures.2. To invite experts.3. To keep in touch with the local wing of NAEP.4. To organize competition and awareness programs. |  |
| 29. | **Integrity Club** | 1.Mr. Manoj Kumar PET I/C2.Mr. Kishan Singh, TGT(S.St.) | 1. To create awareness among the students about national integration, brotherhood and civic sense.2. To organize the club activity and to keep record along with photographs.3. Upload all the key features of activities in the vidyalaya’s website. |  |
| 30. | **Career Guidance/ Counselling** | 1. Mr. Rajendra Meena Lib,I/C
2. Sh. Chandra Kala PGT Chem
3. Sh. DK Jain PGT Phy
 | 1. To remain in contact with the employment exchange and to invite experts to guide the students to choose their career accordingly.2. To identify the students to select their stream according to their interest, potential and resources,3. To involve the parents to help their wards to select proper stream.4. To help the students to appear various career enhancing exams, i.e., IIT, FITJEE, NTSE, KVPY, SAT&AP and so on. |  |
| 31. | **Library** | 1. **Mr. Rajendra Meena Lib, I/C**

**Committee Members**1. Mr. M.Rehman, PGT(Eng)2. Mr. Guljari Lal ,PGT(Hindi)3. Sh. B.L. Meena Chem4. Mr. T. Jhariya (PGT Phy)5. Mr. S. Kumar Jilova PGT Geo6. Sh. S.L. Mehata PGT Maths7. Sh. G Vora PGT Comm.8. Sh. Rajesh PGT Hist. | 1. According to the annual allocation of fund books are to be purchased according to the requirement of the students.2. To collect requisition of books from various departments and submit the same to the librarian for necessary action.3. To ensure timely distribution of books and study material to be sent by KVS time to time in all the classes. |  |
| 33. | **Science Exhibition/ Science Congress** | 1. Mr.Dk Jain PGT(Phy) I/C
2. Smt. Chandra Kala PGT Chem. Co I/c

**Committee Members,**All Science Teachers) | 1. To conduct the Programme as per instruction of KVS. |  |
| 34. | **Youth Parliament** | 1.**Mr.Kishan Singh TGT(S.St.)****Committee Members,**1. Sh. Rajkumar Dhobi PGT Hist.
2. MR. DC Garg TGT S st.
3. Poltical Science
4. Sh. Sunil Jilova PGT geo
 | To conduct the programmes as per instruction of KVS |  |
| 35.  | **Raj-BhashaCommittee** | 1.**Mr. Mukesh Kumar Bairwa TGT Hindi I/c****Committee Members,**1. Sh. Guljari Lal PGT Hindi
2. Sh. RK Suman TGT Hindi
3. Eklish Meena TGT Hindi
4. Smt Nanada Vaishnav TGT Skt
 | 1. To organize the monthly meeting in order to promote Raj Bhasha in the school
2. To promote the correspondence in Hindi
3. To Develop Hindi rajbhasha corner and language club
4. To encourage the student for Expressing their views in Hindi too
 |  |
| 36. | **Question Moderation Committee** | 1. Mr.P. Krishanan PGT Eng.
2. MRS. Neha Sargiya TGT Maths
3. Nominated By Exam I/c
4. Subject TRs
 | To Follow the Instructor of Cluster I/C, KVS,RO. For modification if any1. To verify the question papers.
 |  |
| 37. | **House Master****&Associate House Master** | 1. Shivaji House
2. Mr. Rajkumar PGT Hist
3. Mrs. Neha Sargiya TGT Maths
4. Tagore House

1. MR. M. Rehman PGT English2. Smt. Nanda Vaishnav TGT Sans.AHM1. Raman House
2. Mr. D K Jain PGT Phy HM
3. Mrs. S. Solanki PGT Bio AHM

D Ashoka House1. Mr. N L Mali HM
2. Mrs. C K Rathor AHM
 | 1. House meeting, activity conduction, maintaining the house record.
2. Planning for inter-house competitions
3. Preparing students for inter-house and inter-school competitions.
 |  |
| 38. | **Vidyalaya Patrika** | 1. **Mr. M. Rehman PGT Eng I/c**
2. **Sh. Rajesh Soni TGT Eng**
3. Mr. Gulzari Lal (PGT Hindi)
 | 1. To collect material from the students.
2. To scrutinize the received material and organize it
3. Proof reading and design checking
4. To collect messages of the Chairman and Principal and assimilate them in the Patrika.
 |  |
| 39. | **VMC MEETING** | 1. Mr. A. L Meena Vice Principal (Planning & Conduct Prepare Agenda Point)2. Mr. Sandeep Arora PGT Cs (Record Minute /ICT)3. Mrs. P. Soni Head Mistress | Conduct Meeting As Per Scheduled in KVS Norms.Keep Record  |  |
| 40. | **Bhasha Sangam/Ek Bhart Sharesht Bharat** | 1. Sh. Rajkumar Dhobi PGT Hist.

**Committee Members,**1. Sh. Kishan Singh TGT Sst.
2. Sh. Gautam Music
3. Sh. Mukesh Salvi AE
 | Conduct Programme and keep Record |  |
| 41. | **Grievances Redresal cell & Sexual harassment Committee** | 1. Sh. Amrit lal Meena Vice Principal
2. Ms. P. Krishanan PGT Eng.
3. Mrs. P. Soni Head Mistress
4. Local NGO Member
 | Take immediate action when receiving any such complaint.  |  |
| 42. | **Resource Room** | 1. Sh. Gulzari Lal PGT Hindi PGT
2. Mr. M. Rehman PGT Eng.
 | 1. Facilitate it for smart room.
2. Get it clean.
3. To Purchase required item.
 |  |
| 43. | **SBSB** | 1. Sh. Manoj Kumar PET Incharge.
2. NL Mali PGT Cs
3. Comp. Instructer
4. All Class Teachers
 |  |  |
| 44. | **Ntse/stse** | Mr. Gopal Tailor TGT MathsMr. Laxaman TGT Eng |  |  |

All teaching and Non-Teaching staff is hereby instructed to follow the assigned duties strictly mentioned above with letter and spirit and an attitude of TEAM WORK and share your experience and suggestions for the betterment of the Vidyalaya and all round development of the students. Teachers should put more efforts in recognising individual talents and learning methods of the students and also to further nurture and nourish these talents to the best of their capabilities. Teaching-learning process should not be solely centred on just passing the examinations. Teachers should look for new ways to take teaching beyond the books.

 Every teacher is also requested to come forward with a Positive attitude to enhance the students so as to make them a resourceful citizen of the country as per the need of Society.

All stock Holder session 2019-20 hand over charge to the newly in charge for session 2020-21 if change immediately.

(DIL BAHADUR SINGH)

Principal