

## ORDER

Following committee are here by constituted for the smooth functioning of vidyalaya members are required to extend full corporation to achieve academic pursuits. They directed to sign against their name as acknowledgment and perform the work entrusted the utmost satisfaction of undersigned.

### PRINCIPAL

#### Overall coordination and supervision

1. Mrs Usha Arya (VP)
2. Mrs.K. Purohit PGT Maths
3. Smt. V. Sharma, H.M.

#### 1. Subject Conveners :

English	Mrs. A. Agnihotri
Hindi	Mr. J.N.Meena
Maths	Mrs. K. Purohit
Science	Mrs. S. Solanki
Commerce	Ms. Ritu Vinayak
Social Science	Mr. S. K. Chauhan

#### 2. Admission :

3.

1. Mr. Hemant Pandya Incharge
2. Mrs. Pooja Yadav
3. Mrs. Kavita Acharya
4. Mr. Alok Sharma
5. Mr. N.K. Sisodia
6. Mrs. V. Sharma
7. Ms. Ritu Vinayak
8. Mr. Ramesh Gussar
9. Mr. Lal Chand

#### 3. Examination Sr. Section :

4.

1. Ms. P. Krishnan Incharge
2. Mr. C. Pandya Co-incharge
3. Mr. Vinod Kumar Lodi
4. Mrs. Rakhi Jain

			5. Ms. Neha Sargiya	
			6. Mr. Ramesh	
			7. Mr. Roop Lal	
			8. Mr. Lal Chand	
4.	<b>CBSE</b>	5.		
			1. Mrs. K. Purohit	Incharg
			2. Mrs. Saba Parveen	Co-Inch
			3. Mrs. Rakhi Jain	
			4. Mr. Gopal Tailor	
			5. Class Teacher of Class IX-XII	
5.	<b>Outside Exams</b>	6.		
			1. Ms. P. Krishnan	Incharg
			2. Mr. B.K. Bagerwal	Co-Inch
			3. Mrs. Rakhi Jain	
			4. Ms. Neha Sargiya	
			5. Mr. N. Sisodia	
6.	<b>Discipline Committee :</b>	7.		
			1. Mr. S. S. Ahmed	Incharg
			2. Mrs. Kavita Acharya	Co-Inch
			3. Mrs. P . Krishnan	
			4. Mr. M .L. Mandiwal	
			5. Mr. N.K.Sisodia	
			6. Mr. Chandra Singh	
			7. Mr. S. K.Sharma	
			8. Mrs. Leena Jain	
7.	<b>Time Table :</b>	8.		
	Sr. Section		1. Mr. S L Mehta	Incharg
			2. Mr. R. K. Jain	Co-Inch
			3. Mrs. Kavita Acharya	

**(A) Leave Arrangement :**

	Sr. Section		1. Mrs. S. Govil	Incharg
			2. Mrs. Neha Sargiya	Co-Inch
			3. Mrs. K. Acharya	
			4. Mr. M.L.Mandiwal	
8.	<b>Furniture :</b>	9.		
			1. Mr. V. K Lodi	Incharg
			2. Mr. Hemant Pandya	Co-Inch
			3. Mr. Kishan Singh	
			4. Mr. Gopal Tailor	
			5. Mrs. Leena Jain	
			6. Mrs. R. Sindhi	
9.	<b>CCA :</b>	10.		
	<b>Sr. Section</b>		1. Mrs. A. Agnihotri	Incharg
			2. Mr. J. N. Meena	Co-Inch
			3. Mr. M. K. Yadav	
			4. Mrs. N. Singh	
			5. Mr. S. S Ahmed	
10.	<b>Student Council :</b>	11.		
			1. Mrs. K. Purohit	Incharg
			2. Mr. S. S. Ahmed	Co-Inch
			3. Mr. M .L. Mandiwal	
			4. Mrs. K.Acharya	
			5. Mr. N.K.Sisodia	
11.	<b>Cleanliness of Vidyalaya Campus :</b>	12.		
			1. Mr. B.K. Bagerwal	Incharg
			2. Mr. Vinod Kumar Lodi	Co-Inch
			3. Mr. R K Meena	Library
			4. Mrs. K. Acharya	Comp L
			5. Mr. Lal Chand	For Botl
			6. Mrs. T. R. Dutta	Outside Primary
			7. Mr. S K Sharma	

8. Mr. R. C. Gussar	
9. Mrs. S. Solanki	
10. Mrs. Leena Jain	
11. Mrs. Sushila Gussar	Ladies a Toilets
12. Mr. Gopal Tailor	
13. Mrs. Neetu Singh	Class T
14. Mr. Roop lal	
15. Mr. S K Chouhan	
16. Mr. D. C. Garg	Gents To
17. Mr. Madan Lal	
18. All Class Teachers	Respect Classes

11. **Beautification of Vidyalaya Campus**

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12.

- |                      |         |
|----------------------|---------|
| 1. Mrs. S. Govil     | Incharg |
| 2. Mrs. K. Rathi     | Co-Inch |
| 3. Mrs. Saba Parveen |         |
| 4. Ms. Ritu Vinayak  |         |
| 5. Mrs. Neetu Singh  |         |

12. **Development and Maintenance of gardens and lawns :**

13.

- |                       |         |
|-----------------------|---------|
| 1. Mr. N. Sisodia     | Incharg |
| 2. Mr. R. K Meena     | Co-Inch |
| 3. Mr. V.K. Upadhayay |         |
| 4. Ms. S. Chakravorty |         |
| 5. Mr. Lal Chand      |         |

13. **Construction and maintenance of Vidyalaya Building**

14.

**(A) Civil**

- |                       |         |
|-----------------------|---------|
| 1. Mr. S.K. Chouhan   | Incharg |
| 2. Mr. V.K. Upadhayay | Co-Inch |
| 3. Mr. D.C. Garg      |         |
| 4. Mr. S.S. Ahmad     |         |
| 5. Mrs. L. Jain       |         |
| 6. Mr. Madan Lal      |         |

**(B) Electricity Repair & maintenance**

- |                      |         |
|----------------------|---------|
| 1.Mr. V.K. Upadhayay | Incharg |
| 2. Mr. S.K.Sharma    | Co-Inch |
| 3. Ms Neha Sargiya   |         |
| 4. Mr. Lal Chand     |         |

**(C)Drinking Water, Cleanliness of water tanks, Aqua guard, Sanitary repair & maintenanc**

- |                       |         |
|-----------------------|---------|
| 1. Mr. R.K.Jain       | Incharg |
| 2. Mr. R.P.Meena      | Co-Inch |
| 3. Mr. TGT Sanskrit   |         |
| 4. Mrs. K. Bapna      |         |
| 5. Mr. Rooplal Meena  |         |
| 6. Mr. Hira Lal Patel |         |

**14. Computer Laboratory , Computer Education**

- |                       |         |
|-----------------------|---------|
| 1. Mrs. K. Acharya    | Incharg |
| 2. Mrs.Rakhi Jain     | Co-Inch |
| 3.Mr. B.K. Bagerwal   |         |
| 4. Mr. S.K. Sharma    |         |
| 5. Mrs. K.Rathi       |         |
| 6. Mr. Alok Sharma    |         |
| 7.Computer instructor |         |

**15. Website Committee**

- |                      |          |
|----------------------|----------|
| Mr. G. S. Mehta      | Principa |
| 1. Mrs. Rakhi Jain   | In charg |
| 2. Mrs. K. Acharya   | Co Inch  |
|                      | Enrollm  |
|                      | Position |
| 3. Mrs. A. Agnihotri | Achieve  |
|                      | related  |
|                      | Current  |
| 4. Mrs. K. Purohit   | Achieve  |
|                      | student  |
|                      | Teacher  |
| 5. Mrs. S. Govil     | Achieve  |
|                      | related  |

	6. Mr. M.P. Sewariya/ Computer Instructor	TC Deta
	7. Mr. H Pandya	Admissi Related
	8. Ms. P. Krishnan	Result A
	9. Mr. S. S. Ahmed 17.	Sports A
<b>16. Scouts, guide and NCC Activities :</b>		
(A) Scouts	1. Mr. Lal Chand	In charg
	2. Mr. R. K. Meena	Co-In c
	3. Mr. D. C. Garg	
	4. Mr. R. P. Meena	
(B) Guides	1. Mrs. Pooja Yadav	In charg
	2. Mrs. A. Agnihotri	Co-In c
	3. Mrs. K. Purohit	
(C) Cubs	1. Mr. S.K. Sharma	In charg
	2. Mrs. K. Bapna	Co-In c
	3. Mrs. M. Chelawat	
	4. Ms. V. Punekar	
(D) Bulbuls	1. Ms. S. Chakarvarty	In charg
	2. Mrs. L. Jain	Co-In c
	3. Mrs. R. Sindhi	
	5. Mrs. K.L. Bhatnagar	
(E) NCC	1. Mrs. K. Acharya	Incharg
	2. Ms. Neha Sargiya	Co-Inch
	3. Ms. S. Chakarvarty	
	4. Ms. A. Dashottar	
<b>17. Rashtra Bhasha Samiti(OLC) :</b>		
	1. Mr. J. N. Meena	In charg

	2. Mr. Alok Sharma	Co-In c
	3. Mr. M.L. Mandiwal	
	4. Mrs. N.Singh	
	5. Mr. M. K. Yadav	
	6. Mrs. U. Bhatnagar	
	7. Mr. Sumit Saini	
	8. Mr. M.Sevaria	
<b>18. Excursion, Tours And Adventure Activities :</b>	19.	
	1. Mr. S.S. Ahmed	In charg
	2. Mr. H. Singh	Co-In c
	3. Mr. C. Singh	
	4. Mr. R. Soni	
	5. Mrs. L. Jain	
	6. Mrs.Pooja Yadav	
	7. Ms. A. Dashottar	
	8. Ms. S. Chakravorty	
	9. Class Teachers & Co- Class Teachers of the classes going for outing.	
<b>19. Printing and Distribution of School Diary :</b>	20.	
	1. Mrs. K. Purohit	In charg
	2. Mrs. A. Agnihotri	Co-In c
	3. Mrs. V. Sharma	
	4. Mr. Rajesh Soni	
<b>20. Printing and Distribution of School Magazine :</b>	21.	
	1. Mr. J. N. Meena	Chief Ed
	2. Ms. P.Krishanan	Chief Ed
	3. Mrs. A. Agnihotri	English
	4. TGT Sanskrit	Sanskri
	5. Mrs. S. Govil	Art Edit
	6. Mr. M K Yadav	Member
	7. Mrs. V.Sharma	H.M.

21. <b>V.V.N. :</b>	22.	1. Mr. J. N . Meena 2. Mr. S. K. Chouhan	In charge Co-In c
22. <b>Condemnation Process Committee :</b>	23.	1. Mr.S.K.Chouhan 2. Mrs. S. Parveen 3. Department Heads/Stock holders whose articles are to be condemned	In charge Co-In c
23. <b>Prize Purchase Committee :</b>	24.	1. Mrs. K. Purohit 2. Mr. S.Govil 3. Mr. J.N. Meena 4. Mrs. A. Agnihotri 5.Mrs. V. Sharma 6.Mr. S. K Chouhan	Incharge Co-Inch
24. <b>Medical and First Aids :</b>	25	1. Mr. S. S. Ahmed 2. Doctor and Nurse 3. Mrs. S. Govil 4. Mrs. V. Sharma 5. Mrs. K. Rathi 6. Mr. Lal Chand	Incharge
25. <b>Library Committee Purchase of Books :</b>	26.	1. Mr. R.K. Meena 2. Mrs. K. Purohit 3. Mr. M. L Mandiwal 4. Ms. P. Krishnan 5. Mrs. S. Parveen 6. Student representative of Classes X X	In charge Co-In c
<b>Sr. Section</b>			



	<b>Pr. Section :</b>		1. Mrs. V. Sharma	In charge
			2. Mr. S.K.Sharma	Co-In c
			3. Mrs. T. R. Dutta	
			4. Mrs. K. Bapna	
			5. Mrs. L. Jain	
26.	<b>Photography :</b>	27.		
			1. Mr. S.K. Sharma	In charge
			2. Mrs. S.Govil	Co-In c
			3. Mrs. K. Acharya	
27.	<b>Minutes of Staff Meeting :</b>	28		
			1. Mr. R. Soni	In charge
			2. Mr.Alok Sharma	Co-In c
			4. Mrs. R.Sindhi	
28.	<b>Report Writing of various events and activities organized in Vidyalaya :</b>	29.		
			1. Mrs. A. Agnihotri	In charge
			2. Ms. P. Krishnan	Co-In c
			3. Mrs. K.Bapna	
			4. Computer Instructor	
29.	<b>P.T.A./Protocol Duties and Liasion with outside agencies :</b>	30.		
			1. Mrs. K. Purohit	In charge
			2. Mr. S. K Chouhan	Co-In c
			3. Ms. P. Krishnan	
30.	<b>P.A. System :</b>	31.		
			1. Mr. V.K. Upadhayay	In charge
			2. Mr. S.K.Sharma	Co-In c
			3.Mrs. S.Solanki	
			4. Mrs. S.Govil	
			5. Mr. S. S. Ahmed	
			6. Mr. Lal Chand	

		7.Mr. Roop Lal	
31. <b>Fire Safety :</b>	32.		
		1. Mr. J.N.Meena	In charge
		2. Mr. C. Singh	Co-In c
		3. Mr. D.C.Garg	
		4. Mr. R.K.Meena	
32. <b>Sadbhavna Club :</b>	33		
		1. Mr. B.K.Bagerwal	In charge
		2. Mrs. A. Agnihotri	Co-In c
		3. Mrs. R. Sindhi	
		4. Mrs. K. Rathi	
		5. Ms. A. Dashottar	
33. <b>Lab Incharges and Stock Holders :</b>	34.	Physics Lab	Mr. B.K
		Chemistry Lab	Mrs. Po
		Biology Lab	Mrs. S.
		Jr. Sc. Lab.	Mr.N.Si Mrs. Ka
		Computer Lab	Acharya
		Resource Room	Mr. V.K
		Games Room	Mr. S. S Mr. S. K
		Geo. Room/Teaching Aid	Chouha Mr
		Work Experience Room	V.K.Upa
		Art Room	Mrs. S.O
		Music Room	Mr.Y.R.
		Library	Mr. R.K
		Teaching Aids (Pr. Section)	Mrs. M.
34. <b>Maintenance and allotment of staff quarters :</b>	35.		
		1. Mr. S. K. Chouhan	In charge
		2. Mr. Hemant Pandya	Co-In c
		3. Mr. S.S.Ahmed	

		4. Mr. V.K.Lodi	
		5. Mr. J.N.Meena	
35. <b>Guidance and Counseling :</b>	36		
		1.Mrs. K. Purohit	In charge
		2. Mrs. Pooja Yadav	Co-In charge
		3. Mrs. K. Rathi	
		4. Mr. R.K.Meena	
36. <b>Right to Information Cell :</b>	37		
		1. Mr. Sumit Saini	In charge
		2. Mr. M.P.Sevaria	Co-In charge
		3. Mr. N.Sisodia	
		4. Mrs. Rakhi Jain	
37. <b>V.M.C. :</b>	38.		
38. <b>Enrollment Position of the Students</b>	39.	1.Mrs. A. Agnihotri	Teacher
<b>&amp; Monthly Administrative Returns :-</b>			
		1. Mrs. K.Acharya	In charge
		2. Mrs. S.Solanki	Co-In charge
		3. Mr. N. Sisodia	
		4.Mr.M.P.Sevaria	
39. <b>Honour Board/ Display Board :</b>	40.		
		1.Mrs. S.Govil	In charge
		2. Mrs. K. Purohit	
40. <b>Adolescence Education / NAEP:</b>	41.		
		1. Mrs. S.Solanki	In charge
		2. Mr. K. Singh	Co-In charge
		3. Mr. H. Pandya	
		4. Mrs. K. Rathi	
		5. Mr. N. Sisodia	

		6.Mrs.K.Acharya	
		7. Mr. J.N.Meena	
41. <b>Academic improvement :</b>	42		
		1. Mrs. K. Purohit	In charge
		2. Mr. H. Pandya	Co-In c
		3. Mr. M L Mandiwal	
		4. Ms. P. Krishnan	
		5. Mrs. V.Sharma	
		6. All Members mentioned under over all coordination & supervision	
42. <b>KVS Maths Olympiad :</b>	43		
		1. Mrs. K. Purohit	In charge
		2. Mr. S.L.Mehta	Co-In c
		3. Mr. R. K. Jain	
		4. Mrs. Neha Sargiya	
		5.Mr.Gopal Tailor	
43. <b>KVS Sc. Olympiad &amp; Green Olympiad for Sr. Section :</b>	44		
		1. Mrs S. Solanki	In charge
		2. Mrs Pooja Yadav	Co-In c
		3. Mr. N. Sisodia	
		4. Mr.R.P.Meena	
44. <b>NCS Congress</b>	45		
		1. Mr. Chitresh Pandya	In charge
		2. Mr. B. K. Bagerwal	Co-In c
		3. Mrs. Saba Parveen	
		4. Mrs. S. Solanki	
		5. Mr. N. Sisodia	
45. <b>NTSE :</b>	46		
		1. Mr. Alok Sharma	In charge
		2. Mr. D.C.Garg	Co-In c
46. <b>Green Olympiad(Primary):</b>			

		1. Mrs. T. R. Dutta	In charge
		2. Mr. S.K.Sharma	Co-In charge
47. <b>Pilot project:</b>		1. Mr. S.K. Sharma	In charge
		2. Mrs. K.Rathi	Co-In charge
		2. Mrs. K . Bapna	
48. <b>Records of TA/TLM and Storage :</b>	49.	1. Mrs. V.Sharma	In charge
		2. Mrs. M. Mathur	Co-In charge
		3. Mrs. U.Bhatnagar	
		4. Mrs. A. Dashottar	
		5. Mrs. K . Rathi	
49. <b>Publication of News Letters :</b>	50.	1. Mrs. V. Sharma	In charge
		2. Ms. V. Punekar	Co-In charge
		3. Mrs. K . Bapna	
		4. Mr.R.K.Meena 2	
		5. Computer Instructor	
50. <b>Disaster Management :</b>	51	1. Mr. S. K. Chouhan	In charge
		2. Mr. C. Pandya	Co-In charge
		3. Mr. Chandra Singh	
51. <b>Watch and Ward Management :</b>	52.	1. Mr. S. K. Chouhan	In charge
		2. Mr. S. S. Ahmed	Co-In charge
		3. Mr. M. K. Yadav	
		4. Mr. M L Mandiwal	
		5. Mr. V. K. Lodi	
52. <b>Checking of Cash Book and CS-54 preparation Committee :</b>	53.	1. Mr. S.L. Mehta	In charge
		2. Mr. B.K. Bagerwal	Co-In charge

		3. Mr. V. K. Lodi	
		4. Mr. Gopal Tailor	
53. <b>NIOS</b>	54.		
		1.Mr. C. Pandya	In charge
		2.Mr.Gopal Tailor	Co-In c
		3. Mr. Himmat Singh	
		4. Mr. D.C.Garg	
		5. Mr. J. N. Meena	
54. <b>Disha Club :</b>	55.		
		1. Mrs. S. Solanki	In charge
		2. Mrs. Pooja Yadav	Co-In c
		3. Mrs. K. Acharya	
		4. Mr. M L Mandiwal	
		5. Mr. Kishan Singh	
55. <b>Eco Club:</b>	56.		
		1. Mr. R. K. Meena	In charge
		2. Mr. V. K. Upadhayay	Co-In c
		3. Mrs. Leena Jain	
		4. Mrs. Pooja Yadav	
		5. Mr. Lal Chand	
56. <b>Integrity Club:</b>	57.		
		1. Ms. Ritu Vinayak	In charge
		2. Mr. N. Sisodia	Co-In c
		3. Mrs. Pooja Yadav	
		4. Mrs. Neetu Singh	
57. <b>SPORTS CLUB:</b>			
		1.Mr. S.S. Ahmed	In charge
		2.Mr. Chandra Singh	Co-In c
		3. Sports Coach	
		4. Yoga Teacher	