

# KENDRIYA VIDYALAYA NO.1, ALWAR

## COMMITTEES 2023-24

COMMITTEE	CONVENOR/ IN CHARGE	MEMBERS	SIGN	DUTIES AND RESPONSIBILITIES
ADMISSION AND RTE	MR. DEVI LAL PRAJAPAT PGT(MATHS) (I/C SEC)	1.MR. KARTAR SINGH GURJAR PGT(PHY) 2.MR. SHER SINGH PGT(CHEM) 3.MR. O.P. MEENA PGT(CS) 4.MRS. RAJANI YADAV TGT(ENG) 5.MR. MAHENDRA KUMAR TGT(SCI) 6, MR. SUKHRAM JAT SUB STAFF		-To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2022-23 in consultation with the Principal.
	MR. AMLESH KUMAR MEENA HM(PRI)	1.MR. RAKESH KUMAR PRT 2.MRS. RAJANI GUPTA, PRT 3.MRS. KAVITA MEENA PRT 4.MR. RAVI KUAMR PAREEK JSA		
EXAMINATION (CBSE)	MR. MOHIT KUMAR PAREEK PGT(PHY)	1.MR. DEVI LAL PRAJAPAT PGT(MATHS) 2.MR. RAJENDRA SINGH SHEKHAWAT TGT(HINDI) 3.MR. HAWA SINGH TGT(HINDI) 4.MR. SUKHRAM JAT SUB STAFF		-To plan the schedule of UT, CT, PT-1, 2, and 3 , Pre-Board and SEE as per the calendar of activities. -To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS. -To update OASIS timely
EXAMINATION (NIOS)	MR. VIJAY BOHRA PGT(COMM)	1.MR. RAJENDRA SINGH SHEKHAWAT TGT(HINDI) 2.MR. HAWA SINGH TGT(HINDI) 3.MR. SUKHRAM JAT SUB STAFF		- Timely registration of class IX and LOC of class X -Collection of exam fee and remittance of the same to CBSE - Uploading internal marks to CBSE - Distribution of Admit Cards to Board exam students - Analysis of board results
EXAMINATION (INTERNAL/HOME)	MR. SHER SINGH PGT(CHEMISTRY)	1.MR. KARTAR SINGH GURJAR PGT(PHY) 2.MR. RAJENDRA SINGH SHEKHAWAT TGT(HINDI) 3.MR. HAWA SINGH TGT(HINDI) 4.MR. SUKHRAM JAT SUB STAFF		-Comply instructions received from CBSE time to time - Distribution of Marks Cards to students/ Parents  -To give suitable instructions to class teachers for maintaining all the relevant records. To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records. -To scrutinize the question papers for the tests and examinations. -To check answer scripts of UT/Exams at random to ensure uniformity. -To condone the shortage of attendance of students and moderate the marginal cases for promotion as per the promotion rules.

<b>COVID-19</b>	MR. IMRAT LAL V.P.	1.MRS. PREETI SHARMA PGT(BIO) 2.MR. SHRI CHAND TGT(SCI) 3.MR. R.P. MEENA TGT(S.ST) 4.MR. IMRAT KHAN SUB STAFF		To ensure that all stakeholder of KV Alwar are strictly following MHA COVID-19 guideline. - To record the temperature/thermal scanning and if any abnormal health condition observed inform to undersigned.
<b>Time – Table and Arrangement periods</b>	MRS. PREMA SINGH PGT(GEO) (I/C SECONDARY)  MR. RAKESH KUMAR PRT (I/C PRIMARY)	1.MRS. PREETI SHARMA PGT(BIO) 2.MR. MAHENDRA KUMAR TGT(SCI) 3.MR. ROSHAN LAL JAT TGT(HINDI)  1.MR. PAWAN JAIN PRT 2.MR. ROOP RAM MEENA PRT 3.MR K.C. MEENA PRT		-To prepare & execute time table as per the norms. -To make necessary adjustments in the time table due to administrative exigencies. -To device workable & suitable assignment/ remedial time-table -To make arrangement for classes suitably as per requirement. - To prepare Home Assignment Schedule To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students
<b>C.C.A, Value Education, Club Activities, Display board &amp; Morning Assembly and Prize Distribution</b>	MR. NARENDRA KUMAR PGT(ENG) (I/C SECONDARY)	1.MRS. KAVITA SHARMA PGT(ENG) 2.MR. B.R. BAIRWA PGT(HINDI) 3.MRS. RAJANI YADAV TGT(ENG) 4.MR. DINESH KUAMR TGT(HINDI)		To prepare CCA calendar To organize CC activities To update display board To organize morning assembly in a graceful manner and with discipline To procure prizes and distribute prizes among meritorious students
	MRS. SUSHEELA CHAUDHARY PRT (I/C PRIMARY)	1.MRS. SUDHA PRT 2.MRS. MAMTA YADAV PRT 3.MRS. SEEMA MEENA 4.MR. K.C. MEENA PRT 5.MR. RAVI KUAMR PRT		
Students' Council	MR. NARENDRA KUMAR PGT(ENG)	1.MRS. KAVITA SHARMA PGT(ENG) 2.MR. B.R. BAIRWA PGT(HINDI) 3.MRS. RAJANI YADAV TGT(ENG) 4.MR. DINESH KUAMR TGT(HINDI)		To assist Principal in selection of students for Council To implement pass system. Thematic/ orderly movement of students for assembly. Checking of late comers. To organize Investiture Ceremony Procure badges and Cesses To assign suitable duties to the office Bearers of the council and guide them .
<b>Furniture</b>	MR. BABLU SINGH PGT(CHEMISTRY)  MR. H.C. MEENA PRT (I/C PRIMART)	1.MR. SURESH KUMAR TGT(MATHS) 2.MR. ROSHAN LAL JAT TGT(HINDI) 3.MR. R.P. MEENA TGT(S.ST) 4.MR. IMRAT KHAN SUB STAFF 5.MR. JITENDRA KUAMAR PRT 6.MR. INDRAJ MEENA PRT 7.MR. RAVI KUMAR MEENA PRT		-To ensure all furniture bear serial numbers and the year of purchase. -To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules. To make seating arrangement during exams and during all function in the Vidyalaya.

<b>Computer and I C T</b>	MR. O.P. MEENA PGT(C.S.) (I/C SECONDARY)  MR. NITISH RAJ PRT (I/C PRIMARY)	1.MR. PREM SINGH SHEKHAWAT PGT(MATHS) 2.MRS. RUCHI GUPTA TGT(S.ST.) 3.MR. DINESH KUMAR TGT(HINDI) 4.MRS. MANJU BALA TGT(ENG) 5.MRS. REKHA JAIN TGT(ENG)  1.MR. TAHIR HUSSAIN PRT 2.MR. ROOP RAM MEENA PRT 3.MRS. JYOTI YADAV PRT 4.MRS. ISHA GUPTA PRT		-To ensure all the Labs in working condition with broadband/LAN connectivity for carrying out Computer Literacy classes and think.com effectively with the assistance of computer instructors and to submit monthly updates to the office.
<b>Audio-Visual Aids/ Teaching Aids</b>	MR. R.P. MEENA TGT(S.ST) (I/C SECONDARY)  MR. INDRAJ MEENA PRT (I/C PRIMARY)	1.MR. M.R. MEENA TGT(S.ST) 2.MRS. DEEPTI GAUR TGT(SCI) 3.MRS. B. L. SHARMA TGT(MATHS)  1.MRS. RAJANI GUPTA PRT 2.MS. SUSHEELA PRT 3.MR. RAJENDRA MEENA PRT 4.MRS. KAVITA MEENA PRT		A.V. Room to be well equipped with workable LCD, OHP etc. for ensuring TAL/CAL is undertaken by the teachers by maintaining a Register in the A.V. Room. -Proper maintenance of the teaching aids. -Purchase of teaching aids as per the requirement of the new syllabus. -To facilitate teachers using all the teaching aids in their class room teaching.
<b>Resource Room and NIPUN</b>	MR. MANOJ KUMAR MEENA PRT	1.MR. RAKESH KUMAR MEENA PRT 2.MR. PAWAN JAIN PRT 3.MRS. SUSHEELA CHAUDHARY PRT 4.MRS. KAVITA MEENA PRT		To monitor the work effectively and to offer technical expertise to improve gardening by providing all required materials from time to time. -To take care and maintain the beautification in all the areas of the Vidyalaya from time to time.
<b>Gardening (Nature/Eco club) &amp; Beautification</b>	MRS. PREETI SHARMA PGT(BIO)	1.MRS. PREMA SINGH PGT(GEO) 2.MR. TULSI RAM YOGI TGT(AE) 3.MRS. REKHA JAIN TGT(ENG) 4.MRS. DEEPTI GAUR TGT(SCI) 5.MRS. MAMTA YADAV PRT 6.MR. INDRAJ MEENA PRT		To maintain the resource room and development of TLM with help of Primary Teachers. -Publication of quarterly newsletters -Implementation of CMP
<b>Excursion/ Field trips/ Adventure Activities</b>	MR. IMRAT LAL V.P. (SECONDARY)	1.MR. R. B MEENA PGT(HISTORY) 2.MR. VIJAY BOHRA PGT(COMM) 3.MR. O.P. MEENA PGT(C.S.) 4.MR R.P. MEENA TGT(S.ST) 5.MR. INDER SINGH SUB STAFF		-To check out and implement Annual plan for outing of the students as per the codal provisions in consultation with the Class teachers/Principal -To accompany the students for the programmes identified by the KVS.

	MR. K.C. MEENA PRT (PRIMARY)	1.MR. H.C. MEENA PRT 2.MR. NITISH RAJ PRT 3.MR. MANOJ KUMAR PRT 4.MRS. SEEMA MEENA PRT 5.MRS. SUDHA PRT 6.MRS. SATBIRI SUB STAFF		
<b>Building and Maintenance Monitoring committee &amp; Fire Safety Committee Work Education</b>	MR. SUNIL KUMAR TGT(WE)	1.MR. IMRAT LAL V.P. 2.MR. AMLESH KUMAR H.M. 3.MR. MOHIT KUMAR PGT(PHY) 4.MR. NAND KISHOR TGT(ENG) 5.MRS. RAJANI YADAV TGT(ENG) 6.MR. K.C. MEENA PRT 7.MRS. KAVITA MEENA PRT		-To carry out maintenance & minor repair work of buildings including toilets, surroundings and play field.
<b>RTI</b>	MR. D.K. MEENA ASO	1.MR. RAVI KUAMR PAREEK JSA 2. ALL DEPT. INCHARGES		
<b>DISCIPLINE</b>	MR. IMRAT LAL V.P.	1.MR. PREM SINGH SHEKHAWAT PGT(MATHS) 2.MR. BABLU SINGH PGT(CHEMISRTY) 3.MRS. PREMA SINGH PGT(GEO) 4.MR. R. B. MEENA PGT(HISTORY) 5.MRS. REKHA JAIN TGT(ENG) 6.MR. SURESH KUMAR TGT(MATHS) 7.MR. RAM LAL MEENA TGT(PHE)		-To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any. A separate file be maintained. To make line and check uniform during dispersion from assembly.
	MR. AMLESH KUMAR MEENA H.M. (PRIMARY)	1.MR. MANOJ KUMAR PRT 2.MR. NITISH RAJ PRT 3.MR. D.K. MEENA PRT 4.MS. SUSHEELA		
<b>Hindi Implementation(Raj Bhasha)</b>	MR. IMRAT LAL V.P. MR. AMLESH KUMAR MEENA H.M.	1.MR. B.R. BAIRWA PGT(HINDI) 2.MR. DINESH KUMAR TGT(HINDI) 3.MR. ROSHAN LAL JAT TGT(HINDI) 4.MR. RAJENDRA SINGH TGT(HINDI) 5.MR. NITISH RAJ PRT 6.MR. D.K. MEENA ASO		-To conduct quarterly meetings of Rashtrabhasha and to submit quarterly reports to the Regional Office.
<b>Media and Publication</b>	MR. B.R. BAIRWA PGT(HINDI)	1.MRS. KAVITA SHARMA PGT(ENG) 2.MRS. REKHA JAIN TGT(ENG) 3.MR. HAWA SINGH TGT(HINDI)		-In charge of school magazine and any other issues related to publication. - To send press reports of all major events with photographs to media
	MR. NITISH RAJ PRT (PRIMARY)	1.MR. PAWAN KUMAR JAIN PRT 2. COMPUTER INSTRUCTOR		

<b>Internal Complaint Committee</b>	MR. PREM SINGH SHEKHAWAT PGT(MATHS)	1.MR. KARTAR SINGH PGT(PHY) 2.MRS. KAVITA SHARMA PGT(ENG) 3.MR. YOGESH KAUSHIK TGT(SANS) 4.MRMRS. DEEPTI GAUR TGT(SCI) 5.MRS. SUSHEELA CHAUHARY PRT 6.MRS. MAMTA YADAV PRT	-	<ul style="list-style-type: none"> <li>- To find out and solve any disputes among staff.</li> <li>- To solve the problems of students.</li> </ul>
<b>Scouts &amp; Guides</b>	MR. RAMJI LAL MEENA PGT(ECO)	1.MR. SUNIL KUMAR TGT(WE) 2.MR. YOGESH KAUSHIK TGT(SANSKRIT) 3.MR. MAHENDRA KUMAR TGT(SCI) 4.MRS. B.L. SHARMA TGT(MATHS) 5.MR. R.P. MEENA TGT(S.ST)		-To enroll Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO.
<b>Cubs &amp; Bulbul</b>	MR. INDRAJ MEENA PRT (I/C CUBS) MRS. ISHA GUPTA PRT (I/C BULBULS)	1.MR. R.S. CHAUHAN PRT 2.MR. RAJENDRA MEENA PRT 3.MR. JITENDRA KUMAR PRT 4.MRS. MAMTA YADAV PRT 5.MRS. SUDHA PRT 6.MRS. JYOTI YADAV PRT 7.MRS. SEEMA MEENA PRT 8.MS. SUSHEELA		
<b>Refreshment and Welcome Committee</b>	MRS. PREMA SINGH PGT(GEO)	1.MRS. RAJANI YADAV TGT(ENG) 2.MR. NAND KISHOR TGT(ENG) 3.MRS. SEEMA MEENA PRT 4.MS. SUSHEELA PRT		-To welcome all guest who are visiting in Vidyalaya on different occasion.
<b>Academic Improvement</b>	MR. IMRAT LAL V.P.	1.MR. PREM SINGH SHEKHAWAT PGT(MATHS) 2.MR. RAM JI LAL MEENA PGT(ECO) 3.MR. G.D. GUPTA TGT(MATHS) 4.MRS. RUCHI GUPTA TGT(S.ST.) 5.MR. SHRI CHAND TGT(SCI)		<ul style="list-style-type: none"> <li>-To checkout and implement projects and assignment for all the classes.</li> <li>-To ensure proper correction of written work of the students.</li> <li>-To give suitable guidelines in the faculty meetings.</li> </ul>
	MR. AMLESH KUMAR H.M.	1MRS. SUSHEELA CHAUDHARY PRT 2.MR. RAKESH KUMAR PRT 3.MRS. ISHA GUPTA PRT 4.MS. SUSHEELA PRT		
<b>Academic Council</b>	MR. IMRAT LAL V.P. (SECONDARY)	1.MR. PREM SINGH SHEKHAWAT PGT(MATHS) 2.MR. RAM JI LAL MEENA PGT(ECO) 3.MR. G.D. GUPTA TGT(MATHS)		<ul style="list-style-type: none"> <li>To ensure the learning of basic skills</li> <li>To ensure the coverage of syllabus and MLL</li> <li>To plan remedial teaching</li> </ul>

<b>Academic Council</b>		4.MRS. DEEPTI GAUR TGT(SCI) 5.MRS. REKHA JAIN TGT(ENG) 6.MR. ROSHAN LAL JAT TGT(HINDI)		
	MR. AMLESH KUMAR H.M (PRIMARY)	1.MR. R.S. CHAUHAN PRT 2.MR. RAKESH KUMAR PRT 3.MRS. RAJANI YADAV PRT 4.MRS. KAVITA MEENA PRT		
<b>AEP &amp; Guidance and Counseling</b>	MRS. PREETI SHARMA PGT(BIO)	1.MR. NARENDRA KUMAR PGT(ENG) 2.RMS. KAVITA SHARMA PGT(ENG) 3.MRS. RAJANI YADAV TGT(ENG) 4.MR. SHRI CHAND TGT(SCI) 5.MR. RAM LAL MEENA TGT(PHE) 6.MR. K.C. MEENA PRT 7.MRS. SUDHA PRT		-To conduct programmes as per the guidelines given in the training. -To maintain & update display board and a corner to keep these activities ongoing for various programmes.
<b>Awakened Citizen Programme</b>	MRS. RUCHI GUPTA TGT(S.ST.)	1.MR. NAND KISHOR TGT(ENG) 2.MRS. REKHA JAIN TGT(ENG) 3.MR. R.P. MEENA TGT(S.ST.) 4.MR. RAJENDRA SINGH TGT(HINDI) 5.MR. HAWA SINGH TGT(HINDI)	-	- To have the number of sessions in class VII and VIII and IX as fixed by RKM
<b>CS-11 &amp; CS-54 (Fees and fines checking)</b>	MR. VIJAY BOHRA PGT(COMM)	1.MR. RAM JI LAL MEENA PGT(ECO0) 2.MR. G.D. GUPTA TGT(MATHS) 3.MR. YOGESH KAUSHIK TGT(SANSKRIT)		Data to be filled in the relevant records every month and submit to the office.
<b>PTA Meetings</b>	MR. IMRAT LAL V.P. (SECONDARY) MR. AMLESH KUMAR H.M.(PRIMARY)	ALL CLASS TEACHERS		-To checkout Annual plan of meetings and to maintain minutes and records of such meetings.
<b>Library(Distribution of books, developing of hanging class library)</b>	MR. J.D. MEENA TGT(LIB) (SECONDARY)	1.MR. MAHENDRA KUMAR TGT(SCI) 2.MRS. RAJANI YADAV TGT(ENG) 3.MR. DINESH KUMAR TGT(HINDI) 4.MR. YOGESH KAUSHIK TGT(SANSKRIT)		-To procure text books and reference books recommended by CBSE as per the recommendation of faculty members. -To organize Class Library and to present book review.
	MR. D.K. MEENA PRT (PRIMARY)	1.MR. JITENDRA KUMAR PRT 2.MRS. SUDHA PRT 3.MRS. JYOTI YADAV PRT		-To assist Primary wing in Library activities in light of CMP.
<b>Games, Sports &amp; Vocational Skills</b>	MR. RAM LAL MEENA TGT(PHE) (SECONDARY)	1.MR. O.P. MEENA PGT(CS) 2.MR. VIJAY BOHRA PGT(COOM) 3.MR. SUNIL KUMAR TGT(WE) 4.MR. TULSI RAM TGT(AE) 5.MRS. RUCHI GUPTA TGT(ENG) 6.MR. M.R. MEENA TGT(S.ST)		-To practice Yoga daily during the morning assembly to the students. -Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain record.

<b>Games, Sports &amp; Vocational Skills</b>	MR. MANOJ KUMAR PRT (PRIMARY)	ALL PRTs		-To draw up class wise activities to be undertaken as per the syllabus. -To coordinate with vocational teachers and train the students for various activities. --To encourage all students to take part in the Drawing and Painting competitions.
<b>Income Tax Calculator</b>	MR. VIJAY KUMAR BOHRA PGT(COMM)	1.MR. KARTAR SINGH PGT(PHY) 2.MR. DEVI LAL PRAJAPAT PGT(MATHS) 3.MR. G.D. GUPTA TGT(MATHS)		-To checkout annual plan of meetings and maintain minutes and records of such meetings
<b>Website , school emails, and Development Thinkquest</b>	MR. O. P. MEENA PGT(C.S.)	1.MR. D.K. MEENA ASO 2.MR. RAVI KUAMR PAREEK JSA 3. JSA		-Updation of School Website regularly. - School Administrator of Think quest.
<b>Water Management and House Keeping &amp; Security</b>	MR. SUNIL KUMAR TGT(WE)	1.MR. VIJAY BOHRA PGT(COMM) 2.MR. SHRI CHAND TGT(SCI) 3.MR. MAHENDRA KUMAR TGT(SCI) 4.MR. DINESH KUMAR TGT(HINDI) 5.MR. RAJENDRA SINGH TGT(HINDI) 6.MR. RAVI KUMAR MEENA PRT		- To ensure uninterrupted water supply in all the toilets and other places. -To ensure periodical cleanliness of aqua guards with the display of date of cleaning on a separate Register.- To monitor the services of security and cleanliness in consultation with the agencies concerned.
<b>Photography</b>	MR. TULSI RAM TGT(AE)	1.MR. O.P. MEENA PGT(C.S.) 2.MR. M. R. MEENA TGT(S.ST) 3.MR. NITISH RAJ PRT 4.MR. RAJENDRA MEENA		-To maintain Album covering all activities. -To display all the coverage of all occasions.
<b>P A System</b>	MR. SUNIL KUMAR TGT(WE) (SECONDARY)	1.MR. MAHENDRA KUMAR TGT(SCI) 2. MUSIC COACH 3.MR. IMRAT KHAN SUB STAFF		-To arrange PA system for morning assembly and other programs.
	MR. K.C. MEENA PRT (PRIMARY)	1.MR. KISHOR KUMAR PRT(MUSIC) 2.MR. H.C. MEENA PRT 3.MR. RAVI KUMAR MEENA PRT		
<b>First Aid</b>	MRS. PREETI SHARMA PGT(BIO)	1.MRS. DEEPTI GAUR TGT(SCI) 2.MRS. REKHA JAIN TGT(ENG) 3.MRS. ISHA GUPTA PRT 4.MS. SUSHEELA PRT		-To provide First Aid to the ailing students.
<b>Music</b>	MR. KISHORE KUMAR PRT(MUSIC)	1.MRS. RAJANI YADAV TGT(ENG) 2.MRS. RAJANI GUPTA PRT 3.MRS. ISHA GUPTA PRT 4.MRS. SEEMA MEENA PRT 5.MR. NITISH RAJ PRT		-To arrange Music system for morning assembly and other programs and look after of all the instruments & maintain record.

<b>Class Room Cooling/Electricity</b>	MR. SUNIL KUMAR TGT(WE)	1.MR. IMRAT LAL V.P. 2.MR. K.C. MEENA PRT ALL RESPECTIVE CLASS TEACHERS.		To arrange and look after the coolers and fans for every classroom and get the same repaired when required.
<b>Cleanliness , Hygienic Environment</b>	MR. RAM BILAS MEENA PGT(HISTORY) (SECONDARY)	1.MR. RAM JI LAL MEENA PGT(ECO) BOYS TOILET(X-XII) 2.MRS. KAVITA SHARMA PGT(ENG) GIRLS TOILET (X-XII) 3.MRS. MANJU BALA TGT(ENG) GIRLS TOILET (VI – IX) 4.MR. MAHENDRA KUMAR TGT(SCI) BOYS TOILET (VI – IX) 5.MR. J.D. MEENA TGT(LIB) BOYS TOILET (X-XII) 6.MRS. REKHA JAIN TGT(ENG) FEMALE STAFF TOILET 7.MR. SURESH KUMAR TGT(MATHS) MALE STAFF TOILET		-to ensure that class rooms are clean -to ensure that toilets and water points are in hygienic condition
	MR. TAHIR HUSSAIN PRT (PRIMARY)	1.MR. NITISH RAJ PRT BOYS 2.MR. MANOJ KUMAR PRT BOYS 3.MRS. MAMTA YADAV PRT GIRLS 4.MRS. SEEMA MEENA PRT GIRL		
<b>ART &amp; Craft</b>	MR. TULSI RAM YOGI TGT(AE)	1.MR. R.P. MEENA TGT(S.ST) 2.MR. J.D. MEENA TGT(LIB) 3.MRS. REKHA JAIN TGT(ENG) 4.MRS. MANJU BALA TGT(ENG)		- To train children in art and craft - to keep stock of Art and Craft
<b>Grievances &amp; Redressal Committee</b>	MR. IMRAT LAL V.P. (SECONDARY) MR. AMLESH KUMAR H.M. (PRIMARY)	1.MR. RAM JI LAL MEENA PGT(ECO) 2.MR. BABLU SINGH PGT(CHEM) 3.MRS. KAVITA SHARMA PGT(ENG) 4.MRS. RAJANI YADAV TGT(ENG) 5.MR. JITENDRA KUMAR PRT 6.MRS. SUDHA PRT		To open grievance box weekly To ensure that no bullying and ragging takes place -to inquire into the complaints and solve the problems in amicable way.
<b>Integrity Club</b>	MRS. KAVITA SHARMA PGT(ENG)	1.MR. DEVI LAL PGT(MATHS) 2.MR. VIJAY BOHRA PGT(COMM) 3.MR. NAND KISHOR TGT(ENG) 4.MRS. B.L. SHARMA TGT(MATGS) 5.MRS. DEEPTI GAUR TGT(SCI)		An extra-curricular activity for rekindling human values in school children <ul style="list-style-type: none"> <li>▪ To inculcate distinct human values in children to become responsible citizens of our country.</li> <li>▪ To address the declining moral values in our society.</li> <li>▪ To promote the culture of honesty and ethical living.</li> </ul>
<b>Swatch Bharat Unit</b>	MR. RAM BILAS MEENA PGT(HISTORY)	1.MR. PREM SINGH SHEKHAWAT PGT(MATHS) 2.MR. DINESH KUMAR TGT(HINDI) 3.MR. ROSHAN LAL JAT TGT(HINDI) 4.MR. RAJENDRA SINGH TGT(HINDI) 5.MR. J.D. MEENA TGT(LIB) 6.MR. RAM LAL MEENA TGT(PHE)	▪	<ul style="list-style-type: none"> <li>▪ To clean the surroundings of school.</li> <li>▪ To make people aware of healthy sanitation practices by bringing behavioral changes in people.</li> <li>▪ To completely start the scientific processing, disposals reuse and recycling the Municipal Solid Waste.</li> </ul>



<b>National Flag Hoisting and Lowering</b>	MR. RAM LAL MEENA TGT(PHE)	1.MR. NARENDRA KUMAR PGT(ENG) 2.MR. M.R. MEENA TGT(S.ST) 3.MR. MAHENDRA KUMAR TGT(SCI)	▪	<ul style="list-style-type: none"> <li>▪ To raise the National Flag daily before morning assembly and to lower it before the sunset.</li> <li>▪ To follow the instructions given by KVS in this regard.</li> </ul>
<b>Sexual Harassment Prevention and Redressal Committee</b>	MRS. PREMA SINGH PGT(GEOGRAPHY)	1.MRS. PREETI SHARMA PGT(BIO) 2.MRS. RAJANI YADAV TGT(ENG) 3.MRS. SUSHEELA CHAUDHARY PRT 4.MRS. RAJANI GUPTA PRT 5.MRS. MAMTA YADAV PRT	▪	<ul style="list-style-type: none"> <li>▪ To attend the complaints regarding sexual harassment</li> <li>▪ To take preventive measures to avert any mis happening.</li> <li>▪ To ensure the safe environment for students and female employees in the school.</li> </ul>
<b>Purchase</b>	MR. IMRAT LAL V.P.	1.MR. AMLESH KUAMR MEENA(HM) 2.MR. MOHIT KUMAR PAREEK PGT(PHY) 3.MR. TRAMBILAS MEENA PGT(HISTORY) 4.MR. SUNIL KUMAR TGT(WE) 5.MR. HAWA SINGH TGT(HINDI) 6.MR PAWAN KUMAR JAIN PRT 7. ALL STOCK HOLDERS	•	<ul style="list-style-type: none"> <li>• To Purchasing things of immediate/urgent necessity by survey/calling quotations.</li> <li>• To convene important meetings regarding all purchases. Go for spot quotations and make all necessary resolution as per KVS guidelines. Read purchase rules of KVS and help in purchase accordingly.</li> <li>• To collect requisition from all department in the beginning of the month.</li> <li>• To purchase required articles following due procedure.</li> <li>• To ensure stock entry through respective stock holder.</li> <li>• To ensure payment to firm in time.</li> </ul>
<b>Career Counselling</b>	MR. PREM SINGH SHEKHAWAT PGT(MATHS)	1.MR. KARTAR SINGH PGT(PHY) 2.MR. BABLU SINGH PGT(CHEM) 3.MR. G.D. GUPTA TGT(MATHS) 4.MRS. B.L. SHARMA TGT(MATHS) 5.MR. J.D. MEENA TGT(LIB)	▪	<ul style="list-style-type: none"> <li>▪ To update the Career Counselling Board</li> <li>▪ To familiarize students with various career options, eligibility, selection criteria and resources of study</li> <li>▪ To guide students about career aptitude</li> </ul>
<b>School Magazine</b>	MR. NARENDRA KUMAR PGT(ENG)	1.MR. B.R. BAIRWA PGT(HINDI) 2.MRS. REKHA JAIN TGT(ENG) 3.MR. SHRI CHAND TGT(SCI) 4.MR. YOGESH KAUSHIK TGT(SANS) 5.MR. HAWA SINGH TGGT(HINDI) 6.MR. TULSI RAM TGT(AE)	▪	<ul style="list-style-type: none"> <li>▪ Conducting school and outside school competition,collecting articles from students and staff,publishing Vidyalaya Patrika , Encouraging students for study of Foreign language and submission of list,regular updation of display board/notice board change once in every term.</li> </ul>
<b>Pupil's Society</b>	MR. B.R. BAIRWA PGT(HINDI)	1.MR. DINESH KUMAR TGT(HINDI) 2.MR. RAJENDRA SINGH TGT(HINDI) 3.MR. ROSHAN LAL JAT TGT(HINDI)	▪	<ul style="list-style-type: none"> <li>▪ To plan and execute all concern activities.</li> </ul>

<b>Certificate writing</b>	MRS. KAVITA SHARMA PGT(ENG)	1.MR. TULSI RAM TGT(AE) 2.MR. ROSHAN LAL TGT(HINDI) 3.MRS. MANJU BALA TGT(ENG) 4.MRS. RAJANI GUPTA PRT 5.MR. TAHIR HUSSAIN PRT	▪	▪ To plan and execute all concern activities.
<b>Cycle Stand</b>	MR. RAM JI LAL MEENA PGT(ECO)	1.MR. BABLU SINGH PGT(CHEM) 2.MR. RAM LAL MEENA TGT(PHE) 3.MR. SURESH KUMAR TGT(MATHS) 4.MRS. RUCHI GUPTA TGT(S.ST)	▪	▪ To ensure safety of students during departure. ▪ To ensure proper usage of cycle stand parking space.
<b>Quarter allotment</b>	MR. D. K. MEENA ASO	1.MR. IMRAT LAL V.P. 2.MR. KARTAR SINGH PGT(PHY) 3.MR. R.P. MEENA TGT(S.ST) 4.MR. RAVI KUAMR PAREEK JSA	▪	▪ To plan and supervise quarters maintenance and welfare of the inmates of the staff quarters .To hold meetings regarding the repair, maintenance of the staff quarters and to take responsibilities jointly for the well-being of the inmates. ▪ To manage quarter allotment system as per KVS guidelines.
<b>FLN</b>	1.MRS. RAJANI GUPTA PRT 2.MR. ROOP RAM MEENA PRT	1.MRS. MAMTA YADAV PRT 2.MR. JITENDRA KUMAR PRT 3.MR. RAJENDRA MEENA PRT 4.MR. INDRAJ MEENA PRT 5.MRS. SEEMA MEENA PRT 6.MS. SUSHEELA PRT	▪	▪
<b>TBP &amp; THEATRE</b>	MR. RAKESH KUMAR PRT	1MRS. RAJANI GUPTA PRT 2.MRS. ISHA GUPTA PRT 3.MRS. SEEMA MEENA PRT 4.MR. NITISH RAJ PRT	▪	▪

# KENDRIYA VIDYALAYA NO.1, ALWAR

## CLUBS 2023-24

CLUB	CONVENOR	SIGN	MEMBERS	SIGN	DUTIES AND RESPONSIBILITIES
MATHS CLUB	MR. P.S. SHEKHAWAT PGT(MATHS)		1.MR. DEVI LAL PGT(MATHS) 2.MR. G.D. GUPTA TGT(MATHS) 3.MRS. B.L. SHARMA TGT(MATHS) 4.MR. SURESH KUMAR TGT(MATHS)		-TO EQUIP THE LAB WITH TEACHING AIDS PREPARED BY STUDENTS, STAFF, AND THOSE WHICH ARE READILY AVAILABLE IN THE MARKET, TO PUT THEM TO PROPER USE BY THE STUDENTS TO DEVELOP THE SKILLS
SCIENCE CLUB	MR. BABLU SINGH PGT(CHEMISTRY)		1.MR. MOHIT KUMAR PGT(PHY) 2.MRS. PREETI SHARMA PGT(BIO) 3.MR. KARTAR SINGH PGT(PHY) 4.MR. SHER SINGH PGT(CHEM) 5.MR. O.P. MEENA PGT(CS) 6.MRS. DEEPTI GAUR TGT(SCI) 7.MR. MAHENDRA KUMAR TGT(SCI) 8.MR. SHRI CHAND TGT(SCI)		-TO PLAN AND EXECUTE ALL CLUB ACTIVITIES -TO MOTIVATE THE STUDENTS TO PREPARE THE EXHIBITS BASED ON THE THEMES GIVEN BY KVS. -TO ENCOURAGE MORE AND MORE CHILDREN TO PARTICIPATE AT CLUSTER LEVEL, REGIONAL LEVEL AND NATIONAL LEVEL EXHIBITS/CHILDREN SCIENCE CONGRESS -TO ORGANIZE VIDAYALAYA LEVEL SCIENCE EXHIBITION AS PER THE SCHEDULE GIVEN BY KVS. -TO CONCLUDE SCIENTIFIC TEMPERAMENT AMONG THE STUDENTS BY ADOPTING ACTIVITIES BASED METHOD IN TEACHING LEARNING PROCESS. -TO ENCOURAGE THE CHILDREN TO GIVE ONLINE PROJECTS BY USING COMPUTERS.
ECO CLUB	MRS. PREMA SINGH PGT(GEO)		1.MR. RAM JI LAL MEENA PGT(ECO) 2.MRS. PREETI SHARMA PGT(BIOLOGY) 3.MR. R.P. MEENA TGT(S.ST) 4.MR. M.R. MEENA TGT(S.ST) 5.MRS. RUCHI GUPTA TGT(S.ST)		-TO PLAN AND EXECUTE ALL CLUB ACTIVITIES. TO MONITOR THE WORK EFFECTIVELY AND TO OFFER TECHNICAL EXPERTIES TO IMPROVE GARDENING BY PROVIDING ALL REQUIRED MATERIALS FROM TIME TO TIME. TO TAKE CARE AND MAINTAIN THE BUTITIONS IN ALL THE AREAS OF THE VIDAYALAYA FROM TIME TO TIME.
AKRITI AND SCHOOL BAND	MR. TULSI RAM TGT(AE)		1.MR. J.D. MEENA TGT(LIB) 2.MR. RAM LAL MEENA TGT(PHE) 3.MR. KISHORE KUMAR PRT(MUSIC)		-TO PLAN AND EXECUTE ALL CLUB ACTIVITIES. -TO PREPARE SCHOO BAND AS PER KVS GUIDELINES . -MOTIVATE MAXIMUM CHILD TO PARTICIPATE IN AKRITI CLUB AND IN SCHOOL BAND.
LITERACY AND CREATIVE	MR. J.D. MEENA TGT(LIB)		1.MR. YOGESH KAUSHIK TGT(SANS) 2.MR. TULSI RAM TGT(AE) 3.MRS. REKHA JAIN TGT(ENG) 4.MRS. B.L. SHARMA TGT(MATHS)		-TO PROMOTE THE READING HABITS AND INCULCATE ARTISTIC AND CREATIVE ABILITIES AMONG CHILDREN -TO PLAN BOOK REVIEW OF LATEST BOOKS BY FAMOUS WRITERS.

<b>EK BHARAT SHRESTHA BHARAT</b>	MR. RAM BILAS MEENA PGT(HISTORY)		1.MR. M.R. MEENA TGT(S.ST) 2.MR. R.P. MEENA TGT(S.ST) 3.MRS. RUCHI GUPTA TGT(S.ST) 4.MRS. RAJANI YADAV TGT(ENG) 5.MR. NITISH RAJ PRT 6.MRS. KAVITA MEENA PRT 7.MRS. SEEMA MEENA PRT 8.MR. KISHORE KUMAR PRT(MUSIC)		-TO PREPARE STUDENTS FOR PARTICIPATING IN DIFFERENT EVENTS OF EK BHARAT SHRESTHA BHARAT. -ENSURE QUALITY AND QUANTITY PARTICIPATION OF STUDENNTS
<b>AZADI KA AMRIT MAHOTSAV</b>	MR. RAM BILAS MEENA PGT(HISTORY)		1.MR. NARENDRA KUMAR PGT(ENG) 2.MRS. PREMA SINGH PGT(GEO) 3.MR. M.R. MEENA TGT(S.ST) 4.MRS. RUCHI GUPTA TGT(S.ST) 5.MR. TULSI RAM TGT(AE) 6.MR. KISHORE KUMAR PRT(MUSIC) 7.MR. NITISH RAJ PRT		-TO ORGANIZE ALL ACTIVITIES UNDER AZADI KA AMRIT MAHOTSAV -TO REPLY ALL THE LETTERS REGARDING THIS MAHOTSAV
<b>PHILATELY</b>	MR. SHRI CHAND TGT(SCI)		1.MR. SURESH KUAMR TGT(MATHS) 2.MR. TULSI RAM TGT(AE) 3,MR. PAWAN KUMAR JAIN PRT 4.MR. TAHIR HUSSAIN PRT 5,MR, NITISH RAJ PRT		To conduct the exhibitions.
<b>DISHA CLUB</b>	MR. NAND KISHOR TGT(ENG)		1.MRS. PREETI SHARMA PGT(BIO) 2.MRS. PREMA SINGH PGT(GEO) 3.MRS. KAVITA SHARMA PGT(ENG)		

# KENDRIYA VIDYALAYA NO.1, ALWAR

## HOUSE MASTERS & ASSOCIATEHOUSE MASTERS 2023-24

NAME OF HOUSE	NAME OF HOUSE MASTERS	SIGN	ASSOCIATE HOUSE MASTERS	SIGN	DUTIES AND RESPONSIBILITIES
<b>SHIVAJI HOUSE</b>	MRS. PREETI SHARMA PGT(BIOLOGY)		1.MR. MOHIT KUMAR PGT(PHY) 2.MR. KARTAR SINGH PGT(PHY) 3.MRS. PREMA SINGH PGT(GEO) 4.MR. O.P. MEENA PGT(CS) 5.MRS. MANJU BALA TGT(ENG) 6.MR. DINESH KUMAR TGT(HINDI) 7.MR. SURESH KUMAR TGT(MATHS) 8.MR. SUNIL KUMAR TGT(WE)		- MOTIVATE THE ALL HOUSE STUDENTS TO ACTIVLY PARTICIPATE IN ALL HOUSE ACTIVITIES/CCA ACTIVITIES  -DECORATE AND UPDATE THE ALL SCHOOL HOUSE DISPLAY  -SELECT THE CAPTAIN, VICE CAPTAIN AND HOUSE PREFECTS
<b>TAGORE HOUSE</b>	MR. VIJAY KUMAR BOHRA PGT(COMM)		1.MR. SHER SINGH PGT(CHEM) 2.MR. DEVI LAL PGT(MATHS) 3.MR. RAM JI LAL MEENA PGT(ECO) 4.MRS. RAJANI YADAV TGT(ENG) 5.MR. HAWA SINGH TGT(HINDI) 6.MR. MAHENDRA KUMAR TGT(SCI) 7.MR. M.R. MEENA TGT(S.ST) 8.MR. TULSI RAM TGT(AE)		-MOTIVATE AND SELECT RESPONSIBLE STUDENTS TO MAINTAIN DISCIPLINE/HYGIENE AND CONDUCTING ENVIRONMENT OF SCHOOL  -TO MAKE A COMMUNITY OF STUDENTS TO LOOK AFTER CLEANLINESS OF VIDAYALAY i.e. TOILETS, CLASSROOMS, PLAYGROUND ETC.
<b>AHOKA HOUSE</b>	MRS. KAVITA SHARMA PGT(ENG)		1.MR. BABLU SINGH PGT(CHEM) 2.MR. RAM BILAS MEENA PGT(HIST) 3.MR. NAND KISHOR TGT(ENG) 4.MR. ROSHAN LAL TGT(HINDI) 5.MR. G.D. GUPTA TGT(MATHS) 6.MR. SHRI CHAND TGT(SCI) 7.MRS. RUCHI GUPTA TGT(S.ST) 8.MR. J.D. MEENA TGT(LIB)		
<b>RAMAN HOUSE</b>	MR. B.R. BAIRWA PGT(HINDI)		1.MR. PREM SINGH SHEKHAWAT PGT(MATHS) 2.MRS. REKHA JAIN TGT(ENG) 3.MR. RAJENDRA SINGH TGT(HINDI) 4.MRS. B.L. SHARMA TGT(MATHS) 5.MRS. DEEPTI SHARMA TGT(SCI) 6.MR. YOGESH KAUSHIK TGT(SANS) 7.MR. R.P. MEENA TGT(S.ST) 8.MR. RAM LAL MEENA TGT(PHE)		