

KENDRIYA VIDYALAYA NO 1 ALWAR

COMMITTEES 2022-23

W e f: 01/04/2022

COMMITTEE	CONVENOR	SIGN	MEMBERS	SIGN	DUTIES AND RESPONSIBILITIES
Admission and RTE	Sh. Kartar Singh (PGT Phy.)		Sh. Sher Singh, PGT(Chem.) Sh. Ram Prasad Meena, TGT (S. St.) Smt. Rajni Yadav, TGT (Eng.)		-To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2022-23 in consultation with the Principal.
	Admission (Primary) Sh. Amlesh Kumar, HM		Sh. Rakesh Kumar Meena, PRT Smt. Rajni Gupta, PRT		
	RTE(Primary) Sh. Amlesh Kumar, HM		Sh. Rajendra Meena, PRT Smt. Kavita Meena, PRT Smt. Isha Gupta, PRT Smt. Seema Meena, PRT		
Examination CBSE	Sh. Prem Singh Shekhawat (PGT MATH)		Sh. Mohit Pareek, PGT(Phy.) Sh. Suresh Kumar, TGT(Maths) Sh. Sukh Ram, Sub Staff		-To plan the schedule of UT, CT 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 give suitable instructions to class teachers for maintaining all the relevant records.
NIOS	Sh. Suresh Kumar TGT (Maths)		Sh. Yogesh Kaushik, TGT (Skt.)		-To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records. -To update OASIS timely. -To scrutinize the question papers for the tests and examinations.
LOCAL	Sh. Sher Singh PGT(Chemistry)		Sh. Kartar Singh, PGT (Physics) Sh. Ram Bilas Meena, PGT (Hist.) Sh. Rajendra Singh, TGT (Hindi) Sh. Sukh Ram Jat, Sub Staff		-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.

COVID-19	Sh. Imrat Lal V. P.		Mrs. Preeti Sharma, PGT(Bio) Mrs. Prema Singh, PGT(Geo) Sh. Dinesh Kumar, TGT(Hindi) Sh. Rajendra Meena, PRT Sh. 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
CBSE Correspondence	Sh. P.S.Shekhawat PGT (Maths)		Sh. Suresh Kumar, TGT(Maths) Sh. R P Meena, J.S.A Sh. Inder Singh, Sub-Staff		-To update OASIS timely 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 Marks Cards to students/Parents
Time – Table and Arrangement periods	Sh. Devi Lal Prajapat, PGT (Maths) (Classes VI -XII)		Sh. Kartar Singh, PGT (Phy.) Sh. Ram Prasad Meena, TGT(S. St.) Sh. G D Gupta, TGT(Maths)		-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.
	Sh. H.C.Meena, PRT (Primary)		Sh Pawan Jain ,PRT Sh Manoj Kumar ,PRT		- 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
C.C.A, Value Education, Club Activities, Assembly and Prize Distribution, Display board & Morning Distribution	Sh. Narendra Kumar PGT(English) (VI to XII)		Sh. B R Bairwa, PGT(Hindi) Smt. Rajni Yadav, TGT(Eng.) Sh. Rajendra Singh, 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
	Sh. Nitish Raj Sharma, PRT (I to V)		Ms. Rajni Gupta, PRT Ms. Isha Gupta, PRT		-To select SPL, House captains and other members of the council for carrying out their usual work in consultation with the Principal. -To implement pass system. systematic/ orderly movement of students for assembly. Checking of late comers.
Student Council	Sh. Ram Prasad Meena TGT (S. St.)		Ms. Rekha Jain, TGT(Eng.) Mr. K C Meena, PRT		-To assist Principal in selection of students for the council -To implement pass system -To organize investiture ceremony -Procure badges and cesses -Systematic/orderly movement of students for assembly, checking of late comers -To assign suitable duties to the office bearers of the council and guide them

Furniture	Sh. Mohit Pareek (PGT Phy.) (Secondary)		Sh. Bablu Singh, PGT (Chem.) Sh. Muni Ram, TGT (S. St.) Sh. Imrat Khan, Sub Staff		<ul style="list-style-type: none"> -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 functions in Vidyalaya.
	Sh. Rakesh Meena, PRT Primary (Furniture, wall clock & maintenance)		Smt. Kavita Meena, PRT Sh. Ravi Meena, PRT Sh. Tahir Hussain, PRT Sh. Indraj Meena, PRT		
Computer and ICT	Sh. O P Meena (PGT CS) (Secondary)		Ms. Kavita Sharma, PGT (Eng.) Mr. Roshan Lal Jat, TGT (Hindi) Mrs. Ruchi Gupta, TGT (S.St.) Mrs. Manju Bala, TGT(Eng.) Mr. Dinesh Kumar, TGT(Hindi)		<ul style="list-style-type: none"> -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.
	Sh. K C Meena, PRT (Primary)		Mr. Manoj Kumar, PRT Mrs. Sudha Yadav, PRT Mrs. Sushila, PRT		
Audio-Visual Aids/ Teaching Aids	Smt. Prema Singh (PGT Geo.)		Mr. Muni Ram Meena, TGT (S. St.) Sh. Mahendra Kumar, TGT (Bio.) Ms. Brij Lata Sharma, TGT (Maths) Mr. Nand Kishore, TGT (Eng.) Mr. Hawa Singh, TGT (Hindi)		<ul style="list-style-type: none"> -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.
	Smt. Sushila Choudhary (PRT)		Mr. Ranjeet Singh, PRT Sh. Jitendra Kumar, PRT Ms. Seema Meena, PRT Ms. Mamta Yadav, PRT Ms. Jyoti Yadav, PRT Ms. Sunita Gupta, PRT		
Resource Room and CMP	Sh. Amlsh Kumar (H.M.)		Sh. Manoj Kumar, PRT Sh. Pawan Jain, PRT Ms. Isha Gupta, PRT Mr. K C Meena, PRT Mr. H C Meena, PRT Mr. Nitish Raj, PRT		<ul style="list-style-type: none"> -To maintain the resource room and development of TLM with the help of teachers -Publication of Quarterly newsletter

Gardening & Beautification	Ms. Prema Singh PGT (Geography)		Mrs. Preeti Sharma, PGT (Bio.) Mr. Tulsi Ram Yogi, TGT (AE) Mrs. Rajni Yadav, TGT (Eng.) Mrs. Deepti Gaur, TGT (Bio.) Mrs. Mamta Yadav, PRT Sh. Pawan Jain, PRT Sh. Narendra Meena ,Sub-staff		-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.
Excursion/ Field trips/ Adventure Activities	Sh. Imrat Lal (V.P.) (VI to XII)		Sh. Ram Bilas Meena, PGT (Hist.) Sh. Narendra Kumar, PGT (Eng.) Smt. Kavita Sharma, PGT (Eng.) Sh. Mohit Pareek, PGT (Phy.) Sh. Nand Kishore, TGT (Eng.) Sh. Ram Prasad Meena, TGT (S. St.) Sh. 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.
	Sh. Amlash Kumar (H. M.)		Sh. Manoj Kumar, PRT Sh. Nitish Sharma, PRT Ms. Sushila Chuadhary, PRT Ms. Sudha Yadav, PRT Smt. Satbiri, Sub Staff		
Building and maintenance Monitoring committee & Fire Safety Committee Work Education	Sh. Sunil Kumar (TGT WE)		Sh. Imrat Lal (V.P.) Sh. Amlash Kumar Meena (H.M.) Sh. Mohit Pareek, PGT (Phy.) Sh. Nand Kishore, TGT (Eng.) Smt. Rajni Yadav , TGT (Eng.) Mr. K C Meena, PRT Mrs. Kavita Meena, PRT		-To carry out maintenance & minor repair work of buildings including toilets, surroundings and play field.
Discipline	Sh. Imrat Lal (V.P.)		Sh. Bablu Singh, PGT (Chem.) Sh. Mohit Pareek, PGT (Phy.) Sh. Devi Lal Prajapat, PGT (Maths) Mrs. Prema Singh, PGT (Geo.) Mrs. Rekha Jain, TGT (Eng.) 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.
	Sh. Amlash Meena (H.M.)		Sh. Rakesh Kumar, PRT Mrs. Sushila Chaudhary, PRT Mr. Ranjeet Singh, PRT Mrs. Seema Meena, PRT		

Hindi Implementantation Raj Bhasha	Sh. Imrat Lal (V.P.) Mr. Amlesh Kumar (HM)		Sh. B R Bairwa, PGT (Hindi) Sh. Dinesh Kumar, TGT (Hindi) Sh. Roshan Lal, TGT (Hindi) Sh. Rajendra Singh, TGT (Hindi) Sh. Nitish Raj Sharma, PRT Sh. D K Meena, ASO		-To conduct quarterly meetings of Rashtrabhasha and to submit quarterly reports to the Regional Office.
Media and Publication	Sh. Narendra Kumar (PGT Eng.)		Sh. B R Bairwa, PGT (Hindi) Smt. Kavita Sharma, PGT (Eng.) Smt. Rekha Jain, TGT (Eng.) Sh. 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
	Sh. Amlesh Kumar (HM)		Sh. Nitish Raj Sharma, PRT Sh. Manoj Kumar, PRT		
Internal Complaint Committee	Sh. Ram Bilas Meena, PGT(History)		Mr. Kartar Singh, PGT (Phy.) Mrs. Kavita Sharma, PGT (Eng.) Mr. Yogesh Kaushik, TGT(Skt.) Mrs. Deepti Gaur, TGT (Sci.) Mrs. Mamta Yadav, PRT		-To find out any sexual assault of women employee and students
Scouts & Guides	Sh. Ramji Lal Meena PGT(Eco.) I/C		Sh. Sunil Kumar, TGT (WE) Sh. Yogesh Kaushik, TGT (Skt.) Sh. Mahendra Kumar, TGT (Bio.) Mrs. B L Sharma, TGT (Maths) Sh. Ram Prasad Meena, TGT (S. St.) Mrs. Ruchi Gupta, TGT (S. St.) Sh. Suresh Kumar, TGT (Maths) Sh. Tulsi Ram, TGT (AE) Sh. Dinesh Kumar, TGT (Hindi) Sh. Muni Ram, 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.
Cubs/Bulbul	Sh. Ranjeet Singh Chauhan, PRT I/C		Sh. H C Meena, PRT Sh. Manoj Kumar, PRT Sh. Indraj Meena, PRT Sh. Jitendra Kumar, PRT Mrs. Isha Gupta, PRT Sh. Rajendra Meena, PRT Mrs. Kavita Meena, PRT Mrs. Sudha, PRT Mrs. Mamta Yadav, PRT Mrs. Seema Meena, PRT		

Refreshment and Welcome Committee	Mrs. Prema Singh PGT(Geo.)		Mrs. Rajni Yadav, TGT (Eng.) Sh. Nand Kishore, TGT (Eng.) Ms. Sushila, PRT Ms. Seema Meena, PRT		-To welcome all guests who are visiting in Vidyalaya on different occasion.
Academic Improvement	Sh. Imrat Lal (V.P.) (Secondary)		Sh. P. S. Shekhawat, PGT (Maths) Mr. Ramji Lal Meena, PGT (Eco.) Ms. Ruchi Gupta, TGT(S.St.) Mr. Shri Chand, TGT (Sci.) Sh. G D Gupta, TGT (Maths)		-To checkout and implement projects and assignment for all the classes. -To ensure proper correction of written work of the students. -To give suitable guidelines in the faculty meetings.
	Sh. Amllesh Kumar(HM) (Primary)		Smt, Sushila Chuadhary, PRT Sh. Pawan Jain, PRt		
AEP & Guidance and Counseling	Smt. Preeti Sharma (PGT Bio)		Mr. Narendra Kumar, PGT (Eng.) Mrs. Kavita Sharma, PGT (Eng.) Ms. Rajni Yadav, TGT (Eng.) Mr. Shri Chand, TGT (Sci.) Mr. Ram Lal Meena, TGT (PHE) Mr. K C Meena, PRT Ms. Sudha Yadav, 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.
Academic Counsel (Secondary)	Sh Imrat Lal (VP) (Secondary)		Mr. P S Shekhawat, PGT (Maths) Mr. Ramji Lal Meena, PGT (Eco.) Sh. G D Gupta, TGT (Maths) Mrs. Deepti Gaur, TGT (Sci.) Ms. Rekha Jain, TGT (Eng.) Sh. Roshan Lal, TGT (Hindi)		-To checkout and implement projects and assignments for all classes -To ensure proper correction of written work of the students -To give suitable guidelines in the facility meetings
	Sh. Amllesh Kumar(HM) (Primary)		Ms. Sushila Chuadhary, PRT Sh. Rakesh Kumar Meena, PRT Smt. Rajni Gupta, PRT		
Awakened Citizen Programme	Sh. Suresh Kumar TGT (Maths)		Sh. Nand Kishore, TGT (Eng.) Smt. Rekha Jain, TGT (Eng.) Smt. Ruchi Gupta, TGT (S. St.) Sh. R P Meena, TGT (S. St.) Sh. Rajendra Singh, TGT (Hindi) Sh. Hawa Singh, TGT (Hindi)		-To have the number of session in class VII and VIII on fixed by MKM
CS-11 & CS-54 (Fees and fines checking)	Sh. Ramji Lal Meena (PGT Eco)		Smt. B L Sharma , TGT (Maths) Sh. G D Gupta, TGT (Maths) Sh. Yogesh Kaushik, TGT (Skt.)		-Data to be filled in the relevant records every month and submit to the office.

PTA Meetings	Sh. Imrat Lal, V.P. I/C (Secondary) Sh. Amlesh Kumar Meena, HM, I/C (Primary)		All class teachers		-To checkout Annual plan of meetings and to maintain minutes and records of such meetings.
Library (Distribution of books, developing of hanging class library)	Sh. J D Meena (TGT Lib) (Secondary)		Sh. Mahendra Kumar, TGT (Bio.) Smt. Rajni Yadav, TGT (Eng.) Sh. Dinesh Kumar, TGT (Hindi) Sh. Yogesh Kaushik, TGT (Skt.)		-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.
	Sh. Manoj Kumar, PRT I/C Primary		Sh. Jitendra Kumar, PRT Sh. Tahir Hussain, PRT Ms. Sushila, PRT Mr. Roop Ram Meena, PRT		-To assist Primary wing in Library activities in light of CMP.
Games, Sports & Vocational Skills	Sh. Ram Lal Meena (TGT PHE)		Mr. O P Meena, PGT (CS) Sh. Vijay Kumar Bohra, PGT (Comm.) Sh. Sunil Jangid, TGT(WE) Sh. Tulsi Ram Yogi, TGT (AE) Smt. Ruchi Gupta, TGT (S.St.) Sh. Muni Ram 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. -To draw up class wise activities to be undertaken as per the syllabus.
	Sh. Manoj Kumar, PRT I/C		All PRTs		-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.
Income Tax Calculator	Sh. Vijay Kumar Bohra PGT (Commerce)		Sh. Kartar Singh, PGT (Phy.) Sh. Devi Lal Prajapat, PGT (Maths) Sh. G D Gupta, TGT (Maths)		-To checkout annual plan of meetings and maintain minutes and records of such meetings
Website , School Emails Development, Thinkquest	Sh. O P Meena (PGT CS)		Sh. D K Meena, ASO Sh. Inder Kumar, SSA Sh. R P Meena, JSA Sh. Ravi Kumar, JSA		-Updation of School Website regularly. - information data regarding -CCA activities, -Exam schedule activities and result -CBSE schedule activities and result -Admissions -Photographs of events -Sports activities -Office related information, advertisement, committees, TCs, enrollment, employee details, vacancies any other office work.

Water Management and house keeping & security	Sh. Sunil Kumar (TGT WE)		Sh. Vijay Kumar Bohra, PGT (Comm.) Sh. Shri Chand, TGT (Bio.) Sh. Mahendra Kumar, TGT (Bio.) Sh. Dinesh Kumar, TGT (Hindi) Sh. Rajendra Meena, PRT Sh. 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.
Photography	Sh. Tulsi Ram, TGT (AE)		Sh. O P Meena, PGT (CS) Sh. Muni Ram Meena, TGT (S. St.) Sh. K C Meena, PRT		-To maintain Album covering all activities. -To display all the coverage of all occasions.
P A System	Sh Sunil Kumar (TGT WE)		Sh. Mahendra Kumar, TGT (Bio.) Sh. Inder Singh(Sub-staff)		-To arrange PA system for morning assembly and other programmes.
	Sh K C Meena (PRT)		Sh. Kishore Kumar, PRT (Music) Sh. Roop Ram, PRT		
First Aid	Smt. Preeti Sharma (PGT Bio)		Smt. Deepti Gaur, TGT (Sci.) Smt. Rekha Jain, TGT (Eng.) Smt. Sudha Yadav, PRT Smt. Sushila, PRT		-To provide First Aid to the ailing students.
Music	Sh. Kishore Kumar (PRT-Music)		Smt Rajni Yadav (TGT Eng.) Smt. Rajni Gupta, PRT Sh. Tahir Hussain, PRT Sh. Ranjeet Singh, PRT		-To arrange Music system for morning assembly and other programmes and look after of all the instruments & maintain record.
Class Room Cooling/ Electricity	Sh. Sunil Kumar (TGT WE)		Sh. Imrat Lal, V.P. Sh. K C Meena, PRT All respective Class Teachers		-To arrange and look after the Heating System for every classroom and maintain record.
Cleanliness , Hygienic Environment	Sh. Ram Bilas Meena (Secondary)		Sh. R L Meena, PGT (Eco.) Boys Toilet (X-XII) Smt. Kavita Sharma,PGT (Eng.) Girls(X-XII) Sh. G D Meena, TGT(Lib.) Boys Toilet (X-XII) Sh. Mahendra Kumar, TGT (Bio.)Boys Toilet(VI-IX) Smt. Manju Bala, TGT (Eng.) Girls Toilet VI-IX Ms. Rekha Jain, TGT (Eng.) Female staff toilet Mr. Bablu Singh, PGT (Chem.) Male staff Toilet		-To ensure that class rooms are clean -To ensure that toilets are in hygienic condition

Cleanliness , Hygienic Environment	Sh. Jitendra Kumar, PRT (Primary)		Sh. Tahir Hussain, PRT (I,II,IIIA,V Boys toilet) Sh. Roop Ram Meena, PRT (I,II,IIIA,V Boys toilet) Smt. Kavita Meena, PRT (I,II,IIIA,V Girls toilet) Smt. Seema Meena, PRT (I,II,IIIA,V Girls toilet) Sh. Ranjeet Singh Chauhan, PRT (IIIB,C,D and IV Boys toilet) Smt. Mamta Yadav, PRT (IIIB,C,D and IV Girls toilet)		-To ensure that class rooms are clean -To ensure that toilets are in hygienic condition
ART & Craft	Sh. Tulsi Ram Yogi (TGT AE)		Sh. Ram Prasad Meena, TGT (S. St.) Sh. J D Meena, TGT (Lib.) Smt. Rekha Jain, TGT (Eng.) Smt. Manju Bala, TGT (Eng.)		-To train children in art and craft -To keep stock of Art and Craft
Grievances & Redressal Committee	Sh. Imrat Lal (VP) (Secondary) Sh Amlesh Kumar Meena (HM) (Primary)		Sh. Ramji Lal Meena, PGT (Eco.) Sh. Bablu Singh, PGT (Chem.) Smt. Kavita Sharma, PGT (Eng.) Smt. Rajni Yadav, TGT (Eng.) Smt. Sudha Yadav, PRT Sh. Jitendra Singh, 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.
Integrity Club	Smt. Prema Singh PGT (Geo.)		Sh. Devi Lal, PGT (Maths) Sh. Vijay Kumar Bohra, PGT (Comm.) Sh. Nand Kishore, TGT (Eng.) Smt. Deepti Gaur, TGT (Sci.) Smt. B L Sharma, TGT (Maths)		-An extra-curricular activity for rekindling human values in school children -To inculcate distinct human values in children to become responsible citizens of our country. -To address the declining moral values in our society. -To promote the culture of honesty and ethical living.
Swachh Bharat Unit	Smt. Prema Singh PGT (Geo.)		Sh. Prem Singh Shekhawat, PGT (Maths) Sh. Dinesh Kumar, TGT (Hindi) Sh. Roshan Lal Jat, TGT (Hindi) Sh. Jal Dhari Meena, TGT (Lib.) Sh. Ram Lal Meena TGT (PHE) Sh. Rajendra Singh Shekhawat, TGT (Hindi)		-To clean the surroundings of school. -To make people aware of healthy sanitation practices by bringing behavioral changes in people. -To completely start the scientific processing, disposals reuse and recycling the Municipal Solid Waste.

National Flag Hoisting and Lowering	Sh. Ram Lal Meena TGT (PHE)		Sh. Muni Ram Meena, TGT (S.St.) Sh. Mahendra Kumar, TGT (Bio.) Sh. Narendra Kumar, PGT (Eng.)		-To raise the National Flag daily before morning assembly and to lower it before the sunset. -To follow the instructions given by KVS in this regard.
Sexual Harassment Prevention and Redressal Committee	Sh. Imrat Lal (V.P.)		Smt. Preeti Sharma, PGT (Bio.) Smt. Rajni Yadav, TGT (Eng.) Sh. Suresh Kumar, TGT (Maths) Sh. Nand Kishore, TGT (Eng.) Smt. Seema Meena, PRT Smt. Jyoti Yadav, PRT		-To attend the complaints regarding sexual harassment -To take preventive measures to avert any mishappening . -To ensure the safe environment for students and female employees in the school.
Purchase	Sh. Imrat Lal (VP)		Sh. Amlesh Kumar, HM Sh. Mohit Pareek, PGT (Phy.) Sh. Nand Kishore, TGT (Eng.) Sh. Sunil Kumar, TGT (WE) Sh. Pawan Jain, PRT Smt. Mamta Yadav, PRT		-Purchasing things of immediate/urgent Necessity by survey/calling quotations. -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. -To collect requisition from all department in the beginning of the month. -To purchase required articles following due procedure. -To ensure stock entry through respective stock holder. -To ensure payment to firm in time.
Career Counseling	Sh. Sher Singh PGT (Chemistry)		Sh. Kartar Singh, PGT (Phy.) Sh. Bablu Singh, PGT (Chem.) Sh. G D Gupta, TGT (Maths) Ms. B L Sharma, TGT (Maths) Mr. J D Meena, TGT (Lib.)		-To update the career counselling -To familiarize students with various career options aligibility, selection criteria and resources of study -To guide students about career aptitude
School magazine	Sh. Narendra Kumar (PGT Eng.)		Sh. B R Bairwa, PGT (Hindi) Sh. Shri Chand, TGT (Bio.) Smt. Rekha Jain, TGT (Eng.) Sh. Yogesh Kaushik, TGT (Skt.) Sh. Tulsi Ram, TGT (AE) Sh. Hawa Singh, TGT (Hindi)		-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.
Pupil's Society	Sh. Roshan Lal Jat TGT (Hindi)		Sh. Rajendra Singh, TGT (Hindi) Sh. Dinesh Kumar, TGT (Hindi)		-To plan and execute all concern activities.

Certificate writing	Ms. Kavita Sharma PGT (English)		Sh. Tulsi Ram, TGT (AE) Sh. Roshan Lal Jat, TGT (Hindi) Smt. Manju Bala, TGT (Eng.) Sh. Ranjeet Singh, PRT Ms. Sushila, PRT		-To plan and execute all concern activities
Cycle Stand	Sh. Ramji Lal Meena PGT (Eco.)		Sh. Bablu Singh, PGT (Chem.) Sh. Ram Lal Meena, TGT (PHE) Sh. Suresh Kumar, TGT (Maths) Smt. Ruchi Gupta, TGT (S. St.)		-To ensure safety of students during departure. -To ensure proper usage of cycle stand parking space.
Quarter allotment	Sh. D K Meena, ASO		Sh. Imrat Lal, V.P. Sh. Kartar Singh, PGT (Phy.) Sh. Ravi Pareek, J.S.A.		-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 all the inmates. -To manage quarter allotment system as per KVS guidelines.
MGRM	Sh. O P Meena (PGT CS)		All Class teachers		-To keep update shaala darpan portal as per directions received from KVS RO and MGRM.

KENDRIYA VIDYALAYA NO 1 ALWAR

CLUBS 2022-23

W e f: 01/04/2022

CLUBS	CONVENOR	SIGN	MEMBERS	SIGN	DUTIES AND RESPONSIBILITIES
Maths club	Sh. P S Shekhawat (PGT Maths)		Sh. Devi Lal, PGT (Maths) Sh. G D Gupta, TGT (Maths) Sh. Suresh Kumar, TGT (Maths) Smt. B L Sharma, TGT (Maths)		-To equip the lab with teaching aids prepared by students, staff and also those which are readily available in the market, to put them to proper use by the students to develop the skills
Science club	Sh. Bablu Singh PGT (Chem.)		Sh. Kartar Singh, PGT (Phy.) Sh. Mohit Pareek, PGT (Phy.) Sh. Sher Singh, PGT (Chem.) Sh. O P Meena, PGT (CS) Smt. Preeti Sharma, PGT (Bio.) Smt. Deepti Gaur, TGT (Sci.) Sh. Mahendra Kumar, TGT (Sci.) Sh. Shri Chand, TGT (Sci.)		-To plan and execute all club activities. -To Motivate the students to prepare the exhibits based on theme given by KVS. - To organize Vidyalaya level Science exhibition as per the time schedule given by KVS. - To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress. -To inculcate 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	Smt. Prema Singh PGT (Geo.)		Sh. Ramji Lal Meena, PGT (Eco.) Ms. Preeti Sharma, PGT (Bio.) Sh. Ram Prasad Meena, TGT (S.St.) Sh. Muni Ram Meena, TGT (S.St.) Smt. Ruchi Gupta, TGT (S.St.)		-To plan and execute all club activities. 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.
Akriti and School Band	Sh. Tulsi Ram (TGT AE)		Sh. J D Meena, TGT (Lib.) Sh. Ram Lal Meena, TGT (PHE) Sh. Kishore Kumar, PRT(Music)		-To plan and execute all club activities -To prepare school Band as per KVS Guidelines. -Motivate maximum child to participate in Akriti club and in School Band.

Literary and creative	Sh. J D Meena TGT (Lib.)		Sh. Y K Kaushik, TGT (Skt.) Sh. Tulsi Ram, TGT (AE) Smt. Rekha Jain, TGT (Eng.) Smt. 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.
Ek Bharat Shrestha Bharat	Sh. Ram Bilas Meena PGT (History)		Sh. Muni Ram Meena, TGT (S. St.) Sh. Ram Prasad Meena, TGT (S.St.) Smt. Ruchi Gupta, TGT (S. St.) Smt. Rajni Yadav, TGT (Eng.) Sh. Nitish Sharma, PRT Smt. Kavita Meena, PRT Smt. Seema Meena, PRT Sh. Kishore Kumar , PRT(Music)		-To prepare students for participating in different events of Ek Bharat Shrestha Bharat. -Ensure quality and quantity participation of students.
Azadi Ka Amrit Mahotsav	Sh. Ram Bilas Meena PGT(History)		Sh. Narendra Kumar, PGT (Eng.) Sh. Muni Ram Meena, TGT (S.St.) Smt. Prema Singh, PGT (Geo.) Smt. Ruchi Gupta, TGT (S.St.) Sh. Tulsi Ram, TGT (AE) Sh. Kshore Kumar, PRT (Music) Sh. Nitish Raj, PRT		-To organize all the activities under Azadi Ka Amrit Mahotsav -To reply all the letters regarding this Mahotsav

KENDRIYA VIDYALAYA NO 1 ALWAR

HOUSE MASTERS & ASSOCIATE HOUSE MASTERS 2022-23

W e f: 01/04/2022

Name of House	Name of House Master	Sign	Associate house Master	Sign	Duties
SHIVAJI	Mrs. Preeti Sharma PGT (Bio.)		Mr. Kartar Singh, PGT (Phy.) Mr. Mohit Kumar, PGT (Phy.) Mr. O P Meena, PGT (CS) Mrs. Manju Bala, TGT (Eng.) Mr. Dinesh Kumar, TGT (Hindi) Mr. Suresh Kumar, TGT (Maths) Mr. R P Meena, TGT (S.St.) Mr. Sunil Kumar, TGT (WE)		-Motivate the all house students to actively participate in all house activity/CCA Activities. -Decorate and up-date the all school house display. -Select the captain, Vice-captain and house Perfects.
TAGORE	Mr. Vijay Kumar Bohra PGT (Commerce)		Mr. Sher Singh, PGT (Chem.) Mr. Devi Lal, PGT (Maths) Mr. Ramji Lal Meena, PGT (Eco.) Mrs. Rajni Yadav, TGT (English) Mr. Hawa Singh, TGT (hindi) Mr. Mahendra Kumar, TGT (Bio.) Mr. Muni Ram Meena, TGT (S.St.) Mr. Tulsi Ram, TGT (AE)		-Motivate and select responsible students to maintain discipline/hygiene and conducting environment of school. -To make a committee of students to look after cleanliness of Vidyalaya i.e. Toilets, classroom, playgrounds etc.
ASHOKA	Mrs. Kavita Sharma PGT (English)		Mr. Bablu Singh, PGT (Chem.) Mr. Ram Bilas Meena, PGT (History) Mr. Nand Kishore, TGT (Eng.) Mr. Roshan Lal, TGT (Hindi) Mr. G D Gupta, TGT (Maths) Mr. Shri Chand, TGT (Sci.) Mrs. Ruchi Gupta, TGT (S.St.) Mr. J D Meena, TGT (Lib.)		
RAMAN	Mr. B R Bairwa PGT (Hindi)		Mr. Prem Singh Shekhawat, PGT (Maths) Mrs. Prema Singh, PGT (Geo.) Mrs. Rekha Jain, TGT (Eng.) Mr. Rajendra Singh, TGT (Hindi) Mrs. B L Sharma, TGT (Maths) Mrs. Deepti Gaur, TGT (Sci.) Mr. Yogesh Kaushik, TGT (Skt.) Mr. Ram Lal Meena, TGT (PHE)		