

Kendriya Vidyalaya Aiwara

COMMITTEES 2020-21

Modified w e f: 01/04/2021

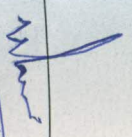
COMMITTEE	CONVENOR	MEMBERS	SIGNATURE	DUTIES AND RESPONSIBILITIES
Admission and RTE	Sh..Bablu Singh (PGT Chemistry)	Sh. Prem Prakash (PGT CS)		-To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2020-21 in consultation with the Principal.
		Sh. Amllesh Kumar (HM)		
		Sh. G.D. Gupta (TGT Maths)		
		Smt. Rajni Yadav (TGT ENG)		
		Sh. Manoj Kumar (PRT)		
		Smt. Rajni Gupta (PRT)		
		Smt. Isha Gupta (PRT)		
		Sh. R. P. Meena (J.S.A.)		
		Sh. Sukhram (SUB-STAFF)		
	Admission (Primary)	Smt. Rajni Gupta (PRT)		
		Smt. Kavita Meena (PRT)		
		Sh. R.S. Chauhan (PRT) (I/C)		
		Smt. Sudha Yadav (PRT)		
	RTE (Primary)	Sh. Indraj Meena (PRT)		
Examination	Sh. Prem Singh	Sh. Sube Singh (PGT CHEM.)		-To plan the schedule of UT, CT, PT-1, 2, and 3, Pre-Board and SEE as per the calendar of activities.
CBSE	Shekhawat	Sh. Anil Arya (TGT SCI)		-To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS.
	(PGT MATH)	Sh. Sukhram (SUB-STAFF)		-To give suitable instructions to class teachers for maintaining all the relevant records.
NIOS	Sh. R.R. Meena (PGT(HIS.))	Sh. G.D. Gupta (TGT Math)		To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records.
		Sh. Nandkishore (TGT ENG)		
		Sh.H.C. Meena (PRT)		
		Smt. Sumitra (SUB-STAFF)		

3/3/2021
Principal

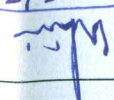
केन्द्रीय विद्यालय, अइवारा

Local	Smt. Prema Singh (PGT GEO.)	Sh. Bablu Singh (PGT CHEM.) Sh. Anil Mahavar (TGT ART) Smt. Brijlata (TGT MATH) Sh. Narendra Meena (SUB-STAFF) Sh. Inder Singh (SUB-STAFF)		<ul style="list-style-type: none"> -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.
CBSE Correspondence	Sh. Prem Singh Shekhawat (PGT MATH)	Sh. Muni Ram (TGT GEO.) Smt. Rajni Yadav (TGT ENG) Sh R. P. Meena (JSA)		<ul style="list-style-type: none"> -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 Admit Cards to Board exam students - Analysis of board results -Comply instructions received from CBSE time to time - Distribution of Marks Cards to students/ Parents
Time – Table and Arrangement periods	Sh. Kartar Singh (PGT PHY) Classes (VI-XIII)	Sh. Mohit Pareek (PGT PHY) Sh. G.D. Gupta (TGT Maths)		<ul style="list-style-type: none"> -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
Sh.H.C. Meena (PRT) Class (I-V)	Sh. Pawan Jain (PRT) Sh. Manoj Kumar (PRT)			

Man


 प्रधानाचार्य / PRINCIPAL
 केन्द्रीय विद्यालय, अलवार
 KENDRIYA VIDYALAYA, ALWAR

<p>C.C.A., Value Education, Club Activities, Display board & Morning Assembly and Prize Distribution</p>	<p>Sh. Narendra Kumar (PGT ENG)</p>	<p>Sh. B.R. Bairwa (PGT HINDI) Smt. Rekha Jain (TGT ENG) Sh. Pooran Mal (TGT HINDI)</p>	<p>Smt. H.S. Meena (PRT) Sh. Manoj Kumar (PRT) Smt. Rajani Gupta (PRT) (Bal Sabha) Smt. Isha Gupta (PRT) (Bal Sabha)</p>	<p>Students' Council</p>
<p>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</p>	<p>To assist Principal in selection of students for Council To implement pass system. To implement/ orderly movement of students for assembly. Checking of late comers. To organize Investiture Ceremony To procure badges and Cesses To assign suitable duties to the office Bearers of the council and guide them.</p>	<p>Sh. O.P. Bairwa (TGT HINDI) Smt. Jyoti Yadav (PRT) Sh. Gopal Saini (SUB-STAFF)</p>	<p>Sh. Dinesh Kumar (TGT HINDI)</p>	


2/3/21
 Principal / PRINCIPAL
 Kendriya Vidyalaya, Alwar

Furniture	Sh. Mohit Pareek (PGT PHY)	Sh. Ranji Lal (PGT ECO) Sh. Suresh Kumar (TGT MATH) Sh. Muni Ram (TGT GEO.) Sh. Sukhram (SUB-STAFF) Sh. Imrat Khan (SUB-STAFF)		<p>-To ensure all furniture bear serial numbers and the year of purchase.</p> <p>-To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules.</p> <p>To make seating arrangement during exams and during all function in the Vidyalaya.</p>
Computer and ICT	Sh. Prem Prakash (PGT CS)	Smt. Rajni Yadav (TGT ENG) Sh. O.P. Bairwa (TGT HINDI) Smt. Anita Yadav (TGT GEO.) Smt. Seema Meena (PRT) Sh. Narendra Meena (SUB-STAFF)		<p>-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.</p>
	Sh. K.C. Meena (PRT) (I/C) Primary	Sh. Pawan Jain (PRT) Sh. Roop Ram Meena (PRT) Computer Instructor		

M. Meena
2/2/21

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 KENDRIYA VIDYALAYA, ALMORA
 UTTARANCHAL, ALMORA

Audio-Visual Aids/ Teaching Aids	Smt. Prema Singh (PGT GEO.)	Sh. Muni Ram (TGT GEO.) Smt. Anita Yadav (TGT GEO.)		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. Rajni Gupta (PRT)	Sh. H. S. Meena (PRT) Smt. Isha Gupta (PRT) Sh. Indraj Meena (PRT)		
Resource Room and CMP	Smt. Preeti Sharma (PGT BIO) (secondary)	Smt. Rajni Yadav (TGT ENG) Sh. P. M. Verma (TGT HINDI)		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.
	Sh. Roop Ram Meena (PRT)(Primary)	Smt. Isha Gupta (PRT) Smt. Rajni Gupta (PRT) Smt. Kavita Meena (PRT) Sh. Rajendra Meena (PRT)		
Gardening (Nature/Eco club) & Beautification	Smt. Preeti Sharma (PGT BIO)	Sh. Nandkishore (TGT ENG) Sh. Anil Mahavar (TGT ART) Smt. Rajni Yadav (TGT ENG) Sh. H. S. Meena (PRT) Smt. Mamta Yadav (PRT) Sh. Narendra Meena (SUB- STAFF)		To maintain the resource room and development of TLM with help of Primary Teachers. -Publication of quarterly newsletters -Implementation of CMP

M. S. Meena
2/3/24

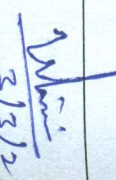
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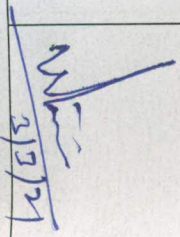
Excursion/ Field trips/ Adventure Activities	Sh. Imrat Lal (VP)	Sh. Narendra Kumar (PGT ENG) Sh. Kartar Singh (PGT PHY) Sh. Muni Ram (TGT GEO.) Smt. Rekha Jain (TGT ENG) Sh. Nandkishore (TGT ENG) Sh. Inder Singh (SUB-STAFF)		-To check out and implement Annual plan for outing of the students as per the codal provisions in consultation with the Class teachers/Principal -To accompany the students for the programmes identified by the KVS.
	Sh. Manoj Kumar (PRT) (I/C)	Smt. Sudha Yadav (PRT) Sh. Jiendra Kumar (PRT) Sh. H.S. Meena (PRT) Sh.H.C. Meena (PRT) Sh. Inder Singh (SUB-STAFF)		
Building and Maintenance Monitoring committee & Fire Safety Committee	Sh. Manish Bhargava (TGT WET)	Sh. Imrat Lal (VP) Sh. Amlesh Kumar (HM) Sh. Mohit Pareek (PGT PHY) Sh. Nandkishore (TGT ENG) Smt. Rajni Yadav (TGT ENG) Sh. K. C. Meena (PRT)		-To carry out maintenance & minor repair work of buildings including toilets, surroundings and play field.
Work Education				

W.K.
03/3/24

Principal
KENDRIYA VIDYALAYA, ALWAR

Discipline	Sh. Imrat Lal (VP)	Sh..Bablu Singh (PGT Chemistry) Sh. Sube Singh (PGT CHEM.) Smt. Monika Yadav (TGT PHE) Sh. Ranji Lal (PGT ECO)		-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. Amllesh Kumar (HM)	Sh. Indraj Meena (PRT) (III to V) Smt. Isha Gupta (PRT) (I to II) Sh. Rajendra Meena (PRT) Sh. Tahir Hussain (PRT)		
Hindi Implementation (Raj Bhasha)	Sh. Imrat Lal (VP)	Sh.B.R. Bairwa (PGT HINDI) Sh. Pooran Mal (TGT HINDI) Sh. Dinesh Kumar (TGT HINDI) Sh. O.P. Bairwa (TGT HINDI) Sh. Inder Kumar (SSA)		-To conduct quarterly meetings of Rashttrabhasha and to submit quarterly reports to the Regional Office.
Internal complaint committee	Smt. Prema Singh (PGT GEO.) (I/C)	Smt. Rajini Yadav (TGT ENG) Smt Deepti Gaur Smt. Seema Meena (PRT) Smt. Manisha bhan Ganju (NGO)		To find out any sexual assault of women employee and students
Refreshment and Welcome committee	Smt. Rajini Yadav (TGT ENG)	Smt. Prema Singh (PGT GEO.) Smt. Preeti Sharma (PGT BIO) Sh. Nand Kishore (TGT ENG) Mt. Sudha Yadav (PRT)		To welcome all guests who are visiting are Vidyalaya on different occasion



 2/3/21
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 KENDRIYA VIDYALAYA, ALWAR

Media and Publication	Sh. Narendra Kumar (PGT ENG) Sh. Amlesh Kumar (HIM)	Sh.B.R. Bairwa (PGT HINDI) Sh. Pooran Mal (TGT HINDI) Sh. Manoj Kumar (PRT) Sh.H.C. Meena (PRT)	-In charge of school magazine and any other issues related to publication. - To send press reports of all major events with photographs to media
Scouts & Guides	Sh. Anil Mahavar (TGT ART) (Scouts) Smt. Brijlata (TGT MATH) (Guides)	Sh. Yogesh Kaushik (TGT SANSKRIT) Sh. Prem Prakash (PGT CS) Sh. O.P. Bairwa (TGT HINDI) Sh. Muni Ram (TGT GEO.) Sh. Suresh Kumar (TGT MATH) Smt. Brijlata (TGT MATH) Smt. Anita Yadav (TGT GEO.) Smt.Sushila Chaudhary (PRT) Smt. Mamta Yadav (PRT) Smt. Seema Meena (PRT) Sh. Raju lal (PRT) Sh. H.S. Meena (PRT) Sh. Jitendra Kumar (PRT)	-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 APPRO.
Cubs & Bulbuls	Cubs & Bulbuls Primary	Sh. Raju Lal Yadav (PRT) Smt. Mamta Yadav (PRT) Smt. Kavita Meena (PRT) Sh. R.S. Chauhan (PRT)	

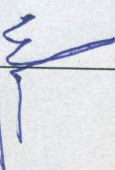
<p>-To checkout and implement projects and assignment for all the classes. -To ensure proper correction of written work of the students. -To give suitable guidelines in the faculty meetings.</p>	<p>To ensure the learning of basic skills To ensure the coverage of syllabus and MLL To plan remedial teaching</p>	<p>-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.</p>	<p>- To have the number of sessions in class VII and VIII and IX as fixed by RKM</p> <p style="text-align: right;"><i>M</i></p> <p style="text-align: right;"><u>मार्ग/प्राथमिक</u> <u>श्रीमती जयश्री, अहमदाबाद</u></p>
<p>Sh. Prem Singh Shekhawat (PGT MATH)</p> <p>Smt.Prema Singh (PGT GEO.)</p> <p>Sh. G.D. Gupta (TGT Math) Sh. O.P. Bairwa (TGT HINDI) Smt. Anita Yadav (TGT GEO.)</p>	<p>Smt.Sushila Chaudhary (PRT) Sh. Pawan Jain (PRT) Smt. Isha Gupta (PRT)</p>	<p>Smt. Prema Singh (PGT GEO.)</p> <p>Smt. Deepti Gaur (TGT SCI) Smt. Rajni Yadav (TGT ENG) Sh. Nandkishore (TGT ENG) Sh. H.S. Grewal (PRT MUSIC) Smt. Kavita Meena (PRT) Smt.Jyoti Yadav (PRT)</p>	<p>Sh. Nandkishore (TGT ENG) Smt. Rekha Jain (TGT ENG.) Smt. Anita Yadav (TGT GEO.) Sh. Ghanshyam (TGT S Sc.) Sh. O.P. Bairwa (TGT HINDI) Sh. Pooran Mal (TGT HINDI) Sh. Dinesh Kumar (TGT HINDI) Sh. MuniRam (TGT GEO.) Sh. Yogesh Kaushik (TGT SSKT) Sh. Suresh Kumar (TGT MATH)</p>
<p>Sh. Imrat Lal (VP)</p>	<p>Sh. Amlesh Kumar (HM)</p>	<p>Smt. Preeti Sharma (PGT BIO)</p>	<p>Sh. S.D. Yadav (TGT MATH)</p>
<p>Academic council</p>	<p>Academic Council (Primary)</p>	<p>NAEP & Guidance and Counseling</p>	<p>Awakened Citizen Programme</p>


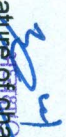
CS-11 & CS-54 (Fees and fines checking)	Sh. Ranjil Lal (PGT ECO)	Smt. B.L. Sharma (TGT MATH) Sh. Yogesh Kaushik (TGT SANSKRIT)	Data to be filled in the relevant records every month and submit to the office.
Income Tax Calculator	Sh. Vijay Kumar Vohra (PGT COMM)	Sh. G.D. Gupta (TGT MATH) Smt. B.L. Sharma (TGT MATH)	-To checkout Annual plan of meetings and to maintain minutes and records of such meetings.
Library (Distribution of books, developing of Hanging Class Lib.)	Sh. Imrat Lal (VP) Sh. D. K. Meena (PRT) (I/C)	Sh. Kartar Singh (PGT PHY) Sh Indraj Meena (PRT) Sh. Jitendra Singh (PRT)	-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. -To assist Primary wing in Library activities in light of CMP.
Games, Sports & Vocational Skills	Sh. H.S. Meena (PRT) (I/C) PRIMARY Smt. Monika Yadav (TGT PHE)	Sh. Manish Bhargava (TGT WET) Sh. Suresh Kumar (TGT MATH) Sh. Anil Mahavar (TGT ART) Smt. Jyoti Yadav (PRT) Sh. H.S. Meena (PRT) Sh. Rajendra Meena (PRT) Sh. K.C. Meena (PRT) Sh. Tahir Hussain (PRT)	-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. -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.
Website, school emails, and Think quest	Sh. P.P. Meena (PGT CS)	Sh. Inder Kumar (S.S.A.) Sh. Ravi Pareek (J.A.S) Sh. R.P. Meena (J.A.S)	-Updation of School Website regularly. - School Administrator of Think quest.
Water Management and House Keeping & Security	Sh. Manish Bhargava (TGT WET)	Sh. K.C. Meena (PRT) Sh. Ghanshyam (TGT S SCI) Sh. Ranjeet (PRT) Sh. Dharmendra 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. Prem Prakash (PGT CS)	Sh. Anil Mahavar (TGT ART) Sh. H.S. Meena (PRT) Smt. Seema Meena (PRT)		-To maintain Album covering all activities. -To display all the coverage of all occasions.
P A System	Sh. H.S. Meena (PRT)	Sh. Ranjeet (PRT) Sh. Inder (Sub-Staff)		-To arrange P A system for morning assembly and other programs.
First Aid	Smt. Preeti Sharma (PGT BIO)	Smt. Suman Verma (TGT SCI) Smt. Sudha Yadav (PRT)		-To provide First Aid to the ailing students.
Music	Sh. Harbans Grewall (PRT)	Smt. Rajni Yadav (TGT ENG) Smt. Rekha Jain (TGT ENG) Smt. Seema Meena (PRT) Smt. Kavita (PRT) Sh. Manoj Kumar (PRT) Sh. Tahir Hussain (PRT) Sh. Ranjeet (PRT)		-To arrange Music system for morning assembly and other programmes and look after of all the instruments & maintain record.
Class Room Cooling	Sh. Manish Bhargava (TGT WET)	Sh. Imrat Lal (VP) Sh. Amllesh Kumar (HM) All respective Class Teacher		To arrange and look after the coolers and fans for every classroom and get the same repaired when required.
Cleanliness, Hygienic Environment	Sh. Ranji Lal (PGT ECO)	Smt. Prema Singh (PGT GEO.) Sh. S.D. Yadav (TGT MATH) Sh. Ghanshyam (TGT S SCI) Sh. M.R. Meena (TGT S SCI) (All Staff Male Toilets) Smt. Manju Bala and Smt. Suman Verma (VI to XII Girls Toilets)		-to ensure that class rooms are clean -to ensure that toilets and water points are in hygienic condition


Principal
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ART & Craft	Sh. Anil Mahavar (TGT ART)	Smt. Deepiti Gaur (TGT SCI) Sh. M. R. Meena (TGT S SCI) Smt. Manju Bala (TGT ENG) Smt. Rajni Gupta (PRT) Smt. Isha Gupta (PRT) Smt. Sudha (PRT) Sh. Jitendra Kumar (PRT)		<ul style="list-style-type: none"> - To train children in art and craft - to keep stock of Art and Craft
Grievances & Redressal Committee	Sh. Imrat Lal (VP) Sh. Amllesh Kumar (HM)	Sh..Bablu Singh (PGT Chemistry) Smt.Prema Singh (PGT GEO.) Sh. O.P. Bairwa (TGT HINDI) Sh. Nandkishore (TGT ENG) Smt. Isha Gupta (PRT) Sh. Indraj Meena (PRT)		<p>To open grievance box weekly</p> <p>To ensure that no bullying and ragging takes place</p> <p>-to inquire into the complaints and solve the problems in amicable way.</p>
Integrity Club	Sh. Nandkishore (TGT ENG)	Sh. S.D. Yadav (TGT MATH) Sh. O.P. Bairwa (TGT HINDI) Smt. B.L. Sharma (TGT MATH) Smt. Deepiti Gaur (TGT SCI)		<p>An extra-curricular activity for rekindling human values in school children</p> <ul style="list-style-type: none"> ▪ 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.
Swatch Bharat Unit	Smt.Prema Singh (PGT GEO.)	Smt. Kavita (PGT ENG) Sh. Sube Singh (PGT CHEM.) Sh. Nandkishore (TGT ENG) Sh. Dinesh Kumar (TGT HINDI) Smt. B.L. Sharma (TGT MATH)		<ul style="list-style-type: none"> ▪ 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.


प्रचार्य / PRINCIPAL
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National Flag Hoisting and Lowering	Smt. Monika Yadav (TGT PHE)	Sh. Imrat Lal (VP) Sh. R.R. Meena (PGT(HIS.)) Sh. Tahir Hussain (PRT) Sh. Narendra Meena (SUB-STAFF)	<ul style="list-style-type: none"> ▪ 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 (VP)	Smt. Prema Singh (PGT GEO.) Smt. Kavita Sharma (PGT ENG) Smt. Manju Bala (TGT ENG) Sh. Nandkishore (TGT ENG) Smt. Isha Gupta (PRT) Smt. Mamta Yadav (PRT) Nurse Counsellor	<ul style="list-style-type: none"> ▪ To attend the complaints regarding sexual harassment ▪ To take preventive measures to avert any mis happening. ▪ To ensure the safe environment for students and female employees in the school.
Career Counselling	Sh. Mohit Pareek (PGT PHY.)	Smt. Anita Yadav Smt. Brijlata (TGT MATH) Smt. Preeti Sharma (PGT BIO) Smt. Mamta Yadav(sports) Sh. Sube Singh (PGT CHEM.) Sh..Bablu Singh (PGT CHEM) Sh. R.L. Meena (PGT ECO.)	<ul style="list-style-type: none"> ▪ To update the Career Counselling Board ▪ To familiarize students with various career options, eligibility, selection criteria and resources of study ▪ To guide students about career aptitude
Signature of Principal  3/3/21 प्रधान/PRINCIPAL केंद्रीय विद्यालय, अलवर KENDRIYA VIDYALAYA, ALWAR		Signature of Chairman (VMC)  अध्यक्ष/CHAIRMAN केंद्रीय विद्यालय -10-1 Kendriya Vidyalaya NO.-1 मोती दुर्गा /Moti Durg अलवर Alwar राज. रा. 311001	