






Committees for Academic Year 2021-22

①

KENDRIYA VIDYALAYA NO. 2 AFS JODHPUR

LIST OF COMMITTEES FOR THE YEAR 2021-22

S. no	Department	Name of the Teachers.	Sign	Duties & Responsibilities
1.	Admission	1. SMT SARITA SHARMA(I/C) 2. SH SUNIL GAUR 3. SH AMAR SINGH 4. SMT MADHUMALATI 5. SMT NEERU CHADDHA 6. SH NARENDRA SINGH		Advertisement, issue of application forms, registration. Scrutiny of the forms. Preparation of lists for lots. Preparation of list for provisional admission. Admissions to all classes as per KVS norms, Maintenance of admission registers. Monitoring of T.Cs issued, uploading of registered application in the web site. uploading of TC on regular basis, Monthly updating the students enrolment. Any changes in SR register/ Guard file will be done only by Mrs Sujatha Guneswari. . To collect the data and send to RO , LDC on the last working day with the help of Computer instructor-1
2.	Time-Table Sec & Sr.Sec & Arrangement , Bell Timings & Corridor Duty	1. SH VEER MOHD.(I/C) 2. SH VINOD SAINI 3. SMT MADHU UTTAMCHANDANI 4. SH PRABHANSHU SINGH 5. SH OM PRAKASH		Preparation of teachers, classes Time table. Remedial time table as per KVS norms. Monitoring of regular, zero period and Test/ Exam bell timings. Preparation of salary statement of coaches and part-time teachers before 3 rd of every month. To arrange the classes of the teachers on daily basis who are on leave OD. To prepare special Time table as per need and requirement. Display corridor duty.
3.	Morning Assembly Incharge	1. SH RAJESH KUMAR MAHAWAR(I/C) 2. SH NARPAT CHOUHAN 3. SH MISHRIMAL 4. MS MANSI DATTA		To conduct the morning assembly within the stipulated timings as per KVS norms. To monitor the announcements. To monitor the discipline and the conduct of morning assembly programme.

4. <u>Examination</u> a) <u>Internal Examination n.</u>	<ol style="list-style-type: none"> 1. SMT BHAWNA (I/C) 2. SMT SUMAN TALWARA 3. SMT INDU VERMA 4. SMT MONITA GUPTA 5. SMT NEERU CHADDHA 		<p>To maintain all the records related to Examination Department.</p> <p>Internal – Planning & conduct of Monthly Tests/PT/HY/Annual Exam/Pre Boards as per schedule. Distribution of progress cards, study materials & practice set papers.</p> <p>Distribution of students and teachers diaries.</p>
b) <u>CBSE Examination n.</u>	<ol style="list-style-type: none"> 1. SH LALIT TANWAR(I/C) 2. SMT ASHA SHANI 3. SH YASHPAL SHARMA 		<p>All works/Tests/Exams related to CBSE. Taking care of timely dispatch of CBSE letters/uploading of data to CBSE web site. Taking care of all student needs connected to CBSE. Maintenance of Board Result registers for class X and XII.</p>
c) <u>External Examination n.</u>	<ol style="list-style-type: none"> 1. SH VARUN JONWAL(I/C) 2. SH LALIT TANWAR 		<p>Arrangement & conduct of exam as per guidelines given by the respective agency.</p>
5 <u>Co-curricular activities</u>			
a) <u>CCA(School based)</u>	<ol style="list-style-type: none"> 1. SH RAJESH KUMAR MAHAWAR(I/C) 2. SH NARPAT CHOUHAN 3. SH MISHRIMAL 4. MS MANSI DATTA 5. SMT KAMLESH MEENA 6. SMT PUSHPA MEENA 		<p>Planning of activities, conduction of programme, preparation and announcement in assembly. Maintenance of Register for activities conducted, details of students getting prizes, distribution of CCA prizes to students. Planning, preparation and arrangement of important days and celebrations as per the KVS guidelines. Student Council – allotment of duties, discipline, uniform checking etc. to publish the School Magazine for the year 2018. To collect data from various departments for annual report as per (RO).</p>
b) <u>House</u>			<p>To prepare the students for various competitions.</p> <p>Seating arrangements for function, events, competition.</p> <p>Maintenance of perfects/student's council on duty.</p> <p>Maintain records of competitions.</p> <p>To ensure mass participation in all the activities.</p> <p>To conduct house meeting and maintain house register.</p>
c) <u>CCA(External)/ Talks/Seminars including</u>	<ol style="list-style-type: none"> 1. SH RAJESH KUMAR(I/C) 2. SMT BHAWNA 3. SH MURALIDHAR 		<p>To see that children participate in the appropriate competitions conducted by different agencies. To make note of the achievements of students in Register and to submit the details as and when required. Arrangement of Seminars, guest lectures/talks, career</p> <p>To announces the various competitions in the morning assembly.</p>

				To motivate the students to subscribe to NIE and to place order for the papers and to ensure the proper distribution of the papers. To prepare the students to take part in the various competitions and the activities
d)	NIE	1. SH K D KAVIYA 2. SH NARPAT RAM	<i>SH K D KAVIYA</i> <i>NARPAT RAM</i>	<ol style="list-style-type: none"> To subscribe and distribute Newspapers as per the standard of classes. To maintain record of NIE leaders of all classes Ensure maximum participation of the students in the activities taken under NIE Publishing of reports of various events taking place in the Vidyalaya.
e)	Clubs	<p>SCIENCE CLUB</p> <ol style="list-style-type: none"> MS INDU VERMA SH RAVINDRA KACHHAWAHA <p>MATHEMATICS CLUB</p> <ol style="list-style-type: none"> SH SUNIL GAUR <i>SH</i> SH N S POONIA <i>N S</i> SH VINOD KUMAR <i>SH</i> <p>SOCIAL SCIENCE CLUB</p> <ol style="list-style-type: none"> SH R S SAINI <i>SH</i> SH SALEEM SOLANKI <i>SH</i> SH N S CHOUHAN <i>SH</i> SH YASHPAL SHARMA <i>SH</i> 	<i>SH</i> <i>Ravi</i>	<ol style="list-style-type: none"> Activities to be planned and implemented. Records to be maintained in the Club Register. Upkeep of the bulletin board. Ensure maximum participation of students in the club activities.

<p>6. Academic Coordinator</p>	<ol style="list-style-type: none"> HINDI(SH RAJESH KR MAHAWAR) ENGLISH (SMT BHAWNA) MATHS(SH SUNIL GAUR) SCIENCE (SH AJAY JAIN) S.Sc(SH R S SAINI) PRT(SMT MADHUMALATI) 	<p><i>(Signature)</i> <i>(Signature)</i> <i>(Signature)</i> <i>(Signature)</i></p>	<p>To implement and maintain records of Back to Basics from class 6 norms.</p> <p>To maintain record of all activities related to academics.</p> <p>To distribute list of text books Note books, option forms and other details.</p> <p>To maintain minutes of academic meetings.</p> <p>To organize and conduct Parent teacher meetings for all the classes.</p> <p>To send the information to parents regarding academics.</p> <p>To send messages to parents through UOLO app regarding PTMs/Holidays/any academic related information.</p>
<p>7. Grievance, Child Right protection & RTI cell</p> <p>&</p> <p>Safety and security of students, Search and Rescue.</p>	<ol style="list-style-type: none"> SH VARUN JONWAL(I/C) SMT SARITA SHARMA SH SUNIL GAUR SH LALIT TANWAR SMT SUMAN TALWAR SH NARPAT CHOUHAN SH R K MAHAWAR SMT RITA BHARDWAJ SH NARENDRA SINGH 	<p><i>(Signature)</i> <i>(Signature)</i> <i>(Signature)</i> <i>(Signature)</i> <i>(Signature)</i> <i>(Signature)</i> <i>(Signature)</i> <i>(Signature)</i></p>	<p>Dealing with the grievances of teachers and students once a fortnight. Maintenance of register with proper records.</p> <p>To attend to all discipline cases in the school.</p> <p>To reply to all RTI and RTE related information</p>
<p>8 ICC</p>	<ol style="list-style-type: none"> SH VARUN JONWAL SMT SARITA SHARMA(I/C) SMT MADHUMALATI 	<p><i>(Signature)</i> <i>(Signature)</i></p>	<p>Dealing with the grievances of teachers and students once a fortnight. Maintenance of register with proper records.</p> <p>To attend to all discipline cases in the school.</p>
<p>9. Arrival and dispersal of students .</p>	<ol style="list-style-type: none"> SH R S SAINI (I/C) SH N S POONIA SMT KULDEEP KAUR SH SALEEM SOLANKI SMT ALPANA CHOUDHARY SH MISHRIMAL SH YASHPAL SHARMA SH NARENDRA SINGH 	<p><i>(Signature)</i> <i>(Signature)</i> <i>(Signature)</i> <i>(Signature)</i> <i>(Signature)</i> <i>(Signature)</i> <i>(Signature)</i></p>	<p>Timely closing of the gate, coordinating with the discipline committee, report of everyday to reach the Principal and to ensure the safety and security of the students, corridor movement, dispersal of students after school hours, issue of ID cards, Out pass, Visitor's pass, Parent ID etc</p> <p>Checking of late comers, uniform, dispersal of students after school hours.</p>

		9. SH THANA RAM	<i>Sh e</i>	
10.	Subject Convenors	1. HINDI(SH RAJESH KR MAHAWAR) 2. ENGLISH (SMT BHAWNA) 3. MATHS(SH SUNIL GAUR) 4. SCIENCE (SH AJAY JAIN) 5. S.Sc(SH R S SAINI) SH 6. PRT(SMT MADHUMALATI)	SH <i>Sh</i> <i>Sh</i>	Conducting subject committee meeting and to maintain register. Release of Vidyalaya magazine . Conduct meeting once in a month. (First week) Monday – English Tuesday – Hindi & Sanskrit Wednesday – Maths Thursday -Science Friday– Social Science - Primary (As per their schedule).
	Departments Stocks holders/			Placing order for requirement for the respective department. Taking up condemnation work. Maintenance of stock register.

<p>11. Furniture & Repair Maintenance of Fixtures and assets</p>	<ol style="list-style-type: none"> 1. SH NIMISH KUMAR CHANDNA(LC) 2. SH VEER MOHD 3. SH K D KAVIYA 4. SH NARPAT RAM 5. SH MURALIDHAR 6. SH MANGILAL PADYA 	<p>Handwritten initials and signatures next to the list items.</p>	<p>Maintenance of stock register of furniture of the class-wise, staff room, labs, depts., library, office, Principal room etc..</p> <p>Preparation of list of broken and repairable furniture. Submission of requirements if any.</p> <p>Preparation of annual condemnation list.</p> <p>To maintain the stock of all the assets like Fridge, Intercom, and Duplicating Machine, Vending machine etc.</p> <p>To procure AMC as required.</p> <p>Maintenance of all the items Repair work of electrical wiring. Fixation of tubes, switches, bulbs. Maintenance of aqua guard, Refrigerator and coolers. Decoration during Function/Events/Celebrations.</p>
<p>12. Contractual Appointments</p>	<ol style="list-style-type: none"> 1. SMT SARITA SHARMA 2. SH SUNIL GAUR 3. SMT MADHU MALATI 	<p>Handwritten initials and signatures.</p>	<p>To draft the advertisement and give it in the Newspaper To prepare for the interview. To prepare the panel. To call the teachers as and when required and to complete all the necessary formalities.</p>
<p>13. Photography</p>	<ol style="list-style-type: none"> 1. SH MURALIDHAR 2. SH RAVINDRA KACHHAWALA 3. SH MELHRAJ 	<p>Handwritten initials and signatures.</p>	<p>Arrangement of photographer for School programmes. Maintenance of album.</p> <p>Uploading of photos after every event on the Website and publishing in the newspaper</p>
<p>14. PA System</p>	<ol style="list-style-type: none"> 1. SH NIMISH KUMAR CHANDNA 2. SH MANGILAL PADYA 3. SH PRABHANSHU 	<p>Handwritten initials and signatures.</p>	<p>Purchase & Maintenance of PA system related items. Ensuring the functioning of this during daily assembly (both in Primary & secondary) and also during all the meetings, workshops, seminars and celebrations at school.</p>
<p>15. Excursion Sec & Sr Sec</p>	<ol style="list-style-type: none"> 1. SH AJAY JAIN(LC) 2. SH LALIT TANWAR 3. MS KULDEEP KAUR 4. SH K D KAVIYA 5. SMT INDI VERMA 6. SH YASHPAL SHARMA 	<p>Handwritten initials and signatures.</p>	<p>Planning and arrangement of educational tours as per KVS direction for students and staff.</p>

		7. SMT RITA BHARDWAJ	
16.	Scouts & Guides Cub & Bulbul	<ol style="list-style-type: none"> 1. SH K D KAVIYA 2. SH N S POONIA 3. SH NIMISH KUMAR CHANDNA 4. SH RAJENDRA MAHAWAR 5. SMT ALPANA CHOUHARY 6. SMT PUSHPA MEENA 7. SH OM PRAKASH 8. SH NARENDRA 9. SH PRABHANSHU 10. SMT NEERU CHADDHA 11. SMT SUMITA BISHNOI 	<p>To conduct scouts and guides activities in the Vidyalaya.</p> <p>To prepare the students for various testing camps.</p> <p>To plan for adventure activities for scouts.</p>
17.	Website Maintenance	<ol style="list-style-type: none"> 1. SMT KULDEEP KAUR(I/C) 2. SMT SARITA SHARMA 3. SMT MADHUMALATI 	<p>Safety and security of all computer labs.</p> <p>Submission of requirements. All works related to computer department. Submission of monthly report to the Regional Office.</p> <p>School web site maintenance. Uploading of all information with photos.</p>
18.	Medical Check-up First Aid Secondary	<ol style="list-style-type: none"> 1. SH TEJA RAM(I/C) 2. SMT INDU VERMA 3. DOCTOR 4. NURSE 	<p>Distribution and collection of medical cards to class teachers.</p> <p>Arrangement of students' health checks up, twice a year as per KVS Purchase of medicines and materials for First Aid kit</p> <p>Providing first aid facilities to students as and when required.</p> <p>Attending to all emergency conditions.</p> <p>Schedule.</p>
19.	Fire Safety, Evacuation	<ol style="list-style-type: none"> 1. SH NARPAT CHOUHAN(I/C) 2. SH NIMISH KUMAR 3. SH NARPAT RAM 4. SMT ALPANA 	<p>To train the teachers & the students.</p> <p>To plan mock drill</p> <p>To check upkeep, procurement of the equipment</p> <p>To procure the certificate</p>

20.	Fee collections, UBI, Checking CS 11 & CS 54 & Shaala darpan	1. SMT KULDEEP KAUR (K.P.) 2. SH N S POONIA (P) 3. SMT MADHUMALATI (Madhu) 4. SH. MEGHRAJ	✓ ✓	Fixing and announcement of dates for fee collections. Feeding of data to UBI Server. Preparation of Challans. Take up the modifications as and when required. To update all the details of Shaala Darpan and keep the records.
21.	Guidance & Counseling	1. SH NEKA RAM GHANCHI(I/C) (P) 2. SH VEER MOHD. 3. SMT KULDEEP KAUR (K.P.) 4. SMT MANSI DATTA 5. COUNSELOR (S)	✓ ✓ ✓	To carry out sessions on various careers. To put up in the school various options of career available. Dealing the matters with students, teachers and parents To intimate the children regarding the various courses. Addressing the complaints and maintenance of suggestive measures. Steps taken.
22.	AEP	1. SMT ASHA SHANI 2. SMT BHAWNA 3. SMT INDU VERMA 4. SH RAJENDRA MAHAWAR	✓ ✓	To sensitize the students on adolescent issues. To train all the Teachers. To maintain records. To inform the students about the various courses that can be taken as career.

23. Swachchtha Coordinator
(Sanitation and Cleanliness)

1. SH VARUN JONWAL(I/C)
2. SH AJAY JAIN
3. SH R S SAINI
4. SH NARPAT RAM
5. SH MURALIDHAR
6. SH VINOD KUMAR
7. SMT ALPANA
8. SH RAJENDRA MAHAWAR
9. SH TEJA RAM
10. SMT MANSI DATTA
11. SMT SUMITRA BISHNOI
12. SH THANA RAM
13. SH BHAGWAN PRASAD

Handwritten signatures and initials:
 - Next to item 1: *Varun*
 - Next to item 2: *Ajay*
 - Next to item 3: *RS*
 - Next to item 4: *Narpat*
 - Next to item 5: *Muralidhar*
 - Next to item 6: *Vinod*
 - Next to item 7: *Alpana*
 - Next to item 8: *Rajendra*
 - Next to item 9: *Teja*
 - Next to item 10: *Mansi*
 - Next to item 11: *Sumitra*
 - Next to item 12: *Thana*
 - Next to item 13: *Bhagwan*

To do correspondence with the Authorized agency.
 To check the attendance/ ESI/ Police verification of House keeping staff.
 To verify and monitor the stock purchased under Sanitation regularly
 To certify the bills related to the Sanitation Committee.
 To ensure that the wash rooms at A,B and C Blocks are cleaned twice daily by the house keeping ladies. To maintain records.
 To ensure that the classrooms and the corridors of their respective blocks are cleaned.
 Functioning and cleaning of Fountain in C-Block
 To ensure cleanliness of the school/classrooms/corridors/wash rooms/water supply/storage/ dustbins/electrical points.
 Arrangement of night duty staff (as per the need)during all the important events .
 To prepare the monthly report on Sanitation/cleanliness for dispatch to the Regional office.

24. Class teachers

Classroom
maintenance: Cleanliness, Decoration, Information, Class room Inventory, ICTequipments
Students Discipline:
 Student's uniform, late comers, etc., immediately bring it to the notice of Principal and inform the parents.
 Maintain the Anecdotal record of students.
Others: All leave letters, Fee concession letters, TC. Application forms and any official letters should be certified by Class teachers or Co-class teachers before reaching to the Principal for counter signature

25.	Beautification of Vidyalaya. & Museum Racks Secondary	<ol style="list-style-type: none"> 1. SMT ASHA SHANI(I/C) 2. SMT SARITA SHARMA 3. SMT DEEPIKA TRIVEDI 4. SMT MONITA GUPTA 5. SMT GAYATRI RANGA 6. SH BHAGWAN PRASAD 	<p><i>[Handwritten initials]</i></p>	<p>Maintaining the boards inside the classrooms, name boards for classes to be painted on the doors etc. and coolers. Decoration during Function/Events/Celebrations. To maintenance of the principal room, museum with the existing items. Addition of items in consultation with Principal.</p>
26.	Gardening	<ol style="list-style-type: none"> 1. SMT ASHA SHANI(I/C) 2. SMT SARITA SHARMA 3. SH K D KAVIYA 4. SMT DEEPIKA TRIVEDI 5. SH MISHRIMAL 6. SMT MONITA GUPTA 7. SMT GAYATRI RANGA 8. SH BHAGWAN PRASAD 	<p><i>[Handwritten initials]</i></p>	<p>To maintain the garden of the Vidyalaya. To supervise the work of the gardener. To procure materials for gardening .</p>
27.	Printing Sec & Sr.Sec Students Diary	<ol style="list-style-type: none"> 1. SH RAJESH MAHAWAR 2. SMT MADHUMALATI 	<p><i>[Handwritten initials]</i></p>	<p>Printing work related to admission. school magazines, students and teachers diaries, invitation cards, DO letters etc., under the supervision of committee incharge.</p>
28.	Teaching Aids	<ol style="list-style-type: none"> 1. SH NARPAT CHOUHAN(I/C) 2. SH RAJENDRA MAHAWAR 3. SMT ALPANA 	<p><i>[Handwritten initials]</i></p>	<p>To keep the stock of all teaching aids. To purchase new teaching aids as required.</p>
29.	Refreshments	<ol style="list-style-type: none"> 1. SMT SARITA SHARMA 2. SMT MADHUMALATI 	<p><i>[Handwritten initials]</i></p>	<p>To stock refreshments in the fridge to serve the VIP as and when required. To maintain register regarding expenses incurred for various events</p>

30. Meetings

VMC/VEC/PTA

1. SH VARUN JONWAL *Varun.*
2. SMT SARITA SHARMA
3. SMT MADHUMALATI

To take up all the work related to VMC meeting & VEC as and when required.

To inform the members about the Meeting.
 Draft the meeting report and final report.
 Arrangement of PTA as per schedule. Inform the students in advance. Maintain attendance and minutes of the meeting.
 To Organize the meeting
 To collect the minutes of the meetings conducted on 3rd Saturday.
 To consolidate the minutes and present to PTA Joint Secretary.

To maintain the Minutes of the meeting.
 To organize the meetings.
 To collect the subscription.
 To arrange Farewell meetings.

31. Library

1. SH K D KAVIYA *KD*

Maintenance of books
 Purchase according to the requirements
 Digitalization of library.

32. Private Agencies

1. SH VARUN JONWAL(I/C) *Varun*
2. SMT SARITA SHARMA
3. SH SUNIL GAUR
4. SH AMAR SINGH *AS*

To monitor the work of the conservancy and security.
 To check the attendance.
 To check and certify the payments.
 Any grievances or complaints should be brought to the notice of the Principal immediately.

33. Alumni Association

1. SH VARUN JONWAL(I/C) *Varun*
2. SMT SARITA SHARMA
3. SH SUNIL GAUR
4. SMT SUMAN TALWARA
5. SH MADHUMALATI

To setup Alumni association in the Vidyalaya. To keep record of students joining Engg. Medicine, NDA or other Professional courses after class XII-Result.

34.	Olympiads (Maths) – KVS/ INMO	<ol style="list-style-type: none"> SH N S POONIA(I/C) SH VINOD KUMAR 		<p>To register students as per KVS guidelines To inform the students the dates regarding the various examination. To train, to conduct the tests To maintain records.</p>
35.	Inspire, NCSC	<ol style="list-style-type: none"> SH N R GHANCHI(I/C) SH RAVINDRA KACHHAWAHA SMT INDU VERMA 		<p>To register students as per KVS guidelines. To inform the students the dates regarding the various examination. To train, to conduct the tests To maintain records, arrangement of escorts, judges.</p>
36.	Local Purchase	<ol style="list-style-type: none"> .SH VARUN JONWAL(I/C) SH AJAY JAIN SH NIMISH SH MURALIDHAR SH TEJARAM SMT MADHUMALATI 		<p>Consolidating the requisition from all teachers. Conduct of market survey to procure quotation. To prepare comparative statement. To verify the purchases/bills as per procedure. To ensure that the payment is made to the firm.</p>
37.	Science Exhibition/ Science Olympiads/ Green Olympiads	<ol style="list-style-type: none"> SMT ASHA SHANI SH VEER MOHD. SMT INDU VERMA SH RAVINDRA KACHHAWAHA SMT KAMLESH MEENA 		<ol style="list-style-type: none"> To inform and train the students for the various exhibitions. To conduct all the events as per KVS guidelines. To maintain the records.
38.	Income Tax	<ol style="list-style-type: none"> SH N S POONIA(I/C) SH RAVINDRA KACHHAWAHA 		<p>To check IT details submitted by the Teachers and preparation of Form 16.</p>
39.	Staff Room Maintenance	<ol style="list-style-type: none"> SH NARPAT CHOUHAN 		<p>To assign the duty to teachers on rotation basis.</p>
40.	Staff Vacancy Position	<ol style="list-style-type: none"> SMT SARITA SHARMA SH SUNIL GAUR 		<p>To take up the work as required</p>
41.	Swasth Bharat ,Swasth Bacchey. (SBSB)	<ol style="list-style-type: none"> SH TEJA RAM SH R S SAINI SH SALEEM SOLANKI 		<ol style="list-style-type: none"> Distribution of cards to all the classes. Monitoring of the activity, helping in organizing.

	Students with special needs (Divyang).*	4. SMT ALPANA	✓	<ol style="list-style-type: none"> To maintain the record for the entire year. Collection of Data class wise as per guidelines./KVS norms. To keep records ready for sending to RO as and when required.
42.	Transportation and Transportation safety system	<ol style="list-style-type: none"> SH N S POONIA(I/C) ✓ SH R S SAINI ✓ SMT KULDEEP KAUR ✓ SH K D KAVIYA ✓ SH SALEEM SOLANKI ✓ SMT ALPANA CHAUDHARY ✓ SH MISHRIMAL ✓ 	✓	To call for the Tender and prepare a panel and to arrange for the vehicles as and when required.
43.	Flag Duty	1. SH TEJARAM ✓	✓	To allot duties and train teachers for flag hoisting and lowering
44.	Raj Bhasha	<ol style="list-style-type: none"> SH RAJESH MAHAWAR ✓ SH RAJENDRA MAHAWAR ✓ SH MISHRIMAL ✓ SH VISHNU PRAKASH ✓ 	✓	To take care of implementation of all activities of Raj Bhasha Programme in the Vidyalaya.
45.	Atal Tinkering Lab	1. SH NIMISH KUMAR CHANDNA ✓	✓	<p>To organize activities. Encourage students for active participation. Upkeep and maintenance To maintain records as per the guidelines received.</p>
46.	Office Coordination	1. SH VISHNU PRAKASH ✓	✓	<p>To assist for Office work as per instructions received. To assist for official correspondence to RO.</p>
47.	ACP	<ol style="list-style-type: none"> SH NARPAT CHOUHAN ✓ SH MURALIDHAR ✓ SH RAJENDRA MAHAWAR ✓ SH RAVINDRA KACHHAWAHA ✓ SMT INDU VERMA ✓ SH SALEEM SOLANKI ✓ SH NARPAT RAM ✓ 	✓	To implement the programme ACP in a planned and systematic manner from class 7, 8 & 9 as per the KVS guidelines.

48.	Lab Maintenance Chemistry , Biology,Physics, Bio Tech,CS,Mathematics Lab	CONCERNED LAB INCHARGE	Assist in the labs with equipments
49.	NCC & STUDENT POLICE CADETT PROGRAM	1. SH NARPAT RAM 2. SH RAJENDRA MAHAWAR 3. SH NARPAT CHOUHAN	<i>[Handwritten signatures]</i>
50.	VERIFICATION OF OFFICE RECORD / CASH BOOK/SALARY	1. SH SUNIL GAUR 2. SH N S POONIA 3. SH AMAR SINGH	<i>[Handwritten initials]</i>
51.	WATER ARRANGEMENT	1. SH,AJAY JAIN(I/C) 2. SH SALEEM SOLANKI 3. SH NIMISH CHANDNA 4. SMT PUSHPA MEENA 5. SH RAKESH 6. SH BHAGWAN	<i>[Handwritten signatures]</i>
52.	MAGAZINE& PUBLICATION	1. SH RAJESH MAHAWAR 2. SMT BHAWNA 3. SH MISHRIMAL 4. SH MURALIDHAR 5. MS ALPANA 6. MS MANSI DATTA 7. SMT DEEPIKA TRIVEDI	<i>[Handwritten signatures]</i>
53.	PISA	1. SMT SUMAN TALWARA(I/C) 2. SH AJAY JAIN 3. SH N R GHANCHI 4. SMT ALPANA 5. SH VINOD KUMAR	<i>[Handwritten signatures]</i>

54.	U DICE	1. SMT KULDEEP KAUR(I/C) <i>[Signature]</i> 2. SH NIMISH CHANDNA <i>[Signature]</i>	
55.	ENROLLMENT	1. SH NIMISH KUMAR(I/C) <i>[Signature]</i> 2. SH MANGILAL PANDYA <i>[Signature]</i>	
56.	STAFF QUARTER	1. SMT SARITA SHARMA(I/C) <i>[Signature]</i> 2. SH NARPAT CHOUHAN <i>[Signature]</i> 3. SH TEJA RAM <i>[Signature]</i>	
57.	WATER TANK	1. SH TEJA RAM(I/C) <i>[Signature]</i> 2. SH NARPAT CHOUHAN <i>[Signature]</i>	
58.	INTEGRITY CLUB	1. SH NARPAT RAM <i>[Signature]</i> 2. SH SALEEM SOLANKI <i>[Signature]</i> 3. SMT DEEPIKA TRIVEDI <i>[Signature]</i>	