

KENDRIYA VIDYALAYA MATHURA CANTT**PRIMARY SECTION****COMMITTEES (2023-24)**

The following committees have been formed for the year 2023-24 for smooth functioning of the Vidyalaya. Every committee In-Charge is responsible for preparation of Annual/ Year Planner of all activities of his/her Department and at the end of every month committee will hold meeting and submit activity report of the month.

S.NO.	DEPARTMENT	NAME OF TEACHERS	SIGNATURE	PURPOSE OF THE COMMITTEE
1	ADMISSION	MRS MANISHA		To plan admission procedure as per KVS guidelines.Planning, execution, dissemination & supervision to ensure error free Registration. Maintenance of the admission records i.e. registration, provisional list, waiting lists, category wise details of admission etc. Supervision of SR registers i.e. completion of detailed & correct entries from admission form. Coordination with Examination department for conducting tests/ examination for fresh admission in the class. Any other correspondence related to the admission department.
		MS NIDHI		
		MS PRIYANKA		
		MRS NEETU		
2	C.C.A.	MRS SHWETA AGARWAL		Preparation of CCA Calendar of activities for 2023-24 and conduct activities as pr KVS norms and expectations. Preparation of Days to be observed and celebrated in the year 2023-24. Important announcement in assembly & proper functioning. Constitution of student's council. Prepration of duty chrat for morning assembly. Arrangements of morning assembly as per KVS Norms. Planning, preparation and Celebration of Annual Day as well as all special days. Distribution of display boards to different departments and regular monitoring of all display boards. (including class room display boards). Theme selection for every month and carrying out the suggested activities. Maintaining the record of achievements of the students of house and maintaining transparency in the result. Planning & implementation of activities, competitions as per the directions & documentation of the same. Constitution of Student Council.
		MRS SHIPRA GOLA		
		MS PRIYANKA		
		MR KRISHNA GOPAL		
		MS DHAIRYA POPLI		

MRS PUNEETA SHARMA
(I/C H.M.)

SUNEEL KUMAR
(PRINCIPAL)

3	EXAMINATION	MRS PRABHA SINGH		Coordination, communication & implementation of all KVS/CBSE guidelines / directions. Planning, execution & supervision of all exams, entries related to evaluation and documentation of the same. Procurement of all exam requirements, stationary & maintenance of records/ registers. Correspondence work of exam department. Any work related to Exam. Distribution of progress cards & split up syllabus in time.
		MRS BHARTI UPADHYAY		
		MRS NEHA RANI		
		MR KAPIL FAUJDAR		
4	VIDYALAYA DECORATION/UPKEEP	MRS SHIPRA GOLA		To beautify the school building, school campus including the display boards and updating of displays.
		MRS MANISHA		
		MRS VANDANA SHARMA		
		MS PRIYANKA		
		MS DHAIRYA POPLI		
5	STAFF ROOM DECORATION/UPKEEP	MRS RENU ADHIKARI		To decorate and maintain the staff room including display boards.
		MRS MEENU		
		MS SANDHYA PANDEY		
6	RESOURCE & ACTIVITY ROOM	MR PRASHANT RAWAT		Maintenance, beautification exploration & development of resources within the room for the effective functioning and strengthening of Primary classes. Planning of CMP room usage by PRTs'. Acquiring material, teaching aids, CD's books, play material etc., to display in the Activity room. Re-charging of TATA Sky activation and prepare a plan to show film shows live on TATA Sky. Planning for TATA English classes. Submission on activities taken up. Procurement of TLM as per the requirement of the teachers. Reviewing procurement of items monthly.
		MRS NEHA RANI		
		MS ANJALI		

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7	LIBRARY (PRIMARY)	MR KAPIL FAUJDAR		Planning, execution, documentation and reporting of activities to be done as per instruction.
		MR SANDEEP DAHIYA		
		MRS DEEPTI SHARMA		
8	TIME TABLE	MRS POOJA CHAUDHARY		Preparation of the routine time table of the school as per KVS guidelines. Preparation & dissemination of daily arrangement and remedial/extra classes time table as per the directions. Supervision of class attendance registers. Documentation and correspondence related to time table. Monitoring of bell timing . Verification & certification parttime teacher's salary statement .
		MRS RENU ADHIKARI		
		MR KRISHNA GOPAL		
9	SCOUT/GUIDES/CUBS/BULBUL	MRS POOJA CHAUDHARY		Registration of unit. Fresh registration for Pravesh, Cubs, & Bulbuls. Conducting upgrading camps & celebrations related to scouts. Taking up Community development & celebration related to scout. Submitting monthly reports & carrying out other work related. Maintain the record related with Scout/Guide movement. Maintain Stock Reg. as per KVS norms.
		MRS NEHA RANI		
		MRS NEETU		
		MRS SHWETA AGARWAL		
		MR SANDEEP DAHIYA		
		MR KRISHNA GOPAL		
10	COMPUTER LAB (PRIMARY) & NEWSLETTER	MS NEHA SINGH		Planning, publication, communication and documentation of quarterly Newsletter for Primary. Collection of materials (including photographs) of all the events, special achievements of primary section. Report of Fun day
		MS NIDHI		
		MRS NEETU		
		MS ANJALI		

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11	VALUE EDUCATION	MRS SHWETA AGARWAL		To inculcate values in students by talks, poems, stories etc.
		MRS CHANCHAL SHARMA		
		MS DHAIRYA POPLI		
12	P.A. SYSTEM/ELECTRICITY	MR KRISHNA GOPAL		Maintaining operational PA System.
		MR SANDEEP DAHIYA		
13	MORNING ASSEMBLY	MRS SHWETA AGARWAL		To conduct all the activities of morning assembly in befitting manner as per KVS norms.
		MR K.L. CHATURVEDI		
		MRS SHIPRA GOLA		
		MS DHAIRYA POPLI		
14	GAMES & SPORTS	MR SANDEEP DAHIYA		Planning & documentation of Vidyalaya sports activities, (Year calendar). Monitoring blocks period. Purchasing required material. Arrangement of sports meet as per KVS norms. Planning and conducting Annual Sports Day celebration. Conducting SBSB activities as per KVS schedule.
		MR KAPIL FAUJDAR		
		MRS RITU SINGH		
		MRS VANDANA SHARMA		
15	FIRST AID	MRS SEEMA		Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out. Planning & coordination with local doctors for a medical checkup for children twice a year. Keeping record of medical checkup with the help of class teachers. Keeping first aid item readily available. Getting the books binded and keep a record after the medical checkup. Making a list of differently abled students & to inform class teacher & other teachers.
		MRS MANISHA		
		MR PRASHANT RAWAT		

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16	EDUCATIONAL TOUR	MRS PRABHA SINGH		Planning of educational tour of different classes as per KVS guidelines ensuring full safety and security of students. Deciding the places to visit through formal discussions with Principal and submit a report through the register meant for the purpose of excursions to children. Taking students to local places of educational and tourist interest. Planning of entire arrangement(such as safety measures, communicating parents through NOC Letters, charting the buses, contacting the visiting places, taking permissions etc). Preparation of report of visited places & students feedback.
		MR SANDEEP DAHIYA		
		MRS BHARTI UPADHYAY		
17	CMP/NIPUN BHARAT	MRS PUNEETA SHARMA		Preparation of year planner. Planning, execution & supervision of all the guidelines and changes to update the staff for proper implementation. Supervision of Primary classes. Documentation, communication and correspondence of the activities, information as and when required. All works related to primary education. Planning & organization of Funday. Formation of Committees for smooth conduct of all activities to be done. Maintaining & reporting CMP & Back to basic & Fun day Records regularly.
		MS PRIYANKA		
		MS NIDHI		
18	FURNITURE	MR KAPIL FAUJDAR		Preparing the list of articles for condemnation in the new format and keep ready for Physical Verification. Raising the indent of the Furniture required within the ceiling. Maintenance of furniture register & inventories in each class, lab, departments, library, office etc regularly. Checking of existence of furniture regularly. Preparation of list of repairable and broken furniture. Submission of requirements of shortage making inventory and monitoring. Proactive approach Keeping in view of safety & Security of student's
		MR PRASHANT RAWAT		
		MR KRISHNA GOPAL		
19	ACADEMIC	MRS PUNEETA SHARMA		Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal regarding dept/committee. Alert & vigilant in the connection of their responsibilities related with dept/committee. Like regular observation of concern. Preparing academic calendar department wise for 2020– 21. Planning Execution & supervision of the implementation of academic and co-curriculum activities & routine work. Assisting, advisory and supporting the Principal to take decision during emergencies and in routine work. To make co-ordination with other teachers and duties to be assigned for remedial classes / MOD duties / Gate duty. Any other related work.
		MRS SHWETA AGARWAL		
		MRS PRABHA SINGH		
		MRS RENU ADHIKARI		

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20	SUB COMMITTEE CONVENOR	EVS - MRS BHARTI UPADHYAY		Conducting monthly meeting on agenda pre decided and got approved by the Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and In charge of subject committee can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized. Split up syllabus month wise and teacher wise. Activities-term wise. Weightage of marks to each topic. Evaluation scheme. Class room activities and teaching aids. Model question paper. Identification of slow learners and gifted children and remedial action. Under achievers / slow learners identification. Strategy for effective monitoring for students improvements. Educational tour. Class activities, Exhibition, Exam- PT/HY/SEE, Preparation of subject magazine. Effective implementation of Back to basics. Innovations taken up and the reports thereof.
		MATHS - MR KAPIL FAUJDAR		
		HINDI - MRS NEHA RANI		
		ENGLISH - MRS MEENU		
21	V.V.N. ACCOUNTS	MRS MEENU		To maintain V.V.N. accounts monthly.
		MRS NEHA RANI		
22	SCHOOL BUILDING CLEANLINESS	MRS MANISHA		Procuring materials for cleanliness for entire school campus (if required). Distribution of such materials to housekeeping staff regularly. Assigning duties to wing in charges, cleanliness monitors, housekeeping staff. Proper monitoring of school cleanliness (including class rooms, departments, corridors, assembly ground, playground etc.) with the help of wing in charges and cleanliness monitor. Keeping records of attendance of housekeeping staff, work done by them, use of materials and any other related work. Reporting the performance report of housekeeping staff regularly.
		MRS VANDANA SHARMA		
		MRS RENU ADHIKARI		
		MR KAPIL FAUJDAR		
		MR PRASHANT RAWAT		
23	DISCIPLINE	MRS PRABHA SINGH		Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation. A monthly report on discipline proceedings & steps taken up and observations made have to be submitted to Vice Principal. Checking the Movement of students in corridor without Out pass and recording the same to intimate Principal for addressing the issue to Class teacher. Maintenance of records of related work. Framing Guideline to maintain discipline in the Vidyalaya in all aspect.
		MR SANDEEP DAHIYA		
		MR KRISHNA GOPAL		
		MRS NEHA RANI		
		MRS DEEPTI SHARMA		
		MS SANDHYA PANDEY		

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24	MAINTENANCE OF DAILY ATTENDANCE REGISTER/DAILY ENROLMENT/MONTHLY ENROLMENT	MRS CHANCHAL SHARMA		To maintain daily attendance register and to be signed on daily basis by Principal.
		MRS NEHA RANI		
25	SOCIAL MEDIA/PRESS NOTE	MR SANDEEP DAHIYA		To prepare press notes of coverage of various activities of vidyalaya for print and electronic media and the same on social media platform/vidyalaya website to showcase the activities/talent of the Vidyalaya and its Students.
		MS NEHA SINGH		
		MS NIDHI		
26	FEE VERIFICATION	MRS MEENU		Maintenance of CS-54 and its verification every month.Submission of monthly statement of CS-54.Quarterly fee verification.Timely completion of work related to UDISE & OASIS.
		MRS MANISHA		
		MS NIDHI		
27	T.C. UPDATION ON WEBSITE	MR SANDEEP DAHIYA		Timely updation of T.C. cases on website.
		MS NEHA SINGH		
		MS NIDHI		

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