

**KENDRIYA VIDYALAYA MATHURA CANTT
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.

SI.NO.	NAME OF COMMITTEE	MEMBERS	Signature	DUTIES
1	Academic and Administrative Support Committee	Mr Sandeep Sharma (V P)		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.
		Ms Vineeta Sharma (PGT)		
		Mr Sanjeev Bhatnagar (PGT)		
		Mr Sumit Kumar (PGT)		
		Ms Shikha Agarwal (PGT)		
		Mr Ramphal (PGT)		
2	Admission Committee	Ms Vineeta Sharma (PGT) I/C		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.
		Mr Ramphool meena (PGT)		
		Ms Anuradha sharma (TGT)		
		Mr Sachin kumar (PGT)		
3	Exam Department & Moderation Committee (Home)	Mr Sanjeev Bhatnagar (PGT) I/C		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
		Mr Yatendra Kumar (PGT)		
		Ms Poonam (TGT)		
		Ms Pushpa Devi (TGT)		
4	Exam Department Committee (CBSE and Public Exam)	Mr Ramphal (PGT) I/C		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 marksheets/certificates and other related work like registration of students in CBSE for Class IX /XI, LOC of Class X and XII . Timely completion of work related to UDISE and OASIS.
		Mr Sachin kumar (PGT)		
		Ms Sapna Bansal (TGT)		
5	Time Table & Daily arrangement committee	Mr Sumit Kumar (PGT) I/C		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 .
		Mr Brijesh Agarwal (TGT)		
		Ms Anuradha sharma (TGT)		

6	CCA Committee	Ms Shikha Agarwal (PGT) I/C	Preparation of CCA Calendar of activities for 2020-21 and conduct activities as per KVS norms and expectations. Preparation of Days to be observed and celebrated in the year 2020-21. Important announcement in assembly & proper functioning. Constitution of student's council. Preparation of duty chart 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.
		Ms Geeta Kumari Co- I/C	
		Mr R K Agnihotri (TGT)	
		Ms Meghna V. Kumar (TGT)	
		Ms. Vineeta Sharma (TGT)	
		Ms. Sonam Agrawal (TGT)	
7	Cleanliness, sanitization, protocol of COVID-19 & Conservancy Monitoring Committee	Ms. Tripti Singh (PGT) I/C	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.
		Ms. Meenakshi Saini (PGT)	
		Mr. Anukul Sharma (TGT)	
		Ms. Deepti Sharma (TGT)	
		Mr. Brij Lal (TGT)	
		Mr. K. C. Gupta (TGT)	
		Mr. Ajay Kumar (TGT)	
		Mr. Ranveer Singh (TGT)	
8	M & R committee (School Building)	Mr. Anukul Sharma (TGT) I/C	Monitoring of Vidyalaya infrastructure development and works in progress. Checking the cracks in the wall, tree/plants growth in the roof and paint & white wash of the Vidyalaya Building. Monitoring and recording of civil work / Electrical work/ repair work undertaken. Preparing the estimates and submitting request for procurement of required materials. Maintenance of record of stock registers. Certifying the proper usage of material at appropriate and required places. Certification of bills. Informing Principal the areas of immediate attention. Proactive approach Keeping in view of safety & Security of student's.
		Mr. R. K. Agnihotri (TGT)	
		Mr. R.N. Prasad (TGT)	
		Ms. Pushpa Devi (TGT)	
9	Furniture	Mr. Yatendra Kumar (PGT) I/C	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. R. K. Agnihotri (TGT)	
		Mr. Brajesh Kumar (TGT)	
		Mr. Brij Lal (TGT)	
		Ms. Sapna Bansal (TGT)	

10	Discipline committee	Mr. Pushpendra Singh (TGT) I/C		<p>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.</p>
		Ms. Vinita Sharma (PGT)		
		Mr. Sumit Kumar (PGT)		
		Mr. Ramphal (PGT)		
		Ms. Anuradha Sharma (TGT)		
		Ms. Sonam Agrawal (TGT)		
		Mr. Deepak (Games Coach)		
		Mr. Ranjit (Games Coach)		
		Ms. Parul (Ypga Coach)		
11	Sports Committee	Mr. Pushpendra Singh (TGT) I/C		<p>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.</p>
		Mr. Gopal Chaturvedi (PGT)		
		Mr. Deepak (Games Coach)		
		Mr. Ranjit (Games Coach)		
		Ms. Parul (Ypga Coach)		
		Ms. Seema (Nurse)		
12	Scout and Guide	Mr. Hukum Chand (PGT) I/C		<p>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.</p>
		Ms. Tripti Singh (PGT) I/C		
		Ms. Vineeta Sharma TGT(Art)		
		Ms Meghna V. Kumar (TGT)		
		Ms. Deepti Sharma (TGT)		
		Mr. K. C. Gupta (TGT)		
		Mr. Brajesh Kumar (TGT)		
		Mr. Nand Lal Jangid (PGT) I/C		
		Ms. Hima Saraswat (PGT)		

13	DISASTER MANAGEMENT & SECURITY COMMITTEE	Mr. Pushpendra Singh		Following disaster management instructions & S.O.P. provided by KVS. Ensuring safety and security of entire vidyalaya (students, staff, building, availability of portable water etc. Conducting mock drills.
		Mr. Harish Behari (TGT)		
		Mr. K. C. Gupta (TGT)		
		Ms. Ankita (TGT)		
14	CS54 and CS11 Fees / Enrollment / UDISE/OASIS / Fee Verification Record	Mr. Sachin Kumar (PGT) I/C		Maintenance of CS-54 & CS-11 and its verification every month. Submission of monthly statement of CS-54/CS-11. Quarterly fee verification. Timely completion of work related to UDISE and OASIS.
		Ms. Beena Rani (PGT)		
		Ms. Sapna Bansal (TGT)		
		Mr. Mohit Mishra (Comp. Inst.)		
15	M&R Staff Quarters committee	Mr. Anukul Sharma (TGT) I/C		Monitoring of staff quarters electrical fittings and fixtures. Preparing the estimates and submitting request for procurement of materials or required service with clear justification as per priority. Monitoring and recording of any work / repair work undertaken. Keeping record of the material and proper usage of material purchased. Certifying the proper usage of material at appropriate and required places. Ensuring proper functioning of electrical fittings and fixtures. Informing Principal the areas of immediate attention. Noting & reporting of meter reading of staff quarters every month & maintaining the register for record.
		Mr. R.K. Agnihotri (TGT)		
		Ms. Pushpa Devi (TGT)		
		Mr. Jitendra Kumar (SSA)		
16	Medical Checkup and First Aid Committee	Mr. Pushpendra Singh (TGT) I/C		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.
		Ms. Tripti Singh (PGT)		
		Ms. Poonam (TGT)		
		Ms. Ankita (TGT)		
		Ms. Seema (Nurse)		
		Ms. Parul (Ypga Coach)		
17	Educational tour & Jigyasa (Excursion)	Ms. Hima Saraswat (PGT) I/C		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. Gopal Chaturvedi(PGT)		
		Ms. Chandrawati Agnihotri (TGT)		
		Mr. Brij Lal (TGT)		

		Ms. Deepti Sharma (TGT)		
18	Photography	MS. Vineeta Sharma (TGT)		Photography of different events as per requirement. Arrangement of photographer for important functions. Display of photographs on display boards along with proper caption regularly. Maintaining the album of the Vidyalaya Year-wise to be presented to visitors.
		Mr. Brijlal (TGT)		
		Mr. Mohit Mishra (Comp. Inst.)		
		Mr. Hemant (TGT)		
19	Vidyalaya Magazine & Class Magazine Committee	Mr. Ramphal (PGT) I/C		Planning, publication, communication and documentation of the Vidyalaya magazine as per schedule. Collection of materials (including photographs) of all the events, special achievements (including retiring from services)
		Ms. Shikha Agrawal (PGT) I/C		
		Ms. Geeta Kumari (TGT)		
		Ms. Anuradha Sharma (TGT)		
20	Press and Social Media Committee	Mr. Ramphal (PGT) I/C		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.
		Mr. Sachin Kumar (PGT)		
		Mr. Mohit Mishra (Comp. Inst.)		
		Ms. Beena Rani (PGT)		
		Ms. Neha (Comp. Inst.)		
21	राजभाषा कार्यान्वयन समिति	Mr. Ramphal (PGT) I/C		Planning, communication, documentation & reporting of work done in Hindi in the vidyalaya periodically in all aspects. Planning, conducting & reporting of Rajbhasha related work such as Hindi Pakhawada / Mah , Hindi classes, Hindi Tests, Hindi workshops etc with the involvement of students & teachers.
		Ms. Geeta Kumari (TGT)		
		Mr. R.K. Agnihotri (TGT)		
		Ms. Poonam (TGT)		
		Ms. Anuradha Sharma (TGT)		
22	Income Tax & Professional Tax Committee and Verification of office documents(Pay Bill, Arrears etc.)	Mr. Nandlal Jangid (PGT) I/C		Calculation of income tax of staff & verification of their documents as per IT rules. Maintenance of register & record of month wise IT collection and submission of staff. Review of IT & PT collection - challan submission and record of challan & related communication with CA for compilation.
		Mr. Sumit Kumar (PGT)		
		Mr. Ramphool Meena (PGT)		
		Mr. Sandeep (PRT)		
23	Preparation of Identity Card	Mr. Sachin Kumar (PGT) I/C		Preparation Identity cards for all students / Primary & Secondary
		Ms, Beena Rani (PGT)		

23	Preparation of Identity Card	Mr Mohit Mishra (Comp. Inst.)		Preparing identity cards for all students (Primary & Secondary)
		Ms. Neha (Comp. Inst.)		
24	Subject Committee I/C			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.
	English	Mr. Hukum Chand (PGT)		
	Hindi/Sanskrit	Mr. Ramphal (PGT)		
	Science	Ms. Vinita Sharma (PGT)		
	Maths	Mr. Sumit Kumar (PGT)		
	Social Science	Mr. Nand lal Jangid (PGT)		
25	Monthly Report (ICT) Website Updation, Maitenance of E class room – CCTV cameras & UBI Portal Fee Verification (Second level) Committee	Ms. Beena Rani (PGT) I/C		Updating of Vidyalaya website once in every fortnight and as when it is required. Updating enrolment (of students class-wise and section-wise), Staff vacancy position, Computer infrastructure data. Monitoring of second Verification of fees at UBI Portal
		Mr. Sachin Kumar (PGT)		
		Mr Mohit Mishra (Comp. Inst.)		
26	RTI Committee	Mr. Ramphal (PGT) I/C		To work as per Guidelines of Government of India.
		Stock I/C		
27	Monthly Report (Awakened Citizen Programme) Committee	Ms. Geeta Kumari (TGT) I/C		To work as per KVS Guidelines.
		Ms. Anuradha Sharma (TGT)		
		Ms. Deepti Sharma (TGT)		
		Mr. Brajesh Kumar (TGT)		
28	AV. Aids & teaching aids	Mr. Ramphool Meena (PGT) I/C		Procurement of teaching aids. Keeping a record of use of ICT/TLM class wise and teacher wise. Maintenance of records.
		Ms. Suman Soni (TGT)		
		Mr. Ranveer Singh (TGT)		
29	PA System	Mr. Anukul Sharma (TGT) I/C		Maintaining operational PA System.
30	Library Committee	Ms. Anuradha Sharma (TGT) I/C		Planning, execution, documentation and reporting of activities to be done as per instruction.
		Mr. Ramphal (PGT)		
		Ms. Shikha Agrawal (PGT)		
		Mr. Brijesh Kumar (TGT)		
		Mr. Brajlal (TGT)		

31	Career Guidance and Counseling	Mr. Hima Saraswat (PGT) I/C		Planning, organizing, reporting and documentation of (minimum 6) counseling session. Collection of information and providing to students. Arrangement of Guest Lectures. Submission of monthly report.
		Mr. Nandlal Jangid (PGT)		
		Mr. Yatendra Kumar (PGT)		
		Mr. Hukum Chand (PGT)		
		Ms. Meghna V. Kumar (TGT)		
32	Adolescent Education Programme	Mr Ramphool Meena (PGT) I/C		Organizing PT meeting, creating awareness among parents and children about the changes in adolescent (adult) stage, Awareness about sexual diseases, Solution for stress related problems. Planning, Preparation and conducting the programs. Submitting a monthly report to Principal.
		Ms. Tripti Singh (PGT)		
		Ms. Shikha Agrawal (PGT)		
		Ms. Chandrawati Agnihotri (TGT)		
33	Science Exhibition, Green Olympiad, JSO, IAPT, NTSE, NCSC & other Science related Olympiad/ Competition	Ms. Vinita Sharma PGT(Chem) I/C		Planing the exhibition themes and models in advance and start synopsis preparation. Conducting mock exhibition well before the exhibitions scheduled as per KVS. Selecting the best models and the suggestions for improvement. Getting the new models ready. Selecting the best models and the suggestions for improvement. Getting the new models ready before the exhibition to begin.
		Mr. Gopal Chaturvedi (PGT)		
		Ms. Hima Saraswat (PGT)		
		Ms. Tripti Singh (PGT)		
		Mr. Sumit Kumar (PGT)		
		Ms. Deepti Sharma (TGT)		
		Mr. Harish Behari (TGT)		
		Mr. Brill Lal (TGT)		
34	Social Science Exhibitions/ EBSB/ Integrity club	Mr. Nandlal Jangid (PGT) I/C		Planing the exhibition themes and models in advance and start synopsis preparation. Conducting mock exhibition well before the exhibitions scheduled as per KVS. Selecting the best models and the suggestions for improvement. Getting the new models ready before the exhibition to begin.
		Mr Ramphool Meena (PGT)		
		Ms Meenakshi (PGT)		
		Ms Suman Soni (TGT)		
		Mr Ranveer (TGT)		
		Mr Surya Pratap (PGT)		
		Mr Ajay (TGT)		
		Mr.Ramphal (PGT) I/C		

35	Grievance cell for SC/ST /OBC /Minorities & Physically, Handicapped	Mr. Nandlal Jangid (PGT)		Documentation, enquiring & reporting of grievances/ complaints regarding SC/ST /OBC /Minorities & Physically, Handicapped.
		Mr. R. N. Prasad (TGT)		
		Ms Ankita (TGT)		
36	Arrangement of Staff Meeting and Reporting Minutes	Ms Shikha Agarwal (PGT) I/C		Arrangement of staff meeting. Compilation & reporting of all points discussed in the staff meeting.
		Mr.Ramphal (PGT)		
37	Alumni Committee	Mr. R.K. Agnihotri (TGT) I/C		Collection of data from different sources. Display of alumni details in alumni portal of vidyalaya website. Planning for alumni meeting.
		Ms Meenakshi (PGT)		
		Mr Brijesh Agarwal (TGT)		
		Ms Deepti Sharma (TGT)		
38	Internal Complaint Committee (I C C) For Women & Girls & Staff Grievance Committee	Ms. Vinita Sharma PGT(Chem) I/C		Documentation, enquiring & reporting of grievances/ complaints regarding women & any staff member. To enquire into the complaints of sexual harassment in the Vidyalaya except against Principal, Vice Principal & HM.
		Mr Sanjeev Bhatnagar (PGT)		
		Ms. Shikha Agrawal (PGT)		
		Ms Pushpa Devi (TGT)		
39	Garden maintenance & Beautification of Vidyalaya Committee & Children Park	Mr Brijlal (TGT) I/C		Garden maintenance observation and making suggestions to gardener. Monthly review of garden and suggestions for improvement. Submitting monthly review of garden & Beautification of Vidyalaya. Raising the requirement for Garden and Vidyalaya beautification. Developing of kitchen garden. Planning, execution, documentation and reporting of activities in coordination with the other related departments (if required).
		Ms. Tripti Singh (PGT)		
		Mr. Pushpendra Singh (TGT)		
		Ms Sapna Bansal (TGT)		
		Ms Sonam (TGT)		
		Mr Harish Bihari (TGT)		
40	Drinking Water Committee	Mr. R.K. Agnihotri (TGT) I/C		To provide safe drinking water in school premises. Planning and execution. Checking of water quality.
		Mr Anukul Sharma (TGT)		
		Mr K C Gupta (TGT)		
41	Tarunotsav	Mr Ramphool Meena (PGT) I/C		To plan the activities and execution as per KVS Guidelines.
		Ms Meenakshi (PGT)		
		Mr HukumChand (PGT)		
		Mr Sanjeev Bhatnagar (PGT)		

42	Student Grievance and Suggestion Box	Ms. Vinita Sharma PGT(Chem) I/C		Weekly opening of suggestion box and implement the valuable suggestions of Students under KVS Guidelines.
		Mr Sanjeev Bhatnagar (PGT)		
		Ms. Tripti Singh (PGT)		
		Ms Beena Rani (PGT)		
43	Spoken English & Foreign Language	Ms. Shikha Agrawal (PGT) I/C		To plan the activities and oversee its execution for promotion of Spoken English in the Vidyalaya as per KVS instructions.
		Mr. R. N. Prasad (TGT)		
		Ms Sonam (TGT)		
		Ms Ankita (TGT)		
44	Innovation & Creativity	MS Hima Saraswat (PGT) I/C		To work as per KVS Guidelines.
		Mr. Yatendra Kumar (PGT)		
		Ms. Shikha Agrawal (PGT)		
		Ms Vineeta Sharma TGT		
45	Adventure Club	Mr Sumit Kumar (PGT) I/C		To work as per KVS Guidelines.
		Mr. Pushpendra Singh (TGT)		
		Mr Sanjeev Bhatnagar (PGT)		
		Mr Brijesh Agarwal (TGT)		
		Ms Sonam (TGT)		
46	Eco and Water Conservation Club/ Nature Club	Ms. Tripti Singh (PGT) I/C		To provide safe drinking water in school premises. Planning and execution. Checking of water quality. To work as per KVS Guidelines.
		Mr. Gopal Chaturvedi (PGT)		
		Mr Brijlal (TGT)		
		Ms. Deepti Sharma (TGT)		
		Ms Chandrawati (TGT)		
		Ms Anuradha sharma (TGT) I/C		
		Mr Ramphal (PGT)		
		Mr HukumChand (PGT)		

47	Literacy and Reading Club	Mr R K Agnihotri (TGT)		To work as per KVS Guidelines.
		Mr Hemant (TGT)		
		Mr Ranveer (TGT)		
		Ms Ankita (TGT)		
48	Staff Room Decoration & Upkeep	Ms. Meghna V. Kumar (TGT)		To Decorate and maintain the staff room including display board.
		Ms Poonam (TGT)		
		Ms. Suman Soni (TGT)		
		Ms Pushpa Devi (TGT)		