

K V VIDISHA
COMMITTEE LIST FOR THE SESSION 2023-24

S.N O	NAME OF THE COMMITTEE	NAME OF THE MEMBERS	JOB ROLE
1	ACADEMIC COMMITTEE	MR M.K RAI MR MALAN SINGH KIRAR MS MANISHA CHAURE MR SUNIL MASIH MR DEVENDRA VISHWAKARMA MS PRABHA GUPTA	PLANNING AND EXECUTION FOR PROPER ACADEMIC DEVELOPMENT OF STUDENTS
2	CCA	PGT HINDI MS PRATIKSHA KHARE MS PRIYANKA MISHRA MS NAVITA CHANDRAVANSHI MS MONIKA RANI AKAKSHA SHARMA MR HEMANT AHIRWAR	ASSURING SCHOOL BEAUTIFICATION, CONDUCT OF CCA ACTIVITIES AND UPLOADING THE DATA ON VARIOUS PLATFORMS,SOCIAL MEDIA TIME TO TIME
3	MORNING ASSEMBLY	MS PRATIKSHA KHARE MS NAVITA CHANDRAVANSHI MR SHANKAR BAHADUR MR DHRUV LODHI	TO PLAN AND EXECUTE MORNING ASSEMBLY IN A PROPER AND TIME BOUND MANNER (20 MIN)WITH THE HELP OF HOUSE MASTERS AND CLASS TEACHERS
4	ADMISSION AND RTE	MR KAILASH CHOUDHARY MR SUMIT RAO MS LALIṬA	TO SEE THE ADMISSION PROCESS
5	TIME TABLE	MR S L TEMPHRE MS NANDINI	TO PREPARE TIMETABLE FOR REGULAR, REMEDIAL AND ARRANGEMENT FOR SUBSTITUTION
6	EXAMINTION	MR SUNIL MASIH MR DEVENDRA VISHWAKARMA MR SUMIT MR SHRAVAN KUMAR JITPURE	TO SEE THE CONDUCT OF VARIOUS EXAMINATIONS AT VIDYALAYA LEVEL AND FROM OUTSIDE AGENCIES.
7	DISCIPLINE/ DISASTER MANAGEMENT/ SAFETY/ SOP	MR M.K RAI MS. PRABHA GUPTA MS MANISHA CHAURE MR N. K SAINI MR SHANKAR BAHADUR	TO PREPARE A PROPER ACTION PLAN FOR THE DISCIPLINE AND SOP OF VIDYALAYA AND ASSURE QUALITATIVE EXECUTION
8.	CLEANLINESS AND SANITATION	MS MANISHA CHAURE N. K SAINI	TO PREPARE A PROPER SUBCOMMITTEE TO ASSURE PROPER CLEANLINESS AND SANITATION IN SCHOOL .
9	PURCHASE COMMITTEE/ LPC/CONDEMNATION OF ARTICLES	Mr M. K Rai Mr M S KIRAR MS GEETA SHARMA MS ANJU YADAV	
10	MAINTENANCEAND REPAIR (CIVIL, FURNITURE, ELECTRICAL	MR N.K SAINI TGT WE	TO MANAGE THE MAINTENACE AND REPAIR OF THE VARIOUS

	AND WATER SUPPLY, FIRE SAFETY)	MR DEVENDRA VISHWAKARMA MS PRATIKSHA KHARE	HEADS MENTIONED
11.	SCOUT AND GUIDES	MR N.K SAINI MR DEVENDRA VISHWAKARMA MS LALITA MS MONIKA RANI	
12	NCC	MR SUMIT RAO PRT	CONSTITUTION AND TRAINING OF THE NCC BATCH
13	CMP, FLN AND TEACHING AIDS	MS PRABHA GUPTA MS AKANKSHA MS NANDINI MS PRATIKSHA	TO CONDUCT ACTIVITIES AS PER NEP 2020 AND UPLOAD THE SAME TIME TO TIME ON FB, TWITTER AND OTHER PLATFORMS
14	RAJBHASHA	PGT HINDI TGT HINDI MR N. K SAINI	TO INITIATE AND EXECUTE ALL THE NORMS SET FOR RAJBHASHA
15	INTERNAL COMPLAINTS COMMITTEE AND POCSO	MS MANISHA CHOURE MS GEETA SHARMA MS ANJU YADAV MR M. K RAI	TO SEE AND PERSUE THE CASES IF ANY IN THE CONCERNED AREA
16	RECORDING THE MINUTES OF THE MEETINGS	PGT HINDI/ MS KAVITA NAMDEV TGT HINDI/ MR N K SAINI MS ISHITA MALIK/ MS AKANKSHA	TO RECORD THE MINUTES OF THE MEETING IN HINDI IN ENGLISH
17	VIDYALAYA MAGAZINE CMP NEWS LETTER LIBRARY NEWSLETTER	MR SUNIL MASIH MS ISHITA MR N.K SAINI MS AKANKSHA MS PRABHA GUPTA MS LALITA MR SUMIT MS GEETA SHARMA MR HEMANT AHRWAR	TO DESIGN AND PUBLISH THE VIDYALAY E MAGAZINE TO DESIGN AND PUBLISH QUATERLY CMP NEWS LETTER TO DESIGN AND PUBLISH QUATERLY NEWS LETTER OF LIBRARY
18	WEBSITE MAINTENANCE, UBI PORTAL, SHALA DHWANI,SSMID, CHECKING OF E MAILS, FILLING OF GOOGLE FORMS AND SHEETS,UPLOADING OF PHOTOS AND VIDEOS ON SOCIAL MEDIA	MR M. S KIRAR MS DIMPLE TAREM MR KAILASH CHOUDHARY MR HEMANT AHIRWAR MS AKANKSHA	TO ENSURE TIMELY UPDATION AND UPLOADING
19	PUBLICATION IN PRINT MEDIA	MR M. SINGH KIRAR AND PGT HINDI	TO GET THE PUBLICITY IN NEWSPAPERS / LOCAL TV CHANNELS OF THE VARIOUS ACTIVITIES
20	PTA, ALUMNI ASSOCIATION AND VIDYANJALI	MR M. S KIRAR MS MANISHA CHOURE MR SHANKAR BAHADUR MS PRABHA GUPTA	TO CONTACT THE SCHOOL ALUMNI/ PEOPLE FROM COMMUNITY AND ORGANISE VARIOUS EVENTS UNDER THE SAME.
21	RTI	MR M. K RAI MR MALAM SINGH	TIMELY DISPOSAL OF RTI CASES

		SSA, JSA	
22	STUDENT COUNCIL, AEP, CARRIER GUIDANCE COUNSELLING AND TARUNOTSAVA	MR KAILASH CHOUDHARY MR KARTIKEY DESHRAJ PGT BIOLOGY	TO MANAGE, ORGANISE WORKSHOPS, SEMINARS AND OTHER ACTIVITIES FOR THE STUDENTS .
23	OFFICIAL CORRESPONDANCE AND FILING	SSA JSA MR M.K RAI MS MANISHA CHOURE MR HEMANT AHIRWAR	TO SEE AND MANAGE AND MONITOR THE TIMELY DISPOSAL OF OFFICIAL CORRESPONDANCE.
24	ACCOUNTS CHECKING, BANK RECONCILIATION, AND TC VERIFICATION AND ASSURE UPLOADING IN OFFICE	MS MANISHA CHOURE MR KAILASH CHOUDHARY MR S.L TEMBHRE	
25	MONITORING & VERIFICATION OF HOUSE KEEPING & SECURITY	MR KAILASH CHOUDHARY MS MANISHA CHOURE MS ANJU YADAV	
26	GARDENING AND BEAUTIFICATION	PGT BIOLOGY/ MS NAVITA MS. MONIKA RANI MR SHANKAR BAHADUR MS MONIKA MR SAURABH	TO SEE AND MANAGE THE GARDENING AND BEAUTIFICATION IN SCHOOL.
27	OBSERVATION OF FLAG CODE, OUTDOOR ACTIVITIES, GAMES, RALLEYS , WALKATHON ETC	MR SHANKAR BAHADUR MR DHYRUV LODHI MS LALITA	
28	EBSB AND AKAM	MS MONIKA RANI MS PRATIKSHA MS PRIYANKA	TO CONDUCT AND KEEP A RECORD OF ACTIVITIES AND ASSURE TIMELY PROVIDING DATA FOR UPLOADING.
29	ACP	MS ANJU YADAV WITH CLASS TEACHERS AND OTHER TRAINED TEACHERS	TO PLAN AND CONDUCT THE MODULES AND KEEP A PROPER RECORD.
30	SUBJECT CONVENORS	SCIENCE: MR M. K RAI MATHS: MS DIMPLE TAREM SOCIAL SCIENCE AND COMMERCE: MS MANISHA CHOURE LANGUAGES: MR SUNIL MASIH PRIMARY: MS PRABHA GUPTA	TO PLAN AND CONDUCT MONTHLY SUBJECT COMMITTEE MEETINGS, ORGANISE DIFFERENT PROGRAMMES (LIKE: HINDI PAKHWARA, SANSKRIT SAPTAH, EBSB, KALAUTSAV, KISHORE VAIGYANIK PRADARSHINI, NCSC, OLYMPIAD , KAMP, GREEN SCHOOL AUDIT ETC) UNDER THEIR SUBJECTS .
31	CLUBS	TOURISM CLUB: MR KAILASH CHOUDHARY MATHS CLUB: MS DIMPLE TAREM LITERARY CLUB: MS ISHITA READERS CLUB: MS GEETA SHARMA ECO CLUB: PGT BIO/MS NAVITA EBSB CLUB: MS MONIKA RANI ART AND CRAFT: MS PRATIKSHA KHARE YOGA AND SPORTS: MR SHANKAR	TO CONDUCT ACTIVITIES AT LEAST ONCE IN A MONTH IN CCA PERIODS, MAINTAIN THE RECORD AND PROVIDING PICTURES AND VIDEOS FOR UPLOADING

		BAHADUR DANCE AND MUSIC: MS PRIYANKAMISHRA	
32	STAFF CLUB AND HOSPITALITY	MR KAILASH CHOUDHARY MR S L TEMBHRE MS GEETA SHARMA MS PRATIKSHA KHARE MS PRIYANKA SHARMA	
33	VIDYALAYA PLAN AND ASSESSMENT TOOL AND INSPECTION PROFORMA	MR M. K RAI MR M.S KIRAR	
34	FIRST AID AND HEALTH RECORDS	PGT BIOLOGY/ MS ANJU YADAV MS ROSHNI YADUVANSHI	TO CONDUCT HEALTH CHECKUPS, MAINTAIN THE HEALTH CARDS AS PER PM SHRI GUIDELINES AND MEET DAY TODAY FIRTAID REQUIREMENTS. TO SENSITIZE STUDENTS FOR HYGEINE AND SANITATION PRACTICES AND PROPER NUTRITION.
35	VMC	MR M. S KIRAR MS GEETA SHARMA MS PRABHA GUPTA MS PRATIKSHA KHARE MS PRIYANKA MISHRA MS AKANKSHA MS MONIKA RAGHUVANSHI	TO MAKE ALL ARRANGEMENTS FOR THE SMOOTH CONDUCT OF VMC.
36	INTERNAL GRIEVANCE CELL	MS DIMPLE TAREM MS PRABHA GUPTA MR KAILASH CHOUDHARY MR S L TEMBHRE MR SUMIT RAO	
37	STAFF QUARTER ALLOTMENT AND MAINTENANCE	MR M. K RAI MR S. MASIH MR DEVENDRAVISHWAKARMA MR N. K SAINI MS ISHITA SSA	
38	PHOTOGRAPHY AND FLEX PRINTING	MR DEVENDRA VISHWAKARMA MS AKANKSHA MR SUMIT MS RESHMA	
39	SCHOOL INNOVATION COUNCIL	MS ANJU YADAV MS NAVITA CHANDRAVANSHI	TO FRAME THE SCHOOL INNOVATION COUNCIL AND PLAN THE ACTIVITIES
40	HOUSE MASTERS	SHIVAJI- MR N.K SAINI MR M.K RAI	

	<p>MRS MANISHA CHOURE TAGORE- MS MONIKA RANI MR MALAM SINGH KIRAR MR D.K VISHWAKARMA ASHOKA-MR S.L TEMBHRE MR SUNIL MASIH MRS DIMPLE TAREM RAMAN-MS ANJU YADAV MR KAILASH CHOUDHARY MS ISHITA MALLIK</p>	
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