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KENDRIYA VIDYALAYA No.1, JAIPUR

ctkt uxj, t;iqj (राजस्थान)&302015

Bajaj Nagar, Jaipur (Rajasthan)-302015

E-mail: kv1jpr@rediffmail.com CBSE Affi. No.1700003

SchoolNo.14155 Website: www.no1jaipur.kvs.ac.in



टेलीफोन/ TELEPHONE 0141-2706742, FAX No. 0141-2706742, School Accreditation no. NS1317 054

F- 1612/ 18/office Order/KV1JPR/2020-21/

Date: 19/06/2020

OFFICE ORDER

ALLOTMENT OF ADDITIONAL RESPONSIBILITIES FOR THE SESSION 2020-21

Following Committees are hereby constituted for the session 2020-21, for the smooth functioning of the Vidyalaya activities. Conveners are requested to take over the charge of their respective committee and should allot specific duties to other associate members of their committees. They must start planning for the session with immediate effect; however remaining work of the current session will be finished by the committee which is presently in existence. Handing/taking over of the charge must be completed at an earliest. After having been the stock verification physically and a report regarding handing/taking over of the charge must be submitted to the Principal. All the committees will look after the assignment as per provisions of KVS/CBSE circulars issued from time to time and instructions of Principal so as to develop a conducive environment for effective teaching-learning process in the Vidyalaya and develop the Vidyalaya campus as per expectations of the stock holders. Conveners/In charges should make sub committees, if required, for execution and co-ordination of related work in a most befitting manner, for formation of such sub committees approval of the Principal should be obtained. Convener/In charges should make necessary plan as per the need of the occasion in consultation with the Principal. He/ She should also take the help of other staff members including office and sub staff for best results. All the Incharges and members of committees are requested to ensure that academic curricular activities should not be affected on account of the additional responsibilities/duties assigned to them. Co-operation of all the staff members is solicited. With all best wishes for a happy and successful session 2020-21.

Overall In charge for supervision and monitoring - **1. Smt. Sangeeta Kothari, Vice-Principal**

| S.NO. | COMMITTEE | CONVENER | MEMBERS | SIGN. |
|---------------------------|-----------------------------------|--|---------------------------------------|-------|
| 1 | Academic Planning & Co-ordination | Mrs. Sangeeta Kothari. (Vice Principal) Mr. I.M. Sharma PGT(Comm) Ms. S. L. Pahadiya HM | Mr. U. B Pandey, PGT (Chemistry) | |
| | | | Mr. Sanjay Gupta, PGT (Maths) | |
| | | | Mr. S. L. Verma PGT(Physics) | |
| | | | Mrs. Mukki Meena PGT(Hindi) | |
| | | | Mrs. Sneh Meena PGT(Eng.) | |
| | | | Dr. Manoj Kumar Maurya PGT (Comp.Sc.) | |
| | | | Sh. H.M. Jaiman,. PGT(Eco.) | |
| | | | Mr. Anil Daila PGT(Geog.) | |
| | | | Mr. Ramesh Kumar PGT(Hist.) | |
| | | | Dr. J. R Bhanwariya TGT(Eng.) | |
| | | | Mr. M. K. Verma TGT (Maths) | |
| | | | Mrs. Sikha Yadav TGT(SST) | |
| | | | Mr. Bharat Lal Meena TGT(Hindi) | |
| Mr. S. S. Bairwa TGT(SKT) | | | | |

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|---|--|--|---------------------------------------|--|
| | | | Mr. Ashok Kalawat TGT (Maths) | |
| | | | Mr Neeraj Medathwal, TGT (Maths) | |
| | | | Mr Rajender Harijan, Sub staff | |
| | | | Mr. P. P. Mulodia, Sub staff | |
| 2 | Examination Committee (School Level, CBSE & other Examination) | Dr. S. L. Verma, PGT | Sh. Manoj Kumawat, PGT | |
| | | | Sh. M K Verma ,TGT(Maths) | |
| | | | Sh. Ashok Kalawat,TGT(Maths) | |
| | | | Sh. Abhishek Sanwariya, TGT(Sci) | |
| | | | Sh. Neeraj Merathwal,TGT(Maths) | |
| | | | Sh. Archana Sharma, PRT | |
| | | | Sh. Anil Kumar Saini, PRT | |
| | | | Sh. P P Mulodiya, Sub staff | |
| | | | Sh. Mr. Rajender Harijan Sub staff | |
| 3 | Examination (NIOS & NODEL I/C) | 1. Mr. I. M. Sharma PGT(Comm) 2. Dr. Manoj Kumar Maurya PGT(CS) | Dr. S.L.Verma, PGT(Phy) | |
| | | | Sh. Gajraj Singh , TGT (Hindi) | |
| | | | Dr. Jagdeesh Ram Bhanwariya, TGT(Eng) | |
| | | | Mr. Rajender Harijan Sub staff | |
| 4 | Innovations & Experimentation | Sh. Arvind Kumar PGT (Comp.Sc.) | Mr. U B Pandey, PGT(Chemistry) | |
| | | | Ms. Shivani Pandey, PGT(Bio) | |
| | | | Mrs. Neha Jain, PGT(BioTech) | |
| | | | Mr. Ramesh Kumar, PGT(History) | |
| | | | Ms. Renuka, PGT(Comm.) | |
| | | | Sh. G. C. Kasotia, PGT(Eco) | |
| | | | Ms. Saroj Arya, TGT(Sci) | |
| | | | Mr. Umesh Chandra, TGT(Sci) | |
| | | | Mr. Anil Kumar Meena PRT | |
| | | | Mr. Anil Kumar Saini, PRT | |
| | | | Mrs. Archana Tanwar, PRT | |
| 5 | Admission & Withdrawal | Mr. Sanjay Gupta, I/C PGT (Maths) Mr. Manoj Kumar Maurya, PGT(CS) Ramesh Kumar, PGT(History) | Mrs. Santosh Meena, PGT(Eng.) | |
| | | | Mr. Rajesh Kumar Meena, TGT(SSSt) | |
| | | | Mr. Ratti Ram Meena, TGT(Maths) | |
| | | | Mr. Krishana Sunariya, PRT | |
| | | | Mr. Mahendra Kumar Manohar, PRT | |
| | | | Mrs. Sunita Sharma, PRT | |
| | | | Ms. Komal Gautam, PRT | |
| | | | Mr. Vikram Kumar, PRT | |
| | | | Mrs. Sunita Sharma, PRT | |
| | | | Mrs. Meenakshi Meena, PRT | |
| | | | Mrs. Archana Sharma, PRT | |
| | | | Mr. Anil Kumar Saini, PRT | |
| | | | Mr. Gangadhar Meena, PRT | |
| | | | Ms. Komal Gautam, PRT | |
| | | | Mrs. Hansha Kumari Meena, PRT | |
| | | | Mr. Chandra Mohan Meena, PRT | |

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| | | | Mrs. K. Chamola, JSA | |
| | | | All the Class Teachers | |
| 6 | Moderation Committee (Academic Year) | Dr S. L. Verma PGT(Physics) | Mr. U B Pandey, PGT(Chem.) | |
| | | | Mr. Sanjay Gupta, PGT(Maths.) | |
| | | | Mr. I M Sharma, PGT(Commerce) | |
| | | | Mrs. Sneh Meena, PGT(Eng.) | |
| | | | Mrs. Mukki Meena, PGT(Hindi.) | |
| | | | Sh. H. M. Jaiman, PGT(Eco) | |
| | | | Mr. Anil Daila, PGT(Geog.) | |
| | | | Mr. Arvind Kumar, PGT(Comp.Sc.) | |
| | | | Ms. Shivani Pandey, PGT(Bio) | |
| | | | Mr. Ramesh Kumar, PGT(Hist.) | |
| | | | Mrs. Bharti Chaturvedi, TGT (Eng.) | |
| | | | Mr. S.S. Bairwa TGT(SKT.) | |
| | | | Mrs. Sikha Yadav, TGT(SST) | |
| | | | Mr. Bharat Lal Meena TGT(Hindi.) | |
| | | | Mr. M K Verma ,TGT(Maths) | |
| | | | Ms S L Pahadiya, HM | |
| Mr. Anil Saini, PRT | | | | |
| 7 | Time Table, Substitution & Arrangement | Mr. H M Jaiman PGT(Eco) | Mr. Saroj Meena, PGT(Physics) | |
| | | | Mr. Mahendra Kumar Bhukar, TGT(Lib.) | |
| | | | Mr. Ratti Ram Meena, TGT(Maths) | |
| | | | Md. Bilal, TGT(AE) | |
| | | | Sh. Gangadhar Meena, PRT | |
| | | | Sh. Kamlesh Kumar Meena, PRT | |
| 8 | CCA , Morning Assembly, Student Council & Prize distribution | Mrs. Sneh Meena PGT (English) -I/C CCA Mr. U B Pandey, PGT(Chemistry)- I/C Morning Assembly Mr. Gajraj Singh, TGT(Hindi)- | Mr. Khushi Ram Meena, TGT | |
| | | | Mr. Vinod Kumar Meena, TGT | |
| | | | Mrs. Bindiya Panwar, PRT | |
| | | | Md. Bilal, TGT(AE) | |
| | | | Mr. Mahesh Chand Sharma, PRT | |
| | | | All House Masters (Prim.) | |
| | | | All House Masters (Sec) | |
| | | | All Associate House Masters | |
| | | | All Class Teachers | |
| | | | All Co-Class Teachers | |
| 9 | Achievements Record (Principal, Vice-Principal, Teachers & Students) | Mr. Ramesh Kumar PGT(History) | Mr. S K Meena, PGT(Hindi) | |
| | | | Mr. Arvind Kumar, PGT(CS) | |
| | | | Mrs. Sneh Meena, PGT(English) | |
| | | | Md. Bilal, TGT(AE) | |
| | | | Sh. Om Prakash Meena, PRT | |
| | | | Sh. Hari Singh Meena, PRT | |
| 10 | Furniture & Fixtures, Seating arrangement | Sh. S K Meena PGT(Hindi) | Mr. Khushi Ram Meena | |
| | | | Mr. Mahendra Kumar Bhukar, TGT(Lib.) | |
| | | | Mr. Vinod Kumar Meena, TGT(WE) | |

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| | | | Mr. Mohd. Bilal, TGT(Art) | |
| | | | Mr. S. S. Bairwa, TGT(Skt) | |
| | | | Mr. Pratap Chandra, TGT(Skt) | |
| | | | Mr. Udai Prakash, TGT(English) | |
| | | | Sh. Anil Meena, PRT | |
| | | | Sh. Ramnivas Meena, PRT | |
| 11 | Website Updation & ICT/ E-Learning/ Audio Visual Aids/ | Mr. Arvind Kumar PGT(Comp. Sc.) | Dr. M. K. Maurya, PGT(CS) | |
| | | | Ms. Nidhi, JSA | |
| | | | Mrs. K. Chamola, JSA | |
| | | | Computer Instructor(s) | |
| 12 | Shala Darpan & PISA | Mr. Arvind Kumar PGT(Comp. Sc.) | Ms. Shivani Pandey, PGT(Bio) | |
| | | | Dr. Manoj Kumar Maurya, PGT(CS) | |
| | | | Dr. S. L. Verma,(Examination) | |
| | | | Sh. Manoj Kumawat, PGT(Maths) | |
| | | | Sh. L N Bairwa, ASO | |
| | | | Computer Instructor(s) | |
| | | | All Class Trs/Co-Class Teachers | |
| 13 | Teaching Aids | Mr. Ramesh Kumar, PGT(History) | Mr. Mahender Kumar , TGT(Science) | |
| | | | Mr. Umesh Chandra, TGT(Science) | |
| | | | Mrs. Bhagwanti , TGT(Hindi) | |
| | | Sh. Ved Prakash Chanda PRT | Mrs. Sweta Thakar, PRT | |
| | | | Mr. Girdhari Lal Bansiwala, PRT | |
| | | | Mrs. Archana Tanwar,PRT | |
| 14 | Safety, Security & Discipline (During regular working Assembly, ,Dispersal of students & special activities days | Mr Anil Daila Convener Mr. Khushi Ram Meena Co-convener (Fully responsible for overall discipline of school premises including, Playground and MP Hall side for whole day including before arrival of students & safely disposal of students after school timings.) | As per the List Attached | |
| 15 | Safety, Security & Discipline (During Recess) | Mr Anil Daila Convener Mr. Sanjay Gupta Co-convener | As per the List Attached | |
| 16 | Maintenance & Repairs of the Vidyalaya building and staff quarters (Electronics & electrical) | 1. Mr. Khushi Ram Meena (TGT-P&HE)- Civil 2. Mr. Vinod Meena (WET)-Electrical | Dr. J R Bhanwariya, TGT(Eng.) | |
| | | | Dr S. S. Bairwa, TGT(Skt) | |
| | | | Sh. Ratti Ram Meena, TGT(Maths) | |
| | | | Sh. Mahendra kumar, TGT(Science) | |
| | | | Sh. Kamlesh Kumar Meena, PRT | |
| | | | Ms. Kiran Yadav, PRT | |

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| | | | Sh. P. P. Mulodia, Lab Attendant | | |
| 17 | Safety and security of School Building and other physical assets. (Lock and Key) | Mr. Vinod Kumar Meena (WET) | Sh. Phool Singh, SSA | | |
| | | | Sh. Khushi Ram Meena , TGT(P&HE) | | |
| | | | Dr. S. S. Bairwa, TGT(SKT) | | |
| | | | Dr. Jagdeesh Ram Bhanwariya, TGT(Eng) | | |
| | | | Sh. Anil Kumar Meena, PRT | | |
| | | | Sh. Rajender Kumar Harijan | | |
| | | | Sh. P.P.Mulodia | | |
| | | | On duty Security Guard(s) | | |
| 18 | Raj Bhasha Committee | Mrs. Mukki Meena PGT(Hindi) | Mr. S. K. Meena, PGT | | |
| | | | Dr. S L Verma, PGT | | |
| | | | Mrs. Indira Tripathi, TGT | | |
| | | | Ms. Bhagwanti , TGT | | |
| | | | Sh. Gaj Raj Singh, TGT | | |
| | | | Sh. S. S. Bairwa, TGT | | |
| | | | Dr. M K Maurya, PGT | | |
| | | | Mrs. S. L. Pahadia, HM | | |
| | | | Ms. Anima Chaturvedi, PRT | | |
| | | | All Staff Members | | |
| 19 | Publication & Publicity | Mr. S K Meena PGT(Hindi) | Mrs. Mukki Meena, PGT(Hindi) | | |
| | | | Mrs. Sneh Meena, PGT(Eng.) | | |
| | | | Dr. J R Bhanwariya, TGT(Eng.) | | |
| | | | Ms. Indira Tripathi | | |
| | | | Mr. Bharat Lal Meena,TGT | | |
| | | | Mr. S. S. Bairwa | | |
| | | | Mohd. Bilal | | |
| | | Mrs. Anima Chaturvedi PRT | Mrs. S. Kanojia | | |
| | | | Mr. Archana Tanwar | | |
| | | | Mrs. Neelam Yadav | | |
| | | | Mrs. Anju Kumari | | |
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| 20 | Scout- Guide, Cub-Bulbul, NCC | Smt. Neha Jain Guide | Mr. S. K. Meena | | |
| | | | Mr. GajRaj Singh | | |
| | | | Mr. Mahender Kumar | | |
| | | | Mr. Uday Prakash | | |
| | | Ms. Shivani Pandey (Scout) | Mrs. Bindiya Panwar | | |
| | | | Mrs. Kiran Yadav | | |
| | | | Mohd. Bilal | | |
| | | Dr. S. S. Bairwa, TGT(SKT) | Mr. Abhishek Sanwaria | | |
| | | | Ms. Anju Meena | | |
| | | | Mrs. Sneh Meena | | |
| | | | Mrs. Mukki Meena | | |
| | | | Mrs. Archana Tanwar PRT, (Cub, Bulbul) | | |
| | | | | Mr. Saroj Meena | |

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| | | | Mrs. S. L. Pahadia | |
| | | | Mr. Kamlesh Meena | |
| | | | Selected Students | |
| | | | | |
| 22 | Games Sports, Yoga, Allied Skills | Mr Khushi Ram Meena TGT(PET) | Mr. Vinod Meena | |
| | | | Mr. Uday Prakash | |
| | | | Mr. Manohar Lal | |
| | | | Mrs Neha Jain | |
| | | | Dr Jagdeesh Bhanwariya | |
| | | | Mr M.C. Sharma, PRT | |
| | | | Mr Anil Saini | |
| 23 | Canteen Committee | Mr. I. M. Sharma PGT(Comm) Mr. U B Pandey, PGT(Chemistry) | Mr. Sanjay Gupta, PGT(Maths) | |
| | | | Dr. S L Verma, PGT(Physics) | |
| | | | Mr. Anil Daila, PGT(Geography) | |
| | | | Ms. S L Pahadia, HM | |
| | | | Mr. Ratti Ram Meena, TGT(Maths) | |
| | | | Mrs. Indira Tripathi, TGT(Hindi) | |
| 24 | Cleanliness and Water Management | Mr Arjun Rajpurohit (Overall I/C) 1. Ms. Santosh Meena, (I/C Sr.No. 1 to 5) 1. Mr Mohd. Bilal TGT(Art) (I/C Sr.No. 6 to 10) 2. Mr. Anil Kumar Saini PRT (Primary Wing) (I/C Sr.No. 11 to 13) 3. Mr. Kamlesh Kumar Meena PRT (Water Arrangment) | 1 .Mr Vinod Meena (WET)- (Ensure supply of water & cleaning of RO & Tanks) 2. Ms Shivani Pandey -All Gardens 3. Ms. Indira Tripathi - Girls toilets (Sec. Wing) 4. Sh. Pratap Chand - Boys toilet(Sec. wing) 5. Mr. Khushi Ram Meena - Playgrounds 6. Mr. Manohar Lal- 1st floor(Sec. Wing) 7. Mr. Mahendra Kumar- Ground floor(Sec. Wing) 8. Mr. Ved Prakash Chanda, PRT path from Library building to school main entrance gate and boys toilets (Prim. wing) 9. Mr. S. S. Bairwa- campus road & paths 10. Mr. Mohd. Bilal M.P. Hall and its surrounded area 11. Mr. Kiran Yadav- Girls toilets (prim. wing) 12. Mr. Anil Kumar Meena - 1st floor (Prim. wing) 13. Mr. M. C. Sharma (PRT) - Ground floor(Prim.Wing) 14. Sh. Rajender Harijan, Sub staff Maintenance of register on day to day basis 15. Sh P P Mulodia, Lab Attendant Maintenance of register on day to day basis 16. All class teacher. Co-Class teacher and Deptt. Head will be responsible for their respective deptt. and class room | |

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| 25 | P.A. System | Mr. Vinod Kumar Meena WET | Mr. Khushi Ram Meena | |
| | | | Mohd. Bilal | |
| | | | Mrs. Bindiya Panwar | |
| | | | Mr Partap Chand | |
| 26 | Photography | Mohd. Bilal PRT | Dr. M. K. Maurya | |
| | | | Dr. Jagdeesh Ram Bhanwariya | |
| | | | Mr. Anil Saini | |
| 27 | Gardening & Beautification | Ms. Shivani Pandey PGT(Bio) Mrs. Neha Jain PGT(Bio Tech) Mohd. Bilal | Mr. Rajesh Kumar Meena | |
| | | | Mrs. Saroj Arya | |
| | | | Mr. Mahender Kumar | |
| | | | Mr. Umesh Chandra | |
| | | | Mr. Girdhari Lal Banshiwal, PRT | |
| | | | Mr. Vishal Kachhawa, PRT | |
| 28 | Display Boards | Mrs. Mukki Meena PGT(Hindi) | Mohd. Bilal | |
| | | | Mrs. Bharti Chaturvedi | |
| | | | Mr Narendra Kumar | |
| | | | Mrs Saroj Arya | |
| | | | Mr M. C Sharma, PRT | |
| | | | Mrs. Anima Chaturvedi | |
| | | | Mrs. Kiran Yadav | |
| | | | Mrs. Anju Kumari | |
| 29 | Maintenance of Computers & Peripherals | Mr Arvind Kumar PGT(Comp. Sc.) | Dr. M. K. Maurya | |
| | | | Mr Krishna Sunaria | |
| | | | Computer Instructors | |
| 30 | VVN & Local Purchase Committee | Dr. S. L. Verma | Sh. U B Pandey | |
| | | | Mr. I M Sharma | |
| | | | Dr. M K Maurya | |
| | | | Sh M K Verma | |
| | | | Sh. Ratti Ram Meena | |
| | | | Mr C.K. Saini | |
| 31 | Lodging, Boarding & Tent (including registration and relieving order) | 1. Mr. Anil Kumar Meena PRT (Lodging) 2. Mr. Anil Kumar Saini (Boarding) | Mr Khushi Ram Meena | |
| | | | Mr. Rajesh Meena | |
| | | | Sh. Ratti Ram Meena | |
| | | | Mr Mahender Kumar | |
| | | | Mr. Mahesh Chand Sharma | |
| | | | Mr. Ramnivas Meena | |
| | | | Mr. Hari Singh Meena | |
| | | | Mr. Ved Prakash Chanda | |
| | | | Mr. Om Prakash Meena | |
| | | | Mrs. Meenakshi meena, Sr. PRT | |
| | | | Mrs Archana Sharma | |
| | | | Mrs Anju Kumari | |

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| | | | Mrs S Kanojia | |
| | | | Mrs Archna Tanwar | |
| | | | Mrs. Shweta Thakkar | |
| 32 | Certificate Writing | Mr Bharat Lal Meena TGT(Hindi) | Mrs. Mukki Meena | |
| | | | Mrs. Saroj Meena | |
| | | | Mrs. Indira Tripathi | |
| | | | Mrs. Bhagwanti | |
| | | | Mr. Hansha Meena | |
| | | | Mrs. Kiran Yadav | |
| | | | Ms. Komal Gautam | |
| | | | Mrs. Sikha Yadav | |
| | | | Mohd Bilal | |
| | | Mrs. S.L. Pahadia HM | Mrs Anju Kumari | |
| | | | Mrs Kiran Jangid | |
| | | | Ms. Akaksha Sharma | |
| | | | Mrs Neelam Yadav | |
| | | | Mrs Meenakshi Meena | |
| | | Mrs Sweta Thakkar | | |
| | | Mrs Renuka Arora | | |
| 33 | First Aid (Primary) | Mrs. Kiran Yadav,PRT | Mrs. Archna Tanwar Mr. Mahesh Chandra Sharma | |
| | First Aid (Secondary) | Mrs. Shivani Pandey PGT(Bio) Doctor Nurse | Mr Udai Prakash | |
| | | | Mr Saroj Meena | |
| | | | Mr Abhishek Sanwaria | |
| | | Dr J R Bhanwariya TGT (Eng) | | |
| 34 | CS 54 | Mr. Arvind Kumar UBI Online | Mr. Manoj Kumawat - fee checking of classes XI & XII | |
| | | Dr. M K Maurya - | Mr. Sanjay Gupta- fee checking of classes IX & X | |
| | | Mr. Chetan Saini (VVN) Mr. Phool Singh(SF) | Mr.Ashok Kalawat -fee checking of classes VI-VIII | |
| | | Mrs. S. L. Pahadia, HM | Mr. Vikram kumar | |
| | | | Mr. Krishana Sunariya | |
| | | | Mr. Phool Singh (Office) | |
| | | | Mrs. Archana Sharma | |
| | | | | Mr. Sanjay Gupta |
| | | Dr. S. L. Verma | | |
| 34(i) | LTC, Medical Bill, TA Bill Verification | Mrs. Bharti Chaturvedi, TGT(Eng) Sh. M K Verma, TGT(Maths) | Ms. S L Pahadiya, HM Mr. Narendra Kumar, TGT(Eng) Mr. Mahesh Chandra Sharma, PRT | |
| 35 | Club Activities | | | |
| (i) | Disha Club (NAEP/Life Skills Development) | Mr. Ramesh Kumar Vishnoi | Mrs. Neha Jain | |
| | | | Mr. Anil Daila | |

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| | | | | |
| (ii) | Integrity Club | Mrs. Shikha Yadav | Mr. Udai Prakash Mr. Rajesh Meena | |
| (iii) | Eco Club/Gardening | Ms. Shivani Pandey | Mr Abhishek Sanwaria Mrs Anju Kumari Meena PRT | |
| (iv) | Health Hygiene & Yoga Club | Mrs. Neha Jain | Mr Khushi Ram Meena Mr. Bharat lal Meena TGT Mrs. P. L. Gupta Mrs. Anima Chaturvedi | |
| (v) | Science Club | Mrs. Saroj Meena | Mr. U B Pandey Mrs. Shivani Pandey Mrs. Neha Jain Mrs. Mahender Kumar Mr. Abhishek Sanwaria | |
| (vi) | Maths Club | Sh. Sanjay Gupta | All Maths teachers of Sec. Mr. Om Prakash Meena Mr. Vishal Kachhawa | |
| (vii) | Readers Club | Mr. Mahendra Kumar Bhukar, TGT(Lib.) | Members of Library Committee All Subject Committee I/C | |
| (viii) | Literary Club (English) | Mrs. Sneha Meena | All English teachers(sec) Mrs. Komal Gautam Mrs. Archana Tanwar | |
| (ix) | Literary Club (Hindi) | Mrs Mukki Meena | All Hindi teachers (Sec) All Hindi teachers (Prim) | |
| (x) | Adventure Club | Mr. Khushi Ram Meena | Mr Anil Daila Mr. Vinod Kumar Meena Mrs. Bindiya Panwar Mr. Mohd. Bilal | |
| (xi) | Guidance & Counselling | 1. Mrs. Sangeeta Kothari 2. Mr. I.M. Sharma | Mrs Neha Jain Mrs Shivani Pandey Sh H.M.Jaiman Mr. Mahendra Kumar Bhukar All Class Teachers | |
| (xii) | Visual & Performing Arts | Mr. Mohd. Bilal | Mr Vinod Meena (WET) Art & Craft Teachers | |
| (xiii) | SBSB | Mr. Khushi Ram Meena, | Sh. Vinod Kumar Meena Mr.Mohd. Bilal All Class Teachers | |
| (xiv) | Olympiads (Green) | Mrs. Neha Jain | Mr. Umesh Chandra | |
| (xv) | Olympiads(IAPT) and Physics Lab. | Mrs. Saroj Meena | Dr. S L Verma Mr. Manoj Kumawat | |
| (xvi) | Field Trips & Excursion | Mr. Khushi Ram Meena Ms S L Pahadia | Mr. Anil Kumar Daila Mr.Mohd. Bilal Mr. Mahesh Chand Sharma | |

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| | | (Primary) | Mrs. Priyanka Sain | |
| | | | All Class Teachers | |
| (xvii) | Honesty Club | Ms. S. K. Meena | Mr. Khushi Ram Meena | |
| | | | Mr. Hari Singh Meena | |
| (xviii) | Social Science Club | Mr. H.M. Jaiman | All Social Science Teachers | |
| (xix) | Music Club | Mrs. Bindiya Panwar | Ms. Akanksha Sharma | |
| | | | Mrs. Neelam Yadav | |
| (xx) | Alumni Association | Sh. Sanjay Gupta | Dr. M. K. Maurya | |
| | | | Dr J R Bhanwariya | |
| | | | Mr. Ratti Ram Meena | |
| (xxi) | Cultural Committee | Mrs. Bindiya Panwar | Mrs. Neelam Yadav | |
| | | | Mrs. Hansha Kumari Meena | |
| | | | Mrs. P.L. Gupta | |
| | | | Ms. Kiran Yadav | |
| (xxii) | Communal Harmony | Mr. Ashok Kalawat | Mr Udai Prakash | |
| | | | Mrs Rekha Gupta | |
| (xxiii) | Heritage Club | Mr. Pratap Chand | Mrs. Shika Yadav | |
| | | | Mr. Rajesh Meena | |
| (xxiv) | Community Service | Mr Khushi Ram Meena | Mrs. Neha Jain | |
| | | | Mr. S. S. Bairwa | |
| (xxv) | Atal Tinkering Lab | Mrs. Saroj Meena | Sh. Arjun Purohit | |
| | | | Smt. Saroj Arya | |
| 36 | Social Science Exhibition | Mr. Anil Kumar Daila | All Social Science Teachers | |
| 37 | Science Exhibition | Mr. U B Pandey | All Science Teachers | |
| 38 | Vocational Courses | Mr. Sanjay Gupta ,PGT | Sh. Ramesh Kumar, PGT | |
| 39 | Grievances Redressal Committee | 1. Mrs Sangeeta Khotri Vice Principal 2. Mr I.M. Sharma PGT | Mr. U B Pandey | |
| | | | Mrs. Mukki Meena | |
| | | | Mr. Saroj Meena | |
| | | | Mr. Udai Prakash | |
| 40 | Contractual teachers record and verification of work | Mr. Sanjay Gupta, PGT | Sh. U B Pandey, PGT | |
| | | | Md. Bilal, TGT | |
| | | | Mr. Mahendra Kumar Bhukar, TGT | |
| | | | Mrs. S.L. Pahadia, HM | |
| | | | Mrs. Archana Sharma ,PRT | |
| 41 | Guard Supervision | Mr I. M. Sharma, PGT | Mr. Vinod Kumar Meena ,TGT | |
| | | | Mr. Mahender Kumar TGT | |
| | | | Mr. Anil Kumar Meena | |
| | | | Mr. Kamlesh Meena, PRT | |
| 42 | Cycle stand Committee | Mr. Anil Daila, PGT | 1. Sh. H. M. Jaiman, PGT | |
| | | | 2. Sh. Umesh Chandra, TGT | |
| | | | 3. Sh. Abhishek Sanwaria, TGT | |

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| 43 | Office duties | Sh L.N. Bairwa ASO | 1. Over all I/C of all office related work 2. Supervision monitoring of all office work 3. Safe custody of personal files of all employees 4. Checking of E-mails and timely response 5. Handling RTI and its timely response. | |
| | | Mr Phool Singh | 1. School Fund (All) 2. Service records of employees 3. Handling RTI and its timely response. | |
| | | Mr. Chetan Kumar Saini | 1. VVN (All) 2. E-Mail Checking & response | |
| | | Ms. Nidhi | 1. All correspondence (Hindi & English) 2. Monthly Reports 3. E-mail checking & response | |
| | | Mrs. K. Chamola | 1. TC 2. Inward & Dispatch 3. Office stock 4. Filing 5 Handling S.R. Register. | |
| 44 | Medical & CEA of Employees | Mr Phool Singh | Mr. Manoj Kumawat ,PGT | |
| | | | Dr. Jagdeesh Bhanwariya,TGT | |
| 45 | RTE bills | Mr. Chetan Saini | Mr. Krishana Sunariya | |
| | | | Mr. Neeraj Meratwal | |
| 46 | Transfer form Checking & Verification | Mr. Arvind Kumar PGT(CS) | Mr. Sanjay Gupta | |
| | | | Mr. Manoj Kumawat | |
| | | | Mr. Ashok Kalawat | |
| | | | Mr. .L. N Bairwa (ASO) | |
| 47 | Shikshak Sadan | Mr. Khushi Ram Meena | Mr. Vinod Kumar Meena, WET | |
| | | | Dr. S S Bairwa, TGT | |
| | | | Mr. Rajendra , Sub Staff | |
| | | | Mr. P. P. Mulodia, Sub Staff | |
| 48 | NCC | Mr. S. S. Bairwa | Mr. Ashok Kalawat | |
| 49 | Staff Quarters allotment | Mr. I. M. Sharma | Dr. S L Verma | |
| | | | Mrs. Mukki Meena | |
| | | | Dr. M. K. Maurya | |
| | | | Mr. Phool Singh (UDC) | |
| 50 | Media Publication | Dr. S S Bairwa | Mrs. Mukki Meena | |
| | | | Dr. S L Verma | |
| | | | Md. Bilal | |
| 51 | Staff Room (Sec. Wing) | Mrs. Indira Tripathi | Mrs. Mukki Meena PGT | |
| | | | Mrs. Santosh Meena PGT | |
| | | | Mr. Anil Kumar Daila PGT | |
| | | | Mrs. Bharti Chaturvedi TGT | |

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| 52 | Staff Room (Prim. Wing) | Mrs. Anju Kumari | Mrs. Sunita Sharma PRT Mrs. Rekha Gupta PRT Mrs. Anju Kumari Meena PRT | |
| 53 | Duties of Sub Staff | Mr Rajender Kumar Harijan | <u>Duties/Responsibilities:-</u> 1. Internal Exam 2. PA System 3. Main gate arrival & departure before & after 20 mnts. 4. Supervision of cleanliness of library, chemistry lab, playgrounds 5. Recess duty at Lab area 6. CBSE & External Exams. 7. Supervision of Drinking water, boring supply, electricity & electronics work. | |
| | | Mr. P. P. Mulodia | 1. NIOS, CBSE & External Exams. 2. Shikshak sadan 3. Main gate arrival & departure before & after 20 mnts. 4. Supervision of cleanliness of phy. lab.& ground floor of sec. wing including roads. 5. MP Hall duty 6. Chemistry Lab 7. Physics Lab 8. Bio Lab 7. Bell & channel gate duty | |
| | | Mr. Badri Ram | 1. Internal Exams. 2. Filing work of office 3. Supervision of cleanliness of 1st floor of sec. wing 4. Post Office/chairman /Bank/outside work duty 5. Photo copy/ Risograph 6. Supervision of 1st floor of sec. wing during Recess time. 7. Supervision of canteen side & cycle stand area during morning, recess & departure time 8. Supervision of cleanliness of road from main gate to shikshak sadan. 9. Circulation of circulars 10. Bell & channel gate duty | |
| | | Mr. Badri Ram | 1. Duties at Principal chamber 2. Supervision of Cleanliness & dusting of Principal chamber, vice Principal room | |
| | | Mrs. Maushmi Devi | 1. Internal Exams. 2. Circulation of circulars | |

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| | | | <ul style="list-style-type: none"> 3. Photo copy/ Risograph 4. Duties at Principal chamber (in absence of Badri Ram) 1. Lock/Unlock the doors at morning & evening time 4. MP Hall duty. 5. Primary Examination 6. Other works of Primary wing 7. Physics Lab | |
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| Senior Group House System 2020-21 | | | |
|-----------------------------------|--------------------|---|-----------------------------|
| | Coordinator | Mrs. Sneh Meena | |
| | Asstt. Coordinator | Sh. U B Pandey | |
| | Asstt. Coordinator | Sh. Gajraj Singh (I/C Morning Assembly) | |
| | Houses | House Master | Associate House Masters |
| 01 | Shivaji House | Sh. Sanjay Gupta | Sh. H M Jaiman |
| | | | Dr. S L Verma |
| | | | Ms. Renuka |
| | | | Mrs. Santosh Meena |
| | | | Mrs. Indira Tripathi |
| | | | Sh. Rajesh Meena |
| | | | Sh. Narendra Singh |
| | | | Mrs. Bhagwanti |
| | | | Sh. Abhishek Sanwaria |
| 02 | Tagore House | Sh. I M Sharma | Sh. Arvind Kumar |
| | | | Sh. Gulab Chand Kasotiya |
| | | | Sh. Anil Daila |
| | | | Sh. Bharat Lal Meena |
| | | | Mrs. Shikha Yadav |
| | | | Sh. Udai Prakash |
| | | | Sh. Ratti Ram Meena |
| | | | Mrs. P L Gupta |
| | | | Sh. Mahendra Kumar |
| 03 | Ashoka House | Sh. S K Meena | Dr. M K Maurya |
| | | | Mrs. Neha Jain |
| | | | Sh. Ramesh Kumar |
| | | | Sh. M K Verma |
| | | | Sh. Manohar Lal |
| | | | Dr. S S Bairwa |
| | | | Sh. Neeraj Meratwal |
| | | | Mrs. Saroj Arya |
| 04 | Raman House | Mrs. Mukki Meena | Mrs. Shivani Pandey |
| | | | Sh. Manoj Kumawat |
| | | | Mrs. Bharti Chaturvedi |
| | | | Mrs. Anju Bhardwaj |
| | | | Dr. Jagdeesh Ram Bhanwariya |
| | | | Sh. Umesh Chandra |
| | | | Sh. Ashok Kalawat |
| | | | Sh. Pratap Chandra |

Note :1. In the absence of Principal Mrs. Sangeeta Kothari Vice Principal, will look after the

routine work of the Vidyalaya and In the absence of Vice Principal Mr. I.M. Sharma PGT (Comm.) will look after the routine work of the Vidyalaya

2. The above mentioned responsibilities/duties may be changed at any time as per the requirement.
3. In addition to above mentioned responsibilities/duties other duties may also be assigned as and when required.
4. In the absence of Vice Principal, Mr. I. M. Sharma, PGT (Comm) will look after the work of Vice Principal. He is authorized to sanction leave application of students up to 10 days for classes VI-XII.
5. Mrs. S. L. Pahadiya, HM is authorized to sanction leave application of students up to 10 days for classes I - V.
6. Sh. L.N Bairwa (ASO) and Sh. Phool Singh, UDC will keep Service records of all the employees safe

in

their Custody.

7. All the In charges of different committees will keep the concerned records in their custody

**(Ashok Kumar)
Principal**

- Copy to:**
1. Chairman VMC KV.1 Jaipur for information.
 2. Deputy Commissioner KVS RO, Jaipur for information.
 3. Smt. Sangeeta Kothari (Vice- Principal) for compliance.
 4. Sh. L.N. Bairwa, (ASO) for compliance.
 5. Sh. Chetan Saini, (UDC) for compliance.
 6. Smt. K. Chamola, LDC for office record.

Principal