



KENDRIYA VIDYALAYA, KARAULI

VIDYALAYA COMMITTEES

2022-23





















S.N.	Name Of Deptt	Name Of Teacher	DUTIES TO BE PERFORMED
1	EXAMINATION	1.Sh. Arun Kumar PGT (Chemistry) I/C 2.Sh. Amit Kumar Jain TGT Maths 3.Sh. Dhurav Singh Meena TGT Hindi	1) To coordinate and conduct internal and CBSE exam. 2) To print and purchase examination material and maintain secrecy in all respects. 3) To procure total number of answer sheets / number of question papers from Regional Office. 4) To handle correspondence relation to the CBSE 5) To suggest the ways and means to improve the exam system. 6) To maintain all circulars of CBSE results. 7) To monitor the planning and execution of activities. 8) To check the proper records/evidences/tasks
		Sh. Sandeep Bansal PGT (Physics) I/C Sh. Bhairam Meena PRT I/C	
2	ADMISSION	1.Sh. Sudama Meena PGT BQ 2.Sh. Gajraj Meena PGT CS 3.Sh. Ramkesh Meena TGT English 4.Sh. Devendra Meena PRT 5.Ms. Nidhi Jain TGT WE	1) Registration and conducting admission tests (wherever applicable) 2) To answer the queries of parents. 3) To maintain proper records. 4) Follow admission guidelines as per KVS Norms 5) Help Parents for online process

Principal
Kendriya Vidyalaya Karauli
(Karauli, Dist. Karauli, Dist. Karauli)
Pin- 322241

<p>Sec. & Sen. Section 1.Sh.Sandeep Bansal PGT Physics I/C 2.Sh.Om Prakash Meena PGT Maths</p> <p>Primary Section 1.Sh.Devendra Meena PRT I/C 2.Sh.Vijay Singh Meena PRT 3. Miss Disha Yadav PRT</p>	<p>1) To prepare time table and amend it whenever needed during the session.</p> <p>2) To ensure proper distribution and communication of time table to the students and teachers and provide its copy to the Principal, Vice-Principal, Headmaster</p> <p>3) To ensure daily arrangement of teachers who are on leave/duty.</p> <p>4) In case of long leave vacancy of teachers arrangement of Contractual teachers with the consent of the Principal.</p>
<p>Secondary/Senior Secondary 1.Sh. Brijesh Jangid PGT Economics I/C 2.Sh. Dharm Singh meena PGT History 3. Sh. Rishikesh Meena PGT Hindi 4. Sh. Ravindra Kushwah TGT Sanskrit 5. Sh. Arvind Shakyawal TGT Art Edu.</p>	<p>1) To ensure the proper conducting of morning assembly which includes, (i)Command, (ii) Prayer (iii) Pledge (iv) Thought (v) News (vi) Talks on G.D., Value education, Current Affairs (vii) National Anthem (viii) Marching Song (ix) Proper celebrations of Different functions.</p> <p>2) To prepare plan for CCA activities for a session</p> <p>3) To plan and prepare items for different programs & celebrations of important days</p>
<p>PRIMARY 1. Smt Kanchan Pathak PRT I/C 2. Miss Disha Yadav PRT</p>	<p>1) To choke out the program for their houses and preparations of strategies.</p> <p>2) To maintain and decorate display board.</p> <p>3) Prepare the students for various competitions</p> <p>4) To assign duties to house associates</p> <p>5) Seating arrangement to conduct competitions</p>
<p>HOUSE MASTER SECONDARY</p>	<p>1. Shivaji House- Sh. Arun Kumar PGT Chem. 2. Tagore House- Smt Urmila Bai Meena TGT Hindi 3. Ashoka House- Sh. Veer Singh Meena PGT Geo 4. Raman House- Sh. Om Prakash Meena PGT Maths</p>
<p>HOUSE MASTER PRIMARY</p>	<p>1. Shivaji House – Sh. Bhairam Meena PRT 2. Tagore House- Sh. Munes Kumar PRT 3. Ashoka House- Sh. Prince PRT 4. Raman House- Sh. Devendra Meena PRT</p>


Principal
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6	MAINTENANCE & REPAIR(CIVIL)	1. Miss Nidhi Jain TGT WE I/C  2. Sh. Sandeep Bansal PGT Physics  3. Sh. Munes Kumar PRT  4. Sh. Amrit Lal Meena TGT PH&E 	1) To plan and purchase material and supervise the works. 2) To prepare the list of material and submit to the Principal for necessary action. 3) Repair work should be planned 4) Ensure for timely quotations and survey the market for competitive rates.
7	GUIDANCE & COUNCELLING	1. Principal KV Karauli 2. Sh. Sandeep Bansal PGT Physics. I/C  3. Sh. Gajraj Meena PGT CS  4. Sh. Dharm Singh Meena PGT History  5. Smt. Urmila Bai Meena TGT Hind  6. Smt. Kanchan Pathak PRT 	1) To handle the typical problems of children. 2) Monitoring of typical problematic kind of student 3) To make in touch with such parents
8	INTERACTIVE BOARD & E-CONTENT	1. Sh. Gajraj Meena PGT CS I/C  2. Sh. Neeraj Sharma Computer Instructor  3. Sh. Prince PRT 	1) To record and manage E-Classes 2) To Make plan for E-classes
9	PA SYSTEM	1. Miss Nidhi Jain I/C  2. Sh. Ashok Kumar Meena PRT Music  3. Sh. Priince PRT 	1) To maintain mike system 2) Arrange the mike system before starting of any program.
10	FURNITURE	1. Mr. Brij Lal Meena TGT S.St. I/C  2. Sh. Gajraj Meena PGT CS  3. Sh. Sandeep Bansal PGT Physics 	1) To maintain the record of furniture and prepare a list of required furniture. 2) Make an inventory for each class and department. 3) To prepare a list of broken / unserviceable furniture with the consent of the Principal. 4) To see that broken furniture is placed separately in place. 5) Repair of broken furniture and marking.


11	School Safety Advisory Committee	<p>1.Sh.Amrit Lal Meena TGT PH&E I/C</p> <p>2.Sh. Sandeep Bansal PGT Physics</p> <p>3.Sh. Brijesh Jangid PGT Eco. <i>Brijesh</i></p> <p>4.Sh. Gajraj Meena PGT CS <i>Gajraj</i></p> <p>5.Sh. Siddharth Shanker Singhal HM <i>Siddharth</i></p> <p>1. Amrit Lal Meena TGT, PH&E All Over I/c <i>Amrit</i></p> <p>2. Coach <i>Boody Singh</i></p> <p>3. Sh. Munesh Kumar I/C, Primary wing <i>M.K.S.</i></p>	Ensure Safety of all inventories/ Resources of School.
12	All Over DISCIPLINE		<ol style="list-style-type: none"> 1) To keep track of in-disciplined students and monitor them with proper counseling. 2) To check students who damage school property and call the meeting of their parents. 3) To oversee movement of students from class to ground for assembly or class or library. 4) To regulate the pass system. 5) To investigate the indiscipline cases, prepare record and suggest some ways to improve discipline.
13	CLEANLINESS		<ol style="list-style-type: none"> 1) To monitor the work of conservancy. 2) Make floor-wise in charges so that toilets and classrooms, dept. are spick and span. 3) Corridors are swiped and swabbed twice a day. 4) Toilets are cleaned twice a day. 5) Playgrounds, Parks are cleaned. 6) Departments are cleaned twice a day. 7) Make ground wise in charges. 8) Extra care is required for cleanliness of Toilets.PI monitor that toilets are clean and water is available in the toilets
14	PUBLICITY & PRESS	<p>TOILET(BOYS) Sh. Om Prakash Meena PGT Maths <i>Om</i></p> <p>TOILET(GIRLS) Smt. Urmila Bai Meena TGT Hindi <i>Urmila</i></p> <p>TOILET(GENTS Staff) Sh. Sunil Kumar Meena PRT <i>Sunil</i></p> <p>TOILET(LADIES Staff) Miss. Nidhi Jain TGT We <i>Nidhi</i></p> <p>1. Sh. Ravindra Kushwah TGT Sanskrit <i>Ravindra</i></p> <p>2. SH. Prafull Kumar Shukla JSA <i>Prafull</i></p>	<ol style="list-style-type: none"> 1) To publish / coverage of achievement of students in various competitions organized at different levels.





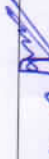





(Signature)
 322241/PID- 322241
 कर्मचारी (राज्य)/Karmachari (Raj.)
 विद्यालय (राज्य)/Vidyalyaya (Raj.)


15	PHOTOGRAPHY	<p>1. Miss Nidhi Jain TGT WE</p> <p>2. Computer Instructor</p> <p>3. Sh. Narendra Meena PRT</p>	<p>1) To collect and maintain record of photographs of various events organized in the Vidyalaya.</p> <p>2) To be ready for shooting pictures for different programmes</p>
16	SCOUT & GUIDE	<p>1. Sh. Arvind Shakyawal TGT Art Edu. I/C</p> <p>2. Sh. Amrit Lal Meena TGT Ph&E</p>	<p>1) Command and training of Scouts & guides / CUB-Bulbul</p> <p>2) To prepare calendar of activities for the session.</p> <p>3) To prepare the students for various examinations Scouts & Guides and select students to participate at cluster / regional / national level.</p>
	CUB-BULBUL	<p>1. Vijay Singh Meena PRT</p> <p>2. Smt. Kanchan Pathak PRT</p>	
17	RAJ BHASHA & HINDI	<p>1. Sh. Rishikesh Meena PGT Hindi I/C</p> <p>2. Smt. Urmila Bai Meena TGT Hindi</p> <p>3. Sh. Dhurav Singh Meena TGT Hindi</p> <p>4. Sh. Shiv Charan Meena (Lib.)</p> <p>5. Sh. Ravindra Kushwah TGT Sanskrit</p> <p>6. Sh. Mast Ram Meena SSA</p> <p>7. Sh. Prafull K Shukla JSA</p>	<p>1) Timely preparation of reports</p> <p>2) Use of Hindi Bhasha for day to day correspondence.</p> <p>3) To celebrate Hindi Pakhawara and organize different events</p> <p>4) Timely preparation of reports</p> <p>5) Use of Hindi Bhasha for day to day correspondence.</p> <p>6) To celebrate Hindi Pakhawara and organize different events</p>
	SUBJECT COMMITTEE CONVENOR		
18	ENGLISH	Sh. Pawan Kumar Meena PGT English	<p>1) Monthly meeting and its record and implementation of minutes in teaching work.</p> <p>2) To note the steps for enhancing teaching and learning process.</p> <p>3) To give emphasis to use TAL programme.</p> <p>4) To note down the steps taken for weak students. Steps taken by teachers to motivate students for better performance.</p>
	HINDI	Sh. Rishikesh Meena PGT Hindi	
	MATHS	Sh. Om Prakash Meena PGT Maths	
	SCIENCE	Sh. Sandeep Bansal PGT Physics	
	SOCIAL SC.	Sh. Brijesh Jangid PGT Eco.	
COMP. EDU.	Sh. Gajraj Meena PGT CS		


 प्रिंसिपल/Principal
 केन्द्रीय विद्यालय/ Kendriya Vidyalaya
 करौली (राज०)/Karauli (Raj)
 पिन- 322241/Pin- 322241

19	<p style="text-align: center;">LIBRARY COMMITTEE</p>	<p>1. Sh. Shiv Charan Meena TGT Librarian I/C 2. Sh. Pawan Kumar Meena PGT English 3. Sh. Rishikesh Meena PGT Hindi 4. Smt. Urmila Bai Meena TGT Hindi 5. Sh. Dhurav Singh Meena TGT Hindi 6. SH. Ramkesh Meena TGT English 7. Sh. Munesh Kumar PRT 8. Two Students of Class XII</p>	<p>1) To prepare list of required books /newspapers / magazines periodicals and journals. 2) To keep proper record of books and magazines and monitor them properly. 3) To maintain proper issuing and returning of books. 4) To promote and motivate students and teachers to get more and more books and utilize maximum use of library. 5) To prepare plan to develop library. 6) Automation of library should be followed strictly 7) To prepare list of required books /newspapers / magazines periodicals and journals. 8) To keep proper record of books and magazines and monitor them properly. 9) To maintain proper issuing and returning of books. 10) To promote and motivate students and teachers to get more and more books and utilize maximum use of library. 11) To prepare plan to develop library. 12) Automation of library should be followed strictly</p>
20	<p style="text-align: center;">PTA/ACADEMIC COUNCIL</p>	<p>1. Sh. Sandeep Bansal PGT Physics 2. Sh. Siddharth Sanker Singhal Headmaster</p>	<p>1) To keep academic discipline. 2) Keep liaison with parents in the interest of academics. 3) To work towards achieving academic targets as set by KVS. 4) Arrange for Parent teacher meeting and recording. 5) To keep academic discipline. 6) Keep liaison with parents in the interest of academics. 7) To work towards achieving academic targets as set by KVS. 8) Arrange for Parent teacher meeting and recording.</p>


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21	<p style="text-align: center;">NATURE CLUB & BEAUTIFICATION & GARDENING</p>	<p>1. Sudama Meena PGT Biology I/C  2. Sh. Pawan Kumar Meena PGT English PK 3. Sh. Amrit Lal Meena TGT PH&E  4. Sh. Shiv Charan Meena TGT Lib.  5. Smt. Jyoti Kumari Meena TGT English </p>	<p>1) To develop plantation in the Vidyalaya campus and also along the boundary wall. 2) To supervise the maintenance of existing garden. 3) Get / arrange decorative plants and pots. 4) To develop plantation in the Vidyalaya campus and also along the boundary wall. 5) To supervise the maintenance of existing garden. 6) Get / arrange decorative plants and pots.</p>
22	<p style="text-align: center;">INTEGRITY CLUB</p>	<p>1. Sh. Amrit Lal Meena TGT PH&E I/C  2. Sh. Veer Singh Meena PGT GEO.  3. Smt. Savita Yadav PRT 4. Jay Singh Meena PRT  5. Games Coach </p>	<p>1) To inculcate values among the students through Play-Way, Sports & Games. 2) To enable the students to be humane and grow wholesome personalities. 3) To inculcate values among the students through Play-Way, Sports & Games. 4) To enable the students to be humane and grow wholesome personalities.</p>
23	<p style="text-align: center;">FIRST AID</p>	<p>Smt. Urmila Bai Meena TGT Hindi I/C  Smt. Savita Yadav PRT </p>	<p>1) To maintain first aid kit and neat and clean beds for sick students. 2) To inform parents for seriously sick students. 3) To maintain first aid kit and neat and clean beds for sick students. 4) To inform parents for seriously sick students. 5) To get the medical check – up of all the students. 6) To maintain the records class-wise.</p>


Principal
राजाजी विद्यालय/ Kendriya Vidyalaya
केन्द्रीय विद्यालय/ Karauli (Raj.)
करोली (राज.)/ Karauli - 322241
फ़ोन- 322241/ Pin- 322241

24	Vidyalaya Patrika	<p>1. Sh. Brijesh Jangid PGT Eco. I/C 2. Sh. Rishikesh Meena PGT Hindi 3. Sh. Pawan Kumar Meena PGT English 3. Sh. Ravindra Kushwah TGT Sanskrit</p> 	<p>1) To record the whole year (session) activities. 2) To collect photographs of all special achievements. 3) To write a note for different functions organized in the Vidyalaya. 4) To collect the articles for magazine. 5) To record the whole year (session) activities. 6) To collect photographs of all special achievements. 7) To write a note for different functions organized in the Vidyalaya. 8) To collect the articles for magazine.</p>
25	CMP NEWS LETTER	<p>1. Sh. Siddharth Shanker Singhal, Headmaster 2. Smt. Kanchan Pathak PRT I/C 3. Sunil Kumar Meena PRT</p> 	<p>1) To record the whole year (session) activities. 2) To collect photographs of all special achievements. 3) To write a note for different functions organized in the Vidyalaya. 4) To collect the articles for magazine. 5) To record the whole year (session) activities. 6) To collect photographs of all special achievements. 7) To write a note for different functions organized in the Vidyalaya. 8) To collect the articles for magazine.</p>

26	SECURITY	<p>1. Amrit Lal meena TGT PH&E I/C 2. Sh. Sandeep Bansal PGT Physics 3. Sh. Om Prakash Meena PGT Maths</p> 	<p>1) See to it that security personals are working properly. 2) Ensure that there is full proof security. 3) Ensure that unwanted elements are not entering in the campus and staff quarters. 4) Keep a check that no item is being taken from Vidyalaya without prior permission. 5) Teacher and student will use exit pass for entrance gate. 6) Also verify the bills provided by the concerned agency. 7) After school checking of all class rooms are properly locked or not.</p>
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Principal
केन्द्रीय विद्यालय/ Kendriya Vidyalaya
काशी (गान्धी/ Gandhi, Raj)
पिन 322 001/ Pin- 322001

27	VIDYALAYA LOCAL PURCHASE COMMITTEE	<p>1. Sh. Sandeep Bansal PGT Physics <i>HS</i></p> <p>2. Sh. Gajraj Meena PGT CS <i>HS</i></p> <p>3. Ms. Nidhi Jain TGT WE <i>Nidhi</i></p> <p>4. Sh. Munesh Kumar PRT <i>M.K.</i></p>	<p>1) Plan and purchase as per KVS guidelines.</p> <p>2) Ensure quality items.</p> <p>3) Ensure about the competitive rates of the articles</p>
28	SCIENCE EXHIBITION / SCIENCE CONGRESS	<p>1 Sh. Sandeep Bansal PGT Physics <i>HS</i></p> <p>2 Sh. Arun Kumar PGT Chemistry <i>HS</i></p> <p>3 Sh. Sudama Meena PGT BIO <i>HS</i></p> <p>4 Sh. Megh Singh Meena TGT BIO <i>HS</i></p>	<p>1) To ensure scientific temperament.</p> <p>2) To ensure mass participation in Science Exhibition.</p> <p>3) To create awareness about the latest development in Science & Technology.</p>
29	SOCIAL SC. EXHIBITION	<p>1. Sh. DHarm Singh Meena PGT History <i>HS</i></p> <p>2. Sh. Brijesh Jangid PGT Eco. <i>HS</i></p> <p>3. Sh. Veer Singh Meena PGT Geo. <i>HS</i></p> <p>4. Sh. Brij Lal Meena TGT S.ST <i>HS</i></p>	<p>1) To ensure mass participation in Social Science Exhibition.</p>

All the members of staff are hereby requested to paste the circular in teacher's diaries and take up the assigned work with great zeal, interest and enthusiasm. Any carelessness in their part will hamper the work.

All the in-charges / conveners are requested to convene their meeting with prior intimation to the Principal / Vice-Principal, check out their plan of action and working and submit their reports to the under signed.

Please note that the monthly reports of the committee should be submitted to the undersigned regularly so that program of working of the committee can properly be monitored and suitable guidance can be provided in time.

All in charges are requested to maintain register and note down the work done with date suggestions for betterment of Vidyalaya.

[Signature]
Principal

Kendriya Vidyalaya Karauli
 प्रधानाचार्य/Principal
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