



केन्द्रीय विद्यालय देवगढ जिला राजसमंद पुराना अस्पताल परिसर देवगढ  
(पिन 313331)

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COMMITTEES 2019-20 w.e.f 15 Nov 2019

The following committees are consisted for smooth conduct of the Vidyalaya and the administrative in charge have been nominated. All the staff members are cordially requested to extend their whole hearted co-operation in order to ensure the maximum utilization of the resources available as well as to tap the hidden talent of the students by providing them a congenial atmosphere and desired encouragement in the Vidyalaya.

S No.	Committee	Name of Teachers	Responsibilities
1	Admission	Mr.Vishnu Kumar Bairwa I/C Mr. Dilip Singaria PGT Miss Vijeta PRT Ms Bhawna Batham	Advertisement, scrutiny of online applications and their verifications, Preparation of selection lists, proper maintenance of records, conduct of admission tests and reply for query regarding the details of admission, etc.
2	Examination	Sh.Gyan Chand Regar I/C Sh. Ganesh Ram Bairwa (CBSE) I/C Mr.Pukraj (PGT) Mrs Sudha Meena (PGT) Mr.Bharat Kumar TGT Miss Divya Prabha Primary I/C Miss Jyoti Mrs Sonam Swami	Planning and conduct of internal and external Exams, Maintenance of records, CBSE affiliation and correspondence, monitoring and compliance of CBSE Examination related circulators, Guidance to teachers regarding the assessments, Result analysis, to plan the tests-examination schedule well in advance, intimate student about the dates of tests-exams. To ensure effective implementation of CCE. To send completed nominal list of students of class X to the CBSE. Collect and remit exam fee in time. Timely updating and uploading of data in the CBSE web portal etc.
3	CCA and House Masters	Miss Teena Motwani I/C Mr .Ganesh Ram Bairwa Mr Bharat Kumar Mrs Sangeeta Goyar (Primary I/C) Mrs Indravati Solanky  House Masters:- 1. Mr.Bharat Kumar 2. Miss.Teena Motwani 3. Mr. Vishnu Bairwa 4. Mr .Keshav Varnoti	Planning and conduct of CCA activities, Planning of Morning Assembly and preparation of students for various activities, Various celebrations as directed by KVS, Annual Day, Cultural activities To make the arrangements for assembly Programme and proper implementation of all the activities under CCA in consultation with house masters. Arrange for evaluation and prize distribution. Prepare the list of festivals to be celebrated well in advance and plan

			accordingly. prepare the students for various competitions. Seating arrangements for function, events, Competition. Maintenance of perfects/student's council on duty. Maintain records of competitions. To ensure mass participation. To conduct house meeting and ensure mass participation.
4	Discipline	Mrs.Sudha Meena) I/C Mr.Ganesh Ram Bairwa Mr.Bharat Kumar Mr.Devender Kumar Mr.Ramesh Kumar Meena Mrs Indrawati Solanky I/C Miss Vijeta Kumari Mrs Sonam Swami	Regulation of movements of students, Discipline between periods, lunch break, Formation of Students council committee Conduct of School council meetings, Discipline in assembly, Checking late coming
5	Raj Bhasha	Mr.Ganesh Ram Bairwa Mr.Vishnu Kumar Bairwa	To see that Rajbhasha meetings are conducted, reports are sent, all the directions of KVS and Official language authorities implemented in the Vidyalaya
6	Games and Sports	Mr Ramesh Kumar Meena I/C Sh.Keshav Vernoti Miss Jyoti I/C (Primary) Miss Divya Prabha	To organize all the Sports and games activities in the vidyalaya, Procure all the items required for sports and games, Organize competitions and Preparation camps, Train the students to participate in various levels of competitions.
7	Scouts and Guide	Sh.Keshav Varnoti I/C Mr.Pukraj PGT Mrs Teena Motwani I/C Guide Mrs Sonam Swami I/C Miss Jyoti	To organize all the Scouts and Guides activities in the vidyalaya, Procure all the items required for scouts and guides, Organize training and Preparation camps, to implement all the activities as prescribed by KVS.
8	Time Table	Sh. Pukraj PGT I/C Mr.Daljeet Singh Meena Mrs Sudha Meena Miss Jyoti I/C Primary Miss Vijeta	Preparation, Modifications whenever necessary, making arrangements according the needs/ absence of teachers
9	Purchase Committee	Sh.Pukhraj PGT I/C Mr.Keshav Vernoti (VMC member) Mr Ram Dayal Narania Miss Teena Motwani Mr. Ramesh Kumar Meena Miss Vijeta	To scrutinize all the bills of purchases, To see that all the purchase procedures are met with, making arrangements for the procurement of items for the Vidyalaya
10	Campus Beautification & Cleanliness	Sh.Keshav Vernoti I/C Mr.Bharat Kumar Mr. R.D Narania Miss Divya Prabha Mrs Sonam Swami	To look after and the proper maintenance of the school garden, pruning of trees , maintenance of school compound and all other steps needed to beautify the building and campus. Checking of the work and assigning new tasks to the contractual laborers, providing new flower plants, ornamental plants,

			manures.
11	Nature Club	Miss Divya Prabha I/C Mrs Sonam Swami Miss. Jyoti	To organize programs to create awareness for protecting the environment. Ensure a plastic free campus. Love towards plants and animals Conduct programs to make the children aware.
12	Computer & Website	Sh. Dilip Singaria I/C Miss Bhavna Batham Miss Divya Prabha Mr. Vishnu Kumar Bairwa	To ensure day to day updating of the Vidyalaya website with all relevant information. To protect school website from Hackers.
13	Guidance and Counselling	Sh.Sudha Meena I/C Mr.Pukhraj PGT Mrs Indrawati Solanky Miss Teena Motwani	To the effective implementation of adolescence education programme and train the children in all the modules , activities provided by KVS, to arrange workshops , Doctors” classes etc to students and parents., to conduct competitions, role play. Identify the special cases and report. Try to solve the problems. Either at the school level or by professionals. To organize programs to inculcate the feeling of oneness among students by inviting eminent personalities for guiding the students in achieving positive spirit.
14	Water supply, Electrical, Drinking Water	Sh. Ram Dayal Narania I/C Mr.Ramesh Kumar Meena Miss Sonam Swami Miss Vijeta	To ensure timely maintenance and up keeping of the Vidyalaya building and campus. To procure essential materials and to find proper work force. To maintain stock register.
15	Academic Committee & Subject Committee Convenors	Mrs Sudha Meena I/C Miss Teena Motwani Mr. Ganesh Ram Bairwa Mr.Pukraj Mrs Indravati Solanky	To plan and implement the whole academic Programme for the year so as to achieve” Zero” failure in all classes, to prepare and implement a special programme for the academically slow learners and gifted children. Ensure that the spilt up syllabus is strictly followed, and correction work is done regularly. Conduct subject committee meetings at regular intervals. Encourage implementation of new methodologies. Hold academic discussion and guide teachers in making teaching –learning a joyful experience. To develop and implement academic planning for improving PI of individual Teachers in the faculties concerned.
16	CMP and Primary Resource Room	Mrs Indrawati Solanky I/C Mrs Sonam Swami Miss Divya Prabha Miss Jyoti Miss Vijeta kumari	To collect and select material for CMP newsletter every quarter. Publication of the same incorporating all the day to day activities in primary and to promote creativity among primary children.

			Plan and implement programs to ensure minimum levels of learning by making primary class rooms a wonderful place of learning through learning activities. To devise new and interesting teaching strategies for the purpose. To co-ordinate all the activities related to CMP. To monitor TLM Requirement and purchase and maintenance of stock.
17	Adventure Activities	Mr Keshav Vernoti I/C Miss Bhavna Batham Mrs Sangeeta Goyar I/C Primary Daljeet Singh Meena	To plan and organize adventure activity for the students. Safety of students etc
18	Integrity Club	Mr.Devender Kumar I/C Mr. Ganesh Ram Bairwa	To plan activities as per CBSE guide lines. The Major aim of the club is to develop human values in children. To arrange morning g assembly talks, See that the students are developing themselves as an ideal future generation.
19	Library Committee	Miss Bhawna Batham I/C Mrs Sudha Meena Mr Daljeet Singh Meena Mr.Keshav Varnoti Miss Divya Prabha Mrs Sonam Swami Four Students	To recommend suitable books for updating the library. To collect feedback from students and staff for additions to the Vidyalaya library. Responsible for the implementation of the library policy
20	PA System	MrRam Dayal Naranja I/C Smt.Sangeeta Goyar Mr.Bharat Kumar Mr.Devender Kumar	Proper functioning of PA system necessary for assembly, various other functions, their repair and maintenance
21	Swachh Bharat Abhiyaan	Miss Teena Motwani I/C Yoga Teacher Mr.Gyan Chand Regar Mr Ramesh Kumar Meena Mr Keshav Varnoti Miss Divya Prabha	To see that the Cleanness of the vidyalaya , Check whether the cleanness employee are working properly.
22	Magazine Committee	Mrs Sudha Meena I/C Mr. Keshav Varnoti Mr. Ganesh Ram Bairwa Miss Teena Motwani Miss Vijeta Kumari Mrs Sonam Swami	To collect, select and edit the works of students and staff for the printing of Vidyalaya Magazine. Timely editing printing and distribution.
23	Teaching Aids	Mrs Sudha Meena I/C Mrs Sonam Swami Miss Divya Prabha	Maintain stock of teaching aids, easy accessibility to teachers, and procurement of required teaching aids as per the demands of the teachers.
24	External Competitions	Mr Vishnu Kumar Bairwa Mr. Gyan chand Regar Mr. Bharat	To ensure maximum participation of the students in these competitions especially those recommended by the KVS like NTSE, Olympiads, and Merit cum Means Scholarships etc. Giving wide publicity of such competitions. Maintenance of Different labs.
25	Furniture	Sh.Bharat Kumar I/C Mr Ram Dayal Naranja Sh.Keshav Vernoti	To maintain the stock of furniture, optimum utilization, timely repair, procurement etc.

		Mrs Sonam Swami Mrs Sangeeta Goyar	
26	CS 54,Office accounts & Bell timings	Mr.Devender Singh I/C TGT Maths Miss Divya prabha Mrs Sudha Meena TGT Maths	To prepare summary of daily collection in both VVN and School Fund accounts and to ensure the tallying with bank statements. To see that bells are given on time
27	First Aid	Keshav Varnoti I/C Nurse Mrs Sonam Swami Mrs Sangeeta Goyar	To maintain the stock of First Aid, Easy accessibility to students on emergency To have the medical checkup done as per the schedule prescribed by KVS.
28	Maintenance Of School	Sh. Ram Dayal Narania I/C Sh.Bharat Kumar Mr. Keshav Varnoti Mr Vishnu Kumar Bairwa	To make planning for welfare of the occupants of the Vidyalaya. To arrange M&R in time. To take up annual maintenance of Vidyalaya taking help from M&R department. To see that no unwanted things are happening the Vidyalaya or its premises.
29	Technology / Shaala Darpan	Mr.Dilip Singaria I/C Sh.Divya Prabha I/C Mrs Indrawati Solanky Mrs Sonam Swami Miss Jyoti Miss Vijeta Kumari	To make available opportunities to all teachers to use adequate technology in their teaching. To ensure optimum use of available resources .To plan purchase of additional equipment to update the technology aided teaching in the Vidyalaya.
30	Grievance & Redressal Committee, Child Right Protection & Sexual Harassment Committee	Mrs Sudha Meena I/C Mr.Bharat Kumar Mr Vishnu Bairwa Mr Devender Kumar Mrs Sonam Swami	The prime objective is to promote practices and procedures which would ensure creation and sustenance of healthy employer employee relationship, expeditious settlement of genuine grievance of employees, Strengthening the team spirit among all the members to perform in concert which is necessary to achieve the goals of KVS. Provide a safe working environment. Display conspicuously at the workplace, the penal consequences of indulging in acts that may constitute sexual harassment and the composition of the Internal Complaints Committee. Treat sexual harassment as a misconduct under the service rules and initiate action for misconduct.
31	Monitoring Committee Of New Building and old building of KV Deogarh	Mr.R.D.Narania I/C Mr.Vishnu Kumar bairwa Mr Dilip Singaria Mr Keshav Varnoti	To supervise all construction work, submit the progress report of new construction, Check maintenance work of buildings. To ensure timely maintenance and up keeping of the Vidyalaya building and campus.

32	Evacuation Team & Rescue Team	Mrs Sangeeta Goyar I/C Miss Jyoti Mr Keshav Varnoti Mr.Devender Kumar	Teacher will train all the students In case of emergency or in Natural Disaster. They also
33	ACADEMIC AND ADMINISTRATIVE SUPPORT:-	Miss Teena Motwani I/C Mr.Dilip Singaria Mr.Vishnu Bairwa Mr Pukraj Mr Keshav Varnoti	The committee will help the Principal in day to day administrative matters. b) The committee can go through the circulars received form KVS RO Jaipur and KVS HQ New Delhi. c) Verification of students' attendance registers to ensure the collection of fees from all the students of their respective members of their subject. d) The committee further verifies the entries of fees particulars in the students Attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately. e) To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN)
4.	Security conservancy & safety	Mr.Ram Dayal Narania I/C Mr. Daljeet Singh Meena Mr.Keshav Varnoti Mrs Sangeeta Goyar Miss Divya Prabha	To keep a proper weekly record of working of conservancy staff. To ensure proper working of security and conservancy staff as per the contract To plan for the safety and security of the students and the Vidyalaya building. To obtain building and electrical safety certificate. To organize programmes on safety and security of the children.
<b>1. Institutional Planning &amp; Advisory Committee</b>		<i>1. To guide, suggest and chalk out all action plan for academic and co-curricular activities</i> <i>2. Will function as advisory board for Vidyalaya activities.</i> <i>3. In-charge and members of its committee will help and advise the Principal to take decisions during emergency time and in normal course of work.</i> <i>4. Decision of the committee will be final to initiate action against concerned in all matters including student discipline</i> <i>5. The committee is empowered to take decision and action on time to improve the Vidyalaya in the field of academic and co-curricular activities with the approval of the Principal.</i> <i>6. Any other related work</i>	

**NEW BUILDING INCHARGE:- Mrs Sudha Meena and Mr.Ganesh Ram Bairwa**

Note: The above list is not exhaustive, the success remains in the ability to rise to the occasion for the benefit of the children and organization.

PRINCIPAL

