

# केन्द्रीय विद्यालय न.2 जीसीएफ जबलपुर

विद्यालय समिति 2023-24

स.क.	नाम	कार्य विवरण	हस्ताक्षर
		प्रवेश	
1	श्री एस.के. मिश्रा	समग्र प्रभारी	
2	श्रीमती इंदिरा यादव	प्रभारी - सभी कक्षाओं के प्रपत्रों के ऑनलाइन सत्यापन और कक्षा XI-C के प्रपत्रों के सत्यापन के लिए कार्य	
3	शुश्री आशिता वर्मा	प्रभारी - सभी कक्षाओं के प्रपत्रों के ऑनलाइन सत्यापन और कक्षा I में प्रवेश के लिए वांछित सभी प्रकार के डेटा के सत्यापन और अपलोडिंग के लिए	
4	श्री पी.के. विरुत्कर	प्रभारी - कक्षा I-A और XI-A के प्रपत्रों के सत्यापन और डेटा की जांच के लिए	
5	श्रीमती रेखा यादव	प्रभारी - कक्षा I-B और XI-B के प्रपत्रों के सत्यापन और डेटा की जांच के लिए	
6	श्रीमती सुरभि मिश्रा	प्रभारी - कक्षा I-A और XI-A, XI-C की प्रविष्टियों के लिए विद्वान रजिस्टर में और कक्षा I-A के शुल्क संग्रह के लिए	
7	श्रीमती सोनल नायडू	प्रभारी - कक्षा I-B और XI-B, XI-C की स्कॉलर रजिस्टर में प्रविष्टियां और कक्षा I-B के शुल्क संग्रह के लिए	
*		समिति के सदस्यों द्वारा प्रभारी को दी जाने वाली सभी सहायता जब प्रभारी द्वारा वांछित हो	
		समय सारणी	
1	श्री मुकेश निगम	समग्र प्रभारी	
2	श्रीमती मंजू निखरे	प्रभारी - मध्याह्न भाजन क कतव्या आर उनके अनुशासन संबंधी कतव्या के लिए साप्ताहिक आवंटन के लिए, समय सारिणी तैयार करने में भी सहायता करना	
3	श्रीमती रेखा यादव	प्रभारी - कक्षा छठी से बारहवीं तक प्रतिदिन की व्यवस्था के लिए	
4	श्री पी.के. विरुत्कर	प्रभारी - कक्षा I से Xa के लिए पनल से सौवदा शिक्षकों की व्यवस्था के लिए और प्रभारी की अनुपस्थिति में व्यवस्था प्रदान करने के लिए	
6	श्रीमती सोनल नायडू	प्रभारी - प्राथमिक अनुभाग की समय सारिणी तैयार करने के लिए	
7	शुश्री उदिता तिकी	प्रभारी - प्रतिदिन कक्षा I से V की व्यवस्था के लिए	
*		समिति के सदस्यों द्वारा प्रभारी को दी जाने वाली सभी सहायता जब प्रभारी द्वारा वांछित हो	
		सीसीए	
1	श्रीमती चांद किशोरी	समग्र प्रभारी	
2	श्रीमती इंदिरा यादव	प्रभारी - कक्षा I से अन्य सगठना द्वारा निर्देशित विभिन्न मातावाचिका के संचालन के लिए	
3	श्रीमती अरुणा तिवारी	प्रभारी - प्रतिदिन सुबह की असेम्बली के लिए	
	श्रीमती सुरभि मिश्रा	प्रभारी - सीसीए गतिविधियों के लिए	
*		समिति के सदस्यों द्वारा प्रभारी को दी जाने वाली सभी सहायता जब प्रभारी द्वारा वांछित हो	
		परीक्षा- आंतरिक	
1	श्री एन ए खान	प्रभारी - वष भर में आयोजित परीक्षाओं के लिए योजना बनाने और निष्पादन के लिए कुल गिलाकर	
2	श्रीमती मंजू निखरे	प्रभारी - परीक्षा आयोजित करने और पीटीएम की व्यवस्था के लिए भौतिक स्टॉक की आवश्यकता का आकलन करने के लिए	
3	श्री पी.के. विरुत्कर	प्रभारी - निरीक्षण के लिए कर्तव्यों को सौंपने और परिणामों के अनुपालन के लिए प्रोफार्मा प्रदान करने के लिए	
4	श्रीमती रेखा यादव	प्रभारी - पुरस्कार सूचियों के संशोधन और सकलन के बाद प्रतियों के समय पर संग्रह के लिए प्रभारी	
*		ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	

**बाहरी परीक्षा**

1	श्री एस के मिश्रा	समग्र प्रोग्राम साबाएसाई और अन्य संगठन के साथ दस्तावेजीकरण और पत्राचार के लिए	AA
2	श्री मुकेश निगम	प्रोग्राम - बाहरी परीक्षा और साबाएसाई मूल्यांकन के दौरान सभी भौतिक व्यवस्थाओं के लिए	
3	श्री हेमराज ठाकुर	प्रोग्राम - सीबीएसई या अन्य संगठन द्वारा वॉलेंट सभी जानकारी और डेटा अपलोड करने के लिए	
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			

**सीबीएसई**

1	श्रीमती मंजू निखरे	प्रोग्राम - समग्र रूप से विशेष रूप से साबाएसाई और अन्य संगठन के साथ दस्तावेजीकरण और पत्राचार के लिए	
2	श्री मुकेश निगम	सीबीएसई परीक्षा, मॉडरेशन और मूल्यांकन के संचालन के लिए	
3	श्री हेमराज ठाकुर	प्रोग्राम - साबाएसाई या अन्य संगठन द्वारा वॉलेंट सभी जानकारी और डेटा अपलोड करने के लिए	
4	श्री ए के बाजपेयी	प्रोग्राम - शिक्षकों को आवंटित विभिन्न कतबों के संबंध में सूची तैयार करना और दस्तावेजों की व्यवस्था करना	

**ओलंपियाड और व्याख्यान/समिनार**

1	श्री संगीता उमरे	प्रोग्राम - पूरे वर्ष योजना और निष्पादन के लिए	2
2	श्रीमती निरमा सिंह	प्रोग्राम - ओलंपियाड के संचालन के लिए सभी भौतिक व्यवस्थाओं के लिए	
3	श्री ए के बाजपेयी	प्रोग्राम - विभिन्न ओलंपियाड में सभी प्रतिभागियों के रिकार्ड को बनाए रखने के लिए	
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			


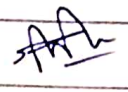
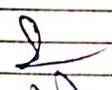
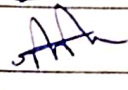




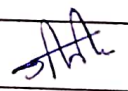


**क्रय समिति**


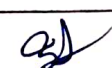


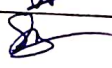


1	श्री शैलेंद्र बेलवंशी	वर्ष भर में की जाने वाली सभी खरीदों के लिए	
2	श्री एस.के.मिश्रा	प्रोग्राम - खरीदों को जानने वाली वस्तु के भौतिक सत्यापन के लिए और गुणवत्ता का सुझाव देने के लिए	AA
3	श्री। प्रदीप कुमार विरुत्कर	प्रोग्राम - जम पोटल के माध्यम से प्रदान की गई फर्मा क डेटा को संचालित करने और खरीद की नोट शीट लगाने के लिए	
4	श्रीमती चंद किशोरी	प्रोग्राम - जम पोटल के माध्यम से की गई संपूर्ण खरीद का रिकार्ड रखने के लिए प्रोग्राम	AA
5	श्री हेमराज सिंह ठाकुर	प्रोग्राम - जम पोटल का आकलन करने और सामग्री को विवरण प्रदान करने के लिए	
6	श्रीमती निरमा सिंह	प्रोग्राम - जम पोटल पर उपलब्ध न होने वाली वस्तुओं की खरीद के लिए निम्नलिखित प्रक्रिया के वीएस खाता कोड में रखी गई है	
* O THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE; THIS COMMITTEE WILL ALSO SERVE AS LOCAL PURCHA			

**GARDENING**

1	Mrs. USHA YADAV	I/C OVER ALL FOR PLANNING AND EXECUTION OF EFFECTIVE GARDENING; FOR CONDUCTING GSP AUDIT IN TIME AND ALL COMPETITIONS RELATED TO GREEN SCHOOL. I/C for tendring through GEM for gardening services in the month of September 20233	
2	Ms. ANISHA SONI	I/C FOR MAINTAINING HERBAL GARDEN AND TO ESTABLISH FULLY FUNCTIONAL VERICOMPOSTING PIT	
3	Mrs. SONAL NAIDU	I/C FOR MAINTAINING GARDEN NEAR SIDE EXIT	
4	Mrs. SHILPA JUNEJA	I/C FOR MAINTAINING FRONT GARDEN AND ALSO TO MAKE CORROSPONDENCES FOR ESTABLISHING RAIN WATER HARVESTING UNIT COMPLETELY	
5	Ms. KOMAL	I/C FOR GAREDN NEAR PRIMARY CLASSES AND ALSO TO MAINTAIN THE UNITS OF RAIN WATER HARVESTING.	
* ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE			








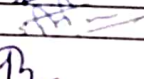


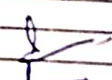





COMMITTEE AGAINST SEXUAL HARASSMENT			
1			
2	Mrs. SANGITA UMRE	I/C OVERALL AND FOR COUNSELLING AND ARRANGING THE CONVERSATION WITH THE CHILD/ TEACHER, IF ANY CASE APPEARS	
3	Mrs. MANJU NIKHARE	I/C FOR MAINTAINING THE PHYSICAL ARRANGEMENTS AS PER THE NEED OF THE HOUR	
4	Mrs. USHA YADAV	I/C FOR CONTACTING THE PERSONS DESIRED FOR SETTling THE CASES	
5	Mr. S.K.MISHRA	I/C FOR MAINTAINING ALL THE CORROSPONDENCES AS PER HE NEED OF THE HOUR	
6	Mr. AJEET KUMAR YADAV	I/C FOR RECORDING THE EVIDENCES	
* ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE AUTHORITY AS AND WHEN DESIRED BY THE AUTHORITY			
GRIEVANCE REDRESSAL COMMITTEE			
1	Ms. SANGITA UMRE	I/C OVER ALL SPECIALLY TO REPORT THE GRIEVANCE	
2	Mr. S.K.MISHRA	I/C FOR OBTAINING THE DOCUMENTS RELATED TO THE GRIEVANCE	
3	Mr. N.A.KHAN	I/C FOR RECORDING THE DOCUMENTS	
4	Mrs. CHAND KISHORI	TO ASSIST IN REDRESSING THE GRIEVANCE	
5	Mrs. NISHMA SINGH	TO ASSIST IN REDRESSING THE GRIEVANCE	
* ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE AUTHORITY AS AND WHEN DESIRED BY THE AUTHORITY			
Condemnation Committee			
	Mr. Shailendra Belwanshi	I/C OVER ALL FOR PLANNING AND EXECUTION THROUGHOUT THE YEAR	
1	Mrs. SONAL SEHGAL	I/C for electrical condemnation	
2	Mrs. REKHA YADAV	I/C for book/paper condemnation	
3	Mr. AJEET YADAV	I/C for weeding out	
4	Mrs. BHAWNA JATAV	I/C process of official document	
5	Mr. C.P. NAPIT (Sub-staff)		
6	Mr. VINOD (Sub-staff)		
CLEANLINES COMMITTEE			
1	Ms. SANGITA UMRE	OVER ALL I/C AND SPECIALLY RESPONSIBLE FOR CLEANLINES OF AREA NEAR THE SUMP AND PUMP HOUSE AND NEAR THE TRANSFORMER I/C for tendering of cleaning services on GEM in the month of September-2023	
2	Mrs. USHA YADAV	कक्षा 7-A के पास वाले महिला शौचालय की सफाई तथा उसमें उपकरण की functioning को सुनिश्चित करना।	
3	Ms. KOMAL	कक्षा 5-A के पास वाले महिला शौचालय की साफ-सफाई को सुनिश्चित करना।	
4	Mrs. MANJU NIKHARE	Music Room के पास वाले CWSN के शौचालय की साफ-सफाई को सुनिश्चित करना साथ ही वहाँ के आवश्यक उपकरणों/ fixtures की उपलब्धता को सुनिश्चित करना।	
5	Mrs. Sunil Mishra	Music Room के पास वाले पुरुष शौचालय की साफ-सफाई को सुनिश्चित करना।	
6	Mr. AJEET YADAV	कक्षा IX-B के पास वाले पुरुष शौचालय की साफ-सफाई को सुनिश्चित करना।	
7	MR. ANIL BAJPAI	कक्षा VIII-A के पास वाले पुरुष शौचालय की साफ-सफाई को सुनिश्चित करना।	
8	Mr. JINTENDRA PATEL	कक्षा X-A के पास वाले पुरुष शौचालय की साफ-सफाई को सुनिश्चित करना।	
9	Mrs. SONAL NAIDU	कक्षा II-B के पास वाले महिला शौचालय की साफ-सफाई को सुनिश्चित करना।	
10	Mrs. Chand Kishori	CWSN शौचालय जो स्टाफ रूम के पास है उसकी साफ-सफाई को सुनिश्चित करना।	
11	Mrs. Indira Yadav	स्टाफ रूम के पास महिला शौचालय की साफ-सफाई को सुनिश्चित करना।	
12	Mr. Shailendra Belwanshi	स्टाफ रूम के पास पुरुष शौचालय की साफ-सफाई को सुनिश्चित करना।	







13	Mr. P.K. Virutkar	नई बिलडिंग के प्रथम तल के शौचालय की साफ-सफाई को सुनिश्चित करना।	
14	Mr. Sudhir Khandelwal	नई बिलडिंग के भू-तल के शौचालय की साफ-सफाई को सुनिश्चित करना।	
15	Mrs. Sonia Sehgal	नई बिलडिंग भू-तल के WE Room के पास के शौचालय की साफ-सफाई को सुनिश्चित करना।	
16	Mr. Ajay Singh	नई बिलडिंग के स्काउट एवं गार्ड रूम के पास पेयजल के आसपास की साफ-सफाई को सुनिश्चित करना।	
17	Mr. Mukesh Nigam	नई बिलडिंग के प्रथम तल पेयजल के आसपास की साफ-सफाई को सुनिश्चित करना।	
18	Ms. Anish Soni	सुनिश्चित करना।	
19	Ms. Uditrikey	कक्षा I-A के पास पेयजल के आसपास की साफ-सफाई को सुनिश्चित करना।	
20	Mrs. BHAWNA JATAV	कक्षा X-B के पास पेयजल के आसपास की साफ-सफाई को सुनिश्चित करना।	
21	Mrs. Nazir Ahamad Khan	कक्षा XII-A के पास पेयजल के आसपास की साफ-सफाई को सुनिश्चित करना।	
ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE			
<b>SAFETY AND SECUTIRY</b>			
1	Mr. SHAIENDRA BELWANSHI	OVER ALL INCHARGE SPECIALLY FOR OBTAINING THE CERTIFICATE OF FIRE SAFETY AND MOCK DRILLS I/C for tendering of security services on GEM in the month of September-2023	
2	Mr. A.K.SINGH	I/C FOR ENSURING THE ATTENDANCE OF GUARDS AND TO ENSURE THE AVAILABILITY OF SAND AT SPECIFIED LOCATIONS.	
3	Mr. AJEET YADAV	I/C FOR PHYSICAL ARRANGEMETS DESIRED FOR SAFETY AND SECURITY OF SCHOOL AND ENSURE THE FILLING OF FIRE EXTINGUISHERS IN TIME.	
4	Mrs. SONIA SEHGAL	I/C FOR COMPLATION OF DOCUMENTS AND BILLS, AND OF POLICE VERIFICATION OF GUARDS	
5	Mr. HEMRAJ	I/C FOR ASSESING THE NEED OF NEW CCTV CAMERA DESIRED AND FOR PROPER FUNCTIONING OF ALREADY EXISTING CAMERAS	
ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE			
<b>ELECTRICAL MAINTENANCE</b>			
1	Mrs. SONIA SEHGAL	OVER ALL I/C AND I/C SPECIALLY FOR ELECTRICAL MAINTENANCE OF STREET LIGHTS AND STAFF QUARTERS	
2	Mrs. SURBHI MISHRA	I/C FOR ELECTRICAL MAINTENANCE IN MUSIC ROOM AND STAGE	
3	Mrs. Bhavna Jatav	I/C FOR ELECTRICAL MAINTENANCE IN ALL THE CLASSES OF FIRST FLOOR	
4	Mrs. ANUPAMA BAJPAI	I/C FOR ELECTRICAL MAINTENANCE OF ALL THE CLASSES OF GROUND FLOOR	
5	Ms. ANEESHA SONI	I/C FOR ELECTRICAL MAINTENANCE OF ALL THE LADIES AND GIRLS TOILET	
6	Mr. AJEET YADAV	I/C FOR ELECTRICAL MAINTENANCE OF ALL THE GENTS AND BOYS TOILET	
HE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			

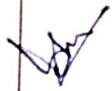

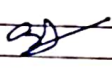

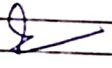


CIVIL MAINTENANCE			
1	Mr. S.K.MISHRA	OVERALL I/C SPECIALLY FOR COLOUR WASH, FITTINGS AND FIXTURES	AA
2	Mrs. ARUNA TIWARI	MAINTENANCE OF RAMPS, STAIRS AND RAILINGS	Son
3	Mr. S.K.KHANDELWAL	MAINTENANCE OF EQUIPMENTS OF GYM, PRIMARY CHILDREN PARK AND SPORTS GROUNDS	
4	Mr. A.K.BAJPAI	MAINTENANCE OF CLASSES AND CORRIDORS	
5	Ms. ASHITA	MAINTENANCE OF ALL THE TOILETS AND WATER POINTS	
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			
PUSTAKOPAHAR			
1	Mrs. REKHA YADAV	OVER ALL I/C COMPLETELY RESPONSIBLE FOR PLANNING AND EXECUTION BEFORE 05.04.2023. I/C FOR MAINTAINING THE RECORD FOR OVERALL COLLECTION AND DISTRIBUTION CLASSWISE	
2	Mrs. ARUNA TIWARI	I/C FOR PROPER COLLECTION AND DISTRIBUTION OF OLD BOOKS FROM CLASS VI TO VIII	Son
3	Mrs. ANUPAMA BAJPAI	I/C FOR PROPER COLLECTION AND DISTRIBUTION OF OLD BOOKS FROM CLASS IX TO X	AA
4	Mis. Ashita Verma	I/C FOR PROPER COLLECTION AND DISTRIBUTION OF OLD BOOKS FROM CLASS III TO V	
5	Mrs. SONAL NAIDU	I/C FOR PROPER COLLECTION AND DISTRIBUTION OF OLD BOOKS FROM CLASS I TO II	
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			
PRINTING OF SCHOOL DIARY			
1			
2	MrS. NISHMA SINGH	I/C TO COMPILE ALL THE DATA GIVEN BY THE OVER ALL INCHARGE AND TO PROVIDE IT TO THE PRINTER	
3	Mrs. Surbhi Mishra	I/C TO PROVIDE THE CALENDAR OF CCA ACTIVITIES( BOTH PRIMARY AND SECONNDARY) ALONG WITH PHOTOGRAPH OF PREVIOUS YEARS ACTIVITY	
4	Mr. S.K. MISHRA	I/C TO PROVIDE ALL THE DETAILS RELATED TO THE ADMISSION PROCEEDURE AND FEE STRUCTURE	AA
5	Mr. N.A.KHAN	I/C TO PROVIDE ALL THE INFORMATION RELATED TO THE EXAMINATION PROCEEDURE	
6	Mr. P.K.VIRUTKAR	I/C TO PROVIDE THE LIST OF HOIDAYS AND OTHER MISCELLANEOUS NEEDED FOR STUDENT'S DIARY	
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			
PRINTING OF SCHOOL MAGAZINE DIGITAL			
1	Mrs.ARUNA TIWARI	I/C OVER ALL ; TO ENSURE, EVERY STUDENT COULD BE HANDED OVER THE MAGAZINE ON 01.07.2023	Son
2	Mrs. ANUPMA BAJPAI	I/C TO COLLECT ALL THE ARTICLES IN ENGLISH FROM THE STUDENTS/TEACHERS BY 25.04.2023	AA
3	Mrs.BHAWANA JATAV	I/C TO COLLECT ALL THE ARTICLES IN SANSKRIT AND HINDI FROM THE STUDENTS/TEACHERS BY 25.04.2023	Son
4	Mrs. P.K.VIRUTKAR	I/C TO PROVIDE THE PHOTOGRAPHS FOR THE MAGAZINE BY 25.04.2023	
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			
RTI			
1	Mr. S.K.MISHRA	I/C TO PROVIDE THE DESIRED INFORMATION TO REGIONAL OFFICE VIA PRINCIPAL	AA
2	Mr. JITENDRA PATEL	I/C TO COMPILE THE DESIRED INFORMATION	Son

ACADEMIC ADVISORY COMMITTEE			
1	Ms. SANGITA UMRE	I/C OVERALL SPECIALLY TO ORGANISE THE MEETING OF COMMITTEE BEFORE STAFF MEETING ON LAST WORKING DAY AND TO MAINTAIN ITS RECORD	
2	Mr. S. K. MISHRA	TO ADVISE THE STRATEGIC REFORMS DESIRED WHILE TAKING ADMISSION	
3	Mr. MUKESH NIGAM	TO ADVISE THE STRATEGIC REFORMS DESIRED WITH REFERENCE TO TIME TABLE	
4	Mr. N. A. KHAN	TO ADVISE THE STRATEGIC REFORMS DESIRED WITH REFERENCE TO INTERNAL EXAMINATION	
5	Mrs. CHAND KISHORI	TO ADVISE THE STRATEGIC REFORMS DESIRED WITH REFERENCE TO THE SPOKEN ENGLISH AND IMPROVEMENT OF LANGUAGE TEACHING	
6	Mr. JITENDRA PATEL	TO ADVISE THE STRATEGIC REFORMS DESIRED WITH REFERENCE TO THE SPEAKING EFFECTIVE HINDI AND IMPROVEMENT OF LANGUAGE TEACHING	
7	Mrs. NISHMA SINGH	TO ADVISE THE STRATEGIC REFORMS DESIRED TO IMPROVE THE TEACHING LEARNING IN PRIMARY CLASSES	
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			
FURNITURE			
1	Mrs. USHA YADAV	I/C OVER ALL; SPECIALLY TO ARRANGE FOR REPAIRING OR PURCHASE OF NEW FURNITURE FOR STUDENTS AND STAFF	
2	Mr. A. K. SINGH	I/C TO KEEP RECORD TO BROKEN FURNITURE, FURNITURE REPAIRED CLASSWISE AND PROVIDE IT FOR CLASSES	
3	Mrs. SONIA SEHGAL	I/C TO MAINTAIN FURNITURE FOR CLASSES IX TO XII	
4	Mrs. ANUPAMA BAIPAI	I/C TO MAINTAIN FURNITURE FOR CLASSES VI TO VIII	
5	Mrs. SHILPA JUNEJA	I/C TO MAINTAIN FURNITURE FOR CLASSES I TO V	
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			
DISCIPLINE			
1	Mr. S. K. KHANDELWAL	I/C OVER ALL	
2	Ms. SANGITA UMRE	I/C TO MAINTAIN DISCIPLINE OF GIRLS ON FIRST FLOOR	
3	Mr. S. K. MISHRA	I/C TO MAINTAIN DISCIPLINE OF BOYS ON FIRST FLOOR	
4	Mr. JITENDRA KUMAR PATEL	I/C TO MAINTAIN DISCIPLINE OF BOYS ON GROUND FLOOR	
5	Mrs. BHAWANA JATAV	I/C TO MAINTAIN DISCIPLINE OF GIRLS ON GROUND FLOOR	
6	Mrs. SHILPA JUNEJA	I/C TO MAINTAIN DISCIPLINE OF STUDENTS (PRIMARY SECTION) ON FIRST FLOOR	
7	Mrs. SONAL NAIDU	I/C TO MAINTAIN DISCIPLINE OF STUDENTS (PRIMARY SECTION) ON GROUND FLOOR	
* ALL THE CLASS TEACHERS ARE RESPONSIBLE FOR MAINTAINING DISCIPLINE DURING ASSEMBLY			
REFRESHMENT COMMITTEE			
1	Ms. SANGITA UMRE	I/C OVER ALL	
2	Mrs. SONIA SEHGAL	I/C FOR PHYSICAL ARRANGEMENTS	
3	Mrs. REKHA YADAV	I/C FOR ENSURING PROPER SERVINGS AND TO MAINTAIN THE VISITORS BOOK	
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			
TENDER OPENING COMMITTEE			
1	Mr. MUKESH NIGAM	I/C OVER ALL AND TO SUBMIT THE NOTE SHEET ON COMPLETION OF PROCESS	
2	Mr. S. K. MISHRA	I/C FOR VERIFICATION OF DOCUMENTS	
3	Mrs. USHA YADAV	I/C FOR RECORDING OF DOCUMENTS	
4	Mr. SHAILENDRA BELWANSHI		CO OPTED MEMBER
4	Mr. N. A. KHAN	I/C FOR SUMMERIZING THE PROCESS	
5	Mr. S. K. KHANDELWAL	I/C FOR VERIFICATION OF DOCUMENTS	



6	Mr. Deepak Gupta / ISA/SSA	I/C FOR CORRESPONDENCES AND ADVICE AS PER KVS ACCOUNT CODE	
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH-			
<b>DRINKING WATER FACILITY</b>			
1	Mrs. USHA YADAV	I/C OVER ALL SPECIALLY FOR TIMELY CLEANLINESS OF WATER TANKS, SUMP AND FOR OBTAINING CLEAN WATER AVAILABILITY CERTIFICATE BY GCF BY 30.04.2023	
2	Ms. ANISHA SONI	I/C FOR SUPPLY OF CLEAN AND COLD WATER AT WATER PONT NEAR CLASS III-B, INTACT TAPS AND NO WASTAGE OF WATER	
3	Mrs. ANUPAMA BAJPAI	I/C FOR SUPPLY OF CLEAN AND COLD WATER AT WATER POINT NEAR OFFICE , INTACT TAPS AND NO WASTAGE OF WATER	
4	Mrs. SONIA SEHGAL	I/C FOR SUPPLY OF CLEAN AND COLD WATER AT WATER PONT NEAR SIDE EXIT , INTACT TAPS AND NO WASTAGE OF WATER	
* ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE			
<b>SCOUTS AND GUIDES</b>			
1		I/C OVER ALL TO COMPLETE THE REGISTRATION OF SCOUT- GUIDE UNIT OF VIDYALAY IN TIME.	
2	Mr. A.K.SINGH	TO PREPARE THE SCOUTS FOR RASHTRAPATI AWARD AND REGISTER THE CANDIDATES IN TIME FOR PM SHEILD	
3			
4	Mr.N.A.KHAN	I/C TO PREPARE THE SCOUTS FOR PRATHAM AND DWITIYA SOPAN ALONG WITH THEIR LOG BOOKS	
5	Mr.P.K.VIRUTKAR	I/C TO PREPARE THE SCOUTS FOR TRITIYA SOPAN AND RAJYA PURUSKAR ALONG WITH THEIR LOG BOOKS	
7	Mrs. MANJU NIKHARE	I/C TO PREPARE THE GUIDES FOR RASHTRAPATI PURUSKAR ALONG WITH THEIR LOG BOOKS	
8	Mrs. REKHA YADAV	I/C TO PREPARE THE GUIDES FOR PRATHAM AND DWITIYA SOPAN ALONG WITH THEIR LOG BOOKS	
9	Mrs. BHAWANA JATAV	I/C TO PREPARE THE GUIDES FOR TRITIYA SOPAN AND RAJYA PURUSKAR ALONG WITH HEIR LOG BOOKS	
	Ms. UDITA TIRKEY	I/C TO PREPARE THE CUBS AND BULBULS FOR GOLDEN ARROW BADGE ALONG WITH THEIR LOG BOOKS	
11	Mrs. SONAL NAIDU	I/C TO PREPARE THE CUBS AND BULBULS FOR CUB-BULBUL UTSAV	
* ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE			
<b>LIBRARY COMMITTEE</b>			
1	Mrs. REKHA YADAV	I/C OVER ALL; TO ARRANGE THE MEETING OF COMMITTEE ON FIRST FRIDAY OF EVERY MONTH AFTER SCHOOL	
2	Mrs. ANUPAMA BAJPAI	TO SUGGEST THE BOOKS AND ACTIVITIES FOR IMPROVING SPOKEN ENGLISH AND LANGUAGE ENRICHMENT	
3	Mrs. Bhavna Jatav	TO SUGGEST THE BOOKS AND ACTIVITIES FOR IMPROVING LINGUISTIC ABILITIES IN HINDI AND LANGUAGE ENRICHMENT	
4	Mr. MUKESH NIGAM	TO SUGGEST THE BOOKS AND ACTIVITIES FOR IMPROVING MATHEMATICAL CONCEPTS	

5	Mrs.USHA YADAV	TO SUGGEST THE BOOKS AND ACTIVITIES FOR IMPROVING SCIENTIFIC ATTITUDE AND CONCEPTUAL KNOWLEDGE	
6	Mrs. CHAND KISHORI	TO SUGGEST THE BOOKS AND ACTIVITIES FOR IMPROVING ACCOUNTING SKILLS AND SUBJECT ENRICHMENT	
7	Mrs. NISHMA SINGH	TO SUGGEST THE BOOKS AND ACTIVITIES FOR IMPROVING VALUES AND JOYFUL READING	
8	Mrs. SHILPA JUNEJA	TO SUGGEST THE BOOKS AND ACTIVITIES FOR IMPROVING SPOKEN ENGLISH AND LANGUAGE ENRICHMENT OF PRIMARY STUDENTS	
* ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE			
<b>PUBLIC ADDRESS SYSTEM</b>			
1	Mrs. SONIA SEHGAL	I/C OVER ALL	
2	MrS. SURBHI Mishra	I/C TO ARRANGE THE P.A.SYSTEM AT TIMES OF FUNCTION	
3	Mr. A.K.BAJPAI	I/C TO ARRANGE THE LED SCREEN WHEN EVER DESIRED FOR ANY FUNCTION	
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			
<b>RAJBHASHA</b>			
1	Mrs. INDIRA YADAV	I/C OVERALL	
2		I/C TO ARRANGE THE ORGANNISATION OF COMMITTEE MEETING ON THIRD FRIDAY OF EVERY MONTH	
3	Mrs. BHAWANA JATAV	I/C TO RECORD THE PROCEEDINGS OF EVERY MEETING	
4	Mrs. ARUNA TIWARI	TO SUGGEST THE ENRICHMENT ACTIVITIES AND TO DETAIL THE COMPETITIONS EXTENDED BY DIFFERENT ORGANISATIONS	
5	Ms. KOMAL	I/C TO SUGGEST THE ACTIVITIES DESIRED FOF PRIMARY SECTION	
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			
<b>M.I AND HEALTH CHECK UP</b>			
1	Mrs. USHA YADAV	I/C OVER ALL; TO PLAN AND EXECUTE THE SCHEDULE FOR MEDICAL CHECK-UP OF SECONDARY STUDENTS TWICE A YEAR AND VACCINATION;IF ANY	
2	MS. ANISHA SONI	I/C TO ARRANGE THE STUDENTS OF CLASS VI TO XII FOR MEDICAL CHECK-UP AND VACCINATION ;IF ANY AND TO MAINTAIN THE RECORDS	
3	Mrs. NISHMA SINGH	I/C OVER ALL; TO PLAN AND EXECUTE THE SCHEDULE FOR MEDICAL CHECK-UP OF PRIMARY STUDENTS TWICE A YEAR AND VACCINATION;IF ANY	
4	Ms. KOMAL BANSAL	I/C TO ARRANGE THE STUDENTS OF CLASS I TO V FOR MEDICAL CHECK-UP AND VACCINATION ;IF ANY AND TO MAINTAIN THE RECORDS	
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			
<b>STAFF QUARTER ALLOTTMENT AND STAFF QUARTER MAINTENANCE</b>			
1	Ms. SANGITA UMRE	I/C OVER ALL	
2	Mr.SHAILENDRA BELWANSHI	I/C TO PREPARE THE NOTE SHEET AS PER KVS ACCOUNT CODE FOR QUARTER ALLOTTMENT	
3	Mr.AJEET YADAV	I/C TO PREPARE THE REQUISITION FOR MAINTENANCE OF STAFF QUARTER	
4	Mr. N.A.KHAN	I/C FOR PHYSICAL VERIFICATION OF STAFF QUARTERS FOR NEED OF MAINTENANCE	
5	Mr. A.K.BAJPAI	I/C TO MAINTAIN THE RECORD OF STAFF QUARTER MAINTENANCE	
6	Mr. Deepak Gupta/JSA/SSA	I/C TO PREPARE THE NOTE SHEET AS PER KVS ACCOUNT CODE FOR STAFF QUARTER MAINTENANCE	
* ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE			



**BEAUTIFICATION**

1	MR. PRADEEP KUMAR VIRUTKAR	I/C Over all specially for Administrative wings & Ramps	
2	MRS. SONIA SEHGAL	I/C for Upper Wing from Physics Lab to Stairs Near VII-A	✓
3	MRS. SHILPA JUNEJA	I/C for Upper Wing from VI-B to Computer Lab	
4	MS. UDITA TIRKEY	I/C Lower Wing from Class-I-A to III-B including both Stairs	
5	MRS. BHAWNA JATAV	I/C Lower Wing from Chemistry Lab to Stairs near X-A	✓
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			

**PRESS AND PHOTOGRAPHY**

1	MR. PRADEEP KUMAR VIRUTKAR	I/C Over all specially to arrange for Photographs of functions	
2	MRS. ANUPAMA BAJPAI	I/C English Press release/report within half an hour of completions of event	✓
3	MRS. BHAWNA JATAV	I/C Hindi Press release/report within half an hour of completions of event	✓

**PARENT TEACHER ASSOCIATION**

1	MR. NAZIR AHMAD KHAN	I/c Overall - to plan & execute PTA as per schedule	
2	Mr. A.K.BAJPAI	To maintain the record & minutes of PTA	
3	MRS. NISHMA SINGH	To arrange the PTA	
4	MRS SONAL NAIDU	To Co-ordinate the Circular suggested in PTA	
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			

**WEBSITE MAINTENANCE COMMITTEE**

1	MR. HEMRAJ SINGH THAKUR	I/c Overall - to maintenance & update the content on website as per KVS instructions	
2	MR. P.K.VIRUTKAR	I/c to provide photographs on monthly basis for updating in website by 25th of every month	
3	MRS. MANJU NIKHARE	I/c to visit the website on last working day & submit the report about updated versions on same day	
4	Ms. ASHITA VERMA	I/C to complete the information from various departments to be uploaded in Website	✓
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			

**AEP**

1	MRS. MANJU NIKHARE	I/c Overall for conducting the activities of AEP	
2	Mrs/ Bhawna Jatav	I/c to plan the Calender of Activities	
3	MRS. USHA YADAV	I/c to arrange/conduct the activites as per plan	✓
4	Ms. ANISHA SONI	I/s to record the details of actived on monthly basis	
5	MRS NISHMA SINGH.	I/c to arrange the meeting of AEP Committee on third Friday of every month after school hours.	
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			

**CMP**

1	MRS. NISHMA SINGH	I/c overall to plann & execute CMP activities throught the session	
2	MRS. SHILPA T. JUNEJA	To decorate CMP room- Theme wise & subject wise & helps in co-ordination of CMP activities	
3	Ms. ASHITA		
4	MS. UDITA TIRKEY		✓
* THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCH			

**GAMES AND SPORTS**

1	MR. S.K.KHANDELWAL	I/c Overall - to plan & execute the calendr of activites of Sports.	
2	MR. S.K.MISHRA	to Co-ordinate with sports department during Regional Sports Meet.	
3	MR. SHAILENDRA BELWANSHI	to Co-ordinate with sports department during School Level Sports Event.	✓
4	MRS NISHMA SINGH	To Co-rodinate all the sports activities for Primary Sections	

5	Ms. KOMAL BANSAL	To get the sports articles from I/c and issue to each Class Teacher of Primary Sections maintain its records.	
* Each Primary Teacher should get few sports articles issued so that it may be handed to students during Games Period			

**SCHOLARSHIPS/STAE GOVT. FLAGSHIP PROGRAMME**

1	Mrs. MANJU NIKHARE	I/C OVERALL TO EXECUTE AND MONITOR ALL STATE GOVT. SCHOLARSHIP AND FLAGSHIP SCHEMES	
2	Mrs. CHAND KISHORI	I/C OVERALL TO EXECUTE AND MONITOR ALL STATE GOVT. SCHOLARSHIP AND FLAGSHIP SCHEMES FOR CLASSES IX TO XII	
3	Mrs. BHAWNA JATAV	I/C OVERALL TO EXECUTE AND MONITOR ALL STATE GOVT. SCHOLARSHIP AND FLAGSHIP SCHEMES FOR CLASSES VI TO VIII	
4	Ms. KOMAL BANSAL	I/C OVERALL TO EXECUTE AND MONITOR ALL STATE GOVT. SCHOLARSHIP AND FLAGSHIP SCHEMES FOR PRIMARY CLASSES	

**ROUTES TO ROUTES/ VIRSA/ CULTURAL PROGRAMME**

1	Mrs. SURBHI MISHRA	I/C OVERALL FOR PARTICIPATION OF STUDENTS AND COORDINATION WITH CONCERNED GROUP/NGO	
2	MS. ASHITA	I/C TO PROVIDE ALL TECHNICAL SUPPORT FOR PARTICIPATION AND UPLOADING OF VIDEOS AND DATA	

**ACP**

1	Mr. Ajeet Yadav	I/C FOR PLANNING AND CONDUCTION OF ACP CLASSES IN THE SCHOOL	
2	Mrs BHAWANA JATAV	I/C TO PREPARE A TIME TABLE OF ACP CLASSES BY 05.04.2023	
3	Mr. JITENDRA PATEL	I/C TO COORDINATE ACP CLASSES OF CLASS 7 AND TO KEEP RECORD OF ACTIVITIES CONDUCTED DURING THE SESSION	
4	Mr. P.K.VIRUTKAR	I/C TO COORDINATE ACP CLASSES OF CLASS 8 AND TO KEEP RECORD OF ACTIVITIES CONDUCTED DURING THE SESSION	
5	Mrs.SONIA SEHGAL	I/C TO COORDINATE ACP CLASSES OF CLASS 8 AND TO KEEP RECORD OF ACTIVITIES CONDUCTED DURING THE SESSION	

**UBI FEE VERIFICATION**

1	Mr. HEMRAJ SINGH THAKUR		
2	Ms Ashita	primary (1-5)	
3	Ms. Anisha	secondary (6-10)	
4	Mr. BELWANSHI	senior secondry (11-12)	

**Maintenance of Computer peripherls & ICT Infrastructure**

1	Mr. HEMRAJ SINGH THAKUR		
2		ALL DEPARTMENT	
3		ALL E-CLASSROOM	

**TRANSFER CERTIFICATE**

1	Ms. KOMAL		
2	Ms. UDITA		

Countersigned by

Nominee Chairman  
VMC, KV No. 2, GCF  
Jabalpur

28/3/2023

(Akanksha Samuel)  
Principal