

केन्द्रीय विद्यालय क्र 1 प्रथम पाली
शक्ति नगर, ग्वालियर 474002

आकाशवाणी भवन के पास

मानव संसाधन एवं विकास मंत्रालय -भारत सरकार

वेबसाइट : <https://no1gwalior.kvs.ac.in>

ईमेल : ppl.gwaliorno1@kvs.gov.in

फ़ोन : 0751-2341208



KENDRIYA VIDYALAYA NO.1(1st
Shift)

SHAKTI NAGAR,GWALIOR-474002
(Near AAKASHVANI BHAVAN)

(MINISTRY OF HRD, GOVT. OF INDIA)

Website: <https://no1gwalior.kvs.ac.in>

E-mail : ppl.gwaliorno1@kvs.gov.in

Phone : 0751-2341208

F. No. Committees/KV1/GWL/2023-24/

Date : 25.03.2023

ANNUAL COMMITTEES AND CLUBS

SESSION : 2023-24

The following committees are formed for the smooth functioning of the Vidyalaya for the session 2021-22 with immediate effect. All other duties allotted will continue till further orders, all the teachers are requested to extend coordination for better results and harmonious ambience in the School.

ACADEMIC SUPERVISION COMMITTEE

- ❖ Mr Pawan Jain Overall Supervision
- ❖ Mr A K Chaudhary
- ❖ Mrs Alka Bajpai
- ❖ Mr S P Jain
- ❖ Mr Vikas Giri I/C (Academic)
- ❖ Mrs N Saxena (I/C EBSB Activities)

Supervision of Classwork and Homework at regular interval. (Once in 3 weeks), Monitoring of coverage of Syllabus, Monitoring of Subject Committee Meetings, Monitoring of functioning of Discipline Committee, Any other issues related to academics. Complete Academic Planning, Covering, CCE, EQUIP, Remedial Classes, Planning for better results, Better Academic Environment, Implementation of KVS Policies, etc.

***Progress on above points to be communicated to Vice Principal from time to time.**

SUBJECT COMMITTEES

- ❖ Mr Pawan Kumar Jain (Vice Principal) I/C
- ❖ Mr M K Rathor Subject Committee Convener (Maths)
- ❖ Mr O P Meena Subject Committee Convener (Science)
- ❖ Mr Achal Singh Meena Subject Committee Convener (Hindi)
- ❖ Mr A K Chaudhary/ Mrs N Saxena Subject Committee Convener (Social Sci)
- ❖ Mrs Alka Bajpai Subject Committee Convener (English)

Subject committee meetings should be held in the presence of VP only on weekdays as per schedule circulated

EXAMINATION COMMITTEE (HOME & EXTERNAL EXAM)

- ❖ Mr S P Jain I/C
- ❖ Mrs Vaibhavi
- ❖ Mrs Kirti Gupta
- ❖ Mr. N K Sharma
- ❖ Mrs Archana Namdev
- ❖ Mr Rampal

Organising internal exams, modification of Question Papers, Ensuring compilation of student data, Maintaining records for evidence for assessment, Organising PTM, Organising External Exams.

EXAMINATION COMMITTEE (CBSE)

- ❖ Mr A K Chaudhary I/C
- ❖ Mr S P Singh
- ❖ Mr Rampal
- Mr Sumati Narayan
- Mr K N Pandey

*Conducting all CBSE related activities/Exams, Monitoring of CBSE mail and Giving Proper response timely with the help of committee members(Not office). Maintenance of Guard file of all CBSE related documents

EXAMINATION COMMITTEE (NIOS)

- ❖ Mr A S Meena I/C
- ❖ Mr Pawan Kumar

ADMISSION COMMITTEE

- ❖ Mr. Pawan Kumar I/C
- ❖ Mr Achal Singh Meena
- ❖ Mr Tara Chand Sharma
- ❖ Mrs Bharti Yadav, HM

Ensuring Implementation of Admission Guidelines, Timely Admissions, Entertaining Concerned Parents.

TIME TABLE COMMITTEE

- ❖ Mr R K Chandel I/C
- ❖ Mrs Vaibhavi Patwardhan
- ❖ Mrs Shalini Singh Daily Arrangements for Teachers on Leave
- ❖ Mr M K Rathore

Implementation of Time Table related guidelines, Preparing Time Table and looking after daily arrangements.

DISCIPLINE COMMITTEE (SECONDARY)

- ❖ Mr M K Rathore I/C
- ❖ Mrs Santosh Mishra
- ❖ Mr Babulal Ahirwar
- ❖ Mr T C Sharma
- ❖ Mr Vikas Giri
- ❖ Mrs Pratibha Jayant
- ❖ Mr Ajay Baghel
- ❖ Mr D K Lawania

❖ All Class Teachers, Co-class teachers

1. Keeping record of all cases of indiscipline as reported by class teachers and subject teachers.
2. Organising committee meetings every fortnight (or as and when required) to discuss cases of indiscipline and to suggest actions to be taken against the erring students.
3. Keep the Principal posted on all such cases.

SCIENCE EXHIBITION/OLYMPIADS/QUIZ/JIGYASA/INSPIRE AWARD/NCSC

- ❖ Mr. D P Sharma I/C
- ❖ Mr Babulal I/C Green Initiatives
- ❖ Mr Vikas Giri
- ❖ Mr O P Meena I/C NCSC/Sc Exht
- ❖ Mr K N Pandey
- ❖ Mrs Alka Rani Dubey

Promoting interest in Science, Organising exhibition at different levels, Organising various Olympiads.

SOCIAL SCIENCE EXHIBITION COMMITTEE

- ❖ Mr A K Chaudhary I/C
- ❖ Mrs N Saxena I/C (EBSB Activities)
- ❖ Mr S P Jain I/C Youth Congress
- ❖ Mrs P Varshney
- ❖ Mr A S Sisodia
- ❖ Mr S P Singh
- ❖ Mrs Santosh Mishra
- ❖ Mrs Rajeev Gupta
- ❖ Mrs Rosebely Xaxa

Promoting interest in subjects of humanities, Organising exhibitions & Cultural activities at different levels under Ek Bharat Shreshth Bharat Banner.

BUILDING MAINTENANCE & REPAIRS

- ❖ Mr Vikas Giri I/C Civil Work
- ❖ Mr O P Meena I/C Wooden work and Furniture
- ❖ Mr Achal Singh Meena
- ❖ Mr Mr A K Choudhary
- ❖ Mr Pawan Jain (Shift II)
- ❖ Mr M S Sankwar (Shift II)

❖ WATER, SANITATION & BUILDING

- ❖ Mr A K Sisodia I/C
- ❖ Mr Mukesh Kumar
- ❖ Mr D K Lawania
- ❖ Mr R L Verma
- ❖ Mr Sanjay Kurachiya
- ❖ Mr Vinayak Soni (Shift II)

❖ ELECTRIC WORK

- ❖ Mrs Seema Singh I/C
- ❖ Mr Babulal
- ❖ Mr A K Bhargava
- ❖ Mr M S Sankwar (Shift II) I/C
- ❖ Mr R K Saini (Shift II)

Identifying areas of repairs, Get the work done timely.

VVN SANITARY ITEMS & CLEANLINESS SUPERVISION COMMITTEE

- | | |
|---------------------------|---------------------|
| ❖ Mrs Alka Rani Dubey I/C | ❖ Mrs Meera Mishra |
| ❖ Mrs Santosh Mishra | ❖ Mrs Shalini Singh |
| ❖ Mrs Vijeta Jadaun | ❖ Mr B K Rathore |
| ❖ Mrs Archana Namdev | ❖ Mr D K Lawania |
| ❖ Mrs Vaibhavi Ptwrnd I/C | ❖ Mr R K Chandel |
| ❖ Mrs Ashok Bajpai | ❖ Mr Babulal |

Mrs Vaibhavi is directed to entrust responsibilities to teachers for Supervision of cleanliness in washrooms and corridors - floor wise/ wing wise. Ensuring Cleanliness in every nook and corner of the vidyalaya and checking cleanliness of all toilets.

PURCHASE COMMITTEE

- | | |
|---------------------------------|-----------------------------------|
| ❖ Mr Manoj Rawat, VP (Shift II) | ❖ Mrs Seema Singh |
| ❖ Mr A K Chaudhary | ❖ Mr Shankar Bahadur (VMC member) |
| ❖ Mr Vikas Giri | ❖ Mr Pawan Jain (S-2) |
| ❖ Mrs (Dr) Bharti Yadav | ❖ Mr Rakesh Rawat |

To conduct local market survey and to obtain quotations for items as required for Vidyalaya.

LIBRARY COMMITTEE

- | | |
|---------------------------|------------------------|
| ❖ Mrs Shalini Rathore I/C | ❖ Sh T C Sharma |
| ❖ Mrs Alka Bajpai | ❖ Mrs Pratibha Jayant |
| ❖ Mrs P Horo | ❖ Mrs S K Baghel |
| ❖ Mr Pawan Kumar | ❖ Mrs Vaibhavi Patwrnd |

Ensuring Library Automation, Implementation of Library Policy, Procuring meaningful and related books and content, Promoting the culture of reading, Implementation of Pustkopahar.

Website Updation, E-content and E-classroom, Maintenance of Computer

- ❖ Mrs Varsha Saxena I/C
 - ❖ Mr Vinayak Soni (Shift II)
 - ❖ Computer Instructors
 - ❖ All Incharges (to provide information and photographs for uploading on website)
- Timely update of data, Best Possible use of web space, Maintenance of e-classrooms and their best utilization, E-content data bank

NATURE/ECO CLUB COMMITTEE

- ❖ Mr BabuLal Ahirwar I/C
 - ❖ Mrs Neelam Rani
 - ❖ Mrs Vijeyta Jadaun
 - ❖ Mrs P Varshney
 - ❖ Mr Pawan Jain (Shift II)
 - ❖ Mr R K Saini (Shift II)
- Maintenance of Eco-Park, Developing Herbal Park

EXCURSION COMMITTEE / ADVENTURE ACTIVITY

- ❖ Mrs N Saxena I/C
 - ❖ Mr R K Chandel
 - ❖ Mrs Sumati Narayan
 - ❖ Mrs P Varshney
 - ❖ Mrs Meera Mishra
 - ❖ Mrs Kirti Gupta
 - ❖ Mr A K Bhargava
 - ❖ Mr Ajay Kumar Baghel
- Exploring excursion possibility and organising local as well as external trips.

SCOUT & GUIDE, CUB & BULBUL COMMITTEE

- ❖ Mr Anil Bhargava I/C
 - ❖ Mr A K Bajpai
 - ❖ Mr Babulal Ahirwar
 - ❖ Mrs Alka Rani Dubey
 - ❖ Mrs Pratibha Jayant
 - ❖ Mrs Santosh Mishra
 - ❖ Mr B K Rathore
 - ❖ Mrs Neerja Shrivastava
 - ❖ Mrs Sheela Tripathi
 - ❖ Mrs Sasmita Garita
 - ❖ Ms Anupama Sharma
 - ❖ Mrs Savita Sengar
 - ❖ Mr D K Meena
 - ❖ Mr Sanjay Kurachiya
 - ❖ Mrs Shraddha Sharma
- All the members of Scout and Guide, Cubs and bulbuls.

Supervision of all Scouts, guides, cubs and Bulbuls activities, Organising All Activities related to Scout & Guide and Cubs & Bulbuls

MAINTENANCE OF CS-54 (VERIFICATION OF FEE COLLECTION)

- ❖ Mr R Rawat I/C Mr Eeshan
- ❖ Mr Abhilash

GARDENING & BEAUTIFICATION COMMITTEE

- ❖ Mrs Pawan Jain (S-2) I/C
 - ❖ Mrs Pratibha Jayant
 - ❖ Mrs Bharti Yadav
 - ❖ Mrs Vaibhavi Patwardhan
 - ❖ Mrs Santosh Mishra
 - ❖ Mr R K Tiwari (Shift II)
 - ❖ Mr R K Saini
- Development of School Garden and Herbal Garden.

CULTURAL EVENTS COMMITTEE

- ❖ Mrs Prabha Horo I/C
- ❖ Mrs Alka Bajpai
- ❖ Mrs N Saxena
- ❖ Mrs Pratibha Varshney
- ❖ Mrs Meera Mishra
- ❖ Mrs Pratibha Jayant
- ❖ Mrs S K Baghel
- ❖ Mrs Rosebely Xaxa
- ❖ Mrs Shweta Singh (Shift II)

***Organising all cultural events in a befitting manner in coordination with CCA I/C.**

MATHS OLYMPIAD

- ❖ Mr M K Rathore I/C
- ❖ Mr R K Chandel
- ❖ Mr Sumati Narayan
- ❖ Mr N K Sharma
- ❖ Mrs Archana Namdev
- ❖ Mr A K Bhargava
- ❖ Mrs Pyal Arora (II Shift)
- ❖ Mr R K Tiwari (Shift II)

CCA COMMITTEE

- ❖ Mrs Prabha Horo (Co-ordinator)
- ❖ Mrs Pratibha Jayant
- ❖ Mrs S K Baghel
- ❖ Mr A K Bajpai

HOUSE

- ❖ Sarojini Naidu House
- ❖ Tagore House
- ❖ Aryabhata House
- ❖ Rani Laxmi Bai House

HOUSE MASTER

- Mrs N Saxena
- Mr M K Rathore
- Mrs Neelam Rani
- Mr O P Meena

FURNITURE COMMITTEE

- ❖ Mr O P Meena I/C
 - ❖ Mr M K Rathor
 - ❖ Mr Achal Singh Meena
 - ❖ Mr Babulal Ahirwar
- Regular upkeep and maintenance of Vidyalaya furniture.

TEACHING AID COMMITTEE

- ❖ Mr A K Bajpai I/C
- ❖ Mr Rajiv Gupta
- ❖ Mrs Kirti Gupta
- ❖ Mr A K Bhargava

Mrs Varsha Saxena for Technical Assistance

Exploring potential teaching aids, procurement of teaching aids and ensuring their optimum utilisation.

MEDICAL CHECKUP / FIRST AID COMMITTEE

- ❖ Mrs Santosh Mishra I/C
- ❖ Mrs Shalini Rathore
- ❖ Doctor and Nurse as Appointed
- ❖ All Coaches of Games and Sports
- Mr R L Verma
- Mr Ajay Kumar Baghel

Ensuring medical checkup of all children twice in a year with the help of Doctor & Nurse and monitoring of First Aid to the Children as and when required.

SUGGESTION BOX & GRIEVANCE REDRESSAL COMMITTEE

- ❖ Mr Pawan Kumar Jain VP I/C
- ❖ Mr A K Chaudhary
- ❖ Mrs Bharti Yadav, HM I/C Primary Section
- ❖ Mrs Bharti Arora
- ❖ Mrs Alka Bajpai
- ❖ Mrs S K Baghel

Opening of suggestion box weekly and discussions on the suggestions/complaints with Principal.

PTA COMMITTEE

- ❖ Mr A K Chaudhary I/C
- ❖ Mrs Alka Bajpai
- ❖ Mr S P Jain
- ❖ Mr S P Singh
- ❖ Mrs Kirti Gupta
- ❖ Mrs Archana Namdev

Organising PTA Meeting every quarter.

NAEP COMMITTEE

OVERALL INCHARGE - Dr S K Baghel

BOYS

- ❖ Mr Sumati Narayan I/C
- ❖ Mr A K Bajpai
- ❖ Mr A K Bhargava

Counselling of adolescent children as per need.

GIRLS

- ❖ Mrs Vijeta Jadaun I/C
- ❖ Mrs Pratibha Jayant
- ❖ Mrs Archana Namdev
- ❖ Mrs Kirti Gupta

PHOTOGRAPHY COMMITTEE

- ❖ Mr B K Rathore I/C
- ❖ Mr Shailendra Singh
- ❖ Mr Vipin XaXa
- ❖ Mr. Sanjay Kurechiya
- ❖ Mr Pramod
- ❖ Mr Sanjay Singh

Taking the snaps of any event happening in the Vidyalaya and selected few to be uploaded on the website and also hard copies to kept as record.

BUILDING BEUTIFICATION/BALA COMMITTEE

- ❖ Mr Rajiv Gupta I/C
- ❖ Mrs Jayati Dwivedi (Shift II)
- ❖ Mrs Bharti Yadav, HM I/C Primary
- ❖ Mrs Prabha Horo
- ❖ Coach Art & Craft

Identifying areas of the building for use under BALA, selection of suitable learning aids to be drawn/sketched/painted and timely get the work done under BALA.

GUIDANCE & COUNSELLING

- ❖ Mr Pawan Kumar Jain, VP
 - ❖ Mr S K Baghel I/C
 - ❖ Counsellor as appointed
 - ❖ Mrs Pratibha Jayant
 - ❖ Mrs Prabha Horo
- Counselling of children as per need.

STAFF WELFARE COMMITTEE

- ❖ Mr Sumati Narayan I/C
 - ❖ Mrs Prabha Horo
 - ❖ Mr R K Tiwari
 - ❖ Mr R K Tripathi
 - ❖ Mrs Neerja Shrivastava
 - ❖ Mr R K Saini
 - ❖ Mrs Seema Chauhan
- Organising farewell/retirement/meetings in respect of staff members.

PROMOTION OF GAMES & SPORTS COMMITTEE

- ❖ Mr Ajay Kumar Baghel I/C (Shift I)
- ❖ Mr Shankar Bahadur I/C(Shift II)
- ❖ Mr A K Choudhary
- ❖ Mr A S Meena
- ❖ Mr S P Singh
- ❖ Mr N K Kanwat (Shift II)

Ensuring general fitness of KV Children, selection of quality children for participation in KVS events, maintenance of Play Grounds, promotion of Games & Sports activities in Vidyalaya campus.

MINUTES OF MEETING RECORDING COMMITTEE

- ❖ Mrs Alka Bajpai I/C
- ❖ Mr Sunita Kumari I/C (Shift II)
- ❖ Mr Pawan Kumar
- ❖ Mrs Kirti Gupta
- ❖ Mrs S K Baghel

Keeping record of minutes of staff meetings and their proper circulation among staff members.

SCHOOL MAGAZINE COMMITTEE

- ❖ Mrs Prabha Horo I/C
- ❖ Mrs Alka Bajpai
- ❖ Mrs Varsha Saxena
- ❖ Mr Pawan Kumar
- ❖ School Publication captain Boys and girls
- ❖ Mr D K Lawania
- ❖ Mr T C Sharma
- ❖ Mrs Sunita Kumar (Shift II)
- ❖ Mr Sandeep Shrivastava (Shift II)

Giving ample opportunities to all students to showcase their talent through different CCA and other activities and selection of best articles, drawings, sketches, paintings of students and staff, photographs of sample activities to be published in school magazine.

FEE COLLECTION MONITORING COMMITTEE

- ❖ Mr T C Sharma I/C
- ❖ Mrs Varsha Saxena
- ❖ Mr Vinayak Soni (I/C Shift II)
- ❖ Mrs Seema Chauhan
- ❖ Mr Abhilash Kumar

Monitoring of Fee Defaulters and timely intimation to concerned class teachers.

INTEGRITY CLUB/LITERATURE CLUB

- ❖ Mrs Neelam Rani I/C
- ❖ Mrs Alka Bajpai
- ❖ Mrs P Jayant
- ❖ Mrs P Varshney
- ❖ Mr T C Sharma
- ❖ Mr S P Singh
- ❖ Mrs Seema Singh
- ❖ Mr Rajiv Gupta

Promotion of activities under integrity club among students and staff, Formation of Literature Club by keeping interested children and creating a separate corner for display of literature related activities.

HOSPITALITY COMMITTEE

- ❖ Mrs Bharti Yadav I/C
- ❖ Mrs Pratibha Jayant
- ❖ Mrs Neelam Rani
- ❖ Mrs Bharti Arora
- ❖ Mrs Shraddha Sharma
- ❖ Mrs Prabha Horo
- ❖ Mrs Sunita Kumari
- ❖ Mrs Sasmita Garita

RAJBHASHA & CELEBRATION OF HINDI PAKHAWARA

- ❖ Mr A K Meena I/C
- ❖ Mr Pawan Kumar
- ❖ Mrs Sunita Kumari I/C IInd Shift
- ❖ Mrs S K Baghel
- ❖ Mr T C Sharma
- ❖ Mr Rakesh Rawat

Celebration of Hindi Pakhwada in befitting manner and work under Rajbhasha.

KV ALUMNI ASSOCIATION

- ❖ Mr A K Bajpai I/C
- ❖ Mrs Varsha Saxena
- ❖ Mrs Meera Mishra
- ❖ Mrs Santosh Mishra

Registration of Alumni on School website and organising yearly meetings.

PRESS & PUBLICITY

- ❖ Mrs Bharti Yadav I/C
- ❖ Mr R K Saini
- ❖ Mrs Santosh Mishra
- ❖ Mrs Kirti Gupta
- Mr B K Rathore
- Mr T C Sharma

Due publicity of various events in News Paper and keep cuttings of such published news articles.

SAFE ARRIVAL & DISPERSAL OF STUDENTS

- ❖ Mr Ajay Baghel I/C
- ❖ Mr O P Meena
- ❖ Mr Vikas Giri
- ❖ Mr Ajay Kumar Baghel
- ❖ Mr Achal Singh Meena
- ❖ Mr M K Rathor
- ❖ Mr R K Chandel
- ❖ Mr A K Sisodia
- ❖ Mr A K Bajpai
- ❖ Mr Babulal Ahirwar
- ❖ Mr T C Sharma
- ❖ Mr A K Bhargava
- ❖ Mr R L Verma
- ❖ Games Coaches

Committee Members will accompany children till the main school gate and will help children to disperse as early as possible to prevent any mishap/nuisance on the road outside school gate.

Mr Alok Yadav will ensure that all teachers other than mentioned above are also deputed in corridors/floors and on the way leading to main entry/exit gate to ensure proper discipline. Duties must also be allotted floor/corridor wise during recess on daily basis.

PREVENTION OF SEXUAL HARRASSMENT AT WORK PLACE

- ❖ Mr Pawan Kumar Jain I/C
- ❖ Mrs Alka Bajpai
- ❖ Mrs Vaibhavi Patwrn

- ❖ Mrs Santosh Mishra
- ❖ Mrs Bharti Yadav, HM
- ❖ Mrs Bharti Arora

Ensuring safe environment for the women at work place and risk free/anger free environment for students of Vidyalaya.

PISA COMMITTEE

- ❖ Mr K N Pandey I/C
- ❖ Mrs P Jayant
- ❖ Mr Vinayak Soni (Shift II)

- ❖ Mr Gaurav Pachauri (Shift II)
- ❖ Mrs Seema Singh
- ❖ Mr M S Sankwar (Shift II)

Timely completion of all PISA related activities as directed by KVS.

FIRE SAFETY/DISASTER MANAGEMENT

- ❖ Mrs Seema Singh
- ❖ Mr M S Sankwar
- ❖ Mr Rakesh Rawat

Maintenance of Fire cylinders from time to time, Proper display at strategic locations, Conducting Mock drill, Choking out the plan for emergency evacuation.

AWAKENED CITIZEN PROGRAMME

- ❖ Mrs S K Baghel I/C
- ❖ Mr Sumati Narayan
- ❖ Mrs Vijeta Jadaun

- ❖ Mrs Pratibha Jayant
- ❖ Mr Anil Kumar Bhargava

Conduct of Modules of ACP as per plan

ATAL TINKERING LAB

- ❖ Mr Manoj Rawat
- ❖ Mr D P Sharma
- ❖ Mr Vikas Giri

- ❖ Mr M S Sankwar I/C
- ❖ Mrs Seema Singh
- ❖ Mr Mukesh Kumar

Optimum utilisation of Atal Tinkering Lab.

CALP (Compensation of Academic Loss Programme)/EXCURSION

- ❖ Mrs N Saxena I/C
- ❖ Mr T C Sharma
- ❖ Mr D P Sharma
- ❖ Mrs Pratibha Varshney

Ensuring proper planning for Academic Loss Compensation to all such children who take part in various activities conducted by KVS and thus missed their classes.

YOUTH PARLIAMENT

- ❖ Mr S P Jain
- ❖ Mr Prabha Horo
- ❖ Mrs Kirti Gupta

I/C

Ensuring quality script and proper practice and rehearsal for strong presence of our Vidyalaya at various levels.

