

## Committees for the Session 2023-24

KENDRIYA VIDYALAYA KALAWAD ROAD, RAJKOT

### ALLOTMENT OF ADDITIONAL RESPONSIBILITIES FOR THE YEAR 2023-24

The following committees are hereby constituted to ensure efficient, smooth, prompt and timely completion of activities /programmes of their respective departments throughout the academic session.

Sr. No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES
1	Admission	Smt.Meera Khalpada (PGT-Commerce) Mr. Pradeep Manchandiya (PGT-CS) Mr Mukesh Sisodiya (PRT)	Mr Gautham Parmar Mr Narendra Parmar Mr Rakesh Kumar Meena Mr Haresh Vadaviya	- To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2023-24 in consultation with the Principal. - Any other work assigned by the Principal.
2	Home Examination & External Examinations (Home Examination Committee will assist in CBSE Examination & Vice-Versa.)	Mr. Mukesh Solanki Mr Mukesh Sisodiya	Smt Minakshi B. Mrs Anju Mr Rakesh Kumar Meena Shri Damjibhai Sodha Shri Dilipbhai Solanki	To plan the schedule of Unit-test, Cumulative Examination, Pre-Board and Annual Examination as per the calendar of activities. - To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS - To give suitable instructions to class teachers for maintaining all the relevant records. - Any other work assigned by the Principal.
2(a)	CBSE Examination (CBSE Examination Committee will assist in Home Examination & External Examination and Vice-Versa.)	Shri Om Prakash Yadav Sh Ranjay sharma	Mr Anil Kumar Sharma Mr. Yogesh Jethva Mr Manish Shri Damjibhai Sodha Shri Dilipbhai Solanki	- To conduct CBSE & external examination as per the prescribed norms and to maintain record of all such examinations. - To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records. - To coordinate all external competitions relevant to our system. - Any other work assigned by the Principal.

Sr. No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES
3	Time – Table	Mr Anil Kumar Sharma & Megha Jani	Mr Narendra Parmar Mr Mahesh Purohit	<ul style="list-style-type: none"> <li>-To prepare &amp; execute time table as per the norms.</li> <li>-To make necessary adjustments in the time table due to administrative exigencies.</li> <li>-To device workable &amp; suitable assignment/remedial time-table</li> <li>-To make arrangement for classes suitably as per requirement.</li> <li>- To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students.</li> <li>- Any other work assigned by the Principal.</li> </ul>
4	CS – 54 (Fees & Fines Checking) & Verification of Contractual Teacher's Salary etc.	Mr. Pradeep Manchandiya	Mr Anil Kumar Sharma Mr Kaushik Makwana	<ul style="list-style-type: none"> <li>-Data to be filled in the relevant records every month and submit to the office.</li> <li>-To receive acceptance letter with terms &amp; conditions</li> <li>-To prepare salary for contractual teachers.</li> <li>- Any other work assigned by the Principal.</li> </ul>
5	Co-Curricular Activities & Morning Assembly	Smt. Aprajita Smt. Smt Sabana Sandhi	Smt. Meenakshi Bhankhodia Ms. Gimeshwari Devi Mr. Manish Rajpara Mr Amba Ram Tanwar Mr Pranav Jani Sports Coach Yoga Coach All House conveners, House Masters & Associate House masters	<ul style="list-style-type: none"> <li>- To organize Co-Curricular activities in the school as per academic calendar &amp; Undersigned instructions.</li> <li>- To make all arrangements for smooth conduct of morning assembly including arrangement for special occasions.</li> <li>- Any other work assigned by the Principal.</li> </ul>
6	Student Council	Shri Gautam Parmar	Smt. Aprajita All House Masters & Class Teachers of class XI & XII	<ul style="list-style-type: none"> <li>-To select SPL, House captains and other members of the council for carrying out their usual work in consultation with the Principal</li> <li>-To implement pass system. Systematic orderly movement of students for assembly Checking of late comers</li> <li>- Any other work assigned by the Principal.</li> </ul>

Sr. No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES
7	Furniture	Shri Narendra Parmar	Smt. Meenakshi Agarwal Mrs. Garima Vyas Shri Dinesh Ghadiya Shri Makwana Krunal Mr Yogesh Jethva	-To ensure all furniture bear serial numbers and the year of purchase. -To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules. - Any other work assigned by the Principal.
8	ICT & Arrangement of virtual classes & Website Updating	Shri Pradeep Manchandia Mr Pranav Jani	Smt. Meera Kharpada Mr. Kamal Singh Mr. Rakesh Kumar Meena Mr. Chandresh Bagdai Comp. Instructor	-To ensure all the Labs in working condition with the broadband/Land connectivity for carrying out Computer Literacy classes and Shala Darpan program effectively with the assistance of computer instructors and to submit monthly updates to the office. - To Train all staff members handling Shala Darpan with further follow up. - Any other work assigned by the Principal.
9	Audio-Visual Aids & Resource Room	Mrs Meenakshi Agarwal Mrs Manisha Gupta	Mrs. Garima Vyas Mr Kaushik	A.V. Room to be well equipped with workable LCD, OHP etc. for ensuring TAL/CAL is undertaken by the teachers by maintaining a Register in the A.V. Room. - Any other work assigned by the Principal.
10	Local Purchase Committee	Mr. Mahendra Kumar Singh	Shri Gautham Parmar Shri Pradeep Manchandia Smt Shilpi Awasthi Smt Lata Solanki Shri Dinesh Ghadiya Shri D.R.Ganatra, SSA Shri Kaushik Makwana All Department Incharges	-To be responsible for purchase of suitable prizes for different competitions, distribute certificates and prizes to the students from time to time. - Any other work assigned by the Principal.
11	Junior Science Lab. & Beautification of Vidyalaya (Harit Vidyalaya) Gardening (Nature/Eco club)	Smt. Shilpi Awasthi & Shri Kamal Singh	Ms. Garima Vyas Mrs. Meenakshi Agarwal Smt. Lata Solanki	- To monitor the work of gardener effectively and to offer technical expertise to improve gardening by providing all required materials from time to time. -To take care and maintain the beautification in all the areas of the Vidyalaya from time to time. - Any other work assigned by the Principal.



Sr. No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES
12	Educational / Excursion/ Field trips & Adventure Activities	Shri Anil Kumar Sharma Shri Dinesh Ghadiya	Smt. Meera Khalpada MRS. Shilpi Awasthi Shri Kaushik Makwana MR. PRANAV JANI Mrs Megha Jani	-To check out and implement Annual plan for outing of the students as per the code provisions in consultation with the class teachers/Principal. -To accompany the students for the programmes identified by the KVS. - Any other work assigned by the Principal.
13	Language Club & English Proficiency & Promotion of Language ( Bhasha sangam)	Mrs Yogesh Jethva (For English) Ms. Karamveer Gupta (For Hindi) Mr Manish rajpara	Mr. Gautham Parmar Smt. Aprajita Mrs Meenakshi B. Mr Hukmaram Charan Mrs Gimeshwari Smt. Renuka Mamtani Smt Megha Jani	-To develop the taste of extra reading among the students of class VI to VIII and to encourage the students to submit periodical reviews. -To make the students converse in English. -To provide guidelines to spoken English and other teachers. -To create English speaking atmosphere in the Vidyalaya. - Any other work assigned by the Principal.
14	Safety & Security of Students and school Disaster Management (SOP/ NDMA) safety drill	Mr. Dinesh Ghadiya & Mrs. Meenakshi Agarwal	Smt. Meera Khalpada Smt. Alka Sharma Sh Devendra Jhala Mr Mukesh Sisodiya Shri Narendra Parmar All the teachers	-To ensure Safety & Security of students & school by adopting various suitable means - Any other work assigned by the Principal.

Sr. No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES
5	Maintenance & Repair (M&R) Monitoring Committee	Smt Meenakshi Agarwal	Shri Garima Vyas Shri Narendra Parmar Shri Kaushik Makwana Mr Mukesh Sisodiya Mr Pranav Jani Lab Attendants Cleanliness	-To carry out maintenance & repair work of buildings including toilets, surroundings and play field. - Any other work assigned by the Principal.
	Discipline	Shri Gautham Parmar Smt Meera Parmar	Shri A R tanwar Shri Yogesh jethva Shri Kamal Singh Smt. Meera Khalspada Smt. Shilpi Awasthi Smt. Renuka Mamta Smt Vibha Makwana Shri Kaushik Makwana	-To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any. A separate file be maintained. - Any other work assigned by the Principal.
	Hindi Raj Bhasha Samiti	Smt. Aprajita Shri D. R. Ganatra SSA Shri Chandresh Bagdai JSA	Mr Karamveer Gupta Mrs. Gimeshwari Mr Hukmaram Charan Mr Manish rajpara & All Department I/Cs	-To conduct quarterly meetings of Rashtra bhasha and to submit quarterly reports to the Regional Office. - Any other work assigned by the Principal.

Sr. No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES
18	Publication Brochure, Vidyalaya Patrika, News Letter, Student Diary & Teachers Diary	Smt. Aprajita Mr Pranav Jani	Mrs. Gomeshwari Mrs. Garima Vyas Smt. Lata Solanki Mr Manish Rajpara Smt Meenakshi B. Mr Yogesh Jethva Mr Hukmaram Charan Mrs Priyanka Nayani	-In charge of school magazine and any other issues related to publication. - Any other work assigned by the Principal.
19	Scouts & Guides Cubs & Bulbuls	Smt. Lata Solanki	Ms. Garima Vyas Ms. Gomeshwari Shri Narendra Parmar Shr Kaushik Makwana Shri Mahesh Purohit Mrs Manisha Gupta Mr Harsh Vadaviya Ms. Yasmin Moiz Mrs sabana sandhi & All other trained teachers	-To enroll Scouts & Guides, Cubs & Bulbuls and to organize testing camps troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO. - Any other work assigned by the Principal.
20	Advisory & CALP (Compensation of Academic Loss Programme)	Mr. M K Singh Mrs Meera Parmar	Mr Gautam Parmar Mrs Meera Khalpada Mrs Aparajita Mrs Anju Mr R K Meena Mr Anil Kumar Sharma	-To checkout and implement projects and assignment for all the classes -To ensure proper correction of written work of the students. -To give suitable guidelines in the faculty meetings. -To collect the student profile of all classes from the Class Teachers -To prepare suitable schedule for slow learners in the first week of July. - To prepare home assignment schedule - Any other work assigned by the Principal.

21	NAEP, Gender Sensitization, Guidance and counseling & Disha Club	Ms. Garima Vyas Mr Narendra parmar	Mrs Shilpi Awasthi Mrs Gomeshwari Mr Kamal Singh Mrs. Priyanka Nayani Doctor Nurse Counselor	-To conduct programmes as per the guidelines given in the training. -To maintain & update display board and a corner to keep these activities ongoing for various programmes. - Any other work assigned by the Principal.
22	Atal Tinkering Lab, Jigyasa, Science Exhibition & Olympiads - NCSE, NTSE Etc.,	Mr Ranjay Sharma	Mr Anil Kumar Sharma Smt. Shilpi Awasthi Mr. Kamal Singh Mr Mukesh Solanki Mr O P Yadav	- To conduct & organize exhibitions and Olympiads etc. -Any other work assigned by the Principal.
3	Library, E- Library & E-Granthalaya, Pustakopahar And Readers Club	Mr. Narendra Parmar	Smt. Aprajita Mr. Mukesh Solanki Smt. Anju Mrs Yogesh Jethva Mrs. Manisha Gupta Mrs. Megha Jani	-To procure text books and reference books recommended by CBSE as per the recommendation of faculty members. -To organize Class Library and to present book review. -To assist Primary wing in Library activities in light of CMP. - Any other work assigned by the Principal.
4	Games, Sports & Vocational Skills	Mr Ambaram Tanwar	Mr. Narendra Parmar Shri Dinesh Ghadiya Ms Yasmin Moiz Mr Makwana Krunal Mrs Vibha Makwana Mrs Sabana sandhi Games & Yoga Coach	-To practice Yoga daily during the morning assembly to the students. -Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain record. -To draw up class wise activities to be undertaken as per the syllabus. -To coordinate with vocational teachers



				and train the students for various activities. -To encourage all students to take part in the Drawing and Painting competition
25	Potable Water Supply & Water / Drain Management	Mr. Om Prakash Yadav Mrs. Minakshi Agarwal	Ms. Gimeshwari Shri Makwana Krunal Mr Damji Sodha	- To ensure uninterrupted water supply in all the toilets and other places. -To ensure periodical cleanliness of aqueducts with the display of date of cleaning on a separate Register. - Any other work assigned by the Principal.
26	Cleanliness & Sanitation of Vidyalaya (Swachh Vidyalaya)	Mr. Kamal Singh Smt. Renuka Mamtani	Smt. Shilpi Awasthi Mrs. Meenakshi Agarwal Mrs. Garima Vyas Smt. Lata Solanki Mr Kamal Singha	-To monitor the services of cleanliness consultation with the agencies concerned & maintain record of workers. - To help in cleanliness & maintenance of campus. - To prepare register & take the signature of department I/Cs to ensure the cleanliness of all the departments. Any other work assigned by the Principal.
27	Teaching Aids	Shri. Yogesh Jethva	Mrs Anju Mr Kamal Singh Smt Manisha Gupta Mr Kaushik Mr Karamveer Gupta	-Proper maintenance of the teaching aids. -Purchase of teaching aids as per the requirement of the new syllabus. -To facilitate teachers using all the teaching aids in their class room teaching. - Any other work assigned by PPL



28	Examination Moderation Committee	Principal	Exam In-Charge: Mr Mukesh Solanki Mr Mukesh Sisodiya :Faculty Heads Head Master/ Primary Class Teachers mlk.	<ul style="list-style-type: none"> <li>-To scrutinize the question papers for the tests and examinations.</li> <li>-To check answer scripts of UT/Exams at random to ensure uniformity.</li> <li>-To condone the shortage of attendance of students and moderate the marginal cases for promotion as per the promotion rules.</li> <li>- Any other work assigned by the Principal.</li> </ul>
29	Photography & Social Media Committee	Mr Manish Rajpara Mr Krunal Makwana mlk.	Mr Mukesh Sisodiya Mr Pradip Manchandiya Mr Hareh vadaviya Computer Instructors	<ul style="list-style-type: none"> <li>-To maintain Album covering all activities.</li> <li>-To display all the coverage of all occasions.</li> <li>- Any other work assigned by the Principal.</li> </ul>
30	P.A. System	Smt. Meenakshi Agarwal Sh. Mahesh Purohit	Smt. Lata Solanki Shri. Devendrasinh Jhala Shri. Damjibhai Sodha Shri. Arun Purabiya	<ul style="list-style-type: none"> <li>-To arrange PA system for morning assembly and other programmes.</li> <li>- Any other work assigned by the Principal.</li> </ul>
31	Conduct of VMC / VEC / PTA / Alumni Association Meetings etc.	Smt. Lata Solanki Mrs Vibha Makwana	Smt. Alka Sharma Shri Mukesh Sisodiya Mr Dinesh Ghadiya Shri Narendra pama Shri D. R. Ganat Shri Chandresh Bagdai Shri Sanjaybhai Pandya Shri Dilipbhai Solanki	<ul style="list-style-type: none"> <li>- Any other work assigned by the Principal.</li> </ul>

Sr. No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES
32	Display boards & House Boards	Smt. Aprajita Shri Gautam Parmar Mrs. Garima Vyas Mrs. Lata Solanki Ms. Priyanka	All House conveners, House Masters & Associate House masters & other associates as per allotment All Class teachers and labs & department I/Cs	- To guide the students for proper selection of the material and decoration coupled with befitting display. - Any other work assigned by the Principal.
33	RTI	Smt. Meera Khalpada	Mr. MK Singh, VP Shri Chandresh (JSA)	-To Receive RTI & Prepare answer in consultation with department I/Cs , Office & Principal - Any other work assigned by the Principal.
34	Staff Room Maintenance	Mr Hukmaram Charan	Ms. Garima Vyas Mrs Meenakshi Bhankhodiya	-To keep the staff-room neat & clean. - Any other work assigned by the Principal.
35	First Aid & Medical Check-up of Students	Smt. Shilpi Awasthi Ms Yasmin	Mr A R Tanwar Shri Kamal Singh Smt. Vibha Makwana Shri Mahesh Appointed Doctor Appointed Nurse Concerned Class Teachers	- To keep the first-aid box ready and help the students whenever required with the help of doctor & nurse -To ensure timely medical check- up of students & maintain records - Any other work assigned by the Principal.
36	Condemnation Committee	Shri Anil Kumar Sharma	Mr. Pradeep Manchandia Smt. Meenakshi Agarwa Mr Narendra Parmar Shri A R Tanwar Shri Dinesh Ghadiya Smt Shilpi Awasthi Mrs Renuka M. Smt Lata Solanki VMC Member, All Stock Holders	-To get the stocks condemned as per directions of KVS. - Any other work assigned by the Principal.

No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES
37A	Social Science Exhibition, Youth Parliament, EBSB Activities, Constitution Day celebration & EBSB club	Mr Rakesh Kumar Meena	Mrs. Meera Khalpada Ms. Gomeshwari Smt. Garima Vyas Mr Hukmaram Mr Karamveer Gupta Mr Yogesh Jethva Smt Minakshi Bhankhoda Smt. Lata Solanki Art & Craft Coach Dance Coach	-To ensure preparation of Group Song / Dance , Debate Hindi / English, Quiz & Exhibits etc. as per KVS guideline. -All the purchases to be made as per KVs procedure. - Any other work assigned by the Principal.
37A	EBSB & Azadi Ka Amrut Mahotsav	Smt Aparajita & Gautham Parmar	Sh Manish rajpara Comp Instructor	-To ensure preparation of Group Song / Dance , Debate Hindi / English, Quiz & Exhibits etc. as per KVS guideline. -All the purchases to be made as per KVs procedure. - Any other work assigned by the Principal.
38	Sexual Harassment Committee	Smt. Meera Khalpada Mr Pradeep M	Mrs. Shilpi Awasthi Smt. Manisha Gupta Smt. Renuka Mrs Lata Solanki	-To see the cases and report to the Principal/Vice-principal. - Any other work assigned by the Principal.
39	1) Checking of Pay bills & Other Accounts related matters 2) Quotation work, Comparative statements	Sh Mukesh Solanki Shri. Kaushik Makwana	Mr narendra Parmar Shri. Chandresh, JSA	-To Thoroughly check The Pay bills and distribute the pay slips to the staff. -To perform duties as per work allotment by KVS for the post - Any other work assigned by the Principal.



40	Maintanence of Service Books/Personal Files & All other Official correspondence, Replies of E-mails, Bonafied, TC Issue and uploading on website etc.	Shri. Chandresh ,JSA CV	Ms. Ila Kanani Mr Sanjay Pandya	--To perform duties as per work allotment by KVS for the post -Any other work assigned by the Principal.
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Sr. No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES
41	Integrity Club & Integration Club	Shri Yogesh Jethva	Smt. R K Meena Smt. Minakshi B - Ms. Garima Vyas Smt. Lata Solanki Smt. Megha Jani	-To enhance the integrity of the student and develop the ethical values. - Any other work assigned by the Principal.
42	Cultural Committee Routes to Roots, Spic Mackay etc	Smt. Lata Solanki	Ms. Garima Vyas Mrs Aparajitha Mrs sabana Sandhi Mr Makwana Krunal Mrs Priyanka N	-To organize cultural events in vidyalaya as per KVS guidelines & instructions. -To promote cultural & ethical values among children & inspire them to participate in these activities. - Any other work assigned by the Principal.
43	Reception Committee,	Smt. Garima vyas Smt Lata Solanki	Shri Narendra Parmar Smt. Renuka M Smt. Manish G Shri Dinesh Ghadiya	-To help and assist dignitaries who visit vidyalaya. - Any other work assigned by the Principal.
44	Bio -Lab	Shri. Shilpi Awasthi	Shri. Damjibhai Sodha	-to maintain the lab, make purchases , get the stock verified and condemnation of the items - Any other work assigned by the Principal.
45	Chemistry -lab	Shri. Mukesh Solanki	Mr Anil Kumar Sharma Shri. Arun Purabiya (Lab-Attend)	-to maintain the lab, make purchases , get the stock verified and condemnation of the items - Any other work assigned by the Principal.
46	Physics-Lab	Shri Ranjay Sharma	Mr. Om Prakash Yadav Shri. Dilip Solanki (Lab-Attend)	-to maintain the lab, make purchases , get the stock verified and condemnation of the items - Any other work assigned by the Principal.
47	Maths-Lab	Smt. Anju	TGT Maths PGT Maths TGT Maths	-to maintain the lab, make purchases , get the stock verified and condemnation of the items - Any other work assigned by the Principal.
48	Computer-Lab (All Three Labs)	Shri. Pradeep Manchandia	Computer Instructors (Primary & Secondary)	-to maintain the lab, make purchases , get the stock verified and condemnation of the items. - Any other work assigned by the Principal

Sr. No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES
49	Internal Complaint Committee & School Grievance Cell	Mrs. Meera Khalpada	Smt Meera Parmar Smt. Shilpi Awasthi Smt. Manisha Gupta Mrs. Mansi Trivedi VMC Member An NGO Member Mrs. Alka Sharma Shri Sanjay pandya	<ul style="list-style-type: none"> <li>- To take meeting of Committee</li> <li>- To discuss representation</li> <li>- To record minutes.</li> <li>- Any other work assigned by the Principal.</li> </ul>
50	UDISE & UBI Fees Verification	Shri. Pradeep Manchandia & Shri. Kaushik Makwana	Computer Instructors, All Class Teachers & Co- Class Teachers, Shri. D. R. Ganatra, SSA Shri. Chandresh Bagdai JSA	<ul style="list-style-type: none"> <li>- To complete given task within stipulated time with accuracy.</li> <li>- Any other work assigned by the Principal.</li> </ul>
51	NCC	Mr. Dinesh Ghadiya	Mr Mahesh Purohit	<ul style="list-style-type: none"> <li>- To enroll cadets for NCC and organize weekly parade and training, troop meet</li> <li>- Annual training camps and other activities prepared at unit level in light of NCC Guidelines and all related work.</li> <li>- Any other work assigned by the Principal.</li> </ul>
52	PISA/ CCT	Mr. Ranjay sharma	Mrs anju Mrs Meenakshi Agarwal & All mentors and class teachers	<ul style="list-style-type: none"> <li>- To conduct tests and keep records of students and submit data when asked</li> <li>- To train and motivate students and for CCT.</li> </ul>
53	Art & Craft	Mrs. Garima vyas	Me R K Meena Ms Yasmin Mrs Alka sharma Mrs Lata Solanki Mr Devendrasinh Jhala	<ul style="list-style-type: none"> <li>- To enhance appearance/outlook of Vidyalaya by the use of various Arts and crafts activities in Vidyalaya.</li> <li>- To encourage all the students and to part in the drawing and painting competitions.</li> <li>- To implement BALA initiatives in school building.</li> </ul>



54	Staff Quarters Committee	Mrs. Meenakshi Agarwal	Smt. Aprajita Mr Kaushik M Mr Krunal Mr D R Ganatra Mr Damji sodha	<ul style="list-style-type: none"> <li>- To keep records of staff quarters allotment and ensure proper handing and taking of charges from the staff and maintain register as KVS instructions.</li> <li>- To look after the M&amp;R works of staff quarters.</li> </ul>
55	Skill Hub Initiative & Artificial Intelligence	Mr Pradip M.	Mrs Meenakshi Agarwal Comp. Instructors	<ul style="list-style-type: none"> <li>- To organize and to keep records of activities and maintain register as KVS instructions.</li> <li>- Any other work assigned by the Principal..</li> </ul>

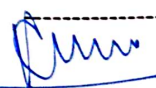
### Duties of Vice Principal

To Ensure Safety & Security of Students, Staff & Vidyalaya property, Seating Arrangement , Academic Supervision, Cleanliness & Sanitation ,Discipline, Checking of Teacher's Diaries(daily & fortnightly), Monitoring of teachers' work during school hours & assigned to them, All Duties of the Vice Principal and any other work assigned by the Principal.

Mr. M K Singh










To Ensure Safety & Security of Students, Staff & Vidyalaya Property, Seating Arrangement , Academic Supervision, Cleanliness & Sanitation ,Discipline, Checking of Teacher's Diaries(daily & fortnightly) of primary teachers, Monitoring of teachers' work during school hours & assigned to them, duties of the HM and any other work assigned by the Principal.

Smt. Meera Parmar (H M)

  
 (G R MEENA)  
 PRINCIPAL  
 KV RAJKOT

Constitution of Disaster Management Committees for School Safety as per NDMA Guidelines.

(SCHOOL RESPONSE TEAMS)

	Particulars	Name of Team	Members (5 atleast)/
		Leader	Designation
1.	Evacuation Team	Mr. Dinesh Ghadia 	1. Smt Meera Khalpada  2. Smt Alka Sharma  3. Smt Meera Parmar  4. Smt Lata Chouhan 5. Shri Narendra Parmar  6. All the Class/Subject Teacher Present at the time of disaster
2.	Search & Rescue Team	Shri Sh Narendra Parmar 	1. Shri Mahesh Purohit 2. Ms Priyanka 3. Ms Manisha Gupta 4. Smt Lata Solanki 5. All the Class/Subject Teacher Present at the time of disaster
3.	First Aid & Medical Team	Smt. Shilpi Awasthi 	1. Mrs Mega Jani  2. Shri Dinesh Ghadiya  3. Shri Mukesh Sisodiya 4. Nurse

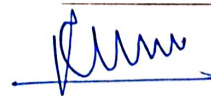
			5. Nurse 6. All the Class/Subject Teacher Present at the time of disaster
4.	Bus Safety Team	Shri Kaushik Makwana	1. Smt. Meera Khalpada 2. Sh Anil SHarma 3. Ms. Gimeshwari 4. Shri Hukum Dan Charan 5. MR. PRANAV JANI
5	Team for students with special needs (Handicap etc)	Shri Mukesh Solanki	1. Mrs. Shilpi Awasthi 2. Mr Manish Rajpara 3. Mrs. Garima Vyas 4. Mrs Vibha Makwana 5. Doctor 6. Nurse 7. All the Class/Subject Teacher Present at the time of disaster

**Convener :**

1. Shri Gautham Parmar
2. Smt. Renuka Mamtani

Date:.....

Place:.....



Signature of Principal/ Headmaster  
(Stamp of the Office)



KENDRIYA VIDYALAYA  
KALAWAD ROAD, RAJKOT  
E-mail- [kvrajkot@yahoo.com](mailto:kvrajkot@yahoo.com)  
Website: - <https://rajkot.kvs.ac.in>  
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केन्द्रीय  
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वेबसाइट: - <https://rajkot.kvs.ac.in>  
दूरभाष: - 0281-2577350

F.KVR/ADMN/2019-20/

Date: 01/04/2023

### School Complain Committee (POCSO) 2023-24

The School Complain Committee is hereby constituted to ensure safe, secure and supportive environment for students who are the prime responsibility of every school. The members of the POCSO Committee 2023-24 are-

S.No.	Name of the Committee Members	Post/Designation
1.	G R MEENA	Principal
2.	Mrs. Shilpi Awasthi	Female Teacher (Co-ordinator)
3.	Mr Kaushik Makwana	Male Teacher
4.	Mrs. Lata Solanki	Female Teacher
5.	Master Aubaid Ahmed	Class XII-Male Student
6.	Ms. Kalindi Panchasara	Class XII-Female Student
7.	Mr. Devendra Ganatra	Non-Teaching Staff

The Committee will take immediate action on reported cases of misbehavior in the school premises on account of sexual offences.