



केन्द्रीय विद्यालय/KENDRIYA VIDYALAYA  
वायुसेना स्थल सरसावा/AFS SARSAWA  
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हम सब का एक ही सपना, स्वच्छ और सुंदर हो देश अपना

### COMMITTEES 2023-24 w.e.f 1 March 2023

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	1. Mrs. Geeta Devi I/C. 2. Mr. Tarun. 3. Mr. Sushil. 4. Ms. Zikra Burney 5. Mr. Gourav Kumar	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	Mr. Shiv Kumar I/C Smt. Urmila Arya (CBSE) I/C Mr. Kuldeepak Mr. Subham Ms. Akansha PGT History Mr. Gourav Kumar Primary I/C Mrs. Rekha Rawat Smt. Preeti Saini	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          <b>House</b>	Dr. Manoj Kumar Agarwal I/C Hindi Mrs. Arunima Sanskrit I/C Mrs. Rekha Rani English I/C Ms. Zikra Burney Ms. Anupama Ms. Suchitra Mr. Sushil Kumar   House Masters:- 1. Mr. Shubham Choudhary 2. Mrs. Rekha Rani 3. Mrs. Taruna Kaur 4. Mr. Kamal Kumar	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. Kavita Bijarniya I/C Mr. Viresh Kumar Ms. Swati Kaushik Mr. Kali Ram Ms. Reena Devi	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	Dr. M.K. Agarwal Ms. Suchitra TGT Hindi	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	Dr. M.K. Agarwal I/C Mr. Shubham Choudhary Ms. Shashi Mr. Rahul Sharma I/C (Primary) Ms. Rekha	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, Guide, Cub and Bulbul	Mrs. Savita Choudhary I/C Mr. Kali Ram HM Mr. Monu Singh Mr. Irshad Ali Ms. Rekha Rawat Ms. Rekha	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 and arrangement	Mr. Viresh Kumar I/C Ms. Akansha Mrs Shaily Singh Mr. Akshay Kumar Mrs. Anupama Mr. Sunil Computer Instructor.	Preparation, Modifications whenever necessary, making arrangements according the needs/ absence of teachers
9	Purchase Committee	Mr.Akshay I/C Mrs Taruna Kaur Mr. Viresh Kumar Mr .Kali Ram Ms.Anupama Ms.Seema	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	Ms. Anupama I/C Sh. Kamal Kumar Mrs Rekha Rani Mrs. Indu Ahalawat Ms. Sashi	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	Mr. Kamal Kumar I/C Ms. Shashi Mr.Balinder Singh	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.Yogesh Bajaj I/C Mr. Viresh Kumar Mr. Kuldeepak Mishra Mr. Sushil. Mr. Tarun Kumar	To ensure day to day updating of the Vidyalaya website with all relevant information. To protect school website from Hackers.
13	Guidance and Counselling	Mrs. Kavita Bijarniya V.P I/C Mrs. Geeta Devi Mr. Shiv Kumar Mr. Kali Ram Mrs Savita Choudhary	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. Akshay Kumar I/C Mr. Balinder Singh Mr. Shubham	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 Conveners	Mrs Kavita Bijarniya I/C Mr. Kali Ram HM and All Subject Committee Conveners	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	Mr. Kali Ram I/C Ms. Preeti Saini Mr. Rahul Mr. Irshad Ali Ms Seema	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 & Upload the Pictures of different activities	Mr. Sushil Kumar I/C Mr. Sunil Kumar Ms Shaily Singh Mrs Suchitra Singh Ms. Arunima	To plan and organize adventure activity for the students. Safety of students etc
18	Integrity Club	Mr. Kamal Kumar I/C Ms. Reena Devi Ms. Seema	To plan activities as per CBSE guide lines. The Major aim of the club is to develop human values in children. To arrange morning assembly talks, See that the students are developing

			themselves as an ideal future generation.
19	Library Committee	Ms. Shaily Singh I/C Mr. Shiv Kumar Mrs Rekha rani Ms Rekha Rawat 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	Mr. Akshay Kumar I/C Mrs. Arunima Mr. Monu Singh	Proper functioning of PA system necessary for assembly, various other functions, their repair and maintenance.
21	Cleanliness of Vidyalaya, Swachh Bharat Abhiyaan	Mr. Sunil Kumar I/C Mrs Savita Choudhary Mr. Balinder Singh Mr. Ajay Kumar Meena Ms. Rekha Rawat	To see that the Cleanliness of the vidyalaya, Toilets, corridors and whole campus Areas including Staff Quarters Areas, Check whether the cleanliness employees are working properly.
22	Magazine Committee	Mrs Shaily Singh I/C Mr. Kamal Kumar Mrs Rekha Ms. Anupama Saini Ms. Suchitra	To collect, select and edit the works of students and staff for the printing of Vidyalaya Magazine. Timely editing printing and distribution. News Letter of School.
23	External Competitions and Olympiads	Mrs. Urmila Arya Mr. Viresh Kumar Mr. Kamal Kumar Computer Instructor	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. Viresh Kumar I/C Mr. Shiv Kumar Mr. Kali Ram Mr. Ajay Kumar Meena	To maintain the stock of furniture, optimum utilization, timely repair, procurement etc.
26	CS 54, Office accounts & Bell timings	Mrs Rekha Rani I/C Mr. Sushil Kumar Mr. Kuldeepak Mishra	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	Mrs Taruna Kaur I/C Nurse Mr. Kamal Kumar	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. Akshay Kumar I/C P&HE Teacher Dr. M.K Agarwal Mr. Kali Ram	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

		Ms Akansha Mr. Tarun Kumar	from M&R department. To see that no unwanted things are happening the Vidyalaya or its premises.
29	Technology/ PIMS /Photo uploads/ Website/UBI/ UDISE	Mr.Yogesh bajaj I/C Mr. Viresh Kumar Mr. Tarun Kumar Mr. Kuldeepak Mishra Ms Swati Kaushik Mr. Sushil Kumar	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.Kavita Bijarniya VP Mrs Rekha Rani Mrs Taruna Kaur Mrs Geeta Devi Mr. Ajay Kumar Meena Mrs Anupama Saini Smt Sonali NGO Member	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 sprit 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	Staff Quarter Maintenance Committee	Mr.Akshay Kumar I/C Mr.Shubham Choudhary Mr Balinder Singh Ms. Rekha Rawat Ms Akansha	To supervise all M&R work of Quarter, submit the progress report of Maintenance, To ensure timely maintenance and up keeping of the Vidyalaya building and campus.

32	Evacuation Team & Rescue Team	Dr. Manoj Kumar Verma Mrs Kavita Bijarniya Mr. Kali Ram Mr.Monu Kumar Mrs Savita Choudhary	Teacher will train all the students In case of emergency or in Natural Disaster. They also provide the Exit play from the building during Emergency.
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33	ACADEMIC AND ADMINISTRATIV E SUPPORT:-	Mrs Kavita Bijarniya I/C Dr. M.K.Agarwal Mr. Viresh Kumar Ms. Zikra Burney Mr. kali Ram Mr. Sushil	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.
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			<p>c) Verification of students' attendance registers to ensure the collection of fees from all the students of their respective members of their subject.</p> <p>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.</p> <p>e) To assist the undersigned in preparation of Budget estimates (SF &amp; VVN) annual accounts (SF&amp;VVN)</p>
34	Security conservancy & safety	<p>Mr. Yogesh I/C Mr. Akshay Mr. Tarun Mr. Gourav Mrs Anupama</p>	<p>To keep a proper weekly record of working of conservancy staff.</p> <p>To ensure proper working of security and conservancy staff as per the contract</p> <p>To plan for the safety and security of the students and the Vidyalaya building.</p> <p>To obtain building and electrical safety certificate.</p> <p>To organize programs on safety and security of the children.</p>
35	Condemnation Committee	<p>Dr. Manoj Kumar Verma Mrs. Kavita Bijarniya Mr. Kali Ram Mr. Viresh Kumar Mr. Shiv Kumar Mr. Monu Kumar Mr. Gourav Ms. Seema</p>	<p>Members should inspect and prepare a list of broken and unserviceable goods (including laboratory articles like test tubes, beakers, etc.). Damages / breakages for which teachers/ students are held responsible are to be made good by the individuals concerned. Disposal of obsolete, broken or unserviceable stores (including furniture) then based on the recommendations of the Condemnation Board.</p>

36	Executive Committee of the VMC.	1.Honarable Chairman Sir. 2.Mrs Kavita Bijarniya 3. Dr. M.K.Agarwal 4.Mrs Rekha 5. Ms Anupama 6. ( Parent Member) 7. Dr. Manoj Kumar Verma (Secretary Member)	The Executive Committee will meet as often as necessary but in any case once in three months. The decisions taken by the Executive Committee shall be recorded and communicated by the Principal of the Vidyalaya concerned. Three members would constitute a quorum for the meeting.
37	YUVA Tourism Club	Dr. M.K.Agarwal PGT I/C Mr. Kamal Kumar PGT PET And 25 Students of class VII to XII.	Tourism club will facilitate the development of soft skills like team work , Management, Leadership, besides encouraging adoption of responsible tourism practices and concern for sustainable tourism.
38	Teachers Welfare Committee/ Hospitality of Dignitaries/	Dr. Manoj Kumar Agarwal I/C Mrs Geeta Ms Anupama Ms Shaily Mr. Kali ram Ms. Suchitra	To work for betterment of the employees. Work with both the employee and employer to ensure healthy and safe work environment for the employee. Duties like this include, improving facilities & services like, medical, drinking water, canteen, toilet, rest area, child care room etc and informing workers of their rights like wages, overtime rates, leaves etc. And communicate and ensure with management that Teachers are getting these services and benefits properly.
38	NCC	Mr. Monu Kumar I/C Mr. Sunil Kumar	To organize all the NCC activities in the Vidyalaya, Procure all the items required for NCC, Organize training and Preparation camps of NCC, to implement all the activities as prescribed by KVS.



38	Institutional Planning & Advisory Committee	Mrs Kavita Bijarniya I/C All Stock Holders	<ol style="list-style-type: none"> <li>1. To guide, suggest and chalk out all action plan for academic and co-curricular activities.</li> <li>2. Will function as advisory board for Vidyalaya activities.</li> <li>3. In-charge and members of its committee will help and advise the Principal to take decision during emergency time and in normal Course of work.</li> <li>4. Decision of the committee will be final to initiate action against concerned in all matters including student discipline</li> <li>5. The committee is empowered to take decision and action on time to improve the Vidyalaya Status in the field of academic and co-curricular activities with the approval of the Principal.</li> <li>6. Any other related work</li> </ol>
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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  
Dr. Manoj Kumar Verma