

**KV NO. 2, MATHURA REFINERY NAGAR, MATHURA  
COMMITTEES FOR THE SESSION: 2023-24**

Sl. No.	NAME OF THE COMMITTEE	MEMBERS	DUTIES
1	ACADEMIC CUM SUBJECT COMMITTEE	MRS. Mausami Bhattcharajji, Overall I/C MR. BHARAT BHUSHAN, I/C (ENGLISH) Sh. K.N.Verma, I/C (SCIENCE) MR. PANKAJ VARSHNEY I/C (MATHS) MR. RAJESH K. MEENA I/C (HINDI) MRS. ELA SINGH I/C (S.ST.,HIST POL SC.) MRS. POOJA SHARMA I/C (COMM. ) MRS. BEENA RANI GAUTAM , I/C (PRIMARY )	<ul style="list-style-type: none"> <li>➤ Coverage of syllabus, class work/home work monitoring</li> <li>➤ Remedial work,</li> <li>➤ Conduct of subject committees meetings.</li> <li>➤ Overall upliftment of students and teacher in academic areas.</li> <li>➤ Attainment of learning outcomes.</li> </ul>
2	EXAMINATION INTERNAL/EXTERNAL/CBSE	MR. PANKAJ VARSHNEY I/C MR. BHARAT BHUSHAN I/C (For CBSE Registration Only) MR. Hemant Kumar Meena Miss Indu Bhoj MRS. ANAMIKA DIXIT I/C (PRIMARY )	<ul style="list-style-type: none"> <li>➤ Conducting internal exam,</li> <li>➤ Preparation of result analysis,</li> <li>➤ Question paper for FAs, PTs &amp; others,</li> <li>➤ Correspondence etc</li> <li>➤ LOC , Registration</li> </ul>
	Examination External and CBSE	MR. AJAY SAGAR I/C Mr. Kedar Nath Verma, PGT (Chem.) MR. Yash Pal Giri Miss Indu Bhoj Computer Instructor	<ul style="list-style-type: none"> <li>➤ Conducting External exam, all CBSE related work except LOC &amp; Reg</li> <li>➤ Correspondence etc</li> <li>➤ Conduct of CBSE Practical and Theory Exam</li> </ul>
3	TIME TABLE	MRS. POOJA SHARMA I/C MRS. MOUSUMI BHATTACHARJEE MR. Ajay Prajapati Mrs. NANDINI SINGH MR. Sanjeev Singh I/C (PRIMARY )	<ul style="list-style-type: none"> <li>➤ Prepare time table of schools all CBSE related work except LOC &amp; Registration routine classes, Wednesday zero period, remedial class and other, remedial.</li> <li>➤ Arrangement for teachers on their absence class.</li> </ul>
4	ADMISSION	MR. R D YADAV I/C Mr. Rajesh Kumar Meena MRS. ARSHI MALIK COMPUTER INSTRUCTOR	<ul style="list-style-type: none"> <li>➤ Verification of forms, preparation of list of eligible and ineligible candidates,</li> <li>➤ Finalization of admissions as per KVS rule.</li> </ul>
5	CCA AND MORNING ASSEMBLY	MR. RAJESH KUMAR MEENA I/C MS. LATA RANI GUPTA MR. SACHIN BAGHEL MR. BEERENDRA CHANDRA MRS. RAJNI MR. SANJEEV SINGH DANCE COACH MR. YOGENDRA KUMAR SHARMA	<ul style="list-style-type: none"> <li>➤ To conduct CCA on time and conduct of morning assembly, celebration of important days.</li> </ul>

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6	DISCIPLINE	Mr. Sachin Baghel I/C (Boys) MRS. Pooja Sharma I/C (Girls) GAMES COACH YOGA INSTRUCTOR ALL CLASS TEACHERS All HOUSE MASTERS & PREFECTS	<ul style="list-style-type: none"> <li>➤ To maintain the discipline of school and student's uniform.</li> <li>➤ Allotting duties for different areas for safety and security of students.</li> </ul>
7	FURNITURE	MR. RAM PRASAD (I/C) Mr. Birendra Chandra	<ul style="list-style-type: none"> <li>➤ Maintenance of records and furniture items.</li> <li>➤ Requisition of furniture if required, adopt procedure for</li> </ul>
8	REPAIR AND MAINTENANCE OF BUIDLING	MR. BIRENDRA CHANDRA I/C MR. AJAI KUMAR PRAJAPATI MR. SHER SINGH	<ul style="list-style-type: none"> <li>➤ Maintenance and repair works as per KVS guidelines</li> </ul>
9	GARDENING AND BEAUTIFICATION OF CAMPUS	MR. R D YADAV I/C Gardening MRS. NANDINI SINGH (I/C) Beautification MR. Yogendra Sharma	<ul style="list-style-type: none"> <li>➤ To maintain the garden and maintain the beauty of school</li> </ul>
10	COMPUTER & WEBSITE UPDATATION, MGRM & OTHER IT related work	MR. PAWAN KUMAR DIXIT I/C COMPUTER INSTRUCTOR	<ul style="list-style-type: none"> <li>➤ To manage computer lab and purchase accessories if required.</li> <li>➤ Providing facility of ICT to for teachers and students.</li> <li>➤ Adopt procedure for condemnation of articles as per KVS norms.</li> <li>➤ Do all the work related to KV SHALADARPAN</li> </ul>
11	SCOUT AND GUIDE	MR. PAWAN KUMAR DIXIT I/C MR. BHARAT BHUSHAN MR. Y P GIRI MR. SANJEEV KUMAR SINGH MR. AJAI KUMAR PRAJAPATI MRS. NANDINI SINGH MRS. RAJNI MRS. ANAMIKA DIXIT	<ul style="list-style-type: none"> <li>➤ To conduct the scout and guide, cubs and bulbul activities at school level and to arrange the same for different level like TRITIYA SOPAN etc.</li> </ul>
12	SCIENCE AND NATURE CLUB	Mr. K.N.Verma I/C MR AJAY SAGAR MR. R.D. YADAV MRS. KEERTI SONI MRS. MANISHA MUDGAL	<ul style="list-style-type: none"> <li>➤ To conduct science exhibition and other activities related to science and nature. Develop eco club and sensitizing towards judical use of resources to all stake holders of Vidyalaya.</li> </ul>
13	INNOVATION CLUB	MR. AJAY SAGAR I/C MRS. KEERTI SONI MR. PAWAN KUMAR DIXIT Computer Instructor	<ul style="list-style-type: none"> <li>➤ To prepare new projects or models in ATL-LAB. &amp; others.</li> </ul>

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14	SOCIAL SCIENCE EXHIBITION	MRS. Mausami Bhattacharjee I/C Mr. R.K.Meena MR. BHARAT BHUSHAN MRS. ELA SINGH MRS. MOUSAMI BHATTACHARJI TGT S.St. TGT Sanskrit MR. Y P GIRI Miss Lata Gupta Miss Indu Bhoj	➤ Conducting social science exhibition.
15	GUIDANCE & COUNSELING	MR. PAWAN KUMAR DIXIT I/C MR. BHARAT BHUSHAN MR. Sachin Baghel Miss Indu Bhoj	➤ To solve the problems of the students (psychological, social, emotional etc). ➤ To make them aware about different careers after schooling and College courses.
16	SPORTS AND GAMES	MR. Sachin Baghel I/C GAMES COACH YOGA INSTRUCTOR ALL HOUSE MASTERS	➤ To conduct different sports and games activities.
17	GREIVANCE REDRESSAL COMMITTEE & SEXUAL HARASSMENT	MRS. MOUSAMI BHATTACHARJEE (I/C) MR. RAJESH KUMAR MEENA DR. LUXMI GAUTAM (N.G.O.)	➤ To make efforts to resolve the grievances of staff and students and act as per laid norms.
18	RAJBHASHA	MR. RAJESH KUMAR MEENA I/C MR. Y P GIRI MR. S D UPMAN	➤ To promote the use of RAJBHASHA "HINDI" in day today life and working of the Vidyalaya. Activities related to RAJBHASHA.
20.	PTA	MR. PANKAJ VARSHNEY, I/C MRS. BEENA RANI GAUTAM ALL CLASS TEACHERS AND CO CLASS	➤ To conduct PTA and make the arrangement of PTA meetings.
21	PHOTOGRAPHY MEDIA COMMUNICATION	MR. PAWAN KUMAR DIXIT Mr. Hemant Kumar Meena	➤ Photography of different activities/functions in Vidyalaya. ➤ Printing and displaying and providing on website and media publicity.
22	AEP	MR. BHARAT BHUSHAN I/C MR. R D YADAV Mrs. INDU BHOJ	➤ All activity and correspondence related to AEP.
23	CMP	MRS. BEENA RANI GAUTAM MRS. RAJNI MRS. ARSHI MALIK	➤ To implement the programs as per common minimum program guidelines. ➤ Publish CMP news letter in soft copy and printed matter.

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24	LIBRARY	MR. AJAI KUMAR PRAJAPATI I/C MRS. M.BHATTACHARJEE MR. PANKAJ VARSHNEY Mr. Kedar Nath Verma MISS. LATA GUPTA MR. RAJESH KUMAR MEENA MRS. MADHUR PANDEY MRS. BEENA RANI GAUTAM TGT Social Science	➤ To promote the maximum use of school library for the students as well as staff members.
25	CLEANLINESS	MR. BIRENDRA CHANDRA I/C MR. ARSHI MALIK MR. SHER SINGH MR. YOGENDRA KUMAR SHARMA	➤ To monitor the cleanliness and hygiene of different areas of campus.
26	CS-54	MR. Ram Prasad I/C MR. SOM DUTT UPMAN ALL CLASS TEACHERS	➤ To prepare cs-54 ➤ To provide information as required by SH. RAM PRASAD (I/C) to
27	BACK TO BASICS	MS. LATA GUPTA I/C MRS. Anamika Dixit	➤ To monitor the implementation & progress of B2B program
28	FIRST AID & MEDICAL CHECKUP	MRS. Keerti Soni I/C Grls MR. Sachin Baghel I/C Boys MRS. BEENA RANI GAUTAM IC Primary MR. SHER SINGH	➤ To provide first Aid as and when required ➤ To make the arrangement of medical checkup of the students
31	TEAM FOR STUDENTS WITH SPECIAL NEEDS	MR. Sachin Baghel I/C MRS. NANDINI SINGH MRS. ANAMIKA DIXIT Mr. Sher Singh	➤ To hold and providing necessary help to needy students as & when required as per KVS guidelines.
32	INTERNAL COMPLAINT	MRS. Mausami Bhattarjii, I/C MRS. POOJA SHARMA MR. Sachin Baghel MRS. MANISHA MUDGAL	➤ To address the complaint (if any) by the students and staff members as per KVS
33	DISASTER MANAGEMENT	MRS. POOJA SHARMA I/C PGT Political Science Contractual TGT Social study MR. BIRENDRA CHANDRA MR. SHER SINGH	➤ To help students & staff in case of any disaster as per KVS guidelines.

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33	HOUSE MASTERS	Mr. R.D Yadav Mr. Pankaj Varshney Mr. Ajay Sagar Mrs. Pooja Sharma	➤ To coordinate with associate house masters and office bearers of the house in ensuring quality of morning assembly and participation of students in CCA & Sports
34	UBI-FEE	Miss Indu Bhoj I/C ALL CLASS TEACHERS/ CO-CLASS TEACHERS & CO-CLASS TEACHERS	➤ To verify /modify/ add etc. student detail on UBI portal.
35	LAB. I/C	PHYSICS LAB. - AJAY SAGAR CHEMISTRY LAB - Mr.K.N.Verma BIO. LAB. - MR. R D YADAV COMP. LAB. - MR. PAWAN KUMAR DIXIT LANGUAGE LAB. - MR. BHARAT BHUSHAN GEOG. LAB. - PGT Geography JR. SCIENCE LAB. - MRS. KEERTI SONI ATAL LAB. - MR. AJAY SAGAR MATHS LAB. - MR. RAM PRASAD NEW CAT ROOM - MR. HEMANT KUMAR MEENA	➤ To plan calendar of activities & implement the same as per KVS/CBSE guidelines & benchmarking
36	NIOS	Mr.K.N.Verma I/C MR. Sher singh	➤ To run the study centre
37	CANTEEN SUPERVISION	MR. RAM PRASAD MRS. KEERTI SONI MRS. ANAMIKA DIXIT MR. YOGENDRA KUMAR SHARMA	➤ To monitor the quality of food items & hygiene ➤ To monitor opening & closing time

(SUBODH KUMAR AGNIHOTRI)  
PRINCIPAL