



KV NO. 2, MATHURA REFINERY NAGAR, MATHURA  
COMMITTEES FOR THE SESSION: 2022-23

Sl. No.	NAME OF THE COMMITTEE	MEMBERS	DUTIES	SIGNATURE
1	ACADEMIC CUM SUBJECT COMMITTEE	MRS. VANDANA SAXENA, Overall I/C MR. BHARAT BHUSHAN, I/C (ENGLISH) भारत Sh. K.N.Verma, I/C (SCIENCE) Sh MR. PANKAJ VARSHNEY I/C (MATHS) उम MR. RAJESH K. MEENA I/C (HINDI) राजेश MRS. ELA SINGH I/C (S.ST.,HIST POL. SC.) एला MRS. POOJA SHARMA I/C (COMM. ) पूजा MRS. BEENA RANI GAUTAM , I/C (PRIMARY ) बीना	<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 उम MR. BHARAT BHUSHAN I/C.CBSE Registration Only भारत MR. Hemant Kumar Meena H Miss Indu Bhoj Indu MRS. ANAMIKA DIXIT I/C (PRIMARY ) अंकिता	<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 अजय MR. Yash Pal Giri यशपाल Miss Indu Bhoj Indu Computer Instructor	<ul style="list-style-type: none"> <li>➤ Conducting External exam, all</li> <li>➤ CBSE realted 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 पूजा MRS. MOUSUMI BHATTACHARJEE मुसुमी MR. Ajay Prajapati अजय Mrs. NANDINI SINGH नानदिनी MR. AVATAR SINGH I/C (PRIMARY ) अटार	<ul style="list-style-type: none"> <li>➤ Prepare time table of schools all CBSE realted 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 राजद Mr. Rajesh Kumar Meena राजेश MRS. ARSHI MALIK अरशी 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>	

  
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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	> To conduct CCA on time and conduct of morning assembly, celebration of important days.	
6	DISCIPLINE	Mr. Sachin Baghel I/C MRS. INDU SAINI I/C GAMES COACH YOGA INSTRUCTOR ALL CLASS TEACHERS ALL HOUSE MASTERS & PREFECTS	> To maintain the discipline of school and student's uniform. > Allotting duties for different areas for safety and security of students.	
7	FURNITURE	MR. AVATAR SINGH I/C MR. RAM PRASAD Mr. Birendra Chandra	> Maintenance of records and furniture items. > Requisition of furniture if required, adopt procedure for condemnation of articles as per KVS	
8	REPAIR AND MAINTENANCE OF BUILDING	MR. BIRENDRA CHANDRA I/C MR. AJAI KUMAR PRAJAPATI MR. SHER SINGH	> Maintenance and repair works as per KVS guidelines	
9	GARDENING AND BEAUTIFICATION OF CAMPUS	MR. R D YADAV, I/C MRS. NANDINI SINGH MR. Yogendra Sharma	> To maintain the garden and maintain the beauty of school	
10	COMPUTER & WEBSITE UPDATATION, MGRM & OTHER IT related work	MR. PAWAN KUMAR DIXIT I/C COMPUTER INSTRUCTOR	> To manage computer lab and purchase accessories if required. > Providing facility of ICT to for teachers and students.	

  
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11	SCOUT AND GUIDE	MR. PAWAN KUMAR DIXIT I/C MR. BHARAT BHUSHAN MRS. INDU SAINI MR. Y P GIRI MR. SANJEEV KUMAR SINGH MR. AJAI KUMAR PRAJAPATI MRS. NANDINI SINGH MR. AVTAR SINGH MRS. RAJNI MRS. ANAMIKA DIXIT	> 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.	
12	SCIENCE AND NATURE CLUB	Mr. K.N.Verma I/C MR AJAY SAGAR MR. R.D. YADAV MRS. KEERTI SONI MRS. MANISHA MUDGAL	> 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.	
13	INNOVATION CLUB	MR. AJAY SAGAR I/C MRS. KEERTI SONI MR. PAWAN KUMAR DIXIT Computer Instructor	> To prepare new projects or models in ATL-LAB. & others.	
14	SOCIAL SCIENCE EXHIBITION	MRS. VANDANA SAXENA I/C Mr. R.K.Meena MR. BHARAT BHUSHAN MRS. ELA SINGH MRS. MOUSAMI BHATTACHARJI MRS. MADHUR PANDEY MRS. INDU SAINI 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 MRS. INDU SAINI 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.	

  
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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. VANDANA SAXENA I/C MRS. MOUSAMI BHATTACHARJEE 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 TEACHERS.	> 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	
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	
24	LIBRARY	MR. AJAI KUMAR PRAJAPATI I/C MRS. M.BHATTACHARJEE MR. PANKAJ VARSHNEY Mr. K.N.Verma MISS. LATA GUPTA MR. RAJESH KUMAR MEENA MRS. MADHUR PANDEY MR. AVATAR SINGH	> To promote the maximum use of school library for the students as well as staff members.	

*[Handwritten Signature]*

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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 UPMA, ALL CLASS TEACHERS	> To prepare cs-54 > To provide information as required by SH. RAM	
27	BACK TO BASICS	MS. LATA GUPTA I/C MR. AVATAR SINGH	> To monitor the implementation & progress of B2B program	
28	FIRST AID & MEDICAL CHECKUP	MRS. MADHUR PANDEY I/C Grls MR. PAVAN KUMAR DIXIT I/C Boys MRS. BEENA RANI GAUTAM I/C 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. PAVAN KUMAR DIXIT 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. VANDANA SAXENA, 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 Mrs Madhur Pandey MR. BIRENDRA CHANDRA MR. SHER SINGH	> To help students & staff in case of any disaster as per KVS guidelines.	
33	HOUSE MASTERS	MRS. INDU SAINI MISS. LATA GUPTA MR. AJAI KUMAR PRAJAPATI MR. Y P GIRI	> 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.	

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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. - MRS. VANDANA SAXENA ✓ JR. SCIENCE LAB. - MRS. KEERTI SONI ✓ ATAL LAB. - MR. AJAY SAGAR ✓ MATHS LAB. - MR. RAM PRASAD ✓ NEW CAT ROOM - MR. HEMANTI KUMAR MEENA ✓ SCIENCE LABS - MR. AJAY SAGAR ✓	To plan calendar of activities & implement the same as per KVS/CBSE guidelines & benchmarking	
36	NIOS	Mr. K.N. Verma I/C ✓ MR. Om Prakash ✓	To run the study centre	
37	CANTEN SUPERVISION	MR. RAM PRASAD ✓ MRS. KEERTI SONI ✓ MRS. ANAMIYA DIXIT ✓ MR. YOGENDRA KUMAR SHARMA ✓	To monitor the quality of food items & hygiene To monitor opening & closing time	

(GURODIT ZUMAR AGNIHOTRI)

PRINCIPAL

  
 कन्वेंटर  
 दिनांक: 10/05/23  
 मध्य: 10/05/23