



PM-SHRI KENDRIYA VIDYALAYA MUNGAOLI

Committees for the Session 2023-2024





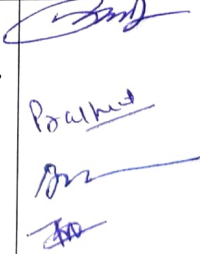


The following committees are formed for the smooth functioning of the Vidyalaya for the session 2023-24 with immediate effect. All other duties allotted will continue till further orders, all the teachers are requested to extend coordination for better results and harmonious ambience in the School.













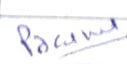

w.e.f. 30.10.2023

Handwritten signature and date: 30/10/23




S No.	Name of Committee	I/C & Members	Sign	Description
1.	Academic	1.Mrs. Sonia Bajpai, PGT English 2.Mr. Vrijendra Rathore, PGT CS 3.Mr. Ashwani K Shivhare, PGT Hindi 4.Mr. Ashutosh, PGT Hist. (SOST) 5.Mr. Nitin Tiwari, PGT Maths		Subject committee meetings should be held in the presence of Principal only on weekdays as per schedule circulated with Pre-informed agenda points.
2.	Admission & Daily/Monthly Enrolment & Students Data Management	1.Mr. Vijendra Rathore, PGT CS 2.Mr. Kapil Bhawsar, TGT Maths 3.Ms. Anjana Sengar, PRT 4.Mr. Gaurav Dixit, PRT 5.Ms. Kiran Sharma, PRT 6.All Class Teachers		Ensuring Implementation of Admission Guidelines, Timely Admissions, Entertaining Concerned Parents, Maintenance of records and concerned reply
3.	Examination, Monthly Test & CBT (Secondary)	1.Mr. Nitynand Pandey, PGT Phy. 2.Mr. Alok Dwivedi, PGT Eco. 3.Mr. Brijbhan Singh Dangi, TGT Maths 4.Mr. Prashant Agrawal, TGT WE 5._____ TGT Hindi 6.Mr. Hayat U. Khan, Comp.Instt.		Organising internal exams, modification of Question Papers, Ensuring compilation of student data, Maintaining records for evidence for assessment, Organising PTM, Organising External Exams.
4.	Examination Monthly Test & CBT (Primary)	1.Raghwendra S. Rathore, PRT 2.Mrs. Sameeksha Dangi, PRT 3.Mr. Yogesh, PRT 4.Mr. Hayat U. Khan, Comp.Instt.		Organisation of related activities, maintenance of record & correspondence
5.	CBSE & External Examination	1.Mr. Ashutosh, PGT Hist. 2.Mr. Mahesh Kumar, PGT Chem. 3.Mr. Hemraj Mahawar, TGT Sst. 4.Mr. Hayatullah Khan, Comp.Instt.		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
6.	Language Lab	1.Mrs. Sonia Bajpai, PGT Eng. 2._____ TGT Eng1 3._____ TGT Eng2 4. Mr. Ashwani K Shivhare, PGT hindi		To make a time table of speaking and listening classes and organise speaking and Listening classes (at least one in a week) in the language for all classes from 3 to 12.

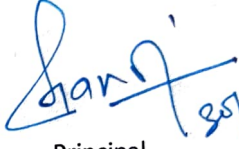
14.	Vidyalaya Campus Cleanliness Monitoring Committee	<p>1. Mrs. Sonia Bajpai, PGT Eng.</p> <p>2. Mr. Prashant Agrawal, TGT WE</p> <p>3. Mr. Shrikant, TGT Bio.</p> <p>4. Mr. Vinod K Jangid, TGT AE</p> <p>5. _____ TGT Eng2</p> <p>6. Mr. Vijay K. Bairwa, PGT Geo.</p> <p>7. Ms. Ishratunnisha, PRT</p> <p>8. Mr. Yogesh, PRT</p> <p>9. Mr. sunil K Luhar, PRT</p> <p>10. Mr. Mahaveer P Meena PET</p>	<p><i>Prashant</i></p> <p><i>(Signature)</i></p>	<p>Over-all I/C</p> <p>2. Administrative Block & School Entrance Area.</p> <p>3. Water Point & Secondary area. (F/F)</p> <p>4. Art Room & washroom (F/F)</p> <p>5. Girl Washroom Area (F/F)</p> <p>6. Senior Secondary Block (G/F)</p> <p>7. CMP Room & 1,2 Class Area</p> <p>8. Class 3 to 5 Area, Boys W/R</p> <p>9. class 2 & Girls W/R area</p> <p>10. Sports Room & Ground</p>
15.	GeM Operation & Purchase, Physical Verification & Bill Verification	<p>1. Mr. Vijendra Rathor, PGT CS</p> <p>2. Mr. Prashant Agrawal, TGT WE</p> <p>3. Mr. Sandeep Khare, SSA</p> <p>4. Ms. Ishratunnisha, PRT</p> <p>5. Mr. Sunil K Luhar, PRT</p> <p>6. Mr. Saurabh Sahu, JSA</p>	<p><i>Kulkarni</i></p> <p><i>Prashant</i></p>	To get the requirements from all the department and to execute centralized purchasing. Physical verification of the purchased items.
16.	Invitation, Reception & Welcome	<p>1. Mrs. Sonia Bajpai, PGT English</p> <p>2. Mr. Vijendra Rathor, PGT CS</p> <p>3. _____ TGT Eng,2</p> <p>4. Mr. Siddharth Jain, Music Tr.</p> <p>5. Mr. Hayatullah Khan, Comp. Instt.</p>	<p><i>(Signature)</i></p>	To prepare the invitation card, welcome speech, preparation and presentation of bouquet to the dignitaries.
17.	SBSB, Sports & Yoga Activities	<p>1. Mr. Mahaveer S Meena, PET</p> <p>2. Mrs. Priya Jaiswal, Lib.</p> <p>3. Mr. , Sports Coach</p> <p>4. Mr. Yogesh, PRT</p> <p>5. Mr. Gaurav Dixit, PRT</p>	<p><i>(Signature)</i></p>	Organisation of related activities, maintenance of record & correspondence
18.	PTM & Staff Meetings	<p>1. Mrs. Sonia Bajpai, PGT Eng.</p> <p>2. Mr. Nitynand Pandey, PGT Phy.</p> <p>3. Mrs. Ishratunnisha, PRT</p> <p>All the Class Teachers</p>	<p><i>(Signature)</i></p>	Organising the Parent Teacher Meeting and Staff Meetings with all the necessary arrangements.
19.	Discipline & Safety of Students Safe Arrival & Departure.	<p>1. Mr. Mahaveer P Meena, PET</p> <p>2. Mr. Nitin Tiwari, PGT Maths</p> <p>3. Mr. Shrikant, TGT Science</p> <p>4. Mr. , Sport Coach</p> <p>All the Class Teacher</p>	<p><i>(Signature)</i></p>	To maintain discipline in the school campus, maintain complaint register and proper disposing off the complains received from the students.
20.	Suggestion Box Opening	<p>1. Mrs. Sonia Bajpai, PGT Eng.</p> <p>2. Mr. Mahesh Kumar, PGT Chem.</p> <p>3. Mr. Prashant Agrawal, TGT WE</p> <p>4. Mrs. Priya Jaiswal, Lib.</p>	<p><i>Prashant</i></p> <p><i>(Signature)</i></p>	To keep and open the Suggestion Box fortnightly.

36.	Income Tax & Savings and Other Liabilities	1. _____ PGT comm.. 2. Mr. Nitin Tiwari, PGT Maths 3. Mr. Brijbhan S Dangi, TGT Maths 4. Mr. Sandeep Khare, SSA		Organisation of related activities, maintenance of record & correspondence
37.	Social Science Exhibition, EBSB, AKAM Excursion & Study Tour	1. Mr. Vijay K Bairwa, PGT Geo. 2. Mr. Alok Dwivedi PGT Eco. 2. Mr. Ashutosh, PGT Hist. 3. Mr. Hemraj Mahawar, TGT Sst. 4. _____ TGT Eng2 5. Mr. Sddharth Jain PRT Music 6. Mrs. Kiran Sharma, PRT		Organisation of related activities, maintenance of record & correspondence
38.	RTI & Press & Publication	1. Mr. Vijendra Rathor, PGT CS 2. Mr. Ashwani K Shivhare, PGT Hindi 4. Mr. Swatantra K Gupta, PRT 5. Mr. Saurabh Sahu, JSA		To response the RTI and prepare the press note.
39.	Medical Assistance, Medical Check-ups & Records of students, First Aid Room & Maintenance	1. _____ PGT Bio. 2. Mr. Shrikant, TGT Bio. 3. Mrs. Harpinder Kaur, Nurse 3. Mrs. Ishratunnisha, PRT 4. Mr. Rakesh Kumar, PRT 5. Ms. Anjana Sengar, PRT		Organisation of related activities, maintenance of record & correspondence
40.	Awakened Citizen Programme (ACP)	1. Mr. Vinod K Jangid, TGT AE 2. Mr. Hemraj Mahawar, TGT Sst. 3. Mr. Prashant Agrawal, TGT WE 4. Mr. Brijbhan Singh Dangi, TGT Maths 5. Mrs. Priya Jaiswal, Lib.		Organisation of related activities, maintenance of record & correspondence
41.	Quarters Allotment & Maintenance, Repair Committee	1. Mr. Vijendra Rathore, PGT CS 2. Mr. Ashwani K. Shivhare, PGT Hindi 3. Mr. Nitin Tiwari, TGT Maths 4. Mrs. Priya Jaiswal, Lib.		To prepare the allotment panel, getting requests for maintenance and repair and organising the same.
42.	Medical & TA/DA Bill	1. _____ PGT Comm. 2. Mr. Sandeep Khare, SSA 3. Mr. Saurabh Sahu, JSA		Verification of submitted bills.
43.	Safe Arrival and Departure of the Students	1. Mr. Mahaveer P Meena, PET 2. _____ Sports Coach 3. Mr. Vijay k Bairwa, PGT Geo. 4. Mr. Nityanand Pandey, PGT Phy. 5. Mrs. Ishratunnisha, PRT		To prepare a duty plan for teachers for the safe arrival and departure of the students and monitor the duty.

21.	Internal Complaint Committee & Women/ Girls' Grievance Redressal Cell	1.Mrs. Sonia Bajpai, PGT Eng. 2.Mrs. Priya Jaiswal, Lib. 3.Mrs. Ishratunnisha, PRT 4.Mr. Vijendra Rathore, PGT CS	 	To receive the complaints and conduct an inquiry and disposing off the complaints as per KVS norms.
22.	Notebook Checking & Question Paper Moderating & Monitoring	1.Mr. Alok Dwivedi, PGT Eco. 2.Mr. Nityanand Pandey, PGT Phy. 3.Mr. Kapil Bhawsar, TGT Maths 4. _____ TGT Eng1 4.Mrs. Ishratunnisha, PRT 5.Mr. Swatantra Gupta, PRT		To make a time-table for correction of the notebooks and coordinate with the subject teachers.
23.	NTSE, NIOS & PISA	1.Mr. Nityanand Pandey, PGT Phy. 2. _____ PGT Bio. 3.Mr. Brijbhan S Dangi, TGT Maths Mr. Kapil Bhawsar, TGT Maths	 	Organisation of related activities, maintenance of record & correspondence
24.	NCSC, KPVVY Science Exhibition & Olympiads	1.Mr. Mahesh Kumar, PGT Chem. 2.Mr. Shrikant, TGT Science 3.Mr. Brijbhan S Dangi, TGT Maths		Organisation of related activities, maintenance of record & correspondence
25.	Maths Lab & Maths Olympiad	1.Mr. Nitin Tiwari, PGT Maths 2.Mr. Brijbhan S Dangi, TGT Maths 3.Mr. Kapil Bhawsar, TGT Maths 4.Mr. Raghwendra S Rathore, PRT	 	Organisation of related activities, maintenance of record & correspondence
26.	AEP / Guiding & counselling	1.Mr. Sonia Bajpai, PGT Eng. 2.Mr. Ashwani K Shivhare, PGT Hindi 3. _____ TGT Hindi 4.Mrs. Priya Jaiswal, Lib. 5. Counsellor	 	Organisation of related activities, maintenance of record & correspondence
27.	Morning Assembly & Cultural Programmes & Decoration & Beautification Photography	1.Mr. Ashwani K Shivhare, PGT Hindi 2.Mrs. Sonia Bajpai, PGT Eng. 3. _____ TGT Eng2 4. _____ TGT Skt. 4.Mr. Vinod K Jangid, TGT AE 5.Mrs. Anjana Sengar, PRT 6.Mrs. Kiran Sharma, PRT	 	Organisation of related activities, maintenance of record & correspondence
28.	PA System (Morning Assembly & Other Programmes)	1.Mr. Prashant Agrawal, TGT WE 2.Mr. Vinod k Jangid, TGT AE 3.Mr. Gaurav Dixit, PRT 4.Mr. Hayatullah Khan, Comp. Instt.	 	To arrange and organise the PA system for Morning assembly and other cultural activities.

29.	Building Maintenance & Repair (Electric & Water) Repair & Maintenance	1.Mr. Prashant Agrawal, TGT WE 2.Mr. Mahesh Kumar, PGT Chem 3.Mr. Vinod K Jangid, TGT AE 4. Mrs. Ishratunnisha, PRT 4.Mr. Gaurav Dixit, PRT 5.Mr, Yogesh, PRT	<i>Prashant</i> <i>[Signature]</i>	To maintain the inventory / records of fixtures, getting requirements / repairs of the same.
30.	Furniture (Purchase, Record & Repair)	1.Mr. Alok Dwivedi, PGT Eco. 2.Mr. Shrikant, TGT Sci. 3.Mr. Brijbhan S Dangi, TGT Maths 4.Mr. Raghvendra S Rathor, PRT 5.Mr. Lekhraj Gurjar, PRT	<i>[Signature]</i>	To maintain furniture inventory / record of furniture getting requirements and purchase new furniture and
31.	Samagra & Other Scholarship	1. _____ PGT Bio. 2.Mr. Hemraj Mahawar, TGT Sst. 3. _____ TGT Skt. 4.Mrs. Priya Jaiswal, Lib. 5.Mr. Swatantra K Gupta, PRT 6.Mr. Siddharth Jain Music Tr. 7.Mr. Hayatullah Khan, Comp. Instt.	<i>[Signature]</i>	Organisation of related activities, maintenance of record & correspondence
32.	ICT, UBI Updation Website Management & Learning Gadgets	1.Mr. Vijendra Rathor, PGT CS 2.Mr. Prashant Agrawal, TGT WE 3.Mr. Vinod K Jangid, TGT AE 4. _____ TGT Eng. 5.Mr. Hayatullah Khan, Comp. Instt.	<i>[Signature]</i> <i>Prashant</i> <i>[Signature]</i>	To keep a record of ICT devices, organise related activities, getting maintenance and repair for proper upkeep of all the gadgets.
33.	Raj Bhasha & Hindi Pakhwada	1.Mr. Ashwani K Shivhare, PGT Hindi 2. _____ TGT Hindi 3. _____ TGT Skt 4.Mr. Swatantra K Gupta, PRT 5.Mrs. Kiran Sharma, PRT	<i>[Signature]</i>	Organisation of related activities, maintenance of record & correspondence
34.	Teaching Aid	1.Mr. Ashutosh, PGT Hist. 2.Mr. Vijay K. Bairwa, PGT Geo. 3. Mr. Vinod K Jangid, TGT AE 4. _____ TGT Eng2.	<i>[Signature]</i>	To purchase and maintain and keep a record of teaching aids.
35.	DIKSHA, Nishtha, NIPUN & FLN	1.Mr. Nityanand Pandey, PGT Phy. 2. Mr. Nitin Tiwari, PGT Maths 3. Mr. Shrikant, TGT Bio. Mrs. Ishratunnisha, PRT 4.Mr. Lekhraj Gurjar, PRT 5. Mr. Yogesh, PRT	<i>[Signature]</i>	Organisation of related activities, maintenance of record & correspondence

44.	Beautification Decoration & Photography	1. Mr. Vinod K Jangid, TGT AE 2. _____ TGT Eng1 3. Ms. Anjana Sengar, PRT 4. Mrs. Kiran Sharma, PRT		To ensure proper beautification, decoration and make available all the photographs of all the activities, organised in the Vidyalaya.
45.	PM Shri	Mr. Vijendra Rathore, PGT CS Mr. Prashant Agrawal, TGT WE Mr. Vinod K Jangid, TGT AE Mrs, Priya Jaiswal, Lib. Mr. Sandeep Khare, SSA	  	To ensure proper implementation of the scheme, maintenance of record and correspondence, related to it.


Principal

KENDRIYA VIDYALAYA MUNGAOLI

List of Class Teachers / Co- Class Teachers for the Session 2023-2024