**KENDRIYA VIDYALAYA NO.1 KOTA**

**Institutional Plan for the Academic Session 2022-23**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Committee** | **Committee Members** | | |
| 01. | Overall Administrative & Grievance Committee | 1. | | Sh. R K Shukla Convenor |
| 2. | | Sh. R K Meena, VP Asso. Convenor |
| 3. | | Mr. Tarun Malav, HM |
| 4. | | Mrs. Mithlesh Chaudhary |
| 5. | | Mr. Tejendra Singh Rajawat |
| 02. | Fresh Admission Committee | 1. | | Mr. Sandeep Sharma I/C |
| 2. | | Mr. Rajesh Kumar PGT Asso I/C |
| 3. | | Mr. Naresh Kumar Gupta |
| 4. | | Mr. Rakesh Kumar Balai |
| 5. | | Mr. Hemraj Mahawar |
| 6. | | Mr. Lokhan Singh |
| 7. | | Mr. Brij Mohan |
| 8. | | Mr. Deepak Gaur, JSA |
| 9 | | Mr. Vatsal Bhati |
| 04. | Examination  (Secondary Section) | 1. | | Mr. Dinesh Kumar Sharma, Co-ordinator |
| 2. | | Mr. Mahesh Kumar, I/C Exam -CBSE |
| 3. | | Ms. Snigdha Surabhi, I/C Exam Home |
| 4. | | Mr. Amit Kumar Jain |
| 5. | | Ms. Reena Mahur |
| 6. | | Mrs. Meenakshi Saraswat |
| 7. | | Mrs. Bhavna |
| 05. | Examination (Primary) | 1. | | Mr. Brijmohan, I/C |
| 2. | | Mrs. Shally Rana |
| 3. | | Mr. Rakesh Kumar Meena |
| 06. | Time Table & Arrangement  ( Secondary) | 1. | | Mr. Mahaveer Prasad Jakhar , I/C |
| 2. | | Mr. Rajesh Mahawar |
| 3 | | Mr. Sandeep Sharma (Tech ) |
| 07. | Time Table & Arrangement  (Primary) | 1. | | Mrs. Rashmi Dubey I/C |
| 2. | | Mr. Brij Moham Mahawar |
| 3. | | Mr. Rakesh Kumar Meena |
| 08. (a) | Discipline Committee  (Secondary Section)  COVID19 SOP  Implementation & Monitoring | 1. | | Mr. Mahaveer Prasad Jakhar, I/C |
| 2. | | Mr. R K Patel (Entry) |
| 3. | | Mr. Mahesh Kumar (Exit) |
| 4. | | Mr. Mangal Ram (Old Block) |
| 5. | | Mr. Buddhi Prakash (New Block) |
| 6. | | Mrs. Mithlesh Chaudhary (New Block) |
| 7. | | Mr. Veerendra Singh Gandhar |
| 8. | | Mr. R C Meena |
| 9. | | Mr. Hemraj Mahawar |
| 10. | | All Class Teachers |
| 11. | | Members of Student Council |
| 08. (b) | Discipline Committee  (Primary Section)  COVID 19 SOP  Implementation & Monitoring | 1. | | Mrs. Neelam Maheshawari, I/C |
| 2. | | Mr. Dan Singh Meena |
| 3. | | Mrs. Shanti Deori |
| 4. | | Mr. Lakhan Singh |
| 5. | | Mrs. Shraddha Sahai |
| 5. | | All Class Teachers |
| 09. | Disciplinary Action Committee  (For Students) | 1. | | Vice Principal, I/C |
| 2. | | Mr. Mahaveer Prasad Jakhar |
| 3. | | Mrs. Jyoti Meena |
| 4. | | Mr. B.L.Bairwa |
| 5. | | Mr. Buddhi Prakash |
| 6. | | Mr. Tarun Malav, H.M. |
| 7. | | School Captain (Boys) |
| 8. | | School Captain (Girls) |
| 10. | CCA | 1. | | Smt. Shivlata Solanki I/C Secondary |
| 2. | | Smt. Jyoti Meena, Asso I/C |
| 3. | | Mrs. Mithilesh Chaudhary |
| 4. | | Miss Sapna Tahiliani |
| 5 | | Mr.Bani Singh Meena |
| 6. | | Mrs Shally Rana I/C Primary |
| 7 | | Mrs Seema Vashishth Asso I/C |
| 8. | | Mr.Nitesh Meghwal |
| 9. | | Ms. Nidhi |
| 11. | Morning Assembly  (Primary) | 1. | | Mrs. Seema Vashishth Co-ordinator |
| 2. | | Mr. Nitesh Meghwal |
| 3. | | Ms. Nidhi |
| 4 | | Sh. Bane Singh Dodiya (PA System) |
| 5. | | Class Teacher (Class on duty) |
| 12. | Morning Assembly (Secondary) | 1. | | Mr. M.P. Jakhar I/C |
| 2. | | Mr. Buddhi Prakash: Discipline,Flag & Command |
| 3. | | Mr. B L Meena (PA System) |
| 4. | | Ms. Vibha Shringi |
| 5. | | Class Teacher (Class on duty) |
| 13. | Checking of Accounts/ Arrear and fee related matters | 1. | | Mr. Naresh Kumar Gupta I/C |
| 2. | | Mr. Amit Kumar Jain |
| 14. | Furniture | 1. | | Mr. B L Meena I/C |
| 2. | | Mr. Veerendra Singh Gandhar Asso I/C |
| 3. | | Mr. R.C.Meena |
| 4. | | Mr. Hemraj Mahawar |
| 5. | | Mr. Bhagwan Sahay |
| 6. | | Mr. Lokhan Singh |
| 15. | Scout and Guide | 1. | | Mr. Bani Singh Meena, I/C Scout |
| 2. | | Mr. Rakesh Kumar Balai (I/C Stock) |
| 3. | | Ms. Sapna Tahiliani, (I/C Guide) |
| 4. | | Mr. Lakhan Singh Meena ( I/C Cub) |
| 5. | | Mr. Dharam Veer(2nd I/C Cub) |
| 6. | | Mrs. Savita Mishra (I/C Bulbul) |
| 7. | | Ms. Shally Rana (2nd , I/C Bulbul) |
| 8. | | All Scout & Guide Teachers |
| 16. | Daily Cleanliness | 1. | | Mr. Pavan Kr Meena I/C |
| 2. | | Mrs. Nutan Bala Asso. I/C |
| 3. | | Mr. B. L. Meena, |
| 3. | | Mr. Bhagwan S Meena |
| 4. | | Mrs. Munni Chaudhary |
| 5. | | Mr. DharamVeer I/C |
| 6. | | Mr. Lakhan Singh |
| 7. | | Mrs. Manjeet Kumari |
| 8. | | Mrs. Nidhi |
| 9. | | Mrs. Chanchal |
| 10. | | Mr. Bibha Shringi |
| 11. | | All Class Teachers |
| 17. | Atal Tinkering Lab | 1. | | Mr. R K Patel I/C |
| 2 | | Mr. Sandeep Sharma Asso. I/C |
| 3 | | Mr. Pavan Kumar Meena |
| 18. | First Aid & Medical Checkup | 1. | | Mr. Sunita Choudhary I/C |
| 2. | | Medical Doctor & Nurse |
| 3. | | Mr. R C Meena |
| 4 | | Mr. Buddhi Prakash |
| 5. | | Mrs. Seema Vashistha |
| 19. | Gardening & Beautification Committee | 1. | | Mr. Buddhi Prakash I/C |
| 2. | | Mr. B L Meena |
| 3. | | Mrs. Sunita Chaudhary |
| 4. | | Ms. Sapna Tahiliani |
| 5. | | Mrs. Shanti Deori |
| 20. | Personal & Career Guidance and Counseling | 1. | | Mr. Dinesh Kumar Sharma,I/C |
| 2. | | Councellor |
| 3. | | Mr. Rajesh Mahawar |
| 21. | AEP | 1. | | Mrs. Jyoti Meena, I/C |
| 2. | | Mr. Manoj Kumar Gupta |
| 3. | | Mr. N.K.Gupta |
| 22. | Heritage & Integrity Club / सदभावना समिति | 1. | | Mr. Mangal Ram Meena, I/C |
| 2. | | Mrs. Rashmi Saxena |
| 3. | | Mr. Naresh Kumar Gupta |
| 23. | Teacher’s Diary & Students’ HW  Checking | 1. | | Mr. R K Meena VP& I/C (For TGTs Class VI to X) |
| 2. | | Mr. R. K. Patel |
| 3. | | Mr.Tarun Malav HM (For PRTs Class I to V) |
| 4. | | Mrs. Neelam Maheshwari |
| 24. | Media Management | 1 | | Dr. Manoj Kumar Gupta |
| 2 | | Mr. B L Bairwa |
| 3 | | Mrs. Nutan Bala |
| 4 | | Mr. Dharamveer Meena |
| 5. | | Mrs. Savita Mishra |
| 6. | | Mrs Seema Vashisht |
| 25. | Staff Meeting / Vidyalaya Events Recording | 1. | Mr. Rakesh Kumar Balai I/C | |
| 2. | Mr. Veerendra Singh Gandhar | |
| 3. | Mrs. Rashmi Dubey | |
| 4. | Mrs. Nutan Singh | |
| 26. | Games and Sports Committee | 1. | Mr. Buddhi Prakash, , I/C | |
| 2. | Mr. Rakesh Kumar Balai | |
| 3. | Mr. Bhagwan Sahai | |
| 4. | Mr. Lakhan Singh,I/C Primary | |
| 5. | Mr. Rakesh Kumar Meena | |
| 6. | Mrs. Shanti Deori | |
| 7. | Mr. Nitesh Meghwal | |
| 27. | NCC | 1. | Dr. Kamal Navaria | |
| 2. | Mrs. Shraddha Sahai(Army Wing I/C) | |
| 3. | Mr. Bhagwan Sahai | |
| 4 | Mrs. Sunita Chaudhary | |
| 28. | Library | 1. | Mr. Rajesh Mahawar, I/C | |
| 2. | Mr. Mahaveer Prasad Jakhar | |
| 3. | Dr. Manoj Kumar Gupta | |
| 4. | Mr. Dinesh K. Sharma | |
| 5. | Mr. R.K.Patel | |
| 6. | Ms Snigdha Surabhi | |
| 7. | Mr. B.L.Bairwa | |
| 8 | Mr. Tarun Malav, HM | |
| 9. | Mrs. Rashmi Dubey | |
| 10. | Ms. Shally Rana | |
| 11. | Mrs. Savita Mishra | |
| 29. | Excursion Cum Educational Tour | 1. | Mr. Mangal Ram I/C | |
| 2. | Mr. Buddhi Prakash | |
| 3. | Mr. Hemraj Mahawar | |
| 4. | Mr. Ram Chandra Meena | |
| 5. | Mrs. Nutan Singh PRT I/C Primary | |
| 30. | Mathematics Activities/  Olympiads / National Math  Talent Search Exams | 1. | Mr. Rajesh Kumar, I/C | |
| 2. | Mr. Amit Kumar Jain | |
| 3. | Mr. Bhavna | |
| 4. | Mrs. Meeenakshi Saraswat | |
| 31. | Social Science Activities/ Exhibition/ Youth Parliament/ UNESCO Club | 1. | Mr Dinesh Kr Sharma, I/C | |
| 2. | Mr. Mangal Ram,Asso..I/C | |
| 3. | Mrs. Rashmi Saxena | |
| 4. | Mr. N.K.Gupta | |
| 5. | Mrs. Nutan Bala | |
| 32. | Science congress/Exhibitions /Activities/ NTSE and Other Exams etc. | 1. | Mr. R K Patel, I/C | |
| 2. | Mr.Pavan Kr Meena | |
| 3. | Mrs Sunita Chaudhary | |
| 4. | Mrs Munni Chaudhary | |
| 5. | All teachers of Science Department | |
| 33. | राजभाषा समिति | 1. | डॉ मनोज कुमार गुप्ता प्रभारी | |
| 2. | श्री बी. एल. बैरवा | |
| 3. | सुश्री रीना माहुर | |
| 4. | श्री तेजेंद्र सिंह राजावत | |
|  |  |  |  | |
| 34. | EBSB | 1. | Mr. Mangal Ram I/C | |
| 2. | Mrs Rashmi Saxena | |
| 3. | Mrs. Mithilesh Chaudhary | |
| 4. | Mrs. Nutan Bala | |
| 35. | Brochure,  School Diary | 1. | Mr. M P Jakhar I/C English | |
| 2. | Mrs. Shivlata Solanki I/C Hindi | |
| 3. | Mr. B.L.Bairwa | |
| 4. | Mr. Hemraj Mahawar | |
| Magazine | 1. | Mrs. Jyoti Meena, I/C English | |
| 2. | Mrs. Shivlata Solanki, I/C Hindi | |
| 3. | Mr. Hemraj Mahawar | |
| 4. | Mrs. Mithlesh Chaudhary,I/C Sanskrit | |
| 36. | Computer Dept.  (ICT & Website) | 1. | Mr. Sandeep Sharma I/C | |
| 2. | Mr. Mangal Ram Meena | |
| 3. | Mr. Dan Singh Meena | |
| 4. | Computer Instructors | |
| UBI | 1. | Mr. Rajesh Kumar I/C | |
| 2. | Mr. Sandeep Sharma | |
| 3. | Mr. Amit Jain | |
| 4. | Computer Instructors | |
| 37. | Maintenance (School Building) | 1. | Mr. B L Meena, WET, I/C | |
| 2. | Mr. R.K.Patel (coordinator) | |
| 3. | Mr. Bhagwaan S Meena | |
| 4. | Mr. Tarun Malav, HM | |
| 5. | Mr. Buddhi prakash | |
| 38. | Maintenance (Staff Qtrs) | 1. | Mr. Dinesh Kumar Sharma I/C | |
| 2. | Mr. Bani Singh Meena | |
| 3. | Mrs Savita Mishra | |
| 4. | Mr. Rakesh Balai | |
| 5. | Mr. Bane Singh Dodiya | |
| 39. | Academic Committee | 1. | Mr. Amit Kumar Meena, I/C | |
| 2. | Mrs. Jyoti Meena | |
| 3. | Mr. Mahaveer Prasad Jakhar | |
| 4 | Mr. Tarun Malav | |
| 5. | Mr. R C Meena | |
| 40. | CMP News Letter | 1. | Mrs. Rashmi Dubey | |
| 2 | Mrs. Savita Mishra | |
| 3 | Mrs. Nutan Singh | |
| 41. | CMP Committee | 1. | Mrs. Nutan Singh, Stock, I/C | |
| 2. | Mrs. Neelam Maheshwari | |
| 3. | Mrs. Lokhan Singh | |
| 4. | Mr. Nitesh Meghwal | |
| 5. | Mrs. Nidhi | |
| 42. | Quarter Allotment Committee | 1. | Mr. R K Meena , VP, I/C | |
| 2. | Mr. Dinesh Kumar Sharma | |
| 3. | Mr. Deepak Raj Regar | |
| 4. | Mr. Tejendra Singh Rajawat , ASO | |
| 5. | Mr. Rajesh Mahawar, Lib. | |
| 43. | Condemnation Board | 1. | Mr. Sandeep Sharma, I/C | |
| 2. | Mr. Amit K.Meena, | |
| 3. | Mr. Rajesh Mahawar | |
| 4. | Department Head/ Stock Holder | |
| 5. | VEC Member | |
| 44. | Maintenance of Staff Room | 1. | Mr. M P Jakhar , I/C Secondary | |
| 2. | Mrs. Shivlata Solanki | |
| 3. | Mr. N K Gupta | |
| 4. | Mrs. Savita Mishra, I/C Primary | |
| 5. | Mrs. Ruchi Khandelwal | |
| 45. | Safety & Disaster Management | 1. | Mr. R K Patel, I/C | |
| 2. | Mr. B.L.Meena | |
| 3. | Mr. Buddhi Prakash | |
| 4. | Mr. Lakhan Singh, I/C Primary | |
| 5. | Mrs. Shraddha Sahai | |
| 46. | NIOS | 1. | Mr. Amit Kumar Jain | |
| 3. | Mr. Bhagwan Sahai Meena | |
| 47. | PISA & CCT | 1. | Mr. Amit Kr Meena I/C | |
| 2. | Mr. Naresh Kumar Gupta | |
| 3. | Mr. Rakesh Kumar Balai | |
| 4. | Mr. R C Meena | |
| 48. | Awakening Citizenship Program(ACP) | 1. | Mr R C Meena I/C | |
| 2. | Mr Veerendra Singh Gandhar | |
| 3. | Mrs Mithlesh Choudhary | |
| 4. | Mr Bhagwan Sahay | |
| 49. | Vidyalaya Water Plant Sanitation | 1. | Mr. B L Meena, I/C | |
| 2. | Mr. R C Meena | |
| 3. | Mr. Buddhi Prakash | |
| 50. | Laboratory In-charges | 1. | Physics Lab. : Sh R K Patel I/C | |
| 2. | Chemistry Lab. : Sh Mahesh Kumar I/C  Mr. Amit Kumar Meena Asso I/C | |
| 3. | Biology Lab. : Sh. Ram Babu Meena I/C  Mrs. Sunita Chaudhary Asso I/C | |
| 4. | Computer Lab. : Sh Sandeep Sharma I/C  Sh Mangal Ram | |
| 5. | Jr. Science Lab. : Mr. Pavan Kumar Meena I/C  Mrs. Munni Chaudhary Asso I/C | |
| 6. | Maths Lab. : Mr. Rajesh Kumar I/C  Mr. Amit Kumar Jain Asso I/C | |
| 7. | Resource Room : Dr. Kamal Navaria I/C  Mrs. Rashmi Saxena Asso I/C | |
| 51. | Herbal Garden | 1. | Mrs Sunita Choudhary, I/C | |
| 2. | Mr Buddhi Prakash | |
| 3. | Mrs Bhavana | |
| 52. | Aquarium | 1. | Sh. Pawan Kumar Meena, I/C | |
| 2. | Sh. Vatsal Bhati | |
| 53. | VIP Visits/Welcome Committee | 1. | Smt. Jyoti Meena, I/C | |
| 2. | Sh. Mahaveer Prasad Jakhar Associate I/C | |
| 3. | Sh. Bani Singh Meena | |
| 4. | Ms. Sapna Tahiliani | |
| 5. | Mr. Tarun Malav | |
| 6. | Mrs. Nutan Singh | |
| 54. | Refreshment for VIP & Meetings | 1. | Mrs. Meenakshi Saraswat, I/C | |
| 2. | Mrs. Mithlesh Choudhary Associate I/C | |
| 3. | Mrs. Shally Rana | |
| 4. | Mr Bane Singh Dodia | |
| 55. | CS-54 & fee register Cross Check | 1. | Sh. Amit Kumar Jain, TGT (Maths) I/C | |
| 2. | Sh. Naresh Kumar Gupta, TGT (S.ST) Associate I/C | |
| 3. | Sh. Deepak Gour, JSA | |
| 4. | Sh. Vatsal Bhati, SS | |
| 56 | Income Tax Calculation | 1. | Sh. Naresh Kumar Gupta I/C | |
|  |  | 2. | Sh. Amit Kumar Jain, TGT (Maths) | |

All the new dept. Heads must take over the charge of their respective departments from the old in-charges along with department stocks with immediate effect under intimation to the undersigned. All the committees mentioned above become functional for academic session 2022-23 with immediate effect.

**(R K SHUKLA)**

**PRINCIPAL**