

## केन्द्रीय विद्यालय सवाई माधोपुर

### स्कूल स्तरीय समितियां / SCHOOL LEVEL COMMITTEES (2019-20)

**W.E.F. 25-03-2019**

S.No	COMMITTEES	SCOPE OF WORK
<b>EXAMINATION</b>		
1	Mr. Hansraj Meena I/C (Overall) Mr. Kamlesh Meena (Primary) Mr. Anuj Sharma I/C (CBSE)	To plan the schedule of UT, CT Pre-Board and SEE as per the calendar of activities.  -To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS.
2		-To give suitable instructions to class teachers for maintaining all the relevant records.  To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records.
3		-To update OASIS timely  -To scrutinize the question papers for the tests and examinations.  -To check answer scripts of UT/Exams at random to ensure uniformity.  -To condone the shortage of attendance of students and moderate the marginal cases for promotion as per the promotion rules.
<b>Time Table &amp; Arrangement</b>		
1	Mrs. D.K. Jain I/C (Secondary)	To prepare & execute-time table as per the norms.- To make necessary adjustments in the time table due to administrative exigencies To device workable & suitable assignment/ remedial time-table
2	Mr.Kuldeep Gupta I/C (Primary)	To make arrangement for classes suitably as per requirement - To prepare Home Assignment Schedule To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students
<b>Adventure , Excursion &amp; etc.</b>		
1	Mr. M.K. Mahawar I/C	
2	Mr Jasram Meena	

<b>Maintenance &amp; Repairing</b>		
1	Mr. Piyush Arora , I/C	
2	Mr. Manoj Mahawar	
<b>Staff Quarter Maintenance</b>		
1	Mr. Sanjay I/C	
2	Mr. C.P. Mahawar	
<b>Scouts &amp; Guides</b>		
1	Mr. Hukam Singh, I/C	
2	Mr. M. K. Mahawar	
3	Mr. Piyush Arora	
4	Mr. C.P. Mahawar	
5	Mr. Jasram Meena	
6	Mr. K.C. Sharma	
7	Mrs. Ritika Mangla	
8	Mrs. Neha Meena	
<b>Rajbhasha</b>		
1	Mr. B. K. Soni, I/C	
2	Mr. Dinesh Kumar Meena	
3	Mr. Phool Chand Lodhwal	
4	Mr. Kanwal Singh	
<b>Maintenance of Children Park</b>		
1	Mr. Ved Prakash I/C	
<b>CCA &amp; Integrity Club</b>		
1	Mr. B.K. Soni I/C	<p>To prepare CCA calendar To organize CCA activities            To update display board            To organize morning assembly in a graceful manner and with discipline            To procure prizes and distribute prizes among meritorious students            -To select SPL, House captains and other members of the council for carrying out their usual work in consultation with the Principal.</p>
2	Mr. V.S. Gandhar	
3	Mr. Jasram Meena I/C (Primary)	
<b>Press, Publicity &amp; Public Relations</b>		
1	Mr. Sanjay, I/C	
2	Mr. Piyush Arora	
<b>Purchasing Committee</b>		
1	Mr. Rajesh Meena, (Sr. Most Teacher)	
2	Mr. K.C. Sharma , HM/Sr. Most	
3	Mr. Manoj Kumar Mahawar ,VMC Member	
4	I/C Concerned Department	

<b>Mathematical Garden</b>		
1	Mrs. Neha Meena I/C	
<b>Development of Botanical Garden, School Garden, Vermidecompost &amp; Water Harwasting</b>		
1	Mr. Malkhan Meena, PGT Bio I/C	
2	Mr. C.P. Mahawar	
<b>First Aid</b>		
1	Mr.M.K. Mahawar I/C	
2	Mrs. Neha Meena	
3	Mr.Kuldeep Gupta	
<b>Furniture</b>		
1	Mr. D.K. Meena I/C	
2	Mr. R.S. Meena	
3	Mr. K.C. Sharma	
<b>Admission</b>		
1	Mr. Sanjay I/C	To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2019-20 in consultation with the Principal.
2	Mr. Praveen Yadav	
3	Mr. Kuldeep Gupta	
<b>Photography Club</b>		
1	Mr. P.K.Yadav I/C	
2	Mr. Kudeep Gupta	
<b>Discipline ,Suggestion Box Complaints</b>		
1	Mr. M.K. Mahawar, I/C	
2	Mr. K.C. Sharma	
<b>Audio Visual &amp; P.A. System</b>		
1	Mr. Piyush Arora, I/C	
2	Mr. Ved Prakash (Music)	
<b>Fire Fighting, Safety &amp; Disaster Management</b>		
1	Mr. M.K. Mahawar I/C	
2	Mr. Piyush Arora	
<b>CMP Primary</b>		
1	Mr. K.C.Sharma I/C	
<b>Website Management Committee</b>		
1	Mr. P.K.Yadav I/C	
<b>Flag Hoisting &amp; Lowering</b>		
1	Mr. M. K .Mahawar	

2	Mr. C.P.Mahawar	
<b>Canteen Monitoring Committee</b>		
1	Mr. R.S. Meena I/C	
2	Mrs. Ritika Mangla	
<b>NIOS</b>		
1	Mr. Rajesh Meena I/C	
2	Mr. D.K.Jain	
3	Mr. Sanjay	
<b>AEP</b>		
1	Mr.Malkhan Meena,PGT Bio I/C	
2	Mrs. Ritika Mangla	
<b>Fee Collection &amp; Shala Darpan</b>		
1	Mr. P.K.Yadav I/C	
2	All Class Teachers as per User Role Assigned	
3	Mr. Kanwal Singh	
<b>School Beautification Sanitation &amp; Cleanliness Committee</b>		
	Mr.Piyush Arora (Over all Incharge)	
1	Mrs. Ritika Mangla	
2	Mr.C.P. Mahawar	
3	Mr.D.K.Meena	
4	Mr. Kuldeep Gupta	
5	Mr. Jasram Meena -	
<b>Awakening Programme</b>		
1	Mr. V.S. Ghandhar I/C	
2	Mr. Piyush Arora	
3	Mr. R.S. Meena	
<b>Academic Advisory Committee</b>		
1	Mr. Rajesh Meena I/C	
2	Mr. K.C. Sharma	