


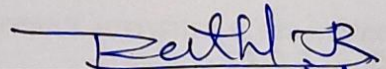
**KENDRIYA VIDYALAYA ONGC CHANDKHEDA AHMEDABAD  
WORKING COMMITTEES FOR THE SESSION 2021-22**

Date:- <sup>15</sup>08.11.2021


S. N.	COMMITTEE	CONVENOR	MEMBER/S	DUTIES/RESPONSIBILITIES
1	ACADEMIC COMMITTEE	SEEMA SURALIYA, PGT(MATHS)	P K PATIDAR, PGT(CHEM.) SUSHMITA MAHANTY, HM & ALL SUBJECT COMMITTEE CONVENORS	TO MONITOR TIMELY COMPLETION OF SYLLABUS/ MONITOR EVALUATION OF CO -SCHOLASTIC ACTIVITIES AND MAINTENANCE OF ITS RECORDS / MONTHLY REVIEW OF DAILY CLASS DIARY
2	EXAMINATION INTERNAL, PISA 1. SENIOR 2. PRIMARY	P L JAIN, PGT(MATHS) DHARMENDRA SOLANKI	SANDHYA MAKWANA, TGT(HINDI) SURENDRA PRASAD, TGT(MATHS) KALPANA UPADHAYAY, PRT PRIYANKA, PRT ALL LAB ATTANDANTS	TO PLAN UT/FA/SA/PREBOARDS AS PER KVS INSTRUCTIONS/TO ENSURE EVALUATION OF SCHOLASTIC AND NON SCHOLASTIC SUBJECTS OF NON TEACHING SUBJECTS AS AND WHEN REQUIRED.
3.	CBSE	P K PATIDAR, PGT(CHEM.)	T C AGRAWAL, PGT(PHYSICS) ALL CLASS TEACHERS OF CLASS IX, X, XI, XII	TO CONDUCT CBSE EXAMS AS PER GUIDELINES, MAINTAIN ALL RECORDS AND UPLOADING REGISTRATION OF IX AND XI, OTHER RELATED CORRESPONDENCE
4.	EXTERNAL EXAMS & ENTRANCE EXAMS	P K PATIDAR, PGT(CHEM.)	T C AGRAWAL, PGT(PHYSICS)	TO COORDINATE EXAMS RELEVANT TO SYSTEM
5.	C C A COORDINATOR	SECONDARY -JISHA R, PGT(ENG) PRIMARY- BHAVNA GARG, PRT	D K PANDEY SECONDARY REKHA MISHRA, TGT(ENGLISH) SUNIT CHANDRA (PRIMARY) ALL HOUSE-MASTERS & ASSOCIATES	CO-CURRICULAR ACTIVITIES, ALL ACTIVITIES RELATED TO COMPETITIONS, CULTURAL/LITERARY/ CLUB/MAJOR CELEBRATIONS & ALL NATIONAL FESTIVALS
6.	STAGE ARRANGEMENT & DISCIPLINE	ANNITA DAMOR, TGT-PHE RITA.D. (PRT-MUSIC) K P UPADHYAY (P.A. SYSTEM)- TGT- WE	AYUB T. (TGT-ART), STUDENT VOLUNTEERS ALL CLASS-TEACHERS K L SOLANKI, SUB STAFF KALA BHAI, SUB STAFF	MAINTAINING DISCIPLINE/GROUND MAINTENANCE /CLASS SUPERVISION DURING ASSEMBLY
7	PISA/CCT	SEEMA SURALIYA, PGT(MATHS)	ALL CLASS TEACHERS FROM CLASS VI TO X	CONDUCT THE CCT/PISA AND KEEP THE RECORD
8.	ADMISSION	T C AGRAWAL, PGT(PHYSICS)	P K PATIDAR, PGT(CHEM.) REKHA MISHRA, TGT(ENG) JAYESH KELAR, PRT RAMNIK BHAI PARMAR, SUB STAFF	TO SCRUTINISE REGISTRATION FORMS FOR ADMISSION AND CARRY OUT THE PROCESS AS PER KVS GUIDELINES
9.	GUIDANCE AND CAREER COUNSELLING	SEEMA SURALIYA, PGT(MATHS)	P.K PATIDAR, PGT(CHEM) SUDARSHANA SOLANKI, PGT(BIO) SUSHMITA MAHANTY HM	TO GUIDE AS PER THE NEED & REQUIREMENT OF THE STUDENTS & MAINTAIN RECORDS ORGANIZING GUIDENCE AND COUNSELING SESSIONS.

  
 HEAD/PRINCIPAL 15/11/2021  
 केन्द्रीय विद्यालय Kendriya Vidyalaya  
 ऑफिस/ऑफिसी, चण्डखेडा ONGC, Chandkheda  
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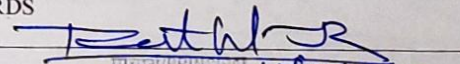
10	GAMES AND SPORTS	ANITA DAMOR, TGT-PHE	NITIN LALPURA, TGT(LIB) ALL CLASS TEACHERS	TO IDENTIFY STUDENTS FOR CLUSTER /REGIONAL /NATIONAL LEVEL COMP. MONITORING COACHING CAMPS.
11	TIME-TABLE & ARRANGEMENT	CHITRESH PANDYA SUNIL KESWANI	AIYUB I TIBURIWALA, TGT(DRAWING) LALITA CHAUDHARY, TGT(S.SC.) MAMTA ZALA	TO FRAME.PLAN AND EXECUTE PERIODS AS PER NORMS
12	1-A V ROOM 2-LANGUAGE ROOM 3- PRIMARY RESOURCE ROOM	1-JITENDRA VARITIYA, PGT(CS) 2- JISHA R., PGT(ENG) 3- DHARMENDRA SOLANKI, PRT	1- K P UPADHYAY -TGT- WE 2- ALL LANGUAGE TEACHERS 3- PRTs	TO ENSURE PROPER UTILISATION & MAINTENANCE OF RECORD FO UTILISATION OF THE AV ROOM/RESOURCE/LANGUAGE ROOM FOR CAT /TAL CLASSES
13.	RAJHASHA	DR J R ATHOD, PGT(HINDI)	SANDHYA MAKWANA, TGT(HINDI) D K PANDEY, TGT(HINDI) NEENA BHATNAGAR, PRT MANISHA SOLANKI, PRT	TO CONDUCT MEETINGS AS PER KVS SPECIFICATION AND SUBMIT REPORTS AS PER KVS REQUIREMENT
14	AUDIO VISUAL AID, CCTV CAMERA, & ELECTRICAL MAINTENANCE	K P UPADHYAY -TGT- WE	LALITA CHAUDHARY, TGT(SST) P L YOGI, TGT(MATHS) K L SOLANKI, SUB STAFF	A/V ROOM TO BE EQUIPED WITH NECESSARY EQUIPMENTS AND MAINTENANCE OF RECORD FOR ITS USE
15.	TEACHING AIDS	LALITA CHAUDHARY, TGT(S.SC.)	A K SENGAL, TGT(S.SC.)	TO MAINTAIN PROPER RECORD FOR REQUIREMENT, PURCHASE & USE OF TEACHING AIDS.
16.	BULLETIN BOARDS	JISHA RAJAN, PGT(ENG) BHAVNA GARG, PRT	SEEMA MEENA, TGT(SKT) DIVYANKA, PRT ALL HOUSE MASTERS	TO MAINTAIN BULLETIN BOARDS AS PER REQUIREMENT.
17.	C S.54 UBI FEE COLLECTION	SURENDRA PRASAD, TGT (MATHS)	-	TO ENSURE CORRECT ENTRIES AND VERIFY FEE SUBMISSION
18.	i) SCIENCE EXHIBITION ii) SCIENCE ONGRESS iii) GREEN OLAMPIYAD /VVM/SOF iv) SOCIAL SCIENCE EXHIBITION v) MATHS OLYMPIAD/NTSC	(i) SUDARSHNA SOLANKI, PGT(BIO) (ii) UMA UMMINIDI, PGT(CHEMISTRY) (iii) UMA UMMINIDI, PGT(CHEMISTRY) (iv) LALITA CHAUDHARY  (v) SEEMA SURALIYA, (vi) CHITRESH PANDYA,	(i to iii) ALL SCIENCE TEACHERS  (iv) A K SENGAL, TGT(S.ST) RITA D. ,PRT- MUSIC  (v) ALL MATHS TEACHERS	TO ENSURE TIMELY CONDUCT OF PROGRAMMES AS PER KVS INSTRUCTIONS AND MAINTAIN RECORD

  
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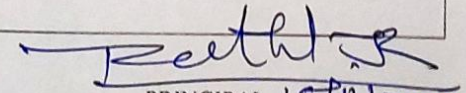
	(vi) INSPIRE AWARD	PGT(PHYSICS)	(vi) ALL SCIENCE TEACHERS	
19.	RTI	P K PATIDAR, PGT(CHEM)	PRAVINA SOLANKI, SSA ANIL SOLANKI, JSA	REPLY OF QUERIES
20	PURCHASE COMMITTEE	DR J R RATHOD	P L JAIN, PGT(MATHS) A K SENGAL, TGT( S.ST) AYUB T, TGT(DRAWING) SUSHMITA MOHANTI, HM JAYESH KELAR, PRT	TO ARRANGE MEETINGS AS PER REQUIREMENT, TO FOLLOW KVS NORMS WHILE PURCHASING REQUIRED ARTICLES
20	VMC MEETING	SUDARSHNA SOLANKI, PGT(BIO)	CHITRESH PANDYA, PGT (PHYSICS) K P UPADHAYA, TGT(WE) R M PARMAR, SUB STAFF K L SOLANKI, SUB STAFF	TO ARRANGE MEETINGS AS PER REQUIREMENT
21	DISCIPLINE	ANITA DAMOR, TGT(PHE)	CHITRESH PANDYA, PGT(PHYSICS) SATVEER SINGH, TGT(SCIENCE) SILVIYA ASARI, TGT(ENG) PRIYANKA, PRT VAISHALI PARMAR, PRT	TO ENSURE DISCIPLINE OF ALL CLASSES DURING PROGRAMMES AND REGULAR CLASSES
22.	FURNITURE, REPAIR AND MAINTENANCE	K P UPADHAYAY, TGT(WE)	LALITA CHAUDHARY, TGT(S.SC.) BHAVNA GARG, PRT R M PARMAR, SUB STAFF	PURCHASE AND MAINTENANCE OF FURNITURE & TO ENSURE THAT ALL NEW FURNITURE IS NUMBERED
23	BUILDING AND CIVIL WORKS	DR J R RATHOD	K P UPADHAYAY, TGT(WE) K L SOLANKI, SUB STAFF	RECORD MAINTENANCE AND TIMELY LIASONING WITH ONGC CIVIL DEPT
24	CMP-PRIMARY	REKHA SARASWAT, PRT	POOJA ROHELA, PRT	AS PER KVS INSTRUCTIONS
25	CMP NEWS LETTER	JAYESH KELAR, PRT	POOJA ROHELA, PRT KINJAL DESAI, PRT	TIMELY PREPARATION QUARTERLY AS PER KVS INSTRUCTION
26	WEBSITE	JITENDRA VARATIYA, PGT(CS)		PROPER AND TIMELY UPDATION
27	FIRST AID	SEEMA MEENA, TGT(SKT)	ANITA DAMOR, TGT-PHE NURSE (CONTRACTUAL) KALA BHAI, SUB STAFF	PROPER MAINTENANCE OF RECORD AND TIMELY HELP TO THE INJURED.
28	SCOUT/GUIDE CUBS AND BULBUL	D K PANDEY, TGT(HINDI) DHARMENDRA SEEMA MEENA, TGT(SKT) SOLANKI, PRT	JAYESH KELAR, PRT P L YOGI, TGT(MATHS) MANISHA SOLANKI, PRT MAMTA ZALA, PRT DIVYANKA, PRT	TO CONDUCT ACTIVITIES AS PER KVS INSTRUCTIONS

  
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29	NISHTHA	UMA UMMINIDI, PGT(CHEM)	SUNIL KESHWANI,PRT & ALL TEACHERS	TO INSURE PROPER IMPLEMENTATION OF THE COURSE
30.	VVN	DR J R RATHOD, PGT(HINDI)	JAYESH KELAR, PRT	MAINTENANCE AND PURCHASE
31.	NAEP	SUDARSHNA SOLANKI, PGT(BIO)	SATVEER SINGH, TGT(SCIENCE) SILVIYA ASARI, TGT(ENGLISH) REKHA MISHRA, TGT(ENG)	PROGRAMS TO BE CONDUCTED AND RECORDS TO BE MAINTAINED
32	INTEGRITY AND COMMUNAL HARMONY	A K SENGAL, TGT(S.Sc)	LALITA CHAUDHARY, TGT(S.Sc) PRIYANKA.PRT	AS PER KVS INSTRUCTIONS
33	MAGAZINE	JISHA R, PGT(ENGLISH) Dr. J R RATHOD, PGT(HINDI)	ENG- SILVIYA ASARI, TGT(ENG) HINDI- SANDHYA MAKWANA, TGT(HINDI) SANS. -SEEMA MEENA, TGT(SKT) PRTs-NEENA B/ KHUSHBU AGRAWAL	TIMELY & ACCURATE VERIFICATION OF MATERIALS FOR PUBLICATION
34	SUBJECT COMMITTEE	J R RATHOD -HINDI JISHA R, PGT(ENGLISH) SEEM SURALIYA, PGT(MATHS) - MATHS P K PATIDAR, PGT(CHEM.) - SCIENCE A K SENGAL, TGT(S.Sc) - SOCIAL	ALL SUBJECT TEACHERS	TO COMPLETE SYLLABUS AND TIMELY FOLLOW-UP OF KVS RULES
35	GRIEVANCE CELL FOR GIRL STUDENTS	P L JAIN, PGT(MATHS)	Dr J R RATHOD/PK PATIDAR / SUSHMITA MAHANTY	TIMELY ACTION TO BE TAKEN AGAINST GRIEVANCES
36.	WOMEN EMPLOYEE GRIEVANCE CELL	SEEMA SURALIYA, PGT(MATHS)	P L JAIN /JR RATHOD/SEEMA MEENA / SUSHMITA MAHANTY	TIMELY ACTION TO BE TAKEN AGAINST GRIEVANCES
37	SC&ST GRIEVANCE CELL	Dr J R RATHOD	SYLVIA .A , TGT(ENGLISH)	TIMELY ACTION TO BE TAKEN AGAINST GRIEVANCES
38	EXCURSION	SURENDRA PRASAD, TGT(MATHS)	ANITA DAMOR, TGT-PHE SATVEER SINGH, TGT(SCIENCE) SUSHMITA M. HM PRIYANKA.PRT MANISHA SOLANKI, PRT	PLAN AND EXECUTE PLACES OF INTEREST FOR ALL CLASSES
39	HARITH VIDYALAYA AND	Dr J R RATHOD	SUDARSHNA SOLANKI, PGT(BIO) SATVEER SINGH, TGT(SCIENCE) AIYUB I TIBURIWALA, TGT(DR)	MAINTENANCE OF GARDEN AND UPKEEPING ALONG WITH RECORDS

  
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	BEAUTIFICATION		VAISHALI PARMAR, PRT K L SOLANKI, SUB STAFF	
40	CLEANLINESS	UMA UMMINIDI, PGT(CHEMISTRY)	AYUB T , TGT(DRAWING) K P UPADHAYAY NITIN LALPARA, TGT(LIB) MANISHA SOLANKI, PRT DIVYANKA JOSHI, PRT	TO ENSURE THAT CONTRACTUAL WORKERS DO WORK AS PER REQUIREMENT REGULARLY
41	STAFF ROOM	DR J R RATHOD, PGT(HINDI)	SANDHYA MAKWANA, TGT(HINDI) SEEMA MEENA, TGT(SKT)	PROPER MAINTENANCE/CLEANLINESS OF STAFF ROOM
42	LIBRARY	NITIN LALPARA, TGT(LIB)	P K PATIDAR, PGT(CHEM) P L YOGI, TGT(MATHS) TWO STUDENTS-	TO KEEP RECORD OF READING OF BOOKS BY THE STUDENTS (PRIMARY CLASSES)
43	SUGGESTION BOX	JISHA RAJAN, PGT(ENG)	SATVEER SINGH, TGT(SCIENCE) LALITA CHAUDHARY, TGT(S.SC.) SUSHMITA M, HM PRIYANKA, PRT	TO KEEP RECORD OF SUGGESTIONS RECEIVED FROM SUGGESTION BOX.
44	SPOKEN ENGLISH	JISHA R PGT(ENG) KHUSHBU, PRT	SILVIYA ASARI/REKHA MISHRA, TGT(ENG) VAISHALI PARMAR, PRT	STRENGTHENING SPOKEN ENGLISH OF STUDENTS IN ALL PRIMARY CLASSES
45	SHAALA DARPAN	JAYESH KELAR	ALL CLASS TEACHERS	DATA ENTRY REGARDING VIDYALAYA
46	UBI ON LINE FEE COLLECTION	SURENDRA PRASAD	ALL CLASS TEACHERS	VERIFICATION AND EDITING AT VIDYALAYA LEVEL
47	UDIAS	JAYESH KELAR	ALL CLASS TEACHERS	ALL DETAILS REGARDING THE VIDYALAYA WOULD BE PROVIDED TO DIAS WHENEVER ASKED
48	SWACHHA VIDYALAYA	DR J R RATHOD	ANITA DAMOR, TGT(PHE) ALL SUB STAFF	TO ENSURE CLEANLINESS IN AND AROUND THE VIDYALAYA
49	REFRESHMENT	REKHA SARASWAT, PRT	POOJA ROHILA, PRT PRIYANKA, PRT DIVYANKA JOSHI, PRT MAMTA ZALA, PRT JAYESH KELAR, PRT	
50	WOLCOME OF THE GUEST	SEEMA SULARIA, PGT(MATHS)	DR J R RATHOD, PGT(HINDI) SANDHYA MAKWANA, TGT(HINDI) SUSHMITA M, HM	

  
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