

KENDRIYA VIDYALAYA CRPF NAYAGAON, GWALIOR
Duties & Responsibilities 2021-22

SN	COMMITTEE	MEMBER	SIGNATURE
1	ACADEMIC ADVISORY COMMITTEE	Mr Vinod Yadav (Convenor)	
		Mrs Monika Senger	
		Mrs Anita Kumari Meena	
		Mr Bijender Mehta	
		Miss Anju	
2	EXAMINATION	Mrs Monika Senger (I/C)	
		Miss Shrishti Rajain	
3	TIME-TABLE ARRANGEMENTS AND BELL TIMING	Mrs Monika Senger (I/C)	
		Mr Shivam Saxena	
4	ADMISSION/RTE	Mr Bijender Mehta (I/C)	
		Miss Anju	
5	CCA	Mrs Suman Rawat (I/C)	
		Mrs Rajni Bhadoriya	
	SHIVAJI HOUSE	Miss Anju (House Master)	
	TAGORE HOUSE	Miss Shrishti Rajain (House Master)	
	ASHOKA HOUSE	Mr Bijender Mehta (House Master)	
	RAMAN HOUSE	Mrs Suman Rawat (House Master)	
6	CONDUCTING PRAYER/ MORNING ASSEMBLY/PROGRAMME	Mrs Arti Singh (I/C)	
		Mrs Suman Rawat	
		Mr Shivam Saxena	
7	CHECKING LATE COMERS	All Teachers	
8	FURNITURE	Mrs Monika Senger (I/C)	
		Mr Bijender Mehta	
9	MEDICAL AND FIRST AIDS	Mrs Anita Kumari Meena (I/C)	
		Miss Shubhi Malhotra	
10	SCOUT AND GUIDES	Miss Shrishti Rajain (I/C)	
		Mr Bijender Mehta	
11	BEAUTIFICATION/ MAINTENANCE/REPAIR WORKS	Mr Bijender Mehta (I/C)	
		Mrs Arti Singh	
		Miss Anju	
12	SCHOOL EXCURSION & STUDY TOUR	Mrs Monika Senger (I/C)	
		Mrs Arti Singh	
13	NAEP BOYS	Mr Bijender Mehta, Mr Arihant Jain	
	NAEP GIRLS	Mrs Anita Kumari Meena, Miss Anju	
14	PUBLICATION OF VIDYALAYA PATRIKA, DIARY ETC.	Mrs Rajni Bhadoriya (I/C)	
		Mrs Anita Kumari Meena	
		Mrs Suman Rawat	
		Mr Arihant Jain	

15	GRIEVANCE CELL FOR INTERNAL COMPLAINTS COMMITTEE WORKPLACE HARRASMENT GENDER DISPARITIES AND SOCIAL INJUSTICE	Mrs Monika Senger (I/C)	
		Mr Bijender Mehta	
		Miss Anju	
16	CLEANLINESS/CONSERVENCY SERVICES	Mrs Anita Kumari Meena (I/C)	
		Miss Shrishti Rajain	
		Mr Bijender Mehta	
17	VVN AND CS 54 (FEE COLLECTION)/UBI FEES COLLECTION	Mrs Monika Senger (I/C)	
		Mr Saurav Sharma	
		Mr Shivam Saxena	
18	ARRANGEMENT OF STAFF MEETINGS AND WRITING OF MINUTES	Mrs Rajni Bhadoriya (I/C)	
		Mrs Suman Rawat	
		Mrs Khushboo Rana	
19	COMPUTERS/WEBSITE/ UPLOADING OF T.C.	Mr Saurav Sharma (I/C)	
		Mr Shivam Saxena	
20	EBSB/AKAM	Mrs Rajni Bhadoriya (I/C)	
		Mrs Arti Singh	
		Mr Arihant Jain	
21	SCIENCE EXHIBITION/SCIENCE CONGRESS	Miss Anju (I/C)	
		Miss Shubhi Malhotra	
22	HINDI RAJBHASHA	Mrs Anita Kumari Meena (I/C)	
		Mrs Suman Rawat	
23	NATIONAL/KVS OLYMPIAD(SCIENCE, BIOLOGY,COMPUTER	Mrs Monika Senger (I/C)	
		Miss Anju	
24	LANGUAGE LABORATORIES AND LINGUISTIC ACTIVITIES	Mrs Anita Kumari Meena (I/C)	
		Mr Arihant Jain	
25	GAMES AND SPORTS COMMITTEE/FIT INDIA/SBSB	Miss Shrishti Rajain (I/C)	
		Mr Bijender Mehta	
		Mr Arihant Jain	
		Mr. Shivam Saxena	
26	SUBJECT COMMITTEE INCHARGES	Maths/Science - Mrs Monika Senger(I/C), Miss Anju, Miss Shubhi Malhotra	
		Hindi/Sanskrit - Mrs Anita Kumari Meena(I/C), Mrs Khushboo Rana, Mr Bijender Mehta	
		English/Social Studies - Miss Shrishti Rajain(I/C), Mr Arihant Jain, Mrs Suman Rawat	
27	CMP and FUN DAY/TLM	Mr Bijender Mehta (I/C)	
		Mrs Suman Rawat	
28	AWAKENED CITIZEN PROGRAMME	Mrs Anita Kumari Meena (I/C)	
		Mrs Rajni Bhadoriya	

PRINCIPAL