

KENDRIYA VIDYALAYA NO.4, AMBALA CANTT
TEACHERS DUTY CHART FOR THE ACADEMIC YEAR 2025-26

S. N.	COMMITTEE	DUTY ASSIGNED	SIGNATURE
1	TIME TABLE		
1	MS. POOJA, PGT COM. (I/C)	To prepare time table as per KVS norms and stream line vidyalaya academic task/ target.	
2	MR. MANISH KUMAR PGT- MATHS.		
3	MS. NISHA TGT-MATHS		
4	MS. ARPANA SOOD, PRT (I/C PRIMARY)		
5	MS. DIMPAL, PRT		
6	MS. NEELAM, PRT		
7	MR. NIRMAL, SUB-STAFF FOR SECONDRY TIME TABLE		
8	MR. LEKHRAJ SUB-STAFF FOR PRIMARY WINGS (TIME TABLE)		
2	ADMISSION		
1	MR. SONU BAN, PGT BIOLOGY (I/C)	To complete admission process as per KVS guide lines and update the website with the day to day admission.	
2	MS. SHIKHA PGT COMP		
3	MS. MONIKA, TGT LIB		
4	MR. NAVEEN KUMAR, TGT-SST		
5	MS. SEEMA DAHIYA, PRT		
6	MS. NEHA YADAV, PRT		
7	MR. ABHISHEK, PRT		
8	MS. DIMPLE, PRT		
9	MR. NIRMAL, SUB-STAFF		
3	FURNITURE		
1	MR. NAVEEN KUMAR (I/C) TGT-SST	To plan about the purchase of the furniture and maintain the same systematically.	
2	MR. MOHAMMAD ALI, TGT-ENG		
3	MR. NARESH KUMAR, PRT		
4	MR. LEKHRAJ, SUB-STAFF		
5	MR. JAIPAL, SUB-STAFF		
4	LIBRARY		
1	MS. MONIKA BHATT, TGT LIB (I/C)	To plan and decide about the purchase of the books and maintain the same systematically.	
2	DR. SEEMA KUMARI, PGT (HINDI)		
3	MS. VIDHU, PGT (CHEM)		
4	MR. SANJAY KUMAR, PGT (ECO)		
5	MR. MANISH KUMAR, PGT (MATH)		
6	MS. SUNITA BALA, PGT (ENG)		
7	MS. RAJANI, PRT		
8	MR. HARJEET, TGT-HINDI		
9	HEAD GIRL		
10	HEAD BOY		
5	SANITATION, CLEANLINESS AND HYGIENE /SWACHH BHARAT ABHYAN		
1	MR. SIDDHARTH , TGT WE (I/C-1)	To motivate the children for hygienic conditions.To monitor the vidyalaya campus including toilets. To maintain the service rendered by the conservancy agency and to maintain the record, tiles, cemented work, labour, glass fitting, wash basin should be checked and in proper condition.	
2	MS. VIDHU , PGT(CHEMISTRY) (I/C-2)		
3	MR. NAVEEN KUMAR, TGT(S.S.T)		
4	MS. REENU, TGT(SST)		
5	MR. MUKESH KUMARI TGT-BIO		
6	MS. PRIYANSHU SOOD, TGT ART		
7	MS. SEEMA DAHIYA, PRT		
8	MR. ANKIT, PRT		
9	MR. SURESH, SUB-STAFF		
10	MR. NIRMAL, SUB-STAFF		
6	BEAUTIFICATION OF THE VIDYALAYA		
1	MR. SONU BAN, PGT (BIO) (I/C)	Look after the beautification of the vidyalaya and the surrounding and go ahead with "Go Green Program".	
2	MS. PRIYANSHU SOOD, TGT ART(2ND I/C)		
3	MS. RITU TGT-BIO		
4	MS. SANJU SUNDI, HM		
5	MS. ARPANA SOOD, PRT		
6	MR. JAIPAL, SUB-STAFF		
	MR. NIRMAL, SUB-STAFF		
7	GARDENING/ ECO CLUB/ HERBAL GARDEN		
1	MR. SONU BAN, PGT (BIO) (I/C)	To plan different activities related oto environment/ integrity awareness and execute program for environmental protection and to maintain separate records for different class.	
2	MR. MUKESH KUMARI, TGT-BIO		
3	MS. RITU ,TGT-BIO.		
4	MR. SIDDHARTH , TGT-WE		
5	MR. ANKIT, PRT		
6	MS. ADITI, PRT		
7	MR. SURESH, SUB-STAFF		
8	GAMES SPORTS		
1	MR. LOVNISH SHARMA, TGT P&HE (I/C)	To plan different activities related to games and sports through the year. Select the students for cluster, regional and national competition. Impart health education mass PT for physical fitness.	
2	MR. SANJAY KUMAR , PGT(ECO)		
3	MR. MANISH KUMAR, PGT (MATH)		
4	MS. NEHA CHAUHAN, PGT(PHY)		
5	MS. POOJA, PGT (COMM)		
6	MS. REENU, TGT (SST)		
7	MS. RAJANI, PRT		
8	MR. ANKIT, PRT		
9	SPORTS CAPTAIN GIRL		
9	SPORTS CAPTAIN BOY		

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TEACHERS DUTY CHART FOR THE ACADEMIC YEAR 2025-26

S. N.	COMMITTEE		SIGNATURE
10	MR. SURESH, SUB-STAFF		
11	MR. JAIPAL, SUB-STAFF		
12	MR. NIRMAL, SUB-STAFF		

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S. N.	COMMITTEE		DUTY ASSIGNED	SIGNATURE
9	MATHEMATICS (KVS), CBSE, OLYMPIAD AND OTHER OUTSIDE COMPETITION/ MATHS LAB.			
1	MS. VIDHU , PGT(CHEMISTRY)	To plan and organize the test, encourage the students regarding the competition and test and maintain records.		
2	MS. NEHA CHAUHAN, PGT(PHY)			
3	MR. MANISH KUMAR, PGT (MATH)			
4	MS. SEEMA RANI, TGT (MATHS)			
5	MS. NISHA, TGT (MATHS)			
6	MR. NARESH, PRT			
7	MR. ABHISHEK VERMA, PRT			
10	CLA COMMITTEE (PRIMARY SECTION) / MORNING ASSEMBLY COMMITTEE			
1	MS. DIMPLE, PRT (I/C)	To plan and organize morning assembly in proper way and up to the mark. To divide the students in to four houses to plan different CCA/ House activities and conduct these during CCA period every week. And maintain necessary record related to CCA/ House activities.		
2	MS. NEHA YADAV, PRT			
3	MR. NARESH, PRT			
4	MR. HARVINDER SINGH, PRT-MUSIC			
5	ALL HOUSE MASTER TEACHERS			
6	ALL ASSOCIATE HOUSE MASTER			
7	MR. JAIPAL, SUB-STAFF			
8	MR. LEKHRAJ, SUB-STAFF			
11	CLA COMMITTEE (SECONDARY SECTION) / MORNING ASSEMBLY COMMITTEE			
1	DR. SEEMA KUMARI, PGT-HINDI (I/C)	To plan and organize morning assembly in proper way and up to the mark. House activites shouls be cleared. House duties shouls be given to the students on Friday for next week. To plan and decide the date for CCA/ House activites as per decided date of competition and prize purchasing. To prepare the students for the literary and cultural activities.		
2	MS. POOJA RANI GABA, TGT(HINDI)			
3	MR. HARJEET, TGT (HINDI)			
4	MS. PRIYANSHU SOOD, TGT-AE			
5	ALL HOUSE MASTER			
6	ALL ASSOCIATE HOUSE MASTER			
7	MR. JAIPAL, SUB-STAFF			
8	MR. SURESH, SUB-STAFF			
12	SCOUT AND GUIDE			
1	MR. MOHAMMAD ALI, TGT-ENG	To plan different activities related to Scout and Guide. Preparing the students for different level like dwitya, tritya, Rajyapurskar, Rastrapati award and testing camp.		
2	MR. MANISH KUMAR, PGT (MATH)			
3	MS. MUKESH KUMARI, TGT-BIO			
4	MS. POOJA RANI GABA, TGT-HINDI			
5	MS. DIMPAL, PRT			
6	MR. ANKIT, PRT			
13	CONDEMNATION COMMITTEE			
1	MR. SANJAY KUMAR, PGT ECONOMICS (I/C)	To collect the list of items to be condemned and to prepare the various reports and documents for condemnation purpose.		
2	MS. SHIKHA, PGT CS			
3	MS. POOJA, PGT COMMERCE			
4	MR. SONU BAN, PGT BIO			
5	MS. NEHA CHAUHAN, PGT(PHY)			
6	MS. MUKESH KUMARI,TGT-BIO			
7	MR. MONIKA BHATT , TGT- LIB.			
8	MS. ARPANA SOOD, PRT			
9	MR. HARVINDER SINGH, PRT-MUSIC			
10	SSA			
11	JSA			
14	SCIENCE COMMITTEE			
1	MR. SONU BAN, PGT BIOLOGY (I/C)	To conduct Sc. Olympiad and other competitions related to science. To prepare and guide the students for making exhibits and model in science at vidyalaya level, cluster level, regional level and national level exhibitions.		
2	MS. VIDHU, PGT CHEMISTRY			
3	MS. SHIKHA, PGT CS			
4	MS. NEHA CHAUHAN, PGT(PHY)			
5	MS. MUKESH KUMARI,TGT-BIO			
6	MS. RITU TGT-BIO			
7	MS. ARPANA SOOD, PRT			
8	MR. SURESH, SUB-STAFF			
9	MR. NIRMAL, SUB-STAFF			
15	SOCIAL SCIENCE COMMITTEE			
1	MR. SANJAY KUMAR, PGT ECONOMICS (I/C)	To conduct Social Science competitions and other competitions related to Social Science. To prepare and guide the students for making models exhibits for social science exibitions at vidyalaya, cluster, regional and national level exhibitions.		
2	MS. POOJA, PGT COM.			
3	MR. NAVEEN KUMAR, TGT SST			
4	MS. REENU,TGT SST			
5	MS. BANTI RANI,TGT ENGLISH			
6	MR. MOHAMMAD ALI, TGT ENGLISH			
7	MS. DIMPLE RANI ,TGT SANSKRIT			
8	MR. HARJEET, TGT HINDI			
9	MS. PRIYANSHU SOOD, TGT ART			
10	MR. HARVINDER SINGH, PRT-MUSIC			
11	MR JAIPAL, SUB-STAFF			

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S. N.	COMMITTEE		DUTY ASSIGNED	SIGNATURE
16	EXAMINATION INTERNAL			
	1	MS. SUNITA BALA, PGT ENGLISH (I/C) SECONDARY	Conduction of MONTHLY TEST, PERIODIC TESTS and MID TERM & CUMULATIVE TEST, SEE, Timely as per KVS schedule along with proper maintenance of records. To prepare result analysis and performance index. To maintain necessary records related the exams. To conduct cbse exam and to look after the all formalities related to cbse, registration filling up form etc. sending student detail timely.	
	2	MS. ANITA , PRT (I/C) PRIMARY		
	3	MR. MOHMAD ALI, TGT ENGLISH		
	4	MR. NAVEEN KUMAR, TGT SST.		
	5	MS. ADITI, PRT		
	6	MR. ANKIT, PRT		
	7	COMP. INSTRUCTOR.		
	8	MR. LEKHRAJ , SUB-STAFF		
	9	MR. MANISH KUMAR, PGT MATHS (I/C CBSE)		
17	MAGAZINE SAMITI/ EDITORIAL BOARD			
	1	DR. SEEMA KUMARI, PGT HINDI (I/C) SEC	To design the vidyalaya patrika front page, to motivate the students to write and submit the articles, poem and to compile them to make it ready for printing, publications and distribution.	
	2	MS. SUNITA BALA, PGT ENGLISH		
	3	MS. DIMPLE RANI TGT SANSKRIT		
	4	MS. PRIYANSHU SOOD, TGT AE		
	5	MS. POOJA GABA		
	6	STUDENT (GIRL)		
	7	STUDENT (BOY)		
18	DISCIPLINE & VIGILANCE COMMITTEE			
	1	MR. LOVNISH KUMAR, TGT- P&HE (I/C)	To look after the discipline and work including human values.	
	2	MR. SANJAY KUMAR, PGT ECONOMICS		
	3	MS. SUNITA BALA, PGT ENGLISH		
	4	MS. BANTI RANI, TGT ENGLISH		
	5	MR. NAVEEN KUMAR, TGT-SST		
	6	MS. RITU, TGT-BIO		
	7	MS. SANJU SUNDI, HM		
	8	MS. ARPANA SOOD, PRT		
	9	MR. ABHISHEK VERMA, PRT		
	10	ALL CLASS TEACHERS		
	11	MR. NIRMAL, SUB-STAFF		
	12	MR. JAIPAL, SUB-STAFF		
19	PURCHASE COMMITTEE & LPC			
	1	MS. SHIKHA, PGT CS (I/C)	To plan and take up purchase procedure for Procurement of material for the vidyalaya as per KVS norms.	
	2	DR. SEEMA KUMARI, PGT HINDI		
	3	MS. VIDHU, PGT CHEMISTRY		
	4	MS. SUNITA BALA, PGT ENGLISH		
	5	MR. SANJAY KUMAR, PGT ECONOMICS		
	6	MS. NISHA, TGT MATHS		
	7	MR. MOHMAD ALI, TGT ENG		
	8	MR. MONIKA BHATT, TGT LIB		
	9	SSA		
	10	MS. SANJU SUNDI, HM		
	11	MS. ARPANA SOOD, PRT		
	12	MR. HARVINDER SINGH, PRT-MUSIC		
	13	MS. RAJANI, PRT		
20	MAINTENANCE AND REPAIR WORK/ELECTRICITY AND WATER SUPPLY			
	1	MR. SIDDHARTH , TGT-WE	To look after repairs and maintenance work in the vidyalaya as per annual plan/ white wash of the building. To look after repairs and maintenance work, Electricity and water supply in the school.	
	2	MS. RITU, TGT BIO.		
	3	MS. PRIYANSHU SOOD, TGT-AE		
	4	MS. ARPANA SOOD, PRT		
	5	MS. ANKIT, PRT		
	6	MR. SURESH, SUB-STAFF		
	7	MR. JAIPAL, SUB-STAFF		
21	TEACHING AIDS			
	1	MR. MOHAMMAD ALI, TGT ENGLISH (I/C SECONDARY)	To prepare and maintain teaching aids require for each and every subjects and make availabel the same to the teacher for the classroom teaching.	
	2	MS. NEHA YADAV-PRT (I/C PRIMARY)		
	3	MS. RITU,TGT-BIO		
	4	MS. BANTI RANI, TGT ENGLISH		
	5	MS. ADITI, PRT		
22	FIRST AID AND HEALTH CHECKUP			
	1	MR. SONU BAN, PGT BIOLOGY (I/C)	To provide first aid facilities to the students, and provide help to conduct to health check up in the vidyalaya.	
	2	MS. MUKESH KUMARI, TGT-BIO		
	3	MS. RITU, TGT-BIO		
	4	MS. NEELAM, PRT		
	5	MS. ANURADHA, NURSE		
23	RAJ BHASHA SAMITTEE			
	1	DR. SEEMA KUMARI, PGT HINDI (I/C) 1	As per KVS norms implement the task, target of Raj Bhasha Hindi and work for national language.	
	2	MR. POOJA RANI GABA, TGT HINDI (I/C) 2		
	3	MR. HARJEET, TGT-HINDI		
	4	MS. ARPANA SOOD PRT		
	5	MS. DIMPAL, PRT		
	6	SSA		
	7	JSA		

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S. N.	COMMITTEE	DUTY ASSIGNED	SIGNATURE
24	CHECKING OF ATTENDANCE REGISTER COMMITTEE		
1	MS. SHIKHA, PGT CS (I/C-1)	To check attendance register/ attendance board and uploading of attendance for all classes to be monitored on shala darpan	
2	MS. POOJA, PGT COMMERCE (I/C-2)		
3	MS. ARPANA SOOD, PRT		
4	MS. SEEMA DAHIYA, PRT		
5	MR. GOVIND, COMPUTER INSTR.		
25	VIDYALAYA WEBSITE COMMITTEE		
1	MS. SHIKHA, PGT CS (I/C)	Maintain web site upto date.	
2	MR. GOVIND, COMPUTER INSTR.		
3	MR. SIDDHARTH , TGT-WE		
26	AWANKENED CITIZEN PROGRAM COMMITTEE		
1	MS. MUKESH KUMARI, TGT-BIO (I/C)	To encourage the maximum participation. Guest lecture should be invited tome to time. To plan different activities relate AEP.	
2	MS. POOJA RANI GABA, TGT HINDI		
3	MS. REENU TGT SST		
4	MR. NAVEEN KUMAR TGT SST		
27	CAREER COUSELLING & GUIDANCE		
1	MS. NEHA CHAUHAN, PGT(PHY)	To plan & make a time table for XI Class carrier counselling & guidance & invite to the students for future carrier.	
2	MS. VIDHU, PGT CHEM.		
3	MS. POOJA, PGT COMMERCE,		
4	MS. MONIKA BHATT, TGT LIB		
5	SPECIAL EDUCATOR,		
28	PRESS, PHOTOGRAPHY, MEDIA AND PUBLICATION		
1	MS. POOJA RANI GABA, TGT HINDI (I/C)	To publish the important matters of the vidyalaya well within the stipulated time. News should be forwarded after the function for coverage image of each vidyalaya function/Important activity	
2	MR. HARJEET, TGT-HINDI		
2	MS. BANTI RANI, TGT ENGLISH -REPORT WRITING		
3	MS. PRIYANSHU SOOD, TGT ART (I/C)-BANNER PREPRATION/Photography		
4	MS. ADITI,PRT-I/C PRIMARY		
5	MR. ANKIT, PRT		
29	PRIMARY NEWS LETTERS EDITORIAL BOARD		
1	MS. SANJU SUNDI, HM (I/C) PRIMARY	News letters should be published in time. To plan & design the news letter head quarterly to motivate the studies to write articles.	
2	MS. ARPANA SOOD, PRT		
3	MS. ADITI, PRT		
5	MS. ANITA ,PRT		
30	EXCURSION/ TOUR		
1	MR. MANISH KUMAR, PGT (MATH)	To plan different activities for excursion/ tour & date should be fixed for excursion.	
2	MS. SEEMA RANI, TGT MATHS		
3	MR. SIDDHARTH , TGT WE		
4	MS. BANTI RANI, TGT ENGLISH		
5	MS. NEHA YADAV, PRT-I/C PRIMARY		
6	MR. ANKIT, PRT		
7	MR. NARESH, PRT		
31	CMP & RESOURCE ROOM		
1	MS. SANJU SUNDI, HM-I/C PRIMARY	To plan program for qualitative improvement to primary education.	
3	MS. ARPANA SOOD, PRT		
4	MS. SEEMA DAHIYA , PRT		
5	MS. NEELAM PRT		
32	MUSIC AND DANCE COMMITTEE		
1	MR. HARVINDER SINGH, PRT-MUSIC	To plan different activities related to environment.	
2	MS. VIDHU, PGT CHEMISTRY		
3	MS. POOJA RANI, TGT HINDI		
4	MS. PRIYANSHU SOOD, TGT ART		
5	MS. ARPANA SOOD - PRT I/C PRIMARY		
6	MS. NEHA YADAV, PRT		
7	MS. ANITA, PRT		
33	OFFICE COMMITTEE/ INCOME TAX/ T.D.S.		
1	SSA (I/C-1)	To complete the official work in time and To plan & complete the income tax/ T.D.S. details in time & return should be submit in time.	
2	MR. MANISH KUMAR, PGT MATHS (I/C-2)		
3	MS. SHIKHA, PGT CS		
4	MS. POOJA, PGT COMMERCE		
5	JSA		
6	MR. GOVIND, COMPUTER INSTR.		
7	MR. SURESH KUMAR, SUB-STAFF		
8	MR. NIRMAL SINGH, SUB-STAFF		
34	INTERNAL AUDITING /FEES & FINES- COMMITTEE		
1	MR. MANISH KUMAR, PGT MATHS, (I/C- 1)	Mrs. Shikha to monitor all recorde of online fee consession , Mr. Deepak Sigh to prepare and maintain cs-54 & income tax, D.O letter.	
2	MS. SHIKHA, PGT CS (I/C-2)		
3	MS. POOJA, PGT COMMERCE		
5	MS. NISHA, TGT MATHS		

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S. N.	COMMITTEE		DUTY ASSIGNED	SIGNATURE
35	ACADEMIC ADVISORY COMMITTE			
	1	MS. SUNITA BALA , PGT-ENGLISH (I/C)	To uplift the academic standards using adequate necessary measures.	
	2	MR. SANJAY KUMAR , PGT-ECO		
	3	MS. VIDHU PGT- CHEMISTRY		
	4	DR. SEEMA KUMARI, PGT- HINDI		
	5	MR. MANISH KUMAR, PGT - MATH		
	6	MS. SHIKHA, PGT - CS		
	7	MS. DIMPLE RANI ,TGT SANSKRIT		
	8	MS. SANJU SUNDI, HM		
	9	MS. ARPANA SOOD, PRT		
36	CHILD RIGHTS PROTECTION /CORPORAL PUNISHMENT COMMITTEE			
	1	MS. VIDHU, PGT CHEM (I/C)	Ensure protection of child rights.Ensure no corporal punishment is given to any child inside the school.	
	2	MS. SUNITA BALA , PGT-ENGLISH		
	3	MR. SANJAY KUMAR, PGT ECO		
	4	MS. BANTI RANI, TGT ENG		
	5	MS. POOJA, PGT COMMERCE		
	6	MR. LOVNEESH, TGT P&HE		
	7	MS. SANJU SUNDI ,HM		
	8	MS. ARPANA SOOD, PRT		
37	CUB & BULBUL COMMITTE			
	1	MR. ANKIT KUMAR, PRT (I/C CUBS)	To monitor all the activities of Cubs & Bulbuls	
	2	MS. SEEMA DAHIYA PRT (I/C BULBULS)		
38	GRIEVANCE REDRESSAL/SEXUAL HARASSMENT COMMITTEE			
	1	MR. AMAN GUPTA, PRINCIPAL (I/C)	Maintain the dignity among each and every member of school and develop brother hood feeling. To make the students aware of sexual harassment and tell them to inform about any wrong doing/ suspect incident to parents/ teachers.To settle the grievances of students with utmost priority	
	2	MS. SUNITA BALA , PGT-ENGLISH		
	3	MR. SANJAY KUMAR, PGT(ECO)		
	4	DR. SEEMA KUMARI , PGT HINDI		
	5	MS. VIDHU, PGT CHEM		
	6	MS. POOJA, PGT COMMERCE		
	7	MR. MOHAMMAD ALI, TGT ENGLISH		
	8	MS. SANJU SUNDI, HM		
	9	MS. ANITA , PRT		
39	CANTEEN SUPERVESION			
	1	MS. SANJAY KUMAR, PGT ECO	TO CHECK THE HYGIENIC CONDITIONS & QUALITY OF PRODUCTS SERVED BY THE CANTEEN	
	2	MS. SANJU SUNDI, HM		
	3	MS. PRIYANSHU SOOD, TGT-AE		
	4	MS. SEEMA KUMARI, TGT (MATHS)		
	5	MS. ARPANA SOOD, PRT		
	6	MR. HARVINDER SINGH, PRT-MUSIC		
	7	MS. ANURADHA, NURSE		
40	COMPUTER COMMITTEE /SMART ROOM AND MULTIMEDIA COMMITTE			
	1	MS. SHIKHA, PGT CS (I/C)	To ensure the proper condition and working of computers in vidyalaya.To ensure the smooth working of devices in the smart room and to maintain the records related to smart room usage by the teachers.	
	2	MR. GOVIND, COMPUTER INSTR.		
	3	MS. SUNITA BALA, PGT-ENGLISH		
	4	ALL CLASS TEACHERS		
	5	SSA		
41	P.A. SYSTEM			
	1	MR. SIDDHARTH , TGT WE	To arrange all the devices and ensure their smooth working in the morning assembly (on daily basis).	
	2	MS. POOJA RANI, TGT HINDI		
	3	MR. NAVEEN KUMAR, TGT SST		
	4	SCHOOL PERFECT- BOY		
	5	BOY STUDENTS		
42	STAFF ROOM CLEANLINESS COMMITTEE			
	1	MS. POOJA RANI, TGT HINDI (I/C-1)	To ensure the cleanliness of the Staff room month wise.	
	2	MS. DIMPAL RANI, TGT SANSKRIT (I/C-2)		
	3	MR. ARPANA SOOD, PRT		
	4	MR. SIDDHARTH , TGT WE		
	5	MR. JAIPAL, SUB-STAFF		
	6	ALL TEACHERS		
43	VIDYALAYA ASSET COMMITTEE			
	1	SSA (I/C-1)	To look after the Vidyalaya Assets in the campus.	
	2	MR. SIDDHARTH , TGT WE (I/C-2)		
	3	JSA		
	4	MR. SURESH KUMAR, SUB-STAFF		
44	NCC			
	1	MR. ABHISHEK VERMA, PRT (I/C-BOYS)	To ensure the proper conduct of all the activities of NCC.	
	2	MS. BANTI RANI, TGT ENGLISH (I/C-GIRLS)		
45	FLAG HOSITING			
	1	MR. LOVNISH SHARMA, TGT P&HE	To look after the daily hoisting and lowering of flag with proper procedure.	
	2	MR. MANISH KUMAR, PGT MATHS		
	3	MR. NAVEEN KUMAR, TGT SST		
	4	MS. DIMPAL, PRT		
	5	MR. LEKHRAJ. SUB-STAFF		

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S. N.	COMMITTEE		DUTY ASSIGNED	SIGNATURE
46	ACTIVITY INCHARGES			
	1	TARUNOTASAVA	MS. SUNITA BALA, PGT-ENGLISH, MS. POOJA, PGT-COM. , MS. PRIYANSHU SOOD, TGT ART- CONDUCT AND REPORT TO HIGHER AUTHORITY	
	2	JIGYASA	MS. VIDHU, PGT CHEM; TGT SCI-2- CONDUCT AND REPORT TO HIGHER AUTHORITY	
	3	PUSTAKOPHAAR	MS.MONIKA BHATT, TGT LIB- CONDUCT AND REPORT TO HIGHER AUTHORITY	
	4	PARTNERSHIP WITH LINKED SCHOOLS	MS. NEHA CHAUHAN, PGT PHY- CONDUCT AND REPORT TO HIGHER AUTHORITY	
	5	STUDENTS' FITNESS SCORE CARDS	MR. LOVNISH, TGT PHE; MR. SONU BAN ,PGT BIO; MS. MUKESH KUMARI, TGT BIO.; MR. NAVEEN KUMAR TGT SST- CONDUCT AND REPORT TO HIGHER AUTHORITY	
	6	VIDYALAYA PLAN	MS. SHIKHA PGT CS, MS. SUNITA BALA, PGT ENGLISH; - CONDUCT AND REPORT TO HIGHER AUTHORITY	
	7	EK BHARAT SHRESTH BHARAT	MR. SANJAY KUMAR PGT-ECO, MS. PRIYANSHU SOOD, TGT ART, MS. POOJA GABA, MS. DIMPLE RANI, MS SHIKHA	
	8	AZADI KA AMRIT MAHOTSAV	MS. PRIYANSHU SOOD, TGT AE, DR. SEEMA KUMARI, MS. POOJA GABA, MS. DIMPLE RANI,	
	9	UDISE	MR. SONU BAN, MS. SHIKHA, COMPUTER INSTRUCTOR PRIMARY/SECONDARY	
	8	HOSPITALITY	DR. SEEMA KUMARI (I/C), MS. ARPANA, MS NEHA YADAV, MS. NEELAM	
47	ACADEMIC LOSS COMPENSATION COMMITTEE			
	1	MS. VIDHU, PGT CHEMISTRY (I/C-1)	PLANNING REGARDING CONDUCTION OF SPECIAL CLASSES - WHENEVER REQUIRED AS PER KVS DIRECTION ref;- KVS(HQ) No.11029/16/2015-KVSHQ/Acad/Comp./Acad.loss DATED 28.02.2018	
	2	MS. POOJA RANI, TGT HINDI (I/C-2)		
	3	MS. SEEMA KUMARI, TGT MATHS		
	4	MS. SANJU SUNDI, HM		
	5	MS. ARPANA SOOD, PRT		
	5	ALL SUBJECT HEADS		
48	CCT COMMITTEE			
	1	MS. NISHA TGT (MATHS)	FOR SMOOTH CONDUCTION OF ALL THE ACTIVITIES INVOLVED IN CREATIVE AND CRITICAL THINKING ASSIGNED/REQUIRED AS PER KVS DIRECTION	
	2	MS. SEEMA KUMARI, TGT MATHS		
	3	MS. RITU , TGT BIO.		
	4	ALL CLASS TEACHERS		
49	MENTAL WELL BEING COMMITTEE			
	1	MR. SONU BAN, PGT BIO (I/C)	PLANNING REGARDING MENTAL WELL BEING OF THE STUDENTS DURING AND AFTER COVID 19 OUTBREAK AS PER KVS DIRECTION ref;- KVS(HQ) No.11029/16/2020-KVSHQ/Acad/ DATED 06.04.2020	
	2	MS. SHIKHA, PGT CS		
	3	MR. LOVNISH SHARMA, TGT P&HE		
	4	MS. MONIKA BHATT, TGT LIB		
	5	MS. ARPANA SOOD- PRT (I/C PRIMARY)		
	6	MS. SEEMA DAHIYA, PRT		
50	ENGLISH LANGUAGE COMMITTEE			
	1	MS. SUNITA BALA, PGT-ENGLISH (I/C)	PLANNING REGARDING IMPROVEMENT OF ENGLISH LANGUAGE COMMAND AMONG THE STUDENTS	
	2	MS. BANTI RANI, TGT ENGLISH		
	3	MR. MOHAMMAD ALI, TGT ENGLISH		
	4	MS. ARPANA SOOD, PRT		
	5	MS. RAJANI, PRT		
	6	MS. ADITI, PRT		
51	HOSPITALITY & MESS COMMITTEE			
	1	MS. ARPANA, PRT (I/C)	PLANNING AND SMOOTH CONDUCTION AS AND WHEN NEEDED	
	2	MR. HARJEET, TGT-HINDI		
	3	MS. NEHA YADAV, PRT		
	4	MS. NEELAM PRT		
	5	MR. LEKHRAJ, SUB-STAFF		
	6	MR. NIRMAL, SUB-STAFF		
52	CPD COMMITTEE			
	1	MR. SONU BAN (I/C)	PLANNING AND SMOOTH CONDUCTION AS PER CONTENT RELATED WITH CPD	
	2	MR. MANISH KUMAR, PGT - MATH		
	3	MS. SANJU SUNDI, HM		
	4	MR. GOVIND. COMPUTER INSTR.		

MR. AMAN GUPTA
 PRINCIPAL
 K V No. 4, AMBALA