

KENDRIYA VIDYALAYA OCF, SECTOR 29B, CHANDIGARH
INTERNAL COMMITTEES OF THE SCHOOL
SESSION 2024-25

1. RESPECTIVE ICs MUST MAINTAIN REGISTERS IN RESPECT OF ASSIGNED DUTIES & ISSUE INSTRUCTIONS IN WRITING FOR THE MEMBERS OF THEIR COMMITTEE, BLOCK WISE WHEREVER REQUIRED eg DISCIPLINE, SAFETY, RESCUE, CLEANLINESS.

2. In absence of Incharge second member will act as incharge.

S. No.	NAME OF COMMITTEES	INCHARGES AND ASSOCIATES SECONDARY	INCHARGES AND ASSOCIATES PRIMARY	Charter of Duties	
1	Academic Advisory Committee	Mr Ravinder Kumar, Vice-Principal	Mr Devender Kumar HM	To plan all the activities for the teaching learning process.	
		Mrs Jatinder Kaur, PGT Chemistry	Mr Rattan PRT		
		Mr Manoj Kumar, PGT Maths	Mrs Nirupma(PRT)		
		Mrs Neha Dogra, TGT S.Sc.	Mrs Supriya PRT		
		Mr Dalip Singh, TGT Hindi			
		Mrs Vandana Gupta, TGT Maths			
2	INTERNAL COMPLAINT COMMITTEE (ICC), POSH & POC SO, CHILD RIGHTS PROTECTION CELL	Mr K S Pathania, Principal Convener		To deal with the complaints of women and children relate to the matters in work place.	
		Mr Ravinder Kumar, Vice-Principal			
		Mrs Jatinder Kaur, PGT Chemistry			
		Mrs Madhu Dhingra, PGT Biology			
		Mr Sanjay Singh, TGT Maths			
		Mrs Rashmita Medak, PGT Physics			
		Mrs Mini Sood, PRINCIPAL, GHS, 29 (VMC MEMBER)			
3	CCA	Ms Meenu Bala, PGT Hindi I/c 1	Ms Dimple, PRT I/c 1	PREPARE THE CCA CALANDER AND DO ALL ACTIVITES IN STIPULATE TIME FILL GOOGLE SHEET OF KVS RO ETC. [ALL THE CLASS TEACHERS, TGT P&HE, TGT AE, TGT WE ACTIVELY FOLLOW INSTRUCTIONS & COORDINATE FOR SUCCESSFUL CONDUCTION OF THE ACTIVITIES]	
		Mrs.Mahesh Kumari, PGT Eng, I/c 2	Ms Anamika, PRT I/c 2		
		Mrs Ruchi Garg, TGT English	Computer Instructor		
		Mr Dalip Singh, TGT Hindi			
		Mrs Rajni, TGT English			
4	A. EXAMINATION (INTERNAL)	Mrs. Jatinder Kaur, PGT Chemistry I/C	Mr. Kamal Kumar, I/c Overall	Smooth conduct of all the internal/CBSE Examinations Maintaing Proper Record. . Compliance to all Exam circulars / instructions. . Verification of data of students and to send to CBSE within time schedule. . Maintaing Proper Record. . Conduct of smooth examination.	
		Mrs Ruchi Garg, TGT English	Mr Ratan, Member		
		Mrs Jyotsana TGT Sci	Ms Renu, Member & I/c Class I&II		
		Mrs Rajni TGT English			
	B. EXAMINATION (CBSE)	Mrs Madhu Dhingra, PGT Bio I/C			
		Mrs Anu Rani, PGT CS			
		Mr Vikas Sharma, TGT Hindi			
	C. EXTERNAL EXAMINATION	Mr. Rajesh Kumar, TGT S.Sc. , I/C	Ms. Meenu Aggarwal, Member & I/c LAT		
		Mr Sanjay Singh, TGT Maths			
Mr Vikas Sharma, TGT Hindi					
5	TIME TABLE	Mr Manoj Kumar, PGT Math I/C	Mrs Vinita, PRT I/C	Time Table and monitoring of daily arrangements. Varyif the attendance of contractual staff for their salary	
		Mrs Kirti Singh, TGT Maths	Ms Anjana Awasthi, PRT		
		Mrs Vandana, TGT Maths	Mr Kamal Kumar, PRT (Arrangements)		
			Ms Anamika, PRT		
6	ADMISSION	Mrs Neelam Devi , PGT Commerce I/C	Mrs Supriya Biswas, PRT	.To follow Admission Guidelines of KVS to complete the admission process. . To guide and help parents for Admission / TC / Shift Change.	
		Mr Surender Kumar Pahwa, Librarian	Mrs. Renu (PRT)		
		Mrs Rajani Gandha, TGT English	Ms Anu, PRT		
			Mrs. Ratan Kumar, PRT		
		Mrs Madhu Dhingra, PGT Biology I/C	Mrs Neena Rani Sharma, PRT	To maintain overall discipline of vidyalaya..To handle cases of classes secondary section and solve at their level with the	

S. No.	NAME OF COMMITTEES	INCHARGES AND ASSOCIATES SECONDARY	INCHARGES AND ASSOCIATES PRIMARY	Charter of Duties
7	DISCIPLINE COMMITTEE/Sexual Harrasment / Anti Bullying Ragging	PET	Ms. Nirupma Sharma	help of Class Teacher. . Report to Principal /Vice Principal in case of necessity. . Maintain file of the cases of In-Discipline / Misbehaviour of students and record of their written applications of Apology / Confessions. To counsel students/ parents.. To solve the cases at their own level with the help of class teachers. To report to Principal /Vice Principal in case of necessity.
		Mr Sanjay Singh, TGT Maths	Ms. Meenu Aggarwal	
		Sports Coach		
		All class teachers		
8	Photography/ Display board Decoration/ ID Card	Mrs Anu Rani, PGT CS I/C	Ms. Anu, PRT I/c	.Conduct competitions, keep proper record. Take Photo of CCA and every activities / Morning Assembly .To get display boards properly displayed with required information.
		Mr Vikas Sharma, TGT Hindi	Mr. Ratan Kumar PRT	
		Mrs Chander Lekha ,TGT AE		
		Computer Inst -	Computer Inst -1	
9	Furniture	Mr Kamal Kumar, PRT I/c	Mr Ratan Kumar PRT	. To maintain proper record. . To inform Principal on time about defective/broken furniture. . To get removed unwanted/broken furniture lying in the corridor or campus.
		Mr Pardeep Kumar	Ms. Rekha Verma	
		Mr Rajesh Kumar, TGT S.Sc.		
		Mr Vikas Sharma, TGT Hindi		
10	Excursion & Adventure	Mrs Mahesh Kumari, PGT- English I/C	Mr. Devender Kumar, HM	. To plan time /places of visit. . To get No Objection Certificate. . To arrange transport. . Arrangements for safety/ security of students.
		Mrs Jyotsana, TGT Bio	Mrs Meenu Aggarwal PRT	
		Mrs Rajni , TGT English	Ms. Sheela Pathania, PRT	
11	Vidyalaya Magazine/ Vidyalaya Patrika	Ms Meenu Bala, PGT Hindi I/C	Mrs Sapna Sharma PRT	To get the vidyalaya magazine and newsletter published as per KVS instructions.
		Mrs Mahesh Kumari PGT English	Mr Ratan Kumar PRT	
		All the Language Teachers	Computer Instructor	
		Computer Instructor		
12	Condemnation Committee	Mr Pardeep Kumar, PGT Eco. I/C	Mr. Ratan Kumar PRT	To follow proper procedure as per KVS guidelines and prepare all documentation for condemnation.
		Mr Surender Kumar Pahwa, Librarian		
		All Department Incharges		
13	Enrollment/Fees/Fine/UBI fee collection	Ms. Anu Rani, PGT CS I/C	Mr. Kamal Kumar PRT	Computer Assistance/U.B.I. Fee collection. Enrollment/UBI Fee collection & Fines and keep record for the same. . Co-ordinator will get the enrollment of all sections at the end of every month and check students not paying fees or absent for long time.
		Mr Surender Kumar Pahwa, Librarian	Ms. Kiran Kumari, PRT	
		Mrs Kirti Singh, TGT Maths	Computer Instructors	
		Mrs Rajni Gandha TGT Eng		

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14	Guidance & Counselling, Adolescence Education Programme (AEP)	Mrs Madhu Dhingra, PGT Bio I/C	Mrs Nirupma(PRT)	. Follow KVS Programme/policies. . Make calender of activities. . Implement activities during CCA periods for different classes. . Conduct activities as and when required. . Keep record of all activities.
		Mrs Meena Mittal, TGT Ssc.	Counsellor	
		Mrs Sunita Jolly, TGT Bio		
15	Purchase Committee through GeM	Mr Ravinder Kumar, VP	Mr. Devender Kumar, HM	Follow KVS guidelines for purchase procedure.
		Mrs Jatinder Kaur, PGT Chemistry	Mr. Ratan Kumar PRT	
		Mr Manoj Kumar, PGT Maths		
		Mr Sanjay Kumar, TGT Maths		
		Mr Ajay Kumar, ASO		
All Department Incharges				
16	Cleanliness Committee/Swachh Bharat Abhiyan/ Potable water	Mr Vikas Sharma, TGT Hindi I/C	Ms. Kiran Kumari, PRT	. Conduct activities of KVS . To plan activities to motivate staff/ students to keep classrooms/corridors/ department and vidyalaya campus clean. Record of activities. . To get the cleanliness done from housekeeping agency. To take up cleanliness drive during CCA periods in every week. . To make cleanliness warriors one boy/one girl from each class and cleanliness captain/ vice captain to check everyday cleanliness in classrooms.
		Mr Sushil Kumar, TGT WET	Ms. Vinita Sharma, PRT	
		Mrs Rajni, TGT English		
		Mrs Rajnigandha, TGT Eng.		
		Mr Rajesh Kumar, TGT Sst		
17	Hindi Raj Bhasha Samiti	Ms Meenu Bala, PGT Hindi I/C		. Maintain record . Conduct regular meetings . Spread awareness among all staff members.
		Mr Dalip Singh, TGT Hindi		
		Mrs Hemlata, TGT HINDI		
		Mr Vikas Sharma, TGT Hindi		
		Mr. Dinesh , JSA		
18	Maths Lab/AryaBhat Ganit Challenge/ Maths Olympiad	Mr Manoj Kumar, PGT Maths I/C	Mrs Neena Rani Sharma, PRT	. To keep record that all the classes must make maximum use of maths lab. . Display of models/ charts and other material to create environment
		Mr Sanjay Singh TGT Maths	Ms. Sapna Sharma	
		Mrs Vandana, TGT Maths		
		Mrs Kirti Singh TGT Maths		
19	SC/ST Scholarship Committee	Mrs Rajni Singh, TGT English	Mrs Anu Rani, PRT	. Spread awareness among students regarding scholarship. . Timely verification/ sending of report to KVS/ KVS RO Chd
		Mrs Neha Dogra, TGT S.Sc.		
		Mr Vishal Choudhary, TGT Skt		
20	Vidyalaya Website & Providing Computerised Information to Office & Staff	Ms. Anu Rani, PGT CS I/C	Mr. Ratan Kumar PRT	. Updating of website. . All activities/ programmes to be uploaded on website.
		Computer Instructor(s)		
21	PA System	Mr Sushil Kumar, TGT WET, I/C	Ms. Supriya Biswas	. To make arrangements of P.A. system for assembly & as/when required.
		Sports Coach	Mr. Kamal Kumar PRT	
		Mr. Kulwant Negi (Secondary)		

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22	Parent Teacher Association	Principal as Chairman		.To be constituted by calling meeting of Parents in 2nd week of April. Plan agenda. . Inform students. . Maintain record.
		Mrs Jatinder Kaur, PGT Chemistry		
		Mrs Mahesh Kumari, PGT- English		
		Mrs Neha Dogra, TGT SSc		
23	Bharat Scout & Guide	Ms. Meenu Bala PGT Hindi I/C	Mrs Meenu Aggarwal PRT	. Follow KVS, KVS RO, Chd calender. (I/C will make Internal Incharges for Cub, Scouts etc and internal activities of school. . Send timely report. . Conduct activities weekly in vidyalaya. Maintain record
		Mr Rajesh Kumar TGT SSc	Mrs Anamika PRT	
		Mrs Hemlata, TGT Hindi		
		Mr Sushil, TGT WET		
		All teachers who have completed basic and advance course		
24	Science Exhibition/ Science Congress KVPY/NTSE/Olympiads	Ms. Rashmita Medak, PGT Physics	Ms. Sapna Sharma	. Follow KVS, KVS RO Chd circular/ instructions. . Maintain record. . Send timely report.
		JNNSMEE, VVM -Mrs. Jatinder Kaur , PGT (Chem)	Ms. Renu	
		NCSC- Mrs Madhu Dhingra PGT Bio	Ms. Dimple	
		IAPT- Mrs Rashmita Medak, PGT Physics		
		NTSE, Teri, Jigyasa - Mrs Jyotsana TGT (SCI)		
		Inspire, Water harvesting- Mrs. Sunita Jolly TGT Sci		
		Mrs Rajni Gandha, Other Olympiads		
25	Social Science Exhibition/ Youth Parliament /EBSB/Kala Utsav	Mr Pardeep Kumar PGT ECO I/C		. Follow KVS, KVS RO Chd circular/ instructions. . Send timely report. . Maintain proper record.
		Mrs Meena Mittal, TGT SSc		
		Mr Rajesh Kumar, TGT SSc		
		Mr Dalip Singh, TGT Hindi		
		Mrs Neha Dogra, TGT Ssc		
		Mrs Ruchi Garg, TGT English		
		Mrs Chanderekha TGT Art		
		Ms. Rekha Verma PRT Music		
26	Subject Committee	Mrs Mahesh Kumari, PGT- English	Ms. Renu (English)	. To conduct meeting at the end of every month. . To collect information as/ when required. . To arrange demnonstration lessons/ training at vidyalaya level. To make proper plan of teaching learning process for next month
		Ms Meenu Bala, PGT Hindi	Ms. Vinita Sharma, (hindi)	
		Mr Manoj Kumar, PGT Maths	Ms. Neena Rani Sharma (Maths)	
		Mrs Jatinder Kaur, PGT Chemistry	Ms. Supriya Biswas (EVS)	
		Mr Pardeep Kumar (PGT)		
		Mr Sushil Kumar (WET)		
		All the subject teachers		
27	Maintenance & Repair (BUILDING CIVIL)	Mr Sanjay Singh, TGT Maths	MR. Kamal Kumar	
		Mr Sushil Kumar, TGT WE - I/C Electrical	Mr. Ratan Kumar	
28	Canteen	Mrs Madhu Dhingra, PGT Biology I/C	Mrs Sheela Rani	. To check no junk food in canteen. . Healthy food items. . Cleanliness in canteen.
		Mr Sushil Kumar, WE	Mrs. Nirupma Sharma	
		Mrs. Chanderekha, TGT AE		
		Mrs Rajni Gandha, TGT Eng		
29	Minutes of staff Meeting	Mrs Rajni Gandha, TGT Eng I/C	I/C (English)	. To record the minutes of staff meeting and share with all staff members.
		Ms Hemlata TGT Hindi	I/C Hindi	
		Mrs. Rajani, TGT English	Associate	
		Mrs Neena Rani PRT	Associate	
		Mrs Dimple PRT	Associate	
30	Sports Committee	PET I/C	Ms. Anu Rani	To conduct all the sports events in Vidyalaya as per KVS calender and purchase the sports goods as per requirement. To conduct the Annual sports day as per KVS calender.
		Mrs Vandana Gupta, TGT Maths	Ms. Monika	
		Ms. Meenu Bala, PGT Hindi	Mr. Kamal	
		Mr Vikas Sharma, TGT Hindi		
		Mr Sanjay Singh TGT Maths		
		Mr Pradeep Kumar, PGT Eco I/C	Mrs Sheela Pathania (PRT)	To purchase all the teaching aids for students. To maintain

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31	Teaching Aids	Mr Rajesh Kumar, TGT SSt Mrs Meena Mittal, TGT SSc Mrs Neha Dogra, TGT SSc	Ms. Nirupma Sharma	the records of all the teaching aids available in the Vidyalaya.
32	National Service Scheme	Mr Vikas Sharma, TGT Hindi I/C Mrs Sunita Jolly, TGT Bio Mrs Neha Dogra, TGT SSc Mr Vishal Choudhary, TGT Sst		To conduct all the activities as per KVS guidelines.
33	Disaster Management Committee	Mrs Mahesh Kumari, PGT- English I/C Mrs Rashmita Medak, PGT Physics Mr Sushil Kumar, WE Mr Sanjay Singh, TGT Maths Mr Rattan PRT		. Proper implementation of programmes of Ramakrishan Mission in the classes for which teachers are trained. . To forward names of teachers for training. . Maintain record.
34	CMP /FLN/Nipun		Mrs Sheela Pathania (PRT)(Primary I/C) Mrs. Nirupma Sharma Mrs Supriya PRT	To conduct all the activities as per KVS guidelines.
35	Library Committee	Mr Surender Kumar Pahwa, Librarian I/C Mrs Mahesh Kumari, PGT- English Mr Dalip Singh, TGT Hindi Mrs Kirti Singh, TGT Maths Two students each from Class 8,9,11.	Mrs. Monika Ms. Anu Rani	To conduct all the activities as per the calender shared by KVS guidelines. To maintain and update on E-granthlaya portal. Motivate the childern and teachrrs to issue books and improve the reading habits.
36	Fee Register (CS 11)	Mrs Kirti Singh, TGT Maths I/C	Mrs Vinita Sharma PRT	To maintain the records of fees for the session, CS 11
37	Press Media and Publication/ Social Media	Mrs Ruchi Garg, TGT English I/C Mrs Ranji Gandha (TGT ENG) Mrs Hemlata (TGT HINDI) Mrs Madhu Dhingra, PGT Biology (Facebook) Mrs Anu Rani, PGT CS (X)	Mr Devender Kumar HM (INSTA) Mrs Nirupma(PRT) Mrs Neena Rani PRT Mr Ratan Kumar PRT (youtube)	To ensure that all the events conducted in Vidyalaya are published in the newspapers. To maintain a record of all the Vidyalaya activities published in newapaper.
38	Awakened citizens programme/ Aurobindo Society (Project Inclusion)	Mrs Kirti Singh (TGT MATHS) ACP I/C Ms. Rajani Gandha TGT English I/c Aurobindo Society Mr Surender Kumar Pahwa, Librarian Mrs Chanderlekha , TGT AE Mrs Rajni, TGT English Mrs Vandana Gupta, TGT Maths Mrs Neha Dogra, TGT SSc	Ms. Nirupma Sharma I/c Ms. Sapna Sharma Ms. Dimple	To conduct all the activities as per the calender shared by KVS guidelines. To maintain record of all the activities conducted.
39	Annual Function	Ms. Meenu Bala PGT Hindi I/C Mrs Mahesh Kumari, PGT- English Mrs Ruchi Garg, TGT English Mrs Chanderlekha, TGT AE	Mrs Nirupma(PRT) Mrs Neena Rani PRT Mrs Rekha PRT Music	To conduct the Annual Day as per KVS calender.
40	Hospitality Committee	Mrs Sheela Pathania , PRT I/C Mrs Chander Lekha, TGT AE Mrs Nirupma, PRT Ms. Renu, PRT		Provide the Hospitality to the Guest and othe important persons. Arrange the Breakfast and Lunch if required
41	NCC	Mr Sanjay Singh, TGT Maths Mr Vikas Sharma, TGT Hindi Mrs Vandana Gupta, TGT Maths		To maintain the recods the NCC activities

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42	TARUNOTSAV	Ms. Rashmita Medak, PGT Physics I/C		To conduct a bridge course for students who going to class XI. To conduct carrier counselling session for students.
		Mrs Neelam Devi , PGT Commerce		
		Mrs Chanderlekha, TGT AE		
		Counsellor		
43	JUNIOR SCIENCE LAB	Ms Jyotsana, TGT Sci. I/C		To establish junior science lab and conduct practicals
		Mrs Sunita Jolly TGT Bio		
44	COURT CASES HANDLING /RTI	Mr Pardeep Kumar, PGT Eco I/C		To handle the court cases and keep a record of the same.
		Mrs Neelam Devi, PGT Commerce		
		Ms Meenu Bala, PGT Hindi		
45	PM SHRI PROJECT	Mr Manoj Kumar, PGT Maths I/C		To maintain the records and make Plan for PM SHRI Project
		Mr Sanjay Singh TGT Maths		
46	UDISE	Mrs Kiran Kumari, PRT I/C		To update all the records of students on UDISE Portal with the help of class teachers and provide guidnence regarding this
		Mrs Anu Rani, PGT CS		
		All the Class teachers		
47	FUNDAY ACTIVITIES		Ms Supriya Biswas, PRT	To prepare calender for funday activities and keep a record of the same.
			Ms Anamika, PRT	
			Ms. Monika	
			Ms. Sapna Sharma	
48	Income Tax Committee	Mrs Neelam Devi, PGT COMM. I/C	Mr. Rattan PRT	To conslitate the income of all teacher to calculate the Income Tax for the session and provide information to office. To take all the saving documents from all staff.To Generate Form 16
		Mrs Kirti Singh, TGT Math		
		Mrs Vanadana Gupta, TGT Maths		

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49	Beautification/ Gardening	Ms Chanderlekha , TGT AE (Beautification)	I/C 1 (Overall)	. To follow all norms of KVS. . Activities to be taken up in different forms.
		Mrs Jyotsana TGT SCI (Gardening)	I/C 2	
		Mrs Rajni Gandha, TGT English	Associate	
		Mrs Neha Dogra, TGT S.Sc.	Associate	
		Ms. Sapna Sharma	Associate	
		Ms. Vinita Sharma	Associate	
50	GeM	Mr Ratan Kumar I/C & Technical Expert		
		Mr Ajay Kumar, ASO (Buyer & Consignee)		
		Mr Ravinder Kumar, VP (PAO)		
		Mr Sanjay Singh, TGT Maths		
51	Health Club/ Medical check up & First Aid	Mrs Jyotsana, TGT Bio	I/C	To check and maintain records regarding health of the students.
		Mrs Sunita Jolly, TGT Bio	Associate	
		Ms Anamika, PRT	Associate	
		All class teachers	Associate	
		Nurse	Associate	
52	Skill Hub	Mr. Pardeep Kumar, PGT Eco. I/c	I/C 1 (Overall)	Arrange career counselling for all classes through:- . Counsellor . Experts . Alumni
		Mrs Anu Rana, PGT CS	Associate	
		Mr Surender Kumar Pahwa, Librarian	Associate	
		Mr Sushil Kumar, TGT WE	Associate	
53	Staff Meeting Minutes	Ms Rajanigandha TGT English	I/C 1 (Overall)	Follow KVS/CBSE norms.
		Mrs Rajni TGT English	Associate	
		Mr Dalip Singh, TGT Hindi	Associate	
		Mr Vikash Sharma, TGT Hindi	Associate	
54	Alumni/ Ex students Committee	Mrs Mahesh Kumari, PGT ENG I/C	I/C 1 (Overall)	. To conduct meetings atleast once a month. . To arrange counselling sessions. . Keep records for the same.
		Ms Meenu Bala, PGT Hindi	I/C 2	
		Mrs Jatinder Kaur, PGT Chemistry	Associate	
		Mrs Madhu Dhingra, PGT Bio	Associate	
		Mrs Anu Rana, PGT CS	Associate	
55	School Partenership Program Committee	Mrs Ruchi Garg, TGT English I/C	I/C 1	To conduct all the activities under partenership programme and maintain a record of the same.
		Mrs Vandana Gupta, TGT Maths	I/C 2	
		Mrs Hemlata, TGT Hindi	Associate	
		Mrs Meena Mittal, TGT Ssc.	Associate	

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1	SHIVAJI HOUSE	Ms. Mahesh Kumari PGT English, House Master	Ms. Renu, House Master	House Master will assigned the duty for a week as House on Duty. :-AS MOD- 1 from Secondary section and 1-Teacher from Primary Section Gate duty 1-Secondary section and 1-Teacher Primary Section Cleaness Duty-2 Teacher Eache from Primary and secondary Section (Male and Female) Lunch time duty :- 2 teacher from secondary and 2 teacher from Primary selction of students for various activities under CCA. Select studenst for Student Council from their House
2		Mrs Anu Rana, PGT CS	Ms. Sheela Pathania	
3		MRS. KIRTI SINGH	Ms. Anjana Awasthi	
4		MR. VIKAS SHARMA		
5		MR. RAJESH KUMAR		
6		MR. VISHAL CHOUDHARY		
7		Coach		
8		COMPUTER INSTRUCTOR		
1	TAGORE HOUSE	Mr Pardeep Kumar PGT Eco , House Master	Ms. Anu Rani, House Master	House Master will assigned the duty for a week as House on Duty.AS MOD- 1 from Secondary section and 1-Teacher from Primary Section Gate duty 1-Secondary section and 1-Teacher Primary Section Cleaness Duty-2 Teacher Eache from Primary and secondary Section (Male and Female) Lunch time duty :- 2 teacher from secondary and 2 teacher from Primary selction of students for various activities under CCA. Select studenst for Student Council from their House
2		Mrs Jatinder Kaur,	Ms. Vinita Sharma,	
3		Mrs. CHANDRALEKHA	Mr. Ratan Kumar	
4		MR. SANJAY SINGH	PRT 1	
5		MRS. RAJNI		
6		MR. DALIP SINGH		
7		Nurse		
1	ASHOKA HOUSE	Mrs Rashmita Medak, PGT Physics House Master	Ms. Meenu Aggarwal, House Master	House Master will assigned the duty for a week as House on Duty.AS MOD- 1 from Secondary section and 1-Teacher from Primary Section Gate duty 1-Secondary section and 1-Teacher Primary Section Cleaness Duty-2 Teacher Eache from Primary and secondary Section (Male and Female) Lunch time duty :- 2 teacher from secondary and 2 teacher from Primary selction of students for various activities under CCA. Select studenst for Student Council from their House
2		Mr Manoj Kumar, PGT Maths	Ms. Nirupma Sharma	
3		MRS. RUCHI GARG	Ms. Supriya Biswas	
4		MRS. JYOTSNA		
5		MS. NEHA DOGRA		
6		Mrs. Sunita Jolly		
7		Mr. Surinder Pahwa		
8		special Educator		
1	RAMAN HOUSE	Mrs Neelam Devi, PGT Commerce, House Master	Ms. Sapna Sharma, House Master	House Master will assigned the duty for a week as House on Duty.AS MOD- 1 from Secondary section and 1-Teacher from Primary Section Gate duty 1-Secondary section and 1-Teacher Primary Section Cleaness Duty-2 Teacher Eache from Primary and secondary Section (Male and Female) Lunch time duty :- 2 teacher from secondary and 2 teacher from Primary selction of students for various activities under CCA. Select studenst for Student Council from their House
2		Mrs. Madhu Dhingra	Ms. Neena Rani Sharma	
3		Mrs Meena Mittal, TGT SST	Mr. Kamal Kumar	
4		MRS. VANDANA GUPTA	Ms. Monika	
5		MRS. RAJNI GANDHA		
6		MRS. HEMLATA		
7		TGT Panjabi		
8		Counsellor		

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CLUBS				
1	MATHS CLUB	Mr Manoj Kumar, PGT Maths	All the teachers teaching Maths	All Incharge select students from all classes with the help of class teachers. Prepare the planning for various activities during session. Create some innovative project
2	ART & CRAFT CLUB	Mrs. CHANDRALEKHA		
3	ROCK AND ROLL CLUB	Mrs. Rekha Verma , PRT Music		
4	INTERGRITY CLUB	Mr Pradeep Kumar, PGT Eco	All the teachers teaching Social Science	
5	ECO CLUB	Mrs. Madhu Dhingra, PGT Biol	All the teachers teaching Science	
6	IT CLUB	Mrs. Anu Rana, PGT CS	Computer Instructors	
7	SPORTS CLUB	PET	All members of the Sports Committee	
8	ORATOR CLUB	Ms. Meenu Bala, PGT Hindi	All Language Teachers	
9	ROBOTICS CLUB	Mr. Ratan Kumar, PRT	Ms. Anu Rana, Computer Instructors	
10	SATELITE CLUB	Ms. Rashmita Medak, PGT Physics	Ms. Jyostsana, Ms. Sunita Jolly	

HEAD MASTER

VICE PRINCIPAL

PRINCIPAL