

PM SHRI KENDRIYA VIDYALAYA AFS, KUMBHIRGRAM

COMMITTEES FOR THE SESSION 2024-25

DEPARTMENTS/COMMITTEES	DUTIES & RESPONSIBILITIES	IN-CHARGES & MEMBERS	SIGNATURE
1	<p align="center">ACADEMIC COORDINATORS</p>	<ol style="list-style-type: none"> 1- To prepare the list of notebooks for the Academic year. 2- To ensure the distribution of split-up syllabus to students of all classes. 3- To monitor the teaching-learning process. 4- To monitor the upkeep of CCE documents. 5- To monitor the conduct of Remedial class for low achievers. 6- To maintain the class wise and subject wise monthly student's academic performance analysis. 7- To conduct subject committee meetings every month end. 8- Any other related work. 	<p>Mr HEMANT KUMAR LAL (PGT COMM) I/C</p> <p>Ms NOBOMITA ROY (PGT ENG)</p> <p>Ms SARMISTHA D. BISWAS (TGT MATH)</p> <p>Ms. SHAMIMA K LASKAR (TGT SCIENCE)</p> <p>Mr AMIT KUMAR (PRT)</p> <p>Mr SHAILENDRA Kr. AGNIHOTRI (PRT)</p> <p>SUBJECT COMMITTEE CONVENORS</p> <p>ENGLISH- Ms NOBOMITA ROY</p> <p>HINDI- Mr ARUN KUMAR</p> <p>MATH- Mr RAHUL BARMAN</p> <p>SCIENCE- Ms BARNIA MAZUMDER</p> <p>SOCIAL SCIENCE- Mr HARSHVARDHAN PANDEY</p>
2	<p align="center">ADVISORY CUM VIDYALAYA PLAN COMMITTEE</p>	<ol style="list-style-type: none"> 1- To assist the Vidyalaya Principal in day to day administrative matters. 2- To prepare a Vidyalaya Plan in discussion with the undesigned for the session 2024-25.. 3- To go through the circulars received from KVS RO Silchar and KVS HQ New Delhi 4- Any other related work.. 	<p>Mr HEMANT KUMAR LAL (PGT COMM.) I/C</p> <p>Ms NOBOMITA ROY (PGT ENG)</p> <p>Mr PUSHPENDRA BENIWAL (TGT SKT)</p> <p>Mr AMIT KUMAR (PRT)</p>
3	<p align="center">INTERNAL EXAMINATION & PTM</p>	<ol style="list-style-type: none"> 1- To conduct internal exams as per the schedule given by KVS calendar of activities. 2- To update the Report cards and Mark list format as per the latest CBSE directions. 3- To collect Question papers from paper setters, along with Blueprint & Marking scheme 4- To conduct retest as per KVS norms. 5- To analyse the Results of internal & Pre-Board Exams 6- Declaration of results as per the KVS schedule. 7- To update examination details on website regularly. 8- Conduct of PTM after every exam & at regular intervals. 9- Any other related work. 	<p>Ms SWATI SINGH (PGT ECO) I/C</p> <p>Ms BARNIA MAZUMDER (PGT CHEM)</p> <p>Mr PUSHPENDRA BENIWAL (TGT SKT)</p> <p>Ms SHWETA SINGH (TGT HINDI)</p> <p>Ms NEELAM KUMARI (PRT) I/C (For Primary)</p> <p>Ms NEHA TRIPATHI (PRT)</p>

**PM SHRI KENDRIYA VIDYALAYA AFS, JAMSHEDPUR
COMMITTEES FOR THE SESSION 2024-25**

DEPARTMENTS/COMMITTEES	DUTIES & RESPONSIBILITIES	IN-CHARGES & MEMBERS	SIGNATURE
<p align="center">EXTERNAL EXAMINATION (CBSE RELATED)</p>	<p>1- To correspond with CBSE for all exams related queries. 2- To monitor the registration of class IX and class XI students for Board exam. 3- To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams. 4- Maintenance and submission of records. 5- To despatch Answer papers promptly and with utmost care. 6- A Xerox copy of all documents being sent to CBSE to be maintained 7- To maintain account of answer papers & expenditure for conduct of exam in prescribed formats. 8- To coordinate with external agencies for conduct of exam. 9- To keep exam related documents /materials in safe custody 10- To settle accounts. 11- Any other related work.</p>	<p>Mr RAHUL BARMAN (PGT MATH) I/C Mr ASUTOSH MISHRA (PGT PHYSICS)</p>	<p align="center"><i>(Handwritten signatures)</i></p>
<p align="center">CO-CURRICULAR ACTIVITIES (CCA)</p>	<p>1- Annual Planning of CCA activities. 2- Organize co-curricular activities as per the KVS calendar of activities. 3- Purchase and distribution of CCA prizes & medals. 4- Maintaining CCA Activities register 5- Ensure participation of every child of his/her house in every co-curricular activities organized in the school. 6- House Masters to select, motivate, guide and train students for all inter House competitions. 7- Division of houses along with house master and Associate house masters and distribution of students in various houses. 8- Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects. 9- Procuring badges for Captains Monitors, prefects. 10- Maintenance of Students council register/record. 11- Any other related work.</p>	<p>Ms NOBOMITA ROY (PGT ENG) I/C Mr ARUN KUMAR (PGT HINDI) ASSOCIATE</p> <hr/> <p>SHIVAJI HOUSE HOUSE MASTER Ms SAPNA (TGT SST) ASSOCIATE HOUSE MASTER Ms DEEPA KUMARI (TGT MATH)</p> <hr/> <p>TAGORE HOUSE HOUSE MASTER Ms SARMISTHA D. BISWAS (TGT MATH) ASSOCIATE HOUSE MASTER Ms MAMTA SINGH (TGT ENG)</p> <hr/> <p>ASHOKA HOUSE HOUSE MASTER Ms PUSHPENDRA BENIWAL (TGT SKT) ASSOCIATE HOUSE MASTER Mr RAMESH KR SUMAN (TGT LIB)</p> <hr/> <p>RAMAN HOUSE HOUSE MASTER Mr HARSHVARDHAN PANDEY (TGT SST) ASSOCIATE HOUSE MASTER Ms BUJOYA SINGHA (PGT BIO)</p>	<p align="center"><i>(Handwritten signatures)</i></p>

PM SHRI KENDRIYA VIDYALAYA AFQ KUMBHIRGRAM

COMMITTEES FOR THE SESSION 2024-25

DEPARTMENTS/COMMITTEES	DUTIES & RESPONSIBILITIES	IN-CHARGES & MEMBERS	SIGNATURE
5	<p align="center">TIME TABLE AND ARRANGEMENT</p> <ol style="list-style-type: none"> 1- To prepare the School timetable as per the latest guidelines from KVS 2- To make arrangement for teachers on leave. 3- To ensure that Teachers attend their arrangement Periods 4- To make remedial timetable for low achievers 5- To display copy of arrangement work in the notice board. 6- To maintain the arrangement register. 7- Any other related work. 	<p>Ms SHAMIMA K. LASKAR (TGT SC.) I/C (Secondary) Mr ASHUTOSH MISHRA (PGT PHY) Ms DEEPA KUMARI (TGT MATH)</p> <p>Mr J.R. PATRO (PRT) I/C (For Primary) Mr. SHAILENDRA KR. AGNIHOTRI (PRT)</p>	<p><i>[Signature]</i></p> <p><i>[Signature]</i></p>
6	<p align="center">ADMISSION</p> <ol style="list-style-type: none"> 1- To display notice regarding Admissions Guidelines. 2- To display forms/Annexure as per KVS guidelines. 3- Verification of the Documents and admission of students. 4- To take the approval of VEC before the release of the merit list. 5- Maintenance of admission registers. 6- Admission of candidates based on KV TC as per KVS norms. 7- Local transfer admissions. 8- Admissions as per RTE Act. 9- Maintenance of admission records as per KVS guidelines in the prescribed proformas. 10- Details of admission uploading on the website. 11- Any other related work. 	<p>Mr HEMANT KR. LAL (PGT COMM) I/C Mr VIJAY CHEBROLU (PGT CS) Ms MAMTA SINGH (TGT HINDI) Mr J.R. PATRO (PRT) Mr SHAILENDRA KR AGNIHOTRI(PRT)</p>	<p><i>[Signature]</i></p> <p><i>[Signature]</i></p> <p><i>[Signature]</i></p>
7	<p align="center">GAMES AND SPORTS</p> <ol style="list-style-type: none"> 1-Plan, write and review the Physical Education, Sports and Games curriculum, in collaboration with the relevant programme coordinator. 2- Maintain an inventory of all PE and sports resources and ensure that they are used and stored appropriately. 3- Organize school sporting competitions, matches and events. 4- To Train & Motivate students for participation & commendable performance in KVS Sports Meet. 5- To maintain photo proof & record register of all sports related events. 5- Any other related work. 	<p>Ms DIBYANGANA BANERJEE (TGT P&HE) I/C Mr BISWAJIT DEB (Yoga Inst.) Mr HARISH (PRT) I/C (For Primary only) Ms SHIVANI DWIVEDI (PRT)</p>	<p><i>[Signature]</i></p> <p><i>[Signature]</i></p> <p><i>[Signature]</i></p>

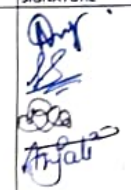





PM SHRI KENDRIYA VIDYALAYA AF9 KUMBHIRGRAM

COMMITTEES FOR THE SESSION 2024-25

DEPARTMENTS/COMMITTEES	DUTIES & RESPONSIBILITIES	IN-CHARGES & MEMBERS	SIGNATURE
<p align="center">8</p> <p align="center">FURNITURE</p>	<p>1- To ensure the furniture in each classroom is of uniform nature as far as possible.</p> <p>2- To check whether any furniture requires repair & to bring it to the notice of the Principal.</p> <p>3- To ensure that no furniture is lying in the corridors.</p> <p>4- To ensure that any furniture taken for any function to be replaced in its proper place.</p> <p>5- Any other related work.</p>	<p>Mr SWAPAN PAUL (TGT AE) I/C <i>Sm</i></p> <p>Mr BHASKAR DEB (TGT WE) <i>BB</i></p> <p>Mr AMIT KUMAR (PRT) <i>Am</i></p>	
<p align="center">9</p> <p align="center">DISCIPLINE</p>	<p>1- To mind the discipline of the students all throughout the day but specifically during the lunch break, morning assembly time & departure time.</p> <p>2- To see that the students reach their respective class after the lunch.</p> <p>3- To ensure the safety and security of students during lunch time by maintaining proper discipline.</p> <p>4- Monitoring the parents and students movements during the break.</p> <p>5- Any other related work.</p>	<p>Mr HEMANT KR LAL (PGT COMM) I/C (For Secondary) <i>H</i></p> <p>NOBOMITA ROY (PGT ENG)</p> <p>Ms DIBYANGANA BANERJEE (TGT P & HE) <i>Ms</i></p> <p>Mr BISWAJIT DEB (Yoga Inst.) <i>Bo</i></p> <p>Mr HARISH (PRT) I/C (For Primary only) <i>Harish</i></p> <p>Ms SHIVANI DWIVEDI (PRT) & <i>शिवानी द्विवेदी</i></p> <p>ALL CLASS TEACHERS/ CO-CLASS TEACHERS (both primary & Sec.) <i>B</i></p>	<p><i>Di</i></p> <p><i>Bo</i></p> <p><i>Harish</i></p> <p><i>शिवानी द्विवेदी</i></p> <p><i>B</i></p>
<p align="center">10</p> <p align="center">MAINTENANCE AND REPAIR</p>	<p>1- To monitor the repair work in the Vidyalaya</p> <p>2- To maintain Record Register of date wise repair work in the Vidyalaya.</p> <p>3- Any other related work.</p>	<p>Mr BHASKAR DEB (TGT WE) I/C</p> <p>Mr SWAPAN PAUL (TGT AE) <i>Sm</i></p> <p>Mr J.R. PATRO (PRT) <i>Patro</i></p> <p>Mr HARAN SINHA (ISA) <i>Haran</i></p>	<p><i>BB</i></p> <p><i>Sm</i></p> <p><i>Patro</i></p> <p><i>Haran</i></p>
<p align="center">11</p> <p align="center">SCHOOL BEAUTIFICATION</p>	<p>1- To plan for beautification of the Vidyalaya campus.</p> <p>2- To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.</p> <p>3- To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.</p> <p>4- To procure fertilizers, manure, pesticides in consultation with Principal.</p> <p>5- To motivate the children for gardening and beautification.</p> <p>6- To develop medicinal plant garden in the campus.</p> <p>7- Any other related work.</p>	<p>Mr SWAPAN PAUL (TGT AE) I/C</p> <p>Mr BHASKAR DEB (TGT WE) <i>BB</i></p> <p>Mr RAMESH KR SUMAN (TGT LIB)</p> <p>Ms ANJALI VERMA (PRT MUSIC)</p>	<p><i>Sm</i></p> <p><i>BB</i></p> <p><i>Ramesh</i></p> <p><i>Anjali</i></p>

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COMMITTEES FOR THE SESSION 2024-25

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DEPARTMENTS/COMMITTEES	DUTIES & RESPONSIBILITIES	IN-CHARGES & MEMBERS	SIGNATURE
12 MORNING ASSEMBLY	1-To see that morning assembly programme is to conduct within stipulated time. 2-To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme. 3- Any other relevant work.	Ms NOBOMITA ROY (PGT Eng) I/C Ms SHWETA SINGH (TGT Hindi) Ms DIBYANGANA BANERJEE (TGT P&HE) Mr BHASKAR DEB (TGT WE) Ms ANJALI VERMA (PRT MUSIC) & ALL CONCERNED CLASS TEACHERS	
13 BHARAT SCOUT & GUIDE CUBS & BULBULS	1- To plan activities for Scouts & guides. 2- To conduct activities during CCA period. 3- To take up social service activity for the school. 4- To conduct Tiritiya Sopan, Tiritiya Charan camps in the Vidyalaya. 5- To enrol & register new students by July end. 5- Any other related work.	Mr BHASKAR DEB (TGT WE) OVERALL I/C Ms SHAMIMA K. LASKAR (TGT Sc.) & ALL THE SCOUT & GUIDE MEMBERS Ms NEELAM KUMARI (PRT) I/C & ALL THE CUB & BULBUL MEMBERS	 
14 LIBRARY COMMITTEE	1- To purchase books as per KVS guidelines. 2- The suggestion from staff members for purchase of new books to be taken. 3- To ensure books are circulated as per the requirement of students & staff members as per Library rules 4- Books should not remain with same individual for a long period. 5- Students should be encouraged to write Book Review. 6- Guidance & Counselling corner or table to be maintained. 7- Any other related work.	Mr RAMESH KR SUMAN (TGT LIBRARIAN) I/C Mr ARUN KUMAR (PGT HINDI) Ms PRITI CHAUHAN (TGT Eng) Mr. PUSHPENDRA BENIWAL (TGT SKT) MS. RISHIKA MISHRA (PRT)	
15 HINDI RAJBHASHA	1- To ensure the names of staff members in attendance register is bilingual. 2- To ensure replies to official letters in Hindi are sent in Hindi. 3- To prepare report on Hindi implementation from time to time. 4- To celebrate Hindi Week and Hindi Pakhwara. 5- Any other related work.	Mr ARUN KUMAR (PGT HINDI) I/C Ms SHWETA SINGH (TGT HINDI)	
16 PUBLICATION COMMITTEE	1- To encourage students and staff members to contribute articles for the Wall Magazine/ Newsletter/ Vidyalaya Patrika. 2- To design the Cover page with the help of Drawing teacher and students. 3-To ensure the Wall Magazine activity is conducted class wise in school. 4- To design the Student Diary. 5- Any other related work.	Ms NOBOMITA ROY (PGT ENG) I/C Mr ARUN KUMAR (PGT HINDI) COMPUTER INSTRUCTOR & ALL THE LANGUAGE TEACHERS	

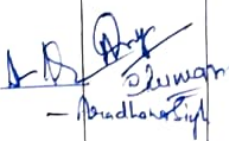




COMMITTEES FOR THE SESSION 2024-25

DEPARTMENTS/COMMITTEES	DUTIES & RESPONSIBILITIES	IN-CHARGES & MEMBERS	SIGNATURE
17 CONDEMNATION COMMITTEE	1- To send notice for stock verification & condemnation of articles. 2-To send notice to Regional Office and other schools regarding auction of articles. 3- Any other related work.	IN-CHARGES OF ALL DEPARTMENTS	
18 TEACHING AIDS	1-TO PROVIDE ALL TYPE OF TEACHING MATERIALS REQUIRED BY TEACHERS. 2- Any other related work.	Mr HARSHVARDHAN PANDEY (TGT SST) I/C Mr RAMESH KR SUMAN (TGT LIBRARIAN) Ms RENU MASTA (PRT)	 <i>Ramesh</i>
19 CMP	1- To make available reqd. no. of suitable resources for primary teachers as per CMP. 2- Utilization of fund for TLM 3- To ensure CMP activity calendar is prepared & implemented as per KVS norms. 4- Any other related activity.	Mr AMIT KUMAR (PRT) I/C <i>zif</i> Ms RISHIKA MISHRA (PRT) <i>Mr Shaulendra</i> Ms SHIVANI (PRT) <i>Ms Rishika</i> ALL THE PRIMARY TEACHERS	 <i>Shaulendra</i> <i>Rishika</i>
20 MEDICAL CHECK UP & FIRST AID	1- 1- To conduct medical check-up of students twice a year. 2- To provide medical help whenever required to the students. 3- To maintain medical records of all students. 4- To maintain the medical room 5- To ensure the follow up action after the medical check-up ensure First aid boxes are available 6- To ensure the contents of the First-aid box are replenished at regular intervals and to check the expiry of Ointments/ medicine. 7- Any other related work.	Mr PUSHPENDRA BENIWAL (TGT SKT) I/C <i>WV</i> Ms DIBYANGANA BANERJEE (TGT P&HE) Mr BISWAJIT DEB (Yoga Inst.) Ms RISHIKA MISHRA (PRT) I/C (For Primary only) Mr HARISH (PRT)	 <i>Book</i> <i>Harish</i>
21 DRINKING WATER	1- To ensure drinking water is available in the Vidyalaya. 2- To send water sample for analysis once in every 3 months. 3- To ensure the proper functioning of Aqua guard installed in school premises 5- Any other related work.	Ms SARMISTHA D. BISWAS I/C <i>WV</i> Ms DIBYANGANA BANERJEE (TGT P&HE) Ms ARADHANA SINGH (PRT) Mr NILALOY BARMAN (SS) <i>WV</i>	
22 CIVIL MAINTENANCE	1- To monitor the work of House Keeping ladies. 2- To prepare a list of areas to be cleaned during second Saturdays. 3- To maintain the Sanitation Register. 4- To ensure that the police verification in r/o all the Housekeeping and security personnel is done and made available to the Vidyalaya. 5- Keep a record of the addresses/ contact numbers of all the housekeeping/Security personnel 6- Ensure they report to the Vidyalaya on time. 7- To verify the bills put up by the agency. 8- Any other related work.	Mr AMIT KUMAR (PRT) I/C <i>WV</i> Mr HARISH (PRT) Mr AFAJ MAZUMDER (SS)	 <i>Harish</i>

COMMITTEES FOR THE SESSION 2024-25

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23 PHOTOGRAPHY & BANNER	1- To ensure the banner & photography/Videography on important occasions days/ functions. 2- To take photos of interesting special items during assembly. 3- To preserve the soft copies of these photos in folders in the computer lab. 4- Any other related work.	Mr BHASKAR DEB (TGT WE) I/C (For Banner) Mr AMIT KUMAR (PRT) I/C (For Photography) Mr BISWAJIT DEB (Yoga Inst.) COMPUTER INSTRUCTOR	
24 EBSB CLUB	1. To Conduct EBSB activities as per KVS Calendar for EBSB. 2. To prepare students for Cluster & Regional level participation. 3. To send activity reports as & when asked from RO. 4. Any other related work.	Ms NOBOMITA ROY (PGT ENG) I/C & All the Language Teachers Ms SWATI SINGH (PGT ECONOMICS) & All the Social Science Teachers Mr. SWAPAN PAUL (TGT AE) Ms ANJALI VERMA (PRT MUSIC)	
25 ECO CLUB	1- To plan activities for the academic year. 2- To arrange talk by experts. 3- To maintain record of activities conducted. 4- Any other related work.	Mr ASHUTOSH MISHRA (PGT PHY) I/C Ms BARNIA MAZUMDER (PGT CHEM) Ms BIJOYA SINGHA (PGT BIO) Ms SHAMIMA K LASKAR (TGT SCIENCE)	
26 MATHS CLUB	1- To plan activities for the academic year. 2- To arrange talk by experts. 3- To maintain record of activities conducted. 4- Any other related work.	Ms RAHUL BARMAN (PGT MATH) I/C Ms SARMIKHA D. BISWAS (TGT MATH) Ms DEEPA KUMARI (TGT MATH)	
27 SCIENCE CLUB (AEP, INSPIRE, SCIENCE EXHIBITION, Rashtriya Bal Vaigyanik Pradarshani, Science Olympiad, NCSC)	1- To plan activities for the academic year. 2- To arrange talk by experts. 3- To maintain record of activities conducted. 4- To motivate & prepare students for INSPIRE award, Science exhibition, etc. 5- Any	Ms BARNIA MAZUMDER (PGT CHEM) I/C Mr ASHUTOSH MISHRA (PGT PHY) Ms BIJOYA SINGHA (PGT BIO) Ms SHAMIMA K LASKAR (TGT SCIENCE)	
28 READER'S CLUB	1- To plan activities for the academic year. 2- To arrange talk by experts. 3- To maintain record of activities conducted. 4- Any other related work.	Mr RAMESH KR SUMAN (TGT LIBRARIAN) I/C ALL THE SUBJECT COMMITTEE CONVENORS & 2 STUDENT REPRESENTATIVE	
29 YOUTH & INTEGRITY CLUB	1- To plan activities for the academic year. 2- To arrange talk by experts. 3- To maintain record of activities conducted. 4- Any other related work.	Ms SWATI SINGH (PGT ECO) I/C Mr HARSHVARDHAN PANDEY (TGT SST) Ms SAPNA (TGT SST) Ms DIBYANGANA BANERJEE (TGT, P&HE) Ms MAMTA SINGH (TGT ENG)	
30 OLYMPIAD	1- To provide information to students regarding various olympiads as per schedule. 2. To train students for Olympiads. 3. Any other related work.	Mr ASHUTOSH MISHRA (PGT PHYSICS) I/C Ms BIJOYA SINGHA (PGT BIO)	
31 AWAKENED CITIZEN PROGRAM	1. To complete the modules as per guidelines. 2- To motivate pupils with the value education program of ACP. 3- To maintain a record register of ACP. 4- Any other related work.	Ms SARMIKHA BISWAS & Mr SWAPAN PAUL - CLASS VII Mr BHASKAR DEB & Ms SHAMIMA LASKAR - CLASS VIII Mr HARSHVARDHAN & Ms NOBOMITA - CLASS IX	

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32 POCSO/ SEXUAL HARASSMENT PREVENTION COMMITTEE	1-To address the cases of POCSO Or Sexual Harassment, if any. 2-The committee should be impartial and unbiased. The committee should not disclose the identity of the child, girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality. The committee will report to the Principal.	Ms NOBOMITA ROY (PGT ENG) I/C Ms SARMIKHA D. BISWAS (TGT MATH) Ms NEELAM KUMARI (PRT) Ms ARADHANA SINGH (PRT)	 - Aradhana Singh
33 SWACCH BHARAT ABHIYAN & CLEANLINESS	1- To keep a stock of cleanliness activities in the Vidyalaya. 2-To supervise the work of House Keeping in maintaining cleanliness 3- To coordinate with AEP to include students in maintaining cleanliness. 4- To see that the Student Council also contributes towards maintenance of cleanliness. 5-To ensure the cleanliness of the class rooms, corridor, toilets and other common areas. 6- To ensure the provision of dustbins in all the class rooms. 7- To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus. 8-To clear the wild bushes inside school campus. 9 To ensure cleanliness of area around the staff quarters. 10 To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness. 12- Any other related work.	Mr BHASKAR DEB (TGT WE) I/C Mr SWAPAN PAUL (TGT AE) Ms DIBYANGANA BANERJEE (TGT P&HE) Ms RISHIKA MISHRA (PRT) Ms ARADHANA SINGH (PRT MUSIC)	 - Aradhana Singh
34 WEBSITE MANAGEMENT	1- To update all information in the website regularly. 2- The photo gallery to be updated with latest photographs with captions. 3- Any exemplary achievement to be given as flash news. 4- Any other related work	Mr VIJAY CHEBROLU (PGT CS) I/C Mr HEMANT KR LAL (PGT COMM.)	 - Hemant Kr Lal
35 PM SHRI VERIFICATION COMMITTEE	1- To verify purchases (GEM/ NON-GEM) of various Sub-committees done under PM SHRI. 2- Any other related work.	Mr. VIJAY CHEBROLU (PGT CS) Mr BHASKAR DEB (TGT WE) Ms NEELAM KUMARI (PRT)	 - Aradhana Singh
36 CS 54 / IT	1. To maintain CS 54 of the Vidyalaya. Check & verify records from time to time. other relevant work	Mr. HEMANT KR. LAL (PGT COMM.) I/C Mr. HARAN SINHA (ISA)	 - Hemant Kr Lal
37 FUNDAY	1- To plan & prepare Funday activity Calendar To maintain proper record of all funday activities every week with photo proof.	2 Ms ARADHANA SINGH I/C Ms SHIVANI DWIVEDI	- Aradhana Singh - Shivani Dwivedi

All responsibilities must be rendered with utmost sincerity. All records must be maintained & periodically signed by the Principal. Any slackness in discharge of duties will be viewed seriously. Smooth Functioning of Vidyalaya is a collective responsibility.


RAKESH KUMAR