

**KENDRIYA VIDYALAYA NO .3 DELHI CANTT -10**  
**INSTITUTIONAL PLANNING**  
**(I SHIFT)**  
**SESSION 2024-25**

S.NO	COMMITTEE'S	SECONDARY	PRIMARY
1	<b>ADMISSION</b>	Ms Vishnu Sagar Sharma ( I/C) Ms. Teena Meena Ms. Suman Kumari Ms. Rekha Sharma	Ms. Sonia Chawla , (I/C) Mr Yogesh Koli Ms. Nidhi Verma Mr. Sanjeev
2	<b>EXAMINATION</b>		
a	INTERNAL EXAMINATION	Ms. Pinki (I/C) Mr. Hitendra Ms. Neetu Varshney Ms. Ramandeep Kaur Mr. Mukesh Singh	Ms. Sheeba Dabas (I/C) Mr. Sanjeev Mr. Ramjeet Ms. Sonam
b.	CBSE	Mr. Manoj Tanwar(I/C) Mr Rakesh Kumar Saxena	
c	External Examination	Vice Principal - 1 & 2 , I/C Mr. Manoj Tanwar Mr. Rakesh Kumar Saxena	
3	<b>TIME TABLE &amp; ARRANGEMENT</b>	MS. Monika (I/C) Mr. Dev Kumar Mr. Deepak	Mr. Manoj Kumar(I/C) Mrs. Sonu Yadav Ms. Laxmi, Mr. Pankaj
4	<b>CO-CURRICULAR ACTIVITIES /STUDENTS' COUNCIL</b>	Ms. Shivangi (I/C) Mr. Shailendra Ms. Rekha House Masters	Ms. Taruna (I/C) Mr. Kiran Kumar Ms Vandana Ms. Preeti Hooda
5	<b>a.DISCIPLINE /ARRIVAL &amp; DISPERSAL</b>	Vice Principal Mr. Prashant (I/c) Mr. Virender Ms. Neelam Ms. Sumitra Mr. Manoj Tanwar All Class Teachers & Sport coaches	Mr. Sanjay Kumar (I/C) Ms Nidhi Verma Mr. Neeraj Ms Rashmi Garg Mr Hemant Dabas

	<b>b.LATE COMERS &amp; UNIFORM CHECK</b>	Mr. Prashant(I/C) All Class Teachers & Sports Coaches House Masters	Mr. Hemant Dabas(I/c)
6	<b>SCHOOL BELL</b>	Mr. Deepak (I/C) Mr. Sandeep Mrs. Sheela Devi Mr. Triloki Chand Mr. Sunil	
7	<b>PURCHASE</b>	Ms. Neetu Varshney(I/C) Ms. Pinki Ms. Shivangi Pathak Mr. Shailender Dept. Incharges	Ms. Monika Sharma(I/C) Mr. Ramjeet Ms. Ashu Mr. Pankaj Kumar
8	<b>CONDEMNATION</b>	Ms. Neetu Varshney (I/C) Mr. Vishnu Sagar Sharma Mr. Jeewan Joshi Lab Incharges All Dept .Incharges Mr. Sheodhari	Ms. Manoj Kumar (I/C ) Ms. Sonu Mr. Manoj Kumar
9	<b>FIRST AID</b>	Ms Neha Mittal (I/C) Doctor Nurse Ms. Arpita	Ms Nisha Gaur (I/C) Mr. Hemant Ms. Asha
10	<b>RAJBHASHA</b>	Mr. Sandeep (I/C) Mr. Amit Mankar Mr. Sheodhari All Hindi teachers	
11	<b>PA SYSTEM</b>	Mr. Deepak(I/C) Mr.Mukesh Singh (Arts) Mr. Triloki	Mr. Yogesh (I/C) Mr. Pankaj Kumar
12	<b>FURNITURE</b>	Mr. Shailendra I/C Mr. Virendra Kumar Class Teachers	Mr. Yogesh Koli(I/C) Mr. Ramjeet Ms Nisha Gaur Mr Hemant
13	<b>SOCIAL SCIENCE EXHIBITION &amp; EBSB, YOUTH PARLIAMENT, KALA UTSAV</b>	Ms. Pragati Upadhyay (I/C) Ms.Ramandeep Kaur Ms. Sumitra Ms. Janaki All Social Science teachers	

14	<b>SCOUT &amp; GUIDES</b>	Mr. Lakshman Shukla (I/C) Ms. Sumitra Ms. Sanju Sharma, Ms. Neelam Mr. Mukesh Singh Mr. Mukesh Singh(Arts) Mr. Sandeep Mr. Deepak Ms. Rekha All trained teachers	Ms Sonia Chawla, Bulbul(I/C) Mr Ramjeet club I/C All trained teachers
15	<b>a) SCHOOL INNOVATION COUNCIL</b>	Mr. Dev Kumar(I/C) Mr. Vikas Kumar All Science Teachers	
	<b>b) NCSC</b>	Mr. Manoj Tanwar (I/C) Ms. Arpita All Science Teachers	
	<b>c) ALL OLYMPIADS INCLUDING KVS OLYMPIAD, GREEN OLYMPIAD, TERI</b>	Ms. Suman Kumari(I/C) Ms. Teena Meena All Science Teachers	Ms. Charu(I/C)
	<b>d) MATHS OLYMPIAD</b>	Ms. Monika Mr. Vishnu Sagar Sharma All Maths Teachers	
	<b>e) INSPIRE, RBVP, IAPT, NTSE</b>	Mr. Rakesh Kr. Saxena (I/C) Ms. Shaheda Hussain Ms. Sangeeta Sharma	
	<b>f) PISA/CCT</b>	Ms. Pragati Upadhyay (I/C) Mr. Sandeep	
16	<b>ART &amp; CRAFT / PAINTING</b>	Mr. Mukesh Singh(Arts) (I/C) Mr. Deepak	Art & Craft Teachers from Pri. Wing

17	<b>ENVIRONMENT/ECO CLUB,GARDENING, GREEN SCHOOL PROGRAMME</b>  <b>BUILDING AS A TEACHING AID &amp; BEAUTIFICATION</b>	Ms. Shaheda Hussain(I/C) Mr. Virendra Ms. Sangeeta Sharma Ms. Sarita Ms. Arpita  Mr. Mukesh Kr. Singh /AET(Primary)	Ms. Charu Ruwali (I/C) Ms. Ashu Ms. Surbhi Ms. Ekta
18	<b>INTEGRITY CLUB, LITRERARY CLUB</b>	Ms. Suneina Lamba(I/C) Ms. Asha Gupta Mr. Ajay Kumar Gond Mr. J C Joshi	
19	<b>SCHOOL MAGAZINE STUDENTS DIARY E MAGAZINE DISTRIBUTION AND RECORD OF SCHOOL MAGAZINE, SCHOOL DIARY , STUDY MATERIAL</b>	Ms. Shivangi(I/C) Mr. Shailendra Mr. Amit Mankar Ms. Neetu Varshney Mr. Jeewan Chandra Joshi Ms. Sanju Sharma Mr Mukesh Kr. Singh AE Ms. Neelam Mr. S.K. Jha	Ms. Taruna (I/C) Ms. Sheeba Dabas Mr. Neeraj Mr. Kiran Kumar
20	<b>TRANSPORT/EXCURSION</b>	Mr. Prashant (I/C) Mr. Manoj Tanwar Mr. Mukesh Kr. Singh , Ms. Sumitra	Mr. Manoj Kumar(I/C) Ms. Nidhi Verma
21	<b>PHOTOGRAPHY</b>	Mr. Mukesh Singh(Arts) (I/C) Mr. Jeewan Chandra Joshi Comp. Instr.	Ms. Sheeba Dabas(I/C) Mr. Kiran Kumar Mr. Neeraj
22	<b>DTC PASS/CEA Attestation of students etc.</b>	Mr. Prashant (I/C) Mr. Deepak	
23	<b>ALUMNI</b>	Mr. Shaheda Husain (I/C) Mr. Shailendra Mr. Prashant	
24	<b>WEBSITE UPDATING INCLUDING TC UPLOADING</b>	Ms Neetu Varshney(I/C) Computer Instructor	
25	<b>EMAIL RECORDING KEEPING</b>	Mr. Shivdhari(I/C) Ms. Bhawana Verma Computer Instructor	

26	<b>LIBRARY</b>	Mr. Jeewan Chandra Joshi (I/C) Ms. Asha Gupta Ms. Sanju	Ms Charu (I/C) Ms. Asha Ms Sonam Singh
27	<b>RESOURCE ROOM &amp; STAFF MEETINGS</b>	Mr. Shivangi (I/C) Ms. Neetu Varshney Mr. Deepak Mr. Mukesh Singh (Arts)	Mr. Pankaj Kumar(I/C)
28	<b>CANTEEN &amp; REFRESHMENT</b>	Mr. Rakesh Kr.Saxena (I/C) Mr. S.K. Jha Mr. Lakshman Shukla	Ms Nisha Gaur (I/C) Ms Sonia Chawla
30	<b>DISASTER MANAGEMENT, FIRE SAFETY</b>	Mr. Shailendra Kumar(I/C) Mr. Prashant Ms. Sanju Sharma Ms. Deepak	
32	<b>GUIDANCE &amp; COUNSELLING, AEP</b>	Ms. Pragati Upadhyay(I/C) Ms. Shivangi Mr.Dev Kumar Mr. Shailendra	
33	<b>AWAKENED CITIZEN PROGRAMME</b>	Ms. Arpita Ms. Rekha Sharma	
34	<b>E-CLASS ROOM</b>	Ms. Neetu Varshney(I/C) Class Teachers of E-Classrooms	Mr. Kiran Kumar(I/C)
38	<b>Repair &amp; Maintenance (First Shift &amp; Second Shift)</b>		
	<b>a) School Building(Electrical)</b>	Mr.Deepak Mr. Nitin	
	<b>b)School Building( civil and plumbing)</b>	Mr. Vishnu Sagar Sharma Mr. Anjani Sharma	
	<b>c) Staff Quarter &amp; Guest House</b>	b) Vishnu Sagar Sharma I/C Mr.Prashant Mr. Basant Ms. Neetu Varshney Ms. Bhavna HM	

40	<b>STAFF ROOM</b>	Ms. Sanju Sharma I/C Mr. Vinod Ms. Rekha Mr. Deepak	Mr. Pankaj Kumar(I/C) Ms Sonam Singh
41	<b>PHYSICS LAB</b>	Mr. Dev Kumar	
42	<b>CHEMISTRY LAB</b>	Mrs. Teena Devi Meena	
43	<b>BIOLOGY LAB</b>	Ms Shahida Hussain	
44	<b>BIO TECH LAB</b>	Ms Neha Mittal	
45	<b>COMPUTER SCIENCE LAB</b>	Ms. Neetu Varshney	
46	<b>JR. SCIENCE LAB</b>	Ms. Arpita	
47	<b>LANGUAGE LAB</b>	Ms. Shivangi	
48	<b>TEACHING AID</b>	Ms. Pragati Upadhyay All Social Science Teachers	
49	<b>CLEANLINESS</b>	Mr. Prashant (I/C)	
	<b>Ground Floor (Corridor &amp; Wash Room)</b>	<b>Class -XII Wing</b> Ms. Pragati Ms. Monika <b>Class XI wing</b> <b>Ms.Neha Mittal</b> <b>Ms. Pinki</b> <b>Class VII corridor</b> <b>Ms. Arpita</b> <b>Ms. Diksha Sharma</b> <b>Behind Stage Corridor</b> <b>Mr. Mukesh Kumar (Maths)</b> <b>MS. Neelam Yadav</b>	Ms. Rashmi Garg
	<b>First Floor (Corridor &amp; Wash Room)</b>	<b>Class X wing</b> Mr. Sandeep Mr. S K Jha <b>Class IX wing</b> <b>Mr. Virendra</b> <b>Mr. Vikas Kumar</b> Class VIII corridor Mr. Yogesh Kumar Ms. Sanju Sharma Corridor of computer lab(First Floor) Ms. Neetu	Mr. Hemant Dabas
	<b>RECEPTION &amp; ADMIN BLOCK (Corridor &amp; Wash Room)</b>	Ms. Rekha Sharma Mr. Vinod , TGT	

	<b>PLAY GROUND</b>	Mr. Prashant All coaches	
	<b>MAIN GATE AREA</b>	Mr. Jeewan Chandra Joshi Mr. Ketan Mr. Lakshman Shukla	
	<b>CANTEEN AREA</b>	Mr . Sandeep Ms. Sunaina	
50	<b>U DISE</b>	Mr.Hitendra (I/c) Mr. Sandeep Ms. Sunaina Lamba	Mr. Ramjeet(I/C) Mr. Sanjay Kumar
51	<b>SC/ST Scholarship</b>	Mr. Hitendra (I/C) Mr.Sandeep	Ms. Sonia Chawla(I/C) Mr. Kiran Kumar Ms. Vandana Kataria Mr Hemant
52	<b>Grievance Redressal</b>	Mr. Manoj Tanwar (I/C- 1) Ms. Neetu Varshney (I/C- 2) Ms. Rekha Sharma Mr. Amit Mankar Ms. Shaheda Hussain	Mr. Sanjay Kumar
53	<b>CULTURAL COMMITTEE</b>	Ms. Shivangi & Mr. Shailendra (I/C) Ms. Rekha Sharma Ms. Sanju Mr. Virendra Mr. Mukesh Kumar Singh & all house masters	Ms. Taruna Yadav(I/C) Ms. Preeti Hooda Ms. Vndana Kataria Mr. Kiran Kumar
54	<b>UPKEEP OF ELECTRONIC &amp; ELECTRICAL GADGET</b>	Mr. Deepak (I/C) Mr. Dev Kumar Mr. Sheodhari Ms. Bhawana Verma	
55	a) <b>SWACHH BHARAT</b>  b) <b>FIT INDIA</b>  c) <b>AKAM</b>	a)Mr.Prashant (I/C) Ms. Teena Meena Ms. Shivangi  b)Mr.Prashant (I/C) Sports Coaches Mr.Mukesh Kr. Singh Ms. Sumitra  c)Ms. Shivangi (I/c) Ms. Neetu Varshney	

56	<b>UBI Portal</b>	Ms. Neetu Varshney (I/C) Mr. Pradeep Dahiya All Class Teachers	Mr Sanjeev (I/C)
57	<b>G Suite</b>	Ms. Suman Kumari(I/C) Ms. Sarita	Mr Pankaj Kumar(I/C)
59	<b>PM SHRI</b>	Ms. Neetu Varshney (I/C) Ms. Pinki Mr. Vishnu Sagar Sharma	
60	<b>SAMAGAM PORTAL</b>	Mr. Pradeep Dahiya(I/C) Mr. Vikas Kumar	
60	<b>ACADEMIC ADVISORY COMMITTEE</b>	Ms. Parul Chaudhary Ms. Shaheda Hussain Mr. Vishnu Sagar Sharma Mr. Rakesh Kumar Saxena Ms. Pragati Upadhyay	

**PRINCIPAL**