

**केन्द्रीय विद्यालय, अगस्त्यमुनि
विद्यालय स्तरीय समिति**

सत्र 2026-27

The following committees, departments and clubs are hereby constituted to carry out various curricular, co – curricular and extra-curricular activities for session 2026 – 27. This will provide ample opportunities for various committees to encourage and to inculcate the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the current year. All the conveners and in – charges and members of Dept./committee/Club are hereby instructed to prepare the action plan and implement it with all seriousness. The duties, responsibilities/ activities are mentioned below:

क्र. सं./ S.N.	समिति का नाम Name of Committee	समिति प्रभारी एवं सदस्य Committee In charge & Members	DUTIES/RESPONSIBILITIES/ACTIVITIES/दायित्व एवं गतिविधियाँ	SIGN./हस्ताक्षर
1	शैक्षणिक सलाह एवं मॉडरेशन Academic Advisory & Moderation Committee	श्रीतुंगेश्वर प्रसाद भट्ट स्नातकोत्तर शिक्षक(गणित), प्रभारी Mr.TUNGESHWAR PRASAD BHATT,PGT MATHS,I/C	1.To get the Split – up of syllabus subject wise and class wise on or before 31st March every year and check the monthly completion of syllabus as per split-up of syllabus (given by KVS) 2.To list out the names of weak students (on the basis of PT - 1) and prepare action plan for better performance in examination. 3.To prepare and inform to subject teachers about the special time-table of all holidays, breaks (Autumn & Winter) and vacation including Monitoring Assembly time of Vidyalaya for remedial classes. 4.To suggest positive and practical plan for the improvement of the academic competency of the students. 5.Weak students' monthly progress will be checked separately through prescribed Performa. 6.Any other related work assigned by the Principal. ☐	
		श्रीमती नंदिनी थपलियाल, प्र.सा. शिक्षिका (गणित) Ms.NANDINI THAPLIYAL,TGT Maths		
		सुश्री ममता केरकेट्टा, प्राथमिक शिक्षिका Ms.MAMTA KERKETTA,PR T		
2	विद्यालय योजना एवं सलाहकार समिति Committee for vidyalaya plan and suggestions	श्री अनीश चन्द्र जोशी स्नातकोत्तर शिक्षक(संगणक विज्ञान), प्रभारी Mr. ANEESH CHANDRA JOSHI PGT CS (I/C)	1. This committee will suggest and chalk out all action plan for academic and co – curricular activities. 2. This committee will function as advisory board for Vidyalaya's activities. 3. Members of its committee will help and suggest the Principal to take decision during emergency time and in normal course of action Viz Sports, Games, Examination etc. 4. Decision of the committee will be final and binding on all students. 5. Any other related work assigned by the Principal	
		श्री गगन शर्मा प्र.सा. शिक्षक(सा.वि.) Mr.GAGAN SHARMA TGT-SST		
		श्रीमती मीनाक्षी प्राथमिक शिक्षिका Ms.MEENAKASHI PRT		
3	समय सारणी Time Table	श्रीमती नंदिनी थपलियाल, प्र.सा. शिक्षिका (गणित), प्रभारी Ms.NANDINI THAPLIYAL,TGT Maths (I/C)	1. Time – table In charge& Asst. In charge will frame the time-tables as per KVS rules. 2. To Make arrangement for the teacher on leave and on duty. 3. To prepare and inform to subject teachers about the special time – table for all holidays, breaks (Autumn & Winter) and vacation including Morning assembly time of Vidyalaya as per action plan. Any spl. time table as when required. 4. To ensure the ringing of bell in time 5. Any other related work assigned by the Principal.	
		श्री यतिन दुआ, प्राथमिक शिक्षक Mr.YATIN DUA, PRT		
4	प्रवेश Admission	श्री अनीश चन्द्र जोशी स्नातकोत्तर शिक्षक(संगणक विज्ञान), प्रभारी Mr. ANEESH CHANDRA JOSHI PGT CS (I/C)	1.To admit the students by following admission procedure as per guidelines issued by KVS (HQ). 2.To issue & collect the admission registration forms after thorough scrutiny 3.To make a plan to set the question papers required for fresh admission for class IX and above. 4.To complete the formalities of admission as per KVS instructions. 5.Any other related work assigned by the Principal. 6.To write all the entries of the newly admitted students in the Admission register without error.	
		सुश्री ममता केरकेट्टा, प्राथमिक शिक्षिका Ms.MAMTA KERKETTA,PR T		
		श्री गौरव दलाल प्र.सा. शिक्षक(शारीरिक शिक्षा) Mr.GAURAV DALAL TGT P&HF		

5	परीक्षा Examination	श्री तुंगेश्वर प्रसाद भट्ट, स्नातकोत्तर शिक्षक(गणित), प्रभारी Mr. TUNGESHWAR PRASAD BHATT PGT MATHS,I/C	1.Complete schedule of test/exam for the session (tentative) will be circulated among the students & parents for their prior information. Exam time-tables should also be informed to students & parents separately at least two weeks before commencement of test/exam. 2.Maintain the required Examination stationery in stock.
		श्री यतिन दुआ,प्राथमिक शिक्षक Mr.YATIN DUA,PRT	3.Class wise schedule should be proposed for weekly test, fortnightly test, monthly test, practice test etc. for X and XII.4.All the required documents/materials like answer scripts, mark-slips, marks register, progress card etc. should be issued to concerned teacher in time & it should be taken back to exam department after completion of each and every test/exam. 5.Students and parents must be informed about the results of all tests & exam within a week of completion of test/examination & updated record must be kept ready for further course action. 6.To train the teachers to prepare the results as per new CCE guidelines issued by CBSE 7.Plan for all the external examinations including CBSE and to conduct it successfully. 8.Any other related work assigned by the Principal.
6	यू.बी.आई.पोर्टल, एवं वेबसाइट अद्यतन, यू.डाईस,पी.आई.एम.एस.तथा समागम पोर्टल UBI PORTAL, Website Updation,UDISE,PIMS, SDMS ,SAMAGAM PORTAL	श्री अनीश चन्द्र जोशी स्नातकोत्तर शिक्षक(संगणक विज्ञान), प्रभारी Mr. ANEESH CHANDRA JOSHI PGT CS (I/C)	1.To Design the web site of the school with help of latest technology.2.To update website weekly (The data should be collected from all the Department heads, CCA coordinator) Examination (External & Internal) Office etc. 3.To check KVS (RO) and KVS (HQ) website every day and to download circulars etc. 4.To update UBI PORTAL,UDISE,PIMS. 5.To Upload the information received immediately. 6.To upload frequently the creativity and achievement of the students and teachers. 7.To highlight the special features, Notifications and Important events in web site regularly.8. Any other related work assigned by the principal.
		संगणक प्रशिक्षक COMPUTER INSTRUCTOR	
7	गणित ओलंपियाड विज्ञान ओलंपियाड एवं विज्ञान गतिविधियां Maths Olympiad Science Olympiad & Science Activities (NCSC, INSPIRE)	श्री तुंगेश्वर प्रसाद भट्ट, स्नातकोत्तर शिक्षक(गणित), प्रभारी Mr. TUNGESHWAR PRASAD BHATT PGT MATHS,I/C	1. Supervise and coordinate all activities related to the Science Olympiad and other science-related events including competitions, workshops, and exhibitions (NCSC, INSPIRE). 2. Ensure that necessary equipment and materials are available for all activities. 3. Provide guidance and support to participants before and during the events.4.Any other related work assigned by the Principal.
		श्रीमती नंदिनी थपलियाल ,प्र.सा. शिक्षिका (गणित) Ms.NANDINI THAPLIYAL,TGT Maths	
8	SUPW,श्रव्य दृश्य सामग्री SUPW &Audio Visual Aids (Other than computer related A/V items)	श्रीमती कुमुद पचोरी जोशी प्र.सा. शिक्षिका(कार्यानुभव),प्रभारी Ms. KUMUD PACHOREE JOSHI TGT-WE (I/C)	1.To maintain proper record.2.To maintain Stock register3.Any other related work assigned by the Principal.

9	विद्यालय स्वच्छता समिति School Cleanliness, Committee	श्रीमती कुमुद पचोरी जोशी प्र.सा. शिक्षिका(कार्यानुभव),प्रभारी Ms. KUMUD PACHOREE JOSHI TGT-WE (I/C)	Committee should inspect and ensure all toilets and bathrooms should be washed with Phenyl. Wet mop of all corridors, departments, Class rooms and steps 1.The above said places will be cleaned after school hours/ before school starts and maintained by agency. 2.The front area of the school building and assembly area to be swept before starting Prayer. 3.Surrounding areas including play fields will be kept clean. 4.drains around the main building & Primary wing cleaned regularly. 5.Fans and ceiling will be cleaned at least once a month. 6.The in charge teacher will arrange for effective work by the agency and availability of quality materials in time. 7. Water Coolers, Roof, Water tanks etc. 8.Any other related work assigned by the Principal.	
		श्रीमती गुंजन सातकोत्तर शिक्षिका (अंग्रेजी) Ms. GUNJAN, PGT-ENGLISH		
		श्री गौरव दलाल प्र.सा. शिक्षक(शारीरिक शिक्षा) Mr.GAURAV DALAL TGT P&HE		
10	क्रय समिति Purchase Committee	श्री अनीश चन्द्र जोशी सातकोत्तर शिक्षक(संगणक विज्ञान), प्रभारी Mr. ANEESH CHANDRA JOSHI PGT CS (I/C)	1. To call for quotations for all the items required in the month of April/May every year. 2. To follow the rules and regulations of KVS for the purchase of the materials. 3. Purchases for the different depts. to be done in the school as per requirement. Any other related work assigned by the Principal.	
		श्री तुंगेश्वर प्रसाद भट्ट, सातकोत्तर शिक्षक(गणित), Mr. TUNGESHWAR PRASAD BHATT PGT MATHS		
		श्रीमती मीनाक्षी प्राथमिक शिक्षिका Ms.MEENAKASHI PRT		
11	राजभाषा एवं नराकास Rajbhasha & Narakas	श्री पंकज सिंह, सातकोत्तर शिक्षक(हिंदी), प्रभारी Mr.PANKAJ SINGH, PGT-HINDI, I/C	1. To follow Rajbhasha Kalyan Samiti guidelines 2. To create a Hindi atmosphere & to prompt Hindi in daily use. 3. To celebrate "Hindi Pakhwara" as per the KVS guidelines. 4. Any other related work assigned by the Principal.	
		प्र. सातकोत्तर शिक्षक(संस्कृत), TGT SANSKRIT		
		श्रीमती लक्ष्मी पाण्डेय, प्राथमिक शिक्षिका Ms. LAXMI PANDEY, PRT (MUSIC)		
13	स्काउट एवं गाइड, कब एवं बुलबुल Scout & Guide, Cubs and Bulbuls	श्री पंकज सिंह, सातकोत्तर शिक्षक(हिंदी), प्रभारी Mr.PANKAJ SINGH, PGT-HINDI, (SCOUT)/I/C	1. To prepare seasonal plans with tentative dates & months for organizing activities. 2. To select students for Cubs and Bulbuls, Scouts & Guides enrolment in the month of April every year. 3. To give proper training to the students for Guard of Honour and for other activities. 4. To provide opportunities for scouts & guides to participate in various activities conducted in the Vidyalaya, Regional level and National level. 5. Any other related work assigned by the Principal. 6. All the teachers assigned duties must insure they come in uniform on the specific day.	
		श्री गौरव दलाल प्र. सा. शिक्षक(शारीरिक शिक्षा) Mr.GAURAV DALAL TGT P&HE		
		श्रीमती कुमुद पचोरी जोशी प्र.सा. शिक्षिका(कार्यानुभव) Ms. KUMUD PACHOREE JOSHI TGT-WE (GUIDE)/I/C		
		श्रीमती गुंजन सातकोत्तर शिक्षिका (अंग्रेजी) Ms. GUNJAN, PGT-ENGLISH		
		श्री यतिन दुआ, प्राथमिक शिक्षक Mr.YATIN DUA, PRT(Cubs)		
		श्रीमती ममता केरकेट्टा, प्राथमिक शिक्षिका Ms. MAMTA KERKETTA, PRT (Bulbuls)		

14	विद्यालय रख-रखाव एवं मरम्मत School M & R COMMITTEE	श्रीमती कुमुद पचौरी जोशी प्र.सा. शिक्षिका(कार्यानुभव),प्रभारी Ms. KUMUD PACHOREE JOSHI TGT-WE (I/C)	1.To plan for repair & maintenance, urgently required in the Vidyalaya building and Departments. 2.To plan & purchase the material required for the purpose of maintenance and repair.
		श्री गौरव दलाल प्र.सा. शिक्षक(शारीरिक शिक्षा) Mr.GAURAV DALAL TGT P&HE	3.Arrange to keep the Vidyalaya Campus neat & clean. 4.To take an action in time for the decent look of the Vidyalaya 5.To maintain the tube lights & fans etc. in proper condition 6.The committee members will look after the judical use of water and electrical power in the school and staff quarters.
		श्रीमती लक्ष्मी पाण्डेय, प्राथमिक शिक्षिका Ms. LAXMI PANDEY , PRT (MUSIC)	7.The committee will suggest the requirements in respect of maintenance and repair. 8.Any other related work assigned by the Principal.
15	पुस्तकालय समिति/पुस्तकोपहार LIBRARY COMMITTEE	श्रीमती गुंजन स्नातकोत्तर शिक्षिका (अंग्रेजी),प्रभारी Ms. GUNJAN, PGT-ENGLISH, (I/C)	1. Make available curriculum books, Textbooks, Collection of CBSE & session ending examination question papers for use by the students.2. Proper arrangement for effective display of periodicals, newspapers, magazines etc. in the library. 3. Prepare a list of books with the help of subject teachers by April 'every year & purchase them latest by June every year as per budget provision.4. At least two programmes should be organized in this session to make aware the students & staff for the use of library & to encourage the students to study the books & magazine.5. Issue of books to the students & staff and maintain issue register etc.6. To collect requirements of staff and students and to procure the books.7. To follow the KVS Library policy.8. Library automation to be done & data base to be maintained by using latest software for library.9. Preparation of annual plan and implementation of Book review schedules for the classes VI to VIII compulsorily.10. Any other related work assigned by the Principal.
		प्र.सा.शि.(अंग्रेजी)	11. To suggest and improve Face Lift of the library to provide a congenial reading atmosphere for the students. 12. To make a list of required books (Department wise) in the month of April and to purchase the books.13. Students also must be encouraged to give the list of good books for purchase.14. To supervise effectively the functioning of library and to send a quarterly to the principal.15. Any other related work assigned by the Principal
16	विद्यार्थी अनुशासन, Student discipline, Entry & Exit	श्री अनीश चन्द्र जोशी स्नातकोत्तर शिक्षक(संगणक विज्ञान), प्रभारी Mr. ANEESH CHANDRA JOSHI PGT CS (I/C)	1. To enforce general instructions related to discipline are being followed by students or not. 2. Committee members will keep a strict watch on behavior of students in school campus. 3. This committee will take the responsibility to ensure that the Vidyalaya atmosphere is healthy and conducive for learning in all respects for the students.
		श्री गौरव दलाल प्र.सा. शिक्षक(शारीरिक शिक्षा) Mr.GAURAV DALAL TGT P&HE	4. If any member finds any misbehavior by the students(s) it should be brought to the notice of all the members & the principal to take necessary action. 5. Committee will decide the course of action against the concerned students (s). 6. Any other related work assigned by the Principal.
		समस्त कक्षाध्यापक ALL CLASS TEACHERS	
17	फर्नीचर Furniture	श्री गौरव दलाल प्र.सा. शिक्षक(शारीरिक शिक्षा),प्रभारी Mr.GAURAV DALAL TGT P&HE (I/C)	1.To supervise the use of furniture by the students. 2.To plan for repair & purchase of Vidyalaya furniture for students & staff in various classrooms & departments as per requirements from the budget allotment. 3.Any other related work assigned by the Principal.
18	पाठ्य-सहगामी गतिविधियां Co Curricular activities	श्रीमती मीनाक्षी प्राथमिक शिक्षिका,प्रभारी Ms.MEENAKASHI PRT (I/C)	MORNING ASSEMBLY ORGANISATIONS 1.To plan the morning assembly programme and allot the duty to concerned CT. In addition, to check the preparation of the programme before presenting in morning assembly. 2.Children's birthday will be celebrated in morning assembly on his/her specific date of birth to wish him/her to provide a greeting card to all students and to wish them by presenting birthday song. 3.News and Special Items should not carry any items involving Violence, discrimination against gender, Race, Religion, etc and negative criticism (Controversial items) 4.Thought for the day should be very short and thought providing. CELEBRATING OF FESTIVAL & IMPORTANT DAYS 1.To prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calender& invite artists, dignitaries on the selected occasions for performing the programme or delivering lecture etc. 2.Special programmes may be presented on special occasions & important days followed by a brief speech related to festivals. One programme should be presented by a staff member voluntarily. 3.To encourage the students & staff to participate in these programmes& assign duties for them. 4.Guest lecture should also be organized on special occasion & important day to celebrate the occasion with true spirit
		श्रीमती ममता केरकेट्टा, प्राथमिक शिक्षिका Ms.MAMTA KERKETTA, PRT	
		श्रीमती लक्ष्मी पाण्डेय, प्राथमिक शिक्षिका Ms. LAXMI PANDEY , PRT (MUSIC)	

		<p>सदनाध्यक्ष श्रीमती गुंजन स्नातकोत्तर शिक्षिका (अंग्रेजी) Ms. GUNJAN, PGT-ENGLISH</p> <p>श्रीमती कुमुद पचौरी जोशी प्र.सा. शिक्षिका(कार्यानुभव)</p> <p>श्री पंकज सिंह , स्नातकोत्तर शिक्षक(हिंदी)</p> <p>श्री गगन शर्मा ,प्र.सा.शिक्षक (सा.वि.)</p>	<p>celebrate the occasion with due spirit.</p> <p>Co-curricular Activities(INTERNAL)</p> <ol style="list-style-type: none"> To prepare an action plan for internal and external CCA activities for the session and complete in time. They will also have to suggest practical plans for improvement of CCA activities. To check the preparation of CCA. To pan for prize distribution. To send the important news items from time to time related to CCA to newspaper agencies for publications. Any other related work assigned by the Principal. <p>Co-curricular Activities(EXTERNAL)</p> <ol style="list-style-type: none"> Proper selection of students for the various competitions conducted by different organizations and to maintain record of the same. To make announcement of the prize winners in the morning assembly and maintaining record of prize winners. To send the information regarding the prize winners to the Web site committee to upload in our school website. Any other related work assigned by the Principal. 	
23	ईको क्लब Eco Club	<p>श्रीमती गुंजन स्नातकोत्तर शिक्षिका (अंग्रेजी),प्रभारी Ms. GUNJAN, PGT-ENGLISH(I/C)</p> <p>श्री विवेक शर्मा प्र.सा. शिक्षक-कलाशिक्षा Mr. VIVEK SHARMA TGT AE</p> <p>सा.शिक्षक -जीव विज्ञान PGT -BIOLOGY</p>	<ol style="list-style-type: none"> To inculcate the habit of loving nature in the minds of children. To announce a particular day as "Plantation Day "and the children may be asked to plant and to take care of sapling in the vidyalaya campus. Every class may be allotted a particular area in the garden to be maintained during their SUPW periods. To encourage students to look in to the beautification of campus. Any other related work assigned by the Principal. 	
24	सी.एम.पी./न्यूज़लेटर CMP/ News Letter	<p>श्रीमती ममता केरकेट्टा, प्राथमिक शिक्षिका, प्रभारी Ms.MAMTA KERKETTA,PR T (I/C)</p> <p>श्री यतिन दुआ , प्राथमिक शिक्षक Mr.YATIN DUA, PRT</p>	<ol style="list-style-type: none"> To execute the CMP as per KVS directions. Any other related work assigned by the Principal. 	
25	विद्यालय पत्रिका School Magazine	<p>श्रीमती गुंजन स्नातकोत्तर शिक्षिका (अंग्रेजी),प्रभारी Ms. GUNJAN, PGT-ENGLISH (I/C)</p> <p>प्र.सा.शि.(संस्कृत) TGT Sanskrit</p> <p>प्र.सा.शि.(अंग्रेजी) TGT ENGLISH</p>	<ol style="list-style-type: none"> To encourage the students to write articles on different topics and collect the articles. To edit all the articles written by the students To make arrangements to compile the articles language wise and to select the articles on certain priority as decided by the committee. To complete all administrative formalities for printing the magazines. To collect messages from authorities. Any other related work assigned by the Principal. 	
26	निर्देशन एवं परामर्श समिति Guidance & Counselling Committee	<p>श्री अनीश चन्द्र जोशी स्नातकोत्तर शिक्षक(संगणक विज्ञान), प्रभारी Mr. ANEESH CHANDRA JOSHI PGT CS (I/C)</p> <p>स्टाफ नर्स STAFF NURSE</p>	<ol style="list-style-type: none"> Provide proper guidance to students for their future plan & action. Employment News, magazines and newspaper's information should also be placed on Notice board for students & staff. Experts should also be invited from time-to-time to provide proper guidance to the students. Any other related work assigned by the Principal. 	
27	लैंगिक शोषण एवं ग्रीवेंस रिड्रेसल समिति Sexual Harassment & Grievance Redressal Committee	<p>श्रीमती आदिती नेगी प्राचार्या (प्रभारी) Ms.ADITI NEGI,PRINCIPAL(I/C)</p> <p>श्रीमती गुंजन स्नातकोत्तर शिक्षिका (अंग्रेजी) Ms. GUNJAN, PGT-ENGLISH</p> <p>श्री अनीश चन्द्र जोशी स्नातकोत्तर शिक्षक(संगणक विज्ञान) Mr. ANEESH CHANDRA JOSHI PGT CS</p> <p>श्री गगन शर्मा प्र.सा. शिक्षक(सा.वि.) Mr.GAGAN SHARMA TGT-SST</p> <p>श्रीमती कुमुद पचौरी जोशी प्र.सा. शिक्षिका(कार्यानुभव) Ms. KUMUD PACHOREE JOSHI TGT-WE</p> <p>श्रीमती मीनाक्षी प्राथमिक शिक्षिका Ms.MEENAKASHI PRT</p>	<ol style="list-style-type: none"> Committee members meet once a month to discuss and resolve the grievances, if any received in writing from the concerned students. All the complaints and other necessary actions are to be taken as per KVS Guidelines. 	

28	सुझाव पेटिका/शिकायत पेटिका SUGGESTION BOX/COMPLAINTS BOX	श्रीतुंगेश्वर प्रसाद भट्ट स्नातकोत्तर शिक्षक(गणित), प्रभारी Mr.TUNGESHWAR PRASAD BHATT,PGT MATHS,I/C	1.To keep the suggestion box in working condition. 2. Maintain records of the inputs provided by students. The box is to be opened in every 15 days and required action to be taken. ☐
		श्रीमती मीनाक्षी प्राथमिक शिक्षिका Ms.MEENAKASHI	
		श्री यतिन दुआ , प्राथमिक शिक्षक Mr.YATIN DUA , PRT	
29	प्रेस और पब्लिकेशन समिति Press & Publication Committee	श्री अनीश चन्द्र जोशी स्नातकोत्तर शिक्षक(संगणक विज्ञान), प्रभारी Mr. ANEESH CHANDRA JOSHI PGT CS (I/C)	1.To send information to the press regarding the different functions and achievements of the vidyalaya to give wide publicity after approval form the u/s. 2. Any other related work assigned by the Principal.
		प्र. स्नातकोत्तर शिक्षक(संस्कृत), TGT SANSKRIT	
30	फेसबुक,यू ट्यूब, एक्स facebook,you tube, X	श्री यतिन दुआ , प्राथमिक शिक्षक Mr.YATIN DUA , PRT	1.To send information to the press regarding the different functions and achievements of the vidyalaya to give wide publicity after approval form the u/s. 2. Any other related work assigned by the Principal.
		सुश्री ममता केरकेटा, प्राथमिक शिक्षिका Ms. MAMTA KERKETTA , PRT	
31	पूर्व छात्र संघ ALUMNI ASSOCIATION	श्रीतुंगेश्वर प्रसाद भट्ट स्नातकोत्तर शिक्षक(गणित), प्रभारी Mr.TUNGESHWAR PRASAD BHATT,PGT MATHS,I/C	1.To maintain alumni register comprising at least their photographs, local address, year of passing, mail id and present address with post and company. 2.To conduct at least one alumni meet in a calendar year.
		श्री विवेक शर्मा प्र.सा. शिक्षक-कलाशिक्षा Mr. VIVEK SHARMA TGT AE	
32	सौन्दर्यकरण /कला एवं बागवानी Beautification/Art &Craft and Gardening	श्री विवेक शर्मा प्र.सा. शिक्षक- कलाशिक्षा,प्रभारी Mr. VIVEK SHARMA TGT AE (I/C)	1.To prepare plan for beautification of the campus 2.Any other related work assigned by the Principal. FOR GARDENING 1.To procure saplings and other requirements for the garden and to monitor the maintenance of gardens 2.To take up the plantations of trees in around the campus 3.To instruct and supervise the gardener to maintain the campus without any weeds etc. 4.Any other related work assigned by the Principal.
		श्री गौरव दलाल प्र.सा. शिक्षक(शारीरिक शिक्षा) Mr.GAURAV DALAL TGT P&HE	
33	मूल्य शिक्षा VALUE EDUCATION	श्री गगन शर्मा प्र.सा. शिक्षक(सा.वि.) Mr.GAGAN SHARMA TGT-SST	VALUE EDUCATION 1.To prepare compact programmes for developing good habits and moral value among the students. 2.To award the students with certificate & prizes on the observation of good habits & behavior of students. 3.To present moral stories in the assembly (at least once in a week) 4.To encourage teachers to present moral talk to the students in morning assembly on a specific value. ☐
		श्री विवेक शर्मा प्र.सा. शिक्षक-कलाशिक्षा, Mr. VIVEK SHARMA TGT AE	
34	रसायन विज्ञान प्रयोगशाला CHEMISTRY LAB	श्रीतुंगेश्वर प्रसाद भट्ट स्नातकोत्तर शिक्षक(गणित) Mr.TUNGESHWAR PRASAD BHATT,PGT MATHS	1.To make necessary arrangement for procuring the materials for Science and Maths Laboratories as per the needs. 2.Lab attenders to maintain the laboratories for students use update the stock & make necessary arrangement of apparatus for the use of students. 3.The required practical/activities to be conducted for different classes as per prescribed syllabus. 4.To organize science exhibitions at various levels. 5.To check the practical/activity record regularly. 6.To give sufficient practice to the board class students. 7.Any other related work assigned by the Principal.
	जैव विज्ञान प्रयोगशाला BIOLOGY LAB	श्रीमती गुंजन स्नातकोत्तर शिक्षिका (अंग्रेजी) Ms. GUNJAN, PGT-ENGLISH	
	भौतिक विज्ञान प्रयोगशाला PHYSICS LAB	श्री अनीश चन्द्र जोशी स्नातकोत्तर शिक्षक(संगणक विज्ञान) Mr. ANEESH CHANDRA JOSHI PGT CS	
	संगणक प्रयोगशाला COMPUTER LAB	श्री अनीश चन्द्र जोशी स्नातकोत्तर शिक्षक(संगणक विज्ञान) Mr. ANEESH CHANDRA JOSHI PGT CS	
35	सुरक्षित विद्यालय एवं आपदा प्रबंधन समिति SAFE SCHOOL AND DISASTER MANAGEMENT COMMITTEE	श्रीमती कुमुद पचोरी जोशी प्र.सा. शिक्षिका(कार्यानुभव),प्रभारी Ms. KUMUD PACHOREE JOSHI TGT-WE (I/C)	1.Planning and execution of disaster relief plan. 2. Mock Drills and evacuations to be conducted on a regular intervals. 3. Workshop and activities on sensitization of students and staff regarding Disaster Management. 4. Keep relevant data regarding the same. 5. To be alert in case of any emergency ☐
36	वाटर कूलरों की सफाई,पानी की टंकियों की सफाई,छतों बालकनियों की सफाई Cleanliness of water coolers/water tanks/roofs/balconies	श्री गौरव दलाल प्र.सा. शिक्षक(शारीरिक शिक्षा),प्रभारी Mr.GAURAV DALAL TGT P&HE(I/C)	I/C to assign task and maintain a seprate register for record of the tasks undertaken.
		श्रीमती कुमुद पचोरी जोशी प्र.सा. शिक्षिका(कार्यानुभव) Ms. KUMUD PACHOREE JOSHI TGT-WE	

37	एन.ए.ई.पी. NAEP	श्री विवेक शर्मा प्र.सं. शिक्षक-कलाशिक्षा, प्रभारी Mr. VIVEK SHARMA TGT AE (I/C)	1.Maintain AEP programme as per KVS direction. 2.Chalk our yearly plan to conduct AEP activities. 3.Report of conducted activities should be sent to KVS RO(KOL) for its information.	
		श्री गगन शर्मा प्र.सं. शिक्षक(सा.वि.) Mr.GAGAN SHARMA TGT-SST	4.To open the students complaints and help box every Friday with school captain and give proper guidance and solution to them. 5.Employment News, magazines and newspaper's information should also be placed on Notice board for students & staff. 6.Experts should also be invited from time-to-time to provide proper guidance to the students. 7. Any other work related and assigned by the Principal	

38	E-Class Room and live telecast of various programmes as and when given by RO, HQ and ministry	श्री अनीश चन्द्र जोशी स्नातकोत्तर शिक्षक(संगणक विज्ञान), प्रभारी Mr. ANEESH CHANDRA JOSHI PGT CS (I/C)	1.To monitor the schedule for e-class 2.To make available the CDs and software 3.Any other work related and assigned by the Principal.	
		श्री यतिन दुआ , प्राथमिक शिक्षक Mr.YATIN DUA, PRT		
		संगणक प्रशिक्षक COMPUTER INSTRUCTOR		
39	खेल-कूद विभाग GAMES AND SPORTS	श्री गौरव दलाल प्र.सा. शिक्षक(शारीरिक शिक्षा),प्रभारी Mr.GAURAV DALAL TGT P&HE(I/C)	1.To prepare a plan &programme for the entire session as per KVS groupings. 2.Select the students & games in the beginning of the session to impart proper training to students. 3.Set a target & must proceed accordingly to achieve maximum success in the meets and to organize the prize distribution. 4.Utilize the games period primarily for the development of the ear marked games by the KVS. 5. Encourage the students to use the available sports equipments in school judiciously. 6.Complete all internal games & sports competitions by the third week of April'11 & organize the Sports day celebration by the end Sep/Oct of every year. 7.Any other work related and assigned by the Principal.	
CONDEMNATION COMMITTEE	श्री अनीश चन्द्र जोशी स्नातकोत्तर शिक्षक(संगणक विज्ञान), प्रभारी Mr. ANEESH CHANDRA JOSHI PGT CS (I/C)	1.To prepare a consolidated condemnation report for every session before the VMC Meeting ad to get it approved. 2.Any other work related and assigned by the Principal.		
	श्रीतुंगेश्वर प्रसाद भट्ट स्नातकोत्तर शिक्षक(गणित) Mr.TUNGESHWAR PRASAD BHATT,PGT			
	श्रीमती गुंजन स्नातकोत्तर शिक्षिका (अंग्रेजी) Ms. GUNJAN, PGT-ENGLISH			
41	स्वास्थ्य क्लब/प्राथमिक उपचार /HEALTH CLUB/FIRST-AID AND HEALTH CHECK-UPS	श्रीमती गुंजन स्नातकोत्तर शिक्षिका (अंग्रेजी), प्रभारी Ms. GUNJAN, PGT-ENGLISH(I/C)	1.To prepare a plan for student's health checking up twice in a year by an authorized Medical Officer. 2.To print and maintain the Health card for each students as per CBSE format. 3.To make available stock of First aid materials for the students including inhalers for asthmatic students in emergency. 4.A special care must be taken for girl child as per their natural need, if situation demands for that. 5.To get medical history of students who have undergone heart surgery or taking continuous medication on any ailment which will affect their health if exertion of any kind in school and inform coaches, concerned teachers and the u/s.	
		स्टाफ नर्स STAFF NURSE		

42	अंग्रेजी बोलने का कार्यान्वयन Implementation of Spoken English	श्रीमती गुंजन स्नातकोत्तर शिक्षिका (अंग्रेजी), प्रभारी Ms. GUNJAN, PGT-ENGLISH(I/C)	1.Workshops for students and teachers related to spoken English. 2.Encourage students to speak in English while inside school premises. 3. Work on pronunciation and enunciation. 4.Any other related work assigned by the Principal.
		सुश्री ममता केरकेट्टा, प्राथमिक शिक्षिका Ms.MAMTA KERKETTA,PR T	
		प्र.सा.शि.(अंग्रेजी)TGT ENGLISH	
43	जलपान Refreshment	श्रीतुंगेश्वर प्रसाद भट्ट स्नातकोत्तर शिक्षक(गणित), प्रभारी Mr.TUNGESHWAR PRASAD BHATT,PGT MATHS,I/C	1.To procure and distribute refreshment on various occasion and special days.2.Also responsible for refreshment of VMC members or special guests during their visits.3.Any other related work assigned by the Principal.
		श्रीमती दीपाली प्राथमिक शिक्षिका Ms. DEEPALI PRT	
		प्राथमिक शिक्षक PRT	
44	कर्मचारी बैठक व्यवस्था एवं कार्यवृत्त Staff Meeting Minutes and Arrangement	श्री पंकज सिंह, स्नातकोत्तर शिक्षक(हिंदी), प्रभारी Mr.PANKAJ SINGH, PGT-HINDI, I/C	1.Ensure proper arrangement for the meetings conducted. 2. Maintain the staff meeting register with proper record of the minutes along with teachers' signatures. 3.Any other related work assigned by the Principal.
45	संगीत और नृत्य Music & Dance	सुश्री ममता केरकेट्टा, प्राथमिक शिक्षिका,प्रभारी Ms.MAMTA KERKETTA,PR T(I/C)	1.To select a group of students who are having keen interest in the field and train them for different activities. 2.To prepare the students to participate in all external & as well as internal cultural events. 3.To impart proper training to the students for using the musical instruments. 4.To train students properly to sing in the morning assembly 7 in other programmes. 5.To prepare dance and Music programmes for the annual day. 6. Any other related work assigned by the Principal.
		श्रीमती लक्ष्मी पाण्डेय, प्राथमिक शिक्षिका Ms. LAXMI PANDEY , PRT (MUSIC)	
46	Scholarship &Samagara ID @ All State Govt Schemes	श्रीतुंगेश्वर प्रसाद भट्ट स्नातकोत्तर शिक्षक(गणित), प्रभारी Mr.TUNGESHWAR PRASAD BHATT,PGT MATHS,I/C	1. Timely completion of the activities as per the guidelines issued by KVS. 2. Timely presentation of Data and records as demanded at Vidyalaya and RO level.
47	फोटोग्राफी और वीडियोग्राफी Photography & Videography	सुश्री ममता केरकेट्टा, प्राथमिक शिक्षिका,प्रभारी Ms.MAMTA KERKETTA,PR T(I/C)	1.To take photograph of special lectures, occasions, school seminars, programmes etc. and to make record of it. 2. Any other related work assigned by the Principal.
		श्री यतिन दुआ , प्राथमिक शिक्षक Mr.YATIN DUA, PRT	
		श्रीमती दीपाली प्राथमिक शिक्षिका Ms. DEEPALI PRT	
		श्री गौरव दलाल प्र.सा. शिक्षक(शारीरिक शिक्षा) Mr.GAURAV DALAL TGT P&HE	
		संगणक प्रशिक्षक COMPUTER INSTRUCTOR	
48	आर.टी.ई. RTE	श्री अनीश चन्द्र जोशी स्नातकोत्तर शिक्षक(संगणक विज्ञान), प्रभारी Mr. ANEESH CHANDRA JOSHI PGT CS (I/C)	1.To supervise admissions under RTE. 2.To check proper reimbursement of money under RTE. 3.To monitor their studies and help any other special requirement under educating parents for their continuous study. 4. Any other related work assigned by the Principal.
		श्रीमती मीनाक्षी प्राथमिक शिक्षिका Ms.MEENAKASHI PRT	
49	छात्र उपलब्धी Students Achievements	श्री अनीश चन्द्र जोशी स्नातकोत्तर शिक्षक(संगणक विज्ञान), प्रभारी Mr. ANEESH CHANDRA JOSHI PGT CS (I/C)	1.To keep a record of students' achievements. 2.To upload the same on school website. 3. Any other related work assigned by the principal.
		प्र. स्नातकोत्तर शिक्षक(संस्कृत), TGT SANSKRIT	
49	छात्र नामांकन Student Enrollment	श्री अनीश चन्द्र जोशी स्नातकोत्तर शिक्षक(संगणक विज्ञान), प्रभारी Mr. ANEESH CHANDRA JOSHI PGT CS (I/C)	1. Timely completion as per the guidelines issued by KVS. 2.Timely presentation of Data and records as demanded at Vidyalaya and RO level.
		श्री आकाश चौधरी, एस.एस.ए. Mr. AKASH CHOUDHARY,SSA	

8	दैनिक नामांकन पंजिका Daily Enrollment Register.	श्री दर्शन कुमार मीना जे.एस.ए. Mr. DARSHAN KUMAR MEENA JSA	To ensure timely competition everyday.	
48	विद्यालय आधिकारिक ई-मेल Official E-mail of the school	श्री आकाश चौधरी, एस.एस.ए. Mr. AKASH CHOUDHARY, SSA श्री दर्शन कुमार मीना जे.एस.ए. Mr. DARSHAN KUMAR MEENA JSA	1. Reply and distribution of aal mails which come on official mail	
49	UBI fee collection	श्री अनीश चन्द्र जोशी स्नातकोत्तर शिक्षक (संगणक विज्ञान), प्रभारी Mr. ANEESH CHANDRA JOSHI PGT CS (I/C) समस्त कक्षाध्यापक ALL CLASS TEACHERS	1. To ensure timely competition of the work as per the KVS guidelines issued by KVS.	
43	पी.ए.सिस्टम P.A. SYSTEM	श्रीमती कुमुद पचौरी जोशी प्र.सा. शिक्षिका(कार्यानुभव), प्रभारी Ms. KUMUD PACHOREE JOSHI TGT-WE (I/C) श्री गौरव दलाल प्र.सा. शिक्षक(शारीरिक शिक्षा) Mr. GAURAV DALAL TGT P&HE श्रीमती लक्ष्मी पाण्डेय, प्राथमिक शिक्षिका Ms. LAXMI PANDEY , PRT (MUSIC)	Committee must ensure smooth management of PA system in the morning assembly as well as in other programmes.	
43	भ्रमण Excursion	श्रीतुंगेश्वर प्रसाद भट्ट स्नातकोत्तर शिक्षक(गणित), प्रभारी Mr. TUNGESHWAR PRASAD BHATT, PGT MATHS, I/C श्री विवेक शर्मा प्र.सा. शिक्षक-कलाशिक्षा Mr. VIVEK SHARMA TGT AE श्रीमती मीनाक्षी प्राथमिक शिक्षिका Ms. MEENAKASHI PRT सुश्री ममता केरकेट्टा, प्राथमिक शिक्षिका Ms. MAMTA KERKETTA, PRT	1. To identify and plan smooth excursion of students as KVS guidelines. 2. Any other related work assigned by the Principal.	
49	विद्यालय गुणवत्ता मूल्यांकन SQA(SCHOOL QUALITY ASSESSMENT FRAMEWORK)	श्री अनीश चन्द्र जोशी स्नातकोत्तर शिक्षक (संगणक विज्ञान), प्रभारी Mr. ANEESH CHANDRA JOSHI PGT CS (I/C) संगणक प्रशिक्षक COMPUTER INSTRUCTOR	To maintain record for SQA inspection in vidyalaya and to update records on the web site as and when required according to the guidelines.	

NOTES:-

1. All the In – charge, Asst. In – charges and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2026–27 as per the guidelines and submit a copy to the principal for monitoring the works in time without fail.
2. In case of any difficulty, the undersigned must be contacted.
3. The In – charges are free to take their own decision to complete their assigned activities. If necessary, they can contact the Principal for guidance and will have to work on full – fledged manner as a team.
4. It is also directed that all should not proceed on leave at a time. Henceforth, Asst. In – charge of the concerned departments must be available on duty when In – charge proceeds on leave etc and vice versa.
5. Please put in your best efforts to complete all the responsibilities in time and in a creative and effective manner.
6. Please use your talent for the betterment of the Vidyalaya in general and students in particular.

PRINCIPAL