

**PM SHRI KENDRIYA VIDYALAYA JAWAHARNAGAR**  
**List of the Departments / Committees for the Session 2024-2025**  
**(w.e.f. 01.04.2024)**

DEPARTMENT	INCHARGE & MEMBER	DUTIES AND RESPONSIBILITIES
<p align="center"><b>Academic Advisory Council</b></p>	<p>1. SH. A. N CHOUBEY                      2. SH. MUKESH KUMAR                      3. SH. M.K MISHRA</p>	<ul style="list-style-type: none"> <li>-To create academic climate and enabling Environment through various focused activities.</li> <li>-To implement the changes in the curriculum, evaluation and assessment in the light of latest CBSE/KVS circulars.</li> <li>-To promote experimentation and motivation practices in the teaching and learning process.</li> <li>- To facilitate the teachers to evolve solutions through experimentation and Innovation/action research.</li> </ul>
<p align="center"><b>Admission</b></p>	<p>1. SH. MUKESH KUMAR I/C                      2. SH. M.K MISHRA                      3. SH. ROHIT KUMAR, PRT                      4. SH. AJIT SINGH                      5. SH. AKSHAY KUMAR</p>	<ul style="list-style-type: none"> <li>- To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2014 in consultation with the principal.</li> <li>- To ensure fair admission as per the given schedule of the KVS.</li> <li>-To collect class wise enrolment position on last working day.</li> <li>- Regular correspondence pertaining to admission.</li> <li>- To complete the admissions register and upload admission and T.C. in the website.</li> </ul>
<p align="center"><b>Time-Table &amp; Arrangement</b></p>	<p>1. SH. MUKESH KUMAR I/C                      2. SMT. RASHMI SINGH                      3. SH. PRABHAKAR KUMAR</p> <p align="center">PRIMARY SECTION</p> <p>1. SMT. RAMA SINHA I/C                      2. SH. BABLOO PRASAD                      3. SH. AMAR SINGH</p>	<ul style="list-style-type: none"> <li>- To prepare &amp; execute time table as per norms.</li> <li>- To make necessary adjustment in the time table due to administrative exigencies.</li> <li>-To devise workable &amp; suitable assignment/remedial time-table.</li> <li>-To make arrangement for class suitably as per requirement.</li> <li>-To prepare home assignment schedule, inspection schedule etc.</li> </ul>
<p align="center"><b>Examination – External, CBSE</b></p>	<p>1. SH. A.N CHOUBEY                      2. SH. GULAM MOHUIDDIN                      3. SH. RANJAN KUMAR</p>	<ul style="list-style-type: none"> <li>- To conduct external examination as per prescribed norms and to maintain record of all such examination.</li> <li>-To conduct board exam as per CBSE guidelines and also to give suitable instructions for carrying out internal assessment and maintain records.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>-Make online registration of the students of Class IX and XI.</li> <li>-Online submission of marks of students regarding their achievement in the examination.</li> <li>- Maintaining Regular Correspondence with CBSE Regional Office.</li> </ul>

<p><b>Examination – Internal</b></p>	<ol style="list-style-type: none"> <li>1. SH. D.K. NIRMAL</li> <li>2. SMT. ANAMIKA SINGH</li> <li>3. SH. SANDEEP KUMAR</li> <li>4. SH. PRABHAKAR KUMAR</li> <li>5. SH. AJIT KUMAR</li> </ol>	<ul style="list-style-type: none"> <li>-To plan the schedule of UT, CT Pre-board and SEE as per the calendar of activities.</li> <li>-To ensure the evaluation of internal assessment and grading of co-scholastic subjects as per the instructions given of CBSE/KVS.</li> <li>-To give suitable instructions to the class teachers for maintaining all the relevant records.</li> <li>-Timely distribution of progress cards.</li> </ul>
<p><b>Examination – Primary</b></p>	<ol style="list-style-type: none"> <li>1. SH. ALOK KUMAR I/C</li> <li>2. SH. ROHIT KUMAR</li> <li>3. SH. SHIVAM UPADHYAY</li> </ol>	<ul style="list-style-type: none"> <li>- To plan the schedule of FA1 and FA3 tests and SEE as per the calendar of activities.</li> <li>-To ensure the evaluation of internal assessment and grading of co-scholastic subjects as per the instructions given of CBSE/KVS.</li> <li>-To give suitable instructions to the class teachers for maintaining all the relevant records.</li> <li>-Timely distribution of progress cards.</li> </ul>
<p><b>Student Council</b></p>	<ol style="list-style-type: none"> <li>1. SH. RANJEET KUMAR SINGH</li> <li>2. SH. OM PRAKASH PRIYADARSHI</li> <li>3. SMT. RASHMI SINGH</li> </ol>	<p>To constitute the student council taking suggestion from all the house masters and senior teachers, to organize the investiture ceremony and to monitor and guide them properly, So, that they help in the school discipline and all activities</p>
<p><b>C. C. A. Secondary</b></p>	<ol style="list-style-type: none"> <li>1. SH. RANJEET KUMAR SINGH I/C</li> <li>2. SH. GULAM MOHUDDIN</li> <li>3. SH. ABHISHEK KUMAR</li> <li>4. SH. RASHMI SINGH</li> <li>5. SH. OM PRAKASH PRIYADARSHI</li> </ol>	<ul style="list-style-type: none"> <li>-To organize inter house competitions effectively and to celebrate all the days of national importance/occasions with the assistance of house master and others experts in a planned manner.</li> <li>-To activate the conduct of morning assembly.</li> <li>-To monitor day to day morning assembly program effectively and ensure befitting presentation on all fronts on time.</li> <li>-To prepare CCA calendar as per the RFD/CCE.</li> <li>- To help the committee for student council in selecting House captains and other members of the council for carrying out their usual work.</li> </ul>
<p><b>C.C.A. Primary</b></p>	<ol style="list-style-type: none"> <li>1. SMT. RIZWANA I/C</li> <li>2. MD. AADIL</li> <li>3. 3. SH. SANJAY KUMAR</li> </ol>	<ul style="list-style-type: none"> <li>-To organize inter house competitions effectively and to celebrate all the days of national importance/occasions with the assistance of house master and others experts in a planned manner.</li> <li>-To activate the conduct of morning assembly.</li> <li>-To monitor day to day morning assembly program effectively and ensure befitting presentation on all fronts on time.</li> <li>-To prepare CCA calendar.</li> </ul>
<p><b>Furniture &amp; Seating arrangement</b></p>	<ol style="list-style-type: none"> <li>1. SH. U.S. PRASAD I/C</li> <li>2. SH. RAKESH KUMAR</li> <li>3. SH. ROHIT KUMAR</li> <li>4. ALL CLASS TEACHER</li> </ol>	<ul style="list-style-type: none"> <li>-To ensure that all furniture bear serial numbers and the year of purchase.</li> <li>- To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per rules.</li> <li>- To prepare and display inventory of class wise and department wise furniture.</li> <li>- To arrange for the repair of furniture as and when required.</li> </ul>

<p><b>Vidyalaya Maintenance &amp; Fire Safety/Earthquake safety drills in the Vidyalaya</b></p>	<ol style="list-style-type: none"> <li>1. SH. RAKESH KUMAR I/C</li> <li>2. SH. ROHIT KUMAR SINGH</li> <li>3. SH. O. P. PRIYADARSHI</li> <li>4. SH. PRABHAKAR KUMAR</li> </ol>	<ul style="list-style-type: none"> <li>-To ensure maintenance of school building, cleanliness, electrical and plumbing works, cleaning of water tanks, sewage, whitewashing, and upkeep of playfields, children's park and school campus.</li> <li>-To arrange class/school talks on disaster management.</li> <li>-To prepare the students for any unforeseen incident of fire, earthquake.</li> </ul>
<p><b>Discipline</b></p>	<ol style="list-style-type: none"> <li>1. SH. ROHIT KUMAR SINGH I/C</li> <li>2. SH. GANESH SINGH</li> <li>3. SMT. ANAMIKA SINGH</li> <li>4. SMT. RASHMI SINGH</li> <li>5. SH. U. S. PRASAD</li> <li>6. ALL CLASS TEACHERS</li> </ol>	<ul style="list-style-type: none"> <li>- To ensure the congenial atmosphere by maintaining gentle movement of the students and dealing the cases of discipline of students. To ensure line wise movement for/from morning assembly, attending departments for classes.</li> <li>-Smooth class wise dispersal of students after long bell. Uniform checking duty.</li> <li>- Discipline during recess and important functions. Morning Assembly, in and outside classrooms, playground, Organization of counselling classes. Duty allotment to council members.</li> <li>-Systematic and orderly movement of students for assembly.</li> <li>-Checking of late comers of primary and secondary.</li> <li>-To implement out pass system in the classes.</li> <li>-Constitution of class committee for discipline and selection of the student council members.</li> </ul>
<p><b>Purchase &amp; Pupils Society</b></p>	<ol style="list-style-type: none"> <li>1. SH. A.N. CHOUBEY</li> <li>2. SH. MUKESH KUMAR</li> <li>3. SH. M.K. MISHRA</li> <li>4. SH. PRABHAT KUMAR</li> </ol>	<ul style="list-style-type: none"> <li>-To prepare and implement budget as per the KVS norms. To ensure that the purchase under VVN are done as per the purchase guidelines of KVS as per the requirements.</li> <li>- To verify and certify the purchase under VVN and Pass the bills for the stock entries and payments.</li> <li>- To analyze the need of the Vidyalaya under various head and arrange for the same, ensuring transparent purchase.</li> <li>-To keep track of timely and transparent purchase by various departments.</li> <li>-Ensure purchase procedure as per norms.</li> </ul>
<p><b>Vidyalaya Beautification and gardening</b></p>	<ol style="list-style-type: none"> <li>1. SMT. ANAMIKA SINGH I/C</li> <li>2. SH. KAPIL KUMAR SINGH</li> <li>3. SH. RAKESH KUMAR</li> <li>4. SMT. RASHMI SINGH</li> <li>5. SH. PRABHAKAR KUMAR</li> <li>6. SH. AMAR SINGH</li> <li>7. SH. ALOK KUMAR</li> </ol>	<ul style="list-style-type: none"> <li>-To take care and maintain the beautification in all areas of the Vidyalaya from time to time in and outside the class rooms, visitors area, staff room etc.</li> </ul>
<p><b>Vidyalaya Cleanliness &amp; Water Arrangement</b></p>	<ol style="list-style-type: none"> <li>1. SMT. RASHMI SINGH I/C</li> <li>2. SH. GULAM MOHUDDIN</li> <li>3. SH. RAKESH KUMAR</li> <li>4. SH. ROHIT KUMAR SINGH</li> <li>5. SMT. RAMA SINHA</li> <li>6. SH. SANJAY KUMAR</li> <li>7. SH. BABLOO PRASAD</li> <li>8. SH. SHUBHAM KUMAR MISHRA</li> </ol>	<ul style="list-style-type: none"> <li>-To monitor the services of conservancy and cleanliness in consultation with the agencies concerned.</li> <li>- To plan the cleanliness of school Building, surrounding garden &amp; playground.</li> <li>- To Supervise the duties of Conservancy staff of respective blocks and submit daily report of cleanliness to the principal.</li> <li>-To ensure uninterrupted water supply in all the toilets and other places.</li> </ul>

		- To ensure periodical cleanliness of aqua guards with the display of date of cleaning in a separate Register.
Vidyalaya Magazine, CMP News Letter, Students Diary, E-content development	<ol style="list-style-type: none"> <li>1. ALL CCA MEMBERS</li> <li>2. SH. RANJAN KUMAR</li> </ol> <p>PRIMARY SECTION</p> <ol style="list-style-type: none"> <li>1. MD. AADIL</li> <li>2. SMT. RIZWANA</li> <li>3. SH. BABLOO PRASAD</li> <li>4. SH. SHIVAM UPADHYAY</li> </ol>	-To initiate procedure of magazine publication e.g. collection of articles, proof reading, and cover design select articles etc. -Language teachers. to assist in proof reading and selection of quality articles.
Bharat Scouts & Guides, Cubs and Bulbul	<ol style="list-style-type: none"> <li>1. SMT. RASHMI SINGH</li> <li>2. SH. KAPIL KUMAR SINGH</li> <li>3. SMT. ANAMIKA SINGH</li> <li>4. SH. RANJAN KUMAR</li> <li>5. SMT. RAMA SINGH</li> <li>6. MD. AADIL</li> <li>7. SMT. RIZWANA</li> <li>8. SH. BABLOO PRASAD</li> </ol>	- -To enroll scouts and Guides, cubs and bulbuls and to organize testing camps, troops meeting as per the annual schedule of activities prepared at the unit level in light of APRO. - To maintain, update and decorate BS&G display board.
Library / Readers club	<ol style="list-style-type: none"> <li>1. SH. RANJAN KUMAR</li> <li>2. SH. RANJEET KUMAR SINGH</li> <li>3. SH. GULAM MOHUIDDIN</li> <li>4. SH. O.P. PRIYADARSHI</li> <li>5. MD. AADIL</li> <li>6. SH. SHIVAM UPADHYAY</li> </ol>	-To procure texts books and reference books recommended by CBSE as per the recommendation of faculty members.
Teaching Aids(Secondary)	<ol style="list-style-type: none"> <li>1. SH. O. P. PRIYADARSHI</li> <li>2. SH. AJIT KUMAR</li> <li>3. SH. PRABHAKAR KUMAR</li> </ol>	-To purchase and maintain all the teaching aids and TLM neatly.
TLM & Resource Room/NIPUN	<ol style="list-style-type: none"> <li>1. SH. M.K. MISHRA</li> <li>2. SH. BABLOO PRASAD</li> <li>3. SMT. RIZWANA</li> <li>4. MD. AADIL</li> </ol>	-To maintain all the teaching aids and TLM neatly.
Subject Committee Meeting & CMP	<p>SCIENCE: SH. D.K. NIRMAL  MATHS: SH. MUKESH KUMAR  ENGLISH: SH. GULAM MOHUIDDIN  HINDI: SH. RANJEET KUAMR SINGH  SST: SH. O.P. PRIYADARSHI  MISC: SH. RAKESH KUMAR</p>	-To monitor completion of syllabus as per the split-up. They should devise and ensure that all the teachers are using innovative methods of teaching.
Rajbhasa – Hindi	<ol style="list-style-type: none"> <li>1. SH. RANJEET KUMAR SINGH I/C</li> <li>2. SH. NADEEM AHMAD</li> <li>3. SH. U.S. PRASAD</li> <li>4. SH. AKSHAY KUMAR</li> </ol>	-To conduct quarterly meeting of rajbhasa and to submit quarterly report to the regional office. To ensure maximum use of rajbhasa.
Income Tax Calculation and deduction	<ol style="list-style-type: none"> <li>1. SH. MUKESH KUMAR</li> <li>2. SH. PRABHAT KUMAR</li> </ol>	-To calculate the income tax of all the employees.

<b>Online fee collection, UBI</b>	<ol style="list-style-type: none"> <li>1. SH. PRABHAT KUMAR</li> <li>2. SH. A.N CHOUBEY</li> <li>3. SH. MUKESH KUMAR</li> <li>4. SH. ROHIT KUMAR</li> </ol>	-To facilitate online fee submission to students and parents
<b>UDISE</b>	<ol style="list-style-type: none"> <li>1. SH. GULAM MOHUDDIN I/C</li> <li>2. SH. M.K .MISHRA</li> <li>3. SH. RANJAN KUAMR</li> <li>4. SH. ROHIT KUMAR</li> </ol>	- to monitoring the UDISE Portal and its updation.
<b>Verification of Pay bill and Contractual Salary</b>	<ol style="list-style-type: none"> <li>1. SH. MUKESH KUMAR</li> <li>2. SH. PRABHAT KUMAR</li> </ol>	-to verify the pay bill of the staff and contractual teacher's salary and attendance
<b>Committee for monitoring the late comers</b>	<ol style="list-style-type: none"> <li>1. SH. ROHIT KUMAR SINGH I/C</li> <li>2. SH. GANESH SINGH</li> <li>3. SMT. RASHMI SINGH</li> <li>4. SMT. ANAMIKA SINGH</li> <li>5. SH. U.S. PRASAD</li> </ol>	-to monitoring the late comers.
<b>Games, Sports &amp; Yoga</b>	<ol style="list-style-type: none"> <li>1. SH. ROHIT KUMAR SINGH</li> <li>2. SH. GANESH SINGH</li> <li>3. SH. SHUBHAM KUMAR MISHRA</li> <li>4. SMT. RIZWANA</li> <li>5. MD. AADIL</li> </ol>	<p>-To practice MPT, yoga daily during the morning assembly to the students.</p> <p>-Identify the talented students participating at the cluster, regional and National level games in the first week of the April in order to give them special training by the coaches and to maintain record.</p> <p>-To AE up class wise activities to be undertaken as per the syllabus.</p> <p>-To co-ordinate with vocational teachers and train the students for various activities.</p> <p>-To encourage all the students to take part in the drawing and painting competitions.</p>
<b>Photography</b>	<ol style="list-style-type: none"> <li>1. SH. GULAM MOHUDDIN I/C</li> <li>2. SH. SHIVAM UPADHYAY</li> <li>3. COMPUTER INSTRUCTOR</li> </ol>	<p>-To maintain Album covering all activities.</p> <p>-To display all the coverage of all occasions.</p> <p>-Staff and students photographs for website and magazine.</p>
<b>Staff Quarter allotment committee</b>	<ol style="list-style-type: none"> <li>1. SH. MUKESH KUMAR I/C</li> <li>2. SMT. ANAMIKA SINGH</li> <li>3. SH. M.K. MISHRA</li> <li>4. SH. R. K. NIRALA</li> <li>5. SH. MANOJ RAM</li> </ol>	-To allot quarter to the staff of the Vidyalaya.
<b>Staff Quarter Maintenance Committee</b>	<ol style="list-style-type: none"> <li>1. SH. RAKESH KUMAR I/C</li> <li>2. SH. ROHIT KUMAR SINGH</li> <li>3. SH. PRABHAT KUMAR</li> </ol>	-To handle staff problems relating the quarters.
<b>Computer Department</b>	<ol style="list-style-type: none"> <li>1. SH. A.N. CHOUBEY I/C</li> <li>2. SH. SHIVAM UPADHYAY</li> <li>3. COMPUTER INSTRUCTOR</li> </ol>	-To ensure all the labs in working conditions with broadband/LAN connectivity for carrying out computer literacy classes and think.com effectively with the assistance of computer instructor and to submit monthly updates of the office.

<b>Website Management Committee</b>	<ol style="list-style-type: none"> <li>1. SH. A.N. CHOUBEY I/C</li> <li>2. SH. RANJAN KUMAR</li> <li>3. SH. NADEEM AHMAD</li> <li>4. SH. PRABHAT KUMAR</li> </ol>	-To regularly updated the website with latest happening.
<b>E- class Rooms</b>	<ol style="list-style-type: none"> <li>1. SH. A.N. CHOUBEY I/C</li> <li>2. SH. SHIVAM UPADHYAY</li> <li>3. COMPUTER INSTRUCTOR</li> </ol>	<ul style="list-style-type: none"> <li>-To check whether the computer are working properly or not.</li> <li>-Solve all relative problems regarding E-class Rooms like software maintenance.</li> </ul>
<b>First Aid</b>	<ol style="list-style-type: none"> <li>1. SMT. ANAMIKA SINGH I/C</li> <li>2. SH. KAPIL KUMAR SINGH</li> <li>3. SMT. RIZWANA</li> <li>4. SH. AMAR SINGH</li> <li>5. SH. SANJAY KUMAR</li> </ol>	<ul style="list-style-type: none"> <li>-To get the medical check-up of students done as per the instruction of KVS.</li> <li>-To maintain First Aid in the Vidyalaya for any emergency.</li> <li>-Oversee duties of nurse.</li> </ul>
<b>Committee for girls grievances/sexual harassment of ladies staff at work place</b>	<ol style="list-style-type: none"> <li>1. SMT ANAMIKA SINGH I/C</li> <li>2. SMT. RASHMI SINGH</li> <li>3. SMT. RAMA SINGH</li> <li>4. SMT RIZWANA</li> </ol>	-To handle the girls related problems of the Vidyalaya.
<b>Guidance and Counselling</b>	<ol style="list-style-type: none"> <li>1. SH. RANJAN KUMAR I/C</li> <li>2. SH. RASHMI SINGH</li> <li>3. SH. SANDEEP KUMAR</li> <li>4. SH. ABHISHEK KUMAR</li> <li>5. MD. AADIL</li> </ol>	<ul style="list-style-type: none"> <li>-To conduct programmers as per the guidelines given in the training.</li> <li>-To maintain &amp; update display board and the corner to keep these activities ongoing for various programs.</li> <li>-To co-ordinates Counselling and guidance programs.</li> <li>To maintain, update and decorate display board</li> </ul>
<b>PTA Meeting</b>	<ol style="list-style-type: none"> <li>1. SH. A.N. CHOUBEY</li> <li>2. SH. D. K. NIRMAL</li> <li>3. SH. M.K. MISHRA</li> <li>4. SH. ALOK KUMAR</li> </ol>	-To checkout annual plan of meeting and to maintain minutes and records of such meeting.
<b>Club Activities</b>	<p><b>ART CLUB:-</b></p> <ol style="list-style-type: none"> <li>1. SMT. RASHMI SINGH</li> <li>2. SH. SANJAY KUMAR</li> </ol> <p><b>ECO/NATURE:-</b></p> <ol style="list-style-type: none"> <li>1. SH. D.K. NIRMAL</li> <li>2. SMT. ANAMIKA SINGH</li> <li>3. SH. SATISH KUMAR</li> </ol> <p><b>INTIGRITY:-</b></p> <ol style="list-style-type: none"> <li>1. SH. O.P. PRIYADARSHI</li> <li>2. SH. AJIT KUMAR</li> <li>3. SH. SATISH KUMAR</li> </ol> <p><b>ADVENTURE:-</b></p> <ol style="list-style-type: none"> <li>1. SMT. ANAMIKA SINGH</li> <li>2. SH. ABHISHEK KUMAR</li> <li>3. SH. BABLOO PRASAD</li> </ol>	<ul style="list-style-type: none"> <li>-To work as per the KVS norms and the guidelines issued.</li> <li>- Make a club by collecting the names of the students who are interested in the various activities.</li> <li>-To maintain the club activities display Board.</li> </ul>
<b>Excursion</b>	<ol style="list-style-type: none"> <li>1. SH. GULAM MOHUDDIN I/C</li> <li>2. SH. SANDEEP KUMAR</li> <li>3. SH. ABHISHEK KUMAR</li> <li>4. SMT. RIZWANA</li> </ol>	<ul style="list-style-type: none"> <li>-To accompany the students for the programs identified by the KVS.</li> <li>- To check out and implement Annual plan for outing of the students as per the provisions in consultation with the class teacher/Principal.</li> </ul>

<b>Social Science Exhibition. &amp; EBSB</b>	<ol style="list-style-type: none"> <li>1. SH. O.P. PRIYADARSHI</li> <li>2. SH. AJIT SINGH</li> <li>3. SMT. RASHMI SINGH</li> <li>4. SH. SANJAY KUMAR</li> <li>5. SH. SATISH KUMAR</li> </ol>	<ul style="list-style-type: none"> <li>-To prepare students for Social science exhibition at vidyalaya level.</li> <li>-To organize Social science exhibition as per the instruction of the KVS.</li> <li>- To organize and conduct EBSB Programme.</li> </ul>
<b>Display Boards &amp; Quotations in the Class room &amp; corridors.</b>	<ol style="list-style-type: none"> <li>1. SMT. RASHMI SINGH I/C</li> <li>2. ALL THE MEMBER OF CCA COMMITTEE</li> </ol>	<ul style="list-style-type: none"> <li>-To guide the students for proper selection of the material and decoration coupled with befitting display.</li> <li>-Regular updating of display boards as per the upcoming events and functions.</li> </ul>
<b>Notice Board at the main entrance/ open display board for drawing.</b>	1. SMT. RASMI SINGH	-To maintain, update and decorate.
<b>CCA Notice Board</b>	1. ALL MEMBERS OF CCA	-To maintain, update and decorate.
<b>CMP Activities Display Board</b>	<ol style="list-style-type: none"> <li>1. SH. BABLOO PRASAD</li> <li>2. SMT. RIZWANA</li> <li>3. MD. AADIL</li> </ol>	-To maintain, update and decorate.
<b>House Board</b>	HOUSE MASTERS	-To maintain, update and decorate.
<b>AEP</b>	<ol style="list-style-type: none"> <li>1. SMT. ANAMIKA SINGH I/C</li> <li>2. SMT. RASHMI SINGH</li> <li>3. SH. O.P. PRIYADARSHI</li> </ol>	<ul style="list-style-type: none"> <li>-To conduct programs as per the guidelines given in the training.</li> <li>-To conduct programs regarding alcohol, viral diseases etc. awareness among the students and teachers.</li> <li>-To maintain, update and decorate display board</li> </ul>
<b>ACP</b>	<ol style="list-style-type: none"> <li>1. SH. NADEEM AHMAD I/C</li> <li>2. SH. O. P PRIYADARSHI</li> <li>3. SH. PRABHAKAR KUMAR</li> <li>4. ALL ACP TRAINED TEACHERS</li> </ol>	<ul style="list-style-type: none"> <li>To conduct programs as per the guidelines given in the training.</li> <li>-To prepare monthly report and maintain the record.</li> <li>-To conduct regular classes</li> </ul>
<b>Junior maths Olympiad, Green Olympiad</b>	<ol style="list-style-type: none"> <li>1. SH. MUKESH KUMAR</li> <li>2. SMT. ANAMIKA SINGH</li> </ol>	-To Conduct junior science/green/maths/physics/chemistry Olympiads and related competitions of secondary and primary section from time to time.
<b>NCSC/INSPIRE/RBVP</b>	<ol style="list-style-type: none"> <li>1. SH. D.K. NIRMAL</li> <li>2. SMT. ANAMILA SINGH</li> <li>3. SH. SANDEEP KUMAR</li> <li>4. SH. KAPIL KUMAR SINGH</li> <li>5. SH. RAKESH KUMAR</li> </ol>	-To motivate and encourage students to participate in this competition.
<b>Condemnation Board</b>	<ol style="list-style-type: none"> <li>1. SH. A.N. CHOUBEY</li> <li>2. SH. M.K. MISHRA</li> <li>3. SH. U.S. PRASAD</li> <li>4. SH. PRABHAT KUMAR</li> </ol>	-To compile list of articles to be condemned from different departments and initiate the process of condemnations as per KVS norms.

<b>Canteen Committee</b>	<ol style="list-style-type: none"> <li>1. SH. ABHISHEK KUMAR</li> <li>2. SH. SATISH KUMAR</li> </ol>	-To ensure the food quality and rates of different items in the canteen.
<b>RTI</b>	<ol style="list-style-type: none"> <li>1. SH. PRABHAT KUMAR</li> <li>2. SH. RANJEET KUMAR NIRALA</li> </ol>	-To reply queries made through RTI with suitable and responsible words( after approval of principal)
<b>Staff Meeting Record</b>	<ol style="list-style-type: none"> <li>1. SH. GULAM MOHUDDIN I/C</li> <li>2. SH. RANJEET KUMAR SINGH</li> <li>3. SH. NADEEM AHMAD</li> </ol>	-To note down all minutes of staff meetings and prepare a report for record. -Keep safely all record for inspection by Principal/Inspection Team.
<b>Science Laboratory (sub staff)</b>	<ol style="list-style-type: none"> <li>1. SH. DINESH KUMAR</li> </ol>	-To keep lab in state of art condition - -Help In-Charge teachers in conducting science experiments.
<b>Internal Complain Committee</b>	<ol style="list-style-type: none"> <li>1. SMT. SOMA GHOSH, AC RO PATNA</li> <li>2. SH. A.N. CHOUBEY</li> <li>3. SMT. ANAMIKA SINGH</li> <li>4. SMT. RASHMI SINGH</li> <li>5. SH. M. K. MISHRA</li> <li>6. MEMBER FROM NGO</li> </ol>	-To handle the students related problems of the Vidyalaya.
<b>Office</b>	<ol style="list-style-type: none"> <li>1. SH. PRABHAT KUMAR I/C</li> <li>2. SH. RANJEET KUMAR NIRALA</li> <li>3. SH. AKSHAY KUMAR</li> </ol>	-To facilitate office work for smooth running of Vidyalaya
<b>PM SHRI</b>	<ol style="list-style-type: none"> <li>1. SH. A.N. CHOUBEY</li> <li>2. SH. SANDEEP KUMAR</li> <li>3. SH. M.K. MISHRA</li> <li>4. SH. PRABHAT KUMAR</li> </ol>	- To implement PM SHRI Activities in the Vidyalaya

*PRINCIPAL*