

# पी एम श्री केंद्रीय विद्यालय एजीसीआर कॉलोनी दिल्ली

## विभाग समितियां सत्र 2025-26

01.04.2025 से लागू

S.NO	NAME OF COMMITTEE	MEMBERS SHIFT-1	MEMBERS SHIFT-2	DUTIES
1.	Academic and Administrative Support Committee	<b>Secondary</b> Ms Anjali Jain/VP Ms Shilpi Singh All Subject Conveners Ms Neetu Javeria Mr G P Pandey Mr Girish Kumar Mr Jawala Parsad <b>Primary</b> Mr. N P Srivastav, HM Ms Punita Sharma Mr Ashwani Kumar	<b>Secondary</b> Mr Sher Singh, Mrs Geeta Gurnani All Subject Conveners Mr. Sunil (Hindi) Mr Aakash (Eng) Mr R K Sharma (Maths) Ms Geeta Gurnani (Sci) Mr.B.C Khandwal (Sst) <b>Primary</b> Ms Savita Mahindroo Ms. Anjali Singh	<ul style="list-style-type: none"> <li>Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal.</li> <li>The Sr. PGTs' will also contribute their might in dealing with academic works.</li> <li>They will be given the responsibility to prepare plan and schedule for Notebooks (C/w &amp; H/w) checking.</li> <li>Preparing academic calendar department wise for 2023-24.</li> <li>Planning Execution &amp; supervision of the implementation of academic and co-curriculum activities &amp; routine work.</li> <li>Assisting/ advisory and supporting the Principal to take decision during emergencies and in routine work.</li> <li>To make co-ordination with other teachers and duties to be assigned For Remedial classes/ Gate duty. Any other related work.</li> </ul>
2.	Admission Committee (Class I to XI) and TC Cases	<b>Secondary</b> Ms Shilpi Singh I/C Ms Khushboo Aggarwal (for Technical Support) Mr. Yatender Mr. Umesh Prasad Singh, TC cases Ms Shashi Bala Mrs. Shweta (For I/C TS Admission) <b>Primary</b> Mr. N P Srivastav, HM Mrs. Shweta	<b>Secondary</b> (Class I & Fresh Admn.) Mr R K Sharma I/C Ms Shweta Tiwari Ms. Kirti Choudhary Ms Poonam (XI & TC) Ms Aayushi <b>Primary</b> Mr Abhay pratap Singh	<ul style="list-style-type: none"> <li>To plan admission procedure as per KVS guidelines.</li> <li>Planning, execution, dissemination &amp; supervision to ensure error free Registration.</li> <li>Maintenance of the admission records i.e. registration, provisional list, waiting lists, category wise details of admission etc.</li> <li>Supervision of SR registers i.e. completion of detailed &amp; correct entries from admission form.</li> <li>Coordination with Examination department for conducting tests/ examination for fresh Admission in the class.</li> <li>Any other correspondence related to the admission department.</li> <li>Preparation, checking and issuance of TC after realizing all fees payment &amp; other dues (necessary)</li> <li>Updation of TC on school website &amp; any other portal if required</li> <li>Keeping the entries of the same in SR register.</li> </ul>

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Examination Committee Internal Exam	All CT Class I Secondary	Secondary	<ul style="list-style-type: none"> <li>• Coordination, communication &amp; implementation of all KVS/CBSE guidelines /directions.</li> <li>• Planning, execution &amp; supervision of all exams, entries related evaluation and documentation of the same.</li> <li>• Procurement of all exam requirements, stationary &amp; maintenance of records/ registers.</li> <li>• Correspondence work of exam department.</li> <li>Any work related to Exam.</li> </ul>
CBSE	Mr GP Pandey I/C Ms Seema Kumari Ms Manisha Sharma Mr. Yatender Ms Renu Tyagi Mr RP Singh Mr Prem (SS)	Mrs. Geeta Gurnani, I/C Ms Shalini Saxena Mrs Beena Bisht Mr Gulsher Ahmad Mr Deepak (M) Mr Satbir, SS	
	Primary Ms Suruchi Puri I/C Mr. Ashwani Kumar	Primary Mr Beepak Mr Jagesh	
	Mrs. Khushboo I/C Mr. Girish Kumar I/C Mrs. Anubhuti Sharma Mr Prem	Ms Kirti Choudhary I/C Ms Jyoti Mehta Ms Alka	
Time Table & Daily Arrangement Committee	Secondary Ms Asha Singh I/C Ms Anubhuti Sharma Ms Shashi Bala	Secondary Ms Nidhi Sharma I/C Mr Sanjay Pal Ms. Alka	<ul style="list-style-type: none"> <li>• Preparation of the routine time table of the school as per KVS Guidelines.</li> <li>• Preparation &amp; dissemination of daily arrangement and remedial/extra classes time table as per the directions.</li> <li>• Supervision of class attendance registers.</li> <li>Documentation and correspondence related to time table.</li> </ul>
	Primary	Primary Mr Abhay Pratap singh Mr Rakesh	
CCA/Morning Assembly/Flag Hoisting Committee	Secondary Ms KR Jha I/C Ms Swati Ms Ragini Mr RP Singh Ms Monika Verma Ms Anshu Bhardwaj Mr G N Jha Mr SK Nagar All Coaches	Secondary Mr Aakash I/C Mr. Sunil Kumar Gupta Ms Sapna Kumari Mr Mithun Ms Shalu Mr Mithun Mr Kapil & All coaches	<ul style="list-style-type: none"> <li>• Duty allotment and monitoring of assembly program.</li> <li>• Important announcements in the assembly.</li> <li>• Planning &amp; preparing students for various activities.</li> <li>• Preparation of duty chart of flag hoisting.</li> <li>• Arrangement of mike for assembly programme.</li> </ul>
	Primary	Primary	

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		Mr Ravinder I/C Ms Richa	Ms Jyoti Ms Neha Ms Artee	
6.	Cleanliness & Conservancy Monitoring Committee	<b>Secondary</b> PGT (Hist.) I/C Ms Shashi Bala Ms Seema Kumari Ms Meenal Agrawal Mr RP Singh Ms Knushboo Aggarwal — Ms Swati Omer Ms Jyoti Sharma  <b>Primary</b>	<b>Secondary</b> Ms Poonam I/C Mr Sunil Kumar Gupta Ms Shalini Saxena Ms Anju Varma Ms Aastha Agarwal Ms Sapna Mrs Shweta Tiwari  <b>Primary</b> Ms Savita Mahindroo Mr Jagesh Mr Sanjay Pal I/C Mr Sunil Kumar Gupta Ms Shweta Mr Gulsher Ahmad Ms Aastha Agarwal Mr R K Jain, ASO Mr Deepak (PRT)	<ul style="list-style-type: none"> <li>• Procuring materials for cleanliness for entire school campus (if required).</li> <li>• Distribution of such materials to housekeeping staff regularly.</li> <li>• Assigning duties to wing in charges, cleanliness monitors, housekeeping staff.</li> <li>• Proper monitoring of school cleanliness (including class rooms, departments, corridors, assembly ground, playground etc.) with the help of wing in charges and cleanliness monitor.</li> <li>• Keeping records of attendance of housekeeping staff, work done by them, use of materials and any other related work.</li> <li>• Reporting the performance report of housekeeping staff regularly.</li> </ul>
7.	M & R Committee (School Building) (Civil, Electrical & Plumbing)	Secondary & Primary Ms Monika Verma I/C Mr Girish Kumar Mr Ravinder (PRT) Mr. Tarun Kumar (PRT) Mr. Raman Sehgal (ASO)	Mr Sanjay Pal I/C Mr Sunil Kumar Gupta Ms Shweta Mr Gulsher Ahmad Ms Aastha Agarwal Mr R K Jain, ASO Mr Deepak (PRT)	<ul style="list-style-type: none"> <li>• Maintain register for complaints and repairs work for school building.</li> <li>• Raising the quotations for procurement of materials required for civil work electricity, &amp; plumbing</li> <li>• Monitoring of Vidyalaya infrastructure development and works in progress</li> <li>• Checking the cracks in the wall, tree/plants growth in the roof and side Walls, broken taps, seepage, electrical breakage, fan, light etc.</li> <li>• Informing Principal the areas of immediate attention</li> <li>• Monitoring and recording of repair work undertaken</li> <li>• Preparing the estimates and submitting request for procurement of Materials such as gitty (stone dust/ stones), sand, cement, taps, pipes, electric appliances etc. with clear justification.</li> <li>• Maintenance of record of stock registers.</li> <li>• Certifying the proper usage of material at appropriate and required places</li> </ul>
8.	Purchase Committee/Gem	Mr Raman Sehgal I/C Mrs. Deepshikha Ms Anshu Rani All Stock Incharges Ms Kirti Nigam	Mrs. Meenu Yadav I/C Ms Mamta Singh Ms Shalini Saxena Mrs Aayushi Ms Shobha Panchal All Stock Incharge	<ul style="list-style-type: none"> <li>• Collection of requisition from concerned department</li> <li>• Placing order to the firm as per quotation approved. Making stock entry by the stock holder Keeping record of consumption</li> <li>• To complete purchase procedure through Gem.</li> </ul>

			Ms Savita Mahindroo	
9	Furniture Committee/GEM	Ms Seema Kumari I/C Mr.Narender Singh  Mr Govind Narayan Jha All Class Tecaher	Ms Ditika Rawat I/C Ms Jyoti Mehta Mr Mithun Kumar All class Teacher	<ul style="list-style-type: none"><li>Preparing the list of articles for condemnation in the new format and Keep ready for Physical Verification.</li><li>Raising the indent of the Furniture required within the ceiling.</li><li>Maintenance of furniture register &amp; inventories in each class, lab, Departments, library, office etc regularly.</li><li>Checking of existence of furniture regularly.</li><li>Preparation of list of repairable and broken furniture.</li><li>Submission of requirements of shortage making inventory and monitoring</li></ul>
10	Discipline Committee and POCSO/POSH	<b>Secondary</b> Ms. Anjli Jain, VP Mr SK Nagar I/C <b>Sports Coaches</b> <b>Class Xi-Xi</b> Ms Asha Singh I/C Mr. Girish Ms. Neetu Javeriya Mr U.P Singh <b>Class IX &amp; X</b> Mr. Santosh Kumar Singh Ms Meenal Ms Swati <b>Class VI-VIII</b> Ms Rakhi I/C Ms Jyoti Sharma Sports Coach/Yoga Coach All class Teachers  <b>Primary</b> All Class Teacher	<b>Secondary</b> Mr. Sher Singh Mr Kapil Dev <b>Sports Coaches</b> <b>Class XI &amp; XII</b> Ms. Geeta gurrani I/C Ms. Nidhi Sharma Mr. Aakash <b>Class IX &amp; X</b> Mr. Gulsher -I/C Ms Shalini Mr Deepak Ms Alka <b>Class VI to VIII</b> Ms Jyoti Mehta -I/C Ms Mamta Singh Ms Ditika Rawat Ms Deenu Bharti & All class Teachers  <b>Primary</b> Ms Savita Mahindroo Ms Anajli singh Ms Ruchi Ms Himani Ms Charu	<ul style="list-style-type: none"><li>Checking of student's uniform, late comers, students not attending Assembly.</li><li>Checking of students' behavior in and outside the class.</li><li>Monitoring the movement of students in lines during arrival, departure And to ensure safe passage to students.</li><li>Checking of student's entry and exit in line from outside and inside School gates before morning assembly and after school hours. (With class teacher)</li><li>Conducting Discipline proceedings and submitting a report on such Inquiries conducted and outcome of the inquiry along with Recommendation.</li><li>A monthly report on discipline proceedings &amp; steps taken up and Observations made have to be submitted to Vice Principal</li><li>Checking the Movement of students in corridor without Out pass and recording the same to intimate Principal for addressing the issue to Class teacher Maintenance of records of related work</li></ul>

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11	Sports and SBSB Committee	<b>Secondary</b> Mr Sk Nagar I/C Yoga Teacher Coach  <b>Primary</b> <del>Mr Prince</del> Ms Shweta	<b>Secondary</b> Mr Kapil Dev Ms Alka Ms Shobha Panchal Ms Shweta Tiwari & all class Teachers Sport Coach  <b>Primary</b> Mr Rakesh Mr Deepak Mr Jagesh	<ul style="list-style-type: none"> <li>• Planning &amp; documentation of Vidyalaya sports activities, (Year Calendar).</li> <li>• Monitoring blocks period.</li> <li>• Purchasing required material.</li> <li>• Arrangement of sports meet as per KVS norms</li> <li>• Planning and conducting Annual Sports Day celebration.</li> <li>• Conducting SBSB activities as per KVS schedule</li> </ul>
12	Transportation /Excursion Committee	Mr Vivek Singh I/C Mrs.Renu Tyagi I/C  <b>Primary</b> Mrs.Richa Gupta	Mr Deepak (M) I/C Ms Jyoti Mehta Ms Deenu Bharti Ms Beena Bisht  <b>Primary</b> Mr Mithun <del>Ms Aastha</del> Ms Himani	<ul style="list-style-type: none"> <li>• To communicate with transport department of different sections coming to school.</li> <li>• Ensure that every child / transport section received information of holidays/extra classes/ Half day school/ PTA meeting/ any other situations where there is change in time of school.</li> <li>• Ensure that no child is left behind after the school hours due to the transportation.</li> <li>• Keeping records of all vehicles (including private), information of drivers &amp; owners of the vehicle.</li> <li>• Keeping record of all the students about their mode of transportation for coming to school.</li> <li>• Planning of educational tour of different classes as per KVS guidelines ensuring full safety and security of students.</li> <li>• Deciding the places to visit through formal discussions with Principal and submit a report</li> <li>• Through the register meant for the purpose of excursions to children.</li> <li>• Taking students to local places of educational and tourist interest.</li> <li>• Planning of entire arrangement (such as safety measures, communicating parents through NOC Letters, charting the buses, contacting the visiting places, taking permissions etc.)</li> <li>• Preparation of report of visited places &amp; student's feedback.</li> </ul>
13	Scout and Guide / Cub and Bulbul	Ms Rakhi I/C Mr.R.P Singh (Advance) Ms Lata(Advance) Ms Ragini Kumari(Basic) Ms Rakhi(Basic) CMS:Ms Suruchi(Basic) Ms Nisha Samant(Basic) Ms Shweta(Basic)	Ms Shweta Tiwari I/C Ms Anju Varma-Adv Ms Ditika Rawat- Basic Mr Gulsher Ahmad Mr Sanjay Pal Mr BC Kandwal Aayushi Mr kapil Dev	<ul style="list-style-type: none"> <li>• Registration of unit</li> <li>• Fresh registration for Pravesh, Cubs, &amp; Bulbuls, Scouts &amp; Guides.</li> <li>• Conducting upgrading camps &amp; celebrations related to scouts</li> <li>• Taking up Community development &amp; celebration related to scout</li> <li>• Submitting monthly reports &amp; carrying out other work related.</li> <li>• Escorting at different camps.</li> </ul>

		<b>Primary</b> Ms Sandhya Ms Uma Ms Ruchi Mr Jagesh Ms Sakshi Ms Himani Ms Charu Mr Mithun		
14.	Disaster Management/Fire fighting/Mock drill/Road safety Committee	<b>Secondary</b> Ms Deepshikha I/C Ms Neetu Javeria Ms Shashi Bala I/C Mr G N Jha (Road Safety)	<b>Secondary</b> Mr B C Kandwal I/C Mr Sanjay Pal Ms Beena (Road Safety) Ms Shalini Saxena	<ul style="list-style-type: none"><li>Following disaster management instructions &amp; S.O.P. provided by KVS.</li><li>Ensuring safety and security of entire Vidyalaya (students, staff, building, availability of portable water etc.)</li><li>Conducting mock drills</li><li>Taking initiative for organizing fire safety mock drills, workshops etc.</li><li>Inviting fire department for demonstration</li></ul>
15.	CS 54 and CS 11/Fee Record Committee	Ms. Meenal I/C	Mrs Kirti Chaudhary I/C Ms Jyoti Mehta	<ul style="list-style-type: none"><li>Maintenance of CS-54 &amp; CS-11 and its verification every month.</li><li>Submission of monthly statement of CS-54/ CS- 11</li></ul>
16.	Medical Checkup and First Aid Committee	<b>Secondary</b> Ms. Meenal I/C Nurse <b>Primary</b>	<b>Secondary</b> PGT (Eco.) I/C Mrs Aastha Agarwal Ms Deenu Bharti Nurse <b>Primary</b> Ms Sakshi Ms Jyoti	<ul style="list-style-type: none"><li>Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out.</li><li>Planning &amp; coordination with local doctors for a medical checkup for children twice a year.</li><li>Keeping record of medical checkup with the help of class teachers.</li><li>Keeping first aid item readily available.</li><li>Getting the books binded and keep a record after the medical checkup.</li><li>Making a list of differently abled students &amp; to inform class teacher</li></ul>
17.	Photography Committee	<b>Secondary</b> Ms Anshu Bhardwaj I/C Ms Kumud Ranjan Jha Ms Shashi Bala Computer Instructor: <b>Primary</b> Ms Shalini Tiwari	<b>Secondary</b> Mrs Shalu Gaur I/C Ms Beena Bisht Aayushi Computer Instructor: <b>Primary</b> All teachers Comp inst.	<ul style="list-style-type: none"><li>-To click photographs of all events of CCA, extra of CCA, extracurricular and Function.</li><li>-To Provide photograph for website updation &amp; reports.</li><li>- The Photograph should of high resolution.</li></ul>

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18.	Primary Resource Room (Activity Room) & TLM Procurement/CM P Committee	Ms Richa Gupta	Ms Savita Mahindroo Ms Anjali Singh Ms Ruchi 	<ul style="list-style-type: none"> <li>• Maintenance, beautification exploration &amp; development of resources within the room for the effective functioning and strengthening of Primary classes.</li> <li>• Planning of CMP room usage by PRTs'</li> <li>• Acquiring material, teaching aids, CD's books, play material etc., to display in the Activity room..</li> <li>• Submission on activities taken up.</li> <li>• Procurement of TLM as per the requirement of the teachers</li> <li>• Reviewing procurement of items monthly.</li> <li>• Preparation of year planner.</li> <li>• Planning, execution &amp; supervision of all the guidelines and changes to update the staff for proper implementation.</li> <li>• Supervision of Primary classes.</li> <li>• Documentation, communication and correspondence of the activities, information as and when required.</li> <li>• All works related to primary education.</li> <li>• Formation of Committees for smooth conduct of all activities to be done.</li> </ul>
19.	Food/Hospitality Reception & Refreshment Committee	Ms Shweta I/C Ms Nisha	Ms Himani I/C Ms. Uma 	<ul style="list-style-type: none"> <li>• Maintaining &amp; reporting CMP, FLN, NIPUN&amp; Fun day Records regularly.</li> <li>• Decorating the front elevation of the Vidyalaya &amp; reception formalities is made to the perfection.</li> <li>• Procurement and distribution of refreshment to the guests.</li> </ul>
20.	Vidyalaya Magazine/News Letter/Invitation Card/Certificate Writing Committee	<b>Secondary</b> Ms Shilpi Banerjee I/C <u>Ms Manisha</u> Ms Jyoti Sharma Mr R P Singh  <b>Primary</b> Ms Nisha (CMP News letter)	<b>Secondary</b> <u>Ms Raksad</u> I/C Mr. Sunil Ms Anju Verma Mr Mamta Mrs Shalu Gaur Ms Shobha Panchal  <b>Primary</b> Mrs Savita Mahindroo Ms Himani Ms Sandhya Ms Uma Sharma Ms Sakshi Computer Instructor	<ul style="list-style-type: none"> <li>• Planning, publication, communication and documentation of the Vidyalaya magazine as per schedule.</li> <li>• Collection of materials (including photographs) of all the events, special achievements (including retiring from services)</li> </ul>
21.	Preparation of Identity Card Committee	Ms Anubhuti I/C Computer Instructor :- 	Mrs Jyoti Mehta I/C Ms Deenu Bhatt Ms Rakhi PGT Eco 	Preparing Identity cards for all students ( Primary & Secondary)  

		Primary Comp Inst. Ms Jyoti		
22.	Subject  Committee  Convenors	Eng: Ms <u>Shilpi Banerjee</u> Hindi: Ms Neetu Sharma Science: Ms Neetu Javeria Maths: Mr GP Pandey SST: Mr Girish Primary Ms Ruchi Gupta (For Maintenance of Register)	<b>Secondary:</b> As above  <b>Primary</b> Ms Himani (Eng) Ms Swati (Hindi) Ms Ruchi (Math) Ms Sakshi (EVS)	<ul style="list-style-type: none"><li>Conducting monthly meeting on agenda pre decided and got approved By the Principal.</li><li>These points are suggestive but not exhaustive and In charge of subject committee can explore more and make committee meeting Should be novel so that a fruitful outcome is realized.</li></ul>
23.	Monthly Report (ICT, Enrollment, Maintenance of class room - CCTV Cameras & UBI Portal Fee Verification Committee/Webs it e Checking and Uploading Committee	Ms Khushboo Aggarwal (UBI/UDISE) Ms Anshu Rani (E Classroom/CCTV/Website Checking and Uploading Ms Vaishali (Enrollment) Ms Meenal Agarwal (Daily Attendance)	Mr Kirti Chaudhary I/C Mr Deepak Kumar (M) Mr Rohit, JSA Comp Inst.	<ul style="list-style-type: none"><li>Updating enrolment (of students class-wise and section-wise), Staff vacancy position, Computer infrastructure data</li><li>Monitoring of second Verification of fees at UBI Portal</li><li>And Other allied information required by KVS.</li><li>Updating of Vidyalaya website once in every fortnight and as when it is required.</li><li>Keeping secondary use of ICT in E-Classroom</li></ul>
24.	A.V.Aids, Teaching Aids & PA System	Mr. Umesh Prasad Singh I/C (TCM) Ms Monika Verma (PA System & AV.Aid) Mr Govind Narayan N. Jha	Mr Abhshek I/C TLM Mr Mithun Mr Sanjay Pal Ms Shobha Panchal	<ul style="list-style-type: none"><li>Procurement of teaching aids.</li><li>Keeping a record of use of TLM class wise and teacher wise.</li><li>Maintenance of records.</li></ul>
25.	Career Guidance and Counseling /Adoloscence Education Programme Committee	Ms Shilpi Singh I/C Counsellor	Ms Nidhi Sharma I/C Ms Geeta Gurnani Ms Poonam Counsellor	<ul style="list-style-type: none"><li>Planning, organizing, reporting and documentation of (minimum 6) Counseling session.</li><li>Collection of information and providing to students.</li><li>Arrangement of Guest Lectures. Submission of monthly report.</li><li>Organizing PT meeting, creating awareness among parents and children about the changes in adolescent (adult) stage Awareness about sexual diseases, Solution for stress related problems</li><li>Planning, Preparation and conducting the programs Submitting a monthly report to Principal</li></ul>



26.	Aweakened Citizen Programme	Ms Swati Omer I/C <b>Primary</b> Ms Shubhra Sethi Ms Amita Aggarwal	Ms Shweta Lib I/C Ms Beena Bisht Ms Shobha Panchal <b>Primary</b> PRT 2 Ms Swati	Reporting, documentation and implementation of the programme as per KVS guidelines.
27.	Science Exhibition/NCSC/ N TSE/Science olympiad/manak inspired/maths olympiad Committee	<b>Secondary</b> Ms Neetu Javeria I/C Ms Asha Singh Mr G P Pandey (Maths Olympiad) All Science, Maths & CS Teachers <b>Primary (All Subject Olympiad)</b> Mr Prince I/C Ms Shalini Mrs. Asha Singh	<b>Secondary</b> Ms Poonam I/C Ms Geeta Mr R K Sharma Ms Ditika Mr Deepak (M) All Science, Maths & CS Teachers <b>Primary (All Subject Olympiad)</b> Ms Sandhya Mrs. Geeta Gurnani	<ul style="list-style-type: none"> <li>Planning the exhibition themes and models in advance and start synopsis preparation</li> <li>Conducting mock exhibition well before the exhibitions scheduled as per KVS</li> <li>Selecting the best models and the suggestions for improvement</li> <li>Getting the new models ready before the exhibition to begin.</li> </ul>
28.	EBSB/Youth Parliament/Social Science Exhibition/Integrity Club/AZADI KA AMRIT MAHOTSAV (Activities to be done as per KVS circular)	Ms K R Jha I/C Mr. Girish Kumar Mr U P Singh PGT (Pol.Sci.) Mr G R Jha Ms Nisha Mr. Varun Pratap	Ms Rakhi I/C Mr B C Kandwal Mr Abhishek PGT Pol Sci Mrs Shalu Gaur Mr Mithun All Language & Social Science Teachers	<ul style="list-style-type: none"> <li>Planning the exhibition themes and models in advance and start synopsis preparation</li> <li>Conducting mock exhibition well before the exhibitions scheduled as per KVS</li> <li>Selecting the best models and the suggestions for improvement</li> <li>Getting the new models ready before the exhibition to begin.</li> <li>Promoting National integrity.</li> </ul>
29.	Staff and Student Grievance Committee	Ms Anjali Jain I/C Ms GP Pandey Mr Girish Kumar Ms Shashi Bala Ms Manisha Mr. Narender Singh	Mr Sher Singh I/C Ms Meenu Yadav Mrs. B. C Kandwal Mrs. Jyoti Mehta Mr Gulsher Mrs Savita Mahindroo Ms Anjali Singh	Documentation, enquiring & reporting of grievances/ complaints Regarding women & any staff member.
30.	Documentation, enquiring & reporting of grievances/ complaints	Mr Shilpi Singh I/C Mr R P Singh Ms Jyoti (Hindi) Ms Swati Omar (English)	Mr Aakash I/C Ms Mamta Singh (Hindi) Mrs Anju Verma (Eng) Ms Uma Sharma	<ul style="list-style-type: none"> <li>Arrangement of staff meeting.</li> <li>Compilation &amp; reporting of all points discussed in the staff meeting</li> </ul>

regarding women & any staff member			
31. NEP/FLN Committee	Ms K R Jha I/C	Mr Aakash-NEP I/C Ms Savita Mahindroo Comp Inst Mr Abhay Pratap Singh	To Conduct Various Activities as per KVS Guidelines and make report, Collect photograph, videos, assessment record.
32. PM Shri	Ms Shilpi Singh I/C Mrs. Seema Kumari  <b>Primary</b> Ms Babita	Ms Poonam I/C Ms Nidhi Sharma Ms Abhishek  <b>Primary</b> Mrs Savita Mahindroo Ms Anjali Singh Ms Ruchi	To Conduct Various Activities as per KVS Guidelines and make report, Collect photograph & videos / before and after implementation. Expenditure and amount as per budget allocator
33. Garden maintenance & Beautification of Vidyalaya Committee/Eco & Nature Club/Green School	Ms Deepshikha I/C Ms Renu Tyagi Mr Vivek Singh TGT (Sci.)	Mrs Meenu Yadav I/C Ms Shalu Gaur Ms Nidhi Sharma Ms. Ditiika Ms Swati Ms Sakshi Mr Jagesh Ms Neha	<ul style="list-style-type: none"> <li>Garden maintenance observation and making suggestions to gardener.</li> <li>Making Rangoli on various events.</li> <li>Monthly review of garden and suggestions for improvement</li> <li>Submitting monthly review of garden &amp; Beautification of Vidyalaya</li> <li>Raising the requirement for Garden and Vidyalaya beautification Developing of kitchen Garden.</li> </ul>
34. Hindi Rajbhasha	Ms Jawala Parshad I/C Ms Ragini Kumari Ms Vaishali	Ms Deenu Bharti I/C Ms Manita Singh Ms Aastha Mr Rohit	<ul style="list-style-type: none"> <li>Planning, communication, documentation &amp; reporting of work done in Hindi in the vidyalaya periodically in all aspects. Planning, conducting reporting of Rajbhasha related work such as hindi pakhwada / Mah, Hindi classes, Hindi Tests, Hindi workshop setc with the involvement of Students &amp; teachers.</li> </ul>
35. NIE (Newspaper in Education)	Mr. Santosh Kumar Singh I/C	Ms Shweta Tiwari I/C PRT 1 PRT 2	<ul style="list-style-type: none"> <li>(a) Coordinating with the newspaper agencies for newspaper subscription</li> <li>(b) Collecting money from students for enrollment in the programme</li> <li>(c) Organizing related events/workshops throughout the year by Coordination with the newspaper agency.</li> </ul>
36. Open School	Mr Girish I/C Mr R P Singh	Mr Sanajay Pal I/C Mr Gulsher	Maintaining NIOS records and conducting NIOS classes.

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37.	Library Committee	Chair Person Principal Mr. Yatender Singh Ms Manisha Sharma Ms Rakhi Primary Ms Babita Ms Lata Joshi Ms Anu Mittal	Principal -Chair Person Ms Shweta Tiwari Ms Meenu Yadav Primary Ms Artee Ms Sandhya Ms Himani	To Encourage reading habits among students. Purchase of new books as per norms and requirement. Weeding out old books. Work out a programme for effective use of all types of library material.
38.	Canteen Committee	Ms Seema Kumari I/C Ms Deepshikha Primary	Mr R K Sharma I/C Mrs Poonam Ms Kirti Chaudhary Ms Savita Mahindroo Primary Ms Jyoti Mr Jagesh Mr Deepak	Supervising the Functioning of canteen. Checking the quality of food being served in the canteen. Monitoring the cleanliness and hygiene of the canteen.
39.	Alumni Association & Achievement Record	Ms Asha Singh I/c Ms Kumud Ranjan Jha Mr Jawala Parsad	Ms Geeta Gurnani I/C Ms Jyoti Mehta Ms Aayushi Mr Abhishek	Collection of data from different sources. Display of alumni details in alumni portal of vidyalaya website. Planning for alumni meeting.
40.	School Band	Mr. Santosh Kumar Singh I/C Mr G N Jha		- To prepare school band activities as per kvs order. - To monitor the attendance/ Band Coach. - To get the band articles repaired time to time.
41.	SC/ST/MINORITY / OBC (All Delhi Government Scholarship)	Ms Rashmi Harit I/C Mrs. Neetu Javeriya	Ms Meenu Yadav I/C Ms Alka Ms Deenu Bharti	Documentation, enquiring & reporting of grievances/ complaints regarding SC/ST /OBC/Minorities & Physically, Handicapped

	Committee			
42.	Publication/Report Writing/Media Committee	Ms K R Jha I/C Ms Swati Omar Ms Richa Gupta	Mr Kapil Dev I/C Ms Anju Verma Ms Beena Bisht Ms Aastha	-To Publish important events, functions, achievements/student/teachers In the daily newspaper. -To prepare report& publish best photograph.
43.	Vidyalaya Plan/Assessment Tool	Ms Anjali Jain Mr G P Pandey Mr.S.K Nagar	Mr Sher Singh Mr R K Sharma Ms Kirti Chaudhary Ms Savita Mahindroo	To Maintain record as per KVS Guidelines
44.	Sexual Harassment Committee	Principal Chairperson -VMC Member Ms Neetu Javeriya- Member Ms Asha Singh -Member Ms Shilpi-Member PGT(Eng) Mr RP Singh	Principal-Chairperson -VMC Member Ms Rakhi-Member Ms Meenu Yadav- Member Ms Alka-Member Mr. Aakash Mr Aastha Agarwal	
45	Minutes of Meeting			
46	USIDE	Ms Khushboo I/C Ms Anubhuti Sharma	Ms Kirti I/C Ms Jyoti Mehta s	

Q.M.