

पी.एम.श्री. केंद्रीय विद्यालय ए.जी.सी.आर. कॉलोनी दिल्ली - 110092

PM SHRI Kendriya Vidyalaya , A.G.C.R. Colony, Delhi 110092

विभाग समितियां सत्र 2026-27

Committees for session 2026-27

01.04.2026 से लागू (w.e.f. 01.04.2026)

S.N	NAME OF COMMITTEE	MEMBERS SHIFT-I	MEMBERS SHIFT-2	DUTIES
1.	Academic and Administrative Support Committee	<p>Secondary</p> <p>VP Ms Shilpi Singh All Subject Conveners</p> <p>Primary Mr. N P Srivastav, HM Ms Puneeta Sharma Mr Ashwani Kumar</p>	<p>Secondary</p> <p>Mr Sher Singh (VP) Mrs Geeta Gurnani All Subject Conveners</p> <p>Primary Ms. Anjali Singh Ms.Himani Rastogi Ms.Artee Kundan</p>	<ul style="list-style-type: none"> • Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. • The Sr. PGTs' will also contribute their might in dealing with academi works. They will be given the responsibility to prepare plan and schedule for Notebooks (C/w & H/w) checking. • Preparing academic calendar department wise for 2026-27. • Planning Execution & supervision of the implementation of academic and co-curriculum activities & routine work. • Assisting, advisory and supporting the Principal to take decision during Emergencies and in routine work. • To make co-ordination with other teachers and duties to be assigned For Remedial classes/ Gate duty. Any other related work. • To ensure timely reporting of students and teachers in classes.
2.	Admission Committee	<p>Secondary (Class I to XI Fresh Admission)</p> <p>VP Ms Shilpi Singh I/C Ms Anshu Rani Singh Ms Lata Ms.Shweta All Class teachers of Class I</p> <p>Mr.Umesh Prasad Singh,</p>	<p>Secondary (Class I to XI Fresh Admission)</p> <p>Mr Sher Singh , VP Mr R K Sharma I/C Ms. Kirti Choudhary Ms Shweta Tiwari Ms Anjali Singh All Class teachers of Class I</p> <p>Ms Nidhi I/C (TC Cases)</p>	<ul style="list-style-type: none"> •To plan admission procedure as per KVS guidelines. •Planning, execution, dissemination & supervision to ensure error free Registration. •Maintenance of the admission records i.e. registration, provisional list, waiting lists, category wise details of admission etc. •Supervision of SR registers i.e. completion of detailed & correct entries from admission form. •Coordination with Examination department for conducting tests/ examination for fresh Admission in the class. •Any other correspondence related to the admission department.

	CCA/Morning Assembly/Flag Hoisting Committee	Secondary Mr . R.P. Singh I/C Ms Swati Ms Surekha Ms Monika Verma Mr G. N. Jha Mr S K Nagar All Coaches Primary Ms.Kirti Nigam I/C Mr.Ravinder Ms Richa	Secondary Mr.Sunil Kumar Gupta I/C Ms Aastha Agarwal Ms Anju Verma Mr Mithun TGT (PH&E) & All coaches Primary Ms Anjai Singh I/C Ms Sakshi Ms Artee	<ul style="list-style-type: none"> • Duty allotment and monitoring of assembly program. • Important announcements in the assembly. • Planning & preparing students for various activities. • Preparation of duty chart of flag hoisting. • Arrangement of mike for assembly programme.
6.	Cleanliness & Conservancy Monitoring Committee	Secondary Ms.Poonam Yadav I/C Ms Shashi Bala Ms Meenal Agrawal Ms. Shweta Sonkar Mr RP Singh Ms Swati Omer Ms Jyoti Sharma Primary Ms Richa Gupta I/C Ms Neetu Kumari Mr Ranjan	Secondary Ms.Nidhi Sharma, I/C Mr B.C, Khandwal PGT Eco Ms Shalini Saxena Ms Anju Varma Ms Aastha Agarwal Mrs Shweta Tiwari Primary Ms Anjali Singh I/C Mr Jagesh Mr.Rakesh Bhardwaj	<ul style="list-style-type: none"> • Procuring materials for cleanliness for entire school campus (if required). • Distribution of such materials to housekeeping staff regularly. • Assigning duties to wing in charges, cleanliness monitors, Housekeeping staff. • Proper monitoring of school cleanliness (including class rooms, departments, Corridors, assembly ground, playground etc.) with the help of wing in Charges and cleanliness monitor. • Keeping records of attendance of housekeeping staff, work done by them, use of materials and any other related work. • Reporting the performance report of housekeeping staff regularly.
7.	M & R Committee (School Building) (Civil, Electrical & Plumbing)	Ms Monika Verma I/C Mr Santosh Kumar Singh Mr Ravinder (PRT) Mr. Tarun Kumar(PRT)	Mr Sanjay Pal I/C Mr Sunil Kumar Gupta Mr Gulsher Ahmad Mr Deepak (PRT)	<ul style="list-style-type: none"> • Maintain register for complaints and repairs work for school building. • Raising the quotations for procurement of materials required for civil work electricity, & plumbing • Monitoring of Vidyalaya infrastructure development and works in progress • Checking the cracks in the wall, tree/plants growth in the roof and side Walls, broken taps, seepage, electrical breakage, fan, light etc. of the Vidyalaya & Informing Principal the areas of immediate attention • Monitoring and recording of repair work undertaken • 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.

				<ul style="list-style-type: none"> • Maintenance of record of stock registers. • Certifying the proper usage of material at appropriate and required places
8.	Purchase Committee/Gem	<p>Mr Jawala Parshad I/C Mrs.Deepshikha Ms Anshu Rani</p> <p>Ms Kirti Nigam</p>	<p>Mrs.Meenu Yadav I/C Ms Mamta Singh Ms Shalini Saxena</p> <p>Ms Anjali Singh</p>	<ul style="list-style-type: none"> • Collection of requisition from concerned department • Placing order to the firm as per quotation approved. Making stock entry by the stock holder Keeping record of consumption • To complete purchase procedure through GEM.
9	Furniture Committee/GEM	<p>Ms Seema Kumari I/C Mr.Ritesh Kumar Mr.Narender Singh</p> <p>Mr Govind Narayan Jha All Class Teacher</p>	<p>Ms Ditika Rawat I/C Ms.Shobha Panchal Ms Jyoti Mehta</p> <p>Mr Mithun Kumar All class Teacher</p>	<ul style="list-style-type: none"> • Preparing the list of articles for condemnation in the new format and Keep ready for Physical Verification. • Raising the indent of the furniture required within the ceiling. • Maintenance of furniture register & inventories in each class, lab, Departments, library, office etc regularly. • Checking of existence of furniture regularly. • Preparation of list of repairable and broken furniture. • Submission of requirements of shortage making inventory and Monitoring
10	Discipline Committee and	<p>Secondary VP Mr SK Nagar I/C</p> <p>Class XI- XII Ms Asha Singh I/C Ms Kumud Ranjan Jha Ms.Poonam Yadav Mr U.P Singh</p> <p>Class IX & X Mr.Santosh Kumar Singh Ms Meenal Ms Swati</p> <p>Class VI-VIII Ms Rakhi I/C Ms Jyoti Sharma Sports Coach/Yoga Coach All class Teachers</p>	<p>Secondary Mr. Sher Singh, VP TGT PH&E</p> <p>Class XI & XII Ms. Geeta Gurnani I/C Ms. Nidhi Sharma Mr. Aakash PGT(History)</p> <p>Class IX & X Mr. Gulsher -I/C Mr Deepak Ms Alka</p> <p>Class VI to VIII Ms Jyoti Mehta -I/C Ms Deenu Bharti Sports Coach/ Yoga Coach All Class Trs</p>	<ul style="list-style-type: none"> • Checking of student's uniform, late comers, students not attending Assembly. • Checking of students' behavior in and outside the class. • Monitoring the movement of students in lines during arrival, departure And to ensure safe passage to students. • 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) • Conducting Discipline proceedings and submitting a report on such Inquiries conducted and outcome of the inquiry along with Recommendation. • A monthly report on discipline proceedings & steps taken up and Observations made have to be submitted to Vice Principal • 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

		Primary Mr. N.P Shrivastava I/C Ms.Neetu Kumari Mr.Ranjan	Primary Ms Sandhya I/C Ms Anjali Singh Ms Himani	
11	Sports and Games Committee	Secondary Mr Sk Nagar I/C Mr.Ritesh Kumar Mr.Santosh Kumar Singh Ms.Ragini Kumari Yoga Coach Sports Coach Primary Mr.Bijender Kumar I/C Mr.Tarun Ms.Anu Mittal	Secondary TGT (PH&E) I/C Mr.Gulsher Ms Shobha Panchal Ms Shweta Tiwari Yoga Coach Sports Coach Primary Mr Rakesh I/C Mr Deepak Mr Jagesh	<ul style="list-style-type: none"> • Planning & documentation of Vidyalaya sports activities, (Year Calendar). • Monitoring blocks period. • Purchasing required material. • Arrangement of sports meet as per KVS norms • Planning and conducting Annual Sports Day celebration. • Conducting SBSB activities as per KVS schedule
12	Transportation /Excursion Committee	Mr Vivek Singh I/C Mrs.Renu Tyagi Ms.Sonali Primary Mr. Jatin Ms.Seema Rani	Mr Deepak (M) I/C Ms Deenu Bharti Ms Beena Bisht Primary Mr Mithun Ms Uma Sharma	<ul style="list-style-type: none"> • To communicate with transport department of different sections coming to school. • 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. • Ensure that no child is left behind after the school hours due to the transportation. • Keeping records of all vehicles (including private), information of drivers & owners of the vehicle. • Keeping record of all the students about their mode of transportation for coming to school. • Planning of educational tour of different classes as per KVS guidelines ensuring full safety and security of students. • Deciding the places to visit through formal discussions with Principal and submit a report through the register meant for the purpose of excursions to children. • Taking students to local places of educational and tourist interest. • Planning of entire arrangement (such as safety measures, communicating parents through NOC Letters, charting the buses, contacting the visiting places, taking permissions etc.) • Preparation of report of visited places & student's feedback.

	Scout Guide Cub Bulbul	Mr.R.P Singh I/C Mr.Santosh Kumar Singh Ms Rakhi I/C Ms Ragini Kumari Mr.Narender Singh, I/C Mr.Ravinder Ms Lata, I/C Ms Nisha Samant Ms Shweta	Mr Gulsher Ahmad I/C Mr Sanjay Pal Mr BC Kandwal Ms Shweta Tiwari I/C Ms Anju Varma Ms Ditika Rawat Aayushi Mr Mithun I/C Mr Vikash Mr Jagesh Ms. Uma Sharma I/C Ms Sakshi Ms. Himani Ms Charu	<ul style="list-style-type: none"> • Registration of unit • Fresh registration for Pravesh, Cubs, & Bulbuls, Scouts & Guides. • Conducting upgrading camps & celebrations related to scouts • Taking up Community development & celebration related to scout • Submitting monthly reports & carrying out other work related. • Escorting at different camps.
14.	Disaster Management/Fire fighting/Mock drill/Road safety Committee	Secondary Ms Kunjan Chugh I/C Mr.Santosh Kumar Singh Ms Surekha Mr G N Jha	Secondary Ms Meenu Yadav I/C Mr Sanjay Pal Ms Beena Ms Shalini Saxena	<ul style="list-style-type: none"> • Following disaster management instructions & S.O.P. provided by KVS. • Ensuring safety and security of entire Vidyalaya (students, staff, building, availability of portable water etc.) • Conducting mock drills • Taking initiative for organizing fire safety mock drills, workshops etc. • Inviting fire department for demonstration
15.	CS 54 and CS 11/Fee Record Committee Daily Attendance	Ms. Meenal I/C Ms. Jyoti Sharma	Mrs Kirti Chaoudhar I/C Ms Jyoti Mehta	<ul style="list-style-type: none"> • Maintenance of CS-54 & CS-11 and its verification every month. • Submission of monthly statement of CS-54/ CS- 11
16.	Medical Checkup and First Aid Committee and I/C Medical Room	Secondary Ms .Shweta Sonkar I/C Ms.Renu Tyagi Nurse Primary Ms.Nisha Samant, I/C Ms.Richa Gupta	Secondary Ms.Shalini Saxena I/C Mrs Aastha Agarwal Ms Deenu Bharti Nurse Primary Ms Sakshi, I/C Ms Jyoti	<ul style="list-style-type: none"> • Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out. • Planning & coordination with local doctors for a medical checkup for children twice a year. • Keeping record of medical checkup with the help of class teachers. • Keeping first aid item readily available. • Getting the books binded and keep a record after the medical checkup. • Making a list of differently abled students & to inform class teacher

	Photography Committee	Secondary Ms Kumud Ranjan Jha I/C Ms Shashi Bala Computer Instructor: Primary Mr Narender Singh Mr.Tarun	Secondary Mrs Shalu Gaur I/C Ms Beena Bisht Aayushi Computer Instructor: Primary Mr.Abhay Pratap Ms.Uma	-To click photographs of all events of CCA, extra of CCA, extracurricular and Function. -To Provide photograph for website updation & reports. - The Photograph should of high resolution.
18.	Primary Resource Room (Activity Room) & TLM Procurement/CM P	Ms Richa Gupta I/C Ms.Beena Singh Ms.Anu Mittal	Ms.Sandhya I/C Mr.Vikas Mr.Rakesh	<ul style="list-style-type: none"> • Maintenance, beautification exploration & development of resources within the room for the effective functioning and strengthening of Primary classes. • Planning of CMP room usage by PRTs' • Acquiring material, teaching aids, CD's books, play material etc., to display in the Activity room.. • Submission on activities taken up. • Procurement of TLM as per the requirement of the teachers Reviewing procurement of items monthly. • Preparation of year planner. • Planning, execution & supervision of all the guidelines and changes to update the staff for proper implementation. • Supervision of Primary classes. • Documentation, communication and correspondence of the activities, information as and when required. • All works related to primary education. • Formation of Committees for smooth conduct of all activities to be done. Maintaining & reporting CMP, FLN, NIPUN& Fun day Records regularly.
19.	Food/Hospitality Reception & Refreshment Committee	Ms Anubhuti Sharma I/C Ms Nisha Samant Ms.Neetu Kumari	Ms Himani I/C Ms.Uma Ms.Swati Choudhary	<ul style="list-style-type: none"> • Decorating the front elevation of the Vidyalaya & reception formalities is made to the perfection. Procurement and distribution of refreshment to the guests.
20.	Vidyalaya Magazine/News Letter/Invitation Card/Certificate Writing Committee	Secondary Dr Suprabha Vaid I/C Mr Jwala Prasad Ms Jyoti Sharma Mr R P Singh Mr Varun Pratap	Secondary Mr Aaksah I/C Mr.Sunil Ms Anju Verma Mr Mamta Mrs Shalu Gaur Ms Shobha Panchal	<ul style="list-style-type: none"> • Planning, publication, communication and documentation of the Vidyalaya magazine as per schedule. Collection of materials (including photographs) of all the events, special achievements (including retiring from services)

		Primary Mr.Ravinder I/C Ms.Puneeta Ms Nisha	Primary Ms Sandhya I/C Mrs Anjali Singh Ms Himani	
21.	Preparation of Identity Card Committee	Ms Anubhuti I/C Ms.Meenal Ms.Sonali Primary Mr.Ranjan Kumar Mr.Bijender	Mrs Jyoti Mehta I/C Ms Deenu Bharti PGT (Hist.) Primary Comp Inst. Ms Jyoti Mr.Jagesh	Preparing Identity cards for all students (Primary & Secondary)
22.	Subject Committee Conveners	Eng:Ms Shilpi Singh Hindi: Mr Jawala Prasad Science: Ms Asha Singh Maths: Mr GP Pandey SST:Ms K.R. Jha Primary Mr N.P. Shrivastava, HM Ms Seema Rani	Eng:Mr.Aakash Hindi: Mr.S.K Gupta Science: Ms.Geeta Gurnani Maths: Mr R.K Sharma SST:Mr.B.C Khnadwal Primary HM Ms Sandhya	<ul style="list-style-type: none"> Conducting monthly meeting on agenda pre decided and got approved By the Principal. 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. <p>(For Maintenance of Register)</p>
23.	Monthly Report (ICT, Enrollment, Maintenance of class room - CCTV Cameras & UBI Portal Fee Verification Committee/Website Checking and Uploading Committee	Ms Anshu Rani I/C Ms Vaishali (Enrollment) Ms Meenal Agarwal (Daily Attendance)	Mr Kirti Chaudhary I/C Mr Deepak Kumar (M) Data Entry Operator Mr R.K.Sharma (Daily Attendance)	<ul style="list-style-type: none"> Updating enrolment (of students class-wise and section-wise), Staff vacancy position, Computer infrastructure data Monitoring of second Verification of fees at UBI Portal And Other allied information required by KVS. Updating of Vidyalaya website once in every fortnight and as when it is required. Keeping secondary use of ICT in E-Classroom
24.	A.V. Aids, Teaching Aids PA System	Mr.Umesh Prasad Singh I/C (TLM) Ms Monika Verma Mr Govind Narayan N. Jha	PGT History I/C TLM Mr Mithun Mr Sanjay Pal Ms Shobha Panchal	<ul style="list-style-type: none"> Procurement of teaching aids. Keeping a record of use of TLM class wise and teacher wise. Maintenance of records.

	Career Guidance and Counseling /Adolescence Education Programme Committee	Dr Suprabha Vaid I/C Mr Vivek Kumar Ms Shweta Sonkar Counsellor	Ms Nidhi Sharma I/C Ms Meenu Yadav Ms Ditika Counsellor	<ul style="list-style-type: none"> · Planning, organizing, reporting and documentation of (minimum 6) Counseling session. · Collection of information and providing to students. · Arrangement of Guest Lectures. Submission of monthly report. · 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 · Planning, Preparation and conducting the programs Submitting a monthly report to Principal
26.	Awakened Citizen Programme	Ms Swati Omer I/C Mr Varun Pratap Ms Surekha Primary Ms Ms Beena Singh Ms Neetu Kumari	Ms Shweta Lib I/C Ms Beena Bisht Ms Shobha Panchal Primary Mr Jagesh I/C Ms Mahima	Reporting, documentation and implementation of the programme as per KVS guidelines.
27.	Science Exhibition/ NCSC/ NTSE/ Science Olympiad/ Manak inspired/ Math's Olympiad Committee	Secondary Ms Deepshikha I/C Ms Asha Singh Mr G P Pandey (Maths Olympiad) All Science, Maths & CS Teachers Primary (All Subject Olympiad) Mr Narender Sngh I/C Mr Ashwini	Secondary Ms Meenu Yadav I/C Ms Geeta Gurnani Mr R K Sharma Ms Ditika Mr Deepak (M) All Science, Maths & CS Teachers Primary (All Subject Olympiad) Ms Sandhya Ms Jyoti	<ul style="list-style-type: none"> · Planning the exhibition themes and models in advance and start synopsis preparation · Conducting mock exhibition well before the exhibitions scheduled as per KVS · Selecting the best models and the suggestions for improvement Getting the new models ready before the exhibition to begin.
	ISRO/ YUVIKA STEM	Mrs. Asha Singh I/C	Mrs.Geeta Gurnani I/C	
28.	EBSB/ Youth Parliament/ Social Science Exhibition/ Integrity Club/ AZADI KA AMRIT MAHOTSAV (Activities to be done as per KVS circular) Committee	Mr Ritesh Kumar I/C Mr .Jawala Prasad Mr U.P Singh PGT (Pol. Sci.) Mr G N Jha PGT ECO Mr. Varun Pratap All Language & Social Science Teachers	Mr B C Kandwal I/C PGT History PGT Pol Sci. PGT (Eco) Mrs Shalu Gaur Mr Mithun All Language & Social Science Teachers\	<ul style="list-style-type: none"> · Planning the exhibition themes and models in advance and start synopsis preparation · Conducting mock exhibition well before the exhibitions scheduled as per KVS · Selecting the best models and the suggestions for improvement Getting the new models ready before the exhibition to begin. Promoting National integrity.

	Staff Grievance Committee	VP Ms GP Pandey Mr.U.P Singh Mr.Santosh Kumar Singh Ms Shashi Bala	Mr Sher Singh, VP I/C Ms Meenu Yadav Mr. B. C Kandwal Mrs. Jyoti Mehta Mr Gulsher Ahmed	Documentation, enquiring & reporting of grievances/ complaints Regarding women & any staff member.
30.	Student enquiry & reporting of grievances/ complaints	Mr Shilpi Singh I/C Mr Jawala Prashad Mr R P Singh	Ms.Geeta Gurnani, I/C Ms Mamta Singh (Hindi) Mrs Anju Verma(Eng)	Arrangement of staff meeting. Compilation & reporting of all points discussed in the staff meeting
31.	CPD	Ms K R Jha I/C Ms Kunjan Chugh Mr.N.P Shrivastava Mr.Ashwani	Mr Rajeev Kumar Sharma I/C Mr.Aakash Ms Sandhya Ms Swati	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	Ms Poonam I/C Ms Nidhi Sharma	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	Mr Vivek Singh I/C Ms Deepshikha Ms Renu Tyagi Ms Shweta Sonkar Mr.Bijender Ms.Shweta Ms.Neetu Kumari	Mrs Meenu Yadav I/C Ms Shalu Gaur Ms Nidhi Sharma Ms. Ditika Ms Swati Ms Sakshi Mr Jagesh Ms Neha	<ul style="list-style-type: none"> • Garden maintenance observation and making suggestions to gardener. • Making Rangoli on various events. • Monthly review of garden and suggestions for improvement • Submitting monthly review of garden & Beautification of Vidyalaya • Raising the requirement for Garden and Vidyalaya beautification Developing of kitchen Garden.
34.	Hindi Rajbhasha	Ms Jawala Parshad I/C Ms.Surekha Ms.Jyoti Sharma	Mr.S.K Gupta I/C Ms Mamta Singh Ms Aastha	Planning, communication, documentation & 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 & teachers.
35.	NIE (Newspaper in Education)	Mr Yatender Singh I/C	Ms Shweta Tiwari I/C	(a) Coordinating with the newspaper agencies for newspaper subscription (b) Collecting money from students for enrollment in the programme (c) Organizing related events/workshops throughout the year by Coordination with the newspaper agency.
	Library	Mr.Yatender Singh I/C	Ms Shweta Tiwari I/C	To Encourage reading habits among students.

	Committee	Mr. Jawala Parshad Ms Surekha Ms. Ragini	PGT(Hist) Ms Mamta Singh Ms. Anju Verma	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.
		Primary Ms. Kirti Nigam Ms Lata Joshi Ms Anu Mittal	Primary Ms Artee Ms Sandhya Ms Himani	
37.	Canteen Committee	Ms Deepshikha I/C PGT Eco Ms. Sonali Ms. Shweta	Mr R K Sharma I/C Mrs Poonam Ms Kirti Chaudhary PGT(Hist.)	Supervising the Functioning of canteen. Checking the quality of food being served in the canteen. Monitoring the cleanliness and hygiene of the canteen.
		Primary Mr. Ranjan Mr. Jatin Mrs. Richa	Primary Ms Jyoti Mr Jagesh Mr Deepak	
38.	Alumni Association & Achievement Record	Ms Asha Singh I/C Ms. Suprabha Vaid Ms Kumud Ranjan Jha Mr. Jawala Parsad	Ms Geeta Gurnani I/C Mr. B. C Khandwal Ms Jyoti Mehra Ms Aayushi	<ul style="list-style-type: none"> Collection of data from different sources. Display of alumni details in alumni portal of vidyalaya website. Planning for alumni meeting.
39.	School Band	Mr. Santosh Kumar Singh I/C Mr G N Jha	-	<ul style="list-style-type: none"> -To prepare school band activities as per KVS order. -To monitor the attendance/ Band Coach. - To get the band articles repaired time to time.
40.	SC/ST/MINORITY / OBC (All Delhi Government Scholarship) Committee	Ms Deepshikha I/C Mr. Vivek Singh Mr. Ritesh Kumar	Ms Meenu Yadav I/C Ms Alka Ms Deenu Bharti	<ul style="list-style-type: none"> Documentation, enquiring & reporting of grievances/ complaints regarding SC/ST /OBC/Minorities & Physically, Handicapped
41.	Publication/Report Writing/Media Committee	Ms K R Jha I/C Ms Swati Omar Ms Richa Gupta	Ms Aastha I/C Ms Anju Verma Ms Beena Bisht	<ul style="list-style-type: none"> -To Publish important events, functions, achievements/ student/teachers in the daily newspaper. -To prepare report& publish best photograph.

	dyalaya Plan/Assessment Tool	Ms Shilpi Singh I/C Mr G P Pandey MS.Anshu Rani Mr.N.P Shrivastava	Mr Sher Singh, VP I/C Mr R K Sharma Ms Kirti Chaudhary Ms Sandhya	To Maintain record as per KVS Guidelines
43.	POCSO/ POSH	Ms Shilpi Singh I/C Ms Asha Singh Ms Deepshikha Mr Jawala Prasad	Ms Poonam I/C Mr Sunil Kumar Gupta Ms Ditika Ms.Shobha Panchal	
44.	Minutes of Meeting	Dr Suprabha Vaid Mr Jawala Prasad	Mr. Aakash Mr Aastha Agarwal	To note down minutes of staff meeting and maintain staff meeting register
45.	UDISE & Samagam Website	Ms Anshu Rani I/C Ms Anubhuti Sharma Computer Instructor	Ms Kirti I/C Ms Jyoti Mehta Computer Instructor	Updating of website , UDISE & Samagam at regular intervals
46.	CREATIVE CLUBS Awakened Citizenship Scout& Guide CCA EBSB Yuva Tourism Eco Yoga Integrity Science AEP Swachta	Ms K.R. JHA I/C Ms Swati Omer Ms Rakhi Mr R.P, Singh Mr Ritesh Mr Vivek Kumar Ms Deepshikha Yoga Coach Ms Surekha Ms Renu Tyagi Ms Suprabha Ms Poonam Yadav	Mr Aakash Kumar I/C Ms Shweta Tiwary MsShweta tiwary Mr Sunil Kr Gupta Mr B.C. Khandwal PGT History Ms Sahalini Saxena Yoga Coach Ms Mamta Singh Science: Ms Ditika Ms Meenu Yadav Swachta Ms Nidhi Sharma	To supervise the functioning of all the clubs and maintenance of registers

	Math's Literacy Art & Painting Music & Dance Reading Club Electoral Literacy Health & Well Being AEP Photography Registers to be maintained	Ms Sonali TGT English Mr Varun Mr G.N. Jha Ms Surekha Ms Shashibabla Ms Shweta Sonkar Ms Suprabaha : Ms K.R. Jha NEP : Ms K.R. Jha Fire & Safety: Ms Kunjan Chugh Rajbhasha Mr Jwala Parshad Counselling Counsellor Special Students Special Educator House Registers All House Masters	Ms Alka Ms Anju Verma Ms Shalu Gaur Mr Mithun Ms Deenu Bharti Ms Ayushi Ms Shalini Saxena Ms Meenu Yadav Mr Gulsher Ahmed NEP : Mr. B. C. Khandwal Fire & Safety: Mr. Sanjay Pal Rajbhasha Mr. Sunil Kr Gupta Counselling Counsellor Special Students Special Educator House Registers All House Masters	
47.	Lab I/C Chemistry- Biology- Physics- Math's- Junior Science Lab :	Mrs.Asha Singh Mr Vivek Singh Mrs.Seema Kumari Ms.Sonali Ms Renu Tyagi	Mrs. Geeta Gurnani Mrs. Meenu Kumari Mrs. Poonam Mr. Deepak Kumar Ms Shalini Saxena	Overall in-charges of the labs. To look after the stock, maintenance, functioning and cleanliness.

	Geography Lab :	Dr U.P. Singh	Mr B.C. Khandwal	
	Computer Lab :	Ms Anshu Rani Singh	Ms Kirti Chaudhary	
	Vocational-	Ms.Shashi, I/C Ms.Monika Mr.Varun Pratap Ms.Rakhi	Mr.Sanjay Pal, I/C Ms.Shalu Gaur Ms.Shobha Panchal	
48.	Supervision of Arrival & Departure Duties & Overall Discipline	Mrs Shilpi Singh I/C Mr . U. P. Singh (Ground Floor) Ms Asha Singh (First Floor) Mrs Rakhi (Second Floor)	Mrs Geeta Gurnani I/C Mr B.C. Khandwal (Ground Floor) Mr Aakash (First Floor) Mr Gusher Ahmad (Second Floor)	To supervise overall discipline, to ensure timely reporting of students and teachers in classes

(F) 23/03/2026
PRINCIPAL

प्राचार्य / PRINCIPAL
पीएम श्री केन्द्रीय विद्यालय
PM SHRI KENDRIYA VIDYALAYA
ए.जी.सी.आर.कॉलोनी, दिल्ली-92
AGCR COLONY, DELHI-110092