

KENDRIYA VIDYALAYA SECTOR -3, PUSHP VIHAR (SHIFT- I)
ALLOCATION OF DUTIES 2024-25
COMMITTEE MEMBERS

SECONDARY SECTION

The following committee will function for the Session 2024-25 for smooth conduct of work in the first shift.

<p><u>1. ADMISSION COMMITTEE</u></p> <ol style="list-style-type: none"> 1. Ms. Pooja Sharma (PGT-Geo) I/C 2. Mr. Ramesh (PGT-Comp. Science) 3. Mr. Preetam Pokhriyal (TGT-Skt) 4. Ms. Manu Bharti (PRT) 5. Ms. Surekha (PRT) <p>All Class Teachers</p> <p>STUDENT ENROLLMENT</p> <ol style="list-style-type: none"> 1. Mr. Monu Kumar (PGT) I/C 2. Ms. Sumit (PRT) 3. Ms. Anju Rani (PRT) <p>Arrival and Departure Register</p> <ol style="list-style-type: none"> 1. Mr. Mahaveer (TGT) I/C 	<p><u>2. EXAMINATION COMMITTEE</u></p> <p><u>Internal Exam</u></p> <ol style="list-style-type: none"> 1. Mr. Pramod Kumar (PGT)I/C 2. Mr. S.K. Kaushik (PGT) 3. Ms. Bhanvi Chawla (PGT) 4. Ms. Sheela Saraswat (TGT) 5. Mr. Preetam Pokhriyal (TGT) <p><u>CBSE:</u></p> <ol style="list-style-type: none"> 1. Ms. Pooja Sharma (PGT) I/C CBSE 2. Mr. Anwar (TGT) 3. Mr. Mahaveer (TGT) 4. Mr. Tushar (TGT) <p><u>External:</u></p> <ol style="list-style-type: none"> 1. Mr. S.K. Kaushik (PGT) I/C
<p><u>3. Academic Issues</u></p> <ol style="list-style-type: none"> 1. Ms. Indu Yadav (Vice Principal) Convenor: <ol style="list-style-type: none"> 1. Mr. Monu Kumar (PGT) 2. Mr. P. Sagar (PGT) 3. Mr. Pramod Kumar (PGT) 4. Ms. Rekha Mahto (PGT) 5. Mr. S K Kaushik (PGT) 	<p><u>4. DISCIPLINE COMMITTEE</u></p> <ol style="list-style-type: none"> 1. Mr. S K Kaushik (PGT) I/C 2. Mr. Pramod Kumar (PGT) 3. Ms. Asha (PGT) 4. Ms. Bhanvi (PGT) 5. Mr. Manish (PET) 6. Ms. Shilpi Pandey (TGT) 7. Ms. Jyoti Tiwari (TGT) 8. Ms. Suman Lata (TGT) 9. Mr. Manoj Rathi (Sports Coach) <p>All the Class Teachers</p>
<p><u>5. PISA –CCT ASSESSMENT</u></p> <ol style="list-style-type: none"> 1. Ms. Bina Papola (PGT)I/c 2. Mr. R K Meena (TGT) 3. Ms. Suman Lata (TGT) 	<p><u>6. SCHOOL DISASTER MANAGEMENT</u></p> <ol style="list-style-type: none"> 1. Mr. P C Balooni (Art) I/c 2. Md. I Ansari (WET) 3. Mr. S K Kaushik (PGT) 4. Mr. Ashok Kumar Meena (TGT) 5. Mr. Manish (PET) 6. Mr. Mahaveer (TGT)
<p><u>7. FURNITURE COMMITTEE</u></p> <ol style="list-style-type: none"> 1. Mr. Mahaveer (TGT) 2. Mr. Ashok Kumar Meena (TGT) 3. Mr. Anwar (TGT) 	<p><u>8. PURCHASE COMMITTEE</u></p> <ol style="list-style-type: none"> 1. Mr. S K Kaushik (PGT) I/C 2. Mr. Ramesh Kumar (PGT) 3. Mr. Pramod Kumar (PGT) 4. Mr. Mahaveer (TGT) 5. Ms. Lakshmi (librarian)
<p><u>9. SWACHHATA PAKHWADA</u></p>	<p><u>10. SANITISATION & CLEANLINESS</u></p>

<ol style="list-style-type: none"> 1. Ms. Poonam Sharma (PGT) (I/c) 2. Mr. P C Balooni (TGT) 3. Ms. Bina Papola (PGT) 4. Ms. Sheela Saraswat (TGT) 5. Ms. Jyoti (TGT) 	<ol style="list-style-type: none"> 1. Mr. Ansari & Ms. Sheela (Ground Floor) 2. Mr. Anwar & Ms. Shilpi (First Floor) 3. Mr. Tushar & Ms. Jyoti (Second Floor) 4. Mr. Mahavir & Ms. Ms. Sahily Pant (Teachers Toilet)
11. <u>CO-CURRICULAR ACTIVITIES</u> <ol style="list-style-type: none"> 1. Ms. Poonam Sharma (PGT) I/C 2. Mr. Monu Kumar (PGT) 3. Ms. Jyoti Tiwari (TGT) 4. Ms. Arunima (TGT) 5. Mr. Preetam Pokhariyal (TGT) 6. Ms. P C Balooni (TGT) 7. Mr. Raghunath Meena (PRT) 	12. <u>PRESS & PUBLICITY</u> <ol style="list-style-type: none"> 1. Ms. Poonam Sharma (PGT) I/C 2. Ms. Jyoti Tiwari (TGT) 3. Mrs. Arunima (TGT) 4. Mr. Ashok Kumar Meena (TGT)
15. <u>STUDENT COUNCIL</u> <ol style="list-style-type: none"> 1. Mr. Monu Kumar (PGT) I/C 2. Mr. S K Kaushik (PGT) 3. Mr. Pramod Kumar 4. Ms. Poonam Sharma (PGT) 5. Ms. Pooja Sharma (PGT) 6. Mr. Ashok Kumar Meena (TGT) 7. Mrs. Arunima (TGT) 8. Mr. Manish (PET) House Masters	16. <u>MAINTENANCE & REPAIR WORK</u> <ol style="list-style-type: none"> 1. Md. I Ansari (WET) I/C 2. Mr. P C Balooni (TGT) 3. Mr. Mahaveer (TGT) 4. Mr. Pradeep Lakra (TGT)
17. <u>LIBRARY COMMITTEE</u> <ol style="list-style-type: none"> 1. Ms. Laxmi (Lib) I/C 2. Mr. J.K Gupta Physics (PGT) 3. Ms. Smita Shukla (TGT) 4. Ms. Rafat Jahan (HM) 	8. <u>PTM/PTA & ALUMNI</u> <ol style="list-style-type: none"> 1. Ms. Poonam Sharma (PGT) I/c 2. Ms. Poonam Yadav (PGT) 3. Ms. Arunima (TGT) 4. Mr. Pradeep Lakra (TGT) 5. Ms. Savita Sharma (TGT)
19. <u>ATAL TINKERING LAB</u> <ol style="list-style-type: none"> 1. Ms. Bhanvi Chawla (PGT)I/C 2. Ms. Sheela Saraswat (TGT) 3. Mr. J. K Gupta (PGT) 4. Md. I Ansari (W.E) 	20. <u>MEDICAL CHECK UP AND FIRST AID</u> <ol style="list-style-type: none"> 1. Ms. Sheela Saraswat (TGT) I/c 2. Ms. Smita Shukla (TGT) 3. Nurse
21. <u>WELFARE OF SC/ST COMMITTEE</u> <ol style="list-style-type: none"> 1. Ms. Rekha Mahto (PGT) I/C 2. Ms. Suman Lata (TGT) 3. Mr. R K Meena (TGT) 4. Mr. Pradeep Lakra (TGT) 	24. <u>CHECKING OF E-Mail /WEBSITE UPDATION</u> <ol style="list-style-type: none"> 1. Ms. Indu Yadav (Vice Principal) 2. Mr. Ramesh Kumar (PGT) I/C 3. Mr. Manphool (SSA)(for all office mails) 4. Ms. Inderjeet (for all office mails)
25. <u>SCOUT & GUIDE</u> <ol style="list-style-type: none"> 1. Mr. R K Meena (TGT) I/C 2. Ms. Pradeep Lakra (TGT) 3. Ms. Suman Lata (TGT) 4. Ms. Shilpi Pandey (TGT) 5. Ms. Jyoti Tiwari (TGT) 6. Ms. Renu Narwal (PRT) 	26. <u>QUIZ/COMPETITIVE EXAM</u> <ol style="list-style-type: none"> 1. Ms. Rekha Mahto (PGT) I/C 2. Ms. Bhanvi Chawla(PGT) 3. Mr. Tushar (TGT) 4. Ms. Sheela Saraswat (TGT) 5. Mr. Mahaveer (TGT) 6. Ms. Rachna (TGT) Social Science

<p>7. Ms. Sonia (PRT) 8. Mrs. Surekha (PRT) 9. Ms. Shalu (PRT) 10. Ms. Shefali Gupta (PRT)</p>	<p>7. Ms. Arunima (TGT)</p>
<p>27. <u>TEACHING AID</u> 1. Ms. Asha (PGT) I/C 2. Mr. Ramesh Kumar (PGT) 3. Mr. Arunima (TGT) 4. Mr. Mahaveer (TGT) 5. Mrs. Sheela Saraswat (TGT) 6. Ms. Shaili Pant (TGT)</p>	<p>28. <u>YOUTH PARLIAMENT</u> 1. Ms. Asha (PGT) Economics I/c 2. Ms. Pooja (PGT) Co I/c 3. Mr. S.K Kaushik (PGT) 4. Ms. Arunima (TGT) 5. Mr. Mahaveer (TGT) 6. Ms. Rachna (TGT) 7. Ms. Neeta (PGT) political science</p>
<p>29. <u>RESOURCE ROOM / E CLASS ROOM</u> 1. Mr. Ramesh Kumar (PGT) I/C 2. Computer Instructor 3. Class Teachers</p>	<p>30. <u>AUDIO VISUAL AID & P A SYSTEM</u> 1. Md I Ansari (WET) I/c 2. Mr. Ramesh Kumar (PGT) 3. Ms. P C Balooni (TGT, Art) 4. Ms. Kajal (YOGA)</p>
<p>31. <u>CONDEMNATION</u> 1. Md I Ansari (WET) I/c 2. Mr. Mahaveer (TGT) 3. Mr. Ramesh Kumar (PGT) 4. Mr. I Ansari (WET) 5. Mr. Mahaveer (TGT) 6. Ms. Laxmi (lib) 7. Mr. Manish (PET) 8. Mr. P C Balooni (TGT, Art)</p>	<p>32. <u>POCSO</u> 1. Ms. Indu Yadav (Vice Principal) 2. Ms. Bina Papola (PGT) I/c 3. Mr. Pramod Aggarwal (PGT) 4. Ms. Sheela Saraswat (TGT) 5. Member from NGO</p>
<p>33. <u>SCIENCE & MATHEMATICS ACTIVITIES</u> a) <u>NTSE, MATHS OLYMPIAD</u> 1. Ms. Rachna (PGT) I/c 2. Ms. Shaili Pant (TGT) 3. Ms. Suman Lata (TGT) 4. Mr. Tushar (TGT) b) <u>GREEN OLYMPIAD & VVM</u> 1. Ms. Bhanvi Chawla (PGT) I/c 2. Ms. Sheela (TGT) 3. Ms. Smita Shukla (TGT) c) <u>INSPIRE AWARD</u> 1. Mr. J. K Gupta PGT I/c 2. Ms. Rekha Mehto PGT 3. Mrs. Sheela Saraswat (TGT) d) <u>NCSC</u> 1. Mr. J. K Gupta I/c 2. Ms. Sheela Saraswat (TGT) 3. Ms. Smita Shukla (TGT) 4. Ms. Shilpi (TGT) e) <u>SCIENCE EXHIBITION QUIZ</u> 1. Ms. Smita Shukla (TGT)I/c</p>	<p>34. <u>CLUB</u> a) <u>Literary Club (Hindi)</u> 1. Ms. P Sagar (PGT) I/c 2. Mr. Ahok Meena (TGT) 3. Ms. Savita Sharma (TGT) 4. Mr. Preetam Pokhariyal (TGT) b) <u>Literary Club (English)</u> 1. Ms. Poonam Sharma (PGT)I/c 2. Mr. R K Meena (TGT) 3. Mr. Pradeep Lakra (TGT) c) <u>Science Club</u> 1. Ms. Rekha Mahto (PGT) I/C 2. Ms. Sheela Saraswat (TGT) 3. Ms. Bina Papola (TGT) 4. Ms. Shilpi Pandey (TGT) 5. Mr. Ramesh Kumar (PGT) 6. Ms. Bhanvi Chawla (PGT) 7. Ms. Smita Shukla (TGT) d) <u>Mathematic Club</u> 1. Ms. Rachna (PGT)I/C 2. Ms. Suman Lata (TGT) 3. Ms. Shaili Pant (TGT) 4. Mr. Tushar (TGT)</p>

<p>2. Ms. Shilpi (TGT) 3. Mrs. Bina Papola(PGT)</p> <p>f) IAPT 1. Mr. J.K Gupta (PGT)I/c 2. Ms. Poonam Yadav (PGT)</p> <p>g) CYBER OLYMPIAD 1. Mr. Ramesh Kumar (PGT)I/c 2. Computer Instructor</p> <p>h) CSIR/JIGYASA 1. Ms. Bina Papola (PGT) I/c 2. Ms. Rekha Mahto</p> <p>i) TECHNOHLON/COMPETITION FROM IIT/KVPY (KISHORE VIGYANIC PROTSAHAN YOJNA) 1. Ms. Rekha Mahto (PGT)I/c 2. Ms. Sheela Saraswat (TGT) 3. Ms. Smita Shukla (TGT) 4. Ms. Shilpi Pandey (TGT)</p>	<p>e) Eco Club 1. Ms. Smita Shukla (TGT)I/C 2. Ms. Bina Papola (PGT)</p> <p>f) Disha Club 1. Ms. Sumanlata (TGT) I/C 2. Mr. Preetam Pokhriyal TGT S</p> <p>g) Integrity Club 1. Ms. Rachna Khatri (TGT)I/C 2. Mr. Pradeep Lakra (TGT) Co/IC 3. Mr. Ashok Kumar Meena (TGT)</p>
<p>35. MORNING ASSEMBLY 1. Mrs. Poonam Sharma (PGT)I/C 2. Mr. Manish (PET) 3. Ms. Kajal (Yoga Tr.) 4. Md. I Ansari (WET) 5. Mr. P C Balooni (TGT Art) 6. Mr. R.N. Meena (Music Tr.) 7. Concerned HM & associates</p>	<p>36. CANTEEN & REFRESHMENT 1. Ms. Arunima (TGT) I/c 2. Ms. Smita Shukla (TGT) 3. Ms. Shilpi Pandey (TGT) 4. Ms. Shaili Pant (TGT) 5. Mr. Anwar (TGT) 6. Ms. Shefali Gupta (PRT) 7. Ms. Shalu (PRT)</p>
<p>37. EDUCATION EXCURSION / TRANSPORT ARRANGEMENT 1. Mr. Manish (PET) I/c 2. Mr. Pradeep Lakra (TGT) 3. Md. I Ansari (WET)</p> <p>TRANSPORT ARRANGEMENT 1. Mr. Mahaveer (TGT) 2. Mr. S K Kaushik (PGT) 3. Mr. Tushar (TGT)</p>	<p>38. SOCIAL SCIENCE EXHIBITION / EK BHARAT SHRESTH BHARAT 1. Mr. S K Kaushik (PGT)I/c 2. Ms. Poonam Sharma (PGT) Co I/c 3. Ms. Asha Dagar (PGT) 4. Mr. Mahaveer (TGT) 5. Mr. P C Balooni (TGT Art)</p>
<p>39. OFFICE WORK (CS-54)&UBI FEE 1. Mr. Pramod Kumar (PGT)I/c 2. Mr. Anwar (TGT) 3. Mr. Tushar (TGT) 4. Mr. Ramesh Kumar (PGT) 5. Office</p>	<p>40. Alumni Register and Vidyanjali Portal 1. Ms. Asha (PGT) (I/c) 2. Mr. Ramesh Kumar (PGT) 3. Mr. Tushar (TGT)</p>
<p>41. AEP 1. Ms. Bina Papola (PGT) I/C 2. Ms. Shilpi Pandey (TGT) 3. Ms. Poonam Nurse 4. Counsellor</p>	<p>42. AWAKENED CITIZEN PROGRAMME 1. Mr. Ashok Kumar Meena (TGT) I/c 2. Mr. Tushar (TGT) 3. Mr. R K Meena (TGT) 9th class all class Teachers</p>

43. SAFETY OF VIDYALAYA 1. Md I Ansari (WET) I/c 2. Mr. J K Gupta (PGT) 3. Ms. Shaili Pant (TGT) 4. Mr. Tushar (TGT) 5. Mr. Mahaveer (TGT)	44. COUNSELLING OF STUDENTS 1. Ms. Bina Papola (PGT)I/c 2. Ms. Jyoti Khatri (PRT)Co I/c 3. Mr. S K Kaushik (PGT) 4. Mrs. Bina Papola (PGT) 5. Mrs. Arunima (TGT) 6. Mrs. Poonam Yadav (PGT)
45. RTI 1. Mr. Manphool Singh (SSA)I/c 2. Mr. (TGT)(admission) 3. Ms. Rafat Jahan (HM) 4. Office	46. RAJBHASHA SAMITI 1. Mr. Ashok Kumar Meena (TGT)I/C 2. Mr. P Sagar (PGT) 3. Mr. Preetam Pokhariyal (TGT).
47. FIT INDIA MOVEMENT 1. Mr. Manish (PET) I/c 2. Mrs. Poonam Sharma (PGT) 3. Ms. Kajal (Yoga) 4. All Class Teachers	48. ARTIFICIAL INTELLIGENCE 1. Mr. Ramesh Kumar (PGT) I/c 2. Mrs. Bina Papola (PGT) 3. Ms. Rekha Mahto (PGT) 4. Ms. Shaily Pant (TGT)
49. PHOTOGRAPHY 1. Mr. P C Balooni (I/c) 2. Mr. Mahaveer (TGT) 3. Md Ansari (TGT) 4. Ms. Purnima (Computer Instructor) 5. Mr. Amit Gaur	50. UDISE & PIMS 1. Mr. Ramesh Kumar (PGT) I/c 2. Ms. Bina Papola (PGT) Co- I/c 3. Ms. Purnima Computer Instructor 4. Mr. Amit Gaur Computer Instructor
51. Minutes of Staff Meeting 1. Ms. Poonam Sharma (TGT)I/c 2. Mr. Preetam Pokhariyal (TGT) 3. Mr. Pradeep Lakra (TGT) 4. Ms. Ashok Meena (TGT)	52. Suggestion Box 1. Ms. Bhanvi (PGT) I/c 2. Mr. Manish (PET) Co I/c 3. Ms. Bina Papola (PGT) 4. Ms. Arunima (TGT)
53. Time Table 1. Mr. J K Gupta (PGT) 2. Ms. Poonam Yadav (PGT) 3. Ms. Suman Lata (TGT) 4. Ms. Jyoti Tiwari (TGT)	54. ECO/Nature 1. Ms. Bina Papola (PGT) 2. Ms. Smita Shukla (TGT) 3. Ms. Shilpi Pandey (TGT) 4. Ms. Sheela Saraswat (TGT)
55. School Innovation Council 1. Ms. Bhanvi (PGT) 2. Mr. J K Gupta (PGT) 3. Mr. Rekha Mehto (PGT) 4. Ms. Poonam Yadav (PGT) 5. Ms. Sheela Saraswat (TGT)	

All teachers are directed to note the duties assigned to him/her and bear the responsibility accordingly.

Vice Principal

Principal