

KENDRIYA VIDYALAYA SPG DWARKA
COMMITTEE FOR 2024-25

Overall Incharge – Mr B.L.Saini(Vice Principal)

<u>COMMITTEE</u>	<u>INCHARGE</u>	<u>MEMBERS</u>
Academics &CCE Monitoring		
	Primary	Co-ordinator
	Ms Neeraj P Sharma (HM)	Ms Sarita Dahiya (PRT)1&2
		Mr.Ravi (PRT) 3 to 5
	Secondary	Co-ordinator(6-8)-
		Ms.Savita(TGT Sci)
		Mr.Ajay(TGT Math)
	Vice Principal-Mr B.L.Saini	Co-ordinator(9-10)
		Ms.Chhavi(TGT SST)
		Mr.Dharampal(TGT Hindi)
		Co-ordinator(11-12)
		Ms.Richa(PGT Hindi)
		Mr.Kailash(PGT Phy)
Examination (Internal)		
Primary	Ms Preeti(PRT)	Mr Yogesh(PRT)(3 to 5)
		Mr Situ(PRT)1 to 2
Examination (Internal)		
Secondary	Mr.Bishwajeet (PGT History)	Ms Savita (TGT Sci)
		Ms.Pooja (TGT WE)
		Ms.Chhavi(TGT SST)
		Mr.Ajay(TGT Maths)
Examination (CBSE)	Mr Naresh (PGT CS)	Ms Shweta Huria (TGT Mathis).
		Ms.Bhavika(TGT ENG)
CCA		
Primary	Ms Sarita Dahiya (PRT)	Mr Ravi (PRT)
		Ms Deepika (PRT)
		Ms Vaishali(PRT)
Secondary	Ms Neela (TGT ENG)	Ms Richa Tiwari (PGT Hindi)
		Mr Dharmpal (TGT Hindi)
		Ms Pinki(TGT ENG)
		Ms Bhavika(TGT ENG)
Furniture	Mr Sanjay Pal(TGT PHE)	Mr Amit Azad (TGT LIB)
		Mr Dhrampal (TGT Hindi)
		Mr Yogesh (PRT)

<u>COMMITTEE</u>	<u>INCHARGE</u>	<u>MEMBERS</u>
Discipline	Mr Naresh (PGT CS)	Mr Sanjay Pal(TGT Physical Education) Mr Kailash (PGT Physics)_ Ms Richa Tiwari (PGT Hindi) Ms Neeraj Sharma (TGT Maths) Mr.Ajay(TGT Maths) Mr Satish (PRT) Ms Geetanjali (PRT) Ms Swati (Yoga) Ms Anjali (Sports)
Time Table Preparation & Modification	Primary – Ms Tripti Mishra (PRT)	Mr Naveen (PRT)
	Secondary-Ms.Nutan PGT(Eco)	Mr Amit Azad(library) Mr Ajay (TGT Maths) Ms.Shweta Huria (TGT Maths)
Leave Arrangement	Primary – Ms Tripti Mishra (PRT)	Mr Naveen (PRT)
	Secondary-Mr Amit Azad (TGT Lib)	Mr.Jagmohan(PGT Maths) Ms Nutan (PGT Eco)
Admission	Ms Richa Tiwari (PGT Hindi)	Ms. Neeraj Sharma (TGT Maths) Ms Neeraj P. Shama (HM) Ms.Raveena Malik(Comp. Instructor) Ms Ravi(PRT) Ms Sarita Dahiya (PRT) Ms Situ(PRT) Ms. Monika Rana(PRT) Mr Naveen (PRT) Ms Deepika(PRT)

<u>COMMITTEE</u>	<u>INCHARGE</u>	<u>MEMBERS</u>
Cleanliness of the Vidyalaya Building including toilets and outer campus	Mr. Jagmohan (PGT Maths)/PGT Bio	Ground floor
		Ms.Neeraj Sharma (TGT Maths)
		Mr.Kailash Chand(PGT Physcis)
		First Floor
		Mr Shweta Huria (TGT Maths)
		Ms Pinky(TGT Eng)
		Mr.Rajiv (PRT)
		Second Floor
		Mr Amit Azad(Librarian)
		Ms Nicky(TGT Hindi)
		Third Floor
		Ms Pooja Meena(PRT)
Mr Ravi (PRT)		
Beautification	Ms Sarita Sankle (TGT AE)	Ms Neela (TGT Eng)
		Ms Pinki (TGT Eng)
		Ms Geetanjali (PRT)
		Ms Shilpi (PRT)
		Ms Nisha Kashyap (PRT)
		Ms Anju (PRT)
Computer Website and Social Media handles of School	Mr. Naresh (PGT CS)	Mr Satish (PRT)
		Ms Raveena Malik (Comp Inst)
		Primary Comp Instructor
E- classrooms and Smart Panels	Mr. Naresh (PGT CS)	Mr Satish (PRT)
		Ms Pooja(TGT WE)
		Ms Naveen (PRT).
Implementation of CMP /Newsletter (Primary).	Ms Neeraj P Sharma(HM)	Ms Vaishali (PRT)
	Ms Kuldeep (PRT)	Ms Monika (PRT)
	Ms Jyotsna (PRT)	Primary Computer Instructor

<u>COMMITTEE</u>	<u>INCHARGE</u>	<u>MEMBERS</u>
Gardening & Eco Club Activities	Ms Sarita Sankle (TGT AE) (PGT BIO) I/C	Ms Bhavika (TGT ENG) Ms Shilpi (PRT)
Library	Mr Amit Azad (TGT Lib)	Mr Shiwjee Thakur (PGT Geo) Ms Richa Tiwari (PGT Hindi) Ms Neeraj Sharma (TGT Maths) Ms Tripti (PRT)
Scout & Guide	Scout - Mr Ajay(TGT) Mr Satish (PRT)	Ms Meena Danu(TGT Hindi)
	Guide –Ms Ambalica(PRT Music) Ms Sheelam Rani(PRT)	
Cubs & Bulbul	Cub - Mr Yogesh (PRT) (PRT) Bulbul-Ms Shilpi(PRT)	Ms Anita(PRT) Ms Nisha (PRT)
NCC	Boys - Dharpal(TGT Hindi) Girls-Ms Asha Rathee (TGT Sci)	
PA System	Ms Pooja (TGT WE)	Mr. Sanjay Pal (Ground) (TGT P & E) Ms Ambalica (Ground) (PRT) Mr. Amit Azad (TGT-Librarian)
Maintenance of School Building (Civil & Electrical)	Ms Pooja (TGT WE)(I/C)	Mr Ajay (TGT Maths)(ELECTRICAL) Mr Satish (PRT) (ELECTRICAL) Mr Naveen (PRT)(R.O,Water Cooler/Camera) Mr Rajiv (PRT)(CIVIL) Mr. Yogesh (PRT) (CIVIL)
Teaching Aids & Audio Visual (Primary)	Ms Shilpi (PRT)	Ms Pooja Meena (PRT) Ms Jyotsna(PRT)

COMMITTEE	INCHARGE	MEMBERS
Rashtra Bhasha Samiti/Raj Bhasha Samiti	Ms Richa Tiwari (PGT Hindi)	Mr Dharmpal (TGT Hindi)
		Ms Nicky (TGT Hindi)
		Ms Meena Danu (TGT Hindi)
		Ms Sakshi (PRT)
		Ms Geetanjali (PRT)
Parent Teachers Association	Mr.B.L Saini(VP)	Ms Shweta Huria(TGT Maths)
	Ms Richa Tiwari (PGT Hindi)	
	Ms Neeraj P Sharma. (HM)	Ms Rachna (TGT SCI)
Medical and First Aid	PGT Bio	Sarita Sankle(TGT AE)
	Ms Kajal (Nurse)	Ms Sakshi (PRT)
Excursion Tour	Ms Shiwjee Thakur(PGT GEO)	Mr Sanjay Pal (TGT PHE)
		Mr Naveen (PRT)
		Ms Savita (TGT SCI)
		Mr Yogesh (PRT)
Photography	Primary	Primary Computer Instructor
	Ms Vaishali(PRT)	
	Ms Ravi/Satish(PRT)	
	Secondary	
	Mr Nicky (TGT Hindi)	Ms Raveena Malik (Comp. Ins)
	Ms Meenu Danu(TGT Hindi)	(Special Educator)
		(Counsellor)
Minutes of staff Meeting	Ms Chandana (PGT ENG)	Ms Meena Danu (TGT Hindi)
		Mr Dharmpal (TGT Hindi)
Report Writing of various activities	Ms Chandana (PGT ENG)	Ms Bhavika (TGT Eng)
		Ms Situ Atri (PRT)
		Ms Sheelam (PRT)
Purchase Committee	Mr.B L Saini(VP)	Mr. Bishwajeet (PGT Historyt)
	Ms.Neeraj P. Sharma(HM)	Mr Naresh (PGT CS)
	Mr Naveen (PRT)	Mr Amit Azad (TGT LIB)
		Ms.Sarita Sankle(TGT AE)
		Ms.Pooja(W.E)
		Ms.Sarita Dahiya(PRT)

<u>COMMITTEE</u>	<u>INCHARGE</u>	<u>MEMBERS</u>
Student Council	Ms Kailash (PGT Phy)	Ms Neela (TGT Eng) Ms Richa (PGT Hindi) Mr Sanjay Pal (TGT PHE)
Student Diary Printing & Distribution	Ms Neeraj P Sharma Ms.Richa Tiwari (PGT Hindi) Ms Neela Chatterjee(TGT Eng)	Mr Amit Azad (TGT LIB) Ms Deepika Dabas (PRT) Ms Ankita Sharma (PRT)
Vidyalaya Patrika E-Magazine	Ms Chandana(PGT ENG) Ms.Richa Tiwari(PGT Hindi)	TGT Sanskrit Ms Bhavika (TGT Eng) Ms Nicky (TGT Hindi) Ms.Meena Danu(TGT Hindi) Ms Pinki(TGT Eng)
Guidance and counselling AEP Activities	(Counsellor)	
EBSB and Ajadi ka AMRIT MAHOTSAV	Ms Nutan(PGT ECO) Ms Neela(TGT ENG)	Mr Bishwajeet (PGT History) Mr Shiwjee (PGT GEO) Ms Richa Tiwari (PGT Hindi) Mr Dharampal (TGT Hindi) Ms Chhavi (TGT SST) Mr Virendra Kushwaha (TGT SST)
Fee Record Maintenance	Primary Ms Tripti (PRT)	Mr.Ravi (PRT)
	Secondary Mr Jagmohan (PGT Maths)	Ms Shweta Huria (TGT MATH) Ms Neeraj Sharma (TGT MATHS) Mr Ajay (TGT MATHS)
Olympiads		
Hindi	Ms Richa Tiwari (PGT Hindi)	Mr Dharampal (TGT Hindi)
English	Ms Bhavika (TGT Eng)	Ms Neela (TGT Eng)
Maths	Mr.Jagmohan(PGT Maths)	Ms Shweta Huria(Silver Zone) Mr Ajay (TGT Maths)ITQM Ms Neeraj (TGT Maths)ITQM

		Ms.Neeraj(TGT Maths)
<u>COMMITTEE</u>	<u>INCHARGE</u>	<u>MEMBERS</u>
Science	Ms Savita(TGT SCI)	Ms Asha Rathee (TGT SCI)
SST	Ms Chhavi Tomar(TGT SST)	Mr Virendra (TGT SST)
Sanskrit	(TGT SANS)	
Vishwaroop Olympiad	(PGT POL SCI)	
	Primary	
	Ms Geetanjali(PRT)	Ms Anita Khatri(PRT)
		Ms Shikha Kohli(PRT)
		Ms.Vaishali(PRT)
Science Acitivites & Exhibition	Mr Kailash Chand Bansal(PGT Physcis)	Ms Anju Bala(PGT CHEM)
		Ms Savita(TGT SC)
		Ms Asha Rathee (TGT SC)
		Ms Rachna (TGT SC)
NCSC	(PGT BIO)	Mr.Naresh Kumar(PGT CS)
		Mr Kailash (PGT PHY)
		Ms Savita (TGT Science)
Fee Collection Through UBI	Mr Naresh Kumar(PGT CS)	Mr Naveen (PRT)
Enrollment Register	Ms Neeraj Sharma (TGT MATH)	Ms Raveena(Comp Ins.)
		primary comp. instructor
	MsTripti (PRT)	
Youth Parliament	Mr Bishwajeet (PGT HIS)	Ms Nutan(PGT ECO)
	Mr Shiwjee (PGT GEO)	Ms Chhavi(TGT SST)
		Ms (PGT Pol Sci)
		Mr Viredra (TGT SST)
Tarunotsava	Ms Chandana(PGT ENG)	Mr Bishwajit Kr Yadav(PGT History)

<u>COMMITTEE</u>	<u>INCHARGE</u>	<u>MEMBERS</u>
RTE	Primary	
	Mr Naveen(PRT)	Ms Jyotsna(PRT)
	Secondary	
	Mr Ajay (TGT Maths)	Ms Bhavika(TGT ENG)
Scholarship SC/ST	Ms.Neeraj Sharma(TGT Maths)	Ms Anita Khatri(PRT)
Awaken Citizen Program	Ms Asha Rathee(TGT SC)	MS Sarita Sankle(TGT AE)
Inspire Manak Award	Ms Savita (TGT SC)	Ms Asha Rathee(TGT SC)
FLN (Primary)	Ms Jyotsna(PRT)	Ms Geetanjali(PRT)
	for classes (1&2)	Ms Sarita Dahiya(PRT)
		Ms Tripti(PRT)
	for classes (3&5)	
Vidyanjali	Mr Amit Azad (TGT Lib)	Ms Anju Bala (PGT Chem)
Veergatha	Mr. Bishwajeet (PGT Hist.)	Ms Chhavi (TGT SSC)
Hindi Pakhwada	Ms Meena Danu (TGT Hindi)	Ms Richa Tiwari (TGT Hindi)
		Mr Dharpal (TGT Hindi)
		Ms Nicky (TGT Hindi).
Manodarpan.	Ms. Chandana (PGT ENG)	Mr.Virendra (TGT SST)
Mukhyamantri Vigyan Pratibha Pariksha (MVPP)	Ms Asha Rathee.(TGT Sci)	
Vidyalaya Plan.	Ms Nutan (PGT Eco)	Mr Amit Azad (TGT Lib)
Refreshment & Hospitality	Ms Preeti (PRT)	Ms Sheelam(PRT)
		Ms.Vaishali(PRT)
		Ms Tripti (PRT)
		Ms.Bhavika(TGT Eng)
Khelo India	Mr Sanjay Pal (TGT PHE)	Mr Bishwajeet (PGT His)
		Mr Satish (PRT)
		Mr Naveen (PRT)
		Ms Swati (Yoga)
		Ms Anjali (Sports)
Evacuation Team	Mr Sanjay Pal	Mr Ajay
		Ms Pooja
		Mr Yogesh

			Mr Naveen
			Mr Ravi
			Ms Meena
			Ms Nicky
			Ms Deepika
Special Need	Team	Ms Nicky	Ms Preeti
			Ms Sarita Dahiya
			Ms Meena
			Mr Amit
			Mr Satish
Pre-vocational		Ms.Sarita Sankle(TGT A.E) Ms.Raveena Malik(Comp. Inst. Secondary)	
(HM)		(VICE PRINCIPAL)	(PRINCIPAL)