

PM SHRI KENDRIYA VIDYALAYA GOLE MARKET NEW DELHI 110001

COMMITTEES AND DUTY LIST 2024-25

S.No.	Committee	Convener	Members	Duties and Responsibilities
2	Time Table & Leave Arrangement	Mr. Ajeet Kumar Singh	Ms Geeta Thapa Mr. S.K.Mishra Mr. Mukesh Nagar Mr. Praveen Kumar Ms. Meenakshi Ms. Anita (PRT) I/C Mr. Shitender Priyanka Mr. Amit Sehrawat	To prepare & execute time table as per the norms To name necessary adjustments in the time table due Administrative exigencies To device workable & suitable assignment/remedial time table To make arrangement for classes suitably as per requirement. To prepare day-to-day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students
3	Admission	Ms. Nidhi Upadhayay	Mr. Saurabh Singh (PRT) Ms. Kiran Garg (PRT) Mr. Vishal (PRT) Ms. Annu (PRT) Ms. Payal (PRT) Mr. Amit Sehrawat (PRT)	To advertise the vacancy position for the students and to scrutinize the registration forms for admission and carry on the process as per the KVS admission guidelines for that session in consultation with the principal
4	Examination (Internal)	Mr. Rajeev Upadhayay	Mr. Ajeet Kumar Singh (PGT) Ms. Anuradha Singh (PGT) Mr. Mukesh Nagar (TGT) Mr. Praveen Kumar (TGT) Ms. Payal (PRT) Mr. Amit Sehrawat (PRT) Mr. Mandeep (PRT) Kiran (PRT)	To plan the schedule of Unit Test/PT/ASL/PSA/OTBA/Cumulative Examination, Pre-Board And Annual Examination as per the calendar of activities. To ensure the evaluation of internal assessment and grading of co-scholastic subjects as per the instruction of CBSE/KVS. To give suitable instruction to class teacher/subject teacher for maintaining all the relevant records.

5	CBSE Examination	Mr. Ajeet Kr. Singh	Mr. Bhaskar Mishra (PGT) Ms. Anuradha Singh (PGT) Mr. Mukesh Nagar (TGT) Mr. Praveen Kumar (TGT)	To distribute mark sheets and certificates. To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records. To analysis the result and all other work related to CBSE circulars.
6	External Examinations	Mr. Bhaskar Mishra (PGT)	Mr. Ajeet Kr. Singh Mr. Rajeev Kumar Singh	To conduct external examination as per the prescribed exams & to maintain record of all such examinations
7	CCA (CO-CURRICULAR ACTIVITIES) and morning Assembly	Mr. Bhaskar Mishra (PGT)	Mr. Ghanshyam Sharma (Register in Hindi) Ms. Rashmi Jaiswal (Register in English) Ms. Veena Bhasin Mr. Vijay Mr. K.P.Patwa Mr. Mukesh Kumar Ms. Meenakshi Mr. Yogesh Kumar Ms. Poonam Chaudhary Ms. Sapna Sangwan	1-To organize inter house competitions effectively and to celebrate all days of National importance/Occasions with assistance of House Masters and other experts in a planned manners. 2-To activate the conduct of Morning assembly ensuring quality nurturing of the talents. 3-To monitor day-to-day morning assembly programme effectively and ensure befitting presentation on all fronts on time and putting monitoring score for the day to the Principal. 4-To select "School Captain", "House Captain" and other members of the council for carrying out their usual work in consultation with the Principal. 5-To implement pass system for Systematic/orderly movement of students for assembly. Checking of late commers. 6-To co-ordinate all external competitions relevant to our system.To be responsible for purchase of suitable prizes for different competitions, distribute certificates and prizes to the students from time to time. 7-To make all arrangements for smooth conduct of morning assembly including arrangement for special occasions. 8- To maintain CCA register.
		Mr. Vishal Sharma	Mr. K.K.Mishra Ms. Sneha Sinha Mr. Amit Dahiya	

8	Discipline	Mr.Rajeev Kumar Singh	Mr. Krishan KUMar Mr. Bhaskar Mishra Mr. B.S. Tiwari Mr. Sanjeev Kr. Mishra Mr. Rajeev Upadhayay Ms. Sarita Sehwat Ms. Poonam Rani	1-To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any. 2-A separate file is to be maintained to record any in disciplinary cases
		Mr. Mandeep Primary Floor Incharges For Non class teachers Ground Floor- PRT 1 First Floor- PRT 2 Science Block- PRT 3	Mr. Saurabh Singh Mr.Shitender Ms. Noopur Ms. Poonam Chaudhary Mr. Nikhil Sharma Mr. Amit Kumar Mr. Nitin Bhardwaj	1-To maintain discipline during any function and extra duties given by HQ/RO etc. 2-To maintain discipline while dispersing and arrival of students. 3-To ensure discipline and assign duties on different floors
9	Arrival & Dispersal	Mr.Rajeev Kumar Singh	All Coaches Yoga Teacher House on Duty Teachers	To perform duties at gate, all the floors & stairs
10	Magazine /News, Letters/ E-Publication	Mr. Ghanshyam Sharma	Mr. Bhaskar Mishra Mr. K.P.Patwa Mr. B.K.Tiwari Mr. Yogesh Kumar Mr. Gokaran Prasad Ghimire Ms. Meenakshi	1-In charge of school magazine and any other issues related to publication. 2-To ensure timely publication of the magazine. 3-To ensure a proper and inflection content to be published with zero error
		Ms. Harsha	Mr. Vishal Sharma Mr. Athanas Xaxa Ms. Kiran Garg	
11	Sports	Mr.Rajeev Kumar Singh	Coaches, Yoga And All House Masters	1-To practice Yoga daily during the morning assembly to the students. 2-To ensure timely completion of SBSB. 3-Identify the talented students participating at the Cluster, Regional and National Level Games in the
		Mr. Akash	Mr. Shitender Ms. Neetu	

				<p>first week of April in order to give them special training by the coaches with her/his involvement and to maintain record.</p> <p>4-To maintain students for participating and enrolment in sports activity</p>
12	Raj Bhasha	<p>Mr. Ghanshyam Sharma</p> <p>Ms. Anju Meena</p>	<p>Mr. Praveen Kumar</p> <p>Mr. Vijay</p> <p>Mr. Paramvir</p> <p>Mr. Mukesh Kumar</p> <p>Mr. Prins Kumar</p> <p>Mr. Amit Kumar</p> <p>Ms. Sonia Rani</p> <p>Ms. Noopur</p>	<p>To conduct quarterly meetings of Rashtra Bhasha and to submit quarterly reports to the Regional Office.</p> <p>To ensure that all the written work of school is maintained in Hindi</p>
13	Furniture	<p>Mr. Jitendra Kumar Verma</p> <p>Mr. Robin Jha</p>	<p>Mr. Yogesh Kumar</p> <p>Mr. Vijay</p> <p>Mr. Paramvir</p> <p>Mr. Lokesh Bairwa</p> <p>Mr. B.K.Tiwari</p> <p>Mr. Amit Kumar</p> <p>Ms. Anju Meena</p> <p>Mr. Mandeep</p>	<p>1-To ensure all the furniture bear serial numbers and the year of purchase.</p> <p>2-To ensure the adequacy and suitability of furniture in all the classrooms, including repair of furniture as per the KVS rules.</p> <p>3-To keep inventories of furniture allotted to different classes and departments</p>
14	Academic and Curriculum Implementation , Study Materials	Ms. Geeta Thapa	<p>All Subject Committee</p> <p>EXAM I/C</p> <p>CBSE I/C</p> <p>Mr. K.S.Atal</p> <p>Mr. Saurabh Singh</p>	<p>1. Conduction of activities (Curricular and co-curricular) according to academic planner 2024-25.</p> <p>2. Completion of split-up syllabus on time.</p> <p>3. Smooth conduction of teachers learning process.</p> <p>4. Increasing co-operation between parent's teachers for improving the educational facilities and programmes.</p> <p>5. Holding seminars, workshops, discussions, cultural activities and meeting of parents and teachers.</p> <p>6. Bringing society and school closer for better co-operation.</p>

15	Canteen	Mr. Sanjeev Kr. Mishra	Ms. Uma Aggrawal Mr. Vinod Kumar Mr. Vikram Meena	<p>1-Fixation of rates, check the quality of eatables, stress on hygiene and cleanliness of compound.</p> <p>2-To ensure healthy food is only provided in canteen.</p> <p>3-To ensure avoidance of junk food in canteen.</p> <p>4-To ensure complete cleanliness in the canteen and around.</p>
		Mr. Amit Sehrawat	Mr. Shitender Ms. Sneha Sinha Mr. Sunil Kumar Ms. Sonia Rani	
16	House-Keeping & Vidyalaya Cleanliness/Sanitation & Drinking Water Committee	1-Mr.Krishan Kumar 2-Ms. Sarita Sehrawat	<p>Ground Floor (Lab Corridor)</p> <p>Ms. Anuradha Singh, PGT Bio</p> <p>Mr. Yogesh, TGT W.E. Ground Floor</p> <p>Ms. Neetu, PRT</p> <p>Ms. Poonam Choudhary, PRT</p> <p>First Floor</p> <p>Ms. Geeta PGT CS</p> <p>Ms, Nidhi Upadhyay PGT CS</p> <p>Ms. Annu PRT</p> <p>Ms. Priyanka PRT</p> <p>Mr. Akash PRT</p> <p>Mr. Nikhil PRT</p> <p>Second Floor</p> <p>Ms. Uma Aggarwal, PGT Comm</p> <p>Mr. Paramveer TGT</p> <p>Ms Veena Bhasin. PGT</p>	<p>1-To ensure that class rooms are clean</p> <p>2-To ensure that toilets are in hygienic condition</p> <p>3-To monitor the service of security and cleanliness in consultation with the agencies concerned so as to Vidyalaya bears a clean look.</p> <p>4-To ensure cleanliness in the assembly ground, playground, canteen & surrounding, science park, corridors & gallery etc.</p> <p>5-To ensure cleanliness in garden area</p>

Mr. Mukesh Nagar, TGT
Maths
Ms. Amita Kataria

Science Block

Ms. Sonia Rani PRT
Mr. Amit Kumar, PRT
Mr. K S Atal Lib.

Third Floor

Ms. Aarti TGT Eng
Ms. Poonam Rani TGT
Ms. B. K. Tiwari TGT
Mr Vikram Meena TGT
Ms. Rashmi Jaiswal TGT
Ms. Meenakshi TGT ART
Mr. K.P. Patwa TGT
Mr. Jitender Kumar Verma

Canteen

Mr. Rajeev Upadhyay PGT
Ms. Geeta Thapa PGT
Ms. Anuradha Singh PGT

Play Ground

Mr. B.S.Tiwari PGT
Mr. Vishal, PRT
Ms. Sneha Sinha PRT
Primary coach
Computer Instructor
Counsellor

17	Transport/ Excursion/ Field Trip/ Adventure Activity	Mr. Bhaskar Mishra, PGT Mr. Rajeev Kr. Singh	Mr. U K Bhanu Mr. Mukesh Nagar Mr. Vikram Meena Ms. Rashmi Jaiswal Mr. Lokesh Bhairwa Mr. Jitender Kumar	1-To plan for the venue/places to be visited. 2-To select the students on rotation basis including teacher escorts. 3-Make budget provision about the fund required. Settlement of bills in due time.
		Mr. Saurabh Singh	Ms. Sonia Rani Ms. Payal Mr. Nikhil Sharma	
18	Library	Mr. K.S.Atal (Lib.)	Ms Ajit Kumar Ms Anuradha Mr. Ghanshyam Mr. B S Tiwari Mr. K P patwa Ms. Rashmi Jaiswal Mr. B K Tiwari	To procure at least 500 text books and reference books recommended by CBSE, KVS library policy and as per the recommendation of faculty members. To organize class library and to present monthly book review for each student of the Vidyalaya. To assist primary wing in library activities in light of CMP.
		Ms. Harsha	PRT-1 Ms. Annu Mr. Nitin Bhardwaj	
19	National Talent Search Examination (NTSE)	Ms. Anuradha Singh, PGT Bio	Ms. Geeta Thapa Mr. Vinod Kuma Ms. Ashok Sundari Ms. Reshu Ms. Roshni Rana Mr. Rajeev upadhyay	To conduct NTSE and encourage students to participate
20	P.A. System	Mr. Yogesh Kumar	Ms. Rashmi Jaiswal Mr. Bhaskar Mishra	To ensure the smooth working of PA system and available during morning assembly and functions.
		Mr. Vishal Sharma	Mr. K K Mishra Ms. Poonam Choudhary	

			Mr. Rajeev Kumar Singh	
21	Nature Club/ Eco Club/ Gardening	Ms. Anuradha Singh, PGT Bio	Mr. Vinod Kumar Ms. Ashok Sundari Ms. Reshu Ms. Roshani Rana Ms Geeta Thapa Mr. Anupam Shukla	To oversee the maintenance of the Vidyalaya Garden and the aquarium. To look after the classroom, lobbies, and adornment of the Principal chamber with informative materials.
		Ms. Athnas Xaxa, PRT	Mr. Robin Jha Ms. Neetu	To ensure a green environment.
22	Social Science Exhibition	Ms. Uma Aggarwal	Mr. B.S.Tiwari Mr. Sanjeev Kr. Mishra Ms. Veena Bhasin Ms. Sarita Sherawat Mr. Lokesh Kumar Mr. Jitendra Ms. Poonam Rani Mr. Vikram Meena	To ensure 100% participation of students in S.Sc. exhibition. To follow the instructions given by HQ & RO.
23	Scholarship and Laadli Yojna	Ms. Geeta Thapa	Mr. Vikram Meena Mr. UK Bhanu Computer Instructor Mr. Saurabh Singh Mr. Amit Sehrawat	To look after the matter of Scholarship and others.
24	Science Olympiad /Green Olympiad/ VSSF/ YUVIKA	Ms. Geeta Thapa	Ms. Anuradha Sungh Mr. Vinod Kumar Ms. Reshu Ms. Roshani Rana	To conduct Olympiad as & when conducted To encourage more & more students to participate

			Mr. Mandeep Mr. Shitender	
25	Maths Olympiad	Mr. Ajeet Kumar Singh	Ms. Amita Kataria Mr. Mukesh Nagar Mr. UK Bhanu Ms. Indu Sharma Ms. Bhawna Gupta Mr. Nikhil Sharma Ms. Nidhi Mr. Shitender Mr. Mandeep Computer Instructor-1 and 2	To conduct Olympiad as & when conducted To encourage more & more students to participate.
26	Cyber Olympiad	Ms. Geeta PGT CS	Ms. Reshu Jindal Mr. Nikhil Ms. Sneha Sinha Ms. Harsha	To conduct Olympiad as & when conducted To encourage more & more students to participate
27	Science Exhibition	Mr. Rajeev Upadhayay	Mr. S.P. Singh Mr. Anupam Shukla Ms. Amita Kataria Ms. Geeta Thapa Ms. Anuradha Singh Mr. Vinod Ms. Reshu Ms. Roshani Rana Ms. Ashok Sundari Computer Instructor	To encourage to make models & 100% participation of students.

		Mr. Akash	Ms. Sonia Rani Mr. Amit Kumar PRT Mr. Sunil PRT Mr. Athnas Xaxa	
28	Inspire Manak	Ms. Reshu Jindal	Ms. Ashok Sundari Mr. Vinod kumar	
29	Scout & Guide	Mr. Ghanshyam Sharma	Mr. Vinod kumar Ms. Reshu Jindal Ms. Rashmi Jaiswal Mr. Paramvir Mr. Mukesh Kumar Ms. Rashmi Jaiswal Mr. Prins All trained in basic	To participate as & when required. To prepare students as per the rules & code of conduct. To encourage more & more students to participate
30	Cubs & Bulbul	Ms. Payal Mr. Amit Kumar	Mr. Amit Kumar Mr. Nitin Ms. Priyanka Ms. Harsha Mr. Robin Jha Ms. Annu	To participate as & when required. To prepare students as per the rules & code of conduct. To encourage more & more students to participate.
31	Teaching Aid/TLM	Mr. B.S. Tiwari	Mr. K S Atal Mr. Mukesh Kumar Mr. Vijay	To procure and use necessary teaching aids for interactive class rooms.
		Ms. Sneha	Ms. Payal PRT Ms. Kiran Garg Ms. Harsha	

32	First Aid/ Medical Check-up- Nurse	Ms. Sonia Rani Ms. Anuradha Singh Mr. Vinod kumar Nurse Mr. Naresh Mr. Ramesh	Ms. Reshu Jindal Mr. Amit Sehrawat Mr. Shitenser Ms. Annu Ms. Sneha Ms. Priyanka Counsellor All Class Teachers	
33	Accounts & Fees Checking Committee CS- 54	Ms. Amita Kataria Mr. U K Bhanu	Mr. Mukesh Nagar Ms. Bhawna Gupta Ms. Indu Sharma Ms. Neeru Rani	To verify quarterly fees of all classes
			Ms. Annu Mr. Shitender	
34	UBI	Ms. Geeta CS	Ms. Nidhi Upadhayay Computer Instructor Ms. Neena office	To assign UBI (ID) to new admission To check and verify fees of school in UBI Portal
35	Stage duty/ Assembly duty	Mr. Rajeev Kumar Singh	Mr. Bhaskar Mishra Mr. Ghanshyam Sharma Ms. Rashmi Jaiswal Ms. Poonam Choudhary Ms. Meenakshi Sports Coaches All House master of secondary (House on duty)	To ensure complete follow up of discipline for performance on stage as per KVS norms. To maintain proper assembling and dispersal of students. To maintain SOP as per covid protocol
		Mr. Vishal Sharma	Mr. K.K. Mishra Ms. Sneha Sinha All House master of Primary (House on duty)	

36	Checking of late comers	Mr. Vikram Meena	1. House on Duty 2. All Class Teachers	To maintain proper record of late comers. To discourage students for coming late to school. Ensure proper performance of duty by each House .
		Mr. Nitin Bhardwaj	All Class Teachers Primary Mr. Amit Dahiya	
37	Maintenance of SOP	House masters on duty Class teachers	House on Duty Class Teachers Secondary Nurse Counsellor Class Teachers primary	To ensure students are in proper & full uniform as per KVS norms. To ensure students are in hygiene condition. Safe Arrival and Dispersal of students Maintenance of proper discipline in school.
38	Website Uploading	Ms. Geeta, PGT CS	Ms. Nidhi Upadhyay Computer instructor	To take printouts and reply mails as and when required. To regularly update website with all necessary Changes
39	CMP	Ms. Harsha	Ms. Kiran Ms. Neetu	To conduct activities under CMP.
40	Aryabhata club of Maths	Mr. Ajeet Kumar Singh,	Ms. Amita kataria Mr. U.K. Bhanu Ms. Indu Sharma Mr. Mukesh Nagar Ms. Bhawna Gupta Ms. Neeru	To prepare maths models. To motivate students to take interest in mathematical activities. To develop liking maths.

41	Integrity Club / Value Education	Mr. Sanjeev Mishra (I/C)	Mr. K P Patwa Mr. K S Atal Ms. Sapana Sangwan Mr. B K Tiwari Mrs. Sarita Sehrawat Ms. Anju Mr. Amit Dahiya	To develop unity among students To ensure a brotherly environment among students & staff members.
42	Language Club, Olympiad and other events related to Language	Ms Veena Bhasin (I/C English) Mr. Ghanshyam (I/C Hindi) Mr. K.P.Patwa (I/C Sanskrit)	Mr. Bhaskar Mishra All TGT English All TGT Hindi Ms. Kiran Mr. Nitin Bhardwaj Ms. Neha Payal Mr. Vishal Sharma	Speaking & Writing skills/Development. To conduct English Olympiads (if any) Monitor and conduct any events/activities related to English Language. Encourage students to develop reading skills in English through different resources and activities.
43	ID Card & Bonafide Certificates, Other Certificates Related to Students	Mr Ghanshyam Sharma Mr. Anupam Shukla	Mr Bhaskar Mishra Ms Roshani Rana Mr. Mandeep Mr. Saransh All Class Teachers	Collection of correct data for ID Card. Distribution of ID Card to Class teachers Ensure that all students of Vidyalaya must have ID card.
44	E-Content development committee	Ms. Geeta Thapa	Ms. Nidhi Upadhyay PGT CS Computer instructor Ms. Payal, PRT	To ensure e-content development of Vidyalaya.
45	Disaster Management Committee/ Fire Safety/ CCTV/ Evacuation Plan	Mr. B S Tiwari, PGT Geo	Mr. Sanjeev Kr. Mishra Mr. Krishan Kumar Mr. Bhaskar Mishra Mr. Yogesh WE	To prepare D.M plan. To execute mock drills. To make students aware it. Must prepare report of all activities conducted by Vidyalaya and KVS.

	Committee/ School Safety Committee		Mr. B K Tiwari Ms. Geeta Thapa Mr. Mukesh Kumar Ms. Poonam rani Mr. Amit Sherawat Ms. Priyanka Mr. Robin Jha	
46	Maintenance	Mr. Yogesh WET	Mr. Rajeev Kumar Singh Mr. Krishan Kumar Mr. Bhaskar Mishra Mr. S.P.Singh Ms Meenakshi Mr. Amit Dahiya Mr. Akash	To ensure proper maintenance of building. To execute immediate repair whenever need arises.
	Civil Maintenance			
	Electrical Maintenance			
47	Youth Parliament	Mr. B S Tiwari (I/C)	Mr. Sanjeev Kr. Mishra Mr. Krishan Kumar Mr. Jitender Mr. Vikram meena Ms. Poonam rani Mr. Lokesh	To prepare students for vidyalaya & Regional level events Collection of data & photograph Report making of events & maintenance of records
48	Art & Craft And Decoration of School Campus	Ms. Meenakshi	Ms. Anuradha Singh Mr. Lokesh Bairwa Ms. Annu	To ensure complete decoration of the building

			Ms. Reshu Ms. Anju Art Teacher PRT	To ensure a presentable look of Vidyalaya every time
49	U-DISE	Mr. Ajeet Kumar Singh	Mr. U.K.Bhanu All Class Teacher (Secondary) Mr. Saurbh Singh All Class Teacher (Primary) Computer Instructor 1,2	To maintain the record of U-dise
50	Subject Committee	ENGLISH Mr. Bhaskar Mishra	All PGT & TGT (English) Mr. Robin Jha (I/C) All Subject Teachers	To ensure follow up of syllabus as per KVS Preparation of action plan for slow bloomers and high achievers. Completion of split up syllabus and Completion of all activities academic calendar 2024-25.
		HINDI Mr. Ghanshyam Sharma	All TGT (Hindi) & TGT Sanskrit Mr. Amit Dahiya (I/C) All Subject Teachers	
		MATHS Mr. Ajeet Kumar Singh	All PGT & TGT (Maths) Ms. Payal (I/C) All Subject Teachers	
		SOCIAL STUDIES Mr. Krishan Kumar	Ms. Sarita Sehwat Ms. Uma Aggarwal Mr. B.S.Tiwari Mr. Sanjeev Kr. Mishra Mr. Jitendra Kumar Mr. Vikram Meena Ms. Poonam Rani Mr. Lokesh Bairwa	

		SCIENCE (EVS) Mr. S.P.Singh	Mr. Rajeev Upadhayay Ms. Anuradha Singh Mr. Anupam Shukla Ms. Geeta Thapa Mr. Vinod Kumar Ms. Reshu Jindal Ms. Ashok Sundari Ms. Roshani Rana Ms. Sonia Rani (I/C) All Subject Teachers	
51	Resource room / Activity room	Ms. Neetu	Ms. Payal Ms. Poonam Chaudhary	To Maintain the resources and ensure cleanliness of the room
52	Almuni & Press Publicity Committee (Samagam Portal)	Mr. Sanjeev Kumar Mishra	Mr. Ghanshyam Sharma Mr. Bhaskar Mishra Ms. Rashmi jaiwal Ms. Anuradha Singh Mr. Vijay Mr. Mukesh Kumar Ms. Geeta CS Ms. Veena Bhasin Ms. Rashmi Jaiswal Ms. Jyoti (Office) Mr. Saurabh Singh Ms. Annu	To appoint Photography when required To upload photograph on the school website. To send photograph to RO/HQ when were required
53	Internal Complains Committee of Vidyalaya	Ms. Madhu Singh VP Ms. Geeta CS	Ms. Amita Kataria Ms. Meenakshi Ms. Payal Ms. Sonia Rani Ms. Reshu Jindal Ms. Nishu Yadav HM Mr. Saurabh Ms. Sneha Singh	To handle grievance of students and teachers To maintain record To report the matter to undersigned

			Ms. Bhawna Gupta Ms. Harsha Ms. Poonam Chaudhary	
54	Reporting & writing the Minutes of staff meeting / events	Mr. Ghanshyam Sharma	Mr. B.K.Tiwari Ms. Aarti Mr. K.P.Patwa Mr. Vijay Mr. Prins Kumar Ms. Neha Ms. Anju	To maintain the records of minutes if each staff meeting, special meeting, inspection and other events organized in Vidyalaya
55	Azadi kaa Amrit Mahotsav	Mr. Sanjeev Kumar Mishra	Ms. Veena Bhasin Mr. Bhaskar Mishra Ms. Rashmi jaiswal Ms. Sapana Sangwan Mr. Mukesh Kumar Mr. Prinse Mr. Vikram Meena Ms. Poonam Chaudhary Mr. Vishal Sharma Ms. Sneha Ms.Amit Dahiya Mr. Nikhil	Completion of all assigned activities
56	Tarunotsava	Mr. Ghanshyam sharma	Ms.Amita kataria, Ms.Geeta kumari, Mr.Yogesh, Ms.Meenakshi, All Subject teachers of XI & XII	Preparation of schedule for Tarunotsava Maintenance of records
57	Green Building Committee	Ms. Anuradha Singh	Mr. Vinod kumar, Ms. Reshu Jindal, Ms. Roshni Rana Comp. Instructor	Registration of the School Proper maintenance of all the records Follow all the circulars of KVS regarding Green Buildings and completion all the assigned work.

58	Suggestion box/ Grievance redressal committee of Vidyalaya	Ms. Amita Kataria	Mr. Bhaskar Mishra, Ms. Veena Bhasin Mr. Ajeet Kumar Singh	Fortnightly opening of the suggestion box and maintenance of records all the complaints
59	Visitor Register Maintain committee (at entry Gate of the Vidyalaya)	Mr. Lokesh Kumar	Ms.Poonam Rani, Ms.Sneha Sinha, Mr.Robin Jha	Weekly inspection of Visitor register
60	Anti-Tobacco & Smoking squad cum search & resolve	Mr. Anupam Shukla	Suraj Pal Singh, Sanjeev Kumar Mishra, Roshani Rana	Awareness, random checking campaign updating & maintenance of Data for academic year
61	Team of special need students	Ms. Amita Kataria Special Educator	Ms. Uma Aggarwal Mr. Prins Kumar Mr. Saurabh Singh Ms. Anju Meena	Maintenance of all records of special need students. Ex. Total no. of students, type and percentage of disability Completion of all assign responsibilities.
62	Awakened Citizen Program	Mr. Praveen Kumar	All ACP Trained Teachers	Record Maintenance and completion of all assigned responsibilities
63	NAEP (National Adolescence Education Programme)	Ms. Anuradha Singh	Ms. Geeta Thapa Mr. Krishan Kumar Mr. Vinod Kumar Ms. Roshani Rana Ms. Ashok Sundari	Conduction and compliance of all circulars of KVS reg. NAEP Conduction of session of NAEP
64	Pustakopahar Committee	Mr. K.S.Atal	All Class Teachers of Primary & Secondary & Sr. Secondary	Coordination among students & teachers Proper distribution of collected books Maintenance of records.
65	Handholding (Sahodaya) with Neighboring School	Mr. Bhaskar Mishra	Ms. Anuradha Singh Ms. Meenakshi Art Teacher	Coordination with nearby school & organization of co-curricular, academic activity as per KVS instructions
66	Fee And Attendance Maintaining committee	Mr. Bhaskar Mishra	Ms. Geeta Thapa Ms. Exam I/C (CBSE & Internal VI-XII) Ms. Mridula Computer Instructor-1 Mr. Saurabh Singh	Monitoring of Fee Defaulters and Short attendance cases. Maintenance of records and follow up all cases

			Mr. Shitender	
67	School Innovation Committee	Mr. Ajeet Kumar Singh	Mr. Bhaskar Mishra Mr. Rajeev Upadhyay, Praveen Kumar	Implementation of all KVS & CBSE circulars and maintenance of data accordingly
68	House Master	SHIVAJI- SURAJ PAL SINGH TAGORE- SANJEEV KR MISHRA ASHOKA- KRISHAN KUMAR RAMAN- B.S. TIWARI	All respective Class Teachers	Allotment of duties according to schedule Maintenance of discipline Conduction of assembly Proper arrival and dispersal Inter house Activity
69	School Band Committee	Poonam Choudhary	Mr. K.K. Mishra Music Coach	Conduction of all assigned events related to school Band
70	Discipline on Floors and Corridor	THIRD FLOOR- Jitender (I/C), Ashok Sundari(I/C), K.P. Patwa, Indu Sharma SECOND FLOOR- Poonam Rani (I/C), Mukesh Kumar (I/C), Veena Bhasin, B.S.Tiwari, FIRST FLOOR- Geeta PGT CS (I/C), U K Bhanu (I/C), Nidhi Upadhyay, Ghanshyam Sharma, GROUND FLOOR- Sanjeev Kumar Mishra (I/C), Meenakshi(I/C),		Proper maintenance of floor like working of CCTV camera, No extra of discarded furniture's and other items on I- floor Proper monitoring of Defacing of walls classrooms washrooms furniture's etc. Supervision of allotted duties on floors.

		Anuradha Singh, Anupam Shukla, SCIENCE BLOCK- Geeta Thapa (I/C), Yogesh (I/C) Suraj Pal Singh, LIBRARY & CORRIDOOR- K.S. Atal (I/C), B.K Tiwari, Lokesh Kumar		
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Note :-All The Committee In-Charge should delegate different duties to the members of their respective committees and maintain a record register for smooth functioning of all the Vidyalaya activities.

(Parveen Kumar Malik)
Principal