

**PM SHRI KENDRIYA VIDYALAYA GOLE MARKET NEW DELHI 110001**

**COMMITTEES AND DUTY LIST 2025-26**

S.No.	Committee	Convener	Members	Duties and Responsibilities
1	Time Table & Leave Arrangement	MS. GEETA THAPA	Mr. Sukhvinder Mr. Rajeev Upadhyay Mrs. Megha Sharma Ms. Minakshi Mr. Praveen  Ms. Anita (PRT) I/C Mr. Vinay Ms. Vineeta 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
2	Admission	Ms. Nidhi Upadhayay.	Mr. Saurabh Singh (PRT) Mr. Sudhir (PRT) MS. Shaista Khatun (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
3	Examination (Internal)	Mr. Rajeev Upadhayay	Mr. Krishan Kumar Mr. Vinod Kumar Mr. Praveen Kumar Ms. Roshni Rana  Mr. Mandeep (PRT) I/C Ms. Annu Mr. Amit Dahiya Mr. Robin Jha Ms. Shaista	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.
4	CBSE Examination	Mr. Anupam Shukla	Mr. Rajeev Upadhyay Mr. Praveen Kumar Ms. Manisha Mr. Gaurav (Computer Instructor)	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.
5	External Examinations	Mr. Praveen Kumar	Mr. Vinod Kumar Mr. Rajeev Kumar Singh Mr. Jignesh	To conduct external examination as per the prescribed exams & to maintain record of all such examinations
6	CCA (CO- CURRICULAR ACTIVITIES) and morning Assembly	Mrs. Veena Bhasin PGT -ENGLISH  Mr. Nitin	Mr. Ghanshyam Sharma Ms. Sapna Sangwan Mr. Mukesh (TGT Hindi ) Mr. K P Patwa Ms. Meenakshi Mr. Yogesh Kumar Ms. Poonam Chaudhary  Mr. Robin Jha Ms. Neha Payal Mr. Akash Mr. K.K.Mishra	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
7	Discipline	Mr.Suraj Pal (I/C) Ms. Mridula  Mr. Nitin Primary Floor Incharges For Non class teachers Ground Floor- First Floor- Science Block-	Mr. Rajeev Kumar Singh Mr. Mukesh Nagar Mr. B.S Tiwari Ms. Amita Kataria Ms. Arti Hooda All House Incharges  Mr. Saurabh Singh Ms. Ritu Ms. Poonam Chaudhary	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 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
8	Arrival & Dispersal	Mr.Rajeev Kumar Singh	All Coaches Yoga Teacher House on Duty Teachers	To perform duties at gate, all the floors & stairs
9	Magazine /News, Letters/ E-Publication/School Diary	Mr. Ghanshyam Sharma  Mr. Ravi verma	Mrs. Rashmi Jaiswal Mr. K.P.Patwa Mr. B.K.Tiwari MS Mridula Narula Ms. Meenakshi  Mr. Athanas Xaxa	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
		Mr.Rajeev Kumar Singh	Coaches, Yoga And All House Masters	1-To practice Yoga daily during the morning assembly to the students.

10	Sports	Mr. Mohit Dhama	Mr. Raj Kumar Mr. Vinay Ms. Neetu	3-Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her/his involvement and to maintain record. 4-To maintain students for participating and enrolment in sports
11	Raj Bhasha	Mr. Ghanshyam Sharma Mr. Amit Kumar	Mr. Praveen Kumar Mr. Vijay Mr. Prins Kumar	To conduct quarterly meetings of Rashtra Bhasha and to submit quarterly reports to the Regional Office. To ensure that all the written work of school is maintained in Hindi
12	Furniture	Mr. Sukhvinder	Mr. Jitender Mr. Yogesh Kumar Mr. Vijay Mr. Lokesh Bairwa	1-To ensure all the furniture bear serial numbers and the year of purchase. 2-To ensure the adequacy and suitability of furniture in all the classrooms, including repair of furniture as per the KVS rules.
		Mr. Robin Jha	Mr. Mohit Dhama Mr.Raj Kumar	3-To keep inventories of furniture allotted to different classes and departments
13	Academic and Curriculum Implementation , Study Materials	Ms. Madhu Singh (Vice Principal) Ms. Geeta Thapa	All Subject Committee Incharges EXAM I/C CBSE I/C Mrs. Megha Sharma Mr. Saurabh Singh <b>CLASS WISE COORDINATOR-</b> VI- Ms. Ashok Sundari VII- Mr. Jitender VIII- Mr. Prins IX- Ms. Neeru Rani X - Ms. Aarti XI - Mr. S.P. Singh XII - Ms Uma Agarwal	1. Conduction of activities (Curricular and co- curricular) according to academic planner 2024-25. 2. Completion of split-up syllabus on time. 3. Smooth conduction of teachers learning process. 4. Increasing co-operation between parent's teachers for improving the educational facilities and programmes. 5. Holding seminars, workshops, discussions, cultural activities and meeting of parents and teachers.
				6. Bringing society and school closer for better co- operation.
14	Canteen	Mr. Sanjeev Kr. Mishra	Mr. B.S Tiwari Mr. Vikram Meena	1-Fixation of rates, check the quality of eatables, stress on hygiene and cleanliness of compound. 2-To ensure healthy food is only provided in canteen.
		Ms. Dipti	Mr. Athanas Xaxa	3-To ensure avoidance of junk food in canteen. 4-To ensure complete cleanliness in the canteen and around.
15	House-Keeping & Vidyalaya Cleanliness/Sanitation & Drinking Water Committee	Mr.B.S Tiwari PGT Geo Ms. Bhawna Gupta TGT Maths	<b>Ground Floor (Lab Coridor)</b> Ms. Geeta Thapa Mr. Yogesh, TGT W.E. <b>Ground Floor</b> Mr. B.S Tiwari Ms. Dipti Luthra, PRT <b>First Floor</b> Ms. Roshni Jaiswal Mr. Akash PRT <b>Second Floor</b> Mr. Mukesh Nagar, TGT Maths Ms. Indu Sharma	1-To ensure that class rooms are clean 2-To ensure that toilets are in hygienic condition 3-To monitor the service of security and cleanliness in consultation with the agencies concerned so as to Vidyalaya bears a clean look. 4-To ensure cleanliness in the assembly ground, playground, canteen & surrounding, science park, corridors & gallery etc. 5-To ensure cleanliness in garden area
			<b>Science Block</b> Mrs Megha Sharma. Lib Mr. Sunil P.R.T <b>Third Floor</b> Mr. Jitender Kumar Verma Mrs. Ashok Sundari	