

PM SHRI KENDRIYA VIDYALAYA GOLE MARKET NEW DELHI 110001

COMMITTEES AND DUTY LIST 2026-27

S.N	Committee	Convener	Members	Duties and Responsibilities
1	Time Table & Leave Arrangement	MS. Geeta Thapa	Mr. Mukesh Nagar Mr. Rajeev Upadhyay Ms. Megha Sharma Ms. Minakshi Mr. Praveen Mr. Vinay (PRT) I/C Ms. Neha Mr. Amit Sehrawat Ms. Annu	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. Rajesh Kumar TGT Skt. Mr. Amit Sehrawat (PRT) Mr. Mohit (PRT) Mr. Sudhir (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. Anupam Shukla Mr. Vinod Kumar Mr. Praveen Kumar Mr. Mukesh Nagar Ms. Roshni Rana Mr. Mandeep (PRT) I/C Ms. Kiran Mr. Rajkumar Ms. Shaista Mr. Aakash	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. Suraj Pal Mr. Rajeev Upadhyay Mr. Vinod Ms. Roshni Rana Mr. Praveen Kumar	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. O P Swami	Mr. Praveen Kumar	To conduct external examination as per the prescribed exams & to maintain record of all such examinations

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6	CLA (Creative Learning Activities) and morning Assembly	Mr. Ghanshyam Sharma PGT HINDI	PGT ENGLISH 1 Ms. Rashmi Jaiswal Ms Sapna Sangwan / Ms. Mridula Mr Vijay Mr. Rajesh Kumar Ms. Meenakshi Mr. A. K. Jena Ms. Aastha	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. Robin	Ms. Nilesh Mr. Athnas	
7	Discipline	Mr.Suraj Pal (I/C) Ms. Mridula	Ms. Uma Mr. Rajeev Kumar Singh Mr. Mukesh Nagar Mr. B.S Tiwari Ms. Bhawna All House Incharges	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. Nitin Primary Floor Incharges For Non class teachers Ground Floor- First Floor- Science Block-	Mr. Amit Sherawat Ms. Ritu Dhaiya Ms. Astha	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

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8	Arrival & Dispersal	Mr.Rajeev Kumar Singh	All Coaches (Mr. Vikram, Mr. Sandeep) Yoga Teacher House on Duty Teachers Last period subject Teachers	To perform duties at gate, all the floors & stairs and not to leave Vidyalaya until all children have left for home.
9	Magazine /News, Letters/ E-Publication/School Diary	Mr. Ghanshyam Sharma / PGT ENG 2	Mrs. Rashmi Jaiswal Mr. Rajesh Kumar Ms Mridula Narula 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. Neha Bharti	Mr Nilesh	
10	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.
		Mr. Mohit	Ms. Ritu	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. O P. Swami Mr. Vijay Mr. Lokesh Bairwa Mr. A. K. Jena	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. 3-To keep inventories of furniture allotted to different classes and departments
		Mr. Rajkumar	Mr. Amit Dahiya	

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13	Academic and Curriculum Implementation , Study Materials	Ms. Madhu Singh (Vice Principal) Ms. Geeta Thapa Mr. Suraj pal Singh	All Subject Committee Incharges EXAM I/C CBSE I/C Mrs. Megha Sharma CLASS WISE COORDINATORS- VI- Ms. Mridula Narula VII- Mr. Prins Kumar VIII- Mr. Lokesh Bairwa IX- Ms.Ashok Sundari X - Mr. U K Bhanu XI - Ms. Uma Aggarwal XII - Mr. Suraj Pal Singh	1. Conduction of activities (Curricular and co- curricular) according to academic planner 2026-27. 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	Ms. Uma Mr. B.S Tiwari Mr. Mukesh TGT Hindi	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. 3-To ensure avoidance of junk food in canteen. 4-To ensure complete cleanliness in the canteen and around.
		Ms. Dipti	Mr. Athanas Xaxa	
15	House-Keeping & Vidyalaya Cleanliness/Sanitation & Drinking Water Committee	Mr.B.S Tiwari PGT Geo Ms. Bhawna Gupta TGT Maths	Ground Floor (Lab Coridor) Ms. Geeta Thapa Mr. A. K. Jena Ground Floor Mr. B.S Tiwari Ms. Rashmi Jaiswal First Floor Ms. Dipti Luthra, PRT Mr. Akash PRT Second Floor Mr. Vikram Meena Ms. Indu Sharma Science Block Mrs Megha Sharma. Lib Ms. Annu P.R.T Third Floor Mr. Jitender Kumar Verma Mrs. Ashok Sundari	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