

PM SHRI KENDRIY VIDYALAYA GARHARA
ANNUAL VIDYALAYA COMMITTEES 2024-25
COMMITTEES ALLOTMENT OF ADDITIONAL RESPONSIBILITIES FOR THE SESSION 2024-25

Following Committees are hereby constituted for the session 2024-25, for the smooth functioning of the vidyalaya activities. Conveners are requested to take over the charge of their respective committee and should allot specific duties to other associated members of their committees. They must start planning for the coming session with immediate effect; however, remaining work of the current session will be finished by the committee which is presently in existence. Handing/taking over the must be completed at the earliest. After having been the stock verification physically and a report regarding handing/taking over of the charge must be submitted to the principal on or before 08.04.2024. All the committees will look after the assignment as per provision of KVS/CBSE Circulars issued from time to time and instructions of Principal so to develop a conducive environment for effective teaching learning process in the vidyalaya and develop the vidyalaya campus as per the expectations of the stake holders. Convenors / In-Charges should make sub-committees, if required for execution and co-ordination of related work in most befitting manner, for information of such sub committee approval of Principal should be obtained. Convenor / In-Charges should make necessary plan as per the need of the occasion in consultation with Principal. He / She should also take the help of other staff member including office and sub-staff for best results. All the in-charges and members of committees are requested to ensure that academic curricular activities should not be affected on account of the additional responsibilities / duties assigned to them. Co-Operation of all the staff members is solicited. With all best wishes for a happy and successful upcoming session 2024-25.

Miss. Nusrat Bano
Co-Ordinator

Sh. Rajneesh Kumar Tripathi
Principal

PM SHRI KENDRIYA VIDYALAYA GARHARA

ANNUAL VIDYALAYA COMMITTEES 2024-25

SL. NO.	NAME OF COMMITTEE	NAME OF IN-CHARGE, CO-IN-CHARGE AND MEMBERS	NATURE OF DUTIES	SIGNATURE
1.	ACADEMIC ADVISORY COMMITTEE	<ol style="list-style-type: none"> 1. Sh. Bimlendu Kumar, PGT(Comp. Sc.), (In-Charge) 2. Sh. Triveni Prasad Gupta, (PGT Commerce), (Co-In-Charge) 3. Smt. Mamta Sinha, PGT (Mathematics), (Member) 4. Sh. Chandrabhushan Kumar, PGT (Hindi), (Member) 5. Miss Nusrat Bano, PGT(English), (Member) 6. Sh. Harivansh Kumar, TGT(Sanskrit), (member) 7. Smt. Deeksha, PRT, (HM I/C), (Member) 	<p>To monitor academic activities of vidyalaya throughout the year and imbibing the best practices to provide and improved academic system for the present and future students.</p> <p>Will conduct Subject Committee Meeting and to prepare reports as per KVS RO Patna requirement.</p>	
2.	ACADEMIC PLANNING COMMITTEE	<ol style="list-style-type: none"> 1. Miss Nusrat Bano, PGT (English), (In-Charge) 2. Sh. Vimal Kumar, TGT (Mathematics), (Co-Incharge) 3. Smt. Mamta Sinha, PGT (Mathematics), (Member) 4. Smt. Deekhsa (PRT), (Member) 		
3.	ADMISSION	<ol style="list-style-type: none"> 1. Sh. Amiya Abhilash Dutta, TGT (P&HE), (In-Charge) 2. Sh. Prateek Tripathi, TGT (Hindi), (Co-Incharge) 3. Smt. Deeksha, PRT, (Member) 4. Miss Pratibha Pathak, PRT, (Member) 5. Miss Mahe Naaz, PRT, (Member) 	<p>To complete the admission process as per KVS guidelines and update the old dashboard with the day-to-day admission details and maintenance of records. Timely compliance with admission related queries to RO and HQ.</p>	
4.	EXAMINATION	<p>A. CBSE</p> <ol style="list-style-type: none"> 1. Sh. Ratan Singh, PGT (Economics), (In-Charge) 2. Sh. Vimal Kumar, TGT(Mathematics),(Co-In-Charge) 3. Sh. Niketan Choudhary, TGT (English),(Member) 4. Sh. Manish Kumar, PRT, (Member) <p>B. INTERNAL</p> <ol style="list-style-type: none"> 1. Smt. Mamta Sinha, PGT(Mathematics), (In-Charge) 2. Sh. Gyan Shekhar Thakur, Librarian, (Co-In-Charge) 3. Sh. Prateek Tripathi, TGT(Hindi), (Member) 4. Miss Pratibha Pathak, PRT, (Member) <p>C. OTHER-NIOS</p> <ol style="list-style-type: none"> 1. Sh. Shailesh Kumar, PRT, (In-Charge) 2. Sh. Ram Lakhna Meena, PRT, (Co-In-charge) <p>Note: More members may be included on demand of I/C Examination.</p>	<p>To conduct theory and practical examinations, Internal Assessment of CBSE class X and XII, Preparation of result Analysis, PI Calculation, Registration of Class IX and XI, Maintenance of Records of CBSE Original Certificates and its distribution. Compliance of CBSE Correspondence, Submission of Payment details on IPS etc.</p> <p>Conducting Various examinations as per Guidellines of KVS like PT-1, UT-1, PT-2, UT-2, Half Yearly, Session ending, Pre-Board exams, Conducting LAT, Maintenance of Marks Sleep, Result Register and Report Cards, Result Analysis etc.</p> <p>Conducting NIOS Exams. Maintenance of Records and Timely Submission of Bills.</p>	
5.	FURNITURE	<ol style="list-style-type: none"> 1. Sh. Dhiraj Kumar Singh, TGT (Social Science), (In-Charge) 2. Miss Mahe Naaz, PRT,(Co-In-Charge) 3. Sh. Harivansh Kumar, TGT (Sanskrit), (Member) 	<p>To procure and maintain vidyalaya furniture, condemnation of furniture.</p>	

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6.	TIME TABLE	<p>A. SECONDARY</p> <ol style="list-style-type: none"> Sh. Vimal Kumar, TGT(Mathematics)(In-Charge) Sh. Amiya Abhilash Dutta, TGT(P&HE),(Co-In-Charge) Miss Nusrat Bano, PGT(English), (Member) <p>B. PRIMARY</p> <ol style="list-style-type: none"> Sh. Ram Lakhan Meena, PRT, (In-Charge) Smt. Meenu, PRT, (Co-In-Charge) 	To prepare the time table as per KVS norms and streamline vidyalaya academic task / target and make the class arrangement regularly.	
7.	COMPUTER	<ol style="list-style-type: none"> Sh. Bimlendu Kumar, PGT(Comp. Sc.), (In-Charge) Sh. Shailesh, PRT, (Co-In-Charge) Smt. Meenu, PRT,(Member) Computer Instructor (Member) 	To help and guide the teachers to prepare PPT and CAL. Maintenance of Computer and records of E-Class.	
8.	PTM-COMMITTEE	<p>A. SECONDARY & SENIOR SECONDARY</p> <ol style="list-style-type: none"> Sh. Chandrabhushan Kumar, PGT(Hindi),(In-Charge-) Sh. Manoj Kumar, TGT (Socials Science), (Co-In-Charge) <p>B. PRIMARY</p> <ol style="list-style-type: none"> Smt. Deeksha, PRT, (I/C HM) (In-Charge) Smt. Deepti Srivastava, PRT,(Co-In-Charge) <p>Note: All the Class Teachers and Co-Class Teachers will be responsible for smooth conduct of PTM.</p>	To conduct PTA meeting timely and maintenance of records.	
9.	DISCIPLINE	<p>A. SECONDARY & SENIOR SECONDARY</p> <ol style="list-style-type: none"> Sh. Amiya Abhilash Dutta, TGT(P&HE), (In-Charge) Smt. Mamta Sinha, PGT(Math), (Co-In-Charge) Sh. Manoj Kumar, TGT (Social Science), (Member) Sh. Gyan Shekhar Thakur, Librarian, (Member) <p>B. PRIMARY</p> <ol style="list-style-type: none"> Smt. Deeksha, PRT (I/C HM), (In-Charge) Sh. Ram Lakhan Meena, PRT, (Co-In-Charge) Miss Pratibha Pathak, PRT, (Member) <p>Note: All the class teachers for their respective classes.</p>	<p>To maintain the overall discipline of Vidyalaya.</p> <p>Checking of Late Commers on day-to-day basis and taking necessary action for improvement.</p> <p>Checking of Uniform on day-to-day basis as per KVS norms and taking action to improve it.</p> <p>They will be responsible for safe arrival and departure of the students with the help of the teachers teaching in the last period.</p>	
10.	SCOUTS/ GUIDES/ CUB/ BULBUL	<ol style="list-style-type: none"> Smt. Mamta Sinha, PGT (Maths), (In-Charge) Sh. Chandrabhushan Kumar, PGT (Hindi), (Co-In-Charge) Smt. Diksha, TGT(WE), (Member) Smt. Deeksha, PRT, (Member) Sh. Ram Lakhan Meena, PRT, (Member) 	Troop Leaders to plan different activities, preparing the students for Dwitiy Sopan, Tritiya Sopan, Rajya Puraskar, Rashtrapati Award and Organizing Testing Camps.	

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11.	C.C.A	<ol style="list-style-type: none"> 1. Miss Nusrat Bano, PGT(English), (In-Charge) 2. Sh. Chandrabhushan Kumar, PGT(Hindi),(Co-In-Charge) 3. Sh. Niketan Choudhary, TGT (English), (Member) 4. Sh. Prateek Tripathi, TGT(Hindi), (Member) 5. Smt. Kajal Kiran, PRT(Music), (Member) 6. All the house masters and associate house masters. 	<p>To divide the students into 4 houses to plan different co-curricular activities. For the year and its timely conduct.</p> <p>To maintain necessary records related to co-curricular activities.</p> <p>To prepare students for outside literary and cultural activities, important days and other celebrations including annual function.</p>	
12.	SCIENCE EXHIBITION	<ol style="list-style-type: none"> 1. Sh. Ratanesh Kumar, PGT (Biology) (In-Charge) 2. Miss Swati Gupta, TGT (Biology) (Co-In-Charge) 3. Smt. Mamta Sinha, PGT (Math), Member) 4. Sh. Manish Kumar, PRT,(Member) 	To conduct science exhibition and guide the students for making exhibit and models in science for vidyalaya level, Regional Level, National Level exhibition.	
13.	SOCIAL SCIENCE EXHOBITION (EBSB)	<ol style="list-style-type: none"> 1. Sh. Ratan Singh, PGT(Economics) (In-Charge) 2. Sh. Manoj Kumar, TGT (Social Science), (Co-In-Charge) 3. Sh. Dhiraj Kumar Singh, TGT (Social Science), (Member) 4. Smt. Kajal Kiran, PRT(Music), (Member) 	To prepare and guide the students for making exhibit and model in social science for Vidyalaya Level/ Regional Level/ National Level exhibitions/ competitions.	
14.	EXCURSION / EDUCATIONAL TOUR / ADVENTURE ACTIVITY	<ol style="list-style-type: none"> 1. Sh. Gyan Shekhar Thakur, Librarian (In-Charge) 2. Sh. Amiya Abhilash Dutta, TGT(P&HE), (Co-In-Charge) 3. Smt. Meenu, PRT,(Member) 4. Sh. Shailesh Kumar, PRT,(Member) 	To plan for the study tours and excursion for all the classes. [Select the spot and arrange for the tour].	
15.	LANGUAGE CLUB	<p>A. HINDI</p> <ol style="list-style-type: none"> 1. Sh. Chandrabhushan Kumar, PGT(Hindi), (In-Charge) 2. Sh. Harivansh Kumar, TGT(Sanskrit), (Co-In-Charge) 3. Smt. Anita Kumari Meena, TGT (Hindi), (Member) <p>B. ENGLISH</p> <ol style="list-style-type: none"> 1. Miss Nusrat Bano, PGT(English), (In-Charge) 2. Sh. Niketan Choudhary, TGT (English), (Co-In-Charge) 3. Smt. Deepti Srivastava, PRT, (Member) 	To hold meetings, conduct different club activities and promote the language among students and staff members.	
16.	GARDENING / BEAUTIFICATION	<ol style="list-style-type: none"> 1. Sh. Raushan Dhruv, TGT (Art), (In-Charge) 2. Smt. Kajal Kiran, PRT(Music), (Co-In-Charge) 3. Smt. Meenu, PRT, (Member) 4. Smt. Deepti Srivastava, PRT, (Member) 	To plan and look after the beautification of the vidyalaya building surroundings, go ahead with "Go Green Program".	
17.	LOCAL PURCHASE COMMITTEE	<ol style="list-style-type: none"> 1. Sh. Niketan Choudhary, TGT(English), (In-Charge) 2. Smt. Diksha, TGT(WE), (Co-In-Charge) 3. Sh. Gyan Shekhar Thakur, Librarian, (Member) 4. Smt. Deeksha, PRT,(Member) 5. Concerned Department In-Charges (Member) 	To decide and purchase different articles for the vidyalaya as per KVS Purchase Procedure.	

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18.	GAMES & SPORTS	<ol style="list-style-type: none"> 1. Sh. Amiya Abhilash Dutta, TGT(P&HE), (In-Charge) 2. Sh. Niketan Choudhary, TGT(English), (Co-In-Charge) 3. Smt. Deeksha, PRT, (Member) 4. Sh. Shailesh Kumar, PRT,(Member) 5. Sh. Ram Lakhan Meena, PRT, (Member) 	To plan different activities related to games and sports throughout this year. Select the students for cluster, regional, national competitions. Impart health education, mass PT for Physical Fitness.	
19.	CULTURAL PROGRAMME COMMITTEE	<ol style="list-style-type: none"> 1. Smt. Kajal Kiran, PRT(Music), (In-Charge) 2. Miss Nusrat Bano, PGT(English), (Co-In-Charge) 3. Sh. Harivansh Kumar, TGT(Sanskrit), Member 4. Sh. Prateek Tripathi, TGT(Hindi), Member 5. Miss Mahe Naaz, PRT, (Member) 6. Smt. Deepti Srivastava, PRT, (Member) 7. Sh. Shailesh Kumar, PRT, (Member) 	To prepare the students for different cultural activities and maintain necessary records related to CCA competitions. To look after and prepare the costumes and make up during different functions of the vidyalaya.	
20.	ECO CLUB	<ol style="list-style-type: none"> 1. Sh. Ratanesh Kumar, PGT(Biology), (In-Charge) 2. Miss Swati Gupta, TGT(Biology), (Co-In-Charge) 3. Smt. Deepti Srivastava, PRT, (Member) 	To conduct different activities related to environmental awareness and execute program for environmental protection. TO plan and create ecological garden in front of vidyalaya.	
21.	LIBRARY COMMITTEE	<ol style="list-style-type: none"> 1. Sh. Gyan Shekhar Thakur, Librarian, (In-Charge) 2. Sh. Chandrabhushan Kumar, PGT(Hindi), (Co-In-Charge) 3. Sh. Niketan Choudhary, TGT(English), (Member) 4. Smt. Deeksha, PRT,(Member) 5. Miss Pratibha Pathak, PRT,(Member) 6. Sh. Shailesh Kumar, PRT, (Member) 7. Sh. Krishna Kant Gaurav, Student Class Xth A 	To plan and decide about the purchase of books and maintaining the same.	
22.	VIDYALAYA DECORATION AND CLEANLINESS	<ol style="list-style-type: none"> 1. Sh. Prateek Tripathi, TGT(Hindi), (In-Charge) 2. Sh. Raushan Dhruv, TGT(AE), (Co-In-Charge) 3. Smt. Diksha, TGT(WE), (Member) 4. Smt. Deepti Srivastava, PRT,(Member) 5. Miss Babita, PRT, (Member) 6. Miss Mahe Naaz, PRT, (Member) 7. Smt. Neelu Kumari, SSA,(Member) 8. Sh. Shiv Narayan Thakur, Sub-Staff,(Member) 9. Class Teachers and Department Holders (Member) 	To monitor the day-to-day cleanliness of the vidyalaya campus and to monitor the services rendered by the conservancy staff and maintain their record. All the class teacher will monitor the cleanliness of their respective classes, and different department holders will monitor cleanliness of their respective departments. Smt. Neelu Kumari, SSA will monitor the cleanliness of office, Sh. Shiv Narayan Thakur will monitor cleanliness of Principal Chamber, Staff Room and Administrative corridor.	
23.	FIRST AID AND HEALTH CHECK-UP	<ol style="list-style-type: none"> 1. Miss Swati Gupta, TGT(Biology), (In-Charge) 2. Smt. Deepti Srivastava, PRT,(Co-In-Charge) 3. Sh. Amiya Abhilash Dutta, TGT(P&HE), (Member) 4. Smt. Meenu, PRT,(Member) 5. Nurse, (Member) 6. All class teachers for respective classes (Member) 	To Provide First Aid facility to the students and staff members. Help to conduct health checkups in the vidyalaya timely and maintain records.	
24.	ELECTRICAL REPAIRING / WATER SUPPLY	<ol style="list-style-type: none"> 1. Smt. Deeksha, TGT(WE),(In-charge) 2. Sh. Bimlendu Kumar, PGT(CS), (Co-In-Charge) 3. Sh. A. A. Dutta, TGT(P&HE), (Member) 	To ensure the corking of fans & light in the building. To take up repair & maintenance works where ever / whenever necessary.	

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25.	राजभाषा समिति	<ol style="list-style-type: none"> 1. श्री चंद्रभूषण कुमार, स्नातकोत्तर शिक्षक (हिंदी), (प्रभारी) 2. श्री हरिवंश कुमार, प्रशिक्षित स्नातक शिक्षक(संस्कृत), (सह प्रभारी) 3. श्री प्रतीक त्रिपाठी, प्रशिक्षित स्नातक शिक्षक(हिंदी), (सदस्य) 4. श्रीमती अनीता मीना, प्रशिक्षित स्नातक शिक्षक(हिंदी), (सदस्य) 5. श्रीमती नीलू कुमारी, वरिष्ठ सचिवालय सहायक, (सदस्य) 	राजभाषा से सम्बंधित सभी पत्राचार एवं कार्यक्रम को सुचारू रूप से संपन्न करना तथा उसका रिकॉर्ड रखना	
26.	CAREER COUNSELLING & GUIDANCE	<ol style="list-style-type: none"> 1. Sh. Prateek Tripathi, TGT(Hindi), (In-Charge) 2. Sh. Bimlendu Kumar, PGT(CS), (Co-In-Charge) 3. Smt. Pragya, Counsellor, (Member) 4. Sh. Ratan Singh, PGT(Economics), (Member) 5. Sh. Niketan Choudhary, TGT(English), (Member) 6. Sh. Gyan Shekhar Thakur, Librarian,(Member) 7. Laxmi Kumari, (Class 12th Commerce),(Member) 8. Muskan Kumari, (Class 12th Science), (member) 	To arrange different programs related to career counselling and guidance. To invite professionals to conduct related programmes and have regular meetings.	
27.	WEBSITE COMMITTEE	<ol style="list-style-type: none"> 1. Sh. Bimlendu Kumar, PGT(CS) (In-Charge) 2. Sh. Raushan Dhruv, TGT(ART) (Co-In-Charge) 3. Sh. Shailesh Kumar, PRT,(member) 4. Smt. Meenu, PRT, (Member) 5. Computer Instructor, (member) 	To update the data periodically and encourage the students to visit the vidyalaya website and contribute for the creative corner.	
28.	MAINTENANCE AND REPAIRING WORK	<ol style="list-style-type: none"> 1. Smt. Diksha, TGT(WE), (In-Charge) 2. Sh. Amiya Abhilash Dutta, (TGT P&HE), (Co-In-Charge) 3. Sh. Ram Lakhna Meena, PRT, (Member) 4. Smt. Neelu Kumari, SSA, (Member) 5. Smt. Nilu Kumar, Sub-Staff,(Member) 	To look repair and maintenance work in the Vidyalaya as per plan and suggestion of VMC/EC and as per day-to-day requirement.	
29.	VIDYALAYA PATRIKA PUBLICATION / EDITORIAL BOARD	<ol style="list-style-type: none"> 1. Sh. Chandra Bhushan Kumar, PGT(Hindi), (In-Charge) 2. Sh. Niketan Choudhary, TGT(English), (Co-In-Charge) 3. Sh. Prateek Tripathi, TGT(Hindi), (Member) 4. Sh. Gyan Shekhar Thakur, Librarian, (Member) 5. Sh. Shailesh Kumar, PRT,(Member) 6. Smt. Meenu, PRT, (Member) 7. Smt. Deepti Srivastava, PRT, (Member) 8. Miss Pratibha Pathak, PRT, (member) 	To design the Vidyalaya Patrika, motivate the students to write articles, poems etc. To compile and make it ready for printing / publishing and distributing as per activities of KVS calender.	
30.	MORNING ASSEMBLY	<ol style="list-style-type: none"> 1. Miss Nusrat Bano, PGT(English), (In-Charge) 2. Sh. Chandrabhushan Kumar, PGT(Hindi), (Co-In-Charge) 3. Sh. Niketan Choudhary, TGT (English), (Member) 4. Smt. Diksha, TGT(WE), (Member) 5. Smt. Kajal Kiran, PRT(Music), (Member) 	To monitor the day-to-day assembly programme. To help the student to prepare relevant thought and special items (speech, recitations, quiz etc.) and to present these in befitting manner.	

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		6. Sh. Amiya Abhilash Dutta, TGT(P&HE), (Member) 7. All Class Teachers for their respective classes, 8. All House Masters and Associate House Masters.		
31.	OFFICE	1. Smt. Neelu Kumari, SSA (In-Charge) 2. Sh. S. N. Thakur, Sub-Staff(Co-In-Charge) 3. Smt. Nilu Kumari, Sub-Staff(Member)	To maintain the office record, completion of official activities, Calculation of Income Tax, TDS, etc. Timely uploading of Salary and Sending the reports to the KVS Regional Office / Head Quarter timely as per KVS Calendar of activities.	
32.	FIRE FIGHTING AND DISASTER MANANEMENT / SAFETY AND SECURITY	1. Sh. Triveni Prasad Gupta, PGT(Comm)(In-Charge) 2. Sh. Vimal Kumar, TGT(Math), (Co-In-Charge) 3. Sh. Dhiraj Kumar Singh, TGT(Social Science) (Member) 4. Smt. Deeksha, PRT (Member) 5. All Sub-Staff / Guards	To plan the activities related to fire-fighting., Disaster Management and complete the activities timely and ensure the vidyalaya property, students safety / security from fire accidents. Sending reports to KVS RO and HQ related to Disaster Management as and when asked.	
33.	GIRLS GRIEVANCE REDRESSAL COMMITTEE	1. Smt. Mamta Sinha, PGT(Math) (in-Charge) 2. Miss Nusrat Bano, PGT(English), (Co-In-Charge) 3. Smt. Deeksha, PRT, (ember) 4. Two Girl Students of Class XII a. Muskan XII A b. Ankita Kumari XII A	To monitor grievances of girls and solve them.	
34.	INTEGRITY CLUB	1. Sh. Ratan Singh, PGT(Economics) (in-Charge) 2. Smt. Meenu, PRT (Co-In-Charge) 3. Smt. Deepti Srivastava, PRT (Member)	To plan and conduct the different activities in morning assembly and along with Co-Curricular Activities and maintain Integrity Club display board.	
35.	RTI COMMITTEE	1. Sh. Bimlendu Kumar, PGT (CS), (In-Charge) 2. Smt. Neelu Kumari, SSA (Co-In-Charge) 3. Miss Babita, PRT (Member)	To prepare and send the RTI information timely.	
36.	SC/ST GRIEVANCE REDRESSAL COMMITTEE	1. Sh. Ratan Singh, PGT(Economics) (In-Charge) 2. Miss Nusrat Bano, PGT(English) (Co-In-Charge) 3. Smt. Deeksha, PRT (Member) 4. Sh. Ram Lakhna Meena, PRT (Member)	To monitor grievances of SC/ST and suggest the proper solution timely.	
37.	FEMALE STAFF GRIEVANCE REDRESSAL COMMITTEE	1. Smt. Mamta Sinha, PGT(Math),(In-Charge) 2. Sh. Chandra Bhushan Kumar, PGT(Hindi), (Co-In-Charge) 3. Smt. Deeksha, PRT (member) 4. SH. G. S. Thakur, Librarian (Member) 5. Muskan XII A 6. Ankita XII A	To monitor grievances of Female staff and suggest the proper solution timely.	
38.	TEACHING AIDS / AUDIO-VIDEO AIDS	1. Sh. Triveni Prasad Gupta, PGT (Commerce) (In-Charge) 2. Smt. Diksha, TGT (WE) (Co-In-Charge)	To prepare requirement and distribution to the teaching staff.	
39.	SUBJECT CONVENOR	1. Sh. Bimlendu Kumar, PGT (CS) (In-Charge)	<ul style="list-style-type: none"> To conduct the Subject Committee Meeting and submit the report to the principal timely. To guide and prepare students for Cyber Olympiads. 	
		2. Mr. Ratanesh Kumar, PGT (Biology), (In-Charge)	<ul style="list-style-type: none"> To conduct the Subject Committee Meeting and submit the report to the principal timely. To conduct Science Exhibition and guide the students for making 	

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			<p>exhibits and models in Science for Vidyalaya, Cluster, Regional and National Level Exhibition.</p> <ul style="list-style-type: none"> To plan overall maintenance of the Physics Lab and purchase of need based articles and conduct the practical timely. 	
		3. Smt. Mamta Sinha, PGT (Math) (In-Charge)	<ul style="list-style-type: none"> To conduct the Subject Committee Meeting and submit the report to the principal timely. To guide and prepare students for Maths Olympiads and Different Maths related competitions. 	
		4. Sh. Ratanesh Kumar, PGT (Biology) (In-Charge) Mr. Manish Kumar, PRT (In-Charge Physics Lab)	<ul style="list-style-type: none"> To plan overall maintenance of the Biology Lab and purchase of need based articles and conduct the practical timely. To guide and prepare students for JIGYASA, INSPIRE, NCSC and other science related competitions. 	
		5. Miss Swati Gupta, TGT (Science) lin-Charge Chemistry Lab) Sh. Manish Kumar, PRT (Co-In-Charge)	<ul style="list-style-type: none"> To plan overall maintenance of the Chemistry Lab and purchase of need based articles and conduct the practical timely. To guide and prepare students for Science Olympiad and Green Olympiad. 	
		6. श्री चन्द्र भूषण, स्नातकोत्तर शिक्षक (हिंदी)	<ul style="list-style-type: none"> विषय समिति की बैठक करना तथा प्राचार्य को सूचित करना 	
		7. Mr. Ratan Singh, PGT(Economics), (In-Charge)	<ul style="list-style-type: none"> To conduct the Subject Committee Meeting and submit the report to the principal timely. To conduct Social Science Exhibition and guide the students for making exhibits and models in Science for Vidyalaya, Cluster, Regional and National Level Exhibition / competitions. 	
		8. Miss Nusrat Bano, PGT (English) (In-Charge) All the subject convenors may take help of other fellow teachers to carry out their tasks as and when required.	To conduct the Subject Committee Meeting and submit the report to the principal timely.	
40	STUDENT SAFETU AND SECURITY	1. Sh. Triveni Prasad Gupta, PGT (Commerce) (In-Charge) 2. Smt. Mamta Sinha, PGT (Maths) (Co-In-Charge) 3. Sh. Amiya Abhilash Dutta, TGT(P&HE) (member) 4. Smt. Deepti Srivastava, PRT (In-Charge Primary Section) 5. All Sub-Staff and Guards	To ensure safety and security of the students during arrival, study hours, recess and dispersal. Also ensure to depute two primary teachers at vidyalaya gate at the time of arrival and dispersal of primary students.	
41.	QUARTER ALLOTMENT COMMITTEE	1. Miss Nusrat Bano, PGT(English) (In-Charge) 2. Sh. Chandra Bhushan Kumar, PGT(Hindi) (Co-In-Charge) 3. Smt. Diksha, TGT (WE) (Member) 4. Sh. Prateek Tripathi, TGT (Hindi) (member) 5. Sh. Ram Lakhhan Meena, PRT (Member) 6. Smt. Nilu Kumari, SSA (Member)	<ul style="list-style-type: none"> To receive the applications of staff and making recommendation for allotment of quarter as per KVS Quarter Allotment Rules. Keep quarter allotment record up-to-Date Record matching of Fittings and Fixtures in each quarter during handing and taking over. 	

SL. NO.	NAME OF COMMITTEE	NAME OF IN-CHARGE, CO-IN-CHARGE AND MEMBERS	NATURE OF DUTIES	SIGNATURE
42.	NAEP	1. Sh. Ratanesh Kumar, PGT (Biology), (In-Charge_) 2. Miss Swati Gupta, TGT (Science) (Co-In-Charge) 3. Smt. Meenu, PRT(Member)	To plan and conduct different activities of NAEP in the vidyalaya.	
43.	CMP RESOURCE ROOM	1. Smt. Deeksha, PRT (In-Charge) 2. Miss Pratibha Pathak, PRT (Co-In-Charge) 3. Miss Babita, PRT (Member) 4. Sh. Shailesh Kumar, PRT (Member)	To plan and conduct the different activities of CMP, maintenance of resource room, publishing news letter as per KVS calendar of activities and to ensure CCE implementation.	
44.	IDENTITY CARD OF STUDENT AND STAFF MEMBER	1. Sh. Amiya Abhilash Dutta, TGT(P&HE), (In-Charge) 2. Sh. Shailesh Kumar, PRT (Co-In-Charge) 3. Sh. Ram Lakhan Meena, PRT, (Member)	To prepare identity card of students and staff members of the vidyalaya.	
45.	PAY BILL / SALARY PREPARATION	1. Smt. Neelu Kumari, SSA, (In-Charge) 2. Sh. Vimal Kumar, TGT(Mathematics) to Check	To prepare aannual budget and upload salary, arrears and other dues of employee timely.	
46.	HOUSE MASTERS (PRIMARY)	1. Miss Deepti Srivastava, (PRT) 2. Sh. Ram Lakhan Meena, (PRT) 3. Miss Mahe Naaz, (PRT) 4. Sh. Shailesh Kumar, (PRT)	<ul style="list-style-type: none"> • Shivaji House • Tagore House • Ashoka House • Raman House 	
47.	HOUSE MASTERS (SECONDARY) AND HR. SECONDARY)	1. Smt. Mamta Sinha, PGT(Mathematics) 2. Sh. Ratanesh Kumar, PGT(Biology) 3. Sh. Ratan Singh, PGT(Economics) 4. Sh. Triveni Prasad Gupta, PGT(Commerce)	<ul style="list-style-type: none"> • Shivaji House • Tagore House • Ashoka House • Raman House 	
48.	UBI PORTAL (Fee Collection and Verification)	1. Sh. Bimlendu Kumar, PGT (Computer Science) (in-Charge) 2. Miss Pratibha Pathak, PRT(Co-In-Charge) 3. Smt. Neelu Kumari, UDC (Member)	To assist the class teacher in generation of challan and fee verification.	
49.	ALUMNI COMMITTEE	1. Sh. Niketan Choudhary, TGT(English) (In-Charge) 2. Sh. Bimlendu Kumar, PGT (Computer Science)(Co-In-Charge) 3. Sh. Prateek Tripathi, TGT(Hindi) (Member) 4. Miss Babita, PRT (member)	To do the needful for Alumni Association	
50.	FLAG HOSTING COMMITTEE	1. Sh. Amiya Abhilasg Dutta, TGT(P&HE), (In-Charge) 2. Sh. Amit Kumar, (Games Coach) (Co-in-Charge) 3. Class Teachers of Respective Class (member)	To ensure Flag Hosting and Retreat of flag everyday as per flag code.	
51.	PM SHRI COMMITTEE	1. Sh. Ram Lakhan Meena, PRT(In-Charge) 2. Sh. Shailesh Kumar, PRT(Co-In-Charge) 3. Sh. Manish Kumar, PRT (Member) 4. Smt. Diksha, TGT(WE) (Member)	To look after the activities related to PM SHRI. Timely compliance of the information required and prepare repost.	
52.	SHI COMMITTEE	1. Sh. Amiya Abhilash Dutta, TGT(P&HE) (In-Charge) 2. Computer Instructor, (Co-In-Charge) 3. Sh. Raushan Dhruv, TGT(Art) (member) 4. Sh. Manish Kumar, PRT (Member)	To Look after the activities related to SHI and timely compliance of the information required and prepare report.	
53.	WALL MAGAZINE & DISPLAY OF BOARDS	1. Sh. Raushan Dhruv, TGT (Art) (In-Charge) 2. Miss Babita, PRT (Co-In-Charge) 3. Sh. Ratanesh Kumar, PGT (Biology) (Member)		
54.	LITERACY CLUB	1. Miss Nusrat Bano, PGT (English) (In-Charge)		

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		2. Sh. Niketan Choudhary, TGT (English), (Co-In-Charge)		
55.	PHOTOGRAPHY & VIDEOGRAPHY	1. Sh. Raushan Dhruv, TGT(Art) (In-Charge) 2. Miss Babita, PRT (Co-In-Charge) 3. Sh. Shailesh, PRT (Member)	To look after all the activities related to Timely compliance of the information required and prepare report.	
56.	MEDIA AND REPORT WRITING	1. Sh. Gyan Shekhar Thakur, Librarian (Media In-Charge) 2. Sh. Prateek Tripathi, TGT(Hindi), (Report Writing In-Charge) 3. Smt. Anita Kumari Meena, TGT(Hindi), (Co-In-Charge)		
57.	ACP	1. Sh. Manoj Kumar, TGT (Social Science) (In-Charge) 2. Sh. Shiraj Kumar Singh, TGT(Social Science) (Co-In-Charge)	Will prepare schedule for ACP Classes to be conducted for different grades as per KVS norms and will keep record of the classes conducted and modules completed.	
58.	SHIKSHA SADAN (STAFF CLUB)	1. Sh. Shailesh Kumar, PRT (In-Charge) 2. Smt. Anita Kumari Meena, TGT(Hindi), (Co-in-Charge)		
59.	STAFF ROOM (SECONDARY WING)	1. Sh. Vimal Kumar, TGT(Maths) (In-Charge) 2. Smt. Anita Kumari Meena, TGT(Hindi) (Co-In-Charge)		
60.	SPORTS CLUB	1. Sh. Amiya Abhilash Dutta, TGT (P&HE) (In-Charge) 2. Sh. Amit Kumar, Games Coach (Co-In-Charge)		
61.	SHALA DARPAN	1. Sh. Chandra Bhushan Kumar, PGT(Hindi), (In-Charge) 2. Sh. Raushan Dhruv, TGT (Art), (Co-In-Charge)		
62.	OLYMPIADS	MATHEMATICS 1. Smt. Mamta Sinha, PGT(Mathematics) (In-Charge) 2. Sh. Vimal Kumar, TGT(Mathematics), (Co-In-Charge) SCIENCE 1. Sh. Ratanesh Kumar, PGT(Biology), (In-Charge) 2. Miss Swati Gupta, TGT (Biology), (Co-In-Charge) ENGLISH 1. Miss Nusrat Bano, PGT (English) (In-Charge) 2. Sh. Niketan Choudhary, TGT (English) (Co-In-Charge)		
63.	ATL	1. Smt. Diksha, TGT(WE) (In-Charge) 2. Computer Instructor, (Co-In-Charge)		
64.	WRITING OF MINUTES OF MEETING & OFFICE ORDER	1. Sh. Chandra Bhushan Kumar, PGT (Hindi) (In-Charge) 2. Smt. Anita Kumari Meena, TGT (Hindi), (Co-In-Charge) 3. Miss Mahe Naaz, PRT, (Member)		
65.	REFRESHMENT	1. Sh. Shailesh Kumar, PRT (In-Charge) 2. Smt. Meenu, PRT (Co-In-Charge) 3. Sh. Gyan Shekhar Thakur, Librarian, (Member) 4. Smt. Anita Kumari Meena, TGT (Hindi), (Member) 5. Miss Pratibha Pathak, (PRT) (Member)		

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66.	RTI FILES	1. Sh. Bimlendu Kumar, PGT (Computer Science) (In-Charge) 2. Sh. Amiya Abhilash Dutta, TGT(P&HE), (Co-In-Charge)		
67.	NIPUN IMPLEMENTATION	1. Smt. Diksha, PRT (In-Charge)		
68.	VIDYALAYA PLAN	1. Sh. Triveni Prasad Gupta, PGT (Commerce) (In-Charge) 2. Sh. Chandra Bhushan Kumar, PGT (Hindi) (Co-In-Charge) 3. Miss Nusrat Bano, PGT (English) (Member)		
69.	HEALTH CHECK-UP RECORDS	1. Miss Swati Gupta, TGT (Biology), (In-Charge, Secondary Section) 2. Smt. Deepti Srivastava, PRT, (In-Charge, Primary Section)	Will keep record of Secondary Section Will keep record of Primary Section	
70.	CONTRACT OF CONSERVANCY, SECURITY AND GARDENER	1. Sh. Ratanesh Kumar, PGT (Biology) (In-Charge) 2. Smt. Neelu Kumari, SSA (Co-In-Charge)		
71.	E-GRANTHALAYA	1. Sh. Gyan Shekhar Thakur, Librarian, (In-Charge) 2. Sh. Shailesh Kumar, PRT, (Co-In-Charge)		