

## **KENDRIYA VIDYALAYA SECTOR 8 ROHINI, Shift 1**

**SESSION: 2024-25**

### **COMMITTEES**

Vidyalaya academic & Institutional Plan for session 2024-25 has been set up and now it has been placed before all staff members for further course of action. The following committees, departments and club are hereby constituted to carry out various curricular, co- curricular and extra – curricular activities and also to provide ample opportunities and encouragement to achieve the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the academic session 2024-25. Therefore, all in charges, conveners and members of the Dept. / Committee/Club are hereby instructed to take charge of their concerned department and set the action plan for session 2024-25. Please go through the Vidyalaya Academic Plan for the detailed information especially for guidelines, duties responsibilities and activities. Duties and responsibilities mentioned against every committee is minimum and incharges have to do all the necessary thing related to their departments.

The following committees have been formed for the year 2024-25 for smooth functioning of the Vidyalaya. Every committee In-charges are responsible for preparation of Annual / Year Planner of all activities of his/her department and submits the same to Principal.

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
1.	<b>Admission (Secondary &amp; Sr. Secondary)</b>  <b>Admission (Primary)</b>	<b>1. Mr.Govind Singh PGT (CS) I/C</b> <b>2. Ms. Sita Devi PGT(Phy.)Asso. I/C</b> <b>3. Dr. Sulekha TGT (LIB)</b> <b>4. Mr. Gyan Prakash (TGT English)</b> <b>5. Ms. Rina TGT MATHS</b> <b>6. Class Teachers of XI A, B, C, and D</b> <b>7. Mr.Inder Singh Sub Staff</b>  <b>1.Ms. Dolly Rastogi (I/C)</b> <b>2. Mr. Anirudh (Associate I/C)</b> <b>3. Ms. Rishibha</b> <b>4. Class teacher (I-A)</b> <b>5. Class teacher (I-B)</b> <b>6. Class teacher (I-C)</b>		<ul style="list-style-type: none"><li>-To ensure 100% fair admission, scrutinize the registration forms for admission and carry out the process as per the KVS Admission guidelines and schedule.</li><li>-To collect class wise enrolment position on last working day of every month.</li><li>-Regular correspondence pertaining to admission</li><li>-To complete the admission register and upload admission details and T.C. on the website.</li></ul>

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
2	<b>Examination Internal</b>	<ol style="list-style-type: none"> <li>1. <b>Mr.B B Singh PGT(Chem),I/C</b></li> <li>2. Mr.Keshav Meena PGT(Chem)</li> <li>3. Ms. Anita Yadav TGT (Eng)</li> <li>4. Ms. Divya TGT (Maths)</li> <li>5. Computer Instructor</li> </ol>		<ul style="list-style-type: none"> <li>-To plan the schedule of UT/PT, MT, HY, Pre-Board and SEE as per the calendar of activities.</li> <li>-To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS.</li> <li>-To give suitable instructions to class teachers/subject teachers for maintaining all the relevant records.</li> <li>- Monitoring of report card.</li> <li>- To prepare schedule for PTM</li> <li>- To prepare classwise/sectionwise list of slow bloomers who need special attention.</li> </ul>
	<b>External</b>	<ol style="list-style-type: none"> <li>1. <b>Mr. L.K Tyagi PGT(CS) I/C</b></li> <li>2. Ms. Sharmila (PGT CS)</li> <li>3. Ms. Anurag Vijyaditya (PGT History)</li> </ol>		<ul style="list-style-type: none"> <li>- To prepare and arrange all the exams conducted by any external agencies like CBSE, NIOS, IGNOU etc.</li> <li>- To handle all kind of correspondence/communication with external agencies like NIOS, IGNOU etc.</li> </ul>
	<b>CBSE</b>	<ol style="list-style-type: none"> <li>1. <b>Ms. Sharmila PGT(CS)(1st shift) I/C</b></li> <li>2. <b>Mr. LK Tyagi PGT (CS)(2<sup>nd</sup> Shift) I/C</b></li> <li>3. Mr. Gyan Prakash</li> <li>4. Computer Instructor (Secondary)</li> </ol>		<ul style="list-style-type: none"> <li>- To handle all kinds of CBSE-related work.</li> <li>- To conduct CBSE Examination</li> </ul>

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
3	<p><b>Time-Table Committee (Secondary &amp; Sr. Secondary)</b></p> <p><b>Time-Table Committee (Primary)</b></p>	<p><b>1. Mr.Keshav Meena PGT (Chem) I/C</b></p> <p>2. Ms. Divya TGT (Maths)</p> <p>3. Dr. Sulekha TGT Lib.</p> <p>4. Computer Instructor</p> <p><b>1.Ms.Gunjan Takshak (I/C)</b></p> <p><b>2. Ms. Rishibha Shukla (Associate I/C)</b></p> <p>3. Ms.Deepika Budhiraja</p>		<p>-To prepare &amp; execute time table as per KVS norms.</p> <p>-To make necessary adjustments in the time table due to administrative exigencies.</p> <p>-To device workable &amp; suitable assignment/remedial time-table.</p> <p>-To make arrangement for classes suitably as per requirement.</p> <p>- To prepare CW/HW Checking Schedule, Inspection schedule etc.</p> <p>- To supervise unattended classes and inform to Principal.</p> <p>- Daily verification of Monitor's Diary for any lapses in classroom teaching-learning.</p> <p>- Preparation for contractual's interview for part time appointment.</p> <p>- Preparation and verification of Contractual teacher's salary.</p>
4	<p><b>CCA (Secondary &amp; Sr. Secondary) and Morning Assembly</b></p>	<p><b>1. Ms. Parul PGT ENG I/C (to organize programmes)</b></p> <p><b>2. Mr. Kamlesh TGT HIN (I/C for official correspondence and record maintaining)</b></p> <p>3. Ms. Rajni Yadav TGT (Eng)</p> <p>4. Mr. S.R Dwivedi, PGT (Hindi)</p> <p>5. Mr. Nitin Sharma PRT (Music)</p> <p>6. Dr. Sulekha TGT Lib.</p> <p>7. Mr.Ravinder TGT (Drg)</p> <p>8. Ms. Daya Gautam PGT (Pol. Sc.)</p> <p>9. Mr.Harish Meena, TGT, ( Snsk.)</p>		<p>-To organize Inter house competitions effectively and to celebrate all the days of National importance/ occasions with the assistance of House Masters and other experts in a planned manner.</p> <p>-To activate the conduct of Morning Assembly.</p> <p>-To monitor day to day Morning Assembly programme effectively and ensure befitting presentation on all fronts on time.</p> <p>To. Prepare C.C.A. Calendar as per the RFD/CCE Calendar.</p> <p>-To select SPL, House captains and other members of the council for carrying out their usual work in consultation with the management and monitoring committee.</p> <p>To initiate procedure of magazine publication e.g. Collection of articles, proof reading, cover design select articles etc.</p> <p>Language teachers to assist in proof reading and selection of quality articles.</p> <p>Regular Updation of different CCA display boards as per upcoming events and functions. To guide the students for proper selection of the material and decoration coupled with befitting display.</p> <p>Formation of student council and planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya.</p>

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
	CCA (Primary)	1. Ms. Vippula Bajaj (I/C) 2. Ms. Geeta Rana ( Associate I/C) 3. Ms. Preeti Devi 4. Ms. Pragati Gupta 5. Mr. Nitin Sharma		
	<b>Standard Operating Procedure (SOP)</b>  <b>And</b>  <b>Disaster Management Committee</b>	1. <b>Mr.Keshav Meena PGT (Chem.) I/C</b> 2. Mr.Ravinder TGT (AE) 3. Ms. Sita Devi, PGT (Physics) 4. Mr. B P Nayak PGT (Comm) 5. Ms. Dolly Rastogi (HM) 6. Ms. Geeta Rana 7. Ms. Manisha Mahajan 8.Mr. Sandeep		<p>To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School. Develop a comprehensive action plan to implement the guidelines.</p> <ul style="list-style-type: none"> <li>- Allocate specific roles to different personnel and teachers as per the SOP and brief the staff about the action to be taken by them in any exigency.</li> </ul> <p>Take preventive measures as given in the guidelines in consultation with the local police.</p> <p>To obtain building and electrical safety certificate.</p> <ul style="list-style-type: none"> <li>- To plan and organize for safety and security of children as per standard operating procedure received from KVS/CBSE.</li> <li>- To organize programmes on safety and security of the students.</li> <li>- To ensure proper working of security and conservancy staff as per the contract.</li> <li>- Keep the security personnel of the school on the alert. Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents.</li> <li>- Conduct advance reconnaissance of the school with the help of the local police.</li> <li>- Hold mock drills for students, teachers and staff to manage any disaster</li> </ul>

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
5	Furniture	<b>1. Mr.Awadesh Kumar Shah PGT (History) I/C</b> 2. Mr. Harish Kumar Meena (TGT SKT) 3. Mr.Satrughan Choudhary PGT(Maths) 4. Ms. Rina TGT (Maths)		To ensure all furniture bear serial numbers and the year of purchase. -To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules. To prepare and display inventory of class wise and department wise furniture To arrange for the repair of furniture as and when required
6	I C T/Website Updating/ UBI FEES	1. <b>Ms. Sharmila PGT(CS) I/C (UBI &amp;G- Suite, Website Update)</b> 2. <b>Mr. L.K. Tyagi</b> 3. Ms. Aanchal Kaushik TGT MATHS		-To ensure all the Labs in working condition with broadband/LAN connectivity for carrying out Computer Literacy classes effectively with the assistance of computer instructors and to submit monthly updates to the office. - To Regularly update the website with latest happenings. -To ensure effective utilization of ICT/e-Classrooms  - To monitor activities of KV Shaal Darpan & UBI fees collection. - To make entry on KV Shaal Darpan Web Portal. - To send report to parents and stake holders - To follow up all work related to KV Shaal Darpan..
		3. Ms.Anirudh (PRT) ICT I/C 4. Mr. Jyoti Sharma (PRT)- UBI I/C		
7	Lab and Class Maintenance committee	All Lab I/C Class Teachers		A.V. Room to be well equipped with workable LCD, OHP etc. for ensuring TAL/CAL is undertaken by the teachers by maintaining a Register in the A.V. Room. -Proper maintenance of the teaching aids. -Purchase of teaching aids as per the requirement of the new syllabus. -To facilitate teachers using all the teaching aids in their class room teaching
8	Invitation, Prize Packing, certificate writing & Distribution Committee	1. <b>Dr. Sulekha , TGT (Lib) I/C</b> 2. Ms. Preeti Baliyan, TGT (S.st) 3. Ms. Anita Yadav (TGT Eng.) 4. Ms. Utpreksha TGT (Hindi)		-To be responsible for purchase of suitable prizes for different competitions, distribute certificates and prizes to the students from time to time. To prepare invitation cards for various functions in the vidyalaya and arrange for the distribution of the same.
		5. Ms. Rishibha Shukla (I/C) 6. Mrs. Geeta Rana (PRT) 7. Ms.Parul PRT 8. Ms Sandeep PRT		
9	Olympiads	<b>Maths Olympiad I/C</b> 1. <b>Ms. Jyoti Yadav PGT (Maths) I/C</b>		To conduct junior science/science/green/math's/phy/chem Olympiads and related competitions of sec and primary section from time to time.

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
	<p><b>Physics, Chemistry, Science. Math, Junior Science, Green, Cyber etc</b></p>	<p>2. Mr. Shatrugan Choudhary PGT (Maths) 3. Ms. Aanchal Kaushik, TGT(Maths)</p> <p><b>SOF, VVM, VSSF &amp; WWF</b></p> <p>1. Mrs. Sunita Kumari, PGT (Phy) I/C 2. Ms. Meena Kumari TGT SCI</p> <p><b>IAPT &amp; KVYP + NCSC</b> 1. Ms. Sita Devi PGT( Phy) Sr. IAPT + NCSC I/C 2. Ms. Meena Kumari TGT(Sc.) Jr.</p> <p><b>NTSE / JSTSE</b> 1. Mrs. Meena Kumari, TGT (Sci) 2. TGT (Sci)</p> <p><b>Scinece exhibition- KESHAV MEENA</b></p> <p><b>Green Olympiad</b> 1. Ms. MEENA TGT (Bio)</p> <p><b>Tecnothlon</b> 1. Mr. B.B. Singh, PGT (Chem)</p> <p><b>CCT &amp; Comp Olympiad</b> 1. Mr. Govind Singh, PGT (CS) 2. Mrs. Aanchal Kaushik, TGT (Maths)</p> <p>For Primary</p> <p>1. Ms. Preeti Devi (I/C) 2. Ms. Manisha Mahajan 3. Mr. Pradeep Rana</p>		

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
10	<p><b>Excursion/Field trips/Adventure Club. (Secondary &amp; Sr. Secondary)</b></p> <p><b>Excursion/Field trips/Adventure Club. (Primary)</b></p>	<p><b>1. Dr . Manisha Singh PGT (Eng) - I/C NIE , Excursion</b></p> <p>2. Mr. Gyan Prakash. TGT (English) – Asso. I/C Excursions</p> <p>3. Ms. Preeti Baliyan TGT (S.ST.)</p> <p>4. Mr. Ravinder TGT (Drw)</p> <p>1. Mr.Nitin Sharma (I/C)</p> <p>2. Mr. Sandeep (PRT)</p> <p>3.Mr. Aniruddh (PRT)</p> <p>4. Mr.Pradeep Rana</p>		<p>-To plan and decide various excursions as per the given instructions by KVS and Delhi RO.</p>
11	<b>Purchase Committee/GEM</b>	<p><b>1. Ms. Sharmila PGT (CS) I/C</b></p> <p>2. Dr. Manisha Singh PGT (English)</p> <p>3.Mr. B.B Singh PGT (Chem)</p> <p>4. Mr. Ravinder TGT (Drw.)</p> <p>5. Ms. Dolly Rastogi HM</p>		<p>To prepare and implement budget as per the KVS norms. To ensure that purchases under VVN are done as per the purchase guidelines of KVS as per the requirements.</p> <p>-To Verify and certify the purchases under VVN and Pass the bills for stock entries and payments.</p> <p>To analyses the need of the Vidyalaya under various heads and arrange for the same, ensuring transparent purchase</p> <p>To keep a track of Timely and transparent purchase by various departments.</p> <p>Ensure purchase procedure as per the norms</p>
12	<p><b>Building and Maintenance, Repairs Monitoring committee (Secondary &amp; Sr. Secondary)</b></p> <p><b>Building and Maintenance, Repairs Monitoring committee (Primary)</b></p>	<p><b>1. Mr.Ravinder TGT AE I/C</b></p> <p>2. Mr. Awadhesh PGT HISTORY</p> <p>3. Mr. BP Nayak PGT (Comm)</p> <p>4. Ms. Rajni Yadav TGT(Eng.)</p> <p>5. Ms. Preeti Baliyan TGT (SST.)</p> <p>6. Ms. Rina TGT (Maths)</p> <p>1. Mr. Sandeep (I/C) PRT</p> <p>2. Ms. Aniruddh PRT</p> <p>3. Mr. Nitin Sharma PRT</p> <p>4. Mr.Pradeep Rana</p>		<p>-To carry out maintenance &amp; repair work of buildings including toilets, surroundings and play field.</p> <p>Look after repair / maintenance of electrical fittings/fans etc on regular basis to ensure 100% safety of students and staff and smooth working.</p> <p>-To carry out maintenance &amp; repair work of buildings including toilets, surroundings and play field.</p> <p>Look after repair / maintenance of electrical fittings/fans etc on regular basis to ensure 100% safety of students and staff and smooth working.</p>

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
13	<b>Discipline /Duties Late Comers (Secondary &amp; Sr. Secondary)</b>	<b>1. Mr. Bharat Bhushan I/C</b> 2. Dr. Kalpana Arya TGT (P&HE)  3.Mr. S R Dwivedi 4 Dr. Manisha Singh PGT (Eng.) 5. Ms. Sunita Kumari PGT (Phy.) 6. Mr. Govind Singh PGT (CS) 7. Mr. Awadesh Kumar PGT (History) 8. Mr Keshav Meena PGT(Chem.) 9. Ms. Meena TGT (Sci) 10. Ms. Rina Devi TGT (Maths) 11. Mr.Anil Kumar Meena TGT (WE) 12. Sport and Yoga Coach 13. All class teachers		<p>-To make and implement Standard Operating Procedures with reference to circulars issued by KVS, CBSE etc time to time regarding safety/security of students and maintaining discipline in the Vidyalaya..</p> <p>-Effective implementation of Article 59 and 60 of KVS Education Code i.e. Code of conduct for teachers and students in the Vidyalaya.</p> <p>-To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students. To ensure line wise movement for/from morning assembly, attending departments for classes. Checking of late comers of primary and secondary. Checking of uniform, hair, nails, IDcard etc of students.</p> <p>-Discipline during recess, important functions, morning assembly, in and outside classrooms, playground, and organization of counseling classes.</p>



S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
	<b>Discipline Late Comers, Arrival and ,Dispersal (Primary)</b>	<ol style="list-style-type: none"> <li>1. Mr. Sandeep (I/C)</li> <li>2. Ms. Pooja Sharma (I/C)</li> <li>3. Ms. Geeta Rana PRT</li> <li>4. Mr. Anirudh</li> <li>5. Sport Teacher</li> </ol>		<p>-To assign duties of teachers for recess, gate duty on arrival and departure of students.</p> <p>-Constitution of class committee for discipline and selection of student council members. Duty allotment to student council members.</p> <p>-Effective implementation of Out Pass system in the classes to control unwanted movement of students in the corridors and Vidyalaya premises.</p> <p>-Effective implementation of Parent/Guardian Identity Card system to handover a student to his/her legitimate Parent/Guardian in emergency situation during school hours.</p> <p>-Effective implementation of Visitor Pass system in the Vidyalaya to prevent movement of un identified persons in the Vidyalaya premises.</p> <p>-Smooth class wise dispersal of all students and handing over of primary students to their legitimate Parent/Guardian after long bell for safe departure.</p> <p>- Conducting Disciplinary proceedings and submitting report on such inquiries conducted and outcome of the inquiry along with recommendation.</p> <p>- Committee shall meet once in a week and shall maintain a register and record each and every steps and action taken for effective execution of all the things mentioned above, and submit the register to undersigned on every Monday.</p>
14	<b>राजभाषासमिति (Secondary &amp; Sr. Secondary)</b>	<ol style="list-style-type: none"> <li>1. <b>Mr. Harih Kumar Meena TGT (SKT) I/C</b></li> <li>2. Ms. Utpreksha TGT HIN</li> <li>3. Mr. Kamlesh TGT (Hindi)</li> <li>4. Ms. Sunita Dhanak TGT(Hindi)</li> <li>5. Ms. Utpreksha TGT(Hindi)</li> <li>6. Nisha Jaglan</li> </ol>		<p>-To conduct quarterly meetings of Rashtrabhasha and to submit quarterly reports to the Regional Office.To Ensure maximum use of rajbhasa.</p>

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
	राजभाषासमिति (Primary)	1. Ms. Geeta Rana I/C 2. Ms. Preet Devi 3. Ms. Deepika Budhiraja 4. Ms. Pragati Gupta		
15	<b>Scouts &amp; Guides Cubs &amp; Bulbuls (Secondary &amp; Sr. Secondary)</b>  <b>Cubs &amp; Bulbuls (Primary)</b>	<b>1. Mini Gupta PGT (Eco) I/C Guides</b> <b>2. Mr..S C Sinha PGT (Geog) I/C(Scouts)</b> 3. Ms. Divya TGT 4. Ms.Aanchal TGT 5. Ravinder TGT (AE) I/C (NCC)  1. Ms. Jyoti Sharma (Bulbul- I/C) 2. Ms. Manisha Mahajan 3. Ms. Sandeep (Cubs-I/C) 4. Mr. Anirudh		-To enroll Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO.
16	<b>NAEP / Guidance &amp; Counseling (Secondary &amp; Sr. Secondary)</b>  <b>NAEP / Guidance &amp; Counseling (Primary)</b>	<b>1. Ms. Divya TGT (Maths) AEP I/C</b> 2. Dr. Manisha Singh PGT (Eng) Asso I/C 3. Ms. Parul PGT (Eng)  1. Ms. Dolly Rastogi Mittal (HM) 2. Ms. Manisha Mahajan (PRT) 3. Ms. Pragati Gupta (PRT)		-To conduct programmes as per the guidelines given in the training. -To maintain & update display board and a corner to keep these activities ongoing for various programmes. To co-ordinate counseling and guidance programmes. To maintain record of suggestion box and action taken report.
17	<b>CS 54 (Fees and fines checking) &amp; UBI Fee Collection, GIS, PIMS</b>	<b>1. Mrs. Sharmila, PGT (Comp Sc) I/C</b> 2. Mrs. Mini Gupta, PGT (Eco) 3. Computer Instructor (Primary & Secondary)		<ul style="list-style-type: none"> <li>- Data to be filled in the relevant records every month and submit to the office.</li> <li>- Keep record/document of all exemption classwise.</li> <li>- To follow up all work related to UBI fees collection.</li> </ul> The role is this committee is to prepare class-wise data of students who have been given Fee Concession of any kind. While in Primary; Fee concession / exemptions

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				and RTE data has to be prepared <b>in a register and submit every month for a review of Principal</b>
18	<b>PTA Meetings,</b>	1. <b>Mr. B.B. Singh, PGT (Chemistry) I/C</b> 2. Mr. Keshav Meena, PGT (Chemistry) 3. Mrs. Anita Yadav TGT (Eng) 4. Mrs. Divya, TGT (Maths) 5. Mrs. Dolly Rastogi (HM)		Annual plan of meetings and to maintain minutes and records of such meetings.
19	<b>Library</b>	1. Dr. Sulekha TGT (Lib)  1. Ms. Geeta Rana (I/C) 2. PRT 1		-To procure text books and reference books recommended by KVS/CBSE as per the recommendation of faculty members. -To organize Class Library and to present book review. -To assist Primary wing in Library activities in light of CMP. -Regular Weeding out of Library books. -Improving the Lay out of the Library books and furniture. To organize regular competitions to create interest for reading books.
20	<b>Games, Sports &amp; Vocational Skills</b>	Mrs. Kalapna Arya, TGT (P&HE) All Coaches Yoga teacher		-To practice MPT, Yoga daily during the morning assembly to the students. -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 involvement and to maintain record. -To draw up class wise activities to be undertaken as per the syllabus. -To coordinate with vocational teachers and train the students for various activities. -To encourage all students to take part in the Drawing and Painting competitions.
21	<b>Water Management including upkeep of R.O./Aqua guards/Pump House/water coolers etc.</b>	1. <b>Mr. Ravinder, TGT (A&amp;E) I/C</b> 2. Mr. Awdhesh 3. Mr. Harish Kumar Meena 4. Ms. Dolly Rastogi (HM) 5. Mr. Anirudh (PRT) 6. Ms. Radha 7. PRT 2		- To ensure uninterrupted water supply in all the toilets and other places. -To ensure periodical cleanliness of aqua guards with the display of date of cleaning on a separate Register. -To obtain safe water certificate. -To ensure cleanliness of water tank quarterly and display date of cleanliness on water tank and on a separate register.

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
22	<b>Cleanliness (Secondary &amp; Sr. Secondary)</b>  <b>Cleanliness (Primary)</b>	1. <b>Ms. Sunita Kumari PGT (Phy) I/C</b> 2. Ms. Manjusha PGT(Biology)Asso I/C 3. Mr.S C Sinha PGT (Geog.) 4. TGT(Sci) 4. Mr.Gyan Prakash TGT (Eng.) 5. Mr. Bijender(Sub-staff)  1. Mr. Nitin Sharma (I/C) 2. Ms. Radha 3.Mr. Pradeep Singh Rana		-To monitor the services of conservancy and cleanliness in consultation with the agencies concerned. -Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly. -Submitting Monthly report on observations. -The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets.  - To Plan The Cleanliness of school plant ,surroundings Garden& Playground -To Supervise the duties of conservancy staff of respective blocks and submit daily report of cleanliness to the principal
23	<b>Medical and First aid</b>	1. Mrs. Manjusha, PGT (Bio) I/C 2. Mrs. Meena Kumari, TGT (Sci) A I/C 3. Nurse		To Get the medical checkup of students as per the instructions of KVS To Maintain first aid in the Vidyalaya for any emergency. Oversee duties of nurse
24	<b>Grievance Cell, RTI, Parliament Question</b>	1. <b>Ms. Manisha Singh (I/C)</b> 2. Mr. Bharat 3. Mr. Ashok (SSA) I/C in office 4. Ms. Nisha Jaglan (JSA)		To maintain record of Grievances and RTI. To reply all Grievances and RTI.
25	<b>QP Moderation Committee</b>	1. <b>Mr. B.B. Singh, PGT (Chemistry) I/C</b> 2. Mr. Keshav Meena, PGT (Chemistry) 3. Ms. Anita Yadav, TGT (Eng) 4. Mrs. Divya, TGT (Maths) 5. Mrs. Dolly Rastogi (HM)		-To scrutinize the question papers for the tests and examinations. -To check answer scripts of UT/Exams at random to ensure uniformity. -To condone the shortage of attendance of students and moderate the marginal cases for promotion as per the promotion rules.
26	<b>Photography, Banners and Decoration (Secondary &amp; Sr. Secondary)</b>	1. <b>Mr.Ravinder TGT (A&amp;E) I/C</b> 2. Mr. Awdhesh PGT (Hist) 3. Ms. Daya PGT (Political Science) 4. Mr. Harish Meena TGT(Snsk.)		-To maintain Album covering all activities. -To display all the coverage of all occasions. Staff and Students photographs for website and magazine - Arrangement of photographer for important functions. - Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise.

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
	<b>Photography, Banners And Decoration (Primary)</b>	<ol style="list-style-type: none"> <li>1. Ms. Vippula Bajaj</li> <li>2. Preeti Devi</li> <li>3. . Ms. Pooja Sharma</li> <li>4. Mrr. Sandeep Kumar</li> </ol>		- During the inspections Albums have to be presented to Inspection officers
27	<b>P A System &amp; Electrical repairs &amp; Connections. Including upkeep of fire extinguishers.</b>	<ol style="list-style-type: none"> <li>1. <b>Mr. Ravinder TGT (A&amp;E) I/C</b></li> <li>2. Mr. A K Meena TGT WET</li> </ol>		-To arrange PA system for morning assembly and other programs.
28	<b>Students Achievements Chronicle</b>	<ol style="list-style-type: none"> <li>1. <b>Mrs. Sita Devi, PGT (Physics) I/C</b></li> <li>2. Dr. Sulekha. TGT (Lib)</li> </ol>		-To maintain the record and list of students with details of Scholastic/co-scholastic competitions.
29	<b>Maths lab</b>	<ol style="list-style-type: none"> <li>1. <b>Ms. Jyoti Yadav (PGT Maths) I/C</b></li> <li>2. Mr. S Chaudhary (PGT Maths)</li> </ol>		To develop Class wise Math aids as per the syllabus. To organize an exhibition on the work done under math's lab
30	<b>Teaching Aids</b>  <b>Primary (TLM)</b>	<ol style="list-style-type: none"> <li>1. <b>Ms. Rina (TGT Maths) Teaching Aids(Maths)</b></li> <li>2. <b>Ms. Preeti Baliyan TGT (S.Sc.) - Teaching Aids (S.Sc.)</b></li> <li>3. <b>Ms. Meena Kumari) Teaching Aids (Sci.)</b></li> </ol> <b>Ms. Deepika Budhiraja (I/C)</b> Ms. Pooja Sharma		To develop teaching Aids for their subject Give requisition for new aids and maintain their records
31	<b>Language Lab</b>	<b>ENGLISH LAB</b> <ol style="list-style-type: none"> <li>1. Dr. Manisha Singh, PGT (English)</li> <li>2. Ms. Parul PGT (English)</li> </ol>		To develop Class wise aids as per the syllabus. To organize an exhibition on the work done under Language lab



S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
				<ul style="list-style-type: none"> <li>- Strategy for effective monitoring for students improvements. Educational tour.</li> <li>- Class activities, Exhibition, Exam- PT/MT/HY/SEE.</li> <li>- Preparation of subject magazine.</li> <li>- CCE work, Back to basic files/ Subject enrichment activities and Files of Cycle test/CT/MT/Remideal class test carried out topic- wise by the teachers.</li> <li>- To organize sample training programs for CAL/TAL by the teachers.</li> </ul>
33	<b>Club Activity</b> <b>1. Science/Eco/Nature/ Gardening Club</b> <b>2. School Beautification club</b> <b>3. Value Education &amp; Integrity Club</b> <b>4. Music Club</b> <b>5. Literary/Readers Club</b>	<b>1. Mrs. Manjusha. PGT (Bio) I/C</b> <b>2. Mrs. Meena Kumari, TGT (Sci) A I/C</b> <b>3. TGT (Sci)</b> <b>5. Mrs. Aanchal Kaushik, TGT (Maths)</b>  <b>5. Ms. Radha</b> <b>6. Ms. Pooja Sharma</b> <b>7. Geeta Rana</b> <b>8. Nitin Sharma (Music)</b>		<ul style="list-style-type: none"> <li>-Make a club by collecting the names of the students who are interested in various activities.</li> <li>-Keep a record of a number of students in the club.</li> <li>-Encourage them to make innovative projects.</li> <li>-Conducting activities related to the Club.</li> </ul>
34	<b>VMC</b>	<b>1. Ms. Manisha Singh PGT ENG I/C</b> <b>2. Mr. Govind Singh PGT COMP</b> <b>3. Ms. Sharmila PGT COMP</b>		<ul style="list-style-type: none"> <li>-Constitution of VMC</li> <li>-Arrangement for VMC meetings</li> <li>-</li> </ul>
35	<b>Student's Alumni Association + KVS SAMAGAM PORTAL</b>	<b>1. Dr. Manisha Singh, PGT (Eng)) I/C</b> <b>2. Mr. Govind (PGT CS)- for updation of samagam portal.</b>  <b>3. Ms. Sita Devi , PGT (Phy.)</b> <b>4. Ms. Aanchal Kaushik, TGT (Maths)</b>		<ul style="list-style-type: none"> <li>To maintain proper records of alumni of the Vidyalaya.</li> <li>To arrange alumni association programme.</li> </ul>

S.No.	COMMITTEE	Names of In charge and Members	Sign	<b>DUTIES AND RESPONSIBILITIES</b>
36	<b>Flag Hoisting Committee</b>	1. <b>Dr. Kalpana Arya TGT (P&amp;HE) I/C</b> 2. Mr.Ravinder TGT (AE) 3. Yoga Coach 4. Sports Coach		<ul style="list-style-type: none"> <li>- To ensure raising of National Flag every morning and it's lowering before sunset in our KV.</li> <li>- To position the flag post at prominent place.</li> <li>- To follow DO's and Don'ts to honour our National Flag.</li> </ul> <p>To ensure compliance of the Flag Code.</p>
37	<b>Book Donation Committee</b>	<b>Dr. Sulekha, TGT (Lib) I/C</b> Ms. Anita Yadav TGT (Eng) Ms. Geeta Rana PRT Ms. Gunjan PRT		<ul style="list-style-type: none"> <li>-To motivate students for donation of their previous year books for new students.</li> <li>- To prepare a register for list of donors and accordingly books issue register.</li> <li>- Issuance of Appreciation Certificate for book donation to all donors.</li> </ul>
38	<b>Press and Media</b>	1. <b>Vice Principal</b> 2. Ms. Manisha Singh PGT (Eng) 3. Mr. Kamlesh Kr. TGT(Hindi)		<ul style="list-style-type: none"> <li>- To release Press note for all achievements and important celebrations.</li> </ul>
39	<b>Career Guidance and Counseling</b>	<b>Dr. Manisha Singh, PGT (Eng) I/C</b> Ms. Sunita Kumari PGT PHY Mr. BP Nayak PGT(Comm)		<ul style="list-style-type: none"> <li>- Year Planner for counseling sessions shall have to be prepared by secretary of the committee. <b>A minimum of 06 (six) such counseling sessions shall have to be planned and be organized and reporting is mandatory.</b></li> <li>- Collection of information and providing to students. Arrangement of Guest Lectures.</li> <li>- Monthly report has to be submitted on activities undertaken for providing information to the students.</li> </ul>
40	<b>Primary Resource Room/ Activity Room</b>	Mrs. Dolly Rastogi (HM) Ms. Rishibha Shukla Ms. Geeta Rana Ms. Gunjan Takshak Ms. Manisha Mahajan		<ul style="list-style-type: none"> <li>- The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing.</li> <li>- Planning of CMP room usage by PRTs'.</li> <li>- Exploring resources planning and developing room to ensure strengthen of primary education.</li> <li>- Acquiring material, teaching aids, CD's books, play material etc., to display in the CMP so as to make it a better resource room.</li> <li>- Re-charging of D2H activation and prepare a plan to show film shows live on D2H.</li> <li>- Planner has to be submitted by the Committee.</li> </ul> <p><b>Monthly Report</b> Submitting a report on activities taken up.</p>
41	<b>Quarterly News Letter for Primary, Best</b>	Mrs. Dolly Rastogi (HM) Mr. Anirudh (I/C – Newsletter setting ) Ms. Vippula Bajaj( Content)		<ul style="list-style-type: none"> <li>- <b>Every quarterly the Newsletter has to go to Regional Office to update them on the work &amp; conduct of the Vidyalaya primary wing</b></li> </ul>



S.No.	COMMITTEE	Names of In charge and Members	Sign	<b>DUTIES AND RESPONSIBILITIES</b>
	<b>Videos/Presentation Monthly Report</b>	Ms. Preeti( photos) Computer Teacher		
42	<b>Income Tax/GST and Form 16+ Stock Verification + Salary upload</b>	<ol style="list-style-type: none"> <li>1. <b>Mr. Anil Kumar Meena I/C</b></li> <li>2. Mr. Ashok</li> <li>3. Ms. Nisha Jaglan</li> </ol>		<ul style="list-style-type: none"> <li>• The committee will maintain a register and record month-wise collection of income tax.</li> <li>• The committee will coordinate with office and CA who is looking after the Vidyalaya income tax work and ensure submission of all the documents.</li> <li>• The committee has to review the income tax collection and challan submissions every month and record the SBI challans with challan numbers and dates.</li> <li>• The committee is authorized to speak to CA and note down the procedure of completing the work of Income tax.</li> </ul>
43	<b>Staff Meeting &amp; recording of the minutes &amp; Monthly DO to Ro.</b>	<ol style="list-style-type: none"> <li>1. <b>Mr. S R Dwivedi, PGT (Hindi) I/C</b></li> <li>2. Mr. Kamlesh (TGT Hindi)</li> <li>3. Mrs. Utpreksha Sharma, TGT (Hindi)</li> <li>4. Mr. Harish Meena , TGT(S.ST)</li> </ol>		<ul style="list-style-type: none"> <li>- To record the minutes of all staff meetings, P.T.A. meetings, X &amp; XII class P.T.A. meetings and to maintain records / files of the same.</li> <li>- To note down all important events/functions etc. held in Vidyalaya.</li> <li>- To prepare by monthly newsletter and to send to RO and other Officials of KVS.</li> </ul>
44	<b>CCT</b>	<ol style="list-style-type: none"> <li>1. <b>Mr. Govind, PGT (Comp Sc) I/C</b></li> <li>2. Mrs. Aanchal Kaushik, TGT (Maths)</li> </ol>		<ul style="list-style-type: none"> <li>- Maintenance of Back to basics monitoring proforma.</li> </ul> <p><b>Time to time training of teachers to understand and execute concept of Back to Basics.</b></p>
45	<b>Subject Enrichment Record Maintenance</b>	All Subject Teachers (I/C)		Maintenance of Subject Enrichment Record

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
46	<b>Sexual Harassment &amp; Gender Sensitization Committee (Secondary &amp; Sr. Secondary)</b>	1. <b>Dr. Manisha Singh, PGT (Eng)</b> 2. Mr. B B Singh PGT (Chem) Male member 3. Ms. Rajni Yadav TGT (English) 4. Ms. Anita Yadav, TGT (ENG) 5. NGO member		- Prevent discrimination and sexual harassment against women/students, by promoting gender amity among students and employees.  -
	<b>Sexual Harassment &amp; Gender Sensitization Committee (Primary)</b>	1. <b>Ms. Dolly Rastogi (I/C)</b> 2.Ms. Radha 3.Ms. Pooja Sharma 4.Mr. Sandeep		
47	<b>Govt. School Partnership Programme</b>	1. Mr. Ravinder, TGT (A&E) I/C 2. Mr. Harish Meena		- Effort should be made for effective partnership with a Govt School as per KVS order.
48	<b>e-Mail &amp; Response</b>	1. <b>MR. GOVIND SINGH PGT COM I/C for I shift</b> 2. <b>MR LK TYAGI I/C for II shift</b> 3. MR. RAJESH KUMAR HM II SHIFT 4. MS. NISHA JAGLAN JSA		-Maintenance of record of emails received -Ensure timely reply of every e-mail received
49.	<b>Leave Application &amp; Entry of employees</b>	Ms. Nisha Jaglan		- Maintenance of leave application and leave entry in attendance register.
50.	<b>Vidyalaya Plan and Assessment Tool</b>	1. <b>Ms. Sharmila, PGT (Comp Sci) I/C</b> 2. Mr. Govind, PGT (Comp Sci) 3. Computer Instructor		Collect data from all department in charges and prepare Vidyalaya Plan and Assessment tool.
51.	<b>Interior decoration, Beautification &amp; Gardening,</b>	1. <b>Ms. Ravinder TGT (AE) I/C</b> 2.Dr. Manisha Singh PGT (Eng)		- To Plan beautification of school, surroundings, Garden & Playground -To Supervise the duty of Gardener.

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
		3.Ms. Manjusha PGT (Bio) 4. Mr. B.P Nayak PGT (Comm) 5.Mr. Keshav Meena PGT(Chem.)		-To take care and maintain the beautification in all the areas of the Vidyalaya from time to time in and outside the classrooms, visitor's area, staff rooms etc.
52.	<b>Communicative Skill Development</b>	<b>Dr. Manisha Singh, PGT English I/C</b> Mr. SR Dwivedi , PGT Hindi All Language Teachers		-Effective implementation of the circulars issued by KVS, CBSE etc time to time to improve communication in English and Hindi among the employees and students of the Vidyalaya. - To make an effective plan and execution of the plan to improve English communication skill of all the employees. - To make an effective plan and execution of the plan to improve English communication skill of all the students. - To organize classes, workshops, meetings etc. to improve communication in English for the employees of the Vidyalaya.- Prepare audio and video of the activities organized for the communicative skill development of the employees.
53.	<b>Inhouse Training Program</b>	1. Vice Principal 2. Ms. Dolly Rastogi , HM		Collect and maintain record from all teachers regarding in house training program .
54.	<b>FLN &amp; NIPUN Bharat</b>	Mrs. Dolly Rastogi (HM) I/C Ms. Preeti Devi( Ass. I/C) Ms. Geeta Rana Ms. Jyoti Sharma		Collect and maintain record from all teachers
55.	<b>NISHTHA</b>	1. <b>Mr. Govind, PGT (Comp Sci) I/C</b> 2.Mr.Anirudh 3. Computer Instructor		- <b>Inform the concerned staff regarding courses and share the links.</b> - <b>Ensure each and every teacher should completed all the courses/modules.</b> -Collect and maintain record as per time schedule from all teachers and fill the Google sheet shared(by every Saturday) by RO.
56.	<b>Scholarship SC, ST, OBC, Minority</b>	1. <b>Dr. Manisha Singh I/C</b> 2. Mr. Anil Kr. Meena, TGT W.E 3. Ms. Anita Yadav, TGT (Eng) 3. Ms. Manisha Mahajan (I/C) 4. Mr. Sandeep (PRT)		- Disseminate information in morning assembly , PTM, and Class Group regarding various scholarship schemes by Cental Govt and Govt. of NCT Delhi on NSP and E-District Portal. - Maintain a list of students who hv applied for various schemes - Keep a record of documents submitted -
57.	<b>Vidyalaya Patrika</b>	1. <b>Dr. Manisha Singh PGT(Engl) I/C</b>		Timely publication of e-vidyalaya patrika and its upload on vidyalaya website.

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
		2. Ms.Rajni Yadav TGT (Eng.) 3. Mr. Kamlesh TGT (Hindi) 4. Mr. Harish Meena TGT (Snsk) 5. Ms. Preeti Devi (PRT) 6. Ms Vipula Bajaj (PRT) 7. Ms. Parul Naagar		
58.	<b>ID Card</b>	Mr. Bharat Bhushan, TGT (S.ST) I/C Mr. Pradeep Singh Rana PRT		Error free and timely distribution if ID cards.
59.	<b>Bus Pass</b>	Ms. Aanchal Kaushik TGT(MATHS)		Issuing of Bus Pass
60.	<b>NCC</b>	Mr. Ravinder TGT (AE)		<b>Maintaining records</b> <b>Training of cadets</b> <b>Follow up of all the instructions given by NCC HQ</b>
61	<b>UDISE</b>	<b>1. Ms. Aanchal Kaushik TGT MATHS I/C</b> 2. Mr. Gyan Prakash (TGT English) <b>3. Ms. Rina TGT MATHS</b>  <b>Primary</b>  <b>4. Mr. Sandeep Kumar (I/C)</b> <b>5. Ms. Parul Naagar</b>		Timely Completion of all related works
62	<b>Hospitality Team</b>	<b>Ms. Jyoti Yadav PGT MATHS I/C</b> Ms. Sulekha TGT LIB Ms. Rina TGT MATHS Ms. Rishibha Shukla PRT Ms. Parul Naagar prt Ms. Nisha Jaglan JSA Counsellor Nurse		<b>Welcoming of the guests.</b> <b>Arranging of food and refreshment.</b> <b>Ensuring hygiene and quality of food.</b>

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
63	Staff Room Management	<b>Mr. Anil Kumar Meena TGT AE I/C</b> Mr. BP Nayak PGT COMM Mr. S C Sinha PGT Geo		Allotment of lockers Names on lockers Arrangement of furniture in staff room Maintain cleanliness
64	Transport Arrangement	<b>1. Mr. Ravinder TGT AE I/C</b> <b>2. Mr. Bharat</b>		Provide appropriate transport as and when required
65	PM SHRI	<b>1. MR. SR DWIVEDI I/C</b> <b>2. Mr. Ajay Pal (II Shift)</b> 3. MR. ANURAG II SHIFT 4. MS. SHARMILA PGT COMP 5. MR R D SHARMA II SHIFT 6. MR. KESHAV MEENA PGT CHEM 7. MR. AWADHESH PGT HIS 8. MS. VASUDHA SINGH II SHIFT 9. MR. RAVINDER TGT AE 10. MS. SUNITA KUMARI PGT		Preparing of reports. Follow up of all circulars and orders under the scheme. To Purchase recurring and non recurring items as per norms and procedures mentioned in PM SHRI Moudules. To prepare for audit.
66	PPC	<b>Mr. SR Dwivedi I/C</b> Ms. Manisha Singh PGT ENG		Arrangement of seating. Arrangement for viewing. Allotting duties as and when required. Follow up of all instructions and orders regarding the same.
67	School Welfare Committee	<b>Ms. Rajni Yadav I/C</b> Mr. Bharat Bhushan Ms. Dolly Rastogi HM		Suggesting ideas for the betterment of the school Innovations for school welfare New teaching techniques
68	Contractual Staff Verification + B.Ed. trainees	<b>Mr. Keshav Meena I/C</b> Ms. Divya TGT MATHS		Verification of documents Keeping records Keeping track of their performance Communication with their institutes

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
69	Canteen Verification	<b>Mr. S. R. Dwvedi I/C PGT Hindi</b> Ms. Sita Devi PGT PHY Mr. Sandeep PRT		Maintaining prescribed rate list Ensuring hygiene of food served
70	PRABANDH PORTAL	<b>MS. NISHA JAGLAN I/C</b> MS. ASHOK MR. GOVIND SINGH MS. SHARMILA MS. PARUL MR. RAVINDER MS. DOLLY HM		To register school and to update the data regularly. To maintain and send the records as per correspondence from RO and KVS,HQ
71	TOBACCO ERADICATION COMM	<b>PRINCIPAL – CHAIRMAN</b> <b>MR. RAVINDER TGT AE</b> PARENTS MEMBER-  1. SANJAY SHARMA F/O- Hemant 11D 2. RAMPHAL SHUKLA F/O- Shorya 10 B  STUDENTS MEMBER-  1. VINEET FOGAT 12 A 2. VANSHIKA 12 B		Keeping school a tobacco free zone Conducting seminars with students telling them the side effects of tobacco Counselling students regarding this issue. Sensitizing the parents over this issue.

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
72	SIC	<p><b>PRINCIPAL – CHAIRMAN</b></p> <ol style="list-style-type: none"> <li>1. MR AK MEENA <b>I/C</b></li> <li>2. MR AWADHESH</li> <li>3. MS. SITA DEVI</li> <li>4. MS. JYOTI YADAV</li> <li>5. MS. MEENA KUMARI</li> </ol> <p>MEDIA COORDINATOR- MR GOVIND SINGH + MS MANISHA SINGH</p> <p>STUDENT REPRESENTATIVE-</p> <p>SHREYAS 11A SURBHI 11B KHUSHI FOGAT 9 C SWASTIL RAI 9B SHREYA 9B</p> <p>EXTERNAL EXPERTS –</p> <ol style="list-style-type: none"> <li>1. MR. MANMOHAN (HONEY AND BIOPRODUCTS)</li> <li>2. DR. BHAVESH (ASST. PROFFESOR DTU</li> <li>3. VISHAL KARMAKAR ( BANK MANAGER) PNB</li> <li>4. DR. SAURABH -ASST PROF. JNU</li> <li>5. MR. VINAY KUMAR (LAWYER)</li> <li>6. MR. SUMIT (Trade Mill Industrialist)</li> </ol>		<p>Preparing and submission of reports timely. Communication with the ministry of education regarding the same. Conduction of all activities suggested. Follow up of all orders regarding the same.</p>

S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
73	SQAAF	<ol style="list-style-type: none"> <li>1. MS. SHARMILA I/C</li> <li>2. MS. MANISHA SINGH</li> <li>3. MR. RAVINDER</li> <li>4. Mr. AJAY PAL SRIVASTAVA II SHIFT</li> <li>5. MR. SANJAY MALIM II SHIFT</li> </ol>		<p>Ensuring quality assessment.  Follow up of all works and orders under SSA.  Preparing and maintaining records and reports of the same.  Responding to all communication regarding this.</p>
74	ACP	<ol style="list-style-type: none"> <li>1. MS. UTPREKSHA I/C</li> <li>2. MR. AK MEENA</li> <li>3. MS. MEENA KUMARI</li> <li>4. MS ANITA YADAV</li> <li>5. MS. AANCHAL KAUSHIK</li> <li>6. MR. KAMLESH KUMAR</li> <li>7. MS. DIVYA</li> <li>8. MR. BHARAT BHUSHAN</li> </ol>		<p>Preparing reports for ACP.  Smooth timely conduction of all modules for each class.  Responding to all communication regarding this.</p>



S.No.	COMMITTEE	Names of In charge and Members	Sign	DUTIES AND RESPONSIBILITIES
75	PRASHASHT	<ol style="list-style-type: none"> <li>1. MS. MINI GUPTA I/C (6-8)</li> <li>2. MS SITA DEVI I/C (9-12)</li> <li>3. MS DOLLY RASTOGI (1-5)</li> <li>4. MS. MEENA KUMARI (6-8)</li> <li>5. MR. GYAN PRAKASH (9-12)</li> <li>6. MR. GOVIND SINGH – DATA ENTRY</li> <li>7. COUNSELLOR</li> <li>8. SPECIAL EDUCATOR</li> </ol>		<p>Ensuring all teachers have PRASHAST App.  Entry of data of all DA students in this app.  Preparing reports for the same.  Sending reports- Monthly or as and when required</p>
76	PM Evidya+ DTH	<ol style="list-style-type: none"> <li>1. MR. RAVINDER I/C</li> <li>2. MS. SULEKHA KUMARI TGT LIB</li> </ol>		<p>Keeping data of DTH.  Desimination of information regarding PMeVIDYA Channels among students.  Keeping track of students watching these channels.  Responding to all communication regarding this.</p>
77	Employee's Attire Checking Committee	<ol style="list-style-type: none"> <li>1. MR. S R DWIVEDI I/C</li> <li>2. MS. RAJNI YADAV I/C</li> <li>3. MR. BB SINGH</li> <li>4. MS. ANITA YADAV</li> </ol>		<p>To ensure that all staff members are in respectable attire most preferably in formal attire.</p>

## **Instructions-**

1. All the In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties activities and prescribed programme. In case of any difficulty, undersigned must be contacted.
2. All the in – charge and members of the various departments/committees are free to take their own decision to achieve excellence in activities and in the interest of KVS.
3. All the In-charges and members of the concerned departments/committees will have to work on full – fledged manner. When In charge is on leave etc. Senior member

of the concerned departments must be available on duty and vice versa.

4. Please put your efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.

PRINCIPAL I/C