



# PM SHRI KV NMR JNU CAMPUS

COMMITTEES FOR THE SESSION 2025 - 2026 w.e.f. 18.06.2025 (Due to transfers)

1. RESPECTIVE ICs MUST MAINTAIN REGISTERS IN RESPECT OF ASSIGNED DUTIES & ISSUE INSTRUCTIONS IN WRITING FOR THE MEMBERS OF THEIR COMMITTEE, BLOCK WISE WHEREVER REQUIRED EG DISCIPLINE, SAFETY, RESCUE and CLEANLINESS.
2. HMs WILL PREPARE PARALLEL COMMITTEES AS PER THEIR REQUIREMENT FOR THE SMOOTH FUNCTIONING IN THEIR RESPECTIVE BRANCHES.
3. ALL TRAINED BS&G TEACHERS WILL ASSIST IC & WILL CONDUCT BS&G ACTIVITIES IN THE MOST BEFITTING MANNER
4. ICS MAY SELECT MEMBERS OTHER THAN THEIR COMMITTEE FROM REGULAR / PART-TIME/ OTHER PRIMARY BRANCH, IF REQUIRED FOR A SPECIFIC PROGRAM, WITH APPROVAL OF VP / PPL.
5. WHEREVER SUB-COMMITTEES ARE FORMED FOR DISTRIBUTION OF WORK, ALL THE MEMBERS WILL CO-OPERATE, SUPPORT FOR THE SMOOTH CONDUCT OF OTHER SUB-COMMITTEE WORK ALSO. e.g. IN EXAM CBSE SUB COMMITTEE AS WELL AS OUTSIDE EXAM SUB-COMMITTEE WILL SUPPORT DURING INTERNAL EXAMS & VICE VERSA.
6. IN CASE OF TRANSFER / LONG LEAVE OF IC, ASSO. IC WILL AUTOMATICALLY TAKE OVER THE CHARGE FROM IC & PERFORM THE ROLE OF IC UNTIL NEW IC IS DECLARED. IN CASE OF TRANSFER OF ASSO. IC / MEMBERS, THE IC WILL PROPOSE SUITABLE MEMBERS TO BE ASSOCIATED WITH HIS/ HER TEAM.
7. WHEREVER, ANY REGULAR MEMBER IS ON LONG LEAVE, THE CONTRACTUAL APPOINTED AGAINST HIM / HER WILL BE ASKED BY THE IC TO PERFORM HIS / HER ROLE IN THAT COMMITTEE.
8. PRINCIPAL, VPs, HMs ARE BY DEFAULT OVER & ABOVE ICs OF ALL THE COMMITTEES UNDER THEIR JURISDICTION.

SL.NO	NAME OF COMMITTEE	INCHARGE / ASSO. INCHARGE	MEMBERS	FUNCTIONING
1	CCA	SH PRADEEP KUMAR PGT ENG I/C MRS PRIYA PGT HINDI ASSO IC	MRS NEHA KEDIA PGT ENG MRS ALKA GAUR TGT ENG MR. DHARMPAL JAJORIA TGT HINDI MRS TRILOCHNA TGT ENG MRS. CHAMPA CHAUHAN TGT MR. NAVEEN VERMA TGT MR. SATISH KUMAR VERMA TGT MS. SANGEETA SHARMA TGT HINDI	CCA [ALL THE CLASS TEACHERS, TGT P&HE, TGT AE, TGT WE ACTIVELY FOLLOW INSTRUCTIONS & COORDINATE FOR SUCCESSFUL CONDUCTION OF THE ACTIVITIES]
2	TIME TABLE	TIME TABLE FRAMING COMMITTEE  MRS. SUMAN VERMA PGT IC MR ALOK ANAND TGT ASSO. I/C	TIME TABLE DAILY ARRANGEMENT COMMITTEE UNDER THE GUIDANCE OF IC & ASSO IC SH ANUJ TGT WE SH BRIJESH TGT AE MRS RAJKUMARI REKHA MRS PUNAM SAINI PGT MRS BHAWNA SHARMA PGT	O/D SHOULD BE ARRANGED ONLY AFTER GETTING INFORMATION THROUGH PPL / VP. IN CASE >50% MEMBERS OF DAILY ARRANGEMENT COMMITTEE ARE NOT AVAILABLE ON A PARTICULAR DAY, FRAMING COMMITTEE MEMBERS WILL HELP IN DAILY ARRANGEMENTS. DAILY ARRANGEMENT COMMITTEE SHOULD GIVE ARRANGEMENTS TO ALL WITHOUT ANY DISPARITY, INCLUDING TT-COMMITTEE.
3	CPD	ICs BOTH THE VPs & HMs	MEMBERS: SH PRADEEP KUMAR, ALL 3 PGTs CS, SMT SUNITA GUPTA, SMT PRIYA PGT, SMT CHANDRA KIRAN, SMT BHAWNA SHARMA, SH DINESH SHARMA, SH SUNIL KUMAR PGT, SH SATISH KUMAR VERMA	
4A	EXAMINATION HOME	MR.KRISHNA MURARI PGT I/C SH SABIR ANWAR ASSO. I/C	SMT SUNITA GUPTA PGT MR. MAHESH CHAND PGT MRS. ANKITA AWASTHI PGT SH. DINESH SHARMA TGT MRS. POONAM TANWAR TGT MRS. JYOTSNA TGT MR.BRIJENDER SRIVASTAVA TGT	ENSURE CONDUCTION OF PERIODICAL TESTS AND EXAMS AS PER KVS SCHEDULE. TEST / EXAM COPIES OF 6TH TO 8TH TO BE HANDED TO PARENTS DURING PTM AND COPIES OF 9TH& 11TH TO BE RETAINED AFTER SHOWING TO PARENTS.
4B	EXAMINATION CBSE	SH SUNIL KUMAR PGT I/C MRS. MAMTA PGT CS ASSO. I/C	SMT BHAWNA SHARMA PGT SH. SATISH KUMAR VERMA TGT SH. SUNIL YADAV TGT SH NAVEEN KUMAR VERMA TGT MRS RANJANA RAWAT TGT MRS REKHA CHOUDHARY TGT SH. PARVESH TGT SST	ENSURE THAT CORRECT DATA OF STUDENTS DULY CHECKED BY CLASS TEACHERS FROM SR.& GUARD FILE IS SENT TO CBSE AS AND WHEN ASKED. FOLLOW CBSE SCHEDULE STRICTLY.  


4C	EXAMINATION EXTERNAL	MR. PRADEEP KUMAR PGT I/C MR. DINESH SHARMA TGT ASSO. I/C	MR.KRISHAN MURARI TGT	ENSURE THAT CONFIDENTAILITY OF EXTERNAL EXAMINATION IS STRICTLY FOLLOWED. GUIDELINES OF THE EXAMINATION IS DISCUSSED IN THE MEETING WITH THE FUNCTIONERIES.
			SH. BRIJENDRA SHRIVASTAVA TGT	
			MRS POONAM TANWAR	
			MR.SABIR ANWAR PGT	
			MR. KULDEEP VARSHNEY PGT	
			MRS. RAJKUMARI REKHA RANI TGT	
5	VIDYALAYA / INSPECTION PLAN	SMT SUNITA GUPTA PGT I/C MR. MAHESH CHAND PAL PGT ASSO. I/C	MR. SABIR ANWAR PGT	TIMELY PREPARATION OF THE PLAN AND DISCUSSED WITH THE VPS/PRICIPAL.
			MR. SUNIL KUMAR PGT	
			MR.PRADEEP KUMAR PGT	
			MR.BHUPINDER TGT	
			MR. ROHIT BHARDWAJ TGT	
6	ACADEMICS	OVER ALL ICS: VPS, ASSOCIATES: SUBJECT-WISE* SR. MOST PGTS FROM 6-12, HMS / IC FROM 1-5 .ROLE: ACADEMIC PLANNING, CLASSROOM OBSERVATION, SUBJECT COMMITTEE MEETINGS, PROGRESS OF SYLLABUS, MONITORING OF SYLLABUS COVERAGE AS PER SPLIT UP, GUIDANCE TO TEACHERS THROUGH DEMO LESSONS, ENSURING IMPLEMENTATION OF KVS/NCERT/CBSE POLICIES & NEP, LAB ICS: PHY: SMT SUNITA GUPTA, CHEM: MRS.NEELAM TYAGI , BIO: SMT. SAMOTI MEENA, BIOTECH: MRS. CHANDRA KIRAN, ATL: SH ANUJ KUMAR IC, MS RANJANA RAWAT ASSO. IC (ATL MEMBERS: ALL PGT CS & TGT/PGT SCIENCE TRS), JSL: MR. DINESH KUMAR TGT IC, MATHS LAB: SMT RUCHI SHARMA, LANGUAGE LAB: SH. BHUPENDRA, GEO LAB: SH. SABIR ANWAR , LIBRARY: SH. T. S. BHANDARI & ALL SUBJECT COMMITTEE ICS.		ACADEMICS FOR SUBJECT COMMITTEE *SUB: ENG- SH PRADEEP KUMAR PGT, HINDI / SANSKRIT- SH DHIRAJ SINGH PAL WITH SUPPORT OF SMT SHABNAM TGT HINDI, MATHS- MS. SUMAN VERMA PGT, SCIENCE INCLUDING PHY, CHEM, BIO, BIOTECH- SMT SUNITA GUPTA PGT WITH SUPPORT OF SH AJAY AGRAWAL PGT, SOCIAL SCIENCE/HISTORY/ GEOGRAPHY/ POL. SCI - SH. SUNIL KUMAR, COMMERCE & ECO- SMT BHAWNA SHARMA PGT, COMP SCIENCE- SMT MAMTA
		<div>U DISE, AI LAB, 3D LAB</div> <div>OLA, SCHOLARSHIP [ALL], PIMS &amp; TRANSFER, VID. WEBSITE SOCIAL MEDIA EG TWITTER, FB ETC.</div> <div>UBI &amp; ENROLMENT, STOCK-IC COMP INFRA E-CLASSROOM &amp; ON LINE CLASSES CYBER SECURITY</div>	<div>MS MAMTA PGT &amp; C.I. 1</div> <div>MS ANKITA AWASTHI PGT &amp; C.I. 2</div> <div>SH MAHESH CHAND PAL PGT &amp; C.I. 3</div>	TIMELY COMPLETION OF TASKS AND REPORTED TO CHAIR.
7	ONLINE TEACHING / E CLASS ROOM / HANDLING PORTALS			
8	ADMISSION	MRS. RAKHI GANGWAL PGT I/C MRS. ANKITA AWASTHI ASSO. I/C	SMT SUNITA GUPTA PGT	KVS ADMISSION GUIDELINESS / SCHEDULE TO BE STRICTLY FOLLOWED.
			SMT HEENA PGT	
			SH SATISH KUMAR VERMA TGT SKT	
			MR. ROHIT BHARDWAJ TGT	
			SMT SEEMA CHAUHAN TGT	
			MS. REEMA TIWARI TGT	
		HMS OF RESPECTIVE BRANCHES & ALL COMPUTER INSTRUCTORS FOR COORDINATION.		
9	AUDITORIUM / EXT EVENTS/ TRAININGS & WORKSHOP	MR. PRADEEP KUMAR PGT I/C MR. ANUJ KUMAR ASSO. I/C	MR.KULDEEP VARSHNEY PGT	STAY ARRANGEMENTS IN THE VIDYALAYA AS WELL AS IN VARIOUS GUEST HOUSES, FOOD ARRANGEMENTS IN CONSULTATION WITH REFRESHMENT COMMITTEE
			MR.RAJEEV TGT P&HE	
			SH BRIJESH TGT	
			SMT TRILOCHANA TGT	
			MS.RAJKUMARI REKHA RANI TGT	
			SMT DHARMPAL JAJORIA TGT	
			SMT HEMSHREE TGT	

10	CLEANLINESS COMMITTEE OVER ALL I/C SH KULDEEP KUMAR PGT GEOGRAPHY, ASSO. IC MS. SAMOTI MEENA						
	MAIN BUILDING GROUND FLOOR			SMT ARUNA & SMT PRIYANKA NAGAR			
	MAIN BUILDING FIRST FLOOR			MR. BHUPINDER TGT & SMT REKHA CHOUDHARY			
	MAIN BUILDING SECOND FLOOR			MRS. RUCHI SHARMA TGT & SH. RAJKUMAR BALODA			
	ROUND BUILDNG GROUND FLOOR			SMT RUCHI KAUSHIK & MR. ANUJ TGT WE			
	ROUND BUILDNG FIRST FLOOR			MRS SANGITA & SMT SHABNAM			
	ROUND BUILDNG SECOND FLOOR			MR. ROHIT BHARDWAJ TGT & SMT SANGEETA TGT HINDI			
	ASSEMBLY & PLAY GROUND (OPEN GYM AND ALL COURTS)			MR.RAJEEV TGT P&HE AND SMT PUNAM SAINI			
	RECEPTION AREA			OUTSOURCED SUB-STAFF			
	AUDITORIUM			MR. AMAR NATH VERMA PRT MUSIC & SMT SEEMA CHAUHAN			
	NEAR GATE NO.1 & GATE NO.2 & PARKING AREA R.O			MS. HARSHITA PANDE & SMT RITU KATARIA TGT			
	11	FURNITURE COMMITTEE		MR. KULDEEP VARSHNEY PGT I/C SH. RAJKUMAR BALODA ASSO. I/C		MR. BRIJESH TGT CLASS - VI	VARIOUS DEPARTMENT ICs WILL TAKE CARE OF THEIR DEPARTMENTS. ENSURE THERE IS NO SHORTAGE OF FURNITURE IN ANY CLASS. DAMAGING FURNITURE INTENTIONALLY BY THE STUDENTS MUST BE BROUGHT TO THE NOTICE OF THE CLASSTEACHER. SUITABLE ACTION TO BE TAKEN.
						MR. ANUJ TGT WE CLASS VII	
						MRS.SANGITA TGT CLASS VIII	
						MR. BHUPINDER TGT CLASS IX	
						MR. PRAVESH TGT CLASS X	
						MR. SABIR ANWAR TGT CLASS XI	
MRS. BHAWNA SHARMA PGT CLASS XII							
12			MAINTENANCE & REPAIR		MR ANUJ KUMAR TGT WE OVER ALL I/C  MR KULDEEP VARSHNEY [ASSO IC]	MR DINESH KUMAR TGT	
	CIVIL	SH RAJKUMAR BALODA TGT					
	ELECTRICAL & WATER	MR KRISHAN MURARI PGT					
		MR AJAY AGARWAL PGT					
		MR ROHIT BHARDWAJ TGT					
		MR. SUNIL YADAV TGT					
		MR. AMARNATH VERMA PRT MUSIC					
		13	DISCIPLINE COMMITTEE			DISCIPLINE, SAFETY AND SECURITY OF STUDENTS, EVACUATION TEAM, SEARCH & RESCUE TEAM, MOCK DRILLS DURING EARTHQUAKE, FIRE ETC.{ALL THE CLASS TEACHERS FOR THEIR STUDENTS & YOGA/ GAMES COACHES}	
13 A	DISCIPLINE GIRLS	MRS. HEENA PGT I/C MRS. CHAMPA CHAUHAN TGT ASSO. I/C	MRS. BHAWNA SHARMA PGT				
			MRS NISHA PGT				
			MS POOJA FEMALE GAMES COACH				
13 B	DISCIPLINE BOYS	MR. PRADEEP KUMAR PGT I/C MR.SABIR ANWAR ASSO. I/C	MR. AJAY AGARWAL PGT				
			SH RAJEEV TGT P&HE				
			MR. SATISH KUMAR VERMA TGT				
13 C	DISASTER, SAFETY, EVACUATION & MOCK DRILLS	MR. RAJEEV TGT P& HE I/C SH. RAJKUMAR BALODA ASSO. I/C MR. ANUJ KUMAR TGT WE ASSO. I/C	MRS ARUNA TGT				
			MR. DINESH KUMAR TGT				
			MRS. REKHA RANI SINGH				
			MRS SANGITA TGT				
			SH ROHIT BHARDWAJ TGT				
			SH PRAVESH TGT				
			MRS. RUCHI SHARMA TGT				
			ALL SPORTS COACHES				
							

14	INSPIRE, JIGYASA, NCSC, INNOVATION AND EXPERIMENTATION / NTSE/ KVPY / SCIENCE EXHIBITION AND SCIENCE RELATED ACTIVITIES	SR.SECONDARY	SMT SAMOTI MEENA PGT	ALL TGT MATHS & SCIENCE INCLUDING PGT CS & AI / COMP INSTRUCTOR WILL BE PART OF THE COMMITTEE. EACH MEMBER WILL CONTRIBUTE AND MOTIVATE STUDENTS TO PARTICIPATE IN LARGE NO. KEEP RECORD OF THE SAME.
		SH AJAY AGRAWAL PGT I/C	MRS. NEELAM TYAGI PGT	
		SH KRISHNA MURARI PGT ASSO.I/C	MR. DINESH KUMAR TGT	
		UPPER PRIMARY & SECONDARY	MRS. CHANDRA KIRAN PGT	
		MS.RUCHI KAUSHIK TGT I/C	MRS.RAKHI GANGWAL PGT	
15	SOCIAL SCIENCE EXHIBITION, EBSB, YOUTH PARLIAMENT, ANY SPECIFIC EVENT SELECTED FOR THE CURRENT YEAR	MR.SABIR ANWAR PGT I/C MRS. PRIYA PGT ASSO.I/C	MRS. GUNJAN SHARMA TGT ASSO.I/C	ALL TGT SOCIAL SCIENCE WILL BE PART OF THE COMMITTEE AND CONTRIBUTE. PROPER PLANNING OF EVENTS AS PER KVS CALENDER ACTIVITIES.
			MR. KULDEEP VARSHNEY PGT	
			MR SUNIL KUMAR PGT	
			MRS. BHAWNA SHARMA PGT	
			MRS. PRIYANKA NAGAR TGT SOST	
			MRS. ANKITA SHARMA TGT	
			MRS. POONAM SAINI PGT	
			MRS. NISHA PGT	
			MRS. HEMSHREE TGT	
		SMT. ANKITA AWASTHI FOR SCRIPT TYPING / PRINTING ETC.	MRS. HEENA PGT	
16	MONITORING OF CANTEEN CUM HEALTH & WELLNESS AMBASSADOR	SH PRADEEP KUMAR PGT [IC] SMT SAMOTI MEENA PGT [ASSO IC] SH. RAJKUMAR BALODA ASSO. I/C	MRS. NIMMI & MRS DR. SINKY (ASSOCIATE MEMBERS for various cultural events)	ENSURE QUALITY AND SAFE FOOD ITEMS ARE SOLD BY THE CANTEEN VENDOR.
			POL SC TEACHERS	
			SMT. ANKITA AWASTHI PGT	
			SMT CHAMPA CHAUHAN TGT	
			SH. BHUPENDER MUDGAL TGT	
			SMT SANGEETA TGT	
			SMT ARUNA TGT	
	REFRESHMENT COMMITTEE	MRS. HEENA PGT I/C MRS. CHAMPA CHAUHAN TGT ASSO. I/C	SMT SANGITA TGT	ARRANGEMENT OF VIP REFRESHMENT AS WELL AS PARTICIPANTS DURING KVS PROGRAMMES.
			MR.RAJEEV TGT P& HE & SPORTS COACHES	
			MRS ALKA GAUR	
			SMT SUNITA GUPTA PGT	
			MRS. HEMSHREE TGT	
			MRS. TRILOCHANA TGT	
17	FIRST AID & MEDICAL, QUICK RESPONSE TEAM, MOCK DRILLS CPR, G&C, MANODARPAN	MS SAMOTI MEENA PGT I/C MS CHANDRA KIRAN PGT ASSO.I/C SH. RAJKUMAR BALODA ASSO. I/C	MR. SATISH KUMAR VERMA TGT	IN CASE OF ANY EMERGENT SITUATION, CALL AMBULANCE IMMEDIATELY & TAKE NECESSARY STEPS AS DEEMED FIT
			MR. DHARMPAL JAJORIA TGT	
			MS. HARSHITA PANDE TGT	
			MRS. RITU KATARIA TGT	
			SH RAJEEV KUMAR TGT P&HE	
			MS.RUCHI KAUSHIK TGT	
			SH NAVEEN KUMAR VERMA TGT	
			MR. SUNIL YADAV TGT	
			MR. DINESH KUMAR TGT	
			MRS ALKA GAUR	
			ALL SPORTS & YOGA COACHES , COUNSELLOR , SPECIAL EDUCATOR	


18	VIDYALAYA / CLUSTER / REGIONAL / STATE / NATIONAL / SGFI / KHELO INDIA G&S, SBSB, FIT INDIA& HEALTH CLUB, LOCAL TRANSPORT TEAM, DTC PASSES	MR. RAJEEV TGT P& HE I/C MR. ROHIT BHARDWAJ ASSO. I/C	MRS. NISHA PGT	ALL SPORTS / YOGA COACHES & NURSE IS PART OF THE COMMITTEE. ENSURE CORRECT DETAILS OF STUDENTS ARE SENT AS WHEN REQUIRED TO SEND FOR PARTICIPATION OF EVENTS. HEIGHT & WEIGHT IS PROPERLY RECORDED.
			SH ANUJ KUMAR TGT	
			MS.PRIYANKA TGT	
			MRS. SANGITA JANGARA TGT	
			MR.BRIJESH TGT AE	
			MR. PARVESH TGT	
			MRS ALKA GAUR	
19	SALARY VERIFICATION, INCOME TAX, CS-54, EPF/ ESI OUTSOURCED CONTRACT & PAYMENT VERIFICAT {3 PGTS ARE FOR TECHNICAL SUPPORT & VERIFICATION, THEY WILL REPORT TO VP / PPL IN CASE OF ANY PROBLEM}	MRS.NAMRATA SHARMA ASO I/C MRS.SANGITA SEHRAWAT SSA ASSO.I/C MS. SUBINA SSA ASSO. I/C MR. SARANSH RATTAN JSA (ASSISTANT FOR DISPATCH ETC.)	MRS RANJANA RAWAT TGT	OVERALL OFFICE IS RESPONSIBLE FOR PROPER MANAGEMENT OF RECORDS, DISBURSEMENT, DEDUCTION & NO PAYMENT SHOULD BE MADE TO THE CONTRACTOR WITHOUT PROPER VERIFICATION OF EPF / ESI ETC.
			SH. SATISH KUMAR VERMA TGT	
			SH. KULDEEP KUMAR PGT	
			SH. MAHESH CHAND PAL PGT	
			MRS. RUCHI SHARMA TGT	
			MRS. MAMTA PGT CS	
20	INTERNAL COMPLAINT COMMITTEE, POSH & POCSO, CHILD RIGHTS PROTECTION CELL & GRIEVANCE REDRESSAL STAFF, STUDENTS & PARENTS, PTM, ALUMNI MEET ETC.	MS SUNITA GUPTA [IC VIDYALAYA LEVEL] SH. PRADEEP KUMAR PGT ASSO. I/C	MR. NAVEEN KUMAR VERMA TGT	1. SH DEVENDRA KUMAR AC KVS RO DELHI 2. PRESIDENT / CHAIRPERSON WOMAN MEMBER ENLISTED BY KVS RO DELHI
			MRS. RAKHI GANGWAL PGT	
			MR ISHAQ AHMAD PGT	
			MRS. CHANDRAKIRAN PGT	
			MR DHEERAJ PAL SINGH PGT	
21	SCOUT AND GUIDE	MR DHARMPAL JAJORIA [IC] MRS. SHABNAM BANO ASSOC I/C	SMT HEENA PGT	ENSURE SCOUTS AND GUIDE ACTIVITIES ARE CONDUCTED WITH FULL ZEAL AND VIGOUR. ENSURE MORE NUMBER OF STUDENTS JOIN THE MOVEMENT.
			MRS. NEHA KEDIA PGT	
			MRS. BHAWNA SHARMA PGT	
22	GRIEVANCE REDRESSAL STAFF, STUDENTS & PARENTS CONDUCT OF PTM, ALUMNI MEET ETC.	SMT SUNITA GUPTA PGT IC MR PRADEEP KUMAR ASSO. I/C	ALL THE BS&G TRAINED MEMBERS. IN PRIMARY BRANCHES, HM WILL MAKE ONE MALE & ONE FEMALE IC.	ENSURE SCOUTS AND GUIDE ACTIVITIES ARE CONDUCTED WITH FULL ZEAL AND VIGOUR. ENSURE MORE NUMBER OF STUDENTS JOIN THE MOVEMENT.
			MRS. SAMOTI MEENA PGT	MRS CHAMPA CHAUHAN TGT
			MRS PUNAM SAINI PGT	SH. AMARNATH VERMA PRT
23	राजभाषा कार्यान्वय समिति	श्री राजकुमार बलोदा एवं श्रीमती प्रिया - प्रभारी श्रीमती हेमश्री - सह-प्रभारी	MRS. BHAWNA SHARMA PGT	SH SUNIL YADAV TGT
			समस्त हिन्दी, संस्कृत भाषा शिक्षक एवं कार्यालय स्टाफ	
24	SCHOOL MAGAZINE COMMITTEE	SH. ANURAG PGT I/C MS. NEHA KEDIA PGT I/C	SH DHARMPAL JAJORIA TGT	E- MAGAZINE / MAGAZINE TO BE PREPARED. SELF COMPOSED ARTICLES / POEMS/JOKES/INTERVIEWS/ DRAWINGS /SONGS ETC OF STUDENTS MAY BE COLLECTED AND COMPILED. 
			SMT. HEMSHREE TGT	
			MR. BRIJESH PGT	
			MR. T. S BHANDARI TGT	
			MRS. RITU KATARIA TGT	
			MR. NAVEEN KUMAR VERMA	
			MS. HARSHITA PANDE TGT	
			MRS. SANGEETA JANGARA TGT	
			MRS. ALKA GAUR TGT	
			ALL PGTS CS & COMPUTER INSTRUCTOR	
25	DISTRIBUTION OF STUDY MATERIAL, TEACHERS DIARY,	MR.KRISHAN MURARI PGT IC	MR.TS BHANDARI TGT LIB	OFFICE WILL ARRANGE VEHICLE FOR TRANSPORTATION & DEPUTE SUB STAFF
			MR.BRIJENDER KUMAR SRIVASTAVA TGT	



	STUDENT DIARY, COLLECTION OF QUESTION PAPER ETC AT CLUSTER / REGIONAL LEVEL	MR. ANUJ KUMAR TGT WE	MR. BRIJESH TGT WE	
			MR. PRAVESH TGT	
26	TEACHING AID	MR.SABIR ANWAR PGT I/C MS.HEENA PGT ASSO I/C SH. RAJKUMAR BALODA ASSO. I/C	MS. ANKITA SHARMA TGT MS. PRIYANKA TGT MRS. RANJANA RAWAT TGT	PROPER UTILIZATION OF TEACHING AIDS. LIST OF TEACHING AIDS TO BE PREPARED AND SHARED IN GROUP.
27	INTEGRITY CLUB	MRS. PUNAM SAINI PGT I/C MR. PRAVESH ASSO .I/C	MRS. PRIYANKA NAGAR TGT MR. JYOTI YADAV TGT	ENSURE CLUB ACTIVITIES ARE CONDUCTED ONCE A MONTH AND REPORTS ARE WRITTEN IN CLUB REGISTER.
28	MAINTENANCE OF STAFF ROOMS	MS. JYOTSANA YADAV TGT I/C STAFF ROOM .1 MS. CHAMPA CHAUHAN TGT I/C STAFF ROOM .2 MR. ROHIT BHARDWAJ TGT I/C GENTS STAFF ROOMS	MRS. SANGEETA JANGRA TGT MRS. RANJANA RAWAT TGT MR. SUNIL YADAV TGT	PROPER MAINTENANCE OF STAFF ROOMS. MUST BE NEAT AND CLEAN. PROPER PLACING OF FILES, FOLDERS AND COPIES.
29	PHOTOGRAPHY	MR.BRIJESH TGT AE I/C MR. ANUJ KUMAR TGT WE ASSO.I/C	ART & CRAFT COACH C.I INSTRUCTORS YOGA COACH GAMES & SPORTS COACHES	ENSURE THAT ONE OF THE MEMBER IS AVAILABLE DURING THE EVENT ORGANISED IN THE VIDYALAYA.
30	MEDIA COVERAGE	MR.PRADEEP KUMAR PGT I/C MRS. SANGEETA TGT ASSO.I/C	MRS. HEMSHREE TGT MR. DHARMPAL JAJORIA TGT MRS.TRILOCHANA KUMARI TGT HMS OF BRANCHES	REPORTS SENT FOR MEDIA MUST BE EDITED. TAKE PRIOR PERMISSION FROM CHAIR BEFORE SENDING IT TO MEDIA.
31	ADVENTURE & EXCURSION CLUB	MR. AJAY AGARWAL PGT I/C MRS. NEELAM TYAGI PGT ASSO.I/C	MR. ARVIND KUMAR PGT MRS. MANISHA TGT MS. POONAM TGT MRS.SANGEETA SEHRAWAT SSA ALL CLASS TEACHERS	PLAN AN EXCURSION
32	WELCOME OF VIPS & ATTENDING FOLLOWING PROPER DECORUM & PROTOCOL	MR. SANDEEP ARORA VP I/C MR DINESH KUMAR VP I/C MR.PRADEEP KUMAR PGT ASSO.I/C SH. SATISH KUMAR VERMA ASSO. IC	MRS. SUNITA GUPTA PGT MRS.CHAMPA CHAUCHAN TGT MRS. TRILOCHANA TGT MRS. ARUNA TGT MRS. HEMSHREE TGT MS. HARSHITA PANDE	PROPER WELCOME OF GUESTS AND ENSURE WATER/TEA IS SERVED.
33	AWAKENED CITIZENS COMMITTEE (RAMAKRISHAN MISSION) & MORAL EDUCATION	SH. SATISH KUMAR VERMA I/C MS HARSHITA PANDE ASSO. I/C	MRS CHAMPA CHAUHAN TGT & MRS MANISHA MRS.SHABNAM BANO TGT & MRS REKHA CHOUDHARY MR DHARMPAL JAJORIA TGT & MRS PRIYANKA NAGAR MR. NAVEEN KUMAR VERMA TGT & MRS SANGEETA MRS. SEEMA CHAUHAN TGT & MRS. GUNJAN SHARMA MS. RUCHI KAUSHIK TGT & SH. RAJKUMAR BALODA MRS. HEMSHRI DADHICH TGT & SMT SANGITA MR. DINESH KUMAR TGT & MS RITU KATARIA	ROLE: PLAN ON CLA DAY AT LEAST 2-3 MINUTE TALK DURING ASSEMBLY 
34	APPOINTMENT OF CONTRACTUAL TEACHERS &	MR.PRADEEP KUMAR PGT I/C MS. SUMAN VERMA PGT ASSO. I/C	MR.KULDEEP VARSHNEY PGT MR. ANUJ TGT WE	TO CALL CONTRACTTUAL TEACHERS COACHES AS PER NORMS & REQUIREMENT ON MERIT

	MAINTENANCE OF TEACHERS' ATTENDANCE REGISTER AND WRITING NAMES IN HINDI (ON THE BASIS OF SENIORITY) WITH THE HELP OF OFFICE STAFF	SH. ALOK ANAND ASSO. IC	MR. BRIJESH TGT AE MR. BRIJENDER SRIVASTAVA TGT MRS. SANGEETA SEHRAWAT SSA MR. MOHAN MAHTO OUTSOURCED	BASE.TO CHECK NAME WRITTEN IN HINDI & IN SEQUENCE. I/C WILL CONDUCT A MEETING & MAKE THEM AWARE OF KVS NORMS & EXPECTATIONS.
35	DISTRIBUTION OF CLASS ATTENDANCE REGISTERS, TEACHERS' DIARY	VICE PRINCIPALS / SR. MOST PGT ALL HMS	WITH THE HELP OF SUB STAFF	TIMELY PROCUREMENT OF THE ITEMS
36	AVAILABILITY & DISTRIBUTION OF CHALK, DUSTER, AND OTHER STATIONERY ITEMS	MR. SABIR ANWAR PGT I/C MRS SANGEETA SEHRAWAT SSA	WITH THE HELP OF SUB STAFF & DEO	TIMELY PROCUREMENT OF THE ITEMS
37	ARRIVAL/ DEPARTURE AND RECESS DUTY OF TEACHERSSTAFF ON ARRIVAL DUTY WILL REPORT AT LEAST 20 MINUTES PRIOR TO VIDYALAY OPENING TIME & STAFF ON DEPARTURE DUTY SHALL STAY AT LEAST 20 MINUTES AFTER VIDYALAYA CLOSING TIMING	ARRIVAL DUTY MRS. NISHA PGT I/C & MR DINESH SHARMA I/C	MRS. RANJANA RAWAT TGT ASSO IC	FOR THE SAFETY & SECURITY OF THE STUDENTS PROPER DUTIES TO BE ASSIGNED TO TEACHERS SO THAT UNTOWARDS INCIDENTS ARE AVERTED. ICs OF ARRIVAL, LUNCH & DEPARTURE DUTIES MUST COORDINATE TO AVOID CLASHES & REPETITION.
		LUNCH DUTY	MS. HARSHITA PANDE TGT ASSO IC	
		MRS. ALKA GAUR TGT IC & MRS. SEEMA CHAUHAN TGT IC		
		DEPARTURE DUTY	MS. RITU KATARIA TGT ASSO IC	
		MR. DINESH KUMAR TGT I/C & MR. ROHIT BHARDWAJ TGT IC	MR. RAJKUMAR BALODA TGT	
38	CBSE RESULT ANALYSIS	MR. SUNIL KUMAR PGT I/C MRS. MAMTA PGT ASSOC I/C	MR. AJAY AGRAWAL PGT MRS. HEENA PGT MR NAVEEN KUMAR VERMA TGT MR. BRIJENDER SRIVASTAVA TGT	ALL 3 PGT CS JOINTLY ENSURE TIMELY COMPILATION & REPLY TO RO AS & WHEN REQUIRED
39	STUDENT'S TRANSPORT DETAILS (HOME TO SCHOOL AND SCHOOL TO HOME)	MR. AJAY AGRAWAL PGT I/C MR. ROHIT BHARDWAJ ASSOC I/C	MS. HARSHITA PANDE TGT MS.RITU KATARIA TGT MS. JYOTI YADAV TGT MR. SUNIL YADAV PGT MS. ANKITA SHARMA TGT	COLLECT TRANSPORT DETAILS OF THE STUDENTS THROUGH CLASS TEACHERS AND COMPILE IN SOFT COPY .KEEP UPDATING AS AND WHEN THERE IS CHANGE IN MODE OF TRANSPORT.
40	COVID_19 & SIMILAR CASES TASK FORCE	MRS. SAMOTI MEENA PGT I/C MRS. CHANDRA KIRAN PGT ASSOC I/C	MR.RAJEEV TGT P& HE MS PRIYANKA TGT MR.T S BHANDARI TGT LIB MR ANUJ TGT WE MR.BRIJESH KUMAR TGT AE	TALKS ON PREVENTION OF SUCH COMMUNICABLE DEASES IN THE MORNING ASSEMBLY.
41	GEM PORTAL PURCHASING PRIMARY USER: PRINCIPAL CONSIGNEE: ALL STOCK ICS	SANDEEP ARORA VP SH MAHESH CHAND PAL SH KULDEEP KUMAR PGT TECHNICAL MEMBERS		
	BUYER / CONSIGNEE	PPL		
	PAO	SMT NAMRITA SHARMA		

42	PISA / CCT / DIKSHA / NISHTHA / NCERT / NEP / CBSE / SOF / RMO / INMO OTHER OLYMPIAD / INNOVATION	MR.AJAY AGARWAL PGT I/C MRS.ANKITA AWASTHI PGT ASSO. I/C SH ANUJ KUMAR TGT WE (ATL RELATED, KAMP ETC. SPECIFICALLY NOTIFIED)	ALL THE COMPETITIONS CIRCULARS / NOTIFICATIONS WILL BE FORWARDED TO IC/ ASSO. IC, IN TURN THEY WILL FORWARD TO SUBJECT SPECIFIC IC, SUBJECT SPECIFIC IC WILL CONDUCT THE EXAM WITH THE HELP OF PGTS/ TGTS OF SAME SUBJECT. TECHNICAL SUPPORT FOR ONLINE REGISTRATION ETC WILL BE PROVIDED BY PGT CSS & COMP. INSTRUCTORS.	
43	DIVYANG STDUETNS- RELATED CONCERN & PROVIDING SUPPORT	MR. MAHESH CHAND PAL PGT I/C	MS NEHA KEDIA PGT	ALL SUPPORTS AND ASSISTANCE TO BE PROVIDED FOR INCLUSION
			MR. DHEERAJ PAL PGT	
		MR. PRADEEP KUMAR PGT ASSOC I/C	MR.ISHAQ MARGREY PGT	
			MR.T S BHANDARI TGT LIB	
44	LOCAL PURCHASE COMMITTEE	1. PRINCIPAL (MEMBER SECRATERY) 2. VICE PRINCIPAL (SH. SANDEEP ARORA) 3. VMC TR. REPRESENTATIVE (SMT CHAMPA CHAUHAN)		4. VMC MEMBER NOMINATED BY CHRM: SH YOGESH KUMAR AE IITD 5. HM SMT PRIYANKA 6. RESPECTIVE STOCK I/C
45	PM SHRI COMMITTEE	MR.SANDEEP ARORA VP , MR.DINESH KUMAR VP , MR. PRADEEP KUMAR PGT , MRS. KAVITA BISHT HM , MR. PRADEEP JAKHWAL HM & MRS. PRIYANKA HM ALL ICS OF LABS/SUBJECT-HEADS		ASSIST IN IMPLEMENTATION OF PM SHRI GUIDELINES
47	ECO CLUB & GREEN VIDYALAYA	MRS. CHANDRA KIRAN PGT I/C	MS. NEELAM TYAGI PGT	ENSURE NEW PLANTATION IS DONE. LOCATE OTHER SITES IN THE VIDYALAYA WHERE GRADEN /PLANTATION CAN BE DONE WITH THE HELP OF STUDENTS. MAY BE TAKEN AS PROJECT IN A FEW CLASSES.
			MRS. PRIYANKA NAGAR TGT	
			MS. RUCHI KAUSHIK TGT	
		MRS. SAMOTI MEENA PGT ASSOC I/C	MRS. REKHA CHOUDHARY TGT	
			MRS. SANGEETA JANGRA TGT	
			MRS. SEEMA CHAUHAN TGT	



**प्राचार्य / PRINCIPAL**  
 पीएम श्री केंद्रीय विद्यालय एनएच जयपुर कैंपस  
 PM SHRI KENDRIYA VIDYALAYA NH JAU CAMPUS  
 कुरुना जे.एन.ए. परिसर, न्यू मार्वाली रोड, नई दिल्ली-67  
 Ckd JNU Campus, New Marwadi Road, New Delhi-67