

PM SHRI KV NMR JNU CAMPUS

COMMITTEES FOR THE SESSION 2026 – 2027 {WITH EFFECT FROM 01-09-2026}

Office Order – Committees (Effective from 01.09.2026)

In supersession of all previous orders, and in view of transfers and related changes, the following instructions regarding **Committees** shall be effective **w.e.f. 01.09.2026** for all staff members:

1. **Instructional Control (ICs)** must maintain registers for their assigned duties and issue written instructions to committee members, block-wise wherever required (e.g., Discipline, Safety, Rescue, Cleanliness).
2. **Headmasters (HMs)** will constitute parallel committees (if required to renew, else continue with the committees notified for Academic Session 2026-27 for their respective branches) as per requirements for smooth functioning in their respective branches.
3. **Trained BS&G Teachers** shall assist ICs and conduct BS&G activities in the most befitting manner.
4. ICs may select members outside their committee (from regular, part-time, or other primary branches) for specific programs, subject to approval of the VP/PPL.
5. Where sub-committees are formed for distribution of work, all members shall cooperate and support the smooth conduct of other sub-committee work as well. For example, the CBSE Exam Sub-Committee and the Internal Exam Sub-Committee shall mutually support each other during examinations.
6. In case of transfer or long leave of an IC, the **Associate I/C** will automatically assume charge until a new IC is declared. In case of transfer of Associate I/C or members, the IC shall propose suitable replacements for association with the team.
7. Wherever a regular member is on long leave, the contractual appointee against him/her shall be directed by the IC to perform the assigned role in that committee.
8. **Principal, Vice-Principals, and Headmasters** shall, by default, remain over and above ICs of all committees under their jurisdiction.

SL.NO	NAME OF COMMITTEE	INCHARGE / ASSOC. INCHARGE	MEMBERS	FUNCTIONING
1	CLA	SH PRADEEP KUMAR (Overall I/C) MRS. PRIYA ASSO. I/C (IX TO XII) MRS. TRILOCHNA, ASSO. I/C (VI TO VIII)	SH. AMARNATH VERMA MS. ANKITA SHARMA MR. DHARM PAL JAJORIA, TGT HINDI SH. ANANT KUMAR, TGT HINDI MS ARUNA MS. SWATI OMAR TGT ENG MR. SATISH KUMAR VERMA, TGT SANSKRIT	[ALL THE CLASS TEACHERS, TGT P&HE, TGT AE TGT WE SHALL FOLLOW INSTRUCTIONS AND COORDINATE TO CONDUCT THE ACTIVITIES SUCCESSFULLY] ONLINE SUBMISSION OF REPORTS & DATA: SH ASAD, SH NIKUNJ PHOTOGRAPHY CLA EVENTS: SH. AMIT KUMAR SH. AJAY AGRAWAL SH. NAVEEN KUMAR VERMA SH. RAJKUMAR MS. ASHU SANSANWAL Ms HARSHITA PANDEY

2	TIME TABLE	TIME TABLE FRAMING COMMITTEE	TIME TABLE DAILY ARRANGEMENT COMMITTEE	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. MARKING ABSENTEE IN ATTENDANCE REGISTER AND WRITING NAMES IN HINDI (ON THE BASIS OF SENIORITY) WITH THE HELP OF OFFICE STAFF (MR. MOHAN MEHTO & MR.VIKAS)
		MRS. SUMAN VERMA PGT MATHS I/C MR ALOK ANAND TGT ASSOC. I/C	MS SUMAN VERMA I/C MRS PRIYANKA PGT CHEM SH. MAHESH CHAND PAL SH BRIJESH, TGT AE MR ANUJ, TGT WE	
3	CPD	ICs BOTH THE VPs & HMs		MEMBERS: MS MAMTA (PGT CS), SH PRADEEP KUMAR (PGT ENGLISH), MS CHANDRA KIRAN (PGT BIO-TEC), SH DINESH SHARMA (TGT MATHS)
4A	EXAMINATION HOME	MR.KRISHNA MURARI PGT I/C MR. SABIR ANWAR PGT ASSOC. I/C	MR.MAHESH CHAND PGT MRS PRIYANKA PGT CHEMISTRY MR PRAMOD KUMAR PGT MRS. DEEPA V TGT MR.BRIJENDER SRIVASTAVA TGT MS SWATI OMAR TGT ENG SH. DINESH SHARMA TGT MS ARCHANA TIWARI TGT HINDI	PERIODICAL TESTS AND EXAMS AS PER KVS EXAM CALENDAR ARE TO BE CONDUCTED. TEST / EXAM COPIES OF ALL THE CLASSES ARE TO BE RETAINED AFTER GETTING DURING PTM AND COPIES OF 9 TH & 11 TH TO BE RETAINED AFTER SHOWING TO PARENTS.
4B	EXAMINATION CBSE & RESULT ANALYSIS OF BOARD EXAM (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)	MR SUNIL KUMAR (PGT HISTORY) MS MAMTA (PGT CS)	MS HEENA (PGT ECO), MR SUNIL KUMAR (TGT SCIENCE), MS. RANJANA (TGT SCIENCE), MR PRAVESH (TGT SOCIAL SCIENCE) MR NAVEEN VERMA (TGT SANSKRIT)	

4C	EXAMINATION EXTERNAL	MR. PRADEEP KUMAR PGT I/C MR. DINESH SHARMA TGT ASSOC. I/C	MR. KRISHAN MURARI PGT MR. SABIR ANWAR PGT MR. KULDEEP KUMAR PGT MRS. POONAM TANWAR MRS. DEEPA V MRS. RAJKUMARI REKHA RANI TGT MR. BRIJENDER SRIVASTAVA TGT	ENSURE THAT CONFIDENTAILITY OF EXTERNAL EXAMINATION IS STRICTLY FOLLOWED. GUIDELINES OF THE EXAMINATION IS DISCUSSED IN THE MEETING WITH THE FUNCTIONERIES.
5	VIDYALAYA / INSPECTION PLAN (TIMELY PREPARATION OF THE PLAN AND DISCUSSED WITH THE VPS/PRICIPAL)	MRS. ARCHANA TIWARI VP I/C MR. MAHESH CHAND PAL (PGT CS) ASSO. I/C	MR. KRISHAN MURARI, MS RAKHI GANGWAL, MR. SABIR ANWAR, MR. SUNIL KUMAR, MR. PRADEEP KUMAR, MS ANKITA AWASTHI	
6	ACADEMICS [OVER ALL I/Cs: VPs, ASSOCIATES: SUBJECT- WISE* SR. MOST PGTS FROM 6-12, HMS / I/C 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 I/Cs: - PHY: MS RAKHI GANGWAL - CHEM: MS NEELAM TYAGI - BIO: MS SAMOTI MEENA - BIOTECH: MS. CHANDRA KIRAN - ATL: MR ANUJ KUMAR I/C, MS RAKHI GANGWAL ASSOCIATE I/C (ATL MEMBERS: ALL PGT CS & TGT/PGT SCIENCE TRS), - JSL: MR. DINESH KUMAR TGT I/C, MS REKHA CHOUDHARY - MATHS LAB: SMT RUCHI SHARMA, MS SEEMA CHOUHAN - LANGUAGE LAB: SH. BHUPENDRA, MS SANGEETA SHARMA, MR NAVEEN KUMAR VERMA - GEO LAB: SH. SABIR ANWAR, MS PRIYANKA NAGAR - LIBRARY: MS MEENU KUMARI & ALL SUBJECT COMMITTEE ICS,		ACADEMICS FOR SUBJECT COMMITTEE *SUB: ENG- SH DINESH KUMAR VP, HINDI / SANSKRIT- SH DHIRAJ SINGH PAL WITH SUPPORT OF MR RAJKUMAR BALODA TGT HINDI, MATHS-MS SUMAN VERMA, SCIENCE MRS ARCHANA TIWARI VP, SOCIAL SCIENCE/HISTORY/ GEOGRAPHY/ POL. SCI - SH. SUNIL KUMAR, COMMERCE & ECO- MS NISHA, COMP SCIENCE- MS MAMTA

7	ONLINE TEACHING / E CLASS ROOM / HANDLING PORTALS	UDISE, AI LAB 3D LAB, SAMAGAM	MS MAMTA PGT & C.I. 1	TIMELY COMPLETION OF TASKS AND REPORTED TO CHAIR.
		OLA, SCHOLARSHIP [ALL], PIMS & TRANSFER, SOCIAL MEDIA TWITTER, FB ETC., SAMAGAM	MS ANKITA AWASTHI PGT & C.I. 2	
		UBI & ENROLMENT STOCK-IC COMP INFRA VID. WEBSITE SAMAGAM E-CLASSROOM CYBER SECURITY	SH MAHESH CHAND PAL PGT & C.I. 3	
8	ADMISSION	MS. RAKHI GANGWAL PGT I/C MS. PRIYANKA PGT CHEM ASSO. I/C-1 SH. PRAMOD KUMAR ASSO. I/C-2	MS RAJKUMARI REKHA TGT MS. REEMA TIWARI TGT SH ANANT KUMAR TGT HINDI CI 1, 2, 3	KVS ADMISSION GUIDELINESS / SCHEDULE TO BE STRICTLY FOLLOWED.
		HMS OF RESPECTIVE BRANCHES & ALL COMPUTER INSTRUCTORS FOR COORDINATION & SUPPORT.		
9	AUDITORIUM / EXT EVENTS/ TRAININGS & WORKSHOP DECORATION & LIGHTING OF LAMP/ INVPCATION: SH AMIT, SH BRIJESH, SMT TRILOCHANA, MS SWATI OMAR, SH AMARNATH	MR. PRADEEP KUMAR PGT I/C MR. ANUJ KUMAR ASSOC. I/C	MR. KULDEEP KUMAR PGT MR.RAJEEV TGT P&HE SMT TRILOCHANA TGT ENGLISH MR BRIJESH TGT AE MR DHARAM PAL JAJORIA TGT MS JYOTSANA YADAV TGT MS SWATI OMAR MS ARCHANA TIWARI TGT	STAY ARRANGEMENTS IN THE VIDYALAYA AS WELL AS IN VARIOUS GUEST HOUSES, FOOD ARRANGEMENTS IN CONSULTATION WITH REFRESHMENT COMMITTEE

CLEANLINESS COMMITTEE OVER ALL I/C SH KULDEEP KUMAR PGT GEOGRAPHY, ASSO. IC 1. MS. SAMOTI MEENA 2. SH. PRAVESH TGT SOST				
10	MAIN BUILDING GROUND FLOOR	MS. MEENU KUMARI LIB MS PRIYANKA NAGAR	ROUND BUILDING SECOND FLOOR	MR. ROHIT BHARDWAJ SMT SANGEETA TGT HINDI MR. RAJEEV TGT P & HE SMT PUNAM SAINI OUTSOURCED SUB-STAFF MR. AMAR NATH PRT MUSIC SMT SEEMA CHAUHAN MR AJAY AGARWAL MS HARSHITA PANDE
	MAIN BUILDING FIRST FLOOR	MR. BHUPENDER TGT SMT REKHA CHOUDHARY	ASSEMBLY & PLAY GROUND (OPEN GYM AND ALL COURTS)	
	MAIN BUILDING SECOND FLOOR	MRS. RUCHI SHARMA SH. RAJKUMAR BALODA	RECEPTION AREA	
	ROUND BUILDING GROUND FLOOR		AUDITORIUM	
	ROUND BUILDING FIRST FLOOR		NEAR GATE NO. 1 & 2	
11	FURNITURE COMMITTEE / (TENTAGE & FURNITURE FOR VIDYALAYA EVENTS)	MR. KULDEEP KUMAR PGT I/C MR. PRAVESH TGT ASSO. I/C	MR. BRIJESH TGT CL-6 MR. NAVEEN VERMA CL-7 MS. SANGEETA JANGRA CL-8 MR. BHUPENDER TGT CL-9 MR. GUNJAN SHARMA CL-10 MRS. POONAM SAINI CL-11 MR. BHAWNA SHARMA CL-12	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.
12	MAINTENANCE & REPAIR	MR ANUJ OVER ALL I/C	MR KRISHAN MURARI MR AJAY AGARWAL MR DINESH KUMAR TGT MR. SUNIL YADAV MS MEENU KUMARI LIB	ENSURE PROPER REPAIR AND MAINTENANCE, WHICH CAN BE A THREAT TO THE SAFETY & SECURITY OF THE STUDENTS. ENSURE PROPER FUNCTIONING OF WATER ROs/COOLERS. NO ELECTRIC WIRE/ ELECTRIC BOARDS ARE LOOSE OR OPEN CAUSING THREAT.
	CIVIL	MR KULDEEP KUMAR [ASSO IC]		
	ELECTRICAL & WATER	MR ANUJ KUMAR		

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	MS. NISHA PGT I/C MS REEMA TIWARI ASSOC. I/C	MS BHAWANA SHARMA MS RUCHI KAUSHIK ALL FEMALE SPORTS & YOGA COACHES	
13 B	DISCIPLINE BOYS	MR. RAJEEV TGT P&HE MR. SABIR ASSOC. I/C	MR. AJAY AGARWAL PGT MR. SATISH KUMAR VERMA TGT ALL MALE SPORTS & YOGA COACHES	
13 C	DISASTER, SAFETY, EVACUATION & MOCK DRILLS	MR. RAJEEV TGT P&HE I/C SH. PRAMOD KUMAR ASSO. I/C MR. ANUJ KUMAR TGT WE ASSOC. I/C	MR AJAY AGARWAL MR DINESH KUMAR TGT MS PRIYANKA NAGAR MR SUNIL KUMAR TGT MS RUCHI SHARMA TGT MS SANGEETA SHARMA MS ARCHANA TIWARI TGT HINDI	
14	INSPIRE, JIGYASA, INNOVATION AND EXPERIMENTATION / NTSE/ KVPY / SCIENCE EXHIBITION AND SCIENCE RELATED ACTIVITIES INSPIRE	INSPIRE	MS. GUNJAN SHARMA	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.
		UDAAN & NASTA	MS RANJANA RAWAT	
		INNOVATION & EXPERIMENTATION, NSE	MR AJAY AGARWAL	
		RBVP. NCSC	MS CHANDRA KIRAN IC MS NEELAM TYAGI ASSO. IC & MS REKHA CHOUDHARY	
		VVM, KAMP	MS RUCHI KAUSHIK	
		JIGYASA, YUVIKA	MR DINESH KUMAR TGT	
		VIGYAN JYOTI	MRS. SAMOTI MEENA MRS MAMTA MS RUCHI KAUSHIK	
		SCIENCE OLYMPIAD	MR SUNIL KUMAR TGT	
		MATHEMATICS OLYMPIAD, RMO, INMO	MR PRAMOD KUMAR MS JYOTSANA YADAV	

16	A. MONITORING OF CANTEEN CUM HEALTH & WELLNESS AMBASSADOR	SH PRADEEP KUMAR PGT [IC] SMT SAMOTI MEENA PGT [ASSO IC] SH. RAJKUMAR BALODA ASSO. I/C	MS ANKITA AWASTHI SH. BHUPENDER MUDGAL TGT MS ARUNA TGT MR. RAJEEV TGT P& HE & SPORTS COACHES VIDYALAYA COUNSELLOR & SPL. EDU.	ARRANGEMENT OF VIP REFRESHMENT AS WELL AS PARTICIPANTS DURING KVS PROGRAMMES. ENSURE QUALITY AND SAFE FOOD ITEMS ARE SOLD BY THE CANTEEN VENDOR.
	B. WELCOME OF VIPS & ATTENDING FOLLOWING PROPER DECORUM & PROTOCOL	MR DINESH KUMAR & MS ARCHANA TIWARI VPs I/C MR. PRADEEP KUMAR ASSO. I/C SH. SATISH KUMAR VERMA ASSO. IC	MS SWATI OMAR MS ARUNA TGT MS HARSHITA PANDE MS. TRILOCHANA TGT MRS. RANJANA RAWAT TGT	
	C. REFRESHMENT COMMITTEE	MS POONAM SAINI PGT I/C MS. RAJKUMARI REKHA RANI TGT ASSOC. I/C	MR AJAY AGARWAL MS RUCHI SHARMA MS RUCHI KAUSHIK MRS. SANGEETA JANGRA MR DHARMPAL JAJORIA	
17	FIRST AID & MEDICAL, QUICK RESPONSE TEAM, MOCK DRILLS CPR, G&C, MANODARPAN	MS SAMOTI MEENA PGT I/C MS CHANDRA KIRAN PGT ASSOC. I/C MRS PRIYANKA PGT CHEMISTRY ASSO. I/C	SH RAJEEV KUMAR TGT P&HE, MS. RUCHI KAUSHIK, MR SUNIL KUMAR TGT, MR. DINESH KUMAR TGT BIO MRS HARSHITA PANDE ALL SPORTS & YOGA COACHES, COUNSELLOR, SPECIAL EDUCATOR	IN CASE OF ANY EMERGENT SITUATION, CALL AMBULANCE IMMEDIATELY & TAKE NECESSARY STEPS AS DEEMED FIT

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 PRAVESH TGT ASSOC. I/C	MS.PRIYANKA TGT MRS. SANGITA JANGARA MR.BRIJESH TGT AE MRS SWATI OMAR MR.ROHIT BHARDWAJ	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.
19	SALARY VERIFICATION, INCOME TAX, CS-54, EPF/ ESI OUTSOURCED CONTRACT & PAYMENT VERIFICAT	MRS.NAMRATA SHARMA ASO I/C MRS.SANGITA SEHRAWAT SSA ASSOC.I/C MS. SUBINA SSA ASSOC. I/C	SH. SATISH KUMAR VERMA TGT SH. KULDEEP KUMAR PGT SH. MAHESH CHAND PAL PGT MRS. RUCHI SHARMA TGT MRS. MAMTA PGT CS MR. NAVEEN KUMAR VERMA TGT SH. BHUPENDER	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.
20	INTERNAL COMPLAINT COMMITTEE (ICC), POSH & POCSO, CHILD RIGHTS PROTECTION CELL & GRIEVANCE REDRESSAL STAFF, STUDENTS & PARENTS	PRESIDING OFFICER MS NISHA [IC VIDYALAYA LEVEL] SH. PRADEEP KUMAR PGT ASSO. I/C	MRS. RAKHI GANGWAL MR SABIR ANWAR MRS. CHANDRAKIRAN MR DHEERAJ PAL SINGH PROF. KANWAL D. P. SINGH (USLLS) (GGSIPU) New Delhi	1. PRESIDING OFFICER 2. PRESIDENT / CHAIRPERSON WOMAN MEMBER ENLISTED BY KVS RO DELHI
21	SCOUT AND GUIDE	MR. DHARAMPAL JAJORIA IC BSG (BOYS) MS. DEEPA V I/C BSG (GIRLS)	ALL THE BS&G TRAINED MEMBERS. IN PRIMARY BRANCHES, HM WILL MAKE ONE MALE & ONE FEMALE IC.	MR RAJKUMAR & MR NAVEEN VERMA WILL EXCLUSIVELY ASSIST IC FOR FURNISHING REGISTRATION DETAILS, COMPILING REPORTS ETC. IN RESPECT OF SCOUTS. MS. SHABNAM & MS. SANGITA JANGRA WILL EXCLUSIVELY ASSIST IC FOR FURNISHING REGISTRATION DETAILS, COMPILING REPORTS ETC. IN RESPECT OF GUIDES.
22	CONDUCT OF PTM, ALUMNI MEET ETC.	MS ANKITA AWASTHI I/C MR PRADEEP KUMAR	MR KRISHAN MURARI MR PRAMOD AGARWAL	

23	राजभाषा कार्यान्वयन समिति	श्रीमती प्रिया - प्रभारी	समस्त हिन्दी, संस्कृत भाषा शिक्षक एवं कार्यालय स्टाफ	
		श्री राजकुमार - सह-प्रभारी		
24	SCHOOL MAGAZINE COMMITTEE	MS. NEHA KEDIA PGT I/C PGT ENGLISH MS ARCHANA TIWARI TGT HINDI	MR BRIJESH TGT AE	FRONT & COVER PAGE DESIGN AND ART AND CREATIVITY CORNER
			MR RAJEEV P&HE	CULTURE AND SPORTS
			HARSHITA PANDE	FEATURE WRITING (CREATIVE WRITING-POEM, STORY, ESSAYS) TRAVELOGUE
			MR BHUPENDER	NEWS AND EVENTS CREATIVE WRITING, OPINIONS OF STDUDENTS
			MS MANISHA	QUIZ AND INTERVIEW & BOOK & MOVIE REVIEW, ENVIRONMENT CONSERVATION,
			MS SANGEETA	हास्य एवं विनोद, पुस्तक समीक्षा, सामाजिक मुद्दे
			MS SWATI OMAR	कविता, कहानी एवं यात्रा वृत्तांत
			MS SHABNAM	भारतीय संस्कृति एवं परंपरा
			SH. SATISH KUMAR VERMA	SANSKRIT CONTENT
			SMT NEELAM TYAGI	SCIENCE CORNER
			MS RUCHI SHARMA	MATHS CORNER
25	DISTRIBUTION OF STUDY MATERIAL & STUDENTS DIARY	MR.KRISHAN MURARI PGT I/C MR. ANUJ KUMAR TGT WE	MS MEENU KUMARI LIB MR.BRIJENDER KUMAR SRIVASTAVA TGT MR. BRIJESH TGT AE MR ROHIT BHARDWAJ	
26	TEACHING AID	MR SABIR ANWAR I/C MR ISHAQ AHMAD ASSO I/C	MS. ANKITA SHARMA TGT MS. PRIYANKA TGT	PROPER UTILIZATION OF TEACHING AIDS. LIST OF TEACHING AIDS TO BE PREPARED AND SHARED IN GROUP.
27	NCC (GIRLS WING)	MS RUCHI KAUSHIK TGT IC	MS. POONAM TANWAR ASSO. IC	

28	MAINTENANCE OF STAFF ROOMS	MS. JYOTSANA YADAV TGT I/C STAFF ROOM .1	MRS. SANGEETA JANGRA TGT	PROPER MAINTENANCE OF STAFF ROOMS. MUST BE NEAT AND CLEAN. PROPER PLACING OF FILES, FOLDERS AND COPIES.
		MS. BHAWANA SHARMA PGT I/C STAFF ROOM .2	MRS. RANJANA RAWAT TGT	
		MR. ROHIT BHARDWAJ TGT I/C GENTS STAFF ROOMS	MR. SUNIL YADAV TGT	
29	PHOTOGRAPHY EVENTS OTHER THAN CLA	MR.BRIJESH TGT AE I/C MR. ANUJ KUMAR TGT WE ASSO. I/C	ART & CRAFT COACH COMP. 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. TRILOCHANA KUMARI TGT ASSO. I/C	MS HARSHITA PANDE & HMS OF BRANCHES	REPORTS SENT FOR MEDIA MUST BE PROPERLY DRAFTED & 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 ASSOC.I/C	MS. MANISHA TGT MS. POONAM TGT MRS.SANGEETA SEHRAWAT SSA	
32	VIDYALAYA LEVEL ACCOUNTS COMMITTEE	SH. CHANDAN KOHLI (PPL) CHAIRPERSON SMT. NAMRITA SHARMA ASO SMT. SANGEETA SEHRAWAT SSA MS. SUBINA SSA	SMT. PUNAM SAINI PGT COMM SH. PRAMOD KUMAR PGT MATHS SH. NAVEEN KUMAR VERMA TGT SANSKRIT	Primary role is to oversee financial transactions, review annual budgets, and ensure compliance with accounting norms. The overall aim is to guarantee transparency, accuracy, proper financial management, and to foster a culture of accountability.

33	AWAKENED CITIZENS COMMITTEE (RAMAKRISHAN MISSION), SRI AUROBINDO SOCIETY PROGRAM & MORAL EDUCATION ROLE: PLAN ON CLA DAY AT LEAST 2-3 MINUTE TALK DURING ASSEMBLY	MR SATISH KUMAR VERMA TGT I/C MS HARSHITA PANDE, ASSOC.I/C	MRS MANISHA MRS.SHABNAM TGT MRS REKHA CHOUDHARY MRS PRIYANKA NAGAR MR. NAVEEN KUMAR VERMA MRS SANGEETA MRS. SEEMA CHAUHAN & MRS. GUNJAN SHARMA SH. RAJKUMAR BALODA MS. ARCHANA TIWARI TGT SMT RUCHI KAUSHIK MR. DINESH KUMAR TGT BIO MS SWATI OMAR	
34	CONTRACTUAL TEACHERS' INTERVIEW & ENGAGEMENT (I/C WILL CONDUCT A MEETING & MAKE THEM AWARE OF KVS NORMS & EXPECTATIONS.)	<u>MAIN BRANCH:</u> MRS. ARCHANA TIWARI VP I/C MS. SUMAN VERMA PGT ASSOC. I/C	<u>PRIMARY BRANCHES:</u> <u>RESPECTIVE HMs & IC</u> <u>Time-table</u>	TO CALL CONTRACTUAL TEACHERS COACHES AS PER NORMS & REQUIREMENT ON MERIT BASE. TO CHECK NAME WRITTEN IN HINDI & IN SEQUENCE.MAKE THEM AWARE OF KVS RULES AND REGULATIONS. REGULAR GUIDANCE AND REPORTING.
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. KULDEEP KUMAR 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 TEACHERS STAFF ON ARRIVAL DUTY WILL REPORT AT LEAST 20 MINUTES PRIOR TO VIDYALAYA OPENING TIME & STAFF ON DEPARTURE DUTY SHALL STAY AT LEAST 20 MINUTES AFTER VIDYALAYA CLOSING TIMING	ARRIVAL DUTY LUNCH DUTY DEPARTURE DUTY	ALL THE SPORTS COACHES & YOGA INSTRUCTOR SHALL ARRIVE 20 MIN. PRIOR TO THE ARRIVAL TIME TIME TABLE MRS. NISHA PGT SH. DINESH TGT BIO SH. ROHIT TGT SOST	ICs OF ARRIVAL, LUNCH & DEPARTURE DUTIES MUST COORDINATE TO AVOID CLASHES & REPETITION. FOR THE SAFETY & SECURITY OF THE STUDENTS PROPER DUTIES TO BE ASSIGNED TO TEACHERS SO THAT UNTOWARDS INCIDENTS ARE AVERTED

38	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 MR BHUPENDER TGT MS JYOTI YADAV TGT MR SUNIL KUMAR TGT MS ANKITA SHARMA	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.
39	GEM PORTAL PURCHASING PRIMARY USER: PRINCIPAL CONSIGNEE: ALL STOCK ICS	PAO: SMT NAMRITA SHARMA ASO	<u>TECHNICAL MEMBERS:</u> MR DINESH KUMAR, VP MR MAHESH CHAND PAL PGT MR KULDEEP KUMAR PGT SH ANUJ KUMAR TGT WE	
40	SCHOLARSHIP OF CHILDREN SC/ST/OBC/ARMED FORCES	MS ANKITA AWASTHI IC MS BHAWNA SHARMA MS POONAM TANWAR	MR SABIR ANWAR PGT MR SUNIL PGT MR PRAVESH TGT	
41	DIVYANG STDUETNS- RELATED CONCERN & PROVIDING SUPPORT	MR. MAHESH CHAND PAL PGT I/C MR. PRADEEP KUMAR PGT ASSOC I/C	MS NEHA KEDIA PGT MR. DHEERAJ PAL PGT MR.ISHAQ MARGREY PGT MS MEENU KUMARI, TGT LIB	ALL SUPPORTS AND ASSISTANCE TO BE PROVIDED FOR INCLUSION
42	LOCAL PURCHASE COMMITTEE	1. PRINCIPAL 2. VPs 3. VMC TR. REP.	4. VMC MEMBER NOMINATED BY CHRM 5. HM SMT PRIYANKA 6. RESPECTIVE STOCK I/C	
43	PM SHRI COMMITTEE	MR.DINESH KUMAR VP, MS ARCHANA TIWARI, VP, MR. PRADEEP KUMAR PGT, SH. MAHESH CHAND PAL MS. KAVITA BISHT HM, MR. PRADEEP JAKHWAL HM & MS. PRIYANKA HM ALL ICS OF LABS/SUBJECT-HEADS		ASSIST IN IMPLEMENTATION OF PM SHRI GUIDELINES

44 CLUBS	A. ECO CLUB & GREEN VIDYALAYA	MRS. CHANDRA KIRAN PGT I/C MRS. SAMOTI MEENA PGT ASSOC I/C	MS. NEELAM TYAGI PGT MS. RUCHI KAUSHIK MRS. REKHA CHOUDHARY MRS. SANGEETA JANGRA MRS. SEEMA CHAUHAN	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.
	B. INTEGRITY CLUB	MS POONAM SAINI I/C MR. PRAVESH ASSO .I/C	MRS. PRIYANKA NAGAR MRS. JYOTI YADAV TGT	ENSURE CLUB ACTIVITIES ARE CONDUCTED ONCE A MONTH AND REPORTS ARE WRITTEN IN CLUB REGISTER.
	C. PERFORMING ARTS CLUB	MR AMARNATH	MS ANKITA SHARMA MS ARCHANA TIWARI TGT MS HARSHITA PANDE	
	D. VISUAL ART	MR BRIJESH TGT AE	ARTS COACH	
	E. MISSION FOR LIFE CLUB	MRS. CHANDRA KIRAN PGT I/C MRS. SAMOTI MEENA PGT ASSOC I/C	MS SUMAN VERMA MR AJAY AGARWAL MRS. PRIYANKA NAGAR ALL TGT BIOLOGY YOGA INSTRUCTOR	
	F. CYBER SAFETY AND SECURITY CLUB	MS ANKITA AWASTHI PGT MR ANUJ TGT AE	MR BRIJENDER SRIVASTAV MR DINESH SHARMA	TO SPREAD AWARENESS REGARDING JUDICIOUS USE OF AI
	G. LIBRARY AND LITERARY CLUB	MS NEHA KEDIA PGT MS MEENU KUMARI PGT	MS REEMA TIWARI TGT MS JYOTI YADAV TGT	
	H. SPORTS CLUB	MS HEENA PGT MR RAJEEV MR PARVESH MR ROHIT BHARDWAJ	SPORTS COACHES & YOGA INSTRUCTOR	
	I. PHOTOGRAPHY CLUB	MR BRIJESH TGT AE	MR DINESH SHARMA TGT MR NAVEEN VERMA TGT ARTS COACH	
	J. ADOLESCENT EDUCATION	MS SAMOTI MEENA PGT MS REKHA CHOUDHARY TGT MS RUCHI KAUSHIK TGT		

1. Mandatory Monthly Activity

Every club In-Charge & Member shall ensure that at least one meaningful activity is conducted every calendar month under their respective club. No month shall pass without a recorded club activity.

2. Maintenance of Activity Record

A Club Activity Register shall be maintained by each In-Charge, containing:

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Date and nature of activity conducted

- Number and names of participating students

- Brief outcome/observations

- Signature of the In-Charge and countersignature of the Principal

3. Photographic Evidence

Photographs of each activity shall be taken and preserved, duly labelled with the date, club name, and type of activity.

4. Monthly Report Submission

On or before the 5th of the following month, each IC shall submit a Monthly Club Activity Report to the HM/VP/PPL, including photographs and participation data.