S. No.	Name of Committee	Responsibilities	Roles				Second Shift Secondary Incharges/ Associates		First Shift Primary Incharges/ Associates		ond Shift Primary narges/ Associates
		 Bo prepare the ClA calendar of activities. Bo conduct ClA activities in fair and impartial way as per the schedule. Impartial selection of judges to be done. Necessary care should be taken 	I/C	1	Manisha Jain	1	Ateek Khatri	1	Usha Shukla	1	Pankaj Arya
		while selecting the judges for various competitions. • Results be posted on the website on the same or next day of the activity after approval from the Principal. • Bo ensure the morning assembly programmes are conducted in stipulated time. • Bo prepare students for morning assembly.	Associate	2	PGT(ENG)	2	GAYATRI YADAV	2	POOJA KAPOOR	2	Neeraj Sharma
		 *Bo ensure the quality of the items presented on stage. *Bo ensure the assembly register is updated regularly. *Bo organise programmes on Special days and keep record *Bo ensure maximum participation of students. *Bo organise Annual Day & distribute CIA prizes. *Bo coordinate SBSB, EBSB, AKAM activities in collaboration with 	Associate	3	Pramod Kumar	3	Suman Yadav	3	SURENDER	3	Sumit Kumar Yadav
1	С	concerned department. •Bo take up all cultural activities of the school in the right earnest. The students must be guided to perform well. To work for completion of Vidyalaya Magazine. •Bo liaison with local schools and plan cultural exchange programme under partnership school. •Bo ensure the display boards are decorated as per the topic is given monthly basis.	Associate	4	Pratibha	4	Jyoti	4	POOJA SHARMA	4	
		 The articles displayed should be verified by the teachers. Assigning duties for updating of display boards in the class rooms, corridors and the Vidyalaya garden including departments. Announcement of themes of the display boards as per the special days of the month on the last working day and assessment of the updated boards in the first week of the month. 	Associate	5	Sandeep	5	Ramlata	5	SUMITA	5	
		■ Becording of updated display boards and announcement of Best three display boards ■ Every display board should have "Maintained By "and "Last Updated On " ■ The committee will collect the articles, poems, stories etc. from the students and the staff members, photographs from the CCA in-charges. Getting the messages	Associate	6	Deepika	6	Seema	6	HEENA	6	
		from the officers and important information from various departments and compilation etc., timely release of vidyalay magazine and newsletter is ensured.	Associate (Birthday Celebration)	7	Nirmala Arya	7	Seema	7		7	

S. No.	Name of Committee	Responsibilities	Roles		irst Shift Secondary charges/ Associates		ond Shift Secondary charges/ Associates		rst Shift Primary harges/ Associates		ond Shift Primary narges/ Associates
		•To conduct Internal & CBSE exams (monthly tests, half yearly, periodic tests, pre-boards etc.) as per the schedule of KVS /CBSE	I/C	1	Archana Devi	1	Kamakshi Sharma	1	YUDHVIR	1	Ravi Kumar
		 To update the report cards and mark list format as per the latest CBSE directions. To provide result registers to all the class teachers. 	Associate	2	Babita	2	Anil Kumar	2	KALPANA	2	Swati
		• To distribute the timetable for exam.in time. • To collect question papers from paper setters, along with	Associate	3	Raj Kumar MeenaMeena	3	Monica Yadav	3	BHUPENDER (CLASS 3TO5)	3	Jitesh
	ION	blueprint & marking scheme and arrange moderation by experts before printing.	Associate	4	Sandeep Kumar	4	Pankaj Shrivastav	4		4	
2	EXAMINATION	 To update all CBSE and KVS portals pertaining to evaluation and assessment To preserve the answer papers in safe custody. To conduct 	Associate	5	Promila	5	Preeti Mishra	5	SURENDER (CLASS 1&2)	5	Kaushik
	EXA	board exam without any problem. •To conduct retest as per norms.	Associate	6	Mamta	6	A K Mishra	6		6	Kavita
		•Analyse the results of internal and CBSE examination. •Geep session wise records of all examinations from class 1 to	Associate	7	Vijay Kumar	7	Gayatri	7		7	Reena
		12.and regularly update the same on the website. •To keep the sanctity and confidentiality is prime responsibilities of exam department. Correspondence to CBSE.	Associate	8	Rajeev Ranjan	8		8		8	
		 • ☐ To coordinate for Holidays HW, Student Council, Id card. • ☐ To conduct and ensure PTM 	Associate	9	Rani CI	9	Comp Intr1	9	Comp Intr	9	Comp Intr
		• Bo conduct Internal & CBSE exams (monthly tests, half yearly, periodic			<u> </u>						
		tests, pre-boards etc.) as per the schedule of KVS /CBSE •To update the report cards and mark list format as per the latest CBSE	I/C	1	Renu Singh(CS)	1	J P Yadav	1	Himanshu	1	Sumit Kr
	ION	directions. • To provide result registers to all the class teachers.	Associate	2	Archana	2	Davinder	2	Surender	2	Poonam
3	MINAT	 *Bo distribute the timetable for exam.in time. *Bo collect question papers from paper setters, along with blueprint & marking scheme and arrange moderation by experts before printing. 	Associate	3	PGT Bio	3	Barkha	3		3	
3	EX	update all CBSE and KVS portals pertaining to evaluation and assessment. •Bo preserve the answer papers in safe custody. To conduct board exam without any problem. •Bo conduct retest as per norms. •Analyse the	Associate	4	Rashmi	4	SWETA SINGH	4		4	
	CBS	results of internal and CBSE examination. • Reep session wise records of all examinations from class 1 to 12.and regularly update the same on the website. • To keep the sanctity and confidentiality is prime responsibilities	Associate	5	Geetanjali	5	Sandeep Kumar	5		5	
		of exam department. Correspondence to CBSE	Associate	6		6	Kamni	6		6	

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S. No.	Name of Committee	Responsibilities	Roles		irst Shift Secondary icharges/ Associates	•		irst Shift Primary harges/ Associates					
					_								
	IN, PTA		I/C	1	Vijay Kumar	1	Avdhesh	1		1			
4	IINATIO	•To keep a track of NIOS/NEET/CTET & other competitive examinations, papers receipt, reply and necessarily follow up and conduct the exams as per guidelines. Submit the bills in	Associate	2	M K Jha	2	Y N Singh	2		2			
	External EXAMINATION, PTA	• ■ Maintain examination wise record in the office for audit.	Associate	3	G Jaya Lakshmi	3		3		3			
	Extern		Associate	4	Raj Kumar Meena	4		4		4			
		 To prepare workable time tables for the school following KVS guidelines. To monitor arrangement periods and contractual teachers' classes and verification of their payment records. To make arrangement for teachers on leave & vacant posts before starting of first period. To maintain a register for teachers to enter the date of leave in advance wherever possible and to ensure it is maintained for the smooth functioning of the school activities. 	I/C	1	Bhawana	1	Sushil Kumar	1	BHUPENDER	1	POOJA CHIKARA		
			Associate	2	Neelam	2	Geeta Singh	2	NICKY	2	VISHAL GULIA		
	ш		Associate	3	Gyanender Pratap Singh	3	Sandeep Kumar	3	KALPANA	3	Jitesh		
5	TIME TABLE	 *Bo ensure that teachers attend their arrangement periods. *Bo monitor the presence of teachers in all the classes if not to remind teachers. *Bo make a remedial timetable for low achievers. 	Associate	4	Pratibha Bhagat	4	Davinder	4	JITENDER	4	Kaushik		
	T	 • To ensure regular bell timings and functioning of electronic TIMER • To monitor the functioning of PA System and Camera. • Making timetable during tests/exams in consultation with examination department in order to avoid confusion during periodic tests/half yearly/session ending exams. • To make the Arrangement Tally month wise. • To make the lunch, dispersal, arrival duty weekly/ fortnighly. • To verify the days and leave for contractual staff hired. 	Associate	5	Rajeev Ranjan	5	Vineet Kumar	5	YUDHVEER	5	Neha Kumari		
			Associate- Arrangement Tally	6		6	Barkha	6	SAURABH	6			
			Associate- Arrangement Tally	7	Naima	7	Kamini	7		7			

			SESSION A		<i></i>					1	
S. No.	Name of Committee	Responsibilities	Roles		irst Shift Secondary charges/ Associates		ond Shift Secondary charges/ Associates		irst Shift Primary harges/ Associates		ond Shift Primary narges/ Associates
		Registration, verification of the admission forms, preparation of master list, and admission of students.	I/C	1	Neelam	1	PANKAJ KUMAR SINGH	1	HIMANSHU	1	VIJAY KUMAR JHA
		•To give information regarding Registration & Admission to the Correspondent. •Admissions from class1 to `12 as per the prescribed KVS guidelines.	Associate	2	Bhawana	2	D K Verma	2	KALPANA	2	Pooja Chhikara
6	ADMISSION	•To compile and update Vidyalaya enrolment every month. •UBI fee entries on the fee portal. •To attend KVTC and local transfer cases	Associate	3	Yogesh Kumar	3	BARKHA GUPTA	3	FIROJ	3	VISHAL GULIA
0	ADMIS	 *Uploading of lists on the website and notice boards. *Any other emergency related to admission. To get and store the enrolment month wise. and daily until admission continues. 	Associate	4	Mahesh Kumar Meena	4	Shaheen	4	POOJA SHARMA	4	SUMIT KUMAR YADAV
		circulate and ensure the fees verification in UBI portal. •To get the data of fees exemption of genuine cases and for onward submission to the competent authorities through proper channel. •To complete the board of enrollment at Principal	Associate	5	Deepti	5		5	BHUPENDER	5	
		room whenever the updation is done.	Associate	6	Vandana Eng	6		6		6	
-		• Bo monitor the discipline of students during the assembly.	I/C	1	Nirupam Kumar	1	Y N Singh	1	PUSHPA	1	Pavitra
		*Bo check whether students are attending the assembly or not. *Bo check the bags of higher-class students at regular intervals to ensure that they do not bring mobiles & i-pods to school. *Bo ensure that discipline is maintained in the maintenance of toilets and			•	_			CHANDDA		
			Associate XI-XII		Bhawana	2	J P Yadav	2	ASHOK	!	Pankaj Arya
			Associate XI-XII		Manisha Jain	3	Om Prakash	3	НЕМА		KANCHAN PAL
		classrooms and asset available in the vidyalaya. • This committee will ensure that no late comers to school.	Associate XI-XII		PGT Bio	4	VISHNU KUMAR	4	PRITI	4	JITESH
		•Btudents will follow proper order while moving from classes to	Associate XI-XII	5	Yogesh Kumar	5	Preeti Mishra	5	YOGEETA	5	
		departments and vice versa. • System of issue of penalty/reward cards for the misconduct/late arrival	Associate VI-X	6	Vijay Kumar	6	Sukhbir Singh	6	YUDHVIR	6	
		/perfect uniform etc.	Associate VI-X	7	Chanda Bhatt	7	Shweta Singh	7	BHUPENDER	7	
	INE	• Bo conduct inquiry as per article 60 of education code for the reported misconducts.	Associate VI-X	8	Deepti	8	O Poonam	8	Uha Shukla	8	
7	IPL	• The committee will also see that students should come in proper	Associate VI-X	9	M K Meena	9	Suman yadav	9		9	
	DISCIPLINE	uniform. •To assign duties to the committee members to monitor the uniform of	Associate VI-X	10	Munesh	10	Ramlata Sharma	10		10	
		students & latecomers.	Associate	11	Navita Singh	11		11		11	
		*Bo inform the parents about regular defaulters. *Bo maintain the details of defaulters in the register.	Associate	12	Renu Bala	12		12		12	
		• To announce the names of classes with minimum defaulters at the end of	Associate	13		13	Coach - I	13	Coach - I	-	Coach - I
		the week after the consolidation of data. • To plan for corrective measures, through skit or talk during morning	Associate	14		14	Coach - I	14			Coach - I
		assembly	Associate	15		15	Coach - II	15		<u> </u>	Coach - II
		• To assign floor wise duties to the student council for monitoring the uniform, late- arrival cleanliness and discipline during morning assembly,	Associate		Yoga Instructor		Yoga Instructor		Yoga Instructor	1	Yoga Instructor
		recess and departure. To check and ensure proper Uniform and Bag			All Class teachers		All Class teachers		All Class teachers	1	All Class teachers
		checking. • To keep proper record of late arrival.	Associate	1/	An Class teachers	1/	All Class teachers	1/	All Class teachers	1/	An Class teachers

S. No.	Name of Committee	Responsibilities	Roles		First Shift Secondary Incharges/ Associates Second Shift Secondary Incharges/ Associates Incharges/ Associates				Second Shift Primary s Incharges/ Associates		
	•				1		·		1	ı	
		•To plan and conduct eco club activities as per the ECO Club	I/C	1	Navita Singh	1	Sunita Yadav	1	FIROJ	1	PANKAJ ARYA
		guidelines •To keep a close eye on the beautification of campus. Make rounds of classroom, school notice boards and suggest necessary	Associate	2	Deepika	2	VINEETA SHARMA	2	SONIKA	2	DEEPA YADAV
	re Club	changes and improvement. •To maintain the aquarium and garden with the help of the gardener and the members of eco club	Associate	3	Santosh	3	Shaheen	3	JITENDER	3	DEEPA
8	Eco Club/Nature Club	 Maintain Herbal and Kitchen garden and display of description of plants with uses. Implementation of Bala Project 	Associate	4	Kiran Goel	4	Kiran	4	PRITI RAJPUT	4	MANISHA DEVI
		 •Implementation of Bala Project •To conduct various science related activities in the morning assembly. •To encourage scientific culture among children •To set up a vermin compost pit and maintain it •To constitute BAL SENA and conduct activities in a planned. •To see the science park is fully utilised properly. 	Associate	5	Promila	5	Minakshi	5	VISHWADEEP	5	
			Associate	6	Manisha Yadav	6		6		6	
		• no see the science park is fully utilised properly.	Associate	7	Munesh Singh	7		7		7	
					•				T	ı	
			I/C	1	Pinky	1	Anil Kumar Mishra	1	MITHLESH	1	KANCHAN PAL
	uc		Associate	2	Vijay Kumar	2	Jyoti	2	HEENA	2	MANJU RANI
	icatio		Associate	3	Naima	3	Seema	3	BHARTI	3	BHAWNA BHORIA
	autif		Associate	4	Pratibha	4	Priya Sejwal	4	SUMITA	4	
9	уа Ве		Associate	5	Rashmi	5	Kiran	5	DEEPANSHI	5	
	Vidyalaya Beautification		Associate	6	Renu Singh	6	Asha Rani	6		6	
	Vio		Associate	7	Chanda Bhatt	7	Raghunath	7		7	
			Associate	8	Madri	8		8		8	

S. No.	Name of Committee	Responsibilities	Roles		irst Shift Secondary charges/ Associates		cond Shift Secondary charges/ Associates		irst Shift Primary harges/ Associates		ond Shift Primary harges/ Associates
		• To plan two rounds of medical check-up for the academic year.	I/C	1	Sonia Pandey	1	Preeti Mishra	1	VISHWADEEP	1	Manju rani
		• To maintain medical history of each student in the medical card. • To arrange talks by experts. • Purchase of medicines and materials for First Aid kit Providing	Associate	2	Annu	2	VINEETA SHARMA	2	SANJU	2	REENA
		first aid facilities to students as and when required. •Attending to all emergency conditions. •To convene meetings on the importance of good and healthy	Associate	3	Vijay Kumar	3	MINAKSHI	3	HEENA	3	Jitesh
10	Health Club	by students. Medical check two times.	Associate	4	Kiran	4	Sunita Yadav	4	PUSHPA CHANDRA	4	URMILA
		 Dr. of the Vidyalaya will give a talk on hygienic conditions every fortnightly in the assembly. This committee will also see that class/toilet/Vidyalaya/garden 	Associate	5	Suman Kumari	5	Kiran	5		5	PANKAJ ARYA
		garbage is removed regularly health check ups for all the students. •To ensure atleast two conduct proper check up and seminar for mental wellbeing. of all	Associate	6	Doctor	6	Doctor	6	Doctor	6	Doctor
		the stakeholders.	Associate	7	Nurse	7	Nurse	7	Nurse	3 ANDRA 4 5 6 7 1 2	Nurse
			I/C	1	Nirupam Kumar	1	Vishnu Kumar sharma	1	АЅНОК	1	ASHOK KUMAR MEENA
		• To ensure the furniture in each classroom is of uniform nature	Associate	2	Pinky Gurjar	2	Avdhesh Kumar Yadav	2	JITENDER	2	Ravi Kumar
		as far as possible. •To ensure that no furniture is lying in the corridors. •To ensure that any furniture taken for any function to be	Associate	3	M K Jha	3	D K verma	3	PREETI DAGAR	3	POOJA CHHIKARA
11	Furniture	replaced in its proper place. • This committee will see that the old and unused furniture be	Associate	4	M K Meena	4	Sukhbir Singh	4	BRIJLATA	4	
11	Furn	disposed off after following proper procedure • To keep a record of all furniture Purchase, repaired & broken.	Associate	5	Sonia Pandey	5	Ramalata	5	SUMITA	5	
		Furniture & fixture should be kept properly and necessary checking for condemnation and auction with consultation with	Associate	6	Madri	6	Om Dutt	6		6	
		the competent authority.	Associate	7		7	Chetan Pal	7		7	
			Associate	8		8	Joyti	8		8	

S. No.	Name of Committee	Responsibilities	Roles		irst Shift Secondary acharges/ Associates		ond Shift Secondary charges/ Associates		irst Shift Primary harges/ Associates		ond Shift Primary narges/ Associates
			I/C	1	Deepa Pandey	1	AVDESH	1	NEHA	1	TIKSHA
	Photography / Videography Club	•To train the students in diverse way of drawing and paintings. •Creative hand writings.	Associate	2	Raj Kumar Meena	2	A.K.Mishra	2	VISHWADEEP	2	Ajay Pal
12	raph ıphy	•Display of creative work of students.	Associate	3	Sandeep Kumar	3	Annu	3	HIMANSHU	3	VIJAY KUMAR JHA
12	otog	•Encourage the students to take part in competition outside the school.	Associate	4	Geetanjali	4	Barkha Gupta	4	SUMITA	4	
	Ph Vide	•TO PRINT greeting cards, invitations etc.	Associate	5	Renu Singh	5	Asha Rani				
			Associate	5	Madri	6		5		5	
	1 1		ī	T	T	1	1	T	1	ı	
	ion	 Committee members will plan for excursion from April month onwards. Erips should have academically significant places. 	I/C	1	Divya Taneja	1	Y N Singh	1	ANU	1	V K Jha
	ortat		Associate	2	Ajay Kumar	2	Sweta Singh	2	SURENDER	2	Ajay Pal
13	ansp.		Associate	3	PGT Bio	3	Hemant	3	BHUPENDER	3	Reena
13	Excursion /Transportation	•At the same time trips should not be undertaken to the places where there is a threat for the students	Associate	4	Sonia Pandey	4	Omdutt	4	NEHA RANA	4	Poonam
	cursic	• Transportation for the purpose should be safe and secure.	Associate	5	Durgesh Rani	5	Ramlata	5	MANISHA	5	
	Exc		Associate	6	Navita	6		6		6	
	-		1		Gyanendra Pratap		1	1	-		VIJAY KUMAR
			I/C	1	Singh	1	RENU KUMARI	1	IRFAN	1	JHA T KOMAK
			Associate	2	Meena	2	GAYATRI YADAV	2	JITENDER	2	VISHAL GULIA
	Club	•To plan and organise activities to promote National integration and values among the students.	Associate	3	Nirmala Arya	3	KIRAN	3	SONIKA	3	DEESEE
14	rity	•To promote the National integration is society by organising	Associate	4	Geetanjali	4	CHETAN PAL	4	JYOTI 1	4	DEEPA YADAV
	Integ	activities. •To keep record of activities conducted	Associate	5	Santosh	5	KAMNI	5		5	JITESH
			Associate	6	Manju Meena						
			Associate	7	Munesh Singh	6					

		SESSION 2025-26											
S. No.	Name of Committee	Responsibilities	Roles		irst Shift Secondary acharges/ Associates		ond Shift Secondary charges/ Associates		irst Shift Primary harges/ Associates		ond Shift Primary narges/ Associates		
			I/C	1	Renu Singh (CS)	1	SARWARI BEGUM	1	SURENDER	1	Vijay Jha		
			Associate	2	Shilpa Dahiya	2	ЈОҮТІ	2	Vishwadeep	2	Tiksha Juneja		
			Co-ordinator (VI)/	3	Archana Devi	3	Geeta Singh	3	Suresh Bala	3	Jitesh		
			Co- ordinator (VII)/(II)	4	Babita Nigam	4	Sarwari Begum	4	Pooja Sharma	4	Neha Gupta		
	ı/ ICT	Data Collection, ICT Intrastructure, eclassroom, Capacity	Coordinator(VIII)/(I II)	5	Annu	5	Kamakshi Sharma	5	Anu	5	Kanchan		
15	Data Collection/ICT	Building, Remedial Class cordination, Class Profile, Syllabus completion Report, Vidyalaya Website & Providing Computerised Information to Office & Staff / Biometric/Online Class Portals/IT Related activities / U-DISE / PI / AI Committee/	Co-ordinator (IX)/(IV)	6	Bhawana Upadhyay	6	Pankaj Kumar Singh	6	Firoj	6	Archana Kumari		
	Data	Interactive Panel/PC/ APAAR/ Id card data etc	Co-ordinator (X)/(V)	7	Neelam	7	Y N Singh	7	Kalpana	7	Pavitar Kumar		
			Co-ordinator (XI)	8	Nirupam Kumar	8	Ateek Khatri	8		8			
			Co-ordinator (XII)	9	Shilpa Dahiya	9	Sushil Kumar	9		9			
			Associate	10	Sunita	10	Computer Instructor 1	10	Yoshita	10			
			Associate	11	Vandana	11	Computer Instructor 2	11		11			
			Associate	12	Rani Singh	12	Computer Instructor 3	12		12			

S. No.	Name of Committee	Responsibilities	Roles	F	irst Shift Secondary charges/ Associates		ond Shift Secondary charges/ Associates		irst Shift Primary harges/ Associates		ond Shift Primary narges/ Associates
	1			1	1	1	1		1	ı	
		 To do correspondence with the Authorized agency. To check the attendance/ ESI/ Police verification of Housekeeping staff. 	Overall I/C	1	Indu Yadav	1	Avdesh	1	MANISHA	1	Pavitra
		 To verify and monitor the stock purchased under Sanitation regularly To certify the bills related to the Sanitation by the Committee. To ensure that the wash rooms of all the Blocks are cleaned 	I/C -Potable Water & Associate	2	Mamta	2	Priya Sejwal	2	VISHWADEEP	2	Vishal Gulia
		thrice daily by the house keeping staff. •To maintain records. To ensure that the classrooms and the corridors of their respective blocks are cleaned.	Associate	3	Chanda Bhatt	3	Om Dutt	3	PRITI	3	
	ness	• Eunctioning of Vending Machine- Upkeep of the machine, help and guide the students how to use it. AMC of incinerators in the girl's toilets.	Associate	4	Bhupender	4	Anita Meena	4	HEMA DHAPOLA	4	
17	Cleanliness	 • Eunctioning and cleaning of aquarium. • To ensure cleanliness of the school/classrooms/corridors/wash rooms/water supply/storage/ dustbins/electrical points. • Arrangement of night duty staff (as per the need) during all the important events. • To prepare the monthly log book of cleanliness and submit 	Associate	5	Nirmala Arya	5	RAMLATA	5	REKHA BAI YADAV	5	
			Associate	6		6	SUMAN YADAV	6	HIMANSHU	6	
		report on Sanitation/cleanliness on the last working day. • System to check the damages caused by the students in the toilets and the Vidyalaya. • To conduct the	Associate	7		7	SWETA SINGH	7	PREETI DAGAR	7	
		workshop etc for Swachh Bharat Abhiyan. •To complete the log books of cleaniliness class wise/ washroom	Associate	8		8	SUKHVEER	8	USHA SHUKLA	8	
		wise/ department wise. potable water for all stakeholders. • To ensure the • To	Associate		Sepa	rate	Committee is circula	ted v	vith designated Are	as	
	1				ı		<u> </u>		ı		
	Ħ		I/C	1	Naima	1	ANIL KUMAR PGT	1	Anu Mishra	1	KAMAL SINGH
18	Roster Chart	To maintain and give the names of teachers as per the roaster maintained for escorting/ workshop etc.	Associate	2	Rajeev Ranjan	2	PREETI MISRA	2	Manisha	2	VIJAY KUMAR JHA
	Ro		Associate	3	Vijay Kumar	3	Raghunath	3		3	

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S. No.	Name of Committee	Responsibilities	Roles		irst Shift Secondary acharges/ Associates		cond Shift Secondary charges/ Associates	-			ond Shift Primary narges/ Associates
										•	
			I/C - POSH	1	Deepa Pande	1	Geeta Singh	1	PUSHPA CHANDRA	1	KAMAL SINGH
	ittee)	To monitor in the implementation of Protection of Children from Sexual Offences (POCSO) Act, 2012. The Committee has the	I/C- Sexual Harrasment / Anti Bullying Ragging /	2	Archana Devi	2	Kamakshi	2	POOJA KAPOOR	2	TIKSHA JUNEJA
	t Comm	final authority to dispose of cases for the care, protection, treatment, development and rehabilitation of the children as well as to provide for their basic needs and protection of human	I/C -Grievance Redressal	3	Neelam	3	Omprakash	3	JITENDER	3	MEENA
16	ICC (Internal Compaint Committee)	rights. © Conduct Inquiries if there is an offence under the Act • To deal with the complaints regarding sexual harassment of women at work place in terms of provision of section 4(2) • To address the	I/C -Adolescense Education Programme (AEP)	4	Bhawana Upadhyay	4	MEENAKSHI	4	ANU MISHRA	4	
	rnal	work place in terms of provision of section 4(2). • To address the grievances of the stakeholders and forward the same to the	Associate	5	Chanda Bhatt	5	Archana PGT	5	DEEPANSHI	5	
	Inte	competent authority. •Adolescense Education Programme (AEP)/Sexual Harrasment / Anti Bullying Ragging/Grievance Redressal/ POCSO / POSH	Associate	6	Annu	6	PREETI MISHRA	6	VISHWADEEP	6	
) 22I		Associate	7	Bhupender Singh	7	Gaytri	7	USHA SHUKLA	7	
) IC		Associate	8	Vijay Kumar	8	Vineet Kumar	8		8	
			Associate	9	Counsellor	9	COUNSELLOR	9		9	
			T		1	1	1		T		
			I/C	1	Manisha Jain	1	Ateek Khatri	1	SURESH BALA	1	
			Associate	2	Pramod Kumar	2	SUMAN YADAV	2	PUSHPA CHANDRA	2	
	ee	•To make Rajbhasha functional and effective, to send all	Associate	3	PGT Eng	3	Shweta Singh	3	HEMA DHAPOLA	3	
	nmitt	quarterly reports on time. •To convene regular meetings to see that Rajbhasha has been	Associate	4	Suman Kumari	4	RENU Kumari	4	JITENDER	4	
19	Raj Bhasha Committee	properly implemented. • dindi Pakhwada is to be celebrated in a befitting manner.	Associate	5	Mahesh Kumar Meena	5	O Poonam	5	USHA SHUKLA	5	
	Bhasl	Promotion of Hindi be given importance. • Erize distribution of Pakhwara on 14th September	Associate	6	Manju Meena	6	Om Dutt Mudgal	6		6	
	Raj	• Preparation of annual e- newsletter of Rajbhasha activities	Associate	7	Nirmala Arya	7	Ramalata	7		7	
			Associate	8	Madri	8		8		8	
			Associate	9	All Lang. Teachers	9	All Lang. Teachers	9	All Lang. Teachers	9	All Lang. Teachers

			SESSION :	<u> 20</u>	<u> 25-26 </u>					r	
S. No.	Name of Committee	Responsibilities	Roles		irst Shift Secondary charges/ Associates		cond Shift Secondary charges/ Associates		irst Shift Primary harges/ Associates		ond Shift Primary narges/ Associates
			I/C	1	Annu	1	KAMNI	1	SUMITA	1	VIJAY KUMAR IHA
	ab	• To make all club activities real and to sensitize the students about the different areas of interest and hobby development.	Associate	2	Yogesh Kumar Kaushik	2	DEVENDER	2	ASHOK	2	REENU KUMARI YOGI
20	Maths Lab	•To maintain notice boards and registers about the different	Associate	3	Renu Singh	3	ANNU	3	POOJA SHARMA	3	
	Ma	activities undertaken by the club. • Breparation of Mathematical garden	Associate	4	Rashmi	4	SANDEEP	4	PRITI RAJPUT	4	
			Associate	5	Durgesh Rani	5	PANKAJ SRIVASTAV	5	SONIKA	5	
			I/C - Security Officer & Disaster Management	1	Ajay Kumar Sharma	1	V K Sharma	1	Yudhvir Singh	1	Divya
			I/C Fire Safety	2	Mamta	2	J P YADAV	2	Himanshu Dev	2	MEENA
		 •To ensure the safety and security of the students, • € corridor movement, • Arrival/dispersal of students before/after morning assembly & 	I/C First Aid	3	Babita	3	ANIL KUMAR	3	Vishwadeep	3	Tiksha
			Associate	4	Pramod	4	ANIL KUMAR	4	Pooja kapoor	4	REENA
		school hours,	Associate	5	Rajeev Ranjan	5	Kiran	5	Pushpa Chandra	5	ASHOK MEENA
	ment	• Assue of ID cards, Out pass, Visitor's pass, Parent ID etc. • Eormation of Buddy pairs	Associate	6	Deepika	6	Preti Mishra	6	USHA SHUKLA	6	PAVITRA
	nageı	 NDMA drills on fire and building safety. To procure fire, building and safe drinking water certificates. 	Associate	7	Kiran	7	Minakshi	7	Priti	7	JITESH
21	er Ma	•The committee will keep track of the regular water tank cleaning in every three months and also expiry date of	Associate	8	Vijay Kumar	8	Monika	8	BRIJLATA	8	
	Disaster Management	extinguisher and process for cleaning/refilling. The date of cleaning of tank or refilling should be recorded in writing on the	Associate	9	Deepti	9	Hemant	9	SONAM	9	
	D	tank/extinguisher. • If possible, a mock drill may also be planned for evacuation.	Associate	10	Suman	10	Chetan Pal	10		10	
		•To see that fire extinguishers are placed in all floors and departments.	Associate	11	Yoga Coach	11	Yoga Coach	11	Yoga Coach	11	Yoga Coach
		arrival and dispersal as well as safety during the school timings.	Associate	12	Doctor	12	Sports Coach	12	Doctor	12	Doctor
			Associate	13	Nurse	13	Nurse	13	Nurse	13	Nurse
			Associate	14	All class teachers and co class teachers for	14	All class teachers and co class teachers	14	All class teachers and co class	14	All class teachers and co class
			Associate		Sepa	rate	Committee is circulate	ted v	with designated Are	as	

-			SESSIUN A	<u> </u>	4J-4U	I					
S. No.	Name of Committee	Responsibilities	Roles		irst Shift Secondary acharges/ Associates		ond Shift Secondary charges/ Associates		irst Shift Primary harges/ Associates		ond Shift Primary narges/ Associates
	d		I/C	1	Geetanjali	1	D K Verma	1	MANISHA	1	AARATI
	SC/ST Scholarship Committee		Associate	2	Annu	2	Chetan Pal	2	HIMANSHU	2	KAMAL SINGH
22	nola		Associate	3	Santosh	3	Priya	3		3	
22	ST Scholars Committee		Associate	4	Promila	4	Monica	4		4	
	C/S		Associate	5	Manju Meena	5		5		5	
	S		Associate	6	Shilpa	6		6		6	
	tor	ANO for girls	I/C	1	Gayatri Yadav, TGT						
24	rdina	To cordinate with the school ANO for Girls NCC	Associate	2	Sanju, PRT						
2	NCC Coordinator	ANO for Boys	I/C	1	Vishal Gulia, PRT						
	NCC	To cordinate with the school ANO for Boys NCC	Associate	2	Vishwadeep, PRT						
			•		•						
	n		I/C	1	Indu Yadav	1	RAGHUNATH	1	YUDHVIR	1	DEESEE
25	PA System	 ●To see that PA system, Public address system and CCTV is functional. ●To ensure the smooth working of electronic bell of the vidyalaya. 	Associate	2	Neelam	2	ANIL KUMAR MISHRA	2	SURENDER	2	Renu
	P/	one on the state of the state o	Associate	3	Mamta TGT (Stock Incharge)	3	Sonali Dance Coach	3	USHA SHUKLA	3	Urmila Jha
			,								_
	ee		I/C	1	Gyanender Pratap Singh	1	Om Prakash	1	DEEPANSHI GAUTAM	1	Tiksha Juneja
	mitt	•To liason with the alumni of the vidyalaya.	Associate	2	Archana Devi	2	Kamakshi Sharma	2	NICKY YADAV	2	NEHA GUPTA
26	i Con	•To constitute PTA •To ensure proper meetings of PTA as per norms.	Associate	3	Indu Yadav	3	Suman Yadav	3	REKHA BAI	3	KAUSHIK
	Alumni Committee	meetings of 1 171 as per norms.	Associate	4	Meena	4	Vineeta Sharma	4	USHA SHUKLA	4	
	A		Associate	5	Rashmi	5	Kiran	5		5	

			SESSION A	20	23-20					1	
S. No.	Name of Committee	Responsibilities	Roles		irst Shift Secondary charges/ Associates		ond Shift Secondary charges/ Associates		irst Shift Primary harges/ Associates		ond Shift Primary narges/ Associates
			I/C	1	Ramadhin	1	RAGHUNATH	1	FIROJ	1	Jitesh
	=		I/C	2	Naima	2	GAYATRI YADAV	2	REKHA BAI BULBUL	2	Meena
	Bulbı		Associate	3	Raj Kumar Meena	3	BARKHA GUPTA	3	HIMANSHU	3	Deesee
)s &]		Associate	4	Sandeep Kumar	4	RENU	4	JITENDER	4	Ashok
	e, Cul	• To make all club activities real and to sensitize the students about the different areas of interest and hobby development.	Associate	5	Yogesh Kumar	5	Minakshi	5	VISHWADEEP	5	Ravi
27	inide	• To maintain notice boards and registers about the different activities undertaken by the club	Associate	6	Vandana	6	Vineeta	6	BRIJLATA	6	Manju rani
	ut & (•Motivate and guide children and staff to participate in NCC/Scout and guides/cubs and bulbul movement.	Associate	7	Mahesh Kumar Meena	7	Suman Yadav	7	HEENA	7	Sushma rani
	Bharat Scout & Guide, Cubs & Bulbul	, ,	Associate	8	Geetanjali	8	Kiran	8	SURESH BALA	8	Deepa
			Associate	9	Durgesh Rani	9	O Poonam	9		9	Kavita
			Associate	10	Sonia Pandey	10	10 RAMLATA	10		10	Karishma
			Associate	11	Deepti	11		11		11	Urmila
		• To conduct various science related activities in the morning assembly.	I/C	1	Indu Yadav	1	M P Manu	1	Heena Saini	1	V K Jha
		Do encourage scientific culture among children Bo conduct exhibition and Olympiads (All subject)	Associate	2	Renu Singh CS	2	J P Yadav	2	Jyoti-1	2	Meena
		•To organise JIGYASA JNNSMEE, INSPIRE, STEAM WORKSHOPS etc & to take up projects for National Children Science Congress.	Associate	3	Babita Nigam	3	Geeta Singh	3	USHA SHUKLA	3	
		• provides an opportunity to the pupils to express their creative abilities in the field of science and encourage development of new ideas.	Associate	4	PGT Bio	4	Anil Kumar	4		4	
28	Science Club	Do arrange talks by experts. Bo guide students to make prize-winning innovative projects for science	Associate	5	Kiran Goel	5	Veenita	5		5	
	Scie	exhibition. •Bo organise Science exhibition.	Associate	6	Sonia Pandey	6	Meenakshi	6		6	
		• Bo conduct seminars on Science topics. • Bo train students for Science Olympiad. • Bo	Associate	7	Samtosh	7	KIRAN	7		7	
		ensure the proper aproximg or accumentation and regime for 11102) 1111	Associate	8	Navita	8	SUNITA YADAV	8		8	
		Science Congress, Inspire.	Associate	9	Deepika	9	Shaheen	9		9	

S. No.	Name of Committee	Responsibilities	Roles		irst Shift Secondary charges/ Associates		ond Shift Secondary Charges/ Associates		rst Shift Primary harges/ Associates		ond Shift Primary narges/ Associates
			(Overall I/C)	1	Ajay Kumar Sharma	1	M P Manu	1	HEENA	1	VIJAY KUMAR JHA
			I/C - Maths Olympiad, IOQM	2	Divya Taneja	2	Sushil Kumar	2	SONIKA	2	DEESEE
			I/C - English	3	Vandana	3	Gayatri Yadav	3	BHARTI	3	KULJEET KAUR
	spe		I/C - Hindi	4	Manju Meena	4	O POONAM	4	PREETI DAGAR	4	JITESH
29	Olympiads		I/C - GK	5	Ramadhin	5	Vineet Kumar	5	USHA SHUKLA	5	TIKSHA
	0		I/C - Science	6	Santosh	6	Vineeta sharma	6		6	PANKAJ ARYA
			I/C - Computer	7	Shilpa Dahiya	7	Sarwari Begum	7		7	JITESH
		I/C - Value Education 8 Ajay Kumar 8 Om Dutt 8 I/C - S St 9 Manisha Yadav 9 Monica 9		8							
			I/C - S St	9	Manisha Yadav	9	Monica	9		9	
			I/C	1	Meena	1	D K Verma PGT	1	Pooja Kapoor	1	DIVYA
			Associate	2	Gynendra Pratap	2	Vishnu Kumar	2	Neha Rana		RENU KUMARI
		• To organise Swacch and Harit class competition every month	Associate	3	Pinki Gurjar	3	Y N Singh	3	SANJU	3	DEEPA
	qr	• Class room cleanliness by all the staff and students once in a month.	Associate	4	Deepa Pande	4	Omprakesh	4	ANU	4	
	ce Clı	Best maintained Toilets and corridorsArea to be delegated to each class and plantation completion to	Associate	5	Nirupam Kumar	5	Chetan Pal	5	SONIKA	5	
30	cien	be conducted thereby awarding best three Harit Classes	Associate	6	Munesh Singh	6	. MONIKA	6	SONAM	6	
	Social Science Club	• Day and date may be informed well in advance to all and best three classes to be awarded every month	Associate	7	Raj Kumar Meena	7	VINEET	7		7	
	Sor	• To Ensure the activities under EBSB, AKAM, Youth Parlia ment. and uploading the required data at the portal or to send the data	Associate	8		8	A K Mishra	8		8	_
		at required email.	Associate	9		9	Hemant	9		9	
			Associate, I/C- Bal Sansad	11	Bhupender Singh	11	Avdhesh	11		11	
			Associate	12		12	Ramlata	12		12	

S. No.	Name of Committee	Responsibilities	Roles	F	irst Shift Secondary Icharges/ Associates		ond Shift Secondary Charges/ Associates		irst Shift Primary harges/ Associates		ond Shift Primary harges/ Associates
		● ■ pdate of website and posting of photographs of various	I/C	1	Bhawana	1	J P Yadav	1	VISHWADEEP	1	Ajay Pal
		activities of the students on day to day basis. •To ensure the e-classes and computer labs logbook is maintained properly.	Associate	2	Neelam	2	M P Manu	2	ANU	2	Karishma
	Repair & Maintenance	•To ensure e class timetable is displayed in the e- class rooms as well as in the computer lab.	Associate	3	Indu Yadav	3	Om Prakash	3	ASHOK	3	Kamal
31	& Maint	 To collect the e-lessons from teachers for all the subjects and to upload on the website for use by other teachers. A catalogue of good e-lessons to be prepared. 	Associate	4	Mamta	4	Raghunath	4	BHARTI	4	Poonam
	Repair &	•To check regularly electrical, plumbing and civil faults in the school building. The committee will take up resolutions for	Associate	5	Nirupam Kumar	5	Rosy Vijay SSA	5	IRFAN	5	
		repair and maintenance and necessary purchases for speedy work & will maintain work register. •To ensure the repair and maintenance of staff quarters and	Associate	6	Gyanendra Pratap	6	6	USHA SHUKLA	6		
		vidyalaya building.	Associate	7	G S Rajawat	7		7		7	
			I/C	1	Ajay Kumar	1	Om Prakash	1	Ashok Kumar	1	BHAWANA BHORIYA
	ų,		Associate	2	PGT Bio	2	KIRAN	2	Surender	2	Reena
32	Canteen		Associate	3	Pinky	3	VINEETA	3	USHA SHUKLA	3	
	C		Associate	4	Renu Singh	4	A K MISHRA	4		4	
			Associate	5	Durgesh Rani	5	. Suman Yadav	5		5	
	b		I/C	1	Chanda	1	Sweta Singh	1	Yoshita	1	Pavitra Kumar
33	ıge La		Associate	2	Pratibha	2	Seema	2	Jyoti	2	Archana
33	Language Lab		Associate	3	Suman Kumari	3	Gayatri	3		3	
	Τ		Associate	4	Vandana	4	Sukhveer	4		4	

S. No.	Name of Committee	Responsibilities	Roles		irst Shift Secondary charges/ Associates		ond Shift Secondary charges/ Associates		irst Shift Primary harges/ Associates		ond Shift Primary aarges/ Associates
23	Mentor Mentee Record	To propare the not of mentor and mentoe for the whole sensor	I/C	1	PGT(Eng)	1	KAMAKSHI SHARMA	1	PUSHPA CHANDRA	1	POOJA CHIKARA
	Me Me Re	class/sec wise	Associate	2	Rajeev Ranjan	2	ASHA RANI	2	HEENA SAINI	2	KAVITA
		• B o plan guidance & counselling activities for the academic year	I/C	1	Vandana	1	Suman Yadav	1	SANJU	1	Tiksha
	&Counsel the students from time to time. •The maintain Guidance & counselling register. •The have a counselling hour every Wednesday for difficult students of various classes. •The invite alumni of the Vidyalaya for addressing the students about career options. •The address problems of behaviour and learning. To motivate the students towards right academic overlaps and positive attitude to life. To organize the events of other invited motivational	&Counsel the students from time to time. •To maintain Guidance & counselling register. •To have a counselling hour every Wednesday for difficult students of various classes.	Associate	2	Bhupender	2	2 Gayatri	2	MITHLESH	2	Kavita
34		Associate	3	Yogesh Kumar	3	Vineet	3	SURESH BALA	3		
		• But have a meeting with the girl students by lady teachers office	Associate	4	Renu Bala	4	јуоті		NICKY		
			Associate	5	Chanda Bhat	5	Ramlata	4	BRIJLATA	4	
			L/C	1	Doone Bando	1	V V Chrome	1	DDIII ATA		Deems
	3 Aid		I/C Associate	2	Deepa Pande Meena		V K Shrama Vineet Kumar	2	BRIJLATA Sumita	_	Deepa Karishma
36	Teaching Aid		Associate	3	Manisha Yadav		Monica yadav	3	Anu		Satender
	Тег		Associate	4	Navita		Hemant	4	Sonam	4	Pavitra

S. No.	Name of Committee	Responsibilities	Roles		irst Shift Secondary charges/ Associates		cond Shift Secondary charges/ Associates		irst Shift Primary harges/ Associates		ond Shift Primary narges/ Associates
		•To introduce the literacy club immediately. Reading habits have to be inculcated among the students. More books may be	I/C	1	Rajeev Ranjan	1	Asha Rani	1	SANJU	1	PANKAJ ARYA
		procured. • Renovation of library to be taken up immediately • To purchase books as per guidelines. The suggestion from staff members for the purchase of new books to be taken.	Associate	2	Ramadhin	2	Avdhesh Kumar	2	MITHLESH	2	REENA
35	Library	 To ensure books are issued as per the requirement of students & staff members as per Library rules. Books should not remain with the same individual for a long period when there is a demand for it from others. 	Associate	3	Manisha Jain	3 Gayatri Yadav 4 Sweta Singh 5 Anita Meena	3	SURESH BALA	3		
		 The library should be open during lunch time for students to read books & magazines. Students should be encouraged to write a Book Review. Quidance & Counselling corner or table to be maintained. 	Associate	4	Ajay Kumar Sharma		4	NICKY	4		
		 Good quotations related to books and reading to be displayed in the Library. To plan and conduct ALAP and reading club activities To procure new text books and old books are disposed off after proper procedure 	Associate	5	Babita	5	Anita Meena	5	BRIJLATA	5	
		Maintain book and uniform bank to help the needy students.	Associate	6	Promila	6	OM DUTT	6		6	
	rce n		I/C	1	M K Jha	1	Seema	1	SURENDER	1	JITESH
37	Resource Room		Associate	2	Shilpa	2	Renu Kumari	2	VISHWADEEP	2	
	R		Associate	3		3		3	NICKY	3	
	su		I/C	1	Manisha Yadav	1	Reenu Kumari	1	ANU MISHRA	1	
38	Staff Rooms		Associate	2	Promila	2	RAMLATA	2	DEEPANSHI	2	
	taff		Associate	3	Bhupender Singh	3	JOYTI	3	SONIKA	3	

S. No.	Name of Committee	Responsibilities	Roles	F	irst Shift Secondary charges/ Associates		ond Shift Secondary Charges/ Associates		rst Shift Primary harges/ Associates		ond Shift Primary narges/ Associates
			I/C	1	Gyanendra Kumar	1	Y N SINGH	1	YUDHVIR	1	
39	PTA		Associate	2	Meena	2	J P Yadav	2	KALPANA	2	
			Associate	3	Annu	3	Gayatri	3	YOGEETA	3	
	_					ı					
40	Lost & Found		I/C	1	Nirmala Arya	1	Gayatri Yadav	1	SURENDER	1	ARCHANA KUMARI
	Lo		Associate	2	Renu Bala	2	Vineet Kumar	2	SANJU KUMARI	2	JITESH
			I/C	1	Divya Taneja	1	Avdhesh Kumar	1	Anu	1	Urmila Kaushik
			Associate	2	Madri	2	Barkha	2	Sonam Vashist	2	Kanshan
			Associate	3	Naima	3	Suman Yadav	3	USHA SHUKLA	3	
	oard		Associate	4	Sandeep Kumar	4	Priya Sejwal	4		4	
	tin Bo		Associate	5	Promila	5	O Poonam	5		5	
41	Bulle		Associate	6	Munesh	6	Chetan Pal	6		6	
	Display & Bulletin Board		Associate	7	Sonia Pandey	7	A K Mishra	7		7	
	Displ		Associate	8	Renu Bala	8	Sunita	8		8	
			Associate	9		9	Sweta Singh	9		9	
			Associate	10		10	Reenu Kumari	10		10	
			Associate	11		11	Seema	11		11	
	•										
	oorts	•To plan and motivate sports and games. Emphasis may be given for indoor games like chess, carom board, T.T and other games. •The report of the formation of the sport of the	I/C	1	Vijay Kumar (TGT PHE)	1	Preeti Mishra	1	АЅНОК	1	DEESEE
43	Games & Sports	•Bb select & train the students for sports activities at Vidyalaya level cluster, regional and National Level. •Bb keep discipline in school to conduct the sports day celebration in a befitting manner with the help of coaches and prize distribution in coordination with CCA committee.	Associate	2	All Coaches	2	All Coaches	2	All Coaches	2	All Coaches
	Gam	•BBSB activities as per the directions. •To ensure the procurement, availability and maintenance of various Sports facilities including equipment and infrastructure and organizing all sports related events	Associate	3	Yoga Instructor	3	Yoga Instructor	3	Yoga Instructor	3	Yoga Instructor

S. No.	Name of Committee	Responsibilities	Roles	Fi	irst Shift Secondary charges/ Associates		ond Shift Secondary Charges/ Associates		irst Shift Primary harges/ Associates		ond Shift Primary narges/ Associates
		• To convene the subject committee meetings of respective subjects once in a month. • To prepare the Vidyalaya plan for the academic year. • To ensure the distribution of split-up syllabus to students of all classes. • To monitor the teaching-learning process. • To monitor the upkeep of the note books & academic documents & to check all the records of their respective members of the subject committee • To monitor the conduct of remedial class for low achievers.	I/C	1	PGT Bio	1	Anil Kumar PGT	1	YOSHITA PANCHAL	1	. Meena
			Associate , Subject Convenor- HIS, GEO, ACC, BST, ECO., Social Science	2	Deepa Pande	2	Om Prakash	2	PRITI	2	DIVYA (MATHS)
42	• To discuss changes in curriculum, question pap • Ise of ICT classes. Strategies for better results. • To conduct exhibitions. To discuss about the pr • To implement the new pattern of examinations etc., timely completion of syllabus. • To monitor the ongoing activities of the subject • To improve the academic standards. • To preapre the plan and monitor the work for the Experimentation/ Nishtha/Diksha / Compensate Bagless day / Tarunotsava/ Career Counselling of Programmes etc schedule of CCT & PISA exam and conduct all examined transparent manner in coordination with exemple of the regional CCT report and send it before 22nd of every month.	• To discuss changes in curriculum, question paper patters,	Associate, Subject Convenor- Science & CS	3	Neelam	3	Geeta Singh	3	ЈУОТІ 1	3	RENU (EVS)
		• To monitor the ongoing activities of the subject.	Associate, Subject Convenor- Maths	4	Divya Taneja	4	susheel KUMAR	4	USHA SHUKLA	4	NEHA KUMARI (ENGLISH)
		Programmes etc schedule of CCT & PISA exam and conduct all examination in a systematic and transparent manner in coordination with examination committee. Bo compile the regional CCT report and send it to the regional office before 22nd of every month. Breparation of CCT resource material/question bank for practice by the students. Breading of one CCT question in the morning assembly.	Associate, Subject Convenor- English	5	Archana Devi	5	. Kamakshi	5	AARTI BHARDWAJ (ENGLISH)	5	KARISHMA
			Associate, Subject Convenor- Hindi	6	Manisha Jain	6	Ateek Khatri	6	HEMA DHAPOLA (HINDI	6	URMILA
			Associate, Subject Convenor- Miscellaneous	7	Rajeev Ranjan	7	. Asha Rani	8		7	Pankaj
		• Drinking water and food arrangement for the student's on routine basis and also during various Vidyalaya/cluster and	I/C	1	Manisha Jain	1	Om Prakash	1	Sonam	1	Ajay Pal
44	tality	regional level programmes •Seating arrangement & Refreshments for the staff during the staff meeting on last working day of the month.	Associate	2	Renu Singh TGT	2	Kamakshi Sharma	2	Mithlesh	2	Tiksha Juneja
44	Hospitality	 Proper seating plan for VMC, PTA/PTM, and also during any other programme assigned by the competent authority. Any common issues can be brought to the notice of the 	Associate	3	Vandana	3	Barkha	3	USHA SHUKLA	3	
		Principal regarding the staff's welfare. • Refreshment of guests during meetings/workshops/ any programme.	Associate	4	Pratibha	4	Gayatri	4		4	

			SESSION	<u> </u>	<u> </u>					l		
S. No.	Name of Committee	Responsibilities	Roles	First Shift Secondary Incharges/ Associates		Second Shift Secondary Incharges/ Associates		First Shift Primary Incharges/ Associates		Second Shift Prima Incharges/ Associat		
	tee	• To ensure diverse inclusive classrooms to cater the need of	I/C	1	DEEPA PANDE	1	Om Prakash	1	POOJA KAPOOR	1	REENA	
	nmit	CWSN as per the provision under Right to disability act & (NEP2020).	Associate	2	Munesh Singh	2	Geeta Singh	2	IRFAN	2	NEHA KUMARI	
45	n Con	• To plan Vidyalaya level innovation and experimentation on the indicators affecting the learning outcome of children with	Associate	3	Durgesh Rani	3	Seema	3	SANJU KUMAR	3	ASHOK MEENA	
	Inclusion Committee	special need and document. •Bo prepare Data base of improvement in the performance of	Associate	4	Special Educator	4	Special Educator	4	Special Educator	4	Special Educator	
	Incl	CWSN	Associate	5	Councellor	5	Councellor	5	Councellor	5	Councellor	
							•		•		•	
			I/C	1								
			I/C	2	Shilpa Dahiya							
			Associate	3				m Prakash 1 POOJA KAPOOR eeta Singh 2 IRFAN eema 3 SANJU KUMAR ecial Educator duncellor 5 Councellor Archana Yadav				
			Associate	4			Sarwar					
			Associate	5								
			Associate	6			Rashmi Pa					
			Associate	7			Himans	shu P	RT			
	2	•To ensure to follow the guidellines provided under PM SHRI Scheme. •To ensure 100%	Associate	8			Minaks	shi T	GT			
46	PM SHRI	expenditure on the desired heads as per norms.	Associate	9	YUDHVIR PRT							
	M	• To ensure proper upkeep of the material purchased and full utilisation of the same.	Associate	10			Bhupen	der l	PRT			
			Associate	11			Yoshi	ta PR	Т			
			Associate	12			Tiksh	a PR	Т			
			Associate	13			G.S. Raja	wat	SSA			
			Associate	14			Madh	u SS	A			
			Associate	15			Leena Ol	oeroi	SSA			
			Associate	16			Priyanka I	Kuma	ari JSA			
			Associate	17			Gurja	nt JS	A			

PM SHRI KENDRIYA VIDYALAYA NO.- 1 DELHI CANTT. NEW DELHI -110010 **VIDYALAYA COMMITTEE SESSION 2025-26** Name of First Shift Secondary **Second Shift Secondary** First Shift Primary **Second Shift Primary** Responsibilities Roles No. Committee Incharges/ Associates **Incharges/Associates** Incharges/ Associates | Incharges/ Associates I/C 1 Bhawana Upadhyay 2 Y N Singh Associate 3 Associate Gayatri Associate 4 Renu Yogi Associate 5 Anu Rana

6

Associate

PRINCIPAL

G Jaya Lakshmi

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