

PM SHRI KENDRIYA VIDYALAYA NO.- 1 DELHI CANTT. NEW DELHI -110010 VIDYALAYA COMMITTEE SESSION 2026-27

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PM SHRI KENDRIYA VIDYALAYA NO.- 1 DELHI CANTT. NEW DELHI -110010
VIDYALAYA COMMITTEE
SESSION 2025-26

S. No.	Name of Committee	Responsibilities	Roles	First Shift Secondary Incharges/ Associates		Second Shift Secondary Incharges/ Associates		First Shift Primary Incharges/ Associates		Second Shift Primary Incharges/ Associates	
2	EXAMINATION	•To conduct Internal & CBSE exams (monthly tests, half yearly, periodic 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 directions. •To provide result registers to all the class teachers. •To distribute the timetable for exam.in time. •To collect question papers from paper setters, along with blueprint & marking scheme and arrange moderation by experts before printing. •To update all CBSE and KVS portals pertaining to evaluation and assessment •To preserve the answer papers in safe custody. To conduct board exam without any problem. •To conduct retest as per norms. •Analyse the results of internal and CBSE examination. •Keep 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 of exam department. Correspondence to CBSE. • To coordinate for Holidays HW, Student Council, Id card. • To conduct and ensure PTM - Mentor Mentee Record-To prepare the list of mentor and mentee for the whole school class/sec wise	I/C	1	Divya	1	Kamakshi Sharma	1	ANU	1	Ravi Kumar
			Associate	2	Pinki	2	D K Verma	2	SURENDER	2	AJAY PAL
			Associate	3	Neelam	3	Monica Yadav	3	PRT-01	3	POONAM
			Associate	4	Raj Kumar Meena	4	Gaytri Yadav	4		4	JITESH
			Associate	5	Sandeep Kumar	5	Vineet	5		5	RENU
			Associate	6	Naima	6	Suman Yadav	6		6	KAUSHIK
			Associate	7	Mamta	7	Hemant	7		7	SATENDRA
			Associate	8	Vijay Kumar	8	Namita CI	8		8	
			Associate	9	Rajeev Ranjan	9	Sweta Singh	9		9	
			Associate	10	Rani CI	10		10	Comp Intr	10	Comp Intr
3	CBSE EXAMINATION	•To conduct Internal & CBSE exams (monthly tests, half yearly, periodic 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 directions. •To provide result registers to all the class teachers. •To distribute the timetable for exam.in time. •To collect question papers from paper setters, along with blueprint & marking scheme and arrange moderation by experts before printing. •To update all CBSE and KVS portals pertaining to evaluation and assessment. •To preserve the answer papers in safe custody. To conduct board exam without any problem. •To conduct retest as per norms. •Analyse the results of internal and CBSE examination. •Keep 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 of exam department. Correspondence to CBSE	I/C	1	Archana Devi	1	Mr. Pankaj Kumar Singh	1	HIMANSHU	1	SWATI
			Associate	2	Renu Singh(CS)	2	Davinder	2	YUDHVIR	2	JITESH
			Associate	3	Pinki	3	Barkha	3		3	
			Associate	4	Rajeev	4	Shweta Singh	4		4	
			Associate	5	Rashmi	5	Sandeep Kumar	5		5	
			Associate	6	Geetanjali	6		6		6	

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4	External EXAMINATION, PTA	•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 time. •Maintain examination wise record in the office for audit.	I/C Associate Associate Associate	1 Archana Devi 2 M K Jha 3 G Jaya Lakshmi 4 Raj Kumar Meena	1 Avdhesh 2 Y N Singh 3 4	1 ANU 2 SURENDER 3 PRT-01 4	1 Sumit 2 Jitesh 3 4
5	TIME TABLE	•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. •To ensure that teachers attend their arrangement periods. •To monitor the presence of teachers in all the classes if not to remind teachers. •To make a remedial timetable for low achievers. •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/ fortnightly. •To verify the days and leave for contractual staff hired.	I/C Associate Associate Associate Associate Associate-Arrangement Tally Associate-Arrangement Tally	1 Bhawana 2 Archana Devi 3 Gyanender Pratap Singh 4 Pratibha Bhagat 5 Rajeev Ranjan 6 Vijay 7 Naima	1 Mr Anil Kumar PGT 2 MS Seema Yadav 3 Sandeep Kumar 4 Davinder 5 Barkha 6 Kamini 7 Anita	1 KALPANA 2 ANU 3 POOJA K 4 ANU M 5 PRT-01 6 YOGEEETA 7	1 KAUSHIK 2 SWATI 3 POONAM 4 AKSHAY VERMA 5 KAVITA 6 7

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			Overall Incharge	Pankaj Kumar Singh, Archana Devi							
6	ADMISSION	•Registration, verification of the admission forms, preparation of master list, and admission of students. •To give information regarding Registration & Admission to the Correspondent. •Admissions from class1 to `12 as per the prescribed KVS guidelines. •To compile and update Vidyalaya enrolment every month. •UBI fee entries on the fee portal. To attend KVTC and local transfer cases •Uploading of lists on the website and notice boards, Samagam Work and updation, APAAR id Generation. •Any other emergency related to admission. To get and store the enrolment month wise. and daily until admission continues. •To 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 room whenever the updation is done.	I/C	1	Renu Singh	1	Ateek Khatri	1	HIMANSHU	1	VIJAY KUMAR JHA
			Associate & Samagam I/c	2	Manisha Jain	2	MP Manu	2	Yudhveer	2	Akshay
			Associate	3	Yogesh Kumar	3	Barkha Gupta	3	Surender	3	VISHAL GULIA
			Associate	4	Promila	4	Pankaj Srivastav	4	Archana Soni	4	Renu Yogi
			Associate	5	Deepti	5	Jyoti	5		5	
			Associate	6	Pratibha	6	Chetan Pal	6		6	
			7	DISCIPLINE	•To monitor the discipline of students during the assembly. •To check whether students are attending the assembly or not. •To check the bags of higher-class students at regular intervals to ensure that they do not bring mobiles & i-pods to school. •To ensure that discipline is maintained in the maintenance of toilets and classrooms and asset available in the vidyalaya. •This committee will ensure that no late comers to school. •Students will follow proper order while moving from classes to departments and vice versa. •System of issue of penalty/reward cards for the misconduct/late arrival /perfect uniform etc. •To conduct inquiry as per article 60 of education code for the reported misconducts. •The committee will also see that students should come in proper uniform. •To assign duties to the committee members to monitor the uniform of students & latecomers. •To inform the parents about regular defaulters. •To maintain the details of defaulters in the register. •To announce the names of classes with minimum defaulters at the end of the week after the consolidation of data. •To plan for corrective measures, through skit or talk during morning assembly •To assign floor wise duties to the student council for monitoring the uniform, late-arrival cleanliness and discipline during morning assembly, recess and departure. To check and ensure proper Uniform and Bag checking. •To keep proper record of late arrival.	I/C	1	Deepa Pande & Vijay Kumar	1	Y N Singh	1
Coordinator	2	Bhawana				2	J P Yadav	2	ANU MISHRA	2	AJAY PAL
Coordinator	3	Shilpa				3	Sushil Kumar	3	POOJA K	3	KANCHAN PAL
Coordinator	4	Archana Devi				4	VISHNU KUMAR	4	YOGEEETA	4	BHAWANA
Coordinator	5	Babita Nigam				5	Archna Yadav	5	PRT-01	5	MEENA
Coordinator	6	Neelam				6	Sarwari Begum	6	AJAY	6	DEESEE
Coordinator	7	Manisha Yadav				7	Suman Yadav	7	JHARNA	7	
Coordinator	8	Renu Singh CS				8	Gaytri Yadav	8	GAME COACH	8	
Coordinator	9	Pratibha				9	Preeti Mishra	9		9	
Coordinator	10	Jitendra Kuamr				10	Sukhbir Singh	10		10	
Coordinator	11	Rajeev Ranjan				11	Shweta Singh	11		11	
Coordinator	12	Indu Yadav				12	O Poonam	12		12	
Coordinator	13	Mamta				13		13		13	
Coordinator	14	Rashmi Pandey				14		14		14	
Coordinator	15	Chanda				15		15		15	
Associate	16	All Class teachers				16	All Class teachers	16	All Class teachers	16	All Class teachers
Associate	17	Coach - I				17	Coach - I	17	Coach - I	17	Coach – I
Associate	18	Coach - I				18	Coach - I	18	Coach - I	18	Coach – I
Associate	19	Coach - II				19	Coach - II	19	Coach - II	19	Coach – II
Associate	20	Yoga Instructor				20	Yoga Instructor	20	Yoga Instructor	20	Yoga Instructor

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8	Eco Club/Nature Club/ Gardening/ Kitchen garden/ Agriculture Lab	•To plan and conduct eco club activities as per the ECO Club guidelines •To keep a close eye on the beautification of campus. Make rounds of classroom, school notice boards and suggest necessary changes and improvement. •To maintain the aquarium and garden with the help of the gardener and the members of eco club •Maintain Herbal and Kitchen garden and display of description of plants with uses. •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.	I/C	1	M.K. Jha & Sonia Pandey	1	Sunita Yadav	1	BRIJLATA	1	MEENA				
			Associate	2	Deepika	2	Vineeta Sharma	2	MITHLESH	2	URMILA				
			Associate	3	Santosh	3	Shaheen Khan	3	HEENA	3	SUSHMA				
			Associate	4	Kiran Goel	4	Kiran	4	SONIKA	4	MANISHA DEVI				
			Associate	5	Promila	5	Minakshi	5	JYOTI 1	5	VUJAY JHA				
			Associate	6	Manisha Yadav	6		6		6					
			Associate	7	Munesh Singh	7		7		7					
			9	Vidyalaya Beautification		I/C	1	Meena	1	Geeta Singh	1	BRIJLATA	1	SATENDRA	
Associate	2	Deepa				2	Anil Kumar Mishra	2	MITHLESH	2	MANJU RANI				
Associate	3	Naima				3	Archna Yadav	3	HEENA	3	BHAWNA BHORIA				
Associate	4	Pratibha				4	Priya Sejwal	4	SONIKA	4	AKANSHA				
Associate	5	Rashmi				5	Kiran	5	JYOTI 1	5					
Associate	6	Renu Singh				6	Asha Rani	6		6					
Associate	7	Chanda Bhatt				7	Raghunath	7		7					
Associate	8					8		8		8	ALL CLASS TEACHERS				

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10	Health Club	•To plan two rounds of medical check-up for the academic year. •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 first aid facilities to students as and when required. • Attending to all emergency conditions. • To convene meetings on the importance of good and healthy habits to be taken up by staff and the students. •To monitor the food prepared in the canteen and food brought by students. Medical check two times. •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 garbage is removed regularly •To ensure atleast two health check ups for all the students. • To conduct proper check up and seminar for mental wellbeing of all the stakeholders.	I/C	1	Sonia Pandey	1	Preeti Mishra	1	POOJA KAPOOR	1	SUSHMA
			Associate	2	Annu	2	VINEETA SHARMA	2	REKHA	2	REENA
			Associate	3	Vijay Kumar	3	MINAKSHI	3	ASHOK	3	JITESH
			Associate	4	Kiran	4	Sunita Yadav	4		4	URMILA
			Associate	5	Suman Kumari	5	Kiran	5		5	DEEPA
			Associate	6	Doctor	6	Doctor	6	Doctor	6	Doctor
			Associate	7	Nurse	7	Nurse	7	Nurse	7	Nurse
11	Furniture	•To ensure the furniture in each classroom is of uniform nature 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 replaced in its proper place. •This committee will see that the old and unused furniture be disposed off after following proper procedure •To keep a record of all furniture Purchase, repaired & broken. Furniture & fixture should be kept properly and necessary checking for condemnation and auction with consultation with the competent authority.	I/C	1	Pinky Gurjar	1	Vishnu Kumar Sharma	1	ASHOK	1	ASHOK KUMAR MEENA
			Associate	2	Nirupam Kumar	2	Avdhesh Kumar Yadav	2	JITENDER	2	Ravi Kumar
			Associate	3	M K Jha	3	Sukhbir Singh	3	USHA	3	POOJA CHHIKARA
			Associate	4	M K Meena	4	Ramalata	4		4	DEESEE
			Associate	5	Sonia Pandey	5	Om Dutt	5		5	KAMAL
			Associate	6	Madri	6	Hemant	6		6	
			Associate	7		7	Joyti	7		7	
			Associate	8		8		8		8	

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12	Photography / Videography Club	- To train the students in diverse way of drawing and paintings. - Creative hand writings. - Display of creative work of students. - Encourage the students to take part in competition outside the school. - TO PRINT greeting cards, invitations etc.	I/C	1	Deepa Pandey	1	AVDESH	1	PREETI 2	1	NEHA KUMARI
			Associate	2	Raj Kumar Meena	2	A.K.Mishra	2	SUMITA	2	BHAWANA
			Associate	3	Mahesh Meena	3	Annu	3	AJAY	3	AKSHAY VERMA
			Associate	4	Vandana	4	Vineet	4	SANJU	4	
			Associate	5	Renu Singh	5	Sajel	5	DEEPANSHI	5	
			Associate	5	Navita	6					
13	Excursion /Transportation	- Committee members will plan for excursion from April month onwards. - Trips should have academically significant places. - At the same time trips should not be undertaken to the places where there is a threat for the students - Transportation for the purpose should be safe and secure.	I/C	1	Ajay Kumar	1	Y N Singh	1	NICKY	1	VISHAL
			Associate	2	Jitender	2	Vishnu Kuamr	2	FIROJ	2	VIJAY JHA
			Associate	3	Geetanjali	3	Hemant	3	HIMANSHU	3	AJAY
			Associate	4	Sonia Pandey	4	Omdutt	4	ANU	4	Poonam
			Associate	5	Durgesh Rani	5	Suman Yadav	5		5	POOJA
			Associate	6	Navita	6		6		6	
14	Integrity Club	- To plan and organise activities to promote National integration and values among the students. - To promote the National integration is society by organising activities. - To keep record of activities conducted	I/C	1	Gyanendra Pratap Singh	1	RENU KUMARI	1	IRFAN	1	SWATI
			Associate	2	Meena	2	GAYATRI YADAV	2	JITENDER	2	NEHA KUMARI
			Associate	3	Renu Bala	3	KIRAN	3	SONIKA	3	DEESEE
			Associate	4	Geetanjali	4	CHETAN PAL	4	JYOTI 1	4	DEEPA
			Associate	5	Santosh	5	KAMNI	5		5	AARTI
			Associate	6	Manju Meena						
			Associate	7	Munesh Singh						

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15	Data Collection/ ICT	Data Collection, ICT Infrastructure, e-classroom, Capacity Building, Remedial Class coordination, 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/ Interactive Panel/PC/ APAAR/ Id card data etc	I/C 1 Minu Singh Associate 2 Renu Singh (CS) Coordinator 3 Bhawana Coordinator 4 Shilpa Coordinator 5 Archana Devi Coordinator 6 Babita Nigam Coordinator 7 Neelam Coordinator 8 Manisha Yadav Coordinator 9 Renu Singh CS Coordinator 10 Pratibha Coordinator 11 Jitendra Kuamr Coordinator 12 Rajeev Ranjan Coordinator 13 Indu Yadav Coordinator 14 Mamta Coordinator 15 Rashmi Pandey Coordinator 16 Chanda	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	SARWARI BEGUM Shushil Kumar Vishnu Kumar Dinesh Kumar M P M anu Pankaj Kumar Singh Avdesh Vineet Vineeta Barkha Gaytri Preeti Mishra Jyoti Raghunaath Suman Yadav	1 SURENDER 2 AJAY 3 SONIKA 4 5 6 7 8 9 10 11 12	1 Vijay Jha 2 Tiksha Juneja 3 Jitesh 4 AKANSHA 5 Kanchan 6 Archana Kumari 7 Pavitar Kumar 8 9 10 11 12

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16	Cleanliness	•To do correspondence with the Authorized agency. •To check the attendance/ ESI/ Police verification of Housekeeping staff. •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 thrice daily by the house keeping staff. •To maintain records. To ensure that the classrooms and the corridors of their respective blocks are cleaned. •Functioning of Vending Machine- Upkeep of the machine, help and guide the students how to use it. AMC of incinerators in the girl's toilets. •Functioning 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 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 workshop etc for Swachh Bharat Abhiyan. •To complete the log books of cleanliness class wise/ washroom wise/ department wise. •To ensure the potable water for all stakeholders.	Overall I/C	1	Deepa	1	Avdhesh	1	MANISHA	1	JITESH
			I/C -Potable Water & Associate	2	Jitendra kumar	2	Priya Sejwal	2	SONAM	2	Vishal Gulia
			Associate	3	Mamta	3	Om Dutt	3	FIROJ	3	MANJU
			Associate	4	Chanda Bhatt	4	Anita Meena	4	POOJA KAPOOR	4	MANISHA DEVI
			Associate	5	Bhupender	5	RAMLATA	5	JYOTI 2	5	PANKAJ ARYA
			Associate	6	Navita	6	SUMAN YADAV	6	JYOTI 1	6	DEESEE
			Associate	7		7	SWETA SINGH	7	VISHAWDEEP	7	ASHOK
			Associate	8		8	SUKHVEER	8		8	KARISHMA
			Associate	Separate Committee is circulated with designated Areas							
17	Roster Chart	To maintain and give the names of teachers as per the roaster maintained for escorting/ workshop etc.	I/C	1	Naima	1	ANIL KUMAR PGT	1	KALPANA	1	POONAM
			Associate	2	Rajeev Ranjan	2	PREETI MISRA	2	USHA	2	VIJAY KUMAR JHA
			Associate	3	Vijay Kumar	3	Raghunath	3		3	

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18	ICC (Internal Complaint Committee)	☑To monitor in the implementation of Protection of Children from Sexual Offences (POCSO) Act, 2012. The Committee has the 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 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 grievances of the stakeholders and forward the same to the competent authority. •Adolescence Education Programme (AEP)/Sexual Harassment / Anti Bullying Ragging/Grievance Redressal/ POCSO / POSH	I/C - POSH	1	Deepa Pande	1	Geeta Singh	1	USHA SHUKLA	1	VIJAY JHA
			I/C- Sexual Harrasment / Anti Bullying Ragging /	2	Archana Devi	2	Kamakshi	2	MANISHA	2	TIKSHA JUNEJA
			I/C -Grievance Redressal	3	Neelam	3	Omprakash	3	YUDHVIR	3	MEENA
			I/C -Adolescence Education Programme (AEP)	4	Bhawana Upadhyay	4	Sunita Yadav	4	KALPANA	4	ASHOK
			Associate	5	Chanda Bhatt	5	Gaytri	5	ANU MISHRA	5	POONAM
			Associate	6	Annu	6	Vineet Kumar	6	BHUPENDER	6	KANCHAN
			Associate	7	Bhupender Singh	7	COUNSELLOR	7		7	
			Associate	8	Vijay Kumar	8		8		8	
			Associate	9	Counsellor	9		9		9	
19	Raj Bhasha Committee	•To make Rajbhasha functional and effective, to send all quarterly reports on time. •To convene regular meetings to see that Rajbhasha has been properly implemented. •Hindi Pakhwada is to be celebrated in a befitting manner. Promotion of Hindi be given importance. •Prize distribution of Pakhwara on 14th September •Preparation of annual e- newsletter of Rajbhasha activities	I/C	1	Pramod Kumar	1	Ateek Khatri	1	SURESH BALA	1	URMILA
			Associate	2	Manisha Jain	2	SUMAN YADAV	2	NICKY	2	KAVITA
			Associate	3	PGT Eng	3	Shweta Singh	3	PRITI 1	3	SWATI
			Associate	4	Suman Kumari	4	RENU Kumari	4		4	
			Associate	5	Mahesh Kumar Meena	5	O Poonam	5		5	
			Associate	6	Manju Meena	6	Om Dutt Mudgal	6		6	
			Associate	7	TGT Sanskrit	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

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20	Maths Lab	•To make all club activities real and to sensitize the students about the different areas of interest and hobby development. •To maintain notice boards and registers about the different activities undertaken by the club. •Preparation of Mathematical garden	I/C	1	Annu	1	KAMINI	1	KALPANA	1	AJAY PAL
			Associate	2	Yogesh Kumar Kaushik	2	DEVENDER	2	AJAY	2	SWATI
			Associate	3	Renu Singh	3	ANNU	3	DEEPANSHI	3	DIVYA
			Associate	4	Rashmi	4	SANDEEP	4	YOGEETA	4	REENA
			Associate	5	Durgesh Rani	5	PANKAJ SRIVASTAV	5	SUMITA	5	DEEPA
21	Disaster Management	•To ensure the safety and security of the students, •corridor movement, • Arrival/dispersal of students before/after morning assembly & school hours, • Issue of ID cards, Out pass, Visitor's pass, Parent ID etc. •Formation of Buddy pairs •NDMA drills on fire and building safety. •To procure fire, building and safe drinking water certificates. •The committee will keep track of the regular water tank cleaning in every three months and also expiry date of extinguisher and process for cleaning/refilling. The date of cleaning of tank or refilling should be recorded in writing on the tank/extinguisher. • If possible, a mock drill may also be planned for evacuation. •To see that fire extinguishers are placed in all floors and departments. •To ensure the safe arrival and dispersal as well as safety during the school timings.	I/C - Security Officer & Disaster Management	1	Ajay Kumar Sharma	1	V K Sharma	1	Vishawdeep	1	SUMIT
			I/C Fire Safety	2	Mamta	2	J P YADAV	2	Himanshu Dev	2	MEENA
			I/C First Aid	3	Jitendra Kumar	3	ANIL KUMAR	3	AJAY	3	Tiksha
			Associate	4	Pramod	4	Dr Y N Singh	4	Pooja kapoor	4	REENA
			Associate	5	Rajeev Ranjan	5	Kiran	5	Rekha	5	ASHOK MEENA
			Associate	6	Deepika	6	Preti Mishra	6	USHA SHUKLA	6	PAVITRA
			Associate	7	Navita Singh	7	Minakshi	7	Priti	7	JITESH
			Associate	8	Vijay Kumar	8	Monika	8	BRIJLATA	8	
			Associate	9	Deepti	9	Hemant	9	SONAM	9	
			Associate	10	Suman	10	Chetan Pal	10		10	
			Associate	11	Yoga Coach	11	Yoga Coach	11	Yoga Coach	11	Yoga Coach
			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	Separate Committee is circulated with designated Areas							

PM SHRI KENDRIYA VIDYALAYA NO.- 1 DELHI CANTT. NEW DELHI -110010
VIDYALAYA COMMITTEE
SESSION 2026-27

S. No.	Name of Committee	Responsibilities	Roles	First Shift Secondary Incharges/ Associates		Second Shift Secondary Incharges/ Associates		First Shift Primary Incharges/ Associates		Second Shift Primary Incharges/ Associates	
22	SC/ST Scholarship Committee		I/C	1	Geetanjali	1	D K Verma	1	Jharna	1	MANJU RANI
			Associate	2	Annu	2	Chetan Pal	2	Deepanshi	2	KAMAL SINGH
			Associate	3	Santosh	3	Priya	3	Pooja Sharma	3	SATENDRA
			Associate	4	Promila	4	Monica	4		4	ASHOK MEENA
			Associate	5	Manju Meena	5		5		5	
			Associate	6	Shilpa	6		6		6	
23	NCC Coordinator	ANO for girls • To coordinate with the school ANO for Girls NCC	I/C	1	Gayatri Yadav, TGT						
			Associate	2	Deepanshi, PRT						
		ANO for Boys • To coordinate with the school ANO for Boys NCC	I/C	1	Vishal Gulia, PRT						
			Associate	2	Vishwadeep, PRT						
24	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.	I/C	1	Indu Yadav	1	RAGHUNATH	1	IRFAN	1	DEESEE
			Associate	2	Neelam	2	ANIL KUMAR MISHRA	2	BRIJLATA	2	NEERAJ
			Associate	3	Mamta TGT (Stock Incharge)	3	Sajal	3	JHARNA	3	Urmila Jha
25	Alumni Committee	•To liaison with the alumni of the vidyalaya. •To constitute PTA •To ensure proper meetings of PTA as per norms.	I/C	1	Gyanender Pratap Singh	1	Dr Y N Singh	1	DEEPANSHI GAUTAM	1	Tiksha Juneja
			Associate	2	Archana Devi	2	Kamakshi Sharma	2	NICKY YADAV	2	POOJA CHHIKARA
			Associate	3	Indu Yadav	3	Seema Yadav	3	REKHA BAI	3	KAUSHIK
			Associate	4	Meena	4	Priya Sejwal	4	PRT-01	4	
			Associate	5	Rashmi	5	Kiran	5		5	

PM SHRI KENDRIYA VIDYALAYA NO.- 1 DELHI CANTT. NEW DELHI -110010
VIDYALAYA COMMITTEE
SESSION 2026-27

S. No.	Name of Committee	Responsibilities	Roles	First Shift Secondary Incharges/ Associates		Second Shift Secondary Incharges/ Associates		First Shift Primary Incharges/ Associates		Second Shift Primary Incharges/ Associates	
26	Bharat Scout & Guide, Cubs & Bulbul	•To make all club activities real and to sensitize the students about the different areas of interest and hobby development. •To maintain notice boards and registers about the different activities undertaken by the club •Motivate and guide children and staff to participate in NCC/Scout and guides/cubs and bulbul movement.	I/C	1	Mahesh Kumar Meena	1	RAGHUNATH	1	FIROJ	1	Jitesh
			I/C	2	Naima	2	GAYATRI YADAV	2	REKHA BAI BULBUL	2	Meena
			Associate	3	Raj Kumar Meena	3	BARKHA GUPTA	3	HIMANSHU	3	Deesee
			Associate	4	Sandeep Kumar	4	RENU	4	JITENDER	4	Ashok
			Associate	5	Yogesh Kumar	5	Minakshi	5	VISHWADEEP	5	Ravi
			Associate	6	Vandana	6	Vineeta	6	ASHOK	6	Manju rani
			Associate	7	Bhupender Singh	7	Suman Yadav	7	HEENA	7	Sushma rani
			Associate	8	Geetanjali	8	Kiran	8	SURESH BALA	8	Deepa
			Associate	9	Durgesh Rani	9	O Poonam	9	POOJA SHARMA	9	Kavita
			Associate	10	Sonia Pandey	10	RAMLATA	10	BRIJLATA	10	Karishma
			Associate	11	Deepti	11	Vineet	11	NICKY	11	Urmila
27	Science Club	•To conduct various science related activities in the morning assembly. •To encourage scientific culture among children •To conduct exhibition and Olympiads (All subject) •To organise JIGYASA JNNSMEE, INSPIRE, STEAM WORKSHOPS etc & to take up projects for National Children Science Congress. •provides an opportunity to the pupils to express their creative abilities in the field of science and encourage development of new ideas. •To arrange talks by experts. •To guide students to make prize-winning innovative projects for science exhibition. •To organise Science exhibition. •To conduct seminars on Science topics. •To train students for Science Olympiad. •• To train students for NTSE, Inspire, VVM, Science Congress. • To ensure the proper uploading of documentation and logins for NTSE, VVM, Science Congress, Inspire.	I/C	1	Babita	1	M P Manu	1	Heena Saini	1	PAVITRA
			Associate	2	Indu Yadav	2	J P Yadav	2	Jyoti-1	2	DIVYA
			Associate	3	Renu Singh CS	3	Geeta Singh	3	USHA SHUKLA	3	BHAWANA
			Associate	4	Jitender	4	Anil Kumar	4	PRT-01	4	
			Associate	5	Kiran Goel	5	Veenita	5		5	
			Associate	6	Sonia Pandey	6	Meenakshi	6		6	
			Associate	7	Santosh	7	KIRAN	7		7	
			Associate	8	Navita	8	SUNITA YADAV	8		8	
			Associate	9	Deepika	9	Shaheen	9		9	

PM SHRI KENDRIYA VIDYALAYA NO.- 1 DELHI CANTT. NEW DELHI -110010
VIDYALAYA COMMITTEE
SESSION 2026-27

S. No.	Name of Committee	Responsibilities	Roles	First Shift Secondary Incharges/ Associates		Second Shift Secondary Incharges/ Associates		First Shift Primary Incharges/ Associates		Second Shift Primary Incharges/ Associates	
28	Olympiads		(Overall I/C)	1	Neelam	1	M P Manu	1	SONIKA	1	VIJAY KUMAR JHA
			I/C - Maths Olympiad, IOQM	2	Divya Taneja	2	Sushil Kumar	2	HEENA	2	DEESEE
			I/C - English	3	Vandana	3	Sweta Singh	3	SONAM	3	AKSHAY VERMA
			I/C - Hindi	4	Manju Meena	4	O POONAM	4	POOJA KAPOOR	4	JITESH
			I/C - GK	5	Gyanendra	5	Vineet Kumar	5		5	TIKSHA
			I/C - Science	6	Santosh	6	Vineeta sharma	6		6	PANKAJ ARYA
			I/C - Computer	7	Minu Singh	7	Sarwari Begum	7		7	RAVI KUMAR
			I/C - Value Education	8	Ajay Kumar	8	Om Dutt	8		8	
			I/C - S St	9	Manisha Yadav	9	Monica	9		9	
29	Social Science Club	•To organise Swachh and Harit class competition every month •Class room cleanliness by all the staff and students once in a month. • Best maintained Toilets and corridors •Area to be delegated to each class and plantation completion to be conducted thereby awarding best three Harit Classes •Day and date may be informed well in advance to all and best three classes to be awarded every month •To Ensure the activities under EBSB, AKAM, Youth Parliament. and uploading the required data at the portal or to send the data at required email.	I/C	1	Gyanendra Pratap Singh	1	Vishnu Kumar	1	JYOTI-2	1	DIVYA
			Associate	2	Meena	2	Y N Singh	2	PRT-01	2	RENU KUMARI YOGI
			Associate	3	Pinki Gurjar	3	D K Verma	3	PRITI 1	3	DEEPA
			Associate	4	Deepa Pande	4	Omdutt	4		4	
			Associate	5	Nirupam Kumar	5	Chetan Pal	5		5	
			Associate	6	Munesh Singh	6	Monica Yadav	6		6	
			Associate	7	Raj Kumar Meena	7	Vineet Kumar	7		7	
			Associate	8		8	A K Mishra	8		8	
			Associate	9		9	Hemant	9		9	
			Associate, I/C- Bal Sansad	11	Bhupender Singh	11	Avdesh	11		11	
			Associate	12		12		12		12	

PM SHRI KENDRIYA VIDYALAYA NO.- 1 DELHI CANTT. NEW DELHI -110010
VIDYALAYA COMMITTEE
SESSION 2026-27

S. No.	Name of Committee	Responsibilities	Roles	First Shift Secondary Incharges/ Associates	Second Shift Secondary Incharges/ Associates	First Shift Primary Incharges/ Associates	Second Shift Primary Incharges/ Associates
30	Repair & Maintenance	•Update of website and posting of photographs of various activities of the students on day to day basis. •To ensure the e-classes and computer labs logbook is maintained properly. •To ensure e class timetable is displayed in the e- class rooms as well as in the computer lab. •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. •To check regularly electrical, plumbing and civil faults in the school building. The committee will take up resolutions for repair and maintenance and necessary purchases for speedy work & will maintain work register. •To ensure the repair and maintenance of staff quarters and vidyalaya building.	I/C 1 Associate 2 Associate 3 Associate 4 Associate 5 Associate 6 Associate 7	Indu Yadav Gyanendra Pratap Jitendra Kumar Nirupam Kumar Mamta Madhu SSA 	J P Yadav Omprakesh M P Manu Raghunath Rosy Vijay SSA 	VISHWADEEP IRFAN ASHOK JITENDER FIROJ 	SUMIT VIJAY JHA Kamal MANJU RANI VISHAL
31	Canteen		I/C Associate Associate Associate Associate	Ajay Kumar Jitendra Pinky Renu Singh Durgesh Rani	Om Prakash KIRAN VINEETA A K MISHRA 	USHA SHUKLA MANISHA 	BHAWANA BHORIYA POOJA POONAM NEERAJ SHARMA
32	Language Lab		I/C Associate Associate Associate Associate	Manisha Jain Archana Devi Chanda Suman Kumari Deepti	Sweta Singh Ateek Seema Gayatri Sukhveer	Yoshita 	URMILA KAMAL ARCHNA

PM SHRI KENDRIYA VIDYALAYA NO.- 1 DELHI CANTT. NEW DELHI -110010
VIDYALAYA COMMITTEE
SESSION 2026-27

S. No.	Name of Committee	Responsibilities	Roles	First Shift Secondary Incharges/ Associates		Second Shift Secondary Incharges/ Associates		First Shift Primary Incharges/ Associates		Second Shift Primary Incharges/ Associates	
33	Life Skill (ACP/FCP)	•To plan guidance & counselling activities for the academic year & 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. •To invite alumni of the Vidyalaya for addressing the students about career options. •To 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 speakers from outside. •To have a meeting with the girl students by lady teachers once in a month regarding their problems. A written record is to be maintained. •To ensure classes under Rama Krishan Mission (ACP), AEP, Career oriented Workshop, Counselling Workshops, value Education Workshops etc	I/C	1	Vandana	1	Suman Yadav	1	REKHA	1	AARTI
			Associate	2	Bhupender	2	Joyti	2	MITHLESH	2	KANCHAN
			Associate	3	Yogesh Kumar	3	Vineet	3	SANJU	3	ARCHNA
			Associate	4	Renu Bala	4	Anita Meena	4	NICKY	4	KAVITA
			Associate	5	Chanda Bhat	5		5	BRIJLATA		PANKAJ ARYA
34	Teaching Aid		I/C	1	Deepa Pande	1	V K Shrama	1	POOJA SHARMA	1	Deepa
			Associate	2	Meena	2	Vineet Kumar	2	DEEPANSHI	2	Karishma
			Associate	3	Manisha Yadav	3	Monica yadav	3	NICKY	3	Satender
			Associate	4	Navita	4	Hemant	4	POOJA K, ANU	4	Pavitra

PM SHRI KENDRIYA VIDYALAYA NO.- 1 DELHI CANTT. NEW DELHI -110010
VIDYALAYA COMMITTEE
SESSION 2026-27

S. No.	Name of Committee	Responsibilities	Roles	First Shift Secondary Incharges/ Associates		Second Shift Secondary Incharges/ Associates		First Shift Primary Incharges/ Associates		Second Shift Primary Incharges/ Associates	
35	Library	•To introduce the literacy club immediately. Reading habits have to be inculcated among the students. More books may be 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. •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. •The library should be open during lunch time for students to read books & magazines. •Students should be encouraged to write a Book Review. •Guidance & Counselling corner or table to be maintained. •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 •Maintain book and uniform bank to help the needy students.	I/C	1	Rajeev Ranjan	1	Asha Rani	1	SURESH BALA	1	MANJU
			Associate	2	PGT Eng	2	Avdhes Kumar	2	SANJU	2	REENA
			Associate	3	Manisha Jain	3	Gayatri Yadav	3	SUMITA	3	SWATI
			Associate	4	Ajay Kumar Sharma	4	Sweta Singh	4	JYOTI 1	4	RENU
			Associate	5	Babita	5	Shushil Kumar	5		5	
			Associate	6	Promila	6	OM DUTT	6		6	
36	Resource Room		I/C	1	Mahesh Kumar Meena	1	Seema Yadav	1	SURENDER	1	JITESH
			Associate	2	Manju Meena	2	Renu Kumari	2	AJAY	2	VIJAY KUMAR JHA
			Associate	3		3		3	SONIKA	3	
37	Staff Rooms		I/C	1	Manisha Yadav	1	Suman Yadav	1	SUMITA	1	KAVITA
			Associate	2	Promila	2	Ramlata	2	SONAM	2	SATENDRA
			Associate	3	Bhupender Singh	3	Joyti	3	PRITI 1	3	DEEPA

PM SHRI KENDRIYA VIDYALAYA NO.- 1 DELHI CANTT. NEW DELHI -110010
VIDYALAYA COMMITTEE
SESSION 2026-27

S. No.	Name of Committee	Responsibilities	Roles	First Shift Secondary Incharges/ Associates		Second Shift Secondary Incharges/ Associates		First Shift Primary Incharges/ Associates		Second Shift Primary Incharges/ Associates	
38	PTA		I/C	1	Gyanendra Kumar	1	Y N SINGH	1	ANU	1	MANJU RANI
			Associate	2	Meena	2	Sunita Yadav	2	SURENDER	2	KAMAL
			Associate	3	Annu	3	Gayatri	3	PRT-01	3	TIKSHA
39	Lost & Found		I/C	1	Suman Yadav	1	Gayatri Yadav	1	PRT-01	1	URMILA
			Associate	2	Renu Bala	2	Vineet Kumar	2	SANJU KUMARI	2	PAVITRA
40	Display & Bulletin Board		I/C	1	Babita Nigam	1	Avdhesh Kumar	1	SUMITA	1	Urmila Kaushik
			Associate	2	Madri	2	Barkha	2	SONAM	2	KANCHAN
			Associate	3	Naima	3	Suman Yadav	3	PRTI 1	3	SUSHMA
			Associate	4	Sandeep Kumar	4	Priya Sejwal	4	JYOTI 2	4	REENA
			Associate	5	Promila	5	O Poonam	5		5	DEESEE
			Associate	6	Munesh	6	Chetan Pal	6		6	KAUSHIK
			Associate	7	Sonia Pandey	7	A K Mishra	7		7	
			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	
41	Games & Sports	• To plan and motivate sports and games. Emphasis may be given for indoor games like chess, carom board, T.T and other games. •Aerobics to be introduced for secondary and primary sections separately • To select & train the students for sports activities at Vidyalaya level cluster, regional and National Level. • To 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. •EBSB 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	I/C	1	Vijay Kumar (TGT PHE)	1	Preeti Mishra	1	ASHOK	1	DEESEE
			Associate	2	All Coaches	2	All Coaches	2	All Coaches	2	POOJA CHHIKRA
			Associate	3	Yoga Instructor	3	Yoga Instructor	3	Yoga Instructor	3	Yoga Instructor

PM SHRI KENDRIYA VIDYALAYA NO.- 1 DELHI CANTT. NEW DELHI -110010
VIDYALAYA COMMITTEE
SESSION 2026-27

S. No.	Name of Committee	Responsibilities	Roles	First Shift Secondary Incharges/ Associates		Second Shift Secondary Incharges/ Associates		First Shift Primary Incharges/ Associates		Second Shift Primary Incharges/ Associates	
42	Curricular	•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. •To discuss changes in curriculum, question paper patters, •Use of ICT classes. Strategies for better results. • To conduct exhibitions. To discuss about the practicals and MDP. • To implement the new pattern of examinations in Class IX, X, XI & XII etc., timely completion of syllabus. •To monitor the ongoing activities of the subject. •To improve the academic standards. •To prepare the plan and monitor the work for the PPC/Innovation & Experimentation/ Nishtha/Diksha / Compensation of Study Loss / Bagless day / Tarunotsava/ Career Counselling & Guidance / Skill India Programmes etc •To follow the KVS schedule of CCT & PISA exam and conduct all examination in a systematic and transparent manner in coordination with examination committee. •To compile the regional CCT report and send it to the regional office before 22nd of every month. •Preparation of CCT resource material/question bank for practice by the students. •To ensure CCT corner in all the classes and the Vidyalaya. •Practice of one CCT question in the morning assembly	I/C	1	Bhawana, Meena	1	Anil Kumar PGT	1	JYOTI 2	1	TIKSHA I/C
			Associate , Subject Convenor- HIS, GEO, ACC, BST, ECO., Social Science	2	Deepa Pande	2	Om Prakash	2		2	AJAY (MATHS)
			Associate, Subject Convenor- Science & CS	3	Jitender	3	Geeta Singh	3	JYOTI 2	3	PAVITRA (EVS)
			Associate, Subject Convenor- Maths	4	Divya Taneja	4	Shushil Kumar	4	ARCHANA	4	KANCHAN (ENGLISH)
			Associate, Subject Convenor- English	5	Archana Devi	5	.Kamakshi	5	MANISHA (ENGLISH)	5	URMILA (HINDI)
			Associate, Subject Convenor- Hindi	6	Manisha Jain	6	Ateek Khatri	6	HEENA (HINDI)	6	NEERAJ (PE/YOGA)
			Associate, Subject Convenor- Miscellaneous	7	Rajeev Ranjan	7	. Asha Rani	7	DEEPANSHI (PE &WB) ANU M (ART EDU.)	7	MEENA ART EDU
			43	Hospitality	•Drinking water and food arrangement for the student’s on routine basis and also during various Vidyalaya/cluster and regional level programmes •S eating arrangement & Refreshments for the staff during the staff meeting on last working day of the month. • 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 Principal regarding the staff’s welfare. •Refreshment of guests during meetings/workshops/ any programme.	I/C	1	Manisha Jain	1	Om Prakash	1
Associate	2	Renu Singh TGT				2	Kamakshi Sharma	2	SONAM	2	KANCHAN
Associate	3	Vandana				3	Barkha	3	ANU M	3	DEESEE
Associate	4	Pratibha				4	Gayatri	4	POOJA K	4	SWATI

PM SHRI KENDRIYA VIDYALAYA NO.- 1 DELHI CANTT. NEW DELHI -110010
VIDYALAYA COMMITTEE
SESSION 2026-27

S. No.	Name of Committee	Responsibilities	Roles	First Shift Secondary Incharges/ Associates		Second Shift Secondary Incharges/ Associates		First Shift Primary Incharges/ Associates		Second Shift Primary Incharges/ Associates	
44	Inclusion Committee	•To ensure diverse inclusive classrooms to cater the need of CWSN as per the provision under Right to disability act & (NEP2020). •To plan Vidyalaya level innovation and experimentation on the indicators affecting the learning outcome of children with special need and document. •To prepare Data base of improvement in the performance of CWSN	I/C	1	DEEPA PANDE	1	Om Prakash	1	POOJA KAPOOR	1	KAUSHIK
			Associate	2	Munesh Singh	2	Geeta Singh	2	IRFAN	2	NEHA KUMARI
			Associate	3	Durgesh Rani	3	Seema	3	SANJU KUMARI	3	ASHOK MEENA
			Associate	4	Special Educator	4	Special Educator	4	Special Educator	4	Special Educator
			Associate	5	Councillor	5	Councillor	5	Councillor	5	Councillor
45	PM SHRI	•To ensure to follow the guidellines provided under PM SHRI Scheme.									

PM SHRI KENDRIYA VIDYALAYA NO.- 1 DELHI CANTT. NEW DELHI -110010

VIDYALAYA COMMITTEE

SESSION 2026-27

S. No.	Name of Committee	Responsibilities	Roles	First Shift Secondary Incharges/ Associates	Second Shift Secondary Incharges/ Associates	First Shift Primary Incharges/ Associates	Second Shift Primary Incharges/ Associates
46	Hostel		I/C	1	Bhawana Upadhyay		
			Associate	2	Y N Singh		
			Associate	3	Gayatri		
			Associate	4	Renu Yogi		
			Associate	5	Anu		
			Associate	6	G Jaya Lakshmi		
47	Outsourcing	To Verify the attendance from Biometric as well as from the register for salary of the outsourcing staff To monitor the work To verify the bills To provide the training To ensure proper discipline to be followed by the outsourcing staff	I/C	1	Nirupam Kumar		
			Associate	2	Y. N. Singh		
			Associate	3			
48	Innovation		I/C	1	Sarwari Begum		
			Associate	2	Renu Singh		
			Associate	3	Shilpa		
49	Bal Sansad		I/C	1	Chanda Bhatt		
			Associate	2	Promila		
			Associate	3	Gayatri		

PM SHRI KENDRIYA VIDYALAYA NO.- 1 DELHI CANTT. NEW DELHI -110010

VIDYALAYA COMMITTEE

SESSION 2026-27

Responsibilities	Roles	First Shift Secondary Incharges/ Associates	Second Shift Secondary Incharges/ Associates	First Shift Primary Incharges/ Associates	Second Shift Primary Incharges/ Associates
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50	PM SHRI & GeM		I/C	1	Archana Yadav
			Associate	2	Minu Singh
			Associate	3	

51	Medical		I/C	1	Jitendra Kumar
			Associate	2	Pinky Gurjar
			Associate	3	

52	Toilet Boys		I/C	1	Nirupam Kumar
			Associate	2	J.P. Yadav
			Associate	3	Mahesh Kumar Meena
			Associate	4	Sukhbir Singh
			Associate	5	Yogesh
			Associate	6	A K. Mishra
			Associate	7	Dee See
			Associate	8	Himanshu

53	Toilet Girls		I/C	1	Minu Singh
			Associate	2	Meena
			Associate	3	Priya Sejwal
			Associate	4	Yogeeta
			Associate	5	Renu Kumari
			Associate	6	Meena (II Shift)