

OFFICE ORDER

ALLOTMENT OF ADDITIONAL RESPONSIBILITIES FOR THE SESSION 2024-25

Following Committees are hereby constituted for the session 2023-24, for the smooth functioning of the Vidyalaya activities. Conveners are requested to take over the charge of their respective committee and should all of specific duties to other associate members of their committees. They must start planning for the session with immediate effect; however remaining work of the current session will be finished by the committee which is presently in existence. Handing/taking over of the charge must be completed at an earliest. After having been the stock verification physically and a report regarding handing /taking over of the charge must be submitted to the Principal. All the committees will look after the assignment as per provisions of KVS/CBSE circulars issued from time to time and instructions of Principal so as to develop a conducive environment for effective teaching-learning process in the Vidyalaya and develop the Vidyalaya campus as per expectations of the stock holders. Conveners/In charges should make subcommittees, if required, for execution and co-ordination of related work in a most befitting manner, for formation of such sub committees approval of the Principal should be obtained. Convener/In charges should make necessary plan as per the need of the occasioning consultation with the Principal. He/ She should also take the help of other staff members including office and sub staff for best results. All the In-charges and members of committees are requested to ensure that academic curricular activities should not be affected on account of the additional responsibilities/duties assigned to them. Co-operation of all the staff members is solicited. With all best wishes for a happy and successful session2024-25..

Overall In charge for supervision and monitoring- Mr.Ravindranath Singh Chauhan,PGT-Hindi

S.NO.	COMMITTEES	CONVENER/INCHARGES	MEMBERS	SIGN.
1	Academic Planning & Co-ordination	Ms. Madhubala, PGT-Eng Sh. Ravindranath Singh Chauhan PGT(Hindi) Mr.Anil Kumar, HM	Sh. Vishal Gupta, PGT (CS) Sh. Aakash, PGT (Physics) Sh.AnkurGheek PGT (Maths) Sh.Manpreet Singh PGT(Eco) Ms. Rita Bhagat, TGT (Science) Sh. Haneef Khan, TGT (Hindi) Sh.Arvind Kumar PGT (Chemistry) Sh. Rajesh Kamal, TGT (Maths) Ms. Babita Rani, TGT (Eng.) Ms. Nidhi Chhillar TGT (S.St) Mr.Anil Kumar HM	
2	Examination Committee (School Level & NIOS)	Sh. Haneef Khan, TGT (Hindi)	Sh. Rajesh Kamal, TGT (Maths) Ms. Babita Rani, TGT (Eng.) Ms. Megha Kothari , TGT (Eng.) Sh.Pritam Chand, Lab. Attendant	
3	External Examination (CBSE,JKSSB, NTA-NEET)	Sh. Akash, PGT (Physics)	Sh.Ankur Gheek PGT (Maths) Sh. Rajesh Kamal, TGT (Maths) Sh. Ram Singh, Sub-Staff	
4	Innovations & Experimentation	Sh.Vishal Gupta (PGT-Comp.Sc.)	Ms. MadhuBala, PGT (Eng.) Sh.Ankur Gheek PGT (Maths) Sh. Aakash, PGT (Physics) Smt.Nitu, PGT (Bio) Ms. Rita Bhagat, TGT (Science) Sh. Haneef Khan, TGT (Hindi)	

			Sh. Rajesh Kamal, TGT (Maths)	
			Ms. Babita Rani, TGT (Eng.)	
			Sh. Manpreet Singh PGT(Eco)	
			Mr.Arvind Kumar PGT (Chemistry)	
			Mr.Anil Kumar,HM	
			Ms.Priyanka Neogi, PRT	
			Ms. Nisha, PRT	
5	Admission & Draw Of Lots for class 1st And KVS TCs Cases	Sh.Manpreet Singh I/C PGT (Economics) Sh. M.S Charak, TGT (Lib.)	Ms. Renu Sharma, TGT (Hindi)	
			Sh. Vishal Gupta, PGT (CS) Technical Support	
			Mr.Anil Kumar,HM	
			Class teachers of 1 st A	
			Class teachers of 1 st B	
			Class Teachers of 11 th A&B	
6	Time Table, Substitution & Arrangement	Sh. Ankur Gheek PGT (Maths) Sh. Rajesh Kamal, TGT (Maths)	Sh. Aakash, PGT (Physics)	
			Sh. Haneef Khan, TGT (Hindi)	
			Sh.Niraj Kumar Pandey TGT (Maths)	
7	CCA, Morning Assembly, Student Council & Prize distribution	Sh. Ravindranath Singh Chauhan, PGT (Hindi)- IC- CCA Ms. MadhuBala, PGT (Eng.)- I/C-MorningAssembly Sh. Haneef Khan, TGT (Hindi) Ms. Megha Kothari TGT (Eng.)	Ms. Babita Rani, TGT (Eng.)	
			Ms. Renu Sharma, TGT (Hindi)	
			Ms. Bhatari Devi, TGT (Skt.)	
			Ms. Ritu Sharma, TGT (AE)	
			Ms. Meenu Ghai, TGT (WE)	
			All House Masters(Sec)	
			All Associate House Masters	
			All Class Teachers	
			All Co-Class Teachers	
8	Achievements Record of School (Principal, Teachers & Students)	Sh. Ravindranath Singh Chauhan, PGT (Hindi) Ms. MadhuBala, PGT (Eng.)	Sh. Vishal Gupta,PGT(CS)	
			Mr.M.S. Charak TGT (Lib)	
			Sh. M.S. Charak TGT (Lib)	
			Mr.Anil Kumar,HM	
			Ms.Sheetal Kumari TGT (PHE)	
			Ms.Rajni PR T (Music)	
			Ms. Ritu Sharma,TGT(AE)	
9	Furniture & Fixtures, Seating arrangement	Sh. M.S Charak, TGT (Lib.)	Sh. Rajesh Kamal, TGT (Maths)	
			Ms. Bhatari Devi, TGT (Skt.)	
			Ms. Meenu Ghai,TGT(WE)	

			Ms. Ritu Sharma,TGT(Art)	
			Mr.Anil Kumar,HM	
			Ms. Priyanka Neogi,PRT	
			Ms. Sonia Mathur,PRT	
10	Website Updating & ICT /E-Learning/ Audio-visual Aids/	Sh. Vishal Gupta, PGT(Comp.Sc.)	Ms. Meenu Ghai, TGT (WE)	
			Sh. M.S.Charak, TGT (Lib.)	
			Ms. Kirti, PRT	
			Computer Instructor (s)	
11	Rashtriya Ekta Parv & Viksit Bharat	MS.Nidhi Chhilar TGT (Soc.Science)	Sh. Vishal Gupta,PGT(CS)	
			Ms.Renu Sharma TGT-Hindi	
			Sh.Ashwani Kuamr TGT (S.St.)	
		Ms. Ritu Sharma, TGT(Art)	Ms. Babita Rani, TGT (Eng.)	
			Ms. Meenu Ghai, TGT (WE)	
			Computer Instructor(s)	
			All ClassTrs /Co-Class Teachers	
12	Teaching Aids / TLM	Ms. Ekta, PGT (Comm.)	Ms. Rita Bhagat,TGT(Science)	
			Ms. Megha Kothari,TGT(Eng.)	
			Sh. Rajesh Kamal, TGT (Maths)	
			Sh. RenuSharma,TGT(Hindi)	
		Mr.Anil Kumar,HM	Ms.Kirti,PRT	
			Ms. Priyanka,PRT	
13	Discipline IC	Ms. Sheetal Kumari TGT (PHE) In Charge (Fully responsible for overall discipline of school premises including, Playground and Assembly ground for whole day including before arrival of students & safely disposal of students after school timings.)	1 Mrs.Meenu Ghai	
			2 Mrs.Ritu Sharma	
			3 Mr.M.S. Charak	
14	Maintenance &Repairs of the Vidyalaya building (Electronics & electrical)	Ms. Meenu Ghai, TGT (WET)	Ms. Rita Bhagat,TGT(Science)	
			Mr.Arvind Kumar PGT (Chemistry)	
			Ms. Bhatari Devi, TGT(Skt)	
			Sh.Rajesh Kamal,TGT(Maths)	
			Mr.Anil Kumar,HM	
			Ms.Veena ,PRT	
			Ms. Pooja Rani,PRT	
15	Safety and security of School Building and other physical assets. (Lock and Key)	Ms. Meenu Ghai TGT(WET)	Ms.Sheetal TGT(PHE)	
			Mr.Haneef Khan, TGT (hindi)	
			Ms. Nisha, PRT	
			On duty Security Guard (s)	
16	Hindi Raj Bhasha Committee	Sh. Ravindra Chauhan PGT(Hindi) IC	Sh. M.S.Charak, TGT (Lib.)	
			Sh. Vishal Gupta, PGT (CS)	
			Sh. Haneef Khan, TGT (Hindi)	
			Ms. Renu Sharma, TGT (Hindi)	
			Mr.Anil Kumar,HM	
			Ms. Nisha, PRT	

		Ms. Bhateri Devi, TGT (Skt.) Co-convener	Ms. Nikita PRT Ms. Kirti, PRT All Staff Members	
17	Publication & Publicity	Sh. Haneef Khan TGT(Hindi) Ms. Megha Kothari TGT (Eng.)	Sh. Ravindra Chauhan,PGT(Hindi) Ms. MadhuBala,PGT(Eng.) Ms. BabitaRani,TGT(Eng.) Ms. Kirti, PRT Ms. Nisha, PRT Ms. Priyanka Neogi, PRT	
18	Scout- Guide, Cub-Bulbul	Ms.Ritu Sharma (Scout / Guide) IC Ms. Bhateri Devi, TGT (SKT) Ms. Nisha, PRT,(Cub,Bulbul)	Sh. Vishal Gupta, PGT (CS) Mr.Rajesh Kamal TGT (Maths) Ms. Babita Rani, TGT (Eng.) Ms.Rajni PRT (Music) Ms. Renu Sharma, TGT (Hindi) Selected students	
19	Games Sports, Yoga, Allied Skills	Ms. Sheetal Kumari TGT (PHE) Ms. MadhuBala, PGT (Eng.)	Sh. Nidhi Chillar TGT.S.St. Sh.Ravindranath Chouhan PGT Hindi Sh.Haneef Khan TGT (Hindi) Ms.Rajni PRT (Music) Ms. Priyanka Neogi, PRT	
20	Root to roots Program	Ms.Rajni PRT Music	Ms. Renu Sharma, TGT (Hindi)	
21	School Readness program	Mr.Anil Kumar,HM	Ms.Megha Kothari TGT-Eng Ms Babita Rani TGT Eng	
22	Refreshment Committee	Ms. Nitu, PGT (Bio) Sh. Aakash, PGT(Physics))	Sh. Rajesh Kamal, TGT (Maths) Sh.Manpreet Singh PGT (Eco) Ms. Ritu Sharma, TGT (Art) Mr.M.S. Charak TGT (Lib) Ms. Pooja Rani, PRT	
23	Cleanliness and Water Management	Ms. Bhateri Devi (Overall I/C) Ms.MadhuBala, PGT (Eng.) Ms. Ritu Sharma TGT(Art) Ms. Swati,PRT (Primary Wing)	Ms. Meenu Ghai(WET)- (Ensure supply of water & cleaning Ms. Ritu Sharma-All Gardens Ms. Ekta PGT (Commerce) Girls toilets Sh. Aakash, PGT (Physics) – Boys toilet Ms.Nitu PGT (Bio) All Labs Ms Sheetal Kumari-Play grounds Sh. M.S Charak, TGT (Lib.)-Rooms Sh. Rajesh Kamal, TGT (Maths)- campus road & paths Ms. Priyanka Neogi- Girls toilets Ms. Rajni (PRT-Music) –All Rooms	
24	NCC (2 JK Bn NCC)	Sh. Haneef Khan, TGT (Hindi)	Mr.M.S.Charak TGT(Lib) Ms.Sheetal Kumari TGT (PHE)	
25	AEP/ACP	Ms.Meenu Ghai TGT (DRW)	Ms.Rita Bhagat TGT Science	

		Ms Ritu Sharma TGT (WE)	Ms Babita Rani TGT English	
26	P.A.System	Ms. Meenu Ghai, TGT (WET) Ms. Rajni, PRT (Music)	Ms. Sheetal Kumari TGT (PHE)	
			Ms. Nikita , PRT	
			Ms. Priyanka Neogi PRT	
			Sh. Pritam Chand, Lab Attendant	
27	Photography	Sh. M.S Charak, TGT (Lib.)	Ms. Babita Rani, TGT (Eng.)	
			Sh. Rajesh Kamal, TGT (Maths)	
			Mr. Ashwani Kumar TGT-S.St	
28	Gardening & Beautification	Ms. Ritu Sharma, TGT (Art)	Ms. Nitu, PGT (Bio)	
			Ms. Rita Bhagat, TGT (Science)	
			Ms. Renu Sharma, TGT (Hindi)	
			Ms. Rajni, PRT (Music)	
			Mr. Balbir Kumar- Mali Worker	
29	Display Boards	Sh. Ravindra Chauhan, PGT (Hindi)	Ms. MadhuBala, PGT (Eng.)	
			Ms. Renu Sharma, TGT (Hindi)	
		Ms. Ritu Sharma, TGT (Art) Co-Convener	Sh. Nidhi Chhillar, TGT (S.St.)	
			Ms. Kirti, PRT	
30	VVN & Local Purchase Committee	Mr. Manpreet Singh PGT (Economics)	Mr. Ravindranath Singh PGT Hindi	
			Ms. Madhubala PGT English	
			Ms. Meenu Ghai	
			Sh. Haneef Khan, TGT (Hindi)	
			Sh. Rajesh kamal, TGT (Mathas)	
			Mr. Anil Kumar, HM	
31	UBI Portal, Fees Collection, Student Details, Computer Infrastructure, Website, CCTV, AV Aids Committees)	Sh. Manpreet Singh, PGT (Eco)	Sh. Vishal Gupta PGT CS	
			Ms. Meenu Ghai, TGT (WET)	
			Mr. Ankur Gheek PGT (Maths)	
			Sh. M.S Charak, TGT (Lib.)	
			All Class Teachers	
32	First Aid (Primary)	Ms. Nisha, PRT	Ms. Rajni, PRT (Music)	
	First Aid (Secondary)	Ms. MadhuBala, PGT (Eng.)	Ms. Ekta, PGT (Comm.)	
			Ms. Ritu Sharma, TGT (Art)	
			Ms. Nitu PGT (Bio)	
			Ms. M.S Charak, TGT (Lib.)	
33	CS 54	Mr. Manpreet Singh PGT (Economics)	Sh. Rajesh Kamal, TGT (Maths)- fee checking of classes I to V	
			Sh. Niraj Kumar, TGT (Maths)- fee checking of classes VI to VIII	
			Sh. Ankur Gheek, PGT (Maths)- fee checking of classes IX to XII	
		Sh. Vishal Gupta, PGT (CS) UBI Online	Ms. Nisha, PRT	
			Ms. Richa, PRT	
		Mr. Anil Kumar HM	All class teachers	

34	Watch and Ward Service of School	Sh. Ravindranath Singh Chauhan, PGT(Hindi) Mr.Rajesh Kamal TGT(Maths)	Ms.Bhateri Devi TGT-SKT Mrs.Meenu Ghai TGT (WET) Ms Ritu Sharma TGT(DRW)	
35	Gen Set of Vidyalaya	Mr.Rajesh Kamal TGT(Maths)	Mrs.Meenu Ghai TGT (WET) Mr.Tara Chand Sub Staff	
36	Internal Complaint Committee	Ms.Nitu Kumari PGT-Bio IC Mr.Arvind PGT-Chemistry	Mr.Ankur Gheek-PGT Maths Mr,Haneef Khan –TGT Hindi Mrs.Rita Bhagat TGT-Sci Mrs.Meenu Ghai TGT WE	
37	CWSN TEAM	Ms. Bhateri Devi IC	Ms.Sheetal TGT PHE Ms.Megha TGT Eng. Mr.Anil Kumar HM	
38	NIPUN BHARAT MISSION	Mr.Anil Kumar HM	Ms.Rajni PRT Music Ms.Kirti PRT Ms Nisha PRT Ms.Priyanka PRT	
Club Activities Session-2024-25				
(i)	Diksha Club (NAEP/Life Skills Development)	Ms. Megha Kothari TGT-Eng,	Ms.Sonia Mathur, PRT	
(ii)	Integrity Club	Ms. Ritu Sharma, TGT (Art)	Sh. M.S Charak, TGT (Lib.)	
(iii)	Eco Club	Ms.Meenu Ghai TGT(WE) Ms. Ritu Sharma, TGT (Art)	Ms. Rajni, PRT (Music)	
(iv)	Health Hygiene & Yoga Club	Ms.Sheetal Kumari TGT(PHE) Ms. MadhuBala, PGT (Eng.)	Sh. Ravindra Chauhan, PGT (Hindi) Sh. Haneef Khan, TGT (Hindi) Ms.Kirti PRT Ms.Nisha PRT	
(v)	Science Club	Ms.Nitu Kumari PGT-Bio Ms. Rita Bhagat, TGT (Science)	Sh. Aakash, PGT (Physics) Sh.Arvind Kumar PGT-Chemistry Mr.Ankur Gheek PGT-Maths Science Teachers of Primary wing	
(vi)	Maths Club	Mr.Ankur Gheek PGT-Maths Sh. Rajesh Kamal, TGT (Maths)	Mr.Niraj Kumar Pandey Maths Teachers of Primary wing	
(vii)	Green/ Harit Vidyalaya / Swachha Vidyalaya	Ms.Nitu Kumari PGT-Bio	Mr.Arvind Kumar PGT-Chemistry Ms.Rita Bhagat TGT –Sci Science Teachers of Primary wing	
(vii)	Readers Club	Sh. M.S Charak, TGT(Lib.)	Members of Library Committee. All Subject Committee I/C	
(viii)	Literary Club(English)	Ms. Babita Rani, TGT (Eng.)	All English teachers (sec) Ms. MadhuBala, PGT (Eng.) All English teacher	
(ix)	Literary Club (Hindi)	Ms. Renu Sharma, TGT (Hindi)	All Hindi teachers (Sec) All Hindi teachers (Primary)	

(x)	Adventure Club	Mr.Haneef Khan TGT-Hindi	Mr.Rajesh Kamal TGT Maths	
			Sh. M.S Charak, TGT (Lib.)	
			Ms.Sheetal Kumari TGT PHE	
			Ms.Babita Rani TGT Eng.	
(xi)	Guidance & Counseling	Ms. Ekta , PGT Comm Ms Nitu Kumari PGT-Bio Ms.Rita Bhagat TGT-Science	Mr.Haneef Khan TGT-Hindi	
			Sh. Vishal Gupta, PGT (CS)	
			Mr.Manpreet Singh PGT Eco	
			Mr.Ravindranath Singh	
			Ms. Meenu Ghai, TGT (WET)	
			Mr.Rajesh Kamal TGT Maths	
			Mr.Ankur Gheek PGT-Maths	
(xii)	Visual & Performing Arts	Ms. Ritu Sharma, TGT (Art)	Ms. Meenu Ghai, TGT(WET)	
			Mr.Anil Kumar HM	
			Ms. Kirti, PRT	
(xiii)	Olympiads -SOF (IAPT) and Physics Lab.	Sh. Aakash, PGT (Physics)	Ms. Rita Bhagat, TGT (Science) Ms.Megha Kothari TGT (English) Ms Richa Pandey PRT	
(xiv)	Field Trips & Excursion	Mr.Haneef Khan TGT Hindi Sh. M.S Charak, TGT (Lib.) Secondary Wing Ms Nisha, PRT Primary Wing	Ms. Ritu Sharma, TGT (Art)	
			Ms.Nitu Kumari PGT Bio	
			Ms Sheetal Kumari TGT PHE	
(xv)	Honesty Club	Ms. Renu Sharma, TGT (Hindi)	Ms, Rajni, PRT (Music)	
			Ms Veena PRT	
			Ms Swati PRT	
(xvi)	Social Science Club	Ms.Nidhi Chhillar TGT –S.st.	All Social Science Teachers Secondary & Primary both wings	
(xvii)	Music Club	Ms. Rajni, PRT (Music)	Ms.Veena PRT Ms.Megha TGT Eng Sh. Paritam Chand, Lab Attendant Sh. Vishal Gupta, PGT	
(xviii)	Alumni Association	Ms.Nitu Kumari PGT-Bio Ms.Madhubala PGT –English	Sh. Ravindra Chauhan, PGT (Hindi)	
			Sh. Haneef Khan, TGT (Hindi)	
			Ms.Ritu Sharma TGT (DRW) Ms.Sheetal Kumari TGT-PHE	
(xix)	Cultural Committee Spic Macay	Ms. Rajni, PRT (Music)	Mr.Anil Kumar HM	
			Ms. Ritu Sharma TGT (Art)	
			Ms. Babita Rani, TGT (Eng.)	
(xx)	Communal Harmony	Sh. Ravindra Chauhan, PGT (Hindi)	Ms. MadhuBala, PGT (Eng.)	
			Sh. Haneef Khan, TGT (Hindi)	
(xxi)	Heritage Club	Ms. Ritu Sharma, TGT (Art)	Ms. Rajni, PRT (Music)	
(xxii)	Community Service	Ms. MadhuBala, PGT (Eng.)	Ms. Rita Bhagat, TGT (Science)	

(xxiii)	Atal Tinkering Lab	Sh.Aakash, PGT (Physics) IC Ms. Rita Bhagat, TGT (Science)	Sh.Arvind Kumar, PGT (Chemistry)	
39	Social Science Exhibition	Ms.Nidhi Chhillar	All Social Science and language Teachers	
40	Science Exhibition	Ms Nitu Kumari PGT-Bio Ms. Rita Bhagat, TGT (Science)	All Maths & Science Teachers	
41	Vocational Courses	Ms. Meenu Ghai, TGT (WET)	Ms. MadhuBala, PGT (Eng.)	
42	Contractual teachers record and verification of work	Sh. M.S Charak, TGT (Lib.) Mr.Haneef Khan TGT (Hindi)	Sh. Ankur Gheek PGT (Maths)	
			Mr. Rajesh Kamal TGT (Maths)	
			Mr.Anil Kumar HM	
			Ms. Priyanka, PRT	
43	Students and staff Vehicle Parking Committee	Ms Sheetal Kumari TGT (PHE) Mrs Priyanka Neogi PRT	Mrs.Meenu Ghai TGT WE	
			Mr.M.S. Charak	
44	Transfer form Checking & Verification	Mr.Manpreet Singh PGT Eco Sh. Vishal Gupta PGT(CS)	Mr.M.S. Charak TGT(Lib)	
			Ms. Meenu Ghai, TGT (WET)	
			Sh. Ranjit Singh Sub Staff	
45	Staff Room(Sec.Wing)	Ms.Bhateri Dev TGT-(SKT)	Sh. Renu Sharma TGT (Hindi)	
			Ms. MadhuBala, PGT (Eng.)	
			Ms.Nidhi Chhillar TGT (S.St)	

Sub-staff detainment

53	Duties of Sub Staff	Sh. Pritam Chand	Duties/Responsibilities:- Internal Exam,PA System Main gate arrival & departure before & after 20 mnts. Supervision of cleanliness of library, chemistry lab, play grounds, Recess duty at Lab area CBSE & External Exams. Supervision of Drinking water, tube well supply, electricity & electronics work. PA system set up during morning assembly/special occasions. Chairman Office visit for file and other work of school	
		Sh. Ram Singh	NIOS, CBSE & External Exams. Main gate arrival & departure before & after 20 mnts. Supervision of cleanliness of phy. lab. & ground floor of sec./ primary wing including roads. Chemistry Lab Physics Lab, Bio Lab Primary Examination Other works of Primary wing	
		Sh. Tara Chand	Filing work of office Supervision of cleanliness and dusting of Principal Chamber Post Office/ chairman /Bank/outside work duty Photocopy/Riso graph Supervision of sec. wing during Recess time. Supervision of recess & departure time Supervision of cleanliness of road from main gate to Principal' office. Circulation of circulars Bell & channel gate duty	
		Sh. Ranjit Lal	Duties at Principal chamber, Filing work of office, Supervision and cleanliness of student's washrooms. Supervision of secondary wings during recess. Main gate arrival & departure before & after 20 mnts. Supervision of recess & departure time Supervision of cleanliness of road from main gate to Principal' office, Circulation of circulars Bell & channel gate duty Internal Exams. Photocopy/Riso graph, Lock/Unlock the doors at morning & evening time TC update and office work	

The above mentioned responsibilities/duties may be changed at any time as per the requirement.

In addition to above mentioned responsibilities/duties other duties may also be assigned as and when required.

Principal