KENDRIYA VIDYALAYA NO.2 KORBA, NTPC (C.G.) VIDYALAYA PLAN

(SESSION: 2025-26)

Vidyalaya academic & institutional plan for session **2025-26** has been set up and now it has been placed before all staff members for further course of action. The following committees, departments and clubs are here by constituted to carry out various curricular, co-curricular and extra circular activities and also to provide ample opportunities and encouragement to achieve the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the academic session **2025-26**.

Therefore, all in-charge, conveners and members of dept/committee/club are hereby instructed to take the charge of their concerned department and set the action plan for session **2025-26**.

Please go through the Vidyalaya academic plan for detailed information especially for guidelines, duties,

responsibilities and activities.

| | ponsibilities and activities. | | |
|-----|-------------------------------|-----------------------------|--|
| S. | DEPT/COMMITTEE/CLUB | IN-CHARGE/ | DUTIES/RESPONSIBILITIES/ |
| No. | | CONVENOR/MEMBER | ACTIVITIES |
| 1. | Committee for | Mr. S. K. SAHU I/C | To guide, suggest and chalk out all action plan for |
| | institutional plan & | MRS. A. KHARE | academic and co-curriculum activities |
| | advice | MR. S. K. CHOUDHARY | Will function as advisory board for Vidyalaya activities |
| | | MR. K. K. MISHRA | In charge and members of its committee will help and |
| | | MR. R K DEWANGAN | advice the principal to take decision during |
| | | Mrs. MALASHREE BALHAL | emergency time and in normal course of work |
| | | MS. G. JOTWANI | Decision of the committee will be final to initiate |
| | | | action against concerned in all matters including student discipline |
| | | | The committee is empowered to take decision and |
| | | | action on time to improve the vidyalaya status in the |
| | | | field of academic and co curricular activities with the |
| | | | approval of the principal |
| 2. | Reception committee | Mr. S. K. SAHU I/C | To receive the guests with honour |
| | | MRS. A. KHARE | |
| | | MR. S. K. CHOUDHARY | |
| | | Mrs MALASHREE BALHAL | |
| | | Mr R.C. SAHU | |
| | | Colour Party | |
| | | Mr L. RAM | |
| | | Mr. A. K. DEWANGAN | |
| | | Mr. M. M. Dewangan | |
| | | Ms. Kunti Minj | |
| 3. | I. Academics | Mrs Malashree Balhal I/C | To plan the split-up of syllabus subject wise and class |
| | a. Primary | Members: | wise on or before 31.03.2019 and check the monthly |
| | | 1. Ms. G. JOTWANI (Hin.)I/C | completion of syllabus as per split up of syllabus. |
| | | 2. MR. NITESH (MATHS) I/C | To list out the name of weak students on the basis of |
| | | 3.MS. RASHMI (ENG.) I/C | the previous examination result |
| | | 4.MRS. DIKSHA GUPTA | and prepare action plan. |
| | | (EVS) I/C | To prepare and inform subject teachers about the |
| | | | remedial time table during all holidays, breaks |

| S. No. | DEPT/COMMITTEE/CLUB | IN-CHARGE/ CONVENOR/MEMBER | DUTIES/RESPONSIBILITIES/ ACTIVITIES |
|-----------|--|--|---|
| | b. Secondary & Sr. Secondary | 6 th to 8 th MRS. M. SHARMA I/C MRS YAMINI KAUSHIK 9 th to 10 th Mrs. S. JHA I/C MRS. M. P. Minz 11 th to 12 th Ms. ARCHANA RAJPUT I/C Mr. K. K. MISHRA | (autumn and winter) and vacation including morning assembly time of vidyalaya as per action plan To suggest positive and practical plan for the improvement of the academic competency of the students To maintain the class wise and subject wise monthly student's academic performance analysis. Weak student's monthly progress will be checked separately through prescribed proforma |
| 4. | CBSE | Mr. M. TIWARI I/C Mrs. S. RATHI Class teachers of Classes | As per KVS guidelines |
| | HOME EXAM | IX, X, XI & XII Primary- MS. K. K. MINZ I/C MS. RASHMI KUMARI MR. NITESH Secondary- 1. MR. K. K. Mishra I/C MR. L. RAM MRS. S. JHA MR. R. C. SAHU | |
| 5. | PARENT TEACHER | Mrs Sonia Rathi I/C | |
| | ASSOCIATION COMMITTEE | Mrs Yamini Kaushik Ms Reena Kumari | |
| 6. | Co-curricular activities | | CELEBRATION OF FESTIVAL & IMPORTANT DAYS |
| | Primary section CCA CCA COORDINATOR | Mrs M.Balhal I/C Ms G. Jotwani | To prepare a plan to celebrate important festivals & days as per Vidyalaya Academic Calendar & invite artists, dignitary(s) on the selected occasions. |
| | HOUSE MASTERS SUBHASH HOUSE | Mr Nitesh I/C Ms. D. Shukla | A special programme should be presented on special occasion & important days followed by a brief speech related to festival. One programme should be |
| | ASHOKA HOUSE | Ms D. Gupta I/C Mrs. S. Dhruv Ms. Reena Kumari I/C | presented by a staff member voluntarily. To encourage the students & staff to participates in these programme & assign duties for them |
| | RAMAN HOUSE | Ms. N. D. Dubey Ms. Anchal Bajpai I/C Ms. Rashmi Ms Kunti Minz | Guest lecture should also be organized on special occasion & important days to celebrate the occasion with true sprit |
| | Secondary and Senior secondary section CCA COORDINATOR | MS. R K DEWANGAN I/C MRS ARCHANA S RAJPUT MRS C. KUMARI | Any other related work Co-curricular Activities To prepare an action plan for internal and external CCA activities for the session and complete in time. |
| | HOUSE MASTERS SUBHASH HOUSE | Mrs. JYOTI RANI I/C | They will also have to suggest practical plans for improvement of CCA activities. To check the preparation for CCA |
| | TAGORE HOUSE | Mr. S K CHAUDHARY I/C | To plan for awarding the prize winners To send the report to R.O. & to the media/agencies for publications. |

| S. | DEPT/COMMITTEE/CLUB | IN-CHARGE/ | DUTIES/RESPONSIBILITIES/ |
|-----|-------------------------|--|--|
| No. | | CONVENOR/MEMBER | ACTIVITIES |
| | ASHOKA HOUSE | MRS SONIA RATHI I/C | Members to be intimated later. |
| | | | |
| | | | |
| | RAMAN HOUSE | Mr L RAM/Mr. K K MISHRA | |
| 7. | Morning Assembly | Mrs CHANDA KUMARI I/C | MORNING ASSEMBLY ORGANISATIONS |
| | | Mrs YAMINI KAUSHIK | 1. To plan the morning assembly |
| | | Mr. A. K. DEWANGAN | programme and allot the duty to concerned HM. In |
| | Flore beginning | Mrs. M. Balhal | addition to check the preparation of the programme |
| | Flag hoisting | Mr. L. Ram I/C Mr. ASMIT KUMAR | before presenting in morning assembly. |
| | | SPORTS COACH | 2. Children's birthday will be celebrated in morning assembly on his/her specific dates of birth to wish |
| | | SPORTS COACH | him/her. |
| | Cards & photography | Mr. SAURABH ANAND | 3. To provide a greeting card & toffee & all students |
| | our do ex priotograpii, | Mr. PARVEZ RAZA | have to wish them by presenting birthday song |
| | Uniform checking | All the Class teachers | , |
| | | Mr. ASMIT KUMAR I/C | |
| | | Sports Coach | |
| | | Yoga teacher | |
| | Bag Checking | PRIMARY (I - V) | |
| | | Mr. A. K. DEWANGAN | |
| | | Mrs. N, D. DUBEY | |
| | | MS. REENA KUMARI | |
| | | Yoga Coach | |
| | | JUNIOR GROUP (VI - VIII) | |
| | | Mrs. M. P. Minz | |
| | | Mrs. Kiran Minj Computer Instructor | |
| | | SENIOR GROUP (IX - XII) | |
| | | Mr. S. K. Choudhary | |
| | | Mr. M. Tiwari | |
| | | Mrs SONIA RATHI | |
| | | COUNCELLOR | |
| | Mike Arrangement | Mrs. Kiran Minj I/C | |
| | | Mr. R. C. SAHU (Sub staff) | |
| | Over all stage | Mr R. K. DEWANGAN I/C | |
| | management. | Mr. A. K. DEWANGAN | |
| | | Ms. ARCHANA | |
| | Discipline of students | Mr. ASMIT KUMAR I/C | |
| | | Mr. S. K. Choudhary MR. SAURABH ANAND | |
| | | Yoga coach | |
| | | Sport coach | |
| | | SPECIAL EDUCATOR | |
| | Checking of Late comers | Mr. ASMIT KUMAR I/C | |
| | 0 | Mr. S. ANAND | |
| | | SPECIAL EDUCATOR | |
| | | Sport coach & | |
| | | COUNCELLOR | |
| 8. | Photography / Publicity | Mr.S.K.Chaudhary- I/C | To take photographs of all important functions/ |
| | / press | Computer Instructor | occasions/ events including morning assembly |
| | | Mr. M. M. DEWANGAN | programmes. |
| | | Mrs. ARCHANA S RAJPUT | To upload on the website |
| | Report Preparation | Mr. NITESH | To take prints. |
| | | Mrs. Y. KAUSHIK | To display on the display boards. |
| | | Mrs. C. KUMARI | To take the photographs into stock & maintain it. |

| S. | DEPT/COMMITTEE/CLUB | IN-CHARGE/ | DUTIES/RESPONSIBILITIES/ |
|-----|----------------------------------|---|---|
| No. | | CONVENOR/MEMBER | ACTIVITIES |
| | | (with Programme Incharge and Computer Instructor) | |
| 9. | Record of Vidyalaya achievements | Mrs. A. MINZ- I/C Mrs. K. MINJ | To keep record of achievements of students in various fields. |
| | | Mrs. MALASHREE BALHAL Mr. NITESH | To organize programme to highlight the students To record and maintain all achievements of students |
| | | | including internal, external, competitions prizes won ect.in chronological order by collecting information from primary and secondary CCA I/C |
| 10. | Scout & Guide | Mr. Lakhan Ram I/C | To prepare S/G activity plan with tentative date & |
| 10. | Scout wing | Mr. M.M.Dewangan | months for organizing activities. |
| | Scout Willig | Mr. SAURABH ANAND | To select student for cubs, bulbul, scout & guide |
| | Guide wing | Mrs. Kiran Minj I/C | enrolment in the month of April 13 |
| | Guide Wing | Mrs Archaha S Rajput | To make an arrangement for proper training of the |
| | | Mrs. A. Minz | students |
| | | Mrs. M. P. Minz | To prepare scout & guide to participate in various |
| | Cub Section | Mr. A. K. DEWANGAN- I/C | activities, both internal & external competitions |
| | | Mr. NITESH | Any other related work |
| | Bulbul Section | Ms. Kunti K. Minz I/C | 7, 66. 1.6 |
| | | Mrs. S. DHRUV | |
| 11. | Vidyalaya Level | Mrs. DIKSHA GUPTA (PRI.) | As per KVS Guidelines. |
| | Workshop/In-House | Ms. Sakshi Gupta | Prepare schedule and maintain the records |
| | training | (SEC. & SR. SEC.) | • |
| | | , | |
| 12. | NIPUN/FLN | Ms. A. Bajpai I/C Primary | As per KVS Guidelines |
| | | Ms. Geetika Jotwani | |
| | | Mrs. Diksha Shukla | |
| | | Mrs. N D DUBEY | |
| | | All TGTs & PRTs | |
| 13. | EQUIP | Mrs. S. Jha- I/C | As per KVS Guidelines |
| | | Mr. M. M. Dewangan | |
| | | Mrs Yamini Kaushik | |
| | | Mrs. C. Kumari | |
| | | Ms. Rashmi | |
| 14. | Joint Action Committee | Mrs. A. KHARE- I/C | As per KVS Guidelines |
| | | Mr. S. K. Choudhary | |
| | | Mrs. S. Jha | |
| | | Mrs. MALASHREE BALHAL | |
| | | Mr. A. K. DEWANGAN | |
| 15 | Cream Vidualana 9 | Mrs. N. D. Dubey | Az aza KVC Cv.: 4-1: |
| 15. | Green Vidyalaya & | Mr. L Ram- I/C | As per KVS Guidelines |
| | Swachhata Abhiyan | Mrs. Kiran Minj | |
| | | Mr. M. M. Dewangan | |
| | | Mrs. Mary P. Minz Mr. S. Anand | |
| | | Mrs. MALASHREE BALHAL | |
| | | Mrs. K. K. Minz | |
| | | Mrs. Sushma Dhruv | |
| 16. | UBI & OTHER ONLINE | Mr. S. K. Choudhary- I/C | To monitor and report the work done by the class |
| 10. | ACTIVITY | For classes 1 & 2 | teachers |
| | ACHVIII | Mr. NITESH | icachers |
| | | For classes 6 TO 8 | |
| | | Mrs. Mary P. Minz | |
| | | For classes 9 TO 12 | |
| | | 101 0103303 7 10 12 | |

| No. CONVENDR/MEMBER ACTIVITES | S. | DEPT/COMMITTEE/CLUB | IN-CHARGE/ | DUTIES/RESPONSIBILITIES/ |
|--|------|-----------------------|-----------------------------|--|
| 17. A.National Adolescent Gucation Programme Mr. S. K. Sahu Mr. S. M. Saharma (VISHAUTI VI & VII) Counsellor (VIII) Mrs. J. RANI (X. TO XII Girls) Mr. R. K. DEWANGAN (X. TO XII Girls) Mr. R. K. DEWANGAN (X. TO XII Girls) Mr. R. K. DEWANGAN (X. TO XII Boys) B. Career Guidance & Mrs. S. RATH Counsellor 2. Mrs. S. RATH Counsellor 3. Mrs. S. RATH Counsellor 4. Mrs. S. Milli Day Mrs. D. SHUKLA Mrs. S. DHRUV Mrs. D. SHUKLA Mrs. Reena Kumari Primary Mrs. S. Dhruv-I/C Mrs. Sumitra Jha Mrs. S. Dhruv-I/C Mrs. Sumitra Jha Mrs. S. GUPTA Mrs. S. Miliz (Arrangement) Mrs. S. Gupta Mrs. S. R. Balali Mrs. S. Gupta Mrs. S. R. Miliz (Arrangement) Mrs. S. Gupta Mrs. S. R. R. Mrs. A. Miliz (Arrangement) Mrs. S. R. R. Das-I/C Secondary & Sr. Sec. Mrs. R. Call Selence Mrs. A. K. Mishra I/C All Elence Teachers Mrs. A. K. Mishra I/C All Math teachers Mrs. A. K. MaRe-I/C All Math teachers Grant Mrs. A. R. K. Mishra I/C All Math teachers Grant Mrs. S. Mathematics Mrs. A. K. Mishra I/C All Math teachers Grant Mrs. A. K. Mishra I/C All Math teachers Grant Mrs. A. K. Mishra I/C All Science Mrs. A. K. A. KHARE-I/C All Science Mrs. A. K. HARE-I/C All Science Mrs. A. KHARE-I/C All Science Mrs. | | | | |
| 17. A National Adolescent Education Programme (NAEP)/POSCO Mr. M. Twari / C (NAEP) Mrs. S. Dhruv (POCSO) Primary Mrs Mary P Mira / (V. Mrs. M. Sharma (V. SHRUTI VI & VII) Counsellor (VIII) Mrs. J. RANI (X. TO XII Girls) Mrs. J. RANI J. Mrs. J. S. D. SHUKLA Mrs. Reena Kumari Primary Mrs. S. B. J. RANI J. Mrs. S. RAJPAI (Arrangement) Mrs. S. GUPTA Mrs. A. Minz (Arrangement) Mrs. S. Matha J. Mrs. S. RAJPAI (Arrangement) Mrs. S. Matha J. Mrs. S. RAJPAI (Arrangement) Mrs. S. Matha J. Mrs. S. RAJPAI (Arrangement) Mrs. S. Matha J. Mrs. A. Minz (Arrangement) Mrs. S. Matha J. (All Elenc. Tacheters Mrs. A. KHARE- J/C All Elenc. Tacheters Mrs. A. KHARE- J/C All Science Mrs. A. KHARE- J/C All Science Teachers Mrs. A. KHARE- J/C All Science Mrs. A. KHARE- J/C All Science Teachers Mrs. A. KHARE- J/C All Scien | 140. | | <u> </u> | Activities |
| Education Programme (NAEP)/POSCO Mr. M. Tiwari I/C (NAEP) Mrs. S. Dhruv (POCSO) Primary Mrs Mary P Minz I/C Mrs. M Sharma (VISHRUT IV & WI) Counsellor (VIII) Mrs. J. RANI (X TO XII Girls) Mrs. A. CEACHANA I/C Admission 18. Admission 18. Admission 19. Time Table and arrangement Primary Mrs. S. Dhruv I/C Mrs. S. Dhruv I/C Mrs. S. Dhruv I/C Mrs. Mashall Mrs. S. Dhruv I/C Mrs. S. Balhal Mrs. S. Dhruv I/C Mrs. Mashall Mrs. S. Dhruv I/C Mrs. Minz (Arrangement) Mrs. S. Dhruv I/C Mrs. Minz (Arrangement) Mrs. S. GupPTA Mrs. A. Minz (Arrangement) Mrs. S. Dhruv I/C Mrs. S. R. Das- I/C All Erg. TEACHERS Mrs. A. KHARE I/C All Math teachers Mrs. A. KHARE I/C All Science A. Counseling and guidance to students and periods on weekly basis rotation bind for the future plan must be challed out to complete text with guidance and newspapers information to students. RC(BRG) for its information To conduct counseling and guidance to students with guidance and newspapers information to students. RC(BRG) for its information To conduct counseling exidence to students with guidance and textudents and expendition for stu | 17 | A National Adolescent | • | Plan NAFP programme KVS direction |
| MAEP)/POSCO | 17. | | | . • |
| Mrs. S. Dhruw (POCSO) Primary Mrs Mary P Minz I/C Mrs. M Sharma (VISHRUT) V & VII) Counsellor (VIII) Mrs. J. RANI (IX TO XII Girls) Mrs. A. KHARE Counselling B. Career Guidance Counsellor 18. Admission 1. Imf. S. K.Chaudhary) I/c 2. Mrs. S. RATHI Counsellor 18. Admission 1. Imf. S. K.Chaudhary) I/c 2. Mrs. S. RATHI 3. Mrs. J. RANI 4. Ms. Kunti K. Minz 5. Mrs. N. Balhal Mrs. S. DHRUV Mrs. D. SHUKLA Mrs. A. BAJPAI (Arrangement) Mrs. S. Dhruv-I/C Mrs Sumitra Jha Mrs. S. GUPTA Mrs. A. Minz (Arrangement) Mrs. S. R. Das-I/C ALL ENG. TEACHERS Mrs. A. KHARE-I/C All TGT Hindi & TGT Sansk Mathematics Mrs. A. RAIRAE-I/C All Science Mrs. A. KHARE-I/C All Math teachers Mrs. A. KHARE-I/C All Science Teachers To conduct counseling sessions during MPT an periods on weekly basis rotation by staff. To conduct counseling sessions during MPT an periods on weekly basis rotation by staff. Provide proper guidance to students To proper guidance to students Texperts should also be placed on notice board for students & texper students & Keep a close contact with guidance & counseling sessions diving MPT an period on weekly basis rotation by staff. Provide proper guidance to students with guidance & counseling information should also be placed on notice board for students & staff Experts should also be invited time to time to provide proper guidance to the students To plan admission procedure as per KVS guidelines To plan admission forms prospectus & text plan well in advance. To issue & collect the admission registration forms To repare final list of admission forms prospectus & text plan well in advance. To issue & collect the admission registration forms To prepare and inform to subject teachers about the special time table during all holi | | • | | · |
| Primary Mrs Mary P Minz I/C Mrs. M Sharma (ViSHRUTI VI & VII) Counsellor (VIII) Mrs. J. RANI (X TO XII Boys) Mrs. A. K. K. DEWANGAN (X TO XII Boys) Mrs. S. RATHI Counsellor VIII) Mrs. S. RATHI Counsellor VIII Mrs. S. DATHI VIII Mrs. Mrs. Mrs. Mrs. Mrs. Mrs. Mrs. Mrs. | | (NALF)/FOSCO | | |
| Mrs Mary P Minz I/C Mrs. M Sharma (VISHRUTI VI & VII) Counsellor (VIII) Mrs. J. RANI (IX TO XII Girls) Mrs. A. KHARE Counseling B. Career Guidance & Mrs. A. KHARE Counseling Counseling 18. Admission 19. Time Table and arrangement Primary Secondary & Sr. Sec. Mrs. S. DHRUV Mrs. D. SHUKLA Ms Reena Kumari 19. Time Table and arrangement Primary Secondary & Sr. Sec. Mrs. S. R.DHAU Mrs. S. BAJPAI (Arrangement) Mrs. S. DIPTA Mrs. S. Minz Mrs. A. Minz (Arrangement) Mrs. S. R.D Das-I/C ALL PRT Secondary & Sr. Secondary & Mrs. A. KHARE Hindi/Sanskrit Mis. A. REWANGAN I/C All TST Hindl & TGT Sansk Mathematics Mrs. A. KHARE Mrs. A. KHARE COUNSELIOR Mrs. A. KHARE Mrs. S. R. Das-I/C All TGT Hindl & TGT Sansk Mrs. A. KHARE Mrs. A. KH | | | | |
| Mrs. M Sharma (VISHRUTI VI & VII) Counsellor (VIII) Mrs. J. RANI (IX TO XII Gidrs) Mrs. A. KHARE Counselling 8. Career Guidance & Counselling 8. Career Guidance & Counselling 18. Admission 19. Admission 10. Admission 11. Mrs. S. K.Chaudhary I/c 2. Mrs. S. RATHI 3. Mrs. J. RANI 4. Ms. Kunti K. Minz 5. Mrs. Nalini Dhar Dubey HELP DESK- Mrs. M. Balhal Mrs. D. DHRUV Mrs. D. SHUKLA Ms Reena Kumari 10. American Amer | | | • | |
| Counseling | | | = | · · · · · · · · · · · · · · · · · · · |
| Counsellor (VIII) Mrs. J. RANI (IX TO XII Girls) Mr. R. K. DEWANGAN (IX TO XII Girls) Mrs. A. KHARE Counselling 8. Career Guidance & Counsellor 18. Admission 19. Admission 19. Time Table and arrangement Primary 19. Time Table and arrangement Primary 19. Secondary & Sr. Sec. 19. Secondary & Sr. Sec. 19. Subject Committees (Primary) Secondary & Sr. Sec. 19. Subject Committees (Primary) Secondary & Sr. Sec. 19. Mrs. S. R. Das-I/C ALL PRG Mrs. S. R. Das-I/C ALL PRG Mrs. R. Counsellor 19. To nesure ringing of the bell in time. 19. Amis ARCHANA-I/C ALL PRG Mrs. S. R. Das-I/C ALL PRG Mrs. R. Counselor 19. To analyze the performance of students & prepare further course of action plan for clasx & X. XII. To ensure ringing of the bell in time. 19. To analyze the performance of students & prepare further course of action plan for betterment of students and plan must be chalked out to complete the sylabus without any behalved the propersion of the performance analysis & discuss for further course of action. 19. To analyze the performance of students & prepare further course of action plan for betterment of students in time, a plan must be chalked out to complete the sylabus without any further delay. 19. All TGT Hindi & TGT Sansk Mathematics 10. Mrs. A. KHARE-I/C All Math teachers 10. Mrs. A. KHARE-I/C All Science | | | | |
| Mrs. J. RANI (IX TO XII Girls) Mr. R. K. DEWANGAN (IX TO XII Golys) B. Career Guidance & Mrs. A. KHARE Counseling 1.Mr. S. RATHI Counsellor 1.Mr. S. K. Chaudhary) I/c 2. Mrs. S. RATHI 3. Mrs. J. RANI 4. Ms. Kunti K. Minin 5. Mrs. J. RANI 8. Mrs. S. Nathril 1 3. Mrs. J. RANI 9. Mrs. S. DHRUV Mrs. D. SHUKLA Mrs Reena Kumari 19. Time Table and arrangement Primary 19. Secondary & Sr. Sec. 19. Subject Committees (Primary) Secondary & Sr. Sec. 19. Subject Committees (Primary) 10. Subject Committees (Primary) 10. Subject Committees (Primary) 10. Mrs. S. Das-I/C ALL PRT Mrs. S. R. Das-I/C All ENG. TEACHERS Mrs. A. RACHANA-I/C All TGT Hindi & TGT Sansk Mathematics Mrs. A. KHARE-I/C All Science Mrs. A. KHARE-I/C All Science Mrs. A. KHARE-I/C All Science Teachers Mrs. Seep a close contact with guidance & counseling agency for collecting proper guidance & information to students. Keep a close contact with guidance & counseling agency for collecting proper guidance & information to students. Keep a close contact with guidance & counseling agency for collecting proper guidance & information to students & counseling agency for collecting proper guidance & information to students. Keep a close contact with guidance & counseling agency for collecting proper guidance & information to students. Keep a close contact with guidance & counseling agency for collecting proper guidance & information to students. Keep a close contact with guidance & counseling agency for collecting proper guidance & information to students. To plan admission procedure as per KV5 guidelines To plan admission required for fresh admission from admission required for fresh admission required for fresh ad | | | | |
| Career Guidance & Counseling Counseling Counseling Mr. R. K. DEWANGAN (IX TOXII Guys) Kepe a close contact with guidance & counseling agency for collecting proper guidance to counsell agency for collecting proper guidance & counsell for counsell for counselling agency for collecting proper guidance to | | | | · · |
| Mr. R. K. DEWANGAN (IX TO XII Boys) B. Career Guidance & Mrs. S. RATHI Counsellor 18. Admission 1.Mr. S.K.Chaudhary) I/c 2. Mrs. S. RATHI 3. Mrs. J. RANI 4. Ms. Kunti K. Minz 5. Mrs. N. Allin Dhar Dubey HELP DESK- Mrs. D. SHUKLA Mrs. D. SHUKLA Mrs. D. SHUKLA Mrs. S. DHRUV Mrs. D. SHUKLA Mrs. S. Balhal Mrs. S. DHRUV Mrs. D. SHUKLA Mrs. S. Balhal Mrs. S. DHRUV Mrs. D. SHUKLA Mrs. S. Balhal Mrs. S. DHruv- I/C Mrs M. Balhal Mrs. S. Dhruv- I/C Mrs. M. Balhal Mrs. S. GupTa Mrs. A. Minz (Arrangement) Secondary & Sr. Sec. Subject Committees (Primary) Secondary & Sr. Sec. Mrs. S. RATHI 3. Mrs. S. RATHI 3. Mrs. S. Das- I/C ALL PRI Mrs. S. Das- I/C ALL PRI Mrs. S. RATHI Counsellor To prepare and inform to subject teachers about the special time table during all holidays, breask (autumn without any further course of action plan for class X & XII. To ensure ringing of the bell in time. Any other related work. To analyze the performance of students & prepare further course of action. To conduct the monthly academic performance analysis & discuss for further course of action. To conduct the monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the check class. Mathematics Mrs. A. KHARE- I/C All Science Teachers Mrs. A. KHARE- I/C All Science Teachers To plan activities like science exhibitions, seminars, | | | | |
| B. Career Guidance & Mrs. A. KHARE Mrs. S. RATHI Counsellor 18. Admission 18. Admission 19. Time Table and arrangement Primary 19. Secondary & Sr. Sec. 19. Secondary & Sr. Sec. 19. Subject Committees 19. Subject Committees 19. Grimary 20. Subject Committees 10. Grimary 20. Subject Committees 10. Grimary 10. Grimary 20. Subject Committees 10. Grimary 10. Grim | | | | · |
| B. Career Guidance Counseling Mrs. S. RATHI Counsellor 18. Admission 1.Mr. S.K.Chaudhary) I/c 2. Mrs. S. RATHI 3. Mrs. J. RANI 4. Ms. Kunti K. Minz 5.Mrs. Nalni Dhar Dubey HELP DESK- Mrs. M. Balhal Mrs. S. DHRUV Mrs. D. S. HUKLA Ms Reena Kumari 19. Time Table and arrangement Primary Mrs. S. Dhruv- I/C Mrs M. Balhal Ms. A. BAJPAI (Arrangement) Mrs. S. Obruv- I/C Mrs Sumitra Iha Ms. S. GUPTA Mrs. A. Minz (Arrangement) Mrs. S. GUPTA Mrs. A. Minz (Arrangement) Mrs. S. R. Das- I/C Secondary & Sr. Sec. Subject Committees (Primary) Subject Committees (Primary) Secondary section English Mrs. R. Chewangan- English Mrs. R. Desuangan- Mrs. A. Chalana- Mrs. A. Minz (Arrangement) Mrs. S. R. Das- I/C All FRT Mrs. A. KHARE- I/C All Science Mrs. K. KHARE- I/C All Science exhibitions, seminars, | | | | |
| Counseling | | B Career Guidance & | • • | |
| 18. Admission 1.Mr. S.K.Chaudhary) I/c 2. Mrs. S. RATH 3. Mrs. J. RANI 4. Ms. Kunti K. Minz 5.Mrs. Nalini Dhar Dubey HELP DESK- Mrs. M. Balhal Mrs. S. DHRUV Mrs. D. SHUKLA Ms Reena Kumari 19. Time Table and arrangement Primary Mrs. A. BAJPAI (Arrangement) Mrs. Sonia Rathi- I/C Mrs Sonia Rathi- I/C Mrs Sonia Rathi- I/C Mrs. A. Minz (Arrangement) Mrs. S. GBUPTA Mrs. A. Minz (Arrangement) Mrs. S. R. Das- I/C Secondary & Sr. Sec. Subject Committees 10. Subject Committees 11. Time Table and 12. Mrs. A. Minz Mrs. A. Minz Mrs. A. Minz Mrs. A. Minz Mrs. S. Galver Mrs. Sonia Rathi- I/C Mrs Sumitra Jha Mrs. S. Gupta Mrs. A. Minz Mrs. A. KHARE- I/C All TGH Time Table work. Mrs. A. KHARE- I/C All Science Teachers Mrs. A. Simula To plan admission procedure as per KVS guidelines To keep ready admission forms prospectus & test plan wall and mission forms prospectus & test plan well in advance. To issue & collect the admission registration forms To keep ready admission forms prospectus & test plan well in advance. To issue & collect the admission registration forms To concurrent the exam dept to conduct tests for admission registration forms To concurrent the exam dept to conduct tests for admission registration forms To co-ordinate with exam dept to conduct tests for admission registration forms To co-ordinate with exam dept to conduct tests for admission registration forms To co-ordinate with exam dept to conduct tests for admission registration forms To co-ordinate with exam dept to conduct tests for admission registration forms To co-ordinate with exam dept to conduct tests for admission registration forms To co-ordinate with exam dept to conduct tests for admission registration forms To co-ordinate with exam dept to conduct tests for admission registration forms To co-ordinate with exam dept to conduct tests for admission registrati | | | | |
| 18. Admission 1.Mr. S. K.Chaudhary) I/c 2. Mrs. S. RATHI 3. Mrs. J. RANI 4. Ms. Kunti K. Minz 5. Mrs. A. RANI 4. Ms. Kunti K. Minz 5. Mrs. S. Dhruv Mrs. D. SHUKLA Ms Reena Kumari 19. Time Table and arrangement Primary Mrs. S. Dhruv- I/C Mrs M.Balhal Ms. A. BAJPAI (Arrangement) Mrs. Sonia Rathi- I/C Mrs Sumitra Jha Ms. S. GUPTA Mrs. A. Minz (Arrangement) Mrs. A. Minz (Arrangement) Mrs. S. GUPTA Mrs. A. Minz (Arrangement) Mrs. A. BMPAI (Arrangement) Mrs. S. GUPTA Mrs. A. Minz (Arrangement) Mrs. A. BMPAI (Arrangement) Mrs. A. BMPAI (Arrangement) Mrs. S. GUPTA Mrs. A. Minz (Arrangement) Mrs. A. BMPAI (Arrangement) Mrs. A. BMPAI (Arrangement) Mrs. S. GUPTA Mrs. A. Minz (Arrangement) Mrs. A. BMPAI (Arrangement) Mrs. A. BMPAI (Arrangement) Mrs. A. Minz (Arrangement) Mrs. A. Minz (Arrangement) Mrs. A. Minz (Arrangement) Mrs. A. Minz (Arrangement) To analyze the performance of students & prepare further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep ready admission forms to cheek dealy. To plan admission for subse & collect the admission registration forms To keep ready admission forms To co-ordinate with exam dept to conduct tests for admission registration forms To co-ordinate with exam dept to conduct tests for admission registration forms To co-ordinate with exam dept to conduct tests for admission registration forms To co-ordinate with exam dept to conduct tests for admission forms To co-ordinate with exam dept to conduct tests for admission registration forms To conduct tests for admission forms To cread mission required for fresh admission forms To conduct tests for admission forms To conduct te | | Counseling | | to stadents. |
| 2. Mrs. S. RATHI 3. Mrs. J. RANI 4. Ms. Kunti K. Minz 5. Mrs. Nalini Dhar Dubey HELP DESK. Mrs. M. Balhal Mrs. S. DHRUV Mrs. D. SHUKLA Ms Reena Kumari 19. Time Table and arrangement Primary Mrs. S. Dhruv-I/C Mrs M. Balhal Ms. A. BAJPAI (Arrangement) Secondary & Sr. Sec. Mrs. S. Gubta Mrs. S. Gubta Mrs. S. Dubject Committees Or prepare and inform to subject teachers about the special time table during all holidays, breaks (autumn Ms. S. Gubta) With teacher. To prepare and inform to subject teachers about the special time table during all holidays, breaks (autumn Ms. S. Gubta) With teacher. To prepare and inform to subject teachers about the special time table during all holidays, breaks (autumn Ms. S. Gubta) With teacher. To prepare and inform to subject teachers about the special time table during all holidays, breaks (autumn Ms. S. Gubta) With teacher. To prepare and inform to subject teachers about the special time table during all holidays, breaks (autumn Ms. S. Gubta) With teachers With the teacher of the time tables as per aliotment. To make an arrangement during the leave of the teacher. To prepare and inform to subject teachers about the special time table during all holidays, breaks (autumn Ms. S. Gubta) With teacher of the time tables as per aliotment. To make an arrangement during the leave of the teacher. To prepare and inform to subject teachers about the special time table during all holidays, breaks (autumn Ms. With teacher of the teacher. To analyze the performance of students & prepare further course of action plan for betterment of students academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil or class wise progress of subject. To keep a vigil or class wise p | 18. | Admission | | To plan admission procedure as per KVS guidelines |
| 3. Mrs. J. RANI 4. Ms. Kunti K. Minz 5. Mrs. Nalini Dhar Dubey HELP DESK- Mrs. M. Balhal Mrs. S. DHRUV Mrs. D. SHUKLA Ms Reena Kumari 19. Time Table and arrangement Primary 19. Mrs. S. Dhruv-I/C Mrs M.Balhal Ms. A. BAJPAI (Arrangement) Mrs. S. Obriv-I/C Mrs M.Balhal Ms. S. GupTA Mrs. S. Ohriv-I/C Mrs Sunitra Jha Mrs. S. GupTA Mrs. A. Minz (Arrangement) Mrs. S. Minz (Arrangement) Mrs. S. Minz (Arrangement) 20. Subject Committees (Primary) Secondary & Sr. Sec. 10. Subject Committees (Primary) Mrs. A. KALPRT Mrs. A. Minz (Arrangement) Mrs. S. R. Das-I/C ALL PRT All ENG. TEACHERS Mrs. A. KARE-I/C All Math teachers Mathematics Mrs. A. KHARE-I/C All Math teachers Mrs. A. KHARE-I/C All Science Teachers 12. All Science Teachers 13. Mrs. Minz John Dal Dubey HELP DESK. Mrs. Main Dal Dubey HELP DESK. Mrs. A. Balhal Mrs. S. DHRU Time table in-charge & Asst. In-charge will frame the time tables as per allotment. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement | 10. | 714 | • • • | , |
| 4. Ms. Kunti K. Minz 5. Mrs. Nalini Dhar Dubey HELP DESK- Mrs. M. Balhal Mrs. S. DHRUV Mrs. D. SHUKLA Ms Reena Kumari 19. Time Table and arrangement Primary Mrs. S. Dhruv-I/C Mrs M. Balhal Mrs. S. Dhruv-I/C Mrs M. Balhal Ms. S. Dhruv-I/C Mrs M. Balhal Ms. A. BAJPAI (Arrangement) Mrs. Sonia Rathi-I/C Mrs Sumitra Jha Ms. S. GUPTA Mrs. A. Minz (Arrangement) Mrs. A. Minz (Arrangement) Mrs. S. DB-I/C ALL ENG. TEACHERS Mrs. ARCHANA-I/C All TGT Hindi & TGT Sansk Mathematics Mathematics Mathematics Mrs. A. KMare-I/C All Math teachers Science 4. Ms. Mininz 5. Mrs. A. KMare-I/C All Science Teachers To co-ordinate with exam dept to conduct tests for admission required for fresh admission To prepare final list of admission for the year 2019-20 To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To prepare and inform to subject teachers about the special time table during all holidays, breaks (autumn & winter) and vacation including morning assembly time of Vidyalaya as per action plan for class X & XII. To ensure ringing of the bell in time. Any other related work. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | | | ' ' ' ' |
| 5.Mrs. Nalini Dhar Dubey HELP DESK-Mrs. M. Balhal Mrs. M. Balhal Mrs. S. DHRUV Mrs. D. SHUKLA Ms Reena Kumari 19. Time Table and arrangement Primary Mrs. S. Dhruv- I/C Mrs M. Balhal Ms. A. BAJPAI (Arrangement) Mrs. Sonia Rathi- I/C Mrs. Sonia Rathi- I/C Mrs. S. GUPTA Mrs. A. Minz (Arrangement) Mrs. S. GUPTA Mrs. A. Minz (Arrangement) 20. Subject Committees Peccondary & Sr. Secondary section English Mrs. A. CALL ENR Mathematics Mathematics Mathematics Mathematics Science Mrs. A. HARE- I/C All Math teachers Mrs. A. KHARE- I/C All Science Mrs. A. KHARE- I/C All Science Mrs. A. KHARE- I/C All Science Teachers Mrs. A. Wins carching in Conduct the special time table during all holidays, breaks (autumn time to time table during all holidays, breaks (autumn & winter) and vacation including morning assembly time of Vidyalaya as per action plan for class X & XII. To ensure ringing of the bell in time. Any other related work. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Princips! To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | | | |
| HELP DESK- Mrs. M. Balhal Mrs. S. DHRUV Mrs. D. SHUKLA Ms Reena Kumari Time Table and arrangement Primary Mrs. S. Dhruv-I/C Mrs M.Balhal Ms. S. Dhruv-I/C Mrs M.Balhal Ms. A. BAJPAl (Arrangement) Mrs. Sonia Rathi- I/C Mrs Sumitra Jha Ms. S. GUPTA Mrs. A. Minz (Arrangement) Secondary & Sr. Sec. (Primary) Secondary & Sr. Secondary & Sr. ALL PRT Secondary section English Hindi/Sanskrit Mathematics Mathematics Mathematics Mathematics Mrs. A. KHARE-I/C All Matheachers Mrs. A. KHARE-I/C All Science Mrs. A. KHARE-I/C All Science Teachers admission required for fresh admission To prepare final list of admission for the year 2019-20 To prepare final list of admission for the year 2019-20 To prepare final list of admission for the year 2019-20 To prepare final list of admission for the year 2019-20 To prepare final list of admission for the year 2019-20 To prepare final list of admission for the year 2019-20 To prepare final list of admission for the year 2019-20 To prepare final list of admission for the year 2019-20 To prepare final list of admission for the year 2019-20 To prepare final list of admission for the year 2019-20 To prepare final list of admission for the year 2019-20 To prepare final list of admission for the year 2019-20 To prepare final list of admission for the year 2019-20 To prepare final list of admission for the year 2019-20 To prepare final list of admission for the year 2019-20 The time table during all holidary, breaks (autumn & winter) and vacation including morning assembly time of Vidyalaya as per action plan for class X & XII. To ensure ringing of the bell in time. Any other related work. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress | | | | 9 |
| Mrs. M. Balhal Mrs. S. DHRUV Mrs. D. SHUKLA Ms Reena Kumari 19. Time Table and arrangement Primary Mrs. S. Dhruv-I/C Mrs M. Balhal Ms. A. BAJPAI (Arrangement) Mrs. Sonia Rathi-I/C Mrs Sonia Rathi-I/C Mrs. Sonia Rathi-I/C Mrs. A. Minz (Arrangement) 20. Subject Committees (Primary) Secondary & Sr. Sec. Mrs. S. R. Das-I/C Secondary section English Mindi/Sanskrit Mathematics Mathematics Mrs. A. Kinshra I/C All TGT Hindi & TGT Sansk Mathematics Mrs. A. KHARE-I/C All Science Mrs. A. KHARE-I/C All Science Teachers Mrs. A. KHARE-I/C All Science Teachers Mrs. A. KHARE-I/C All Science Teachers To prepare final list of admission for the year 2019-20 To prepare final list of admission for the year 2019-20 To prepare final list of admission for the year 2019-20 Time table in-charge & Asst. In-charge will frame the time tables as per allotment. To make an arrangement during the leave of the teacher. To prepare and inform to subject teachers about the special time table during all holidays, breaks (autumn & winter) and vacation including morning assembly time of Vidyalaya as per action plan for class X & XII. To ensure ringing of the bell in time. Any other related work. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To leep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | | · | · |
| 19. Time Table and arrangement Primary Mrs. S. Dhruv-I/C Mrs Malhal (Arrangement) Secondary & Sr. Sec. Secondary & Sr. Sec. Subject Committees (Primary) Secondary & Sr. Sec. Mrs. S. Dhruv-I/C Mrs Sumitra Jha Mrs. A. Minz (Arrangement) (Primary) Secondary & Sr. Sec. Mrs. S. R. Das-I/C ALL PRT Secondary section English Hindi/Sanskrit Mathematics Mathematics Mrs. A. Mare Mrs. A. Kinshra I/C All TGT Hindi & TGT Sansk Mathematics Mrs. A. KhARE-I/C All Science Mrs. A. KHARE-I/C All Science Teachers Mrs. A. Kinshra I/C All Science Teachers Time table in-charge & Asst. In-charge will frame the time tables as per allotment. To make an arrangement during the leave of the teacher. To prepare and inform to subject teachers about the special time table during all holidays, breaks (autumn & winter) and vacation including morning assembly time of Vidyalaya as per action plan for class X & XII. To ensure ringing of the bell in time. Any other related work. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To leep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | | Mrs. M. Balhal | · |
| 19. Time Table and arrangement Primary Mrs. S. Dhruv-I/C Mrs M.Balhal (Arrangement) Secondary & Sr. Sec. Subject Committees (Primary) Secondary & Sr. Sec. Mrs. S. Das-I/C ALL PRT Secondary section English Mr. R. K. DEWANGAN-I/C ALL ENG. TEACHERS Mrs. ARCHANA-I/C All TGT Hindi & TGT Sansk Mathematics Mrs. A. KHARE-I/C All Science Mrs. A. KHARE-I/C All Science Mrs. A. KHARE-I/C All Science Teachers Mrs. S. Dhruv-I/C Mrs balbe in-charge & Asst. In-charge will frame the time tables as per allotment. To make an arrangement during the leave of the teacher. To prepare and inform to subject teachers about the special time table during all holidays, breaks (autumn & winter) and vacation including morning assembly time of Vidyalaya as per action plan for class X & XII. To ensure ringing of the bell in time. Any other related work. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | | Mrs. S. DHRUV | , , |
| Time Table and arrangement Primary Mrs. S. Dhruv-I/C Mrs M.Balhal Ms. A. BAJPAI (Arrangement) Mrs. Sonia Rathi- I/C Mrs Sumitra Jha Ms. S. GUPTA Mrs. A. Minz (Arrangement) Mrs. A. Minz (Arrangement) Mrs. S. R. Das-I/C Secondary & Sr. Sec. Subject Committees (Primary) Secondary & Sr. Sec. Mrs. S. R. Das-I/C ALL PRT Secondary section English Hindi/Sanskrit Mathematics Mathematics Mathematics Mrs. A. KHARE-I/C All Science Mrs. A. KHARE-I/C All Science Teachers Mrs. A. KHARE-I/C All Science Teachers Mrs. A. KHARE-I/C All Science Teachers Mrs. S. Dhruv-I/C Mrs M.sable in-charge & Asst. In-charge will frame the time tables in-charge & Asst. In-charge will frame the time tables in-charge & Asst. In-charge will frame the time tables in-charge & Asst. In-charge will frame the time tables in-charge & Asst. In-charge will frame the time tables in-charge & Asst. In-charge will frame the time tables in-charge & Asst. In-charge will frame the time tables in-charge & Asst. In-charge will frame the time tables as per allotment. To make an arrangement during the leave of the teacher. To prepare and inform to subject teachers about the special time table during all holidays, breaks (autumn & winter) and vacation including morning assembly time of Vidyalaya as per action plan for class X & XII. To ensure ringing of the bell in time. Any other related work. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | | Mrs. D. SHUKLA | |
| arrangement Primary Mrs. S. Dhruv-I/C Mrs M.Balhal Ms. A. BAJPAI (Arrangement) Mrs. Sonia Rathi- I/C Mrs Sumitra Jha Ms. S. GUPTA Mrs. A. Minz (Arrangement) Mrs. A. Minz (Arrangement) Mrs. S. R. Das-I/C Secondary & Sr. Secondary section English Mrs. A. DEWANGAN-I/C All TGT Hindi & TGT Sansk Mathematics Mrs. A. KHARE-I/C All Math teachers Science Mrs. A. KHARE-I/C All Science Teachers To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To make an arrangement during the leave of the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare the teacher. To make an arrangement during the leave of the teacher. To prepare the teacher. To make an arrangement during the leave factoring all holidays, preaks (autumn Mexical propersion including | | | Ms Reena Kumari | |
| Primary Mrs. S. Dhruv-I/C Mrs M.Balhal Ms. A. BAJPAI (Arrangement) Mrs. Sonia Rathi- I/C Mrs Sumitra Jha Ms. S. GUPTA Mrs. A. Minz (Arrangement) Primary Secondary & Sr. Sec. Mrs. S. Dhruv-I/C Mrs Sumathi- I/C Mrs Sumitra Jha Ms. S. GUPTA Mrs. A. Minz (Arrangement) Mrs. S. R. Das- I/C Secondary & Sr. Secondary & Sr. Secondary section English Mrs. K. DewAngan- I/C All ENG. TEACHERS Hindi/Sanskrit Mathematics Mrs. A. KHARE- I/C All Science Mrs. A. KHARE- I/C All Science Teachers Mrs. A. KHARE- I/C All Science Teachers To make an arrangement during the leave of the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the teacher. To prepare and inform to subject teachers about the secilal treather and inform to subject teachers about the secilal treather and inform to subject teachers about the secilal treather and inform to subject teachers about the secilal treather and inform to subject teachers about the secilal treather and inform to subject teachers about the secilal treather and inform to subject teachers about the secilal treather and vacation including morning assembly time of Vidyalaya as per action plan for class X & XII. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check | 19. | Time Table and | | Time table in-charge & Asst. In-charge will frame the |
| Secondary & Sr. Sec. Mrs. A. BAJPAI (Arrangement) Mrs. Sonia Rathi- I/C Mrs Sumitra Jha Mrs. A. Minz (Arrangement) Mrs. A. Minz (Arrangement) Mrs. A. Minz (Arrangement) Mrs. A. Minz (Arrangement) Mrs. A. Minz (Arrangement) Mrs. A. Minz (Arrangement) To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Mrs. A. KHARE- I/C All Science Mrs. A. KHARE- I/C All Science Teachers To prepare and inform to subject teachers about the special time table during all holidays, breaks (autumn & winter) and vacation including morning assembly time of Vidyalaya as per action plan for class X & XII. To ensure ringing of the bell in time. Any other related work. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | arrangement | | time tables as per allotment. |
| Secondary & Sr. Sec. Ms. A. BAJPAI (Arrangement) Mrs. Sonia Rathi- I/C Mrs Sumitra Jha Ms. S. GUPTA Mrs. A. Minz (Arrangement) Mrs. A. Minz (Arrangement) Mrs. S. GUPTA Mrs. A. Minz (Arrangement) Subject Committees (Primary) Secondary & Sr. Sec. Mrs. S. R. Das- I/C Secondary section English Hindi/Sanskrit Mathematics Mr. R. K. DEWANGAN- I/C All ENG. TEACHERS Mrs. A. RCHANA- I/C All TGT Hindi & TGT Sansk Mathematics Mrs. A. KHARE- I/C All Math teachers Science Mrs. A. KHARE- I/C All Science Teachers To prepare and inform to subject teachers about the special time table during all holidays, breaks (autumn & winter belowing all holidays, breaks (autumn & winter below in Eable during all holidays, breaks (autumn & winter below in Eable during all holidays, breaks (autumn & winter below in Eable during all holidays, breaks (autumn & winter below in Eable during all holidays, breaks (autumn & winter below in Eable during all holidays, breaks (autumn & winter below in Eable during all holidays, breaks (autumn & winter below in Eable during all holidays, breaks (autumn & winter below in Eable during all holidays, breaks (autumn & winter below in Eable during all holidays, breaks (autumn & winter below in Eable during all holidays, preaks (autumn & winter below in Eable during all holidays, preaks (autumn & winter below in Eable during all holidays, preaks (autumn & winter below in Eable during all holidays. To ensure ringing of the bell in time. Any other related work. To analyze the performance of students & prepare further course of action plan for betterment of | | Primary | Mrs. S. Dhruv- I/C | To make an arrangement during the leave of the |
| Secondary & Sr. Sec. (Arrangement) Mrs. Sonia Rathi- I/C Mrs Sumitra Jha Ms. S. GUPTA Mrs. A. Minz (Arrangement) Mrs. A. Minz (Arrangement) Subject Committees (Primary) Secondary & Sr. Sec. Mrs. S. R. Das- I/C Secondary section English Hindi/Sanskrit Mr. R. K. DEWANGAN- I/C ALL ENG. TEACHERS Mrs. ARCHANA- I/C All TGT Hindi & TGT Sansk Mathematics Mrs. A. KHARE- I/C All Math teachers Science (Arrangement) Special time table during all holidays, breaks (autumn & winter) and vacation including morning assembly time of Vidyalaya as per action plan for class X & XII. To ensure ringing of the bell in time. Any other related work. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | | Mrs M.Balhal | teacher. |
| Secondary & Sr. Sec. Mrs. Sonia Rathi- I/C Mrs Sumitra Jha Ms. S. GUPTA Mrs. A. Minz (Arrangement) Subject Committees (Primary) Secondary & Sr. Secondary section English Hindi/Sanskrit Mrs. A. CDEWANGAN- I/C ALL ENG. TEACHERS Mrs. ARCHANA- I/C All TGT Hindi & TGT Sansk Mathematics Mrs. S. R. Dash I/C All Math teachers Mrs. A. KHARE- I/C All Science Mrs. Sonia Rathi- I/C Mrs Sumitra Jha Ms. S. GUPTA Mrs. A. Minz (Arrangement) To ensure ringing of the bell in time. Any other related work. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | | Ms. A. BAJPAI | To prepare and inform to subject teachers about the |
| Mrs Sumitra Jha Ms. S. GUPTA Mrs. A. Minz (Arrangement) Subject Committees (Primary) Secondary & Sr. Secondary section English Hindi/Sanskrit Mathematics Mrs. A. KHARE-I/C All Science Mrs. Sumitra Jha Ms. S. GUPTA Mrs. A. Minz (Arrangement) To ensure ringing of the bell in time. Any other related work. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | | | _ , |
| Ms. S. GUPTA Mrs. A. Minz (Arrangement) To ensure ringing of the bell in time. Any other related work. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Mathematics Mrs. A. KHARE-I/C All Math teachers Mrs. A. KHARE-I/C All Science Teachers To ensure ringing of the bell in time. Any other related work. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | Secondary & Sr. Sec. | | , |
| Mrs. A. Minz (Arrangement) Subject Committees (Primary) Secondary & Sr. Secondary section English Hindi/Sanskrit Mathematics Mrs. K. Mishra I/C All Math teachers Science Mrs. A. Minz (Arrangement) To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | | | |
| 20. Subject Committees (Primary) Secondary & Sr. Secondary section English Hindi/Sanskrit Mathematics Mathematics (Arrangement) To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | | | |
| 20. Subject Committees (Primary) Secondary & Sr. Secondary section English Hindi/Sanskrit Mathematics Mathematics Subject Committees Mrs. S. R. Das- I/C ALL PRT Mrs. S. R. Das- I/C ALL PRT To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Mr. K. K. Mishra I/C All Math teachers Mrs. A. KHARE- I/C All Science Teachers To check class wise monthly academic performance. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | | | Any other related work. |
| further course of action plan for betterment of students' academic performance. Secondary & Sr. Secondary section English Hindi/Sanskrit Mr. R. K. DEWANGAN- I/C ALL ENG. TEACHERS Mrs. ARCHANA- I/C All TGT Hindi & TGT Sansk Mathematics Mr. K. K. Mishra I/C All Math teachers Mrs. A. KHARE- I/C All Science Teachers further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To check class wise monthly academic performance analysis & discuss for further course of action. To check class wise monthly academic performance analysis & discuss for further course of action. To check class wise monthly academic performance analysis & discuss for further course of action. To check class wise monthly academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To check class wise monthly academic performance. | | | (Arrangement) | |
| further course of action plan for betterment of students' academic performance. Secondary & Sr. Secondary section English Hindi/Sanskrit Mr. R. K. DEWANGAN- I/C ALL ENG. TEACHERS Mrs. ARCHANA- I/C All TGT Hindi & TGT Sansk Mathematics Mr. K. K. Mishra I/C All Math teachers Mrs. A. KHARE- I/C All Science Teachers further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To check class wise monthly academic performance analysis & discuss for further course of action. To check class wise monthly academic performance analysis & discuss for further course of action. To check class wise monthly academic performance analysis & discuss for further course of action. To check class wise monthly academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To check class wise monthly academic performance. | | | | |
| further course of action plan for betterment of students' academic performance. Secondary & Sr. Secondary section English Hindi/Sanskrit Mr. R. K. DEWANGAN- I/C ALL ENG. TEACHERS Mrs. ARCHANA- I/C All TGT Hindi & TGT Sansk Mathematics Mr. K. K. Mishra I/C All Math teachers Mrs. A. KHARE- I/C All Science Teachers further course of action plan for betterment of students' academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To check class wise monthly academic performance analysis & discuss for further course of action. To check class wise monthly academic performance analysis & discuss for further course of action. To check class wise monthly academic performance analysis & discuss for further course of action. To check class wise monthly academic performance. To check class wise monthly academic performance analysis & discuss for further course of action. To check class wise monthly academic performance. | 20. | Subject Committees | | To analyze the performance of students & prepare |
| (Primary) Secondary & Sr. Secondary section English Hindi/Sanskrit Mrs. ARCHANA-I/C All TGT Hindi & TGT Sansk Mrs. A. KHARE-I/C All Science Mrs. A. KHARE-I/C All Science Secondary section English Mrs. S. R. Das-I/C ALL PRT To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | -•. | | | , |
| Secondary & Sr. Secondary section English Hindi/Sanskrit Mr. R. K. DEWANGAN- I/C ALL ENG. TEACHERS Mrs. ARCHANA- I/C All TGT Hindi & TGT Sansk Mr. K. K. Mishra I/C All Math teachers Science Mrs. A. KHARE- I/C All Science Teachers To check class wise monthly academic performance analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | (Primary) | Mrs. S. R. Das- I/C | · |
| Secondary section English Mr. R. K. DEWANGAN- I/C ALL ENG. TEACHERS Mrs. ARCHANA- I/C All TGT Hindi & TGT Sansk Mathematics Mr. K. K. Mishra I/C All Math teachers Mrs. A. KHARE- I/C All Science Teachers analysis & discuss for further course of action. To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | | - | |
| English Mr. R. K. DEWANGAN- I/C ALL ENG. TEACHERS Mrs. ARCHANA- I/C All TGT Hindi & TGT Sansk Mathematics Mr. K. K. Mishra I/C All Math teachers Mrs. A. KHARE- I/C All Science Teachers To conduct the monthly meeting in order to check the progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | _ | | |
| Hindi/Sanskrit Mrs. ARCHANA-I/C All TGT Hindi & TGT Sansk Mathematics Mr. K. K. Mishra I/C All Math teachers Science Mrs. A. KHARE-I/C All Science Teachers Mrs. A. Science Teachers Mrs. A. KHARE-I/C All Science Teachers progress of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | <u> </u> | Mr. R. K. DEWANGAN- I/C | · · |
| Hindi/Sanskrit Mrs. ARCHANA- I/C All TGT Hindi & TGT Sansk Mathematics Mr. K. K. Mishra I/C All Math teachers Mrs. A. KHARE- I/C All Science Teachers Mrs. ARCHANA- I/C chalked out to complete the syllabus without any further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | | ALL ENG. TEACHERS | , — |
| All TGT Hindi & TGT Sansk Mathematics Mr. K. K. Mishra I/C All Math teachers Mrs. A. KHARE- I/C All Science Teachers Mathematics further delay. Prepare the report on the last working day of every month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | Hindi/Sanskrit | Mrs. ARCHANA- I/C | |
| Science All Math teachers Mrs. A. KHARE- I/C All Science Teachers Month & submit it to Principal. To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | | All TGT Hindi & TGT Sansk | further delay. |
| Science Mrs. A. KHARE- I/C All Science Teachers To keep a vigil on class wise progress of subject. To plan activities like science exhibitions, seminars, | | Mathematics | Mr. K. K. Mishra I/C | Prepare the report on the last working day of every |
| All Science Teachers To plan activities like science exhibitions, seminars, | | | All Math teachers | month & submit it to Principal. |
| | | Science | Mrs. A. KHARE- I/C | To keep a vigil on class wise progress of subject. |
| Social Science Mr. L. RAM- I/C field trips, film shows, talks, etc related to their | | | All Science Teachers | To plan activities like science exhibitions, seminars, |
| | | Social Science | - | field trips, film shows, talks, etc related to their |
| All Social Science Teachers subject. | | | All Social Science Teachers | subject. |

| S. | DEPT/COMMITTEE/CLUB | IN-CHARGE/ | DUTIES/RESPONSIBILITIES/ |
|-----|--------------------------|--|--|
| No. | | CONVENOR/MEMBER | ACTIVITIES |
| | | | To highlight the importance of each, interdependence of various subjects, co relation among different subject teachers, life history of great personality, freedom fighters, scientists, mathematician, writers, poets, thinkers etc. Any other related work. |
| 21. | Website up gradation | Mr. S. K. Chaudhary I/C | To encourage and train the students and staff to work |
| | & email | Computer Instructor | on think.com |
| | T.A.L. & C.A.L. | Secondary | To facilitate the web access to all in the learning |
| | | Mrs. S. RATHI | process. |
| | | (Senior resource room) | To arrange modern technologies like OHP, Tape |
| | | Computer Instructor | recorder, CD players etc. |
| | | (Auditorium) | To procure required audio and video CDs or cassettes |
| | | Mr. R. K. DEWANGAN | Any other related work |
| | | (Language Lab) Mrs. S. JHA | |
| | | (Junior Computer Lab) | |
| | | CLASS TEACHERS OF- VIB, | |
| | | VIIA, VIIIB, IXA, XB & XIB. | |
| | | Primary | |
| | | Mrs. MALASHREE BALHAL | |
| | | Ms. G. JOTWANI- I/C | |
| | | Mrs. Sushma Dhruv | |
| 22. | CLUB ACTIVITIES | AA. ADOLIANA DAIDUT I/O | As per KVS Guidelines |
| | a.Readers Club | Ms. ARCHANA RAJPUT I/C Mr. R. K. DEWANGAN | |
| | | Mrs Chanda Kumari | |
| | | Mr. M. M. Dewangan | |
| | | Mrs. M. Sharma | |
| | | Ms. Kunti Minz | |
| | | Ms. G. Jotwani | |
| | b. Integrity Club & BIS | Mr. L. RAM- I/C | |
| | | Ms Sakshi Gupta | |
| | c) Nature club/Eco Club | Mrs Yamini Kaushik Mrs. Kiran Minj I/C | |
| | of Hatara Glas, 200 Glas | Mrs. Mary P Minz | |
| | | Ms. S. Gupta | |
| | | Ms. K K Minz (For Prim.) | |
| | | Mrs. Sushma Dhruv | |
| | d) Innovation Club | Mrs. A. KHARE- I/C | |
| | | Mr. K. K. MISHRA | |
| | | Mrs Sumitra Jha | |
| | a) Tay Bears | Mrs. S. RATHI | |
| | e) Toy Room | Mrs. M Balhal- I/C | |
| | | Ms. REENA KUMARI Mr. Nitesh | |
| | f) EBSB/AKAM | Mr. L. RAM- I/C | |
| | | Mrs. ARCHANA SINGH | |
| | | Mrs Yamini Kaushik | |
| | | Mrs Chanda Kumari | |
| | | Ms. S. Gupta | |

| S. | DEPT/COMMITTEE/CLUB | IN-CHARGE/ | DUTIES/RESPONSIBILITIES/ |
|-----|----------------------|--|--|
| No. | | CONVENOR/MEMBER | ACTIVITIES |
| 23. | SBSB/FIT INDIA | Mr. ASMIT KUMAR- I/C | As per KVS Guidelines |
| | Primary | Mrs. Sushma Dhruv- I/C | The partition of the pa |
| | , | Mrs. N. D. DUBEY | |
| | 61.0 | Mr. S. ANAND- I/C | |
| | 6 to 8 | Mr. M. M. Dewangan | |
| | | YOGA TEACHER- I/C | |
| | 9 to 12 | Mrs. J. RANI | |
| | | Members: | |
| | | 1.Mr. NITESH | |
| | | 2.Mrs. D. SHUKL A | |
| | | 3.Sports Coach | |
| | | 4.Nurse | |
| 24 | Library Committee | Mrs. A. Minz, Librarian I/C | Make available curriculum books, Textbooks, |
| 24. | Library Committee | Mr. K K Mishra PGT (Maths) | Make available curriculum books, Textbooks, collection of CBSE & session ending examination old |
| | | 1 | |
| | | Mr. R.K. Dewangan PGT | question papers for the help of the students. |
| | | (Eng) | News papers, magazines etc. should be readily |
| | | Ms. Archana PGT (Hindi) | available in library. |
| | | Mrs. S. Rathi PGT(Comm.) 6.Mrs. Malashree Balhal | Prepare a list of books with the help of subject |
| | | | teachers by April' 2019 & purchase them latest by |
| | | 7.Ms. K. K. Minz PRT | Dec. 2020 as per Vidyalaya budget provision. |
| | | | AT least two programmes & two competitions should |
| | | | be organized in this session to make aware the |
| | | | students & staff for the use of library & to make |
| | | | aware the students & staff for the use of library & to |
| | | | encourage the students to study the books & |
| | | | magazines. |
| | | | To organize book exhibition. |
| | | | Issue of books to the students & staff should be |
| | | | frequent & should be recorded in issue register for |
| | | | verification by the higher officers. |
| | | | To purchase books to the library as per the |
| | | | recommendations of library committee. |
| 25. | Teaching AIDs | Mrs Malashree Balhal I/C | |
| | Primary | Ms Geetika Jotwani, PRT | To set activity room to teach primary students as per |
| | | Ms Anchal Bajpai | KVS circular No.F.39-AC/2008-KVS(BGR), dated 6.2.08. |
| | | Mr. Nitesh | To arrange for procuring the materials for teaching |
| | | | aids to the teachers as per norms. |
| | Secondary & Sr. Sec. | Mr. L. Ram I/C | To plan & arrange purchasing materials required for |
| | | Ms. Sakshi Gupta | teaching aid. |
| | | Mrs. M P Minz | Any other related work. |
| | | Mrs. S Jha | |
| 26. | ACCOUNTS COMMITTEE | Mr S K Sahu Chairman | |
| | | Mrs Sonia Rathi | |
| | | Mr Rahul | |
| | | Mr Y C Kaushik | |
| | | | |
| | | | |
| | | | |
| | | | |

| 1.Physics 2.Chemistry 3.Biology 4.Mathemetics 5.Computer 6.Junior Science Lab 7.Social Science lab 8.Language Lab 9.Toy Room 10.NCC Room 11.Scout/Guide Room 12. Jr. Computer Lab Mrs. A. Khare I/C Mrs. J. Rani I/C Mrs. M. Tiwari I/C Mrs. M. Tiwari I/C Mrs. Sumitra Jha I/C Mrs. S. K. Chaudhary-I/C Mrs. Mary P. Minz I/C Mrs. A. Khare I/C Mrs. J. Rani I/C Mrs. M. Tiwari I/C Mrs. Sumitra Jha I/C Mrs. S. K. Chaudhary-I/C Mrs. Mary P. Minz I/C Mrs. A. Khare I/C Mrs. J. Rani I/C Mrs. M. Tiwari I/C Mrs. Sumitra Jha I/C Mrs. S. K. Chaudhary-I/C Mrs. Mary P. Minz I/C Mrs. A. Khare I/C Mrs. J. Rani I/C Mrs. M. Tiwari I/C Mrs. Sakshi Gupta I/C Mrs. Malashree Balhal I/C Mrs. Malashree Balhal I/C Mrs. Malashree Balhal I/C Mrs. M. Dewangan- I/C Mrs. Malashree Balhal I/C Mrs. M | tratory to the students as per ory for students use, update sary arrangement, if any for opject etc. as per syllabus and regularly. e with Jr.Sc.Lab. in-charge. and to organize KV level science exhibition. |
|--|--|
| 27. Laboratory 1.Physics 2.Chemistry 3.Biology 4.Mathemetics 5.Computer 6.Junior Science Lab 7.Social Science lab 8.Language Lab 9.Toy Room 10.NCC Room 11.Scout/Guide Room 12. Jr. Computer Lab Mrs. A. Khare I/C Mrs. A. Khare I/C Mrs. J. Rani I/C Mrs. J. Rani I/C Mrs. J. Rani I/C Mrs. M. Tiwari I/C Mrs. Sumitra Jha I/C Mrs. Sumitra Jha I/C Mrs. Malahary-I/C Mrs. Malahary-I/C Mrs. Malashree Balhal I/C Mrs. Malashree Balhal I/C Mrs. M. Dewangan-I/C Mrs. M. M. Dewangan-I/C Mrs. Mrs. M. Dewangan-I/C Mrs. M. M. Dewangan-I/C Mrs. M. M. Dewangan-I/C Mrs. Mrs. Mrs. Mrs. Mrs. Mrs. Mrs. Mrs. | ratory to the students as per ory for students use, update sary arrangement, if any for oject etc. as per syllabus and regularly. e with Jr.Sc.Lab. in-charge. and to organize KV level science exhibition. |
| 1.Physics 2.Chemistry 3.Biology 4.Mathemetics 5.Computer 6.Junior Science Lab 7.Social Science lab 8.Language Lab 9.Toy Room 10.NCC Room 11.Scout/Guide Room 12. Jr. Computer Lab Mrs. A. Khare I/C Mrs. J. Rani I/C Mrs. M. Tiwari I/C Mrs. Sumitra Jha I/C Mrs. Sumitra Jha I/C Mrs. Sumitra Jha I/C Mrs. Mary P. Minz I/C Mrs. Malashree Balhal I/C Mrs. M. M. Dewangan- I/C Mrs. Malashree Balhal I/C Mrs. Mrs. Mrs. Mrs. Mrs. Mrs. Mrs. Mrs. | ratory to the students as per ory for students use, update sary arrangement, if any for oject etc. as per syllabus and regularly. e with Jr.Sc.Lab. in-charge. and to organize KV level science exhibition. |
| 2.Chemistry 3.Biology 4.Mathemetics 5.Computer 6.Junior Science Lab 7.Social Science lab 8.Language Lab 9.Toy Room 10.NCC Room 11.Scout/Guide Room 12. Jr. Computer Lab Mrs. J. Rani I/C Mr. M. Tiwari I/C Mrs. Sumitra Jha I/C Mrs. Sumitra Jha I/C Mrs. Sumitra Jha I/C Mrs. Sumitra Jha I/C Mrs. Chaudhary-I/C Mrs. Mary P. Minz I/C Mrs. Mary P. Minz I/C Mrs. Alashri Gupta I/C Mrs. Malashree Balhal I/C Mrs. REENA KUMARI Mrs. J. Rani I/C Mrs. J. Rani I/C Mrs. J. Rani I/C Mrs. J. Rani I/C Mrs. Sumitra Jha I/C Mrs. Sumitra Jha I/C Mrs. Sakshi Gupta I/C Mrs. Sakshi Gupta I/C Mrs. Nalashree Balhal I/C Mrs. Malashree Balhal I/C Mrs. Nalashree Balhal I/C | ory for students use, update sary arrangement, if any for oject etc. as per syllabus and regularly. e with Jr.Sc.Lab. in-charge. and to organize KV level science exhibition. |
| 3.Biology 4.Mathemetics 5.Computer 6.Junior Science Lab 7.Social Science lab 8.Language Lab 9.Toy Room 10.NCC Room 11.Scout/Guide Room 12. Jr. Computer Lab Mr. M. Tiwari I/C Mrs. Sumitra Jha I/C Mrs. Sumitra Jha I/C Mrs. Malahary-I/C Mrs. Mary P. Minz I/C Mrs. Many P. Minz I/C Mrs. Ma | oject etc. as per syllabus and regularly. e with Jr.Sc.Lab. in-charge. and to organize KV level science exhibition. |
| 4.Mathemetics 5.Computer 6.Junior Science Lab 7.Social Science lab 8.Language Lab 9.Toy Room 10.NCC Room 11.Scout/Guide Room 12. Jr. Computer Lab Mrs Sumitra Jha I/C Mr. S. K. Chaudhary-I/C Mrs. Mary P. Minz I/C Ms. Sakshi Gupta I/C Ms. Sakshi Gupta I/C Mrs. Mers Sumitra Jha I/C Mrs. K. Chaudhary-I/C Mrs. Mary P. Minz I/C Ms. Sakshi Gupta I/C Ms. Sakshi Gupta I/C Mrs. Malashree Balhal I/C Mrs. Malashree Balhal I/C Mrs. Mitesh- I/C Mrs. Malashree Balhal I/C Mrs. Mitesh- I/C Mrs. Malashree Balhal I/C Mrs. Mitesh- I/C Mrs. Mary P. Minz I/C Mrs. M | oject etc. as per syllabus and regularly. e with Jr.Sc.Lab. in-charge. and to organize KV level science exhibition. |
| 5.Computer 6.Junior Science Lab 7.Social Science lab 8.Language Lab 9.Toy Room 10.NCC Room 11.Scout/Guide Room 12. Jr. Computer Lab Mr. S. K. Chaudhary-I/C Mrs. Mary P. Minz I/C Ms. Sakshi Gupta I/C Mr. R. K. Dewangan- I/C Mrs. Malashree Balhal I/C Mrs. Malashree Balhal I/C Mrs. Mitesh- I/C Mrs. Malashree Balhal I/C Mrs. Nitesh- I/C Mrs. Malashree Balhal I/C Mrs. Nitesh- I/C Mrs. Malashree Balhal I/C Mrs. Nitesh- I/C Mrs. Malashree Balhal I/C Mrs. Malashr | oject etc. as per syllabus and regularly. e with Jr.Sc.Lab. in-charge. and to organize KV level science exhibition. |
| 6. Junior Science Lab 7. Social Science lab 8. Language Lab 9. Toy Room 10. NCC Room 11. Scout/Guide Room 12. Jr. Computer Lab Mrs. Mary P. Minz I/C Ms. Sakshi Gupta I/C Mr. R. K. Dewangan- I/C Mrs. Malashree Balhal I/C Ms. REENA KUMARI Mr. Nitesh- I/C Mr. M. M. Dewangan- I/C Computer Instructor-I/C To conduct practical / protocheck practical record rate to check practical record rate rate to check practical record rate rate to check practical record rate rate rate rate rate rate rate rate | regularly. e with Jr.Sc.Lab. in-charge. and to organize KV level science exhibition. |
| 7.Social Science lab 8.Language Lab 9.Toy Room 10.NCC Room 11.Scout/Guide Room 12. Jr. Computer Lab Ms. Sakshi Gupta I/C Mr. R. K. Dewangan- I/C Mrs. Malashree Balhal I/C Mrs. Malashree Balhal I/C Mrs. Melashree Balhal I/C Mrs. Milesh- I/C Mr | regularly. e with Jr.Sc.Lab. in-charge. and to organize KV level science exhibition. |
| 8.Language Lab 9.Toy Room 10.NCC Room 11.Scout/Guide Room 12. Jr. Computer Lab Mr. R. K. Dewangan- I/C Mrs. Malashree Balhal I/C Ms. REENA KUMARI Mr. Nitesh- I/C Mr. M. M. Dewangan- I/C Computer Instructor-I/C Mr. A. K. Dewangan- I/C To support and coordinate To prepare students cluster/regional/national To train children for various Any other related work. | e with Jr.Sc.Lab. in-charge. and to organize KV level science exhibition. |
| 9.Toy Room Mrs. Malashree Balhal I/C Ms. REENA KUMARI 10.NCC Room 11.Scout/Guide Room 12. Jr. Computer Lab Mrs. Malashree Balhal I/C Ms. REENA KUMARI Mr. Nitesh- I/C Mr. M. M. Dewangan- I/C Computer Instructor-I/C To prepare students cluster/regional/national To train children for various Any other related work. | and to organize KV level science exhibition. |
| 10.NCC Room 11.Scout/Guide Room 12. Jr. Computer Lab Ms. REENA KUMARI Mr. Nitesh- I/C Mr. M. M. Dewangan- I/C Computer Instructor-I/C Ms. REENA KUMARI To train children for variou Any other related work. | level science exhibition. |
| 10.NCC Room 11.Scout/Guide Room 12. Jr. Computer Lab Mr. Nitesh- I/C Mr. M. M. Dewangan- I/C Computer Instructor-I/C To train children for various Any other related work. | |
| 11.Scout/Guide Room 12. Jr. Computer Lab Mr. M. M. Dewangan- I/C Computer Instructor-I/C Any other related work. | us competitions. |
| 12. Jr. Computer Lab Computer Instructor-I/C | |
| | |
| | |
| | |
| 1 - 1 - | |
| 28. Furniture Department Mrs. K. Minj (I/C) To supervise the use of fu | rniture by the students. |
| | chase of Vidyalaya furniture |
| | in various classrooms & |
| departments as per requir | rements and budget. |
| To clear/get shifted unutil | |
| | kboards, name boards etc. |
| painted & maintained. | |
| Any other related work. | |
| 29. House Keeping Mrs. Kiran Minj- I/C Prepare plan for the SUPV | W training for students |
| | ns must be organized at |
| ADMINISTRATIVE BLOCK & Vidyalaya level before Dec | _ |
| | should be maintained inside |
| Mr. R. C. Sahu (Sub staff) as well as outside of the V | |
| | g all the notice boards as per |
| 1 1 | g all the hotice boards as per |
| processing practice | strical sivil and up keep of |
| | ctrical, civil and up keep of |
| Mr. ASMIT KUMAR the Vidyalaya. | |
| NURSE Any other related work. | |
| TOILET MONITORING PRIMARY | |
| GIRLS- Ms. G. Jotwani | |
| BOYS- Mr. Nitesh | |
| SECONDARY SECTION | |
| GROUND FLOOR | |
| BOYS- Mr. Saurabh Anand | |
| GIRLS-Mrs. Sumitra Jha | |
| Mrs. J. Rani Yadav | |
| FIRST FLOOR | |
| BOYS- MR. L. RAM | |
| GIRLS- Mrs. KIRAN MINJ | |
| Mrs. ANJANA MINZ | |
| | |
| 20 Building maintanance Martalhan Barrat/C | atononos urgantlu an accina i |
| | ntenance urgently require in |
| and beautification of the Mrs. Kiran Minj the Vidyalaya building & d | • |
| | e materials require for the |
| Mrs. Malashree Balhal purpose and complete all | _ |
| | alaya campus neat & clean. |
| , , | me for decent look of the |
| Mr. R. C. SAHU (Sub staff) Vidyalaya. | |

| S. | DEPT/COMMITTEE/CLUB | IN-CHARGE/ | DUTIES/RESPONSIBILITIES/ |
|-----|-------------------------|-------------------------------------|---|
| No. | | CONVENOR/MEMBER | ACTIVITIES |
| | | | To ensure the tube lights and fans are in proper working condition. The committee members of repair & maintenance will look after the use of water and electrical power in the school. This committee will ensure that there is no wastage of these energies and it should be available as requirements. If there is any repair related to this, the committee will take action for the same well in advance. Any other related work. |
| 31. | Purchase and | PURCHASE | To estimate the requirements in the beginning of the |
| 31. | condemnation | Mrs. A. Khare | academic year. |
| | committee | Mr. S. K. Choudhary | To procure the required items following the purchase |
| | | Mr. Manish Tiwari | procedure. |
| | | Mrs. Sonia Rathi | To take into stock. |
| | | Concerned Department In- | Any other related work. |
| | | charge | |
| | | CONDEMNATION | |
| | | Mrs. K. Minj I/C | |
| | | Mr. M. TIWARI | |
| | | Mr. M. M. DEWANGAN | |
| | | Mr. Y. C. Kaushik | |
| | | Concerned Department In- charges | |
| 32. | Rajbhasha Kalyan Samiti | Ms. ARCHANA- I/C | To follow Raj Bhasha Kalyan Samiti guidelines. |
| | | Mr. M. M. Dewangan | To take necessary action for proper functioning of this |
| | | Mrs. Yamini Kaushik | Samiti. |
| | | Mrs. M Sharma | To create a Hindi atmosphere and to promote usage |
| | | Mrs. N. D. Dubey | of Hindi in daily use. |
| | | | To keep a vigil on quarterly progress of Rajbhasha |
| | | | Samiti. |
| | | | To follow on instructions of town official language |
| | | | implementation committee and attend its meeting. To help children in participating in Sanskrit and Hindi |
| | | | competitions. |
| | | | Any other related works. |
| 33. | Health Check-Up | Mr. Manish Tiwari- I/C | To prepare a plan for student's health checking twice |
| | | Mrs. Mary P Minz | in this session by authorized medical officer. |
| | | NURSE | To make available stock of first and if any accident |
| | | All class teachers | happen. |
| | | | A special care must be taken for girls child as per their |
| | | | natural need, if situation demands for that. |
| | | | To organize expert talks related to health & hygiene. |
| | | | Any other related work. |
| 34. | Discipline | OVERALL INCHARGE & | Whether general instruction related to discipline are |
| | | AUDITORIUM MR ASMIT KUMAR | being maintain by the students or not, committee will |
| | | SENIOR SECONDARY | take proper care of this. Committee members will keep a keen watch on |
| | | (GROUND FLOOR) | behavior of students in school campus. |
| | | Mrs. J. RANI | This committee will take responsibility to ensure |
| | | MR. MANISH TIWARI | healthy conducive atmospheres in Vidyalaya. |
| | | MRS. SUMITRA JHA | If any member finds any misbehavior by the Students |
| | | FIRST FLOOR | it should be brought to the notice of all the members |
| | | Mr. S. K. Chaudhary | and the Principal so as to take necessary action. |
| | 1 | - 2 | |

| S. | DEPT/COMMITTEE/CLUB | IN-CHARGE/ | DUTIES/RESPONSIBILITIES/ |
|-----|----------------------------------|--|---|
| No. | , 1==, 1==2 | CONVENOR/MEMBER | ACTIVITIES |
| | | Mrs. S. RATHI | Committee will decide the punishment to concerned |
| | | MR. L Ram | student. |
| | | MIDDLE WING | |
| | | GROUND FLOOR | |
| | | Mrs. S JHA TGT(Maths) | |
| | | MS SAKSHI GUPTA | |
| | | Mrs. A. Minz | |
| | | MR. S. ANAND | |
| | | FIRST FLOOR | |
| | | MRS. MARY P. MINZ | |
| | | MRS. C. KUMARI | |
| | | MR. M. Sharma | |
| | | PRIMARY | |
| | | Mrs. MALASHREE BALHAL | |
| 25 | Objection of and other | ALL CLASS TEACHERS | |
| 35. | Olympiads and other examinations | | |
| | Science | Mrs. J. Rani | To inform the students about various competitions in |
| | Math | Mr. K K Mishra | concerned subjects. |
| | Cyber Olympiad | Mr. S K Chaudhary | To prepare the students for the competitions. |
| | English | Mr. R. K. Dewangan | To conduct the competition if necessary. |
| | Hindi | Mrs. Yamini Kaushik | Any other related work. |
| | So. Science & GK Quiz | Mr. L. Ram | Thirty defices related works |
| | | Mr. S. Anand | |
| | | Mr. Asmit Kumar | |
| | | Ms. S. Gupta | |
| | | Ms. Rashmi Kumari | |
| | 0. 66 | | |
| 36. | Staff meeting | Mr. R. K. Dewangan I/c | To record minutes of all staff meeting PT meeting, |
| | arrangement & | Ms. Archana (Recording of | 10 th and 12 th class PT meeting and to maintain records/ file of the same. |
| | recording of minutes | Minutes) Staff Secretary | To note down all important events/functions etc. held |
| | | Mrs. K. Minj TGT (WE) | in Vidyalaya. |
| | | Mr. S. Anand TGT(Art) | To prepare bimonthly news letter and to send to RO |
| | | 1011. 3. 7 mana 1 3 1 (7 m c) | and other officials of KVS |
| | | | Any other related work. |
| 37. | School Magazine, | Ms. Archana I/C | |
| | | Mr. R. K. Dewangan | |
| | | Mr. Y. Kaushik | |
| | | Mrs. C. Kumari | To collect the articles. |
| | | Mrs. M. Sharma | To edit the articles. |
| | Student & Teacher's | MR.S. K. CHOUDHARY I/C | To suggest improvisation in all matters related to |
| | Diary | Mr. K. K. Mishra | diary and magazine. |
| | | Mr. M. M. Dewangan | Any other related work. |
| | | Mr. S. Anand | |
| | | Mrs. MALASHREE BALHAL | |
| 30 | France : - | Ms. K. K. Minz | To when the average of |
| 38. | Excursion | Mrs. MALASHREE BALHAL | To plan the excursion. |
| | PRIMARY | (I/C) Ms. KUNTI K. MINJ PRT | To decide the place, make arrangement for |
| | | | conveyance. Estimate the amount to be collected from students. |
| | SECONDARY | Mr. A. K. Dewangan Mrs. KIRAN MINJ (I/C) | Keep the willingness form ready. |
| | SECUNDART | Mr. L. Ram | Arrange refreshments. |
| | | Mr. M. M. Dewangan | Any other work. |
| | | Mr. Asmit Kumar | Any other work. |
| | | IVIII. ASIIIIL KUIIIAI | |

| S. | DEPT/COMMITTEE/CLUB | IN-CHARGE/ | DUTIES/RESPONSIBILITIES/ |
|-----|---------------------|-------------------------------|--|
| No. | | CONVENOR/MEMBER | ACTIVITIES |
| | | Mr. S. Anand | |
| 39. | NIPUN/TLM | Mrs. MALASHREE BALHAL | To procure requirements as per from individual |
| | | I/C | teachers' requirements. |
| | | Mrs. S. Dhruw | To issue & maintain the stock. |
| | | Mrs. N. D. Dubey PRT | To keep & account of activities done by teachers. |
| | | | To maintain records. Any other related work. |
| 40. | Grievance Cell | MR. S. K. CHOUDHARY I/C | To periodically open suggestion box, at least once in |
| 10. | Gricvanice Cen | Mrs. S. Rathi | two months. |
| | | Mrs. M. Balhal | To keep a record of suggestions of grievances |
| | | Councellor | received from the students, staff or parents. |
| | | | To maintain the minutes of the meetings. |
| 41. | Refreshments | Mrs. Kiran Minj I/C | To arrange refreshments or sweets for all important |
| | | Mr. L. Ram | function like republic day, Independence Day, sports |
| | | Mrs. M Balhal | day, annual day or any other occasions. |
| | | Mrs. K. K. Minz | To inquire market survey and set competitive rates |
| | | Mrs. S. Dhruv Ms. Anchal | without compromising the quality. To arrange refreshments for cluster level, regional |
| | | Ms. Geetika | level, coaching campus etc. |
| | | Ms. Diksha Gupta | Any other related work. |
| | | Ms. Rashmi Kumari | 7 III 7 GUICE FEIGLESS WOTEN |
| 42. | ACP | MR. MANISH TIWARI I/C | As per KVS schedule |
| | | Mr. M. M. Dewangan | |
| | | Mrs Minakshi Sharma | |
| | | Mrs. A. Minz | |
| | | Mrs. S. Jha | |
| 43. | Scholarship (SC/ST) | Mr L Ram I/C | To ensure that all the SC /ST candidate who are |
| | Secondary | Ms. K. K. Minz I/C | eligible will get the scholarship form the government |
| | Primary | - | |
| 44. | Child Rights | Ms. Archana I/C | 1. To address child related matter. |
| | | Mrs. Chanda Kumari | 2. To conduct monthly meeting with the students |
| | | | (Boys and girls separately). |
| 45. | Evacuation Team | Mr. Asmit Kumar I/C | 1. To plan for drill once in a quarter |
| | | Mr. L. Ram Mr. M. TIWARI | To keep exit points hindrance free. |
| | | Mr. A. K. Dewangan | |
| | | Mr. Nitesh | |
| | | All Class Teachers | |
| 46. | Gate duty | ALL CLASS TEACHERS & Mr. | To guide the students and staff for Safety. |
| | (BEFORE AND AFTER | Asmit Kumar | To Monitor students movement during entry and exit |
| | SCHOOL) | | time. |
| | MAIN GATE MON-TUE | Mr. Nitesh | To keep record for Types of vehicle used by the |
| | | Mr. M. M. Dewangan | students |
| | MED THE | Ms. Rashmi | |
| | WED-THU | Mr. L. Ram Mrs Sumitra Jha | |
| | | Mrs. M. Sharma | |
| | FRI-SAT | Ms Sakshi Gupta | |
| | - | Sport Coach | |
| | | Yoga Coach | |
| | CYCLE STAND | Mr. R. C. Sahu DAILY | |
| | | Mr. Asmit | |
| | LUNCH DUTY | Ms Sakshi Gupta | |
| | | Mrs. A. Minz | |

| S. | DEPT/COMMITTEE/CLUB | IN-CHARGE/ | DUTIES/RESPONSIBILITIES/ |
|-----|------------------------|-------------------------|---|
| No. | | CONVENOR/MEMBER | ACTIVITIES |
| | | Mrs. K. Minj | |
| | | Mr. S. Anand | |
| | | Sports Coach | |
| | | Yoga Instructor | |
| | | COMPUTER INSTRUCTOR | |
| | | Sp. Educator | |
| 47. | Team for students with | Mrs. M. P. Minz I/C | To help such students when they are need. |
| | special needs. | Mrs. M. Sharma | To make the Environment of Vidyalaya friendly for |
| | | Nurse | them |
| | | Counsellor | |
| | | Sp. Educator | |
| 48. | Internal Complaint/ | Mr. S. K. Sahu I/C | To address complains in time. |
| | Discipline Committee | Mrs. A. Khare | To make findings as per law of state and rules of KVS |
| | | Mr Manish Tiwari | in this regard. |
| | | Mrs. MALASHREE BALHAL | To submit the brief report to Principal in time. |
| | | Mrs. K. Minj | |
| | | Ms. Rashmi | |
| 49. | Liaison with NTPC | Mr. S. K. Sahu I/C | To contact the NTPC authorities for financial and |
| | Authorities | Mrs. A. Khare | administrative support. |
| | | Mr. Manish Tiwari | |
| | | Mr. Rahul | |
| | | Mr. Y. C. Kaushik | |
| | | Mr. R. C. Sahu | |
| 50. | ALCP | PRIMARY | As per KVS Guidelines. |
| | | Mrs. MALASHREE BALHAL | |
| | | SECONDARY | |
| | | Mrs Sakshi Gupta | |
| | | MRS. J. Rani | |
| 51. | ALUMNI | Mrs Sonia Rathi I/C | As per KVS Guidelines. |
| | | Mrs. J Rani | |
| | | Mr. M. Tiwari | |
| | | Mrs Anjana Minj (Record | |
| | | maintenance) | |

(S. K. Sahu) PRINCIPAL