पीएम श्री केंद्रीय विद्यालय अलीगंज (प्रथम पाली)

PM SHRI KENDRIYA VIDYALAYA ALIGANJ (SHIFT-1)

PROVISIONAL COMMITTEES FOR SESSION-2026-27

शैक्षणिक वर्ष 2026-27 के लिए विद्यालय के सुचारू और प्रभावी कामकाज हेतु निम्नलिखित समितियों का गठन किया गया है। अतः सभी कर्मचारियों को सूचित किया जाता है कि वे उन्हें सौंपे गए कर्तव्यों की प्रकृति को नोट करें और उनका पालन करें। समिति के सभी सदस्य समिति के कार्यों के लिए जिम्मेदार होंगे। अधोहस्ताक्षरी समन्वयक/प्रभारी से अनुपालन रिपोर्ट मांगेंगे, या उनकी अनुपस्थिति में समिति के किसी भी सदस्य से रिपोर्ट मांगी जा सकती है। समन्वयक/प्रभारी की अनुपस्थिति में, समिति का अगला वरिष्ठ सदस्य स्वतः ही समन्वयक/प्रभारी होगा और यही क्रम आगे भी लागू रहेगा, लेकिन जिम्मेदारी सभी सदस्यों की समान होगी। समन्वयक/प्रभारी समिति रजिस्टर में सदस्यों के नाम लिखेंगे, तदनुसार सदस्यों को कार्य आवंटित करेंगे और उनकी जिम्मेदारी तय करेंगे। यदि लागू हो, तो विभागों के सौंपने और कार्यभार ग्रहण करने की प्रक्रिया तत्काल पूरी की जानी चाहिए। समन्वयक/प्रभारी की अनुपस्थिति में, समिति का सदस्य इस प्रक्रिया को पूरा करेगा।

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the academic year 2026-27. As such all the staff members are hereby informed to note the nature of duties assigned and comply with them. All the committee members will be responsible for the work of the Committee. The undersigned will ask for the compliance from the coordinator/in – charge or in absence of Coordinator / in – charge, any member of the committee. In absence of the coordinator/ in – charge, the next senior member of the committee will automatically will be the /Coordinator/ in – charge and so on but all the members will be equally responsible. Coordinator/ In-charge will write the names of the members in the Committee register and will allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately, if applicable. In the absence of the coordinator/ in – charge, the member in the committee will complete the handing and taking over procedure

Sl. No.	Department /activities	Members	Duties of In-charge and Committee Members
1.	Academic Council, Academic Loss Compensation Programme and Unified- District Information System for Education (U-DISE)- supply of data and conduct of CCE etc.	**माध्यमिक/SECONDARY-** 1. Mr. Gaurav Verma PGT- (Comp.sc.) **I/C** 2. Mr. Rakesh kr. Yadav, PGT (Comp. Sc.) 3. Mr. Dinesh Kumar, PGT(Phy.) **4.** Mr Arun Kumar PGT Phy.	-To plan and implement the academic programmes for the year achieving excellence in Academics. - Preparation of Vidyalaya Plan and Assessment Tool. -Prepare and implement special programme for the academically challenged and gifted students.

	Academic Council, Academic Loss Compensation Programme and Unified- District Information System for Education (U-DISE)- supply of data and conduct of CCE etc.	**<u>प्राथमिक/PRIMARY –</u>** 1. Mrs. Neha (H.M.)- **I/C** 2. Mrs. Renu Kumari, PRT 3. Mrs. Swati Narula, PRT 4. Mrs. Shalini Yadav, PRT 5. Mrs. Veena Pandey, PRT	-To ensure that the Split-up-of syllabus is strictly followed by all the subject teachers and home work is assigned and correction work is done regularly and properly. -To Monitor meetings of Subject Committees at regular intervals and appraise Principal regularly. Encourage new methodologies and innovative ideas in teaching and learning process. - To prepare schedule for ALCP and Implement it. - To ensure MLL for each student and implementation of FLN / NIPUN.
2.	UDISE & SAMAGAM	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Gaurav Verma PGT- (Comp.sc.), **I/C** 2. Mr. Satyendra Kumar, PGT(Biotech.) 3. COMP. Instructor 4. All Class Teacher **<u>प्राथमिक/PRIMARY –</u>** 1. Mr. Nihal singh, PRT 2. Mr. Divyansh Srivastav, PRT	To maintain and supply data. Ensure 100% completion of data entry on the UDISE+ portal within the deadlines set by the Ministry of Education/Department.

3.	Admission	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Gaurav Verma PGT- (Comp.sc.) **I/C** 2. Mr. Vijay kumar, PGT(Maths) 3. Mr. Arun kumar, PGT(Phy), 4. Mrs. Sweksha Pandey, TGT(Sc.) **<u>प्राथमिक/PRIMARY –</u>** 1. Mrs. Yogita Verma, PRT 2. Mrs. Shonam Verma, PRT 3. Mrs. Anita, PRT 4. Ms. Anjali Gupta, PRT	a) To monitor the process of Registration of candidates (online or Offline) as per the schedule given by KVS. b) Scrutiny of registration forms as per the admission guidelines given by KVS c) Preparation of provisional list of selected candidates for all the classes. d) To administer the admission test and preparation of merit list as per the admission guidelines by the KVS. (for applicable classes) e) To take the approval of the Chairman, VMC, before the release of the merit list. f) Maintenance of admission registers. g) Admission of candidates based on KV TC as per KVS norms. h) Local transfer admissions. i) Admissions as per RTE Act. j) Maintenance of admission records as per KVS guidelines in the prescribed proformas. k) Uploading data on UBI Portal.
4(a)	Examination (internal)	**<u>माध्यमिक/SECONDARY-</u>** 1. Mrs. Shalini Singh, PGT(Chem.) **I/C** 2. Mr. Vijay Kumar Yadav, PGT(Maths) 3. Mr. Alok kr. Singh, PGT(Comm.) 4. Mr. Kripashankar Verma, PGT(Eng) 5. Mrs. Smriti Srivastav, TGT(Hindi) 6. Mrs. Prachi Singh, TGT(Maths)	- To plan Examination schedule well in advance if required. - Intimate the students about dates of Examination through students' diary. - Setting of the question papers well in time. -Arrangement Of necessary materials for the smooth conduct of examination. - Maintenance of Records. - Result Analysis in time.

	Coordinator for Primary Exam	**<u>प्राथमिक/PRIMARY –</u>** 1. Mr. Prakhar Chauhan, PRT **I/C** 2. Mrs. Shikha Tomer, PRT 3. Mr. Neeraj kr. Gautam, PRT 4. Mr. Nihal singh, PRT 5. Mr. Divyansh Srivastava, PRT	- To plan Examination schedule well in advance if required. - Intimate the students about dates of Examination through students' diary. - Setting of the question papers well in time. -Arrangement Of necessary materials for the smooth conduct of examination. - Maintenance of Records. - Result Analysis in time.
4(b)	External (CBSE)	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Alok Kr. Singh, PGT(Comm.) **I/C** 2. Mr. Lakhan Lal, TGT(Sst.) 3. Mr. Manoj Kumar Chauhan, TGT(Sst.) 4. Mrs. Shalini Singh, PGT(Chem.)	▪ To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams. ▪ Registration of Class IX students, filling of the forms and completing the formalities in time ▪ Correspondence for school affiliation. ▪ Maintenance and submission of records of result analysis of Board exams to KVS Regional Office/ KVS Head Quarters in time. ▪ Maintaining the record of shortage of attendance and correspondence with CBSE board. ▪ Framing the practical time table in liaison with other subject teachers. ▪ Conducting the CBSE board exams as per the CBSE norms. ▪ Updating school website regularly (w.r.t to CBSE Exam.).

5.	Time – Table & Arrangement	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Vipin Kumar, PGT(Maths) **I/C** 2. Mr. Vijay Kumar PGT Maths 3. Mrs. Prachi Singh, TGT(Maths.) 4. Mrs. Lovely Karmakar, TGT(Maths.) **<u>प्राथमिक/PRIMARY –</u>** 1. Mrs. Shalini Yadav, PRT **I/C** 2. Mrs. Ranjana, PRT 3. Mrs. Shikha Tomer, PRT	a). To prepare the class time table and teachers time table as per KVS norms. b). To prepare the special time table for 'after school hour classes', Autumn break, Winter break, summer vacation etc. for the classes X as per the direction of the Principal and KVS. c). To prepare the special time table for remedial teaching (for challenging students of all classes). d). To give arrangement work to the teachers. e). To display copy of arrangement work on notice board. f). To maintain the arrangement, register.
6.	Website Updation, Periodic review of e-contents available on school website, ePathashala, OLabs, Saransh, Virtual Classes, Blog of Vidyalaya, other online Platforms	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Rakesh kr. Yadav, PGT (Comp. Sc.) **I/C** 2. Mr. Rohit Kr. Chaturvedi, TGT(Lib.) 3. Mr. Gaurav Verma PGT- (Comp.sc.)	To complete given assignment in time. -To update Vidyalaya Website periodically. - To make available best e-contents on School Website. - Arrangement for Virtual Classes by using online platforms. - updation of Vidyalaya Blog.

7.	Discipline and Students' Council Discipline and Students' Council	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Akash Sinha, TGT (P & HE) **I/C** 2. All sports coach and Yoga Instructor 3. Mr. Jitendra Pandey, PGT(Bio.) 4. Mr. Dinesh Kumar, PGT(Phy.) 5. Mrs. Shalini Singh, PGT(Chem.) 6. Mr. Satyendra Kumar, PGT(Biotech.) 7. Mr. Lakhan Lal, TGT(Sst.) **<u>प्राथमिक/PRIMARY –</u>** 1. Mr. Neeraj kumar gautam **I/C** 2. Mrs. Pratibha Gautam, PRT 3. Mrs. Ranjana, PRT 4. Mr. Nihal Singh, PRT 5. Mr. Divyansh Srivastav, PRT 6. Sports coach	To ensure safe dispersal of students. To check each classroom after ensuring dispersal of students. **Mr. Aakash** will prepare <u>duty roster for lunch break and dispersal.</u> **Mr. Divyansh and Ranjana** will prepare a plan for this purpose and will implement the same. a) To check personal turn of students during assembly. a-i) To check the late comers during morning assembly. b) To observe the behaviour of students inside and outside class room c) To ensure provision of out pass in all classes and their utilization d) To initiate proper action as per KVS norms against challenging students. e) To check turnout of students. f) To check the bags once in a week. g) To confiscate the mobiles and other prohibited appliances. h) To conduct regular meeting of student council, prefects, monitors. Principal may be invited to such meetings. i) To ensure discipline in Vidyalaya j) Counselling of problematic/Challenging students in consultation with parents. **B) Students' Council:** a) Formation of Four houses and to divide students in these four houses b) Selection of School Captains, Vice Captains, Sports Captains and House Captains, prefects. c) Procuring badges for Captains, Monitors, prefects. d) Conduct of investiture ceremony for members of students' council. e) Assigning duties to all members of the Students' Council-House Wise.

			f) To Conduct of monthly meetings with the members of students' council. g) Maintenance of Students council register/record.
8.	CLA and Celebration of Special Days, Conduct of morning assembly. CLA and Celebration of Special Days, Conduct of morning assembly.	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Sanjay Kr. Verma, PGT(Hindi) **I/C** 2. Mrs. Smriti Srivastav, TGT(Hindi) 3. Mrs. Archana Bajpai, TGT(Eng.) 4. Mrs. Vineeta Verma, TGT(Eng.) 5. Mrs. Pragati Tiwari, PRT(Music) 6. Coach **<u>प्राथमिक/PRIMARY –</u>** 1. Mrs. Nishtha Singh, PRT **I/C** 2. Mrs. Lata Thakral, PRT 3. Mrs. Neelam Bhardwaj, PRT 4. Mrs. Pragati Tiwari, PRT(Music)	a) Maintenance of result of CLA activities. b) Purchase and distribution of CLA prizes & medals. c) Maintaining CLA Activities register. d) Annual Function e) preparation of calendar of activities f) To conduct cultural programmes periodically as per calendar of activities. g) Preparation & Implementation of Calendar of activities. **<u>- To conduct Morning Assembly:-</u>** h) To see that morning assembly programmes are conducted within stipulated time. i) To evaluate the various items of morning assembly programme on five-point scale – Excellent: Very good; Good; Average; Below Average j) To prepare the schedule for conducting morning assembly programme. Class teachers of secondary and primary divisions must be given responsibility of conducting morning assembly programme. k) To arrange the PA system, musical instruments before the start of morning assembly – PRT Music. l) Annual Planning of CLA activities –house wise

9.	Swachha Vidyalaya, & Beautification	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Jitendra Kr Pandey, PGT(Bio) **I/C** 2. Mr. Rajendra Prasad, TGT(Sc.)	a). To ensure the cleanliness of the class rooms, corridor, toilets and other common areas. b). To ensure the provision of dustbins in all the class rooms. c). To appraise the principal about the cleanliness of school building from time to time. a). To supervise the work of the people deployed under housekeeping.

		3. Mr. Yas Jauhari, TGT(Bio.) 4. Mr. Anoop Kr Singh, TGT(Art.) **<u>प्राथमिक/PRIMARY –</u>** 1. Mrs. Shonam Verma, PRT **I/C** 2. Mr. Subodh Kumar, PRT 3. Mrs. Ankita Gehlot, PRT 4. Ms. Anjali Gupta, PRT	b). To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus. c). To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus. d). To clear the wild bushes and thorny plants that are growing in different parts of school campus. e). to ensure cleanliness of open drains for smooth flow of water during the rainy seasons. f). To ensure cleanliness of area around the school building. g). To take the rounds of the Vidyalaya thrice in a day to ensure cleanliness and proper supervision. h). In – charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders. i) Maintenance of Primary Nursery by primary section. J) Monthly meeting to review the progress and shortcomings under guidance of Mr. Jitendra kumar Pandey and Mrs. Shonam Verma.
10.	CS- 54/ UBI FEES PORTAL	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Gaurav Verma PGT- (Comp.sc.) **I/C** 2. Mr. Virendra singh, SSA 3. Ms. Neha, JSA	To maintain up-to-date and flawless data. To issue necessary instructions to Class Teachers in this regard.

11.	Guidance & Counselling, Vocational Guidance	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Rohit Kr. Chaturvedi, TGT(Lib.) **I/C** 2. Mr. Anup Dwivedi, PGT(Chem.) 3. Mr. Sushil Kr Gupta, TGT(WE.) 4. Mr. Anoop Kr Singh, TGT(Bio.)	a) To arrange guest lectures on important occasions by inviting, Scientist, Doctors and other dignitaries. b) To arrange Vocational guidance and counselling to the students by inviting reputed personalities in the concerned filed. c) To pay the remuneration in consultation with Principal.
12.	Maintenance & Repairs	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Rakesh kr. Yadav, PGT(Comp.sc.) **I/C** 2. Mr. Sushil Gupta, TGT(WE.) 3. Mr. Vikram Singh, PGT(Eco.) 4. Ms. Neha, JSA	a). To maintain a register related with deficiencies noted in the Vidyalaya building and campus. b). To undertake maintenance of school building on war footing basis. c) To ensure the proper functioning of Aqua guard/ Water coolers installed in school building. d) To ensure the cleaning of overhead tanks in school building. e) To ensure the chlorination of water stored in tanks after cleaning.
13.	Medical Check –up, First Aid and SBSB, Fit India Programme	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Satyendra Kumar, PGT(Biotech.) **I/C** 2. Mr. Akash Sinha, TGT (P & HE) 3. Mr. Yash Jauhari, TGT(Sc.) 4. Staff Nurse	a). To procure the required number of medical cards in the beginning of the academic session. b). To distributes the medical cards to the class teachers based on strength. c). To arrange the medical check-us twice in a year (in the month of August and Feb) d). To ensure the follow up action after the medical check-up.
14.	Furniture	**<u>माध्यमिक/SECONDARY-</u>**	a). To maintain the record of room wise/dept. wise distribution of furniture.

		1. Mr. Vikram Singh, PGT(Eco.) **I/C** 2. Mr. Vijay Kumar Yadav, PGT(Maths) 3. Mr. Beni Madhav Pandey, TGT(Hindi) **<u>प्राथमिक/PRIMARY –</u>** 1. Mrs. Renu Kumari, PRT 2. Mrs. Yogita Verma, PRT	b). To take initiative to see that the broken furniture is repaired regularly. c). To Prepare the list of broken furniture which are to be condemned. d). To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function). e). To see any shortages, deficiency of furniture and report to the Principal. f). To ensure regularly that no furniture is lying in the corridors or in the open space. g). To store and stock the broken or old furniture properly. h). To maintain the stock register. i) To suggest new designs of furniture suitable for students.
15.	Educational Tour/ Excursion Educational Tour/ Excursion	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Satyendra Kumar, PGT(Biotech.) **I/C** 2. Mr. Anup Dwivedi, PGT(Chem.) 3. Mr. Anoop Kr. Singh, TGT(Art.) **<u>प्राथमिक/PRIMARY –</u>** 1. Mrs. Neha H.M. **I/C** 2. Mrs. Renu Kumari, PRT 3. Mrs. Shalini Yadav, PRT	a) To plan educational tours / excursions for all the classes as per KVS norms b) To ensure the safety of the students during the journey period and their stay at the venue. c) To provide hygienic food / potable water to the students who are participating in tour programme. d) It should be completed within time. e) To utilize PM SHRI funds effectively. As above-
16.	Teaching Aids/TLM	**<u>माध्यमिक/SECONDARY-</u>** 1.Mr Vikram Singh I/C 2. Mr. Vijay Kumar Yadav, PGT (Maths)	To make it available to teachers and to ensure optimum utilization. -To maintain utilisation register- teacher wise.

		3. Mr. Arun Kumar, PGT (Phy.) 4. Mr. Rohit Kr. Chaturvedi, TGT(Lib.) **<u>प्राथमिक/PRIMARY –</u>** 1. Mrs. Swati Narula, PRT **I/C** 2. Mr. Dherendra Tripathi, PRT 3. Neeraj kumar gautam, PRT	- Encourage teachers to develop their own TLM and Cross-curricular TLM. - Maintain Inventory of TLM developed by teachers. -Submit the name of teachers who have contributed in this regard to the principal. -Purchase of TLM/LTM from PM SHRI funds.
17.	Scouts & Guides Scouts Guides-	**<u>माध्यमिक/SECONDARY-</u>** 1. Mrs. Shalini Singh, PGT(Chem.) Coordinator 2. Mr. Jitendra Prasad, TGT(Sst.) I/C SCOUTS 3. Mr. Lakhan Lal, TGT(Sst.) 4. Mrs. Sweksha Pandey, TGT(Sc.) I/C GUIDES	a) To ensure maximum enrolment in the movement before 31st August b) To organize investiture ceremony for the new recruits. c) To conduct the parade after school hours and class on every Thursday. d) To train the students for Pratham / Dwitiya / Tritiya / Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiya Cha ran / Chaturtha Charan etc. e) To issue the merit certificate after the conduct of test. f) Celebration of thinking day. g) To procure the uniform for Scouts / Guides who are involved in Guard of Honour.
18.	Bulbuls Cubs	**<u>प्राथमिक/PRIMARY –</u>** 1. Mrs. Yogita Verma, PRT **I/C** 2. Mrs. Neelam Bhardwaj, PRT 3. Mr. Divyansh Srivastava, PRT **I/C** 4. Mr. Nihal Singh, PRT	-To conduct programmes/tests as per instruction given during training programmes. -To organize investiture ceremony. -To conduct activity once in a week. -To co-ordinates with scouts and guides' programme.

19.	Science lab	**<u>माध्यमिक/SECONDARY-</u>** 1. **Phy.** - Mr. Arun Kumar, PGT(Phy.) 2. **Chem.** - Mrs. Shalini Singh, PGT(Chem.) 3. **Bio.** - Mr. Jitendra Kumar Pandey, PGT(Bio.) 4. Mrs. Sweksha Pandey, TGT(Sc.)	-To strive for optimum utilization of resources. -To maintain proper records of utilization. -**Mr. Anuj Pundir** will prepare schedule for visit to Lab (Primary students) and will implement it. - **Mrs. Sweksha Pandey** will prepare schedule for visit to Lab (class VI -X students) and will implement it.
20.	Official language- राजभाषा	**<u>माध्यमिक/SECONDARY-</u>** 1. Principal **Coordinator** 2. Mr Abhishek Maurya i/c 3. Mr. Sanjay Verma PGT Hindi 4. Mrs. Smriti Srivastav, TGT(Hindi) 5. Mr. Rajnish Singh, TGT(Hindi) 6. Mrs. Rama Tripathi, TGT(Sanskrit)	1) नगर राजभाषा समिति की बैठकों में लिए गए निर्णयों का प्रभावी क्रियान्वयन सुनिश्चित करना। 2) आवश्यकता अनुसार नगर राजभाषा समिति की बैठकों में नियमित रूप से सहभागिता करना। 3) केवीएस क्षेत्रीय कार्यालय लखनऊ, केवीएस मुख्यालय नई दिल्ली तथा नगर राजभाषा समिति आदि को समय-समय पर आवश्यक प्रतिवेदन/रिपोर्ट प्रेषित करना। 4) यह सुनिश्चित करने के लिए आवश्यक पहल करना कि पत्राचार हिंदी भाषा में किया जाए। 5) राजभाषा से जुड़े नियमों को लागू करवाना ।
21.	Minutes of staff meeting	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Kripashankar Verma, PGT (Eng.) **I/C** 2. Mrs. Rajnish Singh, TGT(Hindi) **<u>प्राथमिक/PRIMARY –</u>** 1. Mrs. Veena Pandey, PRT **I/C** 2. Mrs. Pratibha Gautam, PRT	To maintain the same (Bilingual) and get it signed by the teachers on the day of Meeting itself.

22.	RTI Reply	1. Principal 2.Mr. Virendra Singh, SSA **I/C** 3. Mrs Kavita Sharma	-Timely reply of RTI queries. -In consultation with the principal.
23.	Grievance Cell/Redressal of complaints of parents, students and staff.	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Rakesh Singh Yadav, PGT (Comp.Sc.) **I/C** 2. Mrs. Neha H.M. 3. Mr. Akash Sinha, TGT (P & HE)	To share general grievances/ complaints of parents, students and staff member with the principal and to help Principal to get it resolved amicably, if any.
24.	Maths' Club/Lab	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Vijay Kumar Yadav, PGT(Maths) **I/C** 2. Mrs. Lovely Karmakar, TGT(Maths.) 3. Mr. Pradeep Singh, TGT(Maths) 4. Mrs. Prachi Singh, TGT(Maths.)	To maintain it in order. To utilize available resources optimally. To maintain utilization register. To conduct Maths Exhibition To prepare suitable teaching aids/TLM in the subject. To crate interest of the students in the subject.
25.	Photography and Videography of Events/Activities to be conducted in Vidyalaya	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Anoop Kumar Singh, TGT(Art) **I/C** 2. Computer Instructors **<u>प्राथमिक/PRIMARY –</u>**	-To send photos/videos on school email created for this purpose. -Upload it on YouTube channel of Vidyalaya, Face book Page and Twitter and Instagram Account of Vidyalaya. -To share link of uploaded videos with stakeholders. ie. Students, parents etc

		1. Mrs. Pratibha Gautam, PRT **I/C** 2. Computer Instructor	
26.	e- Class room, & development of e-content, CAL, Audio Visual Learning.	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Rakesh Kr. Yadav, PGT(Comp. Sc.) **I/C** 2. Mr. Rohit Kr. Chaturvedi, TGT(Lib.) **<u>प्राथमिक/PRIMARY –</u>** 1. Mrs. Divyansh Srivastava, PRT **I/C** 2. Mrs. Anuj Pundir, PRT 3. Computer Instructors	To maintain it in order. To utilize available resources optimally. To maintain utilization register. To encourage teachers to develop e-contents and upload it on website.
27.	Nature/Science/Harita Vidyalaya/ Green School Programme/ Eco club for Mission liFE.	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Jitendra Kr. Pandey, PGT (bio.) **I/C** 2. Mr. Rajendra Prasad, TGT(Sc.) 3. Mr. Yash Jauhari, TGT(Sc.) 4. Mrs. Sweksha Pandey, TGT(Sc.) **<u>प्राथमिक/PRIMARY –</u>** 1. Mrs. Ranjana, PRT **I/C** 2. Mr. Dhirendra Kumar Tripathi, PRT 3. Ms. Chandni Singh, PRT	a). To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus. b). To procure ornamental plants and other fruit bearing plants in consultation with Principal. c). To ensure watering of all potted plants and other plants growing in the Vidyalaya campus. d) To procure fertilizers, manure, pesticides in consultation with Principal. e). Preparation of placards in different areas of garden. f). Numbering of tress and potted plants. g). Celebration of Vanamahostava in consultation with principal and forest dept. h). To motivate the children for gardening and beautification. i). To develop medicinal plant garden in the campus. j) Registration of Vidyalaya Under GSP and completion of process.
28.	Integrity Club and Ek Bharat Shreshtha Bharat /Social	**<u>माध्यमिक/SECONDARY-</u>**	a). To motivate children to prepare projects/model based on country/state allotted to the region.

	Science Club/AKAM/ Yuva Sansad	1. Mr. Jitendra Prasad, TGT(Sst.) **I/C** 2. Mr. Lakhan Lal, TGT(Sst.) 3. Mr. Rajesh Arya, TGT(Sst.) 4. Mr. Manoj Kumar Chauhan, TGT(Sst.)	b). to encourage more and more children to participate in cluster level, regional level and National level exhibition. c). To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition. e) to inculcate sense of patriotism and national integration and to conduct programmes for the same.
29.	Readers' Club/Library Club Class Library (primary)	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Rohit Kr. Chaturvedi, TGT(Lib.) **I/C** 2. Mr. Kripashankar Verma, PGT(Eng) 3. Mr. Sanjay Kr. Verma, PGT(Hindi) 4. Mr. Beni Madhav Pandey, TGT(Hindi) **<u>प्राथमिक/PRIMARY –</u>** 1. Mrs. Neelam Bhardwaj, PRT **I/C** 2. Mrs. Anita, PRT	a) To develop the language skills like reading, writing, speaking, listening etc. among the students b) To develop the proper reading habits among the children. c) To give required guidance in the planning and execution of project to students d) To encourage the use of Audio-Visual aids in teaching learning process e) To conduct the language games during the teaching periods. f) To preserve the projects prepared by the children. g) To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech etc. h) Training the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.
30.	House Masters/ Mistress	**<u>माध्यमिक/SECONDARY-</u>** **<u>SHIVAJI:</u>** **1.** Mr. Kripashankar Verma, PGT(Eng) **H.M.** 2. Mr. Vijay kumar, PGT(Maths) 3. Mr. Alok kr. Singh, PGT(Comm.) 4. Mrs. Smriti Srivastav, TGT(Hindi) 5. Mrs. Prachi Singh, TGT(Maths.) 6. Mr. Manoj Kumar Chauhan, TGT(Sst.)	1. To give the children ample opportunities for self-expression. 2. To teach social co-operation by providing experiences through group activities. 3. To make the children aware of their social responsibilities. 4. To prepare the children for better leadership and fellowship. 5. Prepare children to speak in public. 6. To make the children aware of different important National and International days.

		7. Mr. Yash Jauhari, TGT(Sc.) 8. Mr. Lakhan Lal, TGT(Sst.) 9. Mr. Pradeep Singh, TGT(Maths)	7. To prepare students for different activities to be conducted during academic year. 8**.** To maintain House Boards based on the theme allotted for the month.
	House Masters/ Mistress	**TAGORE:** **1.** Mr. Jitendra Kumar Pandey, PGT(Bio) -**H.M.** 2. Mr. Gaurav Verma PGT- (Comp.sc.) 3. Mr. Satyendra kumar, PGT(Biotech.) 4. Mrs. Shalini Singh, PGT(Chem.) 5. Mr. Vipin kumar, PGT(Maths) 6. Mrs. Archana Bajpai, TGT(Eng.) 7. Mr. Rajnish kr. Singh, TGT(Hindi) 8. Mr. Jitendra Prasad TGT(Sst.) 9. Mr. Rohit kr. Chaturvedi, TGT(Lib.)	As above
	House Masters/ Mistress	**ASHOKA:** 1. Mr. Arun Kumar, PGT(Phy.) **H.M.** 2. Mr. Rakesh kr. Yadav, PGT (Comp. Sc.) 3. Mrs. Rama Tripathi, TGT(Sanskrit 4. Mrs. Vineeta Verma, TGT(Eng.) 5. Mr. Abhishek Maurya, TGT(Hindi) 6. Mr. Rajendra Prasad, TGT(Sc.) 7. Mr. Rajesh Arya, TGT(Sst.)	As above
	House Masters/ Mistress	**RAMAN:** 1. Mr. Dinesh Kumar, PGT(Phy.) **H.M.** 2. Mr. Anup Dwivedi, PGT(Chem.) 3. Mrs. Rani Devi Pal, TGT(Eng.) 4. Mrs. Lovely Karmakar, TGT(Maths.) 5. Mr. Vikram Singh, PGT(Eco.) 6. Mrs. Sweksha Pandey, TGT(Sc.) 7. Mr. Beni Madhav Pandey, TGT(Hindi)	As above

		8. Mr. Sushil kr Gupta, TGT(WE.) 9. Mr. Akash Sinha, TGT (P & HE)	
	House Masters/ Mistress	**<u>प्राथमिक/PRIMARY –</u>** **<u>SHIVAJI</u>**- Mrs. Pratibha Gautam, PRT **H.M.** Mrs. Lata Thakral, PRT Mrs. Anita, PRT Mrs. Ankita Gehlot, PRT Mrs. Veena Pandey, PRT Mr. Divyansh Srivastava, PRT	As above
	House Masters/ Mistress	**TAGORE**- Mrs. Yogita Verma, PRT **H.M.** Mrs. Neelam Bhardwaj, PRT Mrs. Shikha Tomer, PRT Mr. Neeraj kr. Gautam, PRT Mr. Anuj Pundir, PRT	As above
	House Masters/ Mistress	**ASHOKA**- Mrs. Shonam verma, PRT **H.M.** Mrs. Swati Narula, PRT Mrs. Renu Kumari, PRT Mr. Prakhar Chauhan, PRT Ms. Chandni Singh, PRT	As above
		RAMAN-	

	House Masters/ Mistress	Mr. Dherendra Kumar Tripathi **H.M.** Mrs. Ranjana, PRT Ms. Anjali Gupta, PRT Mr. Nihal singh, PRT Mr. Subodh kumar, PRT	As above
31.	E-magazine/ Magazine/ /Class Magazine/Students' Diary	**<u>माध्यमिक/SECONDARY-</u>** **<u>E-Magazine:</u>** 1. Mr. Sanjay Kumar Verma, PGT (Hindi) **I/C** 2. Mr. Kripashankar Verma, PGT(Eng) 3. Mr. Rohit kr. Chaturvedi, TGT(Lib.) **<u>Class Magazine:</u>** All class Teacher and co-class teachers **<u>Students' Diary:</u>** **<u>माध्यमिक/SECONDARY-</u>** I. Mr. Sanjay Kr. Verma, PGT(Hindi) **I/C** II. Mr. Kripashankar Verma, PGT(Eng.)	a). Class teachers of class III to XII will identity the children with talent. These talents are to be nurtured. b). Editorial board will collect the article from the students. Article are to be arranged section wise (English section, Hindi section, drawing and painting etc. c). Editorial board should take efforts to publish magazine by the end of the 31 July-2023. d). Articles are to be screened, proof reading must be done and selected article should find a place in the magazine. Magazine should contain atleast 50 pages-(English section: 20 pages- Hindi section: - 20 pages and 10 pages- Art, drawing and paintings. a). Editorial board will select the article for the class magazine. These articles are to be arranged section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section. Editorial board can invite the article from teacher's side also. c). School magazine should contain total atleast 82 pages (30 page-English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section. d). The editorial board should make concerted effort to bring about the school magazine in time.

		<u>प्राथमिक/PRIMARY –</u> I. Mrs. Renu Kumari, PRT	
32.	**CMP (NIPUN)** **News letter:**	**<u>प्राथमिक/PRIMARY –</u>** 1. Mr. Neeraj Kr. Gautam, PRT **I/C** 2. Mrs. Renu Kumari, PRT 3. Mr. Dherendra Kumar Tripathi 4. Mr. Subodh Kumar, PRT **News letter:** 1. Mrs. Shikha Tomer, PRT **I/C** 2. Mrs. Swati Narula, PRT	a). To ensure the implementation of CMP /NIPUN as per KVS norms. b). To take the requirement of TLM/LTM from teachers well in advance every month. c). to procure TLM/LTM from the local market by taking an amount of Rs. 5000/- every month. d). To ensure the distribution of TLM/LTM to all the teachers as per requirements. e). To maintain a register of TLM/LTM ordered by the teachers, TLM/LTM procured month wise. TLM/LTM distributed to the teachers every month based on their requirement. f) To maintain the register reflecting the number of work sheets prepared by the teachers subject wise. g) Publication of CMP/NIPUN News Letter for each Quarter.
33.	Science Exhibition, NCSC, INSPIRE, JNNSME /RBVP / IAPT /IOQM/Talent Hunt Programme.	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Dinesh kumar, PGT(Phy.) **I/C** 2. Mr. Arun Kumar, PGT(Phy.) 3. Mr. Anup Dwivedi, PGT(Chem.), 4. Mr. Satyendra Kumar, PGT(Biotech.)	▪ To take consent from parents. ▪ Registration of students ▪ To conduct examination as per KVS Guidelines. ▪ Arrangement of Escorts, if needed. ▪ To Motivate the students to prepare the exhibits based on theme given by KVS. ▪ To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.

		5. Mr. Vijay Kumar Yadav, PGT(Maths) 6. Mr. J.K. Pandey, PGT(Bio)	▪ To encourage more and more children to participate at cluster level, regional level and National level science exhibits / children science congress. ▪ To inculcate scientific temper among the students by adopting activities-based method in teaching learning process. ▪ To encourage the children to give online projects by using computers.
34.	Subject Committee- Mathematics	1. Mr. Vipin Kumar, PGT(Maths) **I/C** 2. Mrs. Lovely Karmakar, TGT(Maths.) Subject Teachers	a) Subject conveners should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting are to be submitted to the principal on the last day of the month. Subject convener must invite the principal also for the meeting. Monday – English Tuesday – Hindi and Sanskrit Wednesday – Mathematics and Thursday – Science and computer science. Friday-Social Sciences. b) Subject conveners/Coordinators will discuss the following issues during the meeting: i). Guidance regarding the maintenance of teacher diary ii). Coverage of syllabus as per the split-up syllabus approved by KVS iii). Conducting the practical/subject enrichment for classes IX to X as per the split up of syllabus approved by KVS iv). Demo classes by rotation during the subject committee meeting v). Uses of computers and other audio-visual aids in teaching learning process vi). Plan of evaluation of home assignment vii). To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms. viii). Plan of action for weak students & bright students ix). Remedial teaching for weak students
35.	Subject Committee- Science	Mrs. Yash Jauhari, TGT(Sc.) **I/C** Subject teachers as members.	
36.	Subject Committee- English	Mr. Kripashankar Verma, PGT(Eng) **I/C** Subject teachers as members.	
37.	Subject Committee- Hindi and Sanskrit	Mr. Sanjay Kumar Verma, PGT(Hindi) **I/C** Subject teachers as members.	
38.	Subject Committee- Social Science. **Chemistry:** **Bio and Bio Tech:**	Mr. Lakhan Lal, TGT(Sst.) **I/C** Subject teachers as members. Mr. Anup Dwivedi, PGT(Chem.) **I/C** Subject teachers as members. Mr. Satyendra Kumar, PGT(Biotech.) **I/C** Subject teachers as members.	

	Computer Science: **Physics:**	1. Mr. Rakesh kr. Yadav, PGT(Comp. Sc.) **I/C** 2. Mr. Gaurav Verma PGT- (Comp.sc.) 3. Computer Instructors Mr. Arun Kumar, PGT(Phy.) **I/C** Subject teachers as members.	x). Decoration of bulletin boards in corridors / class rooms with educational charts. Xi). Club activity / Science and social science exhibition **NOTE:** The subject convener/Coordinator will be held responsible for non – submission of the record to the Principal.
39.	Subject Committee – Mathematics (Primary)	Mr. Prakhar, PRT **I/C** Mr. Nihal Singh, PRT	a) Subject conveners/coordinators should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting are to be submitted to the principal on the last day of the month. Subject convener must invite the principal also for the meeting. Monday – English Tuesday – Hindi Wednesday – Mathematics Thursday – The world around us (TWAU) b) Subject conveners will discuss the following issues during the meeting: i). Guidance regarding the maintenance of teacher diary ii). Coverage of syllabus as per the split-up syllabus approved by KVS iii). Conducting the activities for classes I to V as per the split up syllabus approved by KVS iv). Demo classes by rotation during the subject committee meeting v). Uses of computers and other audio-visual aids in teaching learning process vi). Plan of evaluation of home assignment vii). To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms. viii). Plan of action for weak students & bright students
40.	Subject Committee-TWAU (Primary)	Mr. Anuj Pundir, PRT **I/C** Mrs. Renu Kumari, PRT	
41.	Subject Committee-Hindi (Primary)	Mrs. Ranjana, PRT **I/C** Mrs. Shonam Verma, PRT	
42.	Subject Committee-English (Primary)	Mrs. Swati Narula, PRT **I/C** Mrs. Shalini, PRT	

			ix). Remedial teaching for weak students x). Decoration of bulletin boards in corridors / class rooms with educational charts. Xi). Club activity / Science exhibition **NOTE:** The subject convener/Coordinator will be held responsible for non – submission of the record to the principal.
43.	1)AEP, e-Box 2) Suggestion Box.	**माध्यमिक/SECONDARY-** 1. Mrs. Shalini Singh, PGT(Chem.) **I/C** 2. Mrs. Sweksha Pandey, TGT(Sc.) 3. Staff Nurse **माध्यमिक/SECONDARY-** 1. Mr. Akash Sinha, TGT (P & HE), **I/C** 2. Mr. Rakesh Kr. Yadav, PGT(Comp. Sc.) 3. Mr. Anup Dwivedi, PGT(Chem.),	a) Box meant for general complaints / suggestion, should be opened on the last working day of the month b) Separate files for preserving the complaints / suggestions & register for recording the complaints / suggestion should be opened c) Corrective, measures are to be taken immediately in consultation with principal. d) Monthly online report to be sent. **2.** a) Box meant for general complaints / suggestion, should be opened fortnightly b) Register for recording the complaints / suggestions should be maintained c) Corrective measures are to be taken immediately in consultation with Principal.
44.	Partnership with Govt. Institutions and connecting Vidyalaya to Society/Sharing of resources/ Connecting Neighbouring Schools etc.	**माध्यमिक/SECONDARY-** 1. Mr. Kripashankar Verma, PGT (Eng) **I/C** 2. Mr. Rohit Kr. Chaturvedi, TGT(Lib.) 3. Mr. Gaurav Verma PGT- (Comp.sc.)	-To prepare concrete plan in the first week of July-……. - Get the Plan approved by Principal - Implementation of Plan - Maintenance of Records - Enhance Goodwill of Vidyalaya among members of society. -Optimum utilisation of resources.

		<u>प्राथमिक/PRIMARY –</u> 1. Mrs. Renu Kumari, PRT	
45.	Alumni Association	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Gaurav Verma PGT- (Comp.sc.) **I/C** 2. Mr. Kripashankar Verma, PGT(Eng) 3. Mr. Anup Dwivedi, PGT(Chem.)	-Update data of Class XII students on KVS website. -Upload data of alumni on school Website. -To maintain separate Register for this Purpose - To conduct Annual Meeting of Alumni - On KVS Foundation Day/Second week of December
46.	Welcome and Refreshment of Dignitaries/Guests	**<u>माध्यमिक/SECONDARY-</u>** 1. Mrs. Prachi Singh, TGT(Maths.) **I/C** 2. Mr. Kripashankar Verma, PGT(Eng) **<u>प्राथमिक/PRIMARY –</u>** 1. Mrs. Neha H.M. **I/C** 2. Mrs. Lata Thakral 3. Mrs. Nishtha Singh, PRT	On occasion of _ - Academic Panel Inspection. -VMC Meeting - Visit of Guest -Any other important occasion.
47.	School Safety Advisory Committee (National Disaster Management Guidelines) / Safety Audit /Mock Drill	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Sushil Kumar Gupta, TGT(WE) **I/C**	-Mobilize local community and the school to effectively participate in school safety actions through meetings, rallies etc. and to ensure dedicated planning and action.

		2. Mr. Akash Sinha, TGT(P & HE) 3. Mr. Rohit kr. Chaturvedi, TGT(Lib.) 4. Mr. Anoop Kumar Singh, TGT(Art)	-Identify and develop a cadre of peer educators / trainers for ensuring that safety messages, dos and don'ts of different disasters, procedures and protocols reach each and every student in the school. - Establish inclusive mechanisms to address issues in relation to school expansion and development, fire drills, power outage, early dismissals for weather events, health and safety concerns, trespassers or road/bus accidents. **Planning for Safety-** -Conduct a detailed assessment of needs from a safety perspective for inclusion in the School Development Plan. -Regularly monitor risk and update plan. - Develop an Emergency Response Plan for the school (including evacuation procedures, handling of chemicals in the laboratory, stock-piling of emergency equipment and. - One drill must be conducted for the followings during this academic year- 1. Fire Safety 2. Road Safety 3. Disaster Management
48.	FLN: **(Primary)**	**<u>प्राथमिक/PRIMARY –</u>** 1. Mrs. Lata Thakral, PRT **I/C**	▪ To Act as per KVS guidelines. ▪ NIPUN Bharat Implementation: Ensure the effective execution of the NIPUN Bharat Mission guidelines to achieve universal foundational literacy and numeracy for all students.

		2. Ms. Anjali Gupta, PRT 3. All the class Trs. of class 1-2.	▪ Target Achievement: Monitor and ensure that all students in Grades 1 to 3 achieve the prescribed Learning Outcomes (Lakshyas) in reading, writing, and basic mathematics. ▪ Activity-Based Pedagogy: Promote the use of play-based, toy-based, and activity-based learning methods in classrooms to make learning joyful and engaging. ▪ TLM Management: Oversee the effective use of FLN Kits, workbooks, and print-rich materials (posters, charts, and story cards) in every primary classroom. ▪ Continuous Assessment: Conduct regular tracking of student progress using the NIPUN Lakshya App or school-level assessment tools and maintain individual child profiles.
49.	TARA (ORF)	**<u>माध्यमिक/SECONDARY-</u>** **1.** Mr. Abhishek Maurya, TGT(Hindi) **I/C** 2. Mr Rajnish Singh **<u>प्राथमिक/PRIMARY –</u>** 1. Mr. Nihal Singh, PRT **I/C** 2. Mrs. Veena Pandey, PRT	▪ Assessment of students on time ▪ Conduct periodic testing of each student's reading speed, accuracy, and proper expression. ▪ Record and track the Words Correct Per Minute (WCPM) for every student to monitor their progress over time. ▪ Identify students who are struggling with basic phonics or word recognition and provide them with additional support. ▪ Organize dedicated time slots for "Loud Reading" practice to help below-level students catch up. ▪ Select age-appropriate stories, passages, and poems from NCERT textbooks or supplementary materials for fluency drills. ▪ Encourage "Buddy Reading" where proficient readers help their classmates improve their pronunciation. ▪ Coordinate with the school library to ensure students have access to a variety of leveled reading books.
50.	CPD	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Rohit kr. Chaturvedi, TGT(Lib.) **I/C**	▪ To prepare an annual plan under the guidance of Principal and arrange training/workshop. Keep records and provide CPD certificates.

		2. Mr. Beni Madhav Pandey, TGT(Hindi) **<u>प्राथमिक/PRIMARY –</u>** 1. Mr. Anuj Pundir, PRT **I/C** 2. Mrs. Swati Narula, PRT	▪ Maintain a systematic record of all training sessions attended by teachers, including dates, topics, and duration.
51.	Monitoring of Daily Attendance Register and Enrolment.	**<u>माध्यमिक/SECONDARY-</u>** 1. Mr. Rakesh Kr. Yadav, PGT (Comp. Sc.) **I/C** 2. Mr. Arun Kumar, PGT (Phy.) **<u>प्राथमिक/PRIMARY –</u>** 1. Mr. D.K. Tripathi, PRT **I/C** 2. Mr. Nihal Singh, PRT 3.	▪ Maintain an up-to-date record of total students enrolled in each class (Primary and Secondary) and verify new admission entries. ▪ Cross-check physical register data with digital portals (like UDISE+ or SAMAGAM) to ensure consistency. ▪ Maintaining record of daily attendance coordinating class teachers regarding enrolment position on the last working day.
52.	SHRI AUROBINDO SOCIETY (SAS) Coordinator	**<u>माध्यमिक/SECONDARY-</u>** 1. Mrs. Smriti Srivastav, TGT(Hindi) **I/C** 2. Mr. Beni Madhav Pandey, TGT(Hindi) **<u>प्राथमिक/PRIMARY –</u>** 1. Mr. Anuj Pundir, PRT (PBL, PI, PBA) **I/C** 2. Mr. Divyansh Srivastav, PRT	▪ Ensure the effective implementation of all Shri Aurobindo Society (SAS) initiatives, including PBL (Project-Based Learning), PI (Project Inclusion), and PBA (Project-Based Assessment). ▪ Focus on the Project Inclusion (PI) module to identify and support students with diverse learning needs or neurodiversity within the mainstream classroom. ▪ Manage and distribute SAS-provided manuals, handbooks, and digital resources to relevant class teachers.
53.	Social Media	**<u>माध्यमिक/SECONDARY-</u>** 1. Mrs. Vineeta Verma, TGT(Eng.) **I/C**	▪ Regularly update the school's official social media handles (Facebook, Instagram, X/Twitter, and YouTube) with relevant news and announcements.

		2. Mr. Anoop Kumar Singh, TGT(Art) **<u>प्राथमिक/PRIMARY –</u>** 1. Mr. Anuj Pundir, PRT **I/C** 2. Mrs. Pratibha Gautam, PRT	▪ Success Stories: Document and share "Success Stories" of students and teachers to highlight the school's achievements and best practices. ▪ Monitor comments and messages on social media platforms and ensure that queries from parents or the community are addressed professionally.
54	PM SHRI Scheme	<u>1.</u> Mr Anoop Dwivedi I/C 2. Mr Rohit Chaturvedi 3. Mr Satyendra 4. Mrs Renu PRT/ HM Shift I 5. Mrs Jyoti Bir .Second Shift 6. Mr Virendra SSA	▪ To implement scheme as per PM SHRI Guidelines. ▪ To promote STEAM