



PM SHRI KENDRIYA VIDYALAYA AFS CHABUA

SCHOOL COMMITTEES (2024-25)

S N	NAME OF COMMITTEE	MEMBERS	SIGNATURE	DUTIES AND RESPONSIBILITIES
1.	ACADEMIC ADVISORY	SH. NIRAJ KUMAR (I/C)		1. To guide, suggest and chalk out all action plan for academic and co – curricular activities. 2. Will function as advisory board for Vidyalaya activities. 3. To plan the Split-up of syllabus subject wise and class wise on or before 31 st March and check the monthly completion of syllabus. 4. To list the name of weak students on the basis of session ending examination result March and prepare action plan on or before 05 th April and to ensure it is implemented. 5. To monitor the special time-table during all holidays, breaks (Autumn & Winter) and vacation including Morning Assembly time of Vidyalaya as per action plan. 6. To maintain the class wise and subject wise monthly student’s academic performance analysis. 7. Any other related work.
		SH. ALOK KUMAR SINGH		
		SH. MAHENDRA SINGH BITHU		
		SH. SAUVIK ROYCHAUDHURI		
		SH. RAVI KUMAR		
		SH. ARVIND KUMAR PANDEY		
		MS. BABTA DAS		
MS. REENA TARGOTRA				
2.	ADMISSION	SH. BALWANT KUMAR (I/C)		1. To plan admission procedure as per KVS guidelines. 2. To keep ready admission forms prospectus & test plan well in advance. To issue & collect the admission registration form. 3. To complete the formalities of admission for the session as per KVS instructions, admission register, etc. 4. The committee should ensure that admission details are uploaded in the website of the Vidyalaya. 5. Any other related work.
		SH. PRABHAT TYAGI		
		SH. RAJEEV KANT		
		MS. BABITA DAS		
		MS. SHUBHRA		
MR. ABHINAV CHAUHAN				
3.	UBI & ENROLLMENT	SH. BALWANT KUMAR (I/C)		1. To inform the teachers well in time the period of first verification before the fee collection month. 2. To make aware any changes in the UBI portal regarding fee collection.
		SH. ALOK KUMAR SINGH		
		MS. SHIVANI SHRIVAS		
		MR. SURAJ BIHARI MANDAL		
4.	TIME TABLE	SH. PRABHAT TYAGI (I/C)		1. Time – table In charge & Asst. In charge will frame the time-tables as per allotment 2. To make an arrangement during the leave of the teacher. 3. To prepare and inform to subject teachers about the special time – table during all holidays, breaks (Autumn
		SH. NIRAJ KUMAR		

		SH. PURUSHOTTAM KUMAR		& Winter) and vacation including Morning assembly time of Vidyalaya as per action plan for class X & XII 4. To arrange duty during recess.		
		MS. REENA TARGOTRA				
		MS. SHUBHRA				
		SH. JYOTI				
5.	HOME EXAMINATION (SECONDARY)	SH. CHANDAN DAS (I/C)		1. Complete schedule of test/exam for the session as per KVS calendar of activities will be circulated among the students & parents for their prior information. Exam time-tables should also be informed to students & parents at least two weeks before the commencement of test/exam. 2. Class wise pre-plan schedule should be decided for weekly test, fortnightly test, monthly test, practice test etc. 3. All the required documents/materials like answer scripts, mark-slip, mark register, progress card etc. should be issued to concerned teacher in time & it should be taken back to exam department after completion of each and every test/exam. 4. Students and parents must be informed about the results of all tests & exam within a week of completion of test/examination & updated record must be kept ready for further course of action. 5. To conduct P.T.M. 6. The plan for the CCE should be well communicated to the teachers, parents and students. 7. To make minutes of the P.T meeting. And maintain the records along with attendance of parents. 8 Any other related work		
		SH. MAHENDRA SINGH BITHU				
		MS. PODMAJA MILI				
		MS. PURUSHOTTAM KUMAR				
		MS. SUNITA				
	HOME EXAMINATION (PRIMARY)	MR. ABHINAV CHOUHAN I/C				
		MS. INDU SINGH				
		MS. PRIYANKA MAVI				
	6.	CBSE EXAMINATION	SH. NIRAJ KUMAR (I/C)			1. To monitor the registration of class IX, X and class XI, XII students for Board Exam. 2. To verify the details send to CBSE. 3. To upload the marks of IX , X and XI in time. 4. To circulate the latest circulars issued by CBSE to the teachers in time. 5. To conduct the exams as per the CBSE guidelines.
			SH. ALOK KUMAR SINGH			
SH. MAHENDRA SINGH BITHU						
MS. MUKESH DEVI						
7.	TLM	MS. BABITA DAS (I/C)		1.To set activity room to teach primary students as per KVS circular No.F.39-AC/2008-KVS(BGR) dated06/02/08 2. To plan and arrange for purchasing materials required for teaching aids. 3. Any other related work.		
		MS. MISHA BHARTI				

		SH. SURAJ BIHARI MANDAL		
		MS. SHIVANI SHRIVAS		
8.	CCA (SECONDARY)	MS. MUKESH DEVI (I/C)		MORNING ASSEMBLY ORGANISATIONS 1. To prepare an action plan for internal and external CCA activities for the session and complete in time 2. To plan the morning assembly programme. 3. To check the preparation of the programme before presenting in morning assembly. 4. To prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calendar. 5. To encourage the students & staff to participate in these programmes & assign duties for them. 6. They will also have to suggest practical plans for improvement of CCA activities. 7. To distribute the prizes for CCA timely. VALUE EDUCATION 1. To prepare compact programme for developing good habits and moral value among the students. 2. To encourage the students on the observation of good habits & behavior and award the best students. 3. Any other related work
		SH. SAUVIK ROYCHAUDHURI		
		SH. ARVIND KUMAR PANDEY		
		MS. MISHA BHARTI		
		MS. MAMATA HEMBRAM		
	CCA (PRIMARY)	MS. NIKITA (I/C)		
		SH. HARVINDER SINGH		
		MS. SHUBHRA		
MS. REENA TARGOTRA				
9.	SAFETY & SECURITY	MS. KAVITA RANI (I/C)		
		SH. WASIM FEROZ		
		MS. REENA TARGOTRA		
		ALL CLASS TEACHERS		
10.	STUDENTS WITH SPECIAL NEEDS	MS. KAVITA RANI (I/C)		
		SPECIAL EDUCATOR		
		NURSE		
		EDU COUNSELLOR		
11.	INTERNAL COMPLAINTS & GRIEVANCE REDRESSAL	SH. NIRAJ KUMAR (I/C)		
		SH. ALOK KUMAR SINGH		
		SH. SAUVIK ROY CHAUDHURI		
				1. To periodically open suggestion box, at least once in a month. 2. To keep a record of suggestions or grievances received from the students, staff or parents 3. To give a patient hearing to the child. 4. To maintain the minutes of the meetings. 5. To monitor and to investigate any complaints related to sexual harassment and other complaints of students and teachers and to report such cases to the principal

		MS. BABITA DAS		timely.
		SH. RAVI KUMAR		
12.	RTE, SCHOLARSHIP AND U-DISE	MS. BABITA DAS (I/C)		1. To inform the students well in time about the scholarships and to check the correctness of the form filled up and eligibilities and to submit the form in time. 2. To prepare and submit the U-DISE information in time.
		MS. MAMATA HEMBRAM		
		MS. JYOTI		
		SH. DHIRENDER		
13.	CONDEMNATION	SH. SAUVIK ROY CHAUDHURI (I/C)		1. To send notice for stock verification and condemnation of articles. 2. To collect the list of articles recommended for condemnation and proceed for condemnation as per KVS guidelines. 3. To ensure the office order regarding condemnation is issued to all stock holders. 4. To prepare auction notice and display it in the website and notice board and conduct auction on the specified date as per KVS guidelines.
		MS. BALWANT KUMAR		
		SH. SURAJ BIHARI MANDAL		
		MS. ABHINAV CHAUHAN		
14.	GUIDANCE AND COUNSELING	MS. MAMATA HEMBRAM (I/C)		1. To plan guidance and counselling activities for the academic year. 2. To maintain guidance and counselling register. 3. Experts should also be invited time-to-time to provide proper guidance to the students. 4. To ensure that students requiring guidance are identified and given guidance. 5. To arrange a carrier and guidance exhibition in the month of October. 6. To conduct NAEP programme as per KVS guidelines and to send the online data timely.
		EDU COUNSELLOR		
		SH. CHANDAN DAS		
		MS. REENA TARGOTRA		
		SPECIAL EDUCATOR		
15.	NTSE & OTHER COMPETTIVE EXAME LIKE OLYMPIAD	SH. PRABHAT TYAGI (I/C)		1.To ensure that students are intimated about the exams in time. 2. To ensure that there is fair participation of the students. 3. To maintain the records of these exams. 4. The details of the winners are uploaded in the website of the Vidyalaya.
		SH. RAJEEV KANT		
		MS. RITU YADAV		
		MS. MAMATA HEMBRAM		
16.	SCHOOL MAINTENANCE AND REPAIR	SH. WASIM FEROZ (I/C)		1. To ensure that periodical maintenance (Civil & Electrical) of school building and furniture is being attended to on need basis weekly. 2. To invite quotations as per KVS guidelines during April itself for the maintenance work of the school. 3. To ensure that proper materials needed for the cleaning of the Vidyalaya are procured and supplied in time. 4. To maintain records of M & R systematically.
		SH. MISHA BHARTI		
		SH. KAVITA RANI		

		SH. PURUSHOTTAM KUMAR		
17.	CLEANLINESS	SH. ARVIND KUMAR PANDEY (I/C)		<ol style="list-style-type: none"> 1. To ensure that Vidyalaya is being maintained neat and clean. 2. To distribute the work among the cleaning staff and to ensure that cleaning materials required are issued to them for proper cleaning of the Vidyalaya. 3. To supervise the conservancy staff. 4. To allot floor wise duty to teachers and to take feedback of the cleanliness work daily and maintain it in a register. 5. To maintain a file for cleanliness under Sawachchha Bharat Abhiyan enclosing all the circulars issued by KVS till date and the activities under taken by the Vidyalaya.
		SH. PURUSHOTTAM KUMAR		
		MS. RITU YADAV		
		MS. MISHA BHARTI		
		MS. PODMAJA MILI		
		SH. ABHINAV CHAUHAN		
		MS. SHUBHRA		
		ALL CLASS TEACHERS		
18.	FURNITURE	SH. DHIRENDER (I/C)		<ol style="list-style-type: none"> 1. To plan for repair & purchase of Vidyalaya furniture for students & staff in various classrooms & departments as per requirement & budget. 2. To purchase furniture KVS specifications. 3. To prepare the comparative statements of the quotations received and to place the order for L1 quoted firm.
		SH. ABHINAV CHAUHAN		
		SH. SURAJ BIHARI MANDAL		
19.	CHECKING OF FEES (CS 54) AND PAY BILLS & INCOME TAX	SH. SEBAK BHOWMICK (I/C)		<ol style="list-style-type: none"> 1. To compile the class wise details of fees collected every month and to verify it from the class attendance register. 2. To maintain CS-54 register and to ensure the entries of fees collected in it by the class teacher on the last working day of the month. 3. To prepare and upload pay bill in time. 4. To calculate income tax of all the employees and to ensure deductions.
		SH. ARVIND KUMAR PANDEY		
		SH. HARDEV KUMAR		
20.	DISCIPLINE & ANTI RAGGING	MS. KAVITA RANI (I/C)		<ol style="list-style-type: none"> 1. To check for the discipline of the students. 2. To ensure that students come to school in proper uniform. 3. To maintain a register for late comers. 4. To ensure discipline during morning assembly, recess and during school dispersal. 5. To attend the issues of late comers and counsel them to be punctual and regular in attending the class 6. To keep contact with parents to find out the reasons of late comers and make them understand about it for effective education of their children 7. A record of late comers may be maintained.
		MR. RAJEEV KANT		
		MS. MAHENDRA SINGH BITHU		
		SH. RAVI KUMAR		
		MS. REENA TARGOTRA		
		ALL CLASS TEACHERS		
21.	EXCURSION & EDUCATION	SH. NIRAJ KUMAR (I/C)		<ol style="list-style-type: none"> 1. To plan the excursion 2. To decide the place, make arrangement for conveyance

	TOUR	MS. PRIYANKA MAVI		3. Estimate the amount to be collected from students 4. To obtain NOC from parents well in time. 5. Arrange refreshments for the students. 6. Any other related work
		SH. HARVINDER SINGH		
		MS. JYOTI		
22.	SCHOOL BEAUTIFICATION & GARDENING	SH. BALWANT KUMAR (I/C)		1. To plan and to ensure the beautification of the Vidyalaya campus as well as the school building. 2. To ensure that all the display boards are arranged in a proper way. 3. To decorate the Vidyalaya during any event/important days.
		MS. INDU SINGH		
		MS. MISHA BHARTI		
		SH. SHUBHRA		
		MR. SHIVANI SHRIVAS		
23.	SCOUT & GUIDE	SH. PURUSHOTTAM KUMAR (I/C)		1. To prepare S/G activity plan with tentative date & months for organizing activities. 2. To select student for cubs, bulbul, scout & guide enrolment. 3. To make an arrangement for proper training of the students. 4. To prepare scout & guide to participate in various activities, both internal & external competitions. 5. Any other related work.
		MS. PODMAJA MILI		
		SH. ARVIND KUMAR PANDEY		
		MS. BABITA DAS		
		MS. REENA TARGOTRA		
24.	REFRESHMENT	SH. PURUSHOTTAM KUMAR (I/C)		1. To arrange refreshments or sweets for all important function like republic day, independence day, sports day, annual day or during the visit of any officials. 2. To inquire market survey and set competitive rates without compromising the quality.
		MS. SURAJ BIHARI MANDAL		
		SH. HARVINDER SINGH		
		SH. ARVIND KUMAR PANDEY		
		MS. NIKITA		
25.	CMP MONITORING	SH. RAVI KUMAR (I/C)		1. To ensure that the CMP guidelines are implemented as per the schedule given by RO and cluster. 2. To monitor the use AV Room as per the time table and to ensure the maintenance of an AV Room log book. 3. To monitor the record of activities of teachers under CMP
		MS. REENA TARGOTRA		
		MS. NIKITA		
		MS. SHIVANI SHRIVAS		

26.	SHALA DARPAN	MS. NIKITA (I/C)		<ol style="list-style-type: none"> All class teachers will ensure the entry of details from the beginning (from April 2024) Compulsory entry of attendance from April by class teacher to avoid final hour rush.
		PGT-CS		
		COMPUTER INSTRUCTOR		
		ALL CLASS TEACHER		
27.	CLUB (A) INTEGRITY (B) ECO CLUB (C) READERS	(A) INTEGRITY CLUB -		<ol style="list-style-type: none"> To form the integrity club in the month of April and organize the activities every month as per the instructions of KVS. To ensure that the activities as suggested by KVS for Eco club are being conducted. Celebration of Van Mahotsava week. Plant more trees should be undertaken throughout the year. To form the readers club as per the guidelines given in the library manual. To develop an annual activity plan to organize the various activities.
		MS. MAMATA HEMBRAM (I/C)		
		SH. PURUSHOTTAM KUMAR		
		(B) ECO CLUB -		
		MS. INDU SINGH (I/C)		
		MR. BALWANT KUMAR		
		SH. MAHENDRA SINGH BITHU		
		(C) READERS CLUB -		
		MS. MAMATA HEMBRAM (I/C)		
		SH. SAUVIK ROYCHAUDHURI		
SH. ARVIND KUMAR PANDEY				
MS. SUNITA				
28.	LIBRARY & PUSTAKOPAHAR	MS. MAMATA HEMBRAM (I/C)		<ol style="list-style-type: none"> Make available curriculum books, Textbooks, Collection of CBSE & session ending examination old question papers for the help of the students. Newspapers, magazines etc. should be readily available in library. Prepare a list of books with the help of subject teachers by April & purchase them 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 encourage the students to study the books & magazine. To organize three 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
		MS. SUNITA		
		MS. RITU YADAV		

		MS. SHUBHRA		<p>8. To organize the activities of readers club.</p> <p>9. To prepare annual library activity plan.</p> <p>10. Organizing exhibitions, displays, celebrations of important days and all other events mentioned in the library manual.</p> <p>11. To purchase Hindi books as per Rajbhasha Committee suggestions.</p>
29.	STAFF ROOM & STAFF QUARTER. MAINTENANCE & REPAIRS	SH. PURUSHOTTAM KUMAR (I/C)		<p>1. To plan for the repairs to be taken up during the year and ensure that the same is carried out as soon as the funds are received from the KVS.</p>
		SH. WASIM FEROZ		
		MR. DHIRENDER		
		MS. INDU SINGH		
30.	QUARTER ALLOTMENT	SH. ARVIND KUMAR PANDEY (I/C)		<p>1. To allot the eligible quarters to the staff as per the KVS guidelines.</p> <p>2. To ensure that the license fee, electricity and water charges are remitted by the employee in time.</p> <p>3. The case of erring employees should be reported to the principal.</p>
		MS. INDU SINGH		
		SH. PRABHAT TYAGI		
		SH. RAVI KUMAR		
31.	MEDICAL CHECK UP & FIRST AID	MS. BABITA DAS (I/C)		<p>1. To conduct medical checkup of students and staff twice a year.</p> <p>2. To provide medical help to students as and when required.</p> <p>3. To maintain medical card for each child.</p> <p>4. To give lecture in morning assembly on topics related to nutrition, diseases and healthy habits to children.</p>
		MS. RITU YADAV		
		MS. REENA TARGOTRA		
		NURSE		
32.	WEBSITE COMMITTEE	MR. SAUVIK ROYCHAUDHURI (I/C)		<p>1. To maintain the website bilingual as per the instructions issued by KVS.</p> <p>2. To update the website frequently.</p>
		MR. ALOK KUMAR SINGH		
		PGT-CS		
		COMPUTER INSTRUCTOR		
33.	INTERNAL VIGILANCE POCSO & CHILD RIGHTS PROTECTION CELL	SH. SUSHIL GURJAR (I/C)		<p>1. To monitor, and report any cases of child abuse promptly as per POCSO Act, 2012.</p> <p>2. To ensure that no teacher is practicing corporal punishment in the classroom.</p> <p>3. To investigate the cases of corporal punishment reported by the students and submit the report to the principal.</p>
		SH. NIRAJ KUMAR		
		SH. ALOK KUMAR SINGH		
		MS. BABITA DAS		

		MS. INDU SINGH		
		MS. PODMAJA MILI		
		EDU COUNCELLOR		
34.	DISASTER MANAGEMENT AND FIRE SAFETY	SH. PURUSHOTTAM KUMAR (I/C)		1. To get fire certificate from the department timely. 2. To ensure that fire extinguishers are installed in the Vidyalaya building. 3. To give training to teachers and students the use of fire extinguishers by calling experts. 4. To conduct mock drill.
		SH. MAHENDRA SINGH BITHU		
		SH. NIRAJ KUMAR		
		MS. MUKESH DEVI		
35.	OFFICE MANAGEMENT (ACCOUNTS, ANNUAL BUDGET, PAY FIXATION, CORRESPONDENCE)	SH. SEBAK BHOWMICK (I/C)		1. To ensure that all the correspondence are done in time and proper records are maintained thereof. 2. To ensure that all the monthly accounts are prepared and submitted in time. 3. To ensure that all the records in the office is maintained properly. 4. To ensure that pay bill is prepared and uploaded in time. 5. To ensure annual account and budget are prepared as per KVS instructions. 6. To prepare form 16, assess tax liability of staff and ensure TDS accordingly.
		SH. HARDEV KUMAR		
		SH. RAMJI PANDEY		
		SH. INDRA DAS		
36.	PHOTOGRAPHY	SH. SURAJ BIHARI MANDAL (I/C)		1. To take photographs of all events in the Vidyalaya. 2. To preserve the soft copies of these photos in computer lab and to upload in the website. 3. To take prints of minimum photos of each event for displaying in the display board.
		SH. DHIRENDER		
		SH. SAUVIK ROYCHAUDHURI		
37.	TEACHING AID	MS. BABITA DAS (I/C)		1. To make requisition and purchase of teaching aids. 2. To keep proper custody of the teaching aids.
		SH. PURUSHOTTAM KUMAR		
38.	AWAKENED CITIZEN PROGRAMME	MS. PODMAJA MILI (I/C)		To conduct all scheduled programme as per guideline and maintain proper record.
		MS. SUNITA		
		SH. ARVIND KUMAR PANDEY		
		MS. BABITA DAS		
39.	LANGUAGE CLUB HINDI	MS. MUKESH DEVI (I/C)		To conduct related activities.
		SH. ARVIND KUMAR PANDEY		

		TGT-SANSKRIT		
40.	MATHS LAB	SH. CHANDAN DAS (I/C)		To conduct related activities.
		MS. BABITA DAS		
		TGT-MATH		
41.	UTILIZATION OF E-CLASS	ALL TEACHERS		To ensure optimum utilization of resources for teaching learning process. To keep record of usage of e-classroom/
42.	EBSB	SH. PURUSHOTTAM KUMAR (I/C)		To guide and monitor all activities under EBSB
		SH. MAHENDRA SINGH BITHU		
		SH. HARVINDER SINGH		
		MS. MISHA BHARTI		
43.	FUN DAY	MS. REENA TARGOTRA (I/C)		To plan diverse activity, and ensure the maximum participation of students. To maintain proper evidence of activities.
		MS. NIKITA		
44.	SBSB	MS. KAVITA RANI (I/C)		To guide and monitor all activities under SBSB.
		YOGA INSTRUCTOR		
45.	GAMES & SPORTS	MS. KAVITA RANI (I/C)		<ol style="list-style-type: none"> To organize various games and sports activities as per KVS guidelines. To keep the playground neat and clean, free from any danger points. To Observe National Sports Day To procure various equipments of games and sports as per procedure and requirements. To encourage and motivate students good in games and sport. To take all out efforts for development of games and sports in school in each and every aspect
		YOGA INSTRUCTOR		
		MS. SUNITA		
		MS. INDU SINGH		
		SH. DHIRENDER		
46.	RAJBHASHA	MS. MUKESH DEVI (I/C)		<ol style="list-style-type: none"> To implement the decision taken during Nagar Raj Bhasha committee meeting To attend Nagar Raj Bhasha committee as and when required To send periodical report to the KVS RO Bhubaneswar, KVS New Delhi, Nagar Rajbasha committee To take initiative to see that correspondence is made in Hindi. To observe HINDI PAKHWADA in true sprit for promotion of Hindi
		SH. ARVIND KUMAR PANDEY		
		TGT-SANSKRIT		
		SH. SEBAK BHOWMIK		

47.	VIDYALAYA MAGAZINE	SH. SAUVIK ROYCHAUDHURI (I/C)		<ol style="list-style-type: none"> Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured. Editorial board will collect the article from the students. Article are to be arranged section wise (English section, Hindi section, drawing and painting). Editorial board should take concerted efforts to bring about class magazine by the end of the December-2017. Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. Class magazine should contain 50 pages-(English section: 20 pages- Hindi section:-20 pages and 10 pages- Art, drawing and paintings. Editorial board select the article for the class magazine. These articles are to be arranges section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section. Editorial board can invite the article from teachers side also. School magazine should containing 100 pages (30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 4 pages photography section. The editorial board should make concerted effort to bring about the school magazine in time. To prepare Students dairy in consultation with Academic Department.
		SH. ARVIND KUMAR PANDEY		
		MS. SUNITA		
		PGT-CS		
		COMPUTER INSTRUCTOR		
		MS. MISHA BHARTI		
48.	INFORMATION ON RTI	SH. NIRAJ KUMAR (I/C)		1. To furnish desired information as required.
		SH. SAUVIK ROYCHAUDHURY		
		SH. SEBAK BHOWMICK		
49.	ALUMNI & PTA COMMITTEE	MS. RITU YADAV (I/C)		<ol style="list-style-type: none"> To maintain records of all alumni and their career progression. To organize Alumni Meet in school to encourage students. To take cooperation of alumni in development of school.
		MS. PODMAJA MILI		
		MS. MAMATA HEMBRAM		
50.	BACK TO BASIC	MS. PODMAJA MILI (I/C)		1. To ensure the implementation of B2B and SLATE
		MS. SHUBHRA		
		MS. REENA TARGOTRA		
		MS. INDU SINGH		
51.	PACE SETTING ACTIVITIES/ SCHOOL PARTNERSHIP PROGRAMME	MR. RAJEEV KANT (I/C)		<ol style="list-style-type: none"> To organize Pace setting activities and school partnership programme with the neighboring schools as per KVS guidelines Incorporation of various programme like Literacy Programme, Environmental Awareness Programme, AEP etc.
		MS. MUKESH DEVI		
		SH. BALWANT KUMAR		
52.	NIOS	MS. PODMAJA MILI (I/C)		To conduct all the activities related to NIOS examination.

		SH. WASIM FEROZ		
		SH. PURUSHOTTAM KUMAR		
		SH. DHIRENDER		
		SH. MAHENDRA SINGH BITHU		
53.	CONTRACTUAL STAFF SALARY	SH. WASIM FEROZ (I/C)		To prepare salary of contractual staff in timely and error free manner.
		SH. SEBAK BHOWMICK		
		SH. HARDEV KUMAR		
54.	NCC	SH. HARVINDER SINGH (I/C)		1. To conduct related activities.
		SH. SURAJ BIHARI MANDAL		
55.	AEP	MS. RITU YADAV (I/C)		1. To conduct related activities.
		SH. BALWANT KUMAR		
		MS. PODMAJA MILI		
56.	BALA	MS. MISHA BHARTI (I/C)		1. To conduct related activities.
		SH. WASIM FEROZ		
57.	SUBJECT COMMITTEE (SECONDARY)	CONCERNED SENIOR MOST PGT SUBJECT TEACHERS		1. To prepare agenda of subject committee meetings 2. To conduct monthly subject committee meetings 3. To maintain minutes of subject committee meetings.
	SUBJECT COMMITTEE (PRIMARY)	ENGLISH: MS. JYOTI (I/C)		
		HINDI: MS. PRIYANKA MAVI (I/C)		
		MATHS: SH. SURAJ BIHARI MANDAL (I/C)		
		EVS: MS. SHUBHRA (I/C)		
	ALL PRTs			

(Sushil Gurjar)
Principal