

P M SHRI KENDRIYA VIDYALAYA HEBBAL, BENGALURU 560080

THE WORKING COMMITTEE FOR THE ACADEMIC YEAR 2024-25

S.NO	COMMITTEE	MEMBERS		ROLES & RESPONSIBILITIES
		SECONDARY	PRIMARY	
1	ACADEMIC COUNCIL	Mrs. NISHA M MOHAN	Mrs. NEETU MISHRA (HM)	* Convene meeting to discuss the minutes of the Regional Academic Council meeting and follow up.
		Mr. ESWARAN	Mrs. K. S VIJAYA	
		Mrs. ELIZABETH K PHILIP	Mrs. SUKANYA HR	
		Mrs. JYOTI	Mrs.SINU NARAYAN	
		Mrs. NIRMALA MURTHY	Mrs. NALINI N	
2	ADMISSION	Mrs. ELIZABETH K PHILIP I/C	Mrs. SUKANYA H R	*Admissions must be done strictly as per KVS Admission guidelines. Ms. Elizabeth K Philip will take up all fresh admissions. *Mr Ramesha will coordinate UBI fee collection. Other members will associate themselves with the In charges. All admissions to be done with the approval of Principal.
		Mr. RAMESHA K S	Mrs. TEJINDER KAUR	
		Mrs. SONIYA JOSEPH	Ms.POOJA SHARMA	
		Mr. KUMAR	Ms. MONICA PANDEY	
		Mrs. PRATIMA	Mr. ABHAY KUMAR MISHRA	
			CLASS TEACHERS OF CLASS I	
3	TIME TABLE	Mrs. SHIKHA SOLAN I/C	Mrs. NALINI N I/C	*Prepare a balanced time table for 2023-24 as per KVS norms. *Updates of whomever required. *Make necessary changes wherever required. * Preparation of Remedial Time Table *Attend to discrepancies
		Mrs. RACHANA BABERWAL	Mrs. KAMINI	
		Mrs. MERLIN THOMAS	Mrs. KIRTI RANI	
		Mrs. A PRATHIMA	Mrs. JYOTI	
		Mrs. SMRITI WADHWA	Mr. NAKUL	
		Mrs .ANJALI JATAV		
4	SUBSTITUTION	Mrs. SHIKHA SOLAN I/C	Mrs. NALINI I/C	* Substitution duty to be given for teachers on leave before the first period itself.
		Mrs. RACHANA BABERWAL	Mrs. KAMINI	
		Mrs. MERLIN THOMAS	Mrs. KIRTI RANI	
		Mrs. A PRATHIMA	Mrs. JYOTI	
		Mrs. SMRITI WADHWA	Mr. NAKUL	
		Mrs .ANJALI JATAV		
5	EXAMINATION (INTERNAL)	Mr. V ESWARAN I/C	Mrs. VIJAYA K S I/C	* Preparing a schedule for 2023-24. * Distribution of split up sullabus to teachers.Assigning duties for setting question papers, thorough scrutiny of Question paper, blue print and marking scheme. *Procedures for timely and smooth conduct of all internal assessment * Maintaining of records. Timely submission of
		Mrs. DEEPA K	Ms.ASTHA KARAHNA (CLASS1 & I	
		Mr. INDER SAHAY MALI	Ms. DIVYANSHI	
		Mrs. SMRITI WADHWA	Mr. VIPIN	
		Mr. ASHISH		
		ONE SUB STAFF	Mrs. KAVITA	
		Mr. JOSE HERBERT I/C		* CBSE registration of Classes IX & XI. * Uploading of marks and grades of board classes. * Conduct of AISSCE & AISSE
		Mrs.SONIYA JOSEPH		

6	EXAMINATION (CBSE)	Mr. ASHISH		Conduct of AISSE & ASSE. * Preparation of LOC for Board Classes and follow up. Uploading of internal marks / grades /LOC
		Mrs. CHIPPY		
		Mr. INDRA SAHAY MALI		
		Mr. P.D. RATHOD		
		Mr. SANTHOSH KUMAR		
7	NIOS	Mr. RATHOD I/C	Mr. ABHAY KUMAR MISHRA	* Examinations to be conducted as per the schedule. * Queries to be attended to. * All correspondence to be done as per the need.
		Mr. SANTOSH KUMAR	Mr. LAKHAN SINGH	
		Mr. ANJANEYULU	Mr. VIPIN	
		Mr. INDER SAHAY MALI	Mr. VIVEK	
		Mr. ASHISH	Mr. RAJAT	
		Mr. MAHENDRA KUMAR GUPTA	Mr. AMIT CHAUHAN	
		Mrs. PRATIMA		
8	OLYMPIADS SCIENCE /GREEN OLYMPIAD/CYBER OLYMPIAD/ INSPIRE AWARD/NCSC	Mrs. H R SHYAMALA (NCSC)		* Announcements of the schedules of Olympiads to be done well in advance. * Motivate,train and guide the students for the test. * Correspondence, preparation of documents and despatch. * Conduct of the test.
		Mrs. VANDANA S (NCSC)		
		Mr. A K SINGH (INSPIRE)	Mrs. REENA TRIPATI I/C	
		Mrs. NEETA WAGE (INSIPRE)	Ms. DIVYANSHI	
		Mrs. NEETA WAGE (GREEN OLYMPIAD)	Mr. VIPIN	
		Mrs. MERLINE THOMAS (SOF) & JIGYASA	Mrs. NALINI N	
		Mr. JOSE HERBERT RAJ (IAPT)		
		Mrs. KIRAN KUMARI (CYBER)		
9	SCIENCE EXHIBITION	Mrs. NEETHU K I/C		* Announcements to be done on time. * Encourage , motivate and guide the students to prepare good and standard projects.* Conduct of Exhibition in a befitting manner. Prepare the children for higher levels.
		Mrs. MERLIN THOMAS		
		ALL SCIENCE FACULTY MEMBERS		
10	MATHS OLYMPIAD	Mr. V ESWARAN I/C		* Announcements of the schedules of Olympiads to be done well in advance. * Motivate,train and guide the students for the test. * Correspondence, preparation of documents and despatch. *
		Mr/Mrs. PGT MATHEMATICS		
		Mrs. AARTI GUPTA		
		Mrs. MADHUNARAYAN		
		Mrs. ASHISH		
				Conduct of the test.

11	CCA/ MORNING ASSEMBLY	Mrs. JYOTI I/C	Mrs. TAJINDER KAUR I/C	<ul style="list-style-type: none"> * Preparation of CCA and morning assembly schedule for 2023-24. * Conduct of both programmes in a befitting manner within the allotted time. * All required announcements to be done with clarity. * Judgement and result to be done on time. * Discipline of students to be ensured during arrival and dispersal.
		Mrs. NIRMALA MOORTHY	Ms. LEENU	
		Mrs. CHIPPY	Mr. AMIT CHAUHAN	
		Mr.KUMAR	ASSEMBLY	
		Mr. MAHANDRA KUMAR GUPTA	Mrs. SINU NARAYAN I/C	
			Ms. DIVYANSHI	
			Mrs. VINITANJALI/Mr. NAKUL	
			Mrs. K S VIJAYA	
12	CCA (EXTERNAL & INTER SCHOOL COMPETITION)	Mrs. NEETU K		<ul style="list-style-type: none"> * Announcements to be done on time with clarity. * Encourage maximum participation. * Preparing and sending the students for the competition.
		Mrs. SONIYA JOSEPH		
		Mrs. ANKITHA MISHRA		
13	SOCIAL SCIENCE EXHIBITION & YOUTH PARLIAMENT	Mrs.RACHANA BABERWAL I/C		<ul style="list-style-type: none"> * Announcements to be done on time. * Encourage , motivate and guide the students to prepare good and standard projects.* Conduct of Exhibition in a befitting manner. Prepare the children for higher levels.
		Mr. SANTHOSH KUMAR		
		Ms. SMRITI WADHWA (YP - I/C)		
		Mr. KUMAR		
		Mrs. PRITI BANERJI		
		LANGUAGE TEACHERS		
14	TEACHERS DIARY	Mrs.NISHA M MOHAN I/C	Mrs.NEETU MISHRA (HM)I/C	<ul style="list-style-type: none"> *Coordinate with the office and get the diary printed after incorporating changes if any . *Issue to the teachers before the 1st of April 2023.
		Mrs.MERLIN THOMAS	Mrs.VIJAYA K S	
			Mrs. REENA TRIPATI	
15	SCHOOL DIARY	Mrs. CHAYA DEVI I/C	Mrs.NEETU MISHRA (HM)I/C	<ul style="list-style-type: none"> *Prepare the Students diary for 2023-24 by incorporating the required updated details. *Get it printed so as to distribute it to the students on the 1st of April 2023.
		Mrs.JYOTI	Mrs. K.S. VIJAYA	
		Mrs. NIRMALA MOORTHY	Mrs.SUKANYA HR	
		Mrs. PRITI BANERJI		
		Mr. INDER SAHAY MALI		
16	VIDYALAYA PATRIKA / PHOTO FLIP BOOK(EMAGAZINE)	Mrs. ELIZABETH K PHILIP I/C	Mrs. SINU NARAYAN I/C	<ul style="list-style-type: none"> *Motivate and encourage children to contribute good materials for the Vidyalaya patrika. *Compile and make arrangements to release the patrika by the scheduled date.
		MrS. SONIYA JOSEPH	Mrs. TAJINDER KAUR	
		Mrs. CHAYA DEVI	PRIMARY COMPUTER INSTRUCTOR	
		Mrs.CHIPPY	Mrs. MEERA KUMARI	
		Mrs. JYOTI	Mrs. REENA TRIPATHI	
		Mr. INDER SAHAY MALI	Mrs. KAMINI	
		Mr. N C MISHRA		
		Mrs. PRITI BENERJI		
		COMPUTER INSTRUCTORS		

17	SCOUTS / CUBS		Mr. RAM SEWAK	<ul style="list-style-type: none"> * Prepare the schedule of activities for 2023-24 *Execute the activities as per schedule *Take up all activities as per KVS Schedule *Prepare students for tests at various levels. *Prepare the students for Colour Party and Welcome for various functions. *Involve the new recruits for all activities. *Increase the enrolment every year. *Involve the students for social service activities
		Mr. A.ANJANEYULU	Mr. VIVEK	
		Mr. N. C.MISHRA	Mr. VIPIN	
18	GUIDES / BULBULS	Mrs. SINU NARAYANAN	Ms. NALINI N	
		Mrs. NISHA M MOHAN	Ms. ASTHA	
		Mrs. H R SHYAMALA	Ms. HIMANSHI TANWAR	
		Mrs.NEETHU K	Ms. MONICA	
		Mrs. MADHU NARAYAN		
		Mrs. A PRATHIMA		
19	SCHOOL BAND	Mr. P D RATHOD	Mr. NAKUL SANTOSH P	<ul style="list-style-type: none"> *Prepare the students for welcoming the guests *The dress code/ uniform of the students must be taken care of.
		Mr. SANTHOSH KUMAR	Mr. RAMSEWAK	
		Mr. MAHENDRA KUMAR GUPTA	Mr. ABHAY KUMAR MISHRA	
20	TEACHING AIDS	Mr. SANTHOSH KUMAR I/C	Mrs. SUKANYA HR	<ul style="list-style-type: none"> * Hold stock of teaching aids * Distribute to the staff members when required. * Maintain Records.
		Mrs. RACHANA BABERWAL	Ms. SAPNA	
		Mr. KUMAR	Mrs. POOJA SHARMA	
		Ms. SMRITI WADHWA		
		CONTRACT TEACHERS		
21	COMPUTER LABS/E-CLASS ROOMS / E- CONTENT	Mr. RAMESHA K S	Mrs. SINU NARAYANAN	<ul style="list-style-type: none"> * Hold and maintain stock* Regular monitory and maintainance of of computer AMC.* Maintain Records.* Keep all systems in fuctional condition
		Mrs. KIRAN KUMARI K	Mr. SAPNA	
		COMPUTER INSTRUCTORS.		
22	MEDICAL CHECK UP/ FIRST AID	Mrs. NEETA WAGE	Mrs. KAMINI I/C	<ul style="list-style-type: none"> *Medical checkup of students in first and second term. * Collection of medical cards on time. * Returning the cards to TGT(P& HE)on 5time. * Maitaining records by Class teachers.
		(STAFF NURSE)	Mr. ABHAY KUMAR MISHRA	
			Ms. SAPNA	
23	MASS PT	Mr. P K ULLAS	Mrs. TEJINDER KAUR	<ul style="list-style-type: none"> * Conduct of Mass PT during the scheduled periodensuring discipline.
		COACH 1	Mr. AMIT CHAUHAN	
		COACH 2	Ms. DIVYANSHI	
		YOGA TEACHER		
		COACH 3	Mrs. HIMANSHI TANWAR	
		Mr. P K ULLAS	Mrs. SINU NARAYAN I/C	<ul style="list-style-type: none"> * Plan the course of action. * Selection of Discipline Monitoring leaders *Ensuring discipline during arrival and dispersal for Morning Assembly.
		Mr. ESWARAN	Mr. VIVEK	
		Mrs.NISHA M MOHAN	Mr. VIPIN	

24	DISCIPLINE	Mr. N C MISHRA	Mrs. MEERA KUMARI	*Maintenance of Discipline Register *Discipline during students' movement to and from the games ground, labs and library.
		Mr.ASHISH	ALL CLASS TEACHERS	
		Mrs. NIRMALA MOORTHY		
		Mrs.CHAYA DEVI		
		MR. SANTHOSH KUMAR		
		ALL CLASS TEACHERS		
25	LATE COMERS/ UNIFORM CHECKING	Mr. P K ULLAS	Mr. VIPIN	* Prepare and execute a plan to control and check the latecomers and uniform defaulters.
		Mr. ASHISH	Mr. VIVEK	
		Mr. MAHENDRA KUMAR GUPTA	Mr.AMIT CHAUHAN	
		Mr. ANKITA MISHRA	Mr. RAJAT SHARMA	
		Mrs. MAYURI KIRAN		
		COACH 1		
		COACH 2		
		Education Counsellor		
Special Educator				
26	CLEANLINESS HOUSE KEEPING /SANITATION/DRAINAGE WORK/ (SEPARATE CORRIDORS AND WASHROOMS ARE ALLOTTED TO TEACHERS TO MONITOR THE CLEANLINESS	Mr. ANJANEYULU I/C	Mr. VIVEK I/C	* TO LOOK INTO THE CLEANLINESS AND AVAILABILITY OF WATER IN WASH ROOMS. TO CHECK THE WASH ROOM TWO TIMES A DAY REPORT TO THE INCHARGE IF NOT CLEANED OR GET IT CLEANED BY CONSERVENCY STAFF. TO LOOK INTO THE CLEANLINESS OF CLASS ROOMS. IF NOT CLEANED TO REPORT TO AUTHORITIES OR GET IT CLEANED
		MRS. PRATIMA (STAFF WASH ROOM)	Mr. RAJAT SHARMA	
		MR. N. C. MISHRA (Boys wash Room)	Mr. LAKHAN SINGH	
		Mr. SANTHOSH KUMAR (Boys wash Room)	Mrs. SINU NARAYAN	
		Mr. Mr. KUMAR (Boys wash Room)		
		Mr. MAHENDRA KUMAR GUPTA(GENTS WASH ROOM)		
		Mr. ASHISH (Boys wash Room)	Mrs.KIRTI RANI	
		Mrs. RAJPREET KAUR (GIRLS WASH ROOM)	Mrs. NEETU YADAV	
		Mrs. ANKITA MISHRA (GIRLS WASH ROOM)		
		Mrs. PRITI BENERJI (STAFF WASH ROOM)		
		Mrs. AARTI GUPTA (Girls wash room)		
		Mrs. ANJALI JATAV (Girls wash room)		
		DUTY TO MONITOR EACH WASH ROOM TO BE ALLOTTED BY Mr. ANJANEYULU I/C . PROCUREMENT OF THINGS TO BE DONE BY THE INCHARGE TEACHER. CORRIDOR CLEANLINESS ALSO TO BE ALLOTTED ALONG WITH WASH ROOMS		
27	DISPLAY BOARDS	Mrs. PRITI BENERJI I/C	Mrs. VINITANJALI	* Prepare a schedule/ theme for every quarter * Announce the dates very early * Judgment/ results to be announced on time * All display boards must be monitored and attended to.
		Mrs. RAJPREET KAUR	Mrs. NEETU YADAV	
		Mrs.ANKITHA MISHRA	Mrs. NALINI N	
		Mrs. MAYURI KIRAN	Mrs. JYOTI	

28	SCHOOL WEBSITE	Mr. RAMESHA K S	Mrs.REENA TRIPATI	* Update the School Website on regular basis. * Important notifications must be posted on the website on time
		Mrs. KIRAN KUMARI	Ms. LEENU	
		COMPUTER INSTRUCTOR		
		Mrs.ASTHA , OFFICE		
		MR RAGHUNATH SINGH, OFFICE		
29	FURNITURE PURCHASE REPAIR & MAINTANCES	Mr.A K SINGH I/C	Mr. VIVEK	* Hold the stock of furniture * Repair of furniture as and when required. * Purchase of new furniture. * Condemnation of old furniture.
		Mrs. H RSHYAMALA	Mrs. HIMANSHI TANWAR	
		Mr. MAHENDRA KUMAR GUPTA	Mr. LAKHAN SINGH	
		Mr. KUMAR		
		Mr. ASHISH		
30	GARDENING/ BEAUTIFICATION/ MEDICINAL GARGEN	Mr. ULLAS I/C	Mrs. SINU NARAYAN	* Supervise the work of the gardeners and guide them from time to time. * Plan and implement ways to enhance the beauty of the existing garden *Water harvesting/ compost pit
		Mrs. NEETA WAGE	Mrs. GUNAWATI	
		Mrs. VANDANA SATHYARTHI	Mrs. REENU	
		Mrs. MERLINE THOMAS		
		Ms. ANJALI JATAV		
31	INTERVIEW FOR PART TIME CONTRACTUAL TEACHERS & MONITORING	Mrs. NISHA MOHAN I/C	HM	* Monthly distribution of disbursement of salary to contractual teachers * Leave taken/ holidays to be verified.
		Mrs. JYOTI	Mrs. NALINI N	
		Mrs. NIRMALA	Mrs. KAMINI	
		Mrs. K DEEPA	Ms. JYOTI	
32	PREPARATION OF DOCUMENTS FOR PANEL INSPECTION	Mrs. NISHA M MOHAN	K S VIJAYA	* Files for inspecting team to be kept ready. * Collection and arranging the updated documents for verification by Inspecting Team.
		Mrs. SHIKHA SOLAN	Mrs. NALINI N	
		Mrs. JYOTI	Mrs. KAMINI	
		Mrs.RACHANA BABERWAL	Mrs. POOJA SHARMA	
		Mrs.DEEPA K		
		Mrs. NIRMALA MOORTHY		
33	VIDYALAYA PLAN	Ms. NISHA M MOHAN	Mrs. NALINI N	* Complete the Institutional Plan as per the time schedule * Update the same before inspection
		Mrs. DEEPA K	Ms. LEENU	
34	PETTY REPAIR & MAINTENANCE OF THE VIDYALAYA	Mr. A.ANJANEYULU (Electrical)	Mr. RAMSEWAK	* Take up petty repairs as and when required
		Mr. ULLAS (Civil)	Mr. LAKHAN SINGH	
		Mr. SANTHOSH KUMAR	Mr. VIPIN	
		Mr. N C MISHRA		
		Mr. INDRA SAHAY MALI		
		Mrs. ELIZABETH K PHILIP I/C	Mrs. TAJINDER KAUR	* Take up repair and maintenance in the order of

35	STAFF QUARTERS REPAIR & MAINTENANCE	Mr. N C MISHRA	Mr. ABHAY KUMAR MISHRA	priority * Make use of funds judiciously * Exhaust the funds by taking up repair work on time
		MR. SANTHOSH KUMAR	Ms. MONICA	
		Mrs.NIRMAL MOORTY		
		Mr. INDRA SAHAY MALI		
		Mrs. JYOTI		
		MS. AASTHA (OFFICE)		
		Mr. RAGHUNATH SINGH		
36	SAFETY & SECURITY OF CHILDREN	Mr. P K ULLAS	Mrs.K S VIJAYA	* Mock Drill for safe exit of pupil in case of disaster * Disaster management * Device & regulate ways for entry and dispersal with the help of school council members
		Mr. V ESWARAN	Mrs.SINU NARAYAN	
		Mrs. NISHA M MOHAN	Mrs. TAJINDER KAUR	
		Mrs . JYOTI	Mrs. JYOTI	
		Mrs.CHAYA DEVI	Mrs. HIMANSHI TANWAR	
		Mrs.NIRMALA MOORTHY	Mr. VIPIN	
		ALL STAFF MEMBERS.		
37	LIBRARY RESOURCE	Mrs.A PRATHIMA	Mrs. REENA TRIPATHI (ENGLISH)	* Procurement of Books in the library as and when required * Digitalization of Library Resources * Conduct of Library Week * Book Exhibition
		Mrs. ELIZABETH K PHILIP	Mrs. MEERA KUMARI (HINDI)	
		Mrs. PRITI BANERJI	Ms. NEETU YADAV	
		Mrs. JYOTI	Mr. GUNWATI	
		Mr. MAHENDRA KUMAR GUPTA		
		Mr. NAGESH C MISHRA		
		Mrs. RAJPREET KAUR		
38	JUNIOR SCIENCE LAB	Mrs.VANDANA SATHYARTHI I/C		* Procure and utilize the resources in the Junior Science Lab to the maximum * Maintenance and upkeep of the Lab
		Mrs. NEETA WAGE		
		Mrs.MERLINE THOMAS		
		Mrs. ANJALI JATAV		
39	PHYSICS LAB	Mrs.NISHA M MOHAN		* Maintain stock * Procure and utilize the resources in the Lab to the maximum * Maintenance and upkeep of the Lab * Condemnation to be taken up as per the KVS norms
		Mr. A JOSE HERBERT RAJ		
		Mrs. NEETHU K		
40	CHEMISTRY LAB	Mr. A K SINGH		* Maintain stock * Procure and utilize the resources in the Lab to the maximum * Maintenance and upkeep of the Lab
		Mrs. SHIKHA SOLAN		
		Mrs. PRIYANKA YADAV		
41	BIOLOGY LAB	Mrs. H R SHYAMALA		* Maintain stock * Procure and utilize the resources in the Lab to the maximum * Maintenance and upkeep of the Lab* Condemnation to be taken up as per the KVS norms
42	NIE (NEWS PAPER IN EDUCAT	Mrs.PRATIMA I/C	Mrs.NEETU MISHRA (HM)I/C	* Enroling students for the programme. * Distribution of news paper to students everyday.
		Mrs. JYOTI	Mrs. REENA TRIPATI	

		Mrs. NIRMALA		
43	SBSB	Mr.P K ULLAS	Mrs. KIRTI RANI	* Instructions and orientation to be given to all staff regarding the activities to be conducted and the records to be maintained. Monitor the conduct of all activities as per KVS order. Reports to be sent on
		Mr. RAMESHA K S	Mrs. GUNAWATI	
		Mr. MAHENDRA KUMAR GUPTA		
44	MATHS LAB	Mr. ASHISH I/C		* Procure and utilize the resources in the Math Lab to the maximum * Maintenance and upkeep of the Lab
		Mrs. MADHU NARAYAN		
		Mrs. AARTI GUPTA		
		Mrs. K DEEPA		
45	RESOURCE ROOM/ AUDIO VISUAL ROOM / CAL/ TAL ROOM	Mrs. KIRAN KUMARI K	Mrs.SINU NARAYANAN	* Setting up and maintenance of the rooms * Preparing inventory * Maintaining Issue Register. * Ensure that all teachers utilize the resources. * Maintenance of log books.
		Mr. RAMESHA K S	MS. POOJA SHARMA	
		COMPUTER INSTRUCTORS	Mrs. REENU	
46	FILM SHOW		Mrs. SINU NARAYAN	* Preparing time table for film shows. * Ensuring the proper working of the system in the Primary Resource room. * Arranging film shows for Classes I to V
			Mrs. REENU	
47	PRIMARY PLAY PEN		Mrs. KAMINI I/C	* Painting and maintenance of play equipments. * Procuring new play materials
			MS. ASTHA KARAHNA	
			Mr. NAKUL	
48	SPORTS/ GAMES/YOGA	Mr. P K ULLAS	Mr. VIPIN	* Procuring indoor and outdoor play materials * Training students for sports meet at higher levels * Distribution of play materials and maintenance oof Issue Register
		YOGA INSTRUCTOR	Mr. LAKHAN SINGH	
		COACH 1	Mrs. HIMANSHI TANWAR	
		COACH 2	CONTRACT TEACHER -1	
		COACH-3		
49	CONVENORS OF ACADEMIC SUBJECT COMMITTEES	Mrs. ELIZABETH K PHILIP (ENGLISH)	Mrs.REENA TRIPATI (ENGLISH)	* Convene meeting and have fruitful discussions on all academic matters * Plan and implement ways to complete the syllabus on time, remedial classes, notebook corrections, setting of question papers. * Giving inputs for better activity plans and worksheets
		Mrs.. JYOTI (HINDI)	Mrs. KAMINI (HINDI)	
		Mr. ESWARAN (MATHEMATICS)	MS. POOJA SHARMA (MATHS)	
		Mrs.NISHA M MOHAN (SCIENCE)	Mrs.TEJINDER (EVS)	
		Mrs.RACHANA BABERWAL(SO.SCIENCE)		
50	PURCHASE & DISTRIBUTION OF TLM/EXAMINATION MATERIAL/OTHER PURCHASES	Mr. ESWARAN I/C	Mrs. MONICA I/C	* Collecting the TLM lists from the teachers. * Consolidating the list * Procuring monthly TLMs as per KVS Norms * Stock entry and distribution of TLMs on time. * Settling of bills on time.
		Mr. SANTHOSH KUMAR	MS. ASTHA KARAHNA(CLASS 1)	
		Mrs. DEEPA K	Mrs.JYOTI (CLASS II)	
		Mrs. PRITI BANERJI	MS. DIVYANSHI (CLASS III)	
		Mr. INDER SAHAY MALI	Mrs. SINU NARAYAN ((CLASS IV)	

			Mrs.HIMANSHI TANWAR(CLASS V)	
51	RECORDING OF MINUTES OF STAFF MEETING	Mrs. ANKITHA MISHRA Mr. INDER SAHAY MALI	Mrs. TAJINDER KAUR Mrs. MEERA KUMARI Mrs. SINU NARAYAN	* Members of the Commiittee to take turns to record the minutes of meetings. * Responsibility of circulating the minutes to all the staff members. * Handing over the register to the In Charge
52	REGIONAL /CLUSTER NEWS LETTER	Mrs. ANKITHA MISHRA Mrs. CHIPPY Mrs. MAYURI KIRAN	Mrs.REENA TRIPATI Mrs.TEJINDER KAUR Mrs . KAMINI	* Collection of dairy of events from the in charge- Mrs. Kiran Kumari. * Compiling and prepartion of Newsletters on time.
53	COMPILATION OF GLIMPSES OF ACTIVITIES/ ACHIEVEMENTS OF SCHOOL AND SCHOOL IN NEWS	Mrs.NIRMALA MOORTHY I/C Mrs. CHIPPY Mr. A.ANJANEYULU	Mrs.K S VIJAYA Mrs. NALINI N Mrs . HIMANSHI TANWAR	*Members to collect the information- data/pics, to be handed over to in charge Ms. Neetu to sumit the same to Ms. Kiran Kumari every month
54	PHOTOGRAPHY/IDENTITY CA	Mrs. MAYURI KIRAN I/C Mr. RAMESHA K S Mrs. PRITI BANERJI Mr. ASHISH Mrs. ANKITHA MISHRA	Mr. VIPIN Mr. RAJAT SHARMA Mr. LAKHAN SINGH	* Class photos/ Staff Photo/ Photos of important events and functions to be arranged and copies to be distributed. * Identity cards of students to be arranged and distributed.
55	DISPLAY OF PHOTOGRAPHS	Mrs. PRITI BANERJI Mrs. RAJPREET KAUR Ms . ANJALI JATAV Mrs. ANKITHA MISHRA	Mrs. HIMANSHI TANWAR Mr. VIPIN Mr. RAJAT SHARMA Mr. LAKHAN SINGH	* Update the display boards with the latest photographs periodically.
56	STAFF ROOM UPKEEP	Mr. NAGESH MISHRA (GENTS STAFF ROOM) Mrs.MAYURI KIRAN (LANGUAGE ROOM) Ms. SMRITI WADHWA (So.Sc ROOM) Mrs. AARTI GUPTA (MATHS ROOM)	Mr. ABHAY KUMAR MISHRA Mr. VIVEK Ms. POOJA SHARMA Mrs.SINU NARAYANAN	* Cleanliness of the staff room to be taken care. * Arrangement of tables,chairs and other materials in the room. * Judicious use of electricity.
57	CCA HALL UPKEEP	Mrs. MERLIN THOMAS Mrs. NEETU K Mrs. AARTI GUPTA	Mrs. KAMINI Mrs. REENA TRIPATI	*Cleanliness and upkeep of CCA Hall. *Arranging for Staff meetings and other
58	STAFF CLUB	Mrs. MERLIN THOMAS I/C Mrs. NEETU K Ms. SMRITI WADHWA MS. CHIPPY Mr. INDER SAHAY MALI Mrs. PRITI BANERJI Mrs. AARTI GUPTA	Mr. RAM SEWAK Mrs. SINU NARAYAN Mrs. TAJINDER KAUR Ms . POOJA SHARMA Mr. NAKUL	* Collection of monthly subscription. * Arrange for meetings, convene farewell functions etc. *Facilitate positive interaction among staff members.
59	GRIEVANCE REDRESSAL CELL	Mrs.NISHA M MOHAN	Mrs. SINU NARAYAN	* Attending to the grievences of staff members , if

59	GRIEVANCE REDRESSAL CELL	Mr. ESWARAN	Mrs.REENA TRIPATI	any and discussing the same with the Principal for
60	LIAISONING WITH OUTSIDE AGENCIES FOR SCHOOL ACTIVITIES	Mrs.H R SHYAMALA	Mrs.SINU NARAYAN	* Identifying programmes and contacting suitable persons or agencies for the smooth conduct of the same
		Mr. P D RATHOD	Mrs.VIVEK	
61	GUIDANCE & COUNSELLING/ CAREER GUIDANCE/EDUCATION COUNSELLOR/SPECIAL	Mrs. H R SHYAMALA	Mrs. TAJINDER KAUR	* Prepare a schedule as per the time table. * Execution of the prepared plan. * Take up individual counselling wherever required.
			Ms. ASTHA KARAHNA	
62	NAEP	Mrs.KIRAN KUMARI K		* Prepare a schedule for 2019-20. * Effective sessions to be taken during the allotted time. * Monthly report and feed back to be sent.
		Mrs. PRITI BANERJI		
		Mr. P D RATHOD		
		Mr. A.ANJANEYULU		
63	FIELD TRIP/ EXCURSION/ ADVENTURE TRIP	Mr. ESWARAN I/C	Mrs. SINU NARAYAN	*Decide the time and place of visit. *Arrange for transportation. * Financial matters, safety and security to be taken care of.
		Mr. SANTHOSH KUMAR	Mr. RAMSEWAK	
		Mr. RATHOD	Mrs.NALINI	
		Mr. KUMAR	Mrs. K S VIJAYA	
		Mr.ASHISH	Mr. VIPIN	
		Mr. INDRA SAHAY MALI	Mrs.KAMINI	
64	RAJBHASHA / TOLIC	Mrs. JYOTI	Mrs.KAMINI	* Submission of quarterly and monthly reports. * Attend meetings of TOLIC. * Official correspondence to be taken care of wherever required.
		Mrs. MAYURI KIRAN	Mr. RAM SEWAK	
		Mr. INDRA SAHAY MALI	Mrs.TEJINDER KAUR	
		Mr. MAHENDRA KUMAR GUPTA	Mrs.MEERA KUMARI	
		Mrs. RAJPREET KAUR		
65	ALUMNI	Mrs. H R SHYAMALA	Mrs. TAJINDER KAUR	* Arrange for Alumni meet. * Have a good rapport with them and utilise their resources and services.
		Mrs. NIRMALA MOORTHY	Mrs. NALINI N	
		Mr. A ANJANEYULU		
66	LOST & FOUND PROPERTY	Mrs. JYOTI	Mrs. GUNWATI	* Announcements in the morning assembly. * Maintain a record of handing and taking over.
		Mrs. NIRMALA MOORTHY	Mrs.SAPNA	
67	AWAKENED CITIZEN PROGRA	Mrs. A PRATHIMA	MS. ASTHA KARHANA	* A proper schedule must be prepared taking into consideration , the no: of periods and the modules to be completed. *The period allotted must be utilised so as to benefit the children. * All modules to be completed by February. * Monthly breport to be sent by Ms. Vijaya Kumari. (TGT Maths)
		Mrs.PRITI BANERJI	Mrs.REENA TRIPATI	
		Mrs. P V CHAYA DEVI	MRS. TAJINDER KAUR	
		Mrs. NEETA WAGE	MRS. HIMANSHI TANWAR	
		Mrs. SMRITI WADHWA	MS. POOJA SHARMA	
		Mrs. CHIPPY		
		Mr. MAHENDRA KUMAR GUPTA		
		Mrs. RAJPREET KAUR		
Mr. SANTHOSH KUMAR				
68	PTM	Mrs.SONIYA JOSEPH I/C	Mrs. NALINI N I/C	* Conduct of PTM as per KVS norms. * Arrangement for the meeting to be done. Arrange for the minutes to be written. * Maintain the record of the minutes of the meetings.
		Mrs. CHIPPY (Asst I/C)	Ms. SAPNA	
		Mrs. RAJPREET KAUR (CLASS - VI)	Mrs. REENA TRIPATHI	
		Mr. MAHENDRA KUMAR GUPTA (CLASS-VII)	Ms. MONICA	
		MR. KUMAR (CLASS-VIII)	Mr. RAMSEWAK	

	Mrs.SMRITI WADHWA (CLASS-IX)	
	Mrs. ANKITA MISHRA (CLASS-X)	
	Mrs. NEETU (CLASS -XI)	
	Mrs. SHIKA SOLAN (CLASS -XII)	

69	CS 54 /CS 11/ RTE / SGC	Mr. RACHANA BABERWAL I/C	Mrs. HIMANSHI TANWAR I/C	* Monthly verification of data and updation.CS-11, CS-54 , RTE AND SGC .PROPER RECORD TO BE KEPT .
		Mrs. DEEPA . K (IX & X REGISTER CHECKING)	Mrs. NALINI (CS-11)	
		Mrs. AARTI GUPTA (VI TO VIII CHECKING)	Ms. POOJA SHARMA(CS-11)	
		Mrs. NEETHU K (XI AND XII)	Mrs.REENA TRIPTI (CS11)	
		Mrs. NEETA WAGE (RTE& SGC)	Mrs. JYOTI (CS-11)	
70	UBI ONLINE FEES	Mr. RAMESHA K S	Mrs. NALINI N (V)	QUATERLY VERIFICATION TO BE DONE
		Mr. NEETHU K (XI-XII)	Ms. POOJA SHARMA (I)	
		Mrs. DEEPA K (IX AND X))	Mrs. JYOTI (II)	
		Mrs. AARTI GUPTA (VI TO VIII)	Mrs. KAVITA (III)	
		COMPUTER INSTRUCTORS	Mrs. REENA TRIPTI (IV)	
71	CRISIS MANAGEMENT	Mr. P K ULLAS	Mrs. SINU NARAYAN	* Arrange for mock drill / fire safety. *Plan rehearsals for safe evacuation of children during emergency.
		MR. SANTHOSH KUMAR	Mrs. MEERA KUMARI	
		Mr. V ESWARAN	Mrs. HIMANSHI TANWAR	
		Mrs. H R SHYAMALA		
72	AQUARIUM	Mr. P K ULLAS		* Maintenance of aquarium. * Make arrangements for fish feed and feeding the fishes. *Cleaning to be supervised.
		Mrs. MERLIN THOMAS		
73	MUSIC & MUSICAL INSTRUMENTS FOR MORNING ASSEMBLY	Mr. NAKUL MUSIC TR.	Mr. NAKUL	* Timely arrangement of all musical instruments on the stage. * Working of the instruments to be taken
		Mr. A ANJANEYULU	Mrs.VINITANJALI	
74	P A SYSTEM FOR MORNING ASSEMBLY	Mr. A.ANJANEYULU	Mrs. KIRTI RANI	* Arrange the PA system on time. * Ensure that the system functions well for the conduct of the programme.
		Mr. MAHENDRA KUMAR GUPTA	Mrs.TAJINDER KAUR	
		Mr. INDER SAHAY MALI	Mr. ABHAY KUMAR MISHRA	
75	PISA (If required only)	Mrs. ELIZABETH K PHILIP		* Checking the preparation of worksheets and activity sheets as given in the Back to Basics Book* Checking the conduct of LAT, Subject Enrichment Activities and Scrutiny of Notebooks regularly.
		Mrs. NEETHU K	Mrs.SINU NARAYAN	
		Mrs. CHIPPY	Mrs. KAMINI	
		Ms.SMRITI WADHWA	Mrs. HIMANSHI TANWAR	
		Mrs.VANDANA SATHYARTHI(SCIENCE)	Mrs. K. S. VIJAYA	
		Mrs. CHAYA DEVI (ENGLISH)	Mrs. REENA TRIPATI	
		Mr. ASHISH (MATHS)		
76	BAL DIWAS		Mrs.NALINI N	* Effective conduct of Bal Diwas by systematic planning and co ordination as per KVS Norms
			Mrs. TEJENDER KAUR	
			Ms. POOJA SHARMA	
77	ATAL TINKERING LAB	Mrs. NEETHU K I/C		* Upkeep of the lab and maintenance of stock. * Effective utilisation of the resources for the students through meticulous planning.
		Mrs. NISHA M MOHAN		
		Mr. A.ANJANEYULU		
		ALL SCIENCE TEACHERS		
78	ROUTES TO ROOTS	Mrs. KIRAN KUMARI K	Mrs.SINU NARAYAN	* Follow the instructions in the KVS circulars on Routes to roots. * Encourage children to utilise the resources and activel participate.
		COMPUTER INSTRUCTOR	COMPUTER INSTRUCTOR	
		Mr. P K ULLAS	Mr. NAKUL (NEW BUILDING)	*Monitoring students movement in the corridors

79	LUNCH BREAK DUTY	COACH 1		and assembly grounds during lunch break. * Taking the help of student-- leaders to help the students at the water points to maintain discipline. * Sending students to their respective classrooms and to prevent unnecessary movements during lunch break
		COACH 2	CO CLASS TEACHERS	
		COACH 3		
		YOGA INSTRUCTOR		
		Mr. ANJANEYULU	COACH	
		Mrs. PRITI BANERJI		
		Mrs. PRATIMA		
		AS PER WEEKLY ROSTER GIVEN		
80	STS/U-DISE PLUS	Mrs. RACHANA BABERWAL I/C	Ms. ASTHA KARAHNAI/C	*Collecting and scrutinising the data of students . All class teachers to collect the data and upload ontime. Incharhge teachers given for various classes to monitor. on time.
		Mrs. CHAYA DEVI (CLASS VI TO VIII)	PRIMARY COMPUTER INSTRUCTOR	
		Mrs. NEETA WAGE (IX TO X)	SUKANYA HR (CLASS I)	
		Mrs. SONIYA JOSEPH (CLASS XI AND XII)	Mrs. VINITANJALI(CLASS II)	
		COMPUTER INSTRUCTOR -2(VI TO VIII)	Ms. LEENU(CLASS III)	
		COMPUTER INSTRUCTOR -1 (IX TO XII)	Mrs. SINU NARAYAN (CLASS IV)	
		ALL CLASS TEACHERS	Mrs. REENA TRIPATHI(CLASS V)	
81	VMC	Mrs. NISHA M MOHAN I/C	Mrs. NALINI N	*Keeping files ready with the Agenda Points for VMC Meetings. * Informing the members telephonically on time.* Compiling the Minutes of the Meeting*Taking care of the cleanliness of the venue, seating arrangements and refreshments
		Mrs. KIRAN KUMARI (Preparation of PPT)		
		COMPUTER INSTRUCTOR		
82	TEACHER DEVELOPMENT PROGRAMME / IN HOUSE TRAINING/ CPD PROGRAMMES	Mrs. KIRAN KUMARI I/C	Mrs.SINU NARAYAN	* Plan and conduct need based programmes for the staff Members.* Plan and execute demo lessons by teachers periodically* Mentoring teachers to write effective lesson plans. *Monitoring the use of Back to Basics Books*Inviting teachers who attend short term courses or workshops to share their experiences and new knowledge gained
		Mrs. CHAYA DEVI Asst I/C	Mrs.POOJA SHARMA	
		MrS. PRIYANKA YADAV	Mr. AMIT CHAUHAN	
		Mrs. JYOTI		
		Mr. MAHENDRA KUMAR GUPTA		
		Mrs. NIRMALA MOORTHY		
83	REFRESHMENT FOR VIPs	Mrs.VANDANA SATYARTHI I/C	Mrs. TAJINDER KAUR	* Procuring refreshments for VIPs as and when required with proper planning and Principal's approval using essential crockery and cutleries
		Mrs.MERLINE THOMAS	Mrs. VINITANJALI	
		Mrs. PRETI BENERJI	Mrs. SINU NARAYAN	
84	STUDENT DEVELOPMENT PROGRAMME/ CAREER GUIDANCE	Mrs. SONIYA JOSEPH	Mrs. KAMINI	* Invting experts at regular intervals for career guidance and counselling * Making use of human resources from the Vidyalaya Alumni Association
		Mrs. ELIZABETH K PHILIP	Mrs. KIRTI RANI	
		Mrs ANKITHA MISHRA		
85	UPKEEP OF THE FRONT LOBBY	Mrs. PRITI BANERJI I/C	MRS. REENU I/C	* Cleanliness and ambience of the front lobby. * Arrangement & neatness of reception desk, show cases and furniture. * Display boards in the landing of front stairs.
		Mrs.RAJPREET KAUR	Mrs. KAMINI	
		Mrs.MAYURI KIRAN	Mrs.NALINI N	
		Mrs.ANJALI JATAV	MRS. VINITANJALI	

			MRS. GUNAWATI	
86	NATIONAL CADET CORPS	Mr. P D RATHOD		* Select students on a fair basis. * Training and conducting regular parades and other benevolent activities * Training students for the welcome of
87	SCIENCE PARK	Mrs. VANDANA SATHYARTHI	K S VIJAYA	* Taking care of the repair and maintenance of the Science park * Encouraging and Monitoring the use of the park
		Mrs. MERLINE THOMAS		
		Mrs. NEETA WAGE		
		Mrs. ANJALI JATAV		
88	EXTERNAL EXAMINATIONS/NEET/IIT/JEE/CTET	Mr. RATHOD I/C	Mr. ABHAY KUMAR MISHRA	* Looking into the maintenance and upkeep of the gardens.* Monitoring the works of the gardeners and their attendance. *Procuring manure, seeds and other essentials required well in time
		Mrs. PRATIMA	Mr. LAKHAN SINGH	
		Mr. ANJANEYULU	Mr. VIPIN	
		Mr. INDER SAHAY MALI	Mr. VIVEK	
		Mr. SANTHOSH KUMAR	Mr. RAJAT	
		Mr. ASHISH	Mr. AMIT CHAUHAN	
		Mr. N.C MISHRA		
		Mr. MAHENDRA KUMAR GUPTA		
89	MANUSCRIPT/ CLASS MAGAZ	Mrs. JYOTI	Mrs. HIMANSHI TANWAR	* Planning the schedule * Announcing the topics and dates well in advance
		Mrs. NIRMALA MOORTHY	Ms. REENA TRIPATI	
		Mrs. RAJPREET KAUR		
		Mrs. A PRATHIMA		
		ALL CLASS TEACHERS	Ms. MONICA	
90	COMMUNICATIVE ENGLISH	Mrs. CHAYA DEVI	Ms. REENA TRIPATI	* Planning and conducting programmes for teachers and students as per the directives received from KVS
		Mrs. CHIPPY	MR. AMIT CHAUHAN	
91	HARITH VIDYALAYA/ GREEN SCHOOL PROGRAMME	Mrs. H R SHYAMALA		*Coordinate to improve the greenery of the Vidyalaya *Green school project *Swachhata Pakhwada
		Mrs. NEETA WAGE		
92	CHILD RIGHTS PROTECTION C	Mr. V ESWARAN		
		Mrs. RACHANA BABERWAL		
		Mrs. NISHA M MOHAN		
93	EVACUATION TEAM	Mr. P K ULLAS		
		Mrs. H R SHYAMALA		
		Mr. SANTHOSH KUMAR		
		Mr. ESWARAN I/C	Mrs. NALINI N	
		COACH 1	Mrs. SINU NARAYAN	

		COACH 2		
		ALL CLASS TEACHERS		
94	INTERNAL COMPLAINT COMM	Mrs. JYOTI		
		Mrs. DEEPA K		
		Mrs.MERLIN THOMAS		
95	ROYAL BOARD	Mrs. CHIPPY I/C	Ms. POOJA SHARMA	
		Mrs. ANKITHA MISHRA	Ms.ASTHA KARAHNA	
96	BMTC BUS PASS	Mrs. CHAYA DEVI	Mr. VIVEK	TO UPLOAD THE REQUIREMENTS OF BMTC BUS PASS AS PER THE NORMS OF BMTC AND NEED OF THE PARENTS.
		COMPUTER INSTRUCTOR	Mrs. SINU NARAYAN	
97	SECURITY	Mr. ULLAS I/C		TO CHECK SECURITY AND CONSERVENCY ATTENDENCE AND PAYMENT OF SALARY
		Mrs. NISHA M MOHAN		
		Mr. SANTHOSH KUMAR	Mr. ABHAY KUMAR MISHRA	
		Mr. KUMAR	Mr. VIPIN	
		Mr. N. C MISHRA	Mr. RAJAT SHARMA	
		Mr. INDER SAHAY MALI	Mrs. KAMINI	
		Mr. MAHENDRA KUMAR GUPTA		
98	CCTV CAMERA	Mrs. KIRAN KUMARI I/C	Mrs. HIMANSHI TANWAR	TO MONITOR THE PROPER WORKING OF CCTV CAMERA
		Mr. RAMASHA K S	MRS. NALINI N	
		Mr. ANJANEYULU		
		COMPUTER INSTRUCTORS		
99	SPIC MACAY	Mrs. CHAYA DEVI I/C		
		Mrs. PRITI BANERJI		
		Mr. NAKUL MUSIC TR.		
100	CLUB INCHARGE	NEETHU K I/C		To coordinate all club activities. Collect and consolidate monthly Report with photograph .
		DIFFERENT CLUB INCHARGERS		
101	NISHTA PROGRAMME	Mrs. CHAYA DEVI I/C	Ms. DIVYANSHI	
102	HOUSE MASTERS	Mr. SANTHOSH KUMAR	ALL THE HOUSE MASTERS	*TO MAKE STUDENTS PARTICIPATE IN THE ACTIVITIES *TO TRAIN STUDENTS ALONG WITH MEMBERS FOR DIFFERENT GROUP ACTIVITIES. *TO INCULCATE HEALTHY COMPETITIVE SPIRIT
		Mrs. DEEPA K		
		Mrs. SMRITI WADHWA		
		Mrs. MADHU NARAYAN		
103	OASIS PORTAL	Mr. JOSE H. R I/C	Mrs. SINU NARAYAN	TO UPDATE THE PORTAL AS AND WHEN REQUIRED
		Mr. A ANJANEYULU	Mr. AMIT CHAUHAN	
		Mrs. CHIPPY		
		Mr. INDER SAHAY MALI		
		Mr. SANTHOSH KUMAR		
		Mrs. KIRAN KUMARI I/C	HEAD MISTRESS	
		Mr. ASHISH	Mrs. NALINI	

104	PIMS	Mr. MAHENDRA KUMAR GUPTA		TO UPDATE THE PORTAL AS AND WHEN REQUIRED
		Mr. KUMAR		
		Mrs. RAJPREET KAUR		
		Mrs. ANJALI JATAV		
105	TC CASES UPDATION	Mrs. KIRAN KUMARI	Mrs. KAMINI	
		Mr. R N SINGH		

106	DETAILS OF HANDICAPPED , COMMUNITY, MISC QUOTA	Mrs. SONIYA JOSEPH	Mrs. NALINI N	
		MR. KUMAR	Ms. POOJA SHARMA	
		ADMISSION COMMITTEE MEMBERS TO KEEP RECORD . ADMISSION INCHARGE TO DISTRIBUTE WORK TO KEEP RECORDS .		
107	FLN		MRS. REENA TRIPATHI I/C	
			MS. ASTHA	
			MS. SAPNA	
			Mrs. KAMINI	
108	WORKSHEETS		MRS. REENA TRIPATHII/C	
			MRS. KAVITA	
			MRS. JYOTI	
			Mrs. KAMINI	
			MRS.SINU	
	MRS. MEERA			
109	PM SHRI COMMITTEE	Mrs. SHYAMALA I/C	ALL STAFF MAMBERS	
		Mr. N C MISHRA		
		Mrs. NEETU MISHRA		
		ALL STAFF MAMBERS		
110	FOOD COMMITTEE FOR WORK SHOPS AND VARIOUS PROGRAMMES	Mrs. ELIZABETH I/C	Mrs. ASTHA KARANA	
		Mr. N. C MISHRA	Mrs. KAMINI	
		Mrs. NEETA WAGE	Mrs. MEERA	
		Mrs. AARTI GUPTA	Mr. AMITH CHAUHAN	
		Mrs. ANKITHA MISHRA	MrS TEJENDER KAUR	
		Mr. KUMAR		
		Mrs. NIRMALA		
111	BOARDING AND LODGING	Mr. ESWARAN I/C	Mr. RAMSEWAK	
		PGT MATHS	Mr. LAKHAN SINGH	
		Mrs. MADHU NARAYAN	Mr. VIPIN	
		Mr. SANTHOSH KUMAR	Mr. VIVEK	
		Mr. INDER SAHAY MALI	Mr. RAJAT	
		Mrs. MAYURI KIRAN		
112	TRANSPORTATION	Mr. ESWARAN	Mrs. SINU NARAYAN	
		Mr. RATHOD	Mrs. DIVYANSHI	
		Mr. ANJANEYULU		
113	REGISTRATION AND RELIEVING	Mrs. NEETHU K I/C	Mr. ABHAY KUMAR MISHRA	
		Mrs. SONIYA JOSEPH	Mrs. LEENU	
		Mrs.SMRITI WADHWA	Mrs. HIMANSHI THANWAR	
		Mrs. CHIPPY	Mrs. REENA TRIPATI	
		Mrs. ELIZABETH K PHILIP	Mrs. SINU NARAYAN	

114	COMPERING /ANNOUNCEMENTS	Mrs. JYOTI	
		Mrs . NIRMALA MOORTHY	Mrs. TEJENDER
		Mrs. RAJPREET KAUR	
115	PREPARATION OF INVITATION & PROGRAMME SHERETS	Mrs. ELIZABETH K PHILLIP	Mrs. SINU NARAYAN
		Mrs. JYOTI	Mrs. REENA TRIPATI
		Mrs . NIRMALA MOORTHY	Mrs. TEJENDER
		Mrs. RAJPREET KAUR	
116	ARRANGEMENT OF LOBBY/ FLOWER POTS / LAMP/CARPETS / BANNER	Mrs. PRITI BANERJI	Mrs. NALINI
		Mrs. CHAYA DEVI	MR. NAKUL
		Ms. ANJALI JATAV	
		Mr. MAHENDRA KUMAR GUPTA	
117	PURCHASE OF MOMENTOS / BOUQUET	Mrs. MERLIN THOMAS	Mrs. SINU NARAYAN
		Mrs VANDANA SATYARTHI	Mr. RAMSEWAK
		Mr. RATHOD	Mrs. SUKANYA
118	SCIENCE EXTERNAL COMPETITIONS	Mrs. MERLIN THOMAS	
		Mrs. ANJALI JATAV	
		MEMBERS OF SCIENCE FACULTY	
119	CERTIFICATE WRITING	Mrs. CHAYA DEVI I/C	Mrs. TEJENDER KAUR
		INCHARGE TEACHER TO SELECT GOOD HAND WRITING TEACHERS TO WRITE THE CERTIFICATES	HM TO SELECT GOOD HANDWRITING TEACHERS TO WRITE CERTIFICATES