

पीएम श्री केंद्रीय विद्यालय क्र.1 हरणी रोड, बड़ौदा

LIST OF COMMITTEES / DEPTTS / RESPONSIBILITIES

SESSION 2026-27

THE FOLLOWING TEACHERS AND STAFF MEMBERS ARE HEREBY ASSIGNED THE DUTIES/RESPONSIBILITIES MENTIONED AGAINST THEIR NAMES FOR COMPLIANCE W.E.F. 01.07.26 FOR THE SMOOTH FUNCTIONING OF THE VIDYALAYA.

SR. NO.	DEPT/STOCK/DUTIES /RESPONSIBILITIES	NAME WITH DESIGNATION	SCOPE OF WORK
1.			
	A) SECONDARY	MR. MANISH PARMAR, PGT (CS)	LOOK AFTER ACADEMIC AS WELL AS DISCIPLINARY ASPECTS OF VIDYALAYA
	B) PRIMARY	MRS. SAROJ BALA , HM	LOOK AFTER ACADEMIC AS WELL AS DISCIPLINARY ASPECTS OF PRIMARY WING.
2.	ACADEMIC ADVISORY COMMITTEE	1 MR RAKESH TIWAR – I/C (SEC) 2 MRS YASHA 3 MR. RAKESH KUMAR 4 DR POONAM SINGH 5 MRS. SAROJ BALA, HM - I/C (PRI)	PREPARATION OF CALENDAR OF VARIOUS ACTIVITIES OF THE SUBJECT IMPLEMENTING INNOVATING AND PRACTICAL IDEAS, ARRANGING ACTIVITY AND PROJECT BASED TEACHING. SUBMISSION OF MONTHLY ACTIVITIES TO PRINCIPAL.
3.	A). VMC/VEC CO-ORDINATION	1. MR. RAKESH TIWARI 2. MR. PRATEEK GIRI	PREPARE CALENDAR, KEEP READY ALL RECORDS, PREPARE MINUTES
4.	ADMISSIONS	1. MRS YASHA K PGT (ECO) I/C 2. MR BIREN KUMAR RATHOD 3. MRS NEHA SINGH 4. MRS KAVITA 5. MRS. KABITA SINHA 6. MR. KIRAN PATEL	PREPARE CALENDAR FOR THE ACTIVITY, KEEP RECORD OF ADMISSION GUIDELINE, KEEP THE ADMINISTRATION ABREAST WITH LATEST INFORMATION OF ADMISSION, MAINTENANCE OF RTE 2009 ADMISSION RECORDS. <u>MR. KIRAN PATEL WILL KEEP THE RECORD OF UPDATED ENROLLMENT POSITION MONTH WISE.</u>
5	EXAMINATION		
	A. PRIMARY	1. MRS JYOTI MAHESHWARI , I/C 2 MRS NEETU ASERI 3 MR RAJUBHAI D SHARMA –SUB STAFF	KEEP RECORDS READY OF ALL EXAMINATION, RECORDS OF ALL EXAMINATION RULES, PREPARE CALENDAR FOR THE EXAMINATION OF ALL CLASSES. ENSURE FAIR DISTRIBUTION OF EXAMINATION WORK AMONG STAFF MEMBERS.
	B. SECONDARY	1 MR GANESH PAL MEENA, PGT – I/C	
		2. MRS MONIKA CHOUDHARY	
		3. MRS NEHA SINGH	
		4. DR. POONAM SINGH	
	C EXTERNAL EXAM AND OLYMPIADS	1 MR GANESH PAL MEENA , - I/C 2 MR GIRISH KUMAR 3 MR RAKESH TIWARI , 4 MRS RASNA AGARWAL – I/C (OLYMPIADS) ALL CLASS TEACHERS .	CONDUCT ALL EXAMS AS PER THE INSTRUCTIONS AND ARRANGING ALL VARIOUS OLYMPIAD, INFORMING TO THE STUDENT ABOUT VARIOUS EXAMINATION SCHEDULE. GUIDING THE CHILDREN ABOUT THE SAME.

6	MAGAZINE PUBLICATION	1. MRS. SANGEETA SHARMA I/C	TO COLLECT THE RELEVANT MATERIAL FOR THE SCHOOL MAGAZINE AND TIMELY PUBLICATION AND DISTRIBUTION.
		2. COMP INSTRUCTOR	
		3.MRS. PRAPHULL SHARMA	
		4.MRS. SAROJ BALA 5.MR. DIWAKAR PANDEY AND ALL STAFF	
7	CBSE	1.MR. MANISH PARMAR - PGT (CS) I/C, 2 MR PADAM BHUSHAN 3 MR PRAPHULL SHARMA 4 MRS SUMEETI SINHA CLASS TRS OF CLASSES IX, X, XI,XII	ENTERTAIN & ENSURE THE IMPLEMENTATION OF ALL CBSE GUIDELINES STUDENTS REGISTRATION ON CBSE WEBSITE, COLLECTION OF CBSE FEES, UPLOADING OF RESULTS OF CBSE WEBSITES.
8	TIME TABLE		PREPARE TIME TABLE AS PER KVS SCHEDULE AND ENSURE OF PROPER NOTE DOWN ABSENTEES EARLY IN THE MORNING AND MAKE THEIR ARRANGEMENT. ENSURE NO CLASH IN TIME-TABLE. MAINTAIN WORK CULTURE OF BALANCED WORK-LOAD.PREPARED DAILY ARRANGEMENT PLAN AS PER THE NEED OF THE DAY.
	PRIMARY TIMETABLE & DAILY ARRANGMENT	1. MRS ANITA BILWAL, PRT 2. MRS. ARPANA PARMAR, PRT	
	SECONDARY TIMETABLE & DAILY ARRANGMENT	1. MRS. CHHAYA BHABHOR –I/C 2. DR. POONAM 3. MR PRAPHULL SHARMA	
9	YUVA PARYATAN CLUB / EXCURSION	1. MR. RAKESH TIWARI – I/C	PREPARE CALENDAR FOR EXCURSION AND ARRANGING TRANSPORT.
		2 MRS. RASNA AGARWAL	
		3. MR. BIRENKUMRA RATHOD 4. MRS. MIKI & All class Teachers	
		5. MR. PADAM BHUSHAN	
10.	GARDEN DEVELOPMENT / MAINTENANCE / BEAUTIFICATION	1 MR GIRISH KUMAR	MONITORING AND MAINTAINANCE OF THE GARDEN ON DAY TO DAY BASIS AND MAKING IT CENTRE OF NATURAL LEARNING ARRANGING ITS BEAUTIFICATION. GIVING A NEW LOOK TO ITS BEAUTY.
		2. MRS.ARPAN RAI TGT (SCI)	
		3 MRS. RASNA AGARWAL (LIB)	
		4 MRS. SUMEETI SINHA , TGT(ART)	
11.	CLEANLINESS, SECURITY AND OUTSOURCING	1. MR M R PARMAR PGT (COMM.) - I/C	DAILY MONITORING OF UPKEEP OF VIDYALAYA CAMPUS, SUGGESTING CERTAIN AREAS WHICH REQUIRE BEAUTIFICATION AND CLEANLINESS. GETTING WORK DONE FROM SUB-STAFF AND OUT-SOURCING AGENCY. ENSURE PAYMENT TO WORKS AS PER KVS NORMS ,MAINTAINENCE OF ATTENDANCE REGISTER OF WORKS , BILL VERIFICATION
		2. MR ANAND TIWARI	
		3. MRS CHHAYA BHABHOR	
		4. MRS KRUPAVATI JP	
		5. MR DIWARKAR PANDEY	
		6. MRS KAVITA	
		7. MRS MIKKI KUMARI	

		8. MR. M M RATHOD, 9. MR. RAJUBHAI D SHARMA	
12.	DISCIPLINE AND SAFETY AND SECURITY OF THE STUDENTS		
	A. PRIMARY	1. MRS. SAROJ BALA HM 2. MR BIRENKUMAR RATHOD , PRT 3. MRS .KAVITA SHARMA PRT 4. ALL CT's AND SUBJECT TEACHERS	TO ENFORCE DISCIPLINE IN THE CAMPUS, GUIDING THE TEACHERS ABOUT DISCIPLINE IN THE CHILDREN MAINTAINING RECORD OF INDISCIPLINE INCULCATING THE VALUES OF DISCIPLINE AND BELONGINGNESS OF THE VIDYALAYA AMONG CHILDREN, INTERACTING WITH THE PARENTS OF PROBLEMS GENERATING CHILDREN. DETECT OUT CASES OF INDISCIPLINE AND MAINTAIN RECORD. IMPLEMENTING COUNSELLING METHODS. THEY WILL ALSO LOOK AFTER THE SAFETY AND SECURITY OF THE STUDENTS DURING SCHOOL HOURS I E 8.00 AM TO 2.10 PM.
	B. SECONDARY	1. MR B S Shekhawat, TGT (P&HE) – I/C 2. MR. RAKESH TIWARI, PGT (ENG) 3. MRS. YASHA K 4. MR RAKESH KUMAR 5. MRS. POONAM 6. MR ANAND TIWARI 7. ALL CLASS TEACHER	
	M & R COMMITTEE BUILDING	1. MR.ANAND TIWARI TGT , WE- I/C 2. MR. GIRISH KUMAR 3. MRS. CHHAYA B 4. MR KIRAN PATEL 5. SUMEETEE SINHA	
	DRINKING WATER ARRANGEMENT	1 MR PADAM BHUSHAN I/C 2 MRS. NEETU ASERI 3 MRS. SANGEETA SHARMA 4 MR PRATEEK AND MR. RAJUBHAI SHARMA	
	STAFF QUARTERS REPAIR & MAINTENANCE	1. MR. MR. GIRISH KUMAR - I/C, 2. MR. GANESH PAL MEENA 3. MRS PRIYANKA 4. MR. ANAND TIWARI	
	WEBSITE UPDATING ON WEEKLY BASIS	1. MR. MANISH PARMAR, PGT(COMP. SCI.)I/C 2. MR. DIWAKAR PANDEY (Photo & Video Gallery) 3 MR SONU, JSA (TC AND ENROLLMENT) 4 MRS. HETAL RATHOD, COMP. INSTRUCTOR 5 MR PRATEEK GIRI (ANNOUNCEMENT) 6 MRS JYOTI M (Uploading Eng Content) 7 MR. PRAPHULL S (Uploading Hindi Content)	
			MAINTAINING THE BEAUTY OF VIDYALAYA CAMPUS, MONITORING THE MAINTENANCE OF ALL THE EQUIPMENTS AND LOGISTIC OF THE VIDYALAYA, MONITORING THE REPAIR WORK AFFECTIVELY, EFFICIENTLY AND ECONOMICALLY. DETECT OUT ANY LACUNAE WHICH CAN CAUSE OF UNTOWARD HAPPENING.
			TO ENSURE PROPER AVILABILITY OF DRINKING WATER IN THE VIDYALAYA BUILDING AT EACH DRINKING POINTS.
			MAINTENANCE AND REPAIR OF STAFF QUARTERS.
			MAINTENANCE AND CHECKING WEBSITE, NEW BEAUTIFICATION OF WEBSITE, UPDATING OF WEBSITE. CURRENT NEWS AND PERIODICAL UP GRADATION

17.	TRANSPORTATION , SAFETY & SECURITY OF THE STUDENS	1. MR MAHESH PARMAR – I/C	TO KEEP ALL RECORDS OF CONVEYANCE AND MONITER THE SAFETY AND SECURITY OF ALL STUDENTS DURING ARRIVAL AND DEPARTURE.
		2. MR. B S SHEKHAWAT, TGT	
		3. MR. KIRAN PATEL ,PRT	
		4. MRS MIKI KUMARI , PRT (MUSIC)	
		5. MRS SAROJ BALA, HM	
18.	CONDEMNATION / WRITE OFF	1. MR MANISH PARMAR, PGT(CS) - I/C	PREPARATION OF THE LIST OF CONDEMNED ARTICLES FROM DIFFERENT IN- CHARGES. COMPILING RECORD OF CONDEMNED ARTICLES.
		2. MR. RAKESH TIWARI	
		3. MR. PADAM BHUSHAN & ALL DEPT I/C	
19.	LITERARY & LIBRARY CLUB	1. MRS RASNA AGARWAL – I/C	ARRANGING VARIOUS FESTIVALS ESTABLISHING READING CLUB./MAKING BRIEF INFORMATION AVAILABLE TO THE CHILDREN ABOUT GREAT WRITERS AND GREAT BOOKS. INCULCATING THE INTEREST OF CHILDREN IN LITERATURE AND LITERARY ACTIVITIES. ENSURING AVAILABILITY OF ALL BOOKS & PERIODICAL IN ORGANISING READING CLUB ACTIVITIES
		2. MRS YASHA K , PGT	
		3. MR RAKESH K, PGT	
		4. MRS SANGEETA SHARMA	
		5. MRS CHHAYA B	
		6 MRS SAROJ BALA	
		7. MRS NEETU ASERI	
20	GAMES & SPORTS		
	A) PRIMARY	1. MR DIWAKAR PANDEY PRT– I/C	SEARCHING OUT SPORTS TALENT FROM THE CHILDREN, ARRANGING VARIOUS KINDS OF SPORTS ACTIVITIES PREPARING CALENDAR OF SPORTS ACTIVITY, INCULCATION SPORTS VALUES AMONG THE CHILDREN. PREPARING PLAY GROUND GUIDING CHILDREN ABOUT VARIOUS RULES OF DIFFERENT GAMES. ENSURING MAXIMUM PARTICIPATION.
		2. MR. KIRAN PATEL, PRT	
		3. MRS SUNITA LASKER, PRT	
	B) SECONDARY	1. MR. B S SHEKHAWAT I/C	
		2. MR PADAM BHUSHAN	
		3. MRS. SUMEETEE SINHA	
21	RAJBHASHA	1. MR GANESH PAL MEENA PGT(HINDI) – I/C	ORGANISING VARIOUS ACTIVITY AND ENHANCE THE USE OF RAJBHASHA IN VIDYALAYA WORKING ARRANGING SEMINARS OF RAJBHASHA. DISPLAYING WORK OF GREAT HINDI LITTERATEUR.
		2. MR PRAPHULL SHARMA TGT (HINDI)	
		5. MRS KABITA SINHA, PRT	
		6. MRS. JYOTI MAHESHWARI , PRT	
22	CCA & MORNING ASSEMBLY		
	A. PRIMARY	1. MR ARPANA PARMAR, PRT - CO-ORDINATOR	PREPARING THE CALANDER OF CCA ORGANISING VARIOUS ACTIVITIES OF CCA TIMELY AND ARRANGING VARIOUS PRIZES AND CERTIFICATES OF WINNER. ENSURING COMPLETION OF CCA ACTIVITIES ON TIME PRESCRIBED BY KVS CALENDAR.
		2 MR. DIWAKAR PANDEY, PRT	
		3 MRS MIKI PRT (MUSIC)	
	B. SECONDARY	1. MR RAKESH TIWARI CCA I/C	
		2. MRS SANGEETA SHARMA, TGT (ENG)	
		3 MR. PRAPHULLA SHARMA , TGT(HINDI)	
		4 MRS KRUPAVATI J TGT	
23	NATIONAL ADOLESCENCE EDUCATION PROGRAMME	1. MR. GIRISH KUMAR , PGT(BIO) I/C	DISSEMINATING INFORMATION TO THE ADOLESCENTS ABOUT PROBLEM OF ADOLESCENCE. EXPLAINING PROCESS OF ADOLESCENCE IN HUMAN BEINGS. INCULCATING RIGHT ATTITUDE AMONG ADOLESCENT.
		2. MR.MONIKA CHOUDHARY, PGT (CHEM)	
		1. MRS ARPAN RAI , TGT (SCI.) 2. MRS KRUPAVATI J TGT	

24	GUIDANCE COUNSELING	&	1. MR. GIRISH KUMAR I/C	GUIDING AND COUNSELLING THE CHILDREN ABOUT VARIOUS DISCIPLINE RULES AND THEIR FOLLOW UP, COUNSELLING THE CHILDREN ABOUT THEIR PERSONAL PROBLEMS, ACADEMIC AS WELL AS LIFE RELATED PROBLEMS. HELPING MALADJUSTED CHILDREN.
			2. MRS. YASHA K	
			3. MRS. KRUPVATI JP	
			4. MRS. ARPAN RAI	
			5. MRS. SAROJ BALA, HM	
25	A) GRIEVANCE CELL (ICC) (FOR WOMEN EMP. AND GIRLS ST.)		1. MRS. YASHA K I/C	ARRANGING MONTHLY MEETING TO COLLECT THE GRIEVANCES OF THE INDIVIDUALS AND THEIR TIMELY REDRESSAL. ENSURING TIMELY REMOVAL OF VIDYALAYA RELATED GRIEVANCES.
			2. MRS. SANGEETA SHARMA, TGT (ENGLISH)	
			3. MRS. KRUPAVATI J	
			4. MRS. SAROJ BALA ALL CLASS TEACHERS	
	B) GRIEVANCE CELL (SC AND ST)		1. MRS CHHAYA BHABHOR I/C	ARRANGING MONTHLY MEETING TO COLLECT THE GRIEVANCES OF THE INDIVIDUALS AND THEIR TIMELY REDRESSAL. ENSURING TIMELY REMOVAL OF VIDYALAYA RELATED GRIEVANCES.
			2. MRS. SANGEETA SHARMA	
			3. MRS. ANITA BILWAL	
	C) R.T.I.-2005		1. MR GANESH PAL PGT HINDI- I/C	PROVING INFORMATION TO THE SEEKERS AS PER RTI ACT 2005.
			2. MR SONU	
26	MEDICAL CHECK-UP & FIRST AIDS			
	A). PRIMARY		MRS. KAVITA SHARMA I/C MR. KIRAN PATEL MRS. KAVITA	ORGANISING MEDICAL CAMP IN CONSULTATION WITH HEALTH AUTHORITIES FOR MEDICAL CHECK UP.
	B). SECONDARY		1. MR. B.S SHEKHAWAT, TGT(P&HE) I/C	
			2. MR. M R PARMAR	
27	UBI- FEE COLLECTION		1 MR. RAKESH KUMAR – I/C	ALL CLASS TEACHERS CS 12& CS 54 RECORD APPROPRIATION, TIMELY REPORT OF FEE COLLECTION UNDER VARIOUS HEADS.
			2 MR. KIRAN PATEL AND ALL CTS	
28	RTE		1. MRS. YASHA	COLLECTION OF DATA OF STUDENTS UNDER RTE
			2. MRS. ARPAN RAI	
			3. MR. BIREN RATHOD	
29	A. SCIENCE CLUB		1. MR. RAKESH KUMAR PGT (PHYSICS) - I/C	TO PREPARE A SCIENCE CORNER AND VARIOUS SCIENTIFIC ACTIVITIES IN THE VIDYALAYA CAMPUS, GETTING RESOURCES FROM VARIOUS AGENCIES, AND IMPLEMENTING THE VIDYALAYA. CELEBRATION OF SCIENCE DAY AND EVENTS OF SCIENTIFIC PHENOMENA.
			2. MR. GIRISH KUMAR	
			3. MR. MANISH PARMAR	
			4. MRS. MONIKA CHOUDHARY.	
			5. MRS. ARPAN RAI , TGT(SCI)	
	B. ECO & NATURE CLUB		1. MR. GIRISH KUMAR , PGT(BIO) I/C	PREPARING A CALENDAR FOR ECOLOGICAL ACTIVITIES. MAKING CAMPUS CLEAN AND GREEN INCULCATION OF NATURAL VALUES OF ENVIRONMENT
			2. MR. MAHESH PARMAR	

		3 MRS.ARPAN RAI 4 MRS JYOTI M 5 MRS KRUPAWATI J 6 MRS KAVITA	AMONG CHILDREN. ASSIGNING RESPONSIBILITY TO CHILDREN FOR MAINTAIN OF ECOLOGICAL CAMPUS.
	C. UNESCO CLUB	1 DR. POONAM SINGH , TGT (SO. SCL)- I/C 2. MRS KRUPAVATI J (TGT SOCIAL) 3 MRS KAVITA SHARMA	PREPARATION OF LIST OF WORLD HERITAGE SITE OF UNESCO, DISPLAYING IN THE CAMPUS FOR THE KNOWLEDGE OF THE CHILDREN.
	D. MATHEMATICS CLUB	1. MRS.CHHAY BHABORE PGT(MATHS) -I/C 2. MRS.NEHA SINGH, TGT(MATHS) 3. MR. PADAM BHUSHAN , TGT MATHS 4. MRS. JYOTI MAHESHWARI , PRT	PREPARATION OF CALENDAR OF VARIOUS ACTIVITIES OF MATHEMATICS, ARRANGING VARIOUS AV/AIDS OF MATHEMATICS. ORGANISING OF VARIOUS KINDS OF MATH OLYMPIAD.
30	AUDIO VISUAL TEACHING AIDS (ONLY I PAD AND INTERACTIVE BOARD)	1. MR MANISH PARMAR, PGT (CS)- I/C	PROCURING VARIOUS KINDS OF AV AIDS TO INFUSE DYNAMISM OF TEACHING LEARNING PROCESS. COLLECTING DEMANDS OF AUDIO VISUAL FROM VARIOUS DEPARTMENTS.
31	FURNITURE	1. MR. GIRISH KUMAR , PGT(BIO) -I/C 2. MR KIRAN PATEL , PRT 3. MR.B.S.SHEKHAWAT TGT (P & HE) 4. MR. PADAM BHUSHAN, TGT (MATHS)	MAINTAINING PROPER RECORD OF THE FURNITURE OF THE VIDYALAYA, PROCURING DEMAND OF FURNITURE OF VARIOUS DEPARTMENTS, ESTABLISHING THE STUDENTS OF THE FURNITURE.
32	CHEMISTRY LAB	MRS. MONIKA CHOUDHARY PGT(CHEM)	UPKEEP OF LAB AND SAFETY OF CHILDREN.
33	BIOLOGY LAB	MR.GIRISH KUMAR , PGT(BIO)	
34	PHYSICS LAB	MR.RAKESH KUMAR PGT (PHYSICS)	
35	SUPW DEPT. & P.A. SYSTEM	1. MR.ANAND TIWARI, TGT (WE) 2. MR RAJU SHARMA	WORKING OF PA SYSTEM PROPERLY & EFFICIENTLY. LOOKING AFTER ELECTRICAL POINTS OF FIXTURE OF THE VIDYALAYA. FINDING OUT ANY LACUNAE OF VARIOUS ELECTRICAL INSTRUMENTS. ASSIGNING VARIOUS PROJECTS TO THE STUDENTS OF PRACTICAL VALUE.
36	MUSIC	1. MRS MIKI PRT(MUSIC) ALL HOUSE I/Cs	ORGANISING VARIOUS MUSICAL PROGRAMMES INCULCATING THE MUSICAL SENSE AMONG CHILDREN. MAXIMUM PARTICIPATION IN MUSICAL ACTIVITIES. IMPARTING SOPHISTICATION OF MUSICAL SENSE IN CHILDREN. TEACHING MUSIC IN SCHOOL IN SUCH A WAY THAT VIDYALAYA TOUCHES NEW PINNACLE OF GLORY IN THE FIELD OF MUSIC.
38	LANGUAGE LAB	1. MR RAKESH TIWARI, PGT(ENGLISH) -I/C 2. MRS SANGEETA SHARMA 3 MRS JYOTI MAHESHWARI	INCULCATION OF LINGUISTIC CULTURE IN THE VIDYALAYA RECORD ON IMMINENT LITERATURE IN THE FIELD OF ENGLISH & HINDI DISPLAYING OF PROMINENT WORK & BRIEF BIOGRAPHY OF GREAT WRITERS IN ENGLISH AND HINDI.

40	COMPUTER	1. MR MANISH PARMAR PGT (COMP SCI.)	KEEP RECORDS OF THE COMPUTER LABS READY FOR INSPECTION, PROVIDE FACILITY FOR OFFICIAL WORKS, PREPARE PLAN FOR COMPUTER EDUCATION TO ALL THE CHILDREN OF THE VIDYALAYA
		2. MRS. HETAL RATHOD, COMP. INSTRUCTOR	
41	UDISE	1 MR BIREN KUMAR RATHOD, 2 MR KIRAN PATEL & ALL CLASS TRS	ALL DETAILS REGARDING THE VIDYALAYA WOULD BE PROVIDED TO DIAS AS AND WHEN REQUIRED.
42	PRESS, PUBLICITY, REPORT PUBLICATION & INVITATION	1. MR. RAKESH TIWARI, PGT ENG. I/C	INTERACTION WITH PUBLISHING AGENCIES FOR ADVERTISEMENT OF VARIOUS ACTIVITIES LIKE – TENDER INVITATION WALK IN INTERVIEW ETC.
		2. MRS. SANGEETA SHARMA, TGT(ENG.)	
		3. MR PRAPHULL SHARMA, TGT(HINDI	
43	PHOTOGRAPHY & VIDEOGRAPHY	1. MR. DIWAKAR PANDEY– I/C	ARRANGEMENT OF VISUALS AND COMERAS FOR VARIOUS ACTIVITIES OF THE VIDYALAYA. ARRANGING PHOTOGRAPHY & VIDEOGRAPHY AS PER THE CALENDAR ACTIVITIES OF CCE.
		2. MR GANESH PAL	
44	RESOURCE CENTRE (PRIMARY)	1. MRS. NEETU ASERI, PRT 2. MRS. PRIYANKA 3. MRS. ANITA BILWAL	DYNAMIC MAINTENANCE OF RESOURCE CENTRE. PROCURING ALL MATERIALS WHICH ENHANCE THE EFFICIENCY OF RESOURCE CENTRE. BEAUTIFICATION OF RESOURCE CENTRE.
45	SCOUTS , GUIDES , CUBS & BULBULS	1. MR PRAPHULL SHARMA - I/C	ENHANCING MAXIMUM PARTICIPATION IN SCOUT & GUIDES. ARRANGING VARIOUS SCOUT & GUIDES CAMPS. PREPARATION OF PARTICIPANTS OF RASHTRAPATI PURASKAR.
		2. MRS CHHAYA BHABHOR	
		3. MR BIREN KUMAR RATHOD	
		4. MRS. ARPANA PARMAR, PRT	
		5. MR KIRAN PATEL PRT	
		6. MRS. ANITA BILWAL	
		7. RASNA AGARWAL	
		8. KAVITA	
		9. PRIYANKA	
		10. DIWARKAR PANDEY	
46	STUDENTS ALUMNI (SAMAGAM PORTAL)	1. MR. M. R. PARMAR, PGT (COMM.) I/C	ESTABLISHMENT REPORTS WITH EX STUDENTS OF THE VIDYALAYA. ORGANISING ALUMNI MEET. GAINING HELP FROM THE ALUMNI IN THE UPLIFTMENT OF THE VIDYALAYA INFRASTRUCTURE MOTIVATIONAL LECTURE FROM THE ALUMNI. TIME TO TIME UPDATE ON SAMAGAM PORTAL WEEKLI BASIS
		2. MR RAKESH KUMAR	
		3. MR MANISH PARMAR	
		4. MR SONU, JSA (SAMAGAM PORTAL)	
		5. MR PRATEEK GIRI	
47	LOCAL PURCHASE COMMITTEE	1. MR MANISH PARMAR	ENSURING PROPER, FAIR, LEGAL AND ETHICAL EXPENSES OF VIDYALAYA MONEY IN ITS UPLIFTMENTS, DETECTING OUT VARIOUS WORKS WHICH ENHANCE THE BEAUTY AND EFFICIENCY OF THE VIDYALAYA
		2. MRS. SAROJ BALA	
		3. MR. GIRISH KUMAR	
		4. MR. RAKESH TIWARI	
		5. MR. B S SHEKHAWAT	

48	CMP & NEWSLETTER	1 MRS SAROJ BALA, HM – I/C 2 MRS ARPANA PARMAR, PRT 3 MR DIWAKER PANDEY 4 MRS MIKKI	PROPER IMPLEMENTATION OF CMP, ORGANISING VARIOUS PROGRAMME. UNDER CMP. THROUGH EVALUATION OF CHILDREN FOR GETTING BENEFIT OF CMPAS PER KVS INSTRUCTION.
49	SCIENCE OLYMPIAD, NCSC, CHILDREN SCIENCE & CONGRESS, RBVP	1. MR. RAKESH K I/C 2. MRS. MONIKA CHOUDHARY 3. MR. GIRISH KUMAR 4. MRS. ARPAN RAI	TO MOTIVATE CHILDREN TO PARTICIPATE ENTHUSIASTICALLY IN ALL EVENTS
50	RASHTRIYA EKTA PARV (REP)	MR. RAKESH TIWARI & DR. POONAM I/C , MRS. SUMEETEE SINHA MRS. MIKI KUMARI	TO GUIDE & PREPARE STUDENTS FOR VARIOUS EVENTS OF RASHTRIYA EKTA SHIVER.
51	STAFF MEETING MINUTES	MR. PRAPHULL SHARMA MRS. SANGEETA SHARMA	TO RECORD ALL THE POINTS DISCUSSED DURING THE STAFF MEETING.
52	SC SCHOLARSHIP	MR. BIREN RATHOD I/C ALL CLASS TEACHERS	ALL SCHOLERSHIP RELATED WORK
53	DISASTER MANAGEMENT	1. MR RAKESH TIWARI I/C 2. MR. ANAND TIWARI 3. MR. B S SHEKHAWAT 4. MRS ARPAN RAI ALL CLASS TEACHERS.	PREPARATION OF THE SCHOOL DISASTER MANAGEMENT PLAN THROUGH IDENTIFYING HEZARDS. CO-ORDINATE THE REINFORCEMENT & IMPLEMENTATION OF THE POLOCY & PLANS FOR DISASTER MANAGEMENT.
54	YOUTH PARLIAMENT	1. MR RAKESH TIWARI 2. MRS YASHA 3. DR. POONAM 4. MRS. KRUPAVATI JP 5. MR. PRAPHULL SHARMA 6. MR GANESH PAL MEENA 7. MRS. SANGEETA SHARMA	TO PREPARE STUDENTS TO PARTICIPATE IN REGIONAL LEVEL YOUTH PARLIAMENT

SCHOOL RESPONSE TEAM

Sl. No	Particulars	Name of Team Leader (2026-27)	Members with Designation
1	CHILD RIGHTS PROTECTION CELL / POCSO COMMITTEE (AS PER NCPCR)	MRS. SAROJ BALA, H.M	MRS. POONAM, TGT (S.St) MRS. ARPAN RAI, TGT (SCI)
2	EVACUATION TEAM/ SCHOOL DISASTER MANAGEMENT COMMITTEE/ SEARCH & RESCUE TEAM (AS PER NDMA ACT)	MR. RAKESH TIWARI, PGT (ENG)	MR. ANAND TIWARI, TGT (WE) MR. B S SHEKHAWAT, TGT (P&HE) ALL CLASS TEACHERS
3	FIRST AID & MEDICAL TEAM	MR. B S SHEKHAWAT, TGT (P&HE)	MRS. SAROJ BALA, HM MR. ANAND TIWARI, TGT (AE) ALL CLASS TEACHERS
4	TEAM FOR MONITORING IMPLEMENTATION OF FACILITIES FOR INCLUSIVE AND EQUITABLE EDUCATION, FACILITIES FOR SEDG'S (AS PER RPWD ACT)	MRS. SAROJ BALA, HM	MRS. NEETU ASERI, PRT MRS. ARPANA PARMAR, PRT
5	INTERNAL COMPLAINT COMMITTEE (ICC) (AS PER DIRECTIONS OF KVS HQ)	MRS. SAROJ BALA, H.M	MRS. TRUPTI SETH, NGO MEMBER MR. MANISH PARMAR, PGT (CS) MR. RAKESH TIWARI, PGT (ENG) MRS. SANGEETA SHARMA, TGT (ENG) ALL CLASS TEACHERS
6	GRIEVANCE REDRESSAL COMMITTEE	MR. MANISH PARMAR, PGT (CS) MR. GIRISH KUMAR, PGT (BIO)	MR. PRAPHULL SHARMA, TGT (HINDI) MRS. CHHAYA BHABHOR, TGT (MATHS)
7	ANTI BULLING COMMITTEE	MR. MANISH PARMAR, PGT (CS)	MR. RAKESH KUMAR, PGT (PHY) MRS. POONAM, TGT (S.St) MRS. SAROJ BALA, H.M MRS. NEETU ASERI, PRT

PRINCIPAL

