

PM SHRI KV PITAMPURA IST SHIFT (SECONDARY)
SESSION 2026-27

The following committees are hereby constituted for the smooth and effective functioning of the Vidyalaya during the academic session 2026–27. All In-charges and members are expected to discharge their duties in accordance with KVS guidelines, maintaining transparency, accountability, and efficiency.

Committee Number	Committee Name	In-Charge/Member	Suggestive Duties
1.	Flag Hoisting and Retreating Ceremony (Secondary)	Mr Gourav, TGT (P&HE) Mr. Bhupinder Singh, Sports Coach Ms. Kusum, Sports Coach	* To ensure daily hoisting of the National Flag in the morning and lowering before sunset. * To ensure proper placement of the flag post at a prominent location. * To strictly adhere to the Flag Code of India and prescribed Do's and Don'ts. * To maintain dignity, safety, and proper condition of the National Flag at all times. * Sensitize students and staff regarding respect towards the National Flag.
2.	Academic and Administrative support	Mr. Sube Singh, VP (Academic Advisor) Ms Hima Saraswat, PGT(PHY) Ms Deepika, PGT (COMM) Ms Mohini Nag (ENG) Ms Saroj Verma, TGT (HINDI)	* It is the sole responsibility of academics coordinators to check the academic activities of teachers.- * To monitor academic activities and ensure effective classroom teaching. * To prepare plans and schedules for notebook checking and academic work. * To coordinate correspondence with KVS RO/HQ as per directions of the Principal. * To guide teachers regarding academic responsibilities and curriculum planning. * To prepare and implement department-wise academic calendars.
3.	UBI fees collection	Mr. Vijay Chawla, PGT (CS) & I/C Ms. Neha Gupta, JSA Class teachers of I-XII	* To supervise all activities related to UBI fee collection. * To ensure timely and accurate entry of fee data on the web portal. * To communicate fee-related updates to parents and stakeholders. * To follow up on pending cases and ensure completion of all fee-related tasks.
4.	Admission Committee	Ms Monica Chalia,PGT(CHEM) I/C , Ms. Shweta Singh, TGT (ENG) KV T.C, Class teachers of Class I and	* To carry out admissions strictly as per latest KVS guidelines. * To maintain class-wise, section-wise&category- wise vacancy records in the admission register.

		Ms. Swati Verma, HM Mr Deepak, PRT, For Class XI :Mr. Dheeraj Kumar, PGT (Chemistry), Mr. Shashank Tripathi , TGT (WE)	* To update records on monthly basis (a day before last working day) and submit reports to the Principal. * To furnish admission-related information as and when required.
5.	Local Purchase Committee	Ms Deepika Sharma, PGT (Commerce) Mr Prem Singh Gurjar, PGT(HINDI) Mr. Shashank Tripathi,TGT (WE) All Department Holders	* To estimate requirements at the beginning of the academic session. * To procure items as per prescribed purchase procedures and financial norms. * To conduct market surveys and obtain quotations from vendors. * To ensure stock entry of purchased items and proper record maintenance. * To undertake all related procurement and documentation work.
6.	Discipline committee	Mr. Sube Singh Vice Principal I/C, Mr Shailendra Chorisya, PGT (ECO) Mr Prem Singh Gurjar, PGT (HINDI) Ms. Shweta Singh, TGT (ENG) Mr Gourav, TGT (P&HE) Mr Bhupinder(Coach) Ms Kusum(Coach)	* To monitor students' discipline, uniform, punctuality, and behaviour. * To regulate student movement during arrival, departure, and within school premises. * To ensure orderly assembly, dispersal, and corridor discipline. * To conduct disciplinary enquiries and submit reports with recommendations. * To maintain records of violations and submit monthly discipline reports. * To monitor unauthorized movement without out pass and report to the Principal.
7.	Standard Operating Procedure (SOP)/ Disaster Management	Mr. Ritesh Mishra PGT (GEOG) I/C, Mr. Prem Singh Gurjar, PGT (HINDI) Mr. Gourav, TGT (P&HE) Ms Anju, PGT (PHY) Mr Balram, TGT (S.SC)	* To study SOP guidelines and disseminate them among staff. * To prepare, implement and display a comprehensive action plan of evacuation at strategic places in the Vidyalaya for management of disasters /emergencies. * To assign specific duties to staff and ensure awareness of responsibilities. * To coordinate with local police and authorities for safety measures. * To keep security personnel alert and ensure preventive measures. * To communicate guidelines to parents regarding emergency situations. * To conduct reconnaissance and preparedness activities like mock drills.
8.	Furniture	Mr. Rajkumar, (PGT (HIS) Mr Ritesh Mishra, PGT(GEO) Mr. Ashwani, LIBR Mr. Vijay Pal, TGT (HINDI)	* To prepare lists for condemnation as per prescribed formats for 2026-27. * To raise indent for required furniture within approved limits.

			* To maintain inventory and records in classrooms, labs, library and offices. * To identify repairable/damaged furniture and ensure timely action. * To monitor availability and submit shortage requirements.
9.	School Building Civil & Electrical Maintenance committee	Mr. Shashank Tripathi (TGT (WE)I/C , Mr Prem singh Gurjar PGT (Hindi), Mr Vikram Singh TGT (ENG)	* To monitor infrastructure development and ongoing civil/electrical works. * To inspect building conditions, including cracks, vegetation growth, and safety hazards. * To prepare estimates and initiate procurement of repair materials. * To maintain stock registers for materials and certify proper utilization. * To report urgent maintenance issues to the Principal promptly.
10.	Home Exam & PTM	Mr. Om Prakash , PGT (PHY) I/C , Ms Rashmi Kaushik, PGT(CHEM) Ms. Saroj TGT (HINDI) Ms. Saranga Bijit, TGT (ENG) Ms. Kiran, PRT	* To raise indent for question papers and examination materials. * To plan and conduct periodic tests and examinations (PTs, HY, MTs, SEE) as per schedule. * To identify absentees and organize re-tests where required. * To prepare results, analyse performance, and maintain records systematically.
11.	CBSE X AND XII	Mr Dheeraj Sharma, PGT (CHEM) I/C, Mr Pravesh Kumar, PGT (MATHS) Mr Vikram, TGT (ENG)	* To complete registration of students of IX TO XII on CBSE portal within timelines. * To conduct CBSE examinations and evaluation work when designated as centre. * To compile and maintain CBSE records and results. * To distribute syllabus, circulars and report cards to concerned teachers. * To coordinate with staff for smooth execution of CBSE work.
12.	Medical Room And First Aid & Health Checkup	Ms. Muskan Monga, TGT (BIO) ,I/C Mr Subas, TGT(BIO) Ms. Neha Sharma(Nurse)	* To prepare an annual calendar for medical check-ups. * To coordinate with medical professionals for biannual health check-ups. * To collect and maintain students' medical records and certificates. * To ensure availability of first-aid kits at designated locations. * To index and maintain health cards post check-ups.

13.	Time Table - Secondary Wing	Mr Dheeraj Sharma, PGT (CHEM) I/C, Mr Pravesh,PGT(MATHS) Ms Brij Lata, TGT (MATHS) Mr. S.K.Shukla, TGT (MATHS) Ms Vinti (Comp. INST.)	* To prepare class and teacher timetables as per KVS norms. * To ensure arrangements are announced before morning assembly gets over. * To prepare special timetables for remedial, board, and zero-period classes. * To monitor bell timings and daily class functioning. * To ensure proper substitution arrangements for absent teachers. * To display arrangement sheets and maintain records of attendance. * To distribute registers to all class monitors to note every day's activity period wise. * Collecting the registers and submitting the same to Principal for his supervision. * Random checking of teachers attending the classes during their arrangement . * Arrangements must be allotted judiciously.
14.	Creative Learning Activities Coordinator And CLA material Purchase and Important Days celebration committee - Secondary Section	Mrs. Mohini Nag, PGT (ENG) I/C, Ms Nisha Chawla, PGT (ENG) Mr Ritesh Mishra PGT(GEO) Mr. Prem Singh Gurjar, PGT (HIN) Ms.Saroj Verma TGT (HINDI) Mr. Kailashpati Jha, TGT (SKT) HOUSE MASTERS: Shivaji (Red) - Mr Vijay Pal ; Tagore (Green) - Ms Aarti Ashoka (Blue) - Mr Ashwini TGT (Lib) ; Raman (Yellow) – Ms Saranga Bijit. All class trs of Sec A will be associate members of Shivaji, class trs of Sec B Tagore, class trs of Sec C Ashoka, class trs of Sec D -Raman house	* To prepare an annual calendar of activities and important days for 2026-27 and ensure its execution. * To organize house-wise activities, and student council elections. * To plan and conduct Annual Day, prize distribution, assembly programmes and ceremonies. * To monitor display boards and thematic monthly activities. * To maintain records of achievements and ensure transparency. * To coordinate announcements and ensure smooth execution of events.
15.	CS-54 and CS-11 Fees Record	Mr. M D Khan, PGT (MATHS) I/C Ms. Brij Lata, TGT (MATHS)	* To maintain and verify financial records of CS-54 and 11CS monthly. * To prepare and submit monthly statements accurately.

16.	Educational Excursion	Ms Hima Saraswat, PGT (PHY)I/C, Ms. Deepika Sharma, PGT (COMM) Ms Anju PGT (PHY) Mr. Vikram Singh, TGT (ENG) Mr. Shashank Tripathi, TGT (WE)	* To plan tours as per KVS schedule and obtain approvals. * To coordinate logistics including transport, permissions, and safety. * To communicate with parents and authorities through formal channels. * To maintain records and submit detailed reports post excursion.
17.	Photography ,Videography & I CARD (Students & Staff)	Mr. Vijay Pal, TGT (HIN) I/C, Mr Shashank Tripathi, TGT (WE) Mr. Balram, TGT (S.SC) Ms. Vinti, COMP. INS	* To arrange photography and videography for school events. * To maintain albums and records for inspections. * To get the photos & videos uploaded on website & social media. * To display photos on display boards. * To get ID cards prepared and distributed to students and staff.
18.	Career Guidance and Counseling	Ms. Deepika Sharma ,PGT (Commerce),I/C Ms. Hima Saraswat, PGT (PHY) Ms. Nisha Chawla , PGT (Eng) Ms. Arti Yadav, TGT (ENG)	* To prepare an annual counselling plan and conduct minimum six sessions. * To provide information on career options and opportunities. * To organize guest lectures and awareness programmes. * To maintain records and submit monthly activity reports.
19.	Health and Sports Club	Mr Gourav, TGT (P&HE) Mr.Bhupinder Singh (Coach) Ms Kusum(Coach)	* To prepare annual sports calendar and monitor activities. * To organize sports meets, Yoga sessions and Annual Sports Day. * To procure and maintain sports equipment. * To create sporting culture and train students for all sports for Cluster/Regional/National/SGFI
20.	Scout and Guide Cubs and Bulbul	Mr. Subas Chand, TGT (SCIENCE) I/C, Ms. Arti Yadav, TGT (ENG) Ms. Sonia Rani, TGT (AE)	* To register students for Scout and Guide units and conduct regular activities and camps. * To promote community service initiatives as per KVS Planner. * To maintain records and submit monthly reports.
21.	Subject Committee	Senior most PGT of Concerned Subject	* To conduct regular meetings every month and follow approved agenda. * To plan syllabus distribution, evaluation, and teaching strategies as per NEP 2020 & NCF 2023. * To identify late bloomers/bright learners and plan interventions.

			* To prepare question papers, projects, and best innovative pedagogical practices. * To maintain records of activities and outcomes. * To identify strategy for effective monitoring for students improvements, & educational tour, class activities, exhibitions. * To hold discussions on best practices and demonstrate it for
22.	Website updation & Enrollment	Mr. Vijay Chawla PGT (CS) I/C Mr Ashwani Kumar, Libr. Ms Kiran(PRT) Mr Praveen(PRT) Ms. Neha Gupta , JSA Ms Vinti(Comp.Inst), Ms Dimple (Comp. Inst)	* To update website regularly (fortnightly) with academic and administrative data. * To maintain enrolment, staff, and infrastructure records. * To coordinate with departments for accurate updates. * To furnish Computer infrastructure data & other allied information that is required by KVS. Note: PGTs (computer science) are responsible for the website updating through coordination with respective department heads.
23.	Eco Club & Mission For Life	Ms. Muskan Monga, TGT(BIO) I/C, Mr. Subas Chand, TGT (SC)	* To plan, conduct activities and maintain records related to the club in accordance with KVS/CBSE guidelines.
24.	Tarunotsav	Mr. Shailendra Chorisiya, PGT (ECO) I/C Mr. M.D.Khan, PGT(MATHS) Ms. Sonia Rani, TGT(AE)	* To plan, conduct activities and maintain records related to the club in accordance with KVS/CBSE guidelines
25.	Science Circle	Ms. Hima Saraswat, PGT (PHY) I/C, Entire Science Faculty	* To conduct activities related to the club as per KVS guidelines.
26.	Mathematics Circle	Mr. M.D.Khan, PGT(Maths) I/C, Entire Mathematics faculty	* To conduct activities related to the club as per KVS guidelines.
27.	AEP planning & conducting a minimum of 6 sessions in each term	Ms. Nisha Chawla, PGT (ENG) I/C, Mr. Prem Singh Gurjar, PGT(HINDI)	* To plan and conduct a minimum of six AEP sessions. * To organize awareness programmes on adolescent issues, health, and behavioural changes. * To create awareness regarding stress management and life skills among students. * To organize PTMs for sensitizing parents on adolescent-related concerns.

			* To ensure that AEP sessions are conducted on core issues on the 10th of every month. * To maintain records and submit monthly reports to the Principal.
28.	Hygiene and Sanitation (Cleanliness of vidyalaya and Surroundings) And Drinking water/ Dengue Control	Mr Ravi Kumar PGT CS. I/C. Ms. Jyoti Yadav , TGT (SSC)	* To ensure cleanliness of toilets and school premises daily. * To supervise sanitation staff and ensure use of disinfectants. * To maintain contractor contact and report issues. * To conduct cleanliness drives every second Saturday ensuring cleanliness of window panes, removal of cobwebs and clean building. * To inspect campus weekly for external cleanliness. * To monitor dengue larvae and ensure immediate elimination. * Plan the cleaning campaign and get the work done with the help of contractor /labour.
29.	Green School, Sustainable Development Goals (SDGs) & Beautification Of Garden	Ms. Pooja Sharma, PGT (BIO) I/C Mr. Shashank Tripathi, TGT(WE) Ms. Sonia Rani, TGT(AE) Mr. Ashwini Kumar, TGT (LIBR)	* To maintain garden and coordinate with gardener. * To review and suggest improvements on monthly basis. * To promote environmental awareness and sustainability. * To plan and execute activities for SDGs as per KVS guidelines
30.	Students' council committee/BAL SANSAD	Ms Shailendra Chorisya , PGT (eco) I/C Ms. Nisha Chawla , PGT (ENG), Ms Priyanka Aggarwal,(PRT)	* To Plan a calendar of student's council meeting to discuss about various academic activities of the Vidyalaya. * To plan and conduct activities to promote leadership and democratic participation.
31.	Exhibition Committee- Science:INSPIRE, MANAK, JIGYASA, RBVP, & all Science Programmes & Competitions	Ms Hima Saraswat, PGT (PHY) I/C, Ms. Pooja Sharma, PGT (BIO) All PGTs and TGTs of Concerned subjects	* To plan, prepare, and conduct exhibitions and events. * To finalize models, conduct mock sessions, and ensure readiness. * To coordinate participation at various levels. Note: For Science exhibition, the in-charge will discuss with Principal on all the modalities to be observed and record in the Science department minutes register.
32.	Rashtriya EKTA Parv & Kala Utsav & Youth Parliament	Ms. Shailendra Chorisya PGT (ECO) I/C, Ms Deepika, PGT (COMM) Mr Rajkumar, PGT (HIS) Mr. Ritesh Mishra, PGT (GEO) Mr V.K.Singh, TGT (S.Sc)	* Plan all activities in advance in accordance with KVS guidelines and start synopsis preparation. * To plan themes and prepare synopsis in advance. * To conduct mock exhibitions and finalize models.

		Mr. Balram Choudhary, TGT (S.SC) Ms. Jyoti, TGT (S.SC)	* To coordinate all arrangements at school/cluster/regional levels. * To record proceedings in department registers. Note: For EBSB & KALA UTSAV, the In-charge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science Department Minutes Register.
33.	Vidyalaya Magazine and Newsletter	Ms. Mohini Nag PGT (ENG) I/C, Ms. Nisha Chawla, PGT (ENG) Mr. Prem Singh Gurjar, PGT (HIN) Mr Kailashpati Jha, TGT (SKT) Ms. Saroj Verma , TGT (Hindi) Ms. Vinti, COMP. INS	* The magazine collection and compilation work shall be completed before July 2026. * To collect, compile, and edit content systematically. * To ensure timely publication and submission to RO. * Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and kept ready. * Every quarter the Newsletter has to go Regional Office to update them on the work.
34.	Letters from Hon'ble MPs & MLAs	Mr Sube Singh VP I/C. Mr. Ravi Pratap, SSA Ms. Neha Gupta, JSA	* To attend to queries and respond promptly.
35.	Raj Bhasha Committee	Mr. Prem Singh Gurjar, PGT (HIN) I/C, , Ms. Saroj Verma, TGT (HIN) Ms. Priyanka Mehrolia, TGT (HIN) Mr Vijay Pal, TGT (HIN) Mr Kailashpati Jha, TGT (SKT) Mr Shiv Kant Shukla, TGT (SKT)	* To prepare Year Planner on Raj Bhasha implementation & send Periodical reports after its implementation as per the schedule. * To Observe Hindi Pakhawada . * To plan activities prior to the Hindi Pakhwara and conduct through Hindi classes and creative learning activities club. * To send comprehensive report as and when required.
36.	Grievance Committee/ POC SO	Mr Sube Singh, Vice Principal I/C Ms. Deepika Sharma, PGT (Commerce) Ms. Saroj Verma, TGT (HINDI)	* To periodically open suggestion box at least once in a month * To keep a record of suggestions or grievances received from the students, staff or parents * To maintain the minutes of the meetings
37.	Sexual Harassment & Gender Sensitization Committee internal Committee	Mr. Sube Singh, VP Ms Deepika Sharma, PGT (COMM) Ms. Mohini Nag, PGT (ENG) Dr. Kamla Kaushik, VMC Member NGO Member-	* Prevent discrimination and sexual harassment against women by promoting gender amenity among students and employees. * To deal with cases of discrimination and sexual harassment against women in time bound manner & ensuring support services to the victim and termination of harassment.

			* To recommend appropriate punitive action against the guilty party to the principal.
38.	Staff room display	Ms. Deepika Sharma, PGT (COMM) Mr. Balram Choudhary , TGT(SSc) Ms Jyoti Kumari, TGT (S.SC)	* To look after the proper management of staff room and its requirements.
39.	Alumni Association & VIDYANJALI	Ms Nisha, PGT (ENG) I/C , Mr.M D Khan , PGT (MATHS) Mr. V K Singh, TGT (S .Sc) Ms Shweta, TGT (ENG)	* To maintain proper records of alumni of the Vidyalaya * To arrange alumni meet in the Vidyalaya by discussing with the undersigned
40.	Olympiads (Science & Maths) & VVM/IAPT	Mr. M.D.Khan, PGT (MATHS) Ms.Rashmi Kaushik PGT (CHEM) I/C, Mr. Balram Chaudhary, TGT (S.SC)	* To conduct all the Olympiads smoothly. * To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya. * To maintain all records.
41.	Morning Assembly	Mr. Sube Singh VP I/C, Ms. Mohini Nag, PGT (ENG) Ms.Nisha Chawla, PGT(ENG) Ms. Saroj Verma, TGT (HIN) Mr. Shashank Tripathi, TGT (WE) Mr. Kailashpati Jha, TGT (SKT)	* To plan the morning assembly programmes and allot the duty to the concerned House master or Class Teacher. In addition, to check their preparation of the program before presenting in the morning assembly. Children's birthday will be celebrated in the morning assembly on his/her date of birth to wish him/her * To provide a greeting card or fruit and all students have to wish them by presenting birthday song. * Any other related work on value education * To prepare compact program for developing good habits and moral values among the students. * To encourage the students on the observation of good habits and behaviour and award them
42.	Staff Meeting & recording of the minutes & Monthly DO to RO.	Mr. Prem Singh Gurjar, PGT (HIN) I/C, Ms. Nisha Chawla, PGT (ENG)	* To record the minutes of all the staff meetings, PTA/PTM meetings, Xth and XIIth class PTMs and to maintain records. * To note down all important events, functions etc., held in vidyalaya. * To prepare Bimonthly newsletter and reports to be sent to RO and other officials of KVS.
43.	SC/ST Minority Scholarship Committee	Mr. M.D.Khan, PGT (MATHS) I/C, Ms. Arti Yadav, TGT (ENG), Mr. Vijay Pal TGT (Hindi)	* To prepare class wise data of students who have been given fee concession of any kind under the category. Update the record on the portal.

44.	Social Media	Mr. Vijay Chawla, PGT (CS) I/C, Ms. Nisha Chawla, PGT (ENG) Ms. Saroj Verma , TGT (Hindi) Ms. Vinti, COMP INS Mr. Praveen, PRT Ms. Dimple, COMP INST	* To handle social media account of KV Pitampura.
45.	U DISE +,G-Suite, APAAR	Mr. Ravi Kumar, PGT (CS) I/C	* As per portal requirement.
46.	CBSE SAFAL	Mr. Ravi Kumar, PGT (CS) I/C, Mr Dheeraj, PGT (CHEM) concerned class teachers	* As per Portal, KVS and RO requirement
47.	PM SHRI SCHEME	Mr. Vijay Chawla, PGT (CS) I/C, Mr. Shashank Tripathi, TGT (WE) Ms. Hima Saraswat, PGT (PHY) Mr. M.D.Khan, PGT (MATHS) Mr. Dheeraj Sharma, PGT (CHEM)	* As per the guideline provided by the KVS and RO.
48.	SAMAGAM PORTAL	Mr Vijay Chawla, PGT (CS) I/C Mr. Ravi Kumar , PGT (CS)	* As per the requirement of Portal.
49.	E -Classroom & ICT & Leveraging Digital Technology	Mr Vijay Chawla, PGT (CS) I/C, Mr Ravi Kumar PGT CS	* As per the guidelines provided by KVS and RO. * To ensure proper up keep of all ICT equipment including interactive panels and accessories.
50.	PIMS & Transfer Portal	Mr Vijay Chawla, PGT (CS) I/C, Mr Ritesh Mishra, PGT (GEO) Mr Prem Singh Gurjar, PGT (HIN) Ms Neha Gupta, JSA	* As per the guidelines provided by KVS and RO and updating of the same on the portal.
51.	CPD , I-GOT KARMYOGI & TRAININGS, RUPANTAR	Mr Sube Singh Vice Principal I/C, Mr. Ravi Kumar, PGT (CS) Ms. Sharmila PRT	* To ensure 50 hours offline / online CPD training of all the staff members. * To prepare the roster on monthly basis based on the guidelines provided by the KVS from time to time for the session 2026-27. * To maintain the records of staff of all the CPD training and verifying & uploading completion certificates of the staff on the portal.

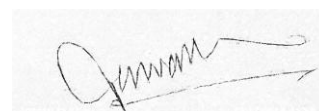
52.	Innovation Council	Ms Deepika, PGT (COMM) I/C, Ms Nisha, PGT (ENG) Ms Pooja Sharma, PGT (BIO) Mr Dheeraj, TGT (CHEM)	* As per the direction provided by KVS / CBSE / NCERT or any other agency. Maintaining record and furnishing details as and when required.
53.	TARA APP	Ms. Shweta Singh TGT (ENG) I/C, Mr Vijay Pal, TGT (HIN) Ms Swati Verma, HM Ms Vinti, COMP INS All class teachers from III-VIII	* To ensure timely completion of testing of reading skills of all the students from classes III to VIII on the App. * To maintaining its record and furnishing details as and when required.
54.	Brass Band	Ms Priyanka, TGT (HIN), I/C Instructor Mr. Amod	* Selection of suitable and interested students for the band. * To maintain record. * To ensure discipline and registering the students for the competition. * To ensure befitting display on important days and celebrations. * To maintain proper record of the equipment / instruments and materials
55.	NCC	Mr Balram, TGT (S.SC) I/C, Mr Vikram, TGT (ENG)	* Selection of suitable and interested students for the NCC Wing. * To maintain record. * To ensure discipline and registering the students for the competition. * To ensure befitting display on important days and celebrations. * To maintain proper record of the equipment / instruments and materials
56.	LITERARY CLUB	Mrs Priyanka Mehroliya, TGT (HINDI) I/C, Mrs Shweta, TGT (ENG)	* To plan the roster on monthly basis for literary activities like reading, writing, poetry recitations, debates, organising literary activities under creative learning activities. * To provide support and guidance to students in their literary pursuits. * To invite guest speakers to inculcate interest in literature. * To demonstrate and organise literary competitions on monthly basis and maintaining its records.
57.	READERS CLUB	Mr Ashwini, LIBR I/C, All language Teachers	* To facilitate and organise discussions on selected books, inculcate the habit of reading books, writing reviews, organising reading challenges, book festivals, author reading and writing workshops.

			* To present book reviews in the morning assembly. Organising Pustakouphar in Vidyalaya.
58.	CULTURAL CLUB	Ms Nisha Chawla, PGT (ENG) I/C, Mr Prem Singh Gurjar, PGT (HINDI) Mrs Jyoti Kumari, TGT (S.SC) Mrs Arti, TGT (ENG)	* To plan the roster on monthly basis for cultural activities like dance, music, songs, theatre, role play etc., organising cultural activities under creative learning activities. * To provide support and guidance to students in their cultural pursuits. * To invite guest speakers to inculcate interest in cultural activities. * To demonstrate and organise cultural competitions on monthly basis and maintaining its records.
59.	ART CLUB	Mrs Sonia Rani, TGT (AE)	* To prepare charts for various celebrations, observations for morning assembly. * To provide guidance and support to students in various art forms such as drawing, painting, sculpture or digital arts. * To plan and organising all art related activities in the vidyalaya. * To ensure proper maintenance of all the display boards inside the classrooms and in the corridors. * To showcase students' art work through exhibition, competitions or online platforms.
60.	BAGLESS DAY & VOCATIONAL TRAINING	Ms Saranga Bijit, TGT (Eng) I/C, Ms. Saroj Verma, TGT(Hindi) Mr Shashank Tripathi, TGT (WE) Mr Ashwini, LIBR	* To conduct workshops and activities as per the guidelines provided by KVS / NCERT / CBSE. * To maintain records of the same and furnishing the details as and when required.
61.	RTI	Mr Vijay Chawla PGT(Comp.Sc) Mr. Rakesh, SSA Mr. Shashank Tripathi, TGT W.E	* To ensure timely accurate handling of all RTI applications, maintain proper register. * To respond to all RTIs within the stipulated time limit. Proper documentation and record maintenance.
62.	NEET, JEE & OTHER EXTERNAL EXAMS	Mr. Dheeraj, PGT (Chem.) Ms. Rashmi Kaushik, PGT (Chem.) and Class Teachers of XII (2025-26) and (2026-27)	* To maintain record & photographs of students achieving success in prestigious external exams

63.	SAY NO TO SUBSTANCE (TOBACCO)	Mr. Pravesh, PGT (Maths) Mr. Raj Kumar, PGT (History) Ms. Shweta Singh , TGT (Eng)	* To conduct activities to sensitize students and community about the ill effects of drug abuse as per KVS guidelines. * To furnish details as and when required
-----	-------------------------------------	--	---

Note:

- 1. All In-charges and members of the various departments/committees/clubs are required to prepare a comprehensive Action Plan in duplicate for the academic session 2026–27. A copy of the same must be submitted to the Vice Principal by 30th April 2026 for record, without fail.**
- 2. The In-charges and members shall be fully responsible for maintaining proper and up-to-date records of all assigned duties and activities.**
- 3. The In-charges and members are encouraged to take appropriate decisions to ensure excellence in the functioning of their respective departments, in accordance with the guidelines of Kendriya Vidyalaya Sangathan (KVS). They may consult the Principal, if required.**
- 4. All In-charges and members are expected to discharge their duties with utmost sincerity, dedication, and professionalism,**



**PAWAN KUMAR
PRINCIPAL**