

केंद्रीय विद्यालय पुष्प विहार, नई दिल्ली - 17

कार्यकारी समितियां सत्र 2025-26

01.04.2025

All staff members are hereby advised to note their duties and act accordingly through out the session.

Vice Principal

Principal

Name of Committee	Name of In-charges/Members	Sign.
1. Admission	Mrs. Vijaya Kumari, PGT(Chem.) I/c	
	Mrs. Anuja sharma, PGT(Bio.)	
	Ms Radheshwari Mishra, TGT(Hindi)	
	Mr. Harshdeep, PGT(Maths.) (Class XI Admission)	
	Ms Arushi sharma, H.M.	
	Mr. Pawan PRT	
	Class Teachers of Class- I	
2. EXAMINATION & PTM:-	Home Examination & PTM	
	Mr Rajeev Srivastava, PGT Maths I/C	
	Mr Manoj Duvesh PGT Chem	
	Ms Gurjinder Kaur, PGT CS	
	Mr Pankaj Jangid, TGT Science	
	Mr Yograj Chandeliya, Sub-staff	
	CBSE	
	Mr Manoj Duvesh PGT Chem I/C	
	Mr Rajeev Srivastava, PGT Maths	
	Ms.Chitra Bharadwaj, TGT English	
3.PURCHASE COMMITTEE:-	Computer Instructor	
	Mr Rajeev Srivastava, PGT Maths I/C	
	Ms Gurjinder Kaur, PGT CS	
	Mr Manoj Duvesh PGT Chem	
	Mr D suresh Babu PGT Phy	
	Mr R S Rawat, TGT WE	
	Ms Monika Yadav, TGT PE	
4. DISCIPLINE COMMITTEE	Mr. Pradeep, SSA	
	Ms Monika Yadav, TGT P&HE I/C	
	Mr Subodh Kumar Jha, PGT History,	
	Ms Sunita Singh, PGT English	
	Ms Pooja Sharma, PGT English	
	Mr Naveen Kumar, PGT Economics	
	Mr Manoj Kumar Duvesh, PGT Chem.	
	Ms Vijaya Kumari, PGT Chem.	
	Mr Rajeev Srivastava, PGT Maths	
	Mr D suresh Babu PGT Phy	
	PGT Pol. Science	
	Mr. Sushil Kumar TGT So. Science	
	Ms Chitra Bhardwaj, TGT English	
	All Class Teachers	
5. CLEANLINESS, HYGIENE & SANITATION:	Ms Anuja Sharma, PGT Bio, I/c	
	Mr. Naveen Kumar, PGT(Eco.) (Ground Floor)	
	Ms Sunita Singh, PGT English (Ground Floor)	
	Ms Meenakshi Saraswat, TGT English (First Floor)	
	Mr Pankaj, TGT Science (First Floor)	
	Ms Divya Boora, TGT English (Second Floor)	
	Mr Tabrez Hassan Ansari, TGT AE(Second Floor)	

6. SAFETY & SECURITY OF STUDENTS (Evacuation Plan) - FIRE SAFETY CCTV Surveillance	Mr R S Rawat, TGT, WE	
	Ms Gurjinder Kaur, PGT CS (CCTV)	
	MS. Chitra Bharadwaj, TGT English(Arrival Dispersal Record)	
	Ms Monika Yadav, TGT PET	
	All the Cass-Teachers	
8. ATAL TINKERING LAB -	Mr K. C. Verma, PGT Physics	
	Mr R S Rawat, TGT, WE	
9. TIME TABLE -	Mr D Suresh Babu, PGT Physics I/C	
	Mr Harsh Deep, PGT Maths	
	Mr. Naveen Kumar PGT Eco.	
	Ms. Meenakshi Saraswat TGT Maths	
10. FURNITURE:-	Mr. Naveen Kumar PGT Eco. I/C	
	Mr. Sushil Kumar TGT So. Science	
	Mr. Ramesh Kumar TGT Hindi	
11. STUDENT COUNCIL:-	CCA Committee with House Master/Mistress All The Class Teachers Of Classes XI & XII	
13. RTI	Ms Nisha Bhatia, ASO	
	Ms Sunita Singh, PGT English	
	Mr. , Amit ,JSA	
14. RAJBHASHA SAMITI:-	Mrs. Nazma Firdaush PGT (Hindi) I /C	
	Ms Nisha Bhatia, ASO	
15. CO- CURRICULAR ACTIVITIES & MORNING ASSEMBLY	Ms Pooja Sharma, PGT (English) I/C	
	Mrs. Nazma Firdaush PGT (Hindi) I /C	
	Ms Divya Boora, TGT English	
	Mr.Jagdish Kala ,TGT(Skt.)	
	Ms Alka Singh, TGT Hindi	
	Ms Monika Yadav, TGT PET	
	House Master/Mistress on Duty	
16. PRESS AND PUBLICITY	Ms Gurjinder Kaur, PGT CS I/C	
	Mrs. Pooja Sharma,PGT(Eng.)	
	Mrs. Nazma Firdaush PGT (Hindi)	
	Mr. Tabrez Hassan Ansari TGT (AE)	
	Mr. Jagdish Kala, TGT (Skt.)	
17. PHOTOGRAPHY /DECORATION:-	Mr Tabrez Hassan Ansari, TGT AE, I/C(Decoration)	
	Mr. R S Rawat, WET(I/C-Photography)	
	Mrs. Anuja sharma, PGT(Bio.)	
	Ms. Divya Boora TGT English	
	Ms. Meenakshi Jangra TGT Science	
18. VIDYALAYA PATRIKA:	Ms Sunita Singh, PGT Englsih, I/c	
	Mrs. Nazma Firdaush PGT (Hindi)	
	Mr.Jagdidh kala,TGT(Skt.)	
	Mr. Ramesh Kumar, TGT Hindi	
	Mrs. Shavi Mahajan, TGT(Eng.)	
19. MAINTENANCE & REPAIR WORK(Civil& water work):-	Mr. R S Rawat, WET-I/C	
	Mr Harsh Deep, PGT Maths	
	Mr. Tabrez Hassan Ansari TGT (AE)	
	Ms Madhu Yadav, TGT English	
	Class Teacher to report concerned Incharges about fitting and fixtures of their class, if any issue arises.	
20. LIBRARY COMMIITTEE	Mr. Rakesh Kr. Tewari, (Librarian) - I/C	
	Ms Sunita Singh, PGT English	
	Mrs. Nazma Firdaush PGT (Hindi)	
	Mr. Subodh Jha PGT History	
	Mr K. C. Verma, PGT Physics	
	Mrs. Vijaya Kumari, PGT(Chem.	
	Mr Harsh Deep, PGT Maths	

	Ms Anuja Sharma, PGT Biology	
	Ms Sushma Bhadoria, PGT Geography	

21. WEBSITE UPDATION, U-DISE & PIMS	Mr. Gurjinder Kaur, PGT(CS)-I/C	
	Ms Nisha Bhatia, ASO	
	Computer Instructors	
22. MEDICAL CHECKUP & FIRST AID	Ms Anuja Sharma, PGT Biology I/C	
	Ms. Meenakshi Jangra TGT Science	
23. WELFARE OF SC/ST/OBC/Divyang STUDENT SCHOLARSHIP	Mr. Sushil Yadav, TGT(S.St), I/c	
	Mrs, Meenakshi Saraswat TGT Math	
	Ms Archana Kumari, TGT, S.St.	
	PRT	
24. SCOUTS & GUIDES	Ms Shushma Bhadoria, PGT Geography I/c	
	Ms Radheswari Mishra, TGT Hindi	
	Mr. Ramesh Kumar, TGT Hindi	
	Mr Pankaj Jangid, TGT Science	
25. CANTEEN	Ms Seema, PGT Commerce, I/c	
	Mrs. Anuja Sharma, PGT (Bio.)	
	Ms Vijaya Kumari, PGT Chemistry	
26. PA SYSTEM	Mr. R S Rawat, WET-I/C	
	Mr. Ramesh Kumar, TGT Hindi	
	Ms. Anshu Sharma, Music Tr.	
27. TLM/Teaching Aid	Mrs. Sushma Bhadoria, PGT (Geo) - I/C	
	Mr. Sushil Yadav TGT (SST)	
	Ms Archana Kumari, TGT, S.St.	
28. CONDEMNATION	Ms Gurjinder Kaur, PPGT Comp. Sci	
	Mr Subodh Kr Jha, PGT History, I/c	
	Mr Harsh Deep, PGT Maths	
	All Department In-charges	
29. GAMES & SPORTS (FIT INDIA, SBSB & SPORTS INFRASTRUCTURE)	Ms Monika Yadav, TGT, PET	
	Coach	
	Yoga Tr	
30. RESOURCE ROOM/ e-CLASS ROOM	Mrs. Gurjinder Kaur, PGT(CS.) I/C	
	Class Teachers of E- Classrooms	
	Mr. R S Rawat TGT(W.E.T)	
31. CLUBS A. Eco-Club	Mrs. Anuja Sharma, PGT(Bio)-I/C	
	Ms. Meenakshi Jangra TGT Science	
	Mrs. Archana Kumari, TGT S. St	
B. Sadbhawna-cum-Integrity Club	Mrs. Radheshwari Mishra, TGT(Hindi)- I/C	
	Mrs. Alka Singh, TGT (Hindi)	
	Ms Archana Kumari, TGT, S.St.	
C. Adolescence Education Club (AEP)	Mrs. Anuja Sharma PGT, Bio-(I/C)	
	Mrs. Chitra Bhardwaj- Co- I/C	
	Mrs Pankaj, TGT Sci.	
	Ms. Meenakshi Jangra TGT Science	
	Mr. R S Rawat TGT(W.E.T)	
D. Literary Club	Hindi - Mrs. Nazma Firdous I/c	
	All Hindi Teachers, Members	
	English - Mrs. Sunita Singh I/c	
	All English Teachers, Members	
E. Science Club	Sanskrit - Mr. Jagdish Kala, I/c	
	Ms Vijaya Kumari, PGT Chemistry	
	Ms. Meenakshi Jangra TGT Science and all Science Teachers	
F. Maths Club	Mr Harsh Deep, PGT Maths, I/c	
	All Maths Teachers	
G. PISA Club (To carry out CCT skills regularly)	Ms Vijaya Kumari, PGT Chemistry, I/c	
	Mr K. C. VERMA, PGT Physics	
	Comp. Instructor	
H. Ek Bharat Shreshtha Bharat Club	Mr Subodh Kr Jha, PGT History, I/c	
	Ms Sushma Bhadoria, PGT Geography	

32. UBI FEE Verification (CS 54)	Mr Harsh Deep,PGT Maths, I/c	
	Ms Gurjinder Kaur, PGT CS	
	Mr. Meenakshi Saraswat, TGT (Maths)	
33. EDUCATIONAL EXCURSION/ TRANSPORT ARRANGEMENT	Mr Naveen Kumar, PGT I/c	
	Mr Subodh Kumar Jha, PGT History	
	Mrs. Pankaj, TGT (Sci.)	
	Mr Tabrez Hassan Ansari, TGT, AE	
	Ms. Arushi Sharma, H.M.	
	Mrs. Anshu Sharma , Music Tr.	
	Mr. Manoj, PRT	
34. SOCIAL SCIENCE EXHIBITION/ EK BHARAT SHRESHTHA BHARAT	Mr Subodh Kr Jha, PGT History, I/c	
	Mrs. Sushma Bhadoria PGT (Geo)	
	Mr. Naveen Kumar , PGT (Eco)	
	Mr Sushil Kumar , TGT S. St.	
	Ms Archana Kumari, TGT, S.St.	
35.SCIENCE EXHIBITION & QUIZ	Mr. K. C. Verma, PGT Physics	
	Mrs. Anuja Sharma PGT(Bio)- Co- I/C	
	Mr D Suresh Babu, PGT Physics	
	Ms Deepika Yadav, TGT Science	
	ALL Sci PGTS's/ TGT's	
36. CSIR - Jigyasa Programme	Mr. K. C. Verma, PGT Physics, I/c Mr D Suresh Babu, PGT Physics	
37. Olympiads	<u>Science Olympiads</u> Mr D Suresh Babu, PGT Physics-I/C Mrs Meenakshi J., TGT(Science) &all science teachers	
	<u>Cyber Olympiad</u> Mrs. Gurjinder kaur, PGT (CS) Computer Instructor	
	<u>Maths Olympiad</u> Mr. Rajeev Srivastava, PGT(Maths)-I/c Mr. Harsh Deep, PGT (Maths) & All TGT Maths	
	<u>IAPT/Technothloan</u> Mr. D Suresh Babu, PGT Physics, I/c Mr. Pankaj, TGT (Sci.)	
38.MINUTES` of MEETING RECORD	Ms Sunita Singh, PGT English, I/c Mrs. Nazma Firdous,PGT(Hindi) - I/c	
39.COMMITTEE AGAINST IMMORAL BEHAVIOUR & SEXUAL HARASSMENT	Ms Anuja Sharma, PGT Biology, I/c	
	Ms Pooja Sharma, PGT English	
	Ms Vijaya Kumari, PGT Chem.	
	Ms Sunita Singh PGT English	
	Ms. Alka,Singh, TGT Hindi	
40. e-CONTENT & SUBJECT CONVENOR	a) English - Mrs. Sunita Singh, I/C	
	b) Hindi/Skt - Mrs. Nazma Firdous, I/C	
	c) Mathematics - Mr.Rajeev Srivastava,I/C	
	d) Science - Mrs. Manoj Duvesh PGT(chem), I/C	
	e) Social Science - Mrs. Sushma Bhadoria, I/C	
41. NCSC	Mr. Pankaj TGT Sci. I/c	
	Mr K. C. Verma, PGT Physics	
	ALL Sci PGTS's/ TGT's	
42. INSPIRE	Mr. K. C. Verma, PGT Physics, I/c	
	Mrs. Pankaj, TGT (Sci.)-Nomation VI-X	
	Mr. Meenbakshi J., TGT(Sci) -Nomation VI-X	

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