

PM SHRI KENDRIYA VIDYALAYA NO. 2 VASCO DA GAMA
COMMITTEES (Session 2025-26)

The following committees, departments and clubs are hereby constituted for the smooth and effective functioning of the Vidyalaya for the year 2025-26. Therefore, all the staff members are hereby requested to note the nature of their office and comply accordingly. All the committee members will be collectively responsible for the work assigned to the committee. The undersigned will ask for the compliance from the In-charge or any member of the committee in the absence of the In-charge. In absence of the In-charge the next senior member of the committee will automatically be the In-charge but all the members will be equally responsible for the assigned work. The In-charge will write the names of the members in the Committee register and allot the work to the members duly and will fix the responsibility. The handing and taking over of the departments must be completed immediately. In the absence of the In-charge, the member in the committee will complete the handing and taking over procedure.

1. PM SHRI COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Mansi Sharma	TGT Eng	Overall I/C
2.	Ms Anoushka Gutain	TGT English	Member
3.	Mr. Arvind	TGT Math	Member
4.	Mr. Prakhar	PRT	Member
5.	Mr. Manoj	PRT	Member

Duties:

- Core Committee is established for implementation of PM SHRI Scheme to oversee the overall project and fund utilization.
- Planning for completion of activities, forming sub committees and assigning duties as per different activities.
- Reporting, record maintenance and documentation of all activities.

2. ADMINISTRATIVE SUPPORT & ADVISORY:

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Vijeyata Raj Gupta	PGT (Physics)	I/C (Taxation)
2.	Mr. Sandip	PGT (Eco)	Member
3.	Mr. Arvind	TGT Math	I/C(Office Expenditure)
4.	Mr. Prakhar	PRT	I/C (Biometric)
5.	Mr. Akash	TGT (WE)	Member

Duties:

- The committee will help the Principal in the daily administrative matters.
- The committee can go through the circulars received from KVS RO Mumbai and KVS HQ New Delhi and other organizations and making necessary correspondence to KVS(MR) and other KVS(HQ) New Delhi and other organizations as per the directions of the Principal.
- Verification of students' attendance registers to ensure the collection of fees from all the students of their respective members of their subject.
- The committee further shall verify the entries of fees particulars in the students' attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately.

- e. To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN)
- f. Any other work assigned by the principal regarding daily administration.
- g. To ensure the attendance register, teacher's diary and daily diary is written as per norms, guiding the respective subject teachers in the subject committee meeting as a Convener of the subject committee.
- h. To inform the Principal about the lapses, deviations in the subject committee report.
- i. To ensure the maintenance and submission of anecdotal record under CMP/NIPUN as per guidelines to the Principal.

3. VMC /Event Management

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Mansi Sharma	TGT (Eng)	I/C
2.	Ms. Sheeba K M	PGT (Biology)	Member
3.	Ms. Meera Kumari	TGT (Art)	Member
4.	Mr. Akash	TGT (WE)	Member
5.	Mr. Manoj	PRT	Member
6.	Ms. Mridula Nagda	PRT Music	Member

Duties:

- a. The committee will help the Principal in the daily administrative matters.
- b. The committee can go through the circulars received from KVS RO Mumbai and KVS HQ New Delhi and other organizations and making necessary correspondence to KVS(MR) and other KVS(HQ) New Delhi and other organizations as per the directions of the Principal.
- c. Verification of students' attendance registers to ensure the collection of fees from all the students of their respective members of their subject.
- d. The committee further shall verify the entries of fees particulars in the students' attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately.

4. ADMISSION, RTE & RTI, ENROLMENT RECORD– PRIMARY AND SECONDARY: -

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Vijeyata Raj Gupta	PGT (Physics)	I/C
2.	Mr G D Yerekar	Lib	Member
3.	Mr. Akash	TGT(WE)	Member
4.	Ms. Sudha	PRT HM I/C	I/C
5.	Mr. Haresh Parmar	PRT	Member
6.	Ms. Riya	PRT	Member
7.	Ms. Ritu	PRT	Member

Duties:

- a. Registration of admission as per the schedule given by KVS FOR THE SESSION 2025-26.
- b. To issue & collect the admission registration after thorough scrutiny.
- c. Scrutiny of registration and the documents submitted by the parents as per the admission guidelines given by KVS.
- d. Preparation of draw of lot committee well in time and the provisional list of selected candidates for all the classes.
- e. To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.
- f. To take the approval of VEC before the release of the merit list.
- g. Maintenance of admission registers.

- h. Admission of candidates based on KV TC as per KVS norms.
- i. Carry out Local transfer admissions.
- j. To complete the formalities of admission as per KVS instructions.
- k. Admissions as per RTE Act.
- l. Maintenance of admission records as per KVS guidelines in the prescribed proformas.
- m. Details of admission uploading on the website.

5. EXAMINATIONS

A – INTERNAL

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Sarita Ambrose	PGT Chemistry	In-charge(Secondary)
2.	Mr. Sandip	PGT Economics	Associate
3.	Mr. Arvind	TGT Math	Member
4.	Mr. Ashwani	TGT Hindi	Member
5.	Ms. Deeksha	PE	Member
6.	Mr. Haresh Parmar	PRT	I/C (Primary)
7.	Ms. Jyoti Kumari	PRT	Member

B. EXTERNAL—

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Sheeba K M	PGT Biology	I/C- External Exam, I/C NEET
2.	Ms. Vijeyata Raj Gupta	PGT Physics	Member
3.	Ms. Mridula Nagda	PRT Music	Member
4.	Ms. Ritu	PRT	Member
5.	Mr. Akash	TGT WE	I/C NIOS
6.	Mr. Arvind	TGT Math	Member
7.	Mr. Prakhar	PRT	Member

C- CBSE/SARAS/OASIS

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Sheeba K M	PGT Biology	I/C
2.	Ms. Mridula Nagda	PRT	Member
3.	Mr. Uma Shankar	PRT	Member

Duties:

Internal Examination (Primary / Secondary)

- a. To prepare an action plan for conducting monthly test for classes III to V, VI to X and XI, XII and other classes. Conducting LAS, LAT, SEAS, PT I, II, III, HALF YEARLY AND SEE EXAM as per KVS norms.
- b. To procure the result register, progress report cards, certificate of school-based evaluation and other stationery adequately in advance by giving requisition to the Principal.
- c. To conduct the tests as per guidelines.
- d. Declaration of results as per the KVS schedule.

- e. To maintain and place all the records pertaining to examination before the panel inspection team.
- f. To issue the notices, circulars of the examinations to the staff from regularly.
- g. To discuss and submit the report, circulars with the Principal as and when required and to take follow up action regularly.
- h. To update examination details on website regularly.

External Examination / CBSE Examination

- a. To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose. Must ensure the following of **examination guidelines, CBSE norms and KVS GUIDELINES** received time to time.
- b. To visit KVS, Regional Office, Mumbai and CBSE websites regularly for update oneself of the examination notices, circulars.
- c. To go through the CBSE website regularly and to complete the tasks as per the CBSE/KVS instructions regarding external exams.
- d. To take up correspondence for school affiliation.
- e. Maintenance and submission of records of Result Analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- f. Maintaining the record of shortage of attendance and correspondence with CBSE board.
- g. Framing the practical time table in liaison with other subject teachers.
- h. Conducting the CBSE board exam as per the CBSE norms.

6. TIME TABLE & ARRANGEMENT:

PRIMARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Manoj Borse	PRT	I/C
2.	Mr. Prakhar	PRT	Member
3.	Ms. Mridula Nagda	PRT	Member

SECONDARY

S.NO	NAME	DESIGNATION	MEMBER
2.	Mr. Arvind	TGT Math	I/C
3.	Ms. Veera Tatpal	TGT SST	Member
4.	Mr. Gautam	PGT Math	Member

Duties:

- a. To prepare the class time table and teachers time table as per KVS norms.
- b. To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS.
- c. To prepare the special time table for remedial teaching (weak students in all classes).
- d. To give arrangement work for the teachers.
- e. To display copy of arrangement in the notice board.
- f. Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.
- g. To maintain the arrangement, register.

NOTE: Undersigned reserves the right to change the class Teacher-ship and co-class Teacher-ship anytime during the session.

7. WEBSITE UPDATING/SOCIALMEDIA IT/ REGISTRATION THROUGH PORTAL FOR DIFFERENT ACTIVITIES/TC VERIFICATION:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Vijeyata Gupta	PGT (Physics)	I/C
2.	Mrs Sweetlyn	PGT(Computer Science)	Member (Contractual)
3	Mr. Prakhar	PRT	Member
4.	Mrs Pooja Kerkar	Computer Instructor	Member (Contractual)
5.	Ms Divya Shetye	DEO	Member

Duties:

- To update the Vidyalaya website regularly as per the directions of KVS. No column should be left blank in the Vidyalaya website. The required information can be collected from the teachers / departmental in-charges.
- Separate registers can be maintained for all the classes where the list of articles contributed by the students should be recorded. In a similar fashion separate registers are to be maintained for teachers also where the list of articles contributed by teachers should also be recorded.
- To invite quotations from reputed firms for AMC of computers.
- To take initiative to see that all the computers are in functional condition.
- To provide the data (subject specific) to the PGT (Comp. Sci.) and helping him in updating the data from time to time.

8. FURNITURE & ITS MAINTENANCE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Sandip	PGT (Eco)	I/C
2.	Mr. Ashwani	TGT (Hindi)	Member
3.	Mr. G D Yerekar	Lib	Member
4.	Mr. Haresh Parmar	PRT	Member
5.	Mr. Prakhar	PRT	Member

Duties:

- To maintain the record of room wise/dept. wise distribution of furniture.
- To take initiative to see that the broken furniture is repaired regularly.
- To Prepare the list of broken furniture which are to be condemned.
- To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence Day or any other function).
- To see any shortages, deficiency of furniture and report to the Principal.
- To ensure regularly that no furniture is lying in the corridors or in the open space.
- To store and stock the broken or old furniture properly.
- To maintain the stock register.

9. SANITATION SUPERVISION OF VIDYALAYA BUILDING AND PREMISES:

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Sheeba KM	PGT (Bio)	I/C

2.	Ms. Mridula Nagda	PRT	Member
4.	Mr. Vinod Kumar	TGT (Hindi)	Member
5.	Mr. Akash	TGT WE	Member
6.	Ms. Deeksha	PE	Member
7.	Mr Manjunath	Sports Coach	Member
8.	Ms. Pooja	PRT	Member
9.	Ms. Riya	PRT	Member
Including all Class teachers, all department heads and all contractual teachers.			

Duties:

- To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- To ensure the provision of dustbins in all the class rooms.
- To appraise the Principal about the cleanliness of school building from time to time.
- To supervise the work of the people deployed under housekeeping.
- To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- To clear the wild bushes and thorny plants that are growing in different parts of school campus.
- To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- To ensure cleanliness of area around the staff quarters.
- To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- In-charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility. But the In-charge will be held responsible for the lapses and the deviations of the orders.

10. GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms.Sangeeta	TGT (Social Science)	I/C
2.	Mr. G D Yerekar	Lib	MEMBER
3.	Ms. Jyoti Kumari	PRT	MEMBER
4.	Ms. Pooja	PRT	MEMBER
5.			MEMBER
6.			

Duties:

- To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- To procure ornamental plants and other fruit bearing plants in consultation with Principal.
- To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- To procure fertilizers, manure, pesticides in consultation with Principal.
- Preparation of placards in different areas of garden.
- Numbering of trees and potted plants.
- Celebration of Vanamahostava in consultation with principal and forest dept.
- To motivate the children for gardening and beautification.
- To develop medicinal plant garden in the campus.

11. SCIENCE Competitions:

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Sarita Ambrose	PGT (Chemistry)	I/C(SCIENCE EXHIBITION /RBVP, KVPY, NCSC, NCS, WWQ, ,KAMP, INESO, IESO, IAPT, YUVIKA)
2.	Ms. Sheeba K M	PGT (Biology)	I/C (Red Ribbon Club, Eco Club and AEP)
3.	Ms. Vijeyata Raj Gupta	PGT(Physics)	I/C (RASHTRIYA YUVA NETA PURASKAR, ATAL-VAICHARIK-SANGH)
4.	Ms. Sucheta Patil	TGT (Sci)	I/C (Vigyan Pratibha, Olympiad)

Duties:

- To Motivate the students to prepare the exhibits based on theme given by KVS.
- To organize Vidyalaya level Science/Math exhibition as per the time schedule given by KVS.
- To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- To inculcate scientific temperament of the students by adopting activities-based method in teaching learning process.
- To encourage the children to give online projects by using computers.
- To plan, organize and report all activities under Science Circle in PM SHRI.

12. INTEGRITY/ HERITAGE CLUB / EBSB, KALA UTSAV, PARIKSHA PE CHARCHA, MAAN KI BAAT, AKAM, RIVER FESTIVAL & CONSTITUTION DAY, HERITAGE CLUB/ MAPS/IDENTIFICATION OF TALENTS:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Sandip	PGT Eco	I/C
2.	Ms. Veera Tatpal	TGT SSSt	Member
3.	Ms. Sangeeta	TGT SSSt	Member
4.	Ms.Rinkey	TGT Art	Member(Contractual)
5.	Ms Komal	PGT Comm	Member (Contractual)
6.	Ms. Mridula Nagda	PRT Music	Member

Duties: -

- To motivate children to prepare projects/model based on country/state allotted to the region.
- To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.
- To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- To encourage the students to submit online projects on project Think.com.
- To ensure project-based learning in all the classes.
- To identify talents of the students in the field of Music, Art, performing art, Vocal art, vocational skills, culture etc., and maintain record of such students to provide them ample opportunity for growth in the field of interest.

13. MATH:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Arvind	TGT Math (Homi Bhabha , IOQM)	I/C
2.	MR. Gautam	PGT Math	Member(Contractual)
3.	Ms Sumit	TGT Math	Member(Contractual)

Duties:

- To motivate the students to prepare the exhibits based on theme given by KVS.
- To organize Vidyalaya level Science/Math exhibition as per the time schedule given by KVS.
- To encourage more and more children to participate at cluster level, Regional level and National level Math exhibits / children science congress.
- To inculcate scientific temperament of the students by adopting activities-based method in teaching learning process.
- To encourage the children to give online projects by using computers.
- To plan, organize and report all activities under Math Circle in PM SHRI.

14. LITERARY CLUB/ BUDDING AUTHOR/ READING CHALLENGE/ READING CLUB:

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Mridula Gopinath	PGT Eng	I/C
2.	Ms. Mansi Sharma	TGT Eng	Member
3.	Ms Vimlesh	PGT Hindi	Member (Contractual)
4.	Mr. Ashwani	TGT Hindi	Member
5.	Mr. G D Yerekar	Lib	I/C (Reading Challenge)
6.	Mr. Uma Shankar	PRT	Member
7.	Mr. Manoj Borse	PRT	Member
All language teachers are the member of this club.			

Duties:

- To develop the language skills like reading, writing, speaking, listening skills among the students
- To develop the proper reading habits among the children.
- To give required guidance in the planning and execution of project to students
- To encourage the use of Audio-Visual aids in teaching learning process
- To conduct the language games during the teaching periods.
- To preserve the projects prepared by the children.
- To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.
- To train the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.

15. MAINTENANCE AND REPAIR OF SCHOOL BUILDING and STAFF QUARTERS AND CONTINUOUS SUPPLY OF DRINKING WATER:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Akash	TGT (WE)	I/C SCHOOL MAINTENANCE
2.	Ms Sheeba K M	PGT (Bio)	Member
3.	Mr Sandip	PGT (Eco)	Member
4.	Mr. Yerekar	Lib	Member
5.	Mr. Prakhar	PRT	Member
1.	Mr. Akash	TGT (WE)	I/C STAFF QTR MAINTENANCE
2.	Mr Arvind	TGT (Math)	Member
3.	Mr. Prakhar	PRT	Member
4.	Mr. Uma Shankar	PRT	Member
5	Ms. Riya	PRT	Member
6	Ms Ritu	PRT	Member

Duties:

- To maintain a register related with deficiencies noted in the Vidyalaya building and staff quarters.
- To undertake maintenance of school building and staff quarters on war footing basis.
- To procure the material required by following purchase procedure.
- To employ skilled labour for various works in consultation with principal and to make the payments as per the State/central Govt. norms.
- To maintain the labour register.
- To ensure the proper functioning of Aqua guard installed in school building
- To ensure the cleaning of overhead tanks in school building and staff quarters
- To ensure the chlorination of water stored in tanks after cleaning
- To ensure the proper functioning of water coolers.

16. DISCIPLINE COMMITTEE AND CHECKING OF LATE COMERS (STUDENTS AND TEACHERS) MAIN GATE /VIDYALAYA BUILDING DUTY – (07:30 AM TO 07:50AM), 07:55 AM STUDENTS AND TEACHERS SHOULD BE IN THE MORNING ASSEMBLY

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Sheeba K M	PGT (Biology)	I/C
2.	Mrs Sweetlyn	PGT (CS)	Member (Contractual)
3.	Ms. Mridula Gopinath	PGT (Eng)	Member
4.	Ms. Deeksha	PE	Member
5.	Mr. G D Yerekar	Lib	Member
6.	Ms. Mridula Nagda	PRT	Member
7.	Mr. Haresh Parmar	PRT	Member
8.	Mr Manjunath	Sport Coach	Member

Duties:

- To check personal turn of students during assembly
- To check the late comers during morning assembly
- To observe the behavior of students inside and outside class room
- To ensure provision of out pass in all classes and their utilization
- To initiate proper action as per KVS norms against indiscipline students
- To check the girls and boys uniform daily.
- To check the bags once in a week.
- To confiscate the mobiles and other prohibited appliances.
- To take the regular meeting of student councils, prefect, monitors
- To ensure discipline
- To refer the problematic cases to the counselor for diagnosis
- To inform the parents immediately
 - The gates will be closed sharp at 07:55 AM.
 - No teachers and students will be allowed to enter.
 - Half Casual leave will be debited for every late coming.

17 . SUBJECT COMMITTEE (PRIMARY, SECONDARY & SENIOR SECONDARY)

SUBJECT	IN-CHARGE	DESIGNATION	MEMBER
English	Ms.Mridula Gopinath	PGT(English)	All PGT ,TGT and PRT(English)
Mathematics	Mr Arvind	TGT(Maths)	All PGT,TGT and PRT(Maths)
Hindi	Mr. Ashwani	TGT(Hindi)	All PGT,TGT and PRT (Hindi and Sanskrit)

Science	Ms.Sarita Ambrose	PGT(CHEMISTRY)	All PGT ,TGT and PRT (Science, Computer Science)
Social Science	Mr. Sandip	PGT (Eco)	All PGT and TGT (Social Science)

Duties:

- a) Subject conveners should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting is to be submitted to the principal on the last day of the month. **Subject convener must invite the principal for the meeting.**
- b) Subject conveners will discuss the following issues during the meeting:
 - a. Guidance regarding the maintenance of teacher diary.
 - b. Coverage of syllabus as per the split-up syllabus approved by KVS.
 - c. Conducting the practical for classes IX to XII as per the split-up syllabus approved by KVS
 - d. Demo classes by rotation during the subject committee meeting.
 - e. Uses of computers and other audio-visual aids in teaching learning process.
 - f. Plan of evaluation of home assignment.
 - g. To discuss guidelines regarding, setting of question paper, blue print, markings (Chemistry) as per KVS norms.
 - h. Plan of action for weak students & bright students.
 - i. Remedial teaching for weak students.
 - j. Contribution towards project Think.com by the teacher & students.
 - k. Decoration of bulletin boards in corridors / class rooms with educational charts.
 - l. Club activity / Science and social exhibition.

18. LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. G D Yekar	Lib	I/C
2.	Ms.Mridula Gopinath	PGT Eng	Member
3.	Ms.Mansi Sharma	TGT Eng	Member
4	Mr. Ashwani	TGT Hindi	Member
5.	Ms Vimlesh	PGT Hindi	Member(Contractual)
5.	Ms.Sudha Yadav	I/C HM	Member
6.	Mr. Uma Shankar	PRT	Member
7	Ms.Ritu	PRT	Member

Duties:

- a) The meeting(s)is/are to be convened at least once in a month
- b) Committee will submit the list of books to be procured subject wise in the beginning of academic session
- c) Books review
- d) To inculcate reading habits among the staff & children
- e) To organize books exhibition on important occasions

19 . IMPLEMETATION OF RAJ BASHA

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Ashwani Kumar	TGT (Hindi)	I/C
2.	Mr. Uma Shankar	PRT	Member
All the contractual teachers teaching Hindi are also the member of this committee.			

Duties:

- 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 Mumbai, KVS New Delhi, Nagar Raj Bhasha committee
- To take initiative to see that correspondence is made in Hindi.

20 . NCC/SCOUTS / GUIDES and CUBS/BULBULS

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. G D Yerekar	Lib	I/C (NCC)
2	Mr Ashwani Kumar	TGT (Hindi)	Member
3	Ms.Deeksha	PE	Member
4.	Mr. Sandip Ms.Mridula Nagda	PGT (Eco) PRT (Music)	I/C (SCOUTS) I/C (GUIDE)
5.	Ms. Mridula Gopinath	PGT (Eng)	Member
6.	Ms.Sangeeta	TGT (SSt)	Member
8	Mr. Haresh Parmar	PRT	I/C (CUBS/BULBUL)
9.	Mr. Uma Shankar	PRT	Member
10.	Ms.Jyoti Kumari	PRT	Member

Duties:

- To ensure minimum enrolment (50%) in the movement before 31st August
- To organize investiture ceremony for the new recruits
- To conduct the parade after school hours and class on every Thursday.
- To train the students
- To train the students for Pratham/ Dwitiya/ Tritiya/ Raj Puraskar/ Rashrapati Puraskar / Pratham Charan Dwitiya Charan/ Tritiya Charan / Chaturdha Charan
- To issue the merit certificate after the conduct of test.
- Celebration of Thinking Day
- To procure the uniform for Scouts / Guides who are involved in Guard of Honor.

21. Foundation of Citizenship

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Veera Tatpal	TGT(SSc)	I/C
2.	Mr. Sandip	PGT(Eco)	MEMBER
3.	Ms.Rinky Yadav	TGT (AE)	MEMBER
4.	Ms.Mansi Sharma	TGT (Eng)	MEMBER
5.	Ms Sangeeta	TGT (SSt)	MEMBER
6.	Mr Ashwani	TGT (Hindi)	MEMBER
7.	Ms Sucheta Patil	TGT (Sci)	MEMBER
All the teachers who have done FCP course.			

Duties:

- Planning and execution of FCP classes.
- Separate file for records.

22. CLA & MORNING ASSEMBLY PROGRAMME

S.NO	NAME	DESIGNATION	MEMBER
A.	SECONDARY		
1.	Ms.Mridula Gopinath	PGT(Eng)	I/C CCA
2.	Ms.Mansi Sharma	TGT(Eng)	Member
3.	Ms Vimlesh	PGT (Hindi)	Member
4.	Mr. Ashwani	TGT(Hindi)	Member
5.	Ms. Mridula Nagda	PRT (Music)	Member
6.	Ms. Deeksha	TGT (PH&E)	Member
B.	PRIMARY		
1.	Mr. Uma Shankar	PRT	I/C
2.	Ms. Pooja	PRT	Member

Duties:

- To see that morning assembly programme is to conduct within stipulated time.
- To evaluate the various items of morning assembly programme on five-point scale – Excellent; Very good; Good; Average; Below Average
- To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.
- To arrange the PA system, musical instrument well in advance before the start of morning assembly.

23. VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE/STUDENT'S DIARY/NEWS LETTER

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms.Mridula Gopinath	PGT (Eng)	I/C
2.	Ms Vimlesh	PGT (Hindi)	Member
3.	Mr. Prakhhar	PRT	Member(Photographs)
4.	Ms.Mansi Sharma	TGT(Eng)	Member
5.	Mr. Uma Shankar	PRT	Member

Duties: -

- Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.
- Editorial board will collect the articles from the students. Article are to be arranged section wise (English section, Hindi section, drawing and painting etc.
- Editorial board should take concerted efforts to bring about class magazine by the end of the August 2011.
- 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.

- f. Editorial board can invite the article from teachers' side also.
- g. School magazine should contain total 82 pages (30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.
- h. The Editorial Board should make concerted effort to bring about the school magazine in time.

24. GENERAL GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)/SUGGESTION BOX and GRIEVANCE CELL FOR SC/ST/OBC/MINORITIES AND PHYSICALLY HANDICAPPED & STAFF GRIEVANCE CELL COMMITTEE/ GRIEVANCE RELATED TO POCSO ACT / SAFETY OF GIRL CHILD ETC.

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms.Sarita Ambrose	PGT (Chemistry)	I/C
2	Ms.Sucheta Patil	TGT (Sci)	Member
3.	Ms.Mansi Sharma	TGT (Eng)	Member
4.	Mr. Arvind	TGT (Math)	Member

Duties: -

2. If any complaint related to immoral behavior towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents is received by the committee, the following steps should be taken immediately at Committee level.

VIDYALAYA LEVEL

- a. A written complaint may be obtained from the students/parents.
- b. Case may be brought to the notice of Chairman, VMC.
- c. A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
- d. A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
- e. The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.
- f. The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
- g. Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
- h. The committee may discuss the issue with the accused teacher and his statement may be recorded.
- i. The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercises of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
- j. The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
- k. Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.
- l. The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.

25. INTERNAL COMPLAINT'S COMMITTEE COMMITTEE (POSH):

S.NO	NAME	DESIGNATION	
1.	Ms. Sarita Ambrose	PGT (Chem)	Presiding officer
2.	Ms. Sheeba K M	PGT (Bio)	Employee
3.	Ms. Sucheta Patil	TGT (Sci)	Employee
4.	Mr. Sandip	PGT (Eco.)	Member
5.	Mr. Prakhar	PRT	Member
6.	Dr Pramita		NGO / Representative member (External)

26. STAFF ROOM COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Sangeeta	TGT (SSt)	I/C
2.	Ms.Mridula Gopinath	PGT (Eng)	Member
3	Mr. GD Yerekar	TGT (Library)	Member
4	Ms.Rinkey	TGT (AE) (Contractual)	Member

27. HOUSE MASTERS:**PRIMARY**

S.NO	House	Name of House Master	DESIGNATION	MEMBER
1.	SHIVAJI		PRT	I/C
2.	TAGORE		PRT	I/C
3.	ASHOKA		PRT	I/C
4.	RAMAN		PRT	I/C

SECONDARY

S.NO	House	Name of House Master	DESIGNATION	MEMBER
1.	SHIVAJI	Ms.Sangeeta	TGT (SSt)	I/C
2.	TAGORE	Ms.Veera Tatpal	TGT (SSt)	I/C
3.	ASHOKA	Mr. Ashwani	TGT (Hindi)	I/C
4.	RAMAN	Mr. Akash	TGT(WE)	I/C

28 LOCAL PURCHASE COMMITTEE:

S.NO	NAME	DESIGNATION	DEPARTMENT
1.	Mr. Akash Sharma	TGT (WE)	I/C Comp Lab
2.	Mr. Sandip	PGT Economics	I/C Furniture
3.	Ms. Sheeba	PGT Biology	Member
4.	Ms. Vijeyata	PGT Physics	Checker of bill
5.	Ms.Veera Tatpal	TGT SSt	Member

6.	Ms.Sucheta Patil	TGT Sci	Member
7.	Mr. Ashwani	TGT Hindi	Member
8.	Ms Mridula Nagda	PRT Music	Member
9.	Mr. GD Yerekar	Lib	I/C LIBRARY
10.	Ms. Mansi Sharma	TGT Engilsh	Member
11.	Mr. Akash	TGT WE	I/C –M & R
12.	Mr. Arvind	TGT Maths	Member
13.	Mr. Prakhar	PRT	I/C GEM
14.	Mr. Uma Shankar	PRT	Member
15.	Ms. Riya	PRT	Member
16.	Mr Ravi	Office Staff	Member

29. GEM COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Narendra Singh Rathore	Principal	I/C GEM & BUYER
2.	Mr. Prakhar	PRT	MEMBER 1 & PAYING AUTHORITY
3.	Ms.Divya	Office Staff	MEMBER 2
4.	Mr Arvind	TGT Math	MEMBER 3
5.	Ms Mansi Sharma	TGT Eng	Member 4

30. ALL TRAININGS, DIKSHA, CBT, Capacity Building Programme:

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms.Sheeba K M	PGT Biology	In-charge
2.	Mr. Manoj	PRT	Member

31. UBI/SAMAGAM/UDISE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Vijeyata Gupta	PGT Physics	I/C (UBI)
2.	Mr. G D Yerekar	Lib	I/C (Samagam)
3.	Mr. Arvind	TGT Math	I/C (UDISE)
4.	Ms.Divya	Office Staff	Member

All the class teachers are the member of this committee.

32 . CCTV/Fire Instrument/ Alarm System /Audio – Visual Lab/LCD Projectors/Screen – E-Learning/E-Classrooms

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Akash Sharma	TGT WE	I/C
2.	Mrs Sweetlyn	PGT CS (Contractual)	Member
3.	Mr. Sandip	PGT Economics	Member
4.	Mr. Ravi	Office Staff	Member

Duty:

- Responsible for safety and security of the LCD Projectors installed in 10 Classrooms.
- Daily monitoring of the same.
- Taking feedback from the Class Teachers and Subject Teachers of these classes and submission of report to HM, Vice Principal and Principal.

33. Computer Lab In-charges

S.NO	NAME	DESIGNATION	LAB
1.	Mr. Akash Sharma	TGT WE	I/C
2.	Ms Pooja Kerkar	Comp Inst	MEMBER

34. Guidance and Counseling

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms.Mansi Sharma	TGT English	I/C
2.	Mr. Arvind	TGT Math	Member
3.	Ms Aishwarya	Sp Educator	Member

35. STAFF WELFARE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Arvind	TGT(Math)	I/C
2.	Mr. Prakhar	PRT	Member
3.	Mr. Uma Shankar	PRT	Member
4.	Ms.Mansi Sharma	TGT (Eng)	Member
5.	Ms.Sucheta Patil	TGT (Sci)	Member

36. ACADEMIC COMMITTEE/MODERATION

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms.Sarita Ambrose	PGT Chemistry	I/C(Secondary)
2.	Ms.Sudha Yadav	I/C HM	I/C (Primary)

The class teachers of class IX and XI are the members of Moderation Committee.

37. TEAM FOR STUDENTS WITH SPECIAL NEEDS:

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms.Sheeba K M	PGT (Biology)	I/C
2.	Ms.Sudha Yadav	I/C HM	Member
3.	Ms Ritu	PRT	Member

The class teacher of student with special need is also the member of this committee.

38. VIDYANJALI:

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Mansi Sharma	TGT English	I/C
2.	Mr. Prakhar	PRT	Member

39. Alumni

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms.Sheeba K M	PGT Biology	I/C
2.	Mr. Akash Sharma	TGT WE	Member
3.	Ms.Mridula Nagda	PRT	Member
4.	Ms.Sudha Yadav	PRT	Member

40. TARUNOTSAVA/ PUSTAKOPHAR:

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms.Mansi Sharma	TGT English	I/C (Tarunotsava)
2.	Mr. G D Yerekar	Lib	I/C (Pustakophar)
All the subject experts are also the member of Tarunotsava and class teachers are the members of Pustakophar.			

41. Inspection Preparation and Report:

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms.Sarita Ambrose	PGT Chem	I/C
2.	Ms.Sheeba K M	PGT Biology	Member
3.	Ms. Sweetlyn	PGT CS	Member
4.	Ms.Rinkey	TGT AE (Contractual)	Member
5.	Ms.Sudha Yadav	I/C HM	Member
6.	Mr. Manoj	PRT	Member

(PRINCIPAL)
Mr. Narendra Singh Rathore