

**PM SHRI KENDRIYA VIDYALAYA PONDA**  
**COMMITTEES (w.e.f 16.08.2024)**

The following committees, departments and clubs are hereby constituted for the smooth and effective functioning of the Vidyalaya for the year 2024-25. 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. Implementation of PM SHRI Scheme Phase - I for Financial Year 2024-25

Ref: F. 11-Acad 029/Misc/31/2024-AC( EDP)/ dated 09.08.2024

**CORE COMMITTEE AND THE INSTRUCTIONS FOR PM SHRI IMPLEMENTATION**

As per the above referred letter , The following Core Committee is established for implementation of PM SHRI Scheme Phase-I for FY 2024-25 to oversee the overall project or fund utilization.

**CORE COMMITTEE**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1	Smt. Sangeeta Gutain	Principal	Overall I/C
2	Smt. K. T. Beena	PGT(Eng.)	Member
3	Ms. Pushpa Soni	PRT (Teacher VMC Rep)	Member
4	Sh. Bhojdutt Saraswat	Librarian,	PM SHRI I/C Teacher
5	Sh. Kanhaiya Lal	TGT(WE) GeM In-charge	Member
6	"All Concerned In-charges as per the work distribution for PM SHRI implementation vide abovementioned letter"		Member

## 2. ACADEMIC AND ADMINISTRATIVE SUPPORT & ADVISORY: - SECONDARY

S.NO	NAME	DESIGNATION	MEMBER
1	MRS. K T BEENA	PGT(English)	Member
2	MR. HARISH ARORA	PGT(MATHS)	Member
3	MR. SAIF ULLAH KHAN	PGT (Comp Sci.)	Member
4	MS DISHA	PGT(Physics)	Member
5	MRS. LAXMI RAWAT	TGT (BIO)	Member
6	MR. BHOJDUTT SARASWAT	LIBRARIAN	Member
7	MR. KANHAIYA LAL	TGT (WE)	Member

## ACADEMIC AND ADMINISTRATIVE SUPPORT: - PRIMARY

S.NO	NAME	DESIGNATION	MEMBER
1.	MS SONIKA	SENIOR MOST PRT	I/C
2.	MRS PUSHPA SONI	PRT	Member
3.	MS TANYA GUPTA	PRT	Member
4.	MS MUSKAN TRIPATHI	PRT	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.
- To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN)
- Any other work assigned by the principal regarding daily administration.
- 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.
- To inform the Principal about the lapses, deviations in the subject committee report.
- To ensure the maintenance and submission of anecdotal record under CMP/NIPUN as per guidelines to the Principal.

**NOTE:** As a subject convener, you will be held responsible for non – submission of the record to the Principal.

### **3. ADMISSION, RTE & RTI, ENROLMENT RECORD– PRIMARY AND SECONDARY: -**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1	MRS RAMKESHI	PGT HINDI	I/C
2	MRS K T BEENA	PGT(ENG)	Member
3	MR SAIF ULLAH KHAN	PGT(CS)	Member
4	MR BHOJDUTT SARASWAT	LIBRARIAN	Member
5	MS TANYA GUPTA	PRT	Member

#### **Duties: -**

- a. Registration of admission forms as per the schedule given by KVS FOR THE SESSION 2024-25.
- b. To issue & collect the admission registration forms after thorough scrutiny.
- c. Scrutiny of registration forms 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.

### **4. EXAMINATIONS (INTERNAL)**

#### **A – SECONDARY**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR. HARISH ARORA	PGT (Maths)	In-charge
2.	MRS NIDHI CHHABRA	TGT AE	Member
3.	MR. VIJAY KUMAR	TGT (Maths)	Member
4.	MRS. AMITA SEHRAWAT	PGT(BIO)	Member

## EXTERNAL EXAMS —

1.	MR SAIF ULLAH KHAN	PGT PHYSICS	I/C- External Exam
1.	MR HARISH ARORA	PGT MATHS	I/C NEET
2.	MRS LAXMI RAWAT	TGT BIO	I/C NIOS
3.	MR VIJAY KUMAR	TGT MATHS	Member
4.	MR ABHAY KUMAR SINGH	TGT S.St	Member

## CBSE/SARAS/OASIS

S.NO	NAME	DESIGNATION	MEMBER
1.	MRS SUMAN	PGT (CHEMISTRY)	I/C
2.	MR SAIF ULLAH KHAN	PGT COMP.SC	Member

## **B- PRIMARY**

S.NO	NAME	DESIGNATION	MEMBER
1.	MS SONIKA	PRT	I/C
2.	MR. ADITYA TIWARI	PRT	Member

## Duties: -

- 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.
- 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 **CBSE** norms and **KVS GUIDELINES** received time to time.
- 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.
- To conduct the tests as per guidelines.
- Declaration of results as per the KVS schedule.
- To maintain and place all the records pertaining to examination before the panel inspection team.
- To issue the notices, circulars of the examinations to the staff from regularly.

- h. To visit KVS, Regional Office, Mumbai and CBSE websites regularly for update oneself of the examination notices, circulars.
- i. To discuss and submit the report, circulars with the Principal as and when required and to take follow up action regularly.
- j. To update examination details on website regularly.
- k. To go through the CBSE website regularly and to complete the tasks as per the CBSE/KVS instructions regarding external exams.
- l. To take up correspondence for school affiliation.
- m. Maintenance and submission of records of Result Analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- n. Maintaining the record of shortage of attendance and correspondence with CBSE board.
- o. Framing the practical time table in liaison with other subject teachers.
- p. Conducting the CBSE board exam as per the CBSE norms.
- q. Updating school website regularly.
- r. To conduct the exams as per the norms
- s. To maintain the record and send the data from time to time to the concerned.

## 5. **TIME TABLE & ARRANGEMENT:**

### **A –PRIMARY & SECONDARY**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MRS K T BEENA	PGT ENGLISH	I/C
2	MS MUSKAN TRIPATHI	PRT	Member
2	MRS NIDHI CHHABRA	TGT ART EDUCATION	Member
3	MRS MADHURI	COMPUTER INSTRUCTOR	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.**

## **6. WEBSITE UPDATING/ IT/ REGISTRATION THROUGH PORTAL FOR DIFFERENT ACTIVITIES/TC VERIFICATION:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR SAIF ULLAH KHAN	PGT (Comp Sc.)	I/C
2.	MR ADITYA TIWARI	PRT	Member
3.	MRS MADHURI	COMPUTER INSTRUCTOR	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.

## **7. FURNITURE & ITS MAINTENANCE**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR ABHAY KUMAR SINGH	TGT (SOCIAL SCIENCE)	I/C
2.	MR KANHAIYA LAL	TGT (WE)	Member
2.	MRS SWETA RANI	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.

## **8. CLEANLINESS SUPERVISION OF VIDYALAYA BUILDING AND PREMISES:**

S.NO	NAME	DESIGNATION	MEMBER
1.	MRS. NIDHI CHHABRA	TGT AE	I/C
2.	MRS K T BEENA	PGT ENGLISH	Member
3.	MS DISHA	PGT PHYSICS	Member
4.	MRS LAXMI RAWAT	TGT BIO	Member
5.	MR ANIL CHAUDHARY	TGT PH&E	All Class teachers, all department heads and all contractual teachers.
6.	MS SONIKA	PRT	
7.	MR ADITYA TIWARI	PRT	

### **Duties:**

- a. To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- b. To ensure the provision of dustbins in all the class rooms.
- c. To appraise the Principal about the cleanliness of school building from time to time.
- d. To supervise the work of the people deployed under housekeeping.
- e. To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- f. To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- g. To clear the wild bushes and thorny plants that are growing in different parts of school campus.
- h. To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- i. To ensure cleanliness of area around the staff quarters.
- j. To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- k. 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.

## **9. GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS AND STAFF QUARTER CAMPUS:**

S.NO	NAME	DESIGNATION	MEMBER
1	MRS LAXMI RAWAT	TGT BIO	I/C
2	MRS RAMKESHI	PGT HINDI	MEMBER
3	MS AMITA SEHRAWAT	PGT BIO	MEMBER
4	MRS PUSHPA SONI	PRT	MEMBER
5	MRS NIDHI CHHABRA	PRT	MEMBER
6	MRS SWETA RANI SHARMA	PRT	MEMBER

**Duties:**

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

**10. SCIENCE CLUB:**

S.NO	NAME	DESIGNATION	MEMBER
1.	MRS. SUMAN	PGT ((Chemistry) (SCIENCE EXHIBITION /RBVP, KVPY, NCSC, NCS, WWQ, RASHTRIYA YUVA NETA PURASKAR)	I/C
2.	MS DISHA	PGT(Physics) (INESO, IESO, ATAL-VAICHARIK-SANGH, IAPT, HOMIBHABHA, CCCC)	Member
3.	MR SAIF ULLAH KHAN	PGT (COMP.SC)	Member
4.	MRS. AMITA SEHRAWAT	PGT (Bio) (ALL OLYMPIADS, VIDYALAYA NURSERY WELLNESS,)	I/C
5.	MRS. LAXMI RAWAT	TGT(Biology) (INSPIRE, JIGYASA, OASIS, NTSE, HOMIBHABHA, IGBC, SPOT, WWF, IGBC, HARITVIDYALAYA, GREEN AUDIT, GARDENING & ECO-CLUB)	I/C
6.	MUSKAN TRIPATHI	PRT	Member

**Duties: -**

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



**11. SOCIAL SCIENCE CLUB/EBSB, PARIKSHA PE CHARCHA, MAAN KI BAAT, AKAM, RIVER FESTIVAL& CONSTITUTION DAY, HERITAGE CLUB/ MAPS/IDENTIFICATION OF TALENTS:**

S.NO	NAME	DESIGNATION	MEMBER
1.	MR ABHAY KUMAR SINGH	TGT (S. St)	I/C
2.	MRS NIDHI CHABARA	TGT (ART &CRAFT)	Member
3.	MRS POOJA TIWARI	TGT (HINDI)	Member
4.	MR VINAYAK JADHAV	PRT(MUSIC)	Member
5.	MS TANYA GUPTA	PRT	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.

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

S.NO	NAME	DESIGNATION	MEMBER
1.	MR ANIL KUMAR CHAUDHARY	TGT(PH&E)	I/C
2.	MR BHOJDUTT SARASWAT	Librarian	Member
3.	MR KANHAIYA LAL	TGT(WE)	Member
4.	MR VINAYAK JADHAV	PRT MUSIC	I/C STAFF QTR MAINTENANCE
5.	MRS PUSHPA SONI	PRT	Member
6.	MR ADITYA TIWARI	PRT	Member
7.	MRS SWETA RANI	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.

- c. To procure the material required by following purchase procedure.
- d. To employ skilled labour for various works in consultation with principal and to make the payments as per the State/central Govt. norms.
- e. To maintain the labour register.
- f. To ensure the proper functioning of Aqua guard installed in school building
- g. To ensure the cleaning of overhead tanks in school building and staff quarters
- h. To ensure the chlorination of water stored in tanks after cleaning
- i. To ensure the proper functioning of water coolers.

### **13. MEDICAL CHECKUP:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MRS JINCY BAIJU	NURSE	I/C
2.	MR. ANIL CHOUDHARY	TGT(P&HE)	MEMBER
3.	MRS PUSHPA SONI	PRT	I/C M I ROOM
4.	MS TANYA GUPTA	PRT	Member
5.	MRS NEHA MATHUR	TGT ENGLISH	Member

### **Duties:**

- a. To procure the required number of medical cards in the beginning of the academic session.
- b. To distributes the medical cards to the class teachers based on strength.
- c. To arrange the medical checkup twice in a year (in the month of August and Feb)
- d. To ensure the follow up action after the medical checkup.
- e. To ensure emergency medical assistance to the child.
- f. To procure the first aid material and giving first aid to the students in case of bumps, cuts, minor injures
- g. To provide medical assistant to the students during sports day, annual day and other important functions.

### **14. BEAUTIFICATION OF SCHOOL BUILDING – PAINTINGS AND DRAWINGS:**

S.NO	NAME	DESIGNATION	MEMBER
1.	MRS. NIDHI CHHABRA	TGT (AE)	I/C
2.	MS TANYA GUPTA	PRT	Member
3	MRS POOJA TIWARI	TGT HINDI	Member
4	MS AMITA SEHRAWAT	PGT BIO	Member

**Duties: -**

- a. To display the quotations in the corridors and class rooms.
- b. To fix bulletin board in the class room for display of educational charts.
- c. To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
- d. To ensure the display of material in the bulletin boards.

**15. EDUCATIONAL TOURS / EXCURSION/ FIELD VISITS:**

S.NO	NAME	DESIGNATION	MEMBER
1.	MR. BHOJDUTT SARASWAT	LIBRARIAN	I/C
2.	MR ANIL CHOUDHARY	TGT (P&HE)	Member
3.	MS SONIKA	PRT	Member

**Duties:**

- a. To plan education tours / excursions for all the classes as per KVS norms
- b. To ensure the safety of the students during the journey period and their stay at the venue.
- c. To provide hygienic food / potable water to the students who are participating in tour programme.

**16. SPORTS & GAMES/MOCK DRILL/MORNING ASSEMBLY/PHOTOGRAPHY ACP/CCTV COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER
1.	MR ANIL CHOUDHARY	TGT (PHE)	I/C
2.	MR VINAYAK JADHAV	PRT MUSIC	Member
3.	MS SONIKA	PRT	Member

**Duties:**

- a. To prepare Annual plan for the conduct of the Inter-house competition in Sports / Games, MOCK DRILL under NDMA.
- b. To prepare the list of prize winner in various inter house competition
- c. To procure the prizes for the prize winners
- d. To plan the celebration of annual sports day in consultation with principal
- e. To encourage the students to participate in the competitions organized by the state Govt.
- f. To identify Sports skills in the students and prepare them for Cluster, Regional and National participation at KVS level.
- g. To ensure all **CCTV CAMERAS** are functional.
- h. photography during events/occasions/programme.
- i. To ensure effective morning assembly as per KVS Education code.

**17. 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**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MRS. K T BEENA	PGT ENGLISH	I/C
2.	MR. ANIL KUMAR CHOUDHARY	TGT(PHE)	Member
3.	MR. KANHAIYA LAL	TGT(WE)	Member
4.	MRS. NISHAM	TGT(SANSKRIT)	Member
5.	MR. BHOJDUTT SARASWAT	Librarian	Member
6.	MRS. NIDHI CHHABRA	TGT(AE)	Member
7.	MRS PUSHPA SONI	PRT	Member
8.	MR ADITYA TIWARI	PRT	Member
9.	All Class and Subject Teachers		Members

**Duties:**

- a. To check personal turn of students during assembly
- b. To check the late comers during morning assembly
- c. To observe the behavior of students inside and outside class room
- d. To ensure provision of out pass in all classes and their utilization
- e. To initiate proper action as per KVS norms against indiscipline students
- f. To check the girls and boys uniform daily.

- g. To check the bags once in a week.
- h. To confiscate the mobiles and other prohibited appliances.
- i. To take the regular meeting of student councils, prefect, monitors
- j. To ensure discipline
- k. To refer the problematic cases to the counselor for diagnosis
- l. To inform the parents immediately
  1. The gates will be closed sharp at 07:45 AM.
  2. No teachers and students will be allowed to enter.
  3. Half Casual leave will be debited for every late coming.

### **18. SUBJECT COMMITTEE (PRIMARY, SECONDARY & SENIOR SECONDARY)**

SUBJECT	IN-CHARGE	DESIGNATION	MEMBER	DESIGNATION
English	MRS K T BEENA	PGT(English)	ALL TEACHERS TEACHING ENGLISH	
Mathematics	MR HARISH ARORA	PGT(Maths)	ALL TEACHERS TEACHING MATHS	
Hindi	MRS RAMKESHI	PGT(Hindi)	MRS POOJA TIWARI	TGT(Hindi)
Sanskrit	MRS RAMKESHI	PGT(Hindi)	MRS NISHAM	TGT(Sanskrit)
Science	MRS SUMAN	PGT(CHEMISTRY)	MRS LAXMI RAWAT MR SAIF ULLAH KHAN MRS MADHURI	TGT(Biology) PGT CS COMPUTER INSTRUCTOR
Social Science	MR ABHAY KUMAR SINGH	TGT SOC SCIENCE	ALL PRTS TEACHING EVS	MEMBER
Computer Science & IP	MR S U KHAN	PGT (Comp.Sci)	MRS MADHURI	MEMBER

#### **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.**

Monday – English  
 Tuesday – Hindi  
 Wednesday – Maths

Thursday – Science/Discipline  
 Friday-S. Studies and Games  
 Saturday-Computer Science/IP/Library/Sports

- 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.

### **19. LIBRARY COMMITTEE**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR. BHOJDUTT SARASWAT	Librarian	I/C
2.	MRS. K T BEENA	PGT (Eng.)	Member
3.	MRS. POOJA TIWARI	TGT(Hindi)	Member
4.	MRS. NISHAM	TGT(Skt.)	Member
5.	MRS SWETA RANI	PRT	Member
6.	MS TANYA GUPTA	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

## **20. IMPLEMETATION OF RAJ BASHA**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MRS. RAMKESHI	PGT(Hindi)	I/C
2.	MRS. POOJA TIWARI	TGT (HINDI)	Member
3.	MRS PUSHPA SONI	PRT	Member
4.	MRS AMBIKA GHATKE	DEO	Member

### **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 Rajbhasha committee
- To take initiative to see that correspondence is made in Hindi.

## **21. SCOUTS / GUIDES and CUBS/BULBULS**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR KANHAIYA LAL	TGT (WE)	I/C (SCOUTS – CUBS)
2.	MR VINAYAK JADHAV	PRT MUSIC	Member
3.	MRS NIDHI CHHABRA	TGT (AE)	I/C (GUIDES – BULBUL)
4.	MRS K T BEENA	PGT ENGLISH	Member
5.	MS SONIKA	PRT	Member
6.	MRS SWETA RANI	PRT	Member
7.	MS TANYA GUPTA	PRT	Member

### **Duties:**

- To ensure minimum enrolment (50%) in the movement before 31<sup>st</sup> 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/ Tritoia/ Raj Puraskar/ Rashrapati Puraskar / Pratham Charan Dwitiya Charan/ Tritoia Charan / Chaturdha Charan
- To issue the merit certificate after the conduct of test.

- g. Celebration of Thinking Day
- h. To procure the uniform for Scouts / Guides who are involved in Guard of Honor.

## **22. AEP SUGGESTION BOX/ DISHA CLUB/ AWAKENED CITIZEN**

S.NO	NAME	DESIGNATION	MEMBER
1.	MRS K T BEENA	PGT (ENGLISH)	I/C
2.	MR BHOJDUTT SARASWAT	TGT LIBRARY	MEMBER
3.	MR VINAYAK JADHAV	PRT MUSIC	MEMBER
4.	MR KANHAIYA LAL	TGT WE	MEMBER

### **Duties:**

- a. Box meant for general complaints / suggestion, should be opened on the last working day of the month
- b. Separate files for preserving the complaints / suggestions & register for recording the complaints / suggestion should be opened.
- c. Corrective, measures are to be taken immediately in consultation with principal

## **23. CCA & MORNING ASSEMBLY PROGRAMME**

S.NO	NAME	DESIGNATION	MEMBER
<b>A.</b>	<b>SECONDARY</b>		
1.	MRS K T BEENA	PGT (ENG)	I/C
2.	MS AMITA SEHRAWAT	PGT BIO	Member
3	MRS NEHA MATHUR	TGT ENG	Member
<b>B.</b>	<b>PRIMARY</b>		
1.	MRS PUSHPA SONI	PRT	I/C
2.	MRS TANYA GUPTA	PRT	Member

### **Duties:**

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



**24. INTEGRITY/ HERITAGE CLUB:**

S.NO	NAME	DESIGNATION	MEMBER
1	MR ABHAY KUMAR SINGH	TGT S.ST	I/C
2	MRS NISHAM	TGT SANSKRIT	MEMBER
3	MRS MADHURI	COMP INSTRUCTOR	MEMBER

**25. LITERARY CLUB/ BUDDING AUTHOR/ READING CHALLENGE/ READING CLUB:**

S.NO	NAME	DESIGNATION	MEMBER
1.	MRS K T BEENA	PGT ENGLISH	MEMBER
2.	MRS POOJA TIWARI	TGT HINDI	MEMBER
3.	MRS NEHA CHHABRA	TGT ENGLISH	MEMBER
4.	MRS PUSHPA SONI	PRT	MEMBER

**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.

**26. NATURE CLUB/ ECO CLUB (Gardening and Beautification)**

S.NO	NAME	DESIGNATION	MEMBER
1.	MS AMITA SEHRAWAT	PGT (BIO)	I/C
2.	MRS SWETA RANI	PRT	Member
3.	MS MUSKAN TRIPATHI	PRT	Member

**Duties: -**

- To keep in touch with forest Dept. to procure saplings to be planted in various parts of school campus.
- To utilize funds released by the state. Govt. under Eco club.

- c. To celebrate Vana Mahostasava in consultation with state forest dept.
- d. To preserve the beauty of the Vidyalaya campus by taking up the project clean and Green.
- e. To see that blocks allotted to each class are kept neat and tidy. to encourage the student to plant the sapling in the bocks allotted to them.
- f. To ensure the watering of plants growing in different parts of the Vidyalaya campus.

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

S.NO	NAME	DESIGNATION	MEMBER
1.	MRS RAMKESHI	PGT (HINDI)	I/C
2.	MRS K T BEENA	PGT ENGLISH	Member
3.	MRS PUSHPA SONI	PRT	Member
4.	MR ADITYA TIWARI	PRT	Member

**Duties: -**

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

**28. SAFETY AND SECURITY OF GIRL CHILD/ VISHAKHA COMMITTEE/NIRBHAYA COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER
1.	MRS KT BEENA	PGT (ENGLISH)	I/C
2.	MRS RAMKESHI	PGT ENGLISH	Member
3.	MS MUSKAN TRIPATHI	PRT	Member
4.	MS TANYA GUPTA	PRT	Member
5.	MRS GIRIJA	SUB STAFF	Member

**Duties: -**

1. If any complaint related to immoral behavior towards girl students 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.

**29. 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:**

S.NO	NAME	DESIGNATION	MEMBER
1.	MRS RAMKESHI	PGT HINDI	I/C
2.	MR SAIF ULLAH KHAN	PGT COMP.SC	Member
3.	MR VIJAY KUMAR	TGT MATHS	Member
4.	MS SONIKA	PRT	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.

		<b>I/C NAME</b>		<b>MEMBER NAME</b>	
<b>30</b>	IAPT/ RASHRIYA YUVA NETA PURASKAR	MS DISHA	PGT PHY		
<b>31</b>	KVPY	MR HARISH ARORA	PGT MATH		
<b>32</b>	INSPIRE/ NCW/ WWQ/ JIGYASA	MRS LAXMI RAWAT	TGT BIO		
<b>33</b>	SCIENCE EXHIBITION	MRS SUMAN	PGT CHEM	MRS LAXMI RAWAT	TGT BIO
				MR S U KHAN	PGT CS
				MR HARISH ARORA	PGT MATH
				MR VIJAY KUMAR	TGT MATH

				MS AMITA SEHRAWAT	PGT BIO
34	OCC	MRS SUMAN	PGT HEM		
35	NCSC	MRS LAXMI RAWAT	PGT MATH		
36	NTSE/ INESO/IESO	MR VIJAY KUMAR	TGT MATH		
37	CYBER/ STEP	MR S U KHAN	PGT CS		
38	MATHEMATICS (PMRO)	MR VIJAY KUMAR	TGT MATH		
39	BIOLOGY (JEEV VIGYAN)	MS AMITA SEHRAWAT	PGT BIO		
40	HOMI BHABHA	MS DISHA	PGT PHY		
41	IGBC	MRS LAXMI RAWAT	TGT BIO		
42	WWF	MRS SUMAN	PGT CHEM		
43	SPOT	MS DISHA	PGT PHY		
44	ATAL VAICHARIK SANGH	MR HARISH ARORA	PGT MATH		
45	PARIKSHA PE CHARCHA	MR S U KHAN	PGT CS		
46	HUNDRED DAYS READING CHALLENGE	MRS K T BEENA	PGT ENG		
47	AZADI KA AMRIT MAHOTSAV	MR ABHAY KUMAR SINGH	TGT SST		
48	RIVER FESTIVAL & CONSTITUTIONAL DAY	MR ABHAY KUMAR SINGH	TGT SST		
49	NISHTHA	MR HARISH ARORA	PGT MATH		

**50. INTERNAL COMPLAINT/ GRIEVANCE COMMITTEE:**

S.NO	NAME	DESIGNATION	
1.		NGO MEMBER	
2.	MRS K T BEENA	PGT ENG	I/C
3.	MRS LAXMI RAWAT	TGT BIO	MEMBER
4.	MR VIJAY KUMAR	TGT MATH	MEMBER
5.	MR UMESH DHANAJI SALGAR	VMC MEMBER (EDUCATIONIST)	MEMBER

**51. POSCO ACT/ CORPORAL PUNISHMENT/ CHILD RIGHT PROTECTION:**

S.NO	NAME	DESIGNATION	
1.		ADVOCATE	
2.	MRS RAMKESHI	PGT HINDI	I/C

3.	MRS K T BEENA	PGT ENGLISH	MEMBER
4.	MRS LAXMI RAWAT	TGT BIO	MEMBER
5.	MR VIJAY KUMAR	TGT MATHS	MEMBER
6.	MR ADITYA TIWARI	PRT	MEMBER

**52. NIOS**

S.NO	NAME	DESIGNATION
1.	MRS LAXMI RAWAT	TGT BIO
2.	MR VIJAY KUMAR	TGT MATHS
3.	MR ABHAY KUMAR SINGH	TGT SST

**53. CCCC COMMITTEE:**

S.NO	NAME	DESIGNATION
1.	MS DISHA	PGT PHYSICS

**54. TARUN UTSAV:**

S.NO	NAME	DESIGNATION
1.	MRS K T BEENA	PGT ENGLISH

**55. TALENT SEARCH (MUSIC/ DANCE):**

S.NO	NAME	DESIGNATION
1.	MR VINAYAK BABULAL JADHAV	PRT MUSIC

**56. PARTNERING WITH NEIGHBOURING SCHOOL:**

S.NO	NAME	DESIGNATION
1.	MRS RAMKESHI	PGT HINDI

**57. SWACHHATHON 1.0:**

S.NO	NAME	DESIGNATION
1.	MRS NIDHI CHHABRA	TGT AE

**58. OZON:**

S.NO	NAME	DESIGNATION
1.	MR VIJAY KUMAR	TGT MATHEMATICS

**59. MAPS:**

S.NO	NAME	DESIGNATION
1.	MRS POOJA TIWARI	TGT HINDI

**60. ENVIRONMENTAL RALLY:**

S.NO	NAME	DESIGNATION
1.	MRS PUSHPA SONI	PRT

**61. DIGITAL CITIZENSHIP & CYBER WELLNESS OLYMPIADS:**

S.NO	NAME	DESIGNATION
1.	MR SAIF ULLAH KHAN	PGT COMP SC

**62. GREEN AUDIT:**

S.NO	NAME	DESIGNATION
1.	MRS LAXMI RAWAT	TGT BIO

**63. CAREER LIFT LEARNING PLATFORM:**

S.NO	NAME	DESIGNATION
1.	MR SAIF ULLAH KHAN	PGT COMP SC

**64. SWAMI VIVEKANANDA BOOKS:**

S.NO	NAME	DESIGNATION
1.	MS SONIKA	PRT

**65. NCC:**

S.NO	NAME	DESIGNATION
1.	MR ANIL KUMAR CHOUDHARY	TGT PHE

**66. SBSB:**

S.NO	NAME	DESIGNATION
1.	MR ABHAY KUMAR SINGH	TGT SST

**67. RESTRICTED HOLIDAY COMMITTEE:**

S.NO	NAME	DESIGNATION
1.	MRS K T BEENA	PGT ENG
2.	MR S U KHAN	PGT CS
3.	MRS RAMKESHI I/C	PGT HINDI
4.	MRS PUSHPA SONI	PRT
5.	MR UMESH SHILKAR	SUB STAFF



**68. INCOME TAX/ CS-54 CHECKING/PAYBILL PREPARATION /UBI FEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	MR BHOJDUTT SARASWAT	LIBRARIAN	I/C
2.	MR UMESH SHILKAR	SUB STAFF	Member

**Duties: -**

- a. Calculation of income tax from the members of the staff as per the provisions of Govt. Of India.
- b. Pay bill should be checked thoroughly before uploading in UBI Web Portal.

**69. FACEBOOK/ TWITTER/ YOUTUBE:**

S.NO	NAME	DESIGNATION	MEMBER
1.	MR S U KHAN	PGT CS	

**70. PRERNA:**

S.NO	NAME	DESIGNATION	MEMBER
1.	MRS NIDHI CHHABRA	TGT AE	

**71. PRASHAST:**

S.NO	NAME	DESIGNATION	MEMBER
1.	MR HARISH ARORA	PGT MATH	

**72. SAFAL:**

S.NO	NAME	DESIGNATION	MEMBER
1.	MR SAIF ULLAH KHAN	PGT CS	

**73. P A SYSTEM- MORNING ASSEMBLY AND OTHER FUNCTIONS**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MR. KANHAIYA LAL	TGT(WE)	I/C
2.	MR VINAYAK JADHAV	PRT(Music)	Member
3.	MR SUDHAKAR	Lab Attendant	Member

**74. STAFF ROOM COMMITTEE**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MRS PUSHPA SONI	PRT	I/C
2.	MRS NIDHI CHHABRA	TGT AE	Member

**75. TLM PURCHASE COMMITTEE**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MS. SONIKA	PRT	I/C
2.	MR ADITYA TIWARI	PRT	Member

**76. OLYMPIADS**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MS AMITA SEHRAWAT	PGT (BIO)	I/C
2.	MRS POOJA TIWARI	TGT HINDI	MEMBER

**77. PRIMARY RESOURCE ROOM**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	MS SONIKA	PRT	I/C
2.	MS TANYA GUPTA	PRT	Member

**78. TEACHING AIDS**

S.NO	NAME	DESIGNATION	MEMBER
1.	MRS NIDHI CHHABRA	TGT-AE	I/C
2.	MR ABHAY KUMAR SINGH	TGT (S. St)	MEMBER

**79. ENGLISH LANGUAGE LAB**

S.NO	NAME	DESIGNATION	MEMBER
1.	MRS. K T BEENA	PGT-Eng.	I/C
2.	MRS. NEHA MATHUR	TGT-Eng.	Member
3.	MR ADITYA TIWARI	PRT	Member

**80. MODERATION COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	MR. HARISH ARORA	PGT (MATHS)	Member
2.	MS DISHA	PGT (PHYSICS)	Member
3.	MRS. RAMKESHI	PGT(Hindi)	Member
4.	MRS. AMITA SEHRAWAT	PGT (Bio)	Member
5.	MR. SAIF ULLAH KHAN	PGT (Comp. Sci.)	Member
6.	MRS K T BEENA	PGT(English)	Member
7.	MRS LAXMI RAWAT	PRT	Member
8.	MR ABHAY KUMAR SINGH	PRT	Member
9.	MR VIJAY KUMAR	PRT	Member
10.	All teachers		Member

**81. CHECKING OF RTE BILLS**

S.NO	NAME	DESIGNATION	MEMBER
1.	MS SONIKA	PRT	Member
2.	MRS SWETA RANI	PRT	Member

**82. HOUSE MASTERS PRIM**

S.NO		NAME	DESIGNATION	MEMBER
1.	SHIVAJI	MS MUSKAN TRIPATHI	PRT	I/C
2.	TAGORE	MS SWETA RANI	PRT	I/C
3.	ASHOKA	MR ADITYA TIWARI	PRT	I/C
4.	RAMAN	MS SONIKA	PRT	I/C

S.NO		NAME	DESIGNATION	MEMBER
1.	SHIVAJI	MR SAIF ULLAH KHAN	PGT COMP. SC	I/C
2.	TAGORE	MRS SUMAN	PGT CHEM	I/C
3.	ASHOKA	MRS LAXMI RAWAT	TGT BIO	I/C
4.	RAMAN	MR KANHAIYA LAL	TGT WE	I/C

**83 A. LOCAL PURCHASE COMMITTEE:**

S.NO	NAME	DESIGNATION	DEPARTMENT
1.	MRS. K T BEENA	PGT ENGLISH	I/C
2.	MR. SAIF ULLAH KHAN	PGT CS	I/C COMP LABS
3.	MR. BHOJDUTT SARASWAT	LIBRARIAN	I/C LIBRARY
4.	MR. KANHAIYA LAL	TGT WE	I/C GEM & CHECKER OF ALL BILLS
5.	MR ANIL KUMAR CHOUDHARY	TGT PHE	I/C M & R
6.	MS MUSKAN TRIPATHI	PRT	MEMBER-M & R
7.	MR UMESH SHILKAR	SUB STAFF	OFFICE

**84. B. OUTSOURCING COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER
1.	MRS K T BEENA	PGT ENGLISH	I/C
2.	MS ANIL KUMAR CHOUDHARY	TGT PHE	Member
3.	MR. SAIF ULLAH KHAN	PGT (CS)	Member
4.	MS MUSKAN TRIPATHI	PRT	MEMBER

**84. C. GEM COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER
1.	MR. KANHAIYA LAL	TGT WE	I/C GEM & BUYER
2.	MRS K T BEENA	PGT ENG	MEMBER 1 & PAYING AUTHORITY
3.	MR VIJAY KUMAR	TGT MATH	MEMBER 2
4.	MS MUSKAN TRIPATHI	PRT	MEMBER 3

**85. ALL TRAININGS, DIKSHA, CBT**

S.NO	NAME	DESIGNATION	MEMBER
1.	MR HARISH ARORA	PGT (Maths)	In-charge
2.	MRS NIDHI CHHABRA	TGT AE	Member
3.	MR VIJAY KUMAR	TGT (Maths)	Member
4.	MRS AMITA SEHRAWAT	PGT(BIO)	Member

**86. UBI COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	MR BHOJDUTT SARASWAT	LIBRARIAN	I/C
2.	MR. SAIF ULLAH KHAN	PGT (CS)	Member
3.	MR HARISH ARORA	PGT MATHS	Member
4.	MR ADITYA TIWARI	PRT	Member

**87. Compilation of Monthly Enrolment & Submission to the office ON or before 3<sup>rd</sup> of every month, UDISE, SQAF, TRANSFER PORTAL, ELECTION DUTY WORK, AFFILIATION OF VIDYALAYA**

S.NO	NAME	DESIGNATION	MEMBER
1.	MR. SAIF ULLAH KHAN	PGT (CS)	Member
2.	MRS. RAMKESHI	PGT (HINDI)	Member
3.	MR. BHOJDUTT SARASWAT	LIBRARIAN	Member
4.	MR. KANHAIYA LAL	TGT (WE)	Member
5.	MR. ANIL KUMAR CHAUDHARY	TGT (PH&E)	Member

**Duty:**

To take the proforma from Mrs. Ambika, take the data from all the Class Teachers, fill the proforma and submit to the office every month without fail.

**88. Audio – Visual Lab/LCD Projectors/Screen – E-Learning/E-Classrooms**

S.NO	NAME	DESIGNATION	MEMBER
1.	MR SAIF ULLAH KHAN	PGT (Comp. Sci.)	I/C
2.	MRS MADHURI	COMPUTER INSTRUCTOR	MEMBER
3.	MS TANYA GUPTA	PRT	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.

**89. CCTV/Fire Instrument/ Alarm System**

S.NO	NAME	DESIGNATION	MEMBER
1.	MR KANHAIYA LAL	TGT AE	I/C
2.	MR BHOJDUTT SARASWAT	LIBRARIAN	Member
3.	MR VIJAY KUMAR	TGT MATHS	Member

**90. Computer Lab In-charges**

S.NO	NAME	DESIGNATION	LAB
1.	MR. SAIF ULLAH KHAN	PGT (Comp. Sci.)	I/C
2.	MRS MADHURI	COMPUTER INSTRUCTOR	MEMBER
3.	MS. TANYA GUPTA	PRT	MEMBER

**71. Children's Park**

S.NO	NAME	DESIGNATION	MEMBER
1.	MS SONIKA	PRT	Member
2.	MRS PUSHPA SONI	PRT	Member

**Duty:**

- a. Daily upkeep and monitoring of the Children's Park.
- b. Ensuring safety and security of the students.
- c. Ensuring proper maintenance of the children's park regularly.

**Composition of Disaster Management (DM) Committee  
2024-25**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>
1.	MR BHOJDUTT SARASWAT	LIBRARIAN
2.	MR KANHAIYA LAL	TGT WE
3.	MR ANIL KUMAR CHOUDHARY	TGT P&HE

**Duties:**

- a. To create awareness among students and staff. Through meetings/ assembly talks and disseminate same to the different teams/ committees.
- b. To evacuate students / staff during crises and ensure safe exits through different doors. Manage the crowd efficiently to avoid any causality.
- c. To ensure the places where the crises happened and search carefully so that no accidental case left and rescue sufferers to minimize the harm / take medical help / kit.
- d. To find out the places of fire hazards and take necessary precaution / steps to avoid any disaster. Fire extinguisher may check periodically fixed at different places.
- e. To ensure first aid / kit at the time of crises and manage trauma by avoiding panic situation. To ensure first aid boxes at different places along with necessary medicines /medical kit.
- f. To ensure each and every aspect related to safety and security of students including natural/ man-made disaster.
- g. To prepare class /vehicle wise list and maintain the reports of private vehicle including license /mobile number, students /parents also to be made aware regarding safety and security of student.
- h. To prepare class /vehicle wise list and maintain the reports of private vehicle including license /mobile number, students /parents also to be made aware regarding safety and security of student.
- i. To ensure safe arrival and departure of DIVYANG student including proper ramp special toilets and required any other aids.

## Safe Arrival and Departure of students

2024-25

S.N.	NAME	
1	All teachers teaching the last periods.	
2	All class teachers	
3	House on duty house master and associates	

### In-charges Of Different Dept./Areas/Event /Swachhta

2024-25

Following In-charges are instructed to monitor the given task/duties regularly /date wise and submit the completed proforma for the same to Vice principal at the end of each month.

S. No	Duty	In-charge	Signature
1	Inspection of School Building		
2	Monitoring of drinking water system		
3	Monitoring of campus Environment		
4	Monitoring of Cleanliness Roof/Chhajhas/Plinth protection		
5	Monitoring of Class room Maintains		
6	Monitoring of Common Areas		
7	Monitoring of Toilets/ Washrooms		

(SANGEETA GUTAIN)  
PRINCIPAL