



सत्यमेव जयते

Ministry of Education  
Government of India



# पी एम श्री केंद्रीय विद्यालय कमला नेहरु नगर गाज़ियाबाद (द्वितीय पाली)

PM SHRI KENDRIYA VIDYALAYA  
GHAZIABAD (SECOND SHIFT)



तत् त्वं पूषन् अपावृणु  
केन्द्रीय विद्यालय संगठन

COMMITTEES FOR SESSION 2024-25

ARUN SHARMA  
PRINCIPAL





पी एम श्री केंद्रीय विद्यालय  
कमला नेहरू नगर गाज़ियाबाद  
उ. प्र.: २०१००२  
फ़ोन: ०१२०-२७८९४९१  
विद्यालय क्र.: ६४०१४  
पंजीयन क्र.: २१०००४०  
Website: [www.ghaziabad.kvs.ac.in](http://www.ghaziabad.kvs.ac.in)




PM Shri Kendriya Vidyalaya  
Kamla Nehru Nagar Ghaziabad  
UP-201002  
Ph:0120-2789491  
School Code:64014  
Affiliation No:2100040  
e-mail:-kvknngzbshift1@gmail.com

ACADEMIC COMMITTEE

2024-25

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya during the year 2024-25. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge, the next senior member of the committee will automatically be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

1. **ACADEMIC AND ADMINISTRATIVE SUPPORT (SECONDARY):-**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	SH. ARUN SHARMA	PRINCIPAL		
2.	SH. IQBAL NASIR	VICE PRINCIPAL	Academic In charge	
3.	SH. S P TOMAR	PGT	Member	
4.	SMT. VIJAY LAXMI	TGT	Member	

**ACADEMIC AND ADMINISTRATIVE SUPPORT (PRIMARY) :-**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	SH. ARUN SHARMA	PRINCIPAL		
2.	SH. SANDEEP KUMAR	HEAD MASTER	Academic In charge	
3.	SMT. MANJU	PRT	Member	

**Duties:-**

- The committee will assist the Principal in day to day administrative matters.
- The committee shall go through the circulars received form KVS RO Agra and KVS HQ New Delhi and will devisethe method for implementation in the direction of Principal and Vice Principal.
- Verification of students’ attendance registers to ensure the collection of fees from all the students.
- The committee further verifies the entries of fees particulars in the student’s attendance register. Anydiscrepancy 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), Audit-Internal and A.G.
- Any other work assigned by the principal in day to day administrative matter.
- To ensure the attendance register, teacher’s diary and daily diary are maintained as per norms.
- To inform the Principal about the lapses in curricular and co-curricular activities and deviation from the decisions ofthe subject committee.

(ARUN KUMAR)  
PRINCIPAL



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## ADMISSION COMMITTEE FOR THE SESSION 2024-25

The following committee is hereby constituted for smooth and effective functioning of the admission process in the Vidyalaya during the year 2024-25. As such all the members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibilities.

### 2. ADMISSION:-

S.NO	NAME	DESIGNATION	MEMBER	Signature
S.NO	NAME	DESIGNATION	MEMBER	
1	SMT. SUNITA HANS	PGT BIO	I/C	
3	SH. S P TOMAR	PGT PHYSICS	MEMBER	
4	SH. SANDEEP SHARMA	HM	MEMBER	

- Duties: -**
- Distribution of forms and registration for admission as per the schedule issued by KVS.
  - Scrutiny of registration forms as per the extant admission guidelines of KVS.
  - Preparation of provisional list of selected candidates for all the classes.
  - To administer the admission test (wherever required) and preparation of merit list as per the admission guidelines of KVS.
  - To take the approval of VEC before the release of the merit list.
  - Maintenance of admission registers.
  - Admission of candidates based on KV TC as per KVS norms.
  - Admissions as per RTE Act.
  - Maintenance of admission records as per KVS guidelines in the prescribed Performa.
  - Details of admission (Provisional Admission list) for proper uploading on the website.
  - Ensure compliance of Covid-19 appropriate protocols during admission process.
  - To follow the admission guidelines scrupulously and any discrepancy in admission lists to be brought to the notice of Principal immediately.

(ARUN SHARMA)  
PRINCIPAL

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## EXAMINATION COMMITTEE FOR THE SESSION 2024-25

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### 3. EXAMINATIONS (Internal) and /Pre Boards:

#### **A – SECONDARY (Internal)**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	SH. D K NIGAM	PGT(ECO)	I/C	
2.	SMT. LALITA	TGT(MATHS)	Member	
3.	SH. CHARANJEET SINGH	TGT(HINDI)	Member	
4.	SMT. ANITA GOSWAMI	TGT(HINDI)	Member	
5.	SH. BIJENDER	SUB STAFF	Member	

#### **B – CBSE**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	SH. GAURAV JAIN	PGT(Bio Tech)	I/C	
2.	SH. A K SHRIVASTAV	PGT(GEO)	Member	
3.	SH. JAGJEET SINGH	WET	Member	
4.	SH. SATPAL	Sub staff	Member	

#### **C- Primary (Examination)**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	SH. FAKRUDDIN	PRT	I/C	
2.	SMT. VIBHA	PRT	Member	
3.	SMT. BEULAH JAMES	PRT	Member	

#### **D-Olympiad/JMO/KVPY/NTSE/AIPT/TERI/Other Competitive Exams-**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	SH. S P TOMAR	PGT(Phy)	I/C	



2.	SMT. SUNITA HANS	PGT(BIO)	Member	
3.	SH. GAURAV JAIN	PGT(CHE)	Member	
4.	SMT. DOLLY	PGT(MATHS)	Member	

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### **Duties:-**

- To prepare an action plan for conducting cyclic test for Class I & II, monthly test for classes III to V, VI to X and XI, XII and other classes.to conduct Periodic Assessments, Half Yearly and Session ending Examinations. SLATE and Back to Basic implementation.
- To collect and check the question papers along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- To procure the result register, progress reports, certificate of school based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.
- To conduct the tests as per guidelines of CBSE/KVS.
- Declaration of results as per the KVS schedule.
- To maintain and place all the records pertaining to examination before the member of panel inspection team.
- To issue the notices, circulars of the examinations to the staff from time to time.

(ARUN SHARMA)

PRINCIPAL

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## **TIME TABLE COMMITTEE FOR THE SESSION 2024-25**

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya during year 2024-25. As such all the members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

### **TIME TABLE AND ARRANGEMENT:A**

#### **– SECONDARY**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	SMT. DOLLY CHANDEL	PGT(MATHS)	I/C	
2.	SMT. PRATIBHA	TGT(MATHS)	Member	

#### **B – PRIMARY**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.		PRT	I/C	
2		PRT	Member	
3.		PRT	Member	

### **Duties:-**

- To prepare the class time table and teachers time table as per KVS norms.
- To prepare the special time table for remedial classes after school hours, Autumn break, Winter break, summervacation for the classes X and XII as per the direction of the Principal and KVS..
- To prepare the special time table for remedial teaching (slow learners in all classes).
- To make and distribute the arrangement work to the teachers.
- To display copy of arrangement work in the notice board.
- verification of part time teachers' salary statements and to affix their signature as a token of verification of presence of the part time contractual teachers.
- To maintain the arrangement register.
- To monitor and maintain the records of unattended class by the teachers who have regular or arrangement periods in the Class.
- To check the clashes if any in the time table.
- Preparation of vacancy position/Staff Strength /Proposal for requirement of new section etc.
- Any other work assigned by the Principal/Vice Principal.

(ARUN SHARMA)



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## **FURNITURE COMMITTEE FOR THE SESSION 2024-25**

The following committee is hereby constituted for smooth and effective arrangements of furniture for all the students and staff members of the Vidyalaya. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

### **FURNITURE:**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	SH. AJEET SRIVASTAV	PGT (GEO)	I/C	
2.	SH. JAGJEET SINGH	TGT(WET)	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 re-placed 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.
- Any duty assigned by the Principal/Vice Principal/H.M. from time to time.

(ARUN SHARMA)

PRINCIPAL



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## CLEANLINESS COMMITTEES FOR THE SESSION 2024-25

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### 8. CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (SWACHH BHARAT ABHIYAN)

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	SMT. KANCHAN MALA	PGT(CS)	I/C	
2.	SMT. RASHMI SHARMA	TGT(ENG)	Member	
3.	SRI. OMVIR SINGH	LIB	Member	

**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.
- a). To supervise the work of the people deployed under housekeeping.
- b). To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- c). To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- d). To make arrangements for clearing the wild bushes and thorny plants that are growing in different parts of school campus.
- e). to ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- f). . To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- g). In – charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility.
- (h) The In – charge and each of the member will be held responsible for the lapses and the deviations of the orders

Arun Sharma

Principal



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## **GARDENING AND BEAUTIFICATION COMMITTEE 2024-25**

The following committee is hereby constituted for taking care of the garden of the Vidyalaya and ensuring the implementation of Harit Vidyalaya Plan during the year 2024-25. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

### **GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Sangeeta Singh	TGT (AE)	I/C	
2.	Sh. Jagjeet Singh	WET	Member	

#### **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/Herbal Garden in the campus.
- To Co-ordinate between the different departments to seek the co-operation for development of garden.
- To motivate and Guide the Children to bring and Plant a sapling on their birthday and own the plots by caring them.
- To display the quotations in the corridors and class rooms. To fix bulletin board in the class room for display of educational charts. To decorate the corridor and common areas with paintings photographs of National leaders, Scientists. To ensure the display of material in the bulletin boards.

(ARUN SHARMA)



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## **COMMITTEES FOR THE SESSION 2024-25**

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### **SCIENCE CLUB/ NATURE CLUB/ SCIENCE EXHIBITION/NCSC**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. S P Tomar	PGT (Phy)	I/C	
2.	Smt. Sunita Hans	PGT (Biology)	Member	
3	Sh. Gaurav Jain	PGT (Chemistry)	Member	
4.	Smt. Deepti Bhagat	TGT (Science)	Member	
5.	Smt. Vijay Laxmi	TGT (Science)	Member	

### **Duties:-**

- To Motivate the students to prepare the exhibits based on theme given by KVS.
- To organize Vidyalaya level Science 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 temper among the students by adopting activities based method in teaching learning process.
- To encourage the children to give online projects by using computers.
- Effective and optimum use of Labs and equipment.
- To encourage the students for experimentation and innovation.
- To organize talk/Film show on Science and to arrange for excursion.

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## **COMMITTEES FOR THE SESSION 2024-25**

### **VIDYANJALI COMMITTEE**

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### **VIDYANJALI COMMITTEE :**

S.no	Name	Designation	Member	Signature
1.	Sh. Ajeet Kumar	PGT (Geo)	I/C	
2.	Sh. Gajraj	PGT (CS)	Member	

**The aforesaid committee members are requested to render their services wholeheartedly to make this programme a grand success.**

### **Duties:-**

- To Register at least two volunteers every month.
- To conduct one outreach programme of Vidyanjali every month.
- To display banners, hoardings etc. to popularize the programme and sensitize the potential volunteers.
- To upload the photograph and videos of the activities conducted under Vidyanjali on Vidyalaya portal.

(ARUN SHARMA)

PRINCIPAL

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e-mail:-kvknngzbshift1@gmail.com

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### **SOCIAL SCIENCE CLUB/Integrity CLUB/ACP/EBSB/AKAM/PPC/Skill Hub:**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. S N Tripathi	PGT(History)	I/C	
2.	Sh. D K Nigam	PGT(Eco)	Member	
3.	Sh. Ajeet Kumar	PGT(Eco)	Member	
4.	Smt. Neeraj	TGT (SST)	Member	
5.	Smt. Rita Singh	TGT (SST)	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 Vidyalaya Level/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 national level.
- To ensure project based/Activity based teaching learning in all the classes.
- To collect the resource of Social Science material and use it in Class room transaction.
- To suggest the Principal the way and means to develop a hub of learning & knowledge.

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### YOUTH PARLIAMENT COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. S N Tripathi	PGT(History)	I/C	
2.	Sh. D K Nigam	PGT(Eco)	Member	
3.	Sh. Ajeet Kumar	PGT(Eco)	Member	
4.	Smt. Neeraj	TGT (SST)	Member	
5.	Smt. Rita Singh	TGT (SST)	Member	

### DUTIES-

- Preparation of Script for youth Parliament.
  - Selection of students for the youth parliament.
  - To prepare the students for the competition and practice for the youth parliament.
  - To make the necessary arrangement for participation in Regional Level youth parliament after thorough practice.
  - To observe the parliamentary procedure and to maintain discipline & decorum during participation and preparation.
  - Seating arrangements/P.A.System.g).Dress
- It is the responsibility of the Incharge to complete the task and report the Principal. Responsibility will be fixed for any failure of achievement of target.

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#### **MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER:**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Jagjeet Singh	TGT(WE)	I/C	
2.	Sh. Awadhesh Yadav	PGT(PHE)	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 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.
- To find out the safety hazards and take action for correction/repairing/Maintenance in consultation with the Principal.
- To take the steps for obtaining safety certificate from concerned agency.
- To contact the construction agency for getting estimates of work and to put the efforts for it.

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S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Deepti Bhagat	TGT (BIO)	I/C	
2.	Smt. Vijay Laxmi	TGT(Science)	Member	

### **Duties:**

- To procure the required number of medical cards in the beginning of the academic session.
- To distribute the medical cards to the class teachers based on strength.
- To arrange the medical checkup twice in a year (in the month of July and January)
- To ensure the follow up action after the medical checkup.
- To facilitates the students to avail the services of Doctor, Nurse and Counselor.
- To recommend the course of action for effective and optimum utilization of the services of the Doctor, Nurse and counselor.
- To identify the students for counseling and grey area for counseling and guidance.
- To help for preparation of records and its verification.



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### **INTERNAL COMPLAINT COMMITTEE (UNDER POSH Act)-**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Sunita Hans	PGT(Bio)	I/C	
2.	Smt. Bharti Seth	PGT(Hindi)	Member	
3.	Smt. Vijay Laxmi	TGT(Science)	Member	
4.	Smt. Manju Singh	PRT	Member	

### **Duties:-**

- To train the students about the good touch and bad touch.
- To guide the students in group and in person whenever required.
- To monitor thoroughly to prevent the students from sexual harassment.
- To identify the cases of sexual harassment of students and bring it to the notice of Principal immediately.
- The committee will avail full power for investigation of any reported case of sexual harassment in consonance with the extant rules of Kendriya Vidyalaya Sangathan and Govt. of India and follow the guidelines issued by the different authorities from time to time.
- The committee will receive the complaint from the student and suggest the Principal course of action for redressal.
- The committee will take the help of doctor and counsellor wherever required.
- The committee members will update their knowledge of the rule and regulations.

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### **LIBRARY COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Omvir Singh	Librarian	I/C	
2	Smt. Kanchan Mala	PGT(CS)	Member	
3.	Smt. Lalita Kumari	TGT(Maths)	Member	
4.	Smt. Manju	PRT	Member	

- The meeting of the committee will be held at least once in a month. The agenda points to be circulated well in advance.
- Committee will submit the list of books to be procured subject and prepare the list of standard books as per the need of the students and staff.
- To prepare the Plan for library and its implementation.
- To inculcate reading habits among the staff & children different activities to be undertaken by the library committee.
- To organize books exhibition on important occasions.
- It is the personal responsibility of the librarian to ensure the automation of the library.
- To develop the library as a digital library.
- To monitor the issue and return of the books and select the best reader among the students and teachers on certain parameters to be devised by the committee.
- To develop the library as knowledge hub.

(ARUN  
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### **DISCIPLINE COMMITTEE: -**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Awadhesh Yadav	TGT(PHE)	I/C	
2.	Sh. S N Tripathi	PGT(History)	Member	
3.	Smt. Dolly Chandel	PGT(Maths)	Member	
4	Sh. Charanjeet Singh	TGT(Hindi)	Member	

### **Duties-**

- To check personal turn of students during assembly. To check the late comers during morning assembly. To observe the behaviour 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 rule against undisciplined 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 while movement of the students in Vidyalaya building.
- To refer the problematic cases to the counselor for diagnosis
- To inform the parents immediately about the indiscipline act of student. Checking of Diary.
- To monitor the attendance of the students and to bring the name of frequently absenting students in the notice of the Principal. To issue the notices of absent students with help of respective class teacher and to ensure the decrease of the number of absenting student.



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### SUBJECT COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Bharti Seth	PGT(Hindi) & Convener	All the Teachers teaching Hindi in Secondary and Sr. Secondary Classes	
2.	Sh. S P Tomar	PGT(Phy) & Convener Science	All the teachers teaching the Science Subjects & Comp. Science in Secondary, Sr. Secondary .	
2.	Sh. M R Premi	PGT(English) & Convener English	All the Teachers teaching English in Secondary and Sr. Secondary Classes	
3.	Smt. Dolly Chandel	PGT(Mathematics) & Convener Mathematics	All the Teachers teaching Mathematics in Secondary and Sr. Secondary Classes	
4.	Sh. Ajeet Kumar	PGT(Geography) & Convener	All the Teachers teaching Geo, Economics , History, S. St.in Secondary and Sr. Secondary Classes	
5.	Smt. Sangeeta Singh	TGT(AE)	All the Miscellaneous Teachers	

6.	Sh. Sandeep Sharma	HM/IC & Convener of CMP	All the Primary Teachers	
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**Duties:**

Subject conveners should convene the meeting with the member of their own faculty at least once every month or more if needed. Minutes of the meeting are to be submitted to the principal within the seven days after the meeting. Subject convener must invite the principal & Vice Principal for the meeting. The Agenda points must be circulated at least three days before the scheduled date of meeting. All the members must acquaint themselves with the agenda points.

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Subject conveners will discuss the following issues during the meeting:

- (i) Guidance regarding the maintenance of teacher diary/e-CTLT.
- ii). Coverage of syllabus as per the split up syllabus approved by KVS
- iii). Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS
- iv). Demo classes by rotation during the subject committee meeting
- v). Uses of computers and other audio visual aids in teaching learning process
- vi). Plan of evaluation of home assignment
- vii). To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
- viii). Plan of action for slow bloomers students & bright students.
- ix). Remedial teaching for weak students.
- x). Decoration of bulletin boards in corridors / class rooms with educational charts.
- xi). Club activity / Science and social exhibition.
- xii) The senior members of the committee will guide the newly recruited teachers.

**NOTE:** The convener of subject committee will be held responsible for non-conducting/Non submission of the records to the Principal. Attendance of all the members of committee must be ensured.

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### CCA COMMITTEE-

S. No.	Name	Designation	Member	Signature
1.	Sh. S N Tripathi	PGT(History)	I/C	
2.	Smt. Bharti Seth	PGT (Hindi)	Coordinator	
3	Sh. Hans Lal	TGT(Hindi)	Member	
4	Sh. Gajraj	TGT(Sanskrit)	Member	
5	Smt. Rashmi Sharma	TGT(Eng)	Member	
6	Smt. Anita	TGT(Hindi)	Member	

### **Duties:**

- To ensure that morning assembly programme is conducted within stipulated time and in the light of Article 92 of Education code for KVs.
- 
- To evaluate the various items of morning assembly programme on five point scale – Excellent, Very good, Good, Average, Below Average every day.
- To prepare the schedule for conducting morning assembly programme & the 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.
- Annual Planning of CCA activities – house wise.
- To maintain the result of CCA activities. Maintenance CCA Activities register
- Purchase and distribution of CCA prizes & medals.
- Arrangements for conducting Annual Day/Sports Day Cultural Programme.
- Showcasing of the achievements of the students and teachers.

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## COMMITTEE FOR THE SESSION 2024-25

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### **VIDYALAYA PATRIKA /NEWS LETTER/ INVITATION CARD/CERTIFICATE:**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Bharti Seth	PGT(Hindi)	I/C	
2.	Sh. M R Premi	PGT(English)	Member	
3.	Sh. Hans Lal	TGT(Hindi)	Member	
4.	Sh. Charanjeet Singh	TGT(Hindi)	Member	
5.	Sh. Gajraj	TGT(SKT)	Member	
6.	Smt. Rashmi Sharma	TGT(ENG)	Member	
	Ms. Komal Tiwari	TGT(Eng)	Member	
7	Smt. Anita	TGT(HINDI)	Member	
8	Smt. Jyoti	PRT	Member	
9	Smt. Vibha	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. Articles 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 July 2023.
- 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 60 pages-(English section: 20 pages- Hindi section: - 20 pages, Sanskrit section: 10 pages and 10 pages- Art, drawing and paintings.
- Editorial board select the article for the class magazine. These articles are to be arranged section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section. Editorial board can invite the article from teachers' side also.
- 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.

d). The editorial board should make concerted effort to bring about the school magazine in time.

(ARUN SHARMA)  
PRINCIPAL

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#### **RAJBHASHA SAMITI:-**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1	Smt. Bharti Seth	PGT(Hindi)	I/C	
2	Smt. Snita	TGT (Hindi)	Member	
3	Sh. Hans Lal	TGT(Hindi)	Member	
4.	Sh. Charanjeet Singh	TGT (Hindi)		
4	Sh. Sandeep Sharma	HM	Member	
5	Sh. Sanjeev Kumar	SSA	Member	

#### **Duties:-**

- To implement the decision taken during Nagar Rajbhasha committee meeting.
- To attend Nagar Rajbhasha committee as and when required.
- To send periodical report to the KVS RO Guwahati, KVS New Delhi, Nagar Rajbhasha committee.
- To monitor and help the office for implementation of Rajbhasha in day to day office works.
- To follow the guidelines issued by Rajbhasha Committee of MHA in letter & spirit.

(ARUN SHARMA)



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### **PHOTOGRAPHY:**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Jagjeet Singh	TGT(AE)	I/C	
2.	Sh. Charanjeet Singh	TGT (Hindi)	Member	
3.	Sh. Omvir Singh	LIBRARIAN	Member	

### **Duties:-**

- To ensure the photography/Videography as important occasions days/ functions.
- To make the camera ready all the time and get the snaps of the activities conducted during morning assembly and CCA.
- Printing of photographs and its display on the various locations.
- Uploading the photographs of different events on website and blog of the Vidyalaya.
- Collection of photographs for Magazine and News Letter.
- Maintaining the folder of photos and videos in the Computers.

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### **EDUCATIONAL TOURS / EXCURSION:**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Awadhesh Yadav	TGT(PHE)	I/C	
2.	Smt. Kanchan Mala	PGT(CS)	Member	
2.	Smt. Pratibha Mishra	TGT(Maths)	Member	
3.	Sh. Gajraj	TGT(SKT)	Member	
4.	Smt. Sushila Goel	PRT	Member	

### **Duties:**

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

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### UDISE+ PORTAL

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. CHARANJEET SINGH	TGT(HINDI)	I/C	
2.	Smt. Bharti Seth	PGT(Hindi)	Member	
3.	Smt. Neelam Jaini	PRT	Member	
4	All the class teachers		Members	

### Duties-

- All the data to be uploaded by the Class Teachers. It is the personal duty of the Class Teachers to ensure the correctness of data.
- For any Time lagging in the work will be viewed seriously and action will be taken against defaulter Class Teachers.
- The In-Charge is directed to make necessary arrangements for internet connectivity and other required infrastructure.

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#### **UBI FEE VERIFICATION & FEE EXEMPTION COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Kanchan Mala	PGT (CS)	I/C	
2.	Sh. M R Premi	PGT (Eng)	Member	
3.	Smt. Sangeeta Agarwal	TGT(Eng)	Member	
4.	Smt. Susheela Goel	PRT	Member	

#### **DUTIES-**

- To update the fee records properly.
- To update the details of students correctly in UBI Portal. The responsibility will be fixed against the Class Teacher for any discrepancy or incorrectness of data found after verification.
- Any discrepancy found by the class teacher must be brought to the notice of the Principal and correction be made with the approval of the Principal.
- The First verification of fee details must be completed by the Class Teacher well in time.

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### **CMP/PRIMARY EDUCATION/FLN/NIPUN/ ROOTS TO ROOTS**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. Sandeep Sharma	HM/IC	I/C	
2	Sh. Fakruddin	PRT	MEMBER	
3	Smt. Misha	PRT	MEMBER	
4	Smt. Hemlata	PRT	MEMBER	
5	Smt. Renu Bala	PRT	MEMBER	

Duties:

1. To monitor strict adherence of CMP activities for primary
2. Maintenance of CMP records.
3. Plan and conduct CMP meetings with permission of the chair.

(ARUN SHARMA)

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### **SCOUTS AND GUIDE**

S.NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. Jagjeet Singh	TGT (AE)	I/C	
2	Smt. Rashmi Sharma	TGT(English)	Member	
3	Sh. Fakruddin	PRT	Member	

1. To attend the vidyalaya in complete uniform on every Wednesday and on other activity days.
2. To prepare eligible students for various test s & activities and records for the same.
3. To take part actively in scouting/Guiding programmers.
4. Any other instructions issued from time to time.

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### **Games and Sports/SBSB/Fit India Movement/Khelo India**

SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. Awadhesh Yadav	TGT(PH&E)	I/C	
2	Sh. Jagjeet Singh	TGT (AE)	Member	
3	Sh. Gajraj	TGT (SKT)	Member	
4	ALL COACH			

### **Primary**

SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. Fakruddin	PRT	Member	
2	Smt. Pushpanjali	PRT	Member	
3	Smt. Arti Meena	PRT	Member	

#### **Duties:-**

1. To look into the proper availability of sports materials for the students.
2. To plan for conducting sports activities at Vidyalaya level.
3. To comply with the instructions for KVS regional & National sports Meet.

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### **Computer and IT development/Website Maintenance**

<b><u>SL NO</u></b>	<b><u>NAME</u></b>	<b><u>DESIGNATION</u></b>	<b><u>MEMBER</u></b>	<b><u>Signature</u></b>
1	Smt. Kanchan Mala	PGT (CS)	I/C	
2	Smt. Rashmi Sharma	TGT (Eng)	Member	

#### **Duties:-**

1. To ensure proper development of IT infrastructure and to assist the authority.
2. To ensure timely execution of computer related works
3. To ensure proper functioning of the computer & peripherals fitted at various places & departments of the Vidyalaya.

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## **PRASHTHA, SATHEE AND SAMAGAM PORTAL**

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S. NO	NAME	DESIGNATION	MEMBER	Signature
1	Ms. Komal Tiwari	TGT (English)	I/C	
2	Smt. Rita Singh	TGT(SST)	Member	

Duties:-

1. To ensure proper maintenance of PISA Records.
2. To ensure compilation of PISA related questions in classroom activity.
3. To ensure timely execution of PISA related works
4. To ensure proper development of PISA corner in the Vidyalaya.
5. To compile and send PISA related records to KVS authorities.

(ARUN SHARMA)

PRINCIPAL

पी एम श्री केंद्रीय विद्यालय  
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## **PURCHASE COMMITTEE & GeM PROCUREMENT COMMITTEE**

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SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. Sanjeev Kumar	SSA	I/C	
2	Sh. Jagjeet Singh	TGT (WE)	Member	

Duties:-

1. To ensure timely completion of Procurement.
2. To ensure maintenance of records of Procurement.
3. To ensure timely submission of reports to KVS authorities.

(ARUN SHARMA)

PRINCIPAL

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## **CANTEEN COMMITTEE**

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SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. Naresh Kumar	VP(FS)	I/C	
2	Sh. Iqbal Nasir	VP(SS)	Member	
3	Sh. Parth Singh	TGT(WE-FS)	Member	
4	Sh. Awadhesh Yadav	TGT (WE-SS)	Member	

Duties:-

1. To ensure Proper Checking of Canteen Goods.
2. To ensure maintenance Quality of Canteen Goods .
3. To ensure Verification of Rates and other related issues of canteen.

(ARUN SHARMA)

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## **ENROLLMENT POSITION COMMITTEE ON MIS PORTAL**

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SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Smt. Neeraj	TGT(SST)	I/C	
2	Smt. Lalita	TGT(Maths)	Member	
3	Smt. Anita	LTGT(Hindi)	Member	

Duties:-

1. To ensure timely completion of Enrolment Position.
2. To ensure correct and proper maintenance of monthly records of Enrolment.
3. To ensure timely submission of reports to KVS authorities.
4. To ensure Enrolment position must match with admission and withdrawal in every month.

(ARUN SHARMA)

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**SEXUAL HARASSMENT OF WOMEN AT WORK**  
**PLACE(INTERNAL COMPLAINT**  
**COMMITTEE)**

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<b><u>SL NO</u></b>	<b><u>NAME</u></b>	<b><u>DESIGNATION</u></b>	<b><u>MEMBER</u></b>	<b><u>Signature</u></b>
1	Smt. Sunita Hans	PGT(Bio)	I/C	
2	Smt. Bharti Seth	PGT(Hindi)	Member	
3	Smt. Vijay Laxmi	TGT(Science)	Member	
4	Smt. Manju Singh	PRT	Member	

(ARUN SHARMA)

PRINCIPAL



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## **SCHOOL BEAUTIFICATION AND UPKEEPMENT COMMITTEE**

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2024-25. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee

SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Smt. Sangeeta Singh	TGT(AE)	I/C	
2	Smt. Kanchan Mala	PGT(CS)	Member	
3	Smt. Anupma Sajwan	PRT	Member	

Duties:-

1. To ensure proper upkeepment of the vidyalaya premises.
2. To suggest any shortcoming or beautification related work.
3. To ensure beautification of vidyalaya at all corners .
4. To ensure timely submission of reports to KVS authorities.

(ARUN SHARMA)

PRINCIPAL

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## **INCOME TAX CALCULATION AND FORM 16 GENERATION COMMITTEE**

### **Salary Preparation & Fee record Verification**

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SL NO	NAME	DESIGNATION	MEMBER	Signature
1	Sh. Sanjeev Kumar	SSA	I/C	
2	Sh. Sandeep Sharma	HM	Member	
3.	Smt. Pratibha Mishra	TGT( Maths)	Member	

Duties:-

1. To ensure proper planning & Calculation of income tax of every employee monthly basis .
2. To ensure generation of form 16 and calculation of broad sheet of all employees .
3. To ensure timely submission of reports to KVS authorities.

(ARUN SHARMA)

PRINCIPAL

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## **CARRIER GUIDANCE/COUNSELLING/ AEP COMMITTEE**

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S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Sunita Hans	PGT (Bio.)	I/C	
2.		Counsellor	Member	
3.		Nurse	Member	

Duties:-

1. To remain in contact with the employment exchange and to invite experts to guide the students to choose their career accordingly.
2. To identify the students to select their stream according to their interest, potential and resources.
3. To involve the parents to help their wards to select proper stream.
4. To help the students to appear various career enhancing exams, i.e. IIT, FITJEE, NTSE, KVPY and soon.

(ARUN SHARMA)

PRINCIPAL

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## TEACHING AIDS/ AUDIO-VISUAL AIDS

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S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Priyanka Pandey	TGT (Maths)	I/C	
2.	Smt. Renuka	PRT	Member	

Duties:-

1. Procurement of Audio Visual and teaching aids.
2. Upkeep of audio visuals and teaching aids.
3. List of audio Visual and teaching aids used by the teachers. Planning of educational tour different classes as per schedule given by the KVS.

(ARUN SHARMA)

PRINCIPAL

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## STUDENT COUNCIL

The following committee is hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2024-25. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee.

S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. S N Tripathi	PGT (History)	I/C	
2.	Sh. Awadhesh Yadav	TGT (PHE)	Member	
3.	Sh. Charanjeet Singh	TGT (Hindi)	Member	
4.	Smt. Vijay Laxmi	TGT (Science)	Member	

### Duties:-

1. To select council members worthy of taking charge of the discipline of the Vidyalaya.
2. To select members as per instruction of KVS.
3. Selection to be done on the basis of filing of nomination and interview thereof.
4. Formation of Student Council to be completed by July 2023 (after admission in Class XI)
5. Badge Ceremony to be conducted in a be-fitting manner.
6. Report and photographs to be submitted to the Principal and a copy to be sent to RO Agra.
7. Meeting of the Council to be taken from time to time by the Council Committee.
8. Register and Record of Student Council meeting to be maintained, duly signed by the Principal.
9. Feedback of Syllabus coverage from Classes VI to XII once in a month.

(ARUN SHARMA)

PRINCIPAL

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## PRERNA PORTAL

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S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. S N Tripathi	PGT (History)	I/C	
2.	Smt. Pratibha Mishra	TGT (Maths)	Member	
3.	All Class Teachers from 9 to 12	TGT/PGT	Members	

(ARUN SHARMA)

PRINCIPAL

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## YUVIKA (Young Scientist Program )

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S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Smt. Deepti Bhagat	TGT (BIO)	I/C	
2.	Smt. Sunita Hans	PGT (BIO)	Member	
3.	Smt. Vijay Laxmi	TGT (Science)	Member	

(ARUN SHARMA)

PRINCIPAL



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## MISSION LIFE AND MERI LIFE PORTAL

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S.NO	NAME	DESIGNATION	MEMBER	Signature
1.	Sh. Gaurav Jain	PGT(Chemistry)	I/C	
2.	Smt. Lalita	TGT (Maths)	Member	

(ARUN SHARMA)

PRINCIPAL



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## COMMITTEE FOR THE SESSION 2024-25

The following committees are constituted for smooth and effective functioning of the Vidyalaya for the year 2024-25. The committee I/cs and members will be responsible for general discipline and safety & security of students and Vidyalaya properties in areas allotted to them. They will be present at the places allocated to them and remain watchful and alert about upkeep of the areas apart from general discipline and safety & security of students and Vidyalaya properties. The undersigned will ask for the compliance from the in-charge or in absence of in- charges any member of the committee. In absence of the in-charge the next senior member of the committee will automatically will be the in- charge and so on but all the members will be equality responsible.

### Discipline duty during Morning Assembly :

S.N	Duty Assigned	Place	Name of teachers	Sign
1	Discipline during entrance of students	At main Gate (II)	All the teachers who are not the class teachers	
2	Discipline and record keeping of late comers	In Assembly Ground	Sh. Awadhesh Yadav Games Coach	
3	Discipline afterdispersal	At main Gate (I)	Sh. Awadhesh Yadav Games Coach	
		In Assembly Ground Area	To be arranged every day by the time table I/C	
		Children Park		
		Canteen Area		
		Selfie Point Area		

NOTE:- During morning assembly class teachers & co-class teachers will be around their classes and takecare of discipline, Uniform, hair & nails of their students.

(ARUN SHARMA)

PRINCIPAL

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### Discipline duty during Recess

S.NO.	Place of Duty	Name of Teachers
1	Canteen Area	To be arranged every day by the time table I/C
2	Assembly Ground Area	
3	Children Park	
4	Corridor having classes VII and IX	
5	Corridor having classes VI & VIII	
6	Corridor having Computer Labs	
7	Area between Exam Dept. and Physics/Chemistry Labs	
<div>(ARUN SHARMA)</div> <div>PRINCIPAL</div>		

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