

**KENDRIYA VIDYALAYA, Sec-24 NOIDA SHIFT-1, 2024-2025**

| <b>S.N</b> | <b>NAME OF COMMITTEES</b>   | <b>In-charge</b>        |
|------------|---|-------------------------|
| 1          | Academic & Administrative Support Committee   | Vice principal          |
| 2          | Admission Committee & TC preparation Committee  | Varnika Bhardwaj Sharma |
| 3          | HOME Exam Department & Moderation Committee   | Madhu Sharma            |
| 4          | CBSE Exam Department & Moderation Committee   | SONU KUMAR              |
| 5          | Time Table & Daily arrangement committee  | Shefali Chaudhary       |
| 6          | CCA Committee Internal Activities & Morning Assembly Committee                                | Manorama                |
| 7          | CCA Committee External Activities & PPC   | Romani Singh            |
| 8          | Cleanliness & Conservancy Monitoring Committee  | Damini                  |
| 9          | Flag Hosting  | Abhishek Chaudhary      |
| 10         | M & R Building School ( Water and Fire Safety )   | Saurabh Dutt            |
| 11         | Purchase Committee  | N. K. Srivastava        |
| 12         | Furniture Committee   | Mukta Purohit           |
| 13         | Discipline committee / Sports Committee   | Abhishek Chaudhary      |
| 14         | Educational tour & trip committee (Excursion), Transportation Committee                       | Sultan Singh            |
| 15         | Scout and Guide , CUB & BULBUL  | Pooja Gandotra          |
| 16         | Disaster Management & Security Committee  | M S Kaushik             |
| 17         | CS 54 and CS11, Fees Record Committee   | NITIN AVIRAL            |
| 18         | Preparation of Identity Card , Fee concession , Enrollment & RTE Committee                    | NITIN AVIRAL            |
| 19         | SARAL, Shaala Siddhi , UDISE, UBI ,Fee Verification (Second level) Committee, GIS/GLIS Portal | NITIN AVIRAL            |
| 20         | Monthly Report ICT, , Maintenance of E- class room ,, Website Updation, Social Accounts       | MEENA GUPTA             |
| 21         | Alumni , Samangam ,MIS, Vidyanjali , Prashastra, NISHTA/ DIKSHA PORTAL                        | MEENA GUPTA             |
| 22         | Quarters allotment & License Fee recording committee , M & R Staff Quarters committee         | M. Sultana              |
| 23         | Medical Checkup, Vaccination and First Aid Committee  | Shalini Verma           |
| 24         | Photography Committee   | Harshalata              |
| 25         | Primary Resource Room (Activity Room) & TLM Procurement committee                             | Taruna Nagpal           |
| 26         | Food, Hospitality Reception & Refreshment Committee   | Ruchi Chauhan           |
| 27         | Vidyalaya Magazine Committee & Quarterly News Letter Committee, e-News Paper                  | Barnali Das/ Deepa Jain |
| 28         | Office & GeM  | N. K. SRIVASTAVA        |
| 29         | Escort duty chart preparation committee   | SHEFALI CHAUDHARY       |

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| 30  | PM SHREE   | PREETI SHARMA   |
| 31  | CPD-50 HRS   | PREETI SHARMA   |
| 32  | Teaching Aids  | ARCHANA KUMARI  |
| 33  | CMP , Primary Education Committee, BALA  | RACHANA BAGGA   |
| 34  | Awakened Citizen Programme(ACP)  | LAXMI DEVI  |
| 35  | Career Guidance and Counseling, Adolescent Education Programme, Manodarpan   | DIVYA BHASIN  |
| 36  | EBSB Programme & Youth Parliament, Social Science Exhibitions  | POOJA AWASTHI   |
| 37  | Internal Complaint Committee   | VICE PRINCIPAL  |
| 38  | Grievance cell for SC/ST /OBC/Minorities & Physically, Handicapped   | SONU KUMAR  |
| 39  | Pre Matric /Post Matric Scholarship, Suggestion Box opening  | NEHA MEENA  |
| 40  | Arrangement of Staff Meeting and Reporting Minutes   | SILKY CHHABRA / SUSHILA NIMORIA   |
| 41  | Staff Club   | Anil Kumar  |
| 42  | Garden maintenance & Beautification of Vidyalaya Committee   | HARSHALATA  |
| 43  | Eco & Nature Club ,Developing - Kitchen Garden/ Plantation   | MUKTA PUROHIT   |
| 44  | National Credit Frame Work   | SONU KUMAR  |
| 45  | PUSTAK UPPAHAR   | M. SULTANA  |
| 46  | A.V.AIDS, CCTV cameras & PA SYSTEM   | SAURABH DUTT  |
| 47  | Vidyalaya Plan   | MEENAKSHI PARWAL  |
| 48  | Implementation of skill subjects   | MEENAKSHI PARWAL  |
| 49  | VMC(I + II)  | JYOTSANA  |
| 50  | PTA (I + II)   | SULTAN SINGH/Ritu Kataria   |
| 51  | DAILY ATTENDENCE GOOGLE SHEET  | COMP INST   |
| 52  | CLASSES FLOWER BEDS NEAR STAGE   | Pankaja Srivastava  |
| 53  | PISA(Sci/Eng/Maths)  | DIVYA BHASIN/ANIL KUMAR/ HEMA TIWARI  |
| 54  | Hindi Club (राजभाषा कार्यान्वय समिति)  | Manorama  |
| 55. | Olympiads  | Babli Rathore   |
| 56. | TLM  | Sunita Yadav  |
| 57. | Cultural (Primary)   | Vibha Shukla  |
| 58  | Gate Duty , HOUSE master (Shivaji,Tagore,Ashoka,Raman )  | NEELAM YADAV- S<br>SILKY CHHABRA - T<br>SUSHILA NIMORIA - A<br>POJA GANDOTRA -R |
| 59  | ENGLIS CLUB ( Literary Clubs, Art of Living)   | ROMANI SINGH  |
| 59  | Social science club (BIS, Yuva Tourism)  | Varnika B. Sharma   |
| 59  | Maths club ( Aaryabhata Maths challenge, PRMO)   | Shefali Chaudhary   |
| 59  | Science Club :<br>JIGYASA, YUVIKA ,NCSC , RBVP ,NTSC ,KVPY , INSPARED AWARD,NSE-IPAT,SCHOOL INNOVATION COUNCIL<br>&HACATHON ,Vidyarthi vgyan manthan , GSP (Green School Program ) | Sonia Baweja  |
| 60  | LABS/ROOMS - PHY, CHEM, BIO ,COMPUTER ,JR SCI,MATHS,<br>MEDICAL,SUPW,LIB,CANTEEN,SPORTS,ART,STAFFROOM  | Respective heads  |

**KENDRIYA VIDYALAYA NOIDA SHIFT 1**  
**LIST OF COMMITTEES FOR ACADEMIC YEAR 2024-25**

The following committees have been formed for the year 2024-25 for smooth functioning of the Vidyalaya. Every committee In-Charge is responsible for preparation of Annual/ Year Planner of all activities of his/her Department and at the end of every month committee will hold meeting and submit activity report of the month.

| S.no. | NAME OF COMMITTEE   | MEMBERS  | DUTIES  |
|-------|---|--|---|
| 1.    | <b>Academic &amp; Administrative Support Committee</b>            | <p><b>Secondary :-</b><br/>Vice principal<br/>Ms. Meenakshi Parwal<br/>Ms. Shefali Chaudhary<br/>Ms. Preeti Sharma<br/>Ms. Varsha Mohril<br/>H.M.</p> <hr/> <p><b>Primary :-</b><br/>(HM)<br/>RACHNA BAGGA</p>                                       | <ul style="list-style-type: none"> <li>• Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal.</li> <li>• The Sr. PGTs' will also contribute their might in dealing with academic works. They will be given the responsibility to prepare plan and schedule for Notebooks (C/w &amp; H/w) checking.</li> <li>• Preparing academic calendar department wise for 2024-25.</li> <li>• Planning Execution &amp; supervision of the implementation of academic and co-curriculum activities &amp; routine work.</li> <li>• Assisting, advisory and supporting the Principal totake decision during emergencies and in routine work.</li> <li>• To make co-ordination with other teachers and duties to be assigned for remedial classes / MOD duties / Gate duty.</li> </ul> <p>Any other related work.</p>   |
| 2     | <b>Admission Committee</b><br><br><b>TC preparation Committee</b> | <p>Ms. Varnika Bhardwaj Sharma (I/C)<br/>Mr. Chaman Singh<br/>Sh. Anil Kumar (TC)<br/>Ms. Babli Rathore<br/>Ms. Sushila Nimoria<br/>Ms. Kalpana Singh<br/>Ms. Ruchi Chauhan<br/>All class teachers of class I</p> <p><b>Office</b><br/>Ms. Manju</p> | <ul style="list-style-type: none"> <li>• To plan admission procedure as per KVS guidelines.</li> <li>• Planning, execution, dissemination &amp; supervisionto ensure error free Registration.</li> <li>• Maintenance of the admission records i.e. registration, provisional list, waiting lists, categorywise details of admission etc.</li> <li>• Supervision of SR registers i.e. completion of detailed &amp; correct entries from admission form.</li> <li>• Coordination with Examination department for conducting tests/ examination for fresh admissionin the class.</li> <li>• Any other correspondence related to the admission department.</li> <li>• Preparation, checking and issuance of TC after realizing all fees payment &amp; other dues(necessary)</li> <li>• Keeping the entries of the same in SR register.</li> <li>• Updation of TC on school website &amp; any other portal if required.</li> </ul> |



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| 6/7 | <p align="center"><b>CCA Committee</b></p>                                      | <p><b>Secondary / Sr. Secondary</b><br/> <b>All internal activities and Morning Assemble</b><br/> Ms. Manorama I/C<br/> Ms. Mahesh Nagar<br/> Ms. Barnali Das<br/> Ms. Deepa Jain<br/> <b>All External Activities</b><br/> Ms. Romani Singh I/C<br/> Mr. Sultan Singh<br/> Ms. Laxmi Devi<br/> Ms. Soni Raj<br/> Mr. Suvas Chand<br/> <b>Primary</b><br/> Ms. Rashmi Gupta I/C<br/> Ms. Sanghpriya Gupta<br/> Ms. Ritu<br/> Ms. Manju Bala<br/> Ms. Priya Mehta<br/> Ms. Taruna Nagpal</p> | <ul style="list-style-type: none"> <li>• Preparation of Calendar of activities for 2024-25</li> <li>• Preparation of Days to be observed and celebrated in the year 2024-25</li> <li>• House distribution activity</li> <li>• Constitution of student's council.</li> <li>• Planning, preparation and Celebration of Annual Day as well as all special days.</li> <li>• Distribution of display boards to different departments and regular monitoring of all display boards. (including class room display boards)</li> <li>• Theme selection for every month and carrying out the suggested activities</li> <li>• Maintaining the record of achievements of the students of house and maintaining transparency in the result.</li> <li>• Planning &amp; implementation of activities, competitions as per the directions &amp; documentation of the same.</li> </ul> |
| 8   | <p align="center"><b>Cleanliness &amp; Conservancy Monitoring Committee</b></p> | <p>Ms. Damani I/C<br/> PGT ENG<br/> Ms. Harshalata<br/> Mr. Pradeep Kumar<br/> Sh. Suvash Chand<br/> Sh. Mahesh Nagar<br/> Ms. Varinder Jeet Kaur<br/> Ms. Rachana Tiwari<br/> Sh. Dheeraj<br/> Ms. Tarannum Razia<br/> Ms. Neelam Gautam<br/> Pol. SCI PGT , TGT SKT , TGT SST<br/> (Counsellor), (Apparel), ALL Comp .Instructors<br/> All sports Coaches, (Nurse) , (Art&amp; Craft)</p>  | <ul style="list-style-type: none"> <li>• Procuring materials for cleanliness for entire school campus (if required).</li> <li>• Distribution of such materials to housekeeping staff regularly.</li> <li>• Assigning duties to wing in charges, cleanliness monitors, housekeeping staff.</li> <li>• Proper monitoring of school cleanliness (including class rooms, departments, corridors, assembly ground, playground etc.) with the help of wing in charges and cleanliness monitor.</li> <li>• Keeping records of attendance of housekeeping staff, work done by them, use of materials and any other related work.</li> <li>• Reporting the performance report of housekeeping staff regularly.</li> </ul>   |

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| 9  | <b>Flag Hosting</b>  | Sh. Abhishek Chaudhary I/C<br>All coaches & Yoga  | <ul style="list-style-type: none"> <li>• Duty allotment and monitoring flag hoisting and lowering.</li> </ul>  |
| 10 | <b>M &amp; R committee<br/>School Building<br/>,( including water ,<br/>fire )</b> | Sh. Saurabh Dutt I/C<br>Sh. Chaman Singh<br>Ms. Harshalata<br><br><b>Primary</b><br>Ms. Sunita Yadav<br>Ms. Sonika Sharma | <ul style="list-style-type: none"> <li>• Maintain register for complaints and repairs work for school building.</li> <li>• Raising the quotations for procurement of materials required for civil work.</li> <li>• Monitoring of Vidyalaya infrastructure development and works in progress</li> <li>• Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya &amp; Informing Principal the areas of immediate attention</li> <li>• Monitoring and recording of civil work / repair work undertaken</li> <li>• Preparing the estimates and submitting request for procurement of materials such as gitty (stonedust/ stones), sand, cement etc., with clear justification</li> <li>• Maintenance of record of stock registers.</li> <li>• Certifying the proper usage of material at appropriate and required places</li> <li>• Certifying the proper usage of material at appropriate and required places.</li> <li>• Ensuring proper functioning of electrical fittings and fixtures.</li> <li>• Informing Principal the areas of immediate attention.</li> <li>• Noting &amp; reporting of meter reading of staff quarters every month &amp; maintaining the register for record.</li> </ul> |
| 11 | <b>Purchase Committee</b>  | Sh. N K Srivastava I/C<br>Ms. Preeti Sharma<br>Ms. Pooja Awasthi<br>Ms. M. Sultana  | <ul style="list-style-type: none"> <li>• Collection of requisition from concerned department</li> <li>• Placing order to the firm as per quotation approved. Making stock entry by the stockholder</li> <li>• Keeping record of consumption</li> </ul>   |

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| 12 | <b>Furniture Committee</b>  | <p><b>Secondary</b><br/>Ms. Mukta Purohit I/C<br/>Mr Pradeep Kumar<br/>Mr. Karan Singh</p> <p><b>Primary</b><br/><b>Mr. Mohit I/C</b></p>  | <ul style="list-style-type: none"> <li>• Preparing the list of articles for condemnation in the new format and keep ready for Physical Verification.</li> <li>• Raising the indent of the Furniture required within the ceiling.</li> <li>• Maintenance of furniture register &amp; inventories in each class, lab, departments, library, office etc regularly.</li> <li>• Checking of existence of furniture regularly.</li> <li>• Preparation of list of repairable and broken furniture.</li> <li>• Submission of requirements of shortage making inventory and monitoring.</li> </ul>  |
| 13 | <b>Discipline committee</b> | <p><b>Secondary / Sr. Secondary</b><br/>Sh. Abhishek Chaudhary I/C<br/>Ms. Meenakshi Parwal<br/>Ms. Sonia Baweja<br/>Mr. Sultan Singh<br/>Ms. Sushila Nimoria<br/>Sh. Saurabh Dutt<br/>Ms. Harshalata<br/>All coaches &amp; Yoga<br/>Counsellor<br/>Nurse</p> <p><b>Primary</b><br/>Ms. Pratima Shrivastava I/C<br/>Ms. Varinder Jeet Kaur<br/>Ms. Priya Mehta<br/>Ms. Damini<br/>Ms. Manju Bala</p> | <ul style="list-style-type: none"> <li>• Checking of student's uniform, late comers, students not attending assembly.</li> <li>• Checking of students' behavior in and outside the class.</li> <li>• Monitoring the movement of students in lines during arrival, departure and to ensure safe passage to students.</li> <li>• Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours. (With class teacher)</li> <li>• Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation.</li> <li>• A monthly report on discipline proceedings &amp; steps taken up and observations made have to be submitted to Vice Principal</li> <li>• Checking the Movement of students in corridor without Out pass and recording the same to intimate Principal for addressing the issue to Class teacher</li> <li>• Maintenance of records of related work.</li> </ul> |

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| 13 | <b>Sports Committee</b>                                     | Sh. Abhishek Chaudhary I/C<br>All Coaches and Yoga<br><b>Primary</b><br>Ms. Ruchi Chauhan<br>Ms. Kusum Linda<br>Ms. Sunita Yadav<br>Ms. Barkha<br>Comp Inst | <ul style="list-style-type: none"> <li>• Planning &amp; documentation of Vidyalaya sports activities, (Year calendar).</li> <li>• Monitoring blocks period.</li> <li>• Purchasing required material.</li> <li>• Arrangement of sports meet as per KVS norms</li> <li>• Planning and conducting Annual Sports Day celebration.</li> <li>• Conducting SBSB activities as per KVS schedule.</li> </ul>   |
| 14 | <b>Educational tour &amp; trip Transportation Committee</b> | <b>Sh. Sultan Singh I/C</b><br>Sh N. K Srivastava<br>Sh. Anil Kumar<br>Ms. Sasmita Dewedi<br>Ms. Rachna Bagga ( Primary)                                    | <ul style="list-style-type: none"> <li>• To communicate with transport department of different sections coming to school.</li> <li>• Ensure that every child / transport section received information of holidays/extra classes/ Half day school/ PTA meeting/ any other situations where there is change in time of school.</li> <li>• Ensure that no child is left behind after the school hours due to the transportation.</li> <li>• Keeping records of all vehicles (including private), information of drivers &amp; owners of the vehicle.</li> <li>• Keeping record of all the students about their mode of transportation for coming to school.</li> <li>• Planning of educational tour of different classes as per KVS guidelines ensuring full safety and security of students.</li> <li>• Deciding the places to visit through formal discussions with Principal and submit a report through the register meant for the purpose of excursions to children.</li> <li>• Taking students to local places of educational and tourist interest.</li> <li>• Planning of entire arrangement ( such as safety measures, communicating parents through NOC Letters, charting the buses, contacting the visiting places, taking permissions etc)</li> <li>• Preparation of report of visited places &amp; students feedback.</li> </ul> |

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| 15 | <b>Scout and Guide &amp; Cubs and Bulbul</b>        | Advance S/G<br>Ms. Pooja Gandotra<br>I/C<br><b>SMs:-</b><br>Sh. Pradeep Kumar I/C<br>Sh. Saurabh Dutt<br><b>GCs:-</b><br>Ms. Aruna Umrao I/C<br>Ms. Deepa Jain<br>Ms. Babli Rathor<br><b>CMs:-</b> Sh. Mohit I/C<br>Mr. Karan Singh<br>Ms. Ruchi Chauhan<br>Ms. Kalpana Singh<br><b>FLs:-</b> Ms. Rashmi Gupta I/C<br><b>Ms.</b> Sanghpriya Gautam<br>Ms. Priya Mehta<br>Ms. Laxmi Priya<br>Ms. Rachana Tiwari<br>Ms. Damini<br>Ms. Tarannum Razia | <ul style="list-style-type: none"> <li>• Registration of unit</li> <li>• Fresh registration for Pravesh, Cubs, &amp; Bulbuls</li> <li>• Conducting upgrading camps &amp; celebrations related to scouts</li> <li>• Taking up Community development &amp; celebration related to scout</li> <li>• Submitting monthly reports &amp; carrying out other work related.</li> </ul> |
| 16 | <b>Disaster Management &amp; Security Committee</b> | Sh. M S Kaushik I/C<br>Sh. Abhishek Chaudhary<br>Ms. Meenakshi Parwal<br>Ms. Preeti Sharma<br>Ms. Madhu Sharma<br>Ms Varnika B. Sharma<br>Ms. Shefali Chaudhary<br>Ms Pooja Awasthi<br>Ms. Varsha Mohril<br>Ms. Hema Tiwari<br>Ms. M. Sultana<br>Sh. Saurabh Dutt<br>Ms Rachna Bagga<br>Ms. Anjali Singh<br>Ms. Kusum Linda  | <ul style="list-style-type: none"> <li>• Following disaster management instructions &amp; S.O.P. provided by KVS.</li> <li>• Ensuring safety and security of entire vidyalaya (students, staff, building, availability of portable water etc.)</li> <li>• Conducting mock drills.</li> </ul>  |

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| 17 | <b>CS54 and CS11 Fees Record, Committee</b>  | <b>Secondary</b><br>Mr. Nitin Aviral I/C<br>Ms. Himani<br><b>Primary</b><br>Ms. Kalpana Singh I/C<br>Ms. Sarita Dora | <ul style="list-style-type: none"> <li>• Maintenance of CS-54 &amp; CS-11 and its verification every month.</li> <li>• Submission of monthly statement of CS-54/ CS-11</li> <li>• To prepare calendar of activities to complete workin time.</li> <li>• Collection of details of existing students under anykind of fee concession ( BPL /Single girl child/ RTE) from all class teachers.</li> <li>• Considering new cases of fees exemptions as perKVS guidelines only.</li> <li>• Planning, collection &amp; verification of documents(bills etc.), documentation &amp; final payment to students under RTE.</li> </ul> |
| 18 | <b>Preparation of Identity Card Committee, Fees concession , RTE Committee</b>             | <b>Secondary</b><br>Mr. Nitin Aviral I/C<br><b>COMP Inst-1</b>   | <ul style="list-style-type: none"> <li>• Preparing Identity cards for all students ( Primary&amp; Secondary)</li> <li>• Updating enrolment (of students class-wise and section-wise), Staff vacancy position</li> </ul>  |
| 19 | <b>SARAL,Shaala Siddhi UDISE, UBI, GIS,GLIS PORTAL.</b>                                    | Sh. Nitin Aviral I/C<br>Comp Inst -1   | <ul style="list-style-type: none"> <li>• Uploading details &amp; maintaining records as perKVS &amp; State Govt. guidelines / directions.</li> <li>• Monitoring of second Verification of fees at UBI Portal and Other allied information required by KVS</li> </ul>   |
| 20 | <b>Monthly Report (ICT, Maintenance of E class room, Social Accounts, Website Updation</b> | Ms Meena Gupta I/C<br>Comp Inst -2   | Update Computer infrastructure data <ul style="list-style-type: none"> <li>• To upload various photos of Vidyalaya on socialaccounts (Facebook &amp; Twitter)</li> <li>• Updating of Vidyalaya website once in everyfortnight and as when it is required.</li> </ul>   |
| 21 | <b>Samagam, Alumni ,MIS, Prashastra Vidyanjali,Portal , NISHTA,DIKSHA</b>                  | Ms Meena Gupta I/C<br>Comp-2   | <ul style="list-style-type: none"> <li>• Collection of data from different sources.</li> <li>• Display of alumni details in alumni portal of vidyalaya website.</li> <li>• Planning for alumni meeting.</li> <li>• To conduct various activities as per KVS guidelines.</li> </ul>   |

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| 22 | <b>Quarters allotment &amp; License Fee recording committee, M &amp; R Staff Quarters committee</b> | Ms. M Sultana I/C<br>Ms. Aruna Umrao<br>Ms. Ritu<br>Ms. Anjali<br>Mr. Veerender   | <ul style="list-style-type: none"> <li>• Allotment of staff quarter as per KVS guidelines.</li> <li>• Recording of month-wise license fee and water electricity deductions made through salary bill.</li> <li>• Handing over &amp; taking over of quarters.</li> <li>• To make roaster of all type of quarters.</li> <li>• Monitoring of staff quarters electrical fittings and fixtures.</li> <li>• Preparing the estimates and submitting request for procurement of materials or required service with clear justification as per priority.</li> <li>• Monitoring and recording of any work / repairwork undertaken.</li> <li>• Keeping record of the material and proper usage of material purchased.</li> </ul> |
| 23 | <b>Medical Checkup, Vaccination and First Aid Committee</b>   | Ms. Shalini Verma I/C (Nurse)<br><br><b>Primary</b><br>Sh. Mohit Kumar<br>& All class teachers  | <ul style="list-style-type: none"> <li>• Planning a calendar of activities of the departments such as on which dates Medical checkup has to be carried out.</li> <li>• Planning &amp; coordination with local doctors for a medical checkup for children twice a year.</li> <li>• Keeping record of medical checkup with the help of class teachers.</li> <li>• Keeping first aid item readily available.</li> <li>• Getting the books binded and keep a record after the medical checkup.</li> <li>• Making a list of differently abled students &amp; to inform class teacher..</li> </ul>   |
| 24 | <b>Photography Committee</b>  | <b>Secondary</b><br>Ms. Harshalata I/C<br>ALL COMPUTER INSTRUCTOR<br><b>Primary</b><br>Sh. Dheeraj Kumar I/C<br>Ms. Ritu Yadav<br>Computer Inst | <ul style="list-style-type: none"> <li>• Photography of different events as per requirement.</li> <li>• Arrangement of photographer for important functions.</li> <li>• Display of photographs on display boards along with proper caption regularly.</li> <li>• Maintaining the album of the Vidyalaya Year-wise to be presented to visitors.</li> <li>• Provide photographs of various activities to Members of Social Media Committee.</li> </ul>   |



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| 28 | <b>Office &amp; GeM</b>                        | Sh. N.K. Srivastav I/C<br>All office Staff                         | <ul style="list-style-type: none"> <li>• Completion, maintenance and submission of all reports / records as per KVS guidelines.</li> <li>• Replies of RTI have &amp; maintain their records.</li> </ul>   |
| 29 | <b>Escort duty chart preparation committee</b> | Ms. Shefali Chaudhary I/C  | <ul style="list-style-type: none"> <li>• Allocating the escort duties to teachers for various programmes such as exhibitions, sports events etc.</li> </ul>   |
| 30 | <b>PM SHREE</b>                                | <b>Ms. Preeti Sharma I/C</b><br>Mr. Nitin Aviral                   | <ul style="list-style-type: none"> <li>• Planning for Preparation of budget for expenditure</li> <li>• Conducting monthly meeting on agenda predecided and got approved by the Principal</li> </ul>   |
| 31 | <b>CPD</b>                                     | <b>Ms. Preeti Sharma I/C</b>                                       | Completion, maintenance and submission of all reports / records as per KVS guidelines.  |
| 32 | <b>Teaching Aids</b>                           | Ms. Archana Kumar I/C<br>Ms. Taruna Nagpal                         | <ul style="list-style-type: none"> <li>• Procurement of teaching aids.</li> <li>• Keeping a record of use of ICT/TLM class wise and teacher wise.</li> <li>• Maintenance of records.</li> </ul>   |
| 33 | <b>CMP &amp; Primary Education Committee</b>   | Ms. Tarannum Razia I/C<br>Ms. Kusum Linda<br>Ms. Luxmi Priya Patra | <ul style="list-style-type: none"> <li>• Preparation of year planner.</li> <li>• Planning, execution &amp; supervision of all the guidelines and changes to update the staff for proper implementation.</li> <li>• Supervision of Primary classes.</li> <li>• Documentation, communication and correspondence of the activities, information asand when required.</li> <li>• All works related to primary education.</li> <li>• Formation of Committees for smooth conduct of all activities to be done.</li> <li>• Maintaining &amp; reporting CMP &amp; Back to basic &amp; Fun day Records regularly.</li> </ul> |
| 33 | <b>BALA</b>                                    | Ms. Maju Bala I/C<br>Ms. Ritu<br>PRT 1<br>PRT 2<br>PRT 3           |   |
| 34 | <b>Awakened Citizen Program</b>                | Ms. Laxmi Devi I/C<br>Ms. Divya Mehra                              | Reporting, documentation and implementation of the programme as per KVS guidelines.   |
| 35 | <b>Career Guidance and Counseling,</b>         | Ms. Divya Bhasin I/C<br>(Counsellor )                              | <ul style="list-style-type: none"> <li>• Planning, organizing, reporting and documentation of (minimum 6) counseling</li> </ul>   |

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|    | <b>Adolescent Education Program , Manodarpan</b>                               | <b>Primary</b><br>Ms. Kalpana Singh  | <p>session.</p> <ul style="list-style-type: none"> <li>• Collection of information and providing to students.</li> <li>• Arrangement of Guest Lectures.</li> <li>• Submission of monthly report.</li> <li>• Organizing PT meeting, creating awareness among parents and children about the changes in adolescent (adult) stage, Awareness about sexual diseases, Solution for stress related problems</li> <li>• Planning, Preparation and conducting the programs</li> <li>• Submitting a monthly report to Principal</li> </ul> |
| 36 | <b>EBSB Program , Youth Parliament &amp; Social Science Exhibitions</b>        | Ms. Pooja Awasthi I/C<br>Ms. Archana Kumari<br>Ms. Barnali Das<br>Ms. Divya Mehra<br>Ms. Harsha Lata<br>Ms Vibha Shukla<br>Tgt sst   | <ul style="list-style-type: none"> <li>• Planning the exhibition themes and models in advance and start synopsis preparation</li> <li>• Conducting mock exhibition well before the exhibitions scheduled as per KVS</li> <li>• Selecting the best models and the suggestions for improvement</li> <li>• Getting the new models ready before the exhibition to begin.</li> </ul>   |
| 37 | <b>Internal Complaint Committee &amp; POSCO</b>                                | Mrs. Neelam Varshney (NGO Member)<br>Vice Pricipal<br>Ms. Meenakshi Parwal<br>Ms. Upasana Kulshresth   | <ul style="list-style-type: none"> <li>• To see complaints received from woman, girls.</li> </ul>   |
| 38 | <b>Grievance cell for SC/ST /OBC /Minorities &amp; Physically, Handicapped</b> | Sh. Sonu Kumar I/C<br>Ms. Shefali Chaudhary<br>Mr. Chaman Singh<br>Ms. M.Sultana<br>Ms. Neha Meena<br>Ms. Soni Raj<br>Ms. Sarika Gupta<br>Mr. Anurag (office)<br>Sh. Naresh Sharma (Sub Staff) | <ul style="list-style-type: none"> <li>• Documentation, enquiring &amp; reporting of grievances/ complaints regarding SC/ST /OBC</li> <li>• /Minorities &amp; Physically, Handicapped</li> </ul>  |
| 39 | <b>Pre/POST Matric, Scholarship, Suggestion Box Opening</b>                    | Ms. Neha Meena   | <ul style="list-style-type: none"> <li>• To conduct various activities as per KVS guidelines.</li> </ul>  |

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| 40 | <b>Arrangement of Staff Meeting and Reporting Minutes</b>             | Ms. Silky Chhabra ( ENG)<br>Ms. Sushila Nimoria (HINDI)<br><b>Primary</b><br>Ms. Neelam Gautam<br>Ms. Sanghpriya Gautam   | <ul style="list-style-type: none"> <li>• Arrangement of staff meeting.</li> <li>• Compilation &amp; reporting of all points discussed in the staff meeting.</li> </ul>   |
| 41 | <b>Staff Club School</b>  | Sh. Anil Kumar<br>Sh. Karan Singh<br><b>Primary</b><br>Ms. Barkha I/C<br>Ms. Rachana Tiwari   | <ul style="list-style-type: none"> <li>• To plan and execute various activities related to staff</li> </ul>  |
| 42 | <b>Garden maintenance &amp; Beautification of Vidyalaya Committee</b> | Beautification (Horticulture)<br><br>Ms. Harshalata I/C<br><br>Beautification( Interior )<br>Ms. Ritu<br>Ms. Rachna Tiwari<br>Ms. Pratima Shrivastav<br>Ms. Neelam Gautam | <ul style="list-style-type: none"> <li>• Garden maintenance observation and making suggestions to gardener.</li> <li>• Making Rangoli on various events.</li> <li>• Monthly review of garden and suggestions for improvement</li> <li>• Submitting monthly review of garden &amp; Beautification of Vidyalaya</li> <li>• Raising the requirement for Garden and Vidyalaya beautification</li> <li>• Developing of kitchen garden.</li> </ul> |
| 43 | <b>Eco &amp; Nature Club, Developing - Kitchen Garden/ Plantation</b> | Ms. Mukta Purohit I/C<br><br><b>Primary</b><br>Ms. Pankaja Srivastava<br>Ms. Tarannum<br>Ms. Sunita Yadav   | <ul style="list-style-type: none"> <li>• Developing of kitchen garden.</li> </ul>  |
| 44 | <b>National Credit Frame work</b>                                     | Mr. Sonu Kumar I/C<br>Ms. Meenakshi Parwal  | <ul style="list-style-type: none"> <li>•</li> </ul>  |
| 45 | <b>Pustak Uphar</b>   | Ms. M. Sultana I/C<br>Ms. Pankaja Srivastav<br>Ms. Varinder Jeet Kaur<br>Mr. Mohit  | <ul style="list-style-type: none"> <li>•</li> </ul>  |
| 46 | <b>CCTV/PA System/A. V. AIDS</b>                                      | Sh. Saurabh Dutt I/C  | <ul style="list-style-type: none"> <li>•</li> </ul>  |
| 47 | <b>Vidyalaya Plan</b>   | Ms. Meenakshi Parwal I/C  | <ul style="list-style-type: none"> <li>•</li> </ul>  |
| 48 | <b>Implementation of skill subjects</b>                               | Ms. Meenakshi Parwal I/C<br>Ms. Shefali Chaudhary   | <ul style="list-style-type: none"> <li>•</li> </ul>  |
| 49 | <b>VMC</b>  | Ms. Jyotsana Tiwari I/C   | <ul style="list-style-type: none"> <li>• To plan and execute various activities related to VMC</li> </ul>  |

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| 50 | PTA   | MR. Sultan Singh<br>Ms. Ritu Katraria  | <ul style="list-style-type: none"> <li>• To plan and execute various activities related to PTA.</li> </ul>   |
| 51 | Daily Attendance<br>Google Sheet<br>Maintain        | Comp Inst -2   | <ul style="list-style-type: none"> <li>•</li> </ul>  |
| 52 | Classes flowers beds<br>near assembly<br>ground     | Ms. Varinderjeet Kaur<br>Ms. Pankaja Srivastav I/C<br>Ms. Sunita Yadav                                 | <ul style="list-style-type: none"> <li>•</li> </ul>  |
| 53 | PISA  | Ms. Divya Bhasin<br>Sh. Anil Kumar<br>Sh. Hema Tiwari<br>All Mentors                                   | <ul style="list-style-type: none"> <li>• To conduct workshops at vidyalaya level.</li> <li>• To coordinate &amp; monitor for Baseline Tests on PISA portal &amp; uploading marks on PISA portal.</li> </ul>  |
| 54 | राजभाषा कार्यान्वय समिति                            | Ms. Manorama I/C<br>All Hindi ( PGT,TGT,PRT)<br>Sh. N.K.Srivastava (Office)<br>Head of all departments | <ul style="list-style-type: none"> <li>• Planning, communication, documentation &amp; reporting of work done in Hindi in the vidyalaya periodically in all aspects.</li> <li>• Planning, conducting &amp; reporting of Rajbhasha related work such as Hindi Pakhwada / Mah , Hindi classes, Hindi Tests, Hindi workshops etc with the involvement of students &amp; teachers.</li> </ul> |
| 55 | OLYMPIODS   | Ms. Babli Rathore I/C<br>Ms. Kalpna Singh<br>Ms. Manju Bala  | <ul style="list-style-type: none"> <li>•</li> </ul>  |
| 56 | TLM   | Ms. Sunita Yadav (I/C)<br>Ms. Sanghpriya Gautam<br>Ms. Rachna Tiwari<br>Ms. Anjali<br>Ms. Vibha Shukla | <ul style="list-style-type: none"> <li>• Preparation of monthly Teaching aids</li> <li>• Quarterly exhibition on PTM</li> </ul>  |
| 57 | Cultural (PRIMARY)<br>Other than CCA                | Ms. Vibha Shukla (I/C)<br>Ms. Taruna Nagpal<br>Ms. Priya Mehta<br>Ms. Anjali                           | <ul style="list-style-type: none"> <li>• To keep some cultural items ready for various activities held during the session</li> </ul>   |
| 56 | House System of the<br>Vidyalaya and &<br>GATE DUTY | <p><b>Secondary: -</b></p> <p><b>Shivaji House:</b></p> <p><b>M s . NEELAM</b></p>                     | <ul style="list-style-type: none"> <li>• Ensuring safe arrival departure of students during entire school hours with the help of prefect.</li> <li>• Checking of school uniform &amp; late comers regularly.</li> <li>• Maintaining the record of achievements of the students of house and maintaining transparency</li> </ul>  |

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|    |                      | <p>YADAV</p> <p><b>Tagore House:</b> -Ms. Mamta Singh</p> <p><b>Ashoka House</b> :- Ms. Silky Chhabra</p> <p><b>Raman House:-</b> Ms. Pooja Gandotra</p> <p><b>Primary:-</b></p> <p><b>Shivaji House:-</b><br/>Ms. Pratima<br/>Srivastav</p> <p><b>Tagore House:- Sh. Mohit</b></p> <p><b>Ashoka House:- Ms. Varinder Jeet Kaur</b></p> <p><b>Raman House:- Ms. Tarannum Razia</b></p> |   | <p>in the result.</p> <ul style="list-style-type: none"> <li>• Planning &amp; implementation of activities, competitions as per the directions &amp; documentation of the same.</li> </ul> <p><b>Objectives of House System.</b></p> <ul style="list-style-type: none"> <li>• To provide a smooth transition from home life to school life for all students.</li> <li>• To create and use social situation so that children's social and emotional needs are fulfilled.</li> <li>• To enable students to integrate themselves well in the corporate life of school.</li> <li>• To enable students to prepare themselves for playing different roles as members of a group, community or society.</li> <li>• To inculcate the sense of responsibility to take one's tasks and duties in life</li> <li>• Earnestly and discharge them to the best of one's abilities.</li> <li>• To help every student develop his/her personality and integrity.</li> <li>• To develop the spirit of healthy competition among students.</li> <li>• To inculcate the qualities of self-dignity, self-confidence and respect for others' views and opinions and discretion to take decisions on issues and problems faced by them.</li> <li>• To develop a sense of belongingness among students and to create a desire to live in harmony.</li> <li>• To inculcate among students respect for</li> <li>• seniors, elders, teachers and a caring attitude towards juniors and fraternity towards all. To</li> </ul> |
| 57 | <b>English clubs</b> | <p>Literary/ Integrity Clubs- Soni Raj<br/>Art of Living- Neelam<br/>Yadav</p>   | <p>Secondary<br/>Romani Singh I/C<br/>All PGT and TGT</p> <p>Primary</p> <p>Ms. Taruna Nagpal</p> | <ul style="list-style-type: none"> <li>• Conducting monthly meetings on agenda pre-decided and got approved by the Principal.</li> <li>• The agenda shall be on the following points. These points are suggestive but not exhaustive and in charge of subject committee can explore more and make committee meetings a novel and noble sitting so that a fruitful outcome is realized.</li> </ul>   |

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| 57 | <b>Hindi clubs</b>          | Raj Bhasha  | Secondary<br>Manorama I/C<br>All PGT and TGT<br>Primary<br>Ms. Varinder Jeet Kaur              | <ul style="list-style-type: none"> <li>• Planning, execution, documentation and reporting of activities to be done as per instruction.</li> <li>• Preparing &amp; Publishing news in local newspapers</li> <li>• Split up syllabus month wise and teacher wise.</li> <li>• Activities-term wise.</li> <li>• Weightage of marks to each topic.</li> <li>• Evaluation scheme.</li> <li>• Practical work.</li> <li>• Class room activities and teaching aids.</li> <li>• Model question paper.</li> <li>• Identification of slow learners and gifted children and remedial action.</li> <li>• Under achievers / slow learners identification.</li> <li>• Strategy for effective monitoring for students improvements.</li> <li>• Educational tour.</li> <li>• Class activities, Exhibition,</li> <li>• Exam- PT/HY/SEE,</li> <li>• Planning the exhibition themes and models in advance and start synopsis preparation</li> <li>• Conducting mock exhibition well before the exhibitions scheduled as per KVS</li> <li>• Selecting the best models and the suggestions for improvement</li> <li>• Getting the new models ready before the exhibition to begin.</li> <li>• Preparation of subject magazine.</li> <li>• Effective implementation of Back to basics. Innovations taken up and the reports thereof</li> </ul> |
|    | <b>Social Science clubs</b> | BIS<br>Yuva Tourism Club  | Secondary<br>Varnika B. Sharma<br>I/C<br>All PGT and TGT<br>Primary<br>Sh. Mohit               |  |
| 57 | <b>Maths clubs</b>          | Aaryabhata Maths<br>challenge<br>PRMO<br>National Mathematics<br>day  | Secondary<br>Ms. Shefali Chaudhary I/C<br>All PGT and TGT<br>Primary<br>Ms. Pratima Srivastava |  |
| 57 | <b>Science clubs</b>        | JIGYASA -Ms Divya Bhasin<br>YUVIKA Ms Divya Bhasin<br>NCSC -Ms Sonia Baweja<br>RBVP -Ms Sonia Baweja<br>NTSC – Ms. Mamta Singh<br>KVPY – Mr. Chaman Singh<br>INSPARED AWARD-<br>Ms Babli Rathore<br>NSE-IPAT- Ms Sonia<br>Baweja<br>SCHOOL INNOVATION<br>COUNCIL & HACATHON –<br>Ms Divya Bhasin<br>Vidyarthi Vigyan Manthan<br>–<br>Ms. Shalini Verma<br>GSP ( Green School<br>Program)- Mr. Sonu<br>Kumar<br>Sathee- Ms Sonia | Secondary<br>Ms. Sonia Baweja I/C<br>All PGT and TGT<br>Primary<br>Mr. Mohit                   |  |
| 58 | <b>Departments</b>          | <b>INCHARGE</b>   |  |  |
|    | <b>Physics Lab</b>          | Ms. Sonia Baweja  |  |  |
|    | <b>Chemistry Lab</b>        | Ms. Shalini Verma   |  |  |

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| <b>Biology Lab</b>                         | Sh. Sonu Kumar  |
| <b>Computer Labs In-charge</b>             | Lab-1 Ms. Meena Gupta, Lab-2 Ms. Rachana Katiyar<br>Lab-3 Mr. Nitin Aviral      |
| <b>Medical Room &amp; First Aid</b>        | Ms Shalini Verma  |
| <b>Junior Science Lab</b>                  | Ms. Mamta Singh   |
| <b>SUPW Room</b>                           | Sh. Saurabh Dutt  |
| <b>Art Room</b>                            | Ms. Harshalata  |
| <b>Music Room</b>                          | Ms. Vibha Shukla  |
| <b>Library</b>                             | Ms. M.Sultana<br><b>Primary</b><br>Ms. Rachana Tiwari I/C<br>All Class Teachers |
| <b>Canteen</b>                             | Mr. Chaman Singh I/C<br>Ms. Mamta Singh   |
| <b>Sports department</b>                   | Sh. Abhishek Chaudhary  |
| <b>Maths lab</b>                           | Ms. Varsha Mohril   |
| <b>Staff Room Secondary</b>                | Sh. Anil Kumar  |
| <b>Staff Room Primary</b>                  | Ms. Taranum   |
| <b>LANGUAGE ROOM</b>                       | Ms. Barnali Das   |
| <b>CCA ROOM</b>                            | Ms. Romani Singh  |
| <b>Parallel subject's class Room (215)</b> | Mr. Sultan Singh  |
| <b>Counsellor room</b>                     | Ms. Divya Bhasin  |

- Preparation of yearly planner for the department.
- Displaying all required materials.
- Purchasing of items as per requirement.
- Keeping all records of purchases of articles.
- Maintaining operational lab/department.
- Condemnation of articles.
- Planning schedule of practical's/ activities for all classes.
- Displaying syllabus, time table, all other information of practical's / activities in the department.
- Verification of stock (physically) – regularly.
- Any other related work.