

S.N	NAME OF COMMITTEES	In-charge
1	Academic & Administrative Support Committee	Mr. Vikrant Bharwaj
2	Admission Committee & TC preparation Committee	Mr. Sanjay Chandel
3	HOME Exam Department & Moderation Committee	Ms. Megha Bhardwaj/ Ms. Sarita Suman
4	CBSE Exam Department & Moderation Committee	Mr. Vagish Prakash
5	Time Table & Daily arrangement committee	Ms. Vandana Singh
6	CCA Committee	Ms. Maneesha
7	Vidyalaya Magazine Committee & Quarterly News Letter Committee, e-News Paper	Mr. Gian Chand/ Ms. Jyotsana Tiwari
8	Cleanliness & Conservancy Monitoring Committee	Mr. Praveen singhania
9	Flag Hosting	Mr. U.K. Rai
10	M & R Building School (Water and Fire Safety)	Mr. Veer Sain
11	Purchase Committee	Vice Principal and the In charge of the Department concerned.
12	Furniture Committee	Mr. V.K. Roy
13	Discipline committee / Sports Committee	Mr. U.K. Rai/ Mr. Vagish Prakash
14	Educational tour & trip committee (Excursion), Transportation Committee	Mr. Ganga Prasad Jha
15	Scout and Guide , CUB & BULBUL	Mr. V.K. Vishawkarma / Mr. Sanjay Kumar
16	Safety & Security of Building, students and Disaster Management Committee	MS. Upasana Kulshreshtha/ Mr Sanay Chandel / Ms. Shashi Dhar/ Mr. Gian Chand
17	Fees Record Committee	Mr. Jeetendra Bhatia
18	Preparation of Identity Card , Fee concession , Enrollment & RTE Committee	Mr. Vipin Kumar
19	UDISE, UBI ,Fee Verification (Second level) Committee, GIS/GLIS Portal	Mr. Vipin Kumar
20	Monthly Report ICT, , Maintenance of E- class room ,, Website Updation, Social Accounts	Mr. Vipin Kumar
21	Alumni , Samangam ,MIS, Vidyanjali , Teacher,s App, NISHTA/ DIKSHA PORTAL	Mr. Vipin Kumar
22	Quarters allotment & License Fee recording committee , M & R Staff Quarters committee	Mr. Vagish Prakash
23	Medical Checkup, Vaccination and First Aid Committee	Ms. Shashi Dhar
24	Photography Committee	Mr. Veer Sain
25	Primary Resource Room (Activity Room) & TLM Procurement committee	Ms. Suchita S. Sah
26	Food, Hospitality Reception & Refreshment Committee	Ms. Shalini Spra
27	Office & GeM	Mr. Pitam Singh

28	Escort duty chart preparation committee	Ms. Neha / Mr. UK Rai
29	PM SHREE	Ms. Sarita Suman/ Ms. Jyoti Chatwal
30	CPD-50 HRS , Workshop attended and Follow up	Ms. Shashi Dhar
31	A V. Aids, Teaching Aids	Mr. Vipin Kumar/ Ms. Upasana Kulshreshtha
32	CMP , Primary Education Committee, BALA	Ms. Suchita S Sah/ Ms. Sarla Varun
33	Awakened Citizen Programme(ACP)	Mr. V.K. Vishawkarma
34	Career Guidance and Counseling, Adolescent Education Programme, Manodarpan	Ms. Revathi Krishnan/ Counsellor
35	EBSB Programme & Youth Parliament, Social Science Exhibitions	Ms. Upasana Kulshreshtha
36	Internal Complaint Committee	Mr. Vikrant Bhardwaj
37	Grievance cell for SC/ST /OBC/Minorities / Physically Handicapped/ Conservancy Staff and House Keeping	Mr. Gian Chand/ Mr. Veer Sain
38	Pre Matric /Post Matric Scholarship, Suggestion Box opening	Ms. Anita Saran/ Ms. Renuka Tushir
39	Arrangement of Staff Meeting andReporting Minutes	Ms. Suman gupta / Ms. Jyoti Chatwal
40	Staff Club	Ms. Upasana Kulshreshtha
41	Garden maintenance & Beautification of Vidyalaya Committee	Ms. Vandana Singh/ Ms. Aruna Rani
42	National Credit Frame Work	Mr. Vagish Prakash
43	PUSTAK UPPAHAR	Ms. Nupur Aggarwal
44	CCTV cameras & PA SYSTEM	Mr. Veer Sain/ Mr. Vipin Kumar
45	Vidyalaya Plan	Ms Maneesha / Ms Megha Bhardwaj
46	Implementation of skill subjects	Mr Veer Sain
47	VMC(I + II)	Ms. Jyotsana Tiwari
48	PTA (I + II)	Ms. Suman Gupta
49	Monitiring of Attendance on MIS portel	Ms. Vipin Kumar
50	Hindi Club (राजभाषा कायान्वय समिते)	Mr. Gain Chand
51	Olympiods/SOF	Mr. G P Jha/ Ms. Anita Saran
52	TLM	Mr. Sunit Kumar
53	Cultural(Primary/ Secondary)	Ms. Nibhi Sharma
54	Suggestion box opening	Ms Pinki
55	PRERANA PORTAL	Ms. Maneesha
56	Gate Duty , HOUSE master (Shivaji, Tagore, Ashoka, Raman)	
57	CLUBS	

A	Reader's Club	Ms Nupur Agg /Ms. Maneesha
B	Standard Club, SDG Club	Ms. Upasana Kulshreshtha
C	Maths club (Aaryabhata Maths challenge, PRMO), HBCSE	Mr. Sanjay Chandel
D	STEM : JIGYASA, YUVIKA ,NCSC , RBVP ,NTSC ,KVPY , INSPARED AWARD,NSE-IPAT,SCHOOL INNOVATION COUNCIL &HACATHON, Olympiads ,Vidyarthi vigyan manthan , Pryaas, Vigya Jyoti, Soil Health programme, sakura science exchange programme, YUVA, Health Club	Mr VK ROY
58	LABS/ROOMS - PHY, CHEM, BIO, COMPUTER, JR SCI,MATHS, MEDICAL,SUPW,LIB,CANTEEN,SPORTS,ART,STAFFROOM	Respective heads
59	NIPAM	Mr Vagish Prakash
60	POCSO	
61	Democracy club & wall	Ms Monika Mehta
62	Regular Arrival, Lunch and Gate Duty at departure	Mr U K Rai
63	Eco & Nature club GPS,Mission life Meri Life, Developing Garden and Plantation	
64	Remedial classes time table & record keeping	Ms Nupur Aggarwal
65	Best Practices record	Ms Sarita Suman
66	CWSN	Ms Veena Madhia
67	Prashast App, Project Inclusion	Mr Veer Sain
68	Conference Hall	Mr Veer Sain
69	Attendance Register Maintenance and checking of entries	Ms Megha Bhardwaj(PGT Eng)

KENDRIYA VIDYALAYA NOIDA SHIFT 2
LIST OF COMMITTEES FOR ACADEMIC YEAR 2025-26

The following committees have been formed for the year 2025-26 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.	Academic & Administrative Support Committee	<p><u>Secondary :-</u> Mr. Vikrant Bhardwaj (V.P.) Ms. Upasana kulshreshtha (PGT Geo) Ms. Maneesha (PGT Eng) Mr. Sanjay Chandel (PGT Maths)</p> <p><u>Primary :-</u> Ms. Sarla varun (HM) Ms. Madhu Vashist (PRT) Ms. Suchitra S. Sah (PRT)</p>	<ul style="list-style-type: none"> • Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. • 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 & H/w) checking. • Preparing academic calendar department wise for 2024-25. • Planning Execution & supervision of the implementation of academic and co-curriculum activities & routine work. • Assisting, advisory and supporting the Principal totake decision during emergencies and in routine work. • To make co-ordination with other teachers and duties to be assigned for remedial classes / MOD duties / Gate duty. <p>Any other related work.</p>
2	Admission Committee	<p>Mr. Sanjay Chandel (PGT Maths) I/C Mr. Gian Chand (PGT Hindi) Ms. Nupur Aggarwal (Lib) Ms. Anita Saran (TGT Maths) Mr. Aakash Kapoor (TGT Sci) Ms. Pratibha Malviya (PRT) I/C Ms. Anupama Pal (PRT) Mr. Sunit Kumar (PRT) Mr. Rakesh Kumar (PRT) Mr. Raju (PRT)</p>	<ul style="list-style-type: none"> • To plan admission procedure as per KVS guidelines. • Planning, execution, dissemination & supervisionto ensure error free Registration. • Maintenance of the admission records i.e. registration, provisional list, waiting lists, categorywise details of admission etc. • Supervision of SR registers i.e. completion of detailed & correct entries from admission form. • Coordination with Examination department for conducting tests/ examination for fresh admissionin the class. • Any other correspondence related to the admission department. • Preparation, checking and issuance of TC after realizing all fees payment & other dues(necessary) • Keeping the entries of the same in SR register. • Updation of TC on school website & any otherportal if required.
	TC preparation	<p>Office Mr. Arvind</p>	

	Committee	All Class Teachers	
3.	HOME Exams Department & Moderation Committee	Home Examination (Seconadary) Ms. Megha Bhardwaj (PGT Eng) I/C Ms. Sarita Suman (PGT Chem) Mr. N K Sharma (TGT Maths) Ms. Monika Mehta (TGT SSci) Mr. Jeetendra Bhatia (TGT Maths) Ms. Suman Kumari (TGT Hindi) Home Examination (Primary) Ms. Seema Pathania I/C Ms. Renu Gopalia Ms. Kavita Singh Ms. Reena Yadav Mr. Raju	<ul style="list-style-type: none"> • Coordination, communication & implementation of all KVS/CBSE guidelines / directions. • Planning, execution & supervision of all exams, entries related to evaluation and documentation of the same. • Procurement of all exam requirements, stationary & maintenance of records/ registers. • Correspondence work of exam department. • Any work related to Exam.
4	CBSE Exams Department & Moderation Committee	CBSE Exams Mr. Vagish Prakash (PGT Com.) I/C Ms. Renuka Tushir (TGT Eng) Ms. Anita Saran (TGT Maths)	
5	Time Table & Daily arrangement committee	Secondary Ms. Vandana Singh (PGT Bio) I/C Ms. Aruna Rani (TGT AE) Ms. Nupur Aggarwal (Lib) Mr. Akash Kapoor (TGT Sci) All Teachers who have first period free Primary Ms. Shalini Sapra I/C Ms. Madhu Vashisth Ms. Anuradha sharma Ms. Neha Koherwal Computer Inst	<ul style="list-style-type: none"> • Preparation of the routine time table of the school as per KVS guidelines. • Preparation & dissemination of daily arrangement and remedial/extra classes time table as per the directions. • Supervision of class attendance registers. • Documentation and correspondence related to time table.

8	Cleanliness & Conservancy Monitoring Committee	<p> Mr GP Jha (PGT Physics) Mr. Praveen Singhania (PRT) I/C GROUND FLOOR Mr. Vijay Kumar Roy (PGT Phy) Ms. Nupur Agarwal (LIB) Ms. Shashi Dhar Ms. Richa Jain (PRT) Mr. Rahul Bansal (PRT) Ms. Shruti (PRT) Mr. Abhishek (PRT) Art and craft teacher (PRT) First Floor PGT Eco (Comp.Inst 1) Pol. SCI PGT Ms. Neha koherwal (PRT) Mr. Priteshwar (PRT) Ms. Pratibha Malviya (PRT) Computer Instructor Special Educator Second Floor Ms. Pinki (TGT Hindi) (Comp. Inst) Ms. Kavita Singh (PRT) Ms. Renu Gopalia (PRT) (Counsellor), (Apparel), All sports Coaches, (Nurse) , (Art& Craft) The supplementary plan for cleanliness is to be implemented by the In charges </p>	<ul style="list-style-type: none"> • Procuring materials for cleanliness for entire school campus (if required). • Distribution of such materials to housekeeping staff regularly. • Assigning duties to wing in charges, cleanliness monitors, housekeeping staff. • Proper monitoring of school cleanliness (including class rooms, departments, corridors, assembly ground, playground etc.) with the help of wing in charges and cleanliness monitor. • Keeping records of attendance of housekeeping staff, work done by them, use of materials and any other related work. • Reporting the performance report of housekeeping staff regularly.
9	Flag Hosting	<p> Mr. U.K. Rai(TGT P&HE) I/C All coaches & Yoga Instructor Mr. Sunit Kumar (PRT) </p>	<ul style="list-style-type: none"> • Duty allotment and monitoring flag hoisting and lowering.

10	M & R committee School Building ,(including water , fire)	<p>Mr. Veer Sain (WET) Mr. Vagish Prakash (PGT Com) Ms. Nupur Aggarwal(Lib)</p> <p>Primary Ms. Sarla Varun (HM) Ms Vandana Singh (PRT)</p>	<ul style="list-style-type: none"> • Maintain register for complaints and repairs workfor school building. • Raising the quotations for procurement of materials required for civil work. • Monitoring of Vidyalaya infrastructure development and works in progress • Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya& Informing Principal the areas of immediate attention • Monitoring and recording of civil work / repair work undertaken • Preparing the estimates and submitting request for procurement of materials such as gitty (stonedust/ stones), sand, cement etc., with clear justification • Maintenance of record of stock registers. • Certifying the proper usage of material at appropriate and required places • Certifying the proper usage of material at appropriate and required places. • Ensuring proper functioning of electrical fittingsand fixtures. • Informing Principal the areas of immediate attention. • Noting & reporting of meter reading of staff quarters every month & maintaining the registerfor record.
11	Purchase Committee	<p>Vice Principal Mr. Rakhi Tonger (SSA) Mr. G P Jha (PGT Phy) Ms. Nupur Aggarwal (LIB) Ms Preeti Gupta (TGT Hindi)</p>	<ul style="list-style-type: none"> • Collection of requisition from concerned department • Placing order to the firm as per quotation approved. Making stock entry by the stockholder • Keeping record of consumption

12	Furniture Committee	<p>Secondary Mr. V.K.Roy (PGT Phy)I/C Mr. N.K Sharma (TGT Maths) Mr. Sanjay Kumar (TGT SKT)</p> <p>Primary Mr. Priteshwar (PRT) I/C Mr. Rahul (PRT) Mr. Rahul Bansal (PRT) Mr. Praveen Singhanian (PRT) Ms. Pushpa (PRT)</p>	<ul style="list-style-type: none"> •Preparing the list of articles for condemnation in the new format and keep ready for Physical Verification. •Raising the indent of the Furniture required within the ceiling. •Maintenance of furniture register & inventories in each class, lab, departments, library, office etc regularly. •Checking of existence of furniture regularly. •Preparation of list of repairable and broken furniture. •Submission of requirements of shortage making inventory and monitoring.
13	Discipline committee	<p>Secondary / Sr. Secondary Mr. UK Rai (TGT P&HE) Mr. Vagish Prakash (PGT Comm) Mr. Sanjay Chandel (PGT Maths) PGT Economics Mr. Jeetendra Bhatia (TGT Maths) Ms Preeti Lalyaan (TGT Maths) All Class Teachers, coaches & Yoga Instructor Counsellor Nurse</p> <p>Primary Mr. Sunit Kumar I/C Ms. Richa Jain Mr. Rahul Bansal Mr. Rahul Ms. Shruti</p>	<ul style="list-style-type: none"> •Checking of student's uniform, late comers, students not attending assembly. •Checking of students' behavior in and outside the class. •Monitoring the movement of students in lines during arrival, departure and to ensure safe passage to students. •Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours. (With class teacher) •Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation. •A monthly report on discipline proceedings & steps taken up and observations made have to be submitted to Vice Principal •Checking the Movement of students in corridor without Out pass and recording the same to intimate Principal for addressing the issue to Class teacher •Maintenance of records of related work.

13	Sports Committee	<p>Mr. U.K. Rai (TGT P&HE) I/C All Coaches and Yoga Instructor Primary Mr. Rahul Bansal (PRT) I/C Ms. Anupama Pal (PRT) Mr. Praveen Singhania (PRT) Comp Inst</p>	<ul style="list-style-type: none"> • Planning & documentation of Vidyalaya sports activities, (Year calendar). • Monitoring blocks period. • Purchasing required material. • Arrangement of sports meet as per KVS norms • Planning and conducting Annual Sports Day celebration. • Conducting SBSB activities as per KVS schedule.
14	Educational tour & trip Transportation Committee	<p>Mr. G P Jha (PGT Phy) Mr. N.K.Sharma (TGT Maths) Ms. Preeti Kumari Lalyan (TGT Maths) Mr. Abhishek (PRT) I/C Mr. Rahul Bansal (PRT) Mr. Rahul (PRT)</p>	<ul style="list-style-type: none"> • To communicate with transport department of different sections coming to school. • 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. • Ensure that no child is left behind after the school hours due to the transportation. • Keeping records of all vehicles (including private), information of drivers & owners of the vehicle. • Keeping record of all the students about their mode of transportation for coming to school. • Planning of educational tour of different classes as per KVS guidelines ensuring full safety and security of students. • 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. • Taking students to local places of educational and tourist interest. • Planning of entire arrangement(such as safety measures, communicating parents through NOC Letters, charting the buses, contacting the visiting places, taking permissions etc) • Preparation of report of visited places & students feedback.

15	<p>Scout and Guide</p> <p>Cubs and Bulbul</p>	<p>SMs:- Mr. Sanjay (TGT SKT) I/C Mr Gain Chand (PGT Hindi) Mr.V.K.Vishwakarma (TGT S.Sci) Sh. Jeetendra Bhatia (TGT Maths)</p> <p>GCs:- Ms. Aruna Rani (TGT AE) Ms. Nupur Agarwal (LIB) Ms. Monika Mehta (TGT S.Sci)</p> <p>CMs:- Mr. Sunit Kumar (PRT) I/C Mr. Rakesh Kumar (PRT) Mr. Rahul Bansal (PRT)</p> <p>FLs:- Ms. Anupama Paul Ms. Kavita Ms. Neha Khorwal Ms. Vandana</p>	<ul style="list-style-type: none"> • Registration of unit • Fresh registration for Pravesh, Cubs, & Bulbuls • Conducting upgrading camps & celebrations related to scouts • Taking up Community development & celebration related to scout • Submitting monthly reports & carrying out other work related.
16	Disaster Management & Security Committee	<p>Ms. Upasana Ku (PGT Geo) I/C Ms. Monika Mehta (TGT SST) Ms. Shashi Dhar (PGT Chem) (PGT Eco) PGT Pol Sci Mr Sanjay Chandel (PGT Maths) Mr. U.K. Rai (TGT P&HE) Ms. Anita Saran (TGT Maths) Ms. Pinki (TGT Hindi) Mr. Rahul (PRT) I/C Ms. Neha Koherwal (PRT) Mr. Praveen Singhania (PRT) Ms. Shruti (PRT) Ms. Pratibha Malviya (PRT)</p>	<ul style="list-style-type: none"> • Following disaster management instructions & S.O.P. provided by KVS. • Ensuring safety and security of entire vidyalaya as per the norms(students, staff, building, availability of portable water etc.) • Conducting mock drills. • Prepare the floor wise Evacuation plan • Keeping the record of attendance of security staff and verify it

17	Fees Record, Committee	Secondary Mr. Jeetendra Bhatia (TGT Maths) Ms. Preeti Gupta (TGT Hindi) Ms. Preeti Lalyan (TGT Maths) Primary Mr. Praveen Singhanian Ms. Richa Jain Comp. Inst.	<ul style="list-style-type: none"> • Maintenance of CS-54 & CS-11 and its verification every month. • Submission of monthly statement of CS-54/ CS-11 • To prepare calendar of activities to complete working time. • Collection of details of existing students under any kind of fee concession (BPL /Single girl child/ RTE) from all class teachers. • Considering new cases of fees exemptions as per KVS guidelines only. Planning, collection & verification of documents(bills etc.), documentation & final payment to students under RTE.
18	Preparation of Identity Card Committee, Fees concession , RTE Committee	Secondary Mr. Veer Sain (I.Card) Mr. Vipin (PGT Comp Sci) I/C COMP Inst, 2 Mr. Praveen Singhanian [Primary Section]	<ul style="list-style-type: none"> • Preparing Identity cards for all students (Primary & Secondary) • Updating enrolment (of students class-wise and section-wise), Staff vacancy position
19	UDISE, UBI, GIS, GLIS PORTAL.	Mr. Vipin Kumar (PGT Comp) I/C (Comp. Ins 1)	<ul style="list-style-type: none"> • Uploading details & maintaining records as per KVS & State Govt. guidelines / directions. • Monitoring of second Verification of fees at UBI Portal and Other allied information required by KVS •
20	Monthly Report (ICT, Maintenance of E class room, Social Accounts, Website Updation	Mr. Vipin Kumar (PGT Comp) I/C (Comp. Ins 1)	Update Computer infrastructure data <ul style="list-style-type: none"> • To upload various photos of Vidyalaya on social accounts (Facebook & Twitter) • Updating of Vidyalaya website once in every fortnight and as when it is required. •
21	Samagam, Alumni , MIS, Vidyanjali, Portal , NISHTA, DIKSHA	Mr. Vipin Kumar (PGT Comp) I/C (Comp. Ins 2) Ms Jyoti Chatwal (TGT Hindi) Ms Revathi Krishnan (TGT Science)	<ul style="list-style-type: none"> • Collection of data from different sources. • Display of alumni details in alumni portal of vidyalaya website. • Planning for alumni meeting. To conduct various activities as per KVS guidelines.

		Mr. Raju (PRT) Mr. Rakesh Kumar (PRT) Ms. Seema Pathania (PRT) (MIS)	
22	Quarters allotment & License Fee recording committee, M & R Staff Quarters committee	Office Mr. Vagish Prakash (PGT Com.) Mr. Veer Sain (TGT WE) Ms. Upasana Kulshreshta (PGT Geo) Ms. Suman Kumari (TGT Hindi)	<ul style="list-style-type: none"> • Allotment of staff quarter as per KVS guidelines. • Recording of month-wise license fee and water electricity deductions made through salary bill. • Handing over & taking over of quarters. • To make roaster of all type of quarters. • Monitoring of staff quarters electrical fittings and fixtures. • Preparing the estimates and submitting request for procurement of materials or required service with clear justification as per priority. • Monitoring and recording of any work / repair work undertaken. • Keeping record of the material and proper usage of material purchased.
23	Medical Checkup, Vaccination and First Aid Committee	<p>Ms. Shashi Dhar (PGT Chem.) I/C Mr. Aakash Kapoor (TGT SCI) Sh. U.K.Rai (TGT P&HE) (Nurse)</p> <p>Primary Ms. Vandana Singh I/C Mr. Abhishek Ms. Pratibha Malviya Mr. Praveen Singhania</p>	<ul style="list-style-type: none"> • Planning a calendar of activities of the departmentsuch as on which dates Medical checkup has to be carried out. • Planning & coordination with local doctors for a medical checkup for children twice a year. • Keeping record of medical checkup with the helpof class teachers. • Keeping first aid item readily available. • Getting the books binded and keep a record afterthe medical checkup. • Making a list of differently abled students & toinform class teacher..

2 4	Photography Committee	<p>Secondary Mr. Veer Sain I/C Ms Aruna Rani (TGT AE) Ms. Jyoti Chatwal (Comp. Ins 2)</p> <p>Primary Mr. Abhishek I/C Mr. Rahul Bansal Ms. Vandana Singh Ms. Renu Gopalia Ms. Richa Jain Ms. Shalini Gupta Ms. Anuradha Sharma Computer Inst</p>	<ul style="list-style-type: none"> • Photography of different events as per requirement. • Arrangement of photographer for important functions. • Display of photographs on display boards along with proper caption regularly. • Maintaining the album of the Vidyalaya Year-wiseto be presented to visitors. • Provide photographs of various activities to Members of Social Media Committee.
2 5	Primary Resource Room (Activity Room) Procurement committee	<p>Mr. Raju I/C Ms. Pushpa Ms. Shalini Gupta Ms. Vandana Singh</p> <p>FLN Ms. Kavita Singh I/C Ms. Madhu Vashisht Ms. Pratibha Malviya Ms. Shruti Mr. Priteshwar</p>	<ul style="list-style-type: none"> • Maintenance, beautification exploration & development of resources within the room for the effective functioning and strengthening of Primary classes. • Planning of CMP room usage by PRTs' • Acquiring material, teaching aids, CD's books, play material etc., to display in the Activity room. • Re-charging of TATA Sky activation and prepare a plan to show film shows live on TATA Sky • Planning for TATA English classes. • Submission on activities taken up. • Procurement of TLM as per the requirement of the teachers • Reviewing procurement of items monthly.
2 6	Food, Hospitality Reception & Refreshment Committee	<p>Mr. Rahul Bansal (PRT) Ms. Aruna Rani (TGT AE) Ms. Shalini Spr (PRT) Ms. Richa Jain (PRT)</p>	<ul style="list-style-type: none"> • Decorating the front elevation of the Vidyalaya & reception formalities is made to the perfection. • Procurement and distribution of refreshment to the guests.

2 7	Office & GeM	Mr. Pitam Singh (ASO) I/C All office Staff	<ul style="list-style-type: none"> • Completion, maintenance and submission of all reports / records as per KVS guidelines. • Replies of RTI have & maintain their records.
2 8	Escort duty chart preparation committee	Mr. U K Rai (TGT P& HE) Ms. Neha Koherwal (PRT)	<ul style="list-style-type: none"> • Allocating the escort duties to teachers for various programmes such as exhibitions, sports events etc.
2 9	PM SHREE	Ms. Sarita Suman (PGT Chem) I/C Mr Vipin (PGT CS) Ms. Jyoti Chatwal (TGT Hindi) Ms. Revathi Krishnan (TGT Sci) Ms. Suman Kumari (TGT Hindi) Ms. Nupur Agarwal (LIB) Ms. Suchitra s sah (PRT) I/C	<ul style="list-style-type: none"> • Planning for Prepration of budget for expenditure • Conducting monthly meeting on agenda predecided and got approved by the Principal
3 0	CPD 50 Hrs, Workshop attended and follow up	Ms. Shashi Dhar (PGT Chem) I/C Ms Preeti Gupta (TGT Hindi) Ms. Nupur Aggarwal (LIB) Ms Sarla Varun (HM)	<p>Completion, maintenance and submission of all reports / records as per KVS guidelines.</p> <p>Plan to organize workshops at Vidyalaya level.</p> <p>To keep the record of CPD</p>
3 1	A V. Aids, Teaching Aids	Mr. Vipin Kumar (PGT Comp.) Ms. Upasana Kulshresth (PGT Geo) Ms. Veena Madia (TGT S.Sci)	<ul style="list-style-type: none"> • Procurement of teaching aids. • Keeping a record of use of ICT/TLM class wise and teacher wise. • Maintenance of records.
3 2	CMP & Primary Education Committee BALA	<p>Ms. Suchita S.Sah I/C Mr. Sunit Kumar Ms. Richa Jain Ms. Pushpa</p> <p>Ms. Sarla Varun (HM)</p> <p>Ms. Madhu Vasishth I/C Mr. Sunit Kumar Ms. Pushpa</p>	<ul style="list-style-type: none"> • Preparation of year planner. • Planning, execution & supervision of all the guidelines and changes to update the staff for proper implementation. • Supervision of Primary classes. • Documentation, communication and correspondence of the activities, information as and when required. • All works related to primary education. • Formation of Committees for smooth conduct of all activities to be done. • Maintaining & reporting CMP & Back to basic & Fun day Records regularly.

3 3	Awakened Citizen Program	Mr. V.K.Vishwakarma (TGT S.Sci) I/C Ms. Preeti Kumari Lalyan (TGT Maths) Ms. Aruna Rani (TGT AE) Ms Renuka Tushir (TGT Eng)	Reporting, documentation and implementation of the programme as per KVS guidelines.
3 4	Career Guidance and Counseling, Adolescent Education Program , Manodarpan	Ms. Reavthi Krishnan (TGT Sci) I/C (Counsellor)	<ul style="list-style-type: none"> • Planning, organizing, reporting and documentation of (minimum 6) counseling session. • Collection of information and providing to students. • Arrangement of Guest Lectures. • Submission of monthly report. • 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 • Planning, Preparation and conducting the programs/ session • Submitting a monthly report to Principal
3 5	EBSB Program , Youth Parliament & Social Science Exhibitions	Ms. Upasana Kulshreshtha (PGT Geo) I/C PGT History PGT POL SCI Ms. Veena Madia (TGT S.Sci) Mr. V.K. Vishwakarma (TGT S.Sci) Ms. Nibhi Sharma (PRT Music) Ms. Monika Mehta (TGT SST) Ms. Nibhi Sharma (PRT Music)	<ul style="list-style-type: none"> • Planning the exhibition themes and models in advance and start synopsis preparation • Conducting mock exhibition well before the exhibitions scheduled as per KVS • Selecting the best models and the suggestions for improvement • Getting the new models ready before the exhibition to begin.
3 6	Internal Complaint Committee	Mrs. Neelam Varshney (NGO Member) Vikrant Bhardwaj Ms. Khadija Ahmad Mr. Pratap Singh Ms. Meenakshi Parwal Ms. Upasana Kulshreshtha	<ul style="list-style-type: none"> • To see complaints received from woman, girls.

3 7	Grievance cell for SC/ST /OBC /Minorities & Physically, Handicapped/ Conservancy Staff and House Keeping	Mr. Gian Chand (PGT Hindi) I/C Mr G P Jha (PGT Phy) Ms. Jyoti Chatwal (TGT Hindi) Mr. Veer Sain (TGT WE) Ms. Sarla Varun (HM)	<ul style="list-style-type: none"> • Documentation, enquiring & reporting of grievances/ complaints regarding SC/ST /OBC • /Minorities & Physically, Handicapped • Keeping the record of attendance of House keeping and verify it.
3 8	Pre/POST Matric, Scholarship, Suggestion Box Opening	Ms. Anita Saran (TGT Maths) Ms. Pinki (TGT Hindi) Ms. Renuka Tushir (TGT Eng)	<ul style="list-style-type: none"> • To conduct various activities as per KVS guidelines.
3 9	Arrangement of Staff Meeting and Reporting Minutes	Ms. Suman Gupta (TGT Eng) Ms. Jyoti Chatwal (TGT Hindi) Primary Ms. Richa Jain I/C Ms. Reena Yadav	<ul style="list-style-type: none"> • Arrangement of staff meeting. • Compilation & reporting of all points discussed in the staff meeting.
4 0	Staff Club School	Ms. Upasana Kulshreshtha (PGT Geo) Ms. Shashi Dhar (PGT Chem) Mr. Gian Chand (PGT Hindi) Ms Jyoti Chatwal (TGT Hindi) Primary Mr. Sunit Kumar	<ul style="list-style-type: none"> • To plan and execute various activities related to staff
4 1	Garden maintenance & Beautification of Vidyalaya Committee	Beautification (Horticulture) Mr Aakash Kapoor (TGT Sci) Ms. Aruna Rani (TGT AE) TGT Science Ms. Rahul Bansal (PRT) Beautification(Interior) Ms. Reena Yadav (PRT) I/C Ms. Shalini Gupta (PRT) Ms. Vandana (PRT) Ms. Kavita Singh (PRT) Mr. Priteshwar singh Art& Craft Coach	<ul style="list-style-type: none"> • Garden maintenance observation and making suggestions to gardener. • Making Rangoli on various events. • Monthly review of garden and suggestions for improvement • Submitting monthly review of garden & Beautification of Vidyalaya • Raising the requirement for Garden and Vidyalaya beautification • Developing of kitchen garden.
4 2	National Credit Frame work	Mr. Vagish Prakash (PGT Com) Ms. Renuka Tushir (TGT Eng) Ms Nupur Aggarwal (TGT Lib)	<ul style="list-style-type: none"> • To plan and execute the process as per the requirement
4 3	Pustak Uphar	Ms. Nupur Aggarwal (TGT Lib) I/C Ms. Renuka Tushir (TGT Eng)	<ul style="list-style-type: none"> • Motivate the students to donate the books for needy students.

		Ms. Anupama Pal (PRT)	<ul style="list-style-type: none"> • Maintain the record of donated books class wise
44	CCTV/PA System	Mr. Veer Sain (TGT WE) I/C Mr Vipin Kumar (PGT Comp Sci)	<ul style="list-style-type: none"> • Maintenance and timely availability of PA system ,AV Aids for various activities conducted in school •
45	Vidyalaya Plan	Ms Maneesha (PGT Eng)(I/C) Ms Sarita Suman (PGT Chem) Ms Humeira (PGT Eco) Mr U K Rai (TGT P&HE) Ms Nibhi Sharma Ms Aruna Rani	<ul style="list-style-type: none"> • Prepare the vidyalaya Plan for session 2025-26
46	Implementation of skill subjects	Ms Megha Bhardwaj (PGT Eng) I/C Mr. Vipin Kumar (PGT Comp. Sci)	<ul style="list-style-type: none"> • To implement the skill subject as per the guidelines of NEP 2020
47	VMC	Ms Jyotsana Tiwari (TGT Enf) Ms. Suprabha (PGT Eng) I Sh	<ul style="list-style-type: none"> • To plan and execute various activities related to VMC
48	PTA	MR. Sultan Singh (PGT Hindi) I shift Ms. Suman Gupta (TGT Eng)	<ul style="list-style-type: none"> • To plan and execute various activities related to PTA.
49	Monitoring of Attendance on MIS Portal	Mr Vipin (PGT CS) Comp Inst -2	<ul style="list-style-type: none"> • To check the daily attendance of classes on MIS portal
50	राजभाषा कार्यान्वय समिति	Mr. Gian Chand (PGT Hindi) I/C All Hindi (PGT,TGT,PRT) Mr. Pitam Singh (Office) Head of all departments Ms. Madhu Vashist	<ul style="list-style-type: none"> • Planning, communication, documentation & reporting of work done in Hindi in the vidyalaya periodically in all aspects. • Planning, conducting & reporting of Rajbhasha related work such as Hindi Pakhwada / Mah , Hindi classes, Hindi Tests, Hindi workshops etc with the involvement of students & teachers.
51	Olympiads /SOF	Mr. G P Jha (PGT Phy) I/C Ms. Anita Saran (TGT Maths) Mr. N K Sharma (TGT Maths) Ms. Aakash Kapoor (TGT Sci)	
52	TLM (Primary)	Ms. Raju I/C Ms. Pushpa Ms. Shalini Gupta Ms. Vandana Singh Ms. Pratibha Malviya	<ul style="list-style-type: none"> • Preparation of monthly teaching aids. • Quarterly exhibition on PTM.

5 3	Cultural(Primary/ Secondary)	Ms. Nibhi Sharma I/C Ms Jyoti Chatwal (TGT Hindi) Ms Renuka Tushir (TGT Eng) Mr. Rakesh Kumar Ms. Vandana Ms. Neha Koherwal Mr. Praveen Singhania	<ul style="list-style-type: none"> • To keep some cultural items ready for the various activities held during the session. • To highlight and celebrate artiste expression and heritage through performances, exhibitions and other activities. • To showcase which cultural tradition of India. • To prepare children for any forthcoming event. • To foster appreciation for diversity of India. • To prepare children for EBSB and inter school cultural activities competitions.
5 4	Suggestion box opening	Ms Pinki (TGT Hindi)	<ul style="list-style-type: none"> • Open the suggestion box on Monday second and fourth week of the month • Record the suggestion and discuss the same with Principal / Vice Principal
5 5	PRERANA PORTAL	Ms. Maneesha (PGT Eng) I/C Mr. Gian Chand (PGT Hindi) Ms. Jyoti Chatwal (TGT Hindi) Ms. Renuka Tushir (TGT Eng)	<ul style="list-style-type: none"> • To resister the students of class IX to XII on PRERANA Portal. • To organize the Prerana Utsav at Vidyalaya level.
5 6	Gate Duty	House Masters of all houses House Associates	<ul style="list-style-type: none"> • Allotment of gate duty well in advance • Inform to all teachers in writing • Display of duty chart at important places
5 6	House System of the Vidyalaya	<p><u>Secondary: -</u></p> <p>Shivaji House: -</p> <p>Ms Anita Saran (TGT Maths)</p> <p>Tagore House: - Mr N K Sharma (TGT Maths)</p> <p>Ashoka House :- Ms Suman Kumari (TGT Hindi)</p> <p>Raman House:- Mr Aakash Kapoor (TGT Science)</p> <p>Primary:-</p> <p>Shivaji House:-</p> <p>Mr. Abhishek</p> <p>Tagore House:- Mr. Rahul</p>	<ul style="list-style-type: none"> • Ensuring safe arrival departure of students during entire school hours with the help of prefect. • Checking of school uniform & late comers regularly. • Maintaining the record of achievements of the students of house and maintaining transparency in the result. • Planning & implementation of activities, competitions as per the directions & documentation of the same. <p>Objectives of House System.</p> <ul style="list-style-type: none"> • To provide a smooth transition from home life to school life for all students. • To create and use social situation so that children's social and emotional needs are fulfilled. • To enable students to integrate themselves well in the corporate life of school. • To enable students to prepare themselves for playing different role as member of a group, community or society.

		Ashoka House:- Ms. Reena Yadav Raman House:- Ms. Renu Gopalia		<ul style="list-style-type: none"> • To inculcate the sense of responsibility to take one's tasks and duties in life • Earnestly and discharge them to the best of one's abilities. • To help every student developed him/her personality and integrity. • To develop the spirit of healthy competition among students. • To inculcate the qualities of self-dignity self-confidence and respect for others views and opinions and discretion to take decision on issues and problems faced by them. • To develop a sense of belongingness among students and to create desire to live in harmony. • To inculcate among students respect for seniors, elders, teachers and a caring attitude towards juniors and fraternity towards all. To
5 7 A B C	Reading Club	Literary/ Integrity Clubs- Ms. Suman Gupta Art of Living- Ms. Renuka Tushir	Secondary Ms. Maneesha Mr Gain Chand All PGT and TGT Eng & Hindi Primary Mr. Abhishek Mr. Praveen Singhania	<ul style="list-style-type: none"> • Conducting monthly meeting on agenda pre decided and got approved by the Principal. • 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 meeting a novel and noble sittingso that a fruitful outcome is realized. • Planning, execution, documentation and reportingof activities to be done as per instruction. • Preparing & Publishing news in local newspapers
	Standard Club, SDG Club	BIS- Ms. Revathi Krishnan Yuva Tourism Club- Ms. Veena Madia	Secondary Ms. Upasana Kulshrestha I/C All PGT and TGT SSci Primary Mr. Sunit Kumar	<ul style="list-style-type: none"> • Split up syllabus month wise and teacher wise. • Activities-term wise. • Weightage of marks to each topic. • Evaluation scheme. • Practical work. • Class room activities and teaching aids. • Model question paper.
	Maths club	Aaryabhattach Maths challenge Mr. Sanjay Chandel PRMO- Mr. N.K. Sharma National Mathematics	Secondary Mr. Sanjay Chandel I/C All PGT and TGT Maths Primary Mr. Priteshwar	<ul style="list-style-type: none"> • Identification of slow learners and gifted children and remedial action. • Under achievers / slow learners identification. • Strategy for effective monitoring for students improvements.

D		day – Ms. Preeti Lalyaan Mathematics Olympiad by HBCSE – Mr. Jeetendra Bhatia		<ul style="list-style-type: none"> • Educational tour. • Class activities, Exhibition, • Exam- PT/HY/SEE,
	STEM & Health Club	JIGYASA –Ms. Shashi Dhar YUVIKA Ms Revathi Krishnan NCSC –Mr. V.K. Roy RBVP - Mr. G P Jha NTSC – Mr Aakash Kapoor KVPY – Mr Aakash Kapoor INSPARED AWARD- Ms Revathi Krishnan NSE-IPAT- Mr. V.K. Roy SCHOOL INNOVATION COUNCIL & HACATHON – Ms Shahi Dhar (PGT Chem) Ms Humaira (PGT Eco) Mr Vagish Prakash (PGT Comm) All Subject Conveners Vidyanthi Vigyan Manthan – Ms. Revathi Krishnan GSP (Green School Program)- Ms. Vandana Singh Ms Revathi Krishnan TGT Science Sathee- Mr. Sanjay Chandel Olympiads /SOF – Mr. G P Jha Ms. Anita Saran PRAYAAS – Ms Sarita Suman YUVA – Mr. G P Jha Soil Health Programme – Mr Aakash Kapoor Vigyan Jyoti – Mr G P Jha SAKURA Science exchange Programme – Mr G P Jha Health Club – Mr U K Rai Nurse	Secondary Ms. Sarita Suman I/C All PGT and TGT Primary Mr. Rahul	<ul style="list-style-type: none"> • Planning the exhibition themes and models in advance and start synopsis preparation • Conducting mock exhibition well before the exhibitions scheduled as per KVS • Selecting the best models and the suggestions for improvement • Getting the new models ready before the exhibition to begin. • Preparation of subject magazine. • Effective implementation of Back to basics. Innovations taken up and the reports thereof <p>to promote a holistic approach to student well-being,</p>

		TGT Sci Yoga		leading to better academic performance, improved concentration, and a positive school environment.
5 8	Departments	INCHARGE		<ul style="list-style-type: none">•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.
	Physics Lab	Mr. V.K. Roy		
	Chemistry Lab	Ms. Sarita Suman		
	Biology Lab	Ms. Vandana Singh		
	Computer Labs In-charge	Lab-1&2 Mr. Vipin Kumar Lab-3 Mr. Rahul		
	Medical Room & First Aid	Ms Shashi Dhar		
	Junior Science Lab	Ms. Revathi Krishnan		
	SUPW Room	Mr. Veer Sain		
	Art Room	Ms. Aruna Rani		
	Music Room	Ms. Nibhi Sharma		
	Library	Ms. Nupur Aggarwal Primary Ms. Shalini I/C All Class Teachers		
Canteen	Mr. U.K. Rai I/C Ms. Mamta			
	Sports department	Mr. U.K. Rai		
	Maths lab	Mr. N.K.Sharma		
	Staff Room Secondary	PGT History		
	Staff Room Primary	Ms. Suchitra S. Sah		
	LANGUAGE ROOM	Ms. Barnali Das		
	CCA ROOM	Ms. Maneesha		

	Parallel subject's class Room (215)	Mr. Sanjay Kumar (TGT SKT)	
	Counsellor room	Ms. Revathi Krishnan	
5 9	NIPAM	Mr. M.S. Kaushik Mr. vagish Prakash	
6 0	यौन शोषण रोकथाम समिति POCSO	Vice Principal Ms Upasana Kulshreshat (PGT Geo) Ms Sarla Varun (HM) Ms Revathi Krishnan (TGT Science)	
6 1	Democracy club & wall	Ms Veena Madhia (TGT SSci) Mr V K Vishavkarma (TGT SSci) Ms Monika Mehta (TGT SSci)	<ul style="list-style-type: none"> To from democracy club and encourage students to make colorful/informative cutouts/sketches for democracy wall To organize different events/activities as per the instruction received form KVS. To create awareness among students about democracy To orgainse election campaigns awareness programmes.
6 2	Regular arrival & Gate duty at deoarture	Mr U K Rai (TGT P&HE) PGT Pol Sci Ms Maneesha (PGT Eng) Sports Coach	<ul style="list-style-type: none"> To ensure that students reach school on time with out being late. To records of frequent late comers and to intimate the class teacher concerned /parents. To ensure safe dispersal of the students from designated exit points and avoid stampede. To monitor safe/exit of the students during lunch break.
6 3	Eco & Nature Club, Green School Programme, Mission Life Meri Life, Developing - Kitchen Garden/ Plantation	Ms Vandana Singh (PGT BIO) Mr Akash Kapoor (TGT Sci) Ms Nupur Aggarwal (LIB) Ms Pinki (TGT Hindi) Ms Preeti Gupta (TGT Hindi) Ms Revathi Krishnan (TGT Science) TGT Science Mr Veer Sain (TGT WE)	<ul style="list-style-type: none"> To prepare various activities of Eco club and conduct those with students To create awareness among students and organize tree plantation drives. To prepare kitchen garden and flower beds, hedges bio pets, arrangement of seeds for seasonal plantation To conduct workshop for rain water harvesting. To organize any such competition which enhances greenery and aesthetics of the school. Registration of students on the portal as per the letter. Plan the activities Prepare and send the report on the portal
6 4	Remidial Classes Time table & record keeping	Mr Jeetendra Bhatia (TGT Maths) Ms Nupur Aggarwal (LIB)	<ul style="list-style-type: none"> To prepare the time table and allocation of rooms Distribution of the formats. Keeping the records and checking the performance record of the students through proper format.. Noting down where the classes are not going on and

			problem being faced by the teachers or the students.
6 5	Best Practices record	Ms Sarita Suman (PGT Chem) Ms Revathi Krishnan (TGT Sci) Comp Ins 1	<ul style="list-style-type: none"> Maintaining a monthly record with HD quality photo in the PPT form of any kind best practice running in the vidyalaya.
6 6	CWSN	Ms Veena Madhia (TGT SSci)	<ul style="list-style-type: none"> Maintaining the classwise list of CWSN students Keep the record of the nature of disability of the students Plan and monitor the work of special educator of primary and secondary section Arranging the proper seating arrangements for CWSN students with the help of special educator. Checking the progress of CWSN students
6 7	Prashast App & Project Inclusion	Mr veer Sain (TGT WE)	<ul style="list-style-type: none"> Monitoring the screening of the students done by class teachers. Keeping the record of the teachers of completion of the modules of PI
6 8	Conference Hall	Mr Veer Sain (TGT WE)	<ul style="list-style-type: none"> Maintenance of cleanliness, electric equipments, PA system, interactive screen, switch boards etc
6 9	Attendance Register Maintennance and checking of entries	Ms Megha Bhardwaj (PGT Eng) PGT History (Class XI and XII) Ms Aruna Rani (class VI to VIII)	<ul style="list-style-type: none"> Checking of correct fee entries, month wise enrollment position. • Particulars of students- RTE, fee exemption, Social category ,SGC, • Month wise shortage of attendance cases- intimation to their parents, fee defaulters, TC cases etc,

