

पीएम श्री केन्द्रीय विद्यालय क्रमांक १, वायु सेना स्थल, चकेरी, कानपुर

PM SHRI KENDRIYA VIDYALAYA NO.1, AFS, CHAKERI, KANPUR



समिति/COMMITTEES

सत्र : 2026-27

पीएम श्री केन्द्रीय विद्यालय क्रमांक १, वायु सेना स्थल, चकेरी, कानपुर

विद्यालय योजना सत्र:- 2026-27

Vidyalaya Academic & Institutional Plan for session 2026-27 has been set up and now it has been placed before all staff members for further course of action. The following committees, departments and club are hereby constituted to carry out various curricular, co- curricular and extra – curricular activities and also to provide ample opportunities and encouragement to achieve the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the academic session 2026-27. Therefore, all In-charges, Conveners and Members of the Dept. / Committee/Club are hereby instructed to take the charge of their concerned department and set up the action plan for session 2026-27. Please go through the Vidyalaya Academic Plan for the detailed information especially for guidelines, duties responsibilities and activities.

NOTES: -

1. All the In-charges and the members of the various departments / committees are requested to prepare a complete action plan in duplicate for the session 2026-27 as per allotment given and submit a copy to the Principal on or before **25th July 2026** for record without fail.
2. All the In-charge and the members of the various departments/ committees will be fully responsible for maintaining the assigned duties, activities and prescribed programs. In case of any difficulty, undersigned must be contacted.
3. All the In-charges and the members of the various departments / committees are free to take their own decisions to achieve the excellence in activities, if necessary, they can contact the Principal.
4. All the In-charges and the members of the various departments / committees are hereby instructed to complete the stock verification for the session 2025-26 on or before **25th July 2026** and prepare the list of requirements for the session 2026-27 on or before **25th July 2026** and at the same time a list of materials for condemnation, if any, should be prepared and deposit to the office.

Principal

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LIST OF CLASS TEACHER AND CO-CLASS TEACHERS SESSION 2026-27

FOUNDATIONAL AND PREPARATORY STAGE

CLASS	SECTION	NAME OF CLASS TEACHER	CO - CLASS TEACHER
B-3		MS. BARKHA SHUKLA	MS JAISHREE
1	A	MS. GEETIKA JOTWANI	MS. JYOTI VERMA
1	B	MS. HENULATA SAVITA	MS. NILU KUMARI
1	C	MS. SALMA	MS. ANKUR SHUKLA
1	D	MS. KALPANA SINGH	MS. RUCHI SINGH
1	E	MS. MEENAKSHI CHAUHAN	MS. SIMRAN SINGH
2	A	MS. AKANKSHA SHIKARWAR	MS. KAVITA MEENA
2	B	MS. POONAM MAURYA	MS. GARIMA AGARWAL
2	C	MS. RUCHI SINGH	MR. C.P SINGH
2	D	MR. GYANENDRA	MR. ANKUR UPADHYAY
2	E	MS. NEHA KUMARI	MR. PAWNESH KR. DUBEY
3	A	MR. ANKUR UPADHYAY	MS. SALMA
3	B	MS. NILU KUMARI	MR. ETENDRA

3	C	MS. POONAM BHARTI	MS. AKANKSHA SHIKARWAR
3	D	MS. JYOTI VERMA	MR. GYANENDRA (CONT)
3	E	MS. KAVITA MEENA	MR. MANGARU RAV
4	A	MR. VIPUL KUMAR	MS. NEHA KUMARI
4	B	MR. PAWNESH KR DUBEY	MS. AKANSHA MISHRA (CONT)
4	C	MR. ETENDER SINGH	MR. ARUN KUMAR VERMA
4	D	MR. ARUN KUMAR VERMA	MR. VIPUL KUMAR
4	E	MR. C.P SINGH	MS. MEENAKSHI CHAUHAN
5	A	MR MANGARU RAV	MS. SHWETA
5	B	MR. RAMAN KUMAR	MS. BHAWANA SINGH
5	C	MS. GARIMA AGARWAL	MS. GEETIKA JOTWANI
5	D	MS. ANKUR SHUKLA	MS. HENULATA SAVITA
5	E	MS. SHWETA	MR. RAMAN KUMAR

HEAD MASTER: MS. PUNAM (I/c)

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LIST OF CLASS TEACHER AND CO-CLASS TEACHERS SESSION 2026-27

MIDDLE AND SECONDARY STAGE

CLASS	SECTION	NAME OF CLASS TEACHER	CO - CLASS TEACHER
6	A	MS. JYOTI SHUKLA	MS. PRATISHTHA SHUKLA
6	B	MS. SAROJ SHARMA	MR SUDHIR PANDEY
6	C	MS. NEETU PANDEY	MR PRADEEP KUMAR KULWANT
6	D	MR SHIVANAND	MS. ALKA
6	E	MS. SUDIPTA BHATTACHARYA	MS. NEELAM SHARMA
7	A	MR RANJEET KUMAR RAI	MR PANKAJ KUMAR YADAV
7	B	MS. ANKITA SINGH	MR VIMAL KUMAR MISHRA
7	C	MS. MEENAKSHI KUMARI	MS. JYOTI SHUKLA
7	D	MS. ALKA	MS. RASHMI GAURAV
7	E	MS. CHETNA	MR SHIVANAND
8	A	MR PRADEEP KUMAR KULWANT	MS. MEENAKSHI KUMARI
8	B	MR SUDHIR PANDEY	MS. SHIPRA CHANDRA
8	C	MR GIRISH CHANDRA	MS. ROOPALI BHARDWAJ
8	D	MS. RASHMI GAURAV	MR SIKANDAR KUMAR
8	E	MR MOHD MOHSIN	MS. SUDIPTA BHATTACHARYA
9	A	MS. NEETA KUSHWAHA	MR GIRISH CHANDRA

9	B	MS. SONAM	MR NAND KISHOR SINGH
9	C	MR PRADEEP SHAH	MS. MAMTA SHUKLA
9	D	MS. NEELAM SHARMA	MR RAVINDRA YADAV
9	E	MS. PRATISHTHA SHUKLA	MS. SAROJ SHARMA
10	A	MS. ROOPALI BHARDWAJ	MR PRADEEP SHAH
10	B	MS. SHIPRA CHANDRA	MS. NEETU PANDEY
10	C	MR NAND KISHOR SINGH	MS. SONAM
10	D	MS. MAMTA SHUKLA	MS. NEETA KUSHWAHA
10	E	MR RAVINDRA YADAV	MR MOHD MOHSIN
11	A	MR SANJEEV SHUKLA	MR SUNIL KUMAR
11	B	MR VIJYANT PRAKASH PANDEY	MR KULDEEP PANDEY
11	C	MS. MEENU RANA	MS. CHETNA
11	D	MS. MANJU KATIYAR	MR PRAVEEN KUMAR TIWARI
11	E	MR NISHANT MISHRA	MR VIJYANT PRAKASH PANDEY
12	A	MR GOVIND GUPTA	MR PRAKASH CHANDRA SRIVASTAVA
12	B	MR KULDEEP PANDEY	MR ABHINESHWAR KANAUJIA
12	C	MR BRAJESH KUMAR SINGH	MR MANOJ KUMAR GUPTA
12	D	MR PRAVEEN KUMAR TIWARI	MS. MANU KATIYAR
12	E	MR SANJEEV KUMAR	MR RANJEET KUMAR RAI

VICE PRINCIPAL: MR. RANJIT KUMAR

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DUTIES AND RESPONSIBILITY OF THE TEACHERS/CLASS/CO-CLASS TEACHERS
(SESSION 2026-27)

1. To take the attendance twice daily in forenoon before morning assembly starts and after the recess and fill the details of attendance in the daily attendance kept in the office of Vice-Principal.
2. To make attendances by marking “P” for present and “A” for absent both times.
3. To complete attendance register at the end of the month and to get the Vice-Principal / Principal’s Signature on the last working day.
4. To enter all the particulars of student’s viz. parents’ name, address, contact no. etc. and keep the students profile updated in class register, UBI portal, Smagam portal and on UDISE portal as per the detail’s records maintained in the office.
5. To keep the leave letters, medical certificates, study certificates etc. Issued to students in a proper file for follow up as per need.
6. To enter the details of the fee and fine paid / warning/ suspension etc. / any positive punishment accorded to the student.
7. To record good / bad/ achievement / and the traits of the students in the anecdotal register and child in need must be referred to counsellor.
8. To choose / select/a very effective class leader & to train the child for leadership qualities with added responsibility, if needed on rotation basis.
9. To encourage / motivate children to participate in CLA/ Sports/ Internal/ External competitions and to keep track records of their participation throughout the year.
10. To co- ordinate / cooperate with the students to try to solve their problems related to indiscipline/ low scores in any subjects.
11. To keep record of the parent – teacher meeting as when such meeting takes place and parents need must be addressed on time.
12. To ensure that all the students of class are carrying their student diary on regular basis and they need to wear their ID card every day.
13. Please check the cleanliness of the class – room. Not a single paper piece should be seen inside the class room thrown carelessly. If cleanliness is not up to the mark, please inform the undersigned / Office and get it cleaned immediately. Ensure your class room are plastic free zone.
14. Students must be trained to turn off light / fans as and when they leave the class room.
15. Teachers needs to ensure that students are allowed to leave the class only with their permissions and they need to carry out-pass.
16. Each class room should have a dustbin and proper use of its must be done. The teacher should motivate students to use it properly and arrange one if needed.

17. Seating arrangement of students in class must be in proper way. Desk and bench should be properly arranged as per the strength of the students. Student seating may be arranged as per guideline of KVS on rotation basis.
18. Light must be used only on need base and no misuse of electricity should be allowed.
19. All subject teachers have to prepare (month wise) annual teaching plan to complete the syllabus on time. **The syllabus for class X & XII will be completed by last week of October 2026 and for all others by 31st January 2027.** Classes may be arranged before morning assembly and after school hours to complete the syllabus on time and for giving practice to the students, if necessary, on need basis.
20. Revision plan needs to be prepared in the month of **November 2026 for class X & XII** and for the others in the month of **February 2027**. First round of revision for class XII needs to be completed by **December 2026** and for others by **February 2027**. Second round revision will commence from **January 2027** onwards for class XII and it will be completed by **15th February 2027**. For this purpose, action planned will be chalked out in the month of **December 2027**.
21. Subject teachers have to inform their time table to students so that they could bring their books, notebooks and other teaching material regularly. Teacher should check the regular attendance of students and if any student is found irregular his / her parents must be called to sort out the problems and written intimation of less attendance must be given to the students every month.
22. Name of the topic / chapter must be written on black board before you start the teaching work and carry your teacher's diary every day.
23. Classroom discipline must be maintained during the period by the respective subject teachers while teaching learning process is under process.
24. Students' notebook / work books etc. must be checked regularly as briefed in the staff meeting. Positive remark must be given wherever necessary.
25. Teachers need to ensure proper use of Interactive Panels for effective classroom interactions. Teachers not to allow students to leave the class under one pretext or the other.
26. Teachers not to call students from classes during the teaching and learning process, unless it is very important with prior permission of Principal.

(Shiv Pratap)
Principal

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COMMITTEES FOR THE SESSION 2026-27

The following committees have been formed for the year 2026-27 for smooth functioning of the Vidyalaya. Every committee In-charges and members are responsible for preparation of Annual / Year Planner of all activities of his/her department and submits the same to Principal on or before 25TH April, 2026 without fail.

क्र.सा	समितियों के नाम	प्रभारी एवं सदस्यों के नाम	प्रभारी एवं समिति के सदस्यों के कार्य का विवरण
1.	ADMISSION (FRESH & TCS' CASES)	Mr. Manoj Gupta, PGT Maths (I/c) - Ms. Manju Katiyar, PGT Comm - Ms. Saroj Sharma, TGT Sc. - Mr. Nand Kishore Singh, TGT SST - Ms. Geetika Jotwani, PRT - Ms. Henulata Savita, PRT - Ms. Meenakshi Chauhan, PRT - Ms. Kalpana Singh, PRT - Ms. Salma, PRT	- Admission to all classes throughout the year including RTE as per KVS Admission Guideline and Planning & Conducting of Admission Test for class 9. - Maintenance of Admission Register of data required to be submitted to KVS RO/(HQ time to time). - Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work. - Every month Enrolment of the Vidyalaya has to be collected and checked by the department and submit the same to the Principal – This has to be done a day prior to last working day of the month. - Every month vacancy of each class & section-wise details are to be recorded in the admission register and submit to Principal. This has to be done a day prior to last working day of the month. Monthly review Meetings on admissions to be done. This work has to be adhered with calendar of Admission as per KVS (HQ).
2.	ACADEMIC & ADMINISTRATIVE SUPPORT	Mr. Ranjit Kumar, Vice Principal (I/c) - Mr. P C Srivastava, PGT CS - Ms. Manju Katiyar, PGT Commerce - Mr. Kuldeep Pandey, PGT Chemistry - Mr. Manoj Kumar Gupta, PGT Maths - Ms. Mamta Shukla, TGT SST - Mr. Girish Chandra, TGT Maths Ms. Punam, I/c Head Master - Ms. Sunita Singh, PRT - Ms. Punam Maurya, PRT - Ms. Henulata Savita, PRT	- Necessary correspondence with the KVS RO/ HQ etc. as per the direction of Principal related to academic improvement. - Interacting with the teachers and directing them on their academic duties. It is the sole responsibility of Vice Principal, Senior Most PGT & Head Master to check the academic activities of teachers. He /She will prepare plan and schedule for Notebooks (C/w & H/w) checking. - Preparing schedule for checking of Teachers Diary every fortnightly. - In-charge and members need to ensure quality and effective flow of teaching and learning activities in the Vidyalaya. Preparing academic calendar department wise for 2026-27

3.	CAREER GUIDANCE AND COUNSELING (To Plan and fix the dates)	Mr. Abhineshwar Kanaujia, PGT Phys (I/c) - Ms. Manju Katiyar, PGT Commerce - Mr. Kuldeep Pandey, PGT Chemistry - Ms. Chetna, PGT Biology - Mr. Nishant Kumar, PGT History - Mr. Nand Kumar Singh, TGT SOST - Mr. Sikandar Kumar, Librarian - School Counsellor	- Year Planner for counseling sessions shall have to be prepared by I/c of the committee. A minimum of 06 (six) such counseling sessions shall have to be planned and to be organized and reporting is mandatory. - Collection of information and providing to the students. - Arrangement of Guest Lectures on urgent issues. - Monthly report has to be submitted on activities undertaken for providing information to the students - Please use a separate register for counseling and guidance activities.
4.	TIME TABLE SECONDARY DEPARTMENT & PRIMARY DEPARTMENT	Mr. Praveen Kumar, PGT Chem (I/c) - Mr. Nishant Kumar, PGT History - Ms. Chetna, PGT Biology - Ms. Neetu Pandey, TGT Maths - Ms. Pratishtha Shukla, TGT Maths - Ms. Sonam, TGT Maths Ms. Poonam Bharti, PRT, I/C - Ms. Henulata Savita, PRT - Ms. Ankur Shukla, PRT - Ms. Salma, PRT - Mr. Vipul Kumar, PRT	- Preparation of class & teachers Time Table as per KVS norms. - Preparation of special Time Table for Board classes, Remedial classes, Classes for low achievers and zero period. - Monitoring of bell timing in the Vidyalaya. - Distribution of class diary to all the class monitors to note every day's activity period-wise. - Collecting the class diary and submitting the same to Principal for his supervision. - Random checking for teachers attending the classes during their arrangement and to ensure no teacher who is absent is left without arrangement within proper time.
5.	AEP Planning & Conducting a minimum of 6 activities in the session	Ms. Chetna, PGT Bio I/c - Mr. Pradeep Shah, TGT Sc. - Ms. Saroj Sharma, TGT Sc. - Ms. Neelam Sharma, TGT Sc. - Mr. Sikandar Kumar, Librarian - School Counsellor - School Staff Nurse	- Organizing parent teacher 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 AEP programs. - Every month AEP classes are to be conducted on core issues. - Submitting a monthly report to Principal is mandatory.
6.	ALUMNI ASSOCIATION	Mr. Kuldeep Pandey, PGT Chem, I/c - Ms. Meenu Rana, PGT Physics - Mr. Brajesh Kumar Singh, PGT Physics - Mr. Govind Gupta, PGT Maths - Mr. Shivanand, TGT English - Mr. Varun Gautam, Comp. Inst.	- To maintain proper records of Alumni of the Vidyalaya. - To arrange alumni, meet in the Vidyalaya by discussing with the undersigned. - To upload details of alumni on vidyalaya website.
7.	RIGHT TO INFORMATION	Mr. Praveen Kumar, PGT Chem, I/c - Mr. Kapil Agnihotri, SSA - Ms. Manju Lata, SSA - Ms. Sudesh, JSA - Mr. Rakesh Kumar Kureel, MTS	- To attend the queries made under RTI and ensure their response is made on or before the stipulated date. - Collect data/information to be incorporated in the reply of such letters. The members and I/C to keep them updated with the rules and procedures regarding RTI act.

	(PRIMARY SECTION)	8. Mr. Sudhir Pandey, TGT Sanskrit 9. Mr. V K Mishra, TGT WE 10. Mr. Rohit Singh, TGT P&HE 11. Ms. Shikha Dubey, PRT Music 12. Mr. Sikandar Kumar, Librarian Ms. Poonam Maurya, PRT I/c 1. Ms. Geetika Jotwani, PRT 2. Mr. Ankur Upadhyay, PRT 3. Mr. Garima Agarwal, PRT 4. Ms. Shikha Dubey, PRT Music Support Staff 1. All Class Teacher 2. All Sports & Yoga and Other Coach	VALUE EDUCATION • To prepare compact programme for developing good habits and moral value among the students. • To encourage the students on the observation of good habits & behavior and appreciate the best dress students.
11.	SCOUT AND GUIDE (SECONDARY SECTION) CUBS AND BULBUL (PRIMARY SECTION)	Mr. Sanjeev Kumar, PGT Hindi, I/c 1. Mr. Ranjeet Kumar Rai, PGT Geo 2. Mr. N K Singh, TGT SST 3. Mr. Pradeep Kulwant, TGT SST 4. Ms. Neelam Sharma, TGT Sc. 5. Ms. Shipra Chandra, TGT Eng. 6. Ms. Sonam, TGT Maths 7. Ms. Saroj Sharma, TGT Science 8. Mr. Sudhir Pandey, TGT Sanskrit All Trained Scouts & Guides Masters Ms. Ankur Shukla, PRT I/c 1. Ms. Salma, PRT 2. Ms. Neha Kumari, PRT 3. Mr. Vipul Kumar, PRT 4. Mr. Pawnsesh Kumar Dubey, PRT All Trained Cubs & Bulbul Master	• Registration of units as per the instruction of KVS BS&G. • Fresh registration for Scouts & Guides and Cubs & Bulbuls etc. • Conducting upgrading camps & celebrations related to Scout & Guides activities. • Taking up Community development and service works once in a month. • Celebration of events as per the calendar of KVS BS&G. • Submitting monthly reports & carrying out other related works
12.	HOME EXAMINATION (SECONDARY SECTION)	Mr. Abhineshwar Kanaujia, PGT (Phy), I/c 1. Mr. P C Srivastava, PGT CS 2. Ms. Meenu Rana, PGT Phys 3. Mr. Sunil Kumar, PGT CS 4. Ms. Neelam Sharma, TGT Science 5. Mr. Pradeep Shah, TGT Science 6. Mr. Ravinder Yadav, TGT Hindi 7. Mr. Chandan Verma, Comp. Inst.	• Raising the indent for the papers and other important items required in the examination department. • Planning & conducting of periodic test and term examinations as per the schedule and calendar of activities of KVS. • Listing out absentees and planning & conducting Re-tests • To prepare the result analysis of internal exams and maintaining the record in an appropriate manner.

	CBSE & EXTERNAL EXAMINATIONS PRIMARY SECTION (Internal & External)	Mr. P C Srivastava, PGT CS, I/c 1. Mr. Abhineshwar Kanaujia, PGT Physics 2. Ms. Meenu Rana, PGT Physics 3. Mr. Sunil Kumar, PGT CS 4. Ms. Neelam Sharma, TGT Science 5. Mr. Pradeep Shah, TGT Science 6. Mr. Ravinder Yadav, TGT Hindi 7. Mr. Chandan Verma, Comp. Inst. Ms. Poonam Maurya, PRT I/c 1. Ms. Bhawana Singh, PRT 2. Ms. Jyoti Verma, PRT 3. Ms. Garima Agarwal, PRT 4. Mr. Raman Kumar, PRT 5. Mr. Ankur Upadhyay, PRT 6. Mr. Vipul Kumar, PRT 7. Mr. Rahul Rao, Comp. Inst.	• Distribution of the split-up syllabus /Study materials to the teachers and students as per the instruction of KVS. • Responsibility of core team is to coordinate and direct the supporting staff for a smooth execution of the work. • Distribution of Result Cards to class Teachers. • It is mandatory for all the question paper setters to provide the question paper both in soft and hard copies duly computerized, Exam Department shall not accept the papers which are hand written. In-charge will monitor the entire department proceedings and make sure that all wings of his department are functional appropriately and adhering the time schedule. • CBSE Committee will follow up registration of class 9th and 11th on time as per CBSE calendar of activities and ensure proper verification of records of class 10th and 12th in the LOC and timely uploading. • CBSE Committee will ensure timely collection of fees as and when required for its submission to the CBSE. • CBSE Committee will ensure the process of Vidyalaya affiliation timely and to ensure timely updation and correction of data on OASIS Portal of CBSE. • CBSE Committee will ensure proper follow up of any work assigned by the Principal related to the CBSE.
13.	SCHOOL RESULT MODERATION	Mr. Ranjit Kumar, Vice Principal, I/c 1. Mr. Abhineshwar Kanaujia, PGT Physics 2. Ms. Meenu Rana, PGT Physics 3. Ms. Mamta Shukla, TGT S.ST 4. Ms. Rashmi Gaurav, TGT English. 5. Ms. Punam, I/c Head Master 6. Ms. Bhawan Singh, PRT	• To decide the hard and difficult cases and formulating the criteria to decide class wise result of border case as per KVS norms. • To uphold and implement police as per KVS Education Code for the result preparation of Session Ending of 2026-27. • To award grace marks as per Article 105 of KVS Education Code.
14.	NIOS EXAMINATION	Mr. Manoj Kumar Gupta, PGT (Maths) I/c 1. Mr. Ranjit Kumar Rai, PGT Geography 2. Mr. Shivanand, TGT Maths 3. Mr. Sikandar Kumar, Librarian 4. Mr. Varun Gautam, Comp. Inst	• To conduct examination smoothly as per the calendar of activities of NIOS. • To maintain proper records related to the NIOS examination.
15.	MATHS OLYMPIAD	Mr. Govind Gupta, PGT Maths I/C 1. Mr. Manoj Gupta, PGT Maths 2. Mr. Girish Chandra, TGT Maths 3. Mr. Shivanand, TGT Maths 4. Ms. Neetu Pandey, TGT Maths 5. Ms. Pratistha Shukla, TGT Maths 6. Ms. Sonam, TGT Maths	• To conduct the entire Math's Olympiads smoothly. • To make the students aware about the different kinds of Olympiads to be conducted in the Vidyalaya. • To develop environment for activities based on Fun with mathematics. • To sensitize students regarding maths and removing their fear factor related to the subject.

16.	SCIENCE OLYMPIADS GREEN OLYMPIAD VVM & IAPT JIGYAN JOYTI	Ms. Meenu Rana, PGT Phy I/C 1. Mr. Abhineshwar Kanaujia, PGT Phy 2. Ms. Chetna, TGT Science 3. Mr. Pradeep Saha, TGT Science 4. Ms. Saroj Sharma, TGT Science	• To conduct all the Olympiads smoothly. • To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya. • To make students aware about Vidyarthi Vigyan Manthan Programme and Examination Conducted by Indian Association of Physics Teachers. • Ensuring registration of students in the examination, motivating and guiding for their participation in the said examination on time. • Committee should ensure maximum participation any such events.
17.	PRAYAS INSPIRE MANAK RBVP NTSE	Mr. Kuldeep Pandey, PGT Chem I/C 1. Mr. Praveen Kumar, PGT Chem 2. Mr. Pradeep Shah, TGT Science 3. Ms. Neelam Sharma, TGT Science	• To make students aware about Inspire Manak & Rashtriya Bal Vaigyanik Pradarshani and their SOPs for participation. • Ensuring registration of students in the programme, motivating and guiding for their participation in the said events on time. • Committee should ensure maximum participation any such events.
18.	NCSC HARIT VIDYALAYA SCIENCE EXHIBITIONS GSP AUDIT	Ms. Brijesh Kumar Singh, PGT Phys & I/c 1. Mr. Sanjeev Shukla, PGT Chem. 2. Ms. Chetna, TGT Biology 3. Ms. Neelam Sharma, TGT Science 4. Ms. Saroj Sharma, TGT Science	• Plan the exhibition themes and models in advance and start synopsis preparation. • Conduct mock exhibition well before the exhibitions scheduled as per KVS. • Decide the best models and the suggestions for improvement. • Get the new models ready before the exhibition to begin. • Committee should ensure maximum participation any such events. Note: As far as science exhibition is concerned, the In-charge teacher will discuss with Principal on all the modalities to be observed and record in the Science department minutes register.
19.	SOCIAL SCIENCE EXHIBITIONS	Ms. Manju Katiyar, PGT Comm. 1. Mr. Ranjeet Kumar Rai, PGT Geo 2. Mr. Nishant Mishra, PGT History 3. Mr. Praveen Kumar Tiwari, PGT Eco 4. Ms. Mamta Shukla, TGT S.ST 5. Mr. Mohd. Mohsin, TGT S.ST 6. Mr. Pradeep Kulwant, TGT S.ST 7. Mr. Nand Kishore Singh, TGT S.ST	• Plan the exhibition themes and models in advance and start synopsis preparation. • Conduct mock exhibition well before the exhibitions scheduled as per KVS. • Decide the best models and the suggestions for improvement. • Get the new models ready before the exhibition to begin. Note: As far as Social Science exhibition is concerned, the In-charge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register.
20.	DISASTER MANAGEMENT	Mr. Ranjeet Kumar Rai, PGT Geo I/c 1. Mr. Nishant Mishra, PGT History 2. Mr. Praveen Kumar Tiwari, PGT Eco 3. Ms. Mamta Shukla, TGT S.ST 4. Mr. Mohd Mohsin, TGT S.ST 5. Mr. Nand Kishore Singh, TGT S.ST 6. Mr. Pradeep Kulwant, TGT S.ST 7. Mr. V K Mishra, TGT WE	• Mock Drills & awareness programme to be organized twice a year i.e. April & Oct • To ensure that fire safety extinguishers are placed on prominent places and refilled on time. • To check Vidyalaya premises on regular interval of time and if any gray area is found it must be reported to the undersigned.

21.	CO-CURRICULAR ACTIVITIES & Celebration of National Festival Important Days Celebration (SECONDARY SECTION) (PRIMARY SECTION)	Mr. Ranjit Kumar, VP & I/c 1. Mr. Sanjeev Kumar, PGT Hindi 2. Mr. V P Pandey, PGT English 3. Ms. Roopali Bharadwaj, TGT English 4. Ms. Shipra Chandra, TGT English 5. Mr. Ravinder Yadav, TGT Hindi 6. Ms. Neeta Kushwaha, TGT Hindi 7. Ms. Alka, TGT Hindi 8. Mr. Ankita Singh, TGT Hindi 9. Ms. Jyoti Shukla, TGT Sans 10. Mr. Sudhir Pandey, TGT Sans Ms. Sunita Singh, PRT & I/c 1. Ms. Shweta, PRT 2. Ms. Neha Kumari, PRT 3. Ms. Nilu Kumari, PRT 4. Ms. Kalpana Singh, PRT Ms. Shikha Dubey, PRT (Will support both secondary & Foundational and preparatory stage)	• Preparation of Calendar of activities & Days to be observed and celebrated in the year 2026-27. • House distribution activity. • Conduct & celebration of formation of Student's Council. • Planning, preparation and celebration of Annual Day • Duty allotment and monitoring of assembly program. • Checking of the information on the display board in corridor and class rooms. • Theme selection for every month and carrying out the suggested activities. • Maintaining the record of achievements of the students of house and maintaining transparency in the result process. • Important announcements in the assembly, planning & preparing students for various activities. For this, the CCA I/c or deputy has to meet Principal to note the next day's announcements. • Important dates shall be collected and be celebrated appropriately. The committee can even suggest Principal for the purpose.
22.	CULTURAL PROGRAMMES	Mrs. Shikha Dubey, PRT (Music) I/c 1. Ms. Manju Katiyar, PGT Comm 2. Mr. Vijayant Prakash Pandey, PGT Eng 3. Ms. Mamta Shukla, TGT SOST 4. Ms. Chetna, TGT Science. 5. Ms. Shipra Chandra, TGT Eng 6. Ms. Roopali Bharadwaj, TGT Eng 7. Ms. Sudipta Bhattacharya, TGT Eng 8. Mr. Ravindra Yadav, TGT Hindi 9. Ms. Neeta Kushwaha, TGT Hindi 10. Ms. Jyoti Shukla, TGT Sanskrit 11. Ms. Alka, TGT Hindi	• To prepare and organize cultural programmes on the occasion various important days. • To prepare children for EBSB & Kala Utsav events. • To guide and motivate students who are good in the field of art & culture.
23.	राजभाषा RAJ BASHA	Mr. Sanjeev Kumar, PGT Hindi & I/c 1. Ms. Neeta Kushwaha, TGT Hindi 2. Mr. Ravinder Yadav, TGT Hindi 3. Ms. Ankita Singh, TGT Hindi 4. Ms. Alka, TGT Hindi 5. Mr. Sudhir Pandey, TGT Sanskrit 6. Ms. Jyoti Shukla, TGT Sanskrit 7. Mr. Kapil Agnihotri, SSA 8. Ms. Manju Lata, SSA Ms. Sudesh, JSA	• Periodical reports shall be prepared as per the schedule and without any reminder from Head of the Institution. So, the committee requires some plan on Raj Basha implementation. So, Year planner may be prepared for the purpose. • Hindi Pakhwada has to be celebrated with full energy and with innovative ideas for promotion of Raj Basha. • The committee is responsible to plan some more activities prior to Hindi Pakhwada and conduct through Hindi classes and CCA activities so that, the report may be sent to KVS about it. • Raj Basha implementation will be decorative and acceptable. • Every quarter meeting should be held for Rajbasha. • I/c is responsible for preparation of reports (रिपोर्ट / अनुपालन प्रतिवेदन इत्यादि)

24.	VALUE EDUCATION	Mr. N K Singh, TGT S.ST & I/c 1. Ms. Mamta Shukla, TGT S.ST (All ACP Trained Teachers)	- Preparation of Annual calendar of value-based education programs and activities. - Conducting of value education program as per KVS guidelines.
25.	FURNITURE (Purchase, Repair Maintenance)	Mr. Ranjeet Kumar Rai, PGT Geo, I/c 1. Mr. Sanjeev Kumar, PGT Hindi 2. Mr. Pradeep Kumar Kulwant, TGT S.ST 3. Mr. V. K Mishra, TGT WE 4. Ms. Jyoti Shukla, TGT Sanskrit 5. Mr. Mangaru Rav, PRT 6. Ms. Meenakshi Chauhan, PRT 7. Ms. Raman Kumar, PRT 8. Ms. Kavita Meena, PRT	Preparing the list of articles for condemnation for 2026-27 in the new format and keep ready for Physical Verification - Raising the indent of the Furniture required within the ceiling as per KVS norms. - Maintenance of furniture register & inventories in each class, lab, departments, library, office etc. - Preparation of list of repairable and broken furniture. - Submission of requirements of shortage, making inventory and proper monitoring.
26.	SCHOLARSHIP & ACHIEVEMENT (Maintenance & Updating)	Mr. Abhineshwar Kanaujia, PGT Phy I/c 1. Mr. Brajesh Kumar Singh, PGT Physics 2. Mr. N K Singh, TGT S.ST 3. Mr. Varun Gautam, Comp. Inst.	- Make a list of all OBC/SC/ST Minority students who have been awarded scholarship. - To maintain proper records of students who receives the scholarship under different schemes. - To maintain proper records of Vidyalaya Achievement in different areas. - To provide information regarding vidyalaya achievement to RO and HQ whenever it is needed.
27.	STUDENTS' COUNCIL	Mr. Ranjit Kumar, Vice Principal, I/c 1. Mr. P C Srivastava, PGT CS 2. Ms. Meenu Rana, PGT Physics 3. Mr. V P Pandey, PGT Eng. 4. Ms. Manju Katiyar, PGT Comm. 5. Ms. Mamta Shukla, TGT S.ST 6. Ms. Neeta Kushwaha, TGT Hindi 7. Mr. N K Singh, TGT S.ST 8. Mr. Rohit Kumar, TGT P&HE	- Selection and celebration of School Captains and Vice Captains under student's council. - Planning a calendar of Students' Council meeting to discuss about various academic activities of the Vidyalaya. - Review of Attendance registers once in every 15 days and communicating shortcomings. - Review of syllabus coverage from classes VI to XII once in a month.
28.	GAMES & SPORTS (SECONDARY SECTION) (PRIMARY SECTION)	Mr. Rohit Kumar, TGT P&HE I/c 1. Mr. V P Pandey, PGT Eng 2. Mr. Pradeep Kumar Kulwant, TGT S.ST 3. Ms. Neeta Kushwaha, TGT Hindi 4. Mr. Sikandar Kumar, Librarian 5. Sports Coach 6. Yoga Inst. Mr. Raman Kumar, PRT I/C 1. Mr. Ankur Upadhyay, PRT 2. Ms. Meenakshi Chauhan, PRT 3. Mr. Vipul Kumar, PRT 4. Ms. Neha Kumari, PRT	- Planning Vidyalaya sports activities, (Year calendar). - Monitoring blocks period. - To place requisition for purchasing of sports relate equipment. - To celebrate National Sports Day in planned manner. - Conducting Annual Sports Day as per KVS norms. - Planning and conducting Regional and National Sports Activities as per the direction of KVS RO/HQ.

29.	TEACHING AIDS	Mr. Ranjeet Kumar Rai, PGT Geo I/c 1. Mr. Sunil Kumar, PGT CS 2. Mr. Brajesh Kumar Singh, PGT Phy 3. Mr. Shivanand, TGT Maths 4. Mr. Nand Kishore Singh, TGT S.ST 5. Ms. Geetika Jotwani, PRT 6. Ms. Ankur Shukla, PRT 7. Ms. Kalpana Singh, PRT	- Procurement of teaching aids as per the need of different departments. - Upkeep of teaching aids. - List of teaching aids used by the teachers.
30.	LIBRARY ADVISORY COUNCIL	CHAIRMAN 1. Shiv Pratap, Principal MEMBERS 2. Mr. Ranjit Kumar, Vice Principal 3. Mr. Praveen Kumar, PGT Chem 4. Ms. Meenu Rana, PGT Phys 5. Mr. Sunil Kumar, PGT CS 6. Mr. V P Pandey, PGT Eng 7. Ms. Manju Katiyar, PGT Comm 8. Mr. Manoj Gupta, PGT Maths 9. Ms. Neeta Kushwaha, TGT Hindi 10. Mr. Sudhir Pandey, TGT SKT 11. Ms. Meenakshi Chauhan, PRT 12. Ms. Kavita Meena, PRT 13. Ms. Nilu Kumari, PRT 14. Mr. Ankur Upadhyay, PRT 15. 4 Students nominated by the principal MEMBER SECRETARY 16. Mr. Sikandar Kumar, Librarian PRIMARY LIBRARY Mrs. Meenakshi Chauhan, PRT I/c 1. Ms. Kavita Meena, PRT 2. Ms. Nilu Kumari, PRT 3. Ms. Garima Agarwal, PRT	- Planning and preparing the books for condemnation. - Supervising the Library activities undertaken by the librarians and seeking a report on monthly basis. - Raising the requirement of books, taking the list from students of classes XI and XII and respective subject teachers. - Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS. Improving library service and its monitoring. Note: Librarian to prepare a Yearly planner of activities and submit to Principal.
31.	BEAUTIFICATION & GARDENING (SECONDARY SECTION) (PRIMARY SECTION)	Ms. Chetna, PGT Biology & I/c 1. Mr. B K Singh, PGT Phys 2. Mr. Pradeep Shah, TGT Sc. 3. Ms. Neelam Sharma 4. Ms. Saroj Sharma, TGT Sc. 5. Mr. V K Mishra, TGT WE 6. Mr. Pankaj Kumar, TGT AE 7. Staff Nurse Ms. Kalpana Singh, PRT I/c 1. Ms. Jyoti Verma, PRT 2. Mr. Etender Singh, PRT 3. Ms. Raman Kumar, PRT 4. Ms. Nilu Kumari, PRT	- Garden maintenance, observation and making suggestions to the gardener. - Monthly review of garden and suggestions for its improvement. - Submitting of monthly review of garden & Beautification of Vidyalaya. - Raising the requirement for Garden and Vidyalaya beautification.

32.	STANDARD OPERATING PROCEDURE (SOP) FOR SAFETY & SECURITY AND SICK AND INJURED CHILD	Mr. Ranjit Kumar, Vice Principal, I/c 1. Mr. P C Srivastava, PGT CS 2. Mr. Sanjeev Shukla, PGT Chemistry 3. Mr. Kuldeep Pandey, PGT Chemistry 4. Mr. Abhineshwar Kanaujia, PGT Phy 5. Ms. Mamta Sharma, TGT S.ST 6. Ms. Neelam Sharma, TGT Sc. 7. Ms. Saroj Sharma, TGT Science 8. Mr. Rohit Kumar, TGT P&HE 9. Ms. Jyoti Shukla, TGT Sans 10. Mr. V K Mishra, TGT WE 11. Ms. Punam, I/c Head Master 12. Mr. A K Verma, PRT 13. Ms. Poonam Maurya, PRT 14. Mr. Ankur Upadhyay, PRT 15. Ms. Ankur Shukla, PRT 16. Ms. Kavita Meena, PRT 17. Class & Co-Class Teacher 18. School Counsellor 19. School Staff Nurse Note. The teacher / employee of the school present at the place of incident will be part of committee. Any vehicle available may be used in case of emergency and parent needs to be intimated.	• To read the SOP carefully and bring it to the notice of all the staff and the teachers of the school and develop comprehensive action plan to implement the guidelines. • Allocate specific roles to different personnel and teachers as per the SOP and brief the staff about the action to be taken by them in any exigency and take preventive measures as given in the guidelines in consultation with the local police and keep the security personnel of the school on the alert. Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents. Conduct advance reconnaissance of the school with the help of the local police and hold mock drills for School Staffs.
33.	SCHOOL BUILDING CIVIL, ELECTRICAL MAINTENANCE	Mr. V K Mishra, TGT (WE) I/c 1. Mr. Praveen Kumar, PGT Chem 2. Mr. Abhineshwar Kanaujia, PGT Physics 3. Mr. V P Pandey, PGT English 4. Ms. Jyoti Shukla, TGT Sans 5. Mr. Sudhir Pandey, TGT Sans 6. Mr. Pradeep Kumar Kulwant, TGT S.ST 7. Mr. Rohit Singh, TGT P&HE 8. Ms. Punam, PRT 9. Mr. Mangru Rav, PRT 10. Ms. Meenakshi Chauhan, PRT 11. Mr. Vipul Kumar, PRT 12. Mr. Pavnesh Kumar Dubey, PRT	• 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. • Monitoring and recording of civil work / repair work undertaken. Preparing the estimates and submitting request for procurement of materials such as gitty (stone dust/ stones), sand, cement etc., with clear justification. • Stock entry of the material purchased and proper usage of material purchased and record of the same in the stock register. • Certifying the proper usage of material at appropriate and required places. • Informing Principal, the areas of immediate attention. • To complete any task assigned by the principal on real time basis taking students safety and security as top priority.

34.	WATER SUPPLY & ELECTRICITY MAINTENANCE	Mr. V K Mishra, TGT WE & I/c 1. Mr. Kuldeep Pandey, PGT Phys 2. Mr. Pradeep Kulwant, TGT SOST 3. Mr. Rohit Kumar, TGT P&HE 4. Mr. Pankaj Kumar, TGT A.E 5. Ms. Punam, PRT 6. Ms. Geetika Jotwani, PRT 7. Ms. Henulata Savita, PRT 8. Mr. Pavnesh Kumar Dubey, PRT	• To ensure proper maintenance and supply of water supply in the school premises. • To ensure proper maintenance of electricity wiring and fitting in the vidyalaya premises. • Informing Principal, the areas of immediate concern.
35.	PUBLIC ANNOUNCEMENT SYSTEM & AUDIO VISUAL	Mr. V K Mishra, TGT WE, I/c 1. Mr. Ranjeet Kumar Rai, PGT Geo 2. Mr. Rohit Kumar, TGT P&HE 3. Mr. Sikandar Kumar, Librarian PRIMARY SECTION Mr. Vipul Kumar, PRT I/c 1. Mr. Raman Kumar, PRT 2. Ms. Jyoti Verma, PRT	• To ensure proper upkeep and maintenance of PA & Audio-Visual system in the Vidyalaya. • To place requisition for purchase of items as per the requirements received from various departments.
36.	STAFF QUARTERS CIVIL & ELECTRICAL MAINTENANCE	Mr. V K Mishra, TGT WE I/c 1. Mr. Ranjeet Kumar Rai, PGT Geo 2. Mr. Brijesh Kumar Singh, PGT Phy 3. Ms. Chetna, PGT Bio 4. Ms. Sonam, TGT Maths 5. Ms. Nilu Kumari, PRT 6. Ms. Shikha Dubey, PRT 7. Ms. Sudesh, JSA	• Monitoring of Vidyalaya staff quarters electrical fittings and fixtures. • Monitoring and recording of electrical work / repair work undertaken. Preparing the estimates and submitting request for procurement of materials with clear justification. • Stock entry of the material and proper usage of material purchased and record of the same in the stock register. • Certifying the proper usage of material at appropriate and required places. Ensuring proper functioning of electrical fittings and fixtures. Informing Principal, the areas of immediate attention.
37.	FLAG HOSTING & RETREATING CEREMONY	Mr. Rohit Kumar Singh, TGT P&HE I/c 1. Mr. Sudhir Pandey, TGT Sanskrit 2. Mr. Shivanad, TGT Maths 3. Ms. Neeta Kushwaha, TGT Hindi 4. Sports Coach & Yoga Instructor	• To ensure raising of National Flag every morning and it's lowering before sunset in our KV without fail. • To position the flag post at prominent place. • To follow DO's and Don'ts to honour our National Flag. • To ensure compliance of the Flag Code issued by Government.
38.	EDUCATIONAL TOUR & TRIP (PLANNING SCHEDULE) & (PLAN OF ACTION)	Mr. Praveen Kumar, PGT Chem I/c 1. Mr. Kuldeep Pandey, PGT Phy 2. Ms. Meenu Rana, PGT Phy 3. Mr. Sikandar Kumar, Librarian 4. Mr. Rohit Kumar, TGT P&HE 5. Ms. Sunita Singh, PRT 6. Mr. Vipul Kumar, PRT 7. Ms. Kavita Meena, PRT 8. Ms. Poonam Maurya, PRT	• Planning of educational tour for different classes as per schedule given by the KVS. • Deciding the places to visit through formal discussions with Principal and submit a report on the excursions. • Taking students to local places of educational and tourist interest. Planning safety measures, communicating parents through DO Letters, charting the buses, contacting the visiting places, taking permissions etc., are the responsibilities of the committee and submitting a final report for modifications and necessary approval.

39.	NIPUN PRIMARY EDUCATION (FLN & NEP Aligned Activities)	Ms. Punam, I/c Head Master 1. Ms. Sunita Singh PRT 2. Ms. Arun Kumar Verma, PRT 3. Ms. Salma, PRT 4. Ms. Ankur Shukla, PRT 5. Mr. Ankur Upadhyay 6. Mr. Rahul Rao, Comp Inst	Year Planner shall have to be prepared by each head. • Planning and preparation calendar of activities for primary section under NIPUN. • Supervision of Primary classes. All the new entries may be supervised with the help of Head Master/Sr. PRT of the Vidyalaya, so that necessary help can be given to them to understand about FLN work. • Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets binded and display in NIPUN/CMP room. All works related to primary education. • Maintaining FLN & Other activity records. Formation of Committees for primary wing for smooth conduct of activities. • A monthly report on activities undertaken by the Primary wing must be reported to the Principal.
40.	PHOTOGRAPHY AND PRESS	Mr. Pankaj Kumar Yadav, TGT AE I/c 1. Mr. Sunil Kumar, PGT CS 2. Ms. Shipra Chandra, TGT English 3. Ms. Sudipta Bhattacharya, TGT English 4. Mr. Sikandar Kumar, Librarian 5. Mr. Raman Kumar, PRT 6. Ms. Nilu Kumari, PRT 7. Ms. Kavita Meena, PRT 8. Mr. Varun Gautam, Comp. Inst.	• Arrangement of photographer or using our own camera for important functions. • Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise. • During the inspections Albums related to various activities conducted in the Vidyalaya must be presented to Supervising team.
41.	MEDICAL ROOM & FIRST AID	Ms. Chetna, TGT Bio, I/C 1. Ms. Neelam Sharma, TGT Sc. 2. Ms. Saroj Sharma, TGT Sc. 3. Mr. Rohit Singh, TGT P&HE 4. Ms. Akanksha Sikerwar, PRT 5. Ms. Garima Agarwal, PRT 6. Ms. Joyti Kumari, PRT 7. Ms. Nilu Kumari, PRT 8. School Staff Nurse	• Planning a calendar of activities of the department, such as on which dates medical checkup has to be carried out. • Planning with doctor for a medical checkup for children twice a year and collection of medical certificates from class teachers. • Keep first aid item readily available in staff room, sports room and principal room. After the medical checkup, getting the cards binded and it must be kept as a record.
42.	STAFF ROOM DISPLAY	Ms. Mamta Shukla, TGT S.ST, I/c 1. Mr. Girish Chandra, TGT Maths 2. Mr. Jyoti Shukla, TGT Sanskrit 3. Ms. Neelam Sharma, TGT Sc. 4. Ms. Ankita Singh, TGT Hindi 5. Ms. Rashmi Gaurav, TGT English 6. Ms. Geetika Jotwani, PRT 7. Ms. Bhawana Singh, PRT 8. Ms. Kavita Meena, PRT	• To maintain staff room neat and clean with the help of housekeeping staffs. • To make arrangement of items required in the staff room for the welfare of staff members. • To maintain inventory of items placed in the staff rooms and ensure its proper upkeep. • To look after the proper management of Staff room and its requirements.

43.	CLEAN DRINKING RO WATER	Mr. V K Mishra, TGT WE, I/c 1. Ms. Meenu Rana, PGT Physics 2. Ms. Chetna, PGT Biology 3. Ms. Roopali Bharadwaj, TGT Eng 4. Ms. Saroj Sharam, TGT Sc. 5. Mr. Pardeep Kulwant, TGT SOST 6. School Staff Nurse 7. All House Keeping Employees PRIMARY SECTION Ms. Poonam Bharti, PRT I/c 1. Mr. Arun Kumar Verma, PRT 2. Ms. Henulata, PRT 3. Ms. Garima Agarwal, PRT	• To ensure that vidyalaya has proper numbers of water drinking points for students. • To ensure that Vidyalaya has sufficient numbers of ROs for catering the need of 2500+ students and staff in the vidyalaya. • To ensure that water storage is cleaned on regular basis and its cleaning dates are properly recorded. • To raise requisition if sufficient facilities are not available in the Vidyalaya for catering the needs of students and staffs.
44.	HYGIENE AND SANITATION & SWACHH BHARAT MISSION	Mr. Rohit Kumar, TGT P&HE I/c 1. Ms. Manju Katiyar, PGT Comm. 2. Ms. Meenu Rana, PGT Physics. 3. Mr. Sanjeev Kumar, PGT Hindi. 4. Mr. Sudhir Pandey, TGT SKT 5. Mr. Ravindra Yadav, TGT Hindi 6. Mr. Mohad Mohsin, TGT S.ST 7. Ms. Neelam Sharma, TGT Sc. 8. Ms. Shipra Chandra, TGT Eng. 9. Ms. Ankita Singh, TGT Hindi Ms. Meenakshi Chauhan, PRT I/c 1. Ms. Nilu Kumari, PRT 2. Ms. Kalpana Singh, PRT 3. Ms. Ruchi Singh, PRT 4. Mr. Vipul Kumar, PRT 5. Ms. Jyoti Verma, PRT	• Checking cleanliness at drinking points, in toilet and other places, daily pursuing sweeper to work promptly. • Submitting Monthly report on observations on cleanliness. • The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets. Please ensure that, the labours use disinfectants. Keep the contact number of the contractor responsible for and update him with the problems. Observed. The undersigned is confident on the team constituted as they execute the work promptly. • Once in every week, the committee shall go round the Vidyalaya exterior view and find out the growths in the wall and the surroundings. • Plan the cleaning campaign and get the work done with the help of contractor / Labour. • Submit the requisition and report on the work completion.
45.	Oral Reading Fluency	Ms. Shipra Chandra, TGT Eng. I/c 1. Ms. Roopali Bhardwaj, TGT Eng 2. Mr. Ravinder Yadav, TGT Hindi Mr. Raman Kumar, PRT I/c 1. Ms. Shweta, PRT 2. Ms. Akanksha Sikerwar, PRT	• The committee will be responsible for conducting programmes under Bhasha Sangam as per the calendar of activities issued by KVS. The committee will motivate and appraise students regarding the importance of Bhasha Sangam.

46.	VIDYALAYA MAGAZINE & NIPUN NEWS LETTER	Mr. Sanjeev Kumar, PGT Hindi & I/c 1. Mr. V P Pandey, PGT English 2. Ms. Neeta Kushwaha, TGT Hindi 3. Ms. Alka, TGT Hindi 4. Mr. Ravindra Yadav, TGT Hindi 5. Ms. Ankita Singh, TGT Hindi 6. Ms. Rashmi Gaurav, TGT Eng. 7. Ms. Meenakshi Kumari, TGT Eng. 8. Ms. Shipra Chandra, TGT Eng. 9. Ms. Roopali Bhardwaj, TGT Eng. 10. Ms. Sudipta Bhattacharya, TGT Eng. 11. Mr. Sudhir Pandey, TGT SKT 12. Ms. Jyoti Shukla, TGT SKT Ms. Punam, I/c Head Master 1. Mr. Ankur Upadhyay, PRT 2. Ms. Kavita Meena, PRT 3. Ms. Kalpana Singh, PRT 4. Mr. Rahul Rao, Comp. Inst.	• Overall Planning of the magazine collection as per fixed schedule. • Collect the materials and keep updating them periodically. • Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/officers/officials retiring from services shall have a space to be part of Vidyalaya Magazine. • The magazine collection and compilation work shall be completed before December 2027. Responsible for the planning quarterly Newsletter for Primary lines of previous year. Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and keep ready. • Every quarterly the NIPUN Newsletter has to be sent to Regional Office to update them on the work & conduct of the primary wing.
47.	TOY LIBRARY & RESOURCE ROOM	Ms. Geetika Jotwani, PRT I/C 1. Ms. Nilu Kumari, PRT 2. Ms. Jyoti Verma, PRT 3. Mr. Raman Kumar, PRT 4. Mr. Ankur Upadhyay, PRT	• The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing. • Planning of CMP room usage by PRTs for conducting FLN activities. • Exploring resources, planning and developing room to ensure strengthen of primary education. • Acquiring material, teaching aids, CD's books, play material etc., to display in the CMP so as to make it a better resource room. • Re-charging of Digital TV activation and prepare a plan to show film shows live on Digital TV • Planner has to be submitted by the Committee to the Head Master. • Monthly Report must be submitted to the Head Master /Sr. PRTs
48.	NCC	Mr. Shivanad, TGT Maths I/c 1. Mr. Rohit Kumar, TGT P& HE 2. Mr. Sudhir Pandey, TGT Sanskrit. 3. Ms. Sudipta Bhattacharya, TGT English 4. Ms. Shipra Chandra, TGT English	• To ensure that all activities planned and given in calendar of NCC must be done as and when required. • To organize only those activities and programme which are approved by KVS need to be taken up by ensuring safety and security of students. • To maintain proper records of students and their achievement's. • To look after the welfare of students of NCC.

49.	SUBJECT COMMITTEE	Mr. V P Pandey, PGT English, I/c 1. Mr. Rashmi Gaurav, TGT English 2. Ms. Shipra Chandra, TGT English 3. Ms. Rupali Pandey, TGT English 4. Ms. Meenakshi Kumari, TGT English 5. Ms. Sudipta Bhattacharya, TGT English	• Every month these committees invariably sit and discuss on agenda that pre-decided and got approved by Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized. • Split up syllabus month wise and teacher wise. • Project work-term wise. • Weightage of marks to each topic. • Evaluation scheme & Practical work. • Class room activities and teaching aids. • Model question paper and sample paper. • Identification of low achievers and gifted children and remedial action. • Under achievers / late learners' identification. • Strategy for effective monitoring for student improvements. • Class activities, Exhibition, Exam- PT1/PT2/PT3/TERM1/TERM2/SEE • Preparation of question papers for periodic and term examination. • CBE based teaching and formative assessments records must be kept readily available. • Innovations taken up and the reports thereof. • Conducting activities related to the Club & Educational tour.
	ENGLISH LANGUAGE & INTEGRITY CLUB		
	HINDI & SANSKRIT LANGUAGE & LITERARY CLUB	Mr. Sanjeev Kumar, PGT Hindi, I/c 1. Ms. Neeta Kushwaha, TGT Hindi 2. Ms. Alka, TGT Hindi 3. Mr. Ravindar Yadav, TGT Hindi 4. Ms. Ankita Singh, TGT Hindi 5. Mr. Sudhir Pandey, TGT Sanskrit 6. Ms. Jyoti Shukla, TGT Sanskrit	
	SCIENCE SUBJECT & SCIENCE & ECO CLUB	Mr. P C Srivastava, PGT CS (I/c) 1. Mr. Sunil Kumar, PGT CS 2. Mr. Brijesh Kumar Singh, PGT Phys 3. Mr. Praveen Kumar, PGT Chem 4. Mr. Sanjeev Shukla, PGT Chemistry 5. Ms. Meenu Rana, PGT Phys 6. Mr. Kuldeep Pandey, PGT Chem 7. Mr. Abhineshwar Kanaujia, PGT Phys 8. Ms. Chetna, PGT Biology 9. Mr. Pradeep Saha, TGT Science 10. Ms. Neelam Sharma, TGT Science 11. Ms. Saroj Sharma, TGT Science	
	MATHEMATICS & MATH'S CLUB	Mr. Manoj Kumar Gupta, PGT Maths, I/c 1. Mr. Govind Gupta, PGT Maths 2. Mr. Girish Chandra, TGT Maths 3. Mr. Shivanad, TGT Maths 4. Ms. Neetu Pandey, TGT Maths 5. Ms. Pratishtha Shulka, TGT Maths 6. Ms. Sonam, TGT Maths	
	SOCIAL SCIENCE	Mr. Manju Katiyar, PGT Comm. I/c 1. Mr. Praveen Kumar Tiwari, PGT Eco 2. Nishant Mishra, PGT History 3. Mr. Ranjeet Kumar Rai, PGT Geo 4. Ms. Mamta Shukla, TGT S.ST 5. Mr. Mohd Mohsin, TGT S.ST 6. Mr. Pradeep Kulwant, TGT S.ST 7. Mr. Nand Kishore Singh, TGT S.ST	

50.	PHYSICS LAB	Ms. Meenu Rana, PGT Physics	- To oversee the cleaning of Lab. - Breakage and maintenance. - Preparation of log book and presence during practical. - Any other Lab and practical related work.
	CHEMISTRY LAB	Mr. Kuldeep Pandey, PGT Chem	
	BIOLOGY LAB	Ms. Chetna, PGT Biology	
	COMPUTER LAB	Mr. Prakash Chandra Srivastava, PGT CS	
	COMPUTER LAB (Primary)	Ms. Bhawana Singh, PRT	
51.	PRIMARY SUBJECT COMMITTEE	HINDI Mr. Mangaru Rav, PRT (I/C)	- Every month these committees invariably sit and discuss on agenda that pre-decided and got approved by HM. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized. - Committee will decide all the activities of teaching learning based on NIPUN and FLN guidelines.
		ENGLISH Ms. Meenakshi Chauhan, PRT (I/C)	
		MATHS Ms. Poonam Bharti, PRT (I/C)	
		TWAO Ms. Ankur Shukla, PRT (I/C)	
52.	TRANSFER CERTIFICATE Verification & (Uploading on Vidyalaya Website)	Mr. Sunil Kumar, PGT CS - Mr. P C Srivastava, PGT CS - Mr. Praveen Kumar, PGT Chem - Mr. Sikandar Kumar, Librarian - Mr. Kapil Agnihotri, SSA - Ms. Manju Lata, SSA - Ms. Sudesh, JSA	- The committees I/c & members are responsible to prepare and verify amongst and submit the completed TCs for Principal's signature. - If one member of the committee prepares the T.C then other member will check the data entered and sign in checkers column. - The committee is required to check the details such as – fee payment; no dues of all departments / class teacher signature with date and Name. - TCs' are vital documents of a child's life. So, committee is required to be very careful while writing the data in T.C books of KVS. - Ensuring timely raising requisition of blank TCs' booklet from RO.
53.	PARENT TEACHER MEETING Classes- I – V Meeting to be called in August/ Dec & Jan Classes VI to XII Meeting to be called in August/ Dec & Jan	Ms. Punam, I/c Head Master - Ms. Poonam Maurya, PRT - Mr. Vipul Kumar, PRT - Ms. Kalpana Singh, PRT - Ms. Meenakshi Chauhan, PRT Mr. Ranjit Kumar, VP, I/c - Mr. Mr. Sunil Kumar, PGT CS - Mr. P C Srivastava, PGT CS - Ms. Mamta Shukla, TGT SST - Ms. Roopali Pandey, TGT English	- To plan for periodical meetings with the parents. - To invite the parents well in time and to ensure their presence. - To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A. - To plan for personal discussion with the parents of slow-learners for improvement and to invite parents for their presence during important celebrations in the KV. - Month-wise report on meetings conducted shall be submitted to Principal. (It is mandatory)

54.	STAFFS & STUDENTS GRIEVANCE	Mr. Ranjit Kumar, Vice Principal, I/C 1. Mr. Manoj Kumar Gupta, PGT Maths 2. Ms. Manju Katiyar, PGT Comm 3. Mr. Kuldeep Pandey, PGT Physics 4. Ms. Mamta Shukla, TGT S.ST 5. Ms. Rashmi Gaurav, TGT English 6. Mr. Nand Kishore Singh, TGT SOST 7. Mr. Ravinder Yadav, TGT Hindi 8. Ms. Punam, I/c Head Master 9. Ms. Sunita Singh, PRT 10. Mr. Vipul Kumar, PRT 11. Ms. Ankur Shukla, PRT 12. Ms. Henulata Savita, PRT 13. School Counsellor	• To periodically open suggestion box at least twice in the months. • To keep a record of suggestions or grievances received from the students, staff or parents. • To conduct grievance session for addressing the grievance of students and teachers timely. • To maintain the minutes of the meetings on the grievances.
55.	REFRESHMENT, RECEPTION & WELCOME AND BOUQUET PRESENTATIONS	Ms. Manju Katiyar, PGT Comm. I/c 1. Ms. Chetna, PGT Biology 2. Ms. Mamta Shukla, TGT S.ST. 3. Ms. Roopali Bhardwaj, TGT English 4. Ms. Shipra Chandra, TGT English. 5. Mr. Sudhir Pandey, TGT Sans 6. Mr. Shivanad, TGT Maths 7. Ms. Pratishtha Shukla, TGT Maths 8. Ms. Shweta, PRT 9. Ms. Nilu Kumari, PRT 10. Ms. Kalpana Singh, PRT 11. Mr. Rakesh Kumar, Sub Staff 12. Mr. Rakesh Kumar Kureel, Sub Staff	• The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection. • Refreshment procurement and arrangement is another vital responsibility shall be done meticulously. • Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events. • The entire infrastructure required (spoons, plates, cups, saucers, drinking water etc.) for smooth conduct of refreshment distribution though proper work distribution amongst is the main responsibility to be executed meticulously. Note: 11th hour planning or doing be avoided for important events. All the events that go with external guest are always important and shall go without any hiccups. Postponing is bad attitude, so avoid it.
56.	STAFF CLUB	Mr. Shivanand, TGT Maths, I/c 1. Mr. P C Srivastava, PGT CS 2. Mr. Neeta Kushwaha, TGT Hindi 3. Mr. Ravinder Yadav, TGT Hindi 4. Mr. Sikandar Kumar, Librarian	• Welcome / farewell party to the new / outgoing staff and welfare activities to be organized in the Vidyalaya with the support of staff members.
57.	UBI FEES RECORD AND VERIFICATION (CS-54 & CS-11)	Mr. P C Srivastava, PGT CS 1. Mr. Praveen Kumar, PGT Chem 2. Mr. Kapil Agnihotri, SSA 3. Ms. Manjulata, SSA 4. Ms. Sudesh, JSA	• Maintenance of CS-54 and CS-11 & its verification every month. • The committee is responsible for submitting every month the statements of CS – 54 and CS – 11. The committee is responsible for preparing and submitting CS-54 and CS – 11. • The Committee will verify the Pay bill and all other payments vouchers before placing for approval from Principal for Payments.

58.	INCOME TAX & FORM 16 AND GOODS SERVICES TAX & Checking of Pay Bill	Mr. Praveen Kumar, PGT Chem 1. Ms. Manju Katiyar, PGT Comm 2. Mr. Kapil Agnihotri, SSA 3. Ms. Manju Lata, SSA 4. Ms. Sudesh, JSA	• The committee will maintain a register and record month-wise collection of income tax. • The committee will coordinate with office and CA who is looking after the Vidyalaya income tax work and ensure submission of all the documents and return on time. • The committee has to review the income tax collection and challan submission every month and record the challan with challan numbers and dates. • The committee is authorized to speak to CA and note down the procedure of completing the work of Income tax GST on time.
59.	TA/DA, MEDICAL, CEA & LTC BILLS SETTLEMENT	Mr. Kapil Agnihotri, SSA 1. Mr. Praveen Kumar, PGT Chem 2. Mr. Manjulata, SSA 3. Ms. Sudesh, SSA	• The committee will maintain a register and record month-wise submission of bills. • The committee will maintain a record month-wise settlement of bills in the same register. • The committee shall be held responsible if, they do not follow the DOPT orders and admissibility criteria in settlement of bills. • The committee will make settlement of bills as per 7th Pay commission rules, every TA/DA claim shall have proper bills and vouchers duly numbered indicating the number of pages given / enclosed with TA/DA bill. • After settlement, concerned employee shall be called and to be shown the settlement for transparency and to redress his/her grievance.
60.	TRANSPORT ARRANGEMENT FOR EXCURSION & FIELD VISIT	Mr. Ranjeet Kumar Rai, PGT Geo, I/c 1. Mr. Sikandar Kumar, Librarian 2. Mr. Ravinder Yadav, TGT Hindi 3. Mr. Pradeep Kulwant, TGT S.ST 4. Ms. Manjulata, SSA 5. Ms. Sudesh, JSA	• To arrange transport facility for students as and when required. • To keep a record of all outside movements. • To keep a record of Different vehicle used. • To verify the bills. • Any other related work.
61.	GEM & LOCAL PURCHASE	Mr. Manjulata, SSA I/c (GeM PAO) 1. Mr. P C Srivastava, PGT CS 2. Mr. Sunil Kumar, PGT CS 3. Mr. Praveen Kumar, PGT Chem 4. Ms. Manju Katiyar, PGT Comm. 5. Mr. V K Mishra, TGT WE 6. Mr. Rohit Kumar, TGT P&HE 7. Ms. Punam, I/c Head Master 8. Ms. Poonam Maurya, PRT 9. Ms. Sudesh, JSA 10. VMC Member 11. Stock Holder	• To estimate the requirements in the beginning of the academic year with the help of department heads. • To procure the required items by following the purchase procedure through Gem Portal. • To conduct market survey and collect quotation from local market if items are not available on Gem Portal. • Any other related work with the permission of Chair.

62.	VIDYALAYA ACCOUNTS COMMITTEE	Mr. Ranjit Kumar, Vice Principal (I/c) 1. Mr. Praveen Kumar, PGT Chem 2. Mr. Manju Katiyar, PGT Comm 3. Mr. Kapil Agnihotri 4. Ms. Manjulata, SSA 5. Ms. Sudesh, JSA	• To ensure better oversight and accountability of Vidyalaya Accounts. • To oversee the school's financial transactions, review annual budgets and ensure compliance with accounting norms. • To ensure transparency, accuracy and proper financial management and fostering a culture of accountability. • The necessary issues related to the Vidyalaya Accounts may be discussed and appropriately addressed without delay.
63.	PM SHRI ACTIVITIES	Mr. Praveen Kumar, PGT Chem (I/c) 1. Mr. Manoj Kumar Gupta, PGT Maths 2. Mr. P C Srivastav, PGT CS 3. Ms. Sunil Kumar, PGT CS 4. Ms. Meenu Rana, PGT Physics 5. Mr. B K Singh, PGT Physics 6. Mr. Rohit Kumar, TGT P&HE 7. Mr. Sikandar Kumar, Librarian 8. Ms. Sunita Singh, PRT 9. Mr. Ankur Upadhyay, PRT 10. Ms. Shweta, PRT (Mr. Ranjit Kumar, Vice Principal will be coordinator for PM Shri activities)	• The plan and suggest different ways to make proper utilization of PM SHRI fund. • To ensure proper expenditure under various heads of recurring and non-recurring items. • To ensure proper development of school as per PM SHRI guidelines and to have proper upkeep of items procured under PM SHRI.
64.	CMP/NIPUN/FLN PURCHASING	Ms. Henulata Savita, PRT, I/c 1. Mr. Mangaru Rav, PRT 2. Ms. Poonam Maurya, PRT 3. Ms. Nilu Kuamri, PRT 4. Ms. Jyoti Verma, PRT 5. Mr. Raman Kumar, PRT	• To ensure timely procurement of items to be used as TLM for teaching and learning activities. • To ensure proper maintenance of records of TLM used by various teachers. • To conduct activities under NIPUN for effective teaching and learning activities
65.	CERTIFICATE WRITING	Ms. Chetna, PGT Biology, I/c 1. Ms. Mamta Shukla, TGT SST 2. Ms. Roopali Bhardwaj, TGT Eng 3. Ms. Shipra Chandra, TGT Eng. 4. Mr. Ravindra Yadav, TGT Hindi 5. Ms. Ankita Singh, TGT Hindi 6. Ms. Shweta, PRT 7. Ms. Garima Agarwal, PRT 8. Ms. Meenakshi Chauhan, PRT 9. Ms. Ankur Shukla, PRT	• The committee will be responsible for arranging and writing certificate related to various events conducted in the Vidyalaya, • The committee will maintain proper records of certificate written and balance left out.

66.	1. PIMS Portal 2. UBI Fee Portal 3. Transfer Portal 4. School Website 5. UDISE Portal 6. Students Enrollment 7. Smagam Portal	Mr. P C Srivastava, PGT CS <i>(will look after work related to S.No 1 to 3)</i> - Mr. Ravindra Yadav, TGT Hindi - Ms. Ankita Singh, TGT Hindi - Mr. Sikandar Kumar, Librarian - Ms. Bhawana Singh, PRT - Mr. Ankur Upadhyay, PRT - Ms. Sudesh, JSA - DEO Mr. Sunil Kumar, PGT CS <i>(will look after work related to S.No 4 to 7)</i> - Mr. Shivanad, TGT Maths - Mr. Pradeep Kulwant, TGT SST - Mr. Nand Kishore Singh, TGT SST - Ms. Bhawana Singh, PRT - Mr. Ankur Upadhyay, PRT - Ms. Sudesh, JSA - DEO	- To ensure timely updating of vidyalaya website under various drop-down heads. - To update PIMS portal related to enrollment and staff details. - To ensure proper maintenance of Vidyalaya UBI fee portal and timely verification of fees detail of students for each quarters. - To ensure proper maintenance of records of fee defaulters. - To ensure timely updating of transfer portal of as per the schedule given by KVS. - To ensure correctness of data while updating details on various portal.
67.	PRESS	Mr. Ranjit Kumar, VP, I/C - Mr. V P Pandey, PGT English - Mr. Sanjeev Kumar, PGT Hindi - Ms. Neeta Kushwaha, TGT Hindi - Mr. Rashmi Garuav, TGT Eng. - Mr. Ravinder Yadav, TGT Hindi - Mr. Sudhir Pandey, TGT SKT - Ms. Sunita Singh, PRT - Ms. Shweta, PRT - Ms. Garima Agarwal, PRT - DEO	- To invite the press personal on the occasion of Vidyalaya events - To prepare press note and articles for publishing in the newspapers. - To maintain good relationship with the press people for advertising good work of Vidyalaya.
68.	STAFF MEETING & (RECORDING OF THE MINUTES)	Mr. Ranjit Kumar, Vice Principal, I/c - Mr. Sanjeev Kumar, PGT Hindi - Mr. V P Pandey, PGT Eng - Ms. Rashmi Gaurav, TGT Eng - Ms. Shipra Chandra, TGT Eng - Ms. Meenakshi Kumari, TGT English - Ms. Ankita Singh, TGT Hindi - Mr. Ravindra Yadav, TGT Hindi - Ms. Jyoti Shukla, TGT Sanskrit - Ms. Shweta, PRT - Ms. Jyoti Verma, PRT - Ms. Neha Kumari, PRT	- To record the minutes of all staff meetings, P.T.A. meetings, X & XII class P.T.A. meetings and to maintain records / files of the same. - To note down all important events/functions etc. held in Vidyalaya.

69.	INFORMATION & LIAISON WITH PARENTS, AIR FORCE & OTHER STAKE HOLDERS	Mr. Ranjit Kumar, Vice Principal, I/c 1. Mr. Manoj Kumar Gupta, PGT Maths 2. Mr. Kuldeep Pandey, PGT Chem 3. Mr. Shivanad, TGT Maths 4. Mr. Rohit Kumar, TGT P&HE 5. Ms. Punam, I/c Head master 6. Ms. Punam Maurya, PRT 7. Ms. Arun Kumar Verma, PRT 8. Ms. Meenakshi Chauhan, PRT 9. Mr. Sudesh, JSA 10. Mr. Rakesh Kumar Kureel, Sub Staff 11. Mr. Rakesh Kumar, Sub Staff	- The committee will act as a source of information provider to the outsiders to develop good liaison with the stake holders of Vidyalaya in developing its goodwill and reputation. - The committee will address the quires and issues of parents, Air Force & Other Stake Holders.
NOTES: - - All the In-charges and members of the concerned departments/committees will have to work on full-fledged manner. When In-charge is on leave etc. Senior member of the concerned departments must be available on duty and vice versa. - The Committee is desired to put 100% efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students. All these committees will come in force from 24-07-2026 till 31st March 2027. SHIV PRATAP (PRINCIPAL)			
<i>If your actions inspire others to dream more, learn more, do more and become more, you are an effective educator, guide and mentor,</i> <i>An opportunity is missed by most people because it is dressed in overalls and looks like work.</i> <i>Dear friend, whether you think you can, or you think you can't – you're right.</i> ALL THE BSET FOR SESSION 2026-27			