KV AFS HIGH GROUNDS CHANDIGARH

CONSTITUTION OF COMMITTEES SESSION 2025-26

w.e.f. 1st July 2025

PRINCIPAL: Mr. GURPREET SINGH

Overall Supervision

- **Secondary wing - MR. RAGHUVEER SINGH, VICE-PRINCIPAL**
- **Primary wing - MS. POOJA SHARMA, HEAD MISTRESS**

S.No	COMMITTEES NAMES & SCOPE OF WORK	MEMBERS (Mr./ Ms./)	
1	**ACADEMIC ADVISORY & ANNUAL VIDYALAYA PLAN**	**SECONDARY WING**	**PRIMARY WING**
	1. To Pepare Academic Improvement Plan. 2. To prepare Annual Vidyalaya plan. 3. To execute an maintain records.	**RAGHUVEER SINGH(VP)(I/C)**	***POOJA SHARMA (HM)(I/C)***
		KANCHAN (PGT)	NEENA SHARMA(PRT)
		MANDEEP (PGT)	PARVEEN SAINI (PRT)
		MANDEEP KAUR (PGT)	
		KAVITA SINGH (PGT)	
		DEEPAK SINGH (PGT)	
		EXAM I/C	
2	**ACCOUNTING OF FEE & FINE (CS 54) & UBI VERIFICATION/ U-DISE**		
	1. To check the entries of the fee collection from the registers and keep the records. 2. To Verify UBI records timely/ To update U-Dise DATA.	***KULDEEP KAUR (I/C)***	**VIKRAM PARTAP MEHRA**
		SARYOG PRAKASH (TGT)	
		KAVITA TGT HINDI	
		SANJAY DUBEY (SSA)	
		ALL CLASS TEACHERS	
		UBI VERIFICATION / U-DISE PORTAL	
		KULDEEP KAUR (I/C)	***VIKRAM PARTAP MEHRA(I/C)***
		PGT CS	MANDEEP KAUR (PRT)
		SMRITI BAKSHI(TGT)	COMPUTER INSTRUCTOR 2
		COMPUTER INSTRUCTOR 1	ALL CLASS TEACHERS
		ALL CLASS TEACHERS	
3	**AEP/ GUIDANCE & COUNSELLING**		
	1. To Plan an annual program for AEP 2. To arrange seminars, Debates, Workshops. 3. To keep record with photograph of each programme. 4. To Prepare monthly / quarterly report. 5. To provide guidance and counseling to students. 6. To organize workshops for the students. 7. To counsel the slow-learners. 8. To liaison with parents of such students. 9. To Suggesting remedial measures. 10. To counsel the indisciplined students.	**NILIMA SARAN (PGT)(I/C)**	**NEENA SHARMA(PRT)(I/C)**
		MADHURIMA MISRA (PGT)	SAVITA SADHU PRT
		GURMEET KAUR (TGT)	
		SANGEETA RANI (LIB)	
		VIVEK PAL (TGT)	
		COUNSELLOR	
		SPECIAL EDUCATOR	
4	**ADMISSION**		
	1. To chalk out the schedule time to time as per KVS directions. 2. To monitor registration and checking of the entries and documents attached with the registration forms. 3. To check the data in the admission registers.	***KANCHAN (PGT)(I/C)***	**PARVEEN SAINI (PRT) (I/C)**
		KAVITA RANI (PGT)	MANDEEP KAUR (PRT)
		MANDEEP (PGT HINDI)	ANNU KUMARI (PRT)
		SANGEETA RANI (LIB)	
5	**ALUMNI ASSOCIATION**		
	1. To keep record of pass-out students. 2. To organise Alumni meet on regular occasions. 3. To felicitate acheivers in the field of specialisation on other school function to motivate and inspire current students.	***KAVITA SINGH (PGT)(I/C)***	**MANJEET KAUR (PRT)(I/C)**
		SANGEETA RANI (LIB)	ASHA KUMAR (PRT)
		MANDEEP KAUR (PGT ECO)	
6	**CANTEEN**		
	1. To keep check on hygiene and cleniness of food. 2. To insure rates are displaced and as per the tender.	***VEENA DEVI (TGT)(I/C)***	**KAMINI (PRT) (I/C)**
		KAVITA TGT HINDI	SAROJ RANI (PRT)
		SEEMA (TGT SKT)	
		SANJAY DUBEY (SSA)	
7	**CCA/ STUDENT COUNCIL**		
	1. To check out the annual program. 2. To implement the program for conducting activities. 3. To Monitor result of various competitions. 4. To celebrate Annual & other days. 5. To chalk out an annual program of all days etc. and to keep a day to day track of it. 6. To Monitoring the day to day house activities of the house on suitable scale. 7. To organize the inter school, inter region National competitions time to time. 8. To motivate and develop the sportsmanship among the student. 9. To organize competitions like quizes , seminars, debates, extempore etc. class wise and house wise. 10. To prepare invitation cards for important days like Annual day, Sports Day etc.	**KAVITA SINGH (PGT)(I/C)**	***MANJEET KAUR (PRT) (I/C)***
		KAVITA TGT HINDI	NEENA SHARMA(PRT)
		VINOD KUMAR (TGT)	ANNU KUMARI (PRT)
		VIVEK PAL (TGT)	DES RAJ (PRT MUSIC)

8 DISCIPLINE & ANTIBULLYING COMMITTEE

1. To plan an effective program for ensuring overall discipline. 2. To execute the program by daily monitoring. 3. To liaison with the parents of indisciplined students 4. To develop a VOLUNTEER- FORCE of students for occasional duties. 5. To ensure discipline in all the programmes conducted 6. To settle the reported cases regarding indiscipline.	*VIVEK PAL (TGT)(I/C)*	*VIKRAM PARTAP MEHRA(I/C)*
	KAVITA SINGH (PGT)	SAROJ RANI (PRT)
	MADHURIMA MISRA (PGT)	SACHU SADASIVAN (PRT)
	VEENA DOGRA (TGT)	ALL CLASS TEACHERS
	PREETI TRIPATHI (TGT)	
	SARYOG PRAKASH (TGT)	
	SPORTS COACH	
	YOGA TEACHER	
	COUNSELLOR	

9 ECO CLUB (BEAUTIFICATION/ GREEN SCHOOL PROGRAM)

1. To plan & organise various the activities for the year to save the environment. 2. To organize Van Mahotsav Week, plan exhibition, flower arrangement Competition, Rangoli etc on inter school level. 3. To maintain the school garden and to plan for further extension and expansion. 4. To add more flowering pots/plants to existing garden. 5. To plan creepers / Bougainvillea on all sides of the playgrounds. 6. To ensure activities in Paryavaran Mitra Project, Green School Project.	*NILIMA SARAN (PGT)(I/C)*	*ANNU KUMARI (PRT) (I/C)*
	PARDEEP VERMA (TGT)	MAMTA RANI (PRT)
	GURMEET KAUR (TGT)	SACHU SADASIVAN (PRT)
	VEENA DEVI (TGT)	

10 EK BHARAT SHRESHTHA BHARAT (EBSB)/ SADBHAWANA & INTEGRITY CLUB

1. To plan the activities for the year. 2. To encourage the students to follow ethics in day to day activities. 3. To invite the eminent personalities social worker etc. 4. To organize camp workshop on yoga and meditation.	*MANDEEP KAUR PGT ECO(I/C)*	**SAVITA SADHU PRT (I/C)**
	MADHURIMA MISHRA	
	SAVITA NARAYAN (PGT)	PARVEEN SAINI (PRT)
	MANDEEP (PGT HINDI)	
	KARANJOT KAUR(TGT)	
	SARYOG PRAKASH (TGT)	
	LAXMI SHARMA TGT	

11 EXAMINATION (CBSE/INTERNAL/EXTERNAL)

1. To attend all the examination work pertaining to Vidyalaya with utmost care confidentiality. 2. To Plan, execute examination schedule. 3. To Maintain the examination record and keeping them under safe custody confidentiality. 4. To liason with CBSE for students' admission in to Board Examinations. 5. To maintain all relevant records and the Board's stationery 6. To safely keep the Certificates issued by the Board for delivery to the identified students. 7. To conduct other external examinations as proposed by Govt. of India/related organization sanctioned by KVS.	**DEEPAK SINGH (PGT) [CBSE](I/C)**	**SAVITA SADHU PRT (I/C)**
	RAVI SAINI (TGT)	VINAY PRT
	SAVITA NARAYAN PGT (INTERNAL) (I/C)	MAMTA RANI (PRT)
	SARYOG PRAKASH (TGT)	

12 EXCURSION/ ADVENTURE & TRANSPORT

1. To plan excursion for students. 2. To Plan and Execute trekking to adventurous place. 3. To keep details of the amount for expenditure internally as well as at RO level. 4. To plan and organize transportation facilities for students during different activities (sports, excursion or tour etc.)	*VIVEK PAL (TGT)(I/C)*	**VIKRAM PARTAP MEHRA(I/C)**
	LAKSHMI SHARMA(TGT)	VINAY PRT
	KARANJOT KAUR(TGT)	

13 FURNITURE & FIXTURES

1. To purchase the furniture as per need. 2. To check on Repair and maintenance of furniture. 1. To verify all articles as per Stock register. 2. To monitor the use of articles so as to ensure long life. 3. To recommend condemnation of unserviceable articles. 4. To recommend for purchase of necessary articles.	**VINOD KUMAR TGT (I/C)**	**MAMTA RANI (PRT) (I/C)**
	SARYOG PRAKASH (TGT)	RITU (PRT)
	PARDEEP VERMA TGT AE	

14 HEALTH CLUB (FIRST AID/ MEDICAL CHECKUP)

1. To plan and organize regular health checkup of sof all students. 2. To maintain health record of each student. 3. To carry out medical checkup of the student twice a year 4. To arrange the workshop for the students' health and hygiene. 5. To Procure necessary material required in medical room.	*GURMEET KAUR (TGT)(I/C)*	**KAMINI GUPTA GUPTA (PRT) (I/C)**
	SMRITI BAKSHI(TGT)	ANNU KUMARI (PRT)
	VIVEK PAL (TGT)	RITU (PRT)
	DOCTOR	
	NURSE	

15 INCOME TAX & SALARY VERIFICATION

1. To calculate the IT deduction of the staff. 2. To Verify income tax calculations. 3. To Verify form -16 for all staff members.	**KAVITA RANI (PGT) I/C**	**VIKRAM PARTAP MEHRA(I/C)**
	MANDEEP KAUR PGT ECO	SHEETAL (PRT)
	SANJAY KUMAR DUBEY (SSA)	
	D. P. CHAUDHARY (ASO)	
	VEENA DOGRA (TGT)	

16 STUDENT GRIEVANCE REDRESSAL COMMITTEE

1. To look into grievance of the staff. 2. To receive and redress complaints of harassment at workplace.	RAGHUVEER SINGH(VP) PATRON	**POOJA SHARMA (HM)(I/C)**
	KAVITA SINGH (PGT)(I/C)	KAMINI GUPTA GUPTA (PRT)
	SAVITA NARAYAN PGT GEO	
	MANDEEP (PGT)	SEEMA GAUR-I (PRT)
	SANGEETA RANI (LIB)	
	VIVEK PAL (TGT)	
	COUNSELLOR	

17 LIBRARY COMMITTEE		
1. To select books for purchase (for other than syllabus 50% must be in Hindi) as per requirement of students. 2. To select and magazines and new papers as per need of students. 3. To ensure regular issue of books for students and teachers. 4. To organize activities as per library policy of KVS. 5. To popularize book reading habit among students & teachers. 6. To ensure library maintenance & attractive display of books. 7. To undertake physical stock verification of books as per Accession register, once a year. 8. To arrange to dispose of the old newspapers, magazines etc., at reasonable price, as per KVS Rules, in the presence of all Committee members 9. To recommend proposals of condemnation of unserviceable books 10. To conduct Literary Club Activities etc.	RAGHUVEER SINGH(VP)	**RITU (PRT)(I/C)**
	SANGEETA RANI (LIB)(I/C)	SAROJ RANI (PRT)
	MANDEEP (PGT)	KAMINI GUPTA (PRT)
	KAVITA SINGH (PGT)	ALL PRIMARY CLASS TEACHERS
	KANCHAN (PGT)	
	MANDEEP KAUR (PGT)	
	DEEPAK SINGH (PGT)	
18 MAINTENANCE & REPAIRS (M&R)/ BUILDING AS LEARNING AID (BALA)		
1. To maintain the stock register and get physical verification done annually. 2. To provide all fitments and fixtures replaced/ repaired as and when required. 3. To utilize the fund as per KVS directions 4. To settle the AC as per KVS rules. 5. To provide & execute innovative ideas under BALA.	***MAHESH KUMAR MEENA TGT WE (I/C)***	***VIKRAM PARTAP MEHRA(I/C)***
	RAVI SAINI (TGT)	SACHU SADASIVAN (PRT)
	VIVEK PAL (TGT)	MAMTA RANI (PRT)
	KARANJOT KAUR(TGT)	
	PARDEEP VERMA (TGT) (BALA)(I/C)	
	NILIMA SARAN (PGT)	
19 NATIONAL SERVICE SCHEME (NSS)		
1. To understand the school-community & understand themselves in relation to communities. 2. To identify the needs and problems of the school-community and involve them in problem solving process 3. To organise activities inculcating a sense of social and civic responsibility.	**MADHURIMA MISRA (PGT)**	
	SARYOG PRAKASH (TGT) (I/C)	
	LAKSHMI SHARMA(TGT)	
	PRADEEP VERMA (TGT AE)	
	KARANJOT KAUR(TGT)	
20 OLYMPIADS/ PROJECTS/ EXHIBITIONS/ READERS CLUB		
1. To register students for Olympiads/ Projects/ Exhibitions conducted by KVS and other Govt. authorites. 2. To conduct exam/exhibitions as per schedule. 3. To prepare students for above said activities.	***NILIMA SARAN (PGT)(I/C)***	**VINAY (PRT)(I/C)**
	LAKSHMI SHARMA(TGT)	MAMTA RANI (PRT)
	PREETI TRIPATHI (TGT)	
	GURMEET KAUR (TGT)	
	VEENA KATNORIA (TGT)	
	JYOTI RANI TGT	
	SMRITI BAKSHI(TGT)	
21 ORGANIZATION OF VMC/ VEC		
1.To organise VMC/VEC Meetings as per KVS schedule. 2. To maitain Agenda Point, & write Minutes writing. 3. To maitain records of VMC/VEC.	***MANDEEP (PGT HINDI)(I/C)***	NEENA SHARMA (PRT)
	KARANJOT KAUR(TGT)	MAMTA RANI (PRT)
22 PA SYSTEM/ FLAG HOISTING		
1. To provide PA system for all programs organized in school. 2. To check the functioning of the PA system. 3. Flag hoisting to be done as per regulation.	***MAHESH KUMAR MEENA TGT WE(I/C)***	**ANNU KUMARI (PRT) (I/C)**
	VIVEK PAL (TGT)	VIKRAM PARTAP MEHRA
	HARBHAGWAN (SS)	HARBHAGWAN (SS)
23 PARTNERSHIP WITH GOVERNMENT SCHOOLS		
1.To take part in national programmes; providing continuing professional development. 2. To share lesson plans & resources; widening the curriculum offer or organising activities for the school holidays.	**VINOD KUMAR (TGT)(I/C)**	**POOJA SHARMA (HM)(I/C)**
	VEENA KATNORIA	MANDEEP KAUR (PRT)
24 PHOTOGRAPHY		
1. To take photos of important occasion. 2. To prepare Farewell/activities presentations using photographs clicked during all occasions.	**LAXMI SHARMA TGT (I/C)**	**MAMTA RANI (PRT)(I/C)**
	PARDEEP VERMA (TGT)	ANNU KUMARI (PRT)
	MAHESH KUMAR MEENA TGT WE	
	COUNSELLOR	
	COMPUTER INSTRUCTOR 1 & 2	
25 PRE-VOCATIONAL EDUCATION [BAGLESS DAY]		
1. To develop an understanding and perspective on the purpose of work experience and pre-vocational education programme, with specific reference to Samagra Shiksha. 2. To identify the activities required to achieve the objectives of the pre-vocational education in school 3. To organise Guest Lectures by Entrepreneurs. 4. To organise Field Visits, Career Day, Student run Enterprises.	**MAHESH KUMAR MEENA TGT WE(I/C)**	
	PARDEEP VERMA (TGT)	
	KULDEEP KAUR PGT CS	
	VIVEK PAL (TGT)	
	SANGEETA RANI (LIB)	
	COMPUTER INSTRUCTOR 1 & 2	
26 PTM & PARENT TEACHER ASSOCIATION		
1. To Organize general body meeting of Parents teachers and from association as per guidelines of KVS. 2. To Organize PTM as per requirement of Exam & other related departments.	***MANDEEP KAUR PGT ECO(I/C)***	***SAVITA SADHU (PRT)(I/C)***
	RAVI SAINI (TGT)	SHEETAL (PRT)
	KAVITA TGT HINDI	

	PUBLICATION		
1. To bring out the school magazine and students diary. 2. To Prepare monthly/annual report of vidyalaya. 3. To bring out Newsletters for the purpose.		***MANDEEP (PGT HINDI) (I/C)***	***MANJEET KAUR (PRT)(I/C)***
		KAVITA SINGH (PGT)	SAROJ RANI (PRT)
		TGT SANSKRIT	MAMTA RANI (PRT)
		RAVI SAINI (TGT)	SEEMA GAUR-I (PRT)
		PARDEEP VERMA (TGT)	
		KARANJOT KAUR(TGT)	
28	**PURCHASE COMMITTEE & GeM**		
1. To get quotations for the various items required. 2. To verify and sign all the bills. 3. To plan for tentative purchase from the VVN. 4. To propose the require provision to be made in the VVN budget. 5. To monitor and control the utilization of material purchased.		***MANDEEP (PGT HINDI) (I/C)***	
		POOJA SHARMA (HM)	
		MAHESH KUMAR MEENA TGT WE	
		KULDEEP KAUR PGT CS	
		SANJAY DUBEY (SSA)	
		RAGHUVEER SINGH(VP)	
29	**RAJ BHASHA SAMITI**		
1. To Prepare Raj Bhasha Report. 2. To send monthly/ Quarterly reports. 3. To see that maximum work is done in Hindi language. 4. To Verify data from office regarding Raj Bhasha To develop communicative Hindi skill. 5. To create awareness regarding importance of Hindi as RajBhasha. 6. To popularize usage of Raj Bhasha in KV. 7. To celebrate RajBhasha Divas/ week/ fortnight/ month in a befitting manner. 8. To arrange Seminars etc.		***MANDEEP (PGT HINDI) (I/C)***	***SAROJ RANI (PRT)(I/C)***
		TGT SANSKRIT	SEEMA GAUR-I (PRT)
		VEENA DOGRA (TGT)	
		RAVI SAINI (TGT)	
		SANGEETA RANI (LIB)	
		ASHA (JSA)	
		D. P. CHAUDHARY (ASO)	
		SANJAY KUMAR DUBEY (SSA)	
30	**SCHOOL SAFETY (DISASTER MANAGEMENT / FIRE FIGHTING / ROAD SAFETY)**		
1. To Addresses the vertical of school safety in a more inclusive and holistic manner in the national policy sphere. 2. To maintain Capacity building of children, teachers, school personnel on school safety and disaster preparedness. 3. To Anchor/ implement child centered community-based disaster risk reduction in the local context. 4. To Mainstreaming risk and safety education in the school curriculum. 5. To Link school safety in the existing government schemes and policies. 6. To Strengthen coordination amongst institutional structures at the district, state, and national levels to promote effective child rights governance in disaster situations.		SAVITA NARAYAN (PGT)(I/C)	PARVEEN SAINI(I/C)
		JYOTI RANI TGT	*ASHA KUMAR (PRT)*
		SARYOG PRAKASH (TGT)	
		LAKSHMI SHARMA(TGT)	
		PARDEEP VERMA (TGT)	
		VIVEK PAL (TGT)	
		PRITAM (SS)	
31	**SCOUT & GUIDES/ CUBS & BULBULS**		
1. To prepare action plan for the year. 2. To prepare the students for the Testing camps, viz., DWITIYA- SOPAN, TRITIYA-SOPAN/RAJ-PURSKAR & RASHTRAPTHI- PURSKAR etc., as per schedule given by KVS. 3. To Prepare students to participate in different BS & G Activities and Testing Camp. 4. To Conduct Cub / Bulbul activities as per APRO 5. To plan an effective schedule for imparting the training to the students. 6. To popularize the movement among the students, so as to have more participants 7. To inculcate spirit of discipline among the students. 8. To escort and take utmost care of the students during the camps.		NILIMA SARAN (PGT) (I/C)	MANDEEP KAUR (PRT)(I/C)
		MADHURIMA MISRA (PGT)	VINAY PRT
		SHAMA (PGT)	PARVEEN SAINI (PRT)
		SARYOG PRAKASH (TGT)	VIKRAM PARTAP MEHRA
		PARDEEP VERMA (TGT)	ANNU KUMARI (PRT)
		SANGEETA RANI (LIB)	RITU (PRT)
		GURMEET KAUR (TGT)	
		MANDEEP (PGT)	
		KAVITA SINGH (PGT)	
		MAHESH KUMAR MEENA TGT WE	
		RAVI SAINI (TGT)	
		VINOD KUMAR (TGT)	
32	**SWACCH VIDYALAYA/ BHARAT (CLEANLINESS & SANITIZATION/ WATER SAFETY)**		
1. To check regularly the Cleanliness of the class room, labs, corridors, department etc. 2. To Maintain a date wise record and show it regulary once in a week. 3. To supervise aqua guard , Water Cooler and water points (Cleanliness and timely switch on/off) 4. To monitor cleanliness and sanitation daily. 5. To Give proper instructions to the sweepers regarding sweeping, mopping, dusting etc. 6. To liaison with other staff for their cooperation in keeping the school clean.		GURMEET KAUR (TGT) (I/C)	KAMINI GUPTA GUPTA (PRT)(I/C)
		VEENA KATNORIA	SAROJ RANI (PRT)
		SARYOG PRAKASH (TGT)	SHEETAL (PRT)
		LAKSHMI SHARMA(TGT)	
		PREETI TRIPATHI (TGT)	
		NILIMA SARAN (PGT)	
33	**TEACHING AIDS**		
1. To provide subject related teaching aids. 2. To maintain teaching aids. 3. To encourage teacher by presenting information in a new and exciting way.		***SAVITA NARAYAN (PGT)(I/C)***	SHEETAL (PRT)(I/C)
		MANDEEP KAUR (PGT)	SEEMA GAUR-I (PRT)
		MADHURIMA MISRA (PGT)	RITU (PRT)
		LAKSHMI SHARMA(TGT)	
		SARYOG PRAKASH (TGT)	

	TIME TABLE & ABSENT TEACHERS ARRANGEMENT		
1. To keep the time-table ready well in time for starting the academic calendar 2. To periodically review the time- table in view of transfers/long leave etc. 3. To ensure that no class is kept without teacher by preparing daily arrangement. 4. To cater for staff on leave and vacancy as per KVS norms.		***DEEPAK SINGH (PGT) (I/C)***	***ASHA KUMAR (PRT)(I/C)***
		SANGEETA RANI (LIB)	VINAY (PRT)
		SMRITI BAKSHI(TGT)	KAMINI GUPTA (PRT)
	35 TOY LIBRARY		**MANDEEP KAUR (PRT)(I/C)**
1. To maintain the Toy Library as per norms set for PM SHRI Schools. 2. To issue toys to students and keep recors. 3. To ensure the safe upkeep of toys after the class/ school is over.			ANNU KUMARI (PRT)
			SHEETAL (PRT)
	36 PM SHRI		
1. To coordinate with the various departments to collect/give requisitions for procurements of various items/ services as per PM SHRI School norms and guidelines. 2. To cart items and place orders for genuine items at genuine rates after proper discussion with committee members. 3. To make entry in stock register and issue items/ material to various departments as per reqirement. 4. To keep records of all purchases and payments made.		**SHAMA (PGT)- CO-ORDINATOR PM SHRI**	
		MAHESH KUMAR MEENA TGT WE [I/C]	POOJA SHARMA (HM)
		KULDEEP KAUR PGT CS	PARVEEN SAINI (PRT)
		PARDEEP VERMA (TGT)	
		SANJAY DUBEY (SSA)	
	37 TRANSPORT		
1. To keep record of all buses and their drivers. 2. To keep route-wise record of all vehicles. 3. To ensure the safe arival and departure of the students. 4. To instruct drivers for proper parking of the vehicles. 5. TO ORGANISE TIME TO TIME MEETINGS WITH STAKEHOLDERS FOR PROPER DISCUSSION REGARDING THE SAFETY AND SECURITY OF THE STUDENTS		**VIVEK PAL TGT(I/C)**	**VIKRAM PARTAP MEHRA(I/C)**
		VINOD KUMAR (TGT)	VINAY (PRT)
		PRADEEP VERMA	RITU (PRT)
		SPORTS COACH	
		PGT POL SCIENCE	
		PARENTS/ VMC MEMBER	
	38 VIDYANJALI		
1. To contact with ALUMNI/ Parents/ Famous Social people encourage them for donation for development of basic infrastructure /facilities/amenities of the Vidyalaya.		**MANDEEP PGT HINDI (I/C)**	**NEENA SHARMA (PRT) (I/C)**
		SANGEETA RANI (TGT LIB)	SACHU SADASIVAN (PRT)
		KAVITA SINGH (PGT)	
		COMPUTER INSTRUCTOR 1	
		PGT CS	
	39 LAT/ PARAKH/ PISA/ NAS		
1. To Conduct and coordinate LAT/ PARAKH/PISA/NAS as per the VS norms and assigned schedule.		**SAVITA NARAYAN (PGT) [INTERNAL](I/C)**	**SAVITA SADHU (PRT)(I/C)**
		SARYOG PRAKASH (TGT)	MAMTA RANI (PRT)
		RAVI SAINI(TGT)	MONIKA (PRT)
		DEEPAK SINGH (PGT)	
	40 CPD		
1. To organise and coordinate the teachers training programme/ workshops and to keep the records.		**NILIMA SARAN (PGT)(I/C)**	**SEEMA GAUR-I (PRT) I/C**
		KAVITA TGT HINDI	NEENA SHARMA(PRT)
		VINOD KUMAR (TGT)	VINAY (PRT)
	41 TARA	**KARANJOT KAUR(TGT)(I/C)**	**SAROJ RANI (PRT)(I/C)**
1. To coordinate the uploading of data on oral reading fluency on TARA app as per instructions.		VINOD KUMAR (TGT)	SAVITA SADHU(PRT)
		KAVITA TGT HINDI	MAMTA RANI (PRT)
		RAVI SAINI (TGT)	
	42 PRASHAST		
1. To coordinate the Data updation of special needs children on PRASHAST app.		**PARDEEP VERMA (TGT)(I/C)**	**ALL PRIMARY CLASS TEACHERS**
		MADHURIMA MISRA (PGT)	
		VINOD KUMAR (TGT)	
		RAVI SAINI (TGT)	
		COUNSELLOR	
		SPECIAL EDUCATOR	
	43 MORNING ASSEMBLY		
1. To conduct the morning assembly as per the KVS norms and to coordinate with the CCA activities.		**MANDEEP (PGT HINDI) (I/C)**	***MANJEET KAUR (PRT)(I/C)***
		VEENA DOGRA (TGT)	NEENA SHARMA(PRT)
		KARANJOT KAUR(TGT)	DES RAJ (PRT MUSIC)
		SEEMA (TGT SKT)	ANNU KUMARI (PRT)
	44 SPORTS/ NSM/RSM/ SGFI		
1. To conduct intra/inter house competitions at school level an various activities at cluster/regional /national level as per the schedule.		**VIVEK PAL (TGT) (I/C)**	**VIKRAM PARTAP MEHRA(I/C)**
		NILIMA SARAN (PGT)	SACHU SADASIVAN (PRT)
		KARANJOT KAUR(TGT)	SAROJ RANI (PRT)
		SPORTS COACH	
		YOGA TEACHER	
	45 ACP/FCP		
1. To coordinate all the class teachers and subject teachers for developing ethical values among students as per the KVS guidelines/ Ramkrishan mission.		**PARDEEP VERMA (TGT AE) (I/C)**	
		JYOTI RANI TGT	
		SARYOG PRAKASH (TGT)	
		VINOD KUMAR (TGT)	
	46 WEBSITE		
1. to update school website time to time. 2.To upload the details of activities conducted at school level. 3.To update information regarding staff details. 4.To upload important announcements regarding academic and school administaration.		**KULDEEP KAUR PGT CS(I/C)**	
		MANDEEP PGT HINDI	
		KAVITA SINGH (PGT)	
		POOJA SHARMA (HM)	
		COMPUTER INSTRUCTOR 1 & 2	

PRINCIPAL