Sr.	DUTIES	Key Works	Members	Signature
No.				
110.	ADMISSION	 New & TC Admission, Notification Preparation of select list Monthly enrollment on last working day Checking TC information from website 	Mr. Bablu Kumar (PGT, Chemistry), I/C Ms. Priyanka Kalra, PGT CS Mr. Arvind, TGT Mathematics Ms. Mamta Karve, TGT AE Mr. Arun Kumar (PRT) Ms. Poonam (PRT) Office	
2	Daily arrangements Time Table	 Preparation and implementation of time-table Verification of salary bill of Contractual Teachers Substitution/Arrangements work on daily basis 	Mr. Suman Kumar, PGT, Economics I/C Mr. Akhilesh TGT S.St.	
3	Examination (INT.& Ext, CBSE)	 Conducting exams as per the guidelines & plan Periodic analysis of results/plan for remediation, supervision and assessment of remediation Conducting cyclic tests and other tests as per KVS guidelines 	Mr. Som Dutt (PGT-Phy), I/C CBSE/ Ext.Exam. Ms.Prem Lata I/C Int.Exam. Mr. Arvind TGT – Maths Mr. Ravindra TGT-WE Mr. Krishan Kumar (PRT) Ms. Barkha, PRT	
4	Computer & Website	Maintenance of computers in all labs & asking AMC with service agencies	Mrs. Priyanka Kalra (PGT-CS), I/C	

	Updation & Maintenance	 Regular updation of website (Day by Day important News, thoughts, on last day of the month enrollment position, vacancy position etc. must be uploaded) Competition related to IT/ Techno Thelon Fee Collection 	Ms. Renuka, PRT Mr. Anil Kumar, Comp. Inst All In-charges to Timely Submit the information for website updation
5	Furniture	 Procuring of suitable furniture as per requirement Condemnation of unusable furniture Maintenance of record of distribution of furniture its upkeep, repair 	Mr. Bablu , PRT I/C Mr. Akhilesh, TGT S.Sc. Ms. Vijeta, TGT PHE All class teachers to look after the seating arrangement in their classes
6	CCA	 Conduct of Morning assembly, regular School Level Competition in CCA, Preparation for social science exhibition (Cultural Part), Conduct and Co-ordination of celebration of National Festivals/Jayanties/Other important days Assembling in time & Conduct of all programme Discipline, PT, Display Yoga etc. Announcements and P A System Arrangement Birth Day Celebration/ Certificate Distribution 	Ms. Rekha TGT English - I/C Ms. Nidhi Kumari / Mr. Vishal , PGT Hindi Mr. Ranjeet , TGT Hindi Mr. Vijender, (TGT-SKT) Mr.Bablu (PRT) Ms. Poonam (PRT) House Masters All Class Teachers
7.	Raj Bhasha Committee	➤ Up keep & Maintenance of Sign Boards, bulletin/ Notice Board, Beautification of academic block with quotations, Celebration of Hindi Pakhwara	Ms. Nidhi Kumari / Mr. Vishal , PGT Hindi, I/C Mr. Ranjeet , TGT Hindi

		Implementation of official language rules in the Vidyalaya, quarterly returns, holding regular	Mr. Vijender (TGT-Skt)
8	House Master	 meetings Preparing students for competition (Cultural, Sports & Games) Maintaining records of inmates of house, their activities Arranging Children for school activity regularly 	1.Shivaji- House Master -Ms. Mamta Karve, TGT Art Associates Mr. Suman Kumar PGT Economics, Mr. Rajender PGT English, Mr. Vijender, TGT Skt., Mr. Krishan PRT, Nurse 2.Tagore-
			House Master- Mr. Ravindra Singh TGT-WE Associates Mr. Somdutt Thakur PGT Physics, Ms. Nidhi PGT Hindi, PGT Commerce, Mr. Arun PRT, Mr. Anil Kumar, Comp. Inst.
			3. Ashoka- House Master Mr. Ranjeet TGT-Hindi Associates: Mr. Bablu Kumar PGT Chemistry, Ms. Prem Lata PGT Maths Ms. Vijeta TGT P&HE, Ms. Renuka, PRT

			Ms. Barkha, PRT	
			4. Raman-	
			House Master : Mr.	
			Akhilesh TGT (S.St.),	
			Associates : Mr. Kantia	
			Thakur PGT Biology	
			Ms. Priyanka Kalra, PGT	
			Comp. Science	
			Mr. Suraj Ram , Librarian	
			Ms. Poonam PRT	
			Mr. Naval Kishor, Yoga	
			Instructor	
9	Beautification	Beautification of school entrance, Corridors	Mr. Kantia Thakur (PGT-	
	& Gardening	➤ Maintenance of flower beds and plants in the	Bio), I/C	
		Vidyalaya Campus.	Ms. Mamta Karve (TGT-AE)	
		Updating of Notice Board & Display boards	Ms. Rekha, TGT English	
		Beautification work during any special	Mr. Ranjeet, TGT Hindi	
		program	Mr. Vijender, TGT Sanskrit	
		Supervision of gardening work	Mr. Suraj Ram ,Lib.	
			Mr. Bablu, PRT	
			Ms. Barkha	
			With the help of Gardner	
			All class teachers & Deptt.	
			I/Cs (Respective Class Rooms	
10	Cleanliness &	 Supervision of cleaning activities including 	and Deptt.) Mr. Doiandor, DCT English	
10	Sanitation	Supervision of cleaning activities including toilets in the building.	Mr. Rajender, PGT English I/C	
	Samanon	tonets in the building.		

(Swachh	Procuring materials and labour for the required	Lab Area-
Bharat	approved work.	Ms. Priyanka PGT,(CS)
Mission)	Verification of Conservancy Bill.	Mr. Kantia Thakur PGT (Bio)
		First Floor of Secondary
		Wing-
		Mr.Akhilesh TGT(S.ST)
		Mr.Arvind Kumar
		TGT(Maths)
		ATL area-
		Ms. Prem Lata PGT(Maths)
		Mr. Ravindra Singh TGT
		(WE)
		Ms. Mamta Karve, TGT
		(A&E)
		Commerce Wing / Library
		Area
		PGT (Commerce),
		Mr. Suraj Ram, Librarian
		Vidyalaya Prayer Ground/
		Stage/Basketball court-
		Ms. Vijeta TGT P&HE
		Mr. Naval Kishore, Yoga
		Teacher
		Primary Wing-
		Ms. Renuka,PRT
		Ms. Barkha, PRT
		Mr.Krishan Kumar, PRT
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Committees for the session 2024-25

Mr. Babloo, PRT Ms. Pooja, Nurse Music & Sports Room Area-Ms. Vijeta TGT (P&HE) Mr. Narender Kumar PRT, Music Main Gate to Herbal Garden-Mr. Narender Kumar, PRT Music Ms. Poonam Kumari, PRT Upper area of children Park-Ms. Nidhi Kumari / Mr. Vishal, PGT (Hindi) Mr. Suraj Ram, Librarian **Primary Classes Toilet Cleaning Daily observation** Boys: Mr. Arun Kumar, Mr. Naval Kishore-Yoga Teacher **Girls:** Ms.Poonam Kumari, Ms. Nurse **Secondary Classes Toilet Cleaning Daily observation: Boys:**

			Mr. Arvind Kumar, TGT	
			Maths, Mr. Ravindra Singh,	
			TGT WE	
			Girls:	
			Ms. Priyanka Kalra, PGT CS,	
			Ms. Mamta Karve, TGT AE,	
			Secondary Ground Floor	
			Teachers Toilet Cleaning	
			Daily observation:	
			Mr. Kantia Thakur, Mr.	
			Suman Kumar (Male toilets),	
			Ms. Prem Lata (Female	
			Toilets)	
			Library area Toilet Cleaning	
			Daily observation:	
			Ms. Nidhi Kumari / Mr.	
			Vishal -PGT Hindi, PGT	
			Commerce, Mr. Suraj Ram-	
			Librarian	
11.	Resource	➤ Maintenance of record of equipments & its	Ms. Priyanka Kalra (CS.)	
	Room (SEC.	updation.	I/C	
	& PRI) + Film	Maintenance of register having information of	Mr. Arun Kumar, PRT	
	Show (PRI)	usage of room.	Mr. Babloo, PRT	
		Adding equipments.	Mr. Anil Kumar, Comp. Inst.	

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12.	Discipline	➤ Monitoring of punctuality, use of proper &	Mrs. Vijeta TGT P& HE
	Committee	correct uniform by the students & maintenance of	I/C
		record.	Mr. Kantia Thakur, PGT (Bio)
		➤ Maintenance of discipline and decorum during	Mr. Bablu Kumar, PGT
		functions/ School activities	(Chemistry)
		Coordination with students & Administration	Mr. Akhilesh, TGT-S.St.
			Ms. Poonam, PRT
			Mr. Barkha, PRT
			Mr. Naval Kishor Yoga
			Teacher
			Mr. Anil Kumar, Comp. Inst.
			All teachers
13.	a) Cross	Verification of bills for its correction in	a) Mr. Arvind, TGT Maths
	Checking of	computation by comparing Quotations.	I/C
	Bills	Maintenance of Cash book, Ledgers and	b) Ms. Priyanka Kalra, PGT
	(SF/VVN)	reconciliation	CS
	Cash	➤ Computation of tax and issue of form-16 Daily	
	Book/Ledger	Correspondence	
	& IT-		
	Calculation	Regular collection of fee receipts from Class	
	b) (CS-54)	Teachers (computerized UBI) &maintenance of	
		CS 54 and CS 11	
	c) UBI Fee		
	Verif.	UBI Fee verification & Quarterly reports	
14.	UDISE	➤ To fill the details related to vidyalaya in	Mr. Ravindra Singh, TGT
		UDISE website.	WE, I/C
			Mr. Akhilesh, TGT SSt

			Mr. Krishan Kumar, PRT All Class Teachers
			All Class Teachers
15.	Guidance &	Providing relevant & adequate information	Mr. Suman Kumar, PGT-
	Counseling	about various career through CG cell	Economics, I/C
		Coordinating with external professionals.	Ms. Rekha, TGT English
	Career		Ms. Vijeta, TGT W&HE
	Guidance	Arranging psychological counseling lectures	Counselor
		& maintenance of record.	Mr. Anil Kumar, Comp. Inst.
16.	Vidyalaya	Collection, editing articles of students & staff,	Ms. Rekha, TGT English I/C
	Patrika,	Messages from higher authorities and printing	Ms. Nidhi Kumari / Mr.
	Students	arrangements.	Vishal , PGT Hindi
	Diary &		Mr. Rajender, PGT English
	Broucher +		Mr. Ranjeet, TGT Hindi
	Newsletter		Mr. Renuka, PRT
	(PRI.)		Mr. Arun Kumar
			Mr. Anil Kumar, Comp. Inst.
17	Scout &	Organizing and planning training programs for	Ms. Prem Lata, PGT
	Guides	Scout and Guides	Maths, I/C
		Arranging camps/Special programs;	Mr. Suman , PGT-
	CUBS &	celebration of thinking days	Economics
	BULBULS	Arranging participation of Training Camps of	Ms. Rekha, TGT-English
		KVS	Mr.Arvind Singh, TGT Maths
			Mr. Krishan, PRT
			Ms. Renuka, PRT
			Mr. Narender, PRT Music
			Ms. Poonam, PRT

	Committees for the session 2024-25				
18.	LIBRARY	Procuring books, Planning & execution of	Mr. Suraj RamTGT Lib, I/C		
	COMMITTE	improvement of library, online library (E-	Ms. Prem Lata, PGT Maths		
	E	granthalaya)	Ms.Nidhi Kumari , PGT Hindi		
			Mr. Rajender, PGT English		
			Mr.Bablu Kumar, PGT Chem		
			Mr.Suman Kumar, PGT Eco		
			Ms. Rekha, TGT Eng		
			Ms. Renuka, PRT		
			Mr. Anil Kumar, Comp. Inst.		
			Student Member		
19	1.	Teaching values to the students	Mr. Suraj Ram(TGT-Lib),		
	LITERARY	Organizing and coordinating activities of the	I/C		
	& READING	club	Ms.Nidhi Kumari,PGT(Hindi)		
	CLUB	To give suggestion for improvement of library	Mr. Rajender, PGT (Eng)		
		& reading habitsPlanning Monitoring & coordinating activities	Mr. Ranjeet, TGT-Hindi		
		of the club	Ms. Rekha, TGT Eng		
		Conducting various lecture programmes	Ms. Barkha, PRT		
			Mr. Vijender, TGT Skt.		
			Student Member		
	2. ECO	Running an active club, Planning activities to	Mr. Kantia Thakur, PGT		
	CLUB &	keep campus green	(Bio)I/C		
	SCEINCE	Inculcating scientific temperament among	Mr. Bablu Kumar PGT		
	CLUB	students	(Chem)		
		Preparation of Junior Science Exhibition	Mr. Suraj Ram, Librarian.		
			Mr. Ravindra Singh, TGT WE		

			Mr. Arun Kumar, PRT
	3.	Constitution of the Club,	Ms. Mamata Karve ,
	INTEGRITY	Conducting Activities	TGT(AE) I/C
	CLUB +		Mr. Akhilesh TGT(SST)
	VIRASAT		Mr. Ravindra Singh, TGT WE
			Mr. Narender, PRT(Music)
	4. AEP	Conducting Activities and maintenance of	Mr. Suman Kumar PGT
		records as per guideline	Economics I/C
			Mr. Som Dutt, PGT Physics
			Ms. Prem Lata, PGT Maths
			Mr. Kantia Thakur, PGT
			Biology
			Mr. Arvind Kumar, TGT
			Maths
			Ms. Pooja, Nurse
			Counselor
20	EXCURSION	Planning destinations, mode of transport,	Mr. Kantia Thakur, PGT
	/	arranging transport, arranging other facilities for	Biology I/C
	ADVENTUR	school picnic, adventure programmes and	Mr. Vijeta,TGT(PHE)
	E ACTIVITY	excursion.	Ms. Reunka, PRT
		Keeping Record/photo graph	Mr. Arun Kumar PRT
			Mr. Bablu, PRT
			Mr. Narender PRT(Music)
			Mr. Anil Kumar, Comp. Inst.
			Mr. Naval Kishore, Yoga
			Teacher

21.	TOURISM &	➤ A review of experiments in tourism and	Mr. Kantia Thakur , PGT
	HOSPITALIT	hospitality	Biology I/C
	Y CLUB	➤ Tourism & Hospitality in 21st Century	Mr. Ravinder, PGT Commerce
		To find the career opportunities in tourism &	Ms. Nidhi Kumari / Mr.
		hospitality	Vishal -PGT Hindi
			Ms. Priyanka Kalra, PGT CS
			Mr. Arvind Kumar, TGT
			Maths
			Mr. Anil Kumar, Comp. Inst.
22.	FIRST AID	Attending students in case of sickness	Mrs. Vijeta TGT(PHE) I/C
	AND	Conducting medical checkup of students	Dr. Pinki Roy-Sr. Deputy
	MEDICAL		chief medical officer, Parbati-
	CHECK UP		II HEP, NHPC Ltd.
			Mr. Rajender, PGT English,
			Ms. Pooja, Nurse
			All Class Teachers & House
			Masters
23.	GRIEVANCE	To settle complaints and grievances	Mr. Som Dutt PGT Physics
	CELL		I/C
	(For teachers		Ms. Prem Lata PGT Maths
	and other staff		Mr. Rekha, TGT English
	members)		Mr. Arun (PRT)
24.	RTI	Processing the application/query	Ms. Priyanka Kalra, PGT
		Gathering information from the concerned	CS I/C
		dept	Mr. Suraj Ram, Librarian
		Provide information to the applicant within the	I/Cs of All Dept.
		stipulated time.	

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25.	PHOTOGRA	Coverage of school Activities by coordinating	Ms. Mamta Karve,
	PHY	with all program I/Cs	TGT(AE), I/C
			Mr. Arun, PRT
			Mr. Narender, PRT Music
			Mr. Anil Kumar, Comp. Inst.
26.	LOCAL	Explore the Local Market to see availability of	Mr. Suman Kumar
	PURCHASE	the required materials, gather rates, Making CST	PGT(Eco), I/C
	COMMITTE	& procure.	Mr. Bablu Kumar PGT
	E &	Extending Hospitality	(Chem)
	HOSPITALIT		Ms. Rekha, TGT (Eng)
	Y		Mr. Suraj Ram, TGT-Lib
	MANAGEM		Mr. Arvind Kumar
	ENT		TGT(Maths)
			Ms. Barkha, PRT
27.	ALUMNI	➤ Identification of Alumni and arrangement of	Ms. Priyanka Kalra, PGT
	ASSOCIATI	meeting at least once a year	CS I/C
	ON		Ms. Prem Lata, PGT Maths
			Mr. Ranjeet, TGT Hindi
			Mr. Suraj Ram, Librarian
			Anil Kumar, Computer Inst.
28	M & R /	Maintenance and repair of Vidyalaya	Mr. Ravindra Singh, TGT
	WORKS	infrastructure	WE I/C
	COMMITTE		Mr. Bablu, PRT
	E		Mr. Krishan Kumar, PRT
29.	STAFF	Upkeep of staff room & Disposal of old	Mr. Rajender Kumar I/C
	ROOM	books/Newspaper	

	Committees for the session 2024 25		
		Display Board beautification & Locker	Ms. Rekha, TGT English
		distribution upkeep	Mr. Arun Kumar, PRT
			Ms. Poonam, PRT
30.	BACK TO	Conduct of Back-to-Basics programme in the	Mr. Arvind Singh, TGT
	BASICS	Vidyalaya	Maths I/C
		Ensuring inculcation of life skills	Mr. Akhilesh-TGT S.St.
			Ms. Renuka, PRT
31	PRIMARY	Up keep of children park	Mr. Bablu, PRT I/C
	CHILDREN		Mr. Naval Kishore, Yoga
	PARK		Teacher
			All PRT's
32	FLN	➤ All works related to FLT	Ms. Renuka (PRT), I/C
			All PRT's
33.	POCSO	Redressed of complaint under POCSO	Ms. Prem Lata (PGT-
			Maths), I/C
			Mr. Som Dutt PGT (Physics)
			Ms. Nidhi Kumari / Mr.
			Vishal -PGT, Hindi
			Mr.Bablu, PGT Chemistry
			Ms. Renuka, PRT
34	Well Dress	➤ To select Students	Ms. Vijeta, TGT P&HE, I/C
	Competition	Certificate Writing	Ms. Rekha, TGT English
	Student		Ms. Poonam, PRT
	(Weekly)		Mr. Naval Kishore, Yoga
			Teacher
			All Class Teachers

		Committees for the session 20	
35	Student's	To coordinate with all students and staff for	Ms. Vijeta, TGT PHE I/C
	Identity Card	identity cards	Mr. Naval Kishore, Yoga
			Teacher
			All Class Teachers
36	Teaching Aid	To issue teaching aids and keep records	Mr. Akhilesh (TGT-S.St.),
			I/C
			Mr. Krishan Kumar, PRT
37	Press and	> To co-ordinate with press	Mr. Suraj Ram (TGT-Lib),
	Publicity	To publish different events in the print media	I/C
			Ms. Priyanka Kalra, PGT CS
			Mr. Ranjeet, TGT Hindi
			Mr. Anil Kumar, Comp. Inst.
38	Subject	> To take monthly meetings with subject	<u>Hindi & SKT</u> - Mr. Ranjeet -
	Committee	committee members and maintain records.	TGT Hindi
			English: Mr. Rajender (PGT
			English)
			Soc. Science: Mr. Suman
			Kumar (PGT-Eco)
			Science: Mr. Babloo Kumar
			(PGT-Chemistry)
			Maths: Ms. Prem Lata, PGT-
			Maths
			Primary: Ms. Renuka, PRT

			Skill course: Ms. Priyanka
			•
			Kalra PGT CS, Mr. Ravindra
			Singh TGT (WE), Anil
			Kumar, Comp Ins.
39	Students	➤ To monitor council members & conduct	Mr. Rajender Kumar, PGT-
	Council	meetings monthly & keep record	English I/C
		Guide them about their duties and	Mr. Ranjeet, TGT- Hindi
		responsibility.	Ms. Rekha, TGT English
		Solve their problems regarding discipline of	Ms.Poonam, PRT
		school and academics.	
40	Safety &	➤ To monitor Safety & Security measures for	Ms. Vijeta TGT P&HE I/C
	Security	students.	Ms. Mamta Karve, TGT AE
			Mr. Ravindra Singh, TGT WE
			Ms. Bablu, PRT
			Ms. Barkha, PRT
			Mr. Naval Kishore, Yoga
			Teacher
41	Evacuation	➤ To monitor, everyone leaves the building	Ms. Vijeta, TGT PH&E I/C
	Team/SOP	 safely. To safely evacuate individuals who cannot negotiate stairs is in place. Building occupants are accounted for after an emergency evacuation. 	Mr. Suman Kumar, PGT
			Economics
			Mr. Akhilesh, TGT S.St.
			Mr. Ravindra Singh, TGT WE
			Ms. Renuka PRT
			Mr. Bablu, PRT
			All Teachers

	T		
42	Search & Rescue Team	 In case of emergency, to access the area. To provide First Aid. 	Mr. Akhilesh Kumar TGT S.ST I/C Mr. Narender, TGT AE Counselor Ms. Pooja, Nurse Mr. Naval Kishore, Yoga Teacher
43	Transport Safety Team	 To provide the transport facility. To monitor safety of the students while travelling. 	Mr. Arun Kumar, PRT I/C Mr. Krishan Kumar, PRT Ms. Bablu, PRT Ms. Pooja, Nurse Escort Teacher
44	Team for students with special needs	 To Provide help for those students who have challenges and disabilities that interfere with learning. To address each child's unique combination of needs. 	Ms. Vijeta TGT P&HE I/C Ms. Barkha, PRT Ms. Pooja, Nurse Counselor
45	Grievance Redressal Committee (For Students)	 To promote cordial Student-Student & Student-Teacher relationship & encourage students to express their grievances/ problems freely and frankly, without any fear of being victimized. To advise students to respect the right and dignity of one another and show utmost restraint and patience & advise students to refrain from inciting students against other students, teachers and other staff members. 	Mr. Suman Kumar, PGT Economics I/C Mr. Som Dutt, PGT Physics Mr. Ranjeet, TGT Hindi Ms. Vijeta, TGT PHE Ms. Renuka, PRT Mr. Bablu, PRT Ms. Barkha PRT Mr. Naval Kishore, Yoga Teacher

		➤ To advise all staff members to be affectionate	
		to the students and not behave in a vindictive	
		manner towards any of them for any reason.	
46	News Letter	To collect photographs of Events,	Ms. Renuka, PRT I/C
	Compilation	Reporting, Uploading on Website.	Mr. Arun Kumar, PRT
	&	Collecting day to day activity/event pictures	Mr. Anil Kumar, Comp. Inst.
	Photography	and uploading the same in Principal's Desktop in	
	club	same day with the help of computer inst.	
47	ATL	➤ To conduct/ assist for ATL sessions	Mr. Ravindra Singh , PGT
	committee	➤ All ATL related events/ sessions/activities	WE I/C
			Ms. Priyanka Kalra, PGT CS
			Mr. Som Dutt, PGT Physics
			Mr. Bablu Kumar PGT
			(Chem)
			Mr. Kantia Thakur PGT (Bio)
			Mr. Anil Kumar,
			Comp.Instructor.
48	NEP	➤ To monitor implementation of NEP	Mr.Suman Kumar
			PGT(Eco) I/C
			Mr. Arvind Kumar, TGT
			Maths.
			Ms. Renuka PRT
			Mr. Arun PRT
			Mr. Krishan Kumar PRT

Committees for the session 2024-25

49	Ek Bharat Shrestha Bharat and Azadi ka Amrit ka mahotsav	 To conduct and monitor day wise activities To conduct weekly/monthly activities Celebration of statehood day Art/ craft activities Other activities related to EBSB and AKAM 	Mr. Suman Kumar PGT (Eco) I/C Mr. Akhilesh, TGT S.St. Mr. Ranjeet, TGT Hindi Mr. Suraj Ram, Librarian Ms. Mamta Karve, TGT A&E Mr. Narender, PRT Music
50	TechTonic Innovators Club	 Implementing innovative solutions for IT-Related Challenges Organizing workshops and other technical activity to foster creativity and skill development among members. Supporting and mentoring members in IT Projects and initiatives. Maintenance of IT tools in the Vidyalaya 	Ms. Priyanka Kalra PGT CS I/C Mr. Ravindra Singh, TGT WE Mr. Bablu PRT Mr. Anil Kumar, Comp. Inst. Student Member

Principal