

**KENDRIYA VIDYALAYA GOLE MARKET**  
**SESSION 2023-24**  
**LIST OF INTERNAL COMMITTEES (2ND SHIFT)**

SR. NO.	DESIGNATION IN THE COMMITTEE	STAFF NAME	DESIGNATION	DUTIES AND RESPONSIBILITIES (KEEPS ON UPDATED AS PER KVS INSTRUCTIONS)	SIGNATURE
<b>1. ADMISSION COMMITTEE</b>					
1	I/C	MANISH KUMAR VIJAY	PGT-Chemistry	<ul style="list-style-type: none"> <li>· The committee shall be responsible for the preparation of the application forms as per the latest admission guidelines.</li> <li>· Monitoring of online applications status regularly.</li> <li>· To help and guide the parents to fill online applications.</li> <li>· To complete OLA Activities as per KVS Schedule.</li> <li>· Short listing and preparation of lists as per KVS OLA Guidelines</li> <li>· To get the hard copies prepared for approval of the Chairman.</li> <li>· To maintain confidentiality of the process and observe high integrity.</li> <li>· The committee should ensure that the admission details are uploaded in the website of the Vidyalaya in-time.</li> <li>· To arrange the verification of documents and recommend the admission of the eligible short listed candidates.</li> <li>· To conduct admission test for class 9th admissions.</li> <li>· To arrange advertisement for the admission on vacant seats (if any).</li> <li>· To ensure entries of the newly admitted students in SR/Admission Register.</li> <li>· To arrange forwarding of the transfer/ non KV admission cases to RO, as per provisions of Admission Guideline.</li> </ul>	
2	MEMBER	MRITYUNJAY MISHRA	PGT HINDI		
3	MEMBER	RUBY YADAV	TGT ENGLISH		
4	MEMBER	VIKRAM SINGH	TGT SST		
5	MEMBER	VINAY GUPTA	TGT HINDI		
6	MEMBER	DEVINDER KUMAR	PGT-Comp. Sci		
7	MEMBER	PRAVESH KUMAR ANAND	PRT		
8	MEMBER	MUKESH CHAND	PRT		
9	MEMBER	DHARAMVEER	PRT		
10	MEMBER	RAMAVADH	PRT		
11	MEMBER	ISHRATUNNISA	PRT		
12	MEMBER	RAJBIR	PRT		
<b>2. TIME TABLE COMMITTEE</b>					
1	I/C (SEC)	VIDYA BHUSHAN CHOUBEY	PGT-Economics	<ul style="list-style-type: none"> <li>· The committee is responsible for the arrangement work on day to day basis</li> <li>· The committee is to ensure that the time-table is unbiased and ensure proper work distribution for teachers.</li> <li>· The committee shall ensure that no class is left free on any day and proper arrangements are made according to the time table.</li> <li>· The committee shall also ensure that the teachers allotted arrangement work shall always engage the classes and no class remains vacant.</li> <li>· The copies of the time-table shall be placed in the Principal's room, Office, Staff Room and respective classes</li> <li>· The arrangement work shall be circulated in time daily, and a copy should be displayed on the notice board.</li> <li>· The copy of the circulated arrangement should be handed over to the Principal on daily basis and kept in a file.</li> <li>· To frame the time table and monitor the changes in the same.</li> <li>· To ensure that necessary arrangement is made in the absence of teachers</li> <li>· To ensure that the class attendance is marked by the teachers in the absence of the regular teacher.</li> </ul>	
2	MEMBER	ANJU LAMBA	PGT-Maths		
3	MEMBER	JYOTI PRASAD	PGT - ENGLISH		
4	MEMBER	MURLIDHAR SAINI	TGT-Sanskrit		
5	MEMBER	RUBY YADAV	TGT- ENGLISH		
6	MEMBER	SANDIP KUMAR	TGT - SST		
7	I/C (PRIMARY)	ISHRATUNNISA	PRT		
8	MEMBER	SHIV KUMAR	PRT		
9	MEMBER	VIKRAM			
10	MEMBER	REENA			

(AJIT SINGH)  
VICE PRINCIPAL

(PARVEEN KUMAR MAILK)  
PRINCIPAL

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				To display the time table in the Principal's room and the staff room for reference	
				To ensure that the class teacher are properly allocated and the alternative arrangements done in the event of the transfer of the teachers.	
				To prepare the Assignment Time table and also make necessary arrangements for the conduct of tests and other Examinations.	
<b>3. EXAMINATION COMMITTEE</b>					
1	I/C (SECONDARY)	DR. M. SRIHARI	PGT-Commerce	The committee shall be responsible for the preparation of examination calendar and circulate the same in time -	
2	MEMBER	VINOD KUMAR	TGT HINDI	To ensure that requirements for the conduct of the examination shall be ordered well in time planning for the entire academic year in two lots for the First Term and for the second term	
3	MEMBER	VINAY GUPTA	TGT HINDI	To take all necessary steps get the Question papers for any examination be ready at least one week before the commencement of the examination.	
4	MEMBER	PGT POL SCIENCE (NIDHI MITTAL)	TGT SCIENCE	To make the teachers aware teachers to set the question papers based on blue print and also the marking scheme should be submitted.	
5	MEMBER	TGT ENGLISH (JYOTIKA GANDHI)	PGT POL SCIENCE	The Question papers shall be prepared manually and submitted for the approval of the subject committee and the same shall be computerised by the teachers and soft copy handed over well in time.	
6	MEMBER	COMPUTER INSTRUCTOR		The examination duties shall be allotted systematically without any bias or favour	
7	I/C (PRIMARY)	RAJBIR SINGH	PRT	To upload the marks/grades on CBSE website as per CBSE directions.	
8	MEMBER	RACHNA VERMA	PRT	The dates for the submission of the evaluated answer scripts shall be systematically followed and the teachers in default shall be reported in time.	
9	MEMBER	SOMVEER	PRT	The analysis of the results of the examination should be done as per the KVS guidelines and handed over the undersigned within one week after the completion of the examination.	
10	MEMBER	ASHISH KUMAR MISHRA	PRT	Necessary training programme for the same shall be arranged	
11	MEMBER	DEEPIKA	PRT	To arrange and co-ordinate the parent teacher meetings.	
12	MEMBER	HIMANSHU	PRT	To ensure that parents of those students who have shortage of attendance or unable to perform up to expected level be informed by the teachers regularly	
				To maintain the records relating to the parent teacher meetings	
				The progress report as per the KVS guidelines shall be prepared timely and distributed. Necessary records of the examination shall be kept handy for inspection at any time by the Principal or the members of the inspection committee and also the Higher Authorities, when they visit the Vidyalaya.	

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<b>4. CBSE COMMITTEE</b>						
1	I/C	Dr . M. SRIHARI	PGT COMM.	ALL WORKS RELATED TO AND ASSIGNED BY CBSE		
2	MEMBER	DEVINDER KUMAR	PGT COMP. SC.			
3	MEMBER	COMPUTER INSTRUCTOR				
<b>5. CCA COMMITTEE</b>						
1	I/C (SECONDARY)	MRITYUNJAY MISHRA	PGT HINDI	<ul style="list-style-type: none"> <li>· To plan for the co-curricular activities in a befitting manner.</li> <li>· To ensure that all students are motivated to participate in the competitions</li> <li>· To ensure that all activities conducted are of desired standard.</li> <li>· To ensure that Morning Assembly programmes are conducted as per the KVS norms and to improve the standard of the Students.</li> <li>· To ensure that prizes and badges are procured and distributed among the students.</li> <li>· To ensure that the common minimum programme is being implemented as per the KVS guidelines.</li> <li>· To celebrate all important days in a befitting manner.</li> <li>· To ensure that the children are well prepared for competitions at the cluster / regional/national level. They should be selected from the beginning of the year</li> <li>· To constitute the student council under consultation with the class teachers, house masters and principal.</li> <li>· To conduct monthly meetings of the student council and keep its records.</li> <li>· To conduct investiture ceremony and issue the badges to the members of student council</li> <li>· To conduct and co-ordinate assembly and other activities in CCA and sports</li> <li>· To develop a competitive spirit among the students.</li> <li>· To prepare the students for the different competitions.</li> <li>· To ensure display boards is maintained properly and the contents therein changed every month during the last week of the month so that fresh matters remain during the next month</li> </ul>		
2	ASSOCIATE	RACHNA AGARWAL	PGT ENG			
3	MEMBER	MURALIDHAR SAINI	TGT SANSKRIT			
4	MEMBER	VINOD KUMAR	TGT HINDI			
5	MEMBER	RUBY YADAV	TGT ENGLISH			
6	MEMBER	VIKRAM SINGH	TGT SOCIAL SCIENCE			
7	MEMBER	ASHOK	TGT A E			
	<b>SHIVAJI HOUSE</b>					
9	HOUSE MASTER	MRIDULIKA SINGH	PGT CHEM			
10	ASSOCIATE	ANJU LAMBA	PGT MATHS			
11	MEMBER	POONAM SINGH	TGT ENG			
12	MEMBER	REKHA DEVI	TGT HINDI			
13	MEMBER	KAJAL PANDEY	TGT MATHS (CONTRACTUAL)			
	<b>TAGORE HOUSE</b>					
14	HOUSE MASTER	ANJANA	PGT PHY			
15	ASSOCIATE	SATISH KUMAR SINGH	PGT BIO			
16	MEMBER	VINAY GUPTA	TGT HINDI			
17	MEMBER	PURVA TANEJA	TGT SCIENCE			

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18	MEMBER	JYOTIKA GANDHI	TGT ENGLISH (CONTRACTUAL)	<ul style="list-style-type: none"> <li>· To plan for the co-curricular activities in a befitting manner.</li> <li>· To ensure that all students are motivated to participate in the competitions</li> <li>· To ensure that all activities conducted are of desired standard.</li> <li>· To ensure that Morning Assembly programmes are conducted as per the KVS norms and to improve the standard of the Students.</li> <li>· To ensure that prizes and badges are procured and distributed among the students</li> <li>· To ensure that the common minimum programme is being implemented as per the KVS guidelines.</li> <li>· To celebrate all important days in a befitting manner.</li> <li>· To ensure that the children are well prepared for competitions at the cluster / regional/national level. They should be selected from the beginning of the year</li> <li>· To constitute the student council under consultation with the class teachers, house masters and principal.</li> <li>· To conduct monthly meetings of the student council and keep its records</li> <li>· To conduct investiture ceremony and issue the badges to the members of student council</li> <li>· To conduct and co-ordinate assembly and other activities in CCA and sports.</li> <li>· To develop a competitive spirit among the students.</li> <li>· To prepare the students for the different competitions.</li> <li>· To ensure display boards is maintained properly and the contents therein changed every month during the last week of the month so that fresh matters remain during the next month</li> </ul>		
	<b>ASHOKA HOUSE</b>					
19	HOUSE MASTER	JYOTI PRASAD	PGT ENG			
20	ASSOCIATE	REKHA RAWAT	TGT SOCIAL SCIENCE			
21	MEMBER	NIKITA SHARMA	TGT SANSKRIT (CONTRACTUAL)			
22	MEMBER	LALITA/ SUMAN RANI	TGT MATHS/ (CONTRACTUAL)			
23	MEMBER	SANDIP KUMAR	TGT (SOCIAL SCIENCE)			
	<b>RAMAN HOUSE</b>					
24	HOUSE MASTER	AMIT KUMAR	PGT HISTORY			
25	ASSOCIATE	DIGAMBAR SINGH	PGT GEO			
26	MEMBER	NIDHI MITTAL	PGT POL SC (CONTRACTUAL)			
27	MEMBER	SHWETA JOSHI	TGT SCIENCE			
28	MEMBER	SUBAS RAUTO/ KAJAL PANDEY	TGT MATHS/CONTRACTUAL			
29	I/C (PRIMARY)	PRIYANKA ARORA	PRT			
30	MEMBER	LAXMI	PRT			
31	MEMBER	SHWETA	PRT			
32	MEMBER	ANUP	PRT			
33	MEMBER	DHARAMVEER	PRT			
34	MEMBER	HARDEEP	PRT			

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35	MEMBER	ART TEACHER	PRT		
36	MEMBER	ALL CLASS MASTER	PRT		
37	MEMBER	DEBASHI	ART COACH		
<b>6. MATHS OLYMPIAD, EXHIBITION &amp; Aryabhata club of Maths</b>					
1	I/C (SEC)	ANJU LAMBA	PGT-Maths	To create interest among the students in the subject of mathematics	
2	MEMBER	PGT MATHS	PGT-Maths CONTRACTUAL	To conduct lectures and seminars on mathematics	
3	MEMBER	KIRTI ARORA	TGT-Maths	To conduct workshops to prepare necessary mathematics models	
4	MEMBER	SUBAS CHANDRA RAUTO	TGT-Maths	To execute the plan for development of Mathematics Garden in the Vidyalaya	
5	MEMBER	TGT MATHS (CONTRACTUAL)	TGT-Maths		
6	I/C PRIMARY	PRAVESH KUMAR ANAND	PRT		
7	MEMBER	DHARAMVEER	PRT		
8	MEMBER	ASHISH KUMAR MISHRA	PRT		
<b>6.1. SCIENCE OLYMPIAD, INSPIRE AWARD, EXHIBITION &amp; CLUB, SC. CONGRESS, GREEN OLYMPIAD</b>					
1	I/C SECONDARY	MRIDULIKA SINGH	PGT-Chemistry	To ensure that an environment of science exists in the Vidyalaya and the activities are conducted properly.	
2	MEMBER	ANJANA	PGT-Physics	To motivate children to prepare exhibits for the Science Exhibition and to ensure that they are being prepared in time.	
3	MEMBER	SATISH KUMAR SINGH	PGT-Biology	To organize programmes for Celebration of Important days related to Science & Environment.	
4	MEMBER	PURVA TANEJA	TGT-Biology	To conduct competitions, Olympiads, NCSC etc. as per KVS instructions.	
5	I/C PRIMARY	RAKHI JAIN	PRT		
6	MEMBER	PARVESH KUMAR ANAND	PRT		
7	MEMBER	ISHRATUNNNISA	PRT		
8	MEMBER	REENA	PRT		
9	MEMBER	SOMVEER	PRT		
<b>6.2. NTSE</b>				To conduct NTSE and encourage students to participate.	
1	I/C	SHWETA JOSHI	TGT-Biology		
2	MEMBER	ALL XTH CLASS TEACHERS			
<b>6.3. SC-ST /MINORITY SCHOLARSHIP</b>					
1	I/C	SATISH KUMAR SINGH	PGT-Biology	To look after the matter of Scholarship and others	
2	MEMBER	JYOTI PRASAD	PGT ENGLISH		

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3	MEMBER	ISHRATUNNNISA	TGT-Maths		
4	MEMBER	DHARAMVEER	PRT		
<b>6.4. LADLI YOJNA</b>					
1	I/C	POONAM SINGH	TGT ENG	- To look after the matter of Scholarship and others	
2	MEMBER	RAKHI JAIN	PRT		
<b>7. UDISE</b>					
1	I/C	ANJANA	PGT-Physics	<ul style="list-style-type: none"> <li>· To provide all important statistics to all departments in respect of the students or teachers of the Vidyalaya to agencies such as NCERT, Sarva Shiksha Abhiyan, State Education Department, Scholarship authorities etc.</li> <li>· To maintain the vital statistics in the Principals Room</li> <li>· Updation of UDISE data.</li> </ul>	
2	MEMBER	SHWETA JOSHI	TGT SCIENCE		
3	MEMBER	GAURAV SHARMA	COMPUTER INSTRUCTOR		
4	MEMBER	DEEPAK KUMAR SHARMA	COMPUTER INSTRUCTOR		
<b>8. MONTHLY REPORT/ DO LETTER/ UBI VERIFICATION/ MONTHLY ENROLMENT POSITION</b>					
1	I/C (UBI VERIFICATION) SECONDARY	DEVENDER KUMAR	PGT CS	<ul style="list-style-type: none"> <li>· To compile the class wise details of fees collected every month and to submit the report for the perusal of undersigned.</li> <li>· To ensure that the fee has been collected at correct rates and also to tally the same with the CS-11 summary of daily cash collection/UBI Portal.</li> <li>· To submit the report as an when required</li> </ul>	
2	MEMBER (UBI VERIFICATION) PRIMARY	PRAVESH KUMAR ANAND	PRT		
3	MEMBER (FOR UBI VERIFICATION AT CLASS LEVEL)	ALL CLASS TEACHERS 1 TO 12			
1	I/C (MONTHLY REPORT)	MRITUNJAYA MISHRA	PGT-Hindi	· To check the fee collected class-wise during fee collection months.	
2	I/C (MONTHLY REPORT)	RACHNA AGARWAL	PGT ENGLISH		
1	I/C (DO LETTER)	JYOTI PRASAD	PGT ENGLISH		
2	I/C (DO LETTER)	VINAY GUPTA	TGT HINDI		
1	I/C (ENROLMENT POSITION)	MANISH KUMAR VIJAY	PGT CHEM		
2	MEMBER (ENROLMENT POSITION)	PARVESH KUMAR ANAND	PRT		

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3	MEMBER	ALL STAFF MEMBERS AND DEPARTMENT I/C TO SUBMIT CONCERNED MONTHLY UPDATES TO ABOVE COMMITTEE			
<b>9. Computer Lab &amp; Website Updation Committee</b>					
1	I/C	DEVENDER KUMAR	PGT CS	<ul style="list-style-type: none"> <li>- To provide information to the website committee and monitor these details are also available in the school website</li> <li>- To take printouts and reply mail as and when required.</li> <li>- To ensure that the stock of computers is being maintained in proper order.</li> <li>- To maintain a record of use of the computers in the Vidyalaya.</li> <li>- To maintain the website of the Vidyalaya on day to day basis</li> <li>- To purchase and install all required software/hardware from genuine outlets</li> <li>- To maintain records relating to the updation of the vidyalaya website once in a period of 10 days and positively by 5th, 15th, &amp; 25th of every month.</li> <li>- To monitor the use of Computers and Internet by the students.</li> <li>- To check the computer laboratory and computers are maintained in clean state and ensure proper security of the computers in the Vidyalaya.</li> <li>- To ensure that the unwanted sites' access are blocked and the computers are being used productively for the purpose of education only.</li> <li>- To ensure that the computers not working are immediately attended to and necessary action for their repairs taken.</li> <li>- To plan for the expansion and development of ICT facilities in the Vidyalaya.</li> <li>- To ensure that the reports in respect of the computers are being sent to the Regional Office in time (ICT INFRASTRUCTURE)</li> <li>- To process condemnation of old/obsolete IT articles.</li> </ul>	
2	MEMBER	COMPUTER INSTRUCTOR	COMPUTER INSTRUCTOR		
		ALL DEPTT. HEADS & CLASS TEACHERS PROVIDE INFORMATION FOR WEBSITE UPDATION			
<b>10. STUDENT ALUMNI COMMITTEE</b>					
1	I/C	DIGAMBER SINGH	PGT- Geography	<ul style="list-style-type: none"> <li>- To collect information of alumni and maintain register/ invite them and plan the programs/ activities to be carried out by alumni for allrpnud development of students</li> </ul>	
2	MEMBER	MANISH KUMAR VIJAY	PGT-Chemistry		
3	MEMBER	MURALIDHAR SAINI	TGT SANSKRIT		
<b>11. MINUTES OF MEETING</b>					

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1	I/C	POONAM SINGH	TGT ENGLISH	To maintain the records of minutes if each staff meeting, special meetings, inspections and other events organized in Vidyalaya	
2	MEMBER	VINAY GUPTA	TGT HINDI		
3	I/C PRIMARY	RACHNA VERMA	PRT		
4	MEMBER	DEEPIKA BHOLA	PRT		
<b>12. RESOURCE ROOM</b>					
1	I/C	JAIBALA PRAKASH	H.M	Maintenance	
2	MEMBER	RAKHI JAIN	PRT	To ensure proper utilization and maintain log book/ other records.	
3	MEMBER	RACHNA VERMA	PRT		
4	MEMBER	REENA	PRT		
<b>13. SPORTS COMMITTEE</b>					
1	I/C (SECONDARY)	SUBASH CHAND	TGT P&HE	To ensure overall development of sports and games facilities in the Vidyalaya.	
2	MEMBER	V.B CHAUBEY	PGT ECO.	To prepare and submit a calendar of sports activities before April 1st week.	
3	MEMBER	VIKRAM SINGH	TGT SST	To ensure that the necessary materials required for the Vidyalaya are procured as per the norms and maintained.	
4	MEMBER	SANDIP KUMAR	TGT S.ST	To ensure the timely conduct of inter-house competitions are being conducted for different houses/ and prizes distributed in time.	
5	I/C (PRIMARY)	RAJBIR SINGH	PRT	To ensure maximum participation of the students in various games and sports activities.	
6	MEMBER	ANUBHAV SANWAN	PRT	To ensure that the competitions in the Primary Section are being conducted as per the guidelines of the KVS and the requirement of Common Minimum Programme attained.	
7	MEMBER	SOMVEER	PRT	To ensure that the prizes for the competitions are being distributed timely for the various competitions conducted.	
8	MEMBER	DHARAMVEER	PRT		
9	MEMBER	PREETI RATHI	PRT		
<b>14. ACADEMIC COMMITTEE &amp; SUBJECT COMMITTEE</b>					
1	I/C ENGLISH	JYOTI PRASAD	PGT ENGLISH	To plan for the work of the year and month effectively.	
2	I/C HINDI / SANS	MRITUNJAYA MISHRA	PGT-Hindi	To plan for activity based teaching in the Vidyalaya.	
3	I/C MATHS	ANJU LAMBA	PGT-Maths	To recommend for suitable remedial action to be taken for different students.	
4	I/C SCIENCE	ANJANA	PGT-Physics	To ensure that the academic problems faced by the teachers are solved.	
5	I/C SOCIAL SCIE	DR. AMIT KUMAR	PGT-History	To ensure that the academic problems faced by the teachers are solved.	
6	I/C COMPUTER S	DEVENDER KUMAR	PGT COMP. SC.	- Ic of Science labs/language lab/ activity room /computer lab	
PRIMARY					



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2		ANUBHAV SANGWAN	PRT		
3	I/C HINDI	MUKESH CHAND	PRT		
4		RAMAVADH	PRT		
5	I/C MATHS	DEEPIKA BHOLA	PRT		
6		ASHISH KUMAR MISHRA	PRT		
7	I/C EVS	RAJBIR	PRT		
8		REENA	PRT		
<b>15. STUDENT GRIEVANCE COMMITTEE / STUDENT WELFARE COMMITTEE</b>					
1	I/C	MRIDULIKA SINGH	PGT CHEMISTRY	1. Development and review of School Bullying Prevention Plan.	
2	MEMBER	SHWETA JOSHI	TGT SCIENCE	2. Development and implementing bullying prevention programmes.	
3	MEMBER	JAIBALA PRAKASH	HM	3. Developing training programmes for staff, students, and parents.	
4	MEMBER	RACHNA VERMA	PRT	4. Creating awareness through various programmes.	
5	MEMBER	DEEPIKA BHOLA	PRT	5. being vigilant and observing signs of bullying and responding quickly and sensitively	
6	MEMBER	VIDYA BHUSHAN CHAUBEY	PGT ECO	6. Names and contact numbers of members of the committee should be clearly displayed everywhere in the school premises, etc.	
7	MEMBER	MURALI DHAR SAINI	TGT SANSKRIT	7. Schools may keep a complaint /suggestion box and regularly monitor the feedback received.	
8	MEMBER	DIGAMBAR SINGH	PGT GEO	8. Parents must be motivated to support the school in bullying-prevention efforts.	
9	MEMBER	PURVA TANEJA	TGT SCIENCE	· Checking of entries in T.C. – Class teachers.	
10	MEMBER	RUBY YADAV	TGT ENGLISH	· To address the grievances of students through grievance box, and maintain its record	
14	MEMBER	ALL CLASS TEACHER		· To suggest different ways/aspects for upliftment of the academic atmosphere and physical facilities in the Vidyalaya.	
				· To arrange the career guidance, stress management and motivational sessions.	
				· Coordination with state education department and provide necessary help to the students in the matters related to Scholarship& other welfare programmes.	
				To report the matter to undersigned	
<b>16. PURCHASING COMMITTEE</b>					
1	I/C	DIGAMBAR SINGH	PGT GEO	· To collect requisition from various departments, co-ordinate and monitor all the purchases to be made in the Vidyalaya.	
2	MEMBER	ASHOK	TGT (A E)	· To ensure that no excess purchases are made for the Vidyalaya.	
3	MEMBER	I/C OF ALL CONCERNED DEPARTMENTS.		· To conduct market survey as per requirement & collect on the spot quotations	

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				<ul style="list-style-type: none"> <li>To conduct physical verification of the items purchased, to ascertain the quality, quantity, specification and competitive rates.</li> <li>To ensure that proper records of the items purchased are being maintained.</li> </ul>	
<b>17. FIRST AID &amp; MEDICAL CHECK UP / HEALTH &amp; HYGIENE COMMITTEE</b>					
1	I/C	PURVA TANEJA	TGT (BIO)	To ensure that First Aid Kit, required for the Vidyalaya is procured and maintained in at least two-three places and necessary first aid given to the students as and when required.	
2	MEMBER	SHWETA JOSHI	TGT (BIO)	To arrange Health Check-up for the students & maintain Students' Health Records	
3	MEMBER	MRIDULIKA SINGH	PGT (CHEM)	To inform the parents regarding health status and special/expert consultation as per need.	
4	MEMBER	SANDIP SINGH	TGT (SST)		
5	MEMBER	DEEPAK BHAGAT	PRT		
6	MEMBER	MUKESH CHAND	PRT		
7	MEMBER	DEEPIKA BHOLA	PRT		
8	MEMBER	RAKHI JAIN	PRT		
9	MEMBER	REENA	PRT		
<b>18. CLEANLINESS / HOUSE KEEPING/ SECURITY COMMITTEE</b>					
1	I/C	VIKRAM SINGH	TGT SST	To ensure that the Vidyalaya is being maintained neat and clean.	
2	VIDYALAYA CAMPUS	VINAY GUPTA	TGT (HINDI)	To ensure that the Vidyalaya is cleaned and be present till the cleaning is over on daily basis	
3	VIDYALAYA CAMPUS	NIKITA SHARMA	TGT (Coord.) (SANSKRIT)	To maintain necessary records related to monitoring of the cleanliness of the Vidyalaya	
4	VIDYALAYA CAMPUS	REKHA RAWAT	TGT (SST)	To report about the cleanliness of the Vidyalaya everyday in the afternoon before 12.30 pm and follow up if there are deficiencies.	
5	VIDYALAYA CAMPUS	RAJBIR	PRT	To verify and submit the bills of conservancy contractor for payment along with certificate to the office.	
<b>GROUND FLOOR</b>				To verify and check the quality and quantity of cleaning materials supplied by the contractor/ procured from market.	
1	GIRLS TOILET + CORRIDOR	PRIYANKA ARORA	PRT	To chalk out and implement the programmes related to Vidyalaya Swachchhata Aabhiyan with the help of class teachers.	
2	GIRLS TOILET + CORRIDOR	RAKHI JAIN	PRT	To suggest programmes for enhancement of overall ambience of the Vidyalaya.	
3	GIRLS TOILET + CORRIDOR	ISHRATUNNISA	PRT	To ensure that class rooms are clean	

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## LIST OF INTERNAL COMMITTEES (2ND SHIFT)

SR. NO.	DESIGNATION IN THE COMMITTEE	STAFF NAME	DESIGNATION	DUTIES AND RESPONSIBILITIES (KEEPS ON UPDATED AS PER KVS INSTRUCTIONS)	SIGNATURE
4	BOYS TOILET + CLASS ROOMS	AMIT KUMAR	PGT (HISTORY)	-To ensure that toilets are in hygienic condition	
5	BOYS TOILET + CLASS ROOMS	RAKHI	PRT	- to ensure cleanliness in the assembly ground, playground, canteen & surrounding, science park, corridors & gallery etc.	
6	BOYS TOILET + CLASS ROOMS	RAM AWADH	PRT	To ensure cleanliness in garden area.	
<b>FIRST FLOOR</b>					
1	GIRLS TOILET + CORRIDOR	PREETI RATHI	PRT		
2	GIRLS TOILET + CORRIDOR	DEEPIKA BHOLA	PRT		
3	BOYS TOILET + CLASS ROOMS	ANUBHAV SANGWAN	PRT		
4	BOYS TOILET + CLASS ROOMS	MUKESH	PRT		
5	BOYS TOILET + CLASS ROOMS	MAHESH	PRT		
<b>SECOND FLOOR</b>					
1	GIRLS TOILET + CORRIDOR	POONAM SINGH	TGT (ENGLISH)		
2	GIRLS TOILET + CORRIDOR	PURVA TANEJA	TGT (BIO)		
3	BOYS TOILET + CLASS ROOMS	MURALIDHAR SAINI	TGT (SANSKRIT)		
4	BOYS TOILET + CLASS ROOMS	ASHOK	TGT (AE)		
<b>THIRD FLOOR</b>					
1	GIRLS TOILET + CORRIDOR	RUBY YADAV	TGT (ENGLISH)		
2	GIRLS TOILET + CORRIDOR	JYOTI PRASAD	PGT ENGLISH		
3	BOYS TOILET + CLASS ROOMS	ANJALI ABRAHAM	TGT (ENGLISH CONTRACTUAL )		
4	BOYS TOILET + CLASS ROOMS	ABHISHEK	TGT (WE)		

## LIST OF INTERNAL COMMITTEES (2ND SHIFT)

SR. NO.	DESIGNATION IN THE COMMITTEE	STAFF NAME	DESIGNATION	DUTIES AND RESPONSIBILITIES (KEEPS ON UPDATED AS PER KVS INSTRUCTIONS)	SIGNATURE	
<b>LIBRARY WING</b>						
1	GIRLS TOILET + CORRIDOR ( GROUND FLOOR)	RAJBIR	PRT			
2	GIRLS TOILET + CORRIDOR (FIRST FLOOR)	VIKRAM	PRT			
3	GIRLS TOILET + CORRIDOR (FIRST FLOOR)	MUKESH	PRT			
4	BOYS TOILET + CLASS ROOMS FIRST FLOOR	SANJAY KUMAR	LIBRARIAN			
<b>19. DISCIPLINE COMMITTEE</b>						
1	I/C	V B CHAUBEY	PGT (ECO)	<ul style="list-style-type: none"> <li>· To check for the discipline of the students</li> <li>· To ensure that the students come to school in proper uniform</li> <li>· To minimise the late coming of the students to the Vidyalaya.</li> <li>· To ensure that there is proper discipline among the students while coming to the morning assembly and while going back to classes after the assembly</li> <li>· To ensure that the students assemble for lunch suitably and maintain discipline during the lunch.</li> <li>· To ensure that students disperse for their home after the day's work in a disciplined manner.</li> <li>· To utilise the student council for the purpose of ensuring better discipline.</li> <li>· To conduct surprize checks to ascertain that no student is in possession of drugs, mobile phones, valuables or any other objectionable material.</li> </ul>		
	MEMBER	DIGAMBAR SINGH	PGT (GEO)			
2	MEMBER	KIRTI ARORA	TGT (MATHS)			
3	MEMBER	MURALI DHAR SAINI	TGT (SANSKRIT)			
4	MEMBER	SUBHASH CHAND	TGT (P H & E)			
5	MEMBER	RAJBIR	PRT			
<b>GROUND FLOOR</b>						
1	I/C	AMARJIT SHARMA	TGT SST			
2	MEMBER	PRIYANKA ARORA	PRT			
3	MEMBER	RAKHI JAIN	PRT			
4	MEMBER	ISHRATUNNISA	PRT			
5	MEMBER	RAJBIR	PRT			
6	MEMBER	SHWETA	PRT			
7	MEMBER	YOGA COACH	COACH			
<b>FIRST FLOOR</b>						
1	I/C	DR. MUKKU SRIHARI	PGT (COMMERCE)			
2	MEMBER	PREETI RATHI	PRT			


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SR. NO.	DESIGNATION IN THE COMMITTEE	STAFF NAME	DESIGNATION	DUTIES AND RESPONSIBILITIES (KEEPS ON UPDATED AS PER KVS INSTRUCTIONS)	SIGNATURE
3	MEMBER	DEEPIKA BHOLA	PRT		
4	MEMBER	ANUBHAV SANGWAN	PRT		
5	MEMBER	SOMVEER	PRT		
6	MEMBER	MAHESH	PRT		
<b>SECOND FLOOR</b>					
1	I/C	ASHOK	TGT (AE)		
2	MEMBER	RUBY YADAV	TGT (ENGLISH)		
3	MEMBER	JYOTI PRASAD	PGT (ENGLISH)		
4	MEMBER	MURALIDHAR SAINI	TGT (SANSKRIT)		
5	MEMBER	SPORTS COACH	COACH		
<b>THIRD FLOOR</b>					
1	I/C	POONAM SINGH	TGT (ENGLISH)		
2	MEMBER	ANJALI ABRAHAM	TGT (ENGLISH CONTRACTUAL)		
3	MEMBER	KAJAL PANDEY	TGT (MATHS CONTRACTUAL)		
4	MEMBER	REKHA DEVI	TGT (HINDI)		
5	MEMBER	ABHISHEK	TGT (WE)		
6	MEMBER	SPORTS COACH	COACH		
<b>LIBRARY WING</b>					
1	I/C	SANJAY KUMAR	LIBRARIAN		
2	MEMBER	RAJBIR	PRT		
3	MEMBER	MUKESH	PRT		
4	MEMBER	DHARAMVEER	PRT		
5	MEMBER	HARDEEP	PRT		
6	MEMBER	VIKRAM	PRT		
<b>20. FURNITURE COMMITTEE</b>				To maintain class-wise inventory of the furniture.	
1	I/C	RAJBIR SINGH	PRT	To report for damaged furniture	
2	MEMBER	ASHOK KUMAR	TGT (AE)	To ensure that the requirement of furniture for the Vidyalaya is presented and items procured in time	
	MEMBER	VIKRAM SINGH	TGT (SST)	To ensure that the stock register is being maintained in a proper fashion and as per the guidelines.	

  
(AJIT SINGH)  
VICE PRINCIPAL

  
(PARVEEN KUMAR MAILK)  
PRINCIPAL

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3	MEMBER	DHARAMVEER	PRT	<ul style="list-style-type: none"> <li>To identify the unserviceable furniture and process the condemnation.</li> <li>To help the office in processing the purchase of new furniture.</li> <li>To ensure that the furniture is being repaired as per the needs.</li> </ul>		
4	MEMBER	VIKRAM	PRT			
<b>/ COUNSELLING/ AEP COMMITTEE</b>						
1	I/C	V.B CHAUBEY	PGT (ECO)		To ensure career guidance talk every week	
2	MEMBER	PARUL GUPTA	PGT (PHY)	To ensure that the necessary guidance lectures are being arranged for the students from IX onwards.		
3	MEMBER	M.SRIHARI	PGT (COMM)	To ensure that the students identified for special/individual guidance/counselling, are being given the same, as per their requirement.		
4	MEMBER	SATISH KUMAR	PGT (BIO)	To ensure that the guidance materials are being collected and displayed in a guidance corner in the Vidyalaya.		
5	MEMBER	JYOTI PRASAD	PGT (ENGLISH)			
6	MEMBER	PURVA TANEJA	TGT (BIO)			
7	MEMBER	SHWETA JOSHI	TGT (BIO)			
8	MEMBER	COUNSELLOR				
<b>22. LIBRARY COMMITTEE</b>						
1	I/C	SANJAY KUMAR	LIBRARIAN	To plan for purchase of library books for Primary and Secondary as per library policy of the KVS.		
2	MEMBER	PARUL GUPTA	PGT (PHY)	To ensure the proper function of class library system in the Vidyalaya.		
3	MEMBER	MRITYUNJAY MISHRA	PGT (HINDI)	To ensure that library books are being used to an optimum extent.		
4	MEMBER	AMIT KUMAR	PGT (HISTORY)	To suggest the development plan of library, as per need		
5	MEMBER	JAIBALA PRAKASH	H. M.			
6	MEMBER	PRAVESH KUMAR ANAND	PRT			
7	MEMBER	HIMANSHU	PRT			
8	MEMBER	MUKESH CHAND	PRT			
9	MEMBER	STUDENT COUNCIL	SCHOOL CAPTAIN BOYS			
10	MEMBER	STUDENT COUNCIL	SCHOOL CAPTAIN GIRLS			
11	MEMBER	STUDENT COUNCIL	PUBLICATION CAPTAIN			
12	MEMBER	STUDENT COUNCIL	PUBLICATION CAPTAIN			
13	MEMBER	STUDENT COUNCIL	PUBLICATION CAPTAIN			

(AJIT SINGH)  
VICE PRINCIPAL

(PARVEEN KUMAR MAILK)  
PRINCIPAL

## LIST OF INTERNAL COMMITTEES (2ND SHIFT)

SR. NO.	DESIGNATION IN THE COMMITTEE	STAFF NAME	DESIGNATION	DUTIES AND RESPONSIBILITIES (KEEPS ON UPDATED AS PER KVS INSTRUCTIONS)	SIGNATURE
14	MEMBER	STUDENT COUNCIL	PUBLICATION CAPTAIN		
<b>23. PRESS, PUBLICITY &amp; PHOTOGRAPHY COMMITTEE</b>					
1	I/C	MRITYUNJAY MISHRA	PGT (HINDI)	- To appoint photographer when required	
2	MEMBER	ASHOK	TGT (A E)	- To upload photograph on the school website.	
3	MEMBER	GAURAV SHARMA	COMP. INST	-To send photograph to RO/HQ whenever required	
4	MEMBER	ISHRATUNISHA	PRT	- TO draft press notes of activities conducted	
<b>24. RAJBHASHA COMMITTEE</b>					
1	I/C	MRITYUNJAY MISHRA	PGT (HINDI)	- To help in implementing the official language	
2	MEMBER	VINAY GUPTA	TGT (HINDI)	- To ensure that all correspondence received in Hindi is replied in Hindi	
3	MEMBER	REKHA DEVI	TGT (HINDI)	- To ensure that all name-plates/boards, registers' & files name are bilingual	
4	MEMBER	VINOD KUMAR	TGT (HINDI)	- To motivate the staff members and students to give more respect and use Hindi in daily business.	
5	MEMBER	MURALIDHAR SAINI	TGT (SANSKRIT)	- To promote use of Hindi by organizing workshops and competitions.	
	MEMBER	ASHISH KUMAR MISHRA	PRT	- To ensure celebration of RAJBHASHA PAKHWADA in befitting manner.	
6	MEMBER	PARAMJIT SINGH SAINI	ASO	- To submit all the required informations, reports, profarmas etc. related to implementation of the Official Language, to the office concerned.	
7	MEMBER	SSA	SSA		
8	MEMBER	ABHILASHA TYAGI	JSA		
9	MEMBER	AVDESH	JSA		
<b>25. TEACHING AID / TLM COMMITTEE</b>					
1	I/C	SANDIP KUMAR	TGT SST	- To ensure that the stock of teaching aids is procured as per requirement & maintained	
2	MEMBER	ANJANA	PGT (PHY)	- To ensure that the same is issued to the Teachers as per their requirements	
3	MEMBER	AMIT KUMAR	PGT (HISTORY)		
4	I/C TLM	MUKESH	PRT		
5	MEMBER	VIKRAM	PRT		
6	MEMBER	SOMVEER	PRT		
7	MEMBER	REENA	PRT		
8	MEMBER	SHWETA	PRT		

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<b>26. Editorial Board (VIDYALAYA PATRIKA / NEWSLETTER COMMITTEE etc.)</b>					
1	I/C	JYOTI PRASAD	PGT (ENGLISH)	<ul style="list-style-type: none"> <li>· To make children prepare class manuscript magazine</li> <li>· To keep a collection of photographs handy for publication in the Vidyalaya magazine</li> <li>· To motivate children to write for the Vidyalaya magazine</li> <li>· To ensure that the magazine is being printed and released by due date</li> <li>· To ensure that the student editorial board is formed in the beginning of the year i.e. in the month of April and the work for magazine is started well in time</li> <li>· To keep proper record of the work done</li> </ul>	
2	MEMBER	MRITYUNJAY MISHRA	PGT (HINDI)		
3	MEMBER	M. SAINI	TGT (SANSKRIT)		
4	MEMBER	RUBY YADAV	TGT (ENGLISH)		
5	MEMBER	VINAY GUPTA	TGT (HINDI)		
6	MEMBER		PRT		
7	MEMBER	RACHNA VERMA	PRT		
8	MEMBER	HIMANSHU	PRT		
<b>27. M&amp;R COMMITTEE</b>					
1	I/C	DIGAMBAR SINGH	PGT (GEO)	<ul style="list-style-type: none"> <li>- To ensure proper maintenance of building.</li> <li>To execute immediate repair whenever need arises.</li> </ul>	
2	MEMBER	V.B CHAUBEY	PGT (ECO)		
3	MEMBER	VIKRAM	PGT (ECO)		
4	MEMBER	RAJBIR	PRT		
<b>28. ELECTRICAL COMMITTEE</b>					
1	I/C	ABHISHEK	TGT (WE)	<ul style="list-style-type: none"> <li>- To ensure proper maintenance of building.</li> <li>To execute immediate repair whenever need arises.</li> </ul>	
2	MEMBER	PRAVESH KUMAR ANAND	PRT		
3	MEMBER	SOMVEER	PRT		
<b>29. AUDIO VISUAL / TEACHING AID COMMITTEE</b>					
1	I/C	DEVENDER KUMAR	PGT (CS)	<ul style="list-style-type: none"> <li>· To maintain the stock of audio-visual equipment in the Vidyalaya and add new equipment during the current year, as per need.</li> <li>· To ensure that necessary repair is done for the equipments</li> </ul>	
2	MEMBER	ASHOK	TGT (AE)		
3	MEMBER	M. SRIHARI	PGT (COMMERCE)		
4	MEMBER	REKHA RAWAT	TGT SST		
<b>30. ACCOUNTS / FEES CHECKING COMMITTEE</b>					
1	I/C	DEVENDER KUMAR	PGT (CS)	<ul style="list-style-type: none"> <li>· To help the office in keeping the fee accounts update</li> </ul>	
2	MEMBER	ANJU LAMBA	PGT (MATHS)		



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SR. NO.	DESIGNATION IN THE COMMITTEE	STAFF NAME	DESIGNATION	DUTIES AND RESPONSIBILITIES (KEEPS ON UPDATED AS PER KVS INSTRUCTIONS)	SIGNATURE
3	MEMBER	KIRTI ARORA	TGT (MATHS)		
4	MEMBER	PRAVESH KUMAR ANAND	PRT		
<b>31. ADVENTURE ACTIVITIES &amp; EXCURSION TOURS COMMITTEE</b>					
1	I/C	VIDYA BHUSHAN CHOUBEY	PGT (ECO)	To plan for educational tours to places of educational interest as per the Guidelines of the KVS, separately for Primary, Secondary and Higher Secondary.	
2	MEMBER	VIKRAM SINGH	TGT (SST)	To arrange vehicles and other amenities required for excursion.	
3	MEMBER	VINAY GUPTA	TGT (HINDI)	To maintain high standards of discipline during excursions.	
4	MEMBER	ANJANA	PGT (PHY)	To arrange briefing sessions on safety & security during the excursions.	
5	MEMBER	PURVA TANEJA	TGT (BIO)		
6	MEMBER	ISHRATUNNISA	PRT		
7	MEMBER	PARVESH SINGH ANAND	PRT		
8	MEMBER	DHARAMVEER	PRT		
<b>32. CANTEEN COMMITTEE</b>					
1	I/C	DIGAMBAR SINGH	PGT (GEOGRAPHY)	- Fixation of rates, check the quality of eatables, stress on hygiene and cleanliness of compound.	
2	MEMBER	VIDYA BHUSHAN CHOUBEY	PGT (ECO)	- To ensure healthy food is only provided in canteen.	
3	MEMBER	MRIDULIKA SINGH	PGT (CHEMISTRY)	- To ensure avoidance of junk food in canteen.	
4	MEMBER	RUBY YADAV	TGT (ENGLISH)	To ensure complete cleanliness in the canteen and around.	
5	MEMBER	RAJBIR SINGH	PRT		
6	MEMBER	HIMANSHU	PRT		
7	MEMBER	MAHESH	PRT		
<b>33. SCOUT &amp; GUIDE (CUBS &amp; BULBUL) COMMITTEE</b>					
1	I/C (SCOUT)	SANDEEP	TGT SST	To ensure that the Programme of activities are planned for the whole year in advance	
2	I/C (GUIDE)	REKHA RAWAT	TGT (SST)	To conduct activities on weekly basis regularly.	
3	MEMBER	RUBY YADAV	TGT (ENGLISH)	To ensure that the reports are being sent periodically.	
4	MEMBER	PURVA TANEJA	TGT (SCIENCE)	To ensure that the scouts, guides, cubs and bulbuls maintain proper records in respect of the scout activities.	
5	MEMBER	SANDIP KUMAR	TGT (SOCIAL SCIENCE)	To plan for various camps and testing programmes.	
6	MEMBER	VINOD KUMAR	TGT (HINDI)	To receive the guests/VIPs with colour party.	

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7	I/C CUB	DHARAMVEER	PRT		
8	MEMBER	PRAVESH KUMAR ANAND	PRT		
9	MEMBER	RAJBIR SINGH	PRT		
10	I/C BULBUL	ISHRAT	PRT		
11	MEMBER	PRIYANKA	PRT		
12	MEMBER	SOMVEER	PRT		
13	MEMBER	ASHISH KUMAR MISHRA	PRT		
14	MEMBER	REENA	PRT		
15	MEMBER	RAKHI JAIN	PRT		
16	MEMBER	DEEPIKA BHOLA	PRT		
17	MEMBER	RACHNA VERMA	PRT		
<b>34. ACTIVITIES UNDER CMP COMMITTEE</b>					
1	I/C	JAIBALA PRAKASH	H. M.		
2	MEMBER	RAKHI JAIN	PRT		
3	MEMBER	PRIYANKA	PRT		
4	MEMBER	DEEPIKA	PRT		
5	MEMBER	SHWETA	PRT		
6	MEMBER	PREETI	PRT		
7	MEMBER	DHARAMVEER	PRT		
8	MEMBER	ANUBHAV SANGWAN	PRT		
9	MEMBER	VIKRAM	PRT		
<b>35. EK BHARAT SHRESTHA BHARAT PROGRAMME COMMITTEE (EBSB COMMITTEE) / KALA UTSAV</b>					
1	I/C EXHIBITION AND OVERALL COORDINATION	AMIT KUMAR	PGT (HISTORY)	TO COORDINATE EBSB ACTIVITY AS PER CALENDER	
2	(MEMBER) CCA COORDINATION (EBSB PROGRAMME)	VIKRAM SINGH	TGT SST		
3	(MEMBER) CCA COORDINATION (EBSB PROGRAMME)	SANDIP KUMAR	TGT SST		
4	(MEMBER) DEBATE AND SPELL BEE	JYOTI PRASAD	PGT (ENG)		

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Sr. No.	Designation in the Committee	Staff Name	Designation	Duties and Responsibilities (Keeps on updated as per KVS instructions)	Signature
5	(MEMBER) DEBATE AND SPELL BEE	RUBY YADAV	TGT (ENG)	TO COORDINATE EBSB ACTIVITY AS PER CALENDER	
6	(MEMBER) DEBATE AND BHASHA SANGAM	MRITYUNJA MISHRA	PGT (HINDI)		
7	(MEMBER) DEBATE AND BHASHA SANGAM	REKHA DEVI	TGT (HINDI)		
8	(MEMBER) MUSIC AND DANCE COORDINATION	HARDEEP	PRT MUSIC		
11	(MEMBER)	AMARJEET SHARMA	TGT SST		
12	(MEMBER)	REKHA RAWAT	TGT SST		
13	(MEMBER)	ASHOK KUMAR	TGT (AE)		
14	(MEMBER)	NIDHI MITTAL	PGT POL SC (CONTRACTUAL)		
<b>36. INTEGRITY CLUB / VALUE EDUCATION COMMITTEE/ AWAKENED CITIZEN PROGRAMME</b>					
1	I/C	JYOTI PRASAD	PGT (ENGLISH)		
2	MEMBER	POONAM SINGH	TGT (ENGLISH)		
3	MEMBER	VINOD KUMAR	PGT (HINDI)		
4	MEMBER	ASHOK	TGT (AE)		
5	MEMBER	TGT (SANSKRIT)	TGT (SANSKRIT)		
6	MEMBER	VINAY GUPTA	TGT (HINDI)		
<b>37. ECO CLUB / GARDENING COMMITTEE</b>					
1	I/C	SATISH KUMAR SINGH	PGT (BIO)	To ensure that the activities as suggested by the KVS for the Eco Club are being conducted	
2	MEMBER	SHWETA JOSHI	TGT (BIO)	To ensure the registration of maximum no. of students for various competitions/Science Meets etc.	
3	MEMBER	PURVA TANEJA	TGT (BIO)	To inform and motivate the students to take part in club and other activities conducted	
				The activities should start with Ban Plastics and Plant more trees from the month of April onwards	
<b>38. DISASTER MANAGEMENT COMMITTEE</b>					
1	I/C	SATISH KUMAR SINGH	PGT (BIO)	To establish different committees for disaster management	

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SR. NO.	DESIGNATION IN THE COMMITTEE	STAFF NAME	DESIGNATION	DUTIES AND RESPONSIBILITIES (KEEPS ON UPDATED AS PER KVS INSTRUCTIONS)	SIGNATURE
2	MEMBER	Dr. AMIT KUMAR	PGT (HISTORY)	· To allot Specific duties. · To coordinate with other agencies like fire brigade, hospital, ambulance, air force police, state police and AF control room. · To prepare evacuation plan and its display. · To arrange mock drills on fire / disaster and terrorist attack. · To train the teachers about SOP of MHRD/MHA. · To ensure proper arrangement of fire fighting equipments and its maintenance · To conduct workshops for students and staff on disaster management. · To prepare Disaster Management plan · To ensure implementation of safety guidelines provided by MOE, NCPCR & NIDM	
3	MEMBER	VIDYA BHUSHAN CHOUBEY	PGT (ECO)		
4	MEMBER	SANDIP KUMAR	TGT SST		
5	MEMBER	MRIDULIKA SINGH	PGT CHEMISTRY		
6	MEMBER	VINAY GUPTA	TGT HINDI		
7	MEMBER	DHRAMVEER	PRT		
8	MEMBER	RAJBIR SINGH	PRT		
9	MEMBER	PRAVESH KUMAR ANAND	PRT		
10	MEMBER	DHARAMVER	PRT		
11	MEMBER	HARDEEP	PRT		
<b>39. LANGUAGE LAB COMMITTEE</b>					
1	I/C	JYOTI PRASAD	PGT (ENGLISH)	MAINTENANCE/UPKEEP/TO ENSURE UTILISATION OF LANGUAGE LAB	
2	ALL ENGLISH TEACHERS				
<b>40. RTI COMMITTEE</b>					
1	I/C	OFFICE STAFF + CONCERNED I/C DEPARTME			
<b>41. FLN/NEP IMPLEMENTATION COMMITTEE</b>					
1	I/C	Dr MUKKU SRIHARI	PGT COMMERCE		
2	MEMBER	ANJANA	PGT (PHYSICS)		
3	MEMBER	POONAM SINGH	TGT ENGLISH		
4	I/C	JAIBALA PRAKASH	HM		
5	MEMBER	RAKHI JAIN	PRT		
6	MEMBER	ISHRATUNISHA	PRT		
<b>42. PA SYSTEM/ MUSICAL INSTRUMENT</b>					
1	I/C	ABHISHEK (PA SYSTEM) / HARDEEP (MUSICAL INSTRUMENT)	TGT WE / PRT MUSIC	· To ensure that the PA system is maintained for the morning assembly and for all important functions.	
2	MEMBER	PURVA TANEJA	TGT (SC)	· To ensure that the musical instrument is maintained for the assembly and for all important functions.	
3	MEMBER	VIKRAM SINGH	TGT (SST)		

(AJIT SINGH)  
VICE PRINCIPAL

(PARVEEN KUMAR MAILK)  
PRINCIPAL

**KENDRIYA VIDYALAYA GOLE MARKET**

**SESSION 2023-24**

**LIST OF INTERNAL COMMITTEES (2ND SHIFT)**

SR. NO.	DESIGNATION IN THE COMMITTEE	STAFF NAME	DESIGNATION	DUTIES AND RESPONSIBILITIES (KEEPS ON UPDATED AS PER KVS INSTRUCTIONS)	SIGNATURE
4	MEMBER	SANJAY KUMAR	LIBRARIAN		
5	I/C PRIMARY	DHARAMVEER (PA SYSTEM) / HARDEEP (MUSICAL INSTRUMENT)	PRT		
6	MEMBER	SHIV KUMAR	PRT		
7	MEMBER	PRAVESH KUMAR ANAND	PRT		
<b>43. ICT</b>					
1	I/C	DEVENDER KUMAR	PGT CS		
2	MEMBER	PARUL GUPTA	PGT PHYSICS		
3	MEMBER	RUBY YADAV	TGT ENGLISH		
4	MEMBER	VINAY GUPTA	TGT HINDI		
5	I/C (PRIMARY)	SOMVEER	PRT		
6	MEMBER	RAJBIR SINGH	PRT		
7	MEMBER	MAHESH	PRT		
8	MEMBER	PRIYANKA ARORA	PRT		
<b>44. SAFETY &amp; SECURITY COMMITTEE</b>					
1	I/C	V B CHOUBEY	PGT ECO	To ensure implentation of safety security guidelines provided by MOE, NCPCR & NIDM	
2	MEMBER	ANJU LAMBA	PGT MATHS		
3	MEMBER	DIGAMBAR SINGH	PGT ECO		
4	MEMBER	VIKRAM SINGH	TGT SST		
5	MEMBER	PURVA TANEJA	TGT SCIENCE		
6	MEMBER	SHWETA JOSHI	TGT SCIENCE		
7	I/C PRIMARY	SOMVEER	PRT		
8	MEMBER	REENA	PRT		
9	MEMBER	ISHRATUNISHA	PRT		
10	MEMBER	DHRAMVEER	PRT		
11	MEMBER	RAJBIR SINGH	PRT		
12	MEMBER	PRAVESH KUMAR ANAND	PRT		
<b>45. GATE DUTY (AT THE TIME OF ARRIVAL OF STUDENTS)</b>					
ALL THE CLASS TEACHERS OF CLASS 1st TO 12th					

(AJIT SINGH)  
VICE PRINCIPAL

*(Signature)*  
(PARVEEN KUMAR MAILK)  
PRINCIPAL

**KENDRIYA VIDYALAYA GOLE MARKET**  
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**LIST OF INTERNAL COMMITTEES (2ND SHIFT)**

SR. NO.	DESIGNATION IN THE COMMITTEE	STAFF NAME	DESIGNATION	DUTIES AND RESPONSIBILITIES (KEEPS ON UPDATED AS PER KVS INSTRUCTIONS)	SIGNATURE
<b>46. CREATIVE , CRITICAL, THINKING IMPLEMENTATION COMMITTEE</b>					
1	I/c (OVERALL COORDINATOR OF CCT ASSESSMENT, AND UPLOADING)	ANJU LAMBA	PGT MATHS		
2	MEMBER (OVERALL COORDINATOR OF PISA PREPARATION)	MRIDULIKA SINGH	PGT CHEMISTRY		
3	MEMBER ( COORDINATOR MATHEMATICAL LITERACY)	KIRTI ARORA	TGT MATHS		
4	MEMBER (COORDINATOR READING LITERACY)		TGT ENGLISH		
5	MEMBER (COORDINATOR SCIENTIFIC LITERACY)	PURVA TANEJA	TGT SCIENCE		
6	ALL SUBJECT TEACHER ENGLISH, MATHS AND SCIENCE ASSIST THE TEAM FOR				
<b>47. YOUTH PARLIAMENT</b>					
1	I/C	DIGAMBAR SINGH	PGT GEOGRAPHY	To select the students for participation in youth parliament	
2	MEMBER	V B CHOUBEY	PGT ECO	Script writing and rehearsal.	
3	MEMBER	NIDHI MITTAL	PGT POL SC (CONTRACTUAL)	To arrange the dignitaries for improvement, suggestion, and guidance	
4	MEMBER	AMARJIT SHARMA	TGT SST	To escort the participants for regional and further levels.	
5	MEMBER	VINOD KUMAR	TGT HINDI	To ensure qualitative presentation.	
6	MEMBER	ANJU LAMBA	PGT MATHS		
7	MEMBER	COMPUTER INSTRUCTOR	COMPUTER INSTRUCTOR (CONTRACTUAL)		
<b>48. STAFF ROOM MAINTENANCE/ LOCKER DISTRIBUTION COMMITTEE</b>					

  
 (AJIT SINGH)  
 VICE PRINCIPAL



(PARVEEN KUMAR MAILK)  
 PRINCIPAL

## LIST OF INTERNAL COMMITTEES (2ND SHIFT)

SR. NO.	DESIGNATION IN THE COMMITTEE	STAFF NAME	DESIGNATION	DUTIES AND RESPONSIBILITIES (KEEPS ON UPDATED AS PER KVS INSTRUCTIONS)	SIGNATURE
1	I/C	DIGAMBAR SINGH	PGT GEOGRAPHY		
2	MEMBER	RICHA SINGH	PGT (ECO)		
3	MEMBER	RACHNA AGARWAL	PGT (ENGLISH)		
4	MEMBER	PURVA TANEJA	TGT (SCIENCE)		
5	MEMBER	VIKRAM SINGH	TGT (SST)		
6	MEMBER	MURALIDHAR SAINI	TGT (SKT)		
7	PRIMARY IC	RAJBIR SINGH	PRT		
8	MEMBER	SOMVEER	PRT		
9	MEMBER	REENA	PRT		
10	MEMBER	PREETI	PRT		
<b>49. Water Supply</b>					
1	Ic	ABHISHEK SHARMA	TGT WE	To arrange proper and adequate water supply in the Vidyalaya through coordination with MES.	
2	MEMBER	SANJAY KUMAR	LIBRARIAN	To arrange testing for potable water.	
3	MEMBER	SUBHASH CHAND	TGT PH & E	To look after RO System, its operation and maintenance.	
4	MEMBER	RAJBIR SINGH	PRT	To look after water pumps, its operation and maintenance.	
				Periodical cleaning of water storage tanks (Underground & Overhead both).	
<b>50. Art, Craft &amp; decoration of school campus</b>					
1	I/C	ASHOK KUMAR	TGT AE	To ensure complete decoration of the building.	
2	MEMBER	MRITYUNJAY MISHRA	PGT HINDI	To ensure a presentable look of Vidyalaya everytime.	
3	MEMBER	DEBESHI CHAKRABORTY	ART COACH	To plan and monitor the Arts and Crafts Activities.	
4	MEMBER	SANJAY KUMAR	LIBRARIAN	To arrange procurement of required items in time.	
5	MEMBER	ABHISHEK	TGT WE	To arrange the painting of Vidyalaya name, quotes and other informations, helpful for students/parents and general public.	

  
(AJIT SINGH)  
VICE PRINCIPAL