

KENDRIYA VIDYALAYA GOLE MARKET, NEW DELHI-110001**COMMITTEES AND DUTY LIST 2022-23****SHIFT-I**

S. No.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
1	Administration	Mr. P K Malik (Principal)	<ul style="list-style-type: none"> • Ms L.N Dass (VP) • Ms. Geeta PGT(CS) • Ms. Pooja Badola (HM) • Ms. Jayshree M Nair (PRT) 	To monitor teaching learning process and monitoring of students
2	Time Table & Leave Arrangement	Mr. Ajeet Singh (PGT Maths)	<ul style="list-style-type: none"> • Mr. Sanjeev Mishra (PGT Hist.) • Mr. Rajeev Upadhyay (PGT Ch.) • Ms. Geeta Thapa (PGT) • U. K. Bhanu • Ms. Bhawna Gupta • Mr. Meenakshi • Mr..Sunder Pal (PRT) • Anita (PRT) • Mr. Vishal PRT) • Mr. Dhyan Singh (PRT) 	<p>To prepare & execute time table as per the norms</p> <ul style="list-style-type: none"> - To name necessary adjustments in the time table due to administrative exigencies. - To device workable & suitable assignment/remedial time table - To make arrangement for classes suitably as per requirement. - To prepare day-to-day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students.
3	Admission	Ms. Nidhi Upadhyay	<ul style="list-style-type: none"> • Mr. Saurabh Singh (PRT) • Mr. Dhyan Singh (PRT) • Mr. Vishal (PRT) • Mr. Munesh • Annu (PRT) • Payal(PRT) • Mr. Dhyan Singh (PRT) • Amit sherawat (PRT) 	To advertise the vacancy position for the students and to scrutinize the registration forms for admission and carry out the process as per the KVS admission guidelines for that session in consultation with the principal.
4	Examination (Internal)	Mr. Vikrant, PGT Phy	<ul style="list-style-type: none"> • Mr. Ajeet singh (PGT maths) • Mr. Mukesh nagar(TGT maths) • Mr. Praveen (TGT Hindi) • Ms. Anuradha (PGT Bio) 	<p>To plan the schedule of unit-test/FA/ASL/PSA/OTBA/SA, Cumulative Examination, Pre-Board and Annual Examination as per the calendar of activities.</p> <p>To ensure the evaluation of internal assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS.</p> <p>To give suitable instructions to class teachers/subject teachers for maintaining all the relevant records.</p>
		Ms. Pooja Kaushik, PRT	<ul style="list-style-type: none"> • Ms. Payal (PRT) • Mr. Amit sherawat(PRT) • Mr. Robin Jha 	

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5	CBSE Examination	<ul style="list-style-type: none"> Mr. Ajeet Singh PGT (Maths) 	<ul style="list-style-type: none"> Mr. Bhaskar Mishra, PGT ENG Mr. Vikrant, PGT (Phy.) Mr. Mukesh Nagar, TGT maths 	<p>To distribute mark sheets and certificates.</p> <p>To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records.</p> <p>To analysis the result</p>
6	External Examinations	Mr. Bhaskar Mishra, PGT Eng	<ul style="list-style-type: none"> Mr. Vikrant PGT (Phy) Mr. Vinod Kumar (TGT) 	To conduct external examination as per the prescribed exams & to maintain record of all such examinations
7	CCT/PISA (Programme for International Student Assessment)	Ms. Geeta Thapa	<ul style="list-style-type: none"> Mr. Vikrant PGT Phy. Mr. Rajeev Upadhyay Ms. Anuradha PGT Mr. Vikram Meena Ms. Richa (TGT) Ms. Reshu (TGT Bio) Mr. U.K. Bhanu (TGT Maths) Mr. Vinod Kumar Ms. Richa TGT Eng Ms. Ashok Sundari Mr. Mukesh Nagar Ms. Indu Sharma Ms. Indu Kiran Ms. Bhawna Gupta TGT Maths Dr. B.K. Tiwari Ms. Rashmi Jaiswal 	<ul style="list-style-type: none"> To upload marks on portal(http://pisa.seshagun.gov.in/) To conduct meetings fortnightly To make record of PISA classes To inform all members regarding changes To get the copies checked

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8	CCA (co-CURRICULAR ACTIVITIES) and morning Assembly	Mr. Bhaskar Mishra, I/C PGT Eng	<ul style="list-style-type: none"> • Ms. Veena bhasin (PGT Eng) • Mr. Ghanshyam • Mrs Rashmi (TGT English) • Mr KP Patwa (TGT Sans.) • Mr. Vijay (TGT Hindi) • Ms. Meenakshi • Mr. Yogesh • Mrs. Poonam Choudhary 	<ul style="list-style-type: none"> - To organize inter house competitions effectively and to celebrate all days of National importance/Occasions with assistance of House Masters and other experts in a planned manners. - To activate the conduct of Morning assembly ensuring quality nurturing of the talents. - To monitor day-to-day morning assembly programme effectively and ensure befitting presentation on all fronts on time and putting monitoring score for the day to the Principal. - To select "School Captain", "House Captain" and other members of the council for carrying out their usual work in consultation with the Principal. - To implement pass system for Systematic/orderly movement of students for assembly. Checking of late commers. - To co-ordinate all external competitions relevant to our system. - To be responsible for purchase of suitable prizes for different competitions, distribute certificates and prizes to the students from time to time. - To make all arrangements for smooth conduct of morning assembly including arrangement for special occasions.
		Ms. Jaishree,PRT	<ul style="list-style-type: none"> • Mr. K K Mishra (PRT) • Mr. Amit sherwat (PRT) • Ms. Sneha Sinha (PRT) • Mr. Vishal (PRT) • 	
9	Discipline	(I/C) Mr. Rajeev PET	<ul style="list-style-type: none"> • Mr. Bhaskar Mishra PGT English • Mr. Sanjeev Mishra PGT history • Mr. Rajeev Upadhyay Ms. Geeta Thapa <ul style="list-style-type: none"> • Ms. Poonam rani 	<ul style="list-style-type: none"> - To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any. - A separate file is to be maintained to record any in disciplinary cases.

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		Mr. Shitender	<ul style="list-style-type: none"> • Ms. Sonia Sharma (PRT) • Ms. Sonia Rani (PRT) • Ms. Poonam Chaudhari (PRT) • Ms. Anita (PRT) • Mr. Nikhil Sharma (PRT) • Mr. Amit Kumar 	<ul style="list-style-type: none"> - To maintain discipline during any function and extra duties given by HQ/RO etc. - To maintain discipline while dispersing and arrival of students. - To ensure discipline and assign duties on different floors.
10	Dispersal & Arrival	Mr. Rajeev (I/C)	<ul style="list-style-type: none"> • Mr. Vikram Meena • Mr. Yogesh • Ms. Meenakshi • Mr. Vishal PRT • Mr. Rajbeer • Mr. Robin • Mr. Yogesh 	<ul style="list-style-type: none"> - To assign duties at gate and all the floors & stairs
11	Magazine	Mr. Ghanshyam	<ul style="list-style-type: none"> • Mr. Bhaskar Mishra, PGT • Mr. B K Tiwari, TGT English • Mr. KP Patwa • Mr. Yogesh • Mr. Gokaran (TGT Sans.) 	<ul style="list-style-type: none"> - In charge of school magazine and any other issues related to publication. - To ensure timely publication of the magazine. - To ensure a proper and inflection content to be published with zero error.
		Ms. Jayshree M Nair (PRT)	<ul style="list-style-type: none"> • Ms. Pooja Kaushik (PRT) • Ms. Pushpanjali (PRT) • Ms. Ruchi (PRT) 	
12	Sports	Mr. Rajeev	<ul style="list-style-type: none"> • Mr. Vikrant PGT physics • Ms. Sarita Sherawat (PGT ECO) • Mr. U K Bhanu TGT English • Ms. Poonam Rani TGT SST 	<ul style="list-style-type: none"> - To practice Yoga daily during the morning assembly to the students. - To ensure timely completion of SBSB. - Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her/his involvement and to maintain record. - To maintain students for participating and enrolment in sports activity.
		Mr. Shitender	<ul style="list-style-type: none"> • Mr. Robin PRT • Mr. Rajbeer PRT • Annu PRT • Mr. Sunder Pal PRT • Mr. Saurabh Singh PRT 	

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13	Rajbhasha	Mr. Ghanshyam	<ul style="list-style-type: none"> • Mr. Sultan Singh TGT Hindi • Mr. Praveen Kumar TGT Hindi • Mr. Paramveer TGT Hindi • Mr. Vijay TGT Hindi • Mr. Mukesh Kumar TGT Hindi 	<ul style="list-style-type: none"> - To conduct quarterly meetings of Rashtrabhasha and to submit quarterly reports to the Regional Office. - To ensure that all the written work of school is maintained in Hindi.
		Ms. SUNDER PAL	<ul style="list-style-type: none"> • Mr. Amit Kumar (PRT) • Ms. Noopur (PRT) • Ms. Sonia Rani (PRT) 	
14	Furniture	Mr. Gulab Singh, PGT Eco	<ul style="list-style-type: none"> • Mr. Yogesh TGT W.E. • Mr Paramveer TGT Hindi • Mr. Vijay TGT Hindi • MR. BK Tiwari 	<ul style="list-style-type: none"> - To ensure all the furniture bear serial numbers and the year of purchase. - To ensure the adequacy and suitability of furniture in all the classrooms, including repair of furniture as per the KVS rules. - To keep inventories of furniture allotted to different classes and departments.
		Mr. Rajbeer, PRT	<ul style="list-style-type: none"> • Mr. Amit Kumar (PRT) • Mr. Nitin (PRT) • Mr. Sunil (PRT) • Mr. Nikhil (PRT) 	
15	Study Material,	Ms. Geeta Thapa	<ul style="list-style-type: none"> • Sh. Kumar Sain Atal • Ms. Richa Shukla TGT English • Ms. Poonam Rani TGT SST • Mr. Jitendra TGT SST • Mr. Rajbeer • Mr. Amit kumar 	<ul style="list-style-type: none"> - Increasing co-operation between parents teachers for improving the educational facilities and programmes - Holding seminars, workshops, discussions, cultural activities and meeting of parents and teachers. - Bringing society and school closer for better co-operation. - Maintaining harmony between teachers and parents for betterment of students.
16	Canteen	Mr. Sanjeev Mishra	<ul style="list-style-type: none"> • Ms. Uma Agarwal PGT Comm. • Ms. Richa • Mr. Vinod Kumar 	<ul style="list-style-type: none"> - Fixation of rates, check the quality of eatables, stress on hygiene and cleanliness of compound. - To ensure healthy food is only provided in canteen. - To ensure avoidance of junk food in canteen. - To ensure complete cleanliness in the canteen and around. -
		Mr. Dhyan Singh PRT	<ul style="list-style-type: none"> • Ms. Pushpanjali, PRT • Ms. Sonia Rani, PRT • Ms. Sneha • Mr. Shitender 	

S. No.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
17	House-Keeping and Vidyalaya Cleanliness	Ms. Sarita Sehrawal, PGT Eco	<p>Ground floor (Lab corridor)</p> <ul style="list-style-type: none"> • Ms. Anuradha Singh PGT bio • Mr. Yogesh TGT W. E <p>Ground Floor</p> <ul style="list-style-type: none"> • Ms. Priyanka, PRT • Ms. Poonam Choudhary <p>First floor</p> <ul style="list-style-type: none"> • Ms. Geeta PGT CS • Ms. Nidhi PGT CS • Annu • Mr. Yogesh, PRT • Mr. Munesh • Mr. Rajbeer <p>Second Floor</p> <ul style="list-style-type: none"> • Ms. Uma Aggarwal PGT comm. • Mr. Paramveer • Ms. Veena bhasin PGT Eng • Mr. Mukesh Kumar <p>Science block (lib)</p> <ul style="list-style-type: none"> • Mr. Robin • Mr. Amit Sherawat • Mr. K S Atal lib. <p>Third Floor</p> <ul style="list-style-type: none"> • Ms. Poonam Rani • Mr. B K Tiwari • Mr. Vikram Meena • Ms. Indu Kiran • Ms. Rashmi Jaiwal • Ms. Sarita Verma • Mr. K P Patwa • Ms. Meenakshi 	<ul style="list-style-type: none"> -To ensure that class rooms are clean -To ensure that toilets are in hygienic condition - To monitor the service of security and cleanliness in consultation with the agencies concerned so as to Vidyalaya bears a clean look. - to ensure cleanliness in the assembly ground, playground, canteen & surrounding, science park, corridors & gallery etc. - To ensure cleanliness in garden area.

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			<ul style="list-style-type: none"> • Mr. Jitendra Kumar Verma Canteen/assembly ground • Ms. Sonia Rani • Mr Rajeev Upadhyay • Geeta Thapa • Mr. Nikhil Playground/ primary coach • Computer Instructor • Counsellor 	
18	Transport/ Excursion	Mr. Bhaskar Mishra, PGT Eng	<ul style="list-style-type: none"> • Mr. U K Bhanu, TGT maths • Mr. Mukesh Nagar, TGT math • Mr. Vikram Meena Ms. Richa • Ms. Rashmi jaiswal 	<ul style="list-style-type: none"> - To plan for the venue/places to be visited. - To select the students on rotation basis including teacher escorts. - Make budget provision about the fund required. - Settlement of bills in due time.
		Mr. Vishal, PRT	<ul style="list-style-type: none"> • Ms. Sonia Rani, PRT • Ms. Payal • Mr. Nikhil Sharma, PRT 	
19	Library	Mr. Atal (Lib.)	<ul style="list-style-type: none"> • Ajit Kumar PGT Math • Anuradha PGT (Bio.) • Mr. Ghanshyam • Mr. B S Tiwari • Mr. K P patwa TGT Sans. • Ms. Sarita Verma • Mr. B K Tiwari 	<ul style="list-style-type: none"> - To procure at least 500 text books and reference books recommended by CBSE, KVS library policy and as per the recommendation of faculty members. - To organize class library and to present monthly book review for each student of the Vidyalaya. - To assist primary wing in library activities in light of CMP.
		Ms. Sonia Rani	<ul style="list-style-type: none"> • Ms. Sneha • Ms. Jayshree • Mr. Sundar Pal • Mr. Amit Sherawat 	

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20	National Talent Search Examination (NTSE)	Ms. Anuradha Singh, PGT Bio	<ul style="list-style-type: none"> • Ms. Geeta Thapa • Mr. Vinod Kumar, TGT bio • Ms. Geeta Thapa • Ms. Ashok Sundari • Ms. Reshu 	<ul style="list-style-type: none"> - To conduct NTSE and encourage students to participate.
21	P.A. System Primary	Mr. Yogesh, TGT W.E.	<ul style="list-style-type: none"> • Ms. Rashmi Jaiswal • Mr. Bhaskar Mishra • Mr. Amit Sherwat(PRT) • Mr. K K Mishra • Ms. Poonam Choudhary 	<ul style="list-style-type: none"> - To ensure the smooth working of PA system and available during morning assembly and functions.
22	Nature Club/ Eco Club/ Gardening	Ms. Anuradha Singh, PGT Bio	<ul style="list-style-type: none"> • Mr. Vinod Kumar, TGT Bio • Ms. Ashok Sundari TGT Bio • Ms. Reshu • Geeta • Mr. Vikrant • Mr. Rajbeer 	<ul style="list-style-type: none"> - To oversee the maintenance of the Vidyalaya Garden and the aquarium. - To look after the classroom, lobbies, and adornment of the Principal chamber with informative materials. - To ensure a green environment.
		Ms. Jaishree, PRT	<ul style="list-style-type: none"> • Mr. Rajbeer • Mr. Yogesh • Mr. Athnas • Ms. Neetu, PRT 	
23	Social Science Exhibition	Ms. Uma Aggarwal, PGT	<ul style="list-style-type: none"> • Mr. BS Tiwari PGT Geo • Mr. Sanjeev Mishra PGT Hist. • Mr. Veena bhasin PGT Eng • Ms. Sarita Sherawat • Mr. Lokesh Kumar • Mr. Jitendra • Ms. Poonam Rani • Mr. Vikram Meena 	<ul style="list-style-type: none"> - To ensure 100% participation of students in S.Sc. exhibition. - To follow the instructions given by HQ & RO.
24	Scholarship and Laadli Yojna	Ms. Geeta Thapa	<ul style="list-style-type: none"> • Mr. Vikram Meena • Mr. UK Bhanu • Computer Instructor 	<ul style="list-style-type: none"> - To look after the matter of Scholarship and others.
			<ul style="list-style-type: none"> • Mr. Saurabh Singh, PRT • Mr. Surendra Pal, PRT 	

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25	Science/Green Olympiad/ VSSF	Mr. Vinod kumar	<ul style="list-style-type: none"> • Ms. Anuradha, PGT bio • Ms. Reshu 	<ul style="list-style-type: none"> - To conduct Olympiad as & when conducted - To encourage more & more students to participate.
			<ul style="list-style-type: none"> • Ms. Jaishree, PRT • Ms Pooja Kaushik, PRT • Ms. Harsha. PRT • Ms. Sonia Sharma 	
26	Maths Olympiad	Mr. Ajeet Singh, PGT Maths	<ul style="list-style-type: none"> • Ms. Amita Kataria PGT math • Ms. Indu Sharma TGT math • Ms. Indu kiran • Mr. UK Bhanu 	<ul style="list-style-type: none"> - To conduct Olympiad as & when conducted - To encourage more & more students to participate.
			<ul style="list-style-type: none"> • Ms. Anita PRT • Mr. Munesh PRT • Mr. Sunder pal • Ms. Nidhi • Mr. Jitender • Computer Instructor-1 and 2 	
27	Cyber Olympiad	Ms. Geeta PGT CS	<ul style="list-style-type: none"> • TGT • Mr. Nikhil PRT • Ms. Sneha Sinha PRT • Ms. Harsha 	<ul style="list-style-type: none"> - To conduct Olympiad as & when conducted - To encourage more & more students to participate.
28	Science Exhibition	Mr. Rajeev Upadhyay	<ul style="list-style-type: none"> • Mr. Vikrant PGT Phy. • Ms. Anita Kataria PGT Maths • Ms. Geeta Thapa • Ms. Anuradha PGT Bio • Mr. Vinod TGT Sci. • Ms. Reshu TGT Sci. • Computer Instructor 	<ul style="list-style-type: none"> - To encourage to make models & 100% participation of students.
		Ms. Pooja Kaushik PRT	<ul style="list-style-type: none"> • Ms. Pushpanjali PRT • Ms. Sonia rani PRT • Mr. Amit kumar PRT • Mr. Sunil PRT 	

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29	Inspire mank	Ms. Reshu	<ul style="list-style-type: none"> • Ms. Ashok Sundari • Mr. Vinod kumar 	-
30	Scout & Guide	Mr. Ghanshyam	<ul style="list-style-type: none"> • Ms. Richa Shukla TGT Eng • Mr. Vinod kumar TGT Bio • Ms. Reshu TGT Bio • Mr. Paramveer • All trained in basic 	-
31	Cubs & Bulbul	Ms. Payal, PRT Mr. Dhyan	<ul style="list-style-type: none"> • Mr. Amit Kumar • Mr. Nitin • Ms Priyanka PRT • Ms. Harsha • Mr. Munesh • Mr. Robin Jha • Ms. Annu • Mr. Rajbeer 	<ul style="list-style-type: none"> - To participate as & when required. - To prepare students as per the rules & code of conduct. - To encourage more & more students to participate.
32	Teaching Aid/TLM	Mr. B S Tiwari, PGT Geo	<ul style="list-style-type: none"> • Ms. Sarita verma TGT Eng • Mr. Parveen Kumar TGt Hindi • Mr. K S Atal 	- To procure and use necessary teaching aids for interactive class rooms.
		Ms. Sneha PRT	<ul style="list-style-type: none"> • Ms. Payal PRT • Mr. Shitender PRT • Ms. Harsha PRT 	
33	First Aid/ Medical Check-up- Nurse	Ms. Sonia Sharma PRT Ms. Veena bhasin Nurse	<p>Third Floor</p> <ul style="list-style-type: none"> • Ms. Sarita verma TGT Eng • Ms. Indu Sharma • Ms. Reshu Jindal • Poonam Rani <p>Second Floor</p> <ul style="list-style-type: none"> • Sarita Sherawat • Richa Shukla <p>First Floor</p> <ul style="list-style-type: none"> • Rashmi Jaiswal 	<ul style="list-style-type: none"> - To keep the first-aid box ready and help the students whenever required. - To maintain record of students treated & medicine given. - To create awareness among students related to hygienic cleanliness.

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			<ul style="list-style-type: none"> • Bhawna Gupta <p>Ground Floor</p> <ul style="list-style-type: none"> • Ms. Anits PRT • Counsellor • Ms. Poonam Rani <p>(Science Block)</p> <ul style="list-style-type: none"> • Mr. Amit Kumar PRT • Ms. Noopur PRT 	
34	Accounts & Fees Checking Committee CS-54	Mr. U K Bhanu	<ul style="list-style-type: none"> • Ms. Indu Sharma TGT Maths • Ms. Indu Kiran TGT Maths • Mr. Mukesh Nagar 	- To Check fees of all classes and
			<ul style="list-style-type: none"> • Mr. Munesh PRT • Ms. Payal PRT 	
35	UBI	Mrs. Nidhi Upadhaya, PGT CS	<ul style="list-style-type: none"> • Ms. Geeta PGT CS • Computer Instructor • Ms. Neena office 	<ul style="list-style-type: none"> - To assign UBI (ID) to new admission - To check and verify fees of school in UBI Portal
36	Stage duty/ Assembly duty	Mr. Rajeev Singh	<ul style="list-style-type: none"> • Mr. Bhaskar Mishra • Ms. Poonam Choudhary • Ms. Meenakshi • All House master of secondary (House on duty) 	<ul style="list-style-type: none"> - To ensure complete follow up of discipline for performance on stage as par KVS norms. - To maintain proper assembling and dispersal of students.
		Ms. Jaishree	<ul style="list-style-type: none"> • Mr. Amit sherawat • Mr Vishal PRT • Mr. K K Mishra • All House masters of Primary (House on duty) 	

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37	Checking of late comers	Mr. Vikram Meena	<ul style="list-style-type: none"> • Class Teachers PRT • Ms. Rashmi Jaiswal • Ms. Meenakshi • Mr. Vishal 	<ul style="list-style-type: none"> - To maintain proper record of late comers. - To discourage students for coming late to school.
38	Maintenance of SOP	House masters on duty Class teachers Mr. Yogesh PRT Ms. Meenakshi	<ul style="list-style-type: none"> • House on Duty • Class Teachers Secondary • Nurse • Counsellor • Class Teachers primary 	<ul style="list-style-type: none"> - To ensure students are in proper & full uniform as per KVS norms. - To ensure students are in hygiene condition.
39	Website Uploading	Ms. Geeta, PGT CS	<ul style="list-style-type: none"> • Ms. Nidhi Upadhyay PGT CS • Computer instructor 	<ul style="list-style-type: none"> - To take printouts and reply mail as and when required. - To regularly update website with all necessary changes
40	Resource room/Activity room	Ms. Payal, PRT	<ul style="list-style-type: none"> • Ms. Pushpanjali PRT • Ms. Sneha PRT 	<ul style="list-style-type: none"> - To maintain the resources and ensure cleanliness of the room.
41	Press Publicity's / Alumni Committee	Mr. Bhaskar Mishra, PGT Eng Sanjeev Mishra PGT	<ul style="list-style-type: none"> • Mr. Ghanshyam PGT • Mr. Gulab Singh PGT Eco • Ms. Anuradha • Mr. Sultan • Ms. Geeta PGT (CS) • Mr. Veena Bhasin • Ms. Rashmi • Mr. Sourabh PRT • Mr. Munesh PRT • Ms. Priyanka PRT 	<ul style="list-style-type: none"> - To appoint photography when required. - To upload photograph on the school website. - To send photograph to RO/HQ whenever required.
42	CMP	Ms. PUSHPANJALI PRT	<ul style="list-style-type: none"> • Ms. Sneha PRT • Ms. Anita PRT • Ms. Neetu PRT 	<ul style="list-style-type: none"> - To conduct activities under CMP.
43	Newsletter/ News Paper Distribution	Ms. Payal, PRT	<ul style="list-style-type: none"> • Computer instructor • Ms. Sneha PRT • Mr. Vishal PRT 	<ul style="list-style-type: none"> - To timely prepare & ensure timely distribution to students.

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44	Aryabhatta club of maths / Maths Olympiad	Mr. Ajeet Singh, PGT Maths	<ul style="list-style-type: none"> • Ms. Amita kataria PGT Maths • Ms. Indu Kiran TGT Maths • Mr. UK Bhanu Bhavna TGT maths • Ms. Indu Sharma TGT Maths • Mr. Mukesh Nagar • Ms. Bhawna TGT Maths 	<ul style="list-style-type: none"> - To prepare maths models. - To motivate students to take interest in mathematical activities. - To develop liking maths.
		Mr. Munesh (PRT)	<ul style="list-style-type: none"> • Ms. Anita PRT • Mr. Yogesh PRT • Mr. Nitin PRT • Mr. Rajbeer PRT 	
45	Integrity Club / Value Education	Ms. Veena Bhasin	<ul style="list-style-type: none"> • Mr. K P patwa • Mr. K S Atal • Ms Sarita verma • Ms. Richa Shukla • Mr. B K Tiwari 	<ul style="list-style-type: none"> - To develop unity among students - To ensure a brotherly environment among students & staff members.
			<ul style="list-style-type: none"> • Ms. Sonia Sharma PRT • Ms. Jaishree PRT • Mr. Amit Kumar PRT 	
46	Mulberry club of English for English Olympiad and other events related to English Language	Ms Veena Bhasin, PGT Eng	<ul style="list-style-type: none"> • Mr. Bhaskar Mishra • Ms. Sarita verma • Ms. Richa Shukla • Ms. Sampa Das 	<ul style="list-style-type: none"> - Speaking skills. - Writing skills/Development. - To conduct English Olympiads (if any) - Monitor and conduct any events/activities related to English Language. - Encourage students to develop reading skills in English through different resources and activities.
			<ul style="list-style-type: none"> • Ms. Pooja Kaushik PRT • Mr. Nitin PRT • Ms. Harsha PRT • Ms. Jaishree PRT 	
47	Committee to monitor Cleanliness,	Ms. Uma Aggarwal, PGT (Comm)	<ul style="list-style-type: none"> • Mr. Ghanshyam • Ms. Anuradha PGT Bio • Mr. K S Atal • Ms. Reshu 	<ul style="list-style-type: none"> - to ensure availability of staff "house-keeping" & Security of staff.

S. N o.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
	“house-keeping” & Security			
48	E-Content development committee	Ms. Geeta PGT CS	<ul style="list-style-type: none"> • Ms. Nidhi Upadhyay PGT CS • Computer instructor • Ms. Pooja Kaushik PRT 	<ul style="list-style-type: none"> - To ensure e-content developed of Vidyalaya.
49	Disaster Management Committee	Mr. B S Tiwari, PGT Geo	<ul style="list-style-type: none"> • Mr. Sanjeev • Mr. Gulab singh • Bhaskar Mishra • Mr. B K Tiwari • Ms. Geeta Thapa • Ms. Poonam rani • Mr. Amit sherawat PRT • Mr. Rajbeer PRT • Mr. Robin Jha PRT 	<ul style="list-style-type: none"> - To prepare D.M plan. - To execute mock drills. - To make students aware it.
50	Building maintenance & repair	Mr. Yogesh WET	<ul style="list-style-type: none"> • Mr. Sultan singh • Mr. Gulab singh • Mr. Bhaskar Mishra • Ms Meenakshi 	<ul style="list-style-type: none"> - To ensure proper maintenance of building. - To execute immediate repair whenever need arises.
51	Electrical Maintence	Mr. Yogesh WET	<ul style="list-style-type: none"> • Mr. Dhyan sungh • Mr. Shitender 	
52	Youth parliament	Mr. Sanjeev, PGT Hist. Mr. Ghanshyam Mr. B S Tiwari	<ul style="list-style-type: none"> • Ms. Sarita sherawat • Mr. Jitender • Mr. Vikram meena • Ms. Poonam rani • Mr. Lokesh 	<ul style="list-style-type: none"> - To prepare students with the latest - To prepare students fan
53	Art, Craft & decoration of school campus	Ms. Meenakshi	<ul style="list-style-type: none"> • Ms. Anuradha • Ms. Annu • Ms. Reshu • Ms. Priyanka PRT 	<ul style="list-style-type: none"> - To ensure complete decoration of the building. - To ensure a presentable look of Vidyalaya everytime.
54	Girls/ Women	Ms. Anuradha Singh	<ul style="list-style-type: none"> • Ms Amita Kataria 	<ul style="list-style-type: none"> - To handle grievance of students and teachers.

S. N o.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
	Harassment	PGT Bio Ms. Veena Bhasin Ms. Sarita verma	<ul style="list-style-type: none"> • Ms. Meenakshi • Ms. Indu Kiran • Ms. Jaishree • Ms. Sonia Sharma 	<ul style="list-style-type: none"> - To maintain record. - To report the matter to undersigned.
55	Reporting & writing the minutes of staff meetings/events etc.	Mr. Ghanshyam Mr. K P Patwa	<ul style="list-style-type: none"> • Mr. B K Tiwari • Ms. Nitin • Mr. Nikhil 	<ul style="list-style-type: none"> - To maintain the records of minutes if each staff meeting, special meetings, inspections and other events organized in Vidyalaya.
56	U-DISE	Mr. Ajeet Kumar Singh PGT	<ul style="list-style-type: none"> • Mr. U K Bhanu • Mr. Munesh PRT • Computer Instructor 	<ul style="list-style-type: none"> - To maintain the record of U-dise.
57	Subject Committee	ENGLISH- Mr. Bhaskar Mishra (PGT Eng) (convenor)	<ul style="list-style-type: none"> • Ms. Sarita verma TGT Eng • Ms. Richa Shukla TGT Eng • Ms. Sampa das TGT Eng • Mr. B K Tiwari TGT Eng 	<ul style="list-style-type: none"> - To ensure follow up of syllabus as per KVS - To take care of slow learner - Rivision -
			<ul style="list-style-type: none"> • Ms. Sonia Sharma PRT • Ms. Payal PRT • Mr. Munesh PRT • Mr. Vishal PRT • Ms. Pooja Kaushik PRT • Mr. Saurabh PRT 	
		HINDI- Mr. Ghanshyam	<ul style="list-style-type: none"> • Mr. Paramveer TGT Hindi • Mr. Parveen TGT Hindi • Mr. Mukesh kumar TGT Hindi • Mr. Sultan Singh TGT Hindi 	
			<ul style="list-style-type: none"> • Ms. Neetu PRT • Ms. Sonia PRT • Mr. Amit Sherawat PRT • Mr. Sunil • Mr. K K Mishra PRT • Ms. Noopur PRT 	

S. N o.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
			<ul style="list-style-type: none"> • Ms. Anita PRT 	
		MATHS- Mr. Ajeet Singh(PGT Maths) Convener	<ul style="list-style-type: none"> • Ms. Amita Kataria TGT Maths • Mr. Mukesh Nagar TGT Maths • Mr. UK Bhanu TGT Maths • Ms. Indu Kiran TGT Maths • Ms. Indu Sharma TGT Maths • Ms. Bhavna Gupta TGT Maths 	-
		SOCIAL STUDIES- Ms. Uma Agarwal (PGT Comm.)	<ul style="list-style-type: none"> • Ms. Sarita Sherawat • Mr. Gulab Singh • Mr. B S Tiwari • Mr. Sanjeev Mishra • Ms. Nidhi TGT SST • Ms. Poonam Rani TGT SST 	-
		Science- Mr. Vikrant PGT physics	<ul style="list-style-type: none"> • Ms. Anuradha PGT bio • Geeta Thapa • Rajeev Upadhyay • Mr. Vinod TGT • Ms. Poonam Kumari • Ms. Ashok Sundari • Ms. Reshu 	-
			<ul style="list-style-type: none"> • Ms. Pushpanjali PRT • Ms. Sonia Rani PRT • Mr. Amit Kumar PRT • Ms. Payal PRT • Ms. Pooja Kaushik PRT • Ms. Jaishree PRT 	

S. N o.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
58	Fit India Committee	Mr. Rajeev Singh PGT Ph. E.	<ul style="list-style-type: none"> • All class teachers • All coaches • Computer instructor • Mr. Shitender PRT • Mr. Dhyan Singh • Ms. Harsha PRT • Ms. Priyanka PRT 	-
59	Azadi ka Amrit Mahotsav	Mr. Sanjeev Mishra PGT Hindi	<ul style="list-style-type: none"> • Mr. Bhaskar Mishra • Ms. Veena bhasin • Ms. Poonam chaudhari • Mr. Vikram meena • Ms. Payal PRT • Mr. Robin PRT • Mr. Rajbeer PRT • Mr. Vishal PRT • Mr. Nkhil PRT 	-
60	Duties during Students arrival and departure		<p>Gate no. 1</p> <ul style="list-style-type: none"> • Mr. Rajeev Singh • Mr. Rajbeer • Mr. Yogesh PRT • Mr. Robin Jha PRT • Ms. Sonia Sharma PRT <p>Reception</p> <ul style="list-style-type: none"> • Ms. Meenakshi • Mr. Vishal • Mr. Annu • Ms. Veena Bhasin <p>Near Canteen</p> <ul style="list-style-type: none"> • Mr. Dhyan Singh • Mr. Sunil • Mr. Athnas <p>Ground Floor (stairs near canteen)</p> <ul style="list-style-type: none"> • Ms. Indu Sharma 	<ul style="list-style-type: none"> - Teachers will be responsible for the discipline of these areas during school hours and specially during recess. - No unnecessary movement of students is to be entertained.

S. N o.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
			<ul style="list-style-type: none"> • Mr. Saurabh • Mr. Shitender • Ms. Noopur <p>First Floor</p> <ul style="list-style-type: none"> • Ms. Geeta PGT CS • Ms. Nidhi Upadhyay PGT CS (Near Computer Lab.) • Ms. Pushpanjali • Ms. Anita (Canteen Side) <p>Second Floor</p> <ul style="list-style-type: none"> • Ms. Sarita Sehwat • Ms. Uma Agarwal • Mr. Vijay • Mr. Sultan • Mr. Paramveer 	

NOTE: - ALL THE COMMITTEE IN-CHARGE SHOULD DELEGATE DIFFERENT DUTIES TO THE MEMBERS OF THEIR RESPECTIVE COMMITTEES AND MAINTAIN A RECORD REGISTER FOR SMOOTH FUNCTIONING OF ALL THE VIDYALAYA ACTIVITIES.

(PARVEEN KUMAR MALIK)
PRINCIPAL