

KENDRIYA VIDYALAYA GOLE MARKET, NEW DELHI-**110001COMMITTEES AND DUTY LIST 2023-24****SHIFT-I**

S. N o.	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)	To monitor teaching learning process and monitoring of students
			<ul style="list-style-type: none">• Ms. Pooja Badola(HM)• Ms. Pooja kaushik(PRT)	
2	Time Table & Leave Arrangement	Mr. Ajeet Singh (PGT Maths)	<ul style="list-style-type: none">• Ms. Geeta Thapa (PGT)• Mr. Mukesh Nagar (TGT Maths)• Ms. Meenakshi• Mr. Sunder pal (PRT)• Ms. Anita (PRT)• Mr. Vishal (PRT)• Mr. Dhyan singh(PRT)	To prepare & execute time table as per the norms - 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 PRT• Ms. Annu (PRT)• Ms. Payal (PRT)• Mr. 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. Ajit Singh PGT(PGT Maths)• Mr. Mukesh Nagar(TGT Maths)• Mr. Praveen (TGT Hindi)• Ms. Anuradha (PGT Bio)• Mr. Rajeev Upadhyay (PGT	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. To ensure the evaluation of internal assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS. To give suitable instructions to class teachers/subject teachers for maintaining all the relevant records.
		Ms. Pooja Kaushik, PRT	<ul style="list-style-type: none">• Ms. Payal, PRT• Mr. Amit Sherawat PRT• Mr. Shitender, PRT• Mr. Robin Jha PRT	

S. N o.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
5	CBSE Examination	Mr. Ajeet Singh PGT (Maths)	<ul style="list-style-type: none"> • Mr. Bhaskar Mishra, PGT Eng • Mr. Mukesh Nagar, TGT Maths • Mr. Vikrant PGT (PHY) • Mr. Rajeev Upadhyay (PGT) 	<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. Rajeev Upadhyay • Mr. Vikrant PGT Phy • Ms. Anuradha PGT Bio • Mr. Vikram Meena • Mr. Vinod Kumar TGT Sci • Ms. Richa TGT Eng • Ms. Rashmi Jaiswal • Ms. Indu Sharma • Ms. Indu Kiran • Ms. Reshu TGT Bio • Ms. Ashok Sundari TGT Bio • Mr. U K Bhanu TGT Maths • Mr. Mukesh Nagar TGT Eng • Ms. Bhawna Gupta TGT Maths • Dr B.K. Tiwari 	<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

S. No.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
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 • Ms. Rashmi (TGT Eng) • Mr. Sultan Singh, TGT Hindi • Mr. K P Patwa (TGT Sans) • Mr. Mukesh Kumar (TGT Hindi) • Ms. Meenakshi • Mr. Yogesh • Ms. 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.
		Mr. Vishal PRT	<ul style="list-style-type: none"> • Mr. K.K. Mishra, PRT • Mr. Amit Sherawat PRT • Ms. Sneha Sinha PRT • Ms. Pushpanjali (PRT) 	
9	Discipline	(I/C) Mr. Rajeev PET	<ul style="list-style-type: none"> • Mr. Bhaskar Mishra PGT Eng • Mr. Sanjeev Mishra PGT Hist. • Mr. Rajeev Upadhyay (PGT Chem) • Ms. Geeta PGT (CS) • Ms SARITA SehrawatPGT(ECO) • Ms. Poonam rani TGT 	<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.

S. N o.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
		Mr. Shitender	<ul style="list-style-type: none"> • Ms Sonia Sharma, PRT • Ms. Sonia Rani, PRT • Ms Poonam Chaudhary, PRT • Ms. Anita, PRT • Mr. Nikhil Sharma, PRT • Mr. Amit Kumar PRT • Mr. Nitin Bhardwaj 	<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. Sanjeev Kumar Mishra • MR Bhagwan Sahay Tiwari • Mr. Vikram Meena • Mr. Vijay (TGT Hindi) • Mr. Yogesh • Ms. Meenkashi • Mr. Vishal PRT • Mr. K.S. Atal • Mr. Mukesh kumar (TGT Hindi) • Ms. Bhawana Gupta • Mr. Nitin PRT • Mr. Sunder pal PRT • Mr. Shitender PRT • Mr. Amit sherawat PRT 	<ul style="list-style-type: none"> - To assign duties at gate and all the floors & stairs
11	Magazine	Mr. Ghanshyam PGT Hindi	<ul style="list-style-type: none"> • Mr. Bhaskar Mishra, PGT Eng • Mr. K. P. Patwa • Mr. B. K Tiwari, TGT Eng • Mr. Yogesh • Mr. Gokaran (TGT Sans.) • Ms. Meenkashi 	<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. Anita (PRT)	<ul style="list-style-type: none"> • Ms. Pooja Kaushik, PRT • Ms. Priyanka, PRT • Ms. Pushpanjali, PRT • Mr. Nitin PRT 	

S. N o.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
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 • Mr. Vinod Verma 	<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. Sunder pal	<ul style="list-style-type: none"> • Mr. Shitender, PRT • Mr. Rajbeer, PRT • Mr. Robin Jha, PRT • Mr. Saurabh Singh, PRT • Ms. Annu, PRT 	
13	Rajbhasha	Mr. Ghanshyam PGT Hindi	<ul style="list-style-type: none"> • Mr. Sultan Singh, TGT Hindi • Mr. Parveen Kumar, TGT Hindi • Mr. Paramveer TGT Hindi • Mr. Mukesh Kumar TGT Hindi • Mr. Vijay, 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.
		Mr. Rajbeer, PRT	<ul style="list-style-type: none"> • Mr. Amit, PRT • Ms. Sonia Rani, PRT • Ms. Noopur, PRT 	
14	Furniture	Mr. Gulab Singh, PGT Eco	<ul style="list-style-type: none"> • Mr. Yogesh, TGT W.E. • Mr. Paramveer TGT Hindi • Mr. Lokesh Bhairwa • Mr. Jitender Kumar • Mr. Vijay, TGT Hindi • Mr. B.K. 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. Nitin, PRT • Mr. Amit Kumar, PRT • Mr. Sunil, PRT • Mr. Nikhil 	

S. No.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
15	Study Material,	Ms. Geeta Thapa	<ul style="list-style-type: none"> • Mr. K. S. Atal • Mr. Jitender, TGT SST • Ms. Richa Shukla, TGT Eng • Ms. Poonam Rani TGT S st. • Mr. Nitin, PRT • Mr. Amit Kumar, PRT • Mr. Yogesh, PRT 	<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 Kumar Mishra, PGT His.	<ul style="list-style-type: none"> • Ms. Uma Agarwal PGT Comm • Ms. Richa Shukla • Mr. Vinod Kumar • Mr Vikram MEENA 	<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"> • Mr. Shitender, • Ms. Sneha, PRT • Ms. Pushpanjali, PRT • Ms. Sonia Rani, PRT PRT 	
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. Neetu, PRT • Ms. Poonam Choudhary, PRT <p>First Floor</p> <ul style="list-style-type: none"> • Ms. Geeta PGT CS • Ms, Nidhi, PGT CS • Ms. Annu PRT • Ms. Priyanka PRT • Ms Payal PRT • Mr. Nikhil <p>Second Floor</p> <ul style="list-style-type: none"> • Ms. Uma Aggarwal, PGT Comm • Mr. Paramveer • Ms Veena Bhasin. PGT Eng • Mr. Mukesh Nagar, TGT Maths • Ms. Anita Kataria <p>Science Block</p> <ul style="list-style-type: none"> • Ms. Harsha PRT • Mr. Yogesh, PRT 	<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.

S. No.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
			<ul style="list-style-type: none"> • Ms. Noopur, PRT • Mr. K S Atal Lib. <p>Third Floor</p> <ul style="list-style-type: none"> • Ms. Sarita Verma, TGT Eng • Ms. Poonam Rani • Ms. B. K. Tiwari • Mr Vikram Meena • Mr. Indu Kiran • Mr. Rashmi Jaiswal • Ms. Meenakshi • Mr. K.P. Patwa • Mr. Jitender Kumar Verma <p>Canteen</p> <ul style="list-style-type: none"> • Mr. Dhyan Singh PRT • Mr. Rajeev Upadhyay • Ms. Geeta Thapa • Mr. Munesh, PRT • Ms. Anuradha <p>Play Ground/ Primary coach</p> <ul style="list-style-type: none"> • Computer Instructor • Counsellor • Mr. Vishal, PRT • Ms. Sneha Sinha PRT 	
18	Transport/ Excursion	<p>Mr. Bhaskar Mishra, PGT Eng Mr. Rajeev singh</p> <hr/> <p>Mr. Saurabh, PRT</p>	<ul style="list-style-type: none"> • Mr. U K Bhanu, TGT maths • Mr. Mukesh Nagar, TGT math • Mr. Vikram Meens • Ms. Richa Shukla • Ms. Rashmi jaiswal • Mr. Lokesh Bhairwa • Mr. Jitender Kumar <hr/> <ul style="list-style-type: none"> • Ms. Sonia Rani, PRT • Ms. Payal • Mr. Nikhil Sharma, PRT 	<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.

S. No.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
19	Library	Mr. Atal (Lib.)	<ul style="list-style-type: none"> • Ms Ajit Kumar PGT Math • Ms Anuradha PGT (Bio.) • Mr. Ghanshyam • Mr. B S Tiwari • Mr. K P patwa TGT Sans. • Ms. Rashmi Jaiswal • 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 monthlybook 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. Annu • Mr. Sundar Pal • Ms. Harsha • Mr. Nitin 	
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 • Ms. Anuradha • Mr. Rajeev upadhyay • Mr. Vikrant 	<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 • Mr. Rajeev Kumar 	<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 • Ms Geeta PGT (CHEM) • Mr. Vikrant 	<ul style="list-style-type: none"> - To oversee the maintenance of the Vidyalaya Garden and the aquarium. - To look after the classroom, lobbies, and adornmentof the Principal chamber with informative materials. - To ensure a green environment.
		Ms. Athnas Xaxa, PRT	<ul style="list-style-type: none"> • Mr. Rajbeer • Mr. Yogesh • Mr. Robin Jha • Ms. Neetu 	

S. No.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
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 • Mr. Saurabh Singh, PRT • Mr. Surendra Pal, PRT 	<ul style="list-style-type: none"> - To look after the matter of Scholarship and others.
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. Payal, 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.

S. No.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
28	Science Exhibition	<ul style="list-style-type: none"> Mr. Vikrant PGT Phy. 	<ul style="list-style-type: none"> Mr. Rajeev Upadhyay 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. Payal PRT	<ul style="list-style-type: none"> Ms. Pushpanjali PRT Ms. Sonia rani PRT Mr. Amit Kumar PRT Mr. Sunil PRT Mr. Athnas Xaxa 	
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"> Mr. K S Atal Mr. Parveen Kumar TGt Hindi 	<ul style="list-style-type: none"> To procure and use necessary teaching aids for interactive class rooms.

S. N o.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
		Ms. Sneha PRT	<ul style="list-style-type: none"> • Ms. Payal PRT • Mr. Shitender PRT • Ms. Harsha PRT • Mr. Dhyan Singh 	
33	First Aid/ Medical Check-up- Nurse	<ul style="list-style-type: none"> • Ms. Sonia Rani PRT • Ms. Veena Bhasin • Nurse 	<p>Third Floor</p> <ul style="list-style-type: none"> • Ms. Indu Sharma • Ms. Reshu Jindal • Ms. Poonam rani <p>Second Floor</p> <ul style="list-style-type: none"> • Ms. Sarita Sehwat • Ms. Richa shukla <p>First Floor</p> <ul style="list-style-type: none"> • Ms. Rashmi jaiswal • Bhawna Gupta • Ms. Priyanka PRT <p>Ground Floor</p> <ul style="list-style-type: none"> • Ms. Sonia Sharma 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

S. N o.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
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 per KVS norms. - To maintain proper assembling and dispersal of students.
		Mr. K.K Mishra	<ul style="list-style-type: none"> • Mr. Amit sherawat • Mr Vishal PRT • All House master of Primary (House on duty) 	
37	Checking of late comers	Mr. Vikram Meena	<ul style="list-style-type: none"> • Ms. Bhavana Gupta • Mr. B. K. Tiwari • Ms. Rashmi Jaiswal • Ms. Meenakshi 	<ul style="list-style-type: none"> - To maintain proper record of late comers. - To discourage students for coming late to school.
		Mr. Pooja kaushik	<ul style="list-style-type: none"> • Class Teachers, PRT • Mr. Vishal Sharma 	
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	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.

S. N o.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
41	Newsletter/ News Paper Distribution	Ms. Payal, PRT	<ul style="list-style-type: none"> • Computer instructor • Ms. Sneha PRT • Athnas Xaxa 	<ul style="list-style-type: none"> - To timely prepare & ensure timely distribution to students.
42	Aryabhatta club of maths / Maths Olympiad	Mr. Ajeet Singh, PGTMaths	<ul style="list-style-type: none"> • Ms. Amita kataria PGT Maths • Ms. Indu Kiran TGT Maths • Mr. UK Bhanu • 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 intent in mathematicalactivities. - To develop liking maths.
		Mr. Munesh (PRT)	<ul style="list-style-type: none"> • Ms. Anita PRT • Mr. Yogesh PRT • Mr. Nikhil PRT • Mr. Rajbeer PRT 	
43	Integrity Club / Value Education	Ms. Veena Bhasin	<ul style="list-style-type: none"> • Mr. K P patwa • Mr. K S Atal • Ms. Richa Shukla • Mr. B K Tiwari • Mrs. Sarita Sehwat 	<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 • Mr. Dhyan singh, PRT • Mr. Amit Kumar PRT 	
44	Mulberry clubof English for English Olympiad and other events related to English Language	Ms Veena Bhasin, PGTEng	<ul style="list-style-type: none"> • Mr. Bhaskar Mishra • Ms. Rashmi Jaiswal • Ms. Richa Shukla • Mr. B. K. Tiwari 	<ul style="list-style-type: none"> - Speaking skills. - Writing skills/Development. - To conduct English Olympiads (if any) - Monitor and conduct any events/activities related toEnglish 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. Vishal Sharma, PRT 				

S. No.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
45	ID Card & Bonafide Certificates, Other Certificates Related to Students	Mr Ghanshyam Sharma	<ul style="list-style-type: none"> • Mr Bhaskar Mishra • Mr Rajiv Singh • Mr. Nitin Bhardwaj • All Class Teachers 	
46	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 • Ms. Payal, PRT 	- To ensure e-content developed of Vidyalaya.
47	Disaster Management Committee	Mr. B S Tiwari, PGTGeo	<ul style="list-style-type: none"> • Mr. Sanjeev • Mr. Gulab singh • Mr 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.
48	Maintenance	Mr. Yogesh WET	<ul style="list-style-type: none"> • Mr. Rajeev singh • Mr. Gulab singh • Mr. Bhaskar Mishra • Ms Meenakshi • Mr. Nitin Bhardwaj • Mr. Amit Sehrawat 	<ul style="list-style-type: none"> - To ensure proper maintenance of building. - To execute immediate repair whenever need arises.
	Civil Maintenance			
	Electrical Maintenance			
51	Youth parliament	(IC) Mr. B S Tiwari Mr. Sanjeev, PGT Hist. Mr. Ghanshyam	<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

S. N o.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
52	Art, Craft & decoration of school campus	Ms. Meenakshi	<ul style="list-style-type: none"> • Ms. Anuradha • Mr Lokesh • Ms. Annu • Ms. Reshu • Ms. Priyanka PRT • Art Teacher, PRT 	<ul style="list-style-type: none"> - To ensure complete decoration of the building. - To ensure a presentable look of Vidyalaya everytime.
53	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.
54	Subject Committee	ENGLISH- Mr. Bhaskar Mishra (PGTEng) (convenor)	<ul style="list-style-type: none"> • Ms. Richa Shukla TGT Eng • Ms. Rashmi Jaiswal • 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 - Revision
		HINDI- Mr. Ghanshyam	<ul style="list-style-type: none"> • Ms. Sonia Sharma PRT • Ms. Payal PRT • Mr. Nitin PRT • Mr. Vishal PRT • Ms. Pooja Kaushik PRT • Mr. Saurabh PRT 	
			<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 Rani PRT • Mr. Amit Sherawat PRT • Mr. Sunil • Mr. K K Mishra PRT • Ms. Noopur PRT • Ms. Anita PRT • Mr. Rajbeer PRT 	

S. N o.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
		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 <hr/> <ul style="list-style-type: none"> • Ms. Sneha PRT • Ms. Harsha PRT • Mr. Dhyan Singh PRT • Mr. Sundar pal PRT • Mr. Shitendra PRT • Mr. Nikhil PRT • Mr. Yogesh PRT 	-
		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 • Mr. Jitender Kumar • Ms. Poonam Rani TGT SST • Mr. Vikram Meena • Mr. Lokesh Bhairwa 	-
		Science- (EVS) Mr. Vikrant PGT physics	<ul style="list-style-type: none"> • Ms. Anuradha PGT bio • Ms Geeta Thapa • Mr Rajeev Upadhyay • Mr. Vinod TGT • Ms. Poonam Kumari • Ms. Ashok Sundari • Ms. Reshu <hr/> <ul style="list-style-type: none"> • Ms. Pushpanjali PRT • Ms. Sonia Rani PRT • Mr. Amit Kumar PRT • Ms. Payal PRT • Ms. Pooja Kaushik PRT 	-

S. N o.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
55	Website Uploading	Ms. Geeta, PGT CS	<ul style="list-style-type: none"> • Ms. Nidhi Upadhyay • 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
56	Resource room/Activity room	Ms. Annu, PRT	<ul style="list-style-type: none"> • Ms Pooja Kaushik • Ms. Pushpanjali PRT • Ms. Payal, PRT • Mr. Vishal, PRT 	- To maintain the resources and ensure cleanliness of the room.
57	Press Publicity's / Alumni Committee	Mr. Bhaskar Mishra, PGT Sanjeev Mishra PGT	<ul style="list-style-type: none"> • Mr. Ghanshyam • Mr. Gulab Singh • Ms. Anuradha • Mr. Sultan Singh • Ms. Geeta Pgt(cs) • Mr. Veena Bhasin • Ms. Rashmi 	<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.
			<ul style="list-style-type: none"> • Mr. Sourabh PRT • Mr. Munesh PRT • Ms. Priyanka PRT 	

S. N o.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
58	Girls/ Women Harassment	Ms.AnuradhaSingh Ms.VeenaBhasin Ms.Rashmi Jaiswal	<ul style="list-style-type: none"> • Ms Amita Kataria • Ms. Meenakshi • Ms. Indu Kiran • Ms. Payal • Ms. Sonia Sharma • Ms. Reshu Jindal • Ms. Bhavna Gupta • Ms. Harsha • Ms. Pushpanjali 	<ul style="list-style-type: none"> - To handle grievance of students and teachers. - To maintain record. - To report the matter to undersigned.
59	Reporting & writing the minutes of staff meetings/events	Mr. Ghanshyam Mr. K P Patwa	<ul style="list-style-type: none"> • Mr. B K Tiwari • Ms. Nitin • Mr. Nikhil • Ms. Payal 	To maintain the records of minutes if each staff meeting, special meetings, inspections and other events organized in Vidyalaya.

S. N o.	Committee	Convener	Members	<u>Duties and Responsibilities</u>
60	Fit India Committee	Mr. Rajeev Singh PGT Ph. E.	<ul style="list-style-type: none"> • Mr. Vinod Verma • All class teachers • All coaches • Computer instructor 	-
			<ul style="list-style-type: none"> • Mr. Shitender PRT • Mr. Dhyan Singh • Ms. Harsha PRT • Ms. Priyanka PRT 	
61	Azadi ka Amrit Mahotsav	Mr. Sanjeev Mishra PGT His.	<ul style="list-style-type: none"> • Ms. Rashmi Jaiswal • Ms. Richa Shukla • Mr. Sultan Singh • Mr. Mukesh Kumar • 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 	-
			<ul style="list-style-type: none"> • 	-

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

