

श्री.एम. श्री केंद्रीय विद्यालय ए.जी.सी.आर. कॉलोनी, दिल्ली
विभाग समितियां सत्र (2023-24)
09-10-2023 से लागू

S.N	NAME OF COMMITTEE	MEMBERS SHIFT-1	MEMBERS SHIFT-2	DUTIES
1.	Academic and Administrative Support Committee	Secondary Ms Anjali Jain Ms Asha Singh All Subject Convenors Ms Shilpi Banerjee Ms Neetu Javeria Mr S K Arya Mr Girish Kumar Ms Ragini Primary Ms Rachna Jain Ms Badita Aggarwal Ms Shubhra Sethi	Secondary Mr Sher Singh, Mr Shyam Raj All Subject Convenors Mr Shyam Raj Mr Aakash Mr R K Sharma Ms Geeta Gurnani Ms Nidhi Sharma Primary Ms Savita Mahindroo	<ul style="list-style-type: none"> Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. The Sr. PGTs' will also contribute their might in dealing with academy works. They will be given the responsibility to prepare plan and schedule for Notebooks (C/w & H/w) checking. Preparing academic calendar department wise for 2023-24. Planning Execution & supervision of the implementation of academic and co-curriculum activities & routine work. Assisting, advisory and supporting the Principal to take decision during Emergencies and in routine work. To make co-ordination with other teachers and duties to be assigned for Remedial classes/ Gate duty. Any other related work.
2.	Admission Committee (Class I to XI) and TC Cases	Secondary Ms Shilpi Banerjee I/C Ms Anita Dhiman Ms Khushboo Aggarwal(for Technical Support) Ms Rashmi Harit TC cases Ms Shashi Bala Ms Anshu Rani(For XI Admission)	Secondary Mr R K Sharma I/C Ms Shweta Tiwari Mr Himanshu Sehgal Ms Poonam (XI & TC) Ms Ditiika Rawat	<ul style="list-style-type: none"> To plan admission procedure as per KVS guidelines. Planning, execution, dissemination & supervision to ensure error free Registration. Maintenance of the admission records i.e. registration, provisional list, waiting lists, category wise details of admission etc. Supervision of SR registers i.e. completion of detailed & correct entries from admission form. Coordination with Examination department for conducting tests/ examination for fresh Admission in the class. Any other correspondence related to the admission department Preparation, checking and issuance of TC after realizing all fees payment & other dues(necessary) Updation of TC on school website & any other portal if required

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	<p>Primary Ms Ruchi Gupta</p>	<p>Primary Ms Sunita Mishra</p>	<ul style="list-style-type: none"> • Updation of TC on school website & any other portal if required • Keeping the entries of the same in SR register.
<p>3. Examination Committee Internal Exam</p>	<p>Secondary Mr GP Pandey I/C Ms Suprabha Vaid Ms Manisha Sharma Ms Renu Tyagi Mr RP Singh Mr Prem (Sub-Staff)</p>	<p>Secondary Mr B C Kandwal I/C Mrs Meenu Yadav Ms Ditika Rawat Mr Sanjay Pal Mr Deepak (M) Mr Sabhir, SS</p>	<ul style="list-style-type: none"> • Coordination, communication & implementation of all KVS/CBSE guidelines /directions. • Planning, execution & supervision of all exams, entries related evaluation and documentation of the same. • Procurement of all exam requirements, stationary & maintenance of records/ registers. • Correspondence work of exam department • Any work related to Exam.
<p>4. Time Table & Daily Arrangement Committee</p>	<p>Secondary Ms Asha Singh I/C Mr SK Arya Ms Anubhuti Sharma Ms Indu Yadav</p>	<p>Secondary Mr R K Sharma I/C Ms Nidhi Sharma Mr Gulsher Ahmad Mrs Alka</p>	<ul style="list-style-type: none"> • Preparation of the routine time table of the school as per KVS guidelines. • Preparation & dissemination of daily arrangement and remedial/extra classes time table as per the directions. • Supervision of class attendance registers. • Documentation and correspondence related to time table.
<p>5. CCA/Morning Assembly/Flag Hoisting Committee</p>	<p>Primary Ms Subhra Sethi Ms Amita Aggarwal</p> <p>Secondary Ms K.R. Jha I/C Ms Rakhi Ms Asha Arora</p>	<p>Primary Ms Sunita Mishra Ms Sakshi</p> <p>Secondary Mr Aakash I/C Ms Mamta Singh Ms Kalyani Shah</p>	<ul style="list-style-type: none"> • Duty allotment and monitoring of assembly program. • Important announcements in the assembly. • Planning & preparing students for various activities. • Preparation of duty chart of flag hoisting. • Arrangement of mike for assembly programme.

Smt Arjun Verma. (CCT)
web. 18.11.2015

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	<p>Ms Leela Pandey Mr RP Singh Ms Monika Verma Ms Anshu Bhardwaj Mr GR Jha Mr SK Nagar & All Coaches</p> <p>Primary</p> <p>Ms Nisha Samant Ms Babita Aggarwal Ms Shweta Jaiswal</p>	<p>Mr S K Jha Mr S K Pal Ms Shali Mr Mithun Mr Kapil & All coaches</p> <p>Primary</p> <p>Ms Uma Ms Neha Ms Ruchi Ms Priya</p>	<ul style="list-style-type: none"> • Procuring materials for cleanliness for entire school campus (if required). • Distribution of such materials to housekeeping staff regularly. • Assigning duties to wing in charges, cleanliness monitors, housekeeping staff. • Proper monitoring of school cleanliness (including class rooms, departments, corridors, assembly ground, playground etc.) with the help of wing in charges and cleanliness monitor. • Keeping records of attendance of housekeeping staff, work done by them, use of materials and any other related work.
<p>6.</p> <p>Cleanliness & Conservancy Monitoring Committee</p>	<p>SECONDARY</p> <p>Ms Lila Pandey I/C Ms Seema Kumari Ms Bhawna Sharma Mr RP Singh Ms Khushboo Aggarwal Ms Anita Dhiman Ms Swati Omer</p> <p>PRIMARY</p> <p>Ms Babita Aggarwal Ms Amita Aggarwal Ms Richa Gupta Mr Kamal Comp. Inst.</p>	<p>SECONDARY</p> <p>Ms Poonam Ms Anju Varma Ms Diptika Mr S K Jha Mrs Shweta Tiwari</p> <p>PRIMARY</p> <p>Ms Savita Mahindro All Class Teachers Ms Priyanka Comp. Inst.</p>	<p>Reporting the performance report of housekeeping staff regularly.</p>
<p>7.</p> <p>M & R Committee (School Building) (Civil, Electrical & Plumbing)</p>	<p>Secondary & Primary</p> <p>Ms Monika Verma I/C Mr Girish Kumar Mr Mukesh (PRT) Ms Sarita Kumar (PRT)</p>	<p>Mr Sanjay Pal I/C Ms Geeta Gurnani Ms Rakhi Mr Gulsher Ahmad Mr R K Jain, ASO Ms Ruchi (PRT) Mr Roni Gautam</p>	<ul style="list-style-type: none"> • Maintain register for complaints and repairs work for school building. • Raising the quotations for procurement of materials required for civil work electricity, & plumbing • Monitoring of Vidyalaya infrastructure development and works in progress • Checking the cracks in the wall, tree/plants growth in the roof and side Walls, broken taps, seepage, electrical breakage, fan, light etc. of the Vidyalaya & Informing Principal the areas of immediate attention • Monitoring and recording of repair work undertaken

			<ul style="list-style-type: none"> Preparing the estimates and submitting request for procurement of Materials such as gitty (stone dust/ stones), sand, cement, taps, pipes, electric appliances etc. with clear justification. Maintenance of record of stock registers. 	
8.	Purchase Committee/Gem	<p>Mr Rajeev Jain I/C <i>[Signature]</i> Mr GP Pandey <i>[Signature]</i> Ms Anshu Rani <i>[Signature]</i> All Stock Incharges Ms Rachna Jain <i>[Signature]</i> Ms. Khudboo (Vc) <i>[Signature]</i></p>	<p>Mr Himanshu I/C <i>[Signature]</i> Ms Poonam <i>[Signature]</i> Mr B C Kandwal <i>[Signature]</i> Mr R K Jain, ASO <i>[Signature]</i> All Stock Incharge Ms Savita Mahindroo <i>[Signature]</i></p>	<ul style="list-style-type: none"> Collection of requisition from concerned department Placing order to the firm as per quotation approved. Making stock entry by the stock holder Keeping record of consumption To complete purchase procedure through GEM.
9	Furniture Committee/GEM	<p>Mr Prince Kumar I/C <i>[Signature]</i> Ms Seema Kumari <i>[Signature]</i> Mr Govind Narayan Jha <i>[Signature]</i> All Class Teacher</p>	<p>Ms Ditika Rawat I/C <i>[Signature]</i> Ms Kalyani Shah Ms Jyoti Mehta <i>[Signature]</i> Mr Mithun Kumar <i>[Signature]</i> All class Teacher</p>	<ul style="list-style-type: none"> Preparing the list of articles for condemnation in the new format and keep ready for Physical Verification. Raising the indent of the Furniture required within the ceiling. Maintenance of furniture register & inventories in each class, lab, departments, library, office etc. regularly. Checking of existence of furniture regularly. Preparation of list of repairable and broken furniture. Submission of requirements of shortage making inventory and monitoring
10	Discipline Committee and POC SO	<p>Secondary Mr SK Nagar I/C <i>[Signature]</i> Ms Asha Singh <i>[Signature]</i> Mr Majinder Singh <i>[Signature]</i> Ms Suprabha Vaid <i>[Signature]</i></p> <p>Primary Ms Rachana Jain <i>[Signature]</i> Mr Prince <i>[Signature]</i> Ms Shubhra Sethi <i>[Signature]</i></p>	<p>Secondary Mr Kapil Dev <i>[Signature]</i> Mr Shyam Raj <i>[Signature]</i> Mr Gulsher <i>[Signature]</i> Ms Jyoti Mehta <i>[Signature]</i> Mr S K Jha <i>[Signature]</i> Ms Anju Varma <i>[Signature]</i> & All class Teachers</p> <p>Primary Ms Savita Mahindroo <i>[Signature]</i> Ms Neelam Yadav <i>[Signature]</i> Ms. Rohini <i>[Signature]</i></p>	<ul style="list-style-type: none"> Checking of student's uniform, late comers, students not attending assembly. Checking of students' behavior in and outside the class. Monitoring the movement of students in lines during arrival, departure and to ensure safe passage to students. Checking of student's entry and exit in line from outside and inside school gates before morning assembly and after school hours. (With class teacher) Conducting Discipline proceedings and submitting a report on such inquiries Conducted and outcome of the inquiry along with recommendation. A monthly report on discipline proceedings & steps taken up and made have to be submitted to Vice Principal

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		All Class Teacher		
11	Sports and SBSB Committee	Secondary Mr Sk Nagar I/C <i>S Nagar</i> Yoga Teacher Coach Primary Mr Mukesh <i>Mukesh</i> Ms Shweta <i>Shweta</i>	Secondary Mr Kapil Dev <i>Kapil</i> Ms Alka <i>Alka</i> Mr S K Pal <i>S K Pal</i> & all class Teachers Primary Ms priya <i>Priya</i>	<ul style="list-style-type: none"> • Checking the Movement of students in corridor without Out pass and recording the same to intimate Principal for addressing the issue to Class teacher • Maintenance of records of related work <ul style="list-style-type: none"> • Planning & documentation of Vidyalaya sports activities, (Year calendar). • Monitoring blocks period. • Purchasing required material. • Arrangement of sports meet as per KVS norms • Planning and conducting Annual Sports Day celebration. Conducting SBSB activities as per KVS schedule
12	Transportation /Excursion Committee	Mr Mukesh Kumar I/C <i>Mukesh</i> Mr Vivek Singh <i>Vivek</i>	Mr Deepak (M) I/C <i>Deepak</i> Ms Jyoti Mehta <i>Jyoti</i> Ms Sameeksha <i>Sameeksha</i>	<ul style="list-style-type: none"> • To communicate with transport department of different sections coming to school. • Ensure that every child / transport section received information of holidays/extra classes/ Half day school / PTA meeting/ any other situations where there is change in time of school. • Ensure that no child is left behind after the school hours due to the transportation. • Keeping records of all vehicles (including private), information of drivers & owners of the vehicle. • Keeping record of all the students about their mode of transportation for coming to school. • Planning of educational tour of different classes as per KVS guidelines ensuring full safety and security of students. • Deciding the places to visit through formal discussions with Principal and submit a report through the register meant for the purpose of excursions to children. • Taking students to local places of educational and tourist interest. • Planning of entire arrangement (such as safety measures, communicating parents through NOC Letters, charting the buses, contacting the visiting places, taking permissions etc.) • Preparation of report of visited places & student's feedback.

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13	Scout and Guide / Cub and Bulbul	<p>Ms Anshu Bhardwaj I/C Mr VishalSingh (Advance) ✓ Mr Mukesh Kumar GCS: Ms Anshu(Advance) ✓ Ms Lata(Advance) ✓ Ms Shalini(Advance) ✓ Ms Amita(Basic) ✓ Ms Ragini Kumari(Basic) Ms Rakhi(Basic) ✓ CMS: Ms Suruchi(Basic) ✓ Ms Babita(Basic) ✓ FLS: Ms Asha ✓ Arora(Advance) Ms Latika Verma(Basic) ✓ Ms Nisha Samant(Basic) ✓ Ms Shweta(Basic) ✓</p>	<p>Ms Shweta Tiwari I/C Ms Anju Varma-Adv ✓ Ms Ditika Rawat- ✓ Basic Mr Gulsher Ahmad ✓ Mr Sanjay Pal ✓ Ms Shweta Tiwari ✓ Mr. S.K. Jha. Primary</p>	<ul style="list-style-type: none"> • Registration of unit • Fresh registration for Pravesh, Cubs, & Bulbuls, Scouts & Guides. • Conducting upgrading camps & celebrations related to scouts • Taking up Community development & celebration related to scout • Submitting monthly reports & carrying out other work related. • Escorting at different camps.
14.	Disaster Management/Fire fighting/Mock drill/Road safety Committee	<p>Secondary Ms Deepshikha I/C ✓ Ms Neetu Javeria ✓ Ms Shashi Bala I/C ✓ Mr G N Jha (Road Safety) ✓</p>	<p>Secondary Mr B C Kandwal I/C ✓ Mr Kapil Dev ✓ Ms Kalyani Shah (Road Safety) Mr Deepak Kumar ✓</p>	<ul style="list-style-type: none"> • Following disaster management instructions & S.O.P. provided by KVS. • Ensuring safety and security of entire Vidyalaya (students, staff, building, availability of portable water etc.) • Conducting mock drills • Taking initiative for organizing fire safety mock drills, workshops etc. • Inviting fire department for demonstration
15.	CS 54 and CS 11/Fee Record Committee	<p>Ms Anubhuti Sharma I/C TGT Maths ✓</p>	<p>Mrs Jyoti Mehta I/C Ms Alka ✓</p>	<ul style="list-style-type: none"> • Maintenance of CS-54 & CS-11 and its verification every month. • Submission of monthly statement of CS-54/ CS- 11
16.	Medical Checkup and First Aid Committee	<p>Secondary Ms Bhawna Sharma I/C ✓ Nurse Primary Ms Shikha ✓</p>	<p>Secondary Ms Rakhi Budgiar I/C ✓ Mrs Shalu Gaur ✓ Mr S K Jha Nurse Primary Ms Swati ✓ Ms Neelam Yadav ✓</p>	<ul style="list-style-type: none"> • Planning a calendar of activities of the department such as on which dates Medicalcheckup has to be carried out. • Planning & coordination with local doctors for a medical checkup for children twicea year. • Keeping record of medical checkup with the help of class teachers. • Keeping first aid item readily available. • Getting the books binded and keep a record after the medical checkup. • Making a list of differently abled students & to inform class teacher

17. Photography Committee	Secondary Ms Anshu Bhardwaj I/C Ms K R Jha Ms Shashi Bala Computer Instructor Primary Mr. Kamal Ms Shalini Tiwari	Secondary Mrs Shalu Gaur I/C. Ms Meenu Yadav Computer Instructor: Mr. Mukesh Primary Ms Uma Ms Neha Ms Savita Mainindoo	<ul style="list-style-type: none"> -To click photographs of all events of CCA, extra of CCA, extracurricular and Function. -To Provide photograph for website updation & reports. -The Photograph should of high resolution.
18. Primary Resource Room (Activity Room) & TLM Procurement/CMP Committee	Ms Rachna Jain I/C Ms Sarita Kumar Ms Babita Aggarwal Ms. R. D. Gupta		<ul style="list-style-type: none"> • Maintenance, beautification exploration & development of resources within the room for the effective functioning and strengthening of Primary classes. • Planning of CMP room usage by PRTs' • Acquiring material, teaching aids, CD's books, play material etc., to display in the Activity room.. • Submission on activities taken up. • Procurement of TLM as per the requirement of the teachers Reviewing procurement of items monthly. • Preparation of year planner. • Planning, execution & supervision of all the guidelines and changes to update the staff for proper implementation. • Supervision of Primary classes. • Documentation, communication and correspondence of the activities, information as and when required. • All works related to primary education. • Formation of Committees for smooth conduct of all activities to be done. • Maintaining & reporting CMP, FLN, NIPUN& Fun day Records regularly.
19. Food/Hospitality Reception & Refreshment Committee	Ms Sarita Kumar I/C Ms Latka Verma	Ms Meenu Yadav I/C Mr Gulsher Ahmad Ms Mamta Singh	<ul style="list-style-type: none"> • Decorating the front elevation of the Vidyalaya & reception formalities is made to the perfection. • Procurement and distribution of refreshment to the guests.
20. Vidyalaya Magazine/News Letter /Invitation Card/Certificate	Secondary Ms Shilpi Banerjee I/C Ms Manisha Ms Ragini Kumari	Secondary Mr Shyam Raj I/C Ms Mamta Singh Mr Aaksah	<ul style="list-style-type: none"> • Planning, publication, communication and documentation of the Vidyalaya magazine as per schedule. • Collection of materials (including photographs) of all the events, special

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Writing Committee				achievements (including retiring from services)
21.	Preparation of Identity Card Committee	Mr R P Singh Ms Anshu Bhardwaj Primary Ms Sarita Kumar I/C (CMP News letter) Ms Richa Gupta (CMP News letter)	Ms Anju Verma Mr S K Jha Mrs Shalu Gaur Primary Mrs Savita Mahindroo Ms Swati Ms Sunita Ms Deepiti Ms Artee Computer Instructor	
22.	Subject Committee Convenors	Eng: Ms Shilpi Banerjee Hindi: Ms Ragini Science: Ms Neetu Javeria Maths: Mr S K Arya SST: Mr Girish Primary Ms Ruchi Gupta (For Maintenance of Register)	Hindi: Mr Shyam Raj Eng: Mr Aakash Maths: Mr R K Sharma Sci: Ms Geeta Gurnani SST: Ms Nidhi Sharma Primary Ms Neelam Ms Shalini Ms sakshi Ms Sameeksha	<ul style="list-style-type: none"> Conducting monthly meeting on agenda pre decided and got approved by the Principal. These points are suggestive but not exhaustive and In charge of subject committee can explore more and make committee meeting should be novel so that a fruitful outcome is realized.
23.	Monthly Report (ICT, Enrollment, Maintenance of class room - CCTV Cameras & UBI Portal Fee Verification Committee/Website Checking and Uploading Committee	Ms Khushboo Aggarwal (UBI/UDISE) Ms Anshu Ranie Classroom/CCTV/Website Checking and Uploading Ms Vaishali (Enrollment) Mr Kamal Comp. Inst	Mr Himanshu Sehgal I/C Mr Deepak Kumar (M) Mr Rohit, JSA Mr Mukesh Comp Inst	<ul style="list-style-type: none"> Updating enrolment (of students class-wise and section-wise), Staff vacancy position, Computer infrastructure data Monitoring of second Verification of fees at UBI Portal and Other allied information required by KVS. Updating of Vidyalaya website once in every fortnight and as when it is required. Keeping secondary use of ICT in E-Classroom

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24.	A.V.Aids, Teaching Aids & PA System (TCM)	Ms Rashmi Harit I/C Ms Monika Verma (PA System & AV Aid) Mr Govind Narayan Mr Suprabha Vaid I/C	Mr Abhshk I/C TLM Mr Mithun Mr Sanjay Pal Maintenance of records.	<ul style="list-style-type: none"> Procurement of teaching aids. Keeping a record of use of TLM class wise and teacher wise.
25.	Career Guidance and Counseling /Adoloscence Education Programme Committee	Ms Anita Dhiman I/C Ms Asha Arora Primary Ms Shubhra Sethi Ms Amita Aggarwal	Ms Geeta Gurmani I/C Counsellor	<ul style="list-style-type: none"> Planning, organizing, reporting and documentation of (minimum 6) counselling session. Collection of information and providing to students. Arrangement of Guest Lectures. Submission of monthly report. Organizing PT meeting, creating awareness among parents and children about the changes in adolescent (adult) stage Awareness about sexual diseases, solution for stress related problems Planning, Preparation and conducting the programs Submitting a monthly report to Principal Reporting, documentation and implementation of the programme as per KVS guidelines.
26.	Aweekend Citizen Programme	Ms Anita Dhiman I/C Ms Asha Arora Primary Ms Shubhra Sethi Ms Amita Aggarwal	Ms Shweta Lib I/C Ms Kajyani Shah Primary Ms Rohini Ms Sonam	<ul style="list-style-type: none"> Planning the exhibition themes and models in advance and start synopsis preparation Conducting mock exhibition well before the exhibitions scheduled per KVS as Selecting the best models and the suggestions for improvement Getting the new models ready before the exhibition to begin.
27.	Science Exhibition/NCSC/N TSE/Science olympiad/math inspired/olympiad/matak	Ms Neetu Javeria I/C Ms Asha Singla Mr G P Pandey (Maths) Olympiad All Science, Maths & CS Teachers Primary (All Subject Olympiad) Ms Shubhra Sethi Ms Amita Aggarwal	Ms Poonam I/C Ms Geeta Mr R K Sharma Ms Ditika Mr Deepak (M) All Science, Maths & CS Teachers Primary (All Subject Olympiad) Ms Savita M.	<ul style="list-style-type: none"> Planning the exhibition themes and models in advance and start synopsis preparation Conducting mock exhibition well before the exhibitions scheduled per KVS as Selecting the best models and the suggestions for improvement Getting the new models ready before the exhibition to begin.
28.	EBSB/Youth Parliament/Social Science Exhibition/Integrit y Club/AZADI KA AMRIT MAHOTSAV done as per KVS (Activities to be circular)	Ms R Jha I/C Ms Rashmi Harit Mr Majinder Singh Ms Anshu Bhargwa Mr G Jha	Ms Nidhi Sharma I/C Mr Abhshk Mrs Shalu Gaur Mr Mithun All Language & Social Science Teachers	<ul style="list-style-type: none"> Planning the exhibition themes and models in advance and start synopsis preparation Conducting mock exhibition well before the exhibitions scheduled per KVS as Selecting the best models and the suggestions for improvement Getting the new models ready before the exhibition to begin. Promoting National integrity.

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	Committee			
	Staff and Student Grievance Committee	Ms Anjali Jain I/C Ms Shilpi Banerjee Mr R P Singh Ms Shashi Bala Ms Asha Arora Ms Rachna Jain Ms Shilpi Banerjee I/C Mr R P Singh Ms Ragini (Hindi) Ms Swati Omar (English)	Mr Sher Singh I/C Mr Shyam Raj Ms Rakti Mr Gulsher Mrs Savita Mahindroo Mr Shyam Raj I/C Mr Aakash Mr S K Jha (Hindi) Mrs Anju Verma (Eng)	Documentation, enquiring & reporting of grievances/ complaints regarding women & any staff member.
29.	Staff and Student Grievance Committee	Ms Anjali Jain I/C Ms Shilpi Banerjee Mr R P Singh Ms Shashi Bala Ms Asha Arora Ms Rachna Jain Ms Shilpi Banerjee I/C Mr R P Singh Ms Ragini (Hindi) Ms Swati Omar (English)	Mr Sher Singh I/C Mr Shyam Raj Ms Rakti Mr Gulsher Mrs Savita Mahindroo Mr Shyam Raj I/C Mr Aakash Mr S K Jha (Hindi) Mrs Anju Verma (Eng)	Documentation, enquiring & reporting of grievances/ complaints regarding women & any staff member.
30.	Documentation, enquiring & reporting of grievances/ complaints regarding women & any staff member	Ms Shilpi Banerjee I/C Mr R P Singh Ms Ragini (Hindi) Ms Swati Omar (English)	Mr Shyam Raj I/C Mr Aakash Mr S K Jha (Hindi) Mrs Anju Verma (Eng)	Arrangement of staff meeting. Compilation & reporting of all points discussed in the staff meeting
31.	NEP/FLN Committee	Ms K R Jha I/C Ms Rachana Jain	Mr Aakash-NEP I/C Ms Savita Mahindroo	To Conduct Various Activities as per KVS Guidelines and make report, Collect photograph, videos, assessment record.
32.	PM Shree	Ms Suprabha Vaid I/C Ms Khushboo Aggarwal TGT Maths Primary Ms Rachna Jain	Mr Himanshu I/C Ms Poonam Ms Geeta Gurrani Primary Mrs Savita Mahindroo Ms Preeti Ms Swati	To Conduct Various Activities as per KVS Guidelines and make report, Collect photograph & videos / before and after implementation. Expenditure and amount as per budget allocator.
33.	Garden maintenance & Beautification of Vidyalaya Committee/Eco & Nature Club/Green School	Ms Deepshikha I/C Ms Renu Tyagi Mr Vivek Singh Ms Bhawna Sharma	Mrs Meenu Yadav I/C Ms Shalu Gaur Ms Nidhi Sharma TGT Science	Garden maintenance observation and making suggestions to gardener. Making Rangoli on various events. Monthly review of garden and suggestions for improvement Submitting monthly review of garden & Beautification of Vidyalaya Raising the requirement for Garden and Vidyalaya beautification Developing of kitchen Garden.

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34.	Hindi Raibhasha	Ms Lila Pandey I/C Ms Ragini Kumari Ms Vaishali	Mr Shyam Raj I/C Ms Mamta Singh Mr Rohit JSA	<ul style="list-style-type: none"> Planning, communication, documentation & reporting of work done in Hindi in the vidyalaya periodically in all aspects. Planning, conducting reporting of Raibhasha related work such as hindi pakhwada / Mah, Hindi classes, Hindi Tests, Hindi workshop setc with the involvement of Students & teachers. (a) Coordinating with the newspaper agencies for newspaper subscription (b) Collecting money from students for enrollment in the programme (c) Organizing related events/workshops throughout the year by Coordinating with the newspaper agency. Maintaining NIOS records and conducting NIOS classes.
35.	NIE (Newspaper in Education)	Ms Shilpi Banerjee I/C	Ms Shweta Tiwari I/C	
36.	Open School	Mr Girish I/C Mr R P Singhi	Mr Sanjay Pal I/C Ms Alka	
37.	Library Committee	Chair Person Ms Prachi Dixit(Principal) Ms Anita Dhiman Ms Manisha Sharma Ms Rakhi Primary Ms Rachana Jain Ms Lata Joshi Ms Shalini Tiwari	Ms Prachi Dixit -Chair Person Ms Shweta Tiwari Mr Aakash Primary Ms Savita Mahindroo Ms Neelam yadav Ms Sameeksha	<ul style="list-style-type: none"> To Encourage reading habits among students. Purchase of new books as per norms and requirement Weeding out old books. Work out a programme for effective use of all types of library material.
38.	Canteen Committee	Ms Seema Kumari I/C Ms Deepshikha Primary Ms Babita Aggarwal Ms Shikha	Mrs Poonam I/C Ms Savita Mahindroo Primary Ms Aastha Ms Sakshi Ms Sameeksha	<ul style="list-style-type: none"> Supervising the Functioning of canteen. Checking the quality of food being served in the canteen. Monitoring the cleanliness and hygiene of the canteen.

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39.	Alumni Association & Achievement Record	Ms Asha Arora I/c Ms Bhawna Ms Manisha Sharma	Ms Geeta Gurnani I/C Ms Jyoti Mehta	<ul style="list-style-type: none"> Collection of data from different sources. Display of alumni details in alumni portal of Vidyalaya website. Planning for alumni meeting.
40.	School Band	Ms Anita Dhiman I/C Mr G R Jha		<ul style="list-style-type: none"> - To prepare school band activities as per KVS order. - To monitor the attendance/ Band Coach. - To get the band articles repaired time to time.
41.	SC/ST/MINORITY/ OBC(All Delhi Government Scholarship) Committee	Ms Rashmi Harit I/C Ms Latika Verma Ms Sarita Kumar	Ms Meenu Yadav I/C Ms Mamta Singh	<ul style="list-style-type: none"> Documentation, enquiring & reporting of grievances/ complaints regarding SC/ST /OBC/Minorities & Physically, Handicapped
42.	Publication/Report Writing/Media Committee	Ms K R Jha I/C Ms Rachana Jain Ms Swati Omar Ms Richa Gupta Ms Latika Verma	Mr Kapil Dev I/C Ms Anju Verma	<ul style="list-style-type: none"> -To Publish important events, functions, achievements/student/ teachers in the daily news paper. -To prepare report& publish best photograph.
43.	Vidyalaya Plan/Assessment Tool	Ms Anjali Jain Mr G P Pandey Ms Anita Dhiman Ms Rachna Jain	Mr Sher Singh Mr B C Kandwal Mr R K Sharma Ms Savita Mahindroo	To Maintain record as per KVS Guidelines
44.	Sexual Harassment Committee	Ms Prachi Dixit-Chairperson -VMC Member Ms Neetu-Member Ms Asha-Member Ms Shilpi-Member	Ms Prachi Dixit-Chairperson -VMC Member Ms Rakhi-Member Ms Meenu Yadav-Member Ms Alka-Member	To conduct inquiry on and when complaint received, prepare report & conclude.
45.	MINUTES OF MEETING	1. Ms Shilpi Banerjee 2. Mr R P Singh	1. Mr Akash 2. Mr. Shyamraj	