	T		OR THE YEAR 2021-22	T
S.NO.	COMMITTEE	DUTIES & RESPONSIBILITIES	CONVENOR	MEMBERS
01.		-To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2020-2021 in consultation	Ms Roshini Samuel, PGT (Chem.)	 Mr. Shiv Ram Kumar, PGT (Maths.) Mrs Shymol Varghese PGT (Comm.) Ms. Usha Pandey,PRT
02	Admission	with the Principal.		Mr. Deepak Silwal, PRT
02.	Examination (Internal/ External/C B S E)	As Per Article-106 of Education Code-To plan the schedule of PT- I,II,III & SEE and UT, CT Pre-Board and SEE for class XI & XII as per the calendar of activitiesTo ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVSTo give suitable instructions to class teachers for maintaining all the relevant recordsTo conduct external examination as per the prescribed norms and to maintain record of all such examinations. To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and	Internal Exam Mr. Kunthan Bara, PGT (Eco.) External Exam CBSE: Mr. Gyanendra Pratap Singh PGT (His.) IGNOU: Mr. Shiv Ram Kumar, PGT (Maths.) NIOS: Mr.K. Sudheer Kumar PGT (Bio)	Internal Exam Committee Members:- Mr. Asok Kumavat PGT(Hindi) Mr Vikas Ratilal khachawe TGT(English Mr. Sanat kumar TGT (SOST) External Exam Committee Members:- CBSE: Ms Sunitha Krishnan K S, PGT (CS), Mr. Nisant Singh(TGT Maths) IGNOU: Mr Pravesh PGT(Maths) NIOS: Mr. Sanat kumar TGT (SOST) Primary Exam Committee:- Ms. Usha Pandey,PRT (I/C) Mr. Deepak Silwal ,PRT Ms Jyoti, PRT
02		maintain records.		
03.	Time - Table, Substitution & Arrangement	-To prepare & execute time table for primary ,sec & sr. secondary classes as per the norms decided by KVSTo make necessary adjustments in the time table due to administrative exigenciesTo device workable & suitable assignment/remedial time-table-To make arrangement for classes suitably as per requirement. - To prepare Home Assignment Schedule To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students	Mr. P. Karthik, PGT (Bio.)	Mr. Pravesh Kumar Mehta, PGT (Maths) Mrs. Manju Sana, Lib. Primary Time Table Committee:- Ms. Usha Pandey,PRT Mrs. Sheelam PRT(I/C) Mr. Deepak Silwal ,PRT
U4.	C.C.A & External Competitions	-To organize Inter house competitions effectively and to celebrate all the days of National importance/occasions with the assistance of House Masters and other experts in a planned mannerTo activate the conduct of Morning AssemblyTo monitor day to day Morning Assembly programme effectively and ensure befitting presentation on all Fronts on timeTo coordinate all external competitions relevant to our system	Mrs Aishwarya A V, PGT (Eng.)	 Mrs. Sunitha Krishnan K S PGT (Comp. Sci.) Mr. Ghadge Shrikant Varun Raj, TGT (Sans.) Mr. Manoj Kumar, TGT (AE) Mr. Sushil Kumar Gupta, TGT (WET) Mr. Kuldeep Singh, TGT (P&HE) Mrs. Manju Sana, Lib. Mr. Deepak Kumar TGT(Hindi) Mr Vikas Ratilal khachawe TGT(English) Primary CCA Committee:- Mrs. Sonia, PRT Mr. Mohit Suthar,

				PRT (Mus.)
05. 06.	Student Council	-To select SPL, House captains and other members of the council for carrying out their usual work in consultation with the Principal. To implement pass system. Systematic/ orderly movement of students for assembly. Checking of late comers. -To ensure all furniture bear	Mr. Alok Kumar Chathurvedi PGT(Phy) Ms. D. Sindhu, PGT	 Mr. K Sudheer Kumar, PGT (Bio.) Ms. Roshini Samuel, PGT (Chem.) PGT (Eng.) 2 Primary Committee: - Ms. Usha Pandey,PRT Ms Jyoti Verma, PRT Mrs Sonam
	Furniture	serial numbers and the year of purchaseTo ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules.(as per Articles-135 of Education Code.)	(Eng.)	TGT (Maths) Primary Committee:- Mr PradeepKumar , PRT Mr. Deepak Silwal, PRT
07.	ICT	-To ensure all the Labs in working condition with broadband/LAN connectivity for carrying out Computer Literacy classes and think.com effectively with the assistance of computer instructors and to submit monthly updates to the office.	Mrs Sunitha Krishnan, PGT (Comp. Sci.)	 Mr. Shiv Ram Kumar, PGT (Maths.) Mr Nishant Singh TGT (Maths) Mr Pradeep Kumar, PRT Mr. Deepak Silwal, PRT
08.	Audio-Visual Aids	A.V. Room to be well equipped with workable LCD, OHP etc. for ensuring TAL/CAL is undertaken by the teachers by maintaining a Register in the A.V. Room.	Mr. Sushil Kumar, TGT (WET)	Mr. Narottam Kumar TGT (Eng.) Primary Committee Mrs. Sheelam Rani, PRT Mrs Sonia,PRT
09.	Prize Distribution	-To be responsible for purchase of suitable prizes for different competitions, distribute certificates and prizes to the students from time to time.	Mr. Pravesh Kumar Mehta, PGT (Hindi)	Mr Deepak , TGT (Hindi) Mr. Kuldeep Singh, TGT (PET) Mr.Narotham, TGT (Eng.) Primary Committee Mrs. Manju Santhosh, PRT Mrs sheelam Rani, PRT Mrs Surumi , PRT
10.	Gardening (Nature/Eco club)	-To develop Science garden for Primary section -To monitor the work effectively and to offer technical expertise to improve gardening by providing all required materials from time to time with the help of Gardener and other workers used for conservancy services	Mr.K. Sudheer kumar, PGT (Bio)	 Mr. P. Karthik, PGT (Bio.) Ms Ranjana RawatTGT (Sci.) Ms Archana Kumari TGT (Sci.) Mr. Sushil Kumar Gupta, TGT (WET) Primary Committee Mr. Pradeep Kumar, PRT Ms Nisha, PRT
11.	Excursion/Fie	-To check out and implement Annual plan for outing of the students as per the codal provisions in consultation with the Class teachers/Principal	Mr. Alok Kumar Chathurvedi, PGT(Phy.)	Mr. Alwin, PGT (Phy.) Primary Committee Mr. Jyoti Verma, PRT Mr. Pradeep Kumar, PRT Mr. Deepak Silwal, PRT
12.	Vidyalaya	-To prepare and implement budget	PRINCIPAL	 Mrs Sunitha Krishnan K.S, PGT (Comp. Sci.) Mr. AdityaNath Tripati TGT(Maths),
	Vikas Nidhi	as per the KVS norms.		Mrs. Usha Panday, PRT

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13.			Mr. Sushil Gupta TGT(WE)	The state of the s
			161(WE)	Mr. Siva Ram Kumar, PGT (Maths)
	Building and	-To carry out maintenance &		Primary Committee
	maintenance	repair work of buildings including		Mrs. Pradeep Kumar , PRT
	Monitoring	toilets, surroundings and play		Mrs. Fradeep Rumar, FRT Mrs Sheelam Rani, PRT
4.4	committee	field.	44 1/ 1 6: 1	·
14.			Mr. Kuldeep Singh,	Mrs. Roshini Samuel, PGT (Chem.)
			TGT(P&E.)	` ,
		To angues the consonial		Mrs. Sumithra Kumari, DCT(Con)
		-To ensure the congenial		PGT(Geo.)
		atmosphere by maintaining gentle movement of students and dealing		Mr. Hitesh Kumar TGT(SOST) Primary Committee
		the cases of indiscipline of		Ms. Usha Pandey, PRT
		students if any. A separate file		Mrs. Manju Santhosh ,PRT
	Discipline	be maintained.		Mr. Pradeep Kumar, PRT
15.	Discipline	De maintainea.	Mr. Ashok Kumar,	Mr. Fradeep Kuniar, FRT Mr. Ghadge Shrikant Varun Raj,
13.			PGT (Hindi)	TGT (Sans.)
			ro i (rimai)	Mr. Deepak Kumar TGT(Hindi)
	Hindi			Mrs. Varsha Yadav TGT (Hindi)
		To conduct quantum by mostings		Primary Committee
	Rajbhasha	-To conduct quarterly meetings of Rashtrabhasha and to submit		Mrs Sheelam Rani, PRT
	Implementati o			Mrs. Sonam, PRT
	1	quarterly reports to the Regional Office.		Mrs Sonia,PRT
16.	n	OTTICE.	Ms. D. Sindhu, PGT	Mr. Ashok Kumar, PGT (Hindi)
10.			(Eng.)	PGT Eng-2
			(Crig.)	Mr. Deepak Kumar TGT(Hindi)
				Mr Narottam Kumar TGT(Eng.)
				Mr Sachin Babu, TGT(Eng)
				Mr. Ghadge Shrikant Varun Raj,
				TGT (Sans.)
		-In charge of school magazine		Mr. Manoj Kumar, TGT (AE)
		and any other issues related to		Primary Committee
		publication (i.e. News Letter at		Mr Pradeep Kumar, PRT
	Publication	Vidyalaya level)		Ms Sonam
17			Mr. Ashok Kumar,	Mrs. Roshini Samuel,
			PGT (Hindi)	PGT(Chem.)
			Mrs. Manju	Ms. D. Sindhu, PGT (Eng.)
			Santhosh, PRT	Mr. Shiv Ram Kumar,
	Scouts &			PGT (Maths.)
	Guides /Cubs	-To enroll Scouts & Guides, Cubs &		Mr. Manoj Kumar, TGT (AE)
	&	Bulbuls and to organize testing		
	Bulbuls/Adve	camps, troop meetings as per the		Primary Committee
	n +	Annual Schedule of activities		Mrs. Sheelam Rani, PRT
	ture	prepared at unit level in light of		Mr. Mohit Suthar , PRT
18.	Activities	APRO.	Mrs. Roshini	Mrs. Shymol Varghese, PGT
10.		>-To chalk out a plan for	Samuel,	(Comm)
		Supervision of Assignment &	PGT(Chem.)	Mr Narottam Kumar TGT(Eng.)
		Project work and its	i o i (oneili.)	Mr Hitesh Kumar, TGT (SOST)
		implementation for all the		Mr. Deepak Kumar TGT(Hindi)
		classesTo ensure proper correction of written work of the		Primary Committee
	Academic	studentsTo give suitable		Ms. Usha Pandey, PRT
	council	guidelines in the faculty meetings.		Mrs. Manju Santhosh, PRT
19	Council	-To collect informations about	Mr. Alok Kumar	Mrs. Roshini Samuel,
10		students (i.e. classes attended,	Chaturvedi PGT	PGT (Chem.)
		correction of HW and CW with	(Phy.)	Mr. Gyanendra Pratap Singh,
		Date, performance in FA/SA &	(117.)	PGT (His.)
		· ·		Mr Adityanath Tripati TGT
		regularity)from each subject teacher from all classes To		(Maths)
				Mr. SumithraKumari,
		identify slow learners in one /two/three/four/five subjects on		PGT (Geo)
		the basis of above information and		Mr Vikas Ratilal khachawe
	Slow Learners	prepare a list of slow learners		TGT(English)
		without inform to students. >To		Primary Committee
	Programme	without injoint to Students, >10		mar y committee

		prepare suitable strategy for		Ms. Usha Pandey, PRT
		improvement and schedule for monitoring the programme also To Submit monthly report to the		 Mrs Manju Santhosh,PRT Mrs Sheelam Rani, PRT Mr. Pradeep Kumar, PRT
20		Principal	Mr. K Sudheer Kumar, PGT (Bio)	 Mr. P. Karthik, PGT (Bio.) Mrs. Roshini Samuel,
		-To conduct programmes as per the guidelines given in the		PGT (Chem.) • Mr. Sanat Kumar, TGT (SOST)
	AEP &	trainingTo maintain & update display board and a corner to keep these activities ongoing for		 Mrs. Archana Kumari, TGT (SOST) Primary Committee Ms. Usha Pandey, PRT
	counseling	various programmes.		Mr. Deepak Silwal, PRT
21.			Mrs. Shymol Varghese, PGT (Commmerce)	 Mr. Pravesh Kumar Mehta, PGT (Maths) Mr. AdityaNath Tripati
	CS 54(Fees and fines checking)	Data to be filled in the relevant records every month and submit to the office.		TGT(Maths), Primary Committee Mr. Pradeep Kumar, PRT Mr. Deepak Silwal, PRT
22.	PTA Meetings	-To checkout Annual plan of meetings and to maintain minutes and records of such meetings.	Mr. Kunthan Bara, PGT (Eco.)	All The Class Teachers
23.	PTA Meetings	As Per Article -137 of Education	Mrs. Manju Sana,	• PGT (Eng.)-2
	Library	Code as amended time to time-To procure text books and reference books recommended by CBSE as per the recommendation of faculty membersTo organize Class Library and to present book reviewTo assist Primary wing in Library activities in light of CMP.	Librarian	Mr. Ashok Kumar, PGT (Hindi) Mr. Hitesh Kumar TGT (SOST) Primary Committee Mrs. Sonam, PRT
24.	Games, Sports & Vocational Skills	-To practice Yoga daily -Identify the talented students participating in Inter School competition & Cluster Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain recordTo draw up class wise activities to be undertaken as per the syllabusTo coordinate with vocational teachers and train the students for various activitiesTo encourage all students to take part in the Drawing and Painting Competitions.	Mr. Kuldeep Singh, TGT (P&HE) Mr. Pradeep Kumar, PRT	Mrs. Sumithra Kumari, PGT (Geo) Mr. Hitesh Kumar TGT (SOST) Mr Sushil Kumar Gupta TGT(WE) Primary Committee Ms. Jyoti, PRT
25.		To conduct various activities as per KVS instruction in time and	Ms. Usha Pandey, PRT	Mrs. Sheelam Rani, PRTMrs. Sonia, PRT
	СМР	sending monthly activity report.		Mr Mohit Suthar PRT Music
26.	Water Management	- To ensure uninterrupted water supply in all the toilets and other placesTo ensure periodical cleanliness of aqua guards with the display of date of cleaning on a separate Register.	Mr. P. Karthick, PGT (Bio)	 Mr. Alwin, PGT (Phy.) Ms. Ranjana Rawat TGT Science Mrs. Archana Kumari TGT Sci Primary Committee Mr. Pradeep Kumar, PRT Mr. Deepak Silwal PRT Mr Samit
27.	House Keeping & Security	-To monitor the services of cleanliness & security in consultation with the agencies concerned.	Mrs. Sumithra Kumari, PGT (Geo)	Mr. Gyanendra Pratap Singh, PGT (His) Mr Sushil Kumar Gupta TGT(WE)

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				Mr Vikas Ratilal khachawe TCT/Frediah)
				TGT(English) Primary Committee
				Mr. Deepak Silwal, PRT
				Ms. Sangeetha, PRT
				Mr. Naidu, PRT
				Mrs. Surumi, PRT
				ALL IN-Charges of various
				Departments: -
				Mr. Ramanathan (Lab. Att.) - for
				supervision of cleanliness of road and
				foot path in school campus.
				Mr. Ashraf Ali, Lab. Att. For
				supervision of cleanliness of New Block &
				of Primary Block
				Mr. Job Peter, Sub Staff for
				supervision of cleanliness of Sec. & Sr.
				Sec. Block
28.		-Proper maintenance of the	Mrs. Sunitha	Mrs. Manoj Kumar,
		teaching aidsPurchase of	Krishnan K.S, PGT	TGT (Art.)
		teaching aids as per the	(Comp. Sci.)	Mr. Sushil Kumar Gupta,
	Teaching	requirement of the new syllabus		TGT (WET)
	Aids/	To facilitate teachers using all the		Mr Pradeep kumar,
	Resource	teaching aids in their class room		PRT
29.	Room	Teaching.	Mrs. Sunitha	Mr Narottam Kumar TGT
25.			Krishnan K. S, PGT	Mr Narottam Kumar TGT UBI, Shaala Sarpan, Website,
			(Comp. Sci.)	Mr Pradeep Kumar,PRT
			(Somp. Som	Mr Deepak Silwal,PRT .
	Website			(Primary)
	Committee			TC Upload
	& UBI Portal	Maintenance & regular Updation of		Mr. Yesupillai, SSA
	Shaala	School Website, UBI Portal,		All Class Teachers at Class
	Darpan	Shalah Darpan		teacher level
30.		-To scrutinize the question papers	PRINCIPAL	Mr. Alok Kumar Chaturvedi,
		for the Formative and Summative		PGT (Phy.)
		Assessments-To check answer		Mr Kunthan Bara PGT (Eco)
		scripts of PT-1, PT-2, PT-3 & Session		Mr. Asok Kumawat, PGT (Hindi)
		Ending Examination at random to ensure		Faculty HeadsClass Teachers
	Moderation Committee	uniformityTo condone the shortage of attendance of		Class Teachers
31.	Committee	shortage of arrendance of	Mr.,Alok Kumar	Integrity Club/Virasat Samuha
			Chathurvedi, PGT	Mr. Gyanendra Pratap Singh,
			(Phy.)	PGT (Hist.)
				Mr. Varsha Yadav, TGT (Hin.)
				For Eco Club & Science Club
				Mr. K Sudheer kumar, PGT
				(Bio), I/C
		students and moderate the		Mr. P. Karthick, PGT (Bio.)
		marginal cases for promotion as		Ms Ranjana Rawat TGT (Sci)
		per the promotion rulesTo ensure		Mrs Archana Kumari TGT (Sci)
		implementation of Right to		Primary
		Education Act.		Mr Pradeep Kumar
		-Make a club by collecting the names of the students who are		Litorary Club
		interested in various activities.		Literary Club ■ Ms. D. Sindhu,
		Keep a record of number of		PGT (Eng.) I/C
		students in the clubEncourage		Mr. Narottam Kumar (Eng.)
	Club	them to make innovative projects		Mr Vikas Kachwe TGT (Eng)
	Activities	& present such activities in the		SMr Sachin BabuTGT (Eng.)
	1		1	, , , ,

Cohec Cube Mrs. Marily Sana, Librarian Mrs. Manily Sana, Librarian Mrs. Sanah Sanah Mrs. San					
Pet (Comp. Sci.)					
Reader Club Mr. Mr. Marriju Sana, Librarian T./C Ms. D. Sindhu, PET (Fing.) Sparts Club Mr. Marriju Sana, Librarian T./C Ms. D. Sindhu, PET (Fing.) Sparts Club Mr. Kudleep Singh, TET (PAHE) Mr. Sanari T. Mr. Kudleep Singh, TET (PAHE) Mr. Sanari T. Mr. Kudleep Singh, TET (PAHE) Mr. Sanari T. Mr. Sanari T. Gr. Archana Kumari TGT(Scs), Mr. Photography Mr. Sushil Gupta, T. To arrange PA system for morning assembly and other programmes. Mr. Sushil Gupta, T. TO (WET) Mr. Sachin Babu, TGT (Eng.) Mr. Marriju Mr. Sachin Babu, TGT (Eng.) Mr. Marriju Mr. Sachin Rabu TGT(Scs), Mr. Marriju Mr.					·
Mr. Manaj Kumar, PGT (Eng.) Mr. Kuldeep Singh, TGT (P&HE) Mr. Somit Mr. Kuldeep Singh, TGT (P&HE) Mr. Somit Mr. So					
## As D. Sindhul, ## Pot Circing ## Seart Sulta ## Am. Kuldeep Singh, Tot (PAHE) ## Am. Sulth Kulmari, Pot (Sea) ## Am. Sulth Kulmari, Pot (Sea) ## Am. Sulth Kulmari, Pot (Sea) ## Am. Sulth Kulmari Pot (Sea) ## Am. Am. Am. Sulth Kulmari ## Am.					
Pet ((Eng.) Sports Club Nor. Manap (Kumar) Nor. Alwain Pet (Pa) Nor. Sanital activities. To display all the coverage of all accosions.					-
Saorts Club					•
Mr. Manej Kumar, TGT (24HE) Mr. Manej Kumar, TGT (Arts) Mr. Alwin PGT (Phy)					
32. -To maintain Album covering all activities. To display all the coverage of all accasions. Mr. Manag Kumar, TGT (Arts) Mr. Manag Kumar TGT (Arts) Mr. Manag Kumar (PRT) Mr. Manag Kumar (PRT) Mr. Manag Kumar (PRT) Mr. Manag Kumar (PRT) Mr. Sachin Bebu, TGT (Eng) Mr. Malvin PGT (Phy) Mr. Sachin Bebu, TGT (Eng) Mr. Malvin PGT (Phy) Mr. Sachin Bebu, TGT (Eng) Mr. Manag Kumar Mr. Manag					-
To maintain Album covering all activities. To display all the coverage of all accasions. Mr. Almong Kumarr, TGT(Sci.), Mr. Sonam (RRT) Mr. Sonam (RR					· •
To maintain Album covering all activities. To display of the coverage of all occasions. Mr. Alwir PGT (Phy) To arrange PA system of morning assembly and other programmes. Mr. Sushii Gupta, To To arrange PA system for morning assembly and other programmes. Mr. K. Sudheer Kumar, PGT (Bio.) Mr. Alwir PGT (Phy) Mr. Sonin, PRT Mr. Sonin, PRT Mr. Sonin, RRT Mr. K. Sudheer Kumar, PGT (Bio.) Mr. Manak Raming Rawari TGT(Sci). Mr. Sonom, PRT All Class Teachers & In charges of all Departments (for maintenance of proper beautification in all the areas of the proper beautification in all the areas of the prope	32.			Mr. Manoi Kumar	
activities. To display oil the everage of all occasions. Mr. Sushil Gupta, TGT(WET) Amr. Advin PGT (Phy) - To arrange PA system for morning assembly and other programmes. Mr. K Sudheer Kumar, PGT (Bio.) Mr. K Sudheer Kumar, PGT (Bio.) Mr. Advin PGT (Phy.) - Mr. Sushil Kumar - Mr. Sushil Kumar - Mr. Sushil Kumar - Mr. Advin PGT (Phy.) - Mr. Advin PGT (Ph			-To maintain Album covering all		
## Photography coverage of all accasions. ## Pa System For arrange Pa system for morning assembly and other programmes. ## A System For arrange Pa system for morning assembly and other programmes. ## A System For arrange Pa system for morning assembly and other programmes. ## A System For arrange Pa system for morning assembly and other programmes. ## A System For arrange Pa system for morning assembly and other programmes. ## A System For arrange Pa system for morning assembly and other programmes. ## A System For arrange Pa system for morning assembly and other programmes. ## A System For arrange Pa system for morning assembly and other programmes. ## A System For arrange Pa system for morning assembly and other programmes. ## A System For arrange Pa system for morning assembly and other programmes. ## A System For arrange Pa system for morning assembly and other programmes. ## A System For arrange Pa system for morning assembly and other programmes. ## A System For arrange Pa system for morning assembly and other programmes. ## A System For arrange Pa system for morning assembly and other programmes. ## A System For arrange Pa system for morning assembly and other programmes. ## A System For arrange Pa system for special occasions. ## A System For arrange Pa system for special occasions. ## A System For arrange Pa system for special occasions. ## A System For arrange Pa system for special occasions. ## A System For arrange Pa system for special occasions. ## A System For arrange Pa system for special occasions. ## A System For arrange Pa system for special occasions. ## A System For arrange Pa system for special occasions. ## A System For arrange Pa system for special occasions. ## A System For arrange Pa system for special occasions. ## A System For arrange Pa system for special occasions. ## A System for arrange Pa system for special occasions. ## A System For arrange Pa system for special occasions. ## A System For arra			activitiesTo display all the	, ,	· ·
TGT(WET) -To arrange PA system for morning assembly and other programmes. Mr. K Sudheer Kumar, P6T (Bio.) Mr. Malvin P6T (Phy.) Mr. Sachin Babu, JTGT (Bio.) Mr. P. Karthick, P6T (Bio.) Mr. Man Rawr 1 GT(Sci.) Mr. Man Rawr 1 GT(Sci.) Mr. Sachin Babu, JTGT (Bio.) Mr. Man Rawr 1 GT(Sci.) Mr. Man Rawr 1 GT(Sci.) Mr. Sachin Babu, JTGT (Bio.) Mr. Man Rawr 1 GT(Sci.) Mr. Sachin Babu, JTGT (Bio.) Mr. Man P6T (Phy.) Mr. Sachin Babu, JTGT (Bio.) Mr. Man P6T (Phy.) Mr. Alvin P6T (Phy.) Mr. Alvin P6T (Phy.) Mr. Alvin P6T (Phy.) Mr. Sachin Babu, JTGT (Bio.) Mr. Man P6T (Phy.) Mr. Sachin Babu, JTGT (Bio.) Mr. Man P6T (Phy.) Mr. Man P6T (Phy.) Mr. Sachin Babu, JTGT (Bio.) Mr. Man P6T (Phe) Mr. Man P6T (Phy.) Mr. Sachin Babu, JTGT (Bio.) Mr. Man P6T (Phe) Mr. Man P6T (Phe) Mr. Sachin Babu, JTGT (Bio.) Mr. Man P6T (Phe) Mr. Sachin Babu, JTGT (Bio.) Mr. Maintenance of Maintenance of July Verma, PRT Mr. Sachin Babu, JTGT (Bio.) Mr. Sachin Babu, JTGT (Bio.) Mr. Maintenance of Computers, Fax machine, S15 Graph machine, S16		Photography	coverage of all occasions.		` ,
- To arrange PA system programmes. Mr. K Sudheer Kumar, PGT (Bio.) Mr. Man, Alwin PGT (Phy.) Mr. Man, Alwin PGT (Phy.) Mr. Man, Ranjama Rawart PGT (Sci.) Mr. Manon Kumar TGT (Sci.) Mr. Manon Kumar TGT (Arts.) Mr. Manon Kumar TGT (Arts.) Mr. Manon Kumar TGT (Arts.) Mr. Manon Kumar TGT (Arts.) Mr. Manon Kumar TGT (Arts.) Mr. Manon Sumar TGT (Gelsey Photographs on display boards) Mr. Manon Sumar TGT (Arts.) Mr. Narottam Kumar TGT(Eng) Mr. Mr. Narottam Kumar TGT(Eng) Mr. Mr. Narottam Kumar TGT(Eng) Mr. Mr. Manon Sumar TGT (Arts.) Mr. Manon Sumar TGT (Arts.) Mr. Narottam Kumar TGT(Sci.) To maintain SST Display Boards) Mill Hause In Charges TG Maintain House Boards) Mr. Manon Sumar TGT (Gelsey) Mr. Manon Sumar Mr. Manon Sumar TGT (Arts.) Mr. Manon Sumar Mr. Manon Sumar TGT (Arts.) Mr. Manon Sumar Mr.	33.			Mr. Sushil Gupta,	Mr. Alwin PGT (Phy)
P A System Amr. K Sudheer Kumar, P6T (Bio.) Mr. K Sudheer Kumar, P6T (Bio.) Mr. Alwin P6T (Phy.) Mr. Alwin P6T (Phy.) Mr. Alwin P6T (Phy.) Mr. Alwin P6T (Bio.) Mr. Alwin P6T (Phy.) Mr. Alwin P6T (Phy.) Mr. Alwin P6T (Bio.) Mr. Alwin P6T (Phy.) Mr. Pachia Mavir Pachalamant Mr. P. Karthick, P6T (Bio.) Mr. Alwin P6T (Phy.) Mr. Alwin P6T (Phy.) Mr. Alwin P6T (Phy.) Mr. Alwin P6T (Phy.) Mr. Pachia Mavir Pachalamant Mr. Alwin P6T (Phy.) Mr. Alwin P6T (Phy.) Mr. Pachia Mavir Pachalamant Mr. P6T (Phy.) Mr. Pachia Mavir Pachalamant Mr. P6T (Phy.) Mr. Pachalamant Mr. Alwin P6T (Phy.) Mr. Pachalamant Mr. P6T (Phy.) Mr. Pachalamant Mr. Pachalamant Mr. P6T (Phy.) Mr. Pachalamant Mr. Mavir Pachalamant Mr. Mavir Pachalamant Mr. Mavir Pachalamant Mr. Mavir Pa				TGT(WET)	Mr. Sachin Babu ,TGT (Eng)
34. Ar. K Sudheer Kumar, PGT (Bio.) Ar. K Sudheer Kumar, PGT (Bio.) Ar. Manaj Kumar, TGT (Sci) Ar. Manaj Kumar, TGT (Arts.) Ar. Manaj Kumar TGT (Arts.) Ar. Nanaj Kumar TGT (Arts.) Ar. Nanaj Kumar TGT (Arts.) Ar. Nanaj Kumar TGT (Arts.) Ar. Sumithra Kumar TGT(Eng) Ar. Ms. Shelam Rani, PRT			,		Mr. Mohit Suthar, PRT
Mr. K Sudheer Kumar, PGT (Bio.) Mr. P. Karthick, PGT (Bio.) Mr. P. Karthick, PGT (Bio.) Mr. Anno Kumari TGT(Sci.) Mr. Anno Kumari TGT(MeT) Mr. Sushil Kumar Gupta, TGT (WET) Mr. Sushil Kumar Gupta, TGT (WET) Mr. Manoj Kumar, Mr. Manoj Kumar, TGT (Arts.) Mr. Narotam Kumar TGT(Eng) Mr. Sushil Kumar, Manitam Kumari FGT (MeT) Mr. Manoj Kumar, Mr. Narotam Kumari FGT(Sci.) Mr. Narotam Kumari FGT(Sci.) Mr. Sushil Kumar, Manitam Kumari FGT (Met) Mr. Manoj Kumar, Mr. Manoj Kumar, Mr. Narotam Kumari FGT (Met) Mr. Manoj Kumar, Mr. Manoj Kumar, Mr. Manoj Kumar, Mr. Narotam Kumari FGT (Met) Mr. Manoj Kumar, Mr. Man			morning assembly and other		Mrs. Sonia, PRT
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## Assembly boards Maintenance Maintenance of Computers, Fax machine, RISO graph	34.				
### Archana Kumarr T6T(Sci) ### Archana Kumarr T6T(Sci) ### Archana Kumarr T6T(Arts.) ### Archana Kumarr T6T(Arts.) ### Archana Kumarr T6T(Arts.) ### Archana Kumarr T6T(Arts.) ### Archana Kumarr T6T(KeT) ### All Class Teachers & In charges of all Departments (for maintenance of proper beautification in respective class room, Vidyalaya from time to time. ### All Class Teachers & In charges of all Departments (for maintenance of proper beautification in respective class room & Department) ### All Class Teachers & In charges of all Departments (for maintenance of proper beautification in respective class room & Department) ### All Class Teachers & In charges of all Departments (for maintenance of International Control of International Con				Kumar, PGT (Bio.)	
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electronics Scanner, photocopiers, LCD • Mr Deepak ,PRT			·		
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		items	•		·

39.	Local Purchase Committee Medical Check Up & First	Procurement of items from local market on emergency cases may be followed by local market survey, collecting quotation finalizing the Purchases as per KVS Norms. To monitor the conduct of Health Check twice a year, Conduct talk shows/awareness campaigns on related issues & to tie up with external agencies of the relevant	Mr. Shiv Ram Kumar, PGT (Maths.) Mr. P. Karthick, PGT (Bio.)	 Mr. P. K. Kunthan Bara, PGT (Eco.) Mr. K Sudheer Kumar, PGT (Bio.) Ms. Usha Pandey, PRT Mrs. Manju Santhosh, PRT Mr. N. Yesupillai, SSA Mr. K. Sudheer Kumar, PGT (Bio.) Staff Nurse Mrs Jyoti Verma, PRT Mrs Sonam
40.	Aid	To conduct monthly meetings for the subject concerned for content enrichment, quality upgradation/effective teaching learning methodology	PRINCIPAL	SCIENCE Mr. Alok Kumar Chaturvedi, PGT (Phy.) ENGLISH Ms. D. Sindhu, PGT (Eng.) MATHS Mr. Shiv Ram Kumar, PGT (Maths) HINDI Mr. Ashok Kumar, PGT (Hindi) SST Mr. P. K. Kunthan Bara, PGT (Eco.) PRIMARY HINDI Mrs. Sheelam Rani, PRT ENGLISH Ms. Usha Pandey, PRT EVS Mrs. Manju Santhosh, PRT MATHS
	Committee In Charge	Planning, Implementation & Follow up of the same as Above		Mrs. Jyoti Verma, PRT
41.	Repair & Maintenance Of Staff QTRs.	To Collect defective list from the occupants of Staff Quarters and to carry out Repair & Maintenance of Staff Qtrs.	Mr. Ashok Kumar, PGT (Hindi)	 Mr. Kuldeep Singh TGT (P&HE) Mr Manoj Kumar, TGT (Arts) Mrs. Pradeep Kumar, PRT Mr. N. Yesupillai, SSA

Date:18/11/21 PRINCIPAL