1. ACADEMIC IMPROVEMENT / ADVISORY COMMITTEE:

S.NO	NAME	DESIGNATION	Scope of Work
1.		PRINCIPAL	a) Supervision of classes by
2.		VICE PRINCIPAL	Principal/VP/HM/ Senior teachers at
3.		HM	least one in a day.
4.	Sh. M. S. Rawat	PGT MATHS	b) Improvement in Vidyalaya result.
5.	Smt. Manisha Makhija	PGT ENGLISH	
6.	Smt. Anuja Sharma	PGT ECO	
7.	Sh. Rajeev Mishra	PGT HINDI	
8.	Mr. P. K. Thapliyal	PGT PHYSICS	
9.	Sh. Ramesh Chand	PGT CHEMISTRY	
10.	Smt. V K Singh	PGT HISTORY	

2. SUBJECT COMMITTEE:

S.NO	SUBJECT	NAME	DESIGNATION	Scope of Work	
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1			(V.P)CONVENOR	a) Syllabus
1.			(SECONDARY)	Completion. Correction of Note
2			(H.M)CONVENOR	Book,
2.			(PRIMARY)	remedial teaching
3.	SCIENCE	Sh. P.K.Thapliyal	PGT Physics	plan. b) Planning for
4.	ENGLISH	Smt. M. Makhija	PGT English	next month
5.	SST	Smt. Anuja	PGT Eco	
<i>J</i> .		Sharma		
6.	MATHS	Sh. M.S.Rawat	PGT Maths	
7.	HINDI	Sh. Rajeev	PGT Hindi	
7.		Mishra		
	NON	Sh. Nabeel	PET	
8.	SCHOLASTIC	Ahmed		

3. <u>ADMISSION COMMITTEE:</u>

S.NO	NAME	DESIGNATION	Scope of Work.

1.		VICE PRINCIPAL	
2.	Sh. Ramesh Chand (I/C)	PGT CHEMISTRY	Implementation of KVS admission policies
3.	Sh. V.K.Singh	PGT History	2018-19
4.	Sh. M.S.Rawat	PGT Maths	2010-17
5.	Sh. H. S. Bisht	PRT	
6.	Smt. Ritu Badoni	PRT	

4. MORNING ASSEMBLY AND CCA COMMITTEE:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. Rajeev Mishra(Ass. I/C)	PGT Hindi	a) Supervision of all programmes in
2.	Smt. Manisha Dhasmana	Music Teacher	morning assembly. b) Plan and conduct
3.	Smt. Aqeela Begum	PRT	of CCA and other
	(I/C CCA Primary Section)		functions.
4.	Sh. Rajesh Kumar	WET	
5.	Sh. Nabeel Ahmed	PET	

5. <u>CULTURAL PROGRAMME</u>:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Smt. Manisha Dhasmana (I/C)	Music Teacher	
2.	Sh. R. Mishra (Asst. Convenor)	PGT Hindi	
3.	SmtJasbir Kaur	TGT Sanskrit	
4.	Smt. Poonam Sharma	TGT Maths	
5.	Smt. Leena Rawat	TGT Hindi	Conduct annual function and various other cultural
6.	Smt. Rekha Dangwal	PRT	programmes.
7.	Smt. Vinita Kothari	PRT	
8.	Sh. G. M. Pant	TGT English	
9.	Sh. Mayank	TGT English	
10.	Ms. Rekha Chauhan	TGT Hindi	

6. EXAMINATION COMMITTEE:

S.NO	NAME	DESIGNATION	Scope of Work.

1.	Sh. S.D.Meena (I/C)	PGT Geo.	Paper Setting moderation, date sheet, material required, result/CBSE
2.	Sh. P.K.Thapliyal (Ass I/C)	PGT Physics	Conduct of Monthly exam. PTM/HY/ Periodical Test/ Maintain all records. Maintenance of records.
3.	Mr. Mayank	TGT English.	Member
4.	Smt. Geeta Rawat	PRT	Member
5.	Sh. Jeet Singh Chauhan	Lab. Att.	Member

7. <u>TIME- TABLE COMMITTEE</u>:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Smt. Chetna Mallik (I/C)	PGT Commerce	Plan time table for the session/ Remedial Classes/ Stay back Program
2.	Smt. Nidhi Gupta (Ass. I/C)	TGT Science	Inform/ implement the bell timings/ change thereof.
3.	Sh. Rajeev Mishra (Ass. I/C)	PGT Hindi	timings/ change thereor.

4.	Smt. Manju Sharma	PRT	Arrangement for teachers on
5.	Mr. G.S.Rawat	TGT Art	leave

8. <u>VIDYALAYA PATRIKA:</u>

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. Rajeev Mishra (I/C)	PGT Hindi	Edit Hindi Section/ CCA result
2.	Ms. Jyoti Handoo	TGT English	Report for session-all events & entries from Class Vi to X.
3.	Ms. Rekha Chauhan	TGT Hindi	Report all events for the session & entries from Class VI to X
4.	Smt. Aqeela Begum	PRT	Photograph, CMP- report, CCA result, Name of achievers and entries from primary section.
5.	Mr. G.S.Rawat	TGT Art	Front page design & entries of good art/ sketches.

9. PHOTOGRAPHS COMMITTEE:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. Rajesh Bisht (I/C)	PGT Comp.	Get the photo done of the events held in the Vidyalaya.
2.	Smt. Manisha Dhasmana	Music Teacher	Receive soft copy of photographs from the photographer and maintain
3.	Sh. Rajeev Mishra	PGT Hindi	record of the photographs in soft and hard copy.
4.	Sh. Sumit Gusain	PRT	-
5.	Sh. Arun	German Teacher	-
6.	Miss Urvashi Joshi	Comp. Instructor	7

10. <u>CLEANLINESS/ HYGIENE & SANITATION COMMITTEE FOR SWATCH BHARAT ABHIYAAN IN THE VIDYALAYA :</u>

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Mrs. U. Bamroo (I/C)	Librarian	Plan & implement KVS directions

2.	Ms. Anyja Sharma	PGT Eco	Plan for Vidyalaya cleanliness
3.	Sh. Rajesh Bisht	PGT Comp.	Report and photo of events of Swatch Bharat Abhiyan
4.	Mr. Mayank	TGT English	— Swatch Bharat Abhryan
5.	Mrs. Tara Gosain	PRT	
6.	Mrs. Leena Rawat	TGT Hindi	
7.	Mr. Rajesh Kumar	WET	
8.	Mr. Lakhi Ram	Sub Staff	

11. REPAIR AND MAINTENANCE COMMITTEE:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. Rajesh Kumar (I/C)	WET	Identify the shortcomings in infrastructure of campus and building; process and supervise repair and maintenance work in Vidyalaya.
2.	Sh. S.D.Meena	PGT Geo	Member.
3.	Mr. Mayank	TGT English	Member.

4.	Sh. Ramesh	PRT	Member.
5.	Sh. Gabar Singh	LDC	Help in supervision.
6.	Sh. Bhagat	Sub Staff	Help in supervision.

12. RTI COMMITTEE:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. Yogesh (I/C)	Office Supp.	To dispose off all RTI Cases.
2.	Sh. V.K.Singh	PGT History	Member.
3.	Sh. G.M.Pant	TGT English	Member.
4.	Sh. H.S. Bist	PRT	Member.
5.	Mrs. Ritu Badoni	PRT	Member.

13. GRIEVANCE COMMITTE:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	(I/ C)	VP	Member.

2.		HM	Member.
3.	Mrs. Anuja Sharma	PGT Eco	Member.
4.	Sh. H.S. Bist	PRT	Member.
5.	Mrs. Leena Rawat	TGT Hindi	Member.
6.	Sh. Gabar Singh	LDC	Member.

14. DISCIPLINE COMMITTEE:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. V.K.Singh(I/C)	PGT History	Record and take action on behavioural problems related to
2.	Mrs. Anuja Sharma	PGT Eco	students.
3.	Sh. Rajeev Mishra	PGT Hindi	
4.	Sh. P.K.Thapliyal	PGT Physics	
5.	Sh. Nabeel Ahmed	PET	Member.
6.	Smt. Rekha Dangwal	PRT	Member.
7.	Smt. Varsha Khattri	PRT	Member.

8.	Smt. Shakuntala	PRT	Member.
9.	Ms. Ankita Kandpal	Head Girl	Member.
10.	Mr. Arun Singh	Head Boy	Member.

15. CONDEMNATION COMMITTE:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. Rajesh Bisht (I/C)	PGT Comp. Sc.	Work as per KVS rules.
2.	Mrs. Urmila bamroo	Librarian	Member.
3.	Sh. Ramesh	PRT	Member.
4.	Sh. Nabeel Ahmed	PET	Member.
5.	Smt. Manisha Dhasmana	Music Teacher	Member.
6.	Sh. Yogesh	Office	Member.
7.	All Stock Incharges		Member.

16.FIRST AID AND MEDICAL CHECK UP:

S.NO	NAME	DESIGNATION	Scope of Work.

1.	Sh. P.K.Thapliyal	PGT Physics	Arrange for Medical Check Up
2.	Mrs. Nidhi Gupta	TGT Sc.	of students twice in a year.
3.	Mrs. Ritu Badoni	PRT	Maintain health cards for the students.
5.	Dr. & Nurse		Arrange for the purchase of
6.		Sub Staff	medicines and other material required by the doctor and nurse at Medical room.

17.<u>PA SYSTEM :</u>

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. Rajesh Kumar	WET	Make all possible efforts to arrange noninterrupting mike during morning assembly and conduct of cultural programmes. Ensure smooth play of songs during cul. Events/ play patriotic song before assembly on !5 Aug. & 26 Jan.
2.	Smt. Manisha Dhasmana	Music Teacher	Member
3.	Sh. Ram Singh	Sub Staff	Member
4.	Sh. Bhagat	Sub Staff	Member

18. SCOUT AND GUIDE COMMITTEE:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. V.K.Singh	PGT History	
2.	Sh. H.S.Bisht (I/C)	PRT	Organise Scout
3.	Mrs. Rekha Chauhan	TGT Hindi	Guide Activities
4.	Mrs. Geeta Rawat	PRT	As per KVS Directions
5.	Mrs. Manju Sharma	PRT	Member
6.	Mrs. Vineeta Kothari	PRT	Member
7.	Mrs. S. Rana	PRT	Member
8.	Mr. Ramesh	PRT	Member
9.	Sh.Rajesh Kumar	WET	

19. VALUE EDUCATION / INTEGRITY CLUB:

S.NO	NAME	DESIGNATION	Scope of Work.

1.	Mr. V.K.Singh	PGT History	Member
2.	Mrs. Leena Rawat	TGT Hindi	Member
3.	Mrs. Rekha Chauhan	TGT Hindi	Member
4.	Mrs. Rekha Dangwal	PRT	Member
5.	Mrs. Manju Sharma	PRT	Member

20.NOTE BOOK CHECKING:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Smt. Anuja Sharma (I/C Secondary)	PGT Eco	Bi- monthly checking- Secondary
2.	Smt. Rekha dangwal (I/C Primary)	PRT	Primary

21. ADOLESCENCE EDUCATION PROGRAMME :

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. V.K.Singh	PGT History	Implement AEP programme as per KVS directions.

2.	Smt. Nidhi Gupta	TGT Science	
3.	Mrs. Jyoti Handoo	TGT Eng.	Member
4.	Mr. G.M.Pant	TGT Eng.	Member

22. TEACHING AID/ AUDIO VISUAL:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. Rajesh Bisht (I/C)	PGT Comp. Sc.	Member
2.	Sh. S.D.Meena (Ass. I/C)	PGT Geo	Member
3.	Sh. Rajesh Kumar	WET	Member
4.	Smt. Anita Mukherjee	PRT	Member
5.	Mrs. Tara Gusain	PRT	Member

23. TALLY OF CS 54- AT THE END OF EVERY MONTH

S.NO	NAME	DESIGNATION	Scope of Work.

1.	Mrs. Chetna Malik (I/C)	PGT Comm.	Tally of CS 54- at the end of every month
2.	Mr.M.S.Rawat	PGT Maths	Member
3.	Mrs Poonam Sharma	TGT Maths	Member

24. STUDENT COUNCIL:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh.Rajeev Mishra	PGT Hindi	Election and functioning of student council as per KVS directions
2.	Mrs. Vinita Kothari	PRT	Member
3.	Mrs. M. Dhasmana	PRT	Member

25. CANTEEN COMMITTEE:

S.NO	NAME	DESIGNATION	Scope of Work.
1.		VP	To monitor quality of supplies in Canteen as per KVS directions.

2.	Mr. V.K.Singh	PGT History	Member
3.	Sh. M.S.Rawat	PGT Maths	Member
4.	Sh. G.M.Pant	TGT English	Member
5.	Smt. Meena Chauhan	PRT	Member
6.	Smt. Rama Chandnani	PRT	Member

26.<u>REFRESHMENT COMMITTEE:</u>

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. M.S.Rawat (I/C)	PGT Maths	Member
2.	Sh. Nabeel Ahmad	PET	Member
3.	Smt. V. Khattri	PRT	Member
4.	Smt. Deepika Bansal	UDC	Member
5.	Smt. Rama Chandnani	PRT	Member
6.	Smt. G. Rawat	PRT	Member

27.BOARDING & LODGING COMMITTEE:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. S.D.Meena (I/C)	PGT Geo.	Member
2.	Sh. G M Pant (Asst I/C)	TGT Eng	Member
3.	Sh. Rajesh Kumar	WET	Member
4.	Sh. Ramesh	PRT	Member
5.	Sh. Yogesh Kumar	Office Supp.	Member
6.	Sh. Gabar Singh	LDC	Member
7.	Sh. Bhagat	Sub Staff	Member

28. WEBSITE MAINTENANCE COMMITTEE:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. Rajesh Bisht (I/C)	PGT Comp. Sc.	Member
2.	Mrs. Manisha Makhija	PGT Eng.	Member
3.	Mrs. Vinita Kothari	PRT	Member
4.	Mr. G.S. Rawat	TGT Art	Member

5.	Ms. Urvashi Joshi	Comp. Inst.	Member

29. QUARTER- ALLOTMENT COMMITTEE:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Mr. Yogesh Kumar (I/C)	Office Supp.	As per KVS rules.
2.	Mr. Rajesh Kumar	WET	Member
3.	Sh. S.D. Meena	PGT Geo.	Member
4.	Mrs. Chetna Malik	PGT Comm.	Member
5.	Mr. Ramesh	PRT	Member
6.	Mr. H.S. Bisht	PRT	Member

30.<u>LIBRARY COMMITTEE:</u>

S.NO	NAME	DESIGNATION	Scope of Work.

1.	Mrs. Urmila Bamroo (I/C)	Librarian	Suggest books/ titles and ensure best use of Library.
2.	Mr. Rajeev Mishra	PGT Hindi	Member
3.	Ms. Anuja Sharma	PGT Eco.	Member
4.	Mrs. Chetna Malik	PGT Comm.	Member
5.	Sh. Ramesh Chand	PGT Chem.	Member
6.	Ms. Manisha Makhija	PGT Eng.	Member

31.SPORTS COMMITTEE:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. Nabeel Ahmad	PET	I/C
2.	Sh. M.S.Rawat	PGT Maths	Member
3.	Sh. S.D.Meena	PGT Geo.	Member
4.	Mr. G.S. Rawat	TGT Art.	Member
5.	Mrs. Geeta Rawat	PRT.	Member

32.PURCHASE COMMITTEE:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Chairman VMC		As per KVS rules.
2.	Eminent Educationist		Member
3.	Parent Member		Member
4.	Teacher Representative		Member
5.	Principal		Member
6.	Stock I/C		Member

33.<u>SEXUAL HARASSMENT COMMITTEE:</u>

S.NO	NAME	DESIGNATION	Scope of Work.
1.		Principal	As per KVS Directives.
2.	Mrs. Manisha Makhija	PGT Eng.	Member

3.		Parent Member VMC	Member
4.	Smt. Shakuntala Rana	PRT Member	Member
5.		NGO Member	Member
6.	Mrs. Deepika Bansal	UDC	Member

34. OUTSOURCE SERVICE CHECK:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Mr. M.S.Rawat(I/C)	PGT Maths	As per KVS Directives.
2.	Mrs. Anuja Sharma	PGT Eco	Member
3.	Mr. G. M. Pant	TGT Eng	Member
4.	Mr. Rajesh Kumar	WET	Member

35.BEAUTIFICATION OF CAMPUS AND DISPLAY BOARDS:

S.NO	NAME	DESIGNATION	Scope of Work.

1.	Mrs. Urmila Bamroo(I/C)	Librarian	Supervise and guide the gardner
2.	Mr. G.S. Rawat	TGT Art	Maintenance of display boards.
3.	Mr. Rajesh	WET	Member
4.	Mrs. Poonam Sharma	TGT Maths	Member
5.	Mr. Mayank	TGT Eng	Member
6.	Mrs. Leena Rawat	TGT Hindi	Member

${\bf 36. \underline{ECO\ CLUB\ FOR\ GREEN\ SCHOOL\ PROGRAMME:}}$

S.NO	NAME	DESIGNATION	Scope of Work.
1.	I/C	PGT Bio	Supervise and guide the gardner
2.	Mrs. Nidhi Gupta	TGT Sc.	Maintenance of display boards.
3.	Mrs. Urmila Bamroo	Librarian	Member
4.	Mrs. Meena Chauhan	PRT	Member

5.	Mrs. Rama Chandnani	PRT	Member
6.	Mrs. Sarita Pandey	PRT	Member
7.	Mrs.M.Dhasmana	Music Teacher.	

37.PTA (PARENT TEACHER ASSOCIATION)/ PTM:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Smt. Chetna Malik (I/C)	PGT Comm	Organise at school after periodical tests and
2.	Smt. Anuja Sharma	PGT Eco	whenever required.
3.	Mrs. Rekha Dangwal	PRT	
4.	Mr. Mayank	TGT Eng.	
5.	Mrs. Rekha Chauhan	TGT Hindi	

38. SCIENCE OLYMPIAD AND VARIOUS ACTIVITIES:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. P.K.Thapliyal (I/C)	Science Exhibition I/C	Organise at school, regional and KVS level

	PGT Physics		
2.	Sh. Ramesh Chand PGT Chem.	NCSC and Science Olympiad I/C	Member
3.	Sh. P.K.Thapliyal (I/C) PGT Physics	Teri Green Olympiad I/C	Member
4.	Ms. Nidhi Gupta TGT Sc.	Member	Member
5.	Ms. Nidhi Gupta	Inspire Award I/C	Member

39.MATHS OLYMPIAD AND MATHEMATICAL DISPLAY BOARD:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Mrs. Poonam Sharma	Member	Organise at school, regional and KVS level
2.	Mrs. Bhagirathi	Member	and KVS level
3.	Mrs. Mona Vaid	Member	

${\bf 40. \underline{VIDYALAYA\ PLAN\ ASSESSMENT\ AND\ INSPECTION\ TOOL:}}$

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. P.K.Thapliyal	I/C	
2.	Smt. Chetna Malik	Member	
3.	Mr. Rajeev Mishra	Member	
4.	Mr. Rajesh Bisht	Member	

${\bf 41. \underline{PRESS\ AND\ PUBLICATION:}}$

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Mrs. M. Makhija	I/C	
2.	Mr. R. Mishra	Member	
3.	Mrs. Urmila Bamroo	Member	
4.	Me. Urvashi Joshi	Member	

42.<u>SOP</u>:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. Nabeel Ahmad	I/C	

2.	Sh. M.S.Rawat	Member	
3.	Mrs. Anuja Sharma	Member	
4.	Mr. V.K.Singh	Member	
5.	Mr. G.Rawat	Member	
6.	Mrs. M.Dhasmana	Member	

43.<u>SCHOOL RESPONSE TEAM</u>:

A. CHILD RIGHT PROTECTION:

S.NO	NAME	DESIGNATION	Scope of Work.
1.		I/C (VP)	
2.	Mrs. M. Makhija	Member	
3.	НМ	Member	
4.	Mrs. Jyoti Handoo	Member	
5.	Sh. Nabeel Ahmad	Member	
6.	Sh. Ramesh Kumar PRT	Member	

B. EVACUATION TEAM:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. Rajesh Kumar	I/C (WET)	
2.	Sh. Nabeel Ahmad	Member	
3.	Mrs. M.Dhasmana	Member	
4.	Mrs. Varsha Khattri	Member	
5.	Mr. Sumit Gosain	Member	

C. <u>SEARCH AND RESCUE</u>:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Mr. Ramesh Chand	I/C	
2.	Smt. Chetna Malik	Member	
3.	Sh. Ramesh Kumar	Member	
4.	Sh. H.S.Bisht	Member	
5.	Mrs. Meena Chauhan	Member	

6.	Mr. Mayank	Member	

D. TRANSPORT SAFETY TEAM

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. Nabeel Ahmad	I/C	
2.	Mr. M.S.Rawat	Member	
3.	Sh. Rajesh Kumar	Member	
4.	Mrs. Sarita Pandey	Member	
5.	Mrs. Ritu Badoni	Member	
6.	Escort Teacher of the event	Member	

E. TEAM FOR STUDENTS WITH SPEACIAL NEEDS:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. Rajesh Kumar	I/C	

2.	Mrs. Urmila Bamroo	Member	
3.	Mr. G.S.Rawat	Member	
5.	Sangeeta Bhatnagar (Counsellor)	Member	
6.	Nurse	Member	

F. INTERNAL COMPLAINT COMMITYTEE:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	VP	I/C	
2.	HM	Member	
3.	Mrs. Anuja Sharma	Member	
4.	Mrs. M. Makhija	Member	
5.	Mr. S.D.Meena	Member	
6.	Mrs. Anuja Sharma	Member	
7.	Mr. P.K.Thapliyal	Member	

44. GREEN SCHOOL AUDIT:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Sh. P.K.Thapliyal	I/C	
2.	Mrs. Nidhi Gupta	Ass. I/C	

<u>45.ACP</u>:

S.NO	NAME	DESIGNATION	Scope of Work.
1.	Smt. Jyoti Hanoo	TGT	
2.	Mrs. Mona Vaid	TGT	
3.	Smt. Rekha Chauhan		
4.	Smt. Jasbir Kaur	PRT	