

KENDRIYA VIDYALAYA KOPPAL: 583231
COMMITEES FOR THE YEAR -2020-21

| S.no | Department | Name of the Teachers. | Duties & Responsibilities | Sign |
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| 1. | Admission | 1. Mrs.NaliniSarf–TGT(Maths) I/c 2. Mr.Thendup Lama ,Librarian 3. Mr.Sharvan Ram, PRT 4. Mr.Kanakachala,(Computer Inst.) | Advertisement, issue of application forms, registration. Scrutiny of the forms. Preparation of lists for lots. Preparation of list for provisional admission. Admissions to all classes as per KVS norms, Maintenance of admission registers. Monitoring of T.Cs issued, uploading of registered application in the web site, uploading of TC on regular basis, Monthly updating the students 'enrolment. Any changes in register. To collect the data and send to RO,on the last working day with the help of Computer instructor. | |
| 2. | Time-Table Secondary Primary (Arrangement, Bell Timings& Corridor Duty) | 1. Mr. Vikram Kumar TGT(SST) I/C 2. Mrs. Jyoti Verma 1. Mr. Sharvan Ram 2. Mrs.VaishaliAmbedkarPRT(Music) To assist in arrangement. | Preparation of teachers, classes Time table, Remedial time table as per KVS norms. Monitoring of regular, zero period and Test/ Exam bell timings. Preparation of salary statement of coaches and part-time teachers every month. To arrange the classes of the teachers on daily basis who are on leave/OD. To prepare special Time table as per need and requirement. Display corridor duty. | |
| 3. | Morning Assembly In-charge | 1.Mrs. Jyoti Verma TGT(Sci.) I/C 2. Mrs.Vaishali Ambedkar PRT(Music) 3. TGT (P&HE) | To conduct the morning assembly within the stipulated timings as per KVS norms. To monitor the announcements. To monitor the discipline and the conduct of morning assembly programme. | |

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| 4 | Examination CBSE a) Internal Secondary Primary | 1. Mrs.Nalni Saraf TGT (Maths) I/C 2. Mrs. Jyoti Verma TGT(SCI) 1. Mr.Alankari Tiwari Class I & II 2. Mr.Shravan Ram Class III to V- Mr. Kanakachala (Computer inst.) | To maintain all the records related to Examination Department. Internal – Planning & conduct of Monthly Tests/PT/HY/Annual Exam/Pre-Boards as per schedule. Distribution of progress cards, study materials & practice set papers. Distribution of students and teachers diaries. All works/Tests/Exams related to CBSE. Taking care of timely dispatch of CBSE letters/uploading of data to CBSE web site. Taking care of all student needs connected to CBSE. Maintenance of Board Result registers for class X. | |
| b) | External Examination | 1.Mr.Madhusudhan Sharma TGT (SKT) 2.Mr.Manoj Kumar TGT-Hindi Mr. Kanakachala, (Comp Inst) | Arrangement & conduct of exam as per guidelines given by the respective agency. | |
| 5 | CCA (a) School based and External Primary | 1. Mrs. Jyothi Verma TGT(Sci) I/C 2. Mrs. Vaishali Ambedkar 3. Mr. Ashraf Ali TGT (WE) Associate Result and records keeping In-charge. 1. Mr. Murali Krishna PRT 2. Mr.SaurabhSankhwar PRT | Arrangement and coordination for Vidyalaya cultural items and events. To organize cultural activities during all school related functions. Planning of activities, conduction of programme, preparation and announcement in assembly. Maintenance of Register for activities conducted, details of students getting prizes, distribution of CCA prizes to students. Planning, preparation and arrangement of important days and celebrations as per the KVS guidelines.Student Council – allotment of duties, discipline, uniform checking etc. to publish the School Magazine for the year 2018.To collect data from various departments for annual report as per (RO). | |

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| b) | House | <p>House Masters Secondary</p> <table border="1" data-bbox="489 168 1062 570"> <tr> <td>SHIVAJI HOUSE Master</td> <td>TAGORE HOUSE Master</td> <td>ASHOKA HOUSE Master</td> <td>RAMAN HOUSE Master</td> </tr> <tr> <td>Mr. Vikram Kumar</td> <td>Mr. Manoj Kumar</td> <td>Mrs. N.P. Mary</td> <td>Mr. Madhusudan Sharma</td> </tr> <tr> <td>AHM Mrs. Jyothi V</td> <td>AHM Mr. T. Lama</td> <td>AHM Mrs. M. Bhati</td> <td>AHM Mr. Ashraf Ali</td> </tr> </table> <p>House Masters Primary</p> <table border="1" data-bbox="489 646 1079 857"> <tr> <td>SHIVAJI HOUSE Master</td> <td>TAGORE HOUSE Master</td> <td>ASHOKA HOUSE Master</td> <td>RAMAN HOUSE Master</td> </tr> <tr> <td>Mr. A.T</td> <td>Mr. M.K</td> <td>Mr. S.R.</td> <td>Mr. S.S.</td> </tr> <tr> <td>Mrs. A.S</td> <td>Mrs.V.A</td> <td>Mrs. A.S</td> <td>Mrs.V.A</td> </tr> </table> | SHIVAJI HOUSE Master | TAGORE HOUSE Master | ASHOKA HOUSE Master | RAMAN HOUSE Master | Mr. Vikram Kumar | Mr. Manoj Kumar | Mrs. N.P. Mary | Mr. Madhusudan Sharma | AHM Mrs. Jyothi V | AHM Mr. T. Lama | AHM Mrs. M. Bhati | AHM Mr. Ashraf Ali | SHIVAJI HOUSE Master | TAGORE HOUSE Master | ASHOKA HOUSE Master | RAMAN HOUSE Master | Mr. A.T | Mr. M.K | Mr. S.R. | Mr. S.S. | Mrs. A.S | Mrs.V.A | Mrs. A.S | Mrs.V.A | <p>To prepare the students for various competitions. Seating arrangements for function, events, competition. Maintenance of perfects/student's council on duty. Maintain records of competitions. To ensure mass participation in all the activities. To conduct house meeting and maintain house register. To see that children participate in the appropriate competitions conducted by different agencies. To make note of the achievements of students in Register and to submit the details as and when required. Arrangement of Seminars, guest lectures/talks, career To announces the various competitions in the morning assembly. To motivate the students to subscribe to NIE and to place order for the papers and to ensure the proper distribution of the papers. To prepare the students to take part in the various competitions and the activities.</p> | |
| SHIVAJI HOUSE Master | TAGORE HOUSE Master | ASHOKA HOUSE Master | RAMAN HOUSE Master | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mr. Vikram Kumar | Mr. Manoj Kumar | Mrs. N.P. Mary | Mr. Madhusudan Sharma | | | | | | | | | | | | | | | | | | | | | | | | | |
| AHM Mrs. Jyothi V | AHM Mr. T. Lama | AHM Mrs. M. Bhati | AHM Mr. Ashraf Ali | | | | | | | | | | | | | | | | | | | | | | | | | |
| SHIVAJI HOUSE Master | TAGORE HOUSE Master | ASHOKA HOUSE Master | RAMAN HOUSE Master | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mr. A.T | Mr. M.K | Mr. S.R. | Mr. S.S. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mrs. A.S | Mrs.V.A | Mrs. A.S | Mrs.V.A | | | | | | | | | | | | | | | | | | | | | | | | | |
| c) | AEP | <ol style="list-style-type: none"> 1. Mrs. N.P.Mary TGT(Eng) I/C 2. Mr. Ashraf Ali TGT(WE) | <ol style="list-style-type: none"> 1. To subscribe and distribute Newspapers as per the standard of classes. 2. To maintain record of NIE leaders of all classes 3. Ensure maximum participation of the students in the activities taken under NIE 4. Publishing of reports of various events taking place in the Vidyalaya . | | | | | | | | | | | | | | | | | | | | | | | | | |
| d) | Clubs | <ol style="list-style-type: none"> 1. Literary Club <ol style="list-style-type: none"> i. English– Mrs.N.P.Mary I/C ii. Hindi – Mr.Manoj Kumar I/C iii. Sanskrit- Mr. Madhu Sudan I/C 2. Eco club –Mr.Ashraf Ali I/C 3. Integrity club Mr.Vikram Kumar I/C 4. Maths – Mrs. NalniSaraf,I/C | <ol style="list-style-type: none"> 1. Activities to be planned and implemented. 2. Records to be maintained in the Club Register. 3. Upkeep of the bulletin board. 4. Ensure maximum participation of students in the club activities. | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 6. | Academic Coordinator & Back to Basic. (SLATE). | <p>Mrs. NalniSaraf-Overall I/C</p> <ol style="list-style-type: none"> 1. All Class Teachers of Classes 1 to 8. 2. All Class teachers (VI- X) <p style="text-align: center;"><u>Class Coordinators for PTM</u></p> <ol style="list-style-type: none"> 1- VI – Mrs. N.P. Mary 2- VII – Mr. MadhuSudhan Sharma 3- VIII – Mrs. Jyoti Verma 4- IX – Mr. Vikram Kumar 5- X- Mrs. NalniSaraf | <p>To implement and maintain records of Back to Basics from class 6 to 8 as per KVS norms.</p> <p>To maintain record of all activities related to academics.</p> <p>To distribute list of text books Note books, option forms and other details.</p> <p>To maintain minutes of academic meetings.</p> <p>To organize and conduct Parent teacher meetings for all the classes.</p> <p>To send the information to parents regarding academics.</p> <p>To send messages to parents through UOLO app regarding PTMs/Holidays/any academic related information.</p> | |
| 7. | Grievance, Child Right protection cell (POSCO) RTI | <ol style="list-style-type: none"> 1. Mrs. Nalni Saraf I/C 2. Mrs. N.P. Mary 3. Mr. Manoj Kumar 4. Mr. Shravan Ram | <p>Dealing with the grievances of teachers and students once a fortnight. Maintenance of register with proper records.</p> <p>To attend to all discipline cases in the school.</p> <p>To reply to all RTI and RTE related information</p> | |
| 8. | Arrival and dispersal of students. Discipline | <ol style="list-style-type: none"> 1.Mr. Ashraf Ali TGT(WE) I/c 2. TGT (P&HE) I/C (Boys) 3.Mrs. N.P.MaryI/C(Girls). 4.All Class Teachers 5.House on Duty | <p>Timely closing of the gate, coordinating with the discipline committee, report of everyday to reach the Principal and to ensure the safety and security of the students, corridor movement, dispersal of students after school hours, issue of ID cards, Out pass, Visitor’s pass, Parent ID etc.</p> <p>Checking of late comers, uniform, dispersal of students after school hours.</p> | |

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| 9. | <p>Subject Convenors</p> <p>Departments/Stock holders</p> | <ol style="list-style-type: none"> 1. English- Mrs. N.P.Mary 2. Hindi -Mr. Manoj Kumar 3. Maths - Mrs.NalniSaraf 4. Sanskrit – Mr. Madhusudan Sharma 5. Science - Mrs. JyotiVermaTGT 6. Social Science- Mr. Vikram Kumar 1. SUPW-Mr. Ashraf Ali-TGT(WE) 2.P.E. -Mr. Thendup Lama (Librarian) 3. ART- Mrs. MahendraBhati TGT(AE) 4. Comp. Lab–Mrs.N.P.Mary 5. Mrs. Vaishali Ambedkar-PRT(Music) 6. Library- Mr.Thendup Lama-Librarian 7. Junior Science Lab– Mrs. Jyothi Verma TGT (Sci.) 8. Scouts & Guides- Scouts-Mr. Thendup Lama Guides- Mrs.N. P. Mary 9. Medical Room- Mrs. Vaishali Ambedkar PRT (Music) | <p>Conducting subject committee meeting and to maintain register.</p> <p>Release of Vidyalaya magazine.</p> <p>Conduct meeting once in a month. (First week)</p> <p>Monday – English</p> <p>Tuesday – Hindi & Sanskrit</p> <p>Wednesday – Maths</p> <p>Thursday -Science</p> <p>Friday– Social Science</p> <p>Primary (As per their schedule).</p> <p>Placing order for requirement for the respective department.</p> <p>Taking up condemnation work.</p> <p>Maintenance of stock register.</p> | |
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| 10. | Furniture, Repair and Maintenance of Fixtures and assets | 1.Mr. Madhusudan S. -I/C 2. Mr. SaurabhSankawar 3. Mrs. Anjali | Maintenance of stock register of furniture of the class-wise, staff room, labs, depts., library, office, Principal room etc., Preparation of list of broken and repairable furniture. Submission of requirements if any. Preparation of annual condemnation list. To maintain the stock of all the assets like Fridge, Intercom, and Duplicating Machine, Vending machine etc. To procure AMC as required. Maintenance of all the items Repair work of electrical wiring. Fixation of tubes, switches, bulbs. Maintenance of aqua guard, Refrigerator and coolers. Decoration during Function/Events/Celebrations. | |
| 11. | Contractual Appointments Photography | 1. Mrs. NalniSaraf TGT(Maths)-I/C 2. Mr.Vikram Kumar Mr,Alankar Tiwari | To draft the advertisement and give it in the Newspaper. To prepare for the interview. To prepare the panel. To call the teachers as and when required and to complete all the necessary formalities. Arrangement of photographer for School programmes. Maintenance of album. Uploading of photos after every event on the Website and publishing in the newspaper. | |
| 12. | PA System | 1.Mr.Ashraf Ali -TGT(WE)–I/C (Primary &Secondary) 2. Mrs. Vaishali PRT(Music) | Purchase & Maintenance of PA system related items. Ensuring the functioning of this during daily assembly (both in Primary & secondary) and also during all the meetings, workshops, seminars and celebrations at school. | |
| 13. | Excursion Sec &Sr Sec | 1.Mr.Vikram Kumar TGT (S.Sc.) 2. TGT (P&HE) All Class Teachers | Planning and arrangement of educational tours as per KVS direction for students and staff. | |

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| 14. | Scouts & Guides | <p>1. Mr.Thendup Lama TGT (Librarian)-Scouts I/C 2.Mrs.Mahendra Bhati -TGT ART Guides I/C 3.Mrs.N.P.Mary, TGT – English</p> | <p>To conduct scouts and guides activities in the Vidyalaya. To prepare the students for various testing camps. To plan for adventure activities for scouts.</p> | |
| 15. | Website Maintenance | <p>1.Mrs.N.P.Mary 2.Computer Instructor</p> | <p>Safety and security of all computer labs. Submission of requirements. All works related to computer department. Submission of monthly report to the Regional Office. School web site maintenance. Uploading of all information with photos.</p> | |
| 16. | Medical Check-up First Aid Secondary | <p>1.TGT(P&HE)-I/C 2, Mr.Vikram Kumar TGT(Soc.Sc.) 3.Mr.Sharvan Ram, PRT 4.All class teachers</p> | <p>Distribution and collection of medical cards to class teachers. Arrangement of students' health checks up, twice a year as per KVS Purchase of medicines and materials for First Aid kit Providing first aid facilities to students as and when required. Attending to all emergency conditions. Schedule.</p> | |
| 17. | Fire Safety and Evacuation | <p>1. Mr. Ashraf Ali TGT (WE) I/C 2.TGT (P&HE) 3. Mrs. N.P. Mary 4.Mr.Sharvan Ram 5.Mrs.Vaishali Ambedkar</p> | <p>To train the teachers & the students. To plan mock drill To check up, procurement of the equipment. To procure the certificate</p> | |
| 18. | Fee collections, UBI, Checking CS 11 & CS 54 & Shaaladarpan | <p>1.Mrs.Nalni saraf, TGT(Maths)- I/C 2. Computer Instructor</p> | <p>Fixing and announcement of dates for fee collections. Feeding of data to UBI Server. Preparation of Challans. Take up the modifications as and when required. To update all the details of ShaalaDarpan and keep the records.</p> | |

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| 19. | Guidance & Counseling Internal Complaint | <ol style="list-style-type: none"> 1. Mrs. NalniSaraf TGT Maths 2. Mrs. N.P.Mary TGT Eng 3. Mr.Vikram Kumar TGT SSt 4. Mr. Alankar T. PRT | <p>To carry out sessions on various careers. To put up in the school various options of careers available.</p> <p>Dealing the matters with students, teachers and parents To intimate the children regarding the various courses. Addressing the complaints and maintenance of suggestive measures. Steps taken.</p> | |
| 20. | AEP | <ol style="list-style-type: none"> 1.Mrs. N.P.MaryTGT English – I/C 2.Mr. Ashraf Ali (Boys) 3.Mrs. Mahendra Bhati | <p>To sensitize the students on adolescent issues. To train all the Teachers. To maintain records. To inform the students about the various courses that can be taken as career.</p> | |

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| 21. | <p>Security</p> <p>Conservation (Cleanliness and Maintenance sanitation) and Gardening</p> <p>Repair and Maintenance</p> | <p>Mr. Ashraf Ali (TGT-WE)</p> <p>Mr. Manoj Kumar TGT(Hindi) Mr.Madhu Sudan Sharma(TGT-SKT) Mr.Sharvan Ram –PRT Mrs.Jyothi Verma (TGT-Science)</p> <p>1. Mr.Ashraf Ali TGT-WE 2. Mr.Manoj Kumar TGT-Hinid 3. Mr.Shravan Ram PRT</p> | <p>To do correspondence with the Authorized agency. To check the attendance/ ESI/ Police verification of House keeping staff. To verify and monitor the stock purchased under Sanitation regularly To certify the bills related to the Sanitation Committee. To ensure that the wash rooms at A,B and C Blocks are cleaned twice daily by the house keeping ladies. To maintain records. To ensure that the classrooms and the corridors of their respective blocks are cleaned. Functioning of Vending Machine- Upkeep of the machine, help and guide the students how to use it. AMC to be maintained Functioning and cleaning of Fountain in C- Block To ensure cleanliness of the school/classrooms/corridors/wash rooms/water supply/storage/ dustbins/electrical points. Arrangement of night duty staff (as per the need)during all the important events . To prepare the monthly report on Sanitation/cleanliness for dispatch to the Regional office. To monitor the work of the conservancy and security. To check the attendance. To check and certify the payments. Any grievances or complaints should be brought to the notice of the Principal immediately.</p> <p>To take up all repair works.</p> | |
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| 22. | Class teachers | <p>All Class teachers</p> <p>ANNEXURE ATTACHED</p> | <p>Classroom maintenance: Cleanliness, Decoration, Information, Class room Inventory, ICT equipments</p> <p>Students Discipline: Student's uniform, late comers, etc., immediately bring it to the notice of Principal and inform the parents. Maintain the Anecdotal record of students.</p> <p>Others: All leave letters, Fee concession letters, TC. Application forms and any official letters should be certified by Class teachers or Co-class teachers before reaching to the Principal for counter signature.</p> | |
| 23. | Repair and Maintenance | <p>1. Mr.Ashraf Ali TGT-WE</p> <p>2. Mr.Manoj Kumar TGT-Hinid</p> <p>3. Mr.Shravan Ram PRT</p> | <p>Maintaining the boards inside the classrooms, name boards for classes to be painted on the doors etc. and coolers. Decoration during Function/Events/Celebrations.</p> <p>To maintenance of the principal room, museum with the existing items. Addition of items in consultation with Principal.</p> | |
| 24. | Gardening and beautification | <p>1.Mrs.Jyothi Verma (TGT-Science)</p> <p>2.Mr.Sharvan Ram –PRT</p> | <p>To maintain the garden of the Vidyalaya.</p> <p>To supervise the work of the gardener.</p> <p>To procure materials for gardening .</p> | |
| 25. | Printing Students Diary etc. | <p>1. TGT(Eng)-I/C (English)</p> <p>3. TGT(Skt)-I/C (Sanskrit)</p> <p>4. TGT(AE)1.</p> <p>5 Mrs.Anjali Singh PRT</p> | <p>Printing work related to admission, school magazines, students and teachers diaries,invitation cards, DO letters etc., under the supervision of committee incharge.</p> | |
| 26. | Teaching Aids | <p>1. TGT(Soc. Sc) - I/C</p> <p>2. Sharavan Ram</p> | <p>To keep the stock of all teaching aids.</p> <p>To purchase new teaching aids as required.</p> | |
| 27. | Refreshments | <p>1.Mr. Madhusudan Sharma</p> <p>2. Mr. Manojkumar</p> <p>3. Mr. AlankarTiwari</p> | <p>For all events</p> <p>To stock refreshments in the fridge to serve the VIP as and when required.</p> <p>To maintain register regarding expenses incurred for various events</p> | |

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| 28. | Meetings | <p><u>V M C Meeting:</u> 1.-Mr.Vikram Kumar TGT (Soc. Sc)- I/C</p> <p><u>PTA Meeting –</u> 1.Mr. N.P.Mary, TGT(English) 2. All Class Teacher</p> <p><u>Staff meetings –</u> 1.Mrs. N.P.Mary TGT-Eng 2. Mr.Kanakachala, CI</p> | <p>To take up all the work related to VMC meeting & VEC as and when required.</p> <p>To inform the members about the Meeting. Draft the meeting report and final report. Arrangement of PTA as per schedule. Inform the students in advance. Maintain attendance and minutes of the meeting. To Organize the meeting To collect the minutes of the meetings conducted on 3rd Saturday. To consolidate the minutes and present to PTA Joint Secretary. To maintain the Minutes of the meeting. To organize the meetings. To collect the subscription. To arrange Farewell meetings.</p> | |
| 29. | Library committee | <p>1.Mr.Thendup Lama,TGT(Lib) – I/C 2.Mrs.N.P.Mary TGT -Eng 3. Mr.Manoj Kumar TGT-Hindi 4. Mr.MadhuSudan TGT-Sanskrit 5.Mrs.Nalni Saraf TGT -Maths 6. Mr. Vikram Kumar TGT-Soc.</p> | <p>Maintenance of books Purchase according to the requirements Digitalization of library.</p> | |
| 30 | Alumni Association | <p>1. Mrs. N.P.Mary TGT-English 2. Mr.Kanakachala, (computer inst.)</p> | <p>To setup Alumni association in the Vidyalaya.Tokeep record of students joining Engg, Medicine, NDA or other Professional courses after class X-Result.</p> | |
| 31 | Olympiads (Maths) – KVS/ INMO | <p>1.Mr.,Nalni Saraf-TGT(Maths)-I/C</p> | <p>To register students as per KVS guidelines To inform the students the dates regarding the various examination. To train, to conduct the tests To maintain records.</p> | |

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| 32. | Inspire, NCSC | 1.Mrs. JyotiVermaTGT (Science)-I/C 2.All Science teachers. | To register students as per KVS guidelines. To inform the students the dates regarding the various examination. To train, to conduct the tests To maintain records, arrangement of escorts, judges. | |
| 33. | General Olympiad | 1.Mrs. Jyoti Verma .TGT(Sc)-I/C | To register students as per KVS guidelines. To inform the students the dates regarding the various examination. Ensure Maximum participation of children. | |
| 34 | Purchase Committee | 1.Mr. Madhusudan Sharma 2.Mr. Manojkumar 3.Mr. AlankarTiwari 4.All Department In-charges | Consolidating the requisition from all teachers. Conduct of market survey to procure quotation. To prepare comparative statement. To verify the purchases/bills as per procedure. To endure that the payment is made to the firm. | |
| 35 | Science Exhibition/ Science Olympiads/ Green Olympiads | 1.Mrs. JyotiTGT Science -I/C 4.All science teachers | 1. To inform and train the students for the various exhibitions. 2. To conduct all the events as per KVS guidelines. 3. To maintain the records. | |
| 36. | Income Tax | 1. Mrs.NalniSaraf-TGT Maths 2.Mr.Jagan ChoudharyLDC 3.Mr.Kanakachala, C.I | To check IT details submitted by the Teachers and preparation of Form 16. | |
| 37. | Staff Room Maintenance | 1. Mrs. VaishaliAmbedkar PRT(Music) | To assign the duty to teachers on rotation basis. | |
| 38.. | Staff Vacancy Position | Office staff | To take up the work as required | |
| 39 | Swasthbachchey Swasth Bharat (SBSB) Students with special needs (Divyang). | 1. Mr.Vikaram Kumar -TGT SSt.- 2.TGT(P& HE) 3 Saurbhsankhwar -PRT 4. Coaches 5. All Class Teachers. | 1. Distribution of cards to all the classes. 2. Monitoring of the activity, helping in organizing. 3. To maintain the record for the entire year. 4. Collection of Data class wise as per guidelines./KVS norms. 5. To keep records ready for sending to RO as and when required. | |

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| 40 | Transportation and Safety system | 1. TGT(P &HE) 2.Mr.Ashraf Ali TGT(WE) | To call for the Tender and prepare a panel and to arrange for the vehicles as and when required. | |
| 41. | Flag Duty | 1.TGT (P&HE) 2. Mr. Thendup Lama, Librarian | To allot duties and train teachers for flag hoisting and lowering | |
| 42. | Raj Bhasha | 1.Mr.Manoj Kumar TGT(Hindi)- 2.All Hindi teachers 3. Non teaching staff | To take care of implementation of all activities of Raj Bhasha Programme in the Vidyalaya. | |
| 43 | Atal Tinkering Lab | 1. TGT(Sci) 3.All science teachers. | To organize activities. Encourage students for active participation. Upkeep and maintenance To maintain records as per the guidelines received. | |
| 44. | Office Co ordination | 1.Mrs.Nalni Saraf TGT-Maths 2.Mr.N.P.Mary TGT-English 2.Computer instructor | To assist for Office work as per instructions received . To assist for official correspondence to RO. | |
| 45. | ACP | 1.Mr.JyotiVermaTGT(SST) 2.Mrs.Mahendra Bhati TGT ART 3. Mr. Thendup lama Librarian | To implement the programme ACP in a planned and systematic manner from class 7, 8 & 9 as per the KVS guidelines. | |
| 46 | Lab Maintenance Physics Chemistry Biology | Mrs. Jyoti Verma TGT Sc. | Equipping labs | |

NOTE:

1. These committees are formed for the smooth functioning of the Vidyalaya.
2. All the In charges and members of various committees are requested to perform the duties as mentioned above.
3. Apart from these, if any work is assigned by the Principal, all teachers have to carry out the work.
4. All the contractual teachers will take up the work assigned by the Principal.
5. All the committee in charges will upload their report of activities along with the photos on the website.

PRINCIPAL

