

KENDRIYA VIDYALAYA SAINIK VIHAR DELHI-34

SESSION 2022-2023

OFFICE ORDER

The following committees have been constituted for smooth and effective functioning of Vidyalaya during ongoing academic session . All the staff members will gauge the gravity of the nature of work and comply religiously. All the committee members will be equally responsible for the sanctity , punctuality and substantiation of assigned work to the committee. The undersigned will minutely scrutinize updates from the incharges or from any member of the committee. In absence of the incharge the next senior member of the committee will automatically become the incharge and so on hierarchically but all the members will be equally accountable. Incharge will write the names of the members in the Committee register and task allotted. The incharge will distribute the work among the members according to the need and will fix the amenability. No sooner do the committee member signs the notice than they institutionalize the realignment . Any ambiguity encountered at random has to be resolved with the consultation of undersigned .

PRINCIPAL

Sr. No.	Committee Name	Scope Of Work	Shift	Code	Incharge	Code	Members	Remark
1	Admission	<ul style="list-style-type: none"> · Distribution, Registration and scrutiny of admission forms as per the schedule given by KVS.. · Arrangement of Draw of lots as per KVS guidelines. · Preparation of provisional list of selected candidates for the admission for all the classes. · To administer the admission test and preparation of merit list as per the admission guidelines by the KVS. · To take the approval of VMC before the release of Admission list. · Maintenance of admission registers. · Admission of candidates based on KV TC as per KVS norms. · Admission as per RTE Act. · Local Transfer Admission. · Maintenance of admission records as per KVS guidelines in the prescribed proformas. · Details of admission uploading on the website. · Updating of monthly enrollment of various classes to the RO, Cluster etc. All other work related to admission as per direction of the undersigned. 	①	11	Mrs. Hema Gupta , PGT Comm	3	Mrs. Shiromani , PGT Phy	
						10	Mrs. Priti Singh , PGT Compt	
						61	Mr. Sauraj ,PRT	
						45	Mrs. Deepti , PRT	
						62	Mr. Satyender , PRT	
						36	Mrs. Pushpa Chawdhry , TGT SST	
						30	Mrs. Meenakshi Sharma , TGT Hindi	
						58	Mr. Sandeep singh , PRT	
			②	4	Mr. Rajeev Kumar TGT Hin	9	Mrs. Kalpna Pal LIBR	
						17	Mrs. Geetanjali Sharma PRT	
						13	Mrs. Ritu PRT	
							#N/A	
							#N/A	
							#N/A	
2	CCA, NAEP & Maintaining Diary of Events	<ul style="list-style-type: none"> · Division of houses along with house master and Associate of house masters · Distribution to students to various house · b) Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects. · c) Procuring badges for Captains Monitors, prefects. · d) Conduct of investiture (Badge presentation Ceremony) · e) Assigning duties to all members of the Student Council House Wise. 	①	15	Mrs. Urmila Yadav , PGT Hindi	17	Mrs. Indu Sharma	
						14	Mrs. Preety Singh , PGT Eng	
						28	Mrs. Durga Wati , TGT Hindi	
						34	Mrs. Nikita Ohlan , Eng	
						29	Mrs. Sonia , TGT Hindi	
						42	Ms. Deepti , TGT AE	

		<ul style="list-style-type: none"> f) Conduct of monthly meetings with the members of student's council. g) Maintenance of Students council register/record. Box meant for general complaints / suggestion, should be opened on the last working day of the month Separate files for preserving the complaints / suggestions & register for recording the complaints / suggestion should be opened Corrective, measures are to be taken immediately in consultation with Principal. Monthly online report to be sent. To see that morning assembly programme is being conducted within stipulated time. To evaluate the various items of morning assembly programme on five point scale – Excellent: Very good; Good; Average; Below Average To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme. To arrange the PA system, musical instrument well in advance before the start of morning assembly. Annual Planning of CCA activities –house wise. Maintenance of result and register of CCA activities. Purchase and distribution of CCA prizes & medals. Maintaining CCA Activities register <p>Any other work related to CCA as per direction of the undersigned.</p>				<table border="1"> <tr><td>40</td><td>Mrs. Ritu Yadav , WET</td></tr> <tr><td>49</td><td>Mrs. Gunjan Sharma , PRT</td></tr> <tr><td>52</td><td>Mrs. Shweta Aggrawaal , PRT</td></tr> <tr><td>66</td><td>Mrs. Himani , PRT</td></tr> <tr><td></td><td>#N/A</td></tr> <tr><td></td><td>#N/A</td></tr> <tr><td></td><td>#N/A</td></tr> <tr><td></td><td>#N/A</td></tr> <tr><td></td><td>#N/A</td></tr> <tr><td></td><td>#N/A</td></tr> </table>	40	Mrs. Ritu Yadav , WET	49	Mrs. Gunjan Sharma , PRT	52	Mrs. Shweta Aggrawaal , PRT	66	Mrs. Himani , PRT		#N/A		#N/A		#N/A		#N/A		#N/A		#N/A	I/C Primary
40	Mrs. Ritu Yadav , WET																										
49	Mrs. Gunjan Sharma , PRT																										
52	Mrs. Shweta Aggrawaal , PRT																										
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16	Mrs. Vaishali Sharma PRT																										
	#N/A																										
	#N/A																										
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	#N/A																										
3	Home Examination & CBSE	<ul style="list-style-type: none"> To prepare an action plan for conducting monthly test for classes III to V, VI to X and XI, XII and other classes. Conducting FA I, II, III, IV, SA – I, SA – II as per KVS norms. 	①	4	Mr. Puneet Sawhney , PGT Chem	<table border="1"> <tr><td>16</td><td>Mrs. Archna Singh , PGT Econ</td></tr> </table>	16	Mrs. Archna Singh , PGT Econ																			
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- To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- To procure the result register, progress reports, certificate of school based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.
- To conduct the test as per guidelines.
- Declaration of results as per the KVS schedule.
- To maintain and place all the records pertaining to examination before the member of panel inspection team.
- To calculate the split up syllabus as per KVS norms and to issue the notices, circulars of the examinations to the staff from time to time.
- To visit KVS, Regional Office and CBSE websites regularly for the examination notices, circulars
- To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
- To update examination details on website regularly.
- To arrange PTM as well staff meeting as per need.
- Registration for Problem solving Assessment Test, Class IX to XII registration, filling of the forms and completing the formalities time bound.
- Correspondence for school affiliation.
- Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS (HQ) in time.

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Mrs. Kanti Pal WET

21	Mrs. Dipi Sharma, TGT Science
23	Mrs. Ritu Chhabra , TGT Math
32	Mr. Sunil Kumar TGT , Eng
0	#N/A
47	Mrs. Sangeeta Soni , PRT
53	Mrs. Laxmi Devi Masiwal , PRT
69	Mrs. Meenu PRT
	#N/A
	#N/A
	#N/A
	#N/A
	#N/A
	#N/A
	#N/A
5	Mr. Tlak Raj TGT Eng

I/C Primary

		<ul style="list-style-type: none"> Maintaining the record of shortage of attendance directing the class teachers to inform the same to the parents and correspondence with CBSE board. Framing the practical time table in liaison with other subject teachers. Conducting the CBSE board exam as per the CBSE norms. Updating school website regularly. To arrange PTM as well staff meeting as per need. Any other work related to exam and as per direction given by the undersigned. 				17	Mrs. Geetanjali Sharma PRT	
							#N/A	
							#N/A	
							#N/A	
							#N/A	
							#N/A	
4	Subject Conveners	<ul style="list-style-type: none"> the split up syllabus approved by KVS Demo classes by rotation during the subject committee Subject conveners should convene the meeting with member of their own faculty in the last week of every month. Minutes of the meeting is to be submitted to the principal on the last day of the month. Subject conveners will discuss the following issues during the meeting : Guidance regarding the maintenance of teacher diary Coverage of syllabus as per the split up syllabus approved by KVS Conducting the practical for classes IX to XII as per discussed in the meeting Uses of computers and other audio visual aids in teaching learning process Plan of evaluation of home assignment To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms. Plan of action for weak students & bright students Remedial teaching for weak students Decoration of bulletin boards in corridors / class rooms with educational charts. Club activity / Science and social exhibition <p>NOTE:As a subject convener, you will be held responsible for non – submission of the record to the Principal</p>	①	1	Mrs Neera Singhal V.P	9	Dr. Amar Singh PGT Compt	C.S & I.P
						13	Mrs. Manju Singh , PGT Eng	Eng
						15	Mrs. Urmila Yadav , PGT Hindi	Hin & Skt
						2	Mr. N. K. Rathore , PGT Phy	Science
						7	Mr. Harish Kumar , PGT Math	Math
						18	Dr. (Mrs.) Ratna Laxmi , PGT Hist	SOST
						43	Mrs. Sangeeta Shukramani , HM	Primary
							#N/A	
			②	1	Mr. Ajit Singh V.P	7	Mr. Rajnender Kumar TGT SST	
						6	Mrs. Kavita Yadav TGT SCN	
						17	Mrs. Geetanjali Sharma PRT	
						4	Mr. Rajeev Kumar TGT Hin	
						5	Mr. Tlak Raj TGT Eng	
						3	Mr. Krishna Kumar TGT Math	

5	Time Table and Arrangement & Verification of Pay of Contractual Staff	<ul style="list-style-type: none"> To prepare the class time table and teachers time table as per KVS norms. To prepare the special time table & after school hours, Autumn break, Winter Break, summer vacation for the classes X and XII as per the direction of the Principal and KVS. To prepare the special time table for remedial teaching (weak students in all classes.) To give arrangement work for the teachers. To display copy of arrangement, work in the notice board. Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers To maintain the arrangements, register. <p>Any other work related to time table and as per direction given by the undersigned.</p>	①	7	Mr. Harish Kumar , PGT Math	16	Mrs. Archana Singh , PGT Econ			
							3	Mrs. Shiromani , PGT Phy		
							41	Mrs. Shashi kala Yadav Libr	Arrangement	
							44	Mrs. Surabhi , PRT	I/C Primary	
							60	Mr. Sumeet , PRT		
							48	Mrs. Kusum Mishra , PRT	Arrangement	
								#N/A		
					②	3	Mr. Krishna Kumar TGT Math	7	Mr. Rajnender Kumar TGT SST	
								0	#N/A	
									#N/A	
6	Career Counseling & Guidance	<ul style="list-style-type: none"> To arrange guest lectures on important occasions by inviting, Scientist, Doctors and other dignitaries. To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned filed. To pay the remuneration in consultation with principal 	①	13	Mrs. Manju Singh , PGT Eng	3	Mrs. Shiromani , PGT Phy			
							33	Mrs. Seema Bansal , Eng		
							34	Mrs. Nikita Ohlan , Eng		
							28	Mrs. Durga Wati , TGT		
					②	6	Mrs. Kavita Yadav TGT SCN	5	Mr. Tlak Raj TGT Eng	
									#N/A	
7	Social Science Exhibition and EBSB	<ul style="list-style-type: none"> To motivate children to prepare projects/ model based on country/state allotted to the region. To encourage more and more children to participate in cluster level Regional Level and National Level exhibition. To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition. To encourage the students to submit online projects on project Think.com. To ensure project-based learning in all the classes. 	①	16	Mrs. Archana Singh , PGT Econ	18	Dr. (Mrs.) Ratna Laxmi , PGT Hist			
							17	Mrs. Indu Sharma		
							19	Mr. Avni Bhushan , PGT Geog		
							42	Ms. Deepti , TGT AE		
							36	Mrs. Pushpa Chawdhry , TGT SST		
							35	Mr. Dileep Kumar , TGT SST		

		* Gandhian thought based activity				37	Mrs. Ritu Sharma , TGT SST	
			②	7	Mr. Rajnender Kumar TGT SST	10	Mrs. Nisha Aggarwaal AE	
						17	Mrs. Geetanjali Sharma PRT	
						18	Mr. Harjeet Singh MUSIC	
8	Science Exhibition & Science Congress	<ul style="list-style-type: none"> To motivate the students to prepare the exhibits based on theme given by KVS. To organize Vidyalaya level Science Exhibition as per the time schedule given by KVS. To encourage more and more children to participate at cluster Level, Regional level and National Level science exhibition / children science congress. To inculcate scientific temper among the students by adopting activities- based method in teaching learning process. To encourage the children to give online projects by using computers. To ensure adequate participation in INSPIRE activities. 	①	2	Mr. N. K. Rathore , PGT Phy	3	Mrs. Shiromani , PGT Phy	
						8	Mrs. Neelam Gadi , PGT Bio	
						5	Mr. Bhoop Singh Gothwal , PGT Chem	
						21	Mrs. Dipi Sharma, TGT Science	
						42	Ms. Deepti , TGT AE	
						22	Mrs. Ekta Tiwaree TGT Science	
			②	6	Mrs. Kavita Yadav TGT SCN	8	Mrs. Kanti Pal WET	
						10	Mrs. Nisha Aggarwaal AE	
9	Exhibition (Primary)	<ul style="list-style-type: none"> To motivate the students to prepare the exhibits based on theme given by KVS. To organize Vidyalaya level Science Exhibition as per the time schedule given by KVS. To encourage more and more children to participate at cluster Level, Regional level and National Level science exhibits/ children science congress. To inculcate scientific temper among the students by adopting activities based method in teaching learning process. To encourage the children to give online projects by using computers. 	①	44	Mrs. Surabhi , PRT	57	Mrs. Ritu Bhardwaj , PRT	
						49	Mrs. Gunjan Sharma , PRT	
							#N/A	
			②	14	Ms. Ruby PRT	12	Mrs. Shalu pruthi PRT	
						18	Mr. Harjeet Singh MUSIC	
10	Discipline / Internal/ Complaint Committee	<ul style="list-style-type: none"> To check the late comers during morning assembly To observe the behavior of students inside and outside class room To ensure provision of out pass in all classes and their utilization. To initiate proper action as per KVS norms against indiscipline students. To check the girls and boys uniform daily. 	①	1	Mrs Neera Singhal V.P	19	Mr. Avni Bhushan , PGT Geog	I/C
						13	Mrs. Manju Singh , PGT Eng	
						25	Mr. Sombeer , TGT Math	
						17	Mrs. Indu Sharma	
						12	Mr. Shiv kant , PGT Comm	

17	Cleanliness, Housekeeping & Security	<ul style="list-style-type: none"> · To ensure the cleanliness of the classrooms, corridor, toilets and other common areas. · To ensure the provision of dustbins in all the classrooms. · To appraise the Principal about the cleanliness of school building from time to time. · To supervise the work of the people deployed under housekeeping regarding cleanliness of campus. · To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of Campus. · To clear the wild bushes and thorny plants that are growing in different parts of school campus. · To ensure cleanliness of open drains for smooth flow of water during the rainy seasons. · To ensure cleanliness of area around the Principal Quarter. · To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness. 	①	8	Mrs. Neelam Gadi , PGT Bio	13	Mrs. Manju Singh , PGT Eng	Sec 1st floor
			8	Mrs. Neelam Gadi , PGT Bio		Sec 2nd Floor		
			29	Mrs. Sonia , TGT Hindi		Sec Ground Floor		
			41	Mrs. Shashi kala Yadav Libr		Sec 3rd floor		
			68	Mrs. Manju Kumari PRT		Prm Ground Floor		
			58	Mr. Sandeep singh , PRT		Prm 1st Floor		
			54	Mrs. Pooja Tokas, PRT		Prm 1st Floor		
				#N/A		Ground Floor		
				#N/A				
						<ul style="list-style-type: none"> · In-charge can deligate the work wing-wise for efficient functioning and for fixing the responsibility. But the In-charge will be held responsible for the lapses and the deviations of the orders. · To ensure availability of soaps in the washrooms. <p>Any other work related to cleanliness, housekeeping and security and as per direction given by the undersigned.</p>	②	9
13	Mrs. Ritu PRT							
	#N/A							
18	Floor Wise Incharges of Cleanliness	<ul style="list-style-type: none"> · Daily supervision of cleanliness. · Sensitization of students to keep their floor and well clean. · Ensure proper utilization of dustbins on every floor. · To stop students from scribbling on the walls in corridors & classrooms. <p>To supervise use of washrooms hygienically.</p>	①	8	Mrs. Neelam Gadi , PGT Bio	29	Mrs. Sonia , TGT Hindi	1 Floor
			32	Mr. Sunil Kumar TGT , Eng		2 Floor		
			33	Mrs. Seema Bansal , Eng		3 Floor		
			40	Mrs. Ritu Yadav , WET		G Floor		
			60	Mr. Sumeet , PRT		1 Floor		
			53	Mrs. Laxmi Devi Masiwal , PRT		2 Floor		
			24	Mr. Prem chand , TGT Math		Play Ground		
				#N/A				
			②	2	Mrs. (Dr.)Pushpa Singh	9	Mrs. Kalpna Pal LIBR	
			11	Miss. Neeva PET				
			15	Mrs. Deepali Antal PRT				
19	Gardening & Beautification of the Whole Campus	<ul style="list-style-type: none"> · To supervise the work of people deployed under Horticulture and beautification. 	①	22	Mrs. Ekta Tiwaree TGT Science	8	Mrs. Neelam Gadi , PGT Bio	

		<ul style="list-style-type: none"> Editorial board can invite the article from teachers side also. School magazine should contain total 82 pages (30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section. <p>The editorial board should make concerted effort to bring about the school magazine in time.</p>	②	4	Mr. Rajeev Kumar TGT Hin	5	Mr. Tlak Raj TGT Eng	
						17	Mrs. Geetanjali Sharma PRT	
							#N/A	Mrs. Ritu
21	Raj Bhasha Committee	<ul style="list-style-type: none"> To implement the decision taken during Nagar Raj Basha committee meeting To attend Nagar Raj Basha committee as and when required To send periodical report to the KVS RO Delhi, HQ KVS New Delhi, as per KVS instructions. To take initiative to see that correspondence is made in Hindi./bilingual. 	①	15	Mrs. Urmila Yadav , PGT Hindi	30	Mrs. Meenakshi Sharma , TGT Hindi	
						29	Mrs. Sonia , TGT Hindi	
						61	Mr. Sauraj ,PRT	
							#N/A	
							#N/A	
			②	4	Mr. Rajeev Kumar TGT Hin	9	Mrs. Kalpna Pal LIBR	
							#N/A	
							#N/A	

22 OLYMPIADS

A	Science Olympiad & NTSE	<ul style="list-style-type: none"> To update yourself about different Olympiad. To encourage maximum participation of students. To inform/ announce well in time about the Olympiad. 	①	4	Mr. Puneet Sawhney , PGT Chem	21	Mrs. Dipi Sharma, TGT Science		
			②				22	Mrs. Ekta Tiwaree TGT Science	
							6	Mrs. Kavita Yadav TGT SCN	
								#N/A	
B	Mathematics Olympiad	<ul style="list-style-type: none"> To aim to achieve better quality results I Olympiads. To conduct additional classes to help students to compete in the competition. To select high achievers and to give proper coaching for the competition like maths, science olympiad and NTSE . 	①				7	Mr. Harish Kumar , PGT Math	I/C
								#N/A	
			②				3	Mr. Krishna Kumar TGT Math	
C	Miscellaneous Competition		①				21	Mrs. Dipi Sharma, TGT	
			②				9	Mrs. Kalpna Pal LIBR	
D	Primary Olympiads		①				44	Mrs. Surabhi , PRT	
			②			15	Mrs. Deepali Antal PRT		

Clubs

23	Eco, Science, Health & Wellness	<ul style="list-style-type: none"> To conduct club activities regularly as per KVS norms. To ensure at least one activity per month. 	①	17	Mrs. Indu Sharma	22	Mrs. Ekta Tiwaree TGT Science	
						20	Mrs. Sunita Juneja , TGT Science	
						45	Mrs. Deepti , PRT	
						54	Mrs. Pooja Tokas, PRT	

		Club incharges to maintain the record of activities with proper photograph and uploading on the school website.	②	6	Mrs. Kavita Yadav TGT SCN	8	Mrs. Kanti Pal WET	
24	Integrity & Heritage Club	<ul style="list-style-type: none"> On the last working day all incharges will submit the club register to the Principal/ Vice- Principal. Club incharges are to coordinate with the CCA incharge for conduct of activities. 	①	36	Mrs. Pushpa Chawdhry, TGT SST	37	Mrs. Ritu Sharma , TGT SST	
						57	Mrs. Ritu Bhardwaj , PRT	
25	Language & Reading Club , KANT		②	9	Mrs. Kalpna Pal LIBR	7	Mr. Rajnender Kumar TGT SST	
							#N/A	
25	Language & Reading Club , KANT		①	14	Mrs. Preety Singh , PGT Eng	33	Mrs. Seema Bansal , Eng	
						28	Mrs. Durga Wati , TGT Hindi	
25	Language & Reading Club , KANT		①	14	Mrs. Preety Singh , PGT Eng	29	Mrs. Sonia , TGT Hindi	
						47	Mrs. Sangeeta Soni , PRT	
25	Language & Reading Club , KANT		②	5	Mr. Tlak Raj TGT Eng	52	Mrs. Shweta Aggrawaal , PRT	
							#N/A	
25	Language & Reading Club , KANT		②	5	Mr. Tlak Raj TGT Eng	4	Mr. Rajeev Kumar TGT Hin	
							#N/A	
26	Theatre Club		①	14	Mrs. Preety Singh , PGT Eng		#N/A	
						33	Mrs. Seema Bansal , Eng	
26	Theatre Club		②	10	Mrs. Nisha Aggarwaal	66	Mrs. Himani , PRT	
						9	Mrs. Kalpna Pal LIBR	
27	Mathematics Club		①	7	Mr. Harish Kumar , PGT Math	13	Mrs. Ritu PRT	
						25	Mr. Sombeer , TGT Math	
27	Mathematics Club		②	3	Mr. Krishna Kumar TGT	69	Mrs. Meenu PRT	
						8	Mrs. Kanti Pal WET	
28	Spoken English Primary		①	47	Mrs. Sangeeta Soni . PRT	13	Mrs. Ritu PRT	
						57	Mrs. Ritu Bhardwaj , PRT	
28	Spoken English Primary		②	17	Mrs. Geetanjali		#N/A	
						15	Mrs. Deepali Antal PRT	
29	Library Committee	<ul style="list-style-type: none"> The meeting are to be convened at least once in a month Committee will submit the list of books to be procured subject wise in the beginning of academic session Books review To inculcate reading habits among the staff & children To display cover of new arrival at proper place. Other routine work. To organize books exhibition on important occasions as per KVS rules. Any other work related to Library and as per direction given by the undersigned. 	①	41	Mrs. Shashi kala Yadav Libr	14	Mrs. Ruby PRT	
						28	Mrs. Durga Wati , TGT Hindi	
29	Library Committee		②	9	Mrs. Kalpna Pal LIBR	23	Mrs. Ritu Chhabra , TGT Math	
						38	Mrs. Vijayeta Tiwaree ,TGT Sanskrit	
29	Library Committee		①	41	Mrs. Shashi kala Yadav Libr	20	Mrs. Sunita Juneja , TGT Science	
						50	Mrs. Swati Gupta , PRT	I/C Primary
29	Library Committee		②	9	Mrs. Kalpna Pal LIBR	55	Mrs. Shashi Bala , PRT	
							#N/A	
29	Library Committee		②	9	Mrs. Kalpna Pal LIBR	6	Mrs. Kavita Yadav TGT SCN	
						4	Mr. Rajeev Kumar TGT Hin	

						15	Mrs. Deepali Antal PRT	
							#N/A	
30	Scouts & Guides	<ul style="list-style-type: none"> To ensure minimum enrolment (50%) in the movement before 31st August. To organize investiture ceremony for the new recruits. To conduct the parade after school hours and class on every Thursday. To train the students for Pratham / Dwitiya / Tritiya / Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiya Charan / ChaturdhaCharan. To issue the merit certificate after the conduct of test. Celebration of thinking day. 	①	25	Mr. Sombeer , TGT Math	38	Mrs. Vijayeta Tiwaree ,TGT Sanskrit	
						32	Mr. Sunil Kumar TGT , Eng	
						31	Mrs. Viplavi Poonam TGT Eng	
							#N/A	
							#N/A	
							#N/A	
							#N/A	
			②	9	Mrs. Kalpna Pal LIBR	5	Mr. Tlak Raj TGT Eng	
							#N/A	
31	Cubs & Bulbul	<ul style="list-style-type: none"> To procure the uniform for Scouts / Guides who are involved in Guard of Honor. Any other work related to scout & guide/cub& bulbul and as per direction given by the undersigned. 	①	59	Mr. Rajeev Kumar , PRT	50	Mrs. Swati Gupta , PRT	Advance
						61	Mr. Sauraj ,PRT	Basic
						48	Mrs. Kusum Mishra , PRT	Advance
						53	Mrs. Laxmi Devi Masiwal	Basic
						57	Mrs. Ritu Bhardwaj , PRT	Basic
							#N/A	Mr. Rajeev Kr PRT Advance
							#N/A	
			②	14	Ms. Ruby PRT	13	Mrs. Ritu PRT	Basic
						12	Mrs. Shalu pruthi PRT	
32	Income Tax Committee	<ul style="list-style-type: none"> * Calculation of income tax from the members of the staff as per the provisions of Govt. Of India. * To verify the fee details first verified by the class teachers. * To check whether the deductions made by office is correct 	①	11	Mrs. Hema Gupta , PGT Comm	16	Mrs. Archana Singh , PGT Econ	
							#N/A	
							#N/A	
			②	3	Mr. Krishna Kumar TGT Math	7	Mr. Rajnender Kumar TGT SST	
							#N/A	
33	Fees Verification & CS-54	<ul style="list-style-type: none"> CS-54 must be maintained monthly and as per KVS norms. It must be a time bound activity. 	①	9	Dr. Amar Singh PGT Compt	25	Mr. Sombeer , TGT Math	
							#N/A	
							#N/A	
			②	4	Mr. Rajeev Kumar TGT Hin	7	Mr. Rajnender Kumar TGT SST	
							#N/A	
34	Canteen Committee	<ul style="list-style-type: none"> To supervise cleanliness in the canteen area. To check preparation/ingredients of different foods. 	①	5	Mr. Bhoop Singh Gothwal , PGT Chem	23	Mrs. Ritu Chhabra , TGT Math	
						35	Mr. Dileep Kumar , TGT SST	
						49	Mrs. Gunjan Sharma , PRT	
							#N/A	

		* To monitor functioning of canteen as per KVS/CBSE circular.				#N/A	
			②	8	Mrs. Kanti Pal WET	9	Mrs. Kalpna Pal LIBR
						#N/A	
35	First Aid & Medical Check up	<ul style="list-style-type: none"> To procure the required number of medical cards in the beginning of the academic session. To distributes the medical cards to the class teachers based on strength. To arrange the medical checkup twice in a year (First check up from April to August and second Oct to January) To ensure the follow up action after the medical checkup. To ensure procurement and maintenance of equipment & medicine required for medical room. To ensure first aid Kit. To make list of contacts of ambulance. 	①	33	Mrs. Seema Bansal , Eng	8	Mrs. Neelam Gadi , PGT Bio
						60	Mr. Sumeet , PRT
						58	Mr. Sandeep singh , PRT
							#N/A
							#N/A
			②	8	Mrs. Kanti Pal WET	9	Mrs. Kalpna Pal LIBR
							#N/A
36	Purchase Committee for Labs /Games Etc.	<ul style="list-style-type: none"> To verify requirement of various deptt. To help in the procedure of procurement of items. To help in spot purchasing as and when required. To verify purchased items. Any other work related to purchase committee for labs/games etc. and as per direction given by the undersigned. 	①	3	Mrs. Shiromani , PGT Phy	8	Mrs. Neelam Gadi , PGT Bio
						17	Mrs. Indu Sharma
						18	Dr. (Mrs.) Ratna Laxmi , PGT Hist
						2	Mr. N. K. Rathore , PGT Phy
						4	Mr. Puneet Sawhney , PGT Chem
			②	8	Mrs. Kanti Pal WET	7	Mr. Rajnender Kumar TGT SST
						9	Mrs. Kalpna Pal LIBR
						17	Mrs. Geetanjali Sharma PRT
37	National Accreditation Committee	<ul style="list-style-type: none"> To coordinate with CBSE. * To get prepared records to be inspected. 	①	9	Dr. Amar Singh PGT Compt	10	Mrs. Priti Singh , PGT Compt
							#N/A
			②	8	Mrs. Kanti Pal WET	9	Mrs. Kalpna Pal LIBR
38	CMP Activities & TLM	<ul style="list-style-type: none"> To ensure the implementation of CMP as per KVS norms. To take the requirement of TLM from teachers well in advance every month. to procure TLM for the local market by taking an amount of Rs. 2000/- every month. To ensure the distribution of TLM to all the teachers as per requirements. 	①	43	Mrs. Sangeeta Shukramani , HM	53	Mrs. Laxmi Devi Masiwal , PRT
						50	Mrs. Swati Gupta , PRT
						55	Mrs. Shashi Bala , PRT
							#N/A

		<ul style="list-style-type: none"> To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement. To maintain the register reflecting the number of work sheets prepared by the teachers subject wise * Any other work related to CMP activities & TLM and as per direction given by the undersigned. 					#N/A	
			②	17	Mrs. Geetanjali Sharma PRT	16	Mrs. Vaishali Sharma PRT	
							#N/A	
							#N/A	
39	Staff Club	<ul style="list-style-type: none"> To maintain functioning of staff club. To arrange farewell of transferred/retiring employees. To keep proper account of staff club collection/ Expenditure. * To encourage good interpersonal relations among the staff. 	①	17	Mrs. Indu Sharma	19	Mr. Avni Bhushan , PGT Geog	Meenakshi
						23	Mrs. Ritu Chhabra , TGT Math	Swati Gupta
			②	10	Mrs. Nisha Aggarwaal AE	9	Mrs. Kalpna Pal LIBR	
						15	Mrs. Deepali Antal PRT	
40	Child Rights Protection Cell & team for students with Special Needs (Divyang)	<ul style="list-style-type: none"> * To take all necessary steps to curb bulleying at any level * To initiate proper action as per KVS in case of bulleying and ragging. * Sensitize the students on the topic. 	①	43	Mrs. Sangeeta Shukraman i , HM	13	Mrs. Manju Singh , PGT Eng	
						16	Mrs. Archana Singh , PGT Econ	
						18	Dr. (Mrs.) Ratna Laxmi , PGT Hist	
						50	Mrs. Swati Gupta , PRT	
						58	Mr. Sandeep singh , PRT	
			②	8	Mrs. Kanti Pal WET	9	Mrs. Kalpna Pal LIBR	
						10	Mrs. Nisha Aggarwaal AE	
							#N/A	
41	Minutes of Staff Meeting	<ul style="list-style-type: none"> To record minutes of meeting in Hindi or bilingual. To get signed the minute by the Principal and Staff. To produce staff meeting register on 	①	15	Mrs. Urmila Yadav , PGT Hindi	34	Mrs. Nikita Ohlan , Eng	
						29	Mrs. Sonia , TGT Hindi	
						44	Mrs. Surabhi , PRT	Mr. Sauraj
			②	4	Mr. Rajeev Kumar TGT Hin	9	Mrs. Kalpna Pal LIBR	
							#N/A	
42	Maintaining reports of Workshops	<ul style="list-style-type: none"> To maintain record of all workshops with photographs. To send reports to KVS on workshops. To arrange workshops for students & staff in school. 	①	10	Mrs. Priti Singh , PGT Compt	11	Mrs. Hema Gupta , PGT Comm	
						14	Mrs. Preety Singh , PGT Eng	
						39	Mrs. Babita Rani ,TGT P&HE	
						49	Mrs. Gunjan Sharma ,	Mrs. Kusum
			②	8	Mrs. Kanti Pal WET	9	Mrs. Kalpna Pal LIBR	
						4	Mr. Rajeev Kumar TGT	
43	Security Committee, Evacuation Team & Search & Rescue Team	<ul style="list-style-type: none"> To ensure security of students and staff in the school with the help of security agency and teachers. To identify and prevent students sitting in classrooms in isolation during assembly and function. To ensure that two girls move out at a time for natural calls etc. 	①	5	Mr. Bhoop Singh Gothwal , PGT Chem	7	Mr. Harish Kumar , PGT Math	Coordinator
						35	Mr. Dileep Kumar , TGT SST	Liasoning
						41	Mrs. Shashi kala Yadav Libr	3 Floor

		To check the movement of students in prohibited area.				2	Mr. N. K. Rathore , PGT Phy	2 Floor
						8	Mrs. Neelam Gadi , PGT	1 Floor
						29	Mrs. Sonia , TGT Hindi	1 Floor
						6	Mr. Kulwinder Singh , PGT	G Floor
						39	Mrs. Babita Rani ,TGT	Play Ground
						60	Mr. Sumeet , PRT	2 Floor
						62	Mr. Satyender , PRT	1 Floor
						66	Mrs. Himani , PRT	G Floor
						59	Mr. Rajeev Kumar , PRT	G Floor
						42	Ms. Deepti , TGT AE	
						24	Mr. Prem chand , TGT	
			②	11	Miss. Neeva PET	9	Mrs. Kalpna Pal LIBR	
						10	Mrs. Nisha Aggarwal AE	
						14	Ms. Ruby PRT	
						15	Mrs. Deepali Antal PRT	
44	Photography	<ul style="list-style-type: none"> To keep all photos in record. To upload the same on the school website. To display the photos on the notice board etc. To ensure the photography/ videography as important occasions days/ functions. <p>* To keep all photos in record.</p>	①	10	Mrs. Priti Singh , PGT Compt	14	Mrs. Preety Singh , PGT	
						35	Mr. Dileep Kumar , TGT SST	
						67	Mrs. Deepak , PRT	Mr Rajeev
			②	10	Mrs. Nisha Aggarwal AE	9	Mrs. Kalpna Pal LIBR	
						14	Ms. Ruby PRT	
45	Literary Clubs	<ul style="list-style-type: none"> To develop the language skills like reading, writing, speaking, listening skills among the students To develop the proper reading habits among the children. To give required guidance in the planning and execution of project to students To encourage the use of Audio Visual aids in teaching learning process To conduct the language games during the teaching periods. To preserve the projects prepared by the children. To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech. <p>* Training the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.</p>	①	13	Mrs. Manju Singh , PGT Eng	38	Mrs. Vijayeta Tiwaree ,TGT Sanskrit	
						29	Mrs. Sonia , TGT Hindi	
						30	Mrs. Meenakshi Sharma , TGT Hindi	
						32	Mr. Sunil Kumar TGT , Eng	
							#N/A	
			②	4	Mr. Rajeev Kumar TGT Hin	5	Mr. Tlak Raj TGT Eng	
						9	Mrs. Kalpna Pal LIBR	
						16	Mrs. Vaishali Sharma PRT	
						12	Mrs. Shalu pruthi PRT	
46	Lunch Break Supervision	<ul style="list-style-type: none"> To mind the discipline of the students during the lunch break To see that the students reach their respective class after the lunch. <p>* To keep at least two children by rotation in each class to avoid stealing of the student belongings.</p>	①	39	Mrs. Babita Rani ,TGT P&HE	43	Mrs. Sangeeta Shukramani , HM	
						17	Mrs. Indu Sharma	
						25	Mr. Sombeer , TGT Math	

		* All teachers turnwise as per arrangement made by the arrangement committee.				47	Mrs. Sangeeta Soni , PRT	
			②	8	Mrs. Kanti Pal WET	9	Mrs. Kalpna Pal LIBR	
						10	Mrs. Nisha Aggarwaal AE	
						12	Mrs. Shalu pruthi PRT	
47	Back to Basics	<ul style="list-style-type: none"> To train all teachers for B2B. To supervise the progress of B2B. <p>* To ensure its proper implementation.</p>	①	43	Mrs. Sangeeta Shukramani , HM	23	Mrs. Ritu Chhabra , TGT	FLN Ritu
						36	Mrs. Pushpa Chawdhry , TGT SST	FLN Shashi
						47	Mrs. Sangeeta Soni , PRT	FLN Deepak
							#N/A	
			②	5	Mr. Tlak Raj TGT Eng	17	Mrs. Geetanjali Sharma	FLN Vaishali
						12	Mrs. Shalu pruthi PRT	FLN Getanjali
48	Value Education	<ul style="list-style-type: none"> To conduct all activities RKM for awakening citizen program. To conduct quizzes & tests on value education. <p>* To arrange talks on value education in morning assembly.</p>	①	13	Mrs. Manju Singh , PGT Eng	23	Mrs. Ritu Chhabra , TGT Math	Vijeya Tiwari
						34	Mrs. Nikita Ohlan , Eng	
						32	Mr. Sunil Kumar TGT , Eng	
			②	15	Mrs. Deepali	13	Mrs. Ritu PRT	
						5	Mr. Tlak Raj TGT Eng	
49	Resource Room	<ul style="list-style-type: none"> To maintain R.R.in all respect. To maintain sound system& Audio,visual <p>* To prepare room for meeting /workshop.</p>	①	3	Mrs. Shiromani , PGT Phy	34	Mrs. Nikita Ohlan , Eng	
						16	Mrs. Archana Singh , PGT Econ	
						28	Mrs. Durga Wati , TGT Hindi	
			②	8	Mrs. Kanti Pal WET	4	Mr. Rajeev Kumar TGT Hin	
50	PA System	<ul style="list-style-type: none"> To maintain PA system for various purposes. <p>* Daily use in Morning assembly.</p>	①	40	Mrs. Ritu Yadav , WET	2	Mr. N. K. Rathore , PGT Phy	
						62	Mr. Satyender , PRT	Mrs. Shweta
			②	8	Mrs. Kanti Pal WET	18	Mr. Harjeet Singh MUSIC	
51	Games & Sports SBSB FIT INDIA	<ul style="list-style-type: none"> To maintain records of all activities To maintain ground/courts/boxing room. To prepare teams for regional/National sports meet. To ensure Mass P.T. regularly. <p>All other work related to Games and Sports as per direction of the undersigned.</p>	①	39	Mrs. Babita Rani ,TGT P&HE	24	Mr. Prem chand , TGT Math	Mr. Prem Chand STOCK I/C
						9	Dr. Amar Singh PGT Compt	
						41	Mrs. Shashi kala Yadav Libr	
						38	Mrs. Vijayeta Tiwaree ,TGT Sanskrit	
						58	Mr. Sandeep singh , PRT	
						67	Mrs. Deepak , PRT	
						54	Mrs. Pooja Tokas, PRT	
						60	Mr. Sumeet , PRT	
			②	11	Miss. Neeva PET	18	Mr. Harjeet Singh	
						14	Ms. Ruby PRT	
52	UDISE	* To Update the data in UDISE	①	9	Dr. Amar Singh PGT Compt	10	Mrs. Priti Singh , PGT Compt	
						60	Mr. Sumeet , PRT	

			②	8	Mrs. Kanti Pal WET	15	Mrs. Deepali Antal PRT	
53	Late Coming of Students	<ul style="list-style-type: none"> To Check late coming & maintain a record. To inform parents for regularly late coming. <p>Entry of late coming to be marked in student diary</p>	①	2	Mr. N. K. Rathore , PGT Phy	9	Dr. Amar Singh PGT Compt	
						7	Mr. Harish Kumar , PGT Math	
						19	Mr. Avni Bhushan , PGT Geog	
						59	Mr. Rajeev Kumar , PRT	
			②	8	Mrs. Kanti Pal WET	9	Mrs. Kalpna Pal LIBR	
						10	Mrs. Nisha Aggarwaal AE	
54	Cleanlines Supervision	Verify Cosumables availability Quality & regularity	①	39	Mrs. Babita Rani ,TGT P&HE	8	Mrs. Neelam Gadi , PGT Bio	Secndry
						45	Mrs. Deepti , PRT	Primary
		Resolve any hurdle if any	②	11	Miss. Neeva PET	8	Mrs. Kanti Pal WET	
55	PISA KHAN Academy	<ul style="list-style-type: none"> * To conduct all the events in time * To distribute the events between clas teachers * To maintain the records 	①	23	Mrs. Ritu Chhabra , TGT Math	22	Mrs. Ekta Tiwaree TGT Science	
						32	Mr. Sunil Kumar TGT , Eng	
							#N/A	
							#N/A	
			②	3	Mr. Krishna Kumar TGT Math	6	Mrs. Kavita Yadav TGT SCN	
5	Mr. Tlak Raj TGT Eng							
57	Google Sheet and email reply in time	<ul style="list-style-type: none"> * To obtain the Google Sheet * To collect the relevent information * To update te Google Sheet with approval of Principal 	①	15	Mrs. Urmila Yadav , PGT Hindi	9	Dr. Amar Singh PGT Compt	
						10	Mrs. Priti Singh , PGT Compt	
						16	Mrs. Archna Singh , PGT Econ	
						22	Mrs. Ekta Tiwaree TGT Science	
						60	Mr. Sumeet , PRT	
			②	10	Mrs. Nisha Aggarwaal AE	8	Mrs. Kanti Pal WET	
58	Teaching Aids	Audio & Visuals	①	19	Mr. Avni Bhushan , PGT Geog	18	Dr. (Mrs.) Ratna Laxmi , PGT Hist	
						9	Dr. Amar Singh PGT Compt	
						10	Mrs. Priti Singh , PGT Compt	
							#N/A	
							#N/A	
							#N/A	
			②	3	Mr. Krishna Kumar TGT Math	16	Mrs. Vaishali Sharma PRT	
						17	Mrs. Geetanjali Sharma PRT	
							#N/A	

59	Innovation and Experiments		①	16	Mrs. Archana Singh , PGT Econ	4	Mr. Puneet Sawhney , PGT Chem				
						30	Mrs. Meenakshi Sharma , TGT Hindi				
						33	Mrs. Seema Bansal , Eng				
						36	Mrs. Pushpa Chawdhry , TGT SST				
							#N/A				
							#N/A				
						②	8	Mrs. Kanti Pal WET	6	Mrs. Kavita Yadav TGT SCN	
										#N/A	
60	Achievements Records and Alumunii		①	11	Mrs. Hema Gupta , PGT Comm	18	Dr. (Mrs.) Ratna Laxmi , PGT Hist				
						20	Mrs. Sunita Juneja , TGT Science				
						23	Mrs. Ritu Chhabra , TGT Math				
							#N/A				
							#N/A				
							#N/A				
						②	7	Mr. Rajnender Kumar TGT SST	17	Mrs. Geetanjali Sharma PRT	
										#N/A	
61	NIE News in education and H T pace		①	14	Mrs. Preety Singh , PGT Eng	24	Mr. Prem chand , TGT Math				
						48	Mrs. Kusum Mishra , PRT				
							#N/A				
							#N/A				
							#N/A				
							#N/A				
						②	5	Mr. Tlak Raj TGT Eng		#N/A	
										#N/A	
62	Staff Room D / C		①	18	Dr. (Mrs.) Ratna Laxmi , PGT Hist	17	Mrs. Indu Sharma				
						32	Mr. Sunil Kumar TGT , Eng				
							#N/A				
							#N/A				
							#N/A				
							#N/A				
						②	11	Miss. Neeva PET	16	Mrs. Vaishali Sharma PRT	
									5	Mr. Tlak Raj TGT Eng	
	4	Mr. Rajeev Kumar TGT Hin									

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