## 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 accademic 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 hierarchicaly but all the members will be equally accountable. Incharge will write the names of the members in the Committee register and task alloted. 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 .

Sr.								PRINCIPA
No.	Committee Name	Scope Of Work	Shift	Code	Incharge	Code	Members	Remark
1	Admission	Distribution Desistration and	1	11	Mrs. Homa	3	Mrs Chiromani DCT Dhu	
-	Admission	Distribution, Registration and scrutiny of admission forms as per the	L)	11	Mrs. Hema Gupta ,	3	Mrs. Shiromani , PGT Phy	
		schedule given by KVS			PGT Comm			
		Arrangement of Draw of lots as per			rui commi	10	Mrs. Priti Singh , PGT	1
		KVS guidelines.					Compt	
		Preparation of provisional list of				61	Mr. Sauraj ,PRT	
		selected candidates for the admission for						
		all the classes.						
		· To administer the admission test and				45	Mrs. Deepti , PRT	
		preparation of merit list as per the						
		admission guidelines by the KVS.						
		· To take the approval of VMC before			-	62	Mr. Satyender , PRT	
		the release of Admission list.						
		· Maintenance of admission registers.				36	Mrs. Pushpa Chawdhry , TGT SST	
		· Admission of candidates based on			ŀ	30	Mrs. Meenakshi Sharma,	1
		KV TC as per KVS norms.					TGT Hindi	
		· Admission as per RTE Act.				58	Mr. Sandeep singh , PRT	
		· Local Transfer Admission.	2	4	Mr. Rajeev	9	Mrs. Kalpna Pal LIBR	
		· Maintenance of admission records			Kumar	17	Mrs. Geetanjali Sharma	
		as per KVS guidelines in the prescribed			TGT Hin		PRT	
		proformas.			-			
		Details of admission uploading on				13	Mrs. Ritu PRT	
		the website.  Updating of monthly enrollment of			•		#N/A	1
		various classes to the RO, Cluster etc.					#IN/A	
		various classes to the NO, cluster etc.						
		All other work related to admission as per			ŀ		#N/A	
		direction of the undersigned.			-			
							#N/A	
2	CCA, NAEP	Division of houses along with house	1	15	Mrs. Urmila	17	Mrs. Indu Sharma	
	_	master and Associate of house masters			Yadav , PGT			
	Diary of Events	Distribution to students to various			Hindi	14	Mrs. Preety Singh , PGT	1
		house					Eng	
		b) Selection of School Captains, Vice				28	Mrs. Durga Wati , TGT	1
		Captains, Sports Captains and House					Hindi	
		Captains prefects.						
		c) Procuring badges for Captains				34	Mrs. Nikita Ohlan , Eng	
		Monitors, prefects.				20	Mars Coming TCT 115 of	
		d) Conduct of investiture (Badge				29	Mrs. Sonia , TGT Hindi	
		presentation Ceremony)  e) Assigning duties to all members			<u> </u>	42	Ms. Deepti , TGT AE	
		of the Student Council House Wise.				72		
	ĺ	or the student country rouse wise.					1	1

		· f) Conduct of monthly meetings with the members of student's council.				40	Mrs. Ritu Yadav , WET	
		· g) Maintenance of Students council register/record.				49	Mrs. Gunjan Sharma , PRT	I/C Primary
		<ul> <li>Box meant for general complaints / suggestion, should be opened on the last working day of the month</li> </ul>				52	Mrs. Shweta Aggrawaal , PRT	
		<ul> <li>Separate files for preserving the complaints / suggestions &amp; register for recording the complaints / suggestion should be opened</li> </ul>				66	Mrs. Himani , PRT	
		· Corrective, measures are to be taken immediately					#N/A	
		· in consultation with Principal.  Monthly online report to be sent.					#N/A #N/A	
		<ul> <li>To see that morning assembly programme is being conducted within stipulated time.</li> </ul>					#N/A	
		To evaluate the various items of morning assembly programme on five point scale – Excellent: Very					#N/A	
		good; Good; Average; Below Average					#N/A	
		To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.	2	10	Mrs. Nisha Aggarwaal AE	5	Mr. Tlak Raj TGT Eng	
		<ul> <li>To arrange the PA system, musical instrument well in advance before the start of morning assembly.</li> </ul>				16	Mrs. Vaishali Sharma PRT	
		Annual Planning of CCA activities					#N/A	
							#IN/A	
		<ul><li>–house wise.</li><li>Maintenance of result and register of CCA activities.</li></ul>					#N/A #N/A	
		· Maintenance of result and register of					·	
		<ul> <li>Maintenance of result and register of CCA activities.</li> <li>Purchase and distribution of CCA</li> </ul>					#N/A	
		<ul> <li>Maintenance of result and register of CCA activities.</li> <li>Purchase and distribution of CCA prizes &amp; medals.</li> </ul>					#N/A #N/A	
3	Home Examination & CBSE	<ul> <li>Maintenance of result and register of CCA activities.</li> <li>Purchase and distribution of CCA prizes &amp; medals.</li> <li>Maintaining CCA Activities register</li> <li>Any other work related to CCA as per</li> </ul>	1	4	Mr. Puneet Sawhney , PGT Chem	16	#N/A #N/A #N/A	

To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.				21	Mrs. Dipi Sharma, TGT Science	
<ul> <li>To procure the result register, progress reports, certificate of school based evaluation and other</li> </ul>				23	Mrs. Ritu Chhabra , TGT Math	
<ul> <li>stationery well in advance by giving requisition to the Principal well in advance.</li> </ul>				32	Mr. Sunil Kumar TGT , Eng	
· To conduct the test as per guidelines.				0	#N/A	
Declaration of results as per the KVS schedule.				47	Mrs. Sangeeta Soni , PRT	I/C Primary
To maintain and place all the records pertaining to examination before the member of panel inspection team.				53	Mrs. Laxmi Devi Masiwal , PRT	
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.				69	Mrs. Meenu PRT	
<ul> <li>To visit KVS, Regional Office and CBSE websites regularly for the examination notices, circulars</li> </ul>					#N/A	
<ul> <li>To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.</li> </ul>					#N/A	
<ul> <li>To update examination details on website regularly.</li> </ul>					#N/A	
<ul> <li>To arrange PTM as well staff meeting as per need.</li> </ul>					#N/A	
· Registration for Problem solving Assessment Test,					#N/A	
Class IX to XII registration, filling of the forms and completing the formalities time bound.					#N/A	
· Correspondence for school					#N/A	
affiliation.  Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS (HQ) in time.	2	8	Mrs. Kanti Pal WET	5	Mr. Tlak Raj TGT Eng	

		<ul> <li>Maintaining the record of shortage of attendance directing the class teachers to inform the same to the parents and correspondence with CBSE board.</li> <li>Framing the practical time table in liaison with other subject teachers.</li> <li>Conducting the CBSE board exam as per the CBSE norms.</li> <li>Updating school website regularly.</li> <li>To arrange PTM as well staff meeting as per need.</li> <li>Any other work related to exam and as per direction given by the undersigned.</li> </ul>				17	Mrs. Geetanjali Sharma PRT  #N/A  #N/A  #N/A  #N/A  #N/A	
4	Subject Conveners	<ul> <li>the split up syllabus approved by KVS</li> <li>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.</li> <li>Subject conveners will discuss the following issues during the meeting:</li> <li>Guidance regarding the maintenance of teacher diary</li> <li>Coverage of syllabus as per the split up syllabus approved by KVS</li> <li>Conducting the practical for classes IX to XII as per discussed in the meeting</li> <li>Uses of computers and other audio visual aids in teaching learning process</li> <li>Plan of evaluation of home</li> </ul>		1	Mrs Neera Singhal V.P	9 13 15 2 7 18	Dr. Amar Singh PGT Compt Mrs. Manju Singh , PGT Eng  Mrs. Urmila Yadav , PGT Hindi Mr. N. K. Rathore , PGT Phy Mr. Harish Kumar , PGT Math Dr. (Mrs.) Ratna Laxmi , PGT Hist  Mrs. Sangeeta Shukramani , HM  #N/A	C.S & I.P  Eng  Hin & Skt  Science  Math  SOST  Primary
		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 NOTE:As a subject convener, you will be held responsible for non – submission of the record to the Principal	2	1	Mr. Ajit Singh V.P	7 6 17 4 5	Mr. Rajnender Kumar TGT SST  Mrs. Kavita Yadav TGT SCN Mrs. Geetanjali Sharma PRT Mr. Rajeev Kumar TGT Hin  Mr. Tlak Raj TGT Eng Mr. Krishna Kumar TGT Math	

5	Verification of	· To prepare the class time table and teachers time table as per KVS norms.	1	7	Mr. Harish Kumar , PGT Math	16	Mrs. Archna Singh , PGT Econ	
	Pay of Contractual Staff	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.				3	Mrs. Shiromani , PGT Phy	
		<ul> <li>To prepare the special time table for remedial teaching (weak students in all classes.)</li> </ul>				41	Mrs. Shashi kala Yadav Libr	Arrangement
		To give arrangement work for the teachers.				44	Mrs. Surabhi , PRT	I/C Primary
		<ul> <li>To display copy of arrangement, work in the notice board.</li> </ul>				60	Mr. Sumeet , PRT	
		<ul> <li>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</li> </ul>				48	Mrs. Kusum Mishra , PRT	Arrangement
		To maintain the arrangements, register.					#N/A	
		Any other work related to time table and as per direction given by the undersigned.	2	3	Mr. Krishna Kumar TGT Math	7	Mr. Rajnender Kumar TGT SST	
						0	#N/A #N/A	
6	Career Counseling & Guidance	<ul> <li>To arrange guest lectures on important occasions by inviting, Scientist, Doctors and other dignitaries.</li> </ul>	1	13	Mrs. Manju Singh , PGT Eng	3	Mrs. Shiromani , PGT Phy	
		<ul> <li>To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned filed.</li> </ul>				33	Mrs. Seema Bansal , Eng	
		To pay the remuneration in consultation with principal				34	Mrs. Nikita Ohlan, Eng	
						28	Mrs. Durga Wati , TGT	
			2	6	Mrs. Kavita Yadav	5	Mr. Tlak Raj TGT Eng	
					TGT SCN		#N/A	
7	Social Science Exhibition and EBSB	<ul> <li>To motivate children to prepare projects/ model based on country/state allotted to the region.</li> </ul>	1	16	Mrs. Archna Singh , PGT	18	Dr. (Mrs.) Ratna Laxmi , PGT Hist	
		To encourage more and more children to participate in cluster level Regional Level and National Level exhibition.			Econ	17	Mrs. Indu Sharma	
		To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.				19	Mr. Avni Bhushan , PGT Geog	
						42	Ms. Deepti , TGT AE	
		<ul> <li>To encourage the students to submit online projects on project Think.com.</li> </ul>				36	Mrs. Pushpa Chawdhry , TGT SST	
		. To ensure project-based learning in all the classes.				35	Mr. Dileep Kumar , TGT SST	

						37	Mrs. Ritu Sharma , TGT
		* Gandhian thought based activity	2	7	Mr.	10	Mrs. Nisha Aggarwaal AE
					Rajnender Kumar	17	Mrs. Geetanjali Sharma
					TGT SST	18	PRT Mr. Harjeet Singh
8	Science Exhibition & Science Congress	To motivate the students to prepare the exhibits based on theme given by KVS.	1	2	Mr. N. K. Rathore , PGT Phy	3	MUSIC Mrs. Shiromani , PGT Phy
	Congress	<ul> <li>To organize Vidyalaya level Science Exhibition as per the time schedule given by KVS.</li> </ul>				8	Mrs. Neelam Gadi , PGT Bio
		<ul> <li>To encourage more and more children to participate at cluster Level, Regional level and National Level science exhibition / children science congress.</li> </ul>				5	Mr. Bhoop Singh Gothwal , PGT Chem
						21	Mrs. Dipi Sharma, TGT Science
						42	Ms. Deepti , TGT AE
		<ul> <li>To inculcate scientific temper among the students by adopting activities- based method in teaching learning process.</li> </ul>				22	Mrs. Ekta Tiwaree TGT Science
		To encourage the children to give online projects by using computers.	2	6	Mrs. Kavita Yadav TGT SCN	8	Mrs. Kanti Pal WET
		To ensure adequate participation in INSPIRE activities.				10	Mrs. Nisha Aggarwaal AE
9	Exhibition (Primary)	To motivate the students to prepare the exhibits based on theme given by KVS.	1	44	Mrs. Surabhi ,	57	Mrs. Ritu Bhardwaj , PRT
		To organize Vidyalaya level Science Exhibition as per the time schedule given by KVS.			PRT	49	Mrs. Gunjan Sharma , PRT
		To encourage more and more children to participate at cluster Level, Regional level and National Level science exhibits/ children science congress.					#N/A
		<ul> <li>To inculcate scientific temper among the students by adopting activities based method in teaching learning process.</li> </ul>	2	14	Ms. Ruby PRT	12	Mrs. Shalu pruthi PRT
		To encourage the children to give online projects by using computers.				18	Mr. Harjeet Singh MUSIC
10	Discipline / Internal/	To check the late comers during morning assembly	1	1	Mrs Neera Singhal V.P	19	Mr. Avni Bhushan , PGT I/C Geog
	Complaint Committee	To observe the behavior of students inside and outside class room				13	Mrs. Manju Singh , PGT Eng
		· To ensure provision of out pass in all classes and their utilization.				25	Mr. Sombeer , TGT Math
		<ul> <li>To initiate proper action as per KVS norms against indiscipline students.</li> </ul>				17	Mrs. Indu Sharma
		To check the girls and boys uniform daily.				12	Mr. Shiv kant , PGT Comm

		1	1		ī		, , , , , , , , , , , , , , , , , , , ,
		· To check the bags once in a week.				43	Mrs. Sangeeta
							Shukramani , HM
		To confiscate the mobiles and other prohibited applicances.				59	Mr. Rajeev Kumar, PRT
		<ul> <li>To take the regular meeting of students councils, perfect, monitors. To ensure discipline in the vidvalava.</li> </ul>				60	Mr. Sumeet , PRT
		To refer the problematic cases to the counselor for diagnosis.					#N/A
		To inform the parents immediately.					#N/A
		* to maintain discipline during school dispersal .	2	1	Mr. Ajit Singh V.P	11	Miss. Neeva PET
					- 0	5	Mr. Tlak Raj TGT Eng
						4	Mr. Rajeev Kumar TGT Hin
						17	Mrs. Geetanjali Sharma PRT
							#N/A
11	Building Maintenance	To ensure obtaining of safety & fire safety certificate of the building from	1	81	Mrs. Kanti Pal WET	40	Mrs. Ritu Yadav , WET
		authorized deptts.  To maintain a register related with deficiencies noted in the Vidyalaya				25	Mr. Sombeer , TGT Math
		building.  To undertake maintenance of school				32	Mr. Sunil Kumar TGT , Eng
		building on war footing basis.  To ensure the proper functioning of				62	Mr. Satyender , PRT
		Aqua guard installed in school building.				02	ivii. sacyciiaci , i iti
		To ensure the cleaning of over head tanks in school building.					#N/A
		To deal with electricity related problems.					#N/A
		To ensure the chlorination of water stored in tanks after cleaning.					#N/A
		To ensure the proper functioning of water coolers.	2	8	Mrs. Kanti Pal WET	7	Mr. Rajnender Kumar TGT SST
						9	Mrs. Kalpna Pal LIBR
							#N/A
							#N/A
		<ul> <li>To ensure testing of potability of water by authorized agency.</li> </ul>					#N/A
		Any other work related to building maintenance and as per direction given by					#N/A
		the undersigned.					
12	Furniture	· To maintain the record of room	1	19	Mr. Avni	28	Mrs. Durga Wati , TGT
	,Boarding & Lodging	wise/dept. wise distribution of furniture.			Bhushan , PGT Geog		Hindi
		To take initiative to see that the broken furniture is repaired regularly.				35	Mr. Dileep Kumar , TGT SST
		To prepare the list of broken furniture which are to be condemned.				62	Mr. Satyender , PRT
		To see that the school furniture is to be replaced in class rooms/ dept. after					#N/A
		school functions like –sports day, Republic					
		day, Annual Day, Independence Day or					
		any other function).					
		To see any shortages, deficiency of furnitures and report to the Principal.					#N/A
		חמווות ביש מות הפיטור נט נוופ אווונוטמו.					

		Any other work related to furniture and as per direction given by the undersigned.					#N/A	
							#N/A	
			2	8	Mrs. Kanti	9	#N/A Mrs. Kalpna Pal LIBR	
			•		Pal WET	,	#N/A	
							#N/A	
42	SO / ST M - If			_	D 4	62	#N/A	
13	SC / ST Welfare	<ul> <li>Collecting data of SC/ST students enrolled.</li> </ul>	1	3	Mrs. Shiromani,	62	Mr. Satyender , PRT	
		<ul> <li>Preparation of lists of SC/ST/OBC students for scholarships.</li> </ul>			PGT Phy	45	Mrs. Deepti , PRT	
		Exploring different sources for benefit of SC/ST/OBC students.					#N/A	
		<ul> <li>To ensure receipt of benefits to SC/ST/OBC students.</li> </ul>					#N/A	
		<ul> <li>To take care of benefits of minorities and weaker sections.</li> </ul>	2	9	Mrs. Kalpna Pal	8	Mrs. Kanti Pal WET	
		<del>-</del>			LIBR	22	#N/A	
14	Excursions Transport & Transport	<ul> <li>To plan education tours/ excursions for all the classes as per KVS norms.</li> </ul>	1	4	Mr. Puneet Sawhney , PGT Chem	32	Mr. Sunil Kumar TGT , Eng	
	Safety Committee	To ensure the safety of the students during the journey period and their stay at				35	Mr. Dileep Kumar , TGT SST	
		the venue. To ensure collection of NOC from the concerned parents.				59	Mr. Rajeev Kumar, PRT	
		· To arrange suitable transport as per KVS norms.				52	Mrs. Shweta Aggrawaal , PRT	
		<ul> <li>Any other work related to excursion and transport committee and as per direction given by the undersigned.</li> </ul>					#N/A	
			2	7	Mr.	8	Mrs. Kanti Pal WET	
					Rajnender		#N/A	
15	Website	· To upload daily updates of various	1	9	Kumar Dr. Amar	10	#N/A Mrs. Priti Singh , PGT	
	Maintenance & Upgradation	activity.	)		Singh PGT Compt		Compt	
		<ul> <li>To monitor regularly maintenance of website.</li> </ul>				70	Mr. Abhishek Compt Instr sec	
		To collect all information from other sources and deptt. for information to upload.				29	Mrs. Sonia , TGT Hindi	
		<ul> <li>To upload Transfer certificate of the students who got transferred from</li> </ul>				28	Mrs. Durga Wati , TGT Hindi	
		vidyalaya. To make website attractive and informative.					#N/A	
			2	8	Mrs. Kanti Pal WET	10	Mrs. Nisha Aggarwaal AE	
16	ICT	· To train teachers for optimum use of	1	10	Mrs. Priti	19 9	Mrs. Komal Sharma Dr. Amar Singh PGT	Secondary
-		e-classes.			Singh , PGT		Compt	
		To maintain e-classrooms with the help of Class teacher incharge.			Compt	58	Mr. Sandeep singh , PRT	Primary
		<ul> <li>To keep record of usage of e- classroom through other teachers.</li> </ul>	2	8	Mrs. Kanti Pal WET	10	Mrs. Nisha Aggarwaal AE	
		Any other work related to ICT and as per direction given by the undersigned.				19	Mrs. Komal Sharma	
<u> </u>								

17	Cleanliness,	· To ensure the cleanliness of the	1	8	Mrs.	13	Mrs. Manju Singh , PGT	Sec 1st floor
	Housekeeping	classrooms, corridor, toilets and other			Neelam		Eng	
	& Security	common areas.			Gadi , PGT		NA N. I. C. II. DOT	6 2 15
		To ensure the provision of dustbins in			Bio	8	Mrs. Neelam Gadi , PGT	Sec 2nd Floor
		all the classrooms.  To appraise the Principal about the				29	Bio Mrs. Sonia , TGT Hindi	Sec Ground
		cleanliness of school building from time to				23	ivii 3. 30ilia , 101 Tilliai	Floor
		time.						11001
		· To supervise the work of the people				41	Mrs. Shashi kala Yadav	Sec 3rd floor
		deployed under housekeeping regarding					Libr	
		cleanliness of campus.						
		To make the arrangements to dispose				68	Mrs. Manju Kumari PRT	Prm Ground
		the garbage and miscellaneous trash						Floor
		collected in Vidyalaya Building and other						
		parts of Campus.						
		· To clear the wild bushes and throny				58	Mr. Sandeep singh , PRT	Prm 1st Floor
		plants that are growing in different parts						
		of school campus.						
		To ensure cleanliness of open drains				54	Mrs. Pooja Tokas, PRT	Prm 1st Floor
		for smooth flow of water during the rainy						
		seasons.  To ensure cleanliness of area around					#N/A	Ground Floor
		the Principal Quarter.					,	0.00
		· To take the rounds of the Vidyalaya					#N/A	
		thrice in a day and to ensure cleanliness.						
		In charge can deligate the work wing	2	0	Mrs.	6	Mrs. Kavita Vaday, TCT	
		<ul> <li>In-charge can deligate the work wing- wise for efficient functioning and for fixing</li> </ul>		9	Kalpna Pal	В	Mrs. Kavita Yadav TGT SCN	
		the responsibility. But the In-charge will			LIBR		SCIV	
		be held responsible for the lapses and the			LIBIT			
		deviations of the orders.						
		_ ,,,,,,				- 10		
		· To ensure availability of soaps in the				13	Mrs. Ritu PRT	
		washrooms. Any other work related to cleanliness,					#N/A	
		housekeeping and security and as per					,	
		direction given by the undersigned.						
18	Floor Wise	· Daily supervision of cleanliness.	1	8	Mrs.	29	Mrs. Sonia , TGT Hindi	1 Floor
	Incharges of				Neelam			
	Cleanliness				Gadi , PGT			
		· Sensitization of students to keep			Bio	32	Mr. Sunil Kumar TGT , Eng	2 Floor
		their floor and well clean.  Ensure proper utilization of dustbins				33	Mrs. Seema Bansal, Eng	3 Floor
		on every floor.				33	IVII 3. Seema Bansar , Ling	3 11001
		· To stop students from sribling on the				40	Mrs. Ritu Yadav , WET	G Floor
		walls in corridors & classrooms.						
		To supervise use of washrooms hygienically.				60	Mr. Sumeet , PRT	1 Floor
		inygienicany.				53	Mrs. Laxmi Devi Masiwal	2 Floor
							, PRT	
						24	Mr. Prem chand , TGT	Play Ground
							Math	
			<u> </u>	2	Marc	0	#N/A	
			2	2	Mrs. (Dr.)Pushp	9	Mrs. Kalpna Pal LIBR Miss. Neeva PET	
					a Singh	15	Mrs. Deepali Antal PRT	
19	Gardening &	· To supervise the work of people	1	22	Mrs. Ekta	8	Mrs. Neelam Gadi , PGT	
	_	deployed under Horticulture and	_		Tiwaree		Bio	
	of the Whole	beautification.			TGT			
I	Campus	<b>!</b>			Science			

	•	To supervise the work of people				17	Mrs. Indu Sharma	
		deployed under Horticulture and beautification of Vidyalaya campus.						
		To procure ornamental plants and				49	Mrs. Gunjan Sharma,	
		other fruit bearing plants in consultation					PRT	
		with Principal						
		· To ensure watering of all potted				42	Ms. Deepti , TGT AE	
		plants and other plants growing in the						
		vidvalava campus . To procure fertilizers, manure, pesticides					#N/A	CCA committee
		in consultation with Principal.					#11/74	CCA COMMITTEE
		and consultation with transpar						
		· Preparation of placards in different					#N/A	
		areas of garden.						
		Numbering of tress and potted plants.					#N/A	
		<ul> <li>Celebration of Van mahostava in consultation with principal and forest</li> </ul>					#N/A	
		dept.						
		To motivate the children for					#N/A	
		gardening and beautification.						
		· To develop medicinal plant garden in					#N/A	
		the campus.					WAL / A	
		· To display the quotations in the					#N/A	
		corridors and class rooms.  To fix bulletin board in the class room	2	9	Mrs.	8	Mrs. Kanti Pal WET	
		for display of educational charts.	•		Kalpna Pal	Ü	TWO STRUCTURES TO THE STRUCTURE TO THE STRUCTURE TO THE STRUCTURES TO THE STRUCTURE TO THE STR	
					LIBR			
		· To decorate the corridor and				10	Mrs. Nisha Aggarwaal AE	
		common areas with paintings						
		photographs of National leaders .  Scientists.					#N/A	
		To ensure the display of material on				0	#N/A #N/A	
		the bulletin boards.				ŭ	,,,,,	
		Any other work related to furniture and as				0	#N/A	
		per direction given by the undersigned.						
20	<b>D4</b> '	Class has always of alass III ha VII will	<u> </u>	42	NA NAi	45	Mare Harrille Western DCT	11'1'- 1/C
20	Magazine, Vidyalaya	· Class teachers of class III to XII will identity the children with talent. These	1	13	Mrs. Manju Singh , PGT	15	Mrs. Urmila Yadav , PGT Hindi	Hindi I/C
	Report and	talents are to be nurtured.			Eng		niliui	
	Student Diary	· Editorial board will collect the article			Liig	38	Mrs. Vijayeta Tiwaree	Snkt I/C
	o canada a cara y	from the students. Article are to be					,TGT Sanskrit	
		arranged section wise( English section,						
		Hindi section, drawing and painting etc.						
		Editorial board should take concerted				14	Mrs. Preety Singh , PGT	
		efforts to bring about class magazine by				14	Eng	
		the end of the July every year.						
		Articles are to be screened, proof				31	Mrs. Viplavi Poonam	
		reading must be done and selected article					TGT Eng	
		should find a place in the class magazine.						
		· Class magazine should contain 50				47	Mrs. Sangeeta Soni, PRT	
		pages-(English section: 20 pages- Hindi					]	
		section:- 20 pages and 10 pages- Art,						
		drawing and paintings.						
		Editorial board select the article for				61	Mr. Sauraj ,PRT	
		the class magazine. These articles are to						
		be arranges section wise like English section, Hindi section, Sanskrit section,						
		Art, Drawing and painting section.						
		, and painting section						

Î Î		· Editorial board can invite the article					#N/A	
		from teachers side also.					#IV/A	
		· School magazine should contain total	2	4	Mr. Rajeev	5	Mr. Tlak Raj TGT Eng	
		82 pages			Kumar			
		· (30 page- English, 30 pages Hindi, 10			TGT Hin	17	Mrs. Geetanjali Sharma	
		pages Sanskrit and 10 pages- Art, drawing					PRT	
		and painting and 2 pages photography section.						
		The editorial board should make					#N/A	Mrs. Ritu
		concerted effort to bring about the school						
		magazine in time.						
21	Raj Bhasha	To implement the decision taken	1	15	Mrs. Urmila	30	Mrs. Meenakshi Sharma,	
	Committee	during Nagar Raj Basha committee			Yadav , PGT		TGT Hindi	
		meeting To attend Nagar Raj Basha committee			Hindi	29	Mrs. Sonia , TGT Hindi	
		as and when required				23	1011 51 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
		· To send periodical report to the KVS				61	Mr. Sauraj ,PRT	
		RO Delhi, HQ KVS New Delhi, as per KVS						
		instructions.					#N1/A	
		<ul> <li>To take initiative to see that correspondence is made in</li> </ul>					#N/A	
		Hindi./bilingual.						
		Tilliui./ billigual.					#N/A	
			2	4	Mr. Rajeev	9	Mrs. Kalpna Pal LIBR	
					Kumar		#N/A	
22	OLYMPIADS				TGT Hin		#N/A	
A	Science	· To update yourself about different	1	4	Mr. Puneet	21	Mrs. Dipi Sharma, TGT	
^	Olympiad &	Olympiad.	0		Sawhney,		Science	
	NTSE	, ,			PGT Chem			
		· To encourage maximum participation				22	Mrs. Ekta Tiwaree TGT	
		of students.					Science	
		· To inform/ announce well in time	2			6	Mrs. Kavita Yadav TGT	
В	Mathematics	about the Olympiad.  To aim to achieve better quality	1				SCN #N/A	
		results I Olympiads.	•				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	- <b>, ,</b>	· To conduct additional classes to help				7	Mr. Harish Kumar , PGT	I/C
		students to compete in the competition.					Math	
		· To select high achievers and to give					#N/A	
		proper coaching for the competition like					#IN/A	
		maths, science olympiad and NTSE.						
		mand, solence drympiad and 1415E.						
			2			3	Mr. Krishna Kumar TGT	
	na:					24	Math	
С	Miscellaneous Competition		1			21	Mrs. Dipi Sharma, TGT	
	competition		2			9	Mrs. Kalpna Pal LIBR	
D	Primary		1			44	Mrs. Surabhi , PRT	
	Olympiads							
	Clubs		2			15	Mrs. Deepali Antal PRT	
	Ciubs							
23	Eco,Science,	· To conduct club activities regularly as	1	17	Mrs. Indu	22	Mrs. Ekta Tiwaree TGT	
	Health &	per KVS norms.			Sharma		Science	
	Wellness							
		· To ensure at least one activity per				20	Mrs. Sunita Juneja , TGT	
		month.				45	Science	
						45 54	Mrs. Deepti , PRT	
1		<b>!</b>				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	_	<ul> <li>On the last working day all incharges will submit the club register to the Principal/ Vice- Principal.</li> </ul>	1	36	Mrs. Pushpa Chawdhry, TGT SST	37	Mrs. Ritu Sharma , TGT SST	
		· Club incharges are to coordinate with the				57	Mrs. Ritu Bhardwaj , PRT	
		· CCA incharge for	2	9	Mrs. Kalpna Pal	7	Mr. Rajnender Kumar TGT SST	
25	Language &	· conduct of activities.	1	14	LIBR Mrs. Preety	33	#N/A Mrs. Seema Bansal , Eng	-
	Reading Club , KANT				Singh , PGT Eng	28	Mrs. Durga Wati , TGT	
						29	Hindi Mrs. Sonia , TGT Hindi	-
						47	Mrs. Sangeeta Soni , PRT	
						52	Mrs. Shweta Aggrawaal , PRT	
							#N/A #N/A	_
			2	5	Mr. Tlak Raj TGT Eng	4	Mr. Rajeev Kumar TGT Hin	
							#N/A #N/A	
26	Theatre Club		1	14	Mrs. Preety Singh , PGT	33	Mrs. Seema Bansal , Eng	-
			2	10	Eng Mrs. Nisha	66 9	Mrs. Himani , PRT Mrs. Kalpna Pal LIBR	_
				10	Aggarwaal	13	Mrs. Ritu PRT	
27	Mathematics Club		1	7	Mr. Harish Kumar ,	25	Mr. Sombeer , TGT Math	
			2	3	PGT Math Mr. Krishna	69 8	Mrs. Meenu PRT Mrs. Kanti Pal WET	$\dashv$
					Kumar TGT	13	Mrs. Ritu PRT	
28	Spoken English Primary		1	47	Mrs. Sangeeta	57	Mrs. Ritu Bhardwaj , PRT	
			2	17	Soni . PRT Mrs.	15	#N/A Mrs. Deepali Antal PRT	-
					Geetanjali	14	Ms. Ruby PRT	
29	Library Committee	<ul> <li>The meeting are to be convened at least once in a month</li> </ul>	1	41	Mrs. Shashi kala Yadav	14	Mrs. Preety Singh , PGT Eng	
		· Committee will submit the list of books to be			Libr	28	Mrs. Durga Wati , TGT Hindi	
		<ul> <li>procured subject wise in the beginning of academic session</li> </ul>				23	Mrs. Ritu Chhabra , TGT Math	
		Books review				38	Mrs. Vijayeta Tiwaree	_
		To inculcate reading habits among				20	,TGT Sanskrit Mrs. Sunita Juneja , TGT	
		the staff & children  To display cover of new arrival at proper place.				50	Science Mrs. Swati Gupta , PRT I/C Primar	y
		· Other routine work.				55	Mrs. Shashi Bala , PRT	
		To organize books exhibition on important occasions as per KVS rules.					#N/A	
		Any other work related to Library and as per direction given by the undersigned.	2	9	Mrs. Kalpna Pal LIBR	6	Mrs. Kavita Yadav TGT SCN	
					LIDN	4	Mr. Rajeev Kumar TGT Hin	

	•	]	Ì		I	15	Mrs. Deepali Antal PRT	
						13	#N/A	
30	Scouts &	· To ensure minimum enrolment (50%)	1	25	Mr.	38	Mrs. Vijayeta Tiwaree	
	Guides	in the movement before 31st August.			Sombeer ,		,TGT Sanskrit	
					TGT Math			
						32	Mr. Sunil Kumar TGT , Eng	
						31	Mrs. Viplavi Poonam	
		· To organize investiture ceremony for					TGT Eng #N/A	
		the new recruits.					πιν/Δ	
		To conduct the parade after school					#N/A	
		hours and class on every Thursday.						
		· To train the students for Pratham /					#N/A	
		Dwitiya / Tritiya / Raj Puraskar / Rastrapati						
		/ Pratham charan / Dwetiya charna /						
		Tritiya Charan / ChaturdhaCharan.						
		· To issue the merit certificate after the	2	9	Mrs.	5	Mr. Tlak Raj TGT Eng	
		conduct of test.			Kalpna Pal		WAL / A	
		· Celebration of thinking day.			LIBR		#N/A	
31	Cubs & Bulbul	To procure the uniform for Scouts /	1	59	Mr. Rajeev	50	Mrs. Swati Gupta, PRT	Advance
		Guides who are involved in Guard of Honor.			Kumar , PRT			
		Any other work related to scout &			PKI	61	Mr. Sauraj ,PRT	Basic
		guide/cub& bulbul and as per direction						
		given by the undersigned.						
						48 53	Mrs. Kusum Mishra, PRT Mrs. Laxmi Devi Masiwal	Advance Basic
						57	Mrs. Ritu Bhardwaj , PRT	Basic
							#N/A	Mr. Rajeev Kr PRT Advance
			2	14	Ms. Ruby	13	Mrs. Ritu PRT	Basic
			)		PRT	12	Mrs. Shalu pruthi PRT	
32	Income Tax	* Calculation of income tax from the	1	11	Mrs. Hema	16	Mrs. Archna Singh , PGT	
-	Committee	members of the staff as per the provisions			Gupta,		Econ	
		of Govt. Of India.			PGT Comm			
		* To verify the fee details first verified by					#N/A	
		the class teachers.  * To check whether the deductions made	2	3	Mr. Krishna	7	Mr. Rajnender Kumar	
		by office is correct	0		Kumar TGT	,	TGT SST	
					Math		#N/A	
33	Fees	· CS-54 must be maintained monthly	1	9	Dr. Amar	25	Mr. Sombeer , TGT Math	
	Verification & CS-54	and as per KVS norms.			Singh PGT Compt			
	C3-34	It must be a time bound activity.			Compt		#N/A	
		te muse se a time sound detivity.					·	
			2	4	Mr. Rajeev	7	Mr. Rajnender Kumar	
					Kumar		TGT SST	
34	Canteen	· To supervise cleanliness in the	1	5	TGT Hin Mr. Bhoop	23	#N/A Mrs. Ritu Chhabra , TGT	
	Committee	canteen area.	•		Singh	23	Math	
					Gothwal,	35	Mr. Dileep Kumar , TGT	
					PGT Chem	40	SST Mrs. Gunian Sharma	
						49	Mrs. Gunjan Sharma , PRT	
		· To check preparation/ingredients of					#N/A	
		different foods.						

*To monitor functioning of canteen as per KVS/CBSE circular.  2 8 Mrs. Kanti Pal WET #N/A  35 First Aid & 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.  **To monitor functioning of canteen as per KVS/CBSE circular.  2 8 Mrs. Seema Bansal , Bio  60 Mr. Sumeet , PRT  58 Mr. Sandeep singh , PRT  #N/A  #N/A  #N/A  **To monitor functioning of canteen as per KVS/CBSE circular.  #N/A  #N/A  **To monitor functioning of canteen as per KVS/CBSE circular.  #N/A  #N/A  **To monitor functioning of canteen as per KVS/CBSE circular.  #N/A  #N/A  **To monitor functioning of the aking with a play were academic session.  **To monitor functioning of the above the play were academic session.  **To monitor functioning of the aking with a play were academic session.  **To monitor functioning of the academic session.  **To monitor function in the beginning of the academic session.  **To monitor function in the beginning of the academic session.  **To monitor function in the beginning of the academic session.  **To monitor function in the beginning of the academic session.  **To monitor function in the beginning of the academic session.  **To monitor function in the beginning of the academic session.  **To monitor function in the beginning of the academic session.  **To monitor function in the beginning of the academic session.  ***To monitor function in the beginning of the academic session.  *********  *******  ******  ******  ****	
First Aid Mrs. Seema Bansal , Eng  First Aid & 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.  To verify requirement of various deptt.  Pal WET #N/A  Mrs. Seema Bansal , Eng  60 Mr. Sumeet , PRT  58 Mr. Sandeep singh , PRT  #N/A  #N/A  #N/A  #N/A  #N/A  #N/A  Arrs. Kalpna Pal LIBR  #N/A  Bio  Purchase  Committee for Labs /Games	
First Aid & Medical Check up  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.  To verify requirement of various deptt.  To real wife required number of medical cards to the beginning of the academic session.  To arrange the medical checkup from April to August and second Oct to January)  To ensure the follow up action after the medical checkup. To ensure first aid Kit. To make list of contacts of ambulance.  To verify requirement of various deptt.	
**Medical Check up**    Medical Check up**   Check up**	
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.  To verify requirement of various deptt.  To distributes the medical cards to the class teachers based on strength.  60 Mr. Sumeet , PRT  #N/A  #N/A  #N/A  #N/A   Wrs. Kalpna Pal LIBR  #N/A  #N/A  Ars. Neelam Gadi , PGT Bio  Bio	
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.  To verify requirement of various deptt.  To arrange the medical checkup  #N/A  #N/A  #N/A   To Mrs. Kanti Pal WET  #N/A	
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.  To verify requirement of various deptt.  To arrange the medical checkup  #N/A  #N/A  #N/A   To mrs. Kalpna Pal LIBR  #N/A  #N/A  To verify requirement of various deptt.  To verify requirement of various deptt.  To arrange the medical checkup  #N/A	
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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.  To verify requirement of various deptt.  #N/A  #N/A  #N/A   #N/A   #N/A   #N/A    #N/A    To verify requirement of various deptt.  #N/A  #N/A   #N/A  #N/A  #N/A  #N/A  #N/A  #N/A  #N/A  #N/A  #N/A  #N/A  #N/A  #N/A  #N/A	
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.  36 Purchase Committee for Labs / Games  To ensure the follow up action after #N/A  #N/A   #N/A   Wrs. Kanti Pal WET  Mrs. Kalpna Pal LIBR  #N/A   38 Mrs. Neelam Gadi , PGT  Bio  Bio	
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.  36 Purchase Committee for Labs /Games  To verify requirement of various deptt.  To ensure first aid Kit. To make list of contacts of ambulance.  2 8 Mrs. Kanti Pal WET #N/A  3 Mrs. Shiromani, PGT Phy  Bio	
To ensure procurement and maintenance of equipment & medicine required for medical room. To ensure first aid Kit. To make list of contacts of ambulance.  To verify requirement of various deptt.  To ensure first aid Kit.  To make list of contacts of ambulance.  To verify requirement of various deptt.  #N/A	
maintenance of equipment & medicine required for medical room. To ensure first aid Kit. To make list of contacts of ambulance.  To verify requirement of various deptt.  To make list of contacts of ambulance.  To verify requirement of various deptt.	
required for medical room. To ensure first aid Kit. To make list of contacts of ambulance.  2 8 Mrs. Kanti Pal WET #N/A  36 Purchase Committee for Labs /Games  To verify requirement of various deptt.  10 3 Mrs. Shiromani, PGT Phy Bio	
- To ensure first aid Kit. To make list of contacts of ambulance.  2 8 Mrs. Kanti Pal WET #N/A  36 Purchase Committee for Labs /Games  - To verify requirement of various deptt.  3 Mrs. Shiromani, PGT Phy Bio	
36 Purchase Committee for Labs / Games To verify requirement of various deptt.  1 3 Mrs. Shiromani, PGT Phy Bio	
Committee for Labs / Games deptt. Shiromani , PGT Phy	
Committee for Labs / Games deptt. Shiromani , PGT Phy	
Etc.	
· To help in the procedure of 17 Mrs. Indu Sharma	
procurement of items.	
· To help in spot purchasing as and 18 Dr. (Mrs.) Ratna Laxmi,	
when required.  To verify purchased items.  PGT Hist  Mr. N. K. Rathore , PGT	
Phy	
· Any other work related to purchase 4 Mr. Puneet Sawhney ,	
committee for labs/games etc. and as per	
direction given by the undersigned.	
(2) 8 Mrs. Kanti 7 Mr. Rajnender Kumar	
Pal WET TGT SST	
9 Mrs. Kalpna Pal LIBR 17 Mrs. Geetanjali Sharma	
PRT	
37 National To coordinate with CBSE. 1 9 Dr. Amar 10 Mrs. Priti Singh , PGT	
Accreditation   Singh PGT   Compt   Compt	
* To get prepared records to be #N/A	
inspected.	
2 8 Mrs. Kanti 9 Mrs. Kalpna Pal LIBR	
38 CMP Activities To ensure the implementation of 1 43 Mrs. 53 Mrs. Laxmi Devi Masiwal	
&TLM CMP as per KVS norms. Sangeeta , PRT	
To take the requirement of TLM  Shukraman  Shukraman  Shukraman  Shukraman  Shukraman  To take the requirement of TLM  Shukraman  Shukraman  Shukraman	
from teachers well in advance every i , HM month.	
to procure TLM for the local market  55 Mrs. Shashi Bala , PRT	
by taking an amount of Rs. 2000/- every	
month.  To ensure the distribution of TLM to #N/A	
all the teachers as per requirements.	

1		· To maintain a register of TLM					#N/A	
		ordered by the					#N/A	
		teachers, TLM procured month wise.	2	17	Mrs.	16	Mrs. Vaishali Sharma PRT	
		TLM distributed to the teachers every			Geetanjali			
		month based on their requirement.			Sharma			
		To maintain the register reflecting			PRT		#N/A	
		<ul> <li>To maintain the register reflecting the number of work sheets prepared by</li> </ul>					#N/A	
		the teachers subject wise						
		* Any other work related to CMP					#N/A	
		activities & TLM and as per direction given						
		by the undersigned.						
39	Staff Club	· To maintain functioning of staff club.	1	17	Mrs. Indu	19	Mr. Avni Bhushan , PGT	Meenakshi
		· To arrange farewell of			Sharma	23	Geog Mrs. Ritu Chhabra , TGT	Swati Gupta
		transferred/retiring employees.				23	Math	Swati Gupta
		To keep proper account of staff club	2	10	Mrs. Nisha	9	Mrs. Kalpna Pal LIBR	
		collection/ Expenditure.	)		Aggarwaal			
		* To announce and international			AE	15	Mara Dannali Antal DDT	
		* To encourage good interpersonal relations among the staff.				15	Mrs. Deepali Antal PRT	
40	Child Rights	* To take all necessary steps to curb	1	43	Mrs.	13	Mrs. Manju Singh , PGT	
	_	bulleying at any level	)		Sangeeta		Eng	
	& team for				Shukraman		-	
	students with	* To initiate proper action as per KVS in			i <i>,</i> HM	16	Mrs. Archna Singh , PGT	
	Special Needs	case of bulleying and ragging.				10	Econ	
	(Divyang)	* Sensitize the students on the topic.				18	Dr. (Mrs.) Ratna Laxmi ,	
						50	PGT Hist Mrs. Swati Gupta , PRT	
						58	Mr. Sandeep singh , PRT	
							1 0 /	
			2	8	Mrs. Kanti	9	Mrs. Kalpna Pal LIBR	
					Pal WET	10	Mrs. Nisha Aggarwaal AE	
							#N/A	
41	Minutes of	· To record minutes of meeting in	1	15	Mrs. Urmila	34	Mrs. Nikita Ohlan, Eng	
		Hindi or bilingual.	)		Yadav , PGT			
		· To get signed the minute by the			Hindi	29	Mrs. Sonia , TGT Hindi	
		Principal and Staff.						
		To produce staff meeting register on				44	Mrs. Surabhi , PRT	Mr. Sauraj
			2	4	Mr. Rajeev	9	Mrs. Kalpna Pal LIBR	
					Kumar		#N/A	
					TGT Hin			
42	Maintaining	· To maintain record of all workshops	1	10	Mrs. Priti	11	Mrs. Hema Gupta , PGT	
	reports of	with photographs.			Singh , PGT	4.4	Comm	
	Workshops	· To send reports to KVS on workshops.			Compt	14	Mrs. Preety Singh , PGT	
		• To arrange workshops for students &				39	Eng Mrs. Babita Rani ,TGT	
		staff in school.					P&HE	
						49	Mrs. Gunjan Sharma,	Mrs. Kusum
			2	8	Mrs. Kanti	9	Mrs. Kalpna Pal LIBR	
					Pal WET	4	Mr. Rajeev Kumar TGT	
43	Security	· To ensure security of students and	1	5	Mr. Bhoop	7	Mr. Harish Kumar , PGT	Coordinator
	Committee,	staff in the school with the help of security			Singh		Math	
	Evacuation	agency and teachers.			Gothwal,			
	Team & Search				PGT Chem			
	& Rescue Team	· To identify and prevent students				35	Mr. Dileep Kumar , TGT	Liasoning
		sitting in classrooms in isolation during				33	SST	Liasoning
		assembly and function.						
		· To ensure that two girls move out at				41	Mrs. Shashi kala Yadav	3 Floor
		a time for natural calls etc.					Libr	

		To check the movement of students in prohibited area.	2	11	Miss. Neeva PET	2 8 29 6 39 60 62 66 59 42 24 9 10 14 15	Mr. N. K. Rathore , PGT Phy Mrs. Neelam Gadi , PGT Mrs. Sonia , TGT Hindi Mr. Kulwinder Singh , PGT Mrs. Babita Rani ,TGT Mr. Sumeet , PRT Mr. Satyender , PRT Mrs. Himani , PRT Mr. Rajeev Kumar , PRT Ms. Deepti , TGT AE Mr. Prem chand , TGT Mrs. Kalpna Pal LIBR Mrs. Nisha Aggarwaal AE Ms. Ruby PRT Mrs. Deepali Antal PRT	2 Floor  1 Floor  1 Floor  G Floor  Play Ground  2 Floor  1 Floor  G Floor  G Floor
44	Photography	· To keep all photos in record.	1	10	Mrs. Priti	14	Mrs. Preety Singh , PGT	
	g j	· To upload the same on the school	)		Singh , PGT	35	Mr. Dileep Kumar , TGT	
		website.			Compt		SST	
		· To display the photos on the notice boaed etc.				67	Mrs. Deepak , PRT	Mr Rajeev
		· To ensure the photography/	2	10	Mrs. Nisha	9	Mrs. Kalpna Pal LIBR	
		videography as important occasions days/functions.			Aggarwaal AE			
					AL.		14 D L DDT	
45	Literary Clubs	* To keep all photos in record.     To develop the language skills like	1	13	Mrs. Manju	38	Ms. Ruby PRT Mrs. Vijayeta Tiwaree	
45	Literary Clubs	reading, writing, speaking, listening skills	Œ	13	Singh , PGT	30	,TGT Sanskrit	
		among the students			Eng		14 C : TOT II: II:	
		To develop the proper reading habits among the children.				29	Mrs. Sonia , TGT Hindi	
		· To give required guidance in the				30	Mrs. Meenakshi Sharma ,	
		planning and execution of project to students					TGT Hindi	
		• To encourage the use of Audio Visual				32	Mr. Sunil Kumar TGT , Eng	
		aids in teaching learning process						
		· To conduct the language games					#N/A	
		during the teaching periods.	<u> </u>				NA TI I D : TOT 5	
		· To preserve the projects prepared by the children.	2	4	Mr. Rajeev Kumar	5	Mr. Tlak Raj TGT Eng	
		· To train the students for various			TGT Hin	9	Mrs. Kalpna Pal LIBR	
		activities like recitation of poem, storytelling, debate, elocution and essay						
		writing, extempore speech.						
		* Training the students for various				16	Mrs. Vaishali Sharma PRT	
		activities of morning assembly programme						
		like pledge, thought for the day, news and special item.						
		special item.				12	Mrs. Shalu pruthi PRT	
46	Lunch Break	To mind the discipline of the	1	39	Mrs. Babita	43	Mrs. Sangeeta	
	Supervision	students during the lunch break  To see that the students reach their			Rani ,TGT P&HE	17	Shukramani , HM Mrs. Indu Sharma	
		respective class after the lunch.			I GITE			
		* To keep at least two children by				25	Mr. Sombeer , TGT Math	
		rotation in each class to avoid stealing of					,	
		the student belongings.						

		* All teachers turnwise as per arrangement made by the arrangement committee.				47	Mrs. Sangeeta Soni, PRT	
		commerce.	2	8	Mrs. Kanti	9	Mrs. Kalpna Pal LIBR	
					Pal WET	10	Mrs. Nisha Aggarwaal AE	
						12	Mrs. Shalu pruthi PRT	
47	Back to Basics	· To train all teachers for B2B.	1	43	Mrs.	23	Mrs. Ritu Chhabra , TGT	FLN Ritu
		• To supervise the progress of B2B.			Sangeeta Shukraman	36	Mrs. Pushpa Chawdhry , TGT SST	FLN Shashi
		* To ensure its proper implementation.			i , HM	47	Mrs. Sangeeta Soni , PRT	FLN Deepak
							#N/A	
			2	5	Mr. Tlak Raj		Mrs. Geetanjali Sharma	FLN Vaishali
					TGT Eng	12	Mrs. Shalu pruthi PRT	FLN Getanjali
48	Value	· To conduct all activities RKM for	1	13	Mrs. Manju	23	Mrs. Ritu Chhabra , TGT	Vijeyta Tiwari
		awakening citizen program.  To conduct quizzes & tests on value education.			Singh , PGT Eng	34	Math Mrs. Nikita Ohlan , Eng	
		* To arrange talks on value education in morning assembly.				32	Mr. Sunil Kumar TGT , Eng	
			2	15	Mrs.	13	Mrs. Ritu PRT	
					Deepali	5	Mr. Tlak Raj TGT Eng	
49	Resource Room	· To maintain R.R.in all respect.	1	3	Mrs. Shiromani,	34	Mrs. Nikita Ohlan, Eng	
		· To maintain sound system& Audio,visual			PGT Phy	16	Mrs. Archna Singh , PGT Econ	
						28	Mrs. Durga Wati , TGT Hindi	
F0	DA Custom	* To prepare room for meeting /workshop.	2	8	Mrs. Kanti Pal WET	4	Mr. Rajeev Kumar TGT Hin	
50	PA System	<ul> <li>To maintain PA system for various purposes.</li> <li>* Daily use in Morning assembly.</li> </ul>	1	40	Mrs. Ritu Yadav ,	62	Mr. N. K. Rathore , PGT Phy Mr. Satyender , PRT	Mrs. Shweta
		Daily use in Morning assembly.	2	8	WET Mrs. Kanti	18	Mr. Harjeet Singh	iviis. Silweta
			٧		Pal WET	10	MUSIC	
51	Games & Sports	· To maintain records of all activities	1	39	Mrs. Babita Rani ,TGT	24	Mr. Prem chand , TGT Math	Mr. Prem Chand STOCK
	SBSB FIT INDIA				P&HE	9	Dr. Amar Singh PGT	I/C
	INDIA					)	Compt	
						41	Mrs. Shashi kala Yadav Libr	
						38	Mrs. Vijayeta Tiwaree	
		· To maintain ground/courts/boxing				58	,TGT Sanskrit Mr. Sandeep singh , PRT	
		room.				67	Mrs Dooral DDT	
						54	Mrs. Deepak , PRT Mrs. Pooja Tokas, PRT	
		· To prepare teams for				60	Mr. Sumeet , PRT	
		regional/National sports meet. To ensure Mass P.T. regularly.	2	11	Miss.	18	Mr. Harjeet Singh	
		All other work related to Games and	<b>(2</b> )	11	Neeva PET	14	Ms. Ruby PRT	
		Sports as per direction of the undersigned.				14	N.S. Naby TINI	
52	UDISE	* To Update the data in UDISE	1	9	Dr. Amar Singh PGT	10	Mrs. Priti Singh , PGT Compt	
					Compt			
						60	Mr. Sumeet , PRT	

1		1	<u> </u>		N 4 1/ +:	4.5	Mara Daggali Agtal DDT	
			2	8	Mrs. Kanti Pal WET	15	Mrs. Deepali Antal PRT	
53	Late Coming of	· To Check late coming & maintain a	1	2	Mr. N. K.	9	Dr. Amar Singh PGT	
		record.			Rathore ,		Compt	
		· To inform parents for regularly late			PGT Phy	7	Mr. Harish Kumar , PGT	
		coming.					Math	
						19	Mr. Avni Bhushan , PGT	
							Geog	
						59	Mr. Rajeev Kumar, PRT	
		Entry of late coming to be marked in				69	Mrs. Meenu PRT	
		student diary	2	8	Mrs. Kanti	9	Mrs. Kalpna Pal LIBR	
					Pal WET	10	Mrs. Nisha Aggarwaal AE	
54	Cleanlines	Verify Cosumables availability	1	39	Mrs. Babita	8	Mrs. Neelam Gadi , PGT	Secondry
34	Supervision	verify Cosumables availability		39	Rani ,TGT	0	Bio	Secondry
	Supervision	Quality & regularity			P&HE	45	Mrs. Deepti , PRT	Primary
		Quality & regularity			TOTIL	45	iviis. Deepti, FKI	Filliary
		Resolve any hurdle if any	2	11	Miss.	8	Mrs. Kanti Pal WET	
		nessive any marare in any			Neeva PET	Ü	William WE	
55	PISA KHAN	* To conduct all the events in time	1	23	Mrs. Ritu	22	Mrs. Ekta Tiwaree TGT	
	Academy				Chhabra ,		Science	
		* To distribute the events between clas			TGT Math	32	Mr. Sunil Kumar TGT , Eng	
		teachers						
		* To maintain the records					#N/A	
							#N/A	
			2	3	Mr. Krishna	6	Mrs. Kavita Yadav TGT	
					Kumar TGT		SCN	
					Math	5	Mr. Tlak Raj TGT Eng	
							, ,	
57	Google Sheet	* To obtain the Google Sheet	1	15	Mrs. Urmila	9	Dr. Amar Singh PGT	
	and email reply	g			Yadav , PGT		Compt	
	in time				Hindi	10	Mrs. Priti Singh , PGT	
							Compt	
						16	Mrs. Archna Singh , PGT	
							Econ	
						22	Mrs. Ekta Tiwaree TGT	
							Science	
		* To collect the relevent information				60	Mr. Sumeet , PRT	
		* To update te Google Sheet with	2	10	Mrs. Nisha	8	Mrs. Kanti Pal WET	
		approval of Principal			Aggarwaal			
					AE			
58	Teaching Aids	Audio & Visuals	1	19	Mr. Avni	18	Dr. (Mrs.) Ratna Laxmi,	
			]		Bhushan ,		PGT Hist	
					PGT Geog	9	Dr. Amar Singh PGT	
			-			4.0	Compt	
						10	Mrs. Priti Singh, PGT	
			1				Compt #N/A	
			1				#N/A	
			<u> </u>				#N/A	
			2	3	Mr. Krishna	16	Mrs. Vaishali Sharma PRT	
			4		Kumar TGT	4-	Mars Cook 11 Ct	
					Math	17	Mrs. Geetanjali Sharma PRT	
			1				#N/A	
<u> </u>					1		1114/11	

59	Innovation and	1	16	Mrs.	4	Mr. Puneet Sawhney ,
	Experiments			Archna		PGT Chem
	·			Singh , PGT	30	Mrs. Meenakshi Sharma,
				Econ		TGT Hindi
				20011	33	Mrs. Seema Bansal, Eng
					36	Mrs. Pushpa Chawdhry ,
						TGT SST
						#N/A
						#N/A
		2	8	Mrs. Kanti	6	Mrs. Kavita Yadav TGT
				Pal WET	ŭ	SCN
				Tai VVLI		#N/A
						#N/A
60	Achievements	1	11	Mrs. Hema	18	Dr. (Mrs.) Ratna Laxmi ,
	Records and	•		Gupta,	10	PGT Hist
				PGT Comm	20	Mrs. Sunita Juneja , TGT
	Alumunii			PG1 Comm	20	Science
					23	Mrs. Ritu Chhabra , TGT
					23	· I
						Math #N/A
						#N/A #N/A
		<u> </u>	-	D.4	17	#N/A
		2	7	Mr.	17	Mrs. Geetanjali Sharma
				Rajnender		PRT "NI/A
				Kumar		#N/A
61	NIE News in	1	1.0	TGT SST	2.4	#N/A
91		1	14	Mrs. Preety	24	Mr. Prem chand , TGT
	education and			Singh , PGT	40	Math
	H T pace			Eng	48	Mrs. Kusum Mishra, PRT
						401/0
						#N/A
						#N/A
		ł				#N/A
		<u> </u>	-	Mar Tlali Dai		#N/A
		2	5	Mr. Tlak Raj		#N/A
				TGT Eng		#N/A
	C: (( D		10	5 (14 )	47	#N/A
62	Staff Room	1	18	Dr. (Mrs.)	17	Mrs. Indu Sharma
	D/C			Ratna	32	Mr. Sunil Kumar TGT , Eng
				Laxmi ,		
		ł		PGT Hist		#N/A
						#N/A
						#N/A
						#N/A
		2	11	Miss.	16	Mrs. Vaishali Sharma PRT
				Neeva PET		
					5	Mr. Tlak Raj TGT Eng
					4	Mr. Rajeev Kumar TGT
						Hin

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