KENDRIYA VIDYALAYA SAINIK VIHAR DELHI-34 **SESSION 2023-2024 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 .

_			I	T			T	PRINCIPA
	Committee	Scope Of Work	Shift	Code	Incharge	Code	Members	Remark
No.	Name							
1	Admission	· Distribution, Registration and	1	11	Mr	3	Mrs. Shiromani , PGT Phy	
		scrutiny of admission forms as per the			Shivkant,			
		schedule given by KVS			PGT Comm			
		 Arrangement of Draw of lots as per 				10	Mrs. Priti Singh, PGT	
		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				30	Mrs. Meenakshi Sharma,	
		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 proformas.			TGT Hin		PRT	
		• Details of admission uploading on the website.				13	Mrs. Ritu PRT	1
		· Updating of monthly enrollment of					#N/A	1
		various classes to the RO, Cluster etc.					·	
		All other work related to admission as per					#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	
	&Maintaining	master and Associate of house masters			Yadav , PGT			
	Diary of Events				Hindi			
		 Distribution to students to various house 				14	Mrs. Preety Singh , PGT Eng	
		 b) Selection of School Captains, Vice 				28	Mrs. Durga Wati , TGT	Ì
		Captains, Sports Captains and House					Hindi	
		Captains prefects.				0.1	A4 A111 11 G1 1 -	4
		· c) Procuring badges for Captains Monitors, prefects.				34	Mrs. Nikita Ohlan , Eng	
		d) Conduct of investiture (Badge presentation Ceremony)				29	Mrs. Sonia , TGT Hindi]
		e) Assigning duties to all members				42	Ms. Deepti , TGT AE	1
		of the Student Council House Wise.						
			Í					J

		· f) Conduct of monthly meetings				40	Mrs. Ritu Yadav , WET	
		with the members of student's council.						
		· g) Maintenance of Students council register/record.				49	Mrs. Gunjan Sharma , PRT	I/C Primary
		· Box meant for general complaints / suggestion, should be opened on the last working day of the month				52	Mrs. Shweta Aggrawaal , PRT	
		 Separate files for preserving the complaints / suggestions & register for recording the complaints / suggestion should be opened 				66	Mrs. Himani , PRT	
		· Corrective, measures are to be taken immediately					#N/A	
		· in consultation with Principal.					#N/A	
		Monthly online report to be sent.					#N/A	
		 To see that morning assembly programme is being conducted within stipulated time. 					#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	
		 To arrange the PA system, musical instrument well in advance before the start of morning assembly. 				16	Mrs. Vaishali Sharma PRT	
		 Annual Planning of CCA activities house wise. 					#N/A	
		 Maintenance of result and register of CCA activities. 					#N/A	
		· Purchase and distribution of CCA prizes & medals.					#N/A	
		· Maintaining CCA Activities register					#N/A	
		Any other work related to CCA as per direction of the undersigned.					#N/A	
3	Home Examination & CBSE	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	16	Mrs. Archna Singh , PGT Econ	
1		ا	1					

 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	
 To procure the result register, progress reports, certificate of school based evaluation and other 				23	Mrs. Ritu Chhabra , TGT Math	
 stationery well in advance by giving requisition to the Principal well in advance. 				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	
 To visit KVS, Regional Office and CBSE websites regularly for the examination notices, circulars 					#N/A	
 To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly. 					#N/A	
 To update examination details on website regularly. 					#N/A	
To arrange PTM as well staff meeting as per need.					#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 affiliation.					#N/A	
 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	

		 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	 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: 	1	1	Mrs Neera Singhal V.P	9 13 15	Dr. Amar Singh PGT Compt Mrs. Manju Singh , PGT Eng Mrs. Urmila Yadav , PGT Hindi	C.S & I.P Eng Hin & Skt
		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				7 18 43	Mr. N. K. Rathore , PGT Phy Mr. Harish Kumar , PGT Math Dr. (Mrs.) Ratna Laxmi , PGT Hist Mrs. Sangeeta Shukramani , HM #N/A	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 3	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	Time Table and	· To prepare the class time table and	1	7	Mr. Harish	16	Mrs. Archna Singh , PGT	
	Arrangement &	teachers time table as per KVS norms.			Kumar ,		Econ	
	Verification of				PGT Math			
	Pay of	· To prepare the special time table &				3	Mrs. Shiromani , PGT Phy	
	Contractual	after school hours, Autumn break, Winter				3	ivii 3. Siiii Oilialii , i Gi i liiy	
	Staff	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				41	Mrs. Shashi kala Yadav Libr	Arrangement
		classes.)					LIDI	
		· To give arrangement work for the teachers.				44	Mrs. Surabhi , PRT	I/C Primary
		 To display copy of arrangement, work in the notice board. 				60	Mr. Sumeet , PRT	
		Preparation of part time teachers				48	Mrs. Kusum Mishra , PRT	Arrangement
		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.					#N/A	
		Any other work related to time table and	2	3	Mr. Krishna	7	Mr. Rajnender Kumar	
		as per direction given by the undersigned.			Kumar TGT		TGT SST	
					Math	0	#N/A	
							#N/A	
6	Career	· To arrange guest lectures on	1	13	Mrs. Manju	3	Mrs. Shiromani , PGT Phy	
	Counseling &	important occasions by inviting, Scientist,			Singh , PGT			
	Guidance	Doctors and other dignitaries.			Eng			
		· To arrange Vocational guidance				33	Mrs. Seema Bansal, Eng	
		and counseling to the students by inviting				33	IVIIS. Seema bansai, Liig	
		reputed personalities in the concerned						
		filed.						
		To pay the remuneration in consultation with principal				34	Mrs. Nikita Ohlan , Eng	
		·				28	Mrs. Durga Wati , TGT	
			2	6	Mrs. Kavita	5	Mr. Tlak Raj TGT Eng	
					Yadav			
					TGT SCN		#N/A	
7	Social Science	· To motivate children to prepare	1	16	Mrs.	18	Dr. (Mrs.) Ratna Laxmi,	
	Exhibition and	projects/ model based on country/state			Archna		PGT Hist	
	EBSB	allotted to the region.			Singh , PGT			
		To encourage more and more			Econ	17	Mrs. Indu Sharma	
		children to participate in cluster level						
		Regional Level and National Level exhibition.						
		· To motivate the children to				19	Mr. Avni Bhushan , PGT	
		participate in debate, group dance, music,					Geog	
		skit competitions organized in connection						
		with social science exhibition.						
						42	Ms. Deepti , TGT AE	
		To encourage the students to submit				36	Mrs. Pushpa Chawdhry ,	
		online projects on project Think.com.					TGT SST	
		. To ensure project-based learning in all				35	Mr. Dileep Kumar , TGT	
I		the classes.					SST	

* Gandhian thought based activity * Mr. Mr. Rajnender Kumar TGTST 128 Mr. Harjeet Singh MUSIC * To motivate the students to prepare Exhibition as Exhibition as per the time schedule 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. * To ensure adequate participation in INSPIRE activities. * To organize Vidyalaya level Science Exhibition as per the time schedule given by KVS. * To organize Vidyalaya level Science Exhibition as per the time schedule given by KVS. * To organize Vidyalaya level Science Exhibition as per the time schedule given by KVS. * To inculcate scientific temper among the students by adopting activities based method in teaching learning process. * To inculcate scientific temper among the students by adopting activities based method in teaching learning process. * To inculcate scientific temper among the students by adopting activities based method in teaching learning process.							37	Mrs. Ritu Sharma , TGT
Science Exhibition & Science Congress To motivate the students to prepare the Exhibition & Science Congress To organize Vidyalaya level Science Exhibition as per the time schedule 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 ensure adequate participation in INSPIRE activities. To motivate the students to prepare the exhibits based on theme given by kVS. To motivate the students to prepare the exhibition as per the time schedule given by kVS. To motivate the students to prepare the exhibition as per the time schedule given by kVS. To motivate the students to prepare the schildren to participate at cluster Level, Regional level and National Level science exhibition as per the time schedule given by kVS. To organize Vidyalaya level Science Exhibition as per the time schedule given by kVS. To organize Vidyalaya level Science exhibition as per the time schedule given by kVS. To organize Vidyalaya level Science exhibition as per the time schedule given by kVS. To organize Vidyalaya level Science exhibition as per the time schedule given by kVS. To organize Vidyalaya level Science exhibition as per the time schedule given by kVS. To organize Vidyalaya level Science exhibition as per the time schedule given by kVS. To organize Vidyalaya level Science exhibition as per the time schedule given by kVS. To organize Vidyalaya level Science exhibition as per the time schedule given by kVS. To organize Vidyalaya level Science exhibition as per the time schedule given by kVS. To organize Vidyalaya level Science exhibition as per the time schedule given by kVS. To organize Vidyalaya level Science exhibition as per the time schedule given by kVS. To organize Vidy			* Gandhian thought based activity	2	7	Mr.	10	
Science Exhibition & Science Congress To motivate the students to prepare the exhibits based on theme given by KVS. Clence Congress 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. To inculcate scientific temper among the students by adopting activities. To encourage the children to give online projects by using computers. To ensure adequate participation in INSPIRE activities. To motivate the students to prepare texhibition 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 (Primary) To motivate the students to prepare children to participate at cluster Level, Regional level and National Level science exhibits children science congress. 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 inculcate scientific temper among the students by adopting activities based method in teaching learning process. To inculcate scientific temper among the students by adopting activities based method in teaching learning process.						,	17	Mrs. Geetaniali Sharma
Science Exhibition & Science Congress - To motivate the students to prepare the exhibits based on theme given by KVS To erganize 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 encourage the children to give online projects by using computers To ensure adequate participation in INSPIRE activities To motivate the students to prepare the exhibits based on theme given by KVS To encourage more and more children to give online projects by using computers 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 concurage 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 to prepare the exhibits based on theme given by KVS To concurage 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.								PRT
Exhibition & Science Congress 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. To motivate the students to prepare the exhibition as per the time schedule 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 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 inculcate scientific temper among the students by adopting activities based method in teaching learning process.							18	
Science Congress 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 nesure adequate participation in INSPIRE activities. To motivate the students to prepare the exhibition as per the time schedule given by KVS. To encourage more and more children to provide and National Level science exhibits/ children science congress. To inculcate scientific temper among the students to prepare the children to provide and National Level science exhibits/ children science congress. To inculcate scientific temper among the students by adopting activities based method in teaching learning process. PGT Phy ## Mrs. Nelam Gadi, PGT Bio Mrs. Bhoop Singh Gothwal PGT Chem ## Mrs. Dipi Sharma, TGT Science ## Mrs. Exta Tiwaree TGT Science ## Mrs. Kanti Pal WET 10 Mrs. Nisha Aggarwaal AE ## Mrs. Nisha Aggarwaal AE ## Mrs. Ritu Bhardwaj, PRT ## Mrs. Gunjan Sharma , PRT ## PRT ## Mrs. Gunjan Sharma , PRT ## Mrs. Shalu pruthi PRT	8			1	2		3	Mrs. Shiromani , PGT Phy
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. 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 inculcate scientific temper among the students by adopting activities based method in teaching learning process. To inculcate scientific temper among the students by adopting activities based method in teaching learning process.		Science	and communications on theme given 27 meet					
by KVS. To encourage more and more children to participate at cluster Level, Regional level and National Level science exhibition / children science congress. 21 Mrs. Dipi Sharma, TGT Science 42 Ms. Deepti, TGT AE 22 Mrs. Ekta Tiwaree TGT Science 42 Mrs. Ekta Tiwaree TGT Science 43 Mrs. Kanti Pal WET Yadav TGT SCN 25 Mrs. Kanti Pal WET Yadav TGT SCN 26 Mrs. Kanti Pal WET Yadav TGT SCN 27 To ensure adequate participation in INSPIRE activities. 28 Mrs. Kanti Pal WET Yadav TGT SCN 40 Mrs. Nisha Aggarwaal AE 41 Mrs. Kanti Pal WET Yadav TGT SCN 42 Mrs. Kanti Pal WET Yadav TGT SCN 43 Mrs. Ritu Bhardwaj , PRT 44 Mrs. Surabhi, PRT 45 Mrs. Gunjan Sharma , PRT 49 Mrs. Gunjan Sharma , PRT 40 Mrs. Shalu pruthi PRT 40 Mrs. Shalu pruthi PRT 40 Mrs. Shalu pruthi PRT 41 Mrs. Shalu pruthi PRT 41 Mrs. Shalu pruthi PRT		Congress					8	
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. To ensure adequate participation in INSPIRE activities. 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 inculcate scientific temper among the students by adopting activities based method in teaching learning process. To inculcate scientific temper among the students by adopting activities based method in teaching learning process. To inculcate scientific temper among the students by adopting activities based method in teaching learning process.			by KVS.					
Regional level and National Level science exhibition / children science congress. 21 Mrs. Dipi Sharma, TGT Science 42 Mrs. Deepti, TGT AE 22 Mrs. Ekta Tiwaree TGT Science 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. To motivate the students to prepare the exhibition as per the time schedule 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.			I -				5	
21 Mrs. Dipi Sharma, TGT Science 42 Ms. Deepti, TGT AE 22 Mrs. Ekta Tiwaree TGT Science 43 Mrs. Kavita To encourage the children to give online projects by using computers. To ensure adequate participation in INSPIRE activities. PExhibition (Primary) Exhibition (Primary) 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 inculcate scientific temper among the students by adopting activities based method in teaching learning process.			Regional level and National Level science					, , , , , , , , , , , , , , , , , , , ,
Science 42 Ms. Deepti, TGT AE 22 Mrs. Ekta Tiwaree TGT Science 43 Mrs. Ekta Tiwaree TGT Science 44 Mrs. Ekta Tiwaree TGT Science 45 Mrs. Ekta Tiwaree TGT Science 46 Mrs. Kanti Pal WET Science 47 Mrs. Kanti Pal WET Science 48 Mrs. Kanti Pal WET Science 49 Mrs. Kanti Pal WET Science 40 Mrs. Kanti Pal WET Science 40 Mrs. Kanti Pal WET Science 41 Mrs. Kanti Pal WET Science 42 Mrs. Kanti Pal WET Science 43 Mrs. Kanti Pal WET Science 44 Mrs. Kanti Pal WET Science 45 Mrs. Kanti Pal WET Science 46 Mrs. Kanti Pal WET Science 47 Mrs. Nisha Aggarwaal AE Science 48 Mrs. Kanti Pal WET Science 49 Mrs. Kanti Pal WET Science 40 Mrs. Kanti Pal WET Science 40 Mrs. Kanti Pal WET Science 40 Mrs. Kanti Pal WET Science 41 Mrs. Kanti Pal WET Science 42 Mrs. Kanti Pal WET Science 43 Mrs. Kanti Pal WET Science Science 44 Mrs. Kanti Pal WET Science Science 45 Mrs. Kanti Pal WET Science S			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. 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 inculcate scientific temper among the students by adopting activities based method in teaching learning process. To inculcate scientific temper among the students by adopting activities based method in teaching learning process. To inculcate scientific temper among the students by adopting activities based method in teaching learning process. To inculcate scientific temper among the students by adopting activities based method in teaching learning process. To inculcate scientific temper among the students by adopting activities based method in teaching learning process. To inculcate scientific temper among the students by adopting activities based method in teaching learning process.							21	
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. To enotivate 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 more and 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 the last end of the last					
- To encourage the children to give online projects by using computers To ensure adequate participation in INSPIRE activities. - 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 inculcate scientific temper among the students by adopting activities based method in teaching learning process. - To encourage more and more children science congress To inculcate scientific temper among the students by adopting activities based method in teaching learning process. - To inculcate scientific temper among the students by adopting activities based method in teaching learning process. - To inculcate scientific temper among the students by adopting activities based method in teaching learning process. - To inculcate scientific temper among the students by adopting activities based method in teaching learning process.							22	
online projects by using computers. To ensure adequate participation in INSPIRE activities. Padav TGT SCN To ensure adequate participation in INSPIRE activities. 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. Yadav TGT SCN 10 Mrs. Nisha Aggarwaal AE Mrs. Surabhi, PRT 49 Mrs. Gunjan Sharma , PRT #N/A #N/A #N/A 11 Ms. Ruby PRT 12 Mrs. Shalu pruthi PRT			method in teaching learning process.					
To ensure adequate participation in INSPIRE activities. To ensure adequate participation in INSPIRE activities. 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 ensure adequate participation in INSPIRE activities. 10 Mrs. Nisha Aggarwaal AE Mrs. Ritu Bhardwaj , PRT 49 Mrs. Gunjan Sharma , PRT #N/A #N/A #N/A 12 Mrs. Shalu pruthi PRT				2	6		8	Mrs. Kanti Pal WET
INSPIRE activities. 9 Exhibition (Primary) - 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. 1								
(Primary) 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. Surabhi , PRT 49 Mrs. Gunjan Sharma , PRT #N/A #N/A #N/A 12 Mrs. Shalu pruthi PRT							10	Mrs. Nisha Aggarwaal AE
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. PRT 49 Mrs. Gunjan Sharma , PRT #N/A #N/A Ms. Ruby PRT 12 Mrs. Shalu pruthi PRT	9		I	1	44		57	Mrs. Ritu Bhardwaj , PRT
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. PRT #N/A #N/A Ms. Ruby PRT Mrs. Shalu pruthi PRT PRT		(Primary)						
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. #N/A			Exhibition as per the time schedule given				49	I I
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. Ms. Ruby PRT Mrs. Shalu pruthi PRT PRT			, ·					#N/A
exhibits/ children science congress. To inculcate scientific temper among the students by adopting activities based method in teaching learning process. To inculcate scientific temper among the students by adopting activities based method in teaching learning process. To inculcate scientific temper among the students by adopting activities based method in teaching learning process.			children to participate at cluster Level,					, and the second
the students by adopting activities based method in teaching learning process.								
method in teaching learning process.			· To inculcate scientific temper among	2	14	Ms. Ruby	12	Mrs. Shalu pruthi PRT
			the students by adopting activities based	=		-		
1 =								
online projects by using computers.			To encourage the children to give online projects by using computers.				18	Mr. Harjeet Singh MUSIC
10 Discipline / To check the late comers during Internal / Mrs Neera 19 Mr. Avni Bhushan , PGT I/C Geog	10			1	1		19	
Internal/ morning assembly Complaint To observe the behavior of students Singhal V.P Geog 13 Mrs. Manju Singh , PGT			I			Singnai V.P	13	
Committee inside and outside class room Eng		Committee	inside and outside class room					Eng
To ensure provision of out pass in all classes and their utilization.							25	Mr. Sombeer , TGT Math
· To initiate proper action as per KVS 17 Mrs. Indu Sharma			· To initiate proper action as per KVS				17	Mrs. Indu Sharma
norms against indiscipline students.								
To check the girls and boys uniform daily.			= :				12	Mr. Shiv kant , PGT Comm

I		To shock the bags once in a week				42	Mrs. Sangoota
		· 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
		To take the regular meeting of students councils, perfect, monitors. To				60	Mr. Sumeet , PRT
		ensure discipline in the vidyalaya. To refer the problematic cases to the					#N/A
		counselor for diagnosis. To inform the parents immediately.					#N/A
		* to maintain discipline during school dispersal .	2	1	Mr. Ajit Singh V.P	11	Miss. Neeva PET
					SB	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 authorized deptts. 	1	81	Mrs. Kanti Pal WET	40	Mrs. Ritu Yadav , WET
		 To maintain a register related with deficiencies noted in the Vidyalaya building. 				25	Mr. Sombeer , TGT Math
		To undertake maintenance of school building on war footing basis.				32	Mr. Sunil Kumar TGT , Eng
		To ensure the proper functioning of Aqua guard installed in school building.				62	Mr. Satyender , PRT
		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
		To ensure testing of potability of					#N/A #N/A
		water by authorized agency.					#N/A #N/A
		Any other work related to building maintenance and as per direction given by the undersigned.					#N/A
12	Furniture ,Boarding &	To maintain the record of room wise/dept. wise distribution of furniture.	1	19	Mr. Avni Bhushan , PGT Geog	28	Mrs. Durga Wati , TGT Hindi
	Lodging	To take initiative to see that the broken furniture is repaired regularly.			PGT GEOR	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 school functions like –sports day, Republic day, Annual Day, Independence Day or any other function).					#N/A
		To see any shortages, deficiency of furnitures and report to the Principal.					#N/A

		Any other work related to furniture and as per direction given by the undersigned.					#N/A #N/A	
							#N/A #N/A	
			2	8	Mrs. Kanti	9	Mrs. Kalpna Pal LIBR	
					Pal WET		#N/A	
							#N/A	
12	SC / ST Welfare	Collecting data of CC/CT students	1	3	Mara	<u></u>	#N/A	
13	SC / ST Wellare	 Collecting data of SC/ST students enrolled. 	Ū	3	Mrs. Shiromani ,	62	Mr. Satyender , PRT	
		Preparation of lists of SC/ST/OBC students for scholarships.			PGT Phy	45	Mrs. Deepti , PRT	
		 Exploring different sources for benefit of SC/ST/OBC students. 					#N/A	
		To ensure receipt of benefits to SC/ST/OBC students.					#N/A	
		 To take care of benefits of minorities and weaker sections. 	2	9	Mrs. Kalpna Pal	8	Mrs. Kanti Pal WET #N/A	
14	Excursions	To plan education tours/ excursions	1)	4	LIBR Mr. Puneet	32	Mr. Sunil Kumar TGT , Eng	
	Transport & Transport	for all the classes as per KVS norms.)	-	Sawhney , PGT Chem	32	Wil. Sulli Kullur 101, Elig	
	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	
		 Any other work related to excursion and transport committee and as per direction given by the undersigned. 					#N/A	
			2	7	Mr.	8	Mrs. Kanti Pal WET	
					Rajnender		#N/A	
					Kumar		#N/A	
15	Website Maintenance & Upgradation	 To upload daily updates of various activity. 	1)	9	Dr. Amar Singh PGT Compt	10	Mrs. Priti Singh , PGT Compt	
	Opgrauation	 To monitor regularly maintenance of website. 			Compt	70	Mr. Abhishek Compt Instr sec	
		 To collect all information from other sources and deptt. for information to upload. 				29	Mrs. Sonia , TGT Hindi	
		 To upload Transfer certificate of the students who got transferred from vidyalaya. 				28	Mrs. Durga Wati , TGT Hindi	
		· To make website attractive and informative.					#N/A	
			2	8	Mrs. Kanti Pal WET	10	Mrs. Nisha Aggarwaal AE Mrs. Komal Sharma	
16	ICT	To train teachers for optimum use of e-classes.	1	10	Mrs. Priti Singh , PGT	19 9	Dr. Amar Singh PGT Compt	Secondary
		To maintain e-classrooms with the help of Class teacher incharge.			Compt	58	Mr. Sandeep singh , PRT	Primary
		To keep record of usage of eclassroom through other teachers.	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	

17	Cleanliness,	· To ensure the cleanliness of the	1	8	Mrs.	13	Mrs. Manju Singh, PGT	Sec 1st floor
		classrooms, corridor, toilets and other			Neelam		Eng	
	& Security	common areas.			Gadi , PGT	0	Mars New Love Code DCT	C 2 . I El
		• To ensure the provision of dustbins in all the classrooms.			Bio	8	Mrs. Neelam Gadi , PGT Bio	Sec 2nd Floor
		· To appraise the Principal about the				29	Mrs. Sonia , TGT Hindi	Sec Ground
		cleanliness of school building from time to						Floor
		time. To supervise the work of the people				41	Mrs. Shashi kala Yadav	Sec 3rd floor
		deployed under housekeeping regarding				41	Libr	Sec Sta floor
		cleanliness of campus.					2101	
		· 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 the Principal Quarter. 					#N/A	Ground Floor
		· 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	9	Mrs.	6	Mrs. Kavita Yadav TGT	
		wise for efficient functioning and for fixing	2	9	Kalpna Pal	0	SCN	
		the responsibility. But the In-charge will			LIBR			
		be held responsible for the lapses and the						
		deviations of the orders.						
		· To ensure availability of soaps in the				13	Mrs. Ritu PRT	
		washrooms.						
		Any other work related to cleanliness, housekeeping and security and as per					#N/A	
		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	Consistination of students to keep			Gadi , PGT Bio	22	Mr. Cunil Kuman TCT Fra	2 Floor
		 Sensitization of students to keep their floor and well clean. 			ыо	32	Mr. Sunil Kumar TGT , Eng	2 Floor
		· Ensure proper utilization of dustbins				33	Mrs. Seema Bansal, Eng	3 Floor
		on every floor.				40	MAN D'I World MET	C El.
		 To stop students from sribling on the walls in corridors & classrooms. 				40	Mrs. Ritu Yadav , WET	G Floor
		To supervise use of washrooms				60	Mr. Sumeet , PRT	1 Floor
		hygienically.				53	Mrs. Laxmi Devi Masiwal	2 Floor
						33	, PRT	2 1 1001
						24	Mr. Prem chand , TGT Math	Play Ground
							#N/A	
			2	2	Mrs.	9	Mrs. Kalpna Pal LIBR Miss. Neeva PET	
					(Dr.)Pushp a Singh	11 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			
l l	Campus	1			Science			

1		l			Ī i			
		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						
		vidyalaya campus .						
		To procure fertilizers, manure, pesticides					#N/A	CCA committee
		in consultation with Principal.					,,,	CO, COMMINECCE
		The consultation with Fillicipal.						
		· Preparation of placards in different					#N/A	
		areas of garden.					401/0	
		Numbering of tress and potted plants.					#N/A	
		· Celebration of Van mahostava in					#N/A	
		consultation with principal and forest						
		dept.						
		 To motivate the children for gardening and beautification. 					#N/A	
		· To develop medicinal plant garden in the campus.					#N/A	
		· To display the quotations in the corridors and class rooms.					#N/A	
		· To fix bulletin board in the class room	2	9	Mrs.	8	Mrs. Kanti Pal WET	
		for display of educational charts.			Kalpna Pal			
		To decorate the corridor and			LIBR	10	Mrs Nicha Aggarwaal AE	
						10	Mrs. Nisha Aggarwaal AE	
		common areas with paintings						
		photographs of National leaders .					401/0	
		Scientists.					#N/A	
		To ensure the display of material on				0	#N/A	
		the bulletin boards.						
		Any other work related to furniture and as				0	#N/A	
		per direction given by the undersigned.						
20	Magazine,	Class teachers of class III to XII will	1	13	Mrs. Manju	15	Mrs. Urmila Yadav , PGT	Hindi I/C
20	,	identity the children with talent. These	٠	13	-		Hindi	Tilliar I/C
	Vidyalaya	talents are to be nurtured.			Singh , PGT		Hinai	
	Report and				Eng	20	NAME VIII AND TIME	C-1+1/C
	Student Diary	Editorial board will collect the article				38	Mrs. Vijayeta Tiwaree	Snkt I/C
		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					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.					-	
		, 111						<u> </u>
		· 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.						
		I	I		l l		l .	<u> </u>

1 1		· Editorial board can invite the article	,				#N/A	1
		from teachers side also.					#IN/ A	
		 School magazine should contain total 82 pages 	2	4	Mr. Rajeev Kumar	5	Mr. Tlak Raj TGT Eng	
		· (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 meeting			Yadav , PGT Hindi		TGT Hindi	
		· To attend Nagar Raj Basha committee				29	Mrs. Sonia , TGT Hindi	
		as and when required						
		· To send periodical report to the KVS				61	Mr. Sauraj ,PRT	
		RO Delhi, HQ KVS New Delhi, as per KVS						
		instructions. To take initiative to see that					#N/A	
		correspondence is made in					TIV/C	
		Hindi./bilingual.					1101/0	
			2	4	Mr. Rajeev	9	#N/A Mrs. Kalpna Pal LIBR	
			a	7	Kumar		#N/A	
					TGT Hin		#N/A	
22 A	OLYMPIADS Science	· To update yourself about different	1	4	Mr. Puneet	21	Mrs. Dini Sharma, TGT	
A	Olympiad &	Olympiad.	(I)	4	Sawhney ,	21	Mrs. Dipi Sharma, TGT Science	
	NTSE	.,			PGT Chem			
		· To encourage maximum participation of students.				22	Mrs. Ekta Tiwaree TGT Science	
		 To inform/ announce well in time about the Olympiad. 	2			6	Mrs. Kavita Yadav TGT SCN	
В	Mathematics Olympiad	 To aim to achieve better quality results I Olympiads. 	1				#N/A	
	,,	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 maths, science olympiad and NTSE .						
			2			3	Mr. Krishna Kumar TGT	
							Math	
С	Miscellaneous		1			21	Mrs. Dipi Sharma, TGT	
	Competition		2			9	Mrs. Kalpna Pal LIBR	
D	Primary Olympiads		1			44	Mrs. Surabhi , PRT	
	Clubs		2			15	Mrs. Deepali Antal PRT	
	Clubs							
23	Eco,Science, Health &	· To conduct club activities regularly as per KVS norms.	1	17	Mrs. Indu Sharma	22	Mrs. Ekta Tiwaree TGT Science	
	Wellness							
		· To ensure at least one activity per month.				20	Mrs. Sunita Juneja , TGT Science	
						45	Mrs. Deepti , PRT	
1		l l				54	Mrs. Pooja Tokas, PRT	

	•	1						
		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	 On the last working day all incharges will submit the club register to the Principal/ Vice- Principal. 	1	36	Mrs. Pushpa Chawdhry, TGT SST	37	Mrs. Ritu Sharma , TGT SST	
		· Club incharges are to coordinate with the			101331	57	Mrs. Ritu Bhardwaj , PRT	
		· CCA incharge for	2	9	Mrs. Kalpna Pal	7	Mr. Rajnender Kumar TGT SST	
		· conduct of activities.			LIBR		#N/A	
25	Language & Reading Club,		(1)	14	Mrs. Preety Singh , PGT	33	Mrs. Seema Bansal , Eng	
	KANT				Eng	28	Mrs. Durga Wati , TGT Hindi	
						29	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	
					Eng	66	Mrs. Himani , PRT	
			2	10	Mrs. Nisha Aggarwaal	9	Mrs. Kalpna Pal LIBR Mrs. Ritu PRT	
27	Mathematics Club		1	7	Mr. Harish Kumar,	25	Mr. Sombeer , TGT Math	
	C.U.D				PGT Math	69	Mrs. Meenu PRT	
			2	3	Mr. Krishna	8	Mrs. Kanti Pal WET	
					Kumar TGT	13	Mrs. Ritu PRT	
28	Spoken English Primary		1	47	Mrs. Sangeeta	57	Mrs. Ritu Bhardwaj , PRT	
			<u> </u>	47	Soni , PRT	15	#N/A Mrs. Deepali Antal PRT	
			2	17	Mrs. Geetanjali	14	Ms. Ruby PRT	
29	Library Committee	The meeting are to be convened at least once in a month	1	41	Mrs. Shashi kala Yadav	14	Mrs. Preety Singh , PGT	
		· Committee will submit the list of books to be			Libr	28	Mrs. Durga Wati , TGT Hindi	
		 procured subject wise in the beginning of academic session 				23	Mrs. Ritu Chhabra , TGT Math	
		· Books review				38	Mrs. Vijayeta Tiwaree ,TGT Sanskrit	
		 To inculcate reading habits among the staff & children 				20	Mrs. Sunita Juneja , TGT Science	
		To display cover of new arrival at proper place.				50	Mrs. Swati Gupta , PRT	I/C Primary
		Other routine work. To organize books exhibition on important				55	Mrs. Shashi Bala , PRT #N/A	
		occasions as per KVS rules.		_	N 4	C	·	
		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	
						4	Mr. Rajeev Kumar TGT Hin	

						15	Mrs. Deepali Antal PRT	
							#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 TGT Eng	
		· To organize investiture ceremony for the new recruits.					#N/A	
		· To conduct the parade after school hours and class on every Thursday.					#N/A	
		· To train the students for Pratham / Dwitiya / Tritiya / Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiya Charan / ChaturdhaCharan.					#N/A	
		· To issue the merit certificate after the conduct of test.	2	9	Mrs. Kalpna Pal	5	Mr. Tlak Raj TGT Eng	
		· Celebration of thinking day.			LIBR		#N/A	
31	Cubs & Bulbul	 To procure the uniform for Scouts / Guides who are involved in Guard of Honor. 	1	59	Mr. Rajeev Kumar , PRT	50	Mrs. Swati Gupta , PRT	Advance
		Any other work related to scout & guide/cub& bulbul and as per direction given by the undersigned.				61	Mr. Sauraj ,PRT	Basic
		g ,				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
			2	14	Ms. Ruby PRT	13 12	Mrs. Ritu PRT Mrs. Shalu pruthi PRT	Basic
32	Income Tax Committee	* Calculation of income tax from the members of the staff as per the provisions of Govt. Of India.	1	11	Mrs. Hema Gupta , PGT Comm	16	Mrs. Archna Singh , PGT Econ	
		* To verify the fee details first verified by the class teachers.					#N/A	
		* To check whether the deductions made by office is correct	2	3	Mr. Krishna Kumar TGT	7	Mr. Rajnender Kumar TGT SST	
22		CC 54 m at he arrived and the			Math	25	#N/A	
	Fees Verification & CS-54	· CS-54 must be maintained monthly and as per KVS norms.	1	9	Dr. Amar Singh PGT Compt	25	Mr. Sombeer , TGT Math	
		· It must be a time bound activity.			,		#N/A	
			2	4	Mr. Rajeev Kumar	7	Mr. Rajnender Kumar TGT SST	
34	Canteen	. To suponyico clasplinoss in the	1	5	TGT Hin	23	#N/A Mrs. Ritu Chhabra , TGT	
34	Committee	· To supervise cleanliness in the canteen area.	Ū)	5	Mr. Bhoop Singh		Math	
					Gothwal , PGT Chem	35	Mr. Dileep Kumar , TGT SST	
						49	Mrs. Gunjan Sharma , PRT	
		 To check preparation/ingredients of different foods. 					#N/A	

ĺ		* To monitor functioning of canteen as	1				#N/A
		per KVS/CBSE circular.					
			2	8	Mrs. Kanti Pal WET	9	Mrs. Kalpna Pal LIBR #N/A
35	First Aid	To procure the required number of	1	33	Mrs. Seema	8	Mrs. Neelam Gadi , PGT
	&Medical	medical cards in the beginning of the			Bansal ,		Bio
	Check up	academic session.			Eng		
		To distributes the medical cards to				60	Mr. Sumeet , PRT
		the class teachers based on strength.					
		· To arrange the medical checkup				58	Mr. Sandeep singh , PRT
		twice in a year (First check up from April					
		to August and second Oct to January)					
		To ensure the follow up action after					#N/A
		the medical checkup.					· ·
		· To ensure procurement and					#N/A
		maintenance of equipment & medicine required for medical room.					
		· To ensure first aid Kit.	2	8	Mrs. Kanti	9	Mrs. Kalpna Pal LIBR
		To make list of contacts of ambulance.			Pal WET		#N/A
36	Purchase	To verify requirement of various	1	3	Mrs.	8	Mrs. Neelam Gadi , PGT
30		deptt.	•		Shiromani ,	J	Bio
	Labs /Games	·			PGT Phy		
	Etc.						
		To belo in the consequence				47	NAme to due Chemina
		 To help in the procedure of procurement of items. 				17	Mrs. Indu Sharma
		· To help in spot purchasing as and				18	Dr. (Mrs.) Ratna Laxmi ,
		when required.					PGT Hist
		· To verify purchased items.				2	Mr. N. K. Rathore , PGT Phy
		· Any other work related to purchase				4	Mr. Puneet Sawhney ,
		committee for labs/games etc. and as per					PGT Chem
		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
	Committee				Compt		
		* To get prepared records to be inspected.					#N/A
		inspected.					
			2	8	Mrs. Kanti	9	Mrs. Kalpna Pal LIBR
					Pal WET	= -	
38	CMP Activities &TLM	 To ensure the implementation of CMP as per KVS norms. 	1	43	Mrs.	53	Mrs. Laxmi Devi Masiwal
	Q I LIVI	To take the requirement of TLM			Sangeeta Shukraman	50	Mrs. Swati Gupta , PRT
		from teachers well in advance every			i , HM		
		month.					Mys Chashi Bals DDT
		to procure TLM for the local market by taking an amount of Rs. 2000/- every				55	Mrs. Shashi Bala , PRT
		month.					
		To ensure the distribution of TLM to					#N/A
		all the teachers as per requirements.					
l	l	I	I .		I į		<u> </u>

		· To maintain a register of TLM					#N/A	
		ordered by the		4=		4.0	AA., W. 1. 1. 0	
		 teachers, TLM procured month wise. TLM distributed to the teachers every 	2	17	Mrs. Geetanjali	16	Mrs. Vaishali Sharma PRT	
		month based on their requirement.			Sharma			
		month based on their requirement.			PRT			
		· To maintain the register reflecting					#N/A	
		the number of work sheets prepared by						
		the teachers subject wise * Any other work related to CMP					#N/A	
		activities & TLM and as per direction given					#11/74	
		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 encourage good interpersonal			AE	15	Mrs. Deepali Antal PRT	
		relations among the staff.				13	iviis. Deepail Antai i Ki	
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	* To initiate preper action as not 10.55			Shukraman	16	Mrs Archas Singh DCT	
	students with Special Needs	* To initiate proper action as per KVS in case of bulleying and ragging.			i , HM	16	Mrs. Archna Singh , PGT Econ	
	(Divyang)	* Sensitize the students on the topic.				18	Dr. (Mrs.) Ratna Laxmi ,	
	(211)4118)						PGT Hist	
						50	Mrs. Swati Gupta , PRT	
						58	Mr. Sandeep singh , PRT	
			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
		To produce starr meeting register on	(3)		Ma Daisan		·	IVII. Sauraj
			2	4	Mr. Rajeev Kumar	9	Mrs. Kalpna Pal LIBR	
					TGT Hin		#N/A	
42	Maintaining	· To maintain record of all workshops	1	10	Mrs. Priti	11	Mrs. Hema Gupta , PGT	
74	reports of	with photographs.	٠	10	Singh , PGT	11	Comm	
	Workshops	· To send reports to KVS on			Compt	14	Mrs. Preety Singh , PGT	
		workshops.					Eng	
		 To arrange workshops for students & staff in school. 				39	Mrs. Babita Rani ,TGT 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					SST	Ü
		assembly and function.						0 =1
		• To ensure that two girls move out at a time for natural calls etc.				41	Mrs. Shashi kala Yadav Libr	3 Floor
1		a time for natural talls etc.	l l				LIM	

		To check the movement of students in				2	Mr. N. K. Rathore , PGT	2 Floor
		prohibited area.					Phy	
						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.	9	Mrs. Kalpna Pal LIBR	
					Neeva PET	10	Mrs. Nisha Aggarwaal AE	
						14	Ms. Ruby PRT	
						15	Mrs. Deepali Antal PRT	
44	Photography	· To keep all photos in record.	1	10	Mrs. Priti	14	Mrs. Preety Singh , PGT	
		· 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/			Aggarwaal		·	
		functions.			AE			
		* To keep all photos in record.				14	Ms. Ruby PRT	
45	Literary Clubs	To develop the language skills like	1	13	Mrs. Manju	38	Mrs. Vijayeta Tiwaree	
	,	reading, writing, speaking, listening skills among the students)		Singh , PGT Eng		,TGT Sanskrit	
		· To develop the proper reading habits among the children.			8	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 aids in teaching learning process				32	Mr. Sunil Kumar TGT , Eng	
		To conduct the language games					#N/A	
		during the teaching periods.					·	
		• 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.						
						12	Mrs. Shalu pruthi PRT	
46	Lunch Break Supervision	· To mind the discipline of the students during the lunch break	1	39	Mrs. Babita Rani ,TGT	43	Mrs. Sangeeta Shukramani , HM	
	•	· To see that the students reach their			P&HE	17	Mrs. Indu Sharma	
		respective class after the lunch.						
		* 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	
			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 <i>,</i> HM	47	Mrs. Sangeeta Soni , PRT	FLN Deepak
							#N/A	
			2	5	Mr. Tlak Raj	17	Mrs. Geetanjali Sharma	FLN Vaishali
					TGT Eng	12	Mrs. Shalu pruthi PRT	FLN Getanjali
48	Value Education	 To conduct all activities RKM for awakening citizen program. 	1	13	Mrs. Manju Singh , PGT	23	Mrs. Ritu Chhabra , TGT Math	Vijeyta Tiwari
		· To conduct quizzes & tests on value education.			Eng	34	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	·	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	
		* To prepare room for meeting /workshop.	2	8	Mrs. Kanti Pal WET	4	Mr. Rajeev Kumar TGT Hin	
50	PA System	• To maintain PA system for various purposes.	1	40	Mrs. Ritu Yadav ,	2	Mr. N. K. Rathore , PGT Phy	
		* Daily use in Morning assembly.			WET	62	Mr. Satyender , PRT	Mrs. Shweta
			2	8	Mrs. Kanti Pal WET	18	Mr. Harjeet Singh MUSIC	
51	Games & Sports SBSB FIT	· To maintain records of all activities	1	39	Mrs. Babita Rani ,TGT P&HE	24	Mr. Prem chand , TGT Math	Mr. Prem Chand STOCK I/C
	INDIA				PARE	9	Dr. Amar Singh PGT Compt	,,,
						41	Mrs. Shashi kala Yadav Libr	
						38	Mrs. Vijayeta Tiwaree ,TGT Sanskrit	
		· To maintain ground/courts/boxing room.				58	Mr. Sandeep singh , PRT	
						67	Mrs. Deepak , PRT	
		· To prepare teams for				54 60	Mrs. Pooja Tokas, PRT Mr. Sumeet , PRT	
		regional/National sports meet.				00	Wil. Suffleet , PK1	
		· To ensure Mass P.T. regularly.	2	11	Miss.	18	Mr. Harjeet Singh	
		All other work related to Games and Sports as per direction of the undersigned.			Neeva PET	14	Ms. Ruby PRT	
52	UDISE	* To Update the data in UDISE	1	9	Dr. Amar	10	Mrs. Priti Singh , PGT	
					Singh PGT Compt		Compt	
						60	Mr. Sumeet , PRT	

			2	8	Mrs. Kanti	15	Mrs. Deepali Antal PRT	
					Pal WET			
53	Late Coming of Students	record.	1	2	Mr. N. K. Rathore ,	9	Dr. Amar Singh PGT Compt	
		· To inform parents for regularly late coming.			PGT Phy	7	Mr. Harish Kumar , PGT Math	
						19	Mr. Avni Bhushan , PGT Geog	
						59	Mr. Rajeev Kumar , PRT	
		Entry of late coming to be marked in student diary				69	Mrs. Meenu PRT	
		,	2	8	Mrs. Kanti	9	Mrs. Kalpna Pal LIBR	
					Pal WET	10	Mrs. Nisha Aggarwaal AE	
54	Cleanlines Supervision	Verify Cosumables availability	1	39	Mrs. Babita Rani ,TGT	8	Mrs. Neelam Gadi , PGT Bio	Secondry
		Quality & regularity			P&HE	45	Mrs. Deepti , PRT	Primary
		Resolve any hurdle if any	2	11	Miss. Neeva PET	8	Mrs. Kanti Pal WET	
55	PISA KHAN Academy	* To conduct all the events in time	1	23	Mrs. Ritu Chhabra ,	22	Mrs. Ekta Tiwaree TGT Science	
		* To distribute the events between clas teachers			TGT Math	32	Mr. Sunil Kumar TGT , Eng	
		* To maintain the records					#N/A	
							#N/A	
			2	3	Mr. Krishna Kumar TGT	6	Mrs. Kavita Yadav TGT SCN	
					Math	5	Mr. Tlak Raj TGT Eng	
57	Google Sheet and email reply	* To obtain the Google Sheet	1	15	Mrs. Urmila Yadav , PGT		Dr. Amar Singh 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 approval of Principal	2	10	Mrs. Nisha Aggarwaal AE	8	Mrs. Kanti Pal WET	
58	Teaching Aids	Audio & Visuals	1	19	Mr. Avni Bhushan ,	18	Dr. (Mrs.) Ratna Laxmi , PGT Hist	
					PGT Geog	9	Dr. Amar Singh PGT Compt	
						10	Mrs. Priti Singh , PGT Compt	
							#N/A #N/A	
							#N/A	
			2	3	Mr. Krishna Kumar TGT	16	Mrs. Vaishali Sharma PRT	
					Math	17	Mrs. Geetanjali Sharma PRT	
]				#N/A	

59	Innovation and	1	16	Mrs.	4	Mr. Puneet Sawhney ,
	Experiments			Archna		PGT Chem
				Singh , PGT	30	Mrs. Meenakshi Sharma ,
				Econ		TGT Hindi
					33	Mrs. Seema Bansal , Eng
					36	Mrs. Pushpa Chawdhry ,
					30	TGT SST
						#N/A
						#N/A
		2	8	Mrs. Kanti	6	Mrs. Kavita Yadav TGT
)		Pal WET		SCN
						#N/A
						#N/A
60	Achievements	1	11	Mrs. Hema	18	Dr. (Mrs.) Ratna Laxmi ,
	Records and			Gupta ,	20	PGT Hist
	Alumunii			PGT Comm	20	Mrs. Sunita Juneja , TGT Science
					23	Mrs. Ritu Chhabra , TGT
						Math
						#N/A
						#N/A
						#N/A
		2	7	Mr. Rajnender	17	Mrs. Geetanjali Sharma PRT
				Kumar		#N/A
				TGT SST		#N/A
61	NIE News in education and	1)	14	Mrs. Preety Singh, PGT	24	Mr. Prem chand , TGT Math
	H T pace			Eng	48	Mrs. Kusum Mishra , PRT
						#N/A
						#N/A
						#N/A
						#N/A
		2	5	Mr. Tlak Raj		#N/A
		٧	,	TGT Eng		#N/A
				TOT LIIG		#N/A
62	Staff Room	1	18	Dr. (Mrs.)	17	Mrs. Indu Sharma
	D/C)		Ratna	32	Mr. Sunil Kumar TGT , Eng
				Laxmi ,		#N/A
				PGT Hist		#N/A #N/A
						#N/A
						#N/A
		2	11	Miss.	16	Mrs. Vaishali Sharma PRT
		٧	11	Neeva PET	10	ivii 5. vaisiiaii Siiaiiiia PKI
				NCCVA FL1	5	Mr. Tlak Raj TGT Eng
					4	Mr. Rajeev Kumar TGT
					•	Hin

(1) (2)