

No.	Committee	Secondary	Duties
	<b>Chief Patron</b>	<b>Sh. Subodh Kumar Agnihotri, Principal</b>	
1	Academic - Subject Committee	1. Smt. Vandana Saxena, I/C - Over All 2. I/C - Hindi - Sh. Rajesh Kumar Meena - PGT (Hindi) 3. I/C - English - Sh. Bharat Bhushan - PGT (Eng) 4. I/C - Maths - Sh. Pankaj Varshney - PGT(Maths) 5. I/C - Science - Sh. Pawan Kumar Dixit- PGT(C.S.) 6. I/C - Social Science, Commerce, Economics, History & Political Science - Smt. Ela Singh - PGT(History)	Coverage of Syllabus, Class Work / Home Work, Monitoring Remedial Work. Conduct of Subject Committees Meetings.
2	Examination	1. Sh. Pankaj Varshney PGT (Maths) - Overall - I/C 2. Sh. Ajay Sagar PGT(Phy.) - Home Exams 3. Sh. Bharat Bhushan PGT (Eng.) - CBSE (Sen. Sec.) 4. Sh. D. S. Sharma TGT (Maths) - CBSE (Secondary) 5. Smt. Anamika Dixit PRT- I/C - Primary Section 6. Smt Beena Rani Gautam PRT	Conducting CBSE and Internal Examination, Preparation of Result Analysis, Question Paper for FAs, UTs & others as well as Correspondance etc.
3	Time Table & Arrangement	1. Sh Ajay Sagar - PGT (PHYSICS) - I/C 2. Sh. Ram Prasad - TGT(Maths) 3. Sh. Avtar Singh - PRT - Primary Section	Prepare Time Table of school, Remedial Time - Table, Arrangement for teachers on their absence or on-duty.
4	Admission	1. Dr. Man Singh Meena - PGT(Chem.) I/C 2. Sh. Rameshwar Dayal Yadav - PGT (Bio.) 3. Smt. Anamika Dixit - PRT	Verification of forms, Preparation of eligible & not eligible candidates, Finalization of admissions as per KVS Rule.
5	CCA & Morning Assembly	1. Sh. Rajesh Kumar Meena - PGT(Hindi) - I/C - Secondary Wing 2. Sh. Birendra Chandra, TGT (WE) 3. Sh. Pavan Gautam - PET 4. Dr. Divyani - PRT(Music) -Primary Section 5. Smt. Rajni - PRT - I/C - Primary Wing 6. Sh. Yogendra Sharma 7. Sh. S.S. Sharma	To Conduct CCA on time and conduct morning assembly, Celebration of important days.
6	Discipline	1. Smt. Vandana Saxena PGT (Geo.)- I/C 2. Smt. Pooja Sharma - PGT(Comm.) 3. Sh. Pavan Gautam - TGT(PET) 4. Smt. Indu Saini, TGT (Sanskrit) 5. Sh. Avtar Singh, I/C -Primary Section Games Coach, Yoga Coach & All Respective Class Teachers	To maintain the discipline of School and student's uniform. Alloting duties for different areas for safety and security of students.
7	Furniture	1. Sh. Avtar Singh - PRT - I/C 2. Sh. Ram Prasad - TGT(Maths) 3. Dr. Ajai Kumar Prajapati, Librarian	For maintenance of records and furniture items, Requisition of furniture if required, Adopt procedure for condemnation of articles as per KVS Norms

8.1	Repair & Maintenance of Building	1. Sh. Birendra Chandra - WET - I/C 2. Sh. Mohan Singh, TGT (SST.) 3. Sh. Sher Singh - Substaff	For Maintenance & repair works as per KVS Guidelines
8.1	Gardening and Beautification of The Vidyalaya	1. Sh. R.D. Yadav, PGT (Bio.) 2. Smt. Nandini Singh, TGT (Arts) 3. Sh. Suresh Chandra	To maintain the Garden and maintain the Beauty of Scholl as per KVS guidelines.
9	Computer & Website Updation	1. Sh. Pawan Kumar Dixit - PGT(Comp.Sc.) - I/C 2. Computer Instructor - Sh. Mohit Mishra 3. Sh. Rajesh Kumar Meena - PGT(Hindi) 4. Sh. Bharat Bhushan - PGT(Eng.) 5. Smt. Anamika Dixit - PRT	To manage computer lab and purchase accessories. Providing facility of ICT to for teachers & students. Adopt procedure for condemnation of articles as per KVS norms.
10.	Scout & Guide	1. Sh. D. S. Sharma TGT(MATHS) & LT 2. Sh. Pawan Kr. Dixit PGT(CS) & HWB 3. Dr. M.S. Meena - PGT(CHEM) & HWB 4. Sh. Bharat Bhushan - PGT (ENG) & SM (Advanced) 5. Sh. Om Prakash - TGT(Hindi) 6. Sh. A.K. Prajapati - TGT(Lib.) 7. Smt. Indu Saini - Guide Captain 8. Smt. Nandini Singh -Guide Captain (Adv.) 9. Smt. Deepti Sahrma - Guide Captain (Adv.) 10. Sh. Avtar Singh, - CUB MASTER 11 Smt. Rajni - PRT & FLOCK LEADER 12. Smt. Anamika Dixit PRT & FLOCK LEADER	To conduct the Bharat Scout & Guide, Cub & Bulbul activities at School Level & to arrange the same for different level like Swarn Pankh, Pratham Sopan, Dwitiya Sopan, tritiya sopan, Rajya Puruskar Testing & Rashtrapati Award Testing Camps etc.
11.	Science & Nature Club	1. Sh. Man Singh Meena PGT (Chem.) - I/C 2. Sh. Ajay Sagar PGT (Phy.) 3. Sh. R. D. Yadav PGT (Bio.) 4. Mrs. Deepti Sharma TGT (Sc.) 5. Mrs. Kirti Soni TGT (Sc.) 6. Mrs. Manisha Mudgal - PRT - Primary Section	To conduct Scince Exhibition & other activities related to Science & Nature. Develop Eco. club & sensitizing towards judicial use of resourced to all stake holders of Vidyalaya.
12.	Social Science Exhibition	1. Smt. Vandana Saxena PGT (Geo.) - I/C 2. Smt. Ela Singh PGT (Hist.) 3. Smt. M. Bhattacharjee PGT (Eco.) 4. Smt. Madhur Pandey TGT (Social Sc.) 5. Sh. Mohan Singh TGT (Social Sc.) 6. Smt. Indu Saini TGT (Sanskrit)	To conduct Social Science exhibition.
13.	Guidance & Counselling	1. Sh. Pawan Kumar Dixit PGT(Comp.Sc.) - I/C 2. Sh. Bharat Bhushan, PGT (English) 3. Sh. R.D. Yadav, PGT(Bio.) 4. Ms. Lata Rani Gupta, TGT(English) 5. Smt. Indu Saini, TGT(Sanskrit) 6. Sh. Om Prakash, TGT (Hindi)	To solve the problems of the students (Psychological, Social, Emotional etc.). To make them aware about different careers after Schooling & College courses as per KVS Guidelines.
14.	Sports & Games	1. Mr. Pavan Gautam, TGT(PET) 2. Mr. Ajay Sagar, PGT (Physics) 3. Sh. Suresh Chandra Yadav	To conduct different sports & games activities - Cluster Level, Regional Level and National Level or SGFI.

		Games Coach	
15.	Grievance Redressal Committee & Sexual Harassment	1. Smt. Vandana Saxena - PGT (Geo.) - I/C 2. Smt. Pooja Sharma - PGT (Comm.) 3. Sh. Rajesh Kumar Meena - PGT(Hindi) 4. Dr. Luxmi Gautam, N.G.O.	To make efforts to resolve the Grievances of staff and students & act as per laid norms.
16.	Rajbhasha	1. Sh. Rajesh Kumar Meena - PGT(Hindi) - I/C 2. Sh. Om Prakash - TGT (Hindi) 3. Smt. Kamlesh Kumari - TGT(Hindi) 4. Sh. Umakant - Junior Secretariat Assistant	To promote the use of the Rajbhasha "HINDI" in day - today life and working of the vidyalaya. Activities related to Rajbhasha.
17.	Medical Check Up	1. Sh. Mohan Singh- TGT (SST) - I/C 2. Smt. Kirti Soni - TGT(Science) 3. Smt. Beena Rani Gautam - PRT - Primary Section 4. Sh. Yogendra Kr. Sharma 5. Games Coach & Yoga Instructor	To make the arrangement of Medical Checkup of the students.
18.	PTA	1. Sh. Pankaj Varshney, PGT (Maths) - I/C 2. Smt. Beena Rani Gautam - I/C - HM -Primary Section & All Respective Class Teachers & Co-Class Teachers	To conduct PTA & make the arrangement of PTA meetings
19.	Photography	1. Sh. Pawan Kumar Dixit - PGT(Comp.Sc.) - I/C 2. Sh. D.S. Sharma - TGT(Maths) 3. Computer Instructor - Sh. Mohit Mishra	Photography of different activities / functions in Vidyalaya. Printing and displaying and providing on Website & Media publicity.
20	A.E.P.	1. Sh. Bharat Bhushan, PGT(English) - I/C 2. Sh. Om Prakash, TGT(Hindi) 3. Smt. Indu Saini, TGT(Sansk.)	All activities and correspondence related to A.E.P.
21	Media Communication	1. Sh. R.K. Meena, PGT (Hindi) 2. Sh. D.S. Sharma - TGT(Maths) 3. Sh. Umakant, JSA	To publish the School programs in the newspaper for the public interest.
22	C.M.P.	1. Smt. Beena Rani Gautam - I/C HM - Primary Section 2. Smt. Rajni - PRT 3. Smt. Anamika Dixit - PRT	To implement the programs as per Common Minimum Program Guidelies. Publish CMP News Letter in Soft Copy & Printed matter.
23	Library	1. Dr. Ajai Kumar Prajapati - I/C 2. Smt. M. Bhattacharjee, PGT (Eco.) 3. Sh. Pankaj Varshney - PGT (Maths) 4. Sh. R.D. Yadav - PGT (Biology) 5. Sh. Rajesh Kumar Meena - PGT(Hinid) 6. Ms. Iata Rani Gupta- TGT(English) 7. Sh. Om Prakash TGT(Hindi) 8. Sh Sher Singh Meena - PRT	To promote the maximum use of School Library for the students as well as staff members.
24	Cleanliness	1. Boys' Washroom - Sh. Ajay Kumar Prajapati Librarian - I/C 2. Girls' Washroom - Smt. Nandini Singh TGT(Arts) 3. Playground - Sh. Pavan Gautam - TGT(PET) 4. Corridors & Surroundings- Sh. Om Prakash, TGT(Hindi) 5. All Lawns - Sh. D.S. Sharma, TGT(Maths)	To monitor the cleanliness and hygiene of the area give in front of their names.

25	CS - 54	1. Sh. Ram Prasad - TGT(Maths) - I/C 2. Sh. SomDutt Upman, SSA & All Respective Class & Co- Class Teachers.	To prepare CS - 54. To provide information as required by Sh. Ram Prasad to prepare CS 54
26	KV Shala Darpan	1. Sh. Pawan Kumar Dixit PGT (Comp. Sc.) - I/C 2. Sh. Mohit Mishra (Computer Instructor) 3. All Respective Class & Co-Class Teachers	Do all the work related to KV Shaladarpan
27	Vidyalaya Information	1. Sh. Pawan Kumar Dixit PGT (CS) - I/C 2. Dr. Ajai Kr. Prajapati, Librarian 3. Sh. Umakant - Junior Secretariat Assistant	To ensure timely reporting and response to all e- mail correspondance from different offices
28	Educational Tours	1. Smt. Pooja Sharma - PGT(Comm.) - I/C 2. Smt. Deepti Sharma, TGT(Science) 3. Smt. Manisha Mudgal, PRT - I/C	To Select the students for tours and arrangement for their safe departure & arrivals.
29	Child Rights Protection Cell & Anti Bulging	1. Smt. Vandana Saxena, PGT (Geo.) 2. Smt. Ela Singh, PGT(Hist.) 3. Sh. Pavan Gautam, PET 4. Dr. Ajai Kumar Prajapati, Librarian 5. Sh. Yogendra Kumar Sharma	Child related Safety measures
30	Evacuation	1. Sh. Bharat Bhushan, PGT (Eng) 2. sh. Pankaj Varshney, PGT(Maths) 3. Sh. Om Prakash, TGT (Hindi) 4. Smt. Rajni, PRT 8. Sh. Shyam Sunder Sharma,	for Safe movement from class room into emergencies
31	Transport Safety	1. Sh. Pavan Gautam, PETI/C 2. Sh. D.S. Sharma, TGT (Maths) 3. Sh. R. K. Meen, PGT (Hindi) 4. Sh. Sher Singh Games Coach, Yoga Instructor & Computer Instructor	For provide safe transport during excursion
32	Team for students with special needs (Divyang)	1. Sh. Pawan Kr. Dixit, PGT (CS) 2. Smt. Nandini Singh, TGT (Arts) 3. Smt. Kamlesh Kumar TGT(Hindi) 4. Smt. Anamika Dixit, PRT 5. Sh. Mahavir Singh	Care of students with Special needs
33	Internal complaint	1. Vandana Saxena, PGT(Geo.) - I/C 2. Smt. Pooja Sharma, PGT (Comm.) 3. Sh. Rajesh Kr. Meena, PGT (Hindi) 4. Smt. Deepti Sharma, TGT (Sc.) 5. Smt. Manisha Mudgal, PRT	Grievances and Redressal