

KENDRIYA VIDYALAYA TAGORE GARDEN

COMMITTEE LIST - 2022-23

| SR | NAME OF COMMITTEE | INCHARGE AND ASSOCIATES | DUTIES TO BE PERFORMED | SIGNATURE |
|----|--|--|--|-----------|
| 1 | ACADEMIC SUPERVISION | 1.Vice Principal 2. Mr.O.P.Upadhyay 3. Mr.Ravinder 4. Mr.Manish | To supervise the academic work & notebook correction in vidyalaya | |
| 2 | ADMISSION | 1. Mr. Manoj I/C 2.Mr. Nitin Aviral 3.Ms. Poonam Bajaj 4. Mr. Dinesh 5. Ms. Jasleen | Upload Admission Schedule and related dates on school website. To perform all admission related work as per admission guidelines. | |
| 3 | EXAMINATION | Mr. O.P. Upadhyay (Exam Co-ordinator) | To conduct all exams , CBSE work, timely evaluation, declaration of result & Analysis by RO. To follow all circulars issued by RO from time to time | |
| | EXTERNAL | 1. Mr.D.S.Bisht I/c 2. Mr. A.N.Mishra | | |
| | CBSE | 3. Mr. Ashwani I/C 4. Mr. Nitin Aviral 5. Mr.A.N.Mishra | | |
| | INTERNAL | 6. Ms.Shweta I/c 7. Mr. Akhilesh 8. Mr.Harish Arora 9. Ms. Madhubala | | |
| 4 | NIOS | 1. Mr. Jitender 2. Mr. S.Mandal | Plan and Conduct NIOS exam and answer all related queries. | |
| 5 | TIME TABLE AND ARRANGEMENT | 1.Mr. Ravinder I/C 2. Ms. Pooja saini 3. Mr.Dilbagh 4. Ms. Neeru | To prepare time table & arrangement of teachers & to supervise any vacant class & report to authority | |
| 6 | CCA | 1.Ms. Pooja Chauhan - I/C 2. Mr. Manish Kumar 3. Ms. Saroj katoch- (Magazine) 5. Mr. Ashish Gosa(Display Boards I/C) 6. Ms. Rashmina 7. Ms. Seema Devi 8. Mr. S.N.Kumawat 9. Mr. Shatrughan 10. All House Masters | Maintenance of result of CCA activities ,purchase & distribution of CCA prizes. | |
| 7 | FURNITURE | 1. Mr. D. S. Bisht 2.Ms. Shalini | To physically verify all furniture from records & maintance of furniture | |
| 8 | CLEANLINESS OF VIDYALAYA AND SWACHH BHARAT ABHIYAN RELATED ACTIVITIES | 1.Ms.Nidhi Khurana (I/c) Primary (2nd Floor) 2.Ms. Shalini 3.Mr.Pankaj Admin Block – Gd Floor 4.Ms.Pooja Saini 5. Mr. Akhilesh Admin Block - 1st Flr 6 Ms. Rashmina 7 Mr. Rajendra Singh Admin Block - 2nd. Flr 8 Mr. S. K. Verma 9 Ms. Prabhjot Outside School Bldg 10. Mr. Dilbagh Singh - Front Gdn 11. Ms. shailesh Ranga - PG 12. Ms. Preeti Shukla- PG 13. Mr. Ashish Gosa- Gym Area | To observe cleanliness of classes, corridor, toilets & water points & instruct workers. maintain standards as per like Swachh Vidyalaya programme | |
| 9 | GARDENING AND BEAUTIFICATION OF VIDALAYA | 1. Dr. Jitender I/c 2. Pgt physics 3. Mr. Ashish Gosa 4. Ms. Rekha Garg 5.Mr. D. S. Bisht 6. Ms. Shalini | To ensure proper functioning of equipments installed in science park and their upkeep. To instruct gardener about Different type of plants to be planted in vidyalaya according to season & beautification of vidyalaya campus | |
| | Science Park | | | |
| | Middle Garden | | | |
| | Front Garden | | | |

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| 10 | MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER & ELECTRICITY | 1. Dr. Jitender - I/c 2. Mr. Manoj 3. Mr. Manish- Co I/c 4. Mr. Vishal Kaushik 5. Ms. Usha Devi 6. Mr. D. S. Bisht 7. Sh. Tirth Das 8. Ms. Sarita Yadav | To ensure proper maintenance of school building & aqua guards installed & proper cleaning of water tanks, repairing of electrical appliances. | |
| 11 | EDUCATIONAL TOURS/EXCURSION | 1. Mr. Manoj I/C 2. Manish 3. Ms. Pooja Chauhan 4. Ms. Preeti Shukla 5. Ms. Madhubala | To plan educational tours, to provide proper stay & hygienic food during the tour. | |
| 12 | MEDICAL CHECKUP | 1. Doctor 2a. Neetu - I/c secondary 2b. Mr. S. Mandal 3. PRT I/c Primary 4. Staff Nurse | To provide medical cards, to arrange medical checkup twice in a year & follow up action | |
| 13 | CMP | 1. Ms. Seema Chandra 2. Ms. Shivani | To maintain proper records of material purchased & consumed & no. of work sheets prepared by teachers | |
| 14 | PHOTOGRAPHY | 1. Mr. Ashish Gosa- I/c 2. Ms. Preeti Shukla | To take photographs of every event of school. | |
| 15 | SCHOLARSHIPS | 1. Mr. Lokesh Singh I/C 2. Mr. Vishal Kaushik 3. Ms. Neetu | | |
| 16 | OCCASSIONAL GUIDANCE/COUNSELLING/ GUEST LECTURES ANGER MANAGEMENT | 1. Mr. Satish I/C 2. Mr. S.K. Verma 3. Ms. Prabhjot kaur 4. Ms. Shailesh Ranga | To arrange guest lectures by inviting scientist, doctors & other dignitaries on important occasions. | |
| 17 | SPORTS COMMITTEE FIT INDIA SBSB | 1. Ms. Preeti Shukla 2. Mr. Satish 3. All Sports coaches 4. Mr. Manish 5. Mr. Manoj | To ensure participation of students in Regional, National and School level & prepare the students for such events. Timely conduction of Sports day, SBSB activities on regular basis (regular periods), spread throughout for each classes. | |
| 18 | CULTURAL COMMITTEE | 1. Mrs. Ekta I/C 2. Mr. Ashish Gosa 3. Mrs. Seema Devi 4. Ms. Taruna Nagpal 5. Ms. Rashmina 6. Mrs. Sunil Kumari | To make a proper panel of eligible staff at start of academic session. | |
| 19 | DISCIPLINE COMMITTEE | 1. Ms. Preeti Shukla I/c 2. Mr. Ashwani 3. Ms. Nidhi Khurana 4. Ms. Pooja Chauhan 5. Mr. Manish 6. Mr. Rajendra 7. All Class Teachers | Prepare an action plan to maintain perfect discipline in the school campus/ checking late comers and follow up/ checking of uniform/ and communicating to parents through class teachers. LUNCH TIME –Monitoring students in the eating area. | |
| 20 | ANTI BULLYING COMMITTEE | 1. Ms. Nidhi Khurana I/C 2. Mr. S. K. Verma 3. Mr. Pankaj 4. Ms. Seema Devi 5. Ms. Dilbagh Singh | | |
| 21 | LIBRARY COMMITTEE | 1. Mr. Satish I/C 2. Mrs. Sunil Kumari 3. Mr. Saroj Katoch 4. Ms. Pooja Saini 5. Ms. Rajendra Singh | A meeting should be conducted at the end of month, books review, list of condemned books & books to be purchased. | |
| | | 1. Mrs. Sunil Kumari i/c 2. Mrs. Rashmi Jain | To take initiative for | |

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| 22 | IMPLEMENTATION OF RAJ BHASHA AND INTEGRITY CLUB | 3. Mrs. Seema Devi 4. Sudha Awashti 5. Mr. Dinesh Pal | correspondence in Hindi & to attend Rajbhasha meetings & to implement them. | |
| 23 | SCOUT AND GUIDE & CUBS AND BULBUL | 1(a). Mr. Satish,(S) I/C 1(b).Mr.A.N.Mishra (S) I/C 2. Mrs. sunil kumari (G) I/C 3. Ms. Saroj Katoch 4. All Trained Teachers | To ensure the enrollment of students & to participate the students in various activities from time to time. | |
| 24 | ADOLESCENCE EDUCATION AND TARUNOTSAV (AEP) | 1.Ms. Neetu I/c 2.Mr. Satish 3.Mrs Suman Kumari 4. Ms. Madhubala | To guide All Adolescence to learn life skills and tackle common problems faced tactfully. | |
| 25 | NEWSPAPER & LITERARY CLUBS | 1.Ms. Prabhjot kaur I/C (Eng.) 2.Ms. S. Awasthi I/C (Hindi) 3.Mrs. Shailesh Ranga 4. Mr. S.N.Kumawat 5. Mrs. Madhu Pathik | To develop language skills & various language activities among students. | |
| 26 | NATURE CLUB/ECO CLUB | 1. Ms.Rekha Garg - I/C 2. Ms. Neetu 3. Ms. Suman Kumari 4. Ms. Prabhjot 5. Ms.Neeru | To keep in touch with forest dept. & celebrate van mahotsava. and amaintain tandards of school in activities Harit Vidyalaya | |
| 27 | VIDALAYA PATRIKA /CLASS MAGAZINE/SCHOOL DIARY COMMITTEE | 1.Mrs. Saroj Katoch I/C 2.Mrs. Prabhjot Kaur 3.Mr. Chaturanand 4.Mr. D. S. Bisht. 5. Ms Seema Chandra 6. Ms. Madhu Kumari 7. Mr. Ashish Gosa | Editorial board should collect articles from teachers & student's articles should be screened & proof reading must be done of selected articles. | |
| 28 | INTERNAL COMPLAINTS and SEXUAL HARRASSEMENT COMMITTEE (VALIDITY - 3 YEARS) | 1. Vice Principal 2. Ms. Pooja Chauhan 3. Mr.O.P.Upadhyay 4. Ms. Pooja Kalra - NGO member 5..Lady Parent member (VMC) 6.Mrs. Nidhi Khurana 7. Mr. Manish | Proper action should be taken as per KVS norms. | |
| 29 | GRIEVANCE REDRESSAL CELL & INFORMATION ON RTI | 1. Ms. Pooja Chauhan 2. Mr. Nitin Aviral | Proper information should be provided as prescribed time. | |
| 30 | STAFF MEETING COMMITTEE(Minutes record) | 1. Mrs. Sunil Kumari I/C 2. Pooja Chauhan | To Inform all related teachers, ensure necessary seating, Mic arrangements and note the minutes of meeting. | |
| 31 | WEBSITE / SHALA DARPAN UPDATE COMMITTEE | 1.Mr. Vishal Kuashik – I/c 2. Mr. Nitin 3. All three Comp Instructors | Timely updation of website as per KVS norms. | |
| 32 | SUGGESTIONS AND COMPLAINTS | 1. Mr. Akhilesh-I/C 2. Mr. S.K. Verma 3. Mrs. Nidhi Khurana 4. Mr.A.N.Mishra 5. Ms. Surabhi | | |
| 33 | AUDIO VISUAL AIDS AND E-LEARNING COMMITTEE & PA SYSTEM | 1. Ms. Usha Devi- I/c 2.Mr. Satish 3.Ms. Ekta Bansal 4.Mr. S. Mandal 5. Mr. Ashish Gosa | To make proper records of e-classes taken by teachers & proper maintenance of equipment. | |
| | OLYMPIAD COMMITTEE | | | |
| | Maths Olympiad | 1.Mr. S.K. Verma I/C 2.Mr. Pankaj 3. Mr. Sapna Grover | | |
| | Green Olympiad | 4. Ms. Rekha Garg | | |
| | Science Olympiad | 5. Ms. Pooja saini– SOF | | |
| | PISA(CCT) | 6. Mr. Lokesh | | |
| | JNNSME | 7. Ms. Neetu 7. Mr. O. P. Upadhyay I/C 8. Mrs. Rekha Garg | | |

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| 34 | NCSC INSPIRE AWARDS NTSE /JSTSE LAB MODERNISATION ATAL LAB | 9. Mr. Suman kumari 10. Ms. Neetu | To conduct various Olympiads & participation in NCSE & NTSE exams. | |
| | | 11. Mr. Lokesh Singh I/C/PGT-Physics 12. Ms. Rekha Garg 13. Ms. Neetu | | |
| | | 14. Mr. Lokesh/ suman kumari 15. All Sci. teachers | | |
| | | 16. Mr. Ashwini I/C NTSE 17. Ms. Rekha Garg JSTSE | | |
| | | 1. Mr. O. P. upadhyay I/C 2. Ms. Suman Kumari | | |
| | | 1. Ms. Neetu 2. Mr. Lokesh Singh 3. Dr. Jitender | | |
| 35 | S.ST. CLUB & EK BHARAT SHRESTH BHARAT AND YOUTH PARLIAMENT | 1. Mr. Manish, Mr. Manoj I/C 2. MS. Pooja Chauhan 3. Mr. Akhilesh Yadav 4. Ms. Shweta Gupta 5. All TGT S.Sc | | |
| 36 | DO REPORT & VIDYALAYA PLAN UPDATION | 1. Ms. Saroj Katoch - I/c 2. Ms. Seema Devi 3. All deptt. incharges | All Teachers Given Specific Duty outside School are to submit a written report of the event to Ms. Saroj for preparation of DO Report | |
| 37 | NATIONAL DISASTER MANAGEMENT COMMITTEE | Mr. Manish Kumar- I/C Mr. Jitender Ms. Preeti Ms. Madhubala Mr. Mukesh Mr. Pardeep | | |
| | Search & Rescue Team | Ms. Usha devi Mr. Mandal Ms. Neeru Ms. Yamini | | |
| | First Aid & Medical Team | Doctor/Nurse 1. Mr. Ravinder -I/C 2. Ms. Shweta Gupta 3. Ms. Rekha Garg 4. Mr. S. Mandal | | |
| | Transport Safety Team | Mr. S.N. Kumawat-I/C 1 Mr. Narender 2. Mr. Lokesh Singh 3. Ms. Preeti Shukla 4. Ms. Rashmina 5. Ms. Rashmi Jain | | |
| | Team for students with special needs (Handicap etc) | Special Educator/Counsellor:- Mrs. Nidhi Khurana -I/C 1. Mr. Chaturanand 2. Mrs. Rashmi Jain 3. Mr. Dilbagh Singh 4. Ms. Suman Kumari 5. Ms. Seema Chandra | | |
| 38 | CHILDRENS RIGHTS PROTECTION COMMITTEE/ POC SO | 1. Vice principal 2. Mrs. Pooja Chauhan 3. Ms. Prabhjot 4. Ms. Sudha Awasthi 5. Mr. A.N. Mishra | Be aware with Children's rights are the human rights of children with particular attention to the rights of special protection and care afforded to minors, Posco Act. Act accordingly as per norms in case of dispute | |
| 39 | ALUMINI ASSOCIATION | 1. Ms. Prabhjot Kaur I/C 2. Mrs. Pooja Chauhan 3. Mr. Nitin Aviral 4. Ms. Shweta Gupta 5. Mr. Shatrughan | Maintaining a record of all alumni of recent years and its updation in school plan as well as school website. | |

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| 40 | CANTEEN COMMITTEE | 1. Vice Principal 2. Mr. Jitendra/H.M 3. Mr. S.Mandal 4. Ms.. Santosh 5.Head Boy 6.Head Girl 7. Student Member 1 8. Student Member 2 9. VMC Parent Member - Sh. Prabhu Dayal 10. Parent Member | Keeping a check and Ensuring Quality of food supplies and potable water to the students / Guests and teachers in school campus | |
| 41 | INCOME TAX CALCULATION | 1. Ms. Nidhi Khurana-I/C 2. Mr. S. K.Verma 3. Mr. Pankaj | | |
| 42 | STANDARD SCHOOL EVALUATION COMMITTEE / ACCREDITIO | 1. Dr. Jltender 2. Usha devi 3. Ms. Preeti Shukla 4. Mr. Akhilesh Yadav | Certification for Green School Building and ensuring compliance with all specified parameters | |
| 43 | UBI FEE PORTAL | 1. Mr. Nitin kumar Aviral I/C 2. Mr. A. K. Mishra 3. Ms. Nidhi Khurana 4. Mr. Shatrughan | Quarterly Fee collection and report submission. Announcements regarding fee collection and UBI verification | |
| 44 | PANEL SELECTION & RELATED WORKS COMMITTEE & VMC MEETINGS | 1.Ms. Jitendra 2.Ms. Pooja chauhan 3.Mr. Nitin Aviral 4.Ms. Saroj Katoch 5.Mr. Divtej 6.Ms. Prabhjot 7.Ms.,Rashmina | Preparing files for Panel for selection of contractual part time tachers in the month of February. Preparation of result and sending for approval of VMC Chairman. VMC meetings | |
| 45 | HOUSE MASTER | 1. Mr. Lokesh Singh (Shivaji) 2. Mr. Pooja saini(Tagore) 3. Mr. Akhilesh(Ashoka) 4. Ms. Nidhi khurana (Raman) | To look after various house related works & proper maintenance of house records of various activities preformed throughout year. | |
| 46 | SUBJECT COMMITTEE HEADS | ENGLISH- Pooja chauhan HINDI & SKT.- Sunil Kumari SCIENCE- O.P. upadhyay MATHS- S. K. Verma SST- Nidhi Khurana CS & IT- Nitin Aviral | | |
| | VICE PRINCIPAL | | PRINCIPAL | |