

KENDRIYA VIDYALAYA TAGORE GARDEN

COMMITTEE LIST - 2023-24

SR	NAME OF COMMITTEE	INCHARGE AND ASSOCIATES	DUTIES TO BE PERFORMED	SIGNATURE
1	ACADEMIC SUPERVISION	1.Vice Principal	To supervise the academic work & notebook correction in vidyalaya Preparing files for Panel for selection of contractual part time teachers in the month of February. Preparation of result and sending for approval of VMC Chairman. VMC meetings	
		2. Mr O.P Upadhyay		
		3.Ms. Nidhi Khurana		
		4.MS Pooja Chauhan		
		5. Mr Manoj Singh		
		6. Mr.Tirath Das		
		7. Ms Taruna Nagpal		
2	ADMISSION	1. Mr. Manoj I/C	Upload Admission Schedule and related dates on school website. To perform all admission related work as per admission guidelines.	
		2.Mr. Vishal kaushik		
		3.Ms. Poonam Bajaj		
		4. Mr. Dinesh		
		5. Mr.Divtej (Adm.)		
		6. Ms.Jasleen Kaur(TC)		
3	EXAMINATION		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 Vishal Kaushik I/C		
		4. Ms.Shewta Gupta I/c		
		5. TGT Maths/Science		
		6. Mr Mukesh		
	INTERNAL	1. Mr Lokesh Singh I/c		
		2. PGT Physics		
		3. Mr Rajender Singh		
4. Ms Sudha Awasthi				
5	NIOS	1. Mr. Jitender	Plan and Conduct NIOS exam and answer all related queries.	
		2. Mr. S.Mandal		
5	TIME TABLE AND ARRANGEMENT	1.Mr. Ravinder I/C	To prepare time table & arrangement of teachers & to supervise any vacant class & report to authority	
		2. Mr.S.K.Verma I/c		
		3. Ms.Shailesh Ranga		
		4. Mr. Dilbagh Singh		
6	CCA	1. Ms. Saroj katoch-(Eng) I/C	Maintenance of result of CCA activities ,purchase & distribution of CCA prizes.	
		2. Ms Nidhi Khurana(Display Boards I/C)		
		3. Mr. Ashish Gosa(Display Boards)		
		4. Ms. Sunil Kumari I/c Sr.Sec		
		5. Mr C.N Chaudhary I/c Sec.		
		6. Ms Usha Devi		
		7. Ms Taruna Nagpal I/c Pri.+Team		
		8. All House Masters		
7	FURNITURE	1. TGTHindi/Sc./Skt	To physically verify all furniture from records & maintance of furniture	
		2.Ms Preeti Shukla		
		3. Ms Prachi I/c		
		4. Ms Madhu Kumari		
		1.Ms Nidhi Khurana (I/C)	To observe cleanliness of classes, corridor, toilets &	
		Primary (1st Floor)		
		2.Mr Vikash Kumar I/c		
		3.Mr Lakhani Singh		
		Ground Floor		
		4.Ms Anju Yadav		
		5.Ms Sarita Yadav		
		6. Ms Neetu Verma		
Pimary (2nd Floor)				
7.Ms. Shalini				
8Mr.Pankaj				

8	CLEANLINESS OF VIDYALAYA AND SWACHH BHARAT ABHIYAN RELATED ACTIVITIES	Admin Block – Gd Floor 9. Ms Pooja Saini 10. Mr Akhilesh Yadav Admin Block - 1st Flr 11. Ms. Rashmina 12. Mr. Rajendra Singh Admin Block - 2nd. Flr 13. Mr. S. K. Verma 14. Ms. Prabhjot Outside School Bldg 15. Mr. Dilbagh Singh - Front Gdn 16. Ms. Shailesh Ranga - PG 17. Ms. Preeti Shukla- PG 18. Mr. Ashish Gosa- Gym Area	classes, corridors, toilets & water points & instruct workers. maintain standards as per like Swachh Vidyalaya programme				
9	GARDENING AND BEAUTIFICATION OF VIDALAYA Science Park Middle Garden Front Garden	1. Mr Manish I/c 2. Mr. Harish 3. Ms. Rekha Garg 4. Ms Indu 5. Mr. Ashish Gosa 6. Ms. Shalini 7. Ms Tanisha 8. Ms Neeru 9. Mr Satish 10. Mr Prabhat	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				
10	MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER & ELECTRICITY	1. Dr. Jitender -(Electrical) I/C 2. Mr. Ashwani-(Civil) I/C 3. Mr. D.S. Bisht-(Plumbing) I/C 4. Ms. Madhubala-(Miscellaneous) I/C 5. Sh. Tirth Das 6. Mr Abhishek	To ensure proper maintenance of school building & aqua guards installed & proper cleaning of water tanks, repairing of electrical appliances.				
11	EDUCATIONAL TOURS/EXCURSION	1. Ms Usha Devi I/C 2. Dr Jitender 3. Ms. Preeti Shukla 4. Ms Seema Chandra 5. Ms. Surbhi	To plan educational tours, to provide proper stay & hygienic food during the tour.				
12	MEDICAL CHECKUP	1. Doctor 2. Sapna Grover - I/c secondary 3. Ms. Preeti Shukla 4. PRT I/c Primary 5. Ms Surbhi 6. Mr. Lakhan 7. Mr. Prabhat 8. 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 3. Ms Ekta Bansal	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 3. Mr. Prabhat	To take photographs of every event of school.				
15	SCHOLARSHIPS	1. Mr Akhilesh Yadav I/C 2. Mr Nitin Aviral 3. Ms. Neetu 4. Mr Narender Pri I/c 5. Mr Lakhan Singh					
16	OCCASSIONAL GUIDANCE/COUNSELLING/ GUEST LECTURES ANGER MANAGEMENT	1. Mr. Satish I/c 2. Mr S.K Verma 3. Mr. Tirath Das 4. Ms. Suman	To arrange guest lectures by inviting scientist, doctors & other dignitaries on important occasions.				
17	SPORTS COMMITTEE FIT INDIA SBSB	1. Ms. Preeti Shukla I/c 2. Mr. Satish 3. All Sports coaches 4. Mr Manoj 5. Mr Manish 6. Mr Tirath Das 7. Mr. Vikash Kumar I/c	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.				

		8. Ms Yamini Rana				
18	CULTURAL COMMITTEE	1.Mrs. Ekta I/C 2. Mr. Ashish Gosa 3. Mrs. Seema Devi 4. Ms. Shalini 5.Ms Usha Devi 6. Ms. Taruna Nagpal 7.Ms Sushma Aggarwal	To make a proper panel of eligible staff at start of academic session.			
19	DISCIPLINE COMMITTEE	1. Ms. Preeti Shukla I/c 2. Ms Pooja Chauhan 3. Ms. Nidhi Khurana 4. Mr Manish 5. Mr. Rajendra 6. Mr Pradeep Kumar Pri I/c 7. Ms Shivani Mittal 8. 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 Pooja Chauhan I/C 2. Ms Madhubala 3. TGT Maths 4. Ms. Rashmina 5. Ms Seema Devi 6.Ms. Neeru 7. TGT Sanskrit 8. Mr Tirath Das 9. Ms Santosh				
21	LIBRARY COMMITTEE	1. Mr. Satish I/C 2.Mrs. Sunil Kumari 3.Ms. Pooja Saini 4. Ms Shweta Gupta 5.Ms Pooja Chauhan 6. Ms. Rajendra Singh 7.Ms Madhu Pathik I/c 8. Ms Poonam 9. Ms. Neetu Sharma	A meeting should be conducted at the end of month, books review, list of condemned books & books to be purchased.			
22	IMPLEMENTATION OF RAJ BHASHA AND INTEGRITY CLUB	1. Ms Rashmi Jain I/c 2.All Hindi TGTs 3. Ms Sushma Aggarwal	To take initiative for correspondence in Hindi & to attend Rajbhasha meetings & to implement them.			
23	SCOUT AND GUIDE & CUBS AND BULBUL	1. Mr Ashish,(S) I/C,Mr AbhishekPr I/c 2.Mr.A.N.Mishra (S) 3. Ms Shalini Shrivastava(G) I/C,Ms Suman Pri I/ 4. Ms.Sunil Kumari 5. Mr.Satish 6. 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 Nidhi Khurana I/c 2.Ms Madhubala 3.Mrs Sunil Kumari 4. Mr Satish	To guide All Adolescence to learn life skills and tackle common problems faced tactfully.			
25	NEWSPAPER & LITERARY CLUBS	1.Ms. Rashmina I/C (Eng.) 2.Ms. S. Awasthi I/C (Hindi) 3.Mrs. Shailesh Ranga 4. Mr. TGT Sanskrit 5. Mr Vikash Kumar Pri I/c	To develop language skills & various language activities among students.			
26	NATURE CLUB/ECO CLUB	1. Mr Dilbagh Singh - I/C 2. Ms. Neetu 3. Ms. Suman Kumari 4. Ms. Prabhjot 5. Ms.Neeru 6. All Primary Class teachers	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.Ms. Sunil Kumari I/C 2.Mr. Nitin 3.Mr. Chaturanand 4.Mr. Dinesh Pal 5.Ms.Shalini 7. Mr. Ashish Gosa 8. Ms Seema Chandra I/c 9. Ms Sushma Aggarwal 10. Ms Tanisha	Editorial board should collect articles from teachers & student's articles should be screened & proof reading must be done of selected articles.			
		1. Vice Principal 2. Ms. Pooja Chauhan				

28	INTERNAL COMPLAINTS and SEXUAL HARRASSEMENT COMMITTEE (VALIDITY - 3 YEARS)	3. Mr Manish	Proper action should be taken as per KVS norms.			
		4.Mrs. Nidhi Khurana				
		5.Ms. Madhubala				
		6. Ms Seema Chandra				
		7.Lady Parent member (VMC)				
29	GRIEVANCE REDRESSAL CELL & INFORMATION ON RTI	8. NGO member	Proper information should be provided as prescribed time.			
		1. Mr.O.P.Upadhyay				
		2. Ms Pooja Saini				
		3. Mr Narender				
		4.Ms Seema Yadav				
30	STAFF MEETING COMMITTEE(Minutes record)	1. Ms Rashmi Jain I/C	To Inform all related teachers, ensure necessary seating, Mic arrangements and note the minutes of meeting.			
		2. Ms Shalini Shrivastava				
31	WEBSITE / SHALA DARPAN UPDATE COMMITTEE	1. Mr. Nitin Aviral I/c	Timely updation of website as per KVS norms.			
		2.Mr Vishal Kaushik				
		3. All three Comp Instructors				
		4. Ms Shivani Mittal				
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. Usha Devi/c	To make proper records of e-classes taken by teachers & proper maintenance of equipment.			
		2.Mr. Satish				
		3.Mr. S. Mandal				
		4Mr. Ashish Gosa				
		5. Computer Instrutor 1 &2				
		6.Ms. Ekta Bansal				
		7. Ms Madhu Kumari				
		8. Ms Suman				
34	OLYMPIAD COMMITTEE	1. Ms Sarita Yadav (Primary)- I/C	To conduct various			
	Maths Olympiad	1.Mr.Pankaj - I/C				
	GK Olympiad	1. Mr. S. Manadal- I/C				
	Social Science Olympiad	1. Ms. Neeru - I/C				
	Science Olympiad	1. Ms. Neetu -I/C				
	PISA(CCT)	1. Mr. Lokesh Singh -I/C				
		2. Ms. Shalini Shrivastava				
		3. Ms/Mr. TGT Science				
		4. Ms. Rashmi Jain				
		5. Mr. Pankaj				
	NCSC	1. Mr.O.P. Upadhyay I/C				
		2. Ms. Rekha Garg				
		3. Ms. Neetu				
	INSPIRE AWARDS	1.Ms.Suman kumari-I/C				
		2. All Sci. teachers				
JNSME	1. Mr. Jitendra Kumar-I/C					
NTSE /JSTSE	1. Ms. Pooja Saini- I/C NTSE					
	1. Mr. Harish Arora - JSTSE- I/C					
LAB MODERNISATION	1. Mr. O. P. upadhyay I/C					
	2. Ms. Suman Kumari					
	3. All Lab- I/C (including Robotics)					
ATAL LAB	1. Mr. O. P. upadhyay I/C					
	2. Ms. Neetu					
	3. Dr. Jitender					
35	EK BHARAT SHRESTH BHARAT AND YOUTH PARLIAMENT	1. Mr. Manish-(EBSB) I/C				
		2.Ms. Pooja Chauhan				
		3. Ms. Shweta Gupta				
		4.Mr. Akhilesh Yadav				
		5.Ms. Ekta				
		1. Mr. Rajender Singh-(Y.P) I/C				
	2.All PGT and TGT S.ST					
36	DO REPORT & VIDYALAYA PLAN UPDATION	1. Ms. Prabhjot Kaur - I/c	All Teachers Given Specific Duty outside School are to submit a written report of the event to Ms. Saroj for preparation of DO Report			
		2.Ms.Seema Devi				
		3. Ms. Seema Yadav (Primary)				
		4. All deptt. incharges				
		Ms. Sunil Kumari- I/C				

37	NATIONAL DISASTER MANAGEMENT COMMITTEE	Mr.Jitender				
		Ms.Preeti				
		Ms.Madhubala				
		Mr. Pradeep				
		Mr.Mandal-I/C				
	Search & Rescue Team	Ms.Neeru				
		Ms.Yamini				
		Ms. Usha devi				
	First Aid & Medical Team	Doctor/Nurse				
		1.Mr. Jitender -I/C				
		2. Ms Shweta Gupta				
		3.Ms. Rekha Garg				
		4. Mr. S. Mandal				
5. Mr. Mukesh						
	6. Head Boy & Head Girl					
Transport Safety Team	1. TGT SKT.-I/C					
	2.Mr Lokesh Singh					
	3.Ms Preeti Shukla					
	4.Ms. Rashmina					
	5.Ms. Rashmi Jain					
	6. Mr. Narender					
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	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			
		2. Mrs. Pooja chauhan				
		3. Ms. Rashmina				
		4. Ms. Sudha Awasthi				
		5. Mr. A.N.Mishra				
39	ALUMINI ASSOCIATION	1. Ms.Prabhjot Kaur I/C	Maintaining a record of all alumini of recent years and its updation in school plan as well as school website.			
		2. Mrs. Pooja Chauhan				
		3. Mr. Nitin Aviral				
		4. Ms. Shweta Gupta				
		5. Computer Instrutor				
		6. Ms. Poonam Bajaj				
40	CANTEEN COMMITTEE	1. Vice Principal	Keeping a check and Ensuring Quality of food supplies and potable water to the students / Guests and teachers in school campus			
		2. Mr. Jitendra/H.M				
		3. Mr. S.Mandal				
		4. Ms.. Santosh				
		5. Ms. Poonam Joon				
		6.Head Boy				
		7.Head Girl				
		8. Student Member 1				
		9. Student Member 2				
		10. VMC Parent Member - Sh. Prabhu Dayal				
		11. Parent Member				
41	INCOME TAX CALCULATION	1. Ms. Nidhi Khurana-I/C				
		2. Mr. Narender				
42	STANDARD SCHOOL EVALUATION COMMITTEE / ACCREDITIO	1. Mr. Manish- I/C	Certification for Green School Building and ensuring compliance with all specified parameters			
		2. Mr. Jitender				
		3. Ms. Usha devi				
		4. Ms. Prachi				
43	UBI FEE PORTAL	1. Mr. Nitin kumar Aviral I/C	Quarterly Fee collection and report submission. Announcements regarding fee collection and UBI verification			
		2. Mr. A. K. Mishra				
		3. Computer instructor				
		4. Ms. Shalu				
		1.Mr. Tirth Das(HM) -I/C				

44	PANEL SELECTION & RELATED WORKS COMMITTEE & VMC MEETINGS	2.Ms. Pooja chauhan				
		3.Mr. Nitin Aviral				
		4.Ms. Saroj Katoch				
		5.Ms. Jasleen				
		6.Ms. Prabhjot				
45	ACP	7.Ms.,Rashmina				
		1. Ms. Rashmina I/C				
		2. Ms. Seema Devi				
		3. Mr. Pankaj Kumar				
		4.All TGTs				
46	HOUSE MASTER	5.All Class Teachers	To look after various house related works & proper maintenance of house records of various activities preformed throughout year.			
		1. Mr. Dilbagh Singh (Shivaji)				
		2. Ms.Rashmi Jain. (Tagore)				
		3. Ms. Sapna Grover. (Ashoka)				
		4. Ms Madhubala. (Raman)				
		5. All primary house masters				
		ENGLISH-Ms. Pooja chauhan				
		HIND.- Ms.Sunil Kumari				
	SUB. COMMITTEE HEAD	SCIENCE- Mr. O.P. upadhyay				
		MATHS-Mr. Ashwani Singhal	PRINCIPAL			
		SST-Ms. Shweta Gupta				
		CS & IT- Nitin Aviral				
		Skt. Mr. C.N. Chaudhary				
	VICE PRINCIPAL					