

**KENDRIYA VIDYALAYA SHAHDARA DELHI**  
**(SESSION 2022-23)**

Following committee of the vidyalaya for the session 2022-23 are hereby constituted in order to perform duties by the department incharges for smooth functioning of the Vidyalaya.

| S.N | Department Committee            | Committee Members   | Duties   |
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| 1   | <b>Examination</b>              |   |  |
|     | a. Primary/Secondary            | 1. Mrs. Shashi Bala - I/c<br>2. Mr. Mukesh Kumar - Member   | As per Academic calendar for the session 2022-23, In charges are instructed to conduct PT/Exams as per KVS schedule after due intimation to the staff & students of the vidyalaya.   |
|     | b. CBSE Exam                    | 1. Ms. Neetu - I/c<br>2. Mrs. Priyanka Jain- Member   |  |
| 2   | <b>Time Table (I- X)</b>        | 1. Mr. P.D Sharma - I/c<br>2. Mrs. Priyanka Jain - I/c<br>3. Mrs. Monika- Member  | Time table in charges are informed that get ready T.T for Class I to X as per the KVS T.T norms for the session 2022-23.   |
| 3   | <b>Admission (2022-23)</b>      | 1. Mr. Kuldeep Kumar - I/c<br>2. Mr. Mukesh Kumar - Member<br>3. Ms. Shubhi Goswami - Member  | All the members under Admission incharges will follow KVS Admission guidelines 2022-23 only for fresh admissions in the Vidyalaya. Please read carefully and follow KVS admission guidelines 2022-23   |
| 4   | <b>CCA (Primary/ Secondary)</b> | 1. Ms. Aradhana Bajpai -I/c (Secondary)<br>2. Mrs. Deenu Bharti - I/c (Primary)   | Both the primary and Secondary CCA Coordinators are informed that prepare CCA calendar activities to be undertaken for the session 2022-23 by the 23-Mar-2022, so that such calendar activities may be incorporated in the student's diary for printing in the month of April. |
| 5   | House (Master/ Mistress)        |   |  |
|     | <b>Primary Section</b>          | 1. S- Shivaji House- Ms. Shubhi Goswami (House Mistress)<br>2. T- Tagore House - Mrs. Monika (House Mistress)<br>3. A- Ashoka House - Mrs. Priyanka (House Mistress)<br>4. R- Raman House - Mr. Mukesh Kumar (House Master) | All the Hose Masters/Mistress will follow the CCA Activities as per the schedule prepared by the CCA incharges in the current session.   |

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|    | <b>Secondary Section</b>       | <ol style="list-style-type: none"> <li>1. S- Shivaji House- Mrs. Ritu Kumari (House Mistress)</li> <li>2. T- Tagore House - Mr. Kuldeep Kumar (House Master)</li> <li>3. A- Ashoka House - Ms. Neetu (House Mistress)</li> <li>4. R- Raman House - Mr. P.D Sharma (House Master)</li> </ol>   |   |
| 6  | Purchase Committee             | <ol style="list-style-type: none"> <li>1. Mr. Kuldeep Kumar, TGT English - I/c</li> <li>2. Mrs. Shashi Bala, TGT Biology</li> <li>3. Ms. Neetu, TGT S.St</li> <li>4. Mrs. Monika, PRT</li> <li>5. Mr. Mukesh Kumar, PRT</li> <li>6. Mr. Gaurav Bhaskar, JSA</li> </ol>  | The purchase committee will assist the Department Incharges in order to purchase the items/articles at local level or through GeM for the Session 2022-23.  |
| 7  | Furniture                      | <ol style="list-style-type: none"> <li>1. Mr. Mukesh Kumar</li> <li>2. Ms. Neetu - Member</li> </ol>  | Furniture incharge is informed that he may submit requisition for classroom furniture for accommodating classes 6,7, 8,9 and 10 in KV Shahdara new building.  |
| 8  | CMP                            | <ol style="list-style-type: none"> <li>1. Mrs. Deenu Bharti- I/c</li> <li>2. Ms. Shubhi Goswami- Member</li> </ol>  | As per the CMP norms of KVS incharge will ensured to conduct subject wise activities under CMP on monthly basis. A monthly report of the activities undertaken during every month will be submitted without fail to the principal.  |
| 9  | Vidyalaya Discipline Committee | <ol style="list-style-type: none"> <li>1. Mr. Rahul Verma- I/c</li> <li>2. Mr. Kuldeep Kumar- Member</li> <li>3. Mrs. Priyanka- Member</li> <li>4. Mrs. Upasana - Member</li> <li>5. Ms. Neetu - Member</li> <li>6. Mrs. Priyanka Jain - Member</li> <li>7. Mr. Vikas Sulaniya - Member</li> <li>8. All the class teachers</li> </ol> | For observing overall school discipline, Mr Rahul Verma (PET) along with other members of committee will ensure proper discipline at the time of arrival, during recess and dispersal of the students of the Vidyalaya.   |
| 10 | School Building (M & R)        | <ol style="list-style-type: none"> <li>1. Mrs. Priyanka Jain - I/c</li> <li>2. Mr. Mukesh Kumar - Member</li> </ol>   | Mrs Priyanka Jain is instructed to look after the maintenance and repair work of the school if any for the session 2022-23  |
| 11 | Scouts and guides              | <ol style="list-style-type: none"> <li>1. Mr. Kuldeep Kumar -SM - I/c</li> <li>2. Mrs Priyanka Jain- GC- I/c</li> <li>3. Mr. Mukesh Kumar- CM- I/c Cub</li> <li>4. Mrs. Sushma (Music)- FI- I/c Bulbul</li> <li>5. Mrs. Upasana -FL- Member</li> </ol>  | Registration of scouts and Guides, Cubs and Bulbuls must be encouraged by the concerned incharges so that mass level participation of these students of the Vidyalaya may be ensured. They all are also inform to conduct all activities under scouts and guides department |

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| 12 | First Aid cum Medical Room            | <ol style="list-style-type: none"> <li>1. Mr. Rahul Verma - I/c</li> <li>2. Mr/Mrs/Ms. Staff Nurse- Member</li> <li>3. Mrs. Sushma (PRT Music)- Member</li> </ol>  | Games and sports activities and medical checkup of students of the Vidyalaya are to be conducted twice throughout the session 2022-23, hence required medicine and items used in First Aid box under the department must be made available in the store accordingly.  |
| 13 | School Beautification                 | <ol style="list-style-type: none"> <li>1. Mr. Mukesh Kumar - I/c</li> <li>2. Mrs. Shashi Bala - Member</li> </ol>  | Under the department in charge, clean/green Vidyalaya activities must be undertaken through out the session.  |
| 14 | Excursion Committee                   | <ol style="list-style-type: none"> <li>1. Ms. Neetu - I/c</li> <li>2. Mrs. Priyanka- Member</li> <li>3. Mr. Rahul Verma - Member</li> <li>4. Mrs. Deenu Bharti - Member</li> </ol>   | Incharge and other members of the committee constituted for the purpose, can make suitable arrangement for educational excursion for the students of KV Shahdara in the month of November 2022  |
| 15 | Raj Bhasha Samiti                     | <ol style="list-style-type: none"> <li>1. Ms. Aradhana Bajpai -I/c</li> <li>2. Mrs. Ritu Kumari - Member</li> <li>3. Mrs. Monika- Member</li> <li>4. Mrs. Deenu Bharti - Member</li> </ol>   | राजभाषा समिति प्रभारी नराकास केंद्रीय विद्यालय शाहदरा को पंजीकृत करें। वार्षिक चंदा रूपया 3000/- (तीन हजार) मात्र नराकास समिति में जमा कराकर वार्षिक समितियों में भाग लेना सुनिश्चित करें।  |
| 16 | Vidyalaya Cleanliness Department      | <ol style="list-style-type: none"> <li>1. Mr. Mukesh Kumar - I/c</li> <li>2. Mrs. Priyanka - Member</li> <li>3. Mrs. Shashi Bala - Member</li> <li>4. Ms. Neetu - Member</li> </ol>  | The committee in charge will prepare a roster for maintaining cleanliness of the Vidyalaya specially toilet areas of the staff and the students on fortnightly basis. In charge of the committee is also instructed to take the signature of cleaning staff after observing these toilet areas whether they are clean on regular basis. Committee will also make an arrangement of cleaning materials for cleaning the Vidyalaya campus as a whole. |
| 17 | Vidyalaya Swachhta Campaign Committee | <ol style="list-style-type: none"> <li>1. Mr. Rahul Verma (PET) will be overall incharge of Swachhta Camapign Committee</li> <li>2. All department incharges</li> <li>3. All Laboratory including Computer lab incharges.</li> </ol> | All the concerned in charges of the Vidyalaya are to maintain a dust free and free of waste papers of the almirah's and table drawers on quarterly basis. Special swachhata campaign will be undertaken by the incharges separately in the month of October 2022 on the occasion of Mahatma Gandhi's birthday.  |

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| 18 | Vidyalaya Website Update & Check list of Vidyalaya E-mail Committee | 1. Mrs. Priyanka Jain I/c<br>2. Computer Instructor - Member<br>3. Mr. Gaurav Bhaskar, JSA- Member    | Incharge and other members will ensure checking of Vidyalaya email on routine working day of the Vidyalaya. Vidyalaya website updation work will be done if required from time to time.   |
| 19 | UBI Portal committee  | 1. Mr. Kuldeep Kumar I/c<br>2. Mr. Mukesh Kumar - Member  | Committee in charge is informed to visit UBI portal for doing admission registration and verification office deposited by the students on time.   |
| 20 | Computer Lab  | 1. Mrs. Monika I/c<br>2. Mr. Mukesh Kumar - Member<br>3. Mr. Gaurav Singh (CI)- Member                | Incharge and other members will look after the working of the system and internet connection so that all the students could make use of the lab properly.   |
| 21 | Junior Science Lab  | 1. Mrs. Shashi Bala I/c<br>2. Mrs. Deenu Bharti - Member<br>3. Mrs. Shubhi Goswami- Member            | NOT APPLICABLE  |
| 22 | Maths & Science Olympiad  | 1. Mr. P.D Sharma- Maths Olympiad<br>2. Mrs. Shashi Bala- Science Olympiad                            | Both the incharges will conduct the maths and Science Olympiad exams organised by KVS.  |
| 23 | Public Address System   | 1. Mrs. Priyanka Jain - I/c<br>2. Mrs. Sushma (PRT, Music)- Member<br>3. Ms. Aradhana Bajpai - Member | The incharge and other members are informed that they will make the arrangement of music instruments and mic and speakers for morning assembly and CCA activity of the Vidyalaya.   |
| 24 | Games and Sports Department   | 1. Mr. Rahul Verma- I/c<br>2. Mrs. Priyanka- Member<br>3. Mr. Mukesh Kumar- Member                    | The incharge and members of sports department are to be prepare games activities schedule separately for primary and secondary stages as per interest of the students. Incharge is also informed that awareness of physical fitness and nutritious diets among students should be encouraged. |
| 25 | Scholarship   | 1. Mrs. Upasana - I/c<br>2. Ms. Neetu- Member   | As per Delhi Govt/Central Govt. instructions from time to time, required data of student should be provided on time   |
| 26 | UDISE   | 1. Mr. Kuldeep Kumar I/c<br>2. Ms. Neetu- Member<br>3. Mr. Gaurav Singh (CI) - Member                 | As per Delhi Govt/Central Govt. instructions from time to time, required data of student should be provided on time   |

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| 27 | Canteen Management Committee                               | 1. Mr. Rahul Verma- I/c<br>2. Mrs. Priyanka- Member<br>3. Mr. Mukesh Kumar- Member   |   |
| 28 | RTI  | 1. Mr. Radha Charan, Principal<br>2. Mr. Kuldeep Kumar I/c<br>3. Mr. Gaurav Bhaskar, JSA- Member   |   |
| 29 | Vidyalaya Magazine & Publication                           | 1. Mr. Kuldeep Kumar I/c<br>2. Ms. Aradhana Bajpai - Member<br>3. Mrs. Shubhi Goswami- Member<br>4. Ms. Ritu Kumari- Member                      | Magazine /E- magazine to be published by 31st July 2022. Message from chairman VMC and DC KVS RO Delhi is also required for the same. |
| 30 | Internal Complaint (Sexual Harassment Redressal Committee) | 1. Mr. Kuldeep Kumar I/c<br>2. Mrs. Shashi Bala - Member<br>3. Mr. Mukesh Kumar- Member<br>4. Mrs. Monika - Member                               |   |
| 31 | Teaching Aid   | 1. Ms. Neetu - I/c<br>2. Mrs. Upasana- Member  |   |
| 32 | Music  | 1. Mrs. Sushma I/c<br>2. Mrs. Babita, Librarian - Member   |   |
| 33 | CS-54  | 1. Mr. Gaurav Bhaskar, JSA - I/c<br>2. Mr. Kuldeep Kumar- Member (Sec)<br>3. Mr. Mukesh Kumar- Member (Pri)<br>4. Mr. Gaurav Singh (CI) - Member |   |
| 34 | G-Suite & Classroom.live                                   | 1. Mr. Kuldeep Kumar I/c<br>2. Mr. Gaurav Singh (CI) - Member  |   |

**Note:- Mrs Monika, PRT shall be overall incharge of the primary section and Shri Kuldeep Kumar, TGT (English) seniormost teacher of the vidyalaya shall look after the overall management of the Vidyalaya during the session 2022-23 .**

1. Mr Kuldeep Kumar - I/c
2. Mrs Monika - I/c (Primary)

PRINCIPAL