



KENDRIYA VIDYALAYA NO 1 AFS SIRSA

SESSION 2020-21

NAME OF PRINCIPAL : Sh.Virender Singh

DETAILS OF COMMITTEES

| SR NO. | COMMITTEE/ STOCK/ DEPARTMENT | INCHARGE/ MEMBERS SECONDARY | INCHARGE/ MEMBERS PRIMARY | MAIN DUTIES (along with other assigned duties) |
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| 1 | ACADEMIC COUNCIL | 1. Mr. Mr. Rajiv Swami I/C 2. Mr. Ramesh Kumar 3. Mr. Deepak Bhardwaj 4. Mr. Pushpender Singh 5. Mrs. Manorma Dutta | 1. H M 2. Mr Shayam Sunder 3. Ms. Avinash 4. Mr. Ashok Kumar | <ul style="list-style-type: none"> • To prepare the list of notebooks for the Academic year • To ensure the distribution of split-up syllabus to the students of each classes. • To monitor the teaching learning process • To monitor the up keep of BACK TO BASIC documents • To conduct the conduct of Remedial classes for low achievers |
| 2 | ADMISSION | 1. Mr. Ramesh Kumar I/C 2. Mr. Parveen Kumar 3. Mrs. Surksha, TGT(Eng) | H M Mr. Umesh Kumar Ms. Satvir Singh | <ul style="list-style-type: none"> • To display notice regarding the sale ,registration and submission of admission form. • To display Forms/Annexure as per KVS guidelines 3.To get the admission form & Brochures Printed • Registration , Verification of Admission form, Preparation of Master List and admission of students • To give Information Regarding Registration & Admisssion to KVS queries |
| 3 | TIME TABLE & Supervision of unattended classes monitoring of staff leave | 1. Mr. Pusphender Singh I/C 2. Mr. Ramesh 3. Mr. Yogesh Kumar 4. Mr. Amandeep 5. Mr. Garibu Ram | 1. Mr. Shyam Sunder I/C 2. Mr. Lalit 3. Ms. Avinash 4. Mr. Puranchand | <ul style="list-style-type: none"> • To prepare the School timetable as per the latest guidelines from KVS • To make arrangement for teachers on leave & vacant posts • To maintain a register for teachers to enter the date of leave in advance wherever possible and to ensure it is maintained for smooth functioning of the school activities • To ensure that Teachers attend their arrangement Periods • To monitor the presence of Teachers in all the classes if not to remind teachers • To make remedial timetable for low achievers |

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| 4. | EXAMINATION (HOME) | 1.Mr. Jain Kumar I/C 2.Mr Ramesh Kumar 3.Mr. Pushpender Singh 4. Ms. Surksha 5. Mr. Puran chand | Mr. Satvir Singh I/C Mr. Sandeep Kumar Ms. Shama Khatoon | <ul style="list-style-type: none"> • To conduct internal exams as per the schedule given by KVS calendar of activities • To update the Report cards and Mark list format as per the latest CBSE directions • To provide CCE registers to various subject teachers. • To distribute the Timetable for Exam • To collect Question papers from paper setters, along with Blueprint & Marking scheme • To conduct retest as per KVS norms • To analyses the Results of internal & Pre-Board Exams |
| 5 | EXAMINATION (CBSE)/ N.I.O.S. | 1.Mr.Deepak Bhardwaj I/C 2.Mr. Bharat Bhushan 3. Mr. Narender Verma 4. Mr. Anil Kumar | 1.Mr. Shyam Sunder 2.Mr. Jugmal | <ul style="list-style-type: none"> • To correspond with CBSE for all exam related queries • To monitor the registration of class IX and class XI students for Board exam • To verify the details sent to CBSE • To approach Syndicate Bank for verification of Exam materials sent by CBSE • To plan Seating arrangement as per CBSE guidelines • To intimate Pvt candidates about Practical Time table • To inform other schools about the requirement for invigilators for Board exam • To despatch Answer papers promptly • To maintain all proformas concerning the conduct of CBSE exams • A Xerox copy of all documents being sent to CBSE to be maintained • To maintain account of answer papers & expenditure for conduct of exam in prescribed formats <li style="padding-left: 20px;">External Exam: • To coordinate with external agencies for conduct of exam • To keep exam related documents /materials in safe custody • To arrange for invigilators • To despatch Answer papers/ OMR sheets promptly to the concerned authority |

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| 6 | CCA | <ol style="list-style-type: none"> 1. Mr. Rajiv Swami I/C 2. Ms. Surksha 3. Mr. Rinku Khrrera <p>All house Masters</p> <p>S- Mr. Parveen T- Mr. Lalaram A –Mr. Narender R-Mr. Bharat Bhushan</p> | <ol style="list-style-type: none"> 1. Ms. Annu I/C 2. Mrs. shamma 3.Mr. Ashok Kumar <p>All house Masters</p> <p>S –Mr. Lalit T – Mr. Sandeep A – Mr. Jugmal R – Mr. Harjeet</p> | <ul style="list-style-type: none"> • To prepare CCA calendar of Activities • To conduct Co-Curricular Activities • To ensure the morning assembly programmes are conducted in stipulated time as per KVS direction • The items for morning assembly to include programmes suggested by KVS RO • To ensure the quality of the items presented on stage • To ensure the Assembly Register is updated regularly • To organise Programmes on Special days • To ensure maximum participation of students • To organise Annual Day & distribute CCA prizes • Achievements to be updated in the School website • To intimate parents about the external participation of the student and to file the acknowledgement • To update the student Achievement list regularly and a soft copy to be forwarded to Principal |
| 7 | FURINTURE | <ol style="list-style-type: none"> 1. Mr. Lala Ram I/C 2.Ms. Kajal 3. Ms. Kanika 4.Ms. Manorma | <ol style="list-style-type: none"> 1.Mr. Jagmal 2.Mr. Sandeep | <ul style="list-style-type: none"> • To prepare a list of requirements • To call for quotation in consultation with Principal • To prepare Budget and get approval of concerned Authority • To prepare Comparative statement and place order for the lowest quoted item as per requirement • To get the old furniture repaired |
| 8 | DISCIPLINE | <ol style="list-style-type: none"> 1.Mr. Amandeep I/C 2.Yoga Instructor 3.Mr. Deepak Bhardwaj 4.Ms Anuradha 5.Ms Manorma | <ol style="list-style-type: none"> 1.Mr. Ashok I/C 2.Ms. Avinash 3.Mr. Lalit <p>All Class Teachers and co class Teachers</p> | <ul style="list-style-type: none"> • To monitor the discipline of students during assembly • To check whether students are attending assembly or not • To check the bags of higher class students at regular intervals to ensure that they do not bring mobiles & i-pods to school |
| 9 | UNIFORM CHECKING & LATE COMERS SUPERVISION AND SIGING OF STUDENT'S MONITOR DAIRY | <ol style="list-style-type: none"> 1.Mr. Amandeep I/C 2.Yoga Instructor 3.Mr. Deepak Bhardwaj 4.Ms Anuradha 5.Ms Surksha 6. Ms.Neha | <ol style="list-style-type: none"> 1.Mr. Ashok I/C 2.Ms Avinash 3.Mr. Lalit 4.Ms. Annu <p>All Class Teachers and co class Teachers</p> | <ul style="list-style-type: none"> • To assign duties to the committee members to monitor the uniform of students & late comers • To inform the parents about regular defaulters 3.To maintain the details of defaulters in the register • To announce the names of classes with minimum defaulters at the end of the week after consolidation of data • To plan for corrective measures, through skit or talk during morning assembly |

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| 10 | VIDYALAYA MAGAZINE | Mr Rajiv Swami Mr Deepak Bhardwaj Mr Rinku | Ms Annu Mr Umesh | <ul style="list-style-type: none"> To encourage students and staff members to contribute articles for the Vidyalaya Patrika To design the Cover page by May To ensure the Vidyalaya Patrika is published in Time |
| 11 | GAMES & SPORTS | Mr. Amandeep Gill I/C Mr Rajiv Swami Mr Lala Ram Mrs Anuradha | Ms Annu Mr Sandeep Mr Jugmal | <ul style="list-style-type: none"> To plan for Annual Sports day To conduct school level competitions To select students for Regional & National level competitions To prepare the Sports report for Regional Newsletter To issue sports equipments to students |
| 12 | CMP/ A.V Room, E-Classrooms | Mr Dinesh Mr Jain Kumar Mrs Kajal (Comp Inst.) | Mr shyam Sunder Mr Lalit Mr Umesh Mrs Avinash | <ul style="list-style-type: none"> To monitor the use of AV room as per AV room time table To ensure the AV room logbook is maintained To ensure Av room Timetable is displayed in the AV room as well as on the door outside To collect the e-lessons from teachers for all the subjects and to display the CDs in the AV room for use by other teachers A catalogue of CDs to be prepared |
| 13 | WEBSITE MAINTENANCE | Mr Dinesh Mr Ramesh Kumar Comp Inst. | | <ul style="list-style-type: none"> To update all information in the website regularly The photo gallery to be updated with latest photographs with captions Any exemplary achievement to be given as flash news |
| 14 | ADVISORY COMMITTEE | Mr Rajiv Swami Mr Narender Verma Mrs Kavita gupta | Mr Shyam Sunder Mrs Shamma | <ul style="list-style-type: none"> Decisions regarding issues in the Vidyalaya |
| 15 | MODERATION COMMITTEE | 1.Mr. Jain Kumar 2.Mr Ramesh Kumar 3.Mr. Rajiv Swami 3. Ms. Surksha | Mr. Satvir Singh Mr. Umesh | <ul style="list-style-type: none"> To decide the action to be taken for exam related queries |
| 16 | COMPUTER ICT | Mr Dinesh I/C Mr Deepak Bhardwaj Comp Inst. | Mr shyam Sunder Mr Lalit Mrs Avinash | <ul style="list-style-type: none"> To prepare report on ICT To update details about ICT infrastructure of the Vidyalaya .To train teachers about the use of Interactive Board To guide X class teachers in uploading data online in CBSE website To ensure the systems in the computer lab are in working condition with the assistance of AMC |

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| 17 | MEDICAL COMMITTEE | Mrs Manorma Mrs Anuradha Mrs Kanika Mr Amandeep Gill Mr Anil Kumar | Ms Annu Mrs. Avinash Mr Harjeet | <ul style="list-style-type: none"> To conduct medical check-up of students & staff twice a year .To provide medical help whenever required to the students .To maintain medical records of all students & staff members To maintain the medical room |
| 18 | GUIDANCE & COUNSELLING | Mr Narender Verma Mrs Manorma Dutta Counsellor | | <ul style="list-style-type: none"> To plan guidance & counselling activities for the academic year To maintain Guidance & counselling register To arrange talks by experts To have a counselling hour every Wednesday for difficult students of various classes To invite alumni of the Vidyalaya for addressing the students about career options |
| 19 | MAINTENANCE & REPAIR | Mrs Kavita Gupta I/C Mr. Lalaram Mr. Amandeep Gill Mr. Bajrang JSA | Mr. Sandeep Mr. Ashok | <ul style="list-style-type: none"> To monitor the repair work in the Vidyalaya To maintain Register of date wise repair work in the Vidyalaya |
| 20 | TEACHING AID | Mrs Parveen Kumar I/C Ms. Neha Mr. Yogesh Kumar | Mr. Shyam Sundar Mr. Harjeet Mr. Lalit | <ul style="list-style-type: none"> To ensure teachers use the available resources To maintain a log book for the issue of teaching aids To purchase new teaching aids as per fund availability & requirement |
| 21 | CHILD RIGHT PROTECTION AND STUDENT GRIEVANCE CELL | Mr Rajiv Swami Mr Ramesh kumar Mrs. Anuradha Mrs. Manorma | Mr Shyam Sunder Mrs Avinash | <ul style="list-style-type: none"> To open the Grievance box on last day of every month To list out then suggestion or Grievances made To consult the Principal regarding the course of action To inform the concerned individual about the action taken |
| 22 | SANITATION COMMITTEE | Mrs Manorma Mrs Anuradha Mrs Kanika | Ms Annu Ms Avinash | <ul style="list-style-type: none"> To keep a stock of cleanliness activities in the Vidyalaya. .To supervise the work of House Keeping in maintaining cleanliness To coordinate with AEP to include students in maintaining cleanliness. To see that the Student Council also contributes towards maintenance of cleanliness. To maintain stock of toiletries needed in various washrooms etc. To ensure the cleanliness of Toilets during visits of dignitaries. |

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| 23 | ATTENDANCE CHECKING(CLASSES & STAFF) | Mr Yogesh Mr Virender SSA Mr Garibu Ram | Mr Shyam Sunder Mr Jugmal | <ul style="list-style-type: none"> To check daily attendance in class register and staff register |
| 24 | MINUTES OF MEETING | Mr Rajiv Swami Mr Deepak Bhardwaj Mrs Anuradha | Ms Annu Mr Lalit | <ul style="list-style-type: none"> To write the minute of the meeting and to take teachers signature. |
| 25 | BEAUTIFICATION & GARDENING | Mr Narender Verma Ms Neha Agarwal Mrs Kavita Gupta Mr Rinku | Mr Sandeep Mr Harjeet Mrs Shamma | <ul style="list-style-type: none"> To plan for beautification of the Vidyalaya campus To take initiative in decorating the Vidyalaya & Activity Hall during any event organised in the Vidyalaya To ensure flower pots are used to decorate the corridors in front of Principal's room during any function in the Vidyalaya& AH room as well, The pots are to be replaced in the garden after the function |
| 26 | SCOUTES/ GUIDES/ CUBS/ BULBUL | Mr Rinku I/C Mrs Kavita Gupta All Tranied Teachers of Scout And Guides | Mr Ashok I/C Ms Annu All Tranied Teachers of Scout And Guides | <ul style="list-style-type: none"> To plan activities for Scouts & guides To conduct activities during mass PT period To take up social service activity for the school To conduct Tritiya Sopan, Tritiya Charan camps in the Vidyalaya To ensure students maintain log books. |
| 27 | STUDENTS COUNCIL | Mr Rajiv Swami I/C Mr. Deepak Bhardwaj Ms Surksha Mr Amandeep | | <ul style="list-style-type: none"> To organise investiture ceremony To monitor discipline in the Vidyalaya To help in organising Sports day, Annual Day |
| 28 | VIDYALAYA WATER PORTAL | Mr Parveen Kumar Mr Lalaram Mr. Amandeep Gill | Mr Harjeet Mr. Ashok Mrs. Vijeta | <ul style="list-style-type: none"> To ensure drinking water is available in the Vidyalaya 24x7 To send water sample for analysis once in every 3 months |
| 29 | DISPLAY BOARD | Mr. Rajiv Swami I/C Ms. Surksha Mr. Rinku Khrera Mrs Kanika Mrs Kavita Gupta All house Masters/class teachers | Mr. Lalit I/C Ms. Annu Mr. Shyam Sunder All house Masters/class teachers | <ul style="list-style-type: none"> To ensure the display boards are decorated as per the topic given monthly basis The articles displayed should be verified by the teachers |

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| 30 | LIBRARY ,Film Show, Book selection Committee | Mrs Manorma I/C Mr Rajiv Swami Mr. Narender Verma Mrs. Surksha Mr. Rinku | Mrs Shama Khatoon Mr. Ashok Kumar Mr. Jugmal | <ul style="list-style-type: none"> • To purchase books as per KVS guidelines • The suggestion from staff members for purchase of new books to be taken • To ensure books are circulated as per the requirement of students & staff members as per Library rules • Books should not remain with same individual for a long period when there is a demand for it from others • Library should be open during lunch time for students to read books & magazines • Students should be encouraged to write Book Review • Guidance & Counselling corner or table to be maintained 8.Good quotations related to Books and Reading to be displayed in the Library |
| 31 | FIRST AID | Mrs Manorma Mrs Kavita Mrs Kanika Mr Amandeep Gill Nurse | Ms Annu Mr. Jugmal Mr Harjeet | <ul style="list-style-type: none"> • To ensure First aid boxes are available at the entrance & reception (Hand sanitizer also) • To provide First-aid boxes in all the labs, HM's room, Sports room • To ensure the contents of the First-aid box are replenished at regular intervals and to check the expiry of ointments/ medicines |
| 32 | CONDEMNATION | Mr. Ramesh I/C Mr. Parveen Mr Virender Singh SSA Mr Bajrang JSA All stock Holders | | <ul style="list-style-type: none"> • To send notice for stock verification & condemnation of articles. • To prepare list of checkers. • To send notice to RO & other schools regarding auction of articles. |
| 33 | EXCURSION & TRANSPORT | Mr. Lala Ram I/C Mr Rajiv Swami Mr Narender Verma Ms Kajal | Mrs. Vijeta Mr. Umesh | <ul style="list-style-type: none"> • To coordinate with class teachers in arranging for visits to institutes of higher learning, Research labs or for excursions • To give the intimation letters to class teachers for transmission to parents • To collect the acknowledgement from parents and to file it 4.To arrange transport & settle bills |

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| 34 | STAFF ROOM | Mrs. KAJAL Mr. Deepak Bhardwaj Mr Rajiv Swami Ms Surksha Mrs Darshna Devi | Mrs. Vijeta Mr. Harjeet | <ul style="list-style-type: none"> To ensure the safety of furniture & computer in the staff room To bring any requirement of staff members to Principal's notice To ensure the staff room is properly maintained |
| 35 | राजभाषा HINDI IMPLEMENTATION | Mr Rajiv Swami I/C Ms Anuradha Mr Rinku | Ms Annu Mr. Umesh | <ul style="list-style-type: none"> To ensure the names of staff members in attendance register is bilingual To ensure replies to official letters in Hindi are sent in Hindi To prepare report on Hindi implementation To celebrate Hindi Week |
| 36 | PHOTOGRAPHY | Mr Dinesh Kumar Mrs kavita Computer Instructor | Mr Lalit Ms Vijeta | <ul style="list-style-type: none"> To take photographs all events in the Vidyalaya To take photos of interesting special items during assembly To preserve the soft copies of these photos in folders in the computer lab To take prints of minimum 2 photos of each event for display in the Display Board |
| 37 | RTI | Mr Deepak Bhardwaj Mr Narender Verma Mr Parveen Kumar Mr Bjarang JSA | Mr Shyam sunder Mr Ashok | <ul style="list-style-type: none"> To ensure replies to related letters with in time |
| 38 | MATHEMATIC GARDEN /OLYMPIAD | Mr Bharat Bhusan Mr Yogesh Mr Pusphender Mr. Ashok | Mr. Ashok Mr. Satvir | <ul style="list-style-type: none"> To inform students about these competitions To encourage students to participate in these competitions To conduct the exam To give a report about the Prize winners to principal in soft copy |

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| 39 | SCINCE OLYMPIAD/ NCSC/ SCIENCE EXHIBITION/ GREEN OLYMPIAD / JUNOIR SCI. OLYMPIAD OTHER EXAMS RELATED TO SCIENCE | Mr Narender Verma Mr Parveen kumar Mr Ramesh Kumar Mr. Bharat Bhushan Ms Neha Agarwal | Mr Umesh Mr. Lalit | <ul style="list-style-type: none"> • To inform the students to make working models based on Previous year's subthemes during summer break • To collect the phone number of parents who are scientists and to take their help in the beginning of the academic year itself for making an innovative project • To take help from alumni in making prize winning projects • Students are to be given guidance regarding the models to be made • The write-up for each project also to be made • Discourage students from making thermocole projects • Ensure that students feel inspired to make models that are innovative, help them to choose the right project from data collected from the net • Projects should not be simply replicated from the net |
| 40 | CS-11,CS-54,Pay Bill & IT | Mr Jain kumar Mr Yogesh Kumar Mr Virender SSA Mr Bajrang JSA | Mr. Sandeep | <ul style="list-style-type: none"> • To update CS-11, CS-54 • To prepare & upload pay bill in the stipulated time • To calculate income tax of all the employees and ensure deduction |
| 41 | SOCIAL SCIENCE EXHIBITION | Mr Jain Kumar Mr Lalram Mr. Deepak Bhardwaj PGT POL SCI PGT Geo Mrs. Surksha Mr Jitender | Ms Vijeta | <ul style="list-style-type: none"> • To give 1st Term project for each class based on the topics for Social sc Exhibition • Ensure the proper distribution of work to students roll number wise • Choose the appropriate song and dance from the website • Select the right costumes, take help from parents or other teachers • Monitor the practise schedule of the students, allocate duties to teachers • Organise an exhibition, select the best projects |
| 42 | ALUMINI ASSOCIATION & STUDENT'S ACHIEVEMENTS CHRONICLE | Mr Deepak Bhardwaj Mr Jain Kumar | Ms Avinash Mr Shyam Sunder | <ul style="list-style-type: none"> • To coordinate between Vidyalaya and alumni for developmental work • To maintain details of alumni in a register • To conduct alumni meet • To keep record of all achievements of students |
| 43 | STAFF QUARTERS ALLOTMENT | Mr Rajiv swami Mrs. Manorma Mr Narender Verma | Mr Umesh Mrs. Annu | <ul style="list-style-type: none"> • To allot the quarters as per KVS norms |

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| 44 | PURCHASE COMMITTEE | Mr.Rajiv Swami Mr Ramesh Kumar Mrs Manorma Dutta Mr Virender SSA Mr Bajrang JSA | Mrs Avinash Rani Mrs Shamma Khatoon | <ul style="list-style-type: none"> To find out the requirements of various departments To prioritize the items to be purchased To prepare estimate of expenditure To put up budget proposal for approval |
| 45 | SEXUAL HARASSMENT | Mrs Avinash Rani Mrs Manorma Dutta Mr Rajiv Swami Mr. Ramesh Kumar Counsellor | Mrs Annu Mr. Satvir | <ul style="list-style-type: none"> To see the such type of matters in vidyalaya |
| 46 | VMC meetings | Mr Rajiv swami Mr Dinesh Mrs. Manorma | Mrs. Avinash | <ul style="list-style-type: none"> To inform and invite VMC members for the meetings. To arrange for refreshments for such meetings To note down the minutes of VMC meetings. To arrange for stationery material like files, pens etc and maintain a record of such meetings. |
| 47 | AEP | Mr Narender Verma I/C Ms Neha Agarwal Ms Manorma Dutta | Ms Annu Mrs Avinash | <ul style="list-style-type: none"> To plan activities for the academic year To arrange talk by Gynaecologist for girls To educate students about good touch and bad touch To maintain record of activities conducted To address the grievances of adolescent students |
| 48 | Parent Teacher Association | 1.Mr. Jain Kumar I/C 2.Mr Deepak Bhardwaj 3.Mr. Pushpender Singh | Mr. Shyam Sundar I/C Mr. Satveer Singh | <ul style="list-style-type: none"> To intimate parents about PTA meetings To take the signature of parents attending the meeting To take Parents suggestion during PTA meetings .To inform parents about the action taken |
| 49 | School Canteen Committee | Mr. Bharat Bhushan I/C Mr. Parveen Kumar Mr. Lala Ram Ms. Manorma | Mr. Shyam Sundar I/C Mr. Sandeep | <ul style="list-style-type: none"> To ensure quality of available item in the Vidyalaya To Check sample for analysis once in every 3 months |

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| 50 | Labs & Class Maintenance | I/C LABS 1.Mr. Puranchand 2.Mr. GaribuRam 3. Mr. Anil | | <ul style="list-style-type: none"> To ensure the safety of apparatus ,furniture & computer in the labs and classes To bring any requirement of Students to In charge during Practical session To ensure the lab and classes are properly cleaned and maintained |
| 51 | PISA/CCT/LAT | Mr. Parveen Kumar I/C Mr. Jain kumar All class teachers and subject teachers | Mr. Satvir Singh I/C All class teachers and subject teachers | <ul style="list-style-type: none"> To conduct PISA/LAT exams as per the schedule given by KVS calendar of activities To collect the record from concern teacher To ensure the updating of PISA portal |
| 52 | STAFF CLUB | Mr. RAMESH I/C MR. RAJIV SAWAMI MR. JITENDER | MR. HARJEET MR. LALIT MR. PURANCHAND | <ul style="list-style-type: none"> To consult the Principal regarding any issue of the staff To organize staff club activities |
| 53 | MGRM | Mr.DINESH I/C Comp. instructor, Ms Kavita Gupta Ms. Kanika Ms. Amandeep Ms. Manorma | All Class teachers & Co- Class teachers | <ul style="list-style-type: none"> To update the MGRM portal as per the schedule given by KVS calendar of activities |
| 54 | U-DISE Mangagement | Mr.Yogesh Kumar Mr. Jitender | Mr. Jugmal | <ul style="list-style-type: none"> To collect all the record from concern class teacher Attend the meeting related to U-DISE |
| 55 | BACK to BASIC Record & Subject Committee Convenor | Hindi-Mr. Rajiv Swami English- Mr Deepak Maths- Mr Bharat Bhushan Science- Mr. Narender Verma Sst-Mr. Jain Kumar | Mr Sandeep | <ul style="list-style-type: none"> To collect all the record from concern class teacher Organize the subject committee meeting and keep the records Planning of activities related to their subject |

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| 56 | Club Activities | Literary club | Ms Manorma Mr Jugmal Mr Sandeep | <ul style="list-style-type: none"> • To plan activities for the academic year • To conduct activities a per schedule • To decorate the display boards with self composed articles/ poems/stories of students • To organise literary day • To arrange talk by any famous novelist or writer |
| | | Reader's Club | Mr. Deepak Bhardwaj Mr Rajiv Swami Mr Rinku Ms Surksha Ms Anuradha | <ul style="list-style-type: none"> • To organise Book Fair • To introduce Books by popular writers during morning assembly • To celebrate Reading Day |
| | | Eco-club | Mr Neha Agarwal Mr Narender Verma Mr Parveen Mr Ramesh | <ul style="list-style-type: none"> • To plan the club activities • To set up vermicompost pit • To take up Projects for National Childrens Science Congress |
| | | Art club | Mrs Kanika Mrs Kavita Gupta | <ul style="list-style-type: none"> • To organise Art exhibition • To take up the initiative of decorating the Activity hall • To design the coverpage for Student Diary, Vidyalaya Patrika etc |
| | | Music Club | Ms. Vijeta Chaudhary Ms Annu | <ul style="list-style-type: none"> • To train students in community songs • To train them in Classical music • To organise Musical Concert |
| | | Craft Club | Mrs Kavita Gupta Mrs Kanika | <ul style="list-style-type: none"> • To train students to make decorative items. • To make best out of waste • To organise craft exhibition |

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| | | Science club | Mr Narender Verma Mr Parveen kumar Mr Ramesh Kumar MS Neha Agarwal | <ul style="list-style-type: none"> • To arrange talks by experts • To guide students to make Prize winning innovative Projects for Science exhibition • To organise Science exhibition • To conduct seminars on Science topics • To train students for Science Olympiad |
| | | Maths club | Mr Bharat Bhusan Mr Yogesh Mr Pusphender Mr. Ashok | <ul style="list-style-type: none"> • To organise a Mathemagic show • To invite experts in the subject from Maths Olympiad cell of IISc |
| | | Cyber Club | Mr. Dinesh Kumar Mr Jain kumar Computer instructor | <ul style="list-style-type: none"> • To train students to design website • To encourage students to have their blogs • To train students for cyber olympiad |
| | | Health & wellness Club I/c | Mr Amandeep Gill Coach Yoga Teacher Nurse | <ul style="list-style-type: none"> • To train students in yoga & meditation • To organise lectures by Nutritionist, Sports coaches • To organise summer camp |
| | | Integrity club | Mr Rajiv Swami Ms Kanika Ms Kavita Ms Anuradha | <ul style="list-style-type: none"> • To get the Integrity Display board repaired • To decorate the Display Board • To conduct activities during morning assembly • To organise moral talk by teachers on Wednesdays |
| | | Flag Hosting Committee | Mr. Amandeep Yoga Instructor | <ul style="list-style-type: none"> • To Trained the students for this ceremony • To keep ready national flag in everyday assembly |