

3	Internal Examination	Ensure completion of Examination records of students from Class I to XII. -Planning & implementation of examination dates, seating plans, result preparation, parent's teacher meetings. - Distribution of Study material and Split up Syllabus -Conduction of monthly LAT exam. - Conduction of CCT Assessment Exam	MS. NAVEEN (I/C) TGT(MATHS) MS BABITA
4	Admission & withdrawal	As per admission guidelines - Registration & verification of records ,selection of students, correct admission record entries, checking of TC as per KVS Norms	MS. SEEMA SAINI (I/C) MS BABITA MR. RAVI
5	Time Table & Teacher Leave Arrangement	-Ensuring balanced Time Table as per KVS guidelines. Daily Leave arrangement List of class teachers/co-class teachers.	MS. NAVJEET KAUR(I/C) MS NAVEEN TGT(MATHS)
6	Discipline	-Checking of late coming of students, reducing noise level, checking of students crowding in corridors, recording of students indiscipline, inquiries and recommending solution for indiscipline related conflicts/problems.	MS. NAVJEET KAUR (I/C) SPORTS COACH TGT(SKT)
7	Purchase Committee	To purchase required items for Vidyalaya as per KVS purchase procedure	MS. SEEMA SAINI (I/C) MS BABITA RAVI MR.
8	Library Advisory Committee	-Suggestion for upkeep & Improvement of library, automation of library, ensuring selection & timely purchase of new books. -Identification of old & unnecessary piling of books.	MS. Seema Saini (I/C) Ms Babita subject teachers All
9	Sports committee	-Developing sportsman spirit framing the routine of games & sports, selection of students, conducting health competitions checking of medical fitness, training as per fitness of the students.	MR. RAVI (I/C) MS. NAVEEN SPORTS COACH

10	Scouts & Guide	Registration of scouts & guide, cubs & bulbul, preparing scout & guide corner in the vidyalaya, maintaining register of achievement of scouts & guide in Academics, sports, cultural & adventure activities, wearing complete uniform on scheduled days, conducting pratham sopan, dwitya sopan, Tritya sopan and cubs & bulbul utsav. -Any other activity related to scout and guide as per KVS Norms.	MS. SEEMA SAINI (I/C) MS SUGANDHA MR. RAVI
11	Adventure Activity/ Excursion	-Planning of adventure activities & trips, selection of students, ensuring timely preparation for adventure/trips/activities, motivation & ensuring enjoying learning of experiences.	MS. NAVJEET KAUR(I/C) MS. SUGANDHA
12	M & R of school Building (Civil Work/Electric work)	-Repair of class rooms and buildings. -Taking requirements of repair & maintenance &, executing of M & R work as per KVS norms, Functioning of elec. Points, fans, lights, coolers, water points exhaust fans in toilets/classroom/departments.	MR. RAVI (I/C) MS.NISHA MS.BABITA
13	Beautification of school Building & campus	Horticulture developments of campus, naming of plants, cutting, beautification, maintenance of gardens/grass/trees.	MS.SEEMA SAINI (I/C) MS. SUGANDHA
14	Monitoring of Cleanliness in the school	Ensure awareness for throwing wastages into dustbin, clean glass panes, clean fans, tub lights clean class rooms, corridors, depts./labs, clean campus & toilets. Maintenance of daily record register.	MR. RAVI (I/C) MS. NAVEEN MR.LABH SINGH
15	Science Club	Maintaining science corner in Vidyalaya, use of teaching aids, learning by doing experiments/activities VI-XII, planning for science exhibitions. Planning science experiments, regular use of junior science lab & senior science lab use of e-class rooms. Celebration of Important Days related to science.	MS. NAVJEET KAUR(I/C) MS NISHA/ CONTRACTUAL TGT(MATHS)

16	Eco. Club / Nature Club	A) Plantation of trees in and around the Vidyalaya & neighbourhood. B) Adoption, Maintenance & Protection of plant. C) Creation of Herbal garden in the Vidyalaya campus. D) Study of common plant, rare species of plant available in the locality and its preservation. E) Green practice in the Vidyalaya. F) Campaign for awareness, dealing with the problems and protection of environment in the neighbourhood. G) Maintenance of different activities in	MS. SEEMA SAINI MS. NISHA/CONTRACTUAL TGT(SKT) SPORTS COACH
17	Health Club	To develop awareness about physical fitness, good eating habits, cleanliness etc. Maintenance of different activities in club register	MS. NAVJEET KAUR(I/C) MS NISHA
18	Integrity Club	To motivate students towards communal harmony, brotherhood and moral values. Maintenance of different activities in club register	MS. BABITA TGT(SKT)
19	literary Club	To Create interest in literature and language Maintenance of different activities in club register	MS. SEEMA SAINI MS. BABITA
20	Art Club	To tap the creativity in the students. Maintenance of different activities in club register	MR. RAVI
21	Photography	Keeping record of imp. Events/videos.	MR. RAVI MS. SUGANDHA
22	Furniture	Identifying requirements of furniture Keeping record of inventory of class/dept., proper repair of furniture damaged during the session.	MR. RAVI(I/C) MS.NAVEEN

23	First Aid & Medical Room	Necessary kit for immediate first aid.	MS.SEEMA SAINI (I/C) MS. NAVEEN
24	Raj Bhasha Committee	Quarter meeting & report review & Follow up. Implementation of Hindi language as per norms.	MS.SEEMA SAINI (I/C) TGT(SKT)
25	Arrangement of Mike in PA System	Arrangement of mike system for morning assembly and different programs.	MR. RAVI(I/C) MS.SUGANDHA MR.LABH SINGH
26	Coordination of parent Teacher Meeting and PTA	Timely information & preparation for conduct of meetings, Maintenance of records of PTM's conducted.	MS. NAVEEN MS.BABITA
27	Upkeep of staff Rooms	Proper furniture, Cleanliness Water Arrangement Dustbin.	MS. BABITA MS. NISHA
28	Quarter Allotment	-Allotment of Staff Quarters. -maintenance of staff quarters -maintenance of cleanliness in the staff colony. - any other issues related to staff quarters.	MS.NAVJEET(I/C) MS. RINKU
29	Website Committee	Weekly updating	MS. BABITA(I/C) COMPUTER INSTRUCTOR
30	Teaching Aid	Use of Teaching Aid regularly ensuring effective teaching learning	MS. BABITA NISHA
31	E-Class Rooms	Safety & security of equipment's. Maintenance of record of use of E-class room in registers for every class.(Class teacher of E-class room) To lock the class room after school time..(Class teacher of E-class room)	MS. NAVJEET KAUR MS. SUGANDHA
32	Grievance / Sexual Harassment	To Redress problems related to sexual harassment faced by students and staff.	Ms. Seema Saini Navjeet kaur NAVEEN

33	Language Lab	To conduct activity for students regularly Maintenance of record of use of language lab.	
34	Fees	Look into issues related to fee collection	MS. RINKU
35	KV Shaala Darpan & E- Punjab	To update the data in KV Shaladarpan and E-Punjab portal.	MS. NAVJEET KAUR (I/C) COMPUTER INSTRUCTOR
36	Resource Room(Primary)	Primary (Collection, Cleanliness and arrangement of TLM and project work in every month)	MS. SEEMA SAINI MS. NISHA
37	PISA	- Updation of students records and results on PISA portal of mHRD -Any other activity related to PISA as per KVS instructions. - Maintenance of record - Maintenance of PISA Corner in vidyalaya	TGT(MATHS) TGT(ENG)
PRINCIPAL			