

**KENDRIYA VIDYALAYA No.1 FARIDABAD**

**COMMITTEES FOR THE SESSION 2019-20**

Following committees are hereby constituted for the smooth functioning of the Vidyalaya. Each member will be fully responsible for the duty assigned to him/her by the Incharge. During leave of a member, Incharge may assign the responsibility to other member. In addition to the responsibilities mentioned against each member, any other task / responsibility may be assigned or shifted as per requirement of the Vidyalaya.

*[Signature]*  
Principal  
23/3/19

Function of Committee	Members	Responsibility	Sign
<b>1. Admission</b>			
To ensure admissions strictly as per KVS Admission Guide Lines, Proper upkeep of all relevant records, to provide desired information to KVS, to conduct Admission test and prepare result, TC case admission after proper scrutiny	1. Ms Ranju Jawa	Overall Incharge of Fresh Admissions & Special dispensation Quota, KV TC admissions,	<i>Ranju</i>
	2. Mr Arun Kumar	Computer related works, preparation of admission lists, any other work assigned by the Incharge	<i>Arun</i>
	3. Ms Alka 4. Ms Sarita Aggarwal 5. Mr Ashutosh 6. Mr Abhilash	Assistance to Incharge, maintaining proper record Collection of Registration forms after proper scrutiny, Keep record of class-wise enrollment Checking of Admission forms and documents, Preparation of List, Computer related work To provide the desired information to RO	<i>Alka</i> <i>Sarita</i> <i>Ashu</i> <i>Abhilash</i>
<b>2. KV Shaala Darpan</b>			
To update the Vidyalaya record on the Portal, Regular entries, Follow up of instructions of RO, HQ	1. Sh Arun Kumar	Overall Incharge, Messaging to parents & Teachers, collection of required data from concerned stock incharges	<i>Arun</i>
	2. Ms Ranju Jawa	Admission & TC related work	<i>Ranju</i>
	3. Sh S N Sharma	Fee Related work	<i>S N Sharma</i>
	4. All Class Teachers	Attendance & Students record updation	
<b>3. Home Examination (Secondary)</b>			
Proper planning of different exams, preparation & printing of Question papers, purchase of stationery, All correspondence conducting PTM	1. Mr Arvind Kumar Pankaj	1. Overall incharge 2. planning of exams 3. Duty allocation to other members 4. Submit information to authorities 5. Maintenance of record 6. Collaborating with CBSE Committee	<i>Arvind</i>

	2. Mr Manoj Kumar (IX to XII)	Seating plan, checking of question papers before printing, conduct of PTM, Any Other Work given by Incharge	<i>Mj</i>
Proper planning of different exams, preparation & printing of Question papers, purchase of stationery, All correspondence conducting PTM	3. Ms Pooja Sharma (VI to VIII)	Date sheet distribution, Scrutiny of result registers, Any Other Work Given by Incharge	<i>PJ</i>
	4. Ms Chandravti (VI to VIII)	Date sheet distribution, Scrutiny of result registers, Any Other Work Given by Incharge	<i>Chandravti</i>
	5. Sh Virendra, Sub Staff	All work related to Exam Deptt	<i>Virendra</i>
<b>4. Home Exams Primary</b>			
Proper planning of different exams, preparation & printing of Question papers, purchase of stationery, Conducting PTM	1. Ms Kamlesh Rani	Overall Incharge, planning of exams, Duty allocation to other members, to submit information to authorities, maintainance of record.	<i>Kamlesh</i>
	2. Ms Divya Kiran	Associate, Seating plan, checking of question papers before printing.	<i>Divya</i>
	3. Mr. Ashutosh	Associate, Seating plan, checking of question papers before printing.	<i>Ash</i>
	4. Computer instructor	Computer related work, date sheet distribution, Scrutiny of result registers.	
<b>5. C.B.S.E Committee</b>			
To ensure timely and errorfree Registration for class IX & XI, Preparing LOC for class X & XII, uploading internal marks, conduct of practical exams and Board exams and all works related to CBSE	1. Mr S.N Sharma	1. Overall incharge 2. Planning of exams 3. Duty allocation to other members 4. Registration for class IX & XI 5. Distribution of honorarium	<i>S.N</i>
	2. Ms Ranju Jawa	1. To furnish required information/data authorities 2. Maintainance of record 3. LOC for Class X & XII 4. To assist the incharge	<i>Ranju</i>
	3. Mr Jairam	To assist in Exam related works	<i>Jairam</i>
<b>6. External Exams</b>			
Proper planning and smooth conduct of External exams	1. Mr Manoj Kumar	Incharge	<i>Mj</i>
	2. Mr Arvind Kumar Pankaj	Member	<i>Arvind</i>
	3. Mr Jairam	To Assist in Exam related works.	<i>Jairam</i>

7. NIOS			
Proper planning and execution of the NIOS Exams twice in a year	1. Ms Suman Khanna	Overall incharge, planning of exams, Duty allocation to other members, submit information to authority, maintainance of record, Distribution of honorarium	<i>Shw</i>
	Mr Anil Kumar	Associate, Record Maintenance	<i>APKO</i>
	3. Mr Karambir Singh	Collection of Question papers, Vedio recording and Admission registration on	<i>Karambir</i>
	4. Ms Vinita Sharma	Vedio recording, On line Registration, Admission related computer work	<i>Vinita</i>
	5. Ms Kiran	To assist in Exam related works	<i>Kiran</i>
8. Academic Council			
All planning related to Academics, Action Plan / Extra class for Late bloomes	1. Mr Arvind Kumar Pankaj 2. Mr Manoj Kumar 3. Ms Suman Khanna 4. Mr S.N Sharma 5. Ms Indu Batra 6. Ms Pooja 7. Headmistress	1. Preparation of Teachers Diary 2. Planning Monthly Tests 3. Conducting Periodicals 4. Remedial classes in Break / Vacation 5. Extra Classes for XI and XII 6. Preparing revision Time Table for all classes before exams 7. Conducting and preparing TT for Study Camps/Revision Camps	<i>Arvind</i> <i>Manoj</i> <i>Shw</i> <i>Indu</i> <i>Pooja</i> <i>K</i>
9. Time Table & Leave Arrangement (Secondary)			
To prepare Time-table as per KVS Guidelines for Secondary Section, Leave arrangement	1. Sh S N Sharma	1. Preparation and modification of Time Table: 2. Supervision of ClassTr and co-class tr duty 3. Verification of Contractual Teachers attendance	<i>S.N</i>
	2. Sh Anil Kumar (Lib.)	Daily arrangement to ensure no class without teacher	<i>APKO</i>
	3. Mr Ajay Kumar	Parallel leave record, to assign substitute class teacher duty for teacher on leave	<i>Ajay</i>
10. Time Table And Arrangments (Primary)			
To prepare Time-table as per KVS Guidelines for Primary Section, Leave arrangement	1. Ms Sarita Aggarwal	1. Preparation and modification of Time Table 2. Supervision of ClassTr and co-class tr duty 3. Verification of Contractual Teachers attendance	<i>Sarita</i>
	2. Ms Vineeta Sharma	Daily arrangement, to ensure no class without teacher	<i>Vineeta</i>
	3. Ms Divya Kiran	Daily arrangement, to ensure no class without teacher	<i>Divya</i>

### 11. Co-Curricular Activities (Secondary)

To plan, prepare and conduct of CCA and Club activities for the whole session, to keep record of all achievements by staff and students, to get printing of Student I-Card, Diary and Teacher Diary	1. Ms Shilpa Rani	Planning & Co-ordination of all CCA activities, Club activities, Conduct of Morning Assembly, Report preparation, maintenance of record, Display Boards, Student ID Cards	
	2. Mr Randhir Kumar 3. Ms. Rekha Jain	1. Conduct of Morning Assembly 2. Report preparation 3. Maintenance of written records 4. Photography 5. To organise competitions, activities 6. Printing of Student and teachers Diary	

#### House Masters and their related activities

1. Luxmi Bai House - Ms Ranju Jawa	Records of Competitions, Discipline etc	Reg
2. Pratap House - Mr Shiwji Thakur		
3. Shivaji House - PGT Hindi		

#### Clubs

To plan, prepare and conduct of CCA and Club activities for the whole session, to keep record of all achievements by staff and students, to get printing of Student I-Card, Diary and Teacher Diary	1. Mr Arvind Kumar Pankaj 2. PGT Pol Sci	Integrity Club	
	1. Sh Rajbir Singh 2. Mr Anil Kumar 3. Ms Ved Priya	Scout and Guide	AT
	1. Ms Shilpa Rani 2. Ms Renu Arora 3. MS Sunita Langer	Nature Clean, Green and First Aid	luni
	1. Ms Kavita Bhatia 2. Ms Indu Batra	Sanitation and Road Safety	Indu
	1. Ms Asha Rani 2. Ms Chandravati	Literary Club (English & Hindi)	Chandra
	1. Ms Alka 2. TGT SKT	Back to Basics	Alka
	1. Ms Asha Rani 2. Ms Ruchi malik	Awakned Citizen Programme	
	1. Ms Ruchi Malik	Stage maintenance and decoration	
	1. Ms Chitra Dixit	Morning Assembly Cultural & Musical Items	

### 12. Co-Curricular Activities (Primary)

To plan, prepare and conduct of CCA activities for the whole session,	1. Ms Sunita Chhiber	Planning & Co-ordination of all activities, Report Preparation	Chhiber
	2. Ms Raminder Duggal	Conduct of Morning Assembly	Am
	3 Ms Indu Sharma	Morning Assembly, Report preparation, maintenance of record	

**13. Teaching Aids /Audio-Visual Aids**

To procure & issue the teaching learning material to teachers	1. Mr Shiwji Thakur I/C	Purchase of Maps and other relevant Teaching Aids. Maintenance of Photocopier	<i>AK</i>
	2. Mr Ajay Kumar	To assess the requirement of different subjects in consultation with subject teachers and purchase. Maintenance of Photocopier etc	<i>AK</i>
	3. Ms Chandravati	Proper maintenance of black board, Display Boards & Class Display Material	<i>Chandra</i>
	4. Ms Suresh Bala	To assess the requirement of different subject in consultation with subject teachers and arrangement of material	<i>Suresh</i>
	5. Ms Vineeta	Proper maintenance of black board, Display Boards & Class Display Material	<i>Vineeta</i>

**14. Discipline ,Safety and Security( Secondary )**

To ensure Proper discipline in the vidyalaya campus, take precautionary measures and disciplinary action, to identify the safety & security hazards and fixing them up	1. Ms Rachna	Overall incharge	<i>Rachna</i>
	2. Sh Anil Kumar	Member	<i>AK</i>
	3. Ms Suman Khanna	Member <i>Sh</i>	
	4. Mr Shiwji Thakur	Member	
	5. Ms Rekha Jain	Member	<i>R</i>
	6. Counsellor	Member <i>Rash</i>	
	7. Mr Ajay Kumar	Member	<i>AK</i>
	8. Mr Arvind Kumar	Member <i>Arvind</i>	
	9. TGT SKT	Member	
	10. Ms Ranju Jawa	Member <i>WTR</i>	
	11. All Class Teachers /Co-class	Member	

**Discipline ,Safety and Security( Primary )**

Ensure safe dispersal of the students during lunch and close of school	1. Ms Sarita Aggarwal	Incharge	<i>SA</i>
	2. Mr Karambir	Member	<i>Karambir</i>
	3. Ms Anita Vashistha	Member	<i>Anita</i>
	4. Ms Tanushree	Member	<i>Tanushree</i>

**Discipline incharge must prepare duty chart for Watch and Safety/Security at time of arrival ,dispersal and during recess time**

**15. Furniture**

Maintenance and care of Vidyalaya Furniture	1. Sh Manoj Kumar, i/c	Purchase & Allocation of new furniture to required classes, condemnation of old stock, to allot the responsibility to members	<i>Manoj</i>
	2. Ms Pooja	Repair of broken furniture, ensure the required furniture to classes	<i>Pooja</i>
	3. Ms Sandhya Rani		<i>Sandhya</i>
	4. Abhilash	prepare the class wise invoice and proper record maintenance	<i>Abhilash</i>
	5. PRT		
	6. Tanushree Chakraborty		<i>Tanushree</i>

16. Purchase Committee			
To make necessary arrangements for floating tenders and procure goods and services as per KVS guidelines	1. Ms Kavita Bhatia ✓	Overall Incharge	<i>Wang</i>
	2. PGT Hindi	Member	
	3. Mr Rajbir Singh: <i>R</i>	Member <i>R</i>	
	4. Mr Shailendra Kumar ✓	Member	
	5. Ms Sarita Aggarwal ✓	Member	<i>Sarita</i>
	6. Ms R. Duggal	Member	<i>RD</i>
	7. Concerned Stock Incharge	Member	
17. Vidyalaya Patrika/Editorial Board			
To collect the material from the students & Staff and Publish the Magazine, Newsletter class magazines	1. Ms Suman Khanna	Coordinator & Overall Incharge to publish the Vidyalaya Patrika & Student's Diary	<i>Suman</i>
	2. Mr Randhir Kumar <i>R</i>	English Section	
	3. PGT Hindi	Hindi Section	
	4. TGT SKT	Sanskrit Section	
	5. Ms R. Duggal	Primary, English	<i>RD</i>
	6. Ms Anita Vashishta	Primary, Hindi	<i>Anita</i>
18. First Aid & Medical Check up (Secondary)			
To Manage Medical Room, First Aid facility to students & Regular Medical Check Up	1. Ms Shilpa Rani	Medical room, purchase of medicine, emergency assistance	
	2. Nurse	Associate Member	
	3. Ms S Langer	Associate Member	<i>S Langer</i>
	4. Ms Renu Arora	Associate Member	<i>Renu</i>
19. First Aid & Medical Check up (Primary)			
To Manage Medical Room, First Aid facility to students & Regular Medical Check Up	1. Ms Tanushree Chakraborty	I/c	<i>Tanushree</i>
	2. Ms Kamlesh Yadav	Associate Member	<i>Kamlesh</i>
	3. Ms Madhu Singh	Associate Member	<i>Madhu</i>
20. M & R (Civil, Electric, Water & PA System) & Security			
To Maintainance the proper upkeep of Vidyalaya Building, Electric Fitting, water supply & PA System	1. Mr Shallender Kumar	All Civil & Electrical work pertaining to vidyalaya	<i>Shallender</i>
	2. Ms Sandhya Rani	Assistance in managing Electric equipments, repair, DG set, electrician work	
	3. TGT SKT		
	4. Sh Karambir Singh		<i>Karambir</i>
	5. Sh Abhilash	Assistance in managing PA System	
	6. Ms R. Duggal		<i>RD</i>

21. House Keeping and Security			
Cleanliness, maintenance and upkeep of Vidyalaya, proper upkeep of the Vidyalaya Premise, Deptts, Class Rooms and surrounding area, Wash rooms	1. Ms Kavita Bhatia	To manage & verify the work of housekeeping & Security	<i>A. S. Bhatia</i>
	2. Ms Ved Priya <i>VP</i>		
	3. Ms Chandravti	Associate Member	<i>Chandravti</i>
	4. TGT SKT	Associate Member	
	5. Mr Rajbir <i>MR</i>	Associate Member	
	6. Mr Ajay Kumar	Associate Member	<i>Ajay</i>
	7. Ms Sandhya Rani	Associate Member	
	8. Sh Rajpal	Incharge of allotted areas	<i>Rajpal</i>
	9. Sh Hardutt		<i>Hardutt</i>
	10. Sh Jairam		<i>Jairam</i>
	11. Sh Virendra <i>VR</i>		<i>Virendra</i>
	12. Sh. Parmanand		<i>Parmanand</i>
21 A Cleanliness (Primary)			
Cleanliness, maintenance and upkeep of Vidyalaya, proper upkeep of the Vidyalaya Premise, Deptts, Class Rooms and surrounding area, Wash rooms	1. Ms Kamlesh Yadav	I/c	<i>Kamlesh</i>
	2. Ms Madhu Singh	East Block	<i>Madhu</i>
	3. Ms Vineeta Sharma	West Block	<i>Vineeta</i>
	4. PRT	South Block, Canteen Area & Children Park	
	13. Sh Bheem Singh	Primary Block, Canteen Area, Children Park	
22. Gardening & Beautification			
Beautification & decoration of Reception Area, Vice Principal Room, Passage, stage & Gardening	1. Ms Shilpa Rani	Proper upkeep of vidyalaya garden, children park and premise	
	2. TGT SKT	Associate Member	
	3. Ms Ruchi <i>RU</i>	Associate Member	<i>Ruchi</i>
	4. Ms Vineeta Sharma	Associate Member	<i>Vineeta</i>
	5. Ms Jyoti	Associate Member	<i>Jyoti</i>
23. AEP			
To plan and conduct AEP activities as per KVS norms	1. Ms Shilpa Rani	Workshop, gender sensitization, report preparation	
	2. Sh Arun Kumar	Associate Member	<i>Arun</i>
	3. Ms Alka	Associate Member	<i>Alka</i>
	4. Ms S Langer	Associate Member	<i>S Langer</i>
	5. Ms Renu Arora	Associate Member	<i>Renu</i>
24. Guidance & Counselling (Including Career Counselling)			
To plan and conduct Guidance and Counselling Workshops/Sessions for students and parents	1. Mr Randhir Kumar <i>MR</i>	Regular classwise & individual counselling, monitoring of counsellor's work	
	2. Ms Ranju Jawa	Associate Member	
	3. TGT SKT	Associate Member	
	4. Ms Sunita Chhiber	Associate Member	<i>Sunita</i>
	5. Counsellor	Associate Member	<i>Chhiber</i>
25. E-class rooms, ICT, Website Updation			
To maintain and plan for use of E-classrooms, keep	1. Sh Arun Kumar	Maintenance of e-class room including cleanliness, AMC, fixture, security, functioning & updating of Vidyalaya website	<i>Arun</i>
	2. TGT Maths	Associate Member	

record of ICT and Website updation regularly	3. Sh Anil Kumar	Weekly monitoring of E-Classrooms	[Signature]	
	4. Mr Shallender Kumar			
	5. Ms Chandravati			
	6. Ms Indu Sharma			I/c Primary Section
	7. Ms Jyoti			Associate Member
<b>26. Drinking Water &amp; Canteen Committee</b>				
To monitor and ensure healthy and hygienic food at canteen, quotations, availability of potable water for students & staff	1. Mr Shiwji Thakur	Keep check on the working of Canteen	[Signature]	
	2. Ms Kavita Bhatia	Member	[Signature]	
	3. Mr Rajbir Singh	Member		
	4. Ms Chandravati	Member	[Signature]	
	5. Ms Kamlesh Yadav	Member		
	6. PRT	Member		
<b>27. Hospitality</b>				
To decide menu and make necessary arrangements and serve refreshment/snack/lunch for VIPs/Workshops/other events	1. Mrs Kamlesh Rani	Incharge	[Signature]	
	2. Mrs R Duggal	Member		
	3. Megha Yadav	Member	[Signature]	
	4. Ms Kiran	Member		
	5. Mr Rajpal	Member		
	6. Ms Kiran	Member		
<b>28. Staff, Students &amp; Women Grievances</b>				
To redress the complaints of staff & students related to school matters, caste, gender, child abuse etc, POCSO	1. Ms Suman Khanna	Incharge	[Signature]	
	2. PGT Hindi	Member		
	3. Sh Manoj Kumar	Member	[Signature]	
	4. Ms Kavita Bhatia	Member	[Signature]	
	5. Sh Arun Kumar	Member	[Signature]	
	6. Sh Anil Kumar Lib.	Member	[Signature]	
	7. Ms Sarita Aggarwal	Member	[Signature]	
	8. Ms Kamlesh Rani	Member	[Signature]	
<b>29. UBI Online Data</b>				
To update & Verification of students record regularly	1. Mr S.N Sharma	Incharge	[Signature]	
	2. Mr Arun Kumar	Member	[Signature]	
	3. Ms Rachna	Member	[Signature]	
	4. Mr Abhilash	Member	[Signature]	
<b>30. SPORTS : SWASTH BACHHE SWASTH BHARAT</b>				
Filling of proformas related to health &	1. Ms Rachna	Smooth conduct of Sports activity & timely purchase of sports article		
	2. Mr Arun Kumar	Member		



**30. SPORTS : SWASTH BACHHE SWASTH BHARAT**

Filling of proformas related to health & Sports, Maintaining records of each student classwise, conducting Sports activities and Sports day	1. Ms Rachna	Smooth conduct of Sports activity & timely purchase of sports article	
	2. Mr Arun Kumar	Member	
	3. Sh Anil Kumar, Lib.	Member	
	4. Ms Suresh Bala	Member	
	5. Ms Madhu Singh	Member	
	6. Ms Preeti, Yoga	Member	
	7. Ms Sarita	Member	
	8. All Class Teachers	Members	

**31. Library Committee**

To procure the Books, Magazines & other library articles and inculcate reading habits	1. Sh Anil Kumar, Lib.	Incharge	
	2. PGT Hindi	Member	
	3. Sh Manoj Kumar	Member	
	4. Mr Randhir Kumar	Member	
	5. Mr Ajay Kumar	Member	
	6. Mr Avrind Kumar Pankaj	Member	
	7. Ms Anita Vashista	Member	
	8. Ms Jyoti	Member	

**32. Subject Committee Convener**

To conduct faculty for subject committee meetings and keep record	1. Ms Suman Khanna	Social Science	
	2. Mr Randhir Kumar	English	
	3. Sh Manoj Kumar	Science (including Computer Sc.)	
	4. Sh S N Sharma	Maths	
	5. PGT Hindi	Hindi	

**33. Exhibition, Excursion & Workshop**

To plan and organise Exhibition, Excursion and workshops as per KVS rules	1. Sh Manoj Kumar & Ms Renu Arora	Science Exhibition	
	2. Ms K Bhatia & Ms Shilpa Rani	NCSC, Green Olimpiad	
	3. Mr Shiwi Thakur & Ms Shamsha Zafar	S Sc Exhibition, Youth Parliament & Excursion	
	4. Sh S N Sharma & Ms Indu Batra	Maths olympiad, Workshop for Educational Institute, NTSE	
	5. Ms Suresh Bala	I/c Primary Section	
	6. Ms Anita Vashishtha	Member	
	7. Ms R Duggal	Member	
	8. Ms Indu Sharma	Member	

**34. Labs Updation & Upkeep**

To maintain & modernize the Labs as per the specification of KVS	1. Sh Manoj Kumar & Ms Renu Arora	Physics Lab	
	2. Ms K Bhatia & Ms S Langer	Chemistry Lab	
	3. Ms Shilpa Rani & Ms S Langer	Biology Lab	
	4. Sh Arun Kumar & Sh S N Sharma	Computer Lab	

	5. Mr Randhir Kumar & Ms Rekha Jain	English Language Lab	
	6. Mr S.N Sharma & Ms Alka	Mathematics Lab	
<b>35. Administrative &amp; Finance Work</b>			
Administrative work	1. Ms ASO	Incharge	
	2. Ms SSA	Member	
	3. Ms JSA	Member	
Fee Checking Secondary	1. Ms Ranju Jawa & Mr S.N Sharma	Incharge	Pranita
Fee Checking Primary	1. Ms Jyoti	Member	Jyoti
<b>36. RAJBHASHA</b>			
Rajbhasha	1. PGT Hindi	Incharge	
	2. Ms Sandhya Rani	Member	
<b>37. Scout &amp; Guide Activity</b>			
To conduct Scout/ Guide & Cub/Bulbul activities of different units with proper planning	1. Sh Rajbir Singh	I/c Secondary Section	
	2. Ms Ved Priya	Associate Member	
	3. Mr Anil Kumar	Associate Member	
	4. Mr Mr Ajay Kumar	Associate Member	
	5. Ms Suresh Bala	I/c Primary Section	
	6. Ms Madhu Singh	Associate Member	
	7. Sh Karambir	Associate Member	
	8. Ms Kamlesh Rani	Associate Member	
	9. Ms Vineeta Sharma	Associate Member	
	10. Ms Indu Sharma	Associate Member	
<b>38. Transport Facility</b>			
To procure transport facility for the students for various purpose on contract basis	1. Mr Ajay Kumar	I/c	
	2. Ms Rachna	Associate Member	
	3. TGT SKT	Associate Member	
	4. Sh Karambir	Associate Member	
	5. Ms Suman Khanna	Expert Advisor	
<b>39. Photography &amp; Press Release</b>			
To arrange Photography & to give wide publicity for all important celebrations & events, to send press release for the News papers	1. Sh Anil Kumar	Incharge	
	2. Sh Karambir Singh	Member	
	3. Sh Abhilash	Member	
	4. Ms Asha Rani	Member	
	5. Ms Rekha Jain	Member	
	6. PGT Hindi	Member	
<b>40. Staff Room</b>			
To ensure cleanliness & Proper up keep of the staff room	1. Ms Chandravti		
	2. TGT SKT	Secondary Section	
	3. Indu Dhiman	Primary Section	
<b>41. Alumni Association</b>			

# Alumni Association

To coordinate the functioning of alumni association	1. Ms Suman Khanna	Incharge	<i>[Signature]</i>
	2. Mr Anil	Member	<i>[Signature]</i>
	3. Kamlesh Yadav	Member	<i>[Signature]</i>
<b>43 Parents Teachers Association</b>			
To constitute PTA and carry out activities as per Education Code	1. Mr Randhir Kumar ✓	Incharge	
	2. TGT SKT	Member	
	3. Headmistress	Member	<i>[Signature]</i>
	4. Ms Anita Vashista	Member	<i>[Signature]</i>
<b>44 Decoration Committee</b>			
Decoration of Reception, Stage, Classrooms and BALA	1. Ms Ruchi Malik	Incharge	
	2. Ms Alka	Member	
	3. Ms Indu Batra	Member	<i>[Signature]</i>
	4. Mr Shailender	Member	<i>[Signature]</i>
	5. Ms Suresh Baia	Member	<i>[Signature]</i>
	6. Ms Jyoti	Member	<i>[Signature]</i>
	7. Ms Megha Yadav	Member	<i>[Signature]</i>
	8. Ms Tanushree	Member	<i>[Signature]</i>
<b>45 Conducting Staff Meeting &amp; Writing Minutes of Meeting</b>			
To conduct staff meeting, to write minutes of staff meetings in Hindi and English alternately, circulate the minutes among staff members and keep proper record of the same	1. PGT Hindi	Overall Incharge	
	2. Ms Ved Priya	English	<i>[Signature]</i>
	3. Ms Asha Rani	Hindi	<i>[Signature]</i>

  
 Principal  
 27/5/19