

**कार्यालय आदेश**  
**विद्यालय विविध समिति वर्ष 2023-24**  
**w.e.f.1<sup>st</sup>April-2023**

The committees as shown below for the session 2023-24 will plan meticulously well in the advance related to the activities plan for the one year and submit it within a week. The committee members will sit together once in month/whenever required to review the work done for a particular month. All the members will take up the assigned duty in true spirit and they should ensure that the below mentioned committees are not confined to pen and paper. The committee members will be solely responsible for effective implementation of the plan and programme under the different heads assigned below. Top priority should be given for time bound duties. Other duties and responsibilities as assigned by the Principal from time to time as per need are also to be performed in addition to the mentioned duties and responsibilities. **Hand over the charge where there is a change of Deptt./ Committee with immediate effect.**

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PRINCIPAL

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Sl No	Name of the Committee	Name of Teachers	Signature of teacher
01	Admission	Dr. Man Singh Meena- PGT(Chem)-I/C	<i>Mani</i>
		Mr B M Ahirwar, PGT(Phy)-	<i>B M Ahirwar</i>
		Mr. D.P. Vishwakarma, TGT(Maths)-	<i>D P Vishwakarma</i>
		Mrs. Kritika Virmani, TGT(Maths)	<i>Kritika</i>
		Mr. Naveen, PRT-	<i>Naveen</i>
		Mr. Amit Kumar, PRT-	<i>Amit</i>
02	Examination & Moderation Secondary	Mrs Sabita Sharma, PGT(Eng)	<i>Sabita</i>
		Mr. Manoj Kumar, TGT(S St)	<i>Manoj</i>
		Mr Gourav Sharma, TGT(Hindi)	<i>Gourav</i>
		Mr Ramanuj Chaturvedi, PGT(Geo)-	<i>Ramanuj</i>
	Examination & Moderation Primary	Mr. Navender Singh, PRT -I/C	<i>Navender</i>
		Mr. Sandeep Kumar, PRT	<i>Sandeep</i>
		Mrs. Sudha Pal, PRT-	<i>Sudha</i>
03	CBSE EXAM	Mrs. Sarika Gupta, PGT(His)-I/C	<i>Sarika</i>
		Mr. D.P. Vishwakarma, TGT(Maths)	<i>D P Vishwakarma</i>

04	Discipline	Mr. Ramesh Chandra, PGT(Maths) I/C	<i>[Signature]</i>
		Mr Ramanuj Chaturvedi, PGT(Geo)	<i>[Signature]</i>
		Mr S K Mourya, TGT( PH & E)	<i>[Signature]</i>
		Mr. Radheyshyam, TGT(S St)	<i>[Signature]</i>
		Mrs. Pratibha Singh, TGT(Eng)	<i>Pratibha</i>
		Mrs. Garima Trivedi, TGT(Sci)	<i>Garima</i>
		Mr. Naveen, PRT	<i>Naveen</i>
		Ms. Sonali Singh, PRT	<i>Singh</i>
05	Time-Table (Sec. / Sr. Sec) (VI-XII)	Mr. B.M. Ahirwar, PGT(Phy) -I/C	<i>[Signature]</i>
		Mr. Ramesh Chand, PGT(Maths)	<i>[Signature]</i>
		Mr Ramanuj Yadav, TGT(Maths)	<i>[Signature]</i>
	Time-Table (Primary) (I-V)	Mrs. Shikha, PRT -I/C	<i>[Signature]</i>
		Mrs Priyanka, PRT	
		Mrs Sonali Singh, PRT	<i>Sonali</i>
06	CCA In-Charge  Secondary	Mr. Amarpal Singh, PGT(Hindi)-I/C	<i>[Signature]</i>
		Ms Sarika Gupta, PGT(His)	<i>[Signature]</i>
		Mrs. Preety Pandey, TGT(Eng)	<i>[Signature]</i>
		Ms. Monika Mourya, TGT(Hindi)	<i>[Signature]</i>
		Mr Vinod Bapat, PRT(Music)	<i>[Signature]</i>
	Primary	Mrs. Neha, PRT-I/C	<i>Neha</i>
		Ms Kiran Soni, PRT	<i>[Signature]</i>
		Mrs Upasana Nim, PRT	<i>[Signature]</i>
		Mrs Mahima Singh, PRT	
		Mrs Priyanka, PRT	
		07	Cleanliness/ Swatchh Bharat Abhiyan
Mrs. Garima Trivedi, TGT(Sci)	<i>Garima</i>		
Ms. Monika Maurya, TGT(Hindi)	<i>[Signature]</i>		
Mr. Paramjeet Singh, PRT -	<i>[Signature]</i>		
Mrs Upasana Nim, PRT	<i>[Signature]</i>		
Mr. Amit Kumar, PRT	<i>[Signature]</i>		



























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08	AEP	Mrs. Madhumita Das, TGT(Eng) I/C	Mrs
		Mrs. Garima Trivedi, TGT(Sci)	Gandhi
		Mrs. Sandhya Shakya, TGT(Sci)	Sar
		All AEP trained teachers	
09	Scouts & Guides	Dr. M.S. Meena -I/C	Dr. Meena
		Mr. Navender Singh, PRT	Navender
		Mrs. Madhumita Das, TGT(Eng)	Mrs
		Mr. Amarpal Singh, PGT(Hindi)	Amar
		Mr. Ramanuj Yadav, TGT(Maths)	Ramanuj
		Ms. Monika Maurya, TGT(Hindi)	Monika
		All trained Teachers	Dr. Meena
	Cubs and Bulbul	Mrs. Upasana Nim-PRT I/C	Upasana
		Ms. Mahima Singh, PRT	
		Mr. Paramjeet Singh, PRT	Paramjeet
		Mr. Naveen, PRT	Naveen
		All trained Teachers	
10	Games & sports (Sec./ Sr. Sec)	Mr. S K Mourya, TGT( PH & E) -I/C	S K Mourya
		Mr. R P Verma, TGT(WE)	R P Verma
		Mr Radheyshyam, TGT(S St)	Radheyshyam
		Sports Coaches	
	Games & sports Primary	Mr. Naveen, PRT	Naveen
		Mr Pramod, PRT	Pramod
		Mr. Sandeep Kumar, PRT	Sandeep
11	Adventure Activities & Excursion (Secondary)	Mr. Amarsingh, PGT(Eco), I/C	Amarsingh
		Mr Ashish Jain, TGT(Skt)	Ashish Jain
		Mr. Radheyshyam, TGT(S St)	Radheyshyam
12	Career Guidance & Counseling	Mrs. Sabita Sharma, PGT(Eng)-I/C	Sabita
		Mr. Amarpal Singh, PGT(Hindi)	Amar

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13	Teaching Aids & Resource Room sec/Sr. Sec	Mr. Ramanuj Chaturvedi, PGT(Geo)-I/C	
		Mr. Radheyshyam, TGT(S St)	
	Primary Section	Mrs. Sonali Singh, PRT	
		Ms. Kiran Soni, PRT	
14	Maintenance & Repair School Building	Mr. R.P. Verma, TGT(WE)-I/C	
		Mr Ramanuj Chaturvedi, PGT(Geo)	
		Mrs. Kratika Virmani, TGT(Maths),	
		Mr. D P Vishwakarma, TGT(Maths)	
		Mrs Preety Pandey, TGT(Eng)	
		Mr Gourav Sharma, TGT(Hindi)	
	Maintenance & Repair Staff Quarter	Mr Ramanuj Chaturvedi, PGT(Geo) -I/C	
		Mr R P Verma, TGT(WE)	
		Mr. Manoj Kumar, TGT(S St)	
		Mrs. Garima Trivedi, TGT(Sci)	
		Mrs Neha, PRT	
15	Beautification/ Gardening	Mr Ramanuj Chaturvedi, PGT(Geo) I/C	
		Mr. Jay Prakash, TGT(AE)	
		Mrs. Garima Trivedi, TGT(Sci)	
		Mrs. Sandhya Shakya, TGT(Sci)	
		Ms Parveen Malik, PRT	
16	Official Language Committee (Hindi) (Rajbhasha implementation) Committee	Mr. Amarpal Singh, PGT(Hindi)-I/C	
		Mr. Ramakant Tiwari, TGT(Hindi)	
		Mr Ashish Jain, TGT(Skt)	
17	Computer Education and Web committee/Creative Corner and ICT, Website design & updating.	Mr. Sumit Kumar Sahu, PGT(Comp Sc)-I/C	
		Mr. R.P. Verma, TGT(WE)	
		Computer Instructor	

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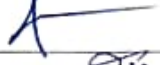

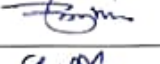
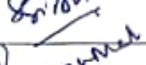
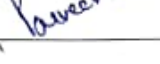

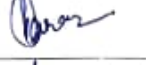


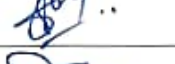



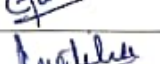

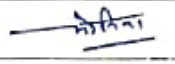
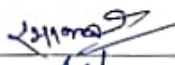

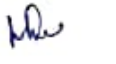
18	<b>Furniture Committee</b>	Mr. Pankaj Verma, PGT(Comm)-I/C	<i>Pankaj</i>
		Mr Ramanuj Chaturvedi, PGT(Geo)	<i>Ramanuj</i>
		Mr. Jay Prakash, TGT(AE)	<i>Jay Prakash</i>
		Mrs Madhumita, TGT(Eng)	<i>Madhumita</i>
		Mr. Radheyshyam, TGT(S St)	<i>Radheyshyam</i>
		Mr. Pramod, PRT	<i>Pramod</i>
		Mr Sandeep Kumar, PRT	<i>Sandeep</i>
19	<b>Library Committee</b>	Mr. R P Verma, TGT(WE)-I/C	<i>R P Verma</i>
		Mrs. Sabita Sharma, PGT(Eng)	<i>Sabita</i>
		Mrs. Madhumita Das, TGT(Eng)	<i>Madhumita</i>
		Mr. Amarpal Singh, PGT(Hindi)	<i>Amarpal</i>
		Ms. Monika Maurya, TGT(Hindi)	<i>Monika</i>
		Ms. Kiran Soni, PRT	<i>Kiran</i>
		.....	
STUDENT	.....		
	.....		
20	<b>Reading Club</b>	Mrs. Madhumita Das, TGT(Eng)-I/C	<i>Madhumita</i>
		Mrs. Preeti Pandey, TGT(Eng)	<i>Preeti</i>
		Ms Parveen Malik, PRT	<i>Parveen Malik</i>
		Mr Vinod Bapat, PRT(Music)	<i>Vinod</i>
21	<b>Health Club/ First Aid</b>	Mrs Sandhya Shakya, TGT(Sci) -I/C	<i>Sandhya</i>
		Nurse	<i>Rajni</i>
		All class Teacher	
22	<b>Science club/NTSE/science congress/ Green Olympiad/ other activities related to Science</b>	Dr M S Meena, PGT(Chem) I/C	<i>M S Meena</i>
		Mr B M Ahirwar, PGT(Phy)	<i>B M Ahirwar</i>
		PGT(Bio)	
		Mrs Garima Trivedi, TGT(Sci)	<i>Garima</i>
		Mrs Sandhya Shakya, TGT(Sci)	<i>Sandhya</i>

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23	CMP-TLM	Ms. Neha.PRT-I/C	Neha
		Ms. Sonali Singh. PRT	Singh
		Ms. Kiran Soni. PRT-	
24	Primary Resource Room	Ms Kiran Soni. PRT I/C	
		Mrs Neha. PRT	Neha
		Mrs Mahima Singh. PRT	
		Mrs Sudha Pal. PRT	
25	Olympiad Maths/Other activities related to Maths	Mr. Ramesh Chand. PGT(Maths)-I/C	R.
		Mr Ramanuj Yadav. TGT(Maths)-	
		Mr D P Vishwakarma. TGT(Maths)--	Shobha
		Mr Kratika Virmani. TGT(Maths)-	Kratika
26	Youth Parliament/Ek Bharat Shreshth Bharat	Mr Ramanuj Chaturvedi PGT(Geo)-	
		Mr Amarsingh. PGT(Eco)	Amr
		Mr. Manoj Kumar. TGT(S St)--	Manoj
		Mr. Radheyshyam. TGT(S St)-	
		Ms. Sarika Gupta. PGT(His)-	Sarika
		Mr Vinod Bapat. PRT(Music)	
27	Child Right Protection Committee/POCSO	Mrs. Sabita Sharma. PGT(Eng)-I/C	Sabita
		Mr Ramanuj Chaturvedi. PGT(Geo) -	
		Mrs. Madhumita. TGT(Eng)	Madhu
		Mr. Kiran Soni. PRT-	
		Mr Pramod. PRT -	Pramod
28	Children Garden development Committee	Mr. Naveen. PRT-I/C	Naveen
		Mr. Sandeep-	Sandeep
		Mrs. Upasana Nim. PRT	
		Mr. Pramod. PRT,	Pramod
		Ms. Sonali Singh. PRT	Singh

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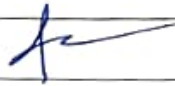






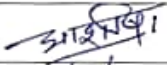
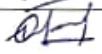








29	Safety & Security of School building	Mr. R.P. Verma, TGT(WE)-I/C	
		Mr Sumit Kumar Sahu, PGT(Comp Sc)	
		Mr Ramanuj Chaturvedi, PGT(Geo)	
		Mr. S K Mourya, TGT( PH & E)	
		Mr Ashish Jain, TGT(Skt)	
		Mr Amit Kumar, PRT -	
		Mrs Sonali Singh, PRT	
		Ms Parveen Malik, PRT	
		Sports Coach	
30	Pure Drinking Water Arrangement & Monitoring Committee	Mr Ramanuj Chaturvedi, PGT(Geo) -I/C	
		Mr Paramjeet Singh, PRT	
31	Press & Publication/Social Sites Committee	Mrs. Preety Pandey, TGT(Eng) -I/C	
		Mr. Amarpal Singh, PGT(Hindi)	
		Mrs. Sabita Sharma, PGT(Eng)	
32	Supervision of outsourcing Staff , their attendance & payment	Mr Ramanuj Chaturvedi, PGT(Geo)-I/C	
		Mr R.P. Verma, TGT(WE)	
		Mr Manoj Kumar, TGT(S St)	
		Mrs. Garima Trivedi, TGT(Sci)	
		Mrs. Kratika Virmani, TGT(Maths)	
33	Firm Registration	Mr. Kailash Bamrela, SSA-I/C	
		Mrs. Anita Verma, JSA	
34	Minutes of the meetings Hindi	Ms. Monika Maurya -I/C	
		Mr. Ramakant Tiwari, TGT(Hindi)	
	Minutes of the meetings English	Mrs. Sabita Sharma, PGT(Eng)-I/C	
		Mrs. Madhumita Das, TGT(Eng)	

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35	Assembly coordination committee	Mr. Amarpal Singh, PGT(Hindi) -I/C	<i>Am</i>
		Mr Ramesh Chand, PGT(Maths)	<i>R</i>
		Mrs. Sabita Sharma, PGT(Eng)--	<i>S</i>
		Mrs. Madhumita Das, TGT(Eng)-	<i>MD</i>
		Ms Monika Mourya, TGT(Hindi)-	<i>M</i>
		Sports Coaches Secondary & Primary	
36	Supervision and monitoring of UBI Fee collection (Primary I to V) &(Secondary/Sr. Secondary VI to XII)	Mr Sumit Kumar Sahu, PGT(Comp Sc)-I/C	<i>S</i>
		Mr Pramod,PRT	<i>P</i>
37	Web Site Committee	Mr. Sumit Kumar Sahu, PGT(Comp Sc)-I/C	<i>S</i>
		All Deptt. Head will provide data when demanded by I/C in specific format	
38	Right to information	Mr. Kailash Bamrela, SSA-I/C	
		Mrs. Anita Verma, JSA	
39	Subject Committee Coordinators		
	Language (English, Hindi& Sanskrit)	Mrs. Sabita Sharma, PGT(Eng)-Eng	<i>S</i>
		Mr. Amarpal Singh, PGT(Hindi)-Hindi	<i>Am</i>
	Maths	Mr. Ramesh Chand, PGT(Maths)- Mathematics	<i>R</i>
	Science	Dr. Man Singh Meena, PGT(Chem)- Science	<i>M</i>
	Social Science	Mr Ramanuj Chaturvedi, PGT(Geo) — Social Science	<i>R</i>
40	Staff Quarters allotment Committee	Mr. R.P. Verma, TGT(WE)-I/C	<i>R</i>
		Mr Ramanuj Chaturvedi, PGT(Geo)	<i>R</i>
		Mr B M Ahirwar, PGT(Phy)	<i>B</i>
		Mr. Manoj Kumar, TGT(S St)-	<i>M</i>
		Mrs. Kratika Virmani, TGT(Maths)-	<i>K</i>
		Mr. Amit Kumar, PRT,	
		Mr. Kailash Bamrela, SSA	

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41	SBSB	Mr. Santosh Kumar Maurya-I/C	
		Sports Coaches Secondary & Primary	
		Nurse	Relani
		Computer Instructor Primary	
		All Class Teacher	
42	PISA	Mr. Ramanuj Yadav, TGT(Maths) I/C	
		All Class Teacher (Science, Maths & Eng)	
43	NCC	Mrs. Garima Trivedi, TGT(Sci), Care Taker	
44	DIET /DIOS	Mr. R.P. Verma, TGT(WE) I/C	
		Mrs Anita Verma, JSA	
		All department concerned	
45	ALUMNI	Mr. Ramesh Chand, PGT(Maths), I/C	
		Mr. Vinod Bapat, PRT(Music)	
46	Transport Safety Team	Mr Pankaj Verma, PGT(Comm) I/C	
		Mr Ashish Jain, TGT(Skt)	
		Mr Sandeep Kumar, PRT	
47	Team for students with special needs (Divyang)	Mrs Madhumita Das, TGT(Eng)	
		Mr. Vinod Bapat, PRT(Music)	
48	Generator	Mr. R.P. Verma, TGT(WE), I/C	
49	PA System	Mr. R.P. Verma, TGT(WE)-I/C	
		Mr. Vinod Bapat, PRT(Music)-	
50	Sexual Harassment at work place Committee	Mrs Sabita Sharma, PGT(Eng)- I/C	
		Mrs Pratibha Singh, TGT(Eng)-	Pratibha
		Mrs Madhumita Das, TGT(Eng)-	
		Mr Radheyshyam, TGT(S St) -	
		Mrs Niti Shashtri (Jhansi)-	

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