

LIST OF CLASS TEACHERS & CO-CLASS TEACHERS
(PRIMARY SECTION)
SESSION 2019-2020

S. NO.	CLASS & SECTION	NAME OF CLASS TEACHER	NAME OF CO-CLASS TEACHER
1.	I A	MR. VIJENDER SAINI	MRS. DEEPTI KALRA
2.	I B	MRS. DEEPTI KALRA	MR. VIJENDER SAINI
3.	II A	MRS. SHAKTI RANA	MRS. ARCHANA YADAV
4.	II B	MRS. ARCHANA YADAV	MRS. SHAKTI RANA
5.	III A	MRS. PRATIBHA YADAV	MS JYOTI
6.	III B	MS JYOTI	MRS. PRATIBHA YADAV
7.	IV A	MS NEHA	MR. MAHANAND
8.	IV B	MR. MAHANAND	MS NEHA
9.	V A	MR. GAURAV	MRS. A LATHA
10.	V B	MRS. A LATHA	MR. GAURAV

LIST OF CLASS TEACHERS & SUBJECT TEACHERS

PRIMARY SECTION 2019 - 2020

CLASS TEACHERS	ENGLISH	HINDI	MATHS	EVS
IA MR VIJENDER SAINI	MRS DEEPTI KALRA	MR VIJENDER SAINI	MR VIJENDER SAINI	MR VIJENDER SAINI
IB MRS DEEPTI KALRA	MRS DEEPTI KALRA	MRS DEEPTI KALRA	MR VIJENDER SAINI	MRS DEEPTI KALRA
II A MRS SHAKTI RANA	MRS ARCHANA YADAV	MRS SHAKTI RANA	MRS SHAKTI RANA	MRS SHAKTI RANA
IIB MRS ARCHANA YADAV	MRS ARCHANA YADAV	MRS SHAKTI RANA	MRS ARCHANA YADAV	MRS ARCHANA YADAV
III A MRS PRATIBHA YADAV	MS JYOTI	MRS PRATIBHA YADAV	MR MAHANAND	MRS PRATIBHA YADAV
III B MS JYOTI	MS JYOTI	MR GAURAV	MR MAHANAND	MRS PRATIBHA YADAV
IV A MS NEHA	MS NEHA	MR MAHANAND	MR KANTI SWAROOP	HM
IV B MR MAHANAND	MS NEHA	MR MAHANAND	MR KANTI SWAROOP	MRS A LATHA
V A MR GAURAV	MRS A LATHA	MR KANTI SWAROOP	MR GAURAV	MS JYOTI
V B MRS A LATHA	MRS A LATHA	MR KANTI SWAROOP	MR GAURAV	MS NEHA

Distribution of Work/Duties for the session 2019-2020

S. No.	ASSIGNMENT/DUTY	COMMITTEE	COMMITTEE I/C & MEMBERS	SIGN	REMARKS
1	To constitute the student council and plan and execute all CCA activities in effective manner along with the Committee members and other teachers. To celebrate important days and annual day in a befitting manner. To ensure morning assembly and programme of KVS and other organization are organized in a befitting manner.	CCA Committee	<u>SECONDARY AND SENIOR SECONDARY SECTION</u> MS KOMAL JARIWAL I/C MS SADHNA SHARMA MR ABHISHEK <u>PRIMARY SECTION</u> MRS. PRATIBHA YADAV I/C <u>ASSOCIATE</u> MRS. SHAKTI RANA MS. LATA JOSHI, MUSIC TEACHER		All House Masters & Class Teachers/Co-class Teachers will assist the committee to prepare and conduct programs assigned .
2	To frame a Time table for effective implementation of academic aspects of KVS and arrange day-to-day periods for the teachers on leave. To plan special classes for students for remediation and for higher achievement. Plan according to back to basics.	Time Table Committee	<u>SECONDARY AND SENIOR SECONDARY SECTION</u> MS SEEMA SACHDEVA I/C MR GIAN CHAND COMPUTER INSTRUCTOR <u>PRIMARY SECTION</u> MRS. LISA MOHANAN, HM MR. KANTI SWAROOP MRS. SHAKTI RANA		
3	1.To work to enhance the student strength in different classes, distribution of registration forms, their submission and preparation of final list for admission as per KVS guidelines. 2.Admission on T.C basis/so cal transfer/special dispensation. 3.Entry and record of all new admissions in registration register. 4.Generate challans for new admission.	Admission Committee	<u>SECONDARY AND SENIOR SECONDARY SECTION</u> MR SUSHIL GURJAR I/C MS GEETA TRIPATHI MR GAJENDER <u>PRIMARY SECTION</u> MRS. LISA MOHANAN, HM MR. KANTI SWAROOP MRS.DEEPTI KALRA MR. VIJENDER SAINI		
4	To conduct and manage internal,external and board examination examinations (as per KVS guidelines) in smooth & fair manner and ensure the student registration and other CBSE related correspondence timely and without error. 1. Regular visit to CBSE site to get latest updates and circulate to teachers.	Internal Examination Committee	<u>SECONDARY AND SENIOR SECONDARY SECTION</u> MS RITU TANWAR I/C MR S P SINGH MS PRIYANKA <u>PRIMARY SECTION</u> MR GAURAV KUMAR I/C <u>ASSOCIATE</u> MRS DEEPTI KALRA MR VIJENDER SAINI		

	<p>2. Distribution of study material and other help material received from KVS and other sources</p> <p>3. Maintain Back to Basics records for Inspection</p> <p>4. Prepare monthly schedule.</p> <p>5. Plan and conduct parent teacher meetings from time to time. Special Programmes for board classes.</p>	<p>Examination Committee (CBSE X & XII)</p> <p>External Exams NIOS</p>	<p><u>SECONDARY AND SENIOR SECONDARY SECTION</u> MR D S THAKUR I/C MR S P SINGH MS PRIYANKA</p> <p>MR DINESH KUMAR I/C MR ABHISHEK MR SANJAY SHRIVASTAVA MR PANKAJ LDC</p>		
5	To conduct market survey and put better suggestions regarding procurement of articles for the use of Vidyalaya and ensure the quality of procured articles/goods as per KVS Financial Rules.	Purchase Committee	<p><u>SECONDARY AND SENIOR SECONDARY SECTION</u></p> <p>MR D S THAKUR I/C MRS MAYA RATHI MR GIAN CHAND MR SANJAY SHRIVASTAVA MS SHASHI KANTI GUPTA MS RICHA ARYA</p> <p><u>PRIMARY SECTION</u></p> <p>MRS. LISA MOHANAN, HM MR. KANTI SWAROOP MRS ARCHANA YADAV</p>		
6	To deal (as per KVS rules) with the complaints received from the Vidyalaya staff, especially female and SC/ST staff and put suggestions to solve the matters/start any disciplinary action against any individual/for onward submission of the matter. To coordinate with Discipline committees.	Grievance Cell and Re-Dressal Committee at Vidyalaya level	<p><u>SECONDARY AND SENIOR SECONDARY SECTION</u></p> <p>MS MAYA RATHI I/C MS RITU TANWAR</p> <p><u>PRIMARY SECTION</u></p> <p>MRS. LISA MOHANAN, HM MRS ARCHANA YADAV MRS PRATIBHA YADAV</p>		
7	To maintain the discipline among the students in each and every activity of the Vidyalaya and explain the importance of the discipline in life.	Discipline Committee	<p><u>SECONDARY AND SENIOR SECONDARY SECTION</u></p> <p>MS SONIA BAWEJA I/C MS SADHNA SHARMA MS RICHA ARYA MR S P SINGH MR R K RAM COACH/ YOGA TEACHER</p> <p><u>PRIMARY SECTION</u> MR. MAHANAND KISHOR, I/C</p> <p><u>ASSOCIATE</u></p> <p>MR. KANTI SWAROOP MRS. DEEPTI KALRA MR VIJENDER SAINI</p>		1. All the teachers will be responsible to develop and ensure good behavior / habits among the students.

			COACH/ YOGA TEACHER		
8	To conduct & manage different activities(as per KVS schedule)& also to keep the record.	Scout and Guide Committee	<u>SECONDARY AND SENIOR SECONDARY SECTION</u> <u>SCOUT</u> MR SANJAY SHRIVASTAVA I/C MR SUSHIL GURJAR MR R K RAM MR GAJENDER <u>GUIDE</u> MS RANI ADHIKARI I/C MS SASHI KANTI GUPTA MS KAVITA DUA MS PRIYANKA		All the teachers who are trained in this field will be the members of this Committee.
	CUBS AND BULBUL		<u>CUBS</u> MR. MAHANAND I/C <u>ASSOCIATE</u> MR. GAURAV KUMAR <u>BULBUL</u> MRS. PRATIBHA YADAV I/C <u>ASSOCIATE</u> MS DEEPTI KALRA		

9	<p>1.To ensure the cleanliness and upkeep of the Vidyalaya Campus to provide hygienic environment to the students and.</p> <p>2. To make efforts to win green school award and Swachta award.</p>	<p>Cleanliness Committee (All year swachta abhiyan)/ Gardening Committee</p>	<p><u>SECONDARY AND SENIOR SECONDARY SECTION</u> MS SEEMA SHARMA I/C MR DINESH KUMAR MS RANI ADHIKARI MS SASHI KANTI GUPTA MS KAVITA DUA MR ABHISHEK</p> <p><u>PRIMARY SECTION</u> MRS ARCHANA YADAV I/C</p> <p><u>ASSOCIATE</u> MRS A LATHA MRS SHAKTI RANA MR VIJENDER SAINI MR MAHANAND</p>		<p>To Check& ensure over all Cleanliness of The Vidyalaya (inside & outside) To check & ensure the Clealiness of Girls Toilets & Female staff toilets To check & ensure the Clealiness of Boys Toilets & Male staff toilets</p>
10	<p>1.To provide First-Aid to the students.</p> <p>2.Health Check-ups</p> <p>3. Maintainance of records of all students.</p>	<p>First Aid Committee</p>	<p><u>SECONDARY AND SENIOR SECONDARY SECTION</u> MS RICHA ARYA I/C NURSE MR DINESH KUMAR YOGA TEACHER/ COACH</p> <p><u>PRIMARY SECTION</u> SCHOOL NURSE I/C <u>ASSOCIATE</u> MR MAHANAND MRS ARCHANA YADAV MS JYOTI YOGA TEACHER/ COACH</p>		
11	<p>1.To ensure the requirement and repairing of Furniture as per the need of the Vidyalaya.</p> <p>2.To ensure proper seating arrangement in classes.</p> <p>3.Prepare classwise/deptt wise Inventory.</p>	<p>Furniture Committee</p>	<p><u>SECONDARY AND SENIOR SECONDARY SECTION</u> MR GIAN CHAND I/C MR R K RAM MR ABHISHEK</p> <p><u>PRIMARY SECTION</u> MR KANTI SWAROOP MR MAHANAND</p>		
12	<p>1.To ensure the availibility of sports items to the students and to conduct & manage all sports activities(as per KVS calender).</p>	<p>Sports Committee</p>	<p><u>SECONDARY AND SENIOR SECONDARY SECTION</u> MS RICHA ARYA I/C MR GIAN CHAND MR R K RAM YOGA TEACHER/ COACH</p> <p><u>PRIMARY SECTION</u> MR VIJENDER SAINI I/C <u>ASSOCIATE</u> MS NEHA MRS DEEPTI KALRA MR GAURAV YOGA TEACHER/ COACH</p>		<p>All House Masters/Class Teachers will ensure the Participation of students in different sports activities.</p>

13	To recommend valuable books for the Vidyalaya Library and provide valuable suggestions to the students for future planning by organizing Career-Guidance and Counseling Sessions.	Library and Guidance & Counselling Committee LIBRARY COMMITTEE	<u>SECONDARY AND SENIOR SECONDARY SECTION</u> MS SHASHI KANTI I/C ALL SUBJECT COMMITTEE CONVENORS <u>LIBRARY COMMITTEE PRIMARY SECTION</u> MRS. ARCHANA YADAV I/C <u>ASSOCIATE</u> MRS. SHAKTI RANA		Any two students, Selected by I/C, will also be the part of Library committee.
14	To maintain and beautify each and every corner of the Vidyalaya and its gardens.	Beautification Committee	<u>SECONDARY AND SENIOR SECONDARY SECTION</u> MS RANI ADHIKARI I/C MS SADHNA SHARMA MS SEEMA SHARMA <u>PRIMARY SECTION</u> MRS ARCHANA YADAV I/C <u>ASSOCIATE</u> MRS. SHAKTI RANA MRS. PRATIBHA YADAV MS JYOTI ALL CLASS TEACHERS		ALL CLASS TEACHERS IN THEIR RESPECTIVE CLASS ROOMS
15	To ensure the supply of information sought by any person related to Vidyalaya matter as per RTI Act-2005.	RTI Committee	MR D S THAKUR I/C UDC MR HARPAL LDC MR PANKAJ		
		SC/ST SCHOLARSHIP	MS RITU TANWAR MR R K RAM		
16	1.To ensure the maintenance & repair work in Vidyalaya and put suggestions if required for onward submission. 2.To maintain record of repair work and prepare monthly inventory.	Maintenance & Repairing Committee	MR SANJAY SHRIVASTAVA I/C MS MAYA RATHI MR DINESH KUMAR MR GIAN CHAND MR S P SINGH		
17	To ensure the allotment and repair & maintenance of staff quarters to the staff members as per KVS guidelines.	Staff Quarters Committee	MS GEETA TRIPATHI MR R K RAM MS PRIYANKA		
18	To provide Menu to canteen contractor and to ensure the quality of edible items.	Canteen Committee	<u>SECONDARY AND SENIOR SECONDARY SECTION</u> MS SADHNA SHARMA I/C MS SEEMA SHARMA MS RANI ADHIKARI <u>PRIMARY SECTION</u> MS JYOTI		

			MRS. ARCHANA YADAV		
19	To ensure the proper arrangement of water and electricity supply and check & arrange to stop the wastage of drinking water.	Electricity & Water arrangement committee	<u>SECONDARY AND SENIOR SECONDARY SECTION</u> MR SANJAY SHRIVASTAVA I/C MS PRIYANKA <u>PRIMARY SECTION</u> MR KANTI SWAROOP MR. MAHANAND		Every staff member must be aware to stop the wastage of water and the students should be taught / informed about the conservation of water.
20	To make necessary arrangement for the publication of Student Diary, Vidyalaya Magazine, News Letter etc.	Publication Committee	<u>SECONDARY AND SENIOR SECONDARY SECTION</u> MS KOMAL JARIWAL I/C MR GIAN CHAND MR GAJENDER MRS SADHNA SHARMA <u>PRIMARY SECTION</u> MS NEHA MRS. A LATHA		
21	1.To ensure the proper utilization of E-class room, Magic Studio, Interactive Board etc.& preparation of schedule & ensure of its implementation. 2.To update website fortnightly as per requirement.	Smart Class/ e-Class Room/ Website Committee	<u>SECONDARY AND SENIOR SECONDARY SECTION</u> MR D S THAKUR I/C MR SANJAY SHRIVASTAVA COMPUTER INSTRUCTOR <u>PRIMARY SECTION</u> MR. GAURAV KUMAR I/C ALL CLASS TEACHERS (e Classroom) COMPUTER INSTRUCTOR		
22	To ensure the proper functioning and utilization of the portal and keep track of instructions received from time to time.	SHALA DARPAN	<u>SECONDARY AND SENIOR SECONDARY SECTION</u> MR D S THAKUR I/C MR SANJAY SHRIVASTAVA COMPUTER INSTRUCTOR MR PANKAJ, LDC <u>PRIMARY SECTION</u> MR. VIJENDRA SAINI MRS. A. LATHA COMPUTER INSTRUCTOR		
23	Maintenance Minutes/Records of	VMC/VEC Meeting	MS MAYA RATHI MR D S THAKUR MR SANJAY SHRIVASTAVA		
24	Fees 1.Check if correct fees is being realized by CT. 2.Maintain records. 3.Ensure accuracy.	UBI Portal fees checking	<u>SECONDARY AND SENIOR SECONDARY SECTION</u> MR SANJAY SHRIVASTAVA MS SEEMA SACHDEVA		

			MS PRIYANKA COMPUTER INSTRUCTOR <u>PRIMARY SECTION</u> MR. VIJENDER SAINI MRS. A. LATHA COMPUTER INSTRUCTOR		
25	Effective Implementation of spoken English program	Spoken English program	<u>SECONDARY AND SENIOR SECONDARY SECTION</u> MS KOMAL JARIWAL MS SEEMA SHARMA MR ABHISHEK <u>PRIMARY SECTION</u> MRS A LATHA MRS. ARCHANA YADAV ME NEHA MS JYOTI		
26	To make Excursion plans for all classes by searching for interesting and informative places to visit.	Excursion	<u>SECONDARY AND SENIOR SECONDARY SECTION</u> MR SUSHIL GURJAR I/C MS RITU TANWAR <u>PRIMARY SECTION</u> MRS A LATHA I C <u>ASSOCIATE</u> MS NEHA MR. MAHANAND		
27	Effective Preparation for all competitive exams and exhibition.	Competitive Exams/Olympiads/ Science Exhibition/Green Olympiad	SCIENCE MS SONIA BAWEJA I/C MR SUSHIL GURJAR MATHS MS SEEMA SACHDEVA I/C SOCIAL SCIENCE MRS RITU TANWAR I/C		
28.	Awakened citizen programme	Awakened Citizen R K Mission Committee	MRS SEEMA SACHDEVA I/C MR R K RAM MS SASHI KANTI GUPTA MR GAJENDER MRS KAVITA DUA MRS RANI ADHIKARI		
29	Disaster Management Committee	Disaster management	<u>SECONDARY AND SENIOR SECONDARY SECTION</u> MS RITU TANWAR MR S P SINGH <u>PRIMARY SECTION</u> MR. VIJENDER SAINI		

30	Evacuation/Search and Rescue Committee	Evacuation/Search and Rescue team	<u>SECONDARY AND SENIOR</u> <u>SECONDARY SECTION</u> MS RICHA ARYA I/C ALL CLASS TEACHERS SCOUT AND GUIDE TEAM <u>PRIMARY SECTION</u> MRS. GAURAV KUMAR ALL CLASS TEACHERS CUBS AND BULBUL TEAM		
31	Warning, Dissemination and site security Committee	Warning and information Dissemination team, site security team	<u>SECONDARY AND SENIOR</u> <u>SECONDARY SECTION</u> MR D S THAKUR MR SANJAY SHRIVASTAVA <u>PRIMARY SECTION</u> MRS DEEPTI KALRA		
32	Awareness generation Committee	Awareness generation team	<u>SECONDARY AND SENIOR</u> <u>SECONDARY SECTION</u> MS GEETA TRIPATHI MS SEEMA SHARMA <u>PRIMARY SECTION</u> MRS ARCHANA YADAV		
33	Fire safety Committee	Fire safety team	<u>SECONDARY AND SENIOR</u> <u>SECONDARY SECTION</u> MS SONIA BAWEJA I/C ALL CLASS TEACHERS SCOUT AND GUIDE TEAM <u>PRIMARY SECTION</u> MRS. PRATIBHA YADAV ALL CLASS TEACHERS CUBS AND BULBUL TEAM		
34	Transportation Committee (for safe and secure dispersal of students)	Bus safety team	<u>SECONDARY AND SENIOR</u> <u>SECONDARY SECTION</u> MS RICHA ARYA MR GIAN CHAND MR ABHISHEK ALL CLASS TEACHERS <u>PRIMARY SECTION</u> MR MAHANAND KISHORE ALL CLASS TEACHERS		

35	Welfare Committee	On call emergency team, team for student with special needs	<u>SECONDARY AND SENIOR SECONDARY SECTION</u> MR GAJENDER MS PRIYANKA MR ABHISHEK <u>PRIMARY SECTION</u> MRS A LATHA		
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Note:	
Overall I/C for Primary Section	MRS LISA MOHANAN (HM)
Overall I/C for Secondary and Senior Secondary Section	MRS. MAYA RATHI (PGT)
Patron & Micro Observer	SHRI LAHARI SINGH (PRINCIPAL)

