

**KENDRIYA VIDYALAYA SECL DHANPURI
COMMITTEES FOR THE YEAR 2023-24**

ACADEMIC COMMITTEES

SR.NO	COMMITTEE	INCHARGE	CO- INCHARGE	MEMBERS	SIGN	
		SUBJECT INCHARGES				
1	1. ENGLISH -	MS SHIKHA GARG	PGT ENGLISH	TGT ENGLISH 2		
	2. HINDI / SKT -	MR KISHANLAL GURJAR	TGT HINDI 1	TGT HINDI 2, TGT SKT		
	3. SCIENCE -	MR JAIDEEP PARSAI	MR BIRENDRA KOTIYAL	ALL SCIENCE TEACHERS		
	4. MATHS -	DR. D. S. RAI	MS SHARMILA SINGH	TGT MATHS 2		
	5. SOCIAL STUDIES -	MR. TEJ BHARDWAJ	MR P. K. PANDEY	MR NAUSHAD ALI		
	6. PRIMARY	MS. M. BHATTCHARYA	MS SARITA SINGH	ALL PRIMARY TEACHERS		
2	ADMISSION	MR KISHANLAL GURJAR	MR BIRENDRA KOTIYAL	MS SARITA SINGH MR AMBUJ DUBEY MR PAWANDHARI CH. MR SHRI NARAIN KOL		
3	INTERNAL EXAMINATION	SECONDARY INCHARGE				
		MR JAIDEEP PARSAI	MS SHARMILA SINGH			
		PRIMARY INCHARGE				
		MS SARITA SINGH	MS SUSHILA	MR SHRI NARAIN KOL		
		OLYMPAID	TGT SCI 2	PRT 1	TGT HINDI 2	
4	CBSE EXTERNAL EXAMINATION	MR TEJ BHARDWAJ	MR BIRENDRA KOTIYAL	TGT SKT TGT ENGLISH 1 TGT ENGLISH 2 COMPUTER INSTRUCTOR		
5	TIME TABLE	SECONDARY INCHARGE				
		MR TEJ BHARDWAJ	MR PAWANDHARI CH.	MR AMBUJ DUBEY		
		PRIMARY INCHARGE				
			MS M BHATTCHARYA			
6	SCOUTS AND GUIDES & CUBS AND BULBULS	OVER ALL ACTIVITIES IN-CHARGE : MR NAUSHAD ALI				
		SCOUTS				
		MR R K SAHU (STOCK HOLDER)	MR DHEERAJ SHARMA			
		GUIDES				
		MS SHABAN S. KHAN	MS SARITA SINGH	PRT 3		
		CUBS				
		MR R K SAHU		PRT1 PRT2 PRT3		
		BULBULS				
		MS SARITA SINGH	PRT 4	PRT 5		
7	CO- CURRICULAR ACTIVITIES (INTERNAL)	SECONDARY				
		MR KISHANLAL GURJAR	PGT ENGLISH	STAGE MANAGEMENT 1. SPORTS COACH 2. YOGA INSTRUCTOR		
				TGT SKT TGT ENGLISH 1 TGT HINDI 1 NURSE		
		PRIMARY				
		MS SUSHILA	MS SARITA SINGH	PRT1 PRT 2 PRT 3 PRT 4		
8	CO- CURRICULAR ACTIVITIES (EXTERNAL)	MS SHARMILA SINGH	PGT ECONOMICS	TGT HINDI2		
9	RAJ BHASHA	MR KISHANLAL GURJAR		ALL TGT HINDI AND SANSKRIT TGT		
10	COMPUTER	MR JAIDEEP PARSAI	COMPUTER INSTRUCTOR			
11	ADVENTURE CLUB & EXCURSIONS	MR NAUSHAD ALI	MR RAJKUMAR SAHU	MS SHARMILA SINGH PRT 6 PRT 7		
12	SADHBHAVNA	MR P K PANDEY	MS M BHATTCHARYA	MR NAUSAD ALI PRT 5 PRT 6		
13	REFRESHMENT	MS SHIKHA GARG	MS SARITA SINGH	PGT BIO PGT CHEMISTRY PRT 1 PRT 2 PRT 3		

SR.NO	COMMITTEE	INCHARGE	CO- INCHARGE	MEMBERS	SIGN	
14	CLEANING & SANITATION	MR AMBUJ DUBEY	MR P K PANDEY	SECONDARY SECTION		
				TGT HINDI 1		
				TGT SST		
				NURSE (OVERALL SUPERVISION)		
				MS SUSHILA		
15	DISCIPLINE	SPORTS COACH	YOGA INSTRUCTOR	YOGA INSTRUCTOR		
				MR TEJ BHARDWAJ		
				MR NAUSAD ALI		
				TGT HINDI 1		
				TGT HINDI 2		
16	FURNITURE	MR AMBUJ DUBEY	MR PAWANDHARI CH.	MR DHEERAJ SHARMA		
				PGT ENGLISH		
				TGT HINDI 2		
17	MEDICAL CHECKUP	MS SHABAN S. KHAN	NURSE	MS M BHATTACHRYA		
				COACH		
				YOGA INSTRUCTOR		
18	BEAUTIFICATION & GARDENING	PGT BIO	MS SHARMILA SINGH	PGT CHEMISTRY		
				PRT 3		
				MS SARITA SINGH		
				PRT 4		
				MR DHEERAJ SHARMA		
				PRT 5		
				PRT 6		
				TGT ENGLISH 1		
19	M & R	OVELL ALL INCHARGE: MR AMBUJ DUBEY				
		ELECTRICAL				
		MR AMBUJ DUBEY	MR SRI NARAIN KOL			
		BUILDING REPAIR				
		MR AMBUJ DUBEY	MR KISHANLAL GURJAR	MR NAUSAD ALI		
		WATER				
		MR AMBUJ DUBEY	MR BIRENDRA KOTIYAL	MR R K SAHU	MR BHAGWAT PRASAD	
		STAFF QUARTERS				
		MR JAIDEEP PARSAI	MR PAWANDHARI CH.			
				MR DHEERAJ SHARMA		
				MR JAIDEEP PARSAI		
20	GUIDANCE & COUNSELLING AEP	MS SHABAN S. KHAN	MR TEJ BHARDWAJ	PGT BIO		
				TGT SCI 1		
21	VOCATIONAL GUIDANCE	MR AMBUJ DUBEY				
22	SCHOOL ACTIVITY RECORDS	MS SHARMILA SINGH	MR DHEERAJ SHARMA			
23	WEBSITE UPGRADATION	MR JAIDEEP PARSAI	MR TEJ BHARDWAJ	COMPUTER INSTRUCTOR		
24	PA SYSTEM	MR R K SAHU	MR BHAGWAT PRASAD	YOGA INSTRUCTOR		
				SPORTS COACH		
25	PHOTOGRAPHY	MR DHEERAJ SHARMA	SPORTS COACH	COMPUTER INSTRUCTOR		
				MS SHARMILA SINGH		
26	VALUE EDUATION	MR KISHANLAL GURJAR	MR TEJ BHARDWAJ	TGT ENGLISH 1		
				TGT ENGLISH 2		
27	SCHOOL MAGAZINE	MR KISHANLAL GURJAR	TGT SKT	PGT ENGLISH		
				TGT ENGLISH 1		
				TGT ENGLISH 2		
				MS M BHATTACHRYA		

SR.NO	COMMITTEE	INCHARGE	CO- INCHARGE	MEMBERS	SIGN
28	LANGUAGE LAB	MS SHIKHA GARG	PGT ENGLISH		
29	CARDS (BIRTHDAY / GREETING /	MR KISHANLAL GURJAR	SUSHILA		
30	MEDIA AND PUBLICITY	MR KISHANLAL GURJAR	TGT SKT	TGT HINDI 1	
31	SPOKEN ENGLISH	PGT ENGLISH	TGT ENGLISH 1	ALL ENGLISH LANG. TEACHER PRIMARY AND SECONDARY	
32	CLASS LIBRARY	MR PAWANDHARI CH.	TGT HINDI 2	ALL CLASS TEACHERS	
33	SHCOLARSHIP AND SAMGRA SHIKSHA PORTAL	MR P K PANDEY	MR NAUSHAD ALI	MS M BHATTACHRYA	
34	ALUMINI ASSOCIATION	MS SHARMILA SINGH	MR NAUSHAD ALI		
35	PUBLIC RELATION	MR KISHANLAL GURJAR	MR PAWANDHARI CH.		
36	PRIZE DISTRIBUTION	PURCHASING COMMITTEE WILL LOOK AFTER THE PRIZE DISTRIBUTION			
		MR KISHANLAL GURJAR	MR TEJ BHARDWAJ		
37	CHECKING OF UNIFORMS , NAILS ETC	SPORTS COACH	NURSE	PRT 1	
				PRT 2	
				ALL CLASS TEACHERS	
38	DRAMATICS & LITERARY	PGT ENGLISH	TGT HINDI 2	TGT HINDI 2	
39	AUDIO VISUAL AIDS	MR JAIDEEP PARSAI	MR BIRENDRA KOTIYAL		
40	BUS MANAGEMENT	MR S P DWIVEDI	MR NAUSHAD ALI		
41	LETTER DRAFTING (ALL OFFICIAL LETTERS)	MR KISHANLAL GURJAR	PGT ENGLISH	TGT HIN 2 TGT ENGLISH 1 MR. R.S. PANDEY	
43	UBI PORTAL	MR JAIDEEP PARSAI	MR TEJ BHARDWAJ	COMPUTER INSTRUCTOR	
44	STUDENTS PASS AND ID COMMITTEE &	MR DHEEARAJ SHARMA	MR SHRINARAIN KOL	ALL CLASS TEACHERS	
45	WINDUP COMMITTEE	SPORTS COACH	YOGA INST.	MR SAMPAT LAL SAHU MR RAJENDRA PRASAD	
46	SANITATION	MR AMBUJ DUBEY	MR P K PANDEY	MS SUSHILA	
47	LABS				
	LANGUAGE LAB	MR KISHANLAL GURJAR			
	BIOLOGY LAB	MS SHABAN S. KHAN			
	JUNIOUR SCI LAB	MS SHABAN S. KHAN			
	CHEMISTRY LAB	MR BIRENDRA KOTIYAL			
	MATHS LAB	MS SHARMILA SINGH			
	SENIOR COMP LAB	MR JAIDEEP PARSAI			
JUNIOUR COMP LAB	MR JAIDEEP PARSAI				

NOTE : 1. ALL COMMITTEE HEADS TO MAINTAIN A REGISTER AND GIVE A REPORT OF THE ACTION TAKEN FOR THE MONTH IN THE REGISTER ON LAST WORKING DAY TO THE UNDERSIGNED

2. ALL THE INCHARGE AND CO-INCHARGES ARE HEREBY INSTRUCTED TO TAKE OVER THE CHARGES FROM THE PREVIOUS INCHARGES (IF ANY CHANGES IN COMMITTEE INCHARGES / MEMBERS ARE THERE) WITHIN ONE WEEK AND REPORT TO THE UNDERSIGNED FAILING TO WHICH NECESSARY ACTION WILL BE TAKEN AGAINST THEM.AND SUBMIT THE COMPLIANCE REPORT BY 10TH APRIL 2022

PRINCIPAL