Kendriya Vidyalaya Rishikesh						
Committees (Session 2022 - 23)						
S.No	**Name of Committee**		**Name of Committee Member**	**Designation**	**Signature**	**Duties & Responsibilities**
1	**Academics**	**Secondary & Senior Secondary Section**				1. Subject convenor 2. Conduct of structured subject committee meetings regularly 3. Plan subject workshop 4. Mentorship, Counselling and guidance & observation of Contractual teachers in their respective subject
		1	**Mrs Alka Tariyal (I/C)**	**PGT (History)**		
		2	Mr P S Rawat	PGT (Hindi)		
		3	Mr M M Yadav	PGT (Chemistry)		
		4	Mr J K Srivastav	TGT (Mathematics)		
		Primary Section				
		1	**Mrs Neema Joshi (I/C)**	**PRT**		
		2	Ms Sadhana Dhyani	PRT		
2	**Time Table**	**Secondary & Senior Secondary Section**				1. Preparation of Time Table 2. Regular arrangement 3. Contacting the contractual teachers as per the school requirement 4. To assign wing duty regularly
		1	**Mr Lal Singh (I/C)**	**TGT (Mathematics)**		
		2	Mr Niraj Srivastav	Librarian		
		3	Dr Malvika Malik	PGT (Biology)		
		4	Mr J R Jha	TGT (Sanskrit)		
		Primary Section				
		1	**Mrs Tarawati (I/C)**	**PRT**		
		2	Ms Pinki	**PRT**		
		3	Ms Pooja Uniyal	PRT		
3	**Admission Committee**	**1**	**Mr M.M Yadav (I/C)**	**PGT (Chemistry)**		1. Strictly following admission schedule & guidelines 2. Timely issuing of notifications 3. Proper checking of original documents 4. Adhering to rules and time limits 5. Providing technical support to the parents
		2	Mr Sudhir Kumar	PGT (Mathematics)		
		3	Mrs Alka Tariyal	PGT (History)		
		4	Mrs Anshvi Yadav	PGT (CS)		
		5	Ms. Sadhana Dhyani	PRT		
		6	Mr. Nikhil Kumar	PRT		
		7	Ms. Pinky	PRT		
		8	Ms. Vishakha	PRT		
		9	Mr Sahil Kumar	JSA		
4	**Examination**	**Seconadary & Senior Secondary Section**				1. Smooth Conduct of Examinations. 2. Result preparation and declaration. 3. Conduct of PTM. 4.Coordination with Academic committee for planning and implementaion of stratergies for improvement of result .
		1	**Mr Aashish Sodhi (I/C Home)**	**PGT (Physics)**		
		2	**Mr. A P Singh (I/C CBSE)**	**PGT (Economics)**		
		2	Dr Malvika Malik	PGT (Biology)		
		3	Mr Jankiraman Jha	TGT (Sanskrit)		

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		4	Ms Kirti Miyan	Computer Instructor		
		5	Mr Dhaniram	Sub Staff		
		Primary Section				
		1	**Ms Pooja Uniyal (I/C)**	**PRT**		
		2	Ms Sadhana Dhyani	PRT		
5	**Maintenance**	**Civil Work**				Timely reporting of any requirement & getting the work done after taking the approval from Incharge
		1	Mr Nabeel Ahmed	TGT (P & HE)		
		2	Mr Niraj Srivastav	Librarian		
		Plumbing Work				
		3	Mr Jankiraman Jha	TGT (Sanskrit)		
		Electric Work				
		4	Ms Taruna Joshi	TGT (WET)		
		Staff Room Maintenance				
		5	Mrs Alka (Art Education)	TGT (Art Education)		
		6	Mrs Alka Rana	PRT		
6	**Co Curricular Activities**	**Seconadary & Senior Secondary Section**				1. Meticulous Planning and conduct of morning assembly and other co-curricular activities and timely implementation of all activities as desired by the KVS 2. Novelty and variety should be kept in mind 3. Giving opportunity to maximum students 4. Timely celebration of Annual Day
		1	**Mr P S Rawat (I/C)**	**PGT (Hindi)**		
		2	Sandeep Raj	**PGT (English)**		
		3	Mr Jankiraman Jha	TGT (Sanskrit)		
		4	Mrs Mamta Bhatt	TGT (Hindi)		
		5	Mrs Priya Kumari	TGT (English)		
		6	Mrs Sangeeta Choudhary	TGT (Hindi)		
		7	Mrs. F M Ansari	TGT (English)		
		8	Mrs Alka	TGT (Art Education)		
		9	Mrs Deepika Sharma	PRT (Music)		
		Primary Section				
		1	**Ms Pinky (I/C)**	**PRT**		
		2	Ms Pinki	PRT		
7	**A.E.P Committee**	**1**	**Mrs Malvika Malik (I/C)**	**PGT (Biology)**		1. Frequent planning and conduct of AEP workshops/lectures 2. Proper displaying of AEP related materials
		2	Mr M.M Yadav	PGT (Chemistry)		
		3	Mrs. Madhavi Singh	TGT (Science)		
		4		Staff Nurse		
8	**Discipline Committee**	**Seconadary & Senior Secondary Section**				1. Preparing proper strategy to maintain perfect discipline
		1	**Dr. Malvika Malik (I/C)**	**PGT (Biology)**		

S.No	Name of Committee		Name of Committee Member	Designation	Signature	Duties & Responsibilities
		2	Mrs Alka Tariyal	PGT (History)		2. Uniform and Hair style of students should be as per KVS 3. To ensure that students to move in proper lines without making noise and ensure proper implementation 4. To ensure non-movement of students outside the class and take necessary action if students are found outside the class without written permission or outpass.
		3	Mr M M Yadav	PGT (Chemistry)		
		4	Mr Nabeel Ahmed	TGT (P & HE)		
		5	Mr J K Srivastav	TGT (Mathematics)		
		6	Mr Dhani Ram	Sub Staff		
		7	Mr Raghubeer	Sub Staff		
		8	Mr Narendra Kumar	Sub Staff		
		9	Mr Rishi Kumar	Sub Staff		
		Primary Section				
		1	Mrs Neema Joshi	PRT		
		2	Mr Nikhil Kumar	PRT		
9	**Scout & Guide**	**1**	**Mrs. Alka (I/C Guide)**	**TGT (Art Education)**		To conduct all the activities related to Bharat Scout and Guide.
		2	**Mr. Niraj Srivastav (I/C Scout)**	**Librarian**		
		3	Mr MM Yadav	PGT (Chemistry)		
		4	Mrs Anshvi Yadav	PGT (CS)		
		5	Mr Jankiraman Jha	TGT (Sanskrit)		
		6	Mr Lal Singh	TGT (Mathematics)		
		7	Mrs Farah Moin Ansari	TGT (English)		
	Cubs & Bulbul	**1**	**Mr Nikhil Kumar (I/C)**	PRT		
		2	Mrs. Neema Joshi	PRT		
		3	Mrs. Deepika Sharma	PRT		
		4	Mrs Tarawati	PRT		
10	**Furniture**	**1**	**Mr Sudhir Kumar (I/C)**	**PGT (Mathematics)**		Timely procurement of furniture items as per the requirement. Repair and maintaintenance of furniture.
		2	Mr Niraj Srivastav	Librarian		
		3	Mr Nikhil Kumar	PRT		
		4	Ms Shruti Jain	PRT		
11	**Alumni**	**1**	**Mr M M Yadav (I/C)**	**PGT (Chemistry)**		Arranging Alumini meet during the session and inviting them on Vidyalaya's special
		2	Mrs. Alka Tariyal	PGT (History)		
12	**P.T.A & P.T.M**	**1**	**Mr Aashish Sodhi (I/C)**	**PGT (Physics)**		1. Frequent PTMs of Board classes in general 2. PTMs of slow learners as and when needed 3. General PTMs 4. Organisation of PTA as per KVS norms
		2	**Dr Malvika Malik**	**PGT (Biology)**		
		3	Mr Sandeep Raj	PGT (English)		
		4	Mrs Mamta Bhatt	TGT (Hindi)		
		5	Mrs Neema Joshi	PRT		

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13	**Vidyalaya Publication Committee**	**1**	**Mr P S Rawat (I/C)**	**PGT (Hindi)**		Timely prepration of Vidyalaya Magazine and Newsletter
		2	Mr Sandeep Raj	PGT (English)		
		3	Mr Aashish Sodhi	PGT (Physics)		
		4	Mrs Farah Moin Ansari	TGT (English)		
		5	Mrs Mamta Bhatt	TGT (Hindi)		
		6	Mr Jankiraman Jha	TGT (Sanskrit)		
		7	Ms. Sadhana Dhyani	PRT		
		8	Ms Vishakha	PRT		
14	**Raj Bhasha**	**1**	**Mr P S Rawat (I/C)**	**PGT (Hindi)**		Organising hindi workshops among the staff members and all other activities related to Rajbhasha
		2	Mrs Mamta Bhatt	TGT (Hindi)		
		3	Mrs Sangeeta Choudhary	TGT (Hindi)		
		4	Mrs Anshvi Yadav	PGT (CS)		
		5	Mrs Sushma Burman	SSA		
		6	Mr Niraj Srivastav	Librarian		
		7	Mr Jankiraman Jha	TGT (Sanskrit)		
		8	Mrs Neema Joshi	PRT		
		9	Mr Sahil Kumar	JSA		
15	**Cleanliness and Beautification Committee**	**1**	**Dr Malvika Malik (I/C)**	**PGT (Biology)**		To monitor Perfect Cleanlinessof whole school permises. Beautification of Classes, Corridors & walls by displaying relevant & fresh material and regularly keeping a check and doing the needful for Cleanliness of Playgrounds
		2	Mrs Madhavi Singh	TGT (Science)		
		3	Mrs Alka	TGT (Art Education)		
		4	Ms. Taruna Joshi	TGT (WET)		
		5	Mr Nabeel Ahmed	TGT (P & HE)		
		6	Mr Jankiraman Jha	TGT (Sanskrit)		
		7	Ms Meeta	PRT		
		8	Ms Pinky	PRT		
		9	Mr Dhani Ram	Sub Staff		
		10	Mr Raghubeer	Sub Staff		
		11	Mr Narendra Kumar	Sub Staff		
		12	Mr Rishi Kumar	Sub Staff		
16	**Maths Olympiads**	**1**	**Mr Sudhir Kumar (I/C)**	**PGT (Mathematics)**		1.Planning Olympiad at Vidyalaya level also apart from olympiad organised by KVS 2. Prepare a maths corner and displaying important facts and content that helps in building the numerical ability of the studnets
		2	Mr J K Srivastav	TGT (Mathematics)		
		3	Lal Singh	TGT (Mathematics)		
		4	Ms Pooja Uniyal	PRT		
		5	Ms Vishakha	PRT		

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17	Science Olympiad	1	**Mr M M Yadav (I/C)**	**PGT (Chemistry)**		1.Planning Olympiad at Vidyalaya level also apart from olympiad organised by KVS 2. Prepare a science wall and displaying important facts and content that helps in developing scientific aptitude in students
		2	Mr Aashish Sodhi	PGT (Physics)		
		3	Dr Malvika Malik	PGT (Biology)		
		4	Mrs Madhavi Singh	TGT (Science)		
		5	Mrs Meeta	PRT		
		6	Mrs. Alka Rana	PRT		
18	Social Science Committee	1	**Mrs Alka Tariyal (I/C)**	**PGT (History)**		1. Meticulous planning and preprtion of Social Science Exhibition keeping targets and achievments in mind 2. Preparing a Social Science corner in School 3. Youth Parliament 4. Conduct of EBSB and AKAM
		2	Mr A P Singh	PGT (Economics)		
		3		PGT (Geography)		
		4		PGT (Political Science)		
		5	Mrs Pushpa Kumari	TGT (Social Science)		
		6	Mrs Alka	TGT (Art Education)		
		7	Mrs Deepika Sharma	PRT (Music)		
19	Science Exhibition	1	**Mr M.M Yadav (I/C)**	**PGT (Chemistry)**		Meticulous planning and preprtion Science Exhibition keeping targets and achievments in mind
		4	Dr Malvika Malik	PGT (Biology)		
		2	Mr Aashish Sodhi	PGT (Physics)		
		3	Mr Sudhir Kumar	PGT (Mathematics)		
		5	Mrs Anshvi Yadav	PGT (CS)		
		6	Mrs Madhavi Singh	TGT (Science)		
20	Excursion Committee	**1**	**Mr Nabeel Ahmed (I/C)**	**TGT (P & HE)**		To organize excursions for students
		2	Mr Niraj Srivastav	Librarian		
		3	Mr Jankiraman Jha	TGT (Sanskrit)		
		4	Mr Nikhil Kumar	PRT		
		5	Ms. Shruti Jain	PRT		
21	Sexual Harrasment Committee	1	**Mrs Alka Tariyal (I/C)**	**PGT (History)**		To address any sexual harrament complaint in vidyalaya
		2	Dr Malvika Malik	PGT (Biology)		
22	Outsourcing Inspection	1	**Dr Malvika Malik (I/C)**	**PGT (Biology)**		To conduct strict day to day inspection of work done by out sourced employees and reporting any rectification required
		2	Mr Jankiraman Jha	TGT (Sanskrit)		
		3	Mr Niraj Srivastav	Librarian		
		4	Ms Taruna Joshi	TGT (WE)		
		5	Mr Nabeel Ahmed	TGT (P & HE)		
		6	Mrs Alka	TGT (Art Education)		
23	PIMS	**1**	**Mr Sahil Kumar (I/C)**	**JSA**		To do all the work related to PIMS portal

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		2	Mr Aashish Sodhi	PGT (Physics)		
24	**Office Committee**	1	**Mrs Sushma Burman (I/C)**	**SSA**		To carry out all the office work smoothly
		2	Mr Sahil Kumar	JSA		
		3	Mr. A P Singh	PGT (Economics)		
		4	Mr Sudhir Kumar	PGT (Mathematics)		
		5	Mr Aashish Sodhi	PGT (Physics)		
		6	Mrs Mamta Bhatt	TGT (Hindi)		
		7	Mrs Priya Kumari	TGT (English)		
25	**C.M.P**	1	**Mrs Neema Joshi (I/C)**	**PRT**		To conduct all activities according to CMP calender
		2	Ms Shruti Jain	PRT		
26	**Vidyalaya Website**	1	**Mrs Anshvi Yadav (I/C)**	**PGT (CS)**		To keep vidyalaya website upto date according to KVS norms
		2	Ms Kirti Miyan	Computer Instructor		
		3	Ms. Sadhana Dhyani	PRT		
		4	Mrs. Tarawati	PRT		
		5	Mr. Sahil Kumar	JSA		
27	**UBI Fees Committee**	1	**Mrs Anshvi Yadav (I/C)**	**PGT (CS)**		To address any issue related to UBI fee portal and provide technical support to parents
		2	Ms Kirti Miyan	Computer Instructor		
		3	Ms Sadhana Dhyani	PRT		
		4	Ms Pinky	PRT		
		5	Mr Sahil Kumar	JSA		
28	**PISA**	1	**Mrs Madhavi Singh (I/C)**	**TGT (Science)**		To conduct PISA/ CCT related practice regularly in classes
		2	Mrs Alka Tariyal	PGT (History)		
		3	Mr Jankiraman Jha	TGT (Sanskrit)		
		4	All Science, Maths and English Teachers			
29	**T.C Committee**	1	**Mr Sahil Kumar (I/C)**	**JSA**		TC issue and maintainance of record
		2	Mrs Sushma Burman	SSA		
		3	All Class Teachers			
30	**Filing of Documents**	1	**Mr Sahil Kumar (I/C)**	**JSA**		Proper filling of office documents
		2	Mrs Sushma Burman	SSA		
		3	Mr A P Singh	PGT (Economics)		
		4	Mr Dhaniram	Sub Staff		
31	**Telephone and**	1	**Mrs Anshvi Yadav (I/C)**	**PGT (CS)**		Proper functioning of BSNL landline and

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	Broadband	2		**Computer Instructor**		brodband connection in vidyalaya
32	**Press/Publicity**	1	**Mr Niraj Srivastav (I/C)**	**Librarian**		Report making To ensure Publication in newspaper Technical Support
		2	Mr P S Rawat	PGT (Hindi)		
33	**Photography**	1	**Mr Sudhir Kumar (I/C)**	**PGT (Mathematics)**		Proper photography of all events, occassions in vidyalaya
		2	Mr Jankiraman Jha	TGT (Sanskrit)		
		3	Ms Vishakha	PRT		
		4	Ms Pinki	PRT		
34	**GeM Portal**	1	**Mrs Anshvi Yadav (I/C)**	**PGT (CS)**		All the purchases through GeM portal
		2	Mrs Sushma Burman	SSA		
		3	Mr Sahil Kumar	JSA		
		4	Mr Sudhir Kumar	PGT (Mathematics)		
		5	Ms Shruti Jain	PRT		
35	**PFMS Portal**	1	**Mrs Sushma Burman (I/C)**	**SSA**		Time to time update of staff data
		2	Mr Sahil Kumar	JSA		
		3	Mr Sudhir Kumar	PGT (Mathematics)		
36	**Fire Extinguisher Committee**	1	**Mr M.M Yadav (I/C)**	**PGT (Chemistry)**		Proper maintainance of fire extinguishers in vidyalaya
		2	Mr Nabeel Ahmed	TGT (P & HE)		
		3	Mr Dhaniram	Sub Staff		
		4	Mr Narendra Kumar	Sub Staff		
		5	Mr Raghubir Singh	Sub Staff		
37	**School Response Team**	**Child Rights Protection Cell**				To address any issue related to child right/ evacuation/ rescue/ First Aid/ Trasport safety/ any complaint
		1	Dr Malvika Malik	PGT (Biology)		
		2	Mrs Alka Tariyal	PGT (History)		
		4	Ms. Sadhana Dhyani	PRT		
		Evacuation Team				
		1	Mrs Alka Tariyal	PGT (History)		
		2	Mr Nabeel Ahmed	TGT (P & HE)		
		3	Mr Sudhir Kumar	PGT (Mathematics)		
		4	Mrs Alka	TGT (Art Education)		
		5	Mr Lal Singh	TGT (Mathematics)		
		6	Mr Dhaniram	Sub Staff		
		7	Mr Raghubir Singh	Sub Staff		
		Search & Rescue Team				

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		1	Mr Nabeel Ahmed	TGT (P & HE)		
		2	Mr Niraj Srivastav	Librarian		
		3	Mr MM Yadav	PGT (Chemistry)		
		4	Dr Malvika Malik	PGT (Biology)		
		5	Mr Narendra Kumar	Sub Staff		
		6	Mr Raghubir Singh	Sub Staff		
		First Aid & Medical Team				
		1	Dr Malvika Malik	PGT (Biology)		
		2	Mrs Madhavi Singh	TGT (Science)		
		3		Staff Nurse		
		4	Mrs Alka Rana	PRT		
		Transport Safety Team				
		1	Mr Nabeel Ahmed	TGT (P & HE)		
		2	Mr J K Srivastav	TGT (Mathematics)		
		3	Mr Nikhil Kumar	PRT		
		4	Mr Raghubir Singh	Sub Staff		
		5	Mr Narendra Kumar	Sub Staff		
		Team for students with special needs (Divyang)				
		1	Dr Malvika Malik	PGT (Biology)		
		2	Mr Nabeel Ahmed	TGT (P & HE)		
		3		Staff Nurse		
		Internal Complaint Committee				
		1	Mrs Alka Tariyal	PGT (History)		
		2	Mr Aashish Sodhi	PGT (Physics)		
		3	Mr MM Yadav	PGT (Chemistry)		
		4	Dr Malvika Malik	PGT (Biology)		
		5	Mrs Neema joshi	PRT		
		Grievance Redressal Committee				
		1	**Mrs Alka Tariyal**	**PGT (History)**		
		2	Dr Malvika Malik	PGT (Biology)		
		3	Mr M M Yadav	PGT (Chemistry)		