

KENDRIYA VIDYALAYA NO. 2 DELHI CANTT

SCHOOL PLANNING COMMITTEE 2017-18

1ST AND 2ND SHIFT

S. NO	NAME OF COMITTEES	I SHIFT SECONDARY SECTION	I SHIFT PRIMARY SECTION	II SHIFT SECONDARY SECTION	II SHIFT PRIMARY SECTION
1	ADMISSION COMMITTEE	VICE PRINCIPAL	HM I SHIFT	VICE PRINCIPAL II SHIFT	HM II SHIFT
		REETA MISHRA	REKHA YADAV I/C	S K PAUL	MANOJINI MISHRA
		SANWAR MALI	NAVEEN KR. SAXENA	SUNITA GUPTA	ARCHANA DUBEY
		PURUSHOTTAM SINHA	SANDHYA SHARMA		HEMA K.
		A.K. UPADHYAY			
	DUTIES AND RESPONSIBILITY	ALL ENTRIES SHOULD BE PROPERLY CHECKED AND VERIFIED AT THE TIME OF ADMISSION			
2	EXAMINATION	VIBHAKAR SINGH(I/C)	SUNITA SHARMA	DEEPAK I/C	MS. BHAGWATHY
		DR. MAHESH SRIVASTAVA	RANVEER		
		D.K. OLAWAT(I/C CBSE)		U.P. SINGH I/C CBSE	MS. PARVEEN
		ASHOK KR. SHARMA		NEETA (SEATING PLAN)	HEMA T.
		ZOHRA JABEEN		NEELAM GUPTA (COMPUTER WORK)	SWATI
		RAMKISHAN		ASHA SHANKAR (STUDY MATERIAL Q.PAPER COLLECTION)	
		LALITA PAL		MS SEEMA SINGH UNIT TEST COLLECTION OF RESULT	
				AMLESH (CLASSES IX & X CBSE)	
				P.K. PRADEEP (XI,XII CBSE)	
	DUTIES AND RESPONSIBILITY	AS PER INSTRUCTION AND GUIDELINES OF THE RESPECTIVE INCHARGES.			
3	TIME TABLE	NAVIN KUMAR I/C	REKHA YADAV	ANITA BHAMBRI	SUNITA SINGH
		MANJU BALA	SUNITA SHARMA	MS. SANTOSH	SANJU BHATI
		AVDESH		B.L. PATEL	JYOTSANA
		O P SWAMI		SUNITA GUPTA	KAVITA
		SWETA SINGH (LIB)			

	DUTIES AND RESPONSIBILITY	PREPARATION OF TIME – TABLE AND DAILY LEAVE ARRANGEMENT AND SMOOTH CONDUCT OF PERIODS.			
4	CCA / R.O/ H.Q. EXT.	VEENA LIDHOO (COORDINATOR EXTERNAL)			RAJNI CCA CALENDER,HOUSE DIVISION
		ANUPAMA SINGH (COORDINATOR INTERNAL)	VIMLA SEHRAWAT I/C	R D MEENA COORDINATOR	LAKSHMI CELEBRATION, CERTIFICATE WRITING
		PRATIBHA (WELL DRESS CELEBRATION OF SPECIAL DAYS)	MS. SINDHU KUMARI	AMITA ARORA INTERNAL	LOKESH MEENA STUDENT COUNCIL
		P.L. RAM (DISCIPLINE)	SANDHYA SHARMA	ARVIND (WELL DRESS, CELEBRATION OF SP DAYS)	
		VINITA RAINA (SANSKRIT)		RAKESH ENGLISH ACTIVITIES	
		RENU KUMARI (PHOTOGRAPH,DECORATION)		AK UPADHYAY DISCIPLINE	
		RAVINDER (P A SYSTEM)		P.K.MOHRANA (PHOTOGRAPHY,DECORATION)	
		MS. EKTA AGGARWAL(MUSIC)		MANISHA TIWARI	
		MEENU AGARWAL (SCIENCE ACTIVITY WEEKLY)		ANITA GOEL (SANSKRIT ACTIVITIES)	
		JYOTI SRIVASTVA (ARRANGING COMPETITION)		POOJA K.	
		VIJAY LAXMI(CERTIFICATE WRITING)		NEETA KUSHWAHA (SKT), SHYAM GUPTA (HINDI)	NITI SINGH
				A.UPMANYU SCIENCE ACTIVITIES	JYOTI YADAV
		HOUSE MASTRESS & MEMBERS			
	DUTIES AND RESPONSIBILITY	<ul style="list-style-type: none"> • PROPER DISCIPLINE DURING MORNING ASSEMBLY. 			

		<ul style="list-style-type: none"> UNIFORM OF STUDENTS SHOULD BE CHECKED PROPERLY BY CLASS TEACHER. RECORDS OF EVENTS CONDUCTED SHOULD BE MAINTAINED. 			
5	DISCIPLINE		PRATAP SINGH I/C	UP SINGH I/C BOYS	SUNITA SINGH I/C
		SUDHAKAR DUBEY	RINKU	P K PRADEEP (ENTRY AND EXIT CHECKING)	ALL PRIMARY TEACHERS
		REETA MISHRA	PRADEEP	SEEMA SINGH I/C GIRLS	
		NIRUPAMA SYHARMA		INDU BALA ASSEMBLY, RECESS,DISPERSAL	
		MUKESH KUMAR		SUNITA SINGLE COORDINATOR DISCIPLINE	
		KRISHAN KUMAR		PANKAJ ,DISCIPLINE ENTRY EXIT	
		AVDESH		ATTAR SINGH OVERALL DISCIPLINE (INSIDE SCHOOL BUILDING)	
		ANUJ KHURB		SUNITA YADAV MAINTAINING RECORDS OF INDISCIPLINARY CASES	
		RACHNA BHATNAGAR		N N GUPTA UNIFORM CHECKING,CHEKING MOBILES,CRACKERS,COLORS ETC.	
	DUTIES AND RESPONSIBILITY	<ul style="list-style-type: none"> MAINTAINANCE OF RECORD OF INDISCIPLINE AMONG STUDENTS. FOLLOW UP TO MAINTAIN DISCIPLINE. LIST OF INDISCIPLINE STUDENT TO BE MAINTANED CLASSWISE BY I/C AND TO BE NOTED BY THE CLASSTEACHER AND MONITORING OF ACTIVITIES OF STUDENT INSIDE AND OUTSIDE FOR SAFETY AND SECURITY OF STUDENTS. 			
6	CLEANLINES & SANITATION	SN TRIPATHI (BOYS TOILET)	POONAM (TOILETS)	PANKAJ (TOILET BOYS)	
		ISHA PRAJNA RASHMI	RANVEER (TOILETS)	POOJA (TOILET GIRLS)	
		RAVINDER (TANK & RO)	VIMLA SEHRAWAT (RO)	RD YADAV (TANK & RO)	
		SUDHAKAR DUBEY (GROUND)	KARUNA GULATI (GROUND)	RA AHMED (GROUND)	
		RAJESH KUMAR DHANIA (SEC. WING)	VEENA BAKSHI (PRIMARY WING)	BL PATEL (SEC. WING)	
		SUBHASH KUMAR (OUTSIDE BUILDING)	NEELIMA KSHETRIYA (OUTSIDE BUILDING)	SEEMA TANWAR (OUTSIDE BUILDING)	

	DUTIES AND RESPONSIBILITY	TEACHERS ON DUTY SHOULD REGULARLY MONITOR AND REPORT WEEKLY TO THE VICE PRINCIPAL AND MONTHLY TO THE PRINCIPAL.			
7	MAINTENANCE AND REPAIR & MAINTENANCE OF COMPLAINT REGISTER	AK UPADHYAY (STAFF QTRS)			
		PURUSHOTTAM SINHA (SCHOOL BUILDING) I/C		DHARMENDER	
		RAVINDER		SUNITA GUPTA	
		TUSHAR MITTAL		R A AHMED	
	DUTIES AND RESPONSIBILITY	RECORD TO BE MAINTANED IN THE REGISTER AND REPAIR			
8	SCHOOL PURCHASE COMMITTEE	MANJU RANI SHARMA	ARUNA SINGH HM	M ALI	N K BALODI HM
		VP II		VICE PRINCIPAL I & II SHIFT	RITA RANI TIWARI
		I/C CONCERNED DEPTT		I/C CONCERNED DEPTT	PRT
		MEMBERS VMC		MEMBERS VMC	
	DUTIES AND RESPONSIBILITY	TO MONITOR ALL PURCHASES			
9	AMC AND MAITENANCE OF REGISTER	RAVINDER (RO)		SUNITA GUPTA (E CLASS ROOM)	
		SANWARMAL (COMPUTER)		SANJAY KUMAR (WATER COOLER)	
		TANUJ (PHOTOCOPIERS)		POOJA K. (P A SYSTEM)	
		P.L. RAM (CCTV)		POOJA K. (AC)	
	DUTIES AND RESPONSIBILITY	I/C TO MAINTAIN A RECORD AND REPORT REGULARLY TO			
10	STUDENT'S ID CARD	ABHA RANI	RAJESH KUMARI	BL PATEL I/C	DEEPAK YADAV + 1 PRT
	DUTIES AND RESPONSIBILITY	TO COORDINATE WITH ALL STUDENTS AND STAFF FOR			
11	CANTEEN COMMITTEE	S N TRIPATHI I/C	VIMLA SEHRAWAT	ARVIND	
		MRS PRATIBHA SINHA	RANVEER	MRS AMITA ARORA	
	DUTIES AND RESPONSIBILITY	TO MONITOR QUALITY OF ITEMS			
12	ASL COORDINATOR	REETA MISHRA I/C			
		RAM KISHAN		RAKESH	
	DUTIES AND RESPONSIBILITY	TO COORDINATE WITH ALL ENGLISH TEACHERS AND POSTING OF MARKS ON CBSE PORTAL.			
	BEAUTIFICATION &	SUNITA HANS I/C	UDARTA CHAUHAN	ARCHANA UPAMANYU	POONAM

13	MAINTENANCE OF GARDENS , ECO CLUB	MEENU AGGARWAL	NIDHI MEHTA	ASHA SHAUKAR	SUNITA YADAV
		LALITA PAL			RAJNI KATARIA
					ANJUM
	DUTIES AND RESPONSIBILITY	TO SEE MAINTAINANCE OF			
14	WEBSITE / UBI / SHALA DARPAN	SANWAR MAL I/C (UBI)		SUNITA GUPTA I/C (SHALA DARPAN AND SCHOOL WEBSITE)	
		M L MEENA I/C SHALA DARPAN / SCHOOL WEBSITE		NEELAM GUPTA (UBI)	
	DUTIES AND RESPONSIBILITY	UBI DATA AND SHALA DARPAN			
15	POLICE VERIFICATION	D.K. OLAWAT I/C		N N GUPTA I/C	
	DUTIES AND RESPONSIBILITY	CONTRACTUAL TEACHERS			
16	TRANSPORT	RAVINDER		POOJA	
	DUTIES AND RESPONSIBILITY	THE RECORD OF TRANSPORT			
17	SCOUTS/GUIDES	MUKESH KUMAR (I/C)	PRADEEP	MS.D.DAS I/C	ARCHANA DUBEY
			K. GULATI	S.S RAM	PREETI
		D K MISHRA	RINKU	A K UPADHYAY	PARVEEN
			RAJESH KUMARI		RAJNI KATARIA
					PRIYANKA & VINITA BHAMRA
	DUTIES AND RESPONSIBILITY	PROPER RECORDS OF SCOUT & GUIDES ACTIVITY AND CONDUCTING THE DIFFERENT EVENTS ACCORDING TO KVS SCHEDULE.			
18	NCC	ASHOK KUMAR SHARMA (BOYS)	PRADEEP (BOYS)		
			SHOBHA RANI (GIRLS)		
	DUTIES AND RESPONSIBILITY	PROPER RECORDS OF NCC ACTIVITY AND CONDUCTING THE			
19	TEACHING AIDS / RESOURCE ROOM	ISHA PRAJNA RASHMI	SINDHU KUMARI	SEEMA SINGH	PREETI
			RAJESH KUMARI	AMITA ARORA	SUNITA
			RUBY OJHA		MANISHA
	DUTIES AND RESPONSIBILITY	TO ISSUE TEACHING AIDS AND MAINTAIN RECORDS FOR THE			
20	JR. SC. LAB	CHHAYA SHUKLA I/C		ASHA SHANKAR I/C	
				A UPMANYU	
	DUTIES AND RESPONSIBILITY	TO MONITOR ACTIVITIES OF THE LAB AND MAINTAIN RECORDS			
21	JR. MATH LAB , MATHS CLUB	ANDESH DACCAR	SANGEETA MANDAL	ATTAR SINGH	

21		AVDESH DAGAK	SHWETA GILL	AMLESH	
	DUTIES AND RESPONSIBILITY	TO MONITOR ACTIVITIES OF LAB AND MAINTAIN RECORD.			
22	COMPUTER LAB	SANWARMAL I/C	RINKU KUMAR	SUNITA GUPTA I/C	JYOTI YADAV I/C + 1 PRT
	DUTIES AND RESPONSIBILITY	AND MAINTAIN RECORD.			
23	EXCURSION	SUDHAKAR DUBEY	ARUNA SINGH HM	AMITA ARORA	SUNITA SINGH + PRT
		RAVINDER	VEENA BAKSHI	RD YADAV	VISHNU
	DUTIES AND RESPONSIBILITY	TO PLAN AND EXECUTE EXCURSION TRIPS FOR STUDENTS ACCORDING TO PRINCIPAL'S INSTRUCTION.			
24	PHOTOGRAPHY AND DECORATION OF BOARDS	RENU KUMARI I/C	RINKU	P.K. MOHARANA I/C	RAJNI KATARIA
		SWETA SINGH (LIB)	REKHA YADAV	MADHU	LAKSHMI PATRA
	DUTIES AND RESPONSIBILITY	PROPER MAINTAINANCE OF			
25	PRESS & PUBLICITY	REETA MISHRA I/C	PRADEEP I/C	RAKESH I/C	
		D K OLAWAT	SUNITA SHARMA	GEETA KUMARI	
			NEELAM		HM
	DUTIES AND RESPONSIBILITY	TO CO-ORDINATE WITH PRESS			
26	LIBRARY COMMITTEE	MANJU RANI SHARMA VP I	ARUNA SINGH	M. ALI	PRT
		SWETA SINGH (LIB) I/C	SINDHU KUMARI	SHAGUFTA PARVEEN	VINITA BHAMRA
		VIBHAKAR SINGH	UDARTA CHAUHAN	D. DAS	
		ANUPAMA SINGH		R.D. MEENA	
		NAVIN KUMAR		SS RAM	
		AK UPADHYAY		K TANDON	
		JYOTI KUMARI			
	DUTIES AND RESPONSIBILITY	TO MONITOR THE PURCHASES OF BOOKS, JOURNALS, MAGAZINES RELATED TO DIFFERENT FIELDS FOR THE BENEFITS FOR STUDENTS.			
27	RAJ BHASHA	SUNIL KUMAR JOSHI I/C		RD MEENA	
		D.K. OLAWAT		SHYAM GUPTA	
	DUTIES AND RESPONSIBILITY	TO MONITOR THE WORKING OF OFFICE WORKS AND ACADEMIC			
28	FIRST AID	KAILASH MISHRA	SUJATA HANDA	D. DAS	
		REETA MISHRA	KARUNA GULATI	ANITA GOEL	
	DUTIES AND RESPONSIBILITY	TO ARRANGE THE MATERIALS FOR FIRST AID REQUIRED IN EMERGENCY.			
29	PA SYSTEM	RAVINDER	RANVEER	POOJA KASHYAP	LOKESH MEENA

27		DB SHARMA	PRADEEP	INDU BALA	PRT
	DUTIES AND RESPONSIBILITY	PROPER MAINTENANCE AND ARRANGEMENT.			
30	VIDYALAYA PATRIKA	ANUPAMA SINGH I/C	VIMLA SEHRAWAT I/C	R D MEENA I/C HINDI	REETA
				NEETA KUSHWAHA	RAJNI
		NIRUPAMA SHARMA	POOJA BHANOTT	RAKESH I/C ENGLISH	LAKSHMI + PRT
		VEENA LIDHOO		SEEMA TANWAR	
		VINITA RAINA		ANITA GOEL I/C SANSKRIT	
		RENU KUMARI			
	DUTIES AND RESPONSIBILITY	PUBLICATION AND DISTRIBUTION OF VIDYALAYA			
31	GUIDANCE & COUNSELLING	ASHOK KR. SHARMA I/C COUNSELLOR	SANGEETA MANDAL	U.P. SINGH I/C	
			NEELIMA KSHETRIYA	AMITA ARORA	
	DUTIES AND RESPONSIBILITY	TO ARRANGE AND MAINTAIN RECORDS OF GUIDANCE & COUSSELLING SESSIONS FOR BENEFIT OF STUDENTS.			
32	INTEGRITY CLUB	RACHNA BHATNAGAR I/C		MS. SANTOSH	
		ASHOK KR SHARMA		P C MISHRA	
	DUTIES AND RESPONSIBILITY	TO ARRANGE WEEKLY TALK / SPEECH AND MAINTENANCE OF RECORD.			
33	SPORTS COMMITTEE	MR. S. DUBEY I/C		MS. INDU BALE	
		MR. D.B. SHARMA		MR. AHAR SINGH	
		MR. O.P. SWAMI		MR. AMLESH	
		MR. AVDESH		SPORT COACHES	
		MR. RAM KISHAN			
		ALL SPORT COACHES			
	DUTIES AND RESPONSIBILITY	TO CO-ORDINATE SPORTS EVENTS AT VIDAYALAYA, REGIONAL AND NATIONAL LEVEL.			
34	RTE	KAILASH MISHRA I/C	HM.		
		SUBHASH KUMAR			
	DUTIES AND RESPONSIBILITY	CHECKING OF RTE BILLS AS PER NORMS.			
	FLAG HOSTING & FLAG	MUKESH KUMAR I/C	PRADEEP	INDU BALA I/C	DEEPAK KUMAR

35	LOWERING	SUDHAKAR DUBEY		R A AHMED	
		ANUPAMA SINGH		ATTAR SINGH	
		VEENA LIDHOO		ASHA SHANKAR	
		P L RAM			
	DUTIES AND RESPONSIBILITY	FIRST SHIFT TEACHER INCHARGE WILL ENSURE THE FLAG HOISTING AND SECOND SHIFT WILL LOOK AFTER LOWAING OF FLAG.			
36	SC/ST MERIT SCHOLARSHIP	PUSHPA MAHTO I/C			
		RAM RAJ MEENA			
		C P SINGH		TGT	DEEPAK + PRT
	DUTIES AND RESPONSIBILITY	VERIFICATION AND SENDING, COLLECTING OF DATA WHENEVER REQUIRED.			
37	LIFE SKILLS & AEP	SUNITA HANS		ASHA SHANKAR I/C	
		MRS CHHAYA SHUKLA		SUNITA YADAV	
	DUTIES AND RESPONSIBILITY	ACCORDING WORKSHOPS AND MAINTAINANCE OF RECORDS FOR LIFE SKILL AND AEP.			
38	SUBJECT COMMITTEE	ENGLISH – VIBHAKAR SINGH			
		HINDI & SANSKRIT – ANUPAMA SINGH			
		SCIENCE – A.K. UPADHYAY			
		MATHS – KAILASH MISHRA			
		S.S.T – S.N. TRIPATHI			
		COMPUTER – M L MEENA			
	DUTIES AND RESPONSIBILITY	TO TAKE MONTHLY WITH SUBJECT COMMITTEE MEMBERS AND MAINTAIN RECORDS.			
39	FURNITURE & MAINTENANCE OF COMPLAINT REGISTER	DESH BANDHU SHARMA I/C	JYOTSANA I/C	R D YADAV I/C	DEEPAK YADAV
		RAVINDER		POOJA K.	SK YADAV (I/C) + PRT
40	AUDITORIUM MAINTENANCE & CARE TAKING	TUSHAR MITTAL			
	MONTHLY REPORT WRITING & (D.O) LETTER	M L MEENA	NEELIMA KSHETRIYA	RAKESH I/C	REETA RANI I/C

41	(D.O) LETTER	VEENA LIDHOO D.K. OLAWAT	EKTA CHAUHAN	NEETA KUSHWAHA GEETA KUMARI	LAKSHMI PATRA
42	MONTHLY ENROLLMENT	A K UPADHYAY	SHOBHA	POOJA	JYOTI YADAV + PRT
43	MONTHWISE FEE	OP SWAMI	PRADEEP	AMLESH KUMAR	
44	OLYMPIADS	MATHS - KAILASH MISHRA I/C	NAVEEN SAXENA	B L PATEL	SWATI SINGH
		SCINCE - CS JHA I/C	PRADEEP	ASHA SHAUKAR	HEMA SINGH
		ENGLISH - REETA MISHRA I/C	UDARTA CHAUHAN	SEEMA TANWAR	LAXMI PATRA
		CYBER - M L MEENA I/C	RINKU	NEELAM GUPTA	RENU
45	NTSE / IAPT	VIJAY KUMAR (NISE)		ANITA BHAMBARI	
		PRUSHOTTAM SINHA (IAPT)		SUNITA YADAV	
46	NATIONAL CHILDREN SCIENCE	MR VIJAY GUPTA I/C		SANJAY I/C	
		MRS MEENU AGRAWAL		A. BHAMBARI	
		MR KAILASH MISHRA(MATHS)		PGT PHY	
				IK RASTOGI MATHS	
		CS JHA		ARCANA UPMANYU I/C	
				ASHA SHANKAR	
			TGT SCIENCE		
47	OBSERVATION SKILL	JAGBIR KUMAR	NAVIN SAXENA		
48	SOCIAL SCIENCE EXHIBITION	S N TRIPATHI I/C		SEEMA SINGH I/C	
		ISHA PRAJNA RASHMI			
		ABHIMANYU SINGH		SK MISHRA (COUNTRY)	
		MR RAM KISHAN (COUNTRY)			
		MUKESH KUMAR (STATE)		AK UPADHYAY (STATE)	
		JYOTI KUMARI (PROJECT)		HARISH (PROJECT)	
49	VVN INTERNAL,VVN EXTERNAL	ANUPAMA SINGH (INTERNAL)		K VIJAYA	
		VEENA LIDHOO (EXTERNEL)			
50	AADHAR CARD	RAJESH KUMAR DHANIA I/C		ATTAR SINGH	
		KALICHARAN		KALICHARAN	
51	PROFORMA FORMATION	NIRUPAMA SHARMA		KHUSHBOO YADAV	

52	DEPT. CLEANING	ALL CONCERNED I/C'S		ALL CONCERNED I/C'S	
53	CLASS CLEANING & UPKEEP	CLASS TEACHERS & CLASS MONITORS		CLASS TEACHERS & CLASS MONITORS	
54	QUARTER PANEL FORMATION FOR ALLOTMENT			JOSHI I/C,	
				K.K. SINHA	
55	ELECTRIC BILL GENERATION & METER READING	TANUJ SHANKAR	BABURAM MR. JOSHI (I/C)		
56	STAFF WELFARE COMMITTEE	S.N. TRIPATHI		P.K. PRADEEP	
		PUSHPA MEHTO		M.L. MEENA	
		SUDHAKAR DUBEY		SEEMA SINGH	
		D. K. MISHRA		ASHA SHANKAR	
57	STUDENT COUNCIL	PRATIBHA SINHA			
		KRISHAN KUMAR			
	DUTIES AND RESPONSIBILITY	1. TO MONITOR STUDENT COUNCIL MEMBERS. 2. TO CONDUCT MEETINGS MONTHLY AND KEEP THEIR RECORD. 3. GUIDE THEM ABOUT THEIR DUTIES AND RESPONSIBILITY. 4. SOLVE THEIR PROBLEMS REGARDING DISCIPLINE OF SCHOOL AND ACADEMICS.			

PRINCIPAL