

KENDRIYA VIDYALAYA BADOPAL, FATEHABAD

DUTY ALLOTMENT / COMMITTEES FOR THE SESSION: 2022-23

The following committees, departments and clubs are here by constituted to carry out various curricular, co-curricular and extra curricular activities for session 2022-23. This will provide ample opportunities for various committees to encourage and to inculcate the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the current year.

All the conveners, in-charges and members of Dept/committee/ Club are hereby instructed to open a register to record the action plan prepared and to implement it with all seriousness. The performance of each committee will be assessed by the Principal and the observations will be recorded in the Annual Performance Appraisal of the individuals. The duties, responsibilities/activities are mentioned below.

S. No.	DEPT/ COMMITTEE/ CLUB	IN-CHARGE/CONVENER/ MEMBER	SIGN	DUTIES/RESPONSIBILITIES/ACTIVITIES
1	A) ACADEMIC SUPERVISION	1. PRINCIPAL	1	1. Supervision of secondary and primary respectively
				2. Taking rounds to check the class rooms activities
				3. Observations of class room teaching and submission of report to the principal for comments.
				4. Any other related work.
	b) COMMITTEE FOR VIDYALAYA PLAN & SUGGESTIONS	1. Principal	1	1. This committee will suggest and chalk out all action plan for academic and co – curricular activities.
		2. Mr. Anil Kumar Sharma	2	2. This committee will function as advisory board for Vidyalaya's activities.
		3. Ms. Priyanka Swami	3	3. Members of the committee will help and suggest the Principal to take decision during emergency time and in normal course of action Viz Sports, Games, Examination etc. 4. Decision of the committee will be final and binding on all students. 5. Any other related work assigned by the Principal
ACADEMIC ADVISORY COMMITTEE	1) Mr. Sachin Kumar I/c	1	1. To get the Split-up of syllabus subject wise and class wise on or before 31 st March every year and check the monthly completion of syllabus as per split-up of syllabus (given by KVS).	
	2) Mrs. Mohini	2	2. To list out the names of weak students (on the basis of PT -I) and prepare action plan on or before 15 th Aug- 2022 and to ensure that action is taken as per plan.	
	3) Mr. Yashbir	3	3. To prepare and inform to subject teachers about the special time-table of all holidays, breaks(Autumn & Winter) and vacation including Morning Assembly time of Vidyalaya for remedial classes.	

2	a) PRIMARY			
	b) SECONDARY	1. Mr. Anil Kumar Sharma I/c	1	4. To suggest positive and practical plan for the improvement of the academic competency of the students.
		2. Mr. Abhishek Kumar	2	5. Weak students' monthly progress will be checked separately through prescribed Performa.
		3. Ms. Priyanka Swami /TGT(Hindi)	3	6. Any other related work assigned by the Principal
		4. All the subject committee conveners.	4	
3	CCA	1. Mr. Abhishek Kumar/ TGT(HINDI) I/C	1	<u>MORNINIG ASSEMBLY</u> 1. To plan the morning assembly programme and allot the duty to concerned CT/House Incharge. In addition, check the morning assembly programme before it is presented in the assembly.
		2. Ms. Priyanka Swami	2	
		3. Mr. Vijay Kumar	3	
		4. Mr. Sachin	4	2. Children"s birthday will be celebrated in morning assembly on his/her specific date of birth to wish him/her by provide a greeting card to all birth day students and to wish them by presenting birthday song.
		5. Mrs. Nisha	5	3. News and Special items should not carry any items involving Violence, discrimination against gender, Race, Religion, etc and negative criticism (Non controversial items only)
3 (a)	HOUSES (PRIMARY)	SHIVAJI HOUSE		4. Thought for the day should be very short and thought provoking.
		1. MR. AMIT KUMAR I/C	1	5. Organising assembly programme during inspection and on special days.
		2. Mrs. NISHA BATRA	2	<u>CELEBRATION OF FESTIVAL & IMPORTANT DAYS</u>
		TAGORE HOUSE 1.MR.	1	1. To prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calendar & invite artists, dignitaries on the selected occasions for performing the programme or delivering lecture etc.
		ASHOKA HOUSE 1.MR.	1	2. Special programmes may be presented on special occasions & important days followed by a brief speech related to festivals. One programme should be presented by a staff member voluntarily.
		RAMAN HOUSE		3. To encourage the students & staff to participate in these programmes & assign duties for them.

		1. MRS. MOHINI I/C	1	4. Guest lecture should also be organized on special occasion & important days to celebrate the occasion with true spirit.	
		2. MR. SACHIN	2	CO-CURRICULAR ACTIVITIES (INTERNAL)	
3(b)	HOUSES (SECONDARY)			1. To prepare an action plan for internal and external CCA activities for the session and complete in time.	
			SHIVAJI HOUSE	2. They will also have to suggest practical plans for improvement of CCA activities.	
			1. MR. MK MEENA I/C	1	3. To check the preparation of CCA.
			2	2	4. To plan for prize distribution.
					5. To send the important news items from time to time related to CCA to newspaper agencies for publications.
				TAGORE HOUSE	6. The preparations for different CCA activities should be under the personal supervision of House Masters and Associate House Masters.
			1. MR. MUKESH KUMAR	1	7. To send the information regarding the prize winners to the Web site committee to up load in our school web site.
			2	2	8. To encourage the students to write articles on different topics and collect the articles.
					9. To edit all the articles written by the students
				ASHOKA HOUSE	10. To make arrangements to compile the articles language wise and to select the articles on certain priority as decided by the committee.
			1. MRS. SARITA I/C	1	11. To complete all administrative formalities for printing/release of the magazines.
			2	2	12. To collect messages from authorities.
					13. To release the E-Magazine
					CO-CURRICULAR ACTIVITIES (EXTERNAL)
				RAMAN HOUSE	1. Proper selection of students for the various competitions conducted by different organizations and to maintain record of the same.
			1. MR. VIKASH I/C	1	2. To encourage the students to ensure maximum participations in various competitions conducted by different organizations

		2	2	<p>3. To make announcement of the prize winners in the morning assembly and maintaining record of prize winners.</p> <p>4. To send the information regarding the prize winners to the Web site committee to up load in our school web site.</p> <p>5. Any other related work assigned by the Principal.</p>
4	EXAMINATION	1. Mrs. Sarital/c	1	<p>1. Upkeep of examination records-award lists, certificates etc.</p> <p>2. Result Analysis</p>
		2. Mr.M.K.Meena	2	<p>3. Liaising and communication : issue of report cards</p> <p>4. Meticulous planning and smooth conduct of all Tests/ Examination in a free and fair manner.</p>
		3. Mr. Yashbir	3	<p>5. Examination Schedules</p> <p>6. Preparation and moderation of question papers.</p>
		4. Mr. Amit	4	<p>7. Procuring the Examination materials.</p> <p>8. Modal Evaluation/ Internal assessments</p>
		5. Computer Inst.	5	<p>9. Registration/Enrolmntys for Olympiads/ oter competitive Exams.</p> <p>10. Acounnt keeping/ settlement of exam bills.</p> <p>11. CBSE affiliation, registrationetc.</p> <p>12. NIOS Examination coduct etc.</p> <p>13. Seat plans and Roster of Invigilators etc.</p>
5	ADMISSION	1. Mr. Vikash I/C	1	<p>1. To admit the students by following admission procedure as per guidelines issued by KVS (HQ).</p> <p>2. To issue & collect the admission registration forms after thorough scrutiny.</p>
		2. Mrs. Sarai Bala	2	<p>3. To make a plan to set the question papers required for fresh admission for class IX and above.</p>

5	ADMISSION	2. Mrs. Saroj Bala	2	4. To complete the formalities of admission as per KVS instructions.
		3. Mr. Pawan	3	5. Any other related work assigned by the Principal.
		4. Mrs. Mohini	4	6. To write all the entries of the newly admitted students in the Admission register without error.
6	TIME-TABLE	1. Mrs. Priyanka Swami I/c	1	1. Time – table In charge & Asst. In charge will frame the time-tables as per KVS rules.
		2. Mr. Anil Kumar Sharma	2	2. To Make arrangement for the teacher on leave and on duty.
		3. Mr. Pawan	3	3. To prepare and inform to subject teachers about the special time – table for all holidays, breaks (Autumn & Winter) and vacation including Morning assembly time of Vidyalaya as per action plan. Any spl.
		4. Mr. Yashbir	4	4. To ensure the ringing of bell in time 5. Any other related work assigned by the Principal.
7	GUIDANCE & COUNSELLING	1. Mr. Mukesh Kumar I/c	1	1. Provide proper guidance to students for their future plan & action.
		2. Mrs. Sarita	2	2. Employment News, magazines and newspaper's information should also be placed on Notice board for students & staff.
		3. Nurse	3	3. Experts should also be invited from time-to-time to provide proper guidance to the students.
		4. Mrs. Nisha	4	4. Any other related work assigned by the Principal.
		5. Mr. Vijay	5	
8	SCOUTS & GUIDES	1. Mr. Mukesh Kumar I/c	1	1. To prepare seasonal plans with tentative dates & months for organizing activities. 2. To select students for Cubs and Bulbuls, Scouts & Guides enrolment in the month of April every year.
		2. Ms. Priyanaka Swami	2	3. To give proper training to the students for Guard of Honour and for other activities.
	CUBS & BULBUL	1. Ms. Nisha Batra I/c (Bulbul)	1	4. To provide opportunities for scouts & guides to participate in various activities conducted in the Vidyalaya, Regional level and National level.
		2. Mr. Yashbir I/c (Cubs)	2	5. Any other related work assigned by the Principal.
		1. Mrs. Saroj Bala I/c	1	1. To prepare a plan & programme for the entire session as per KVS groupings.

9	GAMES & SPORTS	1. Mrs. Saroj Dada I/c	1	2. Select the students & games in the beginning of the session to impart proper training to students.
		2. Mr. Anil Kumar Sharma	2	3. Set a target & must proceed accordingly to achieve maximum success in the meets and to organize the prize distribution.
		1. Mr. Sachin	3	4. Utilize the games period primarily for the development of the ear marked games by the KVS.
		2. Mrs. Nisha	4	5. Encourage the students to use the available sports equipments in school judiciously.
		3. TGT(Art)	5	6. Complete all internal games & sports competitions by the first week of August'09 & organize the Sports day celebration by the end Sep/Oct of every year.
				Any other related work assigned by the Principal
10A	CLUB ACTIVITIES	Secondary section		1. To prepare a plan to create literary atmosphere in Vidyalaya.
		1. Mr. Abhishek Kumar I/c	1	2. To prepare class wise magazines at least one in each subject
		2. Ms Priyanka Swami	2	3. To prepare the students for participating in external & internal competitions.
		3. TGT(Hindi)	3	4. To organize minimum two competitions/ seminars/ programmes etc. Based on Language in a year.
		4. All Language teachers	4	5. To guide the students to write articles to publish in Magazine and news papers.
	A) LITERARY CLUB	Primary section		
		1. Mr.Sachin I/c	1	6. Any other related work assigned by the Principal.
		2. Mr. Amit	2	
		1. Mr. Anil Kr. Sharma I/c	1	1. To form a mathematics club & encourage students interested in mathematics to take up good projects.
				2. To prepare the students for participating in external and internal competitions, seminars Olympiads, quiz etc.
				3. To promote the mathematical & scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving.

10B	B) MATHEMATICS CLUB	2. Mr Yashbir	2	4. To prepare at least one class wise magazine.
				5. To organize at least two competitions/ seminars/ programmes etc. based on the subject.
		3. Mr. Pawan	3	6. To guide the students to prepare articles to publish in Magazine and News papers.
				7. Any other related work assigned by the Principal.
10C	C) SCIENCE CLUB	1. Mrs.Sarita I/c	1	1. To form a science club & encourage students interested in science to take up good projects.
				2. To prepare the students for participating in external & internal competitions, seminars, Science Olympiads and quiz etc.
				3. To promote scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving.
		2. Mrs.Mohini	2	4. To prepare at least one class wise magazine.
				5. To organize at least two competitions/ seminars/ programmes etc. based on subject.
				6. To organize Science Exhibition at Vidyalaya, Cluster, regional & national level and try to achieve remarkable achievements in these exhibitions.
		3. Mrs. Nisha	3	7. To guide the students to write articles to publish in magazine and News papers.
				8. Any other related work assigned by the Principal.
10D	D) SOCIAL SCIENCE CLUB	1.Mr.Vikash I/c	1	1. To prepare a plan to create atmosphere in Vidyalaya related to Social Science activities.
				2. To prepare the students for participating in external & internal competitions.
				3. To prepare at least one magazine class wise.
		2.Mr. Sachin	2	4. To organize at least two competitions/seminars/programmes etc. based on subject.
				5. To organize Social Science Exhibition at Vidyalaya Cluster, Regional & National level and try to achieve remarkable achievements in these exhibitions.
				6. To guide the students to prepare articles to publish in magazine and newspapers.
		3	7. To guide children to prepare projects, models and activities which may lead to appreciation of aesthetic values, appreciation of Indian art, craft, values etc.	

		D. VIII. Pawan		8. Any other related work assigned by the Principal.
10 E	E) NATURE CLUB	1. Ms. Saroj Bala	1	1. To inculcate the habit of loving nature in the minds of children.
		2. Mrs. Sarita	2	2. To announce a particular day as "Plantation Day "and the children may be asked to plant and to take care of sapling in the vidyalaya campus.
		3. Mrs. Nisha	3	3. Every class may be allotted a particular area in the garden to be maintained during their SUPW periods. 4. To encourage students to look in to the beautification of campus.
10 F	F) HEALTH CLUB	1. Mrs. Sarita I/c	1	1. To complete the SBSB activities as a part of health club
		2. Mrs. Saroj Bala	2	
		3. Nurse	3	2. To propose and arrange adventure trips for the students
		4. Mrs. Nisha	4	
		5. TGT(Hindi)	5	
10 G	G) EDUCATIONAL TOURS / EXCURSIONS	1. Mr. Anil Kumar Sharma I/c	1	1. To make an annual plan of excursions for different classes to different places of educational and Historical importance.
		2. Mr Abhishek Kumar	2	
		3. Mrs. Sarita	3	2. To arrange conveyance, permission for entry and other arrangements to conduct tours successfully.
		4. Mrs. Nisha	4	
		5. Mr. Pawan	5	
10 H	H) FILM AND ARTS	1. Mr. Mukesh Kumar	1	1. To procure films appropriate to the children level from Children Film Society of India.
		2. Mr. Vijay Kumar	2	2. To monitor the film shows organized by the teachers
		3. Mrs. Mohini	3	3. To maintain a register for the film shows

11	ICT/ Website updation	1. Mr. M.K.Meena I/c	1	1. To make the children aware of the technological development
				2. To plan and conduct activities to bring out the talents
				3. Allow the children to take part in various activities involving ICT
		2. Mr. Vijay Kumar	2	4. Website maintenance and updation
				5. To over see the functioning / maintenance of computers in KV .
				6. To send monthly reports to KVS (RO)
		3. Mrs. Yashbir	3	7. To up date website weekly (The data should be collected from all the Department heads, CCA coordinator, Office etc.
				8. To check KVS (RO) and HQ website every day and to download circulars etc.
				9. To Design the web site of the school with help of latest technology.
		4. Comp. Inst.	4	10. To collect the information as per the heads defined by KVS (HQ).
				11. To Upload the information received immediately.
				12. To upload frequently the creativity and achievement of the students and teachers.
		5. Ms. Saroj Bala /TGT(Hi	5	13. To highlight the special features, Notifications and Important events in web site regularly.
				14. Any other related work assigned by the Principal
12	SUPW DEPARTMENT / M&R	1. Mr. M.K.Meena I/c	1	1. To plan for repair & maintenance, urgently required in the Vidyalaya building and Departments.
				2. To plan & purchase the material required for the purpose of maintenance and repair.
		2. Mr. Amit	2	3. Arrange to keep the Vidyalaya Campus neat & clean.
				4. To take an action in time for the decent look of the Vidyalaya
		3. Mr. Mukesh Kumar	3	5. To maintain the tube lights & fans etc. in proper condition

		3 Mr. Mukesh Kumar	3	6. The committee members will look after the judicial use of water and electrical power in the school and staff quarters.
		4. Mr. Pawan	4	7. The committee will suggest the requirements in respect of maintenance and repair. 8. Any other related work assigned by the Principal.
13	MUSIC DEPARTMENT	1. Mr. Vijay Kumar I/c	1	1. To select a group of students who are having keen interest in the field of music and train them for different activities.
				2. To prepare the students to participate in all external & as well as internal cultural events.
		2. Mr. M.K. Meena	2	3. To impart proper training to the students for using the musical instruments.
				4. To buy and to maintain the required musical instruments.
				5. To train students properly sing in the morning assembly & the community songs in all the languages.
		3. Mrs. Saroj Bala	3	6. To prepare dance and Music programmes for the annual day and for all other special occasions.
				7. To train the children to sing the prayer song and all community songs with out seeing the diary in the morning assembly.
				8. Any other related work assigned by the Principal.
		14	LIBRARY	1. Mr. Mukesh Kumar I/c
2. Proper arrangement for effective display of periodicals, newspapers, magazines etc. in the library.				
2. Mr. Abhishek Kumar	2			3. Prepare a list of books with the help of subject teachers by April „every year & purchase them latest by June every year as per budget provision.
				4. At least two programmes should be organized in this session to make aware the students & staff for the use of library & to encourage the students to study the books & magazine.
3. Ms. Priyanka Swami	3			5. Issue of books to the students & staff and maintain issue register etc.
				6. To collect requirements of staff and students and to procure the books.
4. TGT(Hindi)	4			7. To follow the KVS Library policy.
				8. Library automation to be done & data base to be maintained by using latest software for library.

				9. Preparation of annual plan and implementation of Book review schedules for the classes VI to VIII compulsorily.
		5. Mr. Amit	5	10. To suggest and improve Face Lift of the library to provide a congenial reading atmosphere for the students.
		All Class Teachers		11. To make a list of required books (Department wise) in the month of April and to purchase the books.
				12. Students also must be encouraged to give the list of good books for purchase.
				13. To supervise effectively the functioning of library and to send a quarterly to the principal.
				14. Any other related work assigned by the Principal.
15	TEACHING AID CUM E-Content ROOM	1. Mr. Abhishek Kumar I/c	1	1. To set and make operative activity /smart class room to teach primary students as per NEP 2020
		2. Mr. M.K. Meena	2	2. To plan and arrange for purchasing materials required for teaching aids Dept.
		3. Mr. Vijay Kumar	3	3. To plan and arrange for purchasing materials required for T.L.M.
		4. Mr. Amit	4	4. Any other related work assigned by the Principal.
16	FURNITURE DEPARTMENT	1. Mr. M.K. Meena I/c	1	1. To supervise the use of furniture by the students.
		2. Mr. Mukesh Kumar	2	2. To plan for repair & purchase of Vidyalaya furniture for students & staff in various classrooms & departments as per requirements from the budget allotment.
		3. Mr. Amit Kumar	3	3. Any other related work assigned by the Principal.
		4. Mrs. Mohini	4	
17	BEAUTIFICATION OF CAMPUS AND MAINTENANCE OF GARDENS CLEANLINESS OF THE SCHOOL –BALA	1. Mrs. Saroj Bala I/c	1	1. To prepare plan to beautification of the campus
		2. Mr. Vijay	2	2. To procure saplings and other requirements for the garden and to monitor the maintenance of gardens
		3. Mr. Mukesh Kumar	3	3. To take up the plantations of trees in around the campus
		4. Mrs. Mohini	4	4. To instruct and supervise the gardener to maintain the campus with out any weeds etc.
		5. TGT(Art)	5	5. Any other related work assigned by the Principal.

		6.Mr. Vikash	6	
		7.Mr. Anil Kumar Sharma	7	
18	MAINTANANCE OF BOOK OF CHORONICLES AND MINUTES OF MEETING NEWS LETTER AND PRESS INFORMATION COMMITTEE	1. Mr. Amit	1	1. To keep record of minutes of Staff meeting, PTM
		2. TGT(Hindi)	2	2. To prepare Press release of different events/functions/celbrations etc.
		3. Comp. Inst.	3	3. To prepare and present report/record of above events etc.
		4. Mr.Pawan	4	
19	C.M.P / NEWSLETTER	1. Mr. Sachin I/C	1	1 To execute the C.M.P. as per KVS directions. 2. To conduct periodical work shops and meetings to strengthen C.M.P.
		2. Mrs.Nisha Batra	2	3. To monitor the quality of worksheets prepared by the teachers and its execution as per plan.
		3. Mr. Pawan	3	4. To monitor the Teaching – Learning process and Methodology used by the teachers. 5.To conduct the various activities under C.M.P as per KVS directions
20	LPC	1. Mr. Anil Kr. Sharma I/c	1	1. To call for quotations for all the items required in the month of April/May every year. 2. To follow the rules and regulations of KVS for the purchase of the materials. 3.To prepare a consolidated condemnation report for every session before the VMC
		2. Mr. Sachin	2	Meeting and to get it approved 4. Purchases for the different depts. to be done in the school as per requirement.
		3. Mr. Vijay Kumar	3	5. Any other related work assigned by the Principal. 6.To guide the teachers to follow KVS rules.
		1. Ms Priyanaka Swami/TGT(Hindi)	1	1. To follow Rajbhasha Kalyan Samiti guidelines 2. To create a Hindi atmosphere & to prompt Hindi in daily use.

21	RAJBHASHA KALYAN SAMITI	2. Mr. Amit	2	3. To celebrate "Hindi Pakhwara" as per the KVS guidelines.
				4. Any other related work assigned by the Principal.
		3. Mr. Mohit	3	5. MS. Priyanaka Swami/TGT(Hindi) to write a Hindi word & Suvichar every day with its meaning on the display board.
22	HEALTH & HYGEINE	1. Mrs. Sarita I/c	1	1. To prepare a plan for student"s health checking up twice in a year by an authorized Medical Officer.
		2. Nurse	2	2.To print and maintain the Health card for each students
		3. Mrs. Mohini	3	3. To make available stock of First aid materials for the students.
		4. Mrs. Saroj Bala	4	4. A special care must be taken for girl child as per their natural need, if situation demands for that.
		5. TGT(Hindi)	5	
		6. All Class Teachers	6	5. Any other related work assigned by the Principal.
23	SECURITY & CONSERVANCY	1.Mr.A. K. Sharma	1	1. To maintain a record of security personals deployed by the agency.
		2.Mr. Sachin	2	2. To give an outlay of security required for the campus to the agency and supervise the work done by the security personals.
		3.Mr. M.K. Meena	3	3. Any lapse in the system should be informed to the agency to rectify it immediately.
				4. Any other related work assigned by the Principal.
24	DISCIPLINE	1. Mrs. Saroj Bala I/c	1	1. To enforce general instructions related to discipline are being followed by students or not.
		2. Mrs. Mohini	2	2. Committee members will keep a strict watch on behavior of students in school campus.
		3. MR. Mukesh Kumar	3	3. This committee will take the responsibility to ensure that the Vidyalaya atmosphere is healthy and conducive for learning in all respects for the students.
		4. Mr. Yashbir	4	4. If any member finds any misbehavior by the students(s) it should be brought to the notice of all the members & the principal to take necessary action.
		All class teachers		5. Committee will decide the course of action against the concerned students (s).
				6. Any other related work assigned by the Principal.

25	REDRESSAL OF GRIEVANCES	1. Mr. Anil Kr. Sharma I/c	1	1. To open the grievances box kept in the vidyalaya once (2 nd Friday) in every month.
		2. Mr. Abhishek Kumar	2	2. Any complaints to be enquired and to report to higher authorities for n.a.
		3. Mr. Yashbir	3	3. Any grievances of the employees should be enquired and appropriate action may be suggested to the Principal.
		4. Mrs. Mohini	4	4. Any other work related and assigned by the Principal.
26	R.T.I CELL	1. Principal	1	1. To Maintain a record regarding the applications received.
		2. Mr. Anil Kumar Sharma	2	2. To Instruct the concern record holder to reply within the time limits and maintain the file.
		3. Ms. Priyanaka Swami	3	3. Any other related work assigned by the Principal.
		4. TGT(Hindi)	4	
		5. Mr. Mohit	5	
27	PISA/CCT/LAT etc.	1. Mr. Vikash I/c	1	
		2. Mr. Abhishek Kumar	2	
		3. Mrs. Sarita	3	
		4. Mr. Anil Kumar Sharma	4	
		5. Mr. Pawan	5	
		6. Mr. Amit	6	
		7. Mrs. Mohini	7	
28	PTA	1. Mr. Anil Kr. Sharma I/c	1	
		2. Mr. Vijay	2	
		3. All Class teachers	3	

29	Sexual Harassment	1. Ms Priyanka Swami I/c	1	
		2. Mrs. Sarita	2	
		3. Mr. Vikash	3	
		4. Mr. Mukesh Kumar	4	