**Kendriya vidyalaya Dabra**

Duties & responsibilities (2019-2020)

1. Academic Committee:-
2. Mr. C.S. Sharma I/C
3. Mr. Ashish Chandan
4. Mr. M.S. Parihar
5. Time- table and leave arrangement committee:-
6. Dr. Y.K. Jain I/C
7. Mr. M.S. Parihar
8. Examination Committee:-
9. Mr. C.S. Sharma I/C
10. Mr. M.S. Parihar
11. Admission Committee:-
12. Ms. Bharti Kapil I/C
13. Mr. M.S Parihar
14. Ms. Ankeeta

4 (a). Matters related to RTE Act:-

(i) Ms. Bharti Kapil I/C

(ii) Ms. Ankeeta

4 (b). Matters related to RTI Act:-

(i) Dr. Y.K Jain I/C

(ii) Ms. Sonika Goel

1. Discipline Committee:-
2. Dr. Y.K. Jain I/C
3. Mrs. Kamna Agnihotri
4. Ms. Bharti Kapil
5. Conducting Morning Assembly & CCA:-
6. Mrs. Kamna Agnihotri I/C
7. Mr. C.S Sharma I/C
8. Ms. Ankeeta
9. Furniture Committee:-
10. Mr. M.S. Parihar I/C
11. Mr. Ashish Chandan
12. Library Committee:-
13. Dr. Y.K. Jain I/C
14. Mr. C.S. Sharma
15. Mr. M.S. Parihar
16. Mrs. Kamna Agnihotri
17. Cleanliness, Sanitation, Wellness and upkeepment of Vidyalaya including

Beautification Committee:-

1. Mrs. Kamna Agnihotri I/C
2. Ms. Ankeeta
3. Ms. Sonika Goel
4. Audio Visuals Aid and Teaching Aids & CMP:-
5. Mr. M.S.Parihar I/C
6. Ms. Sonika Goel
7. PA System/ Electrical:-
8. Mrs. Kamna Agnihotri I/C
9. Ms. Sonika Goel
10. Eco Club, Nature Club , Science Club and Activities:-
11. Mr. Ashish Chandan I/C
12. Dr. Y.K Jain
13. Scout/ Guide Committee:-
14. Mr. M.S. Parihar I/C
15. Mr. Ashish Chandan
16. Ms. Sonika Goel
17. Ms. Ankeeta
18. Cleanliness monitoring Committee:-
19. Mr. C.S. Sharma I/C
20. Dr. Y.K. Jain
21. Mrs. Jyoti Sharma
22. Mr. Buddh Prakash
23. First aid & Medical Check-up :-
24. Ms. Ankeeta I/C
25. Ms. Sonika Goel
26. SOP/Disaster Management:-
27. Mr. C.S. Sharma I/C
28. Mr. M.S. Parihar
29. Games and Sports Committee:-
30. Ms. Ankeeta I/C
31. Mr. Ashish Chandan
32. Excursion Committee- Adventure Club & Outdoor Activities:-

(i) Mr. M.S Parihar I/C

(ii) Mr. C. S Sharma

1. Mrs. Kamna Agnihotri
2. Maintaining of CS54 & Checking of Cashbook

(i) Mr. Ashish Chandan I/C

(ii) Ms. Ankeeta

1. Checking of TA/Medical Bill/CEA Bill:-

(i) Dr. Y.K Jain I/C

(ii) Mr. Ashish Chandan

21. Maintenance & Repair :-

(i) Dr. Y.K Jain I/C

(ii) Mr. M.S Parihar

22. PA System / Electrical :-

(i) Mrs. Kamna Agnihotri I/C

(ii) Ms. Sonika Goel

23. Hindi Rajbhasha:-

(i) Mr. C.S Sharma I/C

(ii) Ms. Ankeeta

24. Computer & ICT:-

(i) Mr. M.S Parihar I/C

(ii) Mr. Ashish Chandan

25. Public Relation Committee:-

(i) Mr. C.S. Sharma I/C

(ii) Mr. M.S Parihar

26. Fun Day Activities for Primary Section:-

(i) Mr. M.S Parihar I/C

(ii) Mrs. Kamna Agnihotri

(iii) Ms. Bharti Kapil

27. Purchase Committee :-

(i) Mr. C.S Sharma I/C

(ii) Mr. M.S Parihar

(iii) Mrs. Kamna Agnihotri

28. NAEP & Guidance Committee:-

(i) Mrs. Kamna Agnihotri I/C

(ii) Mr. M.S Parihar

29. Refreshment Committee:-

(i) Mr. M.S Parihar I/C

(ii) Mr. Ashish Chandan

30. Integrity Club/ Social Science Dept.:-

(i) Mrs. Kamna Agnihotri I/C

(ii). Ms. Bharti Kapil

31. Photography :-

(i) Ms. Ankeeta I/C

(ii) Ms. Sonika Goel

32. Vidyalaya Patrika & News Letter:-

(i) Mr. C.S Sharma I/C

(ii) Dr. Y. K Jain

33. Grievance Committee:-

(i) Dr. Y.K Jain I/C

(ii) Mrs. Kamna Agnihotri

34. Subject Committee Coordinator

English & S.Sc. (i) TGT English I/C

(ii) Ms. Bharti Kapil

Maths & Science (i) Mr. Ashish Chandan I/C

(ii) Mr. M.S Parihar

Hindi & Sanskrit (i) Mr. C.S Sharma I/C

35. Flag Committee

(i) Mrs. Kamna Agnihotri I/C

(ii) Mr. M.S Parihar

36. Nutrition Committee

(i) Mrs. Kamna Agnihotri I/C

& All Respective Class Teachers

37. Safety & Security of Vidyalaya including Staff & Students

(i) Dr. Y. K Jain I/C

(ii) Mr. C.S. Sharma

(iii) Mr. M.S. Parihar

(iv) Mrs. Kamna Agnihotri

38. Water including drinking water

(i) Mr. M.S.Parihar I/C

(ii) Dr. Y. K. Jain