

केंद्रीय विद्यालय पुष्प विहार, नई दिल्ली - 17

कार्यकारी समितियां सत्र 2021 - 22

31/03/2021

All staff members are hereby advised to note their duties and act accordingly through out the session.

Vice Principal

धरिजी दास

Principal

Name of Committee	Name of In-charges/Members	Sign.
1. Admission	Mrs. Monica Malhotra, PGT(Bio.)-I/C	
	Mrs. Vijaya Kumari, PGT(Chem.) (Local Transfers)	
	Mrs. Anita , HM	
	Class Teachers of Class- I	
	Mrs.Gurjinder Kaur,PGT (CS)-Technical Assitance	
2. EXAMINATION & PTM:-	Home Examination & PTM	
	Mr. S.C. Shukla, PGT(ECO)-I/C	
	Mr. R K Dixit, PGT Hindi	
	Mr Ravi Luthra, PGT Maths	
	Mr. Dinesh Kumar, TGT (Sst.)	
	Mr. Devendra Kumar, TGT(Sans)	
	Lab Attendant Physics	
	CBSE	
	Mr. Manoj Kumar Duvesh, PGT (Chem) I/c	
	Mr Manjit Kumar, TGT Maths	
	Ms. Chitra Bhardwaj, TGT English	
3.PURCHASE COMMITTEE:-	Mr. S. C. Shukla, PGT(Eco.)-I/C	
	Mr R. K Dixit, PGT Hindi	
	Ms. Gurjinder Kaur , PGT(C.S.)	
	Mr D K Bunkar, TGT S.St.	
	Mr. R S Rawat WET	
	Mr. Harish Gandhi, SSA	
4.ANTI-BULLYING COMMITTEE & SOP I/C Discipline	Mr. S. C. Shukla, PGT(Eco.)-I/C	
	Mr. T P Singh, PGT (Maths)	
	Mr Subodh Kr Jha, PGT History	
	Mr D K Bunkar, TGT S.St.	
	Mr Manjit Kumar, TGT Maths	
	Ms Preety koul, TGT English Counsellor	
5. CLEANLINESS, HYGIENE & SANITATION:	Ms Pooja Sharma, PGT English, I/c	
	Mr. Yash Kumar, PGT (Physics)	
	Mr. Manjeet Kumar, TGT(Maths.)	
	Ms Lalita, TGT, S.St.	
	Mr D K Bunkar, TGT S.St.	
	Mrs. Chitra bhardwaj, TGT (Eng..)	
	Mr. Ritu Verma, TGT(Eng)	
6. SAFETY & SECURITY OF STUDENTS	Mr T. P. Singh, PGT, Maths	
	Mr. Manoj Kumar Duvesh,PGT (Chem)	
	Mr Ravi Luthra,PGT Maths	
	Mr R S Rawat, TGT WE	
	Ms Preety koul, TGT English	
	Ms Chitra Bhardwaj, TGT English	
	All the Cass-Teachers	
7. Fire Safety	Mr R S Rawat, TGT WE I/c	
	Mrs. Vijaya kumari, PGT(Chem.)	
	Mr Yash Kumar, PGT Physics	
8. ACADEMIC ISSUE:	Mrs. Monica Malhotra, PGT(Bio) I/C	
	Mr S.C. Shukla,PGT Economics	
9. TIME TABLE AND ENROLMENT:-	Mr Ravi Luthra,PGT Maths	
	Mrs. Preety Koul, TGT(Eng.)	
	Ms Lalita, TGT, S.St.	
	Ms Gurjinder Kour, PPGT Comp. Sci - Enrollment	

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FURNITURE:-	Mr. Dinesh Kumar Bunkar, TGT(S.St.), /Ic Mrs. Sushma B, PGT(Geo)- Co- I/C Mr. Yash Kumar, PGT (Physics) Mr. S.K. Jha, TGT (Sci.) Mr. Om Prakash, TGT (Maths)	
11. STUDENT COUNCIL:-	Ms Pooja Sharma, PGT English, /Ic Ms Preety koul, TGT English Ms Chitra Bhardwaj, TGT English Ms Lalita, TGT, S.St.	
13. RTI	Mrs. Monica Malhotra, PGT(Bio.)-I/C Mr. Harish Gandhi, SSA Mr. Ajay Kumar, JSA	
14. RAJBHASHA SAMITI:-	Mr. R. K. Dixit, PGT (Hindi) I /C Mr. Harish Ghandhi, SSA-Co- I/C Mr. Ajay Kumar, JSA	
15. CO- CURRICULAR ACTIVITIES & MORNING ASSEMBLY	Mr. R. K. Dixit, PGT (Hindi) I /C Ms Pooja Sharma, PGT English, /Ic Mr. Devender Kumar, TGT(Skt.) Ms Alka Singh, TGT Hindi	
16. PRESS & PUBLICITY:-	Mr. R. K. Dixit, PGT(Hindi)- I/C Mrs. Pooja Sharma, PGT(Eng.) Mr. Devendra Kumar, TGT (Skt.) Ms. Preety Koul, TGT (Eng.)	
17. PHOTOGRAPHY /DECORATION:-	Mrs. Aradhana, TGT (Draw. Tr.)-I/C(Decoration) Mr. R S Rawat, WET(I/C-Photography) Mr. Manoj, PRT	
18. VIDYALAYA PATRIKA:	Mrs. Pooja Sharma, PGT(Eng.) - I/C Mr. R. K. Dixit, PGT(Hindi) Mr. Devendra Kumar, TGT(Skt.) Mrs. Preety Koul, TGT(Eng.)	
19. MAINTENANCE & REPAIR WORK(Civil & water work):-	Mr. R S Rawat, WET-I/C Mr Yash Kumar, PGT Physics Mr Manjit Kumar, TGT Maths Mr D K Bunkar, TGT S.St. Ms Lalita, TGT, S.St.	
20. ELECTRICAL WORK	Mr. R S Rawat, WET I/C Overall Mr Yash Kumar, PGT Physics Class Teacher to report concerned Incharges about fitting and fixtures of their class, if any issue arises.	
21. LIBRARY COMMITTEE	Mr. Rakesh Kr. Tewari, (Librarian) - I/C Mr. R.K Dixit, PGT(Hindi) Ms Sunita Singh, PPGt English Mr Subodh Jha, PGT History	
22. STUDENT ARRIVAL & DEPARTURE RECORD	Mr T. P. Singh, PGT, Maths Mr Ravi Luthra, PGT Maths Mr Manoj Duvesh, PGT Chemistry Ms. Sunita Sub Staff Class teacher will fill the arrival details. Teacher in last period will fill the departure details.	
23. WEBSITE UPDATION, U-DISE	Mr. Gurjinder Kaur, PGT(CS)-I/C Computer Instructors	
24. MEDICAL CHECKUP & FIRST AID	Ms Santosh Meena, TGT Science Smt. Sailaja Raveendran, TGT(Science) Nurse Yoga Teacher.	
25. WELFARE OF SC/ST STUDENT SCHOLARSHIP	Mr. Om Prakash, TGT(Maths), /Ic Mr Yash Kumar, PGT Physics Mr. S.K. Jha, TGT (Sci.) Mrs. Monika Rani, TGT(S.St) Mrs. Sunita Kumari, PRT Computer Instructor, Primary	

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SCOUTS & GUIDES	Mr. Manjit Kumar, TGT (Maths), I/C(Scouts) Mrs. RituVerma, TGT(Eng.), I/C(Guide)	
27. CANTEEN	Ms Seema, PGT Commerce, I/c Mrs. Monica Malhotra, PGT (Bio.) Mr. Yash Kumar, PGT (Physics)	
28. PA SYSTEM	Mr. R S Rawat, WET-I/C Mr. S. K. Jha , PGT (Hist) Ms. Aastha Verma, Music Tr.	
29. TLM/Teaching Aid	Mrs. Sushma Bhadoria, PGT (Geo) - I/C Mr. D.K Bunkar TGT (SST) Ms Lalita, TGT, S.St.	
30. CONDEMNATION	Ms Gurjinder Kour, PPGT Comp. Sci Mr D K Bunkar, TGT S.St. All Department In-charges	
31. BEAUTIFICATION & GARDENING	Mrs. Aradhana, Drg. Tr., I/c Mrs. Monica, PGT(Bio.) Mrs. Santosh Meena, TGT (Sci.)	
32. GAMES & SPORTS (FIT INDIA, SBSB & SPORTS INFRASTRUCTURE)	TGT, PET Mr D K Chhatrawal, TGT, Sanskrit, I/c Mr. T.P.Singh ,Co -I/C Coach Yoga Tr	
33. RESOURCE ROOM/ e-CLASS ROOM	Mrs. Gurjinder Kaur, PGT(CS.) I/C Mrs. Sunita Singh, PGT(Eng) Class Teachers of E- Classrooms Mr. R S Rawat TGT(W.E.T)	
34. CLUBS A. Eco-Club	Mrs. Monica Malhotra, PGT(Bio)-I/C Mrs. Sailaja Raveendran , TGT (Sci.) Mrs. Santosh Meena, TGT (Sci.)	
B. Sadbhawna-cum-Integrity Club	Mr. Ramesh Chandra, TGT(Hindi)- I/C Mrs. Alka Singh, TGT (Hindi) Ms Lalita, TGT, S.St.	
C. Adolescence Education Club (AEP)	Mrs. Monica Malhotra PGT, Bio-(I/C) Mrs. Chitra Bhardwaj- Co- I/C Mrs. Sailaja Raveendran, TGT (Sci.) Mrs. Aradhana, Drg. Tr. Mr. R. K. Tiwari(Librarian)	
D. Literary Club	Hindi - Mr. R K Dixit I/c All Hindi Teachers, Members English - Mrs. Sunita Singh I/c All English Teachers, Members SansKrit - Mr. D. K. Chhatrawal, I/c	
E. Science Club	Ms Vijaya Kumari, PGT Chemistry Mr S K Jha, TGT Science and all Science Teacehers	
F. Maths Club	Mr Ravi Luthra, PGT Maths, I/c Mr Omprakash & all Maths Teachers	
G. PISA Club (To carry out CCT skills regularly)	Ms Vijaya Kumari, PGT Chemistry, I/c Mr Yash Kumar, PGT Physics Comp.Instructor	
H. Ek Bharat Shreshtha Bharat Club	Mr R.K. Dixit, PGT Hindi, I/c Mr Subodh Kr Jha, PGT History Ms Sushma Bhadoria, PGT Geography All TGT S.St. & HM for Primary Section	
35. UBI FEE Verification (CS 54)	Mr Ravi Luthra, PGT Maths, I/c Mr. Manjit Kumar, TGT (Maths)	

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EDUCATIONAL EXCURSION/ TRANSPORT ARRANGEMENT	Mr. Subodh kumar, PGT(History)-I/C Mr. D. K. Bunkar, TGT (S.St.)- Co-I/C Mrs. Santosh Meena, TGT (Sci.) Mrs. Aradhana, TGT(Art) Ms. Anita, H.M. Mrs. Aastha Verma, Music Tr. Mr. Manoj, PRT	
37. SOCIAL SCIENCE EXHIBITION/ EK BHARAT SHRESHTHA BHARAT	Mr. Subodh kumar, PGT(History)-I/C Mrs. Sushma Bhadoria PGT (Geo) Ms Lalita, TGT, S.St. Mr. D. K. Bunkar, TGT (S.St.) Ms Seema, PGT Commerce Mr.S. C. Shukla, PGT (Eco)	
38.SCIENCE EXHIBITION & QUIZ	Mrs. Vijaya Kumari PGT (Chem.)-I/C (Science Exhibition) Mrs.Monica Malhotra PGT(Bio)- Co- I/C Mr Yash Kumar, PGT Physics Ms Santosh Meena, TGT Science ALL Sci PGTS's/ TGT's	
39. CSIR - Jigyasa Programme	Mr Yash Kumar, PGT Physics, I/c Ms Vijaya Kumari, PGT Chem.	
40. Olympiads	Science Olympiads Mr. Manoj Kumar Duvesh, PGT (Chem.)-I/C Mrs. Sailja Ravindran, TGT(Science) Cyber Olympiad Mrs. Gurjinder kaur, PGT (CS) Computer Instructor Maths Olympiad Mr. Ravi Luthra, PGT(Maths)-I/c Mr. Manjit Kumar TGT(Maths) Mr. Om Prakash TGT(Maths) IAPT/Technothloan Mr. Yash kumar, PGT Physics Mr. S.K. Jha, TGT (Sci.)	
41.MINUTES' of MEETING RECORD	Ms. Sunita Singh, PGT(Eng)-I/C Mrs. Alka Singh, TGT(Hindi)- I/C Mr. Devendra, TGT(Skt)	
42.COMMITTEE AGAINST IMMORAL BEHAVIOUR & SEXUAL HARASSMENT	Ms Monica Malhotra, PGT Biology, I/c Ms Pooja Sharma, PGT English Ms Vijaya Kumari, PGT Chem. Ms Preety koul, TGT English Ms. Alka, Singh, TGT Hindi	
43 e-CONTENT & SUBJECT CONVENOR	a) English - Mrs. Sunita Singh, I/C b) Hindi/Skt - Mr. R. K. Dixit, I/C c) Mathematics - Mr. T. P. Singh, I/C d) Science - Mrs. Monica Malhotra, PGT(Bio), I/C e) Social Science - MrS. Sushma Bhadoria, I/C	
44. NCSC	Ms Monica Malhotra, PGT Biology, I/c Mr Yash Kumar, PGT Physics ALL Sci PGTS's/ TGT's	
45. INSPIRE	Mrs. Santosh Meena, TGT (Sci.)-Nomation VI-X I/c Mr. S.K. Jha, TGT(Sci) -Nomation VI-X Mrs. Gurjinder Kaur PGT (CS)-Registration related work Mr. Manjit Kumar TGT(Maths)I/C	
46.NTSE/KVPY	Mr. S.K Jha TGT(Sci)	

27/05/2020

mail	Mr. Ajay Kumar JSA	
	Mrs. Gurjinder Kaur PGT(COMP)	
48. Awakened Citizen Programme (ACP)	Mr. Devender Kumar, TGT(Skt.) I/c	
	Ms. Chitra Bhardwaj, TGT (Eng.)	
	Mr. Om Prakash, TGT (Maths)	
	Mr. Ramesh Chandra, TGT (Hindi)	
49. KANT Learning	Ms. Aradhna, TGT (AE), I/c	
	Ms. Alka, Singh, TGT Hindi	
	Ms. Anita, H.M.	
	Ms. Zoya, PRT	
50. Alumini Record & Reunion	Ms Monica Malhotra, PGT Biology, I/c	
	All XII Class Teachers	
51. Tarunotsav Programme	Ms Aradhana, TGT AE & All X Class Teachers of Prev Session	
52. Pustakophar Programme	Mr R K Tewari, Librarian, I/c	
	All Class Teachers	
53. Standard Operating procedures (SOP)	Ms Vijaya Kumari, PGT Chemistry, I/c	
	Mr R S Rawat, TGT WE	
54. Routes to Roots	Ms Aastha Verma, PRT Music, I/c	
55. Guidance & Counselling Committee for Students	Ms Monica Malhotra, PGT Biology	
	Mr S C Shukla, PGT Economics	
	MS Vijaya Kumari, PGT Chemistry	
	MS Pooja Sharma, PGT English	
	Me D k Bunkar, TGT S.St	
	Mr Manjit Kumar, TGT Maths	
	Ms Preety koul, TGT English	
	Ms Alka Singh, TGT Hindi	

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हारित्री गुप्त