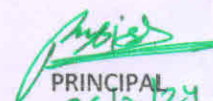


**KENDRIYA VIDYALAYA BULANDSHAHR (SHIFT-1)**  
**VIDYALAYA COMMITTEES FOR THE SESSION 2024-25**


S.No.	NAME OF COMMITTEE	NAME OF I/C AND MEMBERS	DUTIES
1	Over All Administrative Committee	MR. FLENDRA TIWARI PGT (CHEM.) I/C MR. MANISH KUMAR PGT (ENGLISH) MEMBER MR. BIJENDRA KUMAR PGT (PHYSICS) MEMBER MRS. BHAWNA SHARMA PGT MEMBER MR. MANISH KUMAR SHARMA PGT MEMBER MR. HIRA LAL PGT (HINDI) MEMBER MR NITUPAM KUMAR GUPTA MEMBER MR SURJIT SINGH, HM MEMBER MR RAM GOPAL NIRMAL MEMBER	1. To guide, suggest and chalk out all action plan for academic and co-curricular activities. 2. Will function as advisory board for Vidyalaya activities. 3. In-charge and members of its committee will help and advise the Principal to take decision during emergencies and in normal course of work. 4. The committee is empowered to take decision and action in time, to improve the Vidyalaya status in the field of academic and co-curricular activities with the approval of the principal. 5. Any other related work.
2	ACADEMIC ADVISORY COMMITTEE	MR. MANISH KUMAR SHARMA PGT I/C MR. BIJENDRA KUMAR PGT (PHYSICS) MEMBER MRS. BHAWNA SHARMA PGT MEMBER MR. PINTU GAUTAM PGT MEMBER MR. MANISH KUMAR PGT (ENGLISH) MEMBER MR. HIRA LAL PGT (HINDI) MEMBER MR NITUPAM KUMAR GUPTA MEMBER MR JASKARAN SINGH, PGT MEMBER MR RAJENDER PRASAD, PGT MEMBER MRS ANITA RANI, PET MEMBER MR SURJIT SINGH, HM MEMBER	To analyse the performance of students after every main exam and to suggest ways to improve the overall performance and result of the school. Plan for remedial classes and setting of targets for Board examination and for Internal examination session 2024-25. Continuous monitoring on the weak areas of the students. To suggest the list of activities and Teaching Aids including Technological Aids to improve the Teaching learning process. To ensure that all academic work is carried out as per the KVS academic calendar. All other related works.
3	Fresh Admission & Admission Through KV TC, issue of TC & Maintenance of SR Register	MR. BIJENDRA KUMAR PGT PHY, I/C MR. S. K. SUMAN TGT (HINDI) ASST. I/C MR. MOHAN SINGH YADAV TGT MEMBER MR JASKARAN SINGH MEMBER MR. SURJEET SINGH (H.M.) MEMBER MS. SUNITI SARKAR MEMBER MRS SARITA MEMBER MRS VERSA BANSAL MEMBER MRS SUMAN SHARMA MEMBER JSA OF OFFICE MEMBER	1. To plan admission procedure as per latest KVS guidelines. 2. To keep ready admission forms prospectus & test plan well in advance. To issue & collect the registration and admission forms. 3. To Co-ordinate with exam department to conduct tests for admission required for fresh admission to class 9th. 4. To complete, the formalities of admission for the session 2024-25 as per KVS schedule/ instructions, admission register, all correspondence pertaining to local transfers, other regular transfers, etc. 5. To prepare Master List of admissions done for the year 2024-25. 6. To ensure that details of TCs are being uploaded and to also update the data regarding strength of students in various classes. 7. To update student enrolment data in the principals chamber and on the display boards. 8. Any other related work.



  
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4	Checking of Accounts/ Arrear and RTE fee related matters	Mr JATIN KOCHAR	I/C PRIMAR	<p>1. Check salary / Arrear prepared every month and to get it signed by principal / Vice Principal.</p> <p>2. All other matters related with school fee deposition.</p> <p>3. Fee related matters related to the students admitted under RTE</p>
		Mr. MOHAN SINGH YADAV	I/C SECONI	
		MRS SUMAN SHARMA	MEMBER	
		COMPUTER INSTRUCTOR PRIMARY	MEMBER	
5	CCA COMMITTEE	MR NIRUPAM KUMAR GUPTA	I/C	<p>CCA Calendar of activities</p> <p>1. To prepare an action plan for internal and external CCA activities for the session and to complete them in time. Tentative plan for the present session to be ready by 15th April 2024.</p> <p>2. They will also have to suggest practical plans for improvement of CCA activities.</p> <p>3. To check the preparation for CCA.</p> <p>4. To plan for awarding the prize winners on important days like 15th Aug, 26th Jan, etc.</p> <p>5. Guest lectures should also be organized on special occasions &amp; important days to celebrate the occasions with true spirit</p> <p>6. To send the reports to R.O &amp; to the media/ Agencies for publications.</p> <p>7. Organise class photographs.</p> <p>8. All work related to collection of matter and publication of Newsletters and school magazine and school diary. School Diary to be procured and issued to students by April 2024.</p> <p>9. House masters and children to be made aware of the points gained by each house after each competition as well as the running total at the end of each month.</p> <p>10. Topics for display board- once in two months.</p> <p>11. Any other related work.</p> <p>12. Formation of student council</p> <p>13. Identity Card for students by end of April for all classes except class XI (by the end of July).</p> <p><b>MORNING ASSEMBLY</b></p> <p>1. To plan the morning assembly programme and allot the duty to concerned House Master. In addition, to check the preparation of the programme before presenting in morning assembly.</p> <p>2. Children's birthdays will be celebrated in morning assembly.</p> <p>3. Celebration /observation of special days as part of assembly programme. List of special days to be prepared and handed over to the house-masters before the first house meeting.</p>
		MR. MUKUL SAINI TGT (SST)	ASST. I/C	
		MRS BHAWANA CHAUHAN	MEMBER	
		Ms. Nisa Malik TGT (Eng.)	MEMBER	
		MRS ANURADHA TGT (HIN)	MEMBER	
		MRS LALITA TOMAR A&E	MEMBER	
		(SANSKRIT)	MEMBER	
		MRS VIDHI SHARMA ,PRT	I/C PRIMAR	
		MRS SARITA RANA , PRT	MEMBER	
		MRS PARUL, PRT	MEMBER	
MRS RADHIKA BANSAL	MEMBER			
6	MORNING ASSEMBLY COMMITTEE	MRS ANITA RANI, PET	I/C	<p>10. Topics for display board- once in two months.</p> <p>11. Any other related work.</p> <p>12. Formation of student council</p> <p>13. Identity Card for students by end of April for all classes except class XI (by the end of July).</p> <p><b>MORNING ASSEMBLY</b></p> <p>1. To plan the morning assembly programme and allot the duty to concerned House Master. In addition, to check the preparation of the programme before presenting in morning assembly.</p> <p>2. Children's birthdays will be celebrated in morning assembly.</p> <p>3. Celebration /observation of special days as part of assembly programme. List of special days to be prepared and handed over to the house-masters before the first house meeting.</p>
		MR. MUKUL SAINI TGT (SST)	MEMBER	
		MRS RENU PANDIT	MEMBER	
		YOGA INSTRUCTOR	MEMBER	
		GAMES INSTRUCTOR	MEMBER	
		CCA I/C SECONDARY	MEMBER	
		CCA I/C PRIMARY	MEMBER	
		MR KAPIL DEV SHARMA	MEMBER	
7	COORDINATION COMMITTEE	MRS BHAWANA SHARMA,PGT	I/C S.St.	ALL RELATED WORK
		MR. PINTU GAUTAM, PGT (CHEM)	I/C SCIENC	
		MR. HIRA LAL PGT (HINDI) - HINDI	I/C HINDI	
		S.ST	I/C MATHS	
		MR. MANISH KUMAR PGT ENGLISH	I/C ENGLIS	

  
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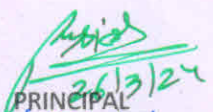


8	<b>TIME TABLE &amp; ARRANGEMENT</b>	MR. MANISH KUMAR SHARMA PGT	I/C SECON	<ol style="list-style-type: none"> <li>To frame the time table as per periods allotted and to bring in necessary changes as required due to KVS circulars or requirement of the Vidyalaya.</li> <li>To make alternative arrangements when teachers are on leave.</li> <li>To prepare and inform subject teachers about the special time-table during all holidays, breaks (Autumn &amp; Winter) and vacation including morning assembly time and one hour after the regular period of Vidyalaya as per action plan for class X &amp; XII.</li> <li>To ensure ringing of the bell in time.</li> <li>To prepare day wise Time Table of all the Teachers.</li> <li>All other related work.</li> </ol>
		MR. CHHAVIKANT PGT(MATHS)	MEMBER	
		MR. K. K. RAJORA TGT (SKT)	MEMBER	
		Mrs. BHAWANA TGT (Maths)	MEMBER	
		MRS RINKI SINGH, PRT	I/C PRIMAR	
		MRS VERSA BANSAL , PRT	MEMBER	
		MRS MONIKA , PRT	MEMBER	
9	<b>EXAMINATION ( INTERNAL PRIMARY AND SECONDARY ), CBSE EXAMINATION &amp; EXTERNAL EXAMINATION</b>	DR MANISH KUMAR , PGT(ENGLISH)	I/C SECON	<ol style="list-style-type: none"> <li>Tentative schedule of test/exams for the sessions will be circulated among the students &amp; parents for their prior information. The schedule of Exams as per KVS Academic Calendar may be got printed in the School diary.</li> <li>Exam time-table should also be informed to teachers, students &amp; parents at least two weeks before the Commencement of test/exam.</li> <li>To procure and maintain the required stationery of examination well in advance for monthly tests, practice tests, FAs, SAs, Half Yearly exams, Session ending exams, etc.</li> <li>All the required documents/materials like answer scripts, mark-slips, mark register, progress card etc. should be issued to concerned teacher in time.</li> <li>To ensure that answer scripts are corrected within stipulated time for the internal exams.</li> <li>Students and parents must be informed about the results of all test &amp; Exams at least within 10 days of completion of test/examination. Updated record must be kept ready for further course of action.</li> <li>To regularly check the CBSE and KVS site and to inform teachers about the latest circulars regarding exams, syllabi, and changes if any.</li> <li>To complete all CBSE correspondence and uploading of all data in time and as per schedule.</li> <li>To ensure all arrangements for internal and board exams are done as per schedule.</li> <li>To maintain proper record of students indulging in malpractice during Exam and action taken.</li> <li>To ensure Conduct of Exam related activities, Projects, Assignments, FA II activities by all Teachers in time.</li> <li>To randomly check evaluated Answer script. Any discrepancy/ Anomaly in evaluation to be brought to the notice of the Principal / Vice-Principal.</li> </ol>
		MR CHHAVIKANT, PGT MATHS	MEMBER	
		MR KRISHAN KR RAJORA TGT	MEMBER	
		MR MANISH KUMAR SHARMA, PGT	MEMBER	
		MRS RENU YADAV , TGT	MEMBER	
		MRS PUNITA , TGT	MEMBER	
		MR FLENDRA TIWARI, PGT	I/C CBSE	
		MR JASKARAN SINGH	MEMBER	
		MR S S NAHAR, PGT	MEMBER	
		MR SURJEET SINGH	I/C NIOS	
		MR RAKESH KUMAR GUPTA, PRT	MEMBER	
		MRS GAYATRI, PRT	I/C PRIMAR	
		MR PINTU SINGH, PRT	MEMBER	
		MRS MONIKA , PRT	MEMBER	
		MR VED PRAKSH YADAV , PRT	MEMBER	

  
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10	Result Analysis & Moderation	DR MANISH KUMAR , PGT	I/C	To analyse the Board result / Home examination result and send to the Regional office when required. All other related work.
		MR JASKARAN SINGH, PGT	MEMBER	
		MRS GAYATRI, PRT	MEMBER	
		MR. S. K. SUMAN TGT (HINDI)	MEMBER	
		MR PINTU SINGH, PRT	MEMBER	
11	EK BHARAT SHRESHTHA BHARAT (EBSB)	MRS BHAWANA SHARMA,PGT	I/C	ALL RELATED WORK
		MR. N. K. GUPTA PGT (HIS)	MEMBER	
		MR. RAJENDRA KUMAR PGT (ECO)	MEMBER	
		MR. MUKUL SAINI , TGT	MEMBER	
		MS. BHAWANA CHAUHAN TGT (ENG)	MEMBER	
		MS. ANURADHA YADAV TGT (HINDI)	MEMBER	
12	DISCIPLINE & Disciplinary Action taken Committee	MS. ANITA TGT (P&HE) I/C	I/C	<p>To ensure that students follow general instructions related to discipline.</p> <p>Committee members will keep a keen watch on behavior of students in school campus.</p> <p>This committee will take the responsibility to ensure healthy conducive atmosphere in Vidyalaya.</p> <p>Checking if students are properly turned out.</p> <p>Parents of latecomers to be informed.</p> <p>If any member finds any misbehavior by the students(s) it should be brought to the notice of disciplinary action committee so as to take necessary action. Committee will decide the punishment to concerned student (s).</p> <p>Surprise checks of bags of students.</p> <p>Any incident of indiscipline to be mentioned in the daily diary with discipline in charge by the teachers on duty.</p> <p>Any other related work.</p> <p>To decide on the necessary action based on reports given by the members of the discipline committee.</p> <p>To maintain the records of Action taken</p>
		MS. ANITA SAH, PGT	MEMBER	
		MR. F. TIWARI PGT (CHEMISTRY)	MEMBER	
		MRS BHAWANA, TGT	MEMBER	
		MRS ANURADHA TGT (HIN)	MEMBER	
		MR BIJENDRA KUMAR, PGT	MEMBER	
		MR. N. K. GUPTA PGT (HIS)	MEMBER	
		MR. JASKARAN SINGH PGT (CS)	MEMBER	
		MR. SURJEET SINGH	I/C PRIMARY	
		MRS VERSHA BANSAL	MEMBER	
		MRS SUMAN SHARMA	MEMBER	
		MRS RINKI SINGH, PRT	MEMBER	
		MRS VED PRAKSAH YADAV	MEMBER	
		MRS VIDHI SHARMA ,PRT	MEMBER	
		MRS SUNITI SARKAR	MEMBER	
MRS SARITA RANA , PRT	MEMBER			
ALL CLASS TEACHERS OF PRIMARY & SECONDARY	MEMBER			

  
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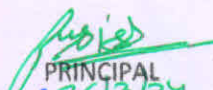
13	Publication Committee / Press & Media	MR. HIRA LAL PGT (HINDI) I/C	I/C	<ol style="list-style-type: none"> <li>To collect the articles from class magazine, students and staff.</li> <li>To edit the article.</li> <li>To put forth suggestions in all matters (Magazine, Brochure, School Diary and CMP News Letter) related to magazine.</li> <li>To prepare term wise newsletters and to send to RO and other Officials of KVS.</li> <li>To make news report of any event of Vidyalaya and in coordination with photography committee send report to media / KVS RO on the same day &amp; Any other related work</li> </ol>
		DR MANISH KUMAR (ENGLISH)	MEMBER	
		MRS BHAWANA TGT (MATHS)	MEMBER	
		MRS ANURADHA YADAVA	MEMBER	
		MR KRISHAN KR RAJORA	MEMBER	
		MRS SARITA RANA PRT	MEMBER	
		MRS KM PREETI PRT	MEMBER	
		COMPUTER INSTRUCTOR SEC.	MEMBER	
COMPUTER INSTRUCTOR PRIMARY	MEMBER			
14	VIDYALAYA MAINTENANCE REPAIR (CIVIL)	MR. KAPIL DEV SHARMA TGT (WE)	I/C	ALL RELATED WORK
		MR MOHAN SINGH YADAV	MEMBER	
		MR. RAJENDRA KUMAR PGT (ECO)	MEMBER	
		MR SURJEET SINGH , HM	MEMBER	
15	VIDYALAYA MAINTENANCE REPAIR (ELECTRICAL)	MR. KAPIL DEV SHARMA TGT (WE)	I/C	ALL RELATED WORK
		MR. NIRUPAM KR GUPTA TGT	MEMBER	
		MRS. BHAWNA SHARMA, PGT	MEMBER	
		MRS PRIYANKA KUSHWAHA	MEMBER	
16	Computer Labs, Websites & its updation , School Face book & Twitter page updation and all related activities	MR. JASKARAN SINGH PGT (CS)	I/C	<ol style="list-style-type: none"> <li>To check the computer class teaching progress of lower classes &amp; To manage the requirements for the computer classes</li> <li>To organize minimum two competitions</li> <li>To check mails frequently and inform the Chair .Also help in responding to the mails.</li> <li>To participate in ICT competitions of KVS and to help KV in downloading/uploading academic, administrative circulars from internet.</li> <li>To design E-newsletters twice in the academic session.</li> <li>To maintain K V website and to update twice a week.</li> </ol>
		MRS . RASHMI YADAV, TGT	MEMBER	
		MRS. LALITA TOMAR	MEMBER	
		COMPUTER INSTRUCTOR SEC.	MEMBER	
		COMPUTER INSTRUCTOR PRI	MEMBER	
		MRS SUNITI SARKAR	MEMBER	
17	CMP Committee	MR SURJEET SINGH	I/C	<p>To receive the requirement from all teachers for CMP activities every month on the last working day of the month.</p> <p>Purchase and distribution of all materials by the Third day of the month.</p> <p>Make list of all activities to be performed by the teachers.</p> <p>Proper maintenance of the stock register.</p> <p>All other related activities</p>
		MRS SUNITI SARKAR (PRT)	MEMBER	
		MRS MONIKA (PRT)	MEMBER	
18	SCOUTS & GUIDES	MR. CHHAVIKANT PGT (MATHS)	I/C	<ol style="list-style-type: none"> <li>Prepare S/G activity plan with tentative date &amp; Months for activities to be organized</li> <li>To select student for cubs, bulbul, scout &amp; guide enrolment in the month of April 2023.</li> <li>To make an arrangement for proper training of the students.</li> <li>To prepare scout &amp; guide to participate in various activities, both in internal &amp; external competitions.</li> <li>All other related work.</li> <li>To conduct all activities related to SCOUT &amp; GUIDE as per guidelines</li> </ol>
		MR. MOHAN SINGH YADAV TGT (LIB)	MEMBER	
		MR. RAJENDRA KUMAR PGT (ECO)	MEMBER	
		MR. KRISHNA KR RAJORA	MEMBER	
		MR. S. K. SUMAN TGT (HINDI)	MEMBER	
		MRS BHAWANA CHAUHAN TGT	MEMBER	
		MS. SARITA (PRT) I/C CUB	I/C	
		MRS SUNITI SARKAR	MEMBER	
		MR RAKESH KUMAR GUPTA, PRT	MEMBER	
MS. SARITA (PRT) I/C CUB	MEMBER			

  
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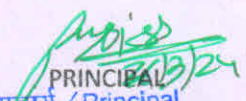
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19	<b>Staff &amp; Students Grievance Committee / Suggestion &amp; Complaint Box</b>	MRS. BHAWANA SHARMA (PGT)	I/C	<p>To study the suggestions and complaints received from staff &amp; students.</p> <p>Will form a committee if required for enquiry into the matter.</p> <p>To periodically open suggestion box, at least once in a month (third week of the month).</p> <p>To take required action on the suggestions/ feedback received.</p> <p>To maintain proper records of the suggestion and action taken.</p>
		MR NIRUPAM KR GUPTA	MEMBER	
		MRS LALITA TOMAR , TGT A&E	MEMBER	
		MR SURJEET SINGH, HM	MEMBER	
		MRS. SUNITI SARKAR, PRT	MEMBER	
20	<b>RTI Committee</b>	VICE PRINCIPAL	I/O	<p>Making proper record of RTI Cases with Id no. and date of reply.</p> <p>Ensuring the reply under RTI is given in the stipulated time period.</p> <p>All related works</p>
		MR HIRA LAL, PGT		
		MS NISHA MALIK, TGT		
		MR RAM GOPAL NIRMAL, ASO	MEMBER	
21	<b>PREVENTION OF CHILDREN / STAFF AGAINST SEXUAL HARASSMENT &amp; Internal Complaint Committee (ICC)</b>	MRS ANITA SAH PGT	I/C	<p>1. To obtain the information and list of procedures as per KVS guidelines and latest circulars</p> <p>2. As per need constitute a fact finding committee</p> <p>3. To complete the procedure for prevention of sexual harassment under intimation to Principal / VP.</p>
		MR PREM JEET PGT	MEMBER	
		MRS BHAWANA JHA TGT	MEMBER	
		MRS ANITA RANI TGT	MEMBER	
		MRS RENU YADAV , TGT	MEMBER	
		MRS RINKI SINGH, PRT	MEMBER	
		MRS VERSA BANSAL	MEMBER	
22	<b>RAJBHASHA KRIYANWAYAN SAMITI</b>	MR. HIRA LAL PGT (HINDI) I/C	INCHARGE	<p>1. To follow Rajbhasha Kalyan Samiti guidelines.</p> <p>2. To take necessary action for proper functioning of this Samiti.</p> <p>3. To create a Hindi atmosphere &amp; to promote usage of Hindi in daily use.</p> <p>4. To keep a vigil on quarterly progress of Rajbhasha Samiti..</p> <p>5. To Help Children participating in Sanskrit and Hindi competitions.</p> <p>6. Any other related work.</p>
		MR. SATISH KUMAR PGT (HIN)	MEMBER	
		MS. ANURADHA YADAV TGT (HINDI)	MEMBER	
		MR. VIRI SINGH TGT (HINDI)	MEMBER	
		MR KRISHNA KUMAR RAJORA	MEMBER	
23	<b>SCIENCE CO-ORDINATOR</b>	MR BIJENDRA KUMAR PGT	I/C	ALL RELATED WORK
		MS. ANITA SAH PGT (BIO)	MEMBER	
		MR. SUNIL KUMAR PGT (PHYSICS)	MEMBER	
		MR. BIJENDRA KUMAR PGT	MEMBER	
		MRS RASHMI YADAV	MEMBER	
24	<b>VALUE EDUCATION, LIFE SKILL &amp; ACP EDUCATION</b>	MRS. LALITA TOMAR TGT (AE)	I/C	<p>1. Plan AEP programme as per KVS direction.</p> <p>2. Report of conducted activities should be sent to KVS RO for information.</p> <p>3. To give counseling and guidance to students.</p> <p>4. To organize lectures or seminars related to the field.</p> <p>5. Suggestion box to be maintained opened once a month (convenient date to be fixed) gives solutions/answers to children's queries, problems and suggestions.</p>
		MR MOHAN SINGH YADAV, LIB	MEMBER	
		MRS RANJU SINGH	MEMBER	
		MS. ANURADHA YADAV TGT (HINDI)	MEMBER	
		COUNSELOR	MEMBER	

  
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25	<b>DAILY CLEANLINESS, HYGIENE &amp; SANITATION</b>	MS. ANITA RANI, PET I/C	I/C	<p>Proper distribution of duties to the different members of the conservancy/housekeeping staff.</p> <p>To ensure that the house keeping staff perform the following duties-</p> <p>Cleanliness of entire school and school campus.</p> <p>Cleaning of all toilets 3 times a day.</p> <p>Wet mop of all corridors, departments and staircase.</p> <p>Corridors, staircases and classrooms to be cleaned after school hours.</p> <p>Wing wise duties to be assigned to the committee members to monitor the work of conservancy staff.</p> <p>Purchase of required items and materials for cleaning purposes.</p> <p>To ensure that sufficient no. of dustbins are located in corridors, grounds, classrooms, etc. all dustbins to be emptied daily and waste to be properly disposed.</p> <p>To ensure that water points are regularly cleaned.</p> <p>To also involve the members of the student council in monitoring cleanliness of the Vidyalaya.</p> <p>Any other related work</p>
		MS. ANITA SAH PGT (BIO)	Asst I/C	
		MR PINTU GAUTAM , PGT	MEMBER	
		MR. PREJEET , PGT	MEMBER	
		MR. KAPIL DEV SHARMA TGT (WE)	MEMBER	
		MR MUKUL SAINI	MEMBER	
		MRS RANJU SINGH	MEMBER	
		MRS PRIYANKA KUSHWAHA	MEMBER	
		MR JATIN KOCHAR	I/C PRIMAR	
		MR VED PRAKASH YADAV	MEMBER	
		MRS RADHIKA BANSAL	MEMBER	
		MRS RENU PANDI PRT	MEMBER	
		MR PINTU SINGH, PRT	MEMBER	
		MRS VIDHI SHARMA ,PRT	MEMBER	
MS. SARITA ,PRT	MEMBER			
ALL CLASS TEACHERS OF PRIMARY & SECONDARY	MEMBER			
26	<b>SOP and Security of School premises, Disaster Management &amp; EVACUATION TEAM</b>	MR PINTU GAUTAM , PGT	I/C	<p>To ensure availability / presence of security staff as per contract and to liase with contractor to overcome any deficiency.</p> <p>To identify potential fire safety hazards. To continuously monitor the potential danger to the life of children and staff due to structural and design deficiency of school building.</p> <p>To ensure that fire safety equipment is available at all required points and in functional condition and to complete process for procuring necessary fire extinguishers.</p> <p>To organize Mock Drills after prior information to Principal / Vice- Principal.</p> <p>To liase with the local agencies like fire department, Traffic Police to spread awareness among students and staff regarding various safety issues.</p> <p>To ensure safe entry and exit of children into and out of the school campus</p>
		MR CHHAVIKANT, PGT MATHS	MEMBER	
		MRS ANITA RANI	MEMBER	
		MR SURJEET SINGH	MEMBER	
		MR RAKESH KUMAR GUPTA	MEMBER	
		MR MANISH KUMAR SHARMA, PGT	MEMBER	
		DR MANISH KUMAR	MEMBER	
		MRS PREETI	MEMBER	
		MS FARHA KAUSAR	MEMBER	
		MR AYYUB SUB STAFF	MEMBER	
		MR JITENDER SHARMA SUB STAFF	MEMBER	
27	<b>Excursion Cum Educational Tour &amp; Adventure Trip</b>	MR MUKUL SAINI TGT	I/C	<p>1. To make plans for the different classes in the months of April &amp; May for the academic session 2024-25</p> <p>2. To decide the place, make arrangement for conveyance and to obtain permission from RO (if required) well in time.</p> <p>3. Estimate the amount to be collected from students if necessary.</p> <p>4. Keep the willingness forms ready.</p> <p>5. Arrange for refreshments if required.</p> <p>6. Any other related work</p>
		MR. RAJENDRA KUMAR PGT (ECO)	MEMBER	
		MS. ANITA TGT (P&HE)	MEMBER	
		MR. PINTU GAUTAM PGT (CHEM)	MEMBER	
		MRS. RASHMI YADAV TGT (SCI)	MEMBER	
		MRS PUNITA , TGT	MEMBER	
		MRS. RASHMI YADAV TGT (SCI)	MEMBER	
MRS. PARUL (PRT)	MEMBER			

  
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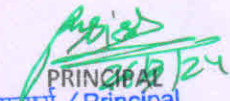
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28	Teacher's Diary & Teachers Records Checking	VICE PRINCIPAL	I/C SEC.	To check the Teacher's diary and record frequently. Maintain the record of observation & All related work
		MR SURJEET SINGH, HM	I/C PRIMAR	
29	Staff Club / Staff Meeting Arrangement / writing of minutes of staff meeting	MRS BHAWANA SHARMA, PGT	I/C	Arrangement for staff meeting as and when needed. Looking after the proper seating arrangement and Arrangement of gift for the meeting. Writing of the minutes of staff meeting All related works.
		MR MUKUL SAINI TGT	MEMBER	
		MRS ANURADHA YADAVA	MEMBER	
		MRS BHAWANA CHAUHAN	MEMBER	
		MS NISHA MALIK, TGT	MEMBER	
		MR KRISHNA KUMAR RAJORA	MEMBER	
		MRS SUNITI SARKAR	MEMBER	
		MR PINTU SINGH, PRT	MEMBER	
30	Art & Craft, Decoration and Beautification of Vidyalaya	MRS. LALITA TOMAR TGT (AE)	I/C	1. To suggest and work out a plan for beautification of the school building and campus in the month of April. 2. To get framed paintings done by children for display at various location in the school. 3. To get the walls of the primary class rooms painted artistically by professional Painters/ Artist. All other related work.
		MS. ANITA SAH PGT	MEMBER	
		MRS PRIYANKA KUSHWAHA, TGT	MEMBER	
		MR KAPIL DEO SHARMA	MEMBER	
		MRS RINKI SINGH, PRT	MEMBER	
		MRS RENU PANDIT, PRT MUSIC	MEMBER	
		COMPUTER INSTRUCTORS	MEMBER	
31	MAINTENANCE OF GROUND & ITS CLEANLINESS	MS. ANITA TGT (P&HE) I/C	INCHARGE	1. To plan for repair & maintenance required in the Vidyalaya building and Departments. 2. Plan for painting, colour /whitewash to be made in the month of April so that these works can be carried out in the Summer Vacation. 3. To plan & purchase the material required for the purpose & complete all the assignments in time. 4. Arrange to keep the Vidyalaya Campus neat & clean. 5. To take an action in time for the decent look of the Vidyalaya. 6. To ensure the tube lights & fans are in proper working condition.. 7. If there is any repair related to this, the committee will take action for the same well in advance. 8. Any other related work.
		MR RAJENDRA PRASAD	MEMBER	
		MR KAPILDEO SHARMA	MEMBER	
		YOGA TEACHER	MEMBER	
		SPORTS COACHES	MEMBER	

  
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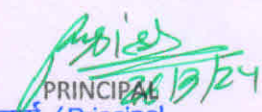


32	LIBRARY COMMITTEE	MR MOHAN SINGH YADAV, LIB	I/C	<p>1. Make available curriculum books, Textbooks, Collection of CBSE &amp; session ending examination old question papers to the students.</p> <p>2. Newspapers, magazines etc should be readily available in library.</p> <p>3. Prepare a list of books with the help of subject teachers by April 2023. Purchase them latest by Dec 2023 as per Vidyalaya budget provision.</p> <p>4. Two competitions should be organized in this session for the staff and students which could motivate them to make better use of the library.</p> <p>5. To present reviews in the assembly of new arrivals. By Staff/Students.</p> <p>6. To organize book fairs and exhibition.</p> <p>7. Issue of books to the students &amp; staff should be frequent &amp; should be recorded in issue register for verification by the higher officers.</p> <p>8. To purchase books for the Library as per the recommendations of Library Committee.</p> <p>9. Automation of the library and Any other related work.</p>
		MR SUNIL KUMAR PGT	MEMBER	
		MR. MANISH KUMAR SHARMA PGT	MEMBER	
		MR. HIRA LAL PGT (HINDI)	MEMBER	
		DR MANISH KUMAR PGT (ENGLISH)	MEMBER	
		MRS BHAWAN JHA	MEMBER	
		MR SANTOSH KUMAR SUMAN	MEMBER	
		MRS. MONIKA (PRT)	MEMBER	
MRS SUMAN SHARMA	MEMBER			
33	TEACHING AIDS, CCE RECORDS & TLM	MS. SUMAN SHARMA (PRT)	I/C PRIMAR	<p>To procure required Teaching Aid as per the need of teachers.</p> <p>Proper maintenance and distribution of Teaching aid to all teacher concerned and all other related work.</p>
		MRS RADHIKA BANSAL	MEMBER	
		MRS RASHMI YADAV TGT I/C	I/C SEC.	
		MR SUNIL KUMAR PGT	MEMBER	
		MR.FLENDRA TIWARI	MEMBER	
		MR NIRUPAK KUMAR GUPTA	MEMBER	
		MR MUKUL SAINI TGT	MEMBER	
MR JASKARN SINGH	MEMBER			
34	N.C.C	MR. KAPIL DEV SHARMA TGT (WE)	I/C	ALL RELATED WORK
		MR. HEERA LAL	MEMBER	
		MR PREMJEET PGT	MEMBER	
35	NAEP	Mr KRISHNA KR RAJORA TGT	MEMBER	<p>1. Plan AEP programme as per KVS direction.</p> <p>2. Report of conducted activities should be sent to KVS RO for information.</p> <p>3. To give counseling and guidance to students.</p> <p>4. To organize lectures or seminars related to the field.</p> <p>5. Suggestion box to be maintained opened once a month (convenient date to be fixed) gives solutions/answers to children's queries, problems and suggestions.</p>
		MRS. RANJU SINGH TGT (S.ST)	I/C	
		MS. ANITA SAH PGT (BIO) I/C	MEMBER	
		MRS. LALITA TOMAR TGT (AE)	MEMBER	
36	FURNITURE COMMITTEE	MRS. BHAWNA SHARMA PGT (COMMERCE)	MEMBER	<p>1. To plan for repair &amp; purchase of Vidyalaya furniture for student &amp; staff in various classrooms &amp; departments as per requirement &amp; budget.</p> <p>2. To clear/get shifted un utilized furniture.</p> <p>3. To get classroom, black boards, name boards, etc. painted and maintained.</p> <p>4. To identify all furniture that can no longer be repaired and to complete the process of condemnation and auction.</p> <p>5. All related work</p>
		MR. RAJENDRA KUMAR PGT (ECO)	I/C	
		MR PREMJEET PGT	MEMBER	
		MRS RENU YADAV , TGT	MEMBER	
		MR MOHAN SINGH YADAV	MEMBER	
		MR KRISHNA KR RAJORA, TGT	MEMBER	
		MR SURJEET SINGH , HM	MEMBER	
MRS GAYATRI, PRT	MEMBER			
MS FARHA KAUSAR	MEMBER			

  
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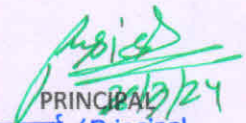
37	<b>PURCHASE COMMITTEE</b>	MR FLENDRA TIWARI, PGT	I/C	<p>1. To estimate the requirements in the beginning of the academic year in consultation with various departments.</p> <p>2. To ensure that all items are purchased following the correct purchase procedures.</p> <p>3. To verify items purchased by various departments.</p>
		MR JASKARAN SINGH PGT	MEMBER	
		MR HIRA LAL YADAV	MEMBER	
		MR KAPILDEO SHARMA WET	MEMBER	
		MRS LALITA TOMAR	MEMBER	
		MRS PRIYANK KUSHWAHA	MEMBER	
		MR SURJEET SINGH HM	MEMBER	
		MRS RADHIKA BANSAL	MEMBER	
	MR RAMGOPAL NIRMAL ASO	MEMBER		
38	<b>FIRST AID AND MEDICAL CHECKUPS OF STUDENTS</b>	MRS ANITA SAH PGT	I/C	<p>1. To prepare a plan for student's medical check - up twice in this session by authorized Medical Officer.</p> <p>2. To purchase required items for first aid and other medicines on the advice of the doctor.</p> <p>3. To plan for purchase of required items so as to keep the medical room well equipped.</p> <p>4. To organize expert talks related to health &amp; hygiene.</p> <p>5. To place requirement for health card of students.</p> <p>6. To ensure that class wise health data is maintained in the computer by the Nurse.</p> <p>7. Any health abnormalities observed by the doctor or nurse should be immediately intimated to the parents after informing the Principal.</p> <p>8. To monitor the work done by the Doctor and Nurse appointed on contractual basis.</p> <p>Any other related work.</p>
		MRS RASHMI YADAV		
		MRS PRIYANK KUSHWAHA		
		MRS. GAYATRI (PRT)	MEMBER	
		MR. PINTU SINGH (PRT) I/C	MEMBER	
		COUNSELOR	MEMBER	
		SPECIAL EDUCATOR	MEMBER	
		STAFF NURSE	MEMBER	
39	<b>PM SHRI RELATED WORK &amp; ITS DISTRIBUTION</b>	MR JASKARAN PGT	I/C	ALL RELATED WORK
		ALL CONCERNED INCHARGES	MEMBER	
40	<b>PA SYSTEM SETTING &amp; ITS DAILY MAINTENANCE</b>	MR. KAPIL DEV SHARMA TGT (WE)	I/C	ALL RELATED WORK
		MRS ANITA RANI PET		
		SPORTS COACH		
		MUSICS COACHE	MEMBER	
41	<b>MODERN LAB</b>	MR. BIJENDRA KUMAR PGT	I/C	ALL RELATED WORK
		MRS ANITA SAH PGT	MEMBER	
		MR PINTU GAUTAM , PGT	MEMBER	
42	<b>JUNIOR SCIENCE LAB</b>	MRS PRIYANK KUSHWAHA, TGT	I/C	ALL RELATED WORK
		MRS RASHMI YADAV	MEMBER	
		MS. ANITA TGT (P&HE)	MEMBER	
		MRS ANITA SAH PGT	MEMBER	
		MR PINTU GAUTAM , PGT	MEMBER	
43	<b>ALUMNI COMMITTEE</b>	MR. SURJEET SINGH (H.M.)	I/C	ALL RELATED WORK
		MR MOHAN SINGH YADAV TGT (S.ST)	MEMBER	
		MR. JASKARAN SINGH PGT (CS)	MEMBER	
		MR. F. TIWARI PGT (CHEMISTRY)	MEMBER	
		MR. PINTU GAUTAM PGT	MEMBER	
		COMPUTER INSTRUCTOR	MEMBER	
44	<b>GENERATOR COMMITTEE</b>	MS. ANITA TGT (P&HE)	I/C	ALL RELATED WORK
		MR. KAPIL DEV SHARMA TGT (WE)	MEMBER	
		MR. BHAWAN JHA TGT (MATHS)	MEMBER	

  
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11/14

45	<b>MATHS OLYMPIAD</b>	MRS PUNITA , TGT	I/C	ALL RELATED WORK
		MR. MANISH KUMAR SHARMA PGT	MEMBER	
		MR. CHHAVIKANT PGT (MATHS)	MEMBER	
		MRS. RENU YADAV TGT (MATHS)	MEMBER	
		MRS BHAWANA TGT (MATHS)	MEMBER	
46	<b>SCIENCE OLYMPIAD &amp; SCIENCE EXHIBITION</b>	MRS. RASHMI YADA TGT (MATHS)	I/C	ALL RELATED WORK
		MR. BIJENDRA KUMAR PGT (PHY)	ASST. I/C	
		MR. F. TIWARI PGT (CHEMISTRY)	MEMBER	
		MR PINTU GAUTAM , PGT	MEMBER	
		MRS ANITA SAH PGT	MEMBER	
		MRS PRIYANK KUSHWAHA	MEMBER	
47	<b>TRANSPORT ARRANGEMENT</b>	MR MUKUL SAINI TGT	I/C	ALL RELATED WORK
		MR NIRUPAM KR GUPTA	MEMBER	
		MR RAJENDRA PRASAD	MEMBER	
		MR BIJENDRA KUMAR PGT	MEMBER	
		ALL CONCERNED PROGRAM I/C	MEMBER	
48	<b>Natural Club &amp; Gardening Committee</b>	MRS. ANITA SAH,PGT	I/C	<p>To ensure the attendance of gardeners before payment every month.</p> <p>To procure the required seeds and plants etc. as per the season &amp; requirement.</p> <p>To procure required implements for gardening.</p> <p>Maintenance of grass cutting machines and to monitor cutting of grass and weeds in the school premises throughout the year.</p> <p>Conduct activities to create awareness amongst children towards protection of Nature.</p> <p>To organize Trips &amp; All other related works.</p>
		MRS. RASHMI YADAV TGT (SCI) I/C	MEMBER	
		MRS RANJU SINGH, TGT	MEMBER	
		MRS RENU YADAV , TGT	MEMBER	
		MRS LALITA TOMAR	MEMBER	
		MRS VERSA BANSAL PRT	MEMBER	
		MR RAKESH KUMAR GUPTA, PRT	MEMBER	
		MRS RADHIKA BANSAL	MEMBER	
MRS LALITA TOMAR	MEMBER			

  
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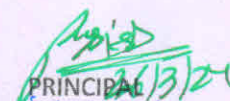


49	<b>SOCIAL SCIENCE EXHIBITION</b>	MRS BHAWANA SHARMA, PGT	I/C	ALL RELATED WORK
		MR. RAJENDRA KUMAR PGT (ECO)	MEMBER	
		MR. N. K. GUPTA PGT (HIS)	MEMBER	
		MRS RANJU SINGH	MEMBER	
		MR. MUKUL SAINI TGT (SST)	MEMBER	
50	<b>CHILD WELFARE / Team for Students with Special Needs / DIVYANG RELATED PROBLEMS COMMITTEE</b>	MS. NISHA MALIK, TGT	I/C	1. To obtain the information and list of procedures as per KVS guidelines and latest circulars and to maintain a record of activities. 2. As per need advice to Vidyalaya authorities for betterment / facilities of Divyang Students under intimation to Principal / VP.
		MR RAJENDRA PRASAD, PGT	MEMBER	
		MR SURJEET SINGH	MEMBER	
		MS FARHA KAUSAR , PRT	MEMBER	
		MR PINTU SINGH, PRT	MEMBER	
		MR RAKESH KUMAR GUPTA, PRT	MEMBER	
51	<b>CONDUCT OF PTM</b>	MR CHHAVIKANT, PGT MATHS	I/C	1. To Co-ordinate PT meetings after all main exams and as and when required. 2. To make minutes of PT meeting. 3. To ensure that class teachers maintain records of the attendance of parents. 4. Any other related work
		DR MANISH KUMAR	INCHARGE	
		MRS RENU YADAV , TGT	MEMBER	
		MR. HIRA LAL PGT (HINDI)	MEMBER	
		MR SURJEET SINGH	I/C PRIMAR	
		MRS GAYATRI, PRT	MEMBER	
52	<b>Career , Guidance , Counseling &amp; Wellness Committee</b>	COUNSELOR	I/C	1. Provide proper guidance to students for their career planning. 2. Employment News, magazines and newspapers' information should also be placed on career guidance display board for students & staff. 3. Experts should also be invited time-to-time to provide proper guidance to the students. 4. Keeping close contact with guidance & counseling agencies for collecting proper guidance & information for various career options.
		MR MOHAN SINGH YADAV	MEMBER	
		MRS ANITA SAH PGT	MEMBER	
		MRS LALITA TOMAR	MEMBER	
		MRS BHAWANA CHAUHAN TGT	MEMBER	
53	<b>ATAL TINKERING LAB</b>	MR CHHAVIKANT, PGT MATHS	I/C	ALL RELATED WORK
		MR.SUNIL KUMAR	ASSTT. I/C	
		MR. F. TIWARI PGT (CHEM)	MEMBER	
		MR. PINTU GAUTAM PGT (CHEM)	MEMBER	
		MR. BIJENDRA KUMAR PGT (PHY)	MEMBER	
		MRS. RASHMI YADAV TGT (SCI)	MEMBER	
		MRS. PRIYANKA KUSHWAHA TGT (SCI)	MEMBER	
54	<b>NATURE CLUB / ECO CLUB</b>	MR. VIRI SINGH ,TGT	I/C	ALL RELATED WORK
		MRS. PRIYANKA KUSHWAHA TGT	MEMBER	
		MRS. RASHMI YADAV TGT (SCI)	MEMBER	
		MRS ANITA SAH PGT	MEMBER	
		MR PREMJEET PGT	MEMBER	

  
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55	Children Park	MR JATIN KOCHAR	I/C	It is the duty of the members to keep on checking working condition of all swings, Monitoring of student there and all other related works.
		MR RAKESH KUMAR GUPTA, PRT	MEMBER	
		MR VED PRAKASH, PRT	MEMBER	
		MR SURJEET KUMAR SINGH	MEMBER	
		MRS RINKI SINGH, PRT	MEMBER	
56	PHOTOGRAPHY & PRESS AND MEDIA COMMITTEE	MR HIRA LAL	I/C	To liase with the local photographer for any big cultural event and have soft / hard copies. To take picture / Video of all important events / cultural programmes and collect them date wise in folder present in the system of I/C Computer. Website updation committee makes sure that pictures are uploaded event wise in School website / facebook page / Twitter/ Youtube . All other related works.
		MR JASKARAN SINGH	MEMBER	
		MRS ANURADHA YADAV	ASST. I/C	
		MR MUKUL SAINI TGT	MEMBER	
		MRS BHAWANA CHAUHAN TGT	MEMBER	
		MRS ANITA RANI, PET	MEMBER	
		MRS KM PREETI	MEMBER	
		MRS MONIKA PRT	MEMBER	
		MRS VIDHI SHARMA ,PRT	MEMBER	
		SPORTS COACHES	MEMBER	
		YOGA TEACHER	MEMBER	
		ALL I/C OF THE CONCERNED PROGRAM/ EVENT	MEMBER	
		57	Child Right Protection cell / Advisory Committee	
MR FALENDRA TIWARI	MEMBER			
MRS BHAWANA SHARMA, PGT	MEMBER			
MRS ANITA RANI , PET	MEMBER			
MRS GAYATRI PRT	MEMBER			
MRS RINKI SINGH, PRT	MEMBER			
ALL CLASS TEACHERS OF PRIMARY & SEONDARY	MEMBER			
58	ICT / TLM Committee	MR JASKARAN SINGH PGT	I/C	1. To train staff members in the use of interactive board and help in making PPT presentations. Training schedule to be prepared by April 20th. 2. To facilitate the web access to all in the learning process 3. To procure required audio and video CDs or cassettes
		MR MANISH KUMAR SHARMA, PGT	ASST. I/C	
		MRS LALITA TOMAR	MEMBER	
		MRS ANURADHA YADAV	MEMBER	
		COMPUTER INSTRUCTOR SEC.	MEMBER	
		COMPUTER INSTRUCTOR PRI.	MEMBER	
59	MATHS CLUB / MATHS LAB	MR. MANISH KUMAR SHARMA PGT	I/C	ALL RELATED WORK
		MRS. RENU YADAV TGT (MATHS) I/C	MEMBER	
		MRS PUNITA DEVI TGT	MEMBER	
		MR. CHHAVIKANT PGT (MATHS)	MEMBER	
		Mrs. Bhawana TGT (Maths)	MEMBER	
60	INTEGRITY CLUB (DISHA CLUB) & YOUTH PARLIAMENT	MRS. RANJU SINGH TGT	I/C	1. Celebration of festivals 2. Organizing community lunch 3. Value Education by teachers and other guest speakers 4. Programmes in assembly to promote honesty, secularism, patriotism etc
		MR NIRUPAM KU GUPTA	ASSTT. I/C	
		MR MUKUL SAINI TGT	MEMBER	
		MRS BHAWANA SHARMA PGT	MEMBER	
		PGT SOCIOLOGY	MEMBER	
		MR RAJENDRA PRASAD	MEMBER	

  
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61	Games and Sports Committee	MRS ANITA RANI , PET	I/C	<ol style="list-style-type: none"> <li>1. To prepare a plan &amp; compact programme for the entire session as per the KVS academic calendar.</li> <li>2. Select the students for particular games in the beginning of the session to impart proper training to students.</li> <li>3. Set a target &amp; must proceed accordingly to achieve maximum success in the meets.</li> <li>4. Utilize the games period primarily for the development of the earmarked games by the KVS.</li> <li>5. Facilitate all the students with the available games equipments for the optimum use of the available sports equipments in school.</li> <li>6. To organize inter house competition and mini and annual sports day.</li> <li>7. To put forward requirement for purchase of all required sports items.</li> <li>8. To form school teams in different games</li> <li>9. Any other related work.</li> </ol>
		MR. SUNIL KUMAR PGT (PHYSICS)	MEMBER	
		MR PREMJEET PGT	MEMBER	
		MR KAPIL DEO SHARMA	MEMBER	
		MR KRISHNA KR RAJORA, TGT	MEMBER	
		MR RAKESH KUMAR GUPTA, PRT	MEMBER	
		MR JATIN KOCHAR PRT	MEMBER	
		MRS RENU PANDIT PRT MUSIC	MEMBER	
		MRS MONIKA PRT	MEMBER	
		MR RAKESH KUMAR GUPTA, PRT	MEMBER	
		MR JATIN KOCHAR PRT	MEMBER	
		MRS BHAWANA CHAUHAN TGT	MEMBER	

*Principals*  
**PRINCIPAL** 26/3/24  
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**CHAIRMAN**

**PRINCIPAL**