

KENDRIYA VIDYALAYA NO .3 DELHI CANTT -10
INSTITUTIONAL PLANNING
(I SHIFT)

SESSION 2023-24

S.NO	COMMITTEE'S	INCHARGE'S	MEMBER'S
1	ADMISSION	SECONDARY & PRIMARY	
	Class -I to XII Enrolment with all category and monthly updates	Vice Principal Ms Payal Priyadarshini (I/C) Ms. Teena Meena Ms. Sonia Chawla , PRT(I/C) Mr. Sheodhari	Mr. Sunil Ahlawat Ms. Priya Jha , Mr Yogesh , PRT Mr. Ashok , PRT Mr. Sanjeev , PRT
2	EXAMINATION		
a	Internal Exam VI to XII	Ms. Pinki (I/C) Mr. Hitendra Mr. Khimanand (I/C)/ Ms. Sheeba Dabas	Ms. Neetu Varshney Mr. Virendra Kumar Mr. Mukesh Singh(maths) Mr. Sanjeev , PRT Ms. Sheeba , PRT Ms. Sonam , PRT
b.	CBSE-Registration of classes XI-XII including Result Analysis of X , XI & XII	Mr. Manoj Tanwar(I/C) Mr Hitendra	Class Teachers
c	All olympiads including KVS Olympiad/NGSE/INSPIRE/NTSE/ KYPY/etc	Ms Shaheda Hussain (I/C) PGT(Maths) Ms Sheela Meena Ms. Reet Barik	All Class Teachers Ms. Suman , TGT Ms. Anuradha ,PRT Ms. Reeta Barik
d	Embibe	Ms Teena Meena	All Class Teachers
e	Artificial Intelligence	Ms Priya	Computer Instructor All Class Teachers
f	Maths Olympiad	PGT(Maths) Ms Monika	All Class Teachers
g	PISA /CCT	Ms. Pragati Upadhyay(I/C) Mr Sunil Ahlawat	All Class Teachers
h	Awakened Citizen Programme	Ms. Arpita (I/C) Ms Rekha	All Class Teachers
i	Green Olympiad	PGT(Physics)/ Ms. Pinki	All Class Teachers
3	TIME TABLE & ARRANGEMENT	Mr. Dev Kumar (I/C) Ms. Rakhee Suyal (I/C)/Mr. Manoj Kumar	Ms. Neetu Varshney Mr. Deepak Mrs. Sonu Yadav , PRT Ms. Laxmi, PRT Mr. Pankaj ,PRT
4	CO-CURRICULAR ACTIVITIES /STUDENTS' COUNCIL	Ms. Shivangi (I/C) Mr. Shailendra Ms. Rekha Ms. Taruna (I/C)	House Masters Mr. Kiran Kumar , PRT Ms Charu,PRT Mr. Kiran,PRT

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1	ADMISSION	SECONDARY & PRIMARY	
5	a.DISCIPLINE /ARRIVAL & DISPERSAL	Vice Principal Mr. Prashant (I/c) Mr. Virender Mr. Khimanand (I/c)/Mr. Sanjay Kumar	Ms. Neelam Ms. Sumitra Mr. Manoj Tanwar All Class Teachers & Sport coaches Ms Nidhi Verma , PRT Mr. Neeraj, PRT Ms Rashmi Garg , PRT Mr Hemant Dabas ,PRT
	b.LATE COMERS & UNIFORM CHECK	Mr. Prashant(I/C) Mr. Hemant Dabas(I/c) House Masters	All Class Teachers & Sports Coach
6	SCHOOL BELL	Mr. Deepak (I/C) Mr. Sandeep	Mrs. Sheela Devi Mr. Triloki Chand Mr. Sunil
7	PURCHASE	Ms. Neetu Varshney(I/C) Ms. Pinki Ms. Shivangi G. Pathak Mr. Deepak Ms. Reeta Barik	Mr. Shailender Ms. Payal Priyadarshini Mr. Khimanand , PRT Ms. Sheela Meena , PRT, Ms Sheetu , PRT Dept. Incharges
8	CONDEMNATION	Ms. Neetu Varshney (I/C) Ms. Payal Priyadarshini Ms. Manoj Kumar , PRT(I/C) Mr. Sheodhari	Mr. Jeewan Joshi Lab Incharges All Dept .Incharges Ms. Sonu ,PRT Mr. Ashok ,PRT
9	FIRST AID	Ms Payal Priyadarshini(I/C) PGT(Physics) Ms Nisha Gaur (I/C)	Doctor Nurse Ms. Arpita Mr. Hemant ,PRT Mr. Sanjeev Kumar,PRT
10	RAJBHASHA	Mr. Amit Mankar I/C Mr. Sandeep Mr. Sheodhari	All teachers
11	PA SYSTEM	Mr. Deepak(I/C) Mr.Mukesh Singh (Arts) Mr. Ashok Kumar, PRT(I/C)	Mr. Yogesh ,PRT Mr. Panjaj Kumar, PRT Mr. Triloki
12	FURNITURE	Mr. Shailendra I/C Mr. Virendra Kumar Mr. Khimanand ,PRT(I/C) Mr. Hemant Dabas	Class Teachers Mr. Yogesh ,PRT Mr. Ramjeet ,PRT Ms Nisha Gaur ,PRT Mr Hemant ,PRT
13	SOCIAL SCIENCE EXHIBITION & EBSB, YOUTH PARLIAMENT	Ms. Subashini Maharana (I/C) Mr Sunil Ahlawat Ms. Pragati Upadhyay Ms.Ramandeep Kaur	Mr. Hitendra All Social Science teachers

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1	ADMISSION	SECONDARY & PRIMARY	
14	SCOUT & GUIDES	Mr. Lakshman Shukla (I/C) Ms. Kanak Lata Ms. Suman Singh Ms Sonia Chawla, Bulbul(I/C) Mr Ramjeet club I/C	Ms. Jaskiran Kaur Mr. Mukesh Singh (M) Ms. Rekha , Mrs. Priya Jha Mr. Mukesh Singh(Arts) Mr. Sandeep Mr. Deepak & All trained teachers Ms Sonu ,PRT Ms Rakhi Suyal,PRT Mr Ashok Dangi ,PRT Mr Khimanand ,PRT
15	a) SCIENCE, MATHS AND COMPUTER EXHIBITION/ b) NATIONAL CHILDREN SCIENCE CONGRESS	Mr. Dev Kumar(I/C)/PGT(Physics) Mrs. Neetu Varshney Ms. Shaheda Hussain Mr. Manoj Tanwar(I/C)	Ms Monika All Science & Maths Teachers All Sci & Maths teachers
16	ART & CRAFT /PAINTING	Mr. Mukesh Singh(Arts) (I/C) Mr. Deepak	Art & Craft Teachers from Pri. Wing
17	ENVIRONMENT/ECO CLUB/GARDENING BUILDING AS A TEACHING AID & BEAUTIFICATION	Ms Shahida(I/C) Ms. Priya Jha Ms. Charu Ruwali ,PRT Mrs Anuradha , PRT Mr. Mukesh Kr. Singh /AET(Primary)	Ms. Payal Priyadarshini Ms. Arpita Ms. Sheetu Khera , PRT Ms Sonu Yadav ,PRT Ms Sonia Chawla ,PRT
18	SCHOOL MAGAZINE STUDENTS DIARY E MAGAZINE DISTRIBUTION AND RECORD OF SCHOOL MAGAZINE, SCHOOL DIARY , STUDY MATERIAL	Ms. Shivangi(I/C) Mr. Shailendra Mr. Amit Mankar Mr. Taruna ,PRT(I/C)	Ms.Neetu Varshney Mr. Jeewan Chandra Joshi Ms. Sanju Sharma Mr Mukesh Kr. Singh AE Ms. Neelam Mr. S.K. Jha Ms. Sheeba Dabas , PRT Mr. Panakaj ,PRT Mr. Kiran Kumar , PRT
19	TRANSPORT/EXCURSION	Mr. Prashant (I/C) Mr. Manoj Tanwar PGT(Maths) Mr. Manoj Kumar	Mr. Mukesh Kr. Singh , Ms. Sumitra Mr. Yogesh Koli,PRT
20	PHOTOGRAPHY	Mr. Mukesh Singh(Arts) (I/C) Ms. Sheeba Dabas(I/C)	Mr. Jeewan Chandra Joshi Mr. Archana, Comp. Instr. Ms. Sheetu Khera , PRT Ms. Sheela Meena , PRT
21	DTC PASS/CEA Attestation of students etc.	Mr. Prashant (I/C)	Mr. Deepak
22	ALUMNI	Mr. Shaheda Husain (I/C) Mr. Sunil Ahlawat	Mr. Shailendra Mr. Prashant
23	WEBSITE UPDATING INCLUDING TC UPLOADING	Ms Neetu Varshney(I/C) Mr Kiran Kumar	Ms Monika , PGT(Maths) Computer Instructor

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1	ADMISSION	SECONDARY & PRIMARY	
24	EMAIL RECORDING KEEPING	Mr. Shivdhari(I/C)	SSA Ms. Monika Ms. Chandna Sharma
25	LIBRARY	Mr. Jeewan Chandra Joshi (I/C) Ms Charu ,PRT(I/C)	Ms. Asha Gupta Ms. Sanju
26	RESOURCE ROOM & STAFF MEETINGS	Mr. Shivangi (I/C) Ms. Neetu Varshney Mr. Ashok Kumar,PRT(I/C)	Mr. Deepak Mr. Mukesh Singh (Arts)
27	CANTEEN & REFRESHMENT	Mr.Sunil Ahlawat(I/C) Ms Nisha Gaur ,PRT(I/C)	Ms. Priya Jha , Mr. S.K. Jha Ms Sonia Chawla
28	INFORMATION TO OTHER OFFICE	Mr. Manoj Tanwar (I/C) Ms. Payal Priyadarshini	Mr. Sheodhari SSA
29	DISASTER MANAGEMENT	Mr Sunil Ahlawat(I/C) Ms. Payal Priyadarshini Mr. Prashant	Ms. Sanju Ms. Deepak
30	INNOVATION & EXPERIMENTATION IN EDUCATION	Ms. Payal Priyadarshini (I/C) Mr. Sunil Ahlawat Ms. Sarita	PGT(Maths) Ms. Suman Mr. Mukesh Singh
31	GUIDANCE & COUNSELLING/ AEP	Ms. Subasini Maharana I/C Ms. Shivangi	Mr.Dev Kumar Mr. Shailendra ,
32	E-CLASS ROOM	Ms. Neetu Varshney(I/C) Mr. Kiran Kumar,PRT(I/C)	Class Teachers of E-Classrooms (Assoc.I/C)
33	RECORD KEEPING	All Deptt.and Stock Incharges	
34	i)CS-54 ii) Students Fees Collection data	Ms. Monika,PGT(Maths)(I/C) Mr. Mukesh Singh(M)	All Class Teachers
35	a) MINORITY/OBC/SC/ST/SGC/NSS/ NCC b) CEA Verification/Bonafide certificate endorsement etc. C) BPL	a) Mr Hitender(I/C) Ms Sheetu Khera,PRT(I/C)/Mrs. Sonia Chawla b) Mr. Sheodhari	Ms.Sumitra Mr. Sandeep Ms Reeta Barik , PRT All Class Teachers
36	SCHOOL BUILDING / BOUNDARY WALLS /WATER TANKS MAINTENANCE AND REPAIR ON REGULAR BASIS	Mr.Deepak (I/C) Mr. Vinod(Assoc. I/C)	Ms. Sunaina Ms. Sumitra Yadav
37	COMPUTER RECORD/Uploading & reporting	Ms. Neetu Varshney(I/C) Mr. Kiran Kumar,PRT(I/C)	Ms. Suman Kumari, Mr. Archana,Comp.Instr Ms. Chandna Sharma, Comp.Instr

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1	ADMISSION	SECONDARY & PRIMARY	
38	STAFF ROOM	Ms. Sanju Sharma/I/C Mr. Vinod Ms. Sonu Yadav ,PRT(I/C)	Ms. Rekha Mr. Deepak Ms Sheela Meena ,PRT
39 a.	PHYSICS LAB	Mr. Dev	PGT(Physics) Mrs. Pinki
b.	CHEMISTRY LAB	Mrs. Teena Devi Meena	Mr. Manoj Tanwar Mr. Suman Kumari
c	BIOLOGY LAB	Ms Shahida Hussain	Ms . Suman Ms. Arpita
d	BIO TECH LAB	Ms Payal Priyadarshini	Ms. Priya Jha
e	COMPUTER SCIENCE LAB	Ms. Neetu Varshney I/C	Ms. Pragati Computer Instructor
f	JR. SCIENCE LAB	Ms. Arpita I/C Ms.Suman , TGT(Sc.)	Members - All TGT Science
g	LANGUAGE LAB	Ms. Shivangi I/C Mr. Shailendra	Ms. Neetu Varshney All Language Teacher
40	TEACHING AID	Ms. Pragati Upadhyay/I/C Ms Nanuradha	All Social Science Teachers
41	CLEANLINESS		
a	Ground Floor (Corridor & Wash Room)	Class -XII Wing Mr. Sunil Ahlawat Ms Monika Class - X/Chem Lab Wing: Ms	Class -IX & X Wing: X A Class Teacher VI Corridor - VI A Class Teacher Ms Rashmi Garg
b.	First Floor (Corridor & Wash Room)	Class IX Wing Ms Ramandeep Ms. Asha Gupta Library Wing Physics Lab Wing: Ms Neetu Varshney Mr. J.C. Joshi	Class -VII & VIII Wing: VIII A - Class Teacher VII Wing - VII A Class Teacher Mr Hemant Dabas
c	RECEPTION & ADMIN BLOCK (Corridor & Wash Room)	Ms. Rekha Sharma Mr. Vinod , TGT	Ms. Neelam Yadav
d.	PLAY GROUND	Mr. Prashant	All coaches
e	MAIN GATE AREA	Mr. Jeewan Chandra Joshi (I/C)	Mr. Prashant & Coaches
f.	CANTEEN AREA	Mr . Sandeep (I/C) Ms. Sunaina (Assoc. I/C)	Mr. Triloki
42	U DISE	Mr. Sunil Ahlawat(I/c) PGT(Maths) Mr Khimanand (I/C)	Mr. Sandeep Ms. Sunaina Lamba Mr. Sanjeev Jaiswal,PRT
43	SC/ST Scholarship	Mr. Hitendra (I/C) Mr.Sandeep Ms Sheetu Khera (I/C) Ms. Sonia Chawla	Mrs. Suman Mr. Kiran Kumar,PRT Ms Reeta Barik,PRT Mr Hemant ,PRT

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44	Grievance Redressal	Mr. Manoj Tanwar (I/C- 1) Ms. Neetu Varshney (I/C- 2) Ms. Taruna(I/C)	Ms. Rekha Sharma Mr. Amit Mankar Ms. Shaheda Hussain Mr. Khimanand, PRT
45	CULTURAL COMMITTEE	Ms. Shivangi & Mr. Shailendra (I/C) Ms. Rekha Sharma Mr. Mukesh Kumar Singh & all house masters Mr. Neeraj ,PRT(I/C)	Ms. Sanju Mr. Virendra Mrs. Jaskiran Kaur Ms. Taruna , PRT Ms. Sheetu Khera ,PRT Ms. Charu,PRT Mr. Kiran Kumar ,PRT All CCA Members
46	UPKEEP OF ELECTRONIC & ELECTRICAL GADGET	Mr. Deepak (I/C) Mr. Dev Kumar	Mr. Sheodhari SSA
47	a) SWACHH BHARAT b) FIT INDIA c) AKAM d) G- 20	a)Mr.Prashant (I/C) b)Mr.Prashant (I/C) Sports Coaches c)Ms. Shivangi (I/c) Ms. Neetu Varshney d) Ms. Shivangi Mr. J.C. Joshi	Ms. Teena Meena Ms. Shivangi Mr.Mukesh Kr. Singh Ms. Sumitra All Class Teachers
48	UBI Portal	Ms. Neetu Varshney (I/C) Mr Sanjeev (I/C)	Ms. Suman Kumari Ms. Sarita , Mr. Hitender Mr. Sanjeev , PRT Mr Ashok
49	G Suite	Ms. Suman Kumari(I/C) Mr Kiran Kumar ,PRT(I/C)	Ms. Neetu Varshney Ms. Sarita Mr Ashok,PRT
50	HANDLING OF CONTRACTUAL TEACHERS AND DOCUMENTATION	Mr. Dev Kumar (I/C) Ms. Sonu Yadav(I/C) Ms. Sheela Meena	Mr. Deepak Ms. Neetu Varshney

VICE PRINCIPAL

PRINCIPAL