

Kala Niketan Sr. Sec. Bal Vidyalaya

Street # 5 Durga Puri Extn. Delhi – 110093

Ref. No: KBV/5(3)2022-23/Cir./

Date: -

CIRCULAR

The following incharges were decided unanimously to work for the Session 2023-24.

List of Incharges 2023-24

A. Incharges: -

1. Meeting Incharge : Mrs. Preeti Sharma
2. Examination Incharge : Mrs. Jyoti Arya, Mrs. Geeta Garg, Mrs. Sonia
3. Admission Incharge : Mrs. Rita Chaudhary
4. Welfare Incharge : Mrs. Sonia, Ms. Shweta Tripathi
5. Activity Incharge : Ms. Sudha
6. Co –ordination Meeting Incharge : Mrs. Jyoti Verma & Mrs. Vinita
7. Prayer Incharge : Mr. Vinay Kr. Sharma & House Incharges
8. Website/Computer Incharge : Mrs. Akansha Sharma, Mr. Harsh Kumar, Mrs. Dolly Kakkar
9. Scout & Guide Incharge : Mr. Vinay Kumar Sharma, Mrs. Preeti Tyagi, Mrs. Anjali
10. N.S.S Incharge : Mr. S.A.K. Zaidi
11. PTM Incharge /PTA Incharge : Mr. S.A.K. Zaidi, Mrs. Kavita Sharma
12. Building Caretaker Incharge : Mr. Vinay Kumar.Sharma & Mr. S.A.K. Zaidi
13. News Letter Incharge : Mrs. Kavita Sharma, Ms. Shweta Tripathi, Mrs. Sonia
14. House Co-ordinator : Mrs. Anjali
15. C.S.C. meeting Incharge : Mrs. Vinita, Mrs. Rita Choudhary

House Name

House Incharge

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| Ashoka House | : Mrs. Anupma Kaushik & Mrs. Surabhi Tripathi |
| Chandragupta House | : Mrs. Anjali & Mrs. Kavita Sharma |
| Kanishka House | : Mrs. Preeti Tyagi, Mrs. Sonia & Mrs. Princy Jain |
| Vikramaditya House | : Mrs. Jyoti Verma & Mrs. Preeti Sharma |
| Tiny House | : Mrs. Kalpana Sharma & Ms. Priya |
16. *Floor wise Incharge for Discipline and Cleanliness:* -
 - a. Ground Floor : Mr. Vinay Kumar Sharma
 - b. First Floor : Mrs. Rita Choudhary
 - c. Second Floor : Mrs. Jyoti Verma & Mrs. Kavita Sharma
 - d. Top Floor : Mrs. Preeti Tyagi, Mrs. Surabhi Tripathi
 - e. Building II : Mrs. Kalpana Sharma, Mrs. Preeti Tyagi

B. Committees: -

17. Cultural Committee : Mrs. Jyoti Verma, Mrs. Anjali & Mrs. Anupma Kaushik
18. Sports committee : Mr. Vinay Kr. Sharma, Mrs. Anupma Kaushik, Mr. S.A.K.Zaidi, Mrs. Kalpana
19. Excursion Committee : Mrs. Rita Choudhary, Mr.S.A.K. Zaidi, Mrs.Preeti Tyagi, Mrs.Anjali
20. Decoration Committee : Mrs.Kalpana, Ms.Shweta Tripathi, Ms.Nistha jain, Mrs.Deepshikha Sharma
21. Press Publication Committee : Mrs. Vinita, Mrs. Kavita Sharma & Mrs. Surabhi Tripathi

Following Committee prescribed by CBSE

22. Disaster Management Committee : Mrs.Jyoti Arya, Mr.Harsh Kumar, Mr.Pankaj Jindal(PTA Rep.), Mrs. Anjali
23. Child Sexual Abuse/Harassment Committee : Mrs. Jyoti Arya, Mrs. Surabhi Tripathi, Harsh Kumar, Mrs.Preeti Tyagi
24. Grievance Committee : Mrs. Surabhi Tripathi & Mr. Harsh Kumar
25. Swachh Bharat Abhiyan Committee : Mr.S.A.K Zaidi, Mrs. Anjali, Mrs. Geeta Garg, Sanjeev & Vimla
26. Anti Bullying Committee : Mrs. Rita Choudhary, Dr. Nitish Seth, & Mr. S.P. Sharma
27. Safety & Security Committee : Mrs. Jyoti Arya, Mrs. Preeti Sharma & Mrs. Surabhi Tripathi
26. Tobacco Control Committee : Mr.Vinay Kr.Sharma, Mrs. Preeti Tyagi, Mrs. Kavita Sharma, Mr. Jitender Mahajan(MLA)
27. School Inclusion Committee : Mr. S.P. Sharma, Mrs. Anjali Panchal, Ms. Pooja, Mrs. Preeti Tyagi, Mrs. Rita Choudhary
28. School Curriculum Committee : Mrs.Rita Choudhary, Mrs.Jyoti Verma, Mrs.Preeti Tyagi, Mrs.Anupma Kaushik

C. Clubs: -

I. Activity Clubs: -

- a. Eco Club : Mrs. Preeti Tyagi & Mrs. Jyoti Verma
- b. Road safety Club : Mr.Harsh Kumar & Mr.Vinay Kr. Sharma
- c. Fire safety Club : Mrs. Jyoti Arya & Mr.Vinay Kumar Sharma
- d. Sports Club : Mr.Vinay Kumar Sharma & Mr. S.A.K Zaidi
- e. Heritage Club : Mr.S.A.K Zaidi
- f. Pulse Polio Club : Mrs. Kavita Sharma, Mr. Sanjeev
- g. N.S.S Club : Mr. S.A.K Zaidi
- h. Legal Literacy Club : Mr.S.A.K Zaidi & Mr.Harsh Kumar
- i. Electrol Literacy Club : Mrs. Kavita Sharma, Ms. Sudha & Mrs.Jyoti Arya
- j. Standard Club : Mrs.Jyoti Verma, Mrs.Preeti Tyagi

II. Subject Committees :

1. Hindi : Mrs. Surbhi Tripathi, Mrs. Sonia
2. English : Mrs. Vinita, Mrs. Kavita Sharma, Mrs. Anjali, Mrs. Anupama Kaushik
3. Mathematics : Mr. S.P. Sharma, Mrs. Preeti Sharma
4. Science : Mrs. Jyoti Verma, Mrs. Preeti Tyagi
5. Social Science : Mrs. Jyoti Arya, Mr. S.A.K Zaidi, Mrs. Anjali
6. Sanskrit : Ms. Mahima Sharma
7. Accountancy/ B .Std. : Mrs. Rita Choudhary & Mr.Harsh Kumar
8. Economics : Mr.Harsh Kumar, Ms. Sudha
9. Information Technology : Mrs. Dolly Kakkar, Mrs.Akansha Sharma

D. Kala Niketian Alumni Association Incharge: Mrs. Jyoti Arya & Mrs. Rita Choudhary

All teachers/who has been assigned and accepted the above responsibilities are advised to take it with serious and responsible way. This is mandatory as per rules to follow the decisions implemented to make all programmes successfully.

S.P. Sharma
Vice Principal

Copy forwarded to:-

1. Manager, KBV, for information please.
2. All Staff Members.
3. Circular file.

Vice Principal