



INSTITUTIONAL PLAN

(SESSION: 2022-23)

DEPT/COMMITTEE/ CLUB	IN-CHARGE/CONVENOR/ MEMBER	DUTIES/RESPONSIBILITIES/ ACTIVITIES	EXPECTED DATE OF COMPLETION
INFRASTRUCTURE			
BUILDING	<ol style="list-style-type: none">1 Mr. Ravi Kant Yadav (TGT Sanskrit)2 Mr. V.K. Verma (PGT Physics)3 Mr Amit Pandey (PGT Hindi)4 Ms. Archana TGT Hindi.	<ol style="list-style-type: none">1. Vidyalaya is running in the its permanent building.2. Maintain/Up keeping of the Vidyalaya building.3. White washing /colouring.4. Safety and security of the students from fire electricity etc.5. Minor repairs of the building and water facilities sanitation etc.	(As and when required) -

FURNITURE DEPARTMENT	1 Mr. Ravi Kant Yadav (TGT Sanskrit) (I/C). 2. Mrs. Meenakshi PGT-CHEM. 3. Mrs. Sumitra Jha (PRT) 4. Mrs. Manisha (PRT)	1. To supervise the use of furniture by the students. 2. To plan for repair & purchase of Vidyalaya furniture for students & staff in various classrooms & departments as per requirement & budget. 3. To clear / get shifted un utilized furniture 4. To get classroom, black boards, name boards, etc. painted and maintained. 5. Any related work	Vidyalaya having sufficient furniture. Repairing once in a TERM.
LABS	Smt Esther Kumar PGT (Bio) Mr. S K Vishwakarma, PGT-CS Mr V. K. Verma PGT(Phy) Smt Minakshi, PGT(Chem) Mrs. Albina Kujur TGT(SST) Mrs. Shalini Dewangan, TGT(Maths) Smt B. Rathore TGT (Bio)	Conducting practicals, Procurement of the items, Maintaining stock registers, Maintaining the log book of practicals and CAL/TAL.	As per direction of CBSE and KVS.
GAMES ROOM	1 Mr. Ravi Kant Yadav (TGT Sanskrit) (I/C).	All the rooms and physical facilities are available except sufficient	Coaching and preparation of students till national sports meet.

<p>MUSIC ROOM</p>	<p>Ms Archana, TGT-Hindi Mr. Santosh Kumar PRT Cont. Ms. Ishwari PRT (Music) Mrs Purnima Yadav, Sports Coach Ms. Ishwari PRT (Music) I/C Mrs. Sumitra Jha (PRT) Mrs. Manisha (PRT)</p>	<p>playground, 1. Coaching and preparation of students for KVS & other sports meet. 2. Organizing various sports competitions at school & Regional level. 3. Ensuring optimum stock of sports materials available for the students. 3. Maintaining resource room, LCD schedule, arranging the block periods, Film Shows, display of the student and teacher work, 4. Procurements/proper issue of the books through the bar coding. 5. Cleaning of water tanks 6. Watching the recorded videos (twice in a week)</p>	<p>Organization of various school competition at school level Organization of Regional sports competition- As per direction of KVS. 1st week of (April, July, Oct. and Jan.) Examination conducted as per KVS directions.</p>
<p>RESOURCE ROOM</p>	<p>Mrs. Sumitra Jha (PRT) I/C Mrs. Manisha PRT Ms. Ishwari PRT (Music)</p>		<p>Quarterly 24 Nos CCTV Camera Installed.</p>
<p>LIBRARY</p> <p>Drinking Water ,Water Tanks And CCTV Cameras</p>	<p>Ms. Archana (TGT HINDI) I/C Mrs. Maya Gupta (TGT Hindi) Mrs. Shalini Dewangan (TGT Maths) Mr. Ravi Kant Yadav (TGT Sanskrit) (I/C) Mr. S K Vishwakarma, PGT-CS Mrs. B. Rathor, TGT(Bio.)</p>		

<p>CAL/TAL</p> <p>Secondary</p> <p>Primary</p>	<p>1. Mr. S K Vishwakarma, PGT-CS (I/C)</p> <p>2. Mr Sandeep Yadav, Comp. Instructor</p> <p>3. Mr. V. K. Verma PGT (Phy.)</p> <p>4. Mrs E. Kumar, PGT (Bio.)</p> <p>5. Mrs. Meenakshi PGT (Chem.)</p> <p>1. Mrs Sumitra Jha (PRT)</p> <p>2 Mrs. Manisha PRT</p> <p>3. Miss Khushbu Singh, PRT Cont.</p>	<p>1. To facilitate the web access to all in the learning process</p> <p>2. To arrange modern technologies like LCD, Visualizer, Magic Box, Tape recorder, CD players. Etc. for Teaching/Learning.</p> <p>3. To procure required audio and video CDs or cassettes</p> <p>4. Any other related work</p> <p>5. Maintaining /Guiding the E-Lab/class room/Smart Class/Resource room.</p>	<p>At least once in a week all the teachers are to take CAL/ TAL Classes in each Class.</p>
<p>COMPUTER LAB</p> <p>(Senior and Junior)</p>	<p>1. Mr. S K Vishwakarma, PGT-CS (I/C)</p> <p>2. Mrs. B. Rathore TGT (Bio)</p> <p>3. Mr Sandeep Yadav, Comp. Instructor</p>	<p>1. To maintain KV Website and to Update the website on regular basis</p> <p>2. To manage the requirements for the computer classes.</p> <p>3. Maintenance and upkeep of computers, LCD etc.</p> <p>4. To help KV in downloading / Uploading academic, administrative circulars from internet.</p> <p>5. To help/train the teachers in preparation of E Results, E Teaching and Computer related works.</p> <p>6. Any other related work</p>	<p>On every working day as per the need.</p>

ADMINISTRATION

ADMISSION			
<p>Secondary</p> <p>Primary</p>	<p>1. Mr. V. K. Verma PGT-Physics , (I/C)</p> <p>2. Mr. S K Vishwakarma, PGT-CS</p> <p>3. Mrs. Meenakshi PGT (Chem.)</p> <p>4. Mr Amit Pandey (PGT Hindi)</p> <p>5. Mrs. S. Dewangan TGT (Maths)</p> <p>1. Mrs Sumitra Jha (PRT)</p> <p>2 Mrs. Manisha PRT</p> <p>3. Ms. Ishwari PRT (Music)</p>	<p>1. To plan admission procedure as per KVS guidelines.</p> <p>2. To keep ready admission forms prospectus & test plan well in advance. To issue & collect the admission registration form.</p> <p>3. To prepare Master List of admissions for the current session.</p> <p>4. Any other related work.</p>	<p>As per KVS schedule.</p>
<p>TIME TABLE AND ARRANGEMENT</p> <p>(A) PRIMARY</p> <p>(B) SECONDARY & SR. SECONDARY</p>	<p>1. Mrs Sumitra Jha (PRT)</p> <p>2 Mrs. Manisha PRT</p> <p>3. Mrs. Meenakshi Tiwari, PRT Cont.</p> <p>1 Mrs. Shalini Dewangan TGT-Maths I/C</p> <p>2. Mrs. Meenakshi PGT (Chem.)</p> <p>3. Ms. Pooja Karsh PGT (Maths) Cont.</p>	<p>1. Time – table In charge & Asst. In charge will frame the time-tables as per allotment.</p> <p>2. To make an arrangement during the leave of the teacher.</p> <p>3. To prepare schedule for extra classes and remedial classes.</p> <p>4. To ensure ringing of the bell in time</p> <p>5. Calling the contractual teachers. From the panel.</p> <p>6. Any other related work</p>	<p>Prepared on April 1st</p> <p>As and when required.</p>
<p>VMC / VEC MEETING</p>	<p>Shri V K Verma, PGT-Physics</p> <p>Mr Amit Pandey (PGT Hindi)</p> <p>Smt. Shalini Dewanga, TGT Maths</p> <p>(Teacher Member)</p>	<p>Arrangement of VMC/VEC Meeting</p>	<p>VMC meeting 1st week of July and Jan. VEC 1st week of Oct and February.</p>

MEDICAL CHECKUP/ First Aid	1.Smt. E. Kumar PGT BIO 2. Smt. B. Rathore TGT Bio 3. Mrs. Manisha PRT 4. Ms Reena Rathore, Nurse	Arrangement of doctors for medical checkup and monitoring the duties of Staff nurse, providing necessary medicines, supervision of medical room.	Medical checkup July 1 st week.
CBSE	1. Mr. V. K. Verma PGT Phy. (I/C) 2. Mr. S K Vishwakarma, PGT-CS 3. Mr Amit Pandey (PGT Hindi) 4. Mrs. Meenakshi, PGT (Chem.) 5. Mr Saurabh Gabel, PGT (Comm.) Cont. 6. Mrs. Maya Gupta, TGT (Hindi) 7. Smt. E. Kumar, PGT (Bio.) 8. Mrs. Albina Kujur, TGT (SST) 9. Mrs Shalini Dewangan TGT (Maths)	1. All the work related to CBSE including, registration of the candidates, board practical, correspondence etc. 2. Preparation of result analysis.	As per CBSE schedule
DISCIPLINE COMMITTEE Secondary Primary	1. Mrs. Esther Kumar PGT Bio I/C 2. Mr. S K Vishwakarma, PGT-CS 3. Mr. V. K. Verma PGT Phy. 4. Mr. Amit Pandey , PGT-Hindi 5. Mrs. B. Rathore TGT SC. 6. Mr. Ravi Kant Yadav TGT Sanskrit 1. Mrs. Manisha PRT 2. Mrs. Sumitra Jha PRT 3. Ms. Ishwari PRT (Music) 4. Ms Tanu Vishwakarma PRT Cont. 5. Mr Santosh Kumar, PRT Cont.	3. To maintain the proper discipline of Vidyalaya. 4. Regular checkups for uniform, cleanliness, bags and any untoward incident among student.	Every Monday uniform and bag checkup weakly two section.

SCOUT AND GUIDE COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Ravi Kant Yadav TGT Sanskrit, Scout I/c 2. Mrs. B Rathore, TGT-Sc Guide I/C 3. Mrs. Sumitra Jha PRT 4. Mrs Manisha, PRT 5. Ms. Ishwari PRT (Music) 	<ol style="list-style-type: none"> 1. Organizing activities as per the guidelines of KVS. 	As per schedule given RO.
ECO/ NATURE /SCIENCE CLUB	<ol style="list-style-type: none"> 1. Mrs E. Kumar, PGT I/C 2. Mrs. Minakshi, PGT Chem 3. Mrs B Rathore, TGT (Bio) 4. All the science teachers. 	<ol style="list-style-type: none"> 1. To provide scientific environment in Vidyalaya. 2. To prepare students for internal & external competition related to subjects. 	As per KVS Guidelines
RAJBHASA COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Amit Pandey , PGT-Hindi 2. Mr. S K Vishwakarma, PGT-CS 3. Smt. Maya Gupta, TGT 4. Ms Archana, TGT- Hindi 5. Mr. Ravi Kant Yadav TGT Sans. 6. Mrs. Manisha, PRT 7. Mrs. Sumitra Jha PRT 	<ol style="list-style-type: none"> 1. To take necessary action for proper functioning of this committee. 	As per the KVS guidelines
GRIEVANCE CELL	<ol style="list-style-type: none"> 1. Smt. E. Kumar, PGT (Bio) 2. Mrs Sumitra Jha, PRT 	<p>To look after any grievances from the staff of Vidyalaya.</p> <p>To maintain the register</p>	Monthly submission to the principal
WOMEN CELL	<ol style="list-style-type: none"> 1. Smt. E. Kumar, PGT (Bio) 2. Mrs. Albina Kujur, TGT SST 3. Mrs. Sumitra Jha PRT 	<p>To look after any grievances from the lady staff of Vidyalaya</p>	Monthly submission to the principal

Internal Complaint Committee	<ol style="list-style-type: none"> 1. Smt E. Kumar, PGT(Bio) 2. Mr. Amit Pandey , PGT-Hindi 3. Smt Maya Gupta, TGT(Hindi) 	To look after any Complaint from the students and staff of Vidyalaya	Monthly submission to the principal
Website Management	<ol style="list-style-type: none"> 1. Mr. S K Vishwakarma, PGT-CS (I/C) 2. Mrs. Maya Gupta, TGT (Hindi) 3. Ms Archana, TGT(Hindi) 4. Ms. Manisha, PRT 5. Mr Sandeep Yadav, Comp. Instructor 	Proper Maintenance of Vidyalaya website as per KVS and CBSE guidelines bilingual.	Regularly
ACADEMICS			
Split up syllabus	<ol style="list-style-type: none"> 1. Mrs Meenakshi, PGT (Chem.) 2. All Subject Conveners 3. Ms Archana, TGT(Hindi) Lib. I/C 	Preparation	1 st week of April
Class Room Interaction	All The teachers	Preparing teacher's diary, TLM and taking Classes as per Time table, timely completion and revision.	As per the split up syllabus

Academic Committee & CCT	<ol style="list-style-type: none"> 1. Mrs Meenakshi, PGT (Chem.) I/C 2. Mr Amit Pandey (PGT Hindi) 3. Mrs. A Kujur TGT SST 4. Mrs. B. Rathore TGT Bio 5. Mr. Ravi Kant Yadav, TGT-Sans. 6. Mrs Shalini Dewangan TGT 7. Mrs. Sumitra Jha PRT 8. Mrs. Manisha PRT 	<ol style="list-style-type: none"> 1. Improvement of Academic performance 2. Identifying the under achievers with phone numbers. 3. Taking steps to improve their performance 4. Arrangement for remedial and extra classes. 5. Maintaining the consolidated results. 	<p>Meetings of subject Teachers after every test</p>
Examination & Evaluation Primary Secondary	<ol style="list-style-type: none"> 1. Mrs. Manisha, PRT I/C 2. Mrs Sumitra Jha PRT 3. Mrs Sumedha PRT Cont. <ol style="list-style-type: none"> 1. Mr Amit Pandey, PGT Hindi I/C 2. Mrs. Albina Kujur TGT Sst. 3. Mrs. Meenakshi PGT Chem. 4. Mrs. B Rathore, TGT(Bio) 5. Mrs S Dewangan, TGT(Maths) 6. Mr. Ravi Kant Yadav TGT Sans. 7. Mr. Sandeep Yadav Comp. Inst. 	<ol style="list-style-type: none"> 1. Smooth conducting of exams. Circulation of time table. 2. As per the circulation of the KVS, examination/ test are to be conducted Monitoring the preparation of the result. 3. Maintain the required stationary of Examination well in advance. 4. Preparation & distribution results etc. 5. Students and parents must be informed about the results of all tests & exam within a week of completion of test/examination & updated record must be kept ready for further course of action. 6. To monitor the maintenance of records as per back basics for I to VIII / CBSE guidelines for classes IX 	<p>Class I to II cycle test and for Class III to V periodic /monthly / term test.</p> <p>Class IX to XII periodic /monthly / term test/Pre-board.</p>

		<p>to XII</p> <p>7. To co – ordinate P.T. Meeting in consultation with the class teachers.</p> <p>8. To make minutes of the P.T meeting. And maintain the records along with attendance of parents.</p> <p>9. Preparation of result analysis.</p> <p>10. Any other related work.</p>	
<p>Olympiads and other examinations</p> <p>Science</p> <p>Maths</p> <p>Cyber Olympiad</p> <p>English</p> <p>Hindi</p> <p>GK & Other Exam</p>	<p>Mrs. Meenakshi, PGT (Chem.) Mrs. B. Rathore, TGT (Bio.)</p> <p>Mrs Shalini Dewangan TGT (Maths)</p> <p>Mr. S K Vishwakarma, PGT-CS (I/C)</p> <p>PGT (English) & Mrs. Shalini Dewangan</p> <p>Mrs. Maya Gupta, TGT (Hindi)</p> <p>1. Mrs Albina Kujur TGT Sst. 2. Mrs. Babita Bardhan PGT Eco. Const.</p>	<p>1. Encouraging the students and ensuring their participation.</p> <p>2. Registration, conducting, distribution of certificates.</p> <p>3. Conduction of various activities directed by KVS (RO) and outside departments.</p> <p>4. Preparation of reports</p>	As per KVS Guidelines
<p>SUBJECT COMMITTEES</p>	<p>Conveners</p> <p>Mrs. Sumitra Jha PRT</p>	<p>1. To check class wise monthly academic performance analysis & discuss for further course of action.</p> <p>2. Conduct monthly meeting,</p>	Meeting conducting in every last working day of the month as per necessary.

<p>PRIMARY</p> <p>SECONDARY & SR. SECONDARY SECTION</p> <p>English</p> <p>Hindi/Sanskrit</p> <p>Science</p> <p>Mathematics</p> <p>So. Science/ Ek Bharat Shresth Bharat</p> <p>Commerce</p>	<p>Mrs.Manisha PRT</p> <p>PGT (English)</p> <p>1.Mrs. Maya Gupta, TGT (Hindi)</p> <p>2.Mr. Ravi Kant Yadav, TGT(Sans)</p> <p>Mrs E Kumar , PGT (Bio.)</p> <p>Mrs.Shalini Dewangan TGT (Maths)</p> <p>Mrs A. Kujur. TGT (SSt) I/C</p> <p>Mr. Rajesh Kumar TGT Sst. Cont.</p> <p>Mrs. Babita Bardhan PGT Eco. Cont.</p> <p>Mr. Saurabh Gabel, PGT Comm. Cont.</p>	<p>monitoring the coverage of syllabus, identification of weak and bright students, arranging the remedial classes</p> <p>3. Prepare the report on last working day of every month & submit it to Principal.</p> <p>4. To conduct subject committee meetings whenever necessary (at least once in a month)</p> <p>5. To keep a vigil on class wise progress of subject as per guidelines of KVS.</p> <p>6. To plan activities like science exhibitions, seminars, field trips, film shows, talks, etc. related to their subject</p> <p>7.To inform /prepare/select and conduct various competitive Exams</p> <p>8. Any other related work</p>	
<p>PISA</p>	<p>1. Mrs Meenakshi, PGT(Chem) I/c</p> <p>2. Mrs. E Kumar, PGT (Bio.)</p> <p>3. PGT (Eng)</p> <p>4. Mrs.Shalini Dewangan TGT (Maths)</p> <p>5. Mrs. B. Rathore, TGT (Bio.)</p>	<p>1. Preparing teacher's diary, TLM and taking Classes as per Time table, timely completion Smooth conducting of exams. Circulation of time table.</p> <p>2. As per the circulation of the KVS, examination/ test are to be conducted</p> <p>3. Monitoring the preparation of the</p>	<p>As per Schedule given by R O.</p>

		<p>result.</p> <p>4. Maintain the required stationary of Examination well in advance.</p> <p>5. Prepare the report on last working day of every month & submit it to Principal.</p>	
CMP ACTIVITES	<p>1.Mrs. Sumitra Jha PRT</p> <p>2. Mrs. Manisha, PRT</p> <p>3. Ms. Ishwari, PRT Music</p> <p>4. Mrs. Ishwari Dewangan PRT Cont.</p> <p>5. Mr. Santosh Kumar PRT Cont.</p> <p>6. Mrs Sumedha PRT Cont.</p> <p>7. Mrs Meenakshi Tiwari PRT Cont.</p>	<p>CMP meeting. All the works related to CMP as per the direction of the KVS</p> <p>Preparing and participating in Cluster Level CMP Competitions</p> <p>Publishing newsletter.</p>	As per Schedule given by R O.
AEP	<p>1. Smt. E. Kumar, PGT (BIO) I/C</p> <p>2. Mr Amit Pandey (PGT Hindi)</p> <p>3. Smt. Maya Gupta, TGT (Hindi)</p> <p>4. Smt A. Kujur, TGT (So. Sc.)</p> <p>5. Smt B Rathore, TGT (Bio.)</p> <p>6. Mr. Ravi Kant Yadav TGT Sans.</p>	<p>1. Preparation of AEP Report.</p> <p>2. Conduction of AEP programmes and meetings</p>	As per schedule given by RO
HOUSE KEEPING	<p>1.Smt. E. Kumar, PGT BIO I/C</p> <p>2. Smt. B. Rathore TGT Bio</p> <p>3. Ms. Manisha, PRT</p> <p>4. Shri Ravikant Yadav, TGT- Sans.</p> <p>5. Mrs. Sumitra Jha, PRT</p>	<p>1.To look after the proper cleanliness at Vidyalaya campus</p> <p>2. Maintaining the reports</p>	As per KVS Guidelines
SWACHH BHARAT ABHIYAN	<p>1. Smt Maya Gupta, TGT (Hindi) (I/C)</p> <p>2. Smt. B Rathore, TGT (Bio)</p> <p>3. Shri Ravikant Yadav, TGT- Sans</p>	<p>1. Monitoring the display boards gardening works.</p> <p>2. Writing quotations</p> <p>3. Making every corner of the Vidyalaya beautiful</p>	

BEAUTIFICATION	& All Staffs 1.Smt. E. Kumar, PGT (BIO) 2.Smt. B Rathore, TGT (Bio) 3. Ms. Ishwari, PRT Music		
C C A	1. Smt. E. Kumar, PGT (BIO) (I/C) 2. Mr Amit Pandey (PGT Hindi) 3. PGT (Eng) Cont. 4. Smt Maya Gupta TGT (Hindi) 5. Shri Ravikant Yadav, TGT- Sans 6. Ms. Ishwari, PRT (Music) 7. Mrs. Manisha PRT	1. Organizing various CCA competitions as per the schedule. 2. Formation of student council / arranging their meeting in Vidyalaya. 3. Celebration annual function and other important days.	As per KVS Guidelines
150th birth anniversary of Mahatma Gandhi/ Kala Utsav / Other celebration	1. Mrs. Maya Gupta, TGT (Hindi) I/c 2. Ms Archana, TGT (Hindi) 3. Shri Ravikant Yadav, TGT- Sans 4. Ms. Manisha, PRT	1. Organizing various competitions as per the schedule. 2. Maintaining the reports.	As per KVS Guidelines
Guidance and Counselling	1. Mrs E. Kumar, PGT (Bio) 2. Mrs. Shalini Dewangan TGT (Maths) 3. Mrs. Sumitra Jha PRT	Organizing guidance and counselling session as per needs of students.	As per KVS Guidelines
FINANCE			
VVN/SF/Office	1. Mr. S K Vishwakarma, PGT-CS Office (I/C) 2. Sh. V. K. Verma, PGT-Phy 3. Ms. Archana TGT Hindi 4. Mr. Ravi Kant Yadav TGT Sans.	Monthly Finance Report, Monthly Statement of SF and VVN, Quarterly Statement, Budget of SF and VVN, Annual Account, Monthly Salary of staff, TA/DA Bills, Medical Bills Children Education Allowance,	As per KVS direction.

<p>UBI Fee portal/School Fees</p> <p>Shaala Darpan</p>	<p>5. Ms. Ishwari PRT Music</p> <p>1.Mr. S K Vishwakarma, PGT-CS (I/C)</p> <p>2. Sh. V. K. Verma, PGT-Phy All Class teachers</p> <p>1.Mr. S K Vishwakarma, PGT-CS (I/C)</p> <p>2.Sh V K Verma PGT Phy</p> <p>3. Sh Sandeep Yadav, Comp Inst.</p> <p>4. All Class Teachers</p>	<p>Income Tax (Quarterly and Annual Statement), Maintaining Cash Book and Ledgers, Bill Payments etc.</p> <p>Proper monitoring of Fee Collection through UBI online portal.</p> <p>Verification of student's data and making timely modification of data.</p> <p>Timely modification / maintaining of the data.</p> <p>Compliance of KVS directions</p>	<p>As per KVS direction.</p>
<p>Purchase committee</p>	<p>All Departmental heads (I/C)</p> <p>1. Smt. E. Kumar PGT(BIO)</p> <p>2. Mr Amit Pandey PGT Hindi</p> <p>3. Mrs. Albina Kujur, TGT S. St.</p> <p>4. Smt. B. Rathore, TGT Bio</p> <p>5. 4. Mrs. Shalini Dewangan , TGT-Maths</p> <p>6. Shri Ravikant Yadav, Tgt-Sanskrit</p> <p>7. Mrs. Sumitra Jha, PRT</p>	<p>1. To estimate requirement at the beginning of the academic year.</p> <p>2. To procure the required items by following the purchase procedure.</p> <p>3. Proper maintenance of stock and stock registers.</p> <p>4. Condemnation</p> <p>5. Any other related work.</p>	<p>As per KVS direction.</p>
<p>Scholarship</p>	<p>1. Mrs Shalini Dewangan TGT-Maths I/C</p> <p>2. Mr Amit Pandey PGT Hindi</p> <p>3. Mrs. Meenakshi PGT Chem.</p> <p>4. Mrs Sumitra Jha PRT</p> <p>5. Mrs. Manisha PRT</p>	<p>1. Timely submission and Verification of student's data on different central / State Govt. Portal and making timely modification of data.</p> <p>2. Verification of BPL, SGC and other certificates.</p>	<p>As per Central / State Govt. direction.</p>

(Sandhya Lakra)
Principal