

## Committee

KENDRIYA VIDYALAYA NO.2 JALANDHAR CANTT.

### COMMITTEES FOR THE SESSION 2018-19

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2018-19. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

	Committee	Designation	Sign.	Responsibilities
1	<b>ACADEMIC AND ADMINISTRATIVE SUPPORT (SECONDARY):-</b>  Principal  Vice Principal  Ms.Satwinder Kaur PGT  Mr.A.K.Chaudhary PGT	  I/C  Member  Member		<ul style="list-style-type: none"><li>• The committee can go through the circulars received form KVS RO Jammu and KVS HQ New Delhi.</li><li>• Verification of students' attendance registers to ensure the collection of fees from all the students of their respective members of their subject.</li><li>• The committee further verifies the entries of fees particulars in the students attendance register. Any discrepancy</li></ul>

	<p>Ms.Navdeep Kaur TGT</p> <p>Ms.Rajni Nayyar TGT</p> <p><b>ACADEMIC AND ADMINISTRATIVE</b></p> <p><b>SUPPORT(PRIMARY) :-</b></p> <p>H.M</p> <p>Ms. Niyati Sareen</p> <p>Ms. Kamlesh Rani</p>	<p>Member</p> <p>Member</p> <p>Member</p> <p>I/C</p> <p>Member</p> <p>Member</p>		<p>observed must be brought to the notice of the Principal immediately.</p> <ul style="list-style-type: none"> <li>• To assist the undersigned in preparation of Budget estimates (SF &amp; VVN) annual accounts (SF&amp;VVN)</li> <li>• Any other work assigned by the principal in day to day administrative matter.</li> <li>• To inform the Principal about the lapses, deviations in the subject committee report.</li> </ul>
2	<p><b><u>SENIOR P.G.Ts DEPUTED FOR ACADEMIC SUPERVISION</u></b></p> <p>VP</p> <p>Ms. Navneet Kaur</p> <p>Ms. Sarita</p> <p>Mr. Sukhvinder Kumar</p>	<p>PGT GEO</p> <p>PGT MATHS</p> <p>PGT BIO</p>		<ul style="list-style-type: none"> <li>• P.G.Ts will supervise every PRT at least twice in a term.</li> </ul>
3	<p><b><u>ADMISSION COMMITTEE</u></b></p> <p><b>SECONDARY</b></p>			<ul style="list-style-type: none"> <li>• To scrutinize the registration forms for admission and carry out the process as</li> </ul>

Ms. Navneet Kaur	I/C Sec.	PGT GEOG.		per the Admission guidelines 2017-18 in consultation with the Principal.
Ms. Dheeraj Kaushal	Member	PGT COMM.		
Ms. Archana S Dhaiya		PGT CS		
Mr. Harjinder Singh		PGT CS		
<b>PRIMARY</b>				
Ms. Amarpreet Kaur	I/C Primary	PRT		
Ms. Rama Sharma	Member	PRT		
<b>TC ADMISSION MONITORING COMMITTEE</b>				
Ms. Rosy Sharma				
Ms. Parveen Arora		VP		

	Computer Instructor	PRT Computer Instructor		
4	<p><b><u>SCHOOL BEAUTIFICATION COMMITTEE</u></b></p> <p>Ms. Harjinder Kaur I/C</p> <p>Ms. Chanderlekha</p> <p><b><i>FRONT GARDEN COMPLETE</i></b></p> <p>1. Ms. Neelam Sehgal 2. COACHES</p> <p><b><i>INSIDE BUILDING ALL BLOCKS</i></b></p> <p>1. Ms. Chanderlekha Secondary wing 2. Ms. Sapna Sharma Primary Wing 3. Ms. Kamlesh 4. Ms. Parminder Sandhu</p> <p><b><i>BACK SIDE (Entrance gate of main school building and CAR PARKING AREA)</i></b></p> <p>1. Mr. Ravinder Kumar 2. Mr. Nathu Ram to assist</p>	<p>TGT SCI</p> <p>TGT ART</p> <p>TGT (PH)</p> <p>TGT ART</p> <p>PRT</p> <p>PRT</p> <p>TGT HINDI</p>		<ul style="list-style-type: none"> <li>• To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.</li> <li>• To procure ornamental plants and other fruit bearing plants in consultation with Principal.</li> <li>• To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.</li> <li>• To procure fertilizers, manure, pesticides in consultation with Principal. Preparation of playcards in different areas of garden.</li> <li>• Numbering of trees and potted plants.</li> <li>• Celebration of Vanamahostava in consultation with principal</li> <li>• To motivate the children for gardening and beautification.</li> <li>• To develop medicinal plant garden in the campus.</li> <li>• To display the quotations in the corridors and class rooms.</li> <li>• To fix bulletin board in the class room for display of educational charts.</li> <li>• To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.</li> </ul>

		TGT WET SUB STAFF		<ul style="list-style-type: none"> <li>To ensure the display of material in the bulletin boards.</li> </ul>
5	<u>CONDEMNATION &amp; AUCTIONING OF CONDEMNED ARTICLES</u>  1. Ms. Rosy Sharma 2. Mr.Harjinder Singh 3. Mr.A.K.Chaudhry 4. Ms. Niyati Sareen 5. Mr. Rakesh Kumar Chawla 6. All Stock Holders	VP PGT C.S. PGT PHY. PRT SSA		<ul style="list-style-type: none"> <li>To prepare list of articles to be condemned and complete the process of disposal of the same through auctioning.</li> </ul>
6	<u>CAREER COUNSELLING AND GUIDANCE COMMITTEE</u>			<ul style="list-style-type: none"> <li>To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.</li> </ul>

	<ol style="list-style-type: none"> <li>1. Ms. Satwinder Kaur I/C</li> <li>2. Ms. Arhana S. Dahiya</li> <li>3. Mr. A.K.Chaudhary</li> <li>4. Ms. Anju Chawla</li> <li>5. Ms. Anita Bhardwaj</li> <li>6. Ms. Rajni Nayyar</li> </ol>	<p>PGT Hist.</p> <p>PGT C.SC.</p> <p>PGT PHY</p> <p>TGT ENG.</p> <p>TGT MATHS</p> <p>TGT Hindi</p>	<ul style="list-style-type: none"> <li>• To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned filed.</li> <li>• To pay the remuneration in consultation with principal</li> </ul>
7	<p><b><u>CHECKING ATTENDANCE AND MONITORING OF CONSERVANCY SERVICES (Morning &amp; Evening Hrs.)</u></b></p> <ol style="list-style-type: none"> <li>1. Mr.Sukhwinder Kumar</li> <li>2. Ms.Dheeraj Kaushal</li> <li>3. Ms.Harjinder Kaur</li> <li>4. Mr.Ravinder Kumar</li> </ol>	<p>PGT BIO</p> <p>PGT COMM</p> <p>TGT SCI.</p> <p>TGT WET</p>	<p>. To monitor the work and attendance of laborers provided by agency</p> <p>To supervise the duty, change of security guards and their availability.</p> <p>To verify and certify the bill submitted by the agency.</p>

8	<u>CANTEEN MONITORING COMMITTEE</u>  1. Ms. Rajni Nayyar 2. Ms. Neelam Rajput	TGT HINDI  PRT		<ul style="list-style-type: none"> <li>To supervise the functioning of canteen and to ensure hygienic items are sold in the canteen for the students.</li> </ul>
9	<u>CCA-COMMITTEE</u>  <b>(A)SECONDARY SECTION</b>  Mr. Nilambuj Singh <b>Coordinator</b>  <b>(B) PRIMARY SECTION</b>  Ms. Anita Jamwal <b>Coordinator</b>  Ms. Kamaljit Kaur  <u>Members</u>  Ms.Rajni Nayyar  Ms. Anju Chawla  Ms.Navneet Kaur/Music instructor	PGT HINDI        TGT MATHS PRT       TGT Hindi  TGT Eng.  PRT Music		<ul style="list-style-type: none"> <li>To organize Inter house competitions effectively and to celebrate all the days of National importance/Occasions with the assistance of House Masters and other experts in a planned manner.</li> <li>To activate the conduct of Morning Assembly.</li> <li>To monitor day to day morning assembly programme effectively and ensure befitting presentation on all fronts on time.</li> <li>To ensure that each House displays useful, interesting, inspiring educative and enlightening articles, messages, thoughts etc. (Hindi and English). Along with attractive and thought provoking drawings. Class rooms display board to be maintained</li> </ul>

	Morning Assembly Observer	VP		
10	<p><b><u>STUDENTS COUNCIL COMMITTEE</u></b></p> <p>1. Mr. Nilambuj Singh I/C 2. Discipline/CCA committee - members</p>	CCA I/C		<ul style="list-style-type: none"> <li>• Division of houses along with house master and Associate of house masters&amp; distribution of students of various house</li> <li>• Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.</li> <li>• Procuring badges for Captains Monitors, prefects.</li> <li>• Conduct of investiture ( Badge presentation Ceremony)</li> <li>• Assigning duties to all members of the Student Council House Wise.</li> </ul>



				<ul style="list-style-type: none"> <li>• Conduct of monthly meetings with the members of student's council.</li> <li>• Maintenance of Students council register/record</li> </ul>
11	<p><b><u>DISCIPLINE COMMITTEE</u></b></p> <p>V.P.-over all monitoring</p> <p>Ms. Neelam Sehgal</p> <p>Mr.Sukhvinder Kumar</p> <p>Ms.Navdeep Kaur</p> <p>Ms.RajniNayyar</p> <p>Mr.Gurdip Singh Kaler</p> <p>Ms.Neelam Rajput</p> <p>Ms.Rajinder Kaur Dhindsa</p>	<p>TGT PHE</p> <p>PGT BIO</p> <p>TGT ENG</p> <p>TGT HINDI</p> <p>TGT MATHS</p> <p>PRT</p> <p>PRT</p>		<ul style="list-style-type: none"> <li>• To check personal turn of students during assembly</li> <li>• To observe the behavior of students inside and outside class room</li> <li>• To ensure provision of out pass in all classes and their utilization</li> <li>• To initiate proper action as per KVS norms against indiscipline students</li> <li>• To check the girls and boys uniform daily.</li> <li>• To check the bags once in a week.</li> <li>• To confiscate the mobiles and other prohibited appliances.</li> <li>• To take the regular meeting of student councils, prefect, monitors.</li> </ul>

	Sports Coach			<ul style="list-style-type: none"> <li>• To ensure discipline</li> <li>• To refer the problematic cases to the counselor for diagnosis</li> <li>• To inform the parents immediately</li> </ul>
12	<p><b><u>HOUSE MASTERS &amp; ASSOCIATE HOUSE MASTERS</u></b></p> <p><b><u>Shivaji House</u></b></p> <p>Ms. Dheraj Kaushal</p> <ul style="list-style-type: none"> <li>• Ms. Archana S.Dahiya</li> <li>• Ms. Anju Chawla</li> </ul> <p><b><u>(b) Ashoka House</u></b></p> <p>Ms. Anu Bala</p> <ul style="list-style-type: none"> <li>• Ms. Rajni Nayyar</li> <li>• Mr. Akshay Kumar</li> <li>• Mr. Gurdip S Kaler</li> </ul> <p><b><u>(c) Tagore House</u></b></p> <p>Ms. Satwinder Kaur</p> <ul style="list-style-type: none"> <li>• Ms. Anita Bhardwaj</li> <li>• Ms. Navdeep Kaur</li> <li>• Ms. Navjot Kaur</li> <li>•</li> </ul>	<p>PGT COMM</p> <p>PGT CS</p> <p>TGT ENG</p> <p>PGT CHEM</p> <p>TGT HINDI</p> <p>TGT ENG</p> <p>TGT MATHS</p>		<ul style="list-style-type: none"> <li>• Responsible for organizing and conducting house wise activities and competitions.</li> <li>• Guide the students properly and make them participate in all competitions and instill sportsman spirit.</li> <li>• Decoration of house board and active participation in Swachh School Abhiyan.</li> </ul>

	<p><b><u>(d) Raman House</u></b></p> <p>Ms. Sarita</p> <ul style="list-style-type: none"><li>• Ms. Parminder Kaur</li><li>•</li><li>• Ms. Harjinder Kaur</li><li>• Ms. Chander Lekha</li></ul>	<p>PGT HIS</p> <p>TGT MATHS</p> <p>TGT ENG</p> <p>TGT MATHS</p> <p>PGT MATHS</p> <p>TGT HINDI</p> <p>TGT SCI</p> <p>TGT ART</p>		
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13	<p><b><u>CLEANLINESS OF VIDYALAYA</u></b></p> <p><b><u>BUILDING ND PREMISES(SWACHH BHARAT ABHIYAN)Water points, toilets, corridors:</u></b></p> <p>Ms.Sarita I/C</p> <p>Ms. Dheeraj Kaushal</p> <p><b><u>FIRST FLOOR - RHS AREA</u></b></p> <p>1. Mr.Akshay Kumar</p> <p><b><u>WET BLOCK</u></b></p> <p>1. Mr.Ravinder Kumar</p> <p><b><u>LIBRARY BLOCK</u></b></p> <p>1. Mr. Ajay Arya 2. Ms. Chander Lekha</p> <p><b><u>GROUND FLOOR-PRIMARY</u></b></p> <p>1. Ms.Rajinder Kaur Dhinsa 2. Ms. Neelam Rajput</p> <p><b><u>GROUND FLOOR-SECONDARY</u></b></p>	<p>PGT MATHS</p> <p>PGT COMM</p> <p>TGT ENG.</p> <p>TGT WET</p> <p>TGT LIB</p> <p>TGT ART</p> <p>PRT</p>	<ul style="list-style-type: none"> <li>• To inspect day to day sanitation condition in the school campus.</li> <li>• To check the cleanliness of corridors, toilets(3 times in a day).</li> <li>• To maintain sanitation report and review periodically.</li> <li>• To report repair work (Civil / Electrical) to in charge.</li> <li>• Maintenance of Aqua guard Water cooler cum purifier and to ensure the availability of clean drinking water.</li> <li>• To collect feedback from student council members and take measures for improvement.</li> <li>• To ensure the provision of dustbins in all the class rooms.</li> <li>• To appraise the Principal about the cleanliness of school building from time to time.</li> <li>• To supervise the work of the people deployed under housekeeping.</li> </ul>
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	<p>Ms. Anu Bala</p> <p>Mr. A.K.Chaudhary</p> <p><b><u>FRONT AND OFFICE AREA SIDE</u></b></p> <p>1. Ms. Chander Lekha 2. Nurse</p> <p><b><u>OUTER AREA PLAY GROUND</u></b></p> <p>1. Ms. Neelm Sehgal 2. Coaches Mr. Sat Pal Mr. Nathu Ram</p>	<p>PRT</p> <p>PGT CHEM</p> <p>PGT PHY</p> <p>TGT ART</p> <p>TGT PHE</p> <p>SUB-STAFF</p> <p>SUB-STAFF</p>	<ul style="list-style-type: none"> <li>• To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.</li> <li>• To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.</li> <li>• To clear the wild bushes and thorny plants that are growing in different parts of school campus.</li> <li>• To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.</li> <li>• To ensure cleanliness of area around the staff quarters.</li> <li>• To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.</li> <li>• In – charge can deligate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders.</li> </ul> <p><b>Note: Staff nurse has to maintain daily cleanliness register.</b></p>
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14	<p><b><u>CHECKING OF LICENSE OF TWO WHEELERS/ CYCLE STAND</u></b></p> <p>Ms. Neelam Sehgal</p> <p>All Coaches</p>	TGT(PHE)	<ul style="list-style-type: none"> <li>• To ensure no student is without valid license if driving two wheeler</li> </ul>
15	<p><b><u>EXAMINATION COMMITTEE</u></b></p> <p>Ms. Preeti I/C Internal Exam. Sec.</p> <p>Mr. Sukhwinder Kumar I/C CBSE</p> <p><b><u>Examination/External Exam</u></b></p> <p>1. Mrs. Satwinder Kaur Member</p> <p>2. Mr. Harjinder Singh Member</p> <p>3. Ms. Harjinder Kaur Member</p> <p>4. Ms. Sarita Olympiad Exam.</p> <p>5.</p> <p>6. Mr. Sardar Singh</p> <p><b><u>PRIMARY SECTION</u></b></p> <p>1. Ms. Jagdip Kaur I/C</p>	<p>PGT ECO.</p> <p>PGT BIO.</p> <p>PGT HIST</p> <p>PGT CS</p> <p>TGT BIO</p> <p>PGT MATHS</p> <p>SUB-STAFF</p>	<ul style="list-style-type: none"> <li>• . To plan the schedule of Unit test, Cumulative Examination, Pre-Board and Annual Examination as per the calendar of activities.</li> <li>• To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS.</li> <li>• To give suitable instructions to class teachers for maintaining all the relevant records.</li> <li>• To conduct external examination as per the prescribed norms and to maintain record of all such examinations.</li> <li>• To coordinate all external competitions relevant to our system.</li> <li>• To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.</li> </ul>

	<p>2.Ms. Sunita Devi    Member</p> <p>3.Mr. Baldev Singh    Member</p>	<p>PRT</p> <p>PRT</p> <p>SUB-STAFF</p>		
16	<p><b>P T Meeting</b></p> <p><b><u>Secondary (VI-XI)</u></b> Mr.Harjinder Singh    I/c All Class teachers ( VI-XII)</p> <p><b><u>Primary</u></b> Ms. Kulwant Varma I/c All Class teachers (I-V)</p>	<p>PGT CS</p> <p>PRT</p>		<ul style="list-style-type: none"> <li>• To organize PT meeting periodically.</li> <li>• To send information to parents.</li> <li>• To keep record of PT meeting class wise and prepare consolidated report.</li> </ul>
17	<p><b><u>OFFICE RECORD WORK CHECKING COMMITTEE:</u></b></p> <p>1. Ms. Dheeraj Kaushal Sec. section 2. HM                            Primary section 3. Mr. Ravinder Kumar</p>	<p>PGT COMM</p>		<ul style="list-style-type: none"> <li>• To check the income tax forms filed by the teachers at the end of financial year</li> <li>• Checking of cash book</li> <li>• Assisting in other office matters as per need</li> </ul>

	<p><b>Entries of Admission Register Checking:</b></p> <ol style="list-style-type: none"> <li>Ms. Kulwant Varma</li> <li>Ms. Sapna Sharma</li> </ol>	<p>HM</p> <p>TGT WET</p> <p>PRT</p> <p>PRT</p>		
18	<p><b><u>TIME TABLE AND LEAVE ARRANGEMENT</u></b></p> <p style="text-align: center;"><b><u>SENIOR SECTION</u></b></p> <ol style="list-style-type: none"> <li>Mr. A.K.Chaudhary I/C</li> <li>Ms. Sarita</li> </ol> <p style="text-align: center;"><b><u>PRIMARY SECTION</u></b></p> <ol style="list-style-type: none"> <li>Ms. Amarpreet Kaur</li> <li>Ms. Sapna Sharma</li> </ol> <p style="text-align: center;"><b><u>ARRANGEMENT COMMITTEE</u></b></p> <ol style="list-style-type: none"> <li>Mr. A.K.Chaudhary</li> <li>Mr. Ajay Arya</li> <li>Ms. Sarita</li> <li>(only when one member is on leave)</li> <li>Ms. Amarpreet Kaur</li> <li>Ms. Sapna Sharma</li> </ol>	<p>PGT PHY</p> <p>PGT Maths</p> <p>PRT</p> <p>PRT</p> <p>PGT PHY.</p> <p>Lib.</p>		<ul style="list-style-type: none"> <li>To prepare &amp; execute time table as per the norms.</li> <li>To make necessary adjustments in the time table due to administrative exigencies.</li> <li>To device workable &amp; suitable assignment/remedial time-table</li> <li>To make arrangement for classes suitably as per requirement.</li> <li>To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students.</li> <li>Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.</li> </ul>



		TGT Maths		
		PRT		
		PRT		
19	<p><b><u>VIDYALAYA HOSPITALITY SERVICES ON DIFFERENT OCCASSIONS:</u></b></p> <ol style="list-style-type: none"> <li>1. Ms. Amarpreet Kaur I/C</li> <li>2. Ms. Kamaljit Kaur</li> <li>3. Ms. Kamlesh Rani</li> <li>4. Ms. Parveen</li> <li>5. Mr.Nathu Ram</li> </ol>	<p>PRT</p> <p>PRT</p> <p>PRT</p> <p>PRT</p> <p>Sub-staff</p>		<ul style="list-style-type: none"> <li>• To provide refreshments to students on National festivals, Sports Day, Annual Day and to extend hospitality during inspection and other VIP visits.</li> </ul>

20	<p><b><u>SCHOOL PUBLICATION COMMITTEE</u></b>  <b><u>(VIDYALAYA PATRIKA, NEWS LETTER, SCHOOL DIARY etc.)</u></b></p> <p>1.Ms. Navdeep Kaur    ENG SECTION</p> <p>2.Mr.Nilambuj            HINDI SECTION</p> <p>3.                            SKT. SECTION</p> <p>4.Ms.Kamaljit Kaur-    ENG SECTION</p> <p>5.Ms Rama Sharma- HINDI SECTION</p>	<p>TGT ENG</p> <p>PGT HINDI</p> <p>TGT SKT</p> <p>PRT</p> <p>PRT</p>		<ul style="list-style-type: none"> <li>To motivate and inspire the students to write articles, draw pictures, poems and songs in English, Hindi and Sanskrit and edit and prepare the School Magazine.</li> </ul>
21	<p><b><u>PHOTOGRAPHY COMMITTEE</u></b></p> <p>1. Mr.Harjinder Singh</p> <p>2. Mr.Ravinder Kumar</p> <p>3. Ms.Rajinder Kaur Dhinsa</p>	<p>PGT CS</p> <p>TGT WET</p> <p>PRT</p>		<ul style="list-style-type: none"> <li>To take pictures of all important Vidyalaya functions and to upload in the web site.</li> </ul>
22	<p><b><u>PURCHASE COMMITTEE</u></b></p> <p>1. Ms.Rosy Sharma</p> <p>2. Ms. Navneet Kaur</p> <p>3. Mr. Ravinder Kumar</p> <p>4. Mr. Ajay Arya</p> <p>All Deptt. Holders</p>	<p>VP</p> <p>PGT GEO</p> <p>TGT (WET)</p>		<ul style="list-style-type: none"> <li>To call for Quotations, prepare comparative statements, conduct market survey and make purchases for the Vidyalaya as per KVS rules and as per requirements.</li> </ul>

		TGT LIB		
23	<p><b><u>SPORTS COMMITTEE</u></b></p> <p><b>Primary :</b></p> <ol style="list-style-type: none"> <li>Ms. Neelam Rajput</li> <li>Ms. Rajinder Kaur Dhindsa</li> <li>Ms.</li> </ol> <p><b>Secondary :</b></p> <ol style="list-style-type: none"> <li>Ms. Neelam Sehgal</li> <li>Mr. A K Chaudhary</li> <li>Mr. Ravinder Kumar</li> </ol>	<p>PRT</p> <p>PRT</p> <p>PRT</p> <p>TGT (PHE)</p> <p>PGT PHY</p> <p>TGT(WET)</p>		<ul style="list-style-type: none"> <li>To plan and conduct vidyalaya, regional &amp; national level sports activities for both primary &amp; secondary.</li> <li>To conduct mini sports meet &amp; sports day celebrations</li> </ul>
24	<p><b><u>FIRST AID, HEALTH &amp; MEDICAL CHECKUP COMMITTEE</u></b></p> <ol style="list-style-type: none"> <li>Ms. Rajinder Kaur Dhindsa</li> <li>Ms. Kamaljit Kaur</li> <li>Ms. Neelam Sehgal</li> <li>Ms. Harjinder Kaur</li> </ol>	<p>PRT</p> <p>PRT</p>		<ul style="list-style-type: none"> <li>To prepare a plan for student's health check up twice in the session by authorized Medical Officer.</li> <li>To make available stock of First Aid.</li> <li>A special care must be taken for girl students as per their natural need.</li> </ul>

	5. Along with Doctor & Nurse being appointed as per KVS instructions	TGT (PHE) TGT BIO		<ul style="list-style-type: none"> <li>To organize expert talks related to health &amp; hygiene.</li> </ul>
25	<b><u>GRIVANCE REDRESSAL COMMITTEE</u></b>  1. Ms. Rosy Sharma 2. Ms. Anju Chawla 3. Mr. Sukhvinder Kumar 4. Ms. Satwinder Kaur	VP TGT Eng PGT BIO PGT Hist.		<ul style="list-style-type: none"> <li>To keep a record of suggestions or grievances received from the students, staff or parents</li> <li>To maintain the minutes of the meetings</li> </ul>
26	<b><u>WEBSITE MAINTENANCE &amp; MONITORING COMMITTEE</u></b>  1. Mr. Harjinder Singh 2. Mrs. Archana S Dahiya	PGT CS PGT CS		<ul style="list-style-type: none"> <li>Regular updating and suggestion to make website more interactive &amp; attractive</li> </ul>

27	<p><b><u>M &amp; R of VIDYALAYA &amp; STAFF Qtrs. COMMITTEE</u></b></p> <ol style="list-style-type: none"> <li>1. Mr. Ravinder Kumar</li> <li>2. Ms. Dheeraj Kaushal</li> <li>3. Mr. Sukhvinder Kumar</li> <li>4. Mr. Ajay Arya</li> </ol>	<p>TGT (WET)</p> <p>PGT COMM</p> <p>PGT BIO</p> <p>TGT LIB</p>	<ul style="list-style-type: none"> <li>• Will be responsible for the maintenance and repairs of the school building and staff quarters</li> <li>• Will have close watch over the conditions of the building. (Elec., plumbing, drainage blocks &amp; other) and arrange for the repairs as and when necessary.</li> </ul>
28	<p><b><u>MAINTENANCE &amp; UPKEEP OF ALL I.T. EQUIPMENT (C.C.T.V COMPUTERS PUBLIC ANNOUNCEMENT SYSTEM, INTERACTIVE BOARD E-CLASS ROOM MACHINE ETC.)</u></b></p> <ol style="list-style-type: none"> <li>1. Mr.Ravinder Kumar</li> <li>2. Mr.Harjinder Singh</li> <li>3. Mr.Harvail Singh</li> </ol>	<p>TGT WET</p> <p>PGT CS</p> <p>SUB-STAFF</p>	<ul style="list-style-type: none"> <li>• Will be responsible for the maintenance and repairs of various equipments and to keep all equipments in running conditions</li> </ul>
29	<p><b><u>SCOUTS &amp; GUIDE COMMITTEE</u></b></p> <ol style="list-style-type: none"> <li>1. Ms. Parveen Arora</li> <li>2. Mr. Akshay Kumar</li> <li>3. Ms. Anita Jamwal</li> </ol>	<p>PRT</p>	<ul style="list-style-type: none"> <li>• To ensure minimum enrolment (50%) in the movement before 31<sup>st</sup> August</li> </ul>

	<p>4. Ms. R.K.Ghuman  5. Ms. Kulwant Varma  6. Ms. Jagdip Kaur  7. Ms. Navjot Kaur (Guides)  8. Ms. Harjinder Kaur  9. Mr. Lal Chand.  10. Mr. Ajay Arya overall I/C (Scouts)  11. Mr. Nilambuj Singh  12. Mrs. Amarpreet  13. Mrs. Neelam Rajput  14. Mrs. Sapna  15. Mrs. Rama Sharma  16. Mrs. Kamlesh Rani</p>	<p>TGT Eng   PRT   PRT   PRT   PRT   TGT Maths   TGT Sci   TGT SSC.   TGT Lib   PGT Hindi   PRT   PRT   PRT   PRT</p>	<ul style="list-style-type: none"> <li>• To organize investiture ceremony for the new recruits</li> <li>• To conduct the parade after school hours and class on every SATURDAY</li> <li>• To train the students for Pratham / Dwetiya /Tritiya / Raj Puraskar / Rastrapati / Prathamcharan / Dwetiya charna/ Tritiya Charan / ChaturdhaC hara</li> <li>• To issue the merit certificate after the conduct of test</li> <li>• Celebration of thinking day</li> <li>• To procure the uniform for Scouts / Guides who are involved in Guard of Honour.</li> </ul>
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30	<u>ADVENTURE / EXCURSION&amp; FIELD TRIPS</u>  1. Mr. Sukhvinder Kumar I/C  2. Mr. Ravinder Kumar  3. Mr. Akshay Kumar  4. Ms. NeelamSehgal  5. Ms. Jagdip Kaur	  PGT Bio  TGT WE  TGT Eng.  TGT PHE  PRT	<ul style="list-style-type: none"> <li>• To plan the excursion/ Field trips</li> <li>• To decide the place, make arrangement for conveyance.</li> <li>• Estimate the amount to be collected from students.</li> <li>• Keep the willingness form ready</li> <li>• Arrangement of refreshments</li> <li>• Documentation of expenditure</li> </ul>
31	<u>LIBRARY IMPROVEMENT COMMITTEE</u>  1. Mr. Ajay Arya 2. Mrs. Satwinder Kaur 3. Mrs. Sarita <b>Primary Library:</b> 1. Ms. Kamlesh Rani 2. Ms.	  TGT Lib  PGT Hist.  PGT Maths    PRT  PRT	<ul style="list-style-type: none"> <li>• The meeting are to be convened at least once in a month</li> <li>• Committee will submit the list of books to be procured subject wise in the beginning of academic session</li> <li>• Books review</li> <li>• To inculcate reading habits among the staff &amp; children</li> <li>• To organize books exhibition on important occasions</li> </ul>
32	<u>HINDI RAJ BHASHA COMMITTEE</u>  1. Mr. Nilambuj Singh 2. Ms. Rajni Nayyar 3. Ms. Parminder Sandhu	  PGT Hindi	<ul style="list-style-type: none"> <li>• Celebration of Hindi Pakhwarah</li> <li>• Ensuring use of Hindi language in Vidyalaya as per KVS norms</li> <li>• To get the reply prepared for all the correspondence in Hindi in consultation</li> </ul>

	4. Ms. Parveen Arora 5. Ms. Kamlesh Rani	TGT Hindi  TGT Hindi  PRT  PRT		with the office. Monthly report to be submitted.
33	<u><b>Social Science Faculty/Exhibition</b></u>  1. Ms. Navneet Kaur 2. Ms. Satwinder Kaur 3. Ms. Preeti Sharma 4. Ms. Dheeraj Kaushal  5.  6.	PGT Geo  PGT Hist.  PGT Eco  PGT Comm  TGT SST  TGT SST		<ul style="list-style-type: none"> <li>• To motivate children to prepare projects/model based on country/state allotted to the region.</li> <li>• To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.</li> <li>• To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.</li> <li>• To encourage the students to submit online projects on project Think.com.</li> <li>• To ensure project based learning in all the classes.</li> </ul>
34	<u><b>Science Faculty</b></u>  1. Ms. AnuBala 2. Mr. Sukhvinder Kumar 3. Mr. A K Chaudhary 4. Mr. Harjinder Singh 5. Ms. Archana S. Dahiya 6. Ms. Harjinder Kaur	PGT Geo  PGT Bio.  PGT Phy		<ul style="list-style-type: none"> <li>• Responsible for arranging various Science club activities and inculcating the scientific temper and attitude among the students.</li> </ul>



		PGT CS PGT CS TGT Bio		
35	<b><u>MATHS CLUB</u></b>  1. Ms. Sarita 2. Mr. Gurdip Singh Kaler 3. Ms. Anita Bhardwaj 4. Ms. Navjot Kaur 5. Ms. Sunita Devi	PGT Maths TGT Maths TGT Maths TGT Maths PRT		<ul style="list-style-type: none"> <li>Responsible for motivating the students to take part in various programmes in connection with mathematics lab, Maths Olympiad, Maths exhibition, Maths day etc.</li> </ul>
36	<b><u>PRESS &amp; PUBLICITY COMMITTEE</u></b>  1. Ms. Rajni Nayyar 2. Ms. Anju Chawla	TGT Hindi TGT Eng.		<ul style="list-style-type: none"> <li>To note down all important events / functions etc. held in the Vidyalaya.</li> <li>To record and maintain all achievements of students in chronological order by collecting</li> <li>Information from primary and secondary CCA I/C.</li> <li>To coordinate all publication works of the Vidyalaya.</li> </ul>
37	<b><u>WATER &amp; ELECTRICITY INCLUDING WHITE WASH MONITORING COMMITTEE</u></b>  1. Mr. Ravinder Kumar 2. Mr. Akshay Kumar 3. Mrs. Rajinder Kaur Ghuman 4. Mr. Harvail Singh 5. Mr. Satpal	TGT WE TGT Eng.		<ul style="list-style-type: none"> <li>To ensure proper supply of water at water points and electricity in school building</li> </ul>

		PRT Sub Staff Sub Staff		
38	<b><u>RTI CASE MONITORING COMMITTEE</u></b>  1. Ms. Rosy Sharma 2. Mr. Rakesh Kumar Chawla	VP SSA		<ul style="list-style-type: none"> <li>To handle the query when asked timely</li> </ul>
39	<b><u>RECORDING OF MINUTES OF STAFF COMMITTEE</u></b>  1. Mrs. Anju Chawla 2. Mrs. Rajni Nayyar	TGT Eng. TGT Hindi		<ul style="list-style-type: none"> <li>To maintain proper register and ensuring attendance of staff in each meeting</li> </ul>
40	<b><u>MAINTENANCE OF STAFF ROOM (Sec.) COMMITTEE</u></b>  1. Ms. Anita Bhardwaj 2. Ms. Navdeep Kaur	TGT MATHS TGT ENG		<ul style="list-style-type: none"> <li>To keep the staff room neat and clean</li> <li>To ensure sitting arrangement for staff members</li> <li>To ensure updating of display board with all circulars</li> <li>To ensure staff room toilets are properly maintained</li> <li>To ensure proper arrangement of notebooks in cabins &amp; to keep center table neat and clean</li> </ul>
41	<b><u>STRENGTHING OF PRIMARY EDUCATION (CMP):</u></b>			<ul style="list-style-type: none"> <li>To ensure the implementation of CMP as per KVS norms.</li> </ul>

	H.M.  ALL PRTs			<ul style="list-style-type: none"> <li>• To take the requirement of TLM from teachers well in advance every month.</li> <li>• To procure TLM for the local market by taking an amount of Rs. 2000/- every month.</li> <li>• To ensure the distribution of TLM to all the teachers as per requirements.</li> <li>• To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement.</li> <li>• To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.</li> </ul>
42	<u>EQUIP /Back to Basic COMMITTEE CMP – II</u>  1. Ms. Preeti Sharma  2. Ms. Sarita  3. Ms. AnuBala  4. Ms. Harjinder Kaur  5. HM  <u>CMP:</u>  1. Ms. Niyati Sareen	PGT Eco  PGT Maths  PGT Chem  TGT BIO    PRT		To ensure proper implementation of EQUIP and Back to Basic

	2. Ms. Anita Jamwal 3. Ms. Anju Arora	PRT  PRT		
43	<u><b>DISASTER MANAGEMENT COMMITTEE</b></u>  1. Ms. Rosy Sharma 2. Ms. Navneet Kaur 3. Mr. Ravinder Kumar 4. Ms. Neelam Sehgal 5. Mr. Akshay Kumar 6. Ms. Kamaljit Kaur 7. Mr. Gurdip Singh Kaler	VP  PGT Geo  TGT WET  TGT PHE  TGT Eng.  PRT  TGT Maths		<ul style="list-style-type: none"> <li>To Identify, assess and manage the hazards and risks that may occur in the Vidyalaya.</li> <li>To communicate about those hazards and risks, their nature, effects, early warning signs and countermeasures.</li> <li>To carry out regular mock drills in school.</li> <li>To prepare an inventory of resources- human and material. senior students</li> <li>should be trained in First Aid, Search and Rescue Fire Fighting etc</li> </ul>
44	<u><b>ADOLESCENCE EDU PROJECT COMMITTEE</b></u>  1. Ms. Rosy Sharma 2. Ms. Anju Chawla I/C 3. Ms. Dheeraj Kaushal 4. Mr. Ravinder Kumar 5. Mr. Sukhvinder Kumar 6. Ms. Navdeep Kaur	VP  TGT ENG		<ul style="list-style-type: none"> <li>Plan and execute adolescence programme as per directions of KVS (HQ &amp; RO) in all respects.</li> <li>To attend all NAEP programs and to send monthly reports to KVS</li> </ul>

	7. Ms. Chander Lekha	PGT COMM  TGT WE  PGT BIO  TGT ENG  TGT ART		
45	<b><u>FLAG HOISITING &amp; FLAG LOWERING COMMITTEE</u></b>  1. Ms. Neelam Sehgal 2. COACHES 3. Mr. Satpal 4. Mr. Sardar Singh 5. Mr. Baldev Singh 6. Mr. Harvail Singh	TGT PHE  Sub Staff  LA  LA  Sub Staff		<ul style="list-style-type: none"> <li>To ensure flag hoisting and lowering as per KVS norms</li> </ul>
46	<b><u>FURNITURE:</u></b>  1. Mr. Akshay Kumar 2. Mr. Ajay Arya 3. Ms. Anju Arora 4. Mr. Raj Kumar	TGT ENG.  TGT LIB		<ul style="list-style-type: none"> <li>To maintain the record of room wise/dept. wise distribution of furniture.</li> <li>To take initiative to see that the broken furniture is repaired regularly.</li> <li>To prepare the list of broken furniture which are to be condemned.</li> </ul>

		PRT Sub Staff		<ul style="list-style-type: none"> <li>• To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function).</li> <li>• To see any shortages, deficiency of furniture's and report to the Principal.</li> <li>• To ensure regularly that no furniture is lying in the corridors or in the open space.</li> <li>• To store and stock the broken or old furniture properly.</li> <li>• To maintain the stock register.</li> </ul>
47	<b>Laboratories incharges</b>  i) <b>Physics</b> -Mr. A.K.Chaudhary ii) <b>Chemistry</b> - Ms. Anu Bala iii) <b>Biology</b> - Mr. Sukhvinder Kumar iv) <b>Computer</b> - Mr. Harjinder Singh v) <b>Geography</b> - Ms.Navneet Kaur vi) <b>English Lab</b> - Ms. Anju Chawla vii) <b>Maths Lab</b> - Ms. Sarita  viii) <b>Jr Sci Lab</b> -Ms. Harjinder Kaur  ix) <b>Jr.comp Lab</b> Ms.Archana S. Dahiya	PGT  PGT  PGT  PGT  PGT  TGT		<ul style="list-style-type: none"> <li>• Purchase of Lab equipment</li> <li>• Conduct of practical as per split up syllabus.</li> <li>• Maintenance of laboratories</li> <li>• Display of prescribed practical in the lab</li> </ul>

	x) Ms. Sunita Devi	PGT TGT PGT PRT		
48	<b>WOMEN/GIRLS HARASSMENT COMMITTEE/ IMPLEMENTATION OF POCSO ACT</b>  Ms. Rosy Sharma Ms. Navneet Kaur Ms. Satwinder Kaur Ms. Preeti Ms. Rajni Nayyar Ms. Navdeep Kaur Ms. NeelamSehgal Ms. Amrpreet Kaur	     VP PGT PGT PGT TGT TGT TGT HM		<b>IMPLEMENTATION OF POCSO ACT</b>  If any complaint related to immoral behavior towards girl students is received by the committee, the following steps should be taken immediately at Committee level.  VIDYALAYA LEVEL <ul style="list-style-type: none"> <li>• A written complaint may be obtained from the students/parents.</li> <li>• Case may be brought to the notice of Chairman, VMC.</li> </ul>

	Ms. Rajinder Kaur Ghuman	PRT  PRT		<ul style="list-style-type: none"><li>● A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.</li><li>● A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.</li><li>● The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.</li><li>● The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.</li></ul>
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			<ul style="list-style-type: none"><li>• Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.</li><li>• The committee may discuss the issue with the accused teacher and his statement may be recorded.</li><li>• The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.</li><li>• The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.</li><li>• Committee should open the suggestion boxes every week, collect the written</li></ul>
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				<p>material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.</p> <ul style="list-style-type: none"> <li>The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.</li> </ul>																																			
49	<b>SUBJECT COMMITTEE (SECONDARY &amp; SENIOR SECONDARY)</b>																																						
	<table border="1"> <thead> <tr> <th>SUBJECT</th> <th>INCHARGE</th> <th>DESIGNATION</th> <th>MEMBER</th> <th>DESIGNATION</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>PGT (Eng) Ms. Anju Chawla TGT(Eng)</td> <td>PGT (English)</td> <td>All English teachers</td> <td>TGT(English)</td> </tr> <tr> <td>Mathematics</td> <td>Ms. Sarita</td> <td>PGT (Maths)</td> <td>All Maths teachers</td> <td>TGT (Maths)</td> </tr> <tr> <td>Hindi</td> <td>Ms. Nilambhuj Singh</td> <td>PGT ( Hindi)</td> <td>All Hindi teachers</td> <td>TGT(Hindi)</td> </tr> <tr> <td>Sanskrit</td> <td></td> <td></td> <td></td> <td>TGT(Sanskrit)</td> </tr> <tr> <td>Science</td> <td>Ms. AnuBala</td> <td>PGT ( Chemistry)</td> <td>All Science teachers.</td> <td>PGT ( Physics) PGT ( Biology) TGT(Science)</td> </tr> <tr> <td>Social Science</td> <td>Ms. Navneet Kaur</td> <td>PGT (Geography)</td> <td>All Social teachers</td> <td>PGT(Commerce) TGT ( SSC)</td> </tr> </tbody> </table>	SUBJECT	INCHARGE	DESIGNATION	MEMBER	DESIGNATION	English	PGT (Eng) Ms. Anju Chawla TGT(Eng)	PGT (English)	All English teachers	TGT(English)	Mathematics	Ms. Sarita	PGT (Maths)	All Maths teachers	TGT (Maths)	Hindi	Ms. Nilambhuj Singh	PGT ( Hindi)	All Hindi teachers	TGT(Hindi)	Sanskrit				TGT(Sanskrit)	Science	Ms. AnuBala	PGT ( Chemistry)	All Science teachers.	PGT ( Physics) PGT ( Biology) TGT(Science)	Social Science	Ms. Navneet Kaur	PGT (Geography)	All Social teachers	PGT(Commerce) TGT ( SSC)			
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	Computer Science & IP	Sh.Harjinder Singh	PGT (COMP)	Ms. Archana S. Dahiya	PGT(CS) Comp. Instructor
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- a. All Conveners are requested to plan the work for the year with respect to Institutional Plan and Calendar of Activities, involving other members of the committee and to intimate the same to Vice-Principal.
- b. Activities to be completed as per target dates & reported the undersigned on completion of tasks.
- c. All teachers are requested to co-operate with the conveners and ensure successful completion of program.
- d. All contractual teachers will be assisting in charge as & when required.
- e. All conveners are instructed to take up any other related work assigned by the Principal/V.P. as and when required.