

KENDRIYA VIDYALAYA NO.2 JALANDHAR CANTT.
COMMITTEES FOR THE SESSION 2022-23

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. 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	<p>ACADEMIC AND ADMINISTRATIVE SUPPORT (SECONDARY):- Principal Vice Principal Mr.Sukhwinder Kumar PGT Mrs.Navdeep Kaur TGT Mrs Sunita TGT</p> <p>ACADEMIC AND ADMINISTRATIVE SUPPORT(PRIMARY) :- Mrs.Anju Arora Mrs.Amarpreet Kaur</p>	<p>I/C</p> <p>Member Member Member Member</p> <p>I/C Member</p>		<ul style="list-style-type: none"> • The committee can go through the circulars received from KVS RO Chandigarh and KVS HQ New Delhi. • Verification of students' attendance registers to ensure the collection of fees from all the students of their respective members of their subject. • The committee further verifies the entries of fees particulars in the students attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately. • To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN) • Any other work assigned by the principal in day to day administrative matter. • To inform the Principal about the lapses, deviations in the subject committee report.
2	<p><u>ADMISSION COMMITTEE</u> SECONDARY Mrs. Navneet Kaur I/C Sec. Mrs.Manjeet Mrs.Archana S Dahiya Mrs.Amandeep</p> <p>PRIMARY Mrs. Amarpreet Kaur I/C Primary Mrs.Parveen Arora Class Teachers</p>	<p>PGT Geo PGT Maths PGT CS TGT Lib</p> <p>PRT PRT</p>		<ul style="list-style-type: none"> • To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2020-2021 in consultation with the Principal.

3.	WOMEN/GIRLS HARASSMENT COMMITTEE/ IMPLEMENTATION OF POCSO ACT Mrs.Rosy Sharma Mrs.Navneet Kaur Mrs.Anu Ms.Preeti Mrs Parminder Sandhu Mrs.Navdeep Kaur Mrs.Neelam Sehgal Mrs.Anju Arora Mrs.Amrpreet Bindra Ms.Monika	V.P. PGT PGT PGT TGT TGT TGT PRT PRT PRT	IMPLEMENTATION OF POCSO ACT If any complaint related to immoral behaviour 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"> • A written complaint may be obtained from the students/parents. • Case may be brought to the notice of Chairman, VMC. • 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. • A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry. • 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. • 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. • Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded. • The committee may discuss the issue with the accused teacher and his statement may be recorded. • 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. • 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. • Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly. • 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.
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4	<p><u>SCHOOL BEAUTIFICATION COMMITTEE</u> Ms. Paramjeet Kaur I/C FRONT GARDEN COMPLETE 1. Mrs. Neelam Sehgal 2. COACHES INSIDE BUILDING ALL BLOCKS 1. Ms. Sunita Secondary wing 2. Ms.Sunita 3. Mrs. Jyoti Primary Wing 4. Ms.Rashika 5. Mrs.Monika BACK SIDE (Entrance gate of main school building and CAR PARKING AREA) 1. Mr. Ravinder Kumar 2. Mrs.Kanwal 3. Mr.Nathu Ram to assist</p>	<p>TGT Arts TGT (PH) TGT SSC TGT Pbi. PRT Arts PRT TGT HINDI TGT WET TGT Maths SUB STAFF</p>		<ul style="list-style-type: none"> To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus. To procure ornamental plants and other fruit bearing plants in consultation with Principal. To ensure watering of all potted plants and other plants growing in the Vidyalaya campus. To procure fertilizers, manure, pesticides in consultation with Principal. Preparation of playcards in different areas of garden. Numbering of tress and potted plants. Celebration of Vanamahostava in consultation with principal To motivate the children for gardening and beautification. To develop medicinal plant garden in the campus. To display the quotations in the corridors and class rooms. To fix bulletin board in the class room for display of educational charts. To decorate the corridor and common areas with paintings photographs of National leaders, Scientists. To ensure the display of material in the bulletin boards.
5	<p><u>CONDEMNATION & AUCTIONING OF CONDEMNED ARTICLES</u> 1. Mrs. Rosy Sharma 2. Mr.ravinder Kuamr 3. Mrs.Archana Dahiya 4. MrsAnju Arora 5. Mr. R.K.Chawla 6. All Stock Holders</p>	<p>VP TGT PGT C.S. PRT Off.</p>		<ul style="list-style-type: none"> To prepare list of articles to be condemned and complete the process of disposal of the same through auctioning.
6	<p><u>CAREER COUNSELLING AND GUIDANCE COMMITTEE</u> 1. Mrs Ruby I/C 2. Ms. Preeti Sharma 3. Mrs. Archana S Dahiya 4. Mr.A.K.Chaudhary 5. Mrs.Anju Chawla 6. Mr. Rashid 7. Mr.Satish Kumar</p>	<p>PGT Hist. PGT Eco. PGT C.SC. PGT PHY. TGT ENG. TGT MATHS TGT Hindi</p>		<ul style="list-style-type: none"> To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries. To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned filed. To pay the remuneration in consultation with principal
7	<p><u>CHECKING ATTENDANCE AND MONITORING OF CONSERVANCY SERVICES (Morning & Evening Hrs.)</u> 1. Mr.Sukhwinder Kumar 2. Mrs.Dheeraj Kaushal 3. Mrs.Harjinder Kaur 4. Mr.Ravinder Kumar</p>	<p>PGT BIO PGT COMM TGT SCI. TGT WET</p>		<p>. To monitor the work and attendance of laborers provided by agency To supervise the duty, change of security guards and their availability. To verify and certify the bill submitted by the agency.</p>
8	<p><u>CANTEEN MONITORING COMMITTEE(If Becomes Operational)</u> 1. Mrs,Navdeep Kaur 2. Mrs.Sunita 3. Ms.Garima</p>	<p>TGT Eng TGT SSC. PRT</p>		<ul style="list-style-type: none"> To supervise the functioning of canteen and to ensure hygienic items are sold in the canteen for the students.
				<ul style="list-style-type: none">

9	<p><u>CCA-COMMITTEE</u> SECONDARY SECTION Dr.Sushil Kumar Coordinator Mrs. Anju Chawla (C) <u>PRIMARY SECTION</u> Mrs. Asha Dabas Coordinator Mrs.Mukesh Members Ms.Monika TGT Mrs.Ranjan PGT Ms.Navneet Kaur/Music instructor</p>	<p>PGT Hindi TGT Eng PRT PRT PRT Music</p>	<ul style="list-style-type: none"> • 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. • To activate the conduct of Morning Assembly. • To monitor day to day morning assembly programme effectively and ensure befitting presentation on all fronts on time. • 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
10	<p><u>STUDENTS COUNCIL COMMITTEE</u> 1. Dr.Sushil Kumar 2. Mrs.Anju Chawla 3. Discipline/CCA committee -members</p>	<p>CCA I/C</p>	<ul style="list-style-type: none"> • Division of houses along with house master and Associate of house masters& distribution of students of various house • Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects. • Procuring badges for Captains Monitors, prefects. • Conduct of investiture (Badge presentation Ceremony) • Assigning duties to all members of the Student Council House Wise. • Conduct of monthly meetings with the members of student’s council. • Maintenance of Students council register/record
11	<p><u>DISCIPLINE COMMITTEE</u> V.P.-over all monitoring Mrs.Amandeep Kaur I/C Ms.Preeti Mr.Sukhvinder Kumar Mrs.Navdeep Kaur Mrs.Anuradha Mr.Jaskirat Mrs.Sunita Mrs.Neelam Rajput Mrs.Kulwant Verma</p>	<p>TGT LIB PGT ECO PGT BIO TGT ENG TGT SCI TGT MATHS TGT SSC. PRT PRT</p>	<ul style="list-style-type: none"> • To check personal turn of students during assembly • To observe the behavior of students inside and outside class room • To ensure provision of out pass in all classes and their utilization • To initiate proper action as per KVS norms against indiscipline students • To check the girls and boys uniform daily. • To check the bags once in a week. • To confiscate the mobiles and other prohibited appliances. • To take the regular meeting of student councils, prefect, monitors. • To ensure discipline • To refer the problematic cases to the counselor for diagnosis • To inform the parents immediately

12 A	<p><u>HOUSE MASTERS & ASSOCIATE HOUSE MASTERS</u> PRIMARY</p> <p>a) Mrs. Jagdip - Shivaji (b) Mrs. Amarpreet kaur - Tagore (c) Ms. Garima - Ashoka (d) Mrs. Leena - Raman</p> <p><i>Associates to be decided by the primary staff themselves.</i></p>		<ul style="list-style-type: none"> Responsible for organizing and conducting house wise activities and competitions. Guide the students properly and make them participate in all competitions and instill sportsman spirit. Decoration of house board and active participation in Swaach School Abhiyan
12 B	<p><u>HOUSE MASTERS & ASSOCIATE HOUSE MASTERS</u></p> <p><i>(a) Shivaji House</i></p> <ul style="list-style-type: none"> MRS MANJIT KUMARI MRS NAVNEET KAUR MRS SUMAN LATA MR RASHID HUSSAIN MRS NAVDEEP KAUR MRS AMANDEEP KAUR <p><i>(b) Ashoka House</i></p> <ul style="list-style-type: none"> MRS ANU BALA MR A.K. CHAUDHARY MRS HARJINDER KAUR MRS PARMINDER KAUR PGT (POL SCIENCE) MRS SUNITA (PUNJABI) <p><i>(c) Tagore House</i></p> <ul style="list-style-type: none"> MRS ARCHANA DAHIYA MRS RANJAN BALA MRS SUNITA RAJU MRS ANURADHA MRS KANWAL <p><i>(d) Raman House</i></p> <ul style="list-style-type: none"> MRS. DHEERAJ KAUSHAL MR. SUKHVINDER KUMAR MRS MONIKA MR AKSHAY MRS PRIYA NAIR MR JASKIRAT 		<ul style="list-style-type: none"> Responsible for organizing and conducting house wise activities and competitions. Guide the students properly and make them participate in all competitions and instill sportsman spirit. Decoration of house board and active participation in Swaach School Abhiyan.
13	<p><u>CLEANLINESS OF VIDYALAYA BUILDING ND PREMISES(SWACHH BHARAT ABHIYAN)Water points, toilets, corridors:</u> Mrs.Parminder Sandhu I/C Mrs.Navjot Kaur Member</p> <p><u>FIRST FLOOR - RHS AREA</u></p> <ol style="list-style-type: none"> Mr.Akshay Kumar Ms. Sunita <p><u>WET BLOCK</u></p> <ol style="list-style-type: none"> Mr.Ravinder Kumar Ms.Dheeraj Kaushal <p><u>LIBRARY BLOCK</u></p> <ol style="list-style-type: none"> Mrs.Amandeep Mrs.Harjinder Kaur 	<p>TGT Hindi TGT Maths</p> <p>TGT ENG. TGT SSC.</p> <p>TGT WET PGT</p> <p>TGT LIB TGT SCI</p> <p>PRT</p>	<ul style="list-style-type: none"> To inspect day to day sanitation condition in the school campus. To check the cleanliness of corridors, toilets(3 times in a day). To maintain sanitation report and review periodically. To report repair work (Civil / Electrical) to in charge. Maintenance of Aqua guard Water cooler cum purifier and to ensure the availability of clean drinking water. To collect feedback from student council members and take measures for improvement. To ensure the provision of dustbins in all the class rooms. To appraise the Principal about the cleanliness of school building from time to time. To supervise the work of the people deployed under housekeeping. To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.

	<p><u>GROUND FLOOR-PRIMARY</u> 1. Mrs Sunita 2. Mrs Sapna</p> <p><u>GROUND FLOOR-SECONDARY</u> Mrs.Anu Bala Mr.A.K.Choudhary</p> <p><u>FRONT AND OFFICE AREA SIDE</u> 1. Mr.Nathu Ram 2. Nurse</p> <p><u>OUTER AREA PLAY GROUND</u> 1. Mrs.Neelam Sehgal 2. Coaches Mr.Sat Pal Mr.Harvail</p>	PRT PGT CHEM PGT PHY Substaff TGT PHE SUB-STAFF SUB-STAFF	<ul style="list-style-type: none"> To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus. To clear the wild bushes and thorny plants that are growing in different parts of school campus. To ensure cleanliness of open drains for smooth flow of water during the rainy seasons. To ensure cleanliness of area around the staff quarters. To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness. 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. <p>Note: Staff nurse has to maintain daily cleanliness register.</p>
14	<p><u>CHECKING OF LICENSE OF TWO WHEELERS/ CYCLE STAND</u> Mr. Satish Mrs. NeelamSehgal All Coches</p>	TGT Hindi. TGT(PHE)	<ul style="list-style-type: none"> To ensure no student is without valid license if driving two wheeler
15	<p><u>EXAMINATION COMMITTEE</u> Mr. Sukhvinder Kumar I/C External Exam. Sec. Ms.Preeti Internal Examination/External Exam 1.Mrs. Harjinder Kaur Member 2. Mrs.Manjeet Kaur Olympiad Exam. 3.Mrs.Amandeep-NIOS 4.Ms. Anuradha Olympiad Exam. 5.Mr.Rajkumar</p> <p><u>PRIMARY SECTION</u> 1.Mrs. Kulwant Verma I/C 2.Mrs. Sunita Devi 3.Mr. Harvail</p>	PGT Bio PGT Eco. TGT Bio PGT MATHS TGT Lib TGT SCI SUB-STAFF PRT PRT SUB-STAFF	<ul style="list-style-type: none"> . To plan the schedule of Unit test, Cumulative Examination, Pre-Board and Annual Examination as per the calendar of activities. To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS. To give suitable instructions to class teachers for maintaining all the relevant records. To conduct external examination as per the prescribed norms and to maintain record of all such examinations. To coordinate all external competitions relevant to our system. To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
16	<p>P T Meeting (a) <u>Secondary (VI-XI)</u> 1. Ms. Preeti Sharma I/c 2. All Class teachers (VI-XII)</p> <p>(b) <u>Primary</u> 1. Ms. Kulwant Verma I/c 2. All Class teachers (I-V)</p>	PGT Eco PRT	<ul style="list-style-type: none"> To organize PT meeting periodically. To send information to parents. To keep record of PT meeting class wise and prepare consolidated report.
17	<p><u>OFFICE RECORD WORK CHECKING COMMITTEE:</u> 1. Mrs.Manjeet Kaur Secondary sec. 2. Ms. Monika Pri.sec 3. Mr. Rashid Fee A/c checking for secondary 4. Mrs.Parveen Fee A/c checking for primary</p>	PGT Maths PRT TGT Maths PRT	<ul style="list-style-type: none"> To check the income tax forms filed by the teachers at the end of financial year Checking of cash book Assisting in other office matters as per need

18	<p><u>TIME TABLE AND LEAVE ARRANGEMENT</u></p> <p><u>SENIOR SECTION</u></p> <p>1. Mr.A.K.Chaudhary I/C 2. Mr.Rashid</p> <p><u>PRIMARY SECTION</u></p> <p>1. Mrs. Amarpreet Kaur 2. Mrs. Sapna Sharma</p> <p><u>ARRANGEMENT COMMITTEE</u></p> <p>1. Mrs.Manjeet 2. Mr.jaskirat In absence of any member</p>	<p>PGT Phys TGT Maths</p> <p>PRT PRT</p> <p>PGT</p>	<ul style="list-style-type: none"> To prepare & execute time table as per the norms. To make necessary adjustments in the time table due to administrative exigencies. To device workable & suitable assignment/remedial time-table To make arrangement for classes suitably as per requirement. To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students. 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.
19	<p><u>VIDYALAYA HOSPITALITY SERVICES ON DIFFERENT OCCASSIONS:</u></p> <p>1. Mrs. Amarpreet kaur 2. Mrs.Anuradha 3. Ms.Parveen 4. Mrs.Mukesh 5. Mr.Nathu Ram 6. Mr.Satpal</p>	<p>TGT Maths TGT Sci. PRT PRT Sub-staff Sub-staff</p>	<ul style="list-style-type: none"> To provide refreshments to students on National festivals, Sports Day, Annual Day and to extend hospitality during inspection and other VIP visits.
20	<p><u>SCHOOL PUBLICATION COMMITTEE (VIDYALAYA PATRIKA, NEWS LETTER, SCHOOL DIARY etc.)</u></p> <p>1.Mrs. Anju Chawla ENG SECTION 2.Dr Sushil HINDI SECTION 3. Mrs. Suman Lata-SKT. SECTION 4.Mrs.Amarpreet-ENG SECTION 5.Mrs Parveen/PRT HINDI SECTION</p>	<p>TGT ENG PGT HINDI TGT SKT PRT PRT</p>	<ul style="list-style-type: none"> 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.
21	<p><u>PHOTOGRAPHY COMMITTEE</u></p> <p>1. Mr.Satish I/C 2. Mr.Sukhvinder Kumar 3. Mr.Ravinder Kumar 4. Mrs. Monika 5. Mrs.Anshu 6. Mr.Satpal</p>	<p>TGT Hin PGT BIO TGT WET PRT PRT SUB-STAFF</p>	<ul style="list-style-type: none"> To take pictures of all important Vidyalaya functions and to upload in the web site.
22	<p><u>PURCHASE COMMITTEE</u></p> <p>1. Mrs.Rosy Sharma 2. Mrs. Navneet Kaur 3. Mr. Ravinder Kumar 4. Mrs. Navjot Kaur 5. Mrs. Amandeep 6. Mrs. Anju Arora 7. Mrs. Parveen</p>	<p>V.P. PGT Geo TGT (WE) TGT Maths Lib. PRT PRT</p>	<ul style="list-style-type: none"> To call for Quotations, prepare comparative statements, conduct market survey and make purchases for the Vidyalaya as per KVS rules and as per requirements.
23	<p><u>SPORTS COMMITTEE</u></p> <p>Primary :</p> <p>1. 2.</p> <p>Secondary :</p> <p>1. Mrs. Neelam Sehgal 2. Mr. A K Chaudhary 3. Mr.Satish 4. Mrs. Sunita</p>	<p>PRT PRT</p> <p>TGT (PHE) PGT Phy TGT Hindi TGT SSc.</p>	<ul style="list-style-type: none"> To plan and conduct vidyalaya, regional & national level sports activities for both primary & secondary. To conduct mini sports meet & sports day celebrations

24	<u>FIRST AID, HEALTH & MEDICAL CHECKUP COMMITTEE</u> 1. Mrs. Mukesh 2. Mrs. Anju Arora 3. Mrs. Neelam Sehgal 4. Mrs. Anuradha 5. Nurse All the CTrs to keep First aid Box in room	PRT PRT TGT (PHE) TGT Bio	<ul style="list-style-type: none"> To prepare a plan for student's health check up twice in the session by authorized Medical Officer. To make available stock of First Aid. A special care must be taken for girl students as per their natural need. To organize expert talks related to health & hygiene.
25	<u>GRIEVANCE REDRESSAL COMMITTEE</u> 1. Mrs. Rosy Sharma 2. Mrs. Navneet Kaur 3. Mrs. Anju Arora 4. Mrs. Sukhvinder Kumar 5. Mrs. Neelam Sehgal	V Principal PGT Geo PRT PGT BIO TGT	<ul style="list-style-type: none"> To keep a record of suggestions or grievances received from the students, staff or parents To maintain the minutes of the meetings
26	<u>WEBSITE MAINTENANCE & MONITORING COMMITTEE</u> 1. Mrs. Archana S Dahiya 2. Mr. Bhuvnesh	PGT CS Comp Instructor	<ul style="list-style-type: none"> Regular updating and suggestion to make website more interactive & attractive
27	<u>M & R of VIDYALAYA & STAFF Qtrs. COMMITTEE</u> 1. Mr. Ravinder Kumar 2. Mrs. Dheeraj Kaushal 3. Mrs. Sukhvinder Kumar 4. Mr. Akshay Kumar 5. Mrs. Mukesh	TGT (WET) PGT Comm PGT Bio TGT Eng. PRT	<ul style="list-style-type: none"> Will be responsible for the maintenance and repairs of the school building and staff quarters Will have close watch over the conditions of the building. (Elec., plumbing, drainage blocks & other) and arrange for the repairs as and when necessary.
28	<u>MAINTENANCE & UPKEEP OF ALL I.T. EQUIPMENT (C.C.T.V COMPUTERS PUBLIC ANNOUNCEMENT SYSTEM, INTERACTIVE BOARD E-CLASS ROOM MACHINE ETC.)</u> 1. Mr. Ravinder Kumar 2. Mrs. Archana S Dahiya 3. Mr. Harvail Singh	TGT WET PGT CS SUB-STAFF	<ul style="list-style-type: none"> Will be responsible for the maintenance and repairs of various equipments and to keep all equipments in running conditions
29	<u>SCOUTS & GUIDE COMMITTEE</u> 1. Ms. Suman Lata I/C Guide 2. Mrs. Amandeep 3. Ms. Sapna I/C Bulbul 4. Ms. Kulwant I/C Cub 5. Mrs. Jagdip Kaur 6. Ms. Anuradha 7. Ms. Harjinder Kaur 8. Ms. Navjot Kaur 9. Mr. Ravinder Kumar 10. Mr. Rashid 11. Ms. Parveen Arora 12. Ms. Sunita devi	TGT SKT TGT LIB PRT PRT PRT TGT Sc. TGT Sc TGT Maths TGT Wet TGT Maths PRT PRT	<ul style="list-style-type: none"> To ensure minimum enrolment (50%) in the movement before 31st August To organize investiture ceremony for the new recruits To conduct the parade after school hours and class on every SATURDAY To train the students for Pratham / Dwetiya / Tritiya / Raj Puraskar / Rastrapati / Prathamcharan / Dwetiya charna / Tritiya Charan / Chaturdha Chara To issue the merit certificate after the conduct of test Celebration of thinking day To procure the uniform for Scouts / Guides who are involved in Guard of Honour.

30	<u>ADVENTURE / EXCURSION& FIELD TRIPS</u> 1. Mr. Sukhvinder Kumar 2. Mr. Ravinder Kumar 3. Mr. Akshay Kumar 4. Ms. Neelam Sehgal 5. Ms. Anuradha 6. Ms. Jagdip Kaur	PGT Bio TGT WE TGT Eng. TGT PHE TGT Bio PRT	<ul style="list-style-type: none"> To plan the excursion/ Field trips To decide the place, make arrangement for conveyance. Estimate the amount to be collected from students. Keep the willingness form ready Arrangement of refreshments Documentation of expenditure
31	<u>LIBRARY IMPROVEMENT COMMITTEE</u> 1. Mrs. Amandeep Kaur 2. Mrs. Priya 3. Mr. Akshay Kumar 4. Mr. Rashid Husain 5. Mrs. Amarpreet	TGT Lib TGT SSc TGT Eng. TGT Maths PRT	<ul style="list-style-type: none"> The meeting are to be convened at least once in a month Committee will submit the list of books to be procured subject wise in the beginning of academic session Books review To inculcate reading habits among the staff & children To organize books exhibition on important occasions
32	<u>HINDI RAJ BHASHA COMMITTEE</u> 1. Dr. Sushil Kumar 2. Mrs. Parminder sandhur 3. Mr. Satish Kuamr 4. Mrs. Suman 5. Mrs. Parveen Arora 6. Ms. Rashika	PGT Hindi TGT Hindi TGT Hindi TGT SKT PRT PRT	<ul style="list-style-type: none"> Celebration of Hindi Pakhwarah Ensuring use of Hindi language in Vidyalaya as per KVS norms To get the reply prepared for all the correspondence in Hindi in consultation with the office. Monthly report to be submitted.
33	<u>Social Science Faculty/EBSB</u> 1. Mrs. Dheeraj Kaushal I/C 2. Mrs. Navneet Kaur 3. Mrs. Ruby 4. Ms. Preeti Sharma 5. Mrs. Sunita 6. Mrs. Priya 7. PGT Pol Sc.	PGT Comm PGT Geo. PGT Hist. PGT Eco. TGT SSC TGT SSC	<ul style="list-style-type: none"> To motivate children to prepare projects/model based on country/state allotted to the region. To encourage more and more children to participate in cluster level Regional level and Nation level exhibition. To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition. To encourage the students to submit online projects on project Think.com. To ensure project based learning in all the classes.
34	<u>Science Faculty</u> 1. Mrs. Anu Bala 2. Mr. Sukhvinder Kumar 3. Mr. A K Chaudhary 4. Mrs. Archana S Dahiya 5. Mrs. Anuradha 6. Mrs. Harjinder Kaur	PGT Chem PGT Bio. PGT Phy PGT CS TGT Bio TGT Bio	<ul style="list-style-type: none"> Responsible for arranging various Science club activities and inculcating the scientific temper and attitude among the students.
35	<u>MATHS CLUB</u> 1. Mrs. Manjeet Kaur 2. Mr. Rashid 3. Mrs. Kanwal 4. Mrs. Navjot Kaur/TGT	PGT Maths TGT Maths TGT Maths TGT Maths	<ul style="list-style-type: none"> Responsible for motivating the students to take part in various programmes in connection with mathematics lab, Maths Olympiad, Maths exhibition, Maths day etc.
36	<u>PRESS & PUBLICITY COMMITTEE</u> 1. Dr. Sushil Kumar 2. Mrs. Anju Chawla	PGT Hindi TGT Eng.	<ul style="list-style-type: none"> To note down all important events / functions etc. held in the Vidyalaya. To record and maintain all achievements of students in chronological order by collecting Information from primary and secondary CCA I/C. To coordinate all publication works of the Vidyalaya.
37	<u>WATER & ELECTRICITY INCLUDING WHITE WASH MONITORING COMMITTEE</u> 1. Mr. Ravinder Kumar 2. Mr. Akshay Kumar 3. Mrs. Kulwant Verma 4. Mr. Harvail Singh 5. Mr. Satpal	TGT WE TGT Eng. PRT Sub Staff Sub Staff	<ul style="list-style-type: none"> To ensure proper supply of water at water points and electricity in school building

38	<u>RTI CASE MONITORING COMMITTEE</u> 1. Mrs. Rosy Sharma 2. Mrs. Navneet Kaur 3. Mr.chawla	V. Principal PGT Geog ASO/SSA		<ul style="list-style-type: none"> To handle the query when asked timely
39	<u>RECORDING OF MINUTES OF STAFF COMMITTEE</u> 1. Mrs. Navdeep Kaur 2. Mrs.Monika	TGT Eng. TGT Hindi		<ul style="list-style-type: none"> To maintain proper register and ensuring attendance of staff in each meeting
40	<u>MAINTENANCE OF STAFF ROOM (Sec.) COMMITTEE</u> 1. Mrs. Sunita 2. Mrs. Dheeraj	TGT So. Sc. PGT Com		<ul style="list-style-type: none"> To keep the staff room neat and clean To ensure sitting arrangement for staff members To ensure updating of display board with all circulars To ensure staff room toilets are properly maintained To ensure proper arrangement of notebooks in cabins & to keep center table neat and clean
41	<u>STRENGTHING OF PRIMARY EDUCATION (CMP):</u> H.M. ALL PRTs			<ul style="list-style-type: none"> To ensure the implementation of CMP as per KVS norms. To take the requirement of TLM from teachers well in advance every month. To procure TLM for the local market by taking an amount of Rs. 2000/- every month. To ensure the distribution of TLM to all the teachers as per requirements. 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. To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.
42	PISA 1. Ms. Anu Bala I/C 2. Mrs.Harjinder Kaur 3. Mr. A.K Chaudhary 4. Ms. Manjeet 5. Ms. Navjot 6. Ms. Navdeep 7. Mr. Akshay	PGT Chem TGT Bio PGT Phy PGT Maths TGT Maths TGT Eng TGT Eng		<ul style="list-style-type: none"> To conduct all the CCT tests smoothly and organise weekly meetings for follow up. To Ensure all the guidelines of KVS are being implemented in letter and spirit
43	<u>DISASTER MANAGEMENT COMMITTEE</u> 1. Mrs. Rosy Sharma 2. Mrs. Sunita Raju 3. Mr. Ravinder Kumar 4. Mrs. NeelamSehgal 5. Mr. Akshay Kumar 6. Ms.Monika	V Principal TGT SoSc TGT WET TGT PHE TGT Eng. PRT		<ul style="list-style-type: none"> To Identify, assess and manage the hazards and risks that may occur in the vidyalaya. To communicate about those hazards and risks, their nature, effects, early warning signs and countermeasures. To carry out regular mock drills in school. To prepare an inventory of resources-human and material. senior students should be trained in First Aid, Search and Rescue Fire Fighting etc
44	<u>ADOLESCENCE EDU PROJECT COMMITTEE</u> 1. Mrs,Ranjan 2. Mrs. Anju Chawla 3. Dr,Sushil kumar 4. Mr. Sukhvinder Kumar	PGT Eng TGT Eng. PGT Hindi PGT Bio		<ul style="list-style-type: none"> Plan and execute adolescence programme as per directions of KVS (HQ & RO) in all respects. To attend all NAEP programs and to send monthly reports to KVS
45	<u>ACP</u> 1. Ms. Navdeep I/C 2. Ms Parminder Sandhu 3. Ms. Anju Chawla 4. Mr. Akshay 5. Ms. Kanwal 6. Ms. Navjot 7. Mr. Satish 8. Ms. Anuradha	TGT Eng TGT Hindi TGT Eng TGT Eng TGT Maths TGT Maths TGT Hindi TGT Bio		<ul style="list-style-type: none"> Plan and execute ACP programme as per directions of KVS (HQ & RO) in all respects. To attend all ACP programs and to send monthly reports to KVS

46	FURNITURE: 1. Mr.Akshay Kumar I/C 2. Mrs.Amandeep 3. Mrs.Anju Arora 4. Mr.Raj Kumar	TGT Maths LIBRARIAN PRT Sub Staff	<ul style="list-style-type: none"> To maintain the record of room wise/dept. wise distribution of furniture. To take initiative to see that the broken furniture is repaired regularly. To prepare the list of broken furniture which are to be condemned. 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). To see any shortages, deficiency of furniture's and report to the Principal. To ensure regularly that no furniture is lying in the corridors or in the open space. To store and stock the broken or old furniture properly. To maintain the stock register. 		
47	Laboratories incharges <ul style="list-style-type: none"> Physics Mr.A.K.Chaudhary Chemistry -Mrs.Anu Bala BiologyMr..Sukhvinder Kr. Computer(i) Ms.Archana Comuter (II)-Ms.Archana Computer-(III)-Ms.Jagdip Geography Ms.Navneet Language lab Ms. Ranjan Maths Lab Mr.Rashid I/c Jr Sci Lab-Ms.Anuradha I/c ATL Lab Mrs. Harjinder Kaur 	PGT PGT PGT PGT PGT PRT PGT PGT TGT TGT TGT	<ul style="list-style-type: none"> Purchase of Lab equipment Conduct of practical as per split up syllabus. Maintenance of laboratories Display of prescribed practical in the lab 		
48	.SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY)				
SUBJECT		INCHARGE	DESIGNATION	MEMBER	DESIGNATION
English		Dr Ranjan Bala	PGT (English)	All English teachers	TGT(English)/PGT
Mathematics		Mrs Manjeet	PGT (Maths)	All Maths Teachers	TGT (Maths)/PGT
Hindi Sanskrit		Dr Sushil Kumar	PGT (Hindi)	All Hindi teachers	TGT(Hindi)/PGT TGT(Sanskrit)
Science		Mrs .AnuBala	PGT (Chemistry)	All Science teachers.	PGT (Physics) PGT (Biology) TGT(Science)
Social Science		Ms. Dheeraj	PGT (Commerce)	All Social teachers	PGT TGT (SSC)
Computer Science & IP		Mrs Archna Dahiya	PGT (COMP))	All Computer instructors	PGT(CS) Comp. Instructors

- 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.
- Activities to be completed as per target dates & reported the undersigned on completion of tasks.
- All teachers are requested to co-operate with the conveners and ensure successful completion of program.
- All contractual teachers will be assisting in charge as & when required.
- All conveners are instructed to take up any other related work assigned by the Principal/V.P. as and when required.