

**KENDRIYA VIDYALAYA OCF, SECTOR 29B, CHANDIGARH**  
**INTERNAL COMMITTEES OF THE SCHOOL**  
**SESSION 2025-26**

**1. RESPECTIVE ICs MUST MAINTAIN REGISTERS IN RESPECT OF ASSIGNED DUTIES & ISSUE INSTRUCTIONS IN WRITING FOR THE MEMBERS OF THEIR COMMITTEE, BLOCK WISE WHEREVER REQUIRED eg DISCIPLINE, SAFETY, RESCUE, CLEANLINESS.**

S. No.	NAME OF COMMITTEES	INCHARGES AND ASSOCIATES SECONDARY	INCHARGES AND ASSOCIATES PRIMARY	Charter of Duties
1	Academic Advisory Committee	Mr Ravinder Kumar, Vice-Principal	Mr Devender Kumar HM	To plan all the activities for the teaching learning process.
		Mrs Jatinder Kaur, PGT Chemistry	Mr Rattan Kumar	
		Mrs Madhu Dhingra, PGT Biology	Ms. Supriya Biswas	
		Ms. Neelam Devi, PGT Commerce	Ms. Meenu Aggarwal	
		Ms. Vandana Gupta, TGT Maths	Ms. Vinita Sharma	
		Ms. Farzana, TGT S Sc.		
		Ms. Reena Devi, TGT English		
2	INTERNAL COMPLAINT COMMITTEE (ICC), POSH & POCSO, CHILD RIGHTS PROTECTION CELL	Mr K S Pathania, Principal Convener		To deal with the complaints of women and children relate to the matters in work place.
		Mr Ravinder Kumar, Vice-Principal		
		Mrs Jatinder Kaur, PGT Chemistry		
		Mrs Madhu Dhingra, PGT Biology		
		Ms. Reena Devi , TGT English		
		Mrs Rashmita Medak, PGT Physics		
		Mrs Mini Sood, PRINCIPAL, GHS, 29 (VMC MEMBER)		
3	Creative Learning Activities (CLA)	Mrs Mahesh Kumari, PGT- English I/C	Ms. Shweta I/c	CCA [ALL THE CLASS TEACHERS, TGT P&HE, TGT AE, TGT WE ACTIVELY FOLLOW INSTRUCTIONS & COORDINATE FOR SUCCESSFUL CONDUCTION OF THE ACTIVITIES]
		Ms. Reena Devi, TGT English	Ms. Kiran Kumari	
		Ms. Rajni Arya, TGT English		
		Ms. Manisha Yadav, TGT Hindi		
		Ms. Meenakshi, TGT Hindi		
		Mr. Sandeep Kumar, TGT Sanskrit		
4	A.EXAMINATION (INTERNAL)	Mrs. Jatinder Kaur, PGT Chemistry I/C (Internal)	Ms. Renu I/c	Smooth conduct of all the internal/CBSE Examinations Maintaing Proper Record. . Compliance to all Exam circulars / instructions. . Verification of data of students and to send to CBSE within time schedule. . Conduct of smooth examination.
		Ms. Madhu Dhingra, PGT Biology	Mr. Ratan Kumar, Member	
		Ms. Meenu, PGT Maths	Mr. Vikesh, Member	
		Ms. Harwinder Kaur (TGT Sci)	Ms. Meenu Aggarwal, Member & I/c LAT	
		Ms. Meenakshi, TGT Hindi	Ms. Anu Rani, Member & I/c Foundational Stage	
		Mr. Sandeep Kumar, TGT Sanskrit		

7	B.EXAMINATION (CBSE)	Mrs. Madhu Dhingra, PGT Bio I/C (CBSE)		. Maintaing Proper Record. . Conduct of smooth examination.
		Ms. Anu Rana, PGT CS		
		Mr. Vikas Sharma, TGT Hindi		
	C. EXTERNAL EXAMINATION	Mr. Rajesh Kumar, TGT S.Sc. , I/C	Ms. Meenu Aggarwal	
		Mr Vikas Sharma, TGT Hindi		
		Ms. Vandana Gupta, TGT Maths		
5	TIME TABLE	Ms. Meenu, PGT Math I/C	Mrs Vinita, PRT I/C	Time Table and monitoring of daily arrangements. Varify the attandance of contractual staff for their salary
		Mr. Uma Shanker, Librarian	Ms Anjana Awasthi, PRT	
		Mrs Vandana, TGT Maths	Ms. Sapna Sharma, PRT	
6	ADMISSION	Mrs Neelam Devi , PGT Commerce I/C	Mrs Supriya Biswas	.To follow Admission Guidelines of KVS to complete the admission process. . To guide and help parents for Admission / TC / Shift Change.
		Mr Uma Shanker, Librarian	Ms. Anamika	
		Mrs Rajani Gandha, TGT English	Ms. Meenu Aggarwal	
		Ms. Manisha, TGT(Hindi)	Ms. Nisha Saini	
			Mr. Kamal Kumar	
7	DISCIPLINE COMMITTEE/Sexual Harrasment / Anti Bullying Ragging	Mrs Madhu Dhingra, PGT Biology	Ms. Meenu Aggarwal	To maintain overall discipline of vidyalaya..To handle cases of classes secondary section and solve at their level with the help of Class Teacher. . Report to Principal /Vice Principal in case of necessity. . Maintain file of the cases of In-Discipline / Misbehaviour oF students and record of their written applications of Apology / Confessions. To counsel students/ parents.. To solve the cases at their own level with the help of class teachers. To report to Principal /Vice Principal in case of necessity.
		Mr. Neeraj Kumar, TGT PHE	Ms. Supriya	
		Ms. Vandana Gupta, TGT Maths	Mr. Kamal Kumar	
		Sports Coach	Mr. Ratan Kumar PRT	
		All class teachers		
8	Photography/ Display board Decoration/ ID Card	Mrs Anu Rani, PGT CS	Ms. Sapna Sharma	.Conduct competitions, keep proper record. .To get display boards properly displayed with required information.
		Mr Vikas Sharma, TGT Hindi	Ms. Renu	
		Mrs Chander Lekha ,TGT AE	Computer Inst -1	
9	Furniture	Mr. Dhirender Kumar, TGT S.Sc.	Mr Kamal Kumar, PRT	. To maintain proper record. . To inform Principal on time about defective/broken furniture. . To get removed unwanted/broken furniture lying in the corridor or campus.
		Mr Rajesh Kumar, TGT S.Sc.	Mr. Vikesh PRT	
		Ms. Manisha Yadav, TGT Hindi		
10	Excursion & Adventure	Mrs Mahesh Kumari, PGT- English I/C	Mr. Devender Kumar, HM	. To plan time /places of visit. . To get No Objection Certificate. . To arrange transport. . Arrangements for safety/ security of students.
		Mrs Pushpa Devi, TGT Science	Mrs Meenu Aggarwal PRT	
			Ms. Anamika PRT	

11	Vidyalaya Magazine/ Vidyalaya Patrika	Mrs Mahesh Kumari, PGT- English I/C	Mrs Sapna Sharma PRT	To get the vidyalaya magazine and newsletter published as per KVS instructions.
		Ms Meenu Bala, PGT Hindi	Mr Ratan Kumar PRT	
		All the Language Teachers	Computer Instructor	
		Computer Instructor		
2	Condemnation Committee	Ms. Meenu, PGT Maths	Mr. Ratan Kumar PRT	To follow proper procedure as per KVS guidelines.
		All Department Incharges		
13	Enrollment/Fees/Fine/UBI fee collection/ UDISE	Ms. Anu Rani, (PGT CS)	Ms. Kiran Kumari, PRT	Computer Assistance/U.B.I. Fee collection. Enrollment/UBI Fee collection & Fines and keep record for the same. . Co-ordinator will get the enrollment of all sections at the end of every month and check students not paying fees or absent for long time.
		Mr. Uma Shanker, Librarian	Mr. Kamal Kumar PRT	
		Ms. Kirti Singh, TGT Maths	Computer Instructors	
		Mrs. Rajni Gandha TGT Eng		
14	Guidance & Counselling, Adolescence Education Programme (AEP)	Mrs. Madhu Dhingra (PGT BIO)	Ms. Vinita Sharma	. Follow KVS Programme/policies. . Make calender of activities. . Implement activities during CCA periods for different classes. . Conduct activities as and when required. . Keep record of all activities.
		Ms. Neelam Devi, PGT Commerce	Counsellor	
		Ms. Pushpa Devi , TGT Science		
15	Purchase Committee	Mr. Ravinder Kumar, VP	Mr. Devender Kumar, HM	Follow KVS guidelines for purchase procedure.
		Mrs Jatinder Kaur, PGT Chemistry	Mr. Ratan Kumar PRT	
		Ms. Meenu , PGT Maths	All Department Incharges	
		Ms. Vandana Gupta, TGT Maths		
		All Department Incharges		
16	Cleanliness Committee/Swachh Bharat Abhiyan/ Potable water	Ms. Manisha Yadav TGT Hindi I/C	Ms. Kiran Kumari, PRT	. Conduct activities of KVS . To plan activities to motivate staff/ students to keep classrooms/corridors/ department and vidyalaya campus clean. . Record of activities. . To get the cleanliness done from housekeeping agency. To take up cleanliness drive during CCA periods in every week. . To make cleanliness warriors one boy/one girl from each class and cleanliness captain/ vice captain to check
		Mr. Sushil Kumar TGT(WE)	Ns. Dimple PRT	
		Ms. Farzana, TGT S Sc.	Ms. Anamika PRT	
		Mrs RajniGandha TGT Eng.		
		Mr Rajesh Kumar, TGT SST		
17	Hindi Raj Bhasha Samiti	Ms Meenu Bala, PGT Hindi		. Maintain record . Conduct regular meetings . Spread awareness among all staff members.
		Ms. Manisha Yadav, TGT Hindi		
		Ms. Meenakshi, TGT Hindi		
		Mr Vikas Sharma, TGT Hindi		
		Mr. Dinesh (JSA)		

18	Maths Lab/AryaBhat Ganit Challenge/ Maths Olympiad	Ms. Meeu, PGT Maths I/C	Ms. Vinita Sharma	. To keep record that all the classes must make maximum use of maths lab. . Display of models/ charts and other material to create environment. . Display of material on outside display board of lab.
		Mrs Vandana, TGT Maths	Ms. Sapna Sharma	
		Mrs Kirti Singh TGT Maths		
19	SC/ST Scholarship Committee	Ms. Rajni Arya, TGT English	I/C	. Spread awareness among students. . Timely verification/ sending of report to KVS/ KVS RO Chd
		Ms. Meenakshi, TGT Hindi	Associate	
20	Vidyalaya Website & Providing Computerised Information to Office & Staff	Ms. Anu Rani, PGT CS I/C	Mr. Ratan Kumar PRT	. Updating of website. . All activities/ programmes to be uploaded on website.
		Computer Instructor(s)		
21	PA System	Mr. Sushil (TGT WET) I/C,	Ms. Supriya Biswas	. To make arrangements of P.A. system for assembly & as/ when required.
		Sports Coach	Mr. Kamal Kumar PRT	
		Mr. Kulwant Negi (Secondary)		
22	GRIEVANCE REDRESSAL STAFF, STUDENTS & PARENTS CONDUCT OF PTM,VMC, ALUMNI MEET ETC.	Principal as Chairman		.To be constituted by calling meeting of Parents in 2nd week of April. Plan agenda. . Inform students. . Maintain record.
		Mrs Jatinder Kaur, PGT Chemistry		
		Mrs Mahesh Kumari, PGT- English		
		Mrs Vandana Gupta, TGT Maths		
23	Bharat Scout & Guide	Ms. Meenu Bala, PGT Hindi	Mrs Anamika PRT	. Follow KVS, KVS RO, Chd calender. (I/C will make Internal Incharges for Cub, Scouts etc and internal activities of school.) . Send timely report. . Conduct activities weekly in vidyalaya. . Maintain record.
		Mr Rajesh Kumar, TGT Sst	Ms. Anu Rani	
		Mr Sushil TGT WET		
		All teachers who have completed basic and advance course		
24	Science Exhibition/ Science Congress KVPY/NTSE/Olympiads	Mrs Jatinder Kaur, PGT Chemistry, I/C	Ms. Dimple	. Follow KVS, KVS RO Chd calender. . Maintain record. . Send timely report.
		VVM, -Mrs. Jatinder Kaur , PGT (Chem)	Ms. Kiran Kumari	
		NCSC-,RBVP Mrs. Madhu Dhingra PGT Bio	Ms. Poonam	
		IAPT- Ms. Rashmita Medak, PGT Physics		
		Yuvika,Teri, Jigyasa - Ms. Harwinder Kaur TGT (SCI)		. Follow KVS, KVS RO Chd circular/ instructions. . Send timely report. . Maintain proper record.
		NTSE,Inspire, Water harvesting- Ms. Harwinder Kaur TGT Sci		
		Ms. Rajni Gandha, Other Olympiads		

25	Social Science Exhibition/ Youth Parliament /EBSB/Kala Utsav	Mr.Pardeep Kumar PGT ECO		. Follow KVS, KVS RO Chd circular/ instructions. . Send timely report. . Maintain proper record.
		Ms. Farzana, TGT S Sc.		
		Mr. Rajesh Kumar TGT SSc		
		Ms. Manisha Yadav, TGT Hindi		
		Mr. Dhirender Kumar TGT Ssc		
		Ms. Reena Devi, TGT English		
		Mrs Chanderlekha TGT Art		
		Ms. Rekha Verma PRT Music		
26	Subject Committee	Mrs Mahesh Kumari, PGT- English	Ms. Renu (English)	. To conduct meeting at the end of every month. . To collect information as/ when required. . To arrange demnonstration lessons/ training at vidyalaya level.
		Ms Meenu Bala, PGT Hindi	Ms. Vinita Sharma, (hindi)	
		Ms. Meenu, PGT Maths	Mr. Ratan Kumar, (Maths)	
		Mrs Jatinder Kaur, PGT Chemistry	Ms. Supriya Biswas (TWAU)	
		Mr Pardeep Kumar (PGT)		
		Mr Sushil Kumar (WET)		
		All the subject teachers		
27	Maintenance & Repair (BUILDING CIVIL)	MR. Kamal Kumar		Follow all KVS norms for , FireSafety , Installation & all related works, Electricity & Water
		Mr Rajesh Kumar, TGT S.Sc.		
		Mr. Sushil Kumar TGT(WE) - I/c Electrical		
		Ms. Reena Devi, TGT English (Staff Room Maintenance)		
28	Canteen	Mrs. Madhu PGT Bio	Ms. Nisha Saini	. To check no junk food in canteen. . Healthy food items. . Cleanliness in canteen.
		Mr Sushil Kumar WET		
		Mrs RajniGandha TGT Eng		
29	Minutes of staff Meeting	Ms. Rajni Gandha, TGT English	I/C (English)	To record the minutes of staff meeting and share with all staff members.
		Ms. Manisha Yadav, TGT hindi	I/C Hindi	
		Ms. Rajni Arya, TGT English	Associate	
		Ms. Dimple PRT	Associate	
		Ms. Anamika, PRT	Associate	

30	Sports Committee	Mr. Neeraj Kumar, TGT PHE	I/C	To conduct all the sports events in Vidyalaya as per KVS calender and purchase the sports goods as per requirement.
		Ms Meenu Bala, PGT Hindi	Associate	
		Mr Vikas Sharma, TGT Hindi	Associate	
		Ms. Farzana, TGT S Sc.	Associate	
		Ms. Anu Rani, PRT	Associate	
		Mr. Ratan Kumar, PRT	Associate	
31	Teaching Aids	Mr Pradeep Kumar, PGT Eco	Ms. Vinita Sharma	To purchase all the teaching aids for students. To maintain the records of all the teaching aids available in the Vidyalaya.
		Mr Rajesh Kumar, TGT SSt	Ms. Anjana Awasthi	
		Ms. Farzana, TGT S Sc.		
		Mr. Dhirender Kumar, TGT SSc		
32	National Service Scheme	Mr Vikas Sharma, TGT Hindi		To conduct all the activities as per KVS guidelines.
		Ms. Harwinder Kaur, TGT SC.		
		Mr. Dhirender Kumar, TGT SSc		
33	Disaster Management Committee	Mrs Mahesh Kumari, PGT- English		. Proper implementation of programmes of Ramakrishan Mission in the classes for which teachers are trained. . To forward names of teachers for training. . Maintain record.
		Mrs Rashmita Medak, PGT Physics		
		Mr Sushil Kumar, WET		
		Ms. Rajni Arya, TGT English		
		Mr. Rattan PRT		
34	CMP /FLN/NIPUN		Ms. Vinita Sharma	To conduct all the activities as per KVS guidelines.
			Mrs Supriya PRT	
			Ms. Renu	
35	Library Committee	Mr. Uma Shanker, Librarian	Mrs. Kiran (PRT)	To conduct all the activities as per the calender shared by KVS guidelines. To maintain record of all the activities conducted and reading records.
		Mrs Mahesh Kumari, PGT- English	Ms. Monika	
		Ms. Meenakshi, TGT Hindi		
		Mrs Kirti Singh,TGT Maths		
		Two students each from Class 8,9,11.		
36	Fee Register (CS 11)	Ms. Vandana Gupta, TGT Maths	I/C	To maintain the records of fees for the session, CS 11
		Ms. Nisha Saini, PRT	Associate	

37	Press Media and Publication	Ms. Rajni Arya, TGT English	Ms. Renu	To ensure that all the events conducted in Vidyalaya are published in the newspapers. To maintain a record of all the Vidyalaya activities published in newspaper.
		Mrs. RanjiGandha (TGT ENG)	Ms. Monika	
		Ms. Manisha Yadav TGT Hindi	Associate	
38	FCP / Awakened citizens programme / Aurobindo Society.	<b>Mrs RajniGandha TGT English</b>	<b>Ms. Dimple</b>	To conduct all the activities as per the calender shared by KVS guidelines. To maintain record of all the activities conducted.
		Mr. Uma Shanker, Librarian	Ms. Anamika	
		Mrs Chanderlekha (TGT ART)	Ms. Anjana Awasthi	
		Mrs Rajni (TGT ENG)		
		Ms. Farzana, TGT S Sc.		
		Mr. Dhirender Kumar, TGT S.Sc.		
39	Annual Sports Day	<b>Mr. Neeraj Kumar, TGT PHE</b>	<b>I/C</b>	To conduct the Annual sports day as per KVS calender.
		Mrs Mahesh Kumari, PGT- English	Associate	
		Mrs Neelam Devi , PGT Commerce	Associate	
		All House Masters of Pri & Sec	Associate	
40	Annual Function	Mrs Mahesh Kumari, PGT- English	MS. Renu	To conduct the Annual Day as per KVS calender.
		Ms. Reena Devi, TGT English	Ms. Anajana Awasthi	
		Ms. Manisha Yadav, TGT Hindi	Mrs Rekha PRT Music	
		Mrs Chanderlekha TGT AE		
41	Hospitality Committee	Ms. Supriya Biswas, PRT		
		Ms. Chanderlekha TGT ART		
		Ms. Meenu Aggarwal, PRT		
		Ms. Vinita Sharma, PRT		
		Sub committees will be framed as per requirement during the session.		
42	NCC	Ms. Farzana, TGT S Sc.		
		Mr. Neeraj Kumar, TGT PHE		
43	TARUNOTSAV	Ms Meenu Bala, PGT Hindi		To conduct a bridge course for students who appeared in class 10th exams
		Mrs Neelam Devi , PGT Commerce		
		Ms Chanderlekha, TGT AE		
44	JUNIOR SCIENCE LAB	Ms Pushpa Devi, TGT Sci.		To establish junior science lab and conduct practicals
		Ms. Harwinder Kaur TGT SC.		

45	COURT CASES HANDLING /RTI	Mr Pardeep Kumar, PGT Eco		To handle the court cases and keep a record of the same.
		Mrs Neelam Devi, PGT Commerce		
		Ms Meenu Bala, PGT Hindi		
46	PM SHRI PROJECT	Ms. Rashmita Medak, PGT Phy.		
		Mr. Ratan Kumar, PRT		
		All Department Incharges		
47	UDISE	Mrs Kiran Kumari, PRT		
		Ms. Renu, PRT		
48	CPD	Mr. Dhirender Kumar TGT Ssc	Ms. Anajana Awasthi	To Prepare the CPD Calander for the year 2025 and 1st Quarter of the year 2026
		Ms. Farzana, TGT S Sc.	Ms. Monika	
49	Income Tax Committee	Mr. Pardeep Kumar, PGT Economics	Mr. Rattan PRT	To Generate Form 16
		Ms. Neelam Devi, PGT Commerce		
		Ms. Meenu, PGT Maths		
		Ms. Vandana Gupta, TGT Maths		
50	Innovation Cell	Ms. Meenu, PGT Maths	Ms. Vinita Sharma, PRT	To Maintain the Records related to the Innovative Practices adopted and applied by the teachers.
		Ms. Farzana, TGT S Sc.		
51	Bagless Days	Ms. Harwinder Kaur TGT Science		
		Mr. Sushil Kumar, TGT WE		
52	School Parternship Programmes	Ms. Rajni Arya, TGT English		
		Ms. Manisha Yadav, TGT Hindi		
53	Suggestion Box	Ms, Reena Devi, TGT English		
		Ms. Meenakshi, TGT Hindi		
54	Gardening	Ms. Harwinder Kaur, TGT SC.		
		Ms. Pushpa Devi , TGT Science		



55	Beautification	Ms. Chandrlekha TGT ART	Ms. Kiran	
		Ms. Manisha Yadav	Ms. Anamika	
56	CURRICULM COMMITTEE	Ms. Jatinder Kaur, PGT Chem.	Ms. Vinita Sharma	To sensitize the students, teachers and other stakeholders about the curriculum to be followed. Organise workshops at the school level familiarize everyone about the syllabus, exam patterns (including competency based assessments) Display of subjects, books, subject codes etc. at prominent places of Vidyalaya.
		Ms. Neelam Devi, PGT Commerce	Ms. Anjana Awasthi	
		Ms. Harwinder Kaur, TGT SC.	Ms. Renu	
		Ms. Farzana, TGT S Sc.		

NOTE : KINDLY NOTE THAT AS AND WHEN REQUIRED SOME NEW COMMITTEES MAY BE FORMED DURING THE SESSION FOR CARRYING OUT THE SPECIAL TASKS.

K.S. PATHANIA  
PRINCIPAL