

PM SHRI KENDRIYAVIDYALAYA NO. 3, JALANDHAR CANTT.

LIST OF COMMITTEES (2024-25)

S. N.	Name of the committee	Members of the Committee	Signature	
1	Academic Coordinator	<ul style="list-style-type: none"> • Mr. Shish Pal, Vice-Principal • Mrs. Ravinder Kaur, HM • All Subject Convener 		
2	Admissions	Secondary <ul style="list-style-type: none"> • Mr. Anil Kumar Chauhan (PGT Hist.) (I/c) • Mr. Gurdev Singh, TGT (Maths) 		
		Primary <ul style="list-style-type: none"> • Mrs. Ravinder Kaur, HM (I/c) • Mrs. Manju Bala, PRT • Mrs. Sumit, PRT • All Class Teachers 		
3	Time Table	Secondary <ul style="list-style-type: none"> • Mrs. Jyotsna Bhatia (PGT Maths) (I/c) • Mrs. Harminder Kaur (TGT Maths) • Ms. Indu Sharma (TGT Maths) • Ms. Lalita, TGT (Skt) • Mrs. Dalbir Kaur, Sub Staff 		
		Primary <ul style="list-style-type: none"> • Ms. Seema Pathania (PRT) (I/c) • Ms. Divya Kaushik (PRT) • Ms. Poonam (PRT) 		
4	Examinations	Secondary		
		Internal	Mr. Sukhdev Birdi (PGT Eco) (I/c) Mrs. Rupinder Jeet Kaur (TGT S.St.) Mr. Rinku Kumar (TGT Hindi) Ms. Lalita (TGT Skt.) Mrs. Meenakshi Saily (TGT Eng.) Mr. Krishan Lal (Sub Staff.)	
		CBSE & External	Mr. Raj Kumar (PGT Physics) (I/c) Mr. Vishal Kumar Mishra (TGT Eng.) Mr. Pardeep Periwal (Library, Sub Staff) Mr. Ram Khilawan (Sub Staff)	
		Primary	Ms. Kiran Bala (PRT) (I/c) Ms. Manjeeta (PRT) Ms. Anita, PRT Ms. Dalbir Kaur, Sub Staff	
5	राज भाषा हिन्दी Reporting	<ul style="list-style-type: none"> • Mrs. Monika (PGT Hindi) (I/c) • Mr. DK Meena, TGT Hindi • Mr. Rinku Kumar, TGT Hindi • Ms. Jyoti Chettri, TGT Hindi • Ms. Lalita, TGT Sanskrit • Ms. Sangeeta, PRT 		
6	Co-Curricular Activities	Secondary <ul style="list-style-type: none"> • Mrs. Jyoti Chettri (TGT Hindi) (I/c) • Mr. Rinku Kumar (TGT Hindi) (Stage Coordinator) • Mrs. Meenakshi Saily (TGT Eng.) (Stage Coordinator) • Mrs. Punam Devi (TGT AE) • Ms. Lalita, TGT SKT • TGT Punjabi • Mr. Krishan Lal, Sub Staff 		

		<p>Primary</p> <ul style="list-style-type: none"> Ms. Asna Khan, PRT (I/c) Ms. Sunita Nehra, PRT Ms. Inderjit Kaur, PRT (Music) 	
		<p>House Masters (Secondary)</p> <ul style="list-style-type: none"> Ms. Anu Bala (Shivaji House) Ms. Indu Sharma (Tagore House) Ms. Neeru (Ashok House) Ms. Vinita (Raman House) 	<p>House Masters (Primary)</p> <ul style="list-style-type: none"> Ms. Srishti (Shivaji House) Ms. Sangeeta (Tagore House) Ms. Divya Kaushik (Ashok House) Ms. Firdos (Raman House)
7	Scouts and Guides	<p>Secondary</p> <ul style="list-style-type: none"> Ms. Lalita (TGT Skt.) (I/c) Mr. Vishal Kumar (TGT Eng) Mrs. Punam Devi (TGT AE) Mrs. Usha Gupta (Librarian) 	
	Cub & Bulbul	<p>Primary</p> <ul style="list-style-type: none"> Ms. Sangeeta (PRT) (I/c Bulbul) Ms. Poonam (PRT) (I/c Cub) Mrs. Anita (PRT) Ms. Divya Kaushik Mrs. Surinder Kaur (PRT) Ms. Sunita Nehru (PRT) 	
8	NCC	<ul style="list-style-type: none"> Mr. Dharmendra Kumar Meena (TGT Hindi) (I/c) Ms. Lalita (TGT Skt.) Mr. Krishan Lal (Sub Staff) 	
9	Furniture & Maintenance and Repair	<ul style="list-style-type: none"> Mr. Vishal Kumar (I/c Furniture) Mr. Umesh Kumar (TGT WE) (I/c Civil & Electrical) Mr. Pankaj Sharma (PGT Chem.) (I/c GeM) Mrs. Ravinder Kaur, HM Mr. Amarjit Kumar, TGT Eng (VMC Member) (VMC Member) (VMC Member) 	
	Allotment & M&R of Staff Quarters	<ul style="list-style-type: none"> Mr. Umesh Kumar (TGT WE) (I/c) Mr. Pankaj Sharma (PGT Chem.) Mr. Anil Kumar Chauhan (PGT History) Mr. Sukhbir Singh, ASO 	
10	AV Aids (PA System)	<ul style="list-style-type: none"> Mr. Umesh Kumar (TGT WE) (I/c) Mrs. Inderjit Kaur (Primary) (PRT Music) Mr. Pardeep Periwal (Library, Sub Staff) (For Primary) Mr. Sarwan Ram (Sub staff) (For Secondary) 	
11	UDISE+ & E Punjab	<ul style="list-style-type: none"> Mr. Barinder Kumar, PGT CS (I/c) Mr. Vishal Kumar Mishra (TGT Eng.) Mrs. Surinder Kaur, PRT Mr. Savinay (DEO) 	
12	Vidyalaya Website and UBI Portal	<ul style="list-style-type: none"> Mr. Barinder Kumar (PGT Comp.Sc.) (Secondary) Mr. Vishal Kumar Mishra (TGT Eng.) Ms. Poonam (PRT) Mr. Savinay, DEO 	
13	Enrollment Committee	<ul style="list-style-type: none"> Ms. Indu Sharma, TGT Maths (Class VI to XII) Ms. Bhateri Devi, PRT (Class Balvatika to V) 	
14	RTE Committee	<ul style="list-style-type: none"> Mr. Anil Kumar, PGT Ms. Poonam, PRT 	

15	Students Diary	Secondary <ul style="list-style-type: none"> • Mrs. Usha Gupta (Librarian) (I/c) • Mrs. Monika (PGT Hindi) • Mr. Vishal Kumar Mishra (TGT Eng.) • Ms. Asna Khan, PRT • Ms. Sunita Nehra, PRT 	
16	News Letter / Record of CCA Activities	Secondary <ul style="list-style-type: none"> • Ms. Jyoti Chettri (TGT Hindi) • Mr. Vishal Kumar Mishra (TGT Eng.) • Mr. Amarjit Kumar, TGT Eng • Ms. Meenakshi Saily, TGT Eng Primary <ul style="list-style-type: none"> • Ms. Asna Khan, PRT • Ms. Sunita Nehra, PRT 	
17	Cleanliness Conservancy/ Security Services	<ul style="list-style-type: none"> • Mrs. Monika (PGT Hindi) (I/c) • Mrs. Rupinder Jeet Kaur (TGT S.Sc.) • Mrs. Rajni Gupta (TGT P&HE) • Mrs. Punam Devi (TGT AE) • Mr. Umesh Kumar (TGT WE) • Mrs. Shipla Rani (PRT) • Ms. Firdos, PRT 	
18	Beautification and Horticulture	<ul style="list-style-type: none"> • Mrs. Rajni Gupta (TGT P&HE) (I/c) • Mrs. Punam Devi (TGT AE) • Mr. Surender Kumar, (PGT Bio) • Mr. Umesh Kumar (TGT WE) • Ms. Shipla Rani, PRT • Ms. Poonam, PRT 	
19	Alumni Association	<ul style="list-style-type: none"> • Mrs. Jyotsna Bhatia (PGT Math) • Mr. Vishal Kumar Mishra (TGT Eng.) 	
20	Library Committee	<ul style="list-style-type: none"> • Mr. Shish Pal (Vice-Principal) (I/c) • Mrs. Jyotsna Bhatia (PGT Math) • Mr. Sukhdev Birdi (PGT Eco.) • Mrs. Monika (PGT Hindi) • Mr. Pankaj Sharma (PGT Chem.) • Mrs. Usha Gupta (Librarian) • Mrs. Ravinder Kaur (HM) • Student 1 • Student 2 	
21	Excursions, Tours, Picnics and Adventure Activities	<ul style="list-style-type: none"> • Mr. Sandeep Kumar (PGT Comm.) (I/c) • Mr. Surender Kumar (PGT Bio) • Mr. Rinku Kumar, TGT Hindi • Ms. Sangeeta, PRT 	
22	Discipline Committee (Guidance and Counselling, Prevention of sexual offences, Anti Bullying)	<ul style="list-style-type: none"> • Mr. Anil Kumar Chauhan (PGT Hist) (I/c) • Mr. Sukhdev Birdi (PGT Eco) • Mr. Raj Kumar (PGT Phy.) • Ms. Jyoti Chettri, TGT Hindi • Mrs. Rajni Gupta (TGT P&HE) • Mrs. Usha Rani, TGT (SST) • Ms. Tervinder Kaur, TGT Bio • Mrs. Ravinder Kaur, HM • Ms. Bhateri Devi, PRT 	

23	AEP	<ul style="list-style-type: none"> • Mrs. Neeru, PGT Eng • Ms. Jyoti Chettri, TGT Hindi • Ms. Anu Bala, TGT Bio • Mrs. Usha Rani (TGT S. Sc.) • Ms. Seema Pathania, PRT • Staff Nurse 		
24	Labs	E-Classrooms:	XII B	Mr. Sandeep Kumar (PGT Commerce)
			WE	Mr. Umesh Kumar (TGT WE)
			Primary	Ms. Sunita Nehra (PRT) Ms. Srishti, PRT
		ATL		Mr. Surender Kumar (PGT Bio)
		Maths lab		Mrs. Jyotsna Bhatia (PGT Math)
		Geography Lab		Mr. Anil Kumar Chauhan (PGT History) Ms. Vinita, PGT Geo
		JSL		Mrs. Tervinder Kaur (TGT Bio.)
		Music Room		Mrs. Inderjit Kaur (PRT Music)
		Computer Labs		Mr. Barinder Kumar (PGT Comp. Sc.)
		Biology		Mr. Surender Kumar (PGT Bio.)
		Chemistry		Mr. Pankaj Sharma (PGT Chem.)
Physics		Mr. Raj Kumar (PGT Phy.)		
25	First Aid and Medical	<ul style="list-style-type: none"> • Mr. Surender Kumar (PGT Bio.) (I/c) • Mrs. Anu Bala (TGT Bio.) • Ms. Kiran Bala, PRT • Ms. Manjeeta, PRT • (Staff Nurse) 		
26	Academic Advisory/ Nishtha/ CPD	<ul style="list-style-type: none"> • Ms. Jyotsna Bhatia, PGT Maths (I/c) • Mrs. Tervinder Kaur (TGT Bio.) • Mrs. Harminder Kaur (TGT Math) • Mr. Rinku Kumar (TGT Hindi) • Ms. Ravinder Kaur, HM 		
27	Teaching Aids including Chalk & Duster	<ul style="list-style-type: none"> • Mr. Anil Kumar Chauhan (PGT Hist) (I/c) • Ms. Vinita, PGT Geo • Mrs. Anu Bala (TGT Bio.) • Ms. Bhateri Devi, PRT 		
28	Photography and Display Boards	<ul style="list-style-type: none"> • Mrs. Jyoti Chhetri (TGT Hindi) (I/c) • TGT Punjabi • Ms. Srishti, PRT • Ms. Anita, PRT 		
29	Refreshment & Canteen Quality Assurance Committee	<ul style="list-style-type: none"> • Ms. Rupinderjeet Kaur (TGT S.Sc.) (I/c) • Ms. Meenakshi Saily, TGT Eng • Ms. Sangeeta (PRT) • Ms. Firdos, PRT 		
30	Staff Room Maintenance	<ul style="list-style-type: none"> • Mrs. Usha Rani (TGT S.St.) • Mrs. Punam Devi (TGT AE) • Ms. Sangeeta, PRT 		
31	Staff Club	<ul style="list-style-type: none"> • Mr. Sandeep Kumar (PGT Comm) (Secy.) • Mrs. Usha Rani (TGT S.St) • Mrs. Meenakshi Saily (TGT Eng.) • Ms. Ravinder Kaur (HM) • Ms. Manju Bala (PRT) • Ms. Sumit (PRT) 		
32	Checking of Attendance Registers/ CS-54	<ul style="list-style-type: none"> • Mrs. Jyotsna Bhatia, PGT Maths (I/c) • Mrs. Harminder Kaur (TGT Math) • Ms. Poonam (PRT) • Ms. Bhateri Devi, PRT 		

33	Grievance Redressal Committee	<ul style="list-style-type: none"> Mr. Shish Pal (Vice-Principal) Mrs. Jyotsna Bhatia (PGT Math) Mr. Anil Kumar Chauhan (PGT History) Mrs. Ravinder Kaur (HM) 	
34	Clubs for Secondary & Sr. Sec. Section	Scouts and Guides	<ul style="list-style-type: none"> Ms. Lalita (TGT Skt.) Mrs. Usha Gupta, Librarian
		NCC	<ul style="list-style-type: none"> Mr. Dharmendra Kumar Meena (TGT Hindi) Ms. Lalita (TGT Skt.)
		Science Club/ Eco Club	<ul style="list-style-type: none"> Mr. Pankaj Sharma (PGT Chem) Ms. Tervinder Kaur (TGT Bio.)
		Mathematics Club	<ul style="list-style-type: none"> Mrs. Jyotsna Bhatia (PGT Maths) Ms. Gurdev Singh (TGT Maths)
		ATL Club	<ul style="list-style-type: none"> Mr. Raj Kumar (PGT Phy.) Mr. Surender Kumar (PGT Bio)
		S, Sc. Club	<ul style="list-style-type: none"> Mrs. Usha Rani (TGT S.Sc.) Mrs. Meenakshi Saily (TGT Eng.) Ms. Rupinderjeet Kaur (TGT S.Sc.)
		Art & Craft	<ul style="list-style-type: none"> Ms. Punam Devi, TGT AE Ms. Inderjit Kaur, PRT Music
35	GeM Buyers	<ul style="list-style-type: none"> Mr. Pankaj Sharma (PGT Chem.) Mr. Barinder Kumar (PGT Comp.Sc.) Mr. Surender Kumar, PGT Bio 	
36	Facebook & X(Twitter) Social Media Platforms	<ul style="list-style-type: none"> Mr. Barinder Kumar, PGT CS Ms. Sunita Nehra, PRT 	
37	Email Coordinator & Correspondence	<ul style="list-style-type: none"> Mr. Shish Pal, Vice Principal Mr. Barinder Kumar (PGT Comp.Sc.) Mr. Anil Kumar, PGT Hist Mr. Sukhbir Singh, ASO Mr. Savinay (DEO) 	
38	Various Programs & Important Days	Maths Olympiad	<ul style="list-style-type: none"> Mrs. Jyotsna Bhatia (PGT Math)
		NTSE	<ul style="list-style-type: none"> Mr. Raj Kumar (PGT Phy)
		Science Exhibition	<ul style="list-style-type: none"> Mr. Pankaj Sharma (PGT Chem)
		NCSC	<ul style="list-style-type: none"> Mr. Surender Kumar (PGT Bio)
		Inspire Award	<ul style="list-style-type: none"> Mrs. Tervinder Kaur (TGT Bio.)
		Harit Vidyalaya & GSP Audit	<ul style="list-style-type: none"> Mr. Surender Kumar (PGT Bio) Ms. Punam Devi (TGT AE)
		ACP	<ul style="list-style-type: none"> Mrs. Usha Rani (TGT S.St.)
		Constitution Day	<ul style="list-style-type: none"> Mrs. Rupinder Jeet Kaur (TGT S.St.)
		Diksha	<ul style="list-style-type: none"> Mrs. Tervinder Kaur (TGT Bio.)
		Fit India	<ul style="list-style-type: none"> Mrs. Rajni Gupta (TGT P&HE)
		JIGYASA	<ul style="list-style-type: none"> Ms. Anu Bala (TGT Bio)
		SPIC MACAY	<ul style="list-style-type: none"> Mrs. Inderjit Kaur (PRT Music)
		EBSB & Youth Parliament	<ul style="list-style-type: none"> Mr. Usha Rani, TGT SST (I/c) Ms. Vinita, PGT GEO Mr. Anil Kumar, PGT Hist
		Kala Utsav	<ul style="list-style-type: none"> Ms. Inderjit Kaur, PRT (Music) (I/c) Mrs. Punam Devi (TGT AE)
39	Condemnation Committee	<ul style="list-style-type: none"> Mr. Pankaj Sharma (PGT Chem.) (I/c) Mrs. Rajni Gupta (TGT P&HE) Mr. Umesh Kumar (TGT WE) Ms. Ravinder Kaur, HM 	

		<ul style="list-style-type: none"> All HODs 			
40	PTA	<ol style="list-style-type: none"> Mr. Shish Pal, Vice Principal (Parent 1)(Parent 2) Sh. Sandeep Kumar, PGT Smt. Jyotsna Bhatia, PGT Ravinder Kaur, HM 			
41	PM SHRI	<ul style="list-style-type: none"> Mr. Shish Pal, Vice Principal Smt. Jyotsna Bhatia, PGT Mr. Pankaj Sharma, PGT Ms. Rajni Gupta, TGT Mr. Umesh Kumar, TGT WE Mr. Sukhbir Singh, ASO Ms. Ravinder Kaur, HM 			
42	Publication Committee	<ul style="list-style-type: none"> Ms. Jyoti Chettri, TGT Hindi Mr. Amarjit Kumar, TGT Ms. Lalita, TGT SKT TGT Punjabi Ms. Sunita Nehra, PRT Ms. Asna Khan, PRT 			
43	Morning Assembly	<ul style="list-style-type: none"> Ms. Neeru, PGT Eng (I/c Secondary) Ms. Jyoti Chettri, TGT Hindi Ms. Lalita, TGT SKT Ms. Rajni Gupta, TGT P&HE Ms. Usha Rani, TGT SST All Class Teachers Mr. Sarwan Ram, SS 	<ul style="list-style-type: none"> Ms. Surinder Kaur, (I/c Primary) Ms. Inderjit Kaur, PRT Ms. Asna Khan, PRT Ms. Srishti, PRT Mr. Pardeep Periwal, SS 		
44	CCTV Monitoring	<ul style="list-style-type: none"> Mr. Barinder Kumar, PGT CS Mr. Pankaj Sharma, PGT Chem TGT Punjabi Ms. Sunita Nehra, PRT 			
45	Vidyanjali Portal	<ul style="list-style-type: none"> Mr. Anil Kumar, PGT Mr. Sandeep Kumar Ms. Rajni Gupta Ms. Manju Bala, PRT 			
46	Health & Sanitation (Water Management)	<ul style="list-style-type: none"> Mr. Umesh Kumar, TGT WE Mr. Gurdev Singh, TGT Ms. Tervinder Kuar, TGT Ms. Rajni Gupta, TGT Ms. Ravinder Kaur, HM 			
47	School Safety Committee	<ul style="list-style-type: none"> Mr. Shish Pal, VP Mr. Anil Kumar, PGT Ms. Rajni Gupta, TGT Ms. Ravinder Kaur, HM Parents 1.....2..... Student 1.....2..... 			
48	PTM	<ul style="list-style-type: none"> Ms. Jyotsna Bhatia, PGT Ms. Ravinder Kaur, HM 			
49	RTI Committee	<ul style="list-style-type: none"> Mr. Sukhbir Singh, ASO Mr. Anil Kumar, PGT Mr. Sandeep Kumar, PGT Ms. Ravinder Kaur, HM 			
50	MOD	<ol style="list-style-type: none"> Mr. Anil Kumar, PGT Ms. Ravinder Kaur, HM 			
51	Other Committees	<table border="1"> <tr> <td>Child Rights Protection Cell</td> <td> <ul style="list-style-type: none"> Mr. Sandeep Kumar (PGT Comm) (I/c) Ms. Jyotsna Bhatia, PGT Maths </td> </tr> </table>	Child Rights Protection Cell	<ul style="list-style-type: none"> Mr. Sandeep Kumar (PGT Comm) (I/c) Ms. Jyotsna Bhatia, PGT Maths 	
Child Rights Protection Cell	<ul style="list-style-type: none"> Mr. Sandeep Kumar (PGT Comm) (I/c) Ms. Jyotsna Bhatia, PGT Maths 				

			<ul style="list-style-type: none"> • Ms. Ravinder Kaur, HM • Ms. Manju Bala, PRT • All Class Teachers 	
		Evacuation Team	<ul style="list-style-type: none"> • Mr. Shish Pal (Vice Principal) • Ms. Ravinder Kaur, HM • Sh. Sukhdev Birdi, PGT (Eco) • Smt Sunita Nehra, PRT • Sh. Krishan Lal, Sub-Staff 	
		First Aid & Medical Team	<ul style="list-style-type: none"> • Smt. Surender Kumar (PGT Bio) (I/c) • Nurse • Smt. Tervinder Kaur, TGT (Bio) • Smt Anu Bala, TGT (Bio) • Ms. Seema Pathania, PRT • Ms. Manjeeta, PRT 	
		Transport Safety Team	<ul style="list-style-type: none"> • Sh. Sukhdev Birdi (PGT Eco) (I/c) • Ms. Rajni Gupta, TGT P&HE • Smt Ravinder Kaur, HM • Sh. Sandeep Kumar (PGT Comm) • Ms. Surinder Kaur, PRT • Ms. Sumit, PRT 	
		Team for students with special needs (Divyang)	<ul style="list-style-type: none"> • Sh Surender Kumar, PGT (Bio) (I/c) • Sh. Anil Kumar, PGT Hist • Nurse • Ms. Sangeeta, PRT • Special Educator 	
		Internal Complaint Committee (ICC)	<ul style="list-style-type: none"> • Mr. P.C. Tiwari, AC (I/c) • _____, President, Shakti Foundation. • _____, Principal, BSF Sr Sec School, Jalandhar • Smt Jyotsna Bhatia, PGT Math • Sh Sandeep Kumar, PGT Commerce • Ms. Ravinder Kaur, HM 	
52	Office Work Allotment	TA/DA/Medical, Taxation, Leave Record other than CL, Service Books, Name Change Cases and Employee Admin Matters	<ul style="list-style-type: none"> • Mr. Sandeep Kumar (PGT Comm) • Mr. Sukhbir Singh, ASO 	
		Admission Records & CL	<ul style="list-style-type: none"> • Mr. Ramesh Kumar, JSA 	
		Lab Attendant for Physics, Chemistry, Biology and Primary Exam	<ul style="list-style-type: none"> • Mrs. Dalbir Kaur (Sub-staff) 	
		Office Attendant	<ul style="list-style-type: none"> • Mr. Ram Khilawan (Sub-staff) • Mr. Sarwan Ram (Sub-staff) • Mr. Krishan Lal (Sub-staff) 	

Note: All duties and responsibilities to be taken up in letter and spirit. The duties are subject to change on need basis.

(Harjinder Bhatia)
Principal

To,
All concerned teachers