

केंद्रीय विद्यालय मंडी, हिमाचल प्रदेश
Kendriya Vidyalaya Mandi, Himachal Pradesh

सत्र-2026-27/ Session-2026-27

समितियां / Committees

क्रम संख्या	समिति के नाम/Committee Names	सदस्य /Members
1	<u>शैक्षणिक संयोजक / Academic conveners-</u> 1) Periodic Faculty meetings with preplanned agenda points. 2) Meaningful discussions with respect teaching learning process. 3) Chalking out and implementing constructive strategies with a view to bring considerable improvement in the performance of students. 4) Assessment of the previous meeting agenda 5) Follow up in the right earnest.	श्रीमती श्रीमती दीपा देवी चंद, प्रभारी श्रीमती मीनाक्षी रावत श्री राजेंद्र कुमार श्री अंकुश गगल श्री अशोक खड़िया श्रीमती प्रियंका (प्राइमरी विभाग - प्रभारी)
2	<u>प्रवेश समिति/Admission Committee -</u> 1) Strict adherence to KVS admission schedule. 2) To follow admission guidelines of KVS for 2026-27 3) To answer the queries of parents. 4) Timely uploading of T.C.'s on website and verification of T.C.'s before admission. 5) To maintain proper records.	श्री नरेश कुमार, प्रभारी श्री सुरेंद्र कुमार श्री वीरेंद्र श्री ऋषि पाल, प्राथमिक विभाग
3	<u>परीक्षा समिति/ Examination Committee-</u> 1) To coordinate smooth conduct of internal and external exam. 2) To print and purchase examination material in time 3) Maintain secrecy in all respects. 4) To handle correspondence related to the CBSE and other external exam. Ensuring all updation related to CBSE on its portals SARAS, OASIS, SAMAGAM etc. 5) Strict adherence to the KVS schedule and proper maintenance of records. 6) To maintain all exam related KVS and CBSE circulars ?	<u>INTERNAL:</u> श्री अंकुश गगल, प्रभारी श्री शमशेर श्रीमती कृति ठाकुर सुश्री पूनम, प्रभारी प्राइमरी विभाग श्री कमलकांत <u>CBSE:</u> श्री कमल किशोर, प्रभारी श्री देवी सिंह श्री चमन लाल श्री शमशेर सिंह

4	<u>सहगामी क्रिया कलाप/CCA -</u> 1) To ensure the proper conduct of morning assembly which includes- i) Command, Prayer, Pledge, Thought, News ii) Talks on G.D., Value education, Current Affairs iii) National Anthem 2) Marching Song ☐ 3) Proper preparation for celebration of different functions, events, ceremonies etc. 4) Preparation and implementation of proper CCA schedule. 5) Constitution of student council and organization of investiture ceremony. ☐ 6) Monitoring and assessing House performance with records. ☐ 7) Ensuring hoisting of National as well as House flag. ☐ 8) Issue of class out passes and I Cards.	श्री देवी सिंह, प्रभारी श्रीमती शेफाली तलवार श्री अशोक खड़िया श्रीमती मनीषा कहोल श्रीमती प्रियंका (प्राइमरी विभाग – प्रभारी) श्री संजीव कुमार श्री कमलकांत, सह-प्रभारी श्री ऋषि पाल सुश्री काजल कुमारी
5	<u>समय सारणी समिति/Time Table Committee-</u> 1. To prepare time table as per latest KVS guideline and amend it whenever needed during the session. 2. To ensure proper distribution and communication of time table to the students and teachers as and when required and provide its copies to the Principal. 3. To ensure daily engagement of teachers who are on leave. 4. In case of long leave vacancy of teacher's arrangement of Contractual teachers with the consent of the Principal.	श्री राजेंद्र कुमार (प्रभारी) श्री नरेश कुमार श्री वीरेंद्र कुमार श्री ऋषि पाल (प्राइमरी विभाग – प्रभारी) श्री विकास कुमार
6	<u>अनुशासन समिति/Discipline Committee-</u> 1. To keep track of undisciplined students and monitor them with proper counselling. ☐ 2. To check students who damage school property and call the meeting of their parents. 3. To oversee movement of students from class to ground for assembly or class or library. ☐ 4. To regulate the pass system. 5. To investigate the indiscipline cases, prepare record and timely action ☐	श्रीमती दीपा देवी चंद (इंचार्ज-गर्ल्स) श्रीमती मनीषा कहोल श्रीमती कीर्ति ठाकुर श्रीमती प्रियंका श्री चमन लाल (इंचार्ज बॉयज़) श्री राजेंद्र कुमार श्री नरेश कुमार श्री शमशेर सिंह श्री संजीव कुमार, इंचार्ज प्राइमरी

7	<u>स्थानीय क्रय समिति/Local purchase committee-</u> 1) Planning and proceeding strictly as per latest KVS guidelines under intimation and due consent of Principal .	श्रीमती दीपा देवी चंद, प्रभारी, श्री नरेश कुमार, श्री अंकुश गगल, श्री कमल किशोर, श्री वीरेंद्र कुमार, श्री ऋषि पाल (प्राइमरी विभाग), श्री बाँबी
8	<u>GEM क्रय समिति/GEM Purchase Committee-</u> 1.To identify the requirement of goods and services for the school. 2.To purchase items through the GeM portal as per government rules. 3.To compare prices and select suitable products. 4.To ensure transparency in the procurement process. 5.To place orders after approval from the competent authority. 6.To check quality and quantity of received items. 7.To maintain proper purchase records and documents. 8.To ensure timely delivery of materials.	श्री कमल किशोर, प्रभारी श्री बाँबी
9	<u>सीटिंग अरेंजमेंट समिति./Seating Arrangement Committee-</u> 1)To make proper seating arrangement in various programs	श्री अशोक खाड़िया, प्रभारी श्रीमती अनुपमा श्री संजीव
10	<u>स्वच्छता /Cleanliness/Hygiene/Sanitation-</u> 1.Proper upkeep and maintenance of cleanliness of Vidyalaya premises. [?] 2.Regular checking of cleanliness with intimation to Principal. [?] 3.Prompt feedback in case of any lapses.	श्रीमती मीनाक्षी रावत प्रभारी श्री वीरेंद्र कुमार श्री संजीव, प्रभारी प्राथमिक विभाग श्रीमती प्रियंका
11	<u>Beautification: [?]</u> 1. Proper upkeep and maintenance of beautification of Vidyalaya premises. [?] [?]	श्रीमती अनुपमा, प्रभारी (नर्स) श्री वीरेंद्र कुमार सुश्री काजल कुमारी
12	<u>BHARAT SCOUTS AND GUIDE</u> 1. Command and training of Scouts & Guides .[?] 2. To prepare calendar of activities for the session-2026-27.	श्री संजीव कुमार, प्रभारी श्री चमन लाल श्री शमशेर सिंह श्रीमती कृति ठाकुर श्रीमती मनीषा कहोल सुश्री पूनम श्री विकास कुमार

13	किशोरावस्था शिक्षा कार्यक्रम और मार्गदर्शन और परामर्श समिति/AEP AND Guidance and Counselling committee- 1.To handle the typical problems of children 2.Monitoring of typical problematic kind of students. [?] 3.To stay in touch with such parents. 4.To encourage the children for creative activities. [?] 5.Follow up of suggestion box content. [?] 6.Conduct of regular counselling sessions. 7.Maintenance of proper record	श्रीमती दीपा देवी चंद, प्रभारी लड़कियाँ श्रीमती मीनाक्षी रावत (नर्स) श्री राजेंद्र कुमार, प्रभारी लड़के श्री सुरेंद्र कुमार श्री वीरेंद्र कुमार
14	फर्नीचर समिति/Furniture Committee. - 1.Proper maintenance and upkeep of existing furniture. 2.Timely repair and purchase with prior consent of Principal and as per KVS norms. [?] 3.Avoiding leaving unserviceable/ broken furniture in open.	श्री अशोक खाड़िया, प्रभारी श्री शमशेर सिंह श्री संजीव कुमार श्री कमलकांत
15	पुस्तकालय समिति/ Library Committee.- 1.Strict adherence to library polic.y [?] 2.Ensuring maximum issue/use of books by students. 3.Timely convening periodic library meetings under intimation to principal. 4.Proper maintenance of records and display of latest arrivals in library. [?]	श्री वीरेंद्र कुमार, प्रभारी श्रीमती मनीषा कहोल श्री विकास कुमार सुश्री काजल कुमारी सुश्री पूनम सभी फैकल्टी हेड
16	मेडिकल चेक-अप और फर्स्ट-एड समिति/Medical check-up and First-Aid Committee. - 1.Strict adherence to KVS schedule for medical check-up. 2. Monitoring the use of medicines and medical equipment by the nurse.	श्रीमती दीपा देवी, चांद, प्रभारी (नर्स) श्री चमन लाल सुश्री पूनम
17	शिक्षण सामग्री और ऑडियो विजुअल एड्स/TEACHING AIDS & AUDIO VISUAL AIDS:- 1. Procuring and using effective teaching aids.	श्री शमशेर सिंह, प्रभारी श्रीमती प्रियंका, प्रभारी प्राथमिक विभाग श्री विकास कुमार
18	पत्रिका समिति / Magazine Committee.- 1.Ensuring originality, creativity and substance in write ups. [?] 2.Involvement of maximum students. [?]	श्रीमती शेफाली श्री देवी सिंह श्रीमती मनीषा कहोल, प्रभारी श्री अशोक खाड़िया सुश्री पूनम सुश्री काजल कुमारी

19	<u>सूचना संचार और प्रौद्योगिकी / सामाजिक नेटवर्किंग / वेबसाइट / फेसबुक / ट्विटर / इंस्टाग्राम अद्यतन समिति/वर्किंग ICT Website/ Facebook/ Twitter/Instagram Updating Committee.</u> 1. Timely updating of website with correct latest required data with accuracy under timely intimation to the Principal. 2. To ensure timely updating and verification of content	श्री नरेश कुमार, प्रभारी श्री अशोक खड़िया श्रीमती मनीषा कहोल (कंप्यूटर इंस्ट्रक्टर)
20	<u>सार्वजनिक सूचना यंत्र/ PA System-</u> 1. Ensuring proper functioning of the system during morning assembly and all events.	श्री वीरेंद्र कुमार , प्रभारी श्री संजीव सहप्रभारी श्री कमल कान्त
21	<u>मरम्मत निर्माण कार्य /M&R committee /Aqua Guard & water storage-</u> 1. Proper installation & running of aqua guards. 2. Proper AMC and Cleanliness. 3. Timely cleaning of water tanks. 4. Timely repair of damaged infrastructure.	श्री वीरेंद्र कुमार, प्रभारी श्री चमन लाल श्री शमशेर सिंह श्री संजीव कुमार श्री कमल किशोर
22	<u>ई-पत्रिका/न्यूज़लेटर/E-Magazine/Newsletter-</u> 1. Class wise E-Magazine. 2. Maximum involvement of students. 3. Monthly feedback.	श्रीमती शोफाली तलवार, प्रभारी, श्री देवी सिंह श्रीमती मनीषा कहोल श्रीमती प्रियंका सभी क्लास टीचर
23	<u>राजभाषा समिति/Raj Bhasha Committee-</u> 1. Ensuring strict adherence to KVS guidelines with respect to implementation of Rajbhasha. 2. Timely convening of quarterly meetings under intimation to the Principal. 3. Timely submission of quarterly report. 4.	श्रीमती शैफेली तलवार, प्रभारी श्री अशोक खड़िया, सहप्रभारी श्रीमती प्रियंका श्री बाँबी
24	<u>जनसंचार माध्यम/Print Media -</u> 1. Timely printing and publishing of material with prior consent of Principal. 2. Coverage of school events through media under intimation to the Principal.	श्री नरेश कुमार, प्रभारी श्री राजेंद्र कुमार
25	<u>फोटोग्राफी/Photography -</u> 1. To collect and maintain record of photographs of various events organized in the Vidyalaya. 2. Uploading of latest pictures on Vidyalaya website as per KVS directions. 3.	श्री नरेश कुमार, प्रभारी सुश्री पूनम श्री विकास कुमार, (कंप्यूटर इंस्ट्रक्टर)

26	<u>संसाधन कक्ष/Resource room -</u> 1. Proper use of broadband facilities in interest of students. 2. Meaningful preparation and display of TLM.	श्री ऋषि पाल प्रभारी श्री कमल कांत
27	<u>UBI फीस पोर्टल / UBI Fees Portal-?</u> 1. Strict adherence to KVS guidelines and time schedule.	श्री नरेश कुमार, प्रभारी श्री वीरेंद्र कुमार श्रीमती प्रियंका (कंप्यूटर इंस्ट्रक्टर)
28	<u>अल्पाहार एव जलपान व्यवस्था समिति /Refreshment Committee - ?</u> 1. Timely planning and procurement of actual requirements. ? 2. Proper hospitality. ?	श्रीमती मनीषा कहोल, प्रभारी सुश्री पूनम, श्रीमती प्रियंका (नर्स)
29 (A)	<u>Employees' / Students' Grievance Committee:</u> 1. Timely redressal of grievances. 2. Proper record maintenance. ??? ??	श्रीमती मीनाक्षी रावत, प्रभारी श्रीमती दीपा देवी चंद श्री राजेंद्र कुमार श्रीमती कीर्ति ठाकुर श्रीमती प्रियंका सुश्री पूनम
29(B)	<u>आंतरिक शिकायत समिति/Internal Complaint Committee-</u> 1. Timely redressal of grievances. 2. Proper record maintenance. ?	श्रीमती दीपा देवी चंद, प्रभारी श्रीमती मीनाक्षी रावत श्री राजेंद्र कुमार श्री देवी सिंह
30	<u>प्रदर्शन पट /Display Boards-</u> 1. To maintain display boards of classes & outdoor display boards. ? 2. To maintain good and value based articles on display boards ? ??	श्री देवी सिंह, प्रभारी श्रीमती प्रियंका श्रीमती मीनाक्षी रावत श्रीमती अनुपमा
31	<u>E-Classroom Monitoring and Record Keeping (FLN NIPUN BHARAT) E-CLASS ROOM -?</u> 1. Fixed schedule/ days for interactive teaching? 2. Prompt feedback in case of any lapses. FLN NIPUN BHARAT	श्री नरेश कुमार, प्रभारी श्री राजेंद्र कुमार श्री शमशेर सिंह श्री ऋषिपाल

32	FLN /न्यूनतम साझा कार्यक्रम /CMP - 1.Implementation of CMP schedule as per guidelines. 2.Proper utilization of TLM. 3.Focus on strengthening competencies. ? 4.Meaningful assignments and activities. ? 5.Use of ICT. 6.Timely publication of Newsletter.	श्री ऋषि पाल (प्रभारी) श्रीमती प्रियंका (सहप्रभारी) श्री कमलकांत
33	<u>शैक्षणिक भ्रमण समिति / Excursions and Adventure Committee - ?</u> 1. To arrange safe adventure, trips and excursion with consent of Principal	श्री राजेंद्र कुमार, प्रभारी श्रीमती मीनाक्षी रावत श्री शमशेर सिंह श्री ऋषि पाल
34	कार्यालय लेखन /Checking of office Accounts (SF, VVN, Contractual Salary, TA, DA, Medical claims, RTE) Committee-?	श्री अंकुश गगल, प्रभारी श्रीमती मीनाक्षी रावत श्री कमल किशोर
35	<u>Checking of register of MOD Duties -? ?</u> 1) Regular checking of MOD registers at the end of the day. SOP/Collection of Safety Certificates ?? 2.To ensure safety of the students ? 3.Develop a comprehensive action plan to implement the guidelines. 4.Allocate specific roles to difference personnel and teachers as per the SOP. ? 5.Keep the security personnel of the school on the alert. ? 6.Conducting mock drills with the help of local bodies. 7.Lapses and dereliction of duty will be viewed seriously. ? ???	श्री राजेंद्र कुमार, प्रभारी श्रीमती मीनाक्षी रावत
36	<u>School Safety Advisory Committee (To implement guidelines issued by NDMA) including preparation of School Disaster Management Plan as per NDMA guidelines.</u> 1.To ensure safety of students and staff in the school. 2.To identify and report safety hazards on the campus. 3.To prepare and implement the school safety plan. 4.To conduct safety awareness programs and drills. 5.To ensure availability of safety equipment. 6.To monitor safety measures in the school premises. 7.To report safety concerns to the school administration. 8.To suggest improvements for a safe school environment.	श्री वीरेंद्र, प्रभारी श्रीमती मीनाक्षी रावत श्री शमशेर सिंह सुश्री काजल कुमारी

37	विज्ञान प्रदर्शनी /साइंस कांग्रेस/Science Exhibition/ Science congress- 1.To ensure mass participation in Science Exhibition. 2.Motivating originality and innovative spirit by creating awareness about the latest development in Science &Technology for the projects.	श्री सुरेन्द्र कुमार (प्रभारी) श्री राजेन्द्र कुमार श्रीमती दीपा देवी चंद
38	एक भारत श्रेष्ठ भारत और कला उत्सव(EBSB)/ EK BHARAT SHRESHTHA BHARAT& Kala Utsav:- 1.To ensure mass participation in EK BHARAT SHRESHTHA BHARAT. 2.Motivating originality and innovative spirit and maintaining standard of items viz. Music, Debate, skit, Projects. 3.Timely planning and preparation with full personal involvement.	श्री संजीव कुमार (प्रभारी) श्री कमल किशोर श्रीमती मीनाक्षी रावत श्री शमशेर सिंह श्रीमती अनुपमा सभी भाषा शिक्षक
39	VMC/ PTA/PTM Arrangements - 1.Timely convening of VMC/PTA/PTMs during the session. 2.Timely intimation to members regarding the meetings and preparation of agenda with consent of Principa 3.Keeping liaison with parents in the interest of academics and all round development of students through PTMs.	श्रीमती दीपा देवी चंद (प्रभारी) श्री शमशेर सिंह श्री सुरेन्द्र कुमार श्री अंकुश गगल (PTM) I/C
40	KVS के लिए इम्प्लीमेंटेशन और मॉनिटरिंग कमेटी एकेडमिक कैलेंडर (2026-27)/Implementation and monitoring committee for KVS Academic calendar (2026-27)- 1.To monitor the planning and execution of activities. 2.To check the records. 3.To check the parameters /indicators. 4.To check proper record of evidences/tasks. 5.Lesson and activities plan monitoring	श्री अंकुश गगल,प्रभारी निपुण भारत/FLN-श्री ऋषि पाल NCERT के ब्रिज कोर्स- श्रीमती कीर्ति ठाकुर
41	केंद्रीय विद्यालय के भूतपूर्व छात्र /KV Alumni - 1.To make constant efforts to contact and increase the number of Alumni members. 2.Completion of the process of formation of Alumni association. 3.Convening of the first meeting of alumni.	श्री नरेश कुमार, प्रभारी श्री राजेंद्र कुमार श्री कमल कांत

42	Maths Olympiad and NTSE 1. Timely planning and preparation of students for noticeable participation in the competition.	श्री अंकुश गागल, प्रभारी श्रीमती मीनाक्षी रावत श्री राजेंद्र कुमार
43	Green/ Science Olympiad 1. Timely planning and preparation of students for noticeable participation in the competition.	श्री सुरेन्द्र कुमार, प्रभारी सभी विज्ञान शिक्षक
44	Reading Club 1.To inculcate reading habits in students. 2.To motivate them for extra reading. 3.Ensuring fruitful use of library. 4.To plan activities for reading club. 5.Focus on both intensive and extensive reading through meaningful activities. 6.Proper record of activities with dates duly signed by Principal. 7.Maximum use of library resources.	श्री वीरेंद्र कुमार, प्रभारी श्रीमती शेफाली तलवार श्रीमती मनीषा कहोल श्री अशोक खड़िया श्री कमलकांत श्रीमती प्रियंका कौशिक
45	ECO CLUB and Mission LiFe Portal- 1.To plan and conduct activities for sensitization of environment. 2.To maintain herbal garden. 3.Proper record of activities with dates duly signed by the Principal	श्रीमति दीपा देवी चंद, प्रभारी श्रीमती मीनाक्षी रावत श्री वीरेंद्र कुमार श्री शमशेर सिंह सुश्री पूनम सुश्री काजल कुमारी
46	Science and Tech club / School Innovation Council(SIC)portal- 1.To plan and conduct activities to develop scientific temperament. 2.Proper record of activities with dates duly signed by Principal.	श्रीमती दीपा देवी चंद, प्रभारी श्री नरेश कुमार श्री सुरेन्द्र कुमार श्री राजेंद्र कुमार श्री अंकुश गगल श्री कमलकांत
47	Income Tax assessment committee 1.Accurate TDS of employees 2.Timely quarterly checking and submission to IT department. 3.Timely preparation and distribution of form16	श्री अंकुश गागल, प्रभारी श्री कमल किशोर श्रीमती मीनाक्षी रावत श्री बाँबी

48	<u>OFFICE WORK & DISPERSAL OF OFFICIAL CORRESPONDENCE (EMAIL & OTHER LETTER) COMMITTEE.-</u> 1. Immediate intimation to the quarter concerned for prompt dispersal of correspondence. 2. Ensuring communication of accurate information. 3. Proper record maintenance of letters/ e mails received and responded with dates and the signature of the employees concerned	श्री नरेश कुमार, प्रभारी (ईमेल) श्री वीरेंद्र कुमार श्री बाँबी श्री नरोत्तम
49	<u>WATCH AND WARD COMMITTEE -</u> 1. To ensure safety and security of students, staff, and school property within the school premises. 2. To maintain discipline in corridors, playground, and other common areas. 3. To monitor entry and exit of visitors and ensure proper record in the visitor register. 4. To prevent unauthorized persons from entering the school campus. 5. To supervise students during arrival, recess, and dispersal time. 6. To ensure that school gates and important areas remain properly monitored. 7. To report any suspicious activity, damage, or safety issue to the school authorities immediately. 8. To assist in maintaining order during school functions, assemblies, and events. 9. To help in implementing safety measures during emergencies or unexpected situations. 10. To coordinate with school administration for maintaining a safe and secure environment.	श्री कमल किशोर, प्रभारी श्री वीरेंद्र कुमार श्री अंकुश गगल श्रीमती मीनाक्षी रावत श्रीमती प्रियंका
50	<u>CPD 50 Hrs Training for Teachers-</u> 1. Plan CPD Activities: Prepare annual 50-hour training plan as per Central Board of Secondary Education guidelines. 2. Identify Training Needs: Assess teachers' professional development requirements. 3. Organize Programs: Conduct workshops, seminars, webinars, and subject enrichment sessions. 4. Monitor CPD Hours: Maintain records and ensure completion of mandatory 50 hours. 5. Collect Feedback: Review effectiveness of training programs. 6. Report & Documentation: Submit reports to school management and ensure compliance with board norms.	श्रीमती दीपा देवी चंद, प्रभारी श्री नरेश कुमार, सहप्रभारी श्री राजेंद्र कुमार, श्री शमशेर सिंह श्री वीरेंद्र कुमार श्री ऋषि पाल

51	National Testing Committee /NTA- 1.Conduct NTA audit.	श्री सुरेन्द्र कुमार, प्रभारी श्री वीरेन्द्र कुमार श्री कमल किशोर
52	School Soil Health Programme Committee(SHC)- 1.Plan Soil Health Activities: Organize awareness programs under the School Soil Health Programme aligned with initiatives like Soil Health Card Scheme. 2.Conduct Soil Testing Activities: Guide students in collecting soil samples and understanding basic soil testing methods. 3.Promote Awareness: Educate students about soil conservation, fertility, and sustainable agriculture. 4.Coordinate with Experts: Collaborate with local agriculture departments or soil testing laboratories. 5.Maintain Records: Document activities, reports, and outcomes of soil health programs. 6.Encourage Eco-friendly Practices: Promote composting, organic farming, and tree plantation in school.	श्रीमती दीपा देवी चंद, प्रभारी श्री वीरेन्द्र कुमार, सहप्रभारी श्री राजेंद्र कुमार, श्री सुरेंद्र कुमार श्री शमशेर सिंह
53	Samagam Portal Committee- 1.Data Management: Ensure accurate and timely uploading of school data on the Samagam Portal. 2.Monitoring Updates: Regularly update student records, staff details, attendance, results, and infrastructure information. 3.Coordination: Coordinate with teachers and office staff for collection of required information. 4.Compliance: Ensure all instructions and deadlines issued by the Education Department are followed. 5.Verification: Cross-check data for accuracy before submission. 6.Reporting: Generate and submit required reports to higher authorities.	श्री नरेश कुमार, प्रभारी श्री शमशेर सिंह श्री ऋषि पाल सभी क्लास टीचर

54	UDISE Portal Committee- 1.Data Collection: Collect accurate data related to students, staff, infrastructure, and school facilities. 2.Data Entry & Updating: Upload and regularly update information on the UDISE+ portal. 3.Verification: Cross-check and verify data before final submission. 4.Timely Submission: Ensure all information is submitted within the deadlines given by the Education Department. 5.Coordination: Coordinate with teachers and administrative staff for required records. 6.Record Maintenance: Maintain copies of submitted reports and supporting documents for inspection.	श्री.सुरेंद्र कुमार,प्रभारी श्री.नरेश कुमार श्री.वीरेंद्र कुमार सभी क्लास टीचर
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विद्यालय के सभी कर्मचारियों को आदेश दिया जाता है कि वे निर्धारित सभी जिम्मेदारियों को नोट करें तथा अपनी अध्यापक दैनन्दिनी में लिखित रूप में रखें। प्रदत्त सभी कार्यों को पूर्ण निष्ठा और ईमानदारी से करें। आवंटित कार्यों के प्रति लापरवाही और उदासीनता का रवैया अपेक्षित नहीं है। सभी विभागों के प्रभारी व संयोजकों को निर्देशित किया जाता है कि अपने विभाग की मासिक गतिविधियों एवं कार्य योजनाओं का विवरण नियमित रूप से पंजिकाओं में उल्लेखित कर अधोहस्ताक्षरी को प्रेषित करें।

कृपया सुनिश्चित करें कि समितियों की मासिक रिपोर्ट अधोहस्ताक्षरी के पास नियमित रूप से जमा करवाई जाए, ताकि समितियों के कार्यों की सही ढंग से समय पर जांच की जा सके और आवश्यक निर्देश दिए जा सकें।

सभी विभागाध्यक्षों से यह अपेक्षा की जाती है कि वे अपने कार्यों का सही रिकॉर्ड सुनिश्चित समय पर अधोहस्ताक्षरी को संप्रेषित करेंगे, ताकि आगामी आवश्यक निर्देशों हेतु कार्यवाही की जा सके।

प्राचार्य