

**KENDRIYA VIDYALAYA NO 4 PATHANKOT  
COMMITTEES 2024-25  
RE-ASSIGNED DUTIES W.E.F. 01.04.2024  
Duties & Responsibilities**

- 1.AS per KVS – Education code & Accounts Code.  
3.CBSE Notifications. 4. State Govt /Local Govt. Directives.  
5. Circulars, Latest & Guidelines of KVS HQ/RO/CBSE/NCERT /ZIET:

| Sl. No. | Name of the Committee  | I/c Teacher & Teacher Members   | SIGN |
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| 1.      | <b>Academic Committee Responsibilities-</b> To ensure completion of syllabus in time as per split-up or KVS guidelines, to ensure preparation of Question papers in consultation with exam dept. as per instructions. Conducting of subject committee meeting as per KVS instructions. | <b>1. Language -Hindi / Sanskrit/Punjabi – Mr. R. P. Sharma (I/C)</b><br><b>2. Language- English- Ms. Dipti Khokhar (I/C)</b><br><b>3.Math – Mr. Vikas Singh (I/C)</b><br><b>4.Science – Mr. Sanjeev Katoch (I/C)</b><br><b>5.Social Science – Mr. Jagdish Yadav (I/C)</b><br><b>6.Computer Science/A.I. – Mr. P. K. Sharma (I/C)</b> |      |
| 1       | <b>NDMA -Safety:</b> guidelines based on School Safety action plan with preparedness, early warning, timely Evacuation, Land, building, fire safety, team for students of special needs.   | 1. MR. SANJEEV KUMAR KATOCH(I/C)<br>2. MR RAJNISH<br>3. MR. GURDEEP   |      |
| 2       | <b>Swatch Bharat - SBSB:</b> – House Keeping, water tanks, Toilets, etc.,  | 1. MR. VIKAS SINGH(I/C)<br>2. MS. LALITA<br>3. MR. MAHENDRA SINGH DHINWA<br>4. Mrs. Anita<br>5. Mr. Kuldeep   |      |
| 3       | <b>Admission:</b> Online process Class I, Offline for Class 2 to 09 & XI.  | 1. MR. SANJEEV KUMAR KATOCH (I/C) PGT(CHEM)<br>2. MR. DASHRATH ALORIA<br>3. MS. SHALINI<br><b>Primary Section</b><br>4. MS. NUTUN SINGH(I/C)<br>5. MS. NEENA<br>6. MS. REENA VERMA<br>7. MS. ANITA DEVI<br>8. MS. SHWETA DOHARE   |      |
| 4       | <b>Academic &amp; CCT -PISA:</b> - FLN, PIMS ,Back to Basic, CMP, CAL /TAL ,Assessments , evaluation, targets , PISA CCT -R,M& S Literacy , etc.,  | <b>Secondary Section</b><br>1. MR. JAGDISH CHAND YADAV (I/C)<br>2. MS. SANGEETA<br>3. MS. SONU NANGLA<br>4. MS. MANISHA KUMARI<br><b>Primary Section</b><br>1. Class teachers I/C<br>2. Co-Class Teachers   |      |

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| 5  | <b>Time Table:</b><br>Remedial classes / Spl. classes / Weekly Tests /Exams Schedule - date sheets.  | <b>Secondary Section</b><br>1. MR. ANIL KUMAR DOGRA (I/C)<br>2. MR.VIKAS SINGH<br>3. MR. SANJAY SINGH<br><b>Primary section</b><br>1. MS. PREETI(I/C)<br>2. MR. AJAY KUMAR<br>3. MR. RAJPAL                   |  |
| 6  | <b>Home Exams :</b> Question Paper, Blue Print ,Syllabus Assessment Criteria ,Report Cards, PTA Meetings   | <b>Secondary Section</b><br>1. MR. PRITAM SINGH (I/C)<br>2. MS. SANGEETA BHARDWAJ<br>3. MR. NARESH KUMAR<br>4. MR. DASHRATH ALORIA<br><b>c</b><br>1. MS. RACHAN BAL (I/C)<br>2. MR. RAMAN                     |  |
| 7  | <b>CBSE :</b> affiliation, portal update, CBSE -Marks Statements +Pass Certificates& Migration   | 1. MR. ANIL KUMAR DOGRA(I/C)<br>2. MR.VIKAS SINGH<br>3. MR. SANJAY SINGH<br>4. All class teachers of IX <sup>th</sup> , X <sup>th</sup> ,XI <sup>th</sup> AND XII <sup>th</sup>                               |  |
| 8  | <b>Educational Tour :</b> & Adventure Transport Arrangement, Plog Run, Mini Exercise, Yoga, Staff Games &Sports  | <b>Secondary Section</b><br>1. MR. ANIL KUMAR DOGRA (I/C)<br>2. Mr. ASHOK KUMAR<br>3. MR. GURDEEP<br>4. MS. NEENA<br><b>Primary cub Section</b><br>1. Mr. Kuldeep I/C<br>2. Mr. Sameer I/C<br>3. Sports Coach |  |
| 9  | <b>Fit India Movement :</b> – Games & Sports -School, Cluster, Regional & National Competitions, Students &Staff competitions .                                | 1. MR. GURDEEP (I/C)<br>2. SPORTS COACH   |  |
| 10 | <b>Library :</b> Manodarpan - Mental-well being Guidance & Counseling, AKAM,ACP, Reading Club, Reading week, Reading Literacy , Slogans, Essay, Poems writings | 1. MR. ABHISHEK (I/C)<br>2. NURSE<br>3. MS. LALITA  |  |
| 11 | <b>Internal Compliant:</b> -ICC Grievance & Redressal Cell & SC/ST & Women /Girl Harassment- Suggestion box & Register maintenance, etc.,                      | 1. MS. SANGEETA BHARDWAJ (I/C)<br>2. MS. DIPTI KHOKHAR<br>3. MR. ASHOK KUMAR<br>4. MR. ANIL KUMAR DOGRA<br>5. NGO   |  |
| 12 | <b>Art Integration:</b> Beautification, Bala concepts, Display of paintings, quotations, Kala Utsav activities, Art Integration in                             | 1. MR. JAGDISH CHAND YADAV(I/C)<br>2. MS. MANISHA KUMARI<br>3. MS. SONU NANGLA<br>4. MR. DASHRATH ALORIA  |  |

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|    | academics, AKAM activities /Youth Parliament.  | 5. MS. NEHA PRAJAPATI<br>6. MUSIC TEACHER<br>7. PGT POL SCI.   |  |
| 13 | <b>Scouts &amp; Guides:</b> Cubs & Bulbuls, Photography, Videos, weekly activities, Registration, etc.,  | <b>Secondary Section</b><br>1. MR. RAJENDRA PRASAD SHARMA (I/C) & ALL TRAINED MEMBERS<br><b>Primary Section</b><br>1. MRS. ANITA I/C<br>2. MR. RAMAN I/C<br>3. MR. AJAY<br>4. MRS. NEENA<br>5. MRS. RACHAN<br>6. MRS. KANISHKA |  |
| 14 | <b>Math's Garden, Math's Olympiads</b>   | 1. MR. NARESH KUMAR(I/C)<br>2. MR. VIKAS SINGH<br>3. MR. SANJAY KUMAR<br>4. PGT MATHS  |  |
|    | <b>NCC</b>   | 1. MR. ABHISHEK (I/C)  |  |
| 15 | <b>MAINTANCE &amp; REPAIR</b><br><b>Sanitization process, Land, Building Safety, Structural &amp; Non-Structural Audits, Drinking Water -aqua guards, Coolers safety &amp; certificate, repair &amp; maintenance of school building etc.</b> | 1. Mr. RAJNISH KAINI (I/C)<br>2. Mr. MAHENDRA SINGH DHINWA<br>3. Mr. KULDEEP   |  |
| 16 | <b>SCHOOL BUSES</b>  | 1. MR. MAHIPAL YADAV (I/C)<br>2. MR. MAHENDRA SINGH DHINWA   |  |
| 17 | <b>DISCIPLINE</b>  | <b>Secondary Section</b><br>1. MR. JAGDISH CHAND YADAV (I/C)<br>2. MR. ANIL KUMAR DOGRA<br>3. MR. RAJENDRA PRASAD SHARMA<br>4. MR. GURDEEP<br>5. SPORTS COACH<br><b>Primary Section</b><br>1. MR. KULDEEP I/C                  |  |
| 18 | <b>CCA:</b> AKAM, Activities, Student Diary, e-Magazine, e-Patrika , e-News Letter , Alumina association, Vidyalaya Plan & Assessment Tool   | 1. MS. DIPTI KHOKHER PGT (ENG) (I/C)<br>2. MS. SANGEETA BHARDWAJ TGT HINDI<br>3. MR. RAJENDRA PRASAD SHARMA PGT (HINDI)<br>4. MUSIC COACH , ART  |  |
| 19 | <b>Music:</b> Prayer -group, PA & Morning Assembly, AV Aides, Virtual CCA, House Activities, Kala Utsav, AKAM-EBSB, Social science Exhibitions, AKAM Month wise Programs etc.,   | 1. MR. JAGDISH CHAND YADAV<br>2. MUSIC TEACHER<br>3. MR. RAJNISH<br>4. MS. MANISHA KUMARI<br>5. MS. SONU NANGLA  |  |

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| 20 | <b>Integrity Club:</b> Reading Club, Reading Literacy, Language subject Committee & Language Lab, National Symbols, Cultural integration, German Lab, etc.,  | <ol style="list-style-type: none"> <li>1. MS. KAMNI(I/C)</li> <li>2. MS. SHALINI</li> <li>3. MR.MAHENDRA SINGH</li> <li>4. MR.MAHIPAL YADAV</li> <li>5. MS.LALITA</li> </ol>   |  |
| 21 | <b>Eco- Environ:</b> Garden, Herbal Garden, Trees & Birds in campus, Ganga Quiz, Earth Day, AEP, etc.,   | <ol style="list-style-type: none"> <li>1. MS. SWATI(I/C)</li> <li>2. TGT SCIENCE</li> <li>3. MR NEHA PRAJAPATI (ART)</li> <li>4. MR. KANISHKA</li> <li>5. PGT BIO</li> </ol>   |  |
| 22 | <b>ICT &amp; Web site:</b> Updating Website, OASIS, OLA, Online Blended mode teaching, Computer Labs, Printers, Apple I pads, Projectors, UBI Fee Technical coordination, Nishtha 2.0 – technical i/c Virtual, G-suits ids, Google Class Room, You tube link creation, Online Courses, etc.,   | <ol style="list-style-type: none"> <li>1. MR. PRADEEP SHARMA</li> <li>2. COMP INST</li> </ol>  |  |
| 23 | <b>Science:</b> - Science reading Literacy, Inspire Award- Manak, NCSC, Science Day-Exhibition- School, Cluster, Regional & National, Artificial Intelligence, Lab-Phy, Chem, Bio Labs, KVPY, NTSE etc.,   | <ol style="list-style-type: none"> <li>1. MS. SWATI (I/C)</li> <li>2. All Science teachers</li> </ol>  |  |
| 24 | <b>Hindi – Rajbhasha :</b> Implementation, Hindi week/Fortnight, Sanskrit week, etc.,  | <ol style="list-style-type: none"> <li>1. MR. RAJENDRA PRASAD SHARMA(I/C)</li> <li>2. MS. SANGEETA BHARDWAJ</li> <li>3. MR. MAHIPAL</li> <li>4. MR.MAHENDRA SINGH DHINWA</li> <li>5. MS. LALITA</li> </ol>   |  |
| 25 | <p><b>Office Records-1 :</b> TC Books , Admissions Registers ,CS 54, Class Attendance Register, Income Tax, Finance Cash books, Cheques, issue Registers, Vouchers - update , TC, issued , Finance ,Admin, Enroll, Staff Update in website , UBI Fee Verification ,PIMS, Tally, PFMS, Budgets, Annual Account ,Quotations etc.,</p> <p><b>Office Records- 2 :</b> maintenance , Audits- Internal &amp; AG, Income Tax, UBI Salary ,NPS/ Confirmation,11,22 Months reports ,Sr.&amp; Selection . Scale, etc.,</p> | <p><b>Secondary Section</b></p> <ol style="list-style-type: none"> <li>1. MR. ANIL KUMAR JSA</li> <li>2. SSA</li> <li>3. MR. SUBHASH</li> <li>4. COMP INST.</li> </ol> <p><b>Primary Section</b></p> <ol style="list-style-type: none"> <li>1. RAJPAL I/C</li> <li>2. MR. KULDEEP</li> </ol> |  |
| 26 | <b>Staff Quarters :</b> Buildings, Gardens & maintenance, etc.,  | <ol style="list-style-type: none"> <li>1. MR. SANJEEV KUMAR KATOCH(I/C)</li> <li>2. MR.ANIL KUMAR DOGRA</li> <li>3. MR. RATTAN CHAND</li> </ol>  |  |

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| 27 | <b>VMC Meeting</b> : Members ,Panel Academic -Inspection Online ,Offline & Surprise Inspection, Observation Reports ATR, etc., | <ol style="list-style-type: none"> <li>1. MS. NEENA I/C</li> <li>2. MS. KANISHKA</li> </ol>   |  |
| 28 | <b>UDISE+/E-PUNJAB</b>   | <p><b>Secondary Section</b></p> <ol style="list-style-type: none"> <li>1. MR. NARESH KUMAR(I/C)</li> <li>2. MS. SHALINI</li> </ol> <p><b>Primary Section</b></p> <ol style="list-style-type: none"> <li>1. MRS. NEENA I/C</li> <li>2. MR. AJAY I/C</li> <li>3. MRS POOJA</li> <li>4. COMP INST</li> </ol> |  |
| 29 | <b>ACP</b>   | <ol style="list-style-type: none"> <li>1. MS. KAMNI</li> <li>2. MR. MAHIPAL</li> </ol>  |  |
| 30 | <b>FIRST AID</b>   | <ol style="list-style-type: none"> <li>1. MS. PREETI SAROHA (I/C)</li> <li>2. MR. RAMAN</li> <li>3. NURSE</li> </ol>  |  |
| 31 | <b>CMP , NIPUN , LTM</b>   | <ol style="list-style-type: none"> <li>1. MS. REENA VERMA I/C</li> <li>2. MS. KANISHKA</li> <li>3. MR. AJAY</li> <li>4. MR. NEERAJ</li> <li>5. MS. SHWETA</li> </ol>  |  |
| 32 | <b>PRIMARY PLAY GROUND</b>   | <ol style="list-style-type: none"> <li>1. MR. KULDEEP</li> <li>2. MR. NEERAJ</li> <li>3. SPORTS COACH</li> </ol>  |  |
| 33 | <b>PHOTOGRAPHY &amp; MEDIA</b>   | <p><b>Secondary Section</b></p> <ol style="list-style-type: none"> <li>1. Ms. SANGEETA (I/C)</li> <li>2. MR. RAJNISH</li> </ol> <p><b>Primary Section</b></p> <ol style="list-style-type: none"> <li>1. MR.SAMEER I/C</li> <li>2. MS. SHWETA I/C</li> <li>3. MR.NEERAJ</li> </ol>                         |  |
| 34 | <b>PLAY GROUND MAINTENANCE (PRIMARY &amp; SECONDARY)</b>   | <p><b>Secondary Section</b></p> <ol style="list-style-type: none"> <li>1. MR. GURDEEP (I/C)</li> </ol> <p><b>Primary Section</b></p> <ol style="list-style-type: none"> <li>1. MR. KULDEEP I/C</li> <li>2. SPORTS COACH</li> </ol>  |  |

Principal