

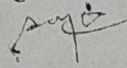
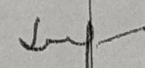
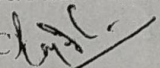
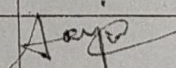
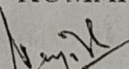
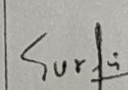
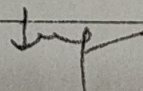
PM SHRI KENDRIYA VIDYALAYA NO 4 PATHANKOT

COMMITTEES 2025-26

RE-ASSIGNED DUTIES W.E.F. 01.04.2025

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
1.	Academic Committee Responsibilities- 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.	1. Language -Hindi / Sanskrit/Punjabi – Mr. R. P. Sharma (I/C) 2. Language- English- Ms. Dipti Khokhar (I/C) 3. Math – Mrs. Garima Jain (I/C) 4. Science – Mr. Sanjeev Katoch (I/C) 5. Social Science – Mr. Jagdish Yadav (I/C) 6. Computer Science/A.I. – Mr. Anil Kumar Dogra /Rajnish kant (I/C)	      
2	NDMA Safety: 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) 2. MR RAJNISH 3. MR. GURDEEP	  
3	Training Workshop Responsibilities to ensure proper information to staff regarding training/workshop and to ensure proper entry in training register	1. MR. JAGDISH YADAV I/C 2. MRS. NUTAN SINGH, HM	

4	Swatch Bharat - SBSB: - House Keeping, water tanks, Toilets, etc.,	1. MR. VIKAS SINGH (I/C) 2. MR. MAHENDRA SINGH DHINWA <i>HD</i> 3. Mr MAHIPAL YADAV 4. MRS. ANITA <i>Anita</i> 5. MR. SAHDEV KASHYAP <i>S</i>	
5	Admission: Online process Class I, Offline for Class 2 to 09 & XI.	1. MR. SANJEEV KUMAR KATOCH (I/C) <i>Sanjeev</i> PGT(CHEM) 2. MR. DASHRATH ALORIA <i>Dashrath</i> 3. MS. SHALINI <i>Shalini</i> 4. MR ANIL KUMAR DOGRA <i>Anil</i> Primary Section 5. MS. NUTUN SINGH(I/C) <i>Nutun</i> 6. MS. NISHA ARORA <i>Nisha</i> 7. MS. KANISHKA <i>Kanishka</i> 8. MS. SHWETA DOHARE <i>Shweta</i>	
6	UBI verification of students and Fee Verification	1. MR SANJAY KUMAR TGT MATH I/C 2. MRS NUTAN SINGH HM <i>Nutan</i> 3. MR MAHENDRA SINGH DHINWA <i>HD</i>	
7	Time Table: Remedial classes / Spl. classes / Weekly Tests /Exams Schedule -date sheets.	Secondary Section 1. MR. GARIMA JAIN (I/C) <i>Garima</i> 2. MR. ABHISHEK BAJPAYI <i>Abhishek</i> 3. MR. SANJAY SINGH 4. MR KIRTI AHLAWAT <i>Kirti</i> Primary section 1. MS. AJAY KUMAR (I/C) 2. MR. NEERAJ KUMAR <i>Neeraj</i> ✓ 3. MR. RAJPAL <i>ASS. IC</i>	<i>CS</i> <i>24/11</i>
8	Home Exams: Question Paper, Blue Print, Syllabus Assessment Criteria, Report Cards, PTA Meetings	Secondary Section 1. MR. PRITAM SINGH (I/C) <i>Pritam</i> 2. MS. SANGEETA BHARDWAJ <i>Sangeeta</i> 3. MR. NARESH KUMAR <i>Naresh</i> 4. MR. DASHRATH ALORIA <i>Dashrath</i> Primary 1. MS. RAMAN KUMAR (I/C) 2. Mrs. NISHA ARORA <i>Nisha</i> 3. MR AJAY	<i>24/11</i> <i>CS</i>

		4. MR RAJPAL	2000
9	CBSE & External Exam: affiliation, portal update, CBSE -Marks Statements +Pass Certificates& Migration	1. MR. ANIL KUMAR DOGRA (I/C) 2. MR. NARESH KUMAR 3. ALL CLASS TEACHERS OF IX TH , X TH , XITH AND XII TH	
10	Educational Tour: & Adventure Transport Arrangement, Plog Run, Mini Exercise. Yoga. Staff Games &Sports	Secondary Section 1. MR. R P SHARMA (I/C) 2. Mr. NARESH KUMAR 3. MR. ASHOK KUMAR 4. Ms. SONU NANGLA Primary Section 1. Mr. SAHDEV I/C 2. Mr. AJAY KUMAR 3. Mrs REKHA CHAMOLI	C3
11	Fit India Movement: - Games & Sports -School, Cluster, Regional & National Competitions, Students &Staff competitions.	1. MR. GURDEEP (I/C) 2. SPORTS COACH 3. NEERAJ, PRT 4. MRS. KANISHKA 5. MRS. SONU NANGLA	Surf
12	Library: Manodarpan - Mental- wellbeing Guidance & Counseling, AKAM, ACP, Reading Club, reading week, Reading Literacy, Slogans, Essay, Poems writings	1. MR. ABHISHEK (I/C) 2. MR. R. P. SHARMA 3. MS. DIPTI KHOKHAR 4. MRS. GARIMA JAIN 5. MR. SANJEEV KATOCH 6. MR. JAGDISH YADAV 7. NEERAJ PRT 8. 9. 10. 11.	
13	Internal Compliant: -ICC Grievance & Redressal Cell & SC/ST & Women /Girl Harassment- Suggestion box & Register maintenance, etc.,	1. MS. SANGEETA BHARDWAJ (I/C) 2. MS. DIPTI KHOKHAR 3. MR. ASHOK KUMAR 4. Mrs. NUTAN SINGH, HM 5. MR DASHRATH ALORIA	

14	Art Integration: Beautification, Bala concepts, Display of paintings, quotations, Kala Utsav activities, Art Integration in academics, AKAM activities /Youth Parliament.	6. MINAL GHAI (NGO Member) 1. MS. NEHA PRAJAPATI (I/C) 2. MR. R P SHARMA <i>Amr</i> 3. MS. KAMNI DEVI <i>or</i> 4. MS. SONU NANGLA 5. MR DASHRATH ALORIA <i>Dashrath</i> 6. MRS MANISHA KUMARI 7. MUSIC TEACHER	
15	Scouts & Guides: Cubs & Bulbuls, Photography, Videos, weekly activities, Registration, etc.,	Secondary Section 1. MR. SANJAY KUMAR (I/C) 2. Mrs. ANITA DEVI <i>A. H</i> & ALL TRAINED MEMBERS of Scout and Guides Primary Section 1. MRS. KANISHKA I/C <i>Kanishka</i> 2. MR. AJAY & ALL TRAINED MEMBERS of Cubs and bulbuls	<i>Cg</i>
16	Olympiads Responsibilities: - concern in charge will conduct their Olympiad in consultation & help of external examination committee and will keep the records of their respective Olympiad	1. MRS. GARIMA JAIN (I/C) <i>d</i> 2. MR. NARESH KUMAR (MATH I/C) <i>nr</i> 3. MRS SWATI JAMWAL (SCIENCE I/C) 4. MAHIPAL YADAV (HINDI I/C) 5. MRS KAMNI (ENGLISH I/C) <i>or</i> 6. MRS SONU NANGLA (S.ST I/C)	
17	NCC	1. MR. ABHISHEK (I/C) <i>Abhishek</i> 2. MR GURDEEP SINGH 3. MR SAHDEV KASHYAP <i>b</i> 4. MRS. POOJA <i>in</i>	<i>Surfi</i>
18	Maintenance and Repair Vidyalaya & PM SHRI FUND (Electrical & Civil)	1. Mr. RAJNISH KAINI (I/C) <i>in</i> 2. Mr. MAHENDRA SINGH DHINWA <i>ml</i> 3. MR R P SHARMA <i>Amr</i> 4. MRS NUTAN SINGH 5. MR SAMEER <i>sameer</i> 6.	

19	Maintenance and Repair Staff Quarter (Electrical & Civil)	1. MR VIKAS SINGH, TGT MATH (I/C) 2. MR SANJEEV KUMAR KATOCH 3. MRS KANISHKA 4. MR SANJAY 5. MR RAJNISH KANT	
20	SCHOOL BUSES	1. MR. ASHOK KUMAR (I/C) 2. MR. MAHIPAL YADAV 3. MR SAMEER	
21	DISCIPLINE	Secondary Section 1. MR. RAJENDRA PRASAD SHARMA (I/C) 2. MR. ANIL KUMAR DOGRA 3. MR. GURDEEP 4. SPORTS COACH Primary Section 1. MRS REKHA CHAMOLI I/C 2. MR. SAHDEV KASHYAP 3. MR. RAMAN	
22	CCA: To conduct & co- ordinate all co-curricular activities except games and sports	Secondary Section 1. MS. DIPTI KHOKHER, PGT (ENG) (I/C) 2. MR. RAJENDRA PRASAD SHARMA PGT (HINDI) 3. MS. SANGEETA BHARDWAJ TGT HINDI 4. MS NEHA PRAJAPATI 5. MUSIC COACH, Primary Section 1. MRS REKHA CHAMOLI I/C 2. MS KANISHKA 3. MR. NEERAJ 4. MR. SAMEER	
23	Music: Prayer -group, PA & Morning Assembly. AV Aides, Virtual CCA. House Activities, Kala Utsav, Social science Exhibitions.	1. MR. RAJENDRA PRASAD SHARMA I/C 2. MUSIC TEACHER 3. MR. NEERAJ 4. MS. SAMEER	

24	Integrity Club: Reading Club, Reading Literacy, Language subject Committee & Language Lab, National Symbols, Cultural integration, German Lab, etc.,	1. MS. KAMNI, TGT ENG (I/C) <i>by</i> 2. MS. SHALINI <i>Sh</i> 3. MR. MAHENDRA SINGH <i>m</i> 4. MR. MAHIPAL YADAV 5. MS ANITA DEVI <i>AN</i>	
25	Eco- Environ: Garden, Herbal Garden, Trees & Birds in campus, Ganga Quiz, Earth Day, AEP, etc.,	1. MS. SWATI JAMWAL TGT (Sci)(I/C) 2. Ms. KIRTI AHLAWAT, TGT SCIENCE <i>Kirti</i> 3. MR NEHA PRAJAPATI (ART) 4. MR. KANISHKA <i>कनिष्का</i> 5. PGT BIO	
26	ICT & WEB SITE: Updating Website, QASIS, OLA, Online Blended mode teaching, Computer Labs, Printers, Apple I pad, 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.,	1. MR. ANIL KUMAR DOGRA, PGT (PHY) <i>AN</i> I/C 2. PGT COMP SCIENCE 3. COMP INSTRUCTOR 4. ALL DEPARTMENT INCHARGES	
27	Science: - Science reading Literacy, Inspire Award-Manak, NCSC, Science Day-Exhibition- School, Cluster, Regional & National, Artificial Intelligence, Lab-Phy, Chem, Bio Labs, KVPY, NTSE etc.,	1. MS. SWATI (I/C) 2. MS KIRTI AHLAWAT <i>Kirti</i> & All science teachers	
28	Hindi – Rajbhasha: Implementation, Hindi week/Fortnight, Sanskrit week. etc.,	1. MR. RAJENDRA PRASAD SHARMA, PGT HINDI (I/C) <i>AN</i> 2. MS. SANGEETA BHARDWAJ <i>San</i> 3. MR. MAHIPAL YADAV 4. MR. MAHENDRA SINGH DHINWA <i>m</i>	

	Office Records-1: 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., Office Records- 2: maintenance, Audits- Internal & AG, Income Tax, UBI Salary, NPS/ Confirmation, 11, 22 Months reports, Sr. & Selection. Scale, etc.,	Secondary Section - MR. ANIL KUMAR JSA - SSA - MR. SUBHASH - COMP INST. Primary Section - RAJPAL I/C - MR. SAHDEV KASHYAP	AS 2012
30	VMC Meeting: Members, Panel Academic -Inspection Online, Offline & Surprise Inspection. Observation Reports ATR, etc.,	- MR RAJENDRA PRASAD SHARMA I/C - MS DIPTI KHOKHER - MRS NUTAN SINGH - MS NEHA PRAJAPATI - MR ASHOK KUMAR - MR ABHISHEK LIBRARIAN - MS. KANISHKA	2012
31	UDISE+/E-PUNJAB	Secondary Section - MR. NARESH KUMAR, TGT MATH (I/C) - MS. SHALINI Primary Section - MR. RAJPAL - MR AJAY I/C - COMP INST	2012
32	ACP	- MS. KAMNI DEVI - MR. MAHIPAL YADAV	2012
33	FIRST AID	MS. PREETI SAROHA (I/C)	2012

		2. MR. RAMAN 3. NURSE	24/1
34	PHOTOGRAPHY & MEDIA	Secondary Section 1. Ms. SANGEETA (I/C) 83 2. MR. RAJNISH [Signature] Primary Section 1. MR. SAMEER I/C 24/1 2. MS. SHWETA 24/1 3. MR. NEERAJ 24/1	
35	PLAY GROUND MAINTENANCE (PRIMARY & SECONDARY)	Secondary Section 1. MR. GURDEEP (I/C) Primary Section 1. MR. SAHDEV I/C [Signature] 2. SPORTS COACH	Surf
36	PMKVY	1. MR RAJNISH KANT, TGT WE [Signature] 2. MS. SHALINI, TGT(ENG.) 3. COMP. INSTRUTOR	
37	ALUMNI COMMITTEE	1. MR SANJEEV KATOCH [Signature] 2. MS DIPTI KHOKHER [Signature] 3. MR ASHOK KUMAR [Signature] 4. ABHISHEK BAJPAYI [Signature] 5. MAHIPAL YADAV	
38	Beautification	1. MS NEHA PRAJAPATI TGT ART (I/C) 2. MR RP SHARMA [Signature] 3. MRS SANGITA BHARDWAJ 83 4. MR NEERAJ 24/1 5. MS SHWETA 24/1	
39	Furniture	1. MR RAMAN KUMAR PRT (I/C) 2. MRS SWATI JAMWAL 3. MS SHALINI TGT ENG [Signature] 4. MR AJAY KUMAR	24/1 [Signature]

[Signature]
Principal