

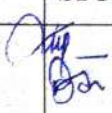
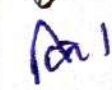
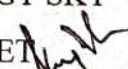
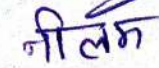
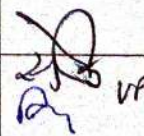
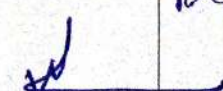
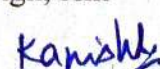
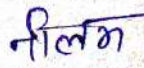
PM SHRI KENDRIYA VIDYALAYA NO 4 PATHANKOT

COMMITTEES

Session 2026-27

Duties & Responsibilities

1. AS per KVS Education code & Accounts Code.
2. CBSE Notifications.
3. State/Local Govt. Directives.
4. Circulars & Latest Guidelines from 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) PGT Hindi , Mr. Vinod Kumar ,TGT Skt 2. Language- English- Ms. Dipti Khokhar (I/C) PGT English 3. Math – Mrs. Garima Jain (I/C) PGT Math 4. Science – Mr. Anil Dogra (I/C) PGT Physics 5. Social Science – Mr. Jagdish Yadav (I/C) PGT Eco 6. Computer Science/A.I. – Mr. Anil Kumar Dogra/Mr. Gaurav Kumar (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. Principal 2. Vice Principal 3. Mrs Nutan Singh, H.M 4. Mr. Vinod Kumar, TGT SKT 5. Mr. Rajnish, TGT WET 6. Mr. Gurdeep TGT PET 7. Sanjay Kumar TGT MATH 8. Neelam Rani PRT 9. Head Boy And Head Girl	     
3	Training Workshop Responsibilities to ensure proper information to staff regarding training/workshop and to ensure proper entry in training register	1. Mr. Sewa Singh I/C (Vice Principal) 2. Vinod ,Tgt Skt 3. Mrs. Nutan Singh, Hm 4. Kanishka , Prt	  
	Swatch Bharat - SBSB: – House Keeping, water tanks, Toilets, etc.,	1. Mr. Vikas Singh (I/C), Tgt Math 2. Mr. Mahendra Singh Dhinwa,,Tgt Hindi 3. Mrs. Neelam ,Prt	  

	Admission: Online---- Class I, Offline --Classes II to IX & XI.	4. Mr. Sehdev Kashyap,Prt Secondary Section 1. Mr. Anil Dogra (I/C) Pgt Phys 2. Mr. Dashrath Aloria,Pgt History 3. Mr. Sanjay, Tgt Math Primary Section 4. Ms. Nutun Singh(I/C),H.M. 5. Mr. Parmod, Prt Music 6. Class Teacher Of Class 1	21/9
6	Time Table: Remedial classes / Spl. classes / Weekly Tests .	Secondary Section 1. Mr. Garima Jain (I/C),Pgt Math 2. Mr. Sanjay Singh,Tgt Math 3. Mr Kirti Ahlawat,Tgt Science	
7	Home Exams: Question Paper, Blue Print, Syllabus Assessment Criteria, Report Cards, PTA Meetings, Exams Schedule -Date Sheets.	Secondary Section 1. Mrs. Neha Parmar ,Pgt Bio(I/C) 2. Mr. Pritam ,Pgt Geography 3. Mr. Vinod,Tgt Skt 4. Mr. Naresh Kumar,Tgt Math	
8	CBSE: affiliation, portal update, CBSE -Marks Statements +Pass Certificates& Migration	1. Mr.Pritam,Pgt Geography (I/C) 2. Mrs. Neha Parmar, Pgt Bio 3. Mr. Vinod Kumar,Tgt Skt	
	Educational Tour: & Adventure Transport Arrangement, Plog Run, Mini Exercise, Yoga, Staff Games &Sports	Secondary Section 1. Mr. R P Sharma (I/C),Pgt Hindi 2. Mr. Naresh Kumar,Tgt Math 3. Mr. Ashok Kumar,Tgt English Primary Section 1. Mr. Sehdev I/C,Prt 2. Mr. Ajay Kumar,Prt	
	Fit India Movement: – Games & Sports -School, Cluster, Regional & National Competitions, Students &Staff competitions.	1. Mr. Gurdeep (I/C),Tgt Pet 2. Sports Coach 3. Mr. Neeraj ,Prt 4. Mrs. Kanishka ,Prt 5. Mrs.Manisha, Prt	
	Library: Manodarpan - Mental- wellbeing Guidance & Counseling, AKAM, ACP, Reading Club, reading week, Reading Literacy, Slogans, Essay, Poems writings	1. Mr. Ashok Kumar, Tgt English 2. Mr. R. P. Sharma ,Pgt Hindi 3. Ms. Dipti Khokhar ,Pgt English 4. Mrs. Garima Jain ,Pgt Math 5. Mr.Neha Parmar, Pgt Bio	

		6. Mr. Jagdish Yadav , Pgt Eco <i>def</i> 7. Mr. Neeraj ,Prt <i>नीरज</i>	
	Internal Compliant: -ICC Grievance & Redressal Cell & SC/ST & Women /Girl Harassment- Suggestion box & Register maintenance, etc.,	1. Mrs. Garima Jain , Pgt Math(I/C) <i>g</i> 2. Ms. Dipti Khokhar ,Pgt English <i>12</i> 3. Mr. Ashok Kumar ,Pgt English <i>am</i> 4. Mrs. Nutan Singh,H.M → <i>7</i> 5. Minal Ghai (Ngo Member)	
13	Art Integration: Beautification, BALA concepts, Display of paintings, quotations, Kala Utsav activities, Art Integration in academics, AKAM activities /Youth Parliament.	1. Ms. Neha Prajapati (I/C),Tgt Art <i>def</i> 2. Mr. R P Sharma ,Pgt Hindi <i>def</i> 3. Ms. Kamni Devi, Tgt English <i>def</i> 4. Mr Dashrath Aloria, Pgt History <i>def</i> 5. Mrs Manisha Kumari,Tgt Sst 6. Mr. Parmod, Prt Music <i>def</i>	
14	Scouts & Guides: Cubs & Bulbuls, Photography, Videos, weekly activities, Registration, etc.,	Secondary Section 1. Mr. Dasrath (I/C), Pgt History <i>def</i> 2. Mr. Sanjay Kumar,Tgt Math (Co I/C) <i>def</i> 3. Ms. Neha Prajapati ,Tgt Art <i>def</i> 4. R.P. Sharma,Pgt Hindi <i>def</i> & All Trained Members Of Scout And Guides Primary Section 5. Mrs. Kanishka I/C,Prt <i>Kanishka</i> 6. Mr. Ajay,Prt <i>def</i> & All Trained Members Of Cubs And Bulbuls	
15	Math's Garden, Math's Olympiads	1. Mrs. Garima Jain (I/C),Pgt Math <i>def</i> 2. Mr. Vikas Singh,Tgt Math <i>def</i> 3. Mr. Sanjay Kumar,Tgt Math <i>def</i> 4. Mr. Naresh Kumar,Tgt Math <i>def</i>	
16	NCC	1. Mr. Vinod (I/C),Tgt Skt <i>def</i> 2. Mr Gurdeep Singh,Tgt Pet <i>Surfer</i> 3. Mr Sahdev Kashyap,Prt <i>21899</i> 4. Mrs. Pooja ,Prt	
7	MAINTANCE & REPAIR Sanitization process, Land, Building Safety, Structural & Non-Structural Audits, Drinking Water -aqua guards, Coolers safety & certificate, repair &	1. Mr. Mahendra Singh Dhinwa,Tgt Hindi (I/C) <i>def</i> 2. Mr. Rajnish Kaint (Co I/C),Tgt Wet <i>def</i> 3. Mr. Sehdev, Prt <i>21899</i> 4. Rs. Neelam , Prt <i>नीलम</i>	

	maintenance of school building etc. SCHOOL BUSES	1. Mr. Mahipal Yadav (I/C), Tgt Hindi 2. Mr. Ashok, Tgt English 3. Mr Sameer, Prt 4. Mrs. Reena Verma, Prt	
19	DISCIPLINE	Secondary Section 1. Mr. Garima Jain (I/C), Pgt Math 2. Mr. Jagdish Chand Yadav, Pgt Eco 3. Mrs. Kirti, Tgt Science 4. Mr. Rajendra Prasad Sharma, Pgt Hindi 5. Mr. Gurdeep, Tgt Pet 6. Sports Coach Primary Section 1. Mrs Rekha Chamoli I/C, Prt 2. Mr. Sahdev Kashyap, Prt 3. Mr. Raman, Prt	
20	CCA: AKAM, Activities, Student Diary, e-Magazine, e-Patrika, e-News Letter, Alumina association, Vidyalaya Plan & Assessment Tool	Secondary Section 1. Mr. Rajendra Prasad Sharma Pgt (Hindi)(I/C) 2. Ms. Dipti Khokher Pgt English (Co I/C) 3. Mr. Vinod, Tgt Skt 4. Mr. Parmod, Prt Music 5. Ms. Neha Prajapati, Tgt Art	
21	Music: 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. Parmod I/C (Prtmusic) 2. Mr. Rajnish (I/C) (Av), Tgt Wet 3. Ms. Neha, Tgt Art 4. Ms. Manisha, Tgt Sst	
22	Eco- Environ: Garden, Herbal Garden, Trees & Birds in campus, Ganga Quiz, Earth Day, AEP, etc.,	1. Ms. Swati(I/C), Tgt Science 2. Mrs. Kirti, Tgt Science 3. Mr Neha Prajapati (Tgt Art) 4. Mr. Kanishka, Prt 5. Mrs. Neha Parmar, Pgt Bio	
23	ICT & Web site: Updating Website, OASIS, OLA, Online Blended mode teaching, Computer	1. Mr. Gourav Kumar, Pgt Comp Science (I/C) 2. Mr Rajnish, Tgt Wet	

	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.,	3. Computer Instructor <i>Divide</i> 4. Mr Anil Dogra, Pgt Physics	
24	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. Neha Parmar (I/C), Pgt Bio <i>TE</i> 2. Ms Kirti Ahlawat, Tgt Science <i>TE</i> 3. Mr. Anil Dogra, Pgt Physics 4. Ms. Swati, Tgt Science <i>Swati</i> 5. Mr. Gourav Kumar, Pgt Computer Science 6. Pgt Chemistry	
25	Hindi – Rajbhasha: Implementation, Hindi week/Fortnight, Sanskrit week, etc.,	1. Mr. Rajendra Prasad Sharma (I/C), Pgt Hindi <i>TE</i> 2. Mr. Vinod, Tgt Skt <i>TE</i> 3. Mr. Mahipal, Tgt Hindi <i>TE</i> 4. Mr. Mahendra Singh Dhinwa, Tgt Hindi <i>TE</i>	
26	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 (I/C) Other Accounts Committee Members 1. Mr R P Sharma, PGT Hindi <i>TE</i> 2. Mr. Vikas Singh, TGT Maths <i>TE</i> 3. Mr. Sanjay Kumar, TGT Math <i>TE</i> 4. Mrs. Nutan Singh, H.M <i>TE</i>	<i>TE</i>
7	Staff Quarters: Buildings, Gardens & maintenance, etc.,	1. Mr Vikas Singh (I/C), Tgt Math <i>TE</i> 2. Mr. Anil Kumar Dogra, Pgt Physics <i>TE</i> 3. Mr. Rajnish, Tgt Wet <i>TE</i> 4. Mr Sanjay Kumar, Tgt Math <i>TE</i> 5. Ms Reena, Prt <i>TE</i>	

VMC Meeting: Members, Panel
Academic -Inspection Online,
Offline & Surprise Inspection,
Observation Reports ATR, etc.,

1. Mr. Rajendra Prasad Sharma(I/C),Pgt Hindi
2. Mr. Gourav Kumar , Pgt Computer Science
3. Mrs.Nutan ,H.M
4. Ms. Kanishka,Prt

ACP

1. Ms. Kamni ,Tgt English
2. Mr. Mahipal,Tgt Hindi(I/C)
3. Ms. Shalini,Tgt English

FIRST AID

1. Ms. Preeti Saroha (I/C),Prt
2. Mr. Raman ,Prt
3. Nurse

PHOTOGRAPHY & MEDIA

Secondary Section

1. Mr. Vinod Kumar ,Tgt Skt ,(I/C)
2. Mr. Rajnish,Tgt Wet (Co-Rd I/C)
3. Mr. Sameer ,Prt
4. Ms. Shweta ,Prt
5. Mr. Neeraj,Prt

**PLAY GROUND
MAINTENANCE
(PRIMARY & SECONDARY)**

Secondary Section

1. Mr. Gurdeep Tgt Pet (I/C),

Primary Section

1. Mr. Neeraj I/C,Prt
2. Sports Coach

MEDIA & PUBLICITY

1. Mr. Rajendra Prasad Sharma,Pgt Hindi (I/C)
2. Mr. Mahipal Singh ,Tgt Hindi
3. Ms. Shalini,Tgt English

OLYMPIAD

1. **Maths:** Mr Sanjay, (Tgt Math)
Mr. Vikas (Tgt Math)

2. **Hindi :** Mr.Mahipal, ,(Tgt Hindi)
Mr.Mahendra ,(Tgt Hindi)

3. **Sst:** Ms.Manisha,Tgt Sst

4. **Science:** Ms. Kirti, ,(Tgt Science)
Ms.Swati,(Tgt Science)

5. **English:** Ms. Shalini, (Tgt English)
Ms.Kamni (Tgt English)

UBI PORTAL & FEE RECORD

1. Ms. Sanjay (Ubi),Tgt Math (I/C)
2. Mr. Gourav Kumar , Pgt C.S (Co I/C)

**SAMAGAM PORTAL&
VACANCY**

1. Mr. Gourav Kumar , Pgt Cs,(I/C)
2. Mr.Rajnish (Samagam),Tgt Wet (Co I/C)
3. Mr. Ajay ,Prt

39	MANUAL ENROLLMENT	1. Mr. Gourav Kumar , Pgt Cs,(I/C) 2. Mr. Sanjay ,Tgt Math ,(Co I/C) 3. Mr. Naresh ,Tgt Math	✓
	INCOME TAX	1. Mr. Vikas Singh,Tgt Math (I/C) 2. Mr. R P Sharma ,Pgt Hindi 3. Mr. Sanjay ,Tgt Math	✓
	UDISE+/E-PUNJAB	Secondary Section 1. Mr. Naresh Kumar(I/C) (Udise),Tgt Math 2. Mr. Gourav Kumar , Pgt Computer Science 3. Mr. Rajpal ,Prt	✓
40	WEBSITE UPDATION	1. Mr. Gourav Kumar ,Pgt Cs (I/C) 2. Mr. Rajnish Kant ,Tgt Wet (Co-Ord I/C) 3. All Department In Charges.	✓

VP

Pankaj
Principal

PM SHRI KENDRIYA VIDYALAYA NO 4 MAMMOON CANTT
Cleanliness Report and Monitoring duty

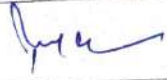
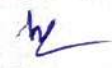
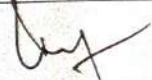
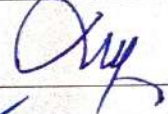
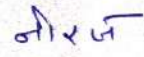
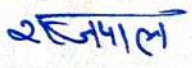
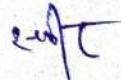
S.N	Teacher Incharge	CO CLASS TEACHER	Class Room	Dept/Labs/ Corridors	Report date	Signature
1	MR. ANIL KR. DOGRA	MS. DIPTI	XI A	PHYSICS LAB		
2	MR. DASHRATH ALORIA	MR. R. P. SHARMA	XIIB	Admin Block Ground Floor Corridor		
3	MS. GARIMA JAIN	PGT CHEMISTRY	XII A	CHEMISTRY LAB		
4	Mr Jagdish Yadav	MS. DIPTI	XIB	Main Gate Area		
5	MR. ASHOK KUMAR	Mr. Rajnish	VI A	2nd Floor Corridor		
6	MS. KIRTI		IX C	Staff room		
7	MR. MAHIPAL YADAV	MR. ASHOK KUMAR	VI C	Chemistry lab back side area		
8	MR. SANJAY KUMAR	MR. VIKAS SINGH	XA	1st Floor Corridor		
9	MR. VIKAS SINGH	MRS. SHALINI	XB	Main Gate Area		
10	MRS. SHALINI	MR. SANJAY KUMAR	XC	Canteen and Cycle Stand area		
11	MS. KAMINI	Mr. Vinod Kumar	VIII A	2nd Floor Corridor		
12	MR. MAHENDER	MS. Swati Jamwal	IX B	Physics Lab Back side area		
13	Mr. Vinod Kumar		VIII C	Conference Room		
14	Mrs. Neha Parmar		VIIA	Bio Lab		
15	MS. NEHA PRAJAPATI	MS. ROOHI	VIIIB	Art room		
16	Mr. Vinod Kumar	MS. NEHA PRAJAPATI	VIII C	Physics Lab Back side area		
17	Mrs. Neha Parmar	MR. NARESH	VIIA			
18	MR. NARESH	Ms SHIVALI	VIIB	1st Floor Corridor		
19	MS. MANISHA	Mrs. Neha Parmar	VIC	Mathematical Garden Outside area		
20	Mr Pritam singh		Exam room	Admin Block Ground Floor Corridor		
21	Mr. Ashok Kumar		Library	NCC Room and Library Side Corridor		
22	Mr. Rajnish		ATL lab	ATL Lab Side Corridor		
	Mr. Gurdeep	Sports Coach	Sports room	Back side of Sports Room		
23	Ms Dipti		Language Lab	Morning Assembly Stage and Ground area		
24	Mr Subhash Sub Staff		Office	Principal Room		
25	Mr Rajpal		I A	Class I Block Back Side area		
26	Mr Raman		I B	Class I Side Corridor		
27	Mr Neeraj		I C	Class I Side Corridor		
28	Mr Sehdev		V A	Class V Block Back side area		
29	Mr Reikha chamoli		V B	Class V Block and Back side area		
30	Mr Ajay		V C	Jr Computer Lab		
31	Mrs Pooja		IV A	Stage and Assembly Area		
32	Mrs Preeti		IV B	Class IV Side Corridor		
33	Mr Sameer		IV C	Class IV back Side area		
34	Mrs Reena		III A	Class III Block Back side area		
35	Ms Babita		III B	Class III Block Back side area		
36	Ms NEELAM RANI		III C	HM Room Side Corridor		
36	Mrs Nisha Arora		II A	CMP Room		
37	Ms Shweta		II B	HM Room Side Corridor		
38	Mrs Karishka		II C	Class II Block and Back side area		

Note : Display boards will be maintained by Concerned Class teacher/House Master/Dept Incharges

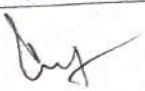
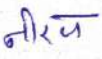
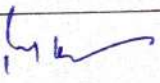
PM SHRI KENDRIYA VIDYALAYA NO 4 MAMOON CANTT

Water Points Cleanliness and Proper Functioning Monitoring Duty and Report

S.N.	NAME OF TEACHER	WATER POINT LOCATION	Report Dated	SIGNATURE
1	Mr. Parmod Kumar I/c	Water Point Near Generator	clean Yes	hyle
2	Mr Pritam			
3	Mr Dasrath I/c	Water Point Near Canteen	clean yes	Dasrath
4	Mr Mahipal		clean yes	
5	Mr RAJNISH I/c	Water Point inside school building Ground floor, first floor, second floor		
6	Mr R P Sharma			
7	Mr Sahdev I/c	Water Point Primary MI Room and Primary Second Class		
8	Mr Neeraj			
9	Mr Rajpal I/c	Water Point Ground area backside of bio lab		राजपाल
10	Mr Ajay			
11	Mr Sameer I/c	Water Point Near Children Park		समीर
12	Mr. Raman			रमन

PM SHRI KENDRIYA VIDYALAYA NO 4 MAMOON CANTT				
Water Points Cleanliness and Proper Functioning Monitoring Duty and Report				
S/N	NAME OF TEACHER	WATER POINT LOCATION	Report Dated	SIGNATURE
1	Mr. Parmod Kumar I/c	Water Point Near Generator	clean	
2	Mr. Pritam			
3	Mr. Dasrath I/c	Water Point Near Canteen	clean	
4	Mr. Mahipal			
5	Mr. RAJNISH I/c	Water Point inside school building Ground floor, first floor, second floor		
6	Mr. R P Sharma			
7	Mr. Sahdev I/c	Water Point Primary MI Room and Primary Second Class		
8	Mr. Neeraj			
9	Mr. Rajpal I/c	Water Point Ground area backside of bio lab		
10	Mr. Ajay			
11	Mr. Sameer I/c	Water Point Near Children Park		
12	Mr. Raman			

PM SHRI KENDRIYA VIDYALAYA NO 4 MAMOON CANTT
Roof Top and Water Tank Cleanliness Monitoring and Report

S.N	Name of Teacher	Roof Top and Water Tank	Report dated.....	Signature
1	Mr Anil Dogra I/c	Admin block roof and water tank		
2	Mr Rajnish			
3	Mr Ajay I/c	Primary block roof, water tank		
4	Mr Neeraj			
5	Mr. Parmod Kumar I/c	Library roof ,water tank		
6	Mr Sameer			
7	Mr Rajendra Sharma I/c	Parking area roof,water tank canteen area roof ,		
8	Mr Mahendra Dhinwa			

PM SHRI KENDRIYA VIDYALAYA NO 4 MAMOON CANTT

		Health and Hygiene	
S.N	Name of Teacher	Health and Hygiene	
1	Mrs.Neha Parmar I/C	Sanitary Pad Vending machine	नंदा
2	Ms Nutan HM		Bingh
3	Mrs Kirti		श्रीतिवारा ठाकुर
4	(Nurse)		
5	Mrs.Neha Parmar I/C	Incinerator	नंदा
6	Ms Nutan HM		Bingh
7	Ms Nisha		नंदा
8	(Nurse)		श्रीतिवारा ठाकुर
10	Mrs.Dipti	Complaint Box	R
11	Ms Nutan HM		Bingh

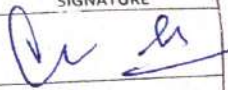
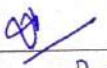
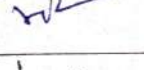
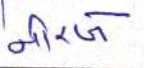
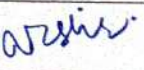
PM SHRI KENDRIYA VIDYALAYA NO 4 MAMOOON CANTT

Maintance of vidyalya garden and Report

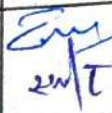
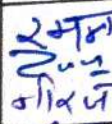
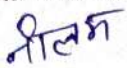
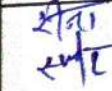
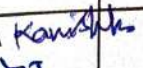
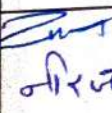
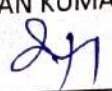
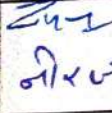
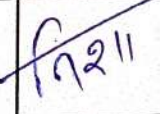
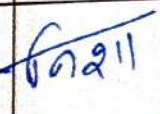
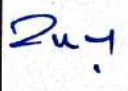
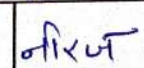
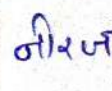
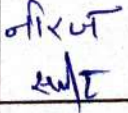
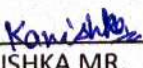
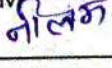
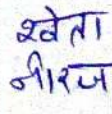
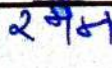
S.N	NAME OF TEACHER	Vidyalaya Garden	Report dated.....	Signature
1	Mr Vikas I/c	Mathemetical garden		
2	Mr Sanjay			
3	Mr.Ashok Kumar I/c	Front main garden		
4	Mr Mahipal			
5	Ms Swati I/c	Kitchen garden		
6	Ms Neha Prajapati			
7	Mr Jagdish Yadav I/c	ATL and Sports room backside garden		
8	Ms Nisha Arora			
9	Ms Kanishka I/c	Assembly area garden		
10	Ms Shweta			
11	Mr Rajpal I/c	Children Park		
12	Ms Preeti			
13	Mr Ashok Kumar I/c	Basket Ball Badminton court Area		
14	Mr Neeraj			
15	Mr.Gurdeep Singh	Ground Area		
16	Sports coach			

PM SHRI KENDRIYA VIDYALAYA NO 4 MAMOOON CANTT

Boys and Girls Toilet Cleanliness Report

S.N	Incharge Teacher	CO I/c	LOCATION	Report Dated	SIGNATURE
1	Mr Vikas Singh	Mr.Sanjay Kumar	Ground Floor Admin Block (Male)		
2	Mrs.Neha Parmar	Ms.Dipti	Ground Floor Admin Block (Female)		
3	Mr Mahipal	Mr.Vinod Kumar	First Floor Block (Boys)		
4	Mrs Garima Jain	Ms.Kirti	First Floor Block (Girls)		
5	Mr Mahinder	Mr.Jagdish Chand Yadav	Second Floor Block (Boys)		
6	Ms Shalini	Ms.Kamini	Second Floor Block (Girls)		
7	Mr Sahdev	Mr.Rajpal	Primary Block Near Nurse Room (Boys)		
8	Ms Babita	Ms.Neelam Rani	Primary Block Near Nurse Room (Girls)		
9	Mr Neeraj	Mr.Ajay	Primary Block Near 2nd C Classroom (Boys)		
10	Ms.Nisha Arora	Ms.Reena	Primary Block (Girls)		

PM SHRI KENDRIYA VIDYALAYA NO 4 PATHANKOT
LIST OF COMMITTEES/ DEPARTMENTS/RESPONSIBILITIES
SESSION 2026-27(Primary Section)

S.N	COMMITTEE	INCHARGE, ASSOCIATE INCHARGE	SIGN	MEMBERS	SIGN
1	TIME-TABLE	MS.PREETI MR.SEHDEV		MR. RAJPAL MR. SAMEER 	
2	EXAMINATION & LAT & OTHER EXAMS	MS. NISHA ARORA MR. AJAY 		MR. RAMAN MR. RAJPAL MR. NEERAJ	
3	CMP, NIPUN, TLM	MRS. NEELAM RANI 		MRS. REENA MRS. SAMEER MRS. BABITA	
4	CLA, MORNING ASSEMBLY	MRS. KANISHKA  MS. SHWETA 		MR. RAJPAL MR. NEERAJ	
5	ADMISSION – CLASS I	MR. RAMAN KUMAR 		MR. RAJPAL MR. NEERAJ	
6	FLN RECORD	MRS. NISHA ARORA		CLASS I AND II TEACHERS	
7	VIDYA PRAVESH	MR. RAJPAL 		MR. RAMAN MR. NEERAJ MS. PREETI	
8	SUBJECT COMMITTEE	HINDI - MR. NEERAJ ENGLISH – MS. REENA  MATHS – MS. KANISHKA  EVS - MS. BABITA 			
9	SPORTS	MR. NEERAJ MR. SAMEER		MS. REKHA CHAMOLI MR. SEHDEV	
10	GARDENING	MS. SAMEER 		MR. RAMAN  MRS. NEELAM RANI 	
11	CUBS- BULBUL	MS. KANISHKA MR. AJAY 		MS. SHWETA MR NEERAJ MR. RAMAN MR. SEHDEV	
12	ENROLLMENT AND RTE	MR. RAJPAL 		MR. RAMAN	

13	INNOVATION PROJECTS	MS. PREETI	PRL	MS. REKHA, ALL PRS	Ques
14	CPD RECORDS	HM	Bingh	MRS. NISHA	निशा
15	CMP NEWSLETTER & CLASS MAGAZINE	MS. SHWETA MRS. REENA	श्वेता	MS. KANISHKA MR NEERAJ	Kanishka नीरज
16	OFFICIAL VISITS & ARRANGEMENTS (VMC)	MRS. KANISHKA		MS. PREETI	PRL
17	PHOTOGRAPHY VIDEOGRAPHY (FOR CMP NEWSLETTER AND CLASS MAGAZINE)	Mr. SAMEER MS. SHWETA	सु/र श्वेता	MR. NEERAJ	नीरज
18	SOCIAL MEDIA UPDATES	Ms. REENA VERMA	रेना	MS. SHWETA	श्वेता
19	TOY LIBRARY	MR. SEHDEV	सेहदेव	MS. KANISHKA MS. REENA : VERMA	Kanishka रेना
20	CLEANLINESS	WASHROOMS - GIRLS 1 - MS. NISHA ARORA BOYS (I-III) - MR. NEERAJ- GIRLS--2 MS. BABITA BOYS (IV-V) MR. SEHDEV-	निशा सेहदेव	CLASSES- ALL CLASS TEACHERS	नीरज
21	PLAYGROUND & CHILDREN PARK	MR. PARMOD		MRS. REKHA MS. POOJA	Ques
22	FIRST AID	MRS. PREETI	PRL	MR. RAMAN	रमन
23	REMEDIAL INTERVENTION	MR. AJAY	अजय	MS. KANISHKA MS. NISHA ARORA	Kanishka निशा
24	DISCIPLINE AND MANAGEMENT	MRS. REKHA CHAMOLI	Ques	MR. RAMAN ALL CLASS TEACHERS	रमन

25	TARA	MR. AJAY	C3	LANGUAGE TEACHERS -III TO V	
26	UDISE , UBI , SAMAGAM	MR. RAJPAL ALL CLASS TEACHERS		COMPUTER INSTRUCTOR	Shivani

27	ACADEMIC & ADMINISTRATIVE SUPPORT (PRIMARY)	MS. NISHA ARORA MS. SHWETA	निसा श्वेता	Ms. KANISHKA	Kanishka
28	CLASS LIBRARY	MR. NEERAJ	नीरज	ALL CLASS TEACHERS	
29	EXCURSION	MR. SEHDEV MR. AJAY	सेहदेव C3	MRS. PREETI	Preeti
30	JADUI PITARA	MS. SHWETA	श्वेता	MS. NEELAM RANI	नीलम
31	PM SHRI ACTIVITY INCHARGE	MR. RAJPAL	राजपाल	PR T-1 PR T-2	
32	ICT	Ms. SHWETA	श्वेता	ALL CLASS TEACHER	
33	PBL RECORDS	MR. RAJPAL	राजपाल	MS. POOJA	



MS. NUTAN SINGH
HM

MR. RAVIKANT
PRINCIPAL