

KENDRIYA VIDYALAYA NO 1 AFS HALWARA

SESSION 2024-25

SCHOOL COMMITTEES

S.NO	Committee	Convener	Members	Duties and Responsibilities	Signature
1	Administration	Mr Ami Swami Vice Principal Mrs Princy Bhat PGT English	✓ Mrs Santosh Kumari HM	To monitor teaching learning process and monitoring of students	
2	Academic Supervision	Mr Naresh Kumar Principal Mr Ami Swami Vice Principal	✓ Mrs Princy Bhat PGT English ✓ Mrs Santosh Kumari HM	Monitor teaching learning process ,checking of notebooks ,moderation committee for exams ,smooth conduct of panel inspection	
3	Finance and Purchase	Mr Ami Swami Vice Principal Mrs Princy Bhat PGT English Mr Neeraj Khattak PGT Hindi	✓ Mr Sukhvinder Singh PGT Chem ✓ Mrs Farzana PGT Comm ✓ Mr Tajinder Singh TGT Sc ✓ Mrs Sushma Singh TGT WET ✓ Mr Makhan Singh PRT	Responsible for local purchase ,market survey and collection of quotations	
4	Admission	Mr Vijay Sharma PGT Eco	✓ Mr Tajinder Singh TGT Sc ✓ Mr T Nayak PRT ✓ Mrs Arnika PRT	To advertise the vacancy position for the students and to scrutinize the registration forms for admission and carry out the process as per the KVS admission guidelines for that session in consultation with Principal	
5	Examination	Mrs Princy Bhat PGT English	✓ Mr Sukhwinder Singh PGT Chem CBSE ✓ Mrs Meena Sharma TGT Maths	To Plan the schedule of Unit -test /FA/ASL/PSA/OTBA/SA, Cumulative Examination ,Pre Board and Annual Examination ,Pre Board	

			<ul style="list-style-type: none"> ✓ Mr Tajinder Singh TGT Sc ✓ Mrs Anju Negi TGT Sc ✓ Mrs Shikha TGT Hindi ✓ Mrs Suman Sood I/C Exam ✓ Ms Bhavna PRT ✓ Ms Rajni PRT 	<p>and Annual Examination as per the calendar of activities .</p> <p>To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS.</p> <p>To give suitable instructions to class teachers /subject teachers for maintaining all the relevant records.</p>	
6	CBSE Examination & other Exams	Mr Sukhwinder Singh PGT Chem Mrs Farzana PGT Comm	<ul style="list-style-type: none"> ✓ Mrs Meena Sharma TGT Maths (CBSE) ✓ Mrs Shikha TGT Hindi (NIOS) 	<p>To conduct external examination as per the prescribed norms and to maintain record of all such examinations.</p> <p>To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records.</p>	
7	CCA and Morning Assembly (Regional level ,National Level ,SGFI /Associations/Federation (Open)	Mr Neeraj Khattak PGT Hindi	<ul style="list-style-type: none"> ✓ Mrs Shashi Sadawarti TGT S.Sc ✓ Ms Priya TGT Eng ✓ Mrs Veerpaul Kaur TGT Hindi ✓ Mrs Priya Rawat TGT Sanskrit ✓ Mrs Kulwinder Kaur PRT ✓ Ms Garvita PRT ✓ Ms Sukriti PRT ✓ Ms Sonali PRT ✓ All Class Teachers ,House Masters and associates 	<p>To Organize Inter house competitions effectively and to celebrate all the days of National importance /Occasions with the assistance of House Masters and other experts in a planned manner .</p> <p>To activate the conduct of Morning Assembly ensuring quality nurturing of the talents.</p> <p>To monitor day to day morning assembly programme effectively and ensure befitting presentation on all fronts on time and putting monitoring score for the day to the Principal .</p>	

				<p>To select school captain ,House captains and other members of the council for carrying put their usual work in consultation with Principal .</p> <p>To implement pass system for Systematic /orderly movement of students for assembly .</p> <p>Checking of late corners.</p> <p>To coordinate all external competitions relevant tour system .</p> <p>To be responsible for purchase of suitable prizes for different competitions ,distribute certificates and prizes to the students from time to time .</p> <p>To make all arrangements for smooth conduct of morning assembly including arrangement for special occasions.</p>	
8	<p>Time Table and Leave Arrangement Remedial Teaching Study Camp Academic Loss Compensation Programme (AICP)</p>	<p>Mrs Amandeep Kaur PGT Physics</p>	<ul style="list-style-type: none"> ✓ Mr Ramnish Bansal PGT Maths ✓ Mrs Arti Dhiman TGT AE ✓ Mr Tajinder Singh TGT Sc ✓ Mrs Rajni Bansal PRT ✓ Ms Pallavi PRT ✓ Ms Nitasha Verma TGT Maths 	<p>To prepare & execute time table as per the norms .</p> <p>To make necessary adjustments in the time table due to administrative exigencies .</p> <p>To device workable & suitable assignment/remedial time -table</p> <p>To make arrangements for classes suitably as per requirements .</p> <p>To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students.</p>	

9	Discipline	Mr Neeraj Khattak PGT Hindi Mrs Farzana PGT Comm	<ul style="list-style-type: none"> ✓ Mr Vikram Singh PGT Hist ✓ Mrs Shashi Sadawarti TGT S.Sc ✓ Mrs Harpreet Kaur TGT Hindi ✓ PET ✓ Mrs Santosh Kumari HM ✓ Mrs Kulwinder Jit Kaur PRT ✓ Mrs Subhash Thakur PRT ✓ Mr. T. Nayak PRT ✓ All Class Teachers 	To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any. A separate file is to be maintained.	
10	Alumni Association	Mrs Princy Bhat PGT Eng Mr Gulshan Arora PGT CS	<ul style="list-style-type: none"> ✓ Mrs Shashi Sadawarti TGT S.Sc ✓ Mr T Nayak PRT 	To organize Alumni Meet ,updates regarding Alumni Association and agenda for meetings.	
11	Hospitality & Rangoli	Mrs Arti Dhiman TGT Arts	<ul style="list-style-type: none"> ✓ Mrs Kulwinder Jit Kaur PRT ✓ Ms Sukriti PRT ✓ Mrs Manisha Joshi TGT S.Sc 	Providing comforts and arrangements of refreshments & stay .	
12	M & R School Building	Mr Tajinder Singh TGT Sc	<ul style="list-style-type: none"> ✓ Mrs Sushma Singh TGT WE ✓ Mrs Subhash Thakur PRT ✓ Mr Bhupender Goyal PRT ✓ Mr Makhan Singh PRT 	To carry out maintenance and repair work of buildings including toilets ,surroundings and play field in the temporary building along with uninterrupted water and electric supply and to keep strict vigil over construction work in permanent building .	
13	School Beautification and Gardening	Ms Jyoti PGT Sc	<ul style="list-style-type: none"> ✓ Mrs Arti Dhiman TGT AE ✓ Ms Priya Rawat ,TGT Skt ✓ Mrs Anju Negi TGT Sc ✓ Mrs Subhash ,PRT ✓ Mrs Deepa PRT ✓ All Class Teachers 	To monitor the work effectively and to offer technical expertise to improve gardening by providing all required materials from time to time to bring the aesthetic look to the Vidyalaya	
14	Allotment and Upkeep of Staff Quarters	Mr Neeraj Khattak PGT Hindi	<ul style="list-style-type: none"> ✓ Mrs Arti Dhiman TGT Arts ✓ Mr T Nayak PRT 	Responsible for allotment of staff quarters and	

			✓ Mrs Subhash PRT	maintenance of quarters	
15	PTM and PTA	Mrs Princy Bhat PGT Eng	<ul style="list-style-type: none"> ✓ Mr Tajinder Singh TGT Sc ✓ Mrs Nitasha Verma TGT Maths ✓ Mrs Santosh Kumari HM ✓ Mrs Rajni Bansal PRT 	<p>Increasing cooperation between parents teachers for improving the educational facilities and programmes . Holding seminars ,workshops ,discussions , cultural activities and meeting of parents and teachers.</p> <p>Bringing society and school closer for better cooperation.</p> <p>Maintaining harmony between teachers and parents for betterment of students .</p>	
16	Vidyalaya Patrika and Newsletter	Mr Neeraj Khattak PGT Hindi Mrs Princy Bhat PGT Eng	<ul style="list-style-type: none"> ✓ Mrs Shashi Sadawarti TGT S.Sc. ✓ Ms Priya, TGT Eng ✓ Mrs Shikha TGT Hindi ✓ Mrs Priya Rawat TGT SKT ✓ Mrs Santosh Kumari HM ✓ Ms Sonali PRT 	In charge of school magazine and any other issues related to publication .	
17	Raj Bhasha	Mr Naresh Kumar Principal Mr Ami Swami Vice Principal Mr Neeraj Khattak PGT Hindi	<ul style="list-style-type: none"> ✓ Mrs Farzana PGT Comm ✓ Mrs Harpreet Kaur TGT Hindi ✓ Mrs Shikha TGT Hindi ✓ Mrs Subhash PRT ✓ Mrs Rajni Bansal PRT 	To conduct quarterly meetings of Rajbhasha and to submit quarterly reports to the Regional Office .	
18	First Aid and Medical Checkup	Ms Jyoti PGT Sc Mr Tajinder Singh TGT Sc	<ul style="list-style-type: none"> ✓ Ms Priya TGT Eng ✓ Mrs Anju Negi TGT Sc ✓ Mrs Subhash PRT ✓ Staff Nurse ✓ All Class and Co Class Teachers 	To keep the first aid box ready and help the students whenever required	
19	Boarding & Lodging	Mr Neeraj Khattak PGT Hindi Mr Vikram Singh, PGT Hist	<ul style="list-style-type: none"> ✓ Mr Harwinder Singh TGT Lib ✓ Mr T Nayak PRT 	For Cluster/ Regional /National Events ,committee will be	

		TGT P & HE	✓ Mr Bhupender Goyal PRT	responsible for boarding and lodging arrangements .	
20	Library	Mr Ami Swami VP Mr Harwinder Singh TGT Lib Mr Amit Bawa TGT Maths	<ul style="list-style-type: none"> ✓ Mrs Princy Bhat PGT Eng ✓ Mr Neeraj Khattak PGT Hindi ✓ Mr Sukhvinder Singh PGT Chem ✓ Mr Vijay Sharma PGT Eco ✓ Mr Ramnish Bansal PGT Maths ✓ Mrs Santosh Kumari HM ✓ Mrs Subhash PRT ✓ All Faculty Heads 	To procure at least 500 text books and reference books recommended by CBSE and KVS Library policy and as per the recommendation of faculty members . To organize Class Library and to present Monthly Book Review for each student of the Vidyalaya. To assist Primary Wing in Library activities in light of CMP.	
21	Vidyalaya Website	Mr Gulshan Arora PGT CS	<ul style="list-style-type: none"> ✓ Computer Instructor I ✓ Computer Instructor II ✓ Mrs Amandeep Kaur PGT Phy ✓ Mrs Shashi Sadawarti TGT S.SC ✓ Mrs Rajni Bansal PRT 	To ensure all the computers in Labs /deptt are in working condition for carrying out Computer aided classes effectively with the assistance of computer instructors and to submit monthly updates to office . Updating of latest information regarding Vidyalaya and removal of old information from the website by obtaining approval of the Principal	
22	Canteen Supervision	Mr Sukhvinder Singh PGT Chem	<ul style="list-style-type: none"> ✓ Mrs Amandeep Kaur PGT Phy ✓ Mrs Priya Rawat TGT Skt ✓ Mr T Nayak PRT 	Fixation of rates ,check the quality of eatables ,stress on hygiene and cleanliness of compound.	
23	Grievance Redressal	Mr Naresh Kumar Principal Mr Ami Swami Vice Principal Mrs Princy Bhat PGT Eng (Woman)	<ul style="list-style-type: none"> ✓ Mrs Shashi Sadawarti TGT S.SC ✓ Mrs Harpreet Kaur TGT Hindi ✓ Mr Sat Parkash TGT Eng ✓ Mr Makhan Singh PRT 	Regarding and grievances ,committee will be responsible for redressal and grievances .	

24	House Keeping and Vidyalaya Cleanliness	Mrs Sushma Singh TGT WE Mr Ashwani Sheoron PRT	<ul style="list-style-type: none"> ✓ Mrs Sangeeta Yadav PGT Geo ✓ Mrs Farzana PGT Comm ✓ Mrs Anju Negi TGT Sc 	To monitor the services of security and cleanliness in consultation with the agencies concerned so as to Vidyalaya bears a clean look.	
25	The Learning Attainment of Students (AIEEE,IIT-JEE,NEET,PMT, CLAT,NDA,OTHER)	Mrs Amandeep Kaur PGT Phy	<ul style="list-style-type: none"> ✓ ALL CLASS TEACHERS 	Organising important days ,UNO Exam ,Vivekananda Quiz ,Olympiads and any other activity asked by RO Chandigarh	
26	Condemnation	Mrs Farzana PGT Comm	<ul style="list-style-type: none"> ✓ Mrs Shikha TGT Hindi ✓ Mrs Sushma Singh WE ✓ Mr Makhan Singh PRT 	Condemnation as per RO Chandigarh Norms	
27	Youth Parliament	Mr Vijay Sharma PGT Eco	<ul style="list-style-type: none"> ✓ Mrs Shashi Sadawarti TGT S.Sc ✓ Mrs Veerpaul Kaur TGT Hindi ✓ Mrs Priya TGT Eng ✓ Mrs Arti Dhiman TGT AE 	Organizing Youth Parliament at School level and Regional Level to make children aware about the democratic setup of India .	
28	Fine Management	Mr Sat Parkash TGT Eng	<ul style="list-style-type: none"> ✓ Mrs Manisha Joshi TGT S.Sc. ✓ Mrs Renu Bansal TGT Eng ✓ Mrs Shikha TGT Hindi ✓ Ms Pallavi Garg PRT 	Committee will look into the matter of fine and broken any item any item of School.	
29	Hoisting and Lowering of National Flag	Mrs Shashi Sadawarti TGT S.Sc	<ul style="list-style-type: none"> ✓ Sports Coach -I ✓ Mr Babu Lal Sub Staff 	Responsible for hoisting and lowering of National Flag	
30	Resource Room Maintenance	Mrs Kulwinder Jit Kaur PRT	<ul style="list-style-type: none"> ✓ Mr Ashwani Sheoron PRT 	Maintenance of Resource Rooms as per KVS norms	
31	Staff Room Maintenance	Mrs Shashi Sadawarti TGT S.Sc Mrs Manisha Joshi TGT S.Sc	<ul style="list-style-type: none"> ✓ Mrs Arti Dhiman TGT AE ✓ Mrs Priya Rawat TGT Skt ✓ Mr Amit Bawa TGT Maths ✓ Mrs Subhash PRT ✓ Mrs Deepa PRT 	To ensure that Staff Room is totally cleaned, maintained and arranged. The relevant information is pasted at relevant place in Staff Room .	

32	Furniture	Mr Sat Parkash TGT Eng	<ul style="list-style-type: none"> ✓ Mr Amit Bawa TGT Maths ✓ Mr Ashwani Sheoron PRT ✓ Mr Bhupender Goyal PRT 	<p>To ensure all furniture bear serial numbers and year of purchase .</p> <p>To ensure the adequacy and suitability of furniture in all class rooms ,including repair of furniture as per the rules .</p> <p>To keep inventory of furniture allotted to different classes and departments .</p>	
33	MOD	Mr Neeraj Khattak PGT Hindi	<ul style="list-style-type: none"> ✓ Mrs Shashi K Sadawarti TGT S.Sc 	<p>For the smooth functioning of Vidyalaya ,committee is responsible .</p>	
34	Suggestion Box	Mr Ami Swami ,VP Mr Sukhvinder Singh PGT Chem	<ul style="list-style-type: none"> ✓ Mrs Princy Bhat PGT Eng ✓ Ms Veerpaul Kaur TGT Hindi 	<p>Motivate children for the betterment of KV No1 Halwara .Suggestions always welcome .</p>	
35	Excursion	Mr Neeraj Khattak PGT Hindi	<ul style="list-style-type: none"> ✓ Mr Sukhvinder Singh PGT Chem ✓ Ms Priya TGT Eng ✓ Mr Tajinder Singh TGT Sc ✓ Mr T Nayak PRT ✓ Ms Rajni Bansal PRT 	<p>To check out and implement Annual Plan for outing of the students as per the codal provisions in consultation with the class teachers /Principal .</p>	
36	Sports	Mr Ramnish Bansal	<ul style="list-style-type: none"> ✓ Mr Ashwani Sheoron PRT ✓ Sports Coach I ✓ Sports Coach II ✓ Mr T Nayak PRT 	<p>To look after sports infrastructure .</p> <p>Availability of sports equipment .</p> <p>Procurement of sports equipment and diligent use of sports infrastructure .</p> <p>Analyzing the sports activities and ways to improve sports performance .</p>	
37	Scout and Guide (Cub & Bulbul)	Mr Tajinder Singh TGT Sc Mrs Veerpaul Kaur TGT Hindi Mrs Subhash PRT -I/C Bulbul Mr Makhan Singh PRT	<ul style="list-style-type: none"> ✓ Mr Vijay Sharma PGT Eco ✓ Mrs Shashi Sadawarti TGT S.Sc. ✓ Mrs Meena Sharma TGT Maths ✓ Mrs Priya Rawat TGT Skt 	<p>To enroll Scouts & Guides ,Cubs & Bulbuls and to organize testing camps ,troops meetings as per the Annual Schedule of activities prepared at unit level in light of APRO.</p>	

			<ul style="list-style-type: none"> ✓ Mr Amit Bawa TGT Maths ✓ Mr Sat Parkash TGT Eng ✓ Mrs Suman Sood PRT ✓ Mrs Kulwinder Jit Kaur PRT ✓ Mr T Nayak PRT ✓ Mrs Rajni Bansal PRT ✓ Mrs Sunita Devi PRT ✓ Mr Ashwani Sheoron PRT ✓ Mr Bhupender Goyal PRT ✓ Ms Sonali PRT ✓ All trained teachers 		
38	Harassment of Women at work place	Mrs Princy Bhat PGT Eng	<ul style="list-style-type: none"> ✓ Mrs Santosh Kumari HM ✓ Mrs Shashi Sadawarti TGT S.Sc 	To look after sexual harassment cases in the Vidyalaya	
SCHOOL RESPONSE TEAMS					
39	Child Rights Protection Cell	Mrs Princy Bhat PGT Eng Mr Neeraj Khattak PGT Hindi	<ul style="list-style-type: none"> ✓ Mrs Shashi Sadawarti TGT S.Sc ✓ Mrs Veerpaul Kaur TGT Hindi ✓ Mrs Santosh Kumari HM 	To protect child from sexual harassment .	
40	Disaster Management Committee	Evacuation Team Mr Tajinder Singh TGT Sc TGT P&HE	<ul style="list-style-type: none"> ✓ Mrs Amandeep Kaur PGT Phy ✓ Mrs Santosh Kumari HM ✓ Mr T Nayak PRT ✓ Mrs Rajni Bansal PRT ✓ All Class and Co-Class Teachers 	During any natural calamity to look after school building and students .	
		Search & Rescue Team Flying Squad Mr Neeraj Khattak PGT Hindi	<ul style="list-style-type: none"> ✓ Mr Tajinder Singh TGT Sc ✓ TGT P&HE ✓ Sports Coach I ✓ Sports Coach II ✓ Mr T Nayak PRT ✓ Mr Ashwani Sheoron PRT ✓ Mrs Arnika PRT ✓ All Class and Co Class Teachers ✓ Mr Pal Singh 	During any natural calamity to look after school building and students.	

41	Team for students with special needs (Divyang)	Mrs Farzana PGT Comm	<ul style="list-style-type: none"> ✓ Mrs Jyoti Badyal PGT Bio ✓ Mrs Arti Dhiman TGT AE ✓ Mr Sat Parkash TGT Eng ✓ Mr Nitish Kumar PRT Music ✓ Nurse 	Special care for disabled (Divyang)	
42	Shala Darpan Students Data /Student Enrollment /E-Punjab	Mr Gulshan Arora PGT CS Mrs Rajni Bansal PRT	<ul style="list-style-type: none"> ✓ Computer Instructor I ✓ Computer Instructor II ✓ Yoga teacher ✓ All Class Teachers & Co Class Teachers 	To upload necessary information as per the requirement of Shaala Darpan	
43	Fee Record CS 54 Attendance Register Income Tax Form 16	Ms Farzana PGT Comm Mr Bhupender Goyal PRT	<ul style="list-style-type: none"> ✓ Mr Ramnish Bansal PGT Maths – IT ✓ Mr Amit Bawa TGT Maths ✓ Mr T Nayak PRT (Register and fee verification) 	To maintain UBI Portal and to check fees entries in attendance register	
44	ACP AEP ,Value Education ,Career Counselling	Mr Ami Swami VP Mrs Jyoti Badyal PGT Bio	<ul style="list-style-type: none"> ✓ Mrs Shashi K Sadawarti TGT S.Sc ✓ Mrs Anju Negi TGT Sc ✓ Mr Arti Dhiman TGT Arts -ACP ✓ Mr Tajinder Singh TGT Sc ✓ Mrs Priya Rawat TGT Skt ✓ Mr Sat Parkash PRT ✓ Mrs Arti Dhiman TGT AE ✓ Ms Priya TGT Eng ✓ Mrs Santosh Kumari HM ✓ Mrs Shikha TGT Hindi ✓ Mrs Subhash PRT 	To organize workshops project on Value Education	
45	Language Lab	Mrs Princy Bhat PGT Eng Mr Neeraj Khattak PGT Hindi	<ul style="list-style-type: none"> ✓ All teachers teaching Language 	To develop language techniques	
46	VVN	Mrs Farzana PGT Comm	<ul style="list-style-type: none"> ✓ Mrs Arti Dhiman TGT AE 	To check funds and entries related to VVN	

			<ul style="list-style-type: none"> ✓ Mrs Suman Sood PRT ✓ Mr T Nayak PRT 		
47	Welfare of SC/ST/RTE	Mrs Amandeep Kaur PGT Phy	<ul style="list-style-type: none"> ✓ Mrs Nitasha Verma TGT Maths ✓ Mrs Veerpaul Kaur TGT Hindi ✓ Mrs Santosh Kumari HM 	For welfare of SC/ST/RTE	
48	Workshop & E-Learning	Mr Ami Swami V.P. Mr Gulshan Arora PGT CS	<ul style="list-style-type: none"> ✓ Mrs Meena Sharma TGT Maths ✓ Ms Priya TGT Eng ✓ Mrs Kulwinder Jit Kaur PRT ✓ Mrs Santosh Kumari HM 	Stress upon maintenance of computer labs and to enhance computer based learning .	
49	Teaching Aid	Mr Vijay Sharma PGT Eco	<ul style="list-style-type: none"> ✓ Mr Vikram Singh PGT Hist ✓ Mr Amit Bawa TGT Maths ✓ Mrs Renu Bansal TGT Eng ✓ Mrs Harpreet Kaur TGT Hindi ✓ Mrs Subhash PRT ✓ Mrs Shashi Sadawarti TGT S.Sc 	To issue teaching aids to concerned subject teachers to make lessons more effective .	
50	Vidyalaya Action Plan	Mr Ami Swami V.P.	<ul style="list-style-type: none"> ✓ Mrs Princy Bhat PGT Eng ✓ All department heads ✓ All class Teachers ✓ Computer Instructor -1 ✓ Computer Instructor -2 	Vidyalaya action plan as per RO Chandigarh instructions and requirement .	
51	Decoration Committee(Sec ondary)	Mrs Arti Dhiman TGT AE	<ul style="list-style-type: none"> ✓ Mrs Sonali PRT ✓ Mrs Priya Rawat TGT Skt 	To decorate stage during CCA Activities .	
52	Decoration Committee (Primary)	Mrs Kulwinderjit Kaur PRT	<ul style="list-style-type: none"> ✓ Mrs Rajni Bansal PRT ✓ Ms Sukriti PRT 	To decorate stage during CCA Activities	
53	RTE	Mr Ami Swami V.P.	<ul style="list-style-type: none"> ✓ Mrs Veerpaul Kaur TGT Hindi ✓ Ms Priya TGT Eng 	Right To Education	

			✓ Mr T Nayak PRT		
54	CMP Primary Section	Mrs Santosh Kumari HM	<ul style="list-style-type: none"> ✓ Mr Bhupender Goyal PRT ✓ Ms Pallavi Garg PRT ✓ Mrs Arnika PRT ✓ Mrs Bhavna PRT 	To perform CMP Activities as per CMP Calendar of Primary Section for Session 2023-24.	
55	Overall Incharge	Mr Ami Swami V.P. Mrs Santosh Kumari HM	<ul style="list-style-type: none"> ✓ All staff members of Secondary ✓ All Staff Members of Primary 	To look after the Vidyalaya	
Subject Committee					
1	English	Mrs Princy Bhat PGT Eng	<ul style="list-style-type: none"> ✓ All teachers teaching English 	To enhance vocabulary ,communication skills speaking ,learning and writing. Stress upon handwriting and word formation . Responsible to celebrate birthdays of great writers and English week .	
2	Hindi	Mr Neeraj Khattak PGT Hindi	<ul style="list-style-type: none"> ✓ All teachers teaching Hindi and Sanskrit 	To enhance vocabulary ,communication skills ,speaking ,learning and writing . Stress upon handwriting and word formation . To organize Hindi Pakhwara .	
3	Mathematics	Mr Ramnish Bansal PGT Maths	<ul style="list-style-type: none"> ✓ All teachers teaching Mathematics 	To Enhance problem solving ability ,calculations and projects . Responsible for the smooth conduct of JMO and Maths Exhibition	
4	Science	Mr Sukhvinder Singh PGT Chem	<ul style="list-style-type: none"> ✓ All teachers teaching Physics ,Chemistry ,Sclogy ,Computer Science ,Informatics Practices & General Science 	To develop scientific skills ,data collection ,observations ,activities and practical work . Responsible to conduct and prepare students for INNSMEE ,Science Olympiad ,Science Exhibition etc.	
5	Social Science	Mrs Farzana PGT Comm	<ul style="list-style-type: none"> ✓ All Teachers teaching History ,Geography , Economics ,Accountancy ,Business 	To enhance knowledge to know about the culture of India and world. Also responsible for organizing Social Science Exhibition	

			Studies & Social Science		
6	Miscellaneous Subject Committee	Mrs Sushma Singh WET	<ul style="list-style-type: none"> ✓ Mrs Sushma Singh WET ✓ Mrs Arti Dhiman TGT AE ✓ Sports Coach -1 ✓ Sports Coach -2 ✓ Activity Teacher ✓ Nurse ✓ Counsellor ✓ Yoga Teacher 	Responsible to maintain record of all co-scholastic activities in their respective subjects and maintain their departments	
7	Office Work	Student Enrollment	<ul style="list-style-type: none"> ✓ Mr Gulshan Arora PGT CS ✓ Mr Vijay Sharma PGT Eco 	To compile the students enrollment on the last working day of month and email the same to Regional Office Chandigarh.	
		Income Tax & Form 16 A	<ul style="list-style-type: none"> ✓ Mr Ramnish Bansal PGT Maths 		
			<ul style="list-style-type: none"> ✓ Mr Amit Bawa TGT Math 	To assist UDC to verify income tax form 16 A	
8	Office Work	Salary and other work	<ul style="list-style-type: none"> ✓ Mrs Farzana PGT Comm ✓ Mrs Nitasha Verma TGT Maths 		

PRINCIPAL