

PM SHRI KENDRIYA VIDYALAYA NO 1.AFS HALWARA

COMMITTEES FOR THE SMOOTH FUNCTIONING OF THE VIDYALAYA-2025-26

S. N O	COMMITTEE	MEMBERS	DESIGNATION	DUTIES
1	PROTECTION OF CHILD RIGHTS AND POCSO	SHRI DEVENDRA KUMAR OLAWAT	PRINCIPAL	To take immediate action by following a proper procedure on any complaint received , continuously monitoring the treatment towards the students and timely report to the Principal. To Maintain a register and make a proper record of letters received from KVS and complaints, if any.To open complaint box/suggestion box once in a fortnight on 2nd and 16th of every month. If holiday, to be opened the next working day. Corrective measures to be taken by the committee and proper record to be maintained.
		SHRI AMI SWAMI	VICE PRINCIPAL	
		MS. PRINCY BHAT	PGT ENGLISH	
		MS. SHASHI K. SADAWARTI	TGT SST	
		MS.SUMAN SOOD	PRT	
2	INTERNAL COMPLAINT COMMITTEE AGAINST SEXUAL HARASSMENT	MS.PRINCY BHAT	PGT ENGLISH	To report to the Principal immediately , follow the procedure , and take necessary measures as per the need against sexual harassment, to enquire into the case on a particular complaint/knowledge of any such activity.
		MR.SUKHVINDER SINGH	PGT CHEMISTRY	
		MS.SHASHI PRABHA	PGT HINDI	
		MS.FARZANA	PGT COMMERCE	
		MS.AMANDEEP KAUR	PGT PHYSICS	
		MS. SHASHI K. SADAWARTI	TGT SST	
		MR. HARWINDER SINGH	LIBRARIAN	
3	DISCIPLINE	MR. KRISHAN PAL(I/C)	TGT PH&E	Maintainance of discipline of the students throughout the day, at the time of arrival of the students,departure of the students, Maintainance of records of Indisciplined students, action taken, follow-up,interaction with the parents , coordination with the class teacher and timely report to Principal/V.Principal/HM, Monitoring of the activities of the students inside and outside the class
		MR. VIKRAM SINGH	PGT HISTORY	
		MR.SUKHVINDER SINGH	PGT CHEMISTRY	
		MR. RAMNISH BANSAL	PGT MATHS	
		MS. SHASHI K. SADAWARTI	TGT MATH	
		MS. MEENA SHARMA	TGT MATHS	
		MR. BHUPENDER GOYAL	PRT	
		MS. SONALI	PRT	
		SPORTS COACH		
		YOGA TEACHER		
4	TIME TABLE AND SUBSTITUTION	MS.AMANDEEP KAUR (I/C)	PGT PHYSICS	Preparation of Timetable , providing arrangement and smooth functioning of the classes without chaos.
		MR. RAMNISH BANSAL	PGT MATHS	
		MS.NITASHA VERMA	TGT MATH	
		MS.ARTI DHIMAN	TGT ARTS	
		MS. PALLAVI GARG	PRT	
5	ADMISSION	MR. VIJAY SHARMA(I/C)	PGT ECONOMICS	All the documents to be checked vigilantly and follow KVS admission guidelines very carefully. Timely information to be provided whenever needed .
		MS.AMIT BAWA	TGT MATH	
		MS. ARNIKA	PRT	
		MR. MAKHAN SINGH	PRT	
		MS.SUMAN SOOD	PRT	
		MR.SANDEEP KUMAR	PRT	
		MS.SUNITA DEVI	PRT	
MR.SANJAY	JSA			
6	INCOME TAX FORM -16	MR.RAMNISH BANSAL (I/C)	PGT MATHS	To assist UDC to verify Income Tax Form 16 A
		MS.MEENA SHARMA	TGT MATHS	
7	EXAMINATION(HOME)	MRS PRINCY BHAT (I/C)	PGT ENGLISH	Smooth conduct of examinations , timely submission of required data/reports,ensure vigilant evaluation, ensure correction of answer sheets in time, coordination with the class teachers and subject teachers and maintainance of examination records , filling up the google sheet with the data, that is to be sent to RO from time to time.
		MS.MEENA SHARMA	TGT MATHS	
		MS.ANJU NEGI	TGT SCIENCE	
		MS.NITASHA VERMA	TGT MATH	
		MRS SUMAN SOOD	PRT	
		MRS BHAVANA	PRT	
MRS RAJNI	PRT			
8	EXAMINATION(CBSE)	MR.SUKHVINDER SINGH (I/C)	PGT CHEMISTRY	Vigilant conduct of all CBSE Examinations , timely completion of Registration and all other ONLINE task including OASIS assigned by CBSE of the students and quick correspondence with CBSE whenever needed. Timely and accurate completion of CBSE Registration. To ensure that CBSE Registration is done as per the school records.(No mismatch in CBSE and school records). Appointment of checkers for Registrations of Class IX to XII.
		MS. FARZANA	PGT COMMERCE	
		MR.TAJINDER SINGH	TGT SCIENCE	
		MS. SHIKHA	TGT HINDI	
9	CCA,house system of the vidyalaya ,MORNING ASSEMBLY AND DISPLAY BOARDS	MS. SHASHI PRABHA (I/C)	PGT HINDI	Proper discipline in the morning assembly ,Smooth conduct of all the activities under CCA,Bhasha Sangam , Important days, Farewell, Teachers day, Childrens day, Other Programme given by RO , HQ. OR CBSE and proper maintenance of Records.
		MS. SHASHI K. SADAWARTI	TGT SST	
		MS. PRIYA PATHANIA	TGT ENGLISH	
		MR. HARPREET KAUR	TGT HINDI	
		MR. GYANESHWAR MEENA	TGT SANSKRIT	
		MS. SONALI (I/C)	PRT	
		MS. GARVITA SHARMA	PRT	
		MS. SUKRITI JHA	PRT	
		MR.ASHWANI SHEORAN	PRT	
ALL HOUSE MASTERS				

10	EK BHARAT SHRESTHA BHARAT	MS. MANISHA JOSHI (I/C)	TGT SST	Constitution of EBSB club, smooth conduct of all the activities as per the EBSB calendar, Encouraging maximum participation of the students in various activities/project work of EBSB with proper guidance and maintaining its proper record. Sending Monthly report, Preparation of two Display Boards. Performing all the activities assigned without any reminder.
		MR. VIKRAM SINGH	PGT HISTORY	
		MS. SANGEETA YADAV	GEOGRAPHY	
		MS. SHASHI PRABHA	PGT HINDI	
		MS. PRIYA	TGT ENGLISH	
		MS. RENU BANSAL	TGT ENGLISH	
		MR. SATPARKASH	TGT ENGLISH	
		MS. HARPREET KAUR	TGT HINDI	
		MS. LAXMI BHOTIYA	TGT HINDI	
		MS. SUNITA DEVI	PRT	
		MR. NITISH KUMAR	PRT MUSIC	
		MS. DEEPA	PRT	
		MR. BHUPINDER GOYAL	PRT	
		MS. PALLAVI GARG	PRT	
MR. SUKHDEV SINGH	PRT			
MS. GARVITA SHARMA	PRT			
OLYMPIADS				
11	SCIENCE	MR. TAJINDER SINGH (I/C)	TGT SCIENCE	Smooth Conduct of all the activities effectively and efficiently, encouraging maximum participation, maintenance of records and timely reporting to the Principal on completion of the activities
		MR. SUKHVINDER SINGH	PGT CHEMISTRY	
		MS. ANJU NEGI	TGT SCIENCE	
		MS. SONALI	PRT	
	MATHS	MR. RAMNISH BANSAL (I/C)	PGT MATHS	
		MR. AMIT BAWA	TGT MATHS	
		MS. MEENA SHARMA	TGT MATHS	
		MR. BHUPINDER GOYAL	PRT	
	CYBER	MR. GULSHAN ARORA (I/C)	PGT CS	
		COMP INSTRUCTOR	INSTRUCTOR	
	LANGUAGES	MS. PRIYA PATHANIA (I/C)	TGT ENGLISH	
		MS. RENU BANSAL	TGT ENGLISH	
		MS. HARPREET KAUR	TGT HINDI	
		MS. LAXMI BHOTIA	TGT HINDI	
CLUBS				
12	ENGLISH CLUB	MS. PRINCY BHAT (I/C)	PGT ENGLISH	Planning of English activities in the morning assembly, minimum one activity per week for English subject enrichment in morning assembly, Celebration of English Week.
		MS. RENU BANSAL	TGT ENGLISH	
		MS. PRIYA PATHANIA	TGT ENGLISH	
		MR. SATPARKASH	TGT ENGLISH	
MATHEMATICS CLUB	MR. RAMNISH BANSAL (I/C)	PGT MATHS	To create new activities for concept clarity of Mathematics, conducting Quiz, Groupwise and section wise competitions and preparation of CCT question bank. Presentation of Maths activity once in fortnight in	
	MR. AMIT BAWA	TGT MATHS		
	MS. MEENA SHARMA	TGT MATHS		
	MS. NITASHA VERMA	TGT MATHS		
13	SCIENCE EXHIBITION/INSPIRE	MS. AMANDEEP KAUR (I/C)	PGT PHYSICS	Performance of the task in a smooth and effective manner as per the schedule, encouraging maximum participation.
		MS. JYOTI BADYAL	PGT BIOLOGY	
		MR. SUKHVINDER SINGH	PGT CHEMISTRY	
		MR. TAJINDER SINGH	TGT SCIENCE	
		MS. ANJU NEGI	TGT SCIENCE	
		MS. NITASHA VERMA	TGT MATHS	
		MS. MANISHA JOSHI	TGT SST	
		MS. MEENA SHARMA	TGT MATHS	
MS. ARTI DHIMAN	TGT ARTS			
14	SCIENCE CONGRESS	MR. SUKHVINDER SINGH (I/C)	PGT CHEMISTRY	Performance of the task in a smooth and effective manner as per the schedule, encouraging maximum participation
		MS. JYOTI BADYAL	PGT BIOLOGY	
		MR. TAJINDER SINGH	TGT SCIENCE	
		MRS ANJU NEGI	TGT SCIENCE	
15	CLEANLINESS	MS. SANGEETA YADAV (I/C)	PGT	To check the overall cleanliness of the vidyalaya
		MS. FARZANA	PGT	
		MS. PRIYA PATHANIA	TGT ENGLISH	
		MS. MANISHA JOSHI	TGT SST	
		MS. MEENA SHARMA	TGT MATHS	
		MS. LAXMI BHOTIYA	TGT HINDI	
		MR. GYANESHWAR MEENA	TGT SANSKRIT	
		MR. HARVINDER SINGH	LIBRARIAN	
		MS. DEEPA	PRT	
		MS. SUNITA DEVI	PRT	
		MR. SUKHDEV SINGH	PRT	
MR. SANDEEP KUMAR	PRT			

SUBJECT COMMITTEES					
16	ENGLISH	MS. PRINCY BHAT	PGT ENGLISH	Timely conduct of Subject committee meeting, monitoring the activities, follow-up, updating the teachers regarding syllabus/activities/project/practicals etc	
		MS.RENU BANSAL	TGT ENGLISH		
		MS.PRIYA PATHANIA	TGT ENGLISH		
		MR.SATPARKASH	TGT ENGLISH		
	COMPUTER	MR. GULSHAN ARORA	PGT CS		
		COMPUTER INSTRUCTOR			
	HINDI AND SANSKRIT	MS. SHASHI PRABHA	PGT HINDI		
		MS.HARPREET KAUR	TGT HINDI		
		MS.LAXMI BHOTIYA	TGT HINDI		
		MS.SHIKHA	TGT HINDI		
		MR. GYANESHWAR MEENA	TGT SANSKRIT		
	MATHEMATICS	MR.RAMNISH BANSAL	PGT MATHS		
		MR.AMIT BAWA	TGT MATHS		
		MS.MEENA SHARMA	TGT MATHS		
		MS.NITASHA VERMA	TGT MATHS		
	SCIENCE	MR.SUKHVINDER SINGH	PGT CHEMISTRY		
		MS.JYOTI BADYAL	PGT BIOLOGY		
		MS.AMANDEEP KAUR	PGT PHYSICS		
		MR.TAJINDER SINGH	TGT SCIENCE		
		MS.ANJU NEGI	TGT SCIENCE		
SOCIAL SCIENCE	MS.SHASHI SADAWARTI	TGT SST			
	MS. FARZANA	PGT			
	MR. VIKRAM SINGH	PGT HISTORY			
	MS.SANGEETA YADAV	PGT			
	MS.VIJAY SHARMA	PGT			
		MS.MANISHA JOSHI	TGT SST		
17	SPORTS	MR.KRISHAN PAL	TGT PH & E	Celebration of Sports day, smooth conduct of various sports activities throughout the year with complete safety and security of the students, maintenance of proper records.	
		MR. RAMNISH BANSAL	PGT MATHS		
		MR.VIKRAM SINGH	PGT HISTORY		
		MR. ASHWANI SHEORAN	PRT		
		MS. SUKRITI JHA	PRT		
		MS. RAJNI	PRT		
		MS. ARNIKA	PRT		
18	FURNITURE	MR.SAT PARKASH	TGT ENGLISH	Proper recording,verification of the furniture of the entire school , maintanance of furniture register , repairing of broken furniture	
		MR. HARVINDER SINGH	LIBRARIAN		
		MR.BHUPENDER GOYAL	PRT		
		MR. ASHWANI SHEORAN	PRT		
19	VIDYALAYA PATRIKA	MS. SHASHI PRABHA(I/C)	PGT HINDI	Timely Publication of Vidyalaya Patrika for the session 2025-26(END OF AUGUST 2025)	
		MS. PRIYA	TGT ENGLISH		
		MS.HARPREET KAUR	TGT HINDI		
		MR.GYANESHWAR MEENA	TGT SANSKRIT		
		MR. PARDEEP	PRT		
		MR. SANDEEP KUMAR	PRT		
		MS. DEEPA	PRT		
MS. SUNITA DEVI	PRT				
20	NEWSLETTER	MS. PRINCY BHAT(I/C)	PGT ENGLISH	Timely Publication of Newsletter for the session 2025-26	
		MS. SHASHI PRABHA	PGT HINDI		
		MS. HARPREET KAUR	TGT HINDI		
		MS. RAJNI	PRT		
		MS. SONALI	PRT		
		MS. ARNIKA	PRT		
21	SCOUT & GUIDE	MS. MEENA SHARMA (I/C)	TGT MATH	Smooth conduct of all the activities related to Scout and Guide , Encouraging students for maximum participation , maintainance of records.	
		MR.TAJINDER SINGH	TGT SCIENCE		
		MR. VIJAY SHARMA	PGT		
		MR.AMIT BAWA	TGT MATH		
		MR. HARVINDER SINGH	LIBRARIAN		
		MR.MAKHAN SINGH	PRT		
		MR.BHUPINDER GOYAL	PRT		
		MR.SANDEEP KUMAR	PRT		
		MR.PRADEEP	PRT		
		AND ALL THE TRAINED STAFF MEMBERS			
22	GUIDANCE & COUNSELING	MR. AMI SWAMI	VICE-PRINCIPAL	Kind and Proper guidance to the students whenever required , critical cases to be reported to VP/Principal, coordination with the parents,maintenance of the records/reports	
		MS. JYOTI BADYAL	PGT BIOLOGY		
		MS.HARPREET KAUR	TGT HINDI		
		MRS ARTI DHIMAN	TGT ARTS		
		MS. MEENA SHARMA	TGT MATHS		
		MR. TAJINDER SINGH	TGT SCIENCE		
MS. PRIYA PATHANIA	TGT ENGLISH				
23	PUBLIC REDRESSAL	SHRI DEVENDRA KUMAR	PRINCIPAL	To provide timely Remedies/relief for Public grievance	
		SHRI AMI SWAMI	VICE-PRINCIPAL		
		MS.PRINCY BHAT	PGT ENGLISH		
24	BEAUTIFICATION , NURSERY AND KITCHEN GARDEN	MS. JYOTI BADYAL (I/C)	PGT BIOLOGY	To monitor the beautification of school garden , nutrition garden, kitchen gardenand campus of the vidyalaya as a whole and submit monthly report to VP/Principal	
		MS. ARTI DHIMAN	TGT ARTS		
		MS. ANJU NEGI	TGT SCIENCE		
		MS. DEEPA	PRT		
		MS. BHAVNA	PRT		
		MS. PALLAVI GARG	PRT		
		MS. GARVITA SHARMA	PRT		
MR. SUKHDEV SINGH	PRT				

REPAIR & MAINTENANCE				
25	FURNITURE	MR. SAT PARKASH (I/C)	TGT ENGLISH	Monitoring and verifying the repair/works done, record maintenance, timely action to be taken for any work required in any class/Dept . Repair /Maintenance work done to be monitored , noted and verified.
		MR. HARVINDER SINGH	LIBRARIAN	
	SCHOOL BUILDING	MR. AMIT BAWA	TGT MATH	
		MR. TAJINDER SINGH (I/C)	TGT SCIENCE	
		MS. SUSHMA	TGT WE	
		MR. MAKHAN SINGH	PRT	
	STAFF QUARTERS	MR.ASHWANI SHEORAN	PRT	
		MR.VIKRAM SINGH (I/C)	PGT HISTORY	
		MR. BHUPENDER GOYAL	PRT	
		MR. MAKHAN SINGH	PRT	
26	STAFF WELFARE	MR. SANJAY	JSA	To follow proper procedure for the Maintenance work of the Qtrs , when the funds are received for Qtr Maintenance, as per the KVS Norms.
		MR.AMI SWAMI	VICE-PRINCIPAL	
		MS. PRINCY BHAT	PGT ENGLISH	
		MS.AMANDEEP KAUR	PGT PHYSICS	
		MR.RAMNISH BANSAL	PGT MATHS	
27	LIBRARY	MS.SHASHI SADAWARTI	TGT SST	To provide all the required help for the welfare of the staff within the rules and norms of KVS
		MR. HARVINDER SINGH (I/C)	LIBRARIAN	
		MR.GULSHAN ARORA	PGT CS	
		MR.VIKRAM	PGT	
		MR.RAMNISH BANSAL	PGT MATHS	
		MS.SANGEETA YADAV	PGT	
		MS. SHASHI PRABHA	PGT HINDI	
28	HINDI RAJBHASHA	MS. RENU BANSAL	TGT ENGLISH	Conduct of Library Meetings as per schedule, Maintenance of record of book review of the students, Creation of Sound Environment for Reading in the Library, recommendation of quality books and magazines, providing the books to the students as per the requirement
		MS. SHASHI PRABHA (I/C)	PGT HINDI	
		MS. HARPREET KAUR	TGT HINDI	
		MS. SHIKHA	TGT HINDI	
		MS. LAXMI BHOTIA	TGT HINDI	
29	WEBSITE UPDATION AND UPLOAD OF TC	MR. SANJAY	JSA	To Ensure use of Hindi in the vidyalaya information system, attending the Nagar Rajbhasha meetings , office communication, minutes of all the meetings, organising workshops at school level for the teachers
		MR. GULSHAN ARORA	PGT CS	
		MS. SUSHMA	TGT WE	
		MS. ARTI DHIMAN	TGT ARTS	
30	STUDENT INFORMATION SYSTEM	MR. SANJAY	JSA	Updating the school website with necessary information, announcement, activities/events undertaken at Vidyalaya level, latest photographs and videos. Timely upload of TC in the Vidyalaya Website.
		MR. GULSHAN ARORA	PGT CS	
		MS. SUSHMA	TGT WE	
31	DATA BASED MANAGEMENT SYSTEM	MR. SANJAY	JSA	Performing various tasks related to student information system .
		MR.GULSHAN ARORA (I/C)	PGT CS	
		MR. TAJINDER SINGH	TGT SCIENCE	
		COMPUTER INSTRUCTOR	COMP.INSTRUCT	
		MR.HARVINDER SINGH	LIBRARIAN	
		MR.ASHWANI SHERON	PRT	
		MS.ARNKA	PRT	
32	EXCURSION	MS.SUKRITI JHA	PRT	Creation of a new mail id , Proper e-recording of all the events organised/conducted in the vidyalaya , timely collecting and compiling the reports sent by Event Managers, all the Evidences in the form of photographs, Videos to be organised , summarised and provide it whenever needed.
		MS.ARNKA	PRT	
		MS.SONALI	PRT	
		MR.VIKRAM (I/C)	PGT HISTORY	
		MS.SANGEETA YADAV	PGT	
		MS.PRIYA PATHANIA	TGT ENGLISH	
		MS. LAXMI BHOTIA	TGT HINDI	
		MR.HARVINDER SINGH	LIBRARIAN	
33	R.O DRINKING WATER MAINTAINANCE	MS.SUKRITI JHA	PRT	Smooth conduct of Excursion with complete safety and security of the students
		MR.SANDEEP KUMAR	PRT	
		MR. HARVINDER SINGH	LIBRARIAN	
		MR.VIJAY SHARMA	PGT ECONOMICS	
		MS.SUSHMA	TGT WET	
		MR. GYANESHWAR MEENA	TGT SANSKRIT	
		MR.PARDEEP	PRT	
34	PHOTOGRAPHY AND VIDEOGRAPHY	MR. NITISH KUMAR	PRT	To check the RO drinking water points working.
		MR.SANDEEP KUMAR	PRT	
		MR. TAJINDER SINGH	TGT SCIENCE	
		MR.GULSHAN ARORA	PGT CS	
		MR. HARVINDER SINGH	LIBRARIAN	
35	PRESS & PUBLICITY	MR.BHUPINDER GOYAL	PRT	Quality photography of all the events/activities of the Vidyalaya and provide the quality photographs after every event to the website updation and reporting committee.
		MR.ASHWANI SHERON	PRT	
		MS.PRIYA PATHANIA(I/C)	TGT ENGLISH	
		MS.LAXMI BHOTIYA	TGT HINDI	
		MR.HARVINDER SINGH	LIBRARIAN	
36	FIRST AID ,MEDICAL ROOM AND HEALTH CHECK UP	MS.ARNKA	PRT	Timely publishing the report of various activities as per requirement
		MS.GARVITA SHARMA	PRT	
		MS.PALLAVI GARG	PRT	
		MRS JYOTI BADYAL	PGT BIOLOGY	
		MS. MANISHA JOSHI	TGT SST	
		NURSE	NURSE	
37	PA SYSTEM	MS.DEEPA	PRT	Instant and Prompt action wherever medical Aid required, Monitoring the requirements of medicines , Medical check up(twice) in a year, arrangement of medical/health awareness programmes. To make available 06 first aid kits at Medical room, sports room, Bio lab, Principal room, VP Room and HM room.
		MS.GARVITA SHARMA	PRT	
		MS.ARNKA	PRT	
		MS.RAJNI	PRT	
		MS. SUSHMA	TGT WE	
37	PA SYSTEM	MR.HARVINDER SINGH	LIBRARIAN	Proper arrangement of PA in the morning assembly and during events.
		MR.NITISH KUMAR	PRT MUSIC	
		MR.BHUPINDER GOYAL	PRT	
		MR.ASHWANI SHERON	PRT	

38	FLAG HOISTING AND FLAG LOWERING	MR. KRISHAN PAL MR. HARVINDER SINGH SPORTS COACH	TGT PH&E LIBRARIAN	Ensure Flag Hoisting and lowering
39	LIFE SKILL and AEP	SHRI AMI SWAMI MS. JYOTI BADYAL MS. ANJU NEGI MR.GYANESHWAR MEENA MS.ARTI DHIMAN MS.RENU BANSAL MS.PRIYA PATHANIA MS.MANISHA JOSHI	VICE-PRINCIPAL PGT BIOLOGY TGT SCIENCE TGT SANSKRIT TGT ARTS TGT ENGLISH TGT ENGLISH TGT SST	Arranging Guidance sessions , arrangement of activities and proper records
40	MONTHLY REPORT WRITING & MINUTES OF STAFF MEETING(ENGLISH & HINDI)	MS. PRINCY BHAT MRS SHASHI PRABHA MS.PRIYA PATHANIA MS.HARPREET KAUR	PGT ENGLISH PGT HINDI TGT ENGLISH TGT HINDI	Timely completion of minutes of the meeting in English and Hindi both with signature of the staff.
41	MONTHLY ENROLLMENT	MR. GULSHAN ARORA MS. FARZANA	PGT CS PGT	To ensure correct enrolment category wise on the last working day of the month and whenever required.
42	CS-54	MRS FARZANA MR.RAMNISH BANSAL MR.BHUPINDER GOYAL MS.SUNITA DEVI	PGT PGT MATHS PRT PRT	To verify the UBI Fees section wise along with the necessary documents
43	SUGGESTION BOX AND COMPLAINT BOX	SHRI AMI SWAMI MS. AMANDEEP KAUR MR.RAMNISH BANSAL MRS NITASHA VERMA MRS ARTI DHIMAN MS.PRINCY BHAT	VICE-PRINCIPAL PGT PHYSICS PGT MATHS TGT MATHS TGT ARTS PGT ENGLISH	To motivate children for betterment of Vidyalaya.To be opened after 15 days on regular basis .Proper record should be maintained.
44	STUDENT COUNCIL& MONITOR	MS.FARZANA MS. JYOTI MS.SANGEETA YADAV MR.VIJAY SHARMA MS.SHASHI SADAWARTI MS.HARPREET KAUR MR.KRISHAN PAL CLASS TEACHERS OF CLASS 11TH AND12TH	PGT PGT BIOLOGY PGT PGT TGT SST TGT HINDI TGT PH&E	Selection of student council in April 2021 , allotment of duties,arrangement of convocation ceremony for monitors and student council members
45	NATIONAL DISASTER MANAGEMENT	MR.TAJINDER SINGH MS.SUSHMA MS.MANISHA JOSHI MR.SATPARKASH MR.PARDEEP MR.SUKHDEV MS.SUMAN SOOD MR.MAKHAN SINGH SPORTS COACH ALL CLASS TEACHERS AND CO-CLASS TEACHERS	TGT SCIENCE TGT WE TGT SST TGT ENGLISH PRT PRT PRT PRT	To ensure safety and security of the students, by checking periodically the fire safety instruments, guidance to the students regarding emergencies. To fulfil the prescribed parameters and submit quarterly report.Mock drill to be organised quarterly.
46	LOST & FOUND	MS.SHASHI SADAWARTI (I/C) MS. SHASHI PRABHA MR.KRISHAN PAL MS.BHAVNA	TGT SST PGT HINDI TGT PH&E PRT	Providing necessary instructions to the students, record maintaining and taking corrective action
47	STUDENT IDENTITY CARD	MR. VIJAY SHARMA MR.RAMNISH BANSAL MR.VIKRAM MR.MAKHAN SINGH MR.SUKHDEV SINGH	PGT ECONOMICS PGT MATHS PGT HISTORY PRT PRT	To coordinate with the class teachers and students so that proper Identity cards can be issued to the students in the month of April 2025.
48	TRANSPORT	MR.VIKRAM MR.SAT PRAKASH MR.GYANESHWAR MEENA MR.HARVINDER SINGH MR.MAKHAN SINGH MR.SUKHDEV MR.ASHWANI SHERON	PGT HISTORY TGT ENGLISH TGT SKT LIBRARIAN PRT PRT PRT	To arrange transport facilities for the students for the various activities undertaken throughout the year, WHENEVER REQUIRED.
49	PURCHASE and GeM PURCHASE	SHRI DEVENDRA KUMAR MR.AMI SWAMI MR.GULSHAN ARORA MR.SUKHVINDER SINGH MR. SANJAY	PRINCIPAL VICE-PRINCIPAL PGT CS PGT CHEMISTRY JSA	To monitor all the purchases done as per the requirement of the Vidyalaya and as per KVS NormsTo follow the proper purchase procedure on GeM as per the norms , checking the required documents as per the specifications and checking the goods on arrival. Department holders to
50	TEACHING AID / TLM/RESOURCE ROOM	MR.VIJAY SHARMA MS.SANGEETA YADAV MR.VIKRAM MS.SONALI MS.RAJNI MS.BHAVNA	PGT PGT PGT HISTORY PRT PRT PRT	To maintain Geography room as resource room for AV aids and maintenance of Primary Resource Room.
51	SCHOOL SAFETY AND SECURITY	MR.TAJINDER SINGH MR. KRISHAN PAL MS.AMANDEEP KAUR MR.RAMNISH BANSAL MR.VIKRAM MR.SATPARKASH MS.SUMAN SOOD MS.SUSHMA MR. PARDEEP MR. SANDEEP KUMAR MR. SUKHDEV SINGH ALL CLASS TEACHERS AND CO-	TGT SCIENCE TGT PH & E PGT PHYSICS PGT MATHS PGT HISTORY TGT ENGLISH PRT TGT WE PRT PRT PRT	To ensure safety of the students at all the critical places of the Vidyalaya where the chances of risk of accident/mishap are more and give weekly report to VP/Principal. Monthly Meeting to be taken with Principal to review the situation. The security of all the departments, classrooms, washrooms to be thoroughly analysed.

52	QUARTER PANEL FORMATION & ALLOTMENT	MS.FARZANA	PGT	To perform duties as per KVS Norms
		MR. VIKRAM SINGH	PGT HISTORY	
		MS.SANGEETA YADAV	PGT	
53	HOSPITALITY	MS. AMANDEEP KAUR	PGT PHYSICS	Hospitality services to be provided whenever needed on various occasions in the Vidyalaya
		MS.ARTI DHIMAN	TGT ARTS	
		MS.NITASHA VERMA	TGT MATHS	
		MS.SHIKHA	TGT HINDI	
		MS.SONALI	PRT	
54	DAILY UNIFORM & DISCIPLINE	MR. KRISHAN PAL	TGT PH&E	All Class and Subject teachers to ensure it throughout the day. Daily uniform specifically in the Morning Assembly. It is the duty of every class teacher to check the students uniform every morning in the morning assembly and ensure discipline throughout the day.
		MR. HARVINDER SINGH	LIBRARIAN	
		MR.RAMNISH BANSAL	PGT MATHS	
		MR.VIKRAM	PGT HISTORY	
		MS.FARZANA	PGT	
		MR.SAT PRAKASH	TGT ENGLISH	
		MS.DEEPA	PRT	
		MS.SUNITA DEVI	PRT	
		MS.RAJNI	PRT	
		MR.SUKHDEV SINGH	PRT	
		MR.SANDEEP KUMAR	PRT	
55	AWAKENED CITIZENSHIP	MS. HARPREET KAUR	TGT HINDI	Planning ACP classes and completion of all ACP modules in time.
		MS.LAXMI BHOTIYA	TGT HINDI	
		MS.SUSHMA	TGT WE	
		MS.ARTI DHIMAN	TGT ARTS	
		MS.RENU BANSAL	TGT ENGLISH	
		MR.SATPARKASH	TGT ENGLISH	
56	PTA AND PTM	MS. PRINCY BHAT	PGT ENGLISH	A) Maintenance of PTM records , with attendance of the parents and consolidated report classwise to be submitted the same day. B) PLANNING AND ORGANISING PTA MEETINGS , MINIMUM four TIMES IN A YEAR(PTA meeting to be conducted the next day of VMC Meeting)
		MR.RAMNISH BANSAL	PGT MATHS	
		MS.SHIKHA	TGT HINDI	
		MS.NITASHA VERMA	TGT MATHS	
		MS. SUMAN SOOD	PRT	
		MS. BHAVANA	PRT	
57	ALUMNI RECORD AND INTERACTION	MS.SHASHI SADAWARTI	TGT SST	keeping a record of the alumni of the vidyalaya and proper session for student development
		MRS PRINCY BHAT	PGT ENGLISH	
		MR. GULSHAN ARORA	PGT CS	
		MS.SUMAN SOOD	PRT	
		MR.MAKHAN SINGH	PRT	
58	EXTERNAL EXAMINATION AND COMPETITIONS	MR.RAMNISH BANSAL	PGT MATHS	conduct of external examination (non kv) and competitions and maintain a proper record of the same.
		MS.AMANDEEP KAUR	PGT PHYSICS	
		MR.TAJINDER SINGH	TGT SCIENCE	
		MS.BHUPINDER GOYAL	PRT	
59	MONTHLY WALK	MR.VIJAY SHARMA	PGT ECONOMICS	monthly walk of the vidyalaya campus, to analyse the repair, plumbing , requirement of the school and report the same to principal on the last day of every month.
		MR.VIKRAM	PGT HISTORY	
		MR.SAT PRAKASH	TGT ENGLISH	
		MR.HARVINDER SINGH	LIBRARIAN	
		MR.NITISH KUMAR	PRT MUSIC	
		MR.MAKHAN SINGH	PRT	
60	CONSERVENCY MONITORING COMMITTEE	MR.VIKRAM	PGT HISTORY	To monitor the work of conservancy staff , staff attendance should be maintained on Bio-metric machine.Cleanliness should be maintained in the vidyalaya.
		MR.AMIT BAWA	TGT MATH	
		MR.SAT PRAKASH	TGT ENGLISH	
		MR.ASHWANI SHERON	PRT	
		MR.SANJAY	JSA	
		MR.BHUPINDER GOYAL	PRT	
61	BALA	MS.GARVITA SHARMA	PRT	planning, designing and monitoring the task of bala in the new primary building
		MS.SUKRITI JHA	PRT	
		MS.RAJNI	PRT	
		MS.SONALI	PRT	
		MS.BHAVNA	PRT	
		MS.PALLAVI GARG	PRT	
62	STAFF CLUB	MRS AMANDEEP KAUR	PGT PHYSICS	undertaking of staff activities, farewell of staff and excursion of the staff
		MR.RAMNISH BANSAL	PGT MATHS	
		MS.NITASHA VERMA	TGT MATHS	
		MS.SHIKHA	TGT HINDI	
		MR.HARVINDER SINGH	LIBRARIAN	
63	GREEN SCHOOL PROGRAMME	MS. JYOTI BADYAL	PGT BIOLOGY	undertaking the activities related to green school programme ,maintanance of nursery of the vidyalaya
		MS.MEENA SHARMA	TGT MATHS	
		MS.MANISHA JOSHI	TGT SST	
		MS. SUNITA DEVI	PRT	
		MS. DEEPA	PRT	
64	ESCORT DUTY CHART PREPARATION COMMITTEE	MR.SANJAY	JSA	making a chart of escorting duty in cluster, regional and national events.
		MR. KRISHAN PAL	TGT PH & E	
		MR. HARWINDER SINGH	LIBRARIAN	
		MS.ARTI DHIMAN	TGT ARTS	
65	CAREER GUIDANCE AND COUNSELLING	SHRI AMI SWAMI	VICE-PRINCIPAL	arrangement of guidance and counselling session for the students of class ix to xii
		MR.SUKHVINDER SINGH	PGT CHEMISTRY	
		MR.SAT PRAKASH	TGT ENGLISH	
		MR.AMIT BAWA	TGT MATH	
		MS. ANJU NEGI	TGT SCIENCE	
		MR. TAJINDER SINGH	TGT SCIENCE	

66	STAFF GRIEVANCE COMMITTEE	SHRI DEVENDRA KUMAR OLAWA	PRINCIPAL	putting forward the grievance of the staff to the principal, monthly meeting for the same to be conducted with the staff.
		SHRI AMI SWAMI	VICE-PRINCIPAL	
		MS.PRINCY BHAT	PGT ENGLISH	
		MS.SUMAN SOOD	PRT	
		MR.BHUPINDER GOYAL	PRT	
67	GRIEVANCE CELL FOR SC/ST/MINORITY AND PH	MS. AMANDEEP KAUR	PGT PHYSICS	putting forward the grievance of the staff to the principal, monthly meeting for the same to be conducted with the staff.
		MS. NITASHA VERMA	TGT MATHS	
		MR.SATPARKASH	TGT ENGLISH	
		MS.SUMAN SOOD	PRT	
		MR.PRADEEP	PRT	
68	REPORT MAKING COMMITTEE	MRS PRINCY BHAT	PGT ENGLISH	Preparation of Report after every event and submit the same to VP on the third day of completion of event.
		MRS SHASHI PRABHA	PGT HINDI	
		MS.PRIYA PATHANIA	TGT ENGLISH	
		MS.LAXMI BHOTIYA	TGT HINDI	
		MS.SONALI	PRT	
69	UBI FEE VERIFICATION	SHRI GULSHAN ARORA	PGT CS	Timely verification of the students on ubi portal
		COMPUTER INSTRUCTOR(PRIMARY AND SECONDARY)		
		MR.HARVINDER SINGH	LIBRARIAN	
		MR.SANJAY	JSA	
70	DIVYANG	MS.FARZANA	PGT COMMERCE	Special care for disabled students
		MS.JYOTI BADYAL	PGT BIOLOGY	
		MS.ARTI DHIMAN	TGT ARTS	
		MS.RAJNI	PRT	
		MS.NITISH KUMAR	PRT MUSIC	
71	BOARDING AND LODGING	MR.KRISHAN PAL	TGT PH& E	For cluster/regional/national events
		MR.VIKRAM	PGT HISTORY	
		MS.SHASHI PRABHA	PGT HINDI	
		MR.SAT PRAKASH	TGT ENGLISH	
		MR.HARVINDER SINGH	LIBRARIAN	
72	OFFICE WORK	MR.ASHWANI SHERON	PRT	Salary and other work
		MR.BHUPINDER GOYAL	PRT	
		MS.SONALI	PRT	
		MS.FARZANA	PGT COMMERCE	
		MS.ARTI DHIMAN	TGT ARTS	
73	DECORATION COMMITTEE	MR.SANJAY	JSA	To decorate stage during CCA activities
		MS.ARTI DHIMAN	TGT ARTS	
		MS.AMANDEEP KAUR	PGT PHYSICS	
		MS.NITASHA VERMA	TGT MATH	
		MS.SHIKHA	TGT HINDI	
		MS.ANJU NEGI	TGT SCIENCE	
		MS.SUKRITI JHA	PRT	
		MS.GARVITA SHARMA	PRT	
74	VIDYALAYA ACTION PLAN	MS.SONALI	PRT	Vidyalaya action plan as per RO chandigarh instructions and requirement
		MS.PALLAVI GARG	PRT	
		SHRI AMI SWAMI	VICE -PRINCIPAL	
		MS.PRINCY BHAT	PGT ENGLISH	
		ALL DEPARTMENT HEADS		
75	OVERALL ADMINISTRATION AND ACADEMIC SUPERVISION	ALL CLASS TEACHERS		To monitor teaching learning process ,checking of note books,moderation committee for exams ,smooth conduct of panel inspection.
		COMPUTER INSTRUCTORS		
		SHRI DEVENDRA KUMAR OLAWA	PRINCIPAL	
		SHRI AMI SWAMI	VICE -PRINCIPAL	
		MS.PRINCY BHAT	PGT ENGLISH	
		MS.SUMAN SOOD	PRT	