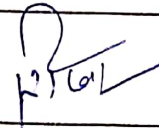
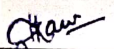
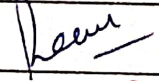
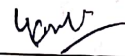
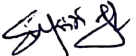
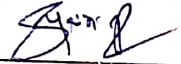
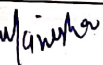
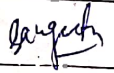
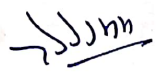


PM SHRI KENDRIYA VIDYALAYA NO 1.AFS HALWARA
COMMITTEES FOR THE SMOOTH FUNCTIONING OF THE VIDYALAYA-2026-27

S.NO	COMMITTEE	MEMBERS	DESIGNATION	DUTIES	SIGN
1	PROTECTION OF CHILD RIGHTS AND POCSO	MR. DEVENDRA KUMAR OLAWAT (I/C)	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.	
		V.P	VICE PRINCIPAL		
		MS. PRINCY BHAT	PGT ENGLISH		Bhat
		MR.VIJAY SHARMA	PGT ECONOMICS		A.25
		MS.RAJNI BANSAL	HM		Rajni
2	INTERNAL COMPLAINT COMMITTEE AGAINST SEXUAL HARASSMENT	SHRI DEVENDRA KUMAR OLAWAT (I/C)	PRINCIPAL	To report to the Principal immediately , follow the procedure , and take necesasary measures as per the need AGAINST sexual harrasment, to enquire into the case on a particular complaint/knowledge of any such activity	
		ASSISTANT COMMISSIONER			
		MS. TANYA KATYAL	NGO MEMBER		
		MS. PRINCY BHAT	PGT ENGLISH		Bhat
		MS.FARZANA	PGT COMMERCE		Farz
3	DISCIPLINE	MR. KRISHAN PAL (I/C)	TGT PH&E	Maintanance of discipline of the students throughout the day, at the time of arrival of the students,departure of the students, Maintanance 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.HARVINDER SINGH	LIBRARIAN		
		MR. AMANDEEP KAUR	PGT PHYSICS		
		MR. ARTI DHIMAN	TGT AE		
		MR. BHUPENDER GOYAL	PRT		
		MS. SONALI	PRT		
		MS. GARVITA SHARMA	PRT		
		SPORTS COACH			
		YOGA TEACHER			

4	TIME TABLE AND SUBSTITUTION	MS.AMANDEEP KAUR (I/C)	PGT PHYSICS	Preparation of time table , providing arrangement and smooth functioning of the classes without chaos	8
		MR. RAMNISH BANSAL	PGT MATHS		
		MS.NITASHA VERMA	TGT MATHS		
		MS. ARTI DHIMAN	TGT ARTS		
		MS. PALLAVI GARG	PRT		
		MR.PARDEEP	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 .	8
		MS.AMIT BAWA	TGT MATHS		
		MS. ARNIKA	PRT		
		MR. MAKHAN SINGH	PRT		
		MS.RAJNI BANSAL	HM		
		MR.BHUPENDER GOYAL	PRT		
		MS.SUNITA DEVI	PRT		
6	INCOME TAX FORM -16	MR.RAMNISH BANSAL (I/C)	PGT MATHS		8
		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, coodination 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.	8
		MR.RAMNISH BANSAL	PGT MATHS		
		MS.MEENA SHARMA	TGT MATHS		
		MR.AMIT BAWA	TGT MATHS		
		MR.SANDEEP KUMAR	PRT		
		MR.SUKHDEV SINGH	PRT		
		MS.DEEPA	PRT		

8	EXAMINATION (CBSE)	MS.PARMINDER KAUR (I/C)	PGT CHEMISTRY	Vigilant conduct of all CBSE examinations as per CBSE rules, 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.	
		MR. VIKRAM SINGH	PGT HISTORY		
		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 activities under CCA, Bhasha Sangam , important days, farewell, teachers day, Childrens Day, other programme given by RO , HQ. or CBSE and proper maintainance of records.	
		MS. PRIYA PATHANIA	TGT ENGLISH 		
		MR. HARPREET KAUR	TGT HINDI		
		MS.RENU BANSAL	TGT ENGLISH 		
		MR.GYANESHWAR MEENA	TGT SANSKRIT		
		MS. SONALI (I/C)	PRT 		
		MS. GARVITA SHARMA	PRT 		
		MS. SUKRITI JHA	PRT 		
		MS.RUPAM	PRT 		
		MS.JASVIR KAUR	PRT MUSIC 		
		ALL HOUSE MASTERS			
		MS. MANISHA JOSHI (I/C)	TGT SST 		
		MR. VIKRAM SINGH	PGT HISTORY		
		MS .SANGEETA	PGT GEOGRAPHY		



10

EK BHARAT
SHRESTHA
BHARAT

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.JASVIR KAUR	PRT MUSIC
MS.PALLAVI GARG	PRT
MR.SUKHDEV SINGH	PRT
MS.GARVITA SHARMA	PRT
MS.SUKRITI JHA	PRT

Constitution of EBSB club, smooth conduct of all the activities as per the EBSB calender , 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.

OLYMPIADS

11

SCIENCE

MS.AMRIT KAUR (I/C)	TGT SCIENCE
MS.SIMMI	TGT SCIENCE
MS.SONALI	PRT

MATHS

MR.RAMNISH BANSAL (I/C)	PGT MATHS
MS.NITASHA VERMA	TGT MATHS
MR.BHUPENDER GOYAL	PRT

CYBER

MR.GULSHAN ARORA (I/C)	PGT CS
COMP. INSTRUCTOR	COMP. INSTRUCTOR

LANGUAGES

MS.PRIYA PATHANIA (I/C)	TGT ENGLISH
MS. RENU BANSAL	TGT ENGLISH
MRS. SHASHI PRABHA (I/C)	PGT HINDI
MS.HARPREET KAUR	TGT HINDI
MS. LAXMI BHOTIA	TGT HINDI

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

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 , CONDUCT OF VARIOUS ACTIVITIES ON CONTINUOUS BASIS FOCUSING ON READING AND SPOKEN ENGLISH	Prat
		MS. RENU BANSAL	TGT ENGLISH		Leena
		MS. PRIYA PATHANIA	TGT ENGLISH		MP
		MR.SAT PARKASH	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 morning assembly. To ensure proper use of Maths circle and Maths Kit.	
		MR.AMIT BAWA	TGT MATHS		
		MS. MEENA SHARMA	TGT MATHS		
		MS. NITASHA VERMA	TGT MATHS		
13	SCIENCE EXHIBITION	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		
		MS.AMRIT KAUR	TGT SCIENCE		
		MS.SIMMI	TGT SCIENCE		
		MS.NITASHA VERMA	TGT MATHS		
		MS.MANISHA JOSHI	TGT SST		
		MS.MEENA SHARMA	TGT MATHS		
		MS.ARTI DHIMAN	TGT ARTS		
14	SCIENCE INSPIRE	MS.PARMINDER KAUR (I/C)	PGT CHEMISTRY	Performance of the task in a smooth and effective manner as per the schedule, encouraging maximum participation	
		MS.AMRIT KAUR	TGT SCIENCE		
		MS.SIMMI	TGT SCIENCE		

15	CLEANLINESS	MS.SANGEETA (I/C)	PGT GEOGRAPHY
		MS.PRIYA PATHANIA	TGT ENGLISH
		MS.MANISHA JOSHI <i>Manish</i>	TGT SST
		MS.MEENA SHARMA	TGT MATHS
		MS.ANGIRA DAM	TGT SST
		MS.LAXMI BHOTIYA	TGT HINDI <i>ad</i>
		MR.GYANESHWAR MEENA	TGT SANSKRIT <i>ad</i>
		MR.HARVINDER SINGH	LIBRARIAN
		MR.PARDEEP	PRT
		MS.RUPAM	PRT <i>R</i>
		MS.SUKRITI JHA	PRT
		MR.SUKHDEV SINGH	PRT

To check the overall cleanliness of the vidyalaya .
Detailed list of cleanliness committee members is
attached with .

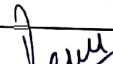
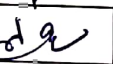
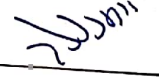
SUBJECT COMMITTEES

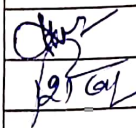
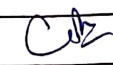
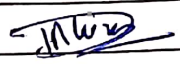
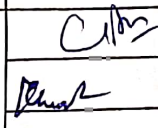
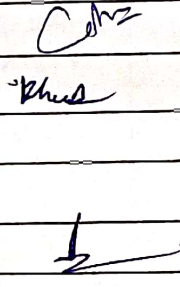
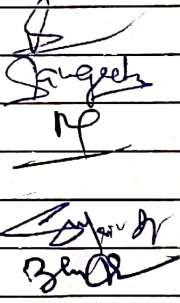
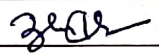
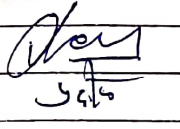
ENGLISH	MS. PRINCY BHAT (I/C)	PGT ENGLISH
	MS.RENU BANSAL	TGT ENGLISH <i>Renu</i>
	MS.PRIYA PATHANIA	TGT ENGLISH
	MR.SATPARKASH	TGT ENGLISH <i>SP</i>
HINDI	MS. SHASHI PRABHA (I/C)	PGT HINDI <i>SP</i>
	MS.HARPREET KAUR	TGT HINDI
	MS.LAXMI BHOTIYA	TGT HINDI <i>ad</i>
	MS.SHIKHA	TGT HINDI
	MR. GYANESHWAR MEENA	TGT SANSKRIT

16	MATHEMATICS	MR.RAMNISH BANSAL (I/C)	PGT MATHS	Timely conduct of Subject committee meeting, monitoring the activities, follow-up, updating the teachers of the syllabus/activities/project/practicals etc	
		MR.AMIT BAWA	TGT MATHS		
		MS.MEENA SHARMA	TGT MATHS		
		MS.NITASHA VERMA	TGT MATHS		
	SCIENCE	MS.PARMINDER KAUR (I/C)	PGT CHEMISTRY		
		MS.JYOTI BADYAL	PGT BIOLOGY		
		MS.AMANDEEP KAUR	PGT PHYSICS		
		MS.AMRIT KAUR	TGT SCIENCE		
		MS.SIMMI	TGT SCIENCE		
	SOCIAL SCIENCE	MR. VIKRAM SINGH (I/C)	PGT HISTORY		
		MS.FARZANA	PGT COMMERCE		
		MS.SANGEETA YADAV	PGT GEOGRAPHY		
		MS.VIJAY SHARMA	PGT ECONOMICS		
		MRS. ANGIRA DAM	TGT SST		
		MS.MANISHA JOSHI	TGT SST		
		PGT	POL.SCIENCE		
	SPORTS	MR.KRISHAN PAL (I/C)	TGT PH&E		Celebration of Sports day, smooth conduct of various sports activities throughout the year with complete safety and security of the students, maintainance of proper records
MR.VIKRAM SINGH		PGT HISTORY			
MR.SUKHDEV SINGH		PRT			
MS.GARVITA SHARMA		PRT			

18	FURNITURE	MR.SAT PARKASH (/C)	TGT ENGLISH	Proper recording, verification of the furniture of the entire school , maintainance of furniture register , repairing of broken furniture	12
		MR. AMIT BAWA	TGT MATHS		
		MR. HARVINDER SINGH	LIBRARIAN		
		MR.BHUPENDER GOYAL	PRT		
		MR.SANDEEP KUMAR	PRT		
19	VIDYALAYA PATRIKA	MS. SHASHI PRABHA (I/C)	PGT HINDI	Timely Publication of Vidyalaya Patrika for the session 2026-27. (END OF AUGUST 2026)	
		MS. PRINCY BHAT	PGT ENGLISH		
		MS. PRIYA	TGT ENGLISH		
		MS.HARPREET KAUR	TGT HINDI		
		MR.GYANESHWAR MEENA	TGT SANSKRIT		
20	NEWSLETTER	MS.SONALI (I/C)	PRT	Timely Publication of Newsletter for the session 2026-27	
		MR.MAKHAN SINGH	PRT		
		MS.RUPAM	PRT		
21	SCOUT & GUIDE	MS.JASVIR KAUR I/C (GIRLS)	PRT MUSIC	Smooth conduct of all the activities related to Scout and Guide , Encouraging students for maximum participation , maintainance of records.	
		MR.HARVINDER SINGH I/C (BOYS)	LIBRARIAN		
		MS.RENU BANSAL	TGT ENGLISH		
		MR.SATPARKASH	TGT ENGLISH		
		MS.SHIKHA	TGT HINDI		
		MS.GARVITA SHARMA	PRT		
		MS.SUNITA DEVI	PRT		
		MS.SANDEEP	PRT		

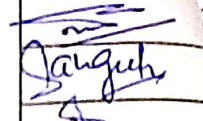
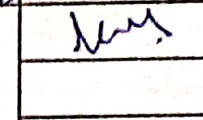
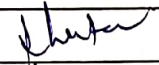
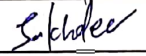
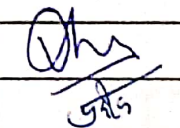
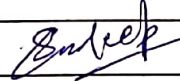
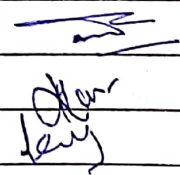
22	GUIDANCE & COUNSELING NCERT TRAINED	MRS. PALLAVI GARG (I/C)	PRT	Kind and Proper guidance to the students whenever required , critical cases to be reported to VP/Principal, coordination with the parents,maintenance of the records/reports	Jyoti Badyal Manisha Joshi Chand RP P. Garg
		MS. JYOTI BADYAL	PGT BIOLOGY		
		MS. MEENA SHARMA	TGT MATH		
		MS. HARPREET KAUR	TGT HINDI		
		MS. MANISHA JOSHI	TGT S. ST		
		MS. PRIYA PATHANIA	TGT ENGLISH		
		MS. RAJNI BANSAL	HM		
		MRS. PALLAVI GARG	PRT		
23	PUBLIC REDRESSAL	MR. DEVENDRA KUMAR OLAWAT (I/C)	PRINCIPAL	To provide timely Remedies/relief for Public grievance	RP RP Princy Bhat
		VICE PRINCIPAL	VICE-PRINCIPAL		
		MS. PRINCY BHAT	PGT ENGLISH		
24	BEAUTIFICATION , NURSERY AND KITCHEN GARDEN , PAINTING AND ART WORK	MS. JYOTI BADYAL (I/C)	PGT BIOLOGY	To monitor the beautification of school garden , nutrition garden, kitchen garden and campus of the vidyalaya as a whole and submit monthly report to VP/Principal. To look after Painting / Art work required to beautify school building.	Jyoti Badyal Nitasha Verma RP Sukriti Jha Deepa
		MRS. SIMMI	TGT SCIENCE		
		MRS. AMRIT KAUR	TGT SCIENCE		
		MS. ARTI DHIMAN (I/C)	TGT AE		
		MS. NITASHA VERMA	TGT MATHS		
		MS. PRIYA PATHANIA	TGT ENGLISH		
		MS. SHAMA KHATOON	PRT		
		MS. SUKRITI JHA	PRT		
		MS. DEEPA	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.	RP RP RP
		MR. HARVINDER SINGH	LIBRARIAN		
		MR. AMIT BAWA	TGT MATH		
	SCHOOL BUILDING	MR. MAKHAN SINGH (I/C)	PRT		
		MR. VIKRAM SINGH	PGT HISTORY		
		MR. KRISHAN PAL	TGT PH&E		
		WET	TGT WE		

	STAFF QUARTERS	MR. VIKRAM SINGH (I/C)	PGT HISTORY	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. BHUPENDER GOYAL	PRT		
		MR. MAKHAN SINGH	PRT 		
26	STAFF WELFARE	MR. DEVENDRA KUMAR OLAWAT (I/C)	PRINCIPAL	To provide all the required help for the welfare of the staff within the rules and norms of KVS	   
		MS. PRINCY BHAT	PGT ENGLISH		
		MS. AMANDEEP KAUR	PGT PHYSICS		
		MS. SANGEETA	PGT GEOGRAPHY		
		MS. FARZANA	PGT COMMERCE		
		MS. HARPREET KAUR	TGT HINDI		
		MRS. RAJNI BANSAL	HM		
27	STAFF ROOM MAINTENANCE	MS. ANGIRA DAM (I/C)	TGT SST	To ensure switching on /off of all electric gadgets in the staffroom, Up keep of Almirahs, tables, proper display of note books and other essentials.	   
		MS. HARPREET KAUR	TGT HINDI		
		MS. RENU BANSAL	TGT ENGLISH 		
		MS. LAXMI BHOTIYA	TGT HINDI 		
		MS. PRIYA PATHANIA	TGT ENGLISH		
		MS. NITASHA VERMA	TGT MATH		
28	LIBRARY	MR. HARVINDER SINGH (I/C)	LIBRARIAN	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	      
		MR. GULSHAN ARORA	PGT CS		
		MR. VIKRAM	PGT GEOGRAPHY		
		MR. RAMNISH BANSAL	PGT MATHS		
		MS. SANGEETA YADAV	PGT GEOGRAPHY		
		MS. HARPREET KAUR	TGT HINDI		
		MR. SATPARKASH	TGT ENGLISH 		
		MS. JYOTI BADYAL	PGT BIO		

29	HINDI RAJBHASHA	MS. SHASHI PRABHA (I/C)	PGT HINDI	To Ensure use of Hindi in the vidyalaya information system, attending the NagarRajbhasha meetings , office communicaton, minutes of all the meetings, organising workshops at school level for the teachers	
		MS. HARPREET KAUR	TGT HINDI		
		MS. SHIKHA	TGT HINDI		
		MS. LAXMI BHOTIA	TGT HINDI 		
30	WEBSITE UPDATION AND UPLOAD OF TC	MR. GULSHAN ARORA (/C)	PGT CS	Updating the school website with necessary information,announcement, activities/events undertaken at Vidyalaya level, latest photographs and videos.	
		COMPUTER INSTRUCTOR	COM. INSTRUCTOR		
		MS. ARTI DHIMAN	TGT ARTS	Timely upload of TC in the Vidyalaya Website.	
		MR. SANJAY	JSA		
31	STUDENT INFORMATION SYSTEM	MR. GULSHAN ARORA (/I/C)	PGT CS	Performing various tasks related to Student Information System.	
		COMPUTER INSTRUCTOR	COM. INSTRUCTOR		
		MR. SANJAY	JSA		
32	DATA BASED MANAGEMENT SYSTEM	MR.GULSHAN ARORA (I/C)	PGT CS	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.	
		MR. KHUSH KARAN S S D V SINGH	COMP.INSTRUCTOR (SECONDARY)		
		MR.HARVINDER SINGH	LIBRARIAN		
		MS.PINKI	COMP.INSTRUCTOR (PRIMARY)		
		MS.GARVITA SHARMA	PRT 		
		MS.BHAVNA	PRT		
33	EXCURSION	MR.VIKRAM (I/C)	PGT HISTORY	Smooth conduct of Excursion with complete safety and security of the students	
		MS.SANGEETA YADAV	PGT GEOGRAPHY		
		MS.PRIYA PATHANIA	TGT ENGLISH		
		MR.HARVINDER SINGH	LIBRARIAN		
		MS.SUKRITI JHA	PRT		
		MS.ARNKA	PRT 		
		MS.SONALI 	PRT		
34	R.O DRINKING WATER MAINTAINANCE	MR. HARVINDER SINGH (I/C)	LIBRARIAN	To check the RO drinking water points, its working and proper waste drainage.	
		MR.VIJAY SHARMA	PGT ECONOMICS		
		MR.PARDEEP	PRT		
		MR.SANDEEP KUMAR 	PRT 		

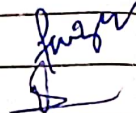
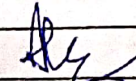
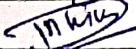
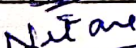
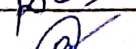
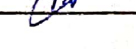
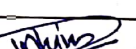
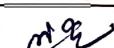
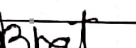
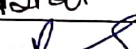
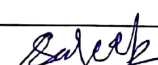
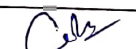
35	PHOTOGRAPHY AND VIDEOGRAPHY	MR.GULSHAN ARORA (I/C)	PGT CS	Quality photography of all the events / activities of the vidyalaya and provide the quality photographs after every event to the website updation and reporting committee.	C. Anwar Bawa
		MR.AMIT BAWA	TGT MATHS		
		MR.GYANESHWAR MEENA	TGT SANSKRIT		
		MR.HARWINDER SINGH	LIBRARIAN		
		MR. KHUSH KARAN S S D V SINGH	COMP.INSTRUCTOR (SECONDARY)		
		PINKI	COMP.INSTRUCTOR (PRIMARY)		
		MS.RUPAM	PRT		
		MS.ANIKA	PRT		
36	PRESS & PUBLICITY	MS.PRIYA PATHANIA (I/C)	TGT ENGLISH	Timely publishing the report of various activities as per requirement	
		MS.LAXMI BHOTIYA	TGT HINDI		
		MR.HARVINDER SINGH	LIBRARIAN		
		MS.PALLAVI GARG	PRT		
37	FIRST AID , MEDICAL ROOM AND HEALTH CHECK UP	MRS JYOTI BADYAL I/C	PGT BIOLOGY	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.	
		NURSE	NURSE		
		MS.DEEPA	PRT		
		MS.GARVITA SHARMA	PRT		
		MS.SUKRITI JHA	PRT		
38	PA SYSTEM	MR.GYANESHWAR MEENA (I/C)	TGT SANSKRIT	PROPER ARRANGEMENT OF PA IN MORNING ASSEMBLY AND DURING EVENTS	
		TGT WET	TGT WE		
		MS.JASVIR KAUR	PRT MUSIC		
		MR.SUKHDEV SINGH	PRT		
39	FLAG HOISTING AND FLAG LOWERING	MR. KRISHAN PAL (I/C)	TGT PH&E	Ensure Flag Hoisting AND LOWERING	
		MR. HARVINDER SINGH	LIBRARIAN		
		SPORTS COACH			

40	LIFE SKILL and AEP	VICE-PRINCIPAL (I/C)	VICE-PRINCIPAL	Arranging Guidance sessions , arrangement of activities and proper records	Isadyt
		MS. JYOTI BADYAL	PGT BIOLOGY		
		MS.SIMMI	TGT SCIENCE <i>fy</i>		
		MR.GYANESHWAR MEENA	TGT SANSKRIT <i>o</i>		
		MS.ARTI DHIMAN	TGT ARTS		
		MS.RENU BANSAL <i>heer</i>	TGT ENGLISH		
		MS.PRIYA PATHANIA	TGT ENGLISH		
		MS.MANISHA JOSHI <i>manisha</i>	TGT SST		
41	MONTHLY REPORT WRITING & MINUTES OF STAFF MEETING(ENGLISH & HINDI)	MS. PRINCY BHAT (I/C)	PGT ENGLISH	Timely completion of minutes of the meeting in English and Hindi both with signature of the staff.	Bhat
		MRS SHASHI PRABHA	PGT HINDI		
		MS.PRIYA PATHANIA	TGT ENGLISH		
		MS.HARPREET KAUR	TGT HINDI		
42	MONTHLY ENROLLMENT	MR. GULSHAN ARORA (ONLINE) (I/C)	PGT CS	To ensure correct enrolment category wise on the last working day of the month and whenever required.	Cob
		MR. VIKRAM SINGH (OFFLINE)	PGT HISTORY		
43	CS-54	MRS FARZANA (I/C)	PGT COMMERCE	To verify the UBI Fees section wise along with the necessary documents	29-5
		MR.RAMNISH BANSAL	PGT MATHS		
		MR.BHUPINDER GOYAL	PRT		
		MS.SUNITA DEVI	PRT <i>2</i>		
44	SUGGESTION BOX	VICE-PRINCIPAL	VICE-PRINCIPAL	To motivate children for betterment of vidyalaya. To be Opened on fifteen day. Record to be maintained.	Isadyt
		MS.JYOTI (I/C)	PGT BIOLOGY		
		MS.PRINCY BHAT	PGT ENGLISH		
		MS.NITASHA VERMA	TGT.MATHS		

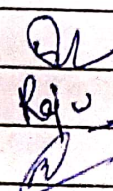
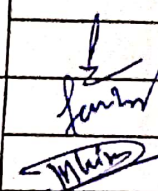
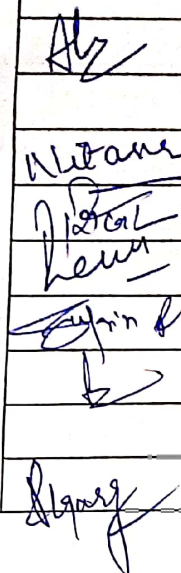
45	STUDENT COUNCIL & MONITOR	MS.SHASHI PRABHA (I/C)	PGT HINDI	Selection of student council , allotment of duties, arrangement of convocation ceremony for monitors and student council members.	
		MS.SANGEETA	PGT GEOGRAPHY		
		MR.VIKRAM	PGT HISTORY		
		MS.FARZANA	PGT ECONOMICS		
		MS.JYOTI	PGT BIOLOGY		
		MR.KRISHAN PAL	TGT PH&E		
		CLASS TEACHERS OF CLASS 11TH AND 12TH			
46	NATIONAL DISASTER MANAGEMENT	MR.KRISHAN PAL (I/C)	TGT PH&E	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. All safety certificates like Building safety , Fire Safety to be obtained before expiry.	
		TGT WE	TGT WE		
		MR.SATPARKASH	TGT ENGLISH 		
		MR.PARDEEP	PRT		
		MR.SUKHDEV	PRT		
		MS.SHAMA KHATOON	PRT 		
		SPORTS COACH			
47	DRINKING WATER	MR. HARVINDER SINGH (I/C)	LIBRARIAN	To ensure that pure drinking water is available to the students . The cleanliness of the area near the source of drinking water to be monitored on daily basis . Report to VP/Principal monthly and water testing report to be obtained every six month.	
		MR.VIJAY SHARMA	PGT ECONOMICS		
		MR.PARDEEP	PRT		
		MR.SANDEEP KUMAR 	PRT		
48	LOST & FOUND	MS.SHASHI PRABHA (I/C)	PGT HINDI	Providing necessary instructions to the students, record maintaining and taking corrective action	
		MS.HARPREET KAUR	TGT HINDI		
		MR.KRISHAN PAL	TGT PH&E		



49	STUDENT IDENTITY CARD	MR. VIJAY SHARMA (I/C)	PGT ECONOMICS	Data should be download from KVS Samagam portal. To coordinate with the class teachers and students so that proper Identity cards can be issued to the students.	Oh
		MR. HARVINDER SINGH	LIBRARIAN		22/5
		MR. BHUPINDER GOYAL	PRT		Jan
		MR. SUKHDEV SINGH	PRT		
50	TRANSPORT	MR. VIKRAM (I/C)	PGT HISTORY	To arrange transport facilities for the students for the various activities undertaken throughout the year, Whenever Required.	
		MR. HARVINDER SINGH	LIBRARIAN		
		MR. ISHWAR SINGH	PRT		
		MR. PARDEEP	PRT		4/4
51	PURCHASE and GeM PURCHASE	SHRI DEVENDRA KUMAR OLAWAT (I/C)	PRINCIPAL	To monitor all the purchases done as per the requirement of the Vidyalaya and as per KVS Norms To 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.	
		V.P	VICE-PRINCIPAL		
		MR. GULSHAN ARORA	PGT CS		Ch
52	TEACHING AID / TLM/RESOURCE ROOM	MR. VIJAY SHARMA (I/C)	PGT ECONOMICS	To maintain geography room as resource room for AV Aids (Sec) and maintainance of Primary Resource Room.	Oh
		MS. SANGEETA YADAV	PGT GEOGRAPHY		Sangeeta
		MS. SONALI BHAVNA	PRT		
		MS. GARVITA SHARMA I/c Primary	PRT		
53	SCHOOL SAFETY AND SECURITY	MR. KRISHAN PAL (I/C)	TGT PH&E	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 thouroughly analysed. Entry and Exit duty to be given.	
		MR. HARVINDER SINGH	LIBRARIAN		
		MR. RAMNISH BANSAL	PGT MATHS		
		MR. SATPARKASH	TGT ENGLISH		
		MR. BHUPINDER GOYAL	PRT		22/5
		MR. SUKHDEV	PRT		Jan
		ALL CLASS TEACHERS AND CO-CLASS TEACHERS			
		TEACHERS			

54	QUARTER PANEL FORMATION & ALLOTMENT	MS.FARZANA (I/C)	PGT COMMERCE	To perform duties as per KVS Norms	
		MR. VIKRAM SINGH	PGT HISTORY		
		MR. MAKHAN SINGH	PRT 		
		MR. SANJAY	JSA		
55	HOSPITALITY	MS. AMANDEEP KAUR (I/C)	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.RUPAM	PRT		
		MS.SONALI	PRT 		
56	DAILY UNIFORM & DISCIPLINE	MR. KRISHAN PAL (I/C)	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.GULSHAN ARORA	PGT MATHS		
		MRS.PRINCY BHAT	PGT ENGLISH		
		MS.SONALI	PRT 		
		MS.SHAMA KHATOON	PRT 		
57	AWAKENED CITIZENSHIP	MS. HARPREET KAUR (I/C)	TGT HINDI	Planning ACP classes and completion of all ACP modules in time.	 
		MS.LAXMI BHOTIYA	TGT HINDI 		
		MS.ARTI DHIMAN	TGT ARTS		
		MR.SATPARKASH	TGT ENGLISH 		
58	PTA AND PTM	MS. PRINCY BHAT (I/C)	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.MEENA SHARMA	TGT MATHS		
		MR.SANDEEP KUMAR 	PRT		
		MS. BHAVANA	PRT 		
59	ALUMNI RECORD AND INTERACTION	MRS PRINCY BHAT (I/C)	PGT ENGLISH	Keeping a record of the alumni of the vidyalaya and proper session for student development.	  
		MR. GULSHAN ARORA	PGT CS		
		MS.RAJNI BANSAL	HM		
		MS.ARTI DHIMAN	TGT ARTS		

60	EXTERNAL EXAMINATION AND COMPETITIONS	MR.RAMNISH BANSAL (I/C)	PGT MATHS	Conduct of External Examination (NON KV) and competitions and maintain a proper record of the same	
		MS.AMANDEEP KAUR	PGT PHYSICS		
		MS.NITASHA VERMA	TGT MATH		
		MS.BHUPINDER GOYAL	PRT		
61	MONTHLY WALK	MR.VIJAY SHARMA (I/C)	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.MAKHAN SINGH	PRT		
62	BALA	MS.GARVITA SHARMA (I/C)	PRT	Planning, designing and monitoring the task of BALA in the new primary building optimum use of building to be ensured.	
		MS.SUKRITI JHA	PRT		
		MS.DEEPA	PRT		
		MS.SONALI	PRT		
		MS.BHAVNA	PRT		
		MS.PALLAVI GARG	PRT		
63	STAFF CLUB	MR.HARVINDER SINGH (I/C)	LIBRARIAN	Undertaking of staff Activities, Farewell of staff and Excursion of the staff.	
		MS.SANGEETA	PGT GEOGRAPHY		
		MS.BHUPINDER GOYAL	PRT		
64	GREEN SCHOOL PROGRAMME & ECO CLUB	MS. JYOTI BADYAL I/C	PGT BIOLOGY	Undertaking the activities related to Green School Programme, maintenance of nursery of the vidyalaya.	
		MS.SIMMI	TGT SCIENCE		
		MS. AMRIT KAUR	TGT SCIENCE		
65	ESCORT DUTY CHART PREPARATION COMMITTEE	MR.KRISHAN PAL (I/C)	TGT PH&E	Making a chart of escorting duty in cluster, regional and national events.	
		MS.ARTI DHIMAN	TGT ARTS		
		MR.SANJAY	JSA		

71	BOARDING AND LODGING	MR.KRISHAN PAL (I/C)	TGT PH&E	For cluster/regional/national events committee will be responsible for all the arrangements.	
		MR.VIKRAM	PGT HISTORY		
		MS.SHASHI PRABHA	PGT HINDI		
		MR.HARVINDER SINGH	LIBRARIAN		
		MR. ISHWAR SINGH	PRT		
		MS.DEEPA	PRT		
72	FLN AND TOY LIBRARY	MS. RAJNI BANSAL (I/C)	HM		
		MS. RUPAM	PRT		
		MS. TANIYA RATHEE	PRT		
		MS. GARVITA SHARMA	PRT		
73	OFFICE WORK	MS.FARZANA (I/C)	PGT COMMERCE	Salary and other work	
		MS.ARTI DHIMAN	TGT ARTS		
		MR.SANJAY	JSA		
74	DECORATION COMMITTEE	MS.ARTI DHIMAN (I/C)	TGT ARTS	To decorate stage during CCA activities	
		MS.AMANDEEP KAUR	PGT PHYSICS		
		MS. ANGIRA DAM	TGT SST		
		MS.NITASHA VERMA	TGT MATH		
		MS.SHIKHA	TGT HINDI		
		MS.RENU BANSAL	TGT ENGLISH		
		MS.SUKRITI JHA	PRT		
		MS.GARVITA SHARMA	PRT		
		MS.SONALI	PRT		
		MS.PALLAVI GARG	PRT		

75	VIDYALAYA ACTION PLAN	V.P	VICE -PRINCIPAL	Vidyalaya action plan as per RO chandigarh instructions and requirements.	
		MS. PRINCY BHAT (I/C)	PGT ENGLISH		Bhat
		ALL DEPARTMENT HEADS			
		ALL CLASS TEACHERS			
		COMPUTER INSTRUCTORS	COMP. INSTRUCTORS (SEC. AND PRI.)		Khur
76	OVERALL ADMINISTRATIO N AND ACADEMIC SUPERVISION	MR.DEVENDRA KUMAR OLAWAT (I/C)	PRINCIPAL	To monitor teaching learning process , checking of note books,moderation committee for exams smooth conduct of panel inspection	
		V.P	VICE -PRINCIPAL		
		MS.PRINCY BHAT	PGT ENGLISH		Bhat
		MR.RAJNI BANSAL	HM		Rajw

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