

KENDRIYA VIDYALAYA JINDRAH
JAMMU REGION



सर्वं स्य पुण्यं ज्ञपानम्
केन्द्रीय विद्यालय संगठन

WORKING
COMMITTEES

SESSION 2026-27

**KENDRIYA VIDYALAYA
JINDRAH, JAMMU REGION**

Working Committees of the School

2026-27

ACADEMIC COMMITTEE

- Prepare Calendar of Academic Activities
- Plan term wise evaluation
- Check Completion of Syllabus
- Plan Unit wise Cycle test
- Evaluate Performance of students

Mr. Naveen Kumar (I/C)
Mr. Prem Kumar
Mr. Satish Kumar
Ms. Anju Lata
Ms. Preeti Gupta

SUBJECT COMMITTEE CONVENER

- Language (Hindi, & Sanskrit)
- Science + Work Exp.
- English
- Maths & Social Science
- Games & Sports
- All Subjects (Primary)

Mr. Satish (I/C)
Mr. Vipin
Ms. Radhika Sharma
Mr. Prem Kumar
Ms. Anjali pal
Ms. Shilpy kumari

ADMISSION COMMITTEE

- Fresh/ T.C. Cases Admissions
- Admissions under Special provisions
- Keeping Records of admissions
- Timely reply of correspondence to KVS

Mr. Vipin (I/C)
Ms. Anju Lata
Mr. Ashok kumar
Ms. Asha Rani Vijayran

राजभाषा कार्यान्वयन समिति

Mr. Satish (I/C)
Ms. Suneha Sharma
Ms. Preeti Gupta
Mr. Madan Lal

BOTANICAL GARDEN & TERI COMMITTEE

- Maintaining Botanical Garden
- Organizing Visits to botanical Garden
- Encouraging students to participate in related Competition
- Beautification of the Vidyalaya Campus

Ms. Shilpa Rani
Ms. Shilpy Kumari
Mr. Davinder Kumar
Mr. Parveen Kumar

C.C.A. COMMITTEE

Conduct of Morning Assembly

- Celebration of important days & festivals
- Celebration of Annual Day
- Conduct of Inter House Activities
- Certificate writing

Ms. Anjali pal (I/C)
Mr. Satish
Ms. Suneha
Mr. Parveen Kumar
Ms. Geeta (Primary I/C)
All House Masters
and Associate House Masters

EXAMINATION COMMITTEE (HOME/ CBSE)

- Planning Conduct of term wise Exam & Annual Exam
- Setting of Question papers
- Seating Arrangement for test papers
- Setting of Question papers
- Retest of Medical cases
- Filling up CBSE Forms for Class X & XII
- Cross Checking entries made by class teachers
- Distribution of admit Cards
- Uploading of Marks on CBSE Website
- Any other work related to CBSE

Mr. Satish kumar I/C
Ms. Anju Lata
Ms. Manju
Mr. Somdutt
Ms. Preeti Gupta (PRT)
All class teachers
Himmet Sharma (9th A)

CLEANLINESS COMMITTEE

- Cleanliness of school premises
- Provision of dust bin at various Places
- Upkeep & Maintenance-
 - > Girls' Toilets
 - > Boys' Toilets
 - > Staff Toilets

Mr. Prem Kumar (I/C)
Ms. Kawaljeet Kaur
Ms. Geeta Rana
Mr Davinder kumar
All I/C of Labs & Deptts.
All Class & Co-Class Teachers
Himmet Sharma

DEVELOPING COMMUNICATIVE SKILLS

- Organizing activities to build communication skills

Ms. Radhika Sharma
Ms. Suneha Sharma
Ms. Suman Kumari

FURNITURE COMMITTEE

- Purchase and stock verification
- Proper allocation as per requirement
- Repair & Maintenance : Mr.Som Dutt

Mr.Prem Kumar(I/C)
Mr.Parveen Kumar

DISCIPLINE COMMITTEE

- Inculcate value of Self Discipline among students
- Ensure Discipline during morning Assembly, interval dispersal
- Bring defaulters to the notice of Parents

Ms. Anjali Pal (I/C)
Mr.Sandeep Kumar
All Class teachers, Co-
Class teachers & Lab
Attendants
House Masters Associate

DECORATION COMMITTEE

- Informative & eye catching display Boards in Class Rooms and corridors
- Ensure regular change in the theme Of Board

Ms.Kawaljeet Kour(I/c)

Ms.Shilpy.PRT

Ms.Kavita

Ms.Riya Jamwal

GUIDANCE & COUNSELLING COMMITTEE:

- Organize Counselling Sessions for all Classes
- Career Guidance For students Of Class X, XI & XII
- Help Students solve their problems

Mr.Satish(I/C)

Mr.Vipin

Ms.Manju

HEALTH CHECK-UP COMMITTEE:

- Provide First Aid to Injured Students
- First Aid & Conduct of Annual Health Check-up students

Mr.Sandeep Kumar(I/C)

Ms.Geeta

All Class Teachers

MODERATION COMMITTEE:

- Moderate Question Papers& Result

Mr.Satish Kumar(I/C)

Ms.Manju

All Class Teachers

MAINTENANCE OF CS-54 REGISTER:

- Consolidate fee & fines

Ms.Manju

MAINTENANCE & REPAIR COMMITTEE:

- Identifying areas of building requiring repair
- Timely Repair work to be done
- Class Teachers to inform the I/C about damage, if any
- Approaching construction agency, if need be

Mr.Prem Kumar(I/C)

Ms.Asha Rani

Mr.Parveen Kumar

REFRESHMENT COMMITTEE:

- Provide Proper refreshment to visiting Delegates
- Deciding Menu for various events

Ms.Preeti Gupta(I/C)

Ms.Shilpy

Mr.Somdutt

SAFETY MEASURES COMMITTEE (Building & Students):

- Acquaint Students with Disaster Management tips
- Adequate no. of fire extinguishers

Mr.Prem Kumar(I/C)
Ms.Geeta Rana *g. Rana*
Mr.Somdutt

P.A. SYSTEM COMMITTEE:

- Provide Proper PA System for School functions,
- Morning Assembly etc.

Mr.Parveen Kumar(I/C)
Mr. Mulkh Raj

SOCIAL SCIENCE EXHIBITION:

- Preparing good quality models and Projects

Ms.Himmat Sharma *himmat*

FEE EXEMPTION COMMITTEE:

- To verify documents required for fee exemption

Principal
Admission Incharge Vipin
Mr.Madan Lal(SSA)
Class Teacher

SCOUTS & GUIDES COMMITTEE:

- Organize Various Activities as per KVS Direction

Mr.Parveen(I/C)
Ms.Shilpy

SCHOOL MAGAZINE COMMITTEE:

- Timely Publication of School Magazine & Bulletin
- Encourage Students to submit original & Creative articles

Mr.Satish Kumar(I/C)
Ms.Radhika Sharma

Ms.Suneha Sharma
Ms.Riya Jamwal *Riya*

TEACHING AID COMMITTEE:

- Purchase & stock Verification
- Allocation of Teaching Aids
- Proper utilization of Teaching Aids

Ms.Manju(I/C) *Manju*
Ms.Kawaljeet Kaur

TIME-TABLE COMMITTEE:

- Frame time table
- Arrangement duties

Ms.Manju(I/C) *Manju*
Ms. Shilpy

SBSB, FIT India:

Ms.Anjali Pal(I/C)
Mr.Sandeep Kumar
Ms.Preeti Gupta(I/C Primary) *Preeti*

PURCHASE COMMITTEE:

- To physically verify the requirement of materials under different heads.
- To physically verify the materials purchased as per KVS norms.

Principal
Mr. Prem Kumar
Ms. Manju
Ms. Preeti Gupta
I/C of Concerned Dept.

MONITORING COMMITTEE FOR CODE OF CONDUCT FOR STUDENTS:

- To Collect complaints from class teacher in the matter of indiscipline
- Direct class teachers to prepare list of Students who create indiscipline
- Direct class teachers to check absentees. If there is absentee without information class teacher must inform parent
- Up to date latest phone no of parent must be kept by the class teacher
- Information of attendance be communicated to parents every month & an undertaking be kept by class teachering this regard
- Display of code of Conduct lists

Mr. Anjali Pal(I/C)

Mr. Sandeep Kumar

All Class Teachers

PHOTOGRAPHY COMMITTEE:

Ms. Riya Jamwal(I/C)
Ms. Himmat Sharma
Ms. Kawaljeet Kaur
Ms. Palak Sharma(Primary)

LIBRARY COMMITTEE:

- Purchase of books required
- Upkeep and Physical Verification
- Of books
- Purchase Of NewsPapers & Journals

Ms. Manju(I/C)
Mr. Satish Kumar
Ms. Radhika Sharma

Mr. Mulkh Raj

WEBSITE UPDATION COMMITTEE:

- Maintaining the School Website
- Updating information on the website
- Following Direction of KVS

Ms. Anju Lata(I/C)
Ms. Riya Jamwal

Anju
Riya

SPIC MCAY NTSE/KVPY/NCSC/SCIENCE EXHIBITION:

- Preparing good Quality models & Projects Preparing Students to participate

Mr. Parveen Kumar(I/C)
Ms. Kawaljeet Kaur

GREEN OLYMPIAD/ECO-CLUB/HEALTH & WELLNESS CLUB/AEP:

- Maintain Eco Club Garden
- Plant Saplings
- Celebration of Van Mahotsava
- Control & Check breeding of mosquito

Ms. Shilpa Rani
Ms. Shilpy
Ms. Monika
Mr. Davinder Kumar

FIRST AID & HEALTH AWARENESS CLUB:

- First aid Trainers to monitor

Ms. Anjali Pal(I/C)
Mr. Sandeep Kumar

E-CLASS ROOM:

Ms. Riya Jamwal
Ms. Geeta Rana

Riya
Geeta

CMP:

Ms. Asha Rani Vijayran(I/C)

ONLINE PORTALS:

- UDISE
- UBI
- Vidyanjali
- Smagam
- PIMS
-

Ms. Anju Lata(I/C)
Ms. Riya jamwal

Mr. Satish Kumar

Anju
Riya

MAINTENACE OF SCHOOL GARDEN:

Ms. Shilpa Rani
Ms. Kavita sharma
Ms. Monika
Mr. Davinder Kumar
Mr. Ashok Kumar
Mr. SomDutt

Ashok
SomDutt

CURRICULUM COMMITTEE:

Principal(I/C)
Mr.Satish Kumar
Ms.Radhika Sharma
Ms.Manju *Manju*
Ms.Shilpy

SCIENCE CLUB:

- Olympiads(Science)NCSC,RSBP

Mr.Vipin(I/C) *Vipin 02/04/12*
Mr.Sahil Singh
Ms. Shilpa Rani

MATHS CLUB:

- MATHS Olympiads,
- Develop Maths Garden
- To Create interest among students
For mathematics
Develop Mathematical Teaching Aid

Mr.Prem Kumar(I/C)
Ms.Manju *Manju*
Ms.Geeta Rana PRT *G.Rana*

GRIEVANCE REDRESSAL COMMITTEE:

- Ms. Anju Lata *Anju*
- Mr.Parveen Kumar
- Ms.Anjali Pal

LAB ATTENDANT COMMITTEE:

- CS LAB
- Chemistry LAB
- LIBRARY
- BIO LAB
- PHYSICS LAB

Mr.Ashok Kumar *Ashok*
Mr.Davinder Kumar
Mr.Mulkh Raj
Mr.Ashok Kumar *Ashok*
Mr.Davinder Kumar

02/04/2016