केन्द्रीय विद्यालय सी.सु.बल.,खाजूवाला

कक्षाध्यापक / सह – कक्षाध्यापक की सूची सत्र - 2025-26

कक्षा	कक्षाध्यापक का नाम	हस्ताक्षर	सह-कक्षाध्यापक का नाम	हस्ताक्षर
I	श्री लोकेश कुमार		सुश्री मोनिका चौबे	
II	सुश्री मोनिका चौबे		श्री लोकेश कुमार	
III	श्रीमती नीतू रानी		श्री सोमबीर	
IV	श्री सोमबीर	Sombir	श्रीमती नीतू रानी	
V	श्रीमती आशा यादव		श्रीमती सुषमा	
VI	श्री अंकित कुमार		सुश्री निशा	Nisha
VII	श्री प्रदीप कुमार		श्री विरेन्द्र सिंह	
VIII	श्री रमेश चन्द		डॉ. कौशल कुमार पडिहार	
IX	श्री देवेन्द्र सिंह		श्रीमती रीना यादव	
X	श्री रत्ती राम मीणा		श्री प्रणव गुप्ता	
XI(मानविकी)	श्री रमेश कुमार		श्री अमर सिंह	
XI (विज्ञान)	श्री प्रदीप कुमार तेतरवाल		श्री अजय कुमार	
XII(विज्ञान)	श्री अजय कुमार		श्री प्रदीप कुमार तेतरवाल	
XII(मानविकी)	श्री अमर सिंह		श्री रमेश कुमार	

26/3/25

प्राचार्य

KENDRIYA VIDYALAYA BSF KHAJUWALA

VIDYALAYA COMMITTEES FOR THE SESSION 2025-26

S.N	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES
1	Admission	Sh Ramesh Kumar, PGT(History)	Sh Amar Singh, TGT(Eng) Mr Lokesh Kumar, PRT Mr. Sombir, PRT	-Admissions as pr KVS admission guidelines.
2	Examination Internal	Sh Pranav Gupta, PGT(Geo)	Sh Ramesh Kumar, PGT(History) Sh Devendra Singh, PGT(Maths) Dr. Kaushal Kumar Parihar, TGT(AE)	-To plan the schedule of UT, CT Pre-Board and SEE as per the calendar of activities. -To ensure the evaluation of Internal assessment and grading of Co-scholastic subjects as per the instructions of CBSE/KVS. -To give suitable instructions to class teachers for maintaining all the relevant records. -To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records. -To update OASIS timely. -To scrutinize the question papers for the tests and examinations. -To check answer scripts of UT/Exams at random to ensure uniformity. -To condone the shortage of attendance of students and moderate the marginal cases for promotion as per the promotion rules. - Parent Teacher meetings on regular basis.
	Examination CBSE	Sh. Ajay Kumar, PGT(CHEM)	Mr. Amar Singh, TGT(ENG)	
	Primary Examination	Mrs. Asha Yadav,PRT	Mrs. Neetu rani, PRT	
3	Time-Table and Arrangement	Sh. Devender Singh, PGT(Maths)	Mr Ankit Kumar, PGT(Eco) Dr. Kaushal Kumar Parihar, TGT(AE) Mr. Lokesh, PRT Mrs. Sushma PRT	-To prepare & execute. -Time Table as per the norms. -To make necessary adjustments in the time table due to administrative exigencies. -To device workable & suitable assignment/remedial time table. -To make arrangement for classes suitably as per requirement. -To prepare Home Assignment Schedule. -To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students.
4	CCA/ CLA Club activities Value Education,, Display board & Morning Assembly etc	Sh. Manpreet Singh, PGT(HINDI)	Sh Ankit Kumar, PGT(Eco) Sh Amar Singh, TGT(Eng) Ms Nisha, TGT(P & HE) Mrs. Sushma, PRT Sh Surendra Daiya, PRT(Music) Mr Virendra Singh	-To prepare CCA/ CLA calendar -To Organize CCA/CLA activities -To Update display board -To organize morning assembly in a graceful manner and with discipline. -To procure prizes and distribute prizes among meritorious students.

			House Master/ Class Teacher	-To select SPL, House captains and other members of the council for carrying out their usual work in consultation with the Principal. -To implement pass system. -To ensure systematic/orderly movement of students for assembly. Checking of late comers.
5	Purchase Committee	Sh Pradeep Kumar, PGT(Phy)	Sh Adarsh Bhatnagar, PGT(CS) Sh Virendra Singh, TGT(WE) Sh Lokesh Kumar, PRT	- To recommend/decide the golden parameters of the goods to be purchased through GeM portal or outside the GeM . - To recommend the terms and conditions for the services to be outsourced. - To recommend purchase from local market in case of urgency or non availability of goods and services on GeM.
6	Furniture	Mr. Lokesh Kumar, PRT	Sh Virendra Singh, TGT(WE)	-To ensure all furniture bear serial numbers and the year of purchase. -To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules.
7	Computer and ICT Infrastructure, updation of Vidyalaya website	Sh. Adarsh Bhatnagar, PGT(CS)	Computer Instructor	-To ensure all the computers in working condition with broadband/LAN connectivity for carrying out computer Literacy classes -Updation of School Website regularly. -Help in proper digital documentations of the Vidyalaya as per requirements.
8	Audio-Visual Aids	Sh Virendra Singh, TGT(WE)	Sh. Surendra Daiya, PRT(MUSIC)	A.V. Room to be well equipped with workable LCD,OHP etc. for ensuring TAL/CAL is undertaken by the teachers by maintaining a Register in the A.V. Room.
9	Teaching Aids	Manpreet Singh Gill, PGT(Hindi)	Mrs Sushma, PRT	Proper maintenance of the teaching aids. -Purchase of teaching aids as per the requirement of the new syllabus. -To facilitate teachers using all the teaching aids in their class room teaching.
10	Resource Room, CMP, NIPUN BHARAT, FLN , ECCE, Vidya Pravesh	Smt. Sushma, PRT	All PRT's	-To maintain the resource room and development of TLM with help of Primary Teachers. -Publication of quarterly newsletters.
11	Gardening & Campus Beautification	Sh Ramesh Chand, PGT(Bio)	Mr Kaushal Kumar Parihar, TGT(AE)	-To monitor the work effectively and to offer technical expertise to improve gardening by providing all required materials from time to time. -To take care and maintain the beautification in all the areas of the Vidyalaya from time to time.
12	Excursion/Field trips/Adventure Activities	Sh Ramesh Kumar, PGT(Hist)	Dr. Kaushal Parihar (TGT-ART) Sh Pradeep Kumar, TGT(Skt) Ms Nisha, TGT(P & HE) Smt. Reena Yadav TGT (Librarian)	-To check out and implement Annual plan for outing of the students as per the codal provisions in consultation with the class teachers/Principal. -To accompany the students for the programmes identified by the KVS.

13	Building maintenance, Electrical maintenance & Fire safety committee Work Education	Sh Virendra Singh, TGT(WE)	Sh. Sombir, PRT	-To carry out maintenance & minor repair work of buildings including toilets, surroundings and play field.
14	Discipline	Sh Manpreet Singh Gill, PGT(Hindi)	Sh Pradeep Kumar, PGT(phy) Sh Ramesh Kumar, PGT(Hist) Ms Nisha, TGT(P & HE) All the Class Teacher's	-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.
15	Rajbhasha Implementation	Sh. Manpreet Singh, PGT(HINDI)	Sh Pradeep Kumar, TGT (Skt) Smt. Reena Yadav, Librarian	-To conduct quarterly meetings of Rashtrabhasha and to submit quarterly reports to the Regional Office.
16	Media and Publication	Sh. Manpreet Singh, PGT(HINDI)	Computer Instructor	-In charge of school magazine and any other issues related to publication. -To send press reports of all major events with photographs to media.
17	Scouts & Guides, Cubs & Bulbuls	Sh Adarsh Bhatnagar	Scout Wing 1. Sh Amar Singh, TGT(Eng) 2. Mr Kaushal Kumar Parihar 3. Pradeep Kumar, TGT(Skt) Guide wing: 1. Ms Nisha, TGT(P & HE) Cub activities: 1. Sh. Sombir (PRT) 2. Mr.Lokesh Kumar, PRT Bulbul activities: 1. Miss Monika, PRT	-To Enroll Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop meetings as per the Annual Schedule of Activities prepared at unit level in light of APRO. -Implementation of KVS calendar of activities for scouts and guides.
18	Academic Monitoring	Sh. Pradeep Kumar, PGT (PHYSICS) Sh. Pranav Gupta, PGT(Geo)	Mr. Amar Singh (TGT-ENG) Mrs Sushma, PRT	-To checkout and implement projects and assignment for all the classes. -To ensure proper correction of written work of the students. -To give suitable guidelines in the faculty meetings.
19	AEP , Career Guidance and Counseling	Sh. Ajay Kumar (PGT- CHEM)	Mr. Amar Singh (TGT-Eng.)	-To conduct programmes as per the guidelines given in the training. -To maintain & updates display board and a corner to keep these activities ongoing for various programmes.
20	Awakened Citizen Programme/ FCP	Mr Ratti Ram Meena, TGT(Math)	Mrs Reena Yadav, Librarian	-To have the number of session in Class VII and VIII only Fixed by MKM

21	Vidyalaya Plan & Assessment Tool	Mr. Ankit Kumar, PGT-Economic	Mr. Ramesh Chand, PGT-Biology	-To preparation of Vidyalaya Plan & Assessment Tool timely submission to RO.
22	Library	Smt. Reena Yadav, Librarian	Mr Manpreet Singh, PGT(Hindi) Mr. Amar Singh (TGT-Eng.) Mr Pradeep Kumar, (TGT-SKT) Ms Sushma, PRT	-To Procure text books and reference books recommended by CBSE as per the recommendation of faculty members. -To Organize Class Library and to present book review. -To Assist Primary wing in Library activities in light of CMP.
23	Games and Sports, Student Police cadet Programme, Self Defence training for Girl Students,	Ms Nisha, TGT (P&H.E.)	Mr Virendra Singh, TGT(WE) Mr Pradeep Kumar, TGT(Skt) Mrs Reena Yadav, Librarian	-To implement KVS calender of sports activities. -To practice Yoga Daily during the morning assembly to the students. -Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain records. -To draw up class wise activities to be undertaken as per the syllabus. -To coordinate with vocational teachers and train the students for various activities. --To create awareness about healthy lifestyle. To develop all aspects of oneself physical, social, mental, spiritual. - Fit India and Road Safety awareness activities.
24	Water Management, Cleanliness and Hygienic Environment	Sh Virendra Singh, TGT(WE)	Sh. Surendra Daiya, PRT (Music) Sh. Lokesh Kumar, PRT Ms Nisha, TGT(P & HE)	-To ensure uninterrupted water supply in all the toilets and other places. -To ensure periodical cleanliness of aqua guards with the display of date of cleaning on a separate Register. -To monitor the services of security and cleanliness in consultation with the agencies concerned.
25	Photography	Dr. Kaushal Parihar, TGT(AE)	Mr. Lokesh Kumar (PRT) Computer Instructor	-To maintain Album covering all activities. -To Display all the coverage of all occasions.
26	First Aid	Ms Nisha, TGT(P & HE)	Sh Ramesh Chand, PGT(Bio)	-To provide First Aid to the ailing students.
27	P.A. System & Music	Sh Virendra Singh, TGT(WE)	Sh. Surendra Daiyya (PRT-Music)	-To arrange Music system for morning assembly and other programs and look after of all the instruments & maintain record. -To arrange PA system for morning assembly and other programs.
28	Grievances & Internal Redressal Committee	Sh. Pradeep Kumar , PGT(PHYSICS)	Sh Ramesh Kumar, PGT(hist) Sh Manpreet Singh Gill, PGT(Hindi) Mrs Sushma, PRT	-To open grievance box weekly. -To ensure that no bullying and ragging takes place. -To inquire into the complaints and solve the problems in amicable way.

29	UDISE+	Sh Ankit Kumar, PGT(Eco)	Smt Reena Yadav , Librarian Smt Asha Yadav, PRT	-To update portal regularly.
30	UBI Fee collection	Sh. Adarsh Bhatnagar, PGT(CS)	All Class Teacher's	Verification of fee data quarterly & monitoring of fee collection.
31	Vidyalaya e-Magazine, News Letter & Student Dairy	Sh. Manpreet Singh (PGT-HINDI)	Mr Adarsh BHhatnagar, PGT(CS) Mr. Amar Singh (TGT-Eng.) Sh Kaushal Kumar Parihar, TGT(AE) Smt. Sushma (PRT)	-Preparation & printing of Vidyalaya magazine & Student Dairy. Publication of E magazine of Vidyalaya Publication of Quarterly News Letter under PM SHRI Scheme
32	Club activities	Eco club for Mission Life	Sh Ramesh Chand, PGT(Bio) Sh Virendra Singh, TGT(WE) Mrs. Asha Yadav Mr. Sombir	-To organize a variety of activities to raise awareness about environmental issues and promote sustainable actions. Tree Plantation Cleanliness Drive Kitchen Garden Maintaining vermin composting pits Rain Water harvesting Water Conservation awareness
		EBSB Club, Kala Utsav & Yuva tourism Club	Sh Ramesh Kumar, PGT(History) Mr Pranav Gupta PGT(Geo) Sh Ankit Kumar, PGT(Eco) Sh Manpreet Singh Gill, PGT(Hindi)) Mrs. Amar Singh, TGT(Eng.) Mr Kaushal Kumar Parihar, TGT(AE) Sh Surendra Daiya, PRT(Music)	To implement the KVS calendar of EBSB activities. To conduct various activities regularly for awareness and promotion of constitution, national integration, socio economic culture, country's rich heritage and culture etc.
		Sports , Health and wellness Club	Ms Nisha, TGT(P & HE) Sh Ramesh Chand, PGT(Bio) Mr Pradeep Kumar, TGT(Skt) Mrs Reena Yadav, Librarian Mrs Asha Yadav	To create awareness about healthy lifestyle. To develop all aspects of oneself physical, mental, spiritual.
		Standard Club	Mr Pradeep Kumar, PGT(Phy)	To sensitize students about the importance of standards in improving quality of life. The student members of these Standards club engage in a variety of activities, like:

				Standards writing competition Quiz competitions Debates, essay writing and poster making Exposure visits to laboratories & Industrial units and more.
		Literary Club	Reena Yadav, librarian Manpreet Singh Gill, PGT(Hindi) Sh Amar Singh, TGT(Eng) Mr Pradeep Kumar Mr. Lokesh Ms. Monika	To encourage a passion for reading and writing, and to provide opportunities for students to engage in literary discussions and activities. To enable/motivate the the students to write a story on the given theme.One story by each class on every third wednesday of month. To enable/motivate the the students to write comics on the given theme. One comic every third wednesday of month.
		Creativity / Art Club	Mr Kaushal Kumar Parihar, TGT(AE) Mrs Neetu Rani	To provide students who have an interest in art, an opportunity to explore art and craft forms beyond what is offered in the curriculum.
33	Promotion of Science & Technology and Mathematics (STEM)	Sh Pradeep Kumar Tetarwal, PGT(Phy)	Sh Ajay Kumar, PGT(Chem) Sh Adarsh Bhatnagar, PGT(CS) -Sh Devender Singh, PGT(Maths) Sh Ramesh Chand, PGT(Bio)	- To implement the calendar of activities issued by KVS for promotion of Science & Technology and Mathematics - STEM activities in Morning assembly weekly - To encourage, prepare and ensure the participation of students in Science Exhibitions/Olympiads to be conducted by KVS at School/ Regional / National level. - Participation of students in Inspire award Manak, VVM, PRAYAAS, KAMP, YUVIKA, RSBVP, Jigyasa, IOQM, Vigyan Pratibha activities etc . - Plan for participation in other olympiads.
34	CCTV Monitoring committee	Sh Adarsh Bhatnagar, PGT(CS)	Sh Virendra Singh, TGT(WE)	- To ensure the proper functioning of CCTVs and storage of atleast one month.
35	Vocational and Skill Education	Sh Adarsh Bhatnagar, PGT(CS)	Sh Virendra Singh, TGT(WE)	- To conduct the activities as per calender of KVS for Vocational and Skill Education.
36	Alumni	Sh Devendrer Singh, PGT(Maths		Maintain a database of alumni and keep in contact with them.Organize alumni meetings when required.
37	Subject Committee convenors	**Science**	Sh Pradeep Kumar Tetarwal, PGT(Phy)	To conduct the Monthly meetings for improvement in teaching learning process, implementation of decisions and follow up work.

		Maths:	Mr. Devender Singh, PGT(Maths)	Primary Teachers teaching the subject also to be invited in the meeting. Subject committee meetings to be conducted every month.
		English	Mr. Amar Singh, TGT(Eng)	
		Hindi:	Sh Manpreet Singh Gill, PGT(Hindi)	
		Social Science:	Sh Pranav Gupta, PGT(Geo)	
38	Curriculum & Assessment committee	Sh Ajay Kumar, PGT(Chem)	Sh Pranav Gupta, PGT(Geo) Sh Manpreet Singh Gill, PGT(Hindi) Smt Sushma, PRT Sh Lokesh Kumar, PRT	To sensitize all teachers, students and other stakeholders about the Curriculum to be followed.
39	Continuous Professional Development (CPD)	Sh Ajay Kumar, PGT(Chem)	Sh Ramesh Chand, PGT(Bio) Ms Sushma, PRT	Planning and Implementation of CPD calendar of KVS
40	Implementation of Bagless days	Sh Ankit Kumar, PGT(Eco)	Sh Ramesh Chand, PGT(Bio)	To plan and conduct Bagless day activities.
41	School Innovation Council (Rashtriya Avishkar Abhiyan)	Sh Adarsh Bhatnagar, PGT(CS)	Sh Ankit Kumar, PGT(Eco) Sh Ramesh Chand, PGT(Bio)	Registration of School for SIC. To conduct SIC activities. The Program aims at fostering the culture of Innovation, Ideation, Entrepreneurship, Creativity, and Design Thinking in Schools.

A. SCHOOL RESPONSE TEAMS

	Particulars	Name of Team Leader	Members with Designation
1.	Child Rights Protection Cell	Sh Devender Singh, PGT(Maths)	Mr Pradeep Kumar, TGT(Skt) Mrs Reena Yadav , Librarian Mrs Mounika Choubey, PRT
2.	Evacuation Team	Sh Ramesh Kumar, PGT(History)	Sh Amar Singh, TGT(Eng) Sh Lokesh Suthar, PRT Sh Sombir, PRT
3.	Search & Rescue Team	Sh Pranav Gupta, PGT(Geo)	Sh Kaushal Kumar Parihar Ms Nisha, TGT(P & HE) Smt Asha Yadav, PRT
4.	First Aid & Medical Team	Ms Nisha, TGT(P & HE)	Sh Ramesh Chand, PGT(Bio)
5.	Transport Safety Team	Sh Manpreet Singh Gill, PGT(Hindi)	Ms Nisha, TGT(P & HE) Mrs Sushma , PRT
6.	Team for students with special needs (Divyang)	Sh Adarsh Bhatnagar, PGT(CS)	Mrs Reena Yadav, ~~TGT(Skt)~~ Mr Lokesh Kumar, PRT
7.	Internal Complaint Committee (ICC)	Sh Praddep Kumar, PGT(Phy)	Smt Sushma Yadav and other 3 members (See Vidyalaya website for other members)
8.	Grievance Redressal Committee	Sh. Pradeep Kumar , PGT(PHYSICS	Sh Ramesh Kumar, PGT(hist) Sh Manpreet Singh Gill, PGT(Hindi) Mrs Sushma, PRT