

PM SHRI KENDRIYA VIDYALAYA NO.2 JALANDHAR CANTT.
COMMITTEES FOR THE SESSION 2024-25

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2024-25. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

	Committee	Designation	Sign.	Responsibilities
1	ACADEMIC AND ADMINISTRATIVE SUPPORT (SECONDARY):-			<ul style="list-style-type: none"> The committee can go through the circulars received from KVS RO Chandigarh and KVS HQ New Delhi. Verification of students' attendance registers to ensure the collection of fees from all the students of their respective members of their subject. The committee further verifies the entries of fees particulars in the students attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately. To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN) Any other work assigned by the principal in day to day administrative matter. To inform the Principal about the lapses, deviations in the subject committee report.
	Principal	I/C		
	Vice Principal	Member		
	Mr Bhupinder Singh	Member		
	Mrs. Neeru Puri PGT	Member		
	Mrs. Kirandeep ,TGT	Member		
	ACADEMIC AND ADMINISTRATIVE SUPPORT (PRIMARY) :-			
	Mrs. Vandna Sharma	I/C		
Mr. Jagat Pal	Member			
2	<u>ADMISSION COMMITTEE</u> SECONDARY			<ul style="list-style-type: none"> To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2024-2025 in consultation with the Principal.
	Mrs. Manjeet Kumari I/C Sec.	PGT Geo		
	Mrs. Neeru Puri	PGT Eco		
	Mrs. Manpreet Kaur	PGT CS		
	Mrs. Parminder Sandhu	TGT Hindi		
	PRIMARY			
Mrs. Vandna Sharma I/C Pri.	PRT			
Mr Akhtar Hussain	PRT			
Mr. Jagat Pal	PRT			

3.	<p>WOMEN/GIRLS HARASSMENT COMMITTEE/ IMPLEMENTATION OF POCSO ACT</p> <p>Mr. Bhupinder Singh Mrs. Neeru Puri Mrs. Manjeet Kumari Mrs Meenakshi Sharma Mrs. Gulshan Kumari Mrs. Neelam Sehgal Mrs. Vandna Sharma Mr. Jagat Pal</p>	<p>PGT PGT PGT TGT TGT TGT PRT PRT</p>	<p>IMPLEMENTATION OF POCSO ACT</p> <p>If any complaint related to immoral behaviour Towards girl students is received by the committee, the following steps should be taken immediately at Committee level.</p> <p>VIDYALAYA LEVEL</p> <ul style="list-style-type: none"> • A written complaint may be obtained from the students/parents. • Case may be brought to the notice of Chairman, VMC. • A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher. • A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry. • The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially. • The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded. • Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded. • The committee may discuss the issue with the accused teacher and his statement may be recorded. • The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint. • The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action. • Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly. • The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.
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4	<p><u>SCHOOL BEAUTIFICATION COMMITTEE</u> 1.Mr. Bhuvneshwar Kumar I/C 2.Mrs. Meena Goyal</p> <p>FRONT GARDEN COMPLETE 1. Mrs. Neelam Sehgal 2. COACHES</p> <p>INSIDE BUILDING ALL BLOCKS 1. Mrs. Sunita 2. TGT Punjabi 3. Ms.Rashika 4. Mr. Tiny 5. Art Teacher Primary Wing</p> <p>BACK SIDE (Entrance gate of main school building and CAR PARKING AREA) 1. Mr. Trilok Chand Bhatia 2. Mrs.Meenakshi Sharma 3. Mr.Nathu Ram to assist</p>	<p>TGT Arts PGT, BIO</p> <p>TGT (PH)</p> <p>TGT SSC TGT PBI PRT Sub-Staff</p> <p>TGT WET TGT Maths SUB STAFF</p>		<ul style="list-style-type: none"> To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus. To procure ornamental plants and other fruit bearing plants in consultation with Principal. To ensure watering of all potted plants and other plants growing in the Vidyalaya campus. To procure fertilizers, manure, pesticides in consultation with Principal. Preparation of playcards in different areas of garden. Numbering of tress and potted plants. Celebration of Vanamahostava in consultation with principal To motivate the children for gardening and beautification. To develop medicinal plant garden in the campus. To display the quotations in the corridors and class rooms. To fix bulletin board in the class room for display of educational charts. To decorate the corridor and common areas with paintings photographs of National leaders, Scientists. To ensure the display of material in the bulletin boards.
5	<p><u>CONDEMNATION & AUCTIONING OF CONDEMNED ARTICLES</u> 1. Mr. Bhupinder Singh 2. Mr. Trilok Chand Bhatia 3. Mrs. Manpreet Kaur 4. Mrs. Vandana Sharma 5. Mr. Ajay Kumar 6. Mr. Ram Pal Singh Chou. 7. All Stock Holders</p>	<p>VP PGT TGT PGT C.S. PRT JSA ASO</p>		<ul style="list-style-type: none"> To prepare list of articles to be condemned and complete the process of disposal of the same through auctioning.
6	<p><u>CAREER COUNSELLING AND GUIDANCE COMMITTEE & MANODARPAN</u> 1. Dr. Ranjan Bala 2. Mrs. Meena Goyal 3. Mrs. Amandeep Kaur</p>	<p>PGT Eng. PGT Bio TGT LIB</p>		<ul style="list-style-type: none"> To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries. To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned filed. To pay the remuneration in consultation with principal
7	<p><u>CHECKING ATTENDANCE AND MONITORING OF CONSERVANCY SERVICES (Morning & Evening Hrs.)</u> 1. Mr. T.C Bhatia 2. Mr. Ajay Kumar</p>	<p>TGT WET JSA</p>		<p>. To monitor the work and attendance of laborers provided by agency To supervise the duty, change of security guards and their availability. To verify and certify the bill submitted by the agency.</p>
8	<p><u>CANTEEN MONITORING COMMITTEE(If Becomes Operational)</u> 1. Mrs. Neelam Sehgal 2. Mr. T.C Bhatia 3. Mr. Jagat Pal 4. Ms. Neha</p>	<p>TGT PH TGTWET PRT PRT</p>		<ul style="list-style-type: none"> To supervise the functioning of canteen and to ensure hygienic items are sold in the canteen for the students.
				<ul style="list-style-type: none">

9	<p><u>CCA-COMMITTEE</u> SECONDARY SECTION 1. Dr.Sushil Kumar (I/C) 2.Mrs. Anju Chawla 3. Mrs. Kirandeep 4.Mr. T.C Bhatia (C) <u>PRIMARY SECTION</u> 1.Ms. Lakshita Coordinator 2.Mrs. Nancy Sharma 3.Mrs.Jaspreet Kaur</p>	PGT HIN TGT ENG TGT HIN TGT WET PRT PRT PRT PRT Music	<ul style="list-style-type: none"> • 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. • To activate the conduct of Morning Assembly. • To monitor day to day morning assembly programme effectively and ensure befitting presentation on all fronts on time. • To ensure that each House displays useful, interesting, inspiring educative and enlightening articles, messages, thoughts etc. (Hindi and English). Along with attractive and thought provoking drawings. Class rooms display board to be maintained
10	<p><u>STUDENTS COUNCIL COMMITTEE</u> 1. Mr. Bhupinder Singh 2. Dr. Sushil Kumar 3. Mrs.Anju Chawla 4. Ms. Lakshita 5. Mrs. Nancy Sharma</p>	PGT Geo PGT Hindi TGT Eng PRT PRT	<ul style="list-style-type: none"> • Division of houses along with house master and Associate of house masters& distribution of students of various house • Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects. • Procuring badges for Captains Monitors, prefects. • Conduct of investiture (Badge presentation Ceremony) • Assigning duties to all members of the Student Council House Wise. • Conduct of monthly meetings with the members of student’s council. • Maintenance of Students council register/record
11	<p><u>DISCIPLINE COMMITTEE</u> 1. Mr.Kuldeep Singh (over all monitoring) 2.Mrs. Neelam Sehgal I/C 3.Mrs. Meenakshi 4.Mr.Amit Sharma 5 Mr. T.C Bhatia 6. Mrs. Anuradha 7. _____ 8. Mrs.Kulwant Verma 9. Mrs. Jagdip Kaur</p>	VP TGT PH PGT ECO PGT BIO TGT WET TGT SCI HM/Sr.PRT PRT PRT	<ul style="list-style-type: none"> • To check personal turn of students during assembly • To observe the behavior of students inside and outside class room • To ensure provision of out pass in all classes and their utilization • To initiate proper action as per KVS norms against indiscipline students • To check the girls and boys uniform daily. • To check the bags once in a week. • To confiscate the mobiles and other prohibited appliances. • To take the regular meeting of student councils, prefect, monitors. • To ensure discipline • To refer the problematic cases to the counselor for diagnosis • To inform the parents immediately

12 A	<p><u>HOUSE MASTERS & ASSOCIATE HOUSE MASTERS</u> PRIMARY</p> <p>a) Ms. Garima - Shivaji (b) Ms. Rashika - Tagore (c) Ms. Monika - Ashoka (d) Mr. Swadesh - Raman</p> <p>Associates to be decided by the primary staff themselves.</p>			<ul style="list-style-type: none"> Responsible for organizing and conducting house wise activities and competitions. Guide the students properly and make them participate in all competitions and instill sportsman spirit. Decoration of house board and active participation in Swaach School Abhiyan
12 B	<p><u>HOUSE MASTERS & ASSOCIATE HOUSE MASTERS</u></p> <p>(a) Shivaji House</p> <ul style="list-style-type: none"> Mrs. Gulshan Kumari I/C Mrs. Bhupinder Singh Mr. Naveen Bhardwaj Mrs. Meenakshi Sharma PGT POL SCIENCE MRS AMANDEEP KAUR <p>(b) Ashoka House</p> <ul style="list-style-type: none"> Mrs. Parminder Sandhu(I/C) Mrs. Manpreet Kaur Mr. Amit Sharma Mrs. Navjot Kaur Mr. T.C Bhatia TGT (PUNJABI) <p>(c) Tagore House</p> <ul style="list-style-type: none"> Mrs. SUNITA RAJU I/C Mrs. Meenakshi Mrs. Priya R Nair TGT Hindi Mr. Akshay PGT Histroy <p>(d) Raman House</p> <ul style="list-style-type: none"> Mrs. Anuradah Mrs. Meena Goyal Mrs. Manjeet Kumari Mrs. Kamlesh Sagar Mrs. Suman Lata Mrs. Neeru Puri 	<p>TGT PGT PGT TGT PGT TGT</p> <p>TGT PGT PGT TGT TGT TGT</p> <p>TGT PGT TGT TGT TGT PGT</p> <p>TGT PGT PGT TGT TGT PGT</p>		<ul style="list-style-type: none"> Responsible for organizing and conducting house wise activities and competitions. Guide the students properly and make them participate in all competitions and instill sportsman spirit. Decoration of house board and active participation in Swaach School Abhiyan.
13	<p><u>CLEANLINESS OF VIDYALAYA BUILDING & PREMISES(SWACHH BHARAT ABHIYAN)Water points, toilets, corridors, Departments</u> Mr.T.C. Bhatia I/C</p> <p><u>FIRST FLOOR - RHS AREA</u></p> <p>1. Mrs. Navjot Kaur 2. Mrs. Kamlesh Sagar</p> <p><u>WET BLOCK</u></p> <p>1. Mr. T.C. Bhatia 2. Mrs. Priya R Nair</p> <p><u>CLASSES VI-X & Stairs Near WET</u></p> <p>1. Mrs. Meenakshi 2. Suman Lata</p> <p><u>LIBRARY BLOCK</u></p> <p>1. Mrs. Amandeep 2. Mrs. Meena Goyal 3. Mr. Harvail Singh</p>	<p>TGT WET</p> <p>TGT Maths TGT Sci.</p> <p>TGT WET TGT SST</p> <p>PGT COMM TGT Skt.</p> <p>TGT PGT BIO Sub Staff</p>		<ul style="list-style-type: none"> To inspect day to day sanitation condition in the school campus. To check the cleanliness of corridors, toilets(3 times in a day). To maintain sanitation report and review periodically. To report repair work (Civil / Electrical) to in charge. Maintenance of Aqua guard Water cooler cum purifier and to ensure the availability of clean drinking water. To collect feedback from student council members and take measures for improvement. To ensure the provision of dustbins in all the class rooms. To appraise the Principal about the cleanliness of school building from time to time. To supervise the work of the people deployed under housekeeping. To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.

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	<p><u>GROUND FLOOR-PRIMARY</u> 1. Mrs Jagat Pal-I/C 2. Ms Neha</p> <p><u>GROUND FLOOR-SECONDARY</u> Mr. Amit Sharma I/C Mrs. Naveen Bhardwaj</p> <p><u>FRONT AND OFFICE AREA SIDE</u> 1. Mr. Bhuvneshwar Singh 2. Mr. Satpal</p> <p><u>OUTER AREA PLAY GROUND</u> 1. Mrs. Neelam Sehgal 2. Coaches 3. Mr. Satpal 4. Mr. Harvail Singh *For Class Room -Class Teacher & Co- Class Teacher</p>	<p>PRT PRT</p> <p>PGT CHEM PGT PHY</p> <p>TGT(ART) Sub Staff</p> <p>TGT PHE</p> <p>SUB-STAFF SUB-STAFF</p>	<ul style="list-style-type: none"> To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus. To clear the wild bushes and thorny plants that are growing in different parts of school campus. To ensure cleanliness of open drains for smooth flow of water during the rainy seasons. To ensure cleanliness of area around the staff quarters. To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness. In – charge can deligate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders. <p>Note: Staff nurse has to maintain daily cleanliness register.</p>
14	<p><u>CHECKING OF LICENSE OF TWO WHEELERS/ CYCLE STAND</u> Mrs. Neelam Sehgal -I/C Mr. Akshay Kumar</p>	<p>TGT(PHE) TGT(ENG)</p>	<ul style="list-style-type: none"> To ensure no student is without valid license if driving two wheeler
15	<p><u>EXAMINATION COMMITTEE</u> CBSE: Mrs. Meena Goyal (I/C) Internal Exam Mr. Naveen Bhardwaj I/C Mrs. Meena Goyal Mrs. Meenkashi Mrs. Kirandeep .Mr. Rajkumar External Exam. Sec. Examination/External Exam / Maths Olympiad Exam. Mrs. Manjeet Kumari Science Olympiad Exam. Ms. Anuradha <u>PRIMARY SECTION</u> 1. Ms. Rashika I/C 2. Ms. Garima 3. Mr. Harvail</p>	<p>PGT Bio</p> <p>PGT Bio TGT Bio TGT Hindi Sub Staff TGT Math</p> <p>PGT Maths</p> <p>TGT Sci</p> <p>PRT PRT SUB-STAFF</p>	<ul style="list-style-type: none"> To plan the schedule of Unit test, Cumulative Examination, Pre-Board and Annual Examination 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 external examination as per the prescribed norms and to maintain record of all such examinations. To coordinate all external competitions relevant to our system. To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
16	<p>P T Meeting (a) Secondary (VI-XI) 1. Mrs. Kirandeep I/c 2. All Class teachers (VI-XII) (b) Primary 1. Ms. Garima I/c 2. All Class teachers (I-V)</p>	<p>TGT Hindi</p> <p>PRT</p>	<ul style="list-style-type: none"> To organize PT meeting periodically. To send information to parents. To keep record of PT meeting class wise and prepare consolidated report.
17	<p><u>GREEN SCHOOL AUDIT PROGRAMM</u> Mrs. Anuradha TGT Mrs. Kamlesh ,TGT</p>	<p>TGT,Sci TGT,Sci</p>	<ul style="list-style-type: none"> To Maintain Green Areas and Plantation of Medicinal Plants Herbs Carry out the direction as per the portal Timely action regarding all activities of Green School Audit.
18	<p><u>UBI/UDISE/EPUNJAB</u> Mrs. Manpreet Kaur Mrs. Jagdip Kaur Computer Instructor -1 Computer Instructor-2</p>	<p>PGT CS, PRT Secondary Primary</p>	<ul style="list-style-type: none"> Timely updation of all students data of Vidyalaya on the portals. To solve the teacher and students problems related to portal.

19	YOUTH PARLIAMENT Mrs. Priya R Nair (I/C) Mrs. Sunita PGT Political Science PGT History	TGT TGT		<ul style="list-style-type: none"> To prepare students for all the activities related to youth Parliament Carry out all the activities as per the instruction of KVS in the Vidyalaya and cluster , Regional and National Level.
20	SQAAF & MDP Mr. Amit Sharma (I/C) Mr. Naveen Bhardwaj Mrs. Kirandeep	PGT, CHE PGT, PHY TGT, HINDI		<ul style="list-style-type: none"> To maintain records of School Quality Assessment and Assurance frame work To improve Standards of Marking
21	Eco Club: Mrs. Meena Goyal Mrs. Anuradha Mrs. Kamlesh Sagar	PGT BIO TGT ,Sci TGT, Sci		<ul style="list-style-type: none"> To Maintain Enviornmental , Education and Motivate students for improving Enviornmental Quality To keep surroundings of Vidyalaya in good condition Awareness regarding Enviornment
22	Electoral Literacy Club and Campus Ambassadors Mr. Akshya Kumar Mrs. Sunita PGT Polticial Science	TGT, Eng TGT, Ssc		<ul style="list-style-type: none"> To Create awareness regarding election To aware students regarding importance of elections To discuss ways of elections.
23	GEM Committee: Mrs. Manpreet Kaur Vice Principal Mr. Ram Pal Singh Chauhan	PGT CS ASO		<ul style="list-style-type: none"> To make the Purchase on Government E-marketing Portal To maintain the records
24	SAFAL & NAS Committee Mrs. Meena Goyal Mrs. Jagdip Kaur Mr. Anand	PGT,Bio PRT PRT		<ul style="list-style-type: none"> To Make arrangement for Structure assessment of analyzing learning as per the CBSE. National Achievement surveys records as per ministry of education Government of India to be maintained. Competency base Assessment for grade III , V & VIII Assess core concepts , Application of Knowledge and Higher order thinking skills to maintain the portal.
25	Alumni Association Mrs. Bhupinder Singh Mrs. Manpreet Kaur	PGT,Geo PGT, CS		<ul style="list-style-type: none"> To maintain the records of Alumni on KVS Smagam Portal To encourage Ex- Students to join the associations
26	NEP COMMITTEE Dr. Ranjan Bala Mrs. Jagdip Kaur Mr. Jagat Pal	PGT,Eng PRT PRT		<ul style="list-style-type: none"> To Ensure Compliance of NEP 2020 in letter and spirit To bridge the Gaps in between
27	VMC Committee: Vice Principal Mr. Ajay Kumar Mrs. Bhupinder Singh	JSA PGT		<ul style="list-style-type: none"> To ensure working of Vidyalaya Management Committee To organize the meeting To set the Agenda points
28	Collaboration with Neighboring Schools. Mrs. Anju Chawla Mrs. Kirandeep	TGT, Eng TGT , Hindi		<ul style="list-style-type: none"> To collaborate with neighboring School to promote the educational , environmental and Culture Activates.
29	NCC Mr. Sushil Kumar (I/C) Mr. Bhuvneswar Singh	PGT , Hindi TGT, Art		<ul style="list-style-type: none"> To promote spread of NCC among students To motivate students to joined NCC Guidance of future prospects of NCC

30	<p><u>TIME TABLE AND LEAVE ARRANGEMENT</u> <u>SENIOR SECTION</u> 1. Mrs. Manjeet Kumari (I/C) 2. Mrs. Meena Goyal 3. Mrs. Amandeep Kaur <u>PRIMARY SECTION</u> 1. Mrs. Asha Dabas 2. Mr. Swadesh 3. Mr. Anand</p>	PGT Maths PGT Bio TGT , Lib PRT PRT PRT	<ul style="list-style-type: none"> 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 day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students. Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.
31	<p><u>VIDYALAYA HOSPITALITY SERVICES ON DIFFERENT OCCASSIONS:</u> 1. Mrs. Bhupinder Singh 2. Mrs.Manjeet 3. Mrs.Nancy Sharma 4. Mr.Nathu Ram 5. Mr.Satpal</p>	PGT (Geo) PGT Maths PRT Sub-staff Sub-staff	<ul style="list-style-type: none"> To provide refreshments to students on National festivals, Sports Day, Annual Day and to extend hospitality during inspection and other VIP visits.
32	<p><u>SCHOOL PUBLICATION COMMITTEE (VIDYALAYA PATRIKA, NEWS LETTER, SCHOOL DIARY etc.)</u> 1.Mrs. Anju Chawla ENG SECTION 2.Dr Sushil HINDI SECTION 3. Mrs. Suman Lata-SKT. SECTION 4.Mrs Sukanya ENG SECTION 5.Mrs Monika /PRT HINDI SECTION</p>	TGT ENG PGT HINDI TGT SKT PRT PRT	<ul style="list-style-type: none"> To motivate and inspire the students to write articles, draw pictures, poems and songs in English, Hindi and Sanskrit and edit and prepare the School Magazine.
33	<p><u>PHOTOGRAPHY CLUB</u> 1. Mrs. Kumari Gulshan I/C 2. Mr.T.C Bhatia 3. Mrs. Monika 4. Mrs.Garima</p>	TGT Eng TGT WET PRT PRT	<ul style="list-style-type: none"> To take pictures of all important Vidyalaya functions and to upload in the web site.
34	<p><u>PURCHASE COMMITTEE</u> 1. _____ 2. Mrs. Bhupinder Singh 3. Mr. T.C Bhatia 4. Mrs. Amandeep 5. Mrs. Vandna 6. Mr. Ajay</p>	V.P. PGT Geo TGT (WE) Lib. PRT JSA	<ul style="list-style-type: none"> To call for Quotations, prepare comparative statements, conduct market survey and make purchases for the Vidyalaya as per KVS rules and as per requirements.
35	<p><u>SPORTS CLUB /FIT INDIA/ SBSB</u> Primary : 1. Jagdip Kaur 2.Garima Secondary : 1. Mrs. Neelam Sehgal 2. Mrs. Sunita 3. Mrs. Priya</p>	PRT PRT TGT (PHE) TGT SSc. TGT SSc.	<ul style="list-style-type: none"> To plan and conduct vidyalaya, regional & national level sports activities for both primary & secondary. To conduct mini sports meet & sports day celebrations

36	<u>FIRST AID, HEALTH & MEDICAL CHECKUP COMMITTEE</u> 1. Mrs. Kamlesh Sagar 2. Mrs. Nancy Sharma 3. Nurse All the CTRs to keep First aid Box in room	TGT PRT	<ul style="list-style-type: none"> To prepare a plan for student's health check up twice in the session by authorized Medical Officer. To make available stock of First Aid. A special care must be taken for girl students as per their natural need. To organize expert talks related to health & hygiene.
37	<u>GRIEVANCE REDRESSAL COMMITTEE</u> 1. _____ VP 2. Mrs. Bhupinder Singh 3. Dr. Sushil 4. Mrs. Neelam Sehgal	VP PGT Geo PGT Hin TGT,PH	<ul style="list-style-type: none"> To keep a record of suggestions or grievances received from the students, staff or parents To maintain the minutes of the meetings
38	<u>WEBSITE MAINTENANCE & MONITORING COMMITTEE</u> 1. Mrs. Manpreet Kaur 2. Computer Instructor-1 3. Computer Instructor-2	PGT CS Secondary Primary	<ul style="list-style-type: none"> Regular updating and suggestion to make website more interactive & attractive
39	<u>M & R of VIDYALAYA & STAFF Qtrs. COMMITTEE</u> 1. Mr. T.C Bhatia 2. Mrs. Naveen Bhardwaj 3. Mr. Akshay Kumar 4. Mr. Suresh	TGT (WET) PGT Comm TGT Eng. PRT	<ul style="list-style-type: none"> Will be responsible for the maintenance and repairs of the school building and staff quarters Will have close watch over the conditions of the building. (Elec., plumbing, drainage blocks & other) and arrange for the repairs as and when necessary.
40	<u>MAINTENANCE & UPKEEP OF ALL I.T. EQUIPMENT (C.C.T.V COMPUTERS PUBLIC ANNOUNCEMENT SYSTEM, INTERACTIVE BOARD E-CLASS ROOM MACHINE ETC.)</u> 1. Mr.T.C Bhatia 2. Mrs. Manpreet Kaur 3. Mr.Harvail Singh	TGT WET PGT CS SUB-STAFF	<ul style="list-style-type: none"> Will be responsible for the maintenance and repairs of various equipments and to keep all equipments in running conditions
41	<u>SCOUTS & GUIDE COMMITTEE</u> 1. Ms. Suman LATA I/C Guide 2. Mrs. Priya R. Nair 3. Mrs. Amandeep Kaur 4. Ms. Jagat Pal I/C Bulbul 5. Mr. Suresh I/C Cub 6. Mrs.Jagdip Kaur 7. Ms. Anuradha 8. Ms. Navjot Kaur 9. Mrs. Sukanya Sharma 10. Ms. Neha 11. Mrs. Sangeeta	TGT SKT TGT SST TGT LIB PRT PRT PRT TGT Sc. TGT Sc PRT PRT PRT	<ul style="list-style-type: none"> To ensure minimum enrolment (50%) in the movement before 31st August To organize investiture ceremony for the new recruits To conduct the parade after school hours and class on every SATURDAY To train the students for Pratham / Dwetiya /Tritiya / Raj Puraskar / Rastrapati / Prathamcharan / Dwetiya charna/ Tritiya Charan / ChaturdhaChara To issue the merit certificate after the conduct of test Celebration of thinking day To procure the uniform for Scouts / Guides who are Involved in Guard of Honour.
42	<u>ADVENTURE / EXCURSION& FIELD TRIPS</u> 1. Mrs. Neeru Puri 2. Mr. T.C Bhatia 3. Mr. Akshay Kumar 4. Ms. Neelam Sehgal 5. Ms. Anuradha 6. Ms. Jagdip Kaur	PGT Eco TGT WET TGT Eng. TGT PHE TGT Bio PRT	<ul style="list-style-type: none"> To plan the excursion/ Field trips To decide the place, make arrangement for conveyance. Estimate the amount to be collected from students. Keep the willingness form ready Arrangement of refreshments Documentation of expenditure

43	<u>LIBRARY IMPROVEMENT COMMITTEE</u> 1. Mrs. Amandeep Kaur 2. Dr. Ranjan Bala 3. Dr. Sushil 4. Mrs. Manjit Kumari 5. Mrs. Vandna Sharma	TGT Lib PGT Eng PGT Hin PGT Maths PRT		<ul style="list-style-type: none"> The meeting are to be convened at least once in a month Committee will submit the list of books to be procured subject wise in the beginning of academic session Books review To inculcate reading habits among the staff & children To organize books exhibition on important occasions
44	<u>Hindi Club & HINDI RAJ BHASHA COMMITTEE</u> 1. Dr. Sushil Kumar 2. Mrs. Parminder sandhur 3. Mrs. Kirandeep 4. Mrs. Suman 5. Mrs. Sangeeta 6. Ms. Rashika	PGT Hindi TGT Hindi TGT Hindi TGT SKT PRT PRT		<ul style="list-style-type: none"> Celebration of Hindi Pakhwarah Ensuring use of Hindi language in Vidyalaya as per KVS norms To get the reply prepared for all the correspondence in Hindi in consultation with the office. Monthly report to be submitted.
45	<u>Social Science Club/EBSB</u> 1. Mrs. Meenakshi I/C 2. Mrs. Jaspreet Kaur 3. _____ 4. Mrs. Neeru Puri 5. Mrs. Sunita 6. Mrs. Priya 7. _____	PGT Comm PRT Music PGT Hist. PGT Eco. TGT SSC TGT SSC PGT POL Sci		<ul style="list-style-type: none"> To motivate children to prepare projects/model based on country/state allotted to the region. To encourage more and more children to participate in cluster level Regional level and Nation level exhibition. To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition. To encourage the students to submit online projects on project Think.com. To ensure project based learning in all the classes.
46	<u>Science Club</u> 1. Mr. Naveen Bhardwaj 2. Mrs. Meena Goya 3. Mr. Amit Sharma 4. Mrs. Manpreet Kaur 5. Mrs. Anuradha 6. Mrs. Kamlesh Sagar	PGT Phy PGT Bio. PGT Che PGT CS TGT Bio TGT Bio		<ul style="list-style-type: none"> Responsible for arranging various Science club activities and inculcating the scientific temper and attitude among the students.
47	<u>English Language Club:</u> Dr. Ranjan Bala Mrs. Anju Chawla Mrs. Gulshan Kumari Mr. Akshya Kumar Primary Wing Mrs. Nancy_ Sharma	PGT ,ENG TGT, ENG TGT,ENG TGT,ENG PRT		<ul style="list-style-type: none"> To develop the interest in language of English To enhance vocabulary and usage To score better
48	<u>MATHS CLUB</u> 1. Mrs.Manjeet Kaur 2. Mrs. Meenakshi 3. Mrs. Navjot Kaur/TGT 4. _____	PGT Maths TGT Maths TGT Maths TGT Maths		<ul style="list-style-type: none"> Responsible for motivating the students to take part in various programmes in connection with mathematics lab, Maths Olympiad, Maths exhibition, Maths day etc.
49	<u>PRESS & PUBLICITY COMMITTEE</u> 1. Dr. Ranjan Bala 2. Dr.Sushil Kumar 3. Mrs. Anju Chawla 4. Mr. Jagat Pal	PGT ENG PGT Hindi TGT Eng. PRT		<ul style="list-style-type: none"> To note down all important events / functions etc. held in the Vidyalaya. To record and maintain all achievements of students in chronological order by collecting Information from primary and secondary CCA I/C. To coordinate all publication works of the Vidyalaya.
50	<u>WATER & ELECTRICITY INCLUDING WHITE WASH MONITORING COMMITTEE</u> 1. Mr. T.C Bhatia 2. Mr. Akshay Kumar 3. Mrs. Sangeet 4. Mr. Harvail Singh 5. Mr. Satpal	TGT WE TGT Eng. PRT Sub Staff Sub Staff		<ul style="list-style-type: none"> To ensure proper supply of water at water points and electricity in school building
51	<u>Music ,Dance & Band Club:</u> Mrs. Jaspreet Kaur	PRT MUSIC		<ul style="list-style-type: none"> To promote spread of Music dance among students To involve maximum students To prepare student for various competition

52	Theatre and Drama Club: Mrs. Kirandeep (I/C) Mrs. Parminder Sandhu _____TGT Hindi	TGT Hindi TGT Hindi		<ul style="list-style-type: none"> • To promote dramatic skills among the students • to help students to develop their artistic ability • to prepare students for various competition
53	NEP 2020 FLN: Mrs. Jagdip Kaur Mrs. Sapana Sharma ABC: Mrs. Vandna Sharma Mrs. Nancy Sharma NETE Ms.Rashika Ms. Garima NGFTE: Mrs. Asha Dabas Mr.Swadesh SDG: Mrs. Sangeeta Ms. Lakshita CPD: Ms.Monica Ms. Suresh MDDC Ms. Lakshita Ms. Neha RVE: Mr. Anand Ms. Neha NCIVF: Ms.Lakshita Ms.Asha Dabas DIKSHA Mrs. Navjot Kaur Mrs.Gulshan Kumari NIPUN: Mrs. Sangeeta Mr. Suresh GER: Mrs. Sukanya Sharma Mrs. Kulwant Verma PARAKH: Mr. Suresh Mr. Anand ECCE: Ms. Garima Kumar Balvatika-3 Teacher ISL: Mrs. Nancy Sharma Ms. Lakshita SWAYAM PRABHA Mr. Swadesh Ms. Neha MERVS: Mrs. Sangeeta Mr. Jagat Pal NCFSE: Mr. Anand Mr.Suresh	All PRT's		<ul style="list-style-type: none"> • To follow objective of NCF 2020 • To promote collaboration between educator, parents and community to improve the learning environment in addition to developing more cohesive curriculum • To improve educational experience to all Indian students regardless their upbringing or living condition • To work towards the overall development of the students •

54	<u>RTI CASE MONITORING COMMITTEE</u> 1. Mr. Ram Pal Singh Chouhan 2. Mrs. Ajay Kumar	ASO JSA		<ul style="list-style-type: none"> To handle the query when asked timely
55	<u>RECORDING OF MINUTES OF STAFF COMMITTEE</u> 1. Mrs. Parminder Sandhu 2. Mrs. Anju Chawala	TGT Hindi TGT Eng		<ul style="list-style-type: none"> To maintain proper register and ensuring attendance of staff in each meeting
56	<u>MAINTENANCE OF STAFF ROOM (Sec.) COMMITTEE</u> 1. Mrs. Meenakshi 2. Mrs. Sunita	PGT Com TGT SST		<ul style="list-style-type: none"> To keep the staff room neat and clean To ensure sitting arrangement for staff members To ensure updating of display board with all circulars To ensure staff room toilets are properly maintained To ensure proper arrangement of notebooks in cabins & to keep center table neat and clean
57	<u>STRENGTHING OF PRIMARY EDUCATION (CMP):</u> H.M. ALL PRTs			<ul style="list-style-type: none"> To ensure the implementation of CMP as per KVS norms. To take the requirement of TLM from teachers well in advance every month. To procure TLM for the local market by taking an amount of Rs. 2000/- every month. To ensure the distribution of TLM to all the teachers as per requirements. To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement. To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.
58	<u>ART Club:</u> Bhuvneshwar Singh Primary Art Teacher	TGT , Art PRT Art		<ul style="list-style-type: none"> To provide and opportunity to come together and explore their creativity To develop their imagination and creativity To prepare students for Various Competition
59	<u>DISASTER MANAGEMENT COMMITTEE</u> 1. Mrs. NeelamSehgal 2. Mrs. Sunita Raju 3. Mr. T.C Bhatia 4. Mr. Akshay Kumar 5. Ms.Monika 6. Mrs. Priya R Nair	TGT PHE TGT SoSc TGT WET TGT Eng. PRT TGT Ssc		<ul style="list-style-type: none"> To Identify, assess and manage the hazards and risks that may occur in the Vidyalaya. To communicate about those hazards and risks, their nature, effects, early warning signs and countermeasures. To carry out regular mock drills in school. To prepare an inventory of resources-human and material. senior students should be trained in First Aid, Search and Rescue Fire Fighting etc
60	<u>ADOLESCENCE EDU PROJECT COMMITTEE</u> 1. Mrs. Meena Goya 2. Dr. Ranjan Bala 3. Mrs. Anju Chawla 4. Dr. Sushil Kumar	PGT BIO PGT Eng TGT Eng. PGT Hindi		<ul style="list-style-type: none"> Plan and execute adolescence programme as per directions of KVS (HQ & RO) in all respects. To attend all NAEP programs and to send monthly reports to KVS
61	<u>ACP</u> 1. Ms Parminder Sandhu I/C 2. Ms. Anju Chawla 3. Mr. Akshay 4. Ms. Navjot 5. Ms. Anuradha	TGT Hindi TGT Eng TGT Eng TGT Maths TGT Bio		<ul style="list-style-type: none"> Plan and execute ACP programme as per directions of KVS (HQ & RO) in all respects. To attend all ACP programs and to send monthly reports to KVS

62	FURNITURE: 1. Mr. Akshay Kumar I/C 2. Mrs.Amandeep 3. Mr. Anand 4. Mr.Raj Kumar	TGT Eng LIBRARIAN PRT Sub Staff	<ul style="list-style-type: none"> To maintain the record of room wise/dept. wise distribution of furniture. To take initiative to see that the broken furniture is repaired regularly. To prepare the list of broken furniture which are to be condemned. To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function). To see any shortages, deficiency of furniture's and report to the Principal. To ensure regularly that no furniture is lying in the corridors or in the open space. To store and stock the broken or old furniture properly. To maintain the stock register.
63	Laboratories incharges <ul style="list-style-type: none"> Physics Mr.Naveen Bhardwaj Chemistry -Mr. Amit Sharma Biology Mrs. Meena Goyal Computer (I, II) Mrs. Manpreet Kaur Computer(III)- Mrs. Jagdip Kaur Geography Mrs.Navneet Language lab Dr. Ranjan Bala Maths Lab Mrs.Meenakshi Sharma I/c Jr Sci Lab-Mrs.Anuradhal/c ATL Lab Mr.Amit Sharma 	PGT , Phy PGT , Che PGT,Bio PGT CS PRT PGT Geo PGT Engl TGT, Maths TGT. Sci PGT, Che	<ul style="list-style-type: none"> Purchase of Lab equipment Conduct of practical as per split up syllabus. Maintenance of laboratories Display of prescribed practical in the lab
64	Sports Club Neelam Sehgal Coach-1 Primary wing Mr. Swadesh Mr. Suresh Mr. Anand	TGT,PH PRT PRT PRT PRT	<ul style="list-style-type: none"> To inculcate the sportsmanship among the students
65	ATL & Junior Science Lab Mr. Amit Sharma Mrs. Anuradha Mrs. Kamlesh Sagar	PGT, CHE TGT, SCI TGT , SCI	<ul style="list-style-type: none"> Enhance the skills among the students in the field of Science and Technology.
66	INCOME TAX: Mr. Ram Pal Singh Chouhan Mr. Ajay Kumar Mr.T.C Bhatia	ASO JSA TGT ,WET	<ul style="list-style-type: none"> Timely Completion of Income Tax deduction and all documents related to Income Tax.
67	PM SHRI Committee: 1. Mr. Naveen Bhardwaj -I/C 2. Mrs. Manpreet Kaur 3. Mrs. Bhupinder Singh 4. Mrs. Neeru Puri 5. Dr. Ranjan Bala 6. Mrs. Manjeet Kumari 7. Dr. Sushil 8. Suman Lata 9. Vandna 10. Neelam Sehagal 11. T. C Bhatia 12. Jagdip Kaur	PGT, PHY PGT, CS PGT, GEO PGT, ECO PGT,ENG PGT, Maths PGT, Hindi TGT, Skt PRT TGT, P&HE TGT, Wet PRT	<ul style="list-style-type: none"> To Carry out all purchases and use of funds made available to the school.

68 .SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY)					
SUBJECT	INCHARGE	DESIGNATION	MEMBER	DESIGNATION	
English	Dr Ranjan Bala	PGT (English)	All English teachers	TGT(English)/PGT	
Mathematics	Mrs Manjeet	PGT (Maths)	All Maths Teachers	TGT (Maths)/PGT	
Hindi Sanskrit	Dr Sushil Kumar	PGT (Hindi)	All Hindi teachers	TGT(Hindi)/PGT TGT(Sanskrit)	
Science	Mr. Naveen Bhardwaj	PGT (Chemistry)	All Science teachers.	PGT (Physics) PGT (Biology) TGT(Science)	
Social Science	Mrs. Meenakshi	PGT (Commerce)	All Social teachers	PGT TGT (SSC)	
Computer Science & IP	Mrs Manpreet Kaur	PGT (COMP))	All Computer instructors	PGT(CS) Comp. Instructors	

- a. All Conveners are requested to plan the work for the year with respect to Institutional Plan and Calendar of Activities, involving other members of the committee and to intimate the same to Vice-Principal.
- b. Activities to be completed as per target dates & reported the undersigned on completion of tasks.
- c. All teachers are requested to co-operate with the conveners and ensure successful completion of program.
- d. All contractual teachers will be assisting in charge as & when required.
- e. All conveners are instructed to take up any other related work assigned by the Principal/V.P. as and when required.

(PRINCIPAL)