

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,

COMMITTEES AND CLUBS (2023-24)

w.e.f. 1st April 2023

Sr. No.	Committees	Duties
	<p>General Supervision of the Vidyalaya Committee:</p> <ol style="list-style-type: none"> 1. Sh. Kulwinder Kumar Gherra, Principal 2. Sh. Maninder Chand, HM <i>Maninder</i> 3. Sh. Pardeep Kumar, PGT Commerce 	<ul style="list-style-type: none"> - To supervise day to day activities of the vidyalaya
1	<p>Admission Committee:</p> <ol style="list-style-type: none"> 1. Sh. Pardeep Kumar, PGT (Comm) l/c 2. Sh. Abhishek, TGT (S.ST) 3. TGT Science 4. Sh. Maninder Katoch HM <i>Maninder</i> 5. Ms Meenakshi Gupta, PRT 6. Ms. Poonam PRT 	<ul style="list-style-type: none"> - To check out the admission schedule time as per KVS direction. - To monitor registration and checking of the entries and documents attached with the registration forms. - Grouping of students according to merit etc. - Allotment of admission number and Co-ordination work with the office and class teachers. - Issue of school Leaving certificates. - Checking of admission number with concerned documents. - Any other duty assigned by the Principal.
2	<p>Time Table:</p> <p>Secondary</p> <p>A) TIME TABLE FORMATION</p> <ol style="list-style-type: none"> 1. Sh. Ram Murti, PGT (MATHS) 2. Ms. Yogita Rawat TGT Science <i>Rawat</i> <p>B) TIME TABLE ARRANGEMENT</p> <ol style="list-style-type: none"> 1. Sh. S.B. Mourya TGT Maths 2. Mrs. Neelam Kumari TGT Art 	<ul style="list-style-type: none"> - Preparation of school time table implementation of changes as per requirement under Time-table as per daily arrangement of substitute teachers. - To prepare special time-table as per need and also to prepare time-table for supervisory work to be done by the principal. The new time table will come into effect from 1st April 2018. - Any other duty assigned by the Principal.

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,

KENDRIYA

COMMITTEES AND CLUBS (2023-24)

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<p>Primary</p> <p>1. Mrs. Himanshi I/C</p> <p>2. Ms. Teena</p> <p>Arrangements :</p> <p>1. Sh. Aditya</p> <p>2. Ms. Anjali</p>	
<p>3 CBSE Examination:</p> <p>1. Sh. Sarbjit Singh, PGT (PHY) I/C CBSE</p> <p>2. Smt. Manisha TGT Hindi</p> <p>3. Class teachers (9, 10, 11 and 12)</p> <p><i>Sh. Sarbjit Singh</i></p> <p>Internal Examination:</p> <p>1. Sh. Ajay PGT Chemistry (Internal Exam) I/C</p> <p>2. Ms. Sonia PGT(Economics)</p> <p>3. Sh. Nisar TGT SOST</p> <p>4. Ms. Neelam TGT ART</p> <p>5. Sh. Hans Raj, Sub Staff</p> <p>Primary</p> <p>1. Ms. Neelam Rawat- I/C</p> <p>2. Ms. Meenakshi Gupta</p> <p>3. Ms. Preeti Sangwan / PRT 2</p>	<ul style="list-style-type: none"> - All examination work pertaining to Vidyalaya. - Planning execution of examination Schedule including unit test/cumulative tests etc. - Maintenance of examination record and keeping them under safe custody confidentially. - Maintenance of CBSE result and other board. - All examination work pertaining to Vidyalaya for board students. - Maintenance of examination record and keeping them under safe custody confidentially. - Maintenance of CBSE result and other board. - Any other duty assigned by the Principal.
<p>4 Olympiads & Competitions and Apps</p> <p>Maths Olympiads</p> <p>1. Ms. Deepshikha I/c <i>Deepshikha</i></p> <p>2. Sh. S.B.S. Mourya, TGT (Maths)</p>	<ul style="list-style-type: none"> - Notifying the dates to student - Registration and coordination of examinations - Preparation of student for examinations

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,

COMMITTEES AND CLUBS (2023-24)

<p>3. Sh Ram Murti PGT Maths</p> <p>Aryabhata Ganit Challenge:</p> <ol style="list-style-type: none">1. Sh Ram Murti PGT Maths I/C2. Ms Deepshikha TGT Maths <p>NTSE:</p> <ol style="list-style-type: none">1. Ms. Yogita Rawat I/C2. Ms Neelam TGT Art <p>VVM (Vidyarthi Vigyan Manthan)</p> <ol style="list-style-type: none">1. Sh Sarabjit Singh PGT (Phy.) I/C2. Ms Yogita TGT Science3. TGT Science <p>EBSB / Kala Utsav</p> <ol style="list-style-type: none">1. Sh. Abhishek TGT I/C2. Nisar, TGT (SOST)3. Ms. Neetu Munjal TGT Hindi4. Ms. Neelam TGT ART5. Ms Meenakshi Rohilla TGT English6. Mrs. Shikha Rani PRT7. PRT Music <p>STEP App:</p> <ol style="list-style-type: none">1. Sh Hartej Singh PGT CS I/C2. All teachers teaching Science and Maths from classes 6 to 12.3. Computer Instructor	<p>- Any other duty assigned by the Principal.</p>
<p>5 Co-Curricular Activities & Morning Assembly: CCA</p>	<p>- Chaik Out Annual programme to be included in school website.</p>

COMMITTEES AND CLUBS (2023-24)

<p>Secondary</p> <ol style="list-style-type: none"> 1. Sh. Sushil, PGT (Hindi), I/C 2. Ms. Meenakshi Rohilla TGT Eng 3. Ms. Neetu Munjal TGT Hindi <i>Neetu</i> 4. Sh. Sandeep Kumar TGT Skt 5. PGT English 6. Mr. Abhishek Maharania TGT(S.St.) <p>Primary</p> <ol style="list-style-type: none"> 1. Ms. Anjali, PRT – I/C 2. Ms. Himanshi 3. Teena <p>Morning Assembly</p> <ol style="list-style-type: none"> 1. Sh. Sushil, PGT (Hindi), I/C 2. Ms Meenakshi Rohilla TGT Eng 3. Ms. Neetu Munjal TGT Hindi <i>Neetu</i> 4. Sh. Sandeep Kumar TGT Skt <i>Skt</i> 5. PGT English 6. TGT PHE 7. PRT Music 	<ul style="list-style-type: none"> -Implementation of programme conducting the various activities with some innovations ideas and monitoring the results of competition, purchases and distribution of prizes. - To celebrate all the important days - To chalk out an annual program of all the important days etc and to keep a day track of it. - To collect all the information about the achievements and get the entries countersigned by the chief coordinator on every last working day and submit them to the Principal for perusal. - To collect the photographs of the outstanding for record. - To write periodic report about the achievements time to time. -To maintain a file for this purpose. - To write the certificates and honor the achievements time to time. - Monitoring the day to day house activities and guiding the on suitable scale. - To organize the inter school, inter-region and other competitions time to time. - Correspondence with various agencies pertaining to CCA programme. - To monitor the morning assembly programme through the house master. - Timely conduct of the assembly with a preplanned schedule. - To coordinator prizes distribution and other activities that come up from time to time. - To organize the special programme e.g. VIP's visit, celebration etc. - To co- ordinate the master of the day activities involving school band with suitable commands.
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KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,

COMMITTEES AND CLUBS (2023-24)

		<ul style="list-style-type: none"> - Any other job pertaining to morning assembly. - Playing of marching tunes etc. involving school band with suitable commands. Hosting of flag ceremony. - Any other duty assigned by the Principal.
6	<p>Sports:</p> <p>Secondary</p> <ol style="list-style-type: none"> 1. Sh. Nisar TGT SOST - I/C 2. TGT PHE / Sports Coach 3. Ms Neelam TGT Art 4. Sh. Sandeep Kumart TGT SKT <p>Primary</p> <ol style="list-style-type: none"> 1. Mrs Shikha PRT I/C 2. Ms. Sarita, PRT <p>SBSB and Fit India / Student's Fitness Score Cards</p> <ol style="list-style-type: none"> 1. Smt. Neelam Rawat PRT I/C 2. Ms Shikha Rani PRT 3. Mr Nisar Ahmad TGT SST 4. Ms Meenakshi Rohilla TGT English 5. TGT PHE/Sports Coach 	<ul style="list-style-type: none"> - To prepare an annual programme for sports and games. - To plan and organize Annual sports day. - To train the PRT for organizing some games for primary students. - To prepare school team for various sports events on cluster level etc. participation. - To plan annual purchase for sports and games as per need of the Vidyalaya well in time. - To co-ordinate these activities with other institution. - To keep a systematic record of all these activities. - Any other duty assigned by the Principal.
7	<p>Library</p> <ol style="list-style-type: none"> 1. Sh. Sandeep Kumar TGT Skt I/C 2. Sh Hartej PGT CS 3. Sh. Maninder HM 4. Ms. Manisha Soni TGT Hindi 5. Ms Meenakshi Gupta PRT 6. TGT Science 7. Sh. Abhishek 	<ul style="list-style-type: none"> - To chalk out the programme for maximum utilization of library facilities. - To train the students in taking notes from the books they keep a proper record of books read by the students. This can be taken as a project in all classes to improve the reading habits of the students 5 to 10 marks can be for the project as motivational. - Any other duty assigned by the Principal.

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur

KENDRIYA

COMMITTEES AND CLUBS (2023-24)

<p>8 Photography</p> <p>1. Sh. Abhishek TGT SST -I/c</p> <p>2. Ms Anjali PRT</p> <p>3. TGT PHE/Sports Coach</p>		<ul style="list-style-type: none"> - Record keeping - displaying of Photographs - distribution of photograph required by students - Any other duty assigned by the Principal.
<p>9 Accounting of Fee & Fine: CS 54</p> <p>1. Sh. S.B.Mourya, TGT (Maths) -I/c</p> <p>2 Mrs Sarita, PRT</p> <p>3. Sh. Harish JSA</p>		<ul style="list-style-type: none"> - To supervise the collection of fees and fine etc. and tally the collection with fee and account register available with the fee clerk. - To assist the office in maintaining proper accounts. - To check the pay bill. - Any other duty assigned by the Principal.
<p>10 Online Fee Assistance</p> <p>1. Sh. Hartej Singh, PGT (CS) - I/C</p> <p>2. Ms. Meenakshi Gupta PRT</p> <p>3. Computer Instructor</p>		<ul style="list-style-type: none"> - Supervision of quarterly verification of fee by teachers - Any other duty assigned by the Principal.
<p>11 Discipline & Vigilance</p> <p>1. Sh. Sarabjit Singh- I/C</p> <p>2. TGT PHE/Sports Coach</p> <p>3. Ms. Yogita TGT(Sci.) <i>Yogita</i></p> <p>4. Sh. Abhishek TGT SOST</p> <p>5. Ms. Meenakshi Gupta PRT</p> <p>6. Ms. Poonam PRT</p>		<ul style="list-style-type: none"> - Checking of students in the class room corridors etc. during assembly time, recess break and after the school hours. - Devising suitable correction measures. - Checking of uniform and personal hygiene. - To handle all the discipline cases effectively. - Any others job pertaining to discipline. - Any other duty assigned by the Principal.
<p>12 Scout & Guide</p>		<ul style="list-style-type: none"> - To co-ordinate all the scouting and guiding activities.

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,

COMMITTEES AND CLUBS (2023-24)

<ol style="list-style-type: none"> 1. Sh. Sandeep Kumar, TGT (Skt) (I/C) Scout 2. Ms. Deepshikha TGT Maths I/C Guide <i>sd</i> 3. Ms. Meenakshi Gupta I/C Cub 4. Ms. Sarita PRT, I/C Bulbul 5. Ms. Preeti PRT 6. Ms. Yogita Rawat TGT science <i>Rawat</i> 7. Sh. Abhishek TGT SST 8. All trained teachers in scout and Guide 	<ul style="list-style-type: none"> - To participate in various scout and guide camps. - To plan and co-ordinate all the activities related to scout and guide. - To Handle all communication pertaining to District Commissioner (Guides) - Any other duty assigned by the Principal.
<p>13 PA System</p> <ol style="list-style-type: none"> 1. Sh. Sandeep , TGT Sanskrit 2. TGT (WE) 4. Sh Hans Raj Sub staff 	<ul style="list-style-type: none"> - To look after the P.A equipment and its day to day maintenance separately in secondary and primary dept. - To hire P.A system on special occasion. -To carry out all the purchases repair needed for the purpose. - Co-ordinate with the CCA committee for conduct of various programs. - Any other duty assigned by the Principal.
<p>14 Cleanliness (Vidyalaya)</p> <ol style="list-style-type: none"> 1. Ms. Manisha Soni, TGT(Hindi) – i/C 2. Himanshi, PRT 3. Ms Neelam TGT Art 4. Ms Yogita (TGT Sci.) <i>Rawat</i> 5. Sh. Nisar, TGT SOST 6. Staff Nurse 	<ul style="list-style-type: none"> - To monitor the overall cleanliness of the Vidyalaya that includes washrooms / toilets / corridors / class rooms / labs / Vidyalaya buildings/ playground etc. - To get done the cleanliness job by the conservancy staff. - To chalk out appropriate programme of cleanliness group wise. - To get the work evaluated fortnightly to honour classes with running shields. - Any other duty assigned by the Principal.
<p>15 Drinking Water Committee & Water Potability Test</p>	<ul style="list-style-type: none"> - To solve the water problem of each section area wise - To get water tested as required / according to KVS guidelines

COMMITTEES AND CLUBS (2023-24)

<ol style="list-style-type: none"> 1. Ms. Sonia PGT Economics – I/C 2. TGT Sci 3. Ms. Shikha PRT 4. Sh. Hans Raj Substaff 	<ul style="list-style-type: none"> - Any other duty assigned by the Principal.
<p>16 Beautification of Campus</p> <ol style="list-style-type: none"> 1. Ms. Neelam Rawat, PRT –I/C 2. Ms. Neelam Kumari, TGT(Art) 3. TGT(WE) <p>Eco Club and Green School Programme Audit (GSP).</p> <ol style="list-style-type: none"> 1. PGT (Bio)- I/c 2. Ms. Yogita, TGT(Sci.) <i>Yogita</i> 3. Ms. Deepshikha, TGT(Maths) <i>SD</i> 4. Ms. Himanshi PRT 5. Ms. Sarita, PRT 	<ul style="list-style-type: none"> - To Organize Vanmahotsava Week, flower arrangement competition, rangoli etc. on inter house level. - To maintain the school garden and to plan for further extension and expansion. - To add some flowering plants in the garden. - To add some pot of floral plants. - Any other duty assigned by the Principal.
<p>17 First Aid & Health Club/ Medical Checkup</p> <ol style="list-style-type: none"> 1. Mrs Shikha PRT I/C 2. Nurse 3. PGT Bio 4. TGT PHE/Coach 5. Ms. Anjali, PRT 6. Sh. Deepak, sub Staff 	<ul style="list-style-type: none"> - To maintain the first aid box with register material. - To organize first aid camp at suitable occasions e.g. annual day/sports day. - To put the available material into day to day as through some centrally operation system. - To guide student for health awareness -Arrange talks from experts - To plan and executes health checkup of all student of Vidyalaya - Any other duty assigned by the Principal.

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,

COMMITTEES AND CLUBS (2023-24)

<p>18 M & R, Civil, Electrical & Sanitation:</p> <ol style="list-style-type: none"> 1. Sh Abhishek TGT SST I/C (Civil) 2. Ms. Sonia, PGT(Eco) -I/c (Electrical) 3. Sh. Nisar TGT SOST 4. TGT WE 5. Ms. Meenakshi Rohilla, TGT(Eng) 6. Sh Hans Raj Sub staff 	<ul style="list-style-type: none"> - To look after the operational condition of the water supply, electricity supply lines, Building maintenance etc. - Any other duty assigned by the Principal.
<p>19 M & R (KV Staff Quarter Allotment and KV Staff Quarters' Maintenance & Repairs)</p> <ol style="list-style-type: none"> 1. Sh S.B.S. Mourya TGT Maths – I/C (Allotment and Maintenance and repairs) 2. Sh. Sarabjit (PGT Physics) 3. Sh Nisar TGT SOST 4. Ms Yogita, TGT (Maths) 5. Sh Harish, JSA 6. Sh. Deepak, Sub Staff 	<ul style="list-style-type: none"> - To look after the operational condition of the water supply, electricity supply lines, Building maintenance etc. of KV Staff Colony by proper utilization of Annual Maintenance Fund. - Allotment of quarter as per KVS rules - Any other duty assigned by the Principal.
<p>20 Purchase</p> <ol style="list-style-type: none"> 1. Ms. Sonia PGT Economics I/C 2 Sh. Hartej , PGT (CS) 3. Sh. Ajay PGT Chemistry 4. Sh. Maninder, HM <i>Maninder</i> 5. Ms Meenakshi Gupta 6. All Stock Holders 7. VEC Teacher Member 	<ul style="list-style-type: none"> - To plan for the tentative purchase from the VVN. - To prepare for the required provision to be made in the VVN budget. - To settle the accounts per purchase procedure. - To monitor and control the utilization of material purchased. - To plan for the Purchase. - Any other duty assigned by the Principal.

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,

KENDRIYA

COMMITTEES AND CLUBS (2023-24)

<p>21. Furniture</p> <ol style="list-style-type: none"> 1. Sh. Nisar, TGT (SOST) – I/C 2. PGT English 3. Ms Anjali PRT 4. Ms. Poonam , PRT 5. Sh. Deepak, Sub Staff 	<ul style="list-style-type: none"> - To get the record of the Vidyalaya furniture. - To get the furniture numbered serially. - To plan for annual purchase and repair. - To maintain the stock register of furniture and get the physical verification done annually. - To provide all the filaments and fixtures repaired as and when required. - Any other duty assigned by the Principal.
<p>22 Tobacco Control</p> <ol style="list-style-type: none"> 1. PGT BIO I/C 2. Sh. Ram Murti PGT Maths 3. TGT PHE/Sports Coach 4. Ms. Poonam PRT 5. Nurse 	<ul style="list-style-type: none"> - To developed awareness among the student regarding harms of Tobacco and drugs - Arrange talks from experts - Any other duty assigned by the Principal.
<p>23 Guidance & Counseling / Grievance and Redressal Committee</p> <ol style="list-style-type: none"> 1. Sh. Hartej Singh, PGT(CS)-I/C Ms. Sonia (PGT Eco) 3. Ms Yogita, TGT(Sci) 4. Sh. Maninder HM 5. Ms. Teena, PRT 6. Counsellor / Nurse 	<ul style="list-style-type: none"> - To arrange talks by experts. - To organize career exhibition - To organize seminars for students. - To Organize Motivation talks - Organize a Movie show (Motivational) like Tare Zameen Par. - Note the Grievance of student and staff. - Take action accordingly - Any other duty assigned by the Principal.
<p>24 Teaching Aids</p> <ol style="list-style-type: none"> 1. Ms. Meenakshi Gupta PRT –I/C 2. TGT English 	<ul style="list-style-type: none"> - To popularize the use of teaching Aids. - To maintain the proper record of the T/Aids and allow accessibility to the teachers.

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,

COMMITTEES AND CLUBS (2023-24)

<p>3. PGT English</p> <p>4. TGT(Sci.)</p>	<ul style="list-style-type: none"> - To keep proper record and operate it through and issue register. - To plan for Annual purchase. - To arrange some demonstrative lessons through the use of Audio- Visual Aids. - Any other duty assigned by the Principal.
<p>25 Adolescence Education Programme</p> <p>1. Ms. Sonia PGT Economics I/C</p> <p>2. PGT BIO</p> <p>3. PGT English</p> <p>4. Sh. Hartej Singh, PGT(CS)</p> <p>4. Ms Shikha, PRT</p> <p>5. Ms. Yogita TGT (Sc) <i>Rawat</i></p>	<ul style="list-style-type: none"> - To provide guidance to student for their Adolescence - Arrange talks from experts - Any other duty assigned by the Principal.
<p>26 Junior Science Lab</p> <p>1. Ms. Yogita, TGT (Sc) – I/C <i>Rawat</i></p> <p>2. TGT Science</p> <p>3. Ms. Himanshi PRT</p>	<ul style="list-style-type: none"> - To prepare the list of requirement - Record of activities performed from VI to X during the session - Condemnation of unserviceable articles - Upgradation of Lab as per Bench marking -- To consolidate result and display the achievements periodically and graphically. - To carry out some innovations for further improvement of the project. - To write a report on the project - Any other duty assigned by the Principal.
<p>27 Mathematics Club</p> <p>1. Sh. Ram Murti, PGT(Maths) -I/C</p>	<ul style="list-style-type: none"> - To keep the record of activities performed by student - To prepare the student for Maths Olympiad.

COMMITTEES AND CLUBS (2023-24)

<p>2. Sh. S.B.S. Mourya, TGT (Maths)</p> <p>3. Ms. Deepshikha, TGT (Maths) <i>AD</i></p> <p>4. Ms Anjali, PRT</p> <p>5. Mrs. Teena PRT</p>	<p>-- To consolidate result and display the achievements periodically and graphically.</p> <p>- To carry out some innovations for further improvement of the project.</p> <p>- To write a report on the project</p> <p>- Any other duty assigned by the Principal.</p>
<p>28 Computer Labs (ICT)</p> <p>1. Sh. Hartej Singh, PGT (CS) –I/C</p> <p>2. Computer instructor</p> <p>3. Sh. Mangat Sub-staff</p>	<p>- To keep the computer and the accessories in functional order.</p> <p>- To keep the instruments under lock and key.</p> <p>- To plan for purchase of computer.</p> <p>- To popularize class project among the students of various classes.</p> <p>- To develop some computer programme for the use of the Vidyalaya especially for the examination and office record.</p> <p>- To update website monthly.</p> <p>- To update TC on weekly basis issued to students</p> <p>- Any other duty assigned by the Principal.</p>
<p>29 Press and Media</p> <p>1. Sh. Sushil Kumar, PGT (Hindi) – I/C</p> <p>2. Ms. Meenakshi Rohilla, TGT (Eng)</p> <p>3. PGT Eng</p> <p>4. Ms. Manisha Soni TGT Hindi</p> <p>5. Computer Instructor</p> <p>6. Sh. Ram Murti PGT Maths</p>	<p>- To send news report to media.</p> <p>- To maintain a record of press report.</p> <p>- To send invitation to media and any other correspondence with press.</p> <p>- Sending out various messages on behalf of school.</p> <p>- Any other duty assigned by the Principal.</p>
<p>30 Raj Bhasha Samiti</p> <p>1. Sh. Sushil Kumar PGT (Hindi) – I/C</p>	<p>- To keep the record</p> <p>- to attend meeting of Raj Bhasha Samiti</p>

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,

COMMITTEES AND CLUBS (2023-24)

<p>2 Ms. Neetu Munjal TGT (Hindi) <i>ATG</i></p> <p>3 Ms. Manisha TGT Hindi</p> <p>4. Sh. Sandeep Kumar TGT Sanskrit</p> <p>5 Sh. Harish , JSA</p>	<p>- To motivate teachers to work in Hindi</p> <p>- Any other duty assigned by the Principal.</p>
<p>31 Staff Club</p> <p>1. Mrs. Shikha PRT I/C</p> <p>2. Mrs. Neelam Rawat PRT</p> <p>3. Ms. Meenakshi Gupta PRT</p> <p>4. Mrs. Preeti Sangwan</p> <p>5. Sh Aditya</p> <p>6. Ms Sarita</p>	<p>- To arrange staff meeting on various occasion like felicitations visit etc.</p> <p>- To make arrangements for staff parties.</p> <p>- To organize some cultural and sports activities for staff members.</p> <p>- Any other duty assigned by the Principal.</p>
<p>32 School Magazine / News Letter</p> <p>1. Mrs. Meenakshi Rohilla, TGT(Eng) I/C</p> <p>2. Sh. Pardeep Kumar, PGT(Comm)</p> <p>3. Sh. Sushil Kumar, PGT (Hindi)</p> <p>4. Mrs. Neetu Munjal TGT Hindi <i>ATG</i></p> <p>5. Sh. Sandeep TGT SKT</p> <p>6. Mrs. Manisha TGT Hindi</p> <p>7. Ms. Yogita Rawat TGT Science <i>Yogita Rawat</i></p> <p>8. Mrs. Deepshikha TGT Maths</p> <p>9. PGT English</p> <p>Primary</p> <p>1. Mr. Aditya PRT I/C</p> <p>2. Ms. Meenakshi Gupta, PRT</p> <p>3. Ms Teena PRT</p>	<p>- To plan for the periodical bulletins of the Vidyalaya</p> <p>- To plan for the Vidyalaya PATRIKA and co- ordinate its publication work in time.</p> <p>- To keep record all the achievements of the Vidyalaya in various fields.</p> <p>- Any other duty assigned by the Principal.</p>

COMMITTEES AND CLUBS (2023-24)

<p>33 GeM Committee</p> <ol style="list-style-type: none"> 1. Sh. Hartej PGT CS I/C 2. Sh. Ram Murti PGT Maths 3. Sh. Nisar TGT SST 4. Sh. Abhishek TGT SST 5. Sh. Harish JSA 	<ul style="list-style-type: none"> - Enrolment of student for the club - arranges Talks from experts/teacher - planning for activities - Any other duty assigned by the Principal
<p>34 Excursion & Adventure Camp</p> <ol style="list-style-type: none"> 1. Sh. Pardeep Kumar PGT Commerce I/C 2. Sh Hartej PGT(CS) 3. Ms. Yogita TGT Science <i>Yogita</i> 4. Ms Sarita PRT 5. TGT PHE 	<ul style="list-style-type: none"> - Planning for excursion - Making necessary arrangement - Enrolment of student for the adventure the camp. - Planning and making arrangements - Any other duty assigned by the Principal.
<p>35 Student Council Committee</p> <p>Secondary</p> <ol style="list-style-type: none"> 1. Sh. Sushil, PGT (Hindi), I/C 2. Sh. Sarabjit Singh PGT Physics 3. Ms. Meenakshi Rohilla TGT Eng 4. Ms. Neetu Munjal TGT Hindi <i>Neetu</i> 5. Sh. Sandeep Kumar TGT Skt 6. PGT English 7. Mr. Abhishek Maharania TGT(S.St.) <p>Primary</p> <ol style="list-style-type: none"> 1. Ms. Anjali, PRT – I/C 2. Ms. Himanshi 3. Ms. Neelam Rawat 	<ul style="list-style-type: none"> - Make the student aware of their rights - Time to Time arrange meeting with student council for the proper working of vidyalaya - Formations of student council - Distribution duties with badges - Monitoring the activities - Any other duty assigned by the Principal.

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,



COMMITTEES AND CLUBS (2023-24)

<p>36 Parent Teacher Association & PTM</p> <p>1. Sh. Pardeep Kumar, PGt(Comm)- I/C</p> <p>2. TGT(Sci.)</p> <p>3. Sh. Ram Murti PGT Maths</p> <p>4. Sh Maninder Chand HM <i>di chand</i></p> <p>5. Ms. Neelam Rawat PRT</p> <p>6. Ms. Preeti, PRT</p>		<ul style="list-style-type: none"> - Maintain the record of PTA - Required meeting with parent - Any other duty assigned by the Principal.
<p>37 Road Safety Committee</p> <p>1. Sh. Kulwinder Kumar Gherra Principal (Chairman)</p> <p>2. Sh. Pardeep Kumar, PGT(comm)</p> <p>3. Sh. Nisar, TGT (SOST)</p> <p>4. Ms. Meenakshi Gupta PRT</p> <p>5. Ms. Poonam PRT</p> <p>6. Sh Deepak, Sub Staff</p>		<ul style="list-style-type: none"> - Arrange demonstration for students from experts - Any other duty assigned by the Principal.
<p>38 Organization of VMC, VEC</p> <p>1. Sh. Ram Murti PGT Maths</p> <p>2. Sh. Maninder Chand HM <i>di chand</i></p> <p>3. Sh. Deepak, Sub Staff</p>		<ul style="list-style-type: none"> - Playing and execution of various requirement and activities of Vidyalaya with the help of chairman - Any other duty assigned by the Principal.
<p>40 Condemnation Committee</p> <p>1. Sh. Sarabjit Singh PGT Physics I/C</p> <p>2. Sh Nisar TGT SOST</p>		<ul style="list-style-type: none"> - Collection of list from different departments - Making arrangement for condemnation - Any other duty assigned by the Principal.

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,

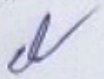
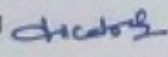
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COMMITTEES AND CLUBS (2023-24)

<p>3. Ms. Deepshikha TGT maths </p> <p>4. Ms. Shikha PRT</p> <p>5. Sh. Harish JSA</p> <p>6. Sh. Hans Raj, Sub Staff</p>	
<p>41 Vidyalaya Website Updation Committee:</p> <p>Sh. Hartej, PGT (CS) – I/C</p> <p>Overall / Time Table</p> <p>1. Sh. Ram Murti, PGT (Maths) 2. Smt. Himanshi PRT</p> <p>Admissions / Enrolments</p> <p>1. Sh. Pardeep Kumar, PGT (Comm)</p> <p>Examinations</p> <p>1. Sh. Ajay Singh, PGT Chemistry</p> <p>Purchase/ M& R</p> <p>1. Ms. Sonia PGT Economics</p> <p>Accounts</p> <p>1. Sh. Harish JSA</p> <p>Primary Section Data Management</p> <p>1. Ms. Neelam Rawat PRT 2. All Class Teachers</p>	<p>- For completion of Shala Darpan Activities and within time frame successfully.</p> <p>- Any other duty assigned by the Principal.</p>
<p>42 Flag Hoisting Committee</p> <p>1. TGT PHE/Coach – I/C</p> <p>2. Sh. Sushil Kumar PGT Hindi</p> <p>3. Ms. Neetu Munjal TGT hindi </p> <p>4. Sh. Hans Raj Sub Staff</p>	<p>- Flag hoisting in morning assembly, independence day and republic day.</p> <p>- Any other duty assigned by the Principal.</p>

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,

COMMITTEES AND CLUBS (2023-24)

<p>43 Alumni Association</p> <p>1. Sh. Ram Murti PGT Maths I/C</p> <p>2. Sh. Pradeep Kumar, PGT Comm</p> <p>3. Ms Deepshikha TGT Maths </p>	<p>- Maintain the record</p> <p>- Organise meetings.</p> <p>- Any other duty assigned by the Principal.</p>
<p>44 U-DISE, Tarunotsav and Gyanotsav committee</p> <p>1. Sh. Hartej Singh (PGT CS)-I/c</p> <p>2. Ms. Sonia PGT (Economics)</p> <p>3. Mrs. Neelam TGT ART</p> <p>4. Computer Instructor</p>	<p>Monitoring of completion of Shaala Darpan Attendance within time frame for Primary and Secondary.</p> <p>Detailed planning to engage and nurture the talent of class X students immediately after board exams.</p> <p>- Any other duty assigned by the Principal.</p>
<p>45 RTE</p> <p>1. Sh. Maninder, HM-I/C</p> <p>2. Ms Neelam TGT Art (Class 6-8)</p> <p>3. Sh Aditya Verma PRT (Class 1-5)</p>	<p>- Verification of RTE Admission at Class I Level (PRT members)</p> <p>- Annual verifications of Bills submitted by RTE candidates</p> <p>- Any other duty assigned by the Principal.</p>
<p>46 ACADEMIC LOSS COMPENSATION QUARTERLY REPORT</p> <p>1. Sh Hartej Singh PGT CS I/C</p> <p>2. PGT English</p> <p>3. Ms Manisha TGT Hindi</p>	<p>planning for Loss Compensation and to keep record.</p> <p>- Any other duty assigned by the Principal.</p>
<p>49 ANNUAL VIDYALAYA PLAN</p> <p>1. Sh. Hartej Singh, PGT(CS)</p> <p>2. Sh. Maninder, HM </p> <p>3. Comp. Instructor</p>	<p>Setting goals and targets for the new session in line with the policies, initiatives and commitments of KVS</p> <p>Achievements and efforts made during session 2017-18 should be critically reviewed with regard to vidyalaya plan</p> <p>- Any other duty assigned by the Principal.</p>

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,

COMMITTEES AND CLUBS (2023-24)

50	PARTNERSHIP WITH GOVT. SCHOOL 1. Sh .Sushil Kumar, PGT (Hindi)- I/C 2. Ms. Manisha TGT Hindi 3. TGT PHE / Coach	- To plan for enhanced role of vidyalaya as a support and resource to the linked school. - Any other duty assigned by the Principal.
51	CORRECTION IN NAME OF STUDENTS / PARENTS 1. Sh. Sarabjit Singh (PGT Physics) I/C 2. Ms. Sonia PGT Economics 3. Sh Harish JSA	As per CBSE norms. - Any other duty assigned by the Principal.
52	AWAKENED CITIZEN PROGRAMME (MONTHLY REPORT) 1. Mrs. Manisha I/C 2. All Trained teachers under ACP Programme <i>At Jawat</i>	Planning and to keep record. - Any other duty assigned by the Principal
53	WATCH AND WARD COMMITTEE 1. Sh Maninder HM I/C <i>Maninder</i> 2. Sh Ajay PGT Chemistry 3. Ms. Meenakshi Rohilla TGT English 4. Ms. Manisha Soni, TGT(Hindi) 5. Sh Harish JSA	To look up for the payments and paper work of watch and ward - Any other duty assigned by the Principal.
54	T.C. COMMITTEE TC Processing: All Class Teachers Preparation:	Preparation of TC - Any other duty assigned by the Principal.

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,

COMMITTEES AND CLUBS (2023-24)

	<ol style="list-style-type: none"> 1. Mrs. Teena, PRT 2. Ms. Meenkashi Gupta, PRT <p>Checking: Sh. Harish, JSA</p>	
55	<p>JIGYASA</p> <ol style="list-style-type: none"> 1. Sh. Sarabjit Singh, PGT Physics I/C 2. Sh. Ajay PGT Chemistry 3. Ms. Yogita TGT Science <i>Yogita</i> 4. TGT Science 	<ul style="list-style-type: none"> - Visit to CSIR Labs in summer break - Experience and impressions of students and teachers to be videographed and shared with RO. - Any other duty assigned by the Principal.
56	<p>PUSTAKOPHAAR</p> <ol style="list-style-type: none"> 1. Sh. Sandeep, TGT Sanskrit I/C 2. Mrs. Sarita PRT 	<ul style="list-style-type: none"> - To encourage students to participate in the gifting of old textbooks to their juniors. - Any other duty assigned by the Principal.
57	<p>INCOME TAX</p> <ol style="list-style-type: none"> 1. Sh. Ram Murti, PGT (Maths) I/C 2. Ms. Yogita Rawat TGT Science <i>Yogita</i> 3. Sh. Abhishek TGT SST 4. Sh. Harish JSA 	<ul style="list-style-type: none"> - Calculation of annual tax - Any other duty assigned by the Principal.
58	<p>PAY BILL & ARREARS, Cash Book, CRA - NPS</p> <ol style="list-style-type: none"> 1. Sh. Harish JSA 2. Sh. Maninder, HM (Verification) <i>Maninder</i> 3. Sh. Ram Murti, PGT (Maths) (Verification) <p>CRA - NPS</p> <ol style="list-style-type: none"> 1. Sh. Harish JSA I/C 	<p>To prepare and verify pay and allowances of all staff members</p> <ul style="list-style-type: none"> - Any other duty assigned by the Principal.
59	<p>REGISTRATION OF FIRMS</p> <ol style="list-style-type: none"> 1. Sh. Harish JSA I/C 2. All Stock Holders 3. Ms. Anjali PRT 	<p>To maintain records of registration of firms</p> <ul style="list-style-type: none"> - Any other duty assigned by the Principal.

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,

COMMITTEES AND CLUBS (2023-24)

<p>60 BALA</p> <ol style="list-style-type: none"> 1. Ms. Neelam, TGT (AE) I/C 2. Ms Shikha PRT 3. Ms. Anjali, PRT 4. Sh Aditya PRT 	<p>Wall paintings - Any other duty assigned by the Principal.</p>
<p>61 ROUTES TO ROOTS:</p> <ol style="list-style-type: none"> 1. Ms. Anjali, PRT- I/C 2. Computer Instructor 3. TGT(WE) 4. PRT Music 	<p>To organize and maintain records of the programme - Any other duty assigned by the Principal.</p>
<p>62 Science Olympiad</p> <ol style="list-style-type: none"> 1. Sh. Ajay PGT Chemistry 2. Sh. Sarabjit Singh PGT Physics 3. PGT BIO 4. Ms. Yogita Rawat TGT Sci 5. TGT Sci 	<p>To maintain records - Any other duty assigned by the Principal.</p>
<p>63 POCSO</p> <ol style="list-style-type: none"> 1. Ms . Yogita Rawat, TGT(Sci) 2. PGT (Biology) 3. Ms. Neetu Munjal, TGT(Hindi) 4. Ms. Neelam Rawat, PRT 5. Staff Nurse 6. TGT PHE 	<p>To address the complaints - Any other duty assigned by the Principal.</p>
<p>64 Internal Complaints Committee</p> <ol style="list-style-type: none"> 1. Presiding Officer ,RO Level 2. NGO Member ,RO Level 3. Sh. Pardeep Kumar, PGT (comm.) 4. Ms. Sonia, PGT (ECO) 5. Sh. Hartej Singh , PGT (CS) 6. VMC Member 	<p>To address the complaints of Students and staff members - Any other duty assigned by the Principal.</p>

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,

COMMITTEES AND CLUBS (2023-24)

<p>Language Lab</p> <ol style="list-style-type: none"> Ms Meenakshi Rohilla TGT English - I/C Ms. Neetu Munjal, TGT(Hindi) <i>NT</i> PGT (English) TGT English Mrs. Manisha TGT Hindi Mrs Himanshi PRT 	<p>To make lab accessible to all students - Any other duty assigned by the Principal.</p>
<p>66 KAMP (Knowledge and Awareness Mapping Platform)</p> <ol style="list-style-type: none"> Ms Meenakshi Rohilla TGT English Ms Meenakshi Gupta PRT TGT(WE) 	<p>To conduct and organize KAMP related programmes. - Any other duty assigned by the Principal.</p>
<p>67 E – Punjab</p> <ol style="list-style-type: none"> Mrs. Shikha PRT I/C Mrs. Preeti Sangwan / PRT 2 Computer Instructor 	<p>To Organize workshops at vidyalaya level for PISA. To maintain PISA related records. - Any other duty assigned by the Principal.</p>
<p>68 INSPIRE AWARD/IAPT/SCIENCE EXHIBITION</p> <ol style="list-style-type: none"> Ms Yogita TGT Science I/C <i>Y</i> Sh. Ajay , PGT (Chemistry) Sh Sarabjit Singh PGT(Phy) 	<p>To organize Inspire award / IAPT / Science exhibitions. - Any other duty assigned by the Principal.</p>
<p>69 Artificial Intelligence Committee</p> <ol style="list-style-type: none"> Sh. Hartej Singh, PGT CS I/C Sh Sarabjit Singh PGT Physics Meenakshi Rohilla TGT English (MT) Ms Yogita Rawat TGT Sc (MT) <i>Y Rawat</i> Computer Instructor 	<p>To implement and monitor AI Programme - Any other duty assigned by the Principal.</p>
<p>70 BRICS Math</p> <ol style="list-style-type: none"> Sh Ram Murti PGT Maths I/C Sh. S.B Mourya, TGT Maths Ms Deepshikha TGT Maths <i>DL</i> 	

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,

COMMITTEES AND CLUBS (2023-24)

	Cyber Security and Privacy <ol style="list-style-type: none">1. Sh Hartej Singh , PGt(CS) I/C2. Computer Instructor3. Sh Nisar TGT SOST4. Sh Aditya PRT	
72	PIMS and Transfer forms (KVS) <ol style="list-style-type: none">1. Sh Harish JSA I/C2. Sh Hartej Singh , PGt(CS)3. Sh Maninder HM <i>Maninder</i>4. Ms Meenakshi Gupta PRT	
73	NDMA <ol style="list-style-type: none">1. Sh Nisar TGT SOST I/C2. Sh. Abhishek Maharania, TGT SOST3. Ms. Sonia, PGT Economics4. Sh Aditya PRT	
74	CHILD RIGHTS PROTECTION CELL <ol style="list-style-type: none">1. Mr. Hartej Singh PGT CS2. Mr. Ajay Singh PGT Chemistry3. Mr. Ram Murti PGT (Maths)4. Mrs. Himanshi PRT5. Mrs. Teena PRT6. Mrs. Manisha TGT Hindi	
75	EVACUATION TEAM <ol style="list-style-type: none">1. Mr. Abhishek Maharania TGT SOST2. Mr. Nisar Ahmad TGT SOST3. Ms. Meenakshi Gupta PRT4. Mrs. Neelam Rawat PRT5. Mrs. Preeti Sangwan PRT / PRT 2	
76	SEARCH & RESCUE TEAM <ol style="list-style-type: none">1. Mr. Ram Murti PGT Maths2. Mr. Sarabjit singh PGT Physics	

KENDRIYA VIDYALAYA No. 2 RCF Hussainpur,

COMMITTEES AND CLUBS (2023-24)

	<ol style="list-style-type: none">3. Mr. Sushil Kumar PGT Hindi4. Mrs. Teena PRT5. Mr. Deepak Kumar Sub Staff	
77	FIRST AID & MEDICAL TEAM <ol style="list-style-type: none">1. Mrs Shikha I/C2. Mrs. Neelam Kumari TGT AE3. Staff Nurse	
78	TRANSPORT SAFETY TEAM <ol style="list-style-type: none">1. Mr. Pardeep Kumar PGT Commerce2. Mr. S.B. Maurya TGT Maths3. Ms. Sarita PRT	
79	TEAM FOR STUDENTS WITH SPECIAL NEEDS (DIVYANG) <ol style="list-style-type: none">1. Ms. Meenakshi Gupta PRT2. Mrs. Neelam Kumari TGT AE3. Mrs. Neetu Munjal TGT Hindi4. Mr. Deepak Kumar Sub Staff	
80	INTERNAL COMPLAINT COMMITTEE (ICC) <ol style="list-style-type: none">1. Sh. Kulwinder Kumar Gherra Principal2. Mr. Hartej Singh PGT CS3. Mr. Sandeep Kumar TGT Skt.4. Ms. Sonia PGT Economics	
81	GRIEVANCE REDRESSAL COMMITTEE <ol style="list-style-type: none">1. Ms. Yogita Rawat TGT Science2. Mr. Harish JSA	
82	Subject Committee Meeting Hindi <ol style="list-style-type: none">1. Sh. Sushil Kumar PGT Hindi I/C	