

पीएम श्री केन्द्रीय विद्यालय सूरानुस्सी

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**PM SHRI KENDRIYA VIDYALAYA SURANUSSI**

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F.1673-42/KVS/2024-25/

w.e.f. DATE: 01/08/2024

List of Departments and Committee Members for Session 2024-25

The following committees have been constituted for the session 2024-25. The committee in-charge will maintain and plan for his/her Deptt. He/she will allocate duties to the associates in writing to look after the particular area of planning in his / her Deptt/Work. The committee as a whole will be responsible for the development of Deptt/Work all are required to note and comply please.

S.N.	Department/Committee	In-Charge	Committee Members
1	Admission- Fresh Admission/Enrollment- TC Admissions-	Sec.- MS. AMRITDEEP KAUR RATTAN	MS. ALKA MR. GANGADHAR MEHAR
		Prim.- Ms. Poonam Kumari	Ms. Monica Sharma Ms. Priya Rani
		Sec.- MS. JASBIR KAUR	MR. VIKAS NAIN
		Prim.- Ms. Rinky Negi	Ms. Asha Rani
2	Examination Home Exam- CBSE Exam-	Sec.- MR. VIJAY KUMAR VERMA	MS. HARSHA KANWAR MR. MOHAMMAD ASLAM MR. RAJENDRA, SUB STAFF
		Prim.- Mr. Lovenish Saini	Ms. Rinky Negi Ms. Monica Sharma Ms. Jagpreet Kaur
		MR. RASHPAL SINGH	MR. NAVEEN KUMAR MR. KUSHIRAM, SUB STAFF
3	C.C.A.	Sec.- MS. SUNITA SAMRA	MR. UDEV SINGH MS. ARCHANA KUMARI MS. PRIYA YADAV
		Prim.- Ms. Nidhi Gupta	Ms. Bhawna Saini Ms. Monica Sharma Ms. Jagpreet Kaur
4	Furniture	MR. SURINDER JEET SINGH	MR. VIJAY KUMAR VERMA MR. KUNAL BHARDWAJ Ms. Poonam Kumari Ms. Manju
5	Time-Table	Sec.- MS. ALKA	MS. ANKITA SINGH MR. SATVIR SINGH MS. AMRITDEEP KAUR RATTAN
		Prim.- Ms. Sunita Sethi	Mr. Lovenish Saini Ms. Anshu (Funday) Ms. Asha Rani
6	Cleanliness & Drinking Water	Sec.- MS. SWATI	MR. SACHIN PATEL- WASHROOM & TOILET CLEANLINESS STAFF NURSE - CORRIDOR CLEANLINESS MS. SONALI - DRINKING WATER FACILITIES MR. VISHAL - GROUND AREA CLEANLINESS

6	Cleanliness & Drinking Water	Prim.- MS. POONAM KUMARI	Ms. Pinki Maharania- WASHROOM & TOILET CLENLINESS
			Ms. Asha Rani-I - DRINKING WATER FACILITIES
			Ms. Asha Rani- II- CORRIDOR CLEANLINESS
			Ms. Prerna- GROUND AREA CLEANLINESS
7	M & R (Maintenance & Repair)	MR. NAVEEN KUMAR	MR. SATVIR SINGH - ELECTRIC WORK I/C
			MR. UDEV SINGH - ELECTRIC WORK
			MR. KUNAL BHARDWAJ - CIVIL WORK
			MR. NIKHIL KUMAR - CIVIL WORK
			Mr. Lovenish Saini - CIVIL WORK
			MS. SHIVANI- M & R DOCUMENTATION
8	Bharat Scout & Guide	Sec.- MR. VISHAL	MR. SATVIR SINGH
		Prim.- Ms. Pinki Maharania	MR. MALKIAT SINGH
			Ms. Bhawna Saini (FL)
			Ms. Priya Rani (FL)
			Ms. Rachan Bal Kaur (GC)
			Ms. Anshu (GC)
			Mr. Sunil Kumar
Ms. Manju (GC)			
9	Games & Sports	Sec.- MR. SACHIN PATEL	MR. KUNAL BHARDWAJ
		Prim.- Ms. Rinky Negi	MS. ALKA
			MS. PRIYA YADAV
			MR. SUNIL KUMAR
			Mr. Lovenish Saini
Ms. Anshu			
10	S.U.P.W.	Sec.- MS. ANKITA SINGH	MS. POONAM MAHAJAN
		Prim.- Ms. Asha Rani	Ms. Nidhi Gupta
			Ms. Prerna
11	Computers/ICT/ e-Classrooms	Sec.- MR. VIKAS NAIN	MS. ANKITA SINGH
		Prim.- Ms. Anshu	Comp. Instructor
			Ms. Asha Rani
			Ms. Jagpreet Kaur
12	Website Updation	Sec.- MR. VIKAS NAIN	Comp. Instructor
		Prim.- Ms. Anshu	Ms. Jagpreet Kaur
13	Teaching Aids	MS. PRIYA YADAV	MR. NIKHIL KUMAR
			MS. RINKI NEGI
			MS. SONALI
			MS. AMRITDEEP KAUR RATTAN
14	C.M.P./ FLN	MS. PINKI MAHARANIA	MS. ANSHU
			MS. POONAM KUMARI
15	Library & Toy Library	Sec.- MS. SHIVANI	MR. GANGADHAR MEHAR
			MS. AMRITDEEP KAUR RATTAN
			MS. SAWATI
			MS. SUNITA SAMRA
			MR. NAVEEN KUMAR
		MS. MONICA SHARMA	
Prim.- Ms. Bhawna Saini	Ms. Poonam Kumari		
			All CT/Co-CTs

16	Music	MS. MANJU	DANCE INSTRUCTOR
17	Rajbhasha Samiti	Sec.- MR. VIJAY KUMAR VERMA	MS. ARCHANA KUMARI
			MS. SONALI
		Prim.- Ms. Kanta Devi	MR. VISHAL
			Ms. Prerna
18	Staff Room	MS. SUNITA SAMRA	MR. SATVIR SINGH
			MS. BHAWNA SAINI
19	Purchase Committee/LPC	MR. RASHPAL SINGH	MR. MALKIAT SINGH
			MR. VIKAS NAIN
			MR. SUNIL KUMAR
			MR. KUNAL BHARDWAJ
			MS. SHIVANI- PURCHASE DOCUMENTATION
20	Academic Advisory Committee	MS. SUNITA SAMRA	MR. RASHPAL SINGH
			MS. GURVINDER KAUR
			MS. SWATI
21	Science Exhibition /NTSE/VVM/JNNSME/ JIGYASA	MR. MALKIAT SINGH	MR. NIKHIL KUMAR
			MS. RACHAN BAL KAUR
			Ms. Rinky Negi
22	AKAM/EBSB/Social Science Exhibition	MS. SAWATI	MS. PRIYA YADAV
			MS. POONAM MAHAJAN
			MR. MANJU
			MR. SATVIR SINGH
			MS. ASHA RANI -II
			Ms. Nidhi Gupta
23	AEP	MR. MALKIAT SINGH	MS. GURVINDER KAUR
			COUNSELLOR
24	First Aid & Medical Check-up/ Health Club	MR. NIKHIL KUMAR	MS. ASHA RANI-I
			STAFF NURSE
25	Office & Correspondence	MS. MINAKSHI WALIA	MR. KUL BHUSHAN
			MR. PARDEEP
26	Discipline & Vigilance	Sec.- MS. SWATI	MR. RASHPAL SINGH
			MS. GURVINDER KAUR
			MR. SACHIN PATEL
		Prim.- Mr. Lovenish Saini	MR. KUNAL BHARDWAJ
			Ms. Rinky Negi
			Ms. Anshu
			Ms. Jagpreet Kaur
27	Safty & Security/Fire Safty/ Disaster Management	MR. SURINDER JEET SINGH	MS. PRIYA YADAV
			MS. SONALI
			MS. ASHA RANI-II
			Mr. Lovenish Saini
28	Grievance/Suggestion Box & Guidance Counselling	MS. AMRITDEEP KAUR RATTAN	MR. RASHPAL SINGH
			MR. SURINDER JEET SINGH
			EDU. COUNSELLOR
			Mr. Lovenish Saini
29	Student Council/Child Rights Protection Committee	MS. SHIVANI	MR. SACHIN PATEL
			MR. RASHPAL SINGH
			MS. AMRITDEEP KAUR RATTAN
			Ms. Sunita Sethi
30	RTI	MS. MINAKSHI WALIA	MR. KUL BHUSHAN
			MR. PARDEEP

31	Internal Complaints Committee & Grievance redressal	MS. SUNITA SAMRA	MR. RASHPAL SINGH
			MS. GURVINDER KAUR
			MS. SUNITA SETHI
32	Swachh Vidyalaya	MS. ARCHANA KUMARI	MS. SHIVANI
			MS. JAGPREET KAUR
			MS. RACHAN BAK KAUR
			MR. VISHAL
33	NCC	MR. KUNAL BHARDWAJ	Mr. Lovenish Saini
34	Science Lab.	MR. NIKHIL KUMAR	MR. NAVEEN KUMAR
			MS. ANSHU
35	Awaken Citizen Program	MS. ARCHANA KUMARI	MS. SONALI
			MR. GANGADHAR MEHAR
36	Beautification/Green School Program & Eco Club/BALA	MS. POONAM MAHAJAN	MR. MALKIAT SINGH
			MS. ANKITA SINGH
			MS. RACHAN BAL KAUR
			MS. SUNIL KUMAR
			MS. PRIYA RANI
37	Refreshment & Hospitality	MS. POONAM MAHAJAN	MS. JASBIR KAUR
			MR. RASHPAL SINGH
			MS. NIDHI GUPTA
			MS. MONICA SHARMA
38	Excursion & Educational Tour	MR. SURINDER JEET SINGH	MR. SATVIR SINGH
			MS. PRIYA YADAV
			MS. PRIYA RANI
39	U-DISE KV Shala Darpan & SES	MR. VIKAS NAIN	Computer Instructor
40	ATR & Photography	MR. VISHAL	MR. KUNAL BHARDWAJ
			MS. PRERNA
41	PR/Press/Social Media	MR. VISHAL	MR. KUNAL BHARDWAJ
			MS. PRERNA
42	Quarter Allotment & Maintenance	MR. NAVEEN KUMAR	MR. KUNAL BHARDWAS
			MS. ARCHANA KUMARI
			MR. PARDEEP KUMAR
43	Stock Condemnation	MR. RASHPAL SINGH	Computer Instructor
			MS. AMRITDEEP KAUR RATTAN
			MR. LOVENISH SAINI
44	UBI Portal & fee Assistance	MR. VIKAS NAIN	MS. PRIYA RANI I/C -PRIM.
			MS. PINKI MEHRANIA
			MR. MOHMMAD ASLAM
			MS. HARSHA KANWAR
45	PA System	MS. ANKITA SINGH	MS. MANJU
			SPORTS INSTRUCTOR
			MR. RAJENDRA, SUB STAFF
46	Maths Club/IMO	MS. ALKA	MS. JASBIR KAUR
			MS. HARSHA KANWAR
			MR. MOHMMAD ASLAM
			Ms. Bhawna Saini
47	Canteen Inspection	MR. MALKIAT SINGH	STAFF NURSE
			MS. PINKI MAHARANIA

48	PTA & Alumni Association	MS. SHIVANI	MS. SUNITA SAMRA
			MR. NIKHIL KUMAR
			MS. SHIVANI
49	VMC/VEC/AAC Co-ordination	MR. VIJAY KUMAR VERMA	MR. RASHPAL SINGH
			MS. POONAM MAHAJAN
			MR. SATVIR SINGH
50	Tarunotsav, Community Participation	MR. NAVEEN KUMAR	MS. HARSHA KANWAR
			MS. GURVINDER KAUR
51	TC Processing	MS. SAWATI	MS. PRERNA
			MS. ALKA
52	Contractual Teachers Interview	MS. SAWATI	MS. GURVINDER KAUR
			MR. SATVIR SINGH
			MS. ANKITA SINGH
			MS. ASHA RANI-II
53	Vidyanjali Portal	MS. ANKITA SINGH	MS. SUNITA SETHI
			MR. VIKAS NAIN
54	Countinous Professional Development Training- CBSE/NCERT/NISTHA/DIKSHA /ECCE etc.	MS. ANKITA SINGH	MR. SUNIL KUMAR
			MR. VIKAS NAIN
			MS. SONALI
			MS. NIDA AKHTAR
55	Nodal Teacher to Plan & Conduct CBSE Activities as per Calander and Report on CBSE ASAR App.	MS. SONALI	MS. ANSHU
			MR. GANGADHAR MEHAR
			MS. ARCHANA KUMARI
			MS RACHAN BAL KAUR
			MR. KUNAL BHARDWAS
56	Nodal Teacher for PM SHRI Activities & Program	Mr. VIKAS NAIN	MS. ANSHU
			MR. NAVEEN KUMAR
			MS. SONALI
			MR. MALKIAT SINGH
			MR. PARDEEP KUMAR
			MS. SHIVANI
			MS. RINKI NEGI
			MS. POONAM MAHAJAN
			MR. SACHIN PATEL
			MS. ASHA RANI- II- Prim I/C
			MS. PINKI MAHARANIA
			MS. ANSHU
			MS. BHAWANA SAINI
MS. POONAM KUMARI			
57	SAFAL (Structured Assessment For Analysing Learning)	MR. VIKAS NAIN	Computer Instructor-I
			Computer Instructor-II
			MS. SHIVANI
			MS. ANSHU
58	Remedial Intervention	MS. RACHAN BAL KAUR	MS. ASHA RANI -II
			MS. NIDHI GUPTA
			MS. POONAM KUMARI
			ALL Subject Teachers
59	Vocational Education & Skill Education	MS. ANKITA SINGH	Computer Instructor
			MS. POONAM MAHAJAN
			STAFF NURSE
			MS. MANJU

60	Outsourcing Service Management	MR KUL BHUSHAN	MS. ALKA
			MR. VISHAL
			MR. SUNIL KUMAR
			MR. PARDEEP KUMAR

- NOTE :-** 1. Wherever the handing/ taking over of the Deptt is required , the same will be completed with immediate effect with due process.
2. For compliance and perform duties as per rules and provisions of KVS Education and Accounts Code.

Principal

