

KENDRIYA VIDYALAYA DAPPAR

COMMITTEES FOR THE SESSION 2024-25

S.No.	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
1	Academic Advisory Committee / Curriculum Committee	To prepare action plan for Academic activities of the Vidyalaya and monitoring the same which includes the following: a) Students welfare, staff welfare, working system, academics and co-curricular activities etc., 1.Developing departmental Plan. 2. Listing the agenda points 3 days before the conduct of meeting /getting the approval of the undersigned. 3. Recording the minutes/ follow up of the decisions taken. 4.Presenting the minutes before the Academic Advisory committee for information	Ms. Manpreet Kaur
			Ms. Mamata Singh
			Mr. Mukesh Bairwa
			Ms. Meena Nagial
			Mr. Tajender Singh
			Mr. Brijmohan Singh Rawat
			Ms. Harminder Kaur Suri
2	Students Admission	Complete OLA process as per directions of KVS,UID creation by class teachers, fee collection and allotting section/ sending required data to RO/ HQ as and when asked with the approval of the undersigned	Ms. Manpreet Kaur (I/c)
			Ms. Monika Dhiman
			Ms. Harminder Suri
			Ms. Pooja Miglani
			Mr. Puneet
			Ms. Pooja Dahiya
4	Time Table	Preparation of time table/Daily substitution arrangement for absentees / informing the department for arrangement of PTC teachers in the absence of teachers on long leave / on duty / preparing compact time table during revision time /Annual day/ Sports day and as and when required	Mrs Pooja I/C
			Mr. Tajender Singh
			Ms. Aakriti Lamba
			Ms.Harminder Suri I/C
			Mr. Puneet
			Ms. Sarita
5	CCA Conduct of Morning Assembly/ Announcements Vidyalaya Magazine Report for the month	Cleanliness of the area, PA system, musical instruments, National Flag (on all occasions). Make necessary announcement in the morning assembly as per the direction of the undersigned. Prepare a calendar of activities for CCA/ conduct of CCA / prize and certificate distribution / Celebration of important days/ planning and conduct of effective morning assembly, Investiture ceremony Announcement for articles/ collection/ getting the quotation processed/placing order/ editing/ getting it printed with the approval of undersigned and distribution To take up activities as per the requirements from time	Mr. Mukesh Kumar I/C
			Ms. Meena Nagial
			Mr. Anil Kumar Gupta
			Ms Vineet Kumari
			Mrs. Reena
			Ms. Suman Devi
			Ms. Ritu (I/c)
			Mr. Salinder Singh
Ms. Yogita			

6	Examination (Internal and CBSE)	Effective planning and execution of examination as per pattern prescribed by the KVS for all classes & result declaration Effective coordination with CBSE board/NIOS in smooth and timely submission of data/ registration and conduct of board examinations / submission of data regarding the same to RO /HQ as and when required	Mrs. Mamata Singh I/C Internal
			Ms. Deepika
			Ms. Monika Dhiman
			Mr. Tajender Singh
			Ms. Reena
			Mr. Ashok Kumar (Substaff)
			Ms. Pooja Miglani (I/c)
			Ms. Jyoti
Ms. Sarita			
7	NIOS	NIOS in smooth and timely submission of data/ registration and conduct of board examinations / submission of data regarding the same to RO /HQ as and when required	Mr. Subhash Chandra (I/c)
8	Scouts/Guides/Cubs & Bulbuls	Prepare an action plan for the year 2015-16/Organize Scouts and Guides activities as per KVS direction/ Providing Voluntary service as and when required during special occasions/monitoring discipline of the Vidyalaya.	Mr. Anil Gupta Overall I/C
			Mr. Sudhir Tiwari I/C Scouts
			Guide I/C Ms. Satwinder
			Bulbul I/C Ms. Pooja Dahiya
			Cubs I/c Mr. Rakesh Kumar
			All Scouts/Guides/Cubs & Bulbuls Teachers
9	Discipline	Prepare an action plan to maintain perfect discipline in the school campus/ checking late comers and follow up/ checking of uniform/ and communicating to parents through class teachers. LUNCH TIME –Monitoring students in the eating area. Safety and security of children / informing hospital, security /conducting mock drills / Tackling the emergency situation /educating children about reacting to untoward situation, emergency situation. Contact with the right Authorities for bringing situation under control. Public information as per the direction of the undersigned Orientation programme for students/ preparedness to face bullying / control of bullying / maintaining record of cases /guidance and counselling/ sending data to HQ/RO as and when required with the approval of the undersigned	Mr. Mukesh Kumar I/C
			Ms. Manpreet Kaur
			Ms. Ambika Panjila
			Ms. Aakriti Lamba
			Mr. Naresh Kumar
			Ms. Harminder Suri
			Student Council
10	Income Tax/Office	Collection of savings data/calculation of tax/ getting form 16	Mr. Puneet
11	NTSE/NCSC/ Science Olympiad Science Exhibitions/	Coaching children/online registration/giving hall ticket/announcement/ etc.	Ms. Mamata Singh I/C All the members of the Science Subject committee

12	KVPY/Maths Olympiad	Supporting children appearing for KVPY Notification/registration/procuring books/guiding children/ conduct of Olympiad/distribution of certificates	Mr. Tajender Singh (I/c)
			Mr. Amit Kumar
			Mr. Sudhir Tiwari
13	Social Science Exhibition/ Teaching Aid	Notification/registration/procuring books/guiding children/ Preparing for the exhibitions , conduct of Olympiad/ distribution of certificates	Ms. Manpreet Kaur (I/c)
			All the concerned subject teachers are the members of the committee
14	EBSB/AKAM	As per KVS Academic calendar of activities	Mrs. Manpreet I/C
			Mr. Subhash Chandra
			Mrs. Vineet
			Ms. Rashi Kakkar
			All the concerned teachers are the members of the committee
15	Excursion / Educational Tours	Finalizing place and date/ Call for quotation/ discussion with undersigned regarding money collection/ safe conduct of education tour	Mr. Rakesh Kumar (I/c)
			Mr. Anil Kumar Gupta
			Mr. Naresh
			Ms. Yogita
16	Cleanliness	Complete cleanliness of the Vidyalaya and surroundings Maintenance of records w.r.t same/instructions to security and housekeeping/maintenance of their attendance and checking their work and giving instruction	<u>A BLOCK</u>
			Ms. Rashi I/C
			Mrs. Vineet Kumari
			Mr. Ashok SS
			<u>B BLOCK</u>
			Mrs. Ritu I/C
			Mrs. Pooja Dahiya
			<u>C BLOCK</u>
			Ms. Jyoti I/C
			Ms. Poonam Rani
			Mr. Avtar SS for B & C Block
			<u>D BLOCK</u>
			Mrs. Suman Devi I/C
			Mrs. Asha Monica
			<u>Ground Area</u>
Mrs. Ambika I/C			
Sports Coach			

			Mr. Ashok SS
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17	ATL Lab	Atal Tinkering Lab, working, students training as per schedule	Mr. Brijmohan Singh Rawat (I/c)
18	School Website	Updating website on requirement basis	Ms. Monika Dhiman (I/c)
			All Committee I/C will provide the Content for uploading on website
19	Furniture	Condemnation of old furniture/taking inventory/procuring furniture according to students level considering the budget through purchase procedure	Mr. Naresh I/C
			Mr.Subhash Chandra
			Mr. Bobby
20	Maintenance and Repair	Repairing electrical and electronic items/ AMC for needed articles and maintaining register for complaints for repairing items from teachers	Mr. Rajesh Grover I/C
			Mr. Rakesh Kumar
			Mr. Ashok Sub-staff
21	Purchase committee	Follow the purchase procedure/procure quotations / collecting requirement data from staff/ placing order/entry in stock register/supply and maintaining issue register	Mr. Subhash Chandra GeM I/C
			Ms. Manpreet Kaur
			Ms. Monika Dhiman
			Ms.Mamata Singh
			Mr. Anil Kumar Gupta
			Mr. Rajesh Grover
			Ms. Harminder Suri
22	First Aid /Medical Check up	To procure first aid for students / conducting medical check up twice in a year and settling the account along with the report	Ms. Aakriti I/C
			Ms. Harminder Kaur Suri
			Ms. Jyoti
			Ms.Monika Sharma
			Yoga Instructor
23	Gardening & Beautification Swachh Vidyalaya/ Harit Vidyalaya/ Eco Club	Beautification of Vidyalaya and its surroundings/ decoration on special occasions	Mrs. Deepika I/C
			Ms. Aakriti
			Ms. Asha Monica Samad
			Ms. Monika Sharma
			Mr. A K Gupta
24	Sexual Harassment Grievance-staff/students	Maintaining complaint box/opening once in a fortnight/recording and taking remedial measure with the consent of the undersigned	Asst. Comm., KVS RO
			Mrs. Mohinder Kaur Kataria Director C.S. Technologies
			Mrs. Deepika
			Ms. Monika Dhiman
			Mrs. Pooja PGT(Comm)
			Ms. Suman Devi

25	PA System	Repair/Maintenance and arrangement of PA system on all occasions and on daily basis	Mr. Rajesh Grover I/C
			Mr. Salinder Singh
			Mr. Rakesh Kumar
26	ACP/ AEP	Orientation programme for students/ arranging classes on AEP /inviting special guests for lectures /conducting interesting activities	Ms. Suman I/C (ACP)
			Ms. Reena
			Mrs. Vineet Kumari
			Mr. Naresh
			Mr. Anil Gupta
			Mrs. Deepika, I/C (AEP)
			Ms. Rashi
27	Guidance & Counselling	Conducting career guidance programme for students of class IX & X/arranging special guests to address students in career related fields/conducting interest inventory and giving feedback to students/counselling for parents and students	Ms. Harminder Kaur Suri
			Mrs Pooja PGT Comm
			Mr. Anil Kumar Gupta
			Counsellor
28	Raj-Bhasha	Sending bi lingual circulars/maintaining the records in bilingual and uploading thimahi report /conduct of Hindi Maah	Mr. Mukesh Bairwa I/C
			Mr. Naresh
			Mrs. Vineet Kumari
29	PTA /CPR/open sessions	Suggesting names for the committee / fixing the date for PTA/CPR meetings in consultation with the undersigned/ maintaining the minutes of the meetings and follow up measures	Mr. Mukesh Kr. Bairwa I/C
			Ms. Akriti
			All Class Teachers/ Co-Class Teachers
30	Alumni/ Samagam Portal	To coordinate with the Alumni Association and the vidyalaya for planning and executing activities on behalf of the vidyalaya.	Mrs. Pooja I/C
			Ms. Satwinder
			Mr. Bobby
31	Online fee payment, verification, updation, UBI fee portal	Updation, verification of data from time to time. Notification about payment of fees and reminder to class teachers. Send messages as per directions of competent authority	Ms. Monika Dhiman (I/c)
			All Class Teachers/ Co-Class Teachers
32	CS- 54		Mr. Amit Kumar (I/c)
		Mission LiFE and Meri LiFE	Ms. Mamata Shingh
			All the Science Committee Members
		SAFAL	Ms. Monika Dhiman (I/c)
		Fit India Movement	Ms. Ambika Panjila
		FLN Portal	Ms. Harminder Suri
		GEM Portal	Mr. Subhash Chandra
		UDISE PLUS Portal	Ms. Manpreet kaur

33	Portals	SAMAGAM	Ms. Pooja
		PM-DAKSH-DEPwD Digital Portal for skilling and empowerment of persons with Disabilities (Divyangjan)	Mr. Bobby and Special Educator
		Vidyanjali	Mr. Anil Kumar Gupta
		SQAAF	Examination Department
		OASIS	Examination Department
		Green School Programme	Ms. Deepika
		Programmes under Jigyasa	Ms. Aakriti
			Ms. Asha Monica Samad
		Energy Literacy	Mr. Brijmohan Singh Rawat
		PM SHRI Monitoring portal	Mr. Subhash Chandra
			Ms. Monika Dhiman
34	NIPUN/ Committee Meetings	Minutes of Meetings and Meeting Agenda preparation	Mr. Salinder Singh Ms. Pooja Miglani Mr. Bobby
35	Editorial Committee		Ms. Meena Nagial Mr. Mukesh Kumar Ms. Reena
36	News / Album / Photography	Publishing Newsletter (Primary)/ Maintaining the record of different activities conducted in the Vidyalaya	Mr. Salinder (Primary) Ms. Ritu
37	Primary Sports	Maintaing Records of Sports Register and sports items.	Mr. Salinder Singh Mr. Bobby
38	Resource Room / School Preparedness / Audio Visual Aids / Teaching Learning Aids / RISO	Upkeep of Resource Room and its records, TLM, Establishment of Language Lab, Film Show records	Ms. Pooja Dahiya Ms. Poonam Rani Mr. Bobby Mr. Puneet
39	Toy Library		Mr. Puneet (I/c) Mr. Bobby Ms. Yogita Ms. Poonam Rani

40	Science Circle Activities including Science Kit Activities	Activities to be done as per the PMSHRI guidelines and maintain the records	Ms. Aakriti Lamba
			Ms. Asha Monika Samat
	Maths Circle Activities	Activities to be done as per the PMSHRI guidelines	Mr. Amit Kumar

41	including Maths Kit Activities	Activities to be done as per the CBSE/NCERT guidelines and maintain the records	Mr. Sudhir Kumar Tiwari
42	Canteen Committee	To check the quality and cleanliness of food served in canteen	Ms. Manpreet
			Mr. Subhash Chandra
			Mr. Anil Kumar Gupta
			Ms. Harminder Suri
43	HOUSES	SECONDARY	PRIMARY
	Shivaji	Ms. Deepika I/C	Mr. Salinder Singh
		Ms. Mamata Singh	Mr. Bobby
		Ms. Asha Monika	
		Ms. Varinder	
		TGT Punjabi	
		Mr. Brijmohan Rawat	
	Tagore	Ms. Pooja (I/c)	Ms. Yogita
		Ms. Monika Dhiman	Ms. Poonam Rani
		Mr. Amit	
		Ms. Aakrti	
		Ms. Ranjana	
		Special Educator	
	Ashoka	Mr. Tajinder Singh	Ms. Monika Sharma
		Ms. Satwinder	Ms. Jyoti
		Mr. Sudhir Kumar Tiwari	
		Ms. Rashi Kakkar	
		PGT Geography	
		Dance and Music	
	Raman	Ms. Manpreet Kaur	Mr. Puneet Kumar
		Mr. Subhash Chandra	Ms. Pooja Dahiya
		Mr. Naresh	Ms. Pooja Miglani
		Mr. Rajesh Grover	Ms. Ritu Rani
		Counsellor	
		PGT Political Science	