

PM SHRI KENDRIYA VIDYALAYA DAPPAR

COMMITTEES FOR THE SESSION 2025-26

S.No.	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS	SIGN
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	Mrs. Mamata Singh	
			Mr. Mukesh Kumar Bairwa	
			Mrs. Meena Nagial	
			Mr. Tejinder Singh	
			Mrs. Monika Dhiman	
			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	Mrs. Monika Dhiman I/c	
			Mr. Brijmohan Singh Rawat	
			Ms. Harminder Suri	
			Mrs. Pooja Miglani	
			Mr. Puneet	

3	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	Mr. Tejinder Singh I/C	
			Mrs. Abha Rani	
			Ms. Satwinder	
			Ms. Harminder Kaur Suri I/C	
			Mrs. Sarita	
			Mr. Shalinder Singh	
4	CLA (Creative learning activities) 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 CLA/ conduct of CLA / 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 to time and maintain records of the activities	Mr. Mukesh Kumar Bairwa I/C	
			Ms. Meena Nagial	
			Ms. Puneet Opal	
			Mr. Naresh Kumar	
			Ms. Reena Kumari	
			Ms. Ritu (I/c)	
			Mr. Rakesh Kumar	
			Ms. Yogita	

5	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	Ms. Mamata Singh I/C CBSE	
			Mr. Tejinder Singh	
			Mrs. Suman Devi LAT I/C	
			Mrs. Pooja Miglani (I/c)	
			Mrs. Jyoti	
6	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 Kumar Gupta Overall I/C	
			Mr. Sudhir Kumar 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	

7	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	Mrs. Ambika Panjila I/C	
			Mr. Mukesh Kumar Bairwa	
			Ms. Devinder Kaur	
			Mr. Anil Kumar Gupta	
			Ms. Puneet Opal	
			Mr. Naresh Kumar	
			Ms. Harminder Kaur Suri	
			All Class teachers and Co- Class teachers Student Council	
8	Income Tax/Office	Collection of savings data/calculation of tax/ getting form 16	Mr. Puneet	
9	NTSE/NCSC/ Science Olympiad Science Exhibitions/	Coaching children/online registration/giving hall ticket/announcement/ etc.	All the members of the Science Subject committee	

10	KVPY/Maths Olympiad	Supporting children appearing for KVPY Notification/registration/procuring books/guiding children/ conduct of Olympiad/distribution of certificates	Mr. Tejinder Singh (I/c)	
			Mr. Sudhir Kumar Tiwari	
			Ms. Abha Rani	
	Social Science Exhibition/ Teaching Aid	Notification/registration/procuring books/guiding children/ Preparing for the exhibitions , conduct of Olympiad/ distribution of certificates	Mrs. Devinder Kaur	
			Mrs. Nisha	
			Mr. Subhash Chandra	
			Ms. Satwinder	
			PGT- Pol. Sci	
12	EBSB/AKAM	As per KVS Academic calendar of activities	Mrs. Devinder I/C	
			Mr. Subhash Chandra	
			Ms.Manpreet kaur	
			Ms. Nisha	
			Mr. Rakesh Kumar	
			Ms. Satwinder	
			PGT- Pol. Sci	
			Mrs. Manju Bala	

13	Excursion / Educational Tours	Finalizing place and date/ Call for quotation/ discussion with undersigned regarding money collection/ safe conduct of education tour	Mr. Anil Kumar Gupta (I/c)	
			Mrs. Ambika Panjila	
			Mrs. Manju Bala	
			Mr. Rajesh Grover	
			Mr. Shalinder Singh	
			Mr. Rakesh Kumar	
			Ms. Jyoti	
			Ms. Monika Sharma	
14	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	Mrs. Suman Devi Overall I/C	
			<u>A BLOCK</u>	
			Mrs. Manju Bala I/C	
			Mr. Rajesh Grover I/C	
			Ms. Puneet Opal	
			Mr. Ashok SS	
			<u>B BLOCK</u>	
			Mr. Sarita I/C	
			Mrs. Pooja Dahiya	
			<u>C BLOCK</u>	
			Mrs. Jyoti I/C	
			Mrs. Poonam Rani	

			Mr. Balesh SS for B & C Block	
			<u>D BLOCK</u>	
			Mr. Tejinder Singh I/C	
			Mrs Asha Monica I/C	
			Mr. S.K Tiwari	
			<u>Ground Area</u>	
			Mrs. Ambika Panjila I/C	
			Sports Coach	
			Mr. Ashok SS	

15	ATL Lab	Atal Tinkering Lab, working, students training as per schedule	Mr Rajesh Kumar Grover (I/C)	
			Mr. Brijmohan Singh Rawat	
			All the members as per ATL guidelines	
16	School Website	Updating website on requirement basis	Ms. Monika Dhiman (I/c)	
			All Committee I/C will provide the Content for uploading on website	
17	Furniture	Condemnation of old furniture/taking inventory/ procuring furniture according to students level considering the budget through purchase procedure	Mr. Naresh Kumar I/C	
			Mr.Rajesh Grover	
			Mr. Shalinder	
			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	Mrs. Monika Dhiman I/C	
			All the members as per KVS guidelines	

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	Mrs.Deepika I/C	
			Mrs. Ambika Panjila	
			Ms. Harminder Kaur Suri	
			Mrs. Jyoti	
			Mrs.Monika Sharma	
			Yoga Instructor	
23	Gardening /Beautification / Harit Vidyalaya /Eco Club	Beautification of Vidyalaya and its surroundings/ decoration on special occasions	Mrs. Manju Bala - Beautification I/C	
			Ms. Puneet Opal -Beautification	
			Mrs. Asha Monica - Eco club I/C	
			Mrs. Monika Sharma	
			Mrs. Deepika -Gardening Harit vidyalaya I/C	
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 I/C	
			Ms. Manpreet kaur	
			Mrs. Monika Dhiman	
			Mr. Subhash Chandra	
			Mrs. Puneet Opal	

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. Puneet Opal I/C (ACP)	
			Mrs. Reena Kumari	
			Mrs. Vineet Kumari	
			Ms.Suman Devi	
			Mr. Naresh Kumar	
			Mrs. Deepika, I/C (AEP)	
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	
			Ms. Manpreet kaur	
			Mr. Brijmohan Singh Rawat	
			Ms. Poonam	
			Counsellor	
28	Raj-Bhasha	Sending bi lingual circulars/maintaining the records in bilingual and uploading thimahi report /conduct of Hindi Maah	Mr. Mukesh Kumar Bairwa I/C	
			Mrs.Vineet Kumari	
			Mr. Naresh Kumar	
			Mrs. Reena Kumari	
			Mrs. Jyoti	

29	PTA /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. Meena Nagial I/C	
			Ms.Mukesh Kumar Bairwa	
			Ms. Manju Bala	
			Ms. Suman Devi	
			All Class Teachers/ Co-Class Teachers	
30	Samagam Portal/ UDISE Plus	To coordinate with the Alumni Association and the vidyalaya for planning and executing activities on behalf of the vidyalaya.	Mrs. Nisha I/C	
			Mrs. Devinder Kaur	
			Ms. Vineet Kumari	
			Ms Monika Sharma	
			Computer instructor	
			All Incharges of the Department	

31	UBI fee portal - Verification/ Updation	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	Updation and verification	Mrs.Abha Rani (I/C)	
33	Portals	Mission LiFE and Meri LiFE	Mrs. Asha Monica Samad	
			All the Science Committee Members	
		SAFAL	Mrs. Monika Dhiman	
		Fit India Movement	Mrs. Ambika Panjila	
		FLN Portal	Ms. Harminder Kaur Suri	
		GEM Portal	Mr. Subhash Chandra I/C	
			Ms. Monika Dhiman	
			Mr.Brijmohan Singh Rawat	
			Ms. Sarita SSA	
		CPD Courses	Ms. Harminder Kaur Suri	
			Mrs.Manpreet kaur	
			All Depatment Incharges	
		PM SHRI Activities and monitoring its portal	Mr. Subhash Chandra I/C	
			All Depatment Incharges	
		Vidyanjali	Mr. Anil Kumar Gupta	
		SQAAF/ OASIS	Mrs. Mamata Singh	

		Programmes under Jigyasa	Mrs. Asha Monica Samad	
		Project Inclusion	Ms. Satwinder	
		TARA App	Ms. Harminder Kaur Suri	
			Ms. Suman Devi	
34	NIPUN/ Committee Meetings	Minutes of Meetings and Meeting Agenda prepration	Mrs. Vineet Kumari I/C	
			Mr. Bobby I/C	
			Mrs. Pooja Miglani	
35	Editorial Committee/ Reports/ Newspaper	Compilation and record keeping	Mr. Mukesh Kumar Bairwa I/C	
			Mrs. Meena Nagial	
			Mr.Naresh Kumar	
			Mrs. Reena Kumari	

36	Photos / Album / Photography	Publishing Newsletter (Primary)/ Maintaining the record of different activities conducted in the Vidyalaya	Mr. Anil Kumar Gupta	
			Mrs. Manju Bala	
			Counsellor	
			Mr. Bobby	
			Mrs. Ritu	
37	Primary Sports	Maintaing Records of Sports Register and sports items.	Mr. Salinder Singh	
			Ms.Pooja Dhaiya	
38	Resource Room / School Preparedness / Audio Visual Aids / Teaching Learning Aids / RISO/Toy Library	Upkeep of Resource Room and its records, TLM, Establishment of Language Lab, Film Show records	Mr. BobbyI/C	
			Mrs. Poonam Rani	
			Ms.Pooja Dhaiya	
			Ms. Yogita	
39	Account	Updation and verification	Ms. Sarita SSA I/c	
			Ms. Abha Rani	
40	Science Circle Activities including Science Kit Activities	Activities to be done as per the PMSHRI guidelines and maintain the records	Mrs. Asha Monica Samad (I/C)	
			All the members of the Science Subject committee	
41	Maths Circle Activities including Maths Kit Activities	Activities to be done as per the PMSHRI guidelines and maintain the records	Mr. Sudhir Kumar Tiwari I/C	
			Mrs. Abha Rani	

42	Canteen Committee	To check the quality and cleanliness of food served in canteen	Mrs. Nisha I/C	
			Mr. Sudhir Kumar Tiwari I/C	
			Ms. Vineet Kumari	
			Mr. Anil Kumar Gupta	
			Ms. Poonam	
43	CLUBS	YOUTH PARLIAMENT	Mr. Subhash Chandra I/C	
		CONSTITUTIONAL	PGT- Pol. Sci I/C	
			Ms. Satwinder	
		LITERACY/ READER	Mrs. Meena Nagial Eng I/C	
			Mr. Mukesh Kumar Bairwa Hindi I/C	
			All language Teachers	
		INNOVATION	Mr. Brijmohan Singh Rawat	
			All Staff members	
		SPORTS	Mrs. Ambika Panjila	
			Sports coach / Yoga coach	
		HERITAGE	Mrs. Devinder Kaur I/C	
			All members of social science Department	
		HEALTH	Ms. Asha Monica Samad	

		SATHEE/ YUVIKA/ STANDARD	Ms. Mamata Singh	
44	HOUSES	SECONDARY		
	Shivaji	Mrs. Suman Devi I/C	Mrs. Mamata Singh	
			Mr. Brijmohan Rawat	
			Ms. Satwinder	
			Yoga Instructor	
			PGT Political Science	

	Tagore	Mr. Sudhir Kumar Tiwari I/C	Mrs. Monika Dhiman	
			Ms. Manpreet kaur	
			Ms. Deepika	
			Mr. Anil Gupta	
			Computer Instructor	
	Ashoka	Mrs. Vineet Kumari I/C	Mrs. Devinder Kaur	
			Ms. Nisha	
			Ms. Abha Rani	
			Mr. Rajesh Grover	
			Counsellor	
	Raman	Mrs. Asha Monica I/C	Mr. Subhash Chandra	
			Mr. Tajinder Singh	
			Mrs. Manju Bala	
			Ms. Ambika	
			Music and Dance	

PRINCIPAL