



पी एम श्री केंद्रीय विद्यालय गज्ज भुंगा , / PM SHRI Kendriya Vidyalaya Gajj, Bhunga

बलाक भुंगा ,डाक खाना चक्क लाहीयाँ , जिला-होशियारपुर-144210 (पंजाब) /

Block Bhunga, PO – Chak Ladiyan, Dist.Hoshiarpur-144210 (Punjab)

(शिक्षा मंत्रालय भारत सरकार के अधीन “केंद्रीय विद्यालय संगठन” , एक स्वायत्त निकाय के अंतर्गत कार्यरत/ Working under “Kendriya Vidyalaya Sangathan” an Autonomous Body Under Ministry of Education , Government of India)

ई-मेल/ E-mail: kvgajjbhunga@gmail.com वेबसाइट/Website : <http://www.bhunga.kvs.ac.in>

Ph.01886-290693 , 01886-294801



CBSE AFFILIATION NO. 1600050

CBSE School Code : 24570

फ : 2249022/के.वि.ग.भुं./2024-25/

दिनांक: 03.08.2024

कार्यालय आदेश / Office – Order

Following Committees are hereby constituted for the Session 2024-25 w.e.f. 05.08.2024 and the duties assigned to the staff members in the committees/clubs as detailed below are to be performed with due care and diligence . The staff members whose charge has been changed are directed to handover their existing charge to the new Incharge.

Rakesh Kumar
(PRINCIPAL)

PM SHRI KENDRIYA VIDYALYA GAJJ BHUNGA

LIST OF COMMITTEES (समिति की सूची)

2024-25

क्र.सं. Sr. No	विभाग/ DEPARTMENT	समिति सदस्य/ COMMITTEE MEMBERS	हस्ताक्षर/ Sign.	कर्तव्य निर्वहन का प्रकार/ NATURE OF DUTIES
1	ACADEMIC ADVISORY COMMITTEE	<p>Secondary :</p> <ol style="list-style-type: none"> Mr. Harjinder Singh PGT CS-I/C Ms Navjot Kaur (PGT Phy.) Mr.Tajinder [PGT Geo] Mr. Mahesh Chand (TGT Sci) Ms.Neelam Rani (TGT Hindi) <p>Primary :</p> <ol style="list-style-type: none"> Ms.Samriti Shelly (PRT) Ms. Chitra (PRT) Mr.Shuvam(PRT) Ms.Madhuri (PRT) 		To help in maintaining congenial academic environment in the Vidyalaya and to provide expert counselling / suggestions on academic matters/related issues whenever required in the interest of the students of the Vidyalaya.
2.	ADMISSION (दाखिला)	<ol style="list-style-type: none"> Mr. Harjinder Singh PGT CS-I/C Ms. Surjit Kumar [TGT Eng.] Mr. Rajeev Sharma (TGT Eng) Ms.Samriti [PRT] Ms. Chitra (PRT) 		To carry out Fresh Admission, TC Admission, Verification of document, issuing TC and to maintain Admission Register.
3.	EXAMINATION (परीक्षा विभाग) (Int./CBSE)	<p>SEC Int. and others</p> <ol style="list-style-type: none"> Mr.Vijesh Kumar [PGT Chem](I/C)- Internal/Others Ms.Navjot Kaur (PGT Phy.) Mr.Mahender Singh (PGT Eng.) Ms.Taruna (TGT Skt) Mr. Mahesh Chand (TGT Sci) 		1. Smooth conduct of internal /CBSE / other exams.
		<p>CBSE</p> <ol style="list-style-type: none"> Mr.Dharminder (TGT Lib.) -IC Overall Mr.Harjinder (PGT CS)-IC IX/XI Reg./LOC – X/XII and OSIS etc. Mr.Vijesh (PGT Chem.) Mr.Ram Murti (PGT Math) Ms.Taruna (TGT Sanskrit) Mr.Surjit (TGT Eng.) 		2. To follow all the directions & guidelines related to examinations as issued by KVS/CBSE/others.

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		PRI 1.Mr. Shubham [PRT](I/C) 2.Ms. Chitra Sharma[PRT] 3.Mr.Pankaj (PRT)		
4.	TIME TABLE/Arrangement (समय सारिणी)	Sec. 1. Mr.Mahender (PGT Eng.)-IC 2. Mr. Mahesh Chand(TGT Sci) 3.Mr.Sarabpreet (TGT AE)		1. To make time table as per KVS norms & need of the Vidyalaya 2. To make necessary arrangements for staff on leave/ duty.
		Pri. 1.Ms. Samriti (PRT)(I/C) 2.Ms.Chitra (PRT)		
5.	CCA (सह- शिक्षा क्रियाकलाप)	Sec 1. Mr.Gurnam Singh (PGT Hindi)-IC 2. Ms.Neelam Rani (TGT Hindi) 3. Mr.Rajeev Sharma(TGT Eng.) 4. Ms. Suman(TGT Hindi)		To coordinate & conduct all activities as per CCA Calendar along with any other activities assigned by KVS from time to time.
		Pri 1.Ms. Ritika Sharma (PRT)-I/C 2.Ms. Madhuri(PRT) 3.Ms.Sujata(PRT)		
6.	M & R (अनुरक्षण और मरम्मत कार्य)	1. Mr. Susheel (TGT WE.)-I/C 2. Mr.Ram Murti (PGT Math) 3. Mr. Dharminder (TGT Lib.) 4. Mr.Sarabpreet (TGT AE) 5.Mr.Shubham(PRT) 6. Ms.Chitra Sharma (PRT)		To ensure proper maintenance of building. To look into the routine repair work like broken window panes, cementing, water points, water tanks, overall upkeep and cleanliness of the building.
7.	FURNITURE COMMITTEE (फर्नीचर समिति)	1. Mr.Mahender Singh(PGT Geo.)-I/C 2. Mr. Dharminder (TGT Lib.) 3. Mr. Rajeev Sharma (TGT Eng) 4. Mr.Vijay (PRT Mus.) 5. Mr.Tanu Verma(PRT)		1. To submit requisition for new furniture required and ensure proper issue & arrangements of furniture to all the classes . 2. Repair and maintenance of Class Furniture, Office Furniture and Department Furniture. Note: Committee must ensure location of each article issued must be specified in records register.
8.	DISCIPLINE/ ANTI BULLYING COMMITTEE (अनुशासन समिति)	Sec 1.Mr. Mahender (PGT Eng.) (I/C) 2.Mr. Harjinder (PGT CS) 3.Ms.Neelam Rani (TGT Hindi) 4.Ms. Taruna Sharma(TGT Skt) 5.Mr.Mahesh (TGT Bio)		1. To maintain overall discipline in the Vidyalaya. 2. The Committee will counsel the student regarding their uniform, hair-cut, shoes & other indiscipline issues. 2. The defaulters must be dealt as per KVS discipline code of conduct for students.
		Pri 1.Ms. Samriti Shelly(PRT) 2.MS. Ritika (PRT)		

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9.	SUBJECT COMMITTEE (अकादमिक परामर्श समिति)	Maths 1.Mr.Ram Murty -PGT Math-(I/C) 2.Ms.Komal (TGT Math) 3.Ms. Suman Sharma(TGT Math)		The Coordinators works in close coordination with academic committee I/Cs and must ensure the implementation of Back to basics concept, activities-based learning, enrichment of competencies and to achieved desired learning outcomes. 1. The Committee I/Cs ensure that subject committee meeting must take place every month. 2. The points which are discussed in the meeting should be circulated to each member of committee. 3. Follow up action of previous month meeting must be discussed in the subsequent meetings. 4. Ensure compliance of the meeting points.
Eng 1. Mr.Mahender (PGT Eng.) 2.Mr.Surjit (TGT Eng.) 3.Mr.Rajeev Sharma -TGT English				
Sci 1. Ms.Navjot Kaur (PGT Phy.) -I/C 2. Mr.Vijesh Kumar (PGT Chem) 3. Ms.Loveneet (PGT Bio) 4.Mr. Mahesh Chand (TGT Sci)				
Hindi/ Skt 1.Mr. Gurnam Singh (PGT Hindi) (I/C) 2.Ms.Neelam (TGT Hindi) 3.Ms. Suman(TGT Hindi) 4.Ms. Taruna Sharma(TGT Skt)				
	SST 1. Mr.Tajinder -PGT (Geography) (I/C) 2. Ms. Renu Rani (TGT SST) 3.Mr.Sulinder (PGT Hist.) 4.Ms.Priya (PGT Eco.)			
10.	UBI FEES VERIFICATION /Gen. Issues (शुल्क सत्यापन/सामान्य मामले)	1.Mr. Harjinder (PGT CS) 2.Ms.Chitra (PRT)		1. To verify the fee of each class at the end of month and tallying it with bank details. 2. To maintain CS-11 and CS-54 and to tally it with bank statements.
11.	RAJ BHASHA (राजभाषा)	1.Mr. Gurnam Singh (PGT Hindi) (I/C) 2.Ms.Neelam (TGT Hindi) 3.Ms. Suman(TGT Hindi) 4.Ms. Taruna Sharma(TGT Skt) 5.Ms.Madhuri (PRT)		1. To send quarterly Raj Bhasha report to KVS RO Chandigarh. 2. To conduct Hindi Pakhwada and other Raj Bhasha related Programs.
12.	CS-54 Record	1.Mr.Ram Murti (PGT Math) 2.Mr. Rajeev Sharma (TGT Eng)		
13.	CLEANLINESS OF VIDYALAYA BUILDING / CLASSROOMS/ TOILETS/ / GROUNDS / CAMPUS	Sec 1.Mr. Mahesh Chand/Ms Komal-Gr.Floor 2.Mr. Dharminder/Ms.Suman Chauhan -1 st Floor 3.Mr.Sarabpreet / Ms.Taruna (TGT Skt)-2 nd Floor		1. To ensure proper hygiene conditions in the class room, campus in general and toilets in particular. 2. Grass cutting inside the campus.

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	(स्वच्छता जाँच समिति)/ प्राथमिक चिकित्सा)	Pri 1.Mr.Tanu / Ms.Ritika (PRT) - Gr.Floor 2.Mr.Shuvam/Ms. Chitra (PRT)- 1 st Floor 3.Ms.Shakshi (PRT) -2 nd Floor		3. Smoothening of grounds. 4. Maintenance of notice boards of the Vidyalaya.
14.	TEACHING AIDS (शिक्षण साधन)	Sec 1.Mr.Tajinder (PGT Geo.)(I/C) 2.Ms.Renu Rani(TGT SST) 3.Mr.Mahesh (TGT Sc.) 4.Mr.Sulinder (PGT Hist.) Pri (CMP/T LMs) 1.Ms. Samriti (PRT) 2.Ms.Shakshi(PRT)		To ensure the optimum utilization of use of teaching aids by all subject teachers.
15.	PHOTOGRAPHY (छायाचित्रण)	1.Mr.Sarabpreet (TGT AE) 2.Mr.Tanu (PRT) 3.Mr.Santosh (TGT Punjabi)		1. To ensure photography of all CCA and other activities held in the Vidyalaya. 2. To maintain proper records of the photographs.
16.	LIBRARY (पुस्तकालय)	Sec 1. Mr. Dharminder (TGT Lib.)(I/C) 2. Ms. Suman(TGT Hindi) 3. Mr.Rajeev (TGT Eng.) 4. Ms.Ritika Sharma (PRT) 5.Ms.Sujata (PRT)		1. To ensure conduct of library committee meeting as per KVS Norms. 2. To constitute reader club in the Vidyalaya 3. To motivate students for reading maximum number of quality books and prepare book reviews. These book reviews should be read in morning assembly. 4. The good reader student must be recognized in the morning assembly. 5. To motivate teachers for optimum utilization of library for their professional growth.
17.	WATER TANK / WATER COOLERS CLEANLINESS COMMITTEE (पेयजल शुद्धता जांच हेतु समिति)	1..Mr. Susheel(TGT WE)-IC 2. Mr. Sarabpreet (TGT AE) 3.Mr.Vijay (PRT-Mus.)		To ensure the cleanliness of tanks on regular intervals.
18.	STAFF ROOM MAINTAINENCE COMMITTEE (स्टाफ-कक्ष अनुरक्षण समिति)	1.Ms.Suman (TGT Hindi) 2.Ms.Renu Rani (TGT SST)		To ensure proper upkeep and cleanliness of Staff room.

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19.	GARDENING /GRASS CUTTING/LAWNS/GROUNDS MAINTENANCE (बागवानी)	1.Mr.Tajinder (PGT Geo.)-IC 2.Mr.Mahender (PGT Eng.) 3.Mr.Mahesh Chand(TGT Sci) 4. Ms.Suman Sharma (TGT Math) 5.Mr. Vijay (PRT Music)		1. The committee must ensure the cleanliness of campus and gardens. 2. Ensure aesthetic look of the Vidyalaya with plantation of decorative plants and flowers at appropriate places.
20.	MATHEMATICAL GARDEN (गणितीय-उद्यान)	1.Ms.Suman Sharma TGT Math(I/C) 2.Mr.Mahesh(TGT Bio) 3.Ms.Shakshi (PRT)		To develop mathematical garden in the Vidyalaya.
21.	COMPUTER AND WEBSITE UPDATION COMMITTEE (संगणक एवं विद्यालय वेबसाइट अद्यतन समिति)	1.Mr. Harjinder Singh(PGT CS)(I/C) 2.Ms.Ranjana -Computer Inst. 3.Mr.Shuvam (PRT)		To update Vidyalaya's website on daily basis.
22.	SCOUT AND GUIDE (स्काउट और गाईड) Cubs and Bulbul	Sec 1.Mr.Vijesh Kumar PGT Chem)(I/C) 2.Mr.Mahender Singh (PGT Eng.) 3.Ms. Taruna Sharma(TGT Skt) 4.Mr. Vijay Kumar (PRT Mus.) 5.Ms.Chitra (PRT)		1. To ensure the participation of maximum number of students in scout and guide activities. 2. To organize activities as per schedule.
23.	NCC (राष्ट्रीय कैडेट कोर)	1.Samriti (PRT)I/C 2.Mr.Shuvam (PRT)		To ensure implementation of NCC as per Norms.
24.	SCHOOL EXCURSION AND ADVENTURE COMMITTEE (विद्यालय पर्यटन और साहसिक कार्य समिति)	Sec 1. Mr.Tajinder (PGT Geo.) 2. Mr.Dharminder (Lib.) 3. Ms.Taruna (TGT Skt.) 4. Mr.Sarabpreet (TGT AE)		To organize activities as per KVS guidelines.
	Pri 1.Ms. Samriti (PRT) 2. Ms.Ritika (PRT) 3.Mr. Tanu (PRT)			
25.	FIRE SAFETY (अग्नि सुरक्षा)	Sec. 1.Mr. Susheel(TGT WE)(I/C) 2. Mr.Mahender (PGT Eng.) 3.Mr.Sarabpreet (TGT AE)		Ensure refilling and installation of fire extinguisher at appropriate places in the Vidyalaya.

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26.	ATL	1.Ms.Navjot Kaur (PGT Physics)(I/C) 3. Mr. Susheel (TGT WE) 3.Mr. Mahesh Chand(TGT Sci)		To keep the labs updated for various practical activities and to maintain the proper records related to labs.
27.	PURCHASE COMMITTEE (विद्यालय स्थानीय क्रय समिति)	1.Mr.Harjinder Singh (PGT CS)-(I/C) 2.Ms.Navjot Kaur (PGT Phy.) 3. Mr.Dharminder (TGT Lib.) 4.Mr.Susheel [TGT WE] 5.Ms.Samriti Shelly (PRT) 6.Mr.Tanu Verma		Purchase of articles & goods for stores as per requirement.
28.	SPORTS COMMITTEE/Fit India (खेल-कूद समिति)	1.Mr.Rajeev (TGT Eng.) 2.Mr.Sarabpreet (TGT AE) 3.Ms. Samriti (PRT) 4.Ritika Sharma (PRT) 5.Mr.Sachin (Sports Coach)		To ensure conduct of sports and games as per KVS calendar and norms.
29.	RTE RECORD MAINTAINANCE COMMITTEE(आर टी ई रिकॉर्ड समिति)	1.Ms.Renu Rani (TGT SST) 2.Ms. Chitra PRT		To collect the bills and vouchers from parents, verify them and to submit in office for payment.
30.	BEAUTIFICATION/ BALA IMPLEMENTATION COMMITTEE (भवन सौंदर्यकरण एवं बाला कार्यान्वयन समिति)	1. Mr.Sarabpreet (TGT AE)- I/C 2.Ms.Suman (TGT Hindi) 3.Ms.Samriti(PRT) 4.Ms.Ritika(PRT)		To carry out the beautification of the Vidyalaya campus and to implement the BALA concept in the Vidyalaya building.
31.	CHILD RIGHTS PROTECTION COMMITTEE	1.Mr. Harjinder Singh-PGT CS (I/C) 2.Sh.Ram Murti (PGT Math) 3.Ms.Neelam (TGT Hindi) 4.Mr.Mahesh -TGT Sc. 5.Ms.Samriti (PRT) 6.Ms.Ritika (PRT)		To enquire the reported cases and recommendation there upon.
32.	GRIEVANCE REDRESSAL COMMITTEE (परिवेदन निवारण समिति)	1.Mr. Harjinder Singh-PGT CS (I/C) 2.Ms.Navjot Kaur (PGT Phy.) 3.Ms.Neelam (TGT Hindi) 4.Mr.Mahesh -TGT Sc. 5.Ms.Samriti (PRT) 6.Ms.Ritika (PRT)		To look into the reported cases and to submit the report in the given time framework.

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33.	VIDYALAYA OFFICE (विद्यालय कार्यालय समिति)	1.Mr.Kalparya (JSA) 2.Mr. Tanu Verma(Admn) to assist 3.Mr. Shuvam (Account) to assist		To help Vidyalaya office staff to maintain Staff – Salary, Contractual – Salary, Income Tax, Leave- Record, Cash Book Maintenance, Ledger maintenance, Inward and Dispatch and other office related works if required.
34.	EBSB (Social Science Exhibition)/ KALA UTSAV / AKAM (सामाजिक विज्ञान प्रदर्शनी)	1.Mr.Tajinder (PGT Geo.)-Overall IC 2.Mr.Neeraj (PGT His.) 3.Mr.Gurnam (PGT Hindi)- 4.Ms. Renu Rani(TGT SST)- 5.Mr. Vijay (PRT Music)- 6.Ms. Samriti (PRT)-		To organize the social science exhibition at Vidyalaya level and to prepare and send the students for Regional level and National level events.
35.	NCSC (राष्ट्रीय बाल विज्ञान कॉंग्रेस)	1. Ms.Navjot Kaur (PGT Physics) -IC 2. Mr.Vijesh Kumar (PGT Chem) 3.Mr. Mahesh Chand(TGT Sci) 4.Ms.Loveneet (PGT Bio)		To prepare the students for NCSC and to ensure their participation at regional and national level.
36.	OLYMPIADS (विषय संबंधी ओलम्पियाड)	Science Olympiads – Mr.Mahesh (TGT Bio) Maths Olympiad – Mr.Ram Murti (PGT Math) Green Olympiad- Mr.Tajinder (PGT Geo.)		To prepare the students for Olympiads and ensure registration.
37.	SAFETY AND SECURITY / SOP COMMITTEE (सुरक्षा एवं संरक्षा संबंधी यथाचितमानक कार्यवाही हेतु समिति)	1.Mr. Susheel(TGT WE)(I/C) 2.Mr.Dharminder (TGT Lib.) 3.Mr.Rajeev Sharma(TGT Eng.) 4.Ms.Samriti (PRT) 5.Mr.Vijay (PRT Music)		1. To conduct mock drill of the students as per SOP 2. To ensure safety and security of students as per SOP of CBSE.
38.	MATHS LAB	1. Mr.Ram Murti (IC) 2. Ms. Komal (TGT Math) 3. Ms.Suman Sharma(TGT Math)		To inculcate the Mathematical skills in the children and to make the TLP of Mathematics more joyful.
39.	INCOME TAX	1. Mr. Ram Murti (PGT Math) 2.Mr. Shuvam(PRT) 3.Mr.Kalparya (JSA)		Calculation of Income Tax and verification of the documents concerned.
40.	DIKSHA/CCT/NISHTHA/LAT	1.Mr.Ram Murti(PGT Math)-IC 2.All mentors 3.Mr.Shuvam(PRT)		All related work in a co-ordinated manner for successful achievement of TLOs.

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41.	NATIONAL SCHOLARSHIP PORTAL & OTHER SCHOLARSHIP PROGRAMS	1. Mr.Ram Murti(PGT Math) (I/C) 2.Mr.Rajeev Sharma (TGT Eng.)		To ensure participation of eligible Students & their registration in National Scholarship Portal/ other various Scholarship programs.
42.	E-PUNJAB/UDISE+/SHALA DARPAN	1.Mr.Harjinder (PGT CS) 2.Mr.Tanu Verma (PRT)		To update the related data on regular basis.
43.	STUDENT ENROLLMENT	1. Mr.Harjinder (PGT CS) 3.Ms.Chitra (PRT)		To update the related data on regular basis.
44.	ACP (Awakened Citizen Prog.)	1. Ms. Taruna Sharma(TGT Skt)I/C 2. Mr.Dharminder (TGT LIB.) 3. Mr. Mahesh Chand(TGT Sci) 4. Ms.Komal Rani (TGT Math) 5. Ms.Suman Sharma (TGT Math) 6. Ms.Suman (TGT Hindi) 7. Ms. Renu Rani(TGT SST)		1.To ensure the implementation of ACP in the Vidyalaya. 2.Keep the data related to the programme.
45.	A.E.P. (ADOLESCENT EDUCATION PROGRAM) (किशोरावस्था शिक्षण कार्यक्रम)	1.Ms. Komal Rani (TGT Maths)I/C 2.Mr. Mahesh Chand (TGT Sci) 3.Ms. Suman (TGT HINDI) 4. Nurse		1. To ensure the implementation of AEP in the Vidyalaya. 2. To prepare quarterly report for submission to KVS.
46.	Vidyalaya Patrika/News Letter	1.Mr.Mahender (PGT Eng.)-IC 2.Mr. Gurnam SINGH (PGT Hindi) 3.Ms. Taruna Sharm(TGT SKT) 4. Ms. Suman(TGT Hindi) 5.Ms.Ritika (PRT) 6.Ms.Chitra Sharma (PRT)		To ensure the timely publication of patrika
47.	NIPUN	1. Ms. Samriti (PRT) 2.All Primary Staff		To meet all the requirements of NIPUN with true spirit as per NEP 2020.
48.	JUNIOR COMPUTER LAB	1.Mr.Harjinder (PGT CS)-IC 2.Ms. Chitra Sharma (PRT) 3.Ms.Ranjana -Computer instructor		To utilize lab facilities in the interest of the students and to maintain the same.
49.	CONSERVANCY AND SECURITY (OUTSOURCING STAFF)	1. Mr. Dharminder (TGT Lib.)I/C 2.Mr. Ram Murti (PGT Math) 3. Ms.Taruna Sharma (TGT Skt.)		To maintain the attendance record of o/s staff and ensure availability of the required items required by the conservancy staff with their proper record.

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		4.Ms.Samriti (PRT) 5.Mr.Vijay (PRT Music)		
50.	MEDICAL & FIRST AID	1. Ms. Madhuri (PRT)-IC 2. Mr.Mahesh (TGT Bio.) 3. Ms.Neha -Nurse		To aware the students about health hygiene and arrange their Medical check up as per norms.
51.	LANGUAGE LAB	1.Mr.Mahender (PGT Eng.)I/C 2.Mr.Gurnam (PGT Hindi) 3. Ms.Neelam (TGT Hindi) 4.Ms. Taruna Sharma(TGT SKT) 5.Ms. Suman(TGT Hindi) 6.Mr.Surjit (TGT Eng.) 7.Mr. Rajeev (TGT Eng.)		To develop all the language skills of the students using available resource of Lang.lab.
52.	ACTIVITY ROOM	1.Ms. Taruna Sharma(TGT SKT)I/C 2. Ms. Suman(TGT Hindi) 3.Ms.Samriti [PRT] 4.Ms.Ritika [PRT]		To maintain the proper upkeep of activity room for the events to be held therein from time to time.
53.	NOTICE/HOUSE/CLASS - BOARDS MAINTENANCE COMMITTEE	1.Ms.Suman Sharma(TGT Math)-IC 2.Ms.Neelam Rani (TGT Hindi) 3.Ms.Ritika (PRT)		To perform assigned duties reg. maintenance of said items.
54.	CONDEMNATION COMMITTEE	1. Mr.Ram Murti (PGT Math) 2. Mr.Harjinder-(PGT CS.) 3. Mr.Susheel (TGT WE) 4. Mr.Dharminder (TGT Lib.) 5. Mr.Sarabpreet (TGT AE) 6. Mr.Vijay (PRT-Mus.)		To recommend and execute the condemnation of Non consumable articles as per KVS norms.
55.	STUDENTS/PARENTS' Name CORRECTION COMMITTEE	1. Mr. Harjinder (PGT CS)-IC 2. Mr. Rajeev (TGT Eng.) 3. Mr.Tanu (PRT)		To guide parents regarding correction in names as per prevailing norms and arrange to forward the data to the competent authority for correction, in the interest of students/parents.
56.	VMC MEETINGS ORGANISING COMMITTEE	1.Mr.Ram Murti (PGT Math)-I/C 2.Mr.Rajeev(TGT Eng.) 3.Ms.Samriti [PRT]-General arrangement		To arrange for the invitation of VMC members for the meeting and assist in printing of agenda and minutes of the meeting and proper conduct of the meeting in the Vidyalaya.
57.	CONTRACTUAL TEACHERS APPOINTMENT COMMITTEE	1. Mr.Ram Murti (PGT Math)-IC 2. Mr.Dharminder (TGT Lib.) 3. Ms.Taruna (TGT Skt.)		To arrange for the advertisement, verification of documents , doing printing and record work for select panel of Contractual teachers.

क्र.सं. Sr. No	विभाग/ DEPARTMENT	समिति सदस्य/ COMMITTEE MEMBERS	हस्ताक्षर/ Sign.	कर्तव्य निर्वहन का प्रकार/ NATURE OF DUTIES
		4. Ms.Samriti(PRT)		
58.	PTA COMMITTEE (अभिभावक अध्यापक संघ संबंधी समिति)	1.Ms.navjot Kaur (PGT Phy.) 2.Ms. Renu Rani(TGT SST) 3. Mr.Rajeev (TGT Eng.) 4. Ms.Samriti(PRT)		1. To call PTA meeting and to ensure the implementation of suggestions and recommendations of PTA. 2. To keep inform the executive body of the PTA about the policy and program of Vidyalaya. 3. To establish rapport with the society with the help of PTA.
59.	GeM VERIFICATION COMMITTEE	1.Mr.Harjinder Singh (PGT CS) 2.Mr.Tajinder (PGt Geo.) 3.Ms.Taruna Sharma (TGT Sankt) 4.Mr.Dharminder [TGT Lib.] 5.Mr.Susheel (TGT WE) 6.Mr.Shuvam (PRT)		To initiate genuine purchases through GeM as per the requirement of the Vidyalaya them as per the prescribed procedure of KVS/GFR and verify them carefully.
60.	TOY LIBRARY	1. Mr.Surjit Kumar (TGT Eng.) 2. Mr.Sarabpreet Singh (TGT AE) 3. Mr.Sulinder (PGT Hist.) 4. Ms.Ritika (PRT) 5. Ms Manisha(PRT)		To help in fostering creativity,problem solving skills and social competencies amongst children providing them an invaluable resource which may develop their growth and nurture their overall well being through play based learning.
61.	STEAM Room (Science,Technology,Engineering,Agriculture and Mathematics- related innovation room)	1.Ms.Navjot Kaur (PGT Phy.) 2.Mr.Susheel (TGT WE) 3.Mr.Mahesh (TGT Bio) 4.Ms.Sujata (PRT)		To help in integrating Science,Technology,Engineering,Agriculture and Mathematics for fostering creativity , critical thinking and innovation amongst students.
62.	EDUCATION AND WELLNESS CENTRE	1. Ms.Navjot Kaur (PGT Phy.) 2. Mr.Mahesh (TGT Sc.) 3. Ms.Loveneet (PGT Bio.) 4. Ms.Neha (Nurse)		Education and Wellness Centre to serve as resource Centre anabling barrier free access for CWSN children and help in providing Adaptive Learning apps/devices,AI supported tools etc. as prescribed in the Project Innovation (Recurring): State specific document.
63.	Internal Complaint Committee	1.Ms.Swati Aggarwal (Asst.Comm.KVS RO Dehradon) 2.Ms.Santosh Kumari Vashisht (NGO Member)(NGO-Sukh Darshan Sewa Samiti) 3.Sh.Harjinder Singh (PGT CS) 4.Ms.Taruna Sharma (TGT Skt) 5.Ms.Samriti (PRT)		As prescribed by the concerned Law.

(राकेश कुमार)
प्राचार्य

PM SHRI KENDRIYA VIDYALYA GAJJ BHUNGA

List of Clubs – 2024-25

CLUBS

Sr. No.	CLUBS	CLUB MEMBERS	Sign.	NATURE OF DUTIES
1.	INTEGRITY CLUB (सत्यनिष्ठा क्लब)	1.Mr. Mahender Singh (PGT Eng.)-IC 2.Ms. Suman (TGT Hindi) 3.Mr.Rajeev (TGT Eng.) 4.Mr.Shuvam (PRT)		1. To submit yearly Activity Calendar to office Timely . 2. Inculcate moral values into the minds of young children so that they grow up to become socially and morally responsible citizen of the country.
2.	HEALTH AND WELLNESS CLUB (स्वास्थ्य सभा)	1.Ms.Navjot Kaur (PGT Phy.) 2.Mr.Mahesh (TGT Sc.) 3.Ms.Loveneet (PGT Bio.) 4.Ms.Neha (Nurse)		1. To submit yearly Activity Calendar to office Timely 2.To aware the students about health hygiene.
3.	ALUMNI CLUB (भूतपूर्व छात्र सभा)	1. Mr. Harjinder (PGT CS) 2. Ms.Taruna (TGT skt.) 3. Mr. Mahesh Chand(TGT Sci) 4. Ms. Samriti(PRT)		1. To keep the record of Alumni of the Vidyalaya and arrange Alumni Meet. 2. To disseminate information to RO whenever required.
4.	ECO CLUB (पर्यावरण संरक्षण सभा)	1.Mr.Tajinder (PGT Geo.)-IC 2.Mr.Mahender (PGT Eng.) 3.Mr.Sarabpreet (TGT AE) 4.Ms.Samriti (PRT) 5.Mr. Vijay (PRT Music)		1. To submit yearly Activity Calendar to office Timely 2.To provide an outlet for students creativity and to enable them to channelize their imagination and energy in conservation of Eco system.
5.	Staff Club	1.Mr.Mahesh (TGT Sc.)- Coordinator/Stage Handling 2.Mr.Tanu Verma [PRT]-Fund management 3.Ms.Samriti(PRT)-General arrangement		To perform assigned duties as per need.
6.	Press and Media Club	1.Mr.Gurnam (Press report) 2.Mr.Dharminder (Media) 3.Ms.Suman (TGT Hindi)- member 4.Mr.Rajeev (TGT Eng.)- member		To perform assigned duties .

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