केन्द्रीय विद्यालय क्र.१ फिरोज़पुर कैंट

PM SHRI KendriyaVidyalaya No.1 FerozepurCantt

VIDYALAYA COMMITTEES SESSION 2024-25

SN	Committee	Designation	Sign.	Responsibilities
1	PARENTS GRIEVANCE AND SEXUAL HARASSMENT COMMITTEE			
	MRS SEEMA SINGH	I/C		To address all the grievance Maintain record of grievance
	MR. RAJESH KUMAR	CO I/C		
	MRS SHIVANI ARORA	Member		
	MR. R R CHOUDHARY	Member		
	MRS. RAMANJEET KAUR	Member		
	MRS. MEENU RANI SHARMA	Member		
	NGO	Member		
2.	ACADEMIC AND ADMINISTRATIVE SUPPORT & CS 54			
	Mrs. SHIVANI ARORA	I/C		Ensure to complete syllabus in all classes and submit report to Principal Prepare action plan for slow learners and bridge course for all subjects and submit report Ensure proper utilisation of labs and other teaching learning resources Ensure to distribute study material to needy students. Ensure minimum learning plan as per kvs instructions. Ensure twice in month checking of notebooks by teachers and twice in a year by Principal Verification of students' attendance registers · To ensure the collection of fees from all the students.(CS 54&CS 11).
	Mr CP SAINI	Member		
	MRS. MEENU RANI SHARMA	I/C		
3.	ADMISSION COMMITTEE SECONDARY			
	MR. R R CHOUDHARY	I/C		1. Ensure online admission processes are done as scheduled by K.V.S.

	MRS MANISHA YADAV	Member		2. Ensure issue of Reg. forms for the fresh admission as per guideline 2024-2025 3. To scrutinise the registration forms for admission and carry out the process as per the Admission guidelines 2022- 2023 in consultation with the Principal. 4. To deal with local transfers. 5. To deal with TC cases 6. Check stats of T.C. on the website of their previous school. 7. Produce all duly verified documents for admission.
	MR PRAVEEN	Member		
	MRS RAKHI	Member		
	Computer Instructor	Member		
4.	SCHOOL BEAUTIFICATION			
	Mrs ANITA MEHTA	I/C		To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus. To ensure watering of all potted plants and other plants growing in the Vidyalaya campus. · To procure fertilisers, manure, pesticides in consultation with the Principal. · Numbering trees and potted plants. Celebration of Vanamahostava in consultation with principal · To display quotations in the corridors and class rooms. · To fix bulletin board in the classroom To procure ornamental plants and other fruit bearing plants in consultation with the Principal. To ensure watering of all potted plants and other plant Celebration of Vanamahostava in consultation with Principal
	Mr. SANJAY KHATI	Member		
	TGT BIOLOGY	Member		
	Ms SAPNA	Member		
	Mr RAJKUMAR	Member		
5	CONDEMNATION & AUCTIONING OF CONDEMNED ARTICLES			
	Dr. Pradeep Kumar	I/C		To scrutinise, prepare a list of articles to be condemned by HOD and complete the process of disposal of the same through auctioning. After due approval of competent authority.
	All Stockholders	Member		
	Mr Sunny	Member		
6.	CAREER COUNSELLING AND GUIDANCE			

	Mr SANJAY SAINI	I/C		To arrange Vocational guidance and counselling to the students by inviting reputed personalities in the concerned field. · To pay the remuneration in consultation with principal (if applicable). To organise various Olympiads in maths, science
	Mr. CP SAINI	Member		
	Mr. VIKAS JINDAL	Member		
	COUNSELLOR	Member		
7.	CHECKING ATTENDANCE AND MONITORING OF AND CONSERVANCY SERVICES (Morning & Evening Hrs.)			
	Mr. SANJAY KHATI	I/C{S}		Checking of toilets and reporting requirement and cleanliness of toilets and premises of school. To monitor the work and attendance of labourers provided by agency · To supervise the duty, change of security guards and their availability. · To verify and certify the bill submitted by the agencies
	Mrs Meenu Sharma	I/C{P}		
	Mr SUNNY	Member		
8.	CANTEEN MONITORING COMMITTEE			
	Mrs ANITA MEHTA	I/C		To supervise the functioning of the canteen and to ensure hygienic items are sold in the canteen for the students. To ensure cleanliness in and around the canteen area. To randomly check eatable and other items available for sale in the canteen.
	Mrs. MEENU RANI	Member		
	NURSE	Member		
9	MORNING ASSEMBLY AND INTERNAL CCA ACTIVITIES			
	Mr. RAMANJEET KAUR	I/C (S)		To conduct inter house and inter class display board competitions. To ensure proper conduct of morning assembly. To ensure allotment of duties to students and associates of the house. · To ensure that each House and class displays useful, interesting, inspiring, educative and enlightening articles, messages, thoughts etc. (Hindi and English). Organise various activities as per KVS Prepare Invitation card for guests at any function and birthday of students. Prepare I'd cards of students and student dairy.
	Mr. SHAHID BHATI	Member		
	Mr. AMIT KUMAR	Member		
	Mr. ASHOK KUMAR	Member		
	C/T on duty	Member		
	Sports Teacher /Coach	Member		

10	CCA -EXTERNAL ACTIVITIES (EBSB, AKAM, KALA UTSAV, YOUTH PARLIAMENT)			
	Ms. SANGEETA	I/C		Organise various activities as per KVS · Prepare reports. · Sending on demand to Kendriya Vidyalaya Sangathan · keep records of related activities
	Mr. CP SAINI	Co I/C		
	Mrs. MANISHA	Member		
	Mr. JAI PRAKSH	Member		
	Mr. AMIT KUMAR	Member		
11	DISCIPLINE COMMITTEE AND STUDENT COUNCIL			
	Mr VIKAS JINDAL	I/C		To check personal turn of students during assembly To ensure provision of out pass in all classes and their utilisation To initiate proper action as per KVS norms against indiscipline students Check the bags once a week and confiscate mobiles and other prohibited appliances. To take the regular meeting of student councils, prefect, monitors to ensure discipline · To refer the problematic cases to the counselling committee for diagnosis · To inform the parents immediately Division of houses along with distribution of students of various house · Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects. · Procuring badges for Captains Monitors, prefects. · Conduct of investiture (Badge presentation Ceremony) · Assigning duties to all members of the Student Council House Wise.
	Mrs. SHIVANI	Member		
	Mr JAI PRAKASH	Member		
	COUNSELLOR	Member		
	Sports Teacher /Coach	Member		
12	HOUSE MASTERS & ASSOCIATE HOUSE MASTERS			
	(A) SIVAJI HOUSE			Responsible for organising and conducting house wise activities and
	Mr. SHAHID BHATI	I/C		

	Mrs. SHIVANI ARORA	Member		competitions. · Guide the students properly and make them participate in all competitions and instil sportsman spirit. · Decoration of house board As and when guided. · Conduct regular house meetings. · Coordinating in conduct of different programme-Days calibration etc. · Monitor duties assigned to students and teachers effective use of house prefects.
	Mr. RR CHOUDHARY	Member		
	Mr. VIJAY KUMAR	Member		
	(B) TAGORE HOUSE			
	Mr. SANJAY KHATI	I/C		
	Mr. SANJAY SAINI	Member		
	Mrs ANJU BALA	Member		
	Mr. JAI PRAKASH	Member		
	(C) ASHOKA HOUSE			
	Mr NEERAJ	I/C		
	Ms SANGEETA	Member		
	Dr. PRADEEP KUMAR	Member		
	Mr DINESH HEER	Member		
	(D) RAMAN HOUSE			
	Mr SANDEEP SINGH	I/C		
	Mr CP SAINI	Member		
	Ms ANITA MEHTA	Member		
	Mrs MANISHA	Member		
13	CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (SWACH BHARAT ABHIYAN) Water points, Toilets, Corridors:			
	MR SANJAY KHATI	I/C		Staff nurse has to maintain a daily cleanliness register. To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness. To make the arrangements to dispose of the garbage and miscellaneous trash collected in
	Ms. MANISHA YADAV	Member		
	Mrs JAI PRAKASH	Member		

	Sports Coach	Member		Vidyalaya Building and other parts of campus. To ensure the provision of dustbins in all the classrooms To report repair work (Civil / Electrical) to the in charge. · Maintenance of Aqua guard, Water cooler cum purifier and to ensure the availability of clean drinking water..
	NURSE	Member		
	MRS SONALI	I/C		
14	EXAMINATION COMMITTEE Internal Exam. Sec and PTM			
	Mr. ANJU BALA	I/C		To plan the schedule of Unit test, Cumulative Examination, Pre-Board and Annual Examination as per the calendar of activities. · To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KV To give suitable instructions to class teachers for maintaining all the relevant records. · To conduct internal examinations as per the prescribed norms and to maintain record of all such examinations. · TO comply with all instructions regarding conduct of exam in consultation with HM. · Exam seating plan, and sufficient QP, Answer copies etc. in each and every exam. ·
	Mr. CP SAINI	Member		
	Mr SANDEEP KUMAR	Member		
	Mr. NEERAJ	Member		
	Mr AJAY	Sub Staff		
15	CBSE & External Exam and ALUMNI RECORD			
	Mr SANJAY SAINI	IC		Exam seating plan, and sufficient QP, Answer copies etc. in each and every exam. To comply with all instructions regarding conduct of examinations to be held for outside agencies. To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KV To give suitable instructions to class teachers for maintaining all the relevant records.
	Mr SANDEEP	Member		
	COMPUTER INSTRUCTOR	Member		

				· To conduct external examinations as per the prescribed norms and to maintain record of all such examinations.
16	TIME TABLE AND LEAVE ARRANGEMENT			
	Mrs. SHIVANI	I/C		To prepare & execute a time table as per the norms. · To make necessary adjustments in the time table due to administrative exigencies. · To device workable & suitable assignment/remedial time-table · To make arrangements for classes suitably as per requirement. · To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students.
	MRS ANJU BALA	Member		
	Mr NEERAJ	Member		
17	SCHOOL PUBLICATION COMMITTEE (VIDYALAYA PATRIKA, NEWS LETTER, SCHOOL DIARY etc.			
	MR VIKAS JINDAL ENG SECTION	I/C		To motivate and inspire the students to write articles, draw pictures, poems and songs in English, Hindi and Sanskrit and edit and prepare the School Magazine. To collect photographs of events suitable for magazine
	MR. R.R. Chaudhury HINDI & SKT. SECTION	Member		
	Ms MEENU RANI	Member		
	THREE STUDENTS	Member		
18	PHOTOGRAPHY COMMITTEE			
	Mr SHAHID BHATI	I/C-S		Take photo and video of important events of vidyalaya and display as per required. To take pictures and upload them on the web site.
	Ms SONALI	I/C-P		
19	PURCHASE COMMITTEE			
	Mr RAJESH KUMAR	I/C		

	DR PRADEEP KUMAR	Member		To call for Quotations, prepare comparative statements on GEM portal, conduct market survey for small purchases of the Vidyalaya as per KVS rules and as per requirement.
	Mr SHAHID BHATI	Member		
	Mrs MEENU RANI	Member		
	All Deptt. Holders	Member		
20	SPORTS COMMITTEE			
	Mr VIJAY KUMAR	I/C		To plan and conduct vidyalaya, regional & national level sports activities for both primary & secondary. · To conduct mini sports meet & sports day celebration
	Sports Coach	Member		
	Mr PRAVEEN	I/C		
	Mr RINKU	Member		
21	MEDICAL ROOM, FIRST AID, HEALTH & MEDICAL CHECKUP COMMITTEE			
	MRS ANITA MEHTA	I/C		To prepare a plan for a student's health check up twice in the session by an authorised Medical Officer. To make available stock of First Aid. · A special care must be taken for girl students as per their natural need. · To organise expert talks related to health & hygiene.
	TGT BIO	Member		
	Nurse	Member		
22	WEBSITE MAINTENANCE & MONITORING COMMITTEE			
	MR. RAJESH KUMAR	I/C		Regular updating and suggestions to make the website more interactive & attractive. To collect reports of monthly works done by diff departments.
	Computer Instructor	Member		
	Mr ANJU BALA	Member		
	Ms SONALI	Member		
23	MAINTENANCE & UPKEEP OF ALL I.T. EQUIPMENT			
	MR. RAJESH KUMAR	I/C		

	MR. SHAHID BHATI	Member		Will be responsible for the maintenance and repairs of various equipments and to keep all equipments in running c
	Computer Instructor.	Member		
24	SCOUTS & GUIDE COMMITTEE			
	MR. DINESH HEER	I/C (S)		To ensure minimum enrolment (50%) in the movement before 31st August · To organise investiture ceremony for the new recruits · To conduct the parade after school hours and class on every SATURDAY · To train the students for Pratham / · Dwitiya /Tritiya / Raj Puraskar / Rashtrapati / Pratham Charan / Dwitiya charan/ Tritiya Charan / ChaturdaShi · To issue the merit certificate after the conduct of test · Celebration of thinking day · To procure uniforms for Scouts / Guides who are involved in Guard of Honour.
	Mr RR CHOUDHARY	Member		
	MRS RAMANJEET KAUR	I/C (G)		
	Mrs MANISHA	Member		
	CUBS AND BULBUL			
	Mr. PRAVEEN	I/C (C)		
	MRS MANJU	I/C (B)		
25	ADVENTURE / EXCURSION & FIELD TRIPS			
	MR SANJAY SAINI	I/C		To plan the excursion/ Field trips · To decide the place, make arrangements for conveyance. · Estimate the amount to be collected from students. · Keep the willingness form ready · Arrangement of refreshments · Documentation of expenditure
	MRS RAMANJEET KAUR	Member		
	MRS. MEENU RANI SHARMA	Member		
	MR. RASHMI	Member		
26	LIBRARY COMMITTEE			
	MR NEERAJ	I/C		Arrangement, purchase and condemnation of books as per KVS norms Organise Pustak mela, Organise book review
	All Subject committees head	Member		
	Pankaj(9B)	Member		

	Kushvardhan (9B)	Member		
	Primary CLASS Library			
	Ms SAPNA	Member		
	MS POOJA	Member		
27	HINDI RAJBHASHA COMMITTEE			
	Mr. R R CHOUDHARY	I/C		Celebration of Hindi Pakhwara · Ensuring use of Hindi language in Vidyalaya as per KVS norms · To get the reply prepared for all the communication regarding Rajbhasha
	Mr. AMIT KUMAR	Member		
	Ms MANISHA YADAV	Member		
	Ms SHAKSHI	Member		
28	Science Exhibition			
	Mrs. SHIVANI ARORA	(I/C)		Responsible for arranging various Science club activities and inculcating the scientific temper and attitude among the students. · Responsible for motivating the students to take part in various programmes in connection with mathematics lab, Maths Olympiad, Maths exhibition, Maths day etc.
	MR SANJAY KUMAR SAINI	Member		
	MRS ANITA MEHTA	Member		
	TGT BIO	Member		
	MR. RAJESH KUMAR	Member		
29	MAINTENANCE AND REPAIR			
	MR. SHAHID BHATI	(I/C)		To ensure proper supply of water at water points in school building · To ensure proper white wash of the building · To ensure proper functioning of Electrical devices To maintain the register for record of maintenance
	Mr JAI PRAKASH	Member		
	MR. VIJAY KUMAR	Member		
	MS ANITA, PRT	Member		
30	RTI CASE MONITORING COMMITTEE			
	Mr SANJAY SAINI	(I/C)		

	DR PRADEEP KUMAR	Member		To handle the RTI query as and when asked in time to HQ, RO and individual concerned. · Keep track of reply thus furnished and send a copy to KVS (RO) for information.
31	RECORDING OF MINUTES OF STAFF MEETINGS			
	Mr VIKAS JINDAL	(I/C)		To maintain proper register and ensuring attendance of staff in each meeting To circulate the minutes of meeting to all staff members
	Mr RR CHOUDHARY	(CO-I/C)		
32	MAINTENANCE OF STAFF ROOM (Primary/Sec.) COMMITTEE			
	1.Mr. SANDEEP	(I/C)		To keep the staff room neat and clean · To ensure sitting arrangement for staff members · To ensure updating of display board with all circulars · To ensure staff room toilets are properly maintained · To ensure proper arrangement of notebooks in cabins & to keep centre table neat and clean Committee will also ensure issuance of lockers in a pigeon hole kept in the staff room.
	2.MR AMIT	Member		
	3. Mr. PRAVEEN	I/C		
	4. BAlVATIKA Teacher	Member		
33	AUDIO AND VISUAL AID EQUIP/Back to Basic CMP – PRIMARY AND SECONDARY			
	Mr. JAI PRAKASH	(I/C)		· To ensure the implementation of CMP as per KVS norms. · To take the requirement of TLM from teachers well in advance every month. · To procure TLM for the local market by taking an amount of Rs. 2000/- every month. · To ensure the distribution of TLM to all the teachers as per requirements. · To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement.
	Mr NEERAJ	Member		
	Mr DINESH HEER	Member		
	Mrs MEENU RANI	I/C		
	Ms SHAKSHI	Member		

				· To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.
34	DISASTER MANAGEMENT COMMITTEE			
	DR. PRADEEP KUMAR	(I/C)		To Identify, access and manage the hazards and risks that may occur in the Vidyalaya. · To communicate about those hazards and risks, their nature, effects, early warning signs and countermeasures. · To carry out regular mock drills in school. · To prepare an inventory of resources-human and material. senior students · should be trained in First Aid, Search and Rescue Fire Fighting etc HELPLINE: POLICE 112,181, 01632-243068 FIRE AND RESCUE: 101 MEDICAL : 104, 108 DISASTER : 01632-244008
	MS SANGEETA	Member		
	MR. SHAHID BHATI	Member		
	MR. DINESH HEER	Member		
	MR. VIJAY KUMAR	Member		
	MR RINKU	Member		
	Nurse	Member		
35	ACP PROJECT COMMITTEE			
	Mrs. MANISHA YADAV	(I/C)		To attend all NAEP programs and to send monthly reports to KVS · Plan and execute ACP programmes as per directions of KVS (HQ & RO) in all respects. · To attend all ACP programs and to send monthly reports to KVS · Regular updating website · To collect reports of monthly works done by diff C.T. · Regular updating website · To collect reports of monthly works done by diff C.T.
	MR JAIPRAKASH	Member		
	MR AMIT KUMAR	Member		
	MR.SANDEEP	Member		
	COUNSELOR	Member		
36	E-Punjab, UBI PORTAL, UDISE			
	Mr RAJESH KUMAR	(I/C)		To update UBI AND E-PUNJAB Portal

	Mr AMIT	Member		
	Mr RINKU	Member		
	COMPUTER INSTRUCTOR	Member		
	ALL CLASS TEACHERS	Member		
37	FURNITURE:			
	Mr VIJAY KUMAR	(I/C)		· To maintain the record of room wise/dept. wise distribution of furniture. · To take initiative to see that the broken furniture is repaired regularly. · To prepare a list of broken furniture which are to be condemned. · To see that the school furniture is to be replaced in classrooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function). · To see any shortages, deficiency of furniture and report to the Principal. · To ensure regularly that no furniture is lying in the corridors or in the open space. · To store and stock the broken or old furniture properly. · To maintain the stock register.
	Mr. JAI PRAKASH	Member		
	Mr. Rinku	Member		
	Mr.Ashok Kumar	Member		
	Mrs. Anita (PRT)	Member		
38	Laboratories In-charges			
	(i) Physics – MR. SANJAY SAINI			Purchase of Lab equipment · Conduct practical as per split up syllabus. · Maintenance of laboratories Display of prescribed practical in the laboratories
	(ii) Chemistry – MRS. SHIVANI ARORA			
	iii) Biology - Ms. ANITA MEHTA			

	iv) Computer – Mr. RAJESH KUMAR			
	v) English Lab – Mr. VIKAS JINDAL			
	vi) Maths Lab – MRS .ANJU BALA			
	vii) Jr Sci Lab- Mrs.ANITA MEHTA			
	viii) ATL Lab –MR SHAHID BHATI			
	ix) GEOGRAPHY LAB - MS SANGEETA			
39	Up Keeping Suggestion Box			
	DR PRADEEP KUMAR	(I/C)		· To monitor suggestion box – once in a week · To suggest remedial measures · To settle queries of students through PRO · To put up the record to the Principal for approval- once in a month.
	MR RAJESH KUMAR	Member		
	MRS RAMANJEET KAUR	Member		
40	SUBJECT COMMITTEES			
	MR VIKAS JINDAL	English		All English teachers
	MRS ANJU BALA	Mathematics		All Maths teachers
	MR. ROOPA RAM CHOUDHARY	Hindi Sanskrit		All Hindi,Skt teachers
	MR. SHIVANI ARORA	Science		All Science AND COMPUTER teachers
	DR PRADEEP KUMAR	Social Science		All Social teachers
	MRS MEENU RANI SHARMA	PRIMARY		ALL PRT AND MUSIC Teacher
41	PM KAUSAL VIKAS YOJNA			
	Mr. CP SAINI	I/C		Registration of students under PMKVY and

	COMPUTER INSTRUCTOR	Member		monitor classes to report as required
	Mrs MANISHA YADAV	Member		
42	PM SHRI SCHOOL			
	Mr VIKAS JINDAL	I/C		Conduct all activities as per KVS instructions Circulate instructions and collect required information as per requirement
	Mr SHAHID BHATI	Member		
	Ms MEENU RANI	Member		
	Ms POOJA	Member		
43	OFFICE WORK			
	Mr. SUNNY, JSA	I/C		Prepare cash book Tally, clearance of all bills Reply of emails sent by RO Prepare TC and verified by class teachers
	Mr DINESH HEER	Member		
	Mr RAJESH KUMAR	Member		
	Mr. AMARJEET	Sub Staff		
	Mr. RAJKUMAR	Sub Staff		
44	INCOME TAX			
	DR PRADEEP KUMAR	I/C		Monthly calculation of tax to deduct from salary
	Mr DINESH HEER	Member		
	Mr SUNNY	Member		
45	CONTRACTUAL TEACHERS APPOINTMENT, ATTENDANCE AND SALARY			
	Mr. RAJESH KUMAR	I/C		Give Advertisement in newspaper, Take VMC approval, Provide contract appointment letters Monitor attendance to prepare salary
	DR PRADEEP KUMAR	Member		
	Mr. SUNNY	JSA		
46	QUARTER MAINTENANCE AND WELFARE			

	Ms SANGEETA	I/C		Prepare panel of teachers for quarter allotment Provide quarter allotment letters Ensure to deduct licence fees from salary Prepare plan for repair and maintenance of quarters
	Mr NEERAJ	Member		
	Ms POOJA	Member		
	Mr SUNNY	JSA		
47	OFFICE RELATED WORK			
	Mr SUNNY, JSA	I/C		All works of office other then sub staff duties Submit report of work done by sub staff
	Mr AMARJEET, Sub Staff	Member		Maintenance and upkeep of Principal office, office and other department (other than class rooms) To attend the call-bell of the Principal, office To ring the bell of the Vidyalaya at the prescribed times. To attend post office work Any other work assigned by Principal, JSA, HOD
	Mr RAJ KUMAR, Sub Staff	Member		To assist in maintaining file, records, retrieval documents pertaining to TA/LTC/Medical/Leave application monthly return forms/ Pay bill etc. To handle bank operations i. e. deposit/withdrawal of cash from bank. To operate a water pump/use electrical equipment / water cooler etc. To assist in maintaining Diary/dispatch of letters. To maintain mobile no. and local address of the staff members. Any other work assigned by Principal, JSA, HOD
	Mr AJAY KUMAR, Sub Staff	Member		To circulate the orders/letters amongst the staff To attend Xerox machines & to handle fire fighting equipment. To check all light points in classrooms to be off & water tapes off in toilets & drinking points after school hours. Any other work assigned by Principal, JSA, HOD
48	POCSO COMMITTEE			
	MRS SEEMA SINGH	I/C		HELPLINE: POLICE 112,181, 01632-243068 FIRE AND RESCUE: 101 MEDICAL : 104, 108 DISASTER : 01632-244008
	MR. RAJESH KUMAR	CO I/C		

	MRS SHIVANI ARORA	Member		CHILD HELP LINE : 1098 SEXUAL HARASSMENT : 1091 COLLECTORATE CONTROL ROOM : 01632-244008 ROAD ACCIDENT : 1033 Act according to POCSO ACT provisions
	MR. R R CHOUDHARY	Member		
	MRS. RAMANJEET KAUR	Member		
	MRS. MEENU RANI SHARMA	Member		
	NGO	Member		
49	Cyber Security			
	Mr RAJESH KUMAR	(I/C)		To update students and staff regarding cyber security issues periodically
	Mr AMIT	Member		
	Mr RINKU	Member		
	COMPUTER INSTRUCTOR	Member		
	ALL CLASS TEACHERS	Member		
50	EVACUATION COMMITTEE			
	DR. PRADEEP KUMAR	(I/C)		To Identify, access and manage the hazards and risks that may occur in the Vidyalaya. · To communicate about those hazards and risks, their nature, effects, early warning signs and countermeasures. · To carry out regular mock drills in school. · To prepare an inventory of resources-human and material. senior students · should be trained in First Aid, Search and Rescue Fire Fighting etc
	MS SANGEETA	Member		
	MR. SHAHID BHATI	Member		
	MR. DINESH HEER	Member		
	MR. VIJAY KUMAR	Member		
	MR RINKU	Member		
	Nurse	Member		
51	CWSN COMMITTEE			
	Mr. CP SAINI	I/C		

	Mr SANJAY SAINI	Member		To act according to children with special need provisions
	Mr. VIKAS JINDAL	Member		
	COUNSELLOR	Member		

Daily monitoring sheet : Office Hours 8:45AM to 3:45PM (Break of 30 minutes only) HOD/JSA will report to Principal in every week along with remark of work completed /work in progress /incomplete work /denied to work /ignored to work/not responded etc							
S.No	Duties	DATE	DATE	DATE	DATE	DATE	DATE
1	Maintenance and upkeep of Principal office, office and other department (other than class rooms)						
2	To attend the call-bell of the Principal, office						
3	To ring the bell of the Vidyalaya at the prescribed times.						
4	To circulate the orders/letters amongst the staff.						
5	To attend Xerox machines & to handle fire fighting equipment.						
6	To assist in maintaining file, records, retrieval documents pertaining to TA/LTC/Medical/Leave application monthly return forms/ Pay bill etc.						
7	To handle bank operations i. e. deposit/withdrawal of cash from bank.						
8	To operate a water pump/use electrical equipment / water cooler etc.						
9	To assist in maintaining Diary/dispatch of letters.						
10	To attend post office work						
11	To check all light points in classrooms to be off & water tapes off in toilets & drinking points after school hours.						
12	To maintain mobile no. and local address of						

	the staff members.						
13	To keep all records in office/department systematically						
14	Any other work by Principal						
15	Any other work by JSA						
16	Any other work by HOD						
	Signature of Head of Department/office						
	Signature of Principal						