

# KV AFS HIGH GROUNDS CHANDIGARH

CONSTITUTION OF COMMITTEES SESSION 2024-25

w.e.f. 1st September 2024


PRINCIPAL: Mr. GURPREET SINGH

• Secondary wing - MR. RAGHUVEER SINGH, VICE-PRINCIPAL


• Primary wing - MS. POOJA SHARMA, HEAD MISTRESS

Overall Supervision

S.No	COMMITTEES NAMES & SCOPE OF WORK	MEMBERS (Mr./ Ms./)	
1	<b>ACADEMIC ADVISORY &amp; ANNUAL VIDYALAYA PLAN</b>  1. To Prepare Academic Improvement Plan. 2. To prepare Annual Vidyalaya plan. 3. To execute and maintain records.	<b>SECONDARY WING</b>	<b>PRIMARY WING</b>
		RAGHUVEER SINGH(VP)	POOJA SHARMA (HM)
		KANCHAN (PGT)	SEEMA GAUR-II(PRT)
		MANDEEP (PGT)	PARVEEN SAINI (PRT)
		MANDEEP KAUR (PGT)	
		KAVITA SINGH (PGT)	
2	<b>ACCOUNTING OF FEE &amp; FINE (CS 54) &amp; UBI VERIFICATION</b>  1. To check the entries of the fee collection from the registers and keep the records. 2. To Verify UBI records timely.		
		SARYOG PRAKASH (TGT)	
		SANJAY DUBEY (SSA)	
		ALL CLASS TEACHERS	
		<b>UBI VERIFICATION :</b>	
		VANDANA (PGT)	
3	<b>AEP/ ACP/ GUIDANCE &amp; COUNSELLING</b>  1. To Plan	SMRITI BAKSHI (TGT)	
		ALL CLASS TEACHERS	ALL CLASS TEACHERS
		NILIMA SARAN (PGT)-AEP	PARVEEN SAINI (PRT)
		SAVITA NARAYAN (PGT)-G&C	MONIKA (PRT)
		PARDEEP VERMA (TGT AE)- ACP	SHEETAL (PRT)
		SARYOG PRAKASH (TGT)	
4	<b>ADMISSION</b>  1. To chalk out the schedule time to time as per KVS directions. 2. To monitor registration and checking of the entries and documents attached with the registration forms. 3. To check the data in the admission registers.	SANGEETA GARG (TGT)	
		SANGEETA RANI (LIB)	
		VIVEK PAL (TGT)	
		PARUL (CLR)	
		KANCHAN (PGT)	PARVEEN SAINI (PRT)
		KAVITA RANI (PGT)	MANDEEP KAUR (PRT)
5	<b>ALUMNI ASSOCIATION</b>  1. To keep record of pass-out students. 2. To organise Alumni meet on regular occasions. 3. To felicitate achievers in the field of specialisation on other school function to motivate and inspire current students.	VANDANA (PGT)	ANU KUMARI (PRT)
		KARANJOT KAUR (TGT)	
		SANGEETA RANI (LIB)	
		KAVITA SINGH (PGT)	PARVEEN SAINI (PRT)
		SANGEETA RANI (LIB)	SEEMA GAUR-I
		ASHA RANI (JSA)	
6	<b>CANTEEN</b>  1. To keep check on hygiene and cleanliness of food. 2. To insure rates are displayed and as per the tender.		
		SANGEETA GARG (TGT)	MANJEET KAUR (PRT)
		RAJNI BIBI (TGT)	SAROJ RANI (PRT)
		SEEMA (TGT SKT)	
		SANJAY DUBEY (SSA)	
7	<b>CCA/ STUDENT COUNCIL</b>  1. To check out the annual program. 2. To implement the program for conducting activities. 3. To Monitor result of various competitions. 4. To celebrate Annual & other days. 5. To chalk out an annual program of all days etc. and to keep a day to day track of it. 6. To Monitoring the day to day house activities of the house on suitable scale. 7. To organize the inter school, Inter region National competitions time to time. 8. To motivate and develop the sportsmanship among the student. 9. To organize competitions like quizzes , seminars, debates, extempore etc. class wise and house wise. 10. To prepare invitation cards for important days like Annual day, Sports Day etc.		
		MANDEEP (PGT) HINDI)	SEEMA GAUR-I (PRT)
		KAVITA (TGT HINDI)	DES RAJ (PRT MUSIC)
		RAJNI BIBI (TGT)	ANU KUMARI (PRT)
		KARANJOT KAUR (TGT)	SUKHJINDER KAUR (PRT)
		SEEMA (TGT SKT)	

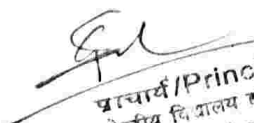

 Principal  
 केंद्रीय विद्यालय आई. हाई ग्राउंड्स  
 Kendriya Vidyalaya High Grounds  
 चण्डीगढ़/Chandigarh-160004  
 website: www.kvhighgroundschd.com

<b>8 DISCIPLINE &amp; ANTIBULLYING COMMITTEE</b>  To plan an effective program for ensuring overall discipline. To execute the program by daily monitoring. To liaison with the parents of Indisciplined students To develop a VOLUNTEER- FORCE of students for occasional duties. To ensure discipline in all the programmes conducted To settle the reported cases regarding indiscipline.	<b>VIVEK PAL (TGT)</b> KAVITA SINGH (PGT) SAVITA NARAYAN (PGT) SANJAY ROHHILA (TGT) PREETI TRIPATHI (TGT) SARYOG PRAKASHI (TGT) SPORTS COACH YOGA TEACHER	<b>MANJEET KAUR (PRT)</b> SACHU SADASIVAN (PRT) ALL CLASS TEACHERS
<b>9 ECO CLUB (BEAUTIFICATION/ GREEN SCHOOL PROGRAM)</b>  To plan & organise various the activities for the year to save the environment. To organize Van Mahotsav Week, plan exhibition, flower arrangement Competition, rangoli etc on inter school level. To maintain the school garden and to plan for further extension and expansion. To add more flowering pots/plants to existing garden. To plan creepers / Bougainvillea on all sides of the playgrounds. To ensure activities in Paryavaran Mitra Project, Green School Project.	<b>NILIMA SARAN (PGT)</b> PARDEEP VERMA (TGT) SANGEETA GARG (TGT) LAXMI SHARMA (TGT)	<b>ANU KUMARI (PRT)</b> SACHU SADASIVAN (PRT) SAROJ RANI (PRT) NEENA RANI SHARMA
<b>10 EK BHARAT SHRESHTHA BHARAT (EBSB)/ SADBHAWANA &amp; INTEGRITY CLUB</b>  To plan the activities for the year. To encourage the students to follow ethics in day to day activities. To invite the eminent personalities social worker etc. To organize camp workshop on yoga and meditation.	<b>SAVITA NARAYAN (PGT)</b> MANDEEP (PGT HINDI) KARANJOT KAUR(TGT) SARYOG PRAKASHI (TGT) LAXMI SHARMA (TGT)	<b>PARVEEN SAINI (PRT)</b> <b>SEEMA GAUR-II (PRT)</b>
<b>11 EXAMINATION (CBSE/INTERNAL/EXTERNAL)</b>  To attend all the examination work pertaining to Vidyalaya with utmost care confidentiality. To Plan, execute examination schedule. To Maintain the examination record and keeping them under safe custody confidentiality. To liaison with CBSE for students' admission in to Board Examinations. To maintain all relevant records and the Board's stationery To safely keep the Certificates issued by the Board for delivery to the identified students. To conduct other external examinations as proposed by Govt. of India/related organization sanctioned by KVS.	<b>MANDEEP KAUR (PGT)</b> <b>[CBSE/EXTERNAL]</b>  RAVI SAINI (TGT)  SANJAY ROHHILA (TGT)  <b>DEEPAK SINGH (PGT) [INTERNAL]</b>  SARYOG PRAKASH (TGT)	<b>SEEMA GAUR - II (PRT)</b>  MONIKA (PRT)  MAMTA RANI (PRT)
<b>12 EXCURSION/ ADVENTURE &amp; TRANSPORT</b>  To plan excursion for students. To Plan and Execute trekking to adventurous place. To keep details of the amount for expenditure internally as well as at RO level. To plan and organize transportation facilities for students during different activities (sports, excursion or tour etc.)	<b>VIVEK PAL (TGT)</b> PREETI TRIPATHI (TGT) KARANJOT KAUR(TGT)	<b>PARVEEN SAINI (PRT)</b> MONIKA (PRT)
<b>13 FURNITURE &amp; FIXTURES</b>  To purchase the furniture as per need. To check on Repair and maintenance of furniture. To verify all articles as per Stock register. To monitor the use of articles so as to ensure long life. To recommend condemnation of unserviceable articles. To recommend for purchase of necessary articles.	<b>MAHESH KUMAR MEENA (TGT WE)</b> SARYOG PRAKASH (TGT) PRADEEP VERMA	<b>VIKAM PRATAP MEHRA</b> MANJEET KAUR (PRT)
<b>14 HEALTH CLUB (FIRST AID/ MEDICAL CHECKUP)</b>  To plan and organize regular health checkup of sof all students. To maintain health record of each student. To carry out medical checkup of the student twice a year To arrange the workshop for the students' health and hygiene. To Procure necessary material required in medical room.	<b>SANGEETA GARG (TGT)</b> PREETI TRIPATHI (TGT) VIVEK PAL (TGT) DOCTOR NURSE	ANU KUMARI (PRT) RITU (PRT)

  
 प्रधानाचार्य/Principal  
 केंद्रीय विद्यालय हरि चण्डीगढ़  
 Kendriya Vidyalaya High Grounds  
 Chandigarh-160004




<b>15</b>	<b>INCOME TAX &amp; OFFICE RELATED WORK</b>		
1. To calculate the IT deduction of the staff. 2. To Verify Income tax calculations. 3. To Verify form -16 for all staff members.	<b>PREETI TRIPATHI (TGT)</b> <b>SANJAY KUMAR DUBEY (SSA)</b> <b>SANJAY ROHILLA (TGT)</b>	<b>SHEETAL (PRT)</b>	
<b>16</b>	<b>STUDENT GRIEVANCE REDRESSAL COMMITTEE</b>		
1. To look into grievance of the staff. 2. To receive and redress complaints of harassment at workplace.	<b>RAGHUVEER SINGH (VP)</b> <b>KAVITA SINGH (PGT)</b> <b>MANDEEP (PGT)</b> <b>SANGEETA RANI (LIB)</b> <b>VIVEK PAL (TGT)</b> <b>PARUL (CLR)</b>	<b>POOJA SHARMA (HM)</b> <b>NEENA RANI SHARMA (PRT)</b>	
<b>17</b>	<b>LIBRARY COMMITTEE</b>		
1. To select books for purchase (for other than syllabus 50% must be in Hindi) as per requirement of students. 2. To select and magazines and new papers as per need of students. 3. To ensure regular issue of books for students and teachers. 4. To organize activities as per library policy of KVS. 5. To popularize book reading habit among students & teachers. 6. To ensure library maintenance & attractive display of books. 7. To undertake physical stock verification of books as per Accession register, once a year. 8. To arrange to dispose of the old newspapers, magazines etc., at reasonable price, as per KVS Rules, in the presence of all Committee members 9. To recommend proposals of condemnation of unserviceable books 10. To conduct Literary Club Activities etc.	<b>RAGHUVEER SINGH (VP)</b> <b>SANGEETA RANI (LIB)</b> <b>MANDEEP (PGT)</b> <b>KAVITA SINGH (PGT)</b> <b>KANCHAN (PGT)</b> <b>MANDEEP KAUR (PGT)</b> <b>DEEPAK SINGH (PGT)</b>	<b>KAMINI (PRT)</b> <b>SHEETAL (PRT)</b> <b>ALL PRIMARY CLASS TEACHERS</b>	
<b>18</b>	<b>MAINTENANCE &amp; REPAIRS (M&amp;R)/ BUILDING AS LEARNING AID (BALA)</b>		
1. To maintain the stock register and get physical verification done annually. 2. To provide all fittings and fixtures replaced/ repaired as and when required. 3. To utilize the fund as per KVS directions 4. To settle the AC as per KVS rules. 5. To provide & execute innovative ideas under BALA.	<b>MAHESH KUMAR MEENA (TGT WE)</b> <b>VIVEK PAL (TGT)</b> <b>KARANJOT KAUR (TGT)</b> <b>PARDEEP VERMA (TGT) (BALA)</b> <b>NILIMA SARAN (PGT)</b>	<b>VIKRAM PRATAP MEHRA</b> <b>SEEMA GAUR-II (PRT)</b> <b>MONIKA (PRT)</b> <b>MAMTA RANI (PRT)</b>	
<b>19</b>	<b>NATIONAL SERVICE SCHEME (NSS)</b>		
1. To understand the school-community & understand themselves in relation to communities. 2. To identify the needs and problems of the school-community and involve them in problem solving process 3. To organise activities inculcating a sense of social and civic responsibility.	<b>SARYOG PRAKASH (TGT)</b> <b>LAKSHMI SHARMA (TGT)</b> <b>SAVITA NARAYAN (PGT)</b> <b>RAJNI BIBI (TGT)</b>		
<b>20</b>	<b>OLYMPIADS/ PROJECTS/ EXHIBITIONS/ READERS CLUB</b>		
1. To register students for Olympiads/ Projects/ Exhibitions conducted by KVS and other Govt. authorities. 2. To conduct exam/exhibitions as per schedule. 3. To prepare students for above said activities.	<b>NILIMA SARAN (PGT)</b> <b>LAKSHMI SHARMA (TGT)</b> <b>PREETI TRIPATHI (TGT)</b> <b>SANGEETA GARG (TGT)</b> <b>VEENA KATNORIA (TGT)</b> <b>SARYOG PRAKASH (TGT)</b> <b>SMRITI BAKSHI (TGT)</b>	<b>SUKHJINDER KAUR (PRT)</b> <b>RITU (PRT)</b>	
<b>21</b>	<b>ORGANIZATION OF VMC/ VEC</b>		
1. To organise VMC/VEC Meetings as per KVS schedule. 2. To maintain Agenda Point, & write Minutes writing. 3. To maintain records of VMC/VEC.	<b>KAVITA SINGH (PGT)</b> <b>VANDANA (PGT)</b> <b>KARANJOT KAUR (TGT)</b>	<b>SHEETAL (PRT)</b> <b>MANDEEP KAUR (PRT)</b>	

  
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<b>22</b>	<b>PA SYSTEM/ FLAG HOISTING</b>		
	1. To provide PA system for all programs organized in school. 2. To check the functioning of the PA system. 3. Flag hoisting to be done as per regulation.	MAHESH KUMAR MEENA (TGT WE) VIVEK PAL (TGT) PRITAM (SS)	RITU (PRT) MAMTA RANI (PRT) HARBHAGWAN
<b>23</b>	<b>PARTNERSHIP WITH GOVERNMENT SCHOOLS</b>		
	1. To take part in national programmes; providing continuing professional development. 2. To share lesson plans & resources; widening the curriculum offer or organising activities for the school holidays.	SAVITA NARAYAN (PGT) KAVITA SINGH (PGT) MANDEEP (PGT) VEENA KATNORIA	POOJA SHARMA (HM) MANDEEP KAUR (PRT) SUKHJINDER KAUR (PRT)
<b>24</b>	<b>PHOTOGRAPHY</b>		
	1. To take photos of important occasion. 2. To prepare Farewell/activities presentations using photographs clicked during all occasions.	PARDEEP VERMA (TGT) JITENDER KUMAR (COMP INS.) PARUL (CLR)	MAMTA RANI (PRT) ANU KUMARI (PRT)
<b>25</b>	<b>PRE-VOCATIONAL EDUCATION</b>		
	1. To develop an understanding and perspective on the purpose of work experience and pre-vocational education programme, with specific reference to Samagra Shiksha. 2. To identify the activities required to achieve the objectives of the pre-vocational education in school 3. To organise Guest Lectures by Entrepreneurs. 4. To organise Field Visits, Career Day, Student run Enterprises.	MAHESH KUMAR MEENA (TGT WE) MANDEEP KAUR (PGT) PARDEEP VERMA (TGT) VANDANA (PGT) VIVEK PAL (TGT) SANGEETA RANI (LIB)	
<b>26</b>	<b>PTM &amp; PARENT TEACHER ASSOCIATION</b>		
	1. To Organize general body meeting of Parents teachers and from association as per guidelines of KVS. 2. To Organize PTM as per requirement of Exam & other related departments.	SAVITA NARAYAN (PGT) MANDEEP KAUR (PGT) RAVI SAINI (TGT) RAJNI BIBI (TGT)	ASHA KUMAR (PRT) SEEMA GAUR-2
<b>27</b>	<b>PUBLICATION</b>		
	1. To bring out the school magazine and students diary. 2. To Prepare monthly/annual report of vidyalaya. 3. To bring out Newsletters for the purpose.	MANDEEP (PGT) KAVITA SINGH (PGT) SEEMA TGT SANSKRIT RAVI SAINI (TGT) PARDEEP VERMA (TGT) KARANJOT KAUR(TGT)	MANJEET KAUR (PRT) SAROJ RANI (PRT) MAMTA RANI (PRT) SEEMA GAUR-I (PRT)
<b>28</b>	<b>PURCHASE COMMITTEE &amp; GeM</b>		
	1. To get quotations for the various items required. 2. To verify and sign all the bills. 3. To plan for tentative purchase from the VVN. 4. To propose the require provision to be made in the VVN budget. 5. To monitor and control the utilization of material purchased.	RAGHUVVEER SINGH(VP) SANJAY ROHHILLA (TGT) SANJAY DUBEY (SSA) PARDEEP KUMAR (TGT)	POOJA SHARMA (HM)
<b>29</b>	<b>RAJ BHASHA SAMITI</b>		
	1. To Prepare Raj Bhasha Report. 2. To send monthly/ Quarterly reports. 3. To see that maximum work is done in Hindi language. 4. To Verify data from office regarding Raj Bhasha To develop communicative Hindi skill. 5. To create awareness regarding importance of Hindi as RajBhasha. 6. To popularize usage of Raj Bhasha in KV. 7. To celebrate RajBhasha Divas/ week/ fortnight/ month in a befitting manner. 8. To arrange Seminars etc.	MANDEEP (PGT HINDI) SEEMA TGT SANSKRIT SANJAY ROHHILLA (TGT) RAVI SAINI (TGT) SANGEETA RANI (LIB) ASHA (JSA) D. P. CHAUDHARY (ASO)	MANJEET KAUR (PRT) SEEMA GAUR-I (PRT)



<b>30</b>	<b>SCHOOL SAFETY (DISASTER MANAGEMENT / FIRE FIGHTING / ROAD SAFETY)</b>		
<ol style="list-style-type: none"> <li>1. To Addresses the vertical of school safety in a more inclusive and holistic manner in the national policy sphere.</li> <li>2. To maintain Capacity building of children, teachers, school personnel on school safety and disaster preparedness.</li> <li>3. To Anchor/ implement child centered community-based disaster risk reduction in the local context.</li> <li>4. To Mainstreaming risk and safety education in the school curriculum.</li> <li>5. To Link school safety in the existing government schemes and policies.</li> <li>6. To Strengthen coordination amongst institutional structures at the district, state, and national levels to promote effective child rights governance in disaster situations.</li> </ol>	<i>PGT HISTORY</i>	<b>PARVEEN SAINI (PRT)</b>	
	<b>SAVITA NARAYAN (PGT)</b>	<i>ASHA KUMAR (PRT)</i>	
	<b>SARYOG PRAKASH (TGT)</b>		
	<b>LAKSHMI SHARMA (TGT)</b>		
	<b>PARDEEP VERMA (TGT)</b>		
	<b>VIVEK PAL (TGT)</b>		
	<b>PRITAM (SS)</b>		
<b>31</b>	<b>SCOUT &amp; GUIDES/ CUBS &amp; BULBULS</b>		
<ol style="list-style-type: none"> <li>1. To prepare action plan for the year.</li> <li>2. To prepare the students for the Testing camps, viz., DWITIYA- SOPAN, TRITIYA-SOPAN/RAJ-PURSKAR &amp; RASHTRAPTHI- PURSKAR etc., as per schedule given by KVS.</li> <li>3. To Prepare students to participate in different BS &amp; G Activities and Testing Camp.</li> <li>4. To Conduct Cub / Bulbul activities as per APRO</li> <li>5. To plan an effective schedule for imparting the training to the students.</li> <li>6. To popularize the movement among the students, so as to have more participants</li> <li>7. To inculcate spirit of discipline among the students.</li> <li>8. To escort and take utmost care of the students during the camps.</li> </ol>	<b>NILIMA SARAN (PGT)</b>	<b>MANDEEP KAUR (PRT)</b>	
	<b>LAKSHMI SHARMA (TGT)</b>	<b>SEEMA GAUR-II (PRT)</b>	
	<b>SARYOG PRAKASH (TGT)</b>	<b>PARVEEN SAINI (PRT)</b>	
	<b>PARDEEP VERMA (TGT)</b>	<b>VIKRAM PRATAP MEHRA</b>	
	<b>SANGEETA RANI (LIB)</b>		
	<b>RAVI SAINI (TGT)-CUB</b>		
<b>32</b>	<b>SWACCH BHARAT (CLEANLINESS &amp; SANITIZATION/ WATER SAFETY)</b>		
<ol style="list-style-type: none"> <li>1. To check regularly the Cleanliness of the class room, labs, corridors, department etc.</li> <li>2. To Maintain a date wise record and show it regularly once in a week.</li> <li>3. To supervise aqua guard , Water Cooler and water points (Cleanliness and timely switch on/off)</li> <li>4. To monitor cleanliness and sanitation daily.</li> <li>5. To Give proper instructions to the sweepers regarding sweeping, mopping, dusting etc.</li> <li>6. To liaison with other staff for their cooperation in keeping the school clean.</li> </ol>	<b>VEENA KATNORIA (I/C)</b>	<b>ASHA KUMAR (PRT)</b>	
	<b>SARYOG PRAKASH (TGT)</b>	<b>SAROJ RANI (PRT)</b>	
	<b>LAKSHMI SHARMA (TGT)</b>	<b>MONIKA (PRT)</b>	
	<b>PREETI TRIPATHI (TGT)</b>	<b>SHEETAL (PRT)</b>	
	<b>SANGEETA GARG (TGT)</b>		
<b>33</b>	<b>TEACHING AIDS</b>		
<ol style="list-style-type: none"> <li>1. To provide subject related teaching aids.</li> <li>2. To maintain teaching aids.</li> <li>3. To encourage teacher by presenting information in a new and exciting way.</li> </ol>	<b>SAVITA NARAYAN (PGT)</b>	<b>SHEETAL (PRT)</b>	
	<b>MANDEEP KAUR (PGT)</b>	<b>SEEMA GAUR-I (PRT)</b>	
	<i>PGT HISTORY</i>	<b>RITU (PRT)</b>	
	<b>LAKSHMI SHARMA (TGT)</b>		
<b>34</b>	<b>TIME TABLE &amp; ABSENT TEACHERS ARRANGEMENT</b>		
<ol style="list-style-type: none"> <li>1. To keep the time-table ready well in time for starting the academic calendar</li> <li>2. To periodically review the time- table in view of transfers/long leave etc.</li> <li>3. To ensure that no class is kept without teacher by preparing daily arrangement.</li> <li>4. To cater for staff on leave and vacancy as per KVS norms.</li> </ol>	<b>DEEPAK SINGH (PGT)</b>	<b>ASHA KUMAR (PRT)</b>	
	<b>SANGEETA RANI (LIB)</b>	<b>SHEETAL (PRT)</b>	
	<b>SMRITI BAKSHI (TGT)</b>	<b>KAMINI (PRT)</b>	
<b>35</b>	<b>TOY LIBRARY</b>		
<ol style="list-style-type: none"> <li>1. To maintain the Toy Library as per norms set for PM SHRI Schools.</li> <li>2. To issue toys to students and keep records.</li> <li>3. To ensure the safe upkeep of toys after the class/ school is over.</li> </ol>	<b>LAKSHMI SHARMA (TGT)</b>	<b>MANDEEP KAUR (PRT)</b>	
	<b>SUNITA SHARMA (TGT)</b>	<b>ANU KUMARI (PRT)</b>	
	<b>KAVITA (TGT HINDI)</b>	<b>SUKHJINDER KAUR (PRT)</b>	
		<b>PARVEEN SAINI (PRT)</b>	

  
 प्राचार्य/Principal  
 कोन्दिया विद्यालय हाई ग्राउन्ड  
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