

# PMSHRI KENDRIYA VIDYALYA ITBP MERHI

## LIST OF COMMITTEES FOR SESSION 2024-25 W.E.F. 26.08.2024

SN.	COMMITTEE	DUTIES AND RESPONSIBILITIES	CONVERNOR & MEMBERS	SIGN
1	Admission	-To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2018-19 in consultation with the Principal. To ensure fair admission as per the given schedule of the KVS.	Sh , PARVIN KUMAR PGT(PHY, I/C)	
		-To collect class wise enrolment position on last working day.	Sh. M S RAWAT , LIB	
		Regular correspondence pertaining to admission	Ms. REMAL VERMA, PRT	
		-To complete the admissions register and upload Admission and T.C. in the website.	Ms , CHANDRKALA , PRT	
2	Academics/ Learning Enhancement Programme / Remedial Teaching.	To look after all areas of academics.	SH. KULDEEP MAURYA, SR. MOST PGT, I/C	
		To prepare annual academic program.	Sri. NAGARAM,PGT(HIST)	
		To prepare inspection tools.	Ms. NIDHI,PGT (ENG)	
		Conduct PTM & SUBJECT COMMITTEE meeting once in a month. Monday – English	Sri PAWAN KUMAR, PGT(CHEM)	
		Tuesday – Hindi & Sanskrit	Ms. SHABANA REHMAN, TGT MATHS	
		Wednesday – Maths/COMPUTER	SRI UPENDER MEHRA,PRT	
		Thursday -Science/EVS	MS. REMAL VERMA, PRT	
		Friday– Social Science		
3	Examination Internal	-To plan the schedule of PT, CT Pre-Board and SEE 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/KVS.	SH. NAGARAM, PGT(HISTORY) I/C	
			Mr .PAWAN KUMAR,PGT(CHEM)	
			MR. ABHIJEET , PGT (GEO)	
		To organize and conduct Parent Teacher meetings for all classes	MR. ANKIT SHARMA, PRT	
		-To give suitable instructions to class teachers for maintaining all the relevant records.	MS. CHANDRAKALA ,PRT	
4	CBSE	To Conduct Exam By CBSE	SH. NAGARAM, PGT(HIST) I/C	
		To maintain record of Class IX To XII students	Mr .PAWAN KUMAR,PGT(CHEM)	
		To complete all works related to CBSE	MR. ABHIJEET , PGT (GEO)	
5	NIOS and other external exam	To conduct examination organized by different examination bodies	MR. ANKIT SHARMA, PRT	
6	Time-Table & Supervision of unattended classes. Monitoring of Staff Leave,	-To prepare & execute time table as per the norms.	SECONDARY-	
		-To make necessary adjustments in the time table due to administrative exigencies.	Mr. PAWAN,PGT(CHEM)I/C	
		-To device workable & suitable assignment/remedial time-table	MR. ABHIJEET , PGT (GEOG)	
		-To make arrangement for classes suitably as per requirement.	MS. NIDHI, PGT (ENG)	
		- To prepare Home Assignment Schedule, Inspection schedule etc.	PRIMARY	
		To prepare schedule for CALP	Mr UPENDER MEHRA,PRT I/C	
		To verify all records and attendance of contractual Teachers	Ms REMAL ,PRT	

8	<b>CCA/ Event Management</b>	<p>-To organize Inter house competitions effectively and to celebrate all the days of National importance/ occasions with the assistance of House Masters and other experts in a planned manner.</p> <p>-To activate the conduct of Morning Assembly. To. Prepare C.C.A. Calendar</p> <p>-To monitor day to day Morning Assembly programme effectively and ensure befitting presentation on all fronts on time. To prepare panel of contractual teachers, VMC, VEC, and members of PTA.</p> <p>-To select SPL, House captains and other members of the council for carrying out their usual work in consultation with the management and monitoring committee.</p> <p>To initiate procedure of magazine publication e.g. Collection of articles ,proof reading, cover design select articles etc.</p> <p>To Manage and organize various programmes allotted by KVS (RO)/HQ.</p> <p>To monitor the functioning of various committees on monthly basis and keep teacher wise record.</p> <p>To pre- plan and prepare duty chart for various activities/functions to be performed by the members of various committees as per the annual plan.</p>	<p>Mr K K MAURYA, PGT (HIN) I/C</p> <p>Ms NIDHI ,PGT(Eng.)</p> <p>Mr. PANKAJ MEHRA ,PRT MUSIC</p> <p>MS. DEEPA KANYAL, PGT BIO</p> <p>MS. DEEPAK CHAND, TGT ENG</p> <p>Mr RAJEEV, TGT(AE)</p> <p>Mr TRILOK, TGT(PH&amp;E)</p> <p>Ms. JULIE YADAV,PRT</p> <p>MS. TANUJA KHOLIYA, PRT</p> <p>Mr.NANDAN SINGH , TGT(WE)</p>	
9	<b>Maintenance Repair AND Security Conservancy &amp; safety,Swachchth a Coordinator (Sanitation and Cleanliness)</b>	<p>To keep a proper weekly record of working of conservancy staff.</p> <p>To check the attendance/ ESI/ Police verification of House keeping staff.</p> <p>To verify and monitor the stock purchased under Sanitation regularly</p> <p>To certify the bills related to the Sanitation Committee.</p> <p>To ensure that the wash rooms are cleaned twice daily by the house keeping ladies. To maintain records.</p> <p>To ensure that the classrooms and the corridors of their respective blocks are cleaned.</p> <p>To organize programmes on safety and security of the children</p> <p>To ensure cleanliness of the school/classrooms /corridors/ wash rooms/water supply/storage/ dustbins/electrical points.</p> <p>Arrangement of night duty staff (as per the need)during all the important events .</p> <p>To prepare the monthly report on Sanitation/cleanliness for dispatch to the Regional office.</p> <p>To ensure proper working of security and conservancy staff as per the contract</p> <p>To plan for the safety and security of the students and the Vidyalaya building.</p> <p>To obtain building and electrical safety certificate.</p>	<p>Mr.NANDAN SINGH , TGT(WE)I/C</p> <p>Mr MANOJ SINGH RAWAT, LIB</p> <p>Mr. RAJEEV ,TGT(AE)</p> <p>MR. TRILOK , TGT (PHE)</p> <p>MR. PANKAJ MEHRA, PRT MUSIC</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	
10	<b>NDRF (Fire Safety, Evacuation )</b>	<p>To train the teachers &amp; the students.</p> <p>To plan mock drill</p> <p>To check upkeep, procurement of the equipment</p> <p>To procure the certificate</p>	<p>Mr.NANDAN SINGH , TGT(WE) I/C</p> <p>Mr TRILOK SINGH,TGT(PH&amp;E)</p> <p>Mr PANKAJ MEHRA, PRT MUSIC</p> <p>Mr. Rajeev,TGT(AE)</p> <p>Mr MANOJ SINGH RAWAT, LIB</p> <p>Mr ANKIT,PRT</p>	

11	Students with special needs (Divyang).*	Collection of Data class wise as per guidelines./KVS norms. To keep records ready for sending to RO as and when required.	Mr ABHIJEET, PGT( GEO)	
			Ms CHANDRAKALA ,PRT	
12	Furniture	-To ensure all furniture bear serial numbers and the year of purchase. -To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules. To prepare and display inventory of class wise and department wise furniture To arrange for the repair of furniture as and when required	SH. MANOJ SINGH RAWAT, LIB I/C	
			SH. RAJEEV KUMAR, TGT AE	
			Sri. NANDAN,TGT(WE)	
			Sri. ANKIT,PRT	
13	ICT/Website- Updating(PIMS, UDISE, SAMAGAM), UBI, Computer Rooms	-To ensure all the Labs in working condition with broadband/LAN connectivity for carrying out Computer Literacy classes and think.com effectively with the assistance of computer instructors and to submit monthly updates to the office. - To Regularly update the website with latest happenings. · Maintaining computer labs as per KVS norms & installing software & hardware. · Updating the Vidyalaya website time to time. · Ensuring smooth functioning of all the computers in the Vidyalaya. · Calling quotation for AMC & supervise the work of AMC.	SH. NITISH RANA, PGT(CS)	
			MR. NANDAN SINGH, TGT WE	
			MR. PARVIN KUMAR, PGT PHY	
			Mr. ABHIJEET , PGT GEOG	
			Mr SUMIT,JSA	
			Mr. SANJAY,SSA	
14	Gardening	· To develop and maintain garden throughout the year by adding more potted plants and plantations of trees. · Celebration of Van Mahotsav & other programme	MS. S REHMAN , TGT MATHS I/C	
			SH. NANDAN,TGT(WE)	
			SH. RAJEEV,TGT(AE)	
			Ms JULIE YADAV,PRT	
15	Adolsence Education Programme (AEP)	· To plan and conduct activities from time to time under Adult Education Programme.	Ms.. NIDHI,PGT(Eng.) I/C MS. S REHMAN , TGT MATHS MS. REMAL VERMA,PRT Ms JULIE YADAV,PRT	
16	Foundation of Citizenship Programme	· To execute all activities in time	SH. RAJEEV KUMAR, I/C SH. NANDAN,TGT(WE) SH. MS RAWAT, LIB	
17	Excursion & Transportation	· To plan for the venue/places to be visited. · To select the students on rotation basis including teacher escorts. · Make budget provision about the fund required. · Settlement of bills in due time.	Mr. MANOJ SINGH RAWAT, LIB I/C	
			Mr. RAJEEV, TGT (AE)	
			Mr. PANKAJ MEHRA ,PRT MUSIC	
			Mr TRILOK, TGT(PH&E)	
18	Library, Book Selection Committee	· To purchase books as per KVS instructions. · To maintain proportion of books of both the languages (Hindi + English). · Regular meeting of library committee. · To make available latest editions of the books for the children. · To facilitate children for reading of all available books, CDs, LCDs, etc. and also e- Granthalaya. · To select latest books for their primary children as per their level. · To ensure the ratio and variety of books in Primary Class	Mr MANOJ SINGH RAWAT,LIB I/C	
			MR. K K MAURYA, PGT HIN	
			MS. NIDHI , PGT ENG	
			Mr UPENDER MEHA,PRT	

		Libraries. . To conduct PUSTKOUPHAR MELA in the month of March.		
19	<b>Writing of minutes of all the meetings</b>	<ul style="list-style-type: none"> <li>Minutes of all the meetings to be written in the meetings and circulating them for signatures.</li> <li>Maintaining meeting minutes register.</li> </ul>	SRI KULDEEP KUMA MAURYA,PGT (HIN) Ms NIDHI,PGT ENGLISH	
20	<b>Refreshment Arrangement on special occasions</b>	<ul style="list-style-type: none"> <li>To plan and decide the menu for all important occasions.</li> <li>To make proper arrangements for seating and refreshment.</li> </ul>	Smt. REMAL VERMA ,PRT I/C Ms CHANDRAKALA ,PRT MS. MANISHA BALUNI , BVT Ms. JULIE YADAV,PRT	
21	<b>Guidance , Counseling and Tarunostava</b>	<ul style="list-style-type: none"> <li>To give guidance for the children whenever required.</li> <li>Motivation for Better Learning.</li> <li>Provide base for building future career.</li> <li>Inculcate &amp; develop values, habits, good manners, self-confidence, self-discipline, self-reliance and career mindedness.</li> <li>Supervising the work of counsellor.</li> </ul>	SH.. K K MAURYA, PGT HIN , I/C SH. PAWAN KUMAR, PGT CHEM SH. M S RAWAT, LIB. Ms. NIDHI,PGT ENGLISH	
22	<b>Discipline/ Dispersal of students after school/ Attendance/ Late arrivals recording committee. Supervision &amp; signing of student's diary</b>	<p>-To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students' .To ensure line wise movement for/from morning assembly, attending departments for classes. Smooth Class wise dispersal of students after long bell. Uniform checking duty. Discipline during recess and important functions .Morning assembly, in and outside classrooms ,playground, Organization of counseling classes. Duty allotment to council members Systematic and orderly movement of students for assembly. Checking of late comers .of primary and secondary . To implement out pass system in the classes.</p> <p>To record late arrivals of the students To see to the day to day entry of the student's role on the enrollment board. To regularly monitor the attendance registers of the students and the Staff.</p>	Mr. TRILOK SINGH,TGT(PET) I/C Mr. PAWAN,PGT (CHEM) Ms. NIDHI,PGT (ENG) Mr. MANOJ SINGH RAWAT, LIB Mr. UPENDER MEHRA,PRT Mr. PANKAJ,PRT( MUSIC) All class teachers	
24	<b>राजभाषासमिति</b>	-To conduct quarterly meetings of Rajbhasha samiti and to submit quarterly reports to the Regional Office. To Ensure maximum use of RAJBHASA.	Mr. KULDEEP KUMAR MAURYA, PGT(Hin) I/C MR. ABHIJEET, PGT GEOG. Mr. SUMIT,JSA Mr. SANJAY NITWAL,SSA	
25	<b>PISA/CCT</b>	To conduct all PISA / CCT activities as per instruction received by KVS	Ms. S. REHMAN, TGT MATHS , I/C Mr. PAWAN ,PGT(CHEM) MS. NIDHI, PGT ENG	

26	<b>Scouts &amp; Guides Cubs &amp; Bulbuls</b>	-To enroll Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO.	Mr. MANOJ SINGH RAWAT, LIB Mr. NANDAN,TGT(WE) Mr. TRILOK SINGH, TGT(PH&E) Mrs. REMAL VERMA Ms. CHANDRAKALA ,PRT	
27	<b>Mathematics Club &amp; Mathematic Olympiad , IOQM.</b>	· To create a fun, enjoyable environment which inspires students and instills in them a great love for math's.	MS. S. REHMAN, TGT MATHS, I/C MR. PARAS , PGT MATHS	
28	<b>NCSC ,Science Club , STANDARD CLUB, School Innovation Marathon</b>	· To organize activities or project work related promotion of science. · To create a fun, enjoyable environment this inspires students and instill in them a great love for science.	Mr. PAWAN,PGT(CHEM) I/C MR. PARVIN KUMAR, PGT PHY MS. DEEPA KANYAL , PGT BIO	
29	<b>Alumni Organization committee</b>	· To maintain the record of Alumni organization. · Keep on adding the names in the organization and thus enrich the Alumni. · Facilitating the activities of the organization.	Mr. MANOJ SINGH RAWAT, LIB, I/C	
			MS. NIDHI , PGT ENG	
			MR SANJAY, SSA	
30	<b>Music Room</b>	· To maintain the cleanliness arrangements of the Music room & Musical Instruments. · Proper guidance to students for smooth conduct of morning assembly, meetings & cultural program	MR.PANKAJ MEHRA,PRT MUSIC	
			BALWATIKA TEACHERS	
31	<b>Games &amp;Sports , /KHELO INDIA/FIT INDIA</b>	-To practice MPT, Yoga daily during the morning assembly to the students. -Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain record.	Mr. TRILOK SINGH ,TGT(PH&E)	
			Ms. JULIE YADAV,PRT	
			ALL CLASS TEACHERS	
32	<b>IAPT, VVM , INSPIRE, SCIENCE OLYMPIAD</b>	To register students as per KVS guidelines. To inform the students the dates regarding the various examination. To train, to conduct the tests To maintain records, arrangement of escorts, judges.	MR. PARVIN KUMAR, PGT PHY, I/C Mr.PAWAN, PGT(CHEM) MS. DEEPA KANYAL , PGT BIO	
33	<b>Purchase committee</b>	Conduct of market survey to procure quotation. To prepare comparative statement. To verify the purchases/bills as per procedure. To endure that the payment is made to the firm.	MR. K K MAURYA , SR. MOST PGT	
			Mr NADAN,TGT(WE) I/C	
			Mr. NITISH RANA, PGT CS	
			Mr. SANJAY NITWAL,SSA	
34	<b>Water Management including upkeep of R.O./Aqua guards/Pump House/water coolers/Generato r etc.</b>	To ensure uninterrupted water supply in all the toilets and other places. To ensure periodical cleanliness of aqua guards with the display of date of cleaning on a separate Register	Mr NADAN,TGT(WE) I/C Mr RAJEEV,TGT(AE) Mr. PANKAJ MEHRA, PRT MUSIC	
35	<b>Interior decoration,</b>	To take care and maintain the beautification in all the areas of the Vidyalaya from time to time in and outside the classrooms, visitor's area, staff rooms etc.	Mr. RAJEEV,TGT(AE) I/C MS. JULIE YADAV, PRT MS. TANUJA KHOLIYA, PRT  MS. MANISHA BALUNI, BVT	

36	Medical and First aid	To Get the medical checkup of students as per the instructions of KVS	MS. S. REHMAN , TGT MATHS I/C	
		To Maintain first aid in the Vidyalaya for any emergency.	Ms CHANDRAKALA ,PRT	
		Oversee duties of nurse		
37	Complaint Box, Grievance cell & RTI	To reply all types of RTI in the given time.	Mr. K K MAURYA,SR MOST PGT I/C	
		To reply parliamentary questions	Mr NAGARAM,PGT (HIS)	
		to conduct school level grivance meetings	Mr UPENDER MEHRA,PRT	
		Grivances from students and staff	Mr. SUMIT ,JSA Mr. SANJAY NITWAL,SSA	
38	IGBC,GSP, Nature and,Eco club	-Make a club by collecting the names of the students who are interested in various activities.	Mr RAJEEV,TGT (AE) I/C	
		-Keep a record of number of students in the club.	MR. NANDAN , TGT WE	
		-Encourage them to make innovative projects.	MR. PAWAN, PGT CHEM	
39	Photography, Banners And Decoration	-To maintain Album covering all activities.	MR. P MEHRA, PRT MUSIC I/C	
		-To display all the coverage of all occasions. Staff and Students photographs for website and magazine	MR. RAJEEV KUMAR , TGT AE	
40	P A System & Electrical repairs & Connections. Including upkeep of fire extinguishers.	To arrange PA system for morning assembly and other programs.	Mr. NANDAN,TGT(WE) I/C Mr. PANKAJ MEHRA,PRT MUSIC	
41	UBI FEES PORTAL	To maintain the records of KV Shaala Darpan Project and other computer related work.	Mr. NITISH RANA, PGT(Comp) I/C Mr NANDAN,TGT(WE) ALL CLASS TEACHERS	
42	Youth parliament & Social Science Exhibition, EBSB, AKAM	To prepare children for youth parliament at Vidyalaya level To organize youth parliament functions as per the instructions of KVS To organoze all activities as instucted by KVS	Mr. ABHIJEET , PGT GEO ,I/C Mr.NAGARAM,PGT(HIS) MS. NIDHI, PGT ENG MR. KK MAURYA , PGT HIN	
43	House	To prepare the students for various competitions.	<b>(A) SHIVAJI HOUSE</b> Mr. PAWAN,PGT(CHEM) I/C Ms.NIDHI,PGT ENG MS. MAMTA PHULARA ,TGT(SKT) MS. BHAWANA ,PGT(ECO) Ms CHANDRAKALA ,PRT	
		Seating arrangements for function, events, competition.	<b>(B) TAGORE HOUSE</b> Mr. ABHIJIT,PGT(GEO) I/C MS. S. REHMAN ,TGT MATHS MS. DEEPA KANYAL, PGT BIO Mr ANKIT,PRT Mr. TRILOK, TGT PHE	
		Maintenance of perfects/student's council on duty.	<b>(C) ASHOKA HOUSE</b> Mr. NITISH,PGT(CS) I/C MR NAGARAM,PGT(HIS) MR. DEEPAK CHAND, TGT ENG Mrs. REMAL VERMA,PRT MS. T. KHOLIYA, PRT MR. DEVENDRA, YOG INST	
		Maintain records of competitions.	<b>(D) RAMAN HOUSE</b> Mr. PARVIN KUMAR, PGT(PHY.) I/C Mr. NANDAN,TGT(WE) Mr. MANOJ SINGH RAWAT,LIB MR. PARAS KANDPAL, PGT MATHS MR. UPENDRA MEHRA ,PRT MS. MANISHA BALUNI	
		To ensure mass participation in all the activities.		

		To conduct house meeting and maintain house register.		
44	<b>CONDEMNATION COMMITTEE</b>	To maintain record and perform condemnation of different stocks as per kvs norms	Mr. NITISH RANA ,PGT (CS) I/C MR. M S RAWAT, LIB MR. NANDAN , TGT WE Mr.SANJAY,SSA All stock holders	
45	<b>SCHOOL PARTNERSHIP PROGRAMME</b>	To build partnership to nearby school.	Mr. K K MAURYA, PGT HIN , I/C MS. NIDHI PGT ENG	
46	<b>BEST PRACTICES and DEVELOPMENT, BALA, KALA UTSAV</b>	To adopt best teaching learning practices . To develop school building as a learning APP	Mr. RAJEEV,TGT(AE) I/C Ms. NIDHI,PGT(Eng.) Mrs. REMAL VERMA,PRT	
47	<b>YUVA TOURISM CLUB</b>	TO CONDUCT ACTIVITES RECEIVED FROM TOURISM DEPARTMENT INDIA	MR. P MEHRA , PRT MUSIC Mr. MR.RAJEEV , TGT(AE)	
48	<b>VIDYANJALI</b>	TO CONDUCT ACTIVITES RECEIVED FROM HQ/RO/MINISTRY	Mr RAJEEV,TGT(AE) I/C Mr MANOJ SIMNGH RAWAT,LIB	
49	<b>PM SHRI</b>	TO FOLLOW PMSHRI CALENDER RECEIVED FROM HQ/RO,KVS TO PURCHASE ITEMS / ACTIVITES AS PER NEED AND BUDGET RECEIVED FROM HQ	MR.K K MAURYA, SRMOST PGT I/C MR. NITISH RANA, PGT CS MR. NANDAN SINGH ,TGT WE MR. PAWAN KUMAR , PGT CHEM MR. UPENDRA MEHRA, PRT MR. S S NITWAL , SSA	
50	<b>CMP</b>	To conduct all activities and keeping record To publish monthly newsletter and quarterly E-magazine.	Mr UPENDRA MEHRA,SR MOST PRT I/C MR. ANKIT SHARMA, PRT	
51	<b>QUARTERLY NEWS LETTER/ E -MAGAZINE</b>	To Collect material related to various activities and publish quarterly (June, Sept, & Feb) e newsletter and annual e magazine.	Mrs. REMAL VERMA,PRT I/C MS. CHANDRAKALA, PRT	
52	<b>NIPUN BHARAT AND IMPLEMENTATION OF NEP</b>	To hold activities pertaining to NIPUN AND NEP along with maintenance of relevant record.	MS. JULIE YADAV, PRT I/C MS. T. KHOLIYA, PRT	

**All new stock holders take the charge on or before 15.03.2024**

PRINCIPAL  
I/c