KENDRIYA VIDYALAYA N.H.P.C. SAINJ KULLU (H.P.)

Committees for the session 2025-26

Sr.No.	DUTIES	Key Works	Members	Signature
	ADMISSION	➢ New & TC Admission, Notification ➢ Preparation of select list ➢ Monthly enrollment on last working day ➢ Checking TC information from website	**Mr. Bablu Kumar (PGT, Chemistry), I/C** Ms. Priyanka Kalra, PGT CS Mr. Arvind, TGT Mathematics Mr. Suraj Ram, Librarian Mr. Arun Kumar (PRT) Ms. Poonam (PRT) Office	
2	Daily arrangements Time Table	➢ Preparation and implementation of time-table ➢ Verification of salary bill of Contractual Teachers ➢ Substitution/Arrangements work on daily basis	**Mr. Suman Kumar, PGT Economics I/C** Mr. Akhilesh, TGT S.St. Mr. Bablu, PRT Ms. Renuka, PRT Office	
3	Examination (INT.& Ext, CBSE)	➢ Conducting exams as per the guidelines & plan ➢ Periodic analysis of results/plan for remediation, supervision and assessment of remediation ➢ Conducting cyclic tests and other tests as per KVS guidelines	**Mr. Som Dutt (PGT-Phy), I/C CBSE/ Ext.Exam.** **Ms. Prem Lata I/C Int. Exam.** Mr. Arvind TGT –Maths Mr. Ravindra TGT-WE Ms. Mamta Karve, TGT AE Mr. Krishan Kumar PRT Ms. Barkha, PRT	

4	Computer & Website Updation & Maintenance	➢ Maintenance of computers in all labs & asking AMC with service agencies ➢ Regular updation of website (Day by Day important News, thoughts, on last day of the month enrollment position, vacancy position etc. must be uploaded) ➢ Competition related to IT/ Techno Thelon ➢ Fee Collection	**Ms. Priyanka Kalra (PGT-CS), I/C** Ms. Renuka, PRT Mr. Anil Kumar Comp. Inst. **All In-charges** to Timely Submit the information for website updation	
5	Furniture	➢ Procuring of suitable furniture as per requirement ➢ Condemnation of unusable furniture ➢ Maintenance of record of distribution of furniture its upkeep, repair	**Mr. Bablu , PRT I/C** Mr. Akhilesh, TGT S.Sc. Ms. Vijeta, TGT PHE Mr. Arun Kumar, PRT **All class teachers** to look after the seating arrangement in their classes	
6	CCA	➢ Conduct of Morning assembly, regular School Level Competition in CCA, Preparation for social science exhibition (Cultural Part), Conduct and Co-ordination of celebration of National Festivals/Jayanties/Other important days ➢ Assembling in time & Conduct of all programme ➢ Discipline, PT, Display Yoga etc. ➢ Announcements and P A System Arrangement	**Mr. Rajender Kumar, PGT English - I/C** Ms. Nidhi Kumari, PGT Hindi Mr. Ranjeet, TGT Hindi Mr. Vijender, (TGT-SKT) Mr. Arun Kumar, PRT Ms. Poonam, PRT House Masters **All Class Teachers**	

		➢ Birth Day Celebration/ Certificate Distribution		
7.	Raj Bhasha Committee	➢ Up keep & Maintenance of Sign Boards, bulletin/ Notice Board, Beautification of academic block with quotations, Celebration of Hindi Pakhwara ➢ Implementation of official language rules in the Vidyalaya, quarterly returns, holding regular meetings	**Ms. Nidhi Kumari, PGT Hindi, I/C** Mr. Ranjeet, TGT Hindi Mr. Vijender (TGT-Skt)	
8	House Master	➢ Preparing students for competition (Cultural, Sports & Games) ➢ Maintaining records of inmates of house, their activities ➢ Arranging Children for school activity regularly	**1.Shivaji-** **House Master –** Mr. Ravindra Singh,TGT WE **Associates:** Mr. Som Dutt PGT Physics, Mr. Bablu PGT Chemistry, Ms. Renuka PRT, Mr. Anil Kumar, Comp. Inst. Ms. Shivani Thakur, Nurse	
			2.Tagore- **House Master-** Mr. Vijender TGT Skt. **Associates:** Mr. Kantia Thakur PGT Bio, Ms. Nidhi PGT Hindi, Ms. Unnati Devi Meena, TGT English,	

			Mr. Krishan PRT, Mr.Naval Kishore, Yoga Teacher	
			3. Ashoka- **House Master :** Ms. Mamta Karve TGT A&E **Associates :** Ms. Prem Lata PGT Maths, Ms. Priyanka Kalra PGT CS, Mr. Arvind TGT Maths, Mr. Bablu PRT, Mr. Suraj Librarian.	
			4. Raman- **House Master :** Mr. Akhilesh TGT S.Sc**.** **Associates :** Mr. Suman PGT Eco, Mr. Ravinder PGT Commerce, Ms. Vijeta TGT P&HE, Ms. Poonam PRT, Ms. Barkha PRT	
9	Beautification & Gardening	➢ Beautification of school entrance, Corridors ➢ Maintenance of flower beds and plants in the Vidyalaya Campus. ➢ Updating of Notice Board & Display boards ➢ Beautification work during any special program	**Mr. Kantia Thakur (PGT-Bio), I/C** Ms. Mamta Karve (TGT-AE) Ms.Unnati Meena, TGT English Mr. Ranjeet , TGT Hindi Mr. Vijender, TGT Sanskrit	

		➢ Supervision of gardening work	Mr. Suraj Ram ,Lib. Mr. Arun Kumar, PRT Mr. Bablu, PRT Ms. Barkha With the help of Gardner All class teachers & Deptt. I/Cs (Respective Class Rooms and Deptt.)	
10	Cleanliness & Sanitation (Swachh Bharat Mission)	➢ Supervision of cleaning activities including toilets in the building. ➢ Procuring materials and labour for the required approved work. ➢ Verification of Conservancy Bill.	**Mr. Rajender, PGT English I/C** **Lab Area-** Ms. Priyanka PGT,(CS) Mr. Kantia Thakur PGT (Bio) **First Floor of Secondary Wing-** Mr.Akhilesh TGT(S.ST) Mr.Arvind Kumar TGT Maths **ATL area-** Ms. Prem Lata PGT(Maths) Mr. Ravindra Singh TGT (WE) Ms. Mamta Karve, TGT (A&E) Commerce Wing / Library Area Mr. Ravinder Sharma, PGT (Commerce), Mr. Suraj Ram, Librarian Mr. Anil Kumar, Comp. Inst. **Vidyalaya Prayer Ground/ Stage/Basketball court-** Ms.Vijeta TGT P&HE	

			Mr. Naval Kishore, Yoga Teacher **Primary Wing-** Ms. Renuka,PRT Ms. Barkha, PRT Mr. Krishan Kumar, PRT Mr. Bablu, PRT Ms. Shivani Thakur, Nurse **Music & Sports Room Area-** Ms. Vijeta TGT (P&HE) Mr. Narender Kumar PRT, Music **Main Gate to Herbal Garden-** Mr. Narender Kumar, PRT Music Ms. Poonam Kumari, PRT **Upper area of children Park-** Ms. Nidhi Kumari, PGT Hindi Mr. Suraj Ram, Librarian **Primary Classes Toilet Cleaning Daily observation** **Boys :** Mr.Arun Kumar , Mr. Naval Kishore **Girls:** Ms.Poonam Kumari, Ms. Shivani Thakur **Secondary Classes Toilet Cleaning Daily observation:** **Boys:**	

			Mr. Arvind Kumar, TGT Maths, Mr. Ravindra Singh, TGT WE **Girls:** Ms. Priyanka Kalra, PGT CS Ms. Mamta Karve, TGT AE **Secondary Ground Floor Teachers Toilet Cleaning Daily observation :** Mr. Kantia Thakur PGT Bio Mr. Suman Kumar PGT Economics (Male toilets) Ms. Prem Lata (Female Toilets) **Library area Toilet Cleaning Daily observation:** Mr. Ravinder, PGT Commerce, Mr. Suraj Ram-Librarian	
11.	Resource Room (SEC. & PRI) + Film Show (PRI)	➢ Maintenance of record of equipments & its updation. ➢ Maintenance of register having information of usage of room. ➢ Adding equipments.	**Ms. Priyanka Kalra (CS) I/C** Ms. Renuka, PRT Mr. Arun Kumar, PRT Mr. Bablu, PRT Mr. Anil Kumar, Comp. Inst.	
12.	Discipline Committee	➢ Monitoring of punctuality, use of proper & correct uniform by the students & maintenance of record. ➢ Maintenance of discipline and decorum during functions/ School activities	**Mrs. Vijeta TGT P& HE I/C** Mr. Kantia Thakur, PGT Bio Mr. Som Dutt, PGT Physics Mr. Akhilesh, TGT-S.St. Ms. Poonam, PRT	

		➢ Coordination with students & Administration	Mr. Barkha, PRT Mr. Narender, PRT Music Mr. Suraj Ram, Librarian Mr. Naval Kishore, Yoga Teacher Mr. Anil Kumar, Comp. Inst. All teachers	
13.	**a)** Cross Checking of Bills (SF/VVN) Cash Book/Ledger & IT-Calculation **b)** (CS-54) **c)** UBI Fee Verif.	➢ Verification of bills for its correction in computation by comparing Quotations. ➢ Maintenance of Cash book, Ledgers and reconciliation ➢ Computation of tax and issue of form-16 Daily Correspondence ➢ Regular collection of fee receipts from Class Teachers (computerized UBI) &maintenance of CS 54 and CS 11 ➢ UBI Fee verification & Quarterly reports	**a) Mr. Arvind, TGT Maths I/C** b) Ms. Priyanka Kalra, PGT CS	
14.	UDISE	➢ To fill the details related to vidyalaya in UDISE website.	**Mr. Ravindra Singh, TGT WE, I/C** Mr. Akhilesh, TGT SSt Mr. Krishan Kumar, PRT All Class Teachers	
15.	Guidance & Counseling	➢ Providing relevant & adequate information about various career through CG cell ➢ Coordinating with external professionals.	**Mr. Suman Kumar, PGT-Economics, I/C** Ms. Priyanka, PGT CS Ms. Vijeta, TGT P&HE	

	Career Guidance	➢ Arranging psychological counseling lectures & maintenance of record.	Mr. Suraj Ram, Librarian	
16.	Vidyalaya Patrika, Students Diary & Broucher + Newsletter (PRI.)	➢ Collection, editing articles of students & staff, Messages from higher authorities and printing arrangements.	**Mr. Rajender Kumar TGT English I/C** Ms. Nidhi Kumari PGT Hindi Ms. Unnati Meena TGT English Mr. Ranjeet, TGT Hindi Mr. Vijender, TGT SKT Mr. Renuka, PRT Mr. Arun Kumar, PRT Mr. Anil Kumar, Comp. Inst.	
17	Scout & Guides CUBS & BULBULS	➢ Organizing and planning training programs for Scout and Guides ➢ Arranging camps/Special programs; celebration of thinking days ➢ Arranging participation of Training Camps of KVS	**Ms. Prem Lata, PGT Maths, I/C** Mr. Suman , PGT-Economics Ms. Unnati Meena,TGT-English Mr.Arvind Kumar,TGT Maths Ms. Renuka, PRT Mr. Arun Kumar, PRT Mr. Krishan, PRT Mr. Narender, PRT Music Ms. Poonam, PRT Ms. Barkha, PRT	

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Committees for the session 2025-26

18.	LIBRARY COMMITTEE	➢ Procuring books, Planning & execution of improvement of library, online library (E-granthalaya)	**Mr. Suraj RamTGT Lib, I/C** Ms. Prem Lata, PGT Maths Ms.Nidhi Kumari , PGT Hindi Mr. Rajender, PGT English Mr.Bablu Kumar, PGT Chem Mr.Suman Kumar, PGT Eco Ms. Unnati Meena,TGT Eng Ms. Renuka, PRT Mr. Anil Kumar Comp. Inst. Student Member	
19	1. LITERARY & READING CLUB	➢ Teaching values to the students ➢ Organizing and coordinating activities of the club ➢ To give suggestion for improvement of library & reading habits ➢ Planning Monitoring & coordinating activities of the club ➢ Conducting various lecture programmes	**Mr. Suraj Ram (TGT-Lib), I/C** Mr. Rajender, PGT (Eng) Ms.Nidhi Kumari,PGT(Hindi) Mr. Ranjeet, TGT-Hindi Ms. Unnati Meena, TGT Eng Mr. Vijender, TGT Skt. Mr. Bablu, PRT Ms. Barkha, PRT Student Member	
	2. ECO CLUB & SCEINCE CLUB	➢ Running an active club, Planning activities to keep campus green ➢ Inculcating scientific temperament among students ➢ Preparation of Junior Science Exhibition	**Mr. Kantia Thakur, PGT (Bio)I/C** Mr. Bablu Kumar PGT ,Chem Mr. Suraj Ram, Librarian. Mr. Ravindra Singh, TGT WE Ms. Mamta Karve, TGT AE	

			Ms. Renuka, PRT	
	3. INTEGRITY CLUB + VIRASAT	➢ Constitution of the Club, ➢ Conducting Activities	**Ms. Mamta Karve , TGT(AE) I/C** Mr. Akhilesh, TGT SST) Mr. Ravindra Singh, TGT WE Mr. Narender, PRT(Music)	
	4. AEP	➢ Conducting Activities and maintenance of records as per guideline	**Mr. Suman Kumar PGT Economics I/C** Mr. Som Dutt, PGT Physics Ms. Prem Lata, PGT Maths Ms. Priyanka Kalra, PGT CS Mr. Kantia Thakur, PGT Bio Mr. Arvind Kumar, TGT Maths Ms. Shivani Thakur, Nurse	
20	EXCURSION/ ADVENTURE ACTIVITY	➢ Planning destinations, mode of transport, arranging transport, arranging other facilities for school picnic, adventure programmes and excursion. ➢ Keeping Record/photo graph	**Mr. Kantia Thakur, PGT Biology I/C** Ms. Priyanka Kalra, PGT CS Mr. Vijeta, P&HE Mr. Akhilesh, TGT S. Sc. Ms. Renuka, PRT Mr. Bablu, PRT Mr. Narender, PRT Music Mr. Anil Kumar, Comp. Inst. Mr. Naval Kishore, Yoga Teacher	
21.	TOURISM &	➢ A review of experiments in tourism and hospitality ➢ Tourism & Hospitality in 21st Century	**Mr. Akhilesh Kumar, TGT S.Sc. I/C** Ms. Priyanka Kalra, PGT CS	

	HOSPITALITY CLUB	➢ To find the career opportunities in tourism & hospitality	Ms. Nidhi Kumari, PGT Hindi Mr. Arvind Kumar, TGT Maths Ms. Mamta Karve, TGT AE	
22.	FIRST AID AND MEDICAL CHECK UP/ Social Health Club (NHPC)	➢ Attending students in case of sickness ➢ Conducting medical checkup of students	**Mrs. Vijeta TGT(P&HE) I/C** Dr. Pinki Roy-Sr. Chief Medical officer, Parbati-II PHEP, NHPC Ltd. Mr. Rajender, PGT English, Ms. Shivani Thakur, Nurse All Class Teachers & House Masters	
23.	GRIEVANCE CELL (For teachers and other staff members)	➢ To settle complaints and grievances	**Mr. Som Dutt PGT Physics I/C** Ms. Prem Lata, PGT Maths Mr. Krishan Kumar, PRT Mr. Arun, PRT	
24.	RTI	➢ Processing the application/query ➢ Gathering information from the concerned dept ➢ Provide information to the applicant within the stipulated time.	**Ms. Priyanka Kalra, PGT CS I/C** Mr. Suraj Ram, Librarian I/Cs of All Dept.	
25.	PHOTOGRAPHY	➢ Coverage of school Activities by coordinating with all program I/Cs	**Ms. Mamta Karve, TGT(AE)-I/C** Mr. Arun, PRT Mr. Narender, PRT Music	

			Mr. Anil Kumar, Comp. Inst.	
26.	LOCAL PURCHASE COMMITTEE & HOSPITALITY MANAGEMENT	➢ Explore the Local Market to see availability of the required materials, gather rates, Making CST & procure. ➢ Extending Hospitality	**Mr. Suman Kumar PGT(Eco), I/C** Mr. Bablu Kumar PGT (Chem) Mr. Arvind Kumar, TGT Maths Mr. Suraj Ram, TGT-Lib Ms. Barkha, PRT	
27.	ALUMNI ASSOCIATION	➢ Identification of Alumni and arrangement of meeting at least once a year	**Ms. Priyanka Kalra, PGT CS I/C** Ms. Prem Lata, PGT Maths Mr. Ranjeet, TGT Hindi Mr. Suraj Ram, Librarian Mr. Anil Kumar, Computer Inst.	
28..	M & R / WORKS COMMITTEE	➢ Maintenance and repair of Vidyalaya infrastructure	**Mr. Ravindra Singh, TGT WE I/C** Mr. Bablu, PRT Mr. Krishan Kumar, PRT	
29.	STAFF ROOM	➢ Upkeep of staff room & Disposal of old books/Newspaper ➢ Display Board beautification & Locker distribution upkeep	**Ms. Mamta Karve, TGT AE I/C** Mr. Arun Kumar, PRT Ms. Poonam, PRT Ms. Barkha, PRT	
30.	BACK TO BASICS	➢ Conduct of Back-to-Basics programme in the Vidyalaya ➢ Ensuring inculcation of life skills	**Mr. Arvind Kumar, TGT Maths I/C** Mr. Akhilesh, TGT S.St.	

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			Ms. Renuka, PRT	
31	PRIMARY CHILDREN PARK	➢ Up keep of children park	**Mr. Bablu, PRT I/C** Mr. Naval Kishore, Yoga Teacher All PRT's	
32	FLN	➢ All works related to FLT	**Ms. Renuka (PRT), I/C** All PRT's	
33.	POCSO	➢ Redressed of complaint under POCSO	**Ms. Prem Lata (PGT-Maths), I/C** Mr. Som Dutt PGT Physics Mr. Bablu, PGT Chemistry Ms. Nidhi Kumari PGT, Hindi Ms. Renuka, PRT	
34	Well Dress Competition Student (Weekly)	➢ To select Students ➢ Certificate Writing	**Ms. Vijeta, TGT P&HE, I/C** Mr. Arun Kumar, PRT Ms. Poonam, PRT Mr. Naval Kishor Yoga Teacher All Class Teachers	
35	Student's Identity Card	➢ To coordinate with all students and staff for identity cards	**Ms. Vijeta, TGT P&HE I/C** Mr. Naval Kishor Yoga Teacher All Class Teachers	
36	Teaching Aid	➢ To issue teaching aids and keep records	**Mr. Akhilesh (TGT-S.St.), I/C** Mr. Krishan Kumar, PRT	
37	Press and Publicity	➢ To co-ordinate with press ➢ To publish different events in the print media	**Mr. Suraj Ram (TGT-Lib), I/C** Mr. Ranjeet, TGT Hindi	

			Mr. Vijender, TGT Skt. Mr. Anil Kumar, Comp. Inst.	
38	Subject Committee	➢ To take monthly meetings with subject committee members and maintain records.	Hindi & SKT- Mr. Ranjeet -TGT Hindi English: Mr. Rajender (PGT English) Soc. Science: Mr. Suman Kumar (PGT-Eco) Science: Mr. Bablu Kumar (PGT-Chemistry) Maths: Ms. Prem Lata, PGT-Maths Primary: Ms. Renuka, PRT Skill course: Ms. Priyanka Kalra PGT CS, Mr. Ravindra Singh TGT (WE), Mr. Anil Kumar Comp Inst.	
39	Students Council	➢ To monitor council members & conduct meetings monthly & keep record ➢ Guide them about their duties and responsibility. ➢ Solve their problems regarding discipline of school and academics.	**Mr. Rajender Kumar, PGT-English I/C** Ms. Vijeta, TGT P&HE Mr. Arun Kumar, PRT Ms. Poonam, PRT	
40	Safety & Security	➢ To monitor Safety & Security measures for students.	**Ms. Vijeta TGT P&HE I/C** Ms. Mamta Karve, TGT AE	

			Mr. Ravindra Singh, TGT WE Ms. Bablu, PRT Ms. Barkha, PRT Mr. Suraj, Librarian Mr. Naval Kishor Yoga Teacher	
41	Evacuation Team/SOP	➢ To monitor, everyone leaves the building safely. ➢ To safely evacuate individuals who cannot negotiate stairs is in place. ➢ Building occupants are accounted for after an emergency evacuation.	**Ms. Vijeta, TGT PH&E I/C** Mr. Suman Kumar, PGT Economics Mr. Akhilesh, TGT S.St. Mr. Ravindra Singh, TGT WE Ms. Renuka PRT Mr. Bablu, PRT All Teachers	
42	Search & Rescue Team	➢ In case of emergency, to access the area. ➢ To provide First Aid.	**Mr. Akhilesh Kumar TGT S.ST I/C** Mr. Vijender, TGT Skt. Ms. Shivani Thakur, Nurse Mr. Naval Kishor, Yoga Teacher	
43	Transport Safety Team	➢ To provide the transport facility. ➢ To monitor safety of the students while travelling.	**Mr. Arun Kumar, PRT I/C** Mr. Krishan Kumar, PRT Ms. Bablu, PRT Ms. Shivani Thakur, Nurse Escort Teacher	
44	Team for students with special needs	➢ To Provide help for those students who have challenges and disabilities that interfere with learning.	**Ms. Vijeta TGT P&HE I/C** Ms. Barkha, PRT Ms. Shivani Thakur, Nurse	

		➢ To address each child's unique combination of needs.		
45	Grievance Redressal Committee (For Students)	➢ To promote cordial Student-Student & Student-Teacher relationship & encourage students to express their grievances/ problems freely and frankly, without any fear of being victimized. ➢ To advise students to respect the right and dignity of one another and show utmost restraint and patience & advise students to refrain from inciting students against other students, teachers and other staff members. ➢ To advise all staff members to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.	**Mr. Suman Kumar, PGT Economics I/C** Mr. Som Dutt, PGT Physics Mr. Ranjeet, TGT Hindi Ms. Vijeta, TGT PHE Ms. Renuka, PRT Mr. Bablu, PRT Ms. Barkha PRT	
46	News Letter Compilation & Photography club	➢ To collect photographs of Events, ➢ Reporting, Uploading on Website. ➢ Collecting day to day activity/event pictures and uploading the same in Principal's Desktop in same day with the help of computer inst.	**Ms. Renuka, PRT I/C** Mr. Arun Kumar, PRT Mr. Anil Kumar, Comp. Inst.	
47	ATL committee	➢ To conduct/ assist for ATL sessions ➢ All ATL related events/ sessions/activities	**Mr. Ravindra Singh , PGT WE I/C** Ms. Priyanka Kalra, PGT CS	

			Mr. Som Dutt, PGT Physics Mr. Bablu Kumar PGT (Chem) Mr. Kantia Thakur PGT (Bio) Mr. Anil Kumar, Comp.Inst.	
48	NEP-2020	➢ To monitor implementation of NEP -2020	**Mr.Suman Kumar PGT(Eco) I/C** Mr. Arvind Kumar, TGT Maths. Ms. Renuka PRT Mr. Arun PRT Mr. Krishan Kumar PRT	
49	Ek Bharat Shrestha Bharat and Azadi ka Amrit ka mahotsav	➢ To conduct and monitor day wise activities ➢ To conduct weekly/monthly activities ➢ Celebration of statehood day ➢ Art/ craft activities ➢ Other activities related to EBSB and AKAM	**Mr. Suman Kumar PGT (Eco) I/C** Mr. Akhilesh, TGT S.Sc. Mr. Ranjeet, TGT Hindi Mr. Suraj Ram, Librarian Ms. Mamta Karve, TGT A&E Mr. Narender, PRT Music	
50	Tech Tonic Innovators Club	➢ Implementing innovative solutions for IT-Related Challenges ➢ Organizing workshops and other technical activity to foster creativity and skill development among members. ➢ Supporting and mentoring members in IT Projects and initiatives. ➢ Maintenance of IT tools in the Vidyalaya	**Ms. Priyanka Kalra PGT CS I/C** Mr. Ravindra Singh, TGT WE Mr. Bablu PRT Mr. Anil Kumar, Comp. Inst. Student Member	

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Principal