

**KENDRIYA VIDYALAYA BEHOLI SAMALKHA
VIDYALAYA COMMITTEES 2024-25**

Sr. No.	Committee	Convenor	Members	Duties and Responsibilities
1	Fresh Admission	Mrs. Dipti Anand PGT Biology	Mrs. Neelam Shama POT Chemistry Mr. Vikram Singh POT Maths Mr. Vipin PRT Mrs. DiNya Sharma PRT	To advertise the vacancy position for the students and to scrutinize the registration forms for admission and carry out the process as per the KVS Admission guidelines for that session in consultation with the Principal. For all sorts of fresh Admission as well as KV TC.
2	Examination Academic Council Slow Learners Programme	Examination Mr. Vikram Singh PGT Maths Mr. Vipin PRT	Mrs. Karma Parihar PGT English Mr. Dharmender TGT Skt Mr. Ajay PRT	-To plan the schedule of Unit test/Periodic test, Mid term Examination, Pre- Board and Annual Examination as per the calendar of activities. -To ensure that evaluation of Internal Assessment and grading of coscholastic subjects as per the instructions of CBSE/KVS. -To give suitable instructions to class teachers /Subject teachers for maintaining all the relevant records.
		CBSE Mrs. Jvoti PGT Computer Science	Mr. Devender TGT S.St	To conduct external examination as per the prescribed norms and to maintain record of all such examinations. -To conduct Board Exam As per CBSE Guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records. -To ensure proper correction of written worl of the students. -To give suitable guidelines in the faculty meetings. -To collect the verified student profile of all classes for the class teacher.
3	Time Table	Mr. Vilcram Singh PGT Maths Mrs. Neha PRT	Mr. Bhagwan Dutt Librarian Mrs. Vipin PRT	-To prepare & execute 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 arrangement 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.
4	Co-Curricular Activities Student Council External Competition Prize Distribution /PTA/PTM	Secondary P G T P h y s i c s Mr. Gulab Chand PGT Hindi Mrs. Divya Sharma PRT	Mrs. Mrs. Karma Parihar PGT English Mrs. Menu Rani Mr. Rajesh TOT Engl Kumar ish Mr. Jitender Kumar PET Mr. Vince Sharma Mrs. Ncha Mrs. . !oon= Rani	-To organise Inter house competitions effectively and to celebrate all the days of National importance/Occasions with the assistance of House Masters and others experts in a planned manner. -To activate the conduct of Morning Assembly ensuring quality nurturing of the talents. -To monitor day to day morning assembly programme effectively and ensure

5	Furniture	Mrs. Monu Rani PGT Physics	Mr. Bhagwan Dutt Librarian Mr. Rajesh Vashisth TGT English Mr. Sandeep WE	<p>including purchase.</p> <p>-To ensure all furniture bear serial numbers and the year or purchase.</p> <p>ensure the adequacy and suitability of furniture in all the class rooms</p> <p>repair of furniture as per the rules.</p> <p>keep inventory of the furniture allotted to different classes and departments.</p> <p>ensure condemnation and disposal of damaged furniture which can not be repaired</p>
6	Computer Lab & Websire Updation	Mrs. Jyoti PGT Computer Science	Mrs. Divya Sharma Mr. Kapil Gahalain	<p>-To ensure all the computers in labs/dept are in working condition for carrying out computer aided classes effectively with the assistance of computer instructors and to submit monthly updates to the office. -</p> <p>Updating of latest information regarding Vidyalaya and removal of old information from the website by obtaining approval of the Principal.</p>
7	Medical Check up of the Students	Mrs. Neelam Sharma PGT Chemistry	Mrs. Aditi Sandhu Mrs. Manpreet Kaur Mr. Jitender Kumar	<p>-To procure the required number of medical cards in the beginning of the academic session</p> <p>-To distribute the medical cards to the class teachers based on strength.</p> <p>-To arrange the medical check up twice in the year.</p> <p>-To organise all health related issues/programmes and arrange for expert talk on topics</p> <p>-To ensure the follow up action after the medical check up.</p>
8	Building and maintenance Monitoring Comminee Water availability and electric supply	Mr. Sandeep Kumar WE	Mr. Vila= Singh PGT Maths Mrs Jyoti PGT CS Mr. Dharmender TGT S.Skt.	<p>-To caary out maintenance & repair work of buildings including toilets,surroundings and play field in the temporary building along with uninterrupted water and electric supply and to keep strict vigil over construction work in permanent buildings.</p>
9	Staff Quarters	Mr. Vficram Singh PGT Maths	Mrs. Jyoti Mr. Sandeep WE Mr. Dharmender Mr. Sandeep PRT	<p>-To caary out maintenance & repair work of buildings including toilets,surrounding and play field in the temporary building along with uninterrupted water and electric supply and to keep strict vigil over construction work in permanent buildings.</p>
10	Discipline	Mr. Jitender TGT PET	Mr. Gulab Chand POT Hindi Mr. Rajesh Vashisth TOT English Mrs. Aditi Sandhu TGT Maths	<p>To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any.A separate file be maintained.</p>

11	Hindi Raj Bhasha Samiti	Mr. Gulab Chand PGT Hindi	Mr. Dharmender Sharma TGT Skt Mrs Poonam Rani PRT	-To conduct quarterly meetings of Raslitra-lihasha and to submit quarterly reports to the Regional Office in the month of April, July, October, January.
12	Scouts And Guides Cubs & Bulbuls	Mr. Jitender TGT PET	Mrs Jyotika Sethi A tyt Education Mrs Aditi Sandhu TGT Maths Mr. Ajay PRT Mr. Kapil Gahalain PRT	-To enrol Scouts & Guides ,Cubs & Bulbuls and to organize testing camps,trop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO.
13	Library	Mr. Bhagwan Dutt	Mrs. Monu Rani PGT Physics Mr. Devender TGT S.St Mr. Vipin Kumar PRT Mrs. Ncha PRT	-To procure text books and reference books recommended by CBSE and K VS Library policy and as per the recommendation of faculty members. -To organise Class Library and to present Monthly book review for each students of the Vidyalaya -To assist Primary wing in Library activities in light of CMP
14	Garnes.Sports & Yoga	Mr. Jitender TGT PET Primary Mrs. Divya Sharma PRT	Mr. Kapil Gahalain PRT Mr. Ajay PRT	-To practice 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. -To draw up class wise activities to be taken as per the syallbus. -To coordinate with vocational teachers and train the students for various activities.
15	House Keeping Cleanliness of Vidyalaya W E	Mrs. Dipti Anand PGT Biology	Mrs. Jyotika Sethi Art Education Mrs. Manpreet Kaur TGT Science Mr. Sandeep Kumar Mrs. Divya Sharma PRT	To monitor the cleanliness in consultation with the agencies concerned so as To Vidyalaya bears a clean look. - Daily monitoring of staff washroom - Daily monitoring of girls and boys washroom Daily monitoring of cleanliness
16	Audio-Visual Aids & Resource Room Primary	Mr. Ajay PRT	Mr. Sandeep Kumar PRT Mr. Kapil Gahalain PRT	-AN Room to be well equipped with workable LCD,011P etc. -To ensure TAUCAL is undertaken by the teachers. -To maintain a log Register in the AN Room.

17	First Aid	Mrs. TGT Manpreet Kant M Science TGT	Mr. PET Aditi Sandhn Maths Jitender Kumar	-To maintain the necessities or a First aid box, -To provide first aid to students in case of any casualty. -To train students in case of any emergency.
18	Refreshment Committee	PRT Mr. Ajay Mrs.	Art TGT Jyotika Sethi Edu. Mrs. Manpreet Kaur Science	-To see that food is prepared and being served to VIP in proper manner.
19	Literary Club	Mrs. Karuna Parihar PGT English	Mr. Rajesh Kumar TGT English Mr. Dhamcnder Sharma TGT Sk.t. Mr. Sandeep Kumar PRT	-To prepare a plan to create literary atmosphere in Vidyalaya. -To prepare class wise magazines. -To organise competitions /seminars /programmes etc. based on subject. -To develop the language skills like reading ,writing ,speaking ,listening skills among the students. -To develop the proper reading habits among the children. -To give required guidance in the planning and execution of project to student.
20	IntegritY Club	Mr. Devender TGT S.St	Mr. Jitender Kumar PET Mr. Kapil Gahalain PRT	-To follow the motto of the club "Living Values" by the members "Young Champions of Ethics." -To rekindle the values in the society. -To achieve this live ethically ,the young champions of ethics will propagate 'Human Values' in their families ,neighbourhood ,school community and society at large to strengthen value based culture in the country.
21	Science Club, Eco Club	Mrs. Neelam Sharma PGT Chemistry	Mrs. Manpreet Kaur TGT Science Mrs. Divya Sharma PRT	-To prepare a plan to promote scientific skills among students. To give required guidance in the planning and execution of project to student.
22	Maths Club	Mr. Vikram Singh PGT Maths	Mrs. Aditi Sandhu TGT Maths Mr. Sandeep Kumar PRT	-To organise competitions /seminars /programmes etc. based on subject. —
23	Awakend Citizen Programme	Mr. Rajesh Vashisth . TGT English	Mrs. Aditi Sandhu TGT Maths Mr. Bhagwan Dutt Librarian Mr. Sandeep Kumar WE	To ensure participation in Awakened Citizen Programmne. To Conduct all modules of ACP as per schedule

24	Publication Brochure, Vidyalaya e-Patrika, News Letter, Student Diary & Teacher Diary	Mr. Gulab Chand POT Hindi	Mrs. Karuna Parihar PGt English Mr. Rajesh Kumar TGT English Mr. Dharmender Sharma TGT Skt	-Incharge of school c- magazine and any other issues related to publication.
25	Grievances & Sexual Harassment Committee	Mrs. Neelam Sharma POT Chemistry	Mr. Rajesh Kumar TOT English Mrs. Divya Sharma PRT	-If any complaint related to immoral behaviour towards student or corporal punishment or tarnishing the images of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring the eatables, eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents is received, the committee should take immediate measures to resolve the issue.
26	Purchase Commies	Mr. Sandeep Kumar WE	Mr. Vilaarn Singh PGt Masths Mrs. Tyotika Sethi Art. Edu. Mrs. Divya Sharma PRT Mr. Kapil Gahalain PRT	To purchase the material as per the norms of the KVS - To conduct a market survey and find the best deal for the Vidyalaya - To maintain the confidentiality regarding Quotation - To get the consent of all the members of Purchasing Committee - To take care the quality and quantity of the material while Purchasing - purchase the items from GEM as far as possible - To maintain the records of all the purchased items
27	Social Science Exhibitions EBSB	Mr. Devender TOT S.St	Mrs. Tyotika Sethi Art Edu. Mr. Vineet Sharma PRT Music	-To prepare students and to organise K.V Cluster level/Regional Level/National Level exhibition.
28	AEP (Adolescence Education Programme)	Mrs. Dipti Anand PUT Biology	Mr. Rajesh Kumar Tgt English Mrs. Manpreet Kaur TGT Science	-To help students cope up with adolescent problems.
29	Teaching Aids	Mrs. Monu Rani PGt Physics	Mrs. Aditi Sandhu TCrt Maths Mr. Ajay PRT	-Purchase, maintenance and issue teaching aids/TLM to teachers for classroom activities.