

 केन्द्रीय विद्यालय संगठन	<b>Kendriya Vidyalaya Mullanpur Garibdas</b> <b>केंद्रीय विद्यालय मुल्लांपुर गरीबदास</b> An autonomous Body Under Ministry of Education, Government of India		
	<b>Distt. S.A.S Nagar Mohali (Punjab)</b> <b>Telephone: 9417005671</b> <b>Email: <a href="mailto:kvmullanpur2016@gmail.com">kvmullanpur2016@gmail.com</a></b> <b>CBSE Affiliation Code: 1600027</b>	<b>जिला एस ए एस नगर मोहाली (पंजाब)</b> <b>दूरभाष: 9417005671</b> <b>Website: <a href="http://www.mullanpur.kvs.ac.in">www.mullanpur.kvs.ac.in</a></b> <b>CBSE School Number: 24546</b>	

F. No .25/2023-24/KVMG/

Dated 18.03.2024

### Office – Order

The academic Session 2024-25 of Vidyalaya will commence form 01.04.2024 . For the smooth functioning of the Vidyalaya, following staff members are directed to perform the duties and responsibilities assigned to them for the session 2024-25 as mentioned below. The present Department holders are directed to hand over the charges to the newly appointed department I/Cs after due physical verification of the stock followed by the countersignature of the undersigned.

**PRINCIPAL**

#### LIST OF COMMITTEE MEMBERS (समिति सदस्यों की सूची)

क्र. सं./ Sr. No.	विभाग/ DEPARTMENT	समिति सदस्य/ COMMITTEE MEMBERS	हस्ताक्षर/ Signature	कर्तव्य निर्वहन का प्रकार/ NATURE OF DUTIES
1.	ADMISSION (दाखिला)	1. Mrs. Sukhdeep Kaur Bal I/C 2. Mrs. Prem Lata 3. Mrs. Chitter Lekha		To carry out Fresh Admission, TC Admission, Verification of document, issuing TC and to maintain Admission Register.
2.	EXAMINATION (परीक्षा विभाग)	वरिष्ठ माध्यमिक एवं माध्यमिक / SECONDARY & SENIOR SECONDARY 1. Mrs. Priyanka Badpagga I/C. 2. Mrs. Amarjit Kaur TGT Math 3. Mrs. Pushpa Mahandia TGT SST		1. Smooth conduct of internal exams. 2. To follow all the directions & guidelines related to internal exams.
	प्राथमिक खंड / PRIMARY WING 1. Mrs. Asha Rani I/C 2. Mrs Chitter lekha PRT 3. Mr. Daljit Singh PRT			

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3.	CBSE & All External Examinations	1. Mr. Gaurav Kumar I/C 2. Mrs Monika Bawa 3. Mr Jitender Yadav		All CBSE related work in co-ordination with Department Heads and Class Teachers.
4.	TIME TABLE (समय सारिणी)	SECONDARY	1. Mrs. Jasbir Kaur PGT(Comm) I/C 2. Mrs . Sangeeta Khurana PGT Math 3. Mr. Iqbal Kaur TGT Hindi	1. To make time table as per KVS norms & need of the Vidyalaya  2. To make necessary arrangements for staff on leave/ duty.
		PRIMARY	1. Mr Daljit Singh PRT I/C 2. Mrs . Adhi Laxmi PRT 3. Mrs Sonia Singh PRT	
5.	CCA (सह- शिक्षा क्रियाकलाप)	1. Mrs. Abhilasha Kumari PGT Hindi I/C 2. Mrs. Renu Sharma TGT English 3. Mrs. Iqbal Kaur TGT Hindi 4. Ms. Alka PRT I/C 5. Mrs Sonia Singh PRT		To coordinate & conduct all activities as per CCA Calendar along with any other activities assigned by KVS from time to time.
6.	M & R (अनुरक्षण और मरम्मत कार्य)	1. Mrs. Sangeeta Khurana PGT Math I/C 2. Mrs. Priyanka Badpagga PGT Eco 3. Mr. Ashish Kumar Dhiman – PET 4. Mrs Chitter lekha PRT 5. Mr. Daljit Singh PRT		To ensure proper maintenance of building. To look into the routine repair work like broken window panes, cementing, water points, water tanks, overall upkeep and cleanliness of the building.
7.	FURNITURE COMMITTEE (फर्नीचर समिति)	1. Mrs. Abhilasha Kumari I/C 2. Mrs. Asha Kiran TGT Skt 3. Mrs. Ashu Sharda WET 3. Mrs Adhi Laxmi PRT 4. Mrs Sonia Singh PRT		1. To ensure proper issue & arrangements of furniture to all the classes as per requirement. 2. Repair and maintenance of Class Furniture, Office Furniture and Department Furniture. <b>Note:</b> Committee must ensure location of each article issued must be specified in records register.

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8.	DISCIPLINE/ ANTI BULLYING COMMITTEE (अनुशासन समिति)	<ol style="list-style-type: none"> <li>Mrs. Jasbir Kaur PGT Comm</li> <li>Mrs. Iqbal Kaur TGT Hindi</li> <li>Mr. Ashish Kumar Dhiman PET</li> <li>Mrs. Chitter lekha PRT</li> <li>Mr . Daljit Singh PRT</li> <li>Mr. Jatinder Yadav TGT</li> </ol>		<ol style="list-style-type: none"> <li>To maintain overall discipline in the Vidyalaya.</li> <li>The Committee will counsel the student regarding their uniform, hair-cut, shoes &amp; other indiscipline issues.</li> <li>The defaulters must be dealt as per KVS discipline code of conduct for students.</li> </ol>
9.	SUBJECT COMMITTEE (ACADEMIC ADVISOR COMMITTEE) (अकादमिक परामर्श समिति)	<p><b>Over all Co-Ordinator Academics (Secondary Wing)</b></p> <p>Mrs. Jasbir kaur -<b>Secondary</b></p> <p>Mrs. Chitter lekha PRT (<b>Primary Wing</b>)</p> <ol style="list-style-type: none"> <li>Mrs. Sukhdeep Kaur bal (English ) I/C</li> <li>Mrs. Abhilasha Kumari (Hindi&amp; Skt) I/C</li> <li>Mrs. Sangeeta Khurana (<b>Math</b>) I/C</li> <li>Mrs. Priyanka Badpaga (<b>(S.sc)</b> I/C</li> <li>Mr Gaurav Kumar (Computer ) I/C</li> <li>Mr. Jatinder Kumar (<b>Science</b>) I/C</li> <li>Mrs. Sonia Singh , PRT (<b>EVS</b>) I/C</li> <li>Mr. Daljit Singh PRT(English) I/C</li> <li>Mrs. Alka PRT <b>Math</b> I/C</li> </ol>		<p><b>The Coordinators works in close coordination with academic committee I/Cs and must ensure the implementation of Back to basics concept, activities-based learning, enrichment of competencies and to achieved desired learning outcomes.</b></p> <ol style="list-style-type: none"> <li>The Committee I/Cs ensure that subject committee meeting must take place every month.</li> <li>The points which are discussed in the meeting should be circulated to each member of committee.</li> <li>Follow up action of previous month meeting must be discussed in the subsequent meetings.</li> <li>Ensure compliance of the meeting points.</li> </ol>
10.	FEES VERIFICATION from the attendance register every month (शुल्क सत्यापन)	<ol style="list-style-type: none"> <li>Mrs Sangeeta Khurana PGT Math</li> <li>Mrs. Amarjit kaur TGT Math</li> <li>Mr. Daljit Singh PRT</li> </ol>		<ol style="list-style-type: none"> <li>To verify the fee of each class at the end of month and tallying it with bank details.</li> <li>To maintain CS-11 and CS-54 and to tally it with bank statements.</li> </ol>
11.	RAJ BHASHA (राजभाषा)	<ol style="list-style-type: none"> <li>Mrs Abhilasha PGT Hindi I/C</li> <li>Mrs. Iqbal Kaur TGT Hindi</li> <li>Mrs. Manju Goel JSA</li> </ol>		<ol style="list-style-type: none"> <li>To send quarterly Raj Bhasha report to KVS RO Chandigarh.</li> <li>To conduct Hindi Pakhwada and other Raj Bhasha related Programs.</li> </ol>

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12.	Cleanliness of Vidyalaya building / Classrooms/ Toilets/ / Grounds / Campus COMMITTEE (स्वच्छता जाँच समिति)/ प्राथमिक चिकित्सा)	1. Mrs Ashu sharda I/C - <b>Secondary</b> 2. Mrs Priyanka Badpagga PGT Eco 3. Mr Jatinder yadav TGT Sci 4. Mrs. Chitter Lekha PRT I/C <b>Primary</b> 5. Mrs. Asha Rani PRT		1. To ensure proper hygiene conditions in the class room, campus in general and toilets in particular. 2. Grass cutting inside the campus. 3. Smoothing of grounds. 4. Maintenance of notice boards of the Vidyalaya.  <b>Note: Mrs. Rashmi Gupta and Mrs. Sangeeta Garg will assign duties to the members and to ensure that a teacher should be the responsible for a particular Bath room.</b>
13.	Teaching Aids /TLM (शिक्षण साधन)	1. Mrs Priyanka Badpagga PGT Eco I/C 2. Mrs. Pushpa TGT SST 3 Mrs Chitter lekha PRT		To ensure the optimum utilization of use of teaching aids by all subject teachers.
14.	PHOTOGRAPHY (छायाचित्रण)	1. Mrs . Renu Sharma TGT Eng I/C 2. Mr. Gaurav Kumar PGT Comp 3. Mr. Sohan Singh PRT Music 4 Mrs. Monika Bawa		1. To ensure photography of all CCA and other activities held in the Vidyalaya. 2. To maintain proper records of the photographs.
15.	LIBRARY (पुस्तकालय)	1. Mrs. Prem Lata I/C 2. Mrs Sukhdeep Kaur Bal PGT Eng 3. Mrs Abhilasha Kumari PGT Hindi 4. Mrs Renu Sahrma TGT Eng 5. Mrs Asha rani PRT 6. Mrs Chitter Lekha PRT 7. Mr Daljit singh PRT		1. To ensure conduct of library committee meeting as per KVS Norms. 2. To constitute reader club in the Vidyalaya 3. To motivate students for reading maximum number of quality books and prepare book reviews. These book reviews should be read in morning assembly. 4. The good reader student must be recognized in the morning assembly. 5. To motivate teachers for optimum utilization of library for their professional growth.

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16.	WATER TANK / Water coolers CLEANLINESS COMMITTEE (पेयजल शुद्धता जांच हेतु समिति)	1. Mrs. Sangeeta PGT Math I/C 2. Mr. Ashish Kumar PET 3. Mrs Ashu sharda WET 4. Mrs Asha Rani PRT 5. Mr Gurmukh Singh - Sub-Staff		To ensure the cleanliness of tanks on regular intervals.
17.	STAFF ROOM MAINTAINENCE COMMITTEE (स्टाफ-कक्ष अनुरक्षण समिति)	1.Mrs. Iqbal Kaur TGT Hindi I/C( Sec) 2. Mrs. Alka PRT (Primary )		To ensure proper upkeep and cleanliness of Staff room.
18.	GARDENING AND BEAUTIFICATION (बागवानी और सौंदर्यीकरण)	1 Mrs Monika Bawa TGT art I/C 2. Mrs. Ashu Sharda WET 3. Mrs. Sonia Singh PRT 4. Mr. Prithvi Singh SS		1. The committee must ensure the cleanliness of campus and gardens. 2. Ensure aesthetic look of the Vidyalaya with plantation of decorative plants and flowers at appropriate places.
19.	MATHEMATICAL GARDEN (गणितीय-उद्यान)	1. Mrs. Amarjit Kaur TGT Math I/C 2. Mrs. Sangeeta Khurana PGT (Math) 3. Mrs. Alka PRT		To develop mathematical garden in the Vidyalaya.
20.	Computer and website updation committee (संगणक एवं विद्यालय वेबसाइट अद्यतन समिति)	1. Mr. Gaurav Kumar, PGT (CS) I/C 2. Mr. Daljit Singh PRT 3. Mrs. Manju Goel JSA		To update Vidyalaya's website on daily basis.

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21.	SCOUT AND GUIDE (स्काउट और गाईड)  SCOUT AND GUIDE (स्काउट और गाईड)	<b>Cub and Bulbul</b> 1. Mrs. Chitter Lekha PRT - I/C 2. Mr. Daljit Singh- PRT  <b>Scout and Guide</b> 1. Mrs. Asha Kiran TGT (Skt) I/C 2. Mrs. Iqbal Kaur TGT Hindi 3. Mrs. Ashu Sharda WET 4. Mrs. Renu Sharma TGT Eng 5 Mr. Gaurav Kumar PGT comp sc		1. To ensure the participation of maximum number of students in scout and guide activities.  2. To organize activities as per schedule.  1. To ensure the participation of maximum number of students in scout and guide activities.  2. To organize activities as per schedule.
22.	SCHOOL EXCURSION AND ADVENTURE COMMITTEE (विद्यालय पर्यटन और साहसिक कार्य समिति)	1. Mrs. Jasbir Kaur PGT Comm. I/C 2. Mr. Ashish Kumar Dhiman PET 3. Mrs. Monika Bawa TGT Art 4. Mrs. Chitter Lekha PRT 5. Sh. Daljit Singh PRT		To organize activities as per KVS guidelines.
23.	FIRE SAFETY (अग्नि सुरक्षा)	1. Mrs Sangeeta Khurana PGT Maths – I/C 2. Mr. Ashish Kumar Dhiman PET 3. Mrs Priyanka Badpagga PGT Eco 4. Smt Asha Kumari PRT		Ensure refilling and installation of fire extinguisher at appropriate places in the Vidyalaya.
24.	PURCHASE COMMITTEE (विद्यालय स्थानीय क्रय समिति)	1. Mrs. Jasbir Kaur PGT Comm I/C 2. Mrs. Sangeeta Khurana PGT Math 3. Mr. Ashish Kumar Dhiman PET 4. Mrs. Chitterlekha PRT 5. Mrs. Adhi laxmi PRT		Purchase of articles & goods for stores as per requirement.

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25.	SPORTS COMMITTEE (खेल-कूद समिति)	1. Mr. Ashish Dhiman TGT PET 2. Mr. Daljit Singh PRT		To ensure conduct of sports and games as per KVS calendar and norms.
26.	RTE RECORD MAINTAINANCE COMMITTEE (आर टी ई रिकॉर्ड समिति)	1. Mrs. Jasbir Kaur PGT Comm 2. Mrs ChitterLekha PRT 3. Mrs. Asha Rani PRT		To collect the bills and vouchers from parents, verify them and to submit in office for payment.
27.	CONDEMNATION COMMITTEE	1. Mrs. Jasbir Kaur I/C 2. Mrs Priyanka Badpagga PGT 3. Mr. Ashish Dhiman PET 4. Mrs Chitter Lekha PRT 5. Mrs Sonia Singh PRT		To recommend and execute the condemnation of stores as per KVS norms.
28.	<b>Fee Verification OF Vidyalaya on the UBI Portal</b> (शालादर्पण समिति)	1. Mr. Gaurav Kumar I/C 2. Mrs. Renu Sharma TGT English 3. Mrs. Manju Goel JSA 4. All class teachers for their respective classes		To carry out work related to UBI Portal
29.	Beautification/ BALA implementation committee (भवन सौंदर्यकरण एवं बाला कार्यान्वयन समिति)	1. Mr. Monika Bawa TGT Art I/C 2. Mrs Adhi laxmi PRT 3. Mrs Alka PRT 4. Mr. Prithivi Singh SS		To carry out the beautification of the Vidyalaya campus and to implement the BALA concept in the Vidyalaya building.
30.	Committee related to complaints/grievances against sexual harassment. (यौन उत्पीड़न से संबंधित शिकायत हेतु समिति)	1. Mrs. Jasbir Kaur PGT Comm I/C 2. Mrs. Iqbal Kaur TGT Hindi 3. Mr. Gaurav Kumar , PGT C.S 4. Mrs. Chitterlekha PRT 5. Mrs. Asha Rani PRT		To enquire the reported cases and recommendation there upon.

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		6 Mr. Jatinder Yadav		
31.	PTA related Committee (अभिभावक अध्यापक संघ संबंधी समिति)	1. Mrs. Jasbir Kaur PGT Comm 2. Mrs Ashu Sharda WET 3. Mrs Iqbal Kaur TGT Hindi 4. Mrs Chitter Lekha PRT		1. To call PTA meeting and to ensure the implementation of suggestions and recommendations of PTA. 2. To keep inform the executive body of the PTA about the policy and program of Vidyalaya. 3. To establish rapport with the society with the help of PTA.
32.	Vidyalaya Office (विद्यालय कार्यालय समिति)	1. Mr. Narinder Shukla SSA. <b>I/C</b> 2. Mrs. Manju Goel JSA		As per the duty assigned duties .
33.	Grievance redressal Committee (परिवेदन निवारण समिति)	1. Mrs. Jasbir Kaur PGT Comm <b>I/C</b> 2. Mrs. Iqbal Kaur TGT Hindi 3. Mr. Gaurav Kumar , PGT C.S 4. Mr. Jatinder Yadav TGT 5. Mrs.Chitterlekha PRT 6 Mrs. Asha Rani PRT		To look into the reported cases and to provide the recommendations/suggestions.
34.	Social Science Exhibition & ESEB (सामाजिक विज्ञान प्रदर्शनी)	1. Mrs. Priyanka Badpaga <b>I/C</b> 2. Mrs .Pushpa Mehandia TGT S.st 3. Mrs. Monika Bawa TGT Art 4. Mr. Sohan Singh PRT Music		To organize the social science exhibition at Vidyalaya level and to prepare and send the students for Regional level and National level events.
35.	Science Exhibition (विज्ञान प्रदर्शनी)	1. Mr Jatinder Yadav TGT Sci <b>I/C</b> 2. Mrs. Amarjit Kaur TGT Math 3. Mr Gaurav Kumar PGT Comp		To organize science exhibition at Vidyalaya level and to prepare and send the students for Regional level and National Level.



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		4. Mr. Daljit Singh PRT		
36.	NCSC (राष्ट्रीय बाल विज्ञान काँग्रेस)	1. Mr. Jatinder Yadav TGT Sci I/C 2. Mrs. Amarjit Kaur TGT Math 3. Mr. Gaurav Kumar PGT Comp		To prepare the students for NCSC and to ensure their participation at regional and national level.
37.	Olympiads (विषय संबंधी ओलम्पियाड)	1. Mrs. Amarjit Kaur TGT Maths 2. Mr. Jatinder Yadav TGT Sci 3. Mrs Alka PRT		To prepare the students for Olympiads and ensure registration.
38.	Safety and Security as per SOP Committee (सुरक्षा एवं संरक्षा संबंधी यथाचितमानक कार्यवाही हेतु समिति)	1. Mrs. Sangeeta Khurana PGT Maths 2. Mrs. Jasbir Kaur PGT Comm 3. Mrs. Ashu sharda WET 4. Mrs. Chitter lakha PRT		1. To conduct mock drill of the students as per SOP 2. To ensure safety and security of students as per SOP of CBSE.
39.	Junior Science Lab (कनिष्ठ विज्ञान प्रयोगशाला)	Mr. Jatinder Yadav TGT Sci I/C		
46.	CCT/PISA/Nishtha/Back to Basis	1. Mrs. Priyanka Badpagga PGT Eco I/C 2. Mrs .Amarjit Kaur TGT Math 3. Mrs. Asha Rani PRT		All PISA/CCT related work in co-ordination with PISA Mentors and Class Teachers.
47.	UDISE Plus portal , E-Punjab, National Scholarship Portal & Other Punjab Govt Programmes Scholarship programs	1. Mrs. Jasbir Kaur I/C 2. Mr. Gaurav Kumar PGT Comm 3. Mrs. Monika Bawa TGT Art 4. Mrs. Chitter lekha PRT 5. Mrs. Alka PRT		To ensure participation of eligible Students & their registration in National Scholarship Portal/ other various Scholarship programs.
49.	Student Enrollment	SSA, JSA and All class Teachers		
51.	Staff Salary	1. Mr Narinder Shulka SSA 2. Mrs Manju Goel JSA		

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		3. Mr. Ashish Dhiman PET		
52.	Staff Salary Contractual	1. Mrs Jasbir Kaur PGT Comm I/C 2. Mrs. Sangeeta Khurana PGT Maths		
53	VMC	1. Mrs. Jasbir Kaur PGT Comm 2. Mrs. Renu sharma TGT English 3. Mrs Iqbal Kaur TGT Hindi		
54	Conduct of Morning assembly	1. Mrs Abhilasha Kumari CCA 2. Mr Ashish Kumar PET 3. Mr Sohan Singh PRT Music 4. Mrs Ashu Sharda WET 5. Mrs Monika Bawa TGT Art		To ensure conduct of Yoga, PT Exercise, Special items , celebration of Birthdays , Discipline at the stage , flag hosting , ESEB Activities in morning assembly etc

## House Distribution

### Secondary Section- Session 2024-25

CCA Committee I/C : Mrs. Abhilasha Kumari PGT Hindi

<b>Shivaji House</b>		<b>Tagore House</b>	
Mrs Sukhjit Kaur Bal PGT English	<b>House Mistress</b>	Mr Gaurav Kumar PGT C.S	<b>House Master</b>
Mrs Prem lata	House Tutor	Mrs Amarjit Kaur TGT	House Tutor
Mrs Iqbal Kaur Gill	House Tutor	Mrs Monika Bawa TGT	House Tutor
Mr Daljit Singh	House Tutor	Mrs Ashu Sharda TGT	House Tutor
Special Educator	House Tutor	Mrs Adhi Luxmi PRT	House Tutor
<b>Ashoka House</b>		<b>Raman House</b>	
Mrs Sangeeta PGT Math	<b>House Mistress</b>	Mrs Priyanka Badpagga PGT	<b>House Mistress</b>
Mrs Jasbir Kaur PGT Comm	House Tutor	Mrs Pushpa TGT	House Tutor
Mr Jatinder Yadav TGT	House Tutor	Mrs Chitter lekha PRT	House Tutor
Mrs Renu sharma TGT	House Tutor	Mrs Asha Rani PRT	House Tutor
Mrs Sonia Singh PRT	House Tutor	Mrs Asha Kiran TGT	House Tutor

## CLUBS

Sr. No.	CLUBS	CLUB MEMBERS	SIGNATURE	NATURE OF DUTIES
1.	INTEGRITY CLUB (सत्यनिष्ठा क्लब)	1. Mrs. Abhilasha PGT hindi <b>I/C</b> 2. Mrs Asha Kiran PRT 3. Mrs Iqbal Kaur TGT Hindi		To inculcate moral values into the minds of young children so that they grow up to become socially and morally responsible citizen of the country.
2.	HEALTH AND WELLNESS CLUB (स्वास्थ्य सभा)	1. Mrs Pushpa TGT social sc <b>I/C</b> 2. Mrs Asha Rani 3. Ms. Nurse		To aware the students about health hygiene.
3.	ALUMNI CLUB (भूतपूर्व छात्र सभा)	1.. Mrs Ashu Sharda WET <b>I/C</b> 2. Mrs Jasbir kaur PGT commerce 3. Mrs. Chitter lekha PRT		1. To keep the record of Alumni of the Vidyalaya. 2. To conduct Alumni Meet in the month of December 3. To disseminate information to RO pertaining to program of Alumni in the vidyalaya.
4.	ECO CLUB (पर्यावरण संरक्षण सभा)	1 Mrs Priyanka Badpagga 2 Mrs Pushpa Mahandia 3 Mrs Monika Bawa		1. To provide an outlet for students creativity and enables them to channelize their imagination in practical work. 2. To ensure active participation and maximum numbers of students in Eco Club activities.
5.	A.E.P (ADOLOSCENT EDUCATION PROGRAM) (किशोरावस्था शिक्षण कार्यक्रम)	1. Mrs Sangeeta PGT Maths <b>I/C</b> 2. Mr Jatinder Yadav TGT- Science 3. Mrs Amarjit kaur TGT Maths 4. Nurse		1. To ensure the implementation of AEP in the Vidyalaya. 2. To prepare quarterly report for submission to KVS.