

KENDRIYAVIDYALAYA KHANPUR

COMMITTEESFORTHESESSION2024-25

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2024-2025. As such all the staff members are hereby informed of the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in-charges or in absence of in-charges any member of the committee. In absence of the in-charge the next senior member of the committee will automatically be the in-charge and soon but all the members will be equally responsible. In-charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in-charge, the member in the committee will complete the handing and taking over procedure.

S.No	Committee	Designation	Sign.	Responsibilities
1	ACADEMIC AND ADMINISTRATIVE SUPPORT (AIIClassTeacher) 01. Mr.RamLal 02. Mrs.MandeepKaur 03. Mrs.Versha 04. Mrs.HanspreetKaur 05. Mr.SudhirSingh 06. Mrs.CharnjitKaur 07. Mrs.Sonam 08. Mrs.AnjuBala 09. Mrs.Shardha 10. Mrs.GurpreetKaur 11. Mr.Vijay Kumar 12-Mr.ManojSehgal (C-54 Records)	PRT PRT PRT PRT PRT TGT ,Skt TGT ,SST TGT,Science TGT, Maths TGT,Hindi TGTEng JSA		<ul style="list-style-type: none"> ● TLO should be covered. ● Coverage of Syllabus according to Split Up & Monthly Test should be taken. ● The committee can go through the circulars received from KVS RO Chandigarh and KVS HQ New Delhi. ● Verification of students' attendance registers to ensure the collection of fees from all the students of their respective members of their subject. ● The committee further verifies the entries of fees particulars in the students attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately. ● To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF & VVN) ● Any other work assigned by the principal in day-to-day administrative matters. ● To inform the Principal about the lapses, deviations in the subject committee report. ● Aware about new digital resources

2	ADMISSION COMMITTEE 1) Mr.GurmukhSingh/I/C 2) Mr.Himanshu 3) MrsMandeepkaurI 4) Mrs.VershaKapoor	(TGT Lib (TGT-W.E) (PRT) (PRT	To scrutinize the registration forms for admission and carry out the process as pertheAdmissionguidelines2024-2025 in consultation with the Principal
3.	CONSTITUTION OF POC SO COMMITTEE PRINCIPAL MAM I/C 1. Chairperson Independent person with knowledge on child rights issues Member VMC 2. Member from NGO/Associations committed to Child Rights Issues Preferably NGO member 3. Mrs.Shardha I/C 4. Mr.GurmukhSingh 5. Parent's Representative 6. Student's Representative (Male) 6. Student's representative (Female)	TGT, Maths TGT, Lib	IMPLEMENTATION OF POC SO ACT If any complaint related to immoral behavior Towards girl students is received by the committee, the following steps should be taken immediately at Committee level. VIDYALAYA LEVEL <ul style="list-style-type: none"> ● A written complaint may be obtained from the students/parents. ● Case may be brought to the notice of the Chairman, VMC. ● A memorandum may be issued to the teacher by giving the gist of the complaint and in no case a copy of the complaint should be given to the teacher. ● A committee may be constituted of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry. ● The committee may obtain the statement of the victim girl narrated as well as the other students who witnessed the incident or to whom the victim girl made the complaint initially. ● The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded. ● View of the Principal may discuss the issue with the accused teacher and his statement may be recorded. ● The committee may discuss the issue with the accused teacher and his statement may be recorded. ● The Principal may forward the preliminary report with all original statements/documents to the Deputy Commissioner of the concerned Regional Office. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint. ● The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and

should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.

- Committees should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All documents should be recorded in the file and maintain the record properly.

- The boxes should be open in the presence of all the members and the undersigned and committees should not shield or hide any document or name of the accused committee member.

- To keep a record of suggestions or grievances received from the students, staff or parents

- To maintain the minutes of the meetings.

4

SCHOOL BEAUTIFICATION COMMITTEE/GARDENING

1. Mrs. Jitenderjeet Kaur/C
2. Mrs. Hanspreet Kaur
3. Mr. Sudhir Singh
4. Mrs. Nishtha

TGTAE
PRT
PRT
PRT, Music

- To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.

- To procure ornamental plants and other fruit bearing plants in consultation with Principal.

- To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.

- To procure fertilizers, manure, pesticides in consultation with the Principal.

Preparation of placards in different areas of the garden.

- Numbering of trees and potted plants.

- Celebration of Vanamahostav in consultation with principal

- To motivate the children for gardening and beautification.

- To develop medicinal plant garden in the campus.

- To display the quotations in the corridors and class rooms.

- To fix bulletin board in the class room for display of educational charts.

- To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.

- To ensure the display of material in the bulletin boards.

5	CONDEMNATION & AUCTIONING OF CONDEMNEDARTICLES 1. AllStockholdersI/C		<ul style="list-style-type: none"> To prepare a list of articles to be condemnedandcompletetheprocessofdisposal of the same through auctioning.
6	GUIDANCEAND COUNSELLINGCOMMITTEE 1. Mrs.Nisthaal/C 2. Mrs.Shardha	PRT,Music TGT, Maths	<ul style="list-style-type: none"> To arrange guest lectures on important occasionsbyinvitingscientists,Doctorsandother dignitaries. ToarrangeVocationalguidance andcounselingtothestudentsbyinvitingreputed personalities in the concerned field. Topaytheremunerationinconsultation with principal
7	CONSERVANCYSERVICES COMMITTEE 1. MrsShardhal/C 2. MrsMandeepKaur	TGTMaths PRT	.Tomonitortheworkandattendance of laborers provided by agency Tosupervisetheduty,changeofsecurityguards and their availability. Toverifyandcertifythebillssubmittedbythe agency.
8	CCA-COMMITTEE & STUDENTS COUNCIL COMMITTEE SECONDARYSECTION 1. Mr.VijayKumarI/C 2. Mrs.CharanjeetKaur 4. Mr.Ramlal(PrimaryI/C) 5. MrsVersha	TGTEng TGT Skt PRT PRT	1. Toplanthemorningassemblyprogrammeand allot the duty to concerned CT. In addition, to check the preparation of the programme before presenting in morning assembly. 2. Children’sbirthdaywill be celebrated in morningassemblyonhis/herspecificdateofbirth to wish him/her by provide a greeting card to all birthdaystudentsandtowishthembypresenting birthday song. 3. News and Special items should not carry any items involving Violence, discrimination against gender,Race,Religion,etcandnegativecriticism(Non controversial items only) 4. Thoughtforthedaysshouldbeveryshortand thought provoking. 5. Organisingassemblyprogrammeduring inspection and on special days 6.To activate the conduct of the Morning Assembly. 7.Tomonitordaytodaymorningassemblyprogrammeeffectivelyandensure befitting presentation on all fronts on time. 8.To ensure that each House displays useful, interesting, inspiring, educative and enlightening articles, messages, thoughts etc. (Hindi and English). Along with attractive and thought provoking drawings. Class rooms display board to be maintained 9.Division of houses along with housemaster andAssociateofhousemasters& distribution of students of various house

			<p>Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.</p> <p>10. Procuring badges for Captains Monitors, prefects.</p> <p>11. Conduct of investiture (Badge presentation Ceremony)</p> <p>12. Assigning duties to all members of the Student Council House Wise.</p> <p>13. Conduct monthly meetings with the members of the student's council.</p> <p>14. Maintenance of Student council register/record</p>
9	<p>CONSTITUTION OF DISCIPLINARY COMMITTEE (ANTI-BULLYING, VANDALISM AND OTHER DISCIPLINARY ISSUES)</p> <p>Principal</p> <ol style="list-style-type: none"> 1. Mr. Vikesh Kumar / C 2. Mrs. Jatinderjit Kaur 3. Doctor / Nurse 4. Counsellor 5. VMC Representative 6. PTAR Representative 07.1. Peer Educators 2. Peer Educators 	<p>TGT, PH&E</p> <p>TGT, AE</p>	<ul style="list-style-type: none"> ● To check personal turn of students during assembly ● To observe the behavior of students inside and outside classroom ● To ensure provision of out pass in all classes and their utilization ● To initiate proper action as per KVS norms against indiscipline students ● To check the girls and boys uniform daily. ● To check the bags once a week. ● To confiscate the mobiles and other prohibited appliances. ● To take the regular meeting of student councils, prefect, monitors. ● To ensure discipline ● To refer the problematic cases to the counselor for diagnosis ● To inform the parents immediately
10	<p>HOUSEMASTERS & ASSOCIATE HOUSE MASTERS</p> <ol style="list-style-type: none"> 1. Mrs. Gurpreet Kaur (Members Mr. Gurmukh, Mr. Sudhir) 2. Mrs. Anju Bala (Members Mrs. Jitenderjeet Kaur, Mrs. Mandeep Kaur) 3. Mrs. Shardha Chauhan (Members Mrs. Nisthaa, Mr. Himanshu) 4. Mrs. Sonam (Members Mr. Vikesh, Mrs. Versha) 	<p>TGT, Hindi</p> <p>TGT Science</p> <p>TGT Maths</p> <p>TGT SSt</p>	<ul style="list-style-type: none"> ● Responsible for organizing and conducting housewise activities and competitions. ● Guide the students properly and make them participate in all competitions and instill sportsman spirit. ● Decoration of house board and active participation in Swatch School Abhiyan

<p>11</p>	<p>CLEANLINESS/ BUILDING AND PREMISES(SWACHH BHARAT ABHIYAN) Water points, toilets, corridors:/WASTE MANAGEMENT 1. Mrs. Jatinderjit Kaur/C 2. Mrs Anju 3. Mrs. Mandeep Kaur 4 Mr. Sudhir Singh</p>	<p>TGTAE TGT Science PRT PRT</p>	<ul style="list-style-type: none"> • To inspect day to day sanitation condition in the school campus. • To check the cleanliness of corridors, toilets (3 times in a day). • To maintain sanitation reports and review periodically. • To report repair work (Civil/Electrical) to in charge. • Maintenance of Aquaguard Water cooler cum purifier and to ensure the availability of clean drinking water. • To collect feedback from student council members and take measures for improvement. • To ensure the provision of dust bins in all the classrooms. • To appraise the Principal about the cleanliness of school building from time to time. • To supervise the work of the people deployed under housekeeping. • To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus. • To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus. • To clear the wild bushes and thorny plants that are growing in different parts of the school campus. • To ensure cleanliness of open drains for smooth flow of water during the rainy seasons. • To ensure cleanliness of area around the staff quarters. • To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness. • In – charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders. <p>Note: Staff nurses have to maintain a daily cleanliness register.</p>
<p>12</p>	<p>EXAMINATION COMMITTEE /CBSE/Internal Exam/PPC 1. Mrs. Gurpreet Kaur/C (Secondary) 2. Mrs. Anju Bala 3. Mrs. Sudhir/C (Primary) 4. Mrs. Mandeep Kaur</p>	<p>TGT Hindi TGT Science PRT PRT</p>	<ul style="list-style-type: none"> • To plan the schedule of Unit test, Cumulative Examination, Pre-Board and Annual Examination 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. • To give suitable instructions to class teachers for maintaining all the relevant records. • To conduct external examinations as per the prescribed norms and to maintain record of all such examinations. • To coordinate all external competitions relevant to our system. <p>To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.</p> <ul style="list-style-type: none"> • To conduct PPC and relevant Program.

13	PTA Meeting 1. Mrs. Charanjeet Kaur I/C 2. Mrs. Anju Bala	TGT-SKT TGT Science	<ul style="list-style-type: none"> To organize PT meetings periodically. To send information to parents. To keep record of PT meetings classwise and prepare consolidated reports.
14	OFFICE RECORD WORK CHECKING COMMITTEE: 1. Mr. Sachin kumar 2. Mr. Manoj Kumar	SSA JSA	<ul style="list-style-type: none"> To check the income tax forms filed by the teachers at the end of financial year Checking of cash book Assisting in other office matters as per need
15	TIMETABLE AND LEAVE ARRANGEMENT/Contractual teachers record and verification of work 1. Mrs. Hanspreet Kaur I/C 2. Mrs. Gurpreet Kaur 3. Mrs. Jitenderjeet Kaur 4. Mr. Ramlal	PRT TGT-HINDI TGT ART PRT	<ul style="list-style-type: none"> To prepare & execute a timetable as per the norms. To make necessary adjustments in the timetable due to administrative exigencies. To device workable & suitable assignment/remedial time-table To make arrangements 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. Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.
16	VIDYALAYA HOSPITALITY SERVICES ON DIFFERENT OCCASIONS: 1. Mrs. Hanspreet Kaur I/C 2. Mr. Vikesh Kumar 3. Mrs. Versha Kapoor 4. Mrs. Nishtha	PRT TGT Ph&E PRT PRT Music	<ul style="list-style-type: none"> To provide refreshments to students on National festivals, Sports Day, Annual Day and to extend hospitality during inspection and other VIP visits. To provide refreshment on VMC,
17	SCHOOL PUBLICATION COMMITTEE (VIDYALAYA PATRIKA, NEWSLETTER, SCHOOL DIARY etc.) 1. Mr. Vijay Kumar I/C 2. Mrs. Gurpreet kaur 3. Mrs. Charanjit Kaur 4. Mrs. Versha (primary I/C) 5. Mrs. Nishtha All class teachers and co-class teachers.	TGT Eng. TGT Hindi TGT skt. PRT PRT Music	<ul style="list-style-type: none"> To motivate and inspire the students to write articles, draw pictures, poems and songs in English, Hindi and Sanskrit and edit and prepare the School Magazine.
18	PHOTOGRAPHY COMMITTEE / I Card of Students 1. Mr. Gurmukh Singh I/C 2. Computer instructor	TGT-LIB	<ul style="list-style-type: none"> To take pictures of all important Vidyalaya functions and to upload them on the website.

19	PURCHASE COMMITTEE 1. Principal Mam I/C 2. Mr. Sachin 3. Mr. Vikesh Kumar 4. Mr. Ram Lal	SSA TGTPH&E PRT	<ul style="list-style-type: none"> To call for Quotations, prepare comparative statements, conduct market surveys and make purchases for the Vidyalaya as per KVS rules and as per requirements.
20	SPORTS COMMITTEE/FIT India 1. Mr. Vikesh Kumar I/C 2. Mr. Gurmukh Singh 3. Mrs. Charanjit Kaur 4. Mr. Sudhir 5. Mrs. Mandeep Kaur	TGTP&HE TGT Lib TGTSkt. PRT PRT	<ul style="list-style-type: none"> To plan and conduct vidyalaya, regional & national level sports activities for both primary & secondary. To conduct mini sports meet & sports day celebrations
21	FIRST AID, HEALTH & MEDICAL CHECKUP COMMITTEE, HEALTH CLUB 1. Mr. Vikesh Kumar I/C 2. Mr. Sudhir Singh 3. Mrs. Mandeep Kaur All Class Teachers	TGT-P&HE PRT PRT	<ul style="list-style-type: none"> To prepare a plan for student's health check up twice in the session by authorized Medical Officer. To make available stock of First Aid. As special care must be taken for girl students as per their natural need. To organize expert talks related to health & hygiene.
22	Training of Teachers at school Level 1. Mrs. Charanjeet Kaur I/C 2. Mr. Himanshu Kataria	TGTSKT TGT W.E	<ul style="list-style-type: none"> To keep a record of suggestions or grievances received from the students, staff or parents To maintain the minutes of the meetings
23	WEBSITE MAINTENANCE & MONITORING COMMITTEE 1. Principal Mam 2. Mr. Himanshu Kataria I/C 3. Computer Instr.	TGT WE	<ul style="list-style-type: none"> Regular updating and suggestion to make website more interactive & attractive
24	M & R of VIDYALAYA & STAFF Qtrs. COMMITTEE 1. Mr. Himanshu I/C 2. Mr. Vikesh Kumar 3. Mr. Ram Lal 4. Mrs. Hanspreet Kaur	TGT, WE TGTPHE PRT PRT	<ul style="list-style-type: none"> Will be responsible for the maintenance and repairs of the school building and staff quarters Will have close watch over the conditions of the building. (Elec., plumbing, drainage blocks & other) and arrange for the repairs as and when necessary.
25	MAINTENANCE & UPKEEP OF ALL I.T. EQUIPMENT (C.C.T.V COMPUTERS PUBLIC ANNOUNCEMENT SYSTEM, INTERACTIVE BOARD-CLASS ROOM MACHINE ETC.) 1. Mr. Himanshu Kataria I/C 2. Mrs. Hanspreet Kaur 3. Mrs. Nishta Bains	TGT WE PRT PRT (Music)	<ul style="list-style-type: none"> Will be responsible for the maintenance and repairs of various equipments and to keep all equipments in running conditions

26	<p>SCOUTS & GUIDE COMMITTEE Secondary Wing</p> <ol style="list-style-type: none"> Mr. Gurmukh Singh I/C Mr. Himanshu Kataria Mrs. Gurpreet Kaur (Guide) I/C Mrs. Charnjeet Kaur (Guide) Mrs. Hanspreet Kaur (Bulbul) I/C Mrs. Nishtha (Bulbul) Mr. Sudhir (Cub) I/C Mr. Ram Lal (Cub) <p>Part-A Scout-Wing Welcome of the Chief Guest 1. Mr. Gurmukh Singh Preparation of Color Party 1. Mr. Himanshu Kataria Part-B Guide-Wing Welcome of the Chief Guest. 1. Mrs. Gurpreet kaur. Preparation of Color Party 1. Mrs. Charanjit Kaur. Part-C Cub-Wing Welcome of the Chief Guest 1. Mr. Sudhir Singh. Preparation of Color Party 1. Mr. Ramlal. Part-D Bulbul-Wing Welcome of the Chief Guest 1. Mrs. Hanspreet kaur Preparation of Color Party 1. Mrs. Nisthaa</p>	<p>TGT Lib TGT WE TGT Hindi TGT Skt PRT PRT, Music PRT PRT</p> <p>TGT, Lib</p> <p>TGT, WE</p> <p>TGT, Hindi</p> <p>TGT Skt</p> <p>PRT</p> <p>PRT</p> <p>PRT</p> <p>PRT, Music</p>	<ul style="list-style-type: none"> To ensure minimum enrolment (50%) in the movement before 31st August To organize investiture ceremony for the new recruits To conduct the parade after school hours and class on every SATURDAY To train the students for Pratham/Dwitiya/Tritiya/ Raj Puraskar/Rastrapati/Pratham Charan/Dwitiya Charan/Tritiya Charan/Chaturdha Chara To issue the merit certificate after the conduct of test Celebration of thinking day To procure the uniform for Scouts/Guides who are involved in Guard of Honour To maintain the Register Separate Cub Details To maintain the Register Separate Bulbul Details To maintain the Separate Register Guide Details To maintain the Separate Register Scout Details
27	<p>ADVENTURE/EXCURSION OR FIELD TRIPS</p> <ol style="list-style-type: none"> Mrs. Sonam I/C Mrs. Anju Bala Mrs. Gurpreet kaur Mr. Gurmukh Singh Mr. Sudhir Singh 	<p>TGT SSc TGT science TGT Hindi TGT Lib PRT</p>	<ul style="list-style-type: none"> To plan the excursion/Field trips To decide the place, make arrangements for conveyance. Estimate the amount to be collected from students. Keep the willingness form ready Arrangement of refreshments Documentation of expenditure.
28	<p>LIBRARY IMPROVEMENT COMMITTEE/ Readers Club/ Pustak Upar/ Library Exhibitions</p> <p>1. Mr. Gurmukh Singh I/C</p>	<p>TGT Lib</p>	<ul style="list-style-type: none"> The meeting are to be convened at least once in a month Committee will submit the list of books to be procured subject wise in the beginning of academic session Books review To inculcate reading habits among the staff &

	2. MrVijayKumar 3. Mr.RamLal	TGTEnglish PRT		children • Toorganizebooksexhibitiononimportant occasions
29	HINDIRAJBHASHA COMMITTEE 1. MrsGurpreetKaur/C 2. MrsCharanjeet Kaur 3. Mr.RamLal 4. Mrs.VershaKapoor	TGTHindi TGT Skt PRT PRT		<ul style="list-style-type: none"> • CelebrationofHindiPakhwara • Ensuring use of Hindi language in Vidyalaya as per KVS norms • To get the reply prepared for all the correspondence in Hindi in consultation with the office.Monthly report to be submitted.
30	SocialScienceFaculty /EBSB/Soc.Science Exhibitions/ Unity /Youth Parliament Committee/VigilanceAwareness /BhashaSangam 1. Mrs.Sonam/C 2. MrVijayKumar 3. MrsCharanjeet Kaut 4. Mrs Versha 5. Mrs Nishthaa	TGTSST TGTEnglish TGT-Skt PRT PRT,Music		<ul style="list-style-type: none"> • To motivate children to prepare projects/modelbasedoncountry/state allotted to the region. • Toencouragemoreandmorechildrento participate in cluster level Regional level and National level exhibition. • To motivate the children to participate in debate, group dance, music, skit competitionsorganizedinconnectionwith social science exhibitions. • Toencouragethestudentstosubmit onlineprojectsonprojectThink.com. • Toensureprojectbasedlearninginallthe classes.
31	Science Faculty/Science Exhibition/NCSC/Science Club 1. Mrs.AnjuBalal/C 2. MrHimanshuKataria 3. MrsHanspreet Kaur	TGTScience TGT WE PRT		<ul style="list-style-type: none"> • Responsible for arranging various Science club activities and inculcating the scientific temper and attitude among the students.
32	MATHS CLUB/Math Exhibition/MathOlympiad 1. Mrs.shardhal/C 2. MrsMandeepKaur	TGTMaths PRT		<ul style="list-style-type: none"> • Responsible for motivating the students to take part in various programmes in connection with mathematicslab,MathsOlympiad,Mathsexhibition, Maths day etc
33	PRESS&PUBLICITY COMMITTEE 1. Mrs.GurpreetKaur/C 2. Mr.VijayKumar 3. Mr.GurmukhSingh.	TGTHindi TGT Eng TGT, Lib		<ul style="list-style-type: none"> • Tonotedownallimportantevents/functionsetc. held in the Vidyalaya. • To record and maintain all achievements of studentsinchronologicalorderbycollecting InformationfromprimaryandsecondaryCCA/C. • Tocoordinateallpublicationworksofthe Vidyalaya..
34	WATER & ELECTRICITY INCLUDING WHITE WASH MONITORINGCOMMITTEE 1. Mr.HimanshuKatarial/C 2. Mr.VijayKumar 3. Mrs.Versha	TGT WE TGTEnglish PRT		<ul style="list-style-type: none"> • Toensurepropersupplyofwateratwaterpoints and electricity in school building •

35	RTICASEMONITORING COMMITTEE Office	JSA		<ul style="list-style-type: none"> To handle the query when asked timely
36	RECORDING OF MINUTES OF STAFF 1. Mrs Charanjeet I/C 2. Mr. Vijay Kumar	TGT, Skt TGT English		<ul style="list-style-type: none"> To maintain proper register and ensure attendance of staff in each meeting
37	MAINTENANCE OF STAFF ROOM 1 Mrs Nisthaa I/C 2..Mrs. Mandeep kaur	PRT Music PRT		<ul style="list-style-type: none"> To keep the staff room neat and clean To ensure sitting arrangement for staff members To ensure updating of display board with all circulars To ensure staff room toilets are properly maintained To ensure proper arrangement of notebooks in cabins & to keep center table neat and clean
38	STRENGTHENING OF PRIMARY EDUCATION (FLN): 1. Mr. Ram Lal I/C 2. Mrs. Versha 3. Mrs Mandeep Kaur 4. Mrs Hanspreet Kaur 5 Mr. Sudhir	PRT PRT PRT PRT PRT		<ul style="list-style-type: none"> To ensure the implementation of FLN as per KVS norms. To take the requirement of TLM from teachers well in advance every month. To procure TLM. To ensure the distribution of TLM to all the teachers as per requirements. To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teacher every month based on their requirement. To maintain the register reflecting the number of work sheets prepared by the teachers subject wise. To conduct all the CCT tests smoothly and organise weekly meetings for follow up. To ensure all the guidelines of KV S are being implemented in letter and spirit
39	DISASTER MANAGEMENT COMMITTEE 1. Mr. Vikesh Kumar I/C 2. Mr. Vijay Kumar 4. Mr. Himanshu Kataria 5. Mrs Versha	TGT PH&E TGT English TGT WE PRT		<ul style="list-style-type: none"> To Identify, assess and manage the hazards and risks that may occur in the vidyalaya. To communicate about those hazards and risks, their nature, effects, early warning signs and countermeasures. To carry out regular mock drills in school. To prepare an inventory of resources-human and material. senior students should be trained in First Aid, Search and Rescue Fire Fighting etc
40	ADOLESCENCE EDUCATION PROGRAMME (NAEP) 1. Mrs. Anju Balal I/C 2. Mrs. Hanspreet Kaur 3..Mr. Himanshu	TGT Science PRT TGT WE		<ul style="list-style-type: none"> Plan and execute adolescence programmes as per directions of KVS (HQ & RO) in all respects. To attend all NAEP programs and to send monthly reports to KVS

41	ACP 1. Mrs.Charanjeetkaur I/C 2. Mr.HimanshuKataria 3. Mrs.AnjuBala 4. Mr.VijayKumar 5. Mr.VikeshKumar 6. Mrs.Sonam 7. Mr.GurmukhSingh 8. Mrs.Gurpeet Kaur	TGT Skt TGTWE. TGTScience TGT Eng TGT PHE TGT SST TGT Lib TGT Hindi	<ul style="list-style-type: none"> PlanandexecuteACPprogrammeasper directions of KVS (HQ & RO) in all respects. ToattendallACPprogramsandtosend monthly reports to KVS
42	FURNITURE: 1. Mr.GurmukhSinghI/C 2. Mrs.GurpreetKaur 3. Mrs.Sonam 4. Mrs.HanspreetKaur	TGT Lib TGT,HIIndi TGT SST PRT	<ul style="list-style-type: none"> To maintaintherecordofroomwise/dept.wise distribution of furniture. To takeinitiative to see that the broken furniture is repaired regularly. To prepare the list of broken furniture which are to be condemned. To see that the school furniture is to be replaced in classrooms/dept. after school functions like - sports day, Republic day, AnnualDay,Independencedayoranyother function). To see any shortages, deficiency of furniture's and report to the Principal. To ensure regularly that no furniture is lying in the corridors or in the open space. To store and stock the broken or old furniture properly. To maintain the stock register.
43	Eco Club/Green Vidyalaya/HaritVidyalaya 1. Mrs.AnjuBalal/C 2. Mr.RamLal 3. Mrs.Hanspreet kaur 4. Mr. Vikesh 5. MrsJatinterjitkaur	TGTScience PRT PRT PRT TGT-PHE TGT AE	<ul style="list-style-type: none"> .Purchaseofplantsand equipments. Ensuremaintenanceofgreeneryin Vidyalaya.
44	Safal Portal 1. Mrs.Shardhal/C 2. Mrs.AnjuBala 3. Mrs.Hanspreet kaur	TGT-Maths TGTScience PRT	<ul style="list-style-type: none"> Safal Portal Registration And Conduction of Exam
45	EportalPunjab/UDise 1. Mr.SudhirI/C 2. Mrs Hanspreet	PRT PRT	<ul style="list-style-type: none"> Ensureallthestudentsofallclassesalong with teachers registered on E portal Punjab. In case of transfer of a teacher or child his/hernameshouldbestruckofffromthe portal. errorfreedatamustbeentered. Updationofclassafterthesessionis over Ensureallthestudentsofallclasses along

				<p>with teachers registered on UDise.</p> <ul style="list-style-type: none"> • In case of transfer of a teacher or child his/her name should be struck off from the portal. • Error free data must be entered. <ul style="list-style-type: none"> • Updating of class after the session is over
46	SMAGAM PORTAL 1. Mr. Himanshu Kataria I/C 2. Mr. Vijay Kumar 3. Mrs. Sonam 4. Mrs. Nishthaa	TGT-W.E TGT-ENG TGT-S.SC. PRT		<ul style="list-style-type: none"> • .UPDATION OF VIDYALAYA DETAIL TIME TO TIME • ALUMINI MANAGEMENT
47	Late Comer 1. Mr. Gurmukh Singh I/C 2. Mr. Himanshu Kataria	TGT, Lib TGTWE		<ul style="list-style-type: none"> • Maintain daily record of the late comers and duly signed by the Principal. •
48	Teaching Aids/Preparation of TLM at Vidyalaya Level 1. Mrs. Sonam I/C (Secondary) 2. Mr. Vijay Kumar 3. Mrs. Mandeep Kaur I/C (Primary) 4. Mr. Sudhir	TGT Ssc TGT Eng. PRT PRT		1. Preparation of the Teaching Aids and TLM at Vidyalaya level.
49	Bala Project 1. Mrs. Hanspreet Kaur I/c 2. Mrs. Jitenderjit Kaur 3. Mrs. Versha Kapoor 4. Mr. Ramlal (All the Subject Teachers)	PRT TGTAE PRT PRT		<ul style="list-style-type: none"> • BALA painting should be such that it creates curiosity among children to learn and remember easily. It should create interest among the students to learn.
50	Suggestion Box 1. Mrs. Nishthaa (I/C) 2. Mrs. Mandeep Kaur (All Subject Teachers)	PRT PRT		<ul style="list-style-type: none"> ❖ Opening of the Suggestion box fortnightly. ❖ .Maintenance of Record
51	NCC 1. Mr. Himanshu Kataria 2. Mrs. Nishthaa	TGTWE PRT		1. Conduct of various adventure activities from time to time.

52	PM Vidya Channel/ Vidyanjali 1. Mrs. Anju Balal/C 2. Mr Vijay Kumar 3. Mrs Hanspreet kaur/C 4. Mr. Ram Lal (All Subject Teachers)	TGT Science TGT Eng PRT PRT		1. To maintain the requirements as KVS NORMS.
53	School Safety Advisory Committee 1. Mr Sudhir Kumar/C 2. Mr Gurmukh Singh 3. Mr Himanshu Kataria 4. Mrs Jitenderjit Kaur	PRT TGT Lib TGT WE TGT AE		1. Ensures safety of children and Vidyalaya building.
54	Monitoring of attendance of Children 1. Mrs Vershal/C 2. Mrs Mandeep kaur	PRT PRT		1. Maintain daily record of attendance of all classes.
55	Skill passbook Incharge 1. Mrs. Sharda Chouhan I/C 2. Mrs. Ramlal/C	TGT Maths PRT		1. Ensures skill passbook of each class and each subject should be made. 2. TLO's should be achieved.
56	PIMS 1. Mr. Sachin/C 2. Mr. Manoj	SSA JSA		To maintain data in PIMS
57	Vocational Courses 1. Mr. Himanshu Kataria 2. Mrs. Jatinderjit Kaur 3. Mrs. Charanjeet Kaur 4. Mrs. Versha	TGT-W.E TGT-A.E TGT SKT PRT		Arranged different vocational courses in Vidyalaya as per CBSE guidelines.
58	Heritage Club/Communal Harmony/ Integrity Club 1. Mrs Sonam(I/C) 2. Mr. Sudhir 3. Mrs. Hanspreet kaur	TGT SST PRT PRT		1. Encourage students to incorporate to develop secular, cultural values and contribute to the sustainable growth of nation. 2. Motivate students to participate in heritage conservation and to learn more about their local and natural heritage. 3. Tour of monuments, museum setc.
59	Music Club/Spicmacay & Music activities / PA System/AV Aids 1. Mrs Nisthaa(I/C) 2. Mr. Himanshu	PRT Music TGT WE		<ul style="list-style-type: none"> All children must recite the prayer with proper pronunciation and intonation. Encourage the children to learn to play musical instruments. Ensures PA system should work well

60	Language Development Committee /Literary Club(English) 1.Mr.VijayKumar/C (AllEng.Teaching Teacher)	TGT Eng.	<ul style="list-style-type: none"> • Encourage students to read and write and share their reviews. • Develop curiosity and confidence in children to speak well. • Conduct various activities like debates, essay writing, story writing/telling, slogan writing, skit or similar events that provide opportunities to develop communication skills.
61	Language Development Committee /Literary Club(Hindi) 1.MrsGurpreetKaur/C 2.MrsCharanjeetKaur 3. MrsMandeepKaur (AllHindi Teaching Teacher)	TGT Hindi	Encourage students to read and write and share their reviews. Develop curiosity and confidence in children to speak well. Conduct various activities like debates, essay writing, story writing/telling, slogan writing, skit or similar events that provide opportunities to develop communication skills.
62	Certificate Writing 1.MrsMandeep Kaur(Hindi)/C 2. MrsCharanjeetKaur 1..Mr.VijayKumar(English)/C 2.MrsVershaKapoor	PRT TGT Skt TGT Eng PRT	Ensures certificate writing at various events.
63	Display Boards 1.Mrs Jatinderjit Kaur /C (All the House Master & All the Class Teacher)	TGT AE	All display boards should be well maintained as per the KVS guidelines.
64	Community Outreach Program 1.Mrs.MandeepKaur/C (All Primary Teachers)	PRT	To Conduct the Community Outreach Program as per the KVS guidelines.
65	Partnership with other School 1.MrsVershaKapoor/C (All Primary Teachers)	PRT	To Conduct the Partnership with other Schools as per the KVS guidelines
66	Inspection Tools/Vidyalaya Plan 1.Mrs.AnjuBalal/C 2.Mrs.Sonam 3.MrsHanspreetKaur 4. Mr.ManojKumar 5. ComputerInst.	TGT Science TGT Social SST PRT JSA	To prepare the Inspection Tools/Vidyalaya Plan as per the KVS guidelines.
67	CONSTITUTION OF SCHOOL CYBER SAFETY COMMITTEE Principal 1.Mr.HimanshuKataria 2. computerinst 3.Counsellor Representative from 4.VMC 4.PTA Representative 5.1 Peer Educators 2. Peer Educators	TGT, WE	To Maintain CONSTITUTION OF SCHOOL CYBER SAFETY as per the KVS guidelines

68	PARENT REDRESSAL GRIEVANCE COMMITTEE Principal 1.Mr.RamLal(SM) 2 Mrs. Anju Bala 3.PTA Member 4.PTA Member	PRT TGT Science	To Maintain PARENT REDRESSAL GRIEVANCE COMMITTEE as per the KVS guidelines
69	CONSTITUTION OF VISHAKHA INTERNAL COMPLAINTS COMMITTEE/ WOMEN/GIRLS HARASSMENT COMMITTEE PRINCIPAL MAM I/C 1.Mrs.ShardhaChouhan 2.Mr.Gurmukh Singh 3..NGO Member 4 VMC Member	TGT Maths TGT Lib	To Maintain CONSTITUTION OF VISHAKHA INTERNAL COMPLAINTS COMMITTEE/ WOMEN/GIRLS HARASSMENT COMMITTEE as per the KVS guidelines
70	CONSTITUTION OF INCLUSION COMMITTEE FOR CWSN Principal 1. Mr..Ramlal/C 2.Special Educator School 3.Counsellor 4Mrs.AnjuBala 5.MrsHanspreetKaur 5 PTA Representative	PRT TGT Science PRT	To Maintain CONSTITUTION OF INCLUSION COMMITTEE FOR CWSN as per the KVS guidelines.
71	CONSTITUTION OF SAFETY AND SECURITY COMMITTEE AS PER CBSE NORMS Principal 1.Mr.VikeshKumarI/C 2. Mr.Ram Lal 3.Doctor/Nurse 4.Nominated Teacher 5.Nominated PTA Members 6 Security Guard	TGT PH&E PRT	To Maintain CONSTITUTION OF SAFETY AND SECURITY COMMITTEE AS PER CBSE NORMS as per the KVS guidelines.
72	CONSTITUTION OF STUDENT GRIEVANCE REDRESSAL COMMITTEE Principal 1.Mrs.ShardhaI/C 2.Mr.RamLal	TGT, Maths PRT	To Maintain CONSTITUTION OF STUDENT GRIEVANCE REDRESSAL COMMITTEE as per the KVS guidelines
73	Record of Trainings/workshops attended by the Teacher 1.Mrs.Nisthaa 2.JSA	PRT, Music	To Record of Trainings/workshops attended by the Teacher as per the KVS guidelines

74	<p>SUBJECT COMMITTEES PRIMARY SECTION</p> <p>1. Mr. Ram Lal I/C 2. Mrs Hanspreet kaur 3. Mr Sudhir Singh 4. Mrs Versha Kapur 5 Mrs Mandeep kaur</p> <p>b) SECONDARY & SR.</p> <p>SECONDARY SECTION</p> <p>English 1. Mr. Vijay Kumar I/C (All Eng Teaching Teachers) Hindi/Sanskrit 1. Mrs. Gurpreet Kaur (All Hindi Teaching Teachers) Science 1. Mrs. Anju Bala (All Science Teaching Teachers) Social Science 1. Mrs. Sonam (All SST Teaching Teachers) Mathematics 1. Mrs. Shardha (All Maths Teaching Teachers)</p>	<p>PRT PRT PRT PRT PRT</p> <p>TGT Eng.</p> <p>TGT, Hindi</p> <p>TGT Science</p> <p>TGT Social Science</p> <p>TGT Math's</p>	<p>1. To analyze the performance of students & prepare further course of action plan for better improvement of students in academic performance.</p> <p>2. To check class wise monthly academic performance analysis & discuss for future course of action.</p> <p>3. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on last working day of every month & submit it to Principal.</p> <p>4. To put a vigil on class wise progress of subject/lesson.</p> <p>5. To highlight the importance of the subject amongst the students and create interest in subject.</p> <p>6. To discuss difficult topics on rotation by faculty members.</p> <p>7. To discuss the Model question papers, including model answers, marking schemes, preparation of projects and conduct of experiments etc.</p> <p>8. To discuss the activities /worksheets/ plan excursion set as per the split up of syllabus and coverage of lessons.</p> <p>9. To use the computers/LCD etc to make the lessons interesting.</p>
75	<p>XEROXING AND PRINTING OF WORK-SHEETS 1. Mr. Himanshu Kataria I/C Secondary 1. Mrs Gurpreet kaur Primary 1. Mr. Sudhir 3. Computer Inst 2. Mr. Iab Singh</p>	<p>TGT, WE</p> <p>TGT, Hindi</p> <p>PRT Complnst. Sub-Staff</p>	<p>1. XEROXING AND PRINTING OF WORK-SHEETS as per the requirements.</p> <p>2. Printing of papers as per Exams.</p>
76	<p>Arrival/Departure/Lunch Time Supervision/Transition Period/ Morning Assembly Supervision 1. Mr. Vikesh Kumar I/C (All the Class Teachers)</p>	<p>TGT PH&E</p>	<p>1. All Class Teachers to prepare the daily duty chart on rotation basis.</p>

S.No	Class Teacher	Committee1	Committee2	Committee3	Committee4
1	Mr.RamLal	FLN	Skillpassbook	CCA	1.CONSTITUTION OF INCLUSIONCOMMITTEE FOR CWSN 2. PARENT REDRESSAL GRIEVANCECOMMITTEE
2	Mrs.Hanspreet Kaur	BalaProject	VIDYALAYAHOSPITALITY SERVICES ON DIFFERENT OCCASIONS	TIMETABLEAND LEAVE /Fun day ARRANGEMENT/ Contractual teachersrecord and verificationofwork	
3	Mr.SudhirSingh	PortalPunjab/UDise	SchoolSafetyAdvisory Committee	EXAMPrimary	
4	MrsMandee p Kaur	CertificateWriting	TeachingAids/Preparation of TLM at Vidyalaya Level	Community OutreachProgram	
5	MrsVersha	Monitoringof attendanceofChildren	SCHOOL PUBLICATION COMMITTEE(VIDYALAYA PATRIKA, NEWS LETTER, SCHOOLDIARYetc.	Partnershipwith other School	
6	Mrs.Nisthaa	MusicClub/Spicmacay & Music activities / PA System	MAINTENANCEOFSTAFF ROOM	GUIDANCEAND COUNSELLING COMMITTEE	Suggestion Box 1. Record of Trainings/workshops attendedbytheTeacher
7.	Mrs.Shardha	MATHS CLUB/Math Olympiad	CONSERVANCYSERVICES COMMITTEE	SkillpassbookIn charge	Safal Portal 1.CONSTITUTION OF VISHAKHAINTERNALCOMPLAINTSCOMMITTEE/ WOMEN/GIRLS HARASSMENTCOMMITTEE 2. CONSTITUTION OF STUDENTGRIEVANCE REDRESSAL COMMITTEE
8	MrsGurpreetkaur	PRESS&PUBLICITY COMMITTEE	Exam	HINDIRAJBHASHA COMMITTEE	LanguageDevelopment Committee /LiteraryClub(Hindi)
9	MrsAnju Bala	Laboratories&Science Faculty/NCSC/Science Club	ADOLESCENCECOMMITTEE	EcoClub/Green Vidyalaya/Harit Vidyalaya	PMVidyaChannel/ Vidyanjali

10	Mr.VijayKumar	CCA	SCHOOL PUBLICATION COMMITTEE(VIDYALAYA PATRIKA, NEWS LETTER, SCHOOLDIARYetc.)	CertificateWriting	LanguageDevelopment Committee /LiteraryClub(English)
11	Mrs.Sonam	SocialScienceFaculty /EBSB/Soc.Science Exhibitions/ Unity /YouthParliament	ADVENTURE/EXCURSION or FIELD TRIPS	Teaching Aids/Preparation of TLM at Vidyalaya Level	HeritageClub/Communal Harmony/Integrity Club
		Committee			
12	Mrs.Charanjeet Kaur	ACP	TrainingofTeachersat School level	RECORDING OF MINUTESOFSTAFF COMMITTEE	PTAMeeting
13	Mrs.Jitenderjit Kaur	CLEANLINESS/BUILDING AND PREMISES (SWACHH BHARAT ABHIYAN)Waterpoints, toilets,corridors:/WASTE MANAGEMENT	SCHOOLBEAUTIFICATION COMMITTEE/GARDENING	Display Boards	TimetableArrangements.
14	Mr.GurmukhSingh	LIBRARYIMPROVEMENT COMMITTEE/ Readers Club / Book Exhibition/Pustakuphar	FURNITURE	Admission	1-LateComer 2-PHOTOGRAPHY COMMITTEE/ICardof Students 3- SCOUTS& GUIDE COMMITTEE
15	MrHimanshu Kataria	WATER&ELECTRICITY INCLUDING WHITE WASH MONITORING COMMITTEE	MAINTENANCE&UPKEEP OF ALL I.T. EQUIPMENT (C.C.T.V COMPUTERS PUBLICANNOUNCEMENT SYSTEM, INTERACTIVE BOARD E-CLASS ROOM MACHINE ETC	WEBSITE MAINTENANCE&MONITORING COMMITTEE	1- M&RofVIDYALAYA& STAFF Qtrs. COMMITTEE 2-NCC 3-SMAGAM PORTAL 4-VocationalCourses 5 XEROXING AND PRINTINGOFWORK- SHEETS 6.CONSTITUTIONOF SCHOOLCYBERSAFETY COMMITTEE

16	Mr.Vikesh Kumar	DISASTER MANAGEMENT COMMITTEE	SPORTSCOMMITTEE/FIT India	DISCIPLINE COMMITTEE	FIRSTAID,HEALTH& MEDICAL CHECKUP COMMITTEE,HEALT H CLUB 1. Arrival/Departure/ Lunch Time Supervision/Transiti on Period/ Morning Assembly Supervision 2 .CONSTITUTION OF SAFETYANDSECU RITY COMMITTEEASPERCB SE NORMS 3. Inspection Tools/VidyalayaPI an
----	-----------------	-------------------------------------	------------------------------	-------------------------	--