

All the teachers are instructed to note the duties assigned to you as below.

HS
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KENDRIYA VIDYALAYA CUP GHUDDA

COMMITTEES LIST FOR SESSION 2024-25

SN	NAME OF COMMITTEE	INCHARGE AND ASSOCIATES	NATURE OF DUTY
1	ACADEMIC ADVISORY COMMITTEE	Mrs. Pushpa TGT MATHS I/C TGT English Ms. Namita PRT Mrs. Vinita PRT	To supervise the academic work . Ensure completion of syllabus well in time. To provide academic counselling.
2	ADMISSION	Mr. Devanand TGT Sanskrit I/C Ms. Namita Singh PRT I/C Mrs. Meenakshi PRT	Upload admission schedule on school website. To perform all admission related works as per admission guidelines.
3	EXAMINATION	Ms. Kanika PRT I/C Mrs. Pushpa TGT MATHS Mr. Devanand Tgt Sanskrit Mrs. Tuleshwari PRT	Ensure completion of examination record. Planning and conduct of internal exams. conduct of LAT exam.
4	CCA	Mrs. Vinita meena PRT I/C TGT Eng Mrs Vijeta Singh PRT Music	To conduct cca activities & special days as per the cca calendar. Purchase and distribution of CCA prizes. Conduct of morning assembly.
5	TIME TABLE ARRANGEMENT	Mrs. Pushpa TGT MATHS I/C PRT 1 Ms Vinita PRT	To prepare time table as per KVS guidelines. Arrangement of teachers on leave.
6	FURNITURE	Ms. Meenakshi PRT I/C PRT 1 Mrs. Tuleshwari PRT	To physically verify the furniture. Purchase and maintenance of furniture.
7	CLEANLINESS	Mrs. Tuleshwari PRT I/C Mr. Devanand TGT Sanskrit PRT 2 Mrs Vijeta Singh PRT Music	To observe cleanliness of classrooms, corridors, toilets and water points. To instruct the workers to maintain cleanliness. Conduct of Swachh bhara abhiyaan.
8	GARDENING & BEAUTIFICATION	Mrs. Pushpa I/C Ms. Namita Kulvinder singh Gardener	To instruct the gardner to grow various types of plants to enhance the beauty of the vidyalaya.
9	M&R	Ms. Meenakshi I/C Mrs. Tuleshwari TGT English	To ensure proper maintenance of school building. To ensure the repaire of electric appliances.
10	EDUCATIONAL TOURS / EXCURSION	Mrs Vijeta Singh PRT Music TGT English PRT 1	To plan and execute education trips and tours.
11	MEDICAL CHECKUP AND HEALTH CLUB/ FIRST AID	Ms. Kanika PRT I/C Mrs Vijeta Singh PRT Music Meenakshi PRT	To provide medical cards. To arrange medical checkup twice a year & follow up action.

12	NIPUN/NEWS LETTER/ RESOURCE ROOM/SCHOOL MAGAZINE	Mrs. Tuleshwari PRT I/C Mr. Devanand TGT Sanskrit Mrs. Vinita PRT	To maintain proper record of material purchased under CMP. To publish news letter. To ensure proper maintenance of resource room.
13	PHOTOGRAPHY	Ms. Vinita I/C PRT Music	To click photographs and to keep record of ali the events organised in the vidyalaya.
14	GUIDANCE & COUNSELLING	TGT English I/C Mrs. Pushpa Mrs. Meenakshi PRT 1	To provide counselling session to the students as per their needs. To arrange expert talks by inviting guests from various spheres.
15	SPORTS	Ms. Namita PRT I/C Ms. Kanika PRT PRT Music PRT	To ensure participation of students in vidyalaya, cluster, regional and national level sports activities. Plan and conduct of sports day.
16	DISCIPLINE	Mr. Devanand TGT Sanskrit I/C Ms. Kanika PRT Mrs. Tuleshwari PRT	To prepare an action plan to maintain discipline in the vidyalaya. Keeping record of late commers and follow up/checking of uniform/monitoring studnts during lunch break & at the time of their arrival and departure.
17	ADOLESCENCE EDUCATION PROGRAMME	Ms. Kanika PRT I/C TGT Sanskrit Mrs. Meenakshi PRT	To guige all the adolescents to learn life skills, moral values and tackle their common behaviour related problems tactfully.
18	LIBRARY/ BOOK FAIR	Ms. Kanika PRT I/C PRT 1	To conduct meetingat the end of the month. To review books, prepare list of condemn books and also the books to be purchased.
19	RAJBHASHA/ INTEGRITY CLUB	Mr. Devanand TGT Sanskrit I/C Mrs. Vinita Meena PRT	To take initiative for correspondence in HINDI. To attend Hindi Rajbhasha meetings .
20	SCOUT &GUIDE AND CUBS & BULBULS	Mrs. Meenakshi PRT I/C All trained teachers	To ensure the registration of the students in scout and guide and cubs& bulbuls . To conduct the related activities.
21	NEWSPAPER PUBLICATION/ VIDYALAYA PATRIKA	Mrs. Vinita PRT I/C TGT English Mr. Devanand TGT Sanskrit	To provide vidyalaya news to news agency. To develop language skills among students.
22	SCHOOL DISASTER MANAGEMENT	Mr. Devanand TGT Sanskrit I/C Mrs. pushpa TGT MATHS Ms. Namita PRT	Disaster awreness, warning and information , preventive measures to be provided .
23	INTERNAL COMPLAINTS	Mrs. Tuleshwari PRT I/C	To solve the internal complaints as per

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	AND SEXUAL HARRASSMENT	Mrs Vijeta Singh PRT Music Mrs vinita	kvs guidelines.
24	CYBER SECURITY COMMITTEE/ WEBSITE UPDATION / UDISE/E PUNJAB	MS. Namita PRT I/C Mr. Devanand TGT Sanskrit Ms. Vinita PRT Ms. Kanika PRT	To make students sensitize towards the cyber security. To update school website /udise/e Punjab time to time.
25	NATURE/SCIENCE CLUB/ECO CLUB	Mrs. Pushpa TGT MATHS All EVS teachers(PRTs)	Plantation of trees in & around of the vidyalaya. Adoption ,maintenance and protection of plants. Creation of herbal garden, kitchen garden in the vidyalaya. To conduct various activities ie van mahotsav, campaign for awareness to preserve environment.
26	SOCIAL SCIENCE CLUB/ EBSB/YOUTH PARLIAMENT	TGT English All EVS teachers(PRTs)	To motivate students to take part in rashtriya ekta parv, EBSB activities.
27	LITRARY CLUB	TGT English All PRTs teaching English	To maintain language lab To conduct English olympiad
28	MATHS CLUB	Mrs. Pushpa TGT MATHS All Maths Teachers(PRTs)	To maintain mathematical gargen To conduct maths olympiad
29	CWSN INCLUSION COMMITTEE	Mrs. Tuleshwari PRT TGT English PRT MUSIC	To provide safety, security and healthy environment to the children with special need. Sensitize other children to deal with them empathetically.
30	POCSO	Mrs. Pushpa TGT MATHS Mrs. Tuleshwari PRT Tgt English	To redress problems related to children in need , proper action to be taken as per KVS norms.
31	STAFF CLUB & STAFF MEETING MINUTES RECORD KEEPING	Mr. Devanand TGT Sanskrit Mrs. Vinita PRT Mrs. Tuleshwari PRT	To keep record of staff meeting. To Ensure presence of each teacher in meeting. Making necessary sitting arrangement of meetings.
32	UBI Fee Portal	Mrs. Tuleshwari PRT I/C Mrs Vineeta PRT	To verify the students on ubi portal
33	UDISE portal	Ms Namita PRT I/C Mrs Sushama Comp instructor All Class Teachers	To update all the students on UDISE Portal
34	Website Updation	Ms Namita PRT I/C Mrs Sushama Comp instructor	To update the website

Namita Singh (Namita Singh)
Meenakshi Meenakshi
Kanika Sagar Bagar

Principal
16.7.24