

KENDRIYA VIDYALAYA SECTOR 47 CHANDIGARH



INSTITUTIONAL PLAN

2024-25

LIST OF VARIOUS COMMITTEES

DEPARTMENT / COMMITTEE / CLUB	IN-CHARGE / CONVENER MEMBER	DUTIES / RESPONSIBILITIES / ACTIVITIES
1) Academic Committee	1. MS.Sunita Rani, VP I/c 2. Mr. Satish Kumar,V.P 3. Ms.Geeta Mani 4. Ms.Poonam Sharma 5. Ms.Poonam Singh 6. Ms.Anita Bhalla 7. Ms.Anshu Singla 8. Ms.Surinder Kaur Bhalla 9. Ms.Mridhu Sharma 10. Ms.Daljeet Kaur	1.To plan the split up of syllabus subject wise and class wise on or before 31 st March 2024 and check the monthly completion of syllabus as per split –up of syllabus. 2.To list out the name of weak students on the basis of session ending examination March 2024 and prepare action plan on or before 25th April 2024 and to ensure it is implemented 3.To prepare and inform subject teachers about the special time table during all holidays, breaks (Autumn & Winter) and vacation including morning assembly time of Vidyalaya as per action plan. 4.To suggest positive and practical plan for the improvement of the academic competency of the students. 5.To maintain the class wise and subject wise monthly students’ academic performance analysis. 6.Weak students’ monthly progress will be checked separately through prescribed Proforma. 7.Any other related work.
2)Library Committee	<u>Secondary</u> 1(a). Mr.Ramdeep Dahiya I/c 1(b). Mr.Harish Kumar Astha I/c 2. Ms.Anita Bhalla 3. Mr. L. Ram 4. Mr.Pardeep Kumar 5. Mr. Sunil Kumar 6. Ms. Suman Bala 7. Mr. S.N Jha	1) Make available curriculum books, textbooks, collection of C.B.S.E & Session Ending Examination old papers for the help of the students. 2) Newspapers, magazines etc. should be readily available in library. 3) Prepare a list of books with the help of subject teachers by April 2024 & purchase them latest by June 2024 as per Vidyalaya budget provision. 4) At least two programmes & two competitions should be organized in this session to make aware the students & staff for the use of library & to encourage the students to study the books & magazine. 5) To organize book exhibition. 6) Issue of books to the students & staff should be frequent & should be recorded in issue register for verification of higher officers. 7) To purchase books for library as per the recommendations of Library Committee. Any other related work.
2)Library Committee	<u>Primary</u> 1. Mrs. Mridhu Sharma I/c 2. Ms.Daljeet Kaur	

<p>3) Games & Sports Committee</p>	<p style="text-align: center;"><u>SECONDARY</u></p> <p>1(a). Mr.Aman Handa I/c Ms. Poonam Kumari I/c</p> <p>2.Mr. Pradeep Kumar</p> <p>3. Ms.Neha Verma</p> <p style="text-align: center;"><u>PRIMARY</u></p> <p>1. Mr.Amit Kumar Nain I/c</p> <p>2. Mr.Jagtar Singh Panesar</p>	<p>1) To pre-plan a compact programme for the entire Session.</p> <p>2) Select the students for particular games in the beginning of the session to impart proper training to students.</p> <p>3) Set a target & must proceed accordingly to achieve maximum success in the meets.</p> <p>4) Utilise the games period primarily for the development of the year marked games by the K.V.S. rules.</p> <p>5) Facilitate all the students with the available games equipments for the optimum use of the available sports equipments in school.</p> <p>6) Complete all internal games & sports competition by the first week of august and organize the sports day celebration at the end of August.</p> <p>7) Any other related work</p>
<p>4) Internal Examination & P.T.A.</p>	<p style="text-align: center;"><u>SECONDARY</u></p> <p>1. Ms.Anshu Singla I/c</p> <p>2.Ms.Mansi</p> <p>3. Mr.Padam Singh</p> <p>4. Mr.Surinder Kumar</p> <p>5. Mr.Suresh Kumar(SS)</p>	<p>1) To circulate a Complete schedule of Tests /Exams for the Session (Tentative) among the students & parents for their prior information. Exam time table should also be informed to the students & parents at least two weeks before the commencement of tests /exams.</p> <p>2) Procure & Maintain the required stationary of examination well in advance.</p> <p>3) Class wise pre plan schedule should be decided for weekly test, fortnightly test, monthly tests, practice test etc.</p> <p>4) All the required documents /materials like answer scripts, mark-slips, marks register, progress cards etc. should be issued to the concerned teacher in time & it should be taken back to the examination department after completion of each and every tests/exam.</p> <p>5) Students & parents must be informed about the results of all tests & exam within a week of the completion of tests & exams & an updated record must be ready for further course of action.</p> <p>6) To co-ordinate the P.T.A.Meeting in consultation with the class teacher.</p> <p>7) To make minutes of the P.T.A Meetings and maintain the records along with attendance of parents.</p> <p>8) Any other related work</p>

<p>External Examination (CBSE & others)</p>	<p>1. Mr.Padam Singh I/c 2. Ms.Anshu Singla 3. Mr. Sunil Kumar 4. Mr.Pradeep Kumar 5. Mr.Victor Topno(SS)</p>	<p>1)To comply with the circulars issued by CBSE from time to time. 2)Complete the following formalities : (i) IX/XI class registration with CBSE. (ii) X /XII class list of candidates for board exam. (iii) OASIS and Keeping records of the above. (iv) Planning and assisting in conducting X/XII board and other test conducted by CBSE. 3) Any other related work.</p>
<p>5) Pupil Society / C.C.A. (Only Vidyalaya Activities) (Other than Vidyalaya Activities)</p>	<p>SECONDARY 1. Ms.Neha Sharma, I/c 2. Ms.Surinder Kaur Bhalla 3.Ms. Ranjana Lamba 1.Ms.Rakhi 2.Ms.Anita Bhalla 3.Ms. Kiran Bharti <u>House System (Secondary)</u> Co-ordinator- Ms.Neha Sharma Asstt. Ms. Surinder Kaur Bhalla <u>SHIVAJI HOUSE</u> HM- Ms. Ramdeep Dahiya AHM- Ms.Suman Bala AM- Ms. Gurpreet Kaur AM- Ms.Poonam Singh AM-Ms.Anshu Singla AM - Mr. L Ram</p>	<p style="text-align: center;"><u>Co-Curricular activities</u></p> <p>1) To prepare an action plan for internal and external CCA activities for the session and complete in time. 2) They will also have to suggest practical plans for improvement of CCA activities. 3) To check the preparation for CCA. 4) To plan for awarding the prize winners. 5) To send the report to R.O. & to the media/agencies for publications. 6) Any other related work</p> <p style="text-align: center;"><u>CELEBRATION OF FESTIVALS & IMPORTANT DAYS</u></p> <p>1) To prepare a plan to celebrate important festivals & days as per Vidyalaya Academic Calendar & invite concerned artists or dignitary(s) on selected occasion. 2) Special programs should be presented on special occasions & special days followed by a brief speech related to the festival. One program should be presented by a staff member voluntarily. 3) To encourage the students& staff to participate in these programs & assign duties for them. 4) Guest lecture should also be organized on special occasions & important days to celebrate the occasion with true spirit. 5) Any other related work</p>

5) Pupil Society / C.C.A.

TAGORE HOUSE

HM- Ms.Rashmi Pal
AHM- Mrs.Poonam Sharma
AM- Mr. Kamal Kishore
AM- Mr.Pradeep Kumar
AM - Ms. Geeta Mani
AM- Ms.Himani

ASHOKA HOUSE

HM- Mr.Surinder Kumar
AHM- Ms. Gurmeet Kaur
AM - Ms. Mamta Pal
AM- Mr.Padam Singh
AM- Mr.S.N Jha
AM- Ms.Monu Sehgal
AM - Mr. Ajay

RAMAN HOUSE

HM- Ms.Mansi
AHM- Ms.Ranjana Lamba
AM- Ms.Anita Bhalla
AM- Ms.Richa Mittal
AM - Ms. Kiran Bharti
AM- Ms. Malika

HOUSE SYSTEM (PRIMARY)

Co-ordinator – Ms. Kusum Dhiman
Asstt.co-ordinator- Ms. Reeta

SHIVAJI HOUSE

HM- Ms. Usha Yadav
AHM- Ms. Neetu Bala

TAGORE HOUSE

HM- Ms. Ankita
AHM- Ms. Vanadana

ASHOKA HOUSE

HM- Ms. Pooja Bhanot
AHM- Ms. Neeru Sangotra

RAMAN HOUSE

HM- Ms. Pariksha Devi
AHM- Mr. Sanjeev Kumar

Co-Curricular activities

- 1) To prepare an action plan for internal and external CCA activities for the session and complete in time.
- 2) They will also have to suggest practical plans for improvement of CCA activities.
- 3) To check the preparation for CCA.
- 4) To plan for awarding the prize winners.
- 5) To send the report to R.O. & to the media/agencies for publications.
- 6) Any other related work

CELEBRATION OF FESTIVALS & IMPORTANT DAYS

- 1) To prepare a plan to celebrate important festivals & days as per Vidyalaya

Academic Calendar & invite concerned artists or dignitary(s) on selected occasion.

- 2) Special programs should be presented on special occasions & special days followed by a brief speech related to the festival. One program should be presented by a staff member voluntarily.
- 3) To encourage the students & staff to participate in these programs & assign duties for them.
- 4) Guest lecture should also be organized on special occasions & important days to celebrate the occasion with true spirit.
- 5) Any other related work

6) Morning Assembly	1. Ms.Neha Sharma 2. Ms. Surinder Kaur Bhalla 3. Mr.Aman Handa 4. Ms. Poonam Kumari 5.Mr.Hukmi Chand	<p style="text-align: center;"><u>MORNING ASSEMBLY ORGANISATIONS</u></p> 1.To plan the morning assembly programmes and submit the detail of duty to the H.M. In addition, CCA I/c must be check their preparation of the programme before presenting in the morning assembly. 2.Children’s birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her. 3.To provide a greeting card & toffee & all students have to wish them by presenting birthday song. 4.Any other related work <p style="text-align: center;"><u>VALUE EDUCATION</u></p> 1.To prepare compact programme for developing good habits and moral value among the students. 2.To encourage the students on the observation of good habits & behavior and award the best students.
7) Time Table & Leave Arrangement	<p style="text-align: center;"><u>SECONDARY</u></p> 1. Ms.Rakhi I/c 2. Mr.Pradeep Kumar 3. Mr.Aman Handa 4.Mr.Ramandeep Dahiya <hr/> <p style="text-align: center;"><u>PRIMARY</u></p> 1.Ms.NEETU JAIN 2.Ms. MINAKSHI JOSHI 3.Mr.ANKITA	1) Time table incharge and Asst. incharge will frame the time tables as per KVS norms. 2) To make an arrangement during the leave of the teacher. 3)To prepare and inform the subject teachers about the special time table during all holidays, breaks(Autumn and Winter)and vacation including Morning assembly time of Vidyalaya per action plan for class X and XII. 4) To ensure ringing of the bell in time. 5)Any other related work.
8) Admission	1. Mr.Poonam Singh I/c 2. Mr. Sunil Kumar 3. Mr.Pradeep Kumar 4. Mr. L. Ram 5. Ms.Mridhu Sharma 6.Ms.Amit Kumar, PRT	1) To plan admission procedure as per KVS guidelines 2) To keep ready admission forms, prospectus & test plan well in advance. To issue and collect the admission registration form. 3) To complete the formalities of admission for the session 2024-25 as per KVS instructions, admission register etc. 4) To co-ordinate with the exam deptt. to conduct test for admissions required for fresh admission. 5) To prepare Master List of admissions for the year 2024-25. 6) Any other related work.

9) Discipline	1. Mr.Aman Handa, PET I/c 2. Ms. Poonam Kumari 3. Ms.Sunita Rani,V.P 4. Mr. Satish Kumar,V.P 5. HM- Ms.Mridhu Sharma 6. Ms.Daljeet Kaur 8. All Class Teachers	1) Whether general instructions related to discipline are being maintained by students or not, committee will take proper care for this. 2) Committee members will keep a keen watch on the behaviour of all students in the school campus. 3) This committee will take the responsibility to ensure a healthy and a conducive atmosphere in Vidyalaya. 4) If any member finds any misbehaviour of the students it should be brought to the notice of all the members and the Principal so as to take necessary action. 5) Committee will decide the punishment to concerned students. 6) Any other related work.
10) Maintenance & Repair of a School Building	1. Ms.Pradeep Kumar I/c 2. Ms.Poonam Sharma 3. Ms.Anshu Singla 4. Ms.Neha Verma 5. Ms. Poonam Kumari	1) To plan for repair & maintenance urgently required in the Vidyalaya building and departments. 2) To plan and purchase the materials required for the purpose & complete all the assignments in time. 3) Arrange to keep the Vidyalaya campus neat and clean. 4) To take required action in time for the decent look of the Vidyalaya. 5) To ensure the tube lights and fans are in proper working condition. 6) The committee members of repair and maintenance will look after the use of water and electrical power in the school and staff quarters. 7) This committee will ensure that there is no wastage of these energies and it should be available as per requirements. 8) If there is any repair related to this, the committee will take action for the same well in advance. 9) Any other related work.
11) Water supply	1. Mr.Aman Handa I/c 2. Ms. Poonam Kumari 3. Mr.Tilak Raj, Sub Staff 4. Mr.Sohan Singh, Sub Staff	1) Attend to the problems of water supply in the Vidyalaya. 2) Get the repairs done well in time. 3) Check the water supply lines from time to time and ensure there is no leakage or any other damage. 4) Get the water reservoirs cleaned regularly; get the date of cleaning printed on the tank. 5) Keep a liaison with UT authorities / Electrician and call them for repairs if the supply is hampered.

12) Electical Maintenance & repair	1. Mr.Pradeep Kumar I/c 2. Mr.S.N Jha 3. Mr.Pardeep Kumar 4. Ms.Neha Verma	1)Attend to the problems of Electricity supply in the Vidyalaya. 2) Maintenance & repair of electrical lines and fittings. 3) prepare an inventory of all electrical fittings of different rooms and ensure their safety 4) Maintain a stock of the items / fitting / electrical gadgets. 5) Keep a liason with MES/ Electrician and call them for repairs if the supply is hampered.
13) Gardening and Beautification	1. Ms.Suman Bala (I/c) 2. Ms.Kusum Dhiman 3. Mr.Radhey Shyam 4. Mr.Satpal	1) To ensure proper upkeep of Vidyalaya garden. 2) Plantation of seasonal and other new plants. 3) Celebrate Vanmahotsav during the monsoons. 4) Procure new plants/sapling to enrich the Vidyalaya garden.
14) House keeping	1. Ms.Rachna Verma I/c 2. Ms.Poonam Sharma 3. Mr.Aman Handa 4. Mr.Sohan Singh, Sub Staff 5. Mr.Victor Topno, Sub Staff	Regular monitoring of house keeping services to ensure they are being carried out properly. 1) To guide and direct the laboures engaged for this purpose. 2) Personally visit the different sites –bathrooms/rooms/corridors/assembly ground /pathways to see if they are being properly cleaned. 3) To ensure a stock of material used in cleaning, i.e. Soap,acid, phynoil ,brooms etc.
15) Monitoring outsourced services (gardening, security, housekeeping)	1. Ms.Rachna Verma I/c 2. Dr.Manju Hooda 3. Mr.Aman Handa 4. Mr.Radhey Shyam, Sub Staff 5. Mr.Sohan Singh, Sub Staff	1) Monitoring for the regular attendance of the labour engaged in various outsourced services. 2) To ensure that the police verification in r/o all the laboures is done and made available to the Vidyalaya. 3) Keep a record of the addresses/ contact numbers of all the laboures. 4) Ensure they report to the Vidyalaya on time. 5) To report to the principal any lapses creeping up in their services. 6) To verify the bills put up by the agency.
16) Furniture	1. Mr. Pradeep Kumar (WET) I/c 2. Mr.Amit Kumar Nain 3. Ms.Malika 4. Ms.Neha Verma 5. Mr.Victor Topno	1) To supervise the use of furniture by the students. 2) To plan for repair and purchase of Vidyalaya furniture for the students and the staff in various classrooms and department as per requirement and budget. 3) To clear /get shifted unutilized furniture. 4) To check whether the class room, blackboard, name board etc is painted and maintained Any other related work.

17) Health/Hygiene and First Aid	<p style="text-align: center;"><u>SECONDARY</u></p> 1. Mr.Aman Handa 2. Ms. Poonam Kumari 3. Ms.Suman Bala <hr/> <p style="text-align: center;"><u>PRIMARY</u></p> 4.Ms.Mridhu Sharma, HM 5.Ms.Daljeet Kaur	1) To prepare a plan for student's health checking twice in this session by the authorized Medical Officer. 2) To make available stock of First aid if any accidents happen. 3) A special care must be taken for girl child as per their natural need, if situation demands for that. 4)To organize expert talks. Any other related work.
18) Scouts/ Guides/cubs/ bulbul	1. Mr.S.N Jha 2. Ms.Kusum Dhiman 3. Ms.Surinder Kaur Bhalla 4. Ms.Vandana, PRT 5. Ms. Neetu Bala 6. Mr. Amit Kumar 7. Mr.Kamal Kishore 8. Ms. Usha Yadav 9. Ms. Pareeksha Devi	1) To prepare S/G activity plan with tentative date and months for organizing activities. 2) To select students for cubs ,bulbul, scouts and guides enrolment in the month of April 2021. 3) To make an arrangement for a proper training of the students. 4) To prepare scouts and guides to participate in various activities both internal and external competitions
19) Vidyalaya Patrika / Students diary / News letter	1. Mr. L. Ram 2. Ms. Anita Bhalla 3. Ms. Surinder Kaur Bhalla 4. Ms. Ranjana Lamba 5. Mr. S.N Jha 6. Mr.Sandeep Kumar, TGT (Skt)	1) To collect the articles. 2) To edit the articles. 3) To suggest improvisation in all matters related to diary and magazine. 4) Any other related work.
20) Teaching Aids/AV aids	1. Ms.Rakhi 2. Mr. Sunil Kumar 3. Mr.Pardeep Kumar 4. Ms.Mridhu Sharma 5.Ms.Daljeet Kaur	1) To arrange for procuring the materials for teaching aids to the teachers as per norms. 2) To plan and arrange for purchasing material required for teaching aid. Any other related work.
21) School Canteen	1. Ms. Kiran Bharti 2. Ms.Suman Bala 3. Ms.Malika 4. Ms. Poonam Kumari	1.Monitor the services of the school canteen. 2.To ensure the eatables being supplied are of good qualities and the rates are reasonable. 3.Ensure that neatness and hygienic conditions are maintained. 4.Ensure that the students do not misuse/ abuse the canteen facility.

22) AEP	1. Ms. Suman Bala I/C 2. Ms.Malika 3. Mr.S.N Jha 4.Ms.Gurmeet Kaur	1.Plan AEP programme as per KVS direction. 2.Report of conducted activities should be send to KVS RO (Chandigarh) for info. information. 3.To prepare a schedule class wise/gender wise for counseling and guidance. 4.To organize lecture or Seminars related to the subject. 5.To conduct counseling sessions during MPT and CCA periods on weekly basis on rotation by staff.
23) Students Council	1. Ms.Neha Sharma I/C 2. Ms. Geeta Mani 3. Ms.Rakhi 4. Ms.Anshu Singla 5. Mr.Aman handa 6. Ms. Poonam Kumari	1.Planning for constitution of Students Council in the Vidyalaya per KVS guidelines. 2.Conduct meetings of the students Council and keep their records. 3.Direct /guide the office bearers that they follow code of conduct prescribed for them. 4.To help procure badges / blazors for the office bearers. 5.Assign them duties to help maintain discipline in the Vidyalaya.
24) Vidyalaya Website Updation & Computer/CAT/ TAL	1. Mr. Sunil Kumar I/C 2. Ms.Poonam Singh 3. Ms.Anita Bhalla <p style="text-align: center;"><u>SECONDARY</u></p> 1. Mr. Kamal Kishore 2. Ms.Mansi <p style="text-align: center;"><u>PRIMARY</u></p> 1. Mr.Amit Kumar 2. Ms.Ankita	1.To prepare yearly (month wise) class wise teaching plan. 2.To maintain KV Website and to update every Saturday the website on regular basis. 3.To check the computer class teaching progress of lower classes 4.To manage the requirements for the computer classes. 5.To organize minimum two competitions 6.To prepare quarterly progress report of students. 7.To prepare for participation ICT competitions of KVS and upload academic, administrative circulars from internet. 8.To encourage & train the students and staff to work on thinkquest.com. 9.To facilitate the web access to all in the learning process. 10.To arrange modern technologies like OHP,Intractive Board,CD players etc.
25) SC / ST / Minority Community	1. Ms.Suman Bala 2. Mr.Padam Singh 3. Ms.Lalita	1) Make a list of all SC/ST/Minority awarded scholarship 2) Maintain a record of students who receive the scholarship. 3) Record complaints if any.
26) Public Information/ RTI	1. Mr.Harpal Singh,ASO 2. Ms.Sunita Rani, VP 3.Mr.Satish Kumar,V.P	1) To attend the queries made under RTI and ensure their response is made on or before the stipulated date 2) Collect data / information to be incorporated in the reply of such letters. 3) The members and the I/C to keep themselves abreast of the rules and procedures regarding RTI act.

27) Maths Club	1. Ms.Monu Sehgal 2. Ms.Himani 3. Ms.Richa Mittal 4. Ms.Mansi 5. Mr. Kamal Kishore	1) To form a mathematics club & select a few students to carry out and maintain the records of activities in a constructive & fruitful manner. 2) To prepare the students for participating in external and internal competitions, seminars etc. Related to the subject viz Mathe Olympiad NTSE etc 3) To promote a Mathematical & scientific atmosphere in the Vidyalaya. 4) To prepare at least one class wise magazine. 5) To organize at least two Competitions / Seminars / Programmes etc based on subjects. 6) To guide the students to prepare articles to be published in magazine and Newspapers. 7) To maintain Mathematical garden with the help of Gardner/Labourers. 8) Any other related work.
28) Integrity Club	1. Ms. Suman Bala I/c 2. Mr.S.N Jha 3. Mr.Surinder Kumar 4.Ms.Kusum Dhiman	1) All related work as per the instructions received from KVS RO Chandigarh and KVS HQ New Delhi. 2) Any other related work.
29) Social Science Club	1. Ms.Rakhi I/c 2. Ms. Mamta Pal 3. Mr.Padam Singh 4. Ms. Kiran Bharti 5. Ms.Rashmi Pal	1) To prepare a plan to create atmosphere in Vidyalaya related to Social Science activities. 2) To prepare the students for participation in external & internal competitions. 3) To prepare at least one magazine class wise. 4) To organize at least two competitions/seminars/programmes etc. based on subject. 5) To organize Social Science Exhibition at Vidyalaya, Cluster, Regional & National level, field trips to historical places. 6) To guide the students to prepare articles to publish in magazine and newspapers. 7) Any other related work.

30) Record of Vidyalaya Achievements	1. Mr. Sunil Kumar I/c 2. Mr.Aman handa 3. Ms. Poonam Kumari 4. Ms. Anshu Singla 5.Ms.Neha Sharma 6 .Mr. Lichman Ram	1) To keep records of achievements of students in various fields. 2) To organize programmes to highlight the students' achievements in various field. 3) To record and maintain all achievements of students including internal, external, competitions prizes won etc. in chronological order by collecting information from Primary and Secondary CCA I/c.
31) Grievance Cell Internal Complaint Committee (ICC)	1. Mr. S. K. Sagar 2. Ms.Sunita Rani,VP 3.Mr.Satish Kumar,VP 4. Ms.Poonam Singh 5.VMC Parent Member (Lady)	1) To periodically open suggestion box at least twice in a week. 2) To keep a record of suggestions or grievances received from the students, staff or parents. 3) To maintain the minutes of the meetings.
32) Photo-graphy / Press Publicity	1. Mr.Aman Handa I/c 2. Ms.Neha Verma	1) To take photographs of all important functions /occasions/events including morning assembly programmes. 2) To upload them on the website. 3) To take prints and update on the displays of the Vidyalaya. 4) To display on the display boards. 5) To take the photo-graphs into stock & maintain it.
33) Excursion	1. Ms.Anita Bhalla I/c 2. Mr. Kamal Kishore 3. Mr. Aman Handa 4. Dr.Manju Hooda	1.To plan the excursion. 2.To decide the place, make arrangement for conveyance. 3.Estimate the amount to be collected from students. 4.Keep the willingness form ready. 5.Arrange refreshments. 6.Any other related work.
34) e-CTLT	1. Mr. Sunil Kumar, I/c 2. Ms.Neha 3. Ms.Rakhi 4.Ms.Lalita	1.To motivate Teachers to open their accounts and make their contribution. 2. Attend to all the tasks/requirements of e-CTLT. 3. Check the records uploaded by the teachers. 4.Visit KVS Regional website regularly for new announcements, notices, circulars etc.

35) Resource Room / Activity Room & CMP/TLM	1. HM-Ms.Mridhu Sharma 2. Ms.Daljeet Kaur 3. Mr. Amit Kumar,PRT	1. To set activity room to teach primary students as per KVS circular No. F. 39-AC/2008-KVS(BGR)-Dated 06/02/08. 2.To procure requirements from individual teachers. 3.To issue & maintain the stock. 4.To keep an account of activities done by teachers. 5.To maintain records. 6.Any other related work.
36)Quarter allotments, Repair /Maintenance	1. Ms.Mridhu Sharma 2. Ms.Daljeet Kaur 3. Mr.Amit Kumar,PRT 4. Mr. Sonu Mehra 5. Mr.Vineet Sharma	1) To maintain the cleanliness of the campus 2) To keep the records of quarter allotments and submit it periodically to the undersigned. 3) To receive the grievance regarding residents. Any other related work
37) Staff Meeting arrangements / recording the minutes.	1. Ms.Neha Sharma 2. Ms. Poonam Singh 3. Mr.Ramdeep Dahiya	1) To record the minutes of all staff meetings, P.T.A. meetings, X & XII class P.T.A. meetings and to maintain records / files of the same. 2) To note down all important events/functions etc. held in Vidyalaya. 3) To prepare by monthly news letter and to send to RO and other Officials of KVS.
38) Implementation of CCT.	1. Ms.Mansi I/c 2. Ms.Surinder Kaur Bhalla 3. Mr. Sonu Mehra 4.Ms.Rashmi Pal	1) To take necessary steps for the successful implementation of CCT as per guidelines given by CBSE/Regional office Chandigarh/KVS(HQ) and Principal. 2. To keep the records of CCT i.e. CCT files, Test records of each and every concern student of the Vidyalaya etc. 3. Any other related work.

39)राजभाषा क्रियान्वयन समिति	1.श्रीमती पूनम सिंह 2. श्री लिखमणराम 3. श्री सोनू मेहरा 4. श्रीमती रंजना लाम्बा 5. श्री सुरिंदर कुमार 6. श्री राजेश कुमार पवार	1) राजभाषा क्रियान्वयन समिति के दिशानिर्देशों का पालन करना । 2) सुनिश्चित करना कि समिते के दिशानिर्देशों का विद्यालय में पालन हो । 3) हिंदी के विकास हेतु विद्यालय में वातावरण बनाना ताकि दैनिक जीवन उसकी उपयोगिता को विद्यार्थी समझ सकें और हिंदी का अधिकतम उपयोग करें । 4) नगर राजभाषा क्रियान्वयन समिते (नराकास) पांटेयाला की बैठकों में प्रतिभाग लेना एवं निर्देशों का पालन करना । 5) त्रिमासिक रिपोर्ट को समय से अग्रसारित करना । 6) विद्यार्थियों की मदद करना जो हिंदी / संस्कृत की प्रतियोगिताओ में प्रतिभाग करते हैं । 7) अन्य कोई सम्बंधित कार्य ।
40) Medical Checkup	1. Mr.Aman Handa 2. Ms. Poonam Kumari 3. Ms.Suman Bala 4. Nurse of the Vidyalaya	1. To plan the Medical checkup of the students for the Session 2024-25. 2. To arrange the medical checkup of students as per KVS norms. 3. Any other related work.
41) Labs: Physics Lab Chemistry Lab Biology Lab Jr.Science Lab Computer Labs Maths Lab	1. Ms.Poonam Sharma 2. Ms. Geeta Mani 3. Ms. Suman Bala 4. Ms.Malika 5. Mr. Sunil Kumar 6. Ms.Richa Mittal	1.To make an arrangement for procuring materials for Science and Maths Laboratories to the students as per their needs. 2.To maintain the Laboratories for students' use, update the stock & make necessary arrangement, if any for the uses of students. 3.To conduct practical / projects etc. as per syllabus and to check practical records regularly. 4.To support and co-ordinate with Junior Science Lab I/c. 5.To prepare students and to organize K.V. cluster / regional /National level Science exhibition. 6.To train children for various competitions. 7.Any other related work
42) Guidance and Counselling.	1. Ms.Rakhi 2. Mr.Pardeep Kumar 3. Mr.Ramdeep Dahiya 4.Mr.Himanshu Garg	1.Provide proper guidance to students for their future plans. 2.Employment News, magazines newspapers' information should also be placed on notice board for students and staff. 3.Experts should also be invited time-to-time to provide proper guidance to the students. 4.Keep a close contact with guidance and counseling agency for collecting proper guidance and information to students.

<p>43) Subject Committees</p> <p>a) English</p> <p>b) Hindi</p> <p>c) Maths</p> <p>d) Social Science</p> <p>e) Science</p> <p>f) Computer</p> <p>g) Primary</p>	<p>Ms.Anita Bhalla</p> <p>Ms.Poonam Singh</p> <p>Ms.Monu Sehgal</p> <p>Ms.Rakhi</p> <p>Ms.Rachna Verma</p> <p>Mr. Sunil Kumar</p> <p>HM/ Ms.Mridhu Sharma/ Ms.Daljeet Kaur</p>	<p>1.To analyze the performance of students and prepare further course of action plan for betterment of students' academic performance.</p> <p>2.To check class wise monthly academic performance , analyze and discuss for further 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.</p> <p>4.Prepare the report on last working day of every month and submit it to the Principal.</p> <p>5.To keep a vigil on class wise progress of the subject.</p> <p>6.To plan activities like Science exhibitions seminars, field trips, film shows, talks, etc. related to their subject.</p> <p>7.To highlight the importance of each, interdependence of various subjects, co-relation among different subject teachers, life history of great personality, freedom fighters, scientists, mathematicians, writers, poets, thinkers etc.</p>
<p>44) Institutional Planning & Advisory Committee.</p>	<p>Ms.Sunita Rani ,VP</p> <p>Mr.Satish Kumar, VP</p> <p>Ms. Poonam Singh</p> <p>Ms.Lalita</p> <p>Ms.Mridhu Sharma</p> <p>Ms.Daljeet Kaur</p>	<p>1.To guide, suggest and chalk out all action plan for academic and co-curricular activities.</p> <p>2.Will function as advisory board for Vidyalaya activities.</p> <p>3.In-charge and members of its committee will help and advise the Principal to take decision during emergency time and in normal course of work.</p> <p>4.Decision of the committee will be final to initiate action against concerned in all matters including students discipline</p> <p>5.The committee is empowered to take decision and action on time to improve the Vidyalaya status in the field of academic and co-curricular activities with the approval of the Principal.</p> <p>6.Any other related work.</p>
<p>45) Progressive English Club.</p>	<p>Ms.Anita Bhalla</p> <p>Mrs.Neha Sharma</p> <p>Ms.Gurpreet kaur</p> <p>Ms.Surinder Kaur Bhalla</p> <p>Mr.Himanshu Garg</p>	<p>1.To prepare a plan to create literary atmosphere in the Vidyalaya</p> <p>2.To prepare class wise magazines atleast one in each subject.</p> <p>3.To prepare the students for participating in external & internal competitions.</p> <p>4.To organize minimum two competitions/ seminars/ programmes etc. based on subject.</p> <p>5.To prepare a special plan for students to record their programme on T.V. & radio twice in a session.</p> <p>6.Any other related work</p>

46) Purchase Committee	1. Mr. Sunil Kumar 2. Mr.Pradeep Kumar 3. Ms.Anshu Singla 4. Mr.Padam Singh 5. Ms.Neha Verma 6. Ms. Poonam Kumari	1. To follow purchase procedure on GEM. 2. To Verify the documents regarding purchase. 3. To present at the time of GEM purchase. 4. All purchases are to be done in computer Lab in the presence of all members with stock holders. 5. Any other related work
47) CS-54 and Income Tax	1.Ms.Monu Sehgal 2. Ms.Mansi 3. Mr. Kamal Kishore	1. To check & verify the record of CS 54. 2. Any other related work.
48) Flag Hoisting Committee	1. Mr.Aman Handa 2. Ms. Poonam Kumari 3. Mr.Pradeep Kumar 4. Ms.Neha Verma	1. To hoisting the The National Flag everyday in the morning assembly with honour as per the instructions of KVS(HQ) and rules framed by Govt. of India. 2. To educate frequently about The National Flag in the morning assembly. 3. Any other related work.
49) Child Rights Protection Cell	1. Ms.Suman Bala I/C 2. Ms.Rakhi 3. Ms.Lalita 4. Ms. Poonam Kumari	1. To conduct frequent awareness programme. 2. Interaction with the students. 3.Any other related work
50) Evacuation Team	1. Ms.Himani 2. Mr.Aman Handa 3. Ms. Poonam Kumari 4. Ms.Lalita	1. To conduct mock drill in the Vidyalaya. 2. Regular counselling in the assembly. 3.Any other related work
51) Search & Rescue Team	1. Ms.Sunita Rani, VP 2. Mr. Satish Kumar,VP 3. Ms.Neha Verma 4. Ms.Rakhi 5.. All Class Teachers	1. Surprise checking of bags of the students once in a week. 2. Girls bags are to be checked by female staff only. 3. Regular counselling in the assembly. Note: Girls bags can be checked by only female teachers. 4.Any other related work
52) Transport Safety Team	1. Mr.Pardeep Kumar 2. Mr.Padam Singh 3. Ms.Ritu Beri 4. Mr. S.N Jha	1. To conduct mock drill in the Vidyalaya. 2. Regular counselling in the assembly. 3. To conduct the awareness programme about the trafic rules. 4.Any other related work

53) Team for teachers and students with special needs	1. Mr.Pardeep Kumar, PGT 2. Mr. Himanshu 3. Ms. Anita Bhalla 4. Mr. L.Ram 5. Ms. Sunita Rani,VP 6. Ms.Mridhu Sharma,HM	1.Identification of divyang students. 2. Identification of their special needs. 3. Handling the grievances of PHE teachers and providing them with the best possible solution
54) Sanitisation of Vidyalaya due to COVID-19 (If required)	1. Mr.Aman Handa 2. Mr. Pradeep Kumar 3. Ms.Mridhu Sharma,HM 4. Ms.Daljeet Kaur, Sr.Most PRT	1.Monitor the sanitisation work daily and maintain the related record. 2. Procure the sanitisation material from the market by follow the purchase procedure. 3.Any other related work
55) Committee for verify all purchases physically	1. Ms.Poonam Sharma 2. Mr.Pardeep Kumar 3. Ms.Monu Sehgal 4. Ms.Rakhi 5. Mr.Harpal Singh, ASO	1. Physically verification of all purchases. 2. Specification checking for all purchases. 3. Quality checking of all purchases. 4. To check specification / Quality as per purchase order.. 5. To prepare a certificate all purchases as per norms.

(Sd/-)

PRINCIPAL