

## Committees for Academic Year 2023-24

### KENDRIYA VIDYALAYA JYOTIPURAM, DIST. REASI JAMMU AND KASHMIR LIST OF COMMITTEES FOR THE YEAR 2023-2024.

S.no	Department	Name of the Teachers.	Sign	Duties & Responsibilities
1.	<b>Admission</b>	<p><b>Sh. Naveen Chandra Paneru TGT-WE I/C</b> Members-</p> <ol style="list-style-type: none"> <li>1. Sh. R.K. Nagar PGT- History</li> <li>2. Mrs. Parul Berwal PGT- Comp. Sc.</li> <li>3. Sh. Ashok K. Meena TGT- Hindi</li> <li>4. Ms. Ankita Singh TGT- Maths</li> <li>5. Sh Rohit Kumar TGT- Maths</li> <li>6. Sh. Anshuman PRT</li> <li>7. Ms. Vaishali PRT</li> <li>8 Ms. Priyam PRT</li> <li>9. Ms Sonam Devi PRT</li> <li>10. Ms Sakshi Arora PRT</li> <li>11. Nisha PRT</li> <li>12. SSA</li> <li>13. JSA</li> <li>14. Sh. Devraj Sub-Staff</li> <li>15. Sh. Joginder Nath Sub- Staff</li> </ol>		<p>Advertisement, issue of application forms, registration. Scrutiny of the forms. Preparation of lists for lots. Preparation of list for provisional admission. Admissions to all classes as per KVS norms, Maintenance of admission registers. Monitoring of T.Cs issued, uploading of registered application in the web site, uploading of TC on regular basis, Monthly updating the students 'enrolment. Any changes in SR register/ Guard file will be done only by JSA /SSA</p> <p>To collect the data and send to RO, JSA/SSA on the last working day with the help of Computer instructor-</p>
2.	<b>Time-Table &amp; Arrangement, Bell Timings, Fun Day &amp; Corridor Duty</b>	<p><b>Sec &amp; Sr. Sec</b> <b>Sh. R.K. Nagar PGT- History I/C</b> Members-</p> <ol style="list-style-type: none"> <li>1. Sh Rohit Kumar TGT- Maths</li> <li>2. Sh. Ashok K. Meena TGT- Hindi</li> <li>3. Sh. Goga. Sub- Staff</li> <li>4. Mrs Neelama Sub- Staff.</li> <li>5. Sh. Ramesh Chandra Sub- Staff</li> </ol> <hr/> <p><b>Primary-</b> <b>Sh. Anshuman PRT</b></p> <p>Members-</p> <ol style="list-style-type: none"> <li>1. Ms. Vaishali PRT</li> <li>2. Ms. Nisha PRT</li> <li>3. Sh. Goga. Sub- Staff</li> <li>4. Mrs Neelama Sub- Staff.</li> <li>5. Sh. Ramesh Chandra Sub- Staff</li> </ol>		<p>Preparation of teachers, classes Time table, Remedial time table as per KVS norms. Monitoring of regular, zero period and Test/ Exam bell timings. Preparation of salary statement of coaches and part-time teachers before 3<sup>rd</sup> of every month. To arrange the classes of the teachers on daily basis who are on leave/OD. To prepare special Time table as per need and requirement. Display corridor duty.</p>

3.	<b>Morning Assembly In charge</b>	<b>Sh. Sunil Kumar PRT- Music I/C</b> Members- 1.Sh Shivam Gupta TGT P&HE 2. Sh. Ashok K. Meena TGT- Hindi 3.Ms Samar Jahan PGT- Hindi 4. Sh. Naveen Chandra Paneru TGT-WE 5. Sh Nikhil Sharma Yoga Instructor 6. Sh. Goga. Sub- Staff 7. Sh. Soba Ram Sub- Staff 8. All the House Masters 9. All the class teachers		To conduct the morning assembly within the stipulated timings as per KVS norms. To monitor the announcements. To monitor the discipline and the conduct of morning assembly programme.
4	<b>Examination</b>	<b>Sec &amp;Sr.Sec-</b> <b>Sh. Ram PGT- Physics I/C</b> <b>Sh. Rohit Kumar TGT- Maths I/C</b> Members- 1. Sh. R.K. Nagar PGT- History 2. Ms Bhavna Jasrotia PGT- Geo. 3. Ms Kajal Devi PGT-Eng. 4. Sh. Ashok K. Meena TGT- Hindi 5. Sh. Ramesh Singh Sub-Staff		To maintain all the records related to Examination Department. Internal – Planning & conduct of Monthly Tests/PT/HY/Annual Exam/Pre-Boards as per schedule. Distribution of progress cards, study materials & practice set papers. Distribution of students and teachers’ diaries.
b)	<b>Internal /External Examination.</b>	<b>Primary-</b> <b>Mrs. Sakshi Arora PRT I/C</b> Members- 1.Ms. Priyam PRT 2. Mrs. Rani Daiya PRT 3. Ms. Vaishali PRT 4. Ms Poonam PRT 5. Sh. Ramesh Chandra Sub-Staff		To maintain all the records related to Examination Department. Internal – Planning & conduct of Monthly Tests/PT/HY/Annual Exam/Pre-Boards as per schedule. Distribution of progress cards, study materials & practice set papers. Distribution of students and teachers’ diaries.
c)	<b>CBSE Examination/ External Examination</b>	<b>Sh. Ram PGT- Physics I/C</b> Members- 1. Sh Rohit Kumar TGT- Maths 2. Sh. R.K. Nagar PGT- History 3. Ms Bhavna Jasrotia PGT- Geo. 4. Ms Kajal Devi PGT-Eng. 5. Sh. Ashok K. Meena TGT- Hindi 6. SSA 7. JSA 8. Sh. Ramesh Singh Sub-Staff 8. Sh. Joginder Nath Sub- Staff 9. Sh. Soba Ram Sub- Staff		All works/Tests/Exams related to CBSE. Taking care of timely dispatch of CBSE letters/uploading of data to CBSE web site. Taking care of all student needs connected to CBSE. Maintenance of Board Result registers for class X and XII.  * Arrangement & conduct of exam as per guidelines given by the respective agency.

d)	<b>PISA/ CCT Related work &amp; Exam</b>	<b>Ms. Kajal Devi PGT- English I/C</b> Members- 1. Ms. Neha, PGT- Bio 2. Sh Pardeep Kumar PGT- Maths 3. Ms Vishali Anand PGT- Chemistry 4. Ms. Ankita Singh TGT- Maths 5. Ms. Palki Sharma TGT- Science. 6. Ms. Shalini Rajput TGT- English 7. Sh. Ramesh Singh Sub-Staff		Informing students/parents about PISA/CCT activities, updates etc. Keeping records of PISA/CCT students Look after the distribution of answer sheets and timely completion and submission of PISA result Final Result preparation of PISA/CCT students To confirm uploading of result on portal by teachers before due date. Timely submission of all PISA related data to KVS RO, Jammu
		<b>Sh. Rohit Kumar TGT- Maths I/C</b> Members- 1 Ms. Kajal Devi PGT- English		Conduct of PISA/CCT Examinations Printing of Question Papers Printing of PISA/CCT related matters
e)	<b>Moderation Committee</b>	<b>Sh. Ram PGT- Physics I/C</b> Members- 1. Sh. R.K. Nagar PGT- History 2. Sh. Ashok K. Meena TGT- Hindi 3. Sh. Rohit Kumar TGT- Maths 4. Ms Ankita Singh TGT- So.Sc. 5 Ms. Kajal Devi PGT- English		-To scrutinize the question papers for the tests and examinations. -To check answer scripts of UT/Exams at random to ensure uniformity. -To condone the shortage of attendance of students and moderate the marginal cases for promotion as per the promotion rules.
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a)	<b>Cultural In charge</b>	<b>Sh. Ashok K. Meena TGT- Hindi I/C</b> Members- 1. Ms Samar Jahan PGT- Hindi 2. Ms. Bhavna PGT- Geo. 3. Ms. Kajal Devi PGT- English 4. Ms. Neha PGT- Bio 5. Sh. Sunil Kumar PRT- Music 6. Ms Vaishali PRT 7. Ms Sakshi PRT 8. Ms Rani Dahiya PRT 9. Ms Ramandeep Kaur Computer Instructor 10. Sh Nikhil Sharma Yoga Coach		Arrangement and coordination for Vidyalaya cultural items and events. To organize cultural activities during all school related functions.
b)	<b>CCA (School &amp; External/ Talks/Online Competitions/ Seminar based)</b>	<b>Sh. Ashok K. Meena TGT- Hindi I/C</b> Members- 1. Mrs. Parul Berwal PGT- Comp. Sc. I/C ( <a href="http://mygov.in">mygov.in</a> ) 2. Ms Samar Jahan PGT- Hindi 3. Ms Kajal Devi, PGT English 4. Ms Shalini Rajput TGT- English 5. Ms Rasna Ravindran TGT- So.Sc. I/C EBSE 6. Sh Hukam Chand TGT- Sanskrit 7. Ms Shaveta TGT- Art		Planning of activities, conduction of programme, preparation and announcement in assembly. Maintenance of Register for activities conducted, details of students getting prizes, distribution of CCA prizes to students. Planning, preparation and arrangement of important days and celebrations as per the KVS guidelines. Student Council – allotment of duties, discipline, uniform checking etc. <b>To publish the School Magazine for the year 2023-24.</b> To collect data from various departments for annual report as per (RO). To see that children participate in the appropriate competitions conducted by different agencies. To make note of the achievements of students in Register and to submit the details as and when required. Arrangement of Seminars, guest lectures/talks, career To announce the various competitions in the morning assembly.

		8. Sh. Sunil Kumar PRT- Music 9. Ms Ramandeep Kaur, Computer Instructor	To prepare the students to take part in the various competitions and the activities organised by Govt. Of India on <b>www.mygov.in portal</b> <b>Activities under EK BHARAT SHRESHT BHARAT(EBSB)</b>
c)	House	<p><b>SHIVAJI-</b> <b>Sh Mukeshwar Singh PGT- Eco. I/C</b> Member- 1. Ms Samar Jahan PGT- Hindi 2. Sh Hukam Chand TGT- Sans. 3. Ms Shaveta TGT- Art</p> <p><b>TAGORE-</b> <b>Sh Pardeep Kumar PGT- Maths I/C</b> Member- 1. Ms. Neha PGT- Bio 2. Ms Rasna Ravindran TGT- So.Sc. 3. Sh Naveen Chandra TGT-WE</p> <p><b>ASHOKA-</b> <b>Ms Kajal Devi PGT- English I/C</b> Member- 1. Ms Vishali Anand, PGT- Chemistry 2. Ms. Ankita Singh TGT- Maths 3. Sh Devraj PGT- Political Science</p> <p><b>RAMAN-</b> <b>Ms Bhavna PGT- Geo. I/C</b> Member- 1. Ms. Shalini Rajput TGT- English 2. Ms. Palki Sharma TGT- Science 3. Sh Rohit Kumar TGT- Maths</p>	To prepare the students for various competitions. Seating arrangements for function, events, competition. Maintenance of perfects/student's council on duty. Maintain records of competitions. To ensure mass participation in all the activities. To conduct house meeting and maintain house register.
d)	Clubs	<p><b>1. Literary Club</b> i. (English)– Ms Shalini Rajput TGT- English ii. (Hindi) – Sh. Ashok K. Meena TGT- Hindi iii. (Sanskrit)- Sh Hukam Chand TGT- Sans.</p> <p><b>2. Eco club</b> – Ms. Palki Sharma TGT- Science <b>3. EBSB CLUB (EK BHARAT SHRESHT BHARAT)</b> – Ms Rasna Ravindran TGT- So.Sc <b>4. Maths</b> – Ms. Ankita Singh TGT-Maths <b>5. Tourism Yuva Club- Sh Devraj PGT- Pol. Sc.</b></p>	<ol style="list-style-type: none"> <li>1. Activities to be planned and implemented.</li> <li>2. Records to be maintained in the Club Register.</li> <li>3. Upkeep of the bulletin board.</li> <li>4. Ensure maximum participation of students in the club activities.</li> </ol>

6.	<b>Academic Coordinator Committee</b>	<b>Sh. Ram PGT- Physics I/C</b> Members- 1. Sh. R.K. Nagar PGT- History 2. Ms Ankita Singh TGT-Maths 3. Sh. Ashok K. Meena TGT- Hindi 4. Sh. Rohit Kumar TGT- Maths 4.Ms Bhavna PGT- Geo. <b>(Maintaining Meeting Register)</b> <b>5. MS Kajal Devi PGT- Eng.</b> <b>6. All Class teachers (VI- XII)</b>		To maintain record of all activities related to academics. To distribute list of text books Note books, option forms and other details. To maintain minutes of academic meetings. To organize and conduct Parent teacher meetings for all the classes. To send the information to parents regarding academics. To send messages to parents regarding PTMs/Holidays/any academic related information.
7.	<b>CMP</b>	<b>Primary-. Ms. Vaishali PRT I/C</b> 1. Ms. Priyam PRT 2. Ms Sonia PRT 3. Ms Arpana Sharma PRT 4. Ms. Poonam PRT 5. Ms Meenakshi PRT <b>All Class Teachers of Classes 1 to 8.</b>		To implement and maintain records of Back to Basics from class 1 to 8 as per KVS norms. CMP activities and purchase Different activities to be conducted as per KVS letters
8.	<b>RTI &amp; RTE cell</b>	<b>SSA I/C</b> Members- 1. JSA 2. Sh. R.K. Nagar PGT- History 3. Sh. Naveen Chandra Paneru TGT-WE 4. Sh. Devraj Sub-Staff 5. <b>All Class Teachers</b> 6. <b>All Department in charges</b>		To reply to all RTI and RTE related information
9.	<b>Discipline</b>	<b>Sh Shivam Gupta TGT- P&amp;HE I/C</b> Members- 1.Sh Ram PGT- Physics I/C 2. Sh. R.K. Nagar PGT- History 3. Ms. Bhavna PGT- Geo. 4. Sh Devraj PGT- Pol. Sc. 5. Sh. Mukeshwar Singh PGT- Economics 6. Ms Vishali Anand PGT- Chemistry 7. Ms. Ankita Singh TGT-Maths 8. Sh. Ashok K. Meena TGT- Hindi 9. Sh. Naveen Chandra Paneru TGT-WE 10. Sh Rohit Kumar TGT- Maths 11. Ms. Vaishali PRT 12. Ms. Nisha PRT 13.Sh. Anshuman PRT 14. Ms Ramandeep Kaur Computer Instructor 15. Sh Nikhil Sharma Yoga Instructor		Dealing with the grievances of teachers and students To attend all the discipline cases in the school.

10.	<b>Refreshments and Canteen Management (Food &amp; Refreshment Committee including sweet distribution in various functions)</b>	<b>Sh Rohit Kumar TGT- Maths I/C</b> Members- 1. Sh Ram PGT-Physics 2. Sh. R.K. Nagar PGT- History 3. Sh. Naveen Chandra Paneru TGT-WE 4. Sh. Ashok K. Meena TGT- Hindi 5. Ms. Ankita Singh TGT-Maths 6. Sh Shivam Gupta TGT- P&HE 7. SSA 8. Sh. Devraj Sub-Staff 9.. Sh. Soba Ram Sub- Staff 10. Sh. Joginder Nath Sub- Staff 11. Mrs Neelama Sub- Staff		-To supervise the functioning of canteen and to ensure hygienic items are sold in the canteen for the students.  To stock refreshments in the fridge to serve the VIP as and when required.  To maintain register regarding expenses incurred for various events
11.	<b>Arrival and dispersal of students. Safety and security of students, Search and Rescue.</b>	<b>Sh Shivam Gupta TGT- P&amp;HE I/C</b> Members- 1. Ms. Bhavna PGT- Geo. 2. Sh. Mukeshwar Singh PGT- Economics 3. Ms. Ankita Singh TGT-Maths 4. Ms. Palki Sharma TGT- Science 5. Sh Devraj PGT- Pol. SC. 6. Ms Ramandeep Kaur Computer Instructor 7. Sh Nikhil Sharma Yoga Coach 8. Sh. Anshuman PRT 9. Mrs. Rani Dahiya PRT 10. Sh. Soba Ram Sub- Staff 11. Sh. Ramesh Singh Sub- Staff 12. Sh. Ramesh Chandra Sub- Staff 13. Sh. Joginder Nath Sub- Staff <b>14. All the subject teachers in the classes 1 to 12 during last period.</b>		Timely closing of the gate, coordinating with the discipline committee, report of everyday to the Principal to ensure the safety and security of the students, corridor movement, dispersal of students after school hours, etc
12.	<b>Subject Convenors</b>	1. <b>English-</b> Ms. Kajal PGT- English 2. <b>Hindi</b> - Samar Jahan PGT- Hindi 3. <b>Maths</b> - Sh. Pardeep Kumar PGT- Maths 4. <b>Science</b> -. Sh Ram, PGT- Physics Register Maintained By: - Ms Vishali Anand PGT-Chemistry 5. <b>Social Science-</b> Sh. R.K. Nagar PGT- History Register Maintained By: - Ms Bhavna PGT-Geo.  6. <b>Primary-</b> Ms. Vaishali PRT		Conducting subject committee meeting and to maintain register.  <b>Conduct meeting once in a month.</b>

13.	<b>Games, Sports &amp; Vocational Skills</b>	<b>Sh Shivam Gupta, TGT- P&amp;HE I/C</b> Members- 1. Sh. Naveen Chandra Paneru TGT-WE I/C 2. Sh. Pardeep Kumar PGT- Maths 3. Sh. Mukeshwar Singh PGT- Economics 4. Sh. Ashok K. Meena TGT- Hindi 5. Sh Rohit Kumar TGT- Maths 6. Ms. Kajal PGT- English 7. Ms. Priyam PRT 8. Ms. Nisha PRT 9. Sh. Anshuman PRT 10. Sh Nikhil Sharma, Yoga Coach 11. Sh. Joginder Nath Sub- Staff		To practice MPT, Yoga daily during the morning assembly to the students. -Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain record. -To draw up class wise activities to be undertaken as per the syllabus. -To coordinate with vocational teachers and train the students for various activities. -To encourage all students to take part in the Drawing and Painting competitions.
14.	<b>Furniture</b>	<b>Sh. Sunil Kumar PRT- Music I/C</b> Members- 1. Sh. Naveen Chandra Paneru TGT-WE 2. Sh. R.K. Nagar PGT- History 3. Sh. Ashok K. Meena TGT- Hindi 4. Sh Rohit Kumar TGT- Maths 5. Sh. Ramesh Chandra Sub-Staff 6. Sh. Soba Ram Sub- Staff 7. Sh. Goga Sub- Staff 8. Sh. Joginder Nath Sub- Staff <b>9. ALL THE CLASS TEACHERS</b> <b>CLASSES 1 To 12</b>		Placing order for requirement for the respective department Maintenance of stock register of furniture of the class-wise, staff room, labs, depts., library, office, Principal room etc., Preparation of list of broken and repairable furniture. Submission of requirements if any. Preparation of annual condemnation list.
15.	<b>Repair &amp; Maintenance of Fixtures and assets</b>	<b>Sh. Naveen Chandra Paneru TGT-WE I/C</b> Members- 1. Mrs. Parul Berwal PGT- Comp. Sc 2. Sh. R.K. Nagar PGT- History 3. Sh. Ashok K. Meena TGT- Hindi 4. Sh Rohit Kumar TGT- Maths 5. TGT- Library 6. Ms Shaveta TGT-ART 7. Sh. Soba Ram Sub- Staff 8. Sh. Goga Sub- Staff 9. Sh. Ramesh Chandra Sub- Staff 10. Sh. Joginder Nath Sub- Staff		Placing order for requirement for the respective department Maintenance of stock register To maintain the stock of all the assets like Fridge, Intercom, and Duplicating Machine, Vending machine etc. To procure AMC as required. Maintenance of all the items Repair work of electrical wiring. Fixation of tubes, switches, bulbs. Maintenance of aqua guard, Refrigerator and coolers. Decoration during Function/Events/Celebrations.
16.	<b>Contractual Appointments</b>	<b>SSA I/C</b> Members- 1. JSA 2. Sh. Naveen Chandra Paneru TGT-WE		To draft the advertisement and give it in the Newspaper. To prepare for the interview. To prepare the panel. To call the teachers as and when required and to complete all the necessary formalities.

		3. Sh Ram, PGT- Physics 4. Sh. R.K. Nagar PGT- History 5. Sh. Ashok K. Meena TGT- Hindi 6. Sh. Devraj Sub-Staff 7. Sh. Joginder Nath Sub- Staff		
17.	<b>Photography, Banners and Decoration</b>	<b>Mrs. Parul Berwal PGT- Comp. Sc I/C</b> Members- 1. Sh. Naveen Chandra Paneru TGT-WE 2. TGT- Library 3. Ms Shaveta TGT-ART 4. Ms Ramandeep Kaur Computer Instructor 5. Sh. Anshuman PRT 6. Sh. Joginder Nath Sub- Staff		Arrangement of photographer for School programmes. Maintenance of album. Uploading of photos after every event on the Website and publishing in the newspaper.
18.	<b>P A System &amp; Fire Safety, Evacuation (Electrical repairs &amp; Connections. Including upkeep of fire extinguishers)</b>	<b>Sh. Naveen Chandra Paneru TGT-WE I/C</b> Members- 1. Sh. Sunil Kumar PRT- Music 2. Ms Shaveta TGT-ART 3. Sh. Soba Ram Sub- Staff 4. Sh. Joginder Nath Sub- Staff 5. Sh. Devraj Sub-Staff 6. Mrs Neelama Sub- Staff		Purchase & Maintenance of PA system related items. Ensuring the functioning of this during daily assembly (both in Primary & secondary) and also during all the meetings, workshops, seminars and celebrations at school. Placing order for requirement for the respective department To train the teachers & the students. To plan mock drill To check upkeep, procurement of the equipment To procure the certificate
19.	<b>Class teachers</b>	<b>All Class Teachers of Classes 1 to 12</b>		Classroom maintenance: Cleanliness, Decoration, Information, Class room Inventory, ICT equipment's Students Discipline: Student's uniform, late comers, etc., immediately bring it to the notice of Principal and inform the parents. Maintain the Anecdotal record of students. Others: All leave letters, Fee concession letters, TC. Application forms and any official letters should be certified by Class teachers or Co-class teachers before reaching to the Principal for counter signature.
20.	<b>Medical and First aid Medical Check-up First Aid</b>	<b>Sh Shivam Gupta, TGT- P&amp;HE I/C</b> Members- 1. Sh. Naveen Chandra Paneru TGT-WE 2. Ms. Palki Sharma TGT- Science 3. Ms Shaveta TGT-ART 4. Sh Nikhil Sharma, Yoga Coach 5. Ms. Sakshi PRT 6. Ms. Vaishali PRT 7. Sh Ramesh Chander Sub-Staff 8. Sh. Joginder Nath Sub- Staff 9. Sh. Devraj Sub-Staff 10. Mrs Neelama Sub- Staff		Placing order for requirement for the respective department To Maintain first aid in the Vidyalaya for any emergency. Distribution and collection of medical cards to class teachers. Arrangement of students' health checks up, twice a year as per KVS Purchase of medicines and materials for First Aid kit Providing first aid facilities to students as and when required. Attending to all emergency conditions. Schedule



21.	<b>Excursion/Field trips/Adventure Club.</b>	<p><b>Sh. Naveen Chandra Paneru TGT-WE I/C</b>  Members- 1. Sh Shivam Gupta, TGT- P&amp;HE  2. Ms Shaveta TGT-ART  3. Ms Bhavna, PGT- Geo  4. Ms. Neha PGT- Bio.  5. Sh. Mukeshwar Singh PGT- Economics  6. Sh Devraj PGT- Political Science  7. Ms Vishali Anand PGT- Chemistry  8. Ms. Ankita Singh TGT-Maths  9. Sh. Sunil Kumar PRT- Music  <b>Primary- Ms. Priyam Chouhan PRT I/C</b>  1. Ms. Sakshi PRT  2 Ms. Vaishali PRT  3. Ms Sonia PRT  4. Sh. Anshuman PRT  5. Sh Nikhil Sharma, Yoga Coach  6. Ms Poonam, PRT  7. Ms Meenakshi PRT  <b>All Class Teachers of Classes 1 to 12</b>  <b>Supporting Staff-</b>  1. Sh. Soba Ram Sub- Staff  2. Sh. Joginder Nath Sub- Staff  3. Sh. Ramesh Singh Sub- Staff  4. Sh. Ramesh Chandra Sub- Staff  5. Mrs Neelama Sub- Staff  6. Sh Goga Sub-Staff</p>		<p>Planning and arrangement of educational tours as per KVS direction for students and staff.  To check out and implement Annual plan for outing of the students as per the provisions in consultation with the Class teachers/Principal-  To accompany the students for the programmes identified by the KVS</p>
22.	<b>Scouts &amp; Guides/ Cubs &amp; Bulbuls</b>	<p><b>Sh. Ashok K. Meena TGT- Hindi I/C</b>  Members-  1. Sh. Naveen Chandra Paneru TGT-WE  <b>Ms. Nisha I/C</b>  Members-  1. Ms. Priyam PRT  2 Ms. Sonam Devi PRT PRT  3. Sh. Sunil Kumar PRT- Music</p>		<p>To enroll Scouts &amp; Guides, Cubs &amp; Bulbuls and to organize testing camps, troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO  To conduct scouts and guides activities in the Vidyalaya.  To prepare the students for various testing camps.  To plan for adventure activities for scouts.  Placing order for requirement for the respective department.</p>
23.	<b>Website Maintenance/ ICT/UBI Data &amp; fee verification</b>	<p><b>Mrs. Parul Berwal PGT- Comp. Sc I/C</b>  Members-  1. Ms Ramandeep Kaur Computer Instructor  2. TGT- Library  3. Sh. Ashok K. Meena TGT- Hindi  4. Ms Shaveta TGT- ART  5. Ms. Vaishali PRT  6. SSA  7. <b>All Class Teachers of Classes 1 to 12</b></p>		<p>Safety and security of all computer labs.  Submission of requirements. All works related to computer department.  Submission of monthly report to the Regional Office.  School web site maintenance. Uploading of all information with photos.  To ensure all the Labs in working condition with broadband/LAN connectivity for carrying out - To Regularly update the website with latest happenings.  To update all the details of Shaala Darpan and keep the records.  Fixing and announcement of dates for fee collections.  Feeding of data to UBI Server. UBI Data &amp; Quarterly fee verification.</p>

24.	<b>Fee collections, Checking CS 11 &amp; CS 54 Cash Book SF/VVN</b>	<b>Sh. Naveen Chandra Paneru TGT-WE I/C</b> Members- 1. SSA 2. JSA 3. <b>Sh. R.K. Nagar PGT- History</b> 4. Sh Rohit Kumar TGT- Maths 5. Sh. Devraj Sub-Staff 6. <b>All Class Teachers of Classes 1 to 12</b>		Fixing and announcement of dates for fee collections. Feeding of data to UBI Server. Take up the modifications as and when required.
25.	<b>NAEP/POCSO Grievance, Child Right protection cell</b>	<b>Ms. Neha, PGT- Bio I/C</b> Members- 1. Sh Ram, PGT- Physics 2. Sh Pardeep Kumar PGT- Maths 3. Ms Ankita TGT-Maths 4. Ms Rasna Ravindran TGT-So.Science 5. Ms. Palki Sharma TGT- Science 6. Ms. Vaishali PRT 7. Ms. Sonam Devi PRT 8. Mrs Neelama Sub- Staff		Dealing with the grievances of students To sensitize the students on adolescent issues. To train all the Teachers. To maintain records. To inform the students about the various courses that can be taken as career.
26.	<b>Guidance &amp; Counselling</b>	<b>Ms Bhavna, PGT- Geo. I/C</b> Members- 1. Ms Parul BERwal, PGT- CS  2. Ms Neha PGT- Bio  3. Ms Kajal, PGT English  4. Ms Ankita TGT-Maths  5. Ms Rasna Ravindran TGT-So.Science		To carry out sessions on various careers. To put up in the school various options of careers available. Dealing the matters with students, teachers and parents To intimate the children regarding the various courses. Addressing the complaints and maintenance of suggestive measures. Steps taken.
27.	<b>Internal Complaint Committee (For Woman Employee)</b>	<b>Ms Ankita TGT-Maths I/C</b> Members- 1. Ms Bhavna PGT- Geo. 2. Ms. Vaishali, PRT 3. Ms Arpana Sharma PRT 4. Sh. R.K. Nagar PGT- History		Dealing with the grievances
28.	<b>SC/ST Grievance Cell</b>	<b>Sh. Ashok Kumar Meena TGT- Hindi I/C</b> Members- 1. Sh Ram, PGT- Physics 2. Sh. R.K. Nagar, PGT- History 3. Sh. Rohit Kumar, TGT-Maths 4. Ms Ankita TGT-Maths		Dealing with the grievances

29.	<b>Beautification of Vidyalaya. &amp; Gardening</b>	<b>Ms Shaveta TGT- ART I/C</b> Members- 1. Sh. R.K. Nagar, PGT- History 2. Sh. Rohit Kumar, TGT-Maths 3. Ms Poonam, PRT 4. Ms Meenakshi, PRT 4. Sh. Soba Ram Sub- Staff 5. Sh. Joginder Nath Sub- Staff 6. Sh. Ramesh Chandra Sub- Staff 7. Sh. Ramesh Singh Sub- Staff 8. Mrs Neelama Sub- Staff 9. <b>All Class Teachers of Classes 1 to 12</b>		Maintaining the boards inside the classrooms, name boards for classes to be painted on the doors etc. Decoration during Function/Events/Celebrations. To maintenance of the principal room, museum with the existing items. Addition of items in consultation with Principal. To maintain the garden of the Vidyalaya. To supervise the work of the gardener. To procure materials for gardening.
30.	<b>Alumni Association</b>	<b>Sh Ram PGT-Physics I/C</b> Members- 1. Ms. Ankita Singh TGT- Maths 2. Ms Kajal Devi PGT- English 3. Sh. Ashok K. Meena TGT- Hindi 4. Sh. Naveen Chandra Paneru TGT-WE 5. Sh. Devraj Sub-Staff 6. Sh. Joginder Nath Sub- Staff		To setup Alumni association in the Vidyalaya. To keep record of students joining Engg, Medicine, NDA or other Professional courses after class XII-Result.
31.	<b>Swachchtha Coordinator (Sanitation and Cleanliness Water Management including upkeep of R.O./Aqua guards/Pump House/water coolers/Generator etc.</b>	<b>Sh. Naveen Chandra Paneru TGT-WE I/C</b> Members- 1.Sh Shivam Gupta, TGT- P&HE 2. Ms Shaveta TGT-ART 3. TGT- Library 4. Ms Bhavna, PGT- Geo 5. Ms Ramandeep Kaur Computer Instructor 6. Sh. Ramesh Chandra Sub- Staff 7.. Sh. Joginder Nath Sub- Staff 8. Mrs Neelama Sub- Staff 9. Sh Goga. Sub-Staff 10. <b>All Class Teachers of Classes 1 to 12</b>  <u><b>Repair work &amp; Maintenance</b></u> <b>Sh. Naveen Chandra Paneru TGT-WE I/C</b> Members- 1. Sh Shivam Gupta, TGT- P&HE 2. Ms Shaveta TGT-ART 3. Sh. Soba Ram Sub- Staff 4. Sh. Joginder Nath Sub- Staff 5. Mrs Neelama Sub- Staff 6. Sh Goga. Sub-Staff		To ensure that the wash rooms are cleaned twice daily by the house keeping ladies/gents. To maintain records. To ensure that the classrooms and the corridors of their respective blocks are cleaned. Functioning of Vending Machine- Upkeep of the machine, help and guide the students how to use it. AMC to be maintained To ensure cleanliness of the school/classrooms/corridors/wash rooms/water supply/storage/dustbins/electrical points. Arrangement of night duty staff (as per the need)during all the important events . - To ensure uninterrupted water supply in all the toilets and other places. -To ensure periodical cleanliness of aqua guards with the display of date of cleaning on a separate Register. To prepare the monthly report on Sanitation/cleanliness for dispatch to the Regional office.  To take up all repair works.

32.	<b>Library</b>	<b>TGT- Library I/C</b> Members- 1. Sh. Rohit Kumar, TGT-Maths I/C 2. Sh Ram, PGT Physics 3. Sh R.K. Nagar PGT-History 4. Ms. Samar Jahan, PGT- Hindi 5. Sh. Ashok K. Meena TGT- Hindi 6. Sh Hukam Chand, TGT- Sans 7. Ms. Ankita Singh TGT- Maths 8. Mrs Neelama Sub- Staff 9. Sh Goga. Sub-Staff		Maintenance of books Purchase according to the requirements Digitalization of library.
33.	राजभाषा	<b>Sh. Ashok K. Meena TGT- Hindi I/C</b> Members- 1. Sh Ram, PGT Physics 2. Sh R.K. Nagar PGT-History 3. Ms. Samar Jahan, PGT- Hindi 4. Sh Hukam Chand, TGT- Sans 5. TGT- Library 6. Ms. Priyam PRT 7. Ms Sonia PRT 8. Ms Sakshi Arora, PRT 9. Sh Anshuman PRT 10. SSA 11. JSA 12. Sh. Devraj Sub-Staff		To take care of implementation of all activities of Raj Bhasha Programme in the Vidyalaya. विद्यालय में राज भाषा कार्यक्रम की सभी गतिविधियों के क्रियान्वयन का ध्यान रखना।
34.	<b>ACP (Awaken Citizen Programme)</b>	<b>Ms. Ankita Singh TGT- Maths I/C</b> Members- 1. Sh. Ashok K. Meena TGT- Hindi 2. Sh. Rohit Kumar TGT Maths.		To implement the programme ACP in a planned and systematic manner from class 7, 8 & 9 as per the KVS guidelines. Ensure Maximum participation of children
35.	<b>Youth parliament &amp; Social Science Exhibition</b>	<b>Youth parliament-</b> Sh. R.K. Nagar PGT- History I/C <b>Social Science Exhibition-</b> Ms Rasna Ravindran TGT-So.Science I/C Members- 1. Ms Bhavna, PGT- Geo 2. Sh. Mukeshwar Singh, PGT- Economics 3. Sh Devraj PGT- POL. SCIENCE 4. Ms Shaveta, TGT-ART 5. Ms. Samar Jahan, PGT- Hindi 6. Ms. Kajal Devi, PGT- English 7. Sh Hukam Chand, TGT- Sanskrit 8. Sh. Sunil Kumar PRT- Music 9. Sh. Joginder Nath Sub- Staff		To prepare children for youth parliament at Vidyalaya level To organize youth parliament functions as per the instructions of KVS To prepare children for <b>Social Science Exhibition</b> at Vidyalaya level /cluster level/Regional level/National level Ensure Maximum participation of children

		10. Mrs Neelama Sub- Staff 11. Sh Ramesh Chander Sub Staff 12. Sh Soba Ram Sub Staff		
36.	<b>General Olympiad /Green Olympiads</b>	<b>Sh. Rohit Kumar, TGT-Maths I/C</b> Members- 1 Ms Ankita Singh TGT- Maths 2. Ms. Palki Sharma, TGT- Science 3. Mrs. Sakshi Aora PRT 4. Ms. Vaishali PRT 5. Sh Anshuman PRT 6. Sh. Ramesh Singh Sub Staff 7. Mrs Neelama Sub- Staff		To register students as per KVS guidelines. To inform the students the dates regarding the various examination. To train, to conduct the tests To maintain records, arrangement of escorts, judges. Ensure Maximum participation of children
37.	<b>Science Exhibition/ Science Olympiads/ Inspire,NCSC (Science Congress) JIGYASA</b>	Sh Ram, PGT- Physics I/C Members- 1.Ms Vishali Anand, PGT- Chemistry 2. Ms Neha, PGT- Bio I/C JIGYASA 3. Ms Parul Berwal PGT CS 4. Sh Pardeep Kumar PGT Maths 5. Ms Ankita Singh TGT Maths 6. Sh Rohit Kumar TGT-Maths 7. Ms. Palki Sharma, TGT- Science 8. Ms Ramandeep Kaur Comp. Instructor 9.. Sh. Soba Ram Sub- Staff 10. Sh. Joginder Nath Sub- Staff 11. Sh Soba Ram, Sub- Staff 12. Mrs Neelama Sub- Staff		To prepare children for <b>Science Exhibition /Congress</b> at Vidyalaya level /cluster level/Regional level/National level To register students as per KVS guidelines. To inform the students the dates regarding the various examination. To train, to conduct the tests To maintain records, arrangement of escorts, judges. Ensure Maximum participation of children
38.	<b>Olympiads (Maths) – KVS/ INMO</b>	<b>Ms. Ankita Singh TGT- Maths I/C</b> Members- 1. Sh. Pardeep Kumar, PGT- Maths 2. Sh Rohit Kumar, TGT-Maths 3. Sh. Devraj Sub-Staff 4. Sh. Joginder Nath Sub- Staff 5. Sh Ramesh Singh, Sub-Staff		To prepare children at Vidyalaya level /cluster level/Regional level/National level To register students as per KVS guidelines. To inform the students the dates regarding the various examination. To train, to conduct the tests To maintain records, arrangement of escorts, judges. Ensure Maximum participation of children
39.	<b>Private Agencies Conservancy/ Security</b>	<b>SSA I/C</b> Members- 1. JSA 2. Sh. Naveen Chandra Paneru TGT-WE I/C 3. Sh Ram, PGT- Physics 4. Sh. R.K. Nagar PGT- History 5. Sh. Devraj Sub-Staff		To do correspondence with the Authorized agency. To check the attendance/ ESI/ Police verification of House keeping staff. To verify and monitor the stock purchased under Sanitation regularly To certify the bills related to the Sanitation Committee. To monitor the work of the conservancy and security. To check the attendance. To check and certify the payments. Any grievances or complaints should be brought to the notice of the Principal immediately.

40.	<b>Printing Magazine / Students Diary/ Teachers Diary</b>	<b>Sh. Ashok K. Meena TGT- Hindi I/C (Overall, I/C)</b> <b>Ms. Kajal Devi, PGT-English I/C</b> <b>Sh Hukam Chand, TGT- Sanskrit I/C</b> Members- 1. Ms Samar Jahan , PGT- Hindi 2. Mrs. Parul Berwal PGT- Comp. Sc. 3. Ms Ramandeep Kaur Computer Instructor 4. Ms Shaveta TGT- Art 6. Ms Shalini Rajput , TGT- English		Printing work related to admission, school magazines, students and teachers diaries, invitation cards, DO letters etc., under the supervision of committee in charge.
41.	<b>Meetings</b>	<b><u>V M C Meeting:</u></b> <b>SSA I/C</b> Members- 1. JSA 2. Sh Ram, PGT- Physics 3. Sh. R. K. Nagar PGT- History 4. Sh. Naveen Chandra Paneru TGT-WE 5. Sh. Ashok K. Meena TGT- Hindi 6. Sh Rohit Kumar, TGT-Maths 7. Sh Anshuman PRT 8. Sh. Devraj Sub-Staff 9. Sh. Soba Ram Sub- Staff 10. Sh. Joginder Nath Sub- Staff 11. Sh Soba Ram, Sub- Staff 12. Mrs Neelama, Sub-Staff 13. Sh Goga Sub-Staff <b><u>PTA Meeting –</u></b> <b>Sh. Ram, PGT- Physics I/C</b> <b>Sh Rohit Kumar, TGT-Maths. I/C</b> Members- 1. Sh Rakesh Kumar Nagar, PGT- History 2. Ms Bhavna, PGT- Geo. 3. Ms Vishali Anand, PGT- Chemistry 4. Sh. Ashok K. Meena TGT- Hindi 5. SSA 6. JSA 7. Sh. Devraj Sub-Staff <b>All Class Teachers of Classes 1 to 12</b> <b><u>Staff meetings –</u></b> <b>Sh. Ashok K. Meena TGT- Hindi I/C</b> Members- 1. Ms Samar Jahan, PGT- Hindi		To take up all the work related to VMC meeting & VEC as and when required.  To inform the members about the Meeting. Draft the meeting report and final report. Arrangement of PTA as per schedule. Inform the students in advance. Maintain attendance and minutes of the meeting. To Organize the meeting To collect the minutes of the meetings conducted on 3 <sup>rd</sup> Saturday. To consolidate the minutes and present to PTA Joint Secretary.  To maintain the Minutes of the meeting. To organize the meetings. To collect the subscription. To arrange Farewell meetings.  To organize the meetings. To collect the subscription. To arrange Farewell meetings

		<p>2. Sh. Soba Ram Sub- Staff  3. Sh. Joginder Nath Sub- Staff  4. Sh Ramesh Chander, Sub- Staff  5. Mrs Neelama, Sub-Staff  6. Sh Goga Sub-Staff</p> <p><b>Staff club Members-</b>  <b>Ms. Ankita Singh TGT- Maths I/C</b>  Members-  1. Ms Sakshi PRT  2. Sh. Soba Ram Sub- Staff</p>		
42.	<b>PANEL INSPECTION</b>	<p><b>Sh Ram, PGT- Physics Overall, I/C</b>  Members-  1 Sh. R. K. Nagar PGT- History  2. Sh. Naveen Chandra Paneru TGT-WE  3. Sh. Ashok K. Meena TGT- Hindi  4. Sh Rohit Kumar, TGT-Maths  5. Sh Anshuman PRT  6. SSA  7. JSA  8. Sh. Devraj Sub-Staff  9. Sh. Soba Ram Sub- Staff  10. Sh. Joginder Nath Sub- Staff  11. Sh Soba Ram, Sub- Staff  12. Mrs Neelama, Sub-Staff  13. Sh Goga Sub-Staff</p>		<p>To programme the Panel Inspection Schedule and Documents</p> <ol style="list-style-type: none"> <li>1. To Organise and coordination</li> <li>2. To Organise and coordination</li> <li>3. To Organise the Academic and Institutional Plan</li> <li>4. To organise the display of records and reports.</li> <li>5. Member to complete the formats of Inspections and Inspection tools.</li> <li>6. Member to arrange the official documents for Inspection Team.</li> <li>7. Member to arrange the official documents for Inspection Team</li> <li>8. Member to arrange the Refreshment and stay</li> <li>9. Member to arrange the Refreshment and stay</li> <li>10. Member to arrange the Refreshment and stay</li> </ol>
43.	<p><b>Swasth Bharat ,Swasth Bacchey. (SBSB)</b></p> <p><b>Students with special needs (Divyang).*</b></p>	<p><b>Sh Shivam Gupta, TGT- P&amp;HE I/C</b>  <b>Ms. Nisha PRT I/C</b>  Members-  1. Ms Ankita Singh TGT- Maths  2. Ms Palki Sharma TGT- Science  3. TGT- Library  4. Ms Shaveta TGT- ART  5. Sh Nikhil Sharma, Yoga Coach  6. Ms Vaishali PRT  7. Sh. Anshuman PRT  8. Ms Meenakshi, PRT</p> <p><b>All Class Teachers of Classes 1 to 12.</b></p>		<ol style="list-style-type: none"> <li>1. Distribution of passwords to all the classes.</li> <li>2. Monitoring of the activity, helping in organizing.</li> <li>3. To maintain the record for the entire year.</li> <li>4. Collection of Data class wise as per guidelines. /KVS norms.</li> <li>5. To keep records ready for sending to RO as and when required.</li> </ol>

44.	<b>Local Purchase (Invitation, Prize Packing, certificate &amp; Games and other articles.</b>	<b>Sh. Naveen Chandra Paneru TGT-WE I/C</b> Members- 1. Sh Ram, PGT- Physics 2. Sh. R.K. Nagar PGT- History 3. Sh. Ashok K. Meena TGT- Hindi 4. Sh Rohit Kumar, TGT-Maths 5. Sh Anshuman PRT 6. Ms. Vaishali PRT 7. SSA 8. JSA 9. Sh. Devraj Sub-Staff <b>10. All The Department In charges</b>		Consolidating the requisition from all teachers. Conduct of market survey to procure quotation. To prepare comparative statement. To verify the purchases/bills as per procedure. To ensure that the payment is made to the firm. To be responsible for purchase of suitable prizes for different competitions, certificates and prizes for the students from time to time. To prepare invitation cards for various functions in the Vidyalaya
45.	<b>Teaching Aids/ Resource Rooms</b>	<b>Mrs. Parul Berwal PGT- Comp. Sc I/C</b> Members- 1. Ms Ramandeep Kaur, Computer Instructor 2. Ms Ankita Singh, TGT-Maths 3. Ms. Vaishali PRT 4. Mrs Neelama, Sub-Staff		To keep the stock of all teaching aids. To purchase new teaching aids as required.
46.	<b>Income Tax</b>	<b>SSA I/C</b> Members- 1. JSA 2. Sh. Naveen Chandra Paneru TGT-WE I/C 3. Sh. R.K. Nagar PGT- History 4. Sh. Devraj Sub-Staff		To check IT details submitted by the Teachers and preparation of Form 16.
47.	<b>Staff Vacancy Position/ U-DIES</b>	<b>SSA I/C</b> Members- 1. JSA 2. Sh. Naveen Chandra Paneru TGT-WE I/C 3 Sh. R.K. Nagar PGT- History 4. Sh. Devraj Sub-Staff		To take up the work as required
48.	<b>Staff Room Maintenance</b>	<b>Ms. Nisha, PRT I/C</b> Members- 1. Ms Shaveta TGT- Art I/C 2 Ms Palki Sharma, TGT- Science 4. Ms. Priyam, PRT 5. MS. Meenakshi, PRT 6. Mrs. Rani Dahiya PRT <b>7. Conservancy persons for cleanliness.</b>		To assign the duty to teachers on rotation basis. To ensure cleanliness



49.	<b>Transportation and Transportation safety system</b>	<b>SSA I/C</b> Members- 1. Sh. Naveen Chandra Paneru TGT-WE 2. Sh. R.K. Nagar PGT- History 3. Sh Shivam Gupta TGT- P&HE I/C 4. JSA 5. Sh. Joginder Nath Sub- Staff 6. Sh. Soba Ram Sub- Staff 7. Sh. Devraj Sub-Staff		To communicate with NHPC to arrange for the vehicles as and when required.
50.	<b>Flag Duty</b>	<b>Sh Shivam Gupta, TGT- P&amp;HE I/C</b> Members- 1. Sh. Ashok K. Meena TGT- Hindi 2. Sh Nikhil Sharma, Yoga Instructor 3. Guard On duty		To allot duties and train teachers for flag hoisting and lowering
51.	<b>Lab Maintenance</b>	<b>1. Chemistry</b> - Sh. Soba Ram Sub- Staff <b>2. Biology Lab</b> Sh. Ramesh Chander Sub- Staff <b>3 Physics Lab</b> - Sh. Joginder Nath Sub- Staff <b>4. ATL Lab-</b> Sh. Joginder Nath Sub- Staff <b>5. Computer Labs-</b> Mrs Neelama Sub- Staff <b>6. Geography Lab-</b> Sh Gogga Sub-Staff		Assist in the labs with equipment's
52.	<b>Atal Tinkering Lab</b>	<b>Sh Ram, PGT- Physics I/C</b> Members- 1. Sh. Naveen Chandra Paneru TGT-WE 2. Mrs. Parul Berwal PGT- Comp. Sc 3. Sh. Pardeep Kumar, PGT- Maths 4. Ms Vishali Anand , PGT- Chemistry 5. Ms. Ankita Singh TGT- Maths 6. Sh Rohit Kumar, TGT-Maths 8. Ms Shaveta TGT- ART 7. Ms. Palki Sharma TGT- Science 9. SSA 10. JSA 11. Sh. Joginder Nath Sub- Staff 12. Sh. Soba Ram Sub- Staff 13. Mrs Neelama Sub- Staff		To organize activities. Encourage students for active participation. Upkeep and maintenance To maintain records as per the guidelines received

**NOTE:**

1. These committees are formed for the smooth function of the Vidyalaya.
2. All the In-charges and members of various committees are requested to perform the duties as mentioned above.
3. Apart from these, if any work is assigned by the Principal, all teachers have to carry out the work.
4. All the contractual teachers will take up the work assigned by the Principal.
5. All the committee in charges will upload their report of activities along with the photos on the website with the help of PGT-CS and Computer instructor.

(P. N. CHAKI)  
PRINCIPAL