

## Committees for Academic Year 2024-25

### KENDRIYA VIDYALAYA JYOTIPURAM, DIST. REASI JAMMU AND KASHMIR LIST OF COMMITTEES FOR THE YEAR 2024-2025.

S.no	Department	Name of the Teachers.	Sign	Duties & Responsibilities
1.	Admission	<b>Sh. R.K. Nagar PGT- History I/C</b> Members- 1.Mrs. Parul Berwal PGT- Comp. Sc. 2. Ms. Ankita Singh PGT-Chemistry 3. Sh Rohit Kumar TGT- Maths 4. Sh. Parveen Kumar TGT- Hindi 5. Sh. Anshuman PRT 7. Ms. Neha, PRT 8 Ms. Muskan, PRT 9. Ms Sakshi Arora PRT 10. SSA 11. Sh Gourav, JSA 12. Sh. Devraj Sub-Staff 13. Sh. Joginder Nath Sub- Staff		<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.	Time-Table & Arrangement, Bell Timings, Fun Day & Corridor Duty	<b>Sec &amp;Sr.Sec</b> <b>Sh. R.K. Nagar PGT- History I/C</b> Members- 1. Ms Mansi Shokeen PGT-Economics 2. Sh Rohit Kumar TGT- Maths 3. Sh. Goga. Sub- Staff 4. Mrs Neelama Sub- Staff. 5 .Sh. Ramesh Chandra Sub- Staff  <b>Primary-</b> <b>Sh. Anshuman PRT I/C</b> Members- 1. Ms. Prachi PRT 2. PRT-1 3. Sh. Goga. Sub- Staff 4. Mrs Neelama Sub- Staff. 5 .Sh. Ramesh Chandra Sub- Staff		<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. Ms Radha Rani TGT P&HE 2. Ms Meenu Mehta PGT- English 3. PGT- Hindi 4. Sh. Abhay Kumar TGT-WE 5. Ms Anjana PRT 6. Sports Coach 7. Yoga Instructor 8. Sh. Goga. Sub- Staff 9. Sh. Soba Ram Sub- Staff 10. All the House Masters 11. 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><u>Examination</u></b>	<b>Sec &amp;Sr.Sec-</b>		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.
a)	<b>Internal Examination</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 Mansi Shokeen PGT-Economics 3. Ms Manisha Tomar PGT-Biology 4. Sh. Parveen Kumar TGT- Hindi 5. Sh. Ramesh Singh Sub-Staff		
b)	<b>Internal /External Examination.</b>	<b>Primary-</b> <b>Mrs. Sakshi Arora PRT I/C</b> Members- 1. Ms. Bhavya Ghalot PRT 2. Ms. Himanshi PRT 3. 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. R.K. Nagar PGT- History 2. Ms Mansi Shokeen PGT-Economics 3. Ms Manisha Tomar PGT-Biology 4. Sh. Parveen Kumar TGT- Hindi 5. SSA 6. Sh Gourav JSA 7. Sh. Ramesh Singh Sub-Staff 8. Sh. Joginder Nath Sub- Staff 9. Sh. Soba Ram Sub- Staff 10. Ms Neelam Sub- Staff	1	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>Moderation Committee</b>	<b>Sh. Ram PGT- Physics I/C</b> Members- 1. Sh. R.K. Nagar PGT- History 2. Ms. Ankita Singh PGT-Chemistry 3. Sh. Rohit Kumar TGT- Maths 4. Sh Parveen Kumar TGT- Hindi 5. Ms Chayanika TGT-English 6. <b>Class teachers of classes 9<sup>th</sup> and 11<sup>th</sup>.</b>		-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>Ms Meenu Mehta PGT- English I/C</b> Members- 1. PGT- Hindi 2. Ms. Seema Kumari PGT- Geo. 3. Ms. Manisha Tomar PGT- Bio 4. Ms Neelu Chauhan TGT- Sanskrit 5. Ms Chayanika TGT English 6. Sh. Sunil Kumar PRT- Music 7. Ms Prachi PRT 8. Ms Himanshi PRT 9. Computer Instructor 10. Yoga Coach 11. TGT- Art		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>Ms Meenu Mehta PGT- English I/C</b> Members- 1. Mrs. Parul Berwal PGT- Comp. Sc. I/C (mygov.in) 2. PGT- Hindi 3. Sh Parveen Kumar TGT Hindi 4. Ms Chayanika TGT English 5. Ms Kajal Sindhu TGT English 6. Ms Neelu Chauhan TGT- Sanskrit 7. TGT- Art 8. Sh. Sunil Kumar PRT- Music 9. Computer Instructor  <b>PRIMARY: -</b> 1. Ms Anjana Kumari PRT I/C 2. Sh Naresh Kumar HM 3 Sh Anshuman PRT 4. Sh. Sunil Kumar PRT- Music		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 2024-25.</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 announces the various competitions in the morning assembly. 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 masters & Associates.	<p><b>SECONDARY: -</b>  <b>SHIVAJI-</b>  <b>Ms Seema Kumari PGT- Geo. I/C</b>  Member-  1. Sh Anil Kumar TGT- Maths  2. Ms Yanjana TGT- So.Sc.</p> <p><b>TAGORE-</b>  <b>Ms Ankita Singh PGT- Chemistry I/C</b>  Member-  1. Sh Abhay Kumar TGT-WE  2. TGT-.Science</p> <p><b>ASHOKA-</b>  <b>Ms Manisha Tomar PGT- Biology I/C</b>  Member-  1. Sh Rohit Kumar TGT- Maths  2. PGT- Maths</p> <p><b>RAMAN-</b>  <b>Ms Mansi Shokeen PGT-Economics I/C</b>  Member-  1. Ms. Beauty Verma TGT- Library  2. PGT- Political Science</p> <p><b>PRIMARY:-</b>  <b>SHIVAJI-</b>  <b>Ms Himanshi PRT I/C</b>  Member-  1. Ms Prachi PRT</p> <p><b>TAGORE-</b>  <b>PRT-1 I/C</b>  Member-  1. Ms Bhavya Ghalot PRT</p> <p><b>ASHOKA-</b>  <b>Ms Muskan PRT I/C</b>  Member-  1. Ms Meenakshi</p> <p><b>RAMAN-</b>  <b>Ms Neha PRT I/C</b>  Member-  1. Ms Poonam Yadav PRT</p>	<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.</p>
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d)	Clubs	<p><b>1. Literary Club</b>  i. (English)– Ms Kajal Sindhu TGT- English  ii. (Hindi) – Sh. Parveen Kumar TGT- Hindi  iii. (Sanskrit)- Ms Neelu Chauhan TGT- Sans.</p> <p><b>2. Maths –</b>  1. Sh Anil Kumar TGT-Maths. I/C  2. PGT -Mathematics  3. Sh Rohit Kumar TGT Maths</p> <p><b>3. EBSB CLUB (EK BHARAT SHRESHT BHARAT) –</b>  1. Ms Yanjana TGT- So.Sc I/C  2. TGT- Art  3. Sh. Sunil Kumar PRT- Music</p> <p><b>PRIMARY: -</b>  1. Ms Anjana Kumari PRT I/C  2. Sh Naresh Kumar HM  3 Sh Anshuman PRT  4. Sh. Sunil Kumar PRT- Music</p> <p><b>4. Eco club –</b>  1. Ms Seema Kumari – PGT Geography I/C  2. TGT Science  3. Ms Beauty Verma TGT- Library</p> <p><b>PRIMARY: -</b>  1. Ms Anjana Kumari PRT I/C  2. Sh Naresh Kumar HM  3 Sh Anshuman PRT  4. Sh. Sunil Kumar PRT- Music</p> <p><b>5. Yuva Tourism Club-</b>  1. Ms Mansi Shokeen I/C  2. Sh. R.K. Nagar PGT- History  3. PGT- Pol. Sc.</p> <p><b>6. Health &amp; Wellness Club: -</b>  1. Ms Manisha Tomar PGT- Biology. I/C  2. Ms Ankita Singh PGT Chemistry  3. Sh. R.K. Nagar PGT- History  4. Sh Ram PGT Physics  5. TGT Science  6. Ms Beauty Verma TGT- Library</p>	<ol style="list-style-type: none"> <li>Activities to be planned and implemented.</li> <li>Records to be maintained in the Club Register.</li> <li>Upkeep of the bulletin board.</li> <li>Ensure maximum participation of students in the club activities.</li> <li>There are two student heads, one Girl and one Boy nominated.</li> <li>The Executive body may consist of two Student Heads (Boy and Girl), 01 Executive Member: Record Keeper, and other Executive Members.</li> <li>Add at least two boys and two girls student from each section.</li> <li>The number of Executive members can be increased or decreased based on the number of student members in the club.</li> <li>The body is required to meet at least once a month and report on action taken at the next.</li> <li>The members should think of project ideas, encourage club members to participate, and delegate responsibilities.</li> </ol> <p>Objectives of Eco-clubs in school:  Promote ethos of conservation of water by optimizing the use of water. Motivate students to imbibe habits and life style for minimum waste generation, source separation of waste and disposing the waste to the nearest storage point.</p> <p>Tourism club objective is to create interest, awareness and sense of responsibility towards our country's natural and cultural heritage tourism amongst the youth. To give the exposure of industrial visit, social activities for the students.</p> <p>For details go through the handbook by Ministry of Health and welfare. Eat Right Movement by FSSAI.</p> <p>The major objectives of the proposed Health Club are:-</p> <ol style="list-style-type: none"> <li>To provide an assortment of activities to assist schools to nudge school children towards healthy, balanced, and diverse diets.</li> <li>To enable students to appreciate the importance of safe and nutritious food;</li> <li>To ignite a passion for inculcating healthy eating habits at formative age;</li> <li>To educate students regarding the rich heritage and culture of Indian foods;</li> <li>To make pupils aware that the health of a person is the health and wealth of the family and society.</li> </ol>
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6.	<b>Academic Coordination Committee</b>	<b>Sh. Ram PGT- Physics I/C</b> Members- 1. Sh. R.K. Nagar PGT- History 2. Ms Ankita Singh PGT-Chemistry 3. Ms Manisha Tomar PGT Biology 4. Sh. Rohit Kumar TGT- Maths 5. Sh Parveen Kumar TGT Hindi 6. Sh Naresh Kumar HM <b>7. 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 /FLN</b>	<b>Primary-. Ms. Poonam Yadav PRT I/C</b> 1. Ms. Neha PRT (FLN) I/C 2. Ms Muskan PRT <b>All Class Teachers of Classes 1 to 5.</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. Sh. R.K. Nagar PGT- History I/C 2. Sh. Anshuman PRT 3. Sh Gourav JSA 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>Ms Radha Rani TGT- P&amp;HE I/C</b> <b>Sh Naresh Kumar HM I/C (Primary)</b> Members- 1.Sh Ram PGT- Physics I/C ( Secondary) 2. Sh. R.K. Nagar PGT- History 3. Ms Ankita Singh PGT-Chemistry 4. Ms Manisha Tomar PGT Biology 5. Ms Mansi Shokeen PGT- Economics 6. Ms. Seema Kumari PGT- Geo. 7. PGT- Pol. Sc. 8. Sh Rohit Kumar TGT- Maths 9. Sh. Parveen Kumar TGT- Hindi 10. Ms. Anjana Kumari PRT 11. Ms. Himanshi PRT 12.Muskan PRT 13. Sports Coach 14. 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. Ms Ankita Singh PGT-Chemistry 4. Sh. Abhay Kumar TGT-WE 5. Sh. Parveen Kumar TGT- Hindi 6. Sh Anil Kumar TGT-Maths 7. Ms Radha Rani TGT- P&HE 8. Sh Anshuman PRT 9. Sh. Devraj Sub-Staff 10. Sh. Soba Ram Sub- Staff 11. Sh. Joginder Nath Sub- Staff 12. 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>Ms Radha Rani TGT- P&amp;HE I/C</b> <b>Sh Naresh Kumar HM I/C (Primary)</b> Members- 1. Sh Ram PGT-Physics 2. Sh. R.K. Nagar PGT- History 3. Ms Ankita Singh PGT-Chemistry 4. Ms Mansi Shokeen PGT- Economics 5. PGT- Pol. SC. 6. Sh Anil Kumar TGT-Maths 7. Sh. Abhay Kumar TGT-WE 8. Sh. Parveen Kumar TGT- Hindi 9. Sh. Anshuman PRT		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

		10. Sh. Sunil Kumar PRT 11. Sports Coach 12. Yoga Coach 13. Computer Instructor 14. Sh. Soba Ram Sub- Staff 15. Sh. Ramesh Chandra Sub- Staff 16. Sh. Joginder Nath Sub- Staff 17. Sh. Goga Sub- Staff <b>18. All the subject teachers in the classes 1 to 12 during last period.</b>		
12.	<b>Subject Convenors</b>	1. <b>English-</b> Ms. Meenu Mehta PGT- English 2. <b>Hindi</b> - Sh. Parveen Kumar TGT- Hindi 3. <b>Maths</b> - Sh. Rohit Kumar PGT- Maths 4. <b>Science</b> -. Sh. Ram, PGT- Physics Register Maintained By: - TGT- Science 5. <b>Social Science-</b> Sh. R.K. Nagar PGT- History Register Maintained By: - Ms. Mansi Shokeen PGT-Economics  6. <b>Primary-</b> Sh. Naresh Kumar HM I/C Register Maintained By: - Ms. Muskan 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>Ms. Radha Rani TGT- P&amp;HE I/C</b> Members- 1. Sh. Abhay Kumar TGT-WE <b>I/C ATL</b> 2. Sh. Rohit Kumar TGT- Maths 3. Sh. Parveen Kumar TGT- Hindi 4. Sh. Anil Kumar TGT-Maths 5. TGT-Art 6. Sh. Anshuman PRT 7. Ms. Anjana Kumari PRT 8. Sports Coach 9. Yoga Coach 10. 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. R.K. Nagar PGT- History 2. Sh Rohit Kumar TGT- Maths 3. Sh. Anshuman PRT 4. Sh Gourav JSA 5. Sh. Ramesh Chandra Sub-Staff 6. Sh. Soba Ram Sub- Staff 7 Sh. Joginder Nath Sub- Staff 8. Sh. Goga Sub- Staff <b>9. ALL THE CLASS TEACHERS CLASSES Balvatika 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. Abhay Kumar TGT-WE I/C</b> Members- <b>1.</b> Mrs. Parul Berwal PGT- Comp. Sc 2. Sh. R.K. Nagar PGT- History 3. Sh Rohit Kumar TGT- Maths 4. Sh. Parveen Kumar TGT- Hindi 5. Ms Beauty Verma TGT- Library 6. TGT-ART 7. Sh Anshuman PRT 8. SSA 9. Sh Gourav JSA 10. Sh. Soba Ram Sub- Staff 11. Sh. Goga Sub- Staff 12. Sh. Ramesh Chandra Sub- Staff 13. 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>Sh. R.K. Nagar PGT- History I/C</b> Members- 1. Sh Ram, PGT- Physics 2. Sh Naresh Kumar HM 3. Sh Anshuman PRT 4. SSA 5. Sh Gourav JSA 6. Sh. Devraj Sub-Staff		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.
17.	<b>Photography, Banners and Decoration</b>	<b>Mrs. Parul Berwal PGT- Comp. Sc I/C</b> Members- 1. Ms Meenu Mehta PGT- English 2. Ms Beauty Verma TGT- Library 3. TGT-ART 4. Sh. Anshuman PRT 5. Ms Muskan PRT 6. Ms Bhavya PRT		Arrangement of photographer for School programmes. Maintenance of album. Uploading of photos after every event on the Website and publishing in the newspaper.

		7. Ms Poonam Yadav PRT 8. Computer Instructor		
18.	<b>P A System &amp; Fire Safety, Evacuation (Electrical repairs &amp; Connections. Including upkeep of fire extinguishers)</b>	<b>Sh. Abhay Kumar TGT-WE I/C</b> Members- 1. Sh. Sunil Kumar PRT- Music 2. TGT-ART 3. Sh. Goga 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 Balvatika 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>Ms Radha Rani TGT- P&amp;HE I/C</b> Members- 1. Ms Manisha Tomar PGT-Biology 2.TGT- Science 3. TGT-ART 4. Yoga Coach 5. Sports Coach 6. Ms. Prachi PRT 7. Mrs Neelama Sub- Staff 8. Sh. Joginder Nath Sub- Staff 9. Sh. Devraj 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>	<b>Sh Rohit Kumar TGT-Maths I/C</b> Members- 1. Ms Radha Rani TGT- P&HE 2. Ms Mansi Shokeen I/C 3. Sh. R.K. Nagar PGT- History 4. PGT- Pol. Sc. 5. TGT-ART <b>Primary- Sh Naresh Kumar HM I/C</b> 1. Ms. Sakshi PRT 2 Ms. Bhavya Ghalot PRT 3. Ms Neha PRT 4. Sh. Anshuman PRT 5. Ms Meenakshi PRT		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

		<b>All Class Teachers of Classes Balvatika to 12</b> <b>Supporting Staff-</b> 1. Sh. Soba Ram Sub- Staff 2. Sh. Joginder Nath Sub- Staff 3. Sh. Ramesh Chandra Sub- Staff 4. Mrs Neelama Sub- Staff 5. Sh Goga Sub-Staff		
22.	<b>Scouts &amp; Guides/ Cubs &amp; Bulbuls</b>	<b>Sh. Anil Kumar TGT- Maths I/C Overall</b> <b>Ms. Anjana I/C Cubs &amp; Bulbuls</b> <b>Members-</b> 1. Sh. Parveen Kumar TGT-Hindi 2. Ms Chayanika TGT-English 3. Ms Kajal Sindhu TGT English 4. Ms Neelu Chauhan TGT Sanskrit 5. Sh. Sunil Kumar PRT- Music 6. Ms Meenakshi PRT		To enroll Scouts & Guides, Cubs & 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.
23.	<b>Website Maintenance/ ICT/</b>	<b>Mrs. Parul Berwal PGT- Comp. Sc I/C</b> <b>Members-</b> 1. Computer Instructor 2. TGT- Library 3. Ms Meenu Mehta PGT English 4. TGT- ART 5. Ms. Poonam Yadav PRT 6. SSA 7. Sh Gourav JSA 8. <b>All Class Teachers of Classes Balvatika to 12</b>		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.
24.	<b>Fee collections</b> <b>UBI Data &amp; fee verification</b>  <b>Checking CS 11 &amp; CS 54</b> <b>Cash Book SF/VVN</b>	<b>Sh. R.K. Nagar PGT- History I/C</b> <b>Members-</b> 1 Mrs. Parul Berwal PGT- Comp. Sc 2. Sh Anshuman PRT 3. Sh Gourav JSA  <b>SSA I/C</b> <b>Members-</b> 1 Sh Gourav JSA. I/C 2. Sh. R.K. Nagar PGT- History 3. Sh Anshuman PRT 4. Sh. Devraj Sub-Staff 5. <b>All Class Teachers of Classes Balvatika to 12</b>		Fixing and announcement of dates for fee collections. Feeding of data to UBI Server. UBI Data & Quarterly fee verification. Take up the modifications as and when required.  To update the tally software monthly. Keeping all records.

25.	<b>POCSO Grievance, Child Right protection cell</b>	<b>Ms. Manisha Tomar, PGT- Bio I/C</b> Members- 1. Ms Ankita Singh PGT Chemistry 2. Sh Ram PGT Physics 3. Sh. R.K. Nagar PGT- History 4. Sh Naresh Kumar HM 5. TGT Science 6. Ms. Sakshi PRT 7. 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 Mansi Shokeen , PGT- Economics I/C</b> Members- 1. Ms Parul Berwal, PGT- CS 2. Ms Manisha Tomar PGT- Bio 3. Ms Meenu Mehta, PGT English 4. Sh Rohit Kumar TGT-Maths		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 PGT-Chemistry I/C</b> Members- 1. Sh Ram PGT-Physics		Dealing with the grievances. Details of Internal Complaint committee members is available on the Vidyalaya website under the <b>Home-Administration -Vidyalaya committees.</b>
28.	<b>SC/ST Grievance Cell</b>	<b>Sh Naresh Kumar HM I/C</b> Members- 1. Sh Ram, PGT- Physics 2. Sh. R.K. Nagar, PGT- History 3. Ms Ankita PGT-Chemistry 4. Sh. Rohit Kumar TGT- Maths		Dealing with the grievances
29.	<b>Beautification of Vidyalaya. &amp; Gardening</b>	<b>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 Balvatika 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 PGT-Chemistry 2. Sh. R.K. Nagar, PGT- History 3. Sh Naresh Kumar HM 4. Sh. Devraj Sub-Staff 5. Sh. Joginder Nath Sub- Staff		To setup Alumni association in the Vidyalaya. To keep record of students joining Eng., 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. Abhay Kumar TGT-WE I/C</b> Members- 1. Ms Radha Rani , TGT- P&HE 2. TGT-ART 3. Ms Beauty Verma TGT- Library 4. Ms Seema Kumari, PGT- Geo 5. 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. All Class Teachers of Classes Balvatika to 12  <u><b>Repair work &amp; Maintenance</b></u> <b>Sh. Abhay Kumar TGT-WE I/C</b> Members- 1. Ms RadhaRani, TGT- P&HE 2. 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>Ms Beauty Verma TGT- Library I/C</b> Members- 1. Ms Meenu Mehta PGT English 2. PGT Hindi 3. Sh. Rohit Kumar, TGT-Maths 4. Sh. Parveen Kumar TGT- Hindi 5. Ms Neelu Chauhan, TGT- Sans 6. Ms. Kajal Sindhu TGT- English 7. Sh Anshuman PRT 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. Parveen Kumar TGT- Hindi I/C</b> Members- 1. PGT- Hindi 2. Sh R.K. Nagar PGT-History 3. Ms Neelu Chauhan, TGT- Sans 4. Ms Beauty Verma TGT- Library 5. Ms. Sakshi PRT 6. Sh Anshuman PRT 7. SSA 8. Sh Gourav JSA 9. Sh. Devraj Sub-Staff 10. All the staff members.		विद्यालय में राज भाषा कार्यक्रम की सभी गतिविधियों के क्रियान्वयन का ध्यान रखना।  To take care of implementation of all activities of Raj Bhasha Programme in the Vidyalaya.
34.	ACP (Awaken Citizen Programme)	<b>Sh. Rohit Kumar TGT Maths I/C</b> Members- 1. Sh. Parveen Kumar TGT- Hindi 2. Sh Anil Kumar TGT-Maths 3. Ms Kajal Sindhu TGT English 4. Ms Chayanika TGT-English 5. Ms Neelu Chauhan TGT Sanskrit		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.	Youth parliament & Social Science Exhibition	<b>Sh. R.K. Nagar PGT- History I/C</b> Members- 1. Ms Seema Kumari, PGT- Geo 2. Ms Mansi Shokeen, PGT- Economics 3. PGT-Political Science 4. TGT-ART 5. PGT- Hindi 6. Ms. Meenu Mehta, PGT- English 7. Ms Neelu Chauhan, TGT- Sanskrit 8. Sh. Sunil Kumar PRT- Music 9. Sh. Joginder Nath Sub- Staff 10. Mrs Neelama Sub- Staff 11. Sh Ramesh Chander Sub Staff 12. Sh Soba Ram 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
36.	General Olympiad /Green Olympiads	<b>Sh. Rohit Kumar, TGT-Maths I/C</b> Members- 1 Ms Ankita Singh PGT- Chemistry 2. Ms. Manisha Tomar PGT-Biology 3. Sh Anil Kumar TGT-Maths 4. Mrs. Sakshi Arora PRT 5. Ms. Bhavya Ghalot PRT 6. Ms Himanshi PRT 7. Sh. Ramesh Singh Sub Staff 8. 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 Ankita Singh PGT- Chemistry 2. Ms. Manisha PGT-Biology I/C JIGYASA 3. Ms Parul Berwal PGT CS 4. PGT Maths 5. Sh Rohit Kumar TGT Maths 6. Sh Anil Kumar TGT-Maths 7. TGT- Science 8. Comp. Instructor 9. Sh. Soba Ram Sub- Staff 10. Sh. Joginder Nath Sub- Staff 11. 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>Sh Rohit Kumar TGT- Maths I/C</b> Members- 1. PGT- Maths 2. Sh Anil 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. Sh Gourav JSA. I/C 2. Sh. Anshuman PRT 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>Ms. Meenu Mehta, PGT-English I/C</b> <b>Sh. Parveen Kumar TGT- Hindi I/C</b> <b>Ms Neelu Chauhan, TGT- Sanskrit I/C</b> <b>Sh Naresh Kumar HM I/C Primary</b> Members- 1. PGT- Hindi 2. Mrs. Parul Berwal PGT- Comp. Sc. 3. Computer Instructor 4. TGT- Art 5. Ms Chayanika, 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.	Meetings	<p><b><u>V M C Meeting:</u></b>  <b>Sh. R. K. Nagar PGT- History Overall, I/C</b>  <b>Sh Naresh Kumar HM Overall, I/C</b>  Members-  1. SSA  2. Sh Gourav JSA  3. Sh Ram, PGT- Physics  4. Sh Rohit Kumar, TGT-Maths  5. Sh. Parveen Kumar TGT- Hindi  6. Sh Anshuman PRT  7. Sh. Devraj Sub-Staff  8. Sh. Soba Ram Sub- Staff  9. Sh. Joginder Nath Sub- Staff  10. Sh Soba Ram, Sub- Staff  11. Mrs Neelama, Sub-Staff  12. Sh Goga Sub-Staff</p> <p><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 AnkitaSingh, PGT- Chemistry  3. Ms Mansi Shokeen PGT-Economics  4. Sh. Parveen Kumar TGT- Hindi  5. SSA  6. Sh Gourav JSA  7. Sh. Devraj Sub-Staff</p> <p><b>8. All Class Teachers of Classes Balvatika to 12</b></p> <p><b><u>Staff meetings/ Staff club Members-</u></b>  <b>Sh. Rohit Kumar TGT- Maths I/C</b>  Members-  1.Ms Mansi Shokeen PGT-Economics ( Secretary)  2. Sh Anshuman PRT  3. Sh. Soba Ram Sub- Staff  4. Sh. Joginder Nath Sub- Staff  5. Sh Ramesh Chander, Sub- Staff  6.Mrs Neelama, Sub-Staff  7. Sh Goga Sub-Staff</p>	<p>To take up all the work related to VMC meeting &amp; VEC as and when required.</p> <p>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.</p> <p>To maintain the Minutes of the meeting.  To organize the meetings.  To collect the subscription.</p> <p>To organize the meetings.  To collect the subscription.  To arrange Farewell meetings</p>
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42.	<b>PANEL INSPECTION</b>	<b>Sh Ram, PGT- Physics Overall, I/C</b> <b>Sh Naresh Kumar HM Overall, I/C</b> Members- 1. Sh. R. K. Nagar PGT- History 2. Sh Rohit Kumar, TGT-Maths 3. Sh. Parveen Kumar TGT- Hindi 4. Sh Anshuman PRT 5. SSA 6. Sh Gourav JSA 7. Sh. Devraj Sub-Staff 8. Sh. Soba Ram Sub- Staff 9. Sh. Joginder Nath Sub- Staff 10. Sh Soba Ram, Sub- Staff 11. Mrs Neelama, Sub-Staff 12. Sh Goga Sub-Staff		To programme the Panel Inspection Schedule and Documentss 1. To Organise and coordination 2. To Organise and coordination 3.To Organise the Academic and Institutional Plan 4. To organise the display of records and reports. 5. Member to complete the formats of Inspections and Inspection tools. 6. Member to arrange the official documents for Inspection Team. 7. Member to arrange the official documents for Inspection Team 8. Member to arrange the Refreshment and stay 9. Member to arrange the Refreshment and stay 10. Member to arrange the Refreshment and stay
43.	<b>Fit India Activities</b>  <b>Students with special needs (Divyang).*</b>	<b>Ms Radha Rani, TGT- P&amp;HE I/C</b> <b>Sh Naresh Kumar HM I/C</b> Members- 1. Ms Beauty Verma TGT- Library 2. TGT- ART 3. Sports Coach 4. Yoga Coach <b>All Class Teachers of Classes 1 to 12.</b>		1. Distribution of passwords to all the classes. 2. Monitoring of the activity, helping in organizing. 3. To maintain the record for the entire year. 4. Collection of Data class wise as per guidelines. /KVS norms. 5. To keep records ready for sending to RO as and when required.
44.	<b>Local Purchase (Invitation, Prize Packing, certificate &amp; Games and other articles.</b>	<b>Sh Anshuman PRT I/C (Through GEM)</b> <b>Sh Gourav JSA (Through GEM)</b> Members- 1. Sh Ram, PGT- Physics 2. Sh. R.K. Nagar PGT- History 3. Ms Meenu Mehta PGT English 4. Sh Rohit Kumar, TGT-Maths 5. Sh. Parveen Kumar TGT- Hindi 6. Ms Radha Rani TGT- P&HE 7. Sh. Devraj Sub-Staff <b>8. 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. Poonam Yadav PRT 2. Computer Instructor 3. 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. Sh Gourav JSA I/C 2. Sh. Anshuman PRT 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. Sh Gourav JSA. I/C 2. Sh Anshuman PRT 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. Neelu Chauhan TGT- Sanskrit I/C</b> Members- 1. Ms Yanjana TGT Social Science 2. Ms Kajal Sindhu TGT English 3. TGT- Art 4. TGT- Science 5. Ms. Meenakshi PRT <b>6. Conservancy persons for cleanliness.</b>		To assign the duty to teachers on rotation basis. To ensure cleanliness. Maintain the Computer in staff room.
49.	<b>Transportation and Transportation safety system</b>	Sh. R.K. Nagar PGT- History I/C Members- 1. Ms Radha Rani TGT- P&HE I/C 2. SSA I/C 3. Sh Gourav JSA 4. Sh. Joginder Nath Sub- Staff 5. Sh. Soba Ram Sub- Staff 6. Sh. Devraj Sub-Staff		To communicate with NHPC to arrange for the vehicles as and when required.
50.	<b>Flag Duty</b>	<b>Ms RadhaRani, TGT- P&amp;HE I/C</b> Members- 1. Sh. Parveen Kumar TGT- Hindi 2. Sports Coach 3. Yoga Instructor 4. 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 Abhay Kumar TGT-WE I/C</b> Members- 1. Sh Ram, PGT- Physics 2. Mrs. Parul Berwal PGT- Comp. Sc 3. Ms. Ankita Singh , PGT- Chemistry 4. PGT- Maths 5. Rohit Kumar TGT- Maths 6. Sh Anil Kumar, TGT-Maths 7. TGT- ART 8. TGT- Science 9. Sh Anshuman PRT 10. SSA 11. Sh Gourav JSA 12. Sh. Joginder Nath Sub- Staff 13. Sh. Soba Ram Sub- Staff 14. Mrs Neelama Sub- Staff		To organize activities. Encourage students for active participation. Upkeep and maintenance To maintain records as per the guidelines received
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**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