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| **KENDRIYA VIDYALAYA NO 1, FEROZEPUR CANTT (PUNJAB)** |
| **ANNUAL ACADEMIC COMMITTEES 2019-2020** |

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|  | **Committee** | **Designation** | **Sign.** | **Responsibilities** |
| 1 | **VIDYALAYA HOSPITALITY SERVICES ON DIFFERENT OCCASSIONS:**  1.       MR. KULDEEP SINGH  2.       MRS. ARUNA KHERA  3.       MRS. RAJESHWARI BHAGAT  4.       MRS. MANISHA YADAV  5.       MR. ANJU BALA  6.       MRS. ANITA DHAWAN | I/C  Member  Member  Member  Member  Member |  |          To provide refreshments to students on National festivals, Sports Day, Annual Day and to extend hospitality during inspection and other VIP visits. |
| 2 | **ALL COMMITTEE I/C      (FOR SUPPORT)**    **MR .RAJESH KUMAR** | P.R.O. |  |      Check PERFORMANCE OF ALL COMMITTEES AND REPORT TO PRINCIPAL FROM TIME TO TIME |
| 3 | **ACADEMIC AND ADMINISTRATIVE /SUPPORT (SECONDARY):-**  1.       MR. KULDEEP SINGH  2.       MR. RAJESH KUMAR  3.       MRS. ARUNA KHERA  **ACADEMIC AND ADMINISTRATIVE  SUPPORT (PRIMARY) :-**  1.      Mrs. ANITA DHAWAN,  2.      MRS. JAGDISH BRAR  3.      MRS. MEENU SHARMA | I/C  Member  Member        I/C    Member  Member |  |       Verification of students’ attendance  registers        To ensure the collection of fees from all the students.(CS 54&CS 11).   The committee further verifies the entries of fees particulars in the students attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately.        To assist the undersigned in preparation of Budget estimates (SF & VVN),  Annual accounts (SF&VVN)        Any other work assigned by the principal in day to day administrative matter.        To inform the Principal about the lapses, deviations in the subject committee report.  **Committees  can go through the circulars  received form KVS RO Chandigarh and KVS HQ New Delhi IN this regard.** |
| 4 | **ADMISSION COMMITTEE**  ***SECONDARY***  1.  Mrs. ANJU BALA  2.  Mrs. MANISHA YADAV  3.  Mrs.SUCHARITACHHABRA  ***PRIMARY***  1.  MRS. MEENU SHARMA  2. MR. ANUBHAV SANGWAN  3.     MRS. POONAM DEVI | I/C Sec.  Member  Member     I/C Sec.  Member  Member |  | 1.                   Ensure online admission processes in done as scheduled  by K.V.S.  2.                   Ensure sale of Reg. forms for the fresh admission as per guideline 2019-2020  3.                   To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2019-2020in consultation with the Principal.  4.                   To deal with local transfers. |
| 5 | **TC ADMISSION MONITORING COMMITTEE**  1.Mr. Kuldeep Singh  2.Mr. Rajesh Kumar | I/C Sec.  Member |  | 1.To ensure parents, approaching with T.C., be guided properly.  2.Scrutinize document submitting with T.C. for Admission.  3.Check stats of T.C. on website of previous school.  4. Produce all duly verified documents for admission. |
| 6 | **SCHOOL BEAUTIFICATION COMMITTEE**    **PRIMARY :-**  1.      MRS. ANITA DHAWAN  ***FRONT GARDEN /Ground COMPLETE***  1.   MS POOJA  2.   MRS. MANJU YADAV  ***INSIDE BUILDING ALL BLOCKS*( PRIMARY ):-**                  1.       MRS. JAGDISH BRAR                  2.       MS. GARIMA              ***CHILDREN PARK/BACK SIDE OF* PRIMARY BUILDING :-**                    1.  MRS. JAGDISH BRAR                    2. MR. JAY RAM  ***(Entrance gate of main school building AREA)***    **SCHOOL BEAUTIFICATION COMMITTEE**    ***SECONDARY:-***  1. MR. VIKAS KUMAR GAUTAM  ***FRONT GARDEN /LAWN***  1.      MRS. JASJIT SODHI  2.     MR JITENDRA  PGT BIO  ***INSIDE BUILDING ALL BLOCKS***   1.      MR. VIJAY KUMAR    2.       MR. DALIP SINGH    3.       MR. AMARJIT SINGH    ***OUT SIDE/GROUND***      1. MR. RAVI KUMAR PET       2. MR. RAJKUMAR       3.   MR. VIJAY KUMAR  ***(Entrance gate of main school building AREA)*** | I/C      I/C  Member      I/C  Member                      I/C  Member                I/C Sec.        I/C  Member      I/C Member  Member    I/C Member  Member |  |          To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.           To procure ornamental plants and other fruit bearing plants in consultation with Principal.           To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.           To procure fertilizers, manure, pesticides in consultation with Principal.           Numbering of tress and potted plants.           Celebration of Vanamahostava in consultation with principal           To motivate the children for gardening and beautification.           To develop medicinal plant garden in the campus.           To display the quotations in the corridors and class rooms.           To fix bulletin board in the class room for display of educational charts.           To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.           To ensure the display of material in the bulletin boards.         To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.       To procure ornamental plants and other fruit bearing plants in consultation with Principal.       To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.       To procure fertilizers, manure, pesticides in consultation with Principal.       Numbering of tress and potted plants.       Celebration of Vanamahostava in consultation with principal       To motivate the children for gardening and beautification.       To develop medicinal plant garden in the campus.       To display the quotations in the corridors and class rooms.        To fix bulletin board in the class room for display of educational charts.        To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.        To ensure the display of material in the bulletin boards. |
| 7 | **CONDEMNATION & AUCTIONING OF CONDEMNED ARTICLES**  1.       MR. KULDEEP SINGH  2.       MRS. RAJESHWARI BHAGAT  3.       MRS. ANITA DHAWAN  4.      CONVENOR SUBJECT  5.      All Stock Holders | I/C  Member    Member  Member  Member |  |          To scrutinize prepare list of articles to be condemned by HOD and complete the process of disposal of the same through auctioning. After due approval of competent authority. |
| 8 | **CAREER COUNSELLING AND GUIDANCE & OLAMPIYAD COMMITTEE**    1.      **COUNSELLOR**  2.      MR. SHIVANI  ARORA  3.      MRS. ARUNA KHERA | I/C  Member  Member |  |         To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.           To arrange Vocational guidance and counselling to the students by inviting reputed personalities in the concerned filed.          To pay the remuneration in consultation with principal (if applicable).  **To organise various Olympiads in maths, science and cyber field.** |
| 9 | **CHECKING ATTENDANCE AND MONITORING OF CONSERVANCY SERVICES (Morning & Evening Hrs.)**  1.       MR. SANJAY KUMAR  2.       MRS. ANITA DHAWAN | I/C{S}  I/C{P} |  |          To monitor the work and attendance of labourers provided by agency           To supervise the duty, change of security guards and their availability.           To verify and certify the bill submitted by the agencies |
| 10 | **CANTEEN MONITORING COMMITTEE**  1.       MR. JITENDER PAUL  2.       MR. VIJAY KUMAR  3.      MS POOJA  4.      PET  5.      NURSE | I/C  MEMBER  MEMBER  MEMBER  MEMBER |  |          To supervise the functioning of canteen and to ensure hygienic items are sold in the canteen for the students.  To ensure cleanliness in and around canteen area.           To randomly check eatable and other items available for sale in canteen. |
| 11 A | **Morning Assembly Observer**  1.       MR. KULDEEP SINGH  2.       MRS. ANITA DHAWAN | I/C (S)    I/C (P) |  | To conduct inter house and inter class display board competitions.  To ensure proper conduct of morning assembly.  To ensure allotment of duties to students and associates of house. |
| 11 B | **CCA-COMMITTEE**  **(A)SECONDARY SECTION**  1. MR. SUCHARITA CHHABRA  2. MR. DALIP SINGH  3.MR. VIKAS KUMAR GAUTAM  4.  MRS. AMANDEEP KAUR    **(B)PRIMARY SECTION**  MS. GARIMA  MRS. MANJU YADAV  DEEPAK | I/C  Member  Member  Member      I/C    Member    Member |  |          To organize Inter house competitions effectively and to celebrate all the days of National importance/Occasions with the assistance of House Masters and other experts in a planned manner.           To activate the conduct of Morning Assembly.           To monitor day to day morning assembly programs effectively and ensure befitting presentation on all fronts on time.           To ensure that each House displays useful, interesting, inspiring educative and enlightening articles, messages, thoughts etc. (Hindi and English).  Along with attractive and thought provoking drawings. Class rooms display board to be maintained |
| 12 | **STUDENTS COUNCIL COMMITTEE**    1.      MR. DALIP SINGH  2.      CCA committee -members | I/C |  |          Division of houses along with house master and Associate of house masters& distribution of students of various house           Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.           Procuring badges for Captains Monitors, prefects.           Conduct of investiture ( Badge presentation Ceremony)           Assigning duties to all members of the Student Council House Wise.           Conduct of monthly meetings with the members of student’s council.           Maintenance of Students council register/record |
| 13 | **DISCIPLINE COMMITTEE**  P.E.T.  **COUNSELLOR**  YOGA COACH  Sports Coach   ALL  CLASS TEACHER AND CO -CLASSTEACHER | I/C  CO-I/C  CO-I/C  CO-I/C  MEMBERS |  |          To check personal turn of students during assembly           To observe the behaviour of students inside and outside class room           To ensure provision of out pass in all classes and their utilization           To initiate proper action as per KVS norms against indiscipline students           To check the girls and boys uniform daily.           To check the bags once in a week.           To confiscate the mobiles and other prohibited appliances.           To take the regular meeting of student councils, prefect, monitors.           To ensure discipline           To refer the problematic cases to the counselling committee for diagnosis           To inform the parents immediately |
| 14 | **HOUSE MASTERS & ASSOCIATE HOUSE MASTERS**  1.                   ***SIVAJI House***  **Mr. JITENDRA DHALIYA**              MRS. MANISHA YADAV           ………………………..           ………………………..           ………………………..    (***b) Ashoka House***  **MR. SANDEEP KUMAR**    MR. ROOPA RAM CHOUDHARY           ………………………..           ………………………..           ………………………..    ***(c)  Tagore House***  **MRS. TRILOK KUMAR**           MR. JITENDER PAUL           ………………………..           ………………………..           ………………………..            (***d) Raman House***  **Mr. SANJAY KUMAR**      MRS. RAJESHWARI BHAGAT           ………………………..           ………………………..           ……………………….. | I/C    CO-I/C     Member           I/C    CO-I/C                 I/C    CO-I/C                           I/C  CO-I/C |  |                                         Responsible for organizing and conducting house wise activities and competitions.        Guide the students properly and make them participate in all competitions and instil sportsman spirit.        Decoration of house board As and when guided.           Conduct regular house meeting.           Coordinating in conduct of different programme-Days calibration etc.           Monitor duties assigned to students and teachers effective use of prefects of house. |
| 15 | **CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (SWACH BHARATABHIYAN) Water points, Toilets, Corridors:**  MR. JITENDER PAUL  MRS. ARUNA KHERA  MRS. LALI RANI  MR. VIKAS KUMAR GAUTAM        MRS. ANITA DHAWAN  MRS. POONAM DEVI  MR. ANUBHAV SANGWAN      **OUTER AREA PLAY GROUND**  1.      *SPORTS COACH*    2.      *NURSE*    *3.   YOGA COACH* | {S}-I/C  MEMBER  MEMBER  MEMBER           {P}-I/C  MEMBER  MEMBER           I/C      Co I/C    Member |  |          To inspect day to day sanitation condition in the school campus.           To check the cleanliness of corridors, toilets (3 times in a day).           To maintain sanitation report and review periodically.           To report repair work (Civil / Electrical) to in charge.           Maintenance of Aqua guard, Water cooler cum purifier and to ensure the availability of clean drinking water.           To collect feedback from student council members and take measures for improvement.           To ensure the provision of dustbins in all the class rooms.           To appraise the Principal about the cleanliness of school building from time to time.           To supervise the work of the people deployed under housekeeping.           To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.           To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.           To clear the wild bushes and thorny plants that are growing in different parts of school campus.           To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.           To ensure cleanliness of area around the staff quarters.           To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.           In – charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders.  **Note: Staff nurse has to maintain daily cleanliness register.** |
| 16 | **CHECKING OF LICENSE OF TWO WHEELERS/ CYCLE STAND**    Mr. DALIP SINGH  All Coaches | I/C  Member |  |          To ensure no student is without valid license if  driving two wheeler.              To ensure they wear helmet while driving two wheeler.              To ensure no entry of vehicles if valid license and helmet not available. |
| 17 | **EXAMINATION COMMITTEE**  Mr R.R.CHOUDHARY **Internal Exam. Sec.**  MRS. ARUNA KHERA  MR. SANDEEP KUMAR    **CBSE EXAMINATION**  Mr. KULDEEP SINGH              **PRIMARY SECTION**  1.     MR.ANUBHAV SANGWAN    2.       MS POOJA                    **External Exam**  1.Mrs. Shivani Arora    2.MR.RAJESH KUMAR | I/C    MEMBER  MEMBER     I/C CBSE          I/C  Member            I/C  Member |  |          To plan the schedule of Unit test, Cumulative Examination, Pre-Board and Annual Examination as per the calendar of activities.           To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS.           To give suitable instructions to class teachers for maintaining all the relevant records.           To conduct external examination as per the prescribed norms and to maintain record of all such examinations.           To coordinate all external competitions relevant to our system.           To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.               TO comply with all instructions regarding conduct of exam in consultation with HM.           Exam seating plan, and sufficient QP, Answer copies etc. in each and every exam.           Preparation of result.          To comply with all instructions regarding conduct of examinations to be held for outside agencies. |
| 18 | **P T Meeting**  **(a)    Secondary (VI-XII)**  1.        MR. DALIP SINGH  2.       All Class teachers ( VI-XII)  **(b)    Primary**  1.        MRS. ANITA DHAWAN  **2.**All Class teachers (I-V) | I/c  Member      I/c  Member |  |          To organize PT meeting periodically.           To send information to parents.           To keep record of PT meeting class wise and prepare consolidated report. |
| 19 | **TIME TABLE AND LEAVE ARRANGEMENT**  ***SENIOR SECTION***  1.       MRS.ARUNA KHERA  2.       MR.SANJAY KUMAR  3.      Computer Instructor    ***PRIMARY SECTION***  1.       MS POOJA  2.       MRS. SNEH ARORA | I/C  Member  Member      I/C  CO-I/C |  |          To prepare & execute time table as per the norms.           To make necessary adjustments in the time table due to administrative exigencies.           To device workable & suitable assignment/remedial time-table           To make arrangement for classes suitably as per requirement.           To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students.           Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers. |
| 20 | **SCHOOL PUBLICATION COMMITTEE (VIDYALAYA PATRIKA, NEWS LETTER, SCHOOL DIARY etc.)**  1.  MRS. RAJESHWARI BHAGAT             ENG SECTION  2.  MR . R.R. CHOUDHARY              HINDI SECTION  3.  MRS. MANISHA YADAV               SKT. SECTION  4.   MRS.JAGDISH BRAR  5    MRS MEENU SHARMA  6.    THREE STUDENTS | Member  Member  Member |  |          To motivate and inspire the students to write articles, draw pictures, poems and songs in English, Hindi and Sanskrit and edit and prepare the School Magazine. |
| 21 | **PHOTOGRAPHY COMMITTEE**  1.  MR. VIKAS KUMAR GAUTAM  2.  MR. DEEPAK    3.  COMPUTER {INS.} | I/C-S  I/C-P |  |          To take pictures of all important Vidyalaya functions and to upload on the web site.                 To ensure display of latest photographs in Principal’s & HM’s office  every month. |
| 22 | **PURCHASE COMMITTEE**  1.  MR. JITENDER PAUL  2. MR. VIKAS KUMAR GAUTAM  3.  MR. VIJAY KUMAR  4.  MR. RAJESH KUMAR  5.   MRS. ANITA DHAWAN  6.  MR. ASHOK KUMAR  All Deptt. Holders | I/C  Member  Member  Member  Member  Member  Member |  |          To call for Quotations, prepare comparative statements, conduct market survey and make purchases for the Vidyalaya as per KVS rules and as per requirements. |
| 23 | **SPORTS COMMITTEE**  **Secondary :**  1.      MR. RAVI KUMAR,  PET  2.       MR.DALIP SINGH  3.       MR. VIJAY KUMAR  **Primary :**  4.       MRS MEENU SHARMA  5.       MRS. JAGDISH BARAR | I/C  Member  Member    I/C  Member |  |          To plan and conduct vidyalaya, regional & national level sports activities for both primary & secondary.           To conduct mini sports meet & sports day celebrations |
| 24 | **FIRST AID, HEALTH & MEDICAL CHECKUP COMMITTEE**  1.             Nurse  2.             Mrs. Shivani Arora | I/C |  |          To prepare a plan for student’s health check up twice in the session by authorized Medical Officer.           To make available stock of First Aid.           A special care must be taken for girl students as per their natural need.           To organize expert talks related to health & hygiene. |
| 25 | **GRIVANCE REDRESSAL COMMITTEE**  1.       SH. HARI SINGH  2.       MR. KULDEEP SINGH  3.       MR. RAJESH KUMAR  4.       MR. SUCHARITA CHHABRA  5.       MRS. ANITA DHAWAN | I/C  Member  Member  Member  Member |  |          To keep a record of suggestions or grievances received from the students, staff or parents           To maintain the minutes of the meetings |
| 26 | **WEBSITE MAINTENANCE & MONITORING COMMITTEE**  1.       MR. RAJESH KUMAR  2.       COMPUTER {INS.}  3.       MR. JITENDER PAUL  4.       MR.ASHOK KUMAR  5.       MR. PARVINDER | I/C  Member  Member  Member  Member |  |       Regular updating and suggestion to make website more interactive & attractive.           To collect reports of monthly works done by diff departments. |
| 27 | **MAINTENANCE & UPKEEP OF ALL I.T. EQUIPMENT**  **(C.C.T.V, COMPUTERS, PUBLIC ANNOUNCEMENT SYSTEM, INTERACTIVE BOARD,  E-CLASS ROOM, MACHINE ETC.)**  1.  MR. JITENDER PAUL  2.  MR. RAJESH KUMAR  3. MR. RAJKUMAR | I/C  I/C  Member |  |          Will be responsible for the maintenance and repairs of various equipments and to keep all equipments in running conditions |
| 28 | **SCOUTS & GUIDE COMMITTEE**  MR. JITENDRA DHALIYA  MR. ROOPA RAM CHOUDHARY  MR VIKAS KUMAR GAUTUM  1.          MRS. AMANDEEP KAUR  2.          MRS. MANISHA YADAV  **CUBS AND BULBUL**  3.   DEEPAK  4.  MS. GARIMA  5.   MRS. POONAM DEVI | I/C (S)      I/C (G)      I/C (C) I/C (B) |  |          To ensure minimum enrolment (50%) in the  movement before 31st August           To organize investiture ceremony for the new recruits           To conduct the parade after school hours and class on every SATURDAY           To train the students for  Pratham  /           Dwetiya /Tritiya / Raj Puraskar /   Rastrapati / Prathamcharan / Dwetiya charna/ Tritiya Charan / ChaturdhaChara           To issue the merit certificate after the conduct of test           Celebration of thinking day           To procure the uniform for Scouts / Guides who are involved in Guard of Honour. |
| 29 | **ADVENTURE / EXCURSION & FIELD TRIPS**  1.      MR. KULDEEP SINGH  2.      MR. ANJU BALA  3.      MRS. ANITA DHAWAN  4.      MRS. JAGDISH BARAR  5.      MR. PARVINDER | I/C  Member  Member  Member  Member |  |            To plan the excursion/ Field trips           To decide the place, make arrangement for conveyance.           Estimate the amount to be collected from students.           Keep the willingness form ready           Arrangement of  refreshments           Documentation of expenditure |
| 30 | **LIBRARY COMMITTEE**  1.    MRS. AMANDEEP KAUR  2.   MRS. RAJESHWARI BHAGAT  3. MR. ROOPA RAM CHOUDHARY  4.  MRS. MANISHA YADAV  5.  MRS.JAGDISH BARAR  Two students approved by the **committee**    **Primary CLASS  Library:**  1.       MS GARIMA  2.       MS POOJA | I/C  Member  Member  Member  Member          Member  Member |  |          The meeting are to be convened at least once in a month           Committee will submit the list of books to be procured subject wise in the beginning of academic session           Books review           To inculcate reading habits among the staff & children           To organize books exhibition on important occasions |
| 31 | **HINDI RAJ BHASHA COMMITTEE**  1 MR. ROOPA RAM CHOUDHARY  2 MR. DALIP SINGH  3 MRS. MANISHA YADAV | I/C  Member  Member |  |          Celebration of Hindi Pakhwarah           Ensuring use of Hindi language in Vidyalaya as per KVS norms           To get the reply prepared for all the correspondence in Hindi in consultation with the office.  Monthly report to be submitted. |
| 32 | **Social Science Exhibition**  1.   MR. KULDEEP SINGH  2.  MR.SANDEEP KUMAR  3   MRS. LALI RANI   4. MR. ASHOK KUMAR  5. PGT(Eco) | (I/C)  Member  Member  Member |  |          To motivate children to prepare projects/model based on country/state allotted to the region.           To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.           To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.           To encourage the students to submit online projects on project Think.com.           To ensure project based learning in all the classes. |
| 33 | **Science EXHIBITION**  1.       Mrs. SHIVANI  ARORA  2.       MR SANJAY KUMAR  3.       MR JITENDRA DHALIYA  4.       MRS. JASJIT SODHI  5.      MRS. ANJU BALA  6.       MR. RAJESH KUMAR | (I/C)  Member  Member  Member  Member  Member |  |          Responsible for arranging various Science club activities and inculcating the scientific temper and attitude among the students.           Responsible for motivating the students to take part in various programmes in connection with mathematics lab, Maths Olympiad, Maths exhibition, Maths day etc. |
| 34 | **WATER,  ELECTRICITY &  WHITE WASH MONITORING COMMITTEE**  1.      MR. JITENDER PAUL  2.      MR. VIKAS KUMAR GAUTAM  3.      MR. KULDEEP SINGH  4.       MR. DALIP SINGH  6.      MR. VIJAY KUMAR  7.      MR.RAJKUMAR | (I/C)  Member  Member  Member  Member  Member  Member  Member |  |          To ensure proper supply of water at water points in school building           To ensure proper white wash of the building           To ensure proper functioning of Electrical devices |
| 35 | **RTI CASE MONITORING COMMITTEE**  1.      MR. RAJESH KUMAR  2.      MR. KULDEEP SINGH | (I/C)  (CO-I/C) |  |          To handle the RTI query as and when asked in time to HQ, RO and individual concerned.           Keep track of reply thus furnished and send a copy to KVS (RO) for information. |
| 36 | **RECORDING OF MINUTES  OF  STAFF MEETINGS**  1.   MRS. RAJESHWARI BHAGAT  2.   MRS. SUCHARITA CHHABRA | (I/C)  (CO-I/C) |  |          To maintain proper register and ensuring attendance of staff in each meeting |
| 37 | **MAINTENANCE OF STAFF ROOM  (Primary/Sec.) COMMITTEE**  1.      MRS. ARUNA KHERA  2.MR. ROOPA RAM CHOUDHARY  3.      MR. SHIVANI  ARORA  4.      MRS. JASJIT SODHI  5.      MRS. MEENU SHARMA  6.      MRS. JAGDISH BRAR | (I/C)    (CO-I/C)  Member  Member  (I/C)  (CO-I/C) |  |          To keep the staff room neat and clean           To ensure sitting arrangement for staff members           To ensure updating of display board with all circulars           To ensure staff room toilets are properly maintained           To ensure proper arrangement of notebooks in cabins & to keep center table neat and clean  Committee will also ensure issuance of lockers in pigeon hole kept in staff room. |
| 38 | **STRENGTHING OF PRIMARY EDUCATION (CMP):**  H.M.  ALL PRTs |  |  |          To ensure the implementation of CMP as per KVS norms.           To take the requirement of TLM from teachers well in advance every month.           To procure TLM for the local market by taking an amount of Rs. 2000/- every month.           To ensure the distribution of TLM to all the teachers as per requirements.           To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement.           To maintain the register reflecting the number of work sheets prepared by the teachers subject wise. |
| 39 | **EQUIP /Back to Basic COMMITTEE CMP – II**  1.      MR.TRILOK KUMAR         2.   MRS. MANISHA YADAV  **CMP- II :**  1.      MRS. ANITA DHAWAN | (I/C)    Member    I/C |  | To ensure proper implementation of EQUIP and Back to Basic |
| 40 | **DISASTER MANAGEMENT COMMITTEE**  1. MR. R. R.  CHOUDHARY  2.       MRS. JASJIT SODHI  3.       MR. SHIVANI  ARORA  4.       MR. JITENDER PAUL  5.       MRS. AMANDEEP KAUR  6.    MR. ANUBHAV SANGWAN | (I/C)  Member  Member  Member  Member  Member |  |          To Identify, access and manage the hazards and risks that may occur in the Vidyalaya.           To communicate about those hazards and risks, their nature, effects, early warning signs and countermeasures.           To carry out regular mock drills in school.           To prepare an inventory of resources-human and material. senior students           should be trained in First Aid, Search and Rescue Fire Fighting etc |
| 41 | **ADOLESENCE EDU./ ACP**  **PROJECT COMMITTEE**  1.       MR. SHIVANI  ARORA  2.     **COUNSELLOR**  3.     **Nurse**  4.   MRS JASJIT SODHI (ACP)  5     MRS. LALI RANI (ACP)  6    MRS SUCHARITA(ACP)  7   MR DALIP SINGH(ACP)  8   MR VIJAY KUMAR(ACP)  9  MRS ANJU BALA(ACP) | (I/C)  Member  Member  Member  Member  Member  Member  Member  Member |  |          Plan and execute adolescence programme as per directions of KVS (HQ & RO) in all respects.           To attend all NAEP  programs and to send monthly reports to KVS |
| 42 | **FLAG HOISITING & FLAG LOWERING  COMMITTEE**  1. MR. VIKAS KUMAR GAUTAM  2.      SPORTS COACHES  3.   MR. JAY RAM  (in PRIMARY) | (I/C)  Member  I/C |  |          To ensure flag hoisting and lowering as per  norms |
| 43 | **FURNITURE:**  1.          MR. VIJAY KUMAR  2.          Mr. Jitender Paul  3.          MR.RAVI KUMAR PET  4.          MR. ASHOK KUMAR | (I/C)  Member  Member  Member |  |          To maintain the record of room wise/dept. wise distribution of furniture.           To take initiative to see that the broken furniture is repaired regularly.           To prepare the list of broken furniture which are to be condemned.           To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function).           To see any shortages, deficiency of furniture’s and report to the Principal.           To ensure regularly that no furniture is lying in the corridors or in the open space.           To store and stock the broken or old furniture properly.           To maintain the stock register. |
| 44 | Laboratories In-charges  (i)      Physics –              MR. SANJAY KUMAR  (ii)     Chemistry –           MRS. SHIVANI  ARORA  iii)  Biology -           MR. JITENDRA DHALIYA  iv)    Computer –               Mr. RAJESH KUMAR  v)      English Lab –                   MR. VIJAY KUMAR  vi)    Maths Lab –                      MRS .ANJU BALA  viii) Jr Sci Lab-              MRS. JASJIT SODHI    ix) Jr. comp Lab –                  MR RAJESH KUMAR  X) GEOGRAPHY LAB              MR KULDEEP SINGH |  |  |          Purchase of Lab equipment           Conduct of practical as per split up syllabus.           Maintenance of laboratories           Display of prescribed practical in the lab |
| 45 | **Up Keeping Suggestion Box**    MR DALIP SINGH  MR VIJAY KUMAR  MRS AMANDEEP KAUR | (I/C)  Member  Member |  |          To monitor suggestion box – once in a week           To suggest remedial measures           To settle queries of students through PRO           To put up the record to Principal for approval- once in a month. |
| 46 | **SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | SUBJECT | INCHARGE | DESIGNATION | MEMBER | DESIGNATION | | English | MRS. RAJESHWARI BHAGAT | PGT (English) | All English teachers | TGT(English) | | Mathematics | MRS. ARUNA KHERA | PGT (Maths) | All Maths teachers | TGT (Maths) | | Hindi  Sanskrit | MR. ROOPA RAM CHOUDHARY | PGT ( Hindi) | All Hindi teachers | TGT(Hindi)  TGT(Sanskrit) | | Science | MR. SHIVANI  ARORA | PGT (Chemistry) | All Science teachers AND COPUTER | PGT ( Physics)  PGT ( Biology)  TGT(Science)  PGT CS  COMPUTER INS. | | Social Science | MR. KULDEEP SINGH | PGT (Geog.) | All Social teachers & Commerce Teacher | PGT(Eco)  PGT (COMM.)  TGT ( S.SC) | | PRIMARY | MRS ANITA DHAWAN | HM | ALL PRTS AND MUSIC Teacher | PRT | | | | |