

KENDRIYA VIDYALAYA MOHALI COMMITTEES FOR THE SESSION 2022-23

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. As such all the staff members are hereby informed to note the nature of the duty and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In-charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

1. ACADEMIC AND ADMINISTRATIVE SUPPORT(SECONDARY):-

| S.NO | NAME | DESIGNATION | MEMBER |
|-------------|----------------------|--------------------|---------------|
| 1. | Sh. Jageshwar | PRINCIPAL | I/C |
| 2. | Mr Sajiv Kumar | PGT (BIO) | Member |
| 3. | Mr. Ajit Singh Rawat | PGT(Mathematics) | Member |

ACADEMIC AND ADMINISTRATIVE SUPPORT (PRIMARY) :-

| S.NO | NAME | DESIGNATION | MEMBER |
|-------------|----------------------|--------------------|---------------|
| 1. | Ms. Alka Gohil | HM | I/C |
| 2 | MS. Rajbarinder Kaur | PRT | Member |

Duties:-

- a) The committee will help the Principal in day to day administrative matters.
- b) The committee can go through the circulars received form KVS RO Chandigarh and KVS HQ New Delhi.
- c) Verification of students' attendance registers to ensure the collection of fees from all the students of their respective members of their subject.
- d) 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.
- e) To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF & VVN)
- f) Any other work assigned by the principal in day to day administrative matter.
- g) To ensure the attendance register, teacher's diary and daily diary is written as per norms, guiding the respective subject teachers in the subject committee meeting as a Convener of the subject committee.
- h) To inform the Principal about the lapses, deviations in the subject committee report.
- i) To ensure the maintenance and submission of anecdotal record under CCE and CMP as per guidelines to the Principal.

2. ADMISSION:-

| S.NO | NAME | DESIGNATION | MEMBER |
|------|--------------------------|----------------|--------|
| 1. | 1. Ms.Praveen Lata Singh | PGT(Geography) | I/C |
| 2. | 2. Ms Neelam | Librarian | Member |
| 3. | 3. Mr.Poonam Kumari | PRT | Member |

Duties:-

- a) Registration of admission forms as per the schedule given by KVS.
- b) Scrutiny of registration forms as per the admission guidelines given by KVS
- c) Preparation of provisional list of selected candidates for all the classes.
- d) To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.
- e) To take the approval of VEC before the release of the merit list.
- f) Maintenance of admission registers.
- g) Admission of candidates based on KV TC as per KVS norms.
- h) Local transfer admissions.
- i) Admissions as per RTE Act.
- j) Maintenance of admission records as per KVS guidelines in the prescribed proformas.
- k) Details of admission uploading on the website.

3. EXAMINATIONS :

EXTERNAL:

| S.NO | NAME | DESIGNATION | MEMBER |
|------|-------------------|--------------|--------|
| 1. | Mr. Sanjiv Kumar | PGT (BIO) | I/C |
| 2. | Mr. Udev Singh | TGT(English) | Member |
| 3. | Ms Gurwinder Kaur | TGT (BIO) | Member |
| 4. | Mr.Ramsharan | SUB STAFF | Member |

INTERNAL

| S.NO | NAME | DESIGNATION | MEMBER |
|------|---------------------|-------------|--------|
| 1. | Mr.Ajit Singh Rawat | PGT (Maths) | I/C |
| 2. | Mr.Rakesh Kumar | TGT(Hindi) | Member |
| 3. | Mr. Rajiv | PRT(MUSIC) | Member |
| 4. | Ms Bindiya | PRT | Member |

Duties:-

- a) To prepare an action plan for conducting monthly test for classes III to V, VI to X and XI, XII and other classes. Conducting FA I, II, III, IV, SA-I, SA-II for Classes III to VIII , Periodic Tests for Classes IX-X & Monthly Tests, Periodic Tests, Half Yearly, Session Ending Exams for Classes XI-XII as per KVS norms.
- b) To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- c) To procure the result register, progress reports, certificate of school based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.
- d) To conduct the test as per guidelines.
- e) Declaration of results as per the KVS schedule.
- f) To maintain and place all the records pertaining to examination before the member of panel inspection team.
- g) To issue the notices, circulars of the examinations to the staff from time to time.
- h) To visit KVS, Regional Office, Chandigarh and CBSE websites regularly for the examination notices, circulars.
- i) To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
- j) To update examination details on website regularly.
- k) To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- l) Registration for Classes IX & XI , filling of the forms and completing the formalities time bound.
- m) Correspondence for school affiliation.
- n) Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- o) Maintaining the record of shortage of attendance and correspondence with CBSE board.
- p) Framing the practical time table in liaison with other subject teachers.
- q) Conducting the CBSE board exam as per the CBSE norms.
- r) Updating of details in OASIS/U-DISE.
- s) To conduct the exams as per the norms
- t) To maintain the record and send the data from time to time to the concerned.

5. TIME TABLE AND ARRANGEMENT:

| S.NO | NAME | DESIGNATION | MEMBER |
|-------------|-------------------------------|--------------------|---------------|
| 1. | 1. Mr.Ajit Singh Rawat | PGT (Maths) | I/C |
| 2. | 2. Ms Neelam Siwach | Librarian | Member |
| 3. | 1 Ms Rajbrinder Kaur | PRT | Member |

Duties:-

- a). To prepare the class time table and teachers time table as per KVS norms.
- b). To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS..
- c). To prepare the special time table for remedial teaching (weak students in all classes).

- d). To give arrangement work for the teachers.
- e). To display copy of arrangement work in the notice board.
- f). Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of days taught by part time teachers.
- g). To maintain the arrangement register.

6. FURNITURE:

| S.NO | NAME | DESIGNATION | MEMBER |
|-------------|-------------------------|--------------------|---------------|
| 1. | Ms.Rajni Mahajan | PGT (History) | I/C |
| 2. | Mr.Shibhagwan | TGT SKT | Member |
| 3. | Ms Neelam Siwach | LIBRARIAN | Member |
| 4. | Mr Ramsharan | Sub Staff | Member |

Duties:-

- a) To maintain the record of room wise/dept. wise distribution of furniture.
- b) To take initiative to see that the broken furniture is repaired regularly.
- c) To prepare the list of broken furniture which are to be condemned.
- d) 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).
- e) To see any shortages, deficiency of furniture's' and report to the Principal.
- f) To ensure regularly that no furniture is lying in the corridors or in the open space.
- g) To store and stock the broken or old furniture properly.
- h) To maintain the stock register.

7. CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (SWACHH BHARAT ABHIYAN)Water points, Toilets, Corridors:

| S.NO. | NAME | DESIGNATION | MEMBER |
|--------------|--|--------------------|---------------|
| 1. | Ms.Sunanda Berry | TGT (P&HE) | I/C |
| 2. | Mrs.Inderdeep | TGT(Maths) | Member |
| 3. | Ms Beena Joshi | TGT(AE) | Member |
| 4. | Mr Sribhagwan | TGT(SKT) | Member |
| 5. | Ms.Rama Negi | PRT | Member |
| 6. | All the remaining employees of the Vidyalaya | | |

Duties:

- a) To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- b) To ensure the provision of dustbins in all the class rooms.
- c) To appraise the Principal about the cleanliness of school building from time to time.
- a)To supervise the work of the people deployed under housekeeping.
- b) To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.

- c) To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- d) To clear the wild bushes and thorny plants that are growing in different parts of school campus.
- e) to ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- f). To ensure cleanliness of area around the staff quarters.
- g). To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- h). 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.

8. GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS AND STAFF QUARTER CAMPUS:

| S.NO | NAME | DESIGNATION | MEMBER |
|------|-------------------|--------------------|--------|
| 1. | Ms.Harwinder Kaur | TGT(Biology) | I/C |
| 2. | Ms.Beena Joshi | TGT(Art Education) | Member |
| 3. | Ms Gurvinder kaur | TGT(Science) | Member |
| 4. | Ms.Sushma Sharma | PRT | Member |

Duties:

- a) To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- b) To procure ornamental plants and other fruit bearing plants in consultation with Principal.
- c) To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- d) To procure fertilizers, manure, pesticides in consultation with Principal.
- e) Preparation of placards in different areas of garden.
- f) Numbering of trees and potted plants.
- g) Celebration of Vana Mahostava in consultation with principal and forest dept.
- h) To motivate the children for gardening and beautification.
- i) To develop medicinal plant garden in the campus.
- j) To display the quotations in the corridors and class rooms.
- k) To fix bulletin board in the class room for display of educational charts.
- l) To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
- m) To ensure the display of material in the bulletin boards.

9. SCIENCE CLUB/ NATURE CLUB :

| S.NO | NAME | DESIGNATION | MEMBER |
|------|-------------------|---------------|--------|
| 1. | Mr. Sanjiv Kumar | PGT (Biology) | I/C |
| 2. | Ms.Harwinder Kaur | TGT (Bio) | Member |
| 3 | Ms.Gurvinder Kaur | TGT(Bio) | Member |
| 4. | Mr.Ramsharan | Sub Staff | Member |

Duties:-

- a) To Motivate the students to prepare the exhibits based on theme given by KVS.
- b) To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.
- c) To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- d) To inculcate scientific temper among the students by adopting activities based method in teaching learning process.
- E) To encourage the children to give online projects by using computers.

10.SOCIAL SCIENCE CLUB:

| S.NO | NAME | DESIGNATION | MEMBER |
|------|-------------------------|----------------|--------|
| 1. | Smt. Parveen Lata Singh | PGT (Geo) | I/C |
| 2. | Smt. Rajni Mhajan | PGT(History) | Member |
| 3 | Ms.Dhanpreet Kaur | PGT(Economics) | Member |
| 3. | Smt. Nirmal Kaur | TGT(S. St.) | Member |

Duties:-

- a) To motivate children to prepare projects/model based on country/state allotted to the region.
- b) To encourage more and more children to participate in cluster level, Regional level and National level exhibition.
- c) To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- d) To ensure project based learning in all the classes.

11. MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER:

| S.NO | NAME | DESIGNATION | MEMBER |
|------|---------------------|-------------|--------|
| 1. | Mr Ajit Singh Rawat | PGT (Maths) | I/C |
| 2. | Ms Neelam | Librarian | Member |
| 3. | Ms Beena Joshi | TGT(AE) | Member |
| 4 | Ms Sunanda Berry | TGT(PH&E) | Member |
| 5 | Mr Mitha Singh | PRT | Member |

Duties:-

- a) To maintain a register related with deficiencies noted in the Vidyalaya building and staff quarters.
- b) To undertake maintenance of school building and staff quarters on war footing basis.
- c) To ensure the proper functioning of Aqua guard installed in school building
- d) To ensure the cleaning of overhead tanks in school building and staff quarters
- e) To ensure the chlorination of water stored in tanks after cleaning
- f) To ensure the proper functioning of water coolers.

13 MEDICAL CHECKUP:

| S.NO | NAME | DESIGNATION | MEMBER |
|------|----------------------|-------------------|--------|
| 1. | 1. Mr Sanjiv Kumar | PGT(BIO) | I/C |
| 2. | 2. Ms Gurwinder Kaur | TGT(Biology) | Member |
| 3. | 3. Ms Bindya Rani | PRT | Member |
| 4. | 4. Ms.Sakshi | Nurse Contractual | Member |

Duties:

- To procure the required number of medical cards in the beginning of the academic session.
- To distribute the medical cards to the class teachers based on strength.
- To arrange the medical checkup twice in a year (in the month of August and Feb)
- To ensure the follow up action after the medical checkup.

14. EDUCATIONAL TOURS / EXCURSION:

| S.NO | NAME | DESIGNATION | MEMBER |
|------|------------------|-----------------|--------|
| 1. | Mr.Ajay Kumar | PGT (Chemistry) | I/C |
| 2. | Ms.Neerja Sharma | TGT (Hindi) | Member |
| 3. | Ms Nirmal Kaur | TGT (SS) | Member |
| 4. | Mr.Vinod | PRT | Member |

Duties:

- To plan education tours / excursions for all the classes as per KVS norms
- To ensure the safety of the students during the journey period and their stay at the venue.
- To provide hygienic food / potable water to the students who are participating in tour programme.

15. STRENGTHING OF PRIMARY EDUCATION (CMP):

| S.NO | NAME | DESIGNATION | MEMBER |
|------|-----------------|-------------|--------|
| 1. | Smt. Alka Gohil | HM | I/C |
| 2. | All PRTs | PRT | Member |

Duties:-

- To ensure the implementation of CMP & FLN 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.

16. PHOTOGRAPHY:

| S.NO | NAME | DESIGNATION | MEMBER |
|------|-------------------|-------------|--------|
| 1. | Ms.Ruchi Jain | PGT(CS) | I/C |
| 2. | Ms. Neerja Sharma | TGT(HINDI) | Member |
| 3. | Ms. Bindya Rani | PRT | Member |

Duties:-

To ensure the photography/Videography on important occasions days/ functions.

17. VOCATIONAL GUIDANCE / COUNSELLING / ARRANGING GUEST LECTURE:

| S.NO | NAME | DESIGNATION | MEMBER |
|------|--------------------|----------------|--------|
| 1. | Ms.Neelam Siwach | Librarian | I/C |
| 2. | Ms. Dhanpreet Kaur | PGT(Ecomonics) | Member |
| 3. | Mr. Inderdeep | TGT (Maths) | Member |

Duties:

- To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.
- To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned filed.
- To pay the remuneration in consultation with principal

18. SPORTS COMMITTEE:

| S.NO | NAME | DESIGNATION | MEMBER |
|------|------------------|--------------|--------|
| 1. | Ms Sunanda Berry | TGT (P & HE) | I/C |
| 2. | Mr Rakesh Kumar | TGT(HINDI) | Member |
| 3. | MR Sribhagwan | TGT(SKT) | Member |
| 4. | Mr Rajbir | PRT | Member |
| 5. | Ms Rama Negi | PRT | Member |

19. STUDENTS COUNCIL COMMITTEE:

| S.NO | NAME | DESIGNATION | MEMBER |
|------|--------------------------|-------------|--------|
| 1. | Mr Vijainder Kumar | PGT (Eng) | I/C |
| 2. | Mr Mistry Surendra Kumar | PGT(HINDI) | Member |
| 3 | Ms Neerja Sharma | TGT(HINDI) | Member |
| 4 | Mr Sribhagwan | TGT(SKT) | Member |
| 5 | Mr.Vinod | PRT | Member |
| 6 | Mr.Anand Singh | PRT | Member |

Duties :

- a) Division of houses along with house master and Associate of house masters & distribution of students of various houses
- b) Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.
- c) Procuring badges for Captains Monitors, prefects.
- d) Conduct of investiture (Badge presentation Ceremony)
- e) Assigning duties to all members of the Student Council House Wise.
- f) Conduct of monthly meetings with the members of student's council.
- g) Maintenance of Students council register/record

20. Audio-Visual Aid:

| S.NO | NAME | DESIGNATION | MEMBER |
|------|--------------------------|-------------|--------|
| 1. | Mr Mistry Surendra Kumar | PGT(Hindi) | I/C |
| 2. | Mr.Sunil Kumar | PRT | Member |
| 3. | Mr Rajiv | PRT(MUSIC) | Member |

21. DISCIPLINE COMMITTEE.:

| S.NO | NAME | DESIGNATION | MEMBER |
|------|-------------------|-------------|--------|
| 1. | Ms Sunanda Berry | TGT (PHE) | I/C |
| 2. | Mr Sribhagwan | TGT (skt) | Member |
| 3. | Mr Rakesh Kumar | TGT (Hindi) | Member |
| 4. | Ms Deepali Malhan | TGT(Eng) | Member |
| 5. | All CT/ Teachers | | Member |
| 9. | Mr. Sunil Kumar | PRT | Member |
| 10. | Ms. Bindya Rani | PRT | Member |
| 11. | Mr. Aanand Singh | PRT | Member |

Duties :

- a) To check personal turn of students during assembly
- b) To check the late comers during morning assembly
- c) To observe the behavior of students inside and outside class room
- d) To ensure provision of out pass in all classes and their utilization
- e) To initiate proper action as per KVS norms against indiscipline students
- f) To check the girls and boys uniform daily.
- g) To check the bags once in a week.
- h) To confiscate the mobiles and other prohibited appliances.
- i) To take the regular meeting of student councils, prefect, monitors.
- j) To ensure discipline
- k) To refer the problematic cases to the counselor/Principal for diagnosis
- l) To inform the parents immediately.

22. SUBJECT COMMITTEE :

| SUBJECT | INCHARGE | DESIGNATION | MEMBER | DESIGNATION |
|------------------|-------------------------|----------------|-------------------------------|---|
| English | Mr. Vijainder Kumar | PGT (English) | All English teachers | TGT(English) PRT |
| Mathematics | Mr. Ajit Singh Rawat | PGT (Maths) | All Maths Teachers | PGT(Maths) TGT (Maths) PRT |
| Hindi & Sanskrit | Mistry Surender Kumar | PGT (Hindi) | All Hindi & Sanskrit teachers | PGT(Hindi) TGT(Hindi) TGT(Sanskrit) |
| Science | Mr. Jaswinder Lal | PGT (Physics) | All Science teachers. | PGT (Physics) PGT (Chemistry) PGT(Biology) PGT(Comp. Sc.) TGT(Science) PRT |
| Social Science | Smt. Parveen Lata Singh | PGT(Geo.) | All Social Science teachers | PGT(Geo) PGT(History) PGT(ECO) TGT (SST) PRT |

Duties:

- a) Subject conveners should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting is to be submitted to the Principal on the last day of the month. Subject convener must invite the Principal also for the meeting.

Monday – English
Tuesday – Hindi
Wednesday – Maths
Thursday – Science/Discipline
Friday-S. Science

- b) Subject conveners will discuss the following issues during the meeting :
- Guidance regarding the maintenance of teacher diary
 - Coverage of syllabus as per the split up syllabus approved by KVS
 - Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS
 - Demo classes by rotation during the subject committee meeting
 - Uses of e-Classroom, ICT and other audio visual aids in teaching learning process
 - Plan of evaluation of home assignment
 - To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
 - Plan of action for weak students & bright students
 - Remedial teaching for weak students
 - Decoration of bulletin boards in corridors / class rooms with educational charts.

- xi). Club activity / Science and social exhibition.
 xii) The subject convener will submit the records to the Principal as per schedule.

23. LIBRARY COMMITTEE

| S.NO | NAME | DESIGNATION | MEMBER |
|------|-------------------------|-------------|--------|
| 1. | 1. Ms Neelam Siwach | Librarian | I/C |
| 2. | 2. Mr Vijainder Kumar | PGT(ENG) | Member |
| 3. | 3 Mistry Surendra Kumar | PGT(HINDI) | Member |
| 3. | 4. Ms Neerja Sharma | TGT(HINDI) | Member |
| 4. | 5 Mr Udev Singh | TGT(ENG) | Member |
| 5. | Mr Rajbir Singh | PRT | Member |
| 6. | 02 Students | | Member |

Duties:

- 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.

24. IMPLEMETATION OF RAJ BHASHA

| S.NO | NAME | DESIGNATION | MEMBER |
|------|--------------------------|---------------|--------|
| 1. | Mr Mistry Surendra Kumar | PGT(Hindi) | I/C |
| 2. | Ms Neerja Sharma | TGT(Hindi) | Member |
| 3. | Mr Sribhagwan | TGT(Sanskrit) | Member |
| 4. | Mr. Rakesh Kumar | TGT (Hindi) | Member |
| 5. | Mr. Mukesh Kumar | SSA | Member |

Duties:

- To implement the decision taken during Nagar Raj Bhasha committee meeting
- To attend Nagar Raj Bhasha committee as and when required
- To send periodical report to the KVS RO Chandigarh, KVS HQ New Delhi, Nagar Raj Bhasha committee.
- To take initiative to see that maximum correspondence is made in Hindi.

25. SCOUTS / GUIDES

| S.NO | NAME | DESIGNATION | MEMBER |
|------|--------------------------|-------------------------|--------------------|
| 1. | 1. Mistry Surendra Kumar | PGT(HINDI) Advance | I/C(Scout /Guide) |
| 2. | 2. Ms.Harwinder Kaur | TGT(Biology)Basic Guide | Member |
| 3. | 3. Mr Udev Singh | TGT(Eng) Advance Cub | Member |
| 4 | Ms.Neerja Sharma | TGT(Hindi) Basic | Member |
| 5 | Ms.Swati Singh | TGT(WE) Advance | Member |
| 6 | Ms.Aika Gohil | HM Advance | Member |
| 7 | Ms Rajbrinder kaur | PRT Basic CM | Member |
| 8 | Mr.Mitha Singh | PRT Basic CM | Member |
| 9. | 5. Mr.Anand Singh | PRT Basic CM | Member |
| 10 | Mr.Rohit Kumar | PRT Basic CM | Member |
| 11 | Mr.Vinod | PRT Basic CM | Member |
| 12 | 6. Mr Rajbir | PRT Advance cub | Member |

Duties:

- 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 Thursday.
- To train the students for Pratham / Dwitiya / Tritiya / Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiya Charan / Chat urtha Charan
- 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 Honor.

26. AEP

| S.NO | NAME | DESIGNATION | MEMBER |
|------|-------------------|---------------|--------|
| 1. | MR Sanjiv Kumar | PGT(BIO) | I/C |
| 2. | Ms Gurwinder Kaur | TGT(Science) | Member |

Duties:

- Box meant for general complaints / suggestion, should be opened on the last working day of the month.
- Separate files for preserving the complaints / suggestions & register for recording the complaints / suggestion should be opened.
- Corrective measures are to be taken immediately in consultation with principal.
- AEP programs, workshops & activities should be conducted time to time.

27. SUGGESTION BOX

| S.NO | NAME | DESIGNATION | MEMBER |
|------|------------------------|-----------------|--------|
| 1. | Ms. Praveen Lata Singh | PGT (Geography) | I/C |
| 2. | Ms.Nirmal Kaur | TGT(S.St.) | Member |

Duties:

- Box meant for general complaints / suggestion, should be opened fortnightly
- Register for recording the complaints / suggestions should be maintained
- Corrective measures are to be taken immediately in consultation with Principal.

28. MORNING ASSEMBLY PROGRAMME

| S.NO | NAME | DESIGNATION | MEMBER |
|------|---------------------------|-------------|--------|
| 1. | Mr Vijainder Kumar | PGT(Eng) | I/C |
| 2. | Mrs Neerja Sharma | TGT(Hindi) | Member |
| 3. | Mr Rajiv | PRT(MUSIC) | Member |
| 4. | Ms. Poonam Kumari | PRT | Member |
| 7. | Respective Class Teachers | | Member |

Duties:

- To see that morning assembly programme is to conduct within stipulated time.
- To evaluate the various items of morning assembly programme on five point scale – Excellent: Very good; Good; Average; Below Average
- To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.
- To arrange the PA system, musical instrument well in advance before the start of morning assembly.
- Annual Planning of CCA activities –house wise.

29. CCA COMMITTEE

| S.NO | NAME | DESIGNATION | MEMBER |
|-----------|--------------------------|-------------|--------|
| A. | SECONDARY | | |
| 1. | Mr Vijainder Kumar, I/C | PGT(Eng) | I/C |
| 2. | Mr.Mistry Surendra Kumar | PGT(Hindi) | Member |
| 3. | Mr Udev Singh | TGT(ENG) | Member |
| 4. | Ms. Gurvinder Kaur | TGT(BIO) | Member |
| B. | Primary | | |
| 1. | Ms Sushma Sharma | PRT | I/C |
| 2. | Mr Rajiv | PRT | Member |

- Maintains of result of CCA activities.
- Purchase and distribution of CCA prizes & medals.
- Maintaining CCA Activities register

30. LITERARY CLUBS

| S.NO | SUBJECT | NAME | DESIGNATION | MEMBER |
|------|----------|-----------------------|---------------|--------|
| 1. | English | Mr. Vijaiender Kumar | PGT(English) | I/C |
| 2. | English | Mr. Udev Singh | TGT(English) | Member |
| 3. | Hindi | Mistry Surender Kumar | PGT(Hindi) | I/C |
| 4. | Hindi | Ms. Neerja Sharma | TGT(Hindi) | Member |
| 5. | Sanskrit | Mr. Shribhagrwan | TGT(Sanskrit) | I/C |

Duties:

- To develop the language skills like reading, writing, speaking, listening skills among the students
- To develop the proper reading habits among the children.
- To give required guidance in the planning and execution of project to students
- To encourage the use of Audio Visual aids in teaching learning process
- To conduct the language games during the teaching periods.
- To preserve the projects prepared by the children.
- To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.
- Training the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.

31. LUNCH BREAK SUPERVISION:-

As per MOD assigned day to day basis.

Duties:-

- To mind the discipline of the students during the lunch break
- To see that the students reach their respective class after the lunch.
- To keep at least two children by rotation in each class to avoid stealing of the student belongings.

32. NATURE CLUB/ ECO CLUB

| S.NO | NAME | DESIGNATION | MEMBER |
|------|---------------------------------------|------------------------|---------|
| 1. | Mr. Sanjiv Kumar | PGT(Biology) | I/C |
| 2. | Ms. Gurwinder Kaur | TGT(Science) | Member |
| 3. | All Science & Social Science Teachers | TGT (Science & S.St.) | Members |

Duties:-

- To keep in touch with forest Deptt. to procure saplings to be planted in various parts of school campus.
- To utilize funds released by the state Govt. under Eco club.
- To celebrate Vana Mahostasava in consultation with state forest dept.
- To preserve the beauty of the Vidyalaya campus by taking up the project clean and Green.
- To see that blocks allotted to each class are kept neat and tidy. To encourage the student to plant the sapling in the blocks allotted to them.

f) To ensure the watering of plants growing in different parts of the Vidyalaya campus.

33. VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE/STUDENT'S DIARY

| S.NO | NAME | DESIGNATION | MEMBER |
|-----------|--------------------------|-------------|--------|
| A. | SECONDARY | | |
| 1. | Mr Vijainder Kumar | PGT (Eng) | I/C |
| 2. | Mr Mystry Surender Kumar | PGT (Hindi) | Member |
| 3. | Ms Neerja Sharma | TGT (Hindi) | Member |
| 4. | Mr Sribhagwan | TGT (skt) | Member |
| B. | PRIMARY | | |
| 1. | Ms Rajbarinder Kaur | PRT | I/C |
| 2. | Ms.Poonam Kumari | PRT | Member |
| 3. | Mr. Rohit Kumar | PRT | Member |
| 4. | Mr. Rajiv | PRT(Music) | Member |

Duties:-

a) Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.

b) Editorial board will collect the article from the students. Article are to be arranged section wise(English section, Hindi section, drawing and painting etc.

c) Editorial board should take concerted efforts to bring about class magazine by the end of the August 2022.

d) Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. Class magazine should contain 50 pages- (English section: 20 pages- Hindi section:- 20 pages and 10 pages- Art, drawing and paintings.

e) Editorial board select the article for the class magazine. These articles are to be arranges section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section.

Editorial board can invite the article from teachers side also.

f) School magazine should contain total 82 pages (30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.

g) The editorial board should make concerted effort to bring about the school magazine in time.

34. SEXUAL HARASSEMENT COMMITTEE/ IMPLEMENTATION OF POC SO ACT/COUNSELLING

| S.No. | Nomenclature | Members nominated | Designation | Jurisdiction of the committee |
|-------|-------------------|--------------------------|-----------------------------|--|
| 1 | Presiding officer | | AC , KVS (RO) CHANDIGARH | To inquire into the complaints of sexual harassment at work place against the officials at the Vidyalaya except against Principal. |
| 2 | NGO Member | | | |
| 3 | Members | Ms.Praveen Lata Singh | PGT (Geo) | |
| 4 | Member from VMC | Ms.Neelam Siwach | Librarian | |

If any complaint related to immoral behavior towards girl students is received by the committee, the following steps should be taken immediately at Committee level.

VIDYALAYA LEVEL

1. A written complaint may be obtained from the students/parents.
2. Case may be brought to the notice of the Principal.
3. A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
4. A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
5. The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.
6. The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
7. Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
8. The committee may discuss the issue with the accused teacher and his statement may be recorded.
9. The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
10. The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
11. Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.
12. The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.

35. GENERAL GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)

| S.NO. | NAME | DESIGNATION | MEMBER |
|-------|------|-------------|--------|
|-------|------|-------------|--------|

| | | | |
|----|---------------------|-------------|--------|
| 1. | Mr.Ajit Singh Rawat | PGT (Maths) | I/C |
| 2. | Ms. Bindya Rani | PRT | Member |
| 3. | Ms.Simranjeet Kaur | TGT (Maths) | Member |
| 4. | Ms.Sunanda Berry | TGT (P&HE) | Member |

Duties:-

1. If any complaint related to immoral behavior towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring the eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents is received by the committee, the following steps should be taken immediately at Committee level.

36. INCOME TAX/ CS-54 CHECKING

| S.NO | NAME | DESIGNATION | MEMBER |
|------|-------------------|-------------|--------|
| 1. | Ms.Dhanpreet Kaur | PGT(Eco.) | I/C |
| 2. | Ms. Inderdeep | TGT(Maths) | Member |
| 3. | Ms.Ruchi Jain | PGT CS | Member |

Duties:-

1. Calculation of income tax from the members of the staff as per the provisions of Govt. of India.
2. Preparation & Maintaining CS-54
3. Verifying Monthly/Quarterly/Annual Fee of all Classes.

37. GRIEVANCES CELL FOR SC/ST/OBC/MINORITIES AND PHYSICALLY HANDICAPPED

| S.NO | NAME | DESIGNATION | MEMBER |
|------|-----------------------|-------------|--------|
| 1. | Ms.Praveen Lata Singh | PGT (Geog.) | I/C |
| 2. | Ms.RAMA Negi | PRT | Member |
| 3. | Ms.Simranjeet Kaur | TGT (Maths) | Member |

38. INFORMATION ON RTI

| S.NO | NAME | DESIGNATION | MEMBER |
|------|------------------|-------------|--------|
| 1. | Ms.Ruchi Jain | PGT(CS) | I/C |
| 2. | Ms Neelam | Librarian | Member |
| 3. | Mr. Mukesh Kumar | SSA | Member |

39. INTEGRITY CLUB

| S.NO | NAME | DESIGNATION | MEMBER |
|------|------|-------------|--------|
|------|------|-------------|--------|

| | | | |
|----|-----------------------|----------------|--------|
| 1. | Mistri Surendra Kumar | PGT(Hindi) | I/C |
| 2. | Mr.Shribhagwan | TGT (Sanskrit) | Member |
| 3. | Ms. Nirmal Kaur | TGT(S. St.) | Member |
| 4. | Ms.Neerja Sharma | TGT(Hindi) | Member |
| 5. | Ms.Beena Joshi | TGT(AE) | Member |

40. STAFF GRIEVANCE CELL COMMITTEE

| S.NO | NAME | DESIGNATION | MEMBER |
|------|--------------------------|----------------|--------|
| 1. | Ms.Praveen Lata Singh | PGT(Geography) | I/C |
| 2. | Ms Mistry Surendra kumar | PGT (Hindi) | Member |
| 3. | Mr.Udev Singh | TGT(English) | Member |
| 4 | Ms Harwinder Kaur | TGT(BIO) | Member |

41. MATHS OLYMPIAD

| S.NO | NAME | DESIGNATION | MEMBER |
|------|------------------------|-------------|--------|
| 1. | 1. Mr Ajit Singh Rawat | PGT (Maths) | I/C |
| 2 | 2. Ms Inderdeep Kaur | TGT (Maths) | Member |
| 3. | 3. Ms Simranjit kaur | TGT(Maths) | Member |

42. GREEN OLYMPIAD

| S.NO | NAME | DESIGNATION | MEMBER |
|------|--------------------|---------------|--------|
| 1. | Mr. Sanjiv Kumar | PGT (Biology) | I/C |
| 2. | Ms. Harwinder Kaur | TGT (Science) | Member |
| 3. | Ms. Gurwinder Kaur | TGT (Science) | Member |

43. SCIENCE/ Green OLYMPIAD

| S.NO | NAME | DESIGNATION | MEMBER |
|------|-------------------|---------------|--------|
| 1. | Mr Sanjiv Kumar | PGT (BIO) | I/C |
| 2. | Ms Harwinder Kaur | TGT (Science) | Member |
| 3. | Gurwinder Kaur | TGT (Science) | Member |

44. ENGLISH OLYMPIAD

| S.NO | NAME | DESIGNATION | MEMBER |
|------|------|-------------|--------|
|------|------|-------------|--------|

| | | | |
|----|--------------------|---------------|--------|
| 1. | Mr.Vijainder Kumar | PGT (English) | I/C |
| 2. | Ms.Deepali Malhan | TGT(English) | Member |
| 3. | Mr.Udev Singh | TGT(English) | Member |

45. PRIMARY RESOURCE ROOM

| S.NO | NAME | DESIGNATION | MEMBER |
|------|-----------------|-------------|--------|
| 1. | Smt. Alka Gohil | HM | I/C |

46. TEACHING AIDS

| S.NO | NAME | DESIGNATION | MEMBER |
|------|------------------------|-------------|--------|
| 1. | Ms. Dhanpreet Kaur | PGT(Eco) | I/C |
| 2. | Ms. Parveen Lata Singh | PGT(Geo) | Member |

47. AUDIO – VISUAL & e – LEARNING/e – CONTENT

| S.NO | NAME | DESIGNATION | MEMBER |
|------|-----------------------------|----------------|--------|
| 1. | Smt. Beena Joshi | TGT(AE) | I/C |
| 2. | Mr. Rajeev | PRT (Music) | Member |
| | e-LEARNING/e-CONTENT | | |
| 4. | Smt. Ruchi Jain | PGT(Comp. Sc.) | I/C |
| 5. | All the Subject Teachers | | Member |

48. CMP & READING CARDS/QTLY NEWS LETTER/XEROXING OF WORKSHEETS AND RECORDING

| S.NO | NAME | DESIGNATION | MEMBER |
|------|----------------------|-------------|--------|
| 1. | 1. Ms Alka Gohil, HM | PRT | I/C |
| 2. | 2. Ms Bindya | PRT | Member |
| 3. | 3. Mr.Sunil Kumar | PRT | Member |

49. DISPLAY BOARDS

| S.NO | NAME | DESIGNATION | MEMBER |
|------|--|-------------|---------|
| 1. | All Class Teachers , House Masters & all Associate House Masters | | Members |

50. PURCHASE COMMITTEE

| S.NO | NAME | DESIGNATION | MEMBER |
|------|------|-------------|--------|
|------|------|-------------|--------|

| | | | |
|----|---------------------------------|--------------|--------|
| 1. | Mr.Sanjiv Kumar | PGT(Biology) | Member |
| 2. | Mr Mistry Surendra Kumar | PGT(HINDI) | Member |
| 3. | Ms.Praveen Lata Singh | PGT(Geog.) | Member |
| 4 | Mr.Sribhagwan | TGT(SKT) | Member |
| 5. | Mr.Rajbir | PRT | Member |

Duties :

1. To Sign the quotations received by post or email.
2. To carryout market survey whenever required
3. To check and sign the Comparative Statement

51. ANTI BULLYING/ANTIRAGGING COMMITTEE

| S.NO | NAME | DESIGNATION | MEMBER |
|------|------------------------|----------------|--------|
| 1. | Ms. Praveen Lata Singh | PGT(Geography) | I/C |
| 2. | Mr. Ajay Kumar | PGT(Chemistry) | Member |
| 3. | Ms.Nirmal Kaur | TGT(S. St.) | Member |
| 4. | Ms.Harwinder Kaur | TGT (Science) | Member |

52. Udise- COMMITTEE

| S.NO | NAME | DESIGNATION | MEMBER |
|------|--------------------|---------------------|--------|
| 1. | Smt. Ruchi Jain | PGT(Comp. Sc.) | I/C |
| 2. | Ms. Arshjot Kaur | Computer Instructor | Member |
| 3. | All Class Teachers | | Member |

53. UBI PORTAL COMMITTEE

| S.NO | NAME | DESIGNATION | MEMBER |
|------|--------------------|----------------|--------|
| 1. | Smt. Ruchi Jain | PGT(Comp. Sc.) | I/C |
| 2. | All Class Teachers | | Member |

54. WEBSITE UPDATION COMMITTEE

| S.NO | NAME | DESIGNATION | MEMBER |
|------|------|-------------|--------|
|------|------|-------------|--------|

| | | | |
|----|------------------|---------------------|--------|
| 1. | Smt. Ruchi Jain | PGT(Comp. Sc.) | I/C |
| 2. | Ms. Arshjot Kaur | Computer Instructor | Member |

55. STAFF MEETING MINUTES COMMITTEE

| S.NO | NAME | DESIGNATION | MEMBER |
|------|-----------------------------|--------------|--------|
| 1. | 1. Mr Vijaiender Kumar | PGT(English) | I/C |
| 2. | 2. Mr Mistry Surendra Kumar | PGT(Hindi) | Member |

56. ALUMNI COMMITTEE

| S.NO | NAME | DESIGNATION | MEMBER |
|------|-------------------|--------------|--------|
| 1. | Ms.Harwinder Kaur | TGT (Bio) | I/C |
| 2. | Ms.Neerja Sharma | TGT(Hindi) | Member |
| 3. | Ms.Neelam Siwach | Librarian | Member |
| 4 | Ms.Deepali Malhan | TGT(English) | Member |

57. Skill Hub Initiative

| S.No | Name | Designation | Member |
|------|---------------|-------------|--------|
| 1 | Ms.Ruchi Jain | PGT (CS) | I/C |

58. Staff Secretary

| S.No | Name | Designation | Member |
|------|----------------|-------------|--------|
| 1 | Ms. Inderdeep | TGT (Maths) | I/C |
| 2 | Ms.Bindya Rani | PRT | Member |

59. ATL

| S.No | Name | Designation | Member |
|------|------------------|---------------|--------|
| 1 | Mr.Jaswinder Lal | PGT (Physics) | I/C |

PRINCIPAL