

**KENDRIYA VIDYALAYA NO. 2 FEROZEPUR CANTT**

**COMMITTEES 2023-24**

S.N O.	Name of Committee	BRIEF DISCRPTION OF DUTIES OF EACH COMMITTEE	IN-CHARGE	MEMBER	SIG
1	CCA	Committee shall prepare the CCA Calender of activities in advance and will be held responsible for conduct of different activities received from KVS.The activities must be included to nurture the creativity of students and should provide a stage to showcase the latent talent of students and should ensure mass participation of students. Activities should promote gender equality and concerned wards enviornment and natural resources.	Mr. Rakesh Kumar (PGT Hindi)	Mrs. Kavita Kumari, PGT Eco	
				Mr. Vijay Kumar Sharma, TGT WE	
				Ms Himanshu Sehgal , PGT Comm	
				Mr. Rakesh Kumar, PGT English	
2	TIME TABLE(Primary)	To prepare timetable and ensure its execution. Any problem in time table or relating to time table must be addressed on priority. Make suitable arrangements for teachers on leave.	Mr. Manjeet, PRT	Mrs. Sanyogta Nagpal, PRT	
	TIME TABLE(Secondary)			Mrs. Aradhana Kumari, PRT	
	Mr. Rohit Kumar , PGT Maths			Mrs. Madhu Bala TGT (Hindi)	
				Mrs. Kavita Kumari, PGT Eco	
3	EXAMINATION (HOME)	Prepare plan for different Term tests and preparation of examination question papers. To ensure availability of sufficient stationery for students. Ensure strict confidentiality in the matters of examination.Analysis the result and suggest the remedial measures to improve the performance of slow blommers.	Mrs. Garima Arora, PGT PHY	Ms Himanshu Sehgal , PGT Comm	
				Mrs. Kavita Kumari, PGT Eco	
				Mrs. Sanyogta Nagpal , PRT	
				Mr. Yogesh Kumar TGT (Maths)	
				Ms. Suman Yadav, TGT Social Sci	
Mr. Satpal , Sub Staff					
4	EXAMINATION (CBSE)	Data uploading work for classed IX to XII, online registration and LOC of classes IX to XII, Downloading circulars from the CBSE website, and any exam conducted by CBSE. CBSE affiliation related work, completion of school related profile and submitting information on various CBSE portals in time bound manner.	Ms. Harjeet Kaur, PGT CS	Mr. Rohit Kumar (PGT Maths)	
				Mrs. Kavita Kumari, PGT Eco	
				Mr. Vijay Kumar Sharma , TGT WE	
				TGT SANSKRIT	
5	EXAMINATION (PUBLIC)	Make plan to conduct public examination, preparing seating plan , engaging staff in invigilation and other exam related work , ensure confidentiality or material information related to exam.	Mr. Rohit Kumar (PGT Maths)	Ms. Harjeet Kaur, PGT CS	
				Mr. Vijay Krishna Gautam, PRT	
				Mrs. Kavita Kumari, PGT Eco	
				Mr. Vijay Kumar Sharma , TGT WE	

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6	ADMISSION (TC & FRESH)	Assessment of class wise vacany position to ensure sufficient class strength. Follow the time schedule for admission issued by KVS. issue of Admission form to the parents seeking admission in those classes only, Conduct and prepare result of Admission tests. Strictly follow admission guidelines. Ensure TC admission as per norms.	Mr. Rakesh Kumar , PGT (English)	MS. Aradhna Kumari, PRT	
				Mr. Vikash, PRT	
				Mr. Yogesh Kumar , TGT Maths	
7	DISCIPLINE COMMITTEE	To ensure strict discipline in the students. Be ready for any enquiry ordered by the Principal in respect of complaints by parents or students.	Mrs. Davinder Kaur, TGT Sci, TGT BIO	Mr. Rakesh Kumar , PGT (Hindi)	
				Mrs. Sanyogta Nagpal , PRT	
				Mr. Amit Kumar , PRT	
				Mrs. Kavita kumari	
				Mr. B.M. Singh ,TGT AE	
Mr. Gurwinder Singh, Sports coach					
8	CHILD RIGHTS PROTECTION CELL	To supervise and ensure non threatning safe enviornment for children in vidyalaya and to enquire in case of violation of child rights.	Mrs. Garima Arora, PGT Physic	Ms. Himanshu Sehgal, PGT Comm, PGT Comm	
				Mrs. Aradhana Kumari, PRT	
				Mrs. Vikash, PRT	
9	EVACUATION TEAM	To make evacuation plan ,Planing for Mock drill , to guide and prepare students to evacuate the building in case of emergency, to prepare students for various types of natural distasters and to inculcate among students appropriate behaviour during emergent situations.	Mr. Vijay Kumar Sharma, TGT WE	PGT Biology	
				Mr. Parveen Kumar, PRT	
				Mr. Vijay Krishna Gautam, PRT	
				Mr. B.M. Singh , TGT AE	
				Mrs. Jasvir Kaur , PRT Music	
				Mr. Satpal, Sub staff Gardner	
10	SEARCH & RESCUE TEAM	To check during emergency or dister situations that the netire building is evauated. Search for missing students or staff members and rescue them.	Mr. Amit Kumar (PRT)	Ms. Suman Yadav, TGT Social Sci	
				Ms. Gagandeep Kaur, Nurse	
				Ms. Sonia (PRT)	
				Mr. Gurwinder Singh, Sports Coach	
11	SCIENCE CLUB	To develop the scientific temprament among students, to plan the celebration of important event and days related to science.Planning for celebration of National science day. To prepare and display various activities, to explain various concepts and to remove misconceptions and myths giving scientific explanation or model and activity display.	Mrs.Garima Arora, PGT Physics	Mrs. Davinder Kaur, TGT Sci	
				Mr. Rohit Kumar, PGT Maths	
				PGT CHEMISTRY	
				Mrs. Harjeet Kaur, PGT CS	

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12	FIRST AID & MEDICAL TEAM & HEALTH CLUB	To ascertain requirment of various materials required in Medical room to meet the emergency medical need of students. To santisize students about various types of medical emergencies and to train them to provide First Aid during such medical emergencies. Preperation of First aid kits in sufficent number.	Ms. Himanshu Sehgal, PGT Comm	Mr. Parveen Kumar, PRT	
				Mrs. Davinder Kaur, TGT Sci	
				Mrs. Sonia, PRT	
13	TRANSPORT SAFETY TEAM	To maintain the record of type of transportation used by students to commute to vidyalaya. To make arrangement of transportation for students for excursion, educational trip and participation of students in other KVs for sports events, science exhibition, scout & guide activities , social sceince exhibition and other such events.	Mr. Parveen Kumar, PRT	Mr. Rakesh Kumar, PGT English	
				Ms. Madhu Bala, TGT Hindi	
				Mr. Sunil Solanki, PRT	
				Ms. Garima , PRT	
				Mrs. Kavita Kumari , PGT Eco	
14	TEAM FOR STUDENTS WITH SPECIAL NEEDS (DIVYANG)	To identify all the students in vidyalaya who have special needs. To make record of requirement of such students and to make a plan to fulfil requirements of students with special needs in order to make school Sugamya for students with special need.	Mrs. Kavita Kumari, PGT Eco	Ms. Gagandeep Kaur, Nurse	
				PGT Biology	
				Ms. Kuldip Kaur, JSA	
				Mr. Satpal, Sub staff	
15	ATL COMMITTEE& ATL CLUB	To maintain ATL Lab and to monitor the proper use and to conduct activities associated with ATL Lab. To maintain record of all the activities of ATL Lab and to prepare students to participate in activities associated with ATL Lab.	Ms. Garima Arora, PGT Physics	(PGT CHEM)	
				Mrs. Harjeet Kaur, PGT CS	
				Mrs. Davinder Kaur, TGT Sci (TGT BIO)	
15	LIBRARY COMMITTEE	The committee shall ensure to develop a plan to inculcate reading habit among students, teachers and other staff members of the Vidyalaya. To suggest the procurement of age appropriate, class Appropriate and standerd appropriate books, magzines and newspapers for vidyalaya Library. To make a plan to develop literary environment in vidyalaya and to boost literary skills of students and staff.	Ms. Suman Yadav, TGT Social Sci	Ms. Himanshu Sehgal, PGT Comm	
				Mr. Manjeet, PRT	
				Mrs. Sanyogta Nagpal, PRT	
				Mrs. Davinder Kaur, TGT Sci	
				Mr. Rakesh Kumar , PGT Hindi	
				Mr. Rakesh Kumar, PGT English	
16	BEAUTIFICATION OF VIDYALAYA	To monitor Vidyalaya lawns, corridors and flower beds from time to time and assist Mali in maintenance of surrounding of Vidyalaya ,Monitor and maintain the Vidyalaya Campus from classrooms to toilets of Vidyalaya. They will also look after the fixture in the Vidyalaya Campus and help in their maintenance in coordination with CCA committees.	Mrs. Davinder Kaur, TGT Sci	Ms. Garima, PRT	
				Ms. Garima, PRT	
				PGT Biology	
				Mrs. Kavita Kumari	
				Mr. Vinod Kumar (GARDENER)	
				Mr. Satpal, Sub staff	

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S.N O.	Name of Committee	BRIEF DISCRPTION OF DUTIES OF EACH COMMITTEE	IN-CHARGE	MEMBER	SIG
17	SCOUT & GUIDE	The committee shall ensure the smooth conducting of all the activities related to scout and guide moment. To develop scout and guide corner in the vidyalaya.	Mr. Rohit Kumar , PGT Maths	Mr. Yogesh Kumar, TGT Maths	
				Mrs. Davinder Kaur, TGT Sci (TGT BIO)	
				Mr. B.M. Singh (TGT AE)	
				Mr. Manjeet, PRT	
				MS. Aradhna Kumari , PRT	
				Mr. Parveen Kumar	
				Mrs. Jasvir Kaur , PRT Music	
18	राजभाषा कार्यन्वय समिति	To look after the work relating to Rajbhasha & submit quarterly report to RO. Ensure annual program implementation.	Mr. Rakesh Kumar (PGT HINDI)	Mrs. Madhu Bala, TGT Hindi	
				TGT SANSKRIT	
				Ms. Kuldip Kaur , JSA	
19	WEBSITE COMMITTEE	The committe shall ensure the regular updation of vidyalaya website atleast twice a month between first and fourth day.Sixteenth and nineteenth day of each month. All the information on the vidyalaya website must be appropriately displayed in respective tabs bilinguly i.e in Hindi and English. the committee shall welcome suggestions from students , teachers and other stake holders to make website more informative, effective ,interactive and attractive. Incoorporate knowledge, enhancing data, videos available on the internet.	Mrs. Harjeet Kaur, PGT CS	Mr. Rakesh Kumar, PGT English	
				Mr. Rakesh Kumar, PGT Hindi	
				Mr. Rahul , C. I	
				Mrs. Kuldip Kaur, JSA	
20	FURNITURE COMMITTEE	To maintain existing furniture items in the Vidyalaya and to ensure availability of sufficient furniture not only classes but also in departments. To ensure repair work of existing furniture. To ensure marking of identification number on newly purchased and existing furniture. To identify unservicable furniture and prepare list for recommending the same for the purpose of condemnation.	Mr. Yogesh Kumar , TGT Maths	Mr. Vijay Kumar Sharma, TGT WE	
				Mr. B.M. Singh , TGT AE	
				Mrs. Suman Yadav, TGT Social Sci	
				Mr. Vijay Kumar Sharma, TGT WE	
21	SEXUAL HARASSMENT COMMITTEE	To investigate the cases of sexual harrasment reported by students and staff.	Mrs. Sapna, Principal , Manvata Public School ferozepur	Mrs. Garima Arora , PGT Physics	
				Mrs. Jasvir Kaur , PRT Music	
				Mrs. Davinder Kaur, TGT Sci (TGT BIO)	
				Mr. Yogesh Kumar , TGT Maths	

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S.N O.	Name of Committee	BRIEF DISCRPTION OF DUTIES OF EACH COMMITTEE	IN-CHARGE	MEMBER	SIG
22	SCHOOL MAGAZINE COMMITTEE	To collect articles in all the three languages from the students Edit & compile them for publication in Vidyalaya Patrika.	Mr.Rakesh Kumar , PGT (Hindi)	Mr. Rakesh Kumar , PGT English Mr. Manjeet, PRT TGT SANSKRIT Ms. Madhu Bala, TGT Hindi	
23	VISHRUTI & AEP	Plan and execute adolescence programme as per directions of KVS (HQ & RO) in all respects.	Mrs. Davinder Kaur, TGT Sci	Mrs. Madhu Bala, TGT Hindi Mrs. Suman Yadav Mrs. Parveen Kumar, PRT	
24	CANTEEN COMMITTEE	To ensure proper arrangement of electricity and water arrangement. To randomly check the quality of items being sold in school canteen to check status of hygiene in canteen.	Mr. Manjeet Kumar , PRT	Mr. Amit Kumar, PRT Mr. Yogesh Kumar, TGT Maths Mrs. Himanshu Sehgal, PGT Commerce MS. Kuldip Kaur, JSA	
25	MAINTENANCE CIVIL	To ensure maintenance of repair of civil, plumbing and other fixture of in the vidyalaya campus.	Mr. Vijay Kumar Sharma, TGT WE	Mrs. Kavita Kumari, PGT Eco Mr. B.M. Singh (TGT AE) Mr.Sunil Solanki (PRT) Mr. Amit Kumar, PRT	
26	MAINTENANCE ELECTRICAL	To ensure the proper functioning of upkeeping of all the electric appliances in the vidyalaya. To ensure timely repairing of Fans, replacement of unservicable tubelights, bulbs . To ensure proper lightings in Toilets.To check mounting of Ceiling fans with their hooks and keep them intact, replacement of damaged switches, sockets in the vidyalaya.	Mr. Vijay Kumar Sharma, TGT WE	Mr. Parveen Kumar (PRT) Mr. Vikash , PRT Mr.Yogesh Kumar, TGT Maths Mr.Satpal, Sub staff	
27	SAFETY AND SECURITY OF STUDENTS	To ensure safety and security of students in vidyalaya campus. To sansitize students and staff regarding various issues related to safety and security and to guide them to exhibit appropriate behaviour.	Mr. Rohit Kumar, PGT Maths	Ms. Madhu Bala, TGT Hindi Mr. Bal Mukund Singh, TGT AE Mr. Amit Kumar, PRT Ms. Garima , PRT	

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28	CLEANLINESS COMMITTEE	<p>The committee shall ensure proper cleanliness and upkeep of Vidyalay campus. The committee shall supervise and check that the approach road , Stage , Assembly Ground is prorely cleaned before the starting of school. The committee shall ensure that all the toilets are clean in the morning and there is no smell from toilets. The committee shall ensure that mugs are available in all toilets , liquid soap and liquid soap dispenser is available in all toilets, covered dustbins are available in girls toilets, ladies staff toilets and toilet attached with medical room. Committee shall also check that all the dustbins are available in classrooms, toilets and placed at other places are daily cleaned. All Classrooms, corridors, staircases, departments are daily and regularly cleaned. committee shall also ensure that all the toilets are cleaned twice during the school hours. committe shall guide the cleanliness staff's and educate them regarding the tasks to be taken up before start of the school, during the school hours, and after the school so that there is proper cleaning of all the areas at right time.The committee shall ensure that bedsheets, curtains, towels, pillow covers etc are to be regulary washed weekly of fortnightly depending upon the requirement. The committe shall estimate the material required for cleanliness of Vidyalaya toilets , floors , walls , labs and gardens and shall submit requisition in office for purchase of these items.</p>	<p>MS. Madhu Bala, TGT Hindi  Ms. Garima , PRT &amp; all Class teachers are to co-opt to monitor the status of cleanliness in their classes and daily cleaning of class dustbins.</p>	<p><b>1. ASSEMBLY STAGE, ASSEMBLY GROUND AND ALL CORRIDOOR (GROUND FLOOR)</b></p> <p>Mr. Sunil Solanki, PRT Mrs. Suman Yadav, TGT Social sci Mrs. Jasvir Kaur , PRT Music</p>	
				<p><b>2. FIRST FLOOR, ALL CORRIDOORS AND STAIRS</b></p> <p>Mr. Vijay Kumar Sharma, TGT WE Ms. Sonia , PRT Ms. Hajeet Kaur , PGT CS</p>	
				<p><b>3. VIDYALAYA GATE TO SCHOOL OFFICE ROAD AND ASSEMBLY GROUND ROAD, PARKING AREA</b></p> <p>Mr. Manjeet Kumar, PRT Mr. B.M. Singh (TGT AE) Mr. Vikash, PRT</p>	
				<p><b>4. SPORTS GROUND PRIMARY AND SECONDARY</b></p> <p>Mr. Vijay Krishna Gautam, PRT Mr. Gurwinder Singh, Coach Ms Aradhna Kumari, PRT</p>	
				<p><b>5. VIDYALAYA GARDEN</b></p> <p>Mrs. Davinder Kaur, TGT Sci (TGT BIO) (PGT CHEM) Mr. Praveen, PRT Mr. Satpal, Sub staff</p>	
				<p><b>6. ALL STUDENT'S TOILETS FIRST FLOOR</b></p> <p>MS. SANYOGTA NAGPAL (PRT) MS. ROSY, TGT English Ms. Himanshu Sehgal, PGT Comm (PGT COMM.)</p>	
				<p><b>7. ALL STUDENT'S TOILETS GROUND FLOOR</b></p> <p>MR. PARVEEN KUMAR, PRT TGT SANSKRIT MS. KAVITA KUMARI (PGT ECO)</p>	
				<p><b>8. STAFF TOILETS</b></p> <p>Ms. SONIA, PRT Mr. Rahul , C.I</p>	

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29	DISTRIBUTION OF STUDY MATERIAL, QUESTION PAPER ETC. AT CLUSTER / REGIONAL LEVEL	To ensure timely collection and distribution of study material.Safely collection of question paper and submitting the same to exam department for further action.	Mrs. Suman Yadav	ALL CLASS TEACHERS	
				Mr. Vijay Kumar (WET)	
				Mr. Yogesh Kumar, TGT Maths	
				Mr. Satpal, Sub staff	
30	SCIENCE EXHIBITION AND SCIENCE RELATED ACTIVITIES INCLUDING INNOVATION AND	To Prepare and guide students to participate in Vidyalaya level / cluster level / Regional level / National level science exhibition.To encourage innoation and experimentation in science teaching and to create envoinrment for the same.	Mrs. Garima Arora , PGT Physics	Mrs. Davinder Kaur, TGT Sci (TGT BIO)	
				PGT CHEM	
				PGT BIO	
				Ms. Hajeet Kaur, PGT CS	
31	TEACHING AID	To distribute/ Issued teaching aid material to teachers as and when asked for. Make availability of sufficient materials for teaching learning process.	Mr. Kavita Kumari , PGT Eco	Mrs. Suman Yadav, TGT Social sci (TGT SKT)	
				Mrs. Garima Arora, PGT Physics	
				Mr. Rohit Kumar , PGT Maths	
				TGT Social Sci	
32	SOCIAL SCIENCE EXHIBITION/ EBSB/ Kala Utsav	To prepare students to participate in social science exhibition/ EBSB/ Kala Utsav and other co-curricular activites at Cluster/ Regional level.	Mrs. Himanshu Sehgal, PGT Comm	Mrs. Kavita Kumari , PGT Eco	
				Mrs. Suman Yadav , TGT Social Sci	
				TGT Social Sci	
				Mr. Rakesh Kumar , PGT English	
				Mr. Rakesh Kumar , PGT Hindi	
Mrs. Jasvir Kaur , PRT Music					
TGT SKT					
33	SCHOLARSHIPS OF SC/ST/OBC AND MINORITIES	To ensure filling of online/ offline forms for scholarships being given by state/ central government, encourage and guide students to get scholarships and to explain the procedure to students and concerned parents.	Mrs. Jasvir Kaur , PRT Music	Mr. Yogesh Kumar, TGT Maths	
				PGT Bio	
				Mr. Manjeet, PRT	
				ALL CLASS TEACHERS WILL CO-OPT.	
34	MAINTENANCE OF CS 54 REGISTER	To check and maintain CS-54 register.	Mr. Rohit Kumar, PGT Maths	Ms. Himanshu Sehgal, PGT Comm (PGT COMM)	
				Ms. Kavita Kumari, PGT Eco	
35	INTIGRITY CLUB	Conducting and maintain the record of Integrity club activities	Mrs. Jyoti , TGT Maths	Mr. Rakesh Kumar , PGT (Hindi)	
				Mr. Rakesh Kumar , PGT (English)	
				TGT English 2	
				Mrs.Suman Yadav , TGT Social Sci	
Mrs. Jasvir Kaur , PRT Music					
36	REFERESHMENT	To make arrangement of refreshments for visitors and to decide Menu in advance. Refreshment for students during various events. Arrangement of distribution of sweets during Republic/ Independence day , children day etc.	Mrs. Sanyogta Nagpal , PRT	Mr. Vikash PRT	
				MS. Kuldip Kaur, JSA	
				Mrs. Gagandeep Kaur , Nurse	
				MR. Vinod, GARDENER	
Mr. Satpal (Sub staff)					

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37	MAINTENANCE OF STAFF ROOM	To ensure proper cleanliness in staff room. To ensure sufficient table, chairs	Mrs. Jyoti, TGT Maths	MR.Rohit Kumar , Maths PGT BIOLOGY	
38	PHOTOGRAPHY & RECORD KEEPING OF PHOTOS/VIDEOS	The committee shall ensure taking of photographs and recording of videos of different co-currclura activities / celebration od different days and other events conducted in the vidyalaya. The clicked or captured photos/ videos should be of high resolution and not to be compressed. The committee shall also ensure providing the related videos / photos of different events for onward submission to cluster/ region/ website display.	Mrs.Harjeet Kaur, PGT CS	Mr. Rakesh Kumar , PGT Hindi Mr. Rahul, C.I Mr. Yogesh Kumar, TGT Maths Ms. Gagandeep Kaur , Nurse TGT Sanskit Mrs. Aradhana Kumari, PRT	
39	COVERAGE OF MEDIA	The committee shall be responsible for writing the reports of major event/ functions held in vidyalaya. The are also responsible for publishing it in local newspaper . The committee shall also maintain the record of school in media.	Mrs. Davinder Kaur, TGT Sci (TGT BIO)	Mr. Rakesh Kumar , PGT English Mr. Rakesh Kumar , PGT HINDI Mr. Madhu Bala ,TGT HINDI Ms. Kuldip Kaur, JSA	
40	SPORTS CLUB	The committee shall be responsible for the various sports activities related to students like preparing students for cluster/ regional/ national sports meet, Fit India, Khelo India etc.The committee shall also be resposilbe for planning of various interhouse competitions and annual sports day. Students are to be aware about the importance of sports in one's life. The committee shall also be responsible for presenting the list of items to be procured and to give suggestions to improve sports related infrastucture.	PET/ Vijay Krishna Gautam	Mr. Gurwinder Singh, Coach Mr. Rohit Kumar, PGT Maths Mr. Sunil Solanki, PRT Ms. Sonia , PRT Ms. Jyoti, TGT Maths Mr. Vikash PRT Mr. Rahul, C.I	
41	ADVENTURE & EXCURSION CLUB	The committee should do a research to plan a place for the excursion every year. They shall also be responsible for making safe transportation for the students and letting them completely aware about the history/ background of the particular place.	Mrs. Suman Yadav , TGT Social Sci	Mr. Rakesh Kumar (PGT HINDI) Mrs. Davinder Kaur, TGT Sci Mr. Yogesh Kumar, TGT Maths Mrs. Sonia, PRT Mr. Sunil Solanki , PRT	
42	RECEPTION OF VIPS	The committee shall chart out every minute of VIP's visit to the vidyalaya. They should also make sure that there is no lapse in welcoming and hospitality of guests.	Mrs. Garima Arora , PGT Physics	MS. Aradhana Kumari, PRT Mr. B.M. Singh ,TGT AE MR. Himanshu Sehgal (PGT Comm.) Mrs. Davinder Kaur, TGT Sci (TGT BIO)	



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43	ACADEMIC COMMITTEE	The committee shall keep a watch on the academic performance of all the students. The committee shall ensure the completion of syllabus as per split up plan. They will keep watch on proper revision of all subjects before each exam. The committee shall keep record of weekly / monthly test and on the basis of performance of students the committee shall suggest subject teacher appropriate remedial teaching. The committee will plan and implement academic loss compensation program. Committee shall prepare a list of all those students who have difficulty in reading, writing and comprehension. The committee will make action plan to improve these students in a time bound manner.	Mrs. Garima Arora , PGT Physics	Ms. Himanshu Sehgal, PGT Comm	
				Mr. Rakesh Kumar , PGT (English)	
				Mrs. Sanyogta Nagpal , PRT	
				Mr. Sunil solanki , PRT	
				ALL CLASS TEACHERS TO CO-OPT.	
44	ESCORT COMMITTEE	Initially, the committee shall ensure that parents of the students have given their consent to send their ward to participate in a particular event. The committee is responsible for safe & timely escorting of students and handing them to their parents after the event is over. They should also ensure that any type of advance taken should be settled within the stipulated time.	Mr. Vijay Krishna Gautam/ PET	Mr. Gurwinder Singh, Sports Coach	
				Mr. Rakesh Kumar, PGT English	
				Mrs. Davinder Kaur, TGT Sci (TGT BIO)	
				Mrs. Suman Yadav, TGT Social Sci	
				Ms. Kuldip Kaur, JSA	
45	VIDYALAYA PLAN	The committee shall ensure completion of Vidyalaya Plan in time and shall take measures to improve the score of Vidyalaya in Vidyalaya Plan	Mrs. Garima Arora , PGT Physics	Mrs. Harjit Kaur, PGT CS	
				Mrs. Madhu Bala (TGT HINDI)	
				Mr. Vijay Kumar Sharma	
				Mr. Rahul . C.I	
				ALL DEPT. INCHARGES TO CO -OPT	
				Ms. Kuldip Kaur (JSA)	

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46	JIGYASA	The Committee shall participation of Vidyalaya in JIGYASA and guide and motivate students and try to develop scientific temprament among students.	(PGT BIO)	PGT CHEMISTRY MS. Garima Arora , PGT Physics Mrs. Davinder Kaur, TGT Sci (TGT BIO) Mr. Rohit Kumar, PGT Maths Mrs. Jyoti, TGT Maths	
47	AWAKENED CITIZENS COMMITTEE (RAMAKRISHNAN MISSION)	The committee shall ensure that completion of all the modules of ACP in all concerned classes as per schedule. The committee shall also be responsible for moral teaching and character building of students in Vidyalaya.	Mrs. Madhu Bala, TGT Hindi	Mr. Suman Yadav, Social sci MR. B.M SINGH (TGT AE) Mrs. Davinder Kaur, TGT Sci (TGT BIO) MS. SUMAN YADAV, TGT Social sci ALL CLASS TEACHERS	
48	DISASTER MANAGEMENT	The committee shall make aware students regarding various types of disaters and shall educate them regarding appropriate behaviour during disaters.	Mrs. Suman Yadav	Mrs. Kavita Kumari, PGT Eco Mr. Vijay Kumar Sharma, TGT WE Ms. Madhu Bala, TGT Hindi Mr. Parveen, PRT Mr. Amit Kumar, PRT MS. Aradhana Kumari (PRT) ALL CLASS TEACHERS	
49	LOCAL PURCHASE COMMITTEE	To ensure purchases at short notice by visiting the market and ascertaining quality purchase at cheap rates as and when asked for.	Mrs. Garima Arora , PGT Physics	Mrs. Sanyogta Nagpal , PRT Mrs. Aradhna Kumari, PRT Mrs. Kuldip Kaur, JSA ALL DEPARTMENT IN-CHARGE TO CO-OPT	
50	TECHNICAL SUPPORT	The committee shall provide the technical support related to ICT to all the teachers and students.	MS. Harjeet Kaur , PGT CS	Mr. Vijay Kumar Sharma, TGT WE MR. Rahul, C.I Mr. Manjeet , PRT	
51	GUIDANCE & COUNSELLING	Arrange and plan guidance and counseling programmes in coordination with the Principal, local schools and colleges/station authorities.	Mrs. Davinder Kaur , TGT Bio	COUNSOLER Mrs. Sanyogta Nagpal, PRT Mrs. Garima Arora, PGT Physics	
52	UBI Fee portal	The committee shall ensure collection of Fee of all the students through UBI portal The committee shall also be responsible for verification of students, promoting of students and submitting request for issue of TC of students through Fee portal. The committee shall monitor the collection of fee and inform Fee defaulters regarding non payment of fee.	Ms. Himanshu Sehgal, PGT Comm	Mr.Yogesh Kumar, TGT Maths Mr. Vijay Kumar Sharma , TGT WE Mr. Garima, PRT ALL CLASS TEACHERS	
53	UDICE/ E-PUNJAB	To complete the school profile on UDICE portal, complete all the information to be submitted on UDICE/ E-Punjab Portal.The committee shall also ensure adding students on these portals at the time of admission and shall ensure issue of SLC from E-Punjab Portal on the issue of students TC from the School.	Ms. Harjeet Kaur , PGT CS	Mr. Rakesh Kumar, PGT Hindi PGT Chemistry Mrs. Sanyogta Nagpal, PRT Mr. Manjeet Kumar, PRT	

**KENDRIYA VIDYALAYA NO. 2 FEROZEPUR CANTT**

**COMMITTEES 2023-24**

S.N O.	Name of Committee	BRIEF DISCRPTION OF DUTIES OF EACH COMMITTEE	IN-CHARGE	MEMBER	SIG
54	PUBLIC RELATION	The committee shall update parents and other stake holders regarding various activities of the school and shall address their queries related to functioning of KV. Committee shall also make a plan to take school to the community and to bring community to the school.	Mrs. Davinder Kaur, TGT Sci (TGT BIO)	Mrs. Garima Arora, PGT Physics	
				Mrs. Sanyogta Nagpal, PRT	
				Mr. B.M. Singh (TGT AE)	
				MS. Kuldip Kaur, JSA	
				Mr. Vijay Kumar Sharma	
55	RTI	The committee shall give information in time to the concerned in response to applications received under RTI and shall maintain a record of all such cases.	Mr. Yogesh Kumar, TGT Maths	Mr. Rakesh Kumar , PGT Hindi	
				MS. Kuldip Kaur, JSA	
56	Staff quarter	The committee shall notify the staff regarding vacant quarters and shall maintain the inventory of fixtures in each quarter. They shall also ensure taking over the quarter vacated by any employee after due verification of inventory.	Mr. Vijay Kumar Sharma , TGT We	Mr. Manjeet Kumar, PRT	
				Mr. B. M Singh, TGT AE	
				Mr. Rakesh Kumar, English	
				MS. Kuldip Kaur, JSA	
57	GEN. MAINTENANCE & DIESAL COMMITTEE	The committee shall maintain the log book of running of Generator and shall keep watch on diesel consumption. The committee shall assess the requirement of servicing of generator.	Mr. Vijay Kumar Sharma, TGT WE	MS. Kuldip Kaur, JSA	
				Mr. Amit Kumar, PRT	
				Mr. Satpal , Sub staff	
58	FLAG HOISTING	The committee shall ensure the availability , proper maintainance of National Flag in the Vidyalaya. The committee shall also be responsible for Flag Hoisting and Dehoisting as per Flag code.	Mr. Sunil Solanki , PRT	Mr. B.M. Singh (TGT AE)	
				Ms. Kavita Kumari, PGT Eco	
				Ms. Garima , PRT	
				Mr. Gurwinder Singh, coach	
59	OLAMPIAD	The committee shall be responsible for registration , preparation and participation of students of vidyalaya in various olampiad conducted by KVS or directed by KVS to participate.	PGT BIO	Mrs. Garima Arora, PGT Physics	
				Mr. Rohit Kumar , PGT Maths	
				(PGT CHEM)	
				Mrs. Harjeet Kaur, PGT CS	
60	BACK TO BASIC	The committee shall ensure the effective implementation of back to basic from class I to VIII and shall review periodically the progress of students, maintain record of students held in level 1, level 2, level 3. Committee shall also make a plan for progressively taking students from level 1 to level 3.	Mrs. Garima Arora Mrs. Sanyogta Nagpal	Mrs. Suman Yadav, TGT Social Sci	
				Mr. Yogesh Kumar, TGT Maths	
				(TGT ENG)	
				Mr. Vijay Krishna Gautam , PRT	
61	GSP AUDIT	The committee shall ensure participation of vidyalay in GSP audit and shall take measures to improve the score/position/ color of vidyalaya in GSP audit	TGT MATHS	ALL PRT'S AND TGT'S WILL CO OPT AS MEMBER	
				Mrs. Suman Yadav	
				PGT Chemistry	
				Mr. Yogesh Kumar	
62	Income Tax assessment committee	The committee shall assess the income tax liability of each employee of Vidyalaya from the drawn statement of the employee on actual basis. The committee shall deduct the proportionate income tax from the salary of employee from the first paybill of the financial year. The committee shall allow exemptions / deductions to any employee only after getting relevant documents pertaining to that deduction.	Mr. Yogesh Kumar, TGT Maths	Mr. Manjeet , PRT	
				Mr. Rohit Kumar, PGT Maths	
				Mrs. Kuldip Kaur , JSA	