

KENDRIYA VIDYALAYA NO. 2 FERIZEPUR CANTT

COMMITTEES 2022-23

S.NO	Name of Committee	BRIEF DESCRIPTION OF DUTIES OF EACH COMMITTEE	IN-CHARGE	MEMBER	SIG
	CCA	Committee shall prepare the CCA Calendar 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 environment and natural resources.	Mr. Rakesh Kumar (PGT Hindi) <i>R.K.</i>	Mrs. Kavita Kumari MR. VIJAY KUMAR SHARMA MS. HIMANSHU SEHGAL (PGT COMM) Mr. Rakesh Kumar (PGT English)	<i>Kavita</i> <i>Vijay</i> <i>Bergal</i> <i>Rakesh</i>
2	TIME TABLE	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. ROHIT (PGT MATHS) <i>Rohit</i>	Mrs. Madhu Bala TGT (Hindi) MS. JYOTI, TGT MATHS Mr. Yogesh Kumar TGT (Maths)	<i>Madhu</i> <i>Jyoti</i> <i>Yogesh</i>
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 bloomers.	MS. GARIMA ARORA (PGT PHYSICS) <i>Garima</i>	MS. HIMANSHU SEHGAL (PGT COMM) MS. KAVITA KUMARI, PGT ECO Mrs. Sanyoga Nagpal, PRT Mr. XOGESH KUMAR Ms. Suman Yadav Mr. Bakshish Singh, Sub Staff	<i>Himanshu</i> <i>Kavita</i> <i>Sanyoga</i> <i>Xogesh</i> <i>Suman</i> <i>Bakshish</i>
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-COMP) <i>HJ</i>	Mr. Rohit Kumar (PGT Maths) Mrs. Kavita Kumari Mr. Vijay Kumar Sharma TGT SANSKRIT	<i>Rohit</i> <i>Kavita</i> <i>Vijay</i> <i>Sanskrit</i>
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) <i>Rohit</i>	MS. HARJEET KAUR (PGT COMP) NR. VIJAY KRISHNA GAUTAMI MRS. KAVITA KUMARI MR. VIJAY KUMAR (WET)	<i>HJ</i> <i>Vijay</i> <i>Kavita</i> <i>Vijay</i>


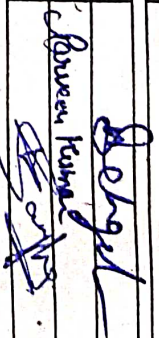
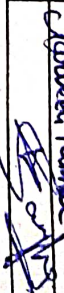
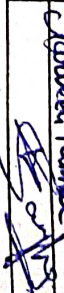
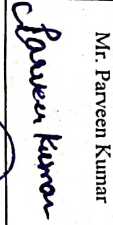
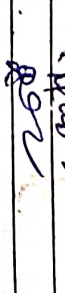
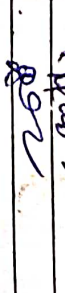
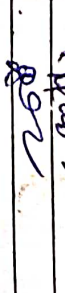
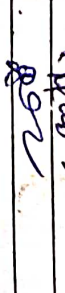
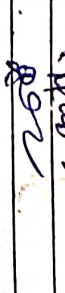




















KENDRIYA VIDYALAYA NO. 2 FERROZEPUR CANTT

COMMITTEES- 2022-23

S.NO	Name of Committee	BRIEF DESCRIPTION OF DUTIES OF EACH COMMITTEE	IN-CHARGE	MEMBER	SIG
6	ADMISSION (TC & FRESH)	Assessment of class wise vacancy position to ensure sufficient class strength. Follow the time schedule for admission issued by NVS, 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. ARADHANA (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.	MS. DAVINDER KAUR (TGT BIO)	Mr. Rakesh Kumar, PGT (Hindi) Mrs. Sanyogita Naupal, PRT Mr. Anur Kumar, PRT Mrs. Kavita kumari MR. B. M. SINGH (TGT AE) GURWINDER SINGH	
8	CHILD RIGHTS PROTECTION CELL	To conduct enquiry in case of women harassment cases.	MS. GARIMA ARORA	MS. HIMANSHU SEHGAL Mrs. Sudha soi MS. JYOTI	
9	EVACUATION TEAM	To make evacuation plan. Planning for Mock drill, to guide and prepare students to evacuate the building in case of emergency, to prepare students for various types of natural disasters and to inculcate among students appropriate behaviour during emergent situations.	MIR. VIJAY KUMAR (WET)	MS. PRIYANKA, PGT BIO Mr. Parveen Kumar MR. VIJAY KRISHNA GAUTAM MR. B. M. SINGH (TGT AE) MS. JASVIR K. AUR (PRT MUSIC) MR. SATPAL (SUB STAFF) MR. BAKSHISH SINGH (SUB STAFF)	
10	SEARCH & RESCUE TEAM	To check during emergency or disaster situations that the entire building is evacuated. Search for missing students or staff members and rescue them.	Mr. Amit Kumar (PRT)	Ms. Suman Yadav NURSE MS. Sonia (PRT) MR. B. M. SINGH (TGT AE) MR. GURWINDER SINGH	
11	SCIENCE CLUB	To develop the scientific temperament 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.	Ms. Priyanka	MS. GARIMA ARORA (PGT PHYSICS) MR. ROHIT (PGT MATHS) PGT CHEMISTRY MS. HARJEET KAUR MS. DAVINDER KAUR (TGT SC)	








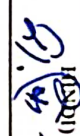





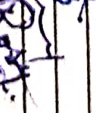
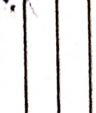
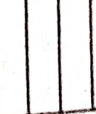


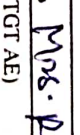
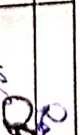
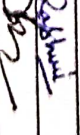
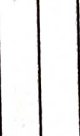

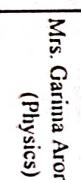
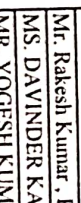


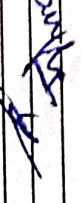
KENDRIYA VIDYALAYA NO. 2 FERROZEPUR CANTT

COMMITTEES 2022-23

NO	Name of Committee	BRIEF DESCRIPTION OF DUTIES OF EACH COMMITTEE	IN-CHARGE	MEMBER	SIG
12	FIRST AID & MEDICAL TEAM & HEALTH CLUB	To ascertain requirement of various materials required in Medical room to meet the emergency medical need of students. To sensitize students about various types of medical emergencies and to train them to provide First Aid during such medical emergencies. Preparation of First aid kits in sufficient number.	Ms. Himanshu Solanki 	NURSE MR. PARVEEN KUMAR Ms. Davinder Kaur	  
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 KV's for sports events, science exhibition, scout & guide activities, social science exhibition and other such events.	Mr. Parveen Kumar 	Mrs. Kavita Kumari MS. MADHU BANSAL (TGT HINDI) Mr. Sunil Solanki Ms. Garima, PRT MS. SUDHA SOI (PRT)	    
14	TEAM FOR STUDENTS WITH SPECIAL NEEDS (DI'YANG)	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 Suganya for students with special need.	Mrs. Kavita Kumari 	NURSE Ms. Priyanka MS. KULDIP KAUR MR. BAKSHISH SINGH (SUB STAFF)	   
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 standard appropriate books, magazines 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 	MS. HIMANSHU SEHGAL Mr. Manjeet MS. SANYOGTA NAGPAL MS. DAVINDER KAUR MR. RAKESH KUMAR, PGT HINDI MR. RAKESH KUMAR, PGT ENG	     
	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.	MS. DAVINDER KAUR 	MR. B.M. SINGH (TGT AE) Ms. Garima, PRT Mr. Sunil Solanki Mrs. Kavita Kumari MS. PRIYANKA (GARDENER) MR. BAKSHISH SINGH (SUB STAFF)	      

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COMMITTEES 2022-23

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17	SCOUT & GUIDE	The committee shall ensure the smooth conducting of all the activities related to scout and guide movement. To develop scout and guide corner in the vidyalaya.	MR. YOGESH KUMAR TGT MATHS	MS. DAVINDER Kaur (TGT BIO) MR. B.M SINGH (TGT AE) MR. G. VERMA (TGT SKT) MS. ARADHANNA (PRT) Mr. Parveen Kumar MS. JASVIR Kaur (PRT MUSIC) Mr. Rohit Kumar	      
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)	MS. MADHU BALA (TGT HINDI) TGT SANSKRIT MS. KULDEEP Kaur (USA)	   
19	WEBSITE COMMITTEE	The committee 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 bilingually 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. Incorporate knowledge, enhancing data, videos available on the internet.	MS. HARJEET KAUR (PGT COMP. SC.)	MIR. RAKESH KUMAR PGT HINDI MIR. RAHUL MS. ROSY, TGT ENGLISH MIR. PARVEEN KUMAR MS. KULDEEP Kaur (USA)	     
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 unserviceable furniture and prepare list for recommending the same for the purpose of condemnation.	MIR. YOGESH KUMAR	MIR. SANKAR Mrs. Pashmy MIR. B.N. SINGH (TGT AE) MIR. VIJAY KUMAR (WET) Ms. Jyoti MIR. VIJAY KRSHNA GAUTAMI	     
21	SEXUAL HARASSMENT COMMITTEE	To investigate the cases of sexual harassment reported by students and staff.	Mrs. Garima Arora, PGT (Physics)	Mrs. Sanyogita Nagpal Mr. Rakesh Kumar, PGT (English) MS. DAVINDER Kaur (TGT BIO) MIR. YOGESH KUMAR	    

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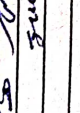
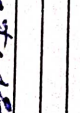
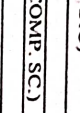
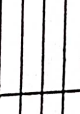
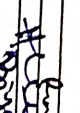


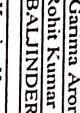
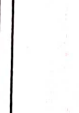
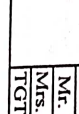
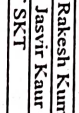
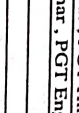
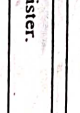
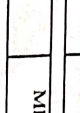





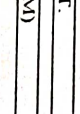
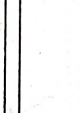
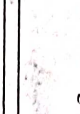
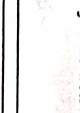
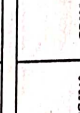
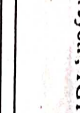
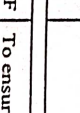
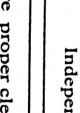
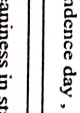

















S.NO	Name of Committee	BRIEF DESCRIPTION OF DUTIES OF EACH COMMITTEE	IN-CHARGE	MEMBER	SIG
22	SCHOOL MAGAZINE COMMITTEE	To collect articles in all the three languages from the students Edit & compile them for publication in Vidyalaya Patrika.	Mr. Rakesh Kumar, PGT <i>(Rakesh)</i>	Mr. Rakesh Kumar, PGT English Mr. Manjeet TGT SANSKRIT MS. MADHU BANSAL (TGT HINDI) MS. RASHMI, TGT ENGLISH	<i>[Signatures]</i>
23	VISHRUTI & AEP	Plan and execute adolescence programme as per directions of KVS (HQ & RO) in all respects.	MS. DAVINDER KAUR (TGT BIO) <i>(Davinder)</i>	MS. MADHU BALA (TGT HINDI) Mrs. Suman Yadav Mrs. Sudha Soi, PRT	<i>[Signatures]</i>
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 <i>(Manjeet)</i>	MS. SUDHA SOI (PRT) MRS. HIMANSHU SEHGAL MS. KULDEEP KAUR (ISA)	<i>[Signatures]</i>
25	MAINTENANCE CIVIL	To ensure maintenance of repair of civil, plumbing and other fixture of in the vidyalaya campus.	MIR. VIJAY KUMAR (WET) <i>(Vijay)</i>	Ms. Jyoti MR. MANJEET, PRT MR. B.M. SINGH (TGT AE) Mr. Sunil Solanki (PRT)	<i>[Signatures]</i>
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 unserviceable 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.	MIR. VIJAY KUMAR (WET) <i>(Vijay)</i>	Mr. Parveen Kumar (PRT) Mr. Vikash, PRT Mr. Bakshish Singh Mr. Yogesh Kumar	<i>[Signatures]</i>
27	SAFETY AND SECURITY OF STUDENTS	To ensure safety and security of students in vidyalaya campus. To sensitize students and staff regarding various issues related to safety and security and to guide them to exhibit appropriate behaviour.	MR. ROHIT (PGT MATHS) <i>(Rohit)</i>	Mr. Bal Mukund Singh MS. MADHU BANSAL (TGT HINDI) Mr. Anil Kumar Ms. Garima, PRT MS. SUDHA SOI (PRT)	<i>[Signatures]</i>

KENDRIYA VIDYALAYA NO. 2 FERROZEPUR CANTT

COMMITTEES 2022-23





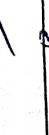
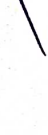



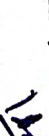

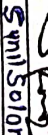

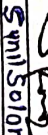

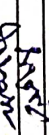








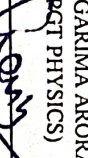




S.NO	Name of Committee	BRIEF DESCRIPTION OF DUTIES OF EACH COMMITTEE	IN-CHARGE	MEMBER	SIG
28	CLEANLINESS COMMITTEE	<p>The committee shall ensure proper cleanliness and upkeep of Vidyalaya campus. The committee shall supervise and check that the approach road, Stage, Assembly Ground is properly cleaned 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. committee shall guide the cleanliness staffs 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 regularly washed weekly of fortnightly depending upon the requirement. The committee 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</p> <p>MS. GARIMA, PRT & all Class teachers are to co-opt to monitor the status of cleanliness in their classes and daily cleaning of class dustbins.</p>	<p>1. ASSEMBLY STAGE, ASSEMBLY GROUND AND ALL CORRIDOR (GROUND FLOOR)</p> <p>Mr. Sunil Solanki Mrs. Suman Yadav</p> <p>2. FIRST FLOOR, ALL CORRIDOORS AND STAIRS</p> <p>Mr. Vijay Kumar Sharma Ms. Sonita</p> <p>3. VIDYALAYA GATE TO SCHOOL OFFICE ROAD AND ASSEMBLY GROUND ROAD, PARKING AREA</p> <p>Mr. Manjeet Kumar MR. B.M. SINGH (TGT AE)</p> <p>4. SPORTS GROUND PRIMARY AND SECONDARY</p> <p>Mr. Vijay Krishna MR. GURWINDER SINGH MS. ARADHANA (PRT)</p> <p>5. VIDYALAYA GARDEN</p> <p>MS. DAVINDER KAUR (TGT BIO)</p> <p>MR. B-S-MEENA (PRT-CHEM) <i>Prag Kumar</i></p> <p>Mr. Praveen</p> <p>MR. BAKSHISH SINGH (SUB STAFF)</p> <p>6. ALL STUDENT'S TOILETS FIRST FLOOR</p> <p>MS. SANYOGTA NAGPAL (PRT)</p> <p>MS. RASHMI, TGT ENGLISH</p> <p>MS. HIMANSHU SEHGAL (PRT COMM1)</p> <p>MR. SATPAL (SUB STAFF)</p> <p>7. ALL STUDENT'S TOILETS GROUND FLOOR</p> <p>MS. SUDHA SOI (PRT)</p> <p>TGT SANSKRIT</p> <p>MS. KAVITA KUMARI (PRT ECO)</p> <p>MIR. BAKSHISH SINGH (SUB STAFF)</p> <p>8. STAFF TOILETS</p> <p>Ms. Jyoti</p> <p>Mr. Rahul, C.I</p>	<p><i>Sunil Solanki</i></p> <p><i>Suman Yadav</i></p> <p><i>Vijay Kumar</i></p> <p><i>Sonita</i></p> <p><i>Manjeet Kumar</i></p> <p><i>B.M. Singh</i></p> <p><i>Vijay Krishna</i></p> <p><i>Gurwinder Singh</i></p> <p><i>Aradhana</i></p> <p><i>Davinder Kaur</i></p> <p><i>Prag Kumar</i></p> <p><i>Praveen</i></p> <p><i>Bakshish Singh</i></p> <p><i>Sanyogta Nagpal</i></p> <p><i>Rashmi</i></p> <p><i>Himanshu Sehgal</i></p> <p><i>Satpal</i></p> <p><i>Sudha Soi</i></p> <p><i>Kavita Kumari</i></p> <p><i>Bakshish Singh</i></p> <p><i>Jyoti</i></p> <p><i>Rahul</i></p>

KENDRIYA VIDYALAYA NO. 2 FERROZEPUR CANTT
COMMITTEES 2022-23

S.NO	Name of Committee	BRIEF DESCRIPTION OF DUTIES OF EACH COMMITTEE	IN-CHARGE	MEMBER	SIG
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. Sarpal Ms. Jyoti, TGT Maths	  
30	SCIENCE EXHIBITION AND SCIENCE RELATED ACTIVITIES INCLUDING INNOVATION AND EXPERIMENTATION	To Prepare and guide students to participate in Vidyalaya level/ cluster level / Regional level / National level science exhibition. To encourage innovation and experimentation in science teaching and to create environment for the same.	MS. GARIMA ARORA (PGT PHYSICS)	MS. DAVINDER KAUR (TGT BIO) MR. ROHIT (PGT MATHS) MS. HARJEET KAUR (PGT COMP. SC.) Ms. Priyanka MR. RAJ KUNJAR PANDEY, PGT CHEM	    
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	Mrs. Suman Yadav (TGT SKT) Mrs. Garima Arora Mr. Rohit Kumar MS. BALJINDER KAUR	   
32	SOCIAL SCIENCE EXHIBITION/ EBSB/ Kala Utsav	To prepare students to participate in social science exhibition/ EBSB/ Kala Utsav and other co-curricular activities at Cluster/ Regional level.	Mrs. Himanshu Sehgal	Mrs. Kavita Kumari Mrs. Suman Yadav MS. BALJINDER KAUR Mr. Rakesh Kumar, PGT Hindi Mr. Rakesh Kumar, PGT English Mrs. Jasvir Kaur 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	Ms. Priyanka, PGT Bio Mr. Yogesh Kumar Mr. Manjeet ALL CLASS TEACHERS WILL CO-OPT.	    
34	MAINTENANCE OF CS 54 REGISTER	To check and maintain CS-54 register.	MR. ROHIT (PGT MATHS)	MS. HIMANSHU SEHGAL (PGT COMM) MS. KAVITA KUNJARI (PGT ECO)	  
35	INTEGRITY CLUB	Conducting and maintain the record of Integrity club activities	Mrs. Jyoti, TGT Maths	Mr. Rakesh Kumar, PGT (English) Mr. Rakesh Kumar, PGT (Hindi) Mrs. Kavita Kumari Mrs. Suman Yadav Mrs. Jasvir Kaur Ms. Rosy	      
36	REFRESHMENT	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.	MS. SUDHA SOI (PRT)	Mrs. Jyoti MS. SANYOGITA NAGPAL (PRT) MS. Kuldip Kaur, JSA Ms. Vikash, PRT MR. SATPAL (SUB STAFF)	     
37	MAINTENANCE OF STAFF ROOM	To ensure proper cleanliness in staff room. To ensure sufficient table, chairs	Mrs. Jyoti	MR. Rohit Kumar, Maths Ms. Priyanka MS. HARJEET KAUR (PGT COMP.)	   

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S.NO	Name of Committee	BRIEF DESCRIPTION OF DUTIES OF EACH COMMITTEE	IN-CHARGE	MEMBER	SIG
38	PHOTOGRAPHY & RECORD KEEPING OF PHOTOS/VIDEOS	The committee shall ensure taking of photographs and recording of videos of different co-curricula activities / celebration of 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. Yogesh Kumar	
				Mr. Vijay Krishna Gautam	
				Ms. Amandeep Kaur, Nurse	
				Mrs. Aradhana Kumari	
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.	Mr. Rakesh Kumar, PGT Hindi 	MS. DAVINDER KAUR (TGT BIO)	
				Mr. Rakesh Kumar, PGT English	
				Ms. Kuldip Kaur, JSA	
				Mr. Gurvinder Singh	
				Mr. Rohit Kumar	
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 responsible 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 infrastructure.	PET/ Vijay Krishna Gautam 	Mr. Sunil Solanki	
				Ms. Sonia	
				Ms. Jyoti	
				Mr. Vikash PRT	
				COMPUTER INSTRUCTOR	
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.	MS. SUMAN YADAV (TGT SOCIAL SCI) 	Mr. Rakesh Kumar (PGT HINDI)	
				Ms. Davinder Kaur	
				YOGESH KUMAR	
				MRS. SUDHA SOI	
				MR. SUNIL SOLANKI	
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.	MS. GARIMA ARORA (PGT PHYSICS) 	MS. SUDHA SOI (PRT)	
				MR. Himanshu Sehgal (PGT Comm.)	
				MS/DAVINDER KAUR (TGT BIO)	
				MR. B.M. SINGH (TGT AE)	

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COMMITTEES 2022-23

S.NO	Name of Committee	BRIEF DISCRPTION OF DUTIES OF EACH COMMITTEE	IN-CHARGE	MEMBER	SIG
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.	MS. GARIMA ARORA (PGT PHYSICS)	<p>Ms. HIMANSHU SEHGAL</p> <p>Ms. Sanyogita Nagpal</p> <p>Mr. Sunil solanki , PRT</p> <p>Mr. Rakesh Kumar , PGT (English)</p>	<p><i>[Signature]</i></p> <p>5/11/2023</p> <p><i>[Signature]</i></p>
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	<p>Ms. Sudha soi</p> <p>MS. DAVINDER KAUR (TGT BIO)</p> <p>Mrs. Suman Yadav</p> <p>Ms. Kuldip Kaur, JSA</p>	<p><i>[Signature]</i></p> <p><i>[Signature]</i></p> <p><i>[Signature]</i></p> <p><i>[Signature]</i></p>
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	MS. GARIMA ARORA (PGT PHYSICS)	<p>MR. Madhu Bala (TGT HINDI)</p> <p>MR. VIJAY KUMAR SHARMA, TGT WE</p> <p>Mr. Rahul, CI</p> <p>MS. KULDEEP KAUR (JSA)</p> <p>ALL DEPT. INCHARGES TO CO -OPT</p>	<p><i>[Signature]</i></p> <p><i>[Signature]</i></p> <p><i>[Signature]</i></p> <p><i>[Signature]</i></p>

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COMMITTEES 2022-23

S.NO	Name of Committee	BRIEF DESCRIPTION OF DUTIES OF EACH COMMITTEE	IN-CHARGE	MEMBER	SIG
46	JIGYASA	The Committee shall participation of Vidyalaya in JIGYASA and guide and motivate students and try to develop scientific temperament among students.	MR. PRIYANKA (PGT BIO) <i>Priyanka</i>	MS. GARIMA ARORA (PGT PHYSICS) MS. DAVINDER KAUR (TGT BIO) MR. ROHIT (PGT MATHS) Mrs. Jyoti Mr. Suman Yadav, Social sci MR. B.M SINGH (TGT AE) MS. DAVINDER KAUR (TGT BIO) MS. SUMAN YADAV ALL CLASS TEACHERS	<i>[Signature]</i>
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.	MS. MADHU BALA (TGT HINDI) <i>[Signature]</i>	MS. GARIMA ARORA (PGT PHYSICS) MS. DAVINDER KAUR (TGT BIO) MR. ROHIT (PGT MATHS) Mrs. Jyoti Mr. Suman Yadav, Social sci MR. B.M SINGH (TGT AE) MS. DAVINDER KAUR (TGT BIO) MS. SUMAN YADAV ALL CLASS TEACHERS	<i>[Signature]</i>
48	DISASTER MANAGEMENT	The committee shall make aware students regarding various types of disasters and shall educate them regarding appropriate behaviour during disasters.	Mrs. Suman Yadav <i>[Signature]</i>	Mrs. Kavita Kumari MS. MADHU BANSAL (TGT HINDI) Mr. Parveen Mr. Amit Kumar MS. Aradhana Kumari (PRT) ALL CLASS TEACHERS	<i>[Signature]</i>
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.	MS. GARIMA ARORA (PGT PHYSICS) <i>[Signature]</i>	MRS. SANNYOGTA NAGPAL, PRT MS. KULDEEP KAUR (USA) ALL DEPARTMENT IN-CHARGE TO CO-OPT	<i>[Signature]</i>
50	TECHNICAL SUPPORT	The committee shall provide the technical support related to ICT to all the teachers and students.	MS. HARJEET KAUR (PGT COMP. SC.) <i>[Signature]</i>	MR. Rahul MR. Vijay Kumar (WET) Mr. Manjeet, PRT	<i>[Signature]</i>
51	GUIDANCE & COUNSELLING	Arrange and plan guidance and counseling programmes in coordination with the Principal, local schools and colleges/station authorities.	DAVINDER KAUR (TGT BIO) <i>[Signature]</i>	COUNSOLER Mrs. Sanyogta Nagpal, PRT HARJEET KAUR (PGT COMP. SC.)	<i>[Signature]</i>
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.	Mrs. Priyanka <i>[Signature]</i>	ALL CLASS TEACHERS	<i>[Signature]</i>
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 <i>[Signature]</i>	Mr. Rakesh Kumar, PGT Hindi Mr. Manjeet Kumar, PRT Mrs. Sanyogta Nagpal	<i>[Signature]</i>

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SNO	Name of Committee	BRIEF DESCRIPTION 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.	MS. DAVINDER KAUR (TGT BIO)	MS. SUDHA SOI (PRT) MR. B.M. SINGH (TGT AE) MS. KULDEEP KAUR (JSA)	
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	Mr. Rakesh Kumar, PGT Hindi MS. KULDEEP 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. Bal Mukund Singh (TGT AE)	Mr. Vijay Kumar Sharma Mr. Manjeet MS. KULDEEP KAUR (JSA)	
57	GEN. MAINTENANCE & DIESEL 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	MS. KULDEEP KAUR (JSA) MR. SATPAL (SUB STAFF)	
58	FLAG HOISTING	The committee shall ensure the availability, proper maintenance 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 Sunil Solanki	MR. B.M. SINGH (TGT AE) MS. KAVITA KUMARI Ms. Garma, PRT Mr. Gurwinder Singh, coach	
59	OLAMPIAD	The committee shall be responsible for registration, preparation and participation of students of vidyalaya in various olimpiads conducted by KVS or directed by KVS to participate.	Ms. Priyanka	MS. GARIMA ARORA (PGT PHYSICS) MR. ROHIT (PGT MATHS) (PGT CHEM) MS. HARJEET KAUR (PGT COMP. SC.)	
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.	MS. GARIMA ARORA Mrs. Sanyogita Nagpal	Mrs. Suman Yadav Mr. Yogesh Kumar (TGT ENG) - Ms. Pooja Mr. Vijay Krishna Gautam (TGT SKT) ALL PRTS AND TGT'S WILL CO OPT AS	
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	MS. JYOTI	Mrs. Suman Yadav Mr. Raj Kumar Pandey, PGT Chem Mr. Yogesh Kumar Mr. Manjeet, PRT Mrs. Kuldeep Kaur	
62	Income Tax assessment committee	The committee shall assess the income tax liability of each employee of Vidyalaya from the drawn statement of the proportionate income tax from the salary of employee for 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	Mr. Vikash, PRT	

12/08/2022
01/08/2022