

KENDRIYA VIDALAYA NO 2 FEROZEPUR CANTT.

COMMITTEE FOR THE SESSION 2018-19

For the smooth functioning of the vidyalaya following committees have been formed for the session 2017-18. It is expected from every Incharge coordinator to plan and execute the work with the help of his/her team in a systematic and best possible manner.

Each associate member will be fully responsible for the duty assigned to him./her. They can take guidance from coordinator / In charge. In case of leave the associate will shift his/ her duty to any other associate of the committee in writing. In charge will make proper arrangement on record if any mistake/lacuna done by the associate then he/she has to inform the Principal about such matters otherwise he will be fully responsible and no

S.NO	DEPARTMENT	INCHARGE	MEMBERS (Mr./Ms)	WORK ALLOTTED	SIGNATURE
1	PURCHASE/ LOCAL PURCHASE COMMITTEE	GARIMA ARORA	J.RAM ASHU KAPOOR SUDHA SOI AMIT SINHA	To ensure purchases at short notice by visiting the market and ascertaining quality, purchase at reasonable rates as and when asked for as per KVS RULES.	
2	ADMISSION COMMITTEE	MANOJ SINGH	B.S.MEENA ARACHANA NEERAJ KUMAR	To ensure sufficient class strength. Conduct and prepare result of admission test. Strictly follow admission guideline. Ensure TC ADMISSION as per norms.	
3	EXAMINATION COMMITTEE	GARIMA ARORA	MANOJ SINGH SHELENDRA KU. TGT MATHS SANYOGTA NAGPAL	Prepare plan for different term tests and preparation of exam. Q. papers. To ensure availability of sufficient stationary for students. Ensure strict confidentiality in the matters of exams.	
4	TIME TABLE	B,S,MEENA	HIMANSHU MADHU BALA	To prepare and ensure its execution. Any problem in preparation of time table or relating of time table must be addressed on priority. Make suitable arrangement in time table for teachers on leave	
5	C.C.A	MEGHA GARG	MRS DAVINDER KAUR HARLEEN KAUR	To prepare and plan conduct of CCA for the session, Activities should be such as to encompass creativity & all round development in the student's caliber. Incorporate NAEP activities as well.	

	Technical Support committee	Harjeet kaur	Ms / Mr J RAM NEERAJ KUMAR RAVI KUMAR RAHUL	work of existing furniture. Regular updation of Website ,shala darpan and , UBI PORTAL	
7	SCHOOL BUILDING & STAFF QTRS MAINTANANCE , REPAIR,SAFETY AND SECURITY	B.M.SINGH	DAVINDER KAUR S.P.SINGH SUDHA SOI	To ensure maintenance of repair of electrical, civil, plumbing and other fixture of in and outside Vidyalaya campus.	
8	SANITATION COMMITTEE	MADHU BALA	GANGA RAM VERMA KAMLESH KAMBOJ CHETNA ANJU RAVI SINGH TOMAR COACH BAKSHISH SINGH	To supervise and ensure proper cleanliness of Vidyalaya campus mainly drinking water points students and staff toilets.	
9	SAFETY & SECURITY OF STUDENTS	J.RAM	Garima Manoj kr ASHU SANJAY	To ensure safety and security of Student from arrival to departure.	
10	TEACHING AID	Manoj singh		To distribute /issued teaching aid material to teachers as and when asked for .Make availability of sufficient material for teaching learning process.	
12	DISCIPLINE	Davinder kaur	SANJAY SINGH B.M.SINGH KAMLESH KAMBOJ NEERAJ KUMAR Coach	To ensure strict discipline in the students. Be ready for any enquiry ordered by the Principal in respect of complaints by parents or students.	
13	CBSE WORKS & External Exams	HARJEET KAUR	B.S.MEENA J.RAM	Data uploading work for classes IX to XII, Online registration and LOC of classes IX to XII, Downloading Circulars from the CBSE website and any exams conducted by CBSE.	

14	VIDYALA PATRIKA	MEGHA GARG <i>Mega</i>	MADHU BALA S.P.SINGH GANGA RAM <i>Ms / Mr. [Signature]</i>	To collect articles in all the three languages from the students Edit & compile them for publication in Vidyalaya.	
15	FIRST AID	KAMLESH KAMBOJ <i>[Signature]</i>	NURSE HIMANSHU <i>[Signature]</i>	To maintain and work in First Aid Department .Maintained records in Medical room.	<i>[Signature]</i>
16	GARDENING, BEAUTIFICATION	B.M.SINGH	Priyanka Agrawal Anju Chetna <i>[Signature]</i>	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 fixtures in the vidyalaya campus and help in their maintenance in coordination with CCA committee.	
17	ADOLESCENCE EDUCATION	Davinder kaur <i>[Signature]</i>	B.M. SINGH <i>[Signature]</i>	Plan and execute AEP as per direction of KVS (HQ &RO) in all respects.	<i>[Signature]</i>
18	GUIDANCE & COUNCELLING	ASHU KAPOOR	MADHU BALA <i>[Signature]</i>	Arrange and plan guidance and counseling programmes in coordination with the Principal, local schools & colleges/ station authorities.	
19	UBI UDICE	J.RAM <i>[Signature]</i>	MEGHA GARG NEERAJ KUMAR <i>Mega</i> <i>[Signature]</i>	To monitor and report work of UBI &UDICE	
20	SPORTS COMMITTEE	SANJAY SINGH	COACH YADVENDER SINGH NEERAJ KUMAR PRIYANKA AGARWAL <i>[Signature]</i> <i>[Signature]</i>	Conduct inter house completion, Prepare teams for regional sports meet , book Transports & stadium, ensure sport equipment and records.	<i>[Signature]</i>
21	PUBLIC RELATIONS	ASHU KAPOOR	HARJEET KAUR SUDHA SOI <i>[Signature]</i>	To update parents and others for any query regarding functioning of KV.	
22	ICT & WEB SITE	HARJEET KAUR <i>[Signature]</i>	RAHUL BAJAJ <i>[Signature]</i>	Regular updating as per KVS guidelines and welcome suggestions from parents, students and others to make school website more effective, interactive and attractive .Incorporate knowledge enhancing data, videos, available on internet. All computer related work.	
23	RAJ BHASHA	J.RAM <i>[Signature]</i>	MADHU BALA <i>[Signature]</i>	To look after the work relating to Raj Bhasha & submit quarterly report to RO .Ensure annual program	

			Ms / Me	implementation.	
24	ELECTRICITY & WATER SUPPLY / ARRANGMENT	J.RAM	B.M.SINGH GANGA RAM	To ensure proper arrangement of electricity and water	
24	RTI COMMITTEE	J.RAM	GARIMA ARORA ASHU KAPOOR AMIT SINHA	To give information reg. RTI	RTI
26	KV SHALADARPAN	HARJEET KAUR	HIMANSHU RAVI TOMER	Regular updating as per KVS guidelines and welcome suggestions from parents, students and others to make Shaladarpan more effective and accurate.	
27	GENERATOR MAINTENANCE & DIESEL COMM.	KULDEEP KAUR	SATPAL	To ensure proper arrangement of diesel and maintenance of generator.	
28	SC/ST ANTI HARASSMENT COMM.	B.S.MEENA	S.P.SINGH MEENA RAJPUT ASHU KAPOOR	To conduct enquiry in case of SC/ST harassment cases.	
29	CHILD RIGHT PROTECTION CELL/POSCO/VIOLENCE AND ABUSE ,PHYSICAL AND EMOTIONAL SEXUAL ASSAULT, CYBER BULLYING	HARJEET KAUR	DAVINDER KAUR ASHU KAPOOR S.P.SINGH	To conduct regular motivational and counselling lectures To conduct enquiry in child abuse / women harassment cases.	
30	ASSEMBLY CONDUCTING COMM	MEGHA GARG	JASVIR KAUR SANJAY SINGH COACH	Proper conduct of morning assembly programmes & uniform checking	
31	CMP	ASHU KAPOOR	SUDHA SOI ARADHANA	To monitor CMP work.	
32	FLAG HOSTING	SANJAY SINGH	S.P.SINGH NEERAJ KUMAR COACH	Responsible for National flag hoisting in the morning and evening.	
33	PUNJAB PORTAL	S.P.SINGH	COACH	To monitor and report work of PUNJAB e-portal.	

34	OLYMPIAD	B.S.MEENA	Ms./Mr. Garima	Plan and conduct Olympiad.	
35	EXCURSION	DAVINDER KAUR	S.P.SINGH SUDHA SOI	Plan and execute EXCURSION programme for students	
36	SCOUT & GUIDE	S.P.SINGH JASVIR KAUR	B.M.SINGH J.RAM DAVINDER KAUR B.S.MEENA	Conduct proper scout & Guide activities at different levels	
37	BACK TO BASIC	GARIMA ARORA	S.P.SINGH	Ensure proper implementation of BACK TO BASIC programme.	
38	CLUB INCHARGES	S.P.SINGH DAVINDER KAUR PGT BIO RUPINDER KAUR MANOJ SINGH	LANGUAGE CLUB SCIENCE CLUB SHRAMDAN CLUB NATURE & HEALTH CLUB INTEGRITY CLUB	Conducting activities of concerned club.	
39	DECORATION	MEGHA GARG	HIMANSHU SEGHAL B.M.SINGH PRIYANKA ANJU	To maintain good ambience of the school To decorate vidyalaya on special occasions	
40	GRIEVANCE REDRESSAL COMMITTEE	GARIMA ARORA	J.RAM ASHU KAPOOR AMIT SINHA		
41	INTERNAL COMPLAINT COMMITTEE	MRS. GARIMA ARORA	MR.MANOJ SINGH MRS SANYOGITA MRS KULDEEP KAUR		
42	TEAM FOR STUDENTS WITH SPECIAL NEEDS	MEGHA GARG	KAMLESH KAMBOJ MADHU BANSAL JASVIR KAUR		
43	TRANSPORT SAFETY TEAM	MANOJ SINGH	SANJAY SINGH ARADHANA B.M.SINGH		
44	SEARCH AND RESCUE TEAM	B.S.MEENA	SANJAY SINGH SUDHA SOI		

Ms/Mr.

			PRIYANKA SATPAL		
45	EVACUATION TEAM	J.RAM	GANG RAM NEERAJ KUMAR ANJU		
46	CANTEEN COMM.	ASHU KAPOOR	MANOJ SINGH AMIT SINHA		

E. Chit
PRINCIPAL
केवी न-2/K.V. No-2
फिरोजपुर छावनी/Ferozpur Cantonment