**KENDRIYA VIDYALAYA NO. 4**

**JALANDHAR CANTT.**

The Internal Complaint Committee (ICC) for redressal of complaints of sexual harassment of employees of this Vidyalaya:

1.     Ms. T.Rukmani, Assistant Commissioner KVS RO Chandigarh: Presiding Officer

2.     Ms. Saroj Kapur, NGO Jagdamba Handicraft Women         :          NGO Member

3.     Ms. Prema Sharma, PGT (English) KV4 Jalandhar Cantt. :          Member

4.     Ms. Tajinder Kaur, TGT (English) KV4 Jalandhar Cantt. : Member

5.     Ms Kanwaljit  Kaur,  PRT KV4 Jalandhar Cantt.                     :         Member

6.     Ms. Sarla Mishra Principal, BSF Sen Sec. School Jalandhar: VMC Member

7.                                                               : VMC  Member

**COMMITTEES FOR THE SESSION 2021-22**

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2021-22. As such all the staff members are hereby informed to note the nature of the work 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.

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|  | **Committee** | **Designation** | **Responsibilities** |
| 1 | **ACADEMIC AND ADMINISTRATIVE SUPPORT (SECONDARY):-**  Mr. Karambir Singh           I/C  Mr. Dinesh Kumar  Ms. Nirmala  Mr. Surender  Mr. Vijay Kumar  **ACADEMIC AND ADMINISTRATIVE**  **SUPPORT(PRIMARY) :-**  H.M                               I/C  Mrs. Sarita Bajaj      Member  Ms. Kanwaljit Kaur          Member | Principal  VP  PGT Phy.  PGT Chem  PGT CS        PRT  PRT  PRT |          The committee can go through the circulars received form KVS RO Chandigarh and KVS HQ New Delhi.            Verification of students’ attendance registers  to ensure the collection of fees from all the students of their respective members of their subject.              The committee further verifies the entries of fees particulars in the students attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately.           To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN)           Any other work assigned by the principal in day to day administrative matter.           To inform the Principal about the lapses, deviations in the subject committee report. |
| 2 | **SENIOR PGTs DEPUTED FOR ACADEMIC SUPERVISION**  Mr. Dinesh Kumar   I/C  Ms. Nirmala                Member | VP  PGT Phy |          P.G.Ts will supervise every PRT at least twice in a term. |
| 3 | **ADMISSION COMMITTEE**  ***SECONDARY***  Mr. Surender                 I/C Sec.  Mr. Vijay Kumar          Member  Mr. Radhey Shyam    ***PRIMARY***  Ms. Sarita Bajaj      I/C Primary  Mr. Rinku               Member  Ms. Bhawna            Member  Mr. Bharat              Member    **TC ADMISSION MONITORING COMMITTEE**  Mr. Vijay Kumar  Comp. Inst. Secondary  Comp. Inst. Primary | PGT Chem.  PGT CS  TGT Bio    PRT  PRT  PRT  Lab ATTDN      PGT CS  Comp. Ins.  Comp. Ins. |          To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines in consultation with the Principal. |
| 4 | **SCHOOL BEAUTIFICATION & GARDEN COMMITTEE**  Mr. Baljinder   I/C  Ms. Pushaplata  ***FRONT GARDEN COMPLETE***  1.      Ms. Seema Bansal  2.      Ms. Amarjot  ***INSIDE BUILDING ALL BLOCKS***  1.      Ms. Ritu Secondary wing  2.      Ms. Harmeet Kaur Primary Wing  3.   Mr. Rajinder Kumar  4***.***YOGA Instructor      ***BACK SIDE***  1. Ms. Kulwant Kaur  2. Ms. Pushplata  ***(Entrance gate of main school building and CAR PARKING AREA)***  1.      Mr. Sukhdev  2.      Mr. Jagdish  3.      Mr. Ghanshyam | PGT BIO  TGT SCI    TGT ENG  TGT Hindi    TGT ART  PRT  TGT Maths  Yoga Ins.      TGT Eng.  TGT Sci.      TGT WET  SUB STAFF  SUB STAFF |          To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.           To procure ornamental plants and other fruit bearing plants in consultation with Principal.           To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.           To procure fertilizers, manure, pesticides in consultation with Principal.   Preparation of playcards in different areas of garden.           Numbering of tress and potted plants.           Celebration of Vanamahostava in consultation with principal           To motivate the children for gardening and beautification.           To develop medicinal plant garden in the campus.           To display the quotations in the corridors and class rooms.           To fix bulletin board in the class room for display of educational charts.           To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.           To ensure the display of material in the bulletin boards. |
| 5 | **CONDEMNATION & AUCTIONING OF CONDEMNED ARTICLES**  1.      Ms. Nimrala  2.      Mr. Surender  3.      Mr. Sukhdev  4.      Mr. Yashpal  5.      HOD OF CONCERNED DEPT  6.      All Stock Holders  7. Mr. Gian Chand Bhatia | PGT Phy  PGT Chem.  TGT W.E  PRT      ASO |          To prepare list of articles to be condemned and complete the process of disposal of the same through auctioning. |
| 6 | **GUIDANCE & COUNSELLING COMMITTEE**  1.      Ms. Tejinder Kaur I/C  2.      Ms. Prema Sharma  3.      Ms. Poonam Ohri  4.      Ms.  Jaswinder | TGT Eng  PGT Eng  TGT SST  PRT |          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 |
| 7 | **CHECKING ATTENDANCE AND MONITORING OF CONSERVANCY SERVICES (Morning & Evening Hrs.)**  1.      Mr. Balraj  2.      Mr. Rajinder  3.      Ms. Pushplata | TGT PHE  TGT MATHS  TGT SCI. | . To monitor the work and attendance of laborers provided by agency  To supervise the duty, change of security guards and their availability.  To verify and certify the bill submitted by the agency. |
| 8 | **CANTEEN MONITORING COMMITTEE**  1.      Mr. Balraj  2.      Mr. Baljinder Singh  3.      Ms. Poonam Ohri  4.      Mr. Radhey Shyam  5.      Ms. Tajinder Kaur  6.      Ms. Kamaljit Kaur  7.      Mr. Jagdish | I/C  PGT Bio  TGT SST  TGT Sci.  PRT  Sub Staff |          To supervise the functioning of canteen and to ensure hygienic items are sold in the canteen for the students. |
| 9 | **CCA-COMMITTEE**  **(A)SECONDARY SECTION**  1.         Ms. Prema Sharma **Coordinator**  2.         Ms. Sangeeta Yadav  3.         Ms. Tajinder Kaur  4.         Ms. Ritu  5.         Mr. Balraj  **(B) PRIMARY SECTION**  **1.**Ms. Harmit  **Coordinator**  2.         Ms. Kanwaljit Kaur  3.         Ms. Sarita Bajaj  4.         Ms. Bhawna  **(C) REPORT WRITING / COMPILATION & EFORWARDING**  **1.**Ms. Prema Sharma  **Coordinator**  2.         Ms. Tajinder Kaur  3.         Ms. Sangeeta Yadav  4.         Ms. Preeti  5.         Ms. Manisah, PGT Comm    **Morning Assembly Observer** | PGT Eng    PGT Hindi  TGT Eng  TGT Art  TGT PHE    PRT  PRT  PRT  PRT        **VP** |          To organize Inter house competitions effectively and to celebrate all the days of National importance/Occasions with the assistance of House Masters and other experts in a planned manner.           To activate the conduct of Morning Assembly.           To monitor day to day morning assembly programme effectively and ensure befitting presentation on all fronts on time.           To ensure that each House displays useful, interesting, inspiring educative and enlightening articles, messages, thoughts etc. (Hindi and English).  Along with attractive and thought provoking drawings. Class rooms display board to be maintained |
| 10 | **STUDENTS COUNCIL COMMITTEE**  1.       Ms Prema  Sharma I/C  2.      Ms. Nirmala  3.      Ms. Sangeeta Yadav  **4.**Discipline/CCA committee -members    Monitoring and observation on students council.  Mr. Dinesh  Kumar | PGT Phy.  PGT Phy  PGT Hindi          VP |          Division of houses along with house master and Associate of house masters& distribution of students of various house           Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.           Procuring badges for Captains Monitors, prefects.           Conduct of investiture ( Badge presentation Ceremony)           Assigning duties to all members of the Student Council House Wise.           Conduct of monthly meetings with the members of student’s council.           Maintenance of Students council register/record |
| 11 | **DISCIPLINE COMMITTEE**   1. Mr. Dinesh Kumar      I/C 2. Ms. Sangeeta Yadav 3. Ms. Prema Sharma 4. Ms. Tajinder Kaur 5. Mr. Balraj 6. Mr. Yash pal 7. Ms. Jaswinder(SR) 8. Ms. Kanwaljit 9. Sports Coach | VP    PGT Hindi  PGT Eng.  TGT Eng  TGT PHE  PRT  PRT  PRT |          To check personal turn of students during assembly           To observe the behavior of students inside and outside class room           To ensure provision of out pass in all classes and their utilization           To initiate proper action as per KVS norms against indiscipline students           To check the girls and boys uniform daily.           To check the bags once in a week.           To confiscate the mobiles and other prohibited appliances.           To take the regular meeting of student councils, prefect, monitors.           To ensure discipline           To refer the problematic cases to the counselor for diagnosis           To inform the parents immediately |
| 12 | **HOUSE MASTERS & ASSOCIATE HOUSE MASTERS**  ***(a)  Sarojini House***  1.      Ms. Punam Ohri (HM)  ***2.***Ms. Kulwant Kaur  ***3.***Ms. Seema Bansal  ***4.***Mr. Surender  ***5.***Mr. Sukhdev  ***6.***Mr.      (***b) Ashoka House***  1.         Ms. Balwinder Kaur (HM)  ***2.***Ms. R S Jangir  ***3.***Mr. Vijay Kumar   4.         Mr. Jishan Haider  5.         Mr. Vishnumitra  6.         Comp.  Instr. Secondary    ***(c)  Tagore House***  1.         Ms. Pushplata (HM)  2.         Ms. Nirmala  ***3.***Mr. Mukesh Soni  ***4.***Mr. Jitender Kumar  ***5.***Mr. Rajinder  ***6.***Ms. Amarjot Kaur    (***d) Raman House***  1.      Ms. Preeti (HM)  2.      Mr. Baljinder Singh  3.      Mr. Jatinder  4.      Ms. Manisha Kumari  5.      Ms. Manisha  6.      Ms. | TGT SST  TGT Eng  TGT Eng  PGT Chem  TGT WET  TGT Maths        TGT Maths  TGT Bio  PGT CS  TGT Hindi  TGT SKT  Comp  Ins      TGT Eng  PGT Phy.  TGT SSt.  PGT Eco  TGT Maths  TGT Hindi      TGT Hindi  PGT Bio  PGT Eco.  TGT SST  PGT Comm  PGT Maths |          Responsible for organizing and conducting house wise activities and competitions.            Guide the students properly and make them participate in all competitions and instillsportsman spirit.           Decoration of house board and active participation in Swach School Abhiyan. |
| 13 | **CLEANLINESS OF VIDYALAYA**  **BUILDING & PREMISES , Water Points, toilets, corridors:**   1. Mr Balraj 2. Mr Baljinder 3. Mr. Rajinder 4. Mr. Rinku 5. Ms. Narinder Dhillon 6. Coach 7. Nurse 8. Yoga Instructor     **OUTER AREA PLAY GROUND**  1.      Ms. Renu  2.      Ms. Naina        **Swachh Bharat Abhiyan**    1. Mr. Radhey Shyam I/C  2. Ms. Pushplata  3. Ms. Amarjot  4. Mr. Rinku  4. Art Instructor (Primary)  **EBSB**  1. Ms. Manisa I/C  2. Ms. Poonam Ohri  3. Ms. Preeti  4. Ms. Manisha  5. Ms. Seema Bansal  6. Mr. Mukesh Soni | TGT PHE  PGT BIO.  TGT MATH  PRT  PRT.            PRT  PRT            TGT Bio  TGT Bio  TGT Hindi  PRT        PGT Comm  TGT SST  TGT Hindi  TGT SST  TGT Eng  TGT SST |          To inspect day to day sanitation condition in the school campus.           To check the cleanliness of corridors, toilets(3 times in a day).           To maintain sanitation report and review periodically.           To report repair work (Civil / Electrical) to in charge.           Maintenance of Aqua guard Water cooler cum purifier and to ensure the availability of clean drinking water.           To collect feedback from student council members and take measures for improvement.           To ensure the provision of dustbins in all the class rooms.           To appraise the Principal about the cleanliness of school building from time to time.           To supervise the work of the people deployed under housekeeping.                   To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.           To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.           To clear the wild bushes and thorny plants that are growing in different parts of school campus.           To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.           To ensure cleanliness of area around the staff quarters.           To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.           In – charge can deligate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders.  **Note: Staff nurse has to maintain daily cleanliness register.** |
| 14 | **CHECKING OF LICENSE OF TWO WHEELERS/ CYCLE STAND**   Mr. Balraj   All Coaches | TGT(PHE) |          To ensure no student is without valid license if driving two wheeler |
| 15 | **EXAMINATION COMMITTEE**  1. Ms. Nirmala I/C Internal Exam. Sec.  2.Mr. Vijay Kumar    I/C CBSE  3. Ms. Balwinder   Member  4.Mr. Radhey Shyam Member  5.Ms. Pushplata       Member    **PRIMARY SECTION**  1. Ms. Gurbrinder I/C  2. Ms.  Sarita Bajaj     Member  3. Ms. Naina     Member  4. Computer Instructor | PGT Phy   PGT CS  TGT Maths  TGT Bio  TGT Bio      PRT  PRT  PRT  PRT  Comp. Ins. |          . To plan the schedule of Unit test, Cumulative Examination, Pre-Board and Annual Examination as per the calendar of activities.           To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS.           To give suitable instructions to class teachers for maintaining all the relevant records.           To conduct external examination as per the prescribed norms and to maintain record of all such examinations.           To coordinate all external competitions relevant to our system.           To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams. |
| 16 | **P T Meeting**  **(a)    Secondary (VI-XI)**  1.       Ms. Nirmala    I/c  2.       All Class teachers ( VI-XII)  **(b)    Primary**    **1.**All Class teachers (I-V) | PGT Phy        PRT |          To organize PT meeting periodically.           To send information to parents.           To keep record of PT meeting class wise and prepare consolidated report. |
| 17 | **TIME TABLE AND LEAVE ARRANGEMENT**  **SENIOR SECTION**  1.      Mr. Jitender Kumar         I/C  2.      Ms. Balwinder Kaur  3.      Ms. Preeti  **PRIMARY SECTION**  1.      Ms. Sarita I/C  2.      Ms. Sarita  3.      Mr. Yashpal | PGT Eco  TGT Maths  TGT Hindi    PRT  PRT  PRT |          To prepare & execute time table as per the norms.           To make necessary adjustments in the time table due to administrative exigencies.           To device workable & suitable assignment/remedial time-table           To make arrangement for classes suitably as per requirement.           To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students.           Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers. |
| 18 | **VIDYALAYA HOSPITALITY SERVICES ON DIFFERENT OCCASSIONS:**  1     Ms. Poonam Ohri I/C  2.       Ms. Seema Bansal  3.       Ms. Bhawna  4.       Ms. Harmeet Kaur  5.       Mr Bansher | TGT SST  TGT Eng  PRT  PRT  Sub Staff |          To provide refreshments to students on National festivals, Sports Day, Annual Day and to extend hospitality during inspection and other VIP visits. |
| 19 | **SCHOOL PUBLICATION COMMITTEE (VIDYALAYA PATRIKA, NEWS LETTER, SCHOOL DIARY etc.)**  1.Ms. Prema       ENG SECTION  2.Ms. Tajinder    ENG SECTION  3.Ms. Sangeeta   HINDI SECTION  4. Mr. Vishnumitra      SKT. SECTION  5. Ms. Kamaljit Kaur  6. Ms.  Narinder  7. Ms. Harmeet  8. Ms. Ritu  9. Mr. Vijay Kumar  10. Ms. Preeti | PGT ENG  TGT Eng  PGT HINDI  TGT SKT  PRT  PRT  PRT  TGT ART  PGT CS  TGT Hindi |          To motivate and inspire the students to write articles, draw pictures, poems and songs in English, Hindi and Sanskrit and edit and prepare the School Magazine. |
| 20 | **PHOTOGRAPHY COMMITTEE**  1.      Mr. Radhey Shyam  2.      Ms. Seema Bansal  3.      Computer Instructor (sec.wing) | TGT Bio  TGT Eng  Comp. Ins. |          To take pictures of all important Vidyalaya functions and to upload in the web site. |
| 21 | **PURCHASE COMMITTEE**  1.      Ms. Nirmala  2.      Ms. Sukhdev  3.      Mr. Balraj  4.      Ms. Sarita Bajaj  All Deptt. Holders | PGT Phy  TGT WET  TGT (PHE)  PRT |          To call for Quotations, prepare comparative statements, conduct market survey and make purchases for the Vidyalaya as per KVS rules and as per requirements. |
| 22 | **SPORTS COMMITTEE**  **Primary :**  1.      Ms. Rinku- I/C  2.      Ms. Jaswinder Kaur  3.      Ms. Renu  4.      Mr Yashpal  **Secondary :**  5.      Mr Balraj  6.      Ms. Amarjot  7. Mr. Rajinder Kumar  8. Mr. Sukhdev | PRT  PRT  PRT  PRT    TGT (PHE)  TGT Hindi  TGT Maths  TGT WET |          To plan and conduct vidyalaya, regional & national level sports activities for both primary & secondary.           To conduct mini sports meet & sports day celebrations |
| 23 | **FIRST AID, HEALTH & MEDICAL CHECKUP COMMITTEE**  1.      Mr. Radhey Shyam  I/C  2.      Ms. Pushplata  3.      Ms. Sarita  4.      Ms. Narinder Dhillon | TGT Bio  TGT SCI  PRT  PRT |          To prepare a plan for student’s health check up twice in the session by authorized Medical Officer.           To make available stock of First Aid.           A special care must be taken for girl students as per their natural need.           To organize expert talks related to health & hygiene. |
| 24 | **GRIEVANCE REDRESSAL COMMITTEE**  1.      Mr. Dinesh Kumar  2.      Ms. Nirmala  3. Mr. Vijay Kumar  4.      Ms. Prema Sharma  5. Ms. Sangeeta Yadav  6.      Ms. Tajinder  7.      Ms. Poonam Ohri  8.      Mr. Yash Paul  9.      Ms. Kanwaljit Kaur | VP  PGT Phy  PGT CS  PGT Eng  PGT Hindi  TGT Eng.  TGT Sst  PRT  PRT |          To keep a record of suggestions or grievances received from the students, staff or parents           To maintain the minutes of the meetings |
| 25 | **WEBSITE MAINTENANCE & MONITORING COMMITTEE**  1.      Mr. Vijay Kumar  2.      Ms. Prema  3.      Ms. Sangeeta yadav  4.      Ms. Gurbrinder  5.      Ms. Ritu | PGT CS  PGT Eng  PGT Hindi  PRT  TGT ART |          Regular updating and suggestion to make website more interactive & attractive |
| 26 | **MAINTENANCE & UPKEEP OF  I.T. EQUIPMENT (C.C.T.V COMPUTERS PUBLIC ANNOUNCEMENT SYSTEM, INTERACTIVE BOARD E-CLASS ROOM MACHINE ETC.)**  1. Mr. Sukdev              Building I/C  2. Mr. Rajinder           Furniture I/C  2. Mr. Vijay                   Computer I/C  3. Mr. Jagdish | TGT WET  TGT Maths  PGT CS  SUB-STAFF |          Will be responsible for the maintenance and repairs of various equipments and to keep all equipments in running conditions |
| 27 | **SCOUTS & GUIDE COMMITTEE**  1.      Ms. Poonam Ohri I/C Guide  2.      Mr. Mukesh Soni I/C Scout  3.      Ms. RITU  4.      Ms. Amarjot  Co- I/C  5.      Ms. Sangeeta Yadav  6.      Ms. Pushplata  7.     Mr. Vishnumitra  8.      Mr. Balraj  9.  Mr. Mukesh Soni  10.  Ms. Jaswinder (JR)  11.  Ms. Sarita  12. Ms. Bhawna  13. Ms. Harmeet    **NCC:**  1. Mr. Rajinder     A.N.O | TGT SST  TGT WET  TGT ART  TGT Hindi  PGT Hindi  TGT Sci  TGT Skt.  TGT PHE  TGT SSt.  PRT  PRT  PRT  PRT      TGT Maths |          To ensure minimum enrolment (50%) in the  movement before 31st August           To organize investiture ceremony for the new recruits           To conduct the parade after school hours and class on every SATURDAY           To train the studentsfor Pratham / Dwetiya /Tritiya /  Raj Puraskar / Rastrapati / Prathamcharan / Dwetiya charna/ Tritiya Charan / ChaturdhaChara           To issue the merit certificate after the conduct of test           Celebration of thinking day           To procure the uniform for Scouts / Guides  who are involved in Guard of Honour. |
| 28 | **ADVENTURE / EXCURSION& FIELD TRIPS**  1. Mr. Surender Kumar – I/C  2.     Ms. Punam Ohri  3.     Ms. Sangeeta Yadav  4.     Mr. Balraj  5.     Ms. Balwinder Kaur  6.     Ms. Harmeet | PGT Chem  TGT SSt.  PGT Hindi  TGT PHE  TGT Maths  PRT |          To plan the excursion/ Field trips           To decide the place, make arrangement for conveyance.           Estimate the amount to be collected from students.           Keep the willingness form ready           Arrangement of  refreshments           Documentation of expenditure |
| 29 | **LIBRARY IMPROVEMENT COMMITTEE**  1.  2.      Ms. Prema  3.      Ms. Sangeeta  4.      Ms. Tajinder  5.      Mr. Vishnumitra  **Primary Library:**  1.      Ms. Ms.Kanwaljit  2.      Ms. Gurbinder Kaur  3.      Ms. Harmeet Kaur | TGT Lib  PGT Eng.  PGT Hindi  TGT Eng.  TGT Skt.    PRT  PRT  PRT |          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 |
| 30 | **HINDI RAJ BHASHA COMMITTEE**  1.      Ms. Sangeeta I/C  2.      Ms. Preeti  3.      Ms. Amarjot  4.      Mr. Vishnumitra | PGT Hindi  TGT Hindi  TGT Hindi  TGT Skt |          Celebration of Hindi Pakhwarah           Ensuring use of Hindi language in Vidyalaya as per KVS norms           To get the reply prepared for all the correspondence in Hindi in consultation with the office.  Monthly report to be submitted. |
| 31 | **Social Science Faculty/Exhibition**  1.      Mr. Jatinder  2.      Ms. Manisha  3.      Mr. Mukesh Soni  4.      Ms. Poonam Ohri  5.  Ms. Manisha  6.      Ms. Harmeet Kaur  7.      Ms. Sarita | PGT Eco.  PGT Comm.  TGT SST  TGT SST  TGT SST  PRT  PRT |          To motivate children to prepare projects/model based on country/state allotted to the region.           To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.           To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.           To encourage the students to submit online projects on project Think.com.           To ensure project based learning in all the classes. |
| 32 | **Science Faculty**  1.      Mr. Surender  2.      Mr. Baljnder  3.      Ms. Nirmala  4.      Mr. Vijay  5.      Ms. Pushplata  6. Mr. Radhay Shayam Jangir | PGT Chem  PGT Bio.  PGT Phy  PGT CS  TGT Sci  TGT Sci |          Responsible for arranging various Science club activities and inculcating the scientific temper and attitude among the students. |
| 33 | **MATHS CLUB**  1.  Ms. Balwinder  2. Mr. Rajinder | TGT Maths  TGT Maths |          Responsible for motivating the students to take part in various programmes in connection with mathematics lab, Maths Olympiad, Maths exhibition, Maths day etc. |
| 34 | **WATER & ELECTRICITY INCLUDING WHITE WASH MONITORING COMMITTEE**  1.      Mr. Sukhdev  2.      Mr. Surender  3.      Ms. Kulwant Kaur  4.      Mr. Balraj  5.      Mr. Bansher  6.      Mr. Jagdish | TGT WET  PGT Chem.  TGT Eng  TGT PHE  Sub Staff  Sub Staff |          To ensure proper supply of water at water points and electricity in school building |
| 35 | **RTI CASE MONITORING COMMITTEE**  1.      Mr Dinesh  2. Ms. Nirmala  3.      Mr. Surender Kumar  4.      Sh. G.C.Bhatia | VP  PGT Phy  PGT Chem  ASO |          To handle the query when asked timely |
| 36 | **RECORDING OF MINUTES OF STAFF COMMITTEE**  1.       Ms. Preeti  2. Ms. Seema Bansal | TGT Hindi  TGT Eng |          To maintain proper register and ensuring attendance of staff in each meeting |
| 37 | **MAINTENANCE OF STAFF ROOM  (Sec.) COMMITTEE**  1.      Ms. Kulwant  2.      Ms. Preeti  3.      Mr. Rajinder  4.      Ms. Sarita  7.      Mr. Jagdish  8.      Ms. Rani | TGT Eng  TGT Hindi  TGT Math  PRT  Sub Staff |          To keep the staff room neat and clean           To ensure sitting arrangement for staff members           To ensure updating of display board with all circulars           To ensure staff room toilets are properly maintained           To ensure proper arrangement of notebooks in cabins & to keep center table neat and clean |
| 38 | **STRENGTHING OF PRIMARY EDUCATION (CMP):**  H.M.  ALL PRTs |  |          To ensure the implementation of CMP as per KVS norms.           To take the requirement of TLM from teachers well in advance every month.           To procure TLM for the local market by taking an amount of Rs. 2000/- every month.           To ensure the distribution of TLM to all the teachers as per requirements.           To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement.           To maintain the register reflecting the number of work sheets prepared by the teachers subject wise. |
| 39 | **EQUIP /Back to Basic COMMITTEE CMP – II**  1. Mr. Dinesh Kumar  2. Ms. Punam Ohri  3. Mr. Vishnumitra  4. Ms. Pushplata  5. Ms. Seema Bansal  **CMP:**  1.      Ms. Sarita Bajaj  2.      Ms. Bhavna | VP  TGT SSt.  TGT SKT.  TGT BIO  TGT Eng    PRT  PRT | To ensure proper implementation of EQUIP and Back to Basic |
| 40 | **DISASTER MANAGEMENT COMMITTEE**  1.      Mr. Sukhdev  2.      Mr. Baljinder  3.      Mr. Balraj  4.      Mr. Mukesh Soni  5.      Ms. Poonam Ohri  6.      Ms. Manisha  4.      Mr. Rinku  5.      Mr. Bharat  6.      Mr. Jagdish | TGT WET  PGT Bio  TGT PHE  TGT SST  TGT SST  TGT SST  PRT  LAB Attdm  LAB Attdm |          To Identify, assess and manage the hazards and risks that may occur in the Vidyalaya.           To communicate about those hazards and risks, their nature, effects, early warning signs and countermeasures.           To carry out regular mock drills in school.           To prepare an inventory of resources-human and material. senior students           should be trained in First Aid, Search and Rescue Fire Fighting etc |
| 41 | **ADOLESENCE EDU PROJECT COMMITTEE**  1.      Mr. Baljinder I/C  2.      Ms. Tajinder  3.      Ms. Ritu  4.      Ms. Preeti  5.      Ms. Pushplata | PGT Bio  TGT Eng  TGT ART  TGT Hindi  TGT Sci. |          Plan and execute adolescence programme as per directions of KVS (HQ & RO) in all respects.           To attend all NAEP  programs and to send monthly reports to KVS |
| 42 | **FLAG HOISITING & FLAG LOWERING  COMMITTEE**  1.      Mr Balraj  2.      COACHES  3.      Mr. Rajinder NCC I/C  4.      Mr. Sukhdev S&G I/C  5.      Mr. Jagdish  6.      Mr. Bharat  7.      Mr. Bansher | TGT PHE    TGT Maths  TGT WET  Sub Staff  LAB Attd.  Sub Staff |          To ensure flag hoisting and lowering as per KVS norms |
| 43 | **FURNITURE & Repair & Maintance**  1.      Mr. Rajinder      I/C  2.      Mr. Baljinder  3.      Ms. Manisha  4.      Ms. Sarita  5.      Mr. Rinku | TGT Maths  PGT Bio  PGT Comm.  PRT  PRT |          To maintain the record of room wise/dept. wise distribution of furniture.           To take initiative to see that the broken  furniture is repaired regularly.           To prepare the list of broken furniture which are to be condemned.           To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function).           To see any shortages, deficiency of furniture’s and report to the Principal.           To ensure regularly that no furniture is lying in the corridors or in the open space.           To store and stock the broken or old furniture properly.           To maintain the stock register. |
| 44 | **Laboratories in charges**    i)        **Physics –**Ms Nirmala  ii)      **Chemistry –**Mr. Surender  iii)    **Biology -**Mr. Baljinder  iv)    **Computer -**Mr. Vijay  v)      **Maths Lab –**Ms. Balwinder  viii) **Jr Sci Lab**-Ms. Pushplata  ix) **Jr.omp Lab**Mr. Vijay/Mr. Rinku | PGT  PGT  PGT  PGT  TGT  TGT  PGT/PRT |          Purchase of Lab equipment           Conduct of practical as per split up syllabus.           Maintenance of laboratories           Display of prescribed practical in the lab |
| 45 | **Up Keeping Suggestion Box**  1. Ms. Poonam Ohri  2. Mr. Ghanshyam  **Monitoring and Suggestions**  1.      Mr.Karambir Singh  2.      Mr. Dinesh Kumar  3.      Ms. Nirmala  4.      Ms. Prema Sharma  5.      Mr. Baljinder Singh | TGT SST  Sub Staff    Principal  VP  PGT Phy  PGT Eng.  PGT Bio |  |
| 46 | **Sexual Harassment Committies**  **1.**Mr. Karambir Singh  2.      Mr. Dinesh Kumar  3. Ms. Nirmala  3.      Mr. Balraj Singh  4.      Ms. Prema Sharma  5.      Ms. Tajinder Kaur  6.      Ms. Kanwaljit Kaur  **VMC Lady Member**  **NGO Lady** | Principal  VP  PGT Phy  TGT Phe  PGT Eng.  TGT Eng.  PRT |  |
| 47 | **ACP**   1. Ms. Balwinder Kaur  I/C 2. Ms. Kulwant Kaur 3. Ms. Tajinder Kaur 4. Ms. Preeti 5. Mr. Vishnumitra | TGT Maths  TGT Eng.  TGT Eng.  TGT Hindi  TGT SKt. |  |
| 48 | **AEP**   1. Mr. Baljinder 2. Ms. Pushplata 3. Ms. Ritu 4. Ms. Manisha | PGT Bio  TGT SCi  TGT ART  TGT SST |  |
| 49 | **Back To Basics**   1. Ms. Seema Bansal 2. Ms. Balwinder Kaur 3. Ms. Punam Ohri 4. Ms. Kanwaljit 5. Ms. Gurbrinder Kaur | TGT Eng.  TGT Maths  TGT SSt.  PRT  PRT |  |
| 50 | **Club Acitivities:**  **Health:**   1. Mr. Balraj 2. Yoga Ins. 3. Coach 4. Nurse   **Nature/Eco:**   1. Mr. Baljinder 2. Ms. Pushplata 3. Mr. Sukhdev 4. Ms. Kriti soni   **Language:**  1. Ms. Prema Sharma  2. Ms. Sangeeta Yadav | TGT PHE  Yoga Ins.  Coach  Nurse    PGT Bio  TGT Sci  TGT WET  LIB.    PGT Eng.  PGT Hindi |  |
| 51 | **GRIEVANCE COMMITTEE**  1.      Mr. Dinesh Kumar  2.      Mr. Nirmala  3.      Ms. Prema Sharma  4.      Ms. Tajinder Kaur  5.      Mr. Balraj Singh  6.      Mr. Baljinder Singh  7.      Ms. Kanwaljit Kaur | VP  PGT Phy  PGT Eng.  TGT Eng.  TGT PHE  PGT Bio.  PRT |  |
| 52 | **PISA**  1.      Mr. Baljinder Singh I/C  2.      Mr. Jitender  3. All Mentors | PGT Bio  PGT Eco |  |
| 53 | **FIT INDIA / SBSB**  1.      Mr. Balraj Singh  2.      Mr. Sukhdev  3.      Mr. Rajinder Kumar  4.      Ms. Pushplata  5.      Ms. Amarjot | TGT Phe  TGT WET  TGT MATHS  TGT BIO  TGT HINDI |  |
| 54 | **CLEANLINESS & SANITATION (COVID -19)**  1.      Mr. Baljinder Singh  2.      Mr. Balraj Singh  3.      Mr. Sukhdev  4.      Mr. Rinku | PGT BIO  TGT PHE  TGT WET  PRT |  |
| 55 | **CS- 54**  1.      Ms. Balwinder Kaur  2.      Ms. Bhavna | TGT MATHS  PRT |  |

**SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY)**

|  |  |  |  |
| --- | --- | --- | --- |
| SUBJECT | INCHARGE | DESIGNATION | MEMBER |
| English | Ms. Prema PGT (Eng)  Ms. Tajinder TGT(Eng) | PGT (English) | All English teachers |
| Mathematics | Ms. Balwinder Kuar | TGT (Maths) | All Maths teachers |
| Hindi  Sanskrit | Ms. Sangeeta  Mr. Vishumitra | PGT ( Hindi) | All Hindi teachers |
| Science | Mr. Surender | PGT ( Chem) | All Science teachers. |
| Social Science | Mr. Jitender | PGT (Eco) | All Social teachers |
| Computer Science & IP | Mr. Vijay Kumar | PGT (COMP) | Computer Instructor |

**a.      All Conveners are requested to plan the work for the year with respect to Institutional Plan and Calendar of Activities, involving other members of the committee and to intimate the same to Vice-Principal.**

**b.      Activities to be completed as per target dates & reported the undersigned on completion of tasks.**

**c.       All teachers are requested to co-operate with the conveners and ensure successful completion of program.**

**d.      All contractual teachers will be assisting in charge as & when required.**

**e.      All conveners are instructed to take up any other related work assigned by the Principal/V.P. as and when required.**