

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.Brahmanandam 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. Ms. Satnam Kaur : VMC Member

COMMITTEES FOR THE SESSION 2022-23

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. As such all the staff members are hereby informed to note the nature of the 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.

	Committee	Designation	Responsibilities
1	<p>ACADEMIC AND ADMINISTRATIVE SUPPORT (SECONDARY):- Mr. Karambir Singh I/C Mr. Dinesh Kumar Ms Rashmi Sharma Ms. Nirmala</p> <p>ACADEMIC AND ADMINISTRATIVE SUPPORT(PRIMARY) :- H.M I/C Mrs. Gurbarinder Member Ms. Kanwaljit Kaur Member</p>	<p>Principal VP PGT Maths PGT Physics</p> <p>PRT PRT PRT</p>	<ul style="list-style-type: none"> • The committee can go through the circulars received form KVS RO Jammu 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	<p><u>SENIOR PGTs DEPUTED FOR ACADEMIC SUPERVISION</u> Mr. Dinesh Kumar I/C Mrs. Rashmi Sharma Member</p>	<p>VP PGT Maths</p>	<ul style="list-style-type: none"> • P.G.Ts will supervise every PRT at least twice in a term.
3	<p><u>ADMISSION COMMITTEE</u></p> <p>SECONDARY</p> <p>1.Mr. Surender I/C Sec. 2.Mr. Harjinder Member 3.Mr.Radheyshyam Member</p> <p>PRIMARY</p> <p>4.Ms. Gurbarinder I/C Primary 5.Ms. Bhawna Member 6.Mr Rinku Member 7.Ms Amita Member 8.Ms Renu 9.Mr. Bharat Member</p>	<p>PGT Chem. PGT CS TGT Sc.</p> <p>PRT PRT PRT PRT PRT Lab. Attendn.</p>	<ul style="list-style-type: none"> • To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2017-18 in consultation with the Principal.

	<p align="center">TC ADMISSION MONITORING COMMITTEE</p> <p>1. Mr. Harjinder 2. Comp. Inst. Secondary 3. Comp. Inst. Primary</p>	<p>PGT CS Comp. Ins. Comp. Ins.</p>	
4	<p><u>SCHOOL BEAUTIFICATION COMMITTEE</u> Mr. Baljinder I/C Ms. Pushaplata FRONT GARDEN/GROUND COMPLETE 1. Mr. Balraj 2. COACHES INSIDE BUILDING ALL BLOCKS 1. TGT Art 2. Mr Rajinder 3. Ms Meenakshi 4. Ms.Naina 5.Ms.Renu 6. YOGA Instructor</p> <p>BACK SIDE 1. Ms. Kulwant Kaur 2. Ms. Pushplata (Entrance gate of main school building and CAR PARKING AREA) 1. Mr. Sukhdev 2. Mr. Paramjit 3. Mr. Ghanshyam</p>	<p>PGT BIO TGT SCI</p> <p>TGT (PHE)</p> <p>TGT ART TGT Math TGT Hindi PRT</p> <p>TGT Eng. TGT Sci.</p> <p>TGT WET SUB STAFF SUB STAFF</p>	<ul style="list-style-type: none"> • 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	<p><u>CONDEMNATION & AUCTIONING OF CONDEMNED ARTICLES</u> 1. Mrs. Rashmi Sharma 2. Mr. Surender 3. Mr. Sukhdev 4. Mr. Yashpal 5. Mrs. Chetan Devi</p>	<p>PGT Maths PGT Chem. TGT W.E PRT PRT</p>	<ul style="list-style-type: none"> • To prepare list of articles to be condemned and complete the process of disposal of the same through auctioning.

	5. HOD OF CONCERNED DEPT 6. All Stock Holders		
6	<u>CAREER COUNSELLING AND GUIDANCE COMMITTEE</u> 1. Ms. Tajinder Kaur I/C 2. Ms. Sangeeta 3. Ms. Poonam Ohri 4. Ms. Harmit Kaur	TGT Eng PGT Hindi TGT SST PRT	<ul style="list-style-type: none"> 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	<u>CHECKING ATTENDANCE AND MONITORING OF CONSERVANCY SERVICES (Morning & Evening Hrs.)</u> 1. Mr. Balraj 2. Mrs Rashmi Sharma 3. Ms. Pushplata	TGT PHE PGT 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	<u>CANTEEN MONITORING COMMITTEE</u> 1. Mr. Balraj 2. Mr. Harjinder 3. Mr. Surender Kumar 4. Ms. Tajinder Kaur 5. Ms. Kanwaljit Kaur 6. Mr. Bharat	I/C PGT CS PGT Chem. TGT Eng PRT Lab. Attend.	<ul style="list-style-type: none"> To supervise the functioning of canteen and to ensure hygienic items are sold in the canteen for the students.
9	<u>CCA-COMMITTEE</u> (A)SECONDARY SECTION 1. Ms. Prema Sharma Coordinator 2. Ms. Sangeeta Yadav 3. Ms. Tajinder Kaur 4. TGT Art 5. Mr.Radheyshyam 5. Mr. Balraj (B) PRIMARY SECTION 1. Ms. Harmit Coordinator 2. Ms. Bhawna 3. Ms. Amita 4. Ms. Upma Morning Assembly Observer	PGT Eng PGT Hindi TGT Eng TGT Art TGT Sc. TGT PHE PRT PRT PRT PRT VP	<ul style="list-style-type: none"> 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	<p><u>STUDENTS COUNCIL COMMITTEE</u></p> <ol style="list-style-type: none"> 1. Ms Prema Sharma I/C 2. Mrs Rashmi Sharma 3. Ms. Sangeeta Yadav 4. Discipline/CCA committee - members <p>Monitoring and observation on Student Council: Mr. Dinesh Kumar</p>	<p>PGT Eng. PGT Maths PGT Hindi</p> <p>VP</p>	<ul style="list-style-type: none"> • 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	<p><u>DISCIPLINE COMMITTEE</u></p> <ol style="list-style-type: none"> 1. Mr. Dinesh Kumar I/C 2. Mrs. Rashmi Sharma 3. Ms. Prema Sharma 4. Ms.Vinita Dua 5. Ms. Tajinder Kaur 6. Mr.Radheyshyam 7. Mr. Balraj 8. Mr. Yash pal 9. Ms. Jaswinder 10. Ms. Anjali 11. Sports Coach 	<p>VP PGT maths PGT Eng. PGT Eco. TGT Eng. TGT Sc. TGT PHE PRT PRT PRT</p>	<ul style="list-style-type: none"> • 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	<p><u>HOUSE MASTERS & ASSOCIATE</u> <u>HOUSE MASTERS</u></p> <p><u>(a) Sarojini House</u> 1. Ms. Manisha (HM) 2. Ms. Balwinder Kaur 3. Mr. Sukhdev 4. Ms. Sarita Yadav 5. Ms. Amarjot 6. TGT Punjabi</p> <p><u>(b) Ashoka House</u> 1. Ms. Vinita Dua (HM) 2. Ms. Nirmala 3. Mr. Dharminder 4. Ms. Rajni 5. Ms. Indu Bala 6. Mr. Vishnumitra 7. Comp. Instr. Secondary</p> <p><u>(c) Tagore House</u> 1. Mr. Harjinder (HM) 2. Ms. Rashmi 3. Ms. Poonam Ohri 4. Ms. Charu 5. Mr. Rajinder 6. Nurse</p> <p><u>(d) Ramanujan House</u> 1. Mr. Baljinder Singh (HM) 2. Mr. Surender 3. Ms. Kulwant 4. Ms. Pushplata 5. Mr. Mukesh 6. Ms. Meenakshi</p>	<p>PGT Commr. TGT Maths TGT WET TGT SSt. TGT Hindi</p> <p>PGT Eco. PGT Physics Lib. TGT Eng TGT Maths TGT SKT Comp Ins</p> <p>PGT CS PGT Maths TGT SSt. TGT Hindi TGT Maths</p> <p>PGT Bio PGT Chem. TGT Eng. TGT Sc. TGT SSt. TGT Hindi</p>	<ul style="list-style-type: none"> Responsible for organizing and conducting house wise activities and competitions. Guide the students properly and make them participate in all competitions and instill sportsman spirit. Decoration of house board and active participation in Swachh School Abhiyan.
13	<p><u>CLEANLINESS OF VIDYALAYA</u> <u>BUILDING & PREMISES , Water</u> <u>Points, toilets, corridors:</u></p> <p>1. Mr Balraj I/C 2. Mr Baljinder 3. Mr Dharminder 4. Mr. Rajinder 5. Mr. Rinku 6. Ms. Neeru 7. Ms Jaishree 8. Coach 9. Nurse 10. Yoga Instructor</p>	<p>TGT PHE PGT BIO. Lib. TGT MATHS PRT PRT. PRT</p>	<ul style="list-style-type: none"> 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.

15	<p><u>EXAMINATION COMMITTEE</u> 1. Ms. Nirmala I/C Internal Exam. Sec. 2. Mr. Harjinder I/C CBSE 3. Ms. Manisha 4. Ms. Balwinder Member 5. Ms. Pushplata Member</p> <p><u>PRIMARY SECTION</u> 1. Ms. Kanwaljit I/C 2. Ms. Naina Member 3. Ms. Chetan Member 4. Computer Instructor</p>	PGT Physics PGT CS PGT Comm. TGT Maths TGT Sci PRT PRT PRT PRT Comp. Ins.	<ul style="list-style-type: none"> • 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><u>P T Meeting</u> (a) <u>Secondary (VI-XI)</u> 1. Ms. Nirmala I/c 2. All Class teachers (VI-XII) (b) <u>Primary</u> Ms. Kanwaljit All Class teachers (I-V)</p>	PGT Physics PRT PRT	<ul style="list-style-type: none"> • To organize PT meeting periodically. • To send information to parents. • To keep record of PT meeting class wise and prepare consolidated report.
17	<p><u>TIME TABLE AND LEAVE ARRANGEMENT</u> <u>SENIOR SECTION</u> 1. Ms. Rashmi I/C 2. Ms. Vinita 3. Mr. Dharminder 3. Computer Instructor Secondary <u>PRIMARY SECTION</u> 1. Mr. Yashpal I/C 2. Ms. Sarita 3. Ms. Renu</p>	PGT Maths PGT Eco. Lib. Comp Ins. PRT PRT PRT	<ul style="list-style-type: none"> • 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	<p><u>VIDYALAYA HOSPITALITY SERVICES ON DIFFERENT OCCASSIONS:</u></p> <ol style="list-style-type: none"> Ms. Poonam Ohri I/C Ms. Pushplata Ms.Indu Ms. Bhawna Ms. Jaswinder Mr Bansher 	<p>TGT SSt. TGT Sc. TGT Maths PRT PRT Sub Staff</p>	<ul style="list-style-type: none"> To provide refreshments to students on National festivals, Sports Day, Annual Day and to extend hospitality during inspection and other VIP visits.
19	<p><u>SCHOOL PUBLICATION COMMITTEE (VIDYALAYA PATRIKA, NEWS LETTER, SCHOOL DIARY etc.)</u></p> <ol style="list-style-type: none"> Ms. Prema ENG SECTION Ms. Tajinder ENG SECTION Ms. Sangeeta HINDI SECTION Ms. Charu Hindi Section Mr. Vishnumitra SKT. SECTION Ms. Kanwaljit Kaur Ms. Narinder Ms. Harmeet TGT Art Mr. Harjinder 	<p>PGT ENG TGT Eng PGT HINDI TGT Hindi TGT SKT PRT PRT PRT TGT ART PGT CS</p>	<ul style="list-style-type: none"> 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	<p><u>PHOTOGRAPHY COMMITTEE</u></p> <ol style="list-style-type: none"> Ms. Meenakshi Ms. Indu Mr Rinku Computer Instructor (Sec.wing) 	<p>TGT Hindi TGT Maths PRT Comp. Ins.</p>	<ul style="list-style-type: none"> To take pictures of all important Vidyalaya functions & activities during Morning Assembly and to upload in the web site.
21	<p><u>PURCHASE COMMITTEE</u></p> <ol style="list-style-type: none"> Ms Rashmi Mr Harjinder Mr. Sukhdev Mrs Gurbarinder <p>All Deptt. Holders</p>	<p>PGT Maths PGT CS TGT WET PRT</p>	<ul style="list-style-type: none"> 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	<p><u>SPORTS COMMITTEE</u></p> <p>Primary :</p> <ol style="list-style-type: none"> Mr. Rinku I/C Ms. Neeru Ms. Anjali <p>Secondary :</p> <ol style="list-style-type: none"> Mr Balraj Mr. Radheyshyam Mr Rajinder Mr.Sukhdev <p>ALL coaches & Yoga Instruct.</p>	<p>PRT PRT PRT</p> <p>TGT (PHE) TGT Sc. TGT Maths TGT WET</p>	<ul style="list-style-type: none"> To plan and conduct vidyalaya, regional & national level sports activities for both primary & secondary. To conduct mini sports meet & sports day celebrations

23	<u>FIRST AID, HEALTH & MEDICAL CHECKUP COMMITTEE</u> 1. Ms. Pushplata I/C 2. Ms. Amarjot 3. Ms. Sarita 4. Nurse being appointed as per KVS instructions	TGT Sc. TGT Hindi PRT	<ul style="list-style-type: none"> 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	<u>GRIEVANCE REDRESSAL COMMITTEE</u> 1. Mr. Dinesh Kumar 2. Mrs Rashmi Sharma 3. Ms. Prema Sharma 4. Ms. Tajinder 5. Ms. Poonam Ohri 6. Ms. Gurbarinder	VP PGT Maths PGT Eng. TGT Eng. TGT Sst PRT	<ul style="list-style-type: none"> To keep a record of suggestions or grievances received from the students, staff or parents To maintain the minutes of the meetings
25	<u>WEBSITE MAINTENANCE & MONITORING COMMITTEE</u> 1. Mr. Harjinder 2. Ms. Prema 3. Ms. Sangeeta Yadav 4. Mrs Rashmi Sharma 5. Ms. Gurbrinder 6. TGT Art	PGT CS PGT Eng PGT Hindi PGT Math PRT TGT ART	<ul style="list-style-type: none"> Regular updating and suggestion to make website more interactive & attractive
26	<u>MAINTENANCE & UPKEEP OF I.T. EQUIPMENT (C.C.T.V COMPUTERS PUBLIC ANNOUNCEMENT SYSTEM, INTERACTIVE BOARD E-CLASS ROOM MACHINE ETC.)</u> 1. Mr. Sukhdev Building I/C 2. Mr. Rajinder Furniture I/C 3. Mr. Harjinder Comp. I/C 3. Mr. Bharat	TGT WET TGT Maths PGT CS Lab. Attend.	<ul style="list-style-type: none"> Will be responsible for the maintenance and repairs of various equipments and to keep all equipments in running conditions
27	<u>SCOUTS & GUIDE COMMITTEE</u> 1. Ms. Poonam Ohri I/C Guide 2. Mr. Sukhdev I/C Scout 3. Ms. Pushplata Co- I/C 5. Ms. Sangeeta Yadav 6. Mr. Vishnumitra 7. Mr. Balraj 8. Mr. Mukesh Soni 9. Ms. Jaswinder 10. Ms. Sarita 11. Ms. Bhawna 12. Ms. Harmeet	TGT SSt. TGT WET TGT Sc. PGT Hindi TGT Sanskrit TGT PHE TGT SSt PRT PRT. PRT PRT	<ul style="list-style-type: none"> 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 students for Pratham / Dwetiya /Tritiya /

	<p>13.Ms. Neeru 14.Ms.Anjali</p> <p><u>NCC:</u> 1. Mr. Rajinder A.N.O 2. Mr Vikram</p>	<p>PRT PRT</p> <p>TGT Maths Sub Staff</p>	<p>Raj Puraskar / Rastrapati / Prathamcharan / Dwetiya charna/ Tritiya Charan / ChaturdhaChara</p> <ul style="list-style-type: none"> 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	<p><u>ADVENTURE / EXCURSION & FIELD TRIPS</u> 1. Ms. Punam Ohri I/C 2. Ms. Sangeeta Yadav 3. Mr. Balraj 4. Ms. Balwinder Kaur 5. Ms. Harmeet</p>	<p>TGT SSt. PGT Hindi TGT PHE TGT Maths PRT</p>	<ul style="list-style-type: none"> 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	<p><u>LIBRARY IMPROVEMENT COMMITTEE</u> 1. Mr Dharminder 2. Ms. Prema 3. Mrs.Rashmi 4. Ms. Sangeeta 5. Ms. Tajinder 6. Mr. Vishnumitra Primary Library: 1. Ms.Kanwaljit 2. Ms. Gurbinder Kaur</p>	<p>TGT Lib PGT Eng. PGT Maths PGT Hindi TGT Eng. TGT Skt.</p> <p>PRT PRT</p>	<ul style="list-style-type: none"> 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	<p><u>HINDI RAJ BHASHA COMMITTEE</u> 1. Ms. Sangeeta I/C 2. Ms. Charu 3. Mrs.Meenakshi 4. Mrs. Amarjot 4. Mr. Vishnumitra</p>	<p>PGT Hindi TGT Hindi TGT Hindi TGT Hindi TGT Skt</p>	<ul style="list-style-type: none"> 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	<p><u>Social Science Faculty/Exhibition</u> 1. Ms.Vinita Dua 2. Ms. Manisha 3. Mr. Mukesh Soni 4. Ms. Poonam Ohri 5. Ms. Sarita Yadav 6. Ms. Sarita 7. Ms. Jaishree</p>	<p>PGT Eco. PGT Comm. TGT SST TGT SST TGT SSt. PRT PRT</p>	<ul style="list-style-type: none"> 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

			<p>in connection with social science exhibition.</p> <ul style="list-style-type: none"> To encourage the students to submit online projects on project Think.com. To ensure project based learning in all the classes.
32	<p><u>Science Faculty</u></p> <ol style="list-style-type: none"> Ms Nirmala Mr. Surender Mr Baljinder Mr. Harjinder Ms. Pushplata Mr. Radheyshyam Jangir 	<p>PGT Physics PGT Chem. PGT Bio. PGT CS TGT Sci TGT Sci</p>	<ul style="list-style-type: none"> Responsible for arranging various Science club activities and inculcating the scientific temper and attitude among the students.
33	<p><u>MATHS FACULTY</u></p> <ol style="list-style-type: none"> Mrs Rashmi Ms. Balwinder Mr.Rajinder Mrs Indu Bala 	<p>PGT Maths TGT Maths TGT Maths TGT Maths</p>	<ul style="list-style-type: none"> Responsible for motivating the students to take part in various programmes in connection with mathematics lab, Maths Olympiad, Maths exhibition, Maths day etc.
34	<p><u>WATER & ELECTRICITY INCLUDING WHITE WASH MONITORING COMMITTEE</u></p> <ol style="list-style-type: none"> Mr. Sukhdev Mr. Surender Ms. Kulwant Kaur Mr. Balraj Mr. Bansher Mr. Ghanshyam 	<p>TGT WET PGT Chem. TGT Eng TGT PHE Sub Staff Sub Staff</p>	<ul style="list-style-type: none"> To ensure proper supply of water at water points and electricity in school building
35	<p><u>RTI CASE MONITORING COMMITTEE</u></p> <ol style="list-style-type: none"> Mr Dinesh Mrs. Rashmi Sharma Sh. G.C.Bhatia 	<p>VP PGT Maths ASO</p>	<ul style="list-style-type: none"> To handle the query when asked timely
36	<p><u>RECORDING OF MINUTES OF STAFF COMMITTEE</u></p> <ol style="list-style-type: none"> Ms. Kulwant Ms.Charu 	<p>TGT Eng. TGT Hindi</p>	<ul style="list-style-type: none"> To maintain proper register and ensuring attendance of staff in each meeting
37	<p><u>MAINTENANCE OF STAFF ROOM (Sec.) COMMITTEE</u></p> <ol style="list-style-type: none"> Ms. Kulwant Ms. Amarjot Mr. Rajinder Ms. Indu Bala Ms. Chetan Ms. Neeru Mr. Vikram 	<p>TGT Eng TGT Hindi TGT Math TGT Maths PRT PRT Sub Staff</p>	<ul style="list-style-type: none"> 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

			<ul style="list-style-type: none"> To ensure proper arrangement of notebooks in cabins & to keep center table neat and clean
38	<p><u>STRENGTHING OF PRIMARY EDUCATION (CMP):</u> H.M. ALL PRTs</p>		<ul style="list-style-type: none"> 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	<p><u>EQUIP /BACK TO BASIC COMMITTEE</u> 1. Mr. Dinesh Kumar 2. Mrs. Balwider 2. Ms. Punam Ohri 3. Mr. Vishnumitra 4. Ms. Pushplata 5. Ms. Rajni 6. Ms. Meenakshi <u>CMP:</u> 1. Ms. Gurbrinder 2. Ms. Kanwaljit</p>	<p>VP TGT Maths TGT SSt. TGT SKT. TGT BIO TGT Eng TGT Hindi</p> <p>PRT PRT</p>	To ensure proper implementation of EQUIP and Back to Basic
40	<p><u>DISASTER MANAGEMENT COMMITTEE</u> 1. Mr. Sukhdev I/C 2. Mr. Baljinder 3. Mr. Balraj 4. Mr. Rinku 5. Mr. Bharat 6. Mr. Ghanshyam</p>	<p>TGT WET PGT Bio TGT PHE PRT LAB Attdm LAB Attdm</p>	<ul style="list-style-type: none"> 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

			<ul style="list-style-type: none"> • should be trained in First Aid, Search and Rescue Fire Fighting etc
41	<u>AKAM</u> 1.Ms Vinita Dua I/C 2.Ms Poonam Ohri 3.Mr Mukesh Soni 4.Ms Sarita Yadav 5.Ms Charu 6.Ms Rajni 7.Ms Jaswinder I/C Primary 8.Ms. Narinder Dhillon 9.Ms Amita .	PGT Eco. TGT SST TGT SST TGT SST TGT Hindi TGT Eng. PRT PRT PRT	<ul style="list-style-type: none"> • Execute activities as per AKAM Calendar. • Maintain record. • Upload report and pics of the activities conducted on the required mail .
42	<u>FLAG HOISITING & FLAG LOWERING COMMITTEE</u> 1. Mr Balraj 2. COACHES &Yoga Instr. 3. Mr. Rajinder NCC I/C 4. Mr. Sukhdev S&G I/C 5. Mr. Bharat 7. Mr. Bansher	TGT PHE TGT Maths TGT WET LAB Attd. Sub Staff	<ul style="list-style-type: none"> • To ensure flag hoisting and lowering as per KVS norms
43	<u>FURNITURE & Repair & Maintance</u> 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	<ul style="list-style-type: none"> • 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	PGT PGT	<ul style="list-style-type: none"> • Purchase of Lab equipment • Conduct of practical as per split up syllabus. • Maintenance of laboratories

	iii) Biology - Mr. Baljinder iv) Computer - Mr. Harjinder v) Maths Lab – Mr Rajinder viii) Jr Sci Lab -Mr Radheyshyam ix) Jr. Comp.Lab : Mr. Harjinder	PGT PGT TGT TGT PGT/PRT	<ul style="list-style-type: none"> • Display of prescribed practical in the lab
45	<u>Up Keeping Suggestion Box</u> 1. Mr Dharminder 2. Mr. Vikram <u>Monitoring and Suggestions</u> 1. Mr.Karambir Singh 2. Mr. Dinesh Kumar 3. Mrs Rashmi 4. Ms. Prema Sharma 5. Mr Dharminder	LIB. Sub Staff Principal VP PGT Maths PGT Eng. LIB.	
46	<u>Sexual Harassment Committies</u> 1. Mr. Karambir Singh 2. Mr. Dinesh Kumar 3. Mrs Rashmi Sharma 4. Ms. Prema Sharma 5. Ms. Tajinder Kaur 6. Ms.Gurbrinder 6. Ms. Kanwaljit Kaur VMC Lady Member NGO Lady	Principal VP PGT Maths PGT Eng. TGT Eng. PRT PRT	
47	<u>ACP</u> 1. Ms. Balwinder Kaur I/C 2. Ms. Kulwant Kaur 3. Ms. Tajinder Kaur 4. Ms. Charu 5. Mr. Vishnumitra	TGT Maths TGT Eng. TGT Eng. TGT Hindi TGT SKt.	
48	<u>AEP</u> 1. Mr. Baljinder 2. Ms. Pushplata 3. Mr Radheyshyam 4. Ms. Charu	PGT Bio TGT Sc. TGT Sc. TGT Hindi	<ul style="list-style-type: none"> • 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
49	<u>EBSB</u> 1.Ms Manisha I/C 2.Ms Poonam Ohri 3.Mr Mukesh Soni 4.Ms Kulwant 5.Ms Meenakshi 6.Ms Sarita Yadav		<ul style="list-style-type: none"> • Conduct the activities regarding EBSB as scheduled by KVS. • Send report and pics on the official mail for EBSB. • Upkeeping the record.
50	<u>REPORTING & PUBLISHING</u> Report Writing: SECONDARY 1.Ms.Prema Sharma 2.Ms.Sangeeta Yadav		<ul style="list-style-type: none"> • Reporting the event conducted and occasion celebrated in both Hindi & English. • Getting the news printed

	<p>PRIMARY 1.Ms Amita (English) 2.Ms Upma (Hindi) Getting news printed in newspapers: 1.Mr Sukhdev 2.Mr Yashpal Record Keeping of the school news clipping: Mr Dharminder</p>		<ul style="list-style-type: none"> Upkeeping the record of news coverage .
50	<p><u>Club Acitivities:</u> <u>Health:</u> 1. Mr. Balraj 2. Yoga Ins. 3. Coach 4. Nurse <u>Nature/Eco:</u> 1. Mr. Baljinder 2. Ms. Pushplata <u>LITERARY CLUB</u> 1. Ms. Prema Sharma 2. Ms. Sangeeta Yadav 3.Ms Tajinder <u>ART &CRAFT CLUB</u> TGT ART Ms Sarita Yadav <u>DANCE &DRAMA</u> 1.Ms.Poonam Ohri 2.Ms Charu <u>READING CLUB</u> 1.Mr Dharmender 2.Ms Meenakshi <u>COMPUTER CLUB</u> Mr Harjinder Mr Radheyshyam <u>SCI-PI CLUB</u> Ms Balwinder Mrs.Pushplata Mrs.Indu</p>	<p>TGT PHE Yoga Ins. Coach Nurse PGT Bio TGT Sci TGT WET LIB. PGT Eng. PGT Hindi TGT SST TGT SST TGT Hindi TGT Lib. TGT Hindi PGT CS TGT Sc. TGT Maths TGT Sc. TGT Maths</p>	

51	<u>GRIEVANCE COMMITTEE</u>		
	1. Mr. Dinesh Kumar	VP	
	2. Mr. Avinash Chander	PGT Maths	
	3. Ms. Prema Sharma	PGT Eng.	
	4. Ms. Tajinder Kaur	TGT Eng.	
	5. Ms. Nirmala	PGT Phy.	
	6. Mr. Baljinder Singh	PGT Bio.	
	7. Ms. Kamla Devi	PRT	
	8. Ms. Kanwaljit Kaur	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 Rashmi Sharma	PGT (Maths)	All Maths teachers
Hindi Sanskrit	Ms. Sangeeta Mr. Vishumitra	PGT (Hindi)	All Hindi teachers
Science	Ms. Nirmala	PGT (Physics)	All Science teachers.
Social Science	Mrs Vinita Dua	PGT (Eco)	All Social teachers
Computer Science & IP	Mr Harjinder	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.