

Kendriya Vidyalaya No. 2 Akhnoor

Committees for the session 2018-2019

S.No	Name of the Committee	Name of I/C and members	Duties and responsibilities of the Committee
1.	Admission Committee	Mr. Ashok Kumar, TGT(Maths) I/C Mr. Naresh Kumar, TGT(AE) Mr. RomeshChander, PRT Ms. Poonam, PRT Ms. Archana Dhaka, PRT	<ul style="list-style-type: none"> • Admission to all classes throughout the year as per KVS Admission Guidelines. • Planning & Conducting of Admission Test for class IX. • Monthly review Meetings on admissions done. This work has to continue till November 30. • Maintenance of Register of data required for submission to KVS (HQ). • Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work • Every month Enrolment of the Vidyalaya has to be collected and checked by the department and submit the same to the Principal – This has to be done a day prior to last working day of the month. • Every month vacancy of each class & section-wise details are to be recorded in the admission register and submit to Principal. This has to be done a day prior to last working day of the month.
2.	Examination Committee	<p style="text-align: center;"><u>A. HOME EXAMINATION</u></p> <p style="text-align: center;"><u>Primary Section</u></p> Mrs. Savita, PRT (I/C) Mr. RomeshChander, PRT Ms. Poonam, PRT	<ul style="list-style-type: none"> • Raising the indent for the papers and other important requirement • Planning & conducting of PT/HY/SEE Exam as per schedule. • Listing out absentees and Planning & conducting Re-tests • To prepare the result analysis of internal exams and maintaining the record in an appropriate manner. • Distribution of Report cards to class Teachers. • Distribution of the split up syllabus supplied by R.O to teachers and students. • Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work.
		<p style="text-align: center;"><u>SECONDARY SECTION</u></p> Mr. Dharampal(I/C)	

		<p>Mr. Amreet, PGT (His) Mrs. P.L.Sharma, LA Mr. Chain Singh, SS</p> <p>B. CBSE Examination Mr. Amreet, PGT(His) (I/C) Mr. Dharampal, TGT(Maths)</p>	<ul style="list-style-type: none"> It is mandatory for all the question paper setters to provide the question paper in soft copy and send to examination department email id i.e. examinationkv2akhnoor@gmail.com To submit List of candidates to CBSE in time. To submit all the internal marks as per schedule to CBSE and to comply with all the CBSE circulars. To submit CBSE result analysis
3.	<p>Olympiads</p> <p>(Science & Maths) & VVM/NCSC</p>	<p>Mrs. Priyanka, TGT (Sci) (I/C)</p> <p>Mr. Ashok Kumar, TGT Maths</p> <p>Mr. Dharampal, TGT Maths</p> <p>Ms. Meena, TGT (Science)</p>	<ul style="list-style-type: none"> To conduct all the Olympiads smoothly. <p>To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya. To prepare students for the same. To provide data to KVS</p>
4.	<p>Computer Lab and Website Committee</p>	<p>Mrs. VishavKirti (I/C)</p> <p>Mr. Jaipal, PGT (Hindi)</p> <p>Mrs. Savita, PRT</p> <p>Ms. Diksha Joshi, PRT</p> <p>Ms. Gurdeep Kaur (Comp. Ins)</p> <p>Mr. Parshotam, JSA</p> <p>Mr. Junas, SS</p>	<ul style="list-style-type: none"> Updation of Vidyalaya website fortnightly and when it is required. Collection of data from various departments for website updation. <ul style="list-style-type: none"> To ensure data is uploaded in bilingual form Maintenance of Computer lab and infrastructure. <ul style="list-style-type: none"> Computer infrastructure data. <ul style="list-style-type: none"> Monthly ICT report Other allied information that is required by KVS.
5.	<p>Scouts and Guides</p>	<p>SECONDARY SECTION</p> <p>Mr. SubashChander (I/C Scouts)</p>	<ul style="list-style-type: none"> Registration of units. Fresh registration for Scouts & Guides, Cubs & Bulbuls. Conducting upgrading camps & celebrations related to Scout.

		<p>Mrs. VishavKirti,TGT(WE)(I/C Guide)</p> <p>Mr. Naresh Kumar, TGT(AE)</p> <p>Mr. Ashok Kumar, TGT(Maths)</p> <p>Primary Section</p> <p>Mr. RomeshChander, PRT (I/C Cubs)</p> <p>Mrs. Imrana, PRT, (I/C Bulbul)</p> <p>Mrs. Savita, PRT</p> <p>All teachers who have undergone Scouts and Guides Training</p>	<ul style="list-style-type: none"> • Taking up Community development and service works once in a month. • Submitting monthly Reports & carrying out other work related.
6.	CCA	<p><u>Secondary</u></p> <p>Mr. Jaipal, PGT Hindi (Overall I/C)</p> <p>Ms. Rajneesh Bala, TGT (Hindi)</p> <p><u>Primary</u></p> <p>Mr. RomeshChander, PRT(I/C)</p> <p>Ms. Diksha Joshi, PRT</p> <p>Ms. Kavita Gupta, PRT</p>	<ul style="list-style-type: none"> • Preparation of Calendar of activities for 2018-19. • Preparation of Days to be observed and celebrated in the year 2018-19. • House distribution activity. Selection of School Captains and Vice Captains under student's council. • Planning, preparation and Celebration of Annual Day • Duty allotment and monitoring of assembly program. • Checking of the information on the display board in corridor and class rooms. • Theme selection for every month and carrying out the suggested activities. • Maintaining the record of achievements of the students of house and maintaining transparency in the result process. • Important announcements in the assembly, planning & preparing students for various activities. For this, the CCA I/C has to meet Principal to note the next day's announcements. • Important dates shall be collected and be celebrated appropriately.

		Ms. Kanchan Bala	
7.	Discipline committee	<p>Mr. Jaipal PGT(Hindi) (I/C)</p> <p>Mr. Amreet, PGT (History)</p> <p>Mr. Naresh Kumar, TGT(AE)</p> <p>Mrs. VishavKirti, TGT WE</p> <p>Mrs. Priyanka, TGT (Sci.)</p> <p>Ms. Anita, TGT (Eng)</p> <p>Mr. Arvinder Singh, Sport Coach</p> <p>Mr. RomeshChander, PRT)</p> <p>Ms. Kavita Gupta, PRT</p> <p>Ms. Archana Dhaka, PRT</p> <p>Ms. Sheetal, PRT</p> <p>All other teachers</p>	<ul style="list-style-type: none"> • Checking of student's uniform, late comers, students not attending morning assembly. • Checking of students' behavior in and outside the class. • Monitoring the movement of students in lines during arrival, departure and to ensure safe passage to students. • Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours. (Class teacher also assist) • Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation. • A monthly report on discipline proceedings & steps taken up and observations made have to be submitted to Principal. • Checking the Movement of students in corridor without out-passes and recording the same to intimate Principal.
8.	Time- Table and Arrangement	<p><u>Primary Section</u></p> <p>Mrs. Savita, PRT (I/C)</p> <p>Ms. Imrana, PRT</p> <p>Ms. Shalini, PRT</p> <p>Ms. Kavita Gupta</p>	<ul style="list-style-type: none"> • Preparation of class & teacher's Time Table as per KVS norms. • First period arrangement has to be announced in assembly itself. • Preparation of special Time Table for Board classes, Remedial classes and Zero-period. <ul style="list-style-type: none"> • Monitoring of bell timing. • Distribution of Registers to all the class monitors to note every day's activity period-wise. • Collecting the registers and submitting the same to

		<p style="text-align: center;"><u>Secondary section</u></p> <p style="text-align: center;">Mr. Ashok Kumar, TGT(Math)(I/C)</p> <p style="text-align: center;">Mrs. VishavKirti, TGT(WE)</p> <p style="text-align: center;">Ms. Priyanka, TGT (Sc.)</p>	<p style="text-align: center;">Principal for his supervision.</p> <ul style="list-style-type: none"> • Random checking for teachers attending the classes during their arrangement. • To ensure no period of teacher on leave is left without arrangement. • 1st period time table should be announced by teacher in charge during morning Assembly itself. • Showing the arrangement sheet to teacher and obtaining the signature. • Displaying the arrangement sheet in prominent places of the Vidyalaya
9.	Teaching Aids, Audio Visual Aids and E-Classroom	<p style="text-align: center;">Mrs. VishavKirti, TGT(WE) (I/C)</p> <p style="text-align: center;">Mr. Amreet, PGT (His)</p> <p style="text-align: center;">Mrs. Priya, PGT(Geo)</p> <p style="text-align: center;">Mrs. Kavita, PRT</p> <p style="text-align: center;">All respective class teachers</p>	<ul style="list-style-type: none"> • Maintenance of E- Classroom use register • Procurement of Audio Visual and teaching aids. <ul style="list-style-type: none"> • Upkeep of audio visuals and teaching aids. • List of Audio Visual and teaching aids used by the teachers.
10.	CMP and Primary Resource room	<p style="text-align: center;">Mr. RomeshChander, PRT(I/C)</p> <p style="text-align: center;">Mrs. Savita, PRT</p> <p style="text-align: center;">Ms. Archana Dhaka, PRT</p> <p style="text-align: center;">All Primary Class Teachers</p>	<ul style="list-style-type: none"> • The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing. • Planning of CMP activates. • Exploring resources planning and developing room to ensure strengthen of primary education. • Acquiring material, teaching aids, CD's books, play material etc., to display in the CMP so as to make it a better resource room. • Re-charging of Dish TV activation and prepare a plan to show film shows live on Dish TV • Monthly report submission.
11.	SwachhVidyalaya, Hygiene and Sanitation	<p style="text-align: center;">Mr. SubashChander, PRT(M) (I/C)</p>	<ul style="list-style-type: none"> • Ensuring cleanliness of Washroom and other places of the Vidyalaya. • To ensure cleanliness of classrooms and dusting of all the

		<p>Mr. Amreet, PGT (Hist.)</p> <p>Mr. Naresh Kumar, TGT(AE)</p> <p>Mr. RomeshChander PRT</p> <p>Ms. Imrana, PRT</p> <p>Mr. Junas, SS</p> <p>Mr. Chain, SS</p>	<p>classroom desks.</p> <ul style="list-style-type: none"> • Submitting Monthly report on observations. • The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets. • Please ensure that, the labors use disinfectants. Keep the contact number of the contractor responsible. • To Verify the attendance of Security and conservancy staff • To ensure dustbin for every classroom and department.
12.	Safe Drinking Water & Firefighting	<p>Mrs. VishavKirti, TGT(WE) (I/C)</p> <p>Mr. RomeshChander, PRT</p> <p>Mr. Junas, Sub Staff</p>	<ul style="list-style-type: none"> • To ensure safe drinking water for the students • To ensure proper servicing and refilling of firefighting equipments, Water RO and Water Coolers.
13.	First Aid and Medical Checkup	<p>Mrs. Priyanka, TGT(Sc.) I/C</p> <p>Mrs. Savita, PRT</p> <p>Mr. Arvinder Singh, Sports Coach</p> <p>Mrs. PremLata, Lab. Attend</p>	<ul style="list-style-type: none"> • Keep first aid item readily available in staff room, sports room and principal room. • Planning with doctor for a medical checkup for children twice a year. Collection of medical Certificate from class teachers. • Keeping the records
14.	Promotion of games & sports / vocational Training	<p>Mr. Amreet (I/C) PGT (Hist.)</p> <p>Mr. Arvinder Singh, Sports Coach</p> <p>Mr. Ashok Kumar TGT (Maths) Mrs. VishavKirti TGT (WE)</p>	<ul style="list-style-type: none"> • Planning Vidyalaya sports activities, (Year calendar). • Purchasing required material. • Conducting of Inter-House Games and Sports • Arrangement of sports meets as per KVS norms. • Planning and conducting Annual Sports Day celebration for 2018-19.

		<p>Mrs. Savita, PRT</p> <p>Ms. Sheetal, PRT</p>	
15.	<p>HaritVidyalaya,</p> <p>Gardening/ plantation & beautification</p>	<p>Mr. Naresh Kumar TGT(AE) (I/C)</p> <p>Mrs. Priyanka, TGT(Sci)</p> <p>Mr. SubashChander, PRT(Music)</p> <p>Ms. Savita, PRT</p> <p>Mali of Vidyalaya</p>	<ul style="list-style-type: none"> • To uplift general ambience of Vidyalaya • Garden maintenance and making suggestions to gardener. • Monthly review report of garden and suggestions to improvement. • Grass cutting arrangements as per requirement.
16	<p>VVN and Purchase Monitoring Committee</p>	<p>Mr. Amreet (I/C) PGT (Hist.)</p> <p>Mr. Ashok Kumar TGT (Maths)</p> <p>Mrs. VishavKirti TGT (WE)</p> <p>Mr. SubashChander, PRT (Music)</p> <p>Sh. RomeshChander, PRT</p>	<ul style="list-style-type: none"> • To estimate the requirements in the beginning of the academic year. • To procure the required items following KVS purchase procedure. • To ensure quality of all the purchases items
17.	<p>Maintenance of Vidyalaya Building</p>	<p>Mrs. VishavKirti, TGT(WE) (I/C)</p> <p>Mr. Ashok Kumar, TGT (Maths)</p> <p>Mrs. Priyanka, TGT, Sci</p> <p>Ms. Diksha Joshi, PRT</p> <p>Ms. ShaliniDabas, PRT</p>	<ul style="list-style-type: none"> • Monitoring of Vidyalaya infrastructure development and works in progress. • Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya. • Monitoring and recording of civil work / repair work undertaken by MES. • Informing Principal the areas of immediate attention

		Mr. Junas, Substaff	
18.	Parent Teacher Association and PTM	Mr. Jaipal, PGT(Hindi) Mrs. Yogita, PGT Eng Mr. Dharmpal, TGT Maths Mr. RomeshChander, PRT Mrs Savita, PRT All class teachers	<ul style="list-style-type: none"> To plan for periodical meetings with the parents. To invite the parents well in time and to ensure their presence. To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A. To plan for personal discussion with the parents of slow-learners for improvement. To invite parents for their presence during important celebrations in the KV. Month-wise report on meetings conducted shall be submitted to Principal.
19.	Publication of vidyalayapatrika and students dairy CMP news letter	Mr. Jaipal, PGT (Hindi) I/C Mrs. Anita, TGT(Eng) Ms. Rajneesh, TGT Hindi Mr. RomeshChander, PRT, I/C Ms. Diksha Joshi Ms. Poonam	<ul style="list-style-type: none"> Overall Planning of the magazine collection as per fixed schedule. Collect the materials and keep updating them periodically. Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/officers/officials retiring from services shall have a space to be part of Vidyalaya Magazine. The magazine collection and compilation work shall be completed before December 2018. Responsible for the planning quarterly Newsletter for Primary lines of previous year. Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and keep ready. Every quarterly the Newsletter has to go to Regional Office to update them on the work & conduct of the Vidyalaya primary wing.
20.	Academic Advisory and Administrative	Mr. Jaipal, PGT(Hindi) (Academic Advisor) Mr. Dharam Pal, TGT Maths	<ul style="list-style-type: none"> Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. Interacting with the teachers and directing them on their academic duties. It is the sole responsibility of Academic co-ordinator to check the academic activities of teachers.

	support	Mr. Ashok Kumar, TGT Maths Mr. RomeshChander, PRT Ms. Sheetal	She will prepare plan and schedule for Notebooks (C/w & H/w) checking. <ul style="list-style-type: none"> Preparing academic calendar department wise for 2018-19
21.	AEP	Mr. Amreet, PGT (Hist.) (I/C) Mrs. Priyanka, TGT(Sc.) Mr. Ashok Kumar, TGT(Maths) Mrs. VishavKirti, TGT(WE) Ms. Kavita Gupta, PRT Ms. Archana Dhaka, PRT	<ul style="list-style-type: none"> Planning, Preparation and conducting the AEP programs as per given KVS schedule. To ensure all the activities should be conducted as per given KVS guidelines. Creating awareness among parents and children about the changes in adolescent (adult) stage, Awareness about sexual diseases, Solution for stress related problem. Submitting monthly/quarterly online reports.
22.	राजभाषासमिति	श्री पुर्णोत्तमलाल, कनिष्ठ सचिवालय सहायक, इंचार्ज श्री. जयपाल, स्नातकोत्तर शिक्षक श्री अमरीत, स्नातकोत्तर शिक्षक सुश्री रजनीश बाला, प्राम्नाकत शिक्षिका श्री सुशिल, प्राम्नाकत शिक्षक सुश्री पूनम, प्राथमिक शिक्षिका	<ul style="list-style-type: none"> हिंदीप्रगति तिमाही प्रतिवदेन करना कार्यालय में अधिकाधिक हिंदी का प्रयोग सुनिश्चित करना धारा 3/3 का अनुपालन सुनिश्चित करना हिंदी प्रवीणता प्राप्त कर्मचारियों को हिंदी में कार्य करवाना हिंदी कार्यशाला का आयोजन करना हिंदीपखवाड़े का आयोजन करना के वि स के निर्देशों का पालन सुनिश्चित करना
23.	Press, Media and Photography	Mr. Naresh Kumar, TGT(AE)(I/C) Mr. Sushil Kumar, TGT (Skt) Ms. ShaliniDabas, PRT	<ul style="list-style-type: none"> Arrangement of photographer for important functions. Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise. During the inspections Albums have to be presented to Inspection officers

24.	Library Committee	<p>Mr. Naresh Kumar, TGT (AE) I/C</p> <p>Mr. Jaipal, PGT (Hindi)</p> <p>Mrs. Priyanka TGT (Sci)</p> <p>Mrs. VishavKirti TGT(WE)</p> <p>Ms. Nisha Prasha, TGT(S.St)</p> <p>Ms. ShaliniDabas, PRT</p> <p>Mrs. PremLata, Lab Attend.</p>	<ul style="list-style-type: none"> • Supervising the Library activities undertaken by the Librarians and seeking a report on monthly basis. • Raising the requirement of books taking the list from students of classes XI and XII and respective subject teachers. • Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS. Improving library service and its monitoring. <p>Note: Librarians has to prepare a Yearly planner of activities and submit to Principal.</p>
25.	Science Club	<p>Mrs. Priyanka, TGT (Sci) I/C</p> <p>Ms. Meena, TGT(Sci.)</p> <p>Ms. Sheetal, PRT</p> <p>Ms. Kavita Gupta, PRT</p> <p>Mrs. PremLata, LA</p>	<ul style="list-style-type: none"> • Formation of Sciecne Club • Conduction of activities related to Science Club • Reporting as per KVS Guidelines
26.	Eco Club	<p>Mrs. Priyanka, TGT (Sci) I/C</p> <p>Ms. Meena, TGT(Sci.)</p> <p>Ms. Diksha Joshi, PRT</p> <p>Ms. Archana Dhaka, PRT</p>	<ul style="list-style-type: none"> • Formation of Science Club • Conduction of activities related to Science Club • Reporting as per KVS Guidelines
26.	Mathematics Club	<p>Mr. Ashok Kumar, TGT (Maths) I/C</p> <p>Mr. Dharampal, TGT(Maths)</p> <p>Mrs. Savita, PRT</p>	<ul style="list-style-type: none"> • Formation of Maths Club • Conduction of activities related to Science Club • Reporting as per KVS Guidelines

		Mrs. Imrana, PRT	
27.	Literary Club	Mrs. YogitaSharma,PGT(Eng) I/C Mr. Dharampal, TGT(Sci.) Mrs. Imrana, PRT Ms. Sheetal, PRT	<ul style="list-style-type: none"> • Formation of Maths Club • Conduction of activities related to Science Club • Reporting as per KVS Guidelines
28.	Picnics, excursion & Adventure Camp	Mr. Naresh Kumar, TGT(AE) I/C Mrs. Heena Khatri, TGT(Eng) Mr. SubhashChander, PRT(M)	
29.	Guiding and Counselling	Mr. Jaipal, PGT (Hindi) (I/C) Mrs. Priyanka, TGT(Sc.) Mr. Ashok Kumar, TGT(Maths) Mrs. VishavKirti, TGT(WE) Ms. Kavita Gupta, PRT Ms. Archana Dhaka, PRT	<ul style="list-style-type: none"> • Planning, Preparation and conducting the Guiding and counselling sessions. • To prepare and conduct value programs as per schedule. • Submitting monthly/quarterly online reports.
30.	Flag Hoisting Committee	Mr. Jaipal, PGT(Hindi) I/C) Mr. Amreet PGT(His) Mr. Arvinder Singh, Sports Coach	<ul style="list-style-type: none"> • To ensure raising of National Flag every morning and it's lowering before sunset in our KV. <ul style="list-style-type: none"> • To position the flag post at prominent place. • To follow DO's and Don'ts to honour our National Flag. <ul style="list-style-type: none"> • To ensure compliance of the Flag Code.
31.	Fee & Fine, Fee concession and RTE	Mr. Ashok Kumar,TGT(Maths) I/C Mr. Dharam Pal, TGT Maths	<ul style="list-style-type: none"> • Maintenance of CS-54 and CS-11 & its verification every month and to ensure its submission to the Principal. • To prepare class-wise data of students who have been given Fee Concession of any kind. • To prepare RTE register and submit it every month for a

		<p>Mrs. VishavKirti,TGT (WE)</p> <p>Mrs. Priyanka, TGT (Sci)</p> <p>Mr. RomeshChander, PRT</p> <p>All Class Teachers</p>	<p>review to Principal</p>
32.	Safety Advisory and Vigilance Committee	<p>Mr. Amreet (I/C) PGT (History)</p> <p>Mr. Jaipal, PGT (Hindi)</p> <p>Mr. Dharampal,TGT (Maths)</p> <p>Mrs. VishavKirti,TGT(WE)</p> <p>Mr. Naresh Kumar, TGT(AE)</p> <p>Mr. RomeshChander, PRT (Mrs. Mrs. Savita, PRT</p> <p>Mr. J.C.Sharma, SSA</p> <p>Mr. Junas, Substaff</p> <p>Mr. Chain Singh, Substaff</p> <p>Gate keeper on Duty</p> <p><u>Parent Members</u></p> <p>1.</p> <p>2.</p> <p><u>Student Members</u></p>	

		<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	
33.	Standard Operating Procedures	<p>Mr. Jaipal, PGT(Hindi) I/C</p> <p>Mr. Amreet, PGT,(History)</p> <p>Mr. Ashok Kumar, TGT(Maths)</p> <p>Mr. Arvinder, Sports Coach</p> <p>Mr. RomeshChander, PRT</p> <p>ALL teaching and non-teaching staff of the vidyalaya.</p>	<ul style="list-style-type: none"> • To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School. • Comprehensive action plan to implement the guidelines. • Allocate specific roles to different personnel and teachers as per the SOP and brief the staff about the action to be taken by them in any exigency. • Take preventive measures as given in the guidelines in consultation with the local police. • Keep the security personnel of the school on the alert. • Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents. • Conduct advance reconnaissance of the school with the help of the Army Personnels. <ul style="list-style-type: none"> • Hold mock drills for students, teachers and staff.
34.	SwasthBachheSwasth Bharat	<p>Mrs. VishavKirti (I/C)TGT (WE)</p> <p>Mr. Naresh Kumar, TGT (AE)</p> <p>Mr. RomeshChander, PRT</p> <p>Mr. Arvinder , Sports Coach</p>	
35	Fee Collection Through UBI	<p>Mr. Naresh Kumar (I/C),TGT (AE)</p> <p>Ms. Gurdeep Kaur, comp. Instr.</p> <p>Mr. Parshotam Lal, JSA</p>	<ul style="list-style-type: none"> • To monitor activities of UBI fees collection. <ul style="list-style-type: none"> • To make entry on UBI Portal. • To verify students • To follow up all work related to UBI fees collection. <ul style="list-style-type: none"> • To Issue TC on UBI web portal

		All Class and Co-class Teachers	
36.	ShaalaDarpan	Mr. Amreet (I/C) PGT (History) Mr. Naresh Kumar, TGT (AE) Mr. Dharampal, TGT (Maths) Ms. Shalini Dabas Ms. Gurdeep Kaur, Comp Instr. Mr. Parshotam, JSA All Class and co-class Teachers	<ul style="list-style-type: none"> • To monitor activities of ShaalaDarpan. • To make entry on ShaalaDarpan Portal. <ul style="list-style-type: none"> • To verify students • To follow up all work related to ShaalaDarpan collection.
37.	Exhibitions Committee – Science	Mrs. Priyanka, TGT (Sci) I/C Ms. Meena, TGT (Sci.) Ms. Sheetal, PRT Ms. Kavita Gupta, PRT Mrs. PremLata, LA Mr. Amreet, PGT (His) Mrs. Bandhu, PGT (Eco) Mrs. Priya, PGT (GEO) Ms. Nisha Prashar, TGT (Sst)	<ul style="list-style-type: none"> • Plan the exhibition themes and models in advance and start synopsis preparation. • Conduct mock exhibition well before the exhibitions scheduled as per KVS. <ul style="list-style-type: none"> • Decide the best models and the suggestions for improvement. • Get the new models ready before the exhibition to begin. • Note: As far as Science exhibition is concerned, the In charge teacher will discuss with Principal on all the modalities to be observed and record in the Science department minutes register. • Plan the exhibition themes and models in advance and start synopsis preparation.
	Social Science		

38.	Reception & Refreshment Committee for all the occasions	Mr. Ashok Kumar, TGT(Maths) Mrs. VishavKirti, TGT(WE) Ms. ShaliniDabas All Sub staff	<ul style="list-style-type: none"> • The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection. • Refreshment procurement and arrangement is another vital responsibility shall be done meticulously. • Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events. • The entire infrastructure required (spoons, plates, cups, saucers, drinking water etc.) for smooth conduct of refreshment distribution though proper work distribution amongst is the main responsibility to be executed meticulously. • Note: 11th hour planning or doing be avoided for important events. All the events that go with external guest are always important and shall go without any hiccups. Postponing is bad attitude, so avoid it.
39.	R.T.I & Parliament Questions Reply	Mr. Jaipal, PGT (Hindi) I/C Mr. Dharampal, TGT (Maths) Mr. J. C. Sharma, SSA Mr. Parshotam Lal, JSA	<ul style="list-style-type: none"> • To attend the queries made under RTI and ensure their response is made on or before the stipulated date. • Collect data/information to be incorporated in the reply of such letters.
41.	Primary Education (Core committee)	Mr. RomeshChander, PRT I/C HM Mrs. Savita, PRT Mrs. Imrana, PRT Ms. Archana Dhaka, PRT Ms. Diksha Joshi, PRT	<ul style="list-style-type: none"> • Year Planner shall have to be prepared by each head. • Planning and preparation Calendar of activities. • Supervision of Primary classes. All the new entries may be supervised with the help of Sr. PRT's & Academic Coordinator & PGT's of the Vidyalaya, so that necessary help can be given to them to understand about CMP work and CCE/Back to basic work/learning outcomes. • Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets binded and display in CMP room. All works related to primary education. • Maintaining CMP & CCE Records, back to basic records. Formation of Committees for various occasion for primary wing for smooth conduct of Primary wing. A monthly report on activities undertaken by the Primary wing.

42.	<p>Subject Committee</p> <p><u>A-Secondary</u></p> <p>Science</p> <p>Maths</p> <p>Social Science</p> <p>Hindi</p> <p>English</p> <p><u>B-Primary</u></p> <p>English</p> <p>Hindi</p>	<p>Incharge</p> <p>Mrs. Priyanka, TGT(Sc)</p> <p>Mr. Dharampal, TGT(Maths)</p> <p>Mr. Amreet, PGT(His)</p> <p>Mr. Jaipal, PGT(Hindi)</p> <p>Ms. Diksha Joshi, PRT</p> <p>Mrs. Savita, PRT</p> <p>Ms. Poonam</p> <p>Mr. RomeshChander, PRT</p>	<ul style="list-style-type: none"> • Every month these committees invariably sit and discuss on agenda that pre-decided and got approved by Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head can explore more and make committee meeting a noble sitting so that a fruitful outcome is realized. <ul style="list-style-type: none"> • Split up syllabus month wise and teacher wise. <ul style="list-style-type: none"> • Project work-term wise. • Weightage of marks to each topic. <ul style="list-style-type: none"> • Evaluation scheme. • Practical work. • Class room activities and teaching aids. Model question paper. • Identification of slow learners and gifted children and remedial action. <ul style="list-style-type: none"> • Under achievers / slow learners identification. • Strategy for effective monitoring for students improvement. <ul style="list-style-type: none"> • Class activities, Exhibition, Exam- PT/MT/HY/SEE. <ul style="list-style-type: none"> • Preparation of subject magazine. • CCE work, Back to basic files/ Subject enrichment activities and Files of Cycle test/CT/MT/ Remedial class test carried out topicwise by the teachers. <ul style="list-style-type: none"> • Innovations taken up and the reports thereof.
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	<p>Maths</p> <p>EVS</p>		
43.	<p>Value Education & Integrity Club</p>	<p>Mr. Jaipal, PGT (Hindi) (I/C)</p> <p>Mrs. Priyanka, TGT(Sc.)</p> <p>Ms. Kavita Gupta, PRT</p> <p>Ms. Archana Dhaka, PRT</p>	<ul style="list-style-type: none"> • Planning, Preparation and conducting the Guiding and counselling sessions. • To prepare and conduct value programs as per schedule. Submitting monthly/quarterly online reports.
44.	<p>Student's council committee</p>	<p>Mr. Jaipal, PGT (Hindi) (I/C)</p> <p>Ms. Kavita Gupta, PRT</p> <p>Ms. Archana Dhaka, PRT</p>	<ul style="list-style-type: none"> • Planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya. • Review of Attendance registers once in every 15 days and communicating.

			<ul style="list-style-type: none"> Syllabus coverage from classes VI to XII once in a month.
45..	Income Tax and Form 16	Mr. J. C. Sharma, SSA(I/C) Mr. Naresh Kumar, TGT(AE) Mr. Dharampal TGT(Maths)	<ul style="list-style-type: none"> The committee will maintain a register and will record month-wise collection of income tax. The committee has to review the income tax collection and challan submissions every month and record challans with challan numbers and dates. Committee will prepare form 16 of all the staff members
46.	SR Register and T.C preparation Committee	Mr. Purshotam Lal, JSA I/C Mrs. Premlata, LA	<ul style="list-style-type: none"> The Committee will make entry of new admissions in SR register. The committee will be responsible to prepare and verify the TC. The committee will be responsible for correctness of student data.
47.	Grievance Committee	Mr. Ashok Kumar, TGT (Maths) Ms. Savita, PRT	<ul style="list-style-type: none"> To periodically open suggestion box at least once in a months. To keep a record of suggestions or grievances received from the students, staff or parents. To maintain the minutes of the meetings.
48.	Sexual Harassment & Gender Sensitization Committee	Mr. Ashok Kumar, TGT(Hindi) Mrs. Priyanka, TGT(Sc) Mrs. Savita, PRT	<ul style="list-style-type: none"> Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees. Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment; Recommend appropriate punitive action against the guilty party to the Principal.
49.	Staff room display	<u>Secondary</u> Mrs. Bandhu, PGT(Eco) I/C Mr. Barkat, PGT(Pol.sc) <u>Primary</u> Ms. Poonam, PRT I/C	<ul style="list-style-type: none"> To maintain staff room neat and clean. To look after the proper management of Staff room and its requirements.

		Ms. Archana Dhaka	
50	Alumni Association	Mr. Jaipal, PGT(Hindi) I/C Mr. Dharampal TGT(Maths)	• To maintain proper records of alumni of the Vidyalaya.
51	Disaster Management:	Mr. Ashok Kumar, TGT(Maths)I/C Mr. Naresh Kumar, TGT AE Ms. ShaliniDabas, PRT	• Mock Drills & awareness programme to be organized twice a year i.e. April & Oct

The following committees have been formed for the year 2018-19 for smooth functioning of the Vidyalaya. Every committee In-charges is responsible for

preparation of Annual Plan of all activities of his/her department and submit the same to Principal on or before 15TH April, 2018 without fail so that Vidyalaya Plan may be prepared accordingly.

Note:-

- Above mentioned duties of the committees are not exhaustive and may include other responsibilities as per KVS norms
- All the In – charge and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2018-19 as per allotment given and submit a copy to the undersigned by 15TH April 2018 for record without fail.
- All the In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties, activities and prescribed programmes..
- All the in – charge and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they may contact the undersigned.
- All the In-charges and members of the concerned departments/committees will have to work in full – fledged manner. When In charge is on leave etc. Senior member of the concerned departments must be available on duty.
- Please put your efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.
- All these committees will come in force from 01-04-2018 till 31st March 2019.

(BIMLA PANDIT)
I/C Principal

