

**केन्द्रीय विद्यालय, करनाल (1323)**  
**(शैक्षणिक-सत्र 2022-23 हेतु समितियों का गठन)**  
**Constitution of Committees for the academic year 2022-23**

दिनांक: 21.02.2022

फा. 32051/समिति/केविक/

The committees for the various activities during the academic year 2022-23 is constituted as below; All the staff members may note down their duties of different committees in which they are in, in their diary and act accordingly

S.No.	Committee/Club	Duties & Responsibilities	In-Charge	Member
01	Admission	<ol style="list-style-type: none"> <li>To give wide publication by preparing advertisement, distribution of forms, registration and following the right admission procedure etc.</li> <li>Prepare the Registration List, Master List and provisionally selected list and get the hard and soft copies for approval of the Chairman within stipulated date for the display of the same.</li> <li>They shall also maintain confidentiality of the registration process and maintain high integrity.</li> </ol>	Mrs. Sushma Rani, PGT-Maths	<ol style="list-style-type: none"> <li>Mr. Ajay Kumar, TGT-Eng</li> <li>Mrs. Monika Devi, Lib</li> <li>Mr. Vijaypal, PRT</li> <li>Mr. Satbir, Sub-Staff</li> </ol>
02	Examination (Internal) (Secondary & Sr. Secondary)	<ol style="list-style-type: none"> <li>The Question papers for any examination should be ready at least one week before the commencement of the examination.</li> <li>All the teachers should be directed to set the question papers based on blue print and also the marking scheme should be submitted.</li> <li>The requirements for the conduct of the examination shall be ordered well in time planning for the entire academic year.</li> <li>The Question papers shall be prepared manually and submitted for the approval of the subject committee and the same shall be computerised by the teachers and soft copy handed over in time.</li> <li>The examination duties shall be allotted systematically without any bias or favour.</li> <li>The dates for the submission of the evaluated answer scripts shall be systematically followed and the teachers in default shall be reported in time.</li> <li>The analysis of the results of the examination should be done as per the KVS guidelines and handed over the undersigned within one week after the completion of the examination.</li> <li>Necessary training programme for the same shall be arranged in the second week of April 2022.</li> <li>The progress report as per the KVS guidelines shall be prepared timely and distributed. Necessary records of the examination shall be kept handy for inspection any time by the Principal and the members of the inspection committee</li> </ol>	Mrs. Neha, PGT-Comm	<ol style="list-style-type: none"> <li>Mr. Mueksh Kr, TGT-Maths</li> <li>Mr. Ajay Kumar, TGT-Eng</li> <li>Mrs. Taruna Aggarwal, WET</li> <li>Mr. Koverpal, SS</li> </ol>
03	Examination (Internal) (Primary)	- As above-	Mrs. Sunita, PRT	<ol style="list-style-type: none"> <li>Ms. Manishi, PRT</li> <li>Mr. Sunil Kumar, PRT</li> </ol>

S.No.	Committee/Club	Duties & Responsibilities	In-Charge	Member
04	Academic Advisory Committee	<ol style="list-style-type: none"> <li>To conduct monthly subject committee meetings after school hours as per the directions or at least once in a month</li> <li>To plan the academic activities in a befitting manner</li> <li>To implement all the academic programmes</li> <li>Review the Question papers that are framed in the Vidyalaya</li> <li>To ensure necessary directions are given to teachers to maintain high academic standards</li> <li>To ensure uniformity of coverage of syllabus between the different sections</li> </ol>	<b>Mrs. Meena Goyal, PGT-Chem.</b>	<ol style="list-style-type: none"> <li>Mrs. Sumila, PGT-Hindi</li> <li>Mrs. Paramajeet Kaur, PGT-Bio</li> <li>Mrs. Sapna, TGT-SOST</li> <li>Mr. Pankaj, TGT-Skt</li> <li>Mrs. Shanti Jowel, HM</li> </ol>
05	Gardening & Beautification Committee	<ol style="list-style-type: none"> <li>To ensure that the Garden of the Vidyalaya is maintained and new seasonal plants are added to the Vidyalaya garden.</li> <li>To ensure that the flower pots are maintained and at least 50-100 more flower pots with new varieties are added during the year.</li> <li>The broken flower pots are being replaced.</li> </ol>	<b>Mrs. Paramjeet Kaur, PGT-Bio</b>	<ol style="list-style-type: none"> <li>Mrs. Reena Devi, TGT-Art <sup>Art</sup></li> <li>Mr. Ramesh Chand, Sub-Staff</li> <li>Gardner (Outsourced Staff)</li> </ol>
06	Cleanliness & Security of the Vidyalaya	<ol style="list-style-type: none"> <li>To ensure that the Vidyalaya is being maintained neat and clean.</li> <li>Records are being maintained for the cleanliness &amp; security of the Vidyalaya.</li> <li>To distribute the work among the cleaning staff and ensure that the cleaning materials as required for them are being maintained and issued to them for proper cleaning of the Vidyalaya.</li> <li>To ensure that the cleaning &amp; Security staff are being supervised and work taken from them.</li> <li>To report about the cleanliness &amp; Security of the vidyalaya everyday in the morning before 9.00 AM and follow up if there are deficiencies.</li> </ol>	<b>Mr. Ajay Kumar, TGT-English</b>	<ol style="list-style-type: none"> <li>Mr. Seva Singh, PGT-Eng</li> <li>Mrs. Saroj Bala, TGT-SOST</li> <li>Mrs. Shanti Jowel, HM</li> <li>Mr. Sukhdev, PRT</li> <li>Mr. Satbir, Sub-staff</li> <li>All Outsourced Staff (C&amp;S)</li> </ol>
07	Co-curricular Activities (CCA), Conduct of Morning Assembly, Student's Achievements	<ol style="list-style-type: none"> <li>To plan for the co-curricular activities in a befitting manner.</li> <li>To ensure that all students are motivated to participate in the competitions</li> <li>To ensure that all activities conducted are of desired standard.</li> <li>Make necessary announcements in the morning assembly as per the direction of the undersigned.</li> <li>To Organise morning assembly activities meticulously.</li> <li>To prepare morning assembly plan.</li> <li>To ensure that Morning Assembly programmes are conducted as per the KVS norms and to improve the standard of the Students</li> <li>To ensure that prizes are procured and distributed soon after the competitions are conducted.</li> <li>To ensure that the common minimum programme are being conducted as per the KVS guidelines.</li> <li>To celebrate all important days in a befitting by proper distribution of work.</li> <li>To ensure that the children are made for inter-school competitions at the cluster level and selected from the beginning of the year.</li> <li>Any other work assigned by undersigned during the year.</li> </ol>	<b>Mr. Seva Singh, PGT-English (Secondary Section)</b>  <b>Mr. Geetu, PRT (Primary Section)</b>  <b>Mr. Prince, PRT (for Funday)</b>	<ol style="list-style-type: none"> <li>Mrs. Sumila, PGT-Hindi</li> <li>Mrs. Suresh Kumar, TGT-Eng</li> <li>Mrs. Jyoti Yadav, TGT-Bio</li> <li>Ms. Manishi, PRT</li> <li>Mr. Rajbir, PRT</li> <li>Ms. Manishi, PRT</li> <li>Mrs. Nisha, PRT</li> <li>Mrs. Hemlata, PRT Music</li> </ol>

08	CS-54	<ol style="list-style-type: none"> <li>To compile the class wise details of fees collected every month and to submit the report for the perusal of undersigned.</li> <li>To ensure that the fee has been collected at correct rates and also to tally the same with the Online &amp; offline fee collection. Submit report by 7<sup>th</sup> of month.</li> </ol>	Mrs. Savita, PGT-Eco	<ol style="list-style-type: none"> <li>Mr. Mukesh Kr, TGT-Maths</li> <li>Mr. Sunil Kr, PRT</li> </ol>
09.	Web Committee, Internet, Computer & computer Peripherals	<ol style="list-style-type: none"> <li>To ensure that the stock of computer laboratory is being maintained in proper order.</li> <li>To maintain a record of the register of the use of the computer in the Vidyalaya</li> <li>To maintain the website of the Vidyalaya on day to day basis</li> <li>To ensure that old and unnecessary pages are being diligently modified</li> <li>To maintain records relating to the computer and the updation of the vidyalaya website once in a period of 15 days and positively by 5th and 20th of every month.</li> <li>To monitor the use of Computers and Internet by the students.</li> <li>Online Admission, Updating T.C. details on website</li> <li>To check the computer laboratory and computers are maintained in clean state and ensure proper security of the computers in the Vidyalaya.</li> <li>To ensure the proper functioning of computer, printer, Internet &amp; other ICT in the vidyalaya.</li> <li>To maintain the stock of computers and the virus file duly updated</li> <li>To ensure that the unwanted sites access is being blocked and the computers are being used productively for the purpose of education</li> <li>To plan for the expansion and development of ICT facilities in the Vidyalaya</li> <li>To ensure that the reports in respect of the computers are being sent to the Regional Office in time</li> </ol>	Mrs. Renu, PGT-CS	<ol style="list-style-type: none"> <li>Mrs. Neha, PGT-Comm</li> <li>Mr. Manoj Kr, TGT-Hindi</li> <li>Mrs. Nisha Devi, PRT</li> <li>Computer Instructor.</li> </ol>
10.	Discipline Committee	<ol style="list-style-type: none"> <li>To check for the discipline of the students</li> <li>To ensure that the students come to school in proper uniform</li> <li>To minimise the late coming of the students to the Vidyalaya.</li> <li>To ensure that there is proper discipline among the students while coming to the morning assembly and while going back to classes after the assembly</li> <li>To ensure that the students assemble for lunch suitably and maintain discipline during the lunch.</li> <li>To ensure that students disperse for their home after the day's work in a disciplined manner.</li> <li>To utilise the student council for the purpose of ensuring better discipline</li> </ol>	Mr. Vinay Raj, TGT-P&HE	<ol style="list-style-type: none"> <li>Mrs. Savita, PGT-Eco</li> <li>Mr. Seva Singh, PGT -Eng</li> <li>Mr. Suresh Kr. TGT-Eng</li> <li>Mrs. Taruna Aggarwal. WET</li> <li>Mr. A.K. Danda, TGT-Math</li> <li>Mr. Rajbir, PRT</li> <li>Mr. Sunil, PRT</li> <li>Mrs. Jyoti, PRT</li> </ol>
11.	Eco- Club & Swachh Bharat Mission,	<ol style="list-style-type: none"> <li>To ensure that the activities as suggested by the KVS for the Eco Club are being conducted.</li> <li>To ensure that the members are registered for the club and the activities conducted.</li> <li>The activities should start with Ban Plastics and Plant more trees from the month of April onwards</li> <li>To follow the guidelines of Swachh Bharat Mission.</li> </ol>	Mr. Ajay Kumar, TGT- English	<ol style="list-style-type: none"> <li>Mrs. Paramjeet K., PGT-Bio</li> <li>Mr. Pankaj Singh, TGT-Skt</li> <li>Mrs. Rekha Rani, PRT</li> <li>Mrs. Jyoti, PRT</li> </ol>

12.	Excursion Committee	<ol style="list-style-type: none"> <li>To plan for educational tours to places of educational interest as per the Guidelines of the KVS</li> <li>To plan for the primary level to nearby places of educational interest</li> </ol>	Mr. Manoj Kumar, TGT-Hindi	<ol style="list-style-type: none"> <li>Mrs. Renu, PGT-CS</li> <li>Mrs. Sapna, TGT-SOST</li> <li>Mr. Sukhdev, PRT</li> <li>Mrs. Manishi, PRT</li> </ol>
13.	First Aid Committee	<ol style="list-style-type: none"> <li>To ensure that First Aid required for the Vidyalaya is procured and maintained in at least two places and necessary first aid given to the students as and when required.</li> <li>To ensure that every class especially in primary has a first-aid kit.</li> </ol>	Mrs. Jyoti Yadav, TGT-Bio	<ol style="list-style-type: none"> <li>Mrs. Sushma Rani, PGT-Maths</li> <li>Mr. Vinay Raj, TGT-P&amp;HE</li> <li>Mrs. Geetu Singh, PRT</li> </ol>
14.	Furniture Committee	<ol style="list-style-type: none"> <li>To maintain class-wise inventory of the Furniture.</li> <li>To report for damaged furniture</li> <li>To ensure that the requirement of furniture for the Vidyalaya is presented in time and items procured</li> <li>To ensure that the stock register is being maintained in a proper fashion and as per the new guidelines.</li> <li>To identify the items for condemnation and also new furniture is procured by helping in the invitation of tenders / quotations</li> <li>To ensure that the furniture is being repaired as per the needs.</li> </ol>	Mrs. Pankaj, TGT-Skt	<ol style="list-style-type: none"> <li>Mrs. Sumila, PGT-Hindi</li> <li>Mrs. Renu, PGT-<del>CS</del> C.S.</li> <li>Mr. Vijay Pal, PRT</li> <li>Mrs. Sunita, PRT</li> <li>Mr. Satbir, SS</li> </ol>
15.	Games and Sports, SBSB, FIT India,	<ol style="list-style-type: none"> <li>To ensure overall sports and games development in the vidyalaya</li> <li>To prepare a calendar of activities for sports and submit the same before 1st week April 2022</li> <li>To ensure that the necessary materials required for the vidyalaya are procured as per the norms and maintained.</li> <li>To ensure that the competitions are being conducted for the different houses and prizes distributed in time.</li> <li>To ensure that the materials required for the sports coaches &amp; yoga teacher are being issued.</li> </ol>	Mr. Vinay Raj, TGT-P&HE	<ol style="list-style-type: none"> <li>Mrs. Meena Goyal, PGT-Chem.</li> <li>Mrs. Saroj Bala, TGT-SOST</li> <li>Mrs. Monika, Lib</li> <li>Mr. Manoj Kr, TGT-Hindi</li> </ol>
16.	Games and Sports – Primary	<ol style="list-style-type: none"> <li>To ensure that the sports and games activities are planned for the year for the different classes as per the latest guidelines and students practiced for the same .</li> <li>To submit a calendar of activities before April 1st week and follow the same</li> <li>To ensure that the competitions in the case of Primary are being conducted as per the requirement of KVS and the requirement of common minimum Programme attained.</li> <li>To ensure that the prizes are being distributed timely for the various competitions conducted.</li> </ol>	Mr. Sukhdev, PRT	<ol style="list-style-type: none"> <li>Mrs. Jyoti, PRT</li> <li>Mr. Prince, PRT</li> </ol>
17.	Guidance and Counselling	<ol style="list-style-type: none"> <li>To ensure career guidance talk every week in the morning assembly</li> <li>To arrange a career and guidance exhibition in the month of October 2022.</li> <li>To ensure that the necessary guidance lectures are being arranged for the students from IX onwards.</li> <li>To ensure that the students requiring guidance as identified for, are being given guidance</li> <li>To ensure that the guidance materials are being collected and displayed in a guidance corner in the Vidyalaya</li> </ol>	Mrs. Indu Wadhwa, PGT-Phy	<ol style="list-style-type: none"> <li>Mrs. Meena Goyal, PGT-Chem</li> <li>Mr. Mukesh Kr, TGT-Math</li> <li>Mrs. Saroj Bala, TGT-SOST</li> <li>Mrs. Shanti Jewel, HM</li> </ol>

18.	Library Committee	<ol style="list-style-type: none"> <li>To plan for the purchase of library books for Primary and Secondary</li> <li>To ensure that proper class library system exists in the Vidyalaya.</li> <li>To ensure that library books are being used to an optimum extent.</li> </ol>	Mrs. Monika , Librarian	<ol style="list-style-type: none"> <li>Mrs. Indu Wadhwa, PGT-Phy</li> <li>Mr. A.K. Danda, TGT-Maths,</li> <li>Mrs. Jyoti Yadav, TGT-Bio</li> <li>Mrs. Nisha, PRT</li> <li>Mr. Rajbir, PRT</li> <li>Mr. Sadhu Ram, JSA</li> </ol>
19.	House Masters And Associates	<ol style="list-style-type: none"> <li>To conduct and co-ordinate assembly and other activities in CCA and sports</li> <li>To develop a competitive spirit among the students</li> <li>To prepare the students for the different competitions</li> <li>To develop a competitive spirit among the students</li> <li>To maintain the house notice boards (display boards) is maintained properly and the contents therein changed every month during the last week of the month so that fresh matters remain during the next month.</li> </ol>	Mrs. Neha, PGT- Comm  Mrs. Sushma Rani, PGT Math  Mrs. Sumila, PGT-Hindi  Mrs. Paramjeet Kaur, PGT-Bio	<ol style="list-style-type: none"> <li>Mrs. Indu, PGT-Phy</li> <li>Mr. Manoj Kr, TGT-Hindi</li> <li>Mrs. Reena, TGT-Art</li> </ol>
		Primary Section House Masters & Associates	Mr. VijayPal Mr. Rajbir Mrs. Rekha Mrs. Nisha	<ol style="list-style-type: none"> <li>Mrs. Renu, PGT-CS</li> <li>Mr. Pankaj, TGT-Skt</li> <li>Mr. Suresh Kr, TGT-Eng</li> </ol>
20.	राजभाषा (हिन्दी) Official Language	<ol style="list-style-type: none"> <li>To help in implementing the official language</li> <li>To ensure that all correspondence received in Hindi is replied in Hindi</li> <li>To ensure that all name boards are having bilingual</li> <li>All registers have the name in Hindi</li> <li>All Files are having Hindi names as well</li> <li>To ensure that the Vidyalaya website is having Hindi version as well before May 2022</li> </ol>	Mr. Manoj Kumar, TGT- Hindi	<ol style="list-style-type: none"> <li>Mrs. Sumila, PGT-Hindi</li> <li>Mr. Pankaj, TGT-Skt</li> <li>Mr. Vijay Pal, PRT</li> <li>Mrs. Geetu Singh, PRT</li> </ol>
		<ol style="list-style-type: none"> <li>To co-ordinate all the purchases of the Vidyalaya</li> <li>To ensure that no excess purchases are made for the Vidyalaya</li> <li>To monitor the purchases to be made for the Vidyalaya</li> <li>To ensure that proper records of the items purchased are being maintained</li> </ol>	Mrs. Meena Goyal, PGT- Chem	<ol style="list-style-type: none"> <li>Mrs. Indu, PGT-Phy</li> <li>Mr. Ajay Kumar, TGT-Eng</li> <li>Mr. Vinay Raj, P&amp;HE</li> <li>Mr. Sukhdev, PRT</li> <li>Mr. Rekha, PRT</li> </ol>
22.	Scouts & Guides	<ol style="list-style-type: none"> <li>To ensure that the Programme of activities are planned for the whole year in advance.</li> <li>To ensure that the reports are being sent periodically</li> <li>To ensure that the scouts, guides, cubs and bulbul maintain proper records in respect of the scout activities.</li> <li>To plan for various camps and testing programmes</li> </ol>	Mrs. Saroj Bala, TGT- SOST	<ol style="list-style-type: none"> <li>Mr. A.K. Danda, TGT-Maths</li> <li>Mr. Vijay Pal, PRT</li> <li>Mr. Rajbir, PRT</li> <li>Mrs. Geetu Singh, PRT</li> <li>All BS&amp;G trained Teachers</li> </ol>
23.	Student Health Check UP	<ol style="list-style-type: none"> <li>To ensure that student health check-up is conducted twice a year (September and February)</li> <li>To maintain necessary records related to all the students</li> </ol>	Mrs. Paramjeet Kaur, PGT-Bio	<ol style="list-style-type: none"> <li>Mrs. Jyoti Yadav, TGT-Bio</li> <li>Mrs. Manishi, PRT</li> <li>Doctor &amp; Nurse</li> </ol>

24.	CBSE & NIOS	<ol style="list-style-type: none"> <li>1. CBSE registration, Enrollment &amp; all other CBSE related works.</li> <li>2. To ensure the smooth Conducting of CBSE &amp; NIOS examination.</li> <li>3. The examination duties shall be allotted systematically without any bias or favour</li> <li>4. To received &amp; distribute the mark-sheets, Certificate etc of CBSE board classes.</li> <li>5. All correspondence to CBSE &amp; NIOS.</li> </ol>	Mrs. Meena Goyal, PGT-Chem	<ol style="list-style-type: none"> <li>1. Mrs. Renu, PGT-CS</li> <li>2. Mr. Vijay Pal, PRT</li> <li>3. Mr. Mukesh Kr. TGT-Maths</li> <li>4. Mr. Manoj Kumar, TGT-Hindi</li> <li>5. Mrs. Sapna, TGT-SOST</li> </ol>
25	COMPETITIVE EXAMINATIONS (Olympiads) Mathematics, Green Olympiad, Other Olympiads	<ol style="list-style-type: none"> <li>1. To ensure that there is fair participation of the students.</li> <li>2. The necessary records in respect of these are maintained</li> <li>3. The details of winners are uploaded on the website of the vidyalaya The same is communicated and published in various forms.</li> </ol>	Mrs. Sushma Rani, PGT-Maths	<ol style="list-style-type: none"> <li>1. Mrs. Indu Wadhwa, PGT-Phy</li> <li>2. Mr. A.K. Danda, TGT-Maths</li> <li>3. Mrs. Jyoti Yadav, TGT-Bio</li> </ol>
26	NCC	<ol style="list-style-type: none"> <li>1. Correspondence to NCC Wing.</li> <li>2. To follow the instructions, guidelines &amp; protocol of NCC.</li> <li>3. To ensure the smooth functioning of NCC unit.</li> </ol>	Mr. Pankaj Kumar, TGT-Skt.	<ol style="list-style-type: none"> <li>1. Sh. Suresh Kumar, TGT-Eng</li> <li>2. Mr. Vinay Raj, P&amp;HE</li> </ol>
27.	TIME TABLE AND ARRANGEMENT	<ol style="list-style-type: none"> <li>1. They are to ensure that the following tasks are completed on or before 28th March 2022 and submit the hard copies and soft copies of the time table taking into consideration the staff sanction for the academic year 2022-23 and also the classes sanctioned for the next academic year.</li> <li>2. The committee is also responsible for the arrangement work on day to day basis</li> <li>3. The committee is to ensure that the time-table is unbiased and ensure proper work and rest for the teachers and students.</li> <li>4. The committee shall ensure that no class is left free on any day by proper checking of the completed time table.</li> <li>5. The committee shall also ensure that the teachers allotted arrangement work shall always engage the classes and no left remains vacant. The practice of self-study to be done away with.</li> <li>6. The copies of the time-table shall be placed in the Principal's room, Office, Staff Room &amp; other appropriate place.</li> <li>7. The arrangement work shall be circulated timely daily by the sub-staff allotted in the committee and in the absence of the particular sub-staff alternative arrangement shall be made to circulate the same in time and display a copy in the notice board.</li> <li>8. The copy of the circulated arrangement work shall be handed over to the Principal on daily basis and kept in a file.</li> <li>9. The committee shall maintain the details of arrangement work given to the staff in an excel format and display the same on the last working day of every month for scrutiny.</li> <li>10. To frame the time table and monitor the changes in the same.</li> <li>11. To ensure that necessary arrangement is being in the absence of teachers and report of defaulters</li> <li>12. To ensure that the class attendance is marked by the teachers in the absence of the regular teacher</li> </ol>	Mrs. Paramjeet Kaur, PGT-Bio	<ol style="list-style-type: none"> <li>1. Mrs. Savita, PGT-Eco</li> <li>2. Mrs. Monika, TGT-Lib</li> <li>3. Mrs. Sunita, PRT</li> <li>4. Mr. Sunil Kumar, PRT</li> </ol>

		<p>13. To Prepare in addition to the teachers time table, time table for the Physics, Chemistry, Biology and Computer Laboratories</p> <p>14. To also prepare the timetable for lab attendants</p> <p>15. To display the time table in the Principal's room and the staff room for reference</p> <p>16. To ensure that the class teacher are properly allocated and the alternative arrangements done in the event of the transfer of the teachers</p> <p>17. To prepare the Assignment Time table and also make necessary arrangements for the conduct of unit tests and other tests.</p> <p>18. To redraft the time table after the coaching arrangements are over.</p>		
28	INTEGRITY CLUB/ SADBHAVNA CLUB	<p>1. To form the integrity club in the month of April and organise the activities every week after duly verifying the circular from the records</p> <p>2. keeping record of Hindi &amp; English circular / letters received participation in various activities.</p>	Mr. Suresh Kumar, TGT-Eng	<p>1. Mrs. Neha, PGT-Comm</p> <p>2. Mrs. Reena Devi, TGT-Art</p> <p>3. Mrs. Shanti Jowel, HM</p> <p>4. Mrs. Nisha Devi, PRT</p>
29	AEP, POSCO, Protection of Child Right	<p>1. AEP based CCA program in morning assembly, installation of AEP box.</p> <p>2. To conduct the NAEP programme as per KVS guidelines.</p>	Mrs. Paramjeet Kaur, PGT-Bio	<p>1. Mrs. Renu, PGT-CS</p> <p>2. Mrs. Jyoti Yadav, TGT-Bio</p> <p>3. Mr. Vijay Pal, PRT</p>
30	Income Tax, TDS Calculation	<p>1. To Calculate the Income Tax, TDS for the F.Y. 2022-23 as per IT rule.</p> <p>2. To get &amp; verify the Saving Documents from the employees.</p>	Mrs. Savita, PGT-Eco	<p>1. Mr. Mukesh Kr. (for TGT)</p> <p>2. Mr. Sukhdev, (for PRT)</p> <p>3. Mrs. Santosh, (for NTS)</p> <p>4. Mr. Sadhu Ram (For Data Entry)</p>
31	GRIEVANCE REDRESSAL COMMITTEE/ STAFF WELFARE	<p>1. Preparation of Register &amp; maintenance of record of grievance cases.</p> <p>2. Organizing 4th Saturday of every month as grievance redressed day, any other</p>	Mrs. Sumila, PGT-Hindi	<p>1. Mr. Ajay Kr., TGT-Eng</p> <p>2. Mrs. Shanti Jowel, HM</p> <p>3. Mrs. Sunita, PRT</p>
32	PTA	<p>1. To prepare a schedule for PTA.</p> <p>2. To arrange and co-ordinate the parent teacher meetings.</p> <p>3. To arrange for the executive committee meeting and to revive the same.</p> <p>4. To maintain the records relating to the parent teacher meetings</p>	Mr. Mukesh Kumar, TGT-Maths	<p>1. Mr. Seva Singh, PGT-Eng</p> <p>2. Mr. Pankaj, TGT-Skt,</p> <p>3. Mrs. Reena Devi, TGT-Art</p> <p>4. Mrs. Rekha, PRT</p> <p>5. Ms. Manishi, PRT</p>
33	ALUMNI ASSOCIATION	<p>1. Updating website for alumni , organizing meeting of all alumni, maintaining record</p>	Mr. Pankaj Singh, TGT-Skt	<p>1. Mrs. Sushma Rani, PGT-Math</p> <p>2. Mrs. Taruna Aggarwal, WET</p> <p>3. Mr. Rajbir, PRT</p>
34	ATAL TINKERING LAB	<p>1. To follow the Instructions &amp; guidelines of ATL.</p> <p>2. Implementation of ATL project at vidyalaya.</p> <p>3. All correspondence related to ATL.</p>	Mrs. Indu Wadhwa, PGT-Phy	<p>1. Mrs. Taruna Aggarwal, WET</p> <p>2. Mrs. Renu, PGT-CS</p> <p>3. Mr. Sukhdev, PRT</p>
35	STANDARD OPERATING PROCEDURE (SOP) MONITORING & DISASTER MANAGEMENT	<p>1. Organizing Drill Planning for evacuation during disaster.</p> <p>2. Installing boards at various places for helping numbers.</p> <p>3. To ensure the Strict compliance of SOP.</p>	Mrs. Taruna Aggarwal, WET	<p>1. Mrs. Neha, PGT-Comm</p> <p>2. Mr. Ajay Kumar, TGT-Eng</p> <p>3. Mr. Vinay Raj, P&amp;HE</p> <p>4. Mrs. Shanti Jowel, HM</p> <p>5. Mrs. Jyoti, PRT</p>

36	Subject Committees	<ol style="list-style-type: none"> <li>To plan for the work of the year and month effectively.</li> <li>To plan for activity based teaching in the Vidyalaya.</li> <li>To recommend for suitable remedial action to be taken for different students</li> <li>To ensure that the academic problems faced by the teachers are solved.</li> </ol>	<p>English: Mr. Seva Singh</p> <p>Hindi: Mrs. Sumila</p> <p>Maths: Mrs. Sushma Rani</p> <p>Science: Mrs. Meena Goyal</p> <p>SOST: Mrs. Savita,</p> <p>Primary: Mrs. Shanti Jewel</p>	<ol style="list-style-type: none"> <li>Mr. Ajay Kumar, TGT-Eng</li> <li>Mr. Suresh Kumar, TGT-Eng</li> <li>Mr. Manoj Kumar, TGT-Hindi</li> <li>Mr. Pankaj, TGT-Skt.</li> <li>Mr. A.K. Danda, TGT-Math</li> <li>Mr. Mukesh Kr., TGT-Maths.</li> <li>Mrs. Indu, PGT-Phy,</li> <li>Mrs. Paramjeet K, PGT-Bio</li> <li>Mrs. Renu, PGT-CS,</li> <li>Mrs. Jyoti Yadav, TGT-Bio</li> <li>Mrs. Neha, PGT-Comm</li> <li>Mrs. Saroj Bala, TGT-SOST</li> <li>Mrs. Sapna, TGT-SOST</li> <li>All PRTs</li> </ol>
37	Arts & Crafts	<ol style="list-style-type: none"> <li>To plan for the Arts and Crafts work.</li> <li>To monitor the activities</li> </ol>	Mrs. Reena Devi, TGT-Art	<ol style="list-style-type: none"> <li>Mrs. Monika Devi, TGT-Lib</li> </ol>
38	AWAKENED CITIZEN PROGRAM	<ol style="list-style-type: none"> <li>To monitor the activities of ACP.</li> <li>To maintain the records of ACP.</li> </ol>	Mrs. Pankaj Singh, TGT-Skt	<ol style="list-style-type: none"> <li>Mr. Suresh Kumar, TGT-Eng,</li> <li>Mr. A.K. Danda, TGT-Maths</li> <li>Mrs. Saroj Bala, TGT-SOST</li> </ol>
39	PISA / BACK TO BASIC	<ol style="list-style-type: none"> <li>To monitor the activities of PISA/Back to Basic.</li> <li>To maintain the records of PISA/Back to Basic.</li> </ol>	<p>PISA: Mr. Suresh</p> <p>BTB : Mrs. Paramjeet K</p> <p>Mrs. Shanti Jewel, HM ( for BTB-Primary)</p>	All concerned Teachers.
40	Vidyalaya Annual Planning committee	<ol style="list-style-type: none"> <li>To take all the task under the Chairmanship of Principal.</li> </ol>	Mrs. Renu, PGT-CS	<ol style="list-style-type: none"> <li>Mrs. Savita, PGT-Eco</li> <li>Mrs. Sapna, TGT-SOST</li> <li>Mrs. Monika Devi, Lib</li> <li>Mrs. Sunita, PRT</li> </ol>
41	Science Club	<ol style="list-style-type: none"> <li>To ensure that an environment of science exists in the Vidyalaya and the activities are conducted.</li> <li>To ensure that in the morning assembly in one day science related topics / experiments are shown to create an awareness of the children.</li> <li>To motivate children to prepare exhibits for the Science Exhibition and to ensure that they are being prepared in time</li> </ol>	Mrs. Meena Goyal, PGT-Chem	<ol style="list-style-type: none"> <li>Mrs. Indu, TGT-Phy,</li> <li>Mrs. Paramjeet Kaur, PGT-Bio</li> <li>Mrs. Renu, PGT-CS,</li> <li>Mrs. Jyoti Yadav, TGT-Bio</li> </ol>
42	Mathematics Club, JMO, RMO, NTSE etc.	<ol style="list-style-type: none"> <li>To form the Mathematics club in the month April.</li> <li>To conduct the meetings of Mathematics club</li> <li>To create an interest among the students in the subject of mathematics.</li> <li>To conduct lectures and seminars on mathematics.</li> <li>Mathematics Olympiad.</li> </ol>	Mrs. Sushma Rani, PGT-Maths	<ol style="list-style-type: none"> <li>Mr. Mukesh Kumar, TGT-Math</li> <li>Mr. A.K. Danda, TGT-Maths</li> </ol>



43	SUPW / PA System / Audio-visual	<ol style="list-style-type: none"> <li>To ensure that the PA System is maintained for the morning assembly and for all important functions</li> <li>Requisition for procurement for SUPW/PA/ A V items</li> <li>Proper Repair &amp; Maintenance.</li> </ol>	Mrs. Taruna Aggarwal, WET	<ol style="list-style-type: none"> <li>Mrs. Reena Devi, TGT-Art</li> <li>Mrs. Nisha, PRT</li> <li>Mrs. Hemlata, PRT Music</li> <li>Mr. Ramesh Chand, SS</li> </ol>
44	Teaching Aids	<ol style="list-style-type: none"> <li>To ensure that the stock of teaching aids is maintained.</li> <li>To maintain that the same is issued to the staff as per their requirements</li> <li>To procure that necessary teaching aids are being maintained for the Vidyalaya for secondary</li> </ol>	Mr. A.K. Danda, TGT-Maths	<ol style="list-style-type: none"> <li>Mrs. Meena Goyal, PGT-Chem</li> <li>Mr. Manoj Kr, TGT-Hindi</li> <li>Mrs. Rekha, PRT</li> </ol>
45	Maintenance and Repairs of Staff Quarters	<ol style="list-style-type: none"> <li>To plan for the repairs to be taken up during the year in a befitting manner and ensure that the same is carried out as soon as the funds are received from the KVS</li> <li>To invite quotations for the materials that may be needed for the maintenance of the quarters in time so that the work can be completed in time.</li> </ol>	Mrs. Taruna Aggarwal, TGT-WET	<ol style="list-style-type: none"> <li>Mr. Seva Singh, PGT-Eng</li> <li>Mrs. Sapna, TGT-SOST</li> <li>Mrs. Saroj Bala, TGT-SOST</li> <li>Mr. Rajbir, PRT</li> <li>Mr. Satbir, SS</li> </ol>
46	Maintenance & Repairs of School Building, Electrical Work & other	<ol style="list-style-type: none"> <li>To ensure that periodical maintenance of school building and Electrical work (including inverters, battery &amp; Electric Generator) is being attended to on need basis every month.</li> <li>To invite quotations during April itself for the maintenance works of above.</li> <li>To ensure smooth functioning of RO Plant &amp; Periodically cleaning of Water tank.</li> <li>To ensure Maintenance &amp; Functioning of Fire Extinguisher.</li> <li>To get Safety Certificate from concern dept.</li> </ol>	Mrs. Taruna Aggarwal, TGT-WET	<ol style="list-style-type: none"> <li>Mrs. Sumila, PGT-Hindi</li> <li>Mrs. Sushma Rani, PGT-Maths</li> <li>Mrs. Suresh Kumar, TGT-Eng</li> <li>Mr. Sukhdev, PRT</li> <li>Mr. Koverpal</li> </ol>
47	Editorial Board (School Magazine)	<ol style="list-style-type: none"> <li>To make children prepare class manuscript magazine.</li> <li>To keep a collection of photographs handy for publication in the vidyalaya magazine</li> <li>To motivate children to write for the Vidyalaya magazine</li> <li>To ensure that the E-Magazine scanned or photographed work of the children are published in the Website of the Vidyalaya</li> <li>To ensure that the magazine is being printed and released by stipulated time without fail.</li> <li>To ensure that the student editorial board is formed in the beginning of the year i.e., in the month of April and the work for magazine is started well in time.</li> <li>To keep proper record of the work done</li> <li>To maintain the school notice boards in a befitting manner with the contributions from the students.</li> </ol>	Mrs. Shanti Jowel, HM	<ol style="list-style-type: none"> <li>Mrs. Paramjeet Kaur, PGT-Bio</li> <li>Mr. Pankaj, TGT-Skt</li> <li>Mrs. Jyoti Yadav, TGT-Bio</li> <li>Mrs. Monika, TGT-Lib</li> <li>Mrs. Geetu Singh, PRT</li> </ol>
48.	CONTRACTUAL TEACHER APPOINTMENT & Attendance Verification	<ol style="list-style-type: none"> <li>To carry out appointment procedure as and when required as per KVS norms.</li> </ol>	Mr. A.K. Danda, TGT-Maths	<ol style="list-style-type: none"> <li>Mrs. Savita, PGT-Eco</li> <li>Mr. Mukesh, TGT-Maths</li> <li>Ms. Manishi, PRT</li> <li>Time Table I/C</li> </ol>
49.	Social Science Exhibition/ Youth Parliament	<ol style="list-style-type: none"> <li>To conduct the youth parliament as per KVS norms</li> <li>Maintain records for the same.</li> </ol>	Mrs. Saroj Bala, TGT-SOST	<ol style="list-style-type: none"> <li>Mrs. Savita, PGT-Eco</li> <li>Mrs. Neha, PGT-Comm</li> <li>Mrs. Sapna, TGT-SOST</li> </ol>

	<b>Student's Council</b>	<ol style="list-style-type: none"> <li>To select house captains and other members of the council for carrying out their usual work in consultation with the Principal</li> <li>To implement pass System.</li> <li>Systematic/orderly movement of students for assembly ,checking of late comers,uniform.</li> </ol>	<b>Mr. Seva Singh, PGT-Eng.</b>	<ol style="list-style-type: none"> <li>Mrs. Sushma Rani, PGT-Maths</li> <li>Mr. Ajay Kumar, TGT-ENG</li> <li>Mr. Vinay Raj, TGT-P&amp;HE</li> <li>Mr. Nisha, PRT</li> </ol>
51.	<b>Hospitality &amp; Reception/ Refreshment of VIP's</b>	<ol style="list-style-type: none"> <li>To arrange the refreshment for the VIP's/Guest etc as and when required.</li> <li>Follow the protocol on visit of VIPs.</li> </ol>	<b>Mrs. Indu Wadwa, PGT-Phy</b>	<ol style="list-style-type: none"> <li>Mrs. Reena Devi, TGT-Art</li> <li>Mrs. Monika, Librarian</li> <li>Mr. Ramesh Chand. SS</li> </ol>
52.	<b>Photography, Press &amp; Publicity.</b>	<ol style="list-style-type: none"> <li>To maintain album covering all activities</li> <li>Coverage of all occasions/events</li> <li>Selected photos must be uploaded on school web site</li> <li>Printing of selected photographs term-wise.</li> <li>Publication of News/Publicity in Newspaper.</li> </ol>	<b>Mr. Ajay Kumar, TGT-English</b>	<ol style="list-style-type: none"> <li>Mr. Pankaj, Singh, TGT-Skt</li> <li>Mrs. Nisha, PRT</li> </ol>
53.	<b>Language &amp; Literary Club</b>	<ol style="list-style-type: none"> <li>Lab upkeep and maintenance.</li> <li>Utilisation of Labs for activities and practical classes.</li> <li>Motivate students for innovative projects under proper guidance.</li> </ol>	<b>Mr. Seva Singh, PGT-Eng.</b>	<ol style="list-style-type: none"> <li>Mr. Suresh Kumar, TGT-Eng</li> <li>Mr. Ajay Kumar, TGT-Eng</li> </ol>
54	<b>CMP</b>	<ol style="list-style-type: none"> <li>To make available required number of suitable resources for teachers as per CMP.</li> <li>Ensure that film shows are organised as per the instructions given in CMP</li> <li>Utilization of fund for TLM</li> <li>To ensure that CMP Activity Calendar is prepared &amp; implemented according to KVS norms.</li> </ol>	<b>Mrs. Shanti Jewel, HM</b>	<ol style="list-style-type: none"> <li>Ms. Manishi, PRT</li> <li>Mrs. Jyoti, PRT</li> <li>Mrs. Geetu Singh, PRT</li> </ol>
55.	<b>Monthly Student Enrollment Position, Vacancy Position</b>	<ol style="list-style-type: none"> <li>Timely submission of Student Enrollment position &amp; Vacancy Position to RO.</li> <li>At end of the month all class teachers must give the information of the students enrolment position in given format.</li> </ol>	<b>Mr. Sadhu Ram, JSA</b>	All Class Teachers/Co Class Teachers.
56.	<b>OFFICE</b>	<ol style="list-style-type: none"> <li>Maintenance of records &amp; other office related activities</li> </ol>	<b>Mrs. Santosh Kumari, SSA</b>	Mr. Sadhu Ram, JSA Mr. Koverpal, SS Mr. Ramesh Chand, SS Mr. Satbir, SS

**Note:-** 1. Apart from their original duties sub staff will execute the official and other work such as

- To attend the telephone calls / Operating FAX Machine / Xerox Machine / handling fire-fighting equipment's.
- Handling the banking operation
- Minor local purchase.
- Operating of water pump / use of electrical equipment's /water cooler.
- Diary/Dispatch of letter regarding speed post / registry etc.
- Sub staff must take care of principal room & Office.
- Sub staff will takes full responsibility of principal room in absence of principal.

2. Charges should be handed over /taken over by 31st March 2022.

3. Charge of admission Committee should be handed over /taken over immediately.

  
PRINCIPAL

(राज कुमार)

प्राचार्य के.वि. करना

(हरियाणा) -132001