

<b>केंद्रीय विद्यालय</b> <b>दुलहस्ती पावर स्टेशन</b> <b>किश्तवाड़-182206</b> वेबसाइट: <a href="http://www.kishtwar.kvs.ac.in">www.kishtwar.kvs.ac.in</a> दूरभाष :- . 01995-259846 (O)/ फैक्स: 01995- 261066(R) ई-मेल: kvkishtwar@rediffmail.com	 <b>केन्द्रीय विद्यालय संगठन</b> KV CODE - 1685	<b>KENDRIYA VIDYALAYA</b> <b>Dulhasti Power Station,</b> <b>KISHTWAR – 182206</b> Website: <a href="http://www.kishtwar.kvs.ac.in">www.kishtwar.kvs.ac.in</a> Telephone. 01995-259846 (O)/ Fax :- 01995- 261066(R) E-Mail: kvkishtwar@rediffmail.com <b><u>CBSE AFFILIATION NO.:- 700015</u></b>
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The following committees have been constituted for the smooth and effective functioning of various activities in the Vidyalaya during the academic year 2020-21. All the members of the staff are requested to extend their wholehearted cooperation. The in-charge of each committee shall be the convener of the committee. The conveners are requested to hold meeting of their committee under intimation to the undersigned, prepare an action plan for the year after discussing details with the members and submit a report to the undersigned. The committees will meet at regular intervals and review the progress of their program. The convener will maintain a record of their planning, implementation and follow up of the activities. Your contribution and support in the Vidyalaya is solicited.

### COMMITTEES FOR SESSION 2020-21

1.CCA COMMITTEE (SECONDARY)		Duties & Responsibilities	SIGN.
1	Mrs. Manpreet Kaur , PGT(Hindi) I/C	Preparation of calendar of activities, Division of students in to 4 houses, Conduct various Competitions and Vidyalaya Annual Day/Sports day etc.	
2	Mr. Ashok Kumar, PGT(Eng.)		
3	Mr. Mukesh Kumar , Ms. Ruchi TGT(Maths)		
4	Ms. Neelam Kumari, TGT(Hindi)		
5	Ms. Krishna Meena TGT(Eng.)		

2.CCA COMMITTEE (PRIMARY)		Duties & Responsibilities	SIGN.
1	Mrs. Deepika Pandey, PRT	As per Secondary	
2	Mrs. Ritika, PRT		
3	Ms. Shefali Gupta, PRT		

3.EXAMINATION(SECONDARY)		Duties & Responsibilities	SIGN.
1	Mr. Sunil Dutt Bhardwaj, PGT(Bio)- I/C	To plan Activity Schedule & PT/HYE/SEE schedule well in advance, intimate the students about the dates, setting of the question papers well in time moderation and final declaration of the result. Ensure that the examinations activity and recordings are done properly. Arrangement and necessary materials for the smooth conduct of examination.	
2	Mr. Anand Kumar Roy, PGT(Geo)		
3	Mr. Mukesh Kumar , TGT(Skt)		
4	Computer Instructor		
5	Mr. Gulam, Lab. Attd.		

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4.EXAMINATION(PRIMARY)		Duties & Responsibilities	SIGN.
1	Ms. Khama Sharma I/C	According to Secondary and KVS norms	
2	Ms. Shefali Gupta		
3	Ms. Ritika		
4	Mrs. Zubeda, SS		

5.ADMISSION COMMITTEE		Duties & Responsibilities	SIGN.
1	Mr. Manoj Kumar Verma, PGT(CS)- I/C	To process registration, verification and admission strictly as per KVS guidelines 2020-21.	
2	Mr. Rajeev Bajaj, PGT(Maths)		
3	Mr. Chishant, PGT(Phy)		
4	Mr. Sandeep Tak, PGT(Eco)		
5	Mr. Vikram Singh, PRT		

6.SUBJECT COMMITTEE		Duties & Responsibilities	SIGN.
English	Mr. Ashok Kumar, PGT(Eng.)	Prepare agenda points and conduct the subject committee meetings once in a month in the presence of Principal.	
Hindi	Mrs. Manpreet Kaur , PGT(Hindi)		
Maths	Mr. Rajeev Bajaj, PGT(Maths)		
Science	Ms. Ushmi Bala, PGT(Chem)		
Soc. Sci.	Mr. Anand Kumar Roy, PGT(Geo)		

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7.DISCIPLINE COMMITTEE		Duties & Responsibilities	
1	Mr. Manoj Kumar Verma, PGT(CS)- I/C	To deal effectively with all cases of indiscipline ,late coming etc ,to maintain discipline during all functions and programme .Reporting undesirable cases to Principal / Class Teachers.	
2	Mrs. Ushmi Bala, PGT(Chem)		
3	Mr. Sunil Dutt Bhardwaj, PGT(Bio)		
4	Mr. Mukesh Kumar , TGT(Skt)		
5	Ms. Khama Sharma , PRT		
6	MR. DEEPAK JI, TGT(P&HE)		

8.CLEANLINESS COMMITTEE		Duties & Responsibilities	SIGN.
1	Mr. Rakesh Kumar I/C	To maintain the cleanliness and sanitation of the Vidyalaya. Awareness of cleanliness among staff and students through activities.	
2	Mr.Manoj K. Verma, PGT(CS)		
3	Mr. Vikram		
4	Mr. Dipak JiTGT(P&HE)		
5	Mr. Gulam Hussain, Lab. Attd.		
6	Mr. Gogga, SS		

9.SCHOOL MAGAZINE		Duties & Responsibilities	SIGN.
1	Mr. Ameen Ul Hasan, Librarian	To collect and check the articles for the timely publication of the magazine. Preparation and maintaining e-magazine.	
2	Mrs. Manpreet Kaur , PGT(Hindi)		
3	Mr. Ashok Kumar, PGT(Eng.)		
4	Mr. Mukesh Kumar, TGT(Skt)		
5	Ms. Krishna Meena, TGT(Eng.)		
6	Ms. Khama Sharma, PRT		

10.CMP		Duties & Responsibilities	SIGN.
1	Mr. Vikram Singh, PRT- I/C	Plan and implement programmes to ensure minimum levels of learning by making primary class rooms a wonderful place of learning through learning activities. To devise new and interesting teaching strategies for the purpose. To coordinate all the activities related to CMP .To monitor TLM Requirement and purchase and maintenance of stock.	
2	Ms. Deepika Pandey, PRT		
3	Ms. Shefali, PRT		

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11.EQUIP/ACP		Duties & Responsibilities	SIGN.
1	, TGT(Sci.) I/C	To conduct the activities as per calendar of KVS.	
2	Mr. Sumit Kumar, TGT(WE)		
3	Ms. Ruchi, TGT(Maths)		
4	Mr. Mukesh Kumar		
5	Ms. Shubhra Singh, TGT(AE)		
6	Ms. Bhavana Dubey, PRT(Music)		

12.RAJBHASHA		Duties & Responsibilities	SIGN.
1	Mr. Javed Iqbal I/C	To spread the use of the National Language among students and staff. To prepare quarterly /annual reports on implementation official languages. To plan celebrating HINDI FORTNIGHT etc.	
2	Mrs. Manpreet Kaur , PGT(Hindi)		
3	Ms. Neelam Kumari, TGT(Hindi)		

13.ART AND CRAFT		Duties & Responsibilities	SIGN.
1	Ms. Shubhra Singh , TGT(AE)- I/C	To find out and implement cultural programmes.	
2	Mrs. Bhawna Dubey, PRT(Music)		
3	Ms. Shefali Gupta, PRT		
4			

14.LIBRARY		Duties & Responsibilities	SIGN.
1	Mr. Ameen Ul Hasan, Librarian	To ensure smooth functioning of the library	
2	Ms. Ruchi, TGT(Maths)		
3	Mr. Rohit Kumar		

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15.PA SYSTEM		Duties & Responsibilities	SIGN.
1	Mr. Sumit Kumar, TGT(WE)- I/C	Maintain PA system/CCTV/Electricity of the Vidyalaya during assembly and all activities of the Vidyalaya.	
2	Mr. Bhawna Dubey		
3	Mr. Rakesh Kumar, Lab. Attd.		
4	Mr. Gulam Hussain, Lab. Attd.		

16.FURNITURE COMMITTEE		Duties & Responsibilities	SIGN.
1	Mr. Sandeep Tak, PGT(Eco)- I/C	To maintain the stock of all furniture in the Vidyalaya .Prepare condemnation report for broken furniture. Prepare a roomwise inventory of furniture and fix responsibility for maintaining the same. Take measuresto prevent breakage of furniture .Arrange for repair of broken furniture if any. Plan purchase as per availability of furniture.	
2	Mrs. Shobha, TGT(Eng.)		
3	Mr. Goga, SS		

17.NCC		Duties & Responsibilities	SIGN.
1	Mr. Shiv Raj Meena, PGT(Eco)	Coordination with NCC higher authorities, selecting , awareness and preparing students for NCC.	
2	Deepak Ji, TGT(P&HE)		

18.TIME TABLE		Duties & Responsibilities	SIGN.
1	Mr. Ashok Kumar, PGT(Eng.) (I/C Sec.)	TO PRAPRE TIME TABLE AS PER GUIDELINES ISSUED BY KVS.SUBSTITUTION WORK ARRANGMENT, PREPERATION OF TIME TABLE FOR SPECIAL CLASSES.	
2	Mr. Rajeev Bajaj, PGT(Maths)		
3	Mr. Mithilesh Kumar, TGT(SST)		
4	Mr. Vikram Singh (Primary I/C)		
5	Mr. Rakesh Kumar, PRT		
6	Mr. Santosh Meena, PRT		

19.TLM		Duties & Responsibilities	SIGN.
1	Rakesh Kumar, PRT- I/C	Proper arrangement and maintenance of teaching learning material. To see that necessary teaching aids are purchased and made available to the subject teachers and maintenance of the stock.	
2	Mr. Santosh Meena, PRT		

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20.DISPLAY BOARD		Duties & Responsibilities	SIGN.
House Master for House Display Boards		To maintain and update display boards with correct information.	
1	Mr. Sumit Kumar, TGT(WE)-Block 1 & 2		
2	Mr. Sandeep Tak, PGT(Eco)- Block 3 & 4		
3	Mr. Anand Kumar Roy, PGT(Geo)		
4	Ms. Shubhra Singh TGT(AE)-I/C		
5	Mrs. Krishna Meena, TGT(Eng)		

21.FIRST AID/MEDICAL CHECKUP COMMITTEE		Duties & Responsibilities	SIGN.
1	Mr. Sumit Kumar, TGT(WE)- I/C	To purchase necessary first -aid materials and make them available to students when needed and to provide the necessary help to those who require it.	
2	Ms. Neelam Kumari, TGT(Hindi)		
3	Ms. Ritika , PRT		
4	Mr. Rohit Kumar Singh, PRT		

22.GUIDANCE/COUNSELLING		Duties & Responsibilities	SIGN.
1	Mr. Manoj Kumar Verma, PGT(CS)	To give guidance and counselling to students ,arrange for guest lectures	
2	Ms. Khama Sharma, PRT		

23.BEAUTIFICATION		Duties & Responsibilities	SIGN.
1	Ms. Shubhra Singh, TGT(AE)- I/C	To look after and the proper maintenance of the school garden, pruning of trees , maintenance of school compound and all other steps needed to beautify the building and campus. See that beautiful campus is not formed in a single day. A collective planning and regular monitoring to be done.	
2	Mr. Rajeev Bajaj, PGT(Maths)		
3	Mr. Shiv Raj Meena, PGT(His.)		
4	Mr. Rakesh Kumar, PRT		

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24.AEP		Duties & Responsibilities	SIGN.
1	Mr. Sunil Dutt Bhardwaj I/C	To give guidance and counselling to students on AEP ,arrange for guest lectures	
2	Mr. Manoj Kumar Verma, PGT(CS)		
3	Ms. Shubra Singh , TGT(AE)		
4	Mr. Aman Yadav, TGT(Sci.		
5	Ms. Khama Sharma		

25.SCOUT AND GUIDE		Duties & Responsibilities	SIGN.
1	Mr. Dipak ji, TGT(P&HE) I/C	To plan and implement scouting/guiding activities in the Vidyalaya .To train the colour party for special occasions . To get the National flag ready for the National festivals .	
2	Mr. Mithilesh Kumar, TGT(SST)		
3	Mr. Sumit Kumar, TGT(WE)		
4	Ms. Shefali Gupta, PRT		
5	Ms. Neelam Kumari, TGT(Hindi)		
6	Ms. Shubra Singh, TGT(AE)		
7	Ms. Swati Mishra		

26.PHOTOGRAPHY/MEDIA		Duties & Responsibilities	SIGN.
1	Mr. Sumit Kumar, TGT(WE)-I/C	To get the photography of important functions in the vidyalaya. Keep and provide record of all photos/videos of all programmes with captions, date wise keeping record on computer, providing photos for website updation.	
2	Mr. Ashok Kumar, PGT(Eng.)		
3	Mrs. Krishna Meena, TGT(Eng.)		
4	Mr. Rakesh Kumar, PRT		
4	Comp. Instructor		

27.PAY BILL CHECKING		Duties & Responsibilities	SIGN.
Mr. Javed Iqbal I/C		To verify the pay bill with leave, Tax and other details of the employees.	
Mr. Rajeev Bajaj, PGT(Maths)			
Mr. Manoj Kumar Verma, PGT(CS)			

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28.CBSE		Duties & Responsibilities	SIGN.
1	Mr. Anand Kumar Roy, PGT(Geo)-I/C	Conduct the All CBSE Examinations including registration of Class IX to XII and all correspondence with CBSE.	
2	Ms. Ushmi Bala, PGT(Chem)		
3	Mr. Rakesh, Lab. Attd.		
4	Mr. Kuldeep Sharma, SS		

29.UBI and SHAALA DARPAN		Duties & Responsibilities	SIGN.
1	Mr. Manoj Kumar Verma, PGT(CS)- I/C	UBI fee verification. To disseminate messages timely to students and parents and other activities as per MGRM/KVS guidelines.	
2	Mr. Rajeev Bajaj, PGT(Maths)		
3	Mr. Ameen Ul Hasan, Librarian		
4	Comp. Instructor		

30.CS-54		Duties & Responsibilities	SIGN.
1	Mr. Manoj K. Verma, PGT(CS)	Verify the collection of fees including fresh admissions maintaining the register, reporting the defaulters if any to the class teachers . Cross checking the total collection with the entries in the class attendance register. To maintain the records of fees exemption (RTE and SGC)	
2	Mrs.Ruchi, TGT(Maths)		

31.ASSEMBLY COORDINATOR		Duties & Responsibilities	SIGN.
1	Mrs. Deepika Pandey, PRT- I/C	To make necessary arrangements for the smooth conduct of Assembly programmes as per the time schedule .To make useful /important announcements. Prepare the list of festivals (International, National & Regional importance) to be celebrated in advance and plan their celebrations in a befitting manner .Coordinate with CCA I/C and members.	
2	Ms. Shobha, TGT(Eng)		
3	Ms. Neelam Kumari, TGT(Hindi)		
4	Mr. Mukesh Kumar, TGT(Skt.)		



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32.NATURE AND ECO		Duties & Responsibilities	SIGN.
1	Mr. Anand Kumar Roy, PGT(Geo)-I/C	To organize programmes to create awareness for protecting the environment. Ensure a plastic free campus. The major objective of the club is to make the child love his surroundings and protect the beauty of it by not disturbing the existence of the fellow beings.	
2	Ms. Ushmi Bala, PGT(Chem)		
3	, TGT(Sci)		

33.SEXUAL HARASSMENT COMMITTEE		Duties & Responsibilities	SIGN.
1	Ms. Ushmi Bala, PGT(Chem)	If any complaint related to immoral behavior towards girl students is received by the committee, the following steps should be taken immediately at Committee level.	
2	Mr. Manoj Kumar Verma, PGT(CS)		
3	Mrs. Khama Sharma, PRT		
4			

34.INTERNAL COMPLAINT COMMITTEE "SEXUAL HARASSEMENT OF WOMEN AT WORKPLACE			Duties & Responsibilities	SIGN.
1	Presiding Officer	KVS RO, Jammu	To develop a policy against sexual harassment of women at the Institute. To develop a policy against sexual harassment of women at the Institute. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures of KVS/Women commission.	
2	NGO Member			
3	Member	Mrs. Ushmi Bala, PGT(Chem)		
4	Member	Ms. Neelam Kumari, TGT(Hindi)		
5	VMC Member			

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35. GRIEVANCES AND REDRESSAL COMMITTEE			Duties & Responsibilities	SIGN.
1	MANOJ KUMAR VERMA, PGT(CS)	IN-CHARFGE	To monitor the various grievances, suggestions received from students and redressed the grievances with principal.	
2	MS. MANPRIT KAUR, PGT(HINDI)	MEMBER		
3	MR. MITHLESH KUMAR, TGT(SST)	MEMBER		
4	MRS. KHEMA SHRAM, PRT	MEMBER		
5				

36. EXTERNAL EXAMINATIONS AND COMPETITIONS			Duties & Responsibilities	SIGN.
1	MR. CHISHANT	IN-CHARFGE	Conduct various external examinations, guide to participants, motivate for participation, announcement and making report etc.	
2	Mrs. Ushmi Bala, PGT(Chem)	MEMBER		
3	MR. AMAN YADAV, TGT(SCI.)	MEMBER		

37. PISA COMMITTEE			Duties & Responsibilities	SIGN.
1	MR. RAJEEV BAJAJ, PGT(MATHS)	IN-CHARFGE	To conduct PISA exam, training to teachers ,data uploading and maintaining the record of PISA.	
2	Mr.MANOJ K. VERMA, PGT(CS)	MEMBER		
3	MR. MITHLESH KUMAR, TGT(SST)	MEMBER		
4	MS. KRISHNA MEEN, TGT(ENG.)	MEMBER		

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37. SBSB COMMITTEE			Duties & Responsibilities	SIGN.
1	MR. DIPAK JI, TGT(P&HE)	IN-CHARFGE	To conduct SBSB activities, training to teachers , data uploading and maintaining the record of SBSB.	
2	MR. SUMIT KUMAR, TGT(WE)	MEMBER		
3	Mr.MANOJ K. VERMA, PGT(CS)	MEMBER		
4	MS. RITIKA, PRT	MEMBER		

PRINCIPAL