

The following committees have been constituted for the smooth and effective functioning of various activities in the Vidyalaya during the academic year 2024-25. 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 by 31.03.2024. 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 2024-25

1.CCA COMMITTEE (SECONDARY)	Duties & Responsibilities	SIGN.
1 ROHIT I/C (PGT GEO)	Preparation of calendar of activities, Division of students into 4 houses, Conduct various Completions and Vidyalaya Annual Day/Sports day, maintaining record etc.	
2 MS. SUMAN (PGT HINDI)		
3 MS PRIYA		
4 MR DESHYANT NEGI		
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2.CCA COMMITTEE (PRIMARY)	Duties & Responsibilities	SIGN.
1 MR. SANJEEV (I/C)	As per KVS GUIDELINES	
2 MR. UTKARSH		
3 MS. BHAWNA		
4 MS. DIVYA (CI)		

3.EXAMINATION(SECONDARY, INTERNAL)	Duties & Responsibilities	SIGN.
1 Mr.SARBJEET (TGT MATHS) 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. Ashok (PGT-English)		
3 Mr.Pramod Kumar, TGT(WE)		
4 Mr.Shiva TGT(TGT Maths)		
5 MS. ANKITA (TGT HINDI)		
6 MS. SANGEETA (TGT SKT)		

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प्रचार्य / Principal
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 किरतवाड़ (ज. एवं क.)-182208
 Kishtwar (J&K)-182208

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4. EXAMINATION (PRIMARY)	Duties & Responsibilities	SIGN.
1. AMIT KUMAR MEENA IC	According to Secondary and KVS norms	
2. MS CHANCHAL		
3. MS NISHA		

5. ADMISSION COMMITTEE	Duties & Responsibilities	SIGN.
1. Mr. Mukesh, PGT(Physics)- I/C	To process registration, verification and admission strictly as per KVS guidelines 2022-23.	
2. Mr. MEHTAB (TGT LIB.)		
3. Mr. Moshin Ahmed, PGT(Pol)		
4. Mr. INDERJEET (PRT)		
5. CLASS TEACHERS OF IA AND IB		
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6. SUBJECT COMMITTEE	Duties & Responsibilities	SIGN.
English Mr. Ashok Kumar, PGT(Eng.) and all TGTs(Eng) All primary teachers of English	Prepare agenda points and conduct the subject committee meetings once in a month in the presence of Principal. Primary Teachers may also be called at the time of meeting for bridge between primary and Secondary.	
Hindi/ Sanskrit Ms. SUMAN, PGT(Hindi) I/C TGT(Hindi), TGT(Skt.), All primary teachers of Hindi		
Maths Ms. Ruchi TGT(Maths) I/C ALL TGT(Maths) All primary teachers of Maths		
Science MR. MUKESH, PGT(Phy), PGT(CHEM., BIO) Ms. Akansha TGT(Sc.) All primary teachers of EVS		
Soc. Sci. Mr. MAYANK (PGT HISTORY) PGT(His), PGT(Geo), PGT(Pol Sci.) TGT(SST)		

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7. DISCIPLINE COMMITTEE	Duties & Responsibilities	
M- Pradeep Kumar, 1 TGT (P&HE) I/C 2 Mr. Shiva, TGT (Maths) 3 MS ANKITA (TGT HINDI) SPORTS COACH 4 All class Teachers 5 6 7 8	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.	
8. CLEANLINESS & COVID SOP GUIDELINES FOLLOWUP COMMITTEE	Duties & Responsibilities	SIGN.
1 MR. N K BALODI (HM) 2 MS. MANISHA (PGT CHEMISTRY) MR PARDEEP (PHE) 3 4 MR. GULAM HASSAN 5 PGT ECO 6 7	To maintain the cleanliness and sanitation of the Vidyalaya. Awareness of cleanliness among staff and student through activities.	
9. SCHOOL MAGAZINE	Duties & Responsibilities	SIGN.
1 MS ANKITA (IC) 2 MR MEHTAB (TGT LIB.) All language teachers from primary to secondary (Hindi, English, Sanskrit)	To collect and check the articles for the timely publication of the magazine. Preparation and maintaining e-magazine.	
10. NIPUN BHARAT	Duties & Responsibilities	SIGN.
1 MR. N K BALODI (HM)-I/C 2 Members- Ms.Chanchal, PRT, Ms. Seema, PRT MS. CHANCHAL MR. INDERJEET Mr.PARKASH SONI MS. BHAWNA	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 NIPUN BHARAT.	

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ACP	Duties & Responsibilities	SIGN.
1 MS ANKITA (TGT HINDI) I/C	To conduct the activities as per calendar of KVS.	
2 Mr Pramod Kumar, TGT(WE)		
3 Ms Ruchi, TGT(Maths)		
4 Mr. Shiva (TGT Maths)		
5 Mr. Prakash Soni, TGT(AE)		
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12. RAJBHASHA	Duties & Responsibilities	SIGN.
1 Mr Javed Iqbal, SSA-I/C	To spread the use of the National Language among students and staff. To prepare quarterly/annual reports on implementation of Official languages. To plan celebrating HINDI FORT NIGHT etc.	
2 Mrs SUMAN (PGT HINDI)		
3 Miss Ankita (TGT-Hindi)		
4 MR PARDEEP (PRT)		
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13. FURNITURE COMMITTEE	Duties & Responsibilities	SIGN.
1 Mr. MAYANK, PGT(HISTORY) I/C	To maintain the stock of all furniture in the Vidyalaya. Prepare condemnation report for broken furniture. Prepare a room wise inventory of furniture and fix responsibility for maintaining the same. Take measures to prevent breakage of furniture. Arrange for repair of broken furniture if any. Plan purchase as per Availability of furniture.	
2 Mr. MEHTAB		
3 MS SEEMA (PRT)		
4 Mrs. Bhawna Dubey PRT- Music		
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14. NCC	Duties & Responsibilities	SIGN.
1 Mr. Pardeep, TGT(P&HE)	Coordination with NCC higher authorities, selecting awareness and preparing students for NCC.	
2 Mr. ROHIT, PGT(GEO)		

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 प्रधान/Principal
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 कलितवार (झ.प.के.) - 102208
 Kantiwar (J&K)-102208

14. TIMETABLE		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. Shiva(Associate)		
3	Mr. Promod Kumar, TGT(WE)		
4	Mr. SARBJEET (TGT MATHS)		
5	Mr. Inderjeet, PRT		
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15. FIRSTAID/MEDICAL CHECKUP COMMITTEE		Duties & Responsibilities	SIGN.
1	Mr. Pardeep, TGT(P&HE)	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. Akanksha Sharma, TGT(Sci) I/C		
3	Mrs SEEMA (PRT)		
4	PGT BIO		
5			

16. GUIDANCE/COUNSELLING		Duties & Responsibilities	SIGN.
1	Mr. ASHOK KUMAR, PGT(ENG)-I/C	To give guidance and counseling to students, arrange for guest lectures.	
2	MS VISHAV JYOTI (PGT CS)		
3	MR. N K BALODI (HM)-		
4	Mr. SANJEEV SINGH DHAYIA (PRT)		

17. BEAUTIFICATION		Duties & Responsibilities	SIGN.
1	Mr. Prakash Soni, 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	Mrs. Bhawna Dubey -PRT		
2	Miss Seema -PRT		
3	Mrs. CHANCHAL-PRT		
4	MS. PRIYA (TGT ENG)		

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Prakash Soni
 प्राचार्य / Principal
 केन्द्रीय विद्यालय / Kendriya Vidyalaya
 किराणा (न. एच. ए.) - 141308
 KIRANA (N. H. E.) - 141308

18.AEP		Duties&Responsibilities	SIGN.
1	Mr.Pardeep ,TGT(P&HE)	To give guidance and counselling to students on AEP, arrange for guest lectures.	
2	PGT(Bio)		
3	Ms.Akansha Sharma,TGT(Sci.)		
4	PGT CHEMISTRY		
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19.SCOOT AND GUIDE		Duties &Responsibilities	SIGN.
1	Mr.Shiva TGT (Maths)-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.Pradeep,PRT		
3	Ms. Chanchal, PRT		
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20.PHOTOGRAPHY/MEDIA		Duties&Responsibilities	SIGN.
1	Mr.Prakash Soni(TGT-Art)-I/C	To get the photography/Videography 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.PARMOD (TGT WE)		
3	Ms.Seema PRT		
4	MR. TILAK PRT		
5	Comp.Instructor		

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Principal
Kendriya Vidyalaya
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21. CBSE		Duties & Responsibilities	SIGN.
1	Ms. Ruchi ,PGT(Maths) I/C	Conduct the All CBSE Examinations including registration of Class IX to XII and all correspondence with CBSE.	
2	Ms. VISHV JYOTI PGT CS		
3	MR DESHYANT NEGI		
4			
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22. MORNING ASSEMBLY		Duties & Responsibilities	SIGN.
1	Mr. pradeep ,TGT(P&HE)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 becelebratedinadvanceandplantheircelebrationsinabefittingmanner.Coordinate with CCA I/C and members.	
2	Mrs. Bhawna dubey,prt(co-ordinator)		
	Mr. Prakash soni ,TGT-AE (co-ordinator)		
3	Mr ROHIT ,PGT GEO.(Announcement.)		
4	COACH		
5	Mr. Pramod kumar ,TGT-WE(PA system)		

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23. NATURE AND ECO CLUB		Duties & Responsibilities	SIGN.
1	Mr. Akansha Sharma, TGT (Sci)-	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	MR ROHIT PGT GEO		
3	PGT BIO I/C		

24. SEXUAL HARASSMENT COMMITTEE		Duties & Responsibilities	SIGN.
1	Ms. RUCHI, PGT (MATHS) I/C	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. ASHOK KUMAR, PGT (ENG)		
3	MR. N K BALODI (HM)		
4	Ms. Ankita, TGT hindi		

25. INTERNAL COMPLAINT COMMITTEE "SEXUAL HARASSMENT 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 RUCHI , PGT (MATHS)		
4	Member Ms. Ankita, TGT hindi		
5	VMC Member		

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Kendriya Vidyalaya
Kishanpur (Jammu) - 182209

26.GRIEVANCESANDREDRESSALCOMMITTEE			Duties & Responsibilities	SIGN.
1	MR ASHOK , PGT(ENG) I/C	IN-CHARGE	To monitor the various grievances, suggestions received from students and redressed the grievances with principal.	
2	Mr. MUKESH kumar PGT PHY			
3	MS. VISHAV JYOTI PGT CS	MEMBER		
4	MR N K BALODI (HM)	MEMBER		

27.EXTERNAL EXAMINATIONS AND COMPETITIONS			Duties & Responsibilities	SIGN.
1	MR. Mukesh Kumar, PGT(Phy)	IN-CHARGE	Conduct various external examinations, guide to participants, motivate for participation, announcement and making report etc.	
2	Mr. MEHTAB, TGT(Lib)	MEMBER		
3	Mr. MAYANK PGT HISTORY	IN-CHARGE		
4	PGT POL SCI	MEMBER		
5	Mr. SARBJEET (TGT MATHS)	INCHARGE		
6	MS. BHAWNA (PRT MUSIC)	MEMBER		
7	MR PARKASH SONI (TGT AE)	MEMBER		
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P.O. Box - 182208
Kishoregarh (J&K)-182208

28. WEBSITE MANAGEMENT & UPDATION COMMITTEE			Duties & Responsibilities	SIGN.
1	MS VISHAV JYOTI (PGT CS) I/C	INCHARGE		
2	Comp. Instructor	MEMBER		
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29. PURCHASE COMMITTEE			Duties & Responsibilities	SIGN.
1	MR. Ashok kumar PGT Eng./I/C	IN-CHARGE	To purchase the items from GeM as per approval, maintain record and followed the procedure of KVS/GOI.	
2	Mr. Pramod kumar TGT WE	MEMBER		
3	Mrs .SUMAN PGT HINDI.	MEMBER		
4	Mr. Tilak Raj, PRT	MEMBER		

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 प्राचार्य / Principal
 क्षेत्रीय विद्यालय / Kendriya Vidyalaya
 दिल्ली (स. वि. ड.) - 110006
 प्रिन्सिपल (क)-182206

30. SAFETY & SECURITY OF CHILDREN COMMITTEE			Duties & Responsibilities	SIGN.
1	Mr. MUKESH (PGT PHY)-I/C	IN-CHARGE	To find out all risky/dangerous point in the Vidyalaya, removing these points, taking care of the safety and security of the children, Guide and training to the children for self-defense etc.	
2	Mr. Inderjeet, PRT	MEMBER		
3	Mr. Shiva TGT Maths	MEMBER		
4	Mr. SHIVANI, PRT	IN-CHARGE- Primary		
5	Mr. Pradeep TGT P&HE	MEMBER		
6		MEMBER		
7		MEMBER		

31. CHILD RIGHTS AND PROTECTION CELL			Duties & Responsibilities	SIGN.
1	Mr. ASHOK PGT ENG. I/C	IN-CHARGE	To compile the data for various purpose and sending the data to KVS, RO and HQ time to time.	
2	PGT HINDI	MEMBER		
3	TGT SOST	MEMBER		
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32. TEAM FOR STUDENTS FOR SPECIAL NEED			Duties & Responsibilities	SIGN.
1	Mr. Ashok Kumar (PGT-Eng)	IN-CHARGE	To compile the data for various purpose and sending the data to KVS, RO and HQ time to time.	
2	Miss. Ankita TGT Hindi	MEMBER		
3	Mrs. Nisha, PRT	MEMBER		

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Principal
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विद्यालय (प्र. एवं क.)-182208
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33.EVACUATION TEAM			Duties & Responsibilities	SIGN.
1	Mr. Shiva – TGT- Maths	IN-CHARGE	To compile the data for various purpose and sending the data to KVS,RO and HQ time to time.	
2	Mr. Pardeep – TGT-(P&HE)	MEMBER		
3	Mrs. Nisha, PRT	MEMBER		

34.SEARCH AND RESCUE TEAM			Duties & Responsibilities	SIGN.
1	Mr. Mukesh (PGT-Physics)	IN-CHARGE	To compile the data for various purpose and sending the data to KVS,RO and HQ time to time.	
2	Miss Ruchi(TGT-Maths)	MEMBER		
3	Mrs. Chanchal, PRT	MEMBER		

35.TRANSPORT SAFETY			Duties & Responsibilities	SIGN.
1	PGT- Geo.	IN-CHARGE	To compile the data for various purpose and sending the data to KVS, RO and HQ time to time.	
2	PGT Hindi	MEMBER		
3	Yoga Coach	MEMBER		
4	Mr. Pardeep (P&HE)	MEMBER		

36.ACADEMIC ADVISORY			Duties & Responsibilities	SIGN.
1	Mr. Ashok (PGT- Eng)	IN-CHARGE	To compile the data for various purpose and sending the data to KVS, RO and HQ time to time.	
2	MR ROHIT PGT GEO	MEMBER		
3	HM	MEMBER		
4		MEMBER		
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किरवाड़ा (ज. एन. क.) - 182208
KIRWARA (J.N.K.) - 182208

37.EBSB		Duties & Responsibilities	SIGN.
1	Mr. MAYANK (PGT- history)	IN-CHARGE	To compile the data for various purpose and sending the data to KVS,RO and HQ time to time.
2	Ms. Bhawna Dubey (PRT)	ASSOCIATE	
3	TGT ART EDUCATION	MEMBER	
4	PGT-ECO	MEMBER	
5	PGT- Geo	MEMBER	
6	TGT- S.st	MEMBER	

38.OLYMPIADS		Duties & Responsibilities	SIGN.
1	Ms. Akanksha (TGT_ Science)	All science Olympiad	To compile the data for various purpose and sending the data to KVS, RO and HQ time to time.
2	Mr. Shiva – TGT-(Maths)	All maths Olympiad	
3	TGT- SST	All S.st Olympiad	
4	Mr. VIVEK(PRT)		

39. ATL		Duties & Responsibilities	SIGN.
1	MR MUKESH PGT PHY IC	AS PER KVS GUIDELINES	
2	MR PARMOD TGT WE		

40.MATHEMATICS CLUB		Duties & Responsibilities	SIGN.
1	MS. Ruchi– TGT- Maths	IN-CHARGE	To compile the data for various purpose and sending the data to KVS, RO and HQ time to time.
2	Mr. Shiva– TGT-(Maths)	MEMBER	
3	TGT- Maths	MEMBER	

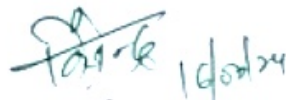
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Principal
केन्द्रीय विद्यालय / Kendriya Vidyalaya
खिखवाड़ (ब. र. व.) - 182208
Khalwa (B.R.V.) - 182208

41. LANGUAGE CLUB		Duties & Responsibilities	SIGN.
1	Mr. Ashok Kumar PGT- Eng	IN-CHARGE(Eng)	To compile the data for various purpose and sending the data to KVS, RO and HQ time to time.
2	PGT- Hindi	Member	
3	TGT- Sanskrit	MEMBER	

42. HEALTH AND WELLNESS CLUB		Duties & Responsibilities	SIGN.
1	Mr. Pardeep (P&HE)	IN-CHARGE(Eng)	To compile the data for various purpose and sending the data to KVS,RO and HQ time to time.
2	Yoga Coach	Member	

16/03/24


 Ashok Kumar
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