

**List of Vidyalaya Committees for session 2018-19**

**1) Academic Incharge/Overall Incharge**

Sno	Name	Plan/Objectives
1	Mrs Asha Rani,PGT(Chem)-Secondary	1)Note Book Checking
2	Mr.Puran Lal –HM(Primary)	2)Observation of Classes on the behalf of Principal

**2) Admission Committee**

Sno	Name with Designation	Plan/Objectives
1.	<b>Ms Asha Rani I/C,PGT(Chemistry)</b>	Time to time advertisement , Fair admission as per KVS guidelines , Display of selected candidates list as per schedule
2.	Mr.Rakesh Kumar (Ass I/C),PRT	
3.	Ms Megha,PRT	
4.	Ms. Jyoti,PRT	

**3) Time Table Committee (Secondary)**

Sno	Name with Designation	Plan/Objectives
1.	<b>Mr.Tilak Raj I/C,PGT(Physics)</b>	1)Proper planning for all classes (special time table for class XII) 2)Creation of Time Table 3)Daily Arrangements of classes
2.	Mr. Bipendra Maurya ASS/IC,PGT(History)	
3.	Mr. Naresh Kumar ,TGT Maths	
	<b>Time Table Committee(Primary)</b>	
1	Mr.Puran Lal,HM	
2	Ms. Surendra Kumari,PRT	
3	Ms. Vishakha,PRT	

**4) Discipline safety and security**

Sno	Name with Designation	Plan/Objectives
1.	<b>Mr.Mahender Kumar I/C,TGT(PHE)</b>	Discipline during the Assembly ,recess and after the school. Discipline during Regional and Inter house meeting. Discipline in class and Playground
2.	Mrs. Asha Rani,PGT(Chem)	
3.	Mrs. Sandhya Panwar,PGT(Hindi)	
4.	Mrs. Vibhuti Chawla,PGT(CS)	
5.	Mr. Bipendra Kumar,PGT(History)	
6.	Mr. Roop Singh,TGT(S.Sc)	
7.	Mr.Puran Lal,HM	
8.	Ms. Bimla,PRT	

**5) Examination Committee**

Sno	Name with Designation	Plan/Objectives
1.	<b>Mr. Shiv Kumar(I/C Home Exam.) PGT</b>	1. Ensure proper conduct of Examination. 2. Quality of result 3.All I/C and members of Home examination committee will assist Mr.Tilak Raj for CBSE work 4. CBSE I/C will be member of home exam.
2	<b>Mr.Tilak Raj(I/C CBSE)PGT(Physics)</b>	
3	Mr prem kumar ,TGT	
4	Sh-Vinod ,PGT(Geo)	
5	Sh. Kaka Ram,Sub Staff	
	<b>Examination Committee(Primary)</b>	
1	Mr. Puran Lal,HM	
2	Ms. BIMLA,PRT	
3	Mr. Mahender Kumar,Sub Staff	

**6) Scout and Guide**

Sno	Name with Designation	Plan/Objectives
1.	Mr.Paramjit Sandhu ( I/C Scout wing)	

2.	Ms. Sukhwinder ( I/C flock Leader )	1)Organise Sccout and guide activities weekly 2)Organise camp and rally inside and outside the school 3)Celebration of important days
3.	Ms. Meena Associate I/C	
4.	Mr. Rakesh Kumar(I/C Cub Master)	
5.	Mrs.Sangeeta Tripathi(I/C Guide Wing)	
6.	Mrs.Sandhya Panwar(Associate I/C Guide Wing)	
<b>Note:</b>		

#### 7) Vidyalaya Patrika ,Secondary

Sno	Name withDesignation	Plan/Objectives
1.	MS. ASHA RANI(Mentor)	1. Vidyalaya Patrika be publish well in time as per given by KVS 2. Students will be encouraged and motivated to write for the Vidyalaya Patrika. To improve the learning habits of students and try to improve their knowledge about their surrounding.
2.	Mrs. Sangeeta Tripathi I/C,PGT(Eng)	
3.	Mrs. Sandhya Pawar,PGT(Hindi)	
4.	Mrs. Monika Dhiman,TGT(English)	
5.	Mr. Ajeet Singh,TGT(Hindi)	
<b>Primary News Bulletin</b>		
1.	<b>Mrs. Surendra Kumari I/C,PRT</b>	
2.	Sh-.Abhisek (Hindi News Bulletin),PRT	
3.	Mrs.Sukhwinder Kaur (English News Bulletin)PRT	

#### 8) Gardening And Beautification And Nature Ciub

Sno	Name withDesignation	Plan/Objectives
1.	<b>Ms.Rita Kumari I/C,PGT(Bio)</b>	To maintain the Garden and Planting flowers, Children park & Maths garden .
2.	Mrs. Meera Gupta,TGT(Maths)	
3.	Mr. Surender Kumar,Sub Staff	
4.	Mr. Mohinder, ,Sub Staff	
5.	Mr. Som Raj, ,Sub Staff	
6.	Mr. Balbir Chand, ,Sub Staff	
7.	SATBIR,Mali on Cont.	

#### 9) Guidance & Counseling

Sno	Name withDesignation	Plan/Objectives
1.	Mrs Asha Rani. <b>I/C,PGT(Chem)</b>	1. To provide guidance about their future planning and career in different fields. 2. About scope of management and IT field in current era.
2.	Mrs.Vibhuti Chawla Ass. I/C,PGT(CS)	
3.	Mrs Rita Kumari,PGT(Bio)	
4.	Mrs. Nisha Rani,PGT(Comm)	
5.	Ms.surindra kumara,PRT	

#### 10) Teaching Aids

Sno	Name withDesignation	Plan/Objectives
1.	Mr. VINOD KUMAR I/C,PGT(Geo)	To provide the teaching aids to the teacher as well as the students so they can learn easily and effectively
2.	<b>Mr.Roop Singh ASS. I/C,TGT(S.Sc)</b>	
3.	Mr.Prem Kumar,TGT(WET)	

#### 11 Cleanliness Committee

Sno	Name withDesignation	Plan/Objectives
1.	Mr. Bipendra Kumar Maurya(Overall I/C) PGT(His)	

2.	Mr. Mahender Kumar-TGT(PHE)Play Field & Front	Monitoring of School Campus Cleanless
3.	Smt-Surindra Kumari,PRT	
4.	All Class Teachers and All Sub Staff members	

### 12 PA System

Sno	Name withDesignation	Plan/Objectives
1.	Mr.Prem Kumar I/C,TGT(WE)	Purchasing and maintenance of PA system items for morning assembly and Annual function.
2.	Sh-Somnath,PRT(Music)	
3.	Mr.Ram Dass,Sub Staff	

### 13) Flag Hoisting

Sno	Name withDesignation	Plan/Objectives
1.	Mr.Mahender I/C,TGT(PHE)	Flag hoisting on independence day , Republic day , Regional sports meet and Sports day and other events
2.	Mr. Puran Lal,HM	

### 14)Photography

Sno	Name withDesignation	Plan/Objectives
1.	SH-AJIT SINGH I/C,TGT(Hindi)	Photographs of all activities will be taken.
2.	Mr. Rakesh Kumar ,PRT	
3.	Mrs. Vishakha,PRT	

### 15) Refreshment / Hospitality duty on all important functions

Sno	Name withDesignation	Plan/Objectives
1.	Mr.Pradeep Saini I/C, TGT(English)	Arrange refreshment on the all occasions
2.	Ms. Meera gupta,TGT(Maths)	
3.	Mr. Balbir Chand,Sub Staff	

### 16 Competitive Exams

Sno	Name withDesignation	Plan/Objectives
1.	Mrs Asha Rani I/C(Green Olympiad and SOF)	1. Mass participation of students To aware the children's and organize nature related programmes
2.	Mr. Tilak Raj I/C(VVM,IAPT,NCSC)	
3.	Mr. Shiv Kumar I/C(Maths Olympiad) Mr.Naresh Kumar (NTSE)	

### 17) विद्यालय राजभाषा कार्यान्वयन समिति

Sn o	Name withDesignation	Plan/Objectives
1.	श्रीमती संध्या पंतवार , पी .जी.टी (हिन्दी)	राजभाषा की मासिक /तिमाही बैठके आयोजित करना एवं समय पर रिपोर्टप्रेषित करना
2.	श्रीमती आशा रानी पी जी टी (रसायन विज्ञान )	
3.	श्रीमती विभूति चावला पी .जी.टी	
4.	श्री अजित सिंह टी जी टी (हिन्दी)	
5.	श्री पूरण लाल, मुख्य अध्यापक	
6	सुश्री मीना कुमारी, प्राथमिक अध्यापक	

### 18) First Aid

Sno	Name withDesignation	Plan/Objectives
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1.	<b>Mrs.Sukhwinder Kaur I/C,PRT</b>	Purchasing of Medicines and other required things and facilitate to the child
2.	Mr. Surender Kumar,Sub Staff	

#### 19) Adventure And Escursion Club

Sno	Name withDesignation	Plan/Objectives
1.	<b>Mr.Mahender Kumar I/C</b>	proper arrangement for Trekking camp and other Tour Program of Vidyalay
2.	<b>Mrs. Asha Rani,PGT</b>	
2.	Ms. Bipendera Kumar Maurya ,PGT	
3.	Mr.Roop Singh,TGT(S.Sc)	
5.	Mr.Jyoti ,PRT	

#### 20. NAEP

Sno	Name withDesignation	Plan/Objectives
1.	<b>Mrs.Rita Kumari I/C,PGT(Bio)</b>	Class room sessions will be taken up , Parents Advocacy programme and some kits will be perform to aware of life skills and heal th per guide lines of NAEP .
2.	Mr.Tilak Raj Associate I/C,PGT(Physics)	
3	Ms.Surendera ,PRT	
4.	Concerned Class Teacher	

#### 21 Checking of CS-54 Register (SummaryOf fee) and income Tax

Sno	Name withDesignation	Plan/Objectives
1.	Ms . Nisha Rani ,PGT(Comm)I/C	1)Checking of CS-54/attendance register 2)Calculation of Income tax
2.	Mr. Rita Kumari ,PGT(Bio)A /I C	

#### 22 TLM AND MLL

Sno	Name withDesignation	Plan/Objectives
1.	Mr.Puran Lal Convener I/C,HM	Decide MLL class vise ,subject vise and chapter vise and submit the plan for the session 2018-19 to Under Signed To help the students in making models and inculcate the habit of competition among the students. To provide maximum Audio Visual aids to the students for improve the learning skills with love and joy.
2.	MS. Vishakha Assistant I/C	
3	Ms.Surendera ,PRT	
4.	Mr.Rakesh Kumar,PRT	
5.	Ms. Meena Kumari,PRT	

#### 23 B&R

Sno	Name withDesignation	Plan/Objectives
1.	<b>Mr. Prem Kumar I/C,TGT(WE)</b>	White wash 7 Color wash of school building and Maintenance of Doors, windows and Paths.
2.	Mr. Vinod Kumar,PGT(Geo)	
3	Ms . Som Nath.PRT(Music)	

#### 24. Allotment of Staff Quarters

Sno	Name withDesignation	Plan/Objectives
1.	<b>Mr.Puran Lal I/C</b>	1) Allotment of Staff Quarter with proper documentation 2)Making Waiting List 3)Monitoring of cleanliness of surrounding 4)Constitute monitoring committee for cleanilless and maintenance of quarter
2.	Mr. Prem Kumar	
3	Mrs. Surendera	
4	Mr.Joseph Masih ,UDC	

#### 25. Website Updation

Sno	Name withDesignation	Plan/Objectives
1.	<b>Mr.Vibhuti Chawla I/C PGT(CS)</b>	Timely update new information on Vidyalaya Website.and Uploading new dynamic effects on Vidyalaya Website
2.	Mr. Ajeet Singh ,TGT(Hindi)	
3	Mr Puran Lal ,HM	

**26. Integrity Club**

Sno	Name with Designation	Plan/Objectives
1.	Mr. Pradeep Saini I/C, TGT(English)	Organise all activities of Integrity club regularly with a proper record.
2.	Mr. Shiv Kumar, PGT(Maths)	
3.	Mrs. Ajeet Singh, TGT(Hindi)	
4.	Mr. Parmjit Singh, PRT	

**27 Furniture Committee**

Sno	Name with Designation	Plan/Objectives
1.	NARESH KUMAAR I/C, TGT(Maths)	Purchasing of furniture for primary section and other Depts. and furniture benches for students in play fields and need based like shoe rack etc.
2.	Mr. Pardeep Saini, TGT(English)	
3.	Mr. Som Nath, PRT(Music) A / I C	
4.	Mr. Parmjit Singh, PRT	

**28 Disbursement of Claim Under RTE**

Sno	Name with Designation	Plan/Objectives
1.	Mr. Roop Singh I/C SEC) TGT(S Sc)	1) Checking of RTE Bill
2.	Mr. Puran Lal I/C PRIMARY, HM	2) Disbursement of payment timely
3.	Mr. Prem Kumar, TGT(WE)	3) Distribution of Books, Note Books
4.	Mrs. Vibhuti Chawla, PGT(CS)	

**29. CCA**

Sno	Name with Designation	Plan/Objectives
1.	Ms. Sangeeta Tripathi(I/C)	1) Making a CCA calendar for session 2018-19
2.	Ms. Sandhya Panwar Assistant I/C	2) Organizing activity according to CCA Calendar
3.	Ms Megha(I/C Primary)	3) Celebration of Important days strictly
4.	Ms. Vishakha Assistant I/C	4) Prize distribution to participants 5) making roaster to ensure participation of each student

**HOUSE ALLOCATION**

Shivaji	1 Mrs. Nisha (House master) ,PGT(Commerce) 2 Mr. Roop Singh, Tgt(S.Sc), Associate I/C 3 Mr Prem Kumar, TGT(WE) 4 Sh-Ajit Singh Tgt(Hindi) 5 TGT( Comp. Inst.) 6 Mr. Paramjit Sandhu(PRT) 7 Ms. Surendra PRT	.1) Ensure that all students participate in different activities .2. To maintain the discipline in school during house on duty
Tagore	1 Mr. Bipendra Kumar (House Master), PGT(His) 2 Meera Gupta, TGT(Maths) Associate I/C 3 Ms. Shrdhanjali Bhardwaj, TGT(AE) 4 PGT(Eco.) 5 Mr. Tilak Raj, PGT(Physics) 6 Ms Sukhwinder kaur, PRT 7 Ms. Abhishek PRT	
Ashoka	1 Mr. Vinod Kumar I/C, PGT(Geo) 2 Mr. Pradeep Saini Associate I/C, TGT(English) 3. Mrs. Vibhuti Chawla PGT(CS) 4 TGT Sanskrit	

	5.TGT(Science) 6 Ms.Bimla PRT 7. Mr.Rakesh Kumar PRT	
Raman	1 Rita Kumari I/C,PGT(Bio) 2 Mr.ShivKumar Asso. I/C ,PGT(Maths) 3 PGT/Pol Sci 4 Ms.Meera Gupta,TGT(Maths) 5.TGT(Hindi) 6 Ms Meena Kumari,PRT 7 Ms. Jyoti,PRT	

### 30. Spoken English

Sno	Name with Designation	Plan/Objectives
1	Ms. Sangeeta Tripathi,PGT (English)(I/C)	Promote the spoken english among the student and improve the grammar knowledge among the student.
2	Mr.Pardeep Kumar Saini,TGT(English)A/I C	
3	Ms. Monika Dhiman ,TGT(English)	
3	Ms. Megha,PRT	
4	Ms. Jyoti,PRT	

### 31 Canteen Committe

Sno	Name with Designation	Plan/Objectives
1	Ms. Vibhuti Chawla(I/C)	Promote the spoken english among the student and improve the grammar knowledge among the student.
2	Mr. Prem Kumar,TGT(WET)A/I C	
4	M. Abhishek ,PRT	

Principal