

केंद्रीय विद्यालय नंगल भूर
COMMITTIES SESSION 2023-24

सभी प्रभारियों को निर्देशित किया जाता है कि निम्नलिखित समितियां सत्र 2023-24 हेतु दिनांक 01/04/2023 से प्रभावी होगी। वर्तमान एवं नये प्रभारी प्रभार के बदलाब होने की स्थिति में स्टॉक की HANDING AND TAKING OVER के कार्य को तत्काल प्रभाव से शुरू करे परन्तु अपना प्रभार अंतिम रूप से स्टॉक सत्यापन के बाद नये प्रभारी को देने का कष्ट करे। सभी प्रभारी आवंटित DUTIES को प्रभावी तरीके से संपन्न करे तथा सभी समिति सदस्य एवं अन्य कर्मचारी प्रभारी के निर्देशों की सीधे अनुपालना करे परन्तु समिति प्रभारी /सहायक प्रभारी प्राचार्य से कर्मचारियों को दी गयी ड्यूटी के सम्बन्ध में मौखिक या लिखित अनुमोदन अनिवार्य रूप से प्राप्त करें। 4/13/23/2023

समिति का नाम	इंचार्ज / सदस्य	कार्य/जिम्मेदारियां	SIGN
Admission Committee	Mr. Rakesh Kumar (PRT) I/C Mr. SHIV KUNAR (PGT MATHS)(AI/C) Mr SOMNATH(PRT MUSIC)	Time to time advertisement , Fair admission as per KVS guidelines , Display of selected candidates list as per schedule	
Time Table Committee Secondary	Mr. TILAK RAJ(PGT PHYSICS) I/C Mr. RAHUL KOHLI TGT MATHS AI/C Mr SHIV KUMAR PGT MATHS	PREPARATION OF TIME TABLE EXTRA CLASS TIME TABLE AND ARRANGEMENT	
Time Table Committee Primary	Mr. RAKESH KUNAR (I/C HM) Ms. ANITA(PRT) Mr Vipin Kumar (PRT)	PREPARATION OF TIME TABLE EXTRA CLASS TIME TABLE AND ARRANGEMENT	
Discipline safety and security	Mrs. Nisha Rani(PGT) I/C Mr Deewan Chand A I/C Mrs. Vibhuti Chawla(PGT) Mrs. Biraj Mohini(PGT) Mr. Shelly(PGT) Mr. Manju BALA(TGT) Mr. RAKESH KUMAR Ms. SHAKSHI KUMARI (PRT)	Discipline during the Assembly ,recess and after the school. Discipline during Regional and Inter house meeting. Discipline in class and Playground	
Examination Committee (HOME AND CBSE)	Mr. Shiv Kumar(PGT) (I/C Exam.) MR. TILAK RAJ Mrs. Shelly(PGT) A I/C MS VIBHUTI CHAWLA(PGT) Ms. Paramjit Kaur	1. Ensure proper conduct of Examination, REGISTRATION OF CBSE STUDENTS. 2. Quality of result	
Examination Committee (Primary)	Mr VIPIN KUMAR I/C(PRT) Ms POOJA A I/C MS. ANITA (LAT)	Ensure proper conduct of examination as per KVS schedule	

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Scout and Guide	Mr.Prem Kumar (I/C Scout wing) Ms. Sukhwinder(PRT) (I/C flock Leader) Mr.Somnath(PRT) Ass. I/C Mr Rakesh Kumar(PRT) (I/CC. M.) Mrs. Vibhuti chawla (PGT) I/C(Guide Senior wing) All Scout master/Guide Captain/Cub Master/Flock Leader will assist	Proper conduct of scout and guide activities	
Vidyalaya Patrika Secondary	MS. P L Meena (Mentor) Mr DEEWAN CHAND(TGT hindi) MS NIDHI RANI(TGT HINDI) TGT SANSKRIT, TGT PUNJABI MS PINKY ADHIKARI PRT PGT AND TGT ENGLISH	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 surroundings.	
Primary News Bulletin	MS SAKSHI I/C Sh-.POOJA(PRT) (Hindi News Bulletin) Mrs.Sukhwinder Kaur(PRT) (English News Bulletin)	SUBMISSION OF PLAN WITH DATE OF SUBMISSION OF NEWS BULLETIN	
Gardening and Beautification AND NATURE CLUB	MRS. NIRMALA I/C Mrs Shradhdhanjali Bhardwaj I/C Mrs PARAMJEET KAUR Mr. Som Raj	To maintain the Garden and Planting flowers, Children park & Maths garden	
Guidance & Counseling	Mrs Biraj Mohini Rani. (PGT) I/C Mrs.Vibhuti Chawla(PGT) Ass. I/C Counsellor Special Educator	1. To provide guidance about their future planning and career in different fields. 2. About scope of management and IT field in current era. To provide the teaching aids to the teacher as well as the students so they can learn easily and effectively.	
Teaching Aids	MS MANJU BALA I/C Mrs Vibhuti Chawla(PGT) (ICT i/C) Ms Anita PRT	Proper monitoring of teaching aid used by teachers	
Cleanliness committee	MS NIRMALA (TGT) (Overall I/C) Ms Shradhdhanjali Bhardwaj I/C Mr Vipin Kumar All Class Teachers All Sub Staff	Daily swap the Basketball, Badminton and sports room. Monitoring of primary	B
PA System Flag Hoisting	Mr.Prem Kumar (TGT) I/C Sh-somnath(PRT)	Purchasing of PA system items for morning assembly and Annual function. Flag hoisting on independence day , Republic day , Regional sports meet and Sports day.	
Photography	Mr Vipin Kumar PRT I/C	Photographs of all activities will be taken.	

15/8/2023
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	SMT ANITA PRT A I/C COMPUTER INSTRUCTOR	1. Ensure that all students participate in different activities .2. To maintain the discipline in school during house on duty . 1. Ensure that all students participate in different activities . 2. To maintain the discipline in school during house on duty	
Refreshment / Hospitality duty on all important functions	Ms SHELLY PGT I/C MS. SHRADHANJALI(TGT) A I/C Mr Rakesh Kumar PRT MS PARAMJEET	ARRANGEMENT OF REFRESHMENT FOR VMC, INSPECTION TEAM, ANNUAL AND SPORTS DAY, B. S & G ACTIVITIES, IMPORTANT DAY CLEBRATION AT SCHOOL LEVEL.	R
Competitive Exams & SCIENCE EXHIBITION COMMITTEE	Mrs BIRAJ MOHINI (PGT) I/C(Green Olympiad and SOF) Mr. Tilak Raj (PGT) I/C(VVM,IAPT,NCSC) MRS NIRMALA(TGT) Mr. Shiv Kumar (PGT) I/C(Maths Olympiad AND NTSE) Mr Rahul Kohli TGT Maths (Fit India)	Mass participation of students To aware the children's and organize nature related programme	
विद्यालय राजभाषा कार्यान्वयन समिति	श्री दीवान चंद (TGT) I/C श्रीमती निधि रानी (TGT) श्रीमती विभूति चावला(PGT) श्री राकेश (मुख्याध्यापक)	राजभाषा की मासिक /तिमाही बैठके आयोजित करना एवं समय पर रिपोर्ट प्रेषित करना	
First Aid	MS REENA PRT I/C Mrs.RITU A I/C MR VIPIN	The students will attended timely and proper medical aid will be provided	
NAEP	Mrs. Biraj Mohini (PGT) I/C Mr.Tilak Raj(PGT) Ass I/C MS POOJA SINGH PRT Concerned Class Teacher	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 .	
Checking of CS-54 Register (Summary Of fee)	MR TILAK RAJ(PGT) I/C MR. SHIV KUMAR(PGT)	MONTHLY CHECKING OF FEE, AND MAINTENANCE OF C- 54	
HINDI RAJBHASHA ROOM (LANGUAGE ROOM)	1. MS NIDHI RANI I/C 2. MR DEEWAN CHAND	EFFORTS TO MAKE LANGUAGE LAB. UTILIZATION AS ACTIVITY/ ICT ROOM.PREPARATION OF TIME TABLE FOR ICT CLASSES.	
FLN AND NIPUN BHARAT	Mr.RAKESH KUMARI Convener I/C Ms VAISHALI Ms. Pinky Adhikari	COMPLIANCE OF ASSESSMENT AND REPORTS, SEMINARS, WORKSHOPS FORTNIGHT.	
B & R	Mr. Prem Kumar I/C Mr. SOMNATH (A I/C)	PREPARATION OF YEAR PLAN FOR PURCHASING OF GOODS AND SERVICES FOR MA &R OF SCHOOL BUILDING AS	

03/12/2015
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	MS MANJU BALA TGT	WELL AS STAFF QUARTERS. SUBMISSION OF PLAN BEFORE 15 APRIL 2023
Allotment of Staff Quarters	Mr.SOMNATH I/C Mr. Prem Kumar (TGT) (Ai/c) Mrs. Nisha Rani(PGT)	ALLOTMENT OF VACANT STAFF QUARTERS , SUBMISSION OF QUARTERLY RETURN REGARDING VACATION AND OCCUPYING . COLLECTION & DEPOSIT OF ELECTRICITY BILLS AND WATER CHARGES MONTHLY.
UPDATING Website & SOCIAL MEDIA	Mr.Vibhuti Chawla (PGT) I/C COMPUTER INSTRUCTOR	MAINTENANCE OF WEBSITE BILINGUAL, UPLOADING OF ADVERTISEMENTS, PHOTOS CIRCULARS, COMMITTEES, DUTIES, PENAL OF CONTRACTUAL TEACHERS, ADMISSION SCHEDULE, STAFF STRENGTH, AND OTHER IMPORTANT INFORMATION TIMELY.
Integrity Club	MS NIRMALA (PGT) I/C Mr. Shiv Kumar(PGT) Mr. Parmjit Singh	ORGANIZATION OF DIFFERENT ACTIVITIES , PARTICIPATION OF STUDENTS AND STAFF
Furniture Committee	Mrs. Vipin PRT I/C Mr. Som Nath Mr Nirmala (A I/C)	YEAR PLAN FOR FURNITURE PURCHASING, SUBMISSION OF REQUISITION , MAINTENANCE & CLEANLINESS OF FURNITURE.
CCA	Ms. DEEWAN CHAND (I/C) PGT ENGLISH Ass I/C TGT SANSKRIT Ms REENA (I/C) PRIMARY Ms. PINKY ADHIKARI Assistant I/C	PREPARATION OF CCA CALENDAR, MONITORING OF CCA ACTIVITIES, CCA COMPETITIONS, ASSESSMENT OF MORNING ASSEMBLY, DAILY ANNOUNCEMENTS WITH DUE PERMISSION OF PRINCIPAL, CHECKING OF ROASTER REGARDING PARTICIPATION OF ALL STUDENTS.
House Master SHIVAJI	1) MS NIDHI RANI I/C 2) TGT ENGLISH -1 3) PGT BIO 4) PGT HISTORY 5) MR RAHUL KOHLI TGT MATHS 6) MRS SUKHVINDER KAUR 7) MRS VAISHALI	NOMINATION OF OFFICIALS , COLLECTION OF LISTS FROM CLASS TEACHERS BEFORE FIRST APRIL 2023.ALLOTMENT OF DUTIES OF CO-CURRICULAR ACTIVITIES, CONDUCTION OF MORNING ASSEMBLY AND OTHER ACTIVITIES HOUSE ON DUTY.CHECKING OF UNIFORM, COMPLIANCE OF CCA CALENDAR .
House Master TAGORE	1) MS MANJU BALA I/C 2) TGT ENGLISH -2 3) PGT HINDI 4) MR TILKAK RAJ PGT PHYSICS 5) MR PREM KUMAR 6) MRS POOJA SINGH 7) MRS SAKSHI KUMARI	NOMINATION OF OFFICIALS , COLLECTION OF LISTS FROM CLASS TEACHERS BEFORE FIRST APRIL 2023.ALLOTMENT OF DUTIES OF CO-CURRICULAR ACTIVITIES, CONDUCTION OF MORNING ASSEMBLY AND OTHER ACTIVITIES HOUSE ON DUTY.CHECKING OF UNIFORM, COMPLIANCE OF CCA CALENDAR .

4/15/2023
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House Master ASHOKA	1) DR. SHRADDHANJALI BHARDWAJ I/C 2) MS RITU 3) PGT POLITICAL SCIENCE 4) MS NISHA RANI PGT 5) MR SHIV KUMAR PGT MATHS 6) MR VIPIN KUMAR 7) STAFF NURSE	NOMINATION OF OFFICIALS , COLLECTION OF LISTS FROM CLASS TEACHERS BEFORE FIRST APRIL 2023.ALLOTMENT OF DUTIES OF CO- CURRICULAR ACTIVITIES, CUNDUCTION OF MORNING ASSEMBLY AND OTHER ACTIVITIES HOUSE ON DUTY.CHECKING OF UNIFORM, COMPLIANCE OF CCA CALENDAR .
House Master RAMAN	1) MS NIRMALA I/C 2) TGT PUNJABI 3) PGT GEO 4) MS SHELLY PGT ECONOMICS 5) MRS VIBHUTI CHAWLA PGT 6) MRS ANITA 7) SPECIAL EDUCATOR	NOMINATION OF OFFICIALS , COLLECTION OF LISTS FROM CLASS TEACHERS BEFORE FIRST APRIL 2023.ALLOTMENT OF DUTIES OF CO- CURRICULAR ACTIVITIES, CUNDUCTION OF MORNING ASSEMBLY AND OTHER ACTIVITIES HOUSE ON DUTY.CHECKING OF UNIFORM, COMPLIANCE OF CCA CALENDAR .
ACP	1 MR PREM KUMAR I/C 2 MS NIRMALA ALL ACP TRAINED TEACHER	COMPLETION of all modules, TRAINING OF TEACHERS, LIASIONING WITH ACP TEAM.
CANTEEN MANAGEMENT COMMITTEE	1 MR PREM KUMAR I/C 2 DR. SHRADDHANJALI BHARDWAJ 3 VMC PARENT MEMBER 4 HEAD BOY 5 HEAD GIRL	WEEKLY CHECKING OF PRODUCTS AND CLEANLINES AND REPORT SUBMISSION. Tendering of canteen timely.
LIBRARY	1. MR PREM KUMAR I/C 2. MR. SOM NATH A I/C 3.MR RAKESH KUMAR (HM) 4. MRS. BIRAJ MOHINI PGT CHEMISTRY	ISSUE AND RETURN OF BOOKS TO TEACHERS AND STUDENTS WEEKLY. COLLECTION OF REVIEW FROM TEACHERS AND STUDENTS, COLLECTION OF RECOMMENDATION FROM TEACHERS AND STUDENTS TO PURCHASE BOOKS, UTILIZATION OF LIBRARY BUDGETS. COMPLIANCE OF LIBRARY AND RAJBHASHA POLICY.
INCOME TAX COMMITTEE	SMT. NISHA RANI PGT I/C MR RAHUL KOHLI TGT	PREPARATION OF FORM 16 INCOMETAX DEDUCTION ,COLLECTION OF SAVINGS, NPS, GPF,ERERURNS OF TDS & IT, SUBMISSION OF MONTHLY REPORTS REGARDING SAVING AND INCOME TAX.
AUDIT COMMITTEE	1.Mr. Prem Kumar I/C 2.MS. NISHA RANI A I/C 3MR. SOM NATH MR. RAHUL KOHLI	REPLY OF AUDIT PARAS, RECOVERY OF PAYMENTS, CHECKING OF BANK RECONCILIATION AND ALL TYPE BILLS.

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