**KENDRIYA VIDYALAYA BSF KHAJUWALA**

**DECLARATION OF DIFFERENT TYPE OF COMMITTEE FOR THE SESSION 2021-22**

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| S.NO. | COMMITTEE | CONVENOR | MEMBERS | DUTIES AND RESPONSIBILITIES |
| 1 | Admission | Sh.Pawan Tak (PGT-Computer) | SH RAJNEESH ARORA (PGT-MATHS), MR.SOMBIR (PRT)  MR.SATISH KUMAR(TGT-MATHS)  Miss Neha singh (PRT) | -To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2021-22 in consultation with the Principal. |
| 2 | Examination Internal and CBSE | Sh.Mukesh Kayal (PGT-HINDI) | SMT.DIMPLE ARORA(PGT-CH.)  Smt. Kavita Chaudhary (TGT-Eng)  Sh.Shiv Singh(PRT) | -To plan the schedule of UT, CT Pre-Board and SEE as per the calendar of activities.  -To ensure the evaluation of Internal assessment and grading of Co-scholastic subjects as per the instructions of CBSE/KVS.  -To give suitable instructions to class teachers for maintaining all the relevant records.  -To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records.  -To update OASIS timely.  -To scrutinize the question papers for the tests and examinations.  -To check answer scripts of UT/Exams at random to ensure uniformity.  -To condone the shortage of attendance of students and moderate the marginal cases for promotion as per the promotion rules. |
| 3 | Time-Table and Arrangement periods | Sh.Pawan Tak (PGT-Computer) | SH ANAND KUMAR (COMP.INS.) | -To prepare & execute.  -Time Table as per the norms.  -To make necessary adjustments in the time table due to administrative exigencies.  -To device workable & suitable assignment/remedial time table.  -To make arrangement for classes suitably as per requirement.  -To prepare Home Assignment Schedule.  -To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students. |
| 4 | C.C.A. , Value Education, Club Activities, Display board & Morning Assembly and Prize Distribution | Sh.Romil Sharma (PGT-ENG.) | Mr.Satish Kumar (TGT-maths.)  Smt.Manisha (PRT) | -To prepare CCA calendar  -To Organize CC activities  -To Update display board  -To organize morning assembly in a graceful manner and with discipline.  -To procure prizes and distribute prizes among meritorious students.  -To select SPL, House captains and other members of the council for carrying out their usual work in consultation with the Principal.  -To implement pass system.  -To systematic/orderly movement of students for assembly. Checking of late comers. |
| 5 | Furniture | Mr.Lokesh (PRT) | Smt. Pinki (TGT-WE) | -To ensure all furniture bear serial numbers and the year of purchase.  -To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules. |
| 6 | Computer and ICT | Sh.Pawan Tak (PGT-Computer) | Sh.Anand Kumar (Comp.Ins.) | -To ensure all the Labs in working condition with broadband/LAN connectivity for carrying out computer Literacy classes and think. Com effectively with the assistance of computer instructors and to submit Monthly updates to the office. |
| 7 | Audio-Visual Aids/Teaching Aids | Smt. Pinki (TGT-WE) | Smt.Priyanka TGT-SST  Sh.S.K.Sharma (PRT MUSIC) | A.V. Room to be well equipped with workable LCD,OHP etc. for ensuring TAL/CAL is undertaken by the teachers by maintaining a Register in the A.V. Room.  -Proper maintenance of the teaching aids.  -Purchase of teaching aids as per the requirement of the new syllabus.  -To facilitate teachers using all the teaching aids in their class room teaching. |
| 8 | Resource Room and CMP | Smt.Manisha (PRT) | All PRT’s | -To maintain the resource room and development of TLM with help of Primary Teachers.  -Publication of quarterly newsletters. |
| 9 | Gardening(Nature/ Eco club)& Beautification | Smt. Lata Choudhary (P&HE) | Sh Rajesh Khan (PGT-BIO) | -To monitor the work effectively and to offer technical expertise to improve gardening by providing all required materials from time to time.  -To take care and maintain the beautification in all the areas of the Vidyalaya from time to time. |
| 10 | Excursion/Field trips/Adventure Activities | Smt. Lata Choudhary (P&HE) | Smt.Lata Chaudhary TGT (P&H.E.) | -To check out and implement Annual plan for outing of the students as per the codal provisions in consultation with the class teachers/Principal.  -To accompany the students for the programmes identified by the KVS. |
| 11 | Building and maintenance Monitoring committee & Fire safety committee  Work Education | Smt. Pinki (TGT-WE) | SH. Sombir (PRT) | -To carry out maintenance & minor repair work of buildings including toilets, surroundings and play field. |
| 12 | Discipline | Smt.Lata Chaudhary TGT (P&H.E.) |  | -To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any. A separate file is maintained. |
| 13 | Hindi Implementation | SH. Mukesh Kayal (PGT-Hindi) | Smt.Rinki Yadav (TGT-sanskrit)  Smt. Reena Yadav  (TGT-Lib) | -To conduct quarterly meetings of Rashtrabhasha and to submit quarterly reports to the Regional Office. |
| 14 | Media and Publication | Sh.Mukesh Kayal (PGT-HINDI) | Mr.Anand Kumar  (Comp.Ins.) | -In charge of school magazine and any other issues related to publication.  -To send press reports of all major events with photographs to media. |
| 15 | Scouts & Guides Cubs & Bulbuls | Sh.Satish Kumar  (TGT-math) | Sh.Sombir (PRT)  Mrs. Neha Singh (PRT) | -To Enroll Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop meetings as per the Annual Schedule of Activities prepared at unit level in light of APRO. |
| 16 | Academic Monitoring | Sh Mukesh Kayal (PGT-Hindi) | Smt.Priyanka(TGT-SST)  Smt. Manisha (PRT) | -To checkout and implement projects and assignment for all the classes.  -To ensure proper correction of written work of the students.  -To give suitable guidelines in the faculty meetings. |
| 17 | AEP & Carrier Guidance and Counseling | Smt.Dimple Arora (PGT-Chem) | Smt.Kavita Chaudhary (TGT-Eng.) | -To conduct programmes as per the guidelines given in the training.  -To maintain & updates display board and a corner to keep these activities ongoing for various programmes. |
| 18 | Awakened Citizen Programme | Smt.Kavita Chaudhary (TGT-Eng.) | Smt.Priyanka TGT-SST  Sh.Satish Kumar (TGT\_Maths) | -To have the number of session in Class VII and VIII only Fixed by MKM |
| 19 | CS-11 & CS- 54  (Fees and fines Checking) | Sh.Pawan Tak (PGT-CS) | All Class Teacher’s | -Data to be filled in the relevant records every month and submit to the office. |
| 20 | PTA Meetings | Sh.Mukesh Kayal (PGT-Hindi) | All the Class Teacher’s | -To checkout Annual plan of meetings and to maintain minutes and records of such meetings. |
| 21 | Library | Smt. Reena Yadav  (TGT-Lib) | Sh.Mukesh Kayal (PGT-Hindi)  Sh.Romil Sharma (PGT-Eng)  Smt.Rinki Yadav (TGT-SKT)  Smt. Manisha (PRT) | -To Procure text books and reference books recommended by CBSE as per the recommendation of faculty members.  -To Organize Class Library and to present book review.  -To Assist Primary wing in Library activities in light of CMP. |
| 22 | Games, Sports & Vocational Skills | Smt.Lata Chaudhary TGT (P&H.E.) | Sh.Sombir (PRT)  Sh. Satish Kumar (TGT\_MATHS) | -To practice Yoga Daily during the morning assembly to the students.  -Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain records.  -To draw up class wise activities to be undertaken as per the syllabus.  -To coordinate with vocational teachers and train the students for various activities.  -To encourage all students to take part in the Drawing and Painting competitions. |
| 23 | Website and T.C.Uploaded | Sh.Pawan Tak (PGT-Comp) | Sh.Anand Kumar (Comp.Ins) | -Updation of School Website regularly.  -School Administrator of Think quest. |
| 24 | Water arrangement and Cleaning | Sh.Rajneesh Arora (PGT-maths) | Smt. Pinki (TGT-WE)  Sh.S.K.Sharma  (PRT-Music)  Sh.Sombir (PRT) | -To ensure uninterrupted water supply in all the toilets and other places.  -To ensure periodical cleanliness of aqua guards with the display of date of cleaning on a separate Register.  -To monitor the services of security and cleanliness in consultation with the agencies concerned. |
| 25 | Photography | MR.Anand Kumar (Comp. Ins) | Mr.Satish Kumar (TGT\_MATHS) | -To maintain Album covering all activities.  -To Display all the coverage of all occasions. |
| 26 | First Aid | Miss Neha Singh (PRT) | Smt.Lata Chaudhary TGT (P&HE) | -To provide First Aid to the ailing students. |
| 27 | P.A. System & Music | Smt. Pinki (TGT\_WE) | Sh. S.K.Sharma (PRT\_Music) | -To arrange Music system for morning assembly and other programs and look after of all the instruments & maintain record.  -To arrange PA system for morning assembly and other programs. |
| 28 | Cleanliness, Hygienic Environment | Sh.Mukesh Kayal (PGT-Hindi) | Sh.Rajneesh Arora (PGT-Maths)  Smt Pinki(TGT-WE)  Smt.Manisha (PRT) | -To ensure that Class rooms are clean.  -To ensure that toilets are in hygienic condition. |
| 29 | Grievances & Internal Redressal Committee | Sh.Mukesh Kayal (PGT-Hindi) | Smt.Lata Choudhary (P&HE)  Smt.Manisha (PRT) | -To open grievance box weekly.  -To ensure that no bullying and ragging takes place.  -To inquire into the complaints and solve the problems in amicable way. |
| 30 | SBSB | Sh.Pawan Tak (PGT-Comp.) | Smt.Lata Choudhary (P&HE)  Sh.Lokesh (PRT)  All Class Teachers | -To clean the surroundings of school.  -To make people aware of healthy sanitation practices by bringing behavioral changes in people.  -To completely start the scientific processing, disposals reuse and recycling the Municipal Solid Waste. |
| 31 | Shaala Darpan | Sh.Pawan Tak (PGT-Comp.) | Sh.Anand Kumar (Comp.Ins.) | -To update portal regularly.  -Daily Attendance of Staff & Students. |
| 32 | UBI Fee collection | Sh.Pawan Tak (PGT-Comp.) | All Class Teacher’s | Verification of fee data quarterly & monitoring of fee collection. |
| 33 | Back To Basic | Smt.Kavita Chaudhary (TGT-Eng) | All PGT, TGT | -To implement project effective & follow all instruction received from RO |
| 34 | Vidyalaya Magazine & Student Dairy | Sh.Romil Sharma (PGT-Eng) | Smt. Rinki Yadav (TGT-SKT)  Smt.Kavita Choudhary (TGT-Eng)  Smt.Neha Singh (PRT)  Sh.Anand Kumr  (Comp.Ins.) | -Preparation & printing of Vidyalaya magazine & Student Dairy. |
| 35 | Health Checkup Committee | Smt.Lata Chaudhary TGT (P&H.E.) |  | * Health checkup of students twice in a year with help medical officer & staff of BSF dispensary. |

Principal

(Sh.M.R.Gujer)

KV BSF KHAJUWALA

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| **क्र. स.** | **नाम** | **पद** | **हस्त.** |
|  | **श्री पवन टाक** | **स्नातकोत्तर शिक्षक (संगणक)** |  |
|  | **श्री प्रकाश सिंह** | **स्नातकोत्तर शिक्षक (भौ.वि.)** |  |
|  | **श्री मुकेश कायल** | **स्नातकोत्तर शिक्षक (हिंदी)** |  |
|  | **श्री रोमिल शर्मा** | **स्नातकोत्तर शिक्षक (अंग्रेजी )** |  |
|  | **श्री राजेश खान** | **स्नातकोत्तर शिक्षक (जोव वि.)** |  |
|  | **श्रीमती डिंपल अरोड़ा** | **स्नातकोत्तर शिक्षिका (रसा.वि.)** |  |
|  | **श्री रजनीश कुमार अरोड़ा** | **स्नातकोत्तर शिक्षक (गणित)** |  |
|  | **श्रीमती लता चौधरी** | **प्र.स्नातक शिक्षिका (शा.शि.)** |  |
|  | **श्रीमती कविता चौधरी** | **प्र.स्नातक शिक्षिका (अंग्रेजी)** |  |
|  | **श्रीमती प्रियंका** | **प्र.स्नातक शिक्षिका (सा.वि.)** |  |
|  | **श्री सतीश कुमार** | **प्र.स्नातक शिक्षक (गणित)** |  |
|  | **श्रीमती पिंकी** | **प्र.स्नातक शिक्षिका (कार्यानुभव)** |  |
|  | **श्रीमती रीना यादव** | **प्र.स्नातक शिक्षिका(पुस्तकालय )** |  |
|  | **श्रीमती रिंकी** | **प्र.स्नातक शिक्षिका (संस्कृत)** |  |
|  | **श्री सुधीर कुमार शर्मा** | **प्राथमिक शिक्षक (संगीत)** |  |
|  | **श्रीमती मनीषा** | **प्राथमिक अध्यापिका** |  |
|  | **सुश्री नेहा सिंह** | **प्राथमिक अध्यापिका** |  |
|  | **श्री सोमबीर** | **प्राथमिक अध्यापक** |  |
|  | **श्रीमती नीतू रानी** | **प्राथमिक अध्यापिका** |  |
|  | **श्री लोकेश कुमार** | **प्राथमिक अध्यापक** |  |
|  | **श्री आनंद कुमार** | **संगणक अनुदेशक** |  |