

KENDRIYA VIDYALAYA BSF KHAJUWALA

VIDYALAYA COMMITTEES FOR THE SESSION 2024-25

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S.N	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES
1	Admission	Sh Ramesh Kumar, PGT(History)	Mr. Sombir, PRT Mrs. Monika, PRT	-Admissions as pr KVS admission guidelines.
2	Examination Internal	Sh Pranav Gupta, PGT(Geo)	Sh Ramesh Kumar, PGT(History) Dr. Kaushal Kumar Parihar, TGT(AE)	-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.
	Examination CBSE	Sh. Ajay Kumar, PGT(CHEM)	Mr. Amar Singh, TGT(ENG)	-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.
	Primary Examination	Sh. Lokesh Kumar, PRT	Miss Monika, PRT Smt Asha Yadav, PRT	-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. - Parent Teacher meetings on regular basis.
3	Time-Table and Arrangement	Sh. Devender Singh, PGT(Maths)	Mr Adarsh Bhatnagar, PGT(CS) Dr. Kaushal Kumar Parihar, TGT(AE) Mr. Sombir, PRT	-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,, Display board & Morning Assembly and Prize Distribution	Sh. Manpreet Singh, PGT(HINDI)	Mr Ramesh Kumar, PGT(History) Ms Nisha, TGT(P & HE) Sh Surendra Daiya, PRT(Music) Mrs Pinky, TGT(WE) House Master/ Class Teacher	-To prepare CCA calendar -To Organize CCA 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.

14/4/24

				-To systematic/orderly movement of students for assembly. Checking of late comers.
5	Purchase Committee	Sh Pranav Gupta, PGT(Geo)	Sh Adarsh Bhatnagar, PGT(CS) Sh Amar Singh, TGT(Eng) Sh Lokesh Kumar, PRT	<ul style="list-style-type: none"> - To recommend/decide the golden parameters of the goods to be purchased through GeM portal or outside the GeM . - To recommend the terms and conditions for the services to be outsourced. - To recommend purchase from local market in case of urgency or non availability of goods and services on GeM.
6	Furniture	Mr. Lokesh Kumar, PRT	Smt. Pinky, TGT(WE)	<ul style="list-style-type: none"> -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.
7	Computer and ICT Infrastructure, updation of Vidyalaya website	Sh. Adarsh Bhatnagar, PGT(CS)	Sh. Anand Kumar (Comp.Ins.)	<ul style="list-style-type: none"> -To ensure all the computers in working condition with broadband/LAN connectivity for carrying out computer Literacy classes -Updation of School Website regularly. -Help in proper digital documentations of the Vidyalaya as per requirements.
8	Audio-Visual Aids	Smt. Pinky, TGT(WE)	Smt. Rinki Yadav, TGT (Sanskrit) Sh. Surendra Daiya, 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.
9	Teaching Aids	Manpreet Singh Gill, PGT(Hindi)	Mrs Sushma, PRT	<ul style="list-style-type: none"> 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.
10	Resource Room, CMP, NIPUN, FLN	Smt. Sushma, PRT	All PRT's	<ul style="list-style-type: none"> -To maintain the resource room and development of TLM with help of Primary Teachers. -Publication of quarterly newsletters.
11	Gardening & Campus Beautification	Mr Kaushal Kumar Parihar, TGT(AE)	Mrs Pinky, TGT(WE) Sh Rajesh Khan (PGT-BIO)	<ul style="list-style-type: none"> -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.
12	Excursion/Field trips/Adventure Activities	Mr. Pranav Gupta, PGT (Geo)	Dr. Kaushal Parihar (TGT-ART) Smt. Rinki Yadav TGT (Sanskrit) Smt. Reena Yadav TGT (Librarian)	<ul style="list-style-type: none"> -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.
13	Building maintenance, Electrical maintenance & Fire safety committee Work Education	Smt. Pinky, TGT(WE)	Sh. Sombir, PRT	-To carry out maintenance & minor repair work of buildings including toilets, surroundings and play field.

16/4/24

14	Discipline	Sh Manpreet Singh Gill, PGT(Hindi) Ms Nisha, TGT(P & HE)	All the Class Teacher's	-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 to be maintained.
15	Rajbhasha Implementation	Sh. Manpreet Singh, PGT(HINDI)	Smt. Rinki Yadav, TGT (Skt) Smt. Reena Yadav, Librarian	-To conduct quarterly meetings of Rashtrabhasha and to submit quarterly reports to the Regional Office.
16	Media and Publication	Sh. Manpreet Singh, 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.
17	Scouts & Guides, Cubs & Bulbuls	Sh Adarsh Bhatnagar Sh Devendra Singh, PGT(Maths)	Scout Wing 1. Sh Amar Singh, TGT(Eng) 2. Mr Kaushal Kumar Parihar Guide wing: 1. Mrs Rinki Yadav, TGT(Skt) Cub activities: 1. Sh Lokesh Kumar, PRT 2. Sh. Sombir (PRT) Bulbul activities: 1. Mrs. Sushma, PRT 2. Mrs Mounika, 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. -Implementation of KVS calendar of activities for scouts and guides.
18	Academic Monitoring	Sh. Pradeep Kumar, PGT (PHYSICS) Sh. Ramesh Kumar, PGT(History)	Mr. Amar Singh (TGT-ENG) Mrs Sushma, 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.
19	AEP, Career Guidance and Counseling	Sh. Ajay Kumar (PGT-CHEM)	Mr. Amar Singh (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.
20	Awakened Citizen Programme	Mrs. Amar Singh (TGT-Eng.)	Smt. Rinki Yadav (TGT Sanskrit) Sh Kaushal Kumar Parihar, TGT(AE)	-To have the number of session in Class VII and VIII only Fixed by MKM
21	CS-11 & CS- 54 (Fees and fines Checking)	Sh. Adarsh Bhatnagar, PGT(CS)	All Class Teacher's	-Data to be filled in the relevant records every month and submit to the office.
22	Library	Smt. Reena Yadav, Librarian	Mr. Amar Singh (TGT-Eng.) Smt. Rinki Yadav (TGT-SKT)	-To Procure text books and reference books recommended by CBSE as per the recommendation of faculty members.

18/4/21

			Miss Monika (PRT) <i>16/4/24</i>	-To Organize Class Library and to present book review. -To Assist Primary wing in Library activities in light of CMP.
23	Games and Sports, SBSB, Student Police cadet Programme, Self Defence training for Girl Students, Health Check up and Health club activities etc	Ms Nisha, TGT (P&H.E.) <i>Nisha</i>	Mr. Amar Singh, TGT(Eng.) <i>AS</i>	-To implement KVS calender of sports activities. -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 create awareness about healthy lifestyle. To develop all aspects of oneself physical, social, mental, spiritual. - Fit India and Road Safety awareness activities.
24	Website and T.C.Uploaded	Sh. Adarsh Bhatnagar, PG(CS) <i>Adarsh</i>	Sh.Anand Kumar (Comp.Ins) <i>AK</i>	-Updation of School Website regularly.
25	Water arrangement and Cleaning	Smt. Pinky, TGT(WE) <i>Pinky</i>	Sh. Surendra Daiya, PRT (Music) Sh. Sombir, PRT <i>Sombir</i>	-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.
26	Photography	Mr. Anand Kumar (Comp. Ins) <i>AK</i>	Mr. Lokesh Kumar (PRT) Dr. Kaushal Parihar (TGT-ART) <i>Lokesh</i>	-To maintain Album covering all activities. -To Display all the coverage of all occasions.
27	First Aid	Sh. Surendra Daiya, PRT (Music)	Dr. Kaushal Parihar (TGT-ART) Ms Nisha, TGT(P & HE) <i>Nisha</i>	-To provide First Aid to the ailing students.
28	P.A. System & Music	Smt. Pinky, TGT(WE) <i>Pinky</i>	Sh. Surendra Daiyya (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.
29	Cleanliness, Hygienic Environment	Smt. Pinky, TGT(WE) In-charge <i>Pinky</i>	Sh. Rajesh Khan (PGT-BIO) Smt Rinki Yadav (TGT-SKT) Sh. Surendra Daiyya (PRT-Music) <i>Rinki</i>	-To ensure that Class rooms are clean. -To ensure that toilets are in hygienic condition.
30	Grievances & Internal Redressal Committee	Sh. Pradeep Kumar, PGT(PHYSICS) <i>Pradeep</i>	Sh Manpreet Singh Gill, PGT(Hindi) Mrs Pinky, TGT(WE) Mrs Sushma, PRT <i>Manpreet</i>	-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.

16/4/24

31	UDISE+	Sh. Adarsh Bhatnagar, PGT(CS)	Smt Reena Yadav, Librarian Smt Asha Yadav, PRT Sh. Anand Kumar (Comp. Ins.)	-To update portal regularly. -Daily Attendance of Staff & Students.
32	UBI Fee collection	Sh. Adarsh Bhatnagar, PGT(CS)	All Class Teacher's	Verification of fee data quarterly & monitoring of fee collection.
33	Vidyalaya e-Magazine & Student Dairy	Sh. Manpreet Singh (PGT-HINDI)	Smt. Rinki Yadav (TGT-SKT) Mr. Amar Singh (TGT-Eng.) Sh Kaushal Kumar Parihar, TGT(AE) Smt. Sushma (PRT)	-Preparation & printing of Vidyalaya magazine & Student Dairy.
34	Club activities	Eco club	Sh Pranav Gupta, PGT(Geo) Sh Kaushal Kumar Parihar, TGT(AE) Sh Rajesh Khan, PGT(Bio)	-To organize a variety of activities to raise awareness about environmental issues and promote sustainable actions.
		Social Science Club, EBSB, Kala Utsav & Yuva tourism Club	Sh Ramesh Kumar, PGT(History) Mrs. Amar Singh, TGT(Eng.) Mr Kaushal Kumar Parihar, TGT(AE) Ms Nisha, TGT(P & HE) Sh Surendra Daiya, PRT(Music)	To implement the KVS calendar of EBSB activities. To conduct various activities regularly for awareness and promotion of constitution, national integration, socio economic culture, country's rich heritage and culture etc.
		Health and wellness Club	Ms Nisha, TGT(P & HE)	To create awareness about healthy lifestyle. To develop all aspects of oneself physical, social, mental, spiritual.
		Literary club alongwith Comic clubs and Story writing clubs	Manpreet Singh Gill, PGT(Hindi) Sh Amar Singh, TGT(Eng)	To encourage a passion for reading and writing, and to provide opportunities for students to engage in literary discussions and activities. To enable/motivate the the students to write a story on the given theme. One story by each class on every third wednesday of month. To enable/motivate the the students to write comics on the given theme. One comic every third Wednesday of month.
		Art Club	Mr Kaushal Kumar Parihar, TGT(AE)	to provide students who have an interest in art, an opportunity to explore art and craft forms beyond what is offered in the curriculum.
36	Promotion of Science &	Sh Pradeep Kumar	Sh Ajay Kumar, PGT(Chem)	- To implement the calendar of activities issued by KVS for promotion of Science & Technology and Mathematics

16/4/24

	Technology and Mathematics	Tetarwal, PGT(Phy)	Sh Devender Singh, PGT(Maths)	<ul style="list-style-type: none"> - To conduct various activities regularly for awareness and promotion of scientific interest, realize scientific skills, and fulfill the quest in doing science activities. - To encourage, prepare and ensure the participation of students in Science Exhibitions/Olympiads to be conducted by KVS at School/ Regional / National level. - Participation of students in Inspire award Manak.
37	CCTV Monitoring committee	Sh Adarsh Bhatnagar, PGT(CS)	Sh Pranav Gupta, PGT(Geo) Sh Kaushal Kumar Parihar, TGT(AE) Smt Pinky, TGT(WE)	- To ensure the proper functioning of CCTVs and storage of atleast one month.
38	Vocational and Skill Education	Sh Adarsh Bhatnagar, PGT(CS)	Sh Kaushal Kumar Parihar, TGT(AE) Smt Pinky, TGT(WE) Smt. Reena Yadav, TGT (Librarian) Ms Nisha, TGT(P & HE)	- To conduct the activities as per calender of KVS for Vocational and Skill Education.
39	Alumni	Sh Devender Singh, PGT(Maths)		Maintain a database of alumni and keep in contact with them. Organize alumni meetings when required.
40	Subject Committee convenors	Science	Sh Pradeep Kumar Tetarwal, PGT(Phy)	<p>To conduct the Monthly meetings for improvement in teaching learning process, implementation of decisions and follow up work.</p> <p>Primary Teachers teaching the subject also to be invited in the meeting.</p> <p>Subject committee meetings to be conducted every month as per following schedule.</p> <p>Hindi - 4th Monday of the Month</p> <p>English - 4th Tuesday of the Month</p> <p>Science- 4th Wednesday of the Month</p> <p>Maths- 4th Thursday of the Month</p> <p>Social Science- 4th Friday of the Month</p>
		Maths:	Mr. Devender Singh, PGT(Maths)	
		English	Mr. Amar Singh, TGT(Eng)	
		Hindi:	Sh Manpreet Singh Gill, PGT(Hindi)	
		Social Science:	Sh Pranav Gupta, PGT(Geo)	
41	Curriculum committee	Sh Ajay Kumar, PGT(Chem)	Sh Pranav Gupta, PGT(Geo) Sh Manpreet Singh Gill, PGT(Hindi) Smt Sushma, PRT Sh Lokesh Kumar, PRT	To sensitize all teachers, students and other stakeholders about the Curriculum to be followed.


 16/4/24

A. SCHOOL RESPONSE TEAMS

			Members with their signature
1.	Child Rights Protection Cell	Sh Devender Singh, PGT(Maths)	Mrs Rinky Yadav, TGT(Skt) Mrs Reena Yadav, Librarian Mrs Mounika Choubey, PRT 16/4/24
2.	Evacuation Team	Sh Ramesh Kumar, PGT(History)	Sh Amar Singh, TGT(Eng) Sh Lokesh Suthar, PRT Sh Sombir, PRT
3.	Search & Rescue Team	Sh Pranav Gupta, PGT(Geo)	Sh Kaushal Kumar Parihar Ms Nisha, TGT(P & HE) Smt Asha Yadav, PRT
4.	First Aid & Medical Team	Sh. Surendra Daiya, PRT (Music)	Dr. Kaushal Parihar (TGT-ART) Ms Nisha, TGT(P & HE)
5.	Transport Safety Team	Sh Manpreet Singh Gill, PGT(Hindi)	Ms Nisha, TGT(P & HE) Mrs Sushma, PRT
6.	Team for students with special needs (Divyang)	Sh Adarsh Bhatnagar, PGT(CS)	Mrs Rinki Yadav, TGT(Skt) Mr Lokesh Kumar, PRT
7.	Internal Complaint Committee (ICC)	Sh Ajay Kumar, PGT(Chem)	Mrs Sushma, PRT Mrs Rinki Yadav, TGT(P & HE) Mrs Asha Yadav, PRT
8.	Grievance Redressal Committee	Sh Pradeep Kumar Tetarwal, PGT(Phy)	Sh Manpreet Singh Gill, PGT(Hindi) Mrs Pinky, TGT(WE) Mrs Sushma, PRT

16/4/24