

KENDRIYA VIDYALAYA AFS BARNALA

VIDYALAYA COMMITTEES SESSION 2024-25

INTERNAL COMPLAINT COMMITTEE AT VIDYALAYA LEVEL

S.NO.	NOMENCLATURE	MEMBER TO BE NOMINATED	FUNCTION
1	RPRESIDING OFFICER / CONVENER OF THE COMMITTEE, MOBILE NO.		To inquire into the complaints of sexual harassment in the Vidyalaya
2	NGO MEMBER	SH PARKASH SINGH, ASSISTANT SUB. INSPECTOR,I/C SUB-DIVISION SANJH KENDER ,BARNALA	
3	MEMBER	MRS. PRIYA GOYAL PGT (CHEM) KV BARNALA	
4	MEMBER	MRS. VIBHU SACHDEVA (HM)	
5	VMC MEMBER	MRS. RAMANDEEP KAUR	

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2024-25. As such all the staff members are hereby informed to note the nature of the office and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In-charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure

S.NO.	Committee	I/C	Members
1	Flag Hosting and Retreating Ceremony	Mr. Sinder Singh	Mr. Dharmender Chopra

To ensure raising of National Flag every morning and it's lowering before sunset in our KV.

- To position the flag post at prominent place.
- To follow DO's and Don'ts to honour our National Flag.
- To ensure compliance of the Flag Code.

2	ACADEMIC AND ADMINISTRATIVE SUPPORT	Mr. Jagjeet Singh I/C Mrs. Amrit Kaur	Mrs. Vibhu Sachdeva
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- The committee will help the Principal in day to day administrative matters.
- The committee can go through the circulars received form KVS RO Chandigarh and KVS HQ New Delhi.
- Verification of students' attendance registers to ensure the collection of fees from all the students of their respective members of their subject.
- To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN)
- Any other work assigned by the principal in day to day administrative matter.
- To ensure the attendance register, teacher's diary and daily diary is written as per norms, guiding the respective subject teachers in the subject committee meeting as a Convener of the subject committee.
- To inform the Principal about the lapses, deviations in the subject committee report

3	Time Table Committee	Mrs. Sadhna Gupta I/C	Mrs. Anju Jitin Mrs. Meenakshi Viridi Mrs. Sonika Chaudhary
		Mrs. Vibhu Sachdeva I/C	Mrs. Puneet Mr. Mukesh

- To prepare the class time table and teachers time table as per KVS norms.
- To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS..
- To give arrangement work for the teachers.
- To display copy of arrangement work in the notice board.
- Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.
- To maintain the arrangement register.

4	FEES VERIFICATION from the attendance register every month	Mr. Mukesh Kumar I/C	Mrs. Rituraj
	<ol style="list-style-type: none"> To verify the fee of each class at the end of month and tallying it with bank details. To maintain CS-11 and CS-54 and to tally it with bank statements. 		

5	Science Exhibition , NCSC, Jigyasa, Alumni Association	Mrs. Priya Goyal I/C	Mrs. Amrit Kaur Mrs. Swati Kataria Mrs. Parveena Mr. Anshoo Kumar
<p>To organize science exhibition at Vidyalaya level and to prepare and send the students for Regional level and National Level.</p> <p>To prepare the students for NCSC and to ensure their participation at regional and national level.</p> <p>To maintain proper records of alumni of the Vidyalaya& conduct of alumni meet.</p>			
6	Admission Committee	Mrs. Parvinder Kaur I/C	Mrs. Ritu Raj Mrs. Sonika Chaudhary
		Mr. Gurudev I/C	Mrs. Nitisha Chauhan Mrs. Lalita Ms. Annu
<ul style="list-style-type: none"> • Admission to all classes throughout the year including RTE as per KVS norms. • Planning & Conducting of Admission Test for class IX. • Monthly review Meetings on admissions done. This work has to continue till November 30. • Maintenance of Register of data required for submission to KVS (HQ). • Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work • Every month Enrolment of the Vidyalaya has to be collected and checked by the department and submit the same to the Principal This has to be done a day prior to last working day of the month. • Every month vacancy of each class & section-wise details are to be recorded in the admission register and submit to Principal, This has to be done a day prior to last working day of the month. • To monitor activities and resolve issues pertaining to UBI fees collection. • To assist & train the teachers for making entry on UBI fee Portal. • To follow up all work and circulars related to UBI fees collection and to ensure timely completion of every activity. 			
7	CBSE(X/XII) and other External Examinations	Mrs. Parveena I/C	Mrs. Priya Goyal Mrs. Sadhna Gupta Mr. Mukesh Kumar
<p>To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.</p> <p>Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.</p> <p>Maintaining the record of shortage of attendance and correspondence with CBSE board.</p> <p>Framing the practical time table in liaison with other subject teachers.</p> <p>Keep records of PTA meeting of class-X & XII</p> <p>Implementation of the CBSE circulars, circulated from time to time and Examination Bye-Laws</p>			
8	Internal Exams	Mr. Shubham Bishnoi I/C	Mr. Anshoo Kumar (Associate) Mrs. Swati Kataria
		Mr. Dharmender I/C	Mrs. Lalita
<p>a) To prepare an action plan for conducting monthly test for classes III to V, VI to X and XI, XII and other classes.</p> <p>b) To collect the question paper along with blue print, design, marking scheme for these exams</p> <p>c) To procure the result register, progress reports, certificate of school based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.</p> <p>d) To conduct the test as per guidelines.</p> <p>e) Declaration of results as per the KVS schedule.</p> <p>f) To maintain and place all the records pertaining to examination before the member of panel inspection team.</p> <p>g) To issue the notices, circulars of the examinations to the staff from time to time.</p> <p>h) To plan for periodical meetings with the parents.</p> <ul style="list-style-type: none"> • To invite the parents well in time and to ensure their presence. • To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A. • To plan for personal discussion with the parents of slow-learners for improvement. • To invite parents for their presence during important celebrations in the KV. • Month-wise report on meetings conducted shall be submitted to Principal. It is mandatory. 			
<p>i) To scrutinize the question papers for the tests and examinations.</p> <p>j) To check answer scripts of UT/Exams at random to ensure uniformity.</p> <p>k) To condone the shortage of attendance of students and moderate the marginal cases for promotion as per the promotion rules.</p>			
9	Standard Operating Procedure (SOP)	Mr. Anshoo Kumar I/C	Mrs. Ritu Raj
		Mrs. Vibhu Sachdeva I/C	Mr. Gurudev

Allocate specific roles to different personnel and teachers as per the SOP and brief the staff about the action to be taken by them in any exigency.
 Take preventive measures as given in the guidelines in consultation with the local police.
 Keep the security personnel of the school on the alert.
 Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents.
 Conduct advance reconnaissance of the school with the help of the local police.
 Hold mock drills for students, teachers and staff.

10	CCA	Mr. Keshari Lal Swami I/C	All House Masters
		Mrs. Suruchi Sharma	
		Mrs. Jasveer Kaur	

Preparation of Calendar of activities for 2022-23. Preparation of Days to be observed and celebrated in the year 2022-23. House distribution activity. Selection and celebration of School Captains and Vice Captains under student's council.

- Planning, preparation and Celebration of Annual Day
- Duty allotment and monitoring of assembly program.
- Checking of the information on the display board in corridor and class rooms.
- Theme selection for every month and carrying out the suggested activities.
- Maintaining the record of achievements of the students of house and maintaining transparency in the result process.
- Important announcements in the assembly, planning & preparing students for various activities. For this, the CCA I/C or deputy has to meet Principal to note the next day's announcements.
- Important dates shall be collected and be celebrated appropriately.

a) Division of houses along with house master and Associate of house masters & distribution of students of various house
 b) Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.
 c) Procuring badges for Captains Monitors, prefects.
 d) Conduct of investiture(Badge presentation Ceremony)
 e) Assigning duties to all members of the Student Council House Wise.
 f) Conduct of monthly meetings with the members of student's council.
 g) Maintenance of Students council register/record

11	GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS	Mrs. Amrit Kaur I/C Mrs. Sonika Chaudhary	Mr. Sinder Singh
		Mrs. Rajbeer Kaur I/C	

a). To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
 b). To procure ornamental plants and other fruit bearing plants in consultation with Principal.
 c). To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
 d) To procure fertilizers, manure, pesticides in consultation with Principal.
 e). Preparation of placards in different areas of garden.
 f). Numbering of tress and potted plants.
 g). Celebration of Vanamahostava in consultation with principal and forest dept.
 h). To motivate the children for gardening and beautification.
 i). To develop medicinal plant garden in the campus.
 j). To display the quotations in the corridors and class rooms.
 k). To fix bulletin board in the class room for display of educational charts.
 l). To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
 m). To ensure the display of material in the bulletin boards.

12	Sports Committee	Mr. Sinder Singh I/C	Mr. Anshoo Kumar (Associate)
		Mrs. Puneet I/C	Mrs. Lalita

Planning Vidyalaya sports activities, (Year calendar).
 • Monitoring blocks period.
 • Purchasing required material.
 • Arrangement of sports meets as per KVS norms.
 Planning and conducting Annual Sports Day celebration for 2023-24.

13	First Aid/Medical Check-up	Mrs. Amrit Kaur I/C	Mrs. Sadhna Gupta
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Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out.
 • Planning with doctor for a medical checkup for children twice a year. Collection of medical Certificate from class teachers.
 • Keep first aid item readily available in staff room, sports room and principal room. After the medical checkup, getting the cards binded and kept as a record.

14	Purchase & Condemnation Committee	Mr. Jagjeet Singh I/C	Mrs. Vibhu Sachdeva
		Mr. Mukesh Kumar I/C	Concerned Department Holder

1. To Sign the quotations received by post or email.
 2. To carryout market survey whenever required
 3. To check and sign the Comparative Statement
- To call for Quotations, prepare comparative statements, conduct market survey and make purchases for the Vidyalaya as per KVS rules and as per requirements

15	Vidyalaya Patrika & Editorial Board, Quarterly News Letter for Primary	Mr. Keshari Lal Swami I/C Mr. Sadhna Gupta	Mrs. Jasveer Kaur Mrs. Suruchi Sharma
		Mrs. Vibhu Sachdeva I/C	Mrs. Rajbeer Kaur Ms. Nidhi Panwar

- Overall Planning of the magazine collection as per fixed schedule.
- Collect the materials and keep updating them periodically.
- Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/officers/officials retiring from services shall have a space to be part of Vidyalaya Magazine.
- The magazine collection and compilation work shall be completed before December 2018. Responsible for the planning quarterly Newsletter for Primary lines of previous year. Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and keep ready.
- Every quarterly the Newsletter has to go to Regional Office to update them on the work & conduct of the Vidyalaya primary wing

16	Furniture Department	Mr. Anshoo Kumar I/C	Mr. Dharmender Chopra
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- a). To maintain the record of room wise/dept. wise distribution of furniture.
- b). To take initiative to see that the broken furniture is repaired regularly.
- c). To Prepare the list of broken furniture which are to be condemned.
- d). To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function).
- e). To see any shortages, deficiency of furnitures and report to the Principal.
- f). To ensure regularly that no furniture is lying in the corridors or in the open space.
- g). To store and stock the broken or old furniture properly.
- h). To maintain the stock register.

17	Educational Excursion (Planning year calendar & Plan of action)	Mr. Jagjeet Singh I/C	Mrs. Anju
		Mrs. Vibhu Sachdeva I/C	Ms. Supriya Tigga

- Planning of educational tour for different classes as per schedule given by the KVS.
- Deciding the places to visit through formal discussions with Principals and submit a report through the register meant for the purpose of excursions to children.
 - Taking students to local places of educational and tourist interest.
 - Planning safety measures, communicating parents through DO Letters, charting the buses, contacting the visiting places, taking permissions etc., are the responsibilities of the committee and submitting a final report for modifications and necessary approval.

18	Scouts & Guides	Mr. Dharmender Chopra I/C	Ms. Pooja Kumari Mrs. Mantari Mrs. Ritu Raj
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- a) To ensure minimum enrolment (50%) in the movement before 31st August
- b) To organize investiture ceremony for the new recruits
- c) To conduct the parade after school hours and class on every Thursday.
- d) To train the students for Pratham / Dwitiya / Tritiya / Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiya Charan / ChaturdhaCharan
- e) To issue the merit certificate after the conduct of test
- f) Celebration of thinking day
- g) To procure the uniform for Scouts / Guides who are involved in Guard of Honor.

19	UDISE Plus (UDISE +)	Mr. Jagjeet Singh I/C	Mr. Shubham Bishnoi Mrs. Vidya
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- a). To motivate children to prepare projects/model based on country/state allotted to the region .
- b). to encourage more and more children to participate in cluster level Regional level and Nation level exhibition.
- c). To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- d).To ensure project based learning in all the classes.

20	Photography, Press & Bouquet presentations	Mrs. Neetu I/C Mrs. Sonika Chaudhary	Mr. Mukesh Kumar (Secondary)
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- Arrangement of photographer & Press personnel for important functions.
- Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise.

21	Eco Club & Nature Club	Mrs. Amrit Kaur I/C	All House Masters
		Mrs. Puneet I/C	

- a). To keep in touch with forest Deptt. to procure saplings to be planted in various parts of school campus.
- b). To utilize funds released by the state. Govt. under Eco club.
- c). To celebrate Vana Mahostasava in consultation with state forest dept.
- d). To preserve the beauty of the Vidyalaya campus by taking up the project clean and Green.
- e). To see that blocks allotted to each class are kept neat and tidy . to encourage the student to plant the sapling in the bocks allotted to them.
- f). To ensure the watering of plants growing in different parts of the Vidyalaya campus

22	NATIONAL ADOLESCENCE EDUCATION PROGRAMME (NAEP) Guidance & Counseling	Mrs. Meenakshi Viridi I/C	Mrs. Suruchi Sharma Mrs. Lalita Mrs. Mantari
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Organizing PT meeting, creating awareness among parents and children about the changes in adolescent (adult) stage, Awareness about sexual diseases, Solution for stress related problems. Planning, Preparation and conducting the programs.

- Every 10th of month AEP classes are to be conducted on core issue.

Submitting a monthly report to Principal.

Year Planner for counselling sessions shall have to be prepared by secretary of the committee. A minimum of 06 (six) such counselling sessions shall have to be planned and be organized and reporting is mandatory.

- Collection of information and providing to students. Arrangement of Guest Lectures.

23	Library Committee	Ms. Parvinder Kaur I/C	All Subject Committee Incharges
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Planning and preparing the books for condemnation.

- Supervising the Library activities undertaken by the Librarians and seeking a report on monthly basis.
- Raising the requirement of books taking the list from students of classes XI and XII and respective subject teachers.
- Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS. Improving library service and its monitoring.
- Note: Librarians are to prepare a Yearly planner of activities and submit to Principal.

24	M&R SCHOOL BUILDING	Mr. Jagjeet Singh I/C	Mr. Anshoo Kumar Mr. Sinder Singh
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a). To maintain a register related with deficiencies noted in the Vidyalaya building and staff quarters.

b). To undertake maintenance of school building and staff quarters on war footing basis.

c) To ensure the proper functioning of Aqua guard installed in school building

d) To ensure the cleaning of over head tanks in school building and staff quarters

e) To ensure the chlorination of water stored in tanks after cleaning

f) To ensure the proper functioning of water coolers.

25	WATER TANK / Water Coolers CLEANLINESS COMMITTEE	Mr. Gurdev I/C	Ms. Nidhi Panwar
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To ensure the cleanliness of tanks on regular intervals

26	PTM	Mr. Shubham Bishnoi I/C	Mrs. Vibhu Sachdeva
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To plan for periodical meetings with the parents.

- To invite the parents well in time and to ensure their presence.
- To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A.
- To plan for personal discussion with the parents of slow-learners for improvement.
- To invite parents for their presence during important celebrations in the KV.
- Month-wise report on meetings conducted shall be submitted to Principal. It is mandatory.

28	CONDEMNATION COMMITTEE	Mr. Jagjeet Singh I/C	Mr. Mukesh All Dept. holders
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To recommend and execute the condemnation of stores as per KVS norms.

29	STAFF ROOM MAINTAINENCE COMMITTEE	Mrs. Mantari I/C Mrs. Sonika Chaudhary	Mrs. Nitisha Chauhan
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To ensure proper upkeep and cleanliness of Staff room.

30	Hygiene and Sanitation Cleanliness	Mrs. Hina Chaudhary I/C Ms. Rajbeer Kaur I/C	ALL STAFF MEMBERS
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- a). To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- b). To ensure the provision of dustbins in all the class rooms.
- c). To appraise the Principal about the cleanliness of school building from time to time.
- a).To supervise the work of the people deployed under housekeeping.
- b). To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- c). To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- d).To clear the wild bushes and thorny plants that are growing in different parts of school campus.
- e). to ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- f). To ensure cleanliness of area around the staff quarters.
- g). To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- h). In – charge can deligate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders.

31	Hindi Raj Bhasha Smiti	Mr. Keshari Lal Swami I/C	Mrs. Mantari
		Mrs. Vibhu Sachdeva I/C	

Periodical reports shall be prepared as per the schedule and without any reminder from Head of the Institution. So, the committee requires some plan on Raj Basha implementation.

- So, Year planner may be prepared for the purpose.
- Hindi Pakhwada has been the sole work, we do for Raj Basha.
- So, the committee is responsible to plan some more activities prior to Hindi Pakhwada and conduct through Hindi classes and CCA activities and CCE activities so that, the report sent to KVS about the Raj Basha implementation will be decorative and acceptable.
- Every month a test on intricacies of Rajbasha has to be conducted for teachers.

32	REDRESSAL OF GRIEVANCES AND SC/ST CELL	Mrs. Swati Kataria I/C	Mrs. Amrit Kaur
		Ms. Annu I/C	Mrs. Pooja Kumari Mr. Roshan Lal

1. To open the grievances box kept in the vidyalaya once (2nd Friday) in every month.
2. Any complaints to be enquired and to report to higher authorities for n.a.
3. Any grievances of the employees should be enquired and appropriate action may be suggested to the Principal.
4. Any other work related and assigned by the Principal

33	QUARTER ALLOTMENT COMMITTEE:	Mr. Dharmender Chopra I/C	Mrs. Priya Goyal Mr. Anshoo Kumar Mrs. Sonika Chaudhary
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- a) To prepare a panel of teacher who are eligible for the allotment of quarters (Type – I, Type – II, Type –III) as per KVS norms in the beginning of the academic session
- b) To allot the quarters to the eligible staff as per the panel prepared and approved by the chairman VMC
- c) To monitor the maintenance & repair of the staff quarters.

34	DISCIPLINE COMMITTEE	Mr. Sinder Singh I/C	ALL STAFF MEMBERS
		Mr. Gurudev I/C	

- a) To check the late comers during morning assembly
- b) To observe the behavior of students inside and outside class room
- c) To ensure provision of out pass in all classes and their utilization
- d) To initiate proper action as per KVS norms against indiscipline students
- e) To check the girls and boys uniform daily & to check the bags once in a week.
- g) To confiscate the mobiles and other prohibited appliances.
- h) To take the regular meeting of student councils, prefect, monitors.& to ensure discipline
- j) To refer the problematic cases to the counselor for diagnosis
- k) To inform the parents immediately.

	SUBJECT COMMITTEE	I/C	MEMBER
35	English	Mrs. Sadhna Gupta	All Subject Related Teachers
	Mathematics	Mrs. Meenakshi Viridi	All Subject Related Teachers
	Hindi & Sanskrit	Mr. Keshari Lal Swami	All Subject Related Teachers
	Science	Ms. Priya Goyal	All Subject Related Teachers
	Social Science	Mr. Jagjeet Singh	All Subject Related Teachers
	Computer Science	Mrs. Parveena	All Subject Related Teachers

- a) Subject conveners should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting is to be submitted to the Principal on the last day of the month. Subject convener must invite the Principal also for the meeting.
- b) Subject conveners will discuss the following issues during the meeting :
- Guidance regarding the maintenance of teacher diary
 - Coverage of syllabus as per the split up syllabus approved by KVS
 - Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS
 - Demo classes by rotation during the subject committee meeting
 - Uses of computers and other audio visual aids in teaching learning process
 - Plan of evaluation of home assignment
 - To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
 - Plan of action for weak students & bright students
 - Remedial teaching for weak students
 - Decoration of bulletin boards in corridors / class rooms with educational charts.
 - Club activity / Science and social exhibition

NOTE: The subject convener will be held responsible for non – submission of the record to the Principal.

36	GENERAL GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)	Mrs. Suruchi Sharma I/C	Mrs. Hina Chaudhary
		Mrs. Vibhu Sachdeva I/C	Mr. Dharmender Chopra

If any complaint related to immoral behavior towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring the eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents is received by the committee, the following steps should be taken immediately at Committee level.

37	Vidyalaya Office	Mr. Supriya Tigga I/C	Mr. Sumit
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To help Vidyalaya office staff to maintain Staff – Salary, Contractual – Salary, Income Tax, Leave- Record, Cash Book Maintenance, Ledger maintenance, Inward and Dispatch and other office related works if required.

38	INCOME TAX/ CS-54 CHECKING ,CS-11 Fees Record (Pay bill checking)	Mrs. Supriya Tigga I/C	Mr. Mukesh Kumar
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Maintenance of CS-54 and CS-11 & its verification every month.

- The committee is responsible for submitting every month the statements of CS – 54 and CS – 11. The committee is responsible for preparing and submitting CS-54 and CS -11

39	EBSB	Mrs. Vidya I/C	Mr. Jagjeet Singh Mrs. Neetu Mr. Shubham Bishnoi Mrs. Sonika Chaudhary
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To organize the social science exhibition at Vidyalaya level and to prepare and send the students for Regional level and National level events.

40	R.T.I,& Parliament Questions Reply		
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To attend the quarries made under RTI and ensure their response is made before the stipulated date.

- Collect data/information to be incorporated in the reply of such letters.

The members and I/C to keep them updated with the rules and procedures regarding RTI act.

41	Staff Meeting & recording of the minutes	Mrs. Anju I/C	Mr. Keshari Lal Swami
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- To record the minutes of all staff meetings, P.T.A. meetings, X & XII class P.T.A. meetings and to maintain records / files of the same.

To note down all important events/functions etc. held in Vidyalaya.

- To prepare by monthly newsletter and to send to RO and other Officials of KVS

42	Morning Assembly	Mr. Keshari Lal Swami I/C	Mrs. Suruchi Sharma
		Mrs. Jasveer Kaur I/C	Concerend Class Teacher

To plan the morning assembly programmes and allots the duty to the concerned H.M/ C.T. In addition, to check their preparation of the programme before presenting in the morning assembly.

- Children’s birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her.
- To provide a greeting card & toffee & all students have to wish them by presenting birthday song.
- Any other related work VALUE EDUCATION
- To prepare compact programme for developing good habits and moral value among the students.
- To encourage the students on the observation of good habits & behavior and award them

43	Fee Concession & RTE	Mrs. Rituraj I/C	Mrs. Vibhu Sachdeva
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- The role of this committee is to prepare class-wise data of students who have been given Fee Concession of any kind. While in Primary; Fee concession / exemptions and RTE data has to be prepared in a register and submit every month for a review of Principal

44	Escort duty chart	Mr. Sinder Singh I/C	Mrs. Mantari
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The committee will function under the supervision of Academic co-ordinator.

- The role of this committee is to maintain utmost transparency in allocating the escort duties to teachers for various programs such as Exhibitions, sports events etc.
- As and when a programme is conducted, and then this committee shall plan for escort duty.
- Allotment of duties and allocation of responsibilities shall have humane touch and committee shall give a ear to the genuine problems of all the teachers
- No repetition of duties allowed until all the teachers are over.

42	Olympiads (Science & Maths) & VVM/NCSC/IAPT	Ms. Swati Kataria I/C	Mrs. Meenakshi Viridi
		Mrs. Hina Chaudhary I/C	

To conduct all the Olympiads smoothly.

- To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya.

43	SEXUAL HARASSEMMENT COMMITTEE/ IMPLEMENTATION OF POCSO ACT/ COUNSELLING & CHILD ABUSE COMMITTEE	Mrs. Meenakshi Viridi I/C	Mrs. Vibhu Sachdeva (Associate)
		Mrs. Amrit Kaur I/C	Mrs. Puneet

Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.

- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment; Recommend appropriate punitive action against the guilty party to the Principal.

44	ATAL TINKERING LAB	Mr. Anshoo I/C	Mrs. Puneet
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The objective of this scheme is to foster curiosity, creativity and imagination in young minds and inculcate skills such as design mind - set, computational thinking, adaptive learning, physical computing, rapid calculations, measurements etc. Young children will get a chance to work with tools and equipment to understand

45	WEBSITE UPDATING COMMITTEE	Mrs. Parveena I/C	Mrs. Jasveer Kaur (For English Website) Mrs. Suruchi Sharma (For Hindi Website) (For checking any spelling or grammer mistakes)
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The duties of committee is to update the website regularly as and when required

46	CLUB Activities	I/C	
	INTEGRITY CLUB	Mrs. Neetu	Conducting activities related to the Club.
	LITERARY CLUBS	Mrs. Jasveer Kaur	Conducting activities related to the Club.
	Science Club	Mrs. Priya Goyal	Conducting activities related to the Club.
	Math's Club	Mrs. Hina Chaudhary	Conducting activities related to the Club.

NOTES:-

- All the In - charge and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2024-25 as per allotment given and submit a copy to the Principal by 15 April 2024 for record without fail.
- All the In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties activities and prescribed programme. In case of any difficulty, undersigned must be contacted.
- All the in - charge and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they can contact the Principal.
- All the In-charges and members of the concerned departments/committees will have to work on full - fledged manner. When In charge is on leave etc. Senior member of the concerned departments must be available on duty and vice versa.
- Please put your efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.
- All these committees will come in force from 01-04-2024 till 31st March 2025.

S. Anita

**MRS. JASDEEP KAUR
(PRINCIPAL)**