

Kendriya Vidyalaya No-1, RCF, Hussainpur
COMMITTEES FOR THE SESSION 2023-24

S. NO.	NAME OF DEPTT.	MEMBERS	DUTIES TO BE PERFORMED
1	GENERAL SUPERVISION OF THE VIDYALAYA	<ol style="list-style-type: none"> Mrs. Harjeet Kaur, Principal Mr. Tek Chand, Vice Principal Mr. A.K Khalwara PGT(Bio) Mrs. Kusum Yadav, PRT 	<ol style="list-style-type: none"> Sustain and nurture strong points. Record the lapses and weak points of the Vidyalaya. Suggestions for improvement and discuss.
2	Examination		<ol style="list-style-type: none"> To coordinate and conduct internal and CBSE exam. To print and purchase of the examination material and maintain secrecy in all respects. To procure total number of answer sheets / number of question papers from Regional Office. To up keep all exam records To handle correspondence relation to the CBSE To maintain all circulars of CBSE results. To up keep CCE records
	PRIMARY SECTION	<ol style="list-style-type: none"> Mrs. Nisha Saini, PRT Mr. Tek Chand Mann, PRT 	
	LAT	<ol style="list-style-type: none"> Ms. Nisha Sangwan Mr. Sushil 	
	SECONDARY SECTION	<ol style="list-style-type: none"> Mrs. Rajinder Kumar, PGT(Chem.)I/C Mrs. Richa Madaan, PGT Comm Mr. Rakesh Kumar, TGT Maths. Mrs. Suman, TGT Hindi 	
	CBSE	<ol style="list-style-type: none"> Mr. A.K Khalwara PGT(Bio) Mr. Harjinder Pal, PGT(Maths) 	
3	ADMISSION	<ol style="list-style-type: none"> Mrs. Komal Chahal, PGT(Chem) Mrs. Harleen Kaur, PGT (Comp Sc) Ms. Anchal Kumari, TGT Lib. Ms. Nitu Kishore, PRT Ms. Sudesh, PRT Mr. Tek Chand Mann, PRT 	<ol style="list-style-type: none"> Registration and conducting admission tests (wherever applicable) To answer the queries of parents. To maintain proper records. Follow admission guidelines of KVS 2023-24. To maintain the enrolment position month wise.
4	TIME TABLE & ARRANGEMENT	Primary:- <ol style="list-style-type: none"> Ms. Meenakshi Garg, PRT Mr. Navin, PRT Mrs. Neelu Rajput, PRT 	<ol style="list-style-type: none"> To prepare time table and amend it whenever needed during the session. To ensure proper distribution and communication of time table to the students and teachers and provide its copies to the Principal and H.M. In case of long leave vacancy of teacher's arrangement of Contractual teachers with the consent of the Principal.
		Secondary:- <ol style="list-style-type: none"> Mr. Prince Sharma, PGT (Phy). I/C Mrs. Shikha Bhalla, PGT Phy. Mr. Vikas, TGT (Maths) 	

5	C.C.A.	Primary:- 1. Ms. Indu Sharma, PRT 2. Ms. Nitu Kishore, PRT 3. Mrs. Sudesh, PRT 4. Dr. Vidhi Sharma, PRT Music Secondary: 1. Mrs. Neeru Puri, PGT(Eco.) 2. Mr. Rajesh Sharma, PGT (Hindi) 3. Ms. Simranjeet, TGT Eng. 4. Dr. Vidhi Sharma, PRT Music	1. To ensure the proper conducting of morning assembly which includes, (i)Command, (ii) Prayer (iii) Pledge (iv) Thought (v) News (vi) Talks on G.D., Value education, Current Affairs (vii) National Anthem (viii) Marching Song (ix) Proper celebrations of different functions. 2) To plan and prepare items for different Programmes & celebrations of important days.
6	HOUSE MASTER	Primary:- 1. Shivaji - Ms. Meenakshi Garg 2. Tagore - Mr. Sushil 3. Ashoka- Mr. Tek Chand Mann 4. Raman- Ms. Neelu Rajput Secondary:- 1. Shivaji - Mrs. Shikha Bhalla, PGT Phy 2. Tagore - Mrs. Richa Madaan, PGT Com 3. Ashoka- Mr. Sawinder, PGT Maths 4. Raman- Mrs. Komal Chahal, PGT Chem	1) To chalk out the program for their houses and preparations of strategies. 2) To maintain and decorate display boards. 3) Prepare the students for various competitions 4) To assign duties to house associates 7) Seating arrangement to conduct competitions
7	CONSTRUCTION, MAINTENANCE, MONITORING & REPAIR	1. Mr. Prince Sharma, PGT Phy. 2. Mr. Rakesh Kumar, (TGT Maths) 3. Mr. Tek Chand Mann, PRT 4. Mr. Venket Raman TGT Ph.E. 5. Ms. Meenakshi Garg, PRT 6. Mr. B N Yadav, PRT	1) To plan and purchase material and supervise the works. 2) To prepare the list of material and submit to the Principal for necessary action. 3) Repair work should be planned 4) Ensure for timely quotations and survey the market for competitive rates.
8	Staff Quarters Allotment, Repair & Maintenance	1. Mr. Harjinder Pal, PGT Maths 2. Mrs. Shikha Bhalla, PGT Phy. 3. Mr. B. N. Yadav, PRT 4. Ms. Parminder Kaur, TGT English	5) To supervise and maintain all water cooler, aqua guards. 6) To maintain all fans / tube-lights in working order.
9	GUIDANCE & COUNCELLING	1. Mr. A K Khalwara, (PGT Bio) I/C 2. Ms. Harleen Kaur, PGT CS 3. Mrs Neeru Puri, (PGT ECO.) 4. Mr. Nayab Singh, TGT SST 5. Mrs. Kusum Yadav, PRT	1) To handle the typical problems of children. 2) Monitoring of typical problematic kind of students. 3) To make in touch with parents.
10	PA SYSTEM	1. Mr.Venkat Raman, TGT(PHE) 2. Dr. Vidhi Sharma, PRT Music 3. Mr Dharam Singh, Lab att.	1) To maintain mike system. 2) Arrange the mike system before starting of any program.

11	FURNITURE	<ol style="list-style-type: none"> 1. Mr. Sawinder, PGT Maths 2. Mr. Vikas Singh, TGT Maths 3. Mr. Tek Chand Mann, PRT 4. Mr. Sushil Kumar, PRT 	<ol style="list-style-type: none"> 1) To maintain the record of furniture and prepare a list of required furniture. 2) Make an inventory for each class and department. 3) To prepare a list of broken / unserviceable furniture for repair. 4) To see that broken furniture is placed separately in place. 5) Repair of broken furniture and marking.
12	EXCURSION & ADVENTURE	<p>Secondary:-</p> <ol style="list-style-type: none"> 1. Mr. A K Khalwara, (PGT Bio) 2. Mr. Sawinder, PGT Maths 3. Ms. Deepika Thakur, TGT Sc. 4. Ms. Menika, TGT SSt. <p>Primary:-</p> <ol style="list-style-type: none"> 1. Ms. Indu Sharama, PRT 2. Mr. Sushil Kumar, PRT 3. Mrs. Sudesh, PRT 4. Ms. Nazra, PRT 	<ol style="list-style-type: none"> 1) To plan excursion and adventure activities. 2) To motivate the children for Excursion and Trekking. 3) To arrange transport facilities.
13	DISCIPLINE	<p>Secondary:-</p> <ol style="list-style-type: none"> 1. Mr. Venkat Raman, TGT(PHE) I/C 2. Mr. A K Khalwara, (PGT Bio) 3. Mrs. Richa, PGT (Comm) 4. Mr. Shikha Bhalla, PGT(Phy.) 5. Mr. Rakesh Kumar, TGT(Maths) 6. Mr. Gagandeep Singh, Coach <p>Along with all TGTs and PGTs</p> <p>Primary:-</p> <ol style="list-style-type: none"> 1. Mrs. Kusum Yadav, PRT 2. Mr. B N Yadav, PRT 3. Ms. Indu Sharma, PRT 4. Ms. Nitu Kishore, PRT 5. Mr. Sushil, PRT 6. Mr. Naveen, PRT <p>Along with all PRTs</p>	<ol style="list-style-type: none"> 1) To keep track of in-disciplined students and monitor them with proper counseling. 2) To check students who damage school property and call the meeting of their parents. 3) To oversee movement of students from class to ground for assembly or class or library. 4) To regulate the pass system. 5) To investigate the indiscipline cases, prepare record and suggest some ways to improve discipline.
14	ACCOUNTS COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Pawan Dhanda, JSA 2. Mr. Rakesh, TGT Maths 3. Mr. Sohan Lal, TGT Maths 4. Ms. Meenakshi Garg, PRT 	<ol style="list-style-type: none"> 1) To check the pay bills. 2) To ensure the correctness of the pay bill 3) To ensure timely payment of bills.
15	MORNING ASSEMBLY	<p>Secondary:-</p> <ol style="list-style-type: none"> 1. Mr. Rajesh Kumar Sharma PGT(Hindi) 2. Ms. Simranjeet Kaur, TGT English 3. Mr. Venkat Raman, TGT(PHE) 4. Dr. Vidhi Sharma, PRT Music 5. Mr. Dharam Singh, Sub-Staff 	<p>To ensure</p> <ol style="list-style-type: none"> 1) the timely start of morning assembly. 2) Students are in proper uniform. 3) PA system is working properly.

	MORNING ASSEMBLY	Primary:- 1. Ms. Indu Sharma, PRT 2. Ms. Nitu Kishore, PRT 3. Dr. Vidhi Sharma, PRT Music 4. Mr. Tarsem Lal, Lab Attendant	4) Proper discipline is maintained by the students. 5) Morning assembly should be as per KVS norms.
16	INCOME TAX	1. Mr. A.K Khalwara PGT(Bio) 2. Mr. Harjinder Pal, PGT(Maths) 3. Mr. Rakesh, TGT Maths 4. Ms. Vikas Singh, TGT Maths	1. To calculate Income Tax of all staff Members and ensure the timely deposit. 2. Coordination with C A regarding with Income tax.
17	CLEANLINESS OF VIDYALAYA CAMPUS/BUIDING/TOILETS/CLASSROOMS/DEPARTMENTS	1. Mrs. Neeru Puri, (PGT Eco). I/C 2. Mr. Venkat Raman, TGT(PHE) 3. Mr. Bhupender Jaglan, TGT S.St 4. Mrs. Kusum Yadav,PRT 5. Mrs. Neelu Rajput, PRT 6. Mr. Sushil, PRT 7. Ms. Nazra, PRT 8. Class Teachers for classrooms 9. Department Holders	1. To monitor the work of conservancy. 2. Make floor-wise in charges so that toilets and classrooms, dept. are spick and span. 3. Corridors are swiped and swabbed. 4. Toilets are cleaned twice a day. 5. Playgrounds, Parks are cleaned. 6. Departments are cleaned. 7. Make ground wise in charges.
18	PUBLICITY & PRESS	1. Mrs. Neeru Puri, PGT Economics 2. Mr. Rajesh Kumar Sharma, PGT Hindi 3. Ms. Simranjeet Kaur, TGT Eng. 4. Mrs. Kusum Yadav, PRT	To publish / coverage of achievement of students in various competitions organized at different levels.
19	SCOUT & GUIDE CUB-BULBUL	1. Dr. Vidhi Sharma, PRT Music I/C (G) 2. Mr. Vikas, TGT Maths I/C (S) 3. Mr. Rajesh Kumar Sharma, PGT Hindi 4. Mrs. Neeru Puri, PGT Eco. 5. Mr. Sawinder, PGT Maths 6. Ms. Paramjeet Kaur, TGT English 7. Mr. Amardeep Arora, TGT Hindi 8. Mr. Deepak Chauhan, TGT Sci 9. Ms. Nisha Saini, PRT 10. Ms. Nitu Kishore, PRT 11. Mr. Tek Chand Maan 12. Ms. Nazra, PRT 13. Ms. Nisha Sangwan	1) Command and training of Scouts & guides 2) To prepare calendar of activities for the session 2012-2013. 3) To prepare the students for various examinations Scouts & Guides and select students to participate at cluster / regional / national level.
20	COVID -19 RESPONSE COMMITTEE	1. Mr. A K Khalwara, PGT (Biology) I/C 2. Mr. Harjinder Pal Singh, PGT Maths 3. Mrs. Neeru Puri, PGT Eco 4. Mr. Venkat Raman, TGT P&HE 5. Mrs. Deepika Thakur, TGT Sci.	1. To keep the record of vaccination of employees 2. To ensure follow up of norms of government
21	JR. SCIENCE LAB COMMITTEE	1. Mr. Deepak Chauhan, TGT Sci 2. Mrs. Deepika Thakur, TGT Sci. 3. Ms. Nazra, PRT 4. Ms. Meenakshi Garg, PRT 5. Mr. Navin, PRT	1) To ensure about all equipment/material available in the lab 2) To ensure proper activities to be performed by the science teachers

22	ACP Committee	<ol style="list-style-type: none"> 1. Mr. Rakesh Kumar, TGT Math (I/C) 2. Mr. Vikas Singh, TGT Maths 3. Ms. Simranjeet Kaur, TGT Eng 4. Ms. Parminder Kaur, TGT Eng 5. Mr. Sohan Lal, TGT Maths 6. Ms. Anchal Kumari, TGT Lib. 7. Ms. Paramjeet Kaur, TGT Eng 8. Ms. Menika, TGT S.St 9. Mr. Nayab Singh, TGT S.St 10. Mr. Bhupender Jaglan, TGT S.St 11. Mr. Deepak Chauhan, TGT Sci. 12. Ms. Deepika Thakur, TGT Sci. 13. Mr. Amardeep, TGT Hindi 14. Mrs. Suman, TGT Hindi 15. Ms. Geeta Rani, TGT Hindi 	<ol style="list-style-type: none"> 1] To ensure completion of ACP module on time 2] To keep the record of all the activities conducted during the session.
23	SUBJECT COMMITTEE CONVENOR		<ol style="list-style-type: none"> 1) Monthly meeting and its record and implementation of minutes in teaching work. 2) To note the steps for enhancing teaching and learning process. 3) To give emphasis to use TAL programme. 4) To note down the steps taken for weak students. 5) Steps taken by teachers to motivate students for better performance.
ENGLISH		Ms. Simranjeet Kaur, TGT Eng	
HINDI		Mr. Rajesh Kumar Sharma, (PGT Hindi)	
MATHEMATICS		Mr. Harjinder Pal, PGT(Maths)	
SCIENCE		Mr A. K Khalwara, PGT(Bio.)	
SOCIAL SC.		Mrs. Neeru Puri, PGT(Eco.)	
COMP.EDU.		Ms. Harleen Kaur, PGT(Comp.Sci.)	
PRIMARY		Mrs. Kusum Yadav, PRT	
24	LIBRARY COMMITTEE	Secondary:- <ol style="list-style-type: none"> 1. Ms. Anchal Kumari, TGT Lib 2. Ms. Simranjeet Kaur, TGT Eng 3. Mrs. Neeru Puri, PGT Eco. 4. Mrs. Komal Chahal, PGT Chem 5. Mr. Rajesh Kumar Sharma, PGT Hindi 6. Mr. Rakesh Kumar, TGT Maths 	<ol style="list-style-type: none"> 1) To prepare list of required books /newspapers / magazines periodicals and journals. 2) To keep proper record of books and magazines and monitor them properly. 3) To maintain proper issuing and returning of books. 4) To promote and motivate students and teachers to get more and more books and utilize maximum use of library. 5) To prepare plan to develop library.
Primary:- <ol style="list-style-type: none"> 1. Ms. Anchal Kumari, TGT Lib 2. Mrs. Kusum Yadav, PRT 3. Mr. Sushil Kumar, PRT 4. Ms. Sudesh, PRT 			
25	PARENT TEACHER MEETING COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Rajinder Kumar, PGT(Chem.) 2. Mrs. Richa Madaan, PGT Comm. 3. Mrs. Kusum Yadav, PRT 4. Mrs. Nisha Saini, PRT 5. Mrs. Neelu Rajput, PRT 	<ol style="list-style-type: none"> 1. To keep academic discipline. 2) Keep liaison with parents in the interest of academics.
26	PARENT TEACHER ASSOCIATION	<ol style="list-style-type: none"> 1. Mrs. Harjeet Kaur, Principal 2. Mr. Rakesh Kumar, TGT Maths 3. Mr Ashok, F/O Aditi, Class VI A 4. Mrs. Poonam, M/O Arya, VIII A 5. Mrs. Monika Sharma, M/O Lovisha IX 6. Mr. Amar Jha, F/O Arshdeep VII C 7. Mrs. Kusum Yadav, PRT 	<ol style="list-style-type: none"> 3) To work towards achieving academic targets as set by KVS. 4) Arrange for Parent teacher meeting and recording.

27	CAMPUS BEAUTIFICATION/GARDENING		<ol style="list-style-type: none"> 1. Mr. Venkat Raman, TGT(P&HE) I/C 2. Ms. Simranjeet Kaur, TGT Eng 3. Mrs. Deepika Thakur, TGT Sci. 4. Mrs. Geetanjali, TGT AE 5. Mr. B N Yadav, PRT 6. Ms. Nazra, PRT 7. Ms. Nitu Kishore, PRT 8. Mr. Sushil, PRT 9. Dr. Vidhi Sharma, PRT Music 10. Mr. Dharam Singh, Lab Attendant 	<ol style="list-style-type: none"> 1. Planning for beautification of campus 2. Get arranged decorative plants/pots. 3. To supervise the maintenance of existing garden and preparation of month wise reports.
28	UBI Fee Verification		<ol style="list-style-type: none"> 1. Ms. Harleen Kaur, PGT(Comp.Sci.) 2. Mrs. Komal Chahal, PGT Chem 3. Ms. Parminder, TGT(English) 4. Ms. Anchal Kumari, TGT Lib. 5. Ms. Indu Sharma, PRT 6. All Class teachers. 	<ol style="list-style-type: none"> 1) To ensure the registration of all the students on think.com 2) Regular loading of pages by individual teacher on think.com
29	RTI COMMITTEE		<ol style="list-style-type: none"> 1. Mrs. Harjeet Kaur (Principal) 2. Mr. Tek Chand, Vice Principal 3. Mr. A K Khalwara, PGT Bio 	To ensure the reply of queries timely and the required information is provided correctly.
30	TEACHING AID/ TLM		<ol style="list-style-type: none"> 1. Mrs. Neeru Puri, PGT(Eco.) 2. Mr. Bhupender Jaglan, TGT(S.St) 3. Ms. Menika, TGT S.St 4. Mrs. Neelu Rajput, PRT 5. Ms. Meenakshi, PRT 	<ol style="list-style-type: none"> 1) To maintain proper record of teaching aids. 2) To make plan to improve the teaching aids and prepare a list of required materials and submit to the Principal.
31	LABS	Chemistry	Mrs. Komal Chahal, PGT(Chem.)	<ol style="list-style-type: none"> 1) Ensure proper working of all equipment's 2) To maintain records about Lab activities. 3) To ensure cleanliness of the Lab 4) Dusting should be done every day by the assigned sub staff.
Physics		Mrs. Shikha Bhalla, PGT(Phy.)		
Biology		Mr. A K Khalwara PGT Bio		
Maths		Mr Harjinder Pal, PGT(Maths)		
Computer		Ms Harleen Kaur, PGT(Comp.Sci.)		
Junior Science		Mr. Deepak Chauhan, TGT Sci.		
32	ATL Committee		<ol style="list-style-type: none"> 1. Mrs. Shikha Bhalla, (PGT Phy.) (I/C) 2. Mr. Deepak Chauhan, TGT Sci 3. Mr. Prince Sharma, (PGT Phy.) 4. Mrs. Harleen Kaur, PGT CS 5. Mrs. Komal Chahal, PGT Chem 6. Ms. Deepika Thakur, TGT Sci. 	<ol style="list-style-type: none"> 1) To collect photographs of all special achievements. 2) To ensure proper activities to be performed time to time.
33	AEP & Gender Sensitization Committee/ Young Ambassador		<ol style="list-style-type: none"> 1. Mr. A K Khalwara, PGT (Biology) 2. Mrs. Komal, PGT(Chem.) 3. Mrs. Neeru Puri, PGT Eco. 4. Mr. Rajinder Kumar, PGT Chem 5. Mr. Sawinder, PGT Maths 6. Mr. Venkat Raman, TGT-P&HE 7. Young Ambassadors of class X ,XII 	<ol style="list-style-type: none"> 1) Action plan for AEP 2) Sensitize students about adolescent stage. 3) Arrange lecture on AEP
34	PUBLICATION COMMITTEE FOR NEWS LETTER/ MAGAZINE/STUDENT DIARY		<ol style="list-style-type: none"> 1. Mr. Rajesh Kumar Sharma, PGT Hindi 2. Ms. Simranjeet Kaur, TGT(Eng.) 3. Mr. Mohit, TGT(SKT) 4. Ms. Geeta Rani, TGT Hindi 5. Mrs. Geetanjali, TGT AE 6. Mrs. Kusum yadav, PRT 7. Ms. Indu Sharma. PRT 8. Dr. Vidhi Sharma, PRT Music 	<ol style="list-style-type: none"> 1) To record the whole year (session) activities. 2) To collect photographs of all special achievements. 3) To write a note for different functions organized in the Vidyalaya. 4) To collect the articles for magazine.

35	CONSERVANCY COMMITTEE (SUPERVISION & VERIFICATION OF SWEEPERS, SECURITY & GARDENING)		<ol style="list-style-type: none"> 1. Mrs. Neeru Puri, PGT(Eco.) I/C 2. Mr. Tek Chand Mann, PRT 3. Mr. Pawan Dhanda, JSA 4. Sh. Dharam Singh, Lab Attendant 	<ol style="list-style-type: none"> 1) To check security personals are working properly. 2) Ensure that there is full proof security. 3) Ensure that unwanted elements are not entering in the campus. 4) Keep a check that no item is being taken from Vidyalaya without prior permission.
36	NCC COMMITTEE		<ol style="list-style-type: none"> 1. Mr. Venkat Raman, TGT(PHE) 2. Mr. Rakesh Kumar, TGT Maths 3. Ms. Parminder Kaur, TGT English 	<ol style="list-style-type: none"> 1) To ensure the enrolment of students for NCC. 2) Regular participation of students in the various activities organized by NCC department.
37	POCSO COMMITTEE (Sexual Harassment & Grievances)		<ol style="list-style-type: none"> 1. Mrs. Harjeet Kaur, Principal 2. Mr. Tek Chand, Vice Principal 3. Mr. A K Khalwara, PGT Bio 4. Mrs Neeru Puri, PGT Eco. 5. Mrs. Shikha Bhalla, PGT Phy. 6. Mrs. Kusum yadav, PRT 	<ol style="list-style-type: none"> 1. To ensure timely disposal of cases.
38	WEBSITE UPDATION		<ol style="list-style-type: none"> 1. Mr. Rajesh Kumar Sharma, PGT Hindi 2. Ms. Harleen Kaur, PGT(Comp. Sci.) 3. Ms. Paramjeet Kaur, TGT English 4. Ms. Indu Sharma, PRT 5. Dr. Vidhi Sharma, PRT Music 6. Ms. Pawanpreet Kaur, Comp. Inst. 7. Ms. Meenakshi, Comp Inst. 	<ol style="list-style-type: none"> 1) Timely updation of website with correct data and accuracy.
39	SCIENCE EXHIBITION/ INSPIRE AWARD/ NCSC		<ol style="list-style-type: none"> 1. Mr. A K Khalwara, PGT(Bio.) 2. Mrs. Komal, PGT(Chem.) 3. Mrs. Shikha Bhalla, PGT(Phy.) 4. Mr. Prince Sharma, PGT(Physics.) 5. Mr. Rajinder Kumar, PGT Chem. 6. Ms. Deepika Thakur, TGT Sci. 7. Mr. Deepak Chauhan, TGT Sci 8. Ms. Meenakshi Garg, PRT 9. Mr. Navin, PRT 10. Ms. Nazra, PRT <p>(All Science Teachers)</p>	<ol style="list-style-type: none"> 1) To ensure scientific temperament. 2) To ensure mass participation in Science Exhibition. 3) To create awareness about the latest development in Science & Technology.
40	SOCIAL SC.EXHIBITION/ EBSB COMMITTEE		<ol style="list-style-type: none"> 1. Mrs. Neeru Puri, PGT(Eco.) I/C 2. Mrs. Richa Madaan, PGT Comm. 3. Ms. Bhupender Jaglan, TGT(S.St) 4. Ms. Menika, TGT S.St 5. Mr. Nayab Singh, TGT S.St 6. Dr. Vidhi Sharma, PRT Music 7. Mrs. Geetanjali, TGT AE 8. Mrs. Simranjit Kaur, TGT Eng 	<ol style="list-style-type: none"> 1) To ensure mass participation in Social Science Exhibition. 2) To plan and prepare students for participation in different level of social science exhibition. 3) To keep reports.
41	OLYMPIADS & NTSE	Science Olympiad	<ol style="list-style-type: none"> 1. Mr. Prince Sharma, PGT(Phy.) All Science Teachers 	<ol style="list-style-type: none"> 1) To prepare students for Olympiads. 2) Plan and prepare students for participation in National Science Olympiad and Mathematics Olympiad.
		NTSE & AIPT	<ol style="list-style-type: none"> 1. Mrs. Shikha Bhalla, PGT(Phy.) 2. All S.Sc Teachers 	

		Green Olympiad	1. Ms. Deepika Thakur, TGT Sci. 2. All Science teachers	
		SPOT/VVM	1. Mrs. Komal Chahal, PGT Chem.	
		Maths Olympiad	1. Mr. Sawinder, PGT Maths I/C 2. Mr. Harjinder Pal, PGT(Maths) 3. Ms. Indu Sharma, PRT	
42	GAMES & SPORTS COMMITTEE		1. Mr.Venkat Raman, TGT(PHE) 2. Mr. Rakesh, TGT (Maths) 3. Mr. Navin, PRT 4. Ms. Nazra, PRT 5. Ms Manisha, PRT 6. Ms. Rajneesh, PRT	1) To organize games & sports activities. 2) To prepare the students for fruitful participation in Cluster/Regional & National level. 3) Records to be maintained.
43	FIRE FIGHTING and FIRE SAFETY COMMITTEE		1. Mr. Sawinder, PGT Maths 2. Mr. Bhupender Jaglan, TGT S.St 3. Mr. Nayab Singh, TGT SSt. 4. All Deptt./ Lab. Incharges	1) To install Fire Fighting. 2) Refilling of old Fire Fighting. 3) Monitoring of all Fire Fighting.
44	GROUND MAINTENANCE & UPKEEP		1. Mr.Venkat Raman, TGT(PHE) 2. Mr. B N Yadav, PRT 3. Mr. Navin, PRT 4. Mr. Gagandeep Singh, Coach	1) Cleanliness and maintenance of the ground. 2) Proper use of the ground to be ensured.
45	C.M.P.		1. MS. Neelu Rajput, PRT I/C 2. Mrs. Kusum Yadav, PRT 3. Ms. Nazra, PRT	1) To ensure about CMP implementation. 2) To up keep records and monitor the expenditure.
46	STUDENTS' SAFETY AND SECURITY COMMITTEE		1. Mr Venket TGT PHE. 2. Mrs. Kusum Yadav, PRT 3. Concerned class teachers and Department Incharges	To find out dangerous points for safety and security and ensure rectification.
47	CS-54 INCHARGE		1. Mr. Sohan Lal, TGT Maths 2. Mr. Harjinder Pal, PGT(Maths) 3. Ms. Indu Sharma, PRT	1. To upkeep the fee records.
48	CONFERENCE ROOM		1. Mr. Rajesh Kumar Sharma, PGT Hindi 2. Mrs. Shikha Bhalla, PGT Phy.	1. To upkeep the furniture and cleanliness of room. 2. To ensure working condition of Electronic equipment
49	CC TV MONITORING COMMITTEE		1. Mrs. Harleen Kaur, PGT CS 2. Mr. Venket Raman TGT(PHE)	1. To ensure the proper functioning of CCTV Camera 2. Time to time observe.
50	ALUMNI COMMITTEE		1. Mrs. Shikha Bhalla, PGT Phy 2. Mrs. Neeru Puri, PGT Eco 3. Mrs. Komal Chahal, PGT Chem 4. Mrs. Richa Madaan, PGT Com 5. Mrs. Kusum, PRT	1) To maintain Alumni Board in Vidyalaya.
51	Swasth Bachchey Sawasth Bharat/ Fit India		1. Mr. Venkat Raman, TGT PHE 2. Mrs. Harleen Kaur, PGT CS 3. Mrs. Kusum Yadav, PRT	To ensure fitness testing of students.
52	CURRICULUM COMMITTEE		1. Mr. Tek Chand, VP 2. Mr. A. K. Khalwara, PGT Bio 3. Mr. Rajesh Kumar Sharma, PGT Hindi 4. Mrs. Richa Madaan, PGT Com	1. To sensitize staff, students and other

			<ol style="list-style-type: none"> 5. Mr. Rakesh Kumar, TGT Maths 6. Mrs. Kusum Yadav, PRT 	stakeholders about curriculum.
53	Reception & Refreshment Committee		<ol style="list-style-type: none"> 1. Mrs Richa Madaan, PGT Comm. 2. Mr. Venket, TGT PHE 3. Mrs Kusum Yadav, PRT 4. Mrs. Neelu Rajput, PRT 5. Mr. Sushil, PRT 	1) To arrange refreshment during various meeting
54	Purchase Committee		<ol style="list-style-type: none"> 1. Mr. Prince Sharma, PGT Phy. 2. Mr. A K Khalwara, PGT Bio 3. Mr. Venket Raman, TGT PHE 4. Mr, Sawinder, PGT Maths 5. Dept. Incharges and concerned departments 	1. To look after the quality of articles as per the requirements of various departments.
55	CMP Film Shows/ Primary activities		<ol style="list-style-type: none"> 1. Mrs. Kusum Yadav, PRT 2. Mrs. Indu Sharma, PRT 3. Mrs. Neelu Rajput, PRT 4. Mrs. Sudesh, PRT 5. Dr. Vidhi Sharma, PRT Music 	1. To ensure the use of resource room for the film shows as per time table allotted.
56	FLOOR DUTY SECONDARY	Ground Floor	<ol style="list-style-type: none"> 1. Mr. A K Khalwara, PGT Bio 2. Mrs. Shikha Bhalla, PGT Phy. 3. Mr. Prince Sharma, PGT Phy. 4. Mrs. Richa Madaan, PGT Comm. 5. Mrs Neeru Puri, PGT Eco. 6. Mr Rajinder Kumar, PGT Chem 7. Mrs. Komal, PGT Chem 	1. To look after the overall discipline in the classes and in corridor.
		First Floor(9th & 10th)	<ol style="list-style-type: none"> 1. Mr. Harjinder Pal, PGT Maths 2. Mr. Sawinder, PGT Maths 3. Mrs. Harleen Kaur, PGT CS 4. Mr. Rakesh, TGT Maths 5. Mrs. Deepika Thakur, TGT Sci 6. Ms. Simranjeet Kaur, TGT Eng 7. Mr. Deepak Chauhan, TGT Sci. 8. Mr Bhupender Jaglan, TGT S.St 	
		6th, 7th & 8th Area	<ol style="list-style-type: none"> 1. Mr. Vikas, TGT Maths 2. Mr. Amardeep Arora, TGT Hindi 3. Mrs. Paramjeet Kaur, TGT Eng 4. Mr. Nayab Singh, TGT S.St 5. Ms. Parminder, TGT Eng 6. Ms. Geeta Rani, TGT Hindi 7. Ms. Suman, TGT Hindi 8. Ms. Menika, TGT S.St 9. Mr. Sohan Lal, TGT Maths 	
	FLOOR DUTY PRIMARY	Classes 1st, IInd, IIIrd, IV A	<ol style="list-style-type: none"> 1. Ms. Nisha Sangwan, PRT 2. Ms. Nazra, PRT 3. Ms. Nisha Saini, PRT 4. Ms. Sudesh, PRT 5. Ms. Neelu Rajput, PRT 6. Ms. Nitu Kishore, PRT 7. Ms. Indu Sharma, PRT 8. Mr. Sushil Kumar, PRT 	
		Classes IV B, C and Vth	<ol style="list-style-type: none"> 1. Ms. Meenakshi Garg, PRT 2. Mr. Navin, PRT 3. Mr. Tek chand, PRT 4. Mrs. Sukhvinder Kaur 5. Mrs. Kusum Yadav, PRT 	

57	Azadi ka Amrit Mahotsav	<ol style="list-style-type: none"> 1. Mrs. Neeru Puri, PGT Eco 2. Mr. Rajesh Kumar Sharma, PGT Hindi 3. Mr. Amardeep Arora, TGT Hindi 4. Ms. Simranjeet Kaur, TGT Eng 5. Mr. Bhupender Jaglan, TGT SST 6. Ms. Neelu Rajput, PRT 7. Mr. Sushil, PRT <p>All SST Teachers</p>	<ol style="list-style-type: none"> 1. To carry out various activities and keep their record as photos and videos.
58	Swaachh Bharat Abhiyan	<ol style="list-style-type: none"> 1. Mrs. Neeru Puri, PGT Eco 2. Mr. Rajesh Kumar Sharma, PGT Hindi 3. Mr. Bhupender Jaglan, TGT SST 4. Mr. Deepak Chauhan, TGT Sci 5. Mrs. Geetanjali, TGT AE 6. Ms. Indu Sharma, PRT 	<ol style="list-style-type: none"> 1. To carry out various activities and keep their record as photos and videos.
59	ID CARD COMITTEE	<ol style="list-style-type: none"> 1. Mr. Nayab Singh, TGT SST 2. Mrs. Geeta Rani, TGT Hindi 3. Mr. Navin, PRT 4. Mr. Tek Chand Maan, PRT 	<ol style="list-style-type: none"> 1. To make arrangement for ID Cards in cooperation with teachers.
60	Over all Discipline During Morning Assembly, Recess & Dispersal of Students	<ol style="list-style-type: none"> 1. Mr. Venket Raman, TGT PHE & <p>As per the duties allotted from time to time</p>	<ol style="list-style-type: none"> 1. To maintain the overall discipline during morning assembly, recess and dispersal of students.
61	Medical / First AID Committee	<ol style="list-style-type: none"> 1. Mr. Venket Raman, TGT PHE (I/C) 2. Mrs. Neeru Puri, PGT Eco. 3. Mr. Deepak Chauhan, TGT Sci. 4. Mrs. Anchal Kumari, TGT Lib. 5. Ms. Meenakshi, PRT 	<ol style="list-style-type: none"> 1. To maintain first aid kit and neat and clean beds for sick students. 2. To inform parents for seriously sick students.
62	RTE AND PUSTAKOPHAAR COMMITTEE	<ol style="list-style-type: none"> 1. Mrs. Anchal Kumari, TGT Lib. 2. Mrs. Geeta Rani, TGT Hindi 3. Mrs. Kusum Yadav, PRT 	<ol style="list-style-type: none"> 1) To keep the record of students under RTE 2) Provision of Books for RTE Students 3) To arrange the old books for presenting to needy students.
63	STAFF ROOM MAINTENANCE	<ol style="list-style-type: none"> 1. Mrs. Suman, TGT Hindi 2. Ms. Parminder Kaur, TGT English 3. Mrs. Geetanjali, TGT AE 4. Ms. Nisha Sangwan, PRT 5. Ms. Sudesh, PRT 6. Ms. Nazra, PRT 7. Mr. Sushil Kumar, PRT 	<ol style="list-style-type: none"> 1) Setting of Furniture in staff rooms. 2) Allotment of pigeon holes to staff members 3) Cleanliness and decoration of staff rooms.
64	BALA PROJECT WORK COMMITTEE	<ol style="list-style-type: none"> 1. Mrs. Kusum Yadav, PRT 2. Mr. Navin, PRT 3. Ms. Nazra, PRT 	<ol style="list-style-type: none"> 1) To look after BALA Project

65.	GEM OPERATING COMMITTEE		<ol style="list-style-type: none"> 1. Mr. Pawan Dhanda, JSA 2. Mrs. Harleen Kaur, PGT Comp Sc 3. Mr. Rajinder Kumar, PGT Chem 4. Mr. Prince Sharma, PGT Physics 	To ensure that purchase procedure is followed while purchasing articles from GEM.	
66	House Name	SHIVAJI	TAGORE	ASHOKA	RAMAN
	I/C	Mrs. Shikha Bhalla, PGT Physics	MRS RICHA MADAN	Mr. Sawinder, PGT Maths	MRS KOMAL CHAHAL
HOUSE MASTERS		श्री राजेन्द्र कुमार	श्री अमरीक कुमार खलवाड़ा	श्री प्रिंस शर्मा	श्रीमती हरलीन कौर
		श्री मोहित टीजीटी संस्कृत	श्रीमती गीता रानी	श्रीमती सुमन	श्री अमरदीप अरोड़ा
		श्रीमती परमजीत कौर	श्रीमती परमिंदर कौर	श्रीमती दीपिका ठाकुर	सुश्री शिल्पा डडवाल
		श्री सोहन लाल	श्री राकेश कुमार	श्री विकास सिंह	श्री हरजिंदर पाल
		श्री भूपेन्द्र जागलान	श्री दीपक चौहान	श्रीमती मेनिका रानी	श्री नायब सिंह
			श्रीमती आंचल कुमारी	श्री तजिंदर सिंह टीजीटी पंजाबी	
	House Name	SHIVAJI	TAGORE	ASHOKA	RAMAN
	Primary	Ms. Neelu Rajput I/C	Ms. Sudesh I/C	Ms. Nisha Saini I/C	Ms. Nitu Kishore I/C
		Mr. B N Yadav Ms. Nazra Mr. Sushil Kumar	Mr. Navin Ms. Simran Khurana Ms. Meenakshi	Ms. Deep Simran Ms. Manisha Mr. Tek Chand	Ms. Pawanpreet Ms. Nisha Sangwan

Beside above mentioned duties, other duties may also be assigned.

All the members of staff are hereby requested to take up the assigned work with great zeal, interest and enthusiasm. Any carelessness in their part will hamper the work.

All the in-charges / conveners are requested to convene their meeting with prior intimation to the Principal / Vice-Principal, check out their plan of action and working and submit their reports to the under signed.

Please note that the monthly reports of the committee should be submitted to the undersigned regularly so that program of working of the committee can properly be monitored and suitable guidance can be provided in time.

All in charges are requested to maintain register and note down the work done with date suggestions for betterment of Vidyalaya.

All the class teachers are requested to reach the school before students arrive for their safety and security.

All the teachers who are teaching last period (whichever), are requested to make ensure that all the students of their classes exit safely from the vidyalaya.

Harjeet Kaur
Principal

Kendriya Vidyalaya No-1, RCF, Hussainpur for the session 2022-23
CLUBS FOR THE SESSION 2022-23

S.NO	CLUB	MEMBERS	DUTIES TO BE PERFORMED
1	HEALTH CLUB	1. Mr. Venkat Raman, TGT P&HE I/C 2. Ms. Harleen kaur, PGT CS 3. Ms. Shikha Bhalla, PGT Phy. 4. Mr. Rajinder Kumar, PGT Chem. 5. Ms. Meenakshi Garg, PRT 6. Ms. Sudesh, PRT	1. To maintain first aid kit and neat and clean beds for sick students. 2. To inform parents for seriously sick students. 3. To get the medical checkup of all the students 4. To maintain the records class-wise.
2	LITERARY CLUB	1.Mr. Rajesh Sharma, PGT Hindi I/C 2. Ms. Sharda Ramaniya, TGT Skt. 3.Mr. Amardeep Arora, TGT Hindi 4. Ms. Anchal Kumari, TGT Lib. 5.Ms. Simranjeet kaur, TGT Eng 6.Mrs. Kusum Yadav, PRT 7.Ms. Nisha Saini, PRT	1. To inculcate and promote habit of reading books beyond the syllabus amongst students to widen their mental horizon and brush up their general knowledge.
3	INTEGRITY CLUB	1. Ms. Bhupender Jaglan, TGT SST I/C 3. Mrs. Shikha Bhalla, PGT Phy. 4. Mrs. Richa Madaan, PGT Comm 5. Mrs. Sharda Ramaniya, TGT Skt. 6. Mrs. Anchal Kumari, TGT Lib 7. Ms. Nitu Kishore, PRT	1. To inculcate and promote habit of reading books beyond the syllabus amongst students to widen their mental horizon and brush up their general knowledge.
4	MATHS CLUB	1. Mr. Harjinder Pal Singh, PGT Maths I/C 2. Mr. Sawinder, PGT Maths 3. Mr. Rakesh Kumar, TGT Maths 4. Mr. Vikas Singh, TGT Maths 5. Mr. Sohan Lal, TGT Maths 6. Ms. Indu Sharma, PRT 7. Ms. Meenakshi Garg, PRT	1.To ensure about all equipment/ material available in the lab. 2.To ensure proper maintenance of Maths Garden. 3.To ensure proper activities to be prepared by Maths teachers.
5	SCIENCE CLUB	1. Mr. A K Khalwara, PGT Bio I/C 2. Mrs. Shikha Bhalla, PGT Phy. 3. Mrs. Komal Chahal, PGT Chem 4. Mr Prince Sharma, PGT Phy 5. Mr. Rajinder Kumar, PGT Chem. 6. Ms. Deepika Thakur, TGT Sci 7. Mr. Deepak Chauhan, TGT Sci 8. Ms. Nazra, PRT 9. Mr. Tek Chand Mann, PRT 10. Ms. Meenakshi Garg, PRT	1. To ensure about all equipment/ material available in the lab. 2. To ensure proper activities to be prepared by Maths teachers.

6	ECO CLUB	<ol style="list-style-type: none"> 1. Mrs. Deepika Thakur, TGT Sci. I/C 2. Ms. Simranjeet Kaur, TGT Eng 3. Ms. Geetanjali, TGT AE 4. Ms. Nazra, PRT 6. Ms. Nitu Kishore, PRT 7. Mr. Sushil, PRT 	<ol style="list-style-type: none"> 1. To organize activities related to Eco Club. 2. To plant Trees, sapling for seasonal flowers, prepare and maintain various gardens such as cactus, herb and kitchen garden etc.
7	DISASTER MANAGEMENT CLUB	<ol style="list-style-type: none"> 1. Mrs. Neeru Puri, PGT Eco. I/C 2. Mrs. Richa Madaan, PGT Comm. 3. Mr. Vikas, TGT Maths 4. Mr. Bhupender Jaglan, TGT S.St 5. Mrs. Anchal Kumari, TGT Lib 6. Ms Nisha Sangwan, PRT 7. Mrs. Nisha Saini, PRT 	<ol style="list-style-type: none"> 1. To organize and enact, mock drills to confront various disastrous situation like floods, earthquake etc.
8	LIBRARY CLUB	<ol style="list-style-type: none"> 1. Mrs. Anchal Kumari, TGT Lib I/C 2. Ms. Simranjeet Kaur, TGT(Eng.) 3. Mrs. Shikha Bhalla, PGT Phy 4. Mr. Rakesh Kumar, TGT Maths 5. Mrs. Kusum Yadav, PRT 6. Mrs. Sudesh, PRT 7. Mr. Sushil Kumar, PRT 	<ol style="list-style-type: none"> 1) To prepare list of required books /newspapers / magazines periodicals and journals. 2) To keep proper record of books and magazines and monitor them properly. 3) To maintain proper issuing and returning of books. 4) To promote and motivate students and teachers to get more and more books and utilize maximum use of library. 5) To prepare plan to develop library.
9	RAJ BHASHA CLUB	<ol style="list-style-type: none"> 1. Mrs. Harjeet Kaur, Principal 2. Mr. Rajesh Kumar Sharma, PGT Hindi I/C 3. Mr. Amardeep Arora, TGT Hindi 4. Ms. Geeta Rani, TGT Hindi 5. Ms. Suman, TGT Hindi 6. Mrs Sharda Ramaniya, TGT Skt 7. Mrs Kusum Yadav, PRT 	<ol style="list-style-type: none"> 1) Timely preparation of reports 2) Use of Hindi Bhasha for day to day correspondence. 3) To celebrate Hindi Pakhawara and organize different events.
10	PHOTOGRAPHY CLUB	<ol style="list-style-type: none"> 1. Mrs. Harleen kaur, PGT CS I/C 2. Ms. Simranjeet Kaur, TGT Eng 3. Ms. Anchal Kumari, TGT Lib 4. Mr. Venkat Raman, TGT P&HE 5. Mr. Gagandeep Singh, Sports coach. 6. Mr. Nitu Kishore, PRT 7. Mr. Sushil, PRT 	<ol style="list-style-type: none"> 1. To collect and maintain record of photographs of various events organized in the Vidyalaya. 2. To be ready for shooting pictures for different programmes.

Principal

