

केंद्रीय विद्यालय मंडी (हिमाचल प्रदेश)

सत्र 2023-24

समितियाँ /COMMITTEE

क्रमसंख्या	शैक्षणिक संयोजक/ Academic conveners	सदस्य/ Members
1.	<ol style="list-style-type: none"> 1) Periodic Faculty meetings with preplanned agenda points. 2) Meaningful discussions with respect teaching learning process. 3) Chalking out and implementing constructive strategies with a view to bring considerable improvement in the performance of students. 4) Assessment of the previous meeting agenda 5) Follow up in the rightearnest. 	<p>श्रीमती दीपा देवी चंद प्रभारी श्रीमती मीनाक्षी रावत</p> <p>श्री आकाश गुप्ता श्री अंकुश</p> <p>श्रीमती दिविंदर प्रभारी प्राथमिक विभाग</p>
2.	<p>Admission Committee/प्रवेश समिति</p> <ol style="list-style-type: none"> 1) Strict adherence to KVS admission schedule 2) To follow admission guidelines of KVS for2 3) To answer the queries of parents. 4) Timely uploading of T.C's on web and verification of T.C's before admission. 5) To maintain proper records. 	<p>श्री आकाश प्रभारी श्री शमशेर सिंह श्रीमती अनु ठाकुर प्रभारी प्राथमिक विभाग</p> <p>श्रीमती दिविंदर कौर</p>
3.	<p>Examination Committee/ परीक्षा विभाग</p> <ol style="list-style-type: none"> 1) To coordinate smooth conduct of internal and external exam. 2) To print and purchase examination material in time 3) Maintain secrecy in all respects. 4) To handle correspondence related to the CBSE and other external exam. 5) Strict adherence to the KVS schedule and proper maintenance of records. 6) To maintain all exam related KVS and CBSE circulars. 	<p>INTERNAL:</p> <p>श्री अंकुश प्रभारी श्रीमती दीपा देवी चंद श्रीमती श्यामपाला श्रीमती अनु ठाकुर प्रभारी प्राथमिक विभाग</p> <p>CBSE:</p> <p>श्रीनरेश कुमार प्रभारी श्री राजेंद्र कुमार</p>
4.	<p>CCA/ सहगामी क्रिया कलाप</p> <ol style="list-style-type: none"> 1) To ensure the proper conduct of morning assembly which includes, <ol style="list-style-type: none"> (i)Command, Prayer,Pledge,Thought,News (ii) Talks on G.D., Value education, Current Affairs (iii) National Anthem (iv) Marching Song 2) Proper preparation for celebration of different functions, events, ceremonies etc. 3) Preparation and implementation of proper CCA schedule. 4) Constitution of student council and organization of 	<p>श्रीमती वनिता ठाकुर प्रभारी</p> <p>श्रीमतीरेखा</p> <p>श्रीमती प्रियंका (प्राथमिक विभाग -प्रभारी)</p> <p>श्रीमती अनुराधा ठाकुर</p>

	<p>investiture ceremony.</p> <p>5) Monitoring and assessing House performance with records.</p> <p>6) Ensuring hoisting of National as well as House flag.</p> <p>7) Issue of class out passes and I Cards.</p>	
5.	<p>Time Table Committee/ समय सारिणी समिति</p> <p>1) To prepare time table as per latest KVS guideline and amend it whenever needed during the session.</p> <p>2) To ensure proper distribution and communication of time table to the students and teachers as and when required and provide its copies to the Principal.</p> <p>3) To ensure daily engagement of teachers who are on leave.</p> <p>4) In case of long leave vacancy of teachers arrangement of Contractual teachers with the consent of the Principal.</p>	<p>श्री राजेंदर (प्रभारी)</p> <p>श्रीमती दीपा</p> <p>श्रीमती अनुराधा ठाकुर (प्राथमिक विभाग - प्रभारी)</p> <p>श्रीमती प्रियंका</p>
6.	<p>Discipline Committee/अनुशासन समिति</p> <p>1) To keep track of undisciplined students and monitor them with proper counseling.</p> <p>2) To check students who damage school property and call the meeting of their parents.</p> <p>3) To oversee movement of students from class to ground for assembly or class or library.</p> <p>4) To regulate the pass system.</p> <p>5) To investigate the indiscipline cases, prepare record and timely action.</p>	<p>श्रीमती दीपा देवी चंद(I/C- Girls)</p> <p>श्रीमती श्यामपाला</p> <p>श्रीमती रेखा कुमारी</p> <p>श्रीमती अनुराधा ठाकुर</p> <p>श्री राजेंदर(I/C - Boys)</p> <p>श्रीचमन</p> <p>श्री शमशेर सिंह</p> <p>श्री संजीव प्रभारी</p>
7	<p>Local purchase committee / स्थानीय क्रय समिति</p> <p>1) Planning and proceeding strictly as per latest KVS guidelines under intimation and due consent of Principal.</p>	<p>श्रीमतीदीपादेवीचंदI/C</p> <p>श्रीअंकुश</p> <p>श्री कमल</p> <p>श्री शमशेर</p> <p>श्रीमती दिविंदर (प्राथमिक विभाग)</p> <p>श्रीबलबीर</p> <p>श्री बाँबी</p>
8	<p>GEM Purchase Committee / जेम क्रय समिति</p>	<p>श्री कमल प्रभारी</p> <p>श्री बलबीर</p> <p>श्री बाँबी</p>
8	<p>Seating Arrangement Committee/ व्यवस्थापन समिति</p> <p>1)To make proper seating arrangement</p>	<p>श्री चमन प्रभारी</p> <p>श्रीमती शकुन्तला ठाकुर</p> <p>श्रीमती अनुपमा</p> <p>श्री संजीव</p>
9A	<p>स्वच्छता /Cleanliness/Hygiene/Sanitation</p> <p>1) Proper upkeep and maintenance of cleanliness of Vidyalaya premises.</p> <p>2) Regular checking of cleanliness with intimation to Principal.</p> <p>3) Prompt feedback in case of any lapses.</p>	<p>श्रीमती श्यामपाला प्रभारी,</p> <p>श्री शमशेर</p> <p>श्रीमती अनुराधा,</p>

9B	सौन्दर्यकरण/ Beautification Proper upkeep and maintenance of beautification of Vidyalaya premises.	श्रीमती अनुपमा प्रभारी श्रीमती शकुन्तला ठाकुर
10	BHARAT SCOUTS AND GUIDE 1) Command and training of Scouts & guides 2) To prepare calendar of activities for the session 2021-22 3) To prepare the students for various examinations Scouts & Guides and select students to participate at cluster / regional / national level.	श्रीमती रेखा कुमारी प्रभारी श्रीमती शकुन्तला ठाकुर श्रीमती रेखा, श्री चमन श्री संजीव श्रीमती अनुराधा
11	AEP(किशोरावस्था शिक्षा कार्यक्रम) AND Guidance and Counseling (मार्गदर्शन एवं परामर्श समिति) 1) To handle the typical problems of children. 2) Monitoring of typical problematic kind of students. 3) To stay in touch with such parents. 4) To encourage the children for creative activities. 5) Follow up of suggestion box content 6) Conduct of regular counselling sessions 7) Maintenance of proper record.	श्रीमती दीपा प्रभारी श्रीमती श्यामपाला श्रीमती रेखा श्रीमती वनिता ठाकुर सुश्री मीनाक्षी नर्स श्री कमल श्री आकाश
12	फर्नीचर समिति / Furniture Committee 1) Proper maintenance and upkeep of existing furniture. 2) Timely repair and purchase with prior consent of Principal and as per KVS norms. 3) Avoiding leaving unserviceable/ broken furniture in open	श्री कमल किशोर प्रभारी श्री शमशेर श्री चमन श्री संजीव
13	पुस्तकालय/ Library Committee 1) Strict adherence to library policy 2) Ensuring maximum issue/use of books by students. 3) Timely convening periodic library meetings under intimation to principal. 4) Proper maintenance of records and display of latest arrivals in library	श्रीमती शकुन्तला प्रभारी श्री कमल किशोर श्रीमती दिविंदर श्रीमती अनु श्रीमती अनुराधा All faculty heads
14	चिकित्सा निरीक्षण /Medical checkup and First-Aid Committee 1) Strict adherence to KVS schedule for medical checkup. 2) Monitoring the use of medicines and medical equipment by the nurse.	श्रीमती श्यामपाला प्रभारी सुश्री मीनाक्षी नर्स श्री चमन श्रीमती अनु ठाकुर
15	शिक्षण सामग्री /TEACHING AIDS & AUDIO VISUAL AIDS 1) Procuring and using effective teaching aids.	श्री शमशेर सिंह प्रभारी श्रीमती प्रियंका प्रभारी प्राथमिक विभाग

16	<p>पत्रिका / Magazine Committee</p> <ol style="list-style-type: none"> 1) Ensuring originality, creativity and substance in write ups. 2) Involvement of maximum students. 	<p>श्रीमती शेफाली श्रीमती रेखा श्रीमती वनिता ठाकुर श्रीमती दिविंदर कौर श्रीमती अनुराधा श्रीमती प्रियंका</p> <p>PGT ENGLISH</p>
17	<p>सूचना एवं संचार प्रौद्योगिकी/सोशल नेटवर्किंग ICT Website/ Facebook/ Twitter Updating Committee</p> <ol style="list-style-type: none"> 1) Timely updating of website with correct latest required data with accuracy under timely intimation to the Principal. 2) To ensure timely updating and verification of content 	<p>श्री नरेश प्रभारी श्री कमल किशोर श्री बाँबी कंप्यूटर इंस्ट्रक्टर</p>
18	<p>सार्वजनिक उद्घोषणा यंत्र /PA System</p> <ol style="list-style-type: none"> 1) Ensuring proper functioning of the system during morning assembly and all events. 	<p>श्री आकाश श्री संजीव श्री नरपत</p>
19	<p>मरम्मत निर्माण कार्य /M&R committee /Aqua Guard & water storage</p> <ol style="list-style-type: none"> 1) Proper installation & running of aqua guards. 2) Proper AMC and Cleanliness. 3) Timely cleaning of water tanks 4) Timely repair of damaged infrastructure 	<p>श्री कमल किशोर प्रभारी श्री अंकुश श्री शमशेर श्रीमती दिविंदर. श्री नरोत्तम</p>
20	<p>इ - पत्रिका/E-Magazine</p> <ol style="list-style-type: none"> 1) Class wise E-Magazine. 2) Maximum involvement of students. 3) Monthly feedback 	<p>श्री नरेश प्रभारी श्रीमती वनिता ठाकुर, श्रीमती रेखा श्रीमती प्रियंका सभी कक्षा अध्यापक</p>
21	<p>राजभाषा समिति/ RajBhasha</p> <ol style="list-style-type: none"> 1) Ensuring strict adherence to KVS guidelines with respect to implementation of Rajbhasha. 4) Timely convening of quarterly meetings under intimation to the Principal. 5) Timely submission of quarterly report. 	<p>श्रीमती वनिता ठाकुर प्रभारी श्रीमती शेफाली श्रीमती दिविंदर, श्रीमती अनु , श्री नरोत्तम</p>
22	<p>जनसंचार माध्यम /Print Media</p> <ol style="list-style-type: none"> 1) Timely printing and publishing of material with prior consent of Principal. 2) Coverage of school events through media under intimation to the Principal. 	<p>श्री नरेश प्रभारी श्रीमती रेखा कुमारी , श्रीमती शकुंतला</p>
23	<p>छायाचित्र /Photography</p> <ol style="list-style-type: none"> 1) To collect and maintain record of photographs of various events organized in the Vidyalaya. 2) Uploading of latest pictures on Vidyalaya website as per KVS directions. 	<p>श्री नरेश प्रभारी श्रीमती अनुपमा, श्रीमती प्रियंका सुश्री मीनाक्षी नर्स कंप्यूटर इंस्ट्रक्टर</p>
24	<p>संसाधन कक्षा /Resource room</p> <ol style="list-style-type: none"> 1) Proper use of broadband facilities in interest of students. 2) Meaningful preparation and display of TLM. 	<p>श्रीमती दिविंदर प्रभारी श्रीमती अनु ठाकुर</p>

25	UBI फीस पोर्टल / UBI Fees Portal 1) Strict adherence to KVS guidelines and time schedule.	श्री नरेश प्रभारी कंप्यूटर इंस्ट्रक्टर श्रीमती प्रियंका श्रीनरोत्तम
26	अल्पाहार एवं जलपान व्यवस्था /Refreshment Committee 1) Timely planning and procurement of actual requirements. 2) Proper hospitality.	श्रीमती शकुंतला ठाकुर प्रभारी श्रीमती रेखा श्रीमती अनुपमा, श्री उदम सिंह
27 (A)	Employees' / Students' Grievance Committee: 1. Timely redressal of grievances 2. Proper record maintenance	श्रीमती मीनाक्षी रावत प्रभारी श्रीमती दीपा श्री आकाश श्रीमती रेखा श्रीमती दिविंदर श्रीमती अनुराधा
27 (B)	Internal Complaint Committee	श्रीमती दीपा प्रभारी श्रीमती श्यामपाला श्रीमती रेखा श्रीमती दिविंदर श्री आकाश
28	प्रदर्शन पट /Display Boards 1) To maintain display boards of classes & outdoor display boards. 2) To maintain good and value based articles on display boards.	श्रीमती अनुपमा (प्रभारी) सभी सदन प्रभारी सभी कक्षा अध्यापक सभी क्लब प्रभारी
29	E-Classroom Monitoring and Record Keeping (Back to Basic, Equip) 1) Fixed schedule/ days for interactive teaching 2) Prompt feedback in case of any lapses.	E-CLASS ROOM - श्री नरेश प्रभारी Back to Basic श्री राजेंद्र श्री शमशेर श्रीमती दिविंदर
30	FLN /न्यूनतम साझा कार्यक्रम /CMP 1) Implementation of CMP schedule as per guidelines. 2) Proper utilization of TLM. 3) Focus on strengthening competencies. 4) Meaningful assignments and activities 5) Use of ICT 6) Timely publication of Newsletter.	श्रीमती दिविंदर कौर(प्रभारी) श्रीमती प्रियंका (सह प्रभारी) श्रीमती अनु ठाकुर श्रीमती अनुराधा
31	शैक्षिक भ्रमण तथा साहसिक क्रिया / Excursions and Adventure 1) To arrange safe adventure, trips and excursion with consent of Principal	श्रीमती मिनाक्षी प्रभारी श्री शमशेर सिंह श्रीमती दिविंदर कौर
32	कार्यालय लेखांकन /Checking of office Accounts (SF, VVN, Contractual Salary, TA, DA, Medical claims, RTE)	श्री अंकुश प्रभारी श्रीमती मीनाक्षी रावत श्री कमल किशोर

33	<p>Checking of Register of MOD Duties.</p> <p>1) Regular checking of MOD registers at the end of the day.</p> <p>SOP/Collection of Safety Certificates</p> <p>1. To ensure safety of the students</p> <p>2. Develop a comprehensive action plan to implement the guidelines.</p> <p>3. Allocate specific roles to difference personnel and teachers as per the SOP.</p> <p>4. Keep the security personnel of the school on the alert.</p> <p>5. Conducting mock drills with the help of local bodies.</p> <ul style="list-style-type: none"> Lapses and dereliction of duty will be viewed seriously. 	<p>श्रीमती मीनाक्षी रावत प्रभारी श्री आकाश गुप्ता श्रीमती वनिता ठाकुर</p> <p>श्री चमन प्रभारी श्री अंकुश श्री शमशेर श्रीमती वनिता ठाकुर श्रीमती दिविंदर कौर</p>
34	<p>School Safety Advisory Committee (To implement guidelines issued by NDMA)</p>	<p>श्री आकाश प्रभारी श्री राजेंदर श्री शमशेर सुश्री काजल</p>
35	<p>विज्ञान प्रदर्शनी -विज्ञान कांग्रेस /Science Exhibition/ Science congress</p> <p>1) To ensure mass participation in Science Exhibition.</p> <p>2) Motivating originality and innovative spirit by creating awareness about the latest development in Science &Technology for the projects.</p>	<p>श्री राजेंदर(प्रभारी) श्री आकाश श्रीमती दीपादेवी श्री शमशेर सिंह श्रीमती श्यामपाला</p>
36	<p>सामाजिक प्रदर्शनी Social Sc. Exhibition</p> <p>1) To ensure mass participation in Social Science Exhibition.</p> <p>2) Motivating originality and innovative spirit and maintaining standard of items viz. Music, Debate ,skit, Projects.</p> <p>3) Timely planning and preparation with full personal involvement</p>	<p>श्रीमती मीनाक्षी रावत(प्रभारी) श्री शमशेर सिंह श्री कमल किशोर श्रीमती अनुराधा श्री संजीव All language teachers</p>
37	<p>विद्यालय प्रबंधन समिति / शिक्षक अभिभावक सगोष्ठी समिति VMC/ PTA/PTM Arrangements</p> <p>1) Timely convening of VMC/PTA/PTMs during the session.</p> <p>2) Timely intimation to members regarding the meetings and preparation of agenda with consent of Principal.</p> <p>3) Keeping liaison with parents in the interest of academics and all round development of students through PTMs.</p>	<p>श्रीमती दीपादेवी (प्रभारी) श्री शमशेर श्रीमती शकुन्तला ठाकुर श्रीमती श्यामपाला श्रीमती दिविंदर कौर सुश्री काजल</p>
38	<p>केन्द्रिय विद्यालय संगठन के नियमानुसार समितियों का कार्यान्वयन Implementation and monitoring committee for KVS Academic calendar (2023-24)</p> <p>1) To monitor the planning and execution of activities.</p> <p>2) To check the records.</p> <p>3) To check the parameters /indicators.</p> <p>4) To check proper record of evidences/tasks..</p> <p>5) Lesson and activities plan monitoring</p>	<p>श्रीमती दीपा देवी चंद प्रभारी Equip श्रीमती रेखा Back to Basics-श्रीमती रेखा, श्रीमती अनुपमा CMP/FLN- श्रीमती दिविंदर कौर</p>

39	<p>केन्द्रीय विद्यालय के भूतपूर्व छात्र/KV Alumni</p> <ol style="list-style-type: none"> 1) To make constant efforts to contact and increase the number of Alumni members. 2) Completion of the process of formation of Alumni association. 3) Convening of the first meeting of alumni. 	<p>श्री कमल किशोरे प्रभारी श्री नरेश</p>
40	<p>Note Book checking monitoring Committee</p> <ol style="list-style-type: none"> 1) Timely preparation and circulation of notebook checking schedule. 2) Prompt feedback in case of any lapses 	<p>श्रीमती मीनाक्षी प्रभारी श्री कमल किशोर</p> <p>श्रीमती दिविंदर कौर प्रभारी श्रीमती अनुराधा</p>
41	<p>Maths Olympiad and NTSE</p> <ol style="list-style-type: none"> 1) Timely planning and preparation of students for noticeable participation in the competition. 	<p>श्री अंकुश प्रभारी श्रीमती मीनाक्षी रावत श्री आकाश श्री राजेंदर</p>
42	<p>Green/ Science Olympiad</p> <ol style="list-style-type: none"> 1)) Timely planning and preparation of students for noticeable participation in the competition. 	<p>श्रीमती दीपा प्रभारी All science teachers</p>
43	<p>Integrity club</p> <ol style="list-style-type: none"> 1) To inculcate values among the students through Play-Way, Sports & Games. 2) To enable the students to be humane and grow wholesome 3) 3) Proper record of activities with dates duly signed by Principal. 	<p>श्रीमती रेखा प्रभारी श्रीमती शकुतला ठाकुर श्रीमती वनिता ठाकुर श्री चमन श्रीमती अनु ठाकुर</p>
44	<p>Reading Club</p> <ol style="list-style-type: none"> 1) To inculcate reading habits in students. 2) To motivate them for extra reading. 3) Ensuring fruitful use of library. 4) To plan activities for reading club. 5) Focus on both intensive and extensive reading through meaningful activities. 6) Proper record of activities with dates duly signed by Principal 7) Maximum use of library resources. 	<p>श्रीमती शकुतला ठाकुर(प्रभारी) श्रीमती रेखा श्रीमती वनिता ठाकुर श्रीमती दिविंदर श्रीमती अनु</p>
45	<p>ECO Club</p> <ol style="list-style-type: none"> 1) To plan and conduct activities for sensitization of environment. 2) To maintain herbal garden. 3) Proper record of activities with dates duly signed by the Principal 	<p>श्रीमती दीपा देवी चंद (प्रभारी) श्रीमती मीनाक्षी रावत श्री आकाश श्रीमती श्यामपाला श्री शमशेर सिंह श्रीमती अनुराधा सुश्री काजल</p>
46	<p>Science and Tech club</p> <ol style="list-style-type: none"> 1) To plan and conduct activities to develop scientific temperament 2) Proper record of activities with dates duly signed by Principal. 	<p>श्री आकाश प्रभारी श्रीमती दीपा देवी चंद श्री राजेंदर श्री अंकुश श्री नरेश श्रीमती अनुराधा</p>
47	<p>Income Tax assessment committee</p> <ol style="list-style-type: none"> 1) Accurate TDS of employees 2) Timely quarterly checking and submission to IT department. 3) Timely preparation and distribution of form16 	<p>श्री अंकुश प्रभारी श्रीमती मीनाक्षी रावत श्री कमल किशोर श्री बाँबी</p>

48	OFFICE WORK & DISPERSAL OF OFFICIAL CORRESPONDENCE (EMAIL & OTHER LETTER) COMMITTEE 1) Immediate intimation to the quarter concerned for prompt dispersal of correspondence. 2) Ensuring communication of accurate information. 3) Proper record maintenance of letters/ e mails received and responded with dates and the signature of the employees concerned.	श्री बलबीर प्रभारी श्री बाँबी श्री शमशेर श्री नरोत्तम
49.	WATCH AND WARD COMMITTEE	श्री कमल किशोर प्रभारी श्री अंकुश श्रीमती मीनाक्षी रावत श्रीमती अनुराधा
50	CANTEEN COMMITTEE 1) Monitor, and if required, upgrade the condition of the canteen's facilities 2) To ensure a healthy and safe environment and food.	श्रीशमशेर सिंह सुश्री काजल

विद्यालय के सभी कर्मचारियों को आदेश दिया जाता है कि वे निर्धारित सभी जिम्मेदारियों को नोट करें तथा अपनी अध्यापक दैनन्दिनी में लिखित रूप में रखें। प्रदत्त सभी कार्यों को पूर्ण निष्ठा और ईमानदारी से करें। आबंटित कार्यों के प्रति लापरवाही और उदासीनता का रवैया अपेक्षित नहीं है। सभी विभागों के प्रभारी व संयोजकों को निर्देशित किया जाता है कि अपने विभाग की मासिक गतिविधियों, कार्य योजनाओं का विवरण नियमित रूप से पंजिकाओं में उल्लेखित कर अधोहस्ताक्षरी को प्रेषित करें।

कृपया सुनिश्चित करें कि समितियों की मासिक रिपोर्ट अधोहस्ताक्षरी के पास नियमित रूप से जमा करवाई जाए ताकि समितियों के कार्यों के सही ढंग से समय पर जाँचा व निर्देशित किया जाए।

सभी विभागाध्यक्षों से यह अपेक्षा की जाती है कि वे अपने कार्यों का सही रिकार्ड सुनिश्चित समय पर अधोहस्ताक्षरी को संप्रेषित करेंगे ताकि आगामी आवश्यक निर्देशों हेतु कार्यवाही की जा सके।

All the members of staff are hereby directed to note and paste their duties in teacher's diaries and take up the assigned work with full dedication, and sincerity. No casual approach is expected while discharging the duties assigned to them.

All the in-charges / conveners are directed to convene their monthly meetings with prior intimation to the Principal, check out their plan of action and working and keep the under signed updated.

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 expected to maintain proper records of the work done with due intimation to the undersigned for further timely necessary action.

All the teachers will be expected to stay well informed with respect to teaching learning circulars on KVS and CBSE website for the session 2023-24

"It takes less time to do things right than to explain why you did it wrong." By Henry Wadsworth Longfellow. "Successful people are not gifted; they just work hard and succeed on purpose."

LET'S TAKE THE FIRST STEP TOWARDS ACCOMPLISHMENT OF OUR GOALS FOR THE SESSION 2023-24

PRINCIPAL