

केंद्रीय विद्यालय मंडी (हिमाचल प्रदेश)

सत्र 2022-23

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 right earnest. 	<p>श्रीमती दीपा देवी चंद I/C श्रीमती मीनाक्षी रावत</p> <p>Mr. Naresh Kumar</p> <p>Mr. Ankush</p> <p>श्रीमती दिविंदर (Primary Section) I/C</p>
2.	<p>Admission Committee/ प्रवेश समिति</p> <ol style="list-style-type: none"> 1) Strict adherence to KVS admissions schedule 2) To follow admission guidelines of KVS for 2 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 I/C Mrs. Rekha Kumari</p> <p>Mrs. Divinder Kaur (Primary Section)</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: श्रीमती दीपा देवी चंद I/C Mrs. Shyampala Mrs. Rekha Kumari Mrs. Priyanka I/C Primary CBSE: Mr. Naresh Kumar I/C श्री नरिंदर</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 investiture ceremony. 5) Monitoring and assessing House performance with records. 6) Ensuring hoisting of National as well as House flag. 7) Issue of class out passes and ICards. 	<p>श्रीमती वनिता ठाकुर I/C श्रीमती रेखा</p> <p>Mrs. Anuradha (प्राथमिक विभाग –प्रभारी)</p>
5.	<p>Time Table Committee/ समय सारिणी समिति</p> <ol style="list-style-type: none"> 1) To prepare time table as per latest KVS guideline and amend it whenever needed during this session. 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. 3) To ensure daily engagement of teachers who are on leave. 4) In case of long leave vacancy of teachers arrangement of Contractual teachers with the consent of the Principal. 	<p>Mr. Ankush (प्रभारी) श्रीराजेंदर Mrs. Rekha Kumari श्रीमती दिविंदर (प्राथमिक विभाग –प्रभारी)</p>

6.	Discipline Committee/अनुशासन समिति 1) To keep track of undisciplined 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 timely action.	श्रीमती दीपा देवी चंद(I/C- Girls) श्रीराजेंदर(I/C -Boys) Mr. Chaman Mrs. Shyampala श्रीशमशेरसिंह Mr. Sanjeev (I/C- Primary)
7	Local purchase committee / स्थानीय क्रय समिति 1) Planning and proceeding strictly as per latest KVS guidelines under intimation and due consent of Principal.	श्रीमती दीपा देवी चंद I/C Mr. Ankush श्रीमती दिविंदर (प्राथमिक विभाग) श्री नरेंदर (कार्यालय) Mr. Balbir SSA
8	Seating Arrangement Committee/ व्यवस्थापन समिति 1) To make proper seating arrangement	श्री शमशेर सिंह I/C Mrs. Rekha Kumari श्रीमती दिविंदर कौर
9	स्वच्छता एवं सौन्दर्यकरण / Cleanliness and Beautification / Hygiene / Sanitation 1) Proper upkeep and maintenance of cleanliness and beautification of Vidyalaya premises. 2) Regular checking of cleanliness with intimation to Principal. 3) Prompt feedback in case of any lapses.	Mrs. Shyampala I/C श्रीमती अनुपमा, श्रीमती शकुन्तला ठाकुर , श्रीमती अनुराधा, Mr. Sanjeev
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 शकुन्तला ठाकुर I/C Mrs. Rekha Kumari श्रीमती रेखा, Mr. Chaman, Mr. Sanjeev 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 रेखा I/C Mr. Naresh Mrs. Deepa and Nurse श्रीमती शकुन्तला ठाकुर श्रीमती वनिता ठाकुर श्री आकाश, Mrs. Shyampala
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	Mr. Kamal Kishor I/C Mr. Shamsher Mr. Chaman Mr. Sanjeev
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 I/C श्री नरेंदर 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.	Mrs. Shyampala I/C Nurse Mr. Chaman श्रीमती अनु ठाकुर
15	शिक्षण सामग्री / TEACHING AIDS & AUDIO VISUAL AIDS 1) Procuring and using effective teaching aids.	श्री नरेंदर I/C श्रीशमशेरसिंह Mrs. Priyanka Primary section- I/C)

16	पत्रिका / Magazine Committee 1) Ensuring originality, creativity and substance in write ups. 2) Involvement of maximum students.	श्रीमतीरेखा श्रीनरेंदर श्रीमतीवनिताठाकुर श्रीमती देविंदर कौर श्रीमती अनुराधा
17	सूचना एवं संचार प्रौद्योगिकी/सोशल नेटवर्किंग ICT Website/ Facebook/ Twitter Updating Committee 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	Mr. Naresh I/C श्रीआकाश Mrs. Rekha kumari, कंप्यूटर इंस्ट्रक्टर श्रीनरोत्तम
18	सार्वजनिक उद्घोषणा यंत्र / PA System 1) Ensuring proper functioning of the system during morning assembly and allevents.	Mr. Aakash I/C Secondary Mr. Sanjeev (Primary) श्रीनरपत
19	मरम्मत निर्माण कार्य / M&R committee / Aqua Guard & water storage 1) Proper installation & running of aquaguards. 2) Proper AMC and Cleanliness. 3) Timely cleaning of watertanks 4) Timely repair of damaged infrastructure	Mr. Kamal Kishor I/C श्रीआकाश , Mr. Shamsher श्रीमतीदेविंदर. श्रीनरोत्तम
20	शिकायत निवारण समिति / Grievance cell 1) Timely redressal of grievances. 2) Proper record maintenance.	श्रीमतीमीनाक्षी रावत I/C श्रीआकाश, श्रीमतीरेखा, श्रीमती देविंदर कौर
21	इ - पत्रिका / E-Magazine 1) Class wise E-Magazine. 2) Maximum involvement of students. 3) Monthly feedback	Mr. Naresh I/C श्रीमती वनिता ठाकुर, श्रीनरेंदर श्रीमती अनुराधा, सभी कक्षा अध्यापक
22	राजभाषा समिति / Raj Bhasha 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.	श्रीनरेंदर I/C श्रीमती वनिता ठाकुर श्रीमतीदेविंदर, श्रीमती अनु , श्रीनरोत्तम
23	जनसंचार माध्यम / Print Media 1) Timely printing and publishing of material with prior consent of Principal. 2) Coverage of school events through media under intimation to the Principal.	श्रीनरेंदर I/C Mr. Naresh श्रीमतीरेखा, श्रीमतीशकुंतला
24	छायाचित्र / Photography 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.	Mr. Naresh I/C श्रीनरेंदर श्रीमती अनुपमा, श्रीमती प्रियंका कंप्यूटर इंस्ट्रक्टर
25	संसाधन कक्षा / Resource room 1) Proper use of broadband facilities in interest of students. 2) Meaningful preparation and display of TLM.	श्रीमतीदेविंदर I/C श्रीमती अनु ठाकुर
26	UBI फीस पोर्टल / UBI Fees Portal 1) Strict adherence to KVS guidelines and time schedule.	Mr. Naresh (I/C) कंप्यूटर इंस्ट्रक्टर Mrs. Priyanka श्रीनरोत्तम
27	अल्पाहार एवं जलपान व्यवस्था / Refreshment Committee 1) Timely planning and procurement of actual requirements. 2) Proper hospitality.	Mrs. Rekha I/C श्रीमतीशकुंतला ठाकुर, श्रीमती अनुपमा, श्रीबेसर सिंह
28 (A)	Employees' / Students' Grievance Committee:	Mrs. Deepa Mrs. Rekha Mrs. Divinder

28 (B)	Internal Enquiry Report:	Mrs. Deepa Mrs. Shyampala Mr. Akash Mrs. Divinder
29	प्रदर्शन पट /DisplayBoards 1) To maintain display boards of classes & outdoor display boards. 2) To maintain good and value based articles on displayboards.	श्रीमतीअनुपमा (प्रभारी) सभी सदन प्रभारी सभी कक्षा अध्यापक सभी क्लब प्रभारी
30	E-Classroom Monitoring and Record Keeping(Back to Basic,Equip) 1) Fixed schedule/ days for interactiveteaching 2) Prompt feedback in case of anylapses.	E-CLASS ROOM – Mr. Naresh (I/C) Back to Basic Mr. Rajender, श्रीनरेंदर, श्रीमतीदिविंदर
31	न्यूनतम साझा कार्यक्रम /CMP 1) Implementation of CMP schedule as perguidelines. 2) Proper utilization ofTLM. 3) Focus on strengtheningcompetencies. 4) Meaningful assignments andactivities 5) Use ofICT 6) Timely publication ofNewsletter.	श्रीमतीदिविंदर कौर(प्रभारी) श्रीमती प्रियंका (सह प्रभारी) श्रीमतीअनु ठाकुर श्रीमतीअनुराधा
32	शैक्षिक भ्रमण तथा साहसिक क्रिया /ExcursionsandAdventure 1) To arrange safe adventure, trips and excursion with consent ofPrincipal	श्रीशमशेरसिंह श्रीमती मिनाक्षी I/C श्रीमतीदिविंदर कौर
33	कार्यालय लेखांकन /CheckingofficeAccounts (SF,VVN,Contractual Salary, TA, DA, Medical claims, RTE)	Mr. Ankush I/C श्रीमतीमीनाक्षी रावत Mr. Narender
34	Checking of Register of MOD Duties. 1) Regular checking of MOD registers at the end of the day. SOP/Collection of Safety Certificates 1. To ensure safety of thestudents 2. Develop a comprehensive action plan toimplement theguidelines. 3. Allocate specific roles to difference personnelland teachers as per theSOP. 4. Keep the security personnel of the school on the alert. 5. Conducting mock drills with the help of local bodies. • Lapses and dereliction of duty will be viewed seriously.	श्रीआकाश गुप्ता (प्रभारी) श्रीमतीवनिताठाकुर Mr. Ankush Mr. Chaman I/C श्रीनरेंदर श्रीमतीवनिताठाकुर श्रीमतीदिविंदर कौर
35	School Safety Advisory Committee (To implement guidelines issued by NDMA)	Mr. Aakash I/C Mr. Rajender Mr. Shamsher Ms. Kajal
36	विज्ञान प्रदर्शनी –विज्ञान कांग्रेस /Science Exhibition/ Science congress 1) To ensure mass participation in ScienceExhibition. 2) Motivating originality and innovative spirit by creating awareness about the latest development in Science &Technology for theprojects.	श्री राजेंदर(प्रभारी) श्रीआकाश श्रीमती दीपादेवी श्रीशमशेरसिंह Mrs. Shyampala
37	सामाजिक प्रदर्शनी Social Sc. Exhibition 1) To ensure mass participation in Social ScienceExhibition. 2) Motivating originality and innovative spirit andmaintaining standard of items viz. Music, Debate , skit,Projects. 3) Timely planning and preparation with full personal involvement	श्रीमतीमीनाक्षी रावत(प्रभारी) श्रीशमशेरसिंह Mr. Kamal Kishore Mrs. Anuradha Mr. Sanjeev All language teachers
38	विद्यालय प्रबंधन समिति / शिक्षक अभिभावक संगोष्ठी समिति VMC/ PTA/PTM Arrangements 1) Timely convening of VMC/PTA/PTMs during thesession. 2) Timely intimation to members regarding the meetings and preparation of agenda with consent ofPrincipal.	श्रीमती दीपादेवी (प्रभारी) Mr. Shamsher श्रीमती शकुन्तला ठाकुर Mrs. Shyampala

	3) Keeping liaison with parents in the interest of academics and all round development of students throughPTMs.	श्रीमतीदिविंदर कौर Ms. Kajal
39	केन्द्रिय विद्यालय संगठन के नियमानुसार समितियों का कार्यान्वयन Implementation and monitoring committee for KVS Academic calendar (2022-23) 1) To monitor the planning and execution of activities. 2) To check therecords. 3) To check theparameters/indicators. 4) To check proper record ofevidences/tasks.. 5) Lesson and activities plan monitoring	श्रीमती दीपा देवी चंद I/C Equip Mrs. Rekha Back to Basics-श्रीमती रेखा, श्रीमती अनुपमा CMP- श्रीमतीदिविंदर कौर
40	केन्द्रीय विद्यालय के भूतपूर्व छात्र/ KV Alumni 1) To make constant efforts to contact and increase the number of Alumnimembers. 2) Completion of the process of formation of Alumni association. 3) Convening of the first meeting of alumni.	श्रीआकाशI/C Mr. Naresh श्रीनरेंदर
41	Note Book checking monitoring Committee 1) Timely preparation and circulation of notebook checkingschedule. 2) Prompt feedback in case of anylapses	श्रीमती मीनाक्षी I/C Mr. Kamal श्रीमतीदिविंदर कौरI/C Mrs. Anuradha
42	Maths Olympiad and NTSE 1) Timely planning and preparation of students for noticeable participation in the competition.	Mr. Ankush I/C श्रीमतीमीनाक्षी रावत श्रीआकाश Mr. Rajender
43	Green/ Science Olympiad 1) Timely planning and preparation of students for noticeable participation in the competition.	श्री राजेंदर I/C All science teachers
44	Integrity club 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 byPrincipal.	Mrs. Rekha (I/C) श्रीमतीशकुंतला ठाकुर श्रीमतीवनिताठाकुर Mr. Chaman श्रीनरेंदर श्रीमतीअनु ठाकुर
45	Reading Club 1) To inculcate reading habits instudents. 2) To motivate them for extra reading. 3) Ensuring fruitful use oflibrary. 4) To plan activities for readingclub. 5) Focus on both intensive and extensive reading through meaningfulactivities. 6) Proper record of activities with dates duly signed by Principal 7) Maximum use of libraryresources.	श्रीमतीशकुंतला ठाकुर(प्रभारी) श्रीमतीरेखा श्रीनरेंदर Mrs. vanita Thakur श्रीमतीदिविंदर श्रीमतीअनु
46	ECO Club 1) To plan and conduct activities for sensitization of environment. 2) To maintain herbalgarden. 3) Proper record of activities with dates duly signed by the Principal	श्रीमतीदीपा देवी चंद (प्रभारी) श्रीमतीमीनाक्षी रावत श्रीआकाश Mrs. Shyampala श्रीशमशेरसिंह Mrs. Anuradha Ms. Kajal
47	Science and Tech club 1) To plan and conduct activities to develop scientific temperament 2) Proper record of activities with dates duly signedby Principal.	श्रीआकाश श्रीमतीदीपा देवी चंद श्री राजेंदर I/C Mr. Ankush Mr. Naresh श्रीमतीअनुराधा
48	Income Tax assessment committee	श्रीमतीमीनाक्षी रावत

	<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 form 16 	Mr. Kamal Kishore Mr. Ankush Mr. Narender I/C
49	OFFICE WORK & DISPERSAL OF OFFICIAL CORRESPONDENCE (EMAIL & OTHER LETTER) COMMITTEE <ol style="list-style-type: none"> 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. 	श्रीनरेंद्र Mr. Naresh Mr. Balbir I/C Mr. Bobby
50	CANTEEN COMMITTEE <ol style="list-style-type: none"> 1) Monitor, and if required, upgrade the condition of the canteen's facilities 2) To ensure a healthy and safe environment and food. 	श्रीनरेंद्र I/C श्रीशमशेर सिंह Ms. Kajal

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। आवंटित 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 2022-23

“ Its 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 2022-23

PRINCIPAL