

## Kendriya Vidyalaya Mandi Committee Distribution

क्रम संख्या	शैक्षणिक संयोजक/ Academic conveners	सदस्य/ Members
1.	<ol style="list-style-type: none"> <li>1) Periodic Faculty meetings with preplanned agenda points.</li> <li>2) Meaningful discussions with respect teaching learning process.</li> <li>3) Chalking out and implementing constructive strategies with a view to bring considerable improvement in the performance of students.</li> <li>4) Assessment of the previous meeting agenda</li> <li>5) Follow up in the right earnest.</li> </ol>	<p>श्री श्याम लाल (हिंदी)</p> <p>श्रीमती ममता ( Eco.)</p> <p>श्री ओम प्रकाश (Commerce)</p> <p>श्री आकाश (Physics)</p> <p>श्री सचिन (Maths)</p> <p>श्रीमती मिनाक्षी (Chemistry)</p> <p>श्रीमती दीपा (Biology)</p> <p>श्री मनीष (IP)</p> <p>सुश्री नेहा( English)</p>
2.	<p><b>Admission Committee</b></p> <ol style="list-style-type: none"> <li>1) Strict adherence to KVS admission schedule</li> <li>2) To follow admission guidelines of KVS for 2</li> <li>3) To answer the queries of parents.</li> <li>4) Timely uploading of T.C's on web and verification of T.C's before admission.</li> <li>5) To maintain proper records.</li> </ol>	<p>श्री आकाश I/C</p> <p>श्री मनीष (IP)</p> <p>श्री नरेश</p> <p>श्रीमती दिविंदर (Primary section)</p>
3.	<p><b>Examination Committee</b></p> <ol style="list-style-type: none"> <li>1) To coordinate smooth conduct of internal and external exam.</li> <li>2) To print and purchase examination material in time</li> <li>3) Maintain secrecy in all respects.</li> <li>4) To handle correspondence related to the CBSE and other external exam.</li> <li>5) Strict adherence to the KVS schedule and proper maintenance of records.</li> <li>6) To maintain all exam related KVS and CBSE circulars.</li> </ol>	

4.	<p><b>CCA</b></p> <p>1) To ensure the proper conduct of morning assembly which includes,</p> <p>(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</p> <p>2) Proper preparation for celebration of different functions, events, ceremonies etc.</p> <p>3) Preparation and implementation of proper CCA schedule.</p> <p>4) Constitution of student council and organization of 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>	<p>सुश्री नेहा I/C</p> <p>श्री श्याम लाल</p> <p>श्रीमती रेखा</p> <p>सुश्री रेनू (Primary section)</p>
5.	<p><b>Time Table Committee</b></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 सचिन I/C</p> <p>श्रीमती ममता</p> <p>श्रीमती वनिता ठाकुर</p> <p>श्रीमती दिविंदर (Primary section)</p>
6.	<p><b>Discipline Committee</b></p> <p>1) To keep track of undisciplined students and monitor them</p>	<p>श्रीमती दीपा I/C (Girls)</p> <p>श्री ओम प्रकाश(Boys)</p> <p>श्री निर्मल श्रीमती वनिता ठाकुर</p> <p>श्री शमशेर सिंह श्रीमती दलजीत कौर</p>



	<p>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>	
7	<p><b>Local purchase committee</b></p> <p>1) Planning and proceeding strictly as per latest KVS guidelines under intimation and due consent of Principal.</p>	<p>श्री ओम प्रकाश I/C</p> <p>श्री आकाश</p> <p>श्री सचिन</p> <p>श्रीमती मिनाक्षी</p> <p>श्रीमती दीपा</p>
8	<p><b>Arrangement Committee</b></p> <p>1) Fair and proper substitution arrangement</p>	<p>श्रीमती शकुंतला I/C</p> <p>श्रीमती रंजीत</p> <p>श्रीमती दिविंदर</p>
9	<p><b>Cleanliness and Beautification</b></p> <p>1) Proper upkeep and maintenance of cleanliness and beautification 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 रंजीत</p> <p>सुश्री अनुपमा</p> <p>श्रीमती दलजीत</p> <p>श्रीमती अनुराधा</p>
10	<p><b>BHARAT SCOUTS AND GUIDE</b></p> <p>1) Command and training of Scouts &amp; guides</p> <p>2) To prepare calendar of activities for the session 2016-2017.</p> <p>3) To prepare the students for various examinations Scouts &amp; Guides and select students to participate at cluster / regional / national level.</p>	<p>श्रीमती शकुंतला I/C</p> <p>सुश्री नेहा</p> <p>श्रीमती रंजीत</p> <p>श्रीमती रेखा</p> <p>श्री निर्मल</p> <p>श्री नरेश</p> <p>श्रीमतीदलजीत</p> <p>श्रीमती अनुराधा</p>
11	<p><b>AEP</b></p> <p><b>Guidance and Counseling</b></p> <p>1) To handle the typical problems of children.</p> <p>2) Monitoring of typical problematic kind of students.</p> <p>3) To stay in touch with such parents.</p> <p>4) To encourage the children for creative activities.</p> <p>5) Follow up of suggestion box content</p> <p>6) Conduct of regular counselling sessions</p> <p>7) Maintenance of proper record.</p>	<p>श्रीमती रेखा I/C</p> <p>श्री मनीष</p> <p><b>Guidance and Counseling</b></p> <p>श्री आकाश</p> <p>सुश्री नेहा</p>
12	<p><b>Furniture Committee</b></p> <p>1) Proper maintenance and upkeep of existing furniture.</p> <p>2) Timely repair and purchase with prior consent of Principal and as per KVS norms.</p> <p>3) Avoiding leaving unserviceable/ broken furniture in open</p>	<p>श्री ओम प्रकाश I/C</p> <p>श्रीमती रंजीत</p> <p>श्रीमतीदलजीत</p>

13	<p><b>पुस्तकालय/ Library Committee</b></p> <ol style="list-style-type: none"> <li>1) Strict adherence to library policy</li> <li>2) Ensuring maximum issue/use of books by students.</li> <li>3) Timely convening periodic library meetings under intimation to principal.</li> <li>4) Proper maintenance of records and display of latest arrivals in library.</li> </ol>	<p>श्रीमती शकुंतला I/C  श्री नरेंद्र  श्रीमती दिविंदर  श्रीमती अनु    श्रीमती अनुराधा    All faculty heads</p>
14	<p><b>Medical checkup and First-Aid Committee</b></p> <ol style="list-style-type: none"> <li>1) Strict adherence to KVS schedule for medical check up.</li> <li>2) Monitoring the use of medicines and medical equipments by the nurse.</li> </ol>	<p>श्रीमती दीपा I/C    श्री निर्मल  श्रीमती अनु</p>

15	<b>Teaching Aid</b> 1) Procuring and using effective teaching aids.	श्री ओम प्रकाश I/C  श्री शमशेर सिंह श्री नरेश  सुश्री रेन्
16	<b>पत्रिका समिति / Magazine Committee</b> 1) Ensuring originality, creativity and substance in write ups. 2) Involvement of maximum students.	श्री श्यामलाल सुश्री नेहा श्रीमती रेखा श्री नरेंद्र श्रीमती वनिता ठाकुर
17	<b>ICT Website/ facebook/ twitter updation committee</b> 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	श्रीमनीषा I/C  श्री आकाश श्री नरोत्तम
18	<b>PA system</b> 1) Ensuring proper functioning of the system during morning assembly and all events.	श्रीमती रंजीत I/C श्रीमती दलजीत कौर श्री नरपत
19	<b>M&amp;R committee</b> <b>Aqua guard &amp; water storage</b> 1) Proper installation & running of aqua guards. 2) Proper AMC and Cleanliness. 3) Timely cleaning of water tanks 4) Timely repair of damaged infrastructure	श्री सचिन I/C  श्री आकाश  श्रीमती दिविंदर श्रीमती रंजीत श्रीमती दलजीत कौर
20	<b>Grievance cell</b> 1) Timely redressal of grievances. 2) Proper record maintenance.	श्रीमती मिनाक्षी I/C श्री ओम प्रकाश  श्री आकाश  सुश्री नेहा  श्रीमती रेखा  श्री निर्मल  श्रीमती रंजीत  श्रीमती दिविंदर
21	<b>ई-पत्रिका/ E- Magazine</b> 1) Class wise E- Magazine. 2) Maximum involvement of students. 3) Monthly feedback	श्रीमनीष I/C श्री श्यामलाल सुश्री नेहा श्री नरेंद्र

		श्रीमती अनुराधा सुश्री रेन्
22	<b>राजभाषा सम्बन्धि/ Raj Bhasha</b> <ol style="list-style-type: none"> <li>1) Ensuring strict adherence to KVS guidelines with respect to implementation of Raj bhasha.</li> <li>4) Timely convening of quarterly meetings under intimation to the Principal.</li> <li>5) Timely submission of quarterly report.</li> </ol>	<b>श्री श्यामलाल</b>  श्री नरेंद्र  श्रीमती वनिता ठाकुर  श्रीमती दिविंदर  श्रीमती अनु  श्री नरोत्तम
23	<b>जिज्ञेसाचार माध्यम/ Print Media</b> <ol style="list-style-type: none"> <li>1) Timely printing and publishing of material with prior consent of Principal.</li> <li>2) Coverage of school events through media under intimation to the Principal.</li> </ol>	<b>श्री श्यामलाल</b>  <b>श्री मनीष</b> सुश्री नेहा श्रीमती शकुंतला
24	<b>छायाचित्र/ Photography</b> <ol style="list-style-type: none"> <li>1) To collect and maintain record of photographs of various events organized in the Vidyalaya.</li> <li>2) Uploading of latest pictures on Vidyalaya website as per KVS directions.</li> </ol>	श्रीमनीष  श्री नरेंद्र सुश्री अनुपमा सुश्री प्रियंका

25	<b>Resource room</b> 1) Proper use of broadband facilities in interest of students. 2) Meaningful preparation and display of TLM.	श्रीमती दिविंदर I/C सुश्री अनु
26	<b>UBI Portal</b> 1) Strict adherence to KVS guidelines and time schedule.	श्रीमनीष श्री सचिन श्री नरोत्तम
27	<b>अल्पाहार एवमं जलपायनं व्यविस्था समवर्ति/</b> <b>Refreshment Committee</b> 1) Timely planning and procurement of actual requirements. 2) Proper hospitality.	श्रीमती शकुंतला श्री सचिन श्रीमती रंजीत श्रीमती रेखा
28	<b>Display Boards</b> 1) To maintain display boards of classes & outdoor display boards. 2) To maintain good and value based articles on display boards.	सुश्री अनुपमा I/C All house masters All club Incharges
29	<b>E- Classroom Monitoring and Record Keeping</b> 1) Fixed schedule/ days for interactive teaching 2) Prompt feedback in case of any lapses.	श्रीमनीष सुश्री नेहा श्री नरेंद्र श्रीमती दिविंदर
30	<b>न्यूस्त्रिडिम साझा कायाक्रम/CMP</b> 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 श्रीमती अनु सुश्री रेनू सुश्री प्रियंका
31	<b>शैवक्षक भ्रमण एवमं साहसकृत्य कायाक्रम/</b> <b>Excursions and Adventure</b> 1) To arrange safe adventure, trips and excursion with consent of Principal	श्री ओम प्रकाश श्रीमती मिनाक्षी श्री शमशेर सिंह
32	<b>कायाालय लेखांकन / Checking of office Accounts</b> (SF, VVN, Contractual Salary, TA, DA, Medical claims, RTE)	श्रीओमप्रकाश श्री सचिन
33	<b>Checking of Register of MOD Duties.</b> 1) Regular checking of MOD registers at the end of the day.  <b>SOP</b> 1. To ensure safety of the students 2. Develop a comprehensive action plan to implement the guidelines. 3. Allocate specific roles to difference personnel and teachers as per the SOP. 4. Keep the security personnel of the school on the alert. 5. Conducting mock drills with the help of local bodies. <ul style="list-style-type: none"> <li>Lapses and dereliction of duty will be viewed seriously.</li> </ul>	श्री श्यामलाल श्रीमती वनिता ठाकुर श्री ओम प्रकाश I/C  श्री सचिन श्री निर्मल श्री नरेंद्र श्रीमती वनिता ठाकुर
34	<b>Science Exhibition/ Science congress</b> 1) To ensure mass participation in Science Exhibition. 2) Motivating originality and innovative spirit by creating awareness about the latest development in Science & Technology for the projects.	श्रीमती दीपा श्री आकाश श्री मनीष श्री सचिन श्रीमती मिनाक्षी श्री शमशेर सिंह



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	3) Timely planning and preparation with full personal involvement.	
35	<b>Social Sc. Exhibition</b> 1) To ensure mass participation in Social Science Exhibition. 2) Motivating originality and innovative spirit and maintaining standard of items viz. Music, Debate , skit, Projects. 3) Timely planning and preparation with full personal involvement	श्रीओमप्रकाश श्रीमती ममता श्रीमती दलजीत कौर श्री शमशेर सिंह All language teachers
36	<b>VMC/ PTA/PTM Arrangements</b> 1) Timely convening of VMC/PTA/PTMs during the session. 2) Timely intimation to members regarding the meetings and preparation of agenda with consent of Principal. 3) Keeping liaison with parents in the interest of academics and all round development of students through PTMs.	श्रीओमप्रकाश श्रीआकाश Ms. Shakuntla Thakur  श्रीमती रंजीत Ms. Divinder
37	<b>Implementation and monitoring committee for KVS Academic calendar ( 2018-19)</b> 1) To monitor the planning and execution of activities. 2) To check the records. 3) To check the parameters/indicators. 4) To check proper record of evidences/tasks.. 5) Lesson and activities plan monitoring	Mrs Mamta I/C Equip- Ms. Neha Back to Basics- Mr. Naresh , Ms Rekha CMP- Ms. DivinderKaur  All faculty heads All TGT's
38	<b>KV Alumni</b> 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.	Mr. Akash Mr. Narender Mr Naresh
39	<b>Note Book checking monitoring committee</b> 1) Timely preparation and circulation of notebook checking schedule. 2) Prompt feedback in case of any lapses	Mrs Meenakshi I/C Mrs Mamta Ms. DivinderKaur
40	<b>Maths Olympiad and NTSE</b> 1) Timely planning and preparation of students for noticeable participation in the competition.	श्री सचिन श्रीमती मिनाक्षी श्री नरेश
41	<b>Green/ Science Olympiad</b> 1) ) Timely planning and preparation of students for noticeable participation in the competition.	श्रीमती दीपा I/C All science teachers 1 2 3 4
42	<b>Integrity club</b> 1) To inculcate values among the students through Play-Way, Sports & Games. 2) To enable the students to be humane and grow wholesome 3) Proper record of activities with dates duly signed by Principal.	सश्री नेहा श्रीमती शकुंतला श्रीमती वनिता ठाकुर श्री निर्मल श्री नरेंद्र श्रीमती अन्
43	<b>Reading Club</b> 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.	श्रीमती शकुंतला सश्री नेहा श्रीमती रेखा श्री नरेंद्र  श्रीमती दिविंदर श्रीमती अन्

44	<b>ECO Club</b> 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	श्रीमती दीपा श्रीमती मिनाक्षी श्री आकाश श्रीमती रंजीत श्री शमशेर सिंह स्त्री रेनु
45	<b>Science and Tech club</b> 1) To plan and conduct activities to develop scientific temperament	श्रीआकाश श्रीमती दीपा श्रीमती मिनाक्षी श्री सचिन श्री मनीष श्री नरेश श्रीमती अनुराधा

	2) Proper record of activities with dates duly signed by Principal.	
46	<b>Income Tax assessment committee</b> 1) Accurate TDS of employees 2) Timely quarterly checking and submission to IT department. 3) Timely preparation and distribution of form 16	श्रीओमप्रकाश श्री सचिन श्री नरोत्तम
47	<b>DISPERSAL OF OFFICIAL CORRESPONDENCE COMMITTEE</b> 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 श्यामलाल श्री मनीष श्री नरोत्तम
48	<b>CANTEEN COMMITTEE</b> 1) Monitor, and if required, upgrade the condition of the canteen's facilities 2) To ensure a healthy and safe environment and food.	श्रीमती शकुंतला I/C श्री नरेंद्र श्री नरेश सुश्री रेनु

विद्यालय के सभी कर्मचारियों को आदेश दिया जा रहा है कि वे विचारपूर्वक सभी जम्मेदारियों को निभाने के लिए अपनी अध्यापक

दायित्वों में बलवत् रूप में रहें। एतद्विषय सभी कर्मचारियों को पूर्ण विवेक और ईमानदारी से करने | आबंवर्य कर्मचारियों के प्रति लापरवाही और उदासीनता का रवैया अपेक्षित नहीं है। सभी विभागों के प्रभारी वि. संयोजकों को विदेशिक कर्मचारियों का रवैया अपेक्षित नहीं है। सभी मासिक गतिविधियों, कार्यायोजकों का विवरण नियमित रूप से प्रबंधकों में उल्लेखित कर अर्हस्ताक्षरी को प्रेषित करें।

कृपया सुनिश्चित करें कि सर्वकारों की मासिक रिपोर्ट अर्हस्ताक्षरी के पास नियमित रूप से जमा करवाई जाए ताकि सर्वकारों के कर्मचारियों के सही ढंग से समय पर जाँचा वि. विदेशिक कर्मचारियों को प्रेषित किया जाए।

सभी विभागाध्यक्षों से यह अपेक्षा की जाती है कि वे अपने कर्मचारियों का सही रकबा सन्निहित समय पर अर्हस्ताक्षरी को संप्रेषित करेंगे ताकि आगामी आवश्यक विदेशों हेतु कार्यायोजकों की जा सकें।

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 2018-19**

“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 2018-19.**

**PRINCIPAL**

