

KENDRIYA VIDYALAYA NO1 ,FARIDABAD

COMMITTEES FOR THE SESSION 2022-23

Following committees are hereby constituted for the smooth functioning of the Vidyalaya. Each member will be fully responsible for the duty assigned to him/her by the In-charge. During leave of a member, In-charge may assign the responsibility to other member. In addition to the responsibilities mentioned against each member, any other task / responsibility may be assigned or shifted as per requirement of the Vidyalaya. In-charge of the committee may distribute the work in consultation of committee members and notify the same .

Principal

Functions of Committee	In-charge /Members	Sign
1. Admission		
To ensure admissions strictly as per KVS Admission Guide Lines, Proper upkeep of all relevant records, to provide desired information to KVS, to conduct Admission test and prepare result, TC case admission	1. Ms Ranju Jawa I/C (Secondary Wing) 2. Mr Ateet Bhatt 3. Ms Alka 4. Ms Rajni Tyagi I/C (Primary Wing) 5. Mr Ashutosh 6. Class Teachers of Grade 1	
2. KV Shaala Darpan		
To update the Vidyalaya record on the Portal, Regular entries, Follow up of instructions of RO, HQ	1. Mr Ateet Bhatt I/c 2. Ms Ranju Jawa 3. Mr S.L Saini 4. All Class Teachers	
3. Home Examination (Secondary)		
Proper planning & conducting different exams, preparation & printing of Question Papers, purchase of stationery ,all correspondence related to exam ,conducting PTM	1. Mr Manoj Kumar	
	2. Mr Pulkit Garg	
	3. Mr S.L Saini	
	4. Ms Monika	
	5. Mr Talewar Singh	
	6. Mr Parmanand	
4. Home Exams (Primary)		
Proper planning of different exams, preparation & printing of Question papers, purchase of stationery, Conducting PTM	1. Ms Divya Kiran I/C	
	2. Mr Manjeet	
	3. Mr. Abhilash	
5. C.B.S.E Committee		
To ensure timely and errorfree Registration for class IX & XI ,Preparing LOC for class X & XII ,uploading internal marks ,conduct of practical exams and Board exams and all works related to CBSE	1. Mr Mukesh Kumar I/c	
	2. Ms Savita Sagar	
	3. Ms Ranju Jawa	
	4. Mr Vijay Kumar	
	5. Mr Talewar Singh	
6. NIOS		
Proper planning and execution of the NIOS Exams twice in a year	1. Mr U.B Gautam	
	2. Mr Manjeet	
	3. Mr Sher Singh	
	4. Mr Omprakash	

7. Academic Council		
All planning related to Academics, Action Plan / Extra class for Late bloomers Preparation of Teachers Diary, planning Monthly Tests ,remedial classes in Break / Vacation	1. Mr Manoj Kumar I/c 2. Mr Sharif Alam 3. Ms Ranju Jawa 4. Mr Mukesh Kumar 5. Mr Randhir Kumar 6. Mr Vijay Kumar 7. Ms Rajni Tyagi ,HM	
8. Time Table & Leave Arrangement(Secondary)		
To prepare time-table as per KVS Guidelines for Secondary Section, Daily Leave arrangement ,Supervision of ClassTr and co-class tr duty. Verification of	1. Mr Mukesh Kumar I/c 2. Mr Vijay Kumar 3. Mr Ajay Kumar	
9. Time Table And Leave Arrangement (Primary)		
To prepare time-table as per KVS Guidelines for Primary Section, Daily Leave arrangement ,Supervision of ClassTr and co-class tr duty , Verification of Contractual Teachers attendance ,Assign/remind co-class teacher duty.	1. Mr Ashutosh Solanki I/C 2. Mr Sandeep 3. Mr Vishal	
10. Co-Curricular Activities (Secondary)		
To plan, prepare and conduct of CCA and Club activities for the whole session, to keep record of all achievements by staff	1. Mr Randhir Kumar I/C 2. Mr Sharif Alam 3. Ms Rekha Jain 4. Ms Manisha	
To plan, prepare and conduct CCA ,Important Days & Week ,Morning assembly & Club activities for the whole session, to keep record of all achievements by staff and students, to get printing of Student I-Card, Student Diary ,Prize Distribution etc	House Masters	
	1. Laxmi Bai House - Mr Pulkit Garg	
	2. Pratap House- Mr Arvind Kumar Pankaj	
	3. Shivaji House- Ms Savita Sagar	
	11. Clubs	
	1. Mr Arvind Kumar Pankaj Integrity Club	
	2. PGT Pol Sci	
	1. Ms Kavita Bhatia Sanitation and Road Safety	
	2. Ms Indu Batra	
	1. Mr Sukhpal Singh	
2. Ms Madhubala Literary Club (English & Hindi)		
1. Ms Indu Batra Awakened Citizen Programme		
2. Mr Ajay Kumar		
1. Mr Pramod Prasad 2. Ms Jyoti BALA & Beautification Club		
1. Mr Vishal Morning Assembly & Music Club		
12. Co-Curricular Activities (Primary)		
To plan, prepare and conduct of CCA activities for the whole session,	1. Ms Indu Dhiman I/C 2. Mr Sher Singh 3. Mr Vikas	
	Fun Day (Primary)	
	1. Ms Suresh Bala	
	2. Ms Jyoti	
	3. Mr Hariom	
13. Teaching Aids /Audio-Visual Aids		
To procure,issue and take care of the teaching learning material to teachers	1. Mr Pulkit Garg 2. Mr U.B Gautam 3. Ms Nisha Yadav 4. Ms Suresh Bala 5. Ms Madhu Singh	

14. Discipline ,Safety and Security(Secondary)		
To ensure proper discipline in the vidyalaya campus, take precautionary measures and disciplinary action, to identify the safety & security hazards and fixing them up	1. Ms Rachna I/c	
	2. Ms Ranju Jawa	
	3. Mr Pulkit Garg	
	4. Mr U. B Gautam	
	5. Mr Sharif Alam	
	6. Ms Abhilasha	
	7. Mr Vijay Kumar	
	8. Mr Ajay Kumar	
	9. Mr S. L Saini	
	10. Mr Shailendra Kumar	
	11. All Class Teachers /Co-C.Trs	
Discipline ,Safety and Security(Primary)		
Ensure safe dispersal of the students during lunch and close of school	1. Ms Kamlesh Rani I/c	
	2. Ms Suresh Bala	
	3. Mr Vishal	
	4. Ms Tanushree	
	5. Mr Ashutosh	
	6. Ms Jyoti	
Discipline in-charges must prepare duty chart for Safety/Security at time of arrival ,dispersal and during recess time		
15. Furniture		
Purchase & Allocation of new furniture to required classes, condemnation of old stock, maintainence and care of Vidyalaya Furniture ,Repair of broken furniture, to prepare the class wise inventory and proper record maintenance	1. Mr Arvind Kumar Pankaj I/c	
	2. Ms Pooja	
	3. Ms Madhubala Thakurani	
	4. Mr Vishal	
	5. Mr Hariom	
	6. Mr Sandeep	
16. Purchase Committee		
To make necessary arrangements for floating tenders and procure goods and services as per KVS guidelines	1. Ms Kavita Bhatia I/c	
	2. Mr Manoj Kumar	
	3. Mr Shailendra Kumar	
	4. Ms Kamlesh Rani	
	5. Ms R. Duggal	
	6. Concerned Stock in-charge	
16 . Vidyalaya Patrika/News Letter/Editorial Board		
To collect the material from the students & Staff and Publish the school magazine(latest by July), News letter, class magazines	1. Mr Randhir Kumar , Editor-in -chief	
	2. Mr Sharif Alam	
	3. Mr Sukhpal Singh	
	4. Ms Madhubala Thakurani	
	5. Mr S. L Saini	
	6. Mr Pramod Prasad	
	7. Ms Indu Dhiman	
	8. Mr Sher Singh	
	9. Mr Vikas	
17. First Aid & Medical Check up (Secondary)		
To manage Medical Room, First Aid facility to students & Regular Medical Check Up & keep record of Medical Cards	1. Ms Savita Sagar I/c	
	2. Ms Abhilasha	
	3. Mr Pramod Prasad	
	4. Ms Rachna	
	5. All Class Teachers	
	6. Mr Omprakas	

18. First Aid & Medical Check up (Primary)		
To Manage Medical Room, First Aid facility to students & Regular Medical Check Up	1. Ms Tanushree I/c	
	2. Mr Sandeep	
	3. Ms Divya Kiran	
	4. All Class teachers	
19. M & R (Civil, Electric, Water & PA System) & Security, Drinking Water		
To ensure maintainance ,the proper upkeep & timely repair of Vidyalaya Building, Electric Fitting , water supply & PA System	1. Mr Shailender Kumar	
	2. Mr Vijay Kumar	
	4. Mr Manjeet	
	5. Mr Ashutosh	
	6.Ms Vineeta Sharma	
20. House Keeping and Security/Cleanliness		
Cleanliness ,maintainece and proper upkeep of Vidyalaya premises , Deptts, Class Rooms ,Washrooms and surrounding area , to verify the works of housekeeping & security	1.Ms Kavita Bhatia I/c	
	2.Ms Rachna	
	3. Ms Monika	
	4. Ms Nisha Yadav	
	5. TGT (S.Sc)	
	6. TGT(Hindi)	
	7.Ms Manisha	
	8. Mr Shailendra Kumar	
	9. Mr Talewar	
	10. Mr Omprakas	
	12. Sh. Parmanand	
	Cleanliness (Primary)	
Cleanliness,maintainece and proper upkeep of Vidyalaya premises , Deptts, Class Rooms and surrounding area, Wash rooms,Children Park	1. Ms Jyoti I/C	
	2. Ms Indu Dhiman	
	3. Ms Vineeta Sharma	
	4. Mr Hariom	
	5. Ms Laxmi(Sweeper)	
21. Gardening & Beautification		
Beautification & decoration of Reception Area, Principal & Vice Principal Room, Passage, stage & Gardnens ,Children Park etc	1. Ms Savita Sagar I/C	
	2. Ms Abhilasha	
	3.Mr Pramod Prasad	
	4.Ms R . Duggal	
	5. Ms Jyoti	
22. AEP		
To plan and conduct AEP activites ,workshops etc as per KVS norms and prepare reports	1. Mr Sharif Alam I/c	
	2. Ms Savita Sagar	
	3. Ms Alka	
	4. Ms Nisha Yadav	
	5. Ms Abhilasha	
23. Guidance & Counselling(Including Career Counselling)		
To plan and conduct Guidance and Counselling /Career Counselling Workshops/Sessions for students and parents	1.Mr Sharif Alam	
	2. Ms Ranju Jawa	
	3. Mr Randhir Kumar	
	3. TGT(Hindi)	
4.Mr U.B Gautam		
24. E-class rooms, ICT, Website Updation		
Maintenance & effective usage of e-class room (including cleanliness) , AMC, fixtures ,security, functioning & updating Vidyalaya website regularly	1. Mr Ateet Bhatt I/c	
	2. TGT (S.Sc)	
	3. Ms Pooja	
	4. Mr Shailender Kumar	
	5. Ms Madhubala Thakurani	
	6. Mr Ashutosh Solanki	
	7. Ms Jyoti	

25. Canteen Committee		
To monitor and ensure healthy and hygienic food at canteen, quotations, availability of potable water for students & staff	1. Mr U.B Gautam I/c	
	2. PGT (Pol Science)	
	3. Mr Sukhpal Singh	
	4. TGT(S.Sc)	
	5. Ms Vineeta	
	6. Ms Divya Kiran	
26. Hospitality		
To decide menu and make necessary arrangements and serve refreshment/snack/lunch for VIPs /Workshops/other events	1. Ms Kamlesh Rani I/C	
	2. Ms R Duggal	
	3. Ms Divya Kiran	
	4. Ms Indu Dhiman	
	5. Ms Savita Sagar	
	6. Ms. Manisha	
27. Internal Complaints Committee		
To redress the complaints of staff & students related to school matters, caste, gender, child abuse , POCSO etc	1. Ms Rekha Jain ,Incharge	
	2. Mr Sharif Alam	
	3. Ms Kavita Bhatia	
	4. Ms Rachna ,P.E.T	
	5. Ms Usha Kiran ,VMC Member	
28. UBI Online Data		
Updation & Verification of students' record regularly	1. Mr Ateet Bhatt	
	2. Mr Pulkit Garg	
	3. Computer Instructors	
	4. Mr Sher Singh	
	5. All Class Teachers	
30. SPORTS : SWASTH BACHHE SWASTH BHARAT		
Filling of proformas related to health & Sports, maintaining records of each student classwise, conducting Sports activities and Sports day	1. Ms Rachna, in charge	
	2. Mr Ateet Bhatt	
	3. Mr Vijay Kumar	
	4. Mr Manjeet	
	5. Ms Madhu Singh	
	6. Sports Coach	
	7. All Class Teachers	
31. Library Committee		
To procure Books, Magazines & other library articles and inculcate reading habits among the staff & students	1. Mr Vijay kumar I/c	
	2. Mr Sharif Alam	
	3. Sh Manoj Kumar	
	4. Mr Randhir Kumar	
	5. Mr Mukesh Kumar	
	6. Ms Ranju Jawa	
	7. Mr Vikas	
	8. Ms Kamlesh Rani	
32. Subject Committee Conveners		
To conduct effective faculty meetings regularly and keep record of the minutes of the meetings.	1. Ms Rani Jawa - Social Sciences	
	2. Mr Randhir Kumar - English	
	3. Mr Manoj Kumar - Science & Comp.Sc	
	4. Mr Mukesh Kumar - Mathematics	
	5. Mr Sharif Alam - Hindi	
33. Exhibition, Excursion & Workshop		
To plan and organise Exhibitions, Excursion and workshops as per KVS rules.	1. Ms Savita Sagar & Ms Nisha Yadav	Science Exhibition & INSPIRE Award
	2. Ms K Bhatia & Ms Abhilasha	NCSC & Green Olympiad, GSP
	3. Mr Arvind Kumar Pankaj & Ms Pooja Sharma	Excursion
	4. Mr Mukesh Kumar & Ms Indu Batra	Mathematics Olympiad ,NTSE
	5. Ms Tanushree	I/c Primary Section
	6. Ms Madhu Singh	Member
	7. Ms R Duggal	Member

34. Administrative & Finance Work		
Administrative work	1. Ms ASO I/c	
	2. Ms SSA	
	3. Ms JSA	
Fee Checking (CS-54)	1. Mr Ajay Kumar	
	2. Ms Jyoti	
Monthly Enrolment	1. Mr Ateet Bhatt I/c	
	2 Mr Ashutosh	
35 राजभाषा समिति		
	1. श्री शरीफ आलम, प्रभारी	
	2. श्री सुखपाल सिंह	
	3. श्रीमती प्रोमिला	
36. Scout & Guide /Cub & Bulbul Club		
To conduct Scout/ Guide & Cub/Bulbul activities of different units with proper planning	1. Mr Vijay Kuamr I/c	
	2. Mr Sharif Aalam	
	3. Mr Sukhpal Singh	
	4. Ms Kamlesh Rani	
	5. Ms Vineeta Sharma	
	6. Ms Madhu Singh	
	7. Mr Rahul	
	8. Mr Sandeep	
	9. Mr Manjeet	
37. Transport Facility		
To procure transport facility for the students for various purpose on contract basis	1. Mr Ajay Kumar I/c	
	2. Ms Rachna	
	3. TGT (S.Sc)	
	4. Mr Rahul	
38. Photography & Press Release		
To arrange Photography & to give wide publicity for all important celebrations & events, to send press release for the News papers	1. Mr Vijay kumar I/c	
	2. Mr Sharif Alam	
	3. TGT(Hindi)	
	4. Ms Rekha Jain	
	5. Ms Indu Dhiman	
	6. Mr Abhilash	
39. Staff Room		
To ensure cleanliness & Proper up keep of the staff room	1. Ms Manisha I/C	
	2. Mr Arvind Kumar Pankaj	
	3. Ms Madhu Singh	
	4. Mr Abhilash	
40. Alumni Association		
To coordinate the functioning of alumni association	1. Mr Manoj Kumar I/c	
	2. Ms Rekha Jain	
	3. Ms Kamlesh Rani	
41 Parents Teachers Association /PTM		
To constitute PTA and carry out activities as per Education Code	1. Mr Manoj Kumar I/C	
	2. TGT(Hindi)	
	3. Ms Kamlesh Rani	
	4. Ms R. Duggal	
42 Decoration Committee / BALA		
Decoration of Reception, Stage, Classrooms and implementing BALA Concept	1. Mr Pramod Prasad I/c	
	2. Ms Alka	
	3. Ms Indu Batra	
	4. Ms Monika	
	5. Ms Suresh Bala	
	6. Ms Jyoti	
	7. Mr Rahul	
	8. Ms Tanushree	
43 Conducting Staff Meeting & Writing Minutes of Meeting		
To conduct staff meeting, to write minutes of staff meetings in Hindi and English, circulate the minutes among staff members and keep proper record of the same	1. Mr Sharif Alam I/C	
	2. Ms Madhubala Thakurani	
	3. Ms Manisha	

44 .Programme for International Student Assesment (PISA)				
To preapre the students for the upcoming PISA 2021 , keep record of the PISA eligible students on the portal and conduct CCT practice exams .	1. Ms Kavita Bhatia I/c			
	2.Mr Ajay Kumar			
	3.Ms Monika			
	4.Ms Nisha Yadav			
	5. Computer instructor			
	All English,Matheamtics & Science Teachers			
45 Ek Bharat Shreshth Bharat				
To know and promote the local language,culture ,geography and history of the allotted state,to organise weekly activiites and preapre the students for Ek Bharat Shreshth Bharat Exhibition.	1. Mr Arvind Kumar Pankaj I/c			
	2. Mr Pulkit Garg			
	3. Mr U.B Gautam			
	4 Mr Randhir Kumar			
	5. Mr Sharif Alam			
	6.PGT(Pol Sc)			
	7.Ms Pooja Sharma			
	8.TGT(S.Sc)			
	9.Ms Rekha Jain			
	10. Ms Monika			
	11. Ms Madhubala			
	12.Mr Sukhpal Singh			
	13. TGT(Hindi)			
	14.Ms Manisha			
	15. Mr Pramod Prasad			
	16.Mr Vishal			
46. Keeping Record of Student & Staff Achievements				
	1. Mr Pulkit Garg I/c			
	2. Mr Vijay Kumar			
	3. Mr Rahul			
46. Labs /Dept. Updation & Upkeep				
(To maintain ,modernise ,upkeep and dust the laboratories and departments regularly as per the KVS norms)				
1. Physics Lab.	1. Mr Manoj Kumar	2. Ms Nisha Yadav	3. Mr Talewar	
2. Chemistry Lab.	1. Ms Kavita Bhatia	2. Ms Abhilasha	3. Mr Talewar	
3. Biology Lab.	1. Ms Savita Sagar	2. Ms Nisha Yadav	3. Mr Talewar	
4 Computer Lab. (Senior)	1. Mr Ateet Bhatt	2. Mr Talewar		
5. Computer Lab. (Junior)	1. Mr Ateet Bhatt	2. Comp Instructor	3. Mr Omprakash	
6.Mathematics Lab. & Garden	1. Mr Mukesh Kumar	2. Ms Alka	3. Mr Ajay Kumar	4. Mr Omprakash
7.NIOS Room	1. Mr U.B Gautam	2. Mr Omprakash		
8. Geography Lab.	1. Mr U.B Gautam	2. Mr Parmanand		
9. Admission Cell	1 Ms Ranju Jawa	2. Mr Parmanand		
10 Language Lab.	1. Mr Randhir Kumar	2. Mr Jairam		
11. CCA Room	1. Ms Rekha Jain	2. Mr Talewar		
12. Art Room	1. Mr Pramod Prasad	2. Mr Talewar		
13 Resource Room	1.Mr Pramod Prasad	2. Ms Kamlesh Rani		
	3.Ms Divya Kiran	4. Ms Jyoti		
	5. Mr Parmanand			
14. Staff Room (Sec)	1. Ms Manisha	2 Mr Arvind Kumar	3. Mr Talewar	
15. Staff Room (Prim)	1. Ms Madhu Singh	2. Mr Parmanand		
16 Exam Room (Sec)	1. Mr Manoj Kumar	2. Mr Omprakash		
17. Exam Room (Prim)	1. Ms Divya Kiran	2. Mr Parmanand		
18 . Library	1. Mr Vijay Kumar	2. Mr Parmanand		
19. Princaipal Room ,VP Room & Office	1. Mr Parmanand			