

**KENDRIYA VIDYALAYA NO.1, BATHINDA CANTT.  
COMMITTEES FOR SESSION 2021-22**

<b>S. No</b>	<b>Name of committee</b>	<b>Job of committee</b>	<b>Convenors/Members</b>	<b>Sign.</b>
1	CCA Publications	<ul style="list-style-type: none"> <li>- Publication of class magazines.</li> <li>-Design &amp; preparation of magazine &amp; calendar.</li> <li>- Publication of student diary.</li> <li>- Publication of Monthly news letter of vidyalaya activities.</li> <li>- Advertisement in the news paper.</li> <li>- Media coverage of different vidyalaya activities</li> </ul>	Mr Sanjay PGT (Eng) I/C Mr. Shankar Lal (PGT Hindi) Ms. Neetu Bala (TGT Hindi) Mr. Bharat (TGT Eng) Mr. Krishan, TGT (Skt) Mr. Dinesh, TGT (AE) Mrs. Poonam ( PRT ) Mr. Arun PRT	
1.	CCA ACTIVITIES	<ul style="list-style-type: none"> <li>-Preparation of CCA calendar</li> <li>-To conduct CCA activities regularly as per school calendar</li> <li>-Celebration of Imp. Days / programme as per KVS Instructions.</li> <li>- Encourage Mass participation of students</li> <li>- Proper conduction of Morning Assembly.</li> </ul>	<b>Coordinator Secondary:</b> Mrs. Daljeet Kaur TGT (Eng) I/C Mr. Mahender Singh Mrs. Neetu TGT (Hindi) Mrs. Rimpi TGT( Hindi )  <b>Coordinator Primary:</b> Mrs. Sukhpreet Kaur, PRT I/C Mrs. Poonam, PRT	
	Bulletin Boards	<ul style="list-style-type: none"> <li>- House Boards</li> </ul> Maintenance of house boards on monthly basis.	<b>All House Masters &amp; Associates</b>	
		<ul style="list-style-type: none"> <li>- Class Boards</li> <li>-Club Boards</li> </ul> Maintenance of class boards on monthly basis. Maintenance of club boards on monthly basis.	<b>All Class teachers</b> <b>Co- Class Teachers</b> <b>Subject Teachers</b>  <b>Club Incharge</b>	
2.	Academic Advisory Committee (Convenors of all subject committees)	<ul style="list-style-type: none"> <li>-Recommending &amp; Implementation of ways &amp; means for better learning , demo lessons, meeting of parents, meeting of students, keeping track of changes in syllabus, new reference materials, good magazines, use of software and e-class rooms.</li> <li>-use of study materials, question banks, CBSE sample papers, awareness regarding NTSE, KVPY etc.</li> <li>-Use of PISA learning material as per KVS Norms.</li> </ul>	Mr. Anil (Vice Principal) I/C Mr. Shankar Lal (PGT Hindi) Mrs. Manju Lata, PGT (Chem.) Mr. Sanjeev Kumar (PGT Math) Mr. Rajkumar, (PGT Hist.) Ms. Kanchan Bala (PRT)  School Captains Boy & Girl School Vice-Captain Boy & Girl	
3.	Internal Examination	Ensure completion of Examination records of students from Class I to XII. <ul style="list-style-type: none"> <li>-Planning &amp; implementation of examination dates, seating plans, result preparation, parent's teacher meetings.</li> <li>- Distribution of Study material and Split up Syllabus</li> <li>-Conduction of monthly LAT exam.</li> <li>- Conduction of CCT Assessment Exam.</li> </ul>	Mr. Sanjeev (PGT Maths ) I/C Ms. Rajender Kaur(PGT Bio) Mr. Harjinder Singh (TGT Math) Mr. Gaja Nand (Sub Staff) Mr. Hari Chand (sub. Staff) <b>Primary</b> Mr Amit (PRT) I/C Mrs. Amanpreet(PRT)	

4.	CBSE/External Exam	-CBSE and Competitive Exams	Mr. Shankar Lal (PGT Hindi)I/C Mr. R L Meena (PGT C S) Mr. Jagjeet Singh ( PGT ECO) Mr. Dinesh TGT (AE) Mr. Hardeep Singh ( SS ) Mr. Dharampal ( SS)
5.	Admission& withdrawal	As per admission guidelines - Registration & verification of records ,selection of students, correct admission record entries, checking of TC as per KVS Norms	Ms. Raj Rani (PGT Com) I/C Mrs Jyoti Miglani,( TGT Hindi) Ms. Kanchan (PRT) Mr. Arun (PRT)
6.	Time Table & Teacher Leave Arrangement	-Ensuring balanced Time Table as per KVS guidelines. Daily Leave arrangement List of class teachers/co-class teachers.	Mr. Jagjeet Singh PGT (Eco.) I/C Mr. Shankar Lal, PGT ( Hindi) Mrs. Ranju TGT ( Math) Mr. Bharat, TGT (Eng.) Mrs. Kanchan (PRT) Mrs. Usha Rani (PRT)
7.	Discipline	-Checking of late coming of students, reducing noise level, checking of students crowding in corridors, recording of students indiscipline, inquiries and recommending solution for indiscipline related conflicts/problems.	Mr. Ravi TGT(P&HE)I/C Mr. Rajkumar (PGT Hist.) Mr. Shankar Lal (PGT Hindi) Ms. Manju Lata (PGT Chem.) Mr. Sanjeev Kumar (PGT Math) Mrs.Satwant Kaur (TGT S St) Mr. Amit (PRT) Mr. Pawan(PRT) Ms. Poonam Yadav(PRT)
8.	Purchase Committee	To purchase required items for Vidyalaya as per KVS purchase procedure	Mr Dinesh Kumar TGT(AE) I/C Mr. N S Das TGT (S.Sc) All Department Holders
9.	Library Advisory Committee	-Suggestion for upkeep & Improvement of library, automation of library, ensuring selection & timely purchase of new books. -Identification of old & unnecessary piling of books.	Mr. Shankar Lal (PGT Hindi) I/C Mr. Jagjeet Singh (PGT Eco) Mr. Santosh Kumar ( PGT Phy) Mr. Sanjay (PGT Eng) Mrs. Usha Rani (PRT)
10	Sports committee	-Developing sportsman spirit framing the routine of games & sports, selection of students, conducting health competitions checking of medical fitness, training as per fitness of the students.	Mr Ravi TGT(P&HE) I/C Mr. Raj Kumar (PGT Hist.) Mr. Harjinder Singh TGT(Maths) Mr Dinesh Kumar TGT(AE) Mr.Bharat (TGT ENG.) Ms. Sukhpreet (PRT) Mr. Arun PRT Mr. Amit Kumar PRT
11	Scouts & Guide	Registration of scouts & guide, cubs & bulbul, preparing scout & guide corner in the vidyalaya, maintaining register of achievement of scouts & guide in Academics, sports, cultural & adventure activities, wearing complete uniform on scheduled days, conducting pratham sopan, dwitya sopan, Tritya sopan and cubs & bulbul utsav. -Any other activity related to scout and guide as per KVS Norms.	Scout & Guide :- Mr. Raj Kumar (PGT Hist.) I/C Mr Dinesh, TGT AE Mr Bharat TGT Eng Ms. Sapna (WET) Mrs.Neetu Bala TGT Hindi Mrs. Sukhpreet (PRT) Cubs and Bulbul :- Mrs. Usha Rani I/C Mr. Amit Kumar ( PRT ) Mr. .Arun PRT Mr. Pawan PRT  All the Scout/Guide/Bulbul trained teacher.

12	Adventure Activity/ Excursion	-Planning of adventure activities & trips, selection of students, ensuring timely preparation for adventure/trips/activities, motivation & ensuring enjoying learning of experiences.	Mr. Raj Kumar (PGT HIS) I/C Mr Ravi TGT(P&HE) Mr. Amit (PRT) Ms. Sukhpreet Kaur(PRT)	
13	M & R of school Building (Civil Work/Electric work)	-Repair of class rooms and buildings. -Taking requirements of repair & maintenance &, executing of M & R work as per KVS norms, Functioning of elec. Points, fans, lights, coolers, water points exhaust fans in toilets/classroom/departments.	Mr. Dinesh Kumar (TGT Art ) I/C Mr. Mahender Singh TGT ( Eng.) Mr Ravi TGT(P&HE) Mr. N.S.Dass TGT Sst Ms. Sapna TGT WE I/C Elec. Mr. Amit Kumar ,PRT Mr.Arun, PRT	
14	Beautification of school Building & campus	Horticulture developments of campus, naming of plants, cutting, beautification, maintenance of gardens/grass/trees.	Ms. Rajinder Kaur PGT (Bio.) I/C Mr. Dinesh Kumar TGT (ART) Ms. Sapna (WET) Mrs. Poonam PRT Mrs. Sunaia PRT	
15	Monitoring of Cleanliness in the school	Ensure awareness for throwing wastages into dustbin, clean glass panes, clean fans, tub lights clean class rooms, corridors, depts./labs, clean campus & toilets. Maintenance of daily record register.	Mrs. Manju Lata PGT (Chem.) Ms. Sapna (WET) I/C Mrs Jyoti Miglani,( TGT Hindi) Mrs. Neetu Bala ,( TGT Hindi) Mrs. Usha (PRT) Mr. Pawan (PRT)	
16	Science Club	Maintaining science corner in Vidyalaya, use of teaching aids, learning by doing experiments/activities VI-XII, planning for science exhibitions. Planning science experiments, regular use of junior science lab & senior science lab use of e-class rooms. Celebration of Important Days related to science.	Mrs.Manju Lata(PGT Chem) I/C Mr.Santosh Kumar (PGT Phy) Ms. Rajinder KaurPGT(Bio.) Ms.Kusum(TGT Sci.) Ms. Mohinder Kaur (TGT Sci) Mr. Arun(PRT) Mr. Amit PRT	
17	Eco. Club / Nature Club	A) Plantation of trees in and around the Vidyalaya & neighbourhood. B) Adoption, Maintenance & Protection of plant. C) Creation of Herbal garden in the Vidyalaya campus. D) Study of common plant, rare species of plant available in the locality and its preservation. E) Green practice in the Vidyalaya. F) Campaign for awareness, dealing with the problems and protection of environment in the neighbourhood. G) Maintenance of different activities in club register.	Ms. Rajinder KaurPGT(Bio.) I/C Mrs. Mohinder, TGT (Sci) Ms. Kusum TGT(Science) Ms.Poonam(PRT) Mrs. Amanpreet Kaur PRT	
18	Health Club	To develop awareness about physical fitness, good eating habits, cleanliness etc. Maintenance of different activities in club register	Ms. Rajinder KaurPGT(Bio.) I/C Ms. Kusum, TGT (Sci.) Ms Mohinder Kaur TGT (Sci) Mrs Kanchan (PRT) Mrs. Usha Rani PRT Mrs. Sukhpreet Kaur PRT Nurse	

19	Integrity Club	To motivate students towards communal harmony, brotherhood and moral values. Maintenance of different activities in club register	Mr. Rajkumar (PGT Hist) I/C PGT Geo. Mr. N S Das (TGT Sst) Mrs. Anjana PRT	
20	literary Club	To Create interest in literature and language Maintenance of different activities in club register	Mr. Sanjay, PGT (English) I/C Mr. Shankar Lal PGT (Hindi) Mr. Bharat TGT(Eng.) Ms. Rimpi (TGT Hindi) Mrs Sunaina PRT Mrs Poonam, PRT Mrs Sukhpreet PRT	
21	Art Club	To tap the creativity in the students. Maintenance of different activities in club register	Mr. Dinesh Kuamr, TGT,(Art Edu) I/C Mrs Sapna Sharma TGT(WE) Ms. Poonam, PRT Mrs. Sunaina PRT	
22	Photography	Keeping record of imp. Events/videos.	Mr. Dinesh Kuamr, (TGT AE) I/C Mr. Bharat (TGT Eng.) Ms. Kanchan(PRT) Comp. Instructor Sec.	
23	Furniture	Identifying requirements of furniture Keeping record of inventory of class/dept., proper repair of furniture damaged during the session.	Mr. Santosh (PGT Phy.) I/C Mr. Bharat (TGT Eng.) Mrs. Neetu (TGT Hindi) Mr. Pawan PRT Mrs Usha Rani PRT	
24	First Aid & Medical Room	Necessary kit for immediate first aid.	Ms. Mohinder Kaur (TGT Sci) I/C Ms. Sapna Sharma (TGT WET) Mrs. Kanchan (PRT) Nurse	
25	AEP	To Develop Awareness among Students about Adolescence related issues. Adjustments to physical and Emotional Changes. Timely completion of modules of AEP programme as per KVS Norms. Maintenance of different activities in club register	Ms. Rajender Kaur PGT ( Bio. ) I/C Ms. Kusum TGT (Science) Counsellor	
26	Canteen Monitoring	To recommend the edibles for canteen. To check the quality & rates of items frequently.	Mr. Sanjay (PGT, English) I/C Mrs. Neetu Bala (TGT Hindi) Mrs. Kanchan, PRT	
27	Raj Bhasha Committee	Quarter meeting & report review & Follow up. Implementation of Hindi language as per norms.	Mr. Shankar Lal (PGT Hindi) I/C Mrs, Rimpi TGT(Hindi) Mr. Krishan Kumar TGT (Skt) Mrs. Seema (TGT Lib.) Mr. Hardeep Singh (SS)  UDC / LDC	

28	Arrangement of Mike in PA System	Arrangement of mike system for morning assembly and different programs.	Ms. Sapna Sharma (WET) I/C Mr Ravi (PHE) Mr Jasvir Singh Sub Staff Secondary Mr. Pawan PRT Mr. Gajanand, Sub-Staff Primary
29	Coordination of parent Teacher Meeting and PTA	Timely information & preparation for conduct of meetings, Maintenance of records of PTM's conducted.	Mr.Sanjeev Kumar (PGT Maths) I/C from PTM Mrs.Manju Lata (PGT Chem) I/C for PTA Mrs. Kanchan (PRT) Mr. Amit Kumar PRT
30	Upkeep of staff Rooms	Proper furniture, Cleanliness Water Arrangement Dustbin.	Mrs. Mohinder Kaur (TGT Eng) I/C Mrs. Jyoti Miglani TGT Hindi Mrs. Sukhpreet (PRT) Mrs Amanpreet Kaur PRT
31	Quarter Allotment	-Allotment of Staff Quarters. -maintenance of staff quarters -maintenance of cleanliness in the staff colony. - any other issues related to staff quarters.	Mr. Shankar Lal (PGT Hindi) I/C Mr. Krishan Kumar TGT( San.) I/C Mrs. Neetu Bala ( TGT Hindi) Mr.Poonam Yadav (PRT) Mr. Pawan Kumar (PRT)
32	Website Committee	Weekly updating	Mr. R L Meena (PGT Comp) I/C Computer Instructor Secondary Computer Instructor Primary
33	Teaching Aid	Use of Teaching Aid regularly ensuring effective teaching learning	Mr. Raj Kumar PGT (History) I/C PGT Geography TGT S.St Ms. Kanchan Bala(PRT)
34	E-Class Rooms	Safety & security of equipment's. Maintenance of record of use of E-class room in registers for every class.( Class teacher of E-class room ) To lock the class room after school time..( Class teacher of E-class room )	Mr. R L Meena(PGT Comp) I/C Computer Instructor Secondary Computer Instructor Primary Mr. Arun (PRT) All the class teachers of classes having E-class room equipment's.
35	Grievance / Sexual Harassment	To Redress problems related to sexual harassment faced by students and staff.	Mrs.Manju Lata(PGT Chem) I/C Mr. Shankar Lal (PGT Hindi) Mrs. Jyoti Miglani (TGT Hindi) Mrs. Ranju Bala (TGT Maths) Mrs.Kanchan Bala PRT
36	Language Lab	To conduct activity for students regularly Maintenance of record of use of language lab.	Mr. Sanjay( PGT Eng) I/C Mr. Mahender Singh TGT (English) Mr. Bharat (TGT Eng) Mrs. Daljeet Kaur ( TGT Eng.) Mrs. Poonam yadav PRT
37	Fees	Look into issues related to fee collection	Mr. N S Das (TGT SSt.) I/C Mr. Hardeep Singh (SS)
38	KV Shaala Darpan & E- Punjab	To update the data in KV Shaladarpan and E-Punjab portal.	Mr. R L Meena (PGT Comp) I/C Ms. Kusum Lata TGT Science Mrs. Rimpi TGT Hindi Mr. Harjinder, TGT Math Mrs Amanpreet PRT Computer Instructor Secondary Computer Instructor Primary

39	Resource Room(Primary )	Primary (Collection, Cleanliness and arrangement of TLM and project work in every month)	Mrs. Usha Rani, PRT I/C Mrs. Poonam PRT	
40	PISA	- Updation of students records and results on PISA portal of mHRD -Any other activity related to PISA as per KVS instructions. - Maintenance of record - Maintenance of PISA Corner in vidyalaya	Mrs. Ranju Bala TGT Maths I/C Mr. Harjinder Singh TGT Math Computer Instructor Secondary Mrs. Seema Rani TGT Lib.	

Sl.No	Particulars	Name of Team Leader	Members
1	Child Rights Protection Cell	MR. Shankar Lal	1 MRS. MANJU LATA 2 MRS. SEEMA RANI 3 MRS. KANCHAN BALA 4. Mr. AMIT
2	Evacuation Team	MR. SANJEEV KUMAR	1 MR. RAVI 2 MR DINESH KUMAR 3 MR. HARJINDER SINGH
3	Search & Rescue Team	MR. RAJ KUMAR	1 MR. BHARAT 2 MR. RAVI 3. MRS. POONAM 4.MR. PAWAN
4	First Aid & Medical Team	Ms. RAJINDER KAUR	1 MS.KUSUM 2 MS. MOHINDER KAUR 3 MS. SAPNA SHARMA 4 MS. KANCHAN BALA
5	Transport Safety Team	MR. JAGJEET SINGH	1 MRS. MANJU LATA 2 MR. RAJ KUMAR 3 MR. HARJINDER SINGH 4 MR. ARUN
6	Team for students with special needs (Divyang)	MR. SANJAY	1 MR. KRISHAN KUMAR 2 MRS. USHA RANI 3 MRS. POONAM
7	Internal Complaint Committee (ICC)	Ms.T.Rukmani	1 H.L. Latka (NGO Red Cross Bathinda ) 2 Mrs.Manju Lata 3 Mr.Shankar Lal 4 Mrs. Raj Rani 5 Mrs. Anisha Ghuman (Principal APS, Bathinda Cantt.)
8	Grievance Redressal Committee	MR SHANKAR LAL	1 Mr. JAGJEET SINGH 2 MRS. SEEMA RANI 3 MRS. SATWANT KAUR 4 MRS. KANCHAN BALA

