

**KENDRIYA VIDYALAYA NO. 3 AFS BHISIANA BATHINDA
COMMITTEE FOR THE SESSION 2018-19**

SR	NAME OF COMMITTEE	INCHARGE AND ASSOCIATES	DUTIES TO BE DONE	Sign
1.	ACADEMIC AND ADM.SUPPORT	1.Principal Sir 2. Mrs. Parveen Mehmi 3. Pradeep Kumar	To supervise the academic work & notebook correction in vidyalaya	1. 2. 3.
2.	ADMISSION	1.Mr. Kailash Chand I/c 2.Mrs. Rajani Gandha 3.Mrs.Mansha Arora	To perform all admission related work & to follow admission guideline	1. 2. 3.
3.	EXAMINATION Internal & CBSE Primary & Secondary	1. Mr. Manoj I/c CBSE 2. Mrs.Parveen Mehmi I/c Internal 3. Mr. Devendra Budania 4. Mrs. Kulvir Kaur 5. Mr. Neeraj 6. Mrs. Shweta Sharma	To conduct all exam , CBSE work, timely correction of note books & declaration of results & all analysis by RO & to follow all circulars issued by RO from time to time	1. 2. 3. 4. 5. 6.
4.	TIME TABLE AND ARRANGEMENT SEC: PRI:	1.Mr. Pradeep Kumar 2.Mrs. Darshna Jindal 3. Mrs. Reena Devi 4. Mrs. Sudha Yadav 5. Mr. Sonu	To prepare time table & arrangement of teachers & to supervise any vacant class & report to authority	1. 2. 3. 4. 5.
5.	FURNITURE	1.Mr. Vinod 2.Mrs. Kailash Chand 3.Mrs. Sunita Devi 4.Mrs.Dimple Arora	To physically verify all furniture from records & maintance of furniture	1. 2. 3. 4.
6.	CLEANLINESS OF VIDYALAYA	1.Mr. Ramesh Kumar Yadav 2.Mr. Pardeep Kumar 3.Mrs. Dimple 4.Mrs. Reena Devi 5.Mr. Neeraj Kumar	To observe cleanliness of classes, corridor, toilets & water points & instruct workers.	1. 2. 3. 4. 5.
7.	GARDENING AND BEAUTIFICATION OF VIDALAYA	1.Mrs. Shalini Paliwal 2.Mrs. Dimple Arora 3.Mrs. Indu Gupta	To instruct gardener about Different type of plants to be planted in vidyalaya according to season & beautification of vidyalaya campus	1. 2. 3.
8.	ALL SCIENCE CLUBS/NATURE CLUB	1.Mrs. Parveen Mehmi 2.Mr. Kailash Chand 3.Mrs. Shalini Paliwal 4.Mr. Manoj 5.Mrs. Sunita Devi 6.Mrs. Dimple Arora	To motivate the students to participate in various R/O & national level science activities.	1. 2. 3. 4. 5. 6.
9.	S.ST. CLUB	1. Mrs. Indu Sharma 2. Mr. Satpal 3. Mr. Devendra Budania	To motivate the students to participate in social science exhibition	1. 2. 3.
10.	MAINTENANCE AND REPAIR OF SCHOOL BUILDING	1.Mr. Om Prakash 2.Mr. Narendra Kumar 3.Mr. Sonu	To ensure proper maintenance of school building & aqua guards	1. 2. 3.

	AND CONTINUOUS SUPPLY OF DRINKING WATER & ELECTRICITY		installed & proper cleaning of water tanks, repairing of electrical appliances.	
11.	MAINTENANCE AND REPAIR OF STAFF QUARTERS	1.Mr. Om Prakash 2.Mr. Narendra Kumar 3.Mr. Sonu	To maintain the repair work, electricity, plumbing work in staff quarters	1. 2. 3.
12.	EDUCATIONAL TOURS/EXCURSION	1.Mr. Pardeep Kumar 2.Mrs. Anju Meena 3. Mr. Ramesh Kumar Yadav	To plan educational tours, to provide proper stay & hygienic food during the tour.	1. 2. 3.
13.	MEDICAL CHECKUP	1. Mrs. Shalini Paliwal 2.Staff nurse	To provide medical cards ,to arrange medical checkup twice in a year & follow up action	1. 2.
14.	CMP	1.Mrs. Indu Gupta 2.Mrs.Anju Meena	To maintain proper records of material purchased & consumed& no. of work sheets prepared by teachers	1. 2.
15.	PHOTOGRAPHY	1.Mr. Narendra Kumar 2. Harish Kumar Meena	To take photographs of every event of school.	1. 2.
16.	OCCASSIONAL GUIDANCE/COUNSELLING/ GUEST LECTURES	1.Mr. D.D Dixit 2.PGT ENGLISH 3.PGT HINDI 4. Mrs. Indu Sharma	To arrange guest lectures by inviting scientist, doctors & other dignitaries on important occasions.	1. 2. 3. 4.
17.	SPORTS COMMITTEE	1.Mr. Om Prakash 2.Mrs. Mansha Arora 3.Mrs Indu Gupta 4.Mrs.Charu Sharma	To make participation of students in various games at regional & national level & to prepare the students for such events.	1. 2. 3. 4.
18.	QUARTERS ALLOTTMENT COMMITTEE	1.Mrs. Shalini Paliwal 2. Mr. Ramesh Kumar Yadav 3. Mr. Om Prakash 4. Mrs. Charu Sharma	To make a proper panel of eligible staff at start of academic session & to allot the quarter as per panel approved by chairman VMC.	1. 2. 3. 4.
19.	DISCIPLINE COMMITTEE	1.Mr. Vinod I/c 2. Mr. Om Prakash I/c 3.Mr. Pradeep Kumar 4.All Class Teachers	TO Maintain discipline in vidyalaya	1. 2. 3. 4.
20.	LIBRARY COMMITTEE	1.Mr. T S Bhandari 2.Mrs. Parveen Mehmi 4.Mr. Ramesh Kumar Yadav 5. PGT English	A meeting should be conducted at the end of month, books review, list of condemned books & books to be purchased.	1. 2. 3. 4. 5.
21.	IMPLEMENTATION OF RAJ BHASA	1.Mr. Ramesh Kumar Yadav 2. Anju Meena	To take initiative for correspondence in Hindi & to attend Rajbhasha meetings & to implement them.	1. 2.

22.	SCOUT AND GUIDE	1. Mr. T.S Bhandari I/C 2.Mr. Narendra Kumar 3. Mr. D.D Dixit 4. Mrs. Sudha Yadav 5. Mrs. Charu Sharma	To ensure the enrollment of students & to participate the students in various activities from time to time.	1. 2. 3. 4. 5.
23.	ADOLESCENCE EDUCATION	1.Mrs. Shalini Paliwal 2.Mrs. Dimple Arora 3. Mrs. Shweta Sharma	To guide the girls about the program & to deal complaints	1. 2. 3.
	CCA COMMITTEE	1.Mr. Ramesh Kumar Yadav I/c 2.Mrs. Shalini Paliwal, co-ordinator 3.Mrs. Rajani Gandha 4.Mr. D.D Dixit 5.Mrs. Sudha Yadav	Maintenance of result of CCA activities ,purchase & distribution of CCA prizes,& \ maintaining CCA activity register	1. 2. 3. 4. 5.
24.	LITERARY CLUBS	1.Mr. Indu Sharma 2.Mrs. Dimple Arora	To develop language skills & various language activities among students.	1. 2.
25.	NATURE CLUB/ECO CLUB	1. Mrs. Shalini Paliwal 2. Mrs. Sunita Devi 3. Mrs. Dimple Arora	To keep in touch with forest dept. & celebrate van mahotsava.	1. 2. 3.
26.	VIDALAYA MAGAZINE/CLASS MAGAZINE/SCHOOL DIARY COMMITTEE	1.Mr. Ramesh Kumar Yadav 2.PGT English 3.Mrs. Kulvir Kaur 4. Mrs. Rajani Gandha 5. Mr. D.D Dixit 6. Sonu	Editorial board should collect articles from teachers & student's articles should be screened & proof reading must be done of selected articles.	1. 2. 3. 4. 5. 6.
27.	SEXUAL HARRASSEMENT COMMITTEE	1.Mrs. Parveen Mehmi 2.Mrs. Darshna Jindal	Proper action should be taken as per KVS norms.	1. 2.
28.	GRIVIEANCE CELL INFORMATION ON RTI	1.Mr. Pardeep Kumar 2.Mr. Manoj	Proper information should be provided as prescribed time.	1. 2.
29.	INTEGRITY CLUB	1.Mrs. Darshna Jindal 2.Mrs. Dimple Arora		1. 2.
30.	TLM PURCHASED COMMITTEE	1.Mrs. Indu Bansal 2.Mr. Mansha Arora 3. Mrs. Shweta Sharma		1. 2. 3.
31.	STAFF MEETING COMMITTEE	1.Mrs. Rajani Gandha 2.Mr. Ramesh Kumar Yadav	To note the minutes of meeting.	1. 2.

32.	WEBSITE UPDATE COMMITTEE	1.Mr. Vinod 2. Computer Instructor	Timely updation of website as per KVS norms.	1. 2.
33.	SHALA DARPAN COMMITTEE	1.Mr. Pardeep Kumar 2.Mr. Manoj	Regular instructions to teachers for timely completion of data required.	1. 2.
34.	AUDIO VISUAL AIDS AND E-LEARNING COMMITTEE	1.Mr. Narendra Kumar 2.Mr. Vinod 3.Mr. Harish Kumar Meena	To make proper records of e classes taken by teachers & proper maintenance of equipment.	1. 2. 3.
35.	OLYMPIAD COMMITTEE	1.Mr. Kailash Chand 2.Mrs. Shalini Paliwal 3. Mr. Manoj	To conduct various Olympiads & participation in NCSE & NTSE exams.	1. 2. 3.
36.	House Master Primary	A. Red House – Mrs. Anju Meena A/H Mrs. Charu Sharma B. Yellow House- Mrs. Indu Gupta A/H Mr. Harish Kumar Meena C. Blue House – Mrs. Shweta Sharma A/H Neeraj D. Green House— Mrs. Sudha Yadav A/H Sonu	To look after various house related works & proper maintenance of house records of various activities preformed throughout year.	1. 2. 3. 4.
37.	House Master Secondary	A. Red House Mr. Narendra Kumar A/H Parveen Mehmi A/H Neeraj B. Blue House Mr. T.S Bhandari A/H Kailash Chan A/H Anju Meena C. Yellow House Mrs. Reena Devi H/A Indu Sharma H/A Indu Gupta D. Green House Mr. Om Parkash A/H Pardeep Kumar A/H Sudha Yadav	To look after various house related works & proper maintenance of house records of various activities preformed throughout year.	1. 2. 3. 4.