

KENDRIYA VIDYALAYA, BSF, JALALABAD

Distribution of Work/Duties for the session 2022-23 (w.e.f.04.04.2022)

S. No.	Committee	Assignment/Duty	Committee I/C	Committee Members	Signature
1	CCA Committee	To constitute the student counsel and plan and execute all CCA activities in effective manner along with the Committee members and other teachers	Smt. Indu Rani (PGT-English)	Sh. Surendra Kumar (PGT-Hindi) Sh. Badree Prasad Verma (TGT-Sanskrit) Sh. Sanjay Kumar (TGT-English) Sh. Sunil Kr. Jasuja (PGT-Computer Science)	
	CCA Committee (Primary)		Smt. Shalu Rani (PRT)	Smt. Amita (PRT-Music) Smt. Kavita (PRT)	
2	Time Table Committee (Sec. & Sen. Sec.)	To frame a Time table for effective implementation of academic aspects of KVS and arrange day-to-day periods for the teachers on leave.	Sh. Surender Kumar (PGT-Chemistry)	Sh. Gulab Chand Meena (TGT-Maths) Sh. Sukhjeet Singh (PGT-Economics)	
	Time Table Committee (Primary)		Sh. Jitender Kumar Meena (PRT)	Ms. Parul Khullar (PRT)	
3	Admission & SR Register Updation Committee	To perform all admission related duties, like issue of registration of forms, receipt of filled forms, release of provisional admission list, finalization of admission and updation of SR register (after admission & issuance of T.C.)criterion etc.	Sh. Surendra Kumar (PGT - Hindi)	Sh. Sunil Kr. Jasuja (PGT-Computer Science) Sh. Sukhjeet Singh (PGT-Economics) Sh. Bipin Tete (Librarian) Sh. Surender Kumar (PGT-Chemistry) Smt. Reena Verma (PRT) Smt. Amita (PRT-Music)	
4	Examination Committee (Internal)	To conduct and manage different Internal examinations for Sec. & Sr. Sec. Sections (as per KVS guidelines) in smooth & fare manner and to manage finalization of Results & maintainance of records conduct of PTM Meetings.	Smt. Swati Chawla (PGT-Physics)	Smt. Kesung Kinzom (PGT-Biology) Sh. Gulab Chand Meena (TGT-Maths) Smt. Pooja Kumari (TGT-SST) Sh. Amit Bhamu (TGT-P&E) Sh. Satish Kumar (Sub-Staff)	
	Examination Committee External (CBSE)	To ensure the completion of all CBSE related work (Like,Student registration, Data uploading etc) in time bound manner and to conduct CBSE related exams with the Co-ordination of Internal Examination I/C.	Sh. Sunil Kr. Jasuja (PGT-Computer Science)	Sh. Gulab Chand Meena (TGT-Maths) Sh. Sukhjeet Singh (PGT-Economics)	
	Examination Committee (for Pri.section)	To conduct and manage different Internalexaminations for Primary Section (as per KVS guidelines) in smooth & fare manner and to upkeep the record.	Smt. Kavita (PRT)	Smt. Shikha Singh (PRT) Ms.Parul Khullar (PRT) Sh. Jitender Kumar Meena (PRT)	
5	Purchase Committee	To ensure market survey and put better suggestions regarding procurement of articles for the use of Vidyalaya and ensure the quality of articles/ goods to be procured	Sh. Virender Kumar (PGT-Commerce)	Sh. Jitender Kumar Meena (PRT) Sh. Bipin Tete (Librarian) Sh. Sanjay Kumar (TGT-Eng.) Sh. Satish Kumar (Sub-Staff)	

6	Purchase Verification Committee (Quality & Specification)	To check the Quality and Specifications of the Goods/ Articles Purchased as per the standards fixed earlier before starting purchase procedure.	Smt. Kesung Kinzom (PGT-Biology)	Sh. Sunil Kr. Jasuja (PGT-Computer Science) Sh. Sukhjeet Singh (PGT-Economics) Sh. Amit Bhamu (TGT-P&E) Sh. Neeraj Kumar (TGT-WE) Sh. Hitesh Gaur (JSA)	
7	Grivance Cell and Re-Dressal Committee at Vidyalaya level	To deal (as per KVS rules) with the complaints received from the Vidyalaya staff, especially female and SC/ST staff and put suggestions to solve the matters/start any disciplinary action against any individual/for onward submission of the matter like sexual harrasment, pocso,child right	Sh. Surendra Kumar (PGT - Hindi)	Smt. Indu Rani (PGT-English) Smt. Pooja Kumari (TGT-SST) Smt. Reena Verma (PRT)	
8	Discipline Committee (for Sec. & Sr. Sec. Sections)	To maintain the discipline among the students in each and every activity of the Vidyalaya and explain the importance of the discipline in the life. The Discipline Committee I/C will prepare a chart of Day wise Lunch Break Duty and ensure itseffective implementation. In case of Leave of Duty Teacher, the alternative arrangement will be made by the committee I/C (or Sr. Member of this Committee in the absence of I/C).	Sh. Amit Bhamu (TGT-P&E)	Sh. Neeraj Kumar (TGT-WE) Sh. Gulab Chand Meena (TGT-Maths) Sh. Sanjay Kumar (TGT-Eng.)	
	Discipline Committee (for Pri. Section). Evacuation team/Rescue/ Transport safety team		Smt. Reena Verma (PRT)	Sh. Jitender Kumar Meena (PRT) Smt. Amita (PRT-Music) Smt. Shikha Singh (PRT)	
9	Scout & Guide Committee	To conduct & manage different activities related to Scout & Gide and Cubs & Bulbuls (as per KVS schedule) & also to keep the record.	Sh. Sanjay Kumar (TGT-Eng.)	Sh. Badree Prasad Verma (TGT-Sanskrit) Sh. Surender Kumar PGT-Hindi)	
	Cubs & Bulbuls Committee		Smt. Shalu Rani (PRT)	Smt. Amita (PRT-Music)	
10	Outsourcing Work	To monitor & maintain the attendance of all the employees of Outsourcing Agencies and to ensure the work & conduct of each of these employees upto maximum satisfaction during Vidyalaya hours.	Sh. Badree Prasad Verma (TGT-Sanskrit)	Smt. Monu Sehgal (PGT-Maths) Smt. Reena Verma (PRT) Sh. Hitesh Gaur (JSA)	
11	Cleanliness Monitoring Committee, Swatch Vidyalaya Abhiyan	The Committee should also ensure the cleanliness and upkeep of the Vidyalaya campus to provide the hygienic environment to the students.	Smt. Monu Sehgal (PGT-Maths) (I/C Monitoring & Cleaniness)	Sh. Jitender Kumar Meena (PRT) Smt. Kavita (PRT) Sh. Badree Prasad Verma (TGT-Sanskrit) Sh. Amit Bhamu (TGT-P&E)	
12	Publication Committee	To make necessary arrangement for the publication of Student Diary, Vidyalaya Magazine, News Letter, Press Reports etc.	Smt. Indu Rani (PGT-Eng.)	Sh. Sunil Kr. Jasuja (PGT-Computer Science) Sh. Surender Kumar PGT-Hindi) Sh. Badree Prasad Verma (TGT-Sanskrit) Sh. Sanjay Kumar (TGT-Eng.) Sh. Bipin Tete (Librarian)	

	Publication Committee For Primary Section	To make necessary arrangement for publication for News Letter	Ms.Parul Khullar (PRT)	Sh. Jitender Kumar Meena (PRT) Computer Instructor	
12	Games & Sports Committee	To ensure the availability and issuance of sports items to the students and conduct & manage all sports activities(as per KVS calender).	Sh. Amit Bhamu (TGT-P&E)	Sh. Gulab Chand Meena (TGT-Maths) Sh. Surender Kumar (PGT-Chemistry) Sh. Jitender Kumar Meena (PRT) Ms.Parul Khullar (PRT)	
13	Guidance & Counselling Committee & Alumini & Career Counselling	To recommend valuable books to the Vidyalaya Library and provide the valuable suggestions to the students for future planning by organigingCareer-Guidance and Counseling Sessions.	Smt. Swati Chawla (PGT-Physics)	Sh. Surender Kumar (PGT-Chemistry) Sh. Sukhjeet Singh (PGT-Economics) Smt. Monu Sehgal (PGT-Maths) Smt. Reena Verma (PRT)	
14	Beautification & Gardening Committee /Green School	To maintain and upkeep the beauty of each every corner of the Vidyalaya and its garden & Ground Maintenance	Smt. Kesung Kinzom (PGT-Biology)	Smt. Monu Sehgal (PGT-Maths) Smt. Shalu Rani (PRT)	
	Ground Maintenance		Sh. Amit Bhamu (TGT-P&E)	Sh. Badree Prasad Verma (TGT-Sanskrit) Sh. Surender Kumar (PGT-Chemistry) Smt. Reena Verma (PRT)	
15	I.T. & General Correspondance Committee	To deal with the matters related to Fee Collection(through UBI) & TC issue, Shala Darpan Portal and Vidyalaya Website updation.	Sh. Sunil Kr. Jasuja (PGT-Computer Science)	Sh. Hitesh Gaur (JSA) Sh. Badree Prasad Verma (TGT-Sanskrit) Sh. Bipin Tete (Librarian)	
16	RTI Committee	To ensure the supply of information sought by any person or higher offices related to Vidyalaya matter as per RTI Act-2005 in time bound manner. The information will be strictly provided on the basis of Records available in the Vidyalaya.	Sh. Virender Kumar (PGT-Commerce)	Sh. Hitesh Gaur (JSA) Sh. Badree Prasad Verma (TGT-Sanskrit)	
17	Reaparing & Maintenance (including Electricity & Water Arrangement) Committee	To ensure the maintenance & repairing work & the proper arrangement of drinking water, PA System and electricity supply in Vidyalaya	Sh. Neeraj Kumar (TGT-WE)	Smt. Swati Chawla (PGT-Physics) Sh. Amit Bhamu (TGT-P&E) Sh. Virender Kumar (PGT-Commerce)	
18	Staff Quarters Committee	To ensure the allotment and repairing & maintenance of staff quarters to the staff members as per KVS guidelines.	Sh. Surender Kumar (PGT-Chemistry)	Smt. Kavita (PRT) Sh. Amit Bhamu (TGT-P&E) Smt. Pooja Kumari (TGT-SST) Sh. Neeraj Kumar (TGT-WET)	
19	Canteen Committee (Monitoring)	To ensure the supply/ sale of quality and hygienic food items to avoid any food poisoning to the consumers. The Committee should also ensure the timely opening & closing of Vidyalaya Canteen. & Proper monitoring time report submitting .	Smt. Monu Sehgal (PGT-Maths)	Sh. Amit Bhamu (TGT-P&E) Shri. Surendra Kumar (PGT-Hindi) Staff-Nurse	

20	Adolecence Education Programme (AEP) implementation Committee	To ensure the effective implementation of AEP as per the guidelines of KVS/NCERT.	Sh. Surender Kumar (PGT-Chemistry)	Smt. Monu Sehgal (PGT-Maths) Smt. Kesung Kinzom (PGT-Biology)	
21	Pay Bill, Arrear etc. Verification (Cross Verification Aspect) Committee		Sh. Virender Kumar (PGT-Commerce)	Sh. Sukhjeet Singh (PGT-Economics) Sh. Badree Prasad Verma (TGT-Sanskrit)	
22	Library Committee	Proper maintain the records and upkeep of Library.	Sh. Bipin Tete (I/C)	Smt. Kesung Kinzom (PGT-Biology) Sh. Surender Kumar,PGT-Hindi Ms.Parul Khullar (PRT) Amit Singh (Boy) XII Sci. Anshika Dwivedi (Girl) - XII Comm.	
23	Teaching Aid Committee		Sh. Sunil Kumar Jasuja (I/C)	Sh. Sukhjeet Singh (PGT-Economics) Smt. Pooja Kumari (TGT-SST) Smt. Reena (PRT)	
24	Student Council Committee		Mrs. Indu Rani (I/C)	Sh. Sanjay Kumar, (TGT-Eng.) Sh. Amit Bhamu (TGT-P&E) Mrs. Reena Verma (PRT)	
25	Staff Meeting Arrangement & Recording of Minutes	Maintain the records and staff room maintains.	Sh. Sanjay Kumar, (TGT-Eng.)	Mrs. Indu Rani (PGT-Eng.) Smt. Pooja Kumari (TGT-SST)	
26	Raj Bhasha Kriyanvayan Committee		Sh. Surender Kumar (PGT-Hindi)	Sh. Hitesh Gaur (JSA) Sh. Badri Parsad Verma (TGT-Sanskrit) Mr. Jitender Kr. Meena, PRT	
27	Institutional Planning & Advisory Committee		Sh Virender Kumar (PGT-Comm) (I/C)	Sh. Surender Kumar PGT(Hindi) Sh. Sanjay Kumar, (TGT-Eng.)	
28	Fee Re-Conciliation CS-54 Preparation		Mrs. Monu Sehgal (PGT-Maths)	Sh. Hitesh Gaur (JSA)	
29	TDS Return Filing & Income Tax Pay Bill Verification Committee		Sh. Virender Kumar (PGT-Comm.) (I/C)	Sh. Sukhjeet Singh(PGT-Eco.) Sh. Gulab Meena (TGT-Math)	
30	Photography Committee		Sh. Bipin Tete (Librarian)	Sh. Amit Bhamu (TGT-P&E) Mr. Jitender Kr. Meena, PRT	
31	Excursion Committee		Sh. Virender Kumar (PGT-Comm.)	Sh. Neeraj Kumar (TGT-WE) Mrs. Amita (PRT-Music) Mrs. Shallu Rani (PRT)	
32	Online Fee Verification Committee & UBI		Sh. Sunil Jasuja (PGT-CS)	Comp. Instructor & Sh. Bipin Tete (Librarian) All Concerned Class teachers	

33	Furniture Committee		Sh.Sukhjeet Singh (PGT Economics)	Sh. Bipin Tete (Librarian) Mrs. Shikha Singh (PRT) Mr. Neeraj Kumar (TGT-WET)	
34.	Alumini Committee		Mrs. Monu Sehgal (PGT-Maths)	Mr. Sunil Kr. Jasuja (PGT-CS) Mr. Sukhjeet (PGT-ECO) Mr. Surnder Kumar (PGT-Chem.)	
34	First Aid Committee		Mrs. Kesung Kinzom (PGT-Biology)	Mrs. Shikha Singh (PRT) Sh. Satish Kumar (Sub-Staff)	
35	Overall I/C for Primary Section & CMP Room I/C	To monitor all activities of Primary Section like timely conduct of worksheets & activity sheets, Film shows, TLM preparation & their proper utilization in Class Room Teaching, Community Lunch organizing PTMs etc. She is also directed to prepare daywise, subjectwise and Teacherwise plan for observation of Class work and Home work of all Primary Classes. The same must be submitted to the undersigned for perusal.	Mrs. Reena Verma (PRT) I/C	Note: All Primary Teachers must support to Mrs. Reena Verma, Incharge of Primary Section without any Ego and Inferiority Complex for Observation of Classwork & Homework and other activities of Primary Section. The betterment of students and Institution should be on Top Priority.	
36	Overall I/C for Secondary & Senior Secondary Section	To monitor the Class Room Teaching of Secondary & Senior Secondary Section. He should act as Academic I/C of the Vidyalaya and should support to the undersigned by means of Class Room Teaching Supervision of Primary Teachers and TGTs. He is also directed to prepare daywise, subjectwise and Teacherwise plan for observation of Class-Room Teaching Supervision, Class work and Home work of all Secondary & Senior Secondary Classes. The same must be submitted to the undersigned for perusal.	Shri Virender Kumar (PGT-Comm.)	Note: All Primary Teachers and TGTs must support to Senior Teacher for for proper Class Room Supervision and Observation of Classwork and Homework. The betterment of students and Institution should be on Top Priority.	

Patron & Micro Observer :

(Monika)
Principal

Clubs

S. No.	Assignment/Duty	Club	Committee	Sign.
1	To aware the students about theeco friendly environment & conduct different activities to ensure the safe and healthy enviornment.	Eco & Health Club& First Aid	Mr. Kesung Kinzom (I/C) Mrs. Reena Mrs. Pooja Kumari	
2	To promote the feeling of national integrity amongst students.	Integrity Club	Mrs. Amita Mr. Neeraj Kumar Mr. Amit Bhamu Mr. Gulab Chand Meena	
3	To apply the innovative ideas to promote the Scientific and Mathematical approach of the students.	Science Club	Mr. Surender PGT-Chem (I/C) Mrs. Swati Chawla Ms.Shikha Singh	
4	To apply the innovative ideas to promote the Scientific and Mathematical approach of the students	Maths Club	Mrs. Monu Sehgal (I/C) Mr. Gulab Chand Meena Mrs. Shikha Singh	
5	To minimize the linguistic errors. To work for promotion of various languages.	Language Club	Mrs. Indu Rani (I/C) Mr. Surender Kumar Mr. Badri Prasad Verma Mr. Sanjay Kumar Ms.Parul	
6	To conduct social science activities and innovative projects.	Social Science Club	Mr. Sukhjeet Singh (I/C) PGT Eco. Mrs. Pooja Kumari Mrs. Shalu	

List of House Masters

House	For Sec. &Sr.Sec.				For Primary	
	House Master	Sign	Members	Sign	House Master	Sign
SHIVAJI HOUSE	<i>श्रीमती केसंग किन्जोम</i>		Mrs. Pooja Kumari		Ms. Parul Mrs. Shikha	
TAGORE HOUSE	<i>श्री सुनील कु.जसूजा</i>		Mr Sanjay Kumar		Mrs. Kavita Mrs. Reena	
ASHOKA HOUSE	Ealmatl maaonaU sahgala		Mr. Badri Prasad Verma		Mr. Jitender Kumar Mrs. Shikha	
RAMAN HOUSE	<i>Eal सुरिंदर कुमार (पीजीटी-रसायन)</i>		Mr. Gulab Chand Meena		Mrs. Amita Mrs. Reena	

(Ms. Monika)
Principal