KENDRIYA VIDYALAYA ALHILAL CANTT(HP)

TEACHERS WORKING COMMITTEE FOR THE ACADEMIC YEAR 2022-23

 DATED :- 05-04-2022

The following working committee are constituted for the smooth working of the Vidyalaya activities & all the committee members are hereby responsible for their specific activities of their committee in time. All the in-charges & Teachers are requested to complete all formalities within 03 days & do all work in time and proper way. If any discrepancy will come In-charges will be responsible. Please read carefully and to accordingly for the smooth functioning of the Vidyalaya.

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| S.No. | Committee Name | Duty assigned | Signature  |
| 1 | ***TIME TABLE*** |  |
|  | 1.Mrs Tarishi Verma, I/C2.Mr Avaneednra TGT-Maths3.Mr Naveen Kumar, PRT  | To prepare time table as per KVS norms and stream line Vidyhaaya academic task/target | 1.2.3. |
| 2 | ***ADMISSION :*** |  |
|  | 1.Mr Prithi Singh, I/C & PGT.2.Mrs Kiran Thakur nTGT-S.ST3..Mr Naveen Kumar, PRT4. Mr Vinod Kumar, SS | To complete admission process as per KVS giidelines and update the website with the day to day admission. | 1.2.3.4. |
| 3 | ***FURNITURE*** |  |
|  | 1.Mr Raj Kumar, I/C2.Mr Ashok Kalia , TGT-P&HE.3. Mr Naveen Kumar4. Mr Prithi Singh, PGT-Phy. | To Purchase repair and maintain Vidyalaya furniture in good condition | 1.2.3.4. |
| 4 | ***LIBRARY*** |  |
|  | 1.Mr Raj Kumar, WE & I/c2. Mrs Surendra, PRT | To Plan and decide about the purchase of the books and maintain the same systematically | 1.2. |
| 5 | ***SANITATION,HYGIENE,CLEANLINES AND BEAUTIFICATION*** |  |  |
|  | 1.Mr Ashok Kumar Kalia, TGT& I/C (Block No. 3-4)2. Mrs Kiran Thakur TGT-S.ST(Block1-2)3. Mrs Tarishi Verma PGT-Eng.(overall checking)4.Mrs Alka Rani, PRT(New toilet checking)5. Mr Raj Kumar, TGT-WE(Block 5-6)6. Mrs Meenakshi Devi,PRT-Music, Old toilet checking | 1.To monitor the Vidyaaya compus including toilets to maintain the service rendered by the conservancy agency and to maintain the record tiles, cemented work, labour,glass fitting,wash basin should be checked and in proper condition2. MOD register should be maintained on daily basis by the committee members month wise | 1.2.3.4.5.6. |
| 6 | ***Gardening & beautification***  |  |  |
|  | 1.Mr Anusuya Prasad, PGT-Bio2.Mrs Bhawna TGT-ART | Look after the beautification of the Vidyalaya and the surrounding and to ahead with “Go Green Program” | 1.2.3. |
| 7 | ***GAMES & SPORTS & SBSB COMMITTEE*** |  |  |
|  | 1.Mr Ashok Kumar Kalia, I/C Games & Sports2.Mr Raj Kumar, TGT-WE3.Mr Naveen Kumar, PRT | To plan different activities related to games and sports through the year. Select the students for cluster, regional and national competition. Impart health education mass PT for physical fitness. To plan different activities class wise related to SBSB games and proper record & fitness cards should be maintained properly. | 1.2.3. |
| 8 | ***MATHEMATGICS(KVS) NCSE,OLAMPIAD & OTHER OUTSIDE COMPETITION/MATHS LAB*** |  |  |
|  | 1.Mr Suresh Kumar PGT-Chem & I/C(outside) 2.Mr R.S.Guleria, PGT & I/C, Maths Lab3. Mr Prithi Singh PGT-Physics4. Mr Anusuya Prasad, PGT-Bio. | To plan and organize the test,encourage the students regarding the competition and test and maintain records. | 1.2.345 |
| 9 | ***CCA COMMITTEE(PRIMARY& SECONDARY SECTION)*** |  |  |
|  | 1.Mrs Bimla Verma, PGT-Hindi & Cordinator2. Mrs Anita Kumari, TGT-Eng & Associate member3. Mrs Jyoti Mahant, PRT for Primary.4. Mr Ashok Kalia, TGT-PH&E5. Mr Raj Kumar WE.6. Mrs Bhawna, TGT-ART7. Mrs Meenakshi Devi, PRT-Music8. All House Masters & Club in-charge | To devide the students in to four houses to plan different CCA activities and conduct these during CCA period every week and maintain necessary record related to CCA activities. House activities should be cleared. House duties should be given to the students on Friday for next week. To plan and decide the date for CCA activities as per decided date of competition and prize purchasing. To prepare the students for the literary and cultural activities. | 1.2345678 |
| 10 | ***SCOUT & GUIDE*** |  |  |
|  | 1.Mr R.S.Guleria, PGT- & I/C Scout Master2. Mr Raj Kumar TGT-WE & I/C Cub Master.3.Mrs Bhawna, TGT, Guide Captain4. Mrs Anita Kumari, TGT, Guide Captain5.Mrs Meenakshi Devi PRT-Music, Flock Leader6. Mrs Kiran Thakur, TGT-S.ST7. Mrs Surindera Kumari, PRT8. Mrs Alka Rani, PRT | To plan different activities related to scout and guide. Preparing the students for different level kike Dwitya tritya,Rajya Purskar, Rastrapati award and testing camp. | 1.23456789 |
| 11 | ***CONDEMNATION COMMITTEE*** |  |  |
|  | 1.Mr Prithi Singh, PGT-Physics2. Mr Ajmer Singh, PGT-CS & I/C 3. Mr Raj Kumar, TGT-WET. And all stock holders | To collect the list of items to be condemned and to prepare the various reports and documents for condemnation purpose. |  |
| 12 | ***SOCIAL SCIENCE COMMITTEE*** |  |  |
|  | 1.Mrs Kiran Thakur, TGT-S.ST & I/C 2.Mrs Tarishi Verma, PGT-English3.Mrs Bhawna, TGT-Art4.Mrs Meenakshi Devi, PRT-Music | To conduct social science competition and other competitions related to social science. To prepare and guide the students for maing models exhibits for social science exhibitions at vidyalaya, cluster, Regional and Nationa level exhibitions. | 1234 |
| 13. | ***MORNING ASSEMBLY*** |  |  |
|  | 1.Overall In-charge1. Mrs Anita Kumari TGT-Eng & associate2.Mr Ashok Kumar Kalia TGT-P&HE(Flag Hosting)3.Mr Raj Kumar, WE., PA. system & Photography)4. Mrs Meenakshi Devi, PRT-Music5. Mrs Jyoti Mahant, PRT7 Mr Hans Raj, SS, (For assist, PA system and others,Gardner. | To plan and organize morning assembly in proper way and up to the mark. | 1.234567 |
| 14 | ***EXAMINATION(INTERNAL & CBSE)*** |  |  |
|  | 1.Mr R.S.Guleria, PGT & I/C Internal2.Mr Suresh Kumar PGT & I/C – CBSE.3.Mr Raj Kumar, TGT-WE4. Mrs Surendra Kumari, PRT5 Mr Hans Raj, SS. | 1.Conduction of formative and summative assessment,unit test,Half yearly,SEE, Time wise alonbgith proper maintenance of records. To prepare result analysis and performance index. To conduct after4 completion of every term2.CBSE :- To conduct CBSE esam and to look of the all formalities related to CBSE registration filling u form etc sending student detai timely. | 12345 |
| 15 | ***VIDYALAYA PATRIKA & NEWS LETTER(CMP)*** |  |  |
|  | 1.Mrs Bimla Verma PGT-Hd & I/C PPL.2.Mrs Tarishi Verma, PGT-Eng3.Mrs Anita Kumari, TGT-Eng4 Mrs Bhawna, TGT-ART5.Mrs Surendra Kumari, PRT | To design the vidyalaya patrika front page to motivate the students to write and submit the articles,poem and to compile them to make it ready for printging,publication and distgribution. CMP news letter also published as per back to basic rules and regulations with photographs | 12345 |
| 16 | ***DISCIPLINE & VIGILANCE COMMITTEE*** |  |  |
|  | 1.Mr Ajmer Singh,PGT-CS2. Mrs Tarishi Verma3.Mr Ashok Kumar Kalia TGT & I/C 4.Mrs Bhawna, TGT-ART5. Mrs Kiran Thakur, TGT | To look after the discipline and solve adolescence problems. Peer group problems and complaint etc. Regarding vigilant and discipline. Student committee class wise should also be prepare to maintain proper discipline of dispersal and recess. Teacher and student duty chart should be prepared month wise and display on noticeboard. | 1.234 |
| 17 | ***PURCHASE COMMITTEE*** |  |  |
|  | 1.Mr Ajmer Singh, PGT-CS & I/C2.Mr R.S Guleria, PGT-Maths3. Mrs Anita Kumari, TGT-Eng4. Mr Raj Kumar, TGT-WE. | To plan and take up purchase procedure for procurement of material for the Vidyalaya as per KVS norms | 12345 |
| 18 | ***MAINTENANCE AND REPAIR WORK*** |  |  |
|  | 1.Mr Raj Kumar,TGT-WE2. Mrs Kiran Bala, PRT3. Mr Vinod Kumar, SS | To look after repairs and maintenance work in the vidyalaya as per annual plan/white wash of the buildings. | 1.2. |
| 19 | ***TEACHING AIDS*** |  |  |
|  | 1.Mrs Kiran Thakur, TGT-S.ST2. Mrs Kiran Bala, PRT | To prepare and maintain teaching aids require for each and everyh subjects and make available the same to the teacher for the classroom teaching | 1.2. |
| 20 | ***FIRST-AID AND HEALTH CHECKUP*** |  |  |
|  | 1.Mr Anusuya Prasad, PGT-Bio & I/C 2.Mrs Alka Rani, PRT3. Mrs Indu Bala, Staff Nurse | To provide first aid facilities to the students and provide hel to conduct to health check up in the Vidyalaya. To maintain first aid room neatly and medical cards class wise. Register should be maintain by the nurse daily basis. | 1.2. |
| 21 | ***RAJ BHASHA SAMITEE*** |  |  |
|  | 1.Mrs Bimla Verma, PGT-Hindi & I/C2. Mrs Surendra Kumari, PRT3. Mrs Pooja, PRT.4 Mr Vinod Kumar, SS. | As per KVS norms implement the task,target of Raj Bhasha Hindi and work for national language-Hindi Office to instruct reports should be in Hindi salary slip,relieving order register should be in Hindi,stamps should be by lingual  | 1.2.3.4. |
| 22 | ***SOP COMMITTEE*** |  |  |
|  | 1.Principal I/C Overall2.Mr Prithi Singh,PGT-Physics3.Mr Ajmer Singh, PGT-CS4.Mr Ashok Kumar Kalia, TGT5. Mr Suresh Kumar, PGT-ChemAll class teachers | 1.Safety and security committee of teachers month wise to be prepared2. Month wise meeting on SOP on last working day and minute should be written on register.3. Mock drill of disaster management and fire should be arranged4.Students committee should be prepared from parfects fo the vidyalaya snd discipline committee also maintained by the students and teachers as per your planning. | 123456789 |
| 23 | ***CHECKING OF ATTENDANCE REGISTER & PREPARED CS-54 & CS-11 FEES REGISTER*** |  |  |
|  | 1.Mr R.S Guleria,PGT-Maths2. Mr Naveen Kumar, PRT3 Mr Vinod Kumar,SS | Attendance Register will check and complete regularly. Fees and fine should be properly checked in the attendance register as well as UBI web portal  | 1.234 |
| 24 | ***VIDYALAYA WEBSITE UPDATE & TC UPLOAD IN VIDYALAYA WEBSITE COMMITTEE.*** |  |  |
|  | 1.Mr Ajmer Singh, PGT-CS2.Mr Naveen Kumar, PRT. 3. Mr Vinod Kumar, SS. | Maintain website up to date daily basic and monthly report should be given on the last working day . In the morning assembly celebration/Days should be update on the website with photographs on the daily basis. | 1234 |
| 25 | ***SUBJECT WISE SLUPERVISION COMMITTEE*** |  |  |
|  | 1. Mr Prithi Singh, PGT-Physics
2. Mr Naveen Kumar, PRT
 | To supervise the teaching of different subjects as per homework and supervision should be prepare by U/S. |  |
| 26 | ***ADOLESCENCE COMMITTEE*** |  |  |
|  | 1.Mrs Bimla Verma, PGT-Hd. & I/C 2. Mr Anuduya Prasad, PGT-Bio3. Mr Raj Kumar, TGT4. Mrs Anita Kumari, PRT-Music5. Mrs Indu Bala, Staff Nurse. | To encourage the maximum participation. Gust Lecture should be invited time to time. To plan different activities relate AEP. Class arrangement topics should be planned and distribute among the teacher PGTs, TGTs,PRTs topic related to moral values. | 12345 |
| 27 | ***CARRER COUNSELING AND GUIDANCE*** |  |  |
|  | 1.Mr Suresh Kumar, PGT-Chem2.Mr Ajmer Singh, PGT-CS3.Mr Avaneendra, TGT-Maths4. Mrs Anita Kumari, TGT-Eng. | To plan & make a time table for XI class carrier counselling & guidance &invitge to the students for future carrier. Guest lecture should be invited for career and counseling. | 1234 |
| 28 | ***PRESS,PHOTOGRAPHY, MEDIA AND PUBLICATION*** |  |  |
|  | 1.Mrs Tarishi Verma, PGT-Eng.2. Mr Raj Kumar, TGT-WE.3. Mr Vinod Kumar, SS. | To publish the important matters of the Vidyalaya well within the stipulated time. News should be forwarded after the function for coverage image of each Vidyalaya function. | 123 |
| 29. | ***ELECTRICITY AND WATER SUPPLY COMMITTEE*** |  |  |
|  | 1.Mr Raj Kumar, TGT & I/C2. Mr Suresh Kumar3. Mr Hans Raj, SS. | To look after repairs & maintenance work electricity and water supply in the school water tank should be clean fortnightly. Prepare timetable proper upkeep should be maintain electricity. | 1234 |
| 30 | ***EXCURSION/TOUR*** |  |  |
|  | 1.Mr R.S.Guleria, PGT-Maths2. Mr Ashok Kumar Kalia, TGT3. Mr Prithis Singh, ,PGT-Phy4. Mrs Kiran Bala, PRT | To plan different activities for excursion/tour and date should be fixed for excursion. | 1234 |
| 31 | ***CMP & RESOURCE ROOM & PRIMARY NEWS LETTER*** |  |  |
|  | 1.Mr Naveen Kumar, PRT2. Mrs Jyoti Mahant, PRT3. Mrs Pooja, PRT4. Mrs Alka Rani, PRT5. Mrs Kiran Bala, PRT6 Mrs Surendra Kumari, PRT | To plan program for qualitative improvement of primary education and back to basic CMP records should be maintain properly with CMP room resource room to be decorated. | 1234567 |
| 32 | ***INCOME TAX AND 16-A FORM COMMITTEE*** |  |  |
|  | 1.Mr R.S.Guleria, PGT-Maths, I/C2.Mr Raj Kumar, TGT-WE3. Mr Vinod Kumar,SS. | To plan & complete the income tax details in time & return should be submit in time. Quarterly income tax deposit and prepare 16-A form by the CA done by the committee. | 1.234 |
| 33 | ***OFFICE COMMITTEE*** |  |  |
|  | **SSA/JSA/Office** Maintain Cash books VVN & S/F, ledger VVN & S/F, Petty Cash book, Salary Bill,TA/DA bill, Payment voucher/Receipt voucher, Medical bill,CEA. Bill, Leave record, Service Book & Maintain PF of staff etc.2.**Mr Vinod Kumar,SS. (Office work)** Prepared NPS/GPF/CPF & KVS-EWS schedule, Student enrollment month wise, Vacancy position month wise, Prepared Pay bill, Maintain VVN stock register, Preparation of TC’s & Postage a/c register, Despatch/Diary and checking by all work by Mr Hari Singh, SSA.3.**Mr Ajmer Singh, PGT-CS.**All month wise updation in website.  | To plan & complete the official work time to time and on the last working day. Enrolment and vacancy position to be sent after verification by the U/S . Fees and fine should be checked from the attendance register class wise on the last working day. CS-11 & CS-54 should be maintained properly.  | 1234 |
| 34 | ***Fees & Fines on UBI Portal Maintained*** |  |  |
|  | 1.Mr Ajmer Singh, PGT-CS2.SSA/JSA, Mr Vinod Kumjar, SS | UBI fees should be checked from UBI web portal time to time. | 12 |
| 35. | ***SEXUAL HARRASSMENT & CORPORAL PUNISHMENT COMMITTEE*** |  |  |
|  | 1.Mrs Tarishi Verma, PGT-Eng2.Mr Anusuya Prasad, PGT-Bio3.Mrs Bhawna TGT-ART4.Mrs Surendra Kumari5. Staff Nurse | Maintain the dignity among each and every member of school and develop brother hood feeling. To make the students aware of sexual harassment and tell them to inform about any wrong doing/suspect incident to parents/teachers | 12345 |
| 36 | ***GRIEVANCES REDRESSAL COMMITTEE*** |  |  |
|  | 1.Mr Suresh Kumar, PGT-Chem2.Mr Ashok Kumar Kalia,TGT3.Mrs Surendra Kumari,PRT4. Staff Nurse | To settle the grievances of the staff student with utmost priority. | 1.234 |
| 37 | ***COMPUTER COMMITTEE*** |  |  |
|  | 1.Mr Ajmer Singh, PGT-CS2.Mr Naveen Kumar, PRT | To ensure the smooth working of computer in the Vidyalaya and upkeep of the computer lab. | 12 |
| 38 | STAFF ROOM CLEANLINESS COMMITTEE |  |  |
|  | 1.Mrs Tarishi Verma PGT-English She will arrange monthwise. | To ensure the cleanliness of the staff room month wise. Over all in-charge is Mrs Tarishi Verma PGT to coordinate month wise. | 12345 |
| 39 | SWACHH BHARAT ABHIYHAN AND CLEANLINESS COMMITTEE |  |  |
|  | 1.Mr Ashok Kumar Kalia, TGT2.Mrs Kiran Thakur, TGT-S.ST3. Mr Raj Kumar, TGT-WE.4.Mrs Alka Rani, PRT5 Mrs Pooja, PRT | Cleanliness of staff room. Daily checkup of boys and girls. All class rooms dustbin. Toilet seats,doors surrounding area of class rooms and toilets | 1234 |
| 40 | ***LANGUAGE LAB COMMITTEE*** |  |  |
|  | 1.Mrs Tarishi Verma, PGT-Eng.2 Mr Ajmer Singh PGT-CS3.Mrs Jyoti Mahant, PRT | To ensure the smooth working of devices in the language lab and to maintain the records related to Language lab usage by the teachers |  |
| 41 | ***BACK TO BASIC COMMITTEE*** |  |  |
|  | 1.Mr Anusuya Prasad, PGT-Bio2. Mr Tarishi Verma, PGT-Eng |  |  |
| 42 | ***GEM PORTALPURCHASE COMMITTEE*** |  |  |
|  | 1.Mr Ajmer Singh, PGT-CS2 SSA/JSA, Mr Vinod Kumar,SS. | As per GEM portal specification and instruction of KVS plan and take up purchase procedure for procurement of material for the Vidyalaya as per KVS norms | 123 |
| 43 | ***PISA/NISHTHA/CCT*** |  |  |
|  | 1.Mrs Tarishi Verma, PGT-English2.Mr Anusuya Prasad, PGT-Bio3. Mrs Kiran Thakur, TGT-S.ST. All the class teachers |  |  |
| 44 | ***AWAKEN CITIZON PROGRAMME(ACP***) |  |  |
|  | 1. Mrs Anita Kumari, TGT-Eng,
2. Mrs Bhawna, TGT-Art
 |  |  |
| 45 | ***FIRM REGISTRATION COMMITTEE*** |  |  |
|  | 1Mr R S.Guleria, PGT-Maths2.Mr Raj Kumar TGT4.Mrs Anita Kumari TGT-Eng5. Mr Naveen Kumar, PRT |  |  |
| 46 | ***CANTEEN COMMITTEE*** |  |  |
|  | 1.Mrs Tarishi Verma, PGT-English2.Mr Avaneendra , TGT-Math3.Mrs Meenakshi Devi, PRT-Music4. Mrs Kiran Kumari |  |  |
| 47 | ***PIMS*** |  |  |
|  | 1.Mr Ajmer Singh, PGT-CS2. Mr Prithis Singh, PGT-Phy.3. Mr Naveen Kumar, PRT4 SSA/JSA |  |  |
| 48 | ***G –SUIT*** |  |  |
|  | 1.Mr Ajmer Singh, PGT-CS2. Mrs Surendra Kumari, PRT |  |  |

Dated:- -03-2022 (Bimla Verma)

 I/C Principal

## Spreadsheet shared with you: "REQUIREMENT OF DA ARREAR W.E.F. JAN.2022 TO MARCH 2022"

Inbox



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| ACCTRO GURGAON (via Google Sheets) <drive-shares-dm-noreply@google.com> |

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| acctkvsrogurgaon@gmail.com shared a spreadsheet

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|  | acctkvsrogurgaon@gmail.com has invited you to **edit** the following spreadsheet:Sir/Madam,Kindly fill up the google sheet and submit the same upto 11.00 A.M. on 11.04.2022. most urgent. |

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| [REQUIREMENT OF DA ARREAR W.E.F. JAN.2022 TO MARCH 2022](https://docs.google.com/spreadsheets/d/1kHba2JetdZQU8LPrw3X8zECEwTxHM24bFZSAU7ouVq8/edit?usp=sharing_eil_m&ts=62512029" \t "_blank) |

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## GANGA QUEST - ONLINE NATIONAL QUIZ ON GANGA.

Inbox



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| AC3 RO GURGAON |

 | AttachmentsFri, Apr 8, 1:48 PM (3 days ago) |  | https://mail.google.com/mail/u/0/images/cleardot.gifhttps://mail.google.com/mail/u/0/images/cleardot.gif |
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| to KV, kendriya, kv3, k, केंद्रीय, Principal, KV, Principal, KV-, kv2, Kendriya, Kendriva, principal, SUBHASH, kv, Kendriya, KV, KV, KV, Kv, KV, KV, KENDRIYA, KV, Nahara, SUNIL, Kv, kv, Principal, :, KV, PRINCIPAL, kvno2, Sonepat, Kendriya, kvbilaspuryngr, me, kv, KENDRIYAVIDYALAYA, BHANALA, KENDRIYA, KV-NHPC, KV, DHARAMSHALA, GHUMARWIN, RC, KV, KV, KEYLONG, MANDI, NADAUN, kvnaleti, PALAMPUR, KV, kv, Kendriyavidyalaya, Principal, Kendriya, KV, KV, YOLhttps://mail.google.com/mail/u/0/images/cleardot.gif |

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The Principal

Kendriya Vidyalaya

Under Gurugram Region.

Madam/Sir,

With reference to the subject cited above, please find the letter no. F. 110336/01/2021/KVS(HQ)/Acad/Misc Matter dated 06.04.2022 received from KVS (HQ), New Delhi regarding Ganga Quest- an Online National Quiz on Ganga.

All the Principals under Gurugram Region are requested to ensure participation of students and follow all instructions given in the above said letter.