

KENDRIYA VIDYALAYA MANDI (H.P)**Committee Distribution****समिति निर्धारण सत्र 2017-18**

क्रम संख्या	शैक्षणिक संयोजक/ Academic conveners	सदस्य/ Members
1.	<ol style="list-style-type: none">1) Periodic Faculty meetings with preplanned agenda points.2) Meaningful discussions with respect to teaching learning process.3) Chalking out and implementing constructive strategies with a view to bring considerable improvement in the performance of students.4) Assessment of the previous meeting agenda5) Follow up in the right earnest.	हिंदी/ (Hindi) PGT HINDI अंग्रेजी/Englishसुश्रीनेहा गणित/Mathematics श्री सचिन विज्ञान/Science श्री राकेश सामाजिकअध्ययन/ Soc. Sc.श्री ओमप्रकाश परिकलकविज्ञान/ Computer Sc.श्री मनीष
2.	प्रवेशसमिति/Admission Committee <ol style="list-style-type: none">1) Strict adherence to KVS admission schedule2) To follow admission guidelines of KVS for 2016-17.3) To answer the queries of parents.4) Timely uploading of T.C's on web and verification of T.C's before admission.5) To maintain proper records.	श्री राकेश श्री नरेश श्री मनीष श्रीमती अतुला सुश्री अनुराधा
3.	परीक्षाविभाग/ Examination Committee <ol style="list-style-type: none">1) To coordinate smooth conduct of internal and external exam.2) To print and purchase examination material in time3) Maintain secrecy in all respects.4) To handle correspondence related to the CBSE and other external exam.5) Strict adherence to the KVS schedule and proper maintenance of records.6) To maintain all exam related KVS and CBSE circulars.	श्री मनीष I/C श्रीमती मीनाक्षी श्री नरेन्द्र श्रीमती रेखा Primary wing श्री दीप
4.	सहगामीक्रियाकलाप/CCA <ol style="list-style-type: none">1) To ensure the proper conduct of morning assembly which includes,<ol style="list-style-type: none">(i) Command,(ii) Prayer(iii) Pledge(iv) Thought(v) News(vi) Talks on G.D., Value education, Current Affairs(vii) National Anthem(viii) Marching Song2) Proper preparation for celebration of different functions, events, ceremonies etc.3) Preparation and implementation of proper CCA schedule.4) Constitution of student council and organization of investiture ceremony.5) Monitoring and assessing House performance with records.6) Ensuring hoisting of National as well as House flag.7) Issue of class out passes and I Cards.	सुश्री नेहा/IC श्रीमती वनिता ठाकुर Primary wing श्रीमती अनु
5.	समयसारणीसमिति/Time Table Committee <ol style="list-style-type: none">1) To prepare time table as per latest KVS guideline and amend it whenever needed during the session.2) To ensure proper distribution and communication of time table to the students and teachers as and when required and provide its copies to the Principal.3) To ensure daily engagement of teachers who are on leave.4) In case of long leave vacancy of teachers arrangement of Contractual teachers with the consent of the Principal..	श्री सचिन श्रीमती ममता श्री दीप

6.	अनुशासनसमिति/ Discipline Committee 1) To keep track of indisciplined students and monitor them with proper counseling. 2) To check students who damage school property and call the meeting of their parents. 3) To oversee movement of students from class to ground for assembly or class or library. 4) To regulate the pass system. 5) To investigate the indiscipline cases, prepare record and timely action.	श्री ओमप्रकाश श्री निर्मल श्री नरेश श्रीमती रेखा श्रीमती रनजीत श्रीमती दिविंदर कौर
7	स्थानीयक्रयसमिति/ Local purchase committee 1) Planning and proceeding strictly as per latest KVS guidelines under intimation and due consent of Principal.	श्री ओमप्रकाश श्री सचिन श्री राकेश श्री दीप श्री निर्मल श्रीमती रनजीत श्री हरी सिंह
8	व्वास्थापनसमिति/ Arrangement Committee 1) Fair and proper substitution arrangement	श्रीमती शकुन्तला श्रीमती रणजीत श्रीमती दिविंदर कौर
9	स्वच्छताएवंसौंदर्यीकरण/ Cleanliness and Beautification 1) Proper upkeep and maintenance of cleanliness and beautification of Vidyalaya premises. 2) Regular checking of cleanliness with intimation to Principal. 3) Prompt feedback in case of any lapses.	श्रीमती मीनाक्षी श्रीमती शकुन्तला श्रीमती रणजीत श्रीमती रेखा सुश्री रेनु
10	BHARAT SCOUTS AND GUIDE 1) Command and training of Scouts & guides 2) To prepare calendar of activities for the session 2016-2017. 3) To prepare the students for various examinations Scouts & Guides and select students to participate at cluster / regional / national level.	श्रीमती शकुन्तला श्रीमती रेखा श्री निर्मल श्री दीप सुश्री नेहा श्रीमती दलजीत सुश्री अनुराधा
11	किशोरावस्था शिक्षा कार्यक्रम/ AEP मार्गदर्शन और परामर्श समिति/Guidance and Counseling 1) To handle the typical problems of children. 2) Monitoring of typical problematic kind of students. 3) To stay in touch with such parents. 4) To encourage the children for creative activities. 5) Follow up of suggestion box content 6) Conduct of regular counselling sessions 7) Maintenance of proper record.	श्रीमती रेखा श्री राकेश श्रीमती शकुन्तला श्री निर्मल सुश्री नेहा मार्गदर्शन और परामर्श समिति/Guidance and Counseling सुश्री नेहा श्रीमती ममता
12	फर्नीचर/ Furniture Committee 1) Proper maintenance and upkeep of existing furniture. 2) Timely repair and purchase with prior consent of Principal and as per KVS norms. 3) Avoiding leaving unserviceable/ broken furniture in open	श्री निर्मल I/C श्री नरेश श्री दीप श्रीमती दलजीत
13	पुस्तकालय/ Library Committee 1) Strict adherence to library policy 2) Ensuring maximum issue/use of books by students. 3) Timely convening periodic library meetings under intimation to principal. 4) Proper maintenance of records and display of latest arrivals in library.	सभीस्नातकोत्तर श्रीमती शकुन्तला श्री नरेन्द्र श्रीमती अनु सुश्री अनुराधा All faculty heads

14	चिकित्सा निरीक्षणमाध्यमिक विभाग/ Medical checkup and First-Aid Committee 1) Strict adherence to KVS schedule for medical check up. 2) Monitoring the use of medicines and medical equipments by the nurse.	श्रीमती शकुन्तला I/C श्री निर्मल श्रीमती अनु श्रीमती दलजीत
15	शिक्षण सामग्री/ Teaching Aid 1) Procuring and using effective teaching aids.	श्री सचिन श्री नरेश श्री दीप कुमार सुश्री रेनु
16	पत्रिका समिति/ Magazine Committee 1) Ensuring originality, creativity and substance in write ups. 2) Involvement of maximum students.	सुश्री नेहा श्रीमती रेखा श्री नरेन्द्र श्रीमती वनिता श्रीमती दिविंदर कौर सुश्री अनुराधा
17	प्रौद्योगिकी परिकलक सुचना/ ICT Website 1) Timely updating of website with correct latest required data with accuracy under timely intimation to the Principal. 2) To ensure timely updating and verification of content	श्री मनीश, श्री हरी सिंह श्री ओमप्रकाश अरोडा
18	सार्वजनिक उद्घोषणा यन्त्र/ PA system 1) Ensuring proper functioning of the system during morning assembly and all events.	श्रीमती रणजीत श्रीमती दलजीत श्री नरपत
19	मरम्मत निर्माण कार्य/ M&R committee Aqua guard & water storage 1) Proper installation & running of aqua guards. 2) Proper AMC and Cleanliness. 3) Timely cleaning of water tanks 4) Timely repair of damaged infrastructure	श्री सचिन I/C श्री नरेश श्रीमती रणजीत श्रीमती दिविंदर कौर श्री हरि सिंह
20	शिकायत निवारण समिति/ Grievance cell 1) Timely redressal of grievances. 2) Proper record maintenance.	श्रीमती मीनाक्षी श्री राकेश सुश्री नेहा श्रीमती रेखा श्रीमती रणजीत श्रीमती दिविंदर कौर श्री दीप
21	ई-पत्रिका/ E- Magazine 1) Class wise E- Magazine. 2) Maximum involvement of students. 3) Monthly feedback	श्री मनीष सुश्री नेहा श्री नरेन्द्र श्रीमती रेखा श्रीमती अनु
22	राजभाषा समिति/ Raj Bhasha 1) केन्द्रीयविद्यालय संगठन द्वारा राजभाषा से संबंधित सभी दिशा-निर्देशों की कठोरता से अनुपालना हो। 2) राजभाषा संबंधी तिमाही बैठकों का आयोजन प्राचार्य की अध्यक्षता में सुनिश्चित करें। 3) हिंदी राजभाषा की तिमाही रिपोर्ट समय पर अद्युषित करें। 4) Ensuring strict adherence to KVS guidelines with respect to implementation of Raj bhasha. 5) Timely convening of quarterly meetings under intimation to the Principal. 6) Timely submission of quarterly report.	श्री नरेन्द्र I/C श्रीमती वनिता श्रीमती दिविंदर श्री हरी सिंह
23	जनसंचार माध्यम/ Print Media 1) Timely printing and publishing of material with prior consent of Principal. 2) Coverage of school events through media under intimation to the Principal.	श्री ओमप्रकाश सुश्री नेहा श्रीमती रेखा श्री नरेन्द्र श्री दीप

24	छायाचित्र/ Photography 1) To collect and maintain record of photographs of various events organized in the Vidyalaya. 2) Uploading of latest pictures on Vidyalaya website as per KVS directions.	श्री मनीष श्री निर्मल श्रीमती रणजीत श्री दीप
25	संसाधन कक्ष/ Resource room 1) Proper use of broadband facilities in interest of students. 2) Meaningful preparation and display of TLM.	श्रीमती दिविंदर I/C सुश्री अनु
26	UBI Portal 1) Strict adherence to KVS guidelines and time schedule.	श्री मनीष श्री सचिन श्री हरी सिंह
27	अल्पाहार एवं जलपान व्यवस्था समिति/ Refreshment Committee 1) Timely planning and procurement of actual requirements. 2) Proper hospitality.	श्री राकेश श्री कान्तिया ठाकुर श्रीमती रेखा श्री निर्मल श्रीमती रणजीत श्रीमती दलजीत
28	प्रदर्शन श्यामपट/Display Boards 1) To maintain display boards of classes & outdoor display boards. 2) To maintain good and value based articles on display boards.	सुश्री नेहा श्रीमती रणजीत श्रीमती दिविंदर
29	प्रद्योगिकी संपृक्त कक्षा अनुश्रवण/ E- Classroom Monitoring and Record Keeping 1) Fixed schedule/ days for interactive teaching 2) Prompt feedback in case of any lapses.	श्री मनीष श्री नरेश सुश्री नेहा श्री दीप
30	न्यूनतम साझा कार्यक्रम/CMP 1) Implementation of CMP schedule as per guidelines. 2) Proper utilization of TLM. 3) Focus on strengthening competencies. 4) Meaningful assignments and activities 5) Use of ICT 6) Timely publication of Newsletter.	श्रीमती दिविंदर श्रीमती अनु सुश्री अनुराधा
31	शैक्षिक भ्रमण एवं साहसिककृत्य कार्यक्रम/ Excursions and Adventure 1) To arrange safe adventure, trips and excursion with consent of Principal	श्री ओमप्रकाश श्रीमती मिनाक्षी श्री नरेश श्री निर्मल श्रीमती दिविंदर
32	कार्यालय लेखांकन / Checking of office Accounts (SF, VVN, Contractual Salary, TA, DA, Medical claims, RTE)	श्री ओमप्रकाश श्री सचिन
33	Checking of Register of MOD Duties. 1) Regular checking of MOD registers at the end of the day.	सुश्री नेहा श्रीमती वनिता ठाकुर
34	Science Exhibition/ Science congress 1) To ensure mass participation in Science Exhibition. 2) Motivating originality and innovative spirit by creating awareness about the latest development in Science & Technology for the projects. 3) Timely planning and preparation with full personal involvement.	श्री राकेश श्री सचिन श्री मनीष श्रीमती मिनाक्षी श्री कान्तिया
35	Social Sc. Exhibition 1) To ensure mass participation in Social Science Exhibition. 2) Motivating originality and innovative spirit and maintaining standard of items viz. Music, Debate, skit, Projects. 3) Timely planning and preparation with full personal involvement	श्री ओमप्रकाश श्रीमती ममता सुश्री नेहा श्रीमती रेखा श्रीमती वनिता श्रीमती दलजीत
36	VMC/ PTA/PTM Arrangements 1) Timely convening of VMC/PTA/PTMs during the session. 2) Timely intimation to members regarding the meetings and preparation of agenda with consent of Principal. 3) Keeping liaison with parents in the interest of academics and all round development of students through PTMs.	श्री ओमप्रकाश श्री राकेश श्री नरेंद्र कुमार श्रीमती मिनाक्षी श्रीमती दिविंदर

37	Implementation and monitoring committee for KVS Academic calendar (2017-18) 1) To monitor the planning and execution of activities. 2) To check the records. 3) To check the parameters/indicators. 4) To check proper record of evidences/tasks.. 5) Lesson and activities plan monitoring	श्री ओमप्रकाश I/C All faculty heads All TGT's
38	KV Alumni 1) To make constant efforts to contact and increase the number of Alumni members. 2) Completion of the process of formation of Alumni association. 3) Convening of the first meeting of alumni.	श्रीमती शकुंतला ठाकुर श्री सचिन श्री निर्मल श्रीमती दिविंदर
39	Note Book checking monitoring committee 1) Timely preparation and circulation of notebook checking schedule. 2) Prompt feedback in case of any lapses	श्री ओमप्रकाश I/C All faculty heads श्रीमती दिविंदर
40	Maths Olympiad and NTSE 1) Timely planning and preparation of students for noticeable participation in the competition.	श्री सचिन I/C श्रीमती मिनाक्षी श्री नरेश
41	Green/ Science Olympiad 1)) Timely planning and preparation of students for noticeable participation in the competition.	श्री कान्तिया All science teachers 1 2 3 4 5 6
42	Integrity club 1) To inculcate values among the students through Play-Way, Sports & Games. 2) To enable the students to be humane and grow wholesome 3) Proper record of activities with dates duly signed by Principal.	श्रीमती ममता I/C श्रीमती शकुन्तला श्रीमती वनिता श्री नरेन्द्र श्री निर्मल श्रीमती अतुला
43	Reading Club 1) To inculcate reading habits in students. 2) To motivate them for extra reading. 3) Ensuring fruitful use of library. 4) To plan activities for reading club. 5) Focus on both intensive and extensive reading through meaningful activities. 6) Proper record of activities with dates duly signed by Principal 7) Maximum use of library resources.	श्रीमती शकुन्तला सुश्री नेहा श्रीमती रेखा श्री नरेन्द्र श्रीमती दिविंदर श्रीमती अनु
44	ECO Club 1) To plan and conduct activities for sensitization of environment. 2) To maintain herbal garden. 3) Proper record of activities with dates duly signed by the Principal	श्री कान्तिया श्रीमती मिनाक्षी श्री राकेश श्रीमती रणजीत श्रीमती अतुला सुश्री रेनू
45	Science and Tech club 1) To plan and conduct activities to develop scientific temperament 2) Proper record of activities with dates duly signed by Principal.	श्री राकेश श्रीमती मिनाक्षी श्री कान्तिया श्री सचिन श्री मनीष श्री नरेश श्रीमती अतुला सुश्री अनुराधा
46	Income Tax assessment committee 1) Accurate TDS of employees 2) Timely quarterly checking and submission to IT department. 3) Timely preparation and distribution of form 16	श्री ओमप्रकाश श्री सचिन श्री हरी सिंह

47	DISPERSAL OF OFFICIAL CORRESPONDENCE COMMITTEE 1) Immediate intimation to the quarter concerned for prompt dispersal of correspondence. 2) Ensuring communication of accurate information. 3) Proper record maintenance of letters/ e mails received and responded with dates and the signature of the employees concerned.	श्री ओमप्रकाश श्री मनीष कार्यलय श्री हरी सिंह श्री नरोत्तम
48	CANTEEN COMMITTEE 1) Monitor, and if required, upgrade the condition of the canteen's facilities 2) To ensure a healthy and safe environment and food.	श्री ओमप्रकाश श्री सचिन श्री निर्मल श्रीमती शकुन्तला श्रीमती दिविंदर

विद्यालय के सभी कर्मचारियों को आदेश दिया जाता है कि वे निर्धारित सभी जिम्मेदारियों को नोट करें तथा अपनी अध्यापक दैनन्दिनी में लिखित रूप में रखें। प्रदत्त सभी कार्यों को पूर्ण निष्ठा और ईमानदारी से करें। आबंटित कार्यों के प्रति लापरवाही और उदासीनता का रवैया अपेक्षित नहीं है। सभी विभागों के प्रभारी व संयोजकों को निर्देशित किया जाता है कि अपने विभाग की मासिक गतिविधियों, कार्य योजनाओं का विवरण नियमित रूप से पंजिकाओं में उल्लेखित कर अधोहस्ताक्षरी को प्रेषित करें।

कृपया सुनिश्चित करें कि समितियों की मासिक रिपोर्ट अधोहस्ताक्षरी के पास नियमित रूप से जमा करवाई जाए ताकि समितियों के कार्यों के सही ढंग से समय पर जाँचा व निर्देशित किया जाए।

सभी विभागाध्यक्षों से यह अपेक्षा की जाती है कि वे अपने कार्यों का सही रिकार्ड सुनिश्चित समय पर अधोहस्ताक्षरी को संप्रेषित करेंगे ताकि आगामी आवश्यक निर्देशों हेतु कार्यवाही की जा सके।

All the members of staff are hereby directed to note and paste their duties in teacher's diaries and take up the assigned work with full dedication, and sincerity. No casual approach is expected while discharging the duties assigned to them.

All the in-charges / conveners are directed to convene their monthly meetings with prior intimation to the Principal, check out their plan of action and working and keep the under signed updated.

Please note that the monthly reports of the committee should be submitted to the undersigned regularly so that program of working of the committee can properly be monitored and suitable guidance can be provided in time.

All in charges are expected to maintain proper records of the work done with due intimation to the undersigned for further timely necessary action.

All the teachers will be expected to stay well informed with respect to teaching learning circulars on KVS and CBSE website for the session 2016-17.

“Its takes less time to do things right than to explain why you did it wrong.” By Henry Wadsworth Longfellow.

“Successful people are not gifted; they just work hard and succeed on purpose.”

LET'S TAKE THE FIRST STEP TOWARDS ACCOMPLISHMENT OF OUR GOALS FOR THE SESSION 2016-17.

PRINCIPAL