

**KENDRIYA VIDYALAYA, NO.2, AFS, ADAMPUR  
COMMITTEES 2022-23**

S.NO.	COMMITTEE	SECONDARY	PRIMARY
1	PISA / CCT / LAT	Mr. Rajiv Kumar (Convener -PISA)	Ms. Surbhi Bishnoi (I/c LAT)
		Mrs. Shivani Pathania(Data Collector)	
		Mr. Divyendu Kumar (I/c CCT & LAT)	
		Ms. Sonu Yadav (I/c English Subject)	
		Ms.Narinder Kumar (I/c Maths Subject )	
2	FIT INDIA	Ms. Rajni Dhiman (I/c Science Subject )	
		Mr. Davinder Singh (Convener)	Ms. Monika Yadav
		Mr. Vikas Kumar I/c Sports Activities	Ms. Meenu
		Ms. Pooja	
3	EK BHARAT SHRESHTH BHARAT (EBSB)	Sports Coach	
		Mr. Sunil Kumar I/c	Mrs. Meenu
		Ms. Nancy	Ms. Kiran
		Mr. Pankaj Kumar	
		Mr. Rakesh Kumar	
		Mr. Mukesh Kumar Bhat I/c Cultural Activities	
4	SWASTH BACHHE SWASTH BHARAT (SBSB)	Mr. Vikas Kumar	
		Mr. Davinder Singh (Convener)	Mr. Sunil I/c
		Mr. Suresh Kataria(I/c)	Ms. Kiran
		Ms. Nancy	
<b>ALL CLASS TEACHERS &amp; CO-CLASS TEACHERS</b>			
5	CONSTITUTION DAY CELEBRATION	Ms. Nancy I/c	Ms. Purnima
		Mr. Sunil Kumar	
		Ms. Baljeet Kaur	
6	ADMISSION	Mr. Satyender Kumar I/c	Mr. Devender Kumar, HM
		Mr. Davinder Singh	Mr. Sunil I/c
		Ms. Nancy Vats	Ms. Sunita
		Ms. Rajni Dhiman	Mr. Mukesh Kumar Bhat
			ALL THE C.T. of Class 1
7	SPORTS & GAMES	Mr. Vikas Kumar I/c Sports Activities	Mr. Sunil
		Ms. Surjit Kaur	Ms. Monika Yadav
		Ms. Pooja	
		Sports Coach	
8	EXAM (INTERNAL)	Mr. Rajeev Kumar I/c	Ms. Sunita (Advisor)
		Mr. Narinder Kumar	Ms. Preeti Sharma I/c (overall)
		Ms. Rajni Dhiman	Ms. Meenu (Member)
		Mr. Amrik Singh	Ms. Monika Yadav (Class I & II)
			Ms. Surbhi Bishnoi (I/c LAT)
9	CBSE & EXTERNAL EXAM	Mr. Rakesh Kumar I/c	
		Mr. Sunil Kumar	
		Ms. Kumari Gulshan	
		Mr. Kulwinder Singh	
10	TIME TABLE	Mr. Anup Singh I/c	Ms. Purnima (Advisor)
		Mr. P.Ram	Ms. Anita (I/c)
		Ms. Shivani Pathania	Ms. Kiran

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S.NO.	COMMITTEE	SECONDARY	PRIMARY
11	CCA Coordinator And CCA material Purchase	Ms. Kumari Gulshan I/c	Ms. Mona Rawat (I/c)
		Mr. Divyendu Yadav (Purchasing Work)	Ms. Simran (Member)
		Ms. Sonu Yadav	
12	Morning Assembly	Ms. Sonu Yadav I/c	Ms. Sunita I/c
		Ms. Pooja	Ms. Purnima
		Mr. Divyendu Yadav	Ms. Mona Rawat
		Ms. Baljeet Kaur	
		Ms. Sunaina	
13	EVENT CELEBRATIONS	Ms. Rama Rani I/c	Mr. Devender Kumar, HM
		Mr. Divyendu Yadav	Ms. Mona Rawat ( All CMP/CCA Activities)
		Ms. Kumari Gulshan	Ms. Purnima (Community Lunch)
		Ms. Santosh Devi Kumawat	Mr. Sunil
			Mr. Mukesh Kumar Bhat
14	DISCIPLINE COMMITTEE	Mr. Anup Singh I/c	Ms. Purnima I/c
		Mr. Rakesh Kumar	Ms. Sunita
		Mr. Satyender Kumar	Mr. Sunil
		Ms. Surjit Kaur	All The Class Teachers
		Ms. Kumari Gulshan	
		Mr. Sunil Kumar	
		Sports Coach	
15	STANDARD OPERATING PROCEDURES (SOP)	Mr. Pankaj Kumar I/c	Mr. G.R. Maskeen
		Mr. Rakesh Kumar	Mr. Sunil
		Ms. Shivani Pathania	
		Mr. Sunil Kumar TGT	
16	PHOTOGRAPHY	Ms. Nancy	Ms. Simran (I/c)
		Mr. Vikas Kumar (I/c)	Ms. Mona Rawat
		Ms. Rajni	
17	BHARAT SCOUTS & GUIDES AND CUBS & BULBULS	Mr. Paramjit Ram I/c (Scout)	Mr. G.R. Maskeen I/c (Cubs)
		Ms. Surjit Kaur (I/c Guide)	Mr. Mukesh Kumar Bhat
		Mr. Vikas Kumar	Ms. Monika Yadav (Bulbuls)
		Ms. Nancy	Ms. Sunita
		Mr. Sunil Kumar TGT SOST	Ms. Purnima
		ALL TRAINED TEACHERS	
18	SUBJECT COMMITTEE	Maths - Mr. Anup Singh	Mr. Sunil (Maths)
		English - Mrs. Kumari Gulshan/ PGT Eng.	Ms. Purnima (Hindi)
		Hindi - Ms. Rama Rani	Ms. Simran (English)
		S.Sc. - Mr. Pankaj Kumar	Ms. Surbhi Bishnoi(EVS)
		Science - Mr. Satyender Kumar	
		Computer - Mr. Davinder Singh	
19	FURNITURE	Mr. Ranjit Prasad I/c	
		Mr. Paramjit Ram	Mr. Mukesh Kumar Bhat
		Ms. Ranjana	Mr. Sunil
		Mr. Sunil Kumar	
20	EDUCATIONAL EXCURSION	Mr. Rakesh Kumar I/c	Mr. Sunil
		Mr. Satyender Kumar	Ms. Purnima
		Ms. Nancy	
		Ms. Shivani Pathania	
21	MEDICAL ROOM & FIRST AID	Ms. Shivani Pathania (I/c)	Ms. Sunita
		Mr. Suresh Katariya	
		Staff Nurse	
		Ms. Rajni Dhiman	

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S.NO.	COMMITTEE	SECONDARY	PRIMARY
22	CLEANLINESS MONITORING (Hygiene and Sanitation, Cleanliness of vidyalaya and Surroundings And Drinking water)	Mrs. Ranjana (I/c Internal)	Ms. Purnima I/c
		Mr. Vikas Kumar (I/c External)	Mr. G.R. Maskeen
		Mr. Divyendu Yadav	Ms. Sunita
		Ms. Pooja	Ms. Monika Yadav
23	BEAUTIFICATION & GARDENING	Mr. Raghuvveer Singh, VP (Supervisor)	Mr. Devender Kumar, HM
		Ms. Rajni Dhiman I/c	Mr. Sunil I/c
		Mr. Vikas Kumar	Mr. Mukesh Kumar Bhat
		Ms. Nancy	Ms. Anita
		Ms. Kumari Gulshan	Ms. Kiran Ms. Surbhi Bishnoi
24	BALA & ART WORK	Mr. Vikas Kumar I/c	Ms. Preeti Sharma I/c (overall)
		Ms. Kumari Gulshan	Ms. Surbhi Bishnoi
			Ms. Anita
			Ms. Mona Rawat
25	TENT ARRANGEMENT	Mr. Rakesh Kumar I/c	Mr. Sunil
		Mr. P.Ram	Mr. G.R. Maskeen
		Mr. Vikas Kumar	
		Mr. Sunil Kumar	
		Ms. Ranjana	
26	WEB SITE UPDATION & SOCIAL MEDIA CELL	Mr. Davinder Singh I/c	Mr.Sunil
		Ms. Sonu Yadav	Ms.Mona Rawat
		Ms. Shivani Pathania	
27	Flag Hoisting and Retreating Ceremony	Mr. Vikas Kumar (I/c)	
		Mr. Sunil Kumar	
		Mr. Divyendu Kumar	
		Ms. Santosh Devi Kumawat	
28	Academic and Administrative support	Mr. Raghuvveer Singh, VP	Mr. Devender Kumar, HM
		Mr. Davinder Singh	Ms. Purnima
		Mr. Pankaj Kumar	Ms. Sunita
		Mr. Rakesh Kumar	Ms. Priya
		Mr. Anup Singh	Mr. Sunil
		Mr. Devender Kumar, HM	
29	Local Purchase Committee	Mr. Raghuvveer Singh, VP	Mr. Devender Kumar, HM
		Mrs. Rama Rani (I/c )	
		Ms. Ranjana Kumari	
		<b>Concerned Department Incharges</b>	
30	Special Repair (MES) Monitoring and Supervision	Mr. Pankaj Kumar (I/c)	Mr. G.R.Maskeen
		Mr. Ranjit Prasad	
		Mr. Kulwinder Singh	
31	M & R Committee [Civil & Furniture Repair]	Mr. Suresh Katariya (I/c)	Ms. Purnima
		Mr. P.Ram	Ms. Sunita
		Ms. Nancy Vats	
		Ms. Pooja	
32	PA SYSTEM	Mr. Ranjit Prasad I/c	Mr. Mukesh Kumar Bhat
		Mr. Narinder Kumar	Mr. G.R. Maskeen
		Mr. Kulwinder Singh	
33	UBI FEE COLLECTION	Mr. Davinder Singh (I/c)	Ms. Sunita
		Mr. Dinesh Kumar Sharma	Ms. Preeti
		Mr. Anup Singh	
		Mr. P.Ram	
		Computer Instructor	
Concerned Class Teacher/ Co. C.T.			

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S.NO.	COMMITTEE	SECONDARY	PRIMARY
34	CS-54 and CS-11 Fees Record (Pay bill checking)	Mr. Davinder Singh (I/c)	
		Mr. Dinesh Kumar Sharma	
		Mr. P.Ram	
35	Income Tax and Form 16	Mr. Anup Singh I/c	
		Ms. Dinesh Kumar Sharma	
36	Teaching Aids & A.V Aids & Apple I-pads	Mr. Davinder Singh (I/c)	Ms. Purnima I/c
		Ms. Kumari Gulshan	Ms. Deepa Gaur
		Ms. Surjit Kaur	
		Mr. Sunil Kumar	
37	Library Advisory Council	Mr. Raghuveer Singh VP	Ms. Purnima
		Ms. Ranjana Kumari	Ms Sunita
		Ms. Rama Rani	
		Mr. Satyender Kumar	
		Mr. Pankaj Kumar	
		Mrs. Kumari Gulshan	
38	Eco Club	Mr. Suresh Katariya (I/c)	Ms. Deepa Gaur
		Ms. Shivani Pathania	Ms. Surbhi Bishnoi
		Ms. Sunaina	
		Mr. Sunil Kumar	
39	Literary Club	Ms. Rama Rani I/c	Ms. Purnima
		Ms. Gulshan	Ms. Mona Rawat
		Ms. Baljit Kaur	
		Ms. Pooja	
40	Communal Harmony, Value Education & Integrity Club	Ms. Santosh Devi Kumawat I/c	Ms. Purnima
		Ms. Pooja	Ms. Surbhi Bishnoi
		Ms. Baljit Kaur	
41	Science Club/Science day Celebration/ Olympiads/NTSE/Science Exhibition	Mr. Satyender Kumar (I/c)	Ms. Surbhi Bishnoi
		Mr. Suresh Katariya	Ms. Priya
		Mr. Rajeev Kumar	
		Ms. Rajni	
42	Maths Club/Maths Olympiad	Mr. Anup Singh I/c	Mr. Sunil
		Mr. Narinder Kumar	
		Ms. Surjit Kaur	
		Mr. P.Ram	
43	Primary Education – (Core committee)		Mr. Devender Kumar, HM
			Ms. Purnima
			Ms. Sunita
			Mr. Preeti Sharma
44	Sports Committee	Mr. Vikas Kumar I/c	Mr. G.R. Maskeen
		Ms. Pooja	Mr. Sunil
		Mr. Divyendu Yadav	Ms. Meenu
		Ms. Sonu Yadav	Ms. Monika Yadav
45	Primary Resource Room No.12 & Computer Lab (Primary)		Ms. Purnima (Advisor)
			Ms. Surbhi Bishnoi I/c
			Ms. Anita Kumari
46	AEP – planning & conducting a minimum of 6 sessions in each term	Ms. Shivani Pathania(I/c)	
		Mr. Satyender Kumar	
		Ms. Rajni	
		Ms. Kumari Gulshan	

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47	Result Moderation	Mr. Anil Kumar Dhiman, Principal	Mr. Devender Kumar
		Mr. Raghuvveer Singh	Ms. Sunita
		Mr. Rajeev Kumar	Ms. Preeti Sharma
48	Exhibitions Committee - Science	Mr. Satyender Kumar(I/c)	
		Mr. Suresh Katariya	
		Mr. Rajeev Kumar	
		Ms. Shivani Pathania	
		Ms. Rajni	
49	Exhibitions Committee - Social Science	Mr. Pankaj Kumar (I/c)	
		Mr. Rakesh Kumar	
		Mr. Sunil Kumar	
		Ms. Nancy	
50	Exhibitions Committee - Primary (TLM, Toys, Funday etc.)		MS. Purnima I/c
			Ms. Monika Yadav
			Ms. Mona Rawat
			Mr. Sunil
51	Reception & Refreshment for all the occasions	Mr. Rakesh Kumar (I/c)	
		Ms. Kumari Gulshan	
		Ms. Nancy	
		Ms. Simran	
		Ms. Mona Rawat	
52	Vidyalaya E-Magazine and Quarterly E-News Letter for Primary	Ms. Sonu Yadav (I/c)	Ms. Mona Rawat (I/c Primary Section)
		Ms. Santosh Devi Kumawat (I/c Hindi Section)	Ms. Deepa Gaur
		Ms. Sunaina (I/c Sanskrit)	Ms. Anita
		Mr. Vikas Kumar (Art Activity)	Ms. Surbhi Bishnoi
		Ms. Baljit Kaur (I/c English Section & Technical Support)	
53	Students' council	Mr. Satyender Kumar (I/c)	Ms. Sunita I/c (overall)
		Mr. Anup Singh	Ms. Simran
		Ms. Surjit Kaur	
		Ms. Kumari Gulshan	
54	RTI & Parliamentary Questions Reply	Mr. Davinder Singh I/c	Ms. Purnima
		Mr. Satyender Kumar	
		Mr. Rakesh Kumar	
55	राजभाषा कार्यान्वय समिति	Ms. Rama Rani (Supervisor)	
		Mr. Divyendu Kumar (I/c)	
		Ms. Pooja	
		Ms. Santosh Devi Kumawat	
56	TA/DA, Medical, CEA & LTC bills settlement, PFMS, CASHBOOK, LEDGER TALLY, MIRO ELECTRICITY & WATER, TELEPHONE BILL & ALL FINANCIAL RELATED MATTERS	Mr. Dinesh Kumar Sharma (I/c)	
		Mr. Pankaj Kumar	
57	SERVICE BOOK UPDATION, LEAVE RECORD, EWS, SERVICE VERIFICATION, CONFIRMATION, SENIOR SELECTION SCALE, IN-SERVICE COURSE, CORRESPONDENCE TO REGIONAL OFFICE CHANDIGARH AND KVS (HQ)	Sh. Anup Singh (I/c)	
		Sh. Ranjit Prasad (I/c)- Office Record Keeping	
		Sh. Amrik Singh	

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S.NO.	COMMITTEE	SECONDARY	PRIMARY
58	T.C preparation	Mr. Satyender Kumar I/c	Mr. Sunil
		Ms. Nancy Vats	
		Mr. Amrik Singh	
59	INTERNAL GRIEVANCE	Mr. Anil Kumar Dhiman, Principal	
		Mr. Raghuvveer Singh, VP	
		Ms. Rama Rani	
		Mr. Rakesh Kumar	
		Mr. Satyender Kumar	
		Ms. Kumari Gulshan	
		Ms. Sunita	
60	Escort duty chart	Mr. Anil Kumar Dhiman, Principal	Mr. Devender Kumar
		Mr. Raghuvveer Singh, VP	Ms. Anita
		Mr. Dinesh Kumar Sharma	
61	Staff room display / HM Room	Mr. Satyender Kumar	Ms. Sunita I/c
		Mr. Vikas Kumar	Ms. Mona Rawat
		Ms. Kumari Gulshan	Ms. Simran
62	Olympiads (Science & Maths) & VVM/NCSC/IAPT	Mr. Anup Singh (I/c Maths)	Ms. Deepa Gaur
		Mr. Rajeev Kumar	Ms. Surbhi Bishnoi
		Mr. Suresh Katariya (I/c Science)	
		Mr. Satyender Kumar	
		Mr. Narinder Kumar	
		Ms. Rajni	
63	Staff Meeting & recording of the minutes	Ms. Sonu Yadav I/c	Ms. Preeti Sharma I/c
		Ms. Santosh Devi	Ms. Sunita
		Mr. Divyendu Yadav	
64	Fee concession & RTE	Mr. Satyender Kumar (I/c)	Ms. Purnima
		Mr. Rakesh Kumar	
		Ms. Ranjana Kumari	
		All class Teachers	
65	Press & Bouquet presentations	Mr. Vikas Kumar	Ms. Kiran
		Mr. Narinder Kumar	
		Mrs. Kumari Gulshan	
66	Guidance and Counseling (To Plan and fix the dates)	Mr. Anil Kumar Dhiman, Principal (Convener)	Mr. Devender Kumar, HM
		Mr. Raghuvveer Singh, VP	Ms. Sunita
		Mr. Dinesh Kumar Sharma I/c	Ms. Purnima
		Mr. Satyender Kumar	Ms. Preeti Sharma
		Mr. Rakesh Kumar	
67	Alumni Association	Mrs. Rama Rani (I/c )	Ms. Purnima
		Mrs. Surjit Kaur	Mr. G.R.Maskeen
		Ms. Ranjana	
68	Staff Club	Staff Secretary	
69	Achievement register maintenance & Updating	Mr. Davinder Singh I/c	Ms. Deepa Gaur
		Mr. P. Ram	
		Ms. Shivani Pathania	

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S.NO.	COMMITTEE	SECONDARY	PRIMARY
70	<b>Computer Lab committee Monthly Report &amp; Website updating</b>	Mr. Davinder Singh I/c	Mr.Sunil
		Mr. Pankaj Kumar	Ms.Mona Rawat
		Ms. Sonu Yadav	
		Computer Inst. 1	
71	<b>VVN Expenses</b>	Mr. Raghuvveer Singh VP, Supervisor	
		Mr. Pankaj Kumar I/c	
		Mr. Dinesh Kumar Sharma	
72	<b>Social Media (Facebook / Twitter)</b>	Ms. Sonu Yadav (I/c)	Mr. Sunil
		Mr. Vikas Kumar	
73	<b>NISHTHA Courses Data Collection and Record Maintenance</b>	Mr. Divyendu Yadav	Mr. Sunil
74	<b>IN-SERVICE COURSE DATA</b>	Mr. Anup Singh (I/c)	
		Ms. Ranjana Kumari	
75	<b>NCC</b>	Sh. Sunil PRT(I/c)	
		Ms. Surjit Kaur	
		Mr. Vikas Kumar	
		Ms. Nancy Vats	

NOTES:-

- All the In – charge and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2022-23 as per allotment given and submit a copy to the Principal by 15TH April 2022 for record without fail.
- All the In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties activities and prescribed programme. In case of any difficulty, undersigned must be contacted.
- All the in – charge and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they can contact the Principal.
- All the In-charges and members of the concerned departments/committees will have to work on full – fledged manner. When In charge is on leave etc. Senior member of the concerned departments must be available on duty and vice versa.
- Please put your efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.
- All these committees will come in force from 01-04-2022 till 31st March 2023

(PRINCIPAL)