

KENDRIYA VIDYALAYA No.3 AMRITSAR CANTT

Working Committees of the Vidyalaya

Session 2018-19

ACADEMIC COMMITTEE:

- Preparing Calendar of Academic Activities
Term wise evaluation planning
• Checking of Completion of Syllabus

Mrs. Anju Sachdeva PGT (Bio)
Mr.Barinder Kumar (PGT Comp Sci)
Mr. Ravinder Singh (PGT Maths)

Signature

I/C

ADMISSION COMMITTEE:

- Fresh Admissions
- T.C Admissions
- Admissions under Special provisions
- Keeping Records of admissions done
- Timely reply of correspondence to KVS

Mr.RavinderSingh PGT (Maths)
Mr. H.S.Bal TGT (Maths)
Mr.Varun KaliaTGT (Maths)
Mrs. Maninder Kaur (HM)
Ms. Ayushi Jain (PRT)
Mr. Daljeet

I/C

ADVENTURE & EXCURSIONCOMMITTEE :

Organizing Adventure activities

Mrs. Ramma Mehta TGT (P&HE)
Mr. TejPratap Tiwari PGT (Geo)
Mr. Ravinder Singh PGT (Maths)
Mrs. Suman Dhoondwal TGT (SST)
Ms. Asha Rani (Sports Coach)

I/C

EXAMINATION COMMITTEE:

- Assisting class teachers in Filling up CBSE Forms for Class X & XII
 - Cross Checking entries made by
 - Distribution of admit Cards
 - Plan Unit wise Cycle test in subject periods
 - Evaluate Performance of students
 - Planning Conduct of term wise Cumulative Exam & Annual Exam
 - Conduct of Periodical Tests I,II and III
 - Setting of Question papers
 - Seating Arrangement for test papers
- Retest of Medical cases

Mr. Barinder Kumar PGT (Comp sci)
Ms. Savita TGT (English)

Mrs. Babita PGT (Comm)
Mrs. Neetu Lumba TGT (Hindi)
Mr. Ramesh (Sub staff)

I/C

PTA COMMITTEE:

Ms. Savita TGT (English)
Mr. Barinder Kumar PGT (Comp sci)
Mrs. Babita PGT (Comm)
Mrs. Anju Sachdeva PGT (Bio)
Mr. Ravinder Singh PGT (Maths)

I/C

RTE COMMITTEE:	Mrs. Maninder Kaur (HM) Mrs. Shikha Arya TGT (AE) Mrs. Jaspreet Kaur (Music Tr.)	I/C
C.C.A & CULTURAL COMMITTEE:	Mrs. Anita Mishra PGT (Hindi) Mrs. Sunita TGT (Hindi) Mrs. Abha Mahajan TGT (English) Mrs. Jaspreet Kaur (Music Tr.) Mr. Jaspal (Sub Staff)	I/C
<ul style="list-style-type: none"> • Conduct of Morning Assembly • Celebration of important days & festivals • Celebration of Annual Day • Conduct of Inter House Activities 		
CLEANLINESS & WATER ARRANGEMENT COMMITTEE:		
Provide clean and safe drinking water	Mrs. Sharanjit Kaur TGT (WE)	I/C
<ul style="list-style-type: none"> • Cleanliness of school premises • Provision of Dust bins at various Places • Ø Supervision • Ø Girls Toilet • Ø Boys' Toilet • Ø Staff Toilet 	Mrs. Shikha Arya TGT (AE) Mrs. Sunita TGT (Hindi) Mr. J.P.N.Upadhyay (PRT) Mrs. PreetiTyagi (PRT) Mr. Naveen (PRT)	
DEVELOPING COMMUNICATIVE SKILLS	Mrs. Satinder Kaur PGT (English)	I/C
Organizing activities to build Communication skills etc.	All Language Teachers Mrs. Anita Mishra PGT (Hindi) Mrs. Rajneesh TGT (English) Ms. Savita TGT (Eng) Mrs. Abha Mahajan TGT (Eng) Mrs. Sunita TGT (Hindi) Mrs. NeetuLumba TGT (Hindi)	
DISCIPLINE COMMITTEE:	Mr. Ravinder Singh PGT (Maths) Mr. VednidhiGauniyal PGT (History) Mr. H.S.Bal TGT (Maths) Ms. Ramma Mehta TGT (P&HE) Mr. J.P.N Upadhyay (PRT) Mr. Naveen (PRT) Ms. Asha Rani (Sports Coach)	I/C
<ul style="list-style-type: none"> • Inculcating Value of Self Discipline among Students • Ensure Discipline during Morning Assembly, Interval & dispersal • Bringing defaulters to the notice of parentsthrough class teachers etc. 		
FURNITURE COMMITTEE:	Mr. Manoj Kumar PGT (Phy) Mr. TejPratap Tiwari PGT (Geo) Mrs. Shikha Arya TGT (AE) Mr. Naveen Kumar (PRT)	I/C
<ul style="list-style-type: none"> • Purchase & Stock Verification • Proper allocation as per requirement • Repair & Maintenance 		
GUIDANCE & COUNSELLINGCOMMITTEE:	Mrs. PreetiTyagi (PRT) Mr. Ravinder Singh PGT (Maths) Mrs. Anju Sachdeva PGT (Bio) Mr. Varun Kalia TGT (Maths) Ms. Garima(PRT) Ms. Ayushi (PRT)	I/C
<ul style="list-style-type: none"> • Organize counseling Sessions for all Classes • Career Guidance for Studentsof Class (X to XII) • Help Students to solve their problems 		

HEALTH CHECKUP & FIRST AID COMMITTEE: <ul style="list-style-type: none"> • Provide First Aid to needed Students • First Aid & Conduct of Annual Health Check-Up of Students 	Mrs. Parminder Kaur TGT (Lib) Ms. Kirti (PRT) Ms. Richa Sansanwal (PRT) Mrs. Ramma Mehta TGT (P&HE) Ms. Asha Rani (Sports Coach)	I/C
MODERATION COMMITTEE: <ul style="list-style-type: none"> • Moderate Question Papers of Unit Test, Periodical Test etc 	Mr. Ravinder Singh PGT (Maths) Mrs. Anju Sachdeva PGT (Biology) Mrs. Anita Mishra PGT (Hindi) Mr. Vednidhi Gauniyal PGT (History)	I/C
MAINTENANCE & REPAIR COMMITTEE: All Class Teachers <ul style="list-style-type: none"> • Identifying areas of building requiring repair • Timely Repair work to be done • Class Teachers to inform the I/C about damage, if any • Approaching construction agency, if needed • 	Mrs. Sharanjit Kaur TGT (WE) Mrs. Shikha Arya TGT (AE) Mr. J.P.N. Upadhyay (PRT) Mr. Naveen (PRT) Mr. Daljit (Lab Attd)	I/C
P.A. SYSTEM COMMITTEE: Provide Proper PA System for School functions, Morning Assembly etc.	Mrs. Sharanjit Kaur TGT (WE) Mr. Jaspal (Sub Staff) Mr. Ramesh Kumar (Sub Staff)	I/C
REFRESHMENT&RECEPTION COMMITTEE: Welcome of guests Provide Proper refreshment to visiting Dignitaries	Mrs. Sharanjit Kaur TGT (WE) Mrs. Suman Dhoondwal TGT (SST) Ms. Savita TGT (Eng) Mrs. Shikha Arya TGT (AE) Mr. Raj Kumar (Sub Staff)	I/C
SAFETY MEASURES COMMITTEE (Building & Students): Acquainting Students with Disaster Management tips	Mr. Tej Pratap Tiwari Mrs. Suman Dhoondwal TGT (SST) Mr. Rakesh TGT (Science) Mr. Varun Kalia TGT (Maths) Mrs. Jaspreet Kaur (Music Tr.)	I/C
SCHOOL MAGAZINE COMMITTEE: <ul style="list-style-type: none"> • Timely Publication of School Magazine & Bulletin • Encourage Students to submit original & Creative articles 	Mrs. Anita Mishra PGT (Hindi) Mrs. Sunita Devi TGT (Hindi) Ms. Savita TGT (Eng) Mrs. Abha Mahajan TGT (English) Mrs. Shikha Arya TGT (AE) Mrs. Rajwinder Kaur TGT (Punjabi) Mr. Satish Kumar TGT (Skt)	I/C

<p>SCOUTS & GUIDES COMMITTEE:</p> <p>Organize Various Activities</p> <ul style="list-style-type: none"> As per KVS Direction All trained teachers 	<p>Ms. Ramma Mehta TGT (P&HE)</p> <p>Mr. Rakesh TGT (Science)</p> <p>Mr. J.P.N. Upadhyay (PRT)</p> <p>Mrs. Jyoti Upadhyay (PRT)</p> <p>Mrs. Parminder TGT (Lib)</p>	I/C
<p>SOCIAL SCIENCE EXHIBITION:</p> <ul style="list-style-type: none"> Preparing good quality models & Projects 	<p>Mrs. Suman Dhoondwal TGT (SST)</p> <p>Mr. Vednidhi Gauniyal PGT (History)</p> <p>Mr. Tej Pratap Tiwari PGT (Geography)</p> <p>Mrs. Anita Mishra PGT (Hindi)</p> <p>Mrs. Sharanjit Kaur TGT (WE)</p> <p>Mrs. Shikha Arya TGT (AE)</p> <p>Mrs. Jaspreet Kaur (Music Tr.)</p>	I/C
<p>SCIENCE EXHIBITION, NCSCT:</p> <ul style="list-style-type: none"> Preparing good quality models & Projects 	<p>Mrs. Anju Sachdeva PGT (Bio)</p> <p>Mrs. Tripta Sharma PGT (Chem)</p> <p>Mr. Ravinder Singh PGT (Maths)</p> <p>Mr. Manoj PGT (Physics)</p> <p>Mr. Rakesh TGT (Science)</p>	I/C
<p>JNNSME</p>	<p>Mr. Varun Kalia TGT (Maths)</p> <p>Mr. H.S. Bal TGT (Maths)</p>	
<p>STUDENT COUNCIL:</p> <ul style="list-style-type: none"> Select School Captains Vice-Captains & Prefects Ensure timely Editing, Publication & Distribution of Students' Dairy 	<p>Mrs. Anita Mishra PGT (Hindi)</p> <p>Mrs. Satinder Kaur PGT (English)</p> <p>Mrs. Sunita TGT (Hindi)</p> <p>All Class Monitors and Captains</p>	I/C
<p>TEACHING AID COMMITTEE:</p> <p>Purchase & stock Verification</p> <ul style="list-style-type: none"> Allocation of Teaching Aids Proper utilization of Teaching Aids 	<p>Mr. Tej Pratap Tiwari PGT (Geography)</p> <p>Mr. Vednidhi Gauniyal PGT (History)</p> <p>Mrs. Suman Dhoondwal TGT (SST)</p>	I/C
<p>TIME-TABLE COMMITTEE:</p> <ul style="list-style-type: none"> Frame time table <p>Arrangement duties</p>	<p>Mrs. Anju Sachdeva PGT (Bio)</p> <p>Mr. H.S. Bal TGT (Maths)</p> <p>Mr. Varun Kalia TGT (Maths)</p>	I/C
<p>WEBSITE COMMITTEE:</p> <ul style="list-style-type: none"> Maintaining the school website Updating information on the website 	<p>Mr. Barinder Kumar PGT (Comp.Sc)</p> <p>Mrs. Nidhi Seth (Comp. Instructor)</p> <p>Mr. Varun Kalia TGT (Maths)</p>	I/C
<p>PURCHASE COMMITTEE:</p> <ul style="list-style-type: none"> Purchase of all commodities of good Quality at genuine rate. 	<p>Mrs. Sharanjit Kaur TGT (WE)</p> <p>Mrs. Shikha Arya TGT (AE)</p> <p>Mrs. Ayushi Jain (PRT)</p> <p>Mr. Daljeet (Lab Attd.)</p>	I/C

UNESCO:	Mr. TejPratap Tiwari PGT(Geography) Mrs. Renu KapoorPGT (Pol Sci.)	I/C
SUBJECT COMMITTEE(CONVENORS)		
<ul style="list-style-type: none"> • Conducting subject committee meeting <p>On the last working day of every month (English, Maths, S.S.T &Science) HINDI PRIMARY</p>	Mrs. Satinder Kaur PGT (English) Mr. VednidhiGauniyalPGT (History) Mr. Ravinder Singh PGT (Maths) Mrs. Anita Mishra PGT (Hindi) Mrs. Maninder Kaur (HM)	I/C
CMP COMMITTEE:	Mrs. Maninder Kaur (HM) Ms. Kirti Chopra (PRT) Ms. Ayushi Jain (PRT)	I/C
<ul style="list-style-type: none"> • Ensure proper implementation of CMP • News letter publication, report submission 		
RAJBHASHA COMMITTEE:	Mrs. Anita Mishra PGT (Hindi) Mrs. Sunita(TGT Hindi) Mr. Satish KumarTGT(Skt) Mrs. Jyoti Upadhyay(PRT) Mrs. Neetu Lumba TGT (Hindi)	I/C
Ensure proper implementation of all Recommendations made by Raj BhashaSamiti		
FEE COLLECTION COMMITTEE:	Mr. Barinder Kumar PGT (CS) Mr. Varun kalia TGT (Maths) Mr.Daljit (Sub Staff) All class teachers.	I/C
Collecting fees, tallying, deposition, Maintenance of daily collection and Monthly collection registers		
NCC COMMITTEE:	Mr. Varun kalia TGT (Maths) Mr. Naveen (PRT)	I/C
LIBRARY COMMITTEE:	Mrs. Parminderkaur TGT (Lib) Mrs. Satinder Kaur PGT (English) Mrs. Suman Dhoondwal TGT (SST) Mrs. Anita Mishra PGT (Hindi) Mrs. Rajneesh TGT (English) Captains One Boy, One Girl	I/C
<ul style="list-style-type: none"> • Promote reading habits etc • Provide good books 		
GAMES & SPORTS COMMITTEE:	Ms. Ramma MehtaTGT (P&HE) Ms. Asha Rani (Sports Coach) Mr. Vednidhi Gauniyal PGT (History) Ms. Kirti Chopra (PRT) Mr. Naveen (PRT) Captains One Boy, One Girl	I/C
<ul style="list-style-type: none"> • Promote Sports and Games etc. 		
GARDENING & BEAUTIFICATION COMMITTEE:	Mrs. Shikha Arya TGT (AE) Mrs.Sharanjit Kaur TGT (WE) Mrs. Anju Sachdeva PGT (Bio) School Captains Girls and Boys	I/C
Beautification of Garden and Vidyalaya premises		

RAILWAY RESERVATION COMMITTEE:	Mr. Vednidhi Gauniyal PGT (History) Mrs. Abha Mahajan TGT (English) Mrs. Jaspreet Kaur (Music Tr) Mr. Naveen (PRT)	I/C
PRESS AND PUBLIC RELATED:	Mrs. Anita Mishra PGT (Hindi) Ms. Savita TGT (English) Mrs. Rajneesh Sharma TGT (English) Mr. Satish Kumar TGT (Skt)	I/C
MATHS OLYMPIAD:	Mr. Ravinder Singh PGT (Maths) Mr. H.S.Bal TGT (Maths) Mr. Varun kalia TGT (Maths) Mr. Ram Avadh (PRT)	I/C
CONDEMNATION COMMITTEE:	Mrs. Sharanjit Kaur TGT (WE) Mr. Barinder Kumar PGT (Comp Sci) Mrs. Shikha Arya TGT (AE) Mr. J.P.N. Upadhyay (PRT)	I/C
ADOLESCENCE EDUCATION PROGRAMME (AEP) COMMITTEE:	Mrs. Suman Dhoondwal TGT (SST) Mrs. Sharanjit Kaur TGT (WE) Ms. Parminder Kaur TGT (Lib) Mr. Rakesh Kumar TGT(Science) Mrs. Tripta Sharma PGT (Chem) Mr. H.S.Bal TGT (Maths) Mrs. Preeti (PRT)	I/C
SCHOOL SAFETY/ DISASTER MANAGEMENT COMMITTEE:	Mr. Vednidhi Gauniyal PGT (History) Mr. Varun Kalia TGT (Maths) Mrs. Suman Dhoondhwal TGT (SST) Mr. Naveen Kumar (PRT) Mrs. Preeti Tyagi (PRT)	I/C

CLUBS

STAFF CLUB:	Mrs. Abha Mahajan TGT (English) Mrs. Sharanjit Kaur TGT (WE) Mrs. Shikha Arya TGT (AE) Mrs. Anita Mishra PGT (Hindi)	I/C
INTEGRITY CLUB:	Mr. Vednidhi Gauniyal PGT (History) Mrs. Renu Kapoor PGT (Pol Sci) Ms. Savita TGT (English) Mrs. Maninder Kaur (HM)	I/C
ECO CLUB:	Mrs. Anju Sachdeva PGT (Bio) Mrs. Tripta Sharma PGT (Chem) Mrs. Sharanjit Kaur TGT (WE) Mr. Rakesh TGT (Science)	I/C
LIFE SKILLS CLUB:	Mrs. Sharanjit Kaur TGT (WE) Mrs. Shikha Arya TGT (AE) Mrs. Preeti Tyagi (PRT)	I/C
LETTERARY CLUB:	Ms. Parminder Kaur TGT (Lib) Mrs. Rajneesh TGT (English) Mrs. Satinder Kaur PGT (English) Mrs. Anita Mishra PGT (Hindi) 05 Students	I/C
ANTI LITTER CLUB:	Mrs. Sunita Devi TGT (Hindi) Mr. Rakesh Kumar TGT (Science) Ms. Ayushi Jain (PRT) Mr. Ram Avadh (PRT)	I/C

Overall Supervision

PRINCIPAL