

KENDRIYA VIDYALAYA NO 4 PATHANKOT
COMMITTEES 2024-25
RE-ASSIGNED DUTIES W.E.F. 01.04.2024
Duties & Responsibilities

1. AS per KVS – Education code & Accounts Code.
 3. CBSE Notifications. 4. State Govt /Local Govt. Directives.
 5. Circulars, Latest & Guidelines of KVS HQ/RO/CBSE/NCERT /ZIET:

Sl. No.	Name of the Committee	I/c Teacher & Teacher Members	SIGN
1.	Academic Committee Responsibilities- To ensure completion of syllabus in time as per split-up or KVS guidelines, to ensure preparation of Question papers in consultation with exam dept. as per instructions. Conducting of subject committee meeting as per KVS instructions.	1. Language -Hindi / Sanskrit/Punjabi – Mr. R. P. Sharma (I/C) 2. Language- English- Ms. Dipti Khokhar (I/C) 3. Math – Mr. Vikas Singh (I/C) 4. Science – Mr. Sanjeev Katoch (I/C) 5. Social Science – Mr. Jagdish Yadav (I/C) 6. Computer Science/A.I. – Mr. P. K. Sharma (I/C)	
2.	NDMA -Safety: guidelines based on School Safety action plan with preparedness, early warning, timely Evacuation, Land, building, fire safety, team for students of special needs.	1. MR. SANJEEV KUMAR KATOCH(I/C) 2. MR RAJNISH 3. MR. GURDEEP	
3.	Training, Workshop– Responsibilities- To Ensure proper information to staff regarding training/workshop and to ensure proper entry in training register.	1. Mr. Jagdish Yadav (I/C) 2. Mrs. Nutan Singh 3. Mrs. Kanishka	
4.	Swatch Bharat - SBSB: – House Keeping, water tanks, Toilets, etc.,	1. MR. VIKAS SINGH(I/C) 2. MS. LALITA 3. MR. MAHENDRA SINGH DHINWA 4. Mr. Mahipal Yadav 5. Ms. Shalini 6. Mrs. Anita 7. Ms. Babita 8. Mr. Kuldeep 9. Mr. Neeraj	
5.	Admission: Online process Class I, Offline for Class 2 to 09 & XI.	1. MR. SANJEEV KUMAR KATOCH (I/C) PGT(CHEM) 2. MR. DASHRATH ALORIA 3. MS. SHALINI Primary Section 4. MS. NUTUN SINGH(I/C) 5. MS. NEENA 6. MS. REENA VERMA 7. MS. ANITA DEVI	

Sanjay

		8. MS. SHWETA DOHARE	
6.	UBI VERIFICATION OF STUDENTS AND FEE VERIFICATION-	1. MR. PRADEEP KUMAR SHARMA (I/C) 2. MR. SANJAY KUMAR, TGT (MATH) 3. MRS. NUTAN SINGH, HM 4. MRS. RITU, COMPUTER INSTRUCTOR	
7.	Time Table: Remedial classes / Spl. classes / Weekly Tests /Exams Schedule - date sheets.	Secondary Section 1. MR. ANIL KUMAR DOGRA (I/C) 2. MR. VIKAS SINGH 3. MR. SANJAY SINGH Primary section 1. MS. PREETI(I/C) 2. MR. AJAY KUMAR 3. MR. RAJPAL	
8.	Home Exams: Question Paper, Blue Print, Syllabus Assessment Criteria, Report Cards, PTA Meetings	Secondary Section 1. MR. PRITAM SINGH (I/C) 2. MS. SANGEETA BHARDWAJ 3. MR. NARESH KUMAR 4. MR. DASHRATH ALORIA 1. MS. RACHAN BAL (I/C) 2. MR. RAMAN	
9.	CBSE & External Examination: affiliation, portal update, CBSE - Marks Statements +Pass Certificates& Migration	1. MR. ANIL KUMAR DOGRA(I/C) 2. MR. VIKAS SINGH 3. MR. SANJAY SINGH 4. All class teachers of IX th , X th , XI th AND XII th	
10.	Educational Tour: & Adventure Transport Arrangement, Plog Run, Mini Exercise, Yoga, Staff Games &Sports	Secondary Section 1. MR. ANIL KUMAR DOGRA (I/C) 2. Mr. ASHOK KUMAR 3. MR. GURDEEP 4. MS. NEENA Primary cub Section 1. Mr. Kuldeep I/C 2. Mr. Sameer I/C 3. Sports Coach	
11.	Fit India Movement: – Games & Sports -School, Cluster, Regional & National Competitions, Students &Staff competitions .	1. MR. GURDEEP (I/C) 2. SPORTS COACH 3. MR. KULDEEP 4. MRS. REENA 5. MR. SAMEER	
12.	Library: Manodarpan - Mental-wellbeing Guidance & Counseling, AKAM, ACP, Reading Club, Reading week, Reading Literacy, Slogans, Essay, Poems writings	1. MR. ABHISHEK (I/C) 2. MR. R. P. SHARMA 3. MR. JAGDISH YADAV 4. MR. MAHIPAL YADAV 5. MRS. SANGITA BHARDWAJ 6. MRS. SHALINI 7. MR. RAJPAL 8. MRS. NUTAN SINGH 9. 10. 11. 12.	

Ravani

13.	Internal Compliant: -ICC Grievance & Redressal Cell & SC/ST & Women /Girl Harassment- Suggestion box & Register maintenance, etc.,	<ol style="list-style-type: none"> 1. MS. SANGEETA BHARDWAJ (I/C) 2. MS. DIPTI KHOKHAR 3. MRS. NUTAN SINGH, HM 4. MR. ASHOK KUMAR 5. MR. ANIL KUMAR DOGRA 6. NGO
14.	Art Integration: Beautification, Bala concepts, Display of paintings, quotations, Kala Utsav activities, Art Integration in academics, AKAM activities /Youth Parliament.	<ol style="list-style-type: none"> 1. MS. NEHA PRAJAPATI (I/C) 2. MS. MANISHA KUMARI 3. MS. SONU NANGLA 4. MR. DASHRATH ALORIA 5. MUSIC TEACHER 6. PGT POL SCI. 7. TGT PUNJABI
15	Scouts & Guides: Cubs & Bulbuls, Photography, Videos, weekly activities, Registration, etc.,	Secondary Section <ol style="list-style-type: none"> 1. MR. SANJAY KUMAR (I/C) & ALL TRAINED MEMBERS Primary Section <ol style="list-style-type: none"> 1. MRS. ANITA I/C 2. MR. RAMAN I/C 3. MR. AJAY 4. MRS. NEENA 5. MRS. RACHAN 6. MRS. KANISHKA
16	Olympiads- Responsibilities- Concernt incharge will conduct their olypiads in consultation & help of external examination committee and will keep the records of their respective olypiads.	<ol style="list-style-type: none"> 1.MR. NARESH KUMAR (Math I/C) 2.Mrs. Swati Jamwal (Science I/C) 3.Mr. Pradeep Kumar Sharma (Computer I/C) 4.Mr. Mahipal Yadav (Hindi I/C) 5.Ms. Kamini (English I/C) 6.Mrs. Sonu Nangla (S. St. I/C)
17	NCC	<ol style="list-style-type: none"> 1. MR. ABHISHEK (I/C) 2. Mrs. Pooja 3. Mr. Raman Kumar
18	MAINTANCE & REPAIR Vidyalaya & PM SHRI FUND (Electrical & Civil)	<ol style="list-style-type: none"> 1. Mr. RAJNISH KAINI (I/C) 2. Mr. R. P. Sharma, PGT (Hindi) 3. Mrs. NUTAN SINGH, HM 4. Mr. MAHENDRA SINGH DHINWA, TGT(Hindi) 5. Mr. Ajay Kumar, PRT
19	MAINTANCE & REPAIR Staff Quarter (Electrical & Civil)	<ol style="list-style-type: none"> 1. Mr. Sanjeev Kumar Katoch (I/C) 2. Mr. Rajnish Kant (as Technical Member) 3. Mr. Sanjay Kumar, TGT (Math) 4. Mrs. Kanishka, PRT
20	SCHOOL BUSES	<ol style="list-style-type: none"> 1. MR. MAHIPAL YADAV (I/C) 2. MR. MAHENDRA SINGH DHINWA
21	DISCIPLINE	Secondary Section <ol style="list-style-type: none"> 1. MR. GURDEEP SINGH (I/C) 2. MR. PRADEEP KUMAR SHARMA 3. MRS. SANGITA BHARDWAJ 4. MRS. NUTAN SINGH,

Signature

22	CCA: To conduct & co-ordinate all co-curricular activities except games and sports.	5. MR. KULDEEP 6. SPORTS COACH 1. MS. DIPTI KHOKHER PGT (ENG) (I/C) 2. MS. SANGEETA BHARDWAJ TGT HINDI 3. MR. RAJENDRA PRASAD SHARMA PGT (HINDI) 4. MUSIC Teacher 5. Ms. Neha Prajapati, TGT(ART)	
23	Integrity Club: Reading Club, Reading Literacy, Language subject Committee & Language Lab, National Symbols, Cultural integration, German Lab, etc.,	1. MS. KAMNI (I/C) 2. MS. SHALINI 3. MR. MAHENDRA SINGH 4. MR. MAHIPAL YADAV 5. MS. LALITA	
24	Eco- Environ: Garden, Herbal Garden, Trees & Birds in campus, Ganga Quiz, Earth Day, AEP, etc.,	1. MS. SWATI (I/C) 2. TGT SCIENCE 3. MR NEHA PRAJAPATI (ART) 4. MR. KANISHKA 5. PGT BIO	
25	ICT & Web site: Updating Website, OASIS, OLA, Online Blended mode teaching, Computer Labs, Printers, Apple I pads, Projectors, UBI Fee Technical coordination, Nishtha 2.0 – technical i/c Virtual, G-suits ids, Google Class Room, You tube link creation, Online Courses, etc.,	1. MR. PRADEEP SHARMA 2. COMP INST 3. ALL DEPARTMENT INCHARGES	
26	Science: - Science reading Literacy, Inspire Award- Manak, NCSC, Science Day-Exhibition- School, Cluster, Regional & National, Artificial Intelligence, Lab-Phy, Chem, Bio Labs, KVPY, NTSE etc.,	1. MS. SWATI (I/C) 2. All Science teachers	
27	Hindi – Rajbhasha : Implementation, Hindi week/Fortnight, Sanskrit week, etc.,	1. MR. RAJENDRA PRASAD SHARMA(I/C) 2. MS. SANGEETA BHARDWAJ 3. MR. MAHIPAL 4. MR. MAHENDRA SINGH DHINWA 5. MS. LALITA	
28	Office Records-1 : TC Books , Admissions Registers ,CS 54, Class Attendance Register, Income Tax, Finance Cash books, Cheques, issue Registers, Vouchers - update , TC, issued , Finance ,Admin, Enroll, Staff Update in website , UBI Fee Verification ,PIMS, Tally, PFMS, Budgets, Annual Account ,Quotations etc.,	Secondary Section 1. MR. ANIL KUMAR JSA 2. SSA 3. MR. SUBHASH 4. COMP INST. Primary Section 1. RAJPAL I/C 2. MR. KULDEEP	

(Signature)

	Office Records- 2 : maintenance , Audits- Internal & AG, Income Tax, UBI Salary ,NPS/ Confirmation, 11,22 Months reports ,Sr. & Selection . Scale, etc.,	
29	VMC Meeting: Members, Panel Academic -Inspection Online, Offline & Surprise Inspection, Observation Reports ATR etc.,	<ol style="list-style-type: none"> 1. MR. PRADEEP KUMAR SHARMA (I/C) 2. Mr. Rajnish Kant 3. MRS. NEENA 4. MRS. KANISHKA 5. Ms. Neha Prajapati 6. Music Teacher
31	UDISE+/E-PUNJAB	Secondary Section <ol style="list-style-type: none"> 1. MR. NARESH KUMAR(I/C) 2. MR. ANIL DOGRA Primary Section <ol style="list-style-type: none"> 1. MRS. NUTAN SINGH I/C 2. MR. AJAY I/C 3. COMP INST
32	ACP	<ol style="list-style-type: none"> 1. MS. KAMNI 2. MR. MAHIPAL
33	FIRST AID	<ol style="list-style-type: none"> 1. MS. PREETI SAROHA (I/C) 2. MR. RAMAN 3. NURSE
34	PHOTOGRAPHY & MEDIA	Secondary Section <ol style="list-style-type: none"> 1. Ms. SANGEETA (I/C for Media, Report) 2. MR. RAINISH (I/C for Photography) 3. Ms. Dipti Khokhar 4. MR. SAMEER 5. MS. SHWETA
35	PLAY GROUND MAINTENANCE (PRIMARY & SECONDARY)	Secondary Section <ol style="list-style-type: none"> 1. MR. GURDEEP (I/C) Primary Section <ol style="list-style-type: none"> 1. MR. KULDEEP I/C 2. SPORTS COACH
36	PMKVY	<ol style="list-style-type: none"> 1. MR. PRADEEP KUMAR SHAMA 2. MS. SHALINI 3. COMP. INSTRUCTOR
37	ALUMANI COMMITTEE	<ol style="list-style-type: none"> 1. MR. PRADEEP KUMAR SHARMA 2. MR. SANJEEV KATOCH 3. MRS. NEENA 4. MRS. RACHAN BAL KAUR 5. COMP. INSTRUCTOR


Principal