

KENDRIYA VIDYALAYA BHANALA

Vidyalaya Committees for the Session 2022-23

In supersession of all previous orders the following institutional planning has been made for the session 2022-23. It has been circulated for information and signature. All heads are directed to make plan (weekly/ fortnightly/ monthly as per need) in consultation with members, distribute the duties among all concerned members for execution, devise monitoring tools & put to use. The plan, monitoring tools and ATR must be discussed with the undersigned on regular basis. The plan and ATR must be present on website and should be updated on regular basis. There may be some changes in future as per circumstances.

Inaction on the part of any employee will be dealt with strictly, will have reflection in APAR and may invite action for misconduct.

These committees will start working with immediate effect. If any handing over is involved, it must be completed within two days under intimation to undersigned.

S. No	Name of Committee	Incharge and Members
1.	Academic Advisory & Supervision	Mrs. Namita Chaudhary I/C Mr. Adarsh Kumar, TGT Maths Mrs. Anuradha , PRT
2.	Co-ordination & Celebration Committee	Mr. Sewa Singh I/C Mr. Jagmohan, TGT WE Mrs. Ritu Sharma, PRT
3A.	Examination (Internal)	Mr. Mahender Ray, PGT Chem, I/C Mr., Sanjay, TGT Sst Mrs. Saroj, PRT Mrs. Anuradha, PRT
3B.	Examination (CBSE)	Mrs. Manisha, PGT Physics I/C Mr. Rajeev Sharma, TGT Eng. Mr. Sohan, SS
4.	Time Table	Mr. Rajesh Dogra I/C Mr. Adarsh, TGT Maths Mr. Sanjeev Kumar, PRT
5.	AEP , Guidance & Counselling	Mrs. Namita Chaudhary, I/C Mrs. Manisha, PGT Physics Mr. Sewa Singh, PGT Eng. (Counselling)
6.	Admission	Mr. Rajesh Dogra, PGT CS, I/C Mr. Anup Sharma, PGT Maths Mr. Vikas, PRT
7.	Furniture	Mr. Vikas, PRT, I/C Mr. Subhash, TGT PHE Mr. Jagmohan, TGT WE

8.	Discipline	Mr. Subhash Chand, I/C Mr. Sewa Singh, PGT Eng. Mr. J C Choudhary, TGT Skt Mrs. Neetu, PRT Head Boy Head Girl All Class Teachers
9.	Staff Quarter Repair & Maintenance	Mr. Subhash Chand, I/C Mr. Harsh Sharma, PRT Music Mr. Sohan Singh , SS
10.	Vidyalaya Repair & Maintenance	Mr. Jagmohan, TGT WE, I/C Mr. Muneesh, TGT Art
11.	Purchase	Mr. Sewa Singh, PGT Eng, I/C Mr. Rajesh Dogra, PGT CS Mr. J.C Choudhary, TGT Skt Mr. Muneesh, TGT Art Mrs. Saroj Devi, PRT
12.	Teaching Aids	Mr. Rajeev Sharma, I/C Mr. Sanjay, TGT Sst Mrs. Ritu, PRT
13.	Beautification and Cleanliness	Mr. Muneesh, TGT Art, I/C Mrs. Meena, TGT Lib Mrs. Harsh Sharma , PRT
14.	Library Committee	Mrs. Meena, TGT Lib, I/C Mr. Sewa Singh, PGT Eng. Mrs. Namita Chaudhary PGT Hindi Mrs. Anuradha
15.	CMP	Mrs. Sanjeev, PRT, I/C Mrs. Anuradha, PRT All Primary Teachers
16.	Monthly Reports	Mr. Rajesh Dogra, PGT CS Mr. Mahender, PGT Chem Mr. Naresh, SSA
17.	Computer Lab & Website	Mrs. Rajesh Dogra, PGT CS I/C Mr. Jagmohan, TGT WE Mr. Vikas, PRT Mr. Muneesh Sapehiya, TGT Art
18.	P.A. System	Mr. Jagmohan, TGT WE I/C Mr. Subhash Chand, TGT PHE Mr. Harsh Sharma, PRT Music Mr. Sohan Singh, SS
19.	RTI/PRO	Mr. Anup Kumar, PGT Maths, I/C

		Mr. Sewa Singh, PGT Eng. Dr. J.C Chaudhary , TGT Skt
20.	PTA & PTM	Mr. Adarsh, TGT Maths, I/C Mr. Rajeev Sharma, TGT Eng. Mr. Sanjeev, PRT
21.	Rajbhasha	Hindi PGT, Mr. J. C Choudhary, I/C Mrs. Meena, TGT Lib Mrs. Anuradha, PRT
22.	Canteen	Mr. Sewa Singh, PGT Eng., I/C Mr. Subash, TGT PHE Mrs. Meena, TGT Lib Mrs. Neetu , PRT
23.	Photography	Mr. Muneesh, TGT Art, I/C Mr. Rajeev, TGT Eng. Mr. Harsh Sharma, PRT Music
24.	Office	Mr. Naresh Kumar, SSA, I/C Mr. Anup Kumar, PGT Maths Mr. Mahender, PGT Chem
25.	Staff Quarter Allotment	V.E.C
26.	Scout & Guide	Mr. Muneesh, Advance Scout I/C Scout & Guide Mrs. Namita Chaudhary, Advance Guide Mr. J.C Choudhary, (HWB) Mrs. Manisha Sharma, Advance Guide Mr. Anup Sharma Advance Scout Mr. Adarsh, Basic Scout Mrs. Saroj, Advance Guide I/C (Guide) Mr. Rajeev, Advance Cub Mr. Subhash, Advance Scout Mr. Harsh Sharma, Advance Scout Mrs. Ritu Sharma, Flock Leader
27.	First Aid	Mrs. Meena, TGT Lib, I/C Mrs. Neetu, PRT Nurse
28.	Adventure & Excursion	Mr. J C Choudhary, TGT Skt I/C Mr. Harsh Sharma, PRT Music Mr. Sewa Singh, PGT Eng. Mrs. Neetu , PRT
29.	Back to Basic & EQIUP Diksha, Nishtha Prog.	Mr. Mahender Rai, PGT Chem, I/C Mr. Adarsh, TGT Maths Mr. Rajeev, TGT Eng. Mr. Sanjay, TGT Sst

30.	Press	Mr. Sewa Singh, PGT Eng., I/C PGT Hindi
31.	Woman Harassment grievance cell (VISHAKHA)	Mrs. Namita Chaudhary, I/C Mr. Sewa Singh, PGT Eng. Mrs. Manisha, Sharma, PGT Physics Mrs. Anuradha, PRT Mr. Rajeev Sharma, TGT Eng. Mrs. Rita Devi, VMC Member
32.	Hospitality	Mrs. Meena, TGT Lib, I/C Mrs. Neetu, PRT Mrs. Ritu Sharma, PRT Mr. Muneesh , TGT Art
33.	Vidyalaya Patrika and Student Diary	Mr. Sewa Singh, I/C Mrs. Meena, TGT Lib Mr. Jagdish Chand Choudhary Hindi PGT Mrs. Ritu, PRT
34.	Cleanliness	Mr. Jagmohan, TGT WE, I/C Primary Block, Ground Floor Boys Toilets: Sanjeev, PRT Girls Toilets: Saroj, PRT Staff Toilet: Saroj, PRT Secondary Block: Ground Floor Boys Toilets: Mr. Subhash Chand, TGT PHE Girls Toilet: Mrs. Meena, TGT Lib Staff Toilet: Mr. Subhash Chand 1 st Floor (Near Music Room) Boys Toilets: Mr. Vikas, PRT Girls Toilet: Mrs. Neetu, PRT Staff Toilet: Mrs. Ritu, PRT 1 st Floor(Secondary) Boys Toilets: Mr. Rajeev, TGT Eng. Girls Toilet: Mrs. Manisha, PGT Physics
35	Shaala-Darpan	Mrs. Rajesh Dogra , PGT CS, I/C
36	UBI Fees	Mr. Anup Kumar, PGT Maths, I/C All Class Teachers
37.	Plantation Eco Club & Green Olympiad	Mr. Jagmohan, TGT WE, I/C Mr. Muneesh, TGT Art Mrs. Neetu, PRT
38.	T.C Preparation & Checking	Mr. Naresh, SSA, Mr. Sohan Singh, SS Concerned Class Teacher

39.	Photostat Machine Handling	Mr. Sohan , SS
40.	Integrity Club	Mr. Sanjay, TGT Sst, I/C Mr. Sewa Singh, PGT Eng. Mrs. Ritu, PRT Mr. Harsh Sharma, PRT
41.	Vidyalaya Diary Maintenance	Mr. Sewa Singh, PGT Eng., I/C Mrs. Ritu Sharma , PRT
42.	Grievances Redressal	Mrs. Namita Chaudhary, I/C Mr. Jagdish Chand Choudhary, TGT Skt Mrs. Anuradha, PRT
43	Swatch Bharat Mission	Mr. Muneesh, TGT Art, I/C Mr. Jagmohan, TGT WE Mr. Meena, TGT Lib Mr. Sanjay, TGT Sst
44	Swasth Bharat Swasth Bachee(SBSB) , Fit India Program	Mr. Subash Chand, TGT PHE, I/C Mr. Rajesh Dogra, PGT Mrs. Neetu, PRT Mr. Vikas, PRT All class teachers
45	Laboratory Maintenance and Cleanliness	Lab. Attendant post vacant <u>Conservancy staff 1 (As on date)</u> <u>Daily cleaning and dusting</u> Physics Lab Chemistry Lab + Library+ Staff Room <u>Conservancy staff 2 (As on date)</u> <u>Daily cleaning and dusting</u> Biology Lab + Computer lab + office + Activity Room
46	ATL & Training	Mrs. Manisha, PGT Physics, I/C Mr. Adarsh, TGT Maths, Mr. Muneesh, TGT Art Mr. Rajesh, PGT CS
47	Skill Development Training	Mr. Jagmohan, TGT WE I/C Mr. Harsh Sharma, PRT Mr. Rajesh PGT CS
48	Artificial Intelligence	Mr. Rajesh, PGT CS I/C Mr. Anup, PGT Maths
49	Ek Bharat Shresth Bharat	Mr. Sanjay, TGT Sst Mr. Sewa Singh, PGT Eng. Mr. J C Choudhary, TGT Skt
50	Online Training	Mr. Naresh, SSA I/C Mr. Mahender, PGT Chem