

KENDRIYA VIDYALAYA JHAJJAR**Committees under Institutional plan (2023-24)**

Consequent upon transfer of teacher's revised institutional plan is hereby re-circulated after 16/8/2023. All to note their assignments for effective implementation. They are instructed to submit monthly report reopening of vidyalaya w.e.f. to the undersigned with regard to their achievement in the assigned work.

S.No.	Name of Committee	In Charge & Members duties & Responsibility
1	Admission Committee	<ol style="list-style-type: none">1. Ms. Mita Adhikary , PRINCIPAL2. Ms. Anita (PGT Commerce) I/C3. Ms. Babita (PRT)4. Mr. Anil Rana (PRT)5. Mr Raj Kumar (SSA)6. Mr. Manoj Kumar (JSA)
2	Time Table Committee	<ol style="list-style-type: none">1. Ms. Mita Adhikary , Principal2. Mr. Mukesh Atri (PGT Maths) I/C3. Mr. Pawan Kumar (PGT Eco) Associate I/C4. Ms. Shashi lata (PGT biology)5. Mr. Pardeep Dagar (PRT)6. Mr. Mukesh Sharma (Librarian)
3	Examination Committee	<p><u>Sr. Secondary & Secondary</u></p> <ol style="list-style-type: none">1. Mr. Manoj Poonia (PGT English) I/C Home & CBSE Exam2. Mr. Surender Singh (PGT Physics) Associate I/C CBSE3. Mr. Mukesh Sharma (TGT LIB.) I/C NIOS Exam4. Mrs Renuka (TGT AE)5. Mrs Nishi (PRT)6. Mr. Vikesh (Sub staff) <p><u>PRIMARY</u></p> <ol style="list-style-type: none">1. Mr. Munindra Singh (PRT)2. Mr. Pardeep Dagar (PRT)3. Ms. NISHI (PRT)4. Mr. ANIL RANA (PRT)5. Ms. Rajni (Sub staff)
4	Morning Assembly	<ol style="list-style-type: none">1. Mr. Surya Nath Ram (PGT Hindi)2. Mr. Rakesh (TGT WET) I/C3. Mr. Madhubala Yadav (PRT Music) Associate I/C4. Mr. Yogender singh (PET)5. Ms. Savikriti (PGT Chemistry)6. All House Masters(S-T-A-R)
5	Cleanliness committee	<ol style="list-style-type: none">1. Mr. Rakesh (TGT WET) I/C2. Mrs Madhubala Yadav (PRT Music) Associate I/C3. Mr Yogender Singh (PET)4. Mrs Renuka (TGT AE)5. Mr Mukesh Sharma (TGT Lib.)
6	EBSB Programme and Azaadi ka Amrit Mahotasav /Kala Utsav	<ol style="list-style-type: none">1. Mr. Surya Nath PGT Hindi (I/C)2. Mr Yogender Singh (PET) Associate I/C

		<ol style="list-style-type: none"> 3. Mrs Renuka (TGT AE) 4. Ms. Babita (PRT) 5. Mrs Madhubala Yadav (PRT Music) 6. Mr. Mukesh Sharma
7	Guidance & Counselling, AEP POCSO Cell	<ol style="list-style-type: none"> 1. MS. Shashi Lata (PGT Bio) I/C 2. Mrs Suman lata (PGT Chem.) 3. Mr Manoj Poonia (PGT English) Associate I/C 4. Mr Subhash Chand (TGT) 5. Mrs Rozee (Nurse)
8	Competitive Examination & Various Olympiads/All Other Competitions	<p>Olympiads</p> <ol style="list-style-type: none"> 1. Mrs Shashi Lata PGT Bio. (I/C) <p>Maths Olympiads</p> <ol style="list-style-type: none"> 1. Mr Mukesh Attri (PGT Maths) 2. Mr Ram Niwas (TGT Maths) <p>SCINCE Olympiads</p> <ol style="list-style-type: none"> 1. Mr. Surender Singh (PGT Physics) 2. Ms. Savikriti (PGT Chemistry) <p>English Olympiads</p> <ol style="list-style-type: none"> 1. Mr Manoj Poonia (PGT English) 2. Mr Sukhbir Singh (TGT English) <p>Computer Olympiads</p> <ol style="list-style-type: none"> 1. Ms. Jyoti Bhatia (PGT CS) 2. Ms. Heena (Comp. Instru.)
9	Website Committee & Updating of Website	<ol style="list-style-type: none"> 1. Ms. Jyoti Bhatia (PGT CS)I/C 2. Mr. Manoj (JSA) 3. Ms. Heena (Comp. Instruc.)
10	Electrical Maintenance & PA System	<ol style="list-style-type: none"> 1. Mr. Rakesh I/C Electrical Staff & Hostel
11	CS-54 Maintenance	<ol style="list-style-type: none"> 1. Mr. Rajkumar (SSA)
12	Discipline Committee	<ol style="list-style-type: none"> 1. Mr. Yogender Singh (TGT PET) Overall I/C 2. Mr. Surender Singh (PGT Phy.) 3. Mr. Manoj Poonia (PGT English) 4. Mr. Subhash Chand (TGT) 5. Mr. Pradeep Dagar (PRT) 6. Ms. Babita (PRT) 7. Mrs. Jyoti (PGT CS) 8. Mrs. Anita (PGT Commerce) 9. Mrs. Nishi (PRT)
13	ECO Club (Herbal Garden) And Gardening and beautification	<ol style="list-style-type: none"> 1. Ms. Shashi Lata (PGT Bio.) I/C 2. Mrs. Renuka (TGT AE) 3. Mr. Mukesh Sharma (TGT Lib.) 4. Mrs. Madhubala Yadav (PRT Music) 5. Mr. Rakesh (TGT WE)
14	Vidyalaya Publication (School Magazine)	<p><u>Hindi and English</u></p> <ol style="list-style-type: none"> 1. Mr. Manoj Poonia (PGT English) I/C 2. Mr. Sukhbir Singh (TGT English) 3. Mr. Anil Rana (PRT) 4. Mr. Surya Nath (PGT HINDI) I/C 5. Mr. Sunil kumar (TGT Sanskrit)

		6. Ms. Nishi PRT
15	First Aid & Covid-19 –SOP (Medical facility) Implementation Committee	1. Mrs. Madhu Bala (PRT Music) 2. Mr. Rakesh (TGT WE) 3. Mr. Mukesh sharma (TGT Lib.) 4. Mrs. Renuka (TGT Arts) 5. Mr. Yogender Singh (TGT PET) 6. Ms. Rozee (NURSE)
16	Vidyalaya M&R [Civil]	1. Mr. Manoj Poonia(PGT English)I/C 2. Mr. Vinod Gupta (TGT WET) Associate I/C 3. Mr. Pradeep Dagar [PRT]
17	Vidyalaya M&R [Furniture]	1. Mr. Ram Niwas (TGT Maths) I/C 2. Mr. Sunil Kumar (TGT Sanskrit) 3. Ms. Babita (PRT) 4. Mr. Anil Rana (PRT)
18	Games & Sports [Primary & Secondary]	1. Mr. Yogender Singh [TGT PET) Overall I/C 2. Mrs. Nishi (PRT) 3. Mr. Anil Rana (PRT)
19	Library Committee	1. Mr. Mukesh Sharma [TGT lib.] I/C 2. Mr. Suryanath Ram [PGT Hindi] 3. Mr. Manoj Poonia [PGT English] 4. Mr. Sunil Kumar (TGT Sanskrit)
20	Mathematics club	1. Mr. Mukesh Atri (PGT Maths) I/C 2. Mr. Ram Niwas(TGT Maths)
21	School Safety and Security	1. Mr Manoj Poonia (PGT English) (I/C) Safety & Disaster Management 2. Mr. Pradeep Dagar (PRT) 3. Mr. Anil Rana (PRT)
22	Fire safety and Disaster Management	1. Mr. Rakesh Gupta (TGT WET) I/C 2. Mr. Subhash Chand (TGT) Associate I/C 3. Mr. Yogender Singh (TGT PET) Associate I/C Security & Disaster Management
23	Science & Maths Exhibition	1. Ms. Shashi Lata (PGT Bio.) I/C 2. Mr. Mukesh Atri (PGT Maths) 3. Mrs. Shashi Lata (PGT Chemistry) 4. Mr. Surender Singh (PGT Physics) 5. Mrs. Jyoti Bhatia (PGT CS.)
24	Social Science Exhibition	1. Mrs. Anita (PGT Commerce) I/C 2. Mr. Pawan Kumar (PGT Eco.) 3. Mr. Subhash Chand (TGT SST) 4. Mr. Sunil Kumar (TGT Sanskrit) 5. Mr. Sukhbir Singh (TGT English)
25	Bharat Scout Guides and Integrity club	1. Mr. Sukhbir Singh (TGT English) 2. Mrs. Anita (PGT Commerce) 3. Mr. Sunil Kumar (TGT Sanskrit) 4. Mr. Sunil Kumar (PRT) 5. Mrs. Renuka (TGT AE) 6. Mrs. Madhu Bala (PRT Music) 7. Mrs. Nishi (PRT)

26	Student health routine check-up	<ol style="list-style-type: none"> 1. Mr. Rakesh (TGTWE) 2. Mrs. Madhubala (PRT Music) 3. Mr. Mukesh Sharma (TGT Lib.) 4. Ms. Rozee (Nurse) 5. All class teachers
27	Subject Committee	<ol style="list-style-type: none"> 1. Mr. Manoj Poonia (PGT English)-English 2. Mr. Surya Nath Ram (PGT Hindi)-Hindi 3. Mr. Mukesh Atri (PGT Maths) Maths 4. Mrs. Sumanlata (PGT Chem.) Science 5. Mr. Pawan (PGT) Social Science 6. Ms. Babita (PRT)
28	Events Photography	<ol style="list-style-type: none"> 1. Mr. Anil Rana (PRT) I/C 2. Mr. Mukesh Sharma (TGT Lib.) 3. Ms. Heena (Comp. Instru.)
29	Teaching Aid/CMP/TLM used	<ol style="list-style-type: none"> 1. Mr. Pardeep Dagar (PRT) 2. Mrs. Nishi (PRT)
30	Computer Lab & AMC (Computer related work)	<ol style="list-style-type: none"> 1. Mrs. Jyoti Bhatia (PGT CS) I/C 2. Ms. Heena (Comp. Instru.) 3. Mr. Manoj (JSA)
31	All e-mail checking & submission of reply	<ol style="list-style-type: none"> 1. Mr. Rajkumar (SSA) (Office Incharge) 2. Mr. Manoj Kumar (JSA)
32	Hostel upkeep & maintenance	<ol style="list-style-type: none"> 1. Ms. Anita (PGT Commerce) 2. Mr. Manoj Poonia (PGT Eng.) 3. Mr. Yogender Singh (TGT PET) Associate I/C 4. Mr. Rakesh (TGT) 5. Ms. Babita (PRT) 6. Mr. Manoj Kumar (JSA)
33	Skill India Artificial Intelligence & Vocationalization Programmes	<ol style="list-style-type: none"> 1. Mrs. Jyoti Bhatia (PGT CS) I/C (AI) 2. Mr. Rakesh (TGT WE) 3. Ms. Henna(Computer Instructor)
34	Reply of Audit Paragraph & Reply of Income tax notice	<ol style="list-style-type: none"> 1. Mr Rajkumar (SSA)
35	Alumni Association	<ol style="list-style-type: none"> 1. Mr Surya Nath Ram (PGT Hindi) 2. Mr. Manoj- PGT English
36	Staff Quarter Maintenance	<ol style="list-style-type: none"> 1. Mr Manoj Poonia (PGT ENG.) 2. Mr Anil Rana (PRT) 3. Mrs Somlata (PGT COMM.) 4. Mr Rakesh (TGT WE) 5. Mr Pradeep Dagar (PRT) 6. Mr Raj Kumar (SSA) 7. Mr Sunil Kumar (JSA)
37	Income Tax & Submission of Tax / ITR (Online)	<ol style="list-style-type: none"> 1. Mr Rajkumar (SSA) I/C 2. Mr Sunil Kumar (JSA)
38	Transport Facility	<ol style="list-style-type: none"> 1. Mr. Manoj Poonia (PGT ENG.) 2. Mr Pradeep Dagar (PRT) –Bus Pass (I/C) 3. Mr Rakesh (TGT) 4. Mr Rajkumar (SSA) 5. Mr Manoj Kumar (JSA)
39	Condemnation	<ol style="list-style-type: none"> 1. VMC CHAIRMAN /Nominee Chairman

		<ol style="list-style-type: none"> 2. Ms. Mita Adhikary Principal 3. Mr Manoj Poonia (PGT English) 4. Mr. Rajkumar (SSA) 5. One Parent member & One Student Member 6. Stock Incharges
40	Spot Purchasing Committee	<ol style="list-style-type: none"> 1. Mr. Manoj Poonia (PGT ENG.) 2. Mrs. Jyoti Bhatia (PGT CS) 3. Mr. Mukesh atri (PGT Maths) 4. Mr. Pradeep Dagar (PRT) 5. Mr. Rakesh (TGT WE) 6. Mr. Anil Rana (PRT) 7. Mr. Rajkumar (SSA) 8. Mr. Manoj (JSA)
41	Raj Bhasha Samiti	<ol style="list-style-type: none"> 1. Ms. Mita Adhikary (Principal) 2. Mr. Surya Nath Ram (PGT Hindi) 3. Mr. Manoj Kumar (JSA) 4. All Department Incharges
42	Water Provisioning & Potable Water Provisioning /RO Maintenance /maintenance of Plumbing	<ol style="list-style-type: none"> 1. Mr. Rakesh (TGT WE) 2. Mr. Anil Rana (PRT) 3. Mr. Sukhbir Singh TGT (English)
43	Event Management Committee	<ol style="list-style-type: none"> 1. Mr. Surya Nath PGT Hindi (I/C) (Welcome arrangement & Refreshment) 2. Mrs. Renuka (TGT AE) I/C 3. (Stage Decoration) 4. Mr. Rakesh (TGT WE) I/C (Seating Arrangement) 5. Mrs. Madhubala (PRT Music) I/C (overall Stage arrangement and programme) 6. Mr. Pradeep Dagar (PRT) I/C (Sweet Distribution) 7. Mr. Rajkumar (SSA) 8. Mr. Manoj Kumar (JSA)