KV No.2 Faridabad

<u>COMMITTEES FOR ACADEMIC YEAR 2019-2020</u> (Annexure 1)

School Co- coordinator – Mrs. Sangeeta Sharma

Associate Co- coordinator - Mrs. K. V Saxena

S.NO	Name of the o	committee	Members	Signat ure
1.	Academic modera committee	ation	 Mrs. S Sharma(Convernor) Mr. Rohitash - (PGT Maths) Mrs. N . R Garg - Eng. Mrs. Shanti Joshal - Hindi/Sans. Mrs. Sangeeta Sharma - Sci. Mrs. Rashmi Sharma - S. Sc Mrs. K V Saxena Pri. Section 	
2. (A)	Admission	New Admission	 Mrs Nisha Garg I/C Mr.Rohit -Primary Sec. Mrs. Anjana - Primary Sec.(Ist) 	
	committee	T C Cases	 Mrs. N. R Garg (Convenor) Mrs. Anisha Dubey 	
2. (B)	School Enrolment	c Committee	 Mr. Shashi Adlakha -(1/c Mrs. N. R Garg (Associate I/C) Mrs. Shanti Joshal Mr. S K Kapil -Office Incharge, To send monthly enrollment Mrs. K V Saxena - HM,Pri. Sec. Ms. Lakshmi Malik(Comp. Inst.) Mr. Shahid-Maintain enrolment register Mr. Raghubir -To take Daily Enrolment 	
3.	Time Table &	_	 Mr.Rohitash kumar I/C Mrs Anju Bala Mrs. Anjana Kohli Mr. H . Khare Mr. P. Mor Mrs. Madhu Vashisht 	
	Arrangement Con	nmittee	 Mrs. Anjana Kumari Primary Sec. Mr. Sahid Ali 	

4.	Examination Committee (External/Internal/Olympiad /NIOS)	 (A). Internal Exam Mrs. Meenu I/C Mrs.Sangeeta Raghuvanshi(Associate) Mrs. Anita Saxena <u>CBSE</u> Mrs Rashmi Sharma I/C Mrs. Anisha Dubey(Associate) Mrs. Pragya Primary Sec. (B). <u>Outside Exam/NIOS</u> Mr. Rohitash I/C Mr. Rohitash I/C Mrs. Anita Saxena Mr. H Khare (C). <u>Olympiad & Other Exam</u> Mr. Rohitash I/C Mrs. Nisha Garg – Eng. Mrs. Anju Bala – Sci. Mrs. Shaily Gupta – Sci. (D) Study material and split up Syllabus Mr Mahender Mrs. Anita Saxena Mrs. Anita Saxena Mr S. Anita Saxena Mr S. Anita Saxena Mr S. Shaily Gupta – Sci. (D) Study material and split up Syllabus Mr S. Anita Saxena Mrs. Anita Saxena Mrs. Anita Saxena Mrs. Anita Saxena Mrs. Anita Saxena Mr S. Anita Saxena Mr S. Anita Saxena Mrs. K V Saxena- Primary
5. (A)	CCA Committee	 Mrs.Shanti Joshal (Coord.) Mrs. Sunita Verma Mrs. Anita Saxena Mrs. K V Saxena -Primary Mrs. S. Juyal(Coord. Primary) Mr. Shahid Ali Craft Instructor
5. (B)	Morning Assembly Management Discipline Committee	 Mrs.Shanti Joshal, Convenor Mr. Jorawar ,Ass. Convenor Mrs. Madhu Bala Sharma Tr. Mr. Sanjay,Music Tr. Mrs. K V Saxena Sports Coach
5 (C)	Bulletin Boards / News Committee	 Mrs. Shanti Joshal I/C Mrs. Sunita Verma Mrs. S. Juyal. Mr. Shahid Craft Instructor
	House Level	All house Masters
	Class Level	All Class Teacher/Co. Class Tr. And all subject teachers of particular class

5(D)	House System	
	SHIVAJI HOUSE	 Mrs. Anju Bala(Advisor) Mrs.Pragya sinha (House Master) Mrs. Rashmi Sharma Mr. H Khare Mrs. Anjana Kohli
	TAGORE HOUSE	 Mrs. Shaily Gupta (Advisor) Mrs. Madhuja (House Master) Mr. Rohitash Mrs.Kamlesh Mr. Prabhat Mor (Member)
	ASHOKA HOUSE	 Mrs. P.R.Saini(Advisor) Mrs. Nitika(House Master) Mrs. Ekta Mrs. S Khati(Member)
	RAMAN HOUSE	 Mrs. Anisha Dubey (Advisor) Mr. S Jha (House Master) Mr. Mahendra Singh Mrs. Madhu Bala Sharma (Member) Mr. Jorawar
6.	Students Council Committee	 Mrs.Shanti joshal, Convenor Mrs. Rashmi Sharma Mr. Jorawar Singh Mrs. Meenu Arya Mrs. K.V Saxena-Primary Section & all house master
7.	UBI Fee Portal/Challans Committee	 Mr. Shashi Adlakha(Convenor) Mrs.Madhu Wadhwa Mr. Ravinder Mrs. Lakshmi (Comp. Inst.)
	C S 54 Committee	 Mrs. Anisha Dubey I/C Mrs. Madhu Vashisht Mrs.Nitika
8	Purchase Committee	 Mr. P R Saini I/C Mr. H Khare((M & R) Mr. Shashi Adlakha(Comp.)

9	School Discipline C	Committee	 Mrs. Me Mrs. Ras Mrs. An Mrs. Ma Mrs. Ma Mr. Sahi Mr. Jora Mrs. Mac PGT (Pol. Mr. S. Jha Mrs. K V 	dhuja Gupta dhu Bala Sharma id (Art & Furniture) war , convenor dhu Bala Sharma Ass. Science) a Saxena Primary Sec. s/ Co- class Teachers for
9(A)	Wing Incharges	Wing A	 Mrs.Ekta PGT Eng Mr. P R S PGT (Pol 	Saini I. Sc.)
	They will see discipline & cleanliness of each wing and one toilet each.	Wing B	 Mrs. Sha Mrs. Anj Mr. Nara Mrs. Niti 	yan Pradhan
		Wing C	Mrs. Anja	
		Wing D		ana
	Teache	rs & Sub Staff On	Duty	
9b		Place	SUB- Staff Name	Teacher On Duty
	Before Assembly	(a).School Gate (b). Inside Ground (C). Prayer	Mr. Raghubir Mr. Suresh Mr. Raghubir	Sports CoachMr. P R SainiMr. Jorawar
	During Recess	(d).Cycle Stand and Canteen Area	Mr. Raghubir Suresh	Mr. Mahendra Singh
	Dispersal Time	(e). Backside of Chemistry Lab and medical room	Mr. Suresh	Mr. Shahid

	(f).A	dmin Block	Mr.Om Prakash	Mrs. Rashmi Sharma
		Primary Section	Mr.Raghubir	Mrs. K V Saxena
				Mr. Hemraj
10	Cleanliness Duty To Check Toile	ets	Teachers Incharge	Sub Staff Incharge
(A).	Ground Floor			
1).	Principal's Room		1).Mrs Pragya 2). Mr. Om Prakash	Mr. Om Prakash
2).	Staff Room Toilet		1).Mrs. Shanti Joshal	Ladies Sweeper
3).	Girls Toilet Near Music Room		1). Mrs. Sunita	Ladies Sweeper
-			Verma 2). Mrs. Pragya	
			Sinha	
			Mrs.Rachna Bhatia	
4).	Boys Toilet Near Music Room		1).Mr. Mahendra	Mr. Raghubir
-			2).Mr. Narayan Pradhan	
5).	Gents Staff Toilet		1).Mr. P. R saini	Mr. Raghubir
	Ist Floor		1). Mrs. Madhu bala	
			2). Mr. Prabhat Mor 3).Mr. Hari Om	Ladies Sweeper
6).	Girls Toilet Near room no. 102-103		4). Mrs. Babita	Laules Sweeper
7).	Boys Toilet Near room no. 107			
8).	Girls Toilet Primary Ist Floor Boys Toilet Primary Ist Floor	Opp.	1)Mrs. K V .Sexana 2)Mrs. Krishna Kr.	Mr. Raghubir
9).	Boys Tollet Primary ist Floor	Class IV	3).Mr.Rambir	
			4).Comp.Inst.Pri.	
10).	Staff Toilet Ist Floor		1).Mrs. Luxmi	Ladies Sweeper
			Rani 2). Mrs. krishna	
10(B)	To Look After cleanl	iness an		5
	Rooms/Department		Sub Staff D	uty
1	Staff Room,Computer Lab(Secondary) and I	R_{00} No 0.4 ± 0.01	Cruzo cre cre Ore D	h
1	09	xuuiii iyu. U4 lu	Sweeper On D	vuty
2	Chemistry Lab, Reception Room , Music Room ,Room No. 10 to 18		Mr. Suresh	
3	Principal's Office ,Office, Admission Room, (Guest Room	Mr. Om Praka	sh

4	Exam Dept.,Councellor Room, Room No. 101 to 107	Mr. Om Prakash
5	Physics Lab. , Junior Computer lab, Library Primary Staff Room	Mr. Raghubir
6	Bio. Lab, Junior Science Lab, Reception Room 19 to 22 (Medical room,sports room,SUPW room	Mr. Suresh
7	H M Room,Resourse room,Room No. 109 -122	Sweeper Primary Section
11	Water Supply Committee (To look after water supply and water tanks on the roof daily)	1). Mr. H Khare Mr. Suresh 2). S K Kapil Mr. Om Prakash
12.	Furniture Committee	 Mr. Shahid Ali(Incharge) Mrs. Ekta Mr. Mahendra Singh Mr. H Khare Mr. Rohit
13.	Repair and Maintenance of Building(Civil & Electricity) Committee	 PGT English Convernor Mr. Ashwani Jena – Incharge Mr. S K Kapil Mr. jorawar Mr. P R Saini Mr. Shahid
14.	Library Committee	 Committee Chairman- Mrs.SeemaSrivastava-principal Member Secretary-Mr. P. Mor (Librarian) Convenors of all the subjects Member- Mahendra Singh (PGT HIS.) Member-Mrs.Sunita Verma(TGT HINDI) Member-Mrs.Anita Saxena (TGT – Eng.) Member-Mr.Rohit(PRT). Member-Mrs. Annu Rani(PRT). Students Representatives-5 Students.
15. (A).	Shala Darpan Committee	 Mr. Shashi Adlakha (Incharge) Mrs.kamlesh Mr. Rohit Computer inst. I & II

(B).	Audio Visual Committee Aids (S.SC)	Mr. P R SainiMrs. S Khati
16	School Magazine Committee Newsletter Diary, Other Publications	 Mrs. Shanti Joshal Mrs. Sunita Verma(Hindi) Mrs.Nitika(English)2 Mr. Narayan Pradhan(Convenor Sans) Mr. Shahid Ali Mr. Craft Instructor Mrs. K V Saxena Mrs. Krishna German Language teacher
16(A)	D.0 Letter	Mrs. Anita Saxena
16(B)	Class Magzine	All class teachers
16(C).	News Letter	• Mrs. K V Saxena -HM
17.	AEP (Adolescent Education Programme Committee)	 Mrs. Anisha Dubey Mrs. Pragya Sinha Mrs.K.V.Saxena-HM Mrs. Babita Arya(Counsellor)
18.	Youth Parliament Committee	 Mr.Mahender I/C PGT English Mrs. Sunita Verma Mr. P.R Saini Mr. Prabhat Mor Mr. H. Khare
18(a)	TARUNUTSAV	 All class teacher class XI Mrs. Anisha Dubey Mrs. Pragya Sinha Mrs.Madhuja Mrs.Anjana kohli Mrs. Babita Arya(Counsellor)
19.	Guidance and Career Counseling Committee	 PGT English Mrs. Babita Arya ,Counsellor
20.	Alumni Association Committee	 MrMahendra Singh I/C Mrs. Shaily Gupta Mrs. Madhuja Gupta Mr. Jorawar Singh Mrs. Madhu Bala Sharma Mrs. S Khati

		Mrs.Luxmi RaniMr.Prabhat Mor.
21.	P A System	 Mr. Ashwani Jena Mr. Jorawar Mr. Shahid Mr.Om Prakash
22.	Transport /Excursions Committee	 Mr.Ravinder-Convenor Mr. Jorawar Singh Mrs. Madhu Bala Sharma Mr. Narayan Pradhan Mrs. K V Saxena MrsAnnu Rani
23.	Office support/Assistance Committee	 Mr. Shashi Adlakha Mrs. Anisha Dubey PGT Physics Ms. Lakshmi Malik(Comp. Ins.)
24.	Staff Welfare – Hospitality and Canteen Committee	 Mrs.Kamlesh ,Convenor Mr. Jorawar Mrs. Sunita Verma H . Khare Mr. Narayan Pradhan Luxmi(PRT), Madhu Vashishat- Primary Sec.
25.	Public Relations Publicity, Press, Website & Photography Committee	 Mr. Prabhat Mor Mr. Shashi Adlakha Mrs. Shanti Joshal Mrs. Sunita Hastu Mr. Shahid Ali Mr. S K Kapil Mr. Craft Instructor
26.	Hindi Rajbhasha Samiti Committee	 Mrs. S. Joshal I/C Mrs. Sunita Verma Mrs. Kamlesh Mr. Narayan Pradhan Mrs. K V Saxena Mr. S K Kapil Mrs. Pragya Sinha

27	School Safety , Security & Vigilance Committee	 Mr. RohitashI/C Mr. S K Kapil Mr. H Khare Mrs. Kamlesh Mrs. Madhuja
28.	Beautification Committee	 Mr. Shahid Ali Convenor Mrs. Ekta Mrs. Sunita Verma Mr. Craft Instructor Mrs. Pragya Mrs.Nitika
29.	RTI Matters	Mr.Rohitash KumarPGT English
30.	Grievances and complaints Committee	 Mrs. Nisha Garg Mrs. Rashmi Sharma Mrs. S Raghuvanshi Mrs.Kamlesh
31	Minutes of the meeting Committee	 Mrs. Shaily Gupta Mrs. Shanti Joshal For Primary Meetings Mrs. S Juyal
32	Daily Activities , Report, Annual Report	 Mrs. Shanti Joshal Convenor Mr. Shashi Adlakha Mrs. Anita Saxena Mr. Kamlesh Ms. Lakshmi Malik(Comp. Ins.)
33	CMP Committee	 K V Sexana – H M (Incharge) Mrs. Juyal
34	First Aid (with Boxes) at Four Places	 Mrs. Madhu Bala Yoga Room Mr. Jorawar Sports Room Nurse & Doctor Medical Room Mrs. Krishna
35	Awareness against Sexual Harassment among children	 Mrs. Rashmi Sharma (Convenor) PGT English Mrs. Anisha Dubey Mrs. Sunita Verma Mr. P R Saini Primary Mrs. K V Saxena Mrs. S.Juyal

		• Mr.Rambir
36	Games & Sports Committee	 Mr. Jorawar, Incharge Mrs. Madhu Bala Sharma Mr. Rohit Sports Coach
37	Social Science Exhibitions Committee	 Mr. Mahendra Singh I/C Mrs. Rashmi Sharma Mr. Pooni Ram Saini PGT. Pol. Sc. Mrs. Suman Khati Mr. Rohit
38	Science Exhibitions Committee & Science Congress Committee	 Mrs. Sangeeta Sharma Mr.Ravinder Mrs. Anjubala Mrs. Shaily Gupta Mrs. Meenu Arya Mrs. Pragya Mrs. Anjana Kohli Mrs. Anjana (PRT)
39.	V . M . C Meetings Committee	 Mr. S. Raghuvanshi- Convenor Mrs. Anita Saxena Mrs. Madhu Bala UDC(Records & Letters) Mr. H Khare Mrs. Sunita Verma-Minutes Mrs. Pragya Refreshment Mrs.Anju Bala
40.	Parent Teacher Association Committee	 Mr. S. Raghuvanshi- Convenor Mrs. K V Saxena Mrs. Anjana
41.	Boarding & Lodging Committee	 Mrs. Shanti Joshal Mr. Khare Mr. Shahid Mr. Pooni Ram Saini Mr. Ranjeet
42.	Celebration of National Festivals Committee	 Mrs. Shanti Joshal Mrs.Kamlesh Mrs.S.Juyal Mr. Jorawar Mrs. Madhu Bala

43.	Leave Arrangement Committee	 Mr. Prabhat Mor Mr. Ashwani Jena Mr. Shahid Ali
44.	Monitor Meeting Committee	 Mrs. Sangeeta Raghuvanshi Mrs. Sangeeta Sharma Mr. Shankar. Jha Mrs. K V Saxena(H.M)
45.	Display Board Maintenance Committee	 Mr. Shahid Ali Mr. Madhu Vashishtha All House Masters
46.	Back to Basics Committee	 Mrs. K V Saxena,HM Mrs. Suman Khati Mrs. Pragya Mrs. Anjana Kohli
47.	SF Cash Book /VVN Committee	Mrs. Anisha DubeyMrs.Rashmi Sharma
48.	Canteen Committee	 Mr.Ravinder Mrs. Madhu Bala Sharma Mrs. Anjana Kohli
49.	Vidyalaya Plan	Mrs. Sangeeta SharmaMrs. Babita
50	CSE	Mrs. S Sharma
1	Literary Club/Library Club	 Mrs. Mrs. N R Garg,Convenor Mr. P Mor ,Assnt. Convenor Mrs. S. Raghuvanshi Mr. Narayan Pradhan Mrs. K V Saxena Mrs. S. Hastu Mrs. Anita Saxena Mr.Kamlesh Mrs. Sunita Verma
2	Adventure Club	 Mr. Jorawar Singh Mrs. Krishna Mr. Rohit

3	Eco Club (To maintain botanical gardens and Labs)	 Mrs. Sangeeta Sharma- Incharge Mrs. Pragya Mrs. Sunita Verma Mrs. Madhu Bala
4	Science Club /Olympiad/Congress	 Shaily Gupta – Incharge Ms.Pragya Mrs. Meenu Arya Mrs.Anju Bala Mr.Ravinder
5	Ramanujan Club (To maintain Mathematics gardens and Maths Labs. and Maths Exhibition)	 Mr.Rohitash - Convener Mrs. Anjana Kohli Mrs. Madhuja Mrs. Anjana ,PRT Mrs.Krishna PRT
6	Cultural Club and Performing arts (natak etc.)	 Mr. Sanjay-Music Tr. Mrs. Nitika Mrs. K V Saxena Mr. Kamlesh
7	Fine Arts/Art & craft Club	 Mr. Shahid Ali Mrs. Pragya Sinha Crafts Instructor
8	Integrity Club	 Mrs. Meenu Arya, Convenor Mr. Narayan Pradhan
9	Scouts & Guides Club	 Mrs. Suman Khati Incharge Guides Mrs. Sunita Verma Mrs.Anjana
a.	Scouts	Mr. P R SainiMr. Mahender Singh
b.	Guides	Mrs. Meenu Arya

с.	Cubs & Bulbul	 Mrs. Pragya Sinha Mrs. Madhu Vashisht Mrs. Anjana Kumari Mrs. S. Juyal Mrs. Luxmi (PRT)
10	Health, Hygiene / Wellness Club /Yoga club	 Mrs. MadhuBala Sharma Doctor Nurse
11	Reading Club	 Mr. Prabhat Mor Mrs. Shanti Joshal Mrs. Nisha Garg PGT English. Mrs. K V Saxena H M
12	DNA Club	 Mrs. Sangeeta Sharma Mrs. Anju Bala Mrs. Pragya
13	Consumer Awareness Club	 Mrs. Rashmi Sharma Mrs.Anisha Dubey Mr.Pooni Ram Saini Mrs.Anju Bala
14	Heritage Club	Mr . MahenderMrs. S. Khati
15	English Club	Mrs. NitikaMrs. Anita Saxena
16	Hindi Club	 Mrs. Kamlesh Mrs. Sunita Verma Mrs. Laxmi Rani PRT
17	National Integration Club	 PGT English Mrs. Kamlesh Mrs. Khati Mr. Narayan Pradhan Mr. Shahid Ali
18	Nature Club	 Mrs.Pragya Mrs. Krishna Kumari Mrs. Madhu Vashisht
19	Sevottam	Mrs. Seema Srivastava

PRINCIPAL