#  KV. No.2 Faridabad

 **COMMITTEES FOR ACADEMIC YEAR 2020-2021 (Annexure 1)**

**School Co- coordinator – Mrs. S.Sharma**

 **Associate Co- coordinator -(HEAD MISRESS) Mrs. Madhu vashishtha**

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| **S.N0**  | **Name of the committee**  | **Members**  | **Signat ure**  |
|   1.  |  Academic moderation committee  |  * 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
* HM- Pri. Section

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|  2. (A)   |  Admission committee  |  New Admission  | * Mrs Nisha Garg **I/C**
* Mr.Ravinder
* Mrs.Ekta
* Mr.Rohit -**Primary Sec.**
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|  T C Cases  | * Mrs. N. R Garg **(Convenor)**
* Mrs. Nitika kakkad
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| 2. (B)  | School Enrolment Committee  | * Mr. Shashi Adlakha -**( I/C**
* Mrs. N. R Garg **(Associate I/C)**
* Mrs. Shanti Joshal
* Mrs.Mithlesh –Office Incharge, To send monthly enrollment
* – HM,Pri. Sec.
* (Comp. Inst.)
* Mr. Shahid-Maintain enrolment register
* Mr. Raghubir –To take Daily Enrolment
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|  3.  | Time Table  & Arrangement Committee | * **Mr.Rohitash kumar** I/C

Mrs Anju Bala  Mrs. Anjana Kohli * Mr. P. Mor

 HM * Mr.Rambir **Primary Sec.**
* Mr. Sahid Ali

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|  |  PRINCIPAL  |

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|     4.  |    Examination Committee (External/Internal/Olympiad /NIOS)   |  **(A). Internal Exam** * Mrs. Meenu I/C
* Mrs. Anita Saxena

(Associate) Mrs.Anjana I/C (primary)**CBSE** * Mrs. Anisha Dubey I/C
* Mrs.Shaily Gupta(Associate)
* Mr.Ravinder

  (B). **Outside Exam/NIOS** * Mr. Rohitash I/C
* Mr.Ravinder
* Mrs. Anita Saxena
* Mr.A.K.Jena

 (C). **Olympiad & Other Exam** * 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. Anisha Dubey
* Head mistress- **Primary**
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|  5. (A)  |  CCA Committee  | * **Mrs.Sunita sinha ( Coord.)**
* **. Mrs.Shanti Joshal**
* Mrs. Sunita Verma

 Mr.Pintu(**Coord. Primary)** * Mr. Shahid Ali
 |   |
| 5. (B)  | Morning Assembly Management Discipline Committee  | * **Mrs.Shanti Joshal**, **Convenor**

.Mr. Jorawar ,Ass. Convenor Mr. Sanjay,Music Tr. * Head mistress
* Sports Coach
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| 5 (C)    | Bulletin Boards / News Committee  | * Mrs. Shanti Joshal I/C
* Mrs. Sunita Verma
* Mrs. Vibha Khera
* Mr. Shahid
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|  House Level  | All house Masters  |   |
|  Class Level  | All Class Teacher/Co. Class Tr. And all subject teachers of particular class   |   |

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| 5(D)   | House System  |   |
|   | SHIVAJI HOUSE  | * Mrs. Anju Bala(Advisor)
* Mrs.Pragya sinha (House

Master) * Mrs. Rashmi Sharma
* Mr. Mr.A.K.Jena
* Mrs. Anjana Kohli
 |   |
|   | TAGORE HOUSE  | * Mrs. Shaily Gupta (Advisor)
* Mrs. Madhuja (House Master)
* Mr. Rohitash
* TGT HINDI
* Mr. Prabhat Mor
 |   |
|   | ASHOKA HOUSE  | * Mrs. P.R.Saini(Advisor)
* Mrs. Nitika(House Master )
* Mrs. Ekta
* Mrs. S Khati(Member)
* Mrs.Sunita Verma
 |   |
|   | RAMAN HOUSE  | * Mrs. Anisha Dubey (Advisor)
* Mr. Narayan Pradhan (House Master)
* Mr. Mahendra Singh
* Mr. Jorawar

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| 6.  | Students Council Committee | Mrs.Sunita Sinha **Convenor**  Mrs.Shanti joshal  Mr. Jorawar Singh * Mrs. Meenu Arya

H.M-**Primary Section & all house master**  |   |
| 7.   | UBI Fee Portal/Challans Committee  | * Mr. Shashi Adlakha(Convenor)
* Mrs.Mithlesh yadav
* Mr. Ravinder
* (Comp. Inst.)
 |   |
| C S 54 Committee  | * Mrs. Anisha Dubey I/C
* Mrs. Madhu Vashisht
* Mrs.Nitika
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| 8  | Purchase Committee  | * Mr. P R Saini I/C
* Mr. A.K.Jena((M & R)
* Mr. Shashi Adlakha(Comp.)
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|  |   | * Mr. Jorawar-sports
* Mrs. Meenu (exam CCA)
* Mrs. Rashmi Sharma
* Mrs. Anisha
* Mrs. Madhuja Gupta
* Mr. Sahid (Art & Furniture)
 |  |
| 9  | School DisciplineCommittee  | * Mr. Jorawar , **convenor** **.**
* Sports coach
* PGT (Pol. Science)
* Mr. Narayan Pradhan
* H.M- **Primary Sec.**

 **All Class Teachers/ Co- class Teachers for their respective classes.**  |   |
| 9(A)   | **Wing Incharges** They will see discipline & cleanliness of each wing and one toilet each.  |  **Wing A**  | **Ground Floor –Secondary Wing** * Mrs.Ekta ,Incharge
* Mrs.Sunita Sinha
* Mr. P R Saini
* PGT (Pol. Sc.)
 |      |
| **Wing B**  | **Ground Floor – Junior Sec. Lab wing(VI- VII)** * Mrs. Shaily Gupta
* Mrs.S.Sharma
* Mrs. Anju Bala
* Mr. Narayan Pradhan
* Mrs. Nitika
* Mrs. Sunita Verma
 |
| **Wing C**  | **I Floor- Secondary Wing** * Mrs. Anjana Kohli,Incharge

TGT HINDICOMP.INST/COUNSELLOR |
| **Wing D**  | **I Floor- Primary Wing** * H.M
* Mrs. Annu Rani
* Mrs. Anjana
* Mr.Rohit
 |
| **Teachers & Sub Staff On Duty**  |   |
|  9b   |  | **Place**  | **SUB- Staff** **Name**  | **Teacher On Duty**  |   |
|   | **Before Assembly**  | (a).School Gate  | Mr. Raghubir  | Sports Coach  |   |
| (b). Inside Ground  | Mr. Suresh  | Mr. P R Saini  |   |
| (C). Prayer  | Mr. Raghubir  | Mr. 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  |   |

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|  |  | (f).Admin Block  | Mr.Om Prakash  |  Mrs. Rashmi Sharma  |   |
| (g).Primary Section     | Mr.Raghubir | HM MR.Bhupinder Nagar |   |
| **10**   | **Cleanliness Duty To Check Toilets**  | **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 2)Mrs.S.Khati | Ladies Sweeper  |   |
| 3).  | Girls Toilet Near Music Room  | 1). Mrs. Sunita Verma  | Ladies Sweeper  |    |
| 4).  | Boys Toilet Near Music Room  | 1).Mr. Mahendra 2).Mr. Narayan Pradhan  | Mr. Raghubir  |
| 5).  | Gents Staff Toilet  | 1).Mr. P. R saini   | Mr. Raghubir  |   |
|    | **Ist Floor**  | 1)Mrs.Rashmi Sharma2).Mr.Prabhat Mor 3)PGT Pol.sc.  |   Ladies Sweeper  |   |
| 6).  | Girls Toilet Near room no. 102-103  |    |
| 7).  | Boys Toilet Near room no. 107  |
| 8).  | Girls Toilet Primary Ist Floor  |  Opp. Class IV   | 1)Mrs.Vibha Khera 2)Mrs.Krishna Kumari. 3).Mr.Rambir 4).Comp.Inst.Pri.  | Mr. Raghubir   |    |
| 9).  | Boys Toilet Primary Ist Floor  |
| 10).  | Staff Toilet Ground floor and Ist Floor  | 1)Mrs.S.Sharma2)Mrs.Shaily Gupta3)Mrs.Anju Bala 1).Mrs. Luxmi Rani 2)Mrs.Annu Rani  |  Ladies Sweeper  |   |
| 10(B)  | **To Look After cleanliness and Dusting**  |   |
|   | **Rooms/Department**  | **Sub Staff Duty**  |   |
| 1  | Staff Room,Computer Lab(Secondary) and Room No. 04 to 09  | Sweeper On Duty  |   |
| 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 Prakash  |   |

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| 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.A.K.Jena2). Mr.Narayan Pradhan | Mr. Suresh Mr. Om Prakash  |   |
| 12.  | Furniture Committee  | * Mr. Shahid Ali(Incharge)
* Mrs. Ekta
* Mr. Mahendra Singh
* Mr. A.K.Jena
* Mr. Rohit
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|  13.   | Repair and Maintenance of Building(Civil & Electricity) Committee   |  Mrs.Sunita sinha **Convernor** * Mr. A.K.Jena – **Incharge**
* Mrs.Mithlesh yadav
* Mr. jorawar
* Mr. P R Saini
* Mr. Shahid
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| 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.
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| 15. (A).  | Shala Darpan Committee  | * Mr. Shashi Adlakha (Incharge)
* TGT HINDI
* Mr. Rohit
* Computer inst. I & II
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|  (B).  | Audio Visual Committee Aids (S.SC)  | * Mr. P R Saini
* Mrs. S Khati
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| 16     | School Magazine Committee Newsletter Diary, Other Publications   | * Mrs.Sunita Sinha
* Mrs. Shanti Joshal
* Mrs. Sunita Verma(Hindi)
* Mrs.Nitika(English)
* Mr. Narayan Pradhan(Convenor Sans)
* Mr. Shahid Ali
* Comp.inst.
* Mrs. Luxmi
* Mr.Pintu
* Mrs.Annu.

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| 16(A)  | D.O Letter  | Mrs. Anita Saxena  |
| 16(B)   | Class Magzine  |  All class teachers  |   |
| 16(C).   | News Letter  |  -HM  |   |
| 17.  |  AEP  (Adolescent Education Programme Committee) | * Mrs. Anisha Dubey
* Mrs. Pragya Sinha
* -HM
* (Counsellor)
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| 18.  | Youth Parliament Committee  | * Mr.Mahender I/C
* Mrs.Sunita Sinha
* Mrs. Sunita Verma
* Mr. P.R Saini
* Mr. Prabhat Mor
* Mr. A.K.Jena
 |   |
| 18(a)  | TARUNUTSAV  | * All class teacher class XI A,B,C,D
* (Counsellor)
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| 19.  | Guidance and Career Counseling Committee  | * Mrs.Sunita sinha
* Counsellor
 |   |
| 20.  | Alumni Association Committee  | * MrMahendra Singh I/C
* Mrs. Shaily Gupta
* Mrs. Madhuja Gupta
* Mr. Jorawar Singh
* Mrs. S Khati
* Mr.Prabhat Mor
* Mrs.Luxmi Rani
* Mr.Rambir
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| 21.  | P A System  | * Mr. A.K.Jena
* Mr. Jorawar
* Mr. Shahid
* Mr.Om Prakash
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|  22.  |  Transport /Excursions Committee  | * Mr.Ravinder**–Convenor**
* Mr. Jorawar Singh
* Mr. Narayan Pradhan
* H.M
* Mr.Pintoo
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|  23.  | Staff Welfare – Hospitality and Canteen Committee  | * TGT HINDI ,Convenor
* Mr. Jorawar
* Mrs. Sunita Verma
* Mr.A.K.Jena
* Mr. Narayan Pradhan
* Luxmi(PRT),
* Mr.Pintoo- **Primary Sec.**
* Mr.Bhupinder Nagar
* Madhu Vashishat- **Primary Sec.**
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| 24.  |  Public Relations Publicity, Press, Website & Photography Committee  | * Mr. Prabhat Mor
* Mr. Shashi Adlakha
* Mrs. Shanti Joshal
* Mrs.Nitika
* Mr. Shahid Ali
* Mrs.Mithlesh/LDC
 |   |
| 25.  | Hindi Rajbhasha Samiti Committee   | * Mrs. S. Joshal I/C
* Mrs. Sunita Verma
* TGT HINDI
* Mr. Narayan Pradhan
* HM
* LDC
* Mrs. Pragya Sinha
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| 26 | School Safety , Security & Vigilance Committee  | * Mr. RohitashI/C
* Mrs.Ekta
* LDC
* Mr.A.K.Jena
* TGT HINDI
* Mrs. Madhuja
* Mr.Bhupinder Nagar
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| 27.  | Beautification Committee  | * Mr. Shahid Ali **Convenor**
* Mrs. Ekta
* Mrs. Sunita Verma
* Mrs. Pragya
* Mrs.Krishna
* Mrs.Annu Rani
 |   |
| 28.  | RTI Matters  | * Mr.Rohitash Kumar
 |   |
| 29.  | Grievances and complaints Committee  | * Mrs. Nisha Garg
* Mrs. Rashmi Sharma
* Mrs.Sunita sinha
* TGT HINDI
 |   |
| 30  | Minutes of the meeting Committee   | * Mrs. Shaily Gupta
* Mrs. Shanti Joshal

For Primary Meetings * Mrs. Luxmi Rani
 |   |
| 31 | Daily Activities , Report, Annual Report  | * Mrs. Shanti Joshal Convenor
* Mr. Shashi Adlakha
* Mrs. Anita Saxena
* TGT HINDI
* ( Comp. Ins.)
 |   |
| 32  | CMP Committee  | * – H M (Incharge)
* Mrs. Vibha Khera
 |   |
| 33  | First Aid (with Boxes) at Four Places  |  Mr. Jorawar Sports Room * Nurse & Doctor Medical Room
* Mrs. Krishna
 |   |
| 34 | Awareness against Sexual Harassment among children  | * Mrs. Rashmi Sharma (Convenor)
* Mrs.Sunita sinha
* Mrs. Anisha Dubey
* Mrs. Sunita Verma
* Mr. P R Saini

**Primary** * – H M (Incharge)
* Mrs. Vibha Khera
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|  |  |  | Mr.Rambir Mr.Pintoo |  |
| 35 | Games & Sports Committee |   | Mr. Jorawar,Incharge  |   |
|  |  |  | Mr. Rohit  |  |
|  |  |  | **Sports Coach**  |  |
| 36 | Social Science Exhibitions Committee (EBSB Committee) | Mrs. Rashmi Sharma Mr. P.R.Saini Mr. Mahendra SinghMrs.Suman.Khati All language teachers(hindi,English ,Sanskrit)  |  |   |
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| **37**  | Science Exhibitions Committee  & Science Congress Committee  |  | Mrs. Sangeeta Sharma Mr.Ravinder Mrs. Anjubala Mrs. Shaily Gupta Mrs. Meenu Arya Mrs. Pragya  |   |
|  |  |  | Mrs. Anjana Kohli MR.Pintoo(PRT) Mrs. Vibha Khera |  |
|  |  |  | Mrs. Anjana (PRT)  |  |
| **38.**  | V . M . C Meetings Committee  |  | Mr.Ravinder- Convenor  |   |
|  |  |  | Mrs. Anita Saxena  |  |
|  |  |  | Mrs.Mithlesh UDC(Records & Letters)  |  |
|  |  |  | Mr.A.K.Jena  |  |
|  |  |  | Mrs. Sunita Verma-Minutes  |  |
|  |  |  | Mrs. Pragya (Refreshment ) |  |
|  |  |  | Mrs.Anju Bala (member) |  |
| **39.**  | Parent Teacher Association Committee  |  | Mrs.Sunita sinha- Convenor Mrs. Madhu Vashishtha(HM) Mrs. Anjana(primary) |   |
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| **40.**  | Boarding & Lodging Committee |  | Mrs. Shanti Joshal  |   |
|  |  |   | Mr. A.K.Jena  |  |
|  |  |   | Mr. Shahid  |  |
|  |  |   | Mr. P.R.Saini  |  |
|  |  |   | Mrs.Shashi AdlakhaMr.Bhupinder Nagar |  |
| **41.**  | Celebration of National Festivals Committee |   | Mrs. Shanti Joshal TGT HINDI Mrs.Annu Rani |   |
|  |  |  | Mr. Jorawar  |  |
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| **42.**  | Leave Arrangement Committee  |   | Mr. Prabhat Mor  |   |
|  |  |  | Mr.Nitika |  |
|  |  |  | Mr. Shahid Ali  |  |
| **43.**  | Monitor Meeting Committee  |   | Mrs.Sunita sinha |   |
|  |  |   | Mrs. Sangeeta Sharma  |  |
|  |  |   | Mr. Narayan Pradhan |  |
|  |  |   |  (H.M)  |  |
| **44.**  | Display Board Maintenance Committee  |   | Mr. Shahid Ali  |   |
|  |  |  | Mr. Madhu Vashishtha All House Masters  |  |
| **45.**  | Back to Basics Committee  |  | HM  |   |
|  |  |   | Mrs. Suman Khati  |  |
|  |  |  | Mrs. Pragya  |  |
|  |  |  | Mrs. Anjana Kohli Mrs.Luxmi Rani |  |
| **46.**  | SF Cash Book /VVN Committee  |  | Mrs. Anisha Dubey  |   |
|  |  |   | Mrs.Rashmi Sharma  |  |
| **47.**  | Canteen Committee  |  | Mr.Ravinder Mr.Jorawar |   |
|  |  |  | sportscoach |  |
|  |  |  | Mrs. Anjana Kohli  |  |
| 48.  | Vidyalaya Plan  |  | Mrs. Sangeeta Sharma,PGT (Bio)  |   |
|  |  |  | Mrs.Nitika Dushyant Kakkad,TGT(Eng)Mrs.Vibha Khera,PRT  |  |
| 49 | CSE  |   | Mrs. S Sharma  |   |
| **50**  | OFFICE Committee  |  | Mr.Ravinder Mrs.Shashi Adlakha PGT (Comp.sc) Mrs. Sangeeta Sharma,PGT (Bio)Mr.Sahid Ali,TGT (AE) Mrs.Nitika Dushyant Kakkad,TGT(Eng)Mr.Rohit Kumar,PRT |   |
|  |  |   |  |  |
| 51 | PISA Committee |  | Mrs.Nitika Dushyant Kakkad,TGT(Eng)Mrs.Anita Saxena TGT(Eng) Mrs. Pragya Sinha TGT(Sc)Mrs.Anjana Kohli TGT (Maths)Mrs.Madhuja GuptaTGT(Maths)All teachers teaching up to class 10th. |  |
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