# 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |  |
| 2.  (A) | Admission committee | New Admission | * Mrs Nisha Garg **I/C** * Mr.Ravinder * Mrs.Ekta * Mr.Rohit -**Primary Sec.** |  |
| T C Cases | * Mrs. N. R Garg **(Convenor)** * Mrs. Nitika kakkad |
| 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 |  |
| 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 |  |
|  | PRINCIPAL | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 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** |  |
| 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 |  |
| 5  (C) | Bulletin Boards / News Committee | * Mrs. Shanti Joshal I/C * Mrs. Sunita Verma * Mrs. Vibha Khera * Mr. Shahid |  |
| 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. 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 |  |
| 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 |  |
| 8 | Purchase Committee | * Mr. P R Saini I/C * Mr. A.K.Jena((M & R) * Mr. Shashi Adlakha(Comp.) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | * 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 HINDI  COMP.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 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | (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 Sharma  2).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.Sharma  2)Mrs.Shaily Gupta  3)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 | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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.Jena  2). 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 | |  |
| 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 | |  |
| 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) * TGT HINDI * Mr. Rohit * Computer inst. I & II | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| (B). | Audio Visual Committee Aids (S.SC) | * Mr. P R Saini * Mrs. S Khati |  |
| 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. |  |
| 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) |  |
| 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) |  |
| 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 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 21. | P A System | * Mr. A.K.Jena * Mr. Jorawar * Mr. Shahid * Mr.Om Prakash |  |
| 22. | Transport /Excursions Committee | * Mr.Ravinder**–Convenor** * Mr. Jorawar Singh * Mr. Narayan Pradhan * H.M * Mr.Pintoo |  |
| 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.** |  |
| 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 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 26 | School Safety , Security & Vigilance  Committee | * Mr. RohitashI/C * Mrs.Ekta * LDC * Mr.A.K.Jena * TGT HINDI * Mrs. Madhuja * Mr.Bhupinder Nagar |  |
| 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 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | 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 Singh  Mrs.Suman.Khati    All language teachers(hindi,English ,Sanskrit) |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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) |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **40.** | Boarding & Lodging Committee |  | Mrs. Shanti Joshal |  |
|  |  |  | Mr. A.K.Jena |  |
|  |  |  | Mr. Shahid |  |
|  |  |  | Mr. P.R.Saini |  |
|  |  |  | Mrs.Shashi Adlakha  Mr.Bhupinder Nagar |  |
| **41.** | Celebration of National Festivals  Committee |  | Mrs. Shanti Joshal  TGT HINDI  Mrs.Annu Rani |  |
|  |  |  | Mr. Jorawar |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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. |  |
|  |  |  |  |  |
|  |  |  |  |  |