

# KENDRIYA VIDYALAYA SURANUSSI, JALANDHAR

INSTITUTION OF COMMITTEES AND CLUBS (2021-22)

w.e.f. 1<sup>st</sup> April 2021

Overall Supervision:

- Secondary wing -Ms. Neelam, PGT (GEO)
- Primary wing -Ms. Sunita Salhan,(Sr. Most PRT)

Sr. No.	Committees	Duties
1	<p><b>Admission Committee:</b></p> <p><b>Secondary</b></p> <p><u>Fresh Admissions</u></p> <ol style="list-style-type: none"><li>1. Ms. Rashmi Sharma, PGT (Maths)</li><li>2. Mr.Rashpal Singh, PGT (Eco.)</li><li>3. Ms. Shalini Sharma TGT (Maths)</li></ol> <p><u>TC Admissions</u></p> <ol style="list-style-type: none"><li>1 Ms. Poonam Mahajan, TGT (AE)-I/C</li><li>2. Ms. Shalini Sharma TGT (Maths).</li></ol> <p><b>Primary</b></p> <ol style="list-style-type: none"><li>1.HM/Senior most PRT-I/C</li><li>2. Ms. Gulraj Kaur – PRT</li><li>3. Ms. SunitaSethi ,PRT</li><li>4. Ms. Meenakshi Sharma- PRT</li><li>5. Mr.Sandeep Kumar - PRT</li></ol>	<ul style="list-style-type: none"><li>- To check out the admission schedule time as per KVS direction.</li><li>- To monitor registration and checking of the entries and documents attached with the registration forms.</li><li>- Grouping of students according to merit etc.</li><li>- Allotment of admission number and Co-ordination work with the office and class teachers.</li><li>- Issue of school Leaving certificates.</li><li>- Checking of admission number with concerned documents.</li></ul>
2	<p><b>Time Table:</b></p> <p><b>Secondary</b></p> <p>A) TIME TABLE FORMATION</p> <ol style="list-style-type: none"><li>1. Mr .Kashmir Singh, PGT (Phy.)</li><li>2. Mr. Satvir Singh, TGT(S.Sc.)</li><li>3. Mr. Shalini Sharma,.TGT(Maths)</li></ol> <p>B) TIME TABLE ARRANGEMENT</p> <ol style="list-style-type: none"><li>1. Ms. Shalini Sharma TGT (Maths).</li><li>2. Ms. Ankita Singh, TGT (WE)</li></ol>	<ul style="list-style-type: none"><li>- Preparation of school time table implementation of changes as per requirement under Time-table as per daily arrangement of substitute teachers.</li><li>- To prepare special time-table as per need and also to prepare time-table for supervisory work to be done by the principal. The new time table will come into effect from 1<sup>st</sup>April 2021.</li></ul>

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	<p><b>Primary</b></p> <p>5.Ms, Sunita Salhan PRT-I/C</p> <p>6. Ms. Ms. Kanta, PRT</p> <p>7.Ms. Nidhi Gupta, PRT</p>	
<b>3</b>	<p><b>Home Examination:</b></p> <p><b>Secondary</b></p> <p>1. Ms. Neelam, PGT (GEO)</p> <p>2. Ms. Kuldeep Kaur, TGT(BIO)</p> <p>3.Mr. Mohd. Aslam, TGT(MATHS)</p> <p>4. Mr. Naresh Chopra, Sub Staff</p> <p><b>Primary</b></p> <p>5. Ms., Vaishali PRT – I/C</p> <p>6. Ms. Nidhi Gupta,PRT</p>	<ul style="list-style-type: none"> <li>- All examination work pertaining to Vidyalaya.</li> <li>- Planning execution of examination Schedule including unit test/cumulative tests etc.</li> <li>- Maintenance of examination record and keeping them under safe custody confidentially.</li> <li>- Maintenance of CBSE result and other board.</li> </ul>
<b>4</b>	<p><b>CBSE Examination:</b></p> <p>1. Mr. Rashpai Singh, PGT(Eco.) – I/C</p> <p>2.Mr. Vishal, TGT(Hindi)</p> <p>3. Mr. Sandeep, PRT</p> <p>4.Mr.Khushi Ram, Sub Staff</p>	<ul style="list-style-type: none"> <li>- All examination work pertaining to Vidyalaya for board students.</li> <li>- Maintenance of examination record and keeping them under safe custody confidentially.</li> <li>- Maintenance of CBSE result and other board.</li> </ul>
<b>5</b>	<p><b>Other Examinations</b></p> <p>1. Mr. P. K. Pandey, PGT (CS) – I/C</p> <p>2. Ms. Rashmi, PGT (Maths)</p> <p>3. Ms. Kuldeep Kaur, TGT (Bio)</p> <p>4. Mr. Khushi Ram, Sub Staff</p>	<ul style="list-style-type: none"> <li>- All examination work pertaining to Vidyalaya which will be conducted by outside agencies.</li> <li>- Planning execution of examination Schedule.</li> <li>- Maintenance of examination record and keeping them under safe custody confidentially.</li> </ul>
<b>6</b>	<p><b>Olympiads &amp; Competitions</b></p> <p><u>All Science Exams</u></p> <p>1. Ms. Gurwinder Kaur, PGT (Chem) – JNNMSE, VVM etc.</p> <p>2. Mr. Kashmir Singh, PGT(Phy)– IAPT,etc</p> <p>3. Ms. Kuldeep, TGT(Bio) – Green Olympiad, Inspire Award, National Science Congress etc.</p>	<ul style="list-style-type: none"> <li>- Notifying the dates to student</li> <li>- Registration and coordination of examinations</li> <li>- Preparation of student for examinations</li> </ul>

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	<p><b><u>All Maths Exams</u></b></p> <p>4. Ms. Rashmi Sharma, PGT (Maths)</p> <p>5. Mr. Mohd. Aslam, TGT (Maths)</p> <p><b><u>Social Science/ Cultural Competitions</u></b></p> <p>6. Ms. . Darshana Azad, PGT (Hist.)</p> <p>7 Ms. Neelam ,PGT (Geo)</p> <p>8. Mr. Rashpal Singh ,PGT (Eco)</p> <p>9. Mr. Satvir, TGT (S.Sc.)</p> <p>10. Ms. Priya, TGT (S.Sc)</p>	
<p><b>7</b></p>	<p><b>Co-Curricular Activities &amp; Morning Assembly:</b></p> <p><b>Secondary</b></p> <p>1. Ms. Sunita , PGT (Hindi)-I/C</p> <p>2. Ms. Babita Kaushal, TGT (Eng)</p> <p>3. Ms. Nida Akhtar, TGT(Eng)</p> <p>4. PRT (Music)</p> <p>5. TGT PHE</p> <p>6. Ms. Neelam, TGT Sanskrit</p> <p><b>Primary</b></p> <p>7. Ms. Sangeeta , PRT – I/C</p> <p>8. Ms. Renu Malik , PRT</p> <p>9. Ms. Reena, PRT</p> <p>10. PRT (Music)</p>	<p>- Chalk out Annual programme to be included in school website.</p> <p>- Implementation of programme conducting the various activities with some innovations ideas and monitoring the results of various competition, purchases and distribution of prizes.</p> <p>- To celebrate all the important days</p> <p>- To chalk out an annual program of all the important days etc. and to keep a day track of it.</p> <p>- To collect all the information about the achievements and get the entries countersigned by the chief coordinator on every last working day and submit them to the Principal for perusal.</p> <p>- To collect the photographs of the outstanding for record.</p> <p>- To write periodic report about the achievements time to time.</p> <p>- To maintain a file for this purpose.</p> <p>- To write the certificates and honor the achievements time to time.</p> <p>- Monitoring the day to day house activities and guiding the on suitable scale.</p> <p>- To organize the inter school, inter-region and other competitions time to time.</p> <p>- Correspondence with various agencies pertaining to CCA programme.</p> <p>- To monitor the morning assembly programme through</p>

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		<p>the house master.</p> <ul style="list-style-type: none"> <li>- Timely conduct of the assembly with a preplanned schedule.</li> <li>- To coordinator prizes distribution and other activities that come up from time to time.</li> <li>- To organize the special programme e.g. VIP's visit, celebration etc.</li> <li>- To co- ordinate the master of the day activities involving school band with suitable commands.</li> <li>- Any other job pertaining to morning assembly.</li> <li>- Playing of marching tunes etc. involving school band with suitable commands. Hosting of flag ceremony.</li> </ul>
8	<p><b>Sports:</b></p> <p><b>Secondary</b></p> <ol style="list-style-type: none"> <li>1. TGT PHE – I/C</li> <li>2. Ms. Priya, TGT(S.Sc)</li> <li>3. Mr. Vishal, TGT (Hindi)</li> <li>4. Mr. Surjit Kumar, TGT(Eng)</li> <li>5. Sports Coach</li> <li>6. Yoga Instructor</li> </ol> <p><b>Primary</b></p> <ol style="list-style-type: none"> <li>7. Ms. Kamaljit Kaur, PRT</li> <li>8. Mr. Sandeep Kumar, PRT</li> <li>9. Ms. Nidhi Gupta, PRT</li> </ol>	<ul style="list-style-type: none"> <li>- To prepare an annual programme for sports and games.</li> <li>- To plan and organize Annual sports day.</li> <li>- To train the PRT for organizing some games for primary students.</li> <li>- To prepare school team for various sports events on cluster level etc. participation.</li> <li>- To plan annual purchase for sports and games as per need of the Vidyalaya well in time.</li> <li>- To co-ordinate these activities with other institution.</li> <li>- To keep a systematic record of all these activities.</li> </ul>
9	<p><b>Library</b></p> <ol style="list-style-type: none"> <li>1 Ms. Darshana Kumari, TGT (Lib.) – I/C</li> <li>2. Ms. Sunita Samra, PGT (Eng)</li> <li>3. Ms. Neelam, PGT(Geo.)</li> <li>4. Mr. Kashmir Singh, PGT (Phy)</li> <li>5. Ms. Rashmi Sharma, PGT (Maths)</li> <li>6. Ms. Sunita, PGT (Hindi.)</li> <li>7. Ms. Renu Malik, (PRT)</li> </ol>	<ul style="list-style-type: none"> <li>- To chalk out the programme for maximum utilization of library facilities.</li> <li>- To train the students in taking notes from the books they keep a proper record of books read by the students. This can be taken as a project in all classes to improve the reading habits of the students 5 to 10 marks can be for the project as motivational.</li> </ul>

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	<p>8. Ms. Kanta Kumari, (PRT)</p> <p>9. Ms. Gulraj Kaur, (PRT)</p> <p>10. Mr. Shankar, Sub Staff</p>	
<b>10</b>	<p><b>Photography</b></p> <p>1. Mr. Sunil Kumar, PGT (CS) – I/C</p> <p>2. Mr. Surjit Kumar, TGT (Eng)</p> <p>3. Ms. Arti, TGT (Hindi)</p> <p>4. PRT (Mus)</p> <p>5. Mr. Sandeep Kumar- PRT</p> <p>6. Mr. Rattan, Sub Staff</p>	<ul style="list-style-type: none"> <li>- Record keeping</li> <li>- displaying of Photographs</li> <li>- distribution of photograph required by students</li> </ul>
<b>11</b>	<p><b>Accounting of Fee &amp; Fine:</b></p> <p><b>Secondary</b></p> <p>1. Mr. Sanjeev Malik, TGT (Maths)</p> <p>2. Mr. Mohd. Aslam, TGT (Maths)</p> <p>3. Ms. Shalini Sharma TGT (Maths).</p> <p><b>Primary</b></p> <p>1. Ms. Roopam, PRT</p> <p>2. Mr. Sandeep Kumar, PRT</p>	<ul style="list-style-type: none"> <li>- To supervise the collection of fees and fine etc. and tally the collection with fee and account register available with the fee clerk.</li> <li>- To assist the office in maintaining proper accounts.</li> <li>- To check the pay bill.</li> </ul>
<b>12</b>	<p><b>Online Fee Assistance</b></p> <p>1. Mr. P. K. Pandey, PGT (CS) – I/C</p> <p>2. Mr. Arti, TGT (Hindi)</p> <p>3. Ms. Meenakshi Sharma- PRT</p> <p>4. Ms. Roopam, PRT</p>	<ul style="list-style-type: none"> <li>- Supervision of quarterly verification of fee by teachers</li> </ul>
<b>13</b>	<p><b>Discipline &amp; Vigilance</b></p> <p>1. Ms. Sunita Samra, PGT (Eng)- I/C</p> <p>2. Mr. P. K. Pandey, PGT (CS)</p> <p>3. Mr. Satvir Singh- TGT (S.Sc)</p> <p>4. Ms. Sunita Salhan, PRT</p> <p>5. Ms. Meenakshi Sharma-, PRT</p> <p>6. Ms. Reena, PRT</p>	<ul style="list-style-type: none"> <li>- Checking of students in the class room corridors etc. during assembly time, recess break and after the school hours.</li> <li>- Devising suitable correction measures.</li> <li>- Checking of uniform and personal hygiene.</li> <li>- To handle all the discipline cases effectively.</li> <li>- Any others job pertaining to discipline.</li> </ul>

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	7. TGT PHE	
14	<p><b>Scout &amp; Guide</b></p> <p>1. <b>Mr. Satvir, TGT (Eng) –I/C Scouts</b></p> <p>2. Mr. Surjit Kumar, TGT (Eng.)</p> <p>3. <b>Ms. Babita Kaushal, TGT (Eng)* – I/C Guides</b></p> <p>4. Ms. Renuka, TGT (Hindi)</p> <p>5. Ms., Meenakshi Sharma, PRT</p> <p>6. <b>Ms. Sunita Salhan – I/C Cubs &amp; Bulbuls</b></p> <p>7. Ms., Renu Malik PRT</p> <p>8. Ms. Roopam, PRT</p>	<ul style="list-style-type: none"> <li>- To co-ordinate all the scouting and guiding activities.</li> <li>- To participate in various scout and guide camps.</li> <li>- To plan and co-ordinate all the activities related to scout and guide.</li> <li>* To Handle all communication pertaining to District Commissioner (Guides)</li> </ul>
15	<p><b>PA System</b></p> <p>1. Ms. Ankita Singh, TGT (WE)</p> <p>2. Mr. Shankar Dass, Sub Staff (Primary)</p> <p>3. Mr. Naresh Chopra, Sub Staff (Secondary)</p>	<ul style="list-style-type: none"> <li>- To look after the P.A equipment and its day to day maintenance separately in secondary and primary dept.</li> <li>- To hire P.A system on special occasion.</li> <li>- To carry out all the purchases repair needed for the purpose.</li> <li>- Co-ordinate with the CCA committee for conduct of various programs.</li> </ul>
16	<p><b>Cleanliness (Vidyalaya)</b></p> <p><b>Secondary</b></p> <p>1. Mr. Vishal – TGT (Hindi) I/C</p> <p>2. Mr. Sanjiv Malik, TGT (Maths)</p> <p>3. Ms. Poonam Mahajan, TGT (AE)</p> <p>4. Ms. Arti, TGT (Hindi)</p> <p>5. Ms. Renuka, TGT (Hindi)</p> <p>6. Ms. Nida, TGT (Eng.)</p> <p><b>Primary</b></p> <p>5. Ms. Kamaljit, PRT – I/C</p> <p>6. Ms. Kanta, PRT</p> <p>7. Ms. Roopam, PRT</p>	<ul style="list-style-type: none"> <li>- To monitor the overall cleanliness of the Vidyalaya that includes washrooms / toilets / corridors / class rooms / labs / Vidyalaya buildings/ playground etc.</li> <li>- To get done the cleanliness job by the conservancy staff.</li> <li>- To chalk out appropriate programme of cleanliness group wise.</li> <li>- To get the work evaluated fortnightly to honour classes with running shields.</li> </ul>

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	8. Mr. Sandeep Kumar, PRT	
<b>17</b>	<p><b>Drinking Water Committee &amp; Water Potability Test</b></p> <p>1. Mr. Vishal, TGT (Hindi) – I/C</p> <p>2. Mr. Nida Akhtar, TGT (Eng)</p> <p>3. Ms. Sandeep Kumar, PRT</p> <p>4. Mr. Rajinder Kumar, Sub Staff</p>	<ul style="list-style-type: none"> <li>- To solve the water problem of each section area wise</li> <li>- To get water tested as required / according to KVS guidelines</li> </ul>
<b>18</b>	<p><b>Beautification of Campus, Eco Club And Green School Programme Audit (GSP).</b></p> <p>1. Mr. Malkiat Singh, PGT(Bio.) –I/C</p> <p>2. Ms. Poonam Mahajan, TGT(AE)</p> <p>3. Ms. Kuldeep Kaur, TGT(Bio)</p> <p>4. Ms. Ankita Singh, TGT(WE)</p> <p>5. Ms. Nidhi Gupta, PRT</p> <p>6. Ms. Vaishali, PRT</p> <p>7. Mr. Rajinder Kumar, Sub Staff</p>	<ul style="list-style-type: none"> <li>- To Organize Vanmahotsave Week, flower arrangement competition, rangoli etc. on inter house level.</li> <li>- To maintain the school garden and to plan for further extension and expansion.</li> <li>- To add some flowering plants in the garden.</li> <li>- To add some pot of floral plants.</li> </ul>
<b>19</b>	<p><b>First Aid &amp; Health Club/ Medical Checkup</b></p> <p>1. Mr. Malkiat Singh, PGT(Bio.) – I/C</p> <p>2. Ms. Kuldip Kaur, TGT,(BIO)</p> <p>3. Ms. Renu Malik, PRT</p> <p>4. Ms. Reena, PRT</p> <p>5. Nurse</p> <p>6. Yoga Instructor</p> <p>7. Mr. Rajinder, Sub staff</p>	<ul style="list-style-type: none"> <li>- To maintain the first aid box with register material.</li> <li>- To organize first aid camp at suitable occasions e.g. annual day/sports day.</li> <li>- To put the available material into day to day as through some centrally operation system.</li> <li>- To guide student for health awareness</li> <li>- Arrange talks from experts</li> <li>- To plan and executes health checkup of all student of Vidyalaya</li> </ul>
<b>20</b>	<p><b>M &amp; R</b></p> <p><b>Civil &amp; Sanitation:</b></p> <p>Mr. Sunil Kumar, PGT(CS)- I/C</p> <p>Mr. P.K.Pandey, PGT (C.Sc.)</p> <p><b>CIVIL :</b></p> <p>1. Mr. Vishal Kumar, TGT(Hindi)</p>	<ul style="list-style-type: none"> <li>- To look after the operational condition of the water supply, electricity supply lines, Building maintenance etc.</li> </ul>

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	<p>2.Mr. Satvir Singh, TGT (S.Sc)</p> <p>3.Ms. Sunita Salhan, (PRT),</p> <p>4. Mr. Rajinder Kumar, Sub Staff</p> <p><b>SANITATION:</b></p> <p>1.Ms. Neelam , TGT (Skt)</p> <p>2. Mr. Sandeep Kumar, PRT</p> <p>3. Mr. Shankar Dass, Sub Staff</p> <p><b>Electrical:</b></p> <ol style="list-style-type: none"> <li>1. Ms. Ankita Singh, TGT (WE)-I/C</li> <li>2. Ms. Shalini, TGT (Maths)</li> <li>3. Mr. Naresh Chopra ,Sub staff</li> </ol>	
<p><b>21</b></p>	<p><b>M &amp; R ( KV Staff Quarter Allotment And KV Staff Quarters' Maintenance &amp; Repairs)</b></p> <ol style="list-style-type: none"> <li>1. Mr. Kashmir Singh, PGT (Phy) – I/C</li> <li>2. Mr. Sandeep Kumar, PRT</li> <li>3. Ms. Ankita Singh ,TGT (WE)</li> <li>4. Ms. Shalini, TGT (Maths)</li> <li>5. Mr. Rajinder Kumar, Sub Staff</li> </ol>	<p>- To look after the operational condition of the water supply, electricity supply lines, Building maintenance etc. of KV Staff Colony by proper utilization of Annual Maintenance Fund.</p> <p>- Allotment of quarter as per KVS rules</p>
<p><b>22</b></p>	<p><b>Purchase</b></p> <ol style="list-style-type: none"> <li>1. Mr. Om Parkash (VP)</li> <li>2.Mr.P.K. Pandey,PGT(C.Sc.)</li> <li>3.. Ms. Neelam, PGT (Geo)</li> <li>4 .Mr. Rashpal Singh, PGT (Eco)</li> <li>5.Ms. Pawandeep ,PGT (Comm)</li> <li>6. Stock Holder</li> <li>7. HM/Senior Most PRT</li> </ol>	<p>- To plan for the tentative purchase from the VVN.</p> <p>- To prepare for the required provision to be made in the VVN budget.</p> <p>- To settle the accounts per purchase procedure.</p> <p>- To monitor and control the utilization of material purchased.</p> <p>- To plan for the Purchase.</p>



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23.	<p><b>Furniture</b></p> <p>1.Mr. Surjit Kumar, TGT (Eng) – I/C</p> <p>2. Mr. Satvir, TGT (S.Sc.)</p> <p>3. Ms.SunitaSethi, PRT</p> <p>4.Mr. Sandeep Kumar , PRT</p> <p>5. Mr.ShankarDass, Sub Staff</p>	<ul style="list-style-type: none"> <li>- To get the record of the Vidyalaya furniture.</li> <li>- To get the furniture numbered serially.</li> <li>- To plan for annual purchase and repair.</li> <li>- To maintain the stock register of furniture and get the physical verification done annually.</li> <li>- To provide all the filaments and fixtures repaired as and when required.</li> </ul>
24	<p><b>Tobacco Control</b></p> <p>1. Mr, Vishal, TGT(Hindi)-I/C</p> <p>2. Ms. Renuka, TGT (Hindi)</p> <p>3. Ms. Meenakshi Sharma-, PRT</p> <p><i>Student Members:</i></p> <p>4. Sch. Captain (B):_____</p> <p>5. Sch. Captain (G):_____</p> <p><i>Parents Members (VMC):</i></p> <p>1. _____</p> <p>2. _____</p>	<ul style="list-style-type: none"> <li>- To developed awareness among the student regarding harms of Tobacco and drugs</li> <li>- Arrange talks from experts</li> </ul>
25	<p><b>Guidance &amp; Counseling / Grievance and Redressal Committee</b></p> <p>1.Ms. Darshana Azad, PGT(Hist) I/C</p> <p>2. Mr. Malkiat Singh, PGT (Bio)</p> <p>3. Ms. Kuldeep ,TGT(Bio)</p> <p>4.Mr. Mohd. Aslam TGT(Maths)</p> <p>5. HM/Senior Most Teacher</p> <p>6. Counsellor</p>	<ul style="list-style-type: none"> <li>- To arrange talks by experts.</li> <li>- To organize career exhibition</li> <li>- To organize seminars for students.</li> <li>- To Organize Motivation talks</li> <li>- Organize a Movie show (Motivational) like Tare Zameen Par.</li> <li>- Note the Grievance of student and staff.</li> <li>- Take action accordingly</li> </ul>
26	<p><b>Teaching Aids</b></p> <p>1. Ms.Neelam, PGT(Geo) –I/C</p> <p>2. Ms. Darshana Azad, PGT (Hist)</p> <p>3. Mr.Satvir, TGT(S.Sc.)</p>	<ul style="list-style-type: none"> <li>- To maintain the proper record of the T/Aids and allow accessibility to the teachers.</li> <li>- To keep proper record and operate it through and issue register.</li> </ul>

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	4. Ms. Kamaljit Kaur, PRT	<ul style="list-style-type: none"> <li>- To plan for Annual purchase.</li> <li>- To arrange some demonstrative lessons through the use of Audio- Visual Aids.</li> </ul>
<b>27</b>	<p><b>Adolescence</b></p> <p>1. Mr. Kashmir Singh, PGT (Phy) – I/C</p> <p>2. Ms. Gurvinder Kaur, PGT(Chem)</p> <p>3. Mr. Nida Akhtar, TGT(Eng)</p>	<ul style="list-style-type: none"> <li>- To provide guidance to student for their Adolescence</li> <li>- Arrange talks from experts</li> </ul>
<b>28</b>	<p><b>Junior Science Lab</b></p> <p>1. Ms. KuldeepKaur, TGT (Bio) – I/C</p> <p>2. TGT (Bio)</p> <p>3. Mr. Naresh Chopra, Sub Staff</p>	<ul style="list-style-type: none"> <li>- To prepare the list of requirement</li> <li>-Record of activities performed from VI to X during the session</li> <li>- Condemnation of unserviceable articles</li> <li>- Upgradation of Lab as per Bench marking</li> <li>-- To consolidate result and display the achievements periodically and graphically.</li> <li>- To carry out some innovations for further improvement of the project.</li> <li>- To write a report on the project</li> </ul>
<b>29</b>	<p><b>Mathematics Club</b></p> <p>1. Ms. Rashmi Sharma, PGT(Maths) -I/C</p> <p>2. Ms. Shalini, TGT (Maths)</p> <p>3. Mr. Sanjeev Malik, TGT (Maths)</p> <p>4.Mr. Mohd. Aslam, TGT(Maths)</p> <p>5. Ms. Meenakshi Sharma- , PRT</p>	<ul style="list-style-type: none"> <li>- To keep the record of activities performed by student</li> <li>- To prepare the student for MathsOlympiad.</li> <li>-- To consolidate result and display the achievements periodically and graphically.</li> <li>- To carry out some innovations for further improvement of the project.</li> <li>- To write a report on the project</li> </ul>
<b>30</b>	<p><b>Computer Labs (ICT)/e-classroom</b></p> <p>1. Mr. P. K. Pandey, PGT (CS) – First Floor Lab –I/C</p> <p>2. Mr. Shankar Dass, Sub Staff</p> <p>3. Mr. Sunil Kumar, PGT (CS) – Ground Floor Lab –I/C</p> <p>4. Md. Aslam, TGT (Maths)</p> <p>5. Ms. Ankita Singh, TGT (WE)</p>	<ul style="list-style-type: none"> <li>- To keep the computer and the accessories in functional order.</li> <li>- To plan for purchase of computer.</li> <li>- To popularize class project among the students of various classes.</li> <li>- To develop some computer programme for the use of the Vidyalaya especially for the examination and office record.</li> </ul>

# KENDRIYA VIDYALAYA SURANUSSI, JALANDHAR

## INSTITUTION OF COMMITTEES AND CLUBS (2021-22)

	6. All Class Teachers 7. Mr. Naresh Chopra, Sub Staff	- To update website monthly. - To update TC on weekly basis issued to students
<b>31</b>	<b>Press and Media</b> 1. Ms. Sunita Samra, PGT (Eng.)-I/C 1. Ms. Sunita, PGT (Hindi) 2. Ms. Babita Kaushal, TGT (Eng) 3. Mr. Vishal, TGT (Hindi) 4. Mr. Khushi Ram, Sub Staff	- To send news report to media. - To maintain a record of press report. - To send invitation to media and any other correspondence with press. - Sending out various messages on behalf of school.
<b>32</b>	<b>Disaster Management / Fire Fighting</b> 1. Ms. Pawandeep, PGT (Comm.) – I/C 2. Ms. Neelam, PGT (Geo) 3. Mr. Vishal, TGT (Hindi) 4. HM/Senior Most Teacher 5. Ms. Gulraj Kaur, PRT 6. Mr. Rajinder Kumar, Sub Staff	- Arrange / demonstration for disasters like earth quake and fire
<b>33</b>	<b>NCC</b> 1. Mr. Kashmir Singh, PGT (Phy) – I/C 2. Ms. Priya, TGT (S.Sc) 3. Mr. Naresh, Sub Staff	- To motivate student to take part - To prepare the student for various linked activities
<b>34</b>	<b>Raj Bhasha Samiti</b> 1. Ms. Sunita, PGT (Hin) – I/C 2. Mr. Vishal, TGT (Hindi) 3. Ms. Sunita Sethi, PRT 4. All Teachers of Hindi Deptt.	- To keep the record - to attend meeting of Raj Bhasha Samiti - To motivate teachers to work in Hindi
<b>35</b>	<b>Staff Club</b> 1. Mr. Rashpal Singh, PGT (Eco.)-I/C 2. Ms. Darshana Kumari, Lib 3. Ms. Arti, TGT (Hindi) 4. Ms. Renu Malik, PRT	- To arrange staff meeting on various occasion like felicitations visit etc. - To make arrangements for staff parties. - To organize some cultural and sports activities for staff members.

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## INSTITUTION OF COMMITTEES AND CLUBS (2021-22)

	5. Mr. Sandeep Kumar, PRT	
<b>36</b>	<p><b>Canteen Inspection Committee</b></p> <p>1. Ms. Darshana, Librarian – I/C</p> <p>2. Mr. Rashpal Singh, PGT (Economics)</p> <p>3. Ms. Neelam, TGT (Skt.)</p> <p>4. Ms. Renu Malik, PRT</p> <p>5. Ms. Kamaljeet Kaur-PRT</p> <p>6. Mr. Rattan, Sub Staff</p>	<ul style="list-style-type: none"> <li>- To keep a check on the canteen contractor.</li> <li>- To arrange for the logging and boarding for the participants as and when required.</li> <li>- To maintain all the accounts pertaining to logging and boarding.</li> </ul>
<b>37</b>	<p><b>School Magazine / News Letter</b></p> <p>1. Ms. Sunita Samra, PGT (Eng) – I/C</p> <p>2. Ms. Sunita, PGT (Hindi)</p> <p>3. Ms. Neelam, TGT (Sans)</p> <p>4. Ms. Babita Kaushal, TGT (Eng)</p> <p><b>Primary</b></p> <p>6., HM /Senior Most PRT-I/C</p> <p>7. Ms. Kamaljit Kaur, PRT</p> <p>8. Ms. Sangeeta, PRT</p> <p>9. Ms. Reena, PRT</p>	<ul style="list-style-type: none"> <li>- To plan for the periodical bulletins of the Vidyalaya</li> <li>- To plan for the Vidyalaya PATRIKA and co-ordinate its publication work in time.</li> <li>- To keep record all the achievements of the Vidyalaya in various fields.</li> </ul>
<b>38</b>	<p><b>Ek Bharat Shrestha Bharat Club</b></p> <p><b>Secondary</b></p> <p>1. Ms. Darshana Azad, PGT (History) – I/C</p> <p>2. Mr. Rashpal Singh, PGT (Eco.)</p> <p>3. Ms. Neelam, PGT (Geo).</p> <p>4. Mr. Satvir, TGT (S.Sc.)</p> <p>5. Ms. Priya, TGT (S.Sc.)</p> <p>6. All Teachers of Eng. dept.</p> <p>7. All Teachers of Hindi dept.</p> <p>8. PRT (Music Tr.)</p>	<ul style="list-style-type: none"> <li>- Enrolment of student for the club</li> <li>- arranges Talks from experts/teacher</li> <li>- planning for activities</li> </ul>
<b>39</b>	<p><b>Excursion &amp; Adventure Camp</b></p> <p>1. Ms. Gurvinder Kaur, PGT (Chem.)-I/C</p>	<ul style="list-style-type: none"> <li>- Planning for excursion</li> <li>- Making necessary arrangement</li> </ul>

# KENDRIYA VIDYALAYA SURANUSSI, JALANDHAR

## INSTITUTION OF COMMITTEES AND CLUBS (2021-22)

	<p>2.Mr. Surjit Kumar, TGT (Eng)</p> <p>3. Mr.Rashpal Singh, PGT (Economics)-</p> <p>4. Ms. Pawandeep Malhotra,PGT (Comm.)</p> <p>4. Senior Most PRT</p> <p>6. Mr. Sandeep Kumar, PRT</p>	<p>- Enrolment of student for the adventure the camp.</p> <p>- Planning and making arrangements</p>
<p><b>40 Student Council committee</b></p>	<p>1. Ms. Pawandeep, PGT(Comm) – I/C</p> <p>2.Mr.Rashpal Singh, PGT (Economics)</p> <p>3.Ms.Priya- TGT(S.Sc.)</p> <p>4. HM/ Senior Most PRT</p> <p>5. Ms. Kamaljit Kaur,PRT</p> <p>6. Students</p> <p>a: _____</p> <p>b: _____</p>	<p>- Make the student aware of their rights</p> <p>- Time to Time arrange meeting with student council for the proper working of vidyalaya</p> <p>- Formations of student council</p> <p>- Distribution duties with badges</p> <p>- Monitoring the activities</p>
<p><b>41 Parent Teacher Association&amp; PTM</b></p>	<p>1.Ms. Sunita Samra, PGT(Eng.)– I/C</p> <p>2. Mr. P.K.Pandey, PGT (CS)</p> <p>3. Ms. Neelam, PGT (Geo.)</p> <p>4.Ms.Kuldip Kaur ,TGT (Bio)</p> <p><b>Primary</b></p> <p>5. HM/Senior Most PRT</p> <p>6. Ms. SunitaSalhan-, PRT</p>	<p>- Maintain the record of PTA</p> <p>- Required meeting with parent</p>
<p><b>42 Road Safety Committee</b></p>	<p>1. Mr. Om Prakash (Chairman)-I/C Principal</p> <p>2. Ms.Darshana Azad,PGT(History)</p> <p>3. Mr. Kashmir Singh, PGT (Phys)</p> <p>4. Mr. Satvir Singh, TGT (S.Sc)</p> <p>5. Ms.Gulraj Kaur, PRT</p>	<p>- Arrange demonstration for students from experts</p>

# KENDRIYA VIDYALAYA SURANUSSI, JALANDHAR

INSTITUTION OF COMMITTEES AND CLUBS (2021-22)

	<p>6.TGT PHE</p> <p>7.Sports Coach &amp; Yoga Instructor</p> <p>8. Mr. Rattan, Sub Staff</p>	
<b>43</b>	<p><b>Organization of VMC, VEC, and AAC</b></p> <p>1.Mr. P. K. Pandey, PGT (CS) - Co-ordinator/ Formation of minutes</p> <p>2. Ms. Rashmi Sharma, PGT (Maths) – Preparation of records</p> <p>3. Ms. DarshanaKumari, Librarian – Refreshment</p> <p>4. Ms.Arti, PRT – Refreshment</p> <p>5. Ms.Poonam Mahajan-TGT(AE) Refreshment</p> <p>5. Mr. Gopal, Sub Staff</p>	<p>- Playing and execution of various requirement and activities of Vidyalaya with the help of chairman</p>
<b>44</b>	<p><b>Academic Advisory Committee</b></p> <p>1.Ms.Neelam,PGT (Geo)</p> <p>2. Ms. Gurvinder Kaur, PGT Chemistry</p> <p>3. Ms. Rashmi Sharma, PGT (Maths)</p> <p>4.Ms. Sunita Samra, PGT (Eng)</p> <p>5. Mr. P.K.Pandey, PGT (CS)</p> <p>6. HM/Senior Most PRT</p>	<p>- Plan various academic activities for the improvement of teaching learning process</p>
<b>45</b>	<p><b>Condemnation Committee</b></p> <p>1. Mr.Rashpal Singh, PGT (Eco)– I/C</p> <p>2. Mr. P. K. Pandey, PGT (CS)</p> <p>3.Ms. Kanta, PRT</p> <p>4. Mr. Sandeep Kumar, PRT</p> <p>5. Mr. Khushi Ram, Sub Staff</p>	<p>- Collection of list from different departments</p> <p>- Making arrangement for condemnation</p>
<b>46</b>	<p><b>ShalaDarpan Activities</b></p> <p><b>Mr. Malkiat Singh , PGT (Bio)– I/C</b></p> <p><b><u>Overall / Time Table</u></b></p>	<p>- For completion of ShalaDarpan Activities and within time frame successfully.</p>

# KENDRIYA VIDYALAYA SURANUSSI, JALANDHAR

INSTITUTION OF COMMITTEES AND CLUBS (2021-22)

	<p>1. Mr. Kashmir Singh, PGT (Phy.)</p> <p><b><u>Admissions / Enrollments</u></b></p> <p>2. Ms. Rashmi Sharma, PGT (Maths)</p> <p><b><u>Examinations</u></b></p> <p>1. Neelam, PGT(Geo)</p> <p><b><u>Purchase/ M&amp; R</u></b></p> <p>4. Mr. Rashpal, PGT (ECO)</p> <p><b><u>Accounts</u></b></p> <p>5. Ms. Pawandeep PGT(Comm) / ASO</p> <p><b>6 <u>Shala Darpan Attendance</u></b></p> <p>6. All Class Teachers</p> <p><b><u>Primary Section Data Management</u></b></p> <p>6. HM/Senior Most PRT</p> <p>7. Ms. Meenakshi Sharma-, PRT</p> <p>8. Ms. Roopam, PRT</p> <p><b>SUPERVISOR :</b></p> <p><b>XI-XII:</b> Mr. Malkiat Singh, PGT(CS)</p> <p><b>IX-X:</b> Mr. Mohd. Aslam, TGT(Maths)</p> <p><b>VI-VIII :</b> Ms. Ankita Singh, TGT(WE)</p> <p><b>I-V:</b> Ms. Meenakshi Sharma- (PRT)</p>	
<p><b>47</b></p>	<p><b>Flag Hoisting Committee</b></p> <p>1. TGT PHE – I/C</p> <p>2. Ms. Ankita Singh, TGT (WE)</p> <p>3. Ms. Arti, TGT (Hindi)</p> <p>4. Mr. Rajinder Kumar Sub Staff</p>	<p>- Flag hoisting in morning assembly, independence day and republic day.</p>
<p><b>48</b></p>	<p><b>MOD Committee</b></p> <p>1. Ms. Sunita, PGT(Hindi)</p> <p>2. HM/Senior Most PRT</p>	<p><b><u>For MOD:</u></b> Mrs. Darshana Azad, PGT (History) will prepare and monitor the MOD .</p>
<p><b>49</b></p>	<p><b>Alumni Association</b></p> <p>1. Ms. Meenakshi Sharma-, PRT – I/C</p>	<p>- Maintain the record</p> <p>- Required meetings.</p>

# KENDRIYA VIDYALAYA SURANUSSI, JALANDHAR

## INSTITUTION OF COMMITTEES AND CLUBS (2021-22)

	<p>2. Ms. Sunita Samra, PGT (Eng)</p> <p>3. Ms. Roopam, PRT</p> <p>4. Ms. Babita, TGT (Eng)</p>	
<b>50</b>	<p><b>U-DISE, Tarunotsav and gyanotsav committee</b></p> <p>1. Ms. Gurvinder Kaur, PGT (Chem.)</p> <p>2. Mr. Kashmir Singh, PGT (Phy.)</p> <p>3. HM/Senior Most PRT</p> <p>4. Ms. Vaishali, PRT</p>	<p>Monitoring of completion of ShaalaDarpan Attendance within time frame for Primary and Secondary.</p> <p>Detailed planning to engage and nurture the talent of class X students immediately after board exams.</p>
<b>51</b>	<p><b>RTE</b></p> <p>1. Ms. Roopam, PRT-I/C</p> <p>2. HM/Senior Most PRT</p> <p>3. Ms. Nida Akhtar, TGT (Eng.)</p> <p>4. Ms. Priya, TGT (S.Sc.)</p> <p>5. Ms. Sunita Sethi, PRT</p> <p>6. All PRTs</p>	<p>- Verification of RTE Admission at Class I Level (PRT members)</p> <p>- Annual verifications of Bills submitted by RTE candidates</p>
<b>52</b>	<p><b>OUTPASS COMMITTEE</b></p> <p>1. Mr. Rashpal Singh, PGT (Eco.)-I/C (Secondary)</p> <p>2. HM/Senior Most PRT, -I/C (Primary)</p>	<p><b><u>For Secondary Section:</u></b> In case of absence of In charge, next responsible teacher will issue the out pass</p> <p><b><u>For Primary Section:</u></b> Mrs. Raj Kumari, HM or any person authorized by her will issue the out pass.</p>
<b>53</b>	<p><b>LOSS COMPENSATION QUARTERLY REPORT</b></p> <p>1. Ms. Gurvinder Kaur, PGT (Chemistry)- I/C</p> <p>2. All subjects teachers.</p>	<p>planning for Loss Compensation and to keep record.</p>
<b>54</b>	<p><b>ANNUAL VIDYALAYA PLAN</b></p> <p>1. Mr. Sunil Kumar, PGT (CS)</p> <p>2. Ms. Rashmi Sharma, PGT (Maths)</p> <p>3. Ms. Ankita Singh-TGT (WE)</p>	<p>Setting goals and targets for the new session in line with the policies, initiatives and commitments of KVS</p> <p>Achievements and efforts made during session 2017-18 should be critically reviewed with regard to vidyalaya plan</p>
<b>55</b>	<p><b>PARTNERSHIP WITH GOVT. SCHOOL</b></p> <p>1. Ms. Sunita Samra, PGT (Eng)- I/C</p>	<p>- To plan for enhanced role of vidyalaya as a support and resource to the linked school.</p>



# KENDRIYA VIDYALAYA SURANUSSI, JALANDHAR

INSTITUTION OF COMMITTEES AND CLUBS (2021-22)

	2.Mr.Sunil Kumar, PGT (CS)	
56	<p><b>CORRECTION IN NAME OF STUDENTS/PARENTS</b></p> <p>1.Ms.Pawandeep Malhotra (PGT Comm.)</p> <p>2.Ms. Poonam Mahajan, TGT(AE)</p>	As per CBSE norms.
57	<p><b>AWAKENED CITIZEN PROGRAMME (MONTHLY REPORT)</b></p> <p>1. Ms.KuldipKaur,TGT (Bio)</p> <p>2. Ms. Babita, TGT(English)</p> <p>3. Mr.Vishal ,TGT(Hindi)</p>	Planning and to keep record.
58	<p><b>WATCH AND WARD COMMITTEE</b></p> <p>1.Mr. Pavan Kumar Pandey , PGT (CS) – I/C</p> <p>2.Mr. Kashmir Singh, PGT PHYSICS</p> <p>3.Mr. Khushi Ram, Sub-Staff</p>	
59	<p><b>T.C. COMMITTEE</b></p> <p><b>TC Processing:</b> All Class Teachers</p> <p><b>Preparation:</b> Mr.Ratan</p> <p><b>Checking:</b> Mr.Sandeep Kumar (PRT)</p> <p>Ms.Vaishali,(PRT)</p>	
60	<p><b>JIGYASA</b></p> <p>1.Ms. Gurvinder Kaur, PGT Chemistry-I/C</p> <p>2.Mr. Kashmir Singh, PGT (Phy)</p> <p>3. Mr. Malkiat Singh, PGT (Bio)</p>	<ul style="list-style-type: none"> <li>- Visit to CSIR Labs in summer break</li> <li>- Experience and impressions of students and teachers to be videographed and shared with RO.</li> </ul>
61	<p><b>PUSTAKOPHAAR</b></p> <p>1. Ms. Darshana Kumari,Lib.</p>	<ul style="list-style-type: none"> <li>- To encourage students to participate in the gifting of old textbooks to their juniors.</li> </ul>
62	<p><b>STUDENTS FITNESS SCORE CARDS/SWASTH BACHCHE SWASTH BHARAT</b></p> <p>1. TGT PHE</p> <p>2. Mr.Sunil-PGT(CS)</p> <p>3. Ms.Ankita –TGT(WE)</p>	<p>To ensure completion of the fitness score card profiles of all students.</p> <ul style="list-style-type: none"> <li>- To organize PTM for explaining and distribution of fitness score cards .</li> </ul>

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INSTITUTION OF COMMITTEES AND CLUBS (2021-22)

	4. Ms.Sangeeta-PRT	
<b>63</b>	<b>GST Committee</b> 1.Mr. P.K. Pandey, PGT (CS) 2.Mr. Rashpal Singh, , PGT (Eco.) 3.Ms. Pawandeep Malhotra,PGT(Comm.) 4.Office staff	-Registration of GST of Firms -issue certificate to the concerned registered firms
<b>64</b>	<b>INCOME TAX</b>  1. Mr. P.K.Pandey-I/C, PGT (C.Sc.) 2. Mr. Satvir, TGT (S.Sc.)	-Calculation of annual tax
<b>65</b>	<b>PAY BILL &amp; ARREARS</b>  <b>For Regular Staff:-</b>  1. Mr. P.K. Pandey, PGT (CS) 2. SSA  <b>For Contractual:-</b>  1. Ms. Rashmi Sharma, PGT (Maths) 2. SSA	
<b>66</b>	<b>REGISTRATION OF FIRMS</b>  1.Mr.SunilKumar-I/C,PGT(CS) 2.Ms.Neelam.TGT(Skt.)  3.Ms. Sangeeta, PRT	
<b>67</b>	<b>BALA:</b>  1. Mr. P.K. Pandey, PGT (CS) 2. Ms.Poonam Mahajan-TGT(AE) 3. Ms.Sangeeta, PRT 4. Ms.Meenakshi-,PRT 5. Ms.Arti, TGT (Hindi)	
<b>68.</b>	<b>ROUTES TO ROOTS:</b>  1 PRT(Music)  2.Mr.Sunil- PGT (CS)  3. Ms.Ankita –TGT(WE)	

# KENDRIYA VIDYALAYA SURANUSSI, JALANDHAR

INSTITUTION OF COMMITTEES AND CLUBS (2021-22)

<b>69. BACK TO BASICS:</b>  1.Ms.Kuldip Kaur-TGT(Bio.)  2.Ms.Shalini-TGT(Maths)  3.HM/Sr.most PRT  4.Ms.Kamaljit Kaur,PRT	
<b>70 POC SO</b>  1. Mr. Satvir Singh I/C 2. Ms. Neelam, PGT (GEO.) 3. Mr. P.K. Pandey, PGT (CS) 4. HM/Senior Most PRT 5. Ms. SunitaSalhan,PRT 6.Ms.Sanggeta	
<b>71 Internal Complaints Committee</b>  1. Presiding Officer ,RO Level 2. NGO Member ,RO Level 3. Ms. Neelam, PGT (GEO.) 4. Ms. D. Azad, PGT (HISTORY) 5. Ms. P.K. Pandey ,PGT (CS) 6. Mr. Surjit Kumar TGT(English) 7. VMC Member	
<b>72 SELECT PANEL OF CONTRACTUAL TEACHERS:</b>  1. Principal 2. Vice Principal 3. Ms. Rashmi Sharma, PGT (Maths) 4. Mr. Sunil Kumar, PGT (CS) 5. Ms. Shalini, TGT (Maths) 6. Ms. Ankita Singh, TGT (WE)	

I/C PRINCIPAL

(Om Parkash)

K.V.Suranussi