

KENDRIYA VIDYALAYA NO.1, AFS HALWARA
SESSION 2021-22
ALLOTMENT OF ADDITIONAL RESPONSIBILITIES FOR THE YEAR 2021-2022

Sr. No.	Committee	Convener	Members	Duties and Responsibilities	Signature
1	Administration	Mr Ami Swami Vice Principal Mrs Princy Bhat PGT English	<ul style="list-style-type: none"> • Mrs. Kamal Gandhi, PRT 	To monitor teaching learning process and monitoring of students	
2	Academic Supervision	Mr Naresh Kumar Principal, Mr Ami Swami Vice Principal	<ul style="list-style-type: none"> • Mrs Princy Bhat PGT English • Mrs. Kamal Gandhi, PRT 	Monitor teaching learning process, checking of notebooks, moderation committee for exams, smooth conduct of panel inspection	
3	Finance & Purchase	Vice Principal Mrs Princy Bhat PGT English, Mr Neeraj Khattak PGT Hindi	<ul style="list-style-type: none"> • Mrs Kirandeep Kaur PGT C.S. • Mrs Farzana PGT Com • Mr. Jeevan Kumar, TGT • Mrs Sonia Verma Lib • Mrs Sushma Singh WET • Mr. Sukhbir Singh, PRT 	Responsible for local purchase, market survey and collection of quotations	
4	Admission	Mrs. Yasha, PGT Eco	<ul style="list-style-type: none"> • Mr. Tajinder Singh, TGT • Mr. T Nayak, PRT • Mrs. Arnika, PRT 	To advertise the vacancy position for the students and to scrutinize the registration forms for admission and carry out the process as per the KVS Admission guidelines for that session in consultation with the Principal	
5	Examination (Internal)	Mrs. Princy Bhat, PGT	<ul style="list-style-type: none"> • Mr Ramnish Bansal PGT Maths • Mr. Gurdev Singh, TGT Maths • Mr. Tajinder Singh, TGT Bio • Mrs. Anju Negi, TGT Bio • Mrs Suman Sood PRT • Mr. Sukhbir Singh, PRT • Ms Sonali PRT 	<p>To plan the schedule of Unit-test/FA/ASL/PSA/OTBA/SA, Cumulative Examination, Pre-Board and Annual Examination as per the calendar of activities.</p> <p>To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS.</p> <p>To give suitable instructions to class teachers /subject teachers for maintaining all the relevant records.</p>	

6	CBSE Examination & other Exams	Mr. Ramnish Bansal PGT Maths	<ul style="list-style-type: none"> • Mr. Gurdev Singh, TGT- (CBSE) • Mr. Jeevan Kumar, TGT Hindi - (NIOS) 	<p>To conduct external examination as per the prescribed norms and to maintain record of all such examinations.</p> <p>To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records</p>
7	CCA and Morning Assembly (Regional level, National Level, SGFI/Associations/Federation (Open))	Mr. Neeraj Khaitak, PGT Hindi	<ul style="list-style-type: none"> • Mrs. Shashi Sadawari, TGT • Mrs Sonia Dua TGT English • Mrs. Veerpaul Kaur, TGT Hindi • Mrs Priya Rawal TGT Sanskrit • Mrs. Vibhu Sachdeva, PRT • Mrs. Jyoti PRT • All Class Teachers, House Masters and Associates 	<p>To organize Inter house competitions effectively and to celebrate all the days of National importance/ Occasions with the assistance of House Masters and other experts in a planned manner.</p> <p>-To activate the conduct of Morning Assembly ensuring quality nurturing of the talents</p> <p>To monitor day to day morning assembly programme effectively and ensure befitting presentation on all fronts on time and putting Monitoring score for the day to the Principal.</p> <p>To select School Captain, House captains and other members of the council for carrying out their usual work in consultation with the Principal.</p> <p>To implement pass system for Systematic/ orderly movement of students for assembly. Checking of late comers.</p> <p>To coordinate all external competitions relevant to our system.</p> <p>To be responsible for</p>

				purchase of suitable prizes for different competitions, distribute certificates and prizes to the students from time to time. To make all arrangements for smooth conduct of morning assembly including arrangement for special occasions.
8	Time Table and Leave Arrangement Remedial Teaching Study Camp Academic Loss Compensation Programme (AICP)	Mr. Sukhvinder Singh PGT Chemistry	<ul style="list-style-type: none"> • Mrs. Arli Dhiman TGT AE • Mrs. Sonia Verma, Librarian • Mr Tajinder Singh TGT Bio • Mrs. Rajni Bansal, PRT • Mr Sonali PRT 	To prepare & execute time table as per the norms. -To make necessary adjustments in the time table due to administrative exigencies. -To device workable & suitable assignment/ remedial time-table -To make arrangement for classes suitably as per requirement. - To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students.
9	Discipline	Mr. Neeraj Khattak, PGT Hindi, Mrs Farzana PGT Comm	<ul style="list-style-type: none"> • Mrs. Shashi Sadawarti, TGT • Mrs. Sonia Dua, TGT Eng • PET • Mrs. Kamal Gandhi, PRT • Mrs. Kulwinderjit Kaur, PRT • Mrs. Subhash Thakur, PRT • Lab Attendant-Physics Lab • Lab Attendant-Chemistry Lab • All Class Teachers • 	-To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any. A separate file is be maintained.
10	Alumni Association	Mrs Princy Bhat PGT Eng,	<ul style="list-style-type: none"> • Mrs. Shashi Sadaswari, TGT S.Sc 	To organize Alumni Meet, updates regarding Alumni

		Mr Neeraj Khattak PGT Hindi	<ul style="list-style-type: none"> • Mr. T Nayak, PRT 	Association and agenda for meetings
1	Hospitality & Rangoli	Mrs. Kirandeep Kaur, PGT C.S.	<ul style="list-style-type: none"> • Mrs. Kulwinderjit Kaur, PRT • Mrs. Vibhu Sachdeva, PRT • Mrs. Manisha Joshi TGT S.Sc. 	Providing comforts and arrangement of refreshment & stay
2	M&R School Building	Mr. Jeevan Kumar, TGT Hindi	<ul style="list-style-type: none"> • Mrs Sushma Singh, TGT WE • Mr. Sukhbir Singh, PRT • Mrs. Subash Thakur PRT • Lab Attendant-Physics Lab 	To carry out maintenance & repair work of buildings including toilets, surroundings and play field in the temporary building along with uninterrupted water and electric supply and to keep strict vigil over construction work in permanent building
13	School Beautification and Gardening	Ms. Jyoti, PGT Bio.	<ul style="list-style-type: none"> • Mrs. Arti Dhiman, TGT AE • Ms Priya Rawal, TGT • Mrs Anju Negi TGT Bio • Ms. Subhash, PRT. • All Class Teachers 	-To monitor the work effectively and to offer technical expertise to improve gardening by providing all required materials from time to time to bring the aesthetic look to the Vidyalaya.
14	Allotment and Upkeep of Staff Quarters	Mr. Neeraj Khattak PGT Hindi	<ul style="list-style-type: none"> • Mrs. Veerpaul Kaur, TGT • Mr. T Nayak, PRT • Ms. Subhash, PRT • Lab Attendant-Physics Lab 	Responsible for allotment of staff quarters and maintenance of quarters
15	PTM & PTA	Mrs Princy Bhat PGT Eng	<ul style="list-style-type: none"> • Mr Tajinder Singh, TGT • Mrs Sonia Verma, Librarian • Mr Sukhbir Singh, PRT • Mrs. Rajni Bansal, PRT 	Increasing cooperation between parents teachers for improving the educational facilities and programmes. Holding seminars, workshops, discussions, cultural activities and meeting of parents and teachers. Bringing society and school closer for better cooperation. Maintaining harmony between teachers and parents for betterment of students.
16	Vidyalaya Patrika and Newsletter	Mr Neeraj PGT Hindi, Mrs. Princy Bhat, PGT	<ul style="list-style-type: none"> • Mrs Shashi Sadawarli, TGT S.Sc • Mrs. Mrs. Sonia Dua, TGT Eng 	In charge of school magazine and any other issues related to publication.

		English	<ul style="list-style-type: none"> • Mrs. Veerpaul Kaur, TGT Hindi • Ms. Priya Rawal, TGT • Mrs Kamal Gandhi ,PRT • Mrs Vibhu Sachdeva, PRT • Mrs. Jyoti, PRT 	
17	Raj Bhasha	Mr Naresh Kumar ,Principal, Mr Ami Swami ,V.P., Mr Neeraj Khattak, PGT Hindi s,	<ul style="list-style-type: none"> • Mrs Farzana ,PGT Comm • Mrs. Veerpaul Kaur, TGT Hindi • Mr Jeevan Kumar , TGT Hindi • Ms. Subhash, PRT • Mrs. Rajni Bansal , PRT 	To conduct quarterly meetings of Rashtrabhasha and to submit quarterly reports to the Regional Office.
18	First Aid & Medical Checkup	Ms. Jyoti,PGT Bio, Mr Tajinder Singh TGT Sc.	<ul style="list-style-type: none"> • Mrs. Sonia Verma, Librarian • Mrs Anju Negi ,TGT Bio • Mrs Manju, PRT • All Class and Co-Class Teachers 	To keep the first-aid box ready and help the students whenever required.
19	Boarding & Lodging	Mr. Neeraj Khattak, PGT Hindi, PGT Geo, TGT (P&HE)	<ul style="list-style-type: none"> • Mr. Jeevan Kumar, TGT • Mr. T Nayak, PRT • Mr. Sukhbir Singh, PRT 	For Cluster/Regional/National Events, committee will be responsible for boarding and lodging arrangements.
20	Library	Mr Ami Swami V.P.; Mrs. Sonia Verma, Librarian	<ul style="list-style-type: none"> • Mrs. Princy Bhat , PGT Eng , • Mr. Neeraj Khattak, PGT Hindi • Mr Sukhvinder Singh , PGT Chem • Mrs Yasha PGT Eco • Mr. Ramnish Bansal,PGT Maths • Mrs. Kamal Gandhi, PRT • Mrs Subhash PRT • All Faculty Heads 	To procure at least 500 text books and reference books recommended by CBSE and KVS Library policy and as per the recommendation of faculty members. To organize Class Library and to present Monthly book review for each student of the Vidyalaya. To assist Primary wing in Library activities in light of CMP.
21	Vidyalaya Website	Mrs. Kirandeep Kaur, PGT C.S.	<ul style="list-style-type: none"> • Computer Instructor –I • Computer Instructor –II • Mr Ajay Kumar Meena PGT Phy • Mrs. Shashi Sadawarti, TGT • Mrs. Rajni Bansal, PRT 	To ensure all the computers in Labs /deptt are in working condition for carrying out Computer aided classes effectively with the assistance of computer instructors

				and to submit monthly updates to the office. Updating of latest information regarding Vidyalaya and removal of old information from the website by obtaining approval of the Principal
22	Canleen Supervision	Mr. Sukhvinder Singh, PGT Chem	<ul style="list-style-type: none"> • Mr. Ajay Kumar Meena, PGT Phy • Ms. Priya Rawat, TGT • Mr T Nayak , PRT 	Fixation of rates, check the quality of eatables, stress on hygiene and cleanliness of compound
23	Grievance Redressal	Mr Naresh Kumar ,Principal, Mr Ami Swami, V.P. Mrs. Yasha, PGT Eco	<ul style="list-style-type: none"> • Mrs. Shashi Sadawarti, TGT • Mrs. Sonia Dua , TGT Eng • Mr. Gurdev Singh, TGT • Mr. Sukhbir Singh, PRT 	Regarding any grievances, committee will be responsible to redressal and grievances.
24	House Keeping and Vidyalaya Cleanliness	Mrs Sushma Singh TGT WE Mr. Sukhbir Singh, PRT.	<ul style="list-style-type: none"> • Mrs Yasha PGT Eco • Mrs Farzana PGT Comm. • Mrs Anju Negi TGT Bio • Lab Attendant-Biology Lab 	To monitor the services of security and cleanliness in consultation with the agencies concerned so as to Vidyalaya bears a clean look
25	The Learning Attainment of Students (AIEEE, IIT-JEE, NEET, PMT, CLAT, NDA, OTHER)	Mr Ajay Kumar Meena PGT Phy	<ul style="list-style-type: none"> • ALL CLASS TEACHERS 	Organizing important days, UNO exam, Vivekananda Quiz, Olympiads and any other activity asked by RO Chandigarh
26	Condemnation	Mrs. Yasha, PGT Eco	<ul style="list-style-type: none"> • Mrs Sonia Verma, Lib • Mrs Sushma Singh WE • Mr. Sukhbir Singh, PRT 	Condemnation as per RO Chandigarh norms
27	Youth Parliament	Mrs Yasha, PGT Eco	<ul style="list-style-type: none"> • Mrs. Shashi Sadawarti, TGT S.Sc • Mrs Veerpaul Kaur , TGT Hindi • Mrs. Sonia Dua , TGT Eng • Mrs. Arti Dhiman, TGT AE 	Organizing Youth Parliament at school level and Regional Level to make children aware about the democratic setup of India
28	Fine Management	Mr Sukhbir Singh PRT	<ul style="list-style-type: none"> • Mrs. Sonia Verma, Librarian • Mrs. Mrs. Sonia Dua, TGT Eng • Mr Jeevan TGT Hindi • Mrs. Manju Rani, PRT 	Committee will look into the matter of fine and broken any item of the school

	Hoisting and Lowering of National Flag	Mrs. Shashi Sadawarti, TGT S Sc	<ul style="list-style-type: none"> • Sports Coach -1 • Mr. Babu Lal, Sub Staff 	Responsible for hoisting and lowering of National Flag	
30	Resource Room Maintenance	Mrs. Kulwinderjil Kaur, PRT	<ul style="list-style-type: none"> • Mrs. Rajni Bansal, PRT 	Maintenance of resource room as per KVS norms	
31	Staff Room Maintenance	Mrs Nikita, TGT Eng	<ul style="list-style-type: none"> • Mrs. Arti Dhiman, Drg. Tr. • Ms. Priya Rawal, TGT • Mrs. Manju Rani, PRT • Mrs. Subhash, PRT 	To ensure that Staffroom is totally clean and arranged. The relevant information is pasted at relevant place in staff room.	
32	Furniture	Mrs Sushma Singh TGT WE Mr. Sukhbir Singh, PRT	<ul style="list-style-type: none"> • Mr Jeevan Kumar, TGT Hindi • Mr Ashvani PRT 	<p>-To ensure all furniture bear serial numbers and the year of purchase.</p> <p>-To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules.</p> <p>-To keep inventory of furniture allotted to different classes and departments</p>	
33	MOD		<ul style="list-style-type: none"> • Mrs Shashi K Sadawarti TGT S.Sc 	For the smooth functioning of Vidyalaya, committee is responsible	
34	Suggestion Box	Mrs Yasha, PGT Mr Ami Swami, V.P.	<ul style="list-style-type: none"> • Mrs Princy Bhat PGT Eng • Mrs. Veer Paul Kaur, TGT Hindi 	Motivate children for the betterment of KV No.1 Halwara. Suggestions always welcome	
35	Excursion	Mr. Neeraj Khattak, PGT Hindi,	<ul style="list-style-type: none"> • Mr Sukhvinder Singh PGT Chem • Mrs. Sonia Dua, TGT Bio • Mr Tajinder Singh, TGT Bio • Mrs Vibhu Sachdeva, PRT • Ms Rajini Bansal, PRT 	To check out and implement Annual plan for outing of the students as per the codal provisions in consultation with the class teachers/Principal.	
6	Sports	TGT PET Mr Gurdev Singh TGT Maths	<ul style="list-style-type: none"> • Mr Ashvani PRT • Sports Coach I • Sports Coach II 	<p>To look after sports infrastructure .</p> <p>Availability of sports equipment .</p> <p>Procurement of sports equipments and diligent use of sports infrastructure .</p> <p>Analyzing the sports activities and ways to improve sports performance .</p>	

7	Scout & Guide (Cub & Bulbul)	<ul style="list-style-type: none"> • MR. Tajinder singh, TGT Bio • Mrs. Veer Paul Kaur, TGT Hindi 	<ul style="list-style-type: none"> • Mrs. Kirandeep Kaur, PGT C.S. • Mrs. Shashi K. Sadawarti, TGT S.Sc • Ms. Priya Rawal, TGT • Mr. Jeevan Kumar, TGT • Mr. Gurdev Singh, TGT • Mrs. Kulwinderjit Kaur, TGT • Ms. Subhash Thakur, PRT -I/C Bulbul • Mr. Trinath Nayak, TGT • Mr. Sukhbir Singh, PRT - I/C Cub • Ms Rajini Bansal, PRT • Mrs. Manju Rani, PRT 	To enroll Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO.
38	Sexual Harassment	<ul style="list-style-type: none"> • Mrs Yasha PGT Eco 	<ul style="list-style-type: none"> • Members from Yasha 	To look after sexual harassment cases in the Vidyalaya

SCHOOL RESPONSE TEAMS

39	Child Rights Protection Cell	<p>Mrs. Princy Bhat PGT Eng Mr Neeraj Khattak PGT Hindi</p>	<ul style="list-style-type: none"> • Mrs. Shashi Sadawarti, TGT S.Sc • Mrs Veerpaul Kaur, TGT Hindi • Mrs. Kamal Gandhi, PRT 	To protect child from sexual harassment.
40	Evacuation Team	<p>Mr. Jeevan Kumar TGT Hindi, TGT PET</p>	<ul style="list-style-type: none"> • Mr. Ajay Kumar Meena TGT Phy • Mrs Kamal Gandhi PRT • Mr Trinath Nayak PRT • Mrs Rajni Bansal PRT • All lab Attendants • All Class and Co-Class Teachers 	During any natural calamity to look after school building and students.
41	Search & Rescue Team Flying Squad	<p>Mr. Neeraj Khattak, PGT Hindi</p>	<ul style="list-style-type: none"> • Mr. Jeevan Kumar, TGT Hindi • TGT PET • Sports Coach-1 • Sports Coach-2 • Ms. Vibhu Sachdava, PRT • Mr Ashvani, PRT • Mrs Jyoti, PRT • All Class and Co-Class Teachers • Mr Pal Singh 	During any natural calamity to look after school building and students.

	Team for students with special needs (Divyang)	Mrs. Farzana ,PGT	<ul style="list-style-type: none"> • Mrs Arti Dhiman, Drg. Tr • Mrs Sonia Dua ,TGT Eng • Mrs. Sonia Verma, Librarian • TGT PET • Mr Nitish Kumar PRT Music • Nurse 	Special care for disabled (Divyang)	
43	Shaala Darpan Students Data/ Student Enrollment	Mrs. Kirandeep Kaur, PGT C.S. Mrs Rajni Bansal PRT	<ul style="list-style-type: none"> • Computer Instructor-1 • Computer Instructor-2 • Yoga Teacher • All Class teachers & Co Class teachers 	To upload necessary information as per the requirement of Shaala Darpan.	
44	Fee Record, CS-54 Attendance Register Income Tax and Form 16	Mrs Farzana PGT Comm Mr. Rahul, Kohli, TGT Math	<ul style="list-style-type: none"> • Mr Ramnish Bansal PGT Maths - IT • Mr Ajay Kumar Meena PGT Phy (Register and fee verification) • Mrs Vibhu Sachdeva PRT (Register and fee verification) 	To maintain UBI Portal and to check Fees entries in attendance registers.	
45	ACP, AEP, Value Education, Career Counseling	Mr Ami Swami V.P. Mrs Jyoti Badyal PGT Bio	<ul style="list-style-type: none"> • Mrs Shashi K Sadawarti TGT S.Sc. • Mrs Anju Negi TGT S.Sc • Mr Jeevan Kumar TGT Hindi-ACP • Mrs Sonia Verma Lib • Mr Tajinder Singh TGT BIO • Mrs Priya Rawat TGT Skt • Mrs Kamal Gandhi PRT, • Mrs Subhash ,PRT 	To organize workshops project on value education.	
46	Language Lab	Mrs. Princy Bhat, PGT Eng Mr Neeraj Khattak ,PGT Hindi	ALL TEACHERS TEACHING ENGLISH LANGUAGE	To develop language techniques.	
47	VVN	Mrs Farzana PGT Comm	<ul style="list-style-type: none"> • MR. Rahul Kohli, TGT Maths • Mrs. Arti Dhiman, Drg .Tr 	To check funds and entries related to VVN.	

			<ul style="list-style-type: none"> Mrs. Vibhu Sachdava, PRT 	
8	Welfare of SC/ST/RTE	Mrs. Yasha, PGT Eco	<ul style="list-style-type: none"> Mr Gurdev Singh, TGT Mrs Veerpaul Kaur TGT Hindi Mrs Kamal Gandhi, PRT 	For welfare of SC/ST/RTE
9	Workshop & e-Learning	Mr Ami Swami V.P. Mrs Kirandeep Kaur PGT C.S.	<ul style="list-style-type: none"> Mr Gurdev Singh, TGT Mrs Sonia Dua TGT Eng Mrs. Vibhu Sachdava, PRT Mrs Kamal Gandhi PRT 	Stress upon e-learning, maintenance of computer labs and to enhance computer based learning.
50	Teaching Aid	Mrs Yasha, PGT Eco	<ul style="list-style-type: none"> Mr Rahul Kohli, TGT Math Mrs. Sonia Dua, TGT Eng Mr Jeevan Kumar TGT Hindi Mrs Subhash PRT 	To issue teaching aids to concerned subject teachers to make lessons more effective.
51	Vidyalaya Action Plan	Mr Ami Swami V.P.	<ul style="list-style-type: none"> Mrs Princy Bhat PGT Eng ALL DEPARTMENT HEADS ALL CLASS TEACHERS Computer Instructor-1 Computer Instructor-2 	Vidyalaya action-plan as per RO Chandigarh instructions and requirements.
52	Decoration committee (Secondary)	Mrs. Aarti Dhiman TGT AE	<ul style="list-style-type: none"> Mrs Sonia Verma, Librarian Mrs. Priya Rawat, TGT 	To decorate stage during CCA Activities.
53	Decoration committee (Primary)	Mrs. Kulwinder jri Kaur PRT	<ul style="list-style-type: none"> Mrs. Rajni Bansal, PRT Mrs Jyoti, PRT 	To decorate stage during CCA Activities.
54	R.T.E.	Mr Ami Swami V.P.	<ul style="list-style-type: none"> Mrs Veerpaul Kaur TGT Hindi Mrs Nikita Ohlan TGT Eng Mr T Nayak PRT . 	Right To Education
55	Overall Incharge	Mr Ami Swami V.P. Mrs Kamal Gandhi PRT	<ul style="list-style-type: none"> All staff members of Secondary All Staff members of Primary 	To look after the Vidyalaya

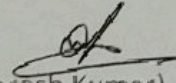
SUBJECT COMMITTEES

1	English	Mrs. Princy Bhat, PGT Eng	<ul style="list-style-type: none"> • ALL TEACHERS TEACHING ENGLISH 	To enhance vocabulary, communication skills, speaking, learning and writing. Stress upon handwriting and word formation. Responsible to celebrate birthdays of great writers and English Week
2	Hindi	Mr. Neeraj Khattak, PGT Hindi	<ul style="list-style-type: none"> • ALL TEACHERS TEACHING HINDI and SANSKRIT 	To enhance vocabulary, communication skills, speaking, learning and writing. Stress upon handwriting and word formation. To organize Hindi Pakhwara
3	Mathematics	Mr. Ramnish Bansal, PGT	<ul style="list-style-type: none"> • ALL TEACHERS TEACHING MATHEMATICS 	To enhance problem solving ability, calculations and projects. Responsible for the smooth conduct of JMO and Maths Exhibition
4	Science	Mr. Sukhvinder Singh, PGT Chem	<ul style="list-style-type: none"> • ALL TEACHERS TEACHING PHYSICS ,CHEMISTRY ,BIOLOGY ,COMPUTER SC, INFORMATICS PRACTICES & GENERAL SCIENCE 	To develop scientific skills, data collection, observations, activities and practical work. Responsible to conduct and prepare students for JNNSMEE, Science Olympiad, Science Exhibition etc.
5	Social Science	Mrs. Yasha, PGT Eco	<ul style="list-style-type: none"> • ALL TEACHERS TEACHING HISTORY ,GEOGRAPHY ,ECONOMICE, ACCOU NTANCY BUSINESS STUDIES & SOCIAL SCIENCE 	To enhance knowledge to know about the culture of India and world. Also responsible for organizing Social Science Exhibition
6	Miscellaneous Subject Committee	Mrs. Sonia Verma Librarian	<ul style="list-style-type: none"> • Mrs. Sushma Singh TGT WE • Mrs. Arti Dhiman, TGT AE • Sports coach-1 • Sports coach-2 • Activity Teacher • Nurse • Counsellor • Yoga Teacher 	Responsible to maintain record of all co-scholastic activities in their respective subjects and maintain their departments.
7.	Office Work	Student Enrollment	<ul style="list-style-type: none"> • Mrs. Kirandeep Kaur, PGT C.S. • Mrs. Yasha PGT Eco 	To compile the student enrollment on the last working day of the month and email to the same to Regional Office Chandigarh
		Income Tax & Form 16 A	<ul style="list-style-type: none"> • Mr. Ramnish Bansal ,PGT Maths 	To assist UDC to verify income tax and Form 16 A

These Committees will continue to function until next committees are formed .

Ami Swami

(Mr Ami Swami)
Vice – Principal



(Naresh Kumar)
Principal