

## KV Faridkot Cantt.-Committees for the Session 2016-17

S.N	COMMITTEE	INCHARGE	MEMBERS
1.	Academics Supervision/ Subject Committee Meetings & Academic Matters	Principal: Class XI to XII  Vice Principal: Class VI to X  Headmistress: Academic matters Class I to V	All Conveners (Sub. Comm. Meetings) Convener Mr. R.D. Gautam PGT Hindi Mr. Virender, PGT-Geo Mr. Kashish PGT Physics Mr. RK Sharma PGT Maths PGT English
2.	CCA	Ms R.D. Gautam PGT Hindi I/C Ms. Meenaxi TGT English (Associate Incharge) Ms. Kiran (Pr. Sec.) Ms Madhulika (Asst. Incharge)	All House Masters Music Teacher Mr. N.S. Deol TGT-PH&E Mr. N.D. Vyas TGT- AE
3.	Admission	Mr. Pardeep Kumar PGT-CS Fresh Admission	Ms. Rita Monga PRT Ms. InderjeetKaur PRT Ms.Kirti PRT Mr. Jagsir Singh Lab Att
		Ms. Nancy PGT-History TC Admission	Mr. Mansha Ram TGT S.St.
4.	Examination	Senior Section: Mr. Himmat Singh TGT Bio  Primary Section: Ms Rita Monga (PRT)	Ms. Meena Gupta PGT Comm Ms. Asha Rani TGT-S.Sci Mr. Ram Lal TGT Maths Ms. Preeti Tripathi TGT Maths Mr Mansha Ram TGT-S.Sci. PGT Pol. Sci & PGT English Mr Jaspal Singh Lab Attdt (Secondary) Mr Jagsir Singh Lab Attdt (Primary)
5.	Time Table	Mr. Virender PGT-Geo	Mrs.PreetiTripathi TGT Maths Mr. Mansha Ram TGT S.St. Mrs. Madhu Gandhi TGT Skt (Daily TT Arrangement) Mr. Dharpal PRT Mr. Amit Kumar PRT (Daily TT Arrangement)
6.	CBSE	Mr. A.K. Yadav PGT Comm.	Class Teachers IX, X, XI & XII, Mr. Ram Lal, TGT Maths Mr. Rakesh Kumar TGT Hindi

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S.N	COMMITTEE	INCHARGE	MEMBERS
			Mr. Prem Kumar (Lab Atndt)
7.	Furniture	Mr. Mansha Ram TGT Social Science	Ms Amit Kumar, PRT
8.	Website & ICT	Computer Ins. Senior Section	Computer Instructor Primary Section
9.	AEP	Overall In-charges Ms. Jyoti Arora PGT-Chem &TGT Science	Ms.NeetuBala, TGT Hindi  Mr.Rakesh Kumar TGT Hindi
10.	Supervision Sanitation and Cleanliness & Checking Conservancy Services	Mr. R.K. Sharma PGT Maths (Sr. Sec.)  Mr. Dharpal, PRT Mr. Amit Kumar Ms. Madhulika (Pri. Sec)	Mr. Virender PGT Geog.- Corridor upstairs Mr. M. Ram TGT S.Sci. Corridor downstairs Mr. Ram Lal, TGT-Maths (Boys Toilets) Ms. Madhu Gandhi TGT Skt (Girls Toilets) Ms. Kirti PRT (Downstairs) Ms. InderjitKaur PRT (Upstairs) Mr. AmitSaini, PRT (Upper Wing) Mr. Jagsir Singh (Lab Attendant)
11.	Audio Visual Aids	Mr. N.D. Vyas TGT-AE	Mr. R.D. Gautam, PGT-Hindi Ms.Meenaxi, TGT-Eng Mr. Vijay Solanki, PRT Music Mr. Jagsir Singh (Lab Attd)
12.	Office Management		
	i) Fee Checking Income Tax, Pay Bill, CS-54, etc.	Mr R.K. Sharma, PGT-Maths & Respective class teachers	Ms. Preeti, TGT Maths
	ii) TC Making	Ms Inderjeet Kaur, Ms. Kirti PRT & Office	Mr. J.P Prajapat TGT-WE Ms Madhulika , PRT
	iii) TC Checking	Mr. Rakesh Kumar TGT Hindi (for secondary) HM (for primary)	Mr. J.P Prajapat TGT-WE Mr. Amit Kumar PRT
	iv) Income Tax Matters	Mr RK Sharma PGT Maths	
	v) Rajbhasha	Mr. R.D. Gautam PGT Hindi	Mr.Rakesh Kumar TGT Hindi Ms.Neetu Bala TGT Hindi
	vi) Pay Bill Checking	UDC	Mr. R.K. Sharma PGT-Maths
	Faridkot Cluster related duties	I/C Computer Instructor	Mr.Prem Kumar Lab Attendant

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13.	VVN	Mr. R.K. Sharma PGT-Maths	-
14.	Guidance & Counselling	Ms. Kashish Goyal PGT Phy	Mr. Rakesh Saxena Librarian Mr. R.K. Sharma, PGT-Maths Mr. Virender PGT-Geo Mr. Himmat Singh TGT Sci.
15.	Teaching Aids	Mr. Virender PGT Geo. (Sec) Ms Rita Monga PRT (Prim.)	Ms. Asha Rani TGT S.Sci. Mr.Mansha Ram TGT S.Sci. Class Teacher (V-C)
16.	Clubs: Integrity Club	Ms. Kashish Goyal PGT Phy	Ms. Meenaxi TGT Eng Mr. Jaiprakash Prajapat
17.	Eco-Club	Ms. Jyoti Arora PGT Chem Ms. Madhu Gandhi TGT Skt	Ms. KashishGoyal Ms. Neetu Bala TGT Sci & Class (9 <sup>th</sup> A, B & C)
18.	Literary Club	Mr. R.D. Gautam Ms. Meena Gupta (Overall Incharge)	All Language Teachers
19.	Health & Wellness Club	Nurse	Yoga Teacher & respective class teachers,TGT PH&E.
20.	Excursion & Adventure	Ms Nancy PGT-History (Secondary) Mr. Dharpal, PRT (Primary)	Ms. Madhu Gandhi, TGT Skt Mr. Inderjeet Kaur, PRT Ms. Kiran Bala, PRT Mr. Akhilesh Kumar
21.	Photography Club	Vice Principal (Prog. In-charge) Mr. N.D. Vyas TGT-AE	Ms AmitSaini PRT
22.	Gardening	Mr. Akhilesh Kumar PGT Eco Contractual PGT Biology	Ms.Kiran Bala PRT Ms.Inderjeet Kaur
23.	School Beautification	Dr. N.D. Vyas TGT AE	Mr. R.D. Gautam PGT Hindi Ms. Meenaxi TGT Eng Ms. Rita Monga PRT Ms. Inderjeet Kaur PRT Computer Instructors

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S.N	COMMITTEE	INCHARGE	MEMBERS		
24.	Maintenance of E-class Rooms (Working of Interactive Boards, Projectors, Computers etc.)	Mr. Pardeep Kumar PGT CS	Respective class teachers		
25.	First Aid and Medical Check-up	Mrs. Madhu Gandhi TGT Skt & Nurse	Ms.KiranBala, PRT Mr.Jagsir Singh Lab Att.		
26.	Sports	Mr. N.S. Deol, TGT-Physical Edu.	Ms Inderjeet Kaur, PRT Mr Dharampal, PRT		
27.	Canteen Management	Mr. R.D. Gautam, PGT-Hindi Ms. Nancy	Ms. Rita Monga PRT Mr N S Deol, TGT PHE.		
28.	Attendance Checking (Classes) (Staff Register)	Class VI to XII Vice Principal Class I to V Headmistress Staff Register- Principal	Sr Most PGT  Sr Most PRT		
29.	Discipline (Secondary)	Mr. R.D. Gautam Mr. N.S. Deol Coach Yoga Teacher Mr. Pardeep Kumar Ms. Nancy (Monitoring Both Sections)  Ms. Rita Monga, (Primary Section)	<b>MODs</b>		
			<b>Days</b>	<b>I/C</b>	<b>Members</b>
			Mondays	Ms. Kashish Goyal	Ms. Meenaxi TGT- Eng-1 (Cont) Ms. Preeti Tripathi TGT Maths (Cont)
			Tuesdays	Ms. Meena Gupta	PGT Pol. Sci Ms. Asha Rani Ms. Madhu Gandhi PGT Eng
			Wed(s)	Ms. Nancy	Ms. Neetu Bala TGT Maths (Cont) TGT Sci (Cont) Mr. N.D. Vyas
			Thursdays	Mr. Akhilesh Kumar	Mr. Rakesh Kumar TGT-Eng-2 (Cont) Mr. Jaiprakash Prajapat Mr. Rakesh Chandra
			Fridays	Mr. R.K. Sharma	Mr. Ram Lal Mr. Himmat Singh Computer Instructor

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S.N	COMMITTEE	INCHARGE		MEMBERS	
					Mr. Mansha Ram
			Saturdays	Mr. Pardeep Kumar	Mr. N.S. Deol Yoga Teacher Mr. Virender Ms. Jyoti Arora
30.	Discipline (Primary)	Ms.RanjeetKaur, HM (Primary Section)		Date 1 <sup>st</sup> to 8 <sup>th</sup> of every month Ms. Raman Narang/KirtiRana _____ _____ Mr.Amit Kumar Date 9 <sup>th</sup> to 16 <sup>th</sup> of every month _____ Ms.KiranBala Mr.AmitSaini _____ Date 17 <sup>th</sup> to 24 <sup>th</sup> of every month Ms.SangeetaYadav Ms.Madhulika Mr.Dharpal _____ _____ Date 25 <sup>th</sup> to 31 <sup>st</sup> of every month _____ Ms.InderjeetKaur _____ _____ _____	
31.	Staff Quarters Allotment/ Maintenance (AM&R)	Mr. Jaiprakash Prajapat, TGT-WE		Mr. Mansha Ram-TGT S.St. Ms. Neetu Bala- TGT Hindi	
32.	Staff Room/ Its maintenance & General upkeep	Ms. Nancy PGT History		Ms. Madhu Gandhi, TGTSkt Mr. Surinder Singh Sub Staff	

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S.N	COMMITTEE	INCHARGE	MEMBERS
33.	Purchase	Mr. R.D. Gautam PGT Hindi Teacher Member, VMC Ms. Kiran Bala, PRT	Concerned Stock Holders & Office For Minor Purchases: Mr. Lalit Kumar Sub Staff Mr. Surinder Singh Sub Staff
34.	Water & Electricity	Mr. Jai Prakash WET	Ms Raman Narang (Supervision) Mr. Amit Kumar PRT
35.	Coordinating Condemnation Process	Mr. RC Saxena Librarian	Teacher Member, VMC All Stock Holders
36.	Record of Morning Assembly announcements & Vidyalaya Achievements	Mr. R.D. Gautam PGT Hindi	Ms. Madhu Gandhi, TGT-Skt Ms Meenaxi TGT Eng. Ms. Kiran Bala, PRT House Masters
37.	Vidyalaya Patrika	Ms. R.D. Gautam PGT Hindi & PGT English	PGT English Ms. Madhu Gandhi TGT Skt. Ms Inderjeet Kaur, PRT Ms. Kiran Bala, PRT Activity Teacher
38.	PTM	I/C Exam Ms. Himmat Singh TGT Bio	Respective Class Teachers & In-Charge Examination
39.	Grievance Cell	Vice Principal	Ms. R.D. Gautam, PGT-Hindi Ms. Rita Monga, PRT Teacher Member VMC
40.	Library Committee (as per library charter)	Chairman: Mr. Suresh Kumar, Principal Members: I/C Library, Ms. Meenaxi, TGT-English Ms Rita Monga Student Members: Head Boy. Head Girl Teacher Member VMC:	
41.	NCC	Mr. Jai Prakash Prajapat TGT-WE	Mr. Amit Kumar PRT

### KV Faridkot Cantt.-Committees for the Session 2016-17

S.N	COMMITTEE	INCHARGE	MEMBERS
42.	Scout & Guides	I/C Scout : Mr Mansha Ram TGT S.Sci. I/C Guide: Ms InderjeetKaur, PRT (G.Captain)	Scout Masters: Mr Rakesh Kumar TGT-Hindi Mr. Ram Lal TGT Maths Mr.Dharpal PRT  Guide Captians: Ms Meenaxi, TGT-Eng Ms Raman Narang, PRT Ms. NeetuBala TGT Hindi Ms. Sangeeta PRT
43.	RTI Replies	Mr. Suresh Kumar UDC	Ms. Parmjeet Kaur Brar Asstt.