**KENDRIYA VIDYALAYA NO. 2, DMW PATIALA**

**INSTITUTIONAL PLANNING FOR SESSION 2019-20**

 **W.E.F. 1ST APRIL, 2019**

**Overall supervision Primary wing - Mrs. Jagdish Kaur (H.M)**

**1. ADMISSION COMMITTEE**

 **INCHARGE (Secondary):** Ms. Sangeeta Rani PGT (Eco)

 **INCHARGE (Primary) :** Ms. Manjeet Kaur Bal (PRT)

**Primary Members**

1. Mrs. Jagdish Kaur (H.M) (Checking of Documents)

2. Ms. Manjeet Kaur Bal

3. Ms. Neetika

**2. Time Table Committee**

**Incharge: Mr. Om Prakash I/C**

**Secondary Members Primary Members**

1. Ms. Mandeep kaur 1 Kanwaljeet Kaur
2. Ms. Krishna Devi 2. Manjeet Kaur Bal
3. Ms. Neelam Kaur
4. Ms. Harjeet Kaur

 **3. Examination Committee**

**Home: I/C Home: 1. Mrs. Sunita Rani PGT (Comm.)**

**Secondary Members Primary Members**

 1. Mr. Omprakash 1. Ms. H.K Bawa

2. Mr. Ashok Kumar 2. Ms. Neetu

3. Mr. Rakam Chand (S.S.)

4. Mr. Jagraj (S.S.)

5. Ms. Rimpy (TGT Eng)

**Correspondance to CBSE-including (Biodata correction)**

**Sh. Kshitij Gautam PGT (Geog.)**

**4. Guidance and Counseling/AEP Committee**

**Incharge: Mrs. Mandeep Kaur (PGT Bio) AEP Incharge**

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| **Members (A) Guidance &Counselling** |  |
| 1.Ms. Sunita2.Mr. Kshitij Gautam |  |
| 3.Councellor |  |
|  |  |

**5. Discipline Committee**

**Incharge: Mr. Subhash chand I/C**

**Secondary Members Primary Members**

1. Mr. Kshitij Gautam PGT(Geog.) 1. Ms. Manisha
2. Mr. Lalit 2.Mr. Harpinder Singh
3. Mr. Praveen Kumar 3. Ms.H.K Bawa
4. Ms. Sangeeta Rani 4. Ms.Kanwaljit kaur
5. Ms. Mandeep kaur 5. Manjeet Kaur Bal
6. Ms.Harjit Kaur

**6. Co-Ordinators**

**Secondary Members Primary Members**

**Ms. Jasdeep kaur I/C Ms. Jagdish Kaur**

**7.Integrity Club**

**Incharge: Ms. Vandana TGT (Maths)**

**Secondary Members: Mrs. Kanwarjit kaur**

**8. Teaching Aids Committee**

**Incharge: Mr. K. Gautam PGT (Geo.)**

**Secondary Members Primary Members**

1. Ms. Krishna Devi (TGT S.S.T) 1. Ms. Neetu
2. Mr. Naresh Kumar TGT (S.S.T) 2. Ms. Namisha(PRT)
3. Mr. Manoj Kumar, TGT(S.St)

**9. Science and Eco Club**

**Incharge:** Ms. Neelam Kaur

**Secondary Members Primary Members**

1. Ms. Saroj 1. Ms.Manisha
2. Ms. Mandeep Kaur
3. Ms. Rachna Kataria
4. Ms. Sangeeta
5. Ms.Suman

**10. Promotion of ICT/ Web-site UpdationCommittee**

**Incharge: Mrs. Manisha Puri (PGT Comp Sc.)**

**Secondary Members Primary Members**

 1. Ms. Manisha Puri PGT (Comp. Sci) 1. Ms.Seema

 2. Ms. Pardeep Kaur

Concerned Incharges

**11. First Aid/ Medical Checkup Committee**

**Incharge: Ms. Rachna Kataria PGT (Phy)**

**Secondary Members Primary Members**

1. Nurse 1. Ms.Neetu
2. Ms. Krishna Devi TGT(S.S.T.)
3. Ms. Kanwarjit Kaur

**12. Cleanliness Committee**

**Incharge: Ms. Jagdish Kaur (H.M)**

**(Campus, All water points, Washrooms Boys & Girls 1st and ground floor, Garden etc.)**

**Secondary Members Primary Members**

1. Ms. Vandana 1.Ms. Madhu Soni I/C

2. Mr. Naresh 2.Ms. Neetu

3. Mr. Sanjeev 3.Ms. Neetika

4. Ms. Namisha/ PRT

**13. Games/Sports Committee**

**Incharge: Ms. Surinder Kaur TGT PHE**

**Secondary Members Primary Members**

1. (Games Instructor-I) Ms. Harpinder Singh
2. (Games Instructor-I
3. (Yoga Teacher)
4. Ms. Manisha Puri
5. Mr. Dharminder
6. Ms. Manoj Kumar

**14. Scout-Guides & Cubs- Bulbuls Committee**

**Incharge: Scouts & Guide: Ms. Renuka Setia (TGT)**

**Cubs & Bulbul: Ms. Manjeet Kaur Bal (PRT)**

**Secondary Members Primary Members**

1. Ms. Renuka (TGT Hindi) 1. Ms. H K Bawa, PRT
2. Mr. Sharad Kumar (TGT Hindi) 2. Ms. Neetika (PRT)
3. Ms.Veena Sharma (TGT Skt) 3. Ms. Manjeet Kaur Bal
4. Ms.Manisha (PGT Comp) 4. Ms. Pooja Rani **(**PRT)
5. Mr. Sanjiv 5. Ms. Poonam Bidla (PRT)
6. Ms. Rimpy 6. Ms. Madhu Soni(PRT)
7. Ms. Meenu Aggarwal

**15. Science Exhibition & Experiments Morning Assembly**

**Incharge:** Mr. Subhash Chandar

**Secondary Members Primary Members**

1. Ms. Neelam 1. Ms. Manisha Puri
2. Ms. Mandeep Kaur 2. Ms. Neetu
3. Ms. Suman

**16. Science/NTSC/Olympiad/Competitive Exams Committee**

**Incharge: Mr. Parveen Kumar, PGT (Maths)**

**Secondary Members Primary Members**

1. Mr. Subhash Chandra PGT (Chem.) 1. Ms. Manjit Kaur Bal
2. Mr. A.K Chawla TGT (Maths)
3. Ms. Ritu (TGT Maths)
4. Mrs. Neelam Kaur TGT (Sci)
5. Mrs. Harjeet Kaur, TGT(Maths)

**17. Social Science Exhibition Committee**

**Incharge: Mrs. Sangeeta PGT (Eco)**

**Secondary Members Primary Members**

1. Mr. Mukesh Ms. Neelam Sharma

2. Mr. K. Gautam

3. Mr. Naresh Kumar

4. Ms. Krishna Devi

 5. Mr. Paviter (Pol Sci.)

 6. Ms. Dharmendra (PGT Eng)

 7. Mr. Manoj Kumar (TGT SST)

**18.Parliament Committee**

**Incharge:Mr.K.Gautam (PGT Geo)**

**Secondary Members Primary Members**

1. Ms. Sangeeta1. Ms. Neelam Sharma (Music)

2. Ms. Neelam Sharma 2. Ms. Majeet Kaur Bal

3. Mr. Naresh Kumar

4. Ms. Krishna Devi

5. Ms. Shruti

**19. School Magazine/School Diary/ News Letter Committee**

**Incharge: Ms. SangeetaRani**

**Secondary Members Primary Members**

 **School Magazine**

1. Ms. Veena Sharma 1. Ms. Kanwaljit Kaur
2. Mr. Sanjeev Kumar 2. Ms. Manisha
3. Mr. Dharminder 3. Ms. Poonam
4. Mr. Mukesh 4. Ms. Seema
5. Ms. Manisha Puri 5. Ms. Pardeep kaur
6. Mr. Ashok Chawla

**20. Photography Committee**

**Incharge: Mr. Subrata Nath, TGT WE**

**Secondary Members Primary Members**

1**.** Mr. Naresh Kumar 1. Ms. Poonam Bidla

2. Mr. Sanjeev 2. Ms. Pardeep Kaur

3. Mr. S. Nath

**21. Canteen Committee**

**To check the cleanliness and to display standard rate list**

**Incharge: Mr. Ram Kumar PGT (Eng.)**

**Secondary Members Primary Members**

1. Mr. Lalit 1. Mrs. Jagdish Kaur (H.M)

 2. Ms. Kanwaljit Kaur(PRT)

**22. Adventure Club/Transport and Excursion**

**Incharge: Mr. Lalit Gahlot PGT (Phy.)**

**Secondary Members Primary Members**

1. Mr. Kshitij Gautam 1. Mrs. Jagdish Kaur (H.M)
2. Mr. Amarjit Singh (ASO) 2. Mr. Harpinder Sing
3. Ms. Kanwarjit K 3. PRT- 3
4. Mr. Manoj Kumar

**23. Income Tax Calculation Committee**

 **Incharge: Mr. Parveen Kumar PGT (Maths)**

**Members:** Ms. Sunita Rani PGT (Comm.)

Mr. A.K Chawla

**24. Beautification/ Decoration Committee**

**Incharge: Ms. Neelam Kaur(TGT Bio)**

**Secondary Members Primary Members**

1. Mr. Sanjeev Kumar 1. Ms. Poonam Bidla
2. Ms. Rimpy 2. PRT-1
3. Ms. TGT Science 3. PRT-3
4. Ms. Kusum lata

**25. Gardening and Lawn Maintenance Committee**

**Incharge: Ms. Sangita Rani I/C**

**Secondary Members Primary Members**

1. Ms. Saroj Morya 1. Ms. Manjeet Kaur Bal
2. Ms. Sunita Sharma 2. Ms. Neetu

**26. Subject Committee Conveners**

**Secondary Members Primary Members**

1. Mr. Ram Kumar PGT (Eng.) 1. Ms. JagdishKaur (H.M)
2. Mr. Mukesh PGT (Hindi) 2. Ms. Seema (Hindi)
3. Mr. Parveen Kumar PGT (Maths) 3. Ms. Neetu (EVS)
4. Mr. Subhash PGT(Chem) 4. Mrs.Pooja Rani (Eng)
5. Ms. Sangeeta PGT (Eco.) 5. Ms. Rakhi (Maths)
6. Ms. Manisha Puri PGT (Comp Sci) .

**27. Library Committee**

**Incharge: Ms. Shruti (Lib.)**

**Secondary Members Primary Members**

1. Ms. Veena Sharma 1. Ms. Seema Rani
2. Mr. Naresh Kumar
3. Ms. Rachna
4. Mr. S.Nath
5. Mr. Mukesh Kumar
6. Mr. Parveen Kumar
7. Mr. Ram Kumar
8. Mr. Sanjeev Kumar

**28. Staff Room Committee**

**Incharge: Ms. KusumLata TGT (Hindi.)**

**Secondary Members Primary Members**

1. Ms.Sunita Sharma 1. Ms. H.K Bawa

1. Mrs. Surjit kaur 2. Mrs. Madhu Soni
2. Mrs. Kusum Lata

**29. Fee Committee (Challan etc)**

**Incharge: Mrs. Manisha Puri PGT (Comp. Sci.)**

1. Mr.Jagdeep Singh (UDC OFFICE)

2.Ms. JagdishKaur (HM)

3.Ms.ManjeetKaurBal (PRT)

4.Mr. Arshpreet Singh

5.Ms. Pardeep Kaur

All Class Teachers

**30.CS-54 Committee**

**To supervise the collection of fees,fineetc and tally the collection of fees without account register**

**Secondary Incharge Primary Incharge**

1. Mr. A.K. Chawla (TGT Maths) 1.Mr. Harpinder Singh

2. Mrs. Vandana Ahuja

**31. PA System**

**Incharge: Mr. Subarta Nath TGT (WE)**

**Secondary Members Primary Members**

1. Mrs. Neelam Sharma (Music) 1. Mr. Rakam Chand (SS)

 2. Mr. Dharminder Singh (S.S)

**32. Hindi Raj Bhasha Committee**

 **Incharge1: Mr.Mukesh Kumar PGT (Hindi)**

 **Incharge2: Mrs. JagdishKaur (HM)**

**Secondary Members Primary Members**

1. Mrs. Saroj Morya1. Ms. MadhuSoni

2. Mr. Mukesh Kumar

3. Ms. Renuka Setia

4. Mr. Jatinder

5. Ms. Veena Sharma

6. Ms.Manisha Puri

7. Mr. Subrotu Nath

**33. Maintenance and Repair (Civil/Electrical) Committee**

**Incharge: Mr. Subrata Nath TGT (WE)**

**Secondary Members Primary Members**

1. Mr. Subhash 1. Mr. Harpinder Singh
2. Mr. Naresh 2. PRT-1

**35. Refreshment Committee**

**Incharge: Mrs. Sangeeta PGT(Eco.)**

**Secondary Members Primary Members**

1. Ms. Saroj Verma 1. Ms. Manisha
2. Mr. Parveen
3. Ms.Sangeeta
4. Ms. Neelam Sharma
5. Ms. Rachna Katariya

**36. Committee for recording minutes of meetings/names in registers**

**Incharge:-** Mr. Mukesh Kumar

**Secondary Members Primary Members**

1. Ms. Jitender Kaur 1.Ms. Neetu

2. Mr. Dharmendra 2. Ms. Pooja

3. Ms. Sunita Sharma

**37. TENT, WATER, SEATING ARRANGEMENT Committee**

**Incharge: Mr. Ram Kumar**

**Secondary Members Primary Members**

1. Mr. Parveen 1. PRT-2

2. Mr. Manoj Sharma TGT(SST)

**38. Alumni Association Committee**

**Incharge: Mrs. Sangeeta ( PGT Comm.)**

**Members:**

1. Ms. Saroj
2. Mr. Ram Kumar
3. Mr. Kshitij Gautam

**39. P.T.M**

**Incharge: Ms.Sunita Rani (PGT COMM)**

**Secondary Members: Primary Members :**

1. Mr. A P Singh PGT(Maths) 1. Mrs. Jagdish Kaur (HM)
2. Ms. Rimpy (TGT English) 2. Mrs. Pooja Rani, PRT
3. All Class Teachers

**40. E-Magzine/ e-News Letter**

**Incharge: Ms. Dharmendra**

**Secondary Members: Primary Members**

Ms.Sunita Sharma TGT Ms. Seema

All Language Teachers

**41. Furniture**

**Incharge :Mr.Sharad Kumar (TGT Hindi)**

**Members**

1. Mr. Sanjeev
2. Mr. Amarjit Singh (A.S.O)
3. Mr. Harpinder
4. Mr. Naresh
5. PRT-1

**42. CMP/TLM, Resource Room (Primary) Maintenance Committee**

**Incharge: Ms. Jagdish Kaur I/C**

**Members:**

1. Ms. Manisha
2. Ms. Rakhi Tomar
3. Ms. Anjali

**43. Value Education (Primary)**

**Incharge: Mrs. Mandeep kaur PGT (Bio)**

**Secondary Members: Primary Members**

**1.** Ms. Neelam Kaur (TGT Sc.) 1. Mrs. Jagdish Kaur (HM)

2. Ms. Vandana 2. All Primary Teachers

3. Ms. Harjeet Kaur

4. All Class Teachers

**44. Student Registration/ Worksheets/Uploading the Regional Website**

**Members:**

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| **Secondary** | **Primary** |
| 1.Ms.Manisha Puri | 1. Manjeet Kaur Bal |
| 2. (Comp Inst Sec) | 2. (Comp. Inst. Primary) |

**44. Junior Science Lab/Science Lab**

**1. Ms. Neelam Kaur (TGT Sc.)**

**2. Ms. Suman (TGT SCI.)**

**45. Film Show (Record Maintenance)**

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| **Secondary** | **Primary** |

 1.S. Nath Ms. MadhuSoni

2.Sanjeev Kumar

**46 Cultural Incharge (Primary)**

**Members:**

1. Ms. Neelam Sharma

2. Ms. Seema (PRT)

**47. Resource Room (Primary)**

**Incharge: Mr. Manisha (PRT)**

**Members:**

1. Ms**.** Anjali
2. Ms. Poonam Bidla
3. Ms. Manisha

**49. Spic Macay**

**Members:**

1. Ms. Neelam Sharma

2. Mr. S. Nath

**50.Flag Hosting Committee**

**Members:**

1. Mr. Lalit

2. Ms. Manisha Puri

3. Mr. Dharminder

4. Mr. Subhash Chand

**51.Shala Darpan Committee**

**Members :**

1. Ms. Manisha Puri (PGT Comp Sci)

2. Mr. S.Nath

3. Mr.Ashok Chawla

4. Ms. Seema (PRT)

**52.CCA Committee**

**Chief Coordinator-Ms.Sangeta Rani(PGT Eco)**

**Secondary Members Primary Members**

1. Ms. Saroj 1. Manisha (PRT)

2. Ms. Sunita Sharma 2. Ms. Poonam.

3. Ms. Surjeet Kaur

**53.House Masters**

**Secondary Primary**

**1. SHIVAJI-** Mr. Lalit Gahlot(PGT Phy) 1**.** Ms. Madhu Soni

**2. TAGORE-** Ms. Manisha puri (PGT C.S) 2.Mrs. H K Bawa

**3. ASHOKA-** Mr. Dharmender 3.Mrs. Seema

**4. RAMAN-** Mr. Subhash Chandra PGT (Chem.) 4. Mr. Harpinder S

**54.Greviance and Readdresses Committee**

 **Members :**

1. Mr. Parveen
2. Ms.Sangeeta Rani PGT

**Sh. Shashi Kant**

 **PRINCIPAL**