

केन्द्रीय विद्यालय
 न्यू कान्ठ कपुरथला - 144601 पंजाब
 दूरभाष 01822-279018, 279245
 वेबसाइट : kapurthalacantt.kvs.ac.in
 CBSE Affiliation No. : 1600032
 CBSE School Code: 24551



KENDRIYA VIDYALAYA
 New Cantt. Kapurthala - 144601 (Ph)
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 Email : kvkapurthala@gmail.com
 kvkapurthala@rediffmail.com

Ref. F. No. 79/KVK-2020-21/

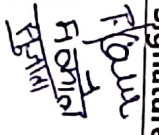




Dated: 05.03.2021










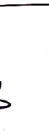
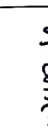







Office - Order

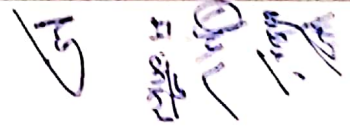
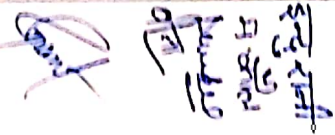
For the smooth functioning of the Vidyalaya, following staff members are directed to perform the duties and responsibilities assigned to them for the session 2021-22 as mentioned below. The present Department holders are directed to hand over the charges to the newly appointed department I/Cs after due physical verification of the stock followed by the countersignature of the undersigned.


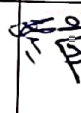





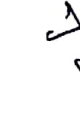






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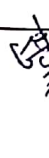
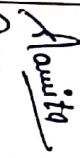

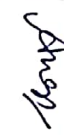

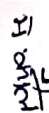



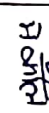


LIST OF COMMITTEE MEMBERS (समिति सदस्यों की सूची)

क्र. सं./ Sr. No.	विभाग/ DEPARTMENT	समिति सदस्य/ COMMITTEE MEMBERS	हस्ताक्षर/ Signature	कर्तव्य निर्वाहन का प्रकार/ NATURE OF DUTIES
1.	ADMISSION (दखिलगी)	1. Ms Talwinder Kaur PGT ECO I/C 2. Mrs Manjit Kaul H.M 3. Mrs. Sujata, TGT Hindi 4. Mrs. Gurmeet Kaur, PRT		To carry out Fresh Admission, TC Admission, Verification of document, issuing TC and to maintain Admission Register.
2.	EXAMINATION (परीक्षा विभाग)	बोध माध्यमिक एवं माध्यमिक / SECONDARY & SENIOR SECONDARY प्राथमिक खंड / PRIMARY WING		1. Smooth conduct of internal exams. 2. To follow all the directions & guidelines related to internal exams.
3.	CBSE	1. Mrs. Meena Saini I/C 2. Mrs Anita Negi 3. Mrs. Deepa Kandari 4. Mr. Dharam Singh, Sub Staff	   	All CBSE related work in co-ordination with Department Heads and Class Teachers.





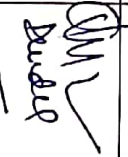
Sr. No.	विभाग/ DEPARTMENT		समिति सदस्य/ COMMITTEE MEMBERS	हस्ताक्षर/ Signature	कर्मचारी नियम का प्रकार/ NATURE OF DUTIES
	SECONDARY	PRIMARY			
4.	TIME TABLE (समय सारिणी)		1. Mr. Dushyant kumar PGT Math I/C 2. Mr. K.P. Singh 3. Mr Kapil Dev		1. To make time table as per KVS norms & need of the Vidyalaya 2. To make necessary arrangements for staff on leave/ duty.
5.	CCA (सह-शिक्षा क्रियाकलाप)		1. Mr. Surender Singh I/C 2. P.G.T. Hindi 3. Ms. Manisha Kahol 4. Mrs. Veena Sharma -PRT I/C 5. Ms. Avinash Vani 6. Mrs. Sangeeta Garg	     	To coordinate & conduct all activities as per CCA Calendar along with any other activities assigned by KVS from time to time.
6.	M & R (अनुरक्षण और मरम्मत कार्य)		1. Mrs. Anita Negi I/C 2. Mr. Ashok Kumar 3. Mrs Deepa Kandari Lib. 4. Mr Balwan Singh TGT SST 5. Mr. Kapil Dev WET 6. Mrs. Manjitt Kaul H.M. 7. Mrs. Gurmeet Kaur PRT	      	To ensure proper maintenance of building. To look into the routine repair work like broken window panes, cementing, water points, water tanks, overall upkeep and cleanliness of the building.
7.	FURNITURE COMMITTEE (फर्नीचर समिति)		1. Mrs. Shashi Varshney I/C 2. Ms. Bhawana Chauhan 3. Ms. Sarita I/C 4. Mrs. Mukesh Devi, PRT	   	1. To ensure proper issue & arrangements of furniture to all the classes as per requirement. 2. Repair and maintenance of Class Furniture, Office Furniture and Department Furniture. Note: Committee must ensure location of each article issued must be specified in records register.

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8.	DISCIPLINE/ ANTI BULLYING COMMITTEE (अनुशासन समिति)	1. Mrs. Abha Verma I/C (Girls) 2. Mr. Parkash chand I/C (Boys) 3. Mrs. Harpinder Kaur TGT Eng 4. Mrs Shashi Varshney I/C 5. Mr. Balwan Singh 6. Mrs. Manjit Kaul- H.M I/C 7. Mrs. Kamaljit Walia -PPT 8. Mrs. Mukesh PRT 9. All Coaches		1. To maintain overall discipline in the school. 2. The Committee will cover the student regarding their uniform, hair-cut, shoes & other discipline issues. 2. The defaulter must be dealt as per KVS discipline code of conduct for students.
9.	SUBJECT COMMITTEE ACADEMIC ADVISOR COMMITTEE (अकादमिक परामर्श समिति)	Over all Co-ordinator Academics (Secondary Wing) Mr Suneel Kumar V.P Ms Manjit Kaul H.M(Primary Wing) 1. Mrs. Shashi Varshney (Sc. & Comp. Sc.) I/C 2. Mr. Dushyant Kumar (Maths) I/C 3. Mr. Prakash Chand (English) I/C 4. Mrs. Abha Verma (Social science) I/C 5. Ms. Indu (Hindi & Sanskrit) I/C 6. Ms. Manjit Kaul, H.M. 7. Mr. Devender, PRT (EVS) I/C 8. Mrs. Veena Sharma, PRT (Hindi) I/C 9. Mrs. Gurmeet Kaur, PRT (English) I/C 10. Ms. Jyoti, PRT (Maths) I/C		The Coordinators works in close coordination with academic committee I/Cs and must ensure the implementation of Back to basics concept, activities-based learning, enrichment of competencies and to achieved desired learning outcomes. 1. The Committee I/Cs ensure that subject committee meeting must take place every month. 2. The points which are discussed in the meeting should be circulated to each member of committee. 3. Follow up action of previous month meeting must be discussed in the subsequent meetings. 4. Ensure compliance of the meeting points.

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10.	FEES VERIFICATION from the attendance register every month (शुल्क सत्यापन)	1. Mr. Dushyant Kumar, I/C 2. Ms. Seema Rani 3. Ms. Avinash Vani I/C 4. Ms. Juhi Pant		1. To verify the fee of each class at the end of month and tallying it with bank details. 2. To maintain CS-11 and CS-54 and to tally it with bank statements.
11.	RAJ BHASHA (राजभाषा)	1. Mr. Surender TGT Hindi I/C 2. Mrs Sujata TGT Hindi 3. Mr. Deepak, J.S.A. 3. Mrs. Veena Sharma PRT 4. Mrs. Sarita Sharma PRT		1. To send quarterly Raj Bhasha report to KVS RO Chandigarh. 2. To conduct Hindi Pakhwada and other Raj Bhasha related Programs.
12.	Cleanliness of Vidyalaya building / Classrooms/ Toilets/ / Grounds / Campus COMMITTEE (स्वच्छता जाँच समिति/ प्राथमिक विकिस)	1. Mr. Parkash chand PGT Eng. I/C 2. Ms. Talwinder Kaur 3. Mrs. Shashi Varshney 4. Mr. Surinder singh 5. Mr. Kapil Dev 6. Mr. Balwan Singh 7. Sh. K.P. Singh 8. Mrs. Birmla Devi 9. Mr. Anil Kumar 10. Mrs. Sangeeta Garg	        	1. To ensure proper hygiene conditions in the class room, campus in general and toilets in particular. 2. Grass cutting inside the campus. 3. Smoothinging of grounds. 4. Maintenance of notice boards of the Vidyalaya.
13.	Teaching Aids (शिक्षण साधन)	1. Ms Talwinder Kaur- Eco. 2. Mrs. Pushpa Devi TGT -SST I/C		To ensure the optimum utilization of use of teaching aids by all subject teachers.
14.	PHOTOGRAPHY (छायाचित्रण)	1. Sh. K.P. Singh TGT A&E I/C 2. Computer Instructors (Pri & Sec)		1. To ensure photography of all CCA and other activities held in the Vidyalaya. 2. To maintain proper records of the photographs.






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15.	LIBRARY (पुस्तकालय)	1. Mrs. Deepa kandari - Lib I/C 2. Mrs Harpinder Kaur TGT Eng 3. Ms Talwinder Kaur PGT Eco 4. Mrs. Sujata TGT Hindi 5. Mrs. Kamaljit Wallia- PRT I/C 6. Ms. Sarita PRT 7. Ms., Avinash Vani, PRT 8. All Subject Committee Heads	    	1. To ensure conduct of library committee meeting as per KVS Norms. 2. To constitute reader club in the Vidyalaya 3. To motivate students for reading maximum number of quality books and prepare book reviews. These book reviews should be read in morning assembly. 4. The good reader student must be recognized in the morning assembly. 5. To motivate teachers for optimum utilization of library for their professional growth.
16.	WATER TANK / Water coolers CLEANLINESS COMMITTEE (पेयजल शुद्धता जांच हेतु समिति)	1. Mrs. Sujata I/C 2. Sh. Deepa kandari Lib 3. Mrs. Pushpa Devi TGT SST	  	To ensure the cleanliness of tanks on regular intervals.
17.	STAFF ROOM MAINTAINENCE COMMITTEE (स्टाफ-कक्ष अयुरक्षण समिति)	1. Mrs. Anita Negi 2. Mrs Veena Sharma PRT 3. Mr. Kapil Dev TGT -WET I/C 4. Mr . K.P. Singh TGT A&E 5. Mr. Balwan Singh 6. Mrs Manjeet Kaul -H.M 7. Mrs. Sarita Sharma -PRT	     	1. The committee must ensure the cleanliness of campus and gardens. 2. Ensure aesthetic look of the Vidyalaya with plantation of decorative plants and flowers at appropriate places.
18.	GARDENING AND BEAUTIFICATION (वागवानी और सौंदर्यीकरण)			



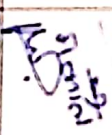


















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19.	MATHEMATICAL GARDEN (गणितीय-उद्यान)	1. Mr. Dushyant Kumar PGT Math I/C 2. Ms. Rajni Chopra, TGT (Maths) 3. Mr. Manoj Kumar, TGT (Maths) 4. Ms. Nishtha Pahal		To develop mathematical garden in the Vidyalaya.
20.	Computer and website update committee (संगणक एवं विद्यालय वेबसाइट अद्यतन समिति)	1. Mr. Ashok Mittal, PGT (CS) I/C 2. Computer Instructor -1 3. Computer Instructor -2		To update Vidyalaya's website on daily basis.
21.	SCOUT AND GUIDE (स्काउट और गाइड)	Cub and Bulbul 1. Mrs. Kamaljit Walia PRT- I/C 2. Mrs Gurmeet Kaur – PRT 3. Mrs. Veena Sharma - PRT Scout and Guide 1. Mrs Rajni Chopra TGT Math- I/C 2. Mrs. Manisha Kahol TGT –Eng 3. Mr. Surinder singh TGT Hindi 4. Mr. Ganash Kumar, TGT Hindi	 	1. To ensure the participation of maximum number of students in scout and guide activities. 2. To organize activities as per schedule.
22.	NCC (राष्ट्रीय कैडेट कोर)	1. Sh. Balwan Singh - I/C 2. Mr. Devender- PRT		To ensure implementation of NCC as per Norms.

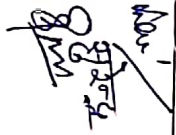


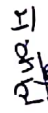


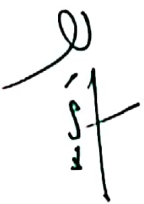
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23.	SCHOOL EXCURSION AND ADVENTURE COMMITTEE (विद्यालय पर्यटन और साहसिक कार्य समिति)	1. Sh. Parkash Chand PGT - English I/C 2. Mrs. Shashi Varshney- PGT Phy 3. Ms. Bhawana Chauhan 4. Mrs. Pushpa Devi 5. Mrs. Mukesh Devi PRT 6. Mr. Anil Kumar - PRT		To organize activities as per KVS guidelines.
24.	FIRE SAFETY (अग्नि सुरक्षा)	1. Mrs. Meena Saini PGT Chm - I/C 2. Sh. Kapil Dev TGT -WET 3. Sh. K.P. Singh		Ensure refilling and installation of fire extinguisher at appropriate places in the Vidyalaya.
25.	SCHOOL CANTEEN SUPERVISION COMMITTEE (विद्यालय कैटीन निरीक्षण समिति)	1. Mrs. Shashi Varshney I/C 2. Ms. Bhawana 3. Mrs. Deepa kandari- Lib 4. Mrs. Manjit Kaul 5. Mr. Balwan Singh		To ensure cleanliness in canteen and to supervise the quality of food and health hygiene condition of the items present in the canteen.
26.	PURCHASE COMMITTEE (विद्यालय स्थानीय क्रय समिति)	1. Mr. Suneel Kumar V.P I/C 2. Mr. Ashok kumar - I/C 3. Mrs. Anita Negi PGT Com 4. Mrs. Meena Saini PGT Chem 5. Mrs. Manjit Kaul- H.M. 6. Mr. Surender Singh 7. Mrs. Gurmeet Kaur		Purchase of articles & goods for stores as per requirement.
27.	SPORTS COMMITTEE (खेल-कूद समिति)	1. Mr. Balwan Singh I/C 2. All Coaches 3. Mrs. Kamaljit Walla- PRT I/C 4. Mrs. Sarita Sharma -PRT		To ensure conduct of sports and games as per KVS calendar and norms.

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28.	RTE RECORD MAINTAINANCE COMMITTEE (आर टी ई रिकॉर्ड समिति)	1. Ms Indu Rani I/C (Secondary) 2. Mrs. Harpinder Kaur 3. Mr Kapil Dev WET 4. Mrs. Manjit Kaul -PRT I/C 5. Mrs. Mukesh Devi- PRT	 H Rani	To collect the bills and vouchers from parents, verify them and to submit in office for payment.
29.	CONDEMNATION COMMITTEE	1. Mr. Ashok Mittal, PGT C.S I/C 2. Mrs. Anita Negi 3. All Dept. I/C	 Ashok	To recommend and execute the condemnation of stores as per KVS norms.
30.	SHALA DARPAN COMMITTEE and Fee Verification on the UBI Portal (शालादर्पण समिति) UDISE, E-Punjab	1. Mr. Ashok Kumar, PGT C.S I/C 2. Mrs. Deepa kandari, Librarian 3. Ms Avinash Vani PRT 4. Ms. Sarita, PRT 5. Computer instructors	 Ashok	To carry out work related to shala darpan.
31.	Beautification/ BALA implementation committee (भवन सौंदर्यकरण एवं बाला कार्यान्वयन समिति)	1. Mr. K.P. Singh 2. Mr Kapil Dev 3. Ms. Avinash Vani 4. Ms. Taranum Shareef 5. Mrs. Deepa Kandari	 K.P. Singh	To carry out the beautification of the Vidyalaya campus and to implement the BALA concept in the Vidyalaya building.
32.	Committee related to complaints/grievances against sexual harassment. (यौन उत्पीड़न से संबंधित शिकायत हेतु समिति)	1. Mrs. Abha Verma I/C 2. Mrs. Harpinder Kaur TGT - English 3. Mr. Parkash chand 4. Mrs. Manjit Kaul H.M. 5. Mrs. Gurmeet Kaur PRT 6. Mrs. Veena Sharma	 Abha Verma	To enquire the reported cases and recommendation there upon.

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33.	PTA related Committee (अभिभावक अथवाक संघ संवर्ग समिति)	1. Sh. Prakash Chand - PGT - Eng. I/C 2. Mrs. Harpinder Kaur TGT- Eng 3. Mrs. Veena Sharma- PRT 4. Mrs. Sarita Sharma- PRT 5. Co-opted Member- Mrs Manjit Kaul		1. To call PTA meeting and to ensure the implementation of suggestions and recommendations of PTA. 2. To keep inform the executive body of the PTA about the policy and program of Vidyalaya. 3. To establish rapport with the society with the help of PTA.
34.	Vidyalaya Office (विद्यालय कार्यालय समिति)	1. Mrs. Anita Negi PGT- Comm 2. Time table I/Cs of Secondary 3. Time table I/Cs of Primary 4. Sh. Dharm Singh- Sub- Staff 5. Sh. Jagjeet Singh- Sub Staff		To help Vidyalaya office staff to maintain Staff - Salary, Contractual - Salary, Income Tax, leave- Record, Cash Book Maintenance, ledger maintenance, Inward and Dispatch and other office related works if required.
35.	Grievance redressal Committee (परिचयन निवारण समिति)	1. Mrs. Abha Verma PGT History 2. Mr Ashok Kumar PGT Comp. 3. Mrs. Shashi Varshney I/C 4. Mrs Meena Saini PGT Chem. 5. Mrs. Harpinder Kaur TGT - English 6. Mrs. Manjit Kaul H.M. 7. Mrs. Mukesh PRT		To look into the reported cases and to provide the recommendations/suggestions.
36.	Social Science Exhibition (सामाजिक विज्ञान प्रदर्शनी)	1. Mrs. Pushpa TGT- SST I/C 2. Ms Talwinder Kaur PGT Eco 3. Mrs. Abha Verma 4. PGT GEO 5. Sh. Balwan Singh 6. TGT SST -3		To organize the social science exhibition at Vidyalaya level and to prepare and send the students for Regional level and National level events.

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37.	Science Exhibition (विज्ञान प्रदर्शनी)	1. Ms. Shashi Varshney PGT Phy I/C 2. Mrs. Meena saini PGT Chem 3. Mrs Seema Rani TGT Bio 4. TGT BIO 5. Mr. Devender 6. Ms. Juhi Pant 7. Ms. Avinash Vani 8. Ms. Tarannum Shareef	     	To organize science exhibition at Vidyalaya level and to prepare and send the students for Regional level and National Level.
38.	NCSC (राष्ट्रीय बाल विज्ञान कार्यस)	1. Ms. Shashi Varshney PGT Phy I/C 2. Mrs Meena Saini PGT Chem 3. All TGT Science	  	To prepare the students for NCSC and to ensure their participation at regional and national level.
39.	Olympiads (विषय संबंधी ओलिम्पियाड)	All Department heads		To prepare the students for Olympiads and ensure registration.
40.	Safety and Security as per SOP Committee (सुरक्षा एवं संरक्षा संबंधी यथावित्तमानक कार्यवाही हेतु समिति)	1. Mr. Parkash Chand I/C 2. Mr. Kapil Dev 3. Ms. Talwinder Kaur	  	1. To conduct mock drill of the students as per SOP 2. To ensure safety and security of students as per SOP of CBSE.
41.	Physics Lab (भौतिक विज्ञान प्रयोगशाला)	Mrs. Shashi Varshney		
42.	Chemistry Lab (रसायन विज्ञान प्रयोगशाला)	Mrs. Meena Saini		
43.	Bio Lab (जीव विज्ञान प्रयोगशाला)	Mrs. Shashi Varshney		To keep the labs updated for various practical activities and to maintain the proper records related to labs.
44.	Junior Science Lab (कनिष्ठ विज्ञान प्रयोगशाला)	Mrs. Seema Rani		

क्र. सं./ Sr. No.	विभाग/ DEPARTMENT	समिति सदस्य/ COMMITTEE MEMBERS	हस्ताक्षर/ Signature	कार्य निर्वहन का प्रकार/ NATURE OF DUTIES
45.	Staff Quarters maintenance Committee	<ol style="list-style-type: none"> 1. Ms. Shashi Varshney I/C 2. Mr. Surender Singh 3. Ms. Sangeeta Garg 4. Mr. Kapil Dev 		To check the general maintenance of staff quarters & to address water, electrical & other related issues.
46	CCT/PISA	<ol style="list-style-type: none"> 1. Ms. Nishtha Pahal 2. All PISA Mentors 3. Computer instructors 		All PISA/CCT related work in co-ordination with PISA Mentors and Class Teachers.
47	National Scholarship Portal & Other Scholarship programs	<ol style="list-style-type: none"> 1. Ms. Harpinder Kaur I/C 2. Ms. Manjit Kaul 3. Ms. Rajani Chopra 4. Ms. Kamaljit Walia 	 	To ensure participation of eligible Students & their registration in National Scholarship Portal/ other various Scholarship programs.



HOUSE DISTRIBUTION

SECONDARY SECTION - SESSION 2021-22

SHIVAJI HOUSE

TAGORE HOUSE







1. Mr. Prakash Chand PGT(English)	House master	1. Ms. Shashi Varshney PGT(Phy.)	House Mistress
2. Mr. Ashok Kumar PGT (CS)	Ast. House Master	2. Ms. Meena Saini PGT (Chem.)	Ast. House Mistress
3. Ms. Manish Kahol TGT (English)	House Tutor	3. PGT (Hindi)	House Tutor
4. Ms. Nishtha Pahal TGT (Maths)	House Tutor	4. PGT (Bio.)	House Tutor
5 TGT (Sci.) 2	House Tutor	4. Mr. Kapil Dev TGT (WET)	House Tutor
6. Ms. Indu Rani TGT (Sk.)	House Tutor	6. Ms. Sujata TGT (Hindi)	House Tutor
7. TGT PH&E/Yoga Teacher	House Tutor	7. Ms. Deepa Kandari (Lib.)	House Tutor

ASHOKA HOUSE





RAMAN HOUSE

1. Mr. Dushyant Tyagi PGT(Maths)	House master	1. Ms. Abha Verma PGT (History)	House Mistress
2. Ms. Talwinder Kaur PGT(Eco.)	Ast. House Mistress	2. Ms. Anita Negi PGT (Comm.)	Ast. House Mistress
3. Mr. Manoj TGT (Maths)	House Tutor	3. PGT (Geo.)	House Tutor
4. Ms. Pushpa TGT (Soc. Sc.)	House Tutor	4. Ms. Rajni Chopra TGT (Maths)	House Tutor
5. Ms. Bhavana Chauhan TGT (Eng.)	House Tutor	5. Ms. Seema Rani TGT (Sci.)	House Tutor
6. TGT (Punjabi)	House Tutor	6. Mr. Balwan Singh TGT (Soc. Sc.)	House Tutor
7. (Coach)	House Tutor	7. PGT (Pol.Sc.)	House Tutor

CLUBS

Sl. No.	CLUBS	CLUB MEMBERS	SIGNATURE	NATURE OF DUTIES
1.	INTEGRITY CLUB (सत्यमेव जयते)	1. Mrs. Harpinder Kaur TGT- Eng. DC 2. Mrs. Pushpa Devi 3. Mrs. Mukesh DC 4. Mrs. Sarita		To inculcate moral values into the minds of young children so that they grow up to become socially and morally responsible citizen of the country.
2.	BACK TO BASIC CLUB & CTT; PISA	1. Mr. Manoj Kumar, (I/C) 2. Ms. Nishitha Pahal 3. Ms. Manjit Kaul, I.T.M. 4. Mrs. Gurmeet Kaur, PRT 5. Mrs. Sangeeta Garg		1. To ensure the implementation of program at vidyalaya level. 2. Guide the newly joined teachers and contractual teachers about the concept.
3.	HEALTH AND WELLNESS CLUB (स्वास्थ्य क्लब)	1. Ms. Seema Rani, TGT Sci. 2. Mr. Doctor 3. Ms. Nurse		To aware the students about health hygiene.
4.	ALUMNI CLUB (पुर्व छात्र क्लब)	1. Sh. Ashok Kumar PGT -CS 2. Sh. Parkash Chand PGT- Eng 3. Mrs. Harpinder - TGT Eng 4. Ms Manjit Kaul HM 5. Mrs. Veena Sharma- PRT		1. To keep the record of Alumni of the vidyalaya. 2. To conduct Alumni Meet in the month of December 3. To disseminate information to RO pertaining to program of Alumni in the vidyalaya.
5.	ECCO CLUB (पुर्व छात्र क्लब)	1. Ms. Talwinder Kaur 2. Mrs. Meena Saini 3. Mrs Seema rani 4. Mr. Kapil Dev, W.E.T		1. To provide an outlet for students creativity and enables them to channelize their imagination in practical work. 2. To ensure active participation and maximum numbers of students in Eco Club activities.
6.	A.E.P (ADOLSCENT EDUCATION PROGRAM) (सिखितकालीन शिक्षण कार्यक्रम)	1. Mrs. Seema Rani I/C 2. Mrs. Pushpa Devi 3. TGT- Science 4. Doctor 5. Nurse		1. To ensure the implementation of AEP in the Vidyalaya 2. To prepare quarterly report for submission to KVS.



क्र.सं./ Sr. No.	विभाग/ DEPARTMENT	समिति सदस्य/ COMMITTEE MEMBERS	हस्ताक्षर/ Signature	कार्य निर्वाहन का प्रकार/ NATURE OF DUTIES
19.	MATHEMATICAL GARDEN (गणितीय-उद्यान)	<ol style="list-style-type: none"> 1. Mr. Dushyant Kumar PGT Math I/C 2. Ms. Rajni Chopra, TGT (Maths) 3. Mr. Manoj Kumar, TGT (Maths) 4. Ms. Nishtha Pahal 		To develop mathematical garden in the Vidyalaya.
20.	Computer and website update committee (संज्ञक एवं विद्यालय वेबसाइट अद्यतन समिति)	<ol style="list-style-type: none"> 1. Mr. Ashok Mittal, PGT (CS) I/C 2. Computer Instructor -1 3. Computer Instructor -2 		To update Vidyalaya's website on daily basis.
21.	SCOUT AND GUIDE (स्काउट और गाइड)	<p>Cub and Bulbul</p> <ol style="list-style-type: none"> 1. Mrs. Kamaljit Walla PRT- I/C 2. Mrs Gurmeet Kaur – PRT 3. Mrs. Veena Sharma - PRT <p>Scout and Guide</p> <ol style="list-style-type: none"> 1. Mrs Rajni Chopra TGT Math- I/C 2. Mrs. Manisha Kahol TGT –Eng 3. Mr. Surinder singh TGT Hindi 4. Mr. Ganash Kumar, TGT Hindi 		<ol style="list-style-type: none"> 1. To ensure the participation of maximum number of students in scout and guide activities. 2. To organize activities as per schedule.
22.	NCC (राष्ट्रीय कैडेट कोर)	<ol style="list-style-type: none"> 1. Sh. Balwan Singh - I/C 2. Mr. Devender- PRT 		To ensure implementation of NCC as per Norms.



केन्द्रीय विद्यालय
 न्यू छावनी कपुरथला - 144601 पंजाब
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 वेबसाइट : kapurthalacantt.kvs.ac.in
 CBSE Affiliation No. : 16000032
 CBSE School Code: 24551



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 Email : kvkapurthala@gmail.com
 kvkapurthala@rediffmail.com

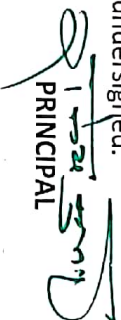
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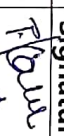
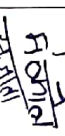
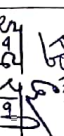






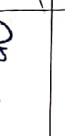


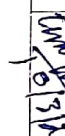
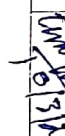
Dated: 05.03.2021

Office - Order

For the smooth functioning of the Vidyalaya, following staff members are directed to perform the duties and responsibilities assigned to them for the session 2021-22 as mentioned below. The present Department holders are directed to hand over the charges to the newly appointed department I/Cs after due physical verification of the stock followed by the countersignature of the undersigned.

LIST OF COMMITTEE MEMBERS (समिति सदस्यों की सूची)


 PRINCIPAL

क्र. सं./ Sr. No.	विभाग/ DEPARTMENT	समिति सदस्य/ COMMITTEE MEMBERS	हस्ताक्षर/ Signature	कर्तव्य निर्वहन का प्रकार/ NATURE OF DUTIES
1.	ADMISSION (दाखिला)	1. Ms Talwinder Kaur PGT ECO I/C 2. Mrs Manjit Kaul H.M 3. Mrs. Sujata, TGT Hindi 4. Mrs. Gurmeet Kaur, PRT S.M. SINDHU RANI	    	To carry out Fresh Admission, TC Admission, Verification of document, issuing TC and to maintain Admission Register.
2.	EXAMINATION (परीक्षा विभाग)	वरिष्ठ माध्यमिक एवं माध्यमिक / SENIOR SECONDARY 1. Ms. Juhi Pant, PRT I/C 2. Ms. Tarannum Shareef, PRT 3. Ms. Sarita 4. Mr. Tarsem Lal	   	1. Smooth conduct of internal exams. 2. To follow all the directions & guidelines related to internal exams.
3.	CBSE	1. Mrs. Abha Verma I/C 2. Mr. Dushyant Kumar 3. Mr. Devender 4. Ms. Sujata 4. Mr. Dharam Singh	    	All CBSE related work in co-ordination with Department Heads and Class Teachers.