

केंद्रीय विद्यालय पहलगाम (जम्मू और कश्मीर)

सत्र 2024-25

क्र. सं.	समितियाँ / COMMITTEE	MEMBERS / सदस्य
1.	शैक्षणिक संयोजक/ Academic Conveners 1) Periodic Faculty meetings with pre planned agenda points. 2) Meaningful discussions with respect teaching learning process. 3) Chalking out and implementing constructive strategies with a view to bring considerable improvement in the performance of students. 4) Assessment of the previous meeting agenda	1. श्री शाहनवाज हुसैन (I/C), माध्यमिक विभाग 2. कृष्ण कुमावत (I/C), प्राथमिक विभाग
2.	Admission Committee/ प्रवेश समिति 1) Strict adherence to KVS admission schedule 2) To follow admission guidelines of KVS 3) To answer the queries of parents. 4) Timely uploading of T.C's on web and verification of T.C's before admission. 5) To maintain proper Records.	1) श्री पीयूष कुमार मिश्रा (I/C) 2) श्री रवीन्द्र कुमार शर्मा 3) श्री कृष्ण कुमावत 4) श्री दमन कुमार
3.	Examination Committee / परीक्षा विभाग 1) To coordinate smooth conduct of internal and external exam. 2) To print and purchase examination material intime 3) Maintain secrecy in all respects. 4) To handle correspondence related to the CBSE and other external exam. 5) Strict adherence to the KVS schedule and proper maintenance of records. 6) To maintain all exams related KVS and CBSE circulars.	INTERNAL: 1. श्री विजय सिंह मीना I/C 2. श्री नवीन कुमार 3. श्री संदीप कुमार CBSE: 1. श्री मनोज कुमार I/C 2. श्री पीयूष कुमार मिश्रा
4.	CCA/ सहगामी क्रिया कलाप 1) To ensure the proper conduct of morning assembly which includes Command, Prayer, Pledge, Thought, News, special items, National Anthem, Marching Song (i) Talks on topics like Value education, Current Affair by teachers 2) Proper preparation for celebration of different functions, events, ceremonies etc. 3) Preparation and implementation of proper CCA schedule. 4) Constitution of student council and organization of investiture ceremony. 5) Monitoring and assessing House performance with records. 6) Ensuring hoisting of National as well as House flag. 7) Issue of class out passes and ICards.	1. श्री शाहनवाज हुसैन I/C 2. श्री रवीन्द्र कुमार शर्मा 3. सुश्री किन्जल जोशी 4. श्री अमन श्रीवास्तव
5.	Time Table Committee/ समय सारिणी समिति 1) To prepare time table as per latest KVS guideline and amend it whenever needed during the session. 2) To ensure proper distribution and communication of time table to the students and teachers as and when required and provide its copies to the Principal. 3) To ensure daily engagement of teachers who are on leave. 4) In case of long leave vacancy of teachers arrangement of Contractual teachers with the consent of the Principal.	1) श्री नरेन्द्र पाल I/C 2) श्री मनोज कुमार 3) श्री सुखदेव कुमार
6.	Discipline Committee / अनुशासन समिति 1) To keep track of undisciplined students and monitor them with proper counseling. 2) To check students who damage school property and call the meeting of their parents. 3) To oversee movement of students from class to ground for assembly or class or library. 4) To regulate the pass system. 5) To investigate the indiscipline cases, prepare record and timely Action.	1) श्री नवीन कुमार I/C 2) श्री शाहनवाज इमाम (BOYS) 3) श्री अमन श्रीवास्तव 4) सुश्री किन्जल जोशी (GIRLS) 5) सभी कक्षाध्यापक (I/C)

7	Local purchase committee / स्थानीय क्रय समिति 1) Planning and proceeding strictly as per latest KVS guidelines under intimation and due consent of Principal.	1) श्री नरेन्द्र पाल (I/C) 2) श्री शब्बीर हुसैन 3) श्री शाहनवाज इमाम
8	Seating Arrangement Committee/ व्यवस्थापन समिति 1) To make proper seating arrangement during various activity and celebration in the vidyalaya	1) श्री अमन श्रीवास्तव (I/C) 2) श्री नवीन कुमार 3) श्री अब्दुल डार
9	स्वच्छता एवं सौन्दर्यकरण / Cleanliness and Beautification/ Hygiene/ Sanitation 1) Proper up keep and maintenance of cleanliness and beautification of Vidyalaya premises. 2) Regular checking of cleanliness with intimation to Principal. 3) Prompt feedback in case of any lapses.	1) श्री मनोज कुमार (I/C) 2) श्री नरेन्द्र पाल 3) श्रीमती श्वेता 4) सुश्री किन्जल जोशी
10	BHARAT SCOUTS AND GUIDE 1) Command and training of Scouts & guides 2) To prepare calendar of activities for the session 2024-25 3) To prepare the students for various examinations Scouts & Guides and select students to participate at cluster / regional / national level.	1) श्री नरेन्द्र पाल (I/C) 2) श्री शब्बीर हुसैन 3) श्री संदीप कुमार 4) सुश्री किन्जल जोशी
11	AEP (किशोरावस्था शिक्षा कार्यक्रम) AND Guidance and Counseling (मार्गदर्शन एवं परामर्श समिति) 1) To handle the typical problems of children. 2) Monitoring of typical problematic kind of students. 3) To stay in touch with such parents. 4) To encourage the children for creative activities. 5) Follow up of suggestion box content 6) Conduct of regular counselling sessions 7) Maintenance of proper record.	1) श्री शाहनवाज इमाम (I/C) 2) श्रीमती श्वेता 3) श्री रवीन्द्र कुमार शर्मा
12	फर्नीचर समिति / Furniture Committee 1) Proper maintenance and up keep of existing furniture. 2) Timely repair and purchase with prior consent of Principal and as per KVS norms. 3) Avoiding leaving unserviceable/ broken furniture in open	1) श्री अमन श्रीवास्तव (I/C) 2) श्री सुखदेव कुमार 3) श्री अब्दुल डार
13	पुस्तकालय/ Library Committee 1) Strict adherence to library policy 2) Ensuring maximum issue/use of books by students. 3) Timely convening periodic library meetings under intimation to principal. 4) Proper maintenance of records and display of latest arrivals in library	1) श्री शब्बीर हुसैन (I/C) 2) श्री नरेन्द्र पाल 3) श्री शाहनवाज इमाम
14	चिकित्सा निरीक्षण / Medical checkup and First-Aid Committee 1) Strict adherence to KVS schedule for medical check up. 2) Monitoring the use of medicines and medical equipment.	1) श्रीमती श्वेता (I/C) 2) श्री नवीन कुमार
15	शिक्षण सामग्री / TEACHING AIDS & AUDIO VISUAL AIDS 1) Procuring and using effective teaching aids.	1) श्री शब्बीर हुसैन (I/C) 2) श्री नरेन्द्र पाल
16	पत्रिका / Magazine Committee 1) Ensuring originality, creativity and substance in write ups. 2) Involvement of maximum students.	1) श्री शाहनवाज इमाम (I/C) 2) श्री रवीन्द्र कुमार शर्मा 3) सभी कक्षाध्यापक
17	सूचना एवं संचार प्रौद्योगिकी / सोशल नेटवर्किंग ICT Website/ Facebook / Twitter Updating Committee 1) Timely updating of website with correct latest required data with accuracy under timely intimation to the Principal. 2) To ensure timely updating and verification of content	1) श्री शब्बीर हुसैन (I/C) 2) श्री पीयूष कुमार मिश्र

18	सार्वजनिक उद्घोषणा यंत्र / PA System 1) Ensuring proper functioning of the system during morning assembly and allevents.	1. श्री पीयूष कुमार मिश्रा (I/C) 2. सुश्री किन्जल जोशी 3. श्री अमन श्रीवास्तव
19	मरम्मत निर्माण कार्य / M&R committee /water storage 1) Proper AMC and Cleanliness 2) Timely cleaning of water tanks 3) Timely repair of damaged infrastructure	1) श्री पीयूष कुमार मिश्र (I/C) 2) श्री विजय सिंह मीना 3) श्री कृष्ण कुमावत
20	शिकायत निवारण समिति / Grievances II / POC SO / POSH 1) Timely redressal of grievances. 2) Proper record maintenance.	1) सुश्री किन्जल जोशी (I/C) 2) श्री शाहनवाज इमाम 3) श्री रवीन्द्र कुमार शर्मा 4) श्रीमती श्वेता
21	राजभाषा समिति / Raj Bhasha 1) Ensuring strict adherence to KVS guidelines with respect to implementation of Raj bhasha. 4) Timely convening of quarterly meetings under intimation to the Principal. 5) Timely submission of quarterly report.	1) श्री रवीन्द्र कुमार शर्मा (I/C) 2) श्री सुखदेव कुमार 3) श्री सन्दीप कुमार
22	जनसंचार माध्यम /Print Media 1) Timely printing and publishing of material with prior consent of Principal. 2) Coverage of school events through media under intimation to the Principal.	1) श्री शाहनवाज इमाम (I/C) 2) श्री रवीन्द्र कुमार शर्मा 3) श्री दमन कुमार
23	छायाचित्र / Photography 1) To collect and maintain record of photographs of various events organized in the Vidyalaya. 2) Uploading of latest pictures on Vidyalaya website as per KVS directions.	1) श्री शब्बीर हुसैन (I/C) 2) श्री अमन श्रीवास्तव
24	UBI फीस पोर्टल / UBI Fees Portal 1) Strict adherence to KVS guidelines and time schedule.	1) श्री शब्बीर हुसैन (I/C) 2) कंप्यूटर इंस्ट्रक्टर 3) सभी कक्षाध्यापक
25	अल्पाहार एवं जलपान व्यवस्था / Refreshment Committee 1) Timely planning and procurement of actual requirements. 2) Proper hospitality.	1) श्री मनोज कुमार (I/C) 2) श्री शाहनवाज इमाम 3) सुश्री किन्जल जोशी
26	Internal Enquiry Committee:	1) श्री नरेन्द्र पाल (I/C) 2) श्री शाहनवाज इमाम 3) सुश्री किन्जल जोशी
27	प्रदर्शन पट /Display Boards of the Vidyalaya 1) To maintain display boards of classes & outdoor display boards. 2) To maintain good and value based articles on display boards.	1) श्री नरेन्द्र पाल (I/C) 2) सभी सदन प्रभारी 3) सभी कक्षा अध्यापक 4) सभी क्लब प्रभारी
28	E-Classroom Monitoring and Record Keeping 1) Fixed schedule/ days for interactive teaching 2) Prompt feedback in case of any lapses.	1) श्री शब्बीर हुसैन (I/C) 2) श्री पीयूष कुमार मिश्रा
29	न्यूनतम साझा कार्यक्रम /CMP 1) Implementation of CMP schedule as per guidelines. 2) Proper utilization of TLM. 3) Focus on strengthening competencies. 4) Meaningful assignments and activities 5) Use of ICT 6) Timely publication of Newsletter.	1) श्री कृष्ण कुमावत (I/C) 2) श्री दमन कुमार 3) श्री सुखदेव कुमार
30	शैक्षिक भ्रमण तथा साहसिक क्रिया / Excursions and Adventure 1) To arrange safe adventure, trips and excursion with consent of Principal	1) श्री शाहनवाज इमाम (I/C) 2) श्री नवीन कुमार
31	कार्यालय लेखांकन /Checking of office Accounts (SF,VVN, Contractual Salary, TA, DA, Medical claims, RTE)	1) श्री मनोज कुमार (I/C) 2) श्री दमन कुमार 3) श्री अमन श्रीवास्तव

32	<p>Checking of Register of MOD Duties. 1) Regular checking of MOD registers at the end of the day.</p> <p>SOP/Collection of Safety Certificates 1. To ensure safety of the students 2. Develop a comprehensive action plan to implement the guidelines. 3. Allocate specific roles to difference personnel and teachers as per the SOP. 4. Keep the security personnel of the school on the alert. 5. Conducting mock drills with the help of local bodies.</p> <ul style="list-style-type: none"> Lapses and dereliction of duty will be viewed seriously. 	<ol style="list-style-type: none"> 1) श्री नरेन्द्र पाल (I/C) 2) श्री रवीन्द्र कुमार पाल 3) श्री शाहनवाज इमाम 4) श्री मनोज कुमार
33	<p>School Safety Advisory Committee (To implement guidelines issued by NDMA)</p>	<ol style="list-style-type: none"> 1) श्री नरेन्द्र पाल (I/C) 2) श्री नवीन कुमार 3) श्री सुखदेव
34	<p>विज्ञान प्रदर्शनी –विज्ञान काग्रेस / Science Exhibition / Science congress 1) To ensure mass participation in ScienceExhibition. 2) Motivating originality and innovative spirit by creating awareness about the latest development in Science &Technology for the projects.</p>	<ol style="list-style-type: none"> 1) श्रीमती श्वेता (I/C) 2) श्री मनोज कुमार 3) श्री पीयुष कुमार मिश्रा
35	<p>सामाजिक प्रदर्शनी Social Sc. Exhibition 1) To ensure mass participation in Social Science Exhibition. 2) Motivating originality and innovative spirit andmaintaining standard of items viz. Music, Debate , skit,Projects. 3) Timely planning and preparation with full personal involvement</p>	<ol style="list-style-type: none"> 1) श्री विजय सिंह मीना (I/C) 2) श्री नरेन्द्र पाल 3) श्री रवीन्द्र कुमार शर्मा 4) सुश्री किन्जल जोशी
36	<p>विद्यालय प्रबंधन समिति / शिक्षक आभिव्यक्त संगोष्ठी समिति VMC / PTA / PTM Arrangements 1) Timely convening of VMC/PTA/PTMs during the session. 2) Timely intimation to members regarding the meetings and preparation of agenda with consent of Principal. 3) Keeping liaison with parents in the interest of academics and all round development of students throughPTMs.</p>	<ol style="list-style-type: none"> 1) श्री नरेन्द्र पाल (I/C) 2) श्री शाहनवाज इमाम 3) श्री कृष्ण कुमावत
37	<p>केन्द्रिय विद्यालय संगठन के नियमानुसार समितियों का कार्यान्वयन Implementation and monitoring committee for KVS Academic calendar (2024-25) 1) To monitor the planning and execution of activities. 2) To check therecords. 3) To check theparameters/indicators. 4) To check proper record of evidences / tasks.. 5) Lesson and activities plan monitoring</p>	<ol style="list-style-type: none"> 1) श्री नरेन्द्र पाल (I/C) 2) श्री मनोज कुमार 3) श्री पीयुष कुमार मिश्रा
38	<p>केंद्रीय विद्यालय के भूतपूर्व छात्र / KV Alumni / समागम पोर्टल 1) To make constant efforts to contact and increase the number of Alumni members. 2) Completion of the process of formation of Alumni association. 3) Convening of the first meeting of alumni.</p>	<ol style="list-style-type: none"> 1) श्री कृष्ण कुमावत (I/C) 2) श्री शब्बीर हुसैन
39	<p>Note Book checking monitoring Committee 1) Timely preparation and circulation of notebook checking schedule. 2) Prompt feedback in case of any lapses</p>	<ol style="list-style-type: none"> 1) सुश्री किन्जल जोशी (I/C) 2) श्री पीयुष कुमार मिश्रा
40	<p>Maths Olympiad and NTSE 1) Timely planning and preparation of students for participation in the competition.</p>	<ol style="list-style-type: none"> 1) श्री मनोज कुमार (I/C)
41	<p>Green/ Science Olympiad 1)) Timely planning and preparation of students for participation in the competition.</p>	<ol style="list-style-type: none"> 1) श्रीमती श्वेता (I/C)

42	Integrity club 1) To inculcate values among the students through Play-Way, Sports & Games. 2) To enable the students to be humane and grow wholesome 3) Proper record of activities with dates duly signed by Principal.	1) श्री नवीन कुमार (I/C) 2) सुश्री किन्जल जोशी 3) श्री सन्दीप कुमार
43	Reading Club 1) To inculcate reading habits instudents. 2) To motivate them for extra reading. 3) Ensuring fruitful use of library. 4) To plan activities for reading club. 5) Focus on both intensive and extensive reading through meaningful activities. 6) Proper record of activities with dates duly signed by Principal 7) Maximum use of library resources.	1) श्री शब्बीर हुसैन (I/C) 2) श्री रवीन्द्र कुमार शर्मा 3) श्री शाहनवाज इमाम 4) श्री कृष्ण कुमावत
44	ECO Club 1) To plan and conduct activities for sensitization of environment. 2) To maintain herbal garden. 3) Proper record of activities with dates duly signed by the Principal	1) श्रीमती श्वेता (I/C) 2) श्री दमन कुमार 3) श्री नवीन कुमार
45	Science and Tech club 1) To plan and conduct activities to develop scientific temperament 2) Proper record of activities with dates duly signed by Principal.	1) श्री पायुष कुमार मिश्रा (I/C) 2) श्रीमती श्वेता 3) श्री अमन श्रीवास्तव
46	Income Tax assessment committee 1) Accurate TDS of employees 2) Timely quarterly checking and submission to IT department. 3) Timely preparation and distribution of form 16	1) श्री मनोज कुमार (I/C) 2) श्री अमन श्रीवास्तव
47	OFFICE WORK & DISPERSAL OF OFFICIAL CORESPONDENCE (EMAIL & OTHER LETTER) COMMITTEE 1) Immediate intimation And prompt dispersal of correspondence. 2) Ensuring communication of accurate information. 3) Proper record maintenance of letters/ e mails received and responded with dates and the signature of the employees concerned.	1) श्री प्रियान्सु (I/C)

विद्यालय के सभी कर्मचारियों को आदेश दिया जाता है कि वे निर्धारित सभी जिम्मेदारियों को नोट करें तथा अपनी अध्यापक दैनन्दिनी में लिखित रूप में रखें। प्रदत्त सभी कार्यों को पूर्ण निष्ठा और ईमानदारी से करें। आबंटित कार्यों के प्रति लापरवाही और उदासीनता का रवैया अपेक्षित नहीं है। सभी विभागों के प्रभारी व संयोजकों को निर्देशित किया जाता है कि अपने विभाग की मासिक गतिविधियों, कार्य योजनाओं का विवरण नियमित रूप से पंजिकाओं में उल्लेखित कर अधोहस्ताक्षरी को प्रेषित करें।

कृपया सुनिश्चित करें कि समितियों की मासिक रिपोर्ट अधोहस्ताक्षरी के पास नियमित रूप से जमा करवाई जाए ताकि समितियों के कार्यों के सही ढंग से समय पर जाँचा व निर्देशित किया जाए।

सभी विभागाध्यक्षों से यह अपेक्षा की जाती है कि वे अपने कार्यों का सही रिकार्ड सुनिश्चित समय पर अधोहस्ताक्षरी को संप्रेषित करेंगे ताकि आगामी आवश्यक निर्देशों हेतु कार्यवाही की जा सके।

All the members of staff are hereby directed to note and write their duties in teacher's diaries and take up the assigned work with full dedication, and sincerity. No casual approach is expected while discharging the duties assigned to them.

All the in-charges / conveners are directed to convene their monthly meetings with prior intimation to the Principal, check out their plan of action and working and keep the undersigned updated. Please note that the monthly reports of the committee should be submitted to the undersigned regularly so that program of working of the committee can properly be monitored and suitable guidance can be provided in time. All in charges are expected to maintain proper records of the work done with due intimation to the undersigned for further timely necessary action.

All the teachers will be expected to stay well informed with respect to teaching learning circulars on KVS and CBSE website for the session 2024-25

“Its takes less time to do things right than to explain why you did it wrong.” By Henry Wadsworth Longfellow.

“Successful people are not gifted; they just work hard and succeed on purpose.”

LET’S TAKE THE FIRST STEP TOWARDS ACCOMPLISHMENT OF OUR GOALS FOR THE SESSION 2024-25

PRINCIPAL