

KENDRIYA VIDYALAYA KAVARATTI

COMMITTEES 2023-24

The following committees have been formed for the year 2023-24 for smooth functioning of the Vidyalaya. Every committee In-charge is responsible for preparation of Annual / Year Planner of all activities of his/her department and submits the same to Principal on or before 31 March, 2022 without fail.

NO	NAME OF THE COMMITTEE	MEMBERS	SIGNATURE
1.	ACADEMIC COMMITTEE	MRS. RAKHEE C M (PGT ENGLISH) (SEC) MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) MR. PARTHIBAN G. PGT(CHEMISTRY) MR. NISHAD KHAN PRT (PRIMARY)	
2.	CS54 AND CS 11 FEES RECORD	MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) I/C MR. PARTHIBAN G. PGT(CHEMISTRY)	
3.	ADMISSION / WITHDRAWAL COMMITTEE	MR. PARTHIBAN G. PGT(CHEMISTRY) I/C MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) MR. AJIT KUMAR KHARWAR TGT (SANSKRIT) MISS ASHIKA NASREEN E K PRT	
4.	EXAM DEPARTMENT HOME EXAM & CBSE	PRIMARY SECTION MR. NISHAD KHAN PRT I/C SECONDARY MR. PARTHIBAN G. PGT(CHEMISTRY) I/C MR. MUJEEB PGT (HINDI)	
5.	CBSE UBI SALARY AND PFMS, TALLY UPDATION	MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) I/C	
6.	TIME TABLE	MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) I/C (SECONDARY) MR. AJIT KUMAR KHARWAR TGT (SANSKRIT)	

7.	CCA COMMITTEE	SECONDARY Dr. SAJNA K.P. TGT(LIBRARIAN) I/C MR. AJIT KUMAR KHARWAR TGT (SANSKRIT) MRS. ZAHEEKA FARHA K K TGT (ENGLISH) MRS. NAJIMA HASSAN TGT (SOCIAL STUDIES) MR. MUJEEB PGT (HINDI) PRIMARY MR. NISHAD KHAN PRT I/C MISS ASHIKA NASREEN E K PRT	
8.	FURNITURE	MR. AJIT KUMAR KHARWAR TGT (SANSKRIT) I/C	
9.	SCHOOL BUILDING CIVIL AND ELECTRICAL MAINTENANCE COMMITTEE	MR. SHAMENDER DAHANGA TGT (WORK EDUCATION) I/C MR. AJIT KUMAR KHARWAR TGT (SANSKRIT) I/C	
10	MEDICAL CHECKUP AND FIRST AID	Dr. SAJNA K.P. TGT(LIBRARIAN) I/C MR. SHUBHAM SONI TGT(P&HE) MISS. NAJEEBA BEEGUM R M (SPECIAL EDUCATOR)	
11.	AV AIDS	MR. NISHAD KHAN PRT MRS. ZAMEERA (COMPUTER INSTRUCTOR)	
12.	TEACHING AIDS	MR. SHAMENDER DAHANGA TGT (WORK EDUCATION)	
13.	EDUCATIONAL TOUR AND TRIP (PLANNING YEAR CALENDER AND PLAN OF ACTION)	MR. SHUBHAM SONI TGT(P&HE) I/C	
14.	DISCIPLINE COMMITTEE	MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) I/C MR. SHUBHAM SONI TGT(P&HE) CONCERNED CLASS TEACHER	
15.	PHOTOGRAPHY AND BOUQUET	Dr. SAJNA K.P. TGT(LIBRARIAN) I/C MRS. ZAMEERA (COMPUTER INSTRUCTOR)	
16.	SPORTS COMMITTEE	MR. SHUBHAM SONI TGT(P&HE) MR. NISHAD KHAN PRT	

17.	SCOUT AND GUIDE CUBS AND BULBUL	MR. SHAMENDER DAHANGA TGT (WORK EDUCATION) I/C MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) MR. AJIT KUMAR KHARWAR TGT (SANSKRIT)	
18.	SUBJECT COMMITTEE	NAME OF THE HEADS	
	LANGUAGE & SOCIAL SCIENCE	MRS. RAKHEE C M (PGT ENGLISH) I/C MISS. NAJIMA HASSAN TGT (SOCIAL STUDIES) MR. AJIT KUMAR KHARWAR TGT (SANSKRIT) MRS. ZAHEEKA FARHA K K TGT (ENGLISH) MR. MUJEEB PGT (HINDI)	
	SCIENCE	MR. PARTHIBAN G. PGT(CHEMISTRY) I/C MR. SAYED MOHAMMED SHIHABUDDIN PGT (BIOLOGY) MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE	
	MATHEMATICS	MRS USMITA RAMESH PGT(MATHEMATICS) MISS. NASIMA HUSNA PN TGT(MATHEMATICS)	
19.	COMPUTER LAB IN-CHARGE MONTHLY REPORT AND WEBSITE UPDATION	MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) I/C MRS. ZAMEERA (COMPUTER INSTRUCTOR)	
20.	LIBRARY ADVISORY COUNCIL	MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) I/C MR. NISHAD KHAN PRT	
21.	PRIMARY(CMP) AND TLM PROCUREMENT COMMITTEE	PRIMARY(CMP)	
		MR. NISHAD KHAN PRT I/C	
		TLM PROCUREMENT	
		MR. SHAMENDER DAHANGA TGT (WORK EDUCATION) MR. NISHAD KHAN PRT	
22.	AEP- PLANNING AND CONDUCTING A MINIMUM OF 6 SESSION IN EACH TERM	Dr. SAJNA K.P. TGT(LIBRARIAN) I/C MR. SAYED MOHAMMED SHIHABUDDIN PGT (BIOLOGY)	

23.	ACP- PLANNING AND CONDUCTING A MINIMUM OF 6 SESSION IN EACH TERM	MR. AJIT KUMAR KHARWAR TGT (SANSKRIT) I/C MR. SHAMENDER DAHANGA TGT (WORK EDUCATION) Dr. SAJNA K.P. TGT(LIBRARIAN)	
24.	MODERATION COMMITTEE	MR. PARTHIBAN G. PGT(CHEMISTRY) MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE)	
25.	HYGIENE AND SANITATION	MR. MUJEEB PGT (HINDI) I/C MR. SHUBHAM SONI TGT(P&HE)	
26.	BEAUTIFICATION AND GARDENING	Dr. SAJNA K.P. TGT(LIBRARIAN) I/C MR. SHUBHAM SONI TGT(P&HE) MR. SHAMENDER DAHANGA TGT (WORK EDUCATION)	
27.	EXHIBITIONS COMMITTEE SCIENCE	MR. PARTHIBAN G. PGT(CHEMISTRY) I/C MR. SAYED MOHAMMED SHIHABUDDIN PGT (BIOLOGY)	
28.	EXHIBITIONS COMMITTEE SOCIAL SCIENCE	MISS. NAJIMA HASSAN TGT (SOCIAL STUDIES) I/C MISS. ZAHEEKA FARHA K K. TGT (ENGLISH)	
29.	RECEPTION AND REFRESHMENT COMMITTEE FOR ALL THE OCCASSIONS	MR. SHAMENDER DAHANGA TGT (WORK EDUCATION) Dr. SAJNA K.P. TGT(LIBRARIAN) MR. NISHAD KHAN PRT	
30.	VIDYALAYA MAGAZINE COMMITTEE	MRS. RAKHEE C M (PGT ENGLISH) I/C MR. AJIT KUMAR KHARWAR TGT (SANSKRIT) MR. MUJEEB PGT (HINDI) MISS. ZAHEEKA FARHA K K. TGT (ENGLISH) MR. NISHAD KHAN PRT	
31.	TERM WISE NEWS LETTER PREPARATION	MR. NISHAD KHAN PRT Dr. SAJNA K.P. TGT(LIBRARIAN) MRS. ZAMEERA (COMPUTER INSTRUCTOR)	
32.	RAJBASHA COMMITTEE- PLANNING OF CALENDAR OF ACTIVITIES FOR 2022-23 AND CONDUCT OF THE SAME	MR. AJIT KUMAR KHARWAR TGT (SANSKRIT) I/C MR. SHUBHAM SONI TGT(P&HE) MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) MR. AJIT KUMAR KHARWAR TGT (SANSKRIT) MR. MUJEEB PGT (HINDI)	

33.	HOUSE SYSTEM OF THE VIDYALAYA	<p style="text-align: center;">KAVERI HOUSE</p> <p>FOR SECONDARY PGT (PHYSICS) MEMBERS Dr. SAJNA K.P. I/C TGT(LIBRARIAN) FOR PRIMARY</p>	
		<p style="text-align: center;">GANGA HOUSE</p> <p>FOR SECONDARY MRS. NAJIMA HASSAN TGT (SOCIAL STUDIES) MEMBERS TGT(MATHEMATICS) FOR PRIMARY</p>	
		<p style="text-align: center;">BRAMHAPUTRA HOUSE</p> <p>FOR SECONDARY MR. MUJEEB PGT (HINDI) I/C MEMBERS MR. SHAMENDER DAHANGA FOR PRIMARY MR. NISHAD KHAN PRT</p>	

		<p style="text-align: center;">KRISHNA HOUSE</p> <p>FOR SECONDARY PGT(MATH) I/C MEMBERS MR. AJIT KUMAR KHARWAR TGT (SANSKRIT) FOR PRIMARY</p>	
34	PARENTS AND TEACHER MEETING (PTM) , VMC AND ALUMNI COMMITTEE	<p>PRIMARY WING MR. NISHAD KHAN PRT WITH CONCERN CLASS TEACHER SECONDARY MR. PARTHIBAN G. PGT(CHEMISTRY) WITH CONCERN CLASS TEACHER VMC AND ALUMNI MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE)</p>	
35.	OLYMPIAD COMMITTEE	<p>MATHEMATICS MISS. NASIMA HUSNA PN TGT(MATHEMATICS) ENGLISH MISS. ZAHEEKA FARHA K K TGT (ENGLISH) HINDI MR. MUJEEB PGT (HINDI) SOCIAL SCIENCE MRS. NAJIMA HASSAN TGT (SOCIAL STUDIES)</p>	
	INSPIRE AWARD /NCSC	<p>MR. PARTHIBAN G. PGT(CHEMISTRY) I/C MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) MR. SAYED MOHAMMED SHIHABUDDIN PGT (BIOLOGY) PGT HUSNA K (PHYSICS)</p>	
36.	CLUB	<p>ECO & NATURE CLUB MR. SAYED MOHAMMED SHIHABUDDIN PGT (BIOLOGY)</p>	
		<p>INTEGRITY CLUB MRS. NAJIMA HASSAN TGT (SOCIAL STUDIES)</p>	

		READING CLUB Dr. SAJNA K.P. TGT(LIBRARIAN)	
		YUVA TOURISM CLUB MR. SHAMENDER DAHANGA TGT (WORK EDUCATION)	
		MRS USMITA RAMESH PGT(MATHEMATICS) MISS. NASIMA HUSNA PN TGT(MATHEMATICS)	
		STANDARD CLUB MR. SAYED MOHAMMED SHIHABUDDIN PGT (BIOLOGY) PGT (PHYSICS)	
37.	CCT	MR. PARTHIBAN G. PGT(CHEMISTRY) I/C AND CLASS TEACHERS OF VI TO XII	
38.	PURCHASE COMMITTEE	MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) I/C MR. PARTHIBAN G. PGT(CHEMISTRY) MR. SHAMENDER DAHANGA TGT (WORK EDUCATION)	
39.	CORRESPONDENCE WITH STATE GOVT	MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) I/C MR. NISHAD KHAN PRT	
40.	INTERNAL COMPLAINT COMMITTEE	MRS. RAKHEE C M (PGT ENGLISH) I/C MR. PARTHIBAN G. PGT(CHEMISTRY)	
41.	WOMAN AND SEXUAL HARASSMENT COMMITTEE	PRINCIPAL MRS. RAKHEE C M (PGT ENGLISH) I/C Dr. SAJNA K.P. TGT(LIBRARIAN)	
42.	EBSB	MRS. NAJIMA HASSAN TGT (SOCIAL STUDIES) MISS. ZAHEEKA FARHA K K TGT (ENGLISH)	
43.	SCHOOL SAFETY AND DISASTER MANAGEMENT COMMITTEE	MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) MR. SHUBHAM SONI TGT(P&HE) MR. SHAMENDER DAHANGA TGT (WORK EDUCATION)	
44.	EXAM NIOS	MR. SHAMENDER DAHANGA TGT (WORK EDUCATION)	

		MR. MUJEEB PGT (HINDI)	
45.	VIDYALAYA PLAN & ASSESSMENT TOOL	MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) MR. PARTHIBAN G. PGT(CHEMISTRY)	
46	RTI	MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) I/C OFFICE	
47	CONTRACTUAL APPOINTMENT COMMITTEE	MRS. RAKHEE C M (PGT ENGLISH) MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) MR. PARTHIBAN G. PGT(CHEMISTRY)	
48	GUIDANCE & COUNSELLING COMMITTEE	Dr. SAJNA K.P. TGT(LIBRARIAN) I/C MISS. NAJEEBA BEEGUM R M (SPECIAL EDUCATOR)	
49	SC/ST/OBC /WELFARE COMMITTEE	MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE)	
50	PUBLICATION/SOCIAL MEDIA COMMITTEE	Dr. SAJNA K.P. TGT(LIBRARIAN) I/C MISS. ZAHEEKA FARHA K K TGT (ENGLISH) MRS. ZAMEERA (COMPUTER INSTRUCTOR)	
51	QUARTER ALLOTMENT/MAINTENANCE COMMITTEE	MR. PARTHIBAN G. PGT(CHEMISTRY) I/C MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) MR. SHAMENDER DAHANGA TGT (WORK EDUCATION)	
52	CONDEMNATION COMMITTEE	MR. PANKAJ MEHRA PGT (COMPUTER SCIENCE) I/C MR. PARTHIBAN G. PGT(CHEMISTRY) MR. SHAMENDER DAHANGA TGT (WORK EDUCATION) MR. AJIT KUMAR KHARWAR TGT (SANSKRIT)	

Note:

✓ The above committee will **come into effect from 21.08.2023** and remain in vogue until the changes are communicated

- ✓ In-charges of each department have to submit a monthly report on the activities/programs undertaken. If any photographs, they may also be given in soft form.
- ✓ Every Department I/c shall have to prepare planner for 2023-24 and get it approved.
- ✓ Work to be undertaken shall be discussed with Principal on the last working day of the month with planner as ready reckoner.
- ✓ In-charges are responsible for updating the data on works undertaken to Principal as per the monthly planner of Principal.

RAKHEE CM
(I/C PRINCIPAL
KENDRIYA VIDYALAYA
KAVARATTI)