

KENDRIYA VIDYALAYA NO.4 BATHINDA CANTT.







COMMITTEES FOR ACADEMIC SESSION 2023-24

Following Committees are hereby constituted for the session 2023-24, for the smooth functioning of the Vidyalaya activities.

Conveners are requested to take over the charge of their respective committee and should allot specific duties to other associate members of their committees. All the committees will look after the assignment as per provisions of KVS/CBSE circulars issued from time to time and instructions of Principal so as to develop a conducive environment for effective teaching-learning process in the Vidyalaya and develop the Vidyalaya campus as per expectations of the stack holders. Conveners/In charges should make sub committees, if required, for execution and co-ordination of related work in a most befitting manner, for formation of such sub committee's approval of the Principal should be obtained. Convener/ In-charges should make necessary plan as per the need of the occasion in consultation with the Principal.















All the In-charges and members of committees are requested to ensure that academic/curricular activities should not be affected on account of the additional responsibilities/duties assigned to them.

Co-operation of all the staff members is solicited. With all best wishes for a happy and successful session 2023-24.

SER.	NAME OF THE COMMITTEE	NAME OF THE INCHARGE AND MEMBERS	DUTIES	SIGNATURE
1	CCA.(SEC)	MR. RAMESH CHAND YADAV (PGT HINDI)	1. Conduct / Organize CCA activities during the session 2023-24. 2. Take care of other CCA related activities assigned by KVS RO / HQ.	
		MRS. HARPEET KAUR (TGT HINDI)		
		MRS. NAVPREET KAUR (TGT ENGLISH)		
		MRS. JYOTI (PRT)		
2	CCA.(PRI)	MRS. POOJA (PRT)	1. Conduct / Organize CCA activities in primary section during the session 2023-24. 2. Take care of other primary section CCA related activities assigned by KVS RO / HQ.	
		MR. KULDEEP SINGH (PRT)		

KENDRIYA VIDYALAYA NO.4 BATHINDA CANTT.

COMMITTEES FOR ACADEMIC SESSION 2023-24

House Master					
3	Shivaji (RED)	MR. JASBIR SINGH (PGT GEOGRAPHY) I/C MR. C P MEENA (PGT, CS) MR. SATISH KUMAR (PGT, ECO) MRS. PURNIMA BHARDWAJ (TGT, SCI.) MRS. SOMJIT KAUR (TGT, MATHS)	1. House Masters must check progress of students in academic/sports and CCA and continue to guide the children. 2. House Masters must ensure to conduct the morning assembly in attractively /effectively manner to the students with the help of CCA Members. 3. He/She should develop the sense of belongingness and security among the students.	   	
	Tagore (GREEN)	MR. SANDEEP KUMAR (PGT, ENGLISH) I/C MRS. SONIKA BANSWAL (PGT, COMM.) MRS. GURPREET KAUR (TGT, MATHS) MR. VAKEEL SINGH, (TGT LIB.) PGT PHYSICS		 	
	Ashoka (YELLOW)	MR. HARISH KUMAR (PGT HISTORY) I/C MRS. RAMKALA YADAV (TGT, SKT.) MS. ANKITA (TGT, WE) PGT BIOLOGY, NURSE		 	
4	EXAMINATION INTERNAL (SECONDARY)	Raman (BLUE)	MRS. JYOTI ARORA (PGT CHEMISTRY) I/C MR. GURJIT SINGH (TGT SST.) MRS. RICHA VERMA (TGT AE) PGT MATHS, TGT ENG.	1. Conduct internal home exams as per the academic calander / direction of KVS RO / HQ. 2. Keeping / Managing the record of home examinations for compilation / further submissions.	 
			MR.SATISH KUMAR (PGT ECO) I/C		
			MRS. HARPREET KAUR (TGT HINDI)		
			MR. GURJEET SINGH (TGT SST.)		
		MR. VAKEEL SINGH (TGT LIB.)			












KENDRIYA VIDYALAYA NO.4 BATHINDA CANTT.

COMMITTEES FOR ACADEMIC SESSION 2023-24

5	EXAMINATION INTERNAL (PRIMARY)	MRS. ANITA (PRT) I/C	1. Conduct internal home exams as per the academic calendar / direction of KVS RO / HQ. 2. Keeping / Managing the record of home examinations for compilation / further submissions.	
		MRS. RAJNIBANSAL (PRT) GURJEET KAUR (PRT)		
		MR. HARSH PAWAR (PRT)		
		MR. SATISH KUMAR (PGT ECO) I/C		
6	EXAMINATION EXTERNAL (CBSE, ETC)	MR. GURJEET SINGH (TGT SST.)	1. Conduct the examinations other than Home exams / exams assigned by other outside agencies i.e. CBSE / NTA / Other agencies. 2. Keeping / Managing the record of above mentioned examinations for compilation / further submissions.	
		MR. VAKHEEL SINGH (TGT LIB.)		
		MRS. JYOTI ARORA (PGT CHEMISTRY)		
		MR. GURJEET SINGH (TGT SST.)		
7	EXTERNAL EXAMINATION (OTHER THAN CBSE OLYMPIADS ETC)	MRS. SOMJIT KAUR (TGT MATHS)	1. Conduct the examinations other than Home exams / exams assigned by other outside agencies i.e. CBSE / NTA / Other agencies. 2. Keeping / Managing the record of above mentioned examinations for compilation / further submissions.	
		MRS. GURPREET KAUR (TGT MATHS) (I/C)		
		MRS. SOMJIT KAUR (TGT MATHS) CO-I/C		
		MRS. RAJINI BANSAL (PRT)		
8	TIME - TABLE & ARRANGEMENT (SEC & PRI)	MRS. POOJA (PRT)	1. Preparing / be in charge of Time-Table during the session 2023-24. 2. Ensure Daily arrangement in the absence of teachers. 3. Display of Daily Time-Table on notice board with arrangements before 1st period started.	




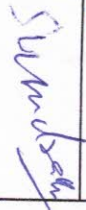







KENDRIYA VIDYALAYA NO.4 BATHINDA CANTT.

COMMITTEES FOR ACADEMIC SESSION 2023-24

9	ADMISSION COMMITTEE	MR. C.P.MEENA PGT COMP SC (I/C)	<ol style="list-style-type: none"> 1. Admission to all classes throughout the year and Improve the admissions quality with well-defined KVS admission policy. 2. Disseminate and comply with all the rules and regulations of admissions as prescribed by KVS. 3. Provide best counselling to students and parents who come to seek admission and guide the students and parents in making effective decisions. 4. Submit the admissions list to the authorities seem deemed and seeks for their approval. 5. Issue time to time notifications for admissions with the guidelines issued by KVS. 6. Receive applications and scrutinize to confirm the eligibility. 7. Keeping / Managing the record of above mentioned admissions work for compilation / further submissions. 	
		MS. ANKITA (TGT WET)		
		MR. SARABJEET SINGH (PRT)		
		MRS. JYOTI (PRT)		
		Class Teachers of Class 1-A & 1-B		
		COMPUTER INSTRUCTOR		
		MR. SATISH KUMAR (PGT - ECO) I/C		
10	CURRICULUM & ACADEMIC COUNCIL COMMITTEE	MRS. JYOTI ARORA (PGT CHEMISTRY)	<ol style="list-style-type: none"> 1. To sensitize all, teachers, students and other stakeholders about curriculum. 2. To Conduct workshop for teachers at school level and apprise all teachers of syllabus, assessment pattern, distribution of marks in theory and practicals/projects etc especially about changes if any. 3. Exercise general supervision over the academic work of the Vidyalaya and give directions regarding methods of instruction or improvements in academic standards. 4. Consider matters of academic interest either on its own initiative or at the instance of the KVS and to take proper action there-on. 5. Make recommendations for improvement of standards of teaching to the Principal. 	
		MRS. SONIKA BANSAL (PGT COMM.)		
		MR. SANDEEP KUMAR (PGT ENG.)		
		MR. RAMESH CHAND YADAV (PGT HINDI)		
		MRS. SOMJIT KAUR (TGT MATHS)		
		MRS. ANITA DEVI (PRT)		









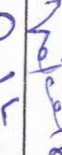



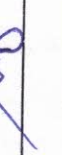










KENDRIYA VIDYALAYA NO.4 BATHINDA CANTT.

COMMITTEES FOR ACADEMIC SESSION 2023-24

11	PURCHASE AND CONDEMNATION COMMITTEE	MR. C P MEENA (PGT CS)	<ol style="list-style-type: none"> 1. Collect and compile list of equipment any other miscellaneous items required throughout the year by the Vidyalaya office and by the different departments. 2. Recommend the purchase of the items on the request of teaching or non-teaching staff. 3. Procure material at the reasonable cost consistent with quality required from GeM portal and GFR-2017 or time to time amendments in GFR-2017 should be followed for the procurement on the GeM portal. 3. Open the tenders in presence of the Principal and scrutinize the validity of the tenders and award tenders impartially . 4. Periodic scrutiny of the different items within the the Vidyalaya. 5. After examining all the relevant documents and after physical verification of all the items the Vidyalaya Condemnation Committee may recommend condemnation of the item's. 	
		MR. SATISH KUMAR (PGT, ECO)		
		MRS. HARPREET KAUR (TGT HINDI)		
		MRS. SUMITRA DEVI (PRT)		
		MS. ANKITA (TGT WE)		
12	WEBSITE COMMITTEE	ALL STOCK HOLDERS FOR THEIR DEPARTMENT	<ol style="list-style-type: none"> 1. Identify to update academic, administrative and auxiliary functions. 2. Disseminate the efforts and the achievements of the Vidyalaya, Students, Staff to the outer world through Website updates. 3. Communicate with authorities regarding issues with the website or online database site. 4. Manage content on the website, review reports and event information when necessary. 5. Monthly updates on website i.e. Students Enrollment. 	
		MR C.P.MEENA (PGT COMP SC) I/C		
		ALL HEADS OF DEPARTMENTS AND CLASS TEACHERS FOR REPORT EACH MONTH TO BE GIVEN TO INCHARGE		
		MRS ANITA DEVI PRT CO - I/C FOR PRI.		
		MS RAJNI BANSAL PRT		
	COMPUTER INSTRUCTOR			












KENDRIYA VIDYALAYA NO.4 BATHINDA CANTT.

COMMITTEES FOR ACADEMIC SESSION 2023-24

13	SHAALA DARPAN AND e-punjab	MR. C.P. MEENA (PGT COMP SC) I/C	1. Time to time update the portal as per the directions of authorities.	
		MRS. GURPREET KAUR (TGT MATHS)		
		MRS. NAVPREET KAUR (TGT ENGLISH)		
		MRS. RAJNI BANSAL (PRT)		
		MRS. ANITA DEVI (PRT)		
14	AWAKENED CITIZEN PROGRAMME	ALL THE CLASS TEACHERS	1. Complete the modules in suitable time / as per the directions of KVS RO/HQ. 2. Make sure the students participation.	
		MRS. NAVPREET KAUR (FOR IX-A)		
		MRS. HARPREET KAUR (FOR IX B)		
		MRS. RICHA VERMA (FOR VIII A)		
		MRS. GURPREET KAUR (FOR VIII B)		
15	UBI FEES (CS-54)	MR. VAKEEL SINGH (FOR VII-A)	1. Oversee the UBI fee portal and verify / inform the fee defaulters to the class teachers.	
		MRS. RAMKALA YADAV (FOR VII-B)		
		MR.C.P. MEENA, (PGT COMP.SC)		
		MRS. SOMJIT KAUR (TGT MATHS)		
		MS ANKITA TGT WET		
16	AUDIO-VISUAL AND PA SYSTEM	TGT PH & EDU	1. Make sure proper arrangement of AV Aids during morning assembly and also during events organized by the Vidyalaya.	
		MR PREM KUMAR PRT (MUSIC)		
		MR GURBHAIJAN SINGH SUB-STAFF		
		MRS HARPREET KAUR (TGT HINDI) I/C		
		MR HARISH KUMAR (PGT HIST)		
17	A.E.P.	MR. SANDEEP KUMAR (PGT, ENGLISH)	1. Complete the modules in suitable time / as per the directions of KVS RO/HQ. 2. Make sure the students participation.	
		MR. GURJEET SINGH (TGT SST.)		
				
















KENDRIYA VIDYALAYA NO.4 BATHINDA CANTT.

COMMITTEES FOR ACADEMIC SESSION 2023-24

18	SALARY VERIFICATION AND RELATED WORK	MR. C.P. MEENA, (PGT COMP SC) I/C	<ol style="list-style-type: none"> 1. Ensure timely updation of staff salary on KVS Salary portal as per the time to time guidelines given by KVS. 2. Make sure fair and accurate salary updation on the salary portal. 	
		MR. KANWAR SINGH (JSA)		
19	PROFESSIONAL TAX/INCOME TAX /FORM 16 /TDS FILLING RETURNS	MR. SATISH KUNAR, (PGT ECO)	<ol style="list-style-type: none"> 1. All matters relating to levy and collection of Direct / Indirect Taxes. 2. Preparing annual and quarterly annual tax compliance. 3. Ensuring compliance with the rules and regulations. 4. Submitting the tax before the settlement dates. 	
		MR. C P MEENA (PGT CS)		
		MR. KANWAR SINGH (JSA)		
		MR. RAMESH CHAND YADAV (PGT HINDI) I/C		
20	RAJBHASHA COMMITTEE	MRS HARPREET KAUR (TGT HINDI)	<ol style="list-style-type: none"> 1. Encourage / assist in use the Rajbhasha Hindi in the Vidyalaya. 2. Follow up the time to time directions for implementation of rajbhasha hindi given by the authorities 3. Preparation and submission of Rajbhasha Hindi quarterly / monthly reports. 	
		MRS. RAMKALA YADAV (TGT SKT.)		
		MR. JASBIR SINGH (PGT GEO) I/C		
		MRS JYOTI ARORA (PGT CHEM)		
21	DISCIPLINE COMMITTEE	TGT PH & EDU / SPORTS COACH	<ol style="list-style-type: none"> 1. To assist the students in conforming to Vidyalaya rules and regulations and help students develop self-discipline. 2. Administer consequences commensurate with offence committed by any student. 3. Frame new Vidyalaya rules and regulations in consultation with the Principal for the students behavioural aspect. 4. Promote and encourage good behaviour among the teachers and students. 5. Make sure discipline during the entry and exit points during arrival and dispersal time of students. 	
		MR. GURJEET SINGH (TGT SST.)		
		MRS. HARPREET KAUR (TGT HINDI)		

















KENDRIYA VIDYALAYA NO.4 BATHINDA CANTT.

COMMITTEES FOR ACADEMIC SESSION 2023-24

22	PHOTOGRAPHY COMMITTEE	MR. VAKEEL SINGH (TGT LIB.)	<ol style="list-style-type: none"> 1. Responsible for photographing various Vidyalaya activities including games, meetings and social gatherings. 2. Responsible for uploading / sending photos to the KVS / Vidyalaya website with the help of Event Incharges. 	
		MR. HARSH PAWAR (PRT)		
		COMPUTER INSTRUCTOR		
		MRS. RICHA VERMA (TGT AE) I/C		
23	SANITATION AND CLEANLINESS COMMITTEE	MRS. PURNIMA BHARDWAJ (TGT- SCI.)	<ol style="list-style-type: none"> 1. The committee will work towards visual appearance of Vidyalaya campus, cleanliness of Vidyalaya building, clean pathways, visibility of cleaning staff, and well maintained lawns and gardens. 2. To ensure sanitation, the committee will inspect all the toilets of Vidyalaya campus from time to time to keep it clean, neat and odour-free. 3. The committee will ensure the facility to dispose-off sanitary napkins safely is provided in every female toilet. 4. The committee will put respective signboards on the availability of sanitation facilities. 5. Adequate teams of students and faculty will be formed for hygiene maintenance and inspection. 6. The committee will organize the events like Swachh Pledge, Sanitations and Hygiene and other assigned by KVS/ Vidyalaya. 	
		MR. JASBIR SINGH (PGT GEO.)		
		MS. ANKITA (TGT WE)		
		TGT PH & E / SPORTS COACH		
		MRS. ANITA DEVI (PRT)		
		Mrs. GURMEET KAUR (PRT NURSE)		
24	QUARTER ALLOTMENT AND MAINTENANCE COMMITTEE	MR.C.P.MEENA, (PGT COMP.SC)	<ol style="list-style-type: none"> 1. Ensuring that the Quarters will be allotted and vacated as per rules and regulations of KVS. 2. Proper Utilization of Funds for repair and maintenance of staff quarters issued by KVS. 3. Submission of occupation and vacation reports of Quarter allotments to MES Bathinda. 	
		MR. HARISH KUMAR (PGT HIST.)		
		MR. KANWAR SINGH (JSA)		
		MRS. JYOTI (PRT)		
		MR NARAYAN (SUB-STAFF)		

KENDRIYA VIDYALAYA NO.4 BATHINDA CANTT.

COMMITTEES FOR ACADEMIC SESSION 2023-24

25	SAFETY OF SCHOOL BUILDING	MIR HARISH KUMAR PGT HIST	<ol style="list-style-type: none"> 1. Performing Vidyalaya building inspection/ Safety walk in every month and submit the report to the Principal. 2. Promote and provide consultation for safety related issues through activities. 3. Identifying hazards and recommending appropriate control measures. 	
		MIR. SANDEEP KUMAR PGT (ENG)		
		MIR JASBIR SINGH, PGT GEO		
		MIR RAVI KUMAR PRT		
		MIR PIARA LAL SUB STAFF		
26	ALL MONTHLY REPORTS TO R.O & WEBSITE	MIR NARAYAN SUB STAFF	<ol style="list-style-type: none"> 1. Make sure to submit the event / programme report after the event organized by the Vidyalaya. 	
		MIR C.P.MEENA, PGT COMP SC		
27	NEWS LETTER	ALL DEPARTMENT IN CHARGES AS PER REQUIREMENT BY KVS	<ol style="list-style-type: none"> 1. Draw up a News letter for the session 2023-24. 	
		MIR VAKEEL SINGH TGT LIB (FOR LIB)		
		MIR JASBIR SINGH (PGT GEO.) (FOR SCOUT & GUIDE)		
		MIR. RAVI KUMAR (FOR PRI. SEC) <i>Mr. GURMEET KAUR (PRT)</i>		
28	ADVENTURE TOURS AND EXCURSION COMMITTEE	MIR SATISH KUMAR (PGT ECO)	<ol style="list-style-type: none"> 1. Plan a Adventure Tours and Excursion for the students during the session 2023-24. 2. look after / assigned the duties to lead students during Vidyalaya outside activities. 	
		MIR. JASBIR SINGH (PGT GEO)		
		MRS HARPREET KAUR (TGT HINDI)		
		MRS. SUMITRA DEVI (PRT)		
		MRS. SHIVANI GOEL (PRT)		


















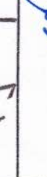


KENDRIYA VIDYALAYA NO.4 BATHINDA CANTT.

COMMITTEES FOR ACADEMIC SESSION 2023-24

29	MEDICAL CHECK UP & FIRST AID COMMITTEE	MRS PURNIMA BHARDWAJ (TGT BIO) I/C	1. Ensure the regular Medical Checkup of students and form a medical card of the students.	<i>Purnima</i>
		MR. GURJEET SINGH (TGT SST.)		<i>GS</i>
		MRS ANKITA (TGT W.E.T.)		<i>AK</i>
		MRS SHIVANI (PRT)		<i>Shivani</i>
30	STAFF MEETING MINUTES	NURSE	1. Prepare and submit the staff meeting minutes after meeting on the last working day of every month.	<i>Shivani</i>
		MRS. HARPREET KAUR (TGT- HINDI)		<i>Harpreet</i>
31	TC UPDATION	MRS. NAVPREET KAUR (TGT ENG)	1. Update/Upload TC on Vidyalaya website after TC issued to the student.	<i>Navpreet</i>
		MR. C P MEENA (PGT CS) I/C		<i>CP</i>
		MR. KANWAR SINGH JSA		<i>KS</i>
		MRS RAMESH CHAND YADAV (PGT HINDI) I/C		<i>RS</i>
32	MAGAZINE & PUBLICATION COMMITTEE	MRS HARPREET KAUR (TGT HINDI)	1. Plan / Design a Magazine/Other Publication material for Vidyalaya during the session 2023-24. 2. Compilation of Material. 3. Scrutinize material.	<i>Harpreet</i>
		MR SANDEEP SINGH (PGT ENG)		<i>SD</i>
		MRS RAMIKALA YADAV (TGT SKT)		<i>RL</i>
		MRS SUMITRA DEVI (PRT)		<i>Sumitra</i>
		MRS ANITA DEVI (PRT)		<i>Anita</i>
33	CARRIER COUNSELING & GUIDANCE	MRS JYOTI ARORA (PGT CHEM)	1. Provide students with necessary information on further education and careers opportunities. 2. Promote students' awareness and understanding of their interests and abilities in relation to further education and job opportunities.	<i>Jyoti</i>
		MR SATISH KUMAR (PGT ECO)		<i>Satish</i>
		MR HARISH KUMAR (PGT HIST)		<i>Harish</i>
				<i>WB</i>

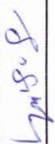




















KENDRIYA VIDYALAYA NO.4 BATHINDA CANTT.

COMMITTEES FOR ACADEMIC SESSION 2023-24

34	SCOUTS & GUIDES /CUBS & BULBUL	MR. VAKEEL SINGH (TGT LIB.) SCOUT I/C	<ol style="list-style-type: none"> 1. Encourage students to participate in Scout & Guides / Cubs & Bulbul Activities. 2. Activities / Event should be performed time to time as per the KVS directions. 3. The reports of events / activities should be submitted to the office. 	
		MR. SANDEEP KUMAR PGT (ENG)		
		MR JASBIR SINGH (PGT GEO)		
		MRS. SUMITRA (PRT) GUIDE I/C		
		MS. ANKITA (TGT WE)		
		MRS. ANITA DEVI (PRT) BULBUL I/C		
		MRS. RAJNI BANSAL (PRT)		
		MR. PREM NARAYAN (PRT MUSIC) CUB I/C		
		MR. KULDEEP SINGH (PRT)		
		MRS. PURNIMA BHARDWAJ (TGT BIO) I/C		
35	GARDENING AND BEAUTIFICATION	MRS. SONIKA BANSAL (PGT COMM.)	<ol style="list-style-type: none"> 1. The Committee shall make recommendations to the Principal for beautification projects to be carried out during the spring and summer months. 2. Support and implement 'Swachh Baharat Abhiyan' for healthy India. 3. Organize seminars, workshops activities etc. on environmental related issues. 4. Plant rare and medicinal/ herbal plants on the Vidyalaya campus. 	
		MRS. RICHA VERMA (TGT AE)		
		MS ANKITA (TGT WET)		
		MR. RAVI KUMAR (PRT)		
		MRS JYOTI ARORA (PGT CHEM) I/C		
		MR. C P MEENA (PGT-CS)		
		MRS HARPREET KAUR (TGT HINDI)		
		MR. GURJEET SINGH (TGT SST.)		
36	GRIEVANCE REDRESSAL COMMITTEE ON SEXUAL HARASSMENT & ICC	MRS. SUMITRA DEVI PRT	<ol style="list-style-type: none"> 1. Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees. 2. Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment. 3. Sensitizing employees about sexual harassment issues and Conduct workshops on POSCO. 	
		MR RAVI KUMAR PRT		






















KENDRIYA VIDYALAYA NO.4 BATHINDA CANTT.

COMMITTEES FOR ACADEMIC SESSION 2023-24

37	FURNITURE COMMITTEE	MR. SARABJEET SINGH (PRT)	<ol style="list-style-type: none"> 1. Requirement & Maintenance of Furniture. 2. Examine furniture of the Classrooms once in a month. 	
		MR. HARISH KUMAR (PGT HIST.)		
		MR. HARSH PAWAR (PRT)		
38	BUILDING MAINTANANCE & REPAIRS (CIVIL)	MR. HARISH KUMAR PGT HIST I/C	<ol style="list-style-type: none"> 1. Monthly report to the Principal regarding building maintenance requirements / condition. 2. All building related civil works. 	
		MR. C P MEENA PGT CS		
		TGT H & PHY EDU.		
		MR. KULDEEP SINGH PRT		
		MR. PIARA LAL SUB STAFF		
39	BUILDING MAINTANANCE & REPAIRS (ELECTRICAL & Water)	MS ANKITA TGT WET I/C	<ol style="list-style-type: none"> 1. Monthly report to the Principal regarding building electric work requirements / condition. 2. All electric related works of Vidyalaya Building. 	
		MR. C P MEENA PGT (CS)		
		MR. GURBHAIAN SINGH SUB STAFF		
40	R.T.I. RESPONSE	MR. C P MEENA PGT (CS)	<ol style="list-style-type: none"> 1. Faithfully & Timely response to the R.T.I related letters. 	
		MR. KANWAR SINGH JSA		
		MRS HARPREET KAUR (TGT HINDI)		
41	REFRESHMENT COMMITTEE	MRS. RAJNI BANSAL (PRT)	<ol style="list-style-type: none"> 1. Plan & Purchase of refreshment for the events / meetings to be held in the Vidyalaya premises. 	
		MRS SHIVANI (PRT)		
		MR. RAVI KUMAR (PRT)		
		MR. SATISH KUMAR (PGT - ECO)		
42	PTM & ALUMNI RECORD MAINTAINENCE COMMITTEE	MRS. HARPREET KAUR (TGT HINDI)	<ol style="list-style-type: none"> 1. Maintain the record of PTMs & Alumni records. 2. Conduct PTMs during the session. 	
		MRS. RAJNI SINGLA (PRT)		
		MRS. HARSH PAWAR (PRT)		







KENDRIYA VIDYALAYA NO.4 BATHINDA CANTT.

COMMITTEES FOR ACADEMIC SESSION 2023-24

43	EXAM MODERATION COMMITTEE	MR. C P MEENA PGT CS	As per the directions of KVS / CBSE.	
		MR SURINDER KUMAR PGT MATHS		X
		MR SATISH KUMAR PGT ECO		
		ALL SUBJECT CONVENERS		
44	EXHIBITION COMMITTEE (SCI)	MRS JYOTI ARORA PGT CHEM	1. Plan & Organise as per the directions of KVS and submit the reports.	
		MRS. PURNIMA BHARDWAJ TGT BIO.		
		MS. ANKITA TGT WE		
		PGT BIO & PGT PHYSICS		
45	EXHIBITION COMMITTEE (S.SC)	MR HARISH KUMAR PGT HIST	1. Plan & Organise as per the directions of KVS and submit the reports.	
		MR SATISH KUMAR PGT ECO		
		MR JASBIR SINGH PGT GEO		
		MR. GURJEET SINGH (TGT SST.)		
		MRS. VAKEEL SINGH (TGT LIB)		
		MR. RAMESH CHAND YADAV PGT HINDI		
46	LIBRARY COMMITTEE	MR. SANDEEP KUMAR PGT (ENG)	1. Advises and reviews library policies for instruction, resources, services, and the facility. 2. Advises regarding library services, especially innovation, for the students. 3. Discusses budgetary issues for books, journals etc.	
		MRS. RAMKALA YADAV (TGT SKT.)		
		MRS SUMITRA DEVI (PRT)		
		MIR RAVI KUMAR (PRT)		
47	SPORTS COMMITTEE	TGT PH&E / SPORTS COACH 	1. The committee shall promote sports activities by motivating students and member's faculty. 2. To organize regular sports events in order to train students for states and national level competition. 3. Proper maintenance of sports accessories. 4. To prepare and maintain records of all sports activities	
		MR. GURJEET SINGH (TGT SST.)		
		MRS. NAVPREET KAUR (TGT ENGLISH)		
		MR. RAVI KUMAR (PRT)		
		MRS. POOJA (PRT)		

KENDRIYA VIDYALAYA NO.4 BATHINDA CANTT.

COMMITTEES FOR ACADEMIC SESSION 2023-24

48	TEACHING AIDS (SEC/ SOCIAL SCI. ROOM)	MR. JASBIR SINGH, (PGT GEO)	1. Utilization & maintenance of teaching aids.	
		MR. GURJEET SINGH (TGT SST.)		
49	ATL TINKRING LAB	MS. ANKITA TGT WE I/C	1. Utilization & maintenance of Atal Tinkering Lab.	
		PGT PHYSICS		
		MR VAKEEL SINGH TGT LIB I/C		
50	READERS CLUB (SEC)	MR. RAMESH CHAND YADAV (PGT HINDI)	1. Organize study group activities.	
		MRS. NAVPREET KAUR (TGT ENGLISH)		
		MRS. SUMITRA DEVI (PRT)		
		MR. RAVI (PRT)		
		MRS. PURNIMA BHARDWAJ TGT BIO I/C		
51	ECO-CLUB	MRS RICHA VERMA TGT ART EDU.	1. Motivate the students to keep their surroundings green and clean by undertaking plantation of trees.	
		MRS. GURMEET KAUR PRT		
		MRS. RAJNI PRT		
		TGT PHY.EDU /COACH		
52	FLAG HOSTING AND LOWERING	MR. VAKEEL SINGH TGT LIB.	At the time of hoisting and taking down the flag, take care of doing all the work according to the rules of the Government of India.	
		MR PREM NARAYAN PRT (MUSIC)		
		MR. GURJEET SINGH (TGT SST.)		
53	CMP & TLM PROCUREMENT COMMITTEE	MRS. SUMITRA DEVI PRT (Senior Most PRT)	1. MANAGING CMP ETC. RECORDS. 2. CONDUCT OF CMP MEETINGS.	

19.11.23

PRINCIPAL /Principal

केंद्रीय विद्यालय नं: 4

K.V. No. 4

बठिंडा छावनी
BATHINDA CANTT.