



INSTITUTIONAL PLANNING (SESSION- 2024-25)

Patron: Principal

Supervision: Mr. Harjinder Kumar

S.N	COMMITTEES	INCHARGE &	MEMBERS	Duties/ Responsibilities
1	Examination	INTERNAL EXAMS: Mr. Parvinder Kumar (I/C) Mr. Khem Kumar Ms. Jyoti Arya CBSE: Mr. Amit Singal (I/C) Mr. Yash Pal	Ms. Shobha Sharma (I/C Primary) Mr. Pravdeep Ms. Tanu	<ul style="list-style-type: none">• To plan the schedule of PT, CT, Pre-Board and Mid-Term, as per the calendar of activities.• To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS.• To give suitable instructions to class teachers for maintaining all the relevant records.• To check registration and affiliation work• To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintaining of records.• To scrutinize the question papers for the tests and examinations.• To check answer scripts of UT/Exams at random to ensure uniformity.• To condone the shortage of attendance of students and moderate the marginal cases for promotion as per the promotion rules.
2	Time Table	Ms. Ranjeet Kaur (I/C) Ms. Jasdeep Kaur Dr. Keshav Dev	Ms. Shobha Sharma (I/C Primary) Ms. Preeti Sharma Ms. Reena Devi	<ul style="list-style-type: none">• To prepare & execute time table as per the norms.• To make necessary adjustments in the time table due to administrative exigencies.• To device workable & suitable assignment/remedial time-table• To make arrangement for classes suitably as per requirement.• To prepare Home Assignment Schedule.• To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted. movement of the students
3 A	CCA, PM SHRI Activities Value Education, Club Activities, Display Board, Prize Distribution etc.	Ms. Rajinder Bains (I/C) Ms. Jyoti Arya Ms. Suman Ms. Vijeta All H.Ms & Associates	Ms. Tanu (I/C Pry) Ms. Varsha Ms. Mukesh Ms. Jyoti All H.Ms & Associates	<ul style="list-style-type: none">• To prepare CCA calendar• To Plan & organize CCA and All other activities assigned time to time.• To Keep the record in hard copy of all the activities.• To update display boards.• To procure prizes and distribute prizes among meritorious students
3 B	CCA, PM SHRI & other Activities & Community- Participation	Dr. Keshav Dev (I/C) Ms. Nidhi Sharma Ms. Suman	Ms. Tanu Sharma Mr. Pravdeep	<ul style="list-style-type: none">• To Keep the record in softcopies of all the activities and send further as and when required.



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4	Morning Assembly	Ms. Rajinder Bains (I/C) Ms. Vijeta & All C.T.s Mr. K. S. Sangha Ms. Nidhi Sharma	Dr. Keshav Dev Ms. Jyoti Arya Ms. Suman All H.Ms & Associates	<ul style="list-style-type: none">• To organize morning assembly in a graceful manner with discipline.• Announcements to be done in Hindi & English Languages as per scheduled days.• Systematic/ orderly movement of students for assembly.• Checking of late comers.
5	Student Council	Dr. Keshav Dev (I/C) Ms. Rajinder Bains	Mr. K. S. Sangha All H.Ms & Associates	<ul style="list-style-type: none">• To select Student council: House captains and other members of the council for carrying out their usual work. Pass system and Identity Cards
6	Admission	Mr. Harjinder Kumar (I/C) Mr. Harpinder Singh Ms. Jyoti Arya	Ms. Preeti Sharma Ms. Shobha Sharma	<ul style="list-style-type: none">• To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2023-24 in consultation with the Principal.
7	Discipline & Internal-Complaint Committee	Mr. Harjinder Kr. (I/C) Mr. K. S. Sangha Ms. Preeti Sharma	Mr. Parvinder Ms. Jasdeep Kaur Mr. S.K. Batra & All C.Ts	<ul style="list-style-type: none">• To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any. A separate file to be maintained.
8	Scout & Guide	Ms. Preeti Sharma (Guide) Dr. Keshav dev (Scout) Ms. Tanu Sharma (Cubs) Ms. Reena Devi (Bulbul)	Ms. Ranjeet Kaur Mr. Yash Pal Mr. Khem Kumar	<ul style="list-style-type: none">• To enroll Scouts & Guides, Cubs & Bulbuls• To organize testing camps, troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO
9A	NIPUN BHARAT / & Resource Room	Ms. Preeti Sharma (I/C) Ms. Varsha Meena Ms. Monika Mr. Roshan Lal Mr. Harpinder Singh	Ms. Mukesh Ms. Pooja Ms. Reena Ms. Vijeta Ms. Jyoti (PRT)	<ul style="list-style-type: none">• To maintain the resource room and development of TLM with help of Pry. Teachers• Publication of quarterly newsletters• Implementation of NIPUN BHARAT / CMP• To maintain Proper record and log-books of fun day, film show, resource room, communication skill cards & all activities under CMP• To keep all records related to remedial teaching & NIPUN Meetings
9B	Toy Library	Mr. S. K. Batra (I/C) Ms. Nidhi Sharma	Ms. Shobha Sharma Mr. Pravdeep	<ul style="list-style-type: none">• To maintain the Toy Library.• To maintain Proper record.
10.	PTM Meetings	Mr. Parvinder Kr. (I/C) All the Class Teachers	Ms. Shobha Sharma (I/C Pry)& All Class Trs.	<ul style="list-style-type: none">• To checkout Annual plan of meetings• To maintain minutes and records of such meetings.
11 A	AEP	Ms. Rajinder Bains (I/C) Ms. Ranjeet Kaur Ms. Jasdeep Kaur	Counsellor, Nurse & All C.Ts	<ul style="list-style-type: none">• To conduct programs as per the guidelines given in the training.• To maintain & update display board and a corner to keep these activities ongoing for various programs.
11 B	ACP	Ms. Suman (I/C) Ms. Jyoti Arya	All ACP Trained Trs.	<ul style="list-style-type: none">• To conduct programs as per the guidelines given in the training.• To maintain & update display board and a corner to keep these activities ongoing for various programs.
12	Raj Bhasha	Dr. Keshav Dev (I/C) Mr. Radhe Shyam (SSA)	Ms. Jyoti Arya Mr. Pradeep (JSA)	<ul style="list-style-type: none">• To conduct quarterly meetings of Rajbhasha• To submit quarterly reports to the Regional Office.



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13	Publication of Magazine/Newsletter	Ms. Rajinder Bains (I/C) Ms. Preeti Sharma (I/C)	Dr. Keshav Dev Ms. Tanu Sharma Ms. Kulwant	<ul style="list-style-type: none">• In charge of school magazine, student diary, newsletter and any other issues related to publication.
14.	Medical Room & Checkup, First Aid, & Suggestion Box	Ms. Ranjeet Kaur (I/C) Ms. Shobha Sharma	Ms. Jasdeep Kaur Ms. Varsha Nurse	<ul style="list-style-type: none">• To ensure medical checkup of students and• To maintain proper records• To monitor follow up
15	Teaching Aid/ Audio Visual Aids	Mr. Harpinder Singh (I/C) Mr. Parvinder Kumar Ms. Preeti Sharma	Ms. Pooja (TGT) Ms. Pooja (PRT)	<ul style="list-style-type: none">• A.V. Room to be well equipped with workable LCD, OHP etc. for ensuring TAL/CAL undertaken by the teachers by maintaining a Register in the A.V. Room.• Proper maintenance of the teaching aids.• Purchase of teaching aids as per the requirement of the new syllabus.• To facilitate teachers using the teaching aids in their class rooms
16	PM SHRI & RTI Committee	Mr. Harjinder Kr. Dr. Keshav Dev Mr. Parvinder Kr.	Ms. Shobha Sharma Ms. Varsha Meena Mr. Radhe Shyam	<ul style="list-style-type: none">• Budget Preparation & Implementation of PM SHRI Scheme as Govt. Guidelines.• Keeping proper records with photos & Videos• Timely procurement of Goods & Services.
17 A	EBSB	Ms. Pooja (TGT) (I/C) Ms. Rajinder Bains	Mr, Harpinder Singh Ms Vijeta Rani	<ul style="list-style-type: none">•To prepare students for exhibition and Competitions under•To send the monthly reports with required Photos & videos
17 B	AKAM	Ms. Jyoti Arya (I/C) Dr. Keshav Dev	Ms. Suman Ms Vijeta Rani	<ul style="list-style-type: none">•To send the monthly reports with required Photos & videos.•To prepare students for Activities related to the AKAM
18	Science Exhibition & Olympiads/ Jigyasa/ INSPIRE/ NCSC/SOI VVM/ JNNSMEE etc.	Ms. Ranjeet Kaur (I/C) Mr. Parvinder Mr. Yashpal	Mr Harjinder Kumar Ms Jasdeep Mr. Khem Kumar	<ul style="list-style-type: none">•To prepare students for exhibition, NTSE and Olympiads and all the Activities to be organized.
19	Games & Sports / Vocational Skills / Artificial Intelligence Bagless Day etc.	Mr. K. S. Sangha (I/C) Ms. Nidhi Sharma Mr. Amit Singal Ms. Preeti Sharma	Mr. S. K. Batra Mr. Harpinder Singh Computer Instructor All Class In-charges	<ul style="list-style-type: none">•To practice Yoga daily during the morning assembly•Identify the talented students for participation at the Cluster, Regional and National Level Games in the first week of April in order to give them special training and to maintain record.•To draw up class wise activities to be undertaken as per the syllabus.•To coordinate with vocational teachers and train the students for various activities.•To encourage all students to take part in the Drawing and Painting competitions.
20.	Excursion	Mr. K.S. Sangha (I/C) Mr. S. K. Batra Mr. Khem Kumar	Ms. Kulwant Ms. Mukesh	<ul style="list-style-type: none">•To check out and implement Annual plan for excursion of the students as per the codal provisions in consultation with the Class teachers/Principal•To accompany the students for the programs identified by the KVS
21.	Furniture	Mr. Roshan Lal (I/C) Ms. Jyoti Arya	Ms. Reena All Class Teachers	<ul style="list-style-type: none">•To ensure all furniture bear serial numbers and the year of purchase.•To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules



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22	Harit Vidyalaya & Swachh Vidyalaya	Ms. Jasdeep (I/C) Dr. Keshav Dev Ms. Preeti Sharma Mr. Pravdeep	Mr. Yash Pal Mr. K. S. Sangha Ms. Pooja (TGT) Ms. Suman Ms. Vijeta All C.Ts.	<ul style="list-style-type: none">● To clean the surroundings of school and class rooms● To make people aware of healthy sanitation practices by bringing behavioral changes in people.● To completely start the scientific processing, disposals reuse and recycling the Municipal Solid Waste.● To ensure that toilets are in hygienic condition
23	Gardening (Nature/ Eco club) & Beautification	Ms. Jasdeep (I/C) Mr. Khem Kumar	Ms. Varsha (I/C Pry) Mr. Tanu	<ul style="list-style-type: none">● To monitor the work effectively and to offer technical expertise to improve gardening by providing all required materials.● To take care and maintain the beautification in all the areas● To maintain medicinal plant garden and to ensure watering and regular upkeep
24	Swachh Staff Room Staff Club Staff Room Display Secondary/ Primary	Ms. Pooja Devi (I/C) Dr. Keshav Dev & Mr. S. K. Batra Ms. Nidhi Sharma Mr. Harpinder Singh	Ms. Kulwant (I/C Pry) Ms. Pooja (PRT) Ms. Jyoti (PRT) Ms. Varsha Meena All Staff Members	<ul style="list-style-type: none">● To make Staff members aware of healthy sanitation practices by bringing behavioral changes in them.● To get the rooms properly cleaned.● To completely start the scientific processing, disposals reuse & recycling the Solid Waste.
25.	Clean Water Monitoring, Safety & Security of Staff Quarters Boundary Walls & Vidyalaya Building, Implementation of Fire Safety, SOPs for Safety & Security of students / staff	Mr. Harjinder Kr. (I/C) Mr. Amit Singal Mr. S.K. Batra Ms. Reena Ms. Pooja (TGT)	Ms. Preeti Sharma Ms. Pooja (TGT) Ms. Jyoti Arya Ms. Pooja (PRT)	<ul style="list-style-type: none">● To maintain the records properly● To conduct the meetings of monitoring committee● To keep hard copies readily available for inspection● Data to be filled in the relevant records every month and submit report to the Principal office● To carry out maintenance & minor repair work of buildings including toilets, surroundings and play field.● To procure fire-Safety Certificate from the Deptt.● To procure fire-Safety Certificate from the CPWD.● To procure fire-Safety Certificate of Water Testing Report
26	House Keeping, Security & Water management	Mr. Roshan Lal (I/C) Mr. Harjinder Kumar	Mr. S. K. Batra Mr. Pravdeep	<ul style="list-style-type: none">● To ensure uninterrupted water supply in all the toilets and other places.● To ensure periodical cleanliness of aqua guards with the display of date of cleaning on a separate Register.● To monitor the services of security and cleanliness in consultation with the agencies.
27	Photography	Dr. Keshav Dev (I/C) Mr. Harpinder Singh Ms. Jyoti Arya	Mr. Pravdeep Ms. Pooja (PRT)	<ul style="list-style-type: none">● To maintain Album covering all activities.● To display all the coverage of all occasions.
28	P. A. System	Mr. Roshan Lal (I/C) Mr. K.S. Sangha	Ms. Vijeta	<ul style="list-style-type: none">● To arrange PA system for morning assembly and other programs.



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29	National Flag Hoisting and Lowering	Mr. K. S. Sangha Mr. Roshan Lal	Ms. Reena Ms. Jyoti (PRT)	<ul style="list-style-type: none">• To raise the National Flag daily before morning assembly and to lower it before the sunset.• To follow the instructions given by KVS in this regard.
30	Sexual Harassment Prevention, Gender Sensitization, POCSO Redressal Committee	Ms. Rajinder Bains (I/C) Ms. Preeti Sharma	Ms. Jasdeep Mr. S. K. Batra	<ul style="list-style-type: none">• To attend the complaints regarding sexual harassment• To take preventive measures to avert any mishappening.• To ensure the safe environment for students and female employees in the school.
31.	UBI Fee Collection & Enrollment	Mr. Amit Singal (I/C)	Computer Instructor All Class Teachers	<ul style="list-style-type: none">• To ensure timely verification of students and enrolment.• To update TC cases/ Fresh admissions & ensure timely payment of fee by students
32.	Career Guidance and Counselling	Ms. Ranjeet Kaur (I/C) Ms. Suman, Mr. S.K batra	Ms. Rajinder Bains Counsellor	<ul style="list-style-type: none">• To organize the sessions of Carrier Guidance and counselling of the students.
33.	Hospitality	Ms. Ranjeet Kaur (I/C) Ms. Varsha Meena	Ms. Mukesh Nurse	<ul style="list-style-type: none">• To arrange for refreshment and other requirement
34.	Press Release	Dr. Keshav Dev Ms. Rajinder Bains	Ms. Jyoti Arya Ms. Suman	<ul style="list-style-type: none">• To maintain the software, proper and timely entry• To keep hard copies readily available for inspection
35.	Office Work Salary Preparation CS-54	Mr. Radhey Shyam I/C Mr. Harjinder Kumar Mr. Yashpal	Mr. Pradeep (JSA) Mr. Khem Kumar	<ul style="list-style-type: none">• To maintain the records, proper and timely entry• To keep hard copies readily available for inspection• Data to be filled in the relevant records every month & submit to the principal office
36.	Income Tax, Form-16	Mr. Yashpal (I/C)	Mr. Pravdeep Mr. Radhe shyam	<ul style="list-style-type: none">• To maintain the records, proper & timely calculation and deduction of income tax• To keep hard copies readily available for inspection and Data to be filled in the relevant records every month & submit to the principal office.
37.	e-Punjab, UDISE Website Updation, PIMS & E-Classrooms	Mr. Amit Singal (I/C) Computer Instructor	Ms. Varsha Meena Ms. Kulwant (PRT) Ms. Monika	<ul style="list-style-type: none">• To update and maintain the records, proper and timely entry• To keep hard copies readily available for inspection• Data to be filled in the relevant records every month & submit to the Principal office
38.	Computer Lab	Mr. Amit Singal (I/C)	Computer Instructor Mr. Pravdeep	<ul style="list-style-type: none">• To maintain the lab neatly with proper upkeep of furniture• The equipment must be kept neat & tidy, in proper working condition• To assist all staff members in using required equipment• To maintain log book for use by concerned teachers• To prepare requirement, comparatives etc. for make purchases
39.	Maths Lab & Mathematical Garden	Mr. Yashpal (I/C)	Mr. Khem Kumar	<ul style="list-style-type: none">• To maintain the lab neatly with proper upkeep of furniture• The equipment must be kept neat & tidy, in proper working condition• To assist all staff members in using required equipment• To maintain log book for use by concerned teachers• To prepare requirement, comparatives etc. for make purchases• To develop math's garden



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40.	Jr. Science Lab	Ms. Jasdeep (I/C)	Mr. Harjinder Kr.	<ul style="list-style-type: none"> To maintain the lab neatly with proper upkeep of furniture The equipment must be kept neat & tidy, in proper working condition To assist all staff members in using reqd. equipment To maintain log book for use by concerned teachers To prepare requirement, comparatives etc. for make purchases
41.	Library/Pustakophar Tarunotsava , Advisory Council	Mr. S. K. Batra (I/C) Mr. Harjinder Kumar Mr. Yash Pal Dr. Keshav Dev	Mr. Harpinder Singh Ms. Preeti Sharma Prefects (Student Members)	<ul style="list-style-type: none"> To procure text books and reference books recommended by CBSE as per the recommendation of faculty members. To organize Class Library and to present book review. To assist Primary wing in Library activities in light of CMP
42 A	T.C. Preparation	Mr. Pradeep (I/C)	Mr. S. K. Batra	<ul style="list-style-type: none"> To conduct meeting with the parents (RTE) To guide parents and teachers for proper billing. To arrange for collection & distribution of books To maintain the records, timely Submission & payment of bills To keep hard copies readily available for inspection Data to be filled in the relevant records and submit report to the Principal office
42 B	Audit, Budget, Annual Account, Cash Book, Ledger, Maintenance of Service Books & Personal Files	Mr. Radhe Shyam (I/C) Mr. Harjinder Kr.	Mr. Pradeep	
43.	Atal Tinkering Lab/ Vocational Lab & Bag Less day	Dr. Keshav Dev (I/C) W.E. Teacher Ms. Nidhi Sharma	Ms. Ranjeet Kaur Ms. Jasdeep Kaur	<ul style="list-style-type: none"> To look after ATL Lab & use it judiciously for the welfare of students. To make sure all concerned teachers use the lab frequently.
44.	M & R of Vidyalaya building Civil & Electrical Mainten.. Tools & equipment	Mr. S. K. Batra (I/C) Mr. Roshan Lal	Ms. Suman Ms. Mukesh	<ul style="list-style-type: none"> To keep record of all the maintenance and repair record of School building. To look after M & R of of Vidyalaya building Civil & Electrical as and when required. To make the necessary arrangement of proper functioning of electricity & Building
45.	Staff Qtrs. Allotment Mainte.. & Repair & Electricity Bill	Ms. Jyoti Arya (I/C) Mr. S. K. Batra Mr. Roshan Lal	Ms. Reena Ms. Kulwant Mr. Radhe Shyam	<ul style="list-style-type: none"> Allotment of staff quarters. To receive requisitions for M & repair for staff quarters To look after M & R of staff quarters.
46.	Purchase Committee (Gem Portal)	Mr. Pradeep (I/C) Mr. Parvinder Kr.	Ms. Shobha Sharma Mr. Pravdeep	<ul style="list-style-type: none"> To purchase all the articles required for the school from Gem only. To maintain the proper record of all the documents for each of the purchases.
47.	STEAM	Mr. Parvinder Kr. (I/C) Mr. Yash Pal	Mr. Harjinder Kr. Mr. Pravdeep	<ul style="list-style-type: none"> To encourage student inquiry, dialogue, creative and critical thinking. To Make sure to use the tools & equipments in teaching learning process for the benefit of the students.
48	PMKVY	Mr. Amit Singal (I/C) Computer Instructor	Mr. Pradeep (JSA)	<ul style="list-style-type: none"> To encourage student inquiry, dialogue, creative and critical thinking. To Make sure to use the tools & equipments in teaching learning process for the benefit of the students. To complete all the formalities and implement all the guidelines related to the PMKVY



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49.	Canteen Observation Committee	Ms. Mukesh (I/C) Ranjeet Kaur	Ms. Jasdeep Mr. Roshan Lal	<ul style="list-style-type: none">To ensure Hygiene and cleanliness in the canteen inside and outsideTo check the quality/ date of expiry of the items frequently served to students
50	Staff Meeting & Minutes Recording	Ms. Jyoti Arya (I/C)	Ms. Suman	<ul style="list-style-type: none">To ensure to write the minutes of the Meeting as and when meeting is held.
51	Attendance / Late Arrival committee/ Managing Transport	Mr. Parvinder Kr. (I/C)	Mr. S. K. Batra	<ul style="list-style-type: none">To Maintain the Attendance / Late Arrival record of the students.To Manage the Transport entry and exit daily for the safety and security of the students.
52	Transfer form uploading & checking	Mr. Amit Singal (I/C) Mr. Harjinder Kr.	Ms. Shobha Sharma Mr. Pravdeep	<ul style="list-style-type: none">Timely uploading the details of the employees and correction in the forms if required.Checking all the details from the Service records.
53	BALA	Ms. Nidhi Sharma (I/C)	Mr. Pooja (PRT) (I/C PRT)	<ul style="list-style-type: none">To ensure that building of the Vidyalaya act as an aid.To ensure to Paint/ Write educational content on the Vidyalaya Walls and other Appropriate places.
54	Generator Operations	Mr. S. K. Batra (I/C) Mr. Khem Kumar	Mr. Harpinder Singh	<ul style="list-style-type: none">To run Generator as and when the need arisesTo purchase Diesel/ Petrol as and when requiredTo Maintain the Log book

Principal