**KENDRIYA VIDYALAYA NO.3, FARIDABAD**

**Committees for the Session  2023-24**

**ALLOTMENT OF ADDITIONAL RESPONSIBILITIES FOR THE YEAR 2022-23 (w.e.f. 01/04/2022)**

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| **Sr.****No.** | **COMMITTEE** | **MEMBERS** |
| **1** | **Fresh Admission** |  |
| **2** | **Examination****Academic council/****Slow Learners Programme** |  |
|
| **3** | **Time - Table** |  |
| 4 | **Co- Curricular Activities****Student Council****External Competitions****Prize Distribution/ PTA/PTM** |  |
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| **5** | **Furniture** |  |
| **6** | **Computer lab****&****Website Updation** |  |
| 7 | **Medical check up of students**  |  |
| **8** | **Horticulture** |  |
| **9** | **Excursion/Field trips** |  |
| **10** | **Building and maintenance Monitoring committee/Water availability and electric supply** |  |
| **11** | **Discipline** |  |
| **12** | **Hindi Raj Bhasha Samiti** |  |
| **13** | **Publication,Brochure,Vidyalaya e-Patrika, News Letter, Student Diary & Teachers Diary** |  |
| **14** | **Scouts & Guides Cubs & Bulbuls** |  |
| **15** | **Library** |  |
| **16** | **Games, Sports & Yoga** |  |
| **17** | **House Keeping, Cleanliness of vidyalaya/ Beautification** |  |
| **18** | **Morning Assembly PA system arrangement /other SUPW items/ Music** |  |
| **19** | **Staff Room Maintenance** |  |
| **20** | **Safety and Security  of Vidyalaya and students** |  |
| **21** | **KV Shalla Darpan & UBI Fee project** |  |
| **22** | **CMP** |  |
| **23** | **Audio-Visual Aids & Resource Room****Primary** |  |
| **Secondary** |  |
| **24** | **First Aid** |  |
| **25** |  **Social Science Exhibitions** |  |
| **26** | **Science Exhibition** |  |
| **27** | **E- Class Rooms** |  |
| **28** | **AEP** |  |
| **29** | **Canteen Committee** |  |
| **30** | **Refreshment Committee** |  |
| **31** | **Purchase committee** |  |
| **32** | **Grievances & Sexual Harassment committee** |  |
| **33** | **Teaching Aid** |  |
| **34** | **Quiz , Career Counselling ,Alumini & Student welfare,****Data Handling of Vidyalaya** |  |
| **35** | **Literary Club** |  |
| **36** | **Integrity Club** |  |
| **37** | **Eco Club** |  |
| **38** | **Science Club** |  |
| **39** | **Awakened Citizen Programme** |  |
| **40** | **Photography** |  |
| **41** | **Office** |  |
| **42** | **Compilation of Data** |  |
| **43** | **Income Tax** |  |
| **44** | **UDISE** |  |
| **45** | **Vidyalaya Plan** |  |

**NOTE:**

**1. All the In – charge , Asst, In-charges and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2021-22 as per allotment given and submit a copy to the Principal  by the end of April for record without fail.
2. All the In-charge, Asst, In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties activities as per prescribed programme. In case of any difficulty, undersigned must be contacted.
3. All the in – charge, Asst, In-charges and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they can contact the Principal.
4. All the In-charges, Asst in-charges and members of the concerned departments/committees will have to work on full – fledged manner. When In charge is on leave etc. Asst. In-charges of the concerned departments must be available on duty and vice versa.
5. Please put your efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.**

**Principal**