

**KENDRIYA VIDYALAYA NO.4, AMBALA CANTT**  
**TEACHERS DUTY CHART FOR THE ACADEMIC YEAR 2023-24**

S. N.	COMMITTEE	DUTY ASSIGNED	SIGNATURE
1	<b>TIME TABLE</b>		
1	MR. PREM KUMAR, PGT MATH (I/C)	To prepare time table as per KVS norms and stream line vidyalaya academic task/ target.	
2	MRS. NISHA TGT MATHS		
3	MS. RITU, PRT (I/C PRIMARY)		
4	MR.PANKAJ KUMAR, PRT		
5	MR. NIRMAL, SUB-STAFF FOR SECONDRY TIME TABLE		
6	MR. RAVINDER SUB-STAFF FOR PRIMARY WINGS (TIME TABLE)		
2	<b>ADMISSION</b>		
1	MR. SONU BAN, PGT BIOLOGY (I/C)	To complete admission process as per KVS guide lines and update the website with the day to day admission.	
2	MS. SHIKHA PGT COMP		
3	MR. S.KAMINI , PGT COMM		
4	MS. MONIKA, TGT LIB		
5	MS. ASHPREET TGT ARTS		
6	MR. SANDEEP, PRT		
7	MR. MANOHAR LAL, SUB-STAFF		
3	<b>FURNITURE</b>		
1	MR. PREM KUMAR, TGT MATH (I/C)		
2	MR. PANKAJ KUMAR, PRT		
3	MS. SAVITA, PRT		
4	MR. LEKHRAJ, SUB-STAFF		
5	MR. JAIPAL, SUB-STAFF		
4	<b>LIBRARY</b>		
1	MS.MONIKA BHATT, TGT LIB (I/C)	To plan and decide about the purchase of the books and maintain the same systematically.	
2	MS. BHAGVATI , PGT(HINDI) CTR		
3	MS. VIDHU, PGT (CHEM)		
4	MR. JAGDISH DAHIYA, PGT(ENG)		
5	MR. SANJAY KUMAR, PGT (ECO )		
6	MR.PREM KUMAR, PGT (MATH)		
7	MR. SANDEEP VERMA, PRT		
8	MR. JAIPAL, SUB-STAFF		
9	HEAD GIRL		
10	HEAD BOY		
5	<b>SANITATION, CLEANLINESS AND HYGIENE /SWACHH BHARAT ABHYAN</b>		
1	MR. NARESH KUMAR , TGT WET	To motivate the children for hygienic conditions.To monitor the vidyalaya campus including toilets. To maintain the service rendered by the conservancy agency and to maintain the record, tiles, cemented work, labour, glass fitting, wash basin should be checked and in proper condition.	
2	MRS. VIDHU , PGT(CHEMISTRY) (I/C-2)		
3	MR. SANDEEP KUMAR, TGT(S.S.T)		
4	MR. ARTI, TGT(HINDI)		
5	MR. MANOJ K RASWANT, TGT(MATH)		
6	MR. MUKESH KUMARI TGT(SCIENCE)		
7	MS. ASHPREET KAUR, TGT ARTS		
8	MS. SEEMA DAHIYA, PRT		
9	MS. SONIA, PRT		
10	MR. SURESH, SUB-STAFF		
11	MR. NIRMAL, SUB-STAFF		
6	<b>BEAUTIFICATION OF THE VIDYALAYA</b>		
1	MR. SONU BAN, PGT(BIO) (I/C)	Look after the beautification of the vidyalaya and the surrounding and go ahead with "Go Green Program".	
2	MS. ASHPREET KAUR, TGT ARTS(2ND I/C)		
3	MS. MEENAKSHI TGT (SCIENCE)		
4	MS. PINKI RANI, PRT		
5	MS. MANOHAR LAL, SUB-STAFF		
6	MR. NIRMAL, SUB-STAFF		
7	<b>GARDENING/ ECO CLUB/ HERBAL GARDEN</b>		
1	MR.SONU BAN, PGT (BIO) (I/C)	To plan different activities related oto environment/ integrity awareness and execute program for environmental protection and to maintain separate records for different class.	
2	MR. MUKESH KUMARI, TGT (SCIENCE)		
3	MS.MEENAKSHI,TGT SCIENCE		
4	MR.NARESH KUMAR, TGT SUPW		
5	MR.PANKAJ, PRT		
6	MS. ANITA, PRT		
7	MR.SURESH, SUB-STAFF		

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<b>8</b>	<b>GAMES SPORTS</b>		
1	MR. LOVNISH SHARMA, TGT PH&E	To plan different activities related to games and sports through the year. Select the students for cluster, regional and national competition. Impart health education mass PT for physical fitness.	
2	MR. SANJAY KUMAR , PGT(ECO)		
3	MR. PREM KUMAR, PGT MATHS		
4	MR.JAIMAL SINGH, PGT(PHY)		
5	MS. KAMINI, PGT (COMM)		
6	MR. SANDEEP KUMAR, TGT (SST)		
7	MS. SANDEEP VERMA, PRT		
8	MS. RITU SINGH, PRT		
9	SPORTS CAPTAIN GIRL		
9	SPORTS CAPTAIN BOY		
10	MR. SURESH, SUB-STAFF		
11	MR. JAIPAL, SUB-STAFF		
12	MR. NIRMAL, SUB-STAFF		
13	MR. RAVINDER, SUB-STAFF		
<b>9</b>	<b>MATHEMATICS (KVS), CBSE, OLYMPIAD AND OTHER OUTSIDE COMPETITION/ MATHS LAB.</b>		
1	MR. JAIMAL SINGH, PGT PHYSICS (I/C)	To plan and organize the test, encourage the students regarding the competition and test and maintain records.	
2	MR. KARAN KAPOOR, TGT (MATHS)		
3	MR. MANOJ K. RASWANT, TGT (MATHS)		
4	MS. SEEMA DAHIYA, PRT		
5	MS. SAVITA RANI, PRT		
<b>10</b>	<b>CCA COMMITTEE (PRIMARY SECTION) / MORNING ASSEMBLY COMMITTEE</b>		
1	MS KUSUM LATA, PRT (I/C)	To plan and organize morning assembly in proper way and up to the mark. To divide the students in to four houses to plan different CCA/ House activities and conduct these during CCA period every week. And maintain necessary record related to CCA/ House activities.	
2	MS. NEELAM, PRT		
3	MS. SONIA, PRT		
4	ALL HOUSE MASTER TEACHERS		
5	ALL ASSOCIATE HOUSE MASTER		
6	MR. JAIPAL, SUB-STAFF		
7	MR. LEKHRAJ, SUB-STAFF		
<b>11</b>	<b>CCA COMMITTEE (SECONDARY SECTION) / MORNING ASSEMBLY COMMITTEE</b>		
1	MS. DIMPLE RANI, TGT(SKT) I/C	To plan and organize morning assembly in proper way and up to the mark. House activities should be cleared. House duties should be given to the students on Friday for next week. To plan and decide the date for CCA/ House activities as per decided date of competition and prize purchasing. To prepare the students for the literary and cultural	
2	MS. ASHPREET KAUR, TGT ARTS(2ND I/C)		
3	MS. POOJA RANI TGT (HINDI)		
4	ALL HOUSE MASTER		
5	ALL ASSOCIATE HOUSE MASTER		
6	MR. MANOHAR, SUB-STAFF		
7	MR. SURESH, SUB-STAFF		
<b>12</b>	<b>SCOUT AND GUIDE</b>		
1	MR. PREM KUMAR, PGT MATHS (I/C)	To plan different activities related to Scout and Guide. Preparing the students for different level like dwitya, tritya, Rajyapurskar, Rastrapati award and testing camp.	
2	MR. MANOJ KUMAR RASWANT, TGT MATH		
3	MS. SONIA, PRT		
4	MS. NEELAM, PRT		
<b>13</b>	<b>CONDEMNATION COMMITTEE</b>		
1	MS. SHARANJIT GILL (I/C)	To collect the list of items to be condemned and to prepare the various reports and documents for condemnation purpose.	
2	MS. VIMLA ASWAL, PGT HINDI		
3	MS. SHIKHA,PGT CS		
4	MR. JAGDISH DAHIYA, PGT ENGLISH		
5	MR.SONU BAN,PGT BIO		
6	MR. JAIMAL SINGH ,PGT PHYSICS		
7	MS. UKESH KUMARI,TGT SCIENCE		
8	MR. MONIKA BHATT , TGT- LIB.		
9	MS. ARPANA SOOD, PRT		
10	MS. KUSUM LATA, PRT MUSIC		
11	MR. SOMBIR, SSA		
12	MR. ROSHAN LAL, JSA		
<b>14</b>	<b>SCIENCE COMMITTEE</b>		
1	MRS SHARANJIT GILL PGT (I/C)	To conduct Sc. Olympiad and other competitions related to science. To prepare and guide the students for making exhibits and model in science at vidyalaya level, cluster level, regional level and national level exhibitions.	
2	MR SONU BAN ,PGT BIOLOGY		
3	MRS SHIKHA, PGT CS		
3	MR JAIMAL SINGH ,PGT PHYSICS		
4	MR MUKESH KUMARI,TGT SCIENCE		
5	MRS. MEENAKSHI TGT SCIENCE		
6	MS. ARPANA SOOD, PRT		
7	MS. SONIA, PRT		
8	MR. MANOHAR,SUB- STAFF		
9	MR. SURESH,SUB-STAFF		
10	MR. NIRMAL,SUB-STAFF		

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<b>15</b>	<b>SOCIAL SCIENCE COMMITTEE</b>		
1	MR. SANJAY KUMAR, PGT ECONOMICE(I/C)	To conduct Social Science competitions and other competitions related to Social Science. To prepare and guide the students for making models exhibits for social science exhibitions at vidyalaya, cluster, regional and national level exhibitions.	
2	MS KAMINI, PGT COMMERCE		
3	MR SANDEEP KUMAR, TGT S.ST		
4	TGT ENGLISH		
5	MRS SONIA,TGT ENGLISH		
6	MR ARTI, TGT HINDI		
7	MRS. DIMPLE RANI ,TGT SANSKRIT		
8	TGT S.ST		
9	MS ASHPREET KAUR, TGT ARTS		
10	MS KUSUM, PRT MUSIC		
11	MR JAIPAL, SUB-STAFF		
<b>16</b>	<b>EXAMINATION INTERNAL</b>		
1	MR JAGDISH DAHIYA, PGT ENGLISH(I/C) SECONDARY	Conduction of MONTHLY TEST, PERIODIC TESTS and MID TERM & CUMULATIVE TEST, SEE, Timely as per KVS schedule along with proper maintenance of records. To prepare result analysis and performance index. To maintain necessary records related the exams. To conduct cbse exam and to look after the all formalities related to cbse, registration filling up form etc. sending student detail timely.	
2	MR. SANDEEP , PRT (I/C) PRIMARY		
3	MS. SHIKHA, PGT COMP		
4	MR KARAN KAPOOR, TGT MATHS		
5	TGT ENGLISH		
6	COMP. INST.		
7	MR MANOHAR LAL , SUB-STAFF		
8	MR RAVINDER, SUB-STAFF		
<b>17</b>	<b>MAGAZINE SAMITI/ EDITORIAL BOARD</b>		
1	MS VIMLA ASWAL, PGT HINDI(I/C) SEC	To design the vidyalaya patrika front page, to motivate the students to write and submit the articles, poem and to compile them to make it ready for printing, publications and distribution.	
2	MR JAGDISH DAHIYA, PGT ENGLISH		
3	MS DIMPLE RANI TGT SANSKRIT		
4	MRS ASHPREET KAUR, TGT ART		
5	STUDENT (GIRL)		
5	STUDENT (BOY)		
<b>18</b>	<b>DISCIPLINE &amp; VIGILANCE COMMITTEE</b>		
1	MS SANJAY KUMAR, PGT ECONOMICS	To look after the discipline and work including human values.	
2	MR MANOJ K RASWANT, TGT S.ST		
3	MS SONIA, TGT ENGLISH		
4	MS. ARPANA SOOD, PRT		
5	MS. SAVITA ROHILLA, PRT		
6	MR. SURESH, SUB-STAFF		
7	MR. JAIPAL, SUB-STAFF		
<b>19</b>	<b>PURCHASE COMMITTEE &amp; LPC</b>		
1	MS SHARANJIT GILL, PGT CHEM	To plan and take up purchase procedure for Procurement of material for the vidyalaya as per KVS norms.	
2	MS VIMLA ASWAL, PGT HINDI		
3	MS SHIKHA, PGT CS		
4	MR JAGDISH DAHIYA, PGT ENGLISH		
5	MR SANJAY KUMAR, PGT ECONOMICS		
6	MR. MANOJ KUMAR. TGT MATHS		
7	MR. PARDEEP KUAMR, TGT ENG		
8	MR MONKIA BHATT, TGT LIB		
9	MR. SOMBIR SSA		
10	MS ARPANA SOOD, PRT		
11	MS KUSUM, PRT MUSIC		
12	MR PANKAJ KUMAR, PRT		
<b>20</b>	<b>MAINTENANCE AND REPAIR WORK/ELECTRICITY AND WATER SUPPLY</b>		
1	MR NARESH KUMAR, TGT WET(I/C)	To look after repairs and maintenance work in the vidyalaya as per annual plan/ white wash of the building. To look after repairs and maintenance work, Electricity and water supply in the school.	
2	MR MANOJ KUMAR RASWANT, TGT MATHS (MEMBER)		
3	MS ASHPREET KAUR, TGT ARTS		
4	MS. ARPANA SOOD, PRT		
5	MS ANITA, PRT		
6	MR. SURESH, SUB-STAFF		
7	MR. JAIPAL, SUB-STAFF		

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21	<b>TEACHING AIDS</b>		
1	MR MOHMAD ALI, TGT ENGLISH (I/C) SECONDARY	To prepare and maintain teaching aids require for each and every subjects and make avaiabel the same to the teacher for the classroom teaching.	
2	MS RITU SINGH (PRT) (I/C ) PRIMARY		
3	TGT SCIENCE		
4	MS SONIA, TGT ENGLISH		
5	MS SAVITA ROHILLA, PRT		
22	<b>FIRST AID AND HEALTH CHECKUP</b>		
1	MR. SONU BAN, PGT BIOLOGY (I/C)	To provide first aid facilities to the students, and provide help to conduct to health check up in the vidyalaya.	
2	MS MUKESH KUMARI, TGT (SCI)		
3	MRS. MEENAKSHI ,TGT (SCIENCE)		
4	MS NEELAM, PRT		
5	NURSE		
23	<b>RAJ BHASHA SAMITTEE</b>		
1	MS VIMLA ASWAL, PGT HINDI (I/C)	As per KVS norms implement the task, target of Raj Bhasha Hindi and work for national language.	
2	MR POOJA RANI, TGT HINDI		
3	MS ARPANA SOOD PRT		
4	MS SONIA , PRT		
5	MR. SOMBIR, SSA		
6	MS ROSHAN LAL, JSA		
24	<b>CHECKING OF ATTENDANCE REGISTER COMMITTEE</b>		
1	MR. DEEPAK SINGH, PGT COMMERCE (I/C)	To check attendance register/ attendance board and uploading of attendance for all classes to be monitored on shala darpan	
2	MS SHIKHA, PGT CS		
3	MS ARPANA SOOD, PRT		
4	MS. SEEMA DAHIYA, PRT		
5	COMPUTER INSTR. (PRIMARY)		
25	<b>VIDYALAYA WEBSITE COMMITTEE</b>		
1	MS SHIKHA, PGT CS (I/C)	Maintain web site upto date.	
2	COMPUTER INSTR.(SEC & PRIMARY)		
3	MR ROSHAN LAL, JSA		
26	<b>AWANKENED CITIZEN PROGRAM COMMITTEE</b>		
1	MS MUKESH KUMARI, TGT SCIENCE (I/C)	To encourage the maximum participation. Guest lecture should be invited tome to time. To plan different activities relate AEP.	
2	MS. POOJA RANI TGT HINDI		
3	TGT SST		
4	TGT SST.		
5	MS SAVITA ROHILLA, PRT		
27	<b>CAREER COUSELLING &amp; GUIDANCE</b>		
1	MR. JAIMAL SINGH, PGT PHYSICS (I/C)	To plan & make a time table for XI Class carrier counselling & guidance & invite to the students for future carrier.	
2	MRS SHARANJIT GILL, PGT CHEM.		
3	MS. KAMINI, PGT COMMERCE		
4	MS. MONIKA BHATT, TGT LIB		
5	MS. ANCHAL, COUNSELLOR		
28	<b>PRESS, PHOTOGRAPHY, MEDIA AND PUBLICATION</b>		
1	MS. POOJA RANI, TGT HINDI (I/C)	ulated time. News should be forwarded after the funct	
2	MRS. SONIA, TGT ENGLISH -REPORT WRITING		
3	MS. ASHPREET, TGT ARTS (I/C)-BANNER PREPRATION/Photography		
4	MS RITU,PRT-I/C PRIMARY		
5	MS SAVITA RANI (PRT)		
29	<b>PRIMARY NEWS LETTERS EDITORIAL BOARD</b>		
1	MS. ARPANA SOOD, PRT-I/C PRIMARY	ne. To plan & design the news letter head quarterly to	
2	MR.PANKAJ KUMAR, PRT		
3	MR. SANDEEP KUMAR, PRT		
4	MS SONIA, PRT		
30	<b>EXCURSION/ TOUR</b>		
1	MR PREM KUMAR, PGT MATHS (I/C)	nt activities for excursion/ tour & date should be fixed	
2	MR. MANOJ KUMAR RASWANT, TGT MATHS		
3	MR. NARESH KUMAR, TGT WET		
4	MS. SONIA, TGT ENGLISH		
5	MS. ARTI, TGT (HIN)		
6	MS. SONIA RAJPAL, PRT-I/C PRIMARY		
7	MS ANITA, PRT		
31	<b>CMP &amp; RESOURCE ROOM</b>		
1	MS. ARPANA SOOD, PRT (I/C-CMP)	To plan program for qualitative improvement to primary education.	
3	MS. SEEMA DAHIYA , PRT		
4	MS. NEELAM PRT		
5	MS. SONIA, PRT		

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32	<b>MUSIC AND DANCE COMMITTEE</b>		
1	MS. KUSUM LATA, PRT MUSIC (I/C)	To plan different activities related to environment.	
2	MS. SHARANJIT GILL, PGT CHEMISTRY		
3	MS. POOJA RANI, TGT HINDI		
4	MS. ASHPREET, TGT (ART)		
5	MS. ARPANA SOOD - PRT I/C PRIMARY		
6	MR. SANDEEP VERMA , PRT		
7	MS. ANITA, PRT		
33	<b>OFFICE COMMITTEE/ INCOME TAX/ T.D.S.</b>		
1	MR. SOMBIR, SSA (I/C)	To complete the official work in time and To plan & complete the income tax/ T.D.S. details in time & return should be submit in time.	
2	MS. SUMAN CHOUDHARY, PGT CS		
3	MS. KAMINI, PGT COMMERCE		
4	MR. ROSHAN LAL, JSA		
5	MR. SURESH KUMAR, SUB-STAFF		
34	<b>INTERNAL AUDITING /FEES &amp; FINES- COMMITTEE</b>		
1	MS. KAMINI, PGT COMMERCE -I/C	Mrs. Suman To monitor all records of online fee consession , Mrs. Kamini to prepare and maintain cs-54 & income tax, D.O letter. Mr. Manoj to assist the	
2	MS. SHIKHA, PGT CS		
3	MR . MANOJ KUMAR RASWANT, TGT MATHS		
35	<b>ACADEMIC ADVISORY COMMITTEE</b>		
1	MRS.SHARANJIT GILL PGT CHEMISTRY-(I/C)	To uplift the academic standards using adequate necessary measures.	
2	MRS. VIMLA ASWAL PGT HINDI		
3	MS. ARPANA SOOD , PRT		
4	MR KARAN KUMAR, TGT MATHS		
5	MR PREM KUMAR , PGT MATHS		
6	MR JAGDISH DAHIYA, PGT ENGLISH		
7	MRS. SONIA RANI , TGT ENGLISH		
8	MRS. DIMPLE RANI ,TGT SANSKRIT		
36	<b>CHILD RIGHTS PROTECTION /CORPORAL PUNISHMENT COMMITTEE</b>		
1	MS. SHARANJIT GILL, PGT CHEM(I/C)	Ensure protection of child rights.Ensure no corporal punishment is given to any child inside the school.	
2	MR. SANJAY KUMAR, PGT ECO		
3	MS. SONIA RANI, TGT ENG		
4	MS. KAMINI, PGT COMMERCE		
5	MR. LOVENEESH, TGT PH&E		
6	MS. ARPANA SOOD, PRT		
7	MS. SONIA, PRT		
37	<b>CUB &amp; BULBUL COMMITTEE</b>		
1	MR. PANKAJ KUMAR, PRT (I/C CUBS)	To monitor all the activities of Cubs & Bulbuls	
2	MR. SANDEEP, PRT		
3	MRS. SONIA, PRT (I/C BULBULS)		
4	MS. NEELAM, PRT		
38	<b>GRIEVANCE REDRESSAL/SEXUAL HARASSMENT COMMITTEE</b>		
1	MR. RAJENDER KUMAR, PRINCIPAL (I/C)	Maintain the dignity among each and every member of school and develop brother hood feeling. To make the students aware of sexual harassment and tell them to inform about any wrong doing/ suspect incident to parents/ teachers.To settle the grievances of students with utmost priority	
2	MS. SHARANJIT GILL, PGT CHEM		
3	MS. VIMLA ASWAL, PGT HINDI		
4	MR. SANJAY KUMAR, PGT(ECO)		
4	MS. KAMINI, PGT COMM		
5	MS. SONIA, TGT ENGLISH		
6	MS. ARPANA SOOD, PRT		
7	MR. ANITA , PRT		
39	<b>CANTEEN SUPERVISION</b>		
1	MS. SANJAY KUMAR, PGT ECO	TO CHECK THE HYGIENIC CONDITIONS & QUALITY OF PRODUCTS SERVED BY THE CANTEEN	
2	MR JAGDISH CHANDER DAHIYA, PGT ENG		
3	MS. ASHPREET, TGT (ART)		
4	MS. KUSUM, PRT (MUSIC)		
5	MR. KARAN KAPOOR, TGT (MATHS)		
6	NURSE		
40	<b>COMPUTER COMMITTEE /SMART ROOM AND MULTIMEDIA COMMITTEE</b>		
1	MS. SHIKHA, PGT CS (I/C)	To ensure the proper condition and working of computers in vidyalaya.To ensure the smooth working of devices in the smart room and to maintain the records related to smart room usage by the teachers.	
2	COMPUTER INSTRUCTOR		
4	MS. SANJAY KUMAR, PGT ECO		
5	MR. JAGDISH CHANDER DAHIYA, PGT ENG		
6	ALL CLASS TEACHERS		
7	MR. SOMBIR, SSA		
41	<b>P.A. SYSTEM</b>		
1	MR. NARESH KUMAR, TGT WET	To arrange all the devices and ensure their smooth working in the morning assembly (on daily basis).	
2	MRS POOJA RANI, TGT HINDI		
3	MR SANDEEP KUMAR, TGT SST		
4	SCHOOL PERFECT- BOY		
5	BOY STUDENTS		

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42	<b>STAFF ROOM CLEANLINESS COMMITTEE</b>		
1	MR. ARPANA SOOD, PRT (I/C)	To ensure the cleanliness of the Staff room month wise.	
2	MS. DIMPAL RANI, TGT SANSKRIT		
3	MS. POOJA RANI, TGT HINDI		
4	MR. NARESH KUMAR, TGT WET		
5	MR. JAIPAL, SUB-STAFF		
6	ALL TEACHERS		
43	<b>VIDYALAYA ASSET COMMITTEE</b>		
1	MR. SOMBIR, SSA (I/C)	To look after the Vidyalaya Assets in the campus.	
2	MR. ROSHAN LAL, JSA		
3	MR. SURESH KUMAR, SUB-STAFF		
44	<b>NCC</b>		
1	MR. SANDEEP VERMA, PRT (I/C-BOYS)	To ensure the proper conduct of all the activities of NCC.	
2	MS. DIMPAL RANI, TGT SANSKRIT (I/C-GIRLS)		
45	<b>FLAG HOSITING</b>		
1	MR. PREM KUMAR, PGT MATHS -(I/C)	To look after the daily hoisting and lowering of flag with proper procedure.	
2	MR. LOVNISH SHARMA, TGT PH&E		
3	MR. SANDEEP KUMAR, TGT(S.S.T)		
4	MR. PANKAJ KUMAR, PRT		
5	MR. RAVINDER, SUB-STAFF		
46	<b>ACTIVITY INCHARGES</b>		
1	TARUNOTASAVA	MRS.KAMINI ,PGT COMMERCE; MRS ASHPREET TGT ART- CONDUCT AND REPORT TO HIGHER AUTHORITY	
2	JIGYASA	MRS. SHARANJIT GILL,PGT CHEM; TGT SCI-2- CONDUCT AND REPORT TO HIGHER AUTHORITY	
3	PUSTAKOPHAAR	MS.MONIKA BHATT , TGT LIB- CONDUCT AND REPORT TO HIGHER AUTHORITY	
4	PARTNERSHIP WITH LINKED SCHOOLS	MR. JAIMAL SINGH, PGT PHY- CONDUCT AND REPORT TO HIGHER AUTHORITY	
5	STUDENTS' FITNESS SCORE CARDS	MR. LOVENISH, TGT PHE; MR. SONU BAN ,PGT BIO; MS. MUKESH KUMARI, TGT SC.; MR. SANDEEP KUMAR TGT SST- CONDUCT AND REPORT TO HIGHER AUTHORITY	
6	VIDYALAYA PLAN	MR.JC DAHIYA,PGT ENG; MRS. SHIKHA PGT CS- CONDUCT AND REPORT TO HIGHER AUTHORITY	
47	<b>ACADEMIC LOSS COMPENSATION COMMITTEE</b>		
1	MS. SHARANJIT GILL, PGT CHEMISTRY	PLANNING REGARDING CONDUCTION OF SPECIAL CLASSES - WHENEVER REQUIRED AS PER KVS DIRECTION ref;- KVS(HQ) No.11029/16/2015- KVSHQ/Acad/Comp./Acad.loss DATED 28.02.2018	
2	MS. POOJA RANI, TGT HINDI		
3	MR. MANOJ KUMAR, TGT MATHS		
4	MS. ARPANA SOOD- PRT PRIMARY		
5	ALL SUBJECT HEADS		
48	<b>CCT COMMITTEE</b>		
1	MR. KARAN KAPOOR, TGT (MATHS)	FOR SMOOTH CONDUCTION OF ALL THE ACTIVITIES INVOLVED IN CREATIVE AND CRITICAL THINKING ASSIGNED/REQUIRED AS PER KVS DIRECTION	
2	MR. MANOJ KUMAR, TGT MATHS		
3	MS. MEENAKSHI, TGT SC		
4	ALL CLASS TEACHERS		
49	<b>MENTAL WELL BEING COMMITTEE</b>		
1	MS. SHARANJIT GILL, PGT CHEMISTRY (I/C)	PLANNING REGARDING MENTAL WELL BEING OF THE STUDENTS DURING AND AFTER COVID 19 OUTBREAK AS PER KVS DIRECTION ref;- KVS(HQ) No.11029/16/2020-KVSHQ/Acad/ DATED 06.04.2020	
2	MS. SUMAN, PGT COMP		
3	MR. SONU BAN, TGT BIO		
4	MR. LOVNISH SHARMA, TGT PH&E		
5	MS. MONIKA BHATT, TGT LIB		
6	MS. ARPANA SOOD- PRT PRIMARY		
7	MS. SEEMA DAHIYA, PRT		

**KENDRIYA VIDYALAYA NO.4, AMBALA CANTT**  
**TEACHERS DUTY CHART FOR THE ACADEMIC YEAR 2023-24**

S. N.	COMMITTEE	DUTY ASSIGNED	SIGNATURE
50	<b>MONITERING ONLINE TEACHING COMMITTEE</b>		
1	MS. SHARANJIT GILL, PGT CHEMISTRY (I/C)	PLANNING REGARDING ONLINE TEACHING DURING COVID 19 OUTBREAK AS PER KVS DIRECTION	
2	MS. VIMLA ASWAL, PGT HINDI		
3	MR. JAGDISH DAHIYA, PGT ENGLISH		
4	MS. SUMAN PGT COMP		
5	MS. KAMINI PGT COMM		
6	MS. POOJA RANI, TGT HINDI		
7	MR. KARAN KUMAR, TGT MATHS		
8	MS. MEENAKSHI TGT (SCIENCE)		
9	MS. MONIKA, LIB		
10	MS. ARPANA SOOD, PRT		
11	MS. RITU, PRT		
12	MS. SEEMA DAHIYA, PRT		
13	MR. SANDEEP VERMA, PRT		
14	COMPUTER INS		

PRINCIPAL

KENDRIYA VIDYALAYA No. 4  
 AMBALA CANTT

