



केन्द्रीय विद्यालय सं03
Kendriya Vidyalaya No. 3
जालन्धर छावनी /Jalandhar Cantt.

दूरभाष/Phone : 0181-2260526 फैक्स/Fax-0181-2661533
Website : www.kv3jrc.org, E-mail : kvno3jalandhar@gmail.com

F. No. – 1671099/KV3/JRC/2019-20/

Date: 09.04.2019

OFFICE ORDER

In compliance to KVS (CR) Chandigarh letter no. 16065/प्रशा./के.वि.सं.(चं.सं.)/2018-19/5848 दिनांक 07-03-2019 issued with reference to KVS(Hqrs) letter no. F.-11-55/2000-KVS(Vig.)Pt.-1/11212-25 dated 05-03-2019, Internal Complaint Committee (ICC) has been formed for implementation of the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 at vidyalaya level having following members:

S. No.	Members nominated	Name & Designation
1.	Presiding Officer	Ms T. Rukmani (Assistant Commissioner KVS RO Chandigarh)
2.	NGO Member	Smt. Aabha Naagar, President, Shukti Foundation Shiv Nagar, Model Town, Jalandhar, (Regd. No. DIC/JAL175/2018-19)
	Member	Smt. Meena Kumari, Vice-Princial
3.	Member	Smt. Jyotsna Bhatia, PGT (Maths)
4.	Member	Sh. Sandeep Kumar, PGT (Commerce)
5.	Member	Smt. Ritu Kaul, Principal, Delhi Public School, Jalandhar

Above said members are directed to note for compliance.

(Sarjana Sangha)
Principal

Kendriya Vidyalaya No. 3 Jalandhar Cantt.

LIST OF COMMITTEES 2019-20

S.No.	Name of the committee	Members of the Committee	Signature														
1	Academic Coordinator	Ms. Meena Kumari, Vice-Principal Ms. Jyotsana Bhatia (PGT Maths) (Associate)															
2	Admissions	<p>Secondary</p> <ul style="list-style-type: none"> • Mr. Raj Kumar (PGT Physics) (I/c) • Ms. Rupinderjit Kaur (TGT S.ST) • Mr. Dharminder (Transfer Case) (Librarian) • Mr. Ashwani (TGT ART) • Computer Instructor <p>Primary</p> <ul style="list-style-type: none"> • Mrs. Surinder Kaur (PRT) (I/c) • Mrs. Narinder Devi Bhanot (PRT) • Mrs. Madhu Chhabra (PRT) 															
3	Time Table	<p>Secondary</p> <ul style="list-style-type: none"> • Mrs. Jyotsna (PGT Maths) (I/c) • Mr. Ram Karan Verma (PGT CS) (Arrangement I/c) • Mrs. Harminder (TGT Math) • Mrs. Suman Chander Gupt (TGT Maths) • Mr. Dharminder (Librarian) • Mrs. Dalbir Kaur, Sub Staff <p>Primary</p> <ul style="list-style-type: none"> • Mrs. Sunita Tilak (PRT) (I/c) • Mr. S.K. Nayyar (PRT) • Mrs. Narinder Devi Bhanot (PRT) 															
4	Examinations	<p>Secondary</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Internal</td> <td>Mr. Birdi (PGT Eco) (I/c) Mrs. Usha Rani (TGT S.St) Mrs. Meenakshi Saily (TGT Eng) Mr. Dharminder, Librarian PGT Pol Sc. Mrs. Dalbir Kaur, Sub Staff. Mr. Parmjit Lal, Sub Staff.</td> </tr> <tr> <td>CBSE</td> <td>Mr. Raj Kumar (PGT Physics) (I/c) Mrs. Prem Lata (TGT Biology) Ms. Rupinderjit Kaur (TGT S.St) Mrs. Dalbir Kaur, Sub Staff Mr. Paramjit Lal, Sub Staff Mr. Krishan Lal, Sub Staff</td> </tr> <tr> <td>External</td> <td>Mrs. Jyotsna (PGT Maths) (I/c) Mrs. Suman C. Gupt(TGT Math) All Sub Staff.</td> </tr> <tr> <td colspan="2">OLYMPIAD COORDINATOR Mr. Ram Karan Verma</td> </tr> <tr> <td>Science Olympiad</td> <td>Mrs. Gurdip Malik (PGT BIO)</td> </tr> <tr> <td>MathsOlympiad</td> <td>Mrs. Jyotsana (PGT Math)</td> </tr> <tr> <td>Social Science</td> <td>Mrs. Usha Rani (TGT S.St)</td> </tr> </table>	Internal	Mr. Birdi (PGT Eco) (I/c) Mrs. Usha Rani (TGT S.St) Mrs. Meenakshi Saily (TGT Eng) Mr. Dharminder, Librarian PGT Pol Sc. Mrs. Dalbir Kaur, Sub Staff. Mr. Parmjit Lal, Sub Staff.	CBSE	Mr. Raj Kumar (PGT Physics) (I/c) Mrs. Prem Lata (TGT Biology) Ms. Rupinderjit Kaur (TGT S.St) Mrs. Dalbir Kaur, Sub Staff Mr. Paramjit Lal, Sub Staff Mr. Krishan Lal, Sub Staff	External	Mrs. Jyotsna (PGT Maths) (I/c) Mrs. Suman C. Gupt(TGT Math) All Sub Staff.	OLYMPIAD COORDINATOR Mr. Ram Karan Verma		Science Olympiad	Mrs. Gurdip Malik (PGT BIO)	MathsOlympiad	Mrs. Jyotsana (PGT Math)	Social Science	Mrs. Usha Rani (TGT S.St)	
Internal	Mr. Birdi (PGT Eco) (I/c) Mrs. Usha Rani (TGT S.St) Mrs. Meenakshi Saily (TGT Eng) Mr. Dharminder, Librarian PGT Pol Sc. Mrs. Dalbir Kaur, Sub Staff. Mr. Parmjit Lal, Sub Staff.																
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Science Olympiad	Mrs. Gurdip Malik (PGT BIO)																
MathsOlympiad	Mrs. Jyotsana (PGT Math)																
Social Science	Mrs. Usha Rani (TGT S.St)																

		Olympiad and Quiz Competitions	
		NSTSE	Mrs. Premlata (TGT SC)
		Science exhibition	Mrs. Vibhuti Girdhar (PGT Chem)
		Science Congress	Mr. Raj Kumar (PGT PHY)
		Social Science Exhibition	Mr. Birdi (PGT ECO)
		Kala utsav	Mr. Ashwani Kumar (TGT ART)
		Inspire Award	Mrs. Tervinder Kaur (TGT SC)
		Swach Bharat	Mrs. Renu Verma(PGT ENG)
		Primary Exam	<ul style="list-style-type: none"> • Mrs. Kiran Bala (PRT) (I/c) • Mrs. Manju Bala (PRT) • Mrs. Dalbir Kaur (Sub Staff)
5	राज भाषा हिन्दी	<ul style="list-style-type: none"> • Mrs. Renuka (TGT HINDI) • Mr. Amit (LDC) • Mrs. Parveen Kaur (PRT) 	
6	Co-Curricular Activities	Secondary <ul style="list-style-type: none"> • Mrs. Vibhuti Girdhar (PGT Chem.) (I/c) • Mrs. Renuka(TGT HINDI) • Mrs. Tervinder(TGT SC) • Ms. Meenakshi Saily (TGT Eng) • Mrs. Nisha(TGT HINDI) • Mrs. Manjeet, (TGT WET) • TGT Eng 	
		Primary <ul style="list-style-type: none"> • Mrs. Parveen (PRT) (I/c) • Mrs. Mini Aggarwal (PRT) 	
7	Scouts and Guides	Secondary <ul style="list-style-type: none"> • Mrs. Tripti Kumari (Guide) • Mrs. Suman Chander Gupt (Guide) • Mr. Dharminder (Scouts) • Mr. Dharmender Kumar Meena (Scouts) 	
		Primary <ul style="list-style-type: none"> • Mrs. Rekha Monga (PRT) (I/c) • Mr. S.K. Nayyar (PRT) • Mrs. SurinderKaur (PRT) • Mrs. SunitaTilak(PRT) • Mrs. Manjit Sanghu (PRT) • Mrs. Inderjit Kaur (PRT) 	
8	NCC	<ul style="list-style-type: none"> • Mr. Dharmender Kumar Meena (TGT Hindi) (I/c) • Mr. Ramkaran (PGT CS) • Mr. Dharminder (Librarian) 	
9	Maintenance and Repair		
	Civil, Sanitary, Electricity	<ul style="list-style-type: none"> • Mrs. Manjeet Kaur (TGT WE) (I/c) • Mrs. Rajni Gupta (TGT P & HE) • Mr. SK Nayyar,(PRT) • Mr. Mini Aggarwal, PRT (VEC Member) 	

		<ul style="list-style-type: none"> • Mrs. Kiran Bala, PRT • YOGA TEACHER • COACH 	
	Furniture	<ul style="list-style-type: none"> • Mr. Sandeep, (PGT Commerce) 	
	Staff Quarters	<ul style="list-style-type: none"> • Mr. Anoop Soni, (PGT CS) 	
10	AV Aids (PA System)	<ul style="list-style-type: none"> • Mrs. Manjeet Kaur (Secondary) (TGT WET) • Mrs. SurinderKaur (Primary) (PRT) 	
11	Shalla Darpan	<ul style="list-style-type: none"> • Mr. AnoopSoni (PGT CS) (I/c) • Mr. Raj Kumar(PGT PHY) • Mrs. Vibhuti Girdhar (PGT CHEM) • Mr. Dharminder (LIBRARIAN) • Computer Instructor 	
12	Vidyalaya Website and UBI Portal	<ul style="list-style-type: none"> • Mr. RK Verma (SEC) (PGT CS) • Mrs. Rupinderjit Kaur (TGT S.St) • Mrs. Surinder Kaur (PRT) • Mrs. KiranBala (PRT) • COMPUTER INSTRUCTOR 	
13	School Magzine, Teachers Diary, Students Diary and Newsletter	Secondary <ul style="list-style-type: none"> • Mrs. RenuVerma (PGT ENG) (I/c) • Mrs. Renuka(TGT HINDI) • Ms. Meenakshi (TGT Eng) 	
		Primary <ul style="list-style-type: none"> • Mrs. Parveen Kaur (PRT) (I/c) • Mrs. Mini Agarwal (PRT) 	
14	Cleanliness Conservancy/ security Services	<ul style="list-style-type: none"> • Mrs. RenuVerma (PGT ENG) (I/c) • Mrs. Usha Rani (TGT S.ST.) • Ms. Rupinderjit Kaur (TGT S.St) • Ms. Nisha(TGT HINDI) • Mrr. Sunita Tilak (PRT) • Ms. Shipla Rani (PRT) 	
15	Beautification and Horticulture	<ul style="list-style-type: none"> • Mrs. Gurdip Malik (PGT BIO) (I/c) • Mrs. Rajni Gupta (TGT P & HE) • Mr. Ashwani(TGT ART) • Mr. S.K. Nayyar (PRT) 	
16	Alumini Association	<ul style="list-style-type: none"> • Mrs. Jyotsana (PGT MATH) • Mr. Raj Kumar(PGT PHY) • Mrs. Vibhuti (PGT CHEM) • Mr. Sukhdev Birdi (PGT Economics) • Mr. Sandeep Kumar (PGT Commerce) 	
17	Library Committee	<ul style="list-style-type: none"> • Mrs. Meena Kumari (Vice-Principal) (I/c) • Mr. Dharminder(LIBRARIAN) • Mrs. Jyotsana(PGT MATH) • Mrs. Vibhuti(PGT CHEM) • Mr. S.K. Nayyer (PRT) • Student 1 • Student 2 	
18	Excursions, Tours, Picnics and Adventure Activities	<ul style="list-style-type: none"> • Mr. Ashwani Kumar (TGT ART) (I/c) • Mr. Dharminder(librarian) • Mr. S.K. Nayyer (PRT) 	
19	Discipline Committee (Guidance and Counselling, Prevention of sexual offences, Anti Bullying)	<ul style="list-style-type: none"> • Mrs. Meena Kumari (Vice-Principal) (I/c) • Mrs. Jyotsna (B Block I Floor)(PGT Maths) • Mrs. Vibhuti (B Block Ground Floor)(PGT CHEM) • Mrs. Suman C Gupt (C Block Ist Floor) (TGT 	

		MATH) <ul style="list-style-type: none"> • Mrs. Tervinder Kaur (C Block Ist Floor)(TGT SC) • Mrs. Sunita Tilak (PRT) • Mrs. Rajni Gupta(TGT PHE) • Mrs. Manjit Sanghu (C Block Primary)(PRT) • Nurse 	
20	AEP	<ul style="list-style-type: none"> • Mr. Anoop Soni, (PGT CS) • Ms. Nisha, (TGT HINDI) • Nurse • Mrs. Rajni Gupta, (TGT P & HE) • Coach 	
21	Labs	E-Classroom	Mr. Sandeep Kumar (PGT Commerce)
		ATL	Mr. AnoopSoni (PGT CS)
		Maths lab	Mrs. Jyotsana (PGT MATH)
		Geography Lab	Mr. Birdi (PGT Eco)
		JSL	Mrs. Tervinder(TGT SC)
		Resource Room	Mrs. Shipla (PRT)
		COMPUTER LABS	Mr. Ram karan Verma (PGT CS)
		Biology	Mrs. Gurdip Malik (PGT BIO)
		CHEMISTRY	Mrs. Vibhuti (PGT CHEM)
	PHYSICS	Mr. RAJ KUMAR(PGT PHY)	
22	First Aid and Medical	<ul style="list-style-type: none"> • Mrs. Gurdip Malik (PGT BIO) (I/c) • Mrs. PremLata(TGT SC) • Nurse 	
23	Back to Basics/ Academic Advisory	<ul style="list-style-type: none"> • Mrs. TervinderKaur (TGT SC) (I/c) • Mrs. RenuVerma (Eng)(TGT ENG) • Mrs. Renuka (Hindi)(TGT HINDI) • Mrs. Jyotsana (Maths)(PGT MATH) • Mrs. Gurdip Malik (Science)(PGT BIO) • Mr. Birdi (S. Sc.)(PGT ECO) • Mrs. Sunita Tilak (PRT) 	
24	Teaching Aids including Chalk & Duster	<ul style="list-style-type: none"> • Mrs. Usha Rani (TGT Social studies) 	
25	Photography and Display Board	<ul style="list-style-type: none"> • Mr. Dharminder (Librarian) • Mrs. Rajni Gupta (TGT P& HE) • Mrs. Renuka (TGT HINDI) • Mr. AnoopSoni(PGT CS) 	
26	Refreshment	<ul style="list-style-type: none"> • Mrs. Parveen Kaur (PRT) • Mrs. MajitSanghu(PRT) • Mrs. Mini Aggarwal(PRT) • Mr. Ram Khilawan (Sub Staff) 	
27	Canteen Quality Assurance Committee	<ul style="list-style-type: none"> • Mrs. Rajni Gupta (TGT PHE) (I/c) • Mrs. MadhuChabra(PRT) • Mrs. KiranBala(PRT) • Mrs. Manju Bala(PRT) • Mrs. Sunita Bhandari(PRT) 	
28	Staff Room Maintenance	<ul style="list-style-type: none"> • Mrs. Usha Rani (TGT S.ST) • Ms. Nisha (TGT Hindi) • Mr. Ashwani Kumar (TGT AE) 	
29	Staff Clubs	<ul style="list-style-type: none"> • Mrs. Meenakshi Saily(TGT Eng) • Mrs. Usha Rani (TGT S.St) • Mr. Ashwani(TGT ART) • Mr. Dharminder (Librarian) 	

30	Checking of Attendance Registers/ CS-54	<ul style="list-style-type: none"> • Mr. Ram KaranVerma (PGT CS) (I/c) • Mr. S.K. Nayyer (PRT) 											
31	Lost and Found	<ul style="list-style-type: none"> • Mr. Dharminder(Librarian) 											
32	Grievance Redressal Committee	<ul style="list-style-type: none"> • Mrs. Meena Kumari (Vice-Principal) • Mrs. Jyotsana(PGT MATH) • Mrs. PremLata(TGT SC) • Mr. S K Nayyer (PRT) 											
33	Clubs	<table border="1"> <tr> <td>Computer</td> <td> <ul style="list-style-type: none"> • Mr. AnoopSoni (PGT CS) </td> </tr> <tr> <td>Scouts and Guides</td> <td> <ul style="list-style-type: none"> • Mrs. Rajni Gupta(TGT PHE) • Mr. Dharminder (Librarian) • Mrs. Suman C Gupt (TGT MATH) </td> </tr> <tr> <td>Maths</td> <td> <ul style="list-style-type: none"> • Mrs. Jyotsana Bhatia (PGT MATH) • Mrs. Harminder (TGT Maths) </td> </tr> <tr> <td>Science</td> <td> <ul style="list-style-type: none"> • Mrs. PremLata(TGT SC) • Mrs. Tervinder TGT Sc) </td> </tr> <tr> <td>G.K</td> <td> <ul style="list-style-type: none"> • Mrs. Usha Rani (TGT S.ST) • PGT History </td> </tr> </table>	Computer	<ul style="list-style-type: none"> • Mr. AnoopSoni (PGT CS) 	Scouts and Guides	<ul style="list-style-type: none"> • Mrs. Rajni Gupta(TGT PHE) • Mr. Dharminder (Librarian) • Mrs. Suman C Gupt (TGT MATH) 	Maths	<ul style="list-style-type: none"> • Mrs. Jyotsana Bhatia (PGT MATH) • Mrs. Harminder (TGT Maths) 	Science	<ul style="list-style-type: none"> • Mrs. PremLata(TGT SC) • Mrs. Tervinder TGT Sc) 	G.K	<ul style="list-style-type: none"> • Mrs. Usha Rani (TGT S.ST) • PGT History 	
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