


**KV AFS HIGH GROUNDS CHANDIGARH**  
**CONSTITUTION OF COMMITTEES SESSION 2023-24**

w.e.f. 1st April 2023

**Overall Supervision**  
**PRINCIPAL: Mr. GURPREET SINGH**  
 • Secondary wing - MS. KANCHAN, PGT CHEMISTRY  
 • Primary wing - MS. POOJA SHARMA, HEAD MISTRESS

S.No	COMMITTEES NAMES & SCOPE OF WORK	MEMBERS (Mr./ Ms./)
<b>1</b>	<b>ACADEMIC ADVISORY &amp; ANNUAL VIDYALAYA PLAN</b>	
	1. To Prepare Academic improvement Plan. 2. To prepare Annual Vidyalaya plan. 3. To execute an maintain records.	<b>KANCHAN (PGT)</b> SUSHIL KUMAR (PGT) MANDEEP KAUR (PGT) ARUNA DHIMAN (PGT) NILIMA SARAN (PGT) <b>POOJA SHARMA (HM)</b> KULVINDER KAUR (PRT)
<b>2</b>	<b>ACCOUNTING OF FEE &amp; FINE (CS 54) &amp; UBI VERIFICATION</b>	
	1. To check the entries of the fee collection from the registers and keep the records. 2. To Verify UBI records timely.	<b>DEEPAK SINGH (PGT)</b> RAKESH KUMAR (TGT) ALL CLASS TEACHERS <b>UBI VERIFICATION :</b> <b>VANDANA (PGT)</b> SANJAY ROHILLA (TGT) ALL CLASS TEACHERS
<b>3</b>	<b>AEP/ ACP/ GUIDANCE &amp; COUNSELLING</b>	
	1. To Plan an annual program for AEP 2. To arrange seminars, Debates, Workshops. 3. To keep record with photograph of each programme. 4. To Prepare monthly / quarterly report. 5. To provide guidance and counseling to students. 6. To organize workshops for the students. 7. To counsel the slow-learners. 8. To liaison with parents of such students. 9. To Suggesting remedial measures. 10. To counsel the indisciplined students.	<b>JASPREET KAUR (TGT)</b> MADHURIMA MISRA (PGT) NILIMA SARAN (PGT) SARYOG PRAKASH (TGT) VEENA DOGRA (TGT) SANGEETA GARG (TGT) SANGEETA RANI (LIB) VIVEK PAL (TGT) COUNSELLOR SPECIAL EDUCATOR <b>MANJEET KAUR (PRT)</b> SACHU SADASIVAN (PRT) PARVEEN SAINI (PRT) MONIKA (PRT) SHEETAL (PRT)
<b>4</b>	<b>ADMISSION</b>	
	1. To chalk out the schedule time to time as per KVS directions. 2. To monitor registration and checking of the entries and documents attached with the registration forms. 3. To check the data in the admission registers.	<b>HARPREET KAUR (PGT)</b> MADHURIMA MISRA (PGT) VANDANA (PGT) KANCHAN (PGT) SANGEETA RANI (LIB) <b>KULVINDER KAUR (PRT)</b> MANDEEP KAUR (PRT) PARVEEN SAINI (PRT)

  
 प्राचार्य / Principal  
 केन्द्रीय विद्यालय हाई ग्राउन्ड  
 Kendriya Vidyalaya High Ground  
 मण्डीगढ़ / Chandigarh - 160004  
 website: www.kvhighground.com

5	ALUMNI ASSOCIATION	
	<ol style="list-style-type: none"> <li>1. To keep record of pass-out students.</li> <li>2. To organise Alumni meet on regular occasions.</li> <li>3. To felicitate acheivers in the field of specialisation on other school function to motivate and inspire current students.</li> </ol>	ARUNA DHIMAN (PGT) JASPREET KAUR (TGT) VEENA DOGRA (TGT)
6	CANTEEN	
	<ol style="list-style-type: none"> <li>1. To keep check on hygiene and clenliness of food.</li> <li>2. To insure rates are displaced and as per the tender.</li> </ol>	NILIMA SARAN (PGT) OM PARKASH (TGT) SURENDER KUMAR (TGT) MANJEET KAUR (PRT)
7	CCA/ STUDENT COUNCIL	
	<ol style="list-style-type: none"> <li>1. To check out the annual program.</li> <li>2. To implement the program for conducting activities.</li> <li>3. To Monitor result of various competitions.</li> <li>4. To celebrate Annual &amp; other days.</li> <li>5. To chalk out an annual program of all days etc. and to keep a day to day track of it.</li> <li>6. To Monitoring the day to day house activities of the house on suitable scale.</li> <li>7. To organize the inter school, Inter region National competitions time to time.</li> <li>8. To motivate and develop the sportsmanship among the student.</li> <li>9. To organize competitions like quizzes , seminars, debates, extempore etc. class wise and house wise.</li> <li>10. To prepare invitation cards for important days like Annual day, Sports Day etc.</li> </ol>	SUSHIL KUMAR (PGT) MADHURIMA MISRA (PGT) SEEMA GAUR-I (PRT) KULVINDER KAUR (PRT) DES RAJ (PRT MUSIC) ANU KUMARI (PRT) SUKHJINDER KAUR (PRT)
8	DISCIPLINE & ANTIBULLYING COMMITTEE	
	<ol style="list-style-type: none"> <li>1. To plan an effective program for ensuring overall discipline.</li> <li>2. To execute the program by daily monitoring.</li> <li>3. To liaison with the parents of indisciplined students</li> <li>4. To develop a VOLUNTEER- FORCE of students for occasional duties.</li> <li>5. To ensure discipline in all the programmes conducted</li> <li>6. To settle the reported cases regarding indiscipline.</li> </ol>	VIVEK PAL (TGT) DEEPAK SINGH (PGT) MADHURIMA MISRA (PGT) HARPREET KAUR (PGT) SANJAY ROHHILLA (TGT) SURENDER KUMAR(TGT) JASPREET KAUR (TGT) UMESH KUMAR (COACH) NEELAM HOODA (YOGA TR.) MANJEET KAUR (PRT) RANJAN KUMAR (PRT) ALL CLASS TEACHERS
9	ECO CLUB (BEAUTIFICATION/ GREEN SCHOOL PROGRAM)	
	<ol style="list-style-type: none"> <li>1. To plan &amp; organise various the activities for the year to save the environment.</li> <li>2. To organize Van Mahotsav Week, plan exhibition, flower arrangement Competition, Rangoli etc on inter school level.</li> <li>3. To maintain the school garden and to plan for further extension and expansion.</li> <li>4. To add more flowering pots/plants to existing garden.</li> <li>5. To plan creepers / Bougainvillea on all sides of the playgrounds.</li> <li>6. To ensure activities in Paryavaran Mitra Project, Green School Project.</li> </ol>	NILIMA SARAN (PGT) BHUVNESHWAR SINGH (TGT) SANGEETA GARG (TGT) ANU KUMARI (PRT) JYOTI AMBESH (PRT) KULVINDER KAUR (PRT) SACHU SADASIVAN (PRT) SAROJ RANI (PRT)



**10** EK BHARAT SHRESHTHA BHARAT (EBSB)/ SADBHAWANA & INTEGRITY CLUB

1. To plan the activities for the year.
2. To encourage the students to follow ethics in day to day activities.
3. To invite the eminent personalities social worker etc.
4. To organize camp workshop on yoga and meditation.

*MADHURIMA MISRA (PGT)*

SUSHIL KUMAR (PGT)

PARAMJIT KAUR (TGT)

SARYOG PRAKASH (TGT)

PARVEEN SAINI (PRT)

SEEMA GAUR-II (PRT)

**11** EXAMINATION (CBSE/INTERNAL/EXTERNAL)

1. To attend all the examination work pertaining to Vidyalaya with utmost care confidentiality.
2. To Plan, execute examination schedule.
3. To Maintain the examination record and keeping them under safe custody confidentiality.
4. To liason with CBSE for students' admission in to Board Examinations.
5. To maintain all relevant records and the Board's stationery
6. To safely keep the Certificates issued by the Board for delivery to the identified students.
7. To conduct other external examinations as proposed by Govt. of India/related organization sanctioned by KVS.

*MANDEEP KAUR (PGT) (INTERNAL)**DEEPAK SINGH (PGT) (CBSE/EXTERNAL)*

MEENU CHOPRA (PGT) (CBSE)

SARYOG PRAKASH (TGT)

RAKESH KUMAR (TGT)

*SEEMA GAUR - II (PRT)*

MONIKA (PRT)

MAMTA RANI (PRT)

**12** EXCURSION/ ADVENTURE & TRANSPORT

1. To plan excursion for students.
2. To Plan and Execute trekking to adventurous place.
3. To keep details of the amount for expenditure internally as well as at RO level.
4. To plan and organize transportation facilities for students during different activities (sports, excursion or tour etc.)

*VIVEK PAL (TGT)*

PREETI TRIPATHI (TGT)

ASHA KUMAR (PRT)

RANJAN KUMAR (PRT)

**13** FURNITURE & FIXTURES

1. To purchase the furniture as per need.
2. To check on Repair and maintenance of furniture.
1. To verify all articles as per Stock register.
2. To monitor the use of articles so as to ensure long life.
3. To recommend condemnation of unserviceable articles.
4. To recommend for purchase of necessary articles.

*BHUVNESHWAR SINGH (TGT)*

SARYOG PRAKASH (TGT)

RANJAN KUMAR (PRT)

**14** HEALTH CLUB (FIRST AID/ MEDICAL CHECKUP)

1. To plan and organize regular health checkup of sof all students.
2. To maintain health record of each student.
3. To carry out medical checkup of the student twice a year
4. To arrange the workshop for the students' health and hygiene.
5. To Procure necessary material required in medical room.

*SANGEETA GARG (TGT)*

PREETI TRIPATHI (TGT)

VIVEK PAL (TGT)

ANU KUMARI (PRT)

PARVEEN SAINI (PRT)

NURSE

**15** INCOME TAX & OFFICE RELATED WORK

1. To calculate the IT deduction of the staff.
2. To Verify Income tax calculations.
3. To Verify form -16 for all staff members.

*RAKESH KUMAR (TGT)*

SANJAY ROHHILA (TGT)


16	INTERNAL COMPLAINT COMMITTEE (POSH)	<p><i>ARUNA DHIMAN (PGT)</i>  SUSHIL KUMAR (PGT)  JASPREET KAUR (TGT)  KULVINDER KAUR (PRT)  ONE NGO MEMBER</p>
<p>1. To look into grievance of the staff.  2. To receive and redress complaints of harassment at workplace.</p>		
17	LIBRARY COMMITTEE	<p><i>SANGEETA RANI (LIB)</i>  SUSHIL KUMAR (PGT)  ARUNA DHIMAN (PGT)  PARAMJIT KAUR (TGT)  <i>JYOTI AMBESH (PRT)</i>  SACHU SADASIVAN (PRT)  SHEETAL (PRT)  ALL PRIMARY CLASS TEACHERS</p>
<p>1. To select books for purchase (for other than syllabus 50% must be in Hindi) as per requirement of students.  2. To select and magazines and new papers as per need of students.  3. To ensure regular issue of books for students and teachers.  4. To organize activities as per library policy of KVS.  5. To popularize book reading habit among students &amp; teachers.  6. To ensure library maintenance &amp; attractive display of books.  7. To undertake physical stock verification of books as per Accession register, once a year.  8. To arrange to dispose of the old newspapers, magazines etc., at reasonable price, as per KVS Rules, in the presence of all Committee members  9. To recommend proposals of condemnation of unserviceable books  10. To conduct Literary Club Activities etc.</p>		
18	MAINTENANCE & REPAIRS (M&R)/ BUILDING AS LEARNING AID (BALA)	<p><i>MRITYUNJAY RAI (TGT)</i>  RAJINDER KUMAR (PGT)  SURENDER KUMAR (TGT)  <i>BHUVNESHWAR SINGH (TGT) (BALA)</i>  <i>KULVINDER KAUR (PRT) (BALA)</i>  SEEMA GAUR-II (PRT)  MONIKA (PRT)  MAMTA RANI (PRT)</p>
<p>1. To maintain the stock register and get physical verification done annually.  2. To provide all fitments and fixtures replaced/ repaired as and when required.  3. To utilize the fund as per KVS directions  4. To settle the AC as per KVS rules.  5. To provide &amp; execute innovative ideas under BALA.</p>		
19	NATIONAL SERVICE SCHEME (NSS)	<p><i>JASPREET KAUR (TGT)</i>  VANDANA (PGT)  HARPREET BRAR (PGT)  SARYOG PRAKASH (TGT)</p>
<p>1. To understand the school-community &amp; understand themselves in relation to communities.  2. To identify the needs and problems of the school-community and involve them in problem solving process  3. To organise activities inculcating a sense of social and civic responsibility.</p>		
20	OLYMPIADS/ PROJECTS/ EXHIBITIONS/ READERS CLUB	<p><i>KANCHAN (PGT)</i>  OM PARKASH (TGT)  PREETI TRIPATHI (TGT)  SANGEETA GARG (TGT)  SARYOG PRAKASH (TGT)</p>
<p>1. To register students for Olympiads/ Projects/ Exhibitions conducted by KVS and other Govt. authorities.  2. To conduct exam/exhibitions as per schedule.  3. To prepare students for above said activities.</p>		
21	ORGANIZATION OF VMC/ VEC	<p><i>ARUNA DHIMAN (PGT)</i>  VANDANA (PGT)  HARPREET KAUR (PGT)  KULVINDER KAUR (PRT)</p>
<p>1. To organise VMC/VEC Meetings as per KVS schedule.  2. To maintain Agenda Point, &amp; write Minutes writing.  3. To maintain records of VMC/VEC.</p>		



<b>22</b>	<b>PA SYSTEM/ FLAG HOISTING</b>	<i>MRITYUNJAY RAI (TGT)</i>
1. To provide PA system for all programs organized in school.		VIVEK PAL (TGT)
2. To check the functioning of the PA system.		<i>RANJAN KUMAR (PRT)</i>
3. Flag hoisting to be done as per regulation.		HARBHAGWAN (SS) (PRIMARY)
		PRITAM (SS)
<b>23</b>	<b>PARTNERSHIP WITH GOVERNMENT SCHOOLS</b>	
1. To take part in national programmes; providing continuing professional development.		<i>KANCHAN (PGT)</i>
2. To share lesson plans & resources; widening the curriculum offer or organising activities for the school holidays.		MANDEEP KAUR (PGT)
		POOJA SHARMA (HM)
<b>24</b>	<b>PHOTOGRAPHY</b>	
1. To take photos of important occasion.		<i>BHUVNESHWAR SINGH (TGT)</i>
2. To prepare Farewell/activities presentations using photographs clicked during all occasions.		MRITYUNJAY RAI (TGT)
		SUKHJINDER KAUR (PRT)
		MAMTA RANI (PRT)
<b>25</b>	<b>PRE-VOCATIONAL EDUCATION</b>	
1. To develop an understanding and perspective on the purpose of work experience and pre-vocational education programme, with specific reference to Samagra Shiksha.		<i>HARPREET KAUR (PGT)</i>
2. To identify the activities required to achieve the objectives of the pre-vocational education in school		JASPREET KAUR (TGT)
3. To organise Guest Lectures by Entrepreneurs.		BHUVNESHWAR SINGH (TGT)
4. To organise Field Visits, Career Day, Student run Enterprises.		VIVEK PAL (TGT)
<b>26</b>	<b>PTM &amp; PARENT TEACHER ASSOCIATION</b>	
1. To Organize general body meeting of Parents teachers and from association as per guidelines of KVS.		<i>RAJINDER KUMAR (PGT)</i>
2. To Organize PTM as per requirement of Exam & other related departments.		VEENA DOGRA (TGT)
		PARAMJIT KAUR (TGT)
		<i>KULVINDER KAUR (PRT)</i>
<b>27</b>	<b>PUBLICATION</b>	
1. To bring out the school magazine and students diary.		<i>SUSHIL KUMAR (PGT)</i>
2. To Prepare monthly/annual report of vidyalaya.		ARUNA DHIMAN (PGT)
3. To bring out Newsletters for the purpose.		TGT SANSKRIT
		VEENA DOGRA (TGT)
		BHUVNESHWAR SINGH (TGT)
		PARAMJIT KAUR (TGT)
		<i>MANJEET KAUR (PRT)</i>
		SAROJ RANI (PRT)
		MAMTA RANI (PRT)
		SEEMA GAUR-I (PRT)
<b>28</b>	<b>PURCHASE COMMITTEE &amp; GeM</b>	
1. To get quotations for the various items required.		<i>SANJAY ROHILLA (TGT)</i>
2. To verify and sign all the bills.		KANCHAN (PGT)
3. To plan for tentative purchase from the VVN.		DEEPAK SINGH (PGT)
4. To propose the require provision to be made in the VVN budget.		MRITYUNJAY RAI (TGT)
5. To monitor and control the utilization of material purchased.		SURENDER KUMAR(TGT)
		POOJA SHARMA (HM)

29	RAJ BHASHA SAMITI	
<ol style="list-style-type: none"> <li>1. To Prepare Raj Bhasha Report.</li> <li>2. To send monthly/ Quarterly reports.</li> <li>3. To see that maximum work is done in Hindi language.</li> <li>4. To Verify data from office regarding Raj Bhasha</li> </ol> <p>To develop communicative Hindi skill.</p> <ol style="list-style-type: none"> <li>5. To create awareness regarding importance of Hindi as RajBhasha.</li> <li>6. To popularize usage of Raj Bhasha in KV.</li> <li>7. To celebrate RajBhasha Divas/ week/ fortnight/ month in a befitting manner.</li> <li>8. To arrange Seminars etc.</li> </ol>		<p><i>SUSHIL KUMAR (PGT)</i></p> <p>TGT SANSKRIT</p> <p>SANJAY ROHHILLA (TGT)</p> <p>VEENA DOGRA (TGT)</p> <p>SANGEETA RANI (LIB)</p> <p>SEEMA GAUR-I (PRT)</p> <p>ASHA (JSA)</p> <p>D. P. CHAUDHARY (ASO)</p>
30	SCHOOL SAFETY (DISASTER MANAGEMENT / FIRE FIGHTING / ROAD SAFETY)	
<ol style="list-style-type: none"> <li>1. To Addresses the vertical of school safety in a more inclusive and holistic manner in the national policy sphere.</li> <li>2. To maintain Capacity building of children, teachers, school personnel on school safety and disaster preparedness.</li> <li>3. To Anchor/ implement child centered community-based disaster risk reduction in the local context.</li> <li>4. To Mainstreaming risk and safety education in the school curriculum.</li> <li>5. To Link school safety in the existing government schemes and policies.</li> <li>6. To Strengthen coordination amongst institutional structures at the district, state, and national levels to promote effective child rights governance in disaster situations.</li> </ol>		<p><i>MADHURIMA MISRA (PGT)</i></p> <p>MEENU CHOPRA (PGT)</p> <p>SARYOG PRAKASH (TGT)</p> <p>SURENDER KUMAR (TGT)</p> <p>BHUVNESHWAR SINGH (TGT)</p> <p>VIVEK PAL (TGT)</p> <p>PRITAM (SS)</p> <p>BALBIR (SS)</p>
31	SCOUT & GUIDES/ CUBS & BULBULS	
<ol style="list-style-type: none"> <li>1. To prepare action plan for the year.</li> <li>2. To prepare the students for the Testing camps, viz., DWITIYA-SOPAN, TRITIYA-SOPAN/RAJ-PURSKAR &amp; RASHTRAPTHI- PURSKAR etc., as per schedule given by KVS.</li> <li>3. To Prepare students to participate in different BS &amp; G Activities and Testing Camp.</li> <li>4. To Conduct Cub / Bulbul activities as per APRO</li> <li>5. To plan an effective schedule for imparting the training to the students.</li> <li>6. To popularize the movement among the students, so as to have more participants</li> <li>7. To inculcate spirit of discipline among the students.</li> <li>8. To escort and take utmost care of the students during the camps.</li> </ol>		<p><i>NILIMA SARAN (PGT)</i></p> <p>MADHURIMA MISRA (PGT)</p> <p>OM PARKASH (TGT)</p> <p>SARYOG PRAKASH (TGT)</p> <p>BHUVNESHWAR SINGH (TGT)</p> <p>SANGEETA RANI (LIB)</p> <p>MANDEEP KAUR (PRT)</p> <p>SEEMA GAUR-II (PRT)</p> <p>PARVEEN SAINI (PRT)</p>
32	SWACCH BHARAT (CLEANLINESS & SANITIZATION/ WATER SAFETY)	
<ol style="list-style-type: none"> <li>1. To check regularly the Cleanliness of the class room, labs, corridors, department etc.</li> <li>2. To Maintain a date wise record and show it regulary once in a week.</li> <li>3. To supervise aqua guard , Water Cooler and water points (Cleanliness and timely switch on/off)</li> <li>4. To monitor cleanliness and sanitation daily.</li> <li>5. To Give proper instructions to the sweepers regarding sweeping, mopping, dusting etc.</li> <li>6. To liaison with other staff for their cooperation in keeping the school clean.</li> </ol>		<p><i>RAJINDER KUMAR (PGT)</i></p> <p>SARYOG PRAKASH (TGT)</p> <p>SURENDER KUMAR (TGT)</p> <p>PREETI TRIPATHI (TGT)</p> <p>SANGEETA GARG (TGT)</p> <p>ASHA KUMAR (PRT)</p> <p>SAROJ RANI (PRT)</p> <p>MONIKA (PRT)</p> <p>SHEETAL (PRT)</p>

3	TEACHING AIDS	
<ol style="list-style-type: none"> <li>1. To provide subject related teaching aids.</li> <li>2. To maintain teaching aids.</li> <li>3. To encourage teacher by presenting information in a new and exciting way.</li> </ol>		<p><i>MEENU CHOPRA (PGT)</i></p> <p>MANDEEP KAUR (PGT)</p> <p>MADHURIMA MISRA (PGT)</p> <p>OM PARKASH (TGT)</p> <p>SEEMA GAUR-I (PRT)</p> <p>SEEMA GAUR-II (PRT)</p> <p>JYOTI AMBESH (PRT)</p> <p>SUKHJINDER KAUR (PRT)</p>
34	TIME TABLE & ABSENT TEACHERS ARRANGEMENT	
<ol style="list-style-type: none"> <li>1. To keep the time-table ready well in time for starting the academic calendar</li> <li>2. To periodically review the time- table in view of transfers/long leave etc.</li> <li>3. To ensure that no class is kept without teacher by preparing daily arrangement.</li> <li>4. To cater for staff on leave and vacancy as per KVS norms.</li> </ol>		<p><i>DEEPAK SINGH (PGT)</i></p> <p>RAJINDER KUMAR (PGT)</p> <p>RAKESH KUMAR (TGT)</p> <p><i>ASHA KUMAR (PRT)</i></p> <p>MANDEEP KAUR (PRT)</p> <p>SHEETAL (PRT)</p>

  
**PRINCIPAL**  
 प्राचार्य / Principal  
 केन्द्रीय विद्यालय हाई जॉब  
 Kendriya Vidyalaya High School  
 चण्डीगढ़ Chandigarh  
 website: www.kvs.org





फ़ोन/Phone No.:01762-292204  
केन्द्रीय विद्यालय, वायु सेना स्थल, हाई ग्राउंड्स, चंडीगढ़ - 160004  
KENDRIYA VIDYALAYA, AFS, HIGH GROUNDS, CHANDIGARH - 160004

वेबसाइट /Website-[www.afshighgrounds.kvs.ac.in](http://www.afshighgrounds.kvs.ac.in)  
E-mail: [kvchdhighgrounds@gmail.com](mailto:kvchdhighgrounds@gmail.com)  
Affiliation No. 2600003

School No. 24702

F-41/KV/HG/Chd/2023-24/152

Date: 21-07-2023

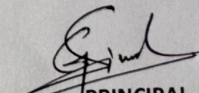
### OFFICE-ORDER

In compliance to KVs (HQ) New Delhi Order No, 11-55/2000-KVs (Vig) Pt-11212-25 Dated: 07.07.2023 an **Internal Complaint Committee** Comprising of the following officers is hereby constituted for timely redressal of grievance under Article-4 of Sexual Harassment of women at workplace (prevention, prohibition & redressal) Act-2013 for employees of Kendriya Vidyalaya High Grounds, Chandigarh, which will work with immediate effect till further orders:

S.NO	Name of Officer & Designation	Member	Jurisdiction
1	Ms. Swaty Aggarwal Assistant Commissioner, Kendriya Vidyalaya Sangathan, Regional Office, Dehradun.	Presiding Officer	To inquire into the complaint of sexual harassment at workplace against the officials at Kendriya Vidyalaya High Grounds, Chandigarh Up to level of ASO and against PGTs, TGTs and PRTs.
2	Ms. Bindu , NGO Member Guru Aasra , Palsora, Mohali(9915251768)	Member	
3	Ms. Kanchan, PGT (chem.)	Member	
4	Mr. Sushil Kumar, PGT-Hindi	Member	
5	Ms. Jaspreet Kaur , TGT-English	Member	

#### Working of Internal Complaint Committee:

- All complaints will be dealt with confidently.
- Only matters pertaining to sexual harassment and/or discrimination of staff and students will be under the jurisdiction of ICC.
- Interview with the complainant and the accused will be conducted separately.
- Minutes of interview will be signed by all present.
- Necessary action as deemed will be taken.
- Sexual Harassment of women at workplace (prevention, prohibition & redressal) Act-2013.
- Handbook on Sexual Harassment of women at workplace, 2015.

  
/PRINCIPAL  
प्राचार्य /Principal  
केन्द्रीय विद्यालय हाई ग्राउंड्स  
Kendriya Vidyalaya High Grounds  
चण्डीगढ़ /Chandigarh-160 004  
website:www.kvhighgroundschd.gov.in





फ़ोन/Phone No.:01762-292204  
केन्द्रीय विद्यालय, वायु सेना स्थल, हाई ग्राउंड्स, चंडीगढ़ - 160004  
KENDRIYA VIDYALAYA, AFS, HIGH GROUNDS, CHANDIGARH - 160004

वेबसाइट /Website--www.afshighgrounds.kvs.ac.in  
E-mail: [kvchdhighgrounds@gmail.com](mailto:kvchdhighgrounds@gmail.com)

School No. 24702

Affiliation No. 2600003

F-41/KV/HG/Chd/2023-24/ 153

Date: 21-07-2023

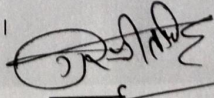
## कार्यालय-आदेश

केन्द्रीय विद्यालय संगठन (मुख्यालय) नई दिल्ली के आदेश संख्या, 11-55/2000- के.वी.एस(सतर्कता) भाग-11212-25 दिनांक: 07.07.2023 के आलोक में कार्यस्थ पर महिलाओं से यौन उत्पीड़न (रोकथाम, निषेध और निवारण) अधिनियम-2013 के अनुच्छेद-4 के तहत केन्द्रीय विद्यालय हाई ग्राउंड्स, चंडीगढ़ में प्राप्त शिकायतों के निवारण के सम्बंध निम्नलिखित सदस्यों की आंतरिक शिकायत समिति का गठन किया गया है, जो कि तुरंत प्रभाव से अगले आदेश तक कार्य करेगी।

क्रम सं.	अधिकारी का नाम और पता	समिति में धारित पद	क्षेत्राधिकार
1	श्रीमति स्वाती अग्रवाल, सहायक आयुक्त, केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यलय देहरादून	पीठासीन अधिकारी	केन्द्रीय विद्यालय हाई ग्राउंड्स चंडीगढ़ में अधिकारियों के खिलाफ एसओ स्तर तक और पीजीटी, टीजीटी और पीआरटी के खिलाफ कार्यस्थल पर यौन-उत्पीड़न की शिकायत की जांच करना।
2	श्रीमती बिंदु, गैर-सरकारी संगठन, सदस्य गुरु आसरा, पलसोरा, मोहाली(9915251768)	सदस्य	
3	श्रीमती कंचन, पीजीटी -रसायन विज्ञान	सदस्य	
4	श्री सुशील कुमार, पीजीटी -हिंदी	सदस्य	
5	श्रीमती जसप्रीत कौर, टीजीटी- अंग्रेज़ी	सदस्य	

### आंतरिक शिकायत समिति की कार्यप्रणाली:

- सभी शिकायतों का निपटारा गोपनीय ढंग से किया जाएगा।
- केवल यौन उत्पीड़न और/या कर्मचारियों और छात्रों के भेदभाव से संबंधित मामले ही आईसीसी के अधिकार क्षेत्र में होंगे।
- शिकायतकर्ता और आरोपी से अलग-अलग बातचीत की जाएगी।
- साक्षात्कार के कार्यवृत्त पर उपस्थित सभी लोगों के हस्ताक्षर होंगे।
- उचित समझी जाने वाली आवश्यक कार्रवाई जाएगी।
- कार्यस्थल पर महिलाओं का यौन उत्पीड़न (रोकथाम, निषेध और निवारण) अधिनियम-2013।
- कार्यस्थल पर महिलाओं के यौन उत्पीड़न पर हैंडबुक, 2015।

  
प्राचार्य  
प्राचार्य /Principal  
केन्द्रीय विद्यालय हाई ग्राउंड्स  
Kendriya Vidyalaya High Ground  
चंडीगढ़ /Chandigarh-160 004  
website: www.kvhighgroundschi.com