

PM SHRI KV NO. 3 JAIPUR
Committees for the Session 2026-27

Updated on 17-08-2026

All the committees are fully responsible for all the duties /work assigned to them, all the routine work and all the work directly or indirectly related to their committees. All the members are expected to complete their assignments in time with the help of other committee members. Meet the undersigned in case of any doubt or clarification.

Principal

Sr.No.	Name of Committee	DUTIES AND JOB DESCRIPTION	SECONDARY & SENIOR SECONDARY SECTIONS
1.	ACADEMICS	Supervise all academic activities of the Vidyalaya Suggest remedial/corrective measures for the improvement	CORE COMMITTEE 1.PRINCIPAL 2. Sh. R K Meena (VP) 3. Sh. Ravi Kumar (H.M.) 4.Sh. Mohan Kumar Choudhary, PGT-Maths General Committee Members: 1. Sh. Deepak Bharadwaj, PGT-Eng 2. Sh. Anjani Kumar, PGT Commerce 3. Sh. Ajay Agrawal, PGT-Phy 4. Smt. Neetu Singh, TGT-Hindi 5. Smt. Dipti Mishra, PRT
2.	ADMISSION	Recommend Granting admission to students based on applications received and as per KVS Admission Guidelines. Maintain proper record of all registrations and admission. Submit monthly report on students enrollment position and student vacancy position to the office and the I/C Website. Daily report of online/offline admission registration along with class wise enrolment record.	1. Sh. Vijay Meena, PGT- Phy. I/C 2. Sh Bhagwat Prasad, TGT-S.St. 3. Sh. Nawal Kishore Aswal, TGT – Science 4. Sh .Anil Kumar Meena ,PRT 5. Ms. Kiran, PRT

3.	EXAMINATION	Conduct all examinations as per the KVS guidelines/schedule and instructions received from authorities. Prepare Result analysis in a timely manner with cooperation from concerned teachers. Any related duties as may be assigned by the Principal. Online LOC Submission for class X / XII . Board Registration of class IX / XI. CBSE OASIS and other related work . Smoothly conduct of other competitive exams	A. CBSE , NIOS examinations and Exams OF OTHER AGENCIES: Sh. Deepak Bhardwaj PGT- English I/C B. Home Exam Sh. B.N Jajoria, PGT-HINDI(I/C) MEMBERS OF BOTH THE EXAMS 1. Sh. Dinesh kumar Bunkar, TGT S.St 2. Smt .Neetu Singh , TGT-Hindi 3. Sh. Shankar Lal Kumawat, TGT- English 4. Sh. Rambabu Vijay, TGT- English
4.	TIME-TABLE AND ARRANGEMENT	Prepare the time-table and modify it as and when a need arises. Daily arrangement against teachers on leave.	1. Smt. Prem Bai Meena, PGT-Chem. I/C 2. Sh. Mohan Kumar Choudhary, PGT-Maths 3. Sh Amit Chawala, TGT- Maths. 4. Sh. Bhagwat Prasad, TGT- SST
5.	1..CCA AND STAGE/ CELEBRATION OF VARIOUS IMPORTANT FUNCTIONS/DAYS/ JAYANTI ETC. 2. PHOTOGRAPHY/NEWS/TV & MEDIA COVERAGE	1. Organize daily morning assembly in a presentable manner, ensuring maximum participation of students Organize and conduct co-curricular activities, ensuring maximum participation of students with a view to bringing out the innate talents and encouraging them for further enrichment. 2. To Ensure photography/ media coverage of all events/ programs of Vidyalaya To follow up all the activities assigned by CCA incharge and to encourage students in participating in all the Co-Curricular activities of the Vidyalaya. and to decorate all Display Boards. Mass PT and Yoga activities must be presented during morning assembly daily. Ensure to celebrate various important functions /days/Jayanti etc. as per schedule.	1. Smt. Sulochana Meena, PGT- Eng, I/C 2. Sh. Naveen Kumar, TGT-Hindi 3. Sh. Man Singh Narwal, TGT-English 4. Sh. J.S Chouhan, TGT-Sanskrit <u>MASS PT AND YOGA ACTIVITIES</u> 1. Sh. Mukesh Kumar Sharma, TGT P&HE 2. Sports Coach 3. Yoga Coach <u>PA SYSTEM ARRANGEMENT</u> 1. Sh. Dhruv Singhal,TGT-W.E 2. Sh. Naveen Kumar, TGT-Hindi

6.	VMC & PTA	To maintain relevant records and to ensure timely conduct of meetings. To update the VMC and PTA in time.	1. Sh. R K Meena (VP) Convener 2. Smt. Chandra Kala Meena TGT Science. 3. Mrs. Neetu Singh, TGT-Hindi 4. Sh .Ravi Kumar ,HM
7.	FURNITURE AND SEATING ARRANGEMENT FOR ALL FESTIVALS , CLASSES ,FOOD (DINNING AREA)/ ASSEMBLY GROUND AND CYCLE STAND DURING ALL KIND OF CULTURAL PROGRAMME	Supervise and ensure proper upkeep of all furniture of the Vidyalaya. Report any breakage of furniture, window panes, floor etc and make all efforts to identify the faulty students. To maintain proper inventory of furniture items. To make sitting arrangements in all functions and events in Vidyalaya.	1. Sh. Anand Kumar Sharma, PGT-BIO I/C 2. Sh. Dinesh Kumar Bunkar TGT SST 3. Smt. Jaishri Mourya, TGT- SCI 4. SH. Ravi Kumar ,HM 5. Sh. Sandeep, PRT 6. Sh. Suresh Kumar Meena, PRT
8.	PM SHRI SCHOOL	To conduct PM SHRI SCHOOL related activities in time bound manner.	1. Sh. Ajay Agrawal, PGT- Phy.(I/C) 2. Sh. Mohan Kumar Choudhary, PGT-Math (Associate I/C) 3. Sh. SL Yadav, PGT-CS 4. Sh. Vijay Meena, PGT- Phy 5. Smt. Chandra Kala Meena, TGT-Sci 6. Sh. Dhruv Kumar Singhal, TGT- WE 7. Sh. Ravi Kumar, HM
9.	Safety, Security & Discipline	1. The committee is fully responsible for safety and security of students during arrival/ departure and stay in the Vidyalaya. 2. Monitor the functioning of the Council of Volunteers. Maintain discipline during morning assembly as well as during any special programs. Check Uniform & Cleanliness of students. Supervise students during recess	1. Sh. Anand Shankar Meena, PGT-Hist 2. Sh. Vijay Singh Saini, PGT-Chem 3. Sh. Dinesh Kumar , PGT-Chem. 4. Sh. B.N. Jajoria, PGT-Hindi 5. Sh. Sh. Ajit Singh Shekhawat, PGT Geo 6. Sh. Mukesh Kumar Sharma, TGT-P&HE 7. Sh. Bhagwat Prasad, TGT-SST 8. Sh. Naveen Kumar, TGT-Hindi
10.	ALUMNI ASSOCIATION	Maintain a data-base of alumni and keep in contact with them. Organize alumni meetings when required.	1. Smt. Pream Bai Meena PGT-Chem I/C 2. Smt. Jyoti Parasar, PGT-Eco 3. Sh. Vijay Meena, PGT-Phy 4. Sh. Ajit Singh Shekhawat, PGT-Geo 5. Sh. Ram Babu Vijay, TGT-Eng

11.	Suggestion Box Opening Committee	This committee is responsible for timely checking and opening the suggestion box.	1. Sh. R K Meena VP 2. Sh. Deepak K. Bhardwaj, PGT Eng 3. Smt. Jyoti Parasar, PGT Eco 4. Sh. Ravi Kumar, HM
12.	CAMPUS BEAUTIFICATION & GARDENING	Place recommendations on giving a better image for the Vidyalaya. Maintain all the gardens of the Vidyalaya with the help of the gardener. Plant seasonal flowering plants recommend purchase of flowering plants, manure and fertilizers.	1. Sh. Anand Kumar Sharma, PGT-Bio(I/C) 2. Sh. Lalita Bairwa TGT-Art & Craft 3. Smt. Chandra Kala, TGT-Science
13.	LODGING BOARDING (stay arrangements for all programmes & discipline)	To ensure safe stay & food arrangement during the events held in Vidyalaya. Check cleanliness of the canteen Ensure that no objectionable items are sold in the canteen Ensure the quality of all items prepared in the canteen Prevent students from going to canteen except during recess.	1. Sh. Ajay Agrawal, PGT-Physics I/C 2. Sh. Vijay Singh Saini, PGT-Chem 3. Sh. Anand S. Meena , PGT – History 4. Sh. Bhagwant Prashad, TGT SSSt 5. Smt. Chandra Kala TGT- Science 6. Sh. Man Singh Narwal , TGT Eng 7. Smt. Rajkumari Gulpadia, Lib 8. Sh. Naveen Kumar, TGT- Hindi 9. Smt. Lalita Bairwa, TGT-AE 10. Sh. Rambabu Vijay TGT-Eng 11. Sh. Amit Chawla, TGT-Maths
14.	COMPUTER / ICT	Maintain the Computer Labs in a neat and tidy manner Ensure proper working of all computer systems and peripherals Help in proper digital documentations of the Vidyalaya as per requirements.	1. Sh. SL Yadav , PGT-Comp (I/C) 2. Sh. PL Meena (PGT-Comp) 3. Sh. Nawal Kumar Aswal,TGT-Sci 4. Sh. Mahipal Dhakad, PRT 5. Sh. Nitin Kumar, PRT
15.	School Website Updating & Management	Regular update of School website and uploading of important circulars, photos and videos on the website.	1. Sh. SL Yadav , PGT-Comp (I/C) 2. Sh. PL Meena (PGT-Comp) 3. Smt. Suman Jangid,TGT Hindi 4. Mr. Anil Kumar Meena, PRT
16.	UBI Fees Portal Management	1.To update all the required details of the students at UBI fee portal with the help of class teachers. 2.To appraise the details of fee defaulters to the class teachers.	1. Sh. PL Meena (PGT-Comp)-I/C 2. Sh. SL Yadav , PGT-Comp 3. Smt. Jaishree Maurya,TGT Science 4. Sh. Sandeep, PRT 5. Sh. Chetram Bairwa,PRT

17.	UDISE plus Management	To update all the required details of the students at UDISE portal with the help of class teachers.	1. Sh. PL Meena (PGT-Comp)-I/C 2. Sh. SL Yadav , PGT-Comp 3. Sh. Dinesh Kumar Bunkar,TGT SST 4. Sh. Ram Kishore Meena, PRT 5. Smt. Poonam Meena, PRT
18.	PIMS Management	To update all the required details of the Employees at PIMS portal with the help of the concerned employees.	1. Sh. SL Yadav , PGT-Comp (I/C) 2. Sh. PL Meena (PGT-Comp) 3. Sh. Ravi Kumar,HM 4. Sh. Mukesh Pareek,ASO
19.	GEM Portal Management	1.To procure required articles and services following rules and regulations of KVS and Government of India. 2.To update payments' details in time bound manner.	1. Sh. Anand Shankar Meena PGT-History 2. Sh. Dhruv Kumar Singhal, TGT WE 3. Sh. Amit Chawla, TGT-Maths 4. Sh. Ashwani Sharma, PRT 5. Sh. Mukesh Pareek, ASO 6. Sh. Tara Chand, SSA
20.	LIBRARY COMMITTEE	Keep the Vidyalaya Library in a presentable manner by arranging the furniture and books in proper order. Keep stock of all the books and display list of new arrivals in notice boards and in Library display board as soon as they are procured. Suggest useful books from all streams which could be of use for students as well as teachers. The suggestions from students could also be sought while making recommendations.	1. Smt. Raj Kumari Gulpadia, Librarian I/C 2. Sh. B. N. Jajoria, PGT-Hindi 3. Smt. Mamta Punjabi, PGT- Maths 4. Smt. Prem Bai Meena,PGT Chem 5. Sh. Deepak Kumar Bhardwaj, PGT-Eng. 6. Sh. Anand S. Meena, PGT-History 7. Smt. Kalpana Meena TGT- Skt 8. Sh. Ravi Kumar ,HM 9. Student Member
21.	SCHOOL MAGAZINE	Collect articles from students and teachers. Scrutinize the articles received and arrange them for timely publication of the Vidyalaya Patrika , collect photographs of all activities arranged in/by the Vidyalaya for publication in the Vidyalaya Patrika .	1. Sh. Deepak Bhardwaj, PGT-Eng. 2. Sh. S.L Kumawat, TGT-Eng 3. Sh. Naveen Kumar, TGT-Hindi 4. Smt. Kalpana Meena, TGT SKT 5. Sh. Ravi Kumar, HM 6. Sh. Sandeep, PRT 7. Smt. Shaloo Devi, PRT

22.	Newsletter Publication	Publication of newsletter between 1 st to 15 th July showcasing activities related with students of classes I to V.	1. Sh. Ravi Kumar, HM 2. Smt. Dipti Mishra PRT 3. Sh. Sandeep, PRT 4. Smt. Jyoti, PRT 5. Mrs. Alka Yadav PRT
23.	Publication of Rajbhasha E-Magazine (Samvad-Quarterly Magazine) & Rajbhasha Implementantation	Publication of Rajbhasha E-Magazine including articles of employees.	1. Sh. B. N. Jajoria, PGT-Hindi Convener 2. Sh. Kuldeep Kavia, TGT Hindi 3. Smt. Neetu Singh, TGT Hindi 4. Sh. Naveen Kumar, TGT Hindi 5. Smt. Suman Jangid, TGT Hindi
24.	REPAIR/MAINTENANCE OF BUILDING & All the assets	1.To ensure timely maintenance of the Vidyalaya Building 2.To recommend maintenance, repair and construction work required for the Vidyalaya, Supervise the work as and when they are undertaken. A) Potable Water- To ensure the supply of the potable water to the students and employees. B) Electricity- To ensure all the electric appliances are safe and functioning. C) Telephone and Internet- To ensure that the telephone and internet connections are functional. D) Civil Work- To identify the need of civil works in the Vidyalaya and report to the Principal. To get the civil works done in consultation with the Principal. E) Painting of Vidyalaya Building & Classes (Inside/Outside)- To identify the need of related works in the Vidyalaya and report to the Principal. To get the works done in consultation with the Principal.	Sh. Dhruv Kumar Singhal, TGT W.E.(Over all I/C) Potable Water 1. Sh. Ajay Agrawal, PGT Physics 2. Sh. Nawal Kishore Aswal, TGT-Science 3. Sh. Ashwani Sharma, PRT Electricity 1. Sh. Anand Kumar Sharma, PGT Bio 2. Sh. Jitendra Kumar Chouhan, TGT Skt 3. Sh. Anil Kumar Meena, PRT Telephone and Internet 1. Sh. P.L Meena PGT-CS 2. Sh. Amit Chawla TGT-Math 3. Sh. Suresh Kumar Meena PGT-Math Civil Work 1. Sh. Ajit Singh Shekhawat, PGT-Geo 2. Sh. Naveen Kumar TGT-Hindi 3. Sh. Sandeep Kumar PRT Painting of Vidyalaya Building & Classes (Inside/Outside) 1. Sh. Anand Shankar Meena, PGT-History 2. Sh. Man Singh Narwal, TGT-Eng 3. Sh. Jitendra Kumar Chouhan TGT-SKT

25.	ADOLESCENT EDUCATION PROGRAM	Provide guidance for students by organizing programs, seminars etc. Train /help teachers in dealing with adolescents. Any related duties as per instruction from KVS.	1. Sh. Pratibha Varshney, TGT – S.st I/C 2. Smt. Jyoti Parasar, PGT Eco 3. Smt. Dipti Mishra, PRT
26.	VIDYALAYA CLEANLINESS	Supervise the Cleanliness of the Classes, corridors, walls and toilets and report any deficiency to the principal on daily basis Report any breakage of furniture, window panes, floor etc and make all efforts to identify the faulty student. Availability of Soap and phenyl must be available every time in toilets. To ensure polythene free campus .	1. Sh. Ajit Singh Shekhawat,PGT CS 2. Smt. Chandra Kala Meena, TGT-Sci 3. Sh. Dhruv Kumar Singhal, TGT(WE) 4. Sh. Mukesh Kumar Sharma, TGT(P&HE) 5. Sh. Mukesh D Ram, TGT Maths 6. Sh. Lalita Bairwa TGT-Art&Craft 7. Sh. Ravi Kumar,HM(Primary) 8. Sh. Ram Kishore Meena ,PRT 9. Sh .Rakesh Kumar Meena, PRT 10. Yoga Coach 11. Art & Craft Coach 12. Sports Coach
27.	HANDWASH/WATER TANKS CLEANLINESS COMMITTEE	To ensure the Date of Cleanliness of Water Tank regularly. To ensure drinking water & Handwash facilities in the vidyalaya.	1. Sh. Ajay Agrawal, PGT Physics 2. Sh. Nawal Kishore Aswal, TGT-Science 3. Sh. Ashwani Sharma, PRT
28.	Science & Maths Exhibitions/ National Children Science Congress Innovation & Experimentation	Organize the club involving interested students Arrange visits to places of scientific interests, science exhibitions, demonstrations and other activities to develop scientific attitude and spirit among students. on every Wednesday Club activities must be conducted during morning assembly with proper record and attendance of students.	1. Sh. Vijay Singh Saini , PGT-Chem, I/C 2. Smt. Pream Bai Meena,PGT Chem 3. Sh. Ajay Agrawal,PGT Phy 4. Sh. Vijay Meena,PGT Phy 5. Sh, Anand Kumar Sharma,PGT Bio 6. Smt Mamta Punjabi, PGT-Math 7. Smt. Chandra Kala Meena, TGT-Sci 8. Sh. Nawal Kishore Aswal, TGT-Sci 9. Smt. Jaishree Maurya, TGT Sci

29.	SCOUT/GUIDE	1.To ensure adequate enrollment of students as scouts & guides or cubs & bulbuls. 2.To give regular training to the enrolled students as per guidelines of KVS. 3. To ensure participation in all activities as per instructions from KVS	Smt. Jyoti Parasar PGT-Eco (Over all I/C) Smt. Lalita Bairwa, TGT-AE(Associate I/C) Scouts 1. Sh. Dinesh Kumar Bunkar, TGT S.S.T (I/C) 2 Sh. Man Singh Narwal TGT-Eng (Associate I/C) Guides 1. Smt. Chandra Kala Meena, TGT-Sci (I/C) 2 Smt. Kalpana Kumari Meena TGT-Skt (Associate I/C) Cubs 1. Sh. Mahipal Dhakad ,PRT (I/C) 2. Sh. Chetram Bairwa , PRT (Associate I/C) Bulbuls 1. Smt. Rajkumari Gulpadia, Lib. (I/C) 2. Smt. Poonam Meena,PRT (Associate I/C) *All other trained teachers will help above mentioned office bearers in conducting the scout guide, cubs bulbul activities.
30.	SPORTS COMMITTEE	Provide guidance for students by organizing sports and games activities at Vidyalaya level as well as cluster and national level. Ensure participation of students in all Games as per instructions from KVS. Primary Section committee to take special attention to promote Games and Sports as per KVS norms.	<u>Sr. Section</u> 1. Sh. Mukesh Kumar Sharma TGT-P&HE (I/C) 2. Sh. Ram Babu Vijay, TGT- Eng. 3. Sports coach 4. Yoga coach <u>Primary Section</u> 1. Sh. Ravi Kumar,HM 2. Sh. Chetram Bairwa, PRT 3. Sh. Anil kumar Meena (PRT) 4. Smt. Lalita Meena, (PRT) 5. Smt Poonam Kumari Meena,PRT
31.	Fee Reconciliation , Cash Book Checking, Tax Calculation & wage Calculation	To maintain the Fee details of all the classes and income tax detail of all the employees of the Vidyalaya	1. Sh. Anjani Kumar, PGT-Comm 2. Sh. Ajay Agrawal, PGT – Phy. 3. Sh. Amit Chawla, TGT-Math 4. Sh. Ramkishore Meena,PRT 5. Smt. Seema Kumari Meena,PRT

32.	First Aid Committee	To ensure the availability of First Aid Equipment in Medical Room	1. Smt. Jaishree Maurya, TGT-Sci I/C 2. Sh. Mukesh Kumar Sharma, TGT-P&HE 3. Sh. Suresh Kumar Meena, PRT 4. Smt. Archana Meena, PRT 5. Smt. Poonam Kumari Meena, PRT 6. Staff Nurse
33.	RTE	To ensure the detail of all RTE cases and maintain the record carefully.	1. Sh. Ravi Kumar, HM, Convener 2. Sh. Mukesh D Ram, TGT-Math 3. Sh. Amar Singh, PRT 4. Smt. Karishma Meena, PRT
34.	ROSTER COMMITTEE	To ensure the escorting of students & deputation of teacher in logical way and on the basis of the roster whenever required in any event organized by Vidyalaya	1. Sh. RK Meena, VP 2. Sh. Mukesh Kumar Sharma, TGT-P&HE 3. Smt. Prem Bai Meena, PGT-Chem 4. Smt. Rajkumari Gulpadia, (Lib) 5. Sh. Ravi Kumar, HM 6. Smt. Shakuntala Sharma PRT
35.	ACTIVITIES RECORD COMMITTEE	To maintain reports and records of the activities conducted in the Vidyalaya and to store videos and pictures in the Vidyalaya computer.	1. Smt. Jayshree Mourya, TGT-Sci 2. Smt. Suman Jangid, TGT-Hindi 3. Smt. Jyoti, PRT 4. Sh. Shivam Pandey, Comp. Ins. 5. Smt. Rohit Banjara, Comp. Ins.
36.	FIRE SAFETY AND SECURITY	To ensure the building is fire-safe and timely refilling of fire extinguishers. To procure fire safety equipment as per need.	1. Sh. Sandeep, PRT 2. Sh. Piyush Sharma, PRT 3. Sh. Ashwani Sharma, PRT Under guidance and monitoring of - 1. Sh. Dhruv Kumar Singhal, TGT-W.E 2. Sh. Anand Shankar Meena, PGT-Hist.