

पीएम श्री केन्द्रीय विद्यालय क्रमांक 3 भोपाल (प्रथम पाली)

सत्र 2025-26 के गतिविधियों के संचालन हेतु विद्यालय स्तरीय विभिन्न समितियों का विवरण

S.NO	COMMITTEE	INCHARGE	MEMBERS	DESIGN	SCOPE OF WORK	SIGN
1.	ACADEMIC	Principal	Mr D.K.Shrivastav Mr. Mukesh Parmar Mr. Mr.Sanjay Chadar Ms. Nabnita Dutta Mr. Deepak Singh Mrs. Geeta Sablania	PGT PGT PGT PGT PGT HM	<ul style="list-style-type: none"> ❖ To set academic target (quantitative and qualitative) ❖ To Prepare strategies for achieving Quantitative and qualitative target. ❖ To review monthly progress ❖ To assist the staff in achieving the set target. ❖ To review the academic requirement of students. ❖ To give recommendation to the Principal for academic progress of Vidyalaya. ❖ Class supervision and to give suggestions to staff for further improvement. ❖ To familiarize the staff about the changes in curriculum, pedagogies, split up syllabus by conducting workshop. 	
2.	ADMISSION & WITHDRAWAL	Mrs. Mamta Shrivastava PGT (Biology) Mrs. Geeta Sablania HM	Mr. Rajesh Dixit Mr. V.B.Jain Mrs. Ruby Jain Mrs. Snehal Muley Mrs. Anita Khatri	TGT Lib PRT PRT PRT	<ol style="list-style-type: none"> 1. To ensure completion of admission documentation 2. To keep records of all the admissions done in the Vidyalaya and respond to KVS mails in this record. 3. To ensure all admissions strictly as per KVS guidelines. 4. To receive/forward shift change/ local transfer applications as per KVS norms 	
3.	EXAMINATION (SECONDARY) EXAMINATION (PRIMARY)	Mr. Lokesh Rohilla PGT (Maths) Mrs. Anuradha Sharma (PRT)	Mr. Deepak Singh Mr. Shakti Singh Mrs. Aarti Tanwar Mr. Murali Siyote Ms.Shiva Tiwari Mr.Sumit Barodia Mr. Murali Siyote	PGT TGT TGT Sub staff PRT PRT Substaff	<ol style="list-style-type: none"> 1. To conduct Cycle Test/PTs/HY/SEE etc. as per KVS instructions 2. To issue notices for preparation/moderation of QPs & Date Sheet with detailed instructions for all the above examinations. 3. To update teachers regarding all the new Examination & Assessment patterns issued by KVS/ CBSE 	
4.	EXAMINATION (CBSE) & EXTERNAL	Mr. Ambrish PGT(Physics) For Shift 1 Mr. Ashok Pathak- TGT Maths For Shift 2	Mr. D K Shrivastava Mrs. Sabra Khan Mr. Kishore B.	PGT PGT Substaff	<ol style="list-style-type: none"> 1. Registration of IX & XI students in CBSE portal. 2. Completing LOC of X & XII class students 3. Conducting CBSE Exams. Printing of Admit cards & other documents etc. 4. All the other CBSE related work & conducting CBSE related competitions. 5. Conducting all the External Examinations. 	
5.	Competency Based Test	Mrs. Snehlata Panwar PGT (C.S.)	Mr. Lokesh Rohilla Mrs. Geeta Sablania Mrs.Anuradha Sharma	PGT HM PRT Comp. Inst	<ol style="list-style-type: none"> 1. To ensure effective implementation of CBT based exams and keeping all record . 2. To collect material for uploading on RO Bhopal E-support portal Class 9-10. 3. To Compile and upload result analysis of CBT Class 9-10 on RO Bhopal e-support portal. 	

Signature
21/8/25

COMMITTEE	INCHARGE	MEMBERS	DESIGN	SCOPE OF WORK	SIGN
Alumni Association	Mr. D K Shrivastava PGT(Physics)	Mr. Mukesh Parmar Mr. V.B.Jain Mrs. Geeta Sablania	PGT Librarian HM	1. To keep record of all successful alumni and their achievements. 2. To coordinate with alumni. 3. To invite Alumni on various Vidyalaya functions. 4.To regularly update KVS Alumni and Samagam portal	
7 Samagam Portal	Mrs. Snehlata Panwar	Mr. V.B.Jain Mrs. Geeta Sablania Mrs.Anuradha Sharma All Class Teachers	Librarian HM PRT	<ul style="list-style-type: none"> To regularly update school related data on Samagam Portal To Mark Regular Attendance of Staff and students To Update students related information 	
8 UDISE Portal	Mrs. Snehlata Panwar	Mrs. Geeta Sablania All Class Teachers	HM Computer Instructor	<ul style="list-style-type: none"> To Regularly update school related data on UDISE portal To Update Students Related information 	
7.A CCA (Secondary)	Ms. Nabnitta Dutta (English)	Sh. Deepak Singh Mrs. Archana Sharma Mrs. Rakesh Sharma HOUSE MASTERS (S) Sh.D.K. Shrivastava (T) Mr. Ambrish Saxena (A) Sh. Sanjay Chaddar (R) Mrs. Mamta Shrivastava	PGT TGT TGT PGT PGT PGT PGT	<ol style="list-style-type: none"> To Prepare CCA calendar, student diaries To conduct CCA activities in the Vidyalaya To conduct activities and competitions, events, celebrations To observe important days and commemorate birth anniversaries and hold Annual Function To constitute the School Cabinet and conduct investiture Ceremony To ensure participation in competitions. 	
7.B CLA (Primary)	Mrs. Snehal Muley PRT	Ms. Shiva Tiwari Mr. Prawal Shukla House Master: Shivaji: Mr.Sumit Barodia Tagore: Mrs.Priyanka Kushwah Ashok: Dr.Madhulata Bhalavi Raman: Mrs.Ruby Jain	PRT Music Tr. PRT PRT PRT PRT	<ol style="list-style-type: none"> To prepare CLA calendar To conduct CLA activities, competitions, events, various special day celebrations in Vidyalaya . To constitute the School Cabinet and conduct investiture Ceremony To ensure maximum participation by students in CLA activities & competitions. 	
8 Time Table (Secondary)	Mr. Rajesh Dixit	Mr. V.B.Jain Mrs Deepika Singh Mrs.Dolly	TGT TGT Computer Instructor	<ol style="list-style-type: none"> To prepare TT of Secondary Section and ensure its implementation as per KVS guidelines To make regular arrangements and circulate the same to all the concerned. 	
9. Time Table & Arrangement (Primary)	Mrs. Anjana Nema PRT	Mrs Tamanna Rathee Mrs. Ruby Jain	PRT PRT	<ol style="list-style-type: none"> To prepare TT of Primary Sections per KVS guidelines well before the commencement of the new session. To make regular arrangements and intimate the same to all the concerned teachers. 	

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	COMMITTEE SCOUT & GUIDE	INCHARGE	MEMBERS	DESIGN	SCOPE OF WORK	SIGN
		Mrs. Tripti Puranik HWB	Mr. Harish Bahadur Mr. Sanjay Chaddar- Mr. Lokesh Mr. Shakti- Mrs. Ruby Jain-	TGT PGT PGT TGT PRT	1. Registration of Scouts & Guides in S&G portal. 2. Conducting S&G Testing Camps as per KVS instructions. 3. Keeping records of all Scouts & Guide with their achievement and to respond to KVS mails in this regard.	
11	CUB BULBUL	Mrs. Anita Khatri PRT	Mrs. Tamanna Rathee Mrs. Priyanka Kushwaha Ms. Shiva Tiwari	PRT PRT PRT	1. Registration of Cubs & Bulbuls in S&G portal. 2. Conduct C&B Camps as per KVS instructions. 3. Keeping records of all C&B with their achievements and to respond to KVS mails in this regard.	
12	EK BHARAT SHRESTHA BHARAT	Mr. Sanjay Chaddar PGT (Economics)	Mrs. Aarti Tanwar Mr. Rajesh Dixit Mrs. Tripti Sharma Mr. V.B.Jain Mr. Prawal Shukla	TGT TGT TGT Lib. Music Tr.	1. Conducting activities of EBSB 2. Social Science exhibition at school, 3. Cluster and Regional level and Youth Parliament	
13.	Online UBI fee Collection	Mr. D K Shrivastava PGT(Physics)	Mrs. Snehlata Panwar Mrs. Geeta Sablania All Class teachers and Co-Class teachers	PGT HM	<ul style="list-style-type: none"> • Verification of quarterly fees from Principal Login id. • Verification of New admission on UBI Fees Portal • Issuing TC on UBI Fees Portal • Keeping track of Fee collection and verifying class wise fees collection in Attendance register, verifying fees exemptions etc. • Update of enrolment position on Vidyalaya Website, SAMAGAM Portal and RO/HQ google sheet. • Updating TC on Vidyalaya Website. 	
14	Swachh Bharat Abhiyan (Swachhata Pakhwada)	Mrs. Archana Sharma TGT(English)	Mrs. Tripti Sharma Mr. Harish Bahadur Mrs. Aarti Tanwar Mr. V.B.Jain Dr Jyoti Soni Mr. Akhilesh K.	TGT TGT TGT Lib TGT TGT	1. To conduct activities related to SWACHHATA PAKHWADA. 2. To Prepare report to be sent to RO with photographs & Videos.	
15	EDITORIAL BOARD	Ms. Nabnitta Dutta	Mrs. Archana Sharma Mr. Deepak Singh Mrs. Rakesh Sharma Mrs. Geeta Sablania Dr. Madhulata Bhalavi Mr. V.B.Jain	PGT -PTC PGT-PTC TGT HM PRT-PTC Lib	1. Publication of: <ul style="list-style-type: none"> • student diaries, • school magazines Editing and proof reading of the same also	

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COMMITTEE	INCHARGE	MEMBERS	DESIGN	SCOPE OF WORK	SIGN
Cleanliness Supervision Committee	Mrs. Tripti Sharma TGT (AE)-In Charge Mr. Harish Bahadur- TGT P& HE Associate In charge	1.Mr. Harish Bahadur- • Main Entrance gate, • Areas surrounding school Building • Play Ground ***** 2.Mrs. Aarti Tanwar and 3. Sh. Sanjay Chaddar- Ground floor- • Cooridor, • Ramp Area and • washroom ***** 4. Dr. Jyoti Soni 5. & Mr. V.B. Jain - First Floor- • Corridor, • Washroom ***** 6. Dr. Madhulata B.- Ground Floor • Corridor and Washroom ***** 7. Mrs. Snehal Muley: - First floor corridor and Washroom ***** 8. Mr. Sumit Barodia- Boys washroom of Primary Section	TGT TGT PGT TGT Librarian PRT PRT PRT	<ul style="list-style-type: none"> To ensure timely arrangement/procurement of cleanliness items. To Oversee that the cleanliness work of the area ,mentioned against their name, is done properly by the housekeeping staff. To have fortnightly meeting and prepare committee report on cleanliness status. To coordinate with the outsourcing agency in the matter of cleanliness. 	
17. ECO CLUB & ACP	Dr. Jyoti Soni TGT(Science)	Mrs. Mamta Bhatnagar Mrs. Mamta Shrivastava Mrs. Tripti Puranik Ms. Pragati Nimje	PGT PGT TGT Art Special Educator	<ul style="list-style-type: none"> To conduct activities of the club and environment awareness programmes/competitions To ensure regular conduct of ACP classes in the Vidyalaya. 	
18 Standard Club	Mrs. Mamta Shrivastava PGT (Biology)	Dr. Jyoti Soni Sh. Akhilesh Kandariya	TGT TGT	<ul style="list-style-type: none"> To Coordinate with BIS for conducting Standard Club Activities To Make students of club familiar about the role of BIS. To organize talk with the help of BIS experts/Students/Teachers about the importance of Standardized mark. 	
19. INTEGRITY CLUB, READER CLUB & VALUE EDUCATION	Mrs. Archana Sharma TGT (Eng)	Mr. Shakti Singh Mrs. Ranu Jawaria Sh. Harish Bahadur Sh. Vijay Jain Smt. Tamana Smt. Anuradha S.	TGT TGT TGT LIBRARIAN PRT PRT	<ol style="list-style-type: none"> To conduct talk/programme related to Value Education. To conduct vigilance awareness programmes To plan activities for enhancing reading skill of students. To Conduct Club Activities 	

	COMMITTEE	INCHARGE	MEMBERS	DESIGN	SCOPE OF WORK	SIGN
	MORNING ASSEMBLY & FLAG COMMITTEE	Ms. Nabnitta Dutta PGT (English)	Mr. Deepak Singh Mr. Harish Bahadur Mr. Akhilesh.K. Dr. Prawal Shukla Mr Murli S.	PGT Hindi TGT TGT Music Tr. Sub staff	To conduct morning assembly. To hoist the National Flag To arrange the PA system To ensure the prayer and the accompaniment of musical instruments.	
21.	DISCIPLINE	Mr. Harish Bahadur. TGT (PH&E)	Sh. D.K.Shrivastava Mrs. Mamta Bhatnagar Mr. Lokesh Mrs. Archana Sharma Mrs. Geeta Sablania Mrs. Anjana Nema All Class teachers & Co-Class teachers Student Council	PGT PGT PGT TGT HM PRT	1. To ensure maintenance of discipline in the Vidyalaya 2. To redress students complaints related to indiscipline. 3. To prevent any kind of misconduct and bring it to the notice of concerned authorities.	
22.	CONDEMNATION	Mr. D K Shrivastava PGT(Physics)	Mrs. Snehlata Panwar Mr. Sanjay Chaddar Mr. Akhilesh K. Mrs. Geeta Sablania	PGT PGT TGT HM	1. Seeking list of items to be condemned in prescribed format. 2. Issue notification for stock verification as per KVS norms 3. To deal all condemnation related issues.	
23.	SOP (SAFETY & SECURITY)	Mr. Akhilesh K. TGT WET	Mrs. Snehlata Panwar Mr. Harish Bahadur Dr. Jyoti Soni Mrs. Geeta Sablania Mr. Murli Siyote	PGT TGT TGT HM Sub staff	1. To ensure Safety and Security of the students in the Vidyalaya, 2. conduct mock drills, 3. ensure upkeeping of fire extinguishers, implementation of SS&DM(SOP), 4. obtaining NOC, conducting safety audit etc., 5. CCTV proper functioning and recording	
24.	MAINTENANCE & REPAIR	Mr. Akhilesh K. TGT(WET)	Mr. Sanjay Chaddar Mr. Shakti Mr.Vijay Jain Mr. Sumit Barodia	PGT PGT Lib. PRT	To oversee and get the M&R work in the Vidyalaya as per requirement.	
25	FURNITURE	Mr. Sanjay Chadar, PGT (Eco)	Mr. Ambrish Saxena Mr. Akhilesh K. Mrs. Geeta Sablania Mr. Sumit Barodia	PGT TGT HM PRT	1. Procurement, upkeep & maintenance of furniture. 2. Undertaking repair work of broken furniture	
26.	DIGITAL LANGUAGE LAB	Ms. Nabnitta Dutta, PGT English	Mrs. Archana Sharma Mr. Shakti Singh Mrs. Ranu Jawaria	TGT TGT TGT	Upkeep and utilization of language lab	

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	COMMITTEE	INCHARGE	MEMBERS	DESIGN	SCOPE OF WORK	SIGN
	AUDIO VISUAL AIDS	Sh. Akhilesh K. TGT (WET)	Mr. Sanjay Chaddar Mr. Ambrish Saxena Mr. Murli Siyote	PGT PGT Comp. Inst. Sub Staff	Procurement, upkeeping of proper utilization of A/V Aids, supervised usage by students	
28.	Adolescent Education Programme	Mrs. Mamta Bhatnagar, PGT (Chemistry)	Mrs. Mamta Shrivastava Dr. Jyoti Soni Mr. V.B. Jain Mr. Harish Bahadur Ms. Pragati Nimje Mrs. Rajni Mahawar	PGT TGT Lib TGT Spl. Edu. Counsellor Nurse	1. To chalk out annual activities to be conducted under AEP. 2. To organize group talk on AEP activities to address concerns and matters pertaining to adolescence with the help of committee members and expert from outside.	
29.	GUIDANCE AND COUNSELLING	Mrs. Mamta Bhatnagar, PGT (Chemistry)	Mrs. Mamta Shrivastava, Dr. Jyoti Soni Mr. V.B. Jain Ms. Pragati Nimje	PGT TGT Lib Special Edu. Counsellor	1. To provide guidance & counselling services to the students and arrange programme for the same. 2. To organize career talk for students IX to XII either by the help of teachers or from experts from outside.. 3. To familiarize parents of CWSN about career related issues.	
30.	PIMS, WEBSITE, Facebook, You tube and Twitter	Mrs. Snehlata Panwar, PGT (CS)	Mr. Shakti Singh Mrs. Anuradha S. Ms. Shiva Tiwari	TGT Comp. Inst PRT PRT	1. To update and keep the PIMS and website up-to-date as per KVS norms. 2. To post photographs & videos of various events on website and forwarding to RO. 3. To send various information to RO and filling google sheets.	
31	CHILD RIGHTS PROTECTION COMMITTEE	Mrs. Snehlata Panwar, PGT (CS)	Mrs. Mamta Shrivastav Mr. Sanjay Chadar Mr. Harish Bahadur Mrs. Geeta Sablania Mrs. Anjana Nema	PGT PGT TGT- HM PRT	1. To take initiatives and ensure protection of child & human rights. 2. Bring all such cases to the notice of the Principal .	
32	GRIEVANCE REDRESSAL AND SEXUAL HARRASSMEN T COMMITTEE	Mrs. Snehlata Panwar, PGT (CS)	Mrs. Mamta Shrivastava Mr. D.K. Shrivastava Mr. Sanjay Chadar Mrs. Archana Sharma Mr. Harish Bahadur Mrs. Geeta Sablania	PGT PGT PGT TGT TGT HM	1. To receive such complaints related to staff members. 2. Bring harassment cases to the notice of the Principal. 3. Fact finding as a committee for any sexual harassment case reported.	

	COMMITTEE	INCHARGE	MEMBERS	DESIGN	SCOPE OF WORK	SIGN
	PRESS, MEDIA PUBLICITY & REPORT	Mr. Deepak Singh, PGT Hindi	Mrs. Snehlata Panwar Mr. Shakti Singh	PGT TGT	To ensure publicity. Press note and report of Vidyalaya's event, functions & programmes and achievements through Press, Website and social media	
34	RAJBHASHA	Mr. Deepak Singh, PGT Hindi	Mrs. Ranu Jawaria Mrs. Rakesh Sharma Dr. Madhulata Bhalavi	TGT Hindi TGT Sanskrit PRT	1. To ensure implementation of Rajbhasha Adhiniyam. 2. To conduct regular meeting and maintain a record of it. 3. To respond promptly to mails /queries in this regard.	
35	CMP ROOM and TLM/Teaching Aids	Mr. Sumit Barodia PRT & Mrs. Tamanna Rathee PRT	Dr. Madhulata Bhalavi Mrs. Chhavi Soni Mr. Prawal Shukla	PRT PRT(Cont.) Music Tr. Comp. Instr.	1. Upkeep & decoration of CMP Room 2. Optimal use of multi-media and computers kept in the room 3. Issue/record maintenance and maintenance of TLM and Teaching Aids	
36	MI ROOM	Dr. Jyoti Soni, TGT(Science)	Mrs. Mamta Shrivastava Mrs. Rajni M.	PGT Nurse	1. Attending sick students, 2. Conducting health check-ups and providing first-aid when required	
37	STAFF ROOM UPKEEP	Mrs. Arti Tanwar	Smt. Deepika Singh Sh. Rajesh Dixit	TGT TGT	Upkeep and beautification of staff room and display board.	
38	Income Tax	Sh. Mukesh Parmar PGT Com.	Sh. V.B.Jain Sh. Neeraj Saraf	Lib SSA	To see that income tax of the staff is deducted properly and return is filled timely.	
39	RAAG- Radio podcast Committee	Mrs Archana Sharma TGT (English)	Mr. Shakti Mrs. Ranu Jawaria Mr. V.B.Jain Mrs Geeta Sablania Mr Prawal Shukla	TGT TGT Lib HM PRT	1. To script, arrange RJs, coordinate for podcast recording in tandem with Extra childhood. 2. Music teacher to provide music, theme-appropriate jingles and the last music-based segment of every episode.	
40	SCHOLARSHIP COMMITTEE	Mr.V.B.Jain, Librarian	Mr. Akhilesh K.	TGT	1. To maintain documents/records of BPL/SGC/SC/ST/ OBC/PH etc. and screening of eligible students for scholarship.	
41	SUBJECT COMMITTEE CONVENORS- Secondary	1.Hindi & Sanskrit 2. Science 3. English 4. Maths 5. S. Sc, Eco. & Comm.	Sh. Deepak Singh Sh. D.K. Shrivastav Ms. Nabnitta Dutta Mr. Lokesh Sh. Sanjay Chadar	PGT PGT PGT PGT PGT	1. To conduct month-end subject committee meeting 2. to discuss the subject related issues including course coverage as per split-up, new examination/QP pattern, 3. To discuss students' problems & progress, remedial measures to be taken etc.	

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COMMITTEE	INCHARGE	MEMBERS	DESIGN	SCOPE OF WORK	SIGN
SUBJECT COMMITTEE CONVENORS- (Primary)	English Hindi Maths TWAU	Mrs. Anita Khatri Mrs. Priyanka Kushwaha Mrs. Tamanna Rathee Mrs. Snehal Muley	PRT PRT PRT PRT	1. To conduct month-end subject committee meeting 2. To discuss the subject related issues including course coverage as per split-up, new exam/QP pattern, to discuss new techniques/pedagogies to be adopted subject-wise for better teaching-learning. 3. To discuss students' problems & progress, remedial measures to be taken etc.	
43	SCHOOL GAMES & SPORTS COMMITTEE (SGSC)	MR. Harish Bahadur, TGT (P&HE)	Mr.Ambrish Saxena Mr. Rajesh Dixit School Sports Captain (B) School Sports Captain (G)	PGT TGT	To identify Games and Sports activities to be conducted throughout the session in school and suggest the sports equipment to be purchased as per the availability of sports infrastructure.
44	PARTICIPATION WITH NEIGHBOURING SCHOOL	Sh. D.K. Shrivastava, PGT(Physics)	Mr. V.B.Jain Mr. Rajesh Dixit	Lib. TGT	1. To arrange/keep a record of participation with neighbouring schools 2. To facilitate donation/charity under CSR
45	Digital Skill Lab & PVEP Committee	Mr.Akhilesh K. TGT (WET)	Mrs Tripti Sharma Mr. V.B.Jain Dr.Jyoti Soni	TGT Lib TGT	1.To conduct the various prevocational activities as mentioned in the modules. 2. to conduct the Digital Skill Lab
46	Tourism Club	Mr. Rajesh Dixit	Mr Harish Bahadur Mr Akhilesh K. Mrs Tripti Sharma Mr. V.B.Jain	TGT TGT TGT Lib.	Arranging Paryatan Parv, Excursions to heritage sites and other activities from time to time as per directives of government
47	Beautification and Horticulture	Mrs. Tripti Sharma, TGT (Art)	1. Medicinal Garden & Vermi Compost- Mrs. Mamta Shrivastava ***** 2. Kitchen Garden- Dr. Jyoti Soni ***** 3. Vivekanand Garden- Mrs. Chhavi Soni & Mrs.Sanchayeeta Halder ***** 4. Vidyalaya Flower pots arrangements & Care- Mrs. Anita Khatri & Mrs.Ranjana Dahat	PGT TGT PRT BV Tr. PRT PRT BV Tr.	<ul style="list-style-type: none"> To Supervise the area mentioned against their name and see that gardening work is done properly by the Gardener To recommend purchase of plant, pots, manure etc. required for the upkeep of mentioned areas. To meet on fortnightly basis to discuss the status of beautification and horticulture. To coordinate with the outsourcing agency To see that carpet grass and drip irrigation is taken due care and are in functional stage.

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21/8/18