

**KENDRIYA VIDYALAYA SHAPUR**  
**COMMITTEES FOR THE SESSION 2024-2025**

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2024-25. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in charges or in absence of incharges any member of the committee. In absence of the incharge the next senior member of the committee will automatically be the incharge and so on but all the members will be equally responsible. In-charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

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S.N.	Name of Committees	Member's Name	Designation	Sign	Duty Assigned
2	ACADEMIC ADVISORY COMMITTEE	Shri V.S.Sisodia	PGT(CS)	<i>[Signature]</i>	To monitor and supervise the academic standard of the school. Sensitize teachers and students towards good teaching -learning practices. Convene meetings at regular intervals for academic assessment. To ensure the attendance register, teacher's diary and daily diary is written as per norms, guiding the respective subject teachers in the subject committee meeting as a Convener of the subject committee.
		Shri Shashi Bhooshan Tiwari	PGT(Hindi)	<i>[Signature]</i>	
		Shri B L Malviya	PGT(Maths)	<i>[Signature]</i>	
		Shri Lokesh Kumar Gupta	PGT(Chem)	<i>[Signature]</i>	
		Smt Geetanjali	PGT(Comm)	<i>[Signature]</i>	
		Smt Priyanka Malviya	PGT(Eco)	<i>[Signature]</i>	
		Shri Sarvesh Goatem	PGT(Phy)	<i>[Signature]</i>	
		Smt Bharti Yadav	PRT	<i>[Signature]</i>	
2	ADMISSION, T.C. AND UDIŞE	Smt. Priyanka Malviya	PGT(Eco)	<i>[Signature]</i>	To plan and conduct all fresh admissions; T.C. cases and Local transfer cases according to KVS guidelines. Maintenance of admission records as per KVS guidelines in the prescribed proformas. Updation of UDIŞE Portal.
		Mr. Sahelal	TGT (Eng.)	<i>[Signature]</i>	
		Ms. Madhuri Borkar	PRT, Music	<i>[Signature]</i>	
		Class Teacher (Class -I)			
3	A.E.P	Mrs. Renu	Librarian	<i>[Signature]</i>	To address problems of adolescence. Counsel the students and create awareness among students regarding gender bias, substance abuse and other related issues. To address problems of behaviour and learning. To motivate the students towards right academic overlaps and positive attitude to life. To organise sessions of guest speakers.
		Shri Shashi Bhooshan Tiwari	PGT(Hindi)	<i>[Signature]</i>	
		Mr. R.P. Meena	PCT(Bio)	<i>[Signature]</i>	



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






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6	CS-54 AND PAYBILLS, INCOME TAX, SALARY	Smt. Geetanjali	PGT (Comm)		To verify the Pay bills of staff, checking of the proper maintenance of accounting records. To prepare and check the CS-54 on monthly basis. The committee further verify the entries of fees particulars in the students attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately.
		Mrs. Nitu Jain	PGT (MATH)		
		Shri Kamal	CI		
7	CMP	Smt. Bharti Yadav	PRT		
		Ms. Meenakshi	PRT		
		Ms. Deepalakshmi	PRT		
		Ms. Munsifa Zulfegar	PRT		
8	CLEANLINESS, SANITATION AND WATER SUPPLY	Mr. R.P. Meena	PGT (Bio)		To ensure the cleanliness of the class rooms, corridor, toilets and other common areas AND PROPER WATER SUPPLY To ensure the provision of dustbins in all the class rooms. To appraise the Principal about the cleanliness of school building from time to time. To supervise the work of the people deployed under housekeeping. To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus. To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus. To clear the wild bushes and thorny plants that are growing in different parts of school campus. To ensure cleanliness of open drains for smooth flow of water during the rainy seasons. To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness. In - charge can delegate the work wing - wise for efficient functioning and for fixing the responsibility. But the In - charge will be held responsible for the lapses and the deviations of the orders.
		Mr Sarvesh Gotem	PGT (Phy)		
		Shri Saheb Lal	TGT (Eng)		
		Mr Pankaj Verma	TGT (WE)		
		Mr. Kuldeep Yadav	PRT		
		Smt Preeti Sisodiya	NURSE		
		Ms Madhuri Borkar	PRT (Music)		
		Shri SaVan Malviya			
		All Class Teachers			










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11	E-EMPOWERMENT	Shri V.S.Sisodia Shri Kamal	PGT(Comp) CI	 	To update all information, photos, TC issued and other details of school activities timely on website with the help of all departments. To compile and send data required by KVS, State Govt. To fill and update data in Shala darpan and UBI portal.
12	FIRST AID AND MEDICAL CHECK UP	Mr. R.P. Meena Smt.Preeti Sisodiya Shri Savan Malviya	PGT(Bio) NURSE Yoga Inst	  	To procure the required number of medical cards in the beginning of the academic session. To distribute the medical cards to the class teachers based on strength. To arrange the medical checkup twice in a year (in the month of August and Feb) To ensure the follow up action after the medical checkup.
13	FURNITURE	Shri Nilesh Sharma Shri Pramod Kumar Mr. Kuldeep Yadav Shri Savan Malviya	TGT(SKT) TGT(SST) PRT Yoga Inst	   	To keep a record of all furniture Purchase, repair & breakage. Furniture & fixture should be kept properly and necessary checking for condemnation and auction with consultation of office. To maintain the record of room wise/dept wise distribution of furniture. To take initiative to see that the broken furniture is repaired regularly. To Prepare the list of broken furniture which are to be condemned. To see that the school furniture is to be replaced in class rooms/dept after school functions like - sports day, Republic day, Annual Day, Independence day or any other function). To see any shortages, deficiency of furnitures and report to the Principal. To ensure regularly that no furniture is lying in the corridors or in the open space. To store and stock the broken or old furniture properly. To maintain the stock register.

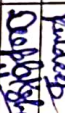


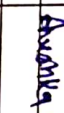

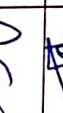








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14	GUIDANCE AND COUNCELLING	Mrs. Renu	Librarian		To help solve personal, social and academic problems of the students. To conduct psychometric testing, Monitoring updation on Prashat app. To prepare a list of students, with the help of the class teachers, who need expert help. To provide help to students in achieving happiness in personal and social life.
14		Mrs. Leena Verma	Special Edu.		
14		Mr. Sahab Lal	TGT. (ENG)		
15	INTERNAL COMPLAINTS COMMITTEE (ICC)	ASSISTANT COMMISSIONER			To deal with all the genuine grievances of students and staff of the vidyalaya. The committee will consider only individual grievances of specific nature of staff and students, submitted in writing. The committee will meet as and when required, to resolve the grievances. All grievances referred to the Grievance Redressal committee shall be entered in a Register by designated member. All grievances should be resolved within a time frame by looking into its seriousness and by two way approach. The committee will submit its report and recommendations to the Principal.
15		Mrs. Priyanka Malviya	PGT (ECO)		
15		(NGO MEMBER)			
15		Smt. Bharti Yadav	PRT		
15		ONE REPRESENTATIVE FROM VMC			
16	GRIEVANCE REDRESSAL COMMITTEE (For Students and Staff)	Mr. B.L. Malviya	PGT (Maths)		To deal with all the genuine grievances of students and staff of the vidyalaya. The committee will consider only individual grievances of specific nature of staff and students, submitted in writing. The committee will meet as and when required, to resolve the grievances. All grievances referred to the Grievance Redressal committee shall be entered in a Register by designated member. All grievances should be resolved within a time frame by looking into its seriousness and by two way approach. The committee will submit its report and recommendations to the Principal.
16		Smt. Nitu Jain	TGT (Maths)		
16		Smt. Bharti Yadav	PRT		
16					
















**KENDRIYA VIDYALAYA SHAIJAPUR  
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Name of Committees	Member's Name	Designation	Sign	Duty Assigned
<b>HOUSE MASTERS</b>	<b>PRIMARY</b>			<ol style="list-style-type: none"> <li>1. To record list of students class wise belonging to his/her house in the register. Each house master is expected to maintain register.</li> <li>2. To select House Captain (Boys &amp; Girls) and Associate House Captain (Boys &amp; Girls) of his/her house.</li> <li>3. To convene the meeting with the students of their respective houses as and when required and to record the minutes of meeting in the register to be maintained by each house master.</li> <li>4. To motivate the students to participate in various co-curricular activities planned for the academic year 2019-20</li> <li>5. To record the list of students participating in various co-curricular activities for the year 2019-20 and also to record their achievements in the register.</li> <li>6. To forward the list of participants in various CCA activity well in advance to CCA Co-ordinator i.e. at least three days before the conduct of competition.</li> <li>7. To identify inner hidden talents among students. Accordingly students with talent in appropriate field should be allowed to participate in CCA activity.</li> <li>8. To follow the instructions of CCA co-ordinator from time to time in connection with organization of CC activities.</li> </ol>
	Ms. MEENAKSHI KULDEEP	PRT		
	MS. DEEPLAKSHMI	PRT		
	Ms. Munsifa Zulfeqar	PRT		
	MS. ANUSHKA Verma	PRT		
	<b>SECONDARY</b>			
	Mrs Nitu Jain	TGT(Maths)		
	Mr. Nilesh Sharma	TGT(S.Kt.)		
	Mr Premraj Saini	TGT (Hindi)		
	Ms Divyanshi	TGT (S.ST.)		
<b>LIBRARY COMMITTEE</b>	<b>PRINCIPAL -CHAIRMAN</b>			<p>The meetings are to be convened at least once in a month.</p> <p>Committee will submit the list of books to be procured subject wise in the beginning of academic session.</p> <p>Books review.</p> <p>To inculcate reading habits among the staff &amp; children.</p> <p>To organize books exhibition on important occasions.</p> <p>Library automation as per KVS guidelines.</p> <p>Establishment and functioning of e-Library.</p>
	MRS. RENU	Librarian		
	Shri Shashi Bhooshan Tiwari	PGT (Eng)		
	Shri Premraj Saini	PGT (Hindi)		
	Shri Sahab Lal	TGT (Hindi)		
	Smt. Bharti Yadav	TGT (Eng)		
	Ms. Madhuri Borkar	PRT		
Ms. Leena Verma	PRT (MUSIC)			
	Special Edu.			




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19	LANGUAGE LAB	Shri Sahab Lal	TGT (Eng)		To monitor smooth functioning of language lab and to check that the lab is being utilised in a
		Mr. Premraj Saini	PGT (Eng)		
		Mr. Nilesh Sharma	TGT (Hindi)		
			TGT (Skt.)		
20	M&R OF SCHOOL BUILDING & Campus	Mr. Pankaj Verma	WE		To maintain a register related with deficiencies noted in the Vidyalaya building. To undertake maintenance of school building on war footing basis. To ensure the proper functioning of Water purifiers and water coolers installed in school building To undertake the cleaning of over head tanks in school building. To undertake Civil maintenance, White washing (Painting), Electrical maintenance, Repair of doors and windows and other repair work in the school building.
		Shri Sahab Lal	TGT (Eng)		
		Shri Nilesh Sharma	TGT (SKT)		
		Smt.Soniya Raghuvanshi	TGT(AE)		
		Mr P R Saini	TGT (Hindi)		
		Mrs. Renu	Librarian		
		Mr. Kuldeep Yadav	PRT		
			PRT 1		
		Shri Satyan Malviya			
21	LOCAL PURCHASE COMMITTEE	PRINCIPAL-CHAIRMAN			To work as per the norms of KVS
		Mr V S Sisodiya	PGT (C.S)		
		Shri Nilesh Sharma	TGT (SKT)		
		Mrs. Priyanka Malviya	PGT (Eco)		
		Ms Bharati Yadav	PRT		
		All department heads			









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??	SCIENCE OLYMPIADS AND EXHIBITION	Shri Lokesh Kumar Gupta	PGT (Chem)		Registration of the students. To coordinate with the Exam conducting organisation/foundation. To make all the arrangements for conducting the exam.
		Shri Sarvesh Goatem	PGT (Phy)		Registration of the students for KVS JSO. To make all the arrangements for conducting the exam.
		Mr. R.P. Meena	PGT (Bio)		To act as a coordinator for preparation of projects for NCSC.
					To act as a coordinator for conducting the Vidyalaya level Exhibition and selection of models/projects for Regional level.
					Registration of the students.
					To coordinate with the Exam conducting organisation/foundation.
					To make all the arrangements for conducting the exam. Registration of the students.
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23	RAJBHASHA	Shri Shashi Bhooshan Tiwari	PGT (Hindi)		To make Rajbhasha functional and effective, to sent all quarterly reports on time. To convene regular meetings to see that Rajbhasha has been properly implemented
		Shri Premraj Saini	TGT (Hindi)		
		Mrs. Renu	Librarian		
24	RTI	Smt. Geetanjali	PGT (Comm)		To provide the information/ document within the timeframe as per the RTI act PCT CS will update the Vidyalaya website on regular basis as per the RTI act.
		Office			
25	NIOS	Shri V.S.Sisodia	PGT (CS)		To conduct all the activities related to NIOS timely.
		Shri Sarvesh Goatem	PGT (Eng)		
		Shri Kamal	CI		
26	SCHOLARSHIP	Shri Sahab Lal	TGT (Eng)		Supervise and co-ordinate the welfare measures of the SC/ST and OBC and Minority. Maintain the register regarding this. Welfare measures displayed in the website and notice board.
		Shri B L Malviya	PCT (Maths)		

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27	SCOUT GUIDE & CUB BULBUL	Shri Premraj Saini	TGT(Hindi)		To involve the students in scouting and Guiding activities. To prepare them for the various levels of activity. To train them to be good volunteers of the school in all situations. To train the students for Pratham / Dwitiya / Tritiya Sopan/Raj Puraskar / Rastropati Puraskar/Golden arrow
		Shri Saheb Lal	TGT(Eng)		
		Ms Madhuri Borkar	PRT(Music)		
		Mr. Kuldeep Yadav	PRT		
		Ms. Anushka Verma	PRT		
28	SPORTS & GAMES	Shri Pramod Kumar	TGT(SST)		To select & train the students for sports activities. To keep discipline in school and to conduct the sports day celebration in a befitting manner. To plan and conduct the Interhouse competitions. To conduct mass PT in morning assembly. To train the students in Aerobics for Independence day, Republic day, Sports day etc.
		Shri Sayan Malviya	Yoga Inst		
		Ms Bharati Yadav	PRT		
29	SOCIAL SCIENCE. EBSB,AND YOUTH PARLIAMENT AKAM	Smt Priyanka Malviya	PGT(Eco)		To conduct all the activities smoothly
		Shri Pramod Kumar	TGT(SST)		
		Ms. Divyanshi Sankhla	TGT (S.ST.)		
30	PARENT TEACHER MEETING AND VMC MEETING	Shri Lokesh Kumar Gupta	PGT(Chem)		To make proper seating arrangements. To make all the arrangements for smooth conduct of VMC meetings.
		Shri V.S.Sisodia	PGT(CS)		
		Shri Shashi Bhooshan Tiwari	PGT(Hindi)		
		Smt. Geetanjali	PGT(Comm)		
		Smt.Soniya Raghuvanshi	TGT(AE)		
		Mrs. Bharti Yadv	PRT		
		Ms. Deepalakshmi	PRT		

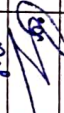





















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31	TIME TABLE	SECONDARY			To prepare the class time table and teachers time table as per KVS norms. To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS. To prepare the special time table for remedial teaching (weak students in all classes). To give arrangement work for the teachers. To display copy of arrangement work in the notice board. To verify the salary statement of part time/contractual teachers.
		Shri B L Malviya	PGT(Maths)		
		Smt Nithu Jain	TGT(Maths)		
		Mrs. Renu	Librarian	<i>Renu</i>	
		PRIMARY			
		Smt Bharti Yadav	PRT	<i>B B</i>	
			PRT 1		
32	TLM, CMP	Smt Bharti Yadav	PRT	<i>B B</i>	To ensure the implementation of CMP as per KVS norms. To take the requirement of TLM from teachers well in advance every month. To procure TLM from the local market. To ensure the distribution of TLM to all the teachers as per requirements. To maintain a register of TLM ordered by the teachers, TLM procured month wise. To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.
		Ms. Sakshi Dixit	PRT	<i>Sakshi</i>	
			PRT 1		
			PRT 2		
33	UBI PORTAL , WEBSITE UPDATE , GEM, CRT, MAIL CHECKING	Shri V.S.Sisodia	PGT(GS)	<i>V S</i>	To Regularly update the website with latest happenings
		Shri Kamal	COMP.JNST	<i>Kamf</i>	
34	ECO CLUB	Mr. R.P. Meena	PGT(Bio)	<i>R P</i>	To conduct activities promoting environmental awareness.
		Shri Pramod Kumar	TGT(S.S.T.)	<i>P K</i>	
		Ms. Divyanshi Sankhla	TGT(S.S.T.)	<i>D S</i>	





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35	MONITORING of OUT SOURCING STAFF	Mr. Nilesh Sharma	TGT(S.KT.)		To check the regularity and proper working of all the outsourcing staff and their daily attendance.
		Mr. Premraj Saini	TGT(HINDI)		
		Mr. Kuldeep Yadav	PRT		
		Mr. Pramod Kumar	TGT(S.S.T.)		
36	SAFETY SECURITY AND DIASTER MANAGEMENT	Ms. Divyanshi Sankhla	TGT(S.S.T.)		To ensure safety of students during school hours. To conduct mockdrill, to Make arrangements of fire safety and make arrangements rifling of fire extinguishers, Proper display of evacuation plan as per the guidelines given by NDMA.
		Mr. Kuldeep Yadav	PRT		
		Mr. Sanjay Malviya	Yoga Inst		
		All Class Teachers			
37	PM SHRI COMMITTEE	MR. V.S. SISODIYA	PGT (CS)		To imliment the scheme effectivly in school as per the guidelines and the complete the work on time. This committee will ensure conducting its meeting regularly (at least twice a month and inform the principal about the progress of the work. There will be sub committees under this scheme and teachers will work as per the guidelines and complete the task timely.
		Smt Geetanjali	PGT(Comm)		
		Mr. Sahelal	TGT (ENG.)		
		Mrs. Renu	Librarian		
		SmtSoniya Raghuvanshi	TGT(AE)		
		SmtBharti Yadav	PRT		
		Ms. Deeplakshmi	PRT		
38	SIC COUNCIL	MR. L.K. GUPTA	PGT (Chem)		To work and conduct activities as per the schedule provided by SIC.
		MR. Sarvesh Goatem	PGT(Phy)		
		Mr. R.P. Meena	PGT(Bio)		
		Mr. B.L. Malviya	PGT(MATHS)		
		Smt Geetanjali	PGT(Comm)		
		Mrs. Priyanka Malviya	PGT (ECO)		
39	PMKVY	MR. V.S. SISODIYA	PGT(CS)		To work as per the guidelines
		MR. KAMAL PATIDAR	COMP.INST		

COMMITTEES FOR THE SESSION 2024-2025

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2024-25. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in charges or in absence of incharges any member of the committee. In absence of the incharge the next senior member of the committee will automatically be the incharge and so on but all the members will be equally responsible. In-charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility.

S.N.	Name of Committees	Member's Name	Designation	Sign	Duty Assigned
40	Field Trip & Excursion	Mr. SARVESH GOATEM	PGT(Physics)		To work as per the guidelines
		Mr. Pramod Kumar	TGT(S.ST.)		
		Ms. Nitu Jain	TGT(Maths)		
		Smt. Bharti Yadav	PRT		
		Cocerned Class Teacher			

  
24/11/24