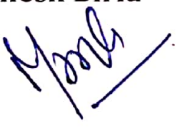
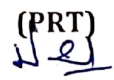


PM SHRI

KENDRIYA VIDYALAYA No.3 BHOPAL –SHIFT II

COMMITTEE LIST FOR SESSION 2025-26

S.N 0	COMMITTEE	INCHARGE	MEMBERS	DESIGN	SCOPE OF WORK	SIGN
1.	ACADEMIC	Mr. Mahesh Birla 	Mr. N K Pulaiya Mrs Nutan Jain Mr.S P Yadav Mr. Arshad Nadeem Mr. Ashok Pathak Mrs Archana Parashar	PGT PGT PGT PGT TGT HM	- 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. A	EXAMINATION (SECONDARY) EXAMINATION (PRIMARY)	Mr. Sandeep Chandravanshi PGT (Maths)  Mr. KK Jain (PRT) 	Mr. Deepak Dixit Mr. Ashok Pathak Mrs. Padmavati Shukla Mr. Deepak Patel Mr. Keshav nandan Mr. Kishore Baluye	TGT TGT TGT TGT PRT Substaff	- To conduct PTs/HYE/SSE etc. as per KVS instructions - To issue notices for preparation/moderation of QPs & TT with detailed instructions for all the above examinations. 3. To update the teachers regarding all the new Examination & Assessment patterns issued by KVS/ CBSE	



2. B	EXAMINATION (CBSE) & EXTERNAL	Mr. ASHOK PATHAK TGT (MATHS)	MRS. Sabra Khan Class/co class Teachers of IX and XI	PGT TGT	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.
3	Competency Based Test	Mrs. Sabra Khan PGT(CS)	Mr. Rahul Sharma MR. K K Jain	Comp. Ins. .PRT	1. To ensure effective implementation of CBT based exams and record keeping. 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.
4.	SOP (SAFETY & SECURITY)	Mr. S P Yadav	Mr. Deepak Patel Mr. RC Tripathi Mrs Archana Parashar Mr Rajesh Pathradkar Mr. Kishore Baluye Mr. Dinesh Raghuwanshi	TGT TGT HM PRT	1. To ensure Safety and Security of the students in the Vidyalaya, conduct mock drills, ensure upkeeping of fire extinguishers, implementation of SS&DM(SOP), obtaining NOC, conducting safety audit etc.
5.	ADMISSION & WITHDRAWAL	Mr. Deepak Dixit. Mrs. Archana Parashar (HM)	Mr. S P Yadav Mr. Sanjeev Shakyawar Mr Rajesh Pathradkar Mr. KK Jain Mr. Keshav Nandan	PGT TGT PRT PRT PRT	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

.	CCA (Secondary)	Mr. Arshad Nadeem (I/C) Mr. N K Pulaiya CO I/C	MRS . Padmavati Shukla Mr. Sanjeev Shakyawar Mrs. Premrata Rajput Mr. Om Prakash HOUSE MASTERS S- Mrs Nutan Jain A -Mr SP Yadav T- Mr Sandeep C R- Mrs Sabra Khan	TGT TGT TGT TGT	1. To Prepare CCA calendar, student diaries 2. To conduct CCA activities in the Vidyalaya in Secondary Section. 3. To conduct activities and competitions, events, celebrations 4. To observe important days and commemorate birth anniversaries and hold Annual Function 5. To constitute the School Cabinet and conduct investiture Ceremony 1. To Prepare CCA calendar and conduct CCA activities in the Vidyalaya in Primary Section 2. To ensure participation in competitions.	
	CCA (Primary)	Mrs. Jyoti Rai PRT	Mr. Keshav Harse Mrs. Manjeet Pushp Mrs. Vandana House Masters S- A- Vandana T- R- Manjeet Pushp	PRT PRT PRT		
7.	Time Table (Secondary) & Arrangement (Sec)	Mr. R C Tripathi TGT (Maths)	Mrs. L Chandnala Mr. K K Shrivastav Mr. Rahul	TGT Lib.	1. To prepare TT of Secondary Section and ensure its implementation as per KVS guidelines 2. To make regular arrangements and circulate the same to all the concerned ones.	
8.	Time Table & Arrangement (Primary)	Mrs. Ratna Vishwakarma (PRT)	Ms. Parul Rao Mrs Vandana	PRT PRT	1. To prepare TT of Primary Sections per KVS guidelines well before the commencement of the session 2. To make regular arrangements and intimate the same to all the concerned ones.	

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9.	SCOUT & GUIDE	Mr. NK Pulaiya Mrs Jyoti Rai	Mr Sunil Yadav Mr Deepak Dixit Mr Keshav Nandan Mr Deepak Patel Mr Sandeep Chandrawanshi Mrs Prem Lata Rajput	PGT TGT PRT TGT PGT TGT	1. Registration of Scouts & Guides in S&G portal. 2. Conducting S&G Testing Camps are per KVS instructions. 3. Keeping records of all Scouts & Guide with their achievement and to respond to KVS mails in this regard.
10.	CUB BULBUL	Mr. Rajesh Pathradkar Mrs Ratna Vishwakarma	Mrs Deepti Batham Mr Keshav Harshe Mrs Manjeet Pushp Mrs Vandana Ms Parul Rao Mr Vikram Singh	TGT PRT PRT PRT PRT PRT	1. Registration of Cubs & Bulbuls in S&G portal. 2. Conducting C&B Camps are per KVS instructions. 3. Keeping records of all C&B with their achievement and to respond to KVS mails in this regard.
11.	EK BHARAT SHRESTHA BHARAT	Mr S P Yadav	Mr. Arshad Nadeem Mrs. Pratibha Dahayat Mrs. Deepti Batham Mr Keshav Harshe Mr. Sanjeev Shakyawar Mrs. Prem Lata Rajput	PGT TGT TGT PRT TGT TGT	1. Conducting activities of EBSB 2. Social Science exhibition at school, 3. Cluster and Regional level and Youth Parliament 4. celebration of different weeks and Divas (Samvidhan Divas, Ekta Divas, Youva Divas)
12.	Online fee Collection	Mrs Sabra Khan PGT(CS)	Mrs Archana Parashar All Class teachers and Co-Class teachers	HM	Communiques regarding fee portal, ensuring updations regarding new admissions and TCs. Fee collection, verifying exemptions etc.
13. (A)	Swachh Bharat Abhiyan (Swachhata Pakhwada)	Mr. Deepak Patel	Mr Sanjeev Mr. Meetandra Mrs Vaishali Vyasa	PGT TGT TGT	1. To conduct activities related to SWACHHATA PAKHWADA. 2. To Prepare report to be sent to RO with photographs & Videos.
13. (B)	Cleanliness Super Vision	Mr. Meetandra Parsendiya TGT (over all) Mrs. Shazia (primary wing)	Mr Meetandra Persendiya • Main Gate Area • Area surrounding School Area • Play ground ***** Mr. Deepak Patel	TGT TGT	1. To oversee that the cleanliness work of the Mentioned areas is done properly by Housekeeping Staff 2. Procurement of cleanliness material 3. Coordination with Outsourcing Agency 4. To have fortnightly meeting and prepare Report

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		Mrs. Deepti Batham <i>DB</i> TGT ---Ground Floor ---- • Corridor • Ramp Area • Washrooms Mr. KK Shrivastav <i>KS</i> LIB Mrs. Padmavati Shukla <i>PS</i> TGT ----First Floor ----- • Corridor and Washrooms ***** Mrs Shazia PRT <i>SY</i> ---Ground Floor ---- • Corridor & Wash Room Mrs. Vandana <i>Vandana</i> PRT ----First Floor ----- • Corridor and Washrooms PRT Mr KK Jain <i>KKJ</i> PRT Primary Boys Washrooms ***** Mr. Kishore Baluye <i>KB</i> Lab. Att Mr. Dinesh Raghuwanshi <i>DR</i> Sub Staff All Offices and reception Area		
3 C)	Beautification & Horticulure	Mr. Sanjeev Shakyawar <i>SS</i> Medicinal Garden & Vermi Compost <i>Chandnala</i> Mrs. Lavanya <i>Chandnala</i> Kitchen Garden Mrs Vaishali Vyas <i>V</i> Vivekanad Garden Mr Keshav Nandan Vidyalaya Flower Pots Arranment and Care	TGT PRT	1. To ensure beautification and proper upkeeping of the school building, premises and garden. 2. Supervision of Gardner Work 3. Recommendation of Purchase for Garden (Tools, Plants And Other Requirements) 4. To have fortnightly meeting to discuss the status of beautification and Horticulure

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			Ms Parul Rao <i>Parul</i>		5. To see Carpet Grass and Drip irrigation System is taken due and in functional stage. 6. Coordination with Outsourcing Agency
14.	EDITORIAL BOARD	Mr. S N Pulaiya <i>SN</i>	Mr. Arshad Nadeem Mrs. Padmavati Shukla Mr. Om Prakash Mrs. Premrata Rajput	PGT TGT TGT TGT	Publication of student diaries, school magazines Editing and proof reading of the same also
15.	ECO CLUB& ACP	Mrs. Vaishali Vyas <i>V</i>	Mrs. Lavanya Chandhala Mrs. Deepti Batham Mr. Keshav Nandan	TGT TGT PRT	1. To conduct activities of the club and environment awareness programmes/competitions 2. To ensure regular conduct of ACP classes in the Vidyalaya.
16.	INTEGRITY CLUB &VALUE EDUCATION	Mrs. Premrata Rajput	Mr. KK Shrivastav Mrs. Vandana <i>Vandana</i>	PGT TGT PRT	1. To conduct talk/programme related to Value Education. 2. to conduct vigilance awareness programmes
17.	FLAG COMMITTEE	Mr.Meetandra TGT (PH&E)	Mr. Deepak Patel Mr. Keshav Harshe Mr. Kishore Baluy	TGT PRT Lab. Att	To conduct morning assembly. To hoist the National Flag To arrange the PA system To ensure the prayer and the accompaniment of musical instruments
18. A	DISCIPLINE (secondary)	Mr.Meetandra TGT (PH&E)	Mrs. Sabra Khan Mrs. Nutan Jain Mr. Sanjeev Shakyawar Mrs. Pratibha Dahayath Mr. Madan Thapa All Class teachers& Co-Class teachers Student Council	PGT PGT TGT TGT Sports ins.	1. To ensure maintenance of discipline in the Vidyalaya 2. To redress students complaints related to indiscipline.

8	DISCIPLINE (Primary)	Mrs Archana Sharma <i>AS</i>	Mr Rajesh Pathradkar Mrs Jyoti Rai All Class teachers & Co- Class teachers	PRT PRT	1. To ensure maintenance of discipline in the Vidyalaya 2. To redress students complaints related to indiscipline.	
9.	CONDEMNATION	Mrs. Sabra Khan <i>SK</i>	Mr. Sandeep Chandravanshi Mr. Ashok Pathak Mr. Rajesh Pathradkar <i>SK</i>	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.	
0.	Alumni	Mr. SP Yadav <i>SP</i>	Mrs. Vaishali Vyas <i>SV</i>	TGT	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 on Samagam portal	
1.	MAINTENANCE & REPAIR	Mr. Deepak Patel <i>DP</i>	Mr. Sanjeev Mrs. Prathibha Mr. Keshav Nandan <i>SK</i>	TGT TGT PRT	1. To oversee and get the M&R work in the Vidyalaya as per requirement.	
2.	FURNITURE	Mr. Om Prakash Jangid <i>OP</i>	Mr. Ashok Pathak Mr. Vikram Singh <i>SK</i>	TGT PRT	1. Procurement, upkeep & maintenance of furniture. 2. Undertaking repair work of broken furniture	
23.	CPD	Mr. Mahesh Birla Mrs Archana Parashar (primary) <i>MB</i>	Mr. S P YAdav Mrs Sabra Khan Mr. Ashok Pathak Mr. Deepak Dixit Mr. KK Shrivastav Mr. Rajesh Pathradkar <i>SK</i>	PGT PGT TGT TGT TGT PRT	1. Conducting School Level CPD training for Teachers according to guidelines of KVS	
24.	AUDIO VISUAL AIDS	Mrs. Sabra Khan <i>SK</i>	Mr. Deepak Patel Computer Instructor All Class teachers and Dept./Room /Lab I/Cs <i>DP</i>	PGT TGT	1. Procurement, upkeeping of proper utilization of A/V Aids, supervised usage by students	

25.	GUIDANCE AND COUNSELLING & AEP	Mrs. Nutan Jain	Mr. Arshad Nadeem MR. N K Pulaiya Mrs. Deepti Batham Counsellor Nurse	PGT PGT TGT	1. To provide guidance & counselling services to the students and arrange programme for the same. 2. conducting AEP activities to address concerns and matters pertaining to adolescence
26.	WEBSITE UPDATION & PIMS	Mrs. Sabra Khan	Comp. Instructor		1. To update and keep the website and PIMS up-to-date as per KVS norms. 2. To post photographs & videos of various events on website and forwarding to RO.
27. (A)	CHILD RIGHTS PROTECTION COMMITTEE	Mrs. Pratibha Dahayat	Mr. S P yadav Mrs. PremLata Mr. Rajesh Pathradkar Mrs. Sazia	PGT TGT HM PRT	1. To take initiatives and ensure protection of child & human rights. 2. Bring all such cases to the notice of Principal
27 (B)	GRIEVANCE REDRESSAL AND SEXUAL HARRASSMENT COMMITTEE	Mrs. Sabra Khan	MR. N K Pulaiya Mrs. Lavanya Chandhala Mrs. Jyoti Rai Mrs. Ratna Vishwakarma	PGT TGT PRT PRT	1. To receive such complaints related to staff members 2. Bring harassment cases to the notice of Principal 3 Fact finding as a committee for any sexual harassment case received
28	PRESS, MEDIA PUBLICITY & REPORT	MR.N K Pulaiya	Mr. Arshad Nadeem	PGT	To ensure publicity. Press note and report of Vidyalaya's event, functions & programmes and achievements through Press, Website and social media
29.	RAJBHASHA	MR.N K Pulaiya (PGT Hindi)	Mrs. Premlata Rajput Mr. K K Shrivastav Mr. Rajesh Pathradkar Mr. Vivek Gupta	TGT Lib PRT SSA	1. To ensure implementation of Rajbhasha Adhiniyam, 2. conduct regular meeting and maintain a record of it 3. To respond promptly to mails /queries in this regard.
30.	CMP ROOM I/C	Mr. Rajesh Pathradkar	Mrs. Jyoti Rai Mr. Vikram Singh Mr. Keshav Harshe	PRT PRT PRT	1. Upkeep & decoration of CMP Room 2. Optimal use of multi-media and computers kept in the room
31.	MI ROOM	Mrs. Vaishali Vyas	Nurse Mrs. Vandana	Nurse PRT	1. Attending sick students, 2. Conducting health check-ups and providing first-aid when required.

STAFF ROOM UPKEEP	Mrs Nutan Jain	Mrs. Padmavati	TGT	1. Upkeep and beautification of staff room and display board.	
SCHOLARSHIP COMMITTEE	Mr. K K Shrivastav	Mrs. Deepti Batham Mr. Deepak Patel	TGT TGT	1. To maintain documents/records of BPL/SGC/SC/ST/ OBC/PH etc. and screening of eligible students for scholarship.	
SUBJECT COMMITTEE CONVENORS	1. Hindi & Sanskrit 2. Science 3. English 4. Maths 5. S. Sc, Eco. & Comm.	MR. N K Pulaiya Mrs. Lavanya Chandnala Mr. Arshad Nadeem Mr. Pushpendra Mr. S P Yadav	PGT TGT 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.	
SCHOOL GAMES & SPORTS COMMITTEE (SGSC)	MR JITENDER SINGH RAWAT CHAIR-PERSON MR. Meetandra TGT (P&HE)-I/C	Mr. Arshad Nadeem Mr. Keshav Nandan School Sports Captain (B) School Sports Captain (G)	PGT PRT	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.	
PARTICIPATION WITH NEIGHBOURING SCHOOL	Mrs. Pratibha Dahayat	Mr. R C Tripathi Mrs. Padmavati Shukla	TGT	1. To arrange/keep a record of participation with neighbouring schools 2. To facilitate donation/charity under CSR	
Digital Skill Lab & PVEP Committee	Mr. Deepak Patel TGT WE	Mr. Sanjeev Mrs. L Chandnala Mrs. Sabra Khan	TGT TGT PGT	1. To conduct the various prevocational activities as mentioned in the modules. 2. to conduct the Digital Skill Lab	
Social Media Committee	Mrs Sabra Khan	Mr. Sanjeev Shakyawar Ms Parul Rao	TGT PRT	To regularly update and post the write-ups, photos and videos of various activities organized in the Vidyalaya	
Students Enrollement	Mr. Ashok Pathak	Mr. Manish Bhargav Mr. Vikram Singh	JSA PRT	Maintain Records of students enrollement position	
UDISE Portal	Mrs. Sabra Khan	All Class /co class teachers		Updating Data of Students on UDISE Portal	

41	Samagam Portal	Mrs . Sabra Khan SL	Mr. KK Shrivastav Mrs Archana Parashar Mr. Rajesh Pathradka	Lib HM PRT	To Regularly update school related data on Samagam Portal To Mark Regular Attendance of staff and students To update students related information
42	Tourism Club/ Excursions	Mr. Ashok Pathak (I/C sec) Mr Rajesh Pathradkar (I/C Primary)	Mr Meetandra Mr Deepak Patel Mr. K K Shrivastav Mr Vikram	TGT TGT Lib. PRT	Arranging Paryatan Parv, Excursions to heritage sites and other activities from time to time as per directives of government

THE OFFICE IN-CHARGE TO NOTE THAT

1. The letters received from the various offices, be handed over to the in-charges immediately.
2. All letters duly reported by the concerned in-charges be counter signed by the dealing clerk.
3. Timely compliance must be ensured as per the work allotted / defined by the KVS.
4. All the letters / documents/ files etc. be preserved and maintained systematically and meticulously.

Sh. Manish Bhalgar.
22-7-25

MR JITENDER SINGH RAWAT
PRINCIPAL