

PM SHRI KENDRIYA VIDYALAYA MALANJKHAND

Committee for the session 2025-26

Sr. No.	Department /Responsibilities	Department Holder (Regular)	Sign.
1	ADMINISTRATION, ACADEMIC ADVISORY COMMITTEE, VIDYALAYA PLAN & ASSESSMENT SUPERVISION REPORTS	Sh. Y.K. Bhagat, PGT(Phy.)	
		Ms. Priya Singh Rathore, PGT(Eng.)	
		Sh. M.S. Tekam, HM	
2	ADMISSION, STUDENTS ENROLLMENT POSITION, DAILY ATTENDANCE, UBI <i>Postol</i>	Ms. Payal Singhal, PGT(Eco.)	
		Mrs. Kavita Rani, TGT(Eng.)	
		Sh. Arbind Tiwari, PRT	
3	ADVENTURE AND EXCURSION	Sh. T.L Tiwari, TGT(PH&E)	
		Sh. D.D Arya, TGT (Sanskrit)	
4	CCA, STUDENTS COUNCIL, CLASSROOM NOTICE BOARDS, KALA UTSAV, SAMRIDHI BHARTIYA BHASHA UTSAV (SBBU), IMPORTANT DAYS / WEEK CELEBRATION	Sh. Yunus Khan, PGT(Hindi)	
		Mrs. Kavita Rani, TGT(Eng.)	
		Ms. Kajal Rai, PRT	
5	CCT CLUB, GUIDANCE & COUNSELLING (MANODARPAN), CDP, RUPANTARAN PROGRAM (CBA, CBL, AS, PI)	Ms. Priya Singh Rathore, PGT(Eng.)	
		Sh. M.S. Tekam, HM	
6	CCT READER CLUB & SUBJECT COMMITTEE ENGLISH	Ms. Priya Singh Rathore, PGT(Eng.)	
		Mrs. Kavita Rani, TGT(Eng.)	
		Ms. Shilpi Verma, PRT	
7	CCT READER CLUB & SUBJECT COMMITTEE HINDI, VIDYANJALI PORTAL	Sh. Yunus Khan, PGT(Hindi)	
		Sh. Deepak Barik, TGT(Hindi)	
		Sh. M.S. Tekam, HM	
8	DISCIPLINE & PUNCTUALITY ENFORCEMENT <i>Implementation of student's related policies (GoI & KVS)</i>	Sh. T.L Tiwari, TGT (PH&E)	
		Sh. I.N.Patle, TGT (Maths)	
		Sh. D.D Arya, TGT(Sanskrit)	
		Sh. Subash, PRT	
9	DISHA & AEP CLUB	Ms. Payal Singhal, PGT (Eco.)	
		Ms. Shrivangi Yadav, TGT (Sci.)	
		Ms. Mansi Devi, PRT	
10	ECO CLUB (Mission for LiFE), Soil Testing & BEAUTIFICATION CLUB, GREEN SCHOOL, PROG. GSP AUDIT, PM e-VIDYA	Ms. Deeksha Dwivedi, PGT (Bio)	
		Ms. Shrivangi Yadav, TGT (Sci.)	
		Mr. Pratyush Kumar Jha, TGT (AE)	
		Ms. Mansi Devi, PRT	
11	EVENT MANAGEMENT (WELCOME OF GUEST, ANCHORING, FOOD & REFRESHMENT INCLUDING SWEET DISTRIBUTION)	Ms. Priya Singh Rathore, PGT(Eng.)	
		Sh. Deepak Barik, TGT(Hindi)	
		Mrs. Kavita Rani, TGT(Eng.)	
		Ms. Kajal Rai, PRT	
12	EXAMINATION, PTM(Int), UDISE (Ext), OASIS(Ext), MIS Portal, CURRICULUM & SYLLABUS (INCLUDING MONTH WISE STATUS), CBSE AFFILIATION, LOC, REGISTRATION, SQAA, LAI	Sh. Amar Patel, PRT	
		Sh. Subash, PRT	
		Sh. R.K. Khobragade, PGT (Maths)	
		Ms. Deeksha Dwivedi, PGT(Bio) (Home Exam)	
		Ms. Shrivangi Yadav, TGT(Sci.)	
13	FIRE EXTINGUISHER, DISASTER MANAGEMENT & BUILDING Safety	Sh. V.P Mishra, TGT (WE)	
		Sh. T.L Tiwari, TGT(PH&E)	
		Sh. Ashish Shakya, PRT	
14	FURNITURE, CLASS & DEPARTMENT WISE RECORD & ALLOTMENT	Sh. Deepak Barik, TGT(Hindi)	
		Sh. I.N. Patle, TGT(Maths)	
		Sh. Ashish Shakya, PRT	

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15	LAB AND CLASS MAINTENANCE, DISPLAY BOARDS, QUOTATIONS IN THE CLASSROOMS AND THE CORRIDORS, FLEX BOARD	Sh. Y.K. Bhagat, PGT(Phy.)	
		Mis Deeksha Dwivedi, PGT(Bio)	
		Sh. I.N. Patle, TGT(Maths)	
		Mis Shivangi Yadav, TGT(Sci.)	
16	LIBRARY, PUSTAKOPAHAR, Staff Meeting	Sh. Pratyush Jha, TGT(AE)	
		Sh. Sawan Prasad, Librarian	
17	LOCAL PURCHASE COMMITTEE	Sh. Y.K. Bhagat, PGT(Phy.)	
		Sh. Deepak Barik, TGT(Hindi)	
		Sh. M.S. Tekam, HM	
		Sh. Subash, PRT	
18	MAINTENANCE & REPAIR OF VIDYALAYA CAMPUS	Sh. V.P. Mishra, TGT(WE)	
		Sh. T.L. Tiwari, TGT(PH&E)	
		Mr. Pratyush Kumar Jha, TGT(AE)	
		Sh. Ashish Shukya, PRT	
19	MATHS SUBJECT COMMITTEE AND CCT MATHS CLUB	Sh. R.K. Khobragade, PGT(Maths)	
		Sh. I.N. Patle, TGT(Maths)	
20	MEDIA, PRESS & LOCAL NEWSPAPER PUBLISHING	Sh. Sawan Prasad, Librarian	
		Sh. Amar Patel, PRT	
21	MEDICAL CHECK-UP, DEWORMING, COUNSELLING, CLEANLINESS & HYGIENE, FIRST AID AND CIVIC SENSE	Ms. Deeksha Dwivedi, PGT(Bio)	
		Ms. Shilpi Verma, PRT	
		Ms. Mansi Devi, PRT	
22	MORNING ASSEMBLY	Sh. Yunus Khan, PGT(Hindi)	
		Ms. Kavita Rani, TGT(Eng.)	
		Ms. Kajal Rai, PRT	
		Sh. T.L. Tiwari, TGT(PH&E)	
		Sh. V.P. Mishra, TGT(WE)	
		Sh. Harish Funde, PRT(Music)	
23	NCC	Sh. D.D. Arya, TGT(Sanskrit)	
24	NEP IMPLEMENTATION, NIPUN BHARAT, FLN, BALVATIKA, BEST PRACTICES, PRE-VOC. EDU.	Ms. Kajal Rai, PRT	
		Sh. Amar Patel, PRT	
25	PA SYSTEM & ELECTRICAL REPAIRS & CONNECTIONS. WATER MANAGEMENT INCLUDING UPKEEP OF R.O./AQUAGUARDS/	Sh. V.P. Mishra, TGT(WE)	
		Sh. T.L. Tiwari, TGT(PH&E)	
		Sh. Ashish Shukya, PRT	
26	PHOTOGRAPHY, DIGITIZATION & UPLOADING ON SOCIAL MEDIA	Sh. Sawan Prasad, Librarian	
		Sh. Pratyush Jha, TGT(AE)	
27	PREPARATION OF CS-54, FEES AND FINE CHECKING, ATTENDANCE REGISTER	Sh. Hervinder, JSA	
		Sh. Arbind Tiwari, PRT- Office Work	
		Sh. Subash, PRT-Google Sheets	
28	QUARTER ALLOTMENT & QUARTER MAINTENANCE	Sh. V.P. Mishra, TGT(WE)	
		Ms. Payal Singhal, PGT(Eco.)	
		Sh. Hervinder, JSA	
29	RAJBHASHA SAMITI	Sh. Yunus Khan, PGT(Hindi)	
		Sh. Deepak Barik, TGT(Hindi)	
		Sh. M.S. Tekam, HM	
		Sh. D.D. Arya, TGT(Sanskrit)	
30	RESOURCE ROOM, ICT, E-CLASSROOMS	Sh. Subash, PRT	
		PGT-CS	
		Comp. Inst.	
31	SCHOOL WEBSITE UPDATING/ICT COMMITTEE/E-CONTENT/E-GADGETS/SOCIAL MEDIA PLATFORM MAINTENANCE	Sh. Subash, PRT	
		Sh. Sawan Prasad, Librarian	
		Sh. Hervinder, JSA	

20/05/2020

32	SCIENCE SUBJECT COMMITTEE AND CCT SCIENCE CLUB OLYMPIAD, SCIENCE EXHIBITIONS & OTHER EXAMS	Sh. Y.K. Bhagat, PGT(Phy.)	✓
		Ms. Deeksha Dwivedi, PGT(Bio.)	✓
		Ms. Shivangi Yadav, TGT(Sci.)	✓
		PGT-Chemistry	✓
33	SCOUT & GUIDE, CUBS AND BULBUL	Sh. M.S. Tekam, HM	✓
		Sh. Harish Funde, PRT(Music)	✓
		Ms. Shilpi Verma, PRT	✓
34	SEXUAL HARASSMENT AGAINST WOMEN EMPLOYEES AND ADOLESCENTS ANY RELATED DUTIES AS PER INSTRUCTION FROM	As per KVS RO approved list	✓
		Mrs. Kavita Rani, TGT(Eng.)	✓
		Sh. Y.K. Bhagat, PGT(Phy.)	✓
35	SEXUAL OFFENCES AGAINST CHILDREN (POCSO ACT) & CHILD SAFETY AND SECURITY	Ms. Priya Singh Rathore, PGT(Eng.)	✓
		Mrs. Kavita Rani, TGT(Eng.)	✓
		Sh. M.S. Tekam, HM	✓
36	SOCIAL SCIENCE/EBSB	Ms. Payal Singhal, PGT(Eco.)	✓
37	SPC STUDENT POLICE CADET PROGRAMME	Sh. D.D. Arya, TGT(Sanskrit)	✓
38	SPORTS & SBSB	Sh. T.L. Tiwari, TGT(PH&E)	✓
		Sh. Harish Funde, PRT(Music)	✓
39	STAFF CLUB	Sh. LN. Patle, TGT(Maths)	✓
		Sh. Ashish Shakya, PRT	✓
40	STUDENT ID CARD PRINTING AND DISTRIBUTION	Sh. Sawan Prasad, Librarian	✓
41	TIME TABLE AND LEAVE ARRANGEMENT	Sh. Y.K. Bhagat, PGT(Phy.)	✓
		Sh. LN. Patle, TGT(Maths)	✓
		Sh. Pratyush Jha, TGT(AE)	✓
42	TLM [CMP, BALSABHA]	Ms. Priya Singh Rathore, PGT(Eng.)	✓
		Ms. Kajal Rai, PRT	✓
43	VIDYALAYA NEWSLETTER [PRIMARY]	Ms. Mansi Devi, PRT	✓
44	VIDYALAYA PATRIKA & STUDENT DIARY	Sh. D.D. Arya, TGT(Sanskrit)	✓
		Sh. Yunus Khan, PGT(Hindi) I/c	✓
		Ms. Priya Singh Rathore, PGT(Eng.)	✓
		Sh. Deepak Barik, TGT(Hindi)	✓
		Mrs. Kavita Rani, TGT(Eng.)	✓
		Mr. Sawan Kumar Prasad, Librarian	✓
		Sh. M.S. Tekam, HM	✓
45	VIDYALAYA SECURITY, BEAUTIFICATION, GARDENING & CLEANLINESS MONITORING	Sh. Yunus Khan, PGT(Hindi) Mr. D.D. Arya (S/O)	✓
		Sh. V.P. Mishra, TGT(WE)	✓
		Sh. M.S. Tekam, HM	✓
		Sh. Ashish Shakya, PRT	✓
46	VIDYALAYA SWACHTA MISSION & CLEANLINESS CLUB & HEALTH WELLNESS	Ms. Deeksha Dwivedi, PGT(Bio.)	✓
		Sh. V.P. Mishra, TGT(WE)	✓
		Nurse	✓
47	UDIES PORTAL, APAAR, ORF, LAT	Sh. Subash, PRT	✓
48	SAMAGAM PORTAL, RTI, PARLIAMENT Q&A	Sh. Yugal Kishor Bhagat, PGT-PHY	✓
		Sh. Arbind Tiwari, PRT	✓
49	SHIKSHA PORTAL- State Govt., ACP	Sh. Deepak Barik, TGT(Hindi)	✓
50	PM SHRI	Sh. Yugal Kishor Bhagat, PGT-PHY	✓
		Ms. Payal Singhal, PGT(Eco.)	✓
		Sh. V.P. Mishra, TGT(WE)	✓
		Sh. M.S. Tekam, HM	✓