

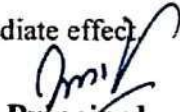
PM SHRI KENDRIYA VIDYALAYA PANNA

Office Order

COMMITTEES 2026-27

w.e.f. 24.08.2026.

- The following Departments/Committees are hereby constituted for the Session 2026-27 for the smooth, systematic and effective functioning of the Vidyalaya.
- All Committee In-charges/Department Heads shall prepare an Annual/Year Planner of all activities of their respective Departments/Committees and submit the same to the Principal without fail.
 - All staff members shall carefully read, understand and take note of the duties, functions and responsibilities assigned to them and discharge the same with sincerity, diligence and accountability.
 - All concerned shall ensure timely compliance, proper coordination and effective execution of the duties entrusted to them and extend full cooperation to the respective In-charges/Committee Heads.
 - All previous orders/instructions issued in this regard are hereby superseded and shall stand cancelled with immediate effect.


Principal

S. N.	Name of the Committee	Name of In-charge & Members	Duties & Functions
1	Flag hoisting and Retreating Ceremony	Mr. Dinesh Kumar, TGT P&HE I/C Mr. Pushpendra Prajapati, TGT AE Mr. Manish Gupta, TGT WE Sports Coach Yoga Coach	• Plan and coordinate Flag Hoisting/Retreating Ceremonies as per KVS/Government protocol. • Ensure dignified handling and display of the National Flag as per the Flag Code of India. • Inspect flag, flagpole and ceremonial equipment before programmes and arrange rectification of defects. • Ensure proper ceremonial arrangements and discipline during the programme. • Maintain brief records/reports of major ceremonies, wherever required. • Perform other related duties assigned by the Principal.
2	Administrative Support/ Academic Advisory Committee /EQUIP /Bala Implementation /Staff Welfare/ RTI/ Grievance/Complaint Redresal Committee (Students & Staff)/ POSCO/	Mr Vidya Charan Chaurasiya PGT (CS) I/C Mr Sunit Kumar, Head Master Mr Manish Gupta, TGT (WE) Mr Shyamji Shrivastava, TGT S.St. Mrs Jaya Gothwal, Librarian Ms Rachana, PRT Mohd Amaan Malik, PRT Smt. Anju Pathak, JSA	• Provide administrative and academic support for effective Vidyalaya functioning. • Advise the Principal on academic planning, institutional improvement and student/staff support. • Coordinate EQUIP and BaLA implementation, monitoring and documentation. • Facilitate Staff Welfare and resolution of genuine staff concerns. • Coordinate RTI matters as per prescribed procedures and timelines. • Manage Grievance Redressal for students/staff and maintain action-taken records. • Ensure POCSO compliance and child-safe, abuse-free school environment. • Prepare and update SOPs for academic, administrative, safety and emergency processes. • Prepare and implement Disaster Management Plans and conduct mock drills.

Standard Operating Procedure(SOP)/ Disaster Management, Outsourcing Services, Safety & Security of Students & School Building		• Ensure emergency preparedness, including exits, assembly points, First Aid and fire-safety arrangements. • Monitor outsourced services and ensure contractual compliance and staff deployment. • Monitor school safety/security, visitor control and restricted-area access. • Inspect infrastructure for safety hazards and coordinate timely corrective action. • Coordinate with relevant committees/agencies for safety, health, maintenance and emergency preparedness. • Maintain records and reports for inspection, audit and official monitoring. • Ensure transparency, confidentiality, child protection and rule compliance in all activities. • Perform other duties assigned by the Principal/competent authority.
Internal Complaint Committee (POSH)	• Presiding Officer: Mrs. Kiran Sharma, AC, KVS RO, Jabalpur • NGO Member: Mrs. Mehrun Siddique, Aadhar Organisation Panna • Male Member: Mr. Vidya Charan Chaurasiya, PGT(CS) • Female Member: Mrs. Shaiphali Gupta, TGT(Maths)	• Implement POSH Act, 2013 and applicable rules/guidelines in the Vidyalaya. • Ensure a safe, respectful and harassment-free workplace for women employees. • Display ICC constitution and contact details prominently. • Conduct regular POSH awareness and sensitisation programmes. • Receive and acknowledge complaints as per prescribed procedure. • Conduct inquiries fairly, sensitively, confidentially and as per due process. • Maintain secure and confidential POSH records and protect complainant/respondent privacy. • Submit required reports and assist in inspections/audits as prescribed. • Perform other ICC functions assigned under POSH Act/KVS instructions.
KV UBI fees Portal SAMAGAM Portal	Mr Vidya Charan Chaurasiya, PGT (CS) I/C Mr Haradesh Kumar Shukla, TGT(Maths) Shri Rajneesh Gupta, Comp. Ins., Associate Smt. Anju Pathak, JSA, Member All Class Teachers	• Manage and update KV UBI Fees and SAMAGAM Portals accurately and timely. • Verify student fee data, exemptions, concessions, dues and payment status. • Reconcile portal data with Accounts/Fees records. • Monitor SAMAGAM tasks, notifications, deadlines and submissions. • Coordinate with concerned staff for timely and accurate data entry. • Verify data accuracy before final online submission. • Resolve portal issues in coordination with KVS RO/competent authorities. • Maintain confidentiality and security of student data and portal credentials. • Maintain portal reports and supporting records for audit/inspection. • Submit status reports and perform other duties assigned by the Principal.
PIMS Portal KVS Transfer Portal NIC Portal Gov. Email GeM Portal Website Maintenance	Mr Vidya Charan Chaurasiya, PGT (CS) I/C Shri Rajneesh Gupta, Comp. Ins., Associate Smt. Anju Pathak, JSA, Member	• Manage and update official KVS/Government portals and digital records accurately and securely. • Maintain PIMS employee/service records as per KVS procedures. • Coordinate KVS Transfer Portal data verification and updation. • Monitor NIC Portal and ensure timely submission/updation of required information. • Monitor official e-mail and ensure timely disposal of correspondence. • Manage GeM activities as per applicable procurement rules and procedures.

			• Coordinate with KVS RO/NIC/GeM authorities for technical and procedural issues. • Maintain portal, e-mail and procurement records for audit/inspection. • Submit periodic status reports to the Principal. • Perform other portal/digital duties assigned by the Principal.
	Admission Committee	Mr Chitiz Choudhary, PGT(Biology) <i>Chitiz</i> Mrs Neha Lakhera, TGT(Science) Class One Class Teachers Smt. Anju Pathak, JSA <i>Anju</i>	• Ensure transparent, fair and rule-based admissions as per KVS guidelines. • Prepare and display admission schedule, notices and required forms. • Receive and scrutinise applications and documents as per prescribed eligibility. • Maintain Admission Register, applications, category-wise lists, selection and waiting lists. • Ensure timely completion of admission formalities, fee and student registration. • Coordinate with Office, UBI Fee, UDISE+, SAMAGAM and concerned sections. • Verify and report class-wise/category-wise vacancies and admission position. • Ensure secure custody and confidentiality of admission records and personal data. • Address admission queries/grievances and refer matters requiring approval to the Principal. • Ensure withdrawal, cancellation and corrections are processed as per rules. • Keep records ready for inspection, audit and admission monitoring. • Undertake any other admission-related duty assigned by the Principal/competent authority.
5	Local Purchase Committee/ PM SHRI/ Sale of Scrap/ Waste Paper/ Accounts Committee	Mr Amar Singh, PGT (Eco), I/C <i>AM</i> Mr Vidya Charan Chaurasiya, PGT (CS) <i>Vidya</i> Mr Sunit Kumar, Head Master <i>Sunit</i> Mr Hariom Sharan, TGT Sanskrit <i>Hariom</i> Mr Manish Gupta, TGT (WE) <i>Manish</i>	• Ensure transparent, economical and rule-based procurement as per KVS/GFR provisions. • Assess requirements and prepare specifications, quantities and procurement proposals. • Obtain/compare quotations or market rates and ensure price reasonableness. • Maintain complete requisition, approvals, purchase proceedings, orders, bills and payment records. • Coordinate with Stock/Store Committee for receipt, inspection and stock entry. • Ensure proper utilisation and monitoring of PM SHRI funds and approved activities. • Maintain records of PM SHRI expenditure, procurement and physical progress. • Verify expenditure against sanctioned budget and approved purposes. • Assist Accounts Section in maintaining vouchers, bills, receipts and financial records. • Assist in reconciliation of expenditure, advances, liabilities and payments. • Ensure compliance with KVS, GFR, GeM and PM SHRI guidelines. • Maintain records for audit, inspection and financial verification. • Coordinate scrap/waste paper disposal as per prescribed rules. • Keep procurement, PM SHRI and accounts records ready for inspection/audit/VMC. • Undertake any other related duty assigned by the Principal/competent authority.
8	Furniture	Mr Haradesh Kumar Shukla, TGT(Maths) I/C <i>Haradesh</i> Mr Shyamji Shrivastava, TGT S.St. <i>Shyamji</i>	• Maintain Furniture Stock Register and updated inventory. • Ensure proper maintenance, repair and utilisation of furniture. • Conduct periodic physical verification of furniture. • Identify and arrange repair/replacement of damaged or unsafe furniture. • Maintain records of issue, transfer, repair and disposal. • Assess furniture requirements and prepare procurement requisitions. • Verify quantity, quality and specifications of newly received furniture. • Ensure proper numbering, tagging and identification of furniture.

		• Coordinate with M&R/Civil Maintenance for necessary repairs. • Ensure safe and organised storage of surplus/spare furniture. • Process obsolete/unserviceable furniture for condemnation/disposal as per rules. • Keep records ready for inspection, audit and stock verification. • Undertake any other related duty assigned by the Principal.
School Building Civil & Electrical Maintenance Committee	Mr Manish Gupta, TGT(WE) I/C Mr Dinesh Kumar, TGT(P&HE) Mr Pushendra Prajapati, TGT(AE) Mohd Amaan Malik PRT	• Regular inspection and maintenance of school building, electrical and essential services. • Identification and timely reporting of civil, electrical, plumbing and sanitation requirements. • Monitoring of safety, structural condition, electrical installations and fire-safety arrangements. • Maintenance of Complaint/Maintenance Register and work-related records. • Preparation and processing of repair and maintenance proposals as per priority. • Coordination with M&R agencies, contractors and authorised service providers. • Supervision of quality, progress and timely completion of approved works. • Verification of completed works for quality, functionality and safety. • Monitoring of water supply, drainage, sanitation and plumbing facilities. • Ensuring maintenance activities do not compromise student/staff safety or academic work. • Coordination with Safety, Fire, Medical and Cleanliness Committees. • Assistance during inspection, audit and Annual Panel Inspection. • Timely follow-up of pending works and submission of maintenance/status reports. • Compliance with KVS/Government safety and maintenance norms and duties assigned by the Principal.
Secondary Section Exam Department/ PTM/LAT	Mr Johnny Attri PGT(Physics) I/C Mr Hariom Sharan, TGT(Sanskrit) Associate Mr Hemant Tiwari, TGT (English) (Con)	• Plan and coordinate Secondary examinations, assessments and LAT as per KVS/CBSE guidelines. • Prepare examination/assessment calendar, date sheets, seating plans and duty charts. • Ensure confidential handling and smooth conduct of question papers, examinations and assessments. • Maintain accurate attendance, marks, results, award lists and examination records. • Ensure timely evaluation, compilation and verification of results. • Analyse results to identify learning gaps, slow learners and high achievers. • Coordinate remedial teaching and result-improvement measures based on assessment analysis. • Organise and coordinate PTMs and maintain attendance, feedback and action-taken records. • Facilitate communication among parents, teachers and students regarding academic progress, attendance and discipline. • Maintain confidentiality and safe custody of question papers, answer scripts and examination records. • Ensure timely preparation and distribution of progress reports/results. • Coordinate with Class Teachers, Subject Convenors, Examination Committee and Office. • Maintain records for Annual Panel Inspection, audit and academic monitoring. • Submit periodic Exam/LAT/PTM reports and recommend measures for improving student achievement. • Perform other duties assigned by the Principal.
CBSE & External Exam	Mr Vidya Charan Chaurasiya, PGT (CS), I/C Mr Johnny Attri PGT(Physics) Associate	• Ensure smooth, fair, confidential and secure conduct of CBSE Board and external examinations. • Coordinate examination activities with CBSE, KVS RO, Principal and external authorities. • Prepare examination calendar, duty charts, room allocation and seating plans. • Ensure secure receipt, custody and handling of confidential examination material.

	Mr Hariom Sharan, <i>हरिओम</i> TGT(Sanskrit) Associate	• Ensure readiness of examination rooms, furniture, lighting, drinking water and other facilities. • Coordinate and brief invigilators, exam staff and supporting personnel. • Ensure strict compliance with CBSE examination rules, instructions and confidentiality norms. • Verify student identity, admit cards and permissible examination materials. • Maintain discipline, silence and orderly conduct during examinations. • Provide prescribed facilities for CwSN/specially abled candidates. • Record and report absenteeism, late arrival, UFM cases and examination irregularities. • Ensure proper collection, counting, packing, sealing and dispatch of answer books/materials. • Coordinate practical examinations, project/internal assessments and external examiners, wherever applicable. • Maintain accurate examination registers, attendance, records and correspondence. • Complete all required online entries, submissions and portal activities within timelines. • Coordinate with Security, Medical, Electrical, Cleanliness and IT teams for examination arrangements. • Assist in resolving technical, administrative and logistical examination issues. • Assist during CBSE inspections, monitoring visits, audits and official examinations. • Prepare post-examination reports and material reconciliation. • Review arrangements and recommend measures for better security, efficiency and compliance. • Perform other examination-related duties assigned by the Principal/CBSE/KVS.
Medical Room, First Aid & Health Checkup	Ms. Dipika PRT <i>दीपिका</i> Incharge Ms Rachana PRT <i>राखन</i> Associate Mrs Farheen Khan, Nurse	• Prepare an annual health-check-up and medical activity calendar. • Coordinate twice-yearly medical check-ups with authorised doctors/health personnel. • Collect and maintain medical certificates/health records through Class Teachers. • Ensure proper functioning, cleanliness and readiness of the Medical Room. • Keep First Aid kits and essential medical supplies readily available in identified areas. • Provide immediate basic First Aid and emergency support for injuries/illness. • Maintain records of medical visits, First Aid, injuries, referrals and health check-ups. • Ensure safe storage and proper handling of medicines and medical supplies. • Organise awareness programmes on hygiene, nutrition, sanitation, menstrual hygiene and healthy lifestyle. • Promote hand hygiene, safe drinking water, food safety and disease prevention. • Ensure First Aid readiness during sports, excursions, educational tours, functions and other activities. • Maintain records of medical camps, health cards, certificates and awareness programmes. • Ensure appropriate support for CwSN/students with special health needs, wherever applicable. • Assist during Annual Panel Inspection, health/safety inspections and official visits. • Submit periodic health activity reports and requirements to the Principal. • Perform other duties related to Medical Room, First Aid and Health Check-up assigned by the Principal.
Secondary Time Table Contractual Salary	Smt. Jaya Gothwal, Librarian, Incharge <i>जय</i> Ms. Shaiphali Gupta, TGT(Maths) Associate <i>श्याफली</i>	• Prepare class and teacher timetables as per KVS norms. • Announce first-period arrangements during morning assembly. • Prepare special timetables for remedial, slow learners and Zero Period classes. • Monitor bell timings and adherence to the timetable. • Conduct random checks to ensure teachers attend assigned/arranged classes. • Ensure arrangement of classes for every absent teacher without disruption.

		• Verify attendance and eligibility of contractual staff. • Prepare and verify monthly salary bills of contractual staff. • Maintain proper records of timetable, arrangements, attendance and salary bills. • Coordinate with Section In-charges and Office for timely implementation. • Submit reports and resolve timetable/arrangement/salary-related discrepancies. • Perform other duties assigned by the Principal.
Students Council Committee/ Alumni Association/ CLA Coordinator and CLA material purchase and important days Celebration Committee Secondary Section	Dr Suresh Kumar Patel PGT(Hindi) I/C Mr Deepesh Choudhary, PGT(English) Associate Mrs Neha Biswari, TGT(Hindi) Member Ms Tanu Tiwari, TGT (English) (Con)	• Prepare the Annual Activity Calendar 2026-27 and calendar of important days/events. • Conduct Students' Council elections and coordinate selection/celebration of School Captain and Vice-Captains. • Guide student leaders in leadership, discipline, teamwork and responsibilities. • Coordinate House distribution, House activities and assembly programmes. • Prepare and monitor assembly duties, announcements and student participation. • Select monthly themes and coordinate related activities. • Monitor and update display boards in corridors and classrooms. • Collect, verify and maintain records of student/House achievements with transparency. • Maintain updated Alumni database and records. • Strengthen alumni-school interaction through mentoring, career guidance and school activities. • Organise and coordinate Alumni meetings and programmes. • Maintain records of alumni contributions and activities. • Coordinate CLA activities as per Vidyalaya requirements. • Assess, consolidate and process CLA material requirements/procurement. • Ensure timely purchase, quality checking, distribution and utilisation of CLA materials. • Maintain purchase, stock and utilisation records. • Prepare and coordinate programmes for Important Days and celebrations. • Ensure proper arrangements, discipline, participation and documentation of events. • Maintain photographs, reports, records and evidence of activities. • Ensure timely communication of important announcements and upcoming activities in coordination with the Principal. • Perform other duties related to Students' Council, Alumni, CLA and Important Days assigned by the Principal.
Secondary Section		
Shivaji House	Ms Somya Jain PGT(Commerce) Mr Dinesh Kumar, TGT(P&H)	• Manage and supervise allotted House activities. • Ensure discipline, attendance and student welfare. • Guide House Captain, Vice-Captain and student leaders. • Organize inter-house academic, cultural and sports activities.
Tagore House	Ms Sakshi Sharma, TGT (S.St.) Mr Manish Gupta, TGT(WE)	• Motivate students for active participation and healthy competition. • Maintain House records, points and achievement details.
Ashoka House	Mr Hemant Tiwari, TGT (English) Mr Pushpendra Prajapati,	• Identify and support students requiring guidance. • Promote teamwork, leadership and sportsmanship.

	TGT(AE)	
Raman House	Ms Tanu Tiwari, TGT (English) Mrs Jaya Gothwal, Librarian	Coordinate with teachers and school authorities.
Income Tax /Professional Tax/ TDS 26Q/24Q/ Form 16/ Payment and Filling of Returns/Checking of Pay Bills & Pay bill Checking	Mr Amar Singh, PGT (ECO) Incharge Shri Haradesh Kumar Shukla, TGT Maths, Associate Ms. Shaiphali Gupta, TGT Math, Member Smt. Anju Pathak, JSA, Member	- Ensure timely compliance with Income Tax, Professional Tax and TDS provisions. - Check monthly pay bills, salary calculations, deductions and recoveries. - Ensure accurate calculation and deduction of Income Tax/TDS/Professional Tax. - Prepare and file TDS Returns – Form 24Q/26Q within prescribed timelines. - Ensure timely deposit of TDS and statutory deductions. - Prepare and issue Form 16/TDS certificates to employees. - Verify PAN, TAN, tax declarations and employee tax details. - Reconcile TDS deducted, deposited and reported and rectify discrepancies. - Maintain tax returns, challans, Form 16 and pay-bill records. - Monitor statutory due dates and compliance calendar. - Coordinate with Accounts Section, KVS authorities and tax authorities. - Ensure confidentiality of salary, PAN and tax-related information. - Assist in audit, inspection and financial verification. - Submit periodic tax and pay-bill compliance reports to the Principal. - Perform other duties assigned by the Principal.
Class Attendance Register Fees Collection CS-54 and CS11 Fees record	Mr Vidya Charan Chaurasiya, PGT (CS) (Secondary) Mr Sunit Kumar, Head Master, (Primary)	- Ensure accurate and timely maintenance of Class Attendance Registers. - Monitor daily attendance, absence, late attendance and prolonged absence. - Coordinate with Class Teachers for attendance verification and reports. - Maintain proper monthly attendance and leave records. - Ensure proper fee collection and accounting as per KVS norms. - Maintain and update CS-54, CS-11 and fee registers. - Verify student-wise fee dues, exemptions, concessions and adjustments. - Maintain records of receipts, deposits, refunds, exemptions and outstanding dues. - Identify and rectify attendance/fee discrepancies with due approval. - Prepare and submit fee-related statements, returns and reports within timelines. - Ensure safe custody and confidentiality of attendance and financial records. - Coordinate with Accounts/Office and concerned committees for reconciliation and compliance. - Assist during audit, inspection and Annual Panel Inspection. - Monitor outstanding fee matters and report to the Principal. - Ensure accuracy, transparency and accountability in attendance and fee records. - Perform other duties assigned by the Principal.
Teaching Aids & A.V Aids	Shri Shyamji Shrivastava, TGT(S.St.), Incharge Ms. Mahima, PRT, Associate	- Plan and coordinate activities related to Teaching Aids, TLM and A.V. Aids. - Promote development and effective use of TLMs, charts, models, manipulatives and teaching aids. - Ensure proper storage, maintenance, inventory and safe use of teaching/A.V. equipment. - Maintain records of TLM/A.V. equipment, issue/use, repairs and requirements. - Facilitate teachers in effective use of technology and audio-visual resources for classroom learning.

		- Review requirements and recommend procurement, repair or replacement of resources. - Assist during academic inspections and monitoring by keeping relevant records ready. - Perform other duties related to Teaching Aids/TLM/A.V. Aids assigned by the Principal.
Sports Committee SBSB Fit India Cleanliness Sanitation Of Vidyalaya Swachh Bharat Abhiyan Indigenous Games	Mr Dinesh Kumar, TGT(P&HE) Mr Vidya Charan Chaurasiya, PGT (CS) Mrs Jaya Gothwal, Librarian, Member Sports Coach Member Yoga Coach Member Mohd Amaan Malik, PRT Member Ms Dipika, PRT Mr Sukrant Verma, PRT Mr Anurag Sharma, PRT Ms Sandhya Singh Rajpoot, PRT Sports Coach Member Yoga Coach Member	- Plan and coordinate Sports, SBSB, Fit India, Cleanliness, Sanitation and Indigenous Games activities. - Prepare and implement an annual/monthly activity calendar. - Promote regular sports, physical education, fitness, yoga and recreational activities. - Implement Fit India initiatives and promote healthy, active lifestyles. - Organise fitness drills, walks/runs, fitness challenges and awareness programmes. - Promote and coordinate SBSB activities and student participation. - Identify and encourage sports talent and facilitate participation in competitions. - Promote Indigenous/Traditional Games such as Kho-Kho, Kabaddi, Lagori, etc. - Ensure proper sports equipment, playground maintenance, stock and issue/return records. - Inspect sports facilities and report damaged/unsafe equipment and infrastructure. - Monitor cleanliness and sanitation of classrooms, toilets, playgrounds, drinking-water points and common areas. - Organise Swachh Bharat cleanliness drives, awareness campaigns and student-led activities. - Promote personal hygiene, hand hygiene, waste segregation and responsible waste disposal. - Monitor toilets, hand-washing facilities, drinking water, dustbins and sanitation facilities. - Promote recycling, reuse and reduction of single-use plastics. - Maintain records of sports, fitness, indigenous games, cleanliness activities and achievements. - Document activities through reports, photographs and participation records. - Coordinate with Eco Club, Art, Science, Scouts & Guides and other committees. - Ensure safety, inclusiveness and age-appropriate participation in all activities. - Assist during Annual Panel Inspection, official visits and monitoring. - Submit periodic activity, achievement and requirement reports to the Principal. - Perform other duties assigned by the Principal.
Scout	Shri Pushpendra Prajapati, TGT AE, I/C Shri Hariom Sharan, TGT San, Associate	- Plan and implement Scout & Guide/Cub & Bulbul activities as per KVS and Bharat Scouts & Guides guidelines. - Prepare annual/monthly activity and training plans. - Ensure proper enrolment, registration and participation of eligible students. - Promote discipline, leadership, teamwork, self-reliance, patriotism and service. - Conduct activities on Promise, Law, Prayer, Flag Ceremony, knots, pioneering, First Aid and outdoor skills. - Organise community service, cleanliness, plantation, environmental and awareness activities. - Conduct approved camps, hiking, trekking, nature study and adventure activities with proper safety arrangements. - Prepare students for district, regional, national camps, rallies and competitions. - Facilitate proficiency badges, testing, awards and advancement as prescribed.
Guide	Smt. Neha Biswari, TGT Hindi, I/C Smt. Neha Lakhera, TGT Science, Associate	

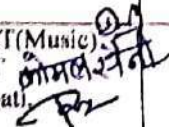
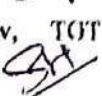
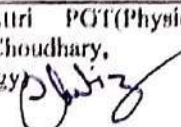
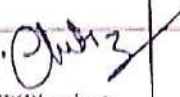
		• Coordinate with Scout Masters, Guide Captains, Cub Masters and Flock Leaders. • Ensure student safety, supervision, discipline, parental consent and emergency preparedness. • Maintain records of enrolment, attendance, training, camps, badges, certificates and achievements. • Maintain and monitor uniforms, tents, flags, ropes, First Aid kits and camping equipment. • Provide equal, safe and inclusive opportunities for participation. • Maintain proper stock/inventory and activity documentation. • Assist during Annual Panel Inspection, official visits and monitoring. • Submit periodic activity, training and achievement reports to the Principal. • Perform other duties assigned by the Principal.
RTE/BPL/SGC Fee Exemption, SGC Monitoring, SC/ST/OBC Welfare/Minority Welfare/Specially Abled Welfare/UDISE+, SAMAGRA Shiksha Portal, MP Tass SC/ST,	Smt. Neha Biswari, TGT Hindi, Incharge Shri Pushpendra Prajapati, TGT AE, Associate (Secondary) Shri Rajneesh Gupta, Comp. Incharge All Class teachers, Member	• Ensure implementation of RTE, BPL and SGC fee exemption/concessions as per applicable rules. • Identify, verify and maintain records of eligible beneficiaries and supporting documents. • Monitor SGC benefits, scholarships and fee concessions. • Ensure welfare provisions for SC/ST/OBC and Minority students. • Coordinate with Class Teachers, parents and concerned authorities for required documents and verification. • Ensure accurate and timely updating of UDISE+ student data. • Verify and reconcile UDISE+ and Samagra Shiksha Portal information. • Coordinate Samagra Shiksha schemes, inclusive education and student benefits. • Ensure accurate MP TASS/SC-ST online entries, monitoring and reporting. • Identify and rectify duplicate, incomplete or inconsistent portal data. • Maintain records of beneficiaries, scholarships, exemptions, portal submissions and reports. • Monitor actual receipt of admissible benefits by eligible students. • Create awareness among students/parents regarding welfare schemes and entitlements. • Coordinate with KVS RO and District/State authorities for portal and welfare issues. • Ensure confidentiality and secure handling of student information. • Assist during Annual Panel Inspection, audit and verification. • Submit periodic welfare, beneficiary, portal and compliance reports. • Follow up and resolve pending welfare/documentation/portal cases. • Ensure eligible students are not deprived of benefits due to avoidable delays or lack of awareness. • Perform other duties assigned by the Principal/competent authority.
Social Science Convener/ Integrity /Social Science Club/ Youth Parliament	Mr Amar Singh PGT (ECO) Incharge Shri Shyamji Shrivastava, TGT (S St), Associate Ms Somya Jain, PGT (Comm), Member Ms Sakshi Sharma, TGT (S.St.), Member	• Coordinate Social Science teaching-learning as per KVS/CBSE curriculum and academic plan. • Prepare and implement annual/monthly subject activity plans. • Analyse results and identify learning gaps, slow learners and advanced learners for suitable interventions. • Promote effective use of maps, charts, models, TLMs and digital resources. • Organise Social Science Club activities—quizzes, debates, exhibitions, role plays, projects and discussions. • Develop students' critical thinking, research skills, civic awareness and analytical abilities. • Conduct activities on Constitutional values, democracy, citizenship, equality, national integration and

		social responsibility. • Promote integrity, honesty, transparency, accountability and ethical conduct among students. • Encourage participation in Olympiads, competitions, exhibitions, projects and academic events. • Coordinate observance of Constitution Day, National Voters' Day, Human Rights Day, World Heritage Day, etc. • Maintain records of activities, participation, competitions, achievements and Integrity programmes. • Support Vidyalaya Patrika, newsletters, exhibitions, displays and official documentation. • Promote competency-based questions, case studies, source-based questions and map work. • Assist during Annual Panel Inspection and academic monitoring. • Submit periodic activity, achievement and requirement reports to the Principal. • Perform other duties assigned by the Principal.
Science Convener/ Eco Clubs for Mission LiFE' Nature Club/ Green School Programme/JIGYASA/ Tarunotsav/SPOT/Inspire Award/JNNSMME/Maths Olympiad/Science Olympiad and all other Science related exhibitions and programmes	Shri Chitiz Choudhary, PGT Biology, Incharge <i>Chitiz</i> Shri Johny Attri, PGT Physics, Associate <i>Johny</i> Smt. Neha Lakhera, TGT <i>Neha</i> Science, Member Ms Mansee Sharma <i>Mansee</i> PGT (Chem) (Con)	• Plan and coordinate Science, Mathematics, Environment and Innovation activities. • Prepare and implement the Annual Science Activity Calendar. • Coordinate Eco Club–Mission LiFE, Nature Club and Green School activities. • Promote environmental conservation, sustainability and scientific temperament. • Organise JIGYASA, INSPIRE, Tarunotsav/SPOT and scientific outreach programmes. • Coordinate Science/Maths Olympiads, exhibitions, quizzes and competitions. • Facilitate JNNSMEE and other Science/Maths exhibitions. • Encourage projects, models, experiments, innovation and research activities. • Identify and nurture talented students in Science, Mathematics and Innovation. • Promote hands-on, experiential and interdisciplinary learning. • Coordinate approved workshops, expert sessions, visits and awareness programmes. • Maintain records of activities, participation, projects and achievements. • Ensure timely registrations, submissions, reports and documentation. • Ensure safety during experiments, exhibitions, field activities and visits. • Assist in Annual Panel Inspection and academic monitoring. • Submit periodic activity and achievement reports to the Principal. • Perform other duties assigned by the Principal.
English Subject Convenor	Shri Deepesh Choudhary, PGT English, Incharge <i>Deepesh</i> Mr Hemant Tiwari, TGT (English) <i>Hemant</i> Ms Tanu Tiwari, TGT (English) <i>Tanu</i>	• Coordinate English teaching-learning as per KVS/CBSE curriculum and academic plan. • Prepare and monitor annual/monthly subject activity plan. • Promote innovative, competency-based and experiential teaching practices. • Analyse results and identify learning gaps, slow and advanced learners. • Promote LSRW skills, communication, vocabulary and reading habits. • Coordinate preparation/use of TLMs, worksheets, digital and A.V. resources. • Organise debates, declamation, storytelling, creative writing, quizzes and literary activities. • Encourage participation in English competitions, Olympiads and literary events. • Coordinate with Library and Literary Club for language enrichment. • Identify and nurture students with special aptitude in English and communication. • Facilitate remedial, enrichment and differentiated learning.

		• Coordinate assessment analysis, question banks and result-improvement measures. • Maintain records of activities, participation and achievements. • Support Vidyalaya Patrika, newsletters and official publications. • Assist during Annual Panel Inspection and academic monitoring. • Submit periodic activity and achievement reports to the Principal. • Perform other duties assigned by the Principal.
Rajbhasha Hindi Subject Convenor	Dr Suresh Kumar Patel PGT(Hindi), I/G Mr Hariom Sharan TGT(Sanskrit) Mrs Neha Biswari TGT(Hindi)	• Coordinate Rajbhasha Hindi implementation as per Government/KVS guidelines. • Prepare and monitor annual/monthly Hindi and Rajbhasha activity plan. • Coordinate Hindi teaching-learning and academic activities. • Promote competency-based, activity-based and innovative Hindi teaching. • Analyse results and identify learning gaps, slow and advanced learners. • Promote reading, writing, speaking, listening and creative-expression skills. • Organise Hindi Diwas, Hindi Pakhwada and Hindi literary activities. • Conduct essay, poetry, debate, speech, quiz, storytelling and creative-writing activities. • Ensure appropriate Hindi/bilingual communication in notices, displays and official documents. • Coordinate preparation of Rajbhasha reports, returns and records. • Coordinate with Language/Literary Club and Library Committee for Hindi enrichment. • Encourage participation in Hindi competitions and literary programmes. • Maintain records of activities, participation, achievements and documentation. • Support Vidyalaya Patrika, newsletters, reports and bilingual publications. • Assist during Rajbhasha Inspection, Annual Panel Inspection and academic monitoring. • Submit periodic Rajbhasha/Hindi activity reports to the Principal. • Perform other duties assigned by the Principal.
Maths Subject Convenor Maths Club & Lab	Mr Haradesh Kumar Shukla, TGT(Maths) Mrs Shaiphali Gupta, TGT(Maths) Mr Atul Singh Mahdele PGT (Maths)	• Coordinate Mathematics teaching-learning as per curriculum and academic plan. • Prepare and monitor annual/monthly Mathematics activity plan. • Promote innovative, competency-based, experiential and remedial teaching practices. • Analyse results and identify learning gaps, slow and advanced learners. • Promote effective use of TLMs, models, manipulatives, worksheets and digital resources. • Ensure effective utilisation and maintenance of the Mathematics Laboratory. • Maintain Lab Stock, Consumable, Breakage and other prescribed registers. • Ensure safe custody and proper use of lab equipment, kits, models, puzzles and games. • Conduct periodic stock verification and report shortages/damages. • Organise Maths Club activities, quizzes, puzzles, games, exhibitions and competitions. • Promote logical reasoning, problem-solving, creativity and real-life application of Mathematics. • Encourage participation in Maths Olympiads, exhibitions and academic competitions. • Organise National Mathematics Day and other approved activities. • Identify and nurture students with special aptitude in Mathematics. • Coordinate assessment analysis, remedial planning and result improvement. • Maintain records of Lab/Club activities, participation and achievements.

		• Process requirements for equipment, consumables, repair/replacement and condemnation. • Assist during Annual Panel Inspection, audit and academic monitoring. • Submit periodic activity, lab utilisation and achievement reports to the Principal. • Perform other duties assigned by the Principal.
Language / Literary Club	Dr Suresh Kumar Patel PGT(Hindi), I/C Shri Deepesh Choudhary, PGT English Mr Hariom Sharan TGT(Sanskrit) Mrs Neha Biswari TGT(Hindi) Mr Hemant Tiwari, TGT (English) Ms Tanu Tiwari, TGT (English)	• Promote language proficiency, literary interest, creativity and communication skills. • Prepare and implement the annual/monthly activity plan. • Organise debates, declamation, essay writing, poetry, storytelling, quizzes and book reviews. • Promote reading habits, creative writing and public speaking. • Encourage participation in language/literary competitions. • Promote multilingualism, linguistic diversity and appreciation of Indian languages. • Conduct activities on literary heritage, writers, poets and important literary works. • Coordinate with Library, Hindi, English and other language departments. • Support Hindi Pakhwada, Rajbhasha, English and other language celebrations. • Identify and nurture students with literary and language talent. • Encourage peer learning, group discussions and student-led activities. • Facilitate compilation of student works for Vidyalaya Patrika/newsletter. • Maintain records of activities, participation, achievements and photographs. • Organise programmes on important literary/language days and occasions. • Promote clear, correct, respectful and effective communication. • Review activities and suggest measures for language and literary improvement. • Assist during Annual Panel Inspection and official visits. • Submit activity reports to the Principal. • Perform other duties assigned by the Principal.
Instagram/ Facebook/ X/You Tube/Social Media/ Print Media	Mrs Jaya Gothwal, Librarian, I/C Mrs Neha Biswari, TGT(Hindi) Mohd Amaan Malik, PRT	• Manage authorised Instagram, Facebook, X and YouTube accounts of the Vidyalaya. • Collect verified photographs, videos and information from departments. • Prepare accurate captions, posts, news items and media briefs. • Publicise academic, sports, cultural, co-curricular activities and achievements. • Obtain Principal/competent authority approval before publication, wherever required. • Ensure privacy, consent, accuracy, dignity and institutional neutrality in all content. • Maintain security of official accounts, passwords and administrative access. • Monitor accounts and report misinformation, inappropriate content or unauthorised use. • Coordinate with Photography/Videography and Press Committee for media coverage. • Coordinate approved press releases and newspaper/print-media coverage. • Maintain Media Coverage Register and digital media archive. • Ensure timely, professional and consistent publication of approved content. • Avoid unverified, confidential, political or unauthorised content. • Assist in Annual Panel Inspection, VMC meetings, annual reports and official presentations. • Ensure compliance with KVS/Government communication guidelines. • Perform other duties assigned by the Principal. time.

Photography Press & Bouquet Presentations PA System, Videography	Secondary Mr Manish Gupta, TGT(WE), I/C Mr Rajneesh Kumar Gupta, Comp Instr Ms Sakshi Sharma, TGT (S.St.)	- Provide photography and videography support for important school events. - Maintain a systematic, dated and categorised digital media archive. - Cover Annual Day, Sports Day, exhibitions, inspections, meetings and functions. - Provide approved media for reports, newsletters, Vidyalaya Patrika and presentations. - Coordinate approved press releases and media coverage. - Maintain press coverage and media records. - Arrange bouquets, mementoes and ceremonial presentations as approved. - Ensure proper stage, seating, backdrop and ceremonial arrangements, where assigned. - Ensure readiness and functioning of PA system, microphones and sound equipment. - Conduct sound checks before important programmes. - Maintain inventory, safe custody and maintenance of audio-visual equipment. - Ensure responsible handling and approved use of student photographs/videos. - Coordinate with relevant committees for audio-visual documentation. - Assist during Annual Panel Inspection and official visits. - Perform other duties assigned by the Principal.
Library Committee/ Vidyalaya Patrika	Dr Suresh Kumar Patel PGT(Hindi) I/C Mr Deepesh Choudhary, PGT(English) Mr Hariom Sharan, TGT(Sanskrit) Mrs Neha Biswari, TGT(Hindi) Mrs Jaya Gothwal, Librarian, Ms Pooja, PRT	- Ensure effective Library management as per KVS guidelines. - Prepare and implement annual library activity/development plan. - Manage procurement, accession, classification, cataloguing and circulation of resources. - Maintain Accession, Stock, Issue/Return and other prescribed records. - Conduct periodic stock verification and report discrepancies. - Recommend books, periodicals, newspapers and digital resources as per needs. - Promote reading habits and regular library utilisation. - Organise Reading Week, Book Exhibitions, Reading Challenges, storytelling and book reviews. - Process obsolete/damaged books for condemnation/disposal as per rules. - Coordinate with teachers for subject-wise reading resources. - Plan and coordinate Vidyalaya Patrika/School Magazine publication. - Collect and scrutinise articles, poems, stories, drawings, photographs and achievements. - Coordinate editing, proofreading, design, printing and distribution after approval. - Ensure magazine content is original, appropriate, accurate and inclusive. - Maintain records of library activities, magazine publications and contributions. - Preserve previous magazine editions and important records. - Assist during Annual Panel Inspection and audit. - Submit periodic library and magazine activity reports. - Perform other duties assigned by the Principal.
M&R Staff Quarters and Quarter Allotment Committee	Mr Johny Attri, PGT(Physics) Mr Hariom Sharan, TGT(Sanskrit) Mr Deepesh Dixit, PRT(Music) Mrs Anju Pathak, JSA	- Inspect and ensure maintenance and upkeep of staff quarters. - Identify and report civil, electrical, plumbing and sanitary repairs. - Maintain Staff Quarters Maintenance Register and complaint status. - Coordinate approved repair and maintenance works with authorised agencies. - Monitor quality and timely completion of M&R works.

			• Ensure functionality of water supply, drainage, access paths and common areas. • Receive and process quarter allotment applications as per rules. • Verify eligibility, entitlement, priority and availability. • Maintain Quarter Allotment Register, waiting list and occupancy records. • Submit periodic allotment, occupancy and maintenance reports to the Principal. • Perform other duties assigned by the Principal/competent authority.
Music Department/ Cultural Programme/Virsa/Spic Macay/ Roots to Routes/ Ek Bharat Shreshth Bharat/Kala Utsav	Mr Deepesh Dixit, PRT(Music) Ms. Komal Salni, PRT Mr Pushpendra Prajapati TGT(AE) Mr Shyamji Shrivastav, TGT (S.St.) Dance Coach	 	• Plan and coordinate Music and Cultural activities as per KVS guidelines. • Prepare annual/monthly cultural activity calendar. • Identify and nurture student talent in music, dance, drama and folk arts. • Organise cultural programmes, competitions, workshops and special events. • Coordinate VIRSA, SPIC MACAY, Roots to Routes, EBSB and Kala Utsav activities. • Prepare students for school, regional and national-level cultural events. • Maintain musical instruments, costumes, props and cultural equipment with proper records. • Maintain records of participation, certificates, achievements, photographs and reports. • Assist during Annual Panel Inspection and official visits. • Submit periodic activity and achievement reports to the Principal. • Perform other duties assigned by the Principal.
Physics Lab	Mr Johny Atri PGT(Physics) Mr Chitiz Choudhary, PGT(Biology)		• Ensure cleanliness, safety and effective functioning of the Physics Lab. • Prepare and implement annual/monthly laboratory activity plan. • Maintain apparatus, instruments, models and electrical/optical equipment. • Maintain Stock, Consumable, Breakage and prescribed registers. • Conduct periodic stock verification and report discrepancies. • Ensure proper storage, labelling and safe handling of equipment. • Ensure experiments are conducted under teacher supervision and safety protocols. • Support CBSE practical examinations, projects and assessments. • Coordinate repair, servicing and calibration of instruments. • Process obsolete/unserviceable items for condemnation as per rules. • Maintain records of practical work, experiments and student participation. • Assist during Annual Panel Inspection, audit and stock verification. • Submit periodic lab activity, stock, safety and requirement reports. • Perform other duties assigned by the Principal.
Biology Lab	Mr Chitiz Choudhary, PGT(Biology) Mr Johny Atri PGT(Physics)		• Ensure cleanliness, safety and effective functioning of the Biology Lab. • Prepare and implement annual/monthly laboratory activity plan. • Maintain apparatus, microscopes, specimens, slides, models and charts. • Maintain Stock, Consumable, Breakage and prescribed registers. • Conduct periodic stock verification and report discrepancies. • Ensure practical work under teacher supervision and prescribed safety protocols. • Support CBSE practical examinations, projects and assessments. • Coordinate repair, servicing and replacement of laboratory equipment.

			• Process obsolete/unserviceable items for condemnation as per rules. • Maintain records of experiments, practical work, participation and maintenance. • Assist during Annual Panel Inspection, audit and stock verification. • Submit periodic lab activity, stock, safety and requirement reports. • Perform other duties assigned by the Principal.
Chemistry Lab/ Junior Science Lab BIS	Mrs Neha Lakhera, TGT (Science) Mrs Jaya Gothwal, Librarian		• Ensure functioning, cleanliness, safety and effective utilisation of both laboratories. • Prepare and implement annual/monthly laboratory activity plans. • Maintain apparatus, chemicals, glassware, specimens, models and instruments. • Maintain Stock, Consumable, Breakage and prescribed registers. • Conduct periodic stock verification and report discrepancies. • Ensure safe storage, labelling and handling of chemicals hazardous materials. • Ensure experiments are conducted under teacher supervision and safety protocols. • Support CBSE practicals, projects and competency-based activities. • Ensure compliance with applicable BIS standards/specifications for laboratory materials and equipment. • Maintain records of experiments, practicals, stock and maintenance. • Process obsolete/unserviceable items for disposal/condemnation as per rules. • Assist during Annual Panel Inspection, audit and stock verification. • Submit periodic activity, stock, safety and requirement reports. • Perform other duties assigned by the Principal.
NCC Language Lab	Mr Deepesh Choudhary, PGT (English) Mrs Jaya Gothwal, Librarian Mr Dinesh Kumar, TGT (P&HE)		• Promote discipline, leadership, patriotism, character and service through NCC. • Coordinate NCC Unit activities with concerned NCC authorities. • Prepare and implement annual training activity plan. • Organise parade, drill, physical training, camps and competitions. • Maintain records of enrolment, attendance, training, participation and achievements. • Ensure parental consent and required documentation for outdoor activities. • Ensure student safety, health and welfare during training and camps. • Maintain activity reports, photographs and achievement records. • Assist during NCC inspections and official visits. • Review cadet progress and suggest improvement measures. • Perform other duties assigned by the Principal/NCC authority.
Office	Mrs Anju Pathak, JSA Mr Vidya Charan Chaurasiya, PGT (CS) Mrs Jaya Gothwal, Librarian		• Ensure smooth and timely functioning of the Vidyalaya Office as per KVS/Government rules. • Maintain staff, administrative, statutory and confidential records securely. • Maintain office stationery, consumables and equipment records economically. • Facilitate effective use of e-mail, e-Office and official portals. • Keep records ready for inspection, audit and VMC meetings. • Promote efficiency, transparency and accountability in office functioning. • Report important pending/administrative matters to the Principal. • Perform any other office/administrative duty assigned by the Principal.

Art Dept. / Beautification & Gardening	Mr Pushpendra Prajapati, TGT(AE) Mrs Neha Biswari, TGT(Hindi)	• Plan and coordinate Art, Beautification and Gardening activities. • Prepare annual/monthly activity plans and ensure timely implementation. • Promote students' creativity, artistic expression and aesthetic sense. • Develop and maintain murals, displays, bulletin boards and educational corners. • Organise art competitions, exhibitions, craft and creative activities. • Maintain art materials, equipment, consumables and related records. • Plan and supervise plantation, gardening and landscaping activities. • Maintain lawns, flower beds, trees, herbal gardens and green areas. • Promote eco-friendly practices and environmental awareness. • Coordinate watering, pruning, weeding, cleaning and garden maintenance. • Submit requirements for gardening tools, plants, soil, manure and other materials. • Ensure beautification works do not compromise safety, movement or emergency access. • Coordinate decoration for celebrations, inspections and school events. • Maintain records, photographs and documentation of major activities. • Periodically inspect and recommend improvements in art displays and green areas. • Coordinate with other committees for art, decoration and gardening support. • Undertake any other related duty assigned by the Principal.
Condemnation/ Stock Verification	Mr Amar Singh, PGT (ECO) Mr Shyamji Shrivastav, TGT (S.St.) All Stock I/Cs Mrs Anju Pathak, JSA	• Conduct physical verification of all school stock/stores as per prescribed schedule. • Verify quantity, condition, location and usability against stock registers. • Identify obsolete, damaged, unserviceable and surplus items. • Physically inspect items proposed for condemnation and record their condition. • Prepare Condemnation/Unserviceable Items Report with proper details and recommendations. • Record shortages, excesses, damages and discrepancies and report to the Principal. • Ensure condemned items are segregated and safely stored until disposal. • Recommend disposal/write-off strictly as per KVS/Government rules and competent approval. • Ensure proper write-off and updating of Stock/Dead Stock Registers after approval. • Verify proper maintenance, authentication and updating of stock registers. • Coordinate with Stock Holders for verification and reconciliation. • Maintain records of verification, condemnation, approvals, disposal and write-off. • Submit final reports within prescribed timelines. • Assist during audit, inspection and official verification. • Perform any other related duty assigned by the Principal/competent authority.
Vocational Lab/ WE Department/ Guidance/Counselling/ Adventure/ Excursion / Educational Tour	Mr Manish Gupta, TGT(WE) Mr Dinesh Kumar, TGT(P&HE) Mrs Jaya Gothwal, Librarian	• Plan and coordinate Vocational Education, Work Experience, Guidance & Counselling, Adventure, Excursions and Educational Tours. • Prepare annual/monthly activity plans and ensure timely implementation. • Ensure proper utilisation, safety and maintenance of vocational/WE lab, tools and equipment. • Promote skill development, hands-on learning, creativity and vocational awareness. • Maintain stock, activity, consumable, participation and work records. • Plan approved adventure activities, excursions and educational tours with proper permissions.

		• Ensure expenditure complies with KVS financial rules and procedures. • Submit periodic Activity/Action Taken Reports to the Principal. • Undertake any other related duty assigned by the Principal.
Awaken Citizen Programm/Adolescent Education Programme	Mrs Neha Biswari, TGT(Hindi) Mrs Shaiphali Gupta, TGT(Maths) Mrs Neha Lakhera, TGT(Science) Mrs Jaya Gothwal, Librarian Mr Manish Gupta, TGT(WE) Mr Hariom Sharan, TGT(Sanskrit) Mr Haradesh Kumar Shukla, TGT(Maths) Mrs Shaiphali Gupta, TGT(Maths) Mrs Neha Lakhera, TGT(Science) Ms Dipika, PRT	• Plan and implement ACP/AEP activities as per KVS guidelines. • Develop self-awareness, confidence, empathy, values and responsible behaviour. • Conduct age-appropriate sessions on life skills, emotional well-being and decision-making. • Promote awareness of adolescent development, hygiene and healthy habits. • Develop communication, critical thinking, problem-solving and decision-making skills. • Promote gender sensitivity, equality, dignity, respect and inclusion. • Sensitise students on safe and responsible digital/social-media use. • Submit periodic Activity/Outcome Reports to the Principal. • Undertake any other related duty assigned by the Principal.
VMC, Staff, Annual Panel Inspection & other Meetings Minute Recording	Dr Suresh Kumar Patel, PGT(Hindi) Mr Deepesh Choudhary, PGT(English) Mr Hariom Sharan, TGT(Sanskrit) Mrs Neha Biswari, TGT(Hindi)	• Maintain accurate, systematic and updated Minutes of Meetings. • Record date, venue, agenda, participants, deliberations and decisions. • Prepare minutes in a concise, formal and objective manner. • Record decisions, resolutions, action points and responsibilities. • Obtain approval/authentication of minutes from the Principal/competent authority. • Maintain chronological and indexed Meeting Minutes Registers/files. • Maintain separate records for Staff Meetings, VMC, Annual Panel Inspection and other official meetings. • Maintain and monitor Action Taken Reports (ATR) and pending action points. • Ensure timely communication of approved decisions to concerned staff. • Preserve minutes and supporting documents for audit, inspection and future reference. • Maintain confidentiality and secure custody of official records. • Assist the Principal in agenda preparation, scheduling and meeting documentation. • Ensure modifications to approved minutes are made only with competent approval. • Undertake any other related duty assigned by the Principal.
CMP CMP Newsletter Vidya Pravesh	Ms. Komal Saini, PRT Mohd Amaan Malik, PRT Ms Dipika, PRT Ms Shruti Pathak, PRT (Con) Mr Sukrant Verma, PRT Ms Sandhya Singh Rajpoot, PRT (Con)	• Plan and implement CMP activities in the Primary Section. • Prepare annual/monthly activity plans with Primary Teachers. • Prepare suitable TLMs, learning resources and activities for CMP/Vidya Pravesh. • Prepare and publish the CMP Newsletter periodically. • Maintain proper records and documentation of CMP/Vidya Pravesh activities. • Coordinate with teachers and encourage student/parent participation. • Preserve newsletters and records for inspection and academic monitoring. • Undertake any other related duty assigned by the Principal.

	NIPUN/FLN Toy Based Learning/ TLM / Teaching Aids & A/V	Ms Mahima, PRT <i>Mahima</i> Ms Rachana, PRT <i>Rachana</i> Mr Shivam Kumar, PRT <i>Shivam</i>	• Plan and implement NIPUN Bharat/FLN activities as per guidelines. • Promote toy-based, play-way, activity-based and experiential learning. • Develop and maintain TLMs, teaching aids and low/no-cost learning resources. • Create a TLM resource bank for foundational language and numeracy skills. • Maintain records of activities, TLMs, photographs and evidence. • Ensure proper storage, inventory, maintenance and safe use of resources. • Coordinate with Primary Teachers for effective implementation. • Submit activity plans and periodic reports to the Principal. • Undertake any other related duty assigned by the Principal.
	House Distribution	Primary Section Shivaji House Ms Rachana, PRT <i>Rachana</i> Ms. Komal Saini, PRT <i>Komal</i> Tagore House Ms Sandhya Singh Rajpoot, PRT <i>Sandhya</i> Ms Mahima, PRT <i>Mahima</i> Ashoka House Ms Shruti Pathak, PRT <i>Shruti</i> Ms Dipika, PRT <i>Dipika</i> Raman House Ms Afiya Khan, PRT <i>Afiya</i> Mohd Amaan Malik, PRT <i>Amaan</i>	• Manage and supervise allotted House activities. • Ensure discipline, attendance and student welfare. • Guide House Captain, Vice-Captain and student leaders. • Organize inter-house academic, cultural and sports activities. • Motivate students for active participation and healthy competition. • Maintain House records, points and achievement details. • Identify and support students requiring guidance. • Promote teamwork, leadership and sportsmanship. • Coordinate with teachers and school authorities.
	Primary CLA Coordinator and CLA material purchase and important days Celebration Committee	Ms Pooja, PRT, I/C <i>Pooja</i> Mr Shivam Kumar, PRT, Member <i>Shivam</i> Ms Shivani Tiwari, PRT (Con) <i>Shivani</i>	• Prepare the Annual Activity Calendar 2026-27 and calendar of important days/events. • Conduct Students' Council elections and coordinate selection/celebration of School Captain and Vice-Captains. • Guide student leaders in leadership, discipline, teamwork and responsibilities. • Coordinate House distribution, House activities and assembly programmes. • Prepare and monitor assembly duties, announcements and student participation. • Select monthly themes and coordinate related activities. • Monitor and update display boards in corridors and classrooms. • Collect, verify and maintain records of student/House achievements with transparency. • Maintain updated Alumni database and records. • Strengthen alumni-school interaction through mentoring, career guidance and school activities. • Organise and coordinate Alumni meetings and programmes. • Maintain records of alumni contributions and activities. • Coordinate CLA activities as per Vidyalaya requirements. • Assess, consolidate and process CLA material requirements/procurement. • Ensure timely purchase, quality checking, distribution and utilisation of CLA materials. • Maintain purchase, stock and utilisation records.

			• Prepare and coordinate programmes for Important Days and celebrations. • Ensure proper arrangements, discipline, participation and documentation of events. • Maintain photographs, reports, records and evidence of activities. • Ensure timely communication of important announcements and upcoming activities in coordination with the Principal. • Perform other duties related to Students' Council, Alumni, CLA and Important Days assigned by the Principal.
Primary Time Table Contractual Salary	Ms Mahima, PRT, Incharge Ms Rachana, PRT, Associate Ms Shruti Pathak, PRT (Con)	<i>Mahima</i> <i>Rachana</i> <i>Shruti</i>	• Prepare class and teacher timetables as per KVS norms. • Announce first-period arrangements during morning assembly. • Prepare special timetables for remedial, slow learners and Zero Period classes. • Monitor bell timings and adherence to the timetable. • Conduct random checks to ensure teachers attend assigned/arranged classes. • Ensure arrangement of classes for every absent teacher without disruption. • Verify attendance and eligibility of contractual staff. • Prepare and verify monthly salary bills of contractual staff. • Maintain proper records of timetable, arrangements, attendance and salary bills. • Coordinate with Section In-charges and Office for timely implementation. • Submit reports and resolve timetable/arrangement/salary-related discrepancies. • Perform other duties assigned by the Principal.
Primary Section Exam Dept./ LAT/PTM/TARA App	Ms. Dipika, PRT – Incharge Mr Shivam Kumar, PRT- Associate Mr Anurag Sharma, PRT Ms Afiya Khan PRT (Con)	<i>Dipika</i> <i>Shivam</i> <i>Anurag</i> <i>Afiya</i>	• Plan and coordinate Primary assessments, examinations and LAT as per KVS/CBSE guidelines. • Prepare assessment schedule, date sheet and assessment plan. • Ensure fair conduct and proper handling of assessment materials. • Maintain accurate marks, grades, results and student progress records. • Coordinate LAT data entry, analysis and reporting. • Identify learning gaps, slow/advanced learners and coordinate remedial/enrichment measures. • Monitor effective use, data entry and verification of TARA App. • Organise and coordinate PTMs and maintain attendance, feedback and action-taken records. • Facilitate effective parent-teacher-student communication regarding student progress. • Ensure confidentiality and safe custody of assessment and student data. • Coordinate with teachers, Section In-charge and Examination Department. • Prepare and submit Exam/LAT/TARA/PTM reports within prescribed timelines. • Assist during Annual Panel Inspection, audit and academic monitoring. • Review assessment outcomes and recommend measures for improving learning outcomes. • Perform other duties assigned by the Principal related to Exam/LAT/PTM/TARA.
Cubs	Mr Shivam Kumar, PRT, I/C	<i>Shivam</i>	• Plan and implement Cub & Bulbul activities as per KVS and Bharat Scouts & Guides guidelines. • Prepare annual/monthly activity and training plans. • Ensure proper enrolment, registration and participation of eligible students. • Promote discipline, leadership, teamwork, self-reliance, patriotism and service.

			• Conduct activities on Promise, Law, Prayer, Flag Ceremony, knots, pioneering, First Aid and outdoor skills. • Organise community service, cleanliness, plantation, environmental and awareness activities. • Conduct approved camps, hiking, trekking, nature study and adventure activities with proper safety arrangements. • Prepare students for district, regional, national camps, rallies and competitions. • Facilitate proficiency badges, testing, awards and advancement as prescribed. • Coordinate with Scout Masters, Guide Captains, Cub Masters and Flock Leaders. • Ensure student safety, supervision, discipline, parental consent and emergency preparedness. • Maintain records of enrolment, attendance, training, camps, badges, certificates and achievements. • Maintain and monitor uniforms, tents, flags, ropes, First Aid kits and camping equipment. • Provide equal, safe and inclusive opportunities for participation. • Maintain proper stock/inventory and activity documentation. • Assist during Annual Panel Inspection, official visits and monitoring. • Submit periodic activity, training and achievement reports to the Principal. • Perform other duties assigned by the Principal.
Bulbul	Ms Pooja, PRT, I/C <i>पूजा</i>		
Primary Wing RTE/BPL/SGC Fee Exemption, SGC Monitoring, SC/ST/OBC Welfare/Minority Welfare/Specially Abled Welfare/UDISE+, SAMAGRA Shiksha Portal, MP Tass SC/ST	Mohd Amaan Malik, PRT, I/C Ms Rachana, PRT, Associate <i>पूजा</i>		• Ensure implementation of RTE, BPL and SGC fee exemption/concessions as per applicable rules. • Identify, verify and maintain records of eligible beneficiaries and supporting documents. • Monitor SGC benefits, scholarships and fee concessions. • Ensure welfare provisions for SC/ST/OBC and Minority students. • Coordinate with Class Teachers, parents and concerned authorities for required documents and verification. • Ensure accurate and timely updating of UDISE+ student data. • Verify and reconcile UDISE+ and Samagra Shiksha Portal information. • Coordinate Samagra Shiksha schemes, inclusive education and student benefits. • Ensure accurate MP TASS/SC-ST online entries, monitoring and reporting. • Identify and rectify duplicate, incomplete or inconsistent portal data. • Maintain records of beneficiaries, scholarships, exemptions, portal submissions and reports. • Monitor actual receipt of admissible benefits by eligible students. • Create awareness among students/parents regarding welfare schemes and entitlements. • Coordinate with KVS RO and District/State authorities for portal and welfare issues. • Ensure confidentiality and secure handling of student information. • Assist during Annual Panel Inspection, audit and verification. • Submit periodic welfare, beneficiary, portal and compliance reports. • Follow up and resolve pending welfare/documentation/portal cases. • Ensure eligible students are not deprived of benefits due to avoidable delays or lack of awareness. • Perform other duties assigned by the Principal/competent authority.
Primary Photography	Ms Rachana, PRT I/C Ms Sandhya Singh Rajpoot, PRT <i>पूजा</i>		• Provide photography and videography support for important school events. • Maintain a systematic, dated and categorised digital media archive.

Press & Bouquet Presentations PA System, Videography	Ms Afiya Khan PRT <i>(Afiya)</i>	• Cover Annual Day, Sports Day, exhibitions, inspections, meetings and functions. • Provide approved media for reports, newsletters, Vidyalaya Patrika and presentations. • Coordinate approved press releases and media coverage. • Maintain press coverage and media records. • Arrange bouquets, mementoes and ceremonial presentations as approved. • Ensure proper stage, seating, backdrop and ceremonial arrangements, where assigned. • Ensure readiness and functioning of PA system, microphones and sound equipment. • Conduct sound checks before important programmes. • Maintain inventory, safe custody and maintenance of audio-visual equipment. • Ensure responsible handling and approved use of student photographs/videos. • Coordinate with relevant committees for audio-visual documentation. • Assist during Annual Panel Inspection and official visits. • Perform other duties assigned by the Principal.
Primary Section Class Library	Ms. Komal Saini, PRT <i>(Komal Saini)</i> Ms Dipika PRT <i>(Dipika)</i> All Class Teachers (I To V)	☐ Maintain and organize age-appropriate books and learning resources systematically. ☐ Ensure regular and proper issue/return of books to students and maintain records. ☐ Promote daily reading, storytelling and independent reading among primary students. ☐ Maintain updated stock, issue/return and class-library registers. ☐ Educate students on proper handling, preservation and cleanliness of books. ☐ Facilitate effective use of library resources for classroom teaching and learning. ☐ Organize reading corners, storytelling, book talks, quizzes and other age-appropriate activities. ☐ Periodically review the condition and utilization of books and identify requirements for new resources. ☐ Ensure the class library remains accessible, attractive, inclusive and conducive to joyful learning. - Coordinate with Librarian Secondary Section for books and other resources.
Secondary Section Class Library	Mrs Jaya Gothwal Librarian I/C <i>(Jaya)</i> Mrs Neha Lakhera TGT Science <i>(Neha)</i> All Class Teachers (VI to XII)	☐ Maintain and organize age-appropriate books and learning resources systematically. ☐ Ensure regular and proper issue/return of books to students and maintain records. ☐ Promote daily reading, storytelling and independent reading among primary students. ☐ Maintain updated stock, issue/return and class-library registers. ☐ Educate students on proper handling, preservation and cleanliness of books. ☐ Facilitate effective use of library resources for classroom teaching and learning. ☐ Organize reading corners, storytelling, book talks, quizzes and other age-appropriate activities. ☐ Periodically review the condition and utilization of books and identify requirements for new resources. ☐ Ensure the class library remains accessible, attractive, inclusive and conducive to joyful learning. - Coordinate with Librarian Secondary Section for books and other resources.

DISCIPLINE COMMITTEE

Constitution, Duties & Wing-wise/Area-wise Responsibilities

Committee Constitution & Objective

No.	Name	Designation	Role
	Mr. Vidya Charan Chaurasiya	PGT (CS) <i>[Signature]</i>	I/C – Discipline Committee
	Mr. Sunit Kumar	Head Master <i>[Signature]</i>	Member
	Mr. Manish Gupta	TGT (WE) <i>[Signature]</i>	Member
	Mr. Shyamji Shrivastava	TGT (S.St.) <i>[Signature]</i>	Member
	Mrs. Jaya Gothwal	Librarian <i>[Signature]</i>	Member
	Ms. Rachana	PRT <i>[Signature]</i>	Member
	Mohd. Amaan Malik	PRT <i>[Signature]</i>	Member
	Smt. Anju Pathak	JSA <i>[Signature]</i>	Member

Objective: To maintain a safe, disciplined, respectful, inclusive and child-friendly school environment through continuous supervision, positive discipline, timely intervention and adherence to KVS rules and child-protection provisions.

Core Duties, Functions & Responsibilities

Duties / Responsibilities	Duties / Responsibilities
Ensure overall discipline, safety and orderly conduct in the Vidyalaya.	Maintain Discipline/Incident Records and follow-up of significant cases.
Monitor compliance with KVS rules, school discipline norms and Code of Conduct.	Coordinate with POCSO/Child Protection, Counselling, Grievance and Security Committees, wherever required.
Supervise student arrival, dispersal, assembly, recess and movement.	Monitor discipline during examinations, sports, functions, PTMs, tours and other activities.
Monitor punctuality, uniform, attendance and general student conduct.	Ensure safe and orderly use of classrooms, laboratories, library, playgrounds and activity areas.
Identify and address bullying, fighting, harassment, teasing, vandalism and misconduct.	Monitor prohibited use of mobile phones/electronic devices as per school rules.
Promote positive discipline, self-discipline, mutual respect and responsible behaviour.	Promote student leadership, peer responsibility and positive behavioural practices.
Identify recurring discipline issues and coordinate appropriate intervention with Class Teachers/Section In-charges.	Maintain confidentiality and dignity in handling sensitive discipline matters.
Ensure disciplinary measures are fair, age-appropriate, non-discriminatory and rule-based.	Review recurring concerns and recommend preventive/corrective measures.
Report serious discipline/safety incidents promptly to the Principal.	Assist in inspections, official visits and major school programmes.

Wing-wise Discipline Committee

Ground Floor – Primary Wing (Classes I-III)

	Member	Responsibilities
1. Amaan Malik, PRT	Ms. Komal Saini, PRT	: Arrival/dispersal, recess and transition supervision; orderly corridor movement; prevention of bullying/unsafe behaviour; monitoring uniform and punctuality; age-appropriate positive discipline; reporting repeated concerns.

1st Floor – Primary Wing (Classes III-V)

	Member	Responsibilities
Pooja, PRT	Ms. Mahima, PRT	Supervise class transitions, recess, corridors and staircases; prevent fighting/bullying; ensure safe movement; promote self-discipline and cleanliness; coordinate with Class Teachers; report recurring concerns.

1st Floor – Secondary Wing (Classes VI-VII)

I/C	Member	Responsibilities:
Chitiz Choudhary, (Biology)	Mr. Pushpendra Prajapati, TGT (AE)	Monitor classrooms, corridors and staircases; supervise transitions/recess; prevent bullying, conflicts and property misuse; promote responsible behaviour; coordinate with Class Teachers; record serious/repeated incidents.

Ground Floor – Senior Secondary Wing (Classes XI-XII)

I/C	Member	Responsibilities:
Mansee Sharma, (Chemistry)	Ms. Somya Jain, PGT (Commerce)	Monitor punctuality and discipline; supervise free periods, practical classes and dispersal; monitor prohibited mobile/electronic device use; prevent harassment, unauthorised movement and property damage; coordinate with Class Teachers/Section In-charge; report serious violations.

1st Floor – Secondary Wing (Classes VIII-X)

I/C	Member	Responsibilities:
Suresh Kumar Patel, (Hindi)	Mr. Shyamji Shrivastava, TGT (S.St.)	Supervise transitions, recess and dispersal; monitor corridors/staircases; prevent bullying, fighting and harassment; ensure punctuality, uniform and conduct; coordinate with Class Teachers; promote peer responsibility; record significant incidents.

Area-wise Discipline Responsibilities

Area	In-charge / Members	Key Responsibilities
gymnasium / Sports Hall	Mr. Pramendra Kumar Mishra, Yoga Coach	Discipline during activities; authorised use; prevent overcrowding/rough play; safe movement; equipment safety; cleanliness; immediate reporting of hazards.
Ball Ground / Basketball / Volleyball / Assembly Stage	Mr. Dinesh Kumar, TGT (P&HE) – I/C; Mr. Jeetu Tiwari, Sports Coach; Mr. Manish Gupta, TGT (WE)	Supervise sports/assembly activities; prevent unsafe behaviour and unauthorised entry; regulate equipment; monitor boundaries; ensure safe dispersal; coordinate during emergencies.
Gate Stand	Mr. Atul Singh Mahdele, PGT (Maths) – I/C;	Regulate parking and movement; prevent overcrowding/unsafe riding; monitor entry/exit; ensure

Area	In-charge / Members	Key Responsibilities
	Mr. Hemant Tiwari, TGT (English) <i>Hemant</i>	designated parking; coordinate with Security; report loss/damage/security concerns.

Common Responsibilities of All Wing/Area In-charges

Responsibility	Responsibility
conduct regular supervision/rounds of the allotted area.	Ensure fair, age-appropriate and KVS-compliant disciplinary intervention.
prevent indiscipline through guidance, counselling and positive intervention.	Maintain significant Incident/Discipline Records, wherever prescribed.
immediately report serious safety, bullying, violence or harassment incidents.	Submit periodic status reports to the Discipline Committee/Principal.
coordinate with Section In-charges, Class Teachers, Security, Medical and Administration.	Identify recurring problem areas and recommend corrective measures.
maintain confidentiality and dignity in discipline-related matters.	Ensure discipline during examinations, PTMs, functions, tours and special programmes.
perform other discipline/safety duties assigned by the Principal.	Assist during Annual Panel Inspection and official visits.

Overall Accountability

Discipline Committee I/C: Overall coordination, monitoring, review and reporting to the Principal.

Wing/Area In-charges: Continuous supervision, immediate intervention, documentation and reporting of assigned areas.

CLEANLINESS & SANITATION COMMITTEE

Constitution, Duties & Area-wise Responsibilities

A. Core Committee

S. No.	Name & Designation	Role	
1.	Mr. Dinesh Kumar, TGT (P&HE)	Convenor	
2.	Mr. Vidya Charan Chaurasiya, PGT (CS)	Member	
3.	Mrs. Jaya Gothwal, Librarian	Member	
4.	Sports Coach	Member	
5.	Yoga Coach	Member	

Core Committee – Duties & Responsibilities

- Ensure overall cleanliness, sanitation and hygiene of the Vidyalaya.
- Conduct regular inspection of toilets, classrooms, corridors, playgrounds and common areas.
- Monitor availability of water, soap, cleaning materials and sanitation facilities.
- Coordinate with cleaning/M&R staff for timely rectification of deficiencies.
- Maintain necessary records/evidence for inspection and monitoring.
- Maintain Cleanliness & Sanitation Inspection Register and Action Taken Records.
- Promote personal hygiene, handwashing, waste segregation and cleanliness practices.
- Ensure prompt reporting of sanitation, plumbing, electrical and safety deficiencies.
- Review cleanliness status periodically and submit reports to the Principal.

3. Area-wise Responsibility

Area	Area In-charge	Key Responsibility	
Boys Toilet – Near Class II-A	Mr. Deepesh Dixit, PRT (Music)	Daily cleanliness, water supply, fittings and sanitation inspection.	
Girls Toilet – Near Class II-B	Ms. Pooja, PRT	Hygiene, cleanliness, water availability and sanitation monitoring.	
Staff Toilet – Gents	Mr. Pushpendra Prajapati, TGT (AE)	Cleanliness, sanitation, water supply and maintenance monitoring.	
Staff Toilet – Ladies	Mrs. Neha Biswari, TGT (Hindi)	Hygiene, cleanliness, privacy and sanitation monitoring.	
Boys Toilet – Near Class V-B	Mr. Chitiz Choudhary, PGT (Biology)	Cleanliness, hygiene, water and sanitation inspection.	
Girls Toilet – Near Class VI-A	Ms. Komal Saini, PRT	Hygiene, cleanliness, water and sanitation monitoring.	
Boys Toilet – Near Class XI-B	Mr. Vidya Charan Chaurasiya, PGT (CS)	Cleanliness monitoring, reporting and documentation.	
Girls Toilet – Near Class XI-A	Mrs. Neha Lakhera, TGT (Science)	Hygiene, sanitation, water and sanitary-waste management.	
Boys Toilet – Near Class IX-B	Dr. Suresh Kumar Patel, PGT (Hindi)	Cleanliness, sanitation, water and fittings inspection.	
Girls Toilet – Near Class IX-A	Mrs. Jaya Gothwal, Librarian	Hygiene, cleanliness, water and sanitation monitoring.	

C. Sports & Yoga Areas: Sports Coach: Cleanliness and hygiene of playgrounds, sports areas and related facilities. Yoga Coach: Cleanliness of yoga/activity areas and promotion of personal hygiene and wellness.

D. Accountability: Area In-charges: Regular inspection and immediate reporting of deficiencies. Convenor: Consolidation, coordination, periodic verification and submission of reports.