

KENDRIYA VIDYALAYA NO. 1, (SHIFT-I) INDORE

COMMITTEES FOR THE SESSION 2024-25

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

Mr Alok Mishra Vice Principal will be the over all incharge of all committees of the Vidyalaya.

S.N.	Name of Committees	Member's Name	Signature	Duty Assigned
1	ACADEMIC ADVISORY COMMITTEE	MR ALOK MISHRA (VP) MRS. MOHINI OJHA MR. D K PATIDAR MR.B K VERMA DR. PRAGYA PANDEY MR. N. NAGLE MR. SANJAY SHARMA		To monitor and supervise the academic standard of the school. Sensitize teachers and students towards good teaching -learning practices.Convене meetings at regular intervals for academic assessment. To ensure the attendance register, teacher's diary and daily diary is written as per norms, guiding the respective subject teachers in the subject committee meeting as a Convener of the subject committee.
2	ADMISSION COMMITTEE	MS VANDANA SHARMA I/C MRS PREETI DEY MS RANJEETA SONI Mrs. Suruchi Bajpai (I/C)Primary Mrs. Sushma Lal Mr. Hiralal Dodiya Mrs. Kalyani Satpute Ms. Alpana Yadav		To plan and conduct all fresh admissions,T.C. cases and Local transfer cases according to KVS guidelines. Maintenance of admission records as per KVS guidelines in the prescribed proformas.
3	A.E.P	MRS ARUNA SINHA I/C MRS ANJALI GARG MR RAJIV SHARMA COUNSELOR		To address problems of adolescence. Counsel the students and create awareness among students regarding gender bias, substance abuse and other related issues.To address problems of behaviour and learning. To motivate the students towards right academic overlaps and positive attitude to life.To organise sessions of guest speakers.
4	BEAUTIFICATION AND GARDENING	MRS.RINKY KATARE I/C MRS VIBHA JAIN MRS ANJALI GARG MR S C PATHAK MRS PRIYANKA PANDEY MRS DEEPA CHUGH MRS PRIYANKA GUPTA ART COACH		To display the quotations in the corridors and class rooms. To fix bulletin board in the class room for display of educational charts. To decorate the corridor and common areas with paintings photographs of National leaders, Scientists. To ensure the display of material on the bulletin boards.
5	C.C.A.	SECONDARY MRS PRAGYA PANDEY MRS NEELAM CHOURE MR S C PATHAK MR ASHISH DUBEY MRS SANGEETA ARSE PRIMARY MRS DEEPA CHUGH I/C Mrs. Archana Paul MR RUDRESH CHHAPOLA		To conduct morning assembly as per KVS norms. To plan and conduct all CCA activities according to KVS guidelines.
6	ADVENTURE/EXCURSION/FIELD TRIP CLUB/TOURISM	MR.NEELESH PUROHIT I/C MRS MOHINI OJHA MRS PRIYANKA PANDEY MRS RINKI KATARE MR R A PAL PRIMARY- Mr MUNISH SHARMA (I/C) Mrs. Deepa Chugh MR RUDRESH CHHAPOLA MR ABHISHEK MS ALPANA YADAV		To make and implement Annual plan for outing of the students as per the KVS norms in consultation with the Class teachers and approval by the Principal. To make all arrangements for the tour of the students for the programmes identified by KVS. To maintain notice boards and registers about the different activities undertaken by the clubs.

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7	CS-54 AND PAYBILLS,INCOME TAX, SALARY	MRS VANDANA PARMAR I/C		To verify the Pay bills of staff, checking of the proper maintenance of accounting records.To prepare and check the CS-54 on monthly basis.
		MR UTTAM VISHWAKARMA		The committee further verifies the entries of fees particulars in the students attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately.
		MR VISHAL SANT		
8	DISASTER MANAGEMENT	MR NEELESH PUROHIT I/C		To train and equip students to react intelligently in any emergency situation. To contact with organization like NDRF for guidance.
		MR HEMANT SHAKYA		
		MR YUVRAJ SHARMA		
		MR SANJAY SHARMA		
		MR CHAITANYA KUKLORIYA		
		All Class Teachers		
9	DISCIPLINE	MRS VANDANA PARMAR I/C		To check personal turn of students during assembly
		MR NEELESH PUROHIT		To check the late comers during morning assembly
		MR NAMDEO NAGLE		To observe the behavior of students inside and outside class room
		MRS ANITA PHILIP		To ensure provision of out pass in all classes and their utilization
		MR SANJAY SHARMA		To initiate proper action as per KVS norms against indiscipline students To check the girls and boys uniform daily.
10	EXAMINATION	CBSE		To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
		MR B K VERMA I/C		Class IX to XII registration, filling of the forms and completing the formalities time bound.Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS
		MR D K DUBEY		Head Quarter in time.Maintaining the record of shortage of attendance and correspondence with CBSE board.
		MR R A PAL		Framing the practical time table in liaison with other subject teachers.
		COMPUTER INSTRUCTOR 1		To maintain the record and send the data from time to time to the concerned.
		HOME EXAM (Sec. Sr. Sec)		
		MR.MANOJ SHUKLA I/C		To follow the KVS schedule of examination and conduct all examination activities of the Vidyalaya in a systematic and transparent manner keeping and sending necessary records & analysis in time.
		MRS MANISHA VAIDYA		
		MR ANJLESH MISHRA		To maintain and place all the records pertaining to examination before the member of panel inspection team.
		MR D K PATEL		To issue the notices, circulars of the examinations to the staff from time to time.
		MRS.SANGEETA ARSE		To update examination details on website regularly.
		COMPUTER INSTRUCTOR 2		To conduct PTMs on regular and basis and to maintain the records of the PTMs.
		MANNA LAL MORE AND ANIL CHANDELE		
		PRIMARY		
		Mrs. Alpana Karmarkar (I/C)		
Mr. Hiralal Dodiya				
Mrs. Sushma Chourasiya/ PRT-1				
11	FIRST AID AND MEDICAL CHECK UP	MRS ARUNA SINHA (I/C)		To procure the required number of medical cards in the beginning of the academic session.
		MRS ANJALI GARG		To distribut the medical cards to the class teachers based on strength.
		MRS SAPNA JAIN		To arrange the medical checkup twice in a year (in the month of August and Feb)
		MS DEEPA CHUGH		To ensure the follow up action after the medical checkup.
		MRS S LAL		☐
12	FURNITURE	MR D K PATIDAR I/C		To keep a record of all furniture Purchase, repair & breakage .Furniture & fixture should be kept properly and necessary checking for condemnation and auction with consultation of office.
		MR SANJAY SHARMA		To maintain the record of room wise/dept. wise distribution of furniture.
		MR UTTAM KUMAR VISHWAKARMA		To take initiative to see that the broken furniture is repaired regularly.
		MR SC PATHAK		To Prepare the list of broken furniture which are to be condemned.
		MR ARUN WAGHMARE		To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function).
		MR NANU RAM ASKE		To see any shortages, deficiency of furnitures and report to the Principal.
		MRS NEELAM NAGAR		To ensure regularly that no furniture is lying in the corridors or in the open space. To store and stock the broken or old furniture properly. To maintain the stock register.
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13	GUIDANCE AND COUNCELLING	MRS(DR) PRAGYA PANDEY (I/C)		To help solve personal,social and acadamic problems of the students.
		MRS RANJEETA SONI		To prepare a list of students , with the help of the class teachers, who need expert help.
		MR.ASHISH DUBEY		To provide help to students in achieving happiness in personal and social life.
		COUNSELOR		

S.N.	Name of Committees	Member's Name	Signature	Duty Assigned
14	INTERNAL COMPLAINTS & GRIEVANCE REDRESSAL COMMITTEE	MR ALOK MISHRA (VP)		To deal with all the genuine grievances of students and staff of the vidyalaya.
		MRS MOHINI OJHA		The committee will consider only individual grievances of specific nature of staff and students, submitted in writing.
		MRS SANGEETA ARSE		The committee will meet as and when required, to resolve the grievances.
		MRS MANISHA VAIDYA		All grievances referred to the Grievance Redressal committee shall be entered in a Register by designated member.
		MR GIRISH GAUTAM		All grievances should be resolved within a time frame by looking into its seriousness and by two way approach.
		MR SANJAY SHARMA		The committee will submit its report and recommendations to the Principal.
15	LIBRARY & LITERACY COMMITTEE	MRS RANJEETA SONI (I/C)		The meetings are to be convened at least once in a month.
		MRS MOHINI OJHA		Committee will submit the list of books to be procured subject wise in the beginning of academic session.
		MR B K VERMA		Books review.
		Mr N Nagle		To inculcate reading habits among the staff & children.
		MRS VANDANA PARMAR		To organize books exhibition on important occasions.
		MRS SANGEETA MISHRA		Library automation as per KVS guidelines.
		MRS PRAGYA PANDEY		Establishment and functioning of e-Library.
		MR SANJAY SHARMA		
		MRS ALPANA KARMARKAR		
16	M&R OF SCHOOL BUILDING&STAFF QUARTERS	MR N NAGLE I/C		To maintain a register related with deficiencies noted in the Vidyalaya building and staff quarters.
		Mr Arun Waghmare		To undertake maintenance of school building and staff quarters on war footing basis.
		MR HEMANT SAKYA		To ensure the proper functioning of Water purifiers and water coolers installed in school building
		MR D K PATEL		To ensure the cleaning of over head tanks in school building and staff quarters.
		MRS SURUCHI BAJPAI		To undertake Civil maintenance, White washing (Painting), Electrical maintenance, Repair of doors and windows and other repair work in the school building.
		MR SANJAY SHARMA		
17	All Olympiads, NCSC, Science Exhibition, Inspire Award	*ALL OLYMPIADS		Registration of the students. To motivate the students for participation To coordinate with the Exam conducting organisation/foundation. To make all the arrangements for conducting the exam.
		MR GIRISH GAUTAM I/C		
		MRS ANJALI GARG		
		*NCSC		To train the teachers and students about NCSC and its modalities To conduct NCSC vidyalaya level as per norms To complete the modalities for sending participants for higher levels
		Mr Rajiv Sharma I/C		
		Mrs Preeti Dey		
		*SCIENCE EXHIBITION/RBVP		To train the teachers and students for the projects preparation To conduct science exhibition/RSBVP at Vidyalaya Level as per norms To complete the modalities for sending participants for higher levels
		MR B K VERMA (I/C)		
		MRS PRIYANKA PANDEY		
		*INSPIRE PROGRAMME		To motivate the students for taking part in Inspire Programme. To guide the students for preparing write up and project as per the standard of Inspire Award
MRS. ARUNA SINHA (I/C)				
MR D K DUBEY				
18	PHOTO GRAPHY AND PRESS RELEASE	PHOTO GRAPHY		To take the photograph/Video of various activities and program held in Vidyalaya.
		MR ARUN WAGHMARE I/C		
		MR VISHAL SANT		
		Mr. Abhishek Dwivedi		
		Computer Instructor		
		PRESS RELEASE		To Coordinate with Print and Electronic media for coverage and publication of news related to various activities/events of the vidyalaya.
		MR NEELESH PUROHIT (I/C)		
		MR ANJLESH MISHRA		
MR YUVRAJ SHARMA				
MR SANJAY SHARMA				
19	RAJBHASHA	MRS PRAGYA PANDEY (I/C)		To make Rajbhasha functional and effective, to sent all quarterly reports on time. To convene regular meetings to see that Rajbhasha has been properly implemented
		MR YUVRAJ		
		MR S C PATHAK		
		ALL TGT HINDI		
20	RTI	MR ALOK MISHRA (VP)		To provide the information/ document within the timeframe as per the RTI act.
		MRS MOHINI OJHA		PGT CS will update the Vidyalaya website on regular basis as per the RTI act.
		MR S Z POUNIKAR		

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21	CLEANLINESS AND SANITATION	MR D.K.DUBEY (I/C) MR UTTAM KUMAR MRS.VIBHA JAIN MR ARUN WAGHMARE MRS NEELAM CHOURE MRS ANITA PHILIP PRIMARY Mrs. Pratibha Bhalewadikar (I/C) Mrs. Suruchi Bajpai Mrs. Neelam Nagar Mr. Chaitanya Kokloriya Mr. Nanuram Ashke Mr. Abhishek Dwivedi		To ensure the cleanliness of the class rooms, corridor, toilets and other common areas. To ensure the provision of dustbins in all the class rooms. To appraise the Principal about the cleanliness of school building from time to time. To supervise the work of the people deployed under housekeeping. To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus. To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus. To clear the wild bushes and thorny plants that are growing in different parts of school campus. To ensure cleanliness of open drains for smooth flow of water during the rainy seasons. To ensure cleanliness of area around the staff quarters. To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness. In - charge can delegate the work wing - wise for efficient functioning and for fixing the responsibility. But the In - charge will be held responsible for the lapses and the deviations of the orders.
22	SCHOLARSHIP	MR KAMAL KISHORE SHARMA (I/C) MRS MANISHA VAIDYA COMPUTER INSTRUCTOR MRS RITU KHARE		Supervise and co-ordinate the welfare measures of the SC/ST and OBC and Minority . Maintain the register regarding this. Welfare measures displayed in the website and notice board.
23	SCOUT GUIDE & CUB BULBUL	RAM ABHILASH PAL I/C ALL B S & G teachers		To involve the students in scouting and Guiding activities. To prepare them for the various levels of activity.To train them to be good volunteers of the school in all situations. To train the students for Pratham / Dwitiya / Tritiya Sopan/Raj Puraskar / Rastrapati Puraskar/Golden arrow
24	SPORTS&GAMES	MR NILESH PUROHIT I/C All sports coaches Mr. Chaitanya Kokloriya (I/C) Mrs. Ritu Khare Mr. Abhishek Dwivedi MS ANURADHA PAL MS ALPANA YADAV Mr MUNISH SHARMA MS ALKA KUMARI		To select & train the students for sports activities. To keep discipline in school and to conduct the sports day celebration in a befitting manner. To plan and conduct the Interhouse competitions. To conduct mass PT in morning assembly. To train the students in Aerobics for Independence day, Republic day, Sports day etc.
25	PARENT TEACHER MEETING AND VMC MEETING	MR ALOK MISHRA (VP) I/C MR MANOJ SHUKLA MR ANJLESH MISHRA MRS SANGEETA ARSE MR SANJAY SHARMA MRS ALPANA KARMARKAR		To make proper seating arrangements . To provide refreshment during PTMs To make all the arrangements for smooth conduct of VMC meetings.
26	NCC	MR ASHISH DUBEY		To encourage students to participate in these activities.
27	TEACHING AID	MS M OJHA I/C MRS ANITA PHILIP MS VINITA CHOUDHARY		Proper maintenance of the teaching aids. Purchase of teaching aids as per the requirement of the new syllabus. To facilitate teachers using all the teaching aids in their class room teaching.
28	TIME TABLE	SECONDARY MR RAJEEV SHARMA I/C MRS RANJITA SONI RINKY KATARE MEHNA MRS SANGEETA ARSE PRIMARY Mr. Munish Sharma (I/C) Mrs. Sangeeta Mishra Mr. Hiralal Dodiya Mrs. Sushma Lal Mrs. Neelam Nagar Ms. Alpana Yadav		To prepare the class time table and teachers time table as per KVS norms. To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS. To prepare the special time table for remedial teaching (weak students in all classes). To give arrangement work for the teachers. To display copy of arrangement work in the notice board. To verify the salary statement of part time/contractual teachers.

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29	VIDYALAYA PATRIKA	MRS PRAGYA PANDEY		Editorial board will collect the article from the students. Article are to be arranged section wise(English section, Hindi section, drawing and painting etc. Articles are to be screened, proof reading must be done and selected article should find a place in the School magazine. Editorial board can invite the article from teachers side also.
		ALL LANGUAGE TEACHERS		
30	UBI PORTAL AND WEBSITE UPDATE	MR KAMAL KISHORE SHARMA		To Regularly update the website with latest happenings
		COMPUTER INSTRUCTOR		
		ALL CLASS TEACHERS		
31	SOCIAL SCIENCE AND YOUTH PARLIAMENT	MANISHA VAIDYA I/C		As per KVS norms
		ALL TGT SST , WE AND ART TEACHERS		
32	QUARTER ALLOTMENT	MR ALOK MISHRA (VP)		As per KVS norms
		MRS VANDANA PARMAR		
		MR N NAGLE		
		MRS VANDANA SHARMA		
		MRS SURUCHI BAJPAI		
33	DRINKING WATER & CANTEEN MONITORING COMMITTEE	MRS ANJALI GARG I/C		To check the food quality, cleanliness and supply of healthy food items and make a monthly report. Checking of quality of drinking water , getting certificate. Installation of new points , maintenance and cleanliness.
		Mr NEELESH PUROHIT		
		MR HEMANT SHAKYA		
		MR VISHAL SANT		
		MR S C PATHAK		
		MR SANJAY SHARMA		
34	LOST AND FOUND COMMITTEE	MS VIBHA JAIN I/C		As per KVS norms
		UTTAM VISHVAKARMA		
35	CBSE SKILL HUB LAB	MS MOHINI OJHA I/C		As per KVS norms
		MR R A PAL		
		MR HEMANT SHAKYA		
		MRS RINKI KATARE		
		TGT Hindi		
36	CBT	PGT Pol Science		As per KVS norms
		MR K K SHARMA I/C		
37	REFRESHMENT & HOSPITALITY	ALL CLASS TEACHERS		As per KVS norms
		COMPUTER INSTRUCTOR		
		SECONDARY		
		COMPUTE INSTRUCTOR		
		PRIMARY		
		MRS VIBHA JAIN I/C		
		MR D K PATEL		
		MR R A PAL		
		MRS SAPNA JAIN		
		MRS SANGEETA MISHRA (PRT)		
		MRS ANITA PHILIP		
		MRS RINKI KATARE		
		MR CHAITANYA KUKLORIYA		
MRS RUCHI SINGH				
MRS ALKA KUMARI				
MR Manohar lodhwal				
38	ACP	MRS. PREETI DEY I/C		As per KVS norms
		ALL TRAINED ACP TEACHERS		
39	PM SHRI EXECUTION COMMITTEE	Mr Alok Mishra VP (Academic)		
		Mrs Mohini Ojha (Excursion & Social Science)		
		Mrs Vandana Parmar (Maths and Education)		
		Mr Girish Gautam (Science)		
		Mr Deepak Kumar Dubey (ATL)		
		Mr Sanjay Sharma (Primary)		

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40	NEWS LETTER	Mrs. Sangeeta Mishra (I/C)		As per KVS norms
		Ms. Anuradha Pal		
		Mrs. Ritu Khare		
		Computer Instructor		
41	Grandparent's day celebration	Mr. Rudresh Chhapola (I/C)		As per KVS norms
		Mrs. Archana Paul		
		Mrs. Deepa Chugh		
		Mrs. Kalyani Satpute		
42	CMP	Mrs. Pratibha Bhalewadikar (I/C)		To ensure the implementation of CMP as per KVS norms.
43	TLM	Mrs. Sushma Lal (I/C)		As per KVS norms
		Mrs. Neelam Nagar		
		Ms. Alpana Yadav		
44	PTM	Mrs. Kalyani Satpute (I/C)		As per KVS norms
		Mrs. Alka Kumari		
45	Subject committee	Mrs. Archana Paul- English		As per KVS norms
		Mrs. Pratibha Bhalewadikar- Hindi		
		Mrs. Sangeeta Mishra - Maths		
		Mrs. Deepa Chugh- EVS		
46	Class Library	Mrs. Ruchi Singh (I/C)		As per KVS norms
		Mrs. Alka Kumari		
		All Class teachers		
47	Funday	Mr. Munish Sharma (I/C)		Planning and execution of Funday as per KVS norms
		Mrs. Sangeeta Mishra		
		All Class teachers		
48	Bal Diwas	Mrs. Suruchi Bajpai (I/C)		Planning and execution of celebration of Bal Diwas as per KVS norms
		Mrs. Archana Paul		