

KENDRIYA VIDYALAYA SANGATHAN			
ACADEMIC AND ADMINISTRATIVE COMMITTEES 2026-27			
Sl. No	Department	Duties and responsibilities	Shift 2
1	Academic Advisory Committee	(1) To monitor completion of syllabus & correction of Notebooks (2) To make a plan to achieve quantity wise and quality wise better result (3) Action taken for the poor performance and measures to be adopted for quality improvement /Plan for the session 2026-27 (Register to be maintained)	PRABHA SETH I/C
			ND SAHU
			SIMPA KHARAGWANSHI
			MR.R.K THAKUR
			K K SHARMA
			KESHU JAIN
			GIRIVAR KAWDE
			HIRDEI THAKUR
2	CCA	(1) Preparation of annual calendar of activities and effective execution of CCA activities (2) procurement of prizes, writing of certificate and distribution. (Register to be maintained)	HIRDEI THAKUR I/C
			RASHMI DWIVEDI
			BUGESHWER SAHU
			ALKA MEENIA
3	CCA(Primary)	(1) Preparation of annual calendar of activities and effective execution of CCA activities (2) procurement of prizes, writing of certificate and distribution.	ANAMIKA KASHYAP
			CHARU LATA YADAV
			GAYATRI KUMARI
			M.D SAHIL
			KESHU JAIN (I/C)

4	Time Table Framing Substitution Arrangement (Secondary)	To prepare the time table for the session breaks and extra classes as per the norms of KVS.	SHIVANI MALICK
			KUMAR AVINASH
			MAHESH BEDRE
5	Time Table-Substitution Arrangement (Primary)	To prepare the time table for the session breaks and extra classes as per the norms of KVS.	MEENAKSHI SAHU(I/C)
			AKHIL KU GUPTA
			SHIVAM SHARMA
6	Home Examinations (Secondary)	To organize and execute all the exams under Back to Basics, Preparation of question papers and evaluation on time. To prepare result analysis	PRABHA SETH (I/C)
			RUPESH SAHU
			ANITA JAISWAL
			YASHWANTI SAHU
			COMPUTER INSTRUCTOR
7	Home Examinations (Primary)	To organize and execute all the exams under Back to Basics, Preparation of question papers and evaluation on time. To prepare result analysis	D BOSE (I/C) (
			PREPARATV STAGE
			MOHD SAHIL
			REKHA YADAV
			PRERNA UPADHYAY I/C (
			E STAGE)
			SHIVANI CHOUHAN
			KARAN VERMA
8	CBSE Examinations	Online registration of Students, LOC, OASIS, Teacher Data Filling Conduct CBSE Examination Fare manner	(I/C)
			N.D SAHU

		Timing conduct CBSE Examination etc. matters	SWATI
			K. K. SHARMA
9	Admission	To give wide publicity by preparing advertisement, distribution of forms and registration and following the right admission procedure	GIRIVER KAWDE I/C
			ASHISH GUPTA
			SWATI
			MD SAHIL
10	Furniture	To quantify the needs for procuring furniture. Condemnation of old furniture	MAHESH BEDRE I/C
			ASHWIN LANJEWAR
11	Students' Grievance (NAEP)	To present Such cases before the Principal as per the procedure laid down in the education code. (Suggestion Box to be opened preferably every month & Register is to be maintained)	PRIYANKA (I/C)
			KESHU JAIN
			R DWIVEDI
			D P KAUSHIK
12	PTA	To organise PTA meeting every month ,Agenda and Minutes to be maintained ,Invitation & correspondance to be done with parents, the RO & the CBSE	KK SHARMA(I/C)
			ANITA JAISWAL
			MR. AMIT THIRTE (GTI C ST)
			AKHIL GUPTA I/C
			KHUSHBOO

			TIV SINGH KADIYAM
13	Staff Digital / Mannual Attendance Monitoring	To write name of the staff in the attendance register To Generate Report Weekly for Staff Digital Thumb Attendance. To Check attendance of staff daily	SIMPA I/C MR.AMIT DHIRTE(TGT S.ST) #REF! #REF! #REF!
14	Students' Attendance Monitoring	To Maintain Below Attendance Students Record and Inform by Letter to Parent accordingly.	RUPESH SAHU (I/C) JEEVESH KU. SAHU MAHESH BEDRE SHIVAM SHARMA
15	राजभाषा समिति	Official correspondence and quarterly report of Rajbhasha Execution committee	GIRVAR KAWADE I/C ANITA JAISWAL OM PRAKASH
16	Cleanliness (Swachcha Vidyalaya), Beautification & Guarding	Cleanliness & beautification of premises. Giving a facelift to the school, painting and gardening , To ensure proper keep of garden, Trees change of soil of tree pots, riming of bushes etc.	YASHWANI SAHU (I/C) PRIYANKA P DHRUW ASHWIN LANJEWAR MRS.JYOTTI LAKRA(I/C PRIMARY) SHIVAM SHARMA

			REKHA YADAV
17	Discipline	To monitor the discipline amongst the students. To inculcate the value of punctuality, discipline and integrity among the students. To call the parents of trouble makers.	SIMPA (I/C)
			ND SAHU/ HIRDI THAKUR
			RK THAKUR
			PRIYANKA SINGH
			JK SAHU
			ALIN MARRY
			D.BOSE
18	Website	Updating of sites	SIMPA KHARAGWANSHI (I/C)
			Computer Instructor 01
			Computer Instructor 02
19	UDISE+ & SAMAGAM PORTAL	Updation OF DETAIL IN UDISE+ & SAMAGAM PORTAL	SIMPA KHARAGWANSHI (I/C)
			Computer Instructor 01
			Computer Instructor 02
20	CMP & Monitoring of other activities in Primary	Preparation and planning of annual calendar of activities, cleaning & maintenance	JYOTI LAKRA(I/C)
			RITIKA

21	Monitoring of Syllabus Completion	To monitor the completion of Syllabus in Timely in All Classes.	MR.R.K.THAKUR(I/C)
			SHIVANI MALLICK
			MS.SHIVANI CHAUHAN
			K.K SHARMA
			KESHU JAIN
			ALL THE SUBJECT CONVENORS
22	Career Guidance & Counselling	To aware the students about the various career opportunities available	MAHESH BEDRE (I/C)
			KUMAR AVINASH
			COUNSELLOR
23	E-Class room	To maintain Proper functioning for E-Classroom	SIMPA KHARAGWANSI (I/C)
			MD.SAHIL
			COMPUTER INSTRUCTOR
24	Display Board Monitoring	To maintain Proper Display Board according to the KVS CCA Calender.	K.K SHARAM (I/C)
			SWATI
			HOUSE MASTERS
			GAYATRI I/C
			ALL CLASS TEACHERS & ALL HOUSE MASTERS
25	Press, Publicity & Reports	To highlight the Vidyalaya's Event or Activity in Digital or Print Media and Twiter	MAHESH KUMAR BEDRE (I/C)
			KU AVINASH
			ALKA MEENIA
			COMPUTER INSTRUCTOR

26	Newsletter/CLASS MAGAZINE	To Prepare Primary News Letter and some other Even News Letter	GAYATRI (I/C)
			SHIVANI CHOUHAN
			ASHISH KUMAR

27	Vidyalaya Patrika	To Collect the Contents for Vidyalaya Patrika from Students and Teachers and Revise it before Final Print.	GIRIVAR KAWDE(I/C)
			J.K SAHU
			R DWIVEDI
			COMPUTER INSTRUCTOR
			SHELJA
			MD.SAHIL
28	PA System, Fire Safety Water Supply & Students' Security	To ensure that all the cylinders of the Vidyalayas are functioning properly and all the equipment's are in serviceable condition Water Tank is to be cleaned at least two times a year. register is to be maintained.	P.DHRUW (I/C)
			MR.T.S KADIYAM
			GAMES COACH
			RUPESH KUMAR SAHU
29	Medical Room & Medical Check Up	Timely medical check-up of all the students and maintaining health cards	
			NURSE
30	Staff Quarters Allotment & Monitoring	To follow the norms of quarters allotment and allot the quarters. (VEC Member)	(VICE PRINCIPAL) (I/C)
			JYOTI LAKRA
			YASHWANTI SAHU
		To make record of all the meetings conducted by the	JEEVESH KU. SAHU (I/C)
			OM PRAKASH SAHU

31	Minutes of Meetings	To make record of all the meetings conducted by the principal	B.P SAHU
			MRS.ALKA MEENIA
			ANITA JAISHWAL
32	CMP	To Encourage Sport temperment in Primary Students	
			JYOTI LAKRA /C
			PANKHURI
			RITIKA
			KHUSHBOO,JYOTI LAKRA
33	AEP (POCSO)	Conduction of various activities of AEP and sending the reports as desired by KVS.	ND SAHU(I/C)
			PRABHA SETH
			TASHWANT SAHU & NURSE
34	Class Room Primary Library	To Develop Reading habbits in Primary Students	
			SHELJA (I/C)
			ASHISH
			REKHA YADAV
35	FIT INDIA	To Follow the instruction as per KVS and Make Entry in App. of Vidyalaya Students.	
			GAMES COACH(I/C)
			D.P KAUSHIK
			KARAN VERMA
			SPORTS COACHES
36	Awakened Citizen Programme (ACP)	To maintain record and send report on time	
			RAGINI GAURAV (I/C)
			J.K SAHU

			SHIVANI MALLICK
37	Tarunotsav	Follow Up/Planning/Report/Implementation 2026-27	
			GIRIVER KAWDE (I/C)
			YASHWANTI SAHU
			ND SAHU
			T.S KADIYAM
			ASHWIN LANJIWAR
38	Scouting Activities	Conducting all the activities related to scout and guide along with testing camps. To make annual calendar of duties.	
			D P KAUSHIK (I/C)
			All the trained Scout Masters
			All the trained Guide Captains
			All the trained Cub Masters
			All the trained Flock

39	CUBS & BULBUL	Conducting all the activities related to cub and bulbul along with testing camps	AKHIL GUPTA (I/C)
			(CUBS)
			YOGENDRA SAKAR
			MRS. MEENAKSHI SAHU (I/C)
40	Excursion	Conducting all the activities related to Excurision Obtaining consent from parents. Liaisoning with the transport operator.	ANAMIKA KASHYAP
			RK THAKUR I/C
			KESHU JAIN
			ASHISH KU I/C
			JYOTI LAKRA
			SHIVAM SHARMA
41	JIGYASA	Conducting all the activities related to Jigyasa Program	
			N D SAHU (I/C)
			PRIYANKA
42	INSPIRE , Vigyan JYOTI	Conducting all the activities related to INSPIRE, VIGYAN JYOTI	
			KESHU (I/C)
			SHIVANI MALLICK
43	IAPAT /NSO &NTSC	Conducting all the activities related to NSO,NTSC	
			YASHWANTI SAHU (I/C)
			D P KAUSHIK
44	SCIENCE EXHIBITION	ORAGANIZED VIDYALAYA LEVEL AND REGIONAL LEVEL SCIENCE EXHIBITION.	
			MRS Y.K SAHU(I/C)
			MR. N.D SAHU
			YASHWANIT I SAHU
45	JMO	ORAGANIZED JMO EXAMINATION	
			KESHU JAIN (I/C)
			ARUNA S. IYER

			SHIVANI MALLICK
46	Alumni	Conducting Alumni meet and maintain alumni record	
			N.D SAHU (I/C)
			YASHWANITI SAHU
47	POSH	Resolve Staff Grievances	
			RASHMI DEWVEDI
			ANITA JAISWAL
			JK SAHU
			NGO
48	Monitoring of Work by Conservancy Staff	Monitoring of Work by Conservancy Staff	
			MAHESH BEDRE (I/C)
			MR.R.K THAKUR
			P DHRUW
49			
	Nipun Bharat	Implementation of Nipun Bharat Activities	
			CHARULATA I/C
			RITIKA

50			KHUSHBOO
	UBI Fee Collection	Verification and Entering of data/Collection of fee time to time as per KVS Rules/Generating reports	SIMPA KHARGVANSHI I/C
51	CCTV Camera Review	Maintenance and condemnation of CCTV and to view every day after school hours	ANAMIKA SINGH
			EKTA
52	Interview panel for contractual teacher	Selection and providing offer or appointment to all the selected candidates. Planning of the interview	P DHRUV (I/C)
			COMPUTER INSTRUCTOR
53	CHILDREN PARK		SHARAD SAHU (H.M)
			SHARD SAHU
			AKHIL KU GUPTA
			GAYTRI I/C
54	ORF & READING PROMOTION		AKHIL KU GUPTA
			SHELJA
			JK SAHU I/C
			ANITA JAISWAL
			PRERNA UPADHYAY I/C
55	CPD AND IN-HOUSE TRAINING		GAYATRI
			RITIKA
			N.D SAHU I/C
			SIMPA KHARGVANSHI
			YASHWANTI SAHU
			YOGENDRA SARKAR I/C
56	GAMES& SPORTS PRIMARY		ANAMIKA KASHYAP
			KHUSHBOO
			MRS JOYI LAKRA I/C
57	AL LEARNING/UDISE/UBI/E		MD SAHIL
			SHELJA
			RUP NARAYAN I/C
			MD SAHIL
			COMPUTER INSTRUCTOR
			HIRDEI THAKURI /C
			ND SAHU

58	STUDENT COUNCIL		ANAMIKA I/C
			GAYATRI
59	M REQUISITION & PURCHASE		PRERNA UPADHAYA
			MEENAKSHI SAHU I/C
			SHIVAM SHARMA
			PANKHURI ARORA
			SHIVANI CHAUHAN
60	HEALTH CLUB		AKHIL GUPTA
			DP KAUSHIK I/C
			CHARULATA
			Mrs Priyanka
			Mrs Alin Mary
61	ECO/ SDG CLUB		
			Mr. Aashish
			K K Sharma I/C
			Amit Dhirte
			ALKA MEENIA
62	STEM CLUB		KUMAR Avinash
			Shivani Chouhan
			Karan Verma
			N.D.SAHU I/C
			YASHWANTI SAHU
			Shivani Mallik
			Keshu Jain
			Anamika
			Rup Narayan Yadav
			Girivar Kawde I/C
			JK Sahu
63	READER CLUB	Check the safety of the school building. Inspect electrical wiring and electrical safety.	Rashmi Dwivedi
			B Sahu
			Anita Jaiswal
			Shelja
			Gayatri
			SIMPA KHARAGWANSHI
			K.K SHARMA

		Assess the condition of the school building.	HIRDEI THAKUR PGT GEO AVINAH RUPESH SAHU SPORT COACH YOGA COACH
64	SCHOOL DISASTER MANAGE	Identify accident-prone areas. Identify places that may pose a fire hazard. Identify dark or unsafe places on the campus. Conduct safety drills. Display the route chart and evacuation map.	
65	MISSION LIFE	• Prune and maintain trees and plants across the • Plant new trees and saplings. • Conduct soil testing. • Ensure that compost pits are properly • Ensure adequate water arrangements for plants • Maintain a clean and eco-friendly school	PRIYANKA SINGH I/C ALL SCIENCE TEACHERS
66	MENTAL HEALTH AND WELLN	• PROMOTE mental health awareness among • Create a safe, inclusive, and supportive school • Organize counselling sessions on stress • Identify students requiring emotional or • Conduct activities to prevent bullying, • Encourage positive behaviour, empathy, respect,	Alin MARY I/C Alka Meenia ASHISH COUNSELER
67	ACCOUNTS COMMITTEE	• Assist in preparing the annual budget and • Verify and complete the monthly closing on the • Assist in the preparation of Income Tax-related	PRINCIPAL TANUL CHANDRAKAR I/C RK THAKUR
68	REMEDIAL PLAN	• Prepare a subject-wise remedial teaching plan • Conduct remedial classes regularly as per the • Maintain records of remedial plans, attendance, • Submit progress reports to the Principal and • Coordinate with subject teachers and class • Review the effectiveness of remedial classes and	KESHU JAIN I/C SHIVANI MALLICK
69		• Plan and organize PTA meetings as per the KVS • Prepare the meeting agenda in consultation with • Inform parents, class teachers, and staff about the • Coordinate with class teachers to ensure • Facilitate effective communication between • Discuss students' academic performance,	Y.K SAHU I/C RUPESH SAHU ARUNA SHETY

	PTM	• Maintain records of attendance, reports, • Organize parent awareness programmes on • Submit PTA reports and records to the Principal	
70		Promote awareness about human rights, child rights, Organize special talks during the morning assembly on Submit periodic reports of committee activities to the	KK SHARMA I/C PRABHA SETH RK THAKUR SIMPA
	HUMAN RIGHT COMMITTEE		