

**PM SHRI KENDRIYA VIDYALAYA NO. 1 GCF JABALPUR**  
**LIST OF ALL COMMITTEES**  
**SESSION -2024-25**  
**With effect from 01/04/2024**

SNO.	NAME OF COMMITTEE	NO.	NAME OF COMMITTEE MEMBERS	SIGN	SCOPE OF WORK
1	Over all Coordinator	-	V.P / Senior Most PGT		1. Over all Coordination among all departments like CCA , EXAM, TIME TABLE CBSE Sports, NCC, Scout & Guide , PM SHRI activities, Club activities, 2. Ensure conduct of all academic activities as per desired KVS norms 3. Act as academic in-charge of the Vidyalaya 4. Ensure discipline in the Vidyalaya
2	PM SHRI School		SN Patle -I/C Vaibhav Jain -A I/C Sachin Tiwari Paritosh		1. Ensure all expenditure / Activities under PM SHRI Budget on time
3	Admission		Amit Thakur – I/C Brijesh Vishwakarma Abhitesh Jangir- I/C(PRI) Shweta Meena		1.To handle all admission related work in the Vidyalaya 2.Keep record of all information of admission (category wise) 3.Monthly Category wise Enrolment
4	Internal Exam		S.S Thakur– I/C SN Patle Mala Shrivastava Ditpti Bhardwaj Sachin Tiwari		1. To handle all examination related work in the Vidyalaya . 2.Ensure following all exam rules & schedule of KVS/CBSE 3.Conduct PTM after every exam
5	CBSE Exam		R.K Pathkar– I/C Ashish Bhardwaj Anjana Mishra		To handle CBSE related work in the Vidyalaya like updating OASIS, Affiliation, IX,XI registration X/XII LOC and SAFAL Portal etc..
6	Competitive/External Exam		SN Patle– I/C S.S. Thakur Amit Thakur		To handle all external exams related work in the Vidyalaya

7	Discipline		Amit Thakur– I/C Hemlata Shrivastava V.K Mishra - A I/C Sushma Tripathi N.Kumar O.P Sahu Poonam Pandey Rita Bajpia – I/C (PRI) Shivani		<ol style="list-style-type: none"> <li>1.To ensure congenial atmosphere by maintaining silent movement of students and dealing the cases of indiscipline students.</li> <li>2 . Ensure proper Entry/exit of the students during morning, lunch time and at the end of the school time by making duty chart</li> <li>3. Make wing wise duty chart ,</li> <li>4. Ensure code of conduct for students.</li> <li>5. Smooth class wise dispersal of students after long bell.</li> <li>6. Uniform checking duty.</li> <li>7. Discipline during recess and important functions ,Morning assembly, in and outside classrooms and playground</li> <li>8.Duty allotment to student council members</li> <li>9. Checking of late comers</li> <li>10.To implement outpass system in the classes</li> </ol>
8	CCA		Nishi sharma – I/C Anand Swaroop Abhiehs Kumawat Shilpi Saini Renu Yadav-(I/C) - PRI Ambika Goutam		<ol style="list-style-type: none"> <li>1.Prepare CCA Calendar for session 2024-25 and implemented timely</li> <li>2.To organize inter house competitions effectively and to celebrate all the days of national and international importance/occasions with the assistance of house masters and other aspects in a planned manner</li> <li>3. To monitor day to day morning assembly programme effectively</li> <li>4. To select house captains and other members of the student council for carrying out their usual work in consulting with the other teachers.</li> <li>5. To initiate and finalization of Vidyalaya Patrika publication e.g. collection of articles proof reading, cover design selection of articles etc.</li> </ol>
9	Furniture		Abhishek Kumawat- I/C Naveen Kumar- I/C (PRI)		<ol style="list-style-type: none"> <li>1. To ensure all furniture bear serial numbers and the year of purchase.</li> <li>2. To ensure the adequacy and suitability of furniture in all the class rooms. Including repair and purchase of furniture as per the rules</li> <li>3. To prepare and display inventory of class wise and department wise furniture</li> <li>4. Ensure arrangement of furnitures for different exams in the rooms at different occasions</li> </ol>
10	Security Arrangement		Nalin Kumar- I/C Hemlata Shrivastava O.P Sahu Rita Bajpai-(I/C)- PRI Devansh Diwvedi Shivani		<ol style="list-style-type: none"> <li>1. To ensure safety &amp; Security of the whole Vidyalaya Campus round the clock in consultation with the agencies concerned</li> <li>2. Supervise Security Guard of the Vidyalaya by making proper plan</li> <li>3. Ensure working of CCTV cameras of the Vidyalaya</li> <li>4. To ensure maintenance of boundary wall of the Campus</li> <li>5. To prepare comprehensive plan for safety and security of Vidyalaya</li> <li>6. To obtain building and electrical safety, fire safety certificates by ensuring</li> </ol>

				<p>safety norms of electrical, building ,fire.</p> <p>7. To organize programmes on safety and security of the children</p> <p>8. Ensure animal free Vidyalaya Campus</p>
11	Cleanliness		<p>Apoorv Mitra- I/C</p> <p>Tarun Mehra</p> <p>Sonia Parmar</p> <p>Asha Kumari</p> <p>Apoorv Raj- I/C (PRI)</p> <p>Shivali Saxena</p>	<p>1. To monitor the services of conservancy and cleanliness in consultation with the agencies concerned</p> <p>2. To plan the cleanliness of school plants surrounding Garden &amp; playground.</p> <p>3. To supervise the duties of conservancy staff of respective blocks and submits daily report of cleanliness to the Principal/VP</p> <p>4. To take care and maintain the beautifications in all the areas of the Vidyalaya from time to time in and outside the classrooms, visitor’s areas, staff rooms etc</p> <p>5. To ensure cleanliness of classrooms.</p> <p>6. To ensure cleanliness of toilets</p> <p>7. To ensure cleanliness of Veranda, open area and school campus</p> <p>8. To ensure cleanliness of garden area.</p> <p>9. To ensure cleanliness of playground and sports complex</p> <p>10. Day to Day civil , plumbing, electrical maintenance of toilets</p>
12	Beautification & Gardening/Maths Garden/Children park		<p>V.K Mishra-I/C</p> <p>Sunita Lohara</p> <p>Sunita Gupta</p> <p>Shivali Saxena- I/C(PRI)</p> <p>Devansh Dwivedi</p>	<p>1. Develop and maintain garden throughout the year by adding more potted plants and plantations of flowers/trees</p> <p>2. celebration of van Mahotsav etc</p> <p>3. Monitoring and updating display boards on regular basis</p> <p>4. Morning of daily writing of news through birthday etc on display boards.</p> <p>5. To monitor the services of gardener in consultation with the agencies concerned</p> <p>6.Maintainance of composed pit of the Vidyalaya</p> <p>7. Maintenance of water harvesting System of the Vidyalaya</p>
13	Academic Advisory/ Subject		<p>A.N Shukla- I/C</p> <p>All Subject Committee Head</p>	<p>1.Ensure completion of syllabus in all classes on time</p> <p>2.Ensure all practical activities on time</p> <p>3. Handle slow learners of the Vidyalaya</p> <p>4.Ensre achievement of learning outcome during class room teaching</p> <p>5.Ensure 100% result with quality PI</p>

14	M & R	Civil	Sachin Tiwari -I/C Paritosh – I/C (PRI)	<ol style="list-style-type: none"> <li>1. Regular supervision of Vidyalaya property</li> <li>2. Regular repair and maintenance of the Vidyalaya building including boundary Wall</li> </ol>
		Electrical	N. Kumar – I/C Amar Swami – I/C (PRI)	<ol style="list-style-type: none"> <li>1. Regular repair and maintenance of the Vidyalaya electrical line and accessories and equipment.</li> <li>2. Ensure electrical safety of the Vidyalaya.</li> </ol>
		Water and Drinking Water	Dipti Bhardwaj- I/C Devansh Dwivedi – I/C(PRI)	<ol style="list-style-type: none"> <li>1. Regular repair and maintenance of the water line , tap of drinking points and toilets</li> <li>2. Regular repair and maintenance of RO and water cooler</li> <li>3.Ensure regular cleaning of overhead water tank and water coolers.</li> </ol>
15	Scout & Guide		O.P. sahu- I/C All Scout & Guide Teachers (Primary and Senior secondary)	<ol style="list-style-type: none"> <li>1. To plan and execute all scout guide activities for the year 2024-25.</li> <li>2. To prepare children for different test viz Sopan, Puraskar, etc</li> <li>3. To monitor children activities during school hours.</li> <li>4. To arrange different days celebration (Thinking Day, etc)</li> <li>5. To suggest the name of teachers for training.</li> <li>6. To keep records/photos in attractive manner</li> </ol>
16	Sports		Hemlata shrivas- I/C Pankaj Piplodia S. Ram Apoorv Raj Singh- I/C(PRI) Shivani	<ol style="list-style-type: none"> <li>1. To plan sports activities, schedule for 2024-25</li> <li>2. To conduct all the sports activities as per the assigned schedule by KVS</li> <li>3. To maintain the playground and other sports faculties</li> <li>4. To monitor children activities during school hours</li> <li>5. To maintain proper records /photographs of players representing different level of KVS/SGFI/ sports meet.</li> <li>6. To ensure the timely completion of monthly sports activities in primary section</li> <li>7. Primary committee is to look after children park &amp; its maintenance</li> <li>8. To handle SBSB portal to ensure timely completion of activities</li> <li>9. To handle activities on sports portal</li> <li>10. To Ensure mass participation in FIT India quiz</li> <li>11. Act as organizing committee for RSM and NSM</li> </ol>

17	First Aid		Roj B. Topo-I/C Dipti Bhardwaj Doctor Nurse Shivani-I/C(PRI) Naveen Kumar		<ol style="list-style-type: none"> <li>1. To arrange medical check-up twice in the year</li> <li>2. To give first aid to the children whenever required</li> <li>3. To maintain the up to date record of medical cards with the help of class teachers</li> <li>4 To maintain up to date record of medical officer &amp; nurse.</li> </ol>
18	Hindi Rajbhasha Samiti		Sunita Lohara-I/C Anand Swaroop Brijesh Kumar		<ol style="list-style-type: none"> <li>1. To conduct quarterly meetings of Rajbhasha and to submit quarterly report to the regional office.</li> <li>2. To ensure 100% use of Rajbhasha in all official work.</li> <li>3. To conduct workshop of those employees who hesitate to use Hindi in official work</li> <li>4. Ensure Dhara 3(3) of Rajbhasha Adhiniyam</li> </ol>
19	Olympiads		J.K Tiwari-I/C Varsha Badolia		<ol style="list-style-type: none"> <li>1. Ensure maximum participation of students in Maths Olympiad, Science Olympiad, SOF,IAPT, and different other exams</li> <li>2. To conduct these exam in the Vidyalaya.</li> </ol>
20	Maths Club		A Mitra-I/C Varsha Badolia		<ol style="list-style-type: none"> <li>1. To create a fun, enjoyable environment which inspires students and instils in them a great love for maths.</li> <li>2. Records to be maintained in the Club Register.</li> <li>3. Upkeep of the bulletin board.</li> <li>4. Ensure maximum participation of students in the club activities</li> </ol>
21	Language Club		Y.K Tirkey-I/C S.Ram		<ol style="list-style-type: none"> <li>1. Activities to be planned for improvement of language skills and implemented.</li> <li>2. Records to be maintained in the Club Register.</li> <li>3. Upkeep of the bulletin board.</li> <li>4. Ensure maximum participation of students in the club activities</li> </ol>
22	Science Club		Vandita Shrivastav-I/C Archana chouhan		<ol style="list-style-type: none"> <li>1. To organize activities or project work to ensure promotion of science.</li> <li>2. To create a fun, enjoyable environment which inspires students and instills in them a great love for science.</li> <li>3. Records to be maintained in the Club Register.</li> <li>4. Upkeep of the bulletin board.</li> <li>5. Ensure maximum participation of students in the club activities</li> </ol>
23	Eco Club		Ritu Upadhyay-I/C Archana Chouhan		<ol style="list-style-type: none"> <li>1. To sensitizing its students on issues relating to environmental degradation</li> <li>2. To raise awareness about wildlife and plants among children by organizing different programmes/speeches</li> <li>3. Records to be maintained in the Club Register.</li> <li>4. Upkeep of the bulletin board.</li> </ol>

				5. Ensure maximum participation of students in the club activities
24	Integrity Club		Sunita Gupta -I/C TGT SST	<ol style="list-style-type: none"> <li>1. To instil &amp; inculcate values of honesty, patriotism, Secularism, Socialism etc</li> <li>2. Records to be maintained in the Club Register.</li> <li>3. Upkeep of the bulletin board.</li> <li>4. Ensure maximum participation of students in the club activities</li> </ol>
25	Guidance & Counselling		V.K. Tirkey-I/C Mona Kohali	<ol style="list-style-type: none"> <li>1.To carry out sessions on various careers options</li> <li>2. Addressing the complaint and maintenance of suggestive measures, Steps Taken</li> <li>3.Deal with different indiscipline issues by counselling</li> <li>4. Ensure mental wellness among the students</li> </ol>
26	AEP Committee		Ashish Bhardwaj-I/C TGT SST	To sensitize the student on adolescent issues, gender sensitization , gender Hygiene etc..
27	ACP		Jyoti Jain-I/C PGT Geo	Ensure completion of all modules in different classes
28	Adventure & Excursion		J.K Tiwari-I/C Abhitesh Jangir(PRT)	Planning and arrangement of educational tours for students.
29	Library		Amit Thakur-I/C Y.K Tirkey Poonam Pandey Mona Kohali Renu Yadav Asha Kumari	<ol style="list-style-type: none"> <li>1. To ensure implementation of KVS Library Policy The meeting(s) is/are to be convened at least once in a month Committee will submit the list of books to be procured subject wise in the beginning of academic session</li> <li>2. Books review</li> <li>3. To inculcate reading habits among the staff &amp; children</li> <li>4. To organize books exhibition on important occasions</li> </ol>
30	School Disaster Management/ Fire plan		Sushma Tripathi-I/C TGT Geo V.K Mishra Kiran Kumari O.P Sahu Sachin Tiwari Naveen Kumar Tripti Chanda Renu yadav	<ol style="list-style-type: none"> <li>1. To create awareness among students and staff Through meetings/ assembly talks and disseminate same to the different teams/ committees</li> <li>2. To ensure the place where the crises happened and search carefully so that no accidental case is left and rescue sufferers to minimise the harm/take medical help/kit</li> <li>3 Prepare vidyalaya evacuation plan and train students to execute when required</li> </ol>

31	CMP / FLN		Hemlata Majumdar-I/C Shweta Meena Tripti Chanda Ambika Goutam		<ol style="list-style-type: none"> <li>1. To ensure FLN activities in Primary Section</li> <li>2. To ensure the time completion of all FLN/CMP activities as per the plan</li> <li>3. To prepare agenda for conducting CMP meetings every month</li> <li>4. Striving for academic excellence and supervision.</li> </ol>
32	Social Science Exhibition		A.N. Shukla-I/C Nishi Sharma Sunita Lohra Rita Bajpai Poonam Pandey		<ol style="list-style-type: none"> <li>1. To register students as per KVS guidelines</li> <li>2. To inform the students of the dates regarding the various competitions.</li> <li>3. To train the students to perform better.</li> <li>4. To maintain records, arrangement of escort judges</li> </ol>
33	Science Exhibition & RBVP, NCSC		Ankit Gupta-I/C Sonia Parmar Archana Chouhan Vandita Shrivastava		<ol style="list-style-type: none"> <li>1. To register students as per KVS guidelines to inform the students of the dates regarding various competitions</li> <li>2. To train the student to perform better.</li> <li>3. To maintain records and arrangements for escorts and judges</li> </ol>
34	Women Grievance Cell		Mala Shrivastava-I/C Anjana Mishra Tripti Chanda Sunita Gupta Sapna Dave Hemlata Majumdar		<ol style="list-style-type: none"> <li>1. dealing with the grievances of girls students and Women employee once a Fortnight, maintenance of register with proper record</li> <li>2. To attend all discipline cases in the school</li> <li>3. To reply to all RTI and RTE related information</li> </ol>
35	Staff Club		SN Patle-I/C SS Thakur Rose B Topo Pankaj Piplodia Abhishek Kumawat Hemlata Majumdar		<ol style="list-style-type: none"> <li>1. To organise the farewell/welcome of staff</li> <li>2. To maintain the cleanliness arrangements of the staff room, notice board</li> </ol>
36	NCC		Pankaj Piplodia-I/C		To handle all issues related to NCC in the vidyalaya
37	Quarters Allotment		A.N Shukla -I/C S.Ram Renu Yadav Hemlata Majumdar		Prepare the list of eligible employees for quarters following KVS guidelines

38	Condemnation		Vaibhav Jain-I/C SN Patle		Collect, check and finalize the condemnation articles from all department's well before time and submit to the Principal
39	Fire Extinguisher		Pankaj Piplodia-I/C Sachin Tiwari		1. To train the teachers & the students. 2. To plan mock drill 3. To check upkeep procurement and filling of the equipment 4. To procure the certificate
40	Time Table and arrangement		SN Patle-I/C AN Shukla Ankit Gupta Amit Thakur Ratna pandey-I/C(PRI) Ambika Goutam		1. To prepare time table as per KVS norms 2. To change/ adjust time table whenever required 3. Arrange the classes when the teacher is absent or on leave. 4. Inform Principal/VP about requirement of contract teacher in place of vacancy 5. Verify attendance record of contractual teachers
41	SBSB		Hemlata Shrivastava-I/C Sports Coach Yoga Coach Nurse		To ensure timely completion of all the SBSB activities including data feeding
42	EBSB/PPC		Anand Swaroop-I/C Reeta Bajpai Chetna Shrivastava		To update all the EBSB/PPC activities in time bound manner.
43	Web Site Updating		Mala Shrivastava-I/C Vaibhav Jain		1. To update the Vidyalaya website on every Saturday 2. To upload the important information /photographs on the website
44	UBI Portal		R.K Pathkar-I/C Tripti Chanda		To ensure all fee collection verification within due date
45	Sports Portal		Hemlata Shrivastava-I/C Apoorv Raj		To update all the activities in time bound manner.
46	Vidyanjali		Ritu Upadhyay-I/C A Mitra Mona Kohali		To Organize activities under Vidyanjali programme
47	Samagra Portal		Ratna Pandey-I/C Shivali Saxena Shilpi Sani I/C(SR)		Ensure uploading of data on Samagra Portal within time and as required by state authorities



48	UDISE		Ratna Pandey-I/C Asha Kumari Tarun Mehra- I/C(SR)		Ensure uploading of data on UDISE Portal within time and as required by state authorities
49	National scholarship Portal		Ashish Bhardwaj-I/C		To update all the activities in time bound manner.
50	Twitter/Facebook/Instagram		Mona Kohli-I/C		To upload all the activities in regular interval
51	Photos and Video Bank		Pankaj Piplodia-I/C Abhitesh Jangir-I/C(PRI)		Keep/collect and save photos and videos of all activities conducted in the Vidyalaya
52	Sathee Portal		Vaibhav Jain-I/C		To update and conduct all the activities in time bound manner.
53	Sanagam Portal		Kiran Kumari-I/C		To update all the activities in time bound manner.
54	Prashast Portal		Ritu Upadhyay-I/C		To update and conduct all the activities in time bound manner.
55	Science Innovation counsel		Ankit Gupta-I/C Vandita Shrivastava		Promote Innovation in science and create atmosphere of innovation in the Vidyalaya and register, upload innovation on portal
56	Green School Audit		V.K Mishra-I/C Sunita Gupta		Register Vidyalaya on GSP portal and Ensure green certificate for the Vidyalaya
57	Students Achievement Record		Y.K Tirkey-I/C Soniya Parmar		Keep record of the achievements of current and previous students
58	CS-54		A.Mitra-I/C Jyoti jain Dipti Bhardwaj Tripti Chanda-I/C(PRI)		Prepare and Tally fee record of all the classes on quarterly basis
59	Class Teacher/Class Library		All Class Teachers and Co- Class Teachers		<ol style="list-style-type: none"> <li>1. Ensure correct student profile with service and caste category</li> <li>2. Ensure safety and security of the students</li> <li>3. Ensure cleaning, safety of electric fitting, fan, light , furniture, noticeboard ,e-class room ,glass panes, etc.. existing in the class room</li> <li>4. Ensure utilization and safety of class library and other teaching aids</li> <li>5. Keep vehicle records of the students</li> <li>6. Select monitors on rotation basis to develop leadership skill and sense of</li> </ol>

					<p>responsibility</p> <ol style="list-style-type: none"> <li>7. Maintain monitor diary with the help of monitor</li> <li>8. Take attendance twice in a day and ensure attendance is written on the black board</li> <li>9. Absentees should be informed via class WhatsApp group</li> <li>10. Keep record of fee deposit and defaulter</li> <li>11. Keep record of UDISE , Samagra, National scholarship portal, blood group parents income, Divyang and Aadhar of the students</li> <li>12. All information as and when required</li> </ol>
60	Vehicle Record		Nalin Kumar-I/C Amar Swami-I/C (PRI)		Keep and consolidate vehicle record of all students of the Vidyalaya online/offline with the help of class teacher
61	Conference Hall		Poonam Pandey-I/C		Ensure day to day maintenance of conference hall
62	Dining Hall		Chasma Firdos-I/C		Ensure day to day maintenance of dining hall
63	Wing In-charge	FW Upper			<ol style="list-style-type: none"> <li>1. Ensure cleaning of the wing</li> <li>2. Ensure wing should be well decorated</li> <li>3. Ensure safety of electrical fixtures</li> <li>4. Movement of students in well discipline manner</li> <li>5. Ensure safety of fire extinguishers</li> </ol>
		FW Lower			
		SW Upper			
		SW Lower			
		TW Upper			
		TW Lower			
		NW Upper			
		NW Lower			
64	Photography		Abhitesh Jangir-I/C Atul Tiwari Rajesh Gupta		Take photos and videos of all functions celebrated in the Vidyalaya and hand over to the Photos and Video Bank in-charge

