

PM SHRI KENDRIYA VIDYALAYA NO. 1 GCF JABALPUR
LIST OF COMMITTEES
SESSION -2025-26(w.e.f. 01/04/2025)

SNO.	NAME OF COMMITTEE	NAME OF COMMITTEE MEMBERS (Mr./Mrs./Ms.)	SCOPE OF WORK
1	Overall Coordinator& Academic Incharge	D. Satyendra Kumar Verma/ Sr. 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	Vaibhav Jain - I/C Sachin Tiwari Paritosh Singh	1. Ensure all expenditure / Activities under PM SHRI Budget on time.
3	Admission	Amit Thakur – I/C Brijesh Vishwakarma Vivek Tiwari Devansh I/C(Primary) 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 A	Internal Exam (Secondary)	S.S. Thakur– I/C S.N.Patle Mala Shrivastava Dipti Bharadwaj Varsha Barholiya Sachin Tiwari	1. To handle all examination related work in theVidyalaya. 2.Ensure to follow all exam rules & schedule of KVS/CBSE. 3.Conduct PTM after every examination.
4 B	Internal Exam (Primary)	Neha Goyal I/C Tripti Chandra Paritosh	1. To handle all examination related work in the Vidyalaya . 2.Ensure to follow all exam rules & schedule of KVS/CBSE. 3.Conduct PTM& FLN meetings after every exam.
5	CBSE Exam	Vaibhav Jain – I/C Anand swaroop Ashish Bhardwaj Tarun Mehra Ritu Upadhyay	To handle CBSE related work in the Vidyalaya like updatingOASIS, Affiliation, IX / XI registration X / XII LOC and SAFAL Portal etc..

6	Competitive/External Exam	S.N.Patle– I/C S.S. Thakur Amit Thakur	To handle all external exams. related work in the Vidyalaya.
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7	Discipline	Amit Thakur– I/C Varsha Barholiya-Assol/C V.K Mishra Sushma Tripathi O.P.Sahu Nalin Kumar Poonam Pandey Navin Kumar I/C (Primary) Rita Bajpai Rebecca Thomas Devansh	<ol style="list-style-type: none"> 1.To ensure congenial atmosphere by maintaining silent movement of students and dealing the cases of indiscipline students. 2. Ensure proper Entry/exit of the students during morning, lunch time and at the end of the school time by making duty chart. 3. Make wing wise dutychart. 4. Ensure code of conduct for students. 5. Smooth class wise dispersal of students after long bell. 6. Uniform checking duty. 7. Discipline during recess and important functions,Morning assembly, in and outside classrooms and playground. 8.Duty allotment to student council members. 9. Checking of late comers. 10.To implement outpass system in the classes.
8	CCA	Nishi sharma – I/C Anand Swaroop AbhiehsKumawat Shilpi Soni Sushma Choudhary- I/C(Primary) Monika Shivani	<ol style="list-style-type: none"> 1.Prepare CCA Calendar for session 2024-25 and implement timely. 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. 3. To monitor day to day morning assembly programme effectively. 4. To select house captains and other members of the student council for carrying out their usual work in consulting with the other teachers. 5. To initiate and finalization of Vidyalaya Patrika publication e.g. collection of articles proof reading, cover design selection of articles etc.
9	Furniture	Abhishek Kumawat- I/C Navin Kumar- I/C(Primary)	<ol style="list-style-type: none"> 1. To ensure all furniture bear serial numbers and the year of purchase. 2. To ensure the adequacy and suitability of furniture in all the classrooms including repair and purchase of furniture as per the rules. 3. To prepare and display inventory of class wise and department wise furniture. 4. Ensure arrangement of furniture for different exams in the rooms at different occasions.

10	Security Arrangement	Nalin Kumar- I/C Hemlata Shrivastava Varsha Barholiya O.P Sahu Rita Bajpai-(I/C-Primary) Devansh Dwivedi Shivani	<ol style="list-style-type: none"> 1. To ensure safety & Security of the whole Vidyalaya Campus round the clock in consultation with the agencies concerned. 2. Supervise Security Guard of the Vidyalaya by making proper plan. 3. Ensure working of CCTV cameras of the Vidyalaya. 4. To ensure maintenance of boundary wall of the Campus. 5. To prepare comprehensive plan for safety and security of Vidyalaya. 6. To obtain building and electrical safety, fire safety certificates by ensuring safety norms of electrical, building, fire. 7. To organize programmes on safety and security of the children. 8. Ensure animal free Vidyalaya Campus.
11	Cleanliness	O. P. Sahu- I/C B.K. Vishwakarma Tarun Mehra Sonia Parmar Paritosh - I/C (Primary) Apurv Raj Singh Devansh Shweta Rita Bajpai	<ol style="list-style-type: none"> 1. To monitor the services of conservancy and cleanliness in consultation with the agencies concerned. 2. To plan the cleanliness of school plants surrounding Garden & playground. 3. To supervise the duties of conservancy staff of respective blocks and submit daily report of cleanliness to the Principal/VP. 4. To take care and maintain the beautifications in all the areas of the Vidyalaya from time to time in and outside the classrooms, visitors' areas, staff rooms etc. 5. To ensure cleanliness of classrooms. 6. To ensure cleanliness of toilets. 7. To ensure cleanliness of Verandas, open area and school campus. 8. To ensure cleanliness of garden area. 9. To ensure cleanliness of playground and sports complex. 10. Day to Day civil, plumbing, electrical maintenance of toilets.
12	Beautification & Gardening/Maths Garden/Children Park etc.	V.K Mishra-I/C Krishna Dubey Shraddha Khare Monika- I/C(Primary) Devansh Dwivedi	<ol style="list-style-type: none"> 1. Develop and maintain garden throughout the year by adding more potted plants and plantations of flowers/trees. 2. Celebration of Van Mahotsav etc. 3. Monitoring and updating display boards on regular basis. 4. Monitoring of daily writing of news through birthday etc. on display boards. 5. To monitor the services of gardener in consultation with the agencies concerned. 6. Maintenance of compost pit of the Vidyalaya. 7. Maintenance of water harvesting System of the Vidyalaya.

13	Academic Advisory/ Subject		Dr.S.K.Verma- I/C All Subject Committee Heads	1.Ensure completion of syllabus in all classes on time. 2.Ensure all practical activities on time. 3. Handle slow learners of the Vidyalaya. 4.Ensure achievement of learning outcome during classroom teaching. 5.Ensure 100% result with quality PI.
14	M & R	Civil	Sachin Tiwari -I/C Paritosh Singh – I/C (PRI)	1. Regular supervision of Vidyalaya property. 2. Regular repair and maintenance of the Vidyalaya building including boundary Wall.
		Electrical	Nalin Kumar – I/C Amar Swami – I/C (PRI)	1. Regular repair and maintenance of the Vidyalaya electrical line and accessories and equipment. 2. Ensure electrical safety of the Vidyalaya.
		Water and Drinking Water	Dipti Bhardwaj- I/C Devansh Dwivedi – I/C(PRI)	1. Regular repair and maintenance of the water line, tap of drinking points and toilets. 2. Regular repair and maintenance of RO and water coolers. 3.Ensure regular cleaning of overhead water tank and water coolers.
15	Scout & Guide		O.P. Sahu- I/C All Scout & Guide Teachers (Primary and Senior secondary)	1. To plan and execute all scout guide activities for the year 2024-25. 2. To prepare children for different test viz Sopan, Puraskar, etc. 3. To monitor children activities during school hours. 4. To arrange different days celebration (Thinking Day, etc) 5. To suggest the name of teachers for training. 6. To keep records/photos in attractive manner.
16	Sports		Apoorv Mitra- I/C Pankaj Piplodia Sonule Vishal Ramesh Varsha Barholiya Apurv Raj Singh- I/C(PRI) Shweta	1. To plan sports activities schedule for 2025-26. 2. To conduct all the sports activities as per the assigned schedule by KVS. 3. To maintain the playground and other sports facilities. 4. To monitor children activities during school hours. 5. To maintain proper records /photographs of players representing different level of KVS/SGFI/ sports meet. 6. To ensure the timely completion of monthly sports activities in primary section. 7. Primary committee is to look after children park & its maintenance. 8. To handle SBSB portal to ensure timely completion of activities. 9. To handle activities on sports portal. 10. To Ensure mass participation in FIT India quiz. 11. Act as organizing committee for RSM and NSM.

17	First Aid	Rose B. Toppo-I/C Dipti Bhardwaj Doctor Nurse Shivani-I/C(PRI) Naveen Kumar	1. To arrange medical check-up twice in the year. 2. To give first aid to the children whenever required. 3. To maintain the upto date record of medical cards with the help of class teachers. 4 To maintain up to date record of medical officer & nurse.
18	Hindi Rajbhasha Samiti	Krishna Dubey-I/C Anand Swaroop Brajesh Kumar Vishwakarma	1. To conduct quarterly meetings of Rajbhasha and to submit quarterly report to the regional office. 2. To ensure 100% use of Rajbhasha in all official work. 3. To conduct workshop of those employees who hesitate to use Hindi in official work. 4. Ensure Dhara 3(3) of RajbhashaAdhiniyam.
19	Olympiads	S.N.Patle-I/C Ankit Gupta Varsha Barholia Naveen Kumar – I/C (Primary)	1. Ensure maximum participation of students in Maths Olympiad, Science Olympiad, SOF,IAPT, and different other exams. 2. To conduct these exams.in the Vidyalaya.
20	Maths Club	A Mitra-I/C Varsha Barholia Numeracy -Devansh Dwivedi- I/C (Prim)	1. To create a fun, enjoyable environment which inspires students and instils in them a great love for maths. 2. Records to bemaintained in theClub Register. 3. Upkeep of thebulletin board. 4. Ensure maximumparticipation ofstudents in the clubactivities.
21	Language Club	Y.K Tirkey-I/C Kiran Kumari Literacy (English) Shivani– I/C(Primary) Literacy (Hindi) R.Thomas - I/C (Primary)	1. Activities to beplanned forimprovement oflanguage skills andimplemented. 2. Records to bemaintained in theClub Register. 3. Upkeep of thebulletin board. 4. Ensure maximumparticipation ofstudents in the clubactivities.
22	Science Club	Laxmi Yadav-I/C Ankit Gupta Soniya Parmar-Associate I/C Archana Chouhan Primary Environmental Club- Shweta Meena	1. To organize activities or project work to ensure promotion of science. 2. To create a fun, enjoyable environment which inspires students and instils in them a great love for science. 3. Records to bemaintained in theClub Register. 4. Upkeep of thebulletin board. 5. Ensure maximumparticipation ofstudents in the clubactivities.
23	Eco Club	Ritu Upadhyay-I/C Archana Chouhan Shweta Meena- I/C (Primary)	1. To sensitize students on issues relating to environmental degradation. 2. To raise awareness about wildlife and plants among children by organizing different programmes/speeches.

			3. Records to be maintained in the Club Register. 4. Upkeep of the bulletin board. 5. Ensure maximum participation of students in the club activities.
24	Integrity Club	Shraddha Khare-I/C Sonule Vishal Ramesh	1. To instil & inculcate values of honesty, patriotism, Secularism, Socialism etc. 2. Records to be maintained in the Club Register. 3. Upkeep of the bulletin board. 4. Ensure maximum participation of students in the club activities.
25	Guidance & Counselling	Y.K. Tirkey-I/C Mona Kohli Shilpi Soni	1. To carry out sessions on various careers options. 2. Addressing the complaint and maintenance of suggestive measures/ Steps Taken. 3. Deal with different indiscipline issues by counselling. 4. Ensure mental wellness among the students.
26	AEP Committee	Ashish Bhardwaj-I/C Ritu Upadhyay	To sensitize the students on adolescent issues, gender sensitization , gender Hygiene etc..
27	ACP	Jyoti Jain-I/C Sonali Kundu	Ensure completion of all modules in different classes.
28	Adventure & Excursion	Abhishek Kumawat-I/C O P Sahu Apurv Raj Singh(Primary) Devansh	Planning and arrangement of educational tours for students.
29	Library	Amit Thakur-I/C Y.K Tirkey Poonam Pandey Mona Kohli Renu Yadav I/C Primary Shweta Meena Ambika Gautam	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. 2. Books review. 3. To inculcate reading habits among the staff & children. 4. To organize books exhibition on important occasions.
30	School Disaster Management	Sushma Tripathi-I/C Laxmi Yadav V.K Mishra Kiran Kumari O.P Sahu Sachin Tiwari Naveen Kumar	1. To create awareness among students and staff Through meetings/ assembly talks and disseminate same to the different teams/ committees. 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. 3 Prepare Vidyalaya evacuation plan and train students to execute when required.

		Tripti Chanda Renu Yadav	
31	NIPUN	Hemlata Majumdar-I/C TLM-Monika JAADUI PITARA -Ambika Goutam Toy Library/Science/Maths Kit - Shweta Meena CLASS LIBRARY / FLN WORK SHEET Devansh Dwivedi REPORT /ALL DISPLAY BOARD-Shivani NEWS-LETTER I/C Amar Swami, Devansh Dwivedi	1.To ensure FLN activities in Primary Section. 2. To ensure the timely completion of all FLN/CMP activities as per the plan. 3. To prepare agenda for conducting CMP/NIPUN meetings every month.. 4. Striving for academic excellence and supervision.
32	Social Science Exhibition	Nalin Kumar -I/C Shushma Tripathi Deep Shikha Sharma Nishi Sharma Krishna Dubey Ritu Upadhyay Anjana Mishra Sonule Vishal Ramesh Poonam Pandey Rita Bajpai	1. To register students as per KVS guidelines. 2. To inform the students dates regarding the various competitions. 3. To train the students to perform better. 4. To maintain records, arrangement of escort judges.
33	Science Exhibition &RBV, NCSC	Ankit Gupta-I/C Sonia Parmar Archana Chouhan Shraddha Khare	1.To register studentsas per KVS guidelines.to inform the students of the dates regarding various competitions. 2. To train the studentsto perform better. 3. To maintain records and arrangements for escorts and judges.
34	CCTV Monitoring Committee	Vaibhav Jain I/C Mala Shrivastav Sachin Tiwari Shraddha Khare Amar Swami	1. Monitoring & maintenance of cameras, T.V. and related instruments. 2.Keep record of procurement and servicing.

34	Women Grievance Cell	Krishna Dubey-I/C Mala Shrivastava Anjana Mishra Tripti Chanda Kamlesh Hemlata Majumdar	1. Dealing with the grievances of girls/students and Women employee once a Fortnight, maintenance of register with proper record. 2. To attend all discipline cases in the school. 3. To reply to all RTI and RTE related information.
35	Staff Club	S.N.Patle-I/C S.S. Thakur Rose B Toppo Pankaj Piplodia Abhishek Kumawat Hemlata Majumdar Apoorva Raj Singh	1. To organise the farewell/welcome of staff. 2. To maintain the cleanliness arrangements of the staff room, notice board.
36	NCC	Pankaj Piplodia-I/C	To handle all issues related to NCC in the Vidyalaya.
37	Quarters Allotment	S.N.Patle-I/C B.K.Vishwakarma O.P.Sahu Renu Yadav Sonule Vishal Ramesh Hemlata Majumdar	Prepare the list of eligible employees for quarters following KVS guidelines.
38	Condemnation	Vaibhav Jain-I/C S.N.Patle	Collect, check and finalize the condemnation articles from all departments 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	PASystem	Sachin Tiwari I/C Apoorv Raj Singh Amar Swami	1. Arrangement of P.A. System for Morning Assembly, Conference hall and Event place as per requirement.

40	Timetable and arrangement	S.N.Patle-I/C Deep Shika Sharma Ankit Gupta Amit Thakur Ratna Pandey-I/C(PRI) Renu Yadav Tripti Chandra	1. To prepare timetable as per KVS norms. 2. To change/ adjust timetable whenever required. 3. Arrange the classes when the teacher is absent or on leave. 4. Inform Principal/VP about requirement of contract teachers in place of vacancy. 5. Verify attendance record of contractual teachers.
41	SBSB	Hemlata Shrivastava-I/C Apoorv Mitra- Associate I/C Sports Coach Yoga Coach Nurse	To ensure timely completion of all SBSB activities including data feeding
42	EBSB/PPC	Anand Swaroop-I/C Reeta Bajpai Shivali Saxena	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 Patkar-I/C Tripti Chandra	To ensure all fee collection verification within due date
45	Sports Portal	Apoorv Mitra- I/C Apoorv Raj	To update all the activities in time bound manner.
46	Vidyanjali	Ritu Upadhyay-I/C A Mitra Mona Kohli Shilpi Soni	To organize activities under Vidyanjali programme.
47	Samagra Portal	Ratna Pandey-I/C(Primary) Navin Kumar Shilpi Soni I/C(SR) Vivek Tiwari	Ensure uploading of data on Samagra Portal within time and as required by state authorities.
48	UDISE	Ratna Pandey-I/C Navin Kumar Tarun Mehra- I/C(SR) Jyoti Jain	Ensure uploading of data on UDISE Portal within time and as required by state authorities.

49	National scholarship Portal	Ashish Bhardwaj-I/C Abhishek Kumawat	To update all the activities in time bound manner.
50	Twitter/Facebook/Instagram	Mona Kohli-I/C Shilpi Soni Sunita Lohra	To upload all the activities in regular interval.
51	Photos and Video Bank	Pankaj Piplodia-I/C Naveen Kumar-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	Samagam Portal	Kiran Kumari-I/C Tripti Chanda Computer Instructor	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 V.K.Mishra Laxmi Yadav	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 Shraddha Khare	Register Vidyalaya on GSP portal and ensure green certificate for the Vidyalaya.
57	Students Achievement Record	Y.K Tirkey-I/C Vaibhav Jain 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&Class Library	All Class Teachers and Co- Class Teachers	<ol style="list-style-type: none"> 1. Ensure correct student profile with service and caste category. 2. Ensure safety and security of the students. 3. Ensure cleaning, safety of electric fitting, fan, light, furniture, noticeboard,e-class room,glass panes, etc. existing in the classrooms. 4. Ensure utilization and safety of class library and other teaching aids. 5. Keep vehicle records of the students. 6. Select monitors on rotation basis to develop leadership skill and sense of responsibility. 7. Maintain monitor diary with the help of monitor.

			<div>8. Take attendance twice in a day and ensure attendance is written on the black board.</div> <div>9. Absentees should be informed via class WhatsApp group.</div> <div>10. Keep record of fee deposit and defaulter.</div> <div>11. Keep record of UDISE, Samagra, National scholarship portal, blood group, parents income, Divyang and Aadhar of the students.</div> <div>12. All other informations as and when required.</div>	
60	Vehicle Record	Nalin Kumar-I/C Amar Swami-I/C (PRI)	Keep and consolidate vehicle record of all students of theVidyalayaonline/offline with the help of class teachers.	
61	Conference Hall	Poonam Pandey-I/C	Ensure day to day maintenance of conference hall.	
62	Dining Hall	Monika-I/C Shushma M Choudhary	Ensure day to day maintenance of dining hall.	
63	Wing In-charge (Monitoring of fixtures/Display)	First Wing Upper	Laxmi Yadav	<div>1. Ensure cleaning of the wing.</div> <div>2. Ensure wing should be well decorated.</div> <div>3. Ensure safety of electrical fixtures.</div> <div>4. Movement of students in well- disciplined manner.</div> <div>5. Ensure safety of fire extinguishers.</div>
		First Wing Lower	Sushma Tripathi	
		Second Wing Upper	Poonam Pandey	
		Second Wing Lower	Krishna Dubey	
		Third Wing Upper	Ratna Pandy	
		Third Wing Lower	Ambika Gautam	
		New Wing Upper	Renu Yadav	
		New Wing Lower	Amar Swami	
64	Photography	Paritosh Singh -I/C Akshay Jain Medha Gupta	Take photos and videos of all functions celebrated in the Vidyalaya and hand over to the Photos and Video Bank in-charge	

65	Subject Committee PRIMARY	Hindi -R.Thomas English -Shivani Maths-Devansh TWAU-Shweta Meena	
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