

KENDRIYA VIDYALAYA JYOTIPURAM			
WORKING COMMITTEES FOR THE SESSION 2026-27			
	Work Description	In-charges & members	SIGNATURE
1	Admission Committee	MS MEENU MEHTA I/C	
I	Publication of notice related to admission	Ms Meenu Metha, PGT	
II	Verification of online admission forms in the admission portal and informing the parents about any correction.	Ms Neha, PRT Ms Bhavya Ghalot, PRT	
III	Attending parents' queries.	Ms Meenu Mehta, PGT	
IV	Preparing files and folders for online & offline lottery	Mr Abhay Kumar	
V	Planning of seating arrangement in the room allotted for lottery.	Ms Seema Kumari, PGT	
VI	Facebook and YouTube livestreaming during Balvatika -III online lottery & Other offline lottery	Mr Abhay Kumar, TGT	
VII	Uploading of lottery result on the school website	Ms Parul Berwal, PGT	
VIII	Verification of documents during admission	Ms Meenu Mehta, PGT Ms Neha, PRT	
IX	Entry of Admission number and candidate details in the admission register	PGT Hindi	
X	Uploading of student details in UBI portal (Class Teacher Portal)	Class Teacher Concerned	
XI	Verification of Students details in UBI Portal (School Portal)	Ms Yanjana, TGT	
XII	Processing direct admission cases to CBSE	Mr Rohit Kumar, TGT	
2	ACADEMIC & CURRICULUM COMMITTEE (Middle and Secondary Stage)	MR RAM I/C	
I	Preparation of Monthwise Vidyalaya Level Academic Calender	Mr Ram, PGT Ms Parul Berwal, PGT Subject Convenyor	
II	Prepare the Vidyalaya plan for the Academic year	Mr Ram, PGT	
III	Monitor the upkeep of the note books & academic documents.	Mr Ram, PGT	
IV	Check all the records of their respective members of the subject committee and submit a report regarding every monthend	Subject Convenyor	
V	Conduct the subject committee meetings of respective subjects once in a month	Subject Convenyor	
VI	Ensure the distribution of split-up syllabus to students of all classes.	Class Teachers	
VII	To discuss changes in curriculum, question paper patterns	Subject Teacher	
VIII	Distribution of Curriculum and sample question papers to Teachers	Mr Rohit Kumar, TGT	
IX	Distribution of Curriculum and sample question papers to Students	Subject Teacher	
X	Preparation of question papers in MS Word	Subject Teacher	
XI	Collection of question papers to subject teachers and ensure the correctness of QP as per CBSE Currilculum	Subject Convenyor	
XII	Collection of question papers to subject convenyor and send for printing	Mr Ram, PGT	
3	ACADEMIC & CURRICULUM COMMITTEE (Fondational and Preparatory Stage)	Ms Anjana Kumari I/C	
I	Preparation of Monthwise Vidyalaya Level Academic Calender	Ms Anjana Kumari, PRT Ms Himanshi, PRT	
II	Prepare the Vidyalaya plan for the Academic year	Ms Anjana Kumari, PRT	

III	Monitor the upkeep of the note books & academic documents.	Ms Anjana Kumari, PRT	
IV	Check all the records of their respective members of the subject committee and submit a report regarding every monthend	Subject Convenyor	
V	Conduct the subject committee meetings of respective subjects once in a month	Subject Convenyor	
VI	Ensure the distribution of split-up syllabus to students of all classes.	Class Teachers	
VII	To discuss changes in curriculum, question paper patterns	Subject Teacher	
VIII	Preparation of question papers in MS Word	Subject Teacher	
IX	Collection of question papers to subject teachers and ensure the correctness of QP as per CBSE Currilculum	Subject Convenyor	
X	Collection of question papers to subject convenyor and send for printing	Ms Anjana Kumari, PRT	
4	Examination - Internal (Middle and Secondary Stage)	MS PARUL BERWAL, I/C	
I	Response to mail receive on examkvjyt@gmail.com	Incharge	
II	Maintain the Records of all examination in proper format and in proper file	Incharge	
III	Preparation of seating plan, Maintain the absentee record, assign Invigilation duty	Ms Beauty Verma, LIB	
IV	Preparartion of Exam material bags and answer bundles	Mr Abhay Kumar, TGT WE	
V	Prepare a power point presentation after each exam based on result analysis and error analysis	Ms Yanjana, TGT	
5	Examination - Internal (Fondational and Preparatory Stage)	Ms Himanshi I/C	
I	Response to mail receive on primaryexamkvjyt@gmail.com	Incharge	
II	Maintain the Records of all examination in proper format and in proper file	Incharge	
III	Preparation of seating plan, Maintain the absentee record, assign Invigilation duty	Ms Muskan, PRT	
IV	Preparartion of Exam material bags and answer bundles	Incharge	
V	Prepare a power point presentation after each exam based on result analysis and error analysis	Ms Muskan, PRT	
6	CBSE Examination	MR ROHIT KUMAR, TGT	
I	Checking of CBSE website for latest announcements & Circulars	Incharge	
II	Checking of 24928@cbsehksha.in mail for letters / Circulars sent by CBSE	Incharge	
III	Circulation of CBSE letters / Circulars among concerned teachers for Compliance – Monitoring of the same	Incharge	
IV	Monitoring the Direct Admission cases sent by Admission department to CBSE for approval and CBSE correspondence	Incharge	
V	Initiating the process of Collection & Verification of students data for CBSE registration of Classes IX, X, XI, XII	Class Teachers	
VI	ONLINE Registration of the Students of Classes IX & XI	Incharge	
VII	ONLINE Registration of LOC of Classes X & XII	Incharge	
VIII	Uploading of Internal marks X	Incharge	
IX	Uploading of internal grades XII	Incharge	
X	CBSE result analysis after the announcement of Board Result of X & XII	Incharge	
XI	Maintaining Board Result record file / selection in all India level examination	Ms Ankita Kumari, PGT	
XII	CBSE Practical & Theory Examinations	Subject Teacher	
XIII	DUTY LIST PREPARATION for AISSCE & AISSE Exam	Clerk	

XIV	SEATING PLAN FOR AISSCE & AISSE EXAM	Clerk	
7	CLA (Vidyalaya and Regional level), Club Activity (Middle and Secondary Stage)	Ms Chayanika Chetan , I/C	
I	Prepare CLA Calendar	Incharge With Committee members	
II	Plan, organize & Coordinate all CCA Events/Inter-House Competitions as per CLA Calendar	Incharge	
III	Preparation of Judgement Sheets for all CCA Events/Inter-House Competitions	Incharge	
IV	Prepare Winner's Lists of all CCA Competitions and Entry in CCA Register	PGT Hindi	
V	Allotment of Points to Houses as per Competitions held and maintain the House Position Board	TGT English-2	
VI	All CCA/ House Boards to be periodically updated as per chosen Themes/Topics	Ms Neelu Chauhan, TGT	
VII	Trained Students for Group Song and Dance related to various events	Ms Sushma, PRT Music	
VIII	Preparation of Report and sending it thereof	Incharge	
IX	Certificate writing for different competition	Mr Parveen, TGT	
X	Constitution of the Students' Council	Mr Ram and Ms Meenu Mehta	
XI	Plan & Organise the Investiture Ceremony	Incharge	
XII	Plan, Coordinate & Organise all External CCA Events/Competitions of Regional/Cluster Level	Ms Sushma, PRT Music	
8	CLA (Vidyalaya and Regional level), Club Activity (Foundational and Preparatory Stage)	Ms Bhavya Ghalot, PRT	
I	Prepare CLA Calendar	Incharge With Committee members	
II	Plan, organize & Coordinate all CCA Events/Inter-House Competitions as per CLA Calendar	Incharge	
III	Preparation of Judgement Sheets for all CCA Events/Inter-House Competitions	Incharge	
IV	Prepare Winner's Lists of all CCA Competitions and Entry in CCA Register	PGT Hindi	
V	Allotment of Points to Houses as per Competitions held and maintain the House Position Board	Ms Poonam, PRT	
VI	All CCA/ House Boards to be periodically updated as per chosen Themes/Topics	Ms Sakshi, PRT	
VII	Trained Students for Group Song and Dance related to various events	Ms Sushma, PRT Music	
VIII	Preparation of Report and sending it thereof	Incharge	
IX	Certificate writing for different competition	Ms Sakshi, PRT	
X	Plan, Coordinate & Organise all External CCA Events/Competitions of Regional/Cluster Level	Ms Sushma, PRT Music	
9	MORNING ASSEMBLY(Preparatory - First Week, Middle - 2nd and 3rd Week and Secondary - 4th week & Incomplete week days)	Ms Chayanika Chetan I/C Ms Bhavya, I/C	
I	Prepare Morning Assembly Schedule (Atleast one Month advance Planning)	Incharge With Committee members	
II	All Announcements as per directions/requirements	Ms Meenu Mehta, PGT	
III	Delegate duties/responsibilities for smooth conduct of Morning assembly	Incharges	
IV	Train the students in Prayer song/Community song Musical Instruments and arrange musical instruments in the Morning Assembly	Ms Sushma, PRT Music	
V	Ensure quality of NEWS and Thoughts	Mr Parveen Kumar (In Hindi) Ms Muskan (In English)	
VI	Trained Student Commander for giving Command in the Morning Assembly	Ms Radha Rani, TGT PHE	

VII	Maintain the Morning assembly participation register and Morning assembly Photos	Incharges	
VII	Classwise Discipline (Uniform, Hair, Late Commer etc.) during Morning Assembly	Class Teachers	
VIII	Overall Discipline during Morning Assembly	Sports Coaches	
IX	Arrangement of PA System	Mr Abhay Kumar, TGT WE	
XII	Special Day Banners	Ms Himanshi, PRT	
10	Time -Table arrangement, bell timing	Ms Manisha Tomar (I/C) Ms Prachi, PRT	
I	Prepare workable time tables for the school following KVS guidelines.	Incahrges	
II	Verification of leave record of contractual teachers for payment and maintenance of leave register.	Mr Anil Kumar	
III	Make arrangement for teachers on leave & vacant posts before starting of first period.	Incharges & Mr Anil Kumar	
IV	Maintain a register for teachers to enter the date of leave in advance wherever possible	Mr Anil Kumar	
VII	Ensure regular bell timings	MR ANIL KUMAR	
11	Purchase Committee (GeM and Non Gem Both)	Ms Ankita Singh I/C	
I	Convene important meetings regarding all purchases.	Incharge	
II	Go for spot quotations in emergency and make all necessary resolution as per KVS guidelines.	Incahrge	
III	Read purchase rules of KVS and help in purchase on GeM portal.	Account Committe members Incharge	
IV	To make quality check-up and verification of goods before entry in the stock registers by the concerned in charges.	Account Committee members	
V	Prepare notesheet for Purcahse	Mr Gourav, JSA	
VI	Bid Evaluation	Account Committee members	
12	Furniture (M & R)	Ms Seema Kumari, I/C	
I	To ensure the furniture in each classroom is of uniform nature as far as possible.	Class Teachers	
II	To ensure that no furniture is lying in the corridors.	Incharge	
III	To ensure that any furniture taken for any function to be replaced in its proper place.	Concerned Class teachers and Department Incahrge	
IV	To keep a record of all furniture Purchase, repaired & broken.	Incharge	
V	Keeping of Furniture & fixture properly and necessary checking for condemnation and auction with consultation with the competent authority.	Incharge	
VI	Maintain classwise and departmentwise furniture details and issue in the begining of session	Incharge	
13	Discipline	Ms Manisha Tomar I/C	
I	Ground Floor Corridor Discipline (Morning assembly, Recess, Dispersal & overall discipline)	Sports Coach	
II	First Floor Corridor Discipline (Morning assembly, Recess, Dispersal & overall discipline)	Yoga Instructor	
III	Science Block Discipline (Morning assembly, Recess, Dispersal & overall discipline)	Mr Ram, PGT	
IV	Ground Discipline (Morning assembly, Recess, Dispersal & overall discipline)	Ms Radha Rani, TGT	
V	Conduct inquiry as per article 60 of education code for the reported misconducts	Incahrge	
VI	Preparation of Teacher Duty List during Recess, Morning assembly, Departure in arrangement sheet	Incahrge	

14	Monitoring of the work of out sourcing staff. (Sanitization and cleaning by the security and conservancy staff	Mr Anil Kumar, TGT	
I	To do correspondence with the Authorized agency.	Incharge	
II	To check the attendance / ESI / Police verification of Housekeeping staff.	Account Committee	
V	Prepare a duty cahrt to ensure the wash rooms of all the Blocks are cleaned thrice daily by the house keeping staff.	Incharges	
VI	To maintain records. To ensure that the classrooms and the corridors of their respective blocks are cleaned.	Class teachers and Duty assigned by I/C	
VII	Functioning of Vending Machine- Upkeep of the machine, help and guide the students how to use it. AMC of incinerators in the girl's toilets.	Ms Manisha Tomar	
IX	Preparation of duty chart to ensure cleanliness of the school/classrooms/corridors/wash rooms/water supply/storage/ dustbins/electrical points.	Incahrge	
XI	To prepare the monthly log book of cleanliness and submit report on Sanitation/cleanliness on the last working day.	Incharge	
XII	Maintain the School building and Washroom	Mr Abhay Kumar	
15	(Scout/guide, cub/bulbul activities)	MR ABHAY KUMAR I/C	
16	Publications (Newsletter, advertisments, magazine etc)	Ms Muskan I/C	
I	Timely release of magazine is ensured. (ENGLISH)	Incharge, TGT English	
II	Timely release of magazine is ensured. (Hindi)	Mr Parveen Kumar, TGT Ms Meenakshi, PRT	
17	Science Club & Health club/Exhibitions and Olympiad and other science competitions ,Innovation Council	MS ANKITA SINGH	
18	ATL / AI Club activities	MR ABHAY KUMAR	
19	MEDICAL AND FIRST AID	MS RADHA RANI	
20	ALUMNI & ACHIEVERS' RECORD	MR RAM	
21	PORTALS		
i	SAMAGAM (Primary)	MS MEENAKSHI, PRT	
ii	SAMAGAM (Secondary & Sr Secondary	MS NEELU CHAUHAN, TGT	
iii	UBI & UDISE+ (Secondary & Sr Secondary)	MS YANJANA, TGT	
iv	UBI & UDISE+ (PRIMARY)	MS MUSKAN, PRT	
v	KV ANNUAL TRANSFER	MR ROHIT KUMAR	
vi	FIT INDIA	MS RADHA	
vii	PMKVY	MR RAM	
viii	PROJECT INCLUSION APP	MR ABHAY KUMAR	
ix	VIDYANJALI	MR RAM	
x	PRERNA	MS ANKITA	
xi	SCHOOL INNOVATION COUNCIL (SIC)	MR ABHAY KUMAR	
xii	PIMS	MR GOURAV	
xiii	GeM	ACCOUNT COMMITTEE	

xiv	OASIS	MR ROHIT KUMAR	
xv	YUVIKA	MS MANISHA	
xvi	SQAAF	MR RAM	
xvii	Staff Sanction (SMAGAM)	MR GOURAV	
xviii	SAFAL, SARAS	MR ROHIT KUMAR	